

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JUNE 4, 2015
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- May 21, 2015 Regular Meeting

APPROVAL OF PURCHASE ORDERS

- June 4, 2015

APPROVAL OF ACCOUNTS PAYABLE

- May 28, 2015
- June 4, 2015

APPROVAL OF MANUAL CHECKS

- May 28, 2015
- June 4, 2015

PAYROLL APPROVAL

- May 21, 2015
- June 1, 2015
- June 2, 2015

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Fred Blackmer
- Consider leading a meeting regarding infrastructure partnerships between the County Commission, Shepherdstown Utilities, JCPSD and private business stakeholders - Discussion/Action
2. 10:00 a.m. Jennifer Myers, Director, Jefferson County Parks and Recreation
- Request to allow alcohol at Sam Michael's Park for weddings and the Mountain Heritage Arts & Craft Festival - Discussion/Action
3. 10:15 a.m. Interview/Appointment to the Jefferson County Development Authority Board of Directors - one unexpired term ending April 5, 2016 - Discussion/Action
4. 10:30 a.m. Martin Burke, Jefferson County Historic Landmarks Commission
- Request for matching funds for WV Historic Preservation Development Grant to replace roof on Snow Hill/Poor Farm - Discussion/Action
5. 10:55 a.m. **BREAK**
6. 11:10 a.m. Barbara Miller, Jefferson County Homeland Security and Emergency Management
- Approval of Memorandum of Understanding between City of Ranson and County Commission for use of the Ranson Civic Center during emergencies/disasters - Discussion/Action - Possible Executive Session
7. 11:25 a.m. Nathan Cochran, Prosecutor's Office
- Legal update on Case No. 13-c-432, 15-AA-4 and 15-0323 - Possible Executive Session - Discussion/Action
8. 12:00 p.m. **Break for Lunch**

NEW BUSINESS

9. Review letters from County Commission to WVABC - Discussion/Action (JT)
10. Discussion/revision of Jefferson County Ambulance Fee Ordinance to address the following:
 - Residents who live in county areas that do not receive Jefferson County ambulance services – Discussion/Action
 - Assessment of late fees for the Ambulance Service Fee - Discussion/Action
11. Course of action for those who are delinquent in paying their Ambulance Fee - Discussion/Action

12. Request for waiver of late fees for Kenneth Pickering - did not receive initial Ambulance Fee bill - Discussion/Action
13. Review & Renewal of the Mutual Aid Agreement between the City of Martinsburg and Jefferson County - Discussion/Action
14. Discussion of Personnel matter and recent purchase within the Prosecuting Attorney's Office - Possible Executive Session - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Budget Transfers - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Revised Absence Time with Pay Policy - Discussion/Action

COUNTY COMMISSION REPORTS

~~~~~ AFTERNOON SESSION ~~~~~

15. 1:30 p.m. Roger Goodwin, Chief County Engineer
Jennifer Brockman, Director, Planning and Zoning
- Proposed update to the Engineering Department's Permit Fee Schedule and the Planning & Zoning Department's Fee Schedule - Discussion/Action
16. 2:00 p.m. Roger Goodwin, Chief County Engineer
- Property Safety Enforcement Agency - Hearing on Case 14-002 (Joseph O. And Barbara A. Bitner) - Property located at 7211 Queen Street, Middleway, WV 25430 - Discussion/Action
- Letter of Credit due to expire on July 15, 2015 - Discussion/Action
- Partial Release of construction bond security for SPARC, LLC - Summit Point Tactical Training Center, Phase 4 (File #S13-03) - Discussion/Action
- Authorize the Engineering staff to take the necessary action to hire a full time Permit Clerk/Technician. This issue is personnel related and may necessitate an Executive Session for discussion of a personnel related matter and the reason for the hiring request - Discussion/Action

17. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Board of Health.

Notice of Intent to Appoint to the Jefferson County Parks and Recreation Commission.

Notice of Intent to Appoint to the Jefferson County Emergency Services Agency Board.
Jefferson County April 2015 Financials as presented by Tim Stanton, Finance Director, during the
May 21, 2015 Regular County Commission meeting.

Notice of Public Hearing from Loudoun County, VA on a Comprehensive Plan Amendment
regarding Riverside Parkway and George Washington Boulevard.

Notice of Public Hearing from Loudoun County, VA on a Comprehensive Plan Amendment
regarding Prentice Drive.

Notice for the Charles Town Kiwanis Club Summer Social.

WV Lottery Weekly Settlement for Charles Town - week ending May 16, 2015.

WV Lottery Weekly Settlement for Charles Town - week ending May 23, 2015.

*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.*

Minutes

Jefferson County Commission

Thursday, May 21, 2015

A meeting of the Jefferson County Commission was held on Thursday, May 21, 2015 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 Eric Bell, Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, May 21, 2015 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the April 30, 2015 Regular Meeting Minutes. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the May 07, 2015 Regular Meeting Minutes. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the Purchase Orders for May 21, 2015 in the amount of \$22,852.00 to include Purchase Order Nos. 52656, 52585, and 52657. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Special Payroll for May 14, 2015 in the amount of \$15,601.62. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074311	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,000.00	\$ 4,000.00
074312	424	AT&T/IL		\$ -	\$ 3.13	\$ 3.13
074313	425	B-K OFFICE SUPPLY INC		\$ -	\$ 46.14	\$ 46.14
074314	425	BERKELEY CLUB BEVERAGES		\$ -	\$ 12.96	\$ 12.96
074315	716	BLUE SPRUCE FARM		\$ -	\$ 4,809.00	\$ 4,809.00
074316	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 52.75	\$ 52.75
074317	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 815.16	\$ 815.16
074317	412	JEFFERSON PUBLISH CO INC		\$ -	\$ 31.02	\$ 31.02
074318	425	JEFFERSON COUNTY SOLID		\$ -	\$ 30.02	\$ 30.02
074319	700	GLEN KILMER		\$ -	\$ 12,845.00	\$ 12,845.00
074320	700	GLEN KILMER AND THE LAW		\$ -	\$ 22,362.48	\$ 22,362.48
074321	712	LANGUAGE LINE SERVICES		\$ -	\$ 86.73	\$ 86.73
074322	700	LINE-X OF HAGERSTOWN		\$ -	\$ 125.00	\$ 125.00
074323	402	JENNIFER S. MAGHAN		\$ -	\$ 68.00	\$ 68.00
074324	402	GAIL MAGAHA		\$ -	\$ 68.00	\$ 68.00
074325	717	MILLER'S CHRYSLER JEEP		\$ -	\$ 206.70	\$ 206.70
074326	424	NEOPOST MIDATLANTIC	52287	\$ 62.16	\$ -	\$ 62.16
074327	712	OFFICEMAX		\$ -	\$ 243.70	\$ 243.70
074328	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 9.30	\$ 9.30
074328	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 96.54	\$ 96.54
074329	424	WILLIAM POLK		\$ -	\$ 65.99	\$ 65.99
074330	402	ALICE N. PAINTER		\$ -	\$ 68.00	\$ 68.00
074331	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 610.00	\$ 610.00
074332	403	LAURA STORM		\$ -	\$ 41.46	\$ 41.46
074333	424	ROACH OIL COMPANY		\$ -	\$ 465.11	\$ 465.11
074333	425	ROACH OIL COMPANY		\$ -	\$ 722.86	\$ 722.86
074334	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 18.66	\$ 18.66
074335	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
074335	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 762.50	\$ 762.50
074335	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 56.00	\$ 56.00
074335	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 377.00	\$ 377.00
074336	405	SPECIALTY BUS SUPPLIES	52683	\$ 2,744.62	\$ -	\$ 2,744.62
074337	405	STAPLES CREDIT PLAN	52684	\$ 215.71	\$ -	\$ 215.71
074338	704	ST/WV REGIONAL JAIL &		\$ -	\$ 81,542.50	\$ 81,542.50
074339	717	SUPERIOR AUTO BODY		\$ -	\$ 6,747.96	\$ 6,747.96
074340	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 809.36	\$ 809.36
074340	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,460.70	\$ 3,460.70

074340	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 6,434.21	\$ 6,434.21
074341	425	SHENANDOAH VALLEY WATER		\$ -	\$ 563.98	\$ 563.98
074342	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4,320.37	\$ 4,320.37
074342	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 21,603.51	\$ 21,603.51
074343	425	CAPITAL TRISTATE		\$ -	\$ 126.30	\$ 126.30
074344	700	VINCENT TIONG		\$ -	\$ 12.66	\$ 12.66
074345	700	ALLAN THOMAS		\$ -	\$ 4,752.00	\$ 4,752.00
074346	700	DUSTIN TABLER		\$ -	\$ 3,696.00	\$ 3,696.00
074347	700	ALLAN THOMAS,DUSTIN		\$ -	\$ 13,133.52	\$ 13,133.52
074348	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 227.00	\$ 227.00
074350	428	UNITED BANKCARD CENTER	52338	\$ 10,634.21	\$ -	\$ 10,634.21
074350	122	UNITED BANKCARD CENTER		\$ -	\$ 67.50	\$ 67.50
074350	401	UNITED BANKCARD CENTER		\$ -	\$ 42.97	\$ 42.97
074350	401	UNITED BANKCARD CENTER		\$ -	\$ 109.62	\$ 109.62
074350	402	UNITED BANKCARD CENTER		\$ -	\$ 800.00	\$ 800.00
074350	402	UNITED BANKCARD CENTER		\$ -	\$ 675.00	\$ 675.00
074350	402	UNITED BANKCARD CENTER		\$ -	\$ 166.40	\$ 166.40
074350	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
074350	403	UNITED BANKCARD CENTER		\$ -	\$ 205.17	\$ 205.17
074350	403	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
074350	405	UNITED BANKCARD CENTER		\$ -	\$ 94.04	\$ 94.04
074350	405	UNITED BANKCARD CENTER		\$ -	\$ 17.16	\$ 17.16
074350	405	UNITED BANKCARD CENTER		\$ -	\$ 39.95	\$ 39.95
074350	406	UNITED BANKCARD CENTER		\$ -	\$ 57.75	\$ 57.75
074350	424	UNITED BANKCARD CENTER		\$ -	\$ 11,127.94	\$ 11,127.94
074350	424	UNITED BANKCARD CENTER		\$ -	\$ 108.54	\$ 108.54
074350	424	UNITED BANKCARD CENTER		\$ -	\$ 122.45	\$ 122.45
074350	424	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 432.00	\$ 432.00
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 14.90	\$ 14.90
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 58.43	\$ 58.43
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 454.33	\$ 454.33
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 256.14	\$ 256.14
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 59.90	\$ 59.90
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 93.84	\$ 93.84
074350	428	UNITED BANKCARD CENTER		\$ -	\$ 310.86	\$ 310.86
074350	428	UNITED BANKCARD CENTER		\$ -	\$ 308.27	\$ 308.27
074350	428	UNITED BANKCARD CENTER		\$ -	\$ 109.62	\$ 109.62
074350	433	UNITED BANKCARD CENTER		\$ -	\$ 22.50	\$ 22.50
074350	433	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81

074350	439	UNITED BANKCARD CENTER	\$ -	\$ 54.81	\$ 54.81
074350	439	UNITED BANKCARD CENTER	\$ -	\$ 65.00	\$ 65.00
074350	440	UNITED BANKCARD CENTER	\$ -	\$ 165.00	\$ 165.00
074350	440	UNITED BANKCARD CENTER	\$ -	\$ 54.81	\$ 54.81
074350	440	UNITED BANKCARD CENTER	\$ -	\$ 165.00	\$ 165.00
074350	451	UNITED BANKCARD CENTER	\$ -	\$ 95.82	\$ 95.82
074350	700	UNITED BANKCARD CENTER	\$ -	\$ 95.98	\$ 95.98
074350	700	UNITED BANKCARD CENTER	\$ -	\$ 132.68	\$ 132.68
074350	700	UNITED BANKCARD CENTER	\$ -	\$ 59.95	\$ 59.95
074350	700	UNITED BANKCARD CENTER	\$ -	\$ 445.35	\$ 445.35
074350	700	UNITED BANKCARD CENTER	\$ -	\$ 1,080.00	\$ 1,080.00
074350	700	UNITED BANKCARD CENTER	\$ -	\$ 150.00	\$ 150.00
074350	700	UNITED BANKCARD CENTER	\$ -	\$ 3,883.68	\$ 3,883.68
074350	700	UNITED BANKCARD CENTER	\$ -	\$ 1,177.35	\$ 1,177.35
074350	700	UNITED BANKCARD CENTER	\$ -	\$ 31.23	\$ 31.23
074350	700	UNITED BANKCARD CENTER	\$ -	\$ 239.97	\$ 239.97
074350	700	UNITED BANKCARD CENTER	\$ -	\$ 45.00	\$ 45.00
074350	700	UNITED BANKCARD CENTER	\$ -	\$ 64.20	\$ 64.20
074350	700	UNITED BANKCARD CENTER	\$ -	\$ 69.82	\$ 69.82
074350	701	UNITED BANKCARD CENTER	\$ -	\$ 12,150.20	\$ 12,150.20
074350	701	UNITED BANKCARD CENTER	\$ -	\$ 416.84	\$ 416.84
074350	701	UNITED BANKCARD CENTER	\$ -	\$ 1,769.24	\$ 1,769.24
074350	711	UNITED BANKCARD CENTER	\$ -	\$ 124.26	\$ 124.26
074350	711	UNITED BANKCARD CENTER	\$ -	\$ 186.82	\$ 186.82
074350	711	UNITED BANKCARD CENTER	\$ -	\$ 29.99	\$ 29.99
074350	711	UNITED BANKCARD CENTER	\$ -	\$ 159.95	\$ 159.95
074350	711	UNITED BANKCARD CENTER	\$ -	\$ 170.94	\$ 170.94
074350	712	UNITED BANKCARD CENTER	\$ -	\$ 150.00	\$ 150.00
074350	712	UNITED BANKCARD CENTER	\$ -	\$ 157.29	\$ 157.29
074350	712	UNITED BANKCARD CENTER	\$ -	\$ 741.00	\$ 741.00
074350	712	UNITED BANKCARD CENTER	\$ -	\$ 144.84	\$ 144.84
074350	712	UNITED BANKCARD CENTER	\$ -	\$ 239.70	\$ 239.70
074350	712	UNITED BANKCARD CENTER	\$ -	\$ 27.78	\$ 27.78
074350	712	UNITED BANKCARD CENTER	\$ -	\$ 524.70	\$ 524.70
074350	712	UNITED BANKCARD CENTER	\$ -	\$ 814.00	\$ 814.00
074350	712	UNITED BANKCARD CENTER	\$ -	\$ 845.84	\$ 845.84
074350	712	UNITED BANKCARD CENTER	\$ -	\$ 5,099.85	\$ 5,099.85
074350	716	UNITED BANKCARD CENTER	\$ -	\$ 486.06	\$ 486.06
074350	716	UNITED BANKCARD CENTER	\$ -	\$ 16.75	\$ 16.75
074350	716	UNITED BANKCARD CENTER	\$ -	\$ 159.73	\$ 159.73

074350	716	UNITED BANKCARD CENTER		\$ -	\$ 257.80	\$ 257.80
074350	716	UNITED BANKCARD CENTER		\$ -	\$ 26.49	\$ 26.49
074350	716	UNITED BANKCARD CENTER		\$ -	\$ 279.00	\$ 279.00
074350	717	UNITED BANKCARD CENTER		\$ -	\$ 1,068.00	\$ 1,068.00
074350	900	UNITED BANKCARD CENTER		\$ -	\$ 135.91	\$ 135.91
074351	439	XEROX CORPORATION	52329	\$ 566.17	\$ -	\$ 566.17
TOTAL						\$ 260,992.44
TOTAL				\$ 14,222.87	\$ 246,769.57	\$ 260,992.44

Motion by Ms. Tabb to approve the Accounts Payable for May 14, 2015 in the amount of \$260,992.44. Motion seconded.

Motion by Mr. Manuel to amend Ms. Tabb's main motion by removing purchase order #52684, with the new amount to be approved at \$260,776.73. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074354	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,315.32	\$ 4,315.32
074355	413	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 114.88	\$ 114.88
074356	425	B-K OFFICE SUPPLY INC		\$ -	\$ 105.28	\$ 105.28
074357	717	BRUCE'S AUTO REPAIR		\$ -	\$ 69.95	\$ 69.95
074358	424	BOLAND SERVICES	52629	\$ 270.00	\$ -	\$ 270.00
074358	425	BOLAND SERVICES	52654	\$ 1,325.00	\$ -	\$ 1,325.00
074359	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074360	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
074361	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074362	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074363	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
074364	424	CHARLES TOWN UTILITIES		\$ -	\$ 62.63	\$ 62.63
074364	425	CHARLES TOWN UTILITIES		\$ -	\$ 845.83	\$ 845.83
074365	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
074366	PAYROLL	COLONIAL LIFE		\$ -	\$ 516.18	\$ 516.18
074367	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
074368	425	DAYCON		\$ -	\$ 1,736.74	\$ 1,736.74
074369	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
074370	433	DUNCAN-PARNELL INC		\$ -	\$ 795.00	\$ 795.00
074371	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
074371	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
074372	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 20,093.22	\$ 20,093.22

074373	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,065.00	\$ 3,065.00
074374	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 191.11	\$ 191.11
074375	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
074376	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
074377	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 41.08	\$ 41.08
074378	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074379	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074380	424	NEOPOST USA INC.		\$ -	\$ 87.98	\$ 87.98
074381	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 31.93	\$ 31.93
074382	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
074382	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
074382	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
074382	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
074382	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
074382	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
074382	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
074382	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
074382	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
074382	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
074383	717	RICE TIRES CO		\$ -	\$ 795.52	\$ 795.52
074384	404	SPECIALTY BUS SUPPLIES		\$ -	\$ 862.11	\$ 862.11
074385	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,759.26	\$ 42,759.26
074385	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,000.14	\$ 10,000.14
074385	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4.32	\$ 4.32
074385	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.00	\$ 1.00
074385	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,793.53	\$ 39,793.53
074385	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.05	\$ 3.05
074385	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.60	\$ 1.60
074386	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,579.22	\$ 31,579.22
074386	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 17,720.61	\$ 17,720.61
074387	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 12,050.02	\$ 12,050.02
074387	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 21,076.74	\$ 21,076.74
074388	424	SOFTWARE SYSTEMS, INC.		\$ -	\$ 109.90	\$ 109.90
074389	425	TRI COUNTY RENTAL INC		\$ -	\$ -	\$ 2,215.99
074390	405	THOMSON REUTER - WEST	52685	\$ 2,215.99	\$ -	\$ 2,215.99
074391	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4.91	\$ 4.91
074391	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,378.99	\$ 25,378.99
074391	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 78,956.62	\$ 78,956.62
074391	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.58	\$ 1.58
074392	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
074393	412	WPS, INC		\$ -	\$ 139.78	\$ 139.78

TOTAL						\$ 335,353.30
TOTAL			\$ 3,810.99	\$ 331,542.31		\$ 335,353.30

Motion by Ms. Noland to approve the accounts payable for May 21, 2015 in the amount of \$335,353.30. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Motion by Mr. Bell to approve the Manual Checks for May 14, 2015 in the amount of \$236,211.32. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Manual Checks for May 21, 2015 in the amount of \$4,204.81. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Eleanor Finn, resident and member of the League of Women Voters – spoke regarding her concerns over Executive Session for space needs, and invited the Commission to attend a discussion on historic preservation in Shepherdstown at the Byrd Legislative Center.

PRESENTATIONS

1. Tim Stanton, Finance Director

a. EAP Review – Mr. Stanton suggested the Commission change Employee Assistance Program providers from UniCare to Mazitti and Sullivan.

- **Motion by Mr. Pellish to support the recommended change of EAP provider to Mazitti and Sullivan for full and part-time Jefferson County employees as presented by Mr. Stanton. Motion seconded and unanimously approved.**

b. Budget Revision

- **Motion by Mr. Manuel to approve Internal Budget Revision #14 for the County Clerk’s office as presented by Mr. Stanton. Motion seconded and unanimously approved.**

c. Request for new accounting fund

- Mr. Stanton stated he would like the Commission to consider creating a new, restricted accounting fund for donations received by the Animal Control department which would ensure the funds do not roll over into the fund balance of the General Fund at the end of the Fiscal Year.
- **Motion by Mr. Manuel to approve the creation of a restricted fund for donations received for animal welfare purposes. Motion seconded and unanimously approved.**

2. Stephanie Grove, County Administrator

a. Discussion on removing the Development Authority from Jefferson County Payroll

- It was the consensus of the Commission to direct legal counsel to research this topic further in order to better advise the Commission of their options in this matter. The Commission also requested a uniform policy be created regarding the treatment of all County component units.

b. County Administrator Reports

County Employee Insurance – Ms. Grove informed the Commission that because of various federal regulations, the health insurance would remain on a calendar year contract instead of adjusting to a fiscal year contract at the beginning of this fiscal year. However, Ms. Grove recommended that the Commission reconsider adjusting the contract during budget deliberations for Fiscal Year 2017.

Fire Chiefs Meeting – Ms. Grove stated she had attended a local fire chiefs meeting and received good feedback from the chiefs regarding a number of issues, including cooperation with the ESA and disbursement of the County’s monetary allocation to each department.

Personnel Issue – Ms. Grove stated a personnel issue within the Prosecuting Attorney’s Office had resolved itself as the employee in question has resigned effective at the end of May.

- **Motion by Mr. Bell to enter into Executive Session to discuss personnel matters. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

c. Space Needs

- Ms. Grove stated she met with Mr. Polk, Director of Maintenance, to discuss options for providing a suitable space for an additional judge on the 2nd floor of the St. Margaret's building.
3. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 4. Public Hearing on the Petition to Resign and Appointment of Alternate Administrator in the Estate of Victoria Stambaugh, deceased.
 - **Motion by Ms. Noland to enter into session as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to accept the resignation of Ms. Arielle Lyle as the Administratrix of the Estate of Victoria Stambaugh and to appoint Mr. Kevin Lyle as the new Administrator of the Estate. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of session as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 5. Martin Burke, President of the Jefferson County Historic Landmarks Committee – requested matching funds for WV Historic Preservation Development Grant to replace roof on Snow Hill/Poor Farm in Kearneysville, WV
 - Mr. Burke requested this item be rescheduled for the June 4, 2015 Regular County Commission meeting.

NEW BUSINESS

6. Ambulance Fee Exoneration – Request waiver of Late Fees for Michael Carroll
 - **Motion by M r. Manuel to approve the waiver of late fees on the Jefferson County Ambulance Service fee for Michael Carroll, resident. Motion seconded and unanimously approved.**
7. Request for Appointment to the Partnership for Affordable Housing Board
 - It was the consensus of the Commission to contact Annette Van Hilst, Secretary of the Partnership for Affordable Housing Board, and advise her that the PAH Board has the power to appoint whomever they see fit for the position and also notify her of the Commission's policy on appointments to boards, commissions, and committees.

COUNTY COMMISSION REPORTS

Patsy Noland

- Attended a Region 9 meeting.
- Attended a CVB meeting and reported on some of the upcoming activities in Jefferson County, including a Doobie Brother concert at Hollywood Casino and the first Annual Charles Town Cannons Golf Tournament.

Jane Tabb

- Attended Health Insurance Open Enrollment.
- Attended a Leadership Jefferson Module.
- Attended an ESA meeting.
- Attended a fundraiser at the Ranson Civic Center.
- Attended a Farmland Protection Board meeting.

Dale Manuel

- Attended Health Insurance Open Enrollment.
- Attended a Planning Commission meeting.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a Water Advisory Committee meeting.
- Attended the Sam Michael's Park Master Plan meeting.

Eric Bell

- Attended Health Insurance Open Enrollment.
- Traveled to Charleston with staff from the Day Report Center for a presentation on the Community Correction grant.
- Attended a Board of Health meeting.
- Attended the Salute to Armed Forces event in downtown Charles Town.

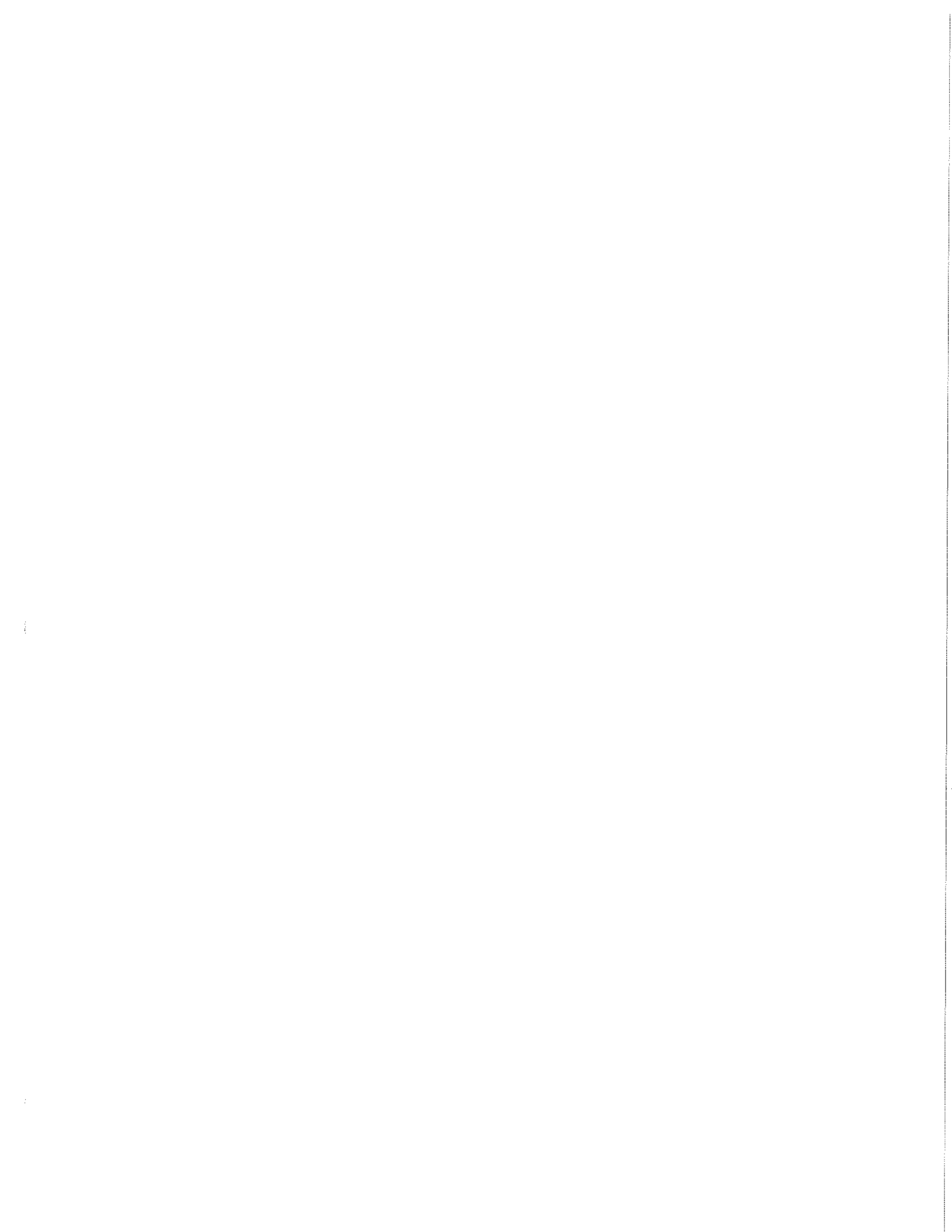
Walt Pellish

- Attended a Development Authority meeting.
- Participated in two radio shows.

8. The Commission meeting adjourned at 12:23 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



PURCHASE ORDERS TO BE APPROVED

June 4, 2015

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
HSEM	52344	\$ 6,700.00	J.H. Consulting	Updates to Annexes in JCEOP
IT	52342	\$ 12,665.00	EMC/Storage Networks	Budgeted Addtl Network Storage
	52343	\$ 15,975.61	TigerDirect, Inc.	MicroSoft Exchange Server, Licenses, Email Srvc.
OTHER BUIDLINGS	52658	\$ 14,887.76	Custom Contracting	Removal of Tank behind Mason Bldg.
GRAND TOTAL		\$ 50,228.37		



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. **52344**

VENDOR:

DELIVER TO:

J.H. Consulting, LLC
 29 East Main Street
 Buckhannon, WV 26201
 304.473-1009

JC Homeland Security &
 Emergency Management
 28 Industrial Blvd. St. 101
 Kearneysville, WV 25430

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	<p>Updates to Annexes in Jefferson County Emergency Operations Plan</p> <p>Contract was signed Jan 8, 2015</p> <p>001.711 - 02 - 223 - 000. PS - 000</p>			6700 —

- ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
- PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
- PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
- INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
- SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

Barbara J. Miller 05/29/15
 Signature Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

Signature

Date



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 52342

VENDOR:

DELIVER TO:

EMC/STORAGE NETWORKS
270 Littleton Road
Building 25
Westford, MA 01886

JEFFERSON COUNTY COMMISSION
124 EAST WASHINGTON STREET
CHARLES TOWN, WV 25414

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
1	EMC VNXE3300 DISK ARRAY ENCLOSURE	1,360.00	1	1360 00
7	600GB 15K DRIVES SAS	805.00	7	5635 00
7	3TB 7.2K RPM NL-SAS SPARE (ONE HOT SPARE)	810.00	7	5670 00
				12665 00
	BUDGETTED ADDITIONAL NETWORK STORAGE FOR CONSOLIDATION OF COMMISSION NETWORK INFRASTRUCTURE			
	001-428-03-354-000-66-000			

1. ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
2. PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
3. PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
4. INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
5. SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

Signature

Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

Signature

Date



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 52343

VENDOR:

DELIVER TO:

TIGER DIRECT, INC
7795 WEST FLAGLER ST.
SUITE 35
Miami, FL 33144

JEFFERSON COUNTY COMMISSION
124 EAST WASHINGTON STREET
CHARLES TOWN, WV 25414

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT	
1	Microsoft Exchange Server 2013 Enterprise MCLP - SERVER LICENSE	3578.11	1	3578	11
225	Microsoft Exchange Server 2013 Standard CAL - Client Access License	55.10	225	12397	50
				15975	61
	FOR MICROSOFT Exchange Email Services This would replace IPSWITCH Email Services 001-428-03-353-000-66-000				

1. ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
2. PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
3. PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
4. INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
5. SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

Signature

Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

Signature

Date



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

REQUISITION

No. 52658

VENDOR:

Custom Contracting

DELIVER TO:

Other Bldgs

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	Removal of tank behind mason Bldg. Invoice 2885 2886 425-215			12151 00 2736 74 <hr/> 14887 76
	Total			

1. ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
2. PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
3. PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
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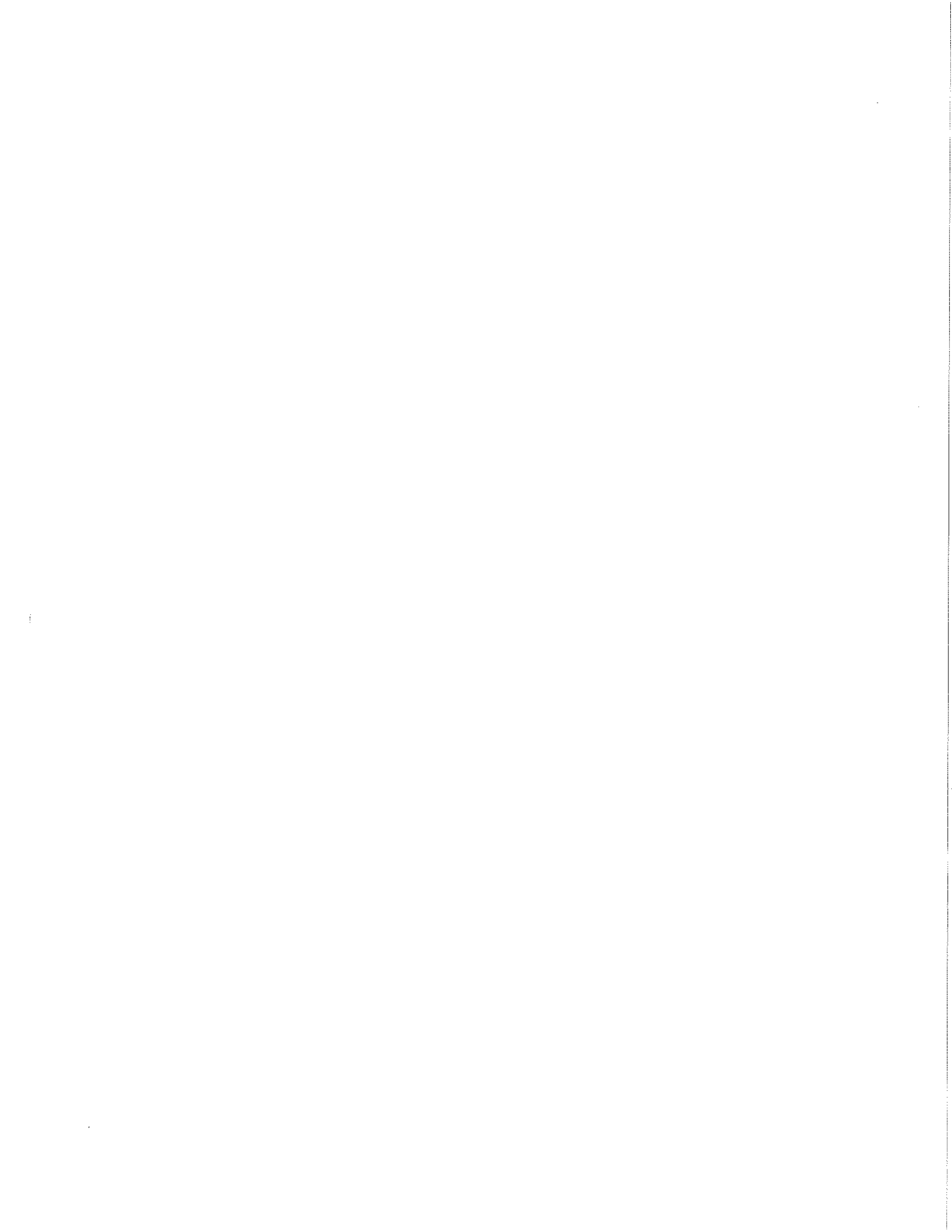
THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

Laura L. Kih 5/22/15
Signature Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

Signature

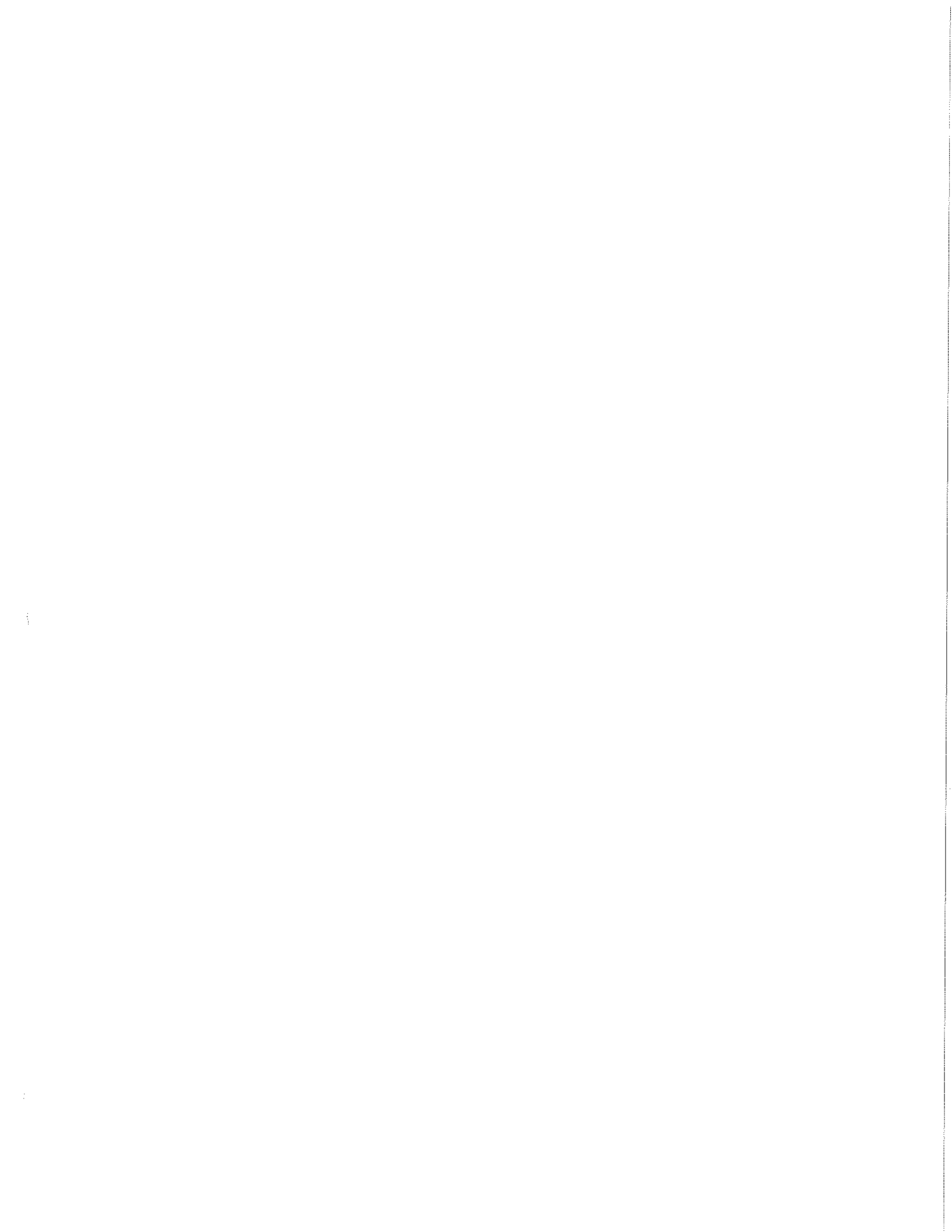
Date



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 358,071.12	\$ 35.10	\$ 358,106.22
6.2% Tax Payable OASDI	\$ 21,379.63	\$ 2.16	\$ 21,381.79
1.45% Tax Payable HI	\$ 5,000.07	\$ 0.50	\$ 5,000.57
Fed Withholding	\$ 39,793.53	\$ 3.05	\$ 39,796.58
WV State Withholding	\$ 15,093.34	\$ 1.60	\$ 15,094.94
PERS Retirement Deduct	\$ 12,621.80	\$ 1.58	\$ 12,623.38
Hosp. Pre-Tax	\$ 10,561.00		\$ 10,561.00
Cancer/ICU Pre-Taxed	\$ 1,253.35		\$ 1,253.35
Cancer/ICU Not Pre-Taxed	\$ 904.31		\$ 904.31
Optional Life Not Pre-Taxed	\$ -		\$ -
Christmas Club	\$ 5,720.00		\$ 5,720.00
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%	\$ 5,111.90		\$ 5,111.90
457 - Nationwide	\$ 749.00		\$ 749.00
457I - ING	\$ 3,065.00		\$ 3,065.00
MD State Tax	\$ 370.23		\$ 370.23
D/VF	\$ 1,423.69		\$ 1,423.69
VA. State Tax	\$ 29.92		\$ 29.92
COLONIAL(PLUS)	\$ 258.09		\$ 258.09
Total Deductions	\$ 125,124.64	\$ 8.89	\$ 125,133.53
Net Wages Total	\$ 232,946.48	\$ 26.21	\$ 232,972.69
Payroll Dated	21-May-2015		

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 3,249.61		\$ 3,249.61
6.2% Tax Payable OASDI	\$ 201.48		\$ 201.48
1.45% Tax Payable HI	\$ 47.12		\$ 47.12
Fed Withholding	\$ 571.97		\$ 571.97
WV State Withholding	\$ 158.26		\$ 158.26
PERS Retirement Deduct	\$ 72.31		\$ 72.31
Hosp. Pre-Tax	\$ -		\$ -
Cancer/ICU Pre-Taxed	\$ -		\$ -
Cancer/ICU Not Pre-Taxed	\$ -		\$ -
Optional Life Not Pre-Taxed	\$ -		\$ -
Christmas Club	\$ -		\$ -
Wage Attach #1	\$ -		\$ -
Wage Attach #2	\$ -		\$ -
Wage Attach #3	\$ -		\$ -
Wage Attach #4	\$ -		\$ -
DSRS Retirement Deduct 8.5%	\$ -		\$ -
457 - Nationwide	\$ -		\$ -
457I - ING	\$ -		\$ -
MD State Tax	\$ -		\$ -
D/VF	\$ -		\$ -
VA. State Tax	\$ -		\$ -
COLONIAL(PLUS)	\$ -		\$ -
Total Deductions	\$ 1,051.14	\$ -	\$ 1,051.14
Net Wages Total	\$ 2,198.47	\$ -	\$ 2,198.47
Payroll Dated	1-Jun-2015		

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 876.13		\$ 876.13
6.2% Tax Payable OASDI	\$ 54.32		\$ 54.32
1.45% Tax Payable HI	\$ 12.70		\$ 12.70
Fed Withholding	\$ 71.42		\$ 71.42
WV State Withholding	\$ 26.55		\$ 26.55
PERS Retirement Deduct	\$ 39.43		\$ 39.43
Hosp. Pre-Tax	\$ -		\$ -
Cancer/ICU Pre-Taxed	\$ -		\$ -
Cancer/ICU Not Pre-Taxed	\$ -		\$ -
Optional Life Not Pre-Taxed	\$ -		\$ -
Christmas Club	\$ -		\$ -
Wage Attach #1	\$ -		\$ -
Wage Attach #2	\$ -		\$ -
Wage Attach #3	\$ -		\$ -
Wage Attach #4	\$ -		\$ -
DSRS Retirement Deduct 8.5%	\$ -		\$ -
457 - Nationwide	\$ -		\$ -
457I - ING	\$ -		\$ -
MD State Tax	\$ -		\$ -
D/VF	\$ -		\$ -
VA. State Tax	\$ -		\$ -
COLONIAL(PLUS)	\$ -		\$ -
Total Deductions	\$ 204.42	\$ -	\$ 204.42
Net Wages Total	\$ 671.71	\$ -	\$ 671.71
Payroll Dated	2-Jun-2015		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Fred Blackmer

Department or Organization: Individual

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: **June 4, 2015**

If a specific date is needed, please provide reason for specific date: I believe this action should be considered. I will not be available to present this particular item June 18, 2015

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Consider leading meeting regarding infrastructure partnerships between the County Commission, Shepherdstown Utilities, JC PSD and private business stakeholders.**

Please provide the County Commission with a description of your request or presentation, including any background information: On May 4, 2015 I made a presentation to the JCPSD Board regarding new service areas in the northwestern portion of Jefferson County. It involved beginning partnership discussions with Shepherdstown Utilities, JCPSD and the County Commission regarding main line extensions and individual service customers. The concept and presentation were met with interest. That meeting closed with a request that the information gathering and coordination effort continue. This is the next step in that discussion.

Is this a funding request? Y/N Not at this time
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*): Send a letter to Shepherdstown Utilities and JCPSD stating that the County Commission would like to schedule a joint meeting to discuss future collaborative partnerships. The goal would be to provide adequate and affordable service options in and around the Shepherdstown Growth Management Boundary.

Attach supporting documents for request, or request may be denied.
If not attached, explain: PSD agenda request letter of April 20 and draft service area included.

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

Contact information:
Email address: fred@fredblackmer.com Phone Number: 304.536.3743

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

Fred Blackmer
9628 Moncove Lake Road
Gap Mills, WV 24941

April 20, 2015

Jefferson County PSD
340 Edmond Road
Suite A
Kearneysville, WV 25430

Subject: Morgan's Grove Market PSD agenda request

Ms, Lawton,

This request involves the PSD opening up a new sewer and water district area. Service lines would be a majority of sewer. Some areas of the new district area might also include water lines.

The area would include several existing and proposed residential and commercial projects between Keaneysville Pike (Rt. 480) and Shepherdstown pike (Rt. 230), north of a line from Ridge Road to Big Oak drive. The collection area would gravity to Morgan's Grove Market (MGM) and then pump to the existing Shepherdstown main collector at intersection of Lowe Dr./480. MGM would provide the land and utility support at MGM site for the pump station. We also have completed engineering documents from the potential pump station location to the main line connection at Lowe Drive. Shepherdstown is looking at a potential line extension with the new proposed bike path from Lowe Drive to Morgan's Grove Park. There is the additional future option of expansion to include problem areas on the western edge of Shepherdstown. Money and customers are the issue for Shepherdstown. They have more than enough existing capacity. This would be an excellent public/private partnership project. Two county utilities joining to provide service to an area in need should be welcomed at every regulatory level.

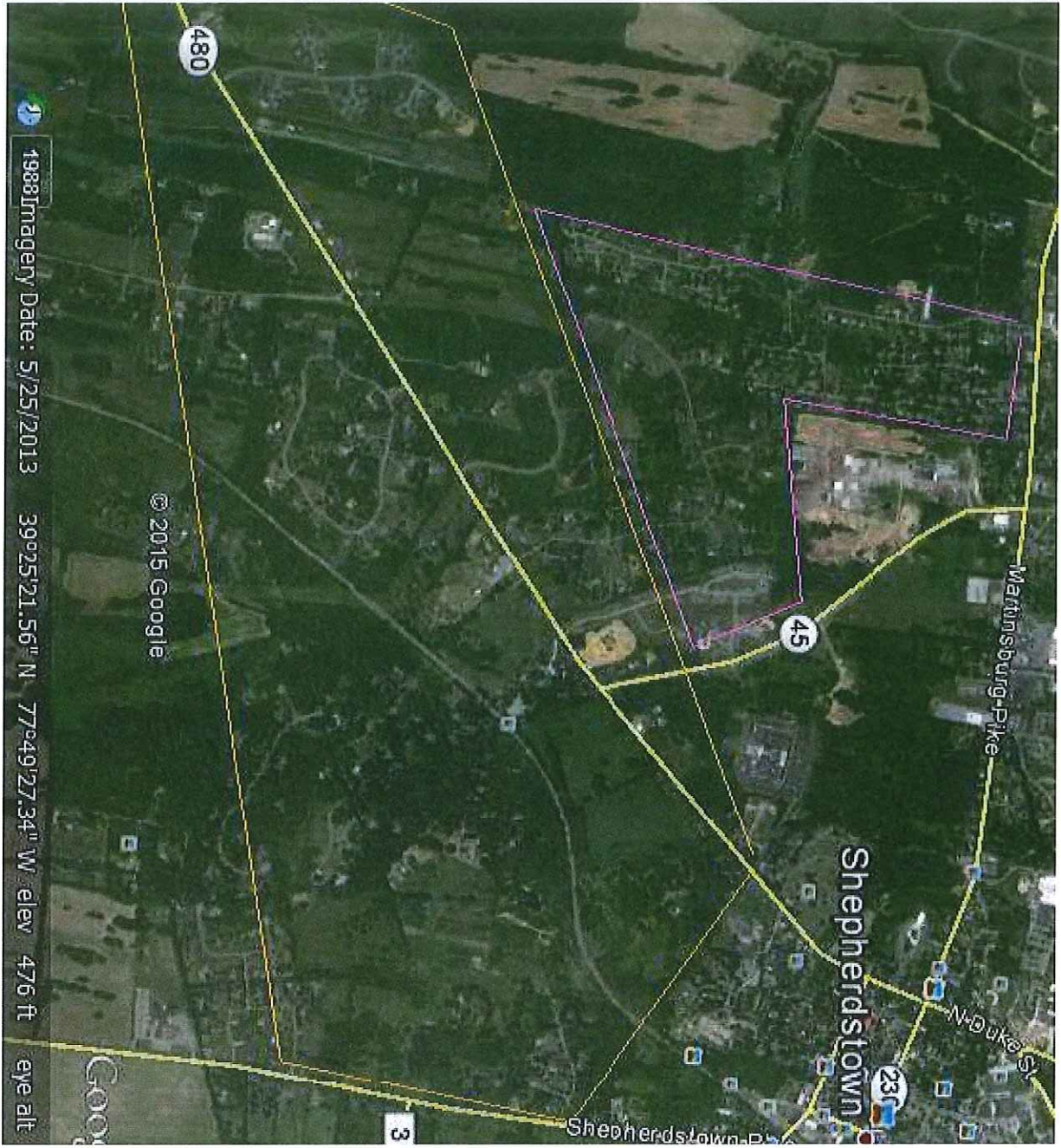
There is already a relationship between Morgan's Grove Market and Shepherdstown Utilities. Morgan's Grove Market could also help with some private sector funding opportunities. It could be a real benefit to that customer area and both utilities. This is a partnership project that the PSD might at least consider. I would be glad to make a presentation with sufficient documents to get the discussion started.

Respectfully,

signed

Fred Blackmer
MGM clerk of the works
304.536.3743

Attachments: general area map, census data



File Edit View History Bookmarks Tools Help

Scanner | NASCAR.com x West Virginia :: Census Vie... x +

westvirginia.us.censusviewer.com/client

ww census block maps

Facebook fred mail NASCAR BCTown 28 Calendar Lowe's BOM Netflix Tractor Supply Church Walmart YouTube Crimina

Automatic

People: 1,001 Residence Addresses: 570 Addresses: 49 Streets: 11

bing

480 Edgewood School Rd 16/2

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Myers

Department or Organization: Jennifer Myers

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: June 4, 2015

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

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Request to allow alcohol at Sam Michael's Park for weddings and the Mountain Heritage Arts & Craft Festival.

Please provide the County Commission with a description of your request or presentation, including any background information: The JCPRC would like to allow renters of the "Columns at Sam Michael's" permission to obtain a license to allow beer and wine at their wedding and/or reception. As the property owner, Jefferson County Commisison needs to approve allowing alcohol in the park.

Is this a funding request? Y/N N

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*): Approval to allow the JCPRC to rent and allow alcohol for weddings and select special events at Sam Michael's Park.

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

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

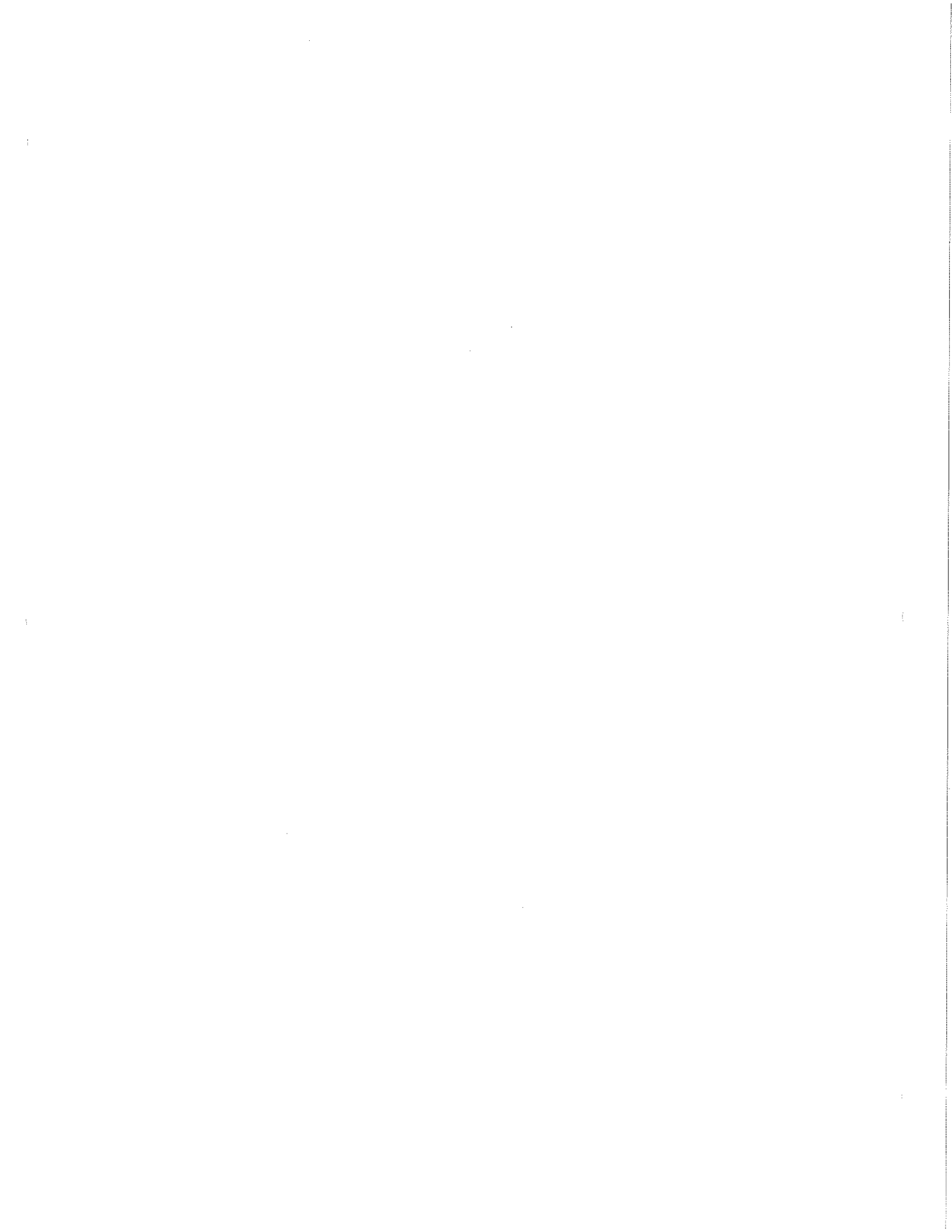
Is equipment needed? Projector Y/N N. Internet/Wi Fi Y/N N. Telephone for conference call Y/N N

Contact information:

Email address: jmyers@jcprc.org. Phone Number: 3047283207

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: June 4, 2015

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interview/Appointment to the Jefferson County Development Authority Board of Directors

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

May 19, 2015

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

To whom it may concern:

I am hereby sending this letter of interest for consideration for **Appointment to the Jefferson County Development Authority.**

Please find attached my current resume and a Training Transcript from Bechtel University.

Thank you for your consideration.



Tony Roberts

Jefferson County Commission
Tony Roberts
68 Maplewood Ct.
Harpers Ferry, W.Va 25425
(304) 620-5220 cell

**NOTICE IF INTENT
TO APPOINT**

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 4, 2015, or as soon thereafter as the Commission may decide:

**Jefferson County
Development Authority
Board - one unexpired term
ending April 5, 2016.**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday before the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

5/13/3t

Anthony (Tony) Roberts

Home:

68 Maplewood Court
Harpers Ferry, W.Va 25425
(304) 620-5220 cell
(304) 725-7000 office



CITIZENSHIP U.S.A.

CHILDREN'S DETAILS Katherine, 22 y.o.

PROFESSIONAL LICENSES AND SOCIETIES

- Licensed **REALTOR®** – West Virginia
 - National Association of Realtors
 - West Virginia Association of Realtors
 - Eastern Panhandle Board of REALTORS®

- Licenses held: National Association of Securities Dealers, Inc. (NASD); Series 7 (Securities Representative); Series 27 (Securities Financial Operations Principal); Series 24 (Securities Principal).

EDUCATION AND PERSONAL DEVELOPMENT PROGRAMS

<u>Degree, Certificate, etc.,</u>	<u>School</u>	<u>Major (or Subject)</u>	<u>Date</u>
Core Curriculum Completed	Columbia Union College	Business	1984-87

OTHER SIGNIFICANT INFORMATION

PERSONAL: Classical Pianist, Certified Scuba Diver
Candidate for Maryland House of Delegates 1994

LANGUAGE English

WORK HISTORY

<u>DATES</u>		<u>COMPANY, DIVISION OR DEPARTMENT, LOCATION AND SUPERIOR</u>	<u>POSITION HELD, SUMMARY OF RESPONSIBILITIES AND SIGNIFICANT ACCOMPLISHMENTS</u>
<u>FROM</u>	<u>TO</u>		
12/08	Present	Bechtel Frederick, Maryland Lee Lushbaugh, Sr.V.P. Manager, Execution Unit, Power	Global Manager of Site Acquisition ("SA") Power GBU. Duties include, project staffing, project estimating, and the development of standard SA Process and Procedures ("SAPPs").
01/05	12/08	Bechtel Frederick, Maryland Dave Katz – SA GBU Mgr. Mike Cunningham-South Ops. Mgr.	National Site Acquisition Manager (GBU). Program SA Manager for Modeo. Duties include, project staffing, project estimating, and the development and implementation of SA Process and Procedures (SAPPs). Multi-hatted as South Region SA Mgr. Duties include functional supervision of all SA personnel in the South Region on the Cingular project.
07/03	12/04	Bechtel Atlanta, Georgia Lee Lushbaugh – Project Dir. Mike Cunningham-South Ops. Mgr.	National Program Site Acquisition Manager and Regional Manager (South East). Duties include supervision of all SA personnel on the Cingular project and the development of project work execution procedures. Co-developed Alabama/Mississippi New Build recovery plan.
10/01	07/03	Bechtel Frederick, Maryland Larry Albee – Project Director Dan Williams – East Area Ops. Manager.	National Program Site Acquisition (SA) Manager and East Area Regional SA Manager. Supervision of all SA personnel on AWS Project Liberty. Responsible for joint development of Bechtel's RF/SA Implementation Plan for AT&T Project Liberty . Modified Bechtel procedures and SA Scope of Work accordingly. Exceeded 2001 SA production in 2002 by 200% with fewer personnel.
4/18/01	10/01	Bechtel Frederick, Maryland Larry Albee/Dan Williams	Regional Site Acquisition (SA) Manager-NE Supervision of Bechtel SA Coordinators and SA subcontractors. (AT&T Project).
12/00	04/01	TeleworX Vienna Virginia Brett Nichols	Project Manager for Radio Frequency Engineering for Sirius Satellite Radio National Deployment.
08/00	12/00	Reliant Ventures-Contracted to: TritonPCS , Norfolk, VA Mike Alba	System Deployment Manager Managed Phase II network deployment for Norfolk, VA Beach and Outer Banks, NC.
12/99	08/00	SprintPCS (Contractor) Bethesda, Maryland William Tongue	Property Specialist Managed site development for all of Maryland (200+ sites).

07/97	12/99	LCC International, Inc. McLean, Virginia Brett Nichols	Real Estate Project Manager – managed acquisition of over 120 new towers for CarolinaPCS . Project manager for XM Satellite test sites in Washington, DC.
05/96	07/97	Airtel Communications Calverton, Maryland Wendy Haven, President	Site Acquisition Specialist Highest Producer of Leases on NextWave project in Baltimore/Washington BTA.
04/89	05/96	U.S. Securities Corporation Washington, D.C. Securities & Exchange Commission Registered Broker/Dealer	Chairman, CEO Full Service Stock Brokers / Investment Bankers Specialized in mortgage-backed securities (Private Placements).

Sarah Smith
58 Iris Way
Charles Town, WV 25414
June 1, 2015

County Commissioners
Jefferson County West Virginia

Dear Commissioners:

I am currently a stay-at-home parent in the county, and an avid local participant and champion for local businesses. I am very interested in the Development Authority Board of Directors position I saw on the Jefferson County web site. While I believe my diverse experience with different sectors of business and government makes me a strong candidate for this position, it is my role as a concerned and passionate citizen in this county that sets me apart from others.

The key strengths and experience that I have in order to be successful in this position include:

- I have the experience of working with the public in various capacities to communicate local needs.
- I am actively engaged with the community (I am a current member of the Eastern Panhandle Beekeepers Association).
- I have motivation and ambition to learn.
- I am a self-starter.

I welcome the opportunity to further discuss this position with you. If you have any questions or would like to schedule an interview, please contact me at 540-308-0776 or by email at sarah_smith3481@yahoo.com. I look forward to hearing from you.

Sincerely,

Sarah Smith

Sarah Smith

58 Iris Way • Charles Town, WV 25414
Phone: 540-308-0776 • E-mail: sarah_smith3481@yahoo.com

Objective

Seeking a Development Authority board position where I can apply my knowledge and experience of government function and application for the betterment of Jefferson County.

Education

Bachelor of Arts in Political Science Graduated: May 15, 2015
Cum Laude
American Public University

Related Coursework:

Public Management State, Local, and Community Politics
Constitutional Law Public Policy

Skills

Working with public in various capacities such as public affairs, journalism, office management, collections, and county employment

Understanding of protocols within different employment sectors such as the military, private sector, federal government, and county government

Ability to speak publicly, effectively communicate through writing, and possess a thorough understanding of multiple computer programs related to each field and sector.

Work Experience

Jefferson County Parks and Rec **April 2014 to May 2015**
Office assistant Supervisor: Joyce Moler (main), David Kling
Phone: 304-728-3207

Duties:
Assisted in registrations, answered customer inquiries, booked rentals, and helped with other various office tasks.

National Vessel Documentation Center USCG **November 2007 to November 2009**
Collections Clerk Supervisor: Laura Campbell
Phone: 304-271-2555

Duties:
Collected fees from customers following protocols set forth by the Coast Guard. Processed credit cards, checks, cash, and ensured reconciliations daily. Communicated with customers on the daily basis and worked under a public trust position. Effectively resolved conflicts and inquiries with customers and within the organization by using knowledge and tools of office protocols.

The Fredericksburg Press **September 2006 to July 2007**
Office Manager Supervisor: Gabe Rubalcava
Phone: 540-710-9085

Duties:

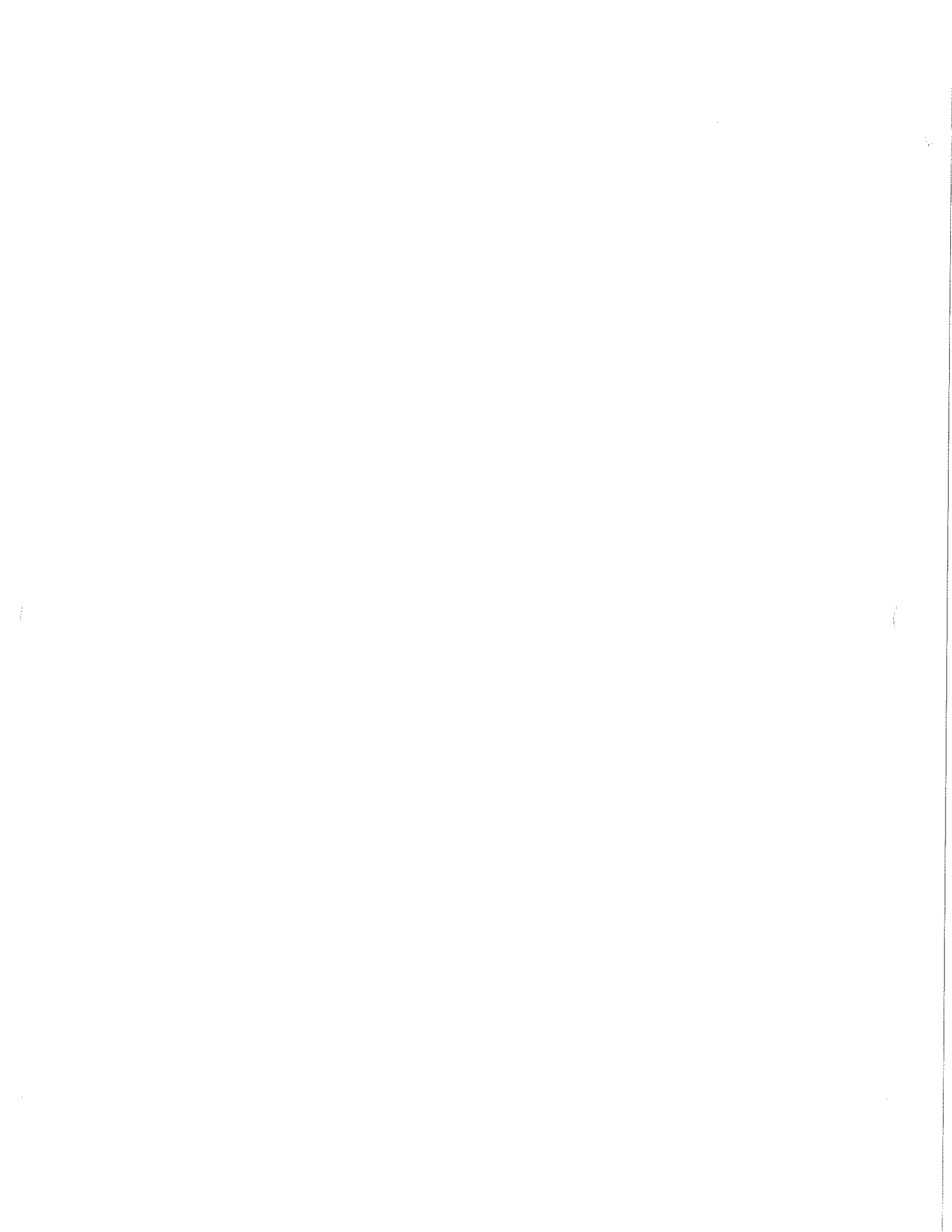
Managed office activities such as timecards, scheduling, estimating print jobs, creating plates for the printing presses, ordering supplies, inventory, creating design templates for customers, and answering customer inquiries.

United States Army (Active Duty Military)
Public Affairs Specialist, Writer, Editor

September 2000 to September 2005
Supervisor (last duty station): William Campbell
Phone: 301-325-5006

Duties:

Aside from maintaining physical training and sharpshooter abilities, other duties included the writing, designing, and distribution of post newspapers to units, photographing and covering news stories, handling media relations, unit training, research and reporting, and handling of photo and computer equipment.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Martin Burke**

Department or Organization: **Jefferson County Historic Landmarks Commission**

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

Date Requested – 1st Choice: ~~May 21, 2015 in the afternoon.~~ **June 4, 2015**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda):

Request for matching funds for WV Historic Preservation Development Grant to replace roof on Snow Hill/Poor Farm Kearneysville, WV

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

JCHLC acquired Snow Hill/Poor Farm in 2011 from the Solid Waste Authority. Maintenance and upgrades have focused on documenting and stabilizing the structure, correcting health and safety problems, and excluding pests all while attempting to find an occupant. The current request focuses on replacing the roof, repointing the chimneys, replacing the cornices.

Is this a funding request? Y/N YES
If so, how much? \$33,000
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. **SEE ATTACHED grant application**

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: martinburke@frontiernet.net

Phone Number: 304-876-3883

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**WEST VIRGINIA HISTORIC PRESERVATION
DEVELOPMENT GRANT APPLICATION
FOR REPAIR OF SNOW HILL
(AKA THE COUNTY ALMS HOUSE)
KEARNEYSVILLE, WV
MARCH 30, 2015**



**SUBMITTED BY THE JEFFERSON COUNTY
HISTORIC LANDMARKS COMMISSION
MARCH 30, 2015**

APPLICATION

STATE DEVELOPMENT GRANT

For Office Use Only

Application Number _____

Date Received: _____

I. PROPERTY

Property Name _____ Jefferson County Alms House aka Snow Hill

Address _____ 162 Poor Farm Road

City _____ Kearneysville _____ County _____ Jefferson _____ State _____ WV _____ Zip _____ 25430

Historic Name as listed in the National Register or Name of Historic District:

National Register Listed: Jefferson County Alms House (aka Snow Hill)

Does the property have any local Landmark Designation? _____ No

II. SPONSOR

Property Owner _____ Jefferson County Historic Landmarks Commission

Grant Sponsor _____ Martin Burke, Chair, JCHLC

Contact Person _____ Sara Lambert, Architect , WV 4219

Address _____ 114 East German Street Suite 201 mail: P.O. Box 622

City _____ Shepherdstown, _____ State _____ WV _____ Zip _____ 25443

Phone: _____ 707-326-6443 _____ Email: _____ sara@saralambert.com

PROJECT: Preservation of Snow Hill
LOCATION: Jefferson County, WV

III Please describe the level of support demonstrated by the community for preserving this resource. The property is owned by the JCHLC. As such, some funding is provided annually by the County Commissioners for the Landmark Commission's operations, which include maintenance and repair of Snow Hill. However, the Commission also owns the Peter Bur House, an 18th century frame structure, which also requires considerable upkeep. Both homes are valued for their historic importance to the county, and community support for this project is evidenced by several letters in Appendix 1.

VI. How does this resource fit into the history of the community?

Tucked away on Poor Farm Road, on the north side of the Old Leetown Pike between Ranson and Leetown and adjacent to an animal control facility, is a building of considerable architectural significance, one rich in associations for the community, and well worthy of recognition. It represents in a single structure the economic extremes of Jefferson County, and a past both honorable and ignoble. Architecturally, it is one of the finest houses in the county built within the first two decades of the 19th century. This is the Jefferson County Alms House, also known as Snow Hill, the Poor Farm, and later as the County Infirmary (cont'd on page 2-A)

Please provide at least three current letters of support. You may also provide additional materials (newspaper clippings) that show how the resource provides a benefit to the community.

Please See Appendix 1 for Letters of Support

V. Who will be responsible for administering the grant? What is their experience in management and financial record keeping?

The Jefferson County Historic Landmarks Commission will be responsible for administering the grant. Several commissioners have experience in historic restoration and management of grants and maintaining financial records of grants

VI. Please describe your (a) current maintenance plan and (b) future support plan for the upkeep of the property and how it is funded.

Refer to Page 2-B

(A) How do you currently maintain the building? What repairs have you completed in the last two years?

Refer to Page 2B

(B) What additional work, if any, is needed to maintain the property? How do you plan to fund this work?

Refer to Page 2-B

VII. How long have you owned the building or been responsible for its care? (Please attach a copy of the deed to property). letter from the owner indicating potential covenant.

The building was acquired in two steps; the east half of the building was transferred to JCHLC by the Solid Waste Authority in about 2009, but the building was literally divided down the center, the other half being owned by the Rock Spring Church. The other half was acquired by a land swap/merger parcel negotiated with Rock Spring Church in about 2011. See Deed at Appendix 2

The main residence is a brick structure built in 1813 for John Hurst (1766-1850) and his family. The exterior walls of the house are laid in Flemish bond. The gable walls have burnt header bricks, giving the walls a checkerboard appearance. The building stands two-and-a-half stories, with five bays on the front elevation and three bays on the rear. The house originally had a paired door entry with a five-light transom.

The interior has excellent millwork for the period. The elegant stair has shallow risers with incised stair bracket ends and turned newel. The parlor (west room) has an overpaneled mantel wall with crown molding. The breakfront mantel rests on a punch-and-dentil band. The firebox surround has a two-field crossette casing. The doors in the house have six raised panels. The panels of these formal doors are molded and hung on large H&L hinges (that is, hinges shaped in the letters "H" and "L"). The dining room (east room) has a less ornate mantel with paneled frieze. This room also had a large built-in cupboard with paneled doors. This piece now sits on the rear porch. The second floor has more understated millwork. The original mantels have been removed or remodeled in the two large bedrooms. A small room at the top of the stairs includes an enclosed stair to the attic. This stair wall is built with beaded plank boards.

By 1857 Snow Hill Farm had passed into the hands of Dr. Minor Hurst, and was about to undergo a dramatic transformation. In that year the Overseers of the Poor of the County of Jefferson sought a farm for the county's indigent and contracted with Dr. Hurst to purchase 218 acres of Snow Hill, plus the house, for \$11,000. The following year the county added a large brick rear west wing, providing an additional eight bedrooms for the use of the new occupants (around 1880 a matching wooden east wing was also constructed, but it was destroyed by fire and is no longer present). The east elevation of the wing has a two-story porch with exterior stair to access the upper rooms. The windows of the house were changed from 9-over-9 sash to 2-over-2 during the county's ownership.

The idea of a farm for the poor became widely popular throughout the country in this period, the intention being that the inmates would grow their own food, thus decreasing the expense of their upkeep. Another method the county's Overseers of the Poor used to defray costs was to hire out boys and girls to labor. For example, the County Order Book for the December 1857 term shows that George Robinson, a free negro, age five, was bound to Jacob Fulk until the boy reached the age of 21. Robinson was to bring the Overseers \$65 at age 12, with an increase at regular intervals until he attained his majority, when he was to bring in \$75.

The federal census, taken every ten years, affords us periodic glimpses of the farm residents, recorded under the Middleway Magisterial District. In 1860 32-year-old native Virginian Thompson B. Robey was shown as Manager of the County Poor, living on the place with his 30-year-old wife Mildred A. and 11-year-old son James W. , along with 13 "paupers," only two of whom (Letty Davis, age 80, and Nelson Green, age 87) were African American. Among the whites were two males born in Germany, and a woman age 40 described as "idiotic," one age 53 and deaf and dumb, and one age 73, "insane." The whites were notably younger than Davis and Green. The status of 43-year-old illiterate George H. Hartman, born in Germany, is unclear, as the word "pauper" does not appear beside his name.

The year following this census saw the country engulfed by civil war, and Jefferson County stood in the path of the armies. This is illustrated by county Confederate Veterans marker number ten, which stands on the Leetown Pike just past the county fairgrounds, and in close proximity to the Poor House. This small obelisk commemorates a sharp cavalry skirmish on August 21, 1864, during Gen. Philip H. Sheridan's Shenandoah Valley Campaign. That same month the Poor House was visited by a detachment of Col. Henry A. Cole's celebrated 1st Maryland (Union) Potomac Home Brigade Cavalry, which made off with superintendent George T. Watson's flea-bitten horse, an animal he valued at \$100, and for which he was never reimbursed. Superintendent Watson had voted for secession under pressure from family and friends, but his pro-Union sentiments led him to avoid conscription by decamping with like-minded neighbors to Maryland or Pennsylvania whenever Confederate forces were in the vicinity.

As memories of fratricidal strife receded, the 1880 census provided another snapshot of the Alms House residents. Charles White, age 59, was there listed as Keeper, along with his wife and three daughters. At that time there were 32 white inmates, ages 1 to 86, and eight black inmates ages 1 to 80. In this period also men such as John Gibson were paid to work the farm, receiving \$1.50 per day and 30 cents per mile travel time. When county surveyor S. Howell Brown compiled his map of 1883 the property had by then become designated the County Infirmary.

In 1910 the census informs us that Miss Cate Littleton was manager of the Infirmary. She was age 50, and lived there with her three sisters, one brother, and four other relatives, in addition to two black servants. There were 12 white inmates, including one born in Austria who spoke only German, and another born in Maine; all the others are shown as born in West Virginia. The number of black inmates had risen to 23.

Two decades later the local newspapers were viewing the County Infirmary, once a resplendent manor house, as a scandal. The Spirit of Jefferson excoriated its "almost unmentionable condition." It was denounced as a menace, with its residents reduced to an animal-like existence. In 1931 the County Commission acted to correct this deplorable state of affairs.

Mrs. Daisy Fritts was hired as supervisor that year, and in a remarkably short time the refuge for the indigent enjoyed a rebirth. In 1932 one paper enthused that "We had occasion to go to the Alms House a week or two ago and the transformation was so great it seemed impossible. Floors, ceilings and walls were clean, the quarters had been made more attractive....The Court is to be congratulated on having a woman there who is interested in her work and effective. She deserves the thanks of the people of Jefferson County...."

Mrs. Fritts stayed at the Infirmary for 28 years. When, at age 77, she looked back on her life, she thought of that period as the most satisfying of all. Her superintendency was a highpoint in the 102-year record of the Alms House. She was still in charge when it was closed in 1959 and the last nine inmates relocated, whereupon she retired, fondly regarded as the most caring person ever to have run the place. No doubt she would have subscribed to the famous sentiments of Thomas Gray's "Elgy" when she reflected on those whose lives she did so much to improve:

Let not Ambition mock their useful toil;
Their homely joys, and destiny obscure;
Nor Grandeur hear with a disdainful smile
The short and simple annals of the Poor.

Though the inmates were gone, the story of the Alms House continued. On May 26, 1994, the Jefferson County Commission deeded the property to the county's Solid Waste Authority, including not only the main building, but also outbuildings such as a spring/dairy house, summer kitchen/carriage house, and the ruins of various other structures. In a fitting appreciation of the importance of the site, on April 14, 1995, it was added to the National Register of Historic Places. In December 2009 it was acquired through the collaborative efforts and generous donations of the Solid Waste authority and Rock Spring Church by the Jefferson County Historic Landmarks Commission.

Section VI A. Since we took ownership a few years ago, we have been steadily been stabilizing and maintaining the site by:

- Repointing the northwest corner of the building and stabilizing masonry foundations, \$10,000
- Removing asbestos as part of the furnace removal, \$3,500
- Capping the chimneys, covering the windows and blocking doors, \$2,000
- Rebuilding four front windows, \$5,200
- Tree trimming to remove threat of storm damage, \$1,000,
- Removing rodents and ground hogs, \$2,000
- Capping two cisterns \$1,500 (project underway)

We have also supported preparation of an historic structures report & documentation of outbuildings, \$3,500

Section VI B. Going forward the JCHLC is following a dual strategy 1) mothballing the building by repairing the exterior building envelope to make it weather tight, and 2) identifying a suitable tenant/owner to adaptively renovate the structure. Funds from the annual JCHLC budget, \$4,000-5,000, and Jefferson County Capital improvement account will be used to repair and rehabilitate the most critical sections of the structure. The list of actions we will take include:

- | | |
|--|---|
| • repairing masonry & repointing exterior brick exterior | * repairing all wood windows |
| • installing a solar powered dehumidification system | * lead abatement |
| • reconstructing rear porches & wood addition | * restoring & reinstalling original front doors |

VIII. Describe clearly and in detail the work to be done and the need for the work.

Please enclose photographs of each item listed below. There should be at least one photo of each item listed below and at least one photo of entire building/structure. Please number and label all photos. If including bid, plan drawings, or other materials, please label attachments.

For an item by item summary, please see Page 3-0. Bid estimates are at Pages 3D-1 to 3D-5

Describe Existing Condition of each Feature	Proposed Repair
<p>Addition roof, north side: missing gutters, deteriorated cornice under main house roof. The existing roof is preformed metal panels overlaid on asphalt shingle. A metal panel is missing on the west end. Substantial areas of metal panels have corroded. Roofing system is no longer watertight. Photo #: #1 Page 3A</p>	<p>Remove all existing roofing layers (asphalt shingles and existing overlay of rusted metal roof panels) and existing roof under-layment. Install new 30 lb roof under-layment, new 26 gauge mechanically seamed standing seam metal roofing panels, new sheet metal flashing and 6" half-round galvanized gutters.</p>
<p>Southwest corner main house: missing gutters, Rotted cornice, missing roof panel, erosion caused by uncontrolled water from the roof. Photo #: #2 Page 3A</p>	<p>Perform repairs and replacements as described above: Add roof panel, add gutters and repair/replace cornices as necessary</p>
<p>South Side front: note: missing roof panel on left side, missing gutters or downspouts, rotted cornice. Photo #: #3 Page 3B</p>	<p>Perform repairs and replacements as described above: add roof panel and gutters and repair/replace cornices</p>
<p>West side chimney detail: note loss of mortar. All of the chimneys require extensive repointing. Photo #: #4 Page 3B</p>	<p>Cut out bad mortar and repoint the brick using type N mortar that closely replicates the original mortar and use a flat brushed joint profile .</p>
<p>Dormitory wing: note; lack of gutters and downspouts, deteriorated roof, deteriorated cornices Photo #: #5 Page 3C</p>	<p>Perform repairs and replacements as described above: add roof panel and gutters, repair/replace cornices</p>
<p>Item 6 Photo #: _____</p>	<p>Attachment #: _____ <i>if applicable</i></p>

Section VIII, continued. Summary of Major Items

Item 1

Existing Condition

The existing roof is preformed metal panels overlaid on asphalt shingle. A metal panel is missing on the west end. Substantial areas of metal panels have corroded. Roofing system is no longer watertight.

Proposed Repair

Remove all existing roofing layers (asphalt shingles and existing overlay of rusted metal roof panels) and existing roof underlayment. Install new 30 lb roof underlayment, new 26 gauge mechanically seamed standing seam metal roofing panels, new sheet metal flashing and 6" half-round galvanized gutters.

Item 2

Existing Condition

The bricks on the existing chimneys are losing their mortar and are in danger of loosening and falling out.

Proposed Repair

Cut out the mortar and repoint the bricks on all four chimneys using Type N mortar that closely replicates the original mortar and use a flat brushed joint profile.

Item 3

Existing Condition

The wood cornices on the front and rear of the 1813 original house have deteriorated, some have disappeared, and the remaining ones have lost their protective painted finish. Further loss of the existing cornice detail will continue unless it is repaired.

Proposed Repair: The cornices will be repaired or replaced as necessary.



Photo #1: Addition roof, north side



Photo # 2: Southwest corner main house

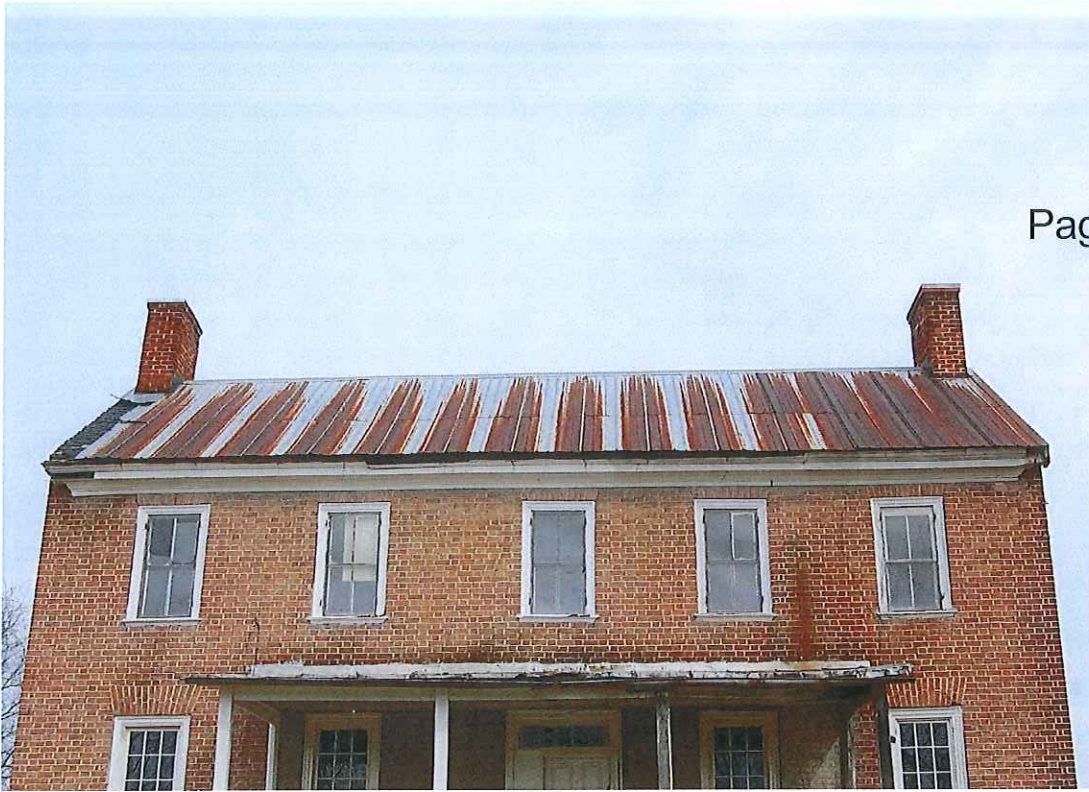


Photo #3: South Side front



Photo #4: West side chimney detail



Photo #5: Dormitory Section

Proposal
RUSSELL'S ROOFING CO.
2244 Papermill Road
Winchester, VA 22601
(540)667-4965 Office
(540)722-2166 Fax

Proposal No.

Sheet No. 1

Date: 03-27-15

Page 3D-1

Proposal Submitted To

Work To Be Performed At

Name Martin Burke
Street P.O. Box 23
City Charles Town
State WV 25414
Telephone Number 304-876-3883

Street 162 Poor Farm Road
City Kearneysville, WV
Date of Plans _____
Architect _____
Email _____

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of To install an Englert 26 gauge standing seam metal roof over 30 lb felt on the front roof, rear roof and the smaller roof in the rear. Will install drip edge, wall flashing, chimney flashing, all fasteners and sealants. Will install a 6" half round galvanized gutter and 4" galvanized downspout installed with strap hangers. All fasteners and sealants. NO FRONT PORCH WORK NEEDED, BEING REMOVED. Prevailing wages have been included.

Any bad woodwork will be an extra.

Customer will pick up building permit.

We will clean up all debris from property when job is completed.

We do not guarantee this roof not to rattle or oil canning.

There is a 30 year warranty on the paint on the prepainted metal.

There is a two year warranty on the workmanship.

Virginia Class A License #141339.

WV Contractors License #WV04-8809.

WV Business Registration Certificate #2259-0969.

All material is guaranteed to be specified, and the above work to be performed in accordance with the drawings and specification submitted for above work and completed in a substantial workmanlike manner for the sum of :
Material and Labor Dollars (\$35,817.00)

with payments to be made as follows:

WARRANTY WILL NOT BE ISSUED UNTIL ACCOUNT IS PAID IN FULL.

PROGRESSIVE PAYMENTS WILL BE SUBMITTED WITH BALANCE DUE UPON COMPLETION.

Any alteration or deviation from above specification involving extra costs, will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work.

Worker's Compensation and Public Liability Insurance on above work to be taken out by Russell's Roofing Company

Respectfully submitted Lisa Bridgeforth, President

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

I/We do hereby agree jointly and individually, to pay for all materials supplied. In the event that any account is placed for a third part collection, I/We hereby agree to pay all costs, including reasonable attorney fees, court costs, and finance charge.

Accepted _____ Signature _____

Date _____ Signature _____

PROPOSAL

Page 3D-2

DATE: March 19, 2015

PRESENTED TO: Jefferson County Historic Landmarks Commission
Attn: Martin Burke
1328 Terrapin Neck Rd.
Shepherdstown, WV 25443

PROJECT: Chimney Repairs
Poor House Farm
162 Poor Farm Rd.
Shepherdstown, WV 25443

PROPOSAL NUMBER: 1522

As requested, Gruber-Latimer Restoration, LLC is pleased to submit the following proposal for the above-referenced project.

Section A Scope of Work

Chimney Re-pointing

01. Stage materials and equipment on site. Erect scaffolding.
02. After temporarily removing the existing metal chimney caps, cut out the existing mortar joints on four chimneys, to a depth suitable for re-pointing. Re-point these joints of four chimneys (i.e., one on either end of the main block of the house, and two on the 1859 addition), using Type N mortar that replicates the original mortar as closely as possible, and a flat brushed joint profile.
03. Apply one (1) saturation coat of silane/siloxane water repellent on all exterior brick surfaces of the four chimneys, at a ratio of one (1) gallon per seventy-five (75) square feet of wall area. See Special Note 12, below, regarding this class of product and its application.
04. Re-install metal caps on the tops of the chimneys.
05. Clean work area. Remove any debris and excess materials that result directly from our work.

Section B Special Notes

01. Owner to provide potable water and electrical service to the site of our work, at no charge.
02. This project is not a prevailing wage (Davis-Bacon or WV wage scale) project.
03. In addition to ladders and frame scaffolding, a boom lift may be used to access the work. A diligent effort will be made to limit the amount of disturbance to adjacent soils, landscaping and sidewalks, however no guarantee can be offered in this regard. In those areas where scaffolding is required to be erected directly on top of the roof or other structures, plywood decking and tarps/plastic will be used to avoid damage to these structures.
04. General exclusions: structural steel, carpentry, framing, painting/caulking, plaster/GWB work, roof work, window/door work, insulation, gutters/down spouts, concrete work, finished grading and landscaping, electrical/mechanical/HVAC/plumbing work.
05. Mortar removal will be done by mechanical means, but only by masons with substantial experience in restoration work. The use of hand tools (only) is specifically excluded.
06. Any additional brick reconstruction that exceeds the above scope of work, the need for which is discovered in the course of our work, is excluded from this proposal and, if so directed by the owner, would be pursued on a 'time and material' basis.
07. Additional historic handmade brick, if needed, would be supplied by the contractor on a 'time and material' basis.
- ~~08. This proposal covers reconstruction of the three existing brick chimneys above the roofline only. Brick reconstruction on any of these chimneys below the roofline would be in addition to the specified work and is therefore excluded from this proposal. If so directed by the owner, this work would be pursued on a 'time and material' basis.~~
09. Existing chimneys, being of mid-19th century construction, are not lined like more modern chimneys. After demolition, we will purge the interior brick surface (within arm's reach) below the level of demolition, as well as the new brickwork above the roof.
10. Existing step flashing around base of each chimney will be re-used (and re-sealed, as needed), in reconstruction.
11. The greater durability and lower cost of modern mortars should be weighed against the historical authenticity, lower durability and higher cost of lime-based mortars. Modern mortars with appropriate strength and color characteristics can be made to resemble historic mortars, thereby providing better value, both initially and over the extended life.
12. Regarding the proposed silane/siloxane water repellent for masonry surfaces:
 - product dries clear, with no adverse affect to the color of the stone or mortar;
 - product is temperature-sensitive in terms of ambient conditions at the time of application;
 - one saturation coat typically provides the desired level of protection;
 - product has limited initial surface repellency and may require up to 14 days to develop optimal performance;
 - product is estimated to have a service life of 7-10 years, after which time a maintenance coat is recommended.

A diligent effort will be made to prevent overspray of the water repellent onto adjacent surfaces and landscaping. However, while this water-based product will not damage other materials/surfaces and will be cleaned off windows with a standard window cleaning agent, all parking and driveway areas need to be clear of vehicles.

Jefferson County Historic Landmarks Commission
Attn: Martin Burke
Proposal #1522
March 19, 2015
Page 3

Section C Price

All labor, materials and equipment to complete the above Scope of Work:

\$11,505 (eleven thousand, five hundred and five dollars), plus any applicable State or local taxes (e.g., WV Sales & Use Tax; Charles Town B & O Tax)

Section D Terms

01. Payment in full upon completion of the work performed. Due upon receipt.
02. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices, and warranted for a period of one (1) year.
03. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the price estimate.
04. This proposal, and any contract that results from this proposal, is made with the expressed condition that Gruber-Latimer Restoration, LLC cannot be held responsible for strikes, accidents, delays or other circumstances beyond our control.
05. Owner to be responsible for all necessary permits. Owner will be responsible for fire, tornado and other necessary and applicable insurance. Gruber-Latimer Restoration employees are fully covered by workers' compensation insurance.
06. West Virginia Contractor's License # WV034399.
07. Gruber-Latimer Restoration, LLC reserves the right to withdraw this proposal if not accepted within 30 days.

Thank you for considering Gruber-Latimer Restoration to be your partner in completing this project. We are confident that our construction experience, and in particular our knowledge and expertise in the restoration field, will enable us to meet - and, in fact, exceed - your expectations.

Jefferson County Historic Landmarks Commission
Attn: Martin Burke
Proposal #1522
March 19, 2015
Page 4

Please call with questions that may arise or if further information would be helpful. We look forward to working with you.

Gruber - Latimer Restoration, LLC

By: 

John A. Latimer, III
President

Acceptance of Proposal

The above specifications, price estimates and terms and conditions are satisfactory and are hereby accepted. Gruber-Latimer Restoration, LLC is authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____

In order to complete the agreement contemplated by this proposal, please sign both originals, retain one copy for your records and return the other signed original to Gruber-Latimer Restoration at the above address. Thank you.

****Are your estimates based on State Prevailing Wage Rates???

YES Page 4

ITEMIZED BUDGET:

COST CATEGORY	GRANT REQUEST	+ MATCH AMOUNT	=TOTAL
Item 1 Replace large front roof & two rear roofs and install missing gutters	\$17,908.5	\$17,908.5	\$35,817.
Item 2 repair cornices in a number of places	\$7,643	\$7,643	\$15,286
Item 3 Repoint 4 chimneys	\$7252.5	\$4,252.5	\$11,505
Item 4 Administration		\$3,000	\$3,000
Item 5			
Item 6			
	\$33,004	\$33,004	
	\$	\$	
TOTAL PROJECT COST			\$66,008

IX. MATCHING SHARE

Please describe your matching share (at least 50%) of the project. Is it cash, staff time, volunteer time, donated materials, etc. Applicant must include current documentation/proof (i.e. bank statement, etc.) of existing funds to pay total project cost up front.

NOTE: Time valued above the minimum wage rate must be substantiated. If volunteer or staff time is included, be specific as to how it will be used (grant administration, painting, etc.)

Cash (attach support documentation)

\$ 30,004

\$3,000

In-Kind (specify)

\$

Project Management

X. Will a Consultant or Architect be engaged to evaluate the project, to prepare specifications, or to supervise the work? If you have prepared specifications and/or bid estimates, please include with application. Some awarded projects may require the sponsor to provide architectural or engineering services before the work is released for bidding.

Please see three bid estimates on Pages 3C through 3D-4. Sara Lambert will continue monitoring the project.

XI. If you are already working with a consultant or architect, please provide name and phone number. Sara Lambert, Architect , WV 4219, 707-326-6443 who has been engaged in evaluating the project

XII. I have read the attached criteria for evaluation of applications, the grants procedures and assurances and understand that I will be expected to comply with the requirements governing the grants program. I recognize that if the grant is made by the Division of Culture and History, Historic Preservation Office, I will be required to provide match as indicated in the application. If applicant is an organization, President or Chairman must sign. Owner(s) must co-sign if the applicant is not the owner.

Signature and Title



Chair, Jefferson County
Historic Landmarks Commission

Date

3/30/15

Signature and Title

Date

Signature and Title

Date

Return to:

**Grants Coordinator
Historic Preservation Office
Division of Culture & History
1900 Kanawha Blvd, East
The Culture Center
Charleston, WV 25305
(304) 558-0240 ext. 720**

Additional sheets may be provided for any pertinent information that does not fit in the space provided. The application will not be reviewed if not properly completed or incomplete.

Appendix 1. Letters of Support

-----Original Message-----

From: John Allen <johnallenjr@me.com>
To: cmasonwhf <cmasonwhf@aol.com>
Sent: Tue, Mar 24, 2015 3:22 pm
Subject: Poor Farm grant

Dear Ms. Brooks,

Snow Hill, the former Jefferson County Alms house, is a wonderfully preserved early 19th-century house in Jefferson County. I am very familiar with the house as it is featured in my book on the county's early residential architecture. Now, repairs are needed to protect the structure and unique interior details of this National Register property. The Jefferson County Historic Landmarks Commission is submitting an historic development grant application for state assistance to replace the roof with historically appropriate materials. I strongly support this grant application as Snow Hill is an integral and important part of Jefferson County's history and deserves proper care and attention. In the recent past, the county landmarks commission has suffered severe budget cuts and would greatly benefit from financial support of SHPO's developmental grant program to replace the roof, repoint the chimneys, and repair the original molded cornice. This house not only stands as a testament of the architectural achievement in our state, but also embodies the histories of the families that lived and worked on the county poor farm. As a remarkable public building, it deserves to be protected and preserved.

- Sincerely,

- /s/ John C. Allen, Jr.
-
- John Allen Jr
- johnallenjr@me.com
-

David A Kemnitzer, Architect, AIA
204 East German Street
PO Box 3009
Shepherdstown, WV 25443

304-876-1158
Cell 304-279-6124
Kemnitzer@att.net

19 March 2016

Ms. Pamela Brooks
Grants Coordinator
Historic Preservation Office
Division of Culture and History
The Culture Center
1900 Kanawha Blvd, East
Charleston, WV 25305

Dear Pam,

Subject: Grant Application for Repairs to Snow Hill, the former Jefferson County Alms House.

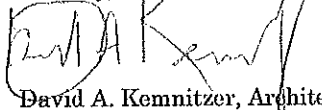
I have personally surveyed the referenced Nation Register listed property. The roof is deteriorated and is unable to protect the building from the weather. There are other serious defects in the envelope of the building as enumerated below.

I am also aware that Jefferson County Historic Landmarks Commission, owners of the property, are submitting an historic development grant application for state assistance to replace the roof with a new standing seam metal roof.

I strongly support this grant application, for Snow Hill as it is an integral and important part of Jefferson County's history and deserves proper care and attention. Over the past few years the Landmark Commission has not fared well in the County budget process and would greatly benefit from financial support from SHPO's developmental grant program to replace the roof, repair the cornices, and repoint the chimney, for it is a significant architectural representation of Jefferson County's history. Please do all you can to help preserve this unique historic resource.

Please contact me with any questions you may have.

Sincerely,


David A. Kemnitzer, Architect, AIA

Pamela Brooks, Grant Coordinator
Historic Preservation Office
Division of Culture and History
The Culture Center
1900 Kanawha Blvd, East
Charleston, WV 25305

Re: Repairs to Snow Hill, the former Jefferson County Alms House

Dear Ms. Brooks:

We understand that the roof of the former Jefferson County Alms House, a National Register property, is in serious need of replacement after many years of weathering and inadequate repair. We are aware that Jefferson County Historic Landmarks Commission, owners of the property, will submit an historic development grant application for assistance to replace the existing roof with a new standing seam metal roof.

It became the County alms house in 1857 and is an important part of Jefferson County history deserving of preservation. The Landmarks Commission would greatly benefit from financial support from SHPO's developmental grant program to replace the roof, repair the cornices and repoint the chimney on this historical resource.

We strongly support this grant application. Snow Hill is one of the earliest homes built by the Hurst family, prolific local builders. It dates from 1813 and is one of their center-hall homes which has "exceptional detailing for the period, including molded panel doors, an over paneled chimney wall and elegant stair." Quoted from John Allen, "Uncommon Vernacular: The early houses of Jefferson County, West Virginia 1735-1835", p. 63.

We look forward to the renovation of this historic building and thank you for your consideration of this application.

/s/ Eleanor Finn, President
Historic Shepherdstown Commission
37 Butcher Court
Shepherdstown, WV 25443



Preservation Alliance of West Virginia
421 Davis Avenue
Elkins, WV 26241
304-345-6005
www.pawv.org

March 25, 2015

Ms. Pamela Brooks, Grants Coordinator,
Historic Preservation Office
Division of Culture and History
The Culture Center
1900 Kanawha Blvd, East
Charleston, WV 25305

Subject: Grant Application for Repairs to Snow Hill, the former Jefferson County Alms House.

On behalf of Preservation Alliance of West Virginia (PAWV), I am writing in support of the Jefferson County Historic Landmarks Commission (JCHLC) request for grant funding to replace the roof of Snow Hill. We are aware that the JCHLC, owners of the property, is submitting an historic preservation development grant application for state assistance to replace the roof with a new standing seam metal roof. PAWV strongly supports this grant application, for Snow Hill is an integral and important part of Jefferson County's history and is in need of preservation.

The JCHLC is a very active commission doing a lot to benefit historic preservation and heritage tourism in West Virginia. It is rare for historic landmarks commissions to own historic resources, such as Snow Hill, and this ownership demonstrates long-term viability for the preservation and interpretation of this historic resource. This project is a direct success of the certified local government program, grant funding would be an excellent investment toward the federal and local funds that help in maintaining this landmark. The JCHLC would greatly benefit from financial support from the historic preservation development grant program to replace the roof, repair the cornices, and repoint the chimney, for it is a significant architectural representation of Jefferson County's history.

Thank you for your consideration,

Danielle LaPresta, Executive Director

-----Original Message-----

From: wmtheriault <wmtheriault@myactv.net>

To: cmasonwhf <cmasonwhf@aol.com>

Sent: Sat, Mar 21, 2015 7:29 am

Subject: Grant Application for Repairs to Snow Hill

TO: Ms. Pamela Brooks, pam.a.brooks@wv.gov

Grants Coordinator,
Historic Preservation Office
Division of Culture and History
The Culture Center
1900 Kanawha Blvd, East
Charleston, WV 25305

Re: Snow Hill / Jefferson County Alms House

Snow Hill occupies a unique place among Jefferson county historic landmarks. In addition to its important architectural significance, it represents the county's century long investment in providing social services to indigent or disabled county residents.

The roof of the building needs to be replaced, and the owner -- the Jefferson County Historic Landmarks Commission -- is submitting an historic development grant application for state assistance to replace the roof with a new standing seam metal roof.

Over the last decade, the Landmarks Commission has performed many repairs to make the structure safe and secure and to maintain its architectural integrity. However, the roof replacement exceeds their financial resources.

I strongly support their application to obtain funding for this project.
William D. Theriault,

Director, The West Virginia GeoExplorer Project.

wmtheriault@myactv.net

Appendix 2 ASSURANCES AND CERTIFICATIONS

OMB Approval No. 0348-0042

ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt or approval of the awarding agency.
7. Will establish safeguards to protect employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§472b-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) §§552 and 527 of the Public Health Service Act of 1944 (42 U.S.C. §§290-292 and 290-293), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the applicable statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1506 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following (a) institution of environmental quality control measures under the

National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514, (b) notification of violating facilities pursuant to EO 11738, (c) protection of wetlands pursuant to EO 11990, (d) evaluation of flood hazards in floodplains in accordance with EO 11988, (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <i>Martin Buebe</i>	TITLE Chair
APPLICANT ORGANIZATION Jefferson County Historic Landmarks Commission	DATE SUBMITTED 3/30/15

U.S. Department of the Interior

Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. See below for language to be used or use this form for certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternative I. (Grantees Other Than Individuals) and Alternative II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 16. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

CHECK IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, each prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

CHECK IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, each prospective participant shall attach an explanation to this proposal.

DE-104
June 1999
(This form replaces DE-1043, DE-1054,
DE-1081, DE-1096 and DE-10431)

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will —
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

DE-2010
June 1999
(This form replaces DE-1953, DE-1954,
DE-1955, DE-1956 and DE-1943)

PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT, SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK IF CERTIFICATION IS FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Martin Burke

TYPED NAME AND TITLE

Martin Burke, Chair, Jefferson County Historic Landmarks Commission

DATE 3/30/15

04-2016
June 1993
(This form replaces 04-1912, 04-1954,
04-1903, 04-1858 and 04-1843.)

AGENDA REQUEST FORM
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: 10 minutes

Date Requested – 1st Choice: June 4, 2015

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

Date Requested – 2nd Choice: Click here to enter text.

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

1. Approval of Memorandum of Understanding between City of Ranson and County Commission for use of the Ranson Civic Center during emergencies/disasters.

Please provide the County Commission with a description of your request or presentation, including any background information: A copy of the MOU is attached to this request. Nathan Cochran has reviewed and approved this document.

Is this a funding request? No funding is required.

If so, how much?

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

1. I move to approve the MOU between the City of Ranson and the Jefferson County Commission as presented.

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

If not attached, explain:

Attachment:

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. Phone Number: 304-728-3290

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

**Memorandum of Understanding
Between
City of Ranson
&
Jefferson County Homeland Security and Emergency Management/
Jefferson County Commission**

General Purpose: To work together prior to and during a disaster to make available the Ranson Civic Center for use as a shelter, warming or cooling center, command center, joint information center, food, water and supplies distribution facility, continuity of operations site, or other agreed-upon use during an emergency or disaster. Upon consideration of the benefits mutually conferred upon the citizens of the City of Ranson and the citizens of Jefferson County, the parties agree as follows:

City of Ranson agrees to the following:

1. Allow the use of the Ranson Civic Center by Jefferson County Homeland Security and Emergency Management/Jefferson County Commission for the purpose of setting up a shelter, warming or cooling center, command center, joint information center, food, water and supplies distribution facility, continuity of operations site, or other agreed-upon use during a declared emergency or disaster designated by the Mayor, County Commission, Governor, appropriate Federal authority, or upon specific request by the Jefferson County Homeland Security and Emergency Management/Jefferson County Commission.
2. Provide Jefferson County Homeland Security and Emergency Management/Jefferson County Commission with two 24-hour points of contact in case of an emergency:
 - a. The City Manager will serve as a primary Point of Contact. The City Manager (or his or her designee) shall have authority to open the building for activation.
 - b. A Public Works point of contact or designee selected by City Manager, who will work with the Jefferson County Homeland Security and Emergency Management/Jefferson County Commission personnel to help to ready the facility for the emergency need.
3. Work with Jefferson County Homeland Security and Emergency Management/Jefferson County Commission to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
4. Allow for the Ranson Civic Center to be visited by members of Jefferson County Homeland Security and Emergency Management/Jefferson County Commission for planning purposes.

5. Agree to maintain Ranson personnel time records and any other expenses incurred as a result using this facility, in case there is an opportunity for reimbursement from a federal declaration (FEMA).
6. The activation of the Civic Center for use during an emergency shall be a co-sponsored event of the City of Ranson; as such, the use shall be covered by Ranson's property and liability insurance coverage.
7. To the extent authorized by the Constitution and laws of the State of West Virginia, the City of Ranson shall indemnify and hold Jefferson County Homeland Security and Emergency Management/Jefferson County Commission harmless against any and all claims, demands, damages, liabilities and costs incurred by Jefferson County Homeland Security and Emergency Management/Jefferson County Commission which directly or indirectly result from, or arise in connection with, any negligent act or omission of the City of Ranson, its agents, or employees, pertaining to its activities, use and obligations under this Agreement and use of the Ranson Civic Center.

Jefferson County Homeland Security and Emergency Management/Jefferson County Commission agrees to the following:

1. Provide a Jefferson County Homeland Security and Emergency Management 24-Hour point of contact to answer questions that the City of Ranson may have regarding these arrangements.
2. Use the after-hours contact or request the use of the Ranson Civic Center only during a true and/or declared disaster or emergency.
3. Work with the City of Ranson to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.
4. Return all buildings to the state they were found in prior to Jefferson County Homeland Security and Emergency Management/Jefferson County Commission's use and replace any supplies used during an incident.
5. To the extent authorized by the Constitution and laws of the State of West Virginia, Jefferson County Homeland Security and Emergency Management/Jefferson County Commission shall indemnify and hold the City of Ranson harmless against any and all claims, demands, damages, liabilities and costs incurred by Ranson which directly or indirectly result from, or arise in connection with, any negligent act or omission of Jefferson County Homeland Security and Emergency Management/Jefferson County Commission, its agents, or employees, pertaining to its activities, use and obligations under this Agreement and use of the Ranson Civic Center.

This document will remain in effect until canceled by either party by 20 days written notice, which notice shall be delivered to the Mayor of the City of Ranson, or to the President of the Jefferson County Commission, respectively.

Being duly authorized, the above is agreed to and accepted by:

City of Ranson
A. David Hamill
Mayor

Date

Jefferson County Commission
Jane Tabb,
President

Date

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Nathan Cochran

Department or Entity: Prosecutor's Office

Estimation of amount of time needed for appointment: 15 min.

Date Requested – 1st Choice: June 4, 2015

Date Requested – 2nd Choice: _____

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

Subject:

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

Legal update on Case No. 13-C-432 + 15-AA-4
Possible executive session. § 15-0323

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

Attachments:



AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: June 4, 2015

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Review letter from County Commission to WVABC

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

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

Discussion/Action

If not, explain:

Is a projector needed? Yes

NoX

Contact information:

Email address: _Vinemont@frontiernet.net

Phone number: _304.725.4325



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT

Jane Tabb

VICE PRESIDENT

Patsy Noland

COMMISSIONER

Eric Bell

COMMISSIONER

Dale Manuel

COMMISSIONER

Walt Pellish

West Virginia Alcohol Beverage Control Administration

Attn: Ronald Moats, Commissioner

WV Alcohol Beverage Control Administration

900 Pennsylvania Ave., 4th Floor

Charleston, WV 25302

May 8, 2015

Re: All Good Festival / WVABCA Beer-Wine Permit

Dear Mr. Moats,

The All Good festival violates no zoning or other law of Jefferson County. The issuance of an alcohol permit for the All Good Festival is hereby endorsed and approved, through a vote at the Jefferson County Commission meeting on April 30, 2015. The festival is scheduled for July 9th through July 11th 2015.

Sincerely,

Jane M. Tabb

Jane M. Tabb

President, Jefferson County Commission

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

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Dale Manuel

COMMISSIONER

Walt Pellish

West Virginia Alcohol Beverage Administration

Attn: Ronald Moats, Commissioner

WV Alcohol Beverage Control Administration

900 Pennsylvania Ave., 4th Floor

Charleston, WV 25302

May 8, 2015

Re: All Good Festival / WVABCA Beer-Wine Permit

Dear Mr. Moats,

The Jefferson County Commission would like to request WVABCA oversight and presence at the All Good Festival event, scheduled July 9th through July 11th 2015. The Jefferson County Commission understands that this cannot be guaranteed by the WVABCA, but would like to request it.

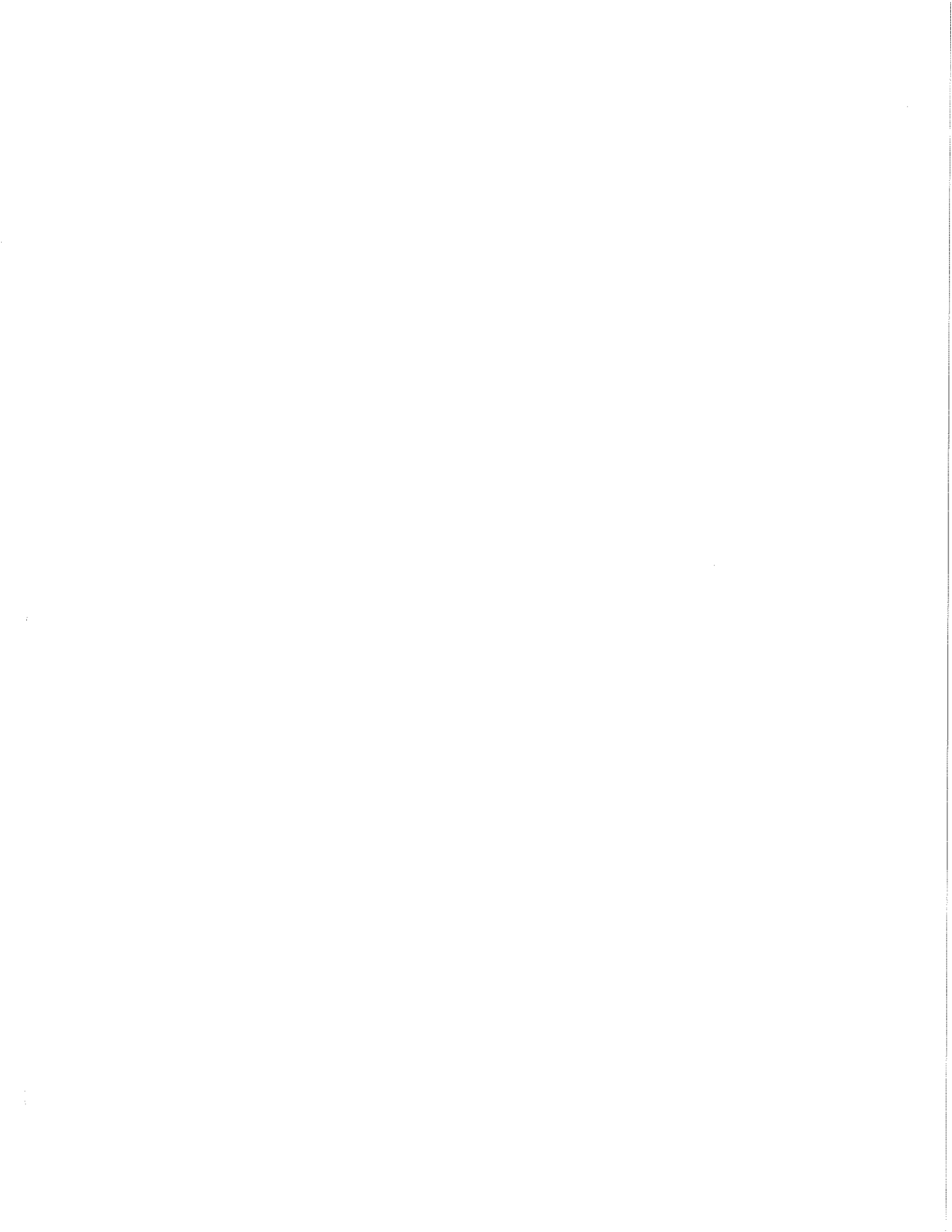
Sincerely,

Jane M. Tabb

President, Jefferson County Commission

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Carol Swiger

Department or Organization: Jefferson County Commission-Ambulance Fee

Estimation of amount of time needed for appointment:

Date Requested—1st Choice: 6/4/15

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

Date Requested—2nd Choice: 6/18/15

Subject (Wording to be placed on agenda.

Discuss those residents that live in county areas that do not receive Ambulance services from Jefferson County.

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

Affects approximately 85 residents that live in border areas of Jefferson County but receive Ambulance service from Clarke County or Berkeley County.

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request:

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

I motion to discontinue the charging of the Ambulance Fee to those county residents that do not receive Ambulance services from Jefferson County.

Attach supporting documents for request or request may be denied.

Is equipment needed? Projector Y/N Internet/WiFi Y/N Telephone for conference call
Y/N

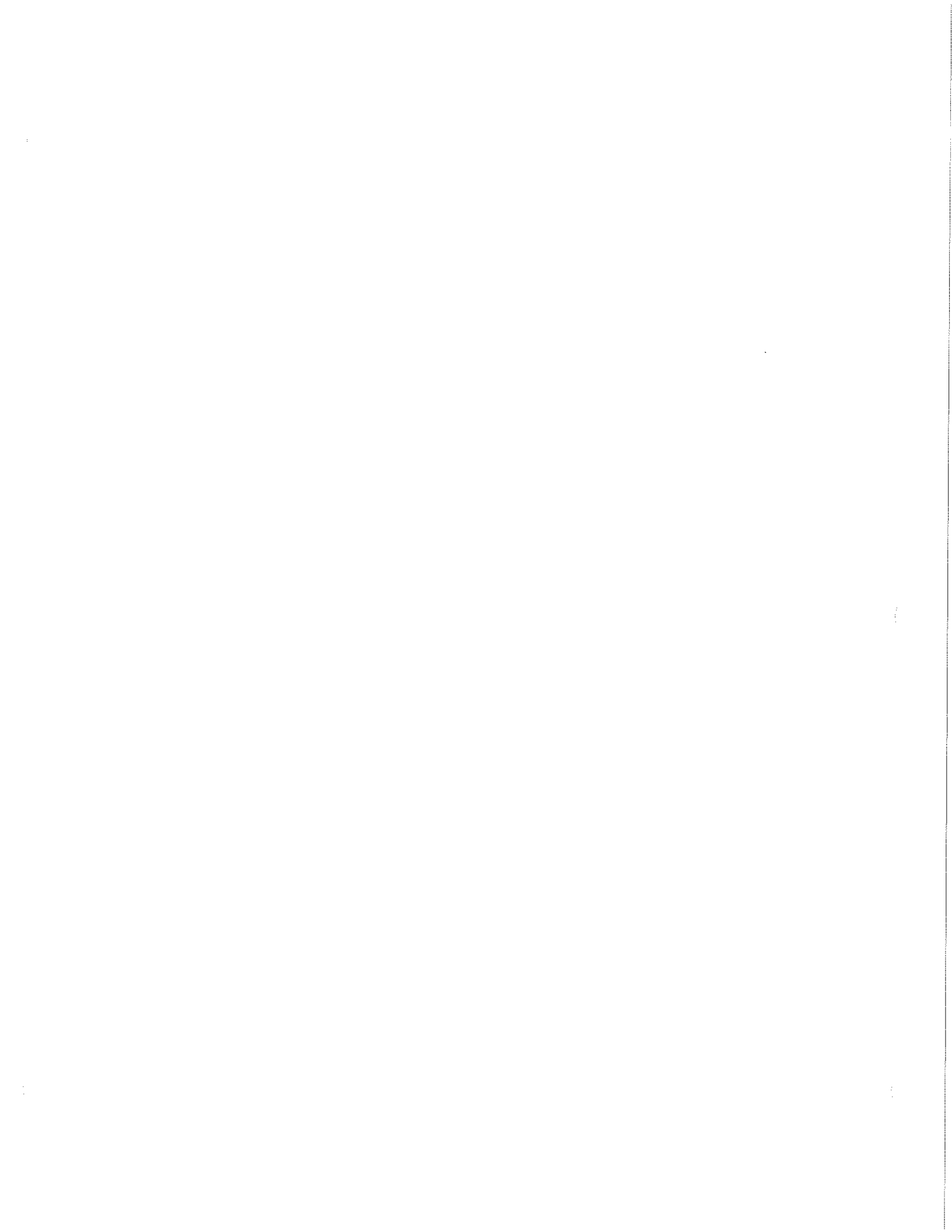
Contact information:

Email address: cswiger@jeffersoncountywv.org

Phone Number: 304-728-5606

FOR COMMISSION STAFF USE ONLY—FINANCIAL IMPACT/RECOMMENDATION

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Name: Carol Swiger

Department or Organization: Jefferson County Commission-Ambulance Fee

Estimation of amount of time needed for appointment:

Date Requested—1st Choice: 6/4/15

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

Date Requested—2nd Choice: 6/18/15

Subject (Wording to be placed on agenda.

Course of action for those who are delinquent in paying their Ambulance Fee.

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

Delinquent bills did state that if payment is not received by June 1, 2015, your account may be subject to collection activities and additional charges may be added to your account.

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request:

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

I motion to use our court system for the collection of those who are delinquent in the payment of the Ambulance Fee.

Attach supporting documents for request or request may be denied.

Is equipment needed? Projector Y/N Internet/WiFi Y/N Telephone for conference call
Y/N

Contact information:

Email address: cswiger@jeffersoncountywv.org

Phone Number: 304-728-5606

FOR COMMISSION STAFF USE ONLY—FINANCIAL IMPACT/RECOMMENDATION

--

SECTION 4 - RATES

The Special Emergency Ambulance Service Fee imposed under this Ordinance shall be for emergency ambulance service provided for a Jefferson County Fiscal Year July 1 to June 30.

The Special Emergency Ambulance Service Fee established by this Ordinance shall be **forty dollars (\$40.00) per residential unit** per Fiscal Year.

The Special Emergency Ambulance Service Fee for Commercial Units shall be **eighty-five dollars (\$85.00) per commercial unit** per Fiscal Year.

All those residents who have been granted a property tax Homestead Exemption by the Assessor in the tax year prior to July, 1, 2014, and each year thereafter, shall pay a discounted fee equal to fifty percent (50%) of the annual special emergency ambulance fee on the fee on their personal residence.

The Fee imposed under this ordinance shall be the responsibility of the record owner of the unit as of July 1st, each year. The Fee assessed and levied under the provisions of the ordinance shall be a personal obligation of the owner of the unit. The Fee shall be due and payable July 1st of each year for taxable units owned as of July 1st for services to be rendered in the fiscal year. On or before, July 1st of each year, a bill shall be mailed to the owner's mailing address on record with the Assessor of Jefferson County.

For each service year, accounts paid on or after October 1 through December 31 the fee shall increase by \$10. For accounts paid on or after January 1 through March 31 of a given service year, the fee shall increase by an additional \$20 whichever is greater.

Fees delinquent on or after the First day of April the year after they became due and payable shall be forwarded to the County Commission. The County Commission, in its sole discretion, may collect unpaid fees through civil action filed in a court of competent jurisdiction. Such suit need not be brought in the same fiscal year the fee was billed. In any suit for collection of delinquent fees, the Commission is authorized to recover its reasonable costs of collection, including court costs, attorney's fees service costs and statutory interest.

If any person believes he or she was erroneously charged an emergency service fee, the County Commission shall provide, upon the person's request, an exoneration form. The form shall be completed and returned to the County Commission no later than September 30 of the Fiscal Year for which the fee applies. The County Commission staff shall, within a reasonable time, investigate any request for exoneration. The County Commission shall, at its next regular meeting after completion of the investigation, consider each written request for exoneration and staff's recommendation regarding the exoneration request. If good cause for exoneration is found by the County Commission, the Commission shall exonerate or modify the imposed charges, and shall notify the person in writing of its actions. If the Commission does not exonerate or modify as requested by the applicant, the person requesting exoneration may appeal to the Circuit Court of Jefferson County. The appeal must be filed within 30 days of the Commission decision upon the exoneration.

SECTION 5 - RATE CHANGES



Name: Carol Swiger

Department or Organization: Jefferson County Commission-Ambulance Fee

Estimation of amount of time needed for appointment:

Date Requested—1st Choice: 6/4/15

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

Date Requested—2nd Choice: 6/18/15

Subject (Wording to be placed on agenda.

Mr. Kenneth Pickering requesting to have his late fees waived due to not receiving initial bill.

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

Mr. Pickering came in to pay his bill, but when he found out that it had late fees added, he said he would only pay the \$40 because this was the first bill he had received. The address we have for him is correct.

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request:

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

I motion to approve/disapprove Mr. Kenneth Pickering's request to waive his \$30 late fee.

Attach supporting documents for request or request may be denied.

Is equipment needed?

Projector Y/N

Internet/WiFi Y/N

Telephone for conference call

Y/N

Contact information:

Email address: cswiger@jeffersoncountywv.org

Phone Number: 304-728-5606

FOR COMMISSION STAFF USE ONLY—FINANCIAL IMPACT/RECOMMENDATION

FOR COMMISSION STAFF USE ONLY—FINANCIAL IMPACT/RECOMMENDATION

Jefferson County Emergency Ambulance Service Fee

Exoneration/Modification Request

Jefferson County, West Virginia

Date: 5/20/2015

Customer # 12835 Ticket # 14600

I hereby request a review by the Jefferson County Commission. I believe there to be an error in the amount I was billed for the Emergency Ambulance Service Fee.

Amount billed: 70.00

I believe I qualify for the fee assessment circled:

Residence - \$40

Business - \$85

Farm Exemption - \$40
(No commercial retail open to the public)

Homestead Exemption-\$20
(Assessor approved parcel only)

Proof of exemption must be included with this form

RETURN THIS FORM BY SEPTEMBER 30TH

Describe the reason for this request:

Late fee waived

Did not Received Bill

Kenneth Pickering
Printed Name

Pi Hunt (Pickering)
Signature

68 Snow Shoe Ct Ranson Wv
Address

703 861 8923
Phone number

Do not write below this line—For Official Use Only

Approved / Denied _____ Date: _____

Reason: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: June 4, 2015

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Review & Renewal of the Mutual Aid Agreement between the City of Martinsburg and Jefferson County

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

CITY OF MARTINSBURG FIRE DEPARTMENT

PAUL E. BRAGG
FIRE CHIEF



PHONE NUMBERS
FIRE & EMERGENCY
911

OFFICIAL BUSINESS
FIRE INSPECTIONS
304-264-2111
FAX 304-264-2115

200 NORTH RALEIGH STREET
MARTINSBURG, WEST VIRGINIA 25401

18 May 2015

Ms. Jane Tabb, President
The Commission of Jefferson County
P.O. Box 250
Charles Town, West Virginia 25414

Dear Ms. Tabb:

It is time to renew the Mutual Aid Agreement between the City of Martinsburg and Jefferson County. Enclosed is the Agreement adopted by the City Council on 14 May 2015 with an effective date of 1 July 2015.

If you desire any changes to the Agreement, please feel free to contact me at (304) 264-2111. Once the Commission has signed the Agreement, make yourself a copy, and return the signed original to me.

Sincerely,

A handwritten signature in blue ink that reads "Chief Paul E. Bragg". The signature is written in a cursive style.

Paul E. Bragg, Fire Chief
Martinsburg Fire Department

cc: Mark S. Baldwin, City Manager

MUTUAL AID AGREEMENT

FIRE, EMERGENCY MEDICAL SERVICES, SPECIALIZED RESCUES, AND DISASTERS

BETWEEN THE CITY OF MARTINSBURG AND JEFFERSON COUNTY, WEST VIRGINIA

This AGREEMENT made and entered into this 1st day of July, 2015, by and between the CITY OF MARTINSBURG, WEST VIRGINIA AND JEFFERSON COUNTY, WEST VIRGINIA.

WITNESSETH:

WHEREAS, each of the parties hereto has an interest in the control of fires, emergency medical services, specialized rescues, disasters and/or other emergency support; and,

WHEREAS, in the event of a major fire, mass casualty event, specialized rescue, disaster or other emergency, either party may need the assistance of the other party to this Agreement, to provide supplemental fire suppression, emergency medical services equipment and personnel, specialized rescue personnel, and/or other emergency support; and,

WHEREAS, the CITY OF MARTINSBURG, and JEFFERSON COUNTY are desirous of providing more adequate protection within their respective territories in the event of a major fire, mass casualty event, specialized rescue, disaster and/or other emergency.

NOW THEREFORE, in consideration of the respective covenants and promises herein, the parties agree as follows:

1. DEFINITIONS: as used herein:

- (a) "Requesting Party" shall mean that party requesting aid; and,
- (b) "Responding Party" shall mean that party affording or responding to a call for aid.

2. AUTHORITY TO REQUEST AID:

- (a) Each party authorizes their respective fire chiefs, agency directors, or in their absence the senior officer or other member in charge to request and afford mutual aid from and to the other party upon request.

- (b) Each party agrees that the request for mutual aid shall comply with the following guidelines:
 - (1) The Requesting Party must have personnel on scene at the emergency incident at the time of the request; or,
 - (2) The Requesting Party must have all their resources involved on another emergency incident at the time of the request; or,
 - (3) The Requesting Party must be requesting a special piece of equipment or expertise the Requesting Party does not have; or,
 - (4) The Requesting Party is responding to an emergency that from information received during the initial dispatch it is believed that the incident will overwhelm the resources of the Requesting Party.

3. LIABILITY:

- (a) Each party agrees that the Requesting Party shall assume liability for and hold the Responding Party harmless from all liabilities which arise out of command decisions and judgments.
- (b) Each party agrees to assume responsibility for liabilities arising out of the actions of its' own personnel and to hold the other party harmless as to the actions relating to performance.

4. INSURANCE:

- (a) Each party agrees to maintain adequate insurance coverage for its' own personnel and equipment.

5. COMPENSATION:

- (a) Each party agrees that it will not seek from the other party compensation for services rendered under this Agreement.
- (b) Each party shall at all times be responsible to its' own personnel for payment of wages and other compensation and for carrying worker's compensation upon said personnel.
- (c) Each party shall be responsible for its' own equipment and shall bear the risk of loss or damage.
- (d) However, if fire suppression chemicals are utilized by the Responding Party, the Requesting Party shall compensate the other party for the replacement cost of such chemicals.
- (e) Each party agrees that this agreement does not prevent either party from billing third parties for services when such billing is appropriate.

6. TRAINING:

- (a) Each party agrees that personnel of the Responding Party answering a request for mutual aid under this Agreement will meet all training requirements of the West Virginia State Fire Commission, the West Virginia Office of Emergency Medical Services, and/or any other state or federal requirements that may apply.

7. INCIDENT MANAGEMENT:

- (a) Each party agrees that the Requesting Party shall assume management of the emergency incident; unless, they specifically request the Responding Party to assume management responsibility. The Responding Party has the right to accept or reject this request.
- (b) Each party agrees that the management system to be used during the emergency incident shall be based on the National Incident Management System (NIMS), which is endorsed by the Department of Homeland Security.
- (c) Each party agrees that personnel of the Responding Party answering a request for mutual aid shall be trained in the use of the National Incident Management System (NIMS).
- (d) Each party agrees that personnel from the Responding Party shall work directly under a supervisor from their own department; but, that the supervisor shall be operating within the National Incident Management System (NIMS).

8. SAFETY:

- (a) Each party agrees that SAFETY is the number one priority at any incident.
- (b) Each party agrees that if members of the Responding Party feel an unsafe act is taking place or is about to take place they can withdraw from participation in the operation.

9. OBLIGATION TO RESPOND:

- (a) Each party agrees that provisions of this agreement shall not be construed to impose an obligation to respond to a request for mutual aid. At any time the Responding Party may, for any reason, deem it advisable not to respond and may so inform the Requesting Party.
- (b) Each party agrees that the Responding Party shall determine the amount of apparatus and personnel to send to a request for aid.

10) TERMINATION:

- (a) This agreement shall remain in full force and effect until the first day of July of each year. At which time, if desirable by both parties, the Agreement with any agreed upon changes can be renewed by the two parties.
- (b) A party desiring to terminate this Agreement prior to the first day of July shall serve in written notice upon the other party of its' intention to terminate this Agreement. Such notice shall be served not less than thirty calendar days prior to the termination date set forth in said written notice.

The Jefferson County Commission shall act as an agent for all Jefferson County Volunteer Fire Departments and Jefferson County Emergency Medical Services.

IN WITNESS WHEREOF, the Parties hereto have executed this agreement the day and year first above written.

ATTEST: Werna Hong
CITY RECORDER

DATE: 5/14/15

BY: George Karos
MAYOR, GEORGE KAROS
CITY OF MARTINSBURG

BY: Paul E. Bragg
FIRE CHIEF, PAUL E. BRAGG
CITY OF MARTINSBURG
FIRE DEPARTMENT

ATTEST: _____
COUNTY ADMINISTRATOR

DATE: _____

BY: _____
COUNTY COMMISSION
PRESIDENT, JANE TABB
JEFFERSON COUNTY

BY: _____
JEFFERSON COUNTY
EMERGENCY SERVICES
DIRECTOR,

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tim Stanton, Finance Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: June 4, 2015

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

Date Requested – 2nd Choice: Click here to enter text.

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

- ✚ Approve Budget Revisions

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 budget revisions as submitted

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, West Virginia
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2015
 Internal Budget Revision
 IRB # 16

Narrative:
 To fund permit refund

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001-440-02-212-000-GG-000	Engineering Printing	750	0	100	650
001-440-02-236-000-GG-000	Engineering Refunds	0	100	0	100
Totals		750	100	100	750

Requested by: T Stanton

Approved by: (department head/elected): *Requested by R. Goodwin*
 Date: *5/26/12*

Reviewed by: *TS* Date: *5/26/12*
 T Stanton/Finance Director

Date Submitted to County Commission: _____
 Date Approved: _____

Authorizing Signature: _____

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
12
 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
382	Refunds/Reimbursements (External Sources)	332,582	7,696		340,278
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				#VALUE!
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			7,696		

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
412	Agricultural Agent	128,222	1,078		129,300
696	Transfer to Financial Stabilization Fund	1,155,748		277,867	877,881
700	Sheriff-Law Enforcement	3,505,357	57,831		3,563,188
704	Regional Jail	1,100,000	175,000		1,275,000
715	Ambulance Authority	1,972,562	25,000		1,997,562
717	Central Garage	352,786	6,654		359,440
900	Parks & Recreation	493,529	20,000		513,529
	#N/A				#VALUE!
	#N/A				#VALUE!
	#N/A				#VALUE!
	#N/A				#VALUE!
	#N/A				#VALUE!
NET INCREASE/(DECREASE) Expenditures			7,696		

APPROVED BY THE STATE AUDITOR

BY: _____ Date _____
 Director, Local Government Services Division

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Absence Time with Pay	Approved:	6/2/2011
Policy Number:	208	Author:	Boyde
Associated:			

Policy

The Jefferson County Commission will provide paid absence time for full-time (non-sworn) employees of Jefferson County under certain conditions.

Provisions

Paid absence days shall include Holidays, Vacation, Sick Leave, Bereavement, Court Leave, Annual Military Training, and Authorized Leave (AL).

The benefit year for the purpose of calculating accrued leave shall be based in regular hours paid, limited to 70/80 hours in a pay period. Regular hours paid shall not include overtime or on-call hours.

The benefit year for Maintenance ~~(including Animal Control)~~, Animal Control, Assessor's Office, Emergency Communications staff, Homeland Security, Sworn Deputies, and Department Heads shall be 2080 hours. The balance of the County employees will have a benefit year of 1820 hours.

Sheriff's Deputies' vacation accrual is given in accordance with West Virginia Code 7-14-17a and sick day accrual is given in accordance with West Virginia Code 7-14-17b, both of which are different from this policy.

Use of paid time benefit: It is not permitted to substitute a different paid benefit time in place of another to avoid "unpaid" status. Accrued leave can only be applied to the category from which it is earned. Therefore, accrued sick leave cannot be applied as vacation leave or vice versa. Exception: In the event an employee has scheduled a vacation day and the Courthouse/County Government is closed due to natural disaster or adverse weather, the employee may reschedule their vacation day.

Procedures

Holiday Pay

- The Jefferson County Commission will adopt the observed Holiday schedule as prescribed by WV Code.
- Full-time employees will be compensated ~~a maximum of eight (8) hours~~ **one day off** of Holiday pay for all designated holidays.
- Non-exempt employees who work on a holiday shall receive their regular rate of pay a rate of time and one-half (1.5) for each hour worked on the designated holiday, plus holiday pay.
- ~~Exempt employees who are required to work on a holiday shall receive their regular rate of pay for each hour worked on the designated holiday, plus holiday pay. they will receive one day of accrued leave to be used in the future that is paid at their straight time rate.~~

- Designated holidays shall be recognized from the period 10:00 p.m. to 10:00
- Holidays occurring during approved vacation or sick leave will be considered as holiday pay and will not be charged against any accrued leave (sick or vacation).
- To qualify for holiday pay, the employee must work the last scheduled workday before the holiday and the first scheduled workday following the holiday or have had vacation leave pre-approved.

The following County personnel shall observe calendar holidays which differ from the official Holiday Schedule:

- Emergency Communications
- Sworn Law Enforcement Officers

Vacation Accrual

Vacation Leave is a reward for service and offers the employee a break from the daily routine. Vacation time is earned according to the following schedule:

<u>Employment Anniversary</u>	<u>Length of Continuous Service</u>	<u>Mo. Rate of Accrual</u>	<u>Accrued Days</u>	<u>Lifetime Maximum Days</u>
0-21	after 1 mo. -23	.83 day	10	14
2-5-4	24 th mo. – 59 th	1 day	12	17
5-10-9	60 th mo. – 119 th	1.25 days	15	20
10-15-14	120 th mo. – 179 th	1.5 days	18	23
15-20-19	180 th mo. – 240 th	1.75 days	21	26
20 Plus	240 th mo. – beyond	2 days	24	28

- Vacation is earned based on completed service as of the first day of the month.
- Vacation days accrued over the maximum accrual number are lost. At no point during the year can the number of vacation days exceed the maximum accrual amount; also at fiscal year-end the maximum number of vacation days that can be carried over cannot exceed the maximum accrual amount. Absences in excess of the accrual are taken without pay. Time worked in excess of 70/80 hours does not add to the vacation accumulation.
- Vacation leave should be scheduled in advance at the convenience of the Elected Official/Department Head. Consideration should be given to any specific request of an employee.
- Requests for same vacation time within one department will be decided by service time.
- Newly hired employees will be credited with and eligible to use three (3) days of vacation upon completion of their probationary period, based upon the approved rate of accrual. Absence time during the probationary period is taken without pay.
- Vacation pay is based on the employee's regular hourly rate of pay for the number of hours of vacation leave used. Holidays are not charged against scheduled accrued vacation or to sick leave when supported by acceptable medical verification.
- Accrued but unused vacation days are reimbursed upon termination of employment (voluntary or otherwise) not to exceed the maximum accrual based on years of service.

SICK LEAVE

Accrual of Sick Leave

- Sick leave is defined as time off with pay because of personal or family illness or injury.
- Sick leave is accrued at a rate equivalent to one (1) day per month. Time worked in excess of 70/80 hours does not add to the accumulation.
- Accrued sick leave may be taken during the probationary period.

Sick leave accrues while an employee is absent from work due to illness, injury, or caring for a sick family member and is receiving a paycheck.

Intermittent Sick Leave

Intermittent sick leave is defined as short term absence from work due to a minor medical condition, e.g., cold, flu, etc. Intermittent sick leave is recognized for family members to include; spouse, child, parent, grandparent, or any other member of the household. At the Elected Official/Department Head's discretion, a physician's statement (verification) may be requested at any time. three or more consecutive days of sick leave require a physician's statement. ~~is used.~~

To qualify for approved sick leave, the employee shall notify his/her immediate supervisor by the start of their scheduled shift of work, or in accordance with established office procedures.

Extended Sick Leave

Extended sick leave is defined as a prolonged absence from work due to a serious medical situation, e.g., surgery, recovery from serious illness, childbirth, etc.

An employee shall be eligible for extended sick leave if he/she has sufficient accrued sick leave, or extended by vacation leave at the employee's option, to cover the duration of the absence. A physician's statement describing the medical condition and stipulating the needed time off work is required.

The Elected Official/Department Head shall maintain a record in the employee's personnel file. Notice shall be given to the payroll administrator of the anticipated duration of the leave in order to ensure continuity of benefits and related issues.

The Elected Official/Department Head shall be responsible for assuring that the employee has sufficient accrued sick leave and vacation leave at the employee's option, to cover the period of absence specified by the attending physician. If there is not sufficient accrued leave available, the employee will be placed on leave without pay. The employee shall be responsible for payment of all optional medical, life, vision, dental and family coverage(s). The payment will be calculated by the benefits administrator or payroll clerk. Those funds must be remitted to the Jefferson County Sheriff's Tax office by the first day. If the employee's physician orders additional time off work beyond the original approved leave of absence, the Elected Official/Department Head shall immediately notify the payroll administrator to insure the continuation of medical benefits.

Bereavement

An employee may be granted up to three (3) days of paid leave for the death in the immediate family.

Immediate family shall refer to the employee's spouse/significant other, children, grandchildren, stepchildren, father, step-father, mother, step-mother, legal guardian, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law. Leave may commence upon notice of the death.

An employee may be granted up to two (2) days paid leave upon the death of an employee's grandparent, spouse's grandparents, aunt, uncle, cousin, niece, nephew, brother-in-law, or sister-in-law. Leave may commence at the discretion of the Elected Official/Department Head.

One day funeral leave with pay may be granted at the discretion of the Elected Official/Department Head.

Employees who must attend a family member's funeral which does not fall within the immediate family category and must travel in excess of two hundred (200) miles may be granted paid leave at the discretion of the Elected Official/Department Head.

Military Leave

Military Leave will be granted to full-time employees who are called to serve for a domestic emergency or to attend summer camp which requires time off, and will receive full pay differential for a period not to exceed thirty (30) calendar days (not to exceed 210 or 240 hours). Each military leave of absence will be granted up to the limit set by law and the employee will be eligible for employment in accordance with the applicable Federal laws.

Benefits shall not be applicable when individuals are ordered or called to active duty by the President. (West Virginia code 15-1F-1).

The military leave will be granted for the duration of the required active service. The employee's position will be held in the same manner.

Jury Duty

Employees who receive notice that they have been selected for jury duty are required to notify their supervisor no later than their next scheduled work day. Time off from work due to jury duty shall be with pay, based on the employee's regular rate of pay for the number of hours off work. Employees are expected to return to work once they have been excused from jury duty during regular working hours.

The employee is required to remit any payment received for services rendered as a jurist. The employee may retain mileage reimbursement and any payment for services rendered while serving as a jurist during non-work hours

Administrative Leave

In the event the Courthouse/County Government is closed due to natural disaster, adverse weather conditions, etc. an employee will be excused from attending work without loss of compensation.

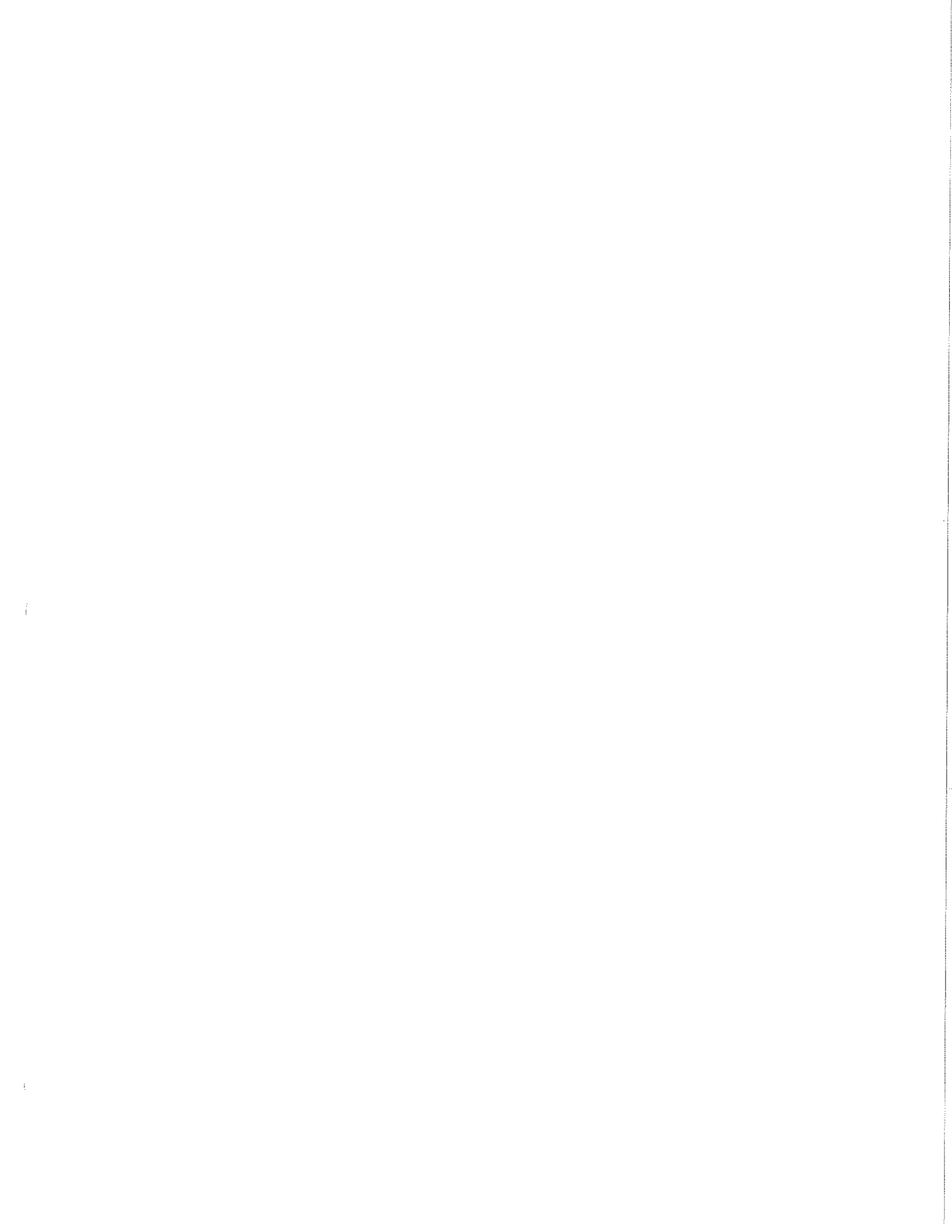
Essential staff will be advised when/how to report for duty, if necessary.

Liberal Leave

In the event adverse weather conditions exist and an employee feels that it is unsafe to travel to work, liberal leave will be in effect. Liberal leave allows an employee to take a day's vacation or a day off without pay if unable to get to work. The employeeEmployees -isare responsible for contacting their supervisor to advise if they choose Liberal Leave or request other accommodations. Essential staff will be advised when/how to report for duty.

RECORD KEEPING

Elected Officials/Department Heads or their designee will be responsible for record keeping pertinent to these guidelines. This record keeping does not preclude any records required by the Clerk of the County Commission or the payroll clerk.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin, P.E., Chief County Engineer
Jennie Brockman, Director, Planning & Zoning

Department or Organization: Engineering Department and Planning & Zoning Department

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: June 4, 2015

Date Requested – 2nd Choice: June 18, 2015

Subject (*Wording to be placed on agenda*): Proposed Update to the Engineering Department's Permit Fee Schedule and the Planning & Zoning Department's Fee Schedule.

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

During the 2015 FY budget presentations the County Commission requested that staff present to the County Commission updated permit fee schedules for their consideration. Attached are the proposed fee schedules along with a history of permit fees.

Engineering – Office of Building Permits & Inspections

The Building Permit & Inspections fee schedules reflect less than a 4% increase in permit fees. This fee covers the residential and commercial building plans review, the required building inspections, and the administration and recording keeping on all building permits. There has not been an increase in the building permit fees since 2001.

Planning & Zoning

The Planning & Zoning Department fee schedule presents fees for both residential and commercial subdivisions, and for site plans (i.e., commercial and industrial type projects on individual parcels). The Planning Commission has always had a fee for residential and commercial subdivisions, but not for site plans. Site plans have been processed to date without being assessed a fee. The Planning Commission's Site Plan fee is a fee proposed to cover some of the cost of processing commercial and industrial type site plan submissions.

The proposed Planning & Zoning fee schedule format brings the fee schedule in line with the current planning and subdivision regulations process/phases, which changed when the new Subdivision and Land Development Ordinance was adopted in 2009. The format should be more user friendly and understandable.

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)*:

The following are options for County Commission action on this matter:

1. Move to adopt the permit fee schedules as presented; or
2. Move to adopt the permit fee schedules with revisions as discussed; or
3. Move to keep the current permit fee schedules.

Note: The Engineering Department's proposed fee schedules and the Planning and Zoning Department's proposed fee schedules are presented together under this agenda item request; however, it is our intent that the County Commission may take separate action on each department's proposed fee schedules.

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

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 Phone Number: 304-728-3257

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

ENGINEERING
BUILDING PERMITS & INSPECTIONS

Engineering Department
Proposed Building Permit Fee Schedules

June 4, 2015

History

Updated permit fees were established at the time the Building Code was adopted in 2001, and some fees were then increased again around year 2003. There have been no permit fee increases since then.

In 2010, the Chief County Engineer and the Director of Planning & Zoning proposed updated fee schedules to the County Commission; however, the County Commission did not adopt the proposed fee schedules or any increase in permit fees.

In 2014, the County Commission directed that an increase in permit fees be proposed and presented to them again for consideration.

Types of Fees

For purposes of this discussion, the fees that we have in place are "building permit fees" and "land development fees."

1. Building Permit Fees

Building permit fees apply to the structures only, which are built throughout the county. They are imposed under the Jefferson County Building Code Enforcement Ordinance. The fee covers the processing of building permit applications, review and approval of the construction plans, scheduling and performing inspections, maintaining records and issuing Certificates of Use & Occupancy. Examples of typical structures include: single-family dwellings, townhouses, apartment buildings, mobile/manufactured homes, churches, restaurants, grocery stores, hotels, self-storage facilities, convenience stores, office buildings, and additions and remodeling projects, etc.

Under the Building Code Enforcement Ordinance we deal with two categories of projects:

- A. **International Residential Code (IRC)** – construction related to residential dwellings; and
- B. **International Building Code (IBC)** – construction related to commercial & industrial type projects.

Therefore, we have a fee schedule for residential type (IRC) projects and another fee schedule for commercial/industrial type (IBC) projects.

2. Land Development Fees

Land development fees apply to subdivision plats and/or site plans that are processed and approved by the Jefferson County Planning Commission under the subdivision regulations. The land development fee covers all the steps that staff is involved in from pre-proposal conferences to plan review, public hearings, recording of plats, administration of the construction bond, performing construction inspections, processing bond releases, and reviewing as-built drawings and certifications, etc.

Under land development there are two types of projects:

A. Residential and Commercial Subdivisions.

Examples of residential subdivisions are:

- Locust Hill Subdivision
- Sheridan Estates Subdivision
- Windmill Crossing Townhomes
- Gap View Subdivision
- Cambridge Mobile Home Park

Examples of commercial subdivisions are:

- Bardane Industrial Park
- Burr Business Park
- Sunnyside Business Park
- Jefferson Crossing II

Residential and Commercial Subdivisions have a land development fee that is charged for all the steps that staff is involved in from pre-proposal conferences to plan review, public hearings, recording of plats, administration of the construction bond, performing construction inspections, processing bond releases, and reviewing as-built drawings and certifications. This fee is in addition to the

building permit fee for the structures that are built on each individual lot.

B. Site Plans

Examples of site plan projects are:

- IHOP Restaurant (Jefferson Crossing II)
- Valley Health Medical Transport (Burr Business Park)
- U.S. Coast Guard Office Bldg. (Bardane Industrial Park)
- Fellowship Bible Church (outlying parcel)
- Charles Town Races

However, for site plans there is no land development fee in place. The building permit fee that is charged for the structure has historically been considered to also cover the cost of processing the site plan.

The review and processing of the site plan is entirely separate from that required for the building permit. The Site Plan requires the same amount of processing as a residential or commercial subdivision, which requires staff to be involved from the pre-proposal conferences to plan review, public hearings, administration of the construction bond, performing construction inspections, processing bond releases, and reviewing as-built drawings and certifications.

Proposed Fee Schedules

The current fee schedule format is a unit based (e.g., cost/sq.-ft. of floor area), or in some cases a combination of value based (e.g., fee based on market value of project) plus unit based fee schedule.

With the proposed fee schedule we move to a total unit based fee schedule format. The fee is basically a set minimum base amount plus an additional fee per sq.-ft. of floor area.

Pro's

- Applicant can't manipulate market values to decrease the permit fee; and
- Unit values (sq.-ft of floor area) are easier for staff to verify off the plans versus having no data to verify market value, which means that with a market value system the staff would have to rely on the honor system; and
- As the size of project increases, which results in more staff time, the permit fee increases; and vice-versa.

Con's

- No automatic inflationary adjustment (which automatically occurs with a value based fee schedule) to the permit fees. With a unit based fee schedule we will need to periodically increase the fees due to inflation.

With the proposed fee schedule, we also added fee categories/items that are missing so the fee schedule matches up with the way we do business and to reflect the types of projects we encounter. This should make it less confusing for the permit applicants since it will be easier for them to determine which fee applies to their project.

For determining the proposed fee amounts the base fee cost amount was increased 10% and the unit fee cost amount was increased 10%. The 10% increase is less than the 31% increase that would occur if adjusted at an annual inflationary rate of 2.5% over the past 11 years. However, the 10% amount lets us look at the amount of additional revenue generated for each additional 10% increment of fee increases.

Permit fees collected by the Engineering Department over the past 5 calendar years is as follows:

Engineering Department		
Building Permit Fee Annual Revenue		
Year	No. of Permits	Permit Fees Collected
2009	685	\$140,711
2010	711	\$165,717
2011	683	\$151,574
2012	642	\$133,038
2013	631	\$156,080
2014	682	\$173,799

It is estimated that for every 10% increase in fees an additional \$15,000 in permit fee revenue will be generated by the by the Engineering Department at the current permit rate of permits issued.

Jefferson County, West Virginia
Engineering Department

Miscellaneous Fees

**PROPOSED
MISCELLANEOUS FEES
SCHEDULE
Final Draft
As of June 4, 2015**

Date: 6/4/2015

No.	Item	Current Fee	Proposed Fee
1	Minor Redline Revisions - Preliminary Plats & Site Plans	\$150	\$175
2	Major Redline Revisions - Preliminary Plats & Site Plans	\$150	\$250
3	Land Development Site Work - Inspection	\$50	\$55
3	Land Development Site Work - Reinspection (due to failed inspection)	\$50	\$55
4	Final Plat - Minor Amendment Review	\$0	\$75
5	Construction Bond - Time Extension Request	\$300	\$300
6	Construction Bond - Surety Renewal	\$0	\$300
7	Construction Bond - Tolling of Bonding Request	\$0	\$300
8	Floodplain Ordinance - Floodplain Delineations	\$10	\$10
9	Floodplain Ordinance - 100 Yr. Flood Elevation Determination	\$0	\$25
10	Floodplain Ordinance - Review of LOMA or LOMR requests	\$0	\$25
11	Small format Document Copies - (letter, legal & 11"x17")	\$1/page	\$1/page
12	Large format Document Copies (plan sheets, maps, etc.)	\$7.50/sheet	\$7.50/sheet
13			
14			
15			
16			
17			
18			

Jefferson County, West Virginia
 Engineering Department
 Office of Building Permits & Inspections

**PROPOSED IRC BUILDING PERMIT FEE SCHEDULE
 FINAL DRAFT
 (As of June 4, 2015)**

IRC - Residential Building Permit Fee Schedule

Date: 6/4/2015

Residential Permit Type	Current Fee				Residential Permit Type	Proposed Fee			
	Base Fee	Fee per Sq.-Ft. of Finished Area	Fee per Sq.-Ft. of Un-finished Area	Fee per Porch Deck/Stoop		Base Fee	Fee per Sq.-Ft. of Finished Area	Fee per Sq.-Ft. of Un-finished Area	Fee per Porch Deck/Stoop at Entry Doors
Single-Family Dwelling	\$25.00	\$0.18	\$0.10	\$25/each	Single-Family Dwelling	\$50.00	\$0.18	\$0.10	\$30/each
Mobile/Manufactured Home	\$25.00	\$0.18	\$0.10	\$25/each	Mobile/Manufactured Home	\$50.00	\$0.18	\$0.10	\$30/each
Townhouse & Duplex (less than 4 story)	\$25 per unit	\$0.20	\$0.10	\$25/each	Townhouse & Duplex (less than 4 story)	\$50 per unit	\$0.20	\$0.10	\$30/each
Residential Dwelling Addition	\$50.00	\$0.18	\$0.00	\$25/each	Residential Dwelling Addition	\$55.00	\$0.18	\$0.00	\$30/each
Residential Interior Room/Basement Renovation	\$50 + \$50 per required inspection				Residential Interior Room/Basement Renovation	\$75 + \$50 per required inspection			
Chimney/Fireplace (added to existing dwelling)	\$100 per chimney				Chimney/Fireplace (added to existing dwelling)	\$110 per chimney			
Sheds/Garage/Structure ancillary to Residence	\$50.00	\$0.18	\$0.08		Sheds/Garage/Structure ancillary to Residence	\$60.00	\$0.18	\$0.08	
Decks	\$50.00	plus \$0.08/sq.-ft. of deck area			Decks	\$60.00	plus \$0.08/sq.-ft. of deck area		
Swimming Pool	\$50.00	plus \$0.08/sq.-ft. of pool area and patio area.			Swimming Pool	\$60.00	plus \$0.08/sq.-ft. of pool area and patio area.		
Replacement Windows	\$100.00				Replacement Windows	\$110.00			
Electrial Wiring Only (Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.)	\$100.00				Electrial Wiring Only (Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.)	\$110.00			
Demolition - Residential Dwelling	\$100.00	\$0.00	\$0.00		Demolition - Residential Dwelling	\$110.00	\$0.00	\$0.00	
Retaining Wall (4' or more from footer to top wall)	\$50 plus \$0.08/lineal foot of wall				Retaining Wall (4' or more from footer to top wall)	\$60 plus \$0.08/lineal foot of wall			
Fence (6' or more in height above ground surface)	\$50 plus \$0.08/lineal foot of fence				Fence (6' or more in height above ground surface)	\$60 plus \$0.08/lineal foot of fence			
Agricultural Building	\$50.00	\$0.00	\$0.00		Agricultural Building	\$55.00	\$0.00	\$0.00	
Re-inspection Fee	\$50/each re-inspection, paid prior to re-inspection				Re-inspection Fee	\$50/each re-inspection, paid prior to re-inspection			
Plan change after permit issued	\$50 plus \$50 for each additional inspection due to plan change.				Plan change after permit issued	\$50 plus \$50 for each additional inspection due to plan change.			
Permit Application Denied & Resubmitted within 90 days for review; \$75 re-application fee					Permit Application Denied & Resubmitted within 90 days for review; \$75 re-application fee				
Beginning Construction Without a Permit	1st time = \$50	2nd time = \$150	3rd time = \$300		Beginning Construction Without a Permit	1st time = \$50	2nd time = \$150	3rd time = \$300	

Jefferson County, West Virginia
Engineering Department
Office of Building Permits & Inspections

**PROPOSED IBC BUILDING PERMIT FEE SCHEDULE
FINAL DRAFT
(As of June 4, 2015)**

IBC - Commercial/Industrial Building Permit Fee Schedule

Date: 6/4/2015

Commercial Permit Type	Current Fee			Commercial Permit Type	Proposed Fee		
	Base Fee	Fee per Sq.-Ft. of Finished Area	Fee per Sq.-Ft. of Un-finished Area		Base Fee	Fee per Sq.-Ft. of Finished Floor Area	Fee per Sq.-Ft. of Un-finished Floor Area
Commercial/Industrial/Multi-Family Buildings (value less than \$50,000)	\$250.00	\$0.18	\$0.18	Commercial/Industrial/Multi-Family Buildings (Less than 1,000 sq.-ft. floor area)	\$275.00	\$0.18	\$0.18
Commercial/Industrial/Multi-Family Buildings (value greater than \$50,000)	\$500.00	\$0.18	\$0.18	Commercial/Industrial/Multi-Family Buildings (Greater than or equal to 1,000 sq.-ft. floor area)	\$550.00	\$0.18	\$0.18
Commercial Interior Room Renovation	\$1,000 plus \$50 per required inspection			Commercial Interior Room Renovation	\$1,000 plus \$50 per required inspection		
Church Building	\$500.00	\$0.18	\$0.18	Church Building	\$550.00	\$0.18	\$0.18
Church Addition, Pavilions & Ancillary Structures (value less than \$25,000)	\$50 plus \$50 per required inspection			Church Addition, Pavilions & Ancillary Structures (Less than 1,000 sq.-ft. floor area/foot print)	\$75 + \$50 per required inspection		
Church Addition, Pavilions & Ancillary Structures (value greater than \$25,000)	\$250.00	\$0.18	\$0.18	Church Addition, Pavilions & Ancillary Structures (Greater than or equal to 1,000 sq.-ft. floor area/foot print)	\$275	\$0.18	\$0.18
Institutional (hospital, school, fire hall, etc.)	\$250.00	\$0.18	\$0.18	Institutional (hospital, school, fire hall, etc.)	\$275	\$0.18	\$0.18
Commercial Swimming Pool	\$250.00	Plus \$0.18/sq.-ft. of pool & patio area		Commercial/Institutional Swimming Pool	\$275 per pool + \$0.18/sq-ft of pool & patio; \$250 per Whirlpool/Hot Tub		
Demolition Permit	\$200.00	\$0.00	\$0.00	Demolition Permit	\$225.00	\$0.00	\$0.00
Existing Cell Tower or Electric Substation & Equipment	\$250.00	\$0.00	\$0.00	Existing Cell Tower or Electric Substation & Equipment	\$275.00	\$0.00	\$0.00
New Cell Tower or Electric Substation & Equipment	\$1,000.00	\$0.00	\$0.00	New Cell Tower or Electric Substation & Equipment	\$1,100.00	\$0.00	\$0.00
Temporary Construction Trailers	\$50.00	\$0.00	\$0.00	Temporary Construction Trailers	\$60.00	\$0.00	\$0.00
Sign Permit: Value < or = to \$2,500	\$50.00	N/A	N/A	Sign Permit: Value < or = to \$2,500	\$60.00	N/A	N/A
Sign Permit: Value > \$2,500	\$250.00	N/A	N/A	Sign Permit: Value > \$2,500	\$275.00	N/A	N/A
Retaining Wall (4' or more from footer to top wall)	\$50 plus \$0.08/lineal foot of wall			Retaining Wall (4' or more from footer to top wall)	\$60 plus \$0.08/lineal foot of wall		
Fence (6' or more in height above ground surface)	\$50 plus \$0.08/lineal foot of fence			Fence (6' or more in height above ground surface)	\$60 plus \$0.08/lineal foot of fence		
Replacement Windows	\$100.00			Replacement Windows	\$110.00		
Electrical Wiring Only (Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.)	\$100.00			Electrical Wiring Only (Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.)	\$110.00		
Site Plan with no Structures (parking lot, walkway, etc.)	\$250.00	plus \$1.00 for every \$1,000 value > \$50,000		Site Plan with no Structures (parking lot, walkway, etc.)	\$275.00	plus \$1.00 for every \$1,000 value > \$50,000	
Re-inspection Fee	\$50/each re-inspection, paid prior to re-inspection			Re-inspection Fee	\$50/each re-inspection, paid prior to re-inspection		
Plan change after permit application reviewed	\$50 plus \$50 for each additional inspection due to plan change.			Plan change after permit application reviewed	\$50 plus \$50 for each additional inspection due to plan change.		
Permit Application Denied & Resubmitted within 90 days for review: \$75 re-application fee.				Permit Application Denied & Resubmitted within 90 days for review: \$100 re-application fee.			
Beginning Construction Without a Permit	1st time = \$50	2nd time = \$150	3rd time = \$300	Beginning Construction Without a Permit	(1st time = \$50, 2nd time \$150, 3rd time \$300) + permit fee		

Building Permit Fees
Current vs. Proposed Fee Schedule
(Sample of Previous Projects and the Fees)

Current Fees					Proposed Fees							Difference between Current Fee Schedule & Proposed Fee Schedule
File No.	Project Name	Base Fee	Finished Area (Sq-Ft)	Individual Building Components Permit Fee Charged	Total Project Building Permit Fee Charged	Proposed Base Fee	Finished Area (Sq-Ft)	Finished Area Per Sq-Ft Fee	Finished Area Fee Total	Individual Building Components Proposed Permit Fee Total	Total Project Proposed Building Permit Fee	
502-18	AT&T Wireless Cell Tower	\$1,000	0	\$1,474	\$1,474	\$1,100	0	\$0.18	\$0	\$1,100	\$1,100	-\$374
503-11	CT Self-storage (6000 sq-ft)	\$250	6,000	\$1,330	\$7,496	\$550	6,000	\$0.18	\$1,080	\$1,630	\$7,896	\$300
	CT Self-storage (14300 sq-ft)	\$500	14,300	\$3,074		\$550	14,300	\$0.18	\$2,574	\$3,124		\$50
	CT Self-storage (14400 sq-ft)	\$500	14,400	\$3,092		\$550	14,400	\$0.18	\$2,592	\$3,142		\$50
503-09	Cingular Wireless Cell Tower	\$1,000	\$250 for 5 cabinets	\$1,250	\$1,250	\$1,100	0	\$0.18	\$0	\$1,100	\$1,100	-\$150
504-18	Long John Silver's Restaurant (1 ac)	\$500	2,818	\$1,007	\$1,007	\$550	2,818	\$0.18	\$507	\$1,057	\$1,057	\$50
504-22	Jefferson Security Bank (2.41 ac)	\$500	7,200	\$1,796	\$1,796	\$550	7,200	\$0.18	\$1,296	\$1,846	\$1,846	\$50
501-04	Ruby Tuesday's Restaurant (1.5 ac)	\$250	5,097	\$1,167	\$1,167	\$550	5,097	\$0.18	\$917	\$1,467	\$1,467	\$300
505-08	Applebee's Restaurant (1.3 ac)	\$500	5,130	\$1,423	\$1,423	\$550	5,130	\$0.18	\$923	\$1,473	\$1,473	\$50
506-11	Jefferson Crossing II Office Building Complex (3.54 ac) 7200 SF	\$500	7,200	\$1,796	\$4,888	\$550	7,200	\$0.18	\$1,296	\$1,846	\$4,988	\$50
	Jefferson Crossing II Office Building Complex (3.54 ac) 14400 SF	\$500	14,400	\$3,092		\$550	14,400	\$0.18	\$2,592	\$3,142		\$50
505-11	Martin's Grocery Store Expansion	\$500	82,295	\$15,313	\$15,313	\$550	82,295	\$0.18	\$14,813	\$15,363	\$15,363	\$50
505-13	Rock Spring Church (14.5 ac)	\$500	10,500	\$2,390	\$2,390	\$550	10,500	\$0.18	\$1,890	\$2,440	\$2,440	\$50
505-09	Route 340 Business Center (7.95 ac) 10,000 SF (office/retail)	\$500	10,000	\$2,300	\$5,140	\$550	10,000	\$0.18	\$1,800	\$2,350	\$5,240	\$50
	Route 340 Business Center (7.95 ac) 13,000 SF (office/retail)	\$500	13,000	\$2,840		\$550	13,000	\$0.18	\$2,340	\$2,890		\$50
	Route 340 Business Center (7.95 ac) 10,250 SF (mini storage)	\$500	10,250	\$2,345	\$7,885	\$550	10,250	\$0.18	\$1,845	\$2,395	\$8,585	\$50
	Route 340 Business Center (7.95 ac) 22,122 SF (mini storage)	\$500	22,172	\$4,491		\$550	22,172	\$0.18	\$3,991	\$4,541		\$50
	Route 340 Business Center (7.95 ac) 2,600 SF (mini storage)	\$250	2,600	\$718		\$550	2,600	\$0.18	\$468	\$1,018		\$300
	Route 340 Business Center (7.95 ac) 450 SF (mini storage)	\$250	450	\$331		\$550	450	\$0.18	\$81	\$631		\$300
Total Permit Fees Charged All Projects =					\$51,230	Total Permit Fees Proposed All Projects =					\$52,556	

Total Net Fee Increase from All Projects = \$1,326
Percent Net Increase = 2.59%
Percent Increase (not including Cell Towers) = 3.61%

Date: 4/8/2015

Jefferson County Planning Commission									Office of Building Permits & Inspections	Proposed Fees Total
Proposed Land Development Fee									Proposed Building Permit Fee	
		A	B	C			A+B+C	D	A+B+C+D	
File No.	Project Name	Proposed Base Fee	Concept Plan Fee	Project Impervious Area (Sq-Ft)	Impervious Area Fee Charge Per Sq-Ft	Impervious Area Fee	Other Fee	Proposed Planning Commission Fee Total	Proposed Building Permit Fee Total	Proposed Planning Commission & Building Permit Fees Total
S02-18	AT&T Wireless Cell Tower	\$500	\$275	N/A	\$0.00	\$0		\$775	\$1,100	\$1,875
S03-11	CT Self-storage (20,400sq-ft)	\$500	\$275	65,530	\$0.00	\$0		\$775	\$7,896	\$8,671
S03-09	Cingular Wireless Cell Tower	\$500	\$275	N/A	\$0.00	\$0		\$775	\$1,100	\$1,875
S04-18	Long John Silver's Restaurant (1 ac)	\$1,200	\$0	No Net Increase	\$0.02	\$0		\$1,200	\$1,057	\$2,257
S04-22	Jefferson Security Bank (2.41 ac)	\$1,200	\$0	38,560	\$0.02	\$771		\$1,971	\$1,846	\$3,817
S01-04	Ruby Tuesday's Restaurant (1.5 ac)	\$1,200	\$275	47,298	\$0.02	\$946		\$2,421	\$1,467	\$3,888
S05-08	Applebee's Restaurant (1.3 ac)	\$1,200	\$275	40,037	\$0.02	\$801		\$2,276	\$1,473	\$3,749
S06-11	Jefferson Crossing II Office Building Complex (3.54 ac)	\$1,200	\$275	82,110	\$0.02	\$1,642		\$3,117	\$4,988	\$8,105
S05-11	Martin's Grocery Store Expansion	\$1,800	\$275	No Net Increase	\$0.02	\$0		\$2,075	\$15,363	\$17,438
S05-13	Rock Spring Church (14.5 ac)	\$1,800	\$275	149,638	\$0.02	\$2,993		\$5,068	\$2,440	\$7,508
S05-09	Route 340 Business Center (7.95 ac) (1/2 of site Mini Storage)	\$500	\$275	35,472	\$0.00	\$0		\$775	\$8,585	\$9,360
	Route 340 Business Center (7.95 ac) (1/2 of site Office/Retail)	\$1,800	\$0	23,000	\$0.02	\$460		\$2,260	\$5,240	\$7,500
Total =								\$23,488	\$52,556	\$76,044

PLANNING & ZONING

JEFFERSON COUNTY, WEST VIRGINIA
Department of Planning & Zoning
116 East Washington Street, 2nd Floor
P.O. Box 338
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

MEMO

TO: County Commission Members
FROM: Jennifer M. Brockman, AICP, Director, Planning and Zoning Department
DATE: May 7, 2015
RE: Potential Planning and Zoning Land Development Fee Increases

Overview

In response to budget and revenue concerns expressed by the County Commission early in 2014, Planning and Zoning staff reviewed older proposed fee increases as options for the County Commission to reconsider. Attached is a proposed update to the 2001 Land Development Fee Schedule reflecting a 10% increase in land development and subdivision fees, breaking fees down to follow the current Subdivision Regulation processes, and adding fees for site plans. A similar update was proposed to the County Commission by the Planning Commission in early 2011. A separate proposal related to Building Permit and Engineering fees is being presented by the Department of Engineering.

Potential revisions to the fees were discussed extensively between 2009 and 2011, but no increase occurred at that time, and fee increases have not been considered recently. Staff respectfully requests that, at a minimum, the revised fee structure be approved and fees be added for the major and minor site plan for which no fees are currently charged.

History of Fee Revisions Considered

The current Land Development and Subdivision Fee Schedule was approved by the County Commission in 2001. After the adoption of the November 2008 Subdivision Regulations, the Planning Commission and Planning, Zoning, and Engineering staff initiated a review of the 2001 Land Development Fees to determine if they accurately reflected the costs associated with development review activities. The effort to develop actual cost recovery fees was thoroughly vetted and received considerable input. In October 2010, the County Commission reviewed the last version of the cost recovery fees forwarded to them by the Planning Commission and determined that cost recovery would result in fees that were too high and were not realistic for the current economy. The County Commission sent the fees back to the Planning Commission to reconsider the proposal. Later that month, the Planning Commission directed staff to utilize the new format developed during the cost recovery analysis that reflects the newer Subdivision Regulation processes and modify the current land development fees to reflect a 20% increase above current levels.

In January 2011, staff presented the Land Development Fee proposal in the format requested by the Planning Commission generally reflecting a 20% increase in fees. Development review categories for which no fee currently exists were noted. In some cases, staff recommended a fee and in some cases these were left at zero for the Commission's consideration. Additional details to the breakdown were also presented. At that time the Planning Commission made a motion to have staff rework the current proposed fees to indicate no more than a 10% increase in current fees. When this 10% increase was

presented to the County Commission in February 2011, the Commission voted to postpone consideration of these fee increases for a minimum of two years. The time is ripe for this reconsideration and the attached tables reflect the 10% increase proposed in 2011 with some minor modifications. Please note that this follows the format previously requested that more closely parallels the most recent versions of the Zoning and Land Development Ordinance and the Subdivision and Land Development Regulations. Fees for items that currently have no fees, such as concept plans and site plans, are listed in blue for the Commission's information.

Attachments:

- Proposed Land Development Fee Schedule, May 2015
- Table 1: Subdivision Fees – Current Fees vs. Proposed Fees Comparison

Planning & Zoning Departments'
Proposed Land Development Fee Schedule
 May 2015

Minor Residential Subdivision	Current Fee	Proposed Fee
≤ 5 Lots	Final Plat	Final Plat
Base Fee Per Plat	\$200	\$220
Plus Per Lot Fee	\$200	\$220

Merger Deed (Lot Line Adjustment)	Current Fee	Proposed Fee
Base Fee Per Plat	\$100	\$110
Plus Per Lot Fee	\$100	\$110

Minor Non-Residential Subdivision	Current Fee	Proposed Fee
≤ 5 Lots; 4 & Residue (maximum); and only in existing approved Commercial/Industrial Park	Final Plat	Final Plat
Base Fee Per Plat	\$300	\$330
Plus Per Lot Fee	\$500	\$550

Major Residential Subdivision	Current Fee			Proposed Fee		
> 5 Lots	CIS (old ord)	Preliminary Plat (each phase)	Final Plat (each phase)	Concept Plan (new regs)	Preliminary Plat (each phase)	Final Plat (each phase)
Base Fee Per Plat	1-50 Lots \$250	\$150	\$150	1-50 Lots \$275	\$180	\$150
Plus Per Lot Fee	50+ Lots \$1,000	\$250	\$150	50+ Lots \$1,100	\$275	\$165

**Red cells indicate proposed 10% fee increase*

Planning & Zoning Departments'
Proposed Land Development Fee Schedule
 May 2015

Major Non-Residential Subdivision	Current Fee			Proposed Fee		
	CIS (old ord)	Preliminary Plat (each phase)	Final Plat (each phase)	Concept Plan (new regs)	Preliminary Plat (each phase)	Final Plat (each phase)
> 5 Lots						
Base Fee Per Plat	1-50 Lots \$250	\$150	\$150	1-50 Lots \$275	\$180	\$150
Plus Per Lot Fee	50+ Lots \$1,000	\$250	\$250		50+ Lots \$1,100	\$275

Mobile Home Park Site Plan (No subdivision of lots)	Current Fee		Proposed Fee	
	Site Plan, Bonding, & Milestone Inspections (Re-inspection Fees Apply)		Site Plan, Bonding, & Milestone Inspections (Re-inspection Fees Apply)	
CIS (old ord) / Concept Plan (new regs)	\$250		\$275	
Base Fee Per Park	\$250		\$270	
Plus Gross Project Acre	\$100		\$110	
Per Mobile Home Pad	\$200		\$220	
Per Principal Building	\$100		\$110	

Campground Site Plan	Current Fee		Proposed Fee	
	Site Plan, Bonding, & Milestone Inspections (Re-inspection Fees Apply)		Site Plan, Bonding, & Milestone Inspections (Re-inspection Fees Apply)	
CIS (old ord) / Concept Plan (new regs)	\$250		\$275	
Base Fee Per Project	\$250		\$270	
Plus Gross Project Acre	\$100		\$110	
Per Campsite	\$200		\$220	
Per Principal Building	\$100		\$110	

Planning & Zoning Departments'
Proposed Land Development Fee Schedule
 May 2015

Townhome, Condominium, Apartment, & Motel/Hotel Site Plan (no subdivision of lots)	Current Fee Site Plan, Bonding, & Milestone Inspections (Re-inspection Fees Apply)	Proposed Fee Site Plan, Bonding, & Milestone Inspections (Re-inspection Fees Apply)
CIS (old ord) / Concept Plan (new regs)	\$250	\$275
Base Fee Per Plat	\$250	\$270
Plus Gross Project Acre	\$100	\$110
Per Principal Building	\$200	\$220
Per Unit	\$100	\$110

Self-Storage Units Site Plan & Minor or Major Process	Current Fee	Proposed Fee
Concept Plan	---	\$275
Base Fee Per Plan	---	\$500

Cell Tower Site Plan <i>*See Section 10 of the Subdivision Regulations for processing details.</i>	Current Fee	Proposed Fee
Concept Plan	---	\$275
Base Fee Per Plan	---	\$500

Minor/Limited Site Plan <i>*Structures less than 1600 sq. ft., or 35% of existing structure; whichever is smaller. (Section 20.203.B, Subdivision Regulations)</i>	Current Fee	Proposed Fee
Base Fee Per Plan	---	\$600

Planning & Zoning Departments'
Proposed Land Development Fee Schedule
 May 2015

Minor/Full Site Plan *Structures greater than 1,600 sq. ft. and less than 5,000 sq. ft. (Section 20.203.C, Subdivision Regulations)	Current Fee	Proposed Fee
Base Fee Per Plan	---	\$1,200
Plus fee for area over 1,600 sq. ft. and less than 5,000 sq. ft. of impervious area.	--	\$.02 per sq. ft. of impervious area over 1,600 sq. ft.

Minor/Full Site Plan with Concept Plan *Structures greater than 5,000 sq. ft. and less than 50,000 sq. ft. (Section 20.203, Subdivision Regulations)	Current Fee	Proposed Fee
Concept Plan	---	\$275
Base Fee Per Plan	---	\$1,200
Plus fee for area over 5,000 sq. ft. of impervious area.	--	\$.02 per sq. ft. of impervious area over 5,000 sq. ft.

Major/Full Site Plan *Structures greater than 50,000 sq. ft. (Section 20.204, Subdivision Regulations)	Current Fee	Proposed Fee
Concept Plan	---	\$275
Base Fee Per Plan	---	\$1,800
Plus fee for area over 50,000 sq. ft. of impervious area.	--	\$.02 per sq. ft. of impervious area over 5,000 sq. ft.

Planning & Zoning Departments'
Proposed Land Development Fee Schedule
 May 2015

Redline Revision (Section 1.3.B, Subdivision Regulations)	Current Fee		Proposed Fee	
	Preliminary Plat	Site Plan	Preliminary Plat	Site Plan
Minor revision Base Fee Per Plan (up to 3 different revisions on one submission)	\$150	\$150	\$165	\$165
Major Revision Base Fee Per Plan (up to 3 different revisions on one submission)	---	---	\$250	\$250

<u>ZONING ITEMS</u>	<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>
Zoning Ordinance Text Amendment Application	-	\$1100
Zoning Map Amendment Application (Rezoning)	\$1000 + \$50 per acre	\$1100 + \$55 per acre
Conditional Use Permit (CUP) Application without LESA	\$250 + \$50 per acre	\$275 + \$55 per acre
Conditional Use Permit (CUP) Application with LESA	\$250 + \$50 per acre	\$275 + \$55 per acre 50% returned if the project fails LESA 0% returned if the project fails LESA & loses an appeal to BZA
Modification of existing CUP requiring Board/Commission Approval	\$250 + \$25 per acre	\$275 + \$25 per acre
Appeal of CUP once issued by Board/Commission	\$250 per appeal filed	\$275 per appeal filed
Zoning Variance Application	\$100 per section varied	\$110 per section varied
Multiple Use Variances	\$200	\$220
Zoning Variance Application (construction/use has commenced prior to BZA approval)	\$150	\$165
Administrative Appeal Application (each issue appealed constitutes a separate appeal)	\$100/per item	\$110/per item
Zoning Map Interpretation	No charge	No Charge
Zoning Text Interpretation	No charge	No Charge
Zoning Certificate <i>*No fee if only a tenant change in conforming structure</i>	No charge	\$25

Planning & Zoning Departments'
Proposed Land Development Fee Schedule
 May 2015

<u>SUBDIVISION ITEMS</u>	<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>
Pre-Proposal Conferences	No charge	No Charge
Subdivision Regulations Waiver Request	\$100	\$110
Clerical/Scrivener Error	No charge	\$50

<u>MISCELLANEOUS ITEMS</u>	<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>
Aerial Photograph	\$15	\$16
2014 Comprehensive Plan (text only, no maps)	-	\$20
2014 Comprehensive Plan (text & 11 x 17 maps)	-	\$40
2004 and Older Comprehensive Plan	\$12	\$13
Zoning Map (small – 11 x 17)	\$5	\$5
Zoning Map (medium – 24 x 36)	-	\$10
Zoning Map (large – 36 x 54)	\$20	\$22
CD (copy of meetings, electronic copy of files, etc.)	\$10	\$10
Zoning Ordinance	\$25	\$28
Subdivision Regulations	\$25	\$28
Copies (letter, legal & 11"x17")	\$1/page	\$1/page*
Copies (plan sheets, maps, etc.)	\$7.50/sheet	\$7.50/sheet*
Digital copies, electronically conveyed	-	\$10/sheet/page
*Note: The charge for copies is subject to change and shall be the prevailing rate as set by the County Commission of Jefferson County.		

Note: The fee amounts shown in bold, blue font are services for which there is no current established fee.

Note: These fees do not include any Engineering/Building Permit fees.

Note: All projects vested in process prior to the adoption of this fee schedule will utilize the fee schedule last amended in January 2001.

JEFFERSON COUNTY, WEST VIRGINIA

Department of Planning & Zoning

116 East Washington Street, 2nd Floor

P.O. Box 338

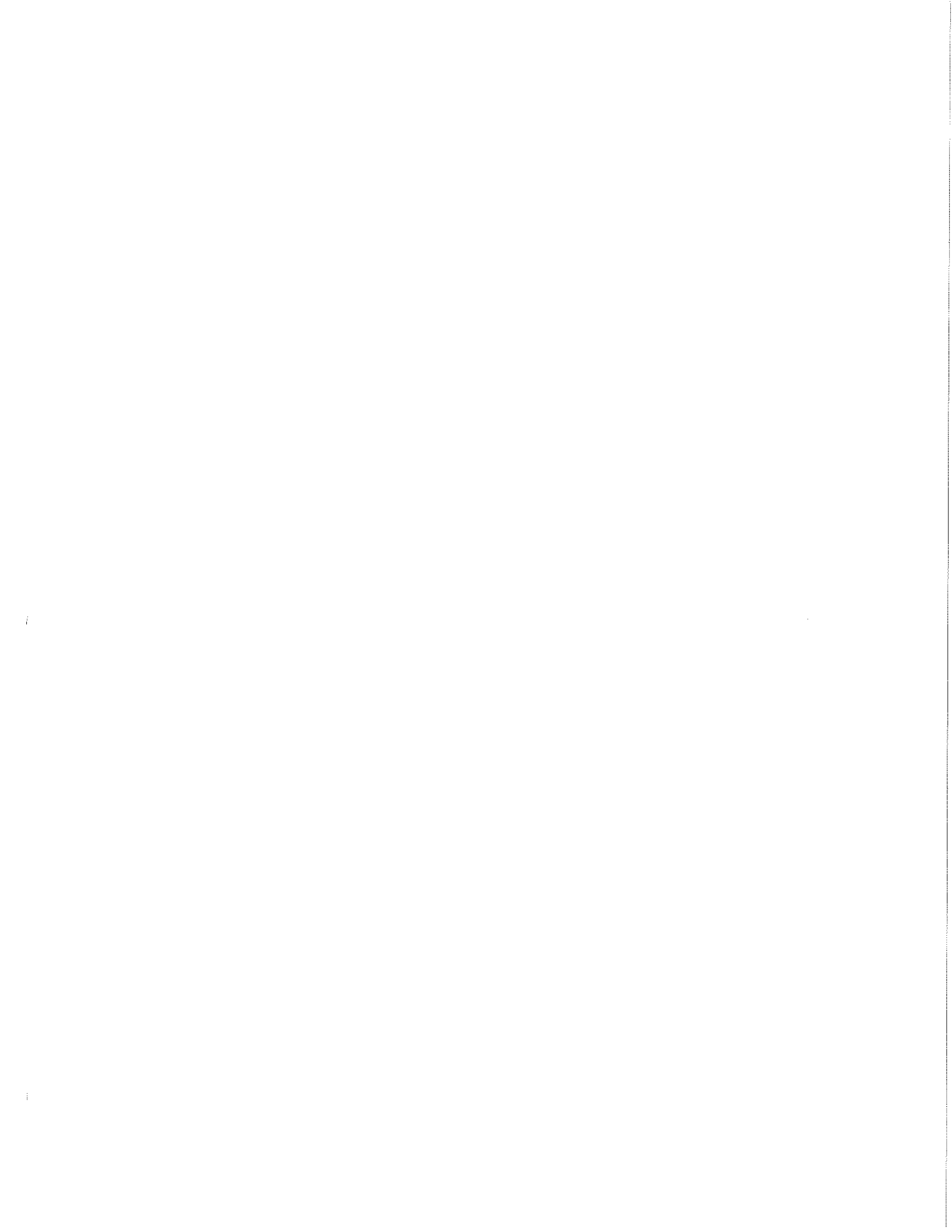
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
 Fax: (304) 728-8126

Table 1					
<u>Subdivision Fees</u>					
<u>Current Fees vs. Proposed Fee Comparison</u>					
Minor Subdivision Fees					
File No.	Project Name	Total Fees Charged	Total Proposed Fees		
14-03	Harold Barlow, Minor Subdivision 3 Residential Lots	\$800	\$880		
12-09	Ellen Smith, Minor Subdivision 2 Residential Lots	\$600	\$660		
04-07	Sunnyside, Minor Subdivision 2 Non-Residential Lots	\$1,300	\$1,430		
Total Fees =		\$2,700	\$2,970		
Major Subdivision Fees					
		Old CIS Fee	Subdivision Fees Charged*	Proposed Concept Plan Fee	Proposed Subdivision Fees
02-13	Breckenridge – Lots 167-221 55 Lots Total	\$1,000	\$22,300	\$1,100	\$24,530
03-11	Chapel View Subdivision 64 SF Lots	\$1000	\$26,200	\$1,100	\$28,490
Total Fees =		\$50,500		\$55,220	

**Total fees charged listed as recorded in files; may include variance or other related fees.*



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Roger Goodwin, Chief County Engineer

Department or Entity: Engineering Department

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: June 4, 2015

Date Requested – 2nd Choice: June 18, 2015 (morning session)

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

Subject: **Property Safety Enforcement Agency – Hearing on Case 14-002
(Joseph O. & Barbara A. Bitner)
Property located at 7211 Queen Street, Middleway, WV 25430
Middleway Tax District, Map 22B, Parcel 0026
Deed Book 512, Page 726**

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

This is a hearing on a code violation under the Property Safety Enforcement Ordinance. On behalf of the Property Safety Enforcement Agency, the Chief County Engineer will present the case/violation and request that the County Commission issue the attached Order to the property owner to bring the property into compliance.

The original complaint was filed by Bernard F. Heiler and eight other citizens on April 23, 2014. The Property Safety Enforcement Agency then filed a Petition/Complaint on October 6, 2014, with the County Clerk's office petitioning the County Commission to order the property owner (Property Safety Enforcement Agency Case 14-002 (Bitner)) to bring the property into compliance with the Property Safety Ordinance.

The property owner was served in person with the Petition/Complaint. The deadline of December 30, 2014, has since passed for the property owner to request a hearing before the County Commission; and the property owner has been non-responsive to all of our requests in this matter.

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

To find the property in violation of the Property Safety Enforcement Ordinance and to issue the Order to the property owner, as presented.

Attachments:

- **The Investigation Report containing the information required to be gathered under the Ordinance.**
- **The Petition/Complaint filed with the County Clerk's Office by the (PSEA).**
- **The Order to be presented to the County Commission for consideration of issuing.**

Jefferson County, West Virginia
Property Safety Enforcement Agency

INVESTIGATION REPORT

Case no. 14-002 (Bitner)

Date: September 30, 2014

1. Sheriff's Tax Office:

Property Owner(s): Joseph O. & Barbara A. Bitner

Mailing Address: P.O. Box 256

City: Hedgesville State: WV Zip: 25427

Tax District: Middleway Map: 22B Parcel No. 0026

Subdivision: N/A Lot no. N/A

Street name: 7211 Queen Street, Middleway, WV 25430

2. Clerk of the County Commission:

Judgement Leins: None

Tax Leins: None

Mechanics Leins: None

Deed of Trust Leins: None

Copy of the Deed Obtained: Yes

Deed Book: 512

Page: 726

3. Assessor's Office:

Copy of Tax Map Obtained: Yes

Parcel Size: 0.38 +/- (acres)

Assessed Value: Land: \$23,700

Structure: \$82,300

8. West Virginia State Police:

Approximate No. of law enforcement problems associated with this property within the last five years?

Nothing on record

9. Jefferson County Sheriff's Department:

Approximate No. of law enforcement problems associated with this property within the last five years?

Nothing on record, but according to the Sheriff, he is aware of complaints and law enforcement issues with this property.

Pictures taken: Yes No

7211 QUEEN STREET, MIDDLEWAY

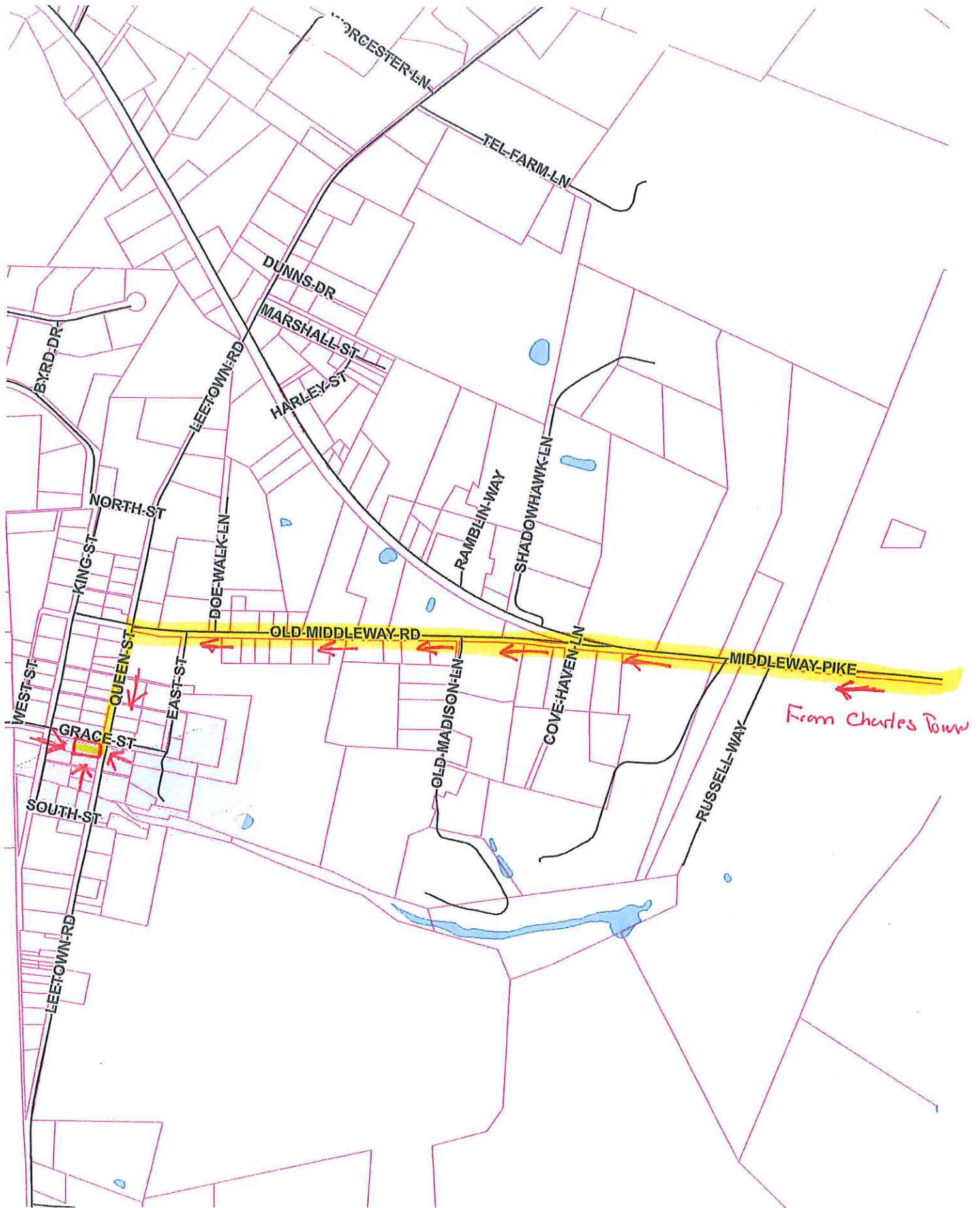


BUILDING FRONT



BUILDING BACK

 **FILE**
4/23/2014





GRACE STREET

GRACE STREET

WEST STREET

SUPPLY STREET

CHARLES STREET

KING STREET

SCHOOL CHURCH

CHURCH STREET

KING STREET

ROCK ALLEY

STREET

ALLEY

QUEEN STREET

W. VA. SEC. RT.

W. VA. SEC. RT.

KING STREET

W. VA. SEC. RT.

QUEEN STREET

STREET

EXEMP

194s

175s

87Ac

120

89s

553

381

40

180

180

180

72

103

180

196

196

207.5

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DECEMBER 18, 2009

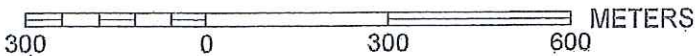
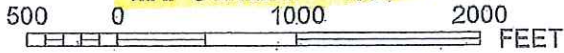
EFFECTIVE DATE(S) OF REVISION(S) TO THIS PANEL

For community map revision history prior to countywide mapping, refer to the Community Map History table located in the Flood Insurance Study report for this jurisdiction.

To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.



MAP SCALE 1" = 1000'



N
F
I
P

PANEL 0115E

FIRM

FLOOD INSURANCE RATE MAP

JEFFERSON COUNTY,
WEST VIRGINIA
AND INCORPORATED AREAS

PANEL 115 OF 245

(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:

<u>COMMUNITY</u>	<u>NUMBER</u>	<u>PANEL</u>	<u>SUFFIX</u>
JEFFERSON COUNTY	540065	0115	E

Notice to User: The Map Number shown below should be used when placing map orders; the Community Number shown above should be used on insurance applications for the subject community.



MAP NUMBER

54037C0115E

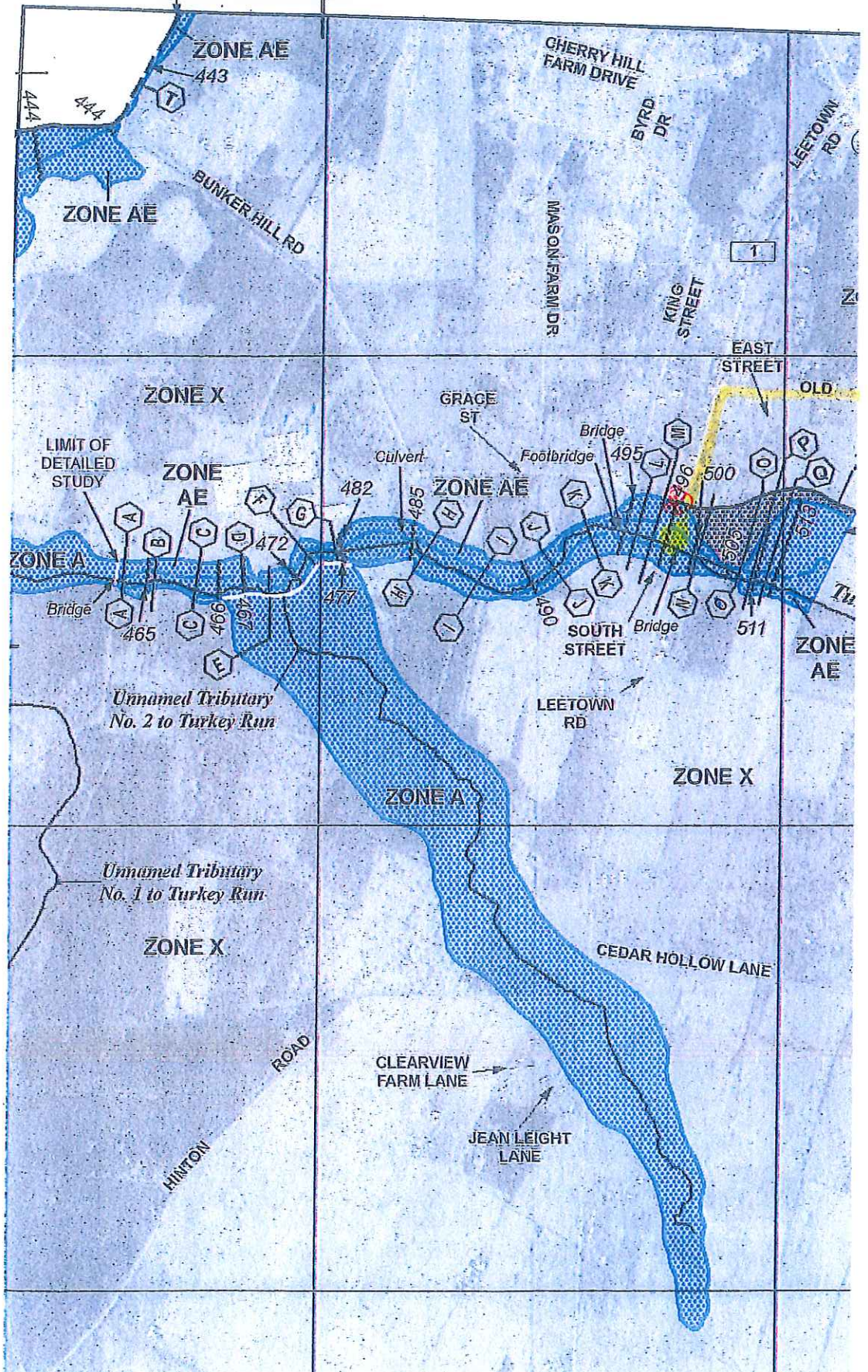
EFFECTIVE DATE

DECEMBER 18, 2009

BERKELEY COUNTY /
JEFFERSON COUNTY

1' 00.000"

2395000 FT





RETURN OF SERVICE

State of West Virginia

County of Jefferson

County Commission Court

Case Number: 14-002 (BITNER)

Plaintiff:

Jefferson County Property Safety Enforcement Agency

vs.

Defendant:

Barbara A Bitner

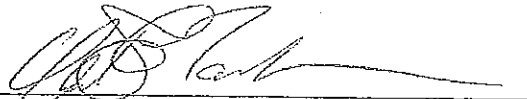
Received by Hewett & Associates to be served on Barbara Ann Bitner, 1747 Conservation Drive, Hedgesville, WV.

I, William Tall, do hereby affirm that on the 11th day of December, 2014 at 1:20 pm, I:

INDIVIDUALLY/PERSONALLY served by delivering a true copy of the Petition/Complaint to: Barbara Ann Bitner at the address of: 1747 Conservation Drive, Hedgesville, WV, and informed said person of the contents therein, in compliance with state statutes.

Description of Person Served: Age: 60, Sex: F, Race/Skin Color: White, Height: 5'5", Weight: 140, Hair: Grey, Glasses: Y

I certify that I am over the age of 18, have no interest in the above action.



William Tall
Process Server

Hewett & Associates
PO Box 463
Keedysville, MD 21756
(800) 776-5069

Our Job Serial Number: HWT-2014000808



IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
JEFFERSON COUNTY PROPERTY SAFETY ENFORCEMENT AGENCY
Petitioner/Complainant

VS

JOSEPH O. & BARBARA A. BITNER
Respondent/Owner

PETITION/COMPLAINT

TO: THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

The Jefferson County Property Safety Enforcement Agency would represent unto the County Commission of Jefferson County, West Virginia, as follows:

1. That the Respondent/Owner is the owner of a parcel of property located at 7211 Queen Street, Middleway, in Jefferson County, West Virginia; which is designated as Deed Book 512, Page 726; and Tax Map 22B, Parcel 0026, in the Middleway Tax District; and is designated as Property Safety Enforcement Agency case no. 14-002.
2. That in January, 2014, the Jefferson County Property Safety Enforcement Agency received a citizen complaint against the property described in paragraph no. 1 herein alleging the following:
 - a. An abandoned and dilapidated dwelling on the property; and
 - b. Accumulated Debris & Refuse on the property; and
 - c. The dwelling is an "Attractive Nuisance" due to not being secured from access by unauthorized persons, possibly resulting in illegal activity and/or vandalism.
3. That the Jefferson County Property Safety Enforcement Agency agreed to accept and investigate the citizen complaints against the property described in paragraph no. 1 herein.
4. That the Jefferson County Property Safety Enforcement Agency, based on a field inspection on May 21, 2014, found that an abandoned and dilapidated dwelling that appears to be an attractive nuisance, trash and debris and a fire hazard exists on the property described in paragraph no.1 herein; which are considered to be unsafe due to dilapidation, unsanitary and fire hazard conditions, or a combination of factors, whether the result of natural or manmade force or effect, which would cause the property to be an attractive nuisance that is unsafe and dangerous or detrimental to the public safety or welfare.
5. That Joseph O. & Barbara A. Bitner the Respondent/Owner, was sent a Notice of Violation Letter by certified mail and regular U. S. mail service, dated June 26, 2014, from the Jefferson County Property Safety Enforcement Agency. The letters were

sent to P.O. Box 256, Hedgesville, WV 25427. The certified mail return receipt letter was not claimed by the Respondent/Owner; however, the letter sent via regular USPS mail service was not returned to us and appears to have been received by the Respondent/Owner.

6. That the Notice of Violation Letter served upon the Respondent/Owner, required the Respondent/Owner to return the dwelling/property to a safe condition by:
 - A. Securing the dwelling unit from access by unauthorized persons by boarding up all first floor windows and doors to prevent the structure from continuing to be an "attractive nuisance"; and
 - B. Removing or barricading the rear exterior staircase to prevent access due to it appearing to be an accident hazard and to prevent access to the structure by unauthorized persons; and
 - C. All trash and debris is removed and disposed of in a legal manner; and
 - D. The brush and overgrowth of vegetation surrounding the structure is cut back away from the dwelling unit to reduce the risk of spread of a structure fire and to provide safe access for emergency responders; and all performed to the satisfaction of the Property Safety Enforcement Agency; and
7. That the Respondent/Owner was given until July 23, 2014, to bring the property into compliance as noted in paragraph 6, above.
8. That the Notice of Violation Letter advised the Respondent/Owner that "the Jefferson County Property Safety Enforcement Agency is available to answer any questions with regard to bringing the property into compliance, but the Respondent/Owner has not contacted the Chief County Engineer about this matter.
9. That based on a follow-up field inspection on July 23, it was observed that Respondent/Owner had not complied with the requirements of the Property Safety Enforcement Agency and that as of the date of the filing of this petition, the unsafe condition still exists; and that the Respondent/Owner has failed to eliminate the unsafe condition on the property described in paragraph no. 1 herein.
10. That the Property Safety Enforcement Agency, at their July 30, 2014, meeting, found the property to still be in violation and agreed, in accordance with the Jefferson County Property Safety Ordinance, to petition the County Commission of Jefferson County to order the Respondent/Owner to bring the property into compliance.

11. That accordingly the Jefferson County Property Safety Enforcement Agency has caused this Petition/Complaint to be filed in the Office of the Clerk of the County Commission of Jefferson County, West Virginia at the address of P.O. Box 208, Jefferson County Courthouse, 100 East Washington Street, Charles Town, West Virginia 25414.
12. That accordingly the Jefferson County Property Safety Enforcement Agency does seek an order of the County Commission of Jefferson County, West Virginia requiring the Respondent/Owner to return the property to a safe condition, as noted in paragraph no. 6 herein, within a reasonable time, and to impose daily civil monetary penalties upon the Respondent/Owner who fails to obey the order of the County Commission of Jefferson County, West Virginia, and if necessary, to advertise for and seek a contractor to:
 - A. Secure the dwelling unit from access by unauthorized persons by boarding up the doors and windows; and
 - B. Remove or barricade the rear exterior staircase to prevent access due to it appearing to be an accident hazard and to prevent access to the structure by unauthorized persons; and
 - C. Remove all trash and debris and disposed of it in a legal manner; and
 - D. Cut the brush and overgrowth of vegetation back away from the dwelling unit to reduce the risk of spread of a structure fire and to provide safe access for emergency responders; and all performed to the satisfaction of the Property Safety Enforcement Agency; andto institute a civil proceeding in the Circuit Court of Jefferson County, West Virginia to subject this property mentioned and described in paragraph no. 1 to a lien to satisfy the costs of the contractor to make the ordered work of boarding up the structure, removing or barricading the rear exterior staircase, removing all trash and debris and disposing of it in a legal manner, and cutting back the overgrowth of vegetation; and to subject the Respondent/Owner to the daily civil monetary penalty imposed, attorney fees, and to order and decree that the contractor and the County and its agents may enter upon said property to perform the ordered work.
13. UNLESS THE RESPONDENT/OWNER SHALL WITHIN TEN (10) DAYS OF BEING SERVED WITH THIS PETITION/COMPLAINT, FILE A WRITTEN REQUEST WITH THE CLERK OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA AT THE ADDRESS OF P.O. BOX 208, JEFFERSON COUNTY

- B. Remove or barricade the rear exterior staircase to prevent access due to it appearing to be an accident hazard and to prevent access to the structure by unauthorized persons; and
- C. Remove all trash and debris and disposed of it in a legal manner; and
- D. Cut the brush and overgrowth of vegetation back away from the dwelling unit to reduce the risk of spread of a structure fire and to provide safe access for emergency responders; and all performed to the satisfaction of the Property Safety Enforcement Agency; and

that all work be completed within 60 calendar days of receipt of the Order; and if the Respondent/Owner fails to comply with this Order within the time so specified, to impose a \$25.00 daily monetary penalty upon the Respondent/Owner and advertise for a contractor to make the ordered work of boarding up the structure, removing all trash and debris and disposing of it in a legal manner, and cutting back the overgrowth of vegetation; and that the County Commission of Jefferson County, West Virginia bring a civil action in the Circuit Court of Jefferson County against the Respondent/Owner seeking an order to subject the property in question to a lien to satisfy: the contractor's costs in performing the work, the daily civil monetary penalty, reasonable attorney fees, court costs, and to order the property in question sold to satisfy the lien; and to seek an order of the Court granting the contractor and the County and its agents the right of entry onto the property in question.

6. And for such other relief as permitted by law.

JEFFERSON COUNTY
PROPERTY SAFETY ENFORCEMENT AGENCY

A TRUE COPY
ATTEST: JENNIFER S. MAGHAN
CLERK, COUNTY COMMISSION
JEFFERSON COUNTY, WV

BY: Jennifer S. Maghan
DEPUTY CLERK

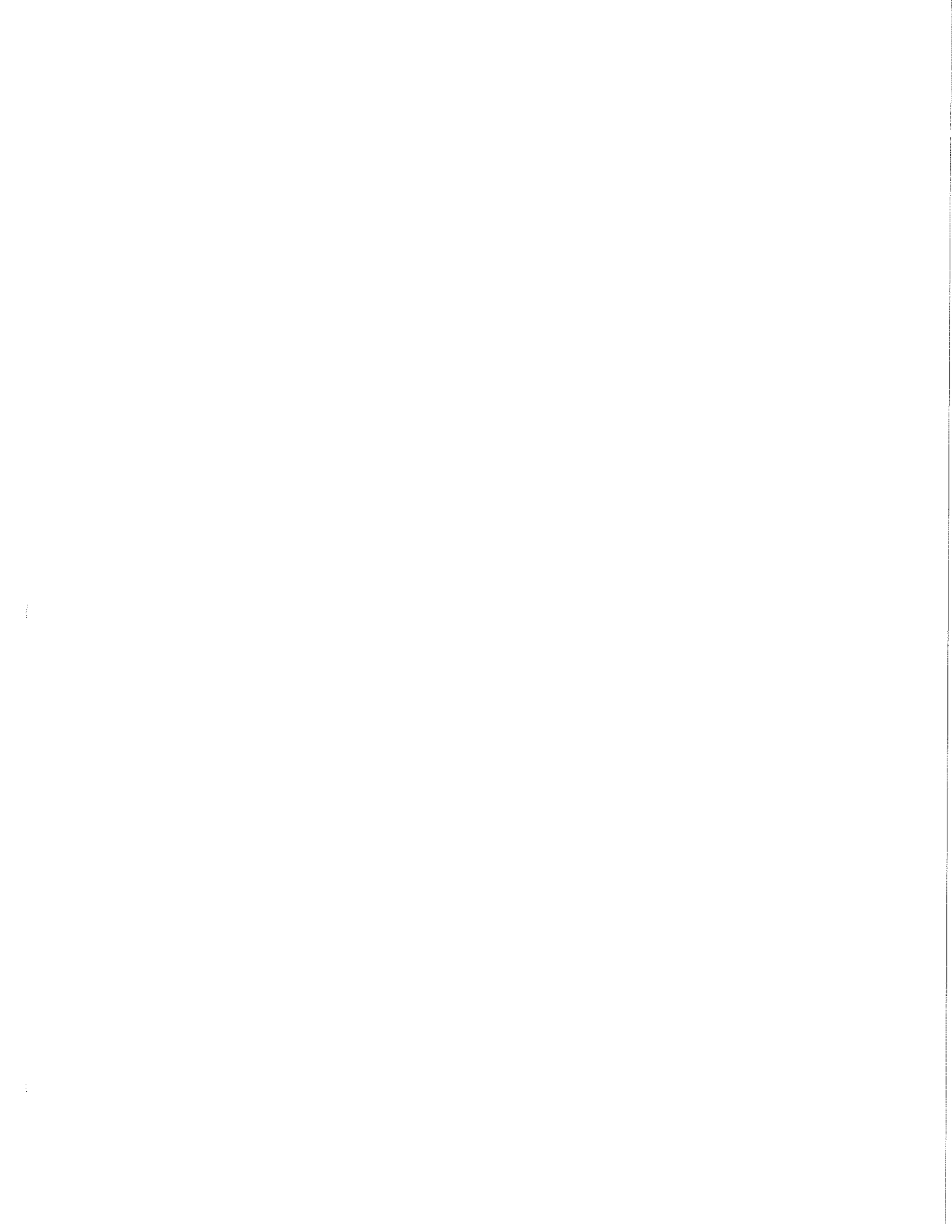
BY: Roger L. Goodwin Date 9/30/2014
Roger L. Goodwin, P.E., Chief County Engineer
(On behalf of the Property Safety Enforcement Agency)

Jennifer S Maghan
JEFFERSON County 10:44:28 AM
Instrument No 2014014614
Date Recorded 10/06/2014
Document Type PETNC
Pages Recorded 5
Book-Page 1146-469

A TRUE COPY
ATTEST: JENNIFER S. MAGHAN
CLERK, COUNTY COMMISSION
JEFFERSON COUNTY, WV

BY: [Signature]
DEPUTY CLERK

S:\Engineering\engineering\Engineering\ENGINEERING\ENFORCEMENT AGENCY\2014 CASE CORRESPONDENCE & RECORDS\14-002 (Bitner)\2014-07-31 Petition-Complaint case 14-002.doc



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: June 4, 2015

If a specific date is needed, please provide reason for specific date: This is the only meeting of the County Commission prior to the June 15, 2015 renewal date for letter of credits. This will give staff the time needed to prepare the necessary paperwork to call any Letter of Credits that have not been renewed prior to their expiration on July 15, 2015.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Letter of Credits due to expire on July 15, 2015.

Please provide the County Commission with a description of your request or presentation, including any background information: Letter of credits used as security for construction bonds have either a January 15 or July 15 expiration date. The staff will call any letter of credits that have not been renewed by the July 15, 2015 expiration date.

Is this a funding request? Y/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*): I authorize Staff to call any Letter of Credits that are due that have not been renewed by the close of business on Monday, July 6, 2015.

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

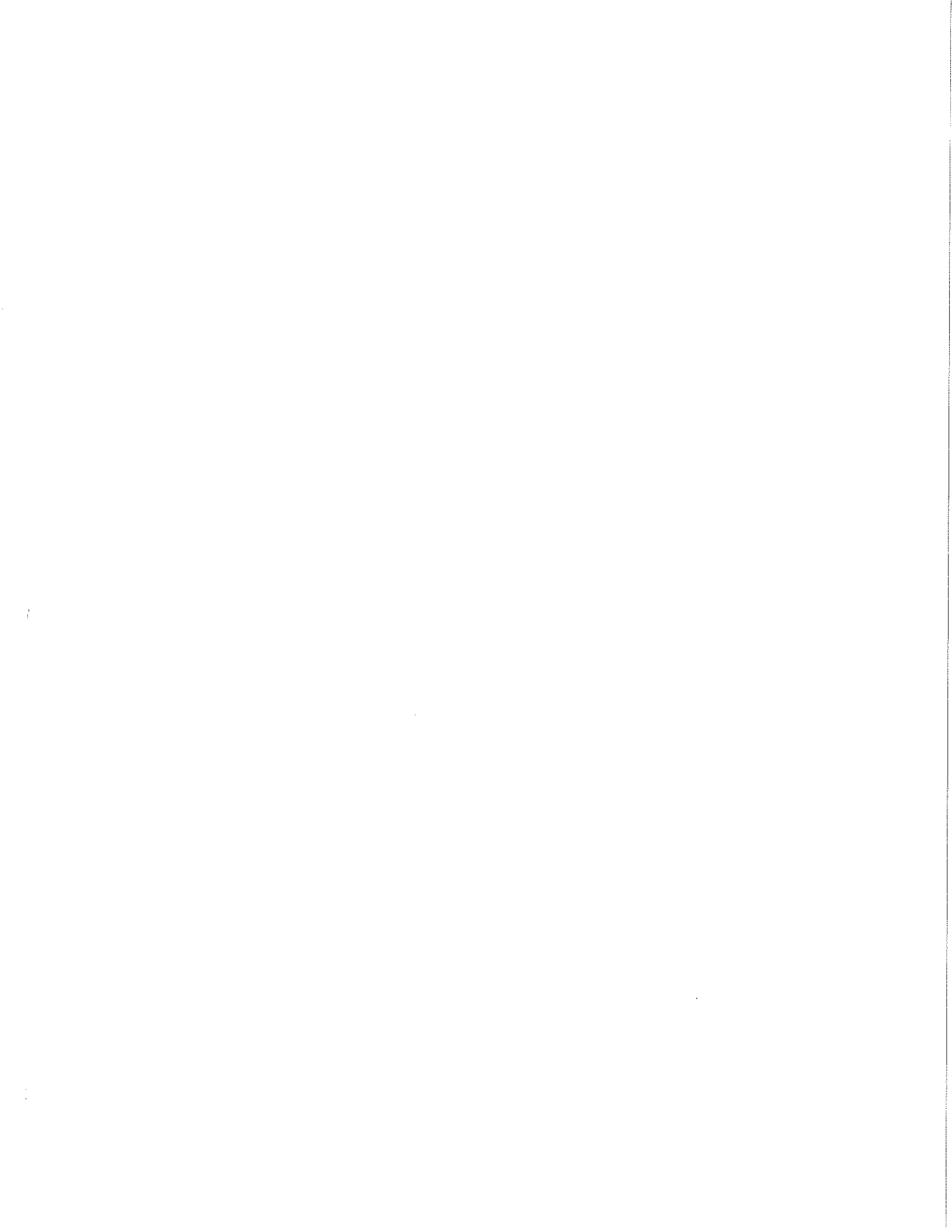
Is equipment needed? Projector Y/NO Internet/Wi Fi Y/NO Telephone for conference call Y/NO

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: June 4, 2015

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

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Partial Release of construction bond security for SPARC, LLC - Summit Point Tactical Training Center, Phase 4 (File #S13-03).

Please provide the County Commission with a description of your request or presentation, including any background information: Partial release of construction bond security for SPARC, LLC - Summit Point Tactical Training Center, Phase 4 (File #S13-03) – Performance Bond with Philadelphia Insurance Company.

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 a partial release of \$1,286,628.00 from the construction bond amount for SPARC, LLC - Summit Point Tactical Training Center, Phase 4 (File #S13-03).

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

Bond Release Request Report

Site Map

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

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

Email: engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 05 / 15 / 2015 J.C.P.C. File No. 513 - 03
 Consultant/Engineer/Firm Name: WILLIAM H. GORDON
 Mailing Address: 301 N. MILKREED ST.
 City: CHARLES TOWN State: WV Zip: 25419
 Contact Person: JASON BERNHART Phone: 304 + 725-8456
 Project/Subdivision Name: SUMMIT POINT TRAINING CENTER
 Section/Phase: PHASE 4 Lots: _____

Review Comments:

The bond release/reduction is Approved as ^{REVISED} Submitted. _____ The bond release/reduction request is Denied.

_____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

_____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

_____ Bonding Policy & Unit Cost Figures attached for your use.

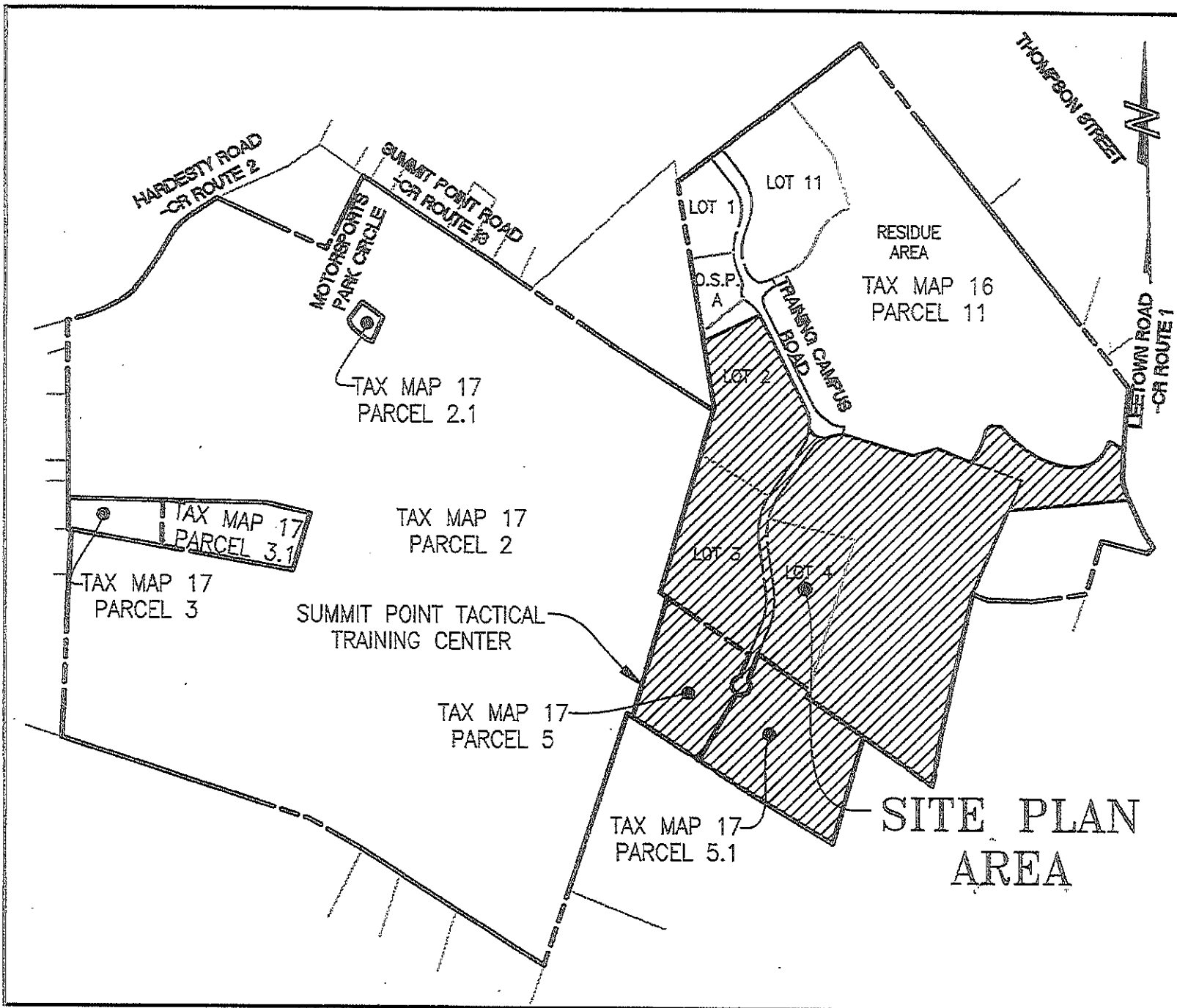
Comments: _____

Approved for:

 By: [Signature] 05/18/2015
County Engineer **Date**

Original Bond Amt. \$ 1,856,020 + 15% Cont. \$ 278,403 = Total Original Bond Amt. \$ 2,134,425
 Total Current Bond Amount \$ 2,134,425.00
 Cost of Work Remaining \$ 737,215.00 + Contingency Amount \$ 110,582.00
 = Approved for Revised Bond Amount \$ 847,797.00

Reviewed By: JOSEPH W. KENT Title: L.D.I.
 Signature: [Signature] Date: 05 / 28 / 2015



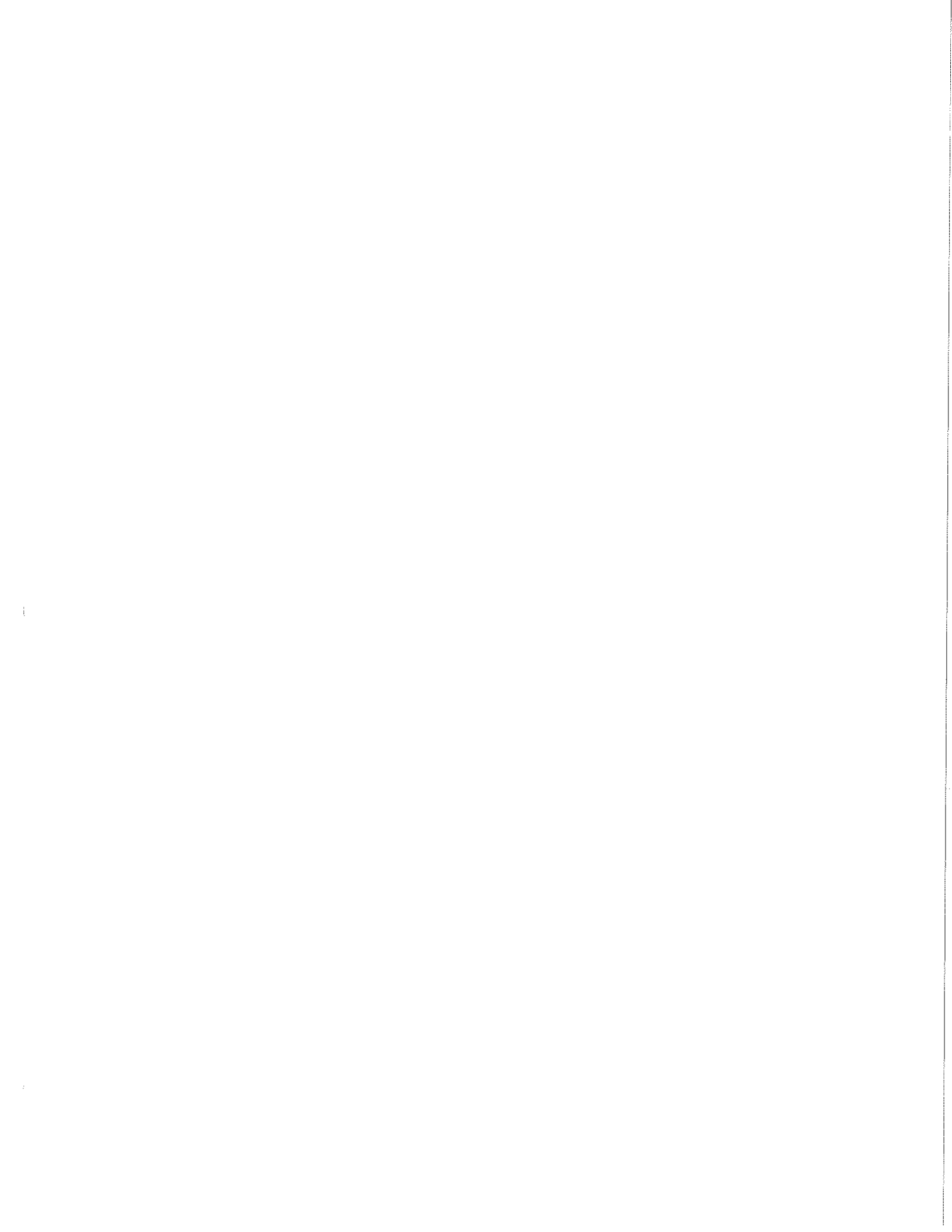
REVISIONS

1. 12/16/13 - JEFFERSON COUNTY COMMENTS
2. 04/24/14 - JEFFERSON COUNTY COMMENTS
3. 05/16/14 - JEFFERSON COUNTY COMMENTS

SURVEY	GORDON
DESIGN	JPG
DRAWN	MAC
CHECKED	KMS

ARCHITECTS

INC.



AGENDA REQUEST FORM
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 – 1st Choice: June 4, 2015

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

Date Requested – 2nd Choice: June 18, 2015

Subject (*Wording to be placed on agenda*): Authorize the Engineering staff to take the necessary action to hire a full time Permit Clerk/Technician. This issue is personnel related and may necessitate an executive session for discussion of a personnel related matter and the reason for the hiring request.

Please provide the County Commission with a description of your request or presentation, including any background information:
Requesting approval to fill the vacant position of Permits Clerk/Technician.

Is this a funding request? Y/N No, currently in department budget.

If so, how much? \$32,778.00 - \$36,944.00

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Authorize the Engineering Department to advertise for a full time Permits Clerk/Technician.

Attach supporting documents for request, or request may be denied. Permits Clerk/Technician Job Description
If not attached, explain:

Is equipment needed? Projector Y/No Click here to enter text. Internet/Wi Fi Y/No Click here to enter text.

Telephone for conference call Y/No Click here to enter text.

Contact information: Roger Goodwin, Chief County Engineer

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

JEFFERSON COUNTY

Personnel Requisition

Department Name Engineering Date 5/28/2015 Date Needed ASAP

Job Title Permit Clerk / Technician Salary 32,778 to 36,944 Criminal History Check Yes No

Suggested Recruitment Source(s) _____

Applicants Interviewed By _____ Position Reports To Chief County Engineer

Minimum Education Required See attached job description

Minimum Experience Required See attached job description

Job Duties See attached job description

Budget Information

Addition Replacement Explain or For Whom Norma Kuraski

Position Budgeted Yes No Proposed Salary 32,778 - 36,944 Date of Hire ASAP

Is Position: Full-Time Regular Part-Time On-Call Occasional Temporary

Safety/Security _____ Hours Per Week 35

Approvals

Elected Official Approval _____ Date _____

Department Head Approval _____ Date _____

County Commission Approval _____ Date _____

Comments _____

**Jefferson County
Job Description
Revised 01/31/2011**

Position Title:	Permits Clerk/Technician	Grade Level:	III
Department	Engineering Department Office of Permits and Inspections	Date:	
Reports to:	Chief County Engineer	FLSA Status	Non-Exempt

Statement of Duties: Assists the public with the processing of building permit applications and the issuance of permits in accordance with established requirements. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Chief County Engineer, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does not supervise other employees.

Confidentiality: Employee has access to some confidential information obtained during performance of regular position responsibilities, such as lawsuits, criminal investigations, client records and department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, missed deadlines, monetary loss, or legal repercussions.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Engineering Department/Office of Permits and Inspections
Permits Clerk
01/31/2011

Jefferson County
Job Description
Revised 01/31/2011

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Assist the public in issuing building permits, and answering questions about permit applications, building code requirements and the inspection process; provide service via telephone, email and face-to-face contact.
2. Ensure the accurate processing of building permit applications, building permits and application fees.
3. Provide daily footing inspection information to the Addressing Department.
4. Process re-inspection fee invoices and collect and reconcile fees.
5. Ensure the accurate and timely issuance of Use and Occupancy Certificates.
6. Prepare correspondence for water potability certifications, notifications of building permit expirations and other matters related to the Engineering Department of the Office of Permits and Inspections.
7. Perform monthly calculations, reconciliations and reports of collected fees, and building permit activity.
8. Maintain accurate and complete files for both archived and active building permits in accordance with records retention schedules.
9. Obtain and maintain a current copy of West Virginia Contractor License list and ensure current licensing of applications prior to processing building permit applications.
10. Schedule and coordinate building inspections with the building inspectors.

Engineering Department/Office of Permits and Inspections
Permits Clerk
01/31/2011

**Jefferson County
Job Description
Revised 01/31/2011**

11. Maintain the building permits database for accuracy and completeness of information and generate appropriate reports from the database.
12. Serve as the clerical staff for the Property Safety Enforcement Agency Board, including attending meetings and recording and typing minutes.
13. Assist throughout the Engineering Department on an as needed basis and perform other duties and tasks as assigned.

Recommended Minimum Qualifications:

Education and Experience: High School graduate or equivalent and three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: A Valid Driver's license is required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Knowledge of building construction terminology. Working knowledge of the Internet in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information. Ability to read and interpret blueprints and maps.

Skills: Proficient personal computer skills, reconciling accounts, mathematical skills, preparing reports, recordkeeping and clerical skills, written and oral communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Engineering Department/Office of Permits and Inspections
Permits Clerk
01/31/2011

**Jefferson County
Job Description
Revised 01/31/2011**

Visual Demands: Visual demands include constantly reading documents for general understanding, proofreading and editing.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 18, 2015, or as soon thereafter as the Commission may decide:

Jefferson County Board of Health: one five-year term ending June 30, 2020.

§ 16-2-7. Appointment to and Composition of County Boards of Health; Qualifications; Number of Appointees

A county board of health is composed of five members selected and appointed by vote of the county commission. Each member appointed to the county board of health shall be a resident of the county. No more than two members who reside in the same magisterial district may be appointed and no more than two members may be appointed who are personally licensed or certified in, engaged in, or actively participating in the same business, profession or occupation. No more than three members of a county board of health may belong to the same political party.

Currently seeking qualified applicants who reside in the following districts: Charles Town District, Kabletown District, Harpers Ferry District, and Middleway District.

Qualified applicants must also be either a registered Republican or Independent.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. on the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 3rd and 10th 2015

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 18, 2015, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: four 3-year terms ending June 30, 2018.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. on the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON - PLEASE ADVERTISE ON:

June 3rd and June 10th

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, June 18, 2015 or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services Agency Board - two 3-year terms for Citizen Representatives, ending June 30, 2018.

Per the Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency: Section 3 - Joint Emergency Services Board

(f) No citizen member of the Board may provide fire service or emergency ambulance service in Jefferson County. Nor may any member of the Board have any immediate family member who provides fire service or emergency ambulance service in Jefferson County.

(g) No member of the Board, nor their immediate family member, shall have any interest in any firm, partnership, corporation or association engaged in the business of providing ambulance or fire service, nor in the manufacture, sale or lease of ambulance or fire equipment or facilities. For purposes of this ordinance, immediate family member shall mean a spouse or other person with whom a member is living as husband and wife and any child or children, grandchild or grandchildren and parent or parents.

(h) Employees of the Agency are not eligible to serve as members of the Board.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

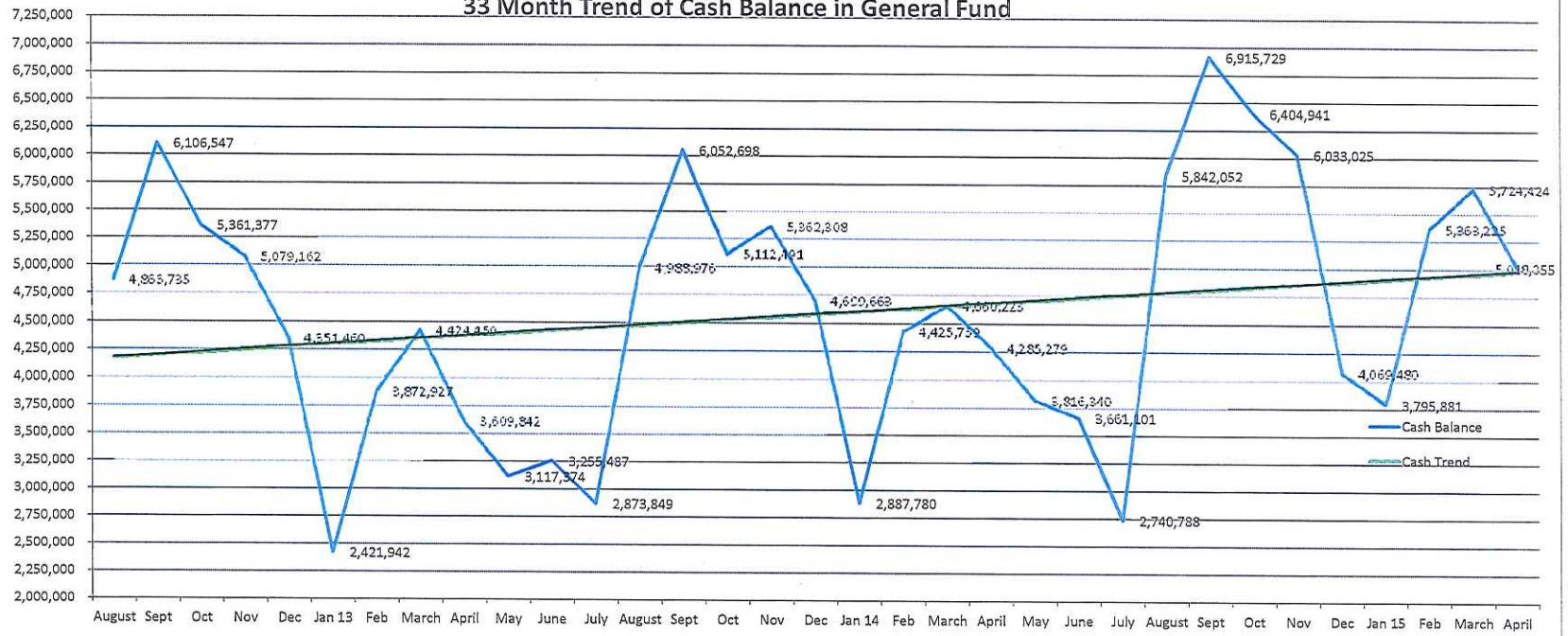
June 3rd and June 10th

April 2015 Financials

Reviewed 5/21/15 with Commissioners

Review of Cash

33 Month Trend of Cash Balance in General Fund



Listing of Cash Balances by Fund as of April 30, 2015

Fund	Discription	Balance
001	General Operating	5,018,355
002	Coal Severance	58,849
003	Dog & Kennel	32,504
004	General School	-
005	Magistrate Court	1,733
006	Worthless Check	29,246
008	Home Confinement	21,815
009	Federal Grants	987
010	State Grant	-
023	Flood Mitigation	34,958
039	Waste Coal	8,345
056	Assessor Valuation	693,728
057	Farmland Protection	1
059	Concealed Weapons	61,050
063	Voter Registration	138
074	Drug Forfeiture	6,819
075	Sub Division Bond Forfeiture	172
077	Teen Court	1,100
244	Bardane Public Health Center	88,628
246	Capital Outlay	4,336,238
247	Parks Land Fund	-
249	Impact Fees	1,495,536
315	State Police	60
369	Deputy Sheriff Retire	<u>1</u>
Cash all Funds		11,890,263

Capital Outlay Fund
Updated 4/30/15

Cash and Investments as of 4/30/15	\$	4,336,238
CAD amount remaining to be paid	\$	27,822
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	\$	1,947,416
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	\$	1,347,416

**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
April 30, 2015

FY15 Revenue and Expenditure
 Compiled May 19, 2015
 Expenditures by Object Code

	FY15 budget	FY15 actual as of 4/30/15	Variance (unfavorable)	% Rec'd/Exp
Revenue				
Taxes	12,059,566	11,586,668	(472,898)	96.08
Tax Penalties	301,220	242,022	(59,198)	80.35
Property Transfer	468,000	471,356	3,356	100.72
Gas/oil	81,957	81,957	-	100.00
Horse Racing	14,219	10,426	(3,793)	73.32
Wine Liquor	25,433	32,965	7,532	129.62
Hotel Occupancy	520,000	489,202	(30,798)	94.08
Decal fees	75	32	(43)	42.67
Bldg Permits	170,100	150,197	(19,903)	88.30
Misc Permits	150	132	(18)	88.00
Grants	161,000	145,742	(15,258)	90.52
Payment in lieu of taxes	11,676	11,676	-	100.00
Sheriff Service Process	18,000	15,326	(2,674)	85.14
Sheriff Earnings	28,000	24,206	(3,794)	86.45
Clerk Earnings	206,500	142,901	(63,599)	69.20
Circuit Clerk Earnings	65,183	51,614	(13,569)	79.18
Prosecuting Earnings	1,129	1,123	(6)	99.47
Accident reports	3,500	3,300	(200)	94.29
Map Sales	4,200	2,241	(1,959)	53.36
Rent	47,175	35,525	(11,650)	75.30
Ambulance Fee	675,000	675,000	-	100.00
911 Fees	1,885,058	1,418,456	(466,602)	75.25
Franchise Agreements	402,796	317,551	(85,245)	78.84
IRP fees	10,140	5,909	(4,231)	58.27
Jail fees	96,912	96,912	-	100.00
Interest	17,273	21,302	4,029	123.33
Misc revenue	50	3,962	3,912	7,924.00
Sheriff Commission	12,000	11,619	(381)	96.83
Table Games	943,444	736,181	(207,263)	78.03
Video Lottery	3,224,793	2,761,441	(463,352)	85.63
Reimbursements	332,582	213,309	(119,273)	64.14
General School Reimbursements	264,000	236,281	(27,719)	89.50
Trns Assessor Val fund	494,949	-	(494,949)	-
Total Revenue	22,546,080	19,996,534	(2,549,546)	88.69

FY15 Revenue and Expenditure
 Compiled May 19, 2015
 Expenditures by Object Code

	FY15 budget	FY15 actual as of 4/30/15	Variance (unfavorable)	% Rec'd/Exp
Expenditures				
Salaries	9,811,248	7,687,480	2,123,768	78.35
FICA	751,229	594,225	157,004	79.10
Health Insurance	2,011,682	1,522,290	489,392	75.67
Retirement	1,288,435	1,040,406	248,029	80.75
Telephone	243,156	176,617	66,539	72.64
Printing	23,869	10,339	13,530	43.32
Utilities	291,700	238,856	52,844	81.88
Travel	57,219	28,723	28,496	50.20
Bldg Repairs	70,000	21,401	48,599	30.57
Equip Repairs	199,908	113,241	86,667	56.65
Auto Repairs	8,000	1,051	6,949	13.14
Postage	111,411	102,331	9,080	91.85
Equipment Rent	139,600	125,199	14,401	89.68
Ads/Legal Publications	48,926	21,206	27,720	43.34
Training	54,205	18,926	35,279	34.92
Dues	84,125	55,665	28,460	66.17
Professional Services	297,391	148,809	148,582	50.04
Audit Costs	35,000	34,600	400	98.86
Bonds/Workers Comp	440,369	430,141	10,228	97.68
Sheriff Court Costs	1,000	-	1,000	-
Contracted Services	415,260	223,725	191,535	53.88
Ambulance Fee Remittance	675,000	675,000	-	100.00
Bank Charges	500	181	319	36.20
Retired Insurance Prem	81,103	72,293	8,810	89.14
Materials/supplies	387,347	226,291	161,056	58.42
Record Books	8,350	5,189	3,161	62.14
Vehilce Fuel	232,145	137,438	94,707	59.20
Jail Costs	1,100,000	1,062,075	37,925	96.55
Uniforms	42,375	13,188	29,187	31.12
State Computer	57,875	33,417	24,458	57.74
Computer Software	11,500	5,181	6,319	45.05
Computer Hardware	70,500	31,045	39,455	44.04
Tech Support	121,250	42,425	78,825	34.99
Tech Fees & Lic	61,365	59,728	1,637	97.33
Contributions to other entities	2,993,949	2,835,854	158,095	94.72
Transfer to Other Funds	11,937	11,936	1	99.99
Contingency	307,151	-	307,151	-
Total Expenditures	22,546,080	17,806,472	4,739,608	78.98
Net	-	2,190,062		

Budget to Actual by
Department as of
April 30, 2015

FY15 Revenue and Expenditure
 Compiled May 19, 2015
 Expenditures by Department

	FY15 budget	FY14 actual as of 4/30/14	FY15 actual as of 4/30/15	Variance (unfavorable)	% Rec'd/Exp
Revenue					
Taxes	12,059,566	11,126,662	11,586,668	(472,898)	96.08
Tax Penalties	301,220	259,932	242,022	(59,198)	80.35
Property Transfer	468,000	1,145,427	471,356	3,356	100.72
Gas/oil	81,957	5,294	81,957	-	100.00
Horse Racing	14,219	11,658	10,426	(3,793)	73.32
Wine Liquor	25,433	28,477	32,965	7,532	129.62
Hotel Occupancy	520,000	403,565	489,202	(30,798)	94.08
Decal fees	75	48	32	(43)	42.67
Bldg Permits	170,100	53,178	150,197	(19,903)	88.30
Misc Permits	150	102	132	(18)	88.00
Grants	161,000	165,381	145,742	(15,258)	90.52
Payment in lieu of taxes	11,676	9,949	11,676	-	100.00
Sheriff Service Process	18,000	13,075	15,326	(2,674)	85.14
Sheriff Earnings	28,000	20,046	24,206	(3,794)	86.45
Clerk Earnings	206,500	154,083	142,901	(63,599)	69.20
Circuit Clerk Earnings	65,183	53,685	51,614	(13,569)	79.18
Prosecuting Earnings	1,129	1,051	1,123	(6)	99.47
Accident reports	3,500	2,860	3,300	(200)	94.29
Map Sales	4,200	3,015	2,241	(1,959)	53.36
Rent	47,175	39,662	35,525	(11,650)	75.30
Ambulance Fees	675,000	-	675,000	-	100.00
911 Fees	1,885,058	1,272,435	1,418,456	(466,602)	75.25
Franshise Agreements	402,796	300,200	317,551	(85,245)	78.84
IRP fees	10,140	6,860	5,909	(4,231)	58.27
Jail fees	96,912	85,651	96,912	-	100.00
Interest	17,273	13,353	21,302	4,029	123.33
Misc revenue	50	190	3,962	3,912	7,924.00
Sheriff Commission	12,000	11,738	11,619	(381)	96.83
Table Games	943,444	866,683	736,181	(207,263)	78.03
Video Lottery	3,224,793	2,875,860	2,761,441	(463,352)	85.63
Reimbursements	332,582	334,856	213,309	(119,273)	64.14
Trans from other funds	-	26,764	-	-	#DIV/0!
General School Reimbursements	264,000	213,029	236,281	(27,719)	#REF!
Trns Assessor Val fund	494,949	-	-	(494,949)	-
Total Revenue	22,546,080	19,504,769	19,996,534	(2,549,546)	88.69
Expenditures					
Commission	1,744,450	1,354,793	1,419,018	325,432	81.34
County Clerk	858,405	647,096	569,027	289,378	66.29
Circuit Clerk	684,454	553,636	505,993	178,461	73.93
Treasurer	617,390	506,043	483,221	134,169	78.27
Prosecuting Attny	1,810,398	1,509,745	1,414,391	396,007	78.13
Assessor	550,090	460,873	438,214	111,876	79.66
Assessor AVF	494,949	403,081	370,135	124,814	74.78
Statewide Computer	57,075	40,146	33,417	23,658	58.55
Agricultural Agent	128,222	112,495	95,378	32,844	74.39

FY15 Revenue and Expenditure
 Compiled May 19, 2015
 Expenditures by Department

	FY15 budget	FY14 actual as of 4/30/14	FY15 actual as of 4/30/15	Variance (unfavorable)	% Rec'd/Exp
Elections	284,240	121,372	221,405	62,835	77.89
Magistrate Court	1,000	761	749	251	74.90
Courthouse (Maintenance)	1,128,469	1,029,380	885,630	242,839	78.48
Other Buildings	649,750	518,270	453,547	196,203	69.80
Data Processing	335,003	151,985	203,923	131,080	60.87
Regional Dev Authority	19,795	19,794	19,794	1	99.99
Economic Development	448,017	384,178	400,750	47,267	89.45
GIS	242,947	206,947	197,493	45,454	81.29
Planning	394,833	391,724	268,963	125,870	68.12
Engineering	759,137	619,855	590,012	169,125	77.72
Zoning	71,438	64,046	58,193	13,245	81.46
Transfer to other Funds	-	6,250	-	-	#DIV/0!
Contingency	307,151	-	-	307,151	-
Law Enforcement	3,505,357	2,992,061	2,694,646	810,711	76.87
Service of Process	18,000	17,206	3,198	14,802	17.77
Regional Jail	1,100,000	983,497	1,062,075	37,925	96.55
Emergency Services	269,635	200,384	175,106	94,529	64.94
Communication Center	2,005,965	1,670,531	1,547,896	458,069	77.16
Fire Depts	373,625	-	330,250	43,375	88.39
JCESA	1,297,562	1,751,353	1,297,562	-	100.00
Ambulance Fees Remittance	675,000	-	675,000	-	100.00
Animal Control	335,833	268,715	248,726	87,107	74.06
Central Garage	352,786	263,269	206,501	146,285	58.53
Parks and Recs	493,529	466,976	448,459	45,070	90.87
Arts and Humanities	10,400	16,496	8,808	1,592	84.69
Historical Commission	15,400	16,496	13,041	2,359	84.68
Visitors Center	260,000	206,199	220,176	39,824	84.68
Library	234,000	244,400	234,000	-	100.00
Public Transportation	10,275	6,850	10,275	-	100.00
Waste Authority	1,500	14,058	1,500	-	100.00
Clerk Capital Equip		29,580	-		
Total Expenditures	22,546,080	18,250,541	17,806,472	4,739,608	78.98
Net	-	1,254,228	2,190,062		

FY15 Budget Variances
As of April 30, 2015

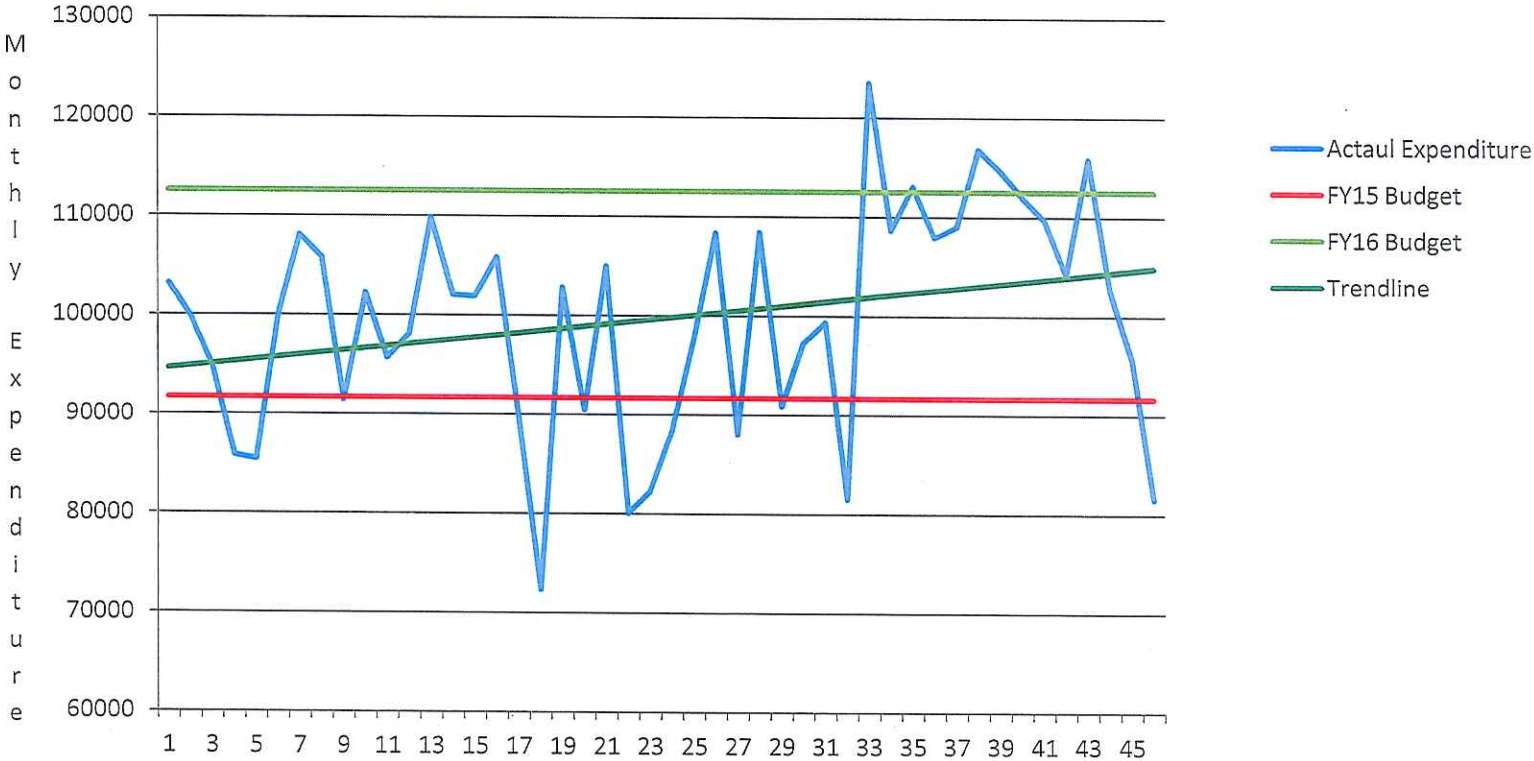
(unfavorable)

001-301-TT-xxx	Ad Valorem Taxes	110,000	Based on actual to budget
001-308-OT-000	Wine & Liquor Tax	7,532	Based on actual to budget
001-304-OT-000	Property Tax Transfers	97,500	Based on actual to budget
001-318-LP-000	Building Permits	8,000	Based on actual to budget
001-331-CS-000	Cnty Clerk Earnings	(35,000)	Based on actual to budget
001-346-CS-000	911 Fees	(126,000)	Based on actual to budget
001-348-CS-000	Franchise Agreements	25,000	Based on actual to budget
001-370-OT-000	Table Games	(42,000)	Based on actual to budget
001-382-MM-000	Misc Reimbursements	<u>(80,000)</u>	Based on actual to budget
Total Revenue Variances		(34,968)	
001-700-02-211-000-PS-000	Sheriff Cell Phones	(14,644)	Not included in budget
001-xxx-02-214-000-GG-000	Travel	22,700	Based on actual to budget
001-xxx-02-216-000-GG-000	Equipment Repair	64,000	Based on actual to budget
001-xxx-02-221-000-xx-000	Training	31,400	Based on actual to budget
001-401-02-230-000-GG-000	Contracted Services	42,000	Based on actual to budget
001-401-02-223-000-GG-000	Professional Services	30,000	Based on actual to budget
001-424-02-218-000-GG-000	Postage	(15,000)	\$9,000 related to ambulance billing
001-xxx-01-105-000-GG-000	Health Insurance	184,935	Elected Depts
001-xxx-xx-222-000-GG-000	Dues	17,000	Based on actual to budget
001-717-03-343-001-GG-000	Central Garage Fuel	67,200	Based on actual to budget
001-xxx-03-341-000-GG-000	Materials & Supplies	102,000	Based on actual to budget
	Transfer to Coal Severance Fund	(30,000)	
001-401-02-226-001-GG-000	Workers Comp	1,741	Based on actual premium
001-704-03-344-000-PS-000	Jail Costs	(175,000)	Trend does not support budget
001-700-xx-xxx	Sheriff Office Litigation	(84,697)	Based on legal settlement
001-900-05-567-007-CR-000	Parks & Rec Contribution	<u>(20,000)</u>	Add'l allocation approved
Total Expenditure Variances		223,635	
Contingency Reserve Available		<u>307,151</u>	
Possible Increase in Fund Balance		495,818	

Jail Costs

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

46 month Period July 2011 - April 2015



Video Lottery 001-373-OT-000 46 month Period July 2011 - April 2015

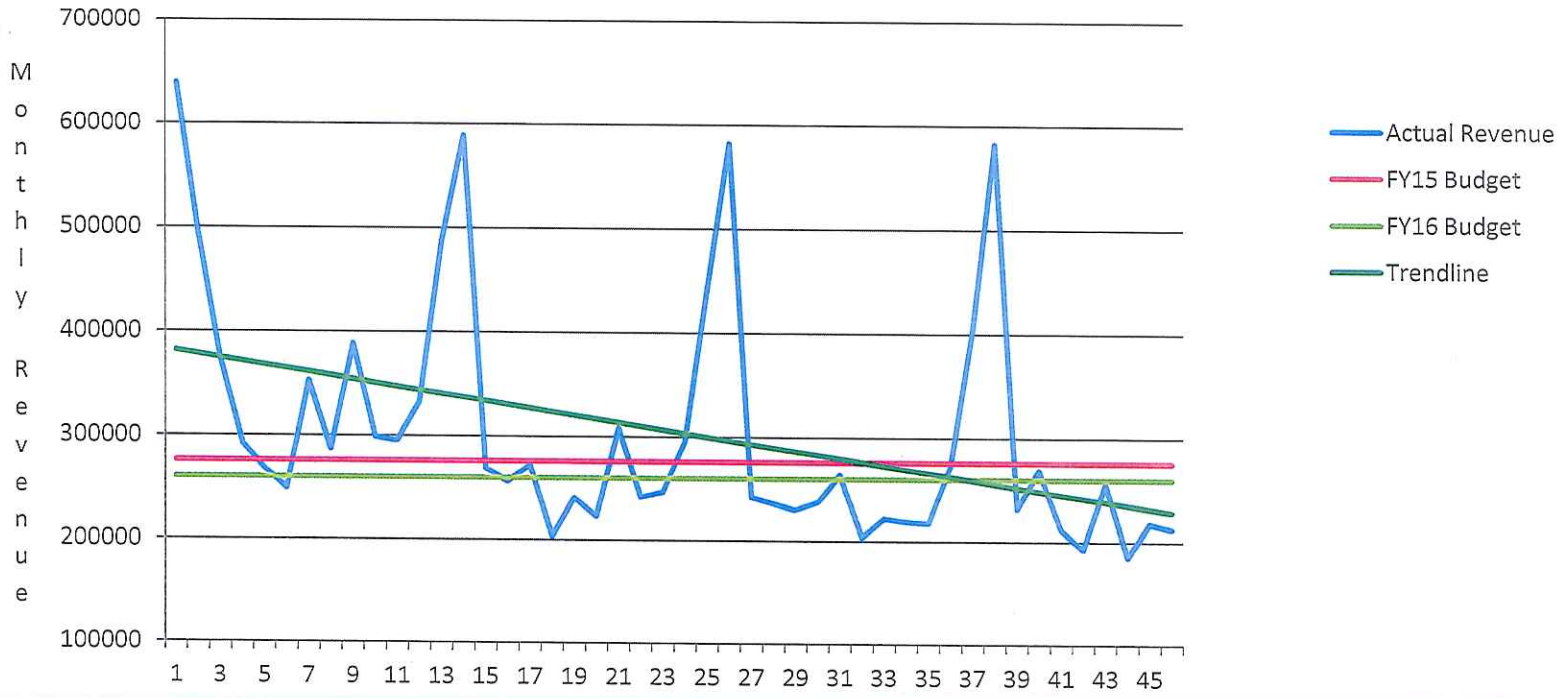
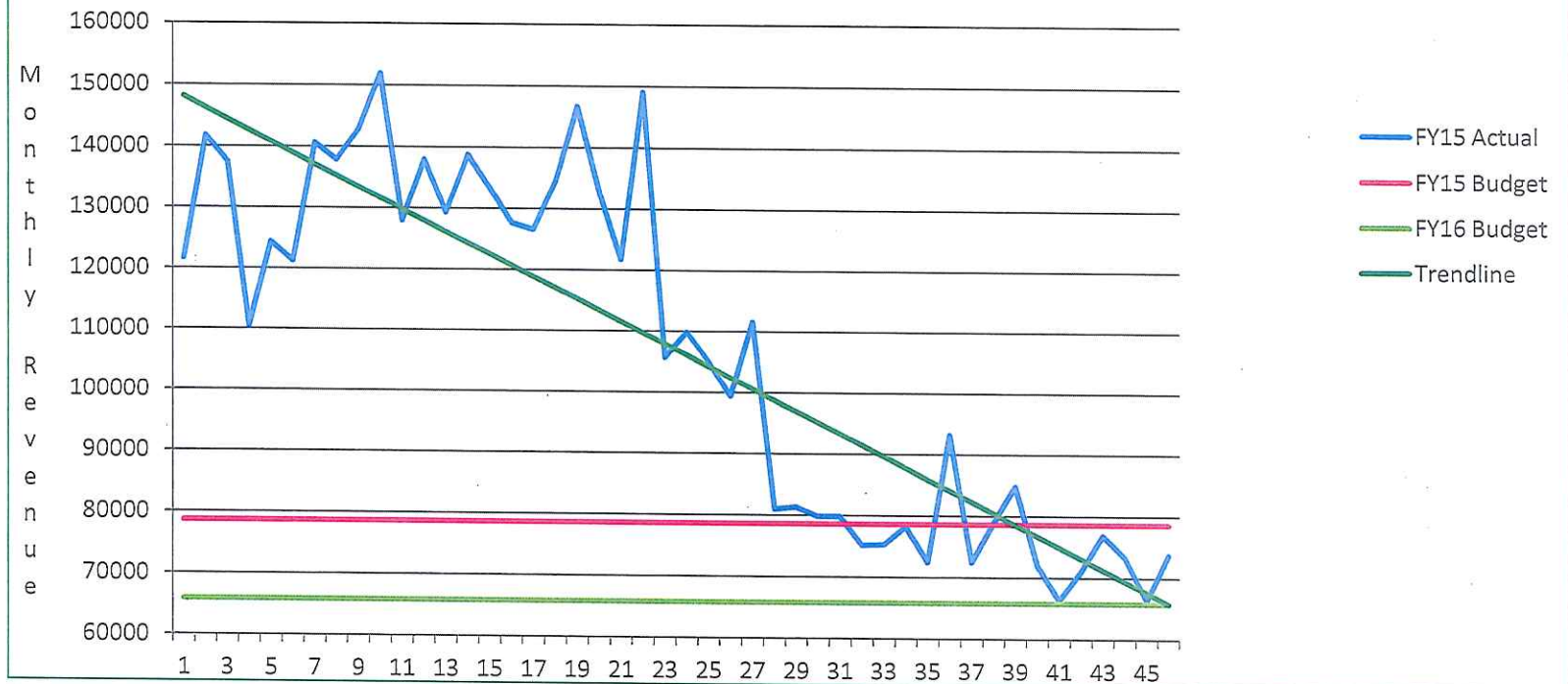


Table Games 001-370-OT-000 46 month Period July 2011 - April 2015





Loudoun County, Virginia

Planning and Zoning Department

1 Harrison Street, S.E., MSC #62

Leesburg, Virginia 20175

Telephone (703) 777-0246 • Fax (703) 777-0441

Received

MAY 26 2015

Jefferson County Commission

May 22, 2015

Debbie Keyser
County Administrator
PO Box 250
Charles Town, WV 25414-0250

RE: CPAM 2015-0003, George Washington Boulevard/Route 7 Overpass

Dear Ms. Keyser:

As part of the legal notice requirements contained in Section 15.2-2204 (amended) of the Code of Virginia, the following regulations must be addressed relating to notification of adjacent localities:

“When a proposed comprehensive plan or amendment thereto; a proposed change in zoning map classification; or an application for special exception for a change in use ..., involves any parcel of land located within one-half mile of a boundary of an adjoining locality of the Commonwealth, then, in addition to the advertising and written notification as above required, written notice shall also be given by the local commission, or its representative, at least 10 days before the hearing to the chief administrative officer, or his designee, of such adjoining locality.”

In accordance with these regulations, this is to inform you that on **June 10, 2015** the Loudoun County Board of Supervisors will hold a public hearing on a Comprehensive Plan Amendment (CPAM) regarding the Riverside Parkway (Route 1052) and George Washington Boulevard (Route 1050). On November 5, 2014, the Board of Supervisors voted to initiate a Comprehensive Plan Amendment (CPAM) to the 2010 Countywide Transportation Plan to relocate the Route 7 overpass at Riverside Parkway to George Washington Boulevard and Richfield Way. The CPAM proposes to revise Chapter 2, Appendix 1, and the *Revised 2030 Countywide Transportation Plan Map* of the 2010 Countywide Transportation Plan (See Attachment 1). The proposed amendment changes text and maps in order to relocate the planned overpass at Route 7 and Riverside Parkway to Route 7 and George Washington Boulevard; eliminate the portion of Riverside Parkway north of Route 7 to Broad Vista Terrace from the CTP as a Planned U4 roadway; and Correct Appendix 1 to designate the segment of Cascades Parkway located between VA Route 625 (Church Road) north to VA Route 1793 (Nokes Boulevard) as a Major Collector roadway (currently, this segment is incorrectly designated as a Minor Collector roadway) .

This public hearing will take place in the Board of Supervisors Meeting Room, County Government Center, 1 Harrison Street, S.E., Leesburg, VA on **Wednesday, June 10, at 6:00 p.m.** Written comments can be provided to the Loudoun County Board of Supervisors, c/o Loudoun County Department of Planning and Zoning, 1 Harrison St., S.E., 3rd Floor, MSC #62, Leesburg, Virginia, 20175 or via email at dpz@loudoun.gov (attention: Kelly Williams).

A copy of the staff report will be available on the Board of Supervisors website at <http://www.loudoun.gov/planning> and in the Loudoun County Planning and Zoning Department.

Should you have any questions, please call 703-777-0246.

Sincerely,

Kelly Williams
Project Manager

CPAM 2014-0003, George Washington Boulevard/Route 7 Overpass



Loudoun County, Virginia

Department of Planning and Zoning

1 Harrison Street, S.E., MSC #62

Leesburg, Virginia 20175

Telephone (703) 777-0246 • Fax (703) 777-0441

May 22, 2015

Received

MAY 26 2015

Debbie Keyser
County Administrator
PO Box 250
Charles Town, WV 25414-0250

Jefferson County Commission

RE: CPAM 2014-0002, Prentice Drive

Dear Ms. Keyser:

As part of the legal notice requirements contained in Section 15.2-2204 (amended) of the Code of Virginia, the following regulations must be addressed relating to notification of adjacent localities:

“When a proposed comprehensive plan or amendment thereto; a proposed change in zoning map classification; or an application for special exception for a change in use ..., involves any parcel of land located within one-half mile of a boundary of an adjoining locality of the Commonwealth, then, in addition to the advertising and written notification as above required, written notice shall also be given by the local commission, or its representative, at least 10 days before the hearing to the chief administrative officer, or his designee, of such adjoining locality.”

In accordance with these regulations, this is to inform you that on **June 10, 2015** the Loudoun County Board of Supervisors will hold a public hearing on a Comprehensive Plan Amendment (CPAM) regarding Prentice Drive (Route 1071/Route 1071 Extended/Route 789 Extended).

The proposed CPAM 2014-0002, Prentice Drive would revise Chapter 2, Appendix 1, and the *Revised 2030 Countywide Transportation Plan Map* of the 2010 Countywide Transportation Plan, adopted June 15, 2010, amended through June 11, 2014). Specifically, the amendment proposes to:

- Add the existing segment of Prentice Drive (Route 1071) from Pacific Boulevard west to Lockridge Road (Route 789) as a CTP roadway;
- Modify the alignment for Route 789 Extended [renamed Prentice Drive (Route 1071 Extended/Route 789 Extended) from Lockridge Road (Route 789) west over the Broad Run to Lockridge Road West (Route 789 Extended);
- Modify the alignment for Route 789 Extended (renamed Lockridge Road West) from Prentice Drive (Route 1071 Extended/Route 789 Extended) north to Waxpool Road (Route 640);
- Add a new alignment for Prentice Drive (Route 1071 Extended) from Lockridge Road West (Route 789 Extended) southwest to the Greenway Transit Connector (Metro Center Drive);

- Amend the portion of the Greenway Transit Connector (Metro Center Drive) north of Devin Shafron Drive to Shellhorn Road (Route 643) from four lanes to two lanes; and
- Add the existing segment of Devin Shafron Drive from the Greenway Transit Connector (Metro Center Drive) east to Shellhorn Road (Route 643) as a CTP roadway.

This public hearing will take place in the Board of Supervisors Meeting Room, County Government Center, 1 Harrison Street, S.E., Leesburg, VA on **Wednesday, June 10, 2015**, at **6:00 p.m.** Written comments can be provided to the Loudoun County Board of Supervisors, c/o Loudoun County Department of Planning and Zoning, 1 Harrison St., S.E., 3rd Floor, MSC #62, Leesburg, Virginia, 20175 (attention: Marie Genovese) or via e-mail at dpz@loudoun.gov.

A copy of the staff report will be available on the Board of Supervisors website at <http://www.loudoun.gov/bos> and in the Loudoun County Department of Planning and Zoning on May 29, 2015.

Should you have any questions, please call 703-777-0246.

Sincerely,

A handwritten signature in cursive script that reads "Marie Genovese".

Marie Genovese, AICP
Project Manager
CPAM 2014-0002, Prentice Drive

Charles Town Kiwanis Club Summer Social



Come out and join us in an evening of music, dancing, fun, prizes and a cash bar.

Date: June 20, 2015

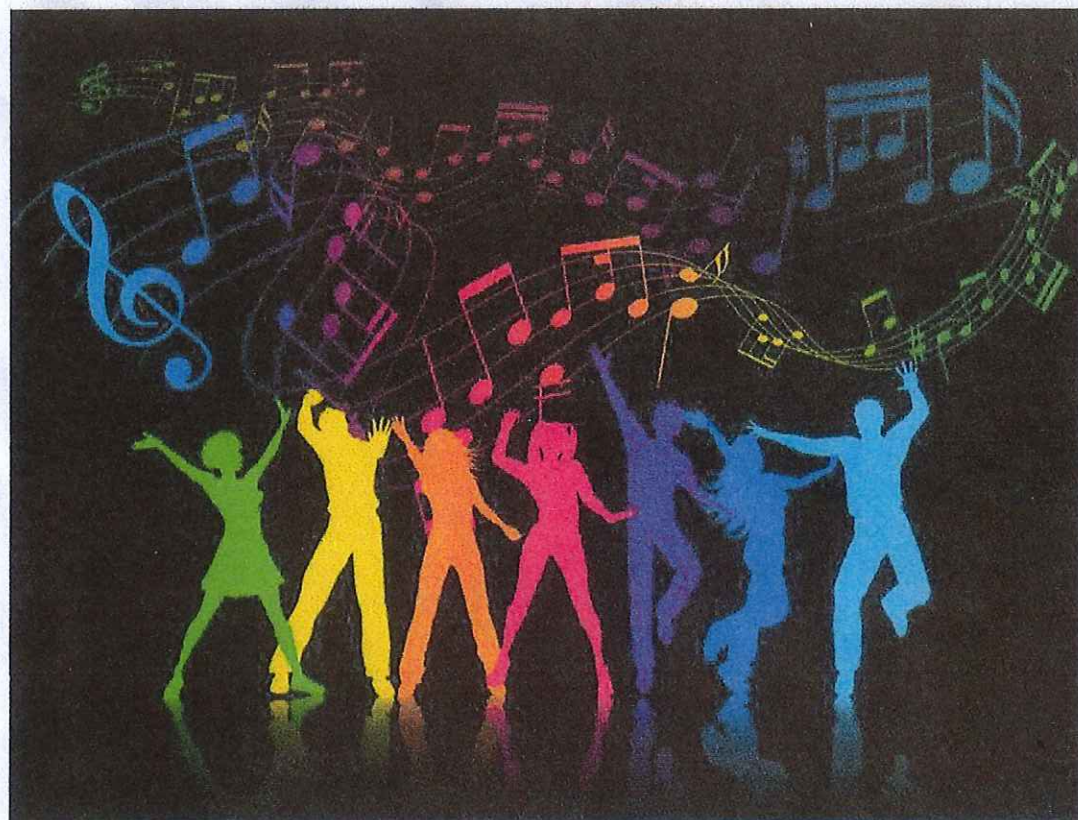
Time: 7:00 P.M. to 11:00 P.M.

Location:
Martinsburg VFW,
241 N. Queen St,
Martinsburg.

Cost: \$10.00
Donation.

Dress:
Dressy casual

Tickets may be purchased in advanced by contacting Mr. Gene Taylor (Charles Town) at (304) 724-1784 or Mr. Jack Lauer (Martinsburg) at (304) 754-0129



A great local DJ will be providing the music.



**Proceeds benefit
Kiwanis Children's
Programs**

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

Week Ending Date	May 16, 2015
To be Deposited on:	May 22, 2015
Amount Played	57,056,867.32
Amount Won	51,217,082.90
Amount Promo	246,430.00
MWAP Contribution	<u>2,140.41</u>
Adjusted Gross Terminal Revenue	<u>5,591,214.01</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>223,648.56</u>
Net Terminal Revenue	<u>5,367,565.45</u>
Surcharge @ 10%	536,756.54
State Share Excess @ 58% & 10% of 42%	333,862.57
Track Share of Capital Reinvestment @ 90% of 42%	<u>202,893.97</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>194778.21</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>8115.76</i>
Adjusted Net Terminal Revenue	<u>4,830,808.91</u>
Racetrack @ 46.50% / 42%	2,028,939.74
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	1,980,631.69
Excess Lottery Fund @ 12.85% / 9.55%	461,342.24
Race Track Purses @ 90% of 7% / 4%	173,909.12
Employee Pension Fund @ 1% / .5%	24,154.04
Greyhound Development @ 90% of .75%	32,607.96
Thoroughbred Development @ 90% of .75%	32,607.96
County/Municipality @ 2%	<u>96,616.16</u>
	<u>4,830,808.91</u>

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%	RAMSON 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	\$ 3,966.29	\$ 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
12/13/14	\$ 81,809.96	\$ 40,904.98	\$ 40,904.98	\$ 3,243.76	\$ 16,321.09	\$ 887.64	\$ 13,776.80	\$ 6,675.69
12/20/14	\$ 83,201.68	\$ 41,600.84	\$ 41,600.84	\$ 3,298.95	\$ 16,598.73	\$ 902.74	\$ 14,011.16	\$ 6,789.26
12/27/14	\$ 116,229.36	\$ 58,114.68	\$ 58,114.68	\$ 4,608.49	\$ 23,187.76	\$ 1,261.09	\$ 19,573.02	\$ 9,484.32
01/03/15	\$ 136,554.56	\$ 68,277.28	\$ 68,277.28	\$ 5,414.39	\$ 27,242.63	\$ 1,481.62	\$ 22,995.79	\$ 11,142.85
01/10/15	\$ 74,198.68	\$ 37,099.34	\$ 37,099.34	\$ 2,941.98	\$ 14,802.64	\$ 805.05	\$ 12,495.06	\$ 6,054.61
01/17/15	\$ 86,434.72	\$ 43,217.36	\$ 43,217.36	\$ 3,427.14	\$ 17,243.72	\$ 937.82	\$ 14,555.61	\$ 7,053.07
01/24/15	\$ 82,425.60	\$ 41,212.80	\$ 41,212.80	\$ 3,268.17	\$ 16,443.91	\$ 894.32	\$ 13,880.47	\$ 6,725.93
01/31/15	\$ 85,566.64	\$ 42,783.32	\$ 42,783.32	\$ 3,392.72	\$ 17,070.54	\$ 928.40	\$ 14,409.42	\$ 6,982.24
02/07/15	\$ 95,718.36	\$ 47,859.18	\$ 47,859.18	\$ 3,795.23	\$ 19,095.81	\$ 1,038.55	\$ 16,118.97	\$ 7,810.62
02/14/15	\$ 96,262.16	\$ 48,131.08	\$ 48,131.08	\$ 3,816.80	\$ 19,204.30	\$ 1,044.44	\$ 16,210.55	\$ 7,854.99
02/21/15	\$ 75,221.32	\$ 37,610.66	\$ 37,610.66	\$ 2,982.53	\$ 15,006.65	\$ 816.15	\$ 12,667.27	\$ 6,138.06
02/28/15	\$ 113,964.28	\$ 56,982.14	\$ 56,982.14	\$ 4,518.68	\$ 22,735.87	\$ 1,236.51	\$ 19,191.59	\$ 9,299.49
03/07/15	\$ 87,500.84	\$ 43,750.42	\$ 43,750.42	\$ 3,469.41	\$ 17,456.42	\$ 949.38	\$ 14,735.14	\$ 7,140.07
03/14/15	\$ 110,193.32	\$ 55,096.66	\$ 55,096.66	\$ 4,369.17	\$ 21,983.57	\$ 1,195.60	\$ 18,556.55	\$ 8,991.77
03/21/15	\$ 106,162.16	\$ 53,081.08	\$ 53,081.08	\$ 4,209.33	\$ 21,179.35	\$ 1,151.86	\$ 17,877.71	\$ 8,662.83
03/28/15	\$ 101,097.76	\$ 50,548.88	\$ 50,548.88	\$ 4,008.53	\$ 20,169.00	\$ 1,096.91	\$ 17,024.86	\$ 8,249.58
04/04/15	\$ 103,427.56	\$ 51,713.78	\$ 51,713.78	\$ 4,100.90	\$ 20,633.80	\$ 1,122.19	\$ 17,417.20	\$ 8,439.69
04/11/15	\$ 102,049.08	\$ 51,024.54	\$ 51,024.54	\$ 4,046.25	\$ 20,358.79	\$ 1,107.23	\$ 17,185.07	\$ 8,327.20
04/18/15	\$ 98,676.20	\$ 49,338.10	\$ 49,338.10	\$ 3,912.51	\$ 19,685.90	\$ 1,070.64	\$ 16,817.07	\$ 8,051.98
04/25/15	\$ 99,313.24	\$ 49,656.62	\$ 49,656.62	\$ 3,937.77	\$ 19,812.99	\$ 1,077.55	\$ 16,724.35	\$ 8,103.96
05/02/15	\$ 108,159.32	\$ 54,079.66	\$ 54,079.66	\$ 4,288.52	\$ 21,577.78	\$ 1,173.53	\$ 18,214.03	\$ 8,825.80
05/09/15	\$ 100,125.64	\$ 50,062.82	\$ 50,062.82	\$ 3,969.98	\$ 19,975.07	\$ 1,086.36	\$ 16,861.16	\$ 8,170.25
05/16/15	\$ 96,616.16	\$ 48,308.08	\$ 48,308.08	\$ 3,830.83	\$ 19,274.92	\$ 1,048.29	\$ 16,270.16	\$ 7,883.88
Subtotal	\$ 4,727,770.68	\$ 2,819,917.08	\$ 1,907,853.60	\$ 151,292.80	\$ 761,233.55	\$ 41,400.45	\$ 642,565.11	\$ 311,361.69

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	12/13/2014	40,904.98
12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84
12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68
1/1/2011	85,152.12	12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28
1/8/2011	54,301.30	1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34
1/15/2011	54,005.90	1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36
1/22/2011	60,924.74	1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80
1/29/2011	48,036.94	1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32
2/5/2011	60,777.44	2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18
2/12/2011	67,471.84	2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08
2/19/2011	72,018.54	2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66
2/26/2011	75,544.02	2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14
3/5/2011	74,535.34	3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42
3/12/2011	66,979.48	3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66
3/19/2011	73,113.26	3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08
3/26/2011	68,490.80	3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88
4/2/2011	70,846.58	3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78
4/9/2011	67,076.78	4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54
4/16/2011	64,698.56	4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10
4/23/2011	67,674.14	4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62

4/30/2011	66,807.50	4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66
5/7/2011	66,379.74	5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82
5/14/2011	66,699.76	5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08
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	2,819,917.08				
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Table Game Revenue

<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/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
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

<u>Date</u>	<u>Amount</u>
July, 2014	78,639.07
August, 2014	84,726.51
September, 2014	71,967.51
October, 2014	66,257.02
November, 2014	71,046.66
December, 2014	76,797.24
January, 2015	73,346.66
February, 2015	66,262.78
March, 2015	73,747.70
April, 2015	76,343.68

Total 2014-2015	739,134.83
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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	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
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		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,217,404.49

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

Week Ending Date

May 23, 2015

To be Deposited on:

June 1, 2015

Amount Played	59,066,049.73
Amount Won	53,283,438.73
Amount Promo	258,488.00
MWAP Contribution	<u>2,604.52</u>
Adjusted Gross Terminal Revenue	<u>5,521,518.48</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>220,860.74</u>
Net Terminal Revenue	<u>5,300,657.74</u>
Surcharge @ 10%	530,065.77
State Share Excess @ 58% & 10% of 42%	329,700.91
Track Share of Capital Reinvestment @ 90% of 42%	<u>200,364.86</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>192350.27</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>8014.59</i>
Adjusted Net Terminal Revenue	<u>4,770,591.97</u>
Racetrack @ 46.50% / 42%	2,003,648.63
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	1,955,942.70
Excess Lottery Fund @ 12.85% / 9.55%	455,591.53
Race Track Purses @ 90% of 7% / 4%	171,741.31
Employee Pension Fund @ 1% / .5%	23,852.96
Greyhound Development @ 90% of .75%	32,201.50
Thoroughbred Development @ 90% of .75%	32,201.50
County/Municipality @ 2%	<u>95,411.84</u>
	<u>4,770,591.97</u>

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
12/13/14	\$ 81,809.96	\$ 40,904.98	\$ 40,904.98	\$ 3,243.76	\$ 16,321.09	\$ 887.64	\$ 13,776.80	\$ 6,675.69
12/20/14	\$ 83,201.68	\$ 41,600.84	\$ 41,600.84	\$ 3,298.95	\$ 16,598.73	\$ 902.74	\$ 14,011.16	\$ 6,789.26
12/27/14	\$ 116,229.36	\$ 58,114.68	\$ 58,114.68	\$ 4,608.49	\$ 23,187.76	\$ 1,261.09	\$ 19,573.02	\$ 9,484.32
01/03/15	\$ 136,554.56	\$ 68,277.28	\$ 68,277.28	\$ 5,414.39	\$ 27,242.63	\$ 1,481.62	\$ 22,995.79	\$ 11,142.85
01/10/15	\$ 74,198.68	\$ 37,099.34	\$ 37,099.34	\$ 2,941.98	\$ 14,802.64	\$ 805.05	\$ 12,495.06	\$ 6,054.61
01/17/15	\$ 86,434.72	\$ 43,217.36	\$ 43,217.36	\$ 3,427.14	\$ 17,243.72	\$ 937.82	\$ 14,555.61	\$ 7,053.07
01/24/15	\$ 82,425.60	\$ 41,212.80	\$ 41,212.80	\$ 3,268.17	\$ 16,443.91	\$ 894.32	\$ 13,880.47	\$ 6,725.93
01/31/15	\$ 85,566.64	\$ 42,783.32	\$ 42,783.32	\$ 3,392.72	\$ 17,070.54	\$ 928.40	\$ 14,409.42	\$ 6,982.24
02/07/15	\$ 95,718.36	\$ 47,859.18	\$ 47,859.18	\$ 3,795.23	\$ 19,095.81	\$ 1,038.55	\$ 16,118.97	\$ 7,810.62
02/14/15	\$ 96,262.16	\$ 48,131.08	\$ 48,131.08	\$ 3,816.80	\$ 19,204.30	\$ 1,044.44	\$ 16,210.55	\$ 7,854.99
02/21/15	\$ 75,221.32	\$ 37,610.66	\$ 37,610.66	\$ 2,982.53	\$ 15,006.65	\$ 816.15	\$ 12,667.27	\$ 6,138.06
02/28/15	\$ 113,964.28	\$ 56,982.14	\$ 56,982.14	\$ 4,518.68	\$ 22,735.87	\$ 1,236.51	\$ 19,191.59	\$ 9,299.49
03/07/15	\$ 87,500.84	\$ 43,750.42	\$ 43,750.42	\$ 3,469.41	\$ 17,456.42	\$ 949.38	\$ 14,735.14	\$ 7,140.07
03/14/15	\$ 110,193.32	\$ 55,096.66	\$ 55,096.66	\$ 4,369.17	\$ 21,983.57	\$ 1,195.60	\$ 18,556.55	\$ 8,991.77
03/21/15	\$ 106,162.16	\$ 53,081.08	\$ 53,081.08	\$ 4,209.33	\$ 21,179.35	\$ 1,151.86	\$ 17,877.71	\$ 8,662.83
03/28/15	\$ 101,097.76	\$ 50,548.88	\$ 50,548.88	\$ 4,008.53	\$ 20,169.00	\$ 1,096.91	\$ 17,024.86	\$ 8,249.58
04/04/15	\$ 103,427.56	\$ 51,713.78	\$ 51,713.78	\$ 4,100.90	\$ 20,633.80	\$ 1,122.19	\$ 17,417.20	\$ 8,439.69
04/11/15	\$ 102,049.08	\$ 51,024.54	\$ 51,024.54	\$ 4,046.25	\$ 20,358.79	\$ 1,107.23	\$ 17,185.07	\$ 8,327.20
04/18/15	\$ 98,676.20	\$ 49,338.10	\$ 49,338.10	\$ 3,912.51	\$ 19,685.90	\$ 1,070.64	\$ 16,617.07	\$ 8,051.98
04/25/15	\$ 99,313.24	\$ 49,656.62	\$ 49,656.62	\$ 3,937.77	\$ 19,812.99	\$ 1,077.55	\$ 16,724.35	\$ 8,103.96
05/02/15	\$ 108,159.32	\$ 54,079.66	\$ 54,079.66	\$ 4,288.52	\$ 21,577.78	\$ 1,173.53	\$ 18,214.03	\$ 8,825.80
05/09/15	\$ 100,125.64	\$ 50,062.82	\$ 50,062.82	\$ 3,969.98	\$ 19,975.07	\$ 1,086.36	\$ 16,861.16	\$ 8,170.25
05/16/15	\$ 96,616.16	\$ 48,308.08	\$ 48,308.08	\$ 3,830.83	\$ 19,274.92	\$ 1,048.29	\$ 16,270.16	\$ 7,883.88
05/23/15	\$ 95,411.84	\$ 47,705.92	\$ 47,705.92	\$ 3,783.08	\$ 19,034.66	\$ 1,035.22	\$ 16,067.35	\$ 7,785.61
Subtotal	\$ 4,823,182.52	\$ 2,867,623.00	\$ 1,955,569.52	\$ 155,075.88	\$ 780,268.21	\$ 42,435.67	\$ 658,632.46	\$ 319,147.30

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	12/13/2014	40,904.98
12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84
12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68
1/1/2011	85,152.12	12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28
1/8/2011	54,301.30	1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34
1/15/2011	54,005.90	1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36
1/22/2011	60,924.74	1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80
1/29/2011	48,036.94	1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32
2/5/2011	60,777.44	2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18
2/12/2011	67,471.84	2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08
2/19/2011	72,018.54	2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66
2/26/2011	75,544.02	2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14
3/5/2011	74,535.34	3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42
3/12/2011	66,979.48	3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66
3/19/2011	73,113.26	3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08
3/26/2011	68,490.80	3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88
4/2/2011	70,846.58	3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78
4/9/2011	67,076.78	4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54
4/16/2011	64,698.56	4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10
4/23/2011	67,674.14	4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62

4/30/2011	66,807.50	4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66
5/7/2011	66,379.74	5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82
5/14/2011	66,699.76	5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08
5/21/2011	63,210.44	5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92
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

2,867,623.00

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
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

Date	Amount
July, 2014	78,639.07
August, 2014	84,726.51
September, 2014	71,967.51
October, 2014	66,257.02
November, 2014	71,046.66
December, 2014	76,797.24
January, 2015	73,346.66
February, 2015	66,262.78
March, 2015	73,747.70
April, 2015	76,343.68

Total 2014-2015 739,134.83

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	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
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		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,217,404.49