

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, DECEMBER 18, 2014**  
**10:30 A.M.**

County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- December 2, 2014 - Special Session
- December 4, 2014 - Regular Meeting

**APPROVAL OF ACCOUNTS PAYABLE**

- December 11, 2014
- December 18, 2014

**PAYROLL APPROVAL**

- December 4, 2014

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 10:30 a.m. Recognition of Service to Jefferson County Commission  
- Lyn Widmyer, Commissioner
2. 10:45 a.m. Angie Banks, Assessor  
- Exonerations - Discussion/Action
3. 11:00 a.m. Roger Goodwin, Chief County Engineer  
- Letter of Credits securing construction bonds - Discussion/Action  
- Thorn Hill Subdivision (JCPC File No. 02-17) - Request for time extension on  
Rolling of Bonding Agreement expiration - Discussion/Action

4. 11:30 a.m. Barbara Miller, Jefferson County Homeland Security and Emergency Management  
- Reappointment to the JCHEM Steering Committee - Discussion/Action
5. 11:45 a.m. Stephanie Grove, Assistant Prosecuting Attorney  
- Jefferson County Emergency Services mortgage kickback clause - Discussion/Action
6. 12:15 p.m. **Break for Lunch**

#### **NEW BUSINESS**

7. Ratify the decision made on December 4, 2014 regarding an offer of donated property from Wells Fargo and to transfer the property at 756 Wiltshire Road to the Habitat for Humanity since the Jefferson County Commission is not interested in the property - Discussion/Action
8. Set date and time for a Public Hearing to approve a Resolution renewing its participation in the Eastern Panhandle HOME Consortium - Discussion/Action
9. Approval of the 2015 Board of Review and Equalization Notice - Discussion/Action
10. Comprehensive Plan Review Update - Discussion/Action
11. Legislative Updates

#### **COUNTY ADMINISTRATOR REPORTS**

- Horse Summit - January 8, 2015
- Worker's Compensation Policy - Discussion/Action
- Holiday Schedule - Discussion/Action

#### **COUNTY COMMISSION REPORTS**

#### **~~~~~ AFTERNOON SESSION ~~~~~**

12. 1:30 p.m. Paul Rosa  
- Improving cell coverage in downtown Charles Town - Resolution encouraging AT&T Wireless to improve its coverage - Discussion/Action

13. 1:45 p.m. Tim Stanton, Finance Director
- Review of Cash
  - Review of Budget to Actual as of November 30, 2014
  - Approve Budget Revision - Discussion/Action
  - Review of FY16 and FY17 Levy Rate Projection and Discussion
  - Review of FY16 and FY17 Projected Budget and Discussion
  - Discussion and Determination of FY16 Budget Instructions from Commission to Department - Discussion/Action

14. **ADJOURN**

**DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- GIS/Addressing Office Quarterly Update Report - 2014 4<sup>th</sup> Quarter

**CORRESPONDENCE/INFORMATION**

Notice of Jefferson County Office Closure for the Christmas and New Year holidays.

Notice of Cancellation of the January 1, 2015 Regular Meeting due to the New Year holiday.

Impact Fee Status Report for November 2014.

Memorandum from the Jefferson County Engineering Department - Office of Impact Fees re: Transfer of Funds from Office Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum from the Jefferson County Engineering Department - Office of Impact Fees re: Transfer of Funds from Office Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

Memorandum from the Jefferson County Engineering Department - Office of Impact Fees re: Transfer of Funds from Office Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

Memorandum from the Jefferson County Engineering Department - Office of Impact Fees re: Transfer of Funds from Office Impact Fees General Account to Sheriff's Fire and EMS Impact Fee Account.

Jefferson County Public Service District Minutes - November 3, 2014 Regular Board Meeting.

WV Lottery Weekly Settlement for Charles Town - week ending December 5, 2014.

WV Lottery Weekly Settlement for Charles Town - week ending December 12, 2014.

*At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.*



**SPECIAL SESSION:**

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on December 2, 2014 at 9:00 am (An audio file of the December 2, 2014 meeting is available through the Jefferson County Commission Office.)

**PRESENT:** Jane Tabb, Vice President  
Dale Manuel, Commissioner  
Patsy Noland, Commissioner  
Lyn Widmyer, Commissioner  
Stephen Skinner, Delegate for the 67<sup>th</sup> District  
Paul Espinosa, Delegate for the 66<sup>th</sup> District  
Patti Hamilton, Executive Director of West Virginia Association of Counties  
Debbie Keyser, County Administrator  
Jessica Carroll, Executive Administrative Assistant

**RE: 2014 Jefferson County Legislative Summit**

Commissioner Tabb called the meeting to order at 9:00 am, and Commissioner Widmyer led the Pledge of Allegiance.

The Commission and delegates gathered to discuss the Jefferson County legislative priorities for 2015. The Commission stated the following as their top four priorities:

1. Development of a regional in-patient mental health and substance abuse treatment facility to serve county residents in the Eastern Panhandle and reduce costs to each county.
2. Consolidation of Fire and Emergency Medicals Service Fees.
3. Protection and preservation of the county and state's horse racing industry.
4. Legislation for infrastructure and the consolidation of facilities for sustainable water and sewer services without placing financial burden on the current ratepayers.

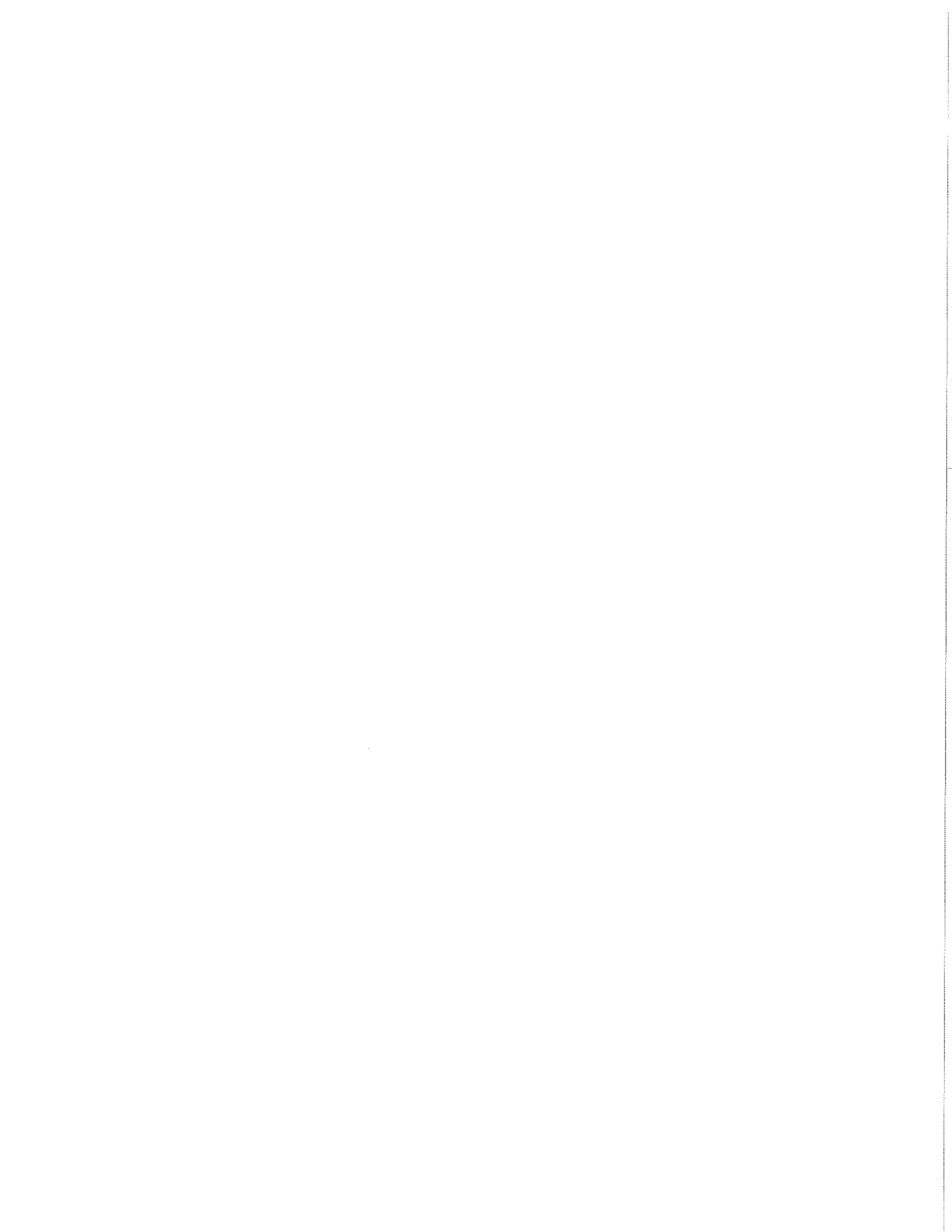
The Commission thanked the delegates and Ms. Hamilton for their participation, and directed staff to compose a letter to send to all members of the Jefferson County legislature to restate their priorities for the coming session. It was also the consensus of the Commission to schedule a horse racing summit at the beginning of 2015 in an effort to ensure the preservation of the local horse racing industry.

The meeting was adjourned at 11:22 am on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

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WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Executive Administrative Assistant



## **Minutes**

### **Jefferson County Commission**

**Thursday, December 4, 2014**

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A meeting of the Jefferson County Commission was held on Thursday, December 4, 2014 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Dale Manuel, Jane Tabb, and Lyn Widmyer. Walt Pellish was present via telephone, and Patricia Noland joined the meeting for the afternoon session beginning at 1:30 p.m. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, December 4, 2014 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Widmyer led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Mr. Manuel to approve the Minutes from the November 20, 2014 Regular Meeting. Motion seconded and unanimously approved.**

#### **APPROVAL OF PURCHASE ORDERS**

**Motion by Mr. Manuel to approve the Purchase Orders for December 4, 2014 to include purchase order #52652 in the amount of \$11,404.00. Motion seconded and unanimously approved.**

#### **PAYROLL APPROVAL**

**Motion by Ms. Widmyer to approve the Payroll for November 20, 2014 in the amount of \$257,249.73. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073431	425	COMCAST		\$ -	\$ 184.90	\$ 184.90
073432	712	AT&T/GA		\$ -	\$ 53.28	\$ 53.28
073433	700	ROBERT AMICK		\$ -	\$ 12.70	\$ 12.70
073434	413	APPLE VALLEY OFF.PRODUCT	52470	\$ 102.40	\$ -	\$ 102.40
073435	440	REBECCA F. BURNS		\$ -	\$ 26.97	\$ 26.97
073436	425	B-K OFFICE SUPPLY INC		\$ -	\$ 460.80	\$ 460.80
073437	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
073438	412	APRIL BLAKER		\$ -	\$ 34.16	\$ 34.16
073439	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
073440	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
073441	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
073442	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
073443	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
073444	402	CAT TAIL RUN HAND BKBIND	51817	\$ 1,497.00	\$ -	\$ 1,497.00
073445	403	CASTO & HARRIS INC		\$ -	\$ 895.59	\$ 895.59
073446	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
073447	405	MARCIA LYNN CHANDLER		\$ -	\$ 40.00	\$ 40.00
073448	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
073449	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
073450	425	COVENANT BUILDING MAINT		\$ -	\$ 37.76	\$ 37.76
073451	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 59.70	\$ 59.70
073452	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
073453	433	D & S CONSTRUCTION		\$ -	\$ 568.12	\$ 568.12
073454	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,870.82	\$ 5,870.82
073455	413	ESS ELECTION SYSTEMS &		\$ -	\$ 6,419.40	\$ 6,419.40
073456	PAYROLL	GUARDIAN		\$ -	\$ 1,734.10	\$ 1,734.10
073456	PAYROLL	GUARDIAN		\$ -	\$ 1,923.05	\$ 1,923.05
073457	428	GLOBAL SCIENCE & TECH		\$ -	\$ 2,500.00	\$ 2,500.00
073458	402	SALLY GRAN		\$ -	\$ 15.00	\$ 15.00
073459	401	RICOH USA, INC		\$ -	\$ 221.46	\$ 221.46
073459	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
073459	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073459	405	RICOH USA, INC		\$ -	\$ 249.47	\$ 249.47
073459	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073459	425	RICOH USA, INC		\$ -	\$ 40.56	\$ 40.56
073459	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073459	440	RICOH USA, INC		\$ -	\$ 191.44	\$ 191.44

073459	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
073459	712	RICOH USA, INC		\$ -	\$ 604.45	\$ 604.45
073460	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
073461	425	IPC TECHNOLOGIES INC.		\$ -	\$ 262.50	\$ 262.50
073462	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 3,162.20	\$ 3,162.20
073462	404	JEFFERSON PUBLISH CO INC		\$ -	\$ 4,156.38	\$ 4,156.38
073462	413	JEFFERSON PUBLISH CO INC		\$ -	\$ 1,091.68	\$ 1,091.68
073463	413	JEFFERSON COUNTY SCHOOLS		\$ -	\$ 1,200.00	\$ 1,200.00
073464	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,820.00	\$ 5,820.00
073465	PAYROLL	HIGHMARK WV		\$ -	\$ 167,458.61	\$ 167,458.61
073466	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
073467	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
073468	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 66.98	\$ 66.98
073468	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 210.01	\$ 210.01
073469	403	LAURA STORM		\$ -	\$ 206.08	\$ 206.08
073470	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
073471	402	RECORD MANAGEMENT SOLUTN	52467	\$ 35.00	\$ -	\$ 35.00
073471	403	RECORD MANAGEMENT SOLUTN	51476	\$ 30.00	\$ -	\$ 30.00
073472	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,457.00	\$ 7,457.00
073473	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
073473	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 732.00	\$ 732.00
073473	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 56.00	\$ 56.00
073473	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 377.00	\$ 377.00
073474	408	STATE TAX DEPARTMENT		\$ -	\$ 14,261.45	\$ 14,261.45
073475	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,336.92	\$ 43,336.92
073475	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,135.22	\$ 10,135.22
073475	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,302.06	\$ 41,302.06
073476	401	STAPLES CREDIT PLAN		\$ -	\$ 295.68	\$ 295.68
073476	412	STAPLES CREDIT PLAN		\$ -	\$ 55.12	\$ 55.12
073477	425	SHERWIN-WILLIAMS		\$ -	\$ 57.29	\$ 57.29
073478	401	TISCHLERBISE, INC.		\$ -	\$ 3,271.00	\$ 3,271.00
073479	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
073480	405	THOMSON REUTER - WEST	52685	\$ 328.00	\$ -	\$ 328.00
073481	402	XEROX CORPORATION	52468	\$ 1,719.95	\$ -	\$ 1,719.95
073482	405	DEBRA A. YOUNG		\$ -	\$ 735.64	\$ 735.64
<b>TOTAL</b>						<b>\$ 349,262.04</b>
<b>TOTAL</b>				<b>\$ 3,712.35</b>	<b>\$ 345,549.69</b>	<b>\$ 349,262.04</b>

**Motion by Ms. Tabb to approve the Accounts Payable for December 4, 2014 in the amount of \$349,262.04. Motion seconded and passes on a vote of 3-1 with Ms. Widmyer opposing.**

**PUBLIC COMMENT:**

David Tabb, resident – provided the Commission with an update on his opinions regarding recent Commission activity.

Heidi Parker, resident – urged the Commission to consider the impact the proposed new Public Service District Sewer Project would have upon the current ratepayers. Ms. Parker also shared her concerns regarding a current Public Service District board member.

Charles Cheezum, resident – shared his opinion regarding a “troublesome” Public Service District board member.

Walt Pellish, Commission President – provided the audience with an update on his current health status and stated he will undergo a CAT scan in two weeks to determine the next course of his cancer treatment.

**PRESENTATIONS**

1. Joy Lewis, WV Governor’s Office – presented a Land and Water Conservation Fund Award to Jefferson County Parks and Recreation for the installation of ADA-Compliant playground equipment at the South Jefferson Park project in Summit Point.
2. Pete Dougherty, Sheriff – requested the approval to add Jeanna Holler to the list of approved part-time bailiffs.
  - **Motion by Mr. Manuel to approve the addition of Jeanna Holler to the list of approved part-time bailiffs and trip guards. Motion seconded and unanimously approved.**
3. Martin Burke, President of the Jefferson County Historic Landmarks Commission – requested a letter of support for the JCHLC for a change of the West Virginia Code definition of “certified historic structure.”
  - **Motion by Mr. Manuel to provide a letter of support to the Jefferson County Historic Landmarks Commission for change in WV Tax Code of “certified historic structure.” Motion seconded and unanimously approved.**
4. Barb Miller, Director of Homeland Security and Emergency Management – requested approval of a grant proposal for Panasonic Toughbook Laptop Computers for CAD.
  - **Motion by Ms. Widmyer to approve the grant proposal for \$9,200 as presented. Motion seconded and unanimously approved.**

5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
6. Ronda Eddy, Jefferson Day Report Center – announced the award of DHHR JRI Treatment Supervision Funding, introduced the Jefferson County Day Report Center Behavioral Health Partner (Youth Advocate Program – Adult Services Division) Client Overview, and described the Adult Drug Court plans.
7. Bill Polk, Director of Maintenance – provided the Commission with an update on the Courthouse Improvement grant and listed the priorities for repairs to the Courthouse.
  - o It was the consensus of the Commission to request Wells Fargo to donate the foreclosed property located at 756 Wiltshire Road in Kearneysville to Habitat for Humanity.

### **FINANCIAL DIRECTOR REPORTS**

#### Revised FY14 Audit Engagement Letter

- **Motion by Mr. Manuel to accept the Revised FY14 Audit Engagement Letter as presented. Motion seconded and unanimously approved.**

#### FY14 State Budget Revision

- **Motion by Ms. Widmyer to approve State Budget Revision #7 as presented by the Finance Director. Motion seconded and unanimously approved.**

8. The Commission recessed for lunch at 11:35 pm.  
The Commission reconvened at 1:30 pm.

### **NEW BUSINESS**

9. Afternoon Session

10. Review proposed Water Advisory Committee Work Plan

- **Motion by Mr. Manuel to accept the proposed changes to the Water Advisory Committee Work Plan. Motion seconded and unanimously approved.**

11. Review and discuss new Jefferson County Projects recently endorsed by Region 9 with particular attention to Jefferson County PSD Sewer Collection and Transport System (\$7 million) and Burr Industrial park Shell Building (\$1 million) – Ms. Widmyer requested Mr. Reisenweber and the future Region 9 Commission liaison

provide the Commission with the Region 9 list of potential projects and priorities for Jefferson County to be discussed prior to approval or endorsement from Region 9.

12. Letter of Support for the PSD Sewer Project

- **Motion by Mr. Pellish to provide a letter of support for the PSD Sewer Project. Motion seconded and passes on a vote of 3-2 with Mr. Manuel and Mr. Widmyer opposing.**
- **Motion by Ms. Widmyer to include wording in the letter of support to reflect the objections of Commissioners Widmyer and Manuel. Motion seconded but fails on a vote of 2-3 with Mr. Pellish, Ms. Noland, and Ms. Tabb opposing.**

13. Review of proposed County FOIA Policy – it was the consensus of the Commission to postpone this item until the December 18, 2014 Regular Meeting.

- It was the consensus of the Commission to postpone discussion/action on this item until the December 18, 2014 Regular Meeting.

14. Comprehensive Plan Review

- It was the consensus of the Commission to reschedule the Land Use Map Work Shop for Thursday, December 11, 2014 at 7:00 p.m.

15. Set date and time for the first regular meeting of 2015.

- **Motion by Mr. Manuel to set Thursday, January 8, 2015 at 9:30 am as the first regularly scheduled Jefferson County Commission meeting of 2015. Motion seconded and unanimously approved.**

16. Approval of the 2015 Holiday Schedule

- **Motion by Mr. Manuel to approve the 2015 Holiday Schedule as presented. Motion seconded and unanimously approved.**

17. Approval of the Grant Contract for the 12<sup>th</sup> Cycle of the West Virginia Courthouse Facilities Improvement Authority.

- **Motion by Mr. Manuel to approve the grant contract and check off list for the WV Courthouse Facilities Improvement Authority and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

18. Staff assistance may be needed to implement ambulance fee revenue sharing.

- It was the consensus of the Commission to allow Tim Stanton, Jefferson County Finance Director, to work with Commissioner Tabb to develop a plan to implement ambulance fee revenue sharing.

#### 19. Legislative Updates

- **Motion by Mr. Manuel to hold a horse racing summit in Jefferson County to work toward a united front with all parties and neighboring counties to maintain purse funds and revenues from the racing industry. Motion seconded and unanimously approved.**

#### 20. Roger Goodwin, Chief County Engineer

- a. Complete release of construction bond security for Kubic Enterprises, LLC – VMT Station Facility (File #S14-01) – Letter of Credit #329 with the Banks of Charles Town, Charles Town, WV.
  - **Motion by Ms. Widmyer to authorize a complete release of the remaining \$99,415.00 from the construction bond amount for Kubic Enterprises, LLC- VMT Station Facility (File #S14-01). Motion seconded and unanimously approved.**
- b. Partial release from the Escrow Account with the Bank of Charles Town in the amount of \$245,000.00 construction bond security for United Bank, Inc. – Summit View Estates Subdivision (File #03-21)
  - **Motion by Mr. Manuel to authorize the partial release from the Escrow Account with the Bank of Charles Town in the amount of \$245,000.00 construction bond security for United Bank, Inc. – Summit View Estates Subdivision (File #03-21). Motion seconded and unanimously approved.**
- c. Two Bond Releases for DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1 & 2
  - **Motion by Ms. Noland to authorize the complete release of the remaining funds in the Cash in Escrow Agreement with the bank of Charles Town for DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26). Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to authorize the partial release from Irrevocable Letter of Credit #68099142 with Bank of America in the amount of \$279,102.51 construction bond amount for DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26). Motion seconded and unanimously approved.**

d. Proposed Update to the Engineering Department's Permit Fee Schedule and the Planning and Zoning Department's Fee Schedule

o This item will be rescheduled for discussion/action during the January 29, 2015 Regular Meeting.

e. Thorn Hill Subdivision – Request for time extension on Tolling of Bonding Agreement expiration.

- **Motion by Mr. Pellish to extend the Tolling of Bonding Agreement with Thorn Hill Subdivision for three years with the good faith agreement that the developers of the subdivision will reconfigure the storm water system in accordance with the Jefferson County Stormwater Management Ordinance. Motion seconded. Motion withdrawn.**

- **Motion by Ms. Tabb to delay discussion/action on this item until the December 18, 2014 Regular Meeting when legal counsel will be present. Motion seconded and unanimously approved.**

### **COUNTY ADMINISTRATOR REPORTS**

Ambulance Fee Update – Ms. Keyser stated a total of \$648,538 in ambulance fees have been collected to date, with \$375,00 distributed to JCESA, \$273,538 currently in the bank, \$127 in bounced checks, and an anticipated \$8,204 in refunds.

### **COUNTY COMMISSIONERS' REPORTS**

Patsy Noland

- Attended the Jefferson County Legislative Summit.
- Attended a BAD Buildings meeting.

Jane Tabb

- Attended a PSD meeting.
- Attended a special ESA meeting.
- Attended the Jefferson County Legislative Summit.

Dale Manuel

- Attended the League of Women Voters Legislative Forum Breakfast.
- Attended the Jefferson County Legislative Summit.
- Attended an Affordable Housing meeting.

Lyn Widmyer

- Attended the League of Women Voters Legislative Forum Breakfast.

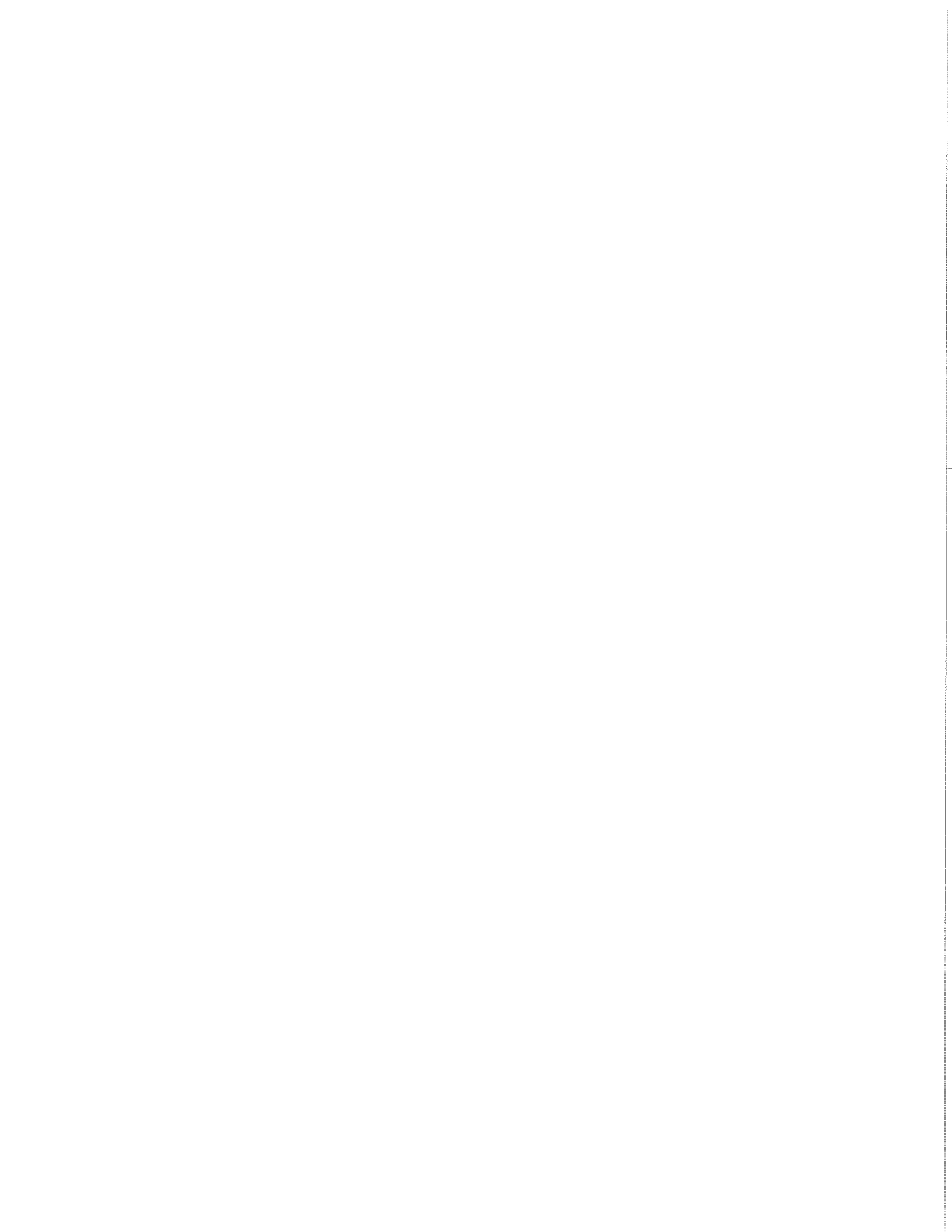
➤ Attended the Jefferson County Legislative Summit.

21. The Commission recessed at 4:02 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

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WALT PELLISH, PRESIDENT

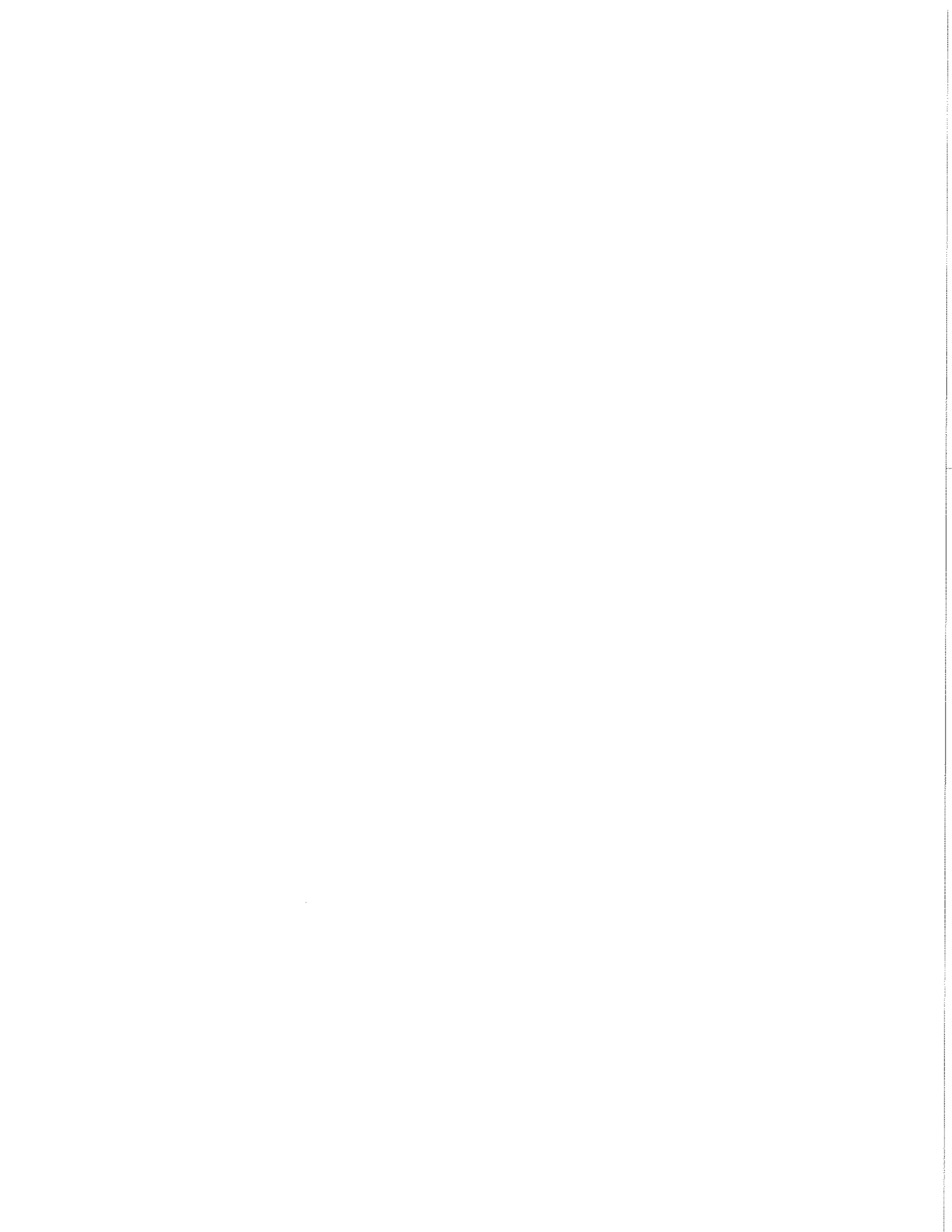
Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant



Payroll Approval

Checks Dated: 12-4-2014

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 362,328.14		\$ 362,328.14
6.2% Tax Payable OASDI	\$ 21,668.46		\$ 21,668.46
1.45% Tax Payable HI	\$ 5,067.61		\$ 5,067.61
Fed Withholding	\$ 41,302.06		\$ 41,302.06
WV State Withholding	\$ 15,444.57		\$ 15,444.57
PERS Retirement Deduct	\$ 12,627.31		\$ 12,627.31
Hosp. Pre-Tax	\$ 10,275.38		\$ 10,275.38
Cancer/ICU Pre-Taxed	\$ 1,272.09		\$ 1,272.09
Cancer/ICU Not Pre-Taxed	\$ 904.31		\$ 904.31
Optional Life Not Pre-Taxed	\$ 530.50		\$ 530.50
Christmas Club	\$ 5,820.00		\$ 5,820.00
Wage Attach #1	\$ 1,339.39		\$ 1,339.39
Wage Attach #2	\$ 83.25		\$ 83.25
Wage Attach #3	\$ 212.31		\$ 212.31
Wage Attach #4	\$ 154.83		\$ 154.83
DSRS Retirement Deduct 8.5%	\$ 5,438.69		\$ 5,438.69
457 - Nationwide	\$ 749.00		\$ 749.00
457I - ING	\$ 3,040.00		\$ 3,040.00
MD State Tax	\$ 348.98		\$ 348.98
D/VF	\$ 1,354.75		\$ 1,354.75
VA. State Tax	\$ 78.66		\$ 78.66
COLONIAL(PLUS)	\$ 258.09		\$ 258.09
Total Deductions	\$ 127,970.24	\$ -	\$ 127,970.24
Net Wages Total	\$ 234,357.90	\$ -	\$ 234,357.90
Pay Dates	4-Dec-2014		



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Debbie Keyser**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1<sup>st</sup> Choice: **Dec. 18, 2014**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

--Recognition of Lyn's service to the Jefferson County Commission and citizens

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request?    Y/N   **No.**

If so, how much?            \$

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: **Attached**

Is equipment needed?        Projector    **Y/N.**    Internet/Wi Fi    **Y/N.**    Telephone for conference call    **Y/N**

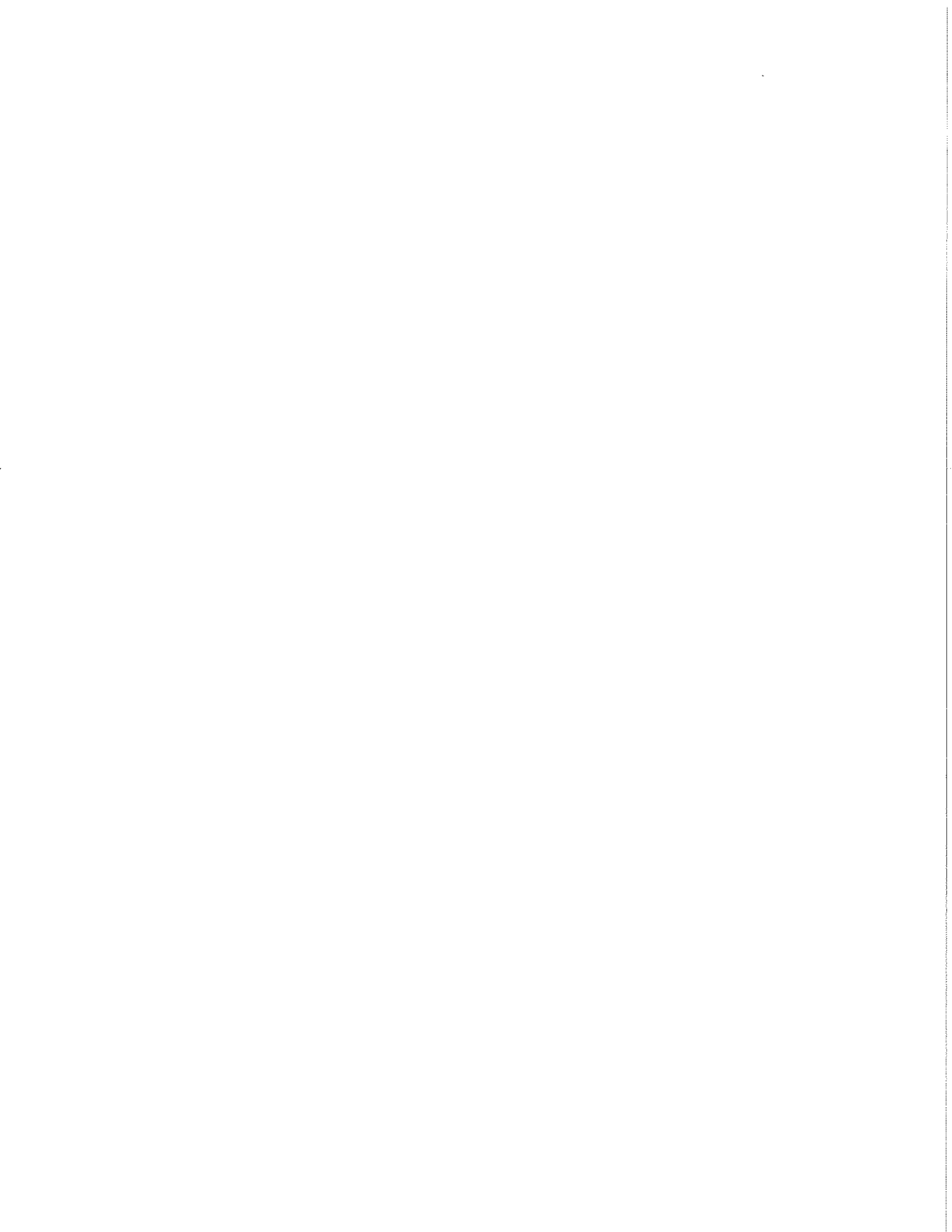
Contact information:

Email address:.

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Angie Banks, Assessor

Department or Organization: **Assessor's Office**


Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **December 18, 2014**

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*):

 **Exonerations**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Roger Goodwin

Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: 12/18/2014

*If a specific date is needed, please provide reason for specific date:* In the event there is inclement weather and the County Commission is unable to meet on January 8, 2015 we would like to get authorization from the Commission to call any Letter of Credits that have not been renewed by the January 15, 2014 deadline. This will give staff the time needed to prepare the necessary paperwork to call any Letter of Credits that have not been renewed.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Letter of Credits securing construction bonds.

Please provide the County Commission with a description of your request or presentation, including any background information: Ask the Commission to allow Staff to call on any Letter of Credits that have not been renewed by Tuesday, January 6, 2015.

Is this a funding request? Y/NO  
If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I authorize Staff to call any Letter of Credits that are due that have not been renewed by the close of business on Tuesday, January 6, 2015.

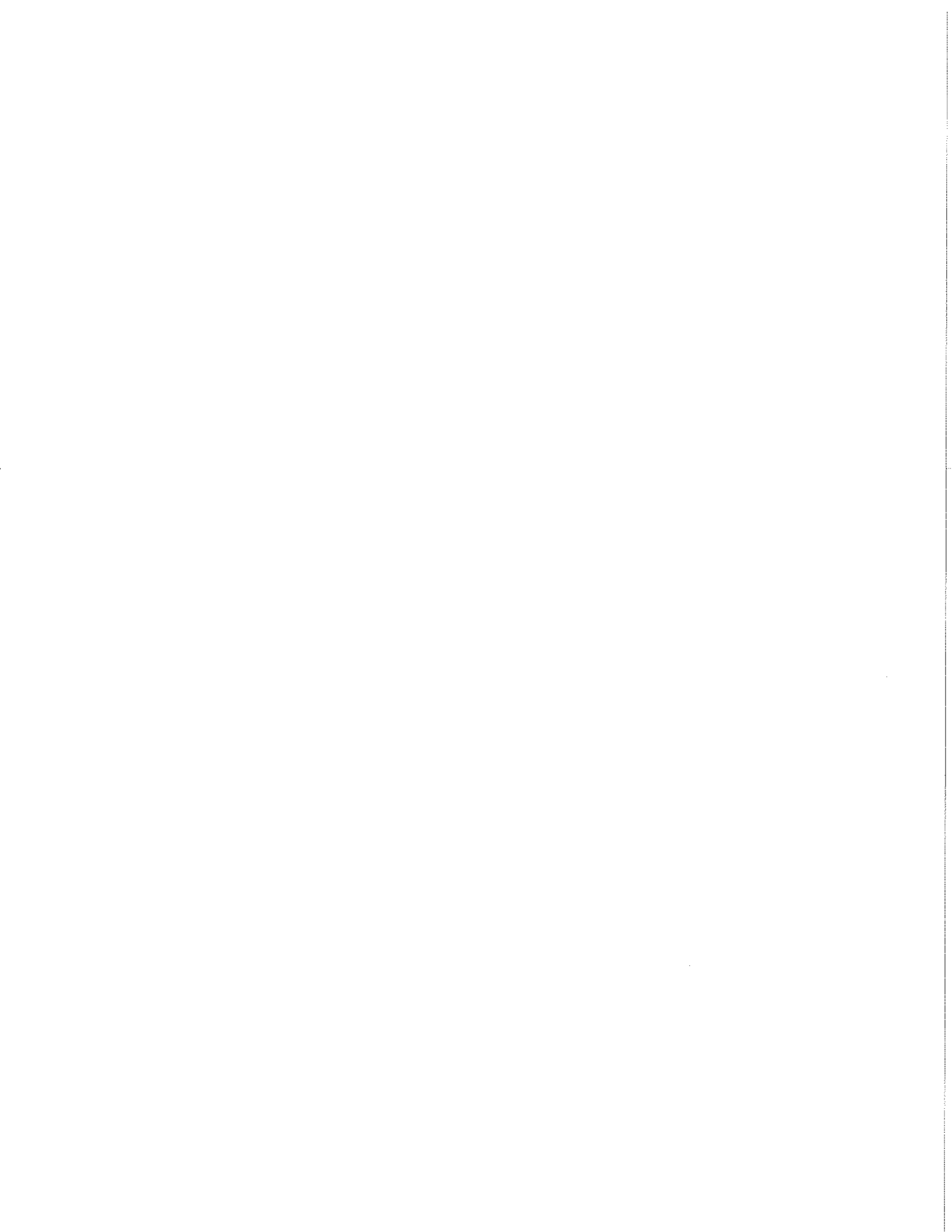
Attach supporting documents for request, or request may be denied.  
If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/NO Internet/Wi Fi Y/NO Telephone for conference call Y/NO

Contact information:  
Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

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Click here to enter text.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering Department**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1<sup>st</sup> Choice: **November 6, 2014**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice: **November 20, 2014**

Subject (*Wording to be placed on agenda*): **Thorn Hill Subdivision (JCPC File No. 02-17) – Request for time extension on Tolling of Bonding Agreement expiration.**

Please provide the County Commission with a description of your request or presentation, including any background information:

- The Jefferson County Commission entered into an "Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions and Restrictions" (also known as a tolling of bonding agreement) on February 3, 2011 with the developer of the Thorn Hill Subdivision. The bonding/surety provider and financier of the project is United Bank.

The purpose of the tolling of bonding agreement is to provide relief to the developer and the project financier/bonding/surety provider from having to move forward with a subdivision project during difficult economic times, especially due to a downturn in the market conditions for residential lots and new homes. Tolling of the bond only applies to projects where no work has started and no lots have been sold; the project at this point is only a platted subdivision of record in the County Clerk's office. Under the tolling agreement the project may not move forward with the sale of lots and construction of the site improvements until the full construction bond amount is reposted at the current rates.

The intent is that the project only be required to move forward when economic conditions support the ability to sell the lots, this in turn finances the cost of building the required site improvements. Otherwise, forcing a project to proceed with construction of the site improvements when it is not economically viable may result in a default on the bonding agreement by the developer; as a result, the county may be forced to take the bond and the county then becomes responsible for finishing the project.

When the tolling of bonding provision was created it was decided by the bonding policy committee to have a "sunset" provision (see section 6(c) of the tolling agreement) that sets a maximum 4 year time limit for tolling so that projects cannot be tolled indefinitely. The expectation was that economic conditions would turn around in that period of time. However, the developer and representatives of United Bank have indicated that they do not believe it is a good time to move forward with reposting the bond and beginning construction of the site improvements under the current economic conditions.

The Thorn Hill Subdivision tolling of bonding agreement is due to expire on February 3, 2015. At that time, the developer will be required to post the full construction bond in an estimated amount of approximately \$4-6 million;

otherwise, a default on the agreement may result in a recording of the merger deed and the subdivision reverting back to its original single parcel. The platted Thorn Hill Subdivision will then cease to exist.

Section 9 of the tolling agreement provides a provision for amendment of the agreement by the declarant and the County Commission. Engineering is not opposed to granting the time extension.

**This issue was tabled at the September 18<sup>th</sup> County Commission meeting. Before further consideration of the request the Commission wanted Stephanie Grove, Assistant Prosecuting Attorney, to research whether or not the County Commission has the authority to place conditions on the approved subdivision plat if they are inclined to grant the time extension request. The County Commission discussed possibly requiring that the approved stormwater management system be redesigned to meet the current Jefferson County Stormwater Management Ordinance requirements as a condition of granting a time extension.**

Is this a funding request?    Y/N **No**    If so, how much?                                    \$    **N/A**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

**Options:**

1.     **Move to deny the request to extend the tolling of bonding agreement expiration date for the Thorn Hill Subdivision (JCPC File No. 02-17); or**
  
2.     **Move to approve the request to extend the tolling of bonding agreement without conditions and to extend the expiration date by \_\_\_\_ years for the Thorn Hill Subdivision (JCPC File No. 02-17) and that a new/amended agreement be executed and recorded in the office of the County Clerk; or**
  
3.     **Move to approve the request to extend the tolling of bonding agreement with the condition that the stormwater management system be redesigned to meet the requirements of the current Jefferson County Stormwater Management Ordinance and that all redesign and resulting plat changes be reviewed and processed administratively by staff; and to extend the expiration date by \_\_\_\_ years for the Thorn Hill Subdivision (JCPC File No. 02-17) and that a new/amended agreement be executed and recorded in the office of the County Clerk.**

***Note:** under option no. 3, the developer will have to engage an engineer to redesign the stormwater management and drainage system, provide a Stormwater management report and make the necessary amendments (change the construction drawings to reflect the new design) to the approved plats and then submit them to staff for review and processing; all this will have to be done before the developer can repost the bond and bring the subdivision out of tolling. A longer length of time is justified under option no. 3 versus option no. 2 due to the amount of work, review and processing that is required. I recommend a minimum of 2 years on option no. 2 and 3 years on option no. 3.*

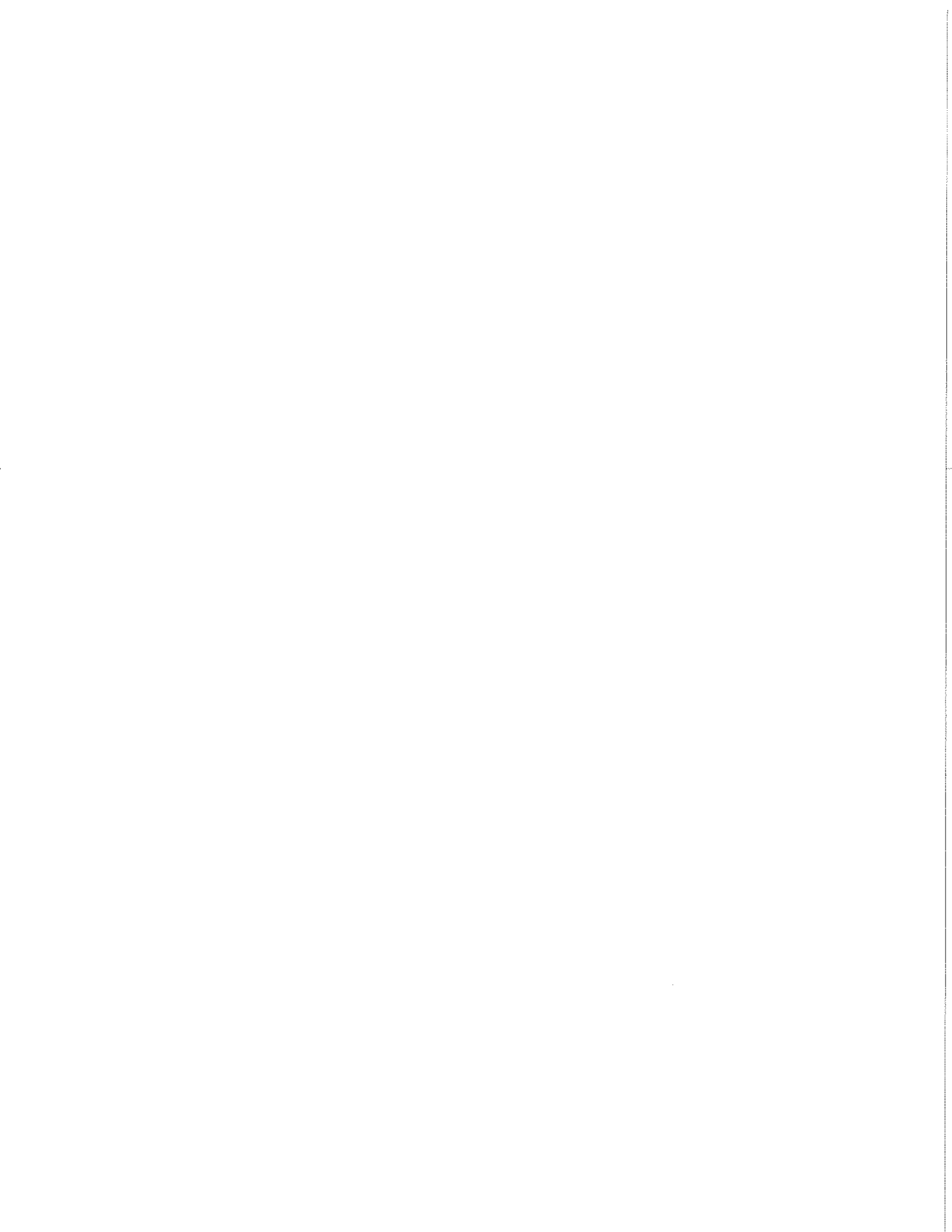
Attach supporting documents for request, or request may be denied.

If not attached, explain: **See attached tolling of bonding agreement (Deed Book 1091, page 459)**

Is equipment needed?            Projector   Y/N **No**    Internet/Wi Fi   Y/N **No**    Telephone for conference call   Y/N **No**

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Barbara J. Miller, Director.

Department or Organization: Jefferson County Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: December 18, 2014

*If a specific date is needed, please provide reason for specific date: Time sensitive grant proposal*

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Reappointments to the JCHSEM Steering Committee

Please provide the County Commission with a description of your request or presentation, including any background information: Appointments to the JCHSEM Steering Committee are made by the County Commission, upon a recommendation from the current committee members each year. Everyone who is up for reappointment this year, has agreed that they are willing to continue to serve, and a letter signed by the Steering Committee Chairman is attached to this document recommending reappointments.

Is this a funding request? N  
If so, how much? \$

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to reappoint the following people to serve for a period of 2 years on the Jefferson County Homeland Security and Emergency Management Steering Committee: Lawrence "Jeff" Jefferies, WVU Healthcare-Jefferson Medical Center, representing health; Pete Dougherty, Sheriff of Jefferson County, representing Law Enforcement; Kelly Parsons, Nichols, DeHaven and Associates, representing the private sector; John Reisenwebber, Jefferson County Development Authority, representing business; Holly Morgan Frye, Shepherd University, representing education; and Mason Carter, representing the Jefferson County Engineering Department.

Attach supporting documents for request, or request may be denied.  
If not attached, explain:

Is equipment needed? Projector N Click here to enter text. Internet/Wi Fi N Click here to enter text. Telephone  
for conference call N Click here to enter text.

Contact information:  
Email address: [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org). Phone Number: 304-728-3290

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Click here to enter text.



**Jefferson County Homeland Security and Emergency Management**  
**28 Industrial Blvd., Suite 101**  
**Kearneysville, WV 25430**

**Jefferson County Commissioners:**

**Walt Pellish, President**  
**Jane Tabb, Vice President**  
**Patsy Noland**  
**Lyn Widmyer**  
**Dale Manuel**

**Jefferson County Homeland Security and Emergency Management Steering Committee:**

**John Sherwood, Chair, Chamber of Commerce Representative**  
**Ed Smith, Vice Chair, Fire and Rescue Representative**  
**Jeff Jefferies, Health Representative**  
**Debra Palmer, American Red Cross Representative**  
**Katherine Dunbar, Non-Governmental Organization Representative**  
**Mason Carter, Jefferson County Department of Engineering Representative**  
**Jeffrey A. Polczynski, EPN, Jefferson County Emergency Communications Center Representative**  
**Jane Tabb, County Commission Representative**  
**Kelly Parsons, Private Industry Representative**  
**Pete Dougherty, Sheriff, Law Enforcement Representative**  
**Chuck Ellison, Utilities Representative**  
**John Reisenweber, Jefferson County Development Authority Representative**  
**Sanford "Sandy" Green, Region 3 Homeland Security Area Liaison**  
**Holly Morgan Frye, Shepherd University Service Learning Program Education Representative**

**Staff:**

**Barbara J. Miller, OEM, CFM**  
**Director**  
**304-728-3290-Office**  
**304-283-4227-Mobile**  
**bmiller@jeffersoncountywv.org**

**Jessica A. Owens**  
**Planner/Program Manager/Deputy Director**  
**304-728-3329-Office**  
**304-279-8233-Mobile**  
**jmeilling@jeffersoncountywv.org**

**Brandon Vallee**  
**Administrative Assistant/Public Information Officer/Volunteer Coordinator**  
**304-724-8914-Office**  
**304-279-8135-Mobile**  
**bvallee@jeffersoncountywv.org**

**Fax: 304-728-3320**

December 03, 2014

Jefferson County Commission  
P.O. Box 250  
Charles Town, WV 25414

Dear Commissioners:

At a meeting of the Jefferson County Homeland Security and Emergency Management Steering Committee this day, a motion by the body was unanimously passed to propose to you the following list of names as reappointments on this committee:

**Lawrence "Jeff" Jefferies, WVU Healthcare, Jefferson Medical Center, Representing Health**  
**Pete Dougherty, Sheriff of Jefferson County, representing Law Enforcement**  
**Kelly Parsons, Nichols, DeHaven and Associates, representing the private sector**  
**John Reisenweber, Jefferson County Development Authority, representing business**  
**Holly Morgan Frye, Shepherd University, representing education**  
**Mason Carter, representing the Jefferson Co. Engineering Department**

Others on the Steering Committee who are not up for reappointment and continued service this year are:

**John Sherwood, Chair, Chamber of Commerce Representative**  
**Debra Palmer, Red Cross, representative of non-profit**  
**Sanford "Sandy" H. Green, WV Homeland Security Region 3 Area Liaison**  
**Jeff Polczynski, Communications Director**  
**Katherine Dunbar, Non-Profit Representative**  
**Chuck Ellison, Frontier Communications, Utilities Representative**  
**Ed Smith, Fire and Rescue Representative**  
**Jane Tabb, County Commission Representative**

Per our bylaws, "The Steering Committee shall consist of fourteen members, appointed by the County Commission. Appointments shall be for a period of two years. New appointments or reappointments will be made at the first (steering committee) meeting of each calendar year."

Thank you for your support.

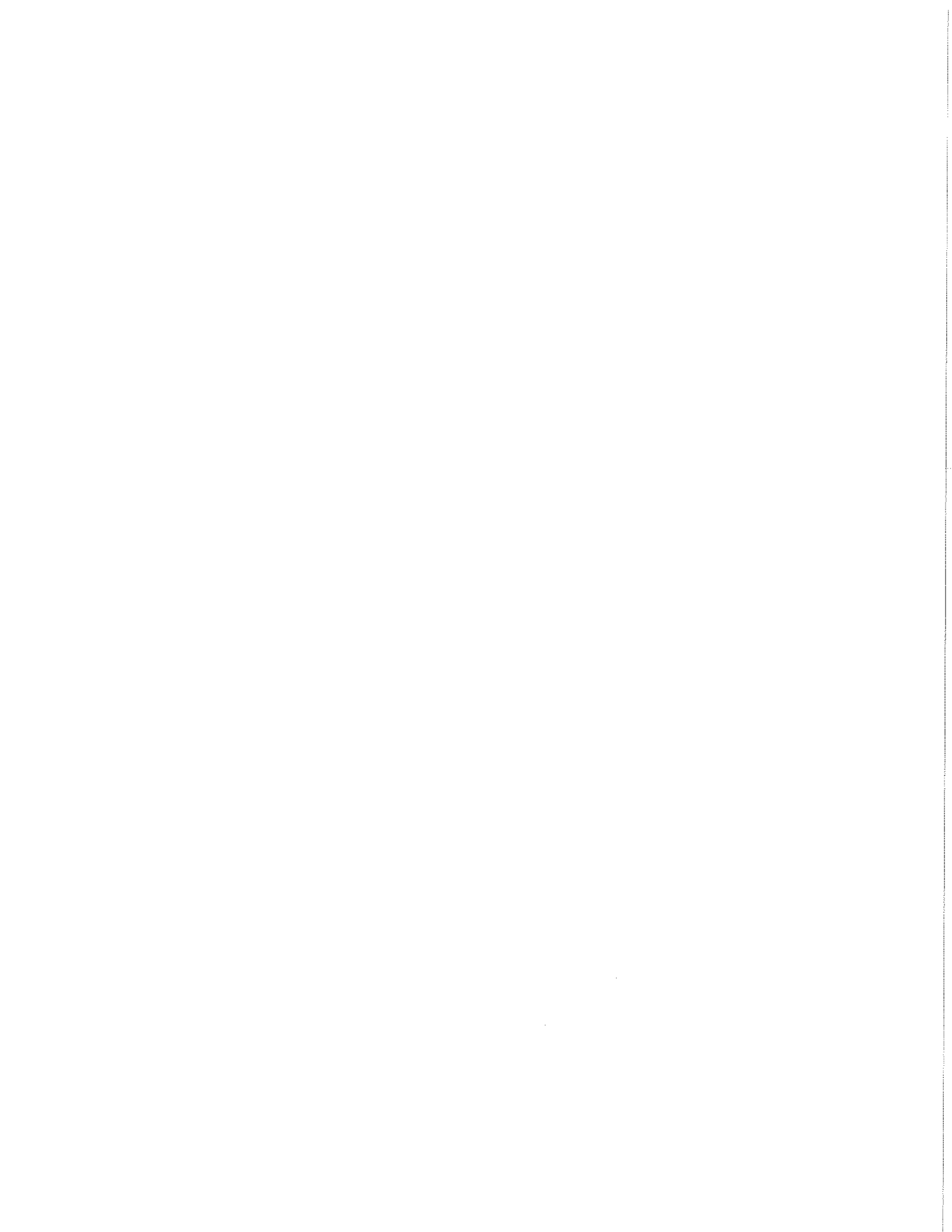
Sincerely,



John Sherwood, Chair



Barbara J. Miller, Director



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Debbie Keyser/Bill Polk

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: Dec. 18, 2014

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

Potential donated property at 756 Wiltshire Road, Kearneysville, WV 25430

Please provide the County Commission with a description of your request or presentation, including any background information:  
We were offered a donated foreclosure piece of property from Wells Fargo located at 756 Wiltshire Road, Kearneysville, WV 25430. If we were not interested in the property, the local Habitat for Humanity was requesting the property. The National Community Stabilization Trust works with Wells Fargo to make a donation toward the demolition or reconstruction of the property for the improvement of the community. Timing was critical and this issue needed to be addressed Dec. 4<sup>th</sup>.

On Dec. 4<sup>th</sup>, 2014 the Commission voted to deny the offered property and requested Wells Fargo to consider the transfer of the property to the local Habitat for Humanity

Is this a funding request? Y/N No.

If so, how much? \$

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Ratify the motion made by the Jefferson County Commission on Dec. 4, 2014 to deny the donated property from Wells Fargo located at 756 Wiltshire Road, Kearneysville, WV and request them to transfer the property to the local Habitat for Humanity.

Attach supporting documents for request, or request may be denied.

If not attached, explain: Attached

Is equipment needed? Projector Y/N. Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information:

Email address:.

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

## Debbie Keyser

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**To:** robert.geiger@wellsfargo.com  
**Subject:** FW: Donation Property - 0155364177B - 756 WILTSHIRE RD, KEARNEYSVILLE, WV 25430

Based upon the decision made today by the Jefferson County Commission, Charles Town, WV, please transfer the property at 756 Wiltshire Road, Kearneysville, WV 25430 to Habitat for Humanity. The Jefferson County Commission is not interested in the property for our use, but we certainly appreciate the opportunity you have afforded us for the property to be used in our community. Thanks so much for your consideration and assistance toward this project. Please call if you need anything further.

Debbie Keyser  
County Administrator  
Jefferson County Commission  
124 E. Washington Street  
Charles Town, WV 25420  
304-728-3281

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**From:** [Robert.Geiger@wellsfargo.com](mailto:Robert.Geiger@wellsfargo.com) [<mailto:Robert.Geiger@wellsfargo.com>]  
**Sent:** Monday, November 24, 2014 12:36 PM  
**To:** [lcrowther@jeffersoncountywv.org](mailto:lcrowther@jeffersoncountywv.org)  
**Subject:** Donation Property - 0155364177B - 756 WILTSHIRE RD, KEARNEYSVILLE, WV 25430

Good Afternoon!

You were offered a Donation Property from Wells Fargo at 756 WILTSHIRE RD, KEARNEYSVILLE, WV 25430. The local Habitat for Humanity is very interested in receiving this property as well. I just wanted to touch base with the County first to verify if this is something you were interested in moving forward on or not. Please let me know by the end of the day tomorrow, Tuesday, November 24, 2014, if this is something you are interested in or not. If I do not hear back from you I will plan on moving forward with the Habitat for Humanity. I appreciate your time on this matter.

Thank you!!

Robb Geiger  
REO Alt Disp Asset Manager – Community Development  
Premiere Asset Services

Wells Fargo Home Mortgage | 800 Jordan Creek Pkwy | West Des Moines, IA 50328  
MAC X2301-049  
Tel (515) 324-3426 | Fax (855) 725-5436

[robert.geiger@wellsfargo.com](mailto:robert.geiger@wellsfargo.com)  
<http://reo.wellsfargo.com>

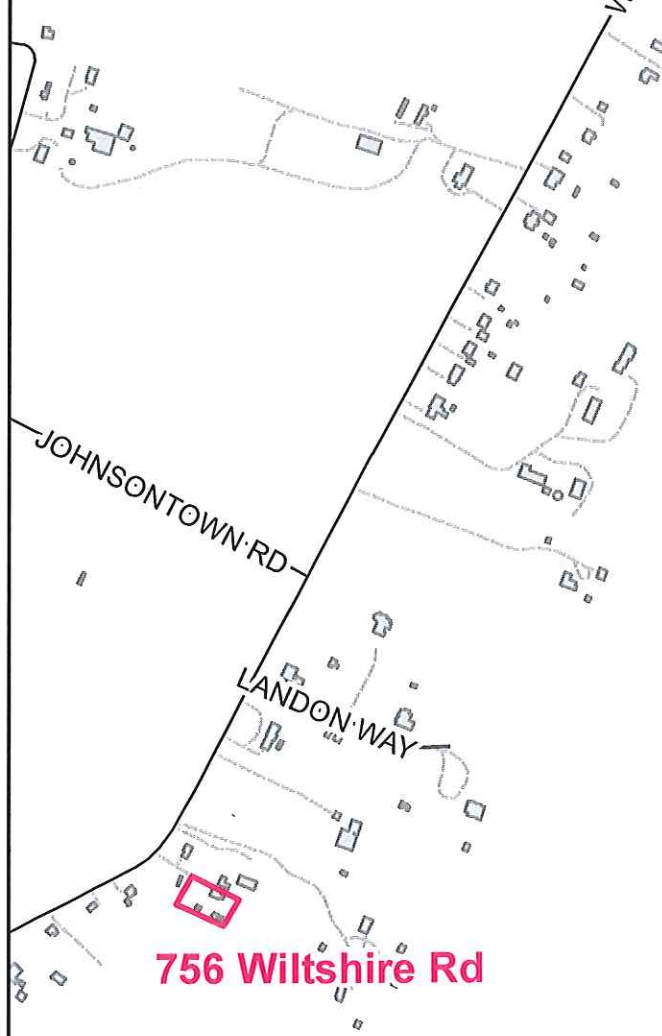
*The Wells Fargo REO Community Development Team fosters relationships with key stakeholders to revitalize neighborhoods through innovative solutions and responsible property management.*

756 Wiltshire Road  
Kearneysville, WV

INDUSTRIAL-BLVD

JCHSEM  
& 911

JCSO &  
Maintenance



756 Wiltshire Rd



0 ¼ Miles







**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Sandy Slusher McDonald, Deputy County Administrator**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **December 18, 2014**

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Set date and time for Public Hearing to approve a Resolution renewing its participation in the Eastern Panhandle HOME Consortium**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

**JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA  
FY 2015 HOME INVESTMENT PARTNERSHIP PROGRAM**

Notice is hereby given by the Jefferson County Commission that it will hold a public hearing on **Thursday, January 15, 2015 at 11:00 a.m.**, prevailing time, in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia. The Jefferson County Commission Chambers are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate citizens in order for them to participate in the public hearing, please call **Sandy Slusher McDonald, Deputy County Administrator, at 304-728-3284** to make those arrangements.

The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV. The Jefferson County Commission is a member of the Eastern Panhandle HOME Consortium of West Virginia which consists of the City of Martinsburg, Berkeley County, part of Jefferson County and part of Morgan County, West Virginia. The HOME Consortium is eligible to receive a HOME Investment Partnership Grant in FY 2015. The U.S. Department of Housing and Urban Development will be notifying the City of Martinsburg in the future of the amount of HOME funds that will be available for FY 2015. In order to receive those funds, the member jurisdictions in the Eastern Panhandle HOME Consortium must develop a program for the use of HOME funds as a part of the City of Martinsburg's FY 2015 Consolidated Annual Action Plan. The HOME Consortium will be preparing their HOME Program and they intend to afford citizens, local agencies, and interested parties the opportunity to become involved in the planning process.

The following general types of activities are eligible for funding under the HOME program: Homeowner Rehabilitation, including repair, rehabilitation or reconstruction of owner occupied houses; Homebuyer Activities, including funds for purchase and/or rehabilitation of existing houses or new construction of houses for homebuyers; Rental Housing, including acquisition and/or rehabilitation of existing rental housing or new construction of rental housing; and Tenant Based Rental Assistance, including financial assistance for rent, security deposits and under certain conditions, utility deposits for tenants. All HOME funds must be used for persons and households that meet the HUD income guidelines and definition of low- and moderate-income.

Notice is also hereby given that the JEFFERSON COUNTY COMMISSION is accepting proposals for the use of its portion of the HOME Consortium funds for FY 2016 beginning December 18, 2014. Application packets, instructions and information are available on an open basis. All interested applicants are encouraged to contact the Jefferson County Commission office, in order to obtain the application packet and to address any questions. **Please contact Sandy Slusher McDonald at 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284.**

All interested citizens are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the housing needs of Jefferson County and the use of HOME funds to address those needs. Written comments may be addressed to **Sandy Slusher McDonald, Deputy County Administrator, 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284**

**Walt Pellish, President**  
Jefferson County Commission



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name: **Sandy McDonald, Deputy County Administrator**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **December 18, 2014**

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **2015 Board of Review and Equalization Notice - Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

**Motion to approve the Board of Review and Equalization Notice for the purpose of reviewing and equalizing assessments for the tax year 2015 and to authorize staff to advertise the notice**

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

Click here to enter text.

**NOTICE  
Board of Review and  
Equalization**

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 29, 2015, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2015.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

No questions of class changes or late filing of farms shall be addressed, only questions of assessed value will be reviewed.

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2015 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates:

Tuesday	February 3, 2015	1:30 p.m.
Thursday	February 5, 2015	1:30 p.m.
Tuesday	February 10, 2015	1:30 p.m.
Thursday	February 12, 2015	1:30 p.m.

Persons wishing to appear before the Commission should apply to the Assessor no later than Friday, February 13, 2015 in order to complete the proper forms and to schedule a hearing date prior to the planned final date of Tuesday, February 17, 2015.

You may also appeal by filing a written protest with the Clerk of the County Commission no later than February 20, 2015, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October. If the Board of Review and Equalization has adjourned sine die before February 20, 2015, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 20, 2015 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2015.

Given under my hand this 18<sup>th</sup> day of December, 2014.

\_\_\_\_\_  
JENNIFER MAGHAN, COUNTY CLERK

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Debbie Keyser, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **December 4, 2014** – *Dec 18, 2014*  
*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*):  
**Comprehensive Plan Review – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:  
Click here to enter text.

Is this a funding request? Y/N Click here to enter text.  
If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.  
If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.  
Telephone for conference call Y/N Click here to enter text.

Contact information:  
Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **December 18, 2014**

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Legislative Updates**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

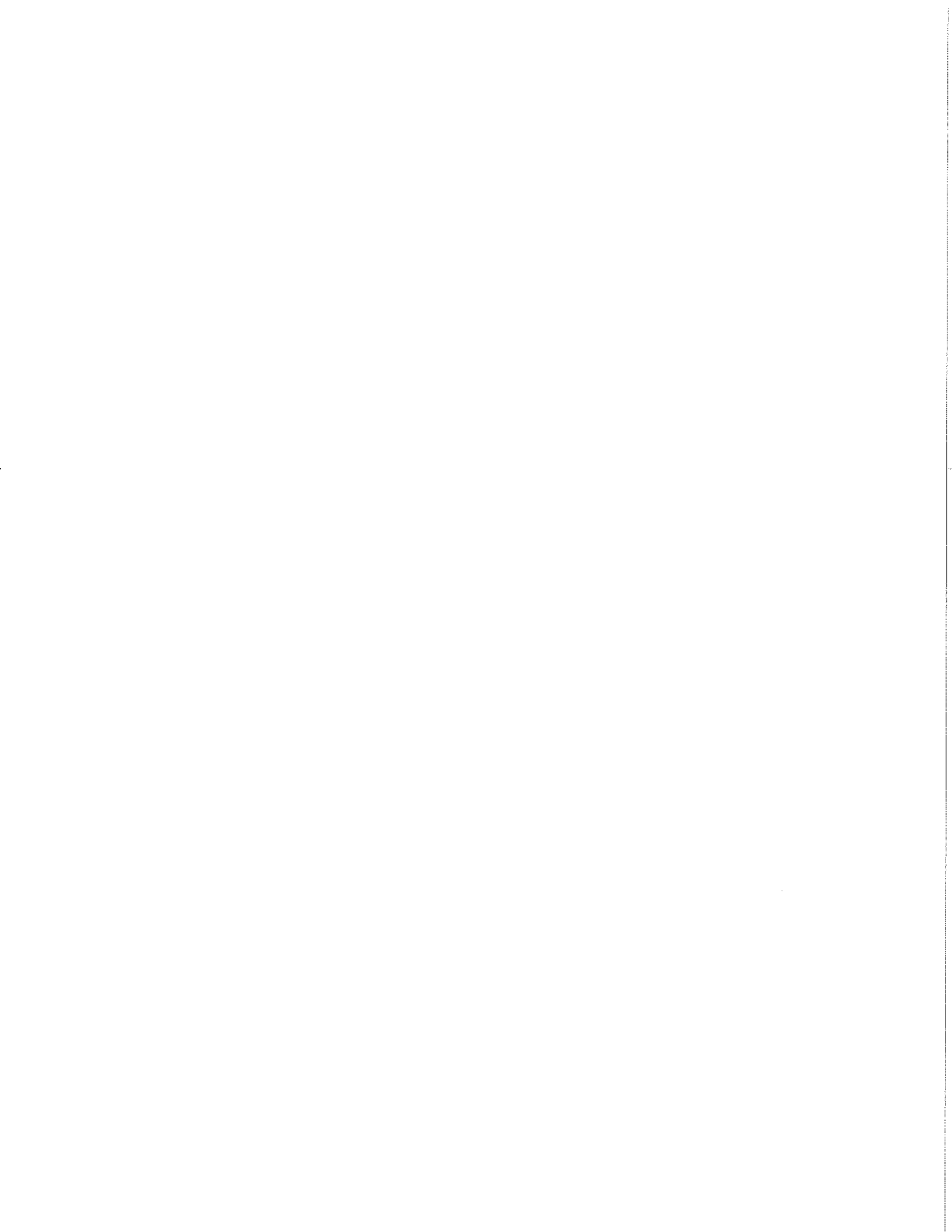
Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

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Click here to enter text.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Debbie Keyser

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **December 18, 2014**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Review of Worker's Compensation Policy**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

\*\*\* D R A F T \*\*\*

**Workers Compensation  
For the Employee When an Injury Occurs:**

Any Jefferson County employee who is injured while participating in county work duties must adhere to the procedures listed below. The information provided here is to ensure that all workplace injuries are handled in a consistent and fair manner.

- A. Report Immediately to your Supervisor: Injured employees MUST immediately inform their supervisor (Department Heads and Elected Officials) or designated personnel of the incident. Failure to report a workplace injury could result in either delay in workers' compensation payments, denial of coverage or a written reprimand for not reporting the incident.
- B. Medical Care and Internal Reporting: At the time the employee notifies his/her supervisor, the employee and supervisor will report the incident to the County Administrator and Payroll Supervisor. In the case of an emergency that requires immediate medical/hospital care, the employee's well-being should always be attended to first, followed with notification to the County Administrator and Payroll Supervisor as soon thereafter.
- C. Incident Report: The employee shall provide a detailed written account of the reported incident and identify any other personnel involved or witnesses present at the time. The employee should complete the **County Injury Assessment Form**. This signed statement is to be completed as soon as possible after the incident, not to exceed 48 business hours (2 business days) unless the employee is incapacitated.
- D. Workers' Comp Documentation: Upon visiting a physician, urgent care or an emergency facility, the employee shall notify medical staff the visit is in connection to a workplace injury with Jefferson County Commission. The employee shall request a copy of any workers' compensation forms completed by the treating facility and return a copy to their supervisor and the Payroll Supervisor. *Medical visits as a result of a workplace injury should be not billed to the County's group health insurance. Employees will be reimbursed for expenses associated with approved medical care as defined by the West Virginia Workers' Compensation Statute.*
- E. Physician's Statement – Return to Work: Any employee who visits a physician for a workplace injury shall present to his or her supervisor, the County Administrator and the Payroll Supervisor written documentation from the physician specifically detailing any restrictions, if applicable, and for what specified time. (See Physician's Capability Statement). No employee will be permitted to return to work in any capacity without a physician's written authorization for any injury or illness which requires the employee to be out 3 or more days. Jefferson County Commission supports light duty work, so we will make every effort to assist you with returning to work on a part-time basis based on availability of duties at work and your restrictions.

It is important to note that restrictions for work not only apply for your position at Jefferson County, but also any other employer you may have at the same time.

Let's say you work in maintenance for Jefferson County and work as a retail store clerk sitting behind the counter ringing up sales. You have a workers' compensation accident at Jefferson Co., and your physician states your restrictions are such you are not allowed to work at all. That means you can't work for either employer. However, let's say the physician's statement says you can't do maintenance, but you can sit for 3 hours per day. Then you wouldn't be able to work at Jefferson County, but you could work at the retail store sitting at the register for only 3 hours per day. Not adhering to your physician's restrictions for Jefferson County or your other employer can jeopardize your workers' compensation status and pay with Jefferson County Commission. When in doubt you should always contact your workers' compensation contact at the insurance company.

- F. Doctor Visits: The employee is encouraged to adhere to the physician's medical and prescription instructions and return for follow-up visits as indicated. The employee is asked to make their appointments with as little disruption as possible to their work day, if you are back to work and still need care. Note the County may request you to visit a County provided physician. Failure to do so may result in medical claims being denied.
- G. FMLA and Compensation: As an employee, you are entitled to FMLA. Therefore, you should visit the Payroll Supervisor or the County Administrator regarding your FMLA availability. While FMLA is an unpaid leave of absence, you may be eligible for compensation from workers compensation, sick leave or vacation. When you are off on a workers' compensation accident, and paid through the workers compensation system, you will not be accruing paid vacation or sick days. You will also not be using your accumulated paid or sick days either, so they will be preserved for when you return. If you are within months of retirement and on a paid workers compensation leave, you should discuss your option for having your workers compensation leave count toward your pension service, however, this is only applicable when workers compensation and pension are within months of each other. If light duty work is available and you return to a light duty status, you will accrue your full sick and vacation days. Questions regarding your leave of absence options and compensation should be discussed with the Payroll Supervisor or the County Administrator.
- H. Questions: Questions regarding FMLA, or your pay and benefits should be addressed to the Payroll Supervisor. Questions regarding workers compensation payments can be addressed either through the County's Payroll Supervisor or through your contact at the workers' compensation carrier. Your workers' compensation contact is there for you to assist you through the entire process and should be used as frequently as needed, without hesitation.
- I. Case Nurse: In the rare event you have a serious medical condition as a result of your work injury, you may be assigned a case nurse at no charge to you. This nurse is there to assist you with any questions you may have regarding your condition. It is possible he/she may attend your physician's visit to support your medical needs between visits to your physician or make other recommendations for care.

## Workers Compensation

### For the Supervisor (Department Head and Elected Official) When an Employee is Injured at Work

Jefferson County management is expected to work with both the County and employees in order to help reduce the impact and cost of employee injuries. In the event of an injury or reported injury for any Jefferson County staff member, management personnel will adhere to the following procedures:

- A. Unless the incident is a true emergency, the manager (Department Head/Elected Official) and employee will inform the County Administrator of the employee's injury immediately and prior to any physician visit. *When injuries that require immediate medical attention and assistance from the supervisor occur, notification must occur within two hours after the emergency has abated or first thing the next business day.*

**a. After-hours Non-emergency Injury**

Employees who are injured while performing County duties after normal business hours shall report injuries to their supervisor immediately. The injured employee, in conjunction with his/her supervisor, shall determine whether the injury requires immediate medical care. Both the employee and his/her supervisor shall report the incident to the County Administrator immediately the next business day.

**b. After-hours Emergency Injury**

In the event an Employee requires immediate medical care due to an emergency situation, he/she shall report to a facility designed to provide such care. Both employee and supervisor shall subsequently report injury to the County Administrator under the guidelines set above.

- B. Incident Investigation: An incident investigation must be conducted at the accident scene. The supervisor will complete the investigation by the end of the next business day or before the scene can be significantly altered, whichever is first. Photos should be taken and statements taken for any witnesses should also be included. One copy of the investigation report (***County Injury Assessment Form***) will be kept on file with the supervisor; a second and third copy will pass through channels to the County Administrator and Payroll Supervisor, which will be submitted to our insurance coverage for review and processing.

- C. Workers Comp Paperwork: The Payroll Supervisor will relay the incident, including relevant employee information, to the workers' compensation provider via the established process by the end of the same business day. The Payroll Supervisor completing the incident notification to the insurance carrier will supply the injured worker with printed copies of applicable workers' compensation reports.

- D. For Serious Injuries contact our insurance carrier's rep: For serious injuries you should contact our insurance carrier's representative. They will be a great asset to you to help you manage your employee's injury claim. You may need to provide

a new job description to the carrier to assist the physician with appropriate job restrictions. You know your employee better than anyone else. You may have valuable information which will help the carrier and the employee through this process.

- E. Confidentiality: All employee medical information MUST be kept confidential. An injured employee's working status/abilities is to be shared with the employee's supervisor to ensure the employee work tasks are within the physician's orders as indicated on the Physician's Capabilities form or a slip the physician provides. Only information relevant to job duties will be supplied to the employee's supervisor.
- F. Assign Tasks within Job Restrictions: As the supervisor you are responsible to ensure you only assign tasks which are within the provided physician restrictions. Under no circumstances are you to allow the employee to complete tasks which are not allowed by the physician statement. If the employee is off from work due to an injury and is completely restricted from working, they are not allowed to:
- attend meetings of any kind (dept. luncheons, open enrollment meetings, regular meetings, training on or off site, etc.
  - work from home, emails, paperwork, etc.
  - visit the office, be on site

Physician Capabilities Statement Form: The employee can have a revised Physician Capabilities Statement completed at any point they have a medical improvement and can visit with their physician. This will allow you to make changes in their work schedule to accommodate any revisions. Jefferson County supports light duty and you are encouraged to allow your employee to return to work when you have available work and that work meets their medical restrictions.

Light Duty: Light duty should be made available when the employee is progressing and until they reach their MMI (Medical Maximum Improvement). It should NOT be given for any significant period of time, i.e. 3 months or longer. However, light duty can be for full or part-time work, depending upon the employee's restrictions and your availability to provide them with tasks you need completed. Light duty is also an option for the first week or two when he/she is returning from a long term absence to help them get acclimated back into working a full time day. Light duty will reduce the County's cost and should always be considered when at all possible. Questions regarding light duty should be addressed through the workers' compensation carrier or the County Administrator.

- G. Contact the employee: As the supervisor, you should contact the employee weekly or at a minimum every other week if their leave is for an extended period of time (unless you are instructed not to do by the insurance carrier). You should ensure the employee still feels connected to work, help to resolve any issues with compensation through the insurance carrier, and assist with any other issues the employee may be having with their workers compensation claim. You should

track recovery and restrictions placed on the worker by obtaining medical reports following each medical appointment and determine if/when light duty may be available. Take an active interest in their recovery and make them feel you truly care about their recovery and paid return to work. Do not let employees feel cut off from events at work. Keep them informed as to what is being done to modify a short-term light duty position for them.

- H. Fraud: In the event you feel fraud is possible, you should contact the County Administrator.

## **When a Citizen is Injured on County Property**

In the event of an injury or reported injury to a citizen on Jefferson County property, you or the citizen should contact 911 if appropriate for emergency treatment needed. You should not commit to Jefferson County paying for emergency service treatment. That will be determined at a later date through the accident review by our insurance carrier.

A **County Injury Assessment Form** should be completed in its entirety. Be sure to include name, contact information and statements from all witnesses. Also be sure to include photos of the incidence and injury, if applicable. This type of injury investigation should be treated similarly to that of an employee.

Provide the accident report to the County Administrator. In turn he/she will advise the insurance company of the incident for their review and processing. In the event the injury or accident occurred due to building, grounds, or weather safety issues, the County Administrator will notify the Maintenance Director so proper repairs can be made immediately.

**COUNTY INJURY ASSESSMENT**

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Employment: \_\_\_ / \_\_\_ / \_\_\_ Length of employment: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Date of Injury: \_\_\_ / \_\_\_ / \_\_\_

Time of Injury: \_\_\_\_\_ am/pm

Hours worked prior to injury: \_\_\_

Facility: \_\_\_\_\_

Location of Incident (describe in detail):

**Surface Type**

Carpet \_\_\_  
 Tile \_\_\_  
 Concrete \_\_\_  
 Dirt \_\_\_  
 Gravel \_\_\_  
 Grass \_\_\_  
 Wood \_\_\_  
 Other \_\_\_\_\_

**Surface Conditions**

Dry \_\_\_  
 Wet \_\_\_  
 Sloped \_\_\_  
 Rough \_\_\_  
 Smooth \_\_\_  
 Uneven \_\_\_  
 Other \_\_\_\_\_

Activity at time of injury: \_\_\_\_\_

Employee trained in specific activity: Y/N

Tools/equipment in use at time of injury: \_\_\_\_\_

\_\_\_\_\_ PPE properly used: Y / N

Type of Injury: \_\_\_\_\_

Location of Injury: \_\_\_\_\_

Medical Treatment: \_\_\_\_\_

Incident Description (employee's statement attached):

Witness Name(s): \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Witness Statement (additional information attached if necessary):

Cause of incident (list at least 2):

1.

2.

Corrective action:

**Employee's Acknowledgement**

I have read the report and agree \_\_\_ or disagree \_\_\_ with its contents. I will follow the supplied training or modified procedures accompanying this review and will heed safety guidelines.

Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Name/signature of final recipient: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

**Physician Statement of Physical and Mental Capabilities  
for Jefferson County Employees of West Virginia**

Employee Name: \_\_\_\_\_

Employee Address: \_\_\_\_\_

In an effort to assist our employee maintain a light duty work status, we would like the following information completed. Either print and circle or highlight your response. A copy of the employee's job description is attached to assist you with your review.

Based on the employee's mental condition, prescription medication and physical condition, please indicate in an 8 hour workday, how many hours the employee can:

Sitting	1	2	3	4	5	6	7	8	Continuous	With Rests
Standing	1	2	3	4	5	6	7	8	Continuous	With Rests
Walking	1	2	3	4	5	6	7	8	Continuous	With Rests
Paper Processing Tasks	1	2	3	4	5	6	7	8	Continuous	With Rests
Be Exposed to Stress	1	2	3	4	5	6	7	8	Continuous	With Rests
Work @home/emails/paper	1	2	3	4	5	6	7	8	Continuous	With Rests
Max Hrs/Day to Work?	1	2	3	4	5	6	7	8	Continuous	With Rests

Any other work restrictions:

Comments:

Physician Name: \_\_\_\_\_

Date to begin work restrictions: \_\_\_\_\_ Date released for full duty work: \_\_\_\_\_

Please complete and return form to:

Debbie Keyser; 124 E. Washington Street, Charles Town, WV 25414

[dkeyser@jeffersoncountywv.org](mailto:dkeyser@jeffersoncountywv.org)

**Eastern Panhandle**  
**(Tucker, Pendleton, Grant, Mineral, Hampshire, Hardy, Morgan,**  
**Berkley, Jefferson Counties)**

**Orthopaedic Surgeons**

1. Center for Orthopaedic Excellence  
1008 Tavern Road  
Suite 102  
Martinsburg, WV 25401  
304-263-5200 or 304-263-5129
  - a. Thomas Knutson, DO
  - b. Joseph Cincinnati, DO
  - c. Russell Degroote, MD
  - d. Troy Foster, DO
  
2. Grant Hahn, MD  
10 Valley Street  
Petersburg, WV 26847  
304-257-9785
  
3. Maryland Orthopaedics  
610 Solarex Ct. Suite 202  
Fredericksburg, MD 21703  
410-391-6904
  - a. Hatern Abdo, MD
  - b. Charles Park, MD
  - c. Brian Iuliano, MD

**Neurosurgeons**

1. Malini Narayanan, MD  
Charles Winters, MD  
  
1050 Key Parkway , Suite 102  
Frederick, MD 21702  
240-575-9891  
  
141 Thomas Jefferson Drive, Suite 190  
Frederick, MD 21720  
301-682-7246

**Urgent Care Centers**

1. Berkley Family Medicine Associates and Urgent Care  
101 Marclely Drive  
Martinsburg, WV 25401  
304-263-8911
  
2. City Urgent Care  
Apple Valley Plaza  
Inwood, WV 25428  
304-229-0600
  
3. Jefferson Urgent Care  
84 Somerset Blvd.  
Charles Town, WV 25414  
304-728-8533

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Paul Rosa

Department or Organization: Wireless.org

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: December 18, 2014

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: Next Available

Subject (Wording to be placed on agenda): Improving cell coverage in downtown Charles Town.

Please provide the County Commission with a description of your request or presentation, including any background information:

[Click here to enter text.](#)

Is this a funding request? Y/N No

If so, how much? \$[Click here to enter text.](#)

Recommended motion Requesting a resolution encouraging AT&T Wireless to improve its coverage in downtown Charles Town.

Exact resolution language to be supplied.

Attach supporting documents for request, or request may be denied.

If not attached, explain: To be supplied.

Is equipment needed? Projector Y/N No Internet/Wi Fi Y/N No Telephone for conference call Y/N No

Contact information: Paul Rosa

Email address: [paul.rosa@comcast.net](mailto:paul.rosa@comcast.net) Phone Number: (304) 839-1262

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)

## **RESOLUTION OF SUPPORT**

**WHEREAS, the seat of government for Jefferson County, West Virginia lies in the City of Charles Town; and**

**WHEREAS, the governmental and economic affairs of Jefferson County are centered in Charles Town; and**

**WHEREAS, quality cellular telephone service in downtown Charles Town is essential for the conduct of governmental, economic, social and cultural affairs; and**

**WHEREAS, AT&T Wireless in particular, and other wireless providers licensed by the Federal Communications Commission (FCC) in general, have no coverage, or inadequate cellular coverage or capacity in central Charles Town; and**

**WHEREAS, it is in the public interest that wireless services be strengthened in and around Charles Town; and**

**WHEREAS, a consultant has determined that property owned by Asbury United Methodist Church has good potential for hosting concealed antenna sites that meet the technical needs of wireless carriers in downtown Charles Town without compromising the historic character of the community; and**

**WHEREAS, Asbury United Methodist Church also serves as an emergency disaster shelter for residents of Jefferson County and it would be desirable to have wireless facilities with backup electrical power during such disasters;**

**BE IT RESOLVED that the Jefferson County Commission believes the public interest would be served by having reliable wireless communications in downtown Charles Town. Therefore the Commission urges our Congressional delegation and the FCC Wireless Bureau to assist in bringing the parties together to explore technical and aesthetic solutions to provide reliable wireless service in downtown Charles Town.**

**Dated this 18<sup>th</sup> day of December, 2014**

**By: \_\_\_\_\_  
Walter Pellish, President**

**AGENDA REQUEST FORM**  
**www.jeffersoncountywv.org**



Name: Tim Stanton, Finance Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 1 hour

Date Requested – 1<sup>st</sup> Choice: December 18, 2014

*If a specific date is needed, please provide reason for specific date:* Click here to enter text.

Date Requested – 2<sup>nd</sup> Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*):

- ⌵ Review of Cash
- ⌵ Review of Budget to Actual as of November 30, 2014
- ⌵ Approve Budget Revision
- ⌵ Review of FY16 and FY17 Levy Rate Projection and Discussion
- ⌵ Review of FY16 and FY17 Projected Budget and Discussion
- ⌵ Discussion and Determination of FY16 Budget Instructions from Commission to Departments

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- Motion to accept State Budget Revision number 8 of General Fund

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

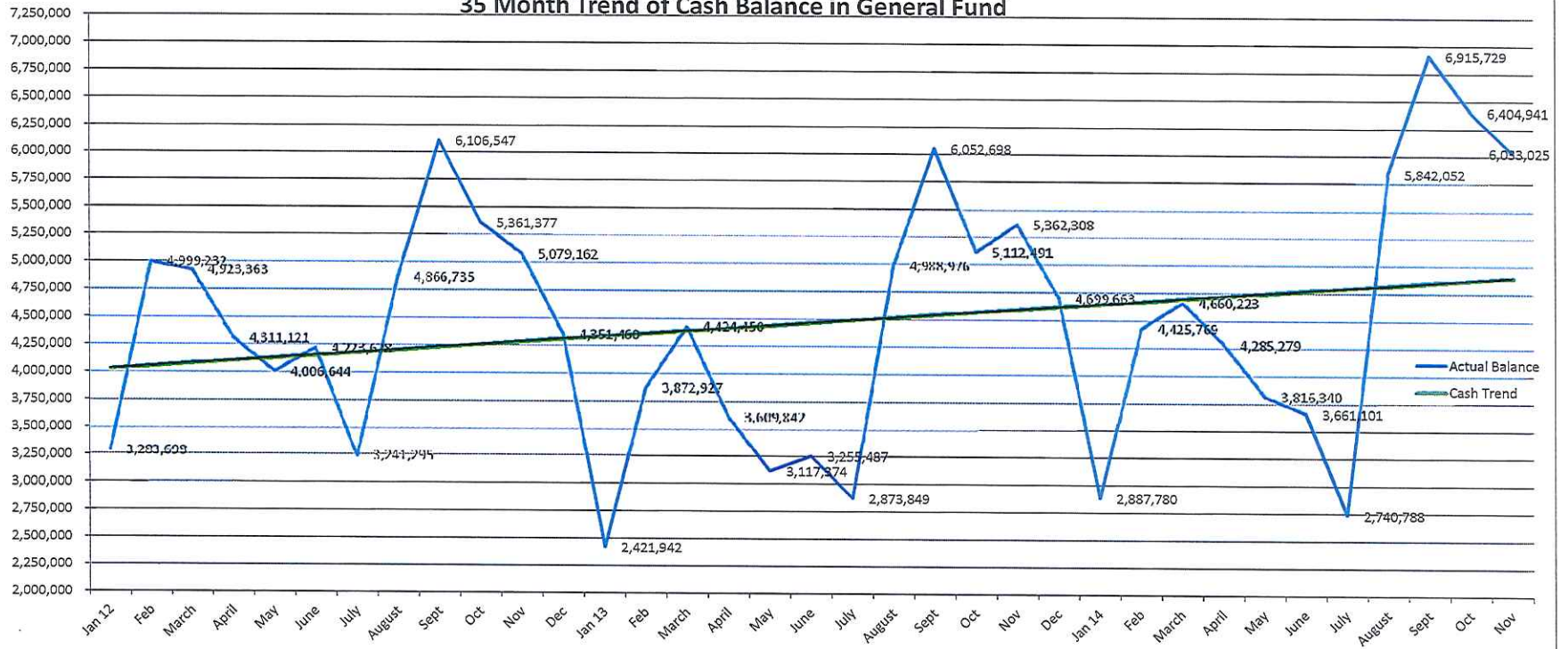
Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

# **Review of Cash**

### 35 Month Trend of Cash Balance in General Fund



Listing of Cash Balances by Fund as of November 30, 2014

Fund	Discription	Balance
001	General Operating	6,033,025.22
002	Coal Severance	78,788.52
003	Dog & Kennel	25,913.61
004	General School	-
005	Magistrate Court	1,332.59
006	Worthless Check	27,040.05
008	Home Confinement	2,364.12
009	Federal Grants	(10,948.78) (1)
010	State Grant	-
023	Flood Mitigation	34,958.62
039	Waste Coal	8,327.35
056	Assessor Valuation	451,138.53
057	Farmland Protection	3.67
059	Concealed Weapons	41,549.62
063	Voter Registration	13.51
074	Drug Forfeiture	5,881.34
075	Sub Division Bond Forfeiture	172.22
077	Teen Court	967.25
244	Bardane Public Health Center	112,410.36
246	Capital Outlay	4,347,272.31
247	Parks Land Fund	-
249	Impact Fees	1,706,602.78
315	State Police	60.00
369	Deputy Sheriff Retire	1.00
Cash all Funds		<u>12,866,873.89</u>

(1) Needs funded from General Fund

Capital Outlay Fund  
Updated 11/30/14

Cash and Investments as of 11/30/14	\$	4,347,272
CAD amount remaining to be paid	\$	89,955
Shepherdstown Bike Path (cost overrun)	\$	30,000
JCESA Mortgage 10/2015	\$	81,000
County Matching Funds for 12th Cycle		
Courthouse Grant. Approved 10/2/14		
by Commissioners	\$	250,000
Emergency Reserve	\$	2,000,000
Funds available less approved items	\$	1,896,317
Hunter House Renovation	\$	125,000
Mason Bldg elevator	\$	250,000
Assessor Renovations	\$	75,000
Tax Office Renovations	\$	150,000
Possible pending items (unapproved)	\$	600,000
Net Balance	\$	1,296,317

**Not included in the above is \$2.4 million to \$8 million needed  
on building construction/purchase/renovation**

Approved

Possible Pending items discussed by Commissioners

Committed under Commissioner approved policy number 307

**Budget to Actual  
By Object Code as of  
November 30, 2014**

**FY15 Revenue and Expenditure**  
**Compiled December 10, 2014**  
**Expenditures by Object Code**

	<b>FY15 budget</b>	<b>FY15 actual as of 11/30/14</b>	<b>Variance  (unfavorable)</b>	<b>% Rec'd/Exp</b>
<b>Revenue</b>				
Taxes	12,059,566	7,015,852	(5,043,714)	58.18
Tax Penalties	301,220	202,375	(98,845)	67.19
Property Transfer	468,000	273,094	(194,906)	58.35
Gas/oil	30,000	81,957	51,957	273.19
Horse Racing	14,219	5,953	(8,266)	41.87
Wine Liquor	25,433	18,902	(6,531)	74.32
Hotel Occupancy	520,000	303,328	(216,672)	58.33
Decal fees	75	22	(53)	29.33
Bldg Permits	170,000	93,186	(76,814)	54.82
Misc Permits	150	124	(26)	82.67
Grants	80,000	121,209	41,209	151.51
Payment in lieu of taxes	9,949	11,676	1,727	117.36
Sheriff Service Process	18,000	8,875	(9,125)	49.31
Sheriff Earnings	28,000	14,417	(13,583)	51.49
Clerk Earnings	206,500	74,698	(131,802)	36.17
Circuit Clerk Earnings	65,183	26,342	(38,841)	40.41
Prosecuting Earnings	1,129	613	(516)	54.30
Accident reports	3,500	1,790	(1,710)	51.14
Map Sales	4,200	758	(3,442)	18.05
Rent	47,175	19,350	(27,825)	41.02
Ambulance Fee	600,000	375,000	(225,000)	62.50
911 Fees	1,885,058	673,682	(1,211,376)	35.74
Franshise Agreements	402,796	105,398	(297,398)	26.17
IRP fees	10,140	3,638	(6,502)	35.88
Jail fees	85,650	96,912	11,262	113.15
Interest	17,273	10,483	(6,790)	60.69
Misc revenue	50	145	95	290.00
Sheriff Commission	12,000	11,619	(381)	96.83
Table Games	960,000	374,567	(585,433)	39.02
Video Lottery	3,408,293	1,698,569	(1,709,724)	49.84
Reimbursements	301,900	141,652	(160,248)	46.92
General School Reimbursements	264,000	120,953	(143,047)	45.82
Trns Assessor Val fund	494,949	-	(494,949)	-
<b>Total Revenue</b>	<b>22,494,408</b>	<b>11,887,139</b>	<b>(10,607,269)</b>	<b>52.84</b>

FY15 Revenue and Expenditure  
 Compiled December 10, 2014  
 Expenditures by Object Code

	FY15 budget	FY15 actual as of 11/30/14	Variance  (unfavorable)	% Rec'd/Exp
<b>Expenditures</b>				
Salaries	9,819,972	3,758,474	6,061,498	38.27
FICA	751,184	303,786	447,398	40.44
Health Insurance	2,043,158	767,660	1,275,498	37.57
Retirement	1,288,435	530,068	758,367	41.14
Telephone	230,608	75,922	154,686	32.92
Printing	24,019	4,754	19,265	19.79
Utilities	291,700	83,400	208,300	28.59
Travel	56,969	11,704	45,265	20.54
Bldg Repairs	70,000	12,088	57,912	17.27
Equip Repairs	200,908	80,162	120,746	39.90
Auto Repairs	8,000	256	7,744	3.20
Postage	111,411	58,988	52,423	52.95
Equipment Rent	139,600	58,123	81,477	41.64
Ads/Legal Publications	48,926	5,753	43,173	11.76
Training	54,955	7,795	47,160	14.18
Dues	83,375	35,244	48,131	42.27
Professional Services	256,146	65,469	190,677	25.56
Audit Costs	35,000	34,600	400	98.86
Bonds/Workers Comp	441,000	225,352	215,648	51.10
Sheriff Court Costs	1,000	-	1,000	-
Contracted Services	404,090	127,896	276,194	31.65
Ambulance Fee Remittance	600,000	375,000	225,000	62.50
Bank Charges	500	15	485	3.00
Retired Insurance Prem	81,103	35,836	45,267	44.19
Materials/supplies	425,604	128,204	297,400	30.12
Record Books	8,450	2,462	5,988	29.14
Vehilce Fuel	229,750	81,443	148,307	35.45
Jail Costs	1,100,000	562,208	537,792	51.11
Uniforms	40,875	10,706	30,169	26.19
State Computer	57,875	-	57,875	-
Computer Software	11,500	458	11,042	3.98
Computer Hardware	70,500	9,508	60,992	13.49
Tech Support	121,250	12,086	109,164	9.97
Tech Fees & Lic	72,945	15,957	56,988	21.88
Contributions to other entities	2,993,949	1,569,924	1,424,025	52.44
Contingency	319,651	-	319,651	-
<b>Total Expenditures</b>	<b>22,494,408</b>	<b>9,051,301</b>	<b>13,443,107</b>	<b>40.24</b>
<b>Net</b>	<b>-</b>	<b>2,835,838</b>		

**Budget to Actual  
by Department as of  
November 30, 2014**

**FY15 Revenue and Expenditure  
Compiled December 10, 2014  
Expenditures by Department**

	FY15 budget	FY14 actual as of 11/30/13	FY15 actual as of 11/30/14	Variance  (unfavorable)	% Rec'd/Exp
<b>Revenue</b>					
Taxes	12,059,566	6,681,630	7,015,852	(5,043,714)	58.18
Tax Penalties	301,220	217,241	202,375	(98,845)	67.19
Property Transfer	468,000	931,393	273,094	(194,906)	58.35
Gas/oil	30,000	5,294	81,957	51,957	273.19
Horse Racing	14,219	6,580	5,953	(8,266)	41.87
Wine Liquor	25,433	12,717	18,902	(6,531)	74.32
Hotel Occupancy	520,000	251,652	303,328	(216,672)	58.33
Decal fees	75	36	22	(53)	29.33
Bldg Permits	170,000	43,608	93,186	(76,814)	54.82
Misc Permits	150	100	124	(26)	82.67
Grants	80,000	140,848	121,209	41,209	151.51
Payment in lieu of taxes	9,949	9,949	11,676	1,727	117.36
Sheriff Service Process	18,000	7,525	8,875	(9,125)	49.31
Sheriff Earnings	28,000	9,990	14,417	(13,583)	51.49
Clerk Earnings	206,500	87,390	74,698	(131,802)	36.17
Circuit Clerk Earnings	65,183	28,149	26,342	(38,841)	40.41
Prosecuting Earnings	1,129	475	613	(516)	54.30
Accident reports	3,500	1,530	1,790	(1,710)	51.14
Map Sales	4,200	2,021	758	(3,442)	18.05
Rent	47,175	19,737	19,350	(27,825)	41.02
Ambulance Fees	600,000	-	375,000	(225,000)	62.50
911 Fees	1,885,058	625,581	673,682	(1,211,376)	35.74
Franchise Agreements	402,796	201,398	105,398	(297,398)	26.17
IRP fees	10,140	3,831	3,638	(6,502)	35.88
Jail fees	85,650	85,651	96,912	11,262	113.15
Interest	17,273	6,734	10,483	(6,790)	60.69
Misc revenue	50	132	145	95	290.00
Sheriff Commission	12,000	11,738	11,619	(381)	96.83
Table Games	960,000	478,161	374,567	(585,433)	39.02
Video Lottery	3,408,293	1,730,767	1,698,569	(1,709,724)	49.84
Reimbursements	301,900	197,333	141,652	(160,248)	46.92
Trans from other funds	-	1,764	-	-	#DIV/0!
General School Reimbursements	264,000	111,306	120,953	(143,047)	45.82
Trns Assessor Val fund	494,949	-	-	(494,949)	-
<b>Total Revenue</b>	<b>22,494,408</b>	<b>11,912,261</b>	<b>11,887,139</b>	<b>(10,607,269)</b>	<b>52.84</b>
<b>Expenditures</b>					
Commission	1,696,273	837,671	713,902	982,371	42.09
County Clerk	858,405	326,328	290,975	567,430	33.90
Circuit Clerk	684,454	269,012	247,696	436,758	36.19
Treasurer	617,390	268,713	244,845	372,545	39.66
Prosecuting Attny	1,810,398	765,159	692,720	1,117,678	38.26
Assessor	550,090	286,239	232,881	317,209	42.34
Assessor AVF	494,949	160,571	180,068	314,881	36.38
Statewide Computer	57,075	16,104	-	57,075	-
Agricultural Agent	128,837	58,937	47,239	81,598	36.67

**FY15 Revenue and Expenditure  
Compiled December 10, 2014  
Expenditures by Department**

	<b>FY15 budget</b>	<b>FY14 actual as of 11/30/13</b>	<b>FY15 actual as of 11/30/14</b>	<b>Variance  (unfavorable)</b>	<b>% Rec'd/Exp</b>
Elections	362,740	66,297	162,144	200,596	44.70
Magistrate Court	1,000	378	330	670	33.00
Courthouse (Maintenance)	1,127,137	516,048	422,887	704,250	37.52
Other Buildings	649,750	251,969	207,565	442,185	31.95
Data Processing	333,996	95,215	69,215	264,781	20.72
Regional Dev Authority	19,795	19,794	19,794	1	99.99
Economic Development	454,310	202,800	212,041	242,269	46.67
GIS	243,212	98,186	90,447	152,765	37.19
Planning	398,865	196,797	137,847	261,018	34.56
Engineering	748,995	315,660	286,566	462,429	38.26
Zoning	71,133	34,249	28,078	43,055	39.47
Transfer to other Funds	-	6,250	-	-	#DIV/0!
Contingency	319,651	-	-	319,651	-
Law Enforcement	3,482,272	1,472,492	1,311,348	2,170,924	37.66
Service of Process	18,000	4,648	3,198	14,802	17.77
Regional Jail	1,100,000	490,913	562,208	537,792	51.11
Emergency Services	269,887	96,216	84,485	185,402	31.30
Communication Center	2,011,821	815,386	771,111	1,240,710	38.33
Fire Depts	373,625	-	200,125	173,500	53.56
JCESA	1,297,562	1,118,227	723,781	573,781	55.78
Ambulance Fees Remittance	600,000	-	375,000	225,000	62.50
Animal Control	334,588	134,240	118,581	216,007	35.44
Central Garage	353,094	133,823	117,243	235,851	33.20
Parks and Recs	493,529	250,587	236,734	256,795	47.97
Arts and Humanities	10,400	10,108	4,971	5,429	47.80
Historical Commission	15,400	10,108	7,361	8,039	47.80
Visitors Center	260,000	126,344	124,277	135,723	47.80
Library	234,000	130,000	117,000	117,000	50.00
Public Transportation	10,275	6,850	5,138	5,137	50.00
Waste Authority	1,500	-	1,500	-	100.00
Clerk Capital Equip		18,632	-		
<b>Total Expenditures</b>	<b>22,494,408</b>	<b>9,610,951</b>	<b>9,051,301</b>	<b>13,443,107</b>	<b>40.24</b>
<b>Net</b>	<b>-</b>	<b>2,301,310</b>	<b>2,835,838</b>		

FY15 Budget Variances  
As of December 11, 2014

(unfavorable)

001-362-CS-000	Jail Fee Revenue	11,262	Based on actual to budget
001-325-IG-000	Payment in Lieu of Taxes	1,727	Based on actual to budget
001-301-TT-006	Supplemental Taxes	22,000	Based on actual to budget
001-301-TT-001	Ad Valorem taxes 1st yr	75,000	Based on actual to budget
001-304-OT-000	Property Tax Transfers	75,000	Based on actual to budget
001-306-OT-000	Gas/Oil Tax	51,957	Based on actual to budget
001-318-LP-000	Building Permits	21,000	Based on actual to budget
001-322-IG-000	Federal Grants	90,000	Based on actual to budget
001-346-CS-000	911 Fees	(20,000)	Delay in phone billing
001-370-OT-000	Table Games	(60,000)	Based on actual to budget
001-373-OT-000	Video Lottery	(105,000)	Based on actual to budget
Total Revenue Variances		162,946	
001-401-02-226-001-GG-000	Workers Comp insurance	2,752	Based on premium renewal
001-403	Circuit Clerk Cell Phones	(658)	
001-700	Sheriff Cell Phones	(14,644)	
001-xxx	Cell phones non-elected	(6,366)	
001-424-02-218-000-GG-000	Postage	(20,000)	\$9,000 related to ambulance billing
001-xxx-01-105-000-GG-000	Health Insurance adj in process	167,335	Elected Depts
001-xxx-01-105-000-GG-000	Health Insurance adj in process	21,976	Non-Elected Depts
001-704-03-345-000-PS-000	Jail Costs	(249,000)	Trend does not support budget
Total Expenditure Variances		(98,605)	
Contingency Reserve Available		319,651	
Possible Increase in Fund Balance		383,992	

Finalized Variances

# Jail Costs

## 001-704-03-344-000-PS-000

### 41 month Period July 2011 - Nov 2014

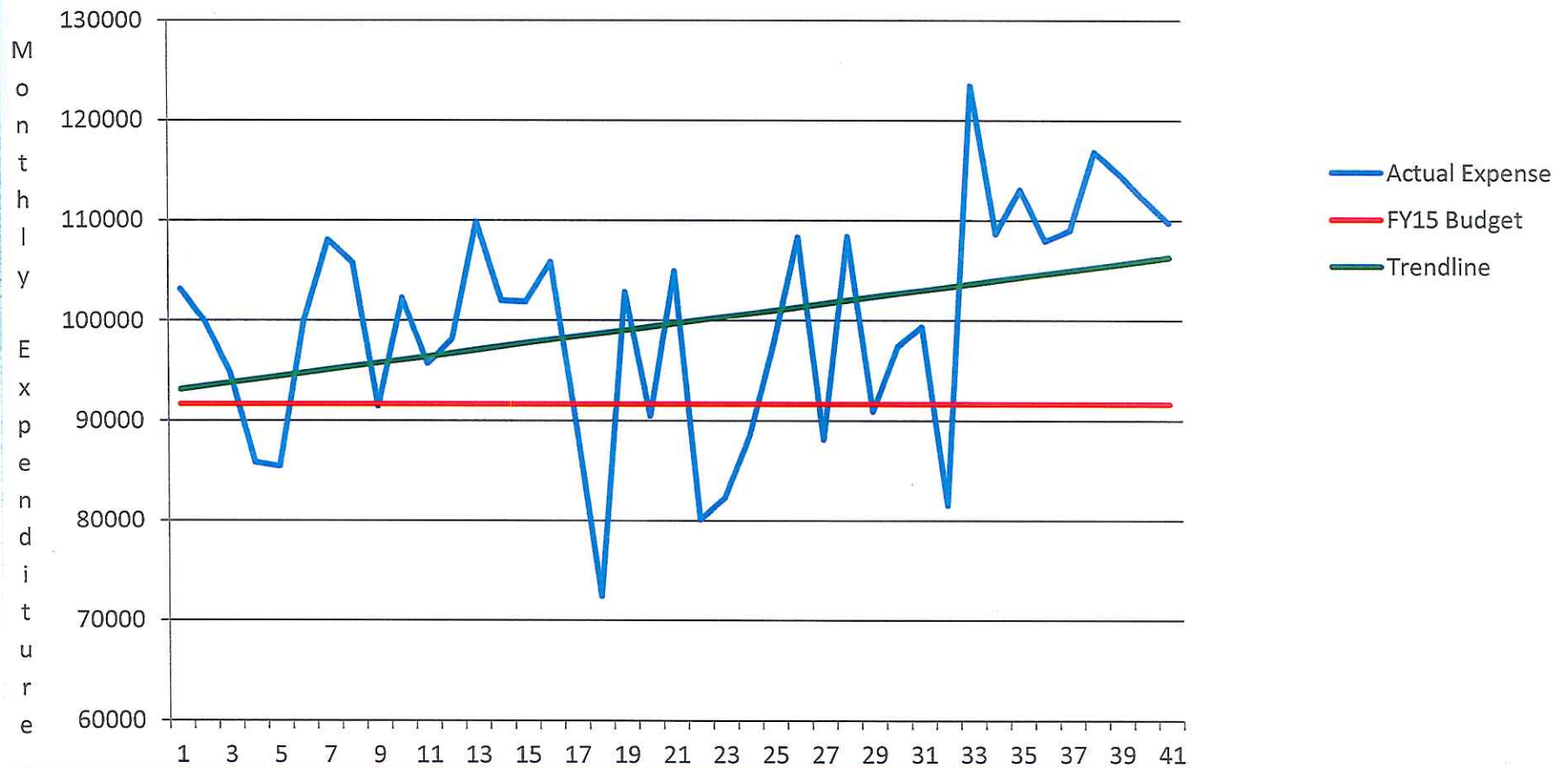
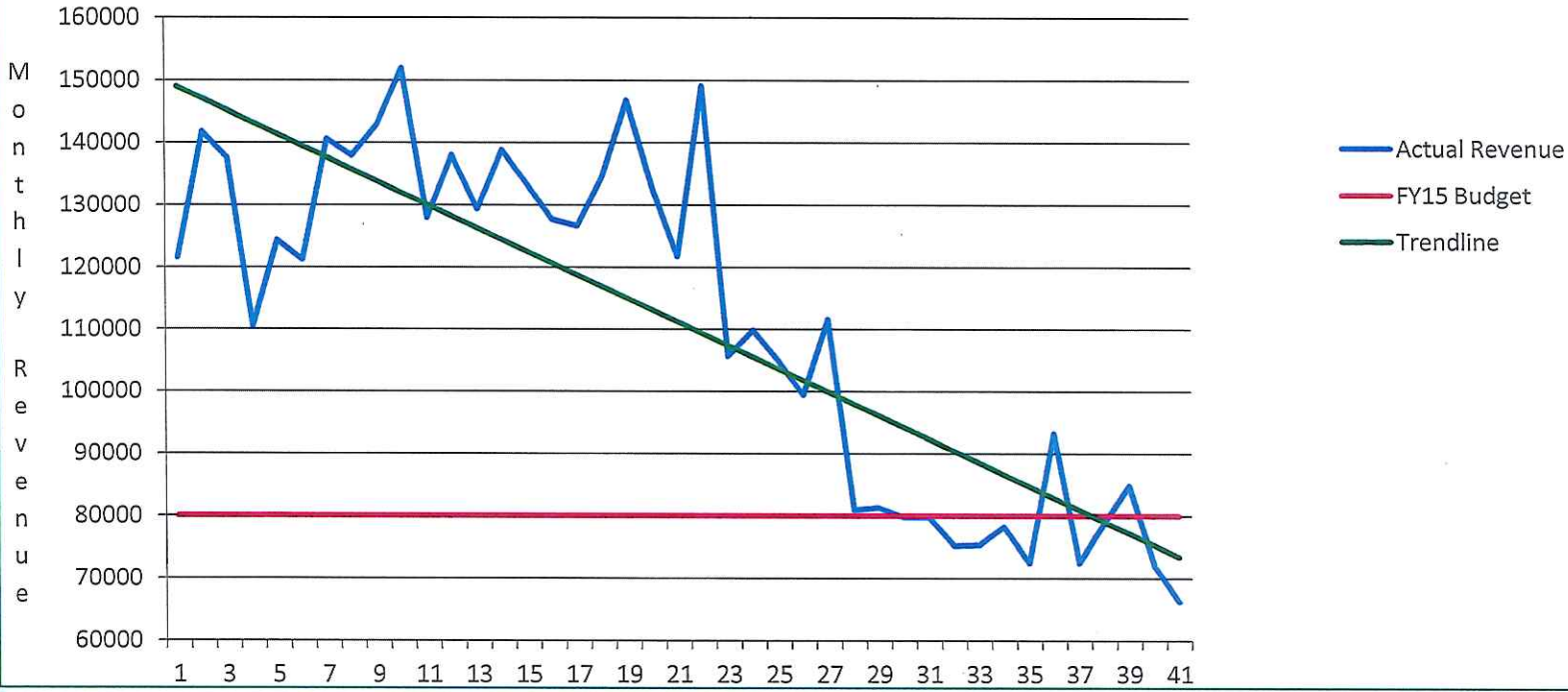
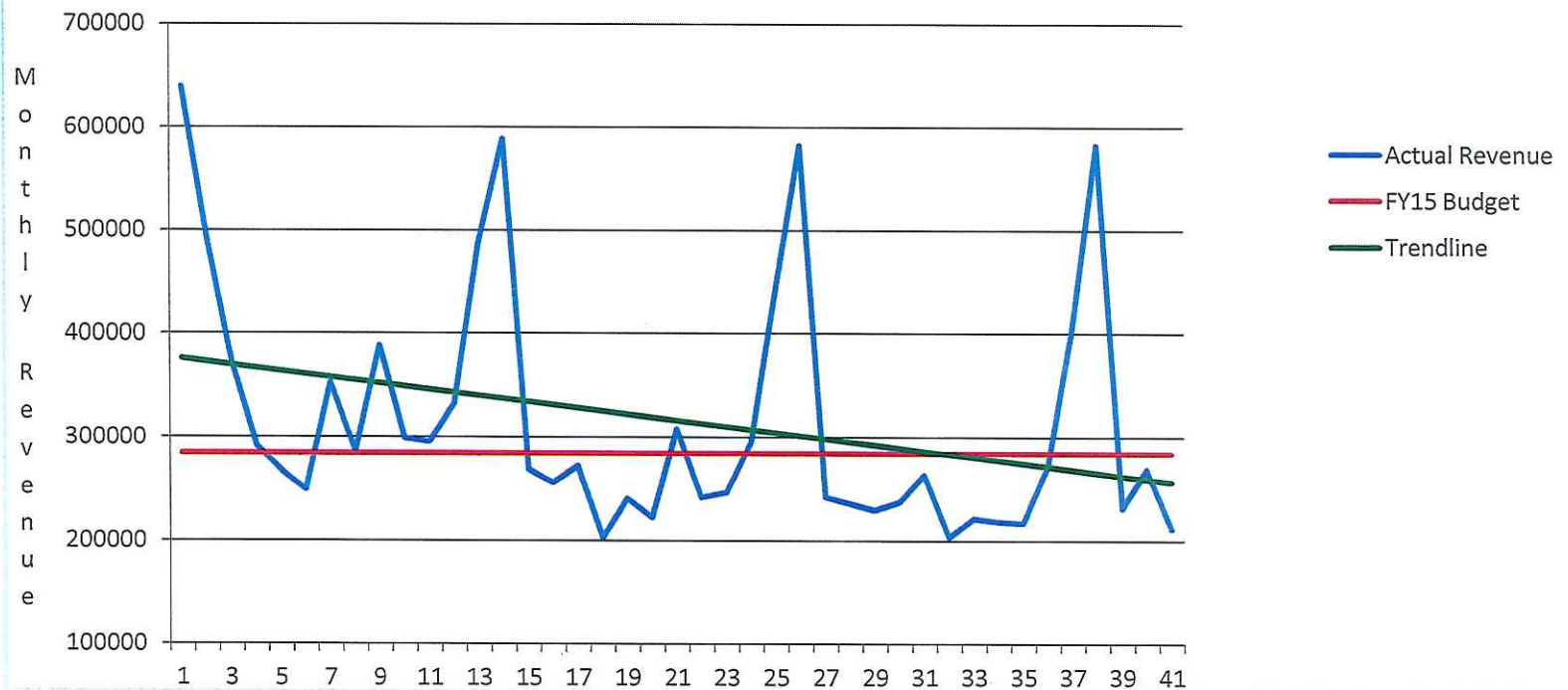


Table Games  
001-370-OT-000  
41 month Period July 2011 - Nov 2014



# Video Lottery 001-373-OT-000 41 month Period July 2011 - Nov 2014



# Budget Transfer

## Narrative for FY15 Budget Revision Number 8 of General Fund

Health Insurance of all non-elected offices were adjusted to revised projections based on actual health insurance of open enrollment and final premiums. Overall health insurance of non-elected offices decreased \$21,976.

Telephone budgets were established in all non-elected offices to cover the cost of cell phones which was previously paid by the 911 Center. The budget adjustment for non-elected cell phones totaled \$6,366.

Favorable variances of Gas/Oil Severance Tax, Payment in Lieu of Taxes, Jail Fee revenue, and Federal Grant revenue were adjusted to actual with the offset to Gaming income. Video Lottery was decreased \$105,000 and Table Games decreased \$16,556.

Overall the budget did not change, as budget revision number 8 takes known favorable budget variances and offsets then to negative budget variances.

**REQUEST FOR REVISION TO APPROVED BUDGET**

CONTROL NUMBER

Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (\$ 11-8-26a)

**2015**  
 FY  
**1**  
 FUND  
**8**  
 REV. NO.  
**1 of 1**  
 PG. OF NO.

Jefferson County Commission  
 GOVERNMENT ENTITY

Person To Contact Regarding  
 Budget Revision: **Tim Stanton**  
 Phone: **304-724-8425 ext 1008**  
 Fax: **304-725-7916**

P.O. Box 250  
 STREET OR PO BOX  
 Charles Town 25414  
 CITY ZIP CODE

COUNTY  
 Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
306	Gas & Oil Severance Tax	30,000	51,957		81,957
322	Federal Grants	80,000	41,000		121,000
325	Federal Payment in Lieu of Taxes	9,949	1,727		11,676
362	Regional Jail Operations Partial Reim.	85,650	11,262		96,912
370	Gaming Income	960,000		16,556	943,444
373	Video Lottery	3,408,293		105,000	3,303,293
<b>NET INCREASE/(DECREASE) Revenues (ALL PAGES)</b>			<b>-15,610</b>		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	1,696,273	8,177		1,704,450
412	Agricultural Agent	128,837		615	128,222
424	Courthouse	1,127,137	1,332		1,128,469
428	Data Processing	333,996	1,007		335,003
431	Economic Development	454,310		6,293	448,017
433	Geographic Information System	243,212		265	242,947
439	Planning & Zoning	398,865		4,032	394,833
440	Engineering	748,995		2,358	746,637
451	Zoning Board	71,133	205		71,338
711	Emergency Services	269,887		252	269,635
712	Communication Center	2,011,821		12,208	1,999,613
717	Central Garage	353,094		308	352,786
<b>NET INCREASE/(DECREASE) Expenditures</b>			<b>-15,610</b>		

APPROVED BY THE STATE AUDITOR  
 BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Director, Local Government Services Division

AUTHORIZED SIGNATURE OF ENTITY \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_

Budget Revision Number 8 of Fund 1 FY 2015

		Increase	Decrease
001-401-01-105-000-GG-000	Commission Health Insurance	7,095	
001-412-01-105-000-GG-000	Ag Agent Health Insurance		615
001-424-01-105-000-GG-000	Maintenance Dept Health Insurance	1,332	
001-428-01-105-000-GG-000	Tech Dept Health Insurance		308
001-431-01-105-000-GG-000	Econ Dev Health Insurance		6,293
001-433-01-105-000-GG-000	GIS Health Insurance		923
001-439-01-105-000-GG-000	Planning Health Insurance		4,690
001-440-01-105-000-GG-000	Engineering Health Insurance		2,770
001-451-01-105-000-GG-000	Zoning Health Insurance	205	
001-711-01-105-000-GG-000	Emer. Services Health Insurance		2,493
001-712-01-105-000-GG-000	911 Ctr Health Insurance		12,208
001-717-01-105-000-GG-000	Garage Health Insurance		308
001-401-02-211-000-GG-000	Commission Telephone	1,082	
001-428-02-211-000-GG-000	Tech Dept Telephone	1,315	
001-433-02-211-000-GG-000	GIS Telephone	658	
001-439-02-211-000-GG-000	Planning Telephone	658	
001-440-02-211-000-GG-000	Engineering Telephone	412	
001-711-02-211-000-GG-000	Emer. Services Telephone	2,241	
001-362-CS-000	Jail Fee Revenue	11,262	
001-306-OT-000	Gas/Oil Severance Tax	51,957	
001-325-IG-000	Payment in Lieu of Taxes	1,727	
001-322-IG-000	Federal Grants	41,000	
001-373-OT-000	Video Lottery		105,000
001-370-OT-000	Table Games		16,556

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 18th day of December 2014, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on budget revision number #8 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by \_\_\_\_\_, and duly seconded by \_\_\_\_\_ the vote was as follows:

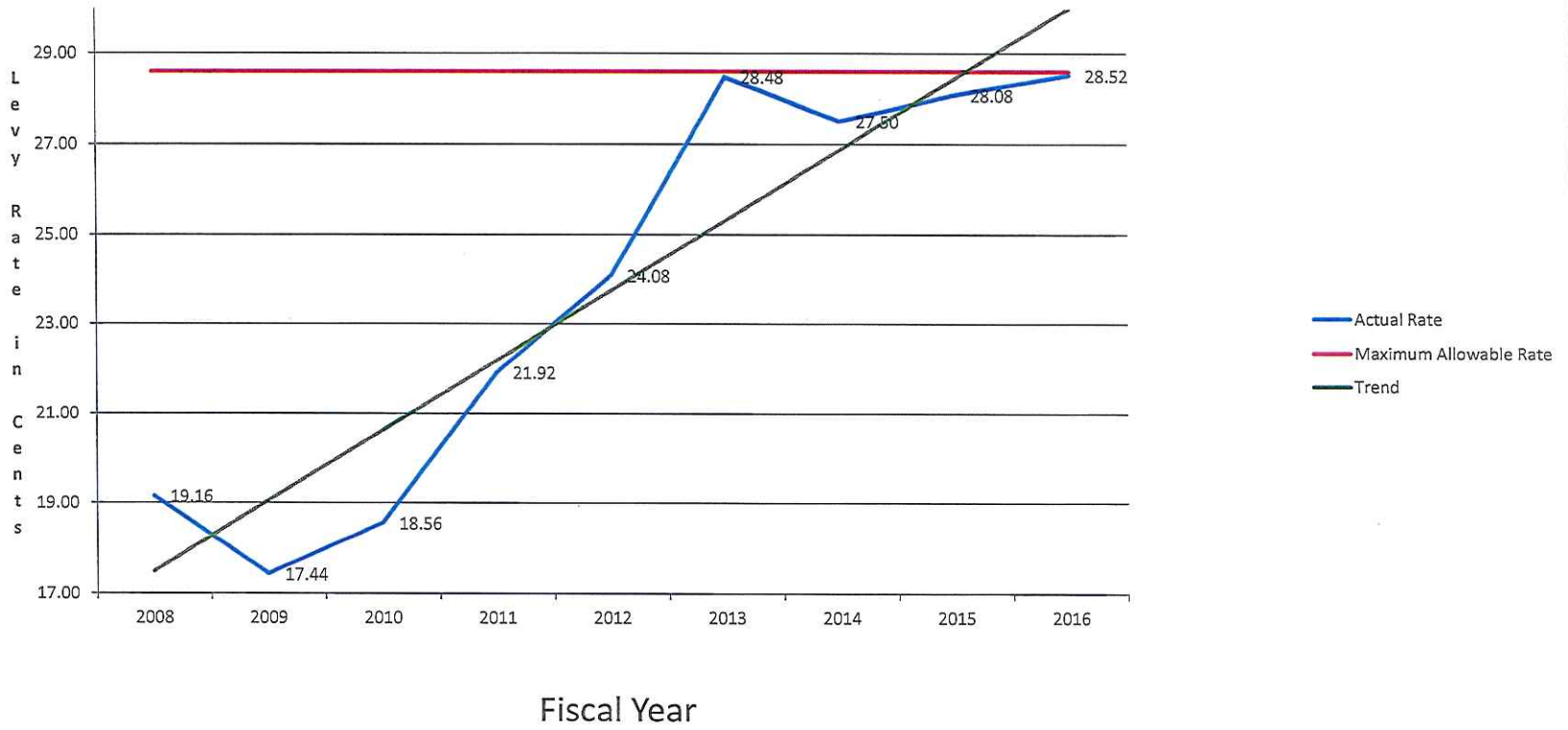
Dale Manuel	_____
Jane Tabb	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Pellish declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Walter Pellish, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
Walter Pellish, President  
Jefferson County Commission

# Levy Rate Projection

### Class 2 Property Cents per \$100 of Valuation Maximum Allowable Rate is 28.60 Cents



# **FY16 and FY17 Budget Forecast**

FY15 Revenue and Expenditure  
 Compiled December 8, 2014  
 Expenditures by Object Code

	Actual FY 10	Actual FY 11	Actual FY 12	Actual FY 13	Actual FY 14	FY15 Budget 15	TREND FY 16	TREND FY 17
<b>Revenue</b>								
Taxes	9,685,309	9,868,116	10,506,922	10,975,396	11,725,125	12,059,566	12,546,359	12,906,888
Tax Penalties	263,115	262,733	318,554	294,156	309,714	301,220	322,289	331,062
Property Transfer	452,994	486,466	388,512	468,758	1,227,350	563,000	568,000	575,000
Gas/oil	28,214	33,485	49,520	38,298	5,294	30,000	38,000	38,000
Horse Racing	19,862	19,264	19,913	16,250	14,433	14,219	12,686	11,362
Wine Liquor	7,898	6,037	23,532	39,022	28,477	25,433	29,000	31,000
Hotel Occupancy	483,398	550,324	612,165	545,974	490,521	520,000	527,471	525,683
Decal fees	72	132	148	68	62	75	65	57
Bldg Permits	209,482	262,478	163,730	182,298	200,140	170,000	161,436	150,983
Misc Permits	146	158	144	150	110	150	131	128
Grants	122,368	177,463	203,981	97,304	180,101	80,000	170,000	170,000
Payment in lieu of taxes	12,369	16,023	-	6,211	16,597	9,949	11,676	11,676
Sheriff Service Process	19,041	18,725	18,720	19,250	16,725	18,000	17,343	17,038
Sheriff Earnings	27,972	25,598	27,513	27,688	24,400	28,000	26,534	26,440
Clerk Earnings	194,218	183,893	189,760	206,682	181,989	206,500	201,102	203,177
Circuit Clerk Earnings	68,584	72,250	82,103	71,138	65,166	65,183	65,815	64,409
Prosecuting Earnings	662	730	1,070	670	1,272	1,129	1,278	1,380
Accident reports	4,420	3,720	3,730	3,440	3,260	3,500	3,051	2,872
Map Sales	4,796	5,583	5,130	4,216	8,018	4,200	5,665	5,762
Rent	46,775	46,975	46,975	46,781	43,612	47,175	45,554	45,317
Ambulance Fee	-	-	-	-	-	600,000	650,000	650,000
911 Fees	1,122,600	1,316,828	1,474,707	1,139,976	1,562,469	1,885,058	1,885,058	1,885,058
Franchise Agreements	244,938	336,988	347,469	367,425	401,111	402,796	450,283	478,900
IRP fees	5,408	5,449	8,369	11,350	7,947	10,140	11,524	12,499
Jail fees	421,613	377,585	410,436	100,624	85,651	85,650	85,650	85,650
Interest	79,822	45,182	23,483	15,289	15,693	17,273	16,000	15,000
Misc revenue	28	277	42	5,494	694	50	500	500
Sheriff Commission	12,654	12,451	12,109	11,915	11,738	12,000	11,584	11,424
Table Games	38,882	1,180,618	1,596,523	1,556,479	1,032,363	925,000	800,000	647,500
Video Lottery	4,161,930	4,121,161	4,269,897	3,662,503	3,365,553	3,348,293	3,150,000	2,879,532
Reimbursements	321,428	206,905	313,288	298,950	382,778	301,900	345,772	357,648
Trans from other funds	33,971	36,009	34,006	316,558	36,924	-	-	-
Concealed Weapons	-	-	-	-	1,625	-	-	-
General School Reimbursements	-	-	-	291,624	249,978	264,000	264,000	264,000
Trns Assessor Val fund	335,252	336,738	360,438	377,635	474,477	494,949	495,000	495,000
<b>Total Revenue</b>	<b>18,430,221</b>	<b>20,016,344</b>	<b>21,512,889</b>	<b>21,199,572</b>	<b>22,171,367</b>	<b>22,494,408</b>	<b>22,918,828</b>	<b>22,900,946</b>
<b>Expenditures</b>								
Salaries	8,164,176	8,486,550	8,951,223	9,375,683	10,130,321	9,819,972	9,819,972	9,819,972
FICA	597,817	618,880	658,194	688,903	718,474	751,184	751,184	751,184
Health Insurance	1,566,757	1,587,889	1,582,633	1,862,559	2,096,382	2,043,158	2,122,841	2,335,125
Retirement	808,371	954,676	1,188,203	1,216,315	1,304,250	1,288,435	1,288,435	1,288,435
Telephone	357,844	347,785	342,866	351,876	346,764	230,608	266,601	248,594
Printing	19,316	23,334	16,919	18,416	19,194	24,019	21,459	21,819
Utilities	213,608	253,348	287,582	294,331	325,804	291,700	339,187	356,746
Travel	77,510	55,731	65,554	58,227	59,921	56,969	52,572	49,788
Bldg Repairs	143,917	119,259	77,910	112,205	52,834	70,000	70,000	70,000
Equip Repairs	213,433	159,153	206,330	136,338	122,577	200,908	148,889	141,965
Auto Repairs	65,474	66,723	30,629	2,093	4,626	8,000	8,000	8,000
Postage	112,373	123,621	105,588	109,145	88,808	111,411	130,000	130,000
Equipment/Bldg Rent	66,618	60,674	39,272	55,778	142,936	139,600	139,600	139,600
Ads/Legal Publications	35,093	29,334	42,615	34,278	36,885	48,926	46,203	48,588

**FY15 Revenue and Expenditure**  
**Compiled December 8, 2014**  
**Expenditures by Object Code**

	Actual	Actual	Actual	Actual	Actual	FY15	TREND	TREND
	FY	FY	FY	FY	FY	Budget	FY	FY
	10	11	12	13	14	15	16	17
Training	48,054	37,652	42,314	51,163	41,552	54,955	51,454	53,027
Dues	70,787	70,944	67,364	76,506	70,207	83,375	80,184	82,181
Professional Services	206,470	464,868	352,569	297,418	354,411	256,146	308,166	304,219
Audit Costs	47,840	2,400	66,200	17,100	17,100	35,000	34,600	36,330
Bonds/Workers Comp	451,157	370,569	433,542	401,095	364,454	441,000	463,050	486,203
Sheriff Court Costs	1,000	-	-	97,135	-	1,000	1,000	1,000
Contracted Services	529,983	485,306	399,098	395,367	338,160	404,090	424,295	445,509
Ambulance Fee Remittance	-	-	-	-	-	600,000	650,000	650,000
Bank Charges	460	262	419	474	376	500	475	492
Retired Insurance Prem	95,387	93,370	82,969	77,476	81,240	81,103	73,927	70,690
Materials/supplies	300,894	369,140	431,716	394,947	351,747	425,604	432,468	447,743
Record Books	6,272	11,518	5,217	1,473	2,558	8,450	3,941	3,377
Vehilce Fuel	179,890	218,230	316,608	307,934	230,930	229,750	230,000	235,000
Jail Costs	1,111,462	1,041,496	1,159,927	1,140,651	1,313,093	1,100,000	1,365,000	1,400,000
Uniforms	21,762	32,467	24,426	23,476	42,929	40,875	43,589	47,189
State Computer	57,446	51,008	48,717	54,023	67,044	57,875	61,575	63,162
Computer Software	10,421	11,973	16,153	22,024	15,966	11,500	16,997	17,661
Computer Hardware	-	-	-	-	121,722	70,500	75,000	75,000
Tech Support	-	-	-	-	15,168	121,250	127,313	133,678
Tech Fees & Lic	-	-	-	-	22,273	72,945	76,592	80,422
Equipment	218,543	137,509	139,173	71,130	29,580	-	208,000	156,000
Contributions to other entities	3,219,072	3,181,996	3,548,463	3,920,208	3,108,575	2,993,949	3,143,949	3,143,949
Misc	545	1,198	1,314	198	-	-	-	-
Contingency	-	-	-	-	-	319,651	344,000	348,000
Transfer to other funds	-	-	-	546,333	9,327	-	-	-
<b>Total Expenditures</b>	<b>19,019,752</b>	<b>19,468,863</b>	<b>20,731,707</b>	<b>22,212,278</b>	<b>22,048,188</b>	<b>22,494,408</b>	<b>23,420,518</b>	<b>23,690,647</b>
<b>Net</b>	<b>{589,531}</b>	<b>547,481</b>	<b>781,182</b>	<b>{1,012,706}</b>	<b>123,179</b>	<b>-</b>	<b>{501,690}</b>	<b>{789,701}</b>

# Budget Charge

## Budget Check Sheet

- Zero Based Budgeting Materials and Supplies
- Zero Based Budgeting Dues and Subscriptions
- Zero Based Budgeting Equipment Repairs
- Zero Based Budgeting Building Repairs
- Review of Overtime
- Justification if FY16 line item exceeds FY15
- Review Hiring Freeze
- Performance Outcomes Component Units and Non-Component
- Target Based Budgeting
- Employee Raises
- Other

**FT Employee Comparison over a Ten Year Period**

Dept #		FY 2004	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Net increase/ as of 12/4/14 (Decrease)
401	Co. Commission	4	4	4	4	4	4	6	4	5	1
402	County Clerk	13	14	14	14	13	13	13	10	10	-3
403	Circuit Clerk	7	9	9	10	10	10	10	10	10	3
404	Sheriff's Tax	7	7	7	7	7	7	8	8	8	1
405	Pros Atty	12	16	15	17	17	18	18	19	19	7
406	Assessor	9	13	10	13	13	7	7	7	6	-3
407	Assr/Appraisers	0	0	0	0	0	6	6	6	6	6
412	Ag Agent	2	2	2	2	2	2	2	2	2	0
413	Voter Reg	0	0	0	0	1	1	1	2	2	2
422/960	Capital Planning	2	4	4	4	4	4	0	0	0	-2
424/717	Maint/Garage	8	11	11	11	11	12	13	13	13	5
428	IT	0	0	0	0	0	0	0	1.5	1.5	1.5
430/711	Homeland Sec	2	3	2	3	3	3	3	3	3	1
431	Dev Authority	3	4	4	4	4	5	5	5	4	1
433	GIS	0	2.5	2.5	2.5	2.5	3.5	3.5	3.5	3.5	3.5
439	Planning	5	6	4	4	5	5	5	6	5	0
440	Engineering	7	10	9	8	8	8	9	9	9	2
451	Zoning	0	1	1	2	2	2	2	1	1	1
700	Sheriff Dept	22	34	31	32	32	32	33	34	34	12
712	911	19	23	23	21	23	23	23	24	24	5
716	Animal Control	2	4	4	4	4	4	4	5	5	3
Electeds		10	10	10	10	10	10	10	10	10	0
		134	177.5	166.5	172.5	175.5	179.5	181.5	183	181	47

Summary of Allocation of FY15 Budget  
 Prepared December 12, 2014

	FY15 Budget	Personnel Costs	% Personnel	Non Personnel	Fixed Costs	Controllable Costs	Total FY15 Reduction	% Reduction
Commissioners	1,674,692	677,825	40.47	996,867	723,000	273,867	357,178	17.58
Ag Agent	128,837	92,180	71.55	36,657		36,657	14,220	9.94
Maintenance	1,127,137	786,137	69.75	341,000	263,000	78,000	184,982	14.1
Other Bldgs	649,750	-	-	649,750	261,000	388,750	153,250	19.08
Technology	305,546	87,796	28.73	217,750	50,000	167,750	113,960	27.17
GIS	243,212	225,817	92.85	17,395		17,395	58,089	19.28
Planning	398,865	384,579	96.42	14,286		14,286	130,716	24.68
Engineering	746,095	717,920	96.22	28,175		28,175	35,395	4.53
Zoning	71,133	68,608	96.45	2,525		2,525	94,313	57.01
Emer. Svs	264,887	216,271	81.65	48,616		48,616	11,902	4.3
911 Center	2,011,821	1,753,663	87.17	258,158	207,000	51,158	235,968	10.5
Garage	353,094	63,144	17.88	289,950		289,950	4,384	1.23
Total Non-Elected						1,397,129		
County Clerk	858,405	742,015	86.44	116,390		116,390	97,568	10.21
Circuit Clerk	676,361	628,541	92.93	47,820		47,820	(16,011)	-2.42
Tax Office	610,838	562,588	92.10	48,250		48,250	24,253	3.82
Pros Atty	1,796,296	1,660,418	92.44	135,878		135,878	98,275	5.19
Assesor	542,999	524,299	96.56	18,700		18,700	123,227	18.5
Elections	362,740	223,623	61.65	139,117		139,117	1,840	0.5
Sheriff	3,482,272	3,348,653	96.16	133,619		133,619	103,435	2.88
Dog Warden	334,588	296,388	88.58	38,200		38,200	10,974	3.18
Total Elected						677,974		
Medium % reduction non-elected			15.84					
Medium % reduction elected			3.5					
Average % reduction non-elected			17.45					
Average % reduction elected			5.23					
Medium of \$ reduced non-elected			104,136					
Medium of \$ reduced elected			60,910					
Average \$ reduction non-elected			116,196					
Average \$ reduction elected			55,445					

**FY15 Allocations**

**Non-Component Units**

Day Reporting Center	100,000	001-401-05-569-000-GG-000
Ozone (Eastern Regional Panhandle)	14,713	001-401-05-568-000-GG-001
Airport Authority	11,500	001-431-05-568-001-GG-000
Fire Departments	373,625	001-713-05-567-000-PS-000
Arts	10,400	001-903-05-567-000-CR-000
Libraries	234,000	001-916-05-567-000-SS-000
Public Transportation	<u>10,275</u>	001-953-05-567-000-SS-000
	754,513	

**Component Units**

JCESA	1,447,562 (1)	001-715-05-567-000-PS-000
Parks and Rec	250,329 (2)	001-900-05-567-003-CR-000
Historical Commission	15,400	001-909-05-567-000-CR-000
Economic Development	<u>442,810</u>	001-431-xx-xxx-xxx-xx-xxx
	2,156,101	
Total	2,910,614	

(1) Excludes Ambulance Fee

(2) Excludes Hotel Motel Contribution

Review of Specific Object Codes

Material and Supplies 341

	FY13 Actual	FY14 Actual	FY15 Budget	FY15 Annualized
401 Commissioners	11,195	2,787	15,000	10,947
402 County Clerk	26,667	6,114	25,000	2,247
403 Circuit Clerk	11,652	9,954	12,250	4,905
404 Tax Office	2,485	2,767	2,500	2,550
405 Pros. Atty	27,730	19,933	27,090	13,713
406 Assessor	5,554	4,582	5,000	2,208
412 Ag Agent	2,933	2,761	3,000	3,189
413 Elections	49,189	61,601	85,267	130,539
424 Maintenance	52,794	15,492	25,000	14,670
425 Maintenance other bldgs	99,976	91,375	90,000	73,461
428 Technology	9,826	20,966	12,000	5,286
433 GIS	1,162	5,976	1,600	12
439 Planning	7,314	2,191	3,736	651
440 Engineering	10,247	3,871	4,250	165
451 Zoning	1,828	117	-	72
700 Sheriff	37,231	42,909	32,250	11,769
711 Emergency Services	6,576	5,334	8,861	1,887
712 911 Ctr	15,457	10,899	10,300	2,685
716 Dog Warden	11,792	4,474	10,000	5,751
717 Garage	53	37,645	52,500	23,979
	<u>391,661</u>	<u>351,748</u>	<u>425,604</u>	

Possible Savings \$74,000

Dues and Subscriptions 222

	FY13 Actual	FY14 Actual	FY15 Budget
401 Commissioners	19,077	5,493	10,000
402 County Clerk	1,590	908	5,000
403 Circuit Clerk	100	100	300
404 Tax Office	40	40	50
405 Pros. Atty	42,093	54,564	58,695
406 Assessor	250	100	
412 Ag Agent	71	81	500
424 Maintenance	779	810	500
433 GIS	878	355	
439 Planning	1,967	590	1,000
440 Engineering	1,147	720	1,350
451 Zoning	237	95	525
700 Sheriff	4,605	3,280	4,000
711 Emergency Services	1,005	1,104	980

712 911 Ctr	2,292	1,493	
716 Dog Warden	275	471	375
717 Garage	95	-	100
	76,501	70,204	83,375

Possible Savings \$13,000

Building Repair 215

	FY14 Actual	FY15 Budget
424 Maintenance	22,675	20,000
425 Maintenance other bldgs	30,160	50,000

Possible Savings

Equipment Repair 215

	FY14 Actual	FY15 Budget
401 Commissioners	510	2,500
402 County Clerk	175	3,300
405 Pros. Atty		4,558
406 Assessor	57	1,500
412 Ag Agent		2,000
413 Elections	2,463	24,850
424 Maintenance	20,287	12,000
425 Maintenance other bldgs	2,262	25,000
439 Planning	7,522	7,500
440 Engineering	1,956	4,500
700 Sheriff	5,178	5,000
711 Emergency Services	154	3,600
712 911 Ctr	82,012	103,350
717 Garage		1,250
	122,576	200,908

Possible Savings \$46,000

Overtime 108

	FY14 Budget	FY14 Actual	FY15 Budget
401 Commissioners	3,500	3,091	3,500
402 County Clerk	8,000	6,071	7,000
403 Circuit Clerk	16,000	3,568	2,000
404 Tax Office	30,000	27,426	26,000
406 Assessor	16,878	3,620	10,000
407 Assessor Val	6,671	3,950	6,049
412 Ag Agent	427	212	400
413 Elections	12,000	9,983	12,000

424 Maintenance	25,000	21,210	22,000
439 Planning	1,000	60	
440 Engineering	7,000	4,865	6,000
451 Zoning	1,000	-	
700 Sheriff	263,238	273,019	158,000
712 911 Ctr	61,885	49,117	55,000
716 Dog Warden	22,500	19,520	20,000
717 Garage	750	226	500
	<u>475,849</u>	<u>425,938</u>	
		Savings	115,449

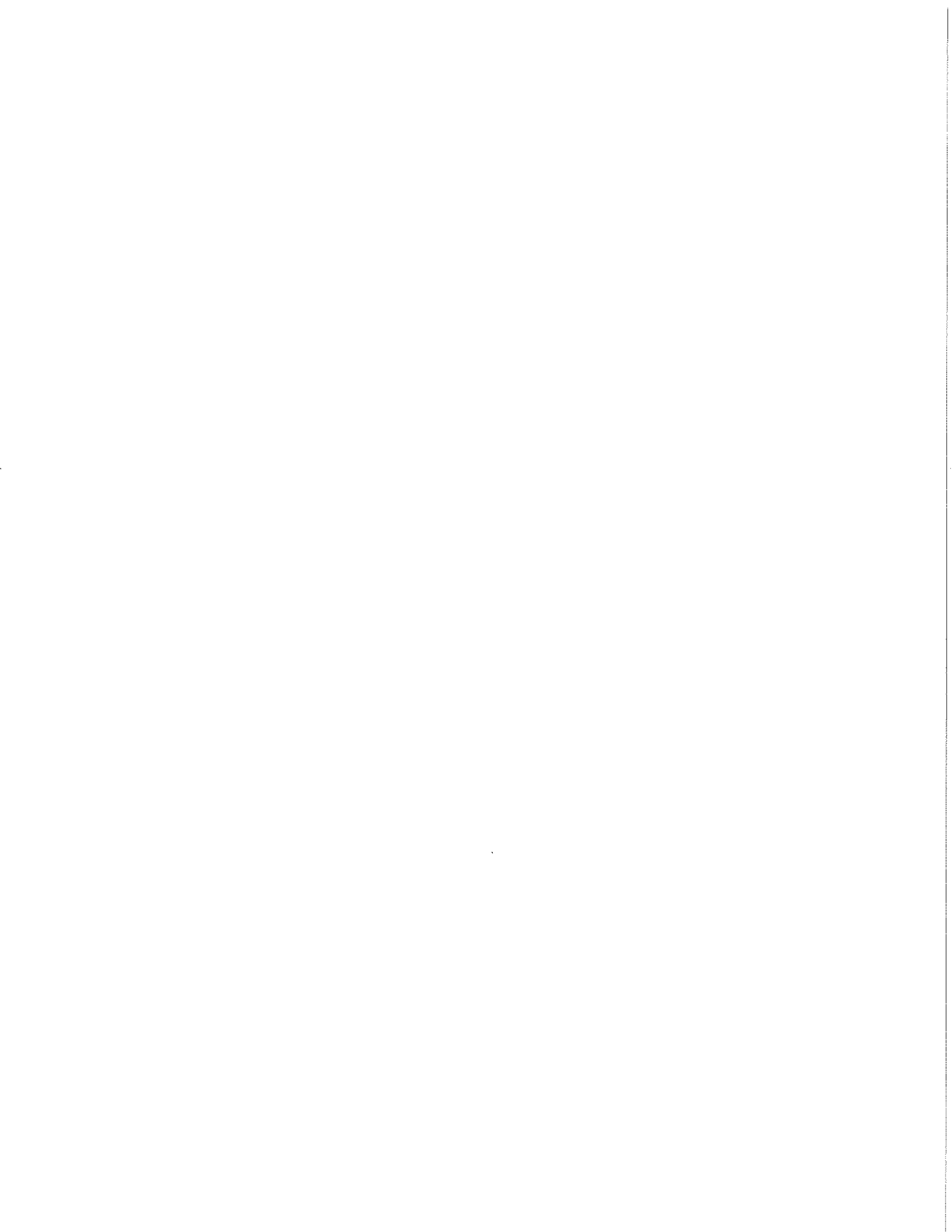
Eliminate OT in non-emergency related depts possible savings \$115,449

Hiring Freeze

Possible Savings \$100,000

Target Based Budgeting based on expenditures of \$16,000,000

4% reduction	640,000
3% reduction	480,000
2% reduction	320,000
1% reduction	160,000



# Jefferson County GIS/Addressing Office

## DEPARTMENTAL MEMORANDUM

**TO:** Jefferson County Commission  
Debbie Keyser, County Administrator

**FROM:** Todd Fagan, GIS Director

**DATE:** December 18<sup>th</sup>, 2014

**SUBJECT:** GIS/Addressing Office Quarterly Update Report- 2014, 4<sup>th</sup> Quarter



### 1. PROJECTS COMPLETED

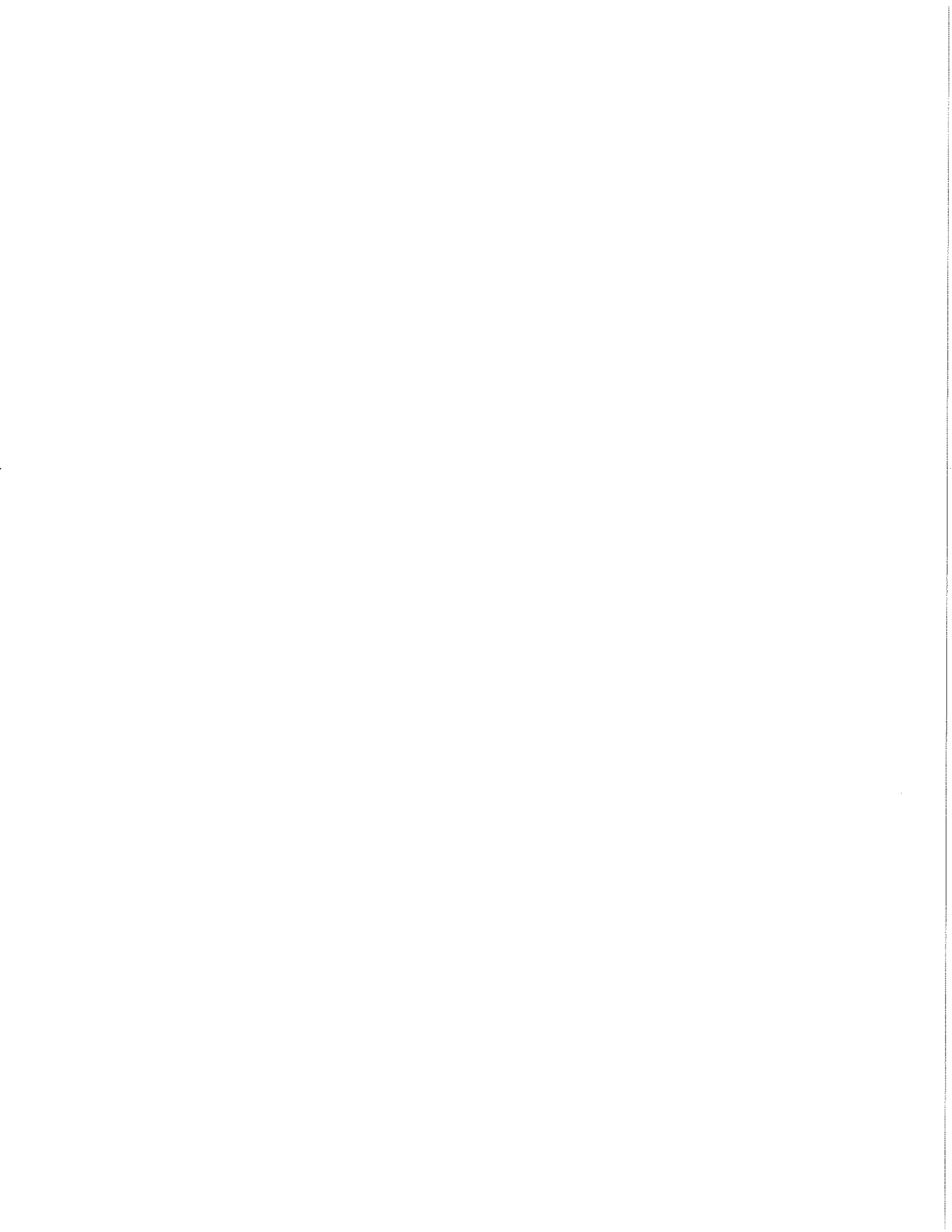
- a. Emergency Communications -CAD – completed various GIS-related CAD tasks such as data editing, planning, installation, development, dispatcher training bulletins, troubleshooting, and quickest routing.
  - i. Performed 3 scheduled, monthly mapping data updates to CAD
  - ii. Reviewed and updated School floor plans as hyperlinks for dispatchers and responders
  - iii. Added a “Block” locator service to allow searching and call validation on city blocks (i.e., 100 block of E Washington Street, 400 block of N. Fairfax, etc)
  - iv. Reviewed bridges and dual response areas on controlled access highways
  - v. Published Quickest Routing Fire Response Territories at a Fire Chiefs meeting (11/4/14)
  - vi. Submitted software enhancement recommendations to Spillman
- b. WVSAMB – Shared Jefferson County Addressing Workflow with WVGIS Tech Center project manager in an effort to help standardize address maintenance using WVSAMS across the state (11/18/14).
- c. General Staff Support – Assisted Charles Town with Election Ward delineation, resolved a road name duplication issue with Charles Town and updated Easement map for Farmland Preservation Board
- d. GIS Day – (11/19/14) – Coordinated a user discussion forum among GIS agency representatives from Jefferson and surrounding counties

### 2. PROJECTS IN PROGRESS

- a. 911 CAD - Ongoing technical support for CAD and continued adjustments to modelled data extraction, compilation workflows, mapping content, quickest routing services, etc.
- b. Address Compliance Program – Following Commission approval of Address Compliance within municipalities (10/30/14), staff has begun fieldwork and collaboration with Town of Bolivar officials.
- c. Base Map Data Maintenance - Started a base map data clean-up project to align address points, access lines and driveway entrances for consistent cartography and routing analysis.
  - i. 49 new addresses added this quarter due to new construction permits
- d. General Staff Support – Parks and Recreation Trail map update and Routing Analysis for JCESA

### 3. COMMISSION SHOULD BE AWARE OF:

- a. Content Management Systems – Staff are researching alternative, low or no-cost methods to begin scanning and indexing archival paper records. Discussion at GeoExplorer workshop (12/5/14)



# NOTICE



All Jefferson County Commission offices will be closed at 12:00 pm on Wednesday, December 24th and all day on Thursday, December 25th, 2014 in observance of the Christmas Holiday.

Offices will also be closed at 12:00 pm on Wednesday, December 31st, 2014 and all day on Thursday, January 1st, 2015 in observance of the New Years Holiday.

# **NOTICE JEFFERSON COUNTY COMMISSION MEETING CANCELLATIONS**

The regular meeting scheduled on Thursday, January 1<sup>st</sup>, 2015 has been cancelled. The Commission will resume its regular session on Thursday, January 8<sup>th</sup>, 2015, at 9:30 a.m.

Anyone wishing to place an item on the January 8<sup>th</sup>, 2015 Agenda must have all necessary documents emailed, delivered or mailed to the County Commission office on or before noon, Wednesday, December 31<sup>st</sup>, 2014.

# Impact Fee Status Report

## November 2014

### Office of Impact Fees

#### Summary

Date Range: Saturday 1 through Sunday 30 November 2014

Report Date: 1 December 2014

Process Number Range: 1400185 - 1400196

Total Applications: 12

Total Non-Exempt: 10

*Of which:*

Commercial: 0

Residential: 10

*Of which:*

County: 5

Municipal: 5

Total Exempt: 2

*Of which:*

Commercial: 0

Residential: 2

*Of which:*

County: 2

Municipal: 0

Tables 1 through 7 summarize impact fee processing for November 2014. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1 – 30 November 2014	0	0	10	10
Fees collected		\$0.00	\$129,390.00	\$129,390.00
<i>Of which</i>				
School Impact Fee			\$113,580.00	\$113,580.00
Law Enforcement Fee		\$0.00	\$1,310.00	\$1,310.00
Parks & Recreation Fee			\$7,520.00	\$7,520.00
Fire & EMS Fee		\$0.00	\$6,980.00	\$6,980.00

**Table 2. Financial Data – Office of Impact Fees General Account (3111776)**

Description	Amount
Opening Statement Balance (1 November 2014)	\$202,531.75
November Deposits (1 – 30 November 2014)	\$129,390.00
School Oct. Transactions (withdraws via transfer on 10 November 2014)	(\$177,142.05)
Law Oct. Transactions (withdraws via transfer on 10 November 2014)	(\$2,775.81)
Parks & Rec Oct. Trans. (withdraws via transfer on 10 November 2014)	(\$11,727.85)
Fire & EMS Oct. Trans. (withdraws via transfer on 10 November 2014)	(\$10,886.04)
Interest Earned (30 November 2014)	\$57.40
<b>Ending Statement Balance (30 November 2014)</b>	<b>\$129,447.40</b>
<i>Outstanding Credits (deposits through 1 December 2014)</i>	<i>\$0.00</i>

**Table 3. Financial Data – School Impact Fee Account (3107582)**

Description	Amount
Opening Balance (1 November 2014)	\$910,750.46
October Transactions (deposits via transfer on 10 November 2014)	\$177,142.05
Interest Earned (30 November 2014)	\$425.24
<b>Ending Balance (30 November 2014)</b>	<b>\$1,088,317.75</b>

**Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)**

Description	Amount
Opening Balance (1 November 2014)	\$37,056.39
October Transactions (deposits via transfer on 10 November 2014)	\$2,775.81
Interest Earned (30 November 2014)	\$16.02
<b>Ending Balance (30 November 2014)</b>	<b>\$39,848.22</b>

**Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)**

Description	Amount
Opening Balance (1 November 2014)	\$476,243.70
October Transactions (deposits via transfer on 10 November 2014)	\$11,727.85
Interest Earned (30 November 2014)	\$199.09
<b>Ending Balance (30 November 2014)</b>	<b>\$488,170.64</b>

**Table 6. Financial Data – Fire & EMS Impact Fee Account (3122816)**

Description	Amount
Opening Balance (1 November 2014)	\$211,697.45
October Transactions (deposits via transfer on 10 November 2014)	\$10,886.04
Requisition 14R0108 - Communications Equip. for all Mobile Units	(\$115,188.32)
Interest Earned (30 November 2014)	\$57.00
<b>Ending Balance (30 November 2014)</b>	<b>\$107,452.17</b>

**Table 7. Total Impact Fees as of 1 December 2014 /1**

Description	Amount
Office of Impact Fees General Account	\$129,447.40
School Impact Fee Account	\$1,088,317.75
Law Enforcement Fee Account	\$39,848.22
Parks & Recreation Impact Fee Account	\$488,170.64
Fire & EMS Impact Fee Account	\$107,452.17
<b>Total Impact Fees</b>	<b>\$1,853,236.18</b>

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

**Table 8. Pending December 2014 Fee Transfers /1**

Account	31 Oct. 2014 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$1,088,317.75	\$113,630.51	\$1,201,948.26
Law Enforcement Fee Account	\$39,848.22	\$1,310.58	\$41,158.80
Parks & Recreation Impact Fee Account	\$488,170.64	\$7,523.44	\$495,694.08
Fire & EMS Impact Fee Account	\$107,452.17	\$6,982.87	\$114,435.04
<b>Total Impact Fees</b>	<b>\$1,520,559.68</b>	<b>\$129,447.40</b>	<b>\$1,853,236.18</b>

/1 This table represents each of the impact fee category account totals as of 30 November 2014 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in November 2014 are listed in table 1 of the General Account (3111776); these transactions will be processed in December 2014. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

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**Form 100 Transaction Summary**  
**Jefferson County Government – Office of Impact Fees**

*Impact Fee Applications Processed between dates Wednesday 1 through Friday 31 November 2014*

Process Number	Date	Land Name	Prop Name	Ask District	Dist Book	Dist Area	Tax Map	Parcels	Impact Fees Collected	Date	Exemption Reason
<b>Exempt Applications</b>											
1400185	11/05/2014	Nelson	Robert and Jill	09	1054	348	10	11.5	\$0.00	11/05/2014	Form 200
1400194	11/19/2014	Meta-Builders	Kristopher	04 Harpers Ferry	1145	168	13N	2	\$0.00	11/19/2014	Form 200
<b>Category Count: 2</b>				<b>Category Total</b>				<b>\$0.00</b>			
<b>Non-Exempt Applications</b>											
1400186	11/07/2014	Charles	Ryan Homes	08 Ranson Corp	982	137	8	6G	\$12,808.00	11/07/2014	N/A
1400187	11/07/2014	Charles	Ryan Homes	08 Ranson Corp	982	137	8	8G	\$12,808.00	11/07/2014	N/A
1400188	11/07/2014	Charles	Ryan Homes	08 Ranson Corp	982	137	8	10G	\$12,808.00	11/07/2014	N/A
1400189	11/07/2014	Dan Ryan		09 Shepherdstown	1130	583	7	1.33	\$13,070.00	11/07/2014	N/A
1400190	11/07/2014	Dan Ryan		04 Harpers Ferry	1129	541	9	34	\$13,070.00	11/07/2014	N/A
1400191	11/07/2014	Dan Ryan		04 Harpers Ferry	1129	541	9	37	\$13,070.00	11/07/2014	N/A
1400192	11/07/2014	Dan Ryan		04 Harpers Ferry	1129	541	9	117	\$13,070.00	11/07/2014	N/A
1400193	11/10/2014	K Hovnanian		03 Charles Town	1095	342	11B	296	\$12,808.00	11/10/2014	N/A
1400195	11/20/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	211	\$12,808.00	11/20/2014	N/A
1400196	11/21/2014	Dan Ryan		04 Harpers Ferry	1129	541	9D	115	\$13,070.00	11/21/2014	N/A
<b>Category Count: 10</b>				<b>Category Total</b>				<b>\$129,390.00</b>			
<b>TOTAL APPLICATIONS: 12</b>				<b>Grand Total</b>				<b>\$129,390.00</b>			

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

**COPY**

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason  
DATE: Monday, 1 December 2014  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of November 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400185** through **1400196**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$113,580.00**.
- Interest earned by the Office of Impact Fees General Account in November 2014 amounts to **\$57.40**, of which **\$50.51** is attributed to fees collected for Schools.

**As per the attached invoice, the total amount of this transfer is \$113,630.51.**

**Check # 972**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 14045

**Date:** 12/1/2014

**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
Charles Town, WV 25414

**P.O. Number**

**Vendor Number**

**Description**

**Amount**

Impact Fee payments collected for month of November 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582). \$113,580.00

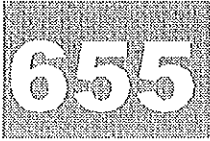
Interest earned by the Office of Impact Fees General Account November 2014. \$50.51

Impact Fee Process Numbers 1400185 through 1400196, inclusive. Within this range, there were 10 non-exempt impact fee payments.

**Total: \$113,630.51**

**Notes/Comments** Transfer of funds into School Impact Fee Account (3107582).

**Check Number:** 972



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 972

Trace 20141201:58465.7

Date 12/1/2014

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$113,580.00

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in November 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
11/10/2014	1400186	2003-3	11/24/2005	\$11,358.00
11/10/2014	1400187	2003-3	11/24/2005	\$11,358.00
11/10/2014	1400188	2003-3	11/24/2005	\$11,358.00
11/10/2014	1400189	2003-3	11/24/2005	\$11,358.00
11/10/2014	1400190	2003-3	11/24/2005	\$11,358.00
11/10/2014	1400191	2003-3	11/24/2005	\$11,358.00
11/10/2014	1400192	2003-3	11/24/2005	\$11,358.00
11/12/2014	1400193	2003-3	11/24/2005	\$11,358.00
11/21/2014	1400195	2003-3	11/24/2005	\$11,358.00
11/24/2014	1400196	2003-3	11/24/2005	\$11,358.00

**Total amount for this withdraw \$113,580.00**

**Total amount for this account \$113,580.00**

**Total amount all accounts \$113,580.00**

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

**COPY**

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason  
DATE: Monday, 1 December 2014  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of November 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400185** through **1400196**, inclusive. Within this range there were 5 non-exempt impact fee payments. This amounts to **\$1,310.00**.
- Interest earned by the Office of Impact Fees General Account in November 2014 amounts to **\$57.40**, of which **\$0.58** is attributed to fees collected for Law Enforcement.

**As per the attached invoice, the total amount of this transfer is \$1,310.58.**

**Check # 973**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 14046

**Date:** 12/1/2014

**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
Charles Town, WV 25414

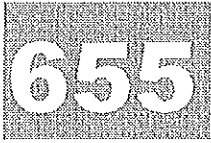
**P.O. Number**

**Vendor Number**

<b>Description</b>	<b>Amount</b>
Impact Fee payments collected for month of November 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).	\$1,310.00
Interest earned by the Office of Impact Fees General Account November 2014.	\$0.58
Impact Fee Process Numbers 1400185 through 1400196, inclusive. Within this range, there were 5 non-exempt impact fee payments.	
<b>Total:</b>	<b>\$1,310.58</b>

**Notes/Comments** Transfer of funds into Law Enforcement Impact Fee Account (3120120).

**Check Number:** 973



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 973

Trace 20141201:58546.39

Date 12/1/2014

Series 2

Recipient Sheriff of Jefferson County

Amount \$1,310.00

Account 3120120

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in November 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
11/10/2014	1400186	2005-1	3/22/2005	\$0.00
11/10/2014	1400187	2005-1	3/22/2005	\$0.00
11/10/2014	1400188	2005-1	3/22/2005	\$0.00
11/10/2014	1400189	2005-1	3/22/2005	\$262.00
11/10/2014	1400190	2005-1	3/22/2005	\$262.00
11/10/2014	1400191	2005-1	3/22/2005	\$262.00
11/10/2014	1400192	2005-1	3/22/2005	\$262.00
11/12/2014	1400193	2005-1	3/22/2005	\$0.00
11/21/2014	1400195	2005-1	3/22/2005	\$0.00
11/24/2014	1400196	2005-1	3/22/2005	\$262.00
<b>Total amount for this withdraw</b>				<b>\$1,310.00</b>
<b>Total amount for this account</b>				<b>\$1,310.00</b>
<b>Total amount all accounts</b>				<b>\$1,310.00</b>

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

COPY

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason  
DATE: Monday, 1 December 2014  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of November 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400185** through **1400196**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$7,520.00**.
- Interest earned by the Office of Impact Fees General Account in November 2014 amounts to **\$57.40**, of which **\$3.44** is attributed to fees collected for Parks & Recreation.

**As per the attached invoice, the total amount of this transfer is \$7,523.44.**

**Check # 974**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 14047

**Date:** 12/1/2014

**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
Charles Town, WV 25414

**P.O. Number**

**Vendor Number**

**Description**

**Amount**

Impact Fee payments collected for month of November 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).

\$7,520.00

Interest earned by the Office of Impact Fees General Account November 2014.

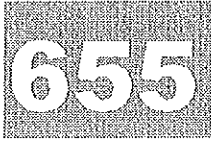
\$3.44

Impact Fee Process Numbers 1400185 through 1400196, inclusive. Within this range, there were 10 non-exempt impact fee payments.

**Total:** \$7,523.44

**Notes/Comments** Transfer of funds into Parks & Recreation Impact Fee Account (3122808).

**Check Number:** 974



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 974

Trace 20141201:58627.18

Date 12/1/2014

Series 3

Recipient Sheriff of Jefferson County

Amount \$7,520.00

Account 3122808

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

**Notes:** Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in November 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
11/10/2014	1400186	2005-2	5/12/2005	\$752.00
11/10/2014	1400187	2005-2	5/12/2005	\$752.00
11/10/2014	1400188	2005-2	5/12/2005	\$752.00
11/10/2014	1400189	2005-2	5/12/2005	\$752.00
11/10/2014	1400190	2005-2	5/12/2005	\$752.00
11/10/2014	1400191	2005-2	5/12/2005	\$752.00
11/10/2014	1400192	2005-2	5/12/2005	\$752.00
11/12/2014	1400193	2005-2	5/12/2005	\$752.00
11/21/2014	1400195	2005-2	5/12/2005	\$752.00
11/24/2014	1400196	2005-2	5/12/2005	\$752.00

**Total amount for this withdraw \$7,520.00**

**Total amount for this account \$7,520.00**

**Total amount all accounts \$7,520.00**

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

**COPY**

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason  
DATE: Monday, 1 December 2014  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Fire & EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of November 2014.

This transfer consists of two components:

- Impact Fee Process Numbers **1400185** through **1400196**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$6,980.00**.
- Interest earned by the Office of Impact Fees General Account in November 2014 amounts to **\$57.40**, of which **\$2.87** is attributed to fees collected for Fire & EMS.

**As per the attached invoice, the total amount of this transfer is \$6,982.87.**

**Check # 975**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 14048  
**Date:** 12/1/2014

**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
Charles Town, WV 25414

**P.O. Number**

**Vendor Number**

Description	Amount
Interest earned by the Office of Impact Fees General Account November 2014.	\$2.87
Impact Fee payments collected for month of November 2014 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Fire & EMS Impact Fees Bank Account (3122816).	\$6,980.00
Impact Fee Process Numbers 1400185 through 1400196, inclusive. Within this range, there were 10 non-exempt impact fee payments.	
<b>Total:</b>	<b>\$6,982.87</b>

**Notes/Comments** Transfer of funds into Fire & EMS Impact Fee Account (3122816).

**Check Number:** 975



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 975

Trace 20141201:58662.5

Date 12/1/2014 Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$6,980.00

Signature 1 Walt Pellish

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

**Notes:** Transfer of Impact Fees From General Account for Fire and EMS Impact Fees Collected in November 2014.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
11/10/2014	1400186	2005-3	5/12/2005	\$698.00
11/10/2014	1400187	2005-3	5/12/2005	\$698.00
11/10/2014	1400188	2005-3	5/12/2005	\$698.00
11/10/2014	1400189	2005-3	5/12/2005	\$698.00
11/10/2014	1400190	2005-3	5/12/2005	\$698.00
11/10/2014	1400191	2005-3	5/12/2005	\$698.00
11/10/2014	1400192	2005-3	5/12/2005	\$698.00
11/12/2014	1400193	2005-3	5/12/2005	\$698.00
11/21/2014	1400195	2005-3	5/12/2005	\$698.00
11/24/2014	1400196	2005-3	5/12/2005	\$698.00
<b>Total amount for this withdraw</b>				\$6,980.00
<b>Total amount for this account</b>				\$6,980.00
<b>Total amount all accounts</b>				\$6,980.00

# Jefferson County Public Service District

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## Jefferson County Public Service District Regular Board Meeting November 3, 2014

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, November 3, 2014 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Richard Weese; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joe Freeze; District Legal Counsel, Jim Kelsh; and from Thrasher Engineering, Wayne Morgan.

### **CALL TO ORDER**

Chairman Peter Appignani called the meeting to order at 7:00PM.

### **Approval of agenda**

No changes were made to the agenda except for noting the September 19<sup>th</sup> special meeting should be changed to September 15<sup>th</sup>.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve the agenda. Unanimously approved.

### **Public Comments**

Patsy Noland, Jefferson County Commissioner, thanked Mr. Kelsh for the letter he sent to the County Commission referencing the County's code of ethics policy. Commissioner Noland stated that their new policy included a requirement that shouldn't have been required and the County will be sending out a revised policy.

### **OLD BUSINESS**

#### **Review Minutes of September 15 special board meeting**

The minutes of the September 15, 2014 special board meeting were approved as presented.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to accept the September 15, 2014 special board meeting minutes as presented. Unanimously approved.

#### **Review Minutes of October 6 regular board meeting**

The minutes of the October 6, 2014 regular board meeting were approved as presented.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to accept the October 6, 2014 regular board meeting minutes as presented. Unanimously approved.

#### **Update on the water systems improvement project for Glen Haven and Cavaland**

- Approval of resolution for payment #7
- Approval of change order #4

Ms. Lawton stated the Board needed to approve the seventh draw from the bond proceeds to pay the contractor, Gwin Dobson & Foreman (GDF), and Region 9. Mr. Appignani read the resolution for payment #7 as follows:

RESOLUTION OF THE PUBLIC SERVICE BOARD OF THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT APPROVING INVOICES RELATING TO ENGINEERING AND OTHER SERVICES FOR THE CAVALAND & GLEN HAVEN WATER SYSTEM IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT THEREOF IN THE AMOUNT OF \$359,300.11.

**Action:** Motion by Mr. Strider and seconded by Mr. Weese to adopt the resolution as read by Mr. Appignani totaling \$359,300.11. Unanimously approved.

Tim Boland from GDF was in the audience to discuss change order #4 which includes an additional \$5,000 to be added to the contract with GDF to make up for additional, unexpected work that has already been performed for the project.

**Action:** **Motion by Mr. Strider and seconded by Mr. Weese to approve change order #4 for \$5,000. Unanimously approved.**

Update on easement/ownership of pump stations 3-9

Ms. Lawton is working with Mr. Glenn to finalize the easement for pump station 3-9.

**Action:** **No action required by the Board.**

Update on sewer collection and transmission project

- Consider applying for RUS funding for revised sewer collection and transmission upgrades due to revised project scope
- Consider approval of engagement letter for Rule 42 for sewer collection and transmission upgrades due to revised project scope
- Consider approval of transmission agreement with Ranson for sewer collection and transmission project

Ms. Lawton contacted Region 9 about the possibility of conducting income surveys to help with funding, but for IJDC to accept the data the utility must request information from 100% of customers to be served by the project and obtain responses from 90%. Mr. Morgan also met with individuals from the Department of Environmental Protection, Public Service Commission, Infrastructure and Jobs Development Council, and Rural Utility Services (RUS) to discuss RUS funding options for the project.

**Action:** **Motion made by Mr. Strider and seconded by Mr. Weese to consider directing Thrasher Engineering to prepare and submit an application for funding to RUS and revise and resubmit the IJDC application to fit the new project scope and funding suggestions from the regulatory agencies; to authorize the engagement letter from CoxHolilda & Professionals for a Rule 42 for the project; and approve the draft letter of intent with Ranson and identify any changes if necessary.**

A brief discussion was held. Todd Milliron asked if the District was still considering the nine alternatives that were proposed a couple months ago. Mr. Morgan gave an overview of the new scope that was presented last month. The new project that would eliminate five pump stations, rebuild pump stations 3-6, 4-2, and Ranson's Flowing Springs pump station, construct a 15 inch interceptor for northern Route 9, construct a 24 inch interceptor for the Flowing Springs basin, and utilize the 8 inch District forcemain and Ranson's 12 inch forcemain. This project would be a joint utility project with Ranson costing an estimated \$6.9 million. He stated that about 75% of the District's customers would utilize this project.

Heidi Parker and Jacquelyn Milliron both questioned if Ranson or any other developers would be donating to the cost of the project. Mr. Kelsh stated that Ranson would be allowing the District to use their lines at no cost which reduced the capital costs of the project. Mr. Appignani was concerned the Development Authority is not contributing funds to the project which they will benefit from. He also questioned who Mr. Kelsh is representing in regards to the transmission agreement with Ranson. Mr. Kelsh stated he is not representing Ranson with respect to this project or the transmission agreement.

**Action:** **The motion was approved 2-1. Mr. Appignani voted against the motion.**

Update on status of acquisition of water and sewer utility assets of Jefferson Utilities, Inc., Shenandoah Junction, Inc. and East Jefferson Sewer, LLC and water project to replace and upgrade Keyes Ferry Acres, Westridge Hills, and Harpers Ferry Campsites

Mr. Kelsh informed the Board that a funding scenario is still being developed.

**Action:** **No action required by the Board.**

Update on West Virginia American Water Company presentation

Last month Mr. Dan Bickerton from West Virginia American Water gave a presentation to the Board on a possible public-private partnership with American Water. Ms. Lawton informed the Board she is continuing to gather information for Mr. Bickerton's request.

**Action:** **No action required by the Board.**

Discuss the District's financial status (status of paying bills)

Ms. Lawton stated that the District will need an estimated \$98,000 in payments to cover the disbursements for this month.

**Action: No action required by the Board.**

**NEW BUSINESS**

Request by Mr. Charles Cheezum to have a discussion on duties and responsibilities of PSD board members

Mr. Cheezum, a District rate payer, requested to be on the agenda to discuss the board member duties and responsibilities according to Chapter 16, article 13A of the West Virginia State Code. He questioned if Mr. Weese had received his board member training, if the District turns over copies of all documents to the County Commission, and if the Board is familiar with §16-13A-5 regarding the General Manger's term. The Board responded to Mr. Cheezum stating that Mr. Weese will be enrolled in the next Board member training that is offered; that the District does submit monthly minutes, annual audits, and the yearly budget to the County Commission; and the General Manger may serve multiple five year terms. Mr. Cheezum also questioned if the Board reviews all documents prior to submittal by the District's counsel, specifically if the Board approved the September 19<sup>th</sup> response letter to the Public Service Commission for case no. 12-0513-PSD-42T-PC. Mr. Kelsh stated that he submitted the letter on behalf of the Board.

**Action: No action required by the Board.**

Consider approval of draft financial statement 6/30/14 presentation by Chuck Young of CoxHollida & Professionals

Chuck Young from CoxHollida & Professionals, a certified public accounting and consultation firm out of Martinsburg, WV, presented a draft of the annual audit for the fiscal year of July 1, 2013 to June 30, 2014. The District had 115% coverage for the year which is the minimum requirement for Bond coverage. There were no reportable findings.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the draft Financial Statement ending 6/30/14 as presented with minor revisions. Unanimously approved.**

Discuss Attorney communication

Mr. Appignani requested the agenda item to discuss the issue of Mr. Kelsh submitting a letter regarding the County's ethics policy without approval of the Board or two of the three Board members being aware of the letter before it was sent to the County Commission. Mr. Kelsh explained that he believed he was acting within the wishes of the Board and apologized if he was stepping out of bounds. Mr. Appignani reiterated that there was no motion or vote to send a letter to the County Commission concerning the County's ethics policy. During discussion it was determined that the letter was requested by Mr. Strider after he received a follow up letter from the County to sign the County's ethics policy. As a result, Mr. Appignani requested to view all legal documents drafted by Mr. Kelsh at least a day in advance of being filed or submitted. Mr. Kelsh agreed to do so. Mr. Weese did not see a problem with the letter sent by Mr. Kelsh.

Mr. Appignani also questioned who Mr. Kelsh is representing with regards to the sewer transmission agreement with Ranson for the proposed sewer project. Mr. Kelsh stated that he only represents the District with respect to the transmission agreement, but represents both the District and Ranson with respect to moving the deal forward. Mr. Appignani stated that Mr. Strider is a member of the Ranson Development Authority (RDA) and owner of Clay Hill Farm, an approved subdivision in Ranson, and questioned if a conflict of interest exists in this instance. Mr. Strider stated the RDA has never taken any actions and does not exist at the present time.

Ms. Lyn Widmyer, Jefferson County Commissioner but representing herself, stated that if a policy is being advanced on an entity's letterhead the entire Board should vote on it.

**Action: No action required by the Board.**

Consider membership renewal for The Groundwater Foundation

Due to the financial status of the District the Board decided to not renew the membership.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to not renew the membership for The Groundwater Foundation. Unanimously approved.**

Update on Status of Current Public Service Commission Cases

PSC case # 14-0606-PSD-C (Lutman Properties, LLC complaint) – Mr. Kelsh informed the Board there were no exceptions filed to the PSC order ruling in the District's favor so this case is closed.

PSC case # 14-0582-PSD-PC (Termination Agreement with Mockingbirdhil, Inc.) – The PSC issued a recommended decision which, if adopted, would dismiss the case on the basis that the termination agreement does not address notice to customers or the fees to be charged. Mr. Kelsh disagrees and will file an exception to the Recommended Decision by November 11<sup>th</sup>.

PSC case # 13-1175-S-C (Old Standard, LLC complaint) & Circuit Court case # 14-C-51 – No new information since last month.

**Action:** No action required by the Board.

Discussion of any Expenses over Budget

There were no items over budget this month.

**Action:** No action required by the Board.

Disbursements

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for Public Service District water expenses in the amount of \$6,182.24. Unanimously approved.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for the Public Service District sewer expenses in the amount of \$188,837.61. Unanimously approved.

Approve transfer of \$6,767.90 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$191.92 from the Water Security Deposit account to the Water Operating account for security deposit refunds

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve transfer of \$6,767.90 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refund and approve transfer of \$191.92 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

Ms. Lawton updated the Board on activities since last month's meeting.

**Action:** No action required by the Board.

Other staff reports

None discussed.

**Action:** No action required by the Board.

Correspondence

None discussed.

Public Comment

Heidi Parker, District customer, stated that she likes the new sewer project plan costing much less than the prior plan, but Ranson, developers, and the Development Authority should be made to contribute to the costs. She also stated she believes there is a conflict of interest between Mr. Strider and his farm. Mr. Parker still feels there needs to be a strategic plan completed. She also mentioned that she was in support of Capital Improvement Fees.

Jacquelyn Milliron, Breckenridge resident, stated that she has spent many hours reading documents and transcripts about the District going back several years and disturbed by conflicts of interest throughout the

years. She doesn't want any conflicts of interest to occur if the proposed sewer project is approved. Ms. Milliron also questioned if some type of payment arrangement could be developed similar to the Builders Consortium that paid for the Ranson pump station to be built.

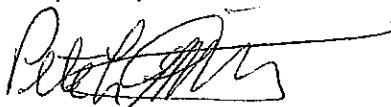
Mr. Freeze exited the meeting. Mr. Morgan stayed for executive session.

- Action:** Motion made by Mr. Strider and seconded by Mr. Weese to convene in executive session for the purpose of discussing litigation and contract negotiations. Unanimously approved.
- Action:** Motion made by Mr. Strider and seconded by Mr. Weese to return to public session. Unanimously approved.
- Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to approve the engineering contract with Thrasher Engineering noting 2 changes, one regarding the design loan and the other regarding a liability issue. Approved 2-1. Mr. Appignani voted against the motion.
- Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to appoint Mr. Weese to act on behalf of the District to finalize the engineering agreement with Thrasher Engineering. Approved 2-1. Mr. Appignani voted against the motion.
- Action:** Motion made by Mr. Weese and seconded by Mr. Strider to adjourn. Unanimously approved.

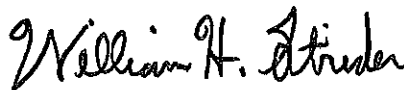
There being no further business at this time, the meeting was adjourned at 9:47PM.

The next regular meeting is scheduled for Monday, December 1, 2014 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani  
Chairman



William H. Strider  
Treasurer

**WEST VIRGINIA LOTTERY  
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	November 29, 2014
<b>To be Deposited on:</b>	<b>December 5, 2014</b>
Amount Played	59,740,170.24
Amount Won	53,677,626.60
Amount Promo	268,107.00
MWAP Contribution	<u>3,453.93</u>
<b>Adjusted Gross Terminal Revenue</b>	<b><u>5,790,982.71</u></b>
Administrative Costs @ 4%	231,639.31
Excess Lottery Fund @ 4%	<u>0.00</u>
<b>Net Terminal Revenue</b>	<b><u>5,559,343.40</u></b>
Surcharge @ 10%	0.00
State Share Excess @ 58% & 10% of 42%	0.00
Track Share of Capital Reinvestment @ 90% of 42%	<u>0.00</u>
Track Share of Capital Reinvestment @ 96%	0.00
Track Share of Capital Reinvestment @ 4%	0.00
<b>Adjusted Net Terminal Revenue</b>	<b><u>5,559,343.40</u></b>
Racetrack @ 46.50% / 42%	2,585,094.68
Lottery Fund @ 30% / 0%	1,667,802.97
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	714,375.66
Race Track Purses @ 90% of 7% / 4%	350,238.63
Employee Pension Fund @ 1% / .5%	55,593.44
Greyhound Development @ 90% of .75%	37,525.57
Thoroughbred Development @ 90% of .75%	37,525.57
County/Municipality @ 2%	<u>111,186.88</u>
	<b><u>5,559,343.40</u></b>

WEST VIRGINIA LOTTERY  
 First Benchmark  
 Charles Town  
 County / City Split  
 Fiscal Year 2015

Charles Town  
 1999 Net Terminal Revenue     \$   45,603,174  
 Benchmark Goal @ 2%           \$   912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
5 days ending: 07/05/14	\$ 106,819.12	\$ 106,819.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/12/14	\$ 111,792.16	\$ 111,792.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/19/14	\$ 116,320.32	\$ 116,320.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/26/14	\$ 112,502.48	\$ 112,502.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/02/14	\$ 117,145.12	\$ 117,145.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/09/14	\$ 114,374.60	\$ 114,374.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/16/14	\$ 114,105.32	\$ 114,105.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/23/14	\$ 116,097.04	\$ 116,097.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/30/14	\$ 117,652.72	\$ 80,280.02	\$ 57,372.70	\$ 4,549.65	\$ 22,891.71	\$ 1,244.99	\$ 19,323.13	\$ 9,363.22
09/06/14	\$ 122,840.56	\$ 61,420.28	\$ 61,420.28	\$ 4,870.63	\$ 24,506.69	\$ 1,332.82	\$ 20,686.35	\$ 10,023.79
09/13/14	\$ 102,729.92	\$ 51,364.96	\$ 51,364.96	\$ 4,073.24	\$ 20,494.62	\$ 1,114.62	\$ 17,299.72	\$ 8,382.76
09/20/14	\$ 101,329.08	\$ 50,664.54	\$ 50,664.54	\$ 4,017.70	\$ 20,215.15	\$ 1,099.42	\$ 17,063.82	\$ 8,268.45
09/27/14	\$ 100,254.44	\$ 50,127.22	\$ 50,127.22	\$ 3,975.09	\$ 20,000.76	\$ 1,087.76	\$ 16,882.85	\$ 8,180.76
10/04/14	\$ 107,062.56	\$ 53,531.28	\$ 53,531.28	\$ 4,245.03	\$ 21,358.98	\$ 1,161.63	\$ 18,029.34	\$ 8,736.30
10/11/14	\$ 102,254.00	\$ 51,127.00	\$ 51,127.00	\$ 4,054.37	\$ 20,399.67	\$ 1,109.46	\$ 17,219.57	\$ 8,343.93
10/18/14	\$ 112,829.28	\$ 56,414.64	\$ 56,414.64	\$ 4,473.68	\$ 22,509.44	\$ 1,224.20	\$ 19,000.45	\$ 9,206.87
10/25/14	\$ 99,780.40	\$ 49,890.20	\$ 49,890.20	\$ 3,956.29	\$ 19,906.19	\$ 1,082.62	\$ 16,803.02	\$ 8,142.08
11/01/14	\$ 104,484.68	\$ 52,242.34	\$ 52,242.34	\$ 4,142.82	\$ 20,844.69	\$ 1,133.66	\$ 17,595.22	\$ 8,525.95
11/08/14	\$ 105,638.52	\$ 52,819.26	\$ 52,819.26	\$ 4,188.57	\$ 21,074.88	\$ 1,146.18	\$ 17,789.53	\$ 8,620.10
11/15/14	\$ 103,620.64	\$ 51,810.32	\$ 51,810.32	\$ 4,108.56	\$ 20,672.32	\$ 1,124.28	\$ 17,449.72	\$ 8,455.44
11/22/14	\$ 92,457.24	\$ 46,228.62	\$ 46,228.62	\$ 3,665.93	\$ 18,445.22	\$ 1,003.16	\$ 15,569.80	\$ 7,544.51
11/29/14	\$ 111,186.88	\$ 55,593.44	\$ 55,593.44	\$ 4,408.56	\$ 22,181.78	\$ 1,206.38	\$ 18,723.87	\$ 9,072.85
<b>Subtotal</b>	<b>\$ 2,393,277.08</b>	<b>\$ 1,652,670.28</b>	<b>\$ 740,606.80</b>	<b>\$ 58,730.12</b>	<b>\$ 295,502.10</b>	<b>\$ 16,071.18</b>	<b>\$ 249,436.39</b>	<b>\$ 120,867.01</b>

Benchmark Goal @ 2%           \$   912,063.48

Remainder until 1% / 1% Split   \$           -

**VIDEO LOTTERY REPORT**

FY 2011		FY 2012		FY 2013		FY 2014		FY 2015	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/3/2010	115,402.58	7/1-2/2011	69,824.12	7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12
7/10/2010	205,731.64	7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16
7/17/2010	161,386.76	7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32
7/24/2010	160,368.28	7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48
7/31/2010	157,802.08	7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12
8/7/2010	136,494.98	8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60
8/14/2010	78,376.68	8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32
8/21/2010	76,199.02	8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04
8/28/2010	72,460.03	8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02
9/4/2010	76,362.84	9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28
9/11/2010	82,969.36	9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96
9/18/2010	67,638.78	9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54
9/25/2010	70,435.06	9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22
10/2/2010	71,013.86	10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28
10/9/2010	69,311.50	10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00
10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64
10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20
10/30/2010	65,615.04	10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34
11/6/2010	61,337.62	11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26
11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32
11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62
11/27/2010	71,170.90	11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44
12/4/2010	53,215.08	12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24		
12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02		
12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02		
12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14		
1/1/2011	85,152.12	12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88		
1/8/2011	54,301.30	1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94		
1/15/2011	54,005.90	1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64		
1/22/2011	60,924.74	1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80		
1/29/2011	48,036.94	1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60		
2/5/2011	60,777.44	2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52		
2/12/2011	67,471.84	2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08		
2/19/2011	72,018.54	2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98		
2/26/2011	75,544.02	2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78		
3/5/2011	74,535.34	3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94		
3/12/2011	66,979.48	3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66		
3/19/2011	73,113.26	3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62		
3/26/2011	68,490.80	3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60		
4/2/2011	70,846.58	3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90		
4/9/2011	67,076.78	4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18		
4/16/2011	64,698.56	4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22		
4/23/2011	67,674.14	4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18		

4/30/2011	66,807.50	4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72
5/7/2011	66,379.74	5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76
5/14/2011	66,699.76	5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34
5/21/2011	63,210.44	5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60
5/28/2011	64,724.06	5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98
6/4/2011	74,952.34	6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18
6/11/2011	62,203.12	6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50
6/18/2011	61,200.76	6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14
6/25/2011	65,470.44	6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32
6/30/2011	34,351.16	6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70

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TOTALS **4,016,541.01**

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**4,124,906.80**

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**3,580,645.18**

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**3,261,565.02**

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**1,652,670.28**

## Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
<b>Total 2010-2011</b>	<b>1,297,391.70</b>	<b>Total 2011-2012</b>	<b>1,602,900.84</b>	<b>Total 2012-2013</b>	<b>1,530,462.31</b>	<b>Total 2013-2014</b>	<b>998,486.72</b>

Date	Amount
July, 2014	78,639.07
August, 2014	84,726.51
September, 2014	71,967.51
October, 2014	66,257.02

**Total 2014-2015**      **301,590.11**

### Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82		
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93		
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43		
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70		
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53		
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18		
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67		
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10		
<b>Total 2011-2012</b>	<b>4,808,702.50</b>	<b>Total 2012-2013</b>	<b>4,608,334.13</b>	<b>Total 2013-2014</b>	<b>2,995,460.18</b>	<b>Total 2014-2015</b>	<b>904,770.33</b>

**WEST VIRGINIA LOTTERY  
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	December 6, 2014
<b>To be Deposited on:</b>	<b>December 12, 2014</b>
Amount Played	48,592,394.50
Amount Won	43,408,962.27
Amount Promo	305,611.00
MWAP Contribution	<u>3,603.04</u>
<b>Adjusted Gross Terminal Revenue</b>	<b><u>4,874,218.19</u></b>
Administrative Costs @ 4%	194,968.74
Excess Lottery Fund @ 4%	<u>0.00</u>
<b>Net Terminal Revenue</b>	<b><u>4,679,249.45</u></b>
Surcharge @ 10%	0.00
State Share Excess @ 58% & 10% of 42%	0.00
Track Share of Capital Reinvestment @ 90% of 42%	<u>0.00</u>
Track Share of Capital Reinvestment @ 96%	0.00
Track Share of Capital Reinvestment @ 4%	0.00
<b>Adjusted Net Terminal Revenue</b>	<b><u>4,679,249.45</u></b>
Racetrack @ 46.50% / 42%	2,175,850.99
Lottery Fund @ 30% / 0%	1,403,774.81
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	601,283.57
Race Track Purses @ 90% of 7% / 4%	294,792.72
Employee Pension Fund @ 1% / .5%	46,792.50
Greyhound Development @ 90% of .75%	31,584.93
Thoroughbred Development @ 90% of .75%	31,584.93
County/Municipality @ 2%	<u>93,585.00</u>
	<b><u>4,679,249.45</u></b>

WEST VIRGINIA LOTTERY  
 First Benchmark  
 Charles Town  
 County / City Split  
 Fiscal Year 2015

Charles Town  
 1999 Net Terminal Revenue \$ 45,603,174  
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
5 days ending: 07/05/14	\$ 106,819.12	\$ 106,819.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/12/14	\$ 111,792.16	\$ 111,792.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/19/14	\$ 116,320.32	\$ 116,320.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/26/14	\$ 112,502.48	\$ 112,502.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/02/14	\$ 117,145.12	\$ 117,145.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/09/14	\$ 114,374.60	\$ 114,374.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/16/14	\$ 114,105.32	\$ 114,105.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/23/14	\$ 116,097.04	\$ 116,097.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/30/14	\$ 117,652.72	\$ 60,280.02	\$ 57,372.70	\$ 4,549.65	\$ 22,891.71	\$ 1,244.99	\$ 19,323.13	\$ 9,363.22
09/06/14	\$ 122,840.56	\$ 61,420.28	\$ 61,420.28	\$ 4,870.63	\$ 24,506.69	\$ 1,332.82	\$ 20,686.35	\$ 10,023.79
09/13/14	\$ 102,729.92	\$ 51,364.96	\$ 51,364.96	\$ 4,073.24	\$ 20,494.62	\$ 1,114.62	\$ 17,299.72	\$ 8,382.76
09/20/14	\$ 101,329.08	\$ 50,664.54	\$ 50,664.54	\$ 4,017.70	\$ 20,215.15	\$ 1,099.42	\$ 17,063.82	\$ 8,268.45
09/27/14	\$ 100,254.44	\$ 50,127.22	\$ 50,127.22	\$ 3,975.09	\$ 20,000.76	\$ 1,087.76	\$ 16,882.85	\$ 8,180.76
10/04/14	\$ 107,062.56	\$ 53,531.28	\$ 53,531.28	\$ 4,245.03	\$ 21,358.98	\$ 1,161.63	\$ 18,029.34	\$ 8,736.30
10/11/14	\$ 102,254.00	\$ 51,127.00	\$ 51,127.00	\$ 4,054.37	\$ 20,399.67	\$ 1,109.46	\$ 17,219.57	\$ 8,343.93
10/18/14	\$ 112,829.28	\$ 56,414.64	\$ 56,414.64	\$ 4,473.68	\$ 22,509.44	\$ 1,224.20	\$ 19,000.45	\$ 9,206.87
10/25/14	\$ 99,780.40	\$ 49,890.20	\$ 49,890.20	\$ 3,956.29	\$ 19,906.19	\$ 1,082.62	\$ 16,803.02	\$ 8,142.08
11/01/14	\$ 104,484.68	\$ 52,242.34	\$ 52,242.34	\$ 4,142.82	\$ 20,844.69	\$ 1,133.66	\$ 17,595.22	\$ 8,525.95
11/08/14	\$ 105,638.52	\$ 52,819.26	\$ 52,819.26	\$ 4,188.57	\$ 21,074.88	\$ 1,146.18	\$ 17,789.53	\$ 8,620.10
11/15/14	\$ 103,620.64	\$ 51,810.32	\$ 51,810.32	\$ 4,108.56	\$ 20,672.32	\$ 1,124.28	\$ 17,449.72	\$ 8,455.44
11/22/14	\$ 92,457.24	\$ 46,228.62	\$ 46,228.62	\$ 3,665.93	\$ 18,445.22	\$ 1,003.16	\$ 15,569.80	\$ 7,544.51
11/29/14	\$ 111,186.88	\$ 55,593.44	\$ 55,593.44	\$ 4,408.56	\$ 22,181.78	\$ 1,206.38	\$ 18,723.87	\$ 9,072.85
12/06/14	\$ 93,585.00	\$ 46,792.50	\$ 46,792.50	\$ 3,710.64	\$ 18,670.21	\$ 1,015.40	\$ 15,759.71	\$ 7,636.54
Subtotal	\$ 2,486,862.08	\$ 1,699,462.78	\$ 787,399.30	\$ 62,440.76	\$ 314,172.31	\$ 17,086.58	\$ 265,196.10	\$ 128,503.55

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

**VIDEO LOTTERY REPORT**

FY 2011		FY 2012		FY 2013		FY 2014		FY 2015	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/3/2010	115,402.58	7/1-2/2011	69,824.12	7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12
7/10/2010	205,731.64	7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16
7/17/2010	161,386.76	7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32
7/24/2010	160,368.28	7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48
7/31/2010	157,802.08	7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12
8/7/2010	136,494.98	8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60
8/14/2010	78,376.68	8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32
8/21/2010	76,199.02	8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04
8/28/2010	72,460.03	8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02
9/4/2010	76,362.84	9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28
9/11/2010	82,969.36	9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96
9/18/2010	67,638.78	9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54
9/25/2010	70,435.06	9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22
10/2/2010	71,013.86	10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28
10/9/2010	69,311.50	10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00
10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64
10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20
10/30/2010	65,615.04	10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34
11/6/2010	61,337.62	11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26
11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32
11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62
11/27/2010	71,170.90	11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44
12/4/2010	53,215.08	12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50
12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02		
12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02		
12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14		
1/1/2011	85,152.12	12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88		
1/8/2011	54,301.30	1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94		
1/15/2011	54,005.90	1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64		
1/22/2011	60,924.74	1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80		
1/29/2011	48,036.94	1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60		
2/5/2011	60,777.44	2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52		
2/12/2011	67,471.84	2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08		
2/19/2011	72,018.54	2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98		
2/26/2011	75,544.02	2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78		
3/5/2011	74,535.34	3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94		
3/12/2011	66,979.48	3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66		
3/19/2011	73,113.26	3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62		
3/26/2011	68,490.80	3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60		
4/2/2011	70,846.58	3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90		
4/9/2011	67,076.78	4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18		
4/16/2011	64,698.56	4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22		
4/23/2011	67,674.14	4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18		

4/30/2011	66,807.50	4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72
5/7/2011	66,379.74	5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76
5/14/2011	66,699.76	5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34
5/21/2011	63,210.44	5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60
5/28/2011	64,724.06	5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98
6/4/2011	74,952.34	6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18
6/11/2011	62,203.12	6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50
6/18/2011	61,200.76	6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14
6/25/2011	65,470.44	6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32
6/30/2011	34,351.16	6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70

TOTALS **4,016,541.01**

**4,124,906.80**

**3,580,645.18**

**3,261,565.02**

**1,699,462.78**

## Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
<b>Total 2010-2011</b>	<b>1,297,391.70</b>	<b>Total 2011-2012</b>	<b>1,602,900.84</b>	<b>Total 2012-2013</b>	<b>1,530,462.31</b>	<b>Total 2013-2014</b>	<b>998,486.72</b>

Date	Amount
July, 2014	78,639.07
August, 2014	84,726.51
September, 2014	71,967.51
October, 2014	66,257.02

**Total 2014-2015**      **301,590.11**

**Table Game Revenue Distribution - Jefferson County School Board**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82		
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93		
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43		
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70		
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53		
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18		
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67		
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10		
<b>Total 2011-2012</b>	<b>4,808,702.50</b>	<b>Total 2012-2013</b>	<b>4,608,334.13</b>	<b>Total 2013-2014</b>	<b>2,995,460.18</b>	<b>Total 2014-2015</b>	<b>904,770.33</b>