

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JUNE 18, 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

- June 4, 2015 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- June 11, 2015
- June 18, 2015

APPROVAL OF MANUAL CHECKS

- June 11, 2015
- June 18, 2015

PAYROLL APPROVAL

- June 4, 2015

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Jennifer Maghan, County Clerk
- Approval of Depository Bonds for Fiscal Year 2015-2016 -
Discussion/Action

2. 10:00 a.m. Ralph Lorenzetti, Prosecuting Attorney
- Change of employment status for Shannon Burlett from temporary to permanent - Discussion/Action
3. 10:15 a.m. Laura Storm, Circuit Clerk
- Request to fill vacancy in the Circuit Clerk's office - Discussion/Action
4. 10:30 a.m. Eleanor Finn, League of Women Voters
- County Commission Observation Review
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Roger Goodwin, Chief County Engineer
Jennifer Brockman, Planning and Zoning Director
- Proposed Planning and Zoning Land Development Fee Increase - Discussion/Action
7. 11:15 a.m. Roger Goodwin, Chief County Engineer
- Personnel Requisition for Temporary Building Inspector Position - Discussion/Action
- Personnel Requisition for the Building Permits Technician Position - Discussion/Action
8. 11:30 a.m. Interview and Appointment to the Jefferson County Board of Health - One 5-year term ending June 30, 2020 - Discussion/Action
9. 11:45 a.m. Interviews and Appointments to the Jefferson County Emergency Services Agency Board - Two 3-year terms (citizen representatives) ending June 30, 2018 - Discussion/Action
10. 12:00 p.m. Interviews and Appointments to the Jefferson County Parks and Recreation Commission - Four 3-year terms ending June 30, 2018 - Discussion/Action
11. 12:15 p.m. Interviews and Appointments to the Jefferson County Board of Zoning Appeals - One 3-year term as an Alternate, ending January 1, 2018 - Discussion/Action
12. 12:30 p.m. **Break for Lunch**

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

- 13. 1:30 p.m. Fred Blackmer, Twin Oaks Subdivision, LLC
- Zoning Map Amendment Petition by Landowner - Discussion/Action
- 14. 1:45 p.m. Text Amendment to Jefferson County Zoning Ordinance, "Appendix C, Principal Permitted Uses Table," to change Cultural Facilities from Not Permitted to Permitted within the Residential Growth District - Discussion/Action
- 15. 2:00 p.m. Ronda Lehman, Blue Ridge Watershed Coalition
- BRWC reporting back to County Commission concerning funds provided for water monitoring program in 2012

NEW BUSINESS

- 16. Request that all Jefferson County component units be placed on an equitable basis when receiving wage and benefits from the County Budget - Discussion/Action (DM)
- 17. Request that the Jefferson County Commission seek injunctive relief against the All Good Festival if they fail to meet all of the BZA standards necessary to hold the festival in Jefferson County by the end of business on June 18th - Discussion/Action (DM)

FINANCIAL DIRECTOR REPORTS

- Review of Budget to Actual as of May 31, 2015

COUNTY ADMINISTRATOR REPORTS

- Discuss Road Summit
 - Locations/Priorities
 - Invite/size of van
 - Time

COUNTY COMMISSION REPORTS

- 18. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of County Office Closure on Friday, June 19, 2015 in observance of West Virginia Day.

Impact Fee Status Report for May 2015.

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

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

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

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

Minutes from the May 4, 2015 Regular Board Meeting of the Jefferson County Public Service District.

Letter from Ronald Moats, WVABCA Commissioner, regarding the All Good Festival application.

Letter from the Public Service Commission of WV regarding the Disbursement of Wireless E911 Subscriber Fees.

Letter from Charles and Mary Edgar, residents, complimenting staff from the Planning and Zoning and Engineering Departments.

Informational Flyer from the Summer Intergenerational Food Service Program regarding free meals for school-age children throughout the summer.

WV Lottery Weekly Settlement for Charles Town - week ending May 30, 2015.

WV Lottery Weekly Settlement for Charles Town - week ending June 6, 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, June 4, 2015

A meeting of the Jefferson County Commission was held on Thursday, June 4, 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, June 4, 2015 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Bell led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the May 21, 2015 Regular Meeting Minutes. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Tabb to approve the Purchase Orders for June 4, 2015 in the amount of \$50,228.37 to include Purchase Order numbers 52344, 52342, 52343, and 52658. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the Regular Payroll for May 21, 2015 in the amount of \$232,972.69. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the Special Payroll for June 1, 2015 in the amount of \$2,198.47. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Special Payroll for June 2, 2015 in the amount of \$671.71. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074395	717	AUTOZONE		\$ -	\$ 775.96	\$ 775.96
074396	406	ANGELA L BANKS		\$ -	\$ 13.25	\$ 13.25
074397	425	B-K OFFICE SUPPLY INC		\$ -	\$ 1,048.50	\$ 1,048.50
074398	425	BOLAND SERVICES		\$ -	\$ 2,819.56	\$ 2,819.56
074399	413	THE CHAPMAN PRINTING CO		\$ -	\$ 42.67	\$ 42.67
074400	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
074401	402	CHARLES TOWN LOCK & KEY		\$ -	\$ 92.50	\$ 92.50
074402	425	DAYCON		\$ -	\$ 1,214.66	\$ 1,214.66
074403	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,027.75	\$ 6,027.75
074404	717	FISHER AUTO PARTS		\$ -	\$ 229.75	\$ 229.75
074405	717	FLEETPRIDE		\$ -	\$ 180.90	\$ 180.90
074406	404	J & S BUSINESS FORMS LLC		\$ -	\$ 2,841.24	\$ 2,841.24
074407	PAYROLL	GUARDIAN		\$ -	\$ 1,732.55	\$ 1,732.55
074407	PAYROLL	GUARDIAN		\$ -	\$ 1,956.72	\$ 1,956.72
074408	717	GUTTMAN OIL CO		\$ -	\$ 13,468.64	\$ 13,468.64
074409	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 25,000.00	\$ 25,000.00
074410	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 105.90	\$ 105.90
074411	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
074412	PAYROLL	HIGHMARK WV		\$ -	\$ 167,065.52	\$ 167,065.52
074413	406	VANDA NELSON		\$ -	\$ 13.25	\$ 13.25
074414	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
074415	GRANT	RCS SECURITY		\$ -	\$ 1,870.72	\$ 1,870.72
074416	GRANT	RCS SECURITY		\$ -	\$ 5,860.09	\$ 5,860.09
074417	717	RICE TIRES CO		\$ -	\$ 570.96	\$ 570.96
074418	428	STORAGE NETWORKS	52336	\$ 12,995.00	\$ -	\$ 12,995.00
074419	405	THOMSON REUTERS - WEST	52685	\$ 591.00	\$ -	\$ 591.00
074420	717	WHOLESALE TIRES, INC.		\$ -	\$ 35.21	\$ 35.21
TOTAL						\$ 248,064.30
TOTAL				\$ 13,586.00	\$ 234,478.30	\$ 248,064.30

DEPT	NAME				DEPT AMTS
402/CCLK	CO. CLERK				\$ 198.40
404/TAX	TAX OFFICE				\$ 2,841.24
405/PA	PROS ATTY				\$ 591.00
406/ASSR	ASSESSORS				\$ 26.50
413/ELE	ELECTION				\$ 42.67
425/OB	OTHER BUILDING				\$ 5,214.72
428/DATAP	DATA PROCESSING				\$ 12,995.00
712/911	911 COMMUNICATION				\$ 1,380.00
717/GARAGE	CENTRAL GARAGE				\$ 15,261.42
ALLOC	ALLOCATIONS				\$ 25,000.00
GRANTS	GRANTS				\$ 7,730.81
PAYROLL	PAYROLL				\$ 176,782.54
TOTALS					\$ 248,064.30

Motion by Mr. Manuel to approve the accounts payable for May 28, 2015 in the amount of \$248,064.30. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074425	412	COMCAST		\$ -	\$ 103.63	\$ 103.63
074425	425	COMCAST		\$ -	\$ 848.67	\$ 848.67
074425	425	COMCAST		\$ -	\$ 189.90	\$ 189.90
074426	712	AT&T/GA		\$ -	\$ 83.42	\$ 83.42
074427	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074428	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
074429	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074430	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
074431	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074432	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
074433	403	CASTO & HARRIS INC		\$ -	\$ 767.18	\$ 767.18
074434	402	CSSI-COMplete SYSTEM SPR		\$ -	\$ 818.00	\$ 818.00
074435	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
074436	440	DAVID M. CARTER		\$ -	\$ 139.00	\$ 139.00
074437	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
074438	711	CERVIS TECHNOLOGIES, LLC	52345	\$ 1,500.00	\$ -	\$ 1,500.00
074439	425	DAYCON		\$ -	\$ 45.85	\$ 45.85
074440	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
074441	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,982.63	\$ 5,982.63
074442	GRANT	EVAK K9		\$ -	\$ 1,200.00	\$ 1,200.00

074443	PAYROLL	GUARDIAN		\$ -	\$ 1,718.95	\$ 1,718.95
074443	PAYROLL	GUARDIAN		\$ -	\$ 1,941.66	\$ 1,941.66
074444	440	ROGER GOODWIN		\$ -	\$ 104.00	\$ 104.00
074445	412	MICHAEL HARMAN		\$ -	\$ 713.54	\$ 713.54
074446	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,085.00	\$ 3,085.00
074447	406	THE JOURNAL		\$ -	\$ 1,228.50	\$ 1,228.50
074448	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
074449	711	BARBARA J. MILLER		\$ -	\$ 151.00	\$ 151.00
074450	711	BARBARA J. MILLER		\$ -	\$ 184.00	\$ 184.00
074451	PAYROLL	HIGHMARK WV		\$ -	\$ 165,493.14	\$ 165,493.14
074452	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074453	404	TONI MILBOURNE		\$ -	\$ 800.00	\$ 800.00
074454	700	ROBIN MAHONY		\$ -	\$ 8.67	\$ 8.67
074455	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074456	711	SANDEE L. NILES		\$ -	\$ 184.00	\$ 184.00
074457	402	POSTMASTER CHARLES TOWN		\$ -	\$ 98.00	\$ 98.00
074458	440	PITTSNOGLE, LLC	52585	\$ 9,974.00	\$ -	\$ 9,974.00
074459	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00
074460	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 402.96	\$ 402.96
074460	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 94.24	\$ 94.24
074460	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 571.97	\$ 571.97
074461	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 25.40	\$ 25.40
074461	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 108.64	\$ 108.64
074461	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 71.42	\$ 71.42
074462	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,208.08	\$ 10,208.08
074462	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,648.88	\$ 43,648.88
074462	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,613.38	\$ 41,613.38
074463	412	STAPLES		\$ -	\$ 409.96	\$ 409.96
074464	712	TELTRONIC		\$ -	\$ 458.00	\$ 458.00
074465	425	TRENARY SERVICE CO		\$ -	\$ 375.00	\$ 375.00
074466	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
074467	415	WV STATE AUDITOR**		\$ -	\$ 11,445.00	\$ 11,445.00
074468	412	WVU		\$ -	\$ 1,078.00	\$ 1,078.00
074469	412	WVU		\$ -	\$ 1,897.76	\$ 1,897.76
074470	700	WILLIAM WALTERS		\$ -	\$ 8.67	\$ 8.67
074471	402	XEROX CORPORATION	52468	\$ 1,405.72	\$ -	\$ 1,405.72
074471	439	XEROX CORPORATION	52329	\$ 505.07	\$ -	\$ 505.07
TOTAL						\$ 338,508.54
TOTAL				\$ 13,384.79	\$ 325,123.75	\$ 338,508.54

Motion by Ms. Noland to approve the accounts payable for June 4, 2015 in the amount of \$338,508.54. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Motion by Ms. Noland to approve the Manual Checks for May 29, 2015 in the amount of \$51,462.86. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the Manual Checks for June 5, 2015 in the amount of \$471,341.65. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Bob Aitcheson, resident – expressed frustration with the All Good Festival, claiming the applicants still have yet to provide traffic, public health, or safety plans which are all requirements of their zoning certificate.

Doug Rockwell, resident – yielded his time to Mr. Aitcheson.

Jacqueline Milliron, resident – spoke in support of Mr. Fred Blackmer’s request for the County Commission to facilitate a meeting between the Jefferson County Public Service District and other county utilities to discuss the possibility of consolidation or other methods to make water and sewer rates more affordable for all residents.

Peter Fricke, resident – spoke in favor of the Engineering Department’s proposed course of action regarding Property Safety Case 14-002 as the structure in question is a historical structure and should be restored and preserved rather than demolished.

PRESENTATIONS

1. Fred Blackmer – requested the County Commission consider leading a meeting regarding infrastructure partnerships between the County Commission, Shepherdstown Utilities, the Jefferson County Public Service District, and private business stakeholders.
 - **Motion by Ms. Tabb to invite all Jefferson County utility companies, including the Jefferson County Public Service District, to discuss cooperative efforts and consolidation to provide adequate and affordable water and sewer services for all County residents. Motion seconded and unanimously approved.**
2. Jennifer Myers, Director of Jefferson County Parks and Recreation – requested approval to allow the sale of alcohol at the Sam Michael’s Park wedding venue and the Mountain Heritage Arts and Crafts Festival.

- **Motion by Mr. Manuel to provide a letter of endorsement to the WVABCA for the allowance of alcohol during weddings and select special events at Sam Michael's Park. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb that Jefferson County Parks and Recreation require those entities or individuals using the parks for wedding and special events to obtain additional liability insurance that indemnifies the Jefferson County Commission and the Jefferson County Parks and Recreation Commission in the event of an accident. Motion seconded and unanimously approved.**
3. Interview and Appointment to the Jefferson County Development Authority Board of Directors.
 - Ms. Noland offered her nomination for Mr. Anthony Roberts.
 - Mr. Manuel offered his nomination for Ms. Sara Smith.
 - After receiving the majority vote, Mr. Anthony Roberts was appointed to the Jefferson County Development Authority Board of Directors for one unexpired term ending April 5, 2016.
 4. Martin Burke, Chair of the Jefferson County Historic Landmarks Commission – requested matching funds for the WV Historic Preservation Development Grant to replace the roof on Snow Hill/Poor Farm.
 - **Motion by Mr. Manuel to provide the matching funds for the WV Historic Preservation Development Grant in the amount of \$20,000 to replace the roof on Snow Hill/Poor Farm. Motion seconded but fails on a vote of 1-4 with Mr. Bell, Ms. Tabb, Ms. Noland and Mr. Pellish opposing.**
 - **Motion by Mr. Bell to postpone action on this item pending the State's approval of the WV Historic Preservation Development Grant for the repair of the roof for Snow Hill/Poor Farm. Motion seconded and unanimously approved.**
 5. The Commission recessed for break at 10:55 am.
The Commission reconvened at 11:10 am.
 6. Barb Miller, Director of Jefferson County Homeland Security and Emergency Management – requested approval of a Memorandum of Understanding between the Jefferson County Commission and the City of Ranson for use of the Ranson Civic Center during emergencies or disasters.

- **Motion by Ms. Noland to approve the Memorandum of Understanding between the Jefferson County Commission and the City of Ranson as presented. Motion seconded and unanimously approved.**
7. Nathan Cochran, Assistant Prosecuting Attorney's Office – provided the Commission with a litigation update on the following cases: 13-C-432, 15-AA-4, and 15-0323.
- **Motion by Ms. Noland to enter into Executive Session to discuss pending litigation and a personnel matter. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to reject the settlement for case 13-C-432. Motion seconded and unanimously approved.**
8. Review of letters from the Jefferson County Commission to the West Virginia Alcohol Beverage Commission regarding the All Good Music Festival and Campout. Ms. Brockman also provided the Commission with an update on the status of the zoning permit application for the All Good Music Festival and Campout.
- It was the consensus of the Commission to send another letter to the WVABCA with corrected date for the All Good Music Festival and Campout.
9. Discussion/Revision of the Jefferson County Ambulance Service Fee Ordinance to address the following: residents who live in county areas that do not receive Jefferson County ambulance services and the assessment of late fees for the Ambulance Service Fee.
- **Motion by Mr. Manuel to discontinu charging the Ambulance Service Fee to residents who do not receive ambulance service from Jefferson County. Motion seconded and unanimously approved.**
 - **Motion by Mr. Manuel to reduce the Ambulance Service Fee for residents receiving the Homestead Exemption by 50% of the current standard late fees. Motion seconded and unanimously approved.**
10. Course of action for those who are delinquent in paying their Ambulance Fee.
- It was the consensus of the Commission to delay action on this item until the next regularly scheduled meeting to allow counsel time to research the best course of action regarding residents who are delinquent in paying their ambulance fee.

11. Request of waiver of late fees for Kenneth Pickering, resident, who claims he did not receive initial Ambulance Fee bill.

- **Motion by Ms. Tabb to deny the waiver of late fees for the ambulance service fee for Kenneth Pickering. Motion seconded and unanimously approved.**

12. Review and Renewal of the Mutual Aid Agreement between the City of Martinsburg and Jefferson County.

- **Motion by Ms. Noland to approve and renew the Mutual Aid Agreement between the City of Martinsburg and Jefferson County. Motion seconded and unanimously approved.**

13. Discussion of recent purchase within the Prosecuting Attorney's Office.

- The Commission requested Mr. Lorenzetti inform his employees that IT purchases such as computers, printers, and keyboards should be referred to the IT Department for inventory tracking and potential cost savings

FINANCIAL DIRECTOR REPORTS

- **Motion by Mr. Manuel to approve State Budget Revision #12 as presented by Mr. Stanton. Motion seconded and unanimously approved.**
- **Motion by Mr. Bell to approve State Budget Revision #2 of Fund 2 as presented by Mr. Stanton. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to approve Internal Budget Revision #15 as presented. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Internal Budget Revision #16 as presented. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to approve Internal Budget Revision #17 as presented. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Internal Budget Revision #18 as presented. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve the Management and Discussion Analysis for FY13 as presented. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

Absence Time with Pay Policy – Ms. Grove stated she wished to postpone this item until the June 18, 2015 regularly scheduled meeting.

14. Roger Goodwin, Chief County Engineer and Jennie Brockman, Director of Planning and Zoning – presented the proposed update to the Engineering Department’s Permit Fee Schedule and the Planning and Zoning Department’s Fee Schedule.

- **Motion by Mr. Manuel to approve the 10% increase for building permit fees with an effective date of August 1, 2015. Motion seconded and passes on a vote of 3-2 with Mr. Pellish and Mr. Bell opposing.**
- **Motion by Mr. Manuel to approve the permit fee schedule for the Planning and Zoning Office as presented. Motion seconded.**
- **Motion by Ms. Noland to amend Mr. Manuel’s motion to support the 10% increase in the subdivision plan fee, remove the square footage fee, and charge a flat \$50 fee for site plans and concept plans. Motion withdrawn.**
- **Motion by Mr. Manuel to postpone decisions on the proposed land development fees schedule until the June 18, 2015 regularly scheduled meeting. Motion seconded and unanimously approved.**

15. Roger Goodwin, Chief County Engineer

a. Property Safety Enforcement Agency – Hearing on Case 14-002 (Joseph O. and Barbara A. Bitner) – Property located at 7211 Queen Street, Middleway, WV 25430 Middleway Tax District, Map 22B, Parcel 0026 Deed Book 512, Page 726. Ms. Tabb noted that all five County Commissioners were present. Roger Goodwin was present on behalf of the Property Safety Enforcement Agency. The property owner did not appear.

- **Motion by Ms. Noland to accept the evidence as provided by Mr. Goodwin and find the property located at 7211 Queen Street, Middleway, West Virginia in violation of the Property Safety Enforcement Ordinance and to issue the Order to the property owner and authorize the President of the Commission to sign the Order, as presented. Motion seconded and unanimously approved.**

b. Letter of Credits

- **Motion by Ms. Tabb to authorize Staff to call and Letter of Credits that are due that have not been renewed by the close of business on Monday, July 6, 2015. Motion seconded and unanimously approved.**

c. Partial Release of Construction Bond Security for SPARC, LLC. – Summit Point Tactical Training Center, Phase 4 (File #S13-03)

- **Motion by Ms. Noland to 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). Motion seconded and unanimously approved.**

d. Hiring of Full Time Permit Clerk/Technician

- **Motion by Mr. Manuel to authorize Engineering Staff to advertise for a full time Permit Clerk/Technician. Motion seconded and unanimously approved.**

COUNTY COMMISSION REPORTS

Jane Tabb

- Attended her grandson's preschool graduation.
- Attended a PSD meeting.
- Met with ESA Personnel Committee.

Dale Manuel

- Attended an impact fee meeting for Parks and Recreation.
- Attended the Council on Aging Yardsale.
- Attended a PSD meeting.

Eric Bell

- Attended Juvenile Drug Court.
- Attended the Harpers Ferry Middle School Veteran's Memorial Dedication.
- Attended Memorial Day events in Washington, D.C.

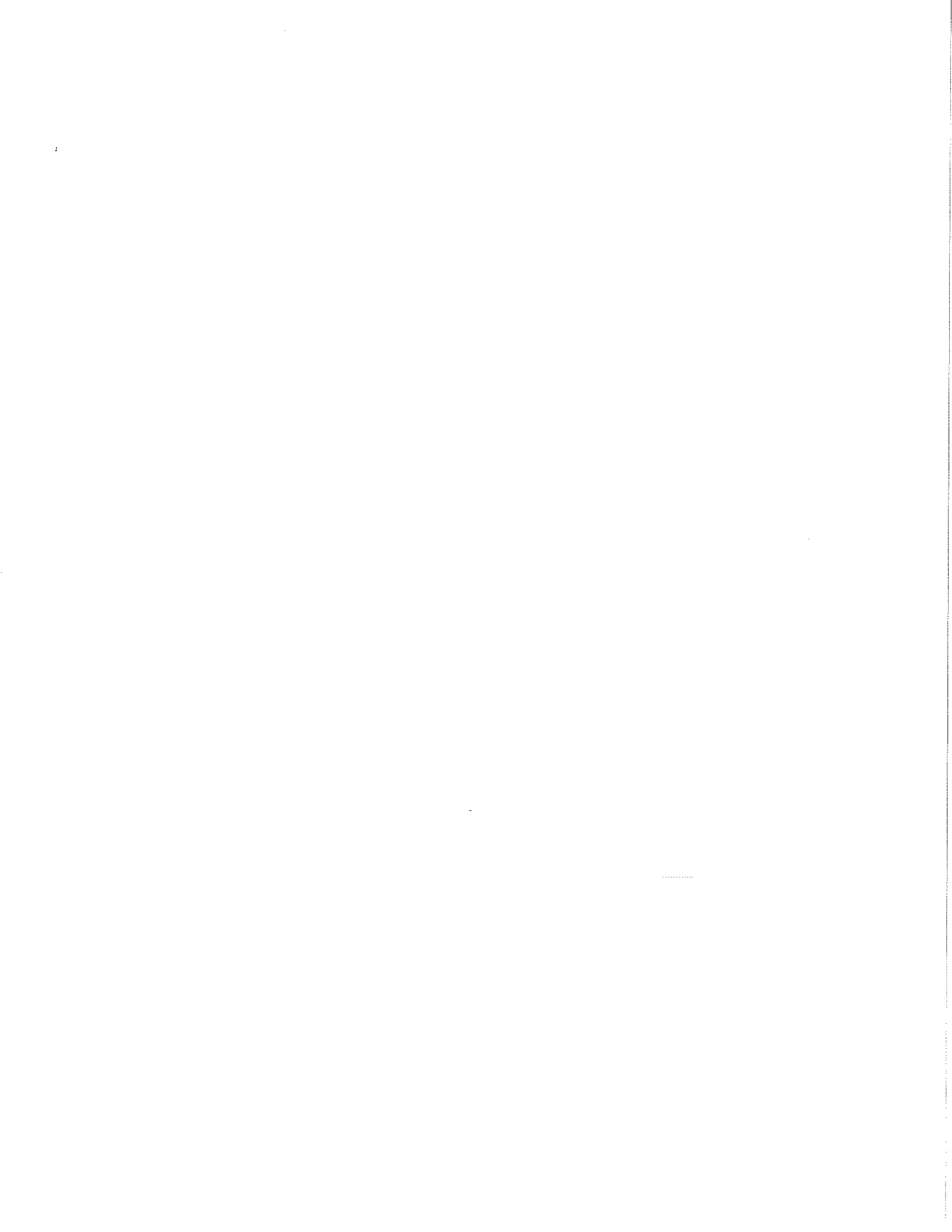
Walt Pellish

- Will be attending his grandson's high school graduation on June 18th and will not be present at the regular meeting.

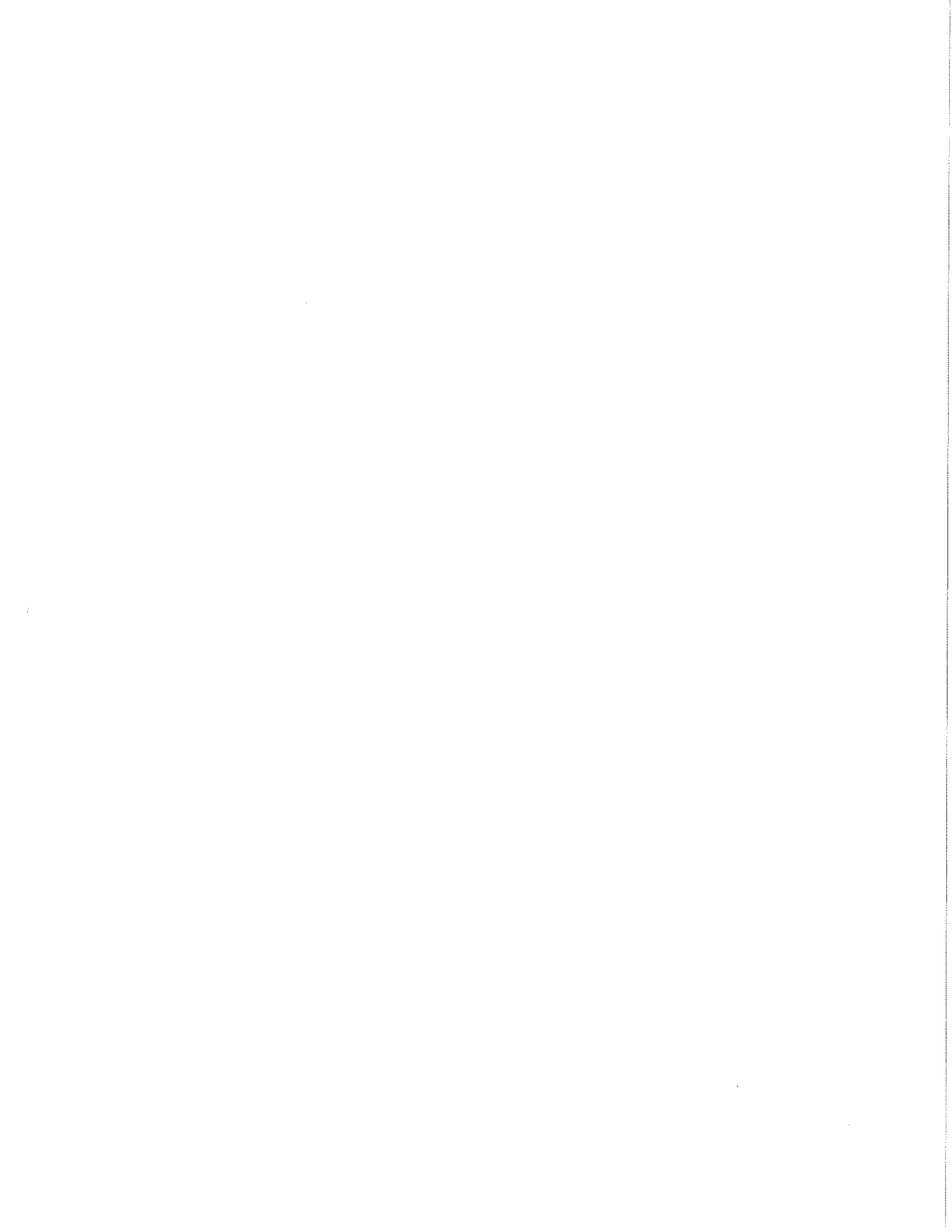
16. The Commission meeting adjourned at 2:50 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 365,469.04		\$ 365,469.04
6.2% Tax Payable OASDI	\$ 21,824.44		\$ 21,824.44
1.45% Tax Payable HI	\$ 5,104.04		\$ 5,104.04
Fed Withholding	\$ 41,613.38		\$ 41,613.38
WV State Withholding	\$ 15,563.30		\$ 15,563.30
PERS Retirement Deduct	\$ 12,537.06		\$ 12,537.06
Hosp. Pre-Tax	\$ 10,773.50		\$ 10,773.50
Cancer/ICU Pre-Taxed	\$ 1,253.35		\$ 1,253.35
Cancer/ICU Not Pre-Taxed	\$ 904.31		\$ 904.31
Optional Life Not Pre-Taxed	\$ 518.75		\$ 518.75
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%	\$ 5,518.52		\$ 5,518.52
457 - Nationwide	\$ 749.00		\$ 749.00
457I - ING	\$ 3,085.00		\$ 3,085.00
MD State Tax	\$ 361.92		\$ 361.92
D/VF	\$ 1,435.04		\$ 1,435.04
VA. State Tax	\$ 38.08		\$ 38.08
COLONIAL(PLUS)	\$ 258.09		\$ 258.09
Total Deductions	\$ 129,047.56	\$ -	\$ 129,047.56
Net Wages Total	\$ 236,421.48	\$ -	\$ 236,421.48
Payroll Dated	4-Jun-2015		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Maghan

Department or Organization: County Clerk

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: June 18, 2015

If a specific date is needed, please provide reason for specific date: To comply with State code.

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

Subject (*Wording to be placed on agenda*): Approval of Depository Bonds for Fiscal year 2015-2016.

Please provide the County Commission with a description of your request or presentation, including any background information: Per WV Code, Depository Bonds have to be approved by the last meeting in June for the upcoming Fiscal year.

Is this a funding request? 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*): Approve Depository Bonds for Fiscal Year 2015-2016.

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

If not attached, explain: Copies of the bonds will be sent to the Commissioners as soon as they are received from the banks and reviewed by the Prosecuting Attorney.

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: Gail Magaha

Email address: gmagaha@jeffersoncountywv.org Phone Number: 304-728-3216 or cell: 304-886-1884

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



@ your service

May 29, 2015

Jefferson County Commission
Attn: Ms. Jennifer S. Maghan
P.O. Box 208
Charleston Town, WV 25414-0014

Dear Ms. Maghan:

The purpose of this correspondence relates to the issuance of a depository bond by United Bank, Inc. ("United") for the upcoming fiscal year. In lieu of issuing a depository bond, United will pledge qualified investment securities or issue Federal Home Loan Bank letters of credit to appropriately collateralize outstanding deposits in excess of the amount insured by the Federal Deposit Insurance Corporation (FDIC), an independent agency of the U.S. Government. Both methods of collateralization are fully compliant with West Virginia State Code.

To ensure compliance with West Virginia Code each month, United compares outstanding deposit balances of all customers deemed to hold public funds with either the market value of pledged investment securities or the value of issued Federal Home Loan Bank letters of credit. Should sufficient collateral be found to exist, no action is taken. However, if collateral is found to be below the current level of outstanding deposits, United will either pledge additional qualified investment securities or cause the issuance of an additional Federal Home Loan Bank letters of credit. United sends a statement monthly to each public funds customer detailing out all investment securities pledged as collateral and their market values. Please compare this monthly total along with the value of any Federal Home Loan Bank letters of credit to your outstanding deposit balances and contact us if you feel that additional collateral is necessary to be pledged.

Please feel free to contact me at (304) 348-8396 should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'L. Salyers'.

Larry Salyers
Senior Vice-President
Treasury Management

A handwritten signature in blue ink, with the text 'Pros. ATTN' and '6-8-2015' written below it.

**JEFFERSON COUNTY COMMISSION DEPOSITORY BOND
BRANCH BANKING AND TRUST COMPANY
WINSTON-SALEM, NORTH CAROLINA**

KNOW ALL MEN BY THESE PRESENTS, That, the undersigned, Branch Banking and Trust Company (BB&T), Winston-Salem, North Carolina, a Corporation organized and existing under the laws of the United States of America, is held and firmly bound unto the State of West Virginia, in the sum of Three Hundred Thousand Dollars (\$300,000.00) to the payment thereof, will truly be made to said Jefferson County Commission, State of West Virginia, the undersigned binds itself and its successors and assigns by these present,

Signed and sealed this 31st day of March 2015.

THE CONDITIONS OF THE ABOVE OBLIGATION IS SUCH THAT, Whereas, BB&T of Winston-Salem, North Carolina, principal has been duly and legally designated in the manner required by law as a depository of the public monies of the Jefferson County Commission, State of West Virginia. Now therefore, if the said BB&T, principal herein, shall reserve safely, keep well and truly pay over all monies which may be deposited in or under the custody of the said BB&T as such County depository, according to law and shall further faithfully perform all the duties by law upon said principal as depository monies, then this obligation shall be null and void, otherwise are to remain in full force and effect.

The said Bank herewith deposited and pledged with the Jefferson County Commission, State of West Virginia, to secure the performance of its undertakings herein above set out the following collateral to-wit:

<u>PAR VALUE</u>	<u>DESCRIPTION</u>	<u>COUPON RATE</u>	<u>MATURITY DATE</u>
\$300,000.00	GNMA II Arm Pool 82663 (36225E5Z1)	3.00%(Variable)	11/20/2040

Authorization for the pledging of the above securities is certified to the Secretary of the Board of Directors of said Bank attached hereto.

It is understood and agreed:

- (1) Such collateral shall be held by **WELLS FARGO BANK, N.A.**, Minneapolis, MN or the **FEDERAL RESERVE BANK** of Richmond, Virginia, (Safekeeping Agents) so long as the said BB&T is not in default in its undertakings hereinabove set out, and if the said BB&T has not defaulted in its undertakings then such collateral shall be returned to the said BB&T on the 30th day of June, 2016.
- (2) The said BB&T shall have the right to the interest payable on such collateral, and may for the purpose of collecting the same have access to such collateral, in conjunction with a representative of the said Safekeeping Agent in order to obtain interest coupons representing interest payable or may direct the said Safekeeping Agent to detach such coupons.
- (3) The said BB&T shall from time to time have the right to withdraw any part of the above collateral upon substitution of other collateral of the same marketability acceptable to the Jefferson County Commission. The said BB&T shall have the right to withdraw any part of the above-mentioned collateral when properly authorized, providing the monies on deposit with the said BB&T do not exceed the amount of such collateral security remaining as security for the performance under the terms of this depository bond.

- (4) In the event of default of the said BB&T in its undertakings, herein set out during the said period beginning July 1, 2015 and ending June 30, 2016 the said Jefferson County Commission, State of West Virginia, shall have the right to make sale of so much of the collateral hereinbefore referred to as may be required to make good the undertaking of the said BB&T after due notice is given to the said BB&T.

(SEAL)

BRANCH BANKING AND TRUST COMPANY

BY: E. Michael Sessoms
Senior Vice President,
BB&T Funds Management

**STATE OF NORTH CAROLINA,
COUNTY OF ROBESON, TO-WIT:**

I, Amy Pittman a Notary Public in and for the County and State aforesaid, do hereby certify that E. Michael Sessoms, who signed the writing above as Senior Vice President of BB&T, a Corporation, bearing date of the 31st day March 2015 for said Corporation has this day acknowledged the said writing to be the act and deed of said Corporation.

Given under my hand this 31st day of March 2015.

Amy Pittman
Notary Public

My commission expires: 7/23/18

STANDING RESOLUTION - FUNDS MANAGEMENT / MORTGAGE LENDING / DEPOSIT SERVICES

AUTHORITY TO PURCHASE, SELL, TRANSFER OR ASSIGN, OR OTHERWISE ENGAGE IN TRANSACTIONS WITH RESPECT TO, SECURITIES AND FINANCIAL INSTRUMENTS OR CONTRACTS

RESOLVED, that each of the following officers may purchase, sell, transact, deal in or otherwise engage in transactions with respect to any of the following: (a) any security (including, but not limited to any note, stock, treasury stock, United States Bonds or other bonds of any nature, mutual funds, debenture, collateral trust certificate, pre-organization certificate or subscription, voting-trust certificate, certificate of deposit, investment contract or certificate of interest, interest of a limited partner in a limited partnership, warrants, subscriptions or any other interest commonly known as a "security"); (b) currency (including any forward or spot foreign exchange agreement), check, draft, bill of exchange, or bank letter of credit; (c) commodity futures contract or forward contract, (including any option, warrant, or right to subscribe to or purchase or sell a commodity futures contract or an option to purchase or sell a commodity or any spot transaction with respect thereto) (d) any loan, debt or evidence of indebtedness (including, but not limited to, any interest or participation in a loan, a group or index of securities, or certificate of deposit, (including an interest therein or based on the value thereof)), (e) any option on any of the foregoing, including an option to purchase or sell any such security, certificate of deposit, loan, interest, group or index, (f) any forward agreement, repurchase or reverse repurchase transaction on any such security, certificate of deposit, loan, interest, group or index, or option, and (g) any swap agreement (including, but not limited to, any interest rate swap, option, future, or forward agreement (including a rate floor, rate cap, rate collar or basis swap)), any currency swap, cross-currency swap or cross-currency rate swap, any agreement in respect of precious metals, any equity index or equity swap, option, future, or forward agreement, any debt index or debt swap, option, future, or forward agreement, any total return, credit spread, credit default, credit index or credit swap, option, future, or forward agreement, any commodity index or a commodity swap or option thereon, and any other agreement or transaction that is similar to any other agreement or transaction referred to herein and that (i) is of a type that has been, is presently, or in the future becomes, the subject of recurrent dealings in the swap markets, and (ii) is a forward, swap, future, or option on one or more rates, currencies, commodities, equity securities, or other equity instruments, debt securities or other debt instruments, quantitative measures associated with an occurrence, extent of an occurrence, or contingency associated with a financial, commercial, or economic consequence, or economic or financial indices or measures of economic or financial risk or value (collectively, "Transactions");

FURTHER RESOLVED, that any and all purchases, sales, assignments or transfers of, or the entering into the foregoing Transactions heretofore or hereafter made by any of the below named officers as authorized by the foregoing resolutions are hereby ratified and confirmed.

FURTHER RESOLVED, that, if any of the below-named officers should no longer be empowered as above as a result of a change in position or employment or otherwise, or if another officer should be so empowered prior to the next regularly scheduled Board meeting at which such officers are named, then the Chief Financial Officer or the Treasurer, acting individually, may remove or add such officer, as the case may be, by written notice to the Secretary or the Assistant Secretary.

FUNDS MANAGEMENT

Daryl N. Bible	Senior Executive Vice President and CFO
Hal S. Johnson	Executive Vice President & Treasurer
Gypsy A. McKenzie	Executive Vice President
John B. Foreman	Senior Vice President
Thomas E. Powell	Senior Vice President
Stuart F. Winikoff	Senior Vice President
Evan S. Gutshall	Vice President
Justin A. LaFramboise	Vice President
Randy Mann	Vice President
Paul A. Slaga	Vice President
Douglas W. Jernigan	Assistant Vice President
Andrew D. Kunkel	Assistant Vice President
Charles A. New	Assistant Vice President
Nicole N. Royster	Assistant Vice President

MORTGAGE LENDING

Daniel F. Racher	Executive Vice President
Andrew T. Ball	Senior Vice President
Sean G. Mistretta	Vice President
Timothy M. White	Assistant Vice President
Sarah T. Monger	Banking Officer

DEPOSIT SERVICES

Donna C. Goodrich	Senior Executive Vice President
William B. Bradley	Executive Vice President
Christopher Bradley	Senior Vice President
Jacqueline F. Simmons	Senior Vice President
Kevin L. Willis	Senior Vice President

FURTHER RESOLVED, that the following officers are hereby authorized to sign any documents or agreements (including any master agreements), to pledge and receive collateral and to make and receive payments, in each case with respect to the foregoing Transactions, and any such documents, agreements, pledges, receipts and payments heretofore or hereafter made by any of the below named officers as authorized by the foregoing resolutions are hereby ratified and confirmed.

FURTHER RESOLVED, that, if any of the below-named officers should no longer be empowered as above as a result of a change in position or employment or otherwise, or if another officer should be so empowered prior to the next regularly scheduled Board meeting at which such officers are named, then the Chief Financial Officer or the Treasurer, acting individually, may remove or add such officer, as the case may be, by written notice to the Secretary or the Assistant Secretary.

FUNDS MANAGEMENT

Daryl N. Bible	Senior Executive Vice President and CFO
Hal S. Johnson	Executive Vice President & Treasurer
Gypsy A. McKenzie	Executive Vice President
Dorothy Clewis	Senior Vice President
John B. Foreman	Senior Vice President
Ernest M. Sessoms	Senior Vice President
Donna L. Thorne	Senior Vice President
Teressa G. Williams	Senior Vice President
Carrie B. Kinlaw	Vice President
Amy C. Pittman	Vice President
Robert Randal	Vice President
Deborah Harrell-Cayton	Assistant Vice President
Myra R. Musselwhite	Assistant Vice President
Myra I. Edge	Banking Officer

MORTGAGE LENDING

Daniel F. Racher	Executive Vice President
Andrew T. Ball	Senior Vice President
Daniel F. Ondejko	Senior Vice President

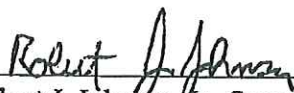
DEPOSIT SERVICES

Donna C. Goodrich	Senior Executive Vice President
William B. Bradley	Executive Vice President
Christopher Bradley	Senior Vice President
Jacqueline F. Simmons	Senior Vice President
Kevin L. Willis	Senior Vice President


This is to certify that the foregoing is a true and correct transcript of a resolution adopted by the Board of Directors of Branch Banking and Trust Company, at a regular meeting held April 29, 2014, in Winston-Salem, North Carolina, at which a quorum was present and voting throughout, and said resolution has not been amended, repealed or modified.

This 2nd day of May, 2014.

BRANCH BANKING AND TRUST COMPANY



Robert J. Johnson, Jr., Secretary


Prosecuting Attorney
5-13-2015

BOND OF BANK OF CHARLES TOWN
AS
DEPOSITORY OF PUBLIC MONEYS

KNOW ALL MEN BY THESE PRESENTS,

That the undersigned Bank of Charles Town, a banking institution incorporated under the laws of the State of West Virginia and doing business at Charles Town, Jefferson County, West Virginia, is held and firmly bound unto the State of West Virginia, in the sum of Fourteen Million Dollars (\$14,000,000.00) for the payment of which well and truly to be made, the said Bank of Charles Town binds itself and its successors firmly by these presents.

IN WITNESS WHEREOF the said Bank of Charles Town has executed this bond by causing its Senior Vice President to sign its corporate name and affix its corporate seal hereto by order of its Board of Directors, this ____ day of June 2015.

The condition of the above obligation is such that whereas the said Bank of Charles Town has been designated by the County Commission of Jefferson County, West Virginia, as depository of public moneys under the provisions of Chapter 7, Article 6, Section 2, Official Code of West Virginia, now therefore, if said Bank of Charles Town shall receive, keep safe, and pay over all moneys which may be deposited in or come under the custody of said Bank of Charles Town as such depository, from the 1st day of July 2015, through the 30th day of June, 2016, and shall faithfully perform all of the duties imposed by said Article upon the said Bank of Charles Town as such depository, then this obligation shall be void; otherwise to remain in full force and effect.

As security for the faithful performance of this bond and to protect and indemnify against any or all loss of public moneys by reason of any default on the part of said Bank of Charles Town in its capacity as such depository of public moneys, the said Bank of Charles Town, by order of said County

Commission, and in accordance with the provisions of Chapter 7, Article 6, Section 2 of the code, will execute one Irrevocable Standby Letter of Credit; No. TBD / Copy of Letter of Credit to be provided for \$14,000,000 to cover all County accounts including Impact Fees. This Letter of Credit will be issued with the Federal Home Loan Bank of Pittsburgh, PA. This letter of credit will be held by the Federal Home Loan Bank of Pittsburgh, PA as collateral security for this bond, with a copy provided to the Jefferson County Commission.

In event of any default in the conditions of this bond, The Federal Home Loan Bank shall reimburse the County Commission of Jefferson County, West Virginia, and shall accept as sufficient evidence of such default for such delivery, a certified copy of an order of said County Commission stating such default.

Upon receipt of said funds under these Letter of Credit from the said The Federal Home Loan Bank of Pittsburgh, PA in case of any default of the said Bank of Charles Town in complying with the conditions of its said bond, the said County Commission shall apply the proceeds to the payment of the amount owing by said Bank of Charles Town by reason of any such default in the conditions of its said bond, and after such payment the residue, if any, shall be paid to said Bank of Charles Town.

On June 30, 2016, if the said Bank of Charles Town has complied with the conditions of this bond, said letter of credit will expire, and, if the need for a new bond is necessary for a subsequent period, the said Bank of Charles Town will execute such new bond and new letter of credit.

Bank of Charles Town

SEAL

Senior Vice President

State of West Virginia

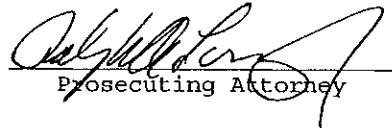
County of Jefferson, to-wit:

The foregoing instrument was acknowledged before me this
____ day of June 2015, by Dean J. Cagnetti, Senior Vice
President of Bank of Charles Town, a West Virginia corporation,
on behalf of the corporation.

Notary Public

My Commission expires: _____

I RALPH LORENZETTI, Prosecuting Attorney of Jefferson
County, West Virginia, hereby certify that the above bond is in
due and legal form and conformable to the provisions of Chapter
7, Article 6, Section 2 of the Code of West Virginia.



Prosecuting Attorney

Date: 6-8-2015

R E S O L U T I O N

"Resolved that this bank do execute and deliver to the County Commission of Jefferson County, West Virginia, a bond in the penalty of \$14,000,000 as depository of Public Moneys, under the provisions of Chapter 7, Article 6, Section 2, Official Code of West Virginia, and that said bond be secured by an Irrevocable Standby Letter of Credit Number TBD/Copy of Letter of Credit to be provided for \$14,000,000 to cover all County funds including Impact Fees. This Irrevocable Standby Letter of Credit is issued by the Federal Home Loan Bank of Pittsburgh, PA in the favor of the Jefferson County Commission.

The draft of the said bond has been submitted to the Board at this meeting be and the same is hereby approved, and the Senior Vice President be and he/she is hereby authorized and directed to execute said bond, in the corporate name, and under the corporate seal of this bank, and the Senior Vice President of this bank be and he/she is hereby authorized and directed to execute the letter of credit with the Federal Home Loan Bank of Pittsburgh, PA as described above, and to file with the Clerk of the said County Commission the said bond of this bank to become effective July 1, 2015, and to expire on June 30, 2016, subject to the approval of and acceptance by said County Commission."

I certify the foregoing to be an exact copy of a resolution unanimously passed and adopted by a quorum of the Board of Directors of Bank of Charles Town at their regular meeting on June 9, 2015.

Secretary

State of West Virginia

County of Jefferson, to-wit:

The foregoing instrument was acknowledged before me this
____ day of June, 2015, by Dean J. Cognetti, Secretary of Bank
of Charles Town, a West Virginia Corporation, on behalf of the
corporation.

My commission expires:

Notary Public

BOND OF JEFFERSON SECURITY BANK

AS

DEPOSITORY OF PUBLIC MONEYS

KNOW ALL MEN BY THESE PRESENTS,

That the undersigned Jefferson Security Bank, a banking institution incorporated under the laws of the State of West Virginia and firmly bound unto the State of West Virginia, in the sum of Eight Hundred Eighty Seven Thousand Three Hundred and Seventy-five Dollars (\$887,375) for the payment of which will and truly to be made, the said Jefferson Security Bank binds itself and its successors firmly by the presents.

IN WITNESS WHEREOF the Jefferson Security Bank has executed this bond by causing its President and Chief Executive Officer to sign its corporate name and affix its corporate seal hereto by order of its Board of Directors, this 20th day of May 2015.

The condition of the above obligation is such that whereas the said Jefferson Security Bank has been designated by the County Commission of Jefferson County, West Virginia, as depository of public moneys under the provisions of Section 2, Article 6, Chapter 7, Official Code of West Virginia, now therefore, if said Jefferson Security Bank shall receive, keep safe, and pay over all moneys which may be deposited in or come under the custody of said Jefferson Security Bank as such depository, from the 1st day of July, 2015 until the 30th day of June, 2016 and shall faithfully perform all of the duties imposed by said article upon the said Jefferson Security Bank as such depository, then this obligation shall be void; otherwise to remain in full force and effect.

As security for the faithful performance of this bond and to protect and indemnify against any or all loss of public moneys by reason of any default on the part of said Jefferson Security Bank in its capacity as such depository of public moneys, the said Jefferson Security Bank, by order of said County Commission, and in accordance with the provisions of Section 2, Article 6, Chapter 7 of the code, has deposited with First Tennessee Bank the following securities:

<u>Type</u>	<u>Pledged Par Value</u>	<u>Cusip</u>
GNMA REMIC SER 5 PF	\$ 187,375	38374FCZ5
SKAGIT CNTY WASH	700,000	830201JT7
Total pledged	\$ 887,375	

To be held by First Tennessee Bank as collateral security for this bond as aforesaid, until the said First Tennessee Bank shall deliver the same as hereinafter provided.

The receipt of said First Tennessee Bank for said bond and said securities so deposited with it shall be held by said County Commission during the life of this bond.

In event of any default in the conditions of this bond, said First Tennessee Bank shall deliver said securities to the County Commission of Jefferson County, West Virginia, and shall accept as sufficient evidence of such default for such delivery, a certified copy of an order of said County Commission stating such default.

Upon receipt of said securities from the said First Tennessee Bank, in case of any default on the part of the Jefferson Security Bank in complying with the conditions of its said bond, the said County Commission shall sell the said securities and apply the proceeds to the payment of the amount owing by said Jefferson Security Bank by reason of any such default in the conditions of its said bond, and after such payment the residue, if any, derived from the proceeds of the sale of said securities, shall be paid to said Jefferson Security Bank.

On June 30, 2016, if the said Jefferson Security Bank has complied with the conditions of this bond, said First Tennessee Bank shall return the securities held by it hereunder to the said Jefferson Security Bank and may accept as sufficient evidence of such compliance a certified copy of any order of said County Commission stating such compliance.

Until receipt of notice of any such default, said First Tennessee Bank shall pay all interest or other income collected by it from the securities held hereunder to the said Jefferson Security Bank.

JEFFERSON SECURITY BANK

By *K. Alpha Morris*

President and Chief Executive Officer

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

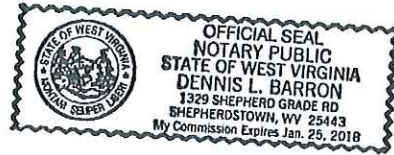
I, Dennis L. Barron, a Notary Public in and for the county and state aforesaid, do hereby certify that K. Stephen Morris, who as President and Chief Executive Officer of Jefferson Security Bank, a corporation, signed the writing above, bearing date on the 20th day of May 2015 for said corporation, has this day in my said county, before me acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this 20th day of May 2015.

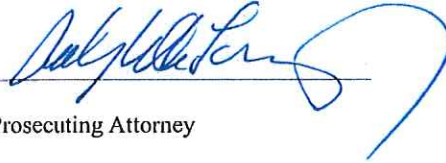


Notary Public

My Commission expires 1/25/2018.



I, RALPH A. LORENZETTI, Prosecuting Attorney of Jefferson County, West Virginia, hereby certify that the above bond is in due and legal form and conformable to the provisions of Section 2, Article 6, Chapter 7, of the Code of West Virginia.



Prosecuting Attorney

Date 6-8-2015

RESOLUTION

RESOLVED that Jefferson Security Bank does execute and deliver to the County Commission of Jefferson County, West Virginia, a bond in the penal sum of Eight Hundred Eighty Seven Thousand Three Hundred and Seventy-five Dollars (\$887,375) as depository of public moneys pursuant to the provisions of Chapter 18, Article 9, Section 6, of the West Virginia Code, and that said bond be secured by deposit with First Tennessee Bank of Memphis, Tennessee the following securities:

<u>Type</u>	<u>Pledged Par Value</u>	<u>Cusip</u>
GNMA REMIC SER 5 PF	\$ 187,375	38374FCZ5
SKAGIT CNTY WASH	700,000	830201JT7
Total pledged	\$ 887,375	

and that the draft of said bond has been submitted to the Board at this meeting and the same is hereby approved and the President and Chief Executive Officer be, and he hereby is, authorized and directed to execute said bond, in the corporate name, and under the corporate seal of Jefferson Security Bank, and that the President and Chief Executive Officer of this bank be and he hereby is, authorized to deposit with First Tennessee Bank the above listed security as security therefore, and to file with the Clerk of the County Commission of Jefferson County the bond of this bank, to become effective forthwith and to expire June 30, 2016, subject to the approval and acceptance of said County Commission of Jefferson County, West Virginia.

I, Cynthia A. Kitner, Corporate Secretary of Jefferson Security Bank, a corporation, hereby certify that the foregoing is an exact and true copy of a Resolution unanimously passed and adopted by Jefferson Security Bank at a meeting of the Board of Directors hereof held, pursuant to law, on May 20, 2015.

Cynthia A. Kitner

Cynthia A. Kitner
Corporate Secretary

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

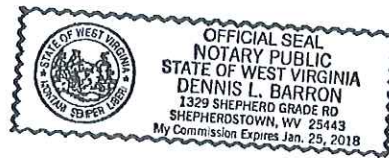
I, Dennis L. Barron, a Notary Public in and for the county and state aforesaid, do hereby certify that Cynthia A. Kitner, who as Corporate Secretary of Jefferson Security Bank, a corporation, signed the writing above, bearing date on the 20th day of May 2015 for said corporation, has this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

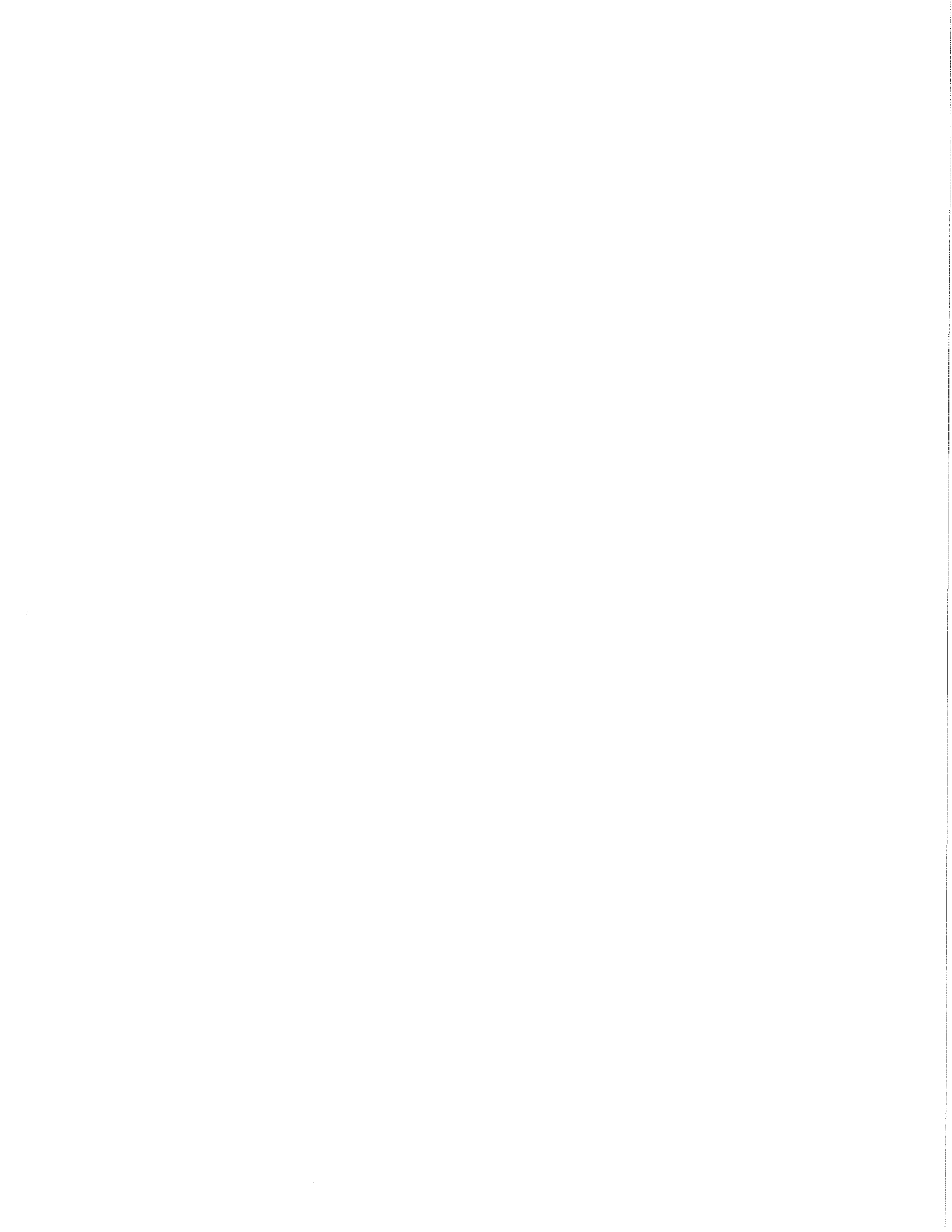
Given under my hand this 20th day of May 2015.

Dennis Barron

Notary Public

My commission expires 1/25/2018.





Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Ralph Lorenzetti

Department or Entity: Prosecutor's Office

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

Date Requested – 1st Choice: June 18th

Date Requested – 2nd Choice: _____

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

Subject:

Change of employment status for Shannon Burlett
from temporary to permanent.

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):

Motion to approve the change of employment status
for Shannon Burlett from temporary to permanent.

Attachments:

Jefferson County Commission
Employee Action Form - Increases

Employee Name:	SHANNON BURLITT	Date Completed:	JUNE 8, 2015
Department Number:	405	Work Location:	PROSECUTORS OFFICE
Birthdate:	7-7-67	Mail Address:	
Social Security:		Mail Address:	
Home Phone:		Cell Phone:	
Salary:	27,582.91	Salary:	28617.27
Reason:			New Hire Promotion ADDITIONAL DUTIES Temporary Assignment Annual Increase
Step:	3/C	Step:	4/D
Grade:	II	Grade:	II
Min/Mid/Max		Min/Mid/Max	
From:	Candidate Non-Exempt Exempt Full-Time Perm > 1820 hrs/annual Full-Time Perm 2080 hrs/annual Full-Time Temp < 6 mos Part-time Perm < 1040 hrs/annual <u>Part-time Temp/Intern</u> Contract Termination/Retirement	To:	Candidate Non-Exempt Exempt <u>Full-Time Perm > 1820 hrs/annual</u> Full-Time Perm 2080 hrs/annual Full-Time Temp < 6 mos Part-time Perm < 1040 hrs/annual Part-time Temp/Intern Contract Termination/Retirement
From:		To:	
FMLA	Military	FMLA	Military
Personal Unpaid	Personal Paid	Personal Unpaid	Personal Paid
Active	Return to Work	Active	Return to Work
Workers Comp	WC Code	Workers Comp	WC Code
WC Rate:		WC Rate:	
Additional Info:			
Effective Date:		JUNE 8, 2015	
Co Admin/Elected Official:		HR Approval	
Commission Approval		Hiring Mgr Appr	
Hiring Mgr Notified		Payroll Done	

MEMORANDUM

TO: Shannon Burlett, Legal Assistant

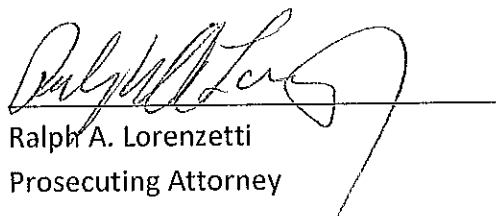
FROM: Ralph Lorenzetti, Prosecuting Attorney

DATE: June 8, 2015

RE: Change in Status

Effective today, it is my intention to change your status from part-time to full-time employment. Also, I intend to change your pay step from Grade II-3 to Grade II-4 (\$28,617.27). You will have additional duties, i.e., abuse & neglect filing and the additional duties with the Grand Jury docket, assisting Cyndi Danner.

Note, this action requires confirmation by the Jefferson County Commission on June 18, 2015.



Ralph A. Lorenzetti
Prosecuting Attorney

cc: S. Grove
L. Matschat
H. Rasheed

**Jefferson County
Job Description**

Position Title:	Abuse & Neglect Legal Assistant/Paralegal	Grade Level:	II
Department	Prosecutor's Office	Date:	June 8, 2015
Reports to:	Elected Prosecutor	FLSA Status	NE

Statement of Duties: Employee is responsible for maintaining all cases pertinent to Abuse and Neglect petitions and assisting with preparation of the Grand Jury docket. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the general supervision of the elected prosecutor, 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.

Supervisory Responsibility: Employee does not have regular supervisory responsibility.

Confidentiality: Employee has access to confidential law suits, criminal records/investigations, and personal information defendants, victims and witnesses, parents and others involved in abuse and neglect proceedings, including medical and counseling records.

Accountability: Consequences of errors or poor judgment may include missed deadlines, and adverse public relations.

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: Duties involve everyday discomforts typical of indoor environments such as office settings, courtrooms, and public meeting rooms. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: Relationships are primarily 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

Prosecutor's Office
Abuse & Neglect Legal Assistant/Paralegal
06/08/2015

**Jefferson County
Job Description**

operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Occupational Risk: Duties of the job present little potential for physical injury, but may involve mental stress. 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. Responsible for obtaining investigative reports from law enforcement and DHHR workers.
2. Draft petitions and orders as directed by supervising attorney.
3. Contact investigators to follow up as required to file petitions and/or amended petitions.
4. Preparation of all abuse & neglect files, all of which are confidential pursuant to statute.
5. Maintenance of all abuse & neglect dockets with up to date internal docket sheets in chronological order. Prepare Grand Jury files, schedules, and dockets.
6. Maintain current and accurate court calendar for supervising attorney, including electronic calendar system.
7. Index and tab all items to correspond.
8. Prepare and distribute prisoner transport documents for adult respondents.
9. Copy and distribute discovery documents for all parties.
10. Responsible for requesting dates from the Judge for hearings.
11. Maintain bound over files for Grand Jury presentation.
12. Request dates for juvenile detention hearings and notify all parties involved.
13. Answer phone calls pertaining to abuse and neglect and Grand Jury matters.

- 14.

**Jefferson County
Job Description**

15. Recommended Minimum Qualifications:

Education and Experience: Must have a Paralegal degree or one to three (1-3) years office management experience or one to three (1-3) years of experience in a law office; or a similar combination of education and experience.

Special Requirements: None required for this position.

Knowledge, Abilities and Skill

Knowledge: Knowledge of legal terminology, office management, and the use of computers.

Abilities: Prepare legal documents, maintains database and records, perform multiple tasks and maintain confidential information.

Skills: Written and oral communication skills, computer skills, and attention to detail required.

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 ledger books, photocopy 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 personal computer and/or most other office equipment, typing and/or word processing, filing, sorting of papers or operating a motor vehicle.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Laura Storm

Department or Entity: Circuit Clerk

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice June 18, 2015

Date Requested – 2nd Choice: _____

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

Subject:

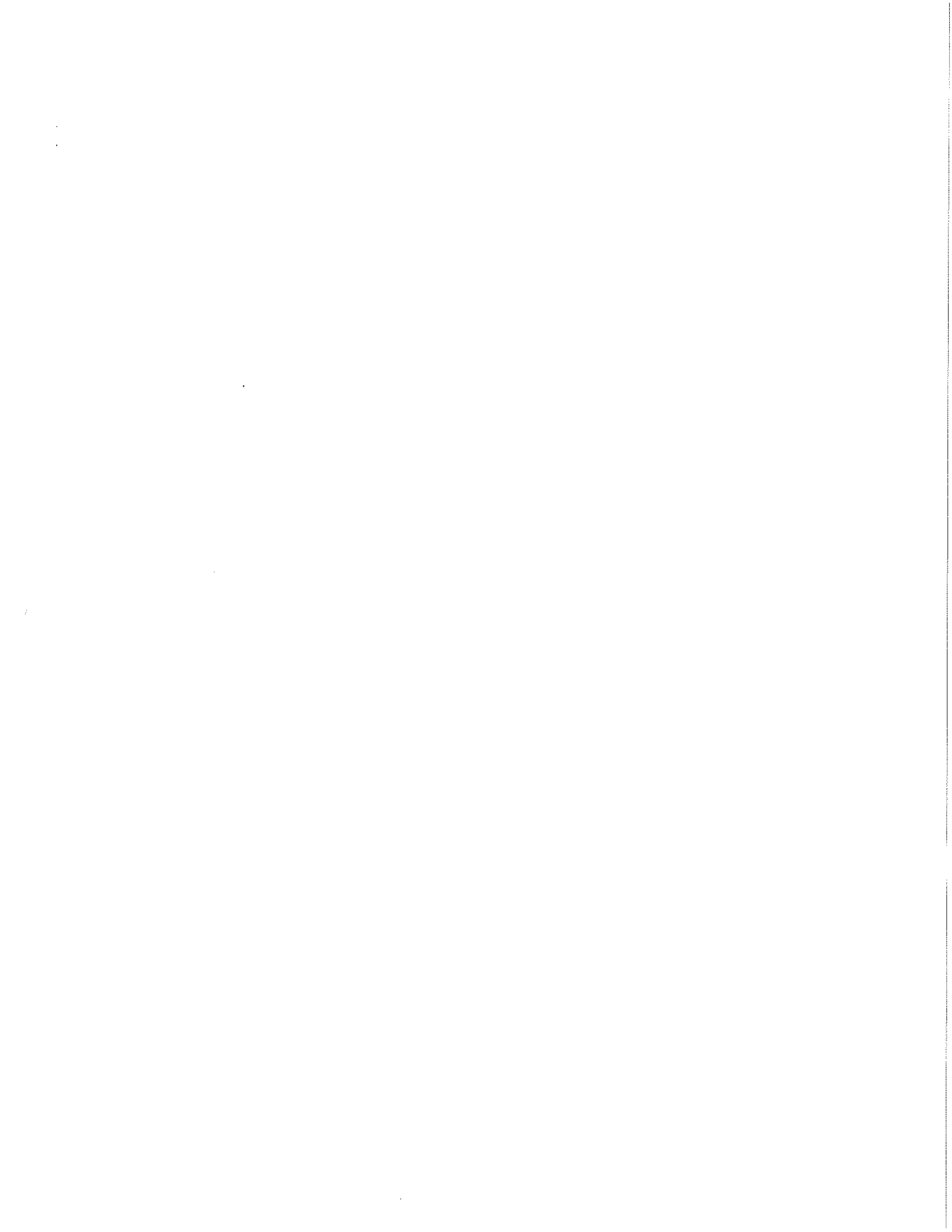
Request to fill a vacancy in the Circuit Clerks office.

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

Due to the recent resignation of a full-time employee, I am requesting the commission to approve the hiring of Edith “Eddie” Cooper as a full-time Deputy Clerk within my office effective June 22, 2015. Her salary will be \$28,600 for the 90 day probationary at a II D level with full benefits afforded to Jefferson County Commission employees and at the end of the 90 days she will be increased to a II E level at \$30,000. This position is an already approved position and I have the money within my budget and I am not requesting any additional funds from the Commission.

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

Approve the hiring of Edith “Eddie” Cooper as full time Deputy Clerk in the Circuit Clerks office, with all benefits afforded to County Commission employees. At the starting salary of \$28,600, level II D and upon completion of the probationary period will be raised up to \$30,000, level II E, effective June 22, 2015.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: *ELEANOR FINN*

Department or Organization: *League of Women Voters, JC*

Estimation of amount of time needed for appointment: *10 mins*

Date Requested – 1st Choice: *June 18, 2015*

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): *County Commission Observation Review*

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 *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. *Printed copy of observation notes will be provided on June 18, 2015*

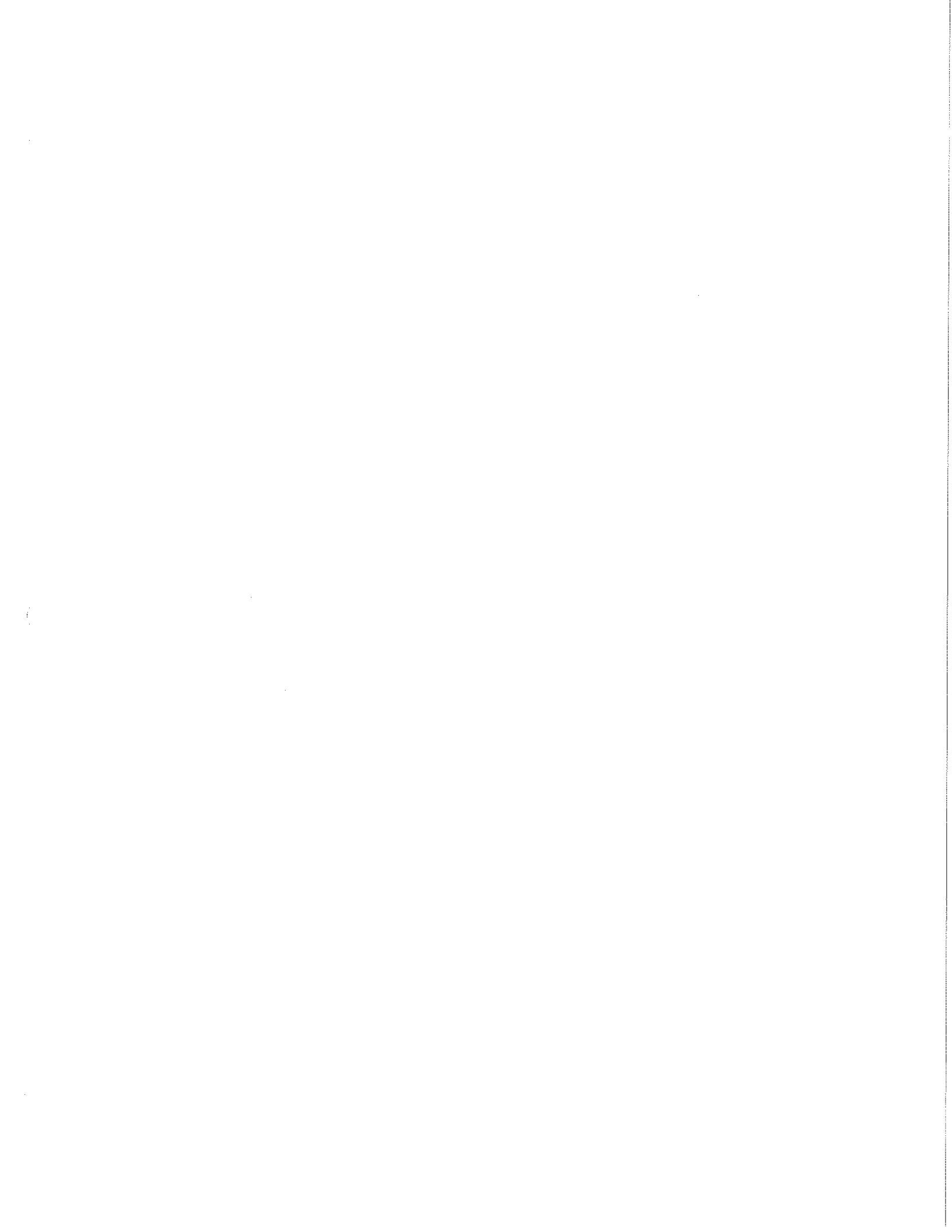
Is equipment needed? Projector Y/N *N* Internet/Wi Fi Y/N *N* Telephone for conference call Y/N *N*

Contact information:

Email address: *eleanor-finn@yahoo.com* Phone Number: *304-876-8489*

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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: **December 4, 2014**

Date Requested – 2nd Choice: ~~December 18, 2014~~

6/18/15

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. The fee schedules reflect approximately a 10% increase in permit fees. There has not been an increase in permit fees since 2001.

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

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: June 18, 2015
RE: Proposed Planning and Zoning Land Development Fee Increases

Summary

On June 4, 2015 the County Commission reviewed the proposed Building Permit and Land Development fee schedules. The proposed Building Permit fee schedule was approved by a vote of 3 to 2. The proposed Land Development fee schedule was tentatively approved with a request to reduce the Concept Plan and Site Plan fees to \$50/each and correct the digital copies fee to reflect the current paper-copy fee of \$7.50/per plan sheet and \$1/per page for letter and legal size pages.

Attached you will find three charts depicting projects which have processed through our offices under the current fee schedules reflecting the following comparisons:

- 1) Current fee schedule as of June 1, 2015, which has been in place since 2001.
- 2) The proposed fee schedules for both building permits and land development as presented on June 4, 2015.
- 3) The approved building permit fee schedule (yellow column) and the tentatively approved land development fee (blue column).

Please be advised that the 1979 Subdivision Ordinance required a Community Impact Statement (CIS) phase with a fee of \$250. When the 2008 Subdivision Regulations went into effect, the CIS phase was replaced by the Concept Plan phase; however, the fee schedule was never revised to include a fee for the Concept Plan phase. Since 2008, there has not been a fee for Concept Plans or Site Plans.

The proposed fee schedule presented on June 4, 2015 reflected a 10% increase to the CIS fee and an update to reflect the Concept Plan phase. During the June 4 meeting, the County Commission requested that we revise the proposed fee schedule to reflect \$50 for Concept Plan phase and \$50 for the Site Plan phase. As a result of that request, we have revised the proposed Land Development fee schedule and created three comparison charts. The third chart attached to this memo reflects the requested \$50 for Concept Plans and \$50 for Site Plans.

Attachments:

- Current Land Development Site Plan Permit Fees
- Proposed Land Development Site Plan Fees (June 4, 2015)
- Tentatively Approved Land Development Site Plan Fees (June 18, 2015)
- Revised proposed Land Development Fee Schedule

Planning & Zoning Departments'
Proposed Land Development Fee Schedule
 June 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 \$50	\$180	\$150
Plus Per Lot Fee	50+ Lots \$1,000	\$250	\$150	50+ Lots \$50	\$275	\$165

**Red cells indicate proposed 10% fee increase*

**Blue font indicates new fee.*

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

Major Non-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 \$50	\$180	\$150
Plus Per Lot Fee	50+ Lots \$1,000	\$250	\$250	50+ Lots \$50	\$275	\$275

Mobile Home Park 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	\$50
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 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	\$50
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
 June 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	\$50
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	---	\$50
Base Fee Per Plan	---	\$50

Cell Tower Site Plan <i>*See Section 10 of the Subdivision Regulations for processing details.</i>	Current Fee	Proposed Fee
Concept Plan	---	\$50
Base Fee Per Plan	---	\$50

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	---	\$50

Planning & Zoning Departments'
Proposed Land Development Fee Schedule
 June 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	---	\$50

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	---	\$50
Base Fee Per Plan	---	\$50

Major/Full Site Plan *Structures greater than 50,000 sq. ft. (Section 20.204, Subdivision Regulations)	Current Fee	Proposed Fee
Concept Plan	---	\$50
Base Fee Per Plan	---	\$50

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

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

<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

<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

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

<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 (letter - 8.5 x 11 & legal - 11 x 17)	-	\$1/per page
Digital copies, electronically conveyed (plan sheets, maps, etc)	-	\$7.50/per sheet
*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.

Current Fees as of June 1, 2015
(Example of Actual Site Plan & Building Permit Fees Paid)

Jefferson County Planning Commission									Office of Building Permits & Inspections	Proposed Fees Total
Current Land Development Site Plan Permit Fees									Current 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	Actual Planning Commission Site Plan Fees Total	Actual Building Permit Fee Total	Actual Planning Commission & Building Permit Fees Total
S02-18	AT&T Wireless Cell Tower	\$0	\$0	N/A	\$0.00	\$0		\$0	\$1,474	\$1,474
S03-11	CT Self-storage (20,400sq-ft)	\$0	\$0	65,530	\$0.00	\$0		\$0	\$7,496	\$7,496
S03-09	Cingular Wireless Cell Tower	\$0	\$0	N/A	\$0.00	\$0		\$0	\$1,250	\$1,250
S04-18	Long John Silver's Restaurant (1 ac)	\$0	\$0	No Net Increase	\$0.00	\$0		\$0	\$1,007	\$1,007
S04-22	Jefferson Security Bank (2.41 ac)	\$0	\$0	38,560	\$0.00	\$0		\$0	\$1,796	\$1,796
S01-04	Ruby Tuesday's Restaurant (1.5 ac)	\$0	\$0	47,298	\$0.00	\$0		\$0	\$1,167	\$1,167
S05-08	Applebee's Restaurant (1.3 ac)	\$0	\$0	40,037	\$0.00	\$0		\$0	\$1,423	\$1,423
S06-11	Jefferson Crossing II Office Building Complex (3.54 ac)	\$0	\$0	82,110	\$0.00	\$0		\$0	\$4,888	\$4,888
S05-11	Martin's Grocery Store Expansion	\$0	\$0	No Net Increase	\$0.00	\$0		\$0	\$15,313	\$15,313
S05-13	Rock Spring Church (14.5 ac)	\$0	\$0	149,638	\$0.00	\$0		\$0	\$2,390	\$2,390
S05-09	Route 340 Business Center (7.95 ac) (1/2 of site Mini Storage)	\$0	\$0	35,472	\$0.00	\$0		\$0	\$5,140	\$5,140
	Route 340 Business Center (7.95 ac) (1/2 of site Office/Retail)	\$0	\$0	23,000	\$0.00	\$0		\$0	\$7,885	\$7,885
Total =								\$0	\$51,229	\$51,229

Proposed Fees as of June 4, 2015
(Example of Proposed Site Plan & Building Permit Fees)

Jefferson County Planning Commission									Office of Building Permits & Inspections	
Proposed Land Development Site Plan Fees									Proposed Building Permit Fee	Proposed Fees Total
		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 Site Plan 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

Total Proposed Fee Increase All Site Plan Projects = **\$24,815**

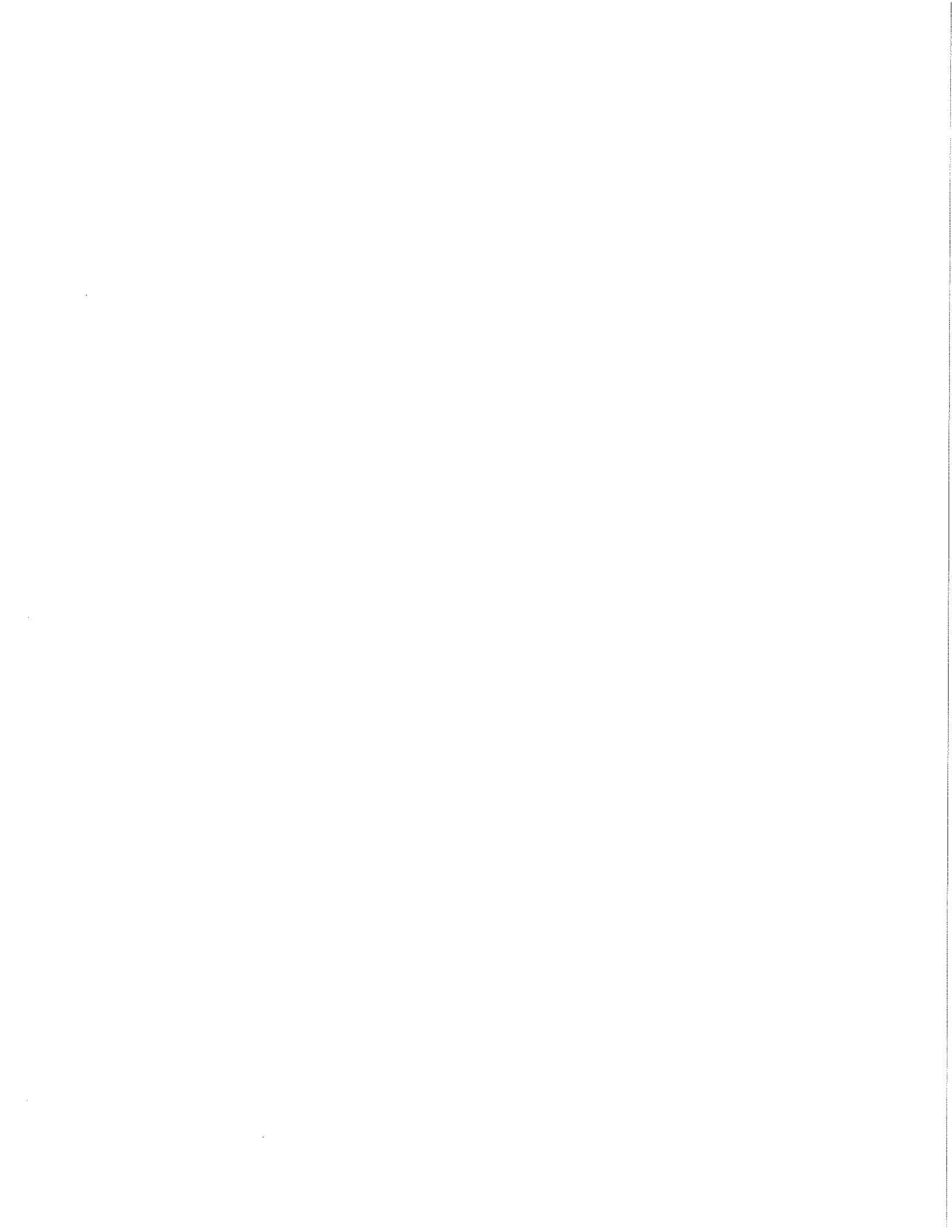
Approved Fees as of June 18, 2015

(Example of Tentatively Approved Site Plan Fees & Approved Building Permit Fees)

Jefferson County Planning Commission									Office of Building Permits & Inspections	FeesTotal
Tentatively Approved Land Development Site Plan Fees									Approved 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	Tentatively Approved Planning Commission Site Plan Fee Total	Approved on June 4, 2015 Building Permit Fee Total	Tentatively Approved Planning Commission & Building Permit Fees Total
S02-18	AT&T Wireless Cell Tower	\$50	\$50	N/A	\$0.00	\$0		\$100	\$1,100	\$1,200
S03-11	CT Self-storage (20,400sq-ft)	\$50	\$50	65,530	\$0.00	\$0		\$100	\$7,896	\$7,996
S03-09	Cingular Wireless Cell Tower	\$50	\$50	N/A	\$0.00	\$0		\$100	\$1,100	\$1,200
S04-18	Long John Silver's Restaurant (1 ac)	\$50	\$50	No Net Increase	\$0.00	\$0		\$100	\$1,057	\$1,157
S04-22	Jefferson Security Bank (2.41 ac)	\$50	\$50	38,560	\$0.00	\$0		\$100	\$1,846	\$1,946
S01-04	Ruby Tuesday's Restaurant (1.5 ac)	\$50	\$50	47,298	\$0.00	\$0		\$100	\$1,467	\$1,567
S05-08	Applebee's Restaurant (1.3 ac)	\$50	\$50	40,037	\$0.00	\$0		\$100	\$1,473	\$1,573
S06-11	Jefferson Crossing II Office Building Complex (3.54 ac)	\$50	\$50	82,110	\$0.00	\$0		\$100	\$4,988	\$5,088
S05-11	Martin's Grocery Store Expansion	\$50	\$50	No Net Increase	\$0.00	\$0		\$100	\$15,363	\$15,463
S05-13	Rock Spring Church (14.5 ac)	\$50	\$50	149,638	\$0.00	\$0		\$100	\$2,440	\$2,540
S05-09	Route 340 Business Center (7.95 ac) (1/2 of site Mini Storage)	\$50	\$50	35,472	\$0.00	\$0		\$100	\$8,585	\$8,685
	Route 340 Business Center (7.95 ac) (1/2 of site Office/Retail)	\$50	\$50	23,000	\$0.00	\$0		\$100	\$5,240	\$5,340
Total =								\$1,200	\$52,556	\$53,756

Total Tentatively Approved Fee Increase All Site Plan Projects = **\$2,527**
Average Percent Increase = **4.9%**

Note: Building Permit Fees become Effective August 1, 2015



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: **5 minutes**

Date Requested – 1st Choice: **June 18, 2015**

Date Requested – 2nd Choice: **July 2, 2015**

Subject (*Wording to be placed on agenda*): **Personnel Requisition for the Temporary Building Inspector Position.**

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

The County Commission previously authorized the hiring of a building inspector for a six month period to fill in for a building inspector who is off on extended medical leave.

The Engineering Department advertised the position and conducted interviews. This is a request for approval to proceed with an offer of employment as outlined in the attached Personnel Requisition request.

Is this a funding request? **No, the County Commission previously approved the additional funding necessary for a six month period. Budgeting of the additional funding provided will be coordinated with the Finance Director.**

If so, how much?

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

Approve the Personnel Requisition request for a Building Inspector as submitted.

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

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

JEFFERSON COUNTY

Personnel Requisition

Department Name Engineering Dept. Date 06/18/2015 Date Needed 06/29/2015

Job Title Building Inspector (Temporary) Salary \$40,221.05/yr Criminal History Check Yes No

Suggested Recruitment Source(s) Position was advertised in the Spirit of Jefferson & Martinsburg Journal

Applicants Interviewed By Roger Goodwin & Becky Burns Position Reports To Chief County Engineer

Minimum Education Required High School Diploma
Employee is required to work toward certification as a Building Inspector as required under West Virginia State Code, Title 87-7, "Standards for the Certification and Continuing Education ofBuilding Code Inspectors"

Minimum Experience Required 5+ Years in the Residential/Commercial Construction field and
experience/knowledge with building codes or inspections.

Job Duties See attached Building Inspector Job Description dated 01/31/2011

Budget Information

Temporary 6 month position while a building inspector
Addition Replacement Explain or For Whom is out of the office on medical leave.

Position Budgeted Yes No Proposed Salary \$40,221.05/year rate Date of Hire 6/29/2015
(Supplemental funding approved by Co. Comm. on 4/30/2015) Grade IV, Step E

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, West Virginia
Job Description
 Revised 01/31/2011

Position Title:	Building Inspector	Grade Level:	IV
Department	Engineering Department – Office of Permits and Inspections	Date:	
Reports to:	Chief County Engineer	FLSA Status:	Non-Exempt

Statement of Duties: Employee is responsible for administrative, technical and inspection work related to the enforcement and interpretation of the building code and ordinances to ensure the health, safety and welfare of the public. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Chief County Engineer, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently in accordance with specific instructions. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments including suggested work methods as necessary. 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 is not regularly required to supervise employees.

Confidentiality: Employee has access to department files.

Accountability: Consequences of errors or poor judgment may include adverse public relations, missed deadlines, monetary loss, legal repercussions, labor/material costs, and/or injury to self or others.

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: Work requires some agility and physical strength to move in and about construction work sites, over rough terrain, or standing or walking for most of the work period. Employee is exposed to outdoor work, confined spaces and high places, toxins or fumes, equipment and machinery, traffic, electricity, radiation, biohazards, loud noises, emotional stress, and risk of personal injury.

Engineering Department Office of Permits and Inspections
 Building Inspector
 01/31/2011

Jefferson County, West Virginia
Job Description
Revised 01/31/2011

Nature and Purpose of Public Contacts: Relationships are primarily 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 hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risks: Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

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. Review residential permit applications for compliance with the residential building code. This includes but is not limited to: single family dwelling units, duplex dwelling units, swimming pools, decks, car ports, detached garages, storage buildings, chimneys and additions.
2. Performs residential and commercial building inspections to ensure work is being performed and inspected structure meets with minimum requirements of applicable codes and ordinances; records findings of same as required.
3. Meets with builders, contractors, owners, and the public to explain the permit application and inspection process, and building code requirements, and answer questions regarding same.
4. Establishes and maintains harmonious work relationships.
5. Coordinate and prioritize daily inspection schedules, pull permit files at the end of each day to prepare for the following day's inspections.
6. Ensure the safe operation, cleanliness and maintenance of county vehicles. Keep vehicle filled with fuel, and deliver vehicle to county garage for servicing.

Engineering Department Office of Permits and Inspections
Building Inspector
01/31/2011

Jefferson County, West Virginia
Job Description
Revised 01/31/2011

7. Investigates citizen complaints related to building code violations.
8. Enforces codes by giving instructions, issues warnings and/or "Stop Work Orders" when necessary.
9. Authorizes Use and Occupancy Certificates.
10. Updates results of each day's inspections into the computer database to ensure accurate and complete recording of inspection status.
11. Attends training courses to remain aware of industry regulations, obtains building code certifications and continuing education requirements as required by state law.
12. Participates in building code and permit application process question and answer meetings held by Planning, Zoning and Engineering for the building industry.

Recommended Minimum Qualifications:

Education and Experience: Minimum of five (5) years of building construction and/or inspection 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. In addition, successful completion of the training and examinations required to be certified as an Inspector by the International Code Council and the West Virginia State Fire Marshal (WV State Code, Title 87-7-3).

Special Requirements:

Valid Motor Vehicle Operator's License and Building Code Inspector and Plans Examiner Certifications (W.V. State Fire Marshal, W.V. State Code, Title 87-7).

Knowledge, Abilities and Skill

Knowledge: Knowledge and understanding of building construction trades and terminology, International Building Codes, and building construction processes and methods.

Abilities: Ability to work independently; ability to deal with public tactfully and effectively. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the town as well as state regulatory authorities. Ability to carry out essential functions under hazardous or inclement weather conditions in a safe manner. Ability to establish and maintain a work reporting system and other related records. Ability to deal effectively with disgruntled members of the public. Ability to read and interpret construction drawings and blue prints.

Skill: Basic math skills, computer keyboarding skills for data entry, proficient written and oral communications skills.

Engineering Department Office of Permits and Inspections
Building Inspector
01/31/2011

Jefferson County, West Virginia
Job Description
Revised 01/31/2011

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 Skills: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing a ladder.

Visual Skills: Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints). Color vision required for this position.

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: **5 minutes**

Date Requested – 1st Choice: **June 18, 2015**

Date Requested – 2nd Choice: **July 2, 2015**

Subject (*Wording to be placed on agenda*): **Personnel Requisition for the Building Permits Technician Position.**

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

The County Commission previously authorized advertising for the position of the vacant Building Permits Technician.

The Engineering Department advertised the position and conducted interviews. This is a request for approval to proceed with an offer of employment as outlined in the attached Personnel Requisition request.

Is this a funding request? **No, this is a position that is already budgeted in the Engineering Department Budget.**

If so, how much?

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

Approve the Personnel Requisition request for a Building Permits Technician as submitted.

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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JEFFERSON COUNTY

Personnel Requisition

Department Name Engineering Dept. Date 06/18/2015 Date Needed 06/29/2015

Job Title Building Permits Technician Salary \$34,946.63/yr Criminal History Check Yes No

Suggested Recruitment Source(s) Position was advertised in the Spirit of Jefferson & County Web Page

Applicants Interviewed By Roger Goodwin & Becky Burns Position Reports To Chief County Engineer

Minimum Education Required High School Diploma

Employee is required to work toward certification as a Building Permits Technician.

Minimum Experience Required 3-5 of related work experience in the Residential/Commercial construction field and/or experience/knowledge with building codes and the permitting process. Computer keyboarding skills and proficiency with a computer are required.

Job Duties See attached Building Permit Technician Job Description dated 01/31/2011

Budget Information

Addition Replacement Explain or For Whom To replace the Building Permits Technician whose employment was terminated on May 29, 2015.

Position Budgeted Yes No Proposed Salary \$34,946.63 - \$37,255.08/yr Date of Hire 6/29/2015
Grade III, Step E - G

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.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: June 18, 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 and Appointment to the Jefferson County Board of Health – one five year term ending June 30, 2020.

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

To: Jefferson County Commission

June 8, 2015

From: Mark Shields, Vice Chairman
Jefferson County Board of Health

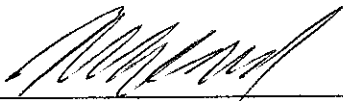
Re: Reappointment to the Jefferson County Board of Health

I have been serving on the Jefferson County Board of Health since September 19, 2008. My current 5 year commission will expire June 30, 2015.

I do not want to be considered for reappointment to the Board of Health at this time.

Thank you for your consideration in this matter.

Respectfully submitted,



Mark A. Shields

JOHN S. BRESLAND

79 North Tamarac Drive
Shepherdstown, WV 25443

Telephone: +1 202-577-8448 (c)
+1 304-876-9293 (h)
E-mail: johnsbresland@msn.com

SUMMARY

Collaborative leader with extensive experience in the federal government and the chemical industry, working for the United States Chemical Safety Board, Honeywell International Inc. and as a Staff Consultant for the Center for Chemical Process Safety. Management experience at the executive level in industry and the federal government. Technical and management expertise in chemicals manufacturing, safety and environmental programs, re-engineering and facility design and construction. Strong managerial track record of facilitating cross-functional teamwork and fostering positive community relationships. Acknowledged reputation for opening doors of communication among diverse stakeholders.

BUSINESS and GOVERNMENT EXPERIENCE

Process Safety Risk Assessment LLC

President **September, 2012 to present**
Work with client companies in the chemical and energy sectors to assess the process risks in their operating units.

Mary Kay O'Connor Process Safety Center, Texas A&M University

Research Fellow **September, 2012 to present**
Provide counsel and input to the programs and activities of the Mary Kay O'Connor Process Safety Center.

United States Chemical Safety and Hazard Investigation Board

Board Member **2010 to August 2012**
Retained my position as a Board Member when President Obama appointed a new Chairman in 2010.

Chairman and Chief Executive Officer **2008 to 2010**
Nominated by President Bush in July, 2007 and confirmed by the U.S. Senate in March, 2008 to a five-year term as Chairman and CEO of the Chemical Safety Board. Responsible for the day to day executive management of the agency, congressional relations and explaining the work of the agency to stakeholders.

Board Member **2002 to 2007**
Nominated by President Bush and confirmed by the U.S. Senate to a five-year term on the United States Chemical Safety Board, the independent federal agency that that investigates oil refinery and chemical facility incidents in the United States.
Duties included oversight of the management of the agency, responding to the scene of incidents as the Board spokesperson, reviewing and voting on staff investigation reports, speaking about Board activities at technical conferences and industry meetings.

Environmental and Safety Risk Assessment LLC

President

2000 - 2002

Consultant on projects designed to improve operational safety in the chemical and oil refining industries. Staff Consultant with the Center for Chemical Process Safety of the American Institute of Chemical Engineers.

Honeywell International Inc.

1966 - 2000

A \$25 billion company, with chemicals, polymers, aerospace, automotive and electronic materials business units.

Corporate Director, Environmental Risk Management

1995 - 2000

- Led Honeywell's compliance with EPA's Risk Management Program regulation:
 - Organized and presented training courses for company personnel and Honeywell customers
 - Visited customers to assist them in their compliance with the regulation
 - Frequent speaker at EPA and industry conferences on the Risk Management Program and on community outreach
 - At the invitation of EPA, represented U.S. chemical industry at U.N. conference in Hungary
- Spearheaded water pollution control compliance at Honeywell facilities worldwide
- Audited Honeywell facilities for compliance with OSHA and EPA regulations
- Collaborated with plant leadership teams, the finance organization and banks to obtain tax exempt financing for pollution control projects, resulting in savings of \$500,000 per year
- Integrated the Health, Safety and Environmental programs of newly acquired businesses into the Honeywell organization

Project Leader – Re-engineering

1994 - 1995

Led a cross functional team of 25 professionals re-engineering and automating the customer order fulfillment process for the Chemical Intermediates business, with sales of \$500 million

Plant Manager, Philadelphia, PA

1991 - 1994

Managed phenol and acetone manufacturing plant with \$250 million operating budget

- Annually achieved record production rates
- Integrated plant operations into the local community by using a Community Advisory Panel and Open Houses, allowing the plant to be accepted by its neighbors
- Implemented Total Quality program; involved all employees in teams, resulting in improved safety and product quality and lower operating costs. Developed and implemented a unique plan called "Team Days" which encouraged personnel to present innovative ideas and positive results to plant management, union leaders and other employees.
- Reorganized the plant staff to operate at higher levels of effectiveness
- Negotiated a \$1 million rate reduction with local electric power utility

Operations Manager, caprolactam plant, Hopewell, VA

1989 - 1991

Directed the operations of a 1.4 million ton/year fertilizer manufacturing facility

- Responsible for plant operations, production scheduling, warehousing and transportation. Led multidisciplinary engineering team which designed a \$50 million product quality improvement for an ammonium sulfate fertilizer plant

Operations Manager, phenol plant, Philadelphia, PA **1983 - 1989**

Managed 110 employees operating state of the art computer controlled chemical manufacturing, boiler house and transportation facilities. Expanded production by 50% with minimum capital expenditures

- Directed the continual upgrading of process safety, electronic controls, personnel hiring and training and environmental compliance. The plant was recognized by Arthur D. Little as the most advanced phenol and acetone plant in the U.S. for efficiency, capacity utilization, energy consumption and maintenance turnarounds
- Through cross-functional cooperation, solved a potentially dangerous raw material contamination problem. Obtained a \$500,000 settlement from supplier for lost production

Environmental Control Supervisor, phenol plant, Philadelphia, PA **1979 - 1983**

Responsible for plant's compliance with all environmental regulations. Developed excellent relationship with environmental agencies and local citizen groups. Testified at City Council hearings and appeared on radio and television programs as chemical industry spokesman

Production Supervisor, phenol plant, Philadelphia, PA **1975 -1979**

Responsible for day to day manufacturing operations. Supervised six foremen and approximately 50 operating personnel.

Environmental Supervisor, toluene diisocyanate plant, Moundsville, WV. **1972 -1975**

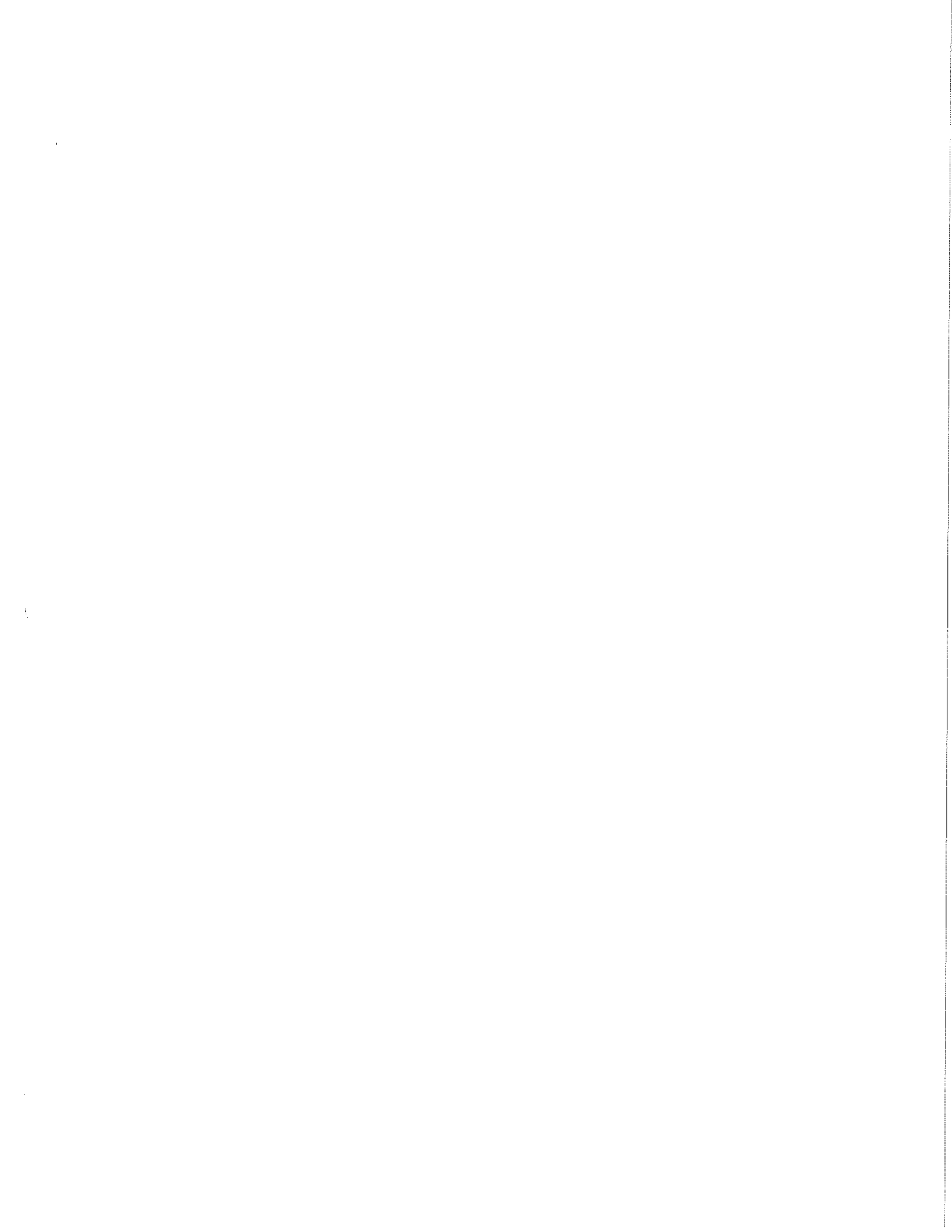
Responsible for ensuring plant's compliance with air and water pollution control regulations

Process Engineer and Production Supervisor, toluene diisocyanate and organic acids plant **1966 - 1972****PROFESSIONAL AND COMMUNITY ACTIVITIES**

- Chairman (1996-1999) American Chemistry Council Community Awareness and Emergency Response Task Group.
- Chairman (1995-1997) American Chemistry Council, Federation of State Chemical Associations - a group of 20 state chemical industry associations
- Chairman (1993-1995) Pennsylvania Chemical Industry Council, a state trade association representing 75 chemical manufacturers and distributors and 25 major environmental consulting and engineering firms
- Member, American Chemical Society
- Member, American Institute of Chemical Engineers
- Fellow, Royal Society of Chemistry, United Kingdom
- Member, Institute of Chemical Engineers, United Kingdom
- Board of Trustees, Holy Family College, Philadelphia, PA (1991-1995)
- Member, Morris Minute Men First Aid Squad, Morris Township, New Jersey (2000-2002)
- Board Member, Sky Truth, an environmental conservation and mapping group headquartered in Shepherdstown, West Virginia

EDUCATION

Associate, Royal Institute of Chemistry, Salford University, England
 Higher National Certificate Chemistry, Londonderry Technical College, N. Ireland
 University of Pennsylvania, Graduate Professional Development Program



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: June 18, 2015

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Emergency Services Agency Board – two three year terms (citizen representatives) ending June 30, 2018.

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

June 5, 2015

Eric D. Smith
29 Crest Ln
Harpers Ferry, WV 25425

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

Re: Letter of Interest for Appointment to the Jefferson County Emergency Services Agency Board

Dear Jefferson County Commissioners,

I am writing this letter to express my interest in filling the seat on the Jefferson County Emergency Services Agency Board expiring on June 30, 2018. I feel that my experience as a member of several boards, committees and commissions, as well as my interest in the well being of the citizenry of Jefferson County make me an ideal fit for this appointment. I mention these in detail within the separate statement of qualifications submitted with this letter of interest.

I have a strong desire to bring my experience and passion as a volunteer public servant to the Jefferson County Emergency Services Agency Board and assist with the important work under its charter moving forward. I have been a proud resident of Jefferson County, WV for 9 years and will do my best to serve the interests and facilitate the well being of its citizens.

I humbly request that you please consider me for this appointment. I thank you for your time and your consideration.

Sincerely,

A handwritten signature in black ink, appearing to be 'Eric D. Smith', with a long horizontal line extending to the right.

Eric D. Smith

June 5, 2015

Eric D. Smith
29 Crest Ln
Harpers Ferry, WV 25425

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

Re: Statement of Qualifications for Appointment to the Jefferson County Emergency Services Agency Board

Dear Jefferson County Commissioners,

This is my statement of qualifications, as referenced in my letter of interest.

I previously served on the Jefferson County Planning Commission from 2010 to 2013. I served as Secretary of the commission and as Vice President. Prior to moving to Jefferson County in 2006, I was appointed by Montgomery County Chief Executive Doug Duncan and affirmed by the Montgomery County Council to serve on the Montgomery County Commission for Common Ownership Communities from 2003 to 2006. I chaired the legislative sub-committee that advised the Montgomery County Council on all aspects relating to Common Ownership Communities. I served concurrently as an elected Director on the Montgomery Village Foundation (MVF) Board of Directors until 2007. The MVF board governs all aspects of Montgomery Village and its 40,000 residents. As an MVF Board member, I founded and chartered the MVF Public Safety Committee to deal with issues concerning the residents of Montgomery Village, and surrounding jurisdictions. I was a liaison to Fire, EMS, county and state law enforcement, and various Federal Agencies. The public safety committee utilized the involvement of these professionals, along with appointed residents of Montgomery Village, to work towards the mitigation and prevention of many safety concerns. I served as a member of the MVF Committee on the Environment from 1995 to 2006, and was Chairperson of the committee for several years. In addition to the aforementioned involvement in multiple commissions, boards and committees, I have also volunteered to help the homeless, mentor children, and assist with elderly residents in my communities.

Once again, thank you for your time and consideration.

Respectfully,

A handwritten signature in black ink, appearing to be 'Eric D. Smith', with a long horizontal line extending to the right.

Eric D. Smith

June 7, 2014

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

Re: Civilian Position on the JCESA Board


Dear Commissioners,

As a retired Captain with Montgomery County Fire & Rescue in Maryland and current Sr. Fire Protection and Hazmat Specialist with GHD (an international engineering firm). I have a thorough understanding of the International Building and Fire Codes as well as the National Fire Protection Association Codes and Standards that the State of West Virginia has mandated for the safe and efficient delivery of Fire and EMS combined with more than 35 years of experience within the volunteer, military and career fire service in providing fire suppression, prevention, protection and emergency medical services (EMS). During this period, I participated on numerous committees ranging from Howard County, MD Fire Rescue Staffing Task Force, Montgomery County, MD Fire Rescue Accreditation Committee, Hazardous Materials Response Committee and Emergency Operations Center and Emergency Management Group Committee (EOC & EMG) fire service representative. Currently, I am a committee member with the International Fire Service Training Association (IFSTA) on the 5th Edition Fire Protection Suppression and Detection Systems manual and technical reviewer of the Fire Prevention and Code Enforcement manual.

As a well informed and involved citizen of Jefferson County, I am not an active/inactive or life member providing administrative or operational delivery of Fire and EMS within Jefferson County outside my duties with the current JCESA Board. I believe the combination of knowledge and experience within the fire service and fire protection engineering community allows me to provide the Board the impartial technical insight necessary to fact-find proposed recommendations and improve the delivery of both Fire and EMS within the County.

Having served on the JCESA Board for the past 18 months, I have a better understanding and appreciation of the inter-relationship between the Board, Commissioners and local Volunteer Fire Departments. Currently, the JCESA Board is in the midst of hiring a new Director, reducing EMS response time as mandated by the Ambulance Fee Ordinance and planning for the upcoming All-Good Musical Festival. I am actively involved in each of these, I would like the opportunity to continue assisting the JCESA prepare and improve Fire and EMS within our County.

I look forward to discussing the position with you in the near future. Thank you for your consideration,


Christopher L. Conroy, CET
1347 Engle Mollers Rd.
Harpers Ferry, WV 25425
Phone: 410.302.3621

Christopher L. Conroy
1347 Engle Molars Road
Harpers Ferry, WV 25425
Email: clconroy@aol.com
Cell: (410)302-3621

EXPERIENCE

- 2004 -- Present **GHD (*the* Protection Engineering Group, Inc).** – Chantilly, Virginia
Sr. Fire Protection Specialist
Provides oversight, mentoring and/or technical assistance during the design, construction and installation of fire protection systems, life safety features or building construction. Collaborates with Fire Protection Engineers in designing new fire protection systems or modifications to existing systems to accommodate renovations or changes in occupancy within existing structures to ensure compliance with the applicable codes and standards.
- Performs Construction Period Services to verify compliance with construction documents, specifications and national/local building and fire codes and standards. Reviews fire protection system submittals, shop drawings, calculations and manufacturers equipment product data to verify compliance with contract documents.
- Conducts onsite quality assurance/control, commissioning, 3rd party acceptance and witnesses the functional testing of fire protection systems and life safety features. Verifies construction materials provided match approved submittals and installation/construction complies with approval and listing installation requirements.
- Performs existing building assessments to determine adequacy of fire protection systems and features, identifies fire protection system deficiencies and provides recommendations for corrective action.
- Evaluates fire protection system failures to determine the cause and effects installation, maintenance, equipment and/or environmental conditions played in contributing to the premature or operational failure.
- Performs internal sprinkler pipe obstruction and corrosion investigations and pipe/water sample collection and oversight for laboratory analysis. Drafts initial findings report, recommendations and budget cost analysis for replacement or repairs to damaged fire protection systems.
- 2007 – 2011 **Department of Fire & Rescue, Montgomery County, Maryland**
Captain
Served as the officer in charge of a fire station to ensure station, personnel and apparatus were operationally ready. Supervised assigned firefighters while on rotating 24 hour on duty, 48 hour off duty shift during emergency and non-emergency situations to safely manage and mitigate fire, hazmat and/or emergency medical incidents as the first arriving officer or incident commander. Directed and supervised personnel to ensure compliance with established policies, procedures and directives. Assessed and evaluated assigned personnel, performed annual performance reviews to recognize individuals having above average skill levels or recommended remedial training to those having difficulty mastering basic skills. Conducted or supervised in station Fire, EMS or Hazmat training to ensure personnel obtained hands-on training with new equipment and familiarization with new policies and procedures or to maintain basic and advanced job proficiency KSA's (knowledge, skills and abilities) to safely and successfully respond to and mitigate emergency incidents. Responded to Fire, Hazmat and EMS incidents and implemented operational strategies based on standard operating procedures or supervised the initial tactics necessary to perform life safety, incident stabilization and property protection objectives. As a Hazmat Officer, performed the duties and responsibilities of either the HM Incident Commander, Operations or Safety Officer on hazardous material incidents. Provided advanced training to HM personnel and managed combustible, toxic, chemical and radiological meter purchasing, maintenance program and team training.

Assessed specialized tools, equipment, personal protection equipment and chemical protective clothing. Collaborated and consulted with FBI Terrorism Team Leader and Regional WMD Civil Support Teams. Met and maintained minimum requirements of NFPA 1021 for Fire Officer II and NFPA 472 for Hazardous Material Incident Commander.

2005 – 2007

Department of Fire & Rescue, Montgomery County, Maryland
Lieutenant

Served as the officer in charge of a Fire or Hazmat Company and supervised assigned personnel while on rotating 24 hour on duty, 48 hour off duty shift during emergency and non-emergency situations to safely manage and mitigate fire, hazmat and/or emergency medical incidents as the first arriving officer. Directed and supervised staff to assure compliance with established policies, procedures and directives. Conducted or supervised in station Fire, EMS or Hazmat training to ensure personnel obtained hands-on training with new equipment and familiarization with new policies and procedures or to maintain basic and advanced job proficiency requirements (knowledge, skills and abilities) to safely and successfully respond to and mitigate emergency incidents. Responded to Fire, Hazmat and EMS incidents and implemented operational strategies based on standard operating procedures or supervised the initial tactics necessary to perform life safety, incident stabilization and property protection objectives. As a Hazmat Officer, performed the duties and responsibilities of either the HM Operations, Logistics, Safety, Research, Entry or Decontamination Officer on hazardous material incidents. Provided advanced training to HM personnel and assisted in managing combustible, toxic, chemical and radiological meter purchasing, maintenance program and team training. Responded with MCFR Task Force to provide aid and assistance to New Orleans Fire Department after Hurricane Katrina. Tasked by FEMA Incident Management Team Incident Commander (FDNY Deputy Chief) to return Hazmat response services back to the City of New Orleans. Managed hazardous material incident response team technical operations and coordinated response plan with HM Team Leader (FDNY Battalion Chief). Managed and supervised decontamination operations of personnel and equipment returning from assignments within contaminated areas. Collaborated and consulted with FBI Terrorism Team Leader and Regional WMD Civil Support Teams. Met and maintained minimum requirements of NFPA 1021 for Fire Officer I and NFPA 472 for Hazardous Material Officer.

2003 – 2004

Department of Fire & Rescue, Montgomery County, Maryland
Master Firefighter

Served as the driver operator of either the assigned Engine, Tower or Hazmat Company. As the Acting Officer in Charge supervised unit assigned firefighters during emergency operations. Conducted in station Fire, EMS or Hazmat training to ensure personnel obtained hands-on training and familiarization necessary to maintain basic and advanced job proficiency requirements (knowledge, skills and abilities) to safely and successfully respond to and mitigate emergency incidents. Responded to Fire, Hazmat and EMS incidents and performed duties based standard operating procedures or supervised the initial tactics necessary to perform life safety, incident stabilization and property protection measures. As a Hazmat Technician, performed duties as either the HM Research, Entry, Logistics or Decontamination Team Leader or Technician on hazardous material incidents. Provided training to HM personnel and maintained specialized tools, equipment and personal protection equipment. Met and maintained minimum requirements of NFPA 1001 for Firefighter II, NFPA 1021 for Fire Officer I and NFPA 472 for Hazardous Material Specialist.

1987 – 2004

Department of Fire & Rescue, Montgomery County, Maryland
Firefighter Hazmat Technician

Served as the firefighter or driver operator of either the assigned Engine, Tower, Hazmat Company or EMS unit. Responded to Fire, Hazmat and EMS incidents and performed duties based standard operating procedures under direct supervision of Officer in Charge to perform life safety, incident stabilization and property protection measures. As a Hazmat Technician, performed duties as either the HM Research, Entry, Logistics or Decontamination Technician on hazardous material incidents. Maintained specialized tools, equipment and personal protection equipment. During the 2001 Anthrax attack, responded with hazardous material incident response team or two-man reconnaissance unit to perform initial threat/risk assessment, substance identification and screening, evidence collection and decontamination. Met and maintained minimum requirements of NFPA 1001 for Firefighter II and NFPA 472 for Hazardous Material Technician.

- 1987 – 2002 Fire Protection Today, Inc., Ellicott City, Maryland
President and Founder
Responsible for oversight and functions associated with a small fire protection consulting firm specializing in the inspection, testing and design of fire protection systems. Performed day-to-day business management and development while providing technical oversight. Performed fire protection design for residential and commercial properties utilizing AutoCAD, Polaris, Sigma and THE drafting and fire protection software. Conducted and/or supervised the inspection and testing of fire protection systems to ensure compliance with Local Codes and Contract Specifications. Provided training for employees on fire protection systems and familiarization with fire protection codes and standards. Supported fire protection engineering firms with life safety and fire protection system assessments, testing, inspections, design, operation performance or system failure investigations.
- 1979 – 1984 U.S. Air Force, Moody AFB, GA - RAF Bentwaters / Woodbridge, UK
Staff Sergeant – Fire Inspector, Crew Chief, Crash Firefighter Rescuer
Performed the duties and responsibilities associated with fire protection, suppression and prevention required by a military Firefighter, Crew Chief or Fire Inspector.

EDUCATION

- 1979 – 1984 Community College of the Air Force
• Fire Science Major - 32 Credit Hours
- 2008 – 2012 Columbia Southern University
• Fire Science Major - 73 Credit Hours

TRAINING

- 1979 – 1984 USAF Fire School, Chanute AFB, Illinois
• Transcript available upon request
- 1983 – 2013 National Fire Academy, Emmitsburg, Maryland
• Transcript available upon request
- 1976 – 2009 University of Maryland, College Park, Maryland
• Transcript available upon request
- 1987 – 2007 MCFR Public Safety Training Academy, Montgomery County, Maryland
• Transcript available upon request
- 1999 – 2011 Department of Justice / Department of Homeland Security / Federal Emergency Management Agency
• Transcript available upon request

CERTIFICATIONS

National Institute for the Certification in Engineering Technologies (NICET)

- Fire Alarm Systems – Level III
- Automatic Sprinkler System Layout – Level III
- Special Hazard Suppression Systems – Level III
- Inspection & Testing of Water Based Systems – Level III

National Professional Qualification Standard and Qualification Board (ProBoard)

- NFPA Fire Officer II
- NFPA Fire Inspector I
- NFPA Fire Service Instructor I

International Code Council (ICC)

- Fire Inspector I

PROFESSIONAL MEMBERSHIPS

- National Fire Protection Association (NFPA)
- Society of Fire Protection Engineers (SFPE)
- International Association of Firefighters (IAFF)
- Society of Fire Protection Engineers Chesapeake Chapter

COMMITTEE MEMBERSHIPS

- 2014 International Fire Service Training Association (IFSTA) - 5th Edition, Fire Detection and Suppression Systems - Provides technical insight, review and validation of revisions made to 4th edition manual.
- 2014 Jefferson County Emergency Services Agency (JCESA) - Vice Chairman, assists with providing fiscal oversight and strategic planning of EMS and Fire Rescue within Jefferson County WV.
- 2015 National Institute for Certification in Engineering Technologies - Subject Matter Expert, develops and reviews questions and answers for certification exams in the fire protection field.

Mr. Steve T. Sowers
108 North Fairfax Blvd.
Ranson WV. 25438
(304)820-7542
sffsteve@msn.com

06 June 2015

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

Letter of Interest

Dear,
Jefferson County Commission

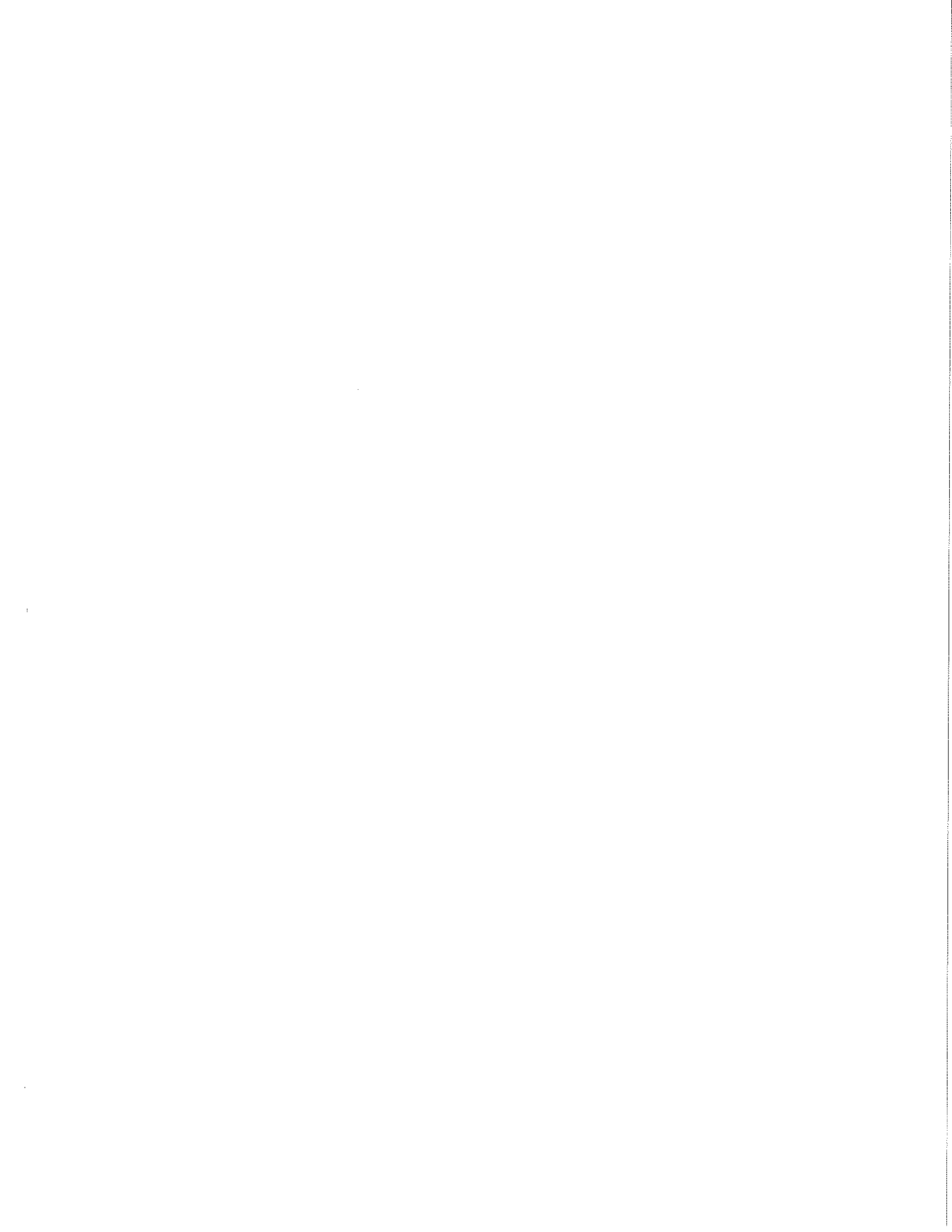
While on the Jefferson County Commission website, I saw a posting for 3 year term for Citizen Representative for the county's Emergency Services Board. I feel it is very important to support this institution as a Volunteer. I take great pride in our county and think it is the duty of every citizen to support it. I already have experience with Fire and EMS outside the County, from my years volunteering In Berkeley County WV. and Frederick County VA. I am also organized and good at working with the general public.

Please give me a call and let me know what I can do to help. I can be reached by phone at (304) 820-7542 or by email at sffsteve@msn.com I am excited to do my share in helping such a crucial part of our community.

Thank you for your time and all you do for our County. I look forward to talking to you.

Best,
Mr. Steve T. Sowers

A handwritten signature in cursive script, appearing to read "Steve Sowers", written in black ink. The signature is fluid and extends across the width of the typed name above it.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: June 18, 2015

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Parks and Recreation Commission—four three-year terms ending June 30, 2018.

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

Received

JUN 03 2015

6-1-15

Jefferson County Commission

Jessica,
Thanks for your letter concerning the appointed term I am serving on the Parks and Recreation Commission. I knew when the appointment was made it was filling a soon to expire term.

I have certainly felt useful on the Board and would like to be considered for re-appointment to the Board for a full 3 year term. I have contributed by attending meetings, volunteering, and have been appointed to two committees.

I would consider it a privilege to be considered and appointed to a full term to the Parks and Recreation Commission. We have embarked on an exciting period at Parks and Recreation with the Master Planning Study.

James O. Lee

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 have been involved in recreational activities within Jefferson for about six years. The resources the county offers have kept me and my children well engaged with the community. I am very interested in the Parks and Recreation Board of Directors position I saw on the Jefferson County web site. As it turns out, I was employed with the organization as an assistant to the current registrar. Not only does my employment experience with Parks and Recreation makes me a strong candidate for this position, it is my role as a genuinely concerned and passionate citizen in this county that sets me apart from others.

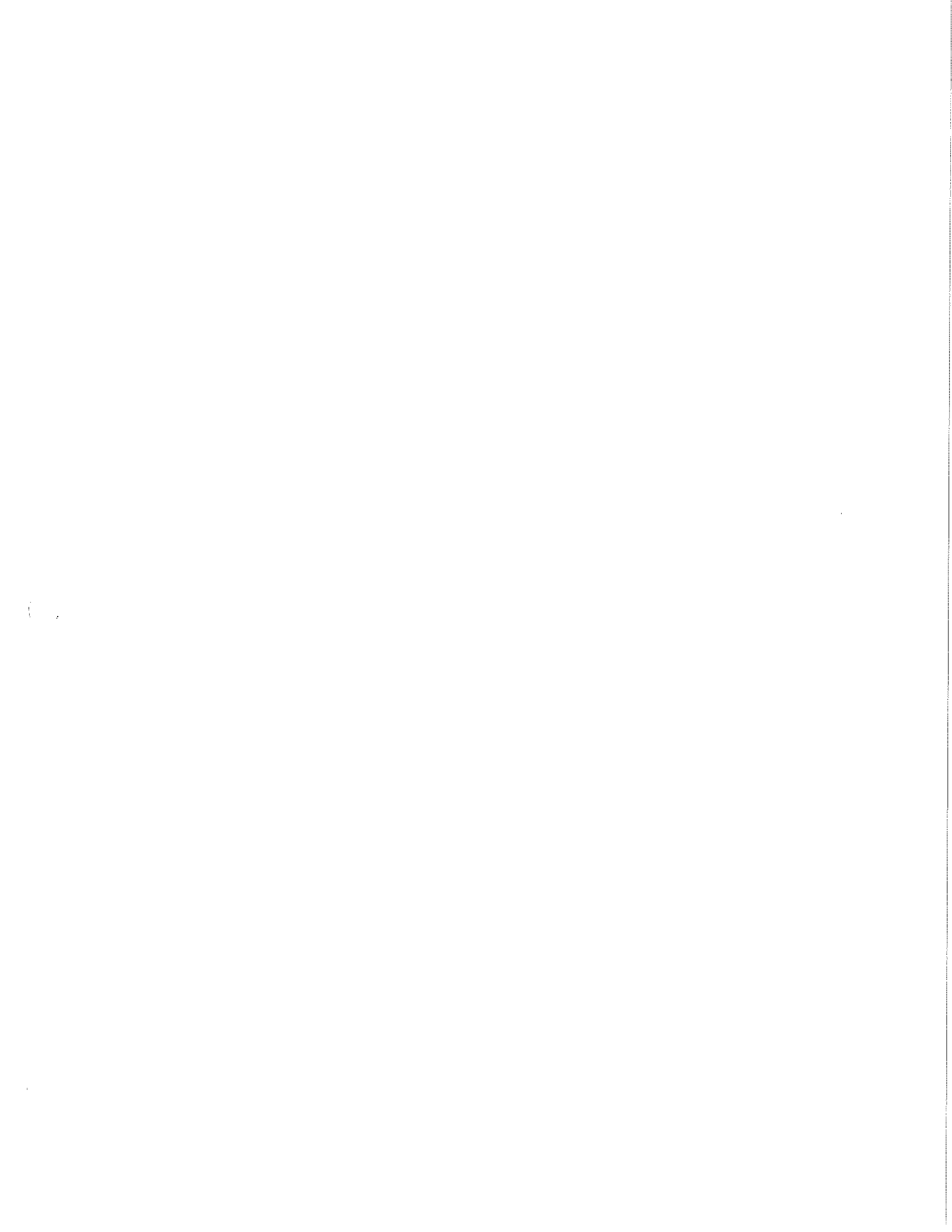
The key strengths and experience that I have in order to be successful in this position include:

- 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



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: June 18, 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 and Appointment to the Jefferson County Board of Zoning Appeals – one three-year term as an Alternate, ending January 1, 2018.

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

Jeff D. Bresee
614 Strider Road
Kearneysville, WV 25430

June 1, 2015

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

Re: Board of Zoning Appeals Reappointment

Dear Commission President Tabb:

On 19 May, 2003 I had the honor to be appointed by the Jefferson County Commission to the Jefferson County Board of Zoning Appeals. I served on this board for about 10 years, the last few years as president.

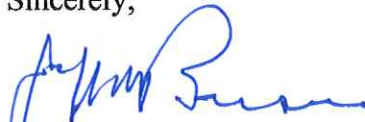
On 30 October, 2013 I resigned from the BZA. Since then I have discovered that there is a void in my life that had been filled by the BZA and that the void could be filled again by my being on the board again.

I thus request the honor of reappointment to the Board of Zoning Appeals by the Jefferson County Commission.

I am told by the current BZA president that there are alternate positions available and one of these positions would be fine with me.

I have attached a copy of my current resume, and I can meet with the Commission at its convenience to further discuss my application.

Sincerely,



Jeff D. Bresee

PS: I hope I don't have to give my recognition certificate back!

*JEFFREY DORAN BRESEE
614 STRIDER ROAD
KEARNEYSVILLE, WEST VIRGINIA 25430
304-728-8247*

EDUCATION: Member, Maryland Bar, December 1973
Juris Doctor, January 1973, University of Maryland School of Law
B.S. Economics, June 1963, University of Oregon

VOLUNTEER AND PROFESSIONAL EXPERIENCE:

Post Retirement

Volunteer at Jefferson Memorial Hospital, Outpatient Surgery Unit
Past President and current Member Jefferson County Animal Welfare Society Board of Directors
Bailliff (Part-Time) with Jefferson County Sheriff's Department
Served as Chair and Member, Jefferson County Board of Zoning Appeals
Completed Educational Specifications for two Frederick County (MD) School Addition Projects, 2007
Completed Land Records Consolidation Project for Frederick County (MD) Public Schools, 2006
Part-Time Legal Work, Local Attorney, 2005
Member Jefferson County Board of Education Impact Advisory Committee
Member Jefferson County Local Powers Act Committee
Member Frederick County (MD) Montessori School Facilities Committee

July, 2002 Retired from Frederick County Public Schools, Frederick, Maryland

1988 to 2002 Frederick County Public Schools, Frederick, Maryland

As Facilities Planner, experience of over fourteen years at Frederick County Public Schools included development of annual and five-year master plan and capital improvement requirements based on enrollment projections, school capacities, and renovation needs; identification, evaluation, negotiation for and acquisition of school sites and other rights in land and preparation of related legal documents; formulation of project budget estimates; written and oral justification of funding requests and securing necessary local and state approvals for projects; working with school system staff in development and writing of educational specifications; managing the architect/engineer and construction manager selection process and contract administration; participation in the design and construction process from preliminary planning to schematics, through bidding, project completion and close-out; meeting with citizen groups and school system and county representatives to explain projects and budgets; supervising and evaluating staff.

1977 to 1988 Maryland Office of Planning, Baltimore, Maryland

As Coordinator for Planning, represented the Secretary of State Planning (a Governor's cabinet post) in all matters before the State of Maryland Public School Construction Program (PSCP), and supervised assigned staff, in evaluation of public school construction project funding requests and master plans. The PSCP is a state agency that makes public school construction grants available to Maryland school systems for program and growth related public school new construction and renovation projects.

1969 to 1977 Montgomery College, Rockville, Maryland

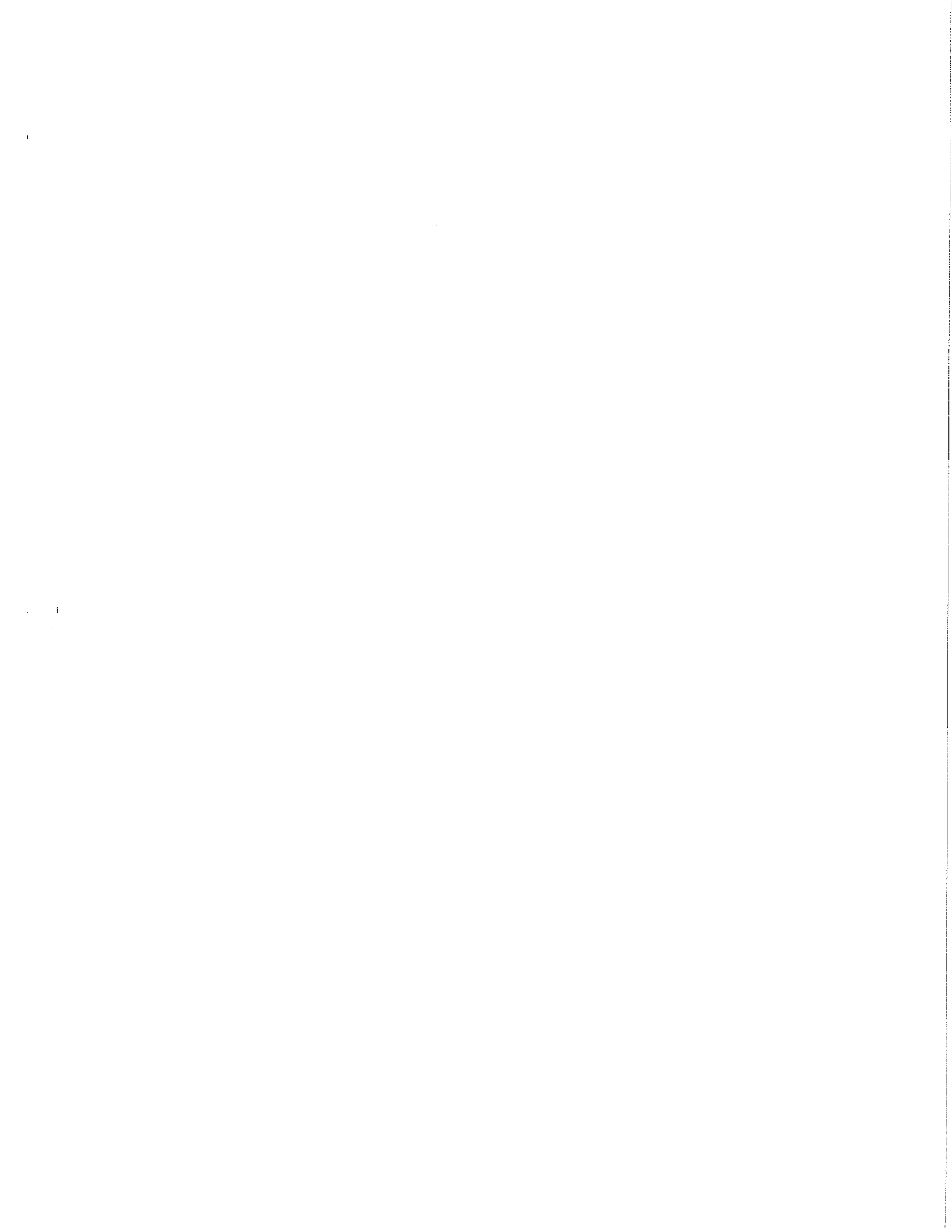
As Associate Director of Facilities, developed college and campus facility master plans and construction project requirements; prepared materials in support of projects, assisted in selection of architect and engineer; supervised the architectural design process from schematic design through project bidding, construction, acquisition of furniture and equipment, to project completion.

1966 to 1969 Maryland Department of State Planning, Baltimore, Maryland

As Executive Secretary to Advisory Council on Higher Education Facilities Acts, administered at the state level a federal construction and equipment grants program for Maryland colleges and universities.

1963 to 1966 U.S. Navy

Officer, stationed at U.S. Naval Amphibious School, Little Creek, Virginia, and on USS OKINAWA (LPH-3).



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Fred Blackmer

FB June 10, 2015

Department or Organization: Twin Oaks Subdivision, LLC

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested -- 1st Choice: June 18, 2015

If a specific date is needed, please provide reason for specific date: Earliest date is necessitated by the length of process.

Date Requested -- 2nd Choice: July 2, 2015

Subject (*Wording to be placed on agenda*): Zoning Map Amendment Petition by Landowner

Please provide the County Commission with a description of your request or presentation, including any background information: Twin Oaks Subdivision, LLC is submitting a request for rezoning. The property is currently known as Morgan Grove Market.

Is this a funding request? Y/N 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*):

1. Motion to accept the petition subject to submittal of required support documents and fees.
2. Schedule a public hearing within 60 days (§8A-7-9)
3. Request the Planning Commission advise regarding application consistency with the current Comprehensive Plan.

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

If not attached, explain: Zoning Map Amendment form, locator map and narrative documents attached. Original signed documents, plats, comp plan discussion, traffic statement and fee payment will be in the petition package submitted at the county commission meeting.

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

Agenda Request Data

Twin Oaks Subdivision, LLC
at
Morgan's Grove Market

June 11, 2015

Jefferson County Commission
PO Box 250
124 East Washington Street
Charles Town, WV 25414

Subject: Zoning Ordinance Amendment by Petition (Agenda Request)

Commissioners,

The undersigned owner(s) of land identified as Shepherdstown District; Tax Map 13 parcels 26.1, parcel 26.2, parcel 26.3 and parcel 26.4 requests a zoning map amendment. This request is being made through the procedures identified in WV Code 8A-1-1, 8A-7-9 and JC Zoning Ordinance Article 12 Section 21.1 and 12.3.

The purpose of the amendment is a change in designation of the subject property from the current designation as "Rural District" to "Neighborhood Commercial (NC) District".

Narrative of substantiation for this request:

The property included in this request has been in continuous commercial use since 1968. The subject property is an island surrounded by suburban residential development. Placing a neighborhood commercial zoning designation will accomplish several Comprehensive Plan goals. One of those would be to turn suburban sprawl into a mixed use community. Commercial and Residential development would be limited in scope while local jobs, commercial opportunities and neighborhood retail needs could be enhanced.

A case could be made that the requested zoning classification could have been updated to limited commercial use when the property was first zoned. At a minimum, it could have been rezoned during subsequent zoning map amendments initiated by the County Commission.

Uses have included a restaurant, approved plans for high density mixed use development and commercial activities including Farm markets, community events and a community garden. The property is currently approved for an array of limited commercial uses. They are listed in the current conditional use permit. All of these activities have received both local government and community support.

Economic development and commercial investment depend on predictability. In order for this property to continue attempts to fill local community needs it is imperative that the regulations regarding permitted use of the property be firm and understood. Site development planning and community participation are not possible if every potential future use must be approved one piece

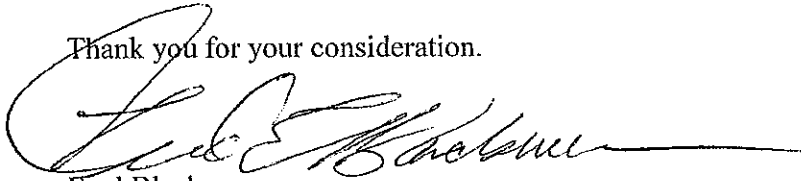
at a time. It is much more efficient and beneficial for property development and public participation to have firm plans that can be evaluated, regulated and approved.

Current plans for the property are based on previous experience and current social-economic trends. Those plans include up to 60,000 square feet of commercial-retail space. The space would be in one or more individual structures. Negotiations for various operators of that space are in progress. The major theme of development will continue to be in support of the agricultural industry and health initiatives of Jefferson County. Providing facilities for entrepreneurs, small local retail and professional services is a priority.

Applicant is confident that this zoning district will prove that all the time and effort spent to create new districts was not wasted. The very issues that this specific property faced in previous zoning requests and subsequent conditional use permit process prompted the County Commission and Planning Departments to create new district options. This specific property is shown on the recently approved future land use map and the comprehensive plan speaks to scaled commercial uses at that location.

This next step in developing the property and a community partnership cannot move forward without the predictability of the requested Zoning Amendment.

Thank you for your consideration.



Fred Blackmer
MGM Application and Government Affairs consultant

for

original signature required
Peter S. Corum *
Property Owner
*(Member of Twin Oaks Subdivision, LLC)

original signature required
J. Edward Slonaker *
Property Owner

Copy of complete Landowner Petition will be submitted to Jefferson County Commission and County Clerk June 18, 2015 (per WVC 8A-7-9 (a))



JEFFERSON COUNTY, WEST VIRGINIA
Departments of Planning and Zoning
 116 East Washington Street, P.O. Box 338
 Charles Town, WV 25414

File Number: _____
 Staff Initials: _____
 Application Fee: \$ _____

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

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

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

Zoning Map Amendment (Rezoning)

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code. All Amendments to the Zoning Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

Property owner information

Name: Twin Oaks Subdivision, LLC
 Mailing Address: PO Box 536 Shepherdstown WV 25443
 Phone Number: 304.536.3743 Email: petercorum@gmail.com

Applicant contact information

Name: Peter Corum
 Mailing Address: PO Box 536 Shepherdstown WV 25443
 Phone Number: 304.283.2467 Email: petercorum@gmail.com

Applicant representative

Name: Fred Blackmer
 Mailing Address: 9628 Moncove Lake Road Gap Mills WV 24941
 Phone Number: 304.536.3743 Email: fred@fredblackmer.com

Physical property details

Physical Address: 3988 Kearneysville Pike
 City: Shepherdstown State: WV Zip Code: 25443
 Tax District: Shepherdstown (9) Map No: 13 Parcel No: 26-1 thru 26-4
 Parcel Size: 13.68 acres Deed Book: 1018 Page No: 516

Current Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place Received Date Stamp Here

Proposed Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General Commercial (GC)	Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For a Zoning Map Amendment request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.

see attached

Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.

see attached

Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.

see attached

Do you request that the Planning and Zoning Staff present the petition to the Planning Commission for the purpose of setting the public hearing date?

Yes, I request that the Planning and Zoning Staff present the petition

No, I prefer to present the petition

Plat or Sketch Plan (provide as an attachment to this application)

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Is Plat or Sketch Plan attached?

Yes No

Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed).

Signature of Property Owner

Date

Signature of Property Owner

Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Recommended Not Recommended

The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Approved Disapproved

Final Determination/Other Comments



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Google earth

June 11, 2015

Zoning Map Amendment by Landowner Petition.

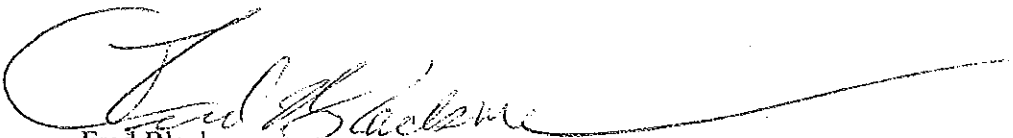
Jefferson's Zoning Ordinance states "The procedure for processing a map amendment petition initiated by the owners of fifty percent or more of the real property to which the petition relates shall be as dictated in §8A-7-9 et seq of the West Virginia State Code." (Jefferson County Zoning Article 12, Section 12.3A)

§8A-7-9. Amendments to the zoning ordinance by petition.

(a) After the enactment of the zoning ordinance, the planning commission or the owners of fifty percent or more of the real property in the area to which the petition relates may petition to amend the zoning ordinance. The petition must be signed and be presented to the planning commission or the clerk of the governing body.

(b) Within sixty days after a petition to amend the zoning ordinance is received by the planning commission or the governing body, then the planning commission or the governing body must hold a public hearing after giving public notice. The public notice of the date, time and place of the public hearing must be published in a local newspaper of general circulation in the area affected by the proposed zoning ordinance, as a Class I legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of this code, at least fifteen days prior to the public hearing.

(c) If the petition to amend the zoning ordinance is from the owners of fifty percent or more of the real property in the area, then before amending the zoning ordinance, the governing body with the advice of the planning commission, must find that the amendment is consistent with the adopted comprehensive plan. If the amendment is inconsistent, then the governing body with the advice of the planning commission, must find that there have been major changes of an economic, physical or social nature within the area involved which were not anticipated when the comprehensive plan was adopted and those changes have substantially altered the basic characteristics of the area.


Fred Blackmer

304.536.3743

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Kristen Stolipher**

Department or Organization: **Gordon, on behalf of the Shepherdstown Library**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **Thursday, June 18th**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Text amendment to Jefferson County Zoning Ordinance, "Appendix C, Principal Permitted Uses Table", to change Cultural Facilities from Not Permitted to Permitted within the Residential Growth District.**

Please provide the County Commission with a description of your request or presentation, including any background information: Text amendment to Jefferson County Zoning Ordinance, "Appendix C, Principal Permitted Uses Table", to change Cultural Facilities from Not Permitted to Permitted within the Residential Growth District.

By definition in the ordinance, libraries fall under the category of Cultural facilities. Under the 2009 Subdivision regulations, libraries were not specifically referenced, however private or public schools as well as public service establishments were permitted in the Residential Growth District. We are currently in the process of preparing a site plan for the construction of the Shepherdstown Library located on Lowe Drive in Shepherdstown.

Is this a funding request? Y/N
If so, how much? N/A

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): We would ask that the County Commission schedule a public hearing for a text amendment of the Jefferson County Zoning Ordinance to modify Appendix C to change the NP (Not Permitted) to P (Permitted) on the Permitted uses table.

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

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

Contact information:
Email address: kstolipher@gordon.us.com Phone Number: 304-725-8456

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

APPENDIX C: PRINCIPAL PERMITTED USES TABLE²³

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Residential Uses													
Dwelling, Single Family	P	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Single Family, Small Lot	P	NP	NP	NP	NP	P	NP	NP	P	P	NP	NP	
Dwelling, Two Family	NP	NP	NP	NP	NP	P	NP	P	P	P	NP	P	
Dwelling, Duplex	NP	NP	NP	NP	NP	P	NP	NP	P	P	NP	P	
Dwelling, Townhouse	NP	NP	NP	NP	NP	P	P	NP	P	P	NP	NP	
Dwelling, Multi-Family	NP	NP	NP	NP	NP	P	P	NP	P	P	NP	NP	
Day Care Center, Small	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	
Mobile Home	NP	NP	NP	NP	NP	NP	NP	P	NP	NP	NP	NP	
Mobile Home Park	NP	NP	NP	NP	NP	NP	NP	NP	P	P	NP	NP	
Model Homes/Sales Office	P	PC	NP	NP	NP	P	NP	P	P	P	NP	NP	Sec. 8.10
Home Uses													
Home Occupation, Level 1	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Home Occupation, Level 2	P	NP	NP	NP	NP	P	P	P	P	P	P	P	Art. 4A
Cottage Industry	P	NP	NP	NP	NP	P	NP	P	P	P	P	P	Art. 4A
Institutional Uses													
Airport	NP	NP	NP	P	P	NP	NP	NP	NP	NP	PC	NP	
Church	P	P	P	P	PC	P	P	P	P	P	NP	P	
Convention Center	NP	P	P	P	PC	P	P	NP	NP	P	PC	NP	
Cultural Facility	P	P	P	P	PC	P	P	P	NP	P	P	P	
Day Care Center, Large	P	P	P	P	PC	P	P	NP	P	P	P	PC	
Electric Vehicle Charging Station	P	P	P	P	P	P	P	NP	NP	P	P	PC	
Elementary or Secondary School	P	P	PC	PC	NP	P	P	P	P	P	NP	NP	
Essential Utility Equipment	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 4.7
Group Residential Facility	P	P	P	NP	NP	P	PC	P	P	P	NP	P	
Group Residential Home	P	P	P	NP	NP	P	PC	P	P	P	NP	P	
Heliport	NP	PC	PC	P	P	PC	PC	NP	NP	PC	PC	NP	
Hospital	NP	P	P	P	PC	P	P	P	P	P	NP	NP	
Nursing or Retirement Home	PC	P	P	P	NP	P	P	NP	P	P	NP	NP	
Park	P	P	P	P	NP	P	P	P	P	P	NP	P	
Performing Arts Theater	P	P	P	P	P	P	P	NP	NP	P	P	PC	
Preschool	P	P	PC	PC	PC	P	P	P	P	P	NP	NP	
Public Safety Facility	P	P	P	P	P	P	P	P	P	P	P	P	
Publicly Owned Facility	P	P	P	P	P	P	P	P	P	P	P	PC	
Industrial													Sec. 8.9
Recycling Drop-Off Center	PC	P	P	P	P	P	P	NP	NP	P	P	NP	
Residential Care Home	P	P	P	NP	NP	P	PC	P	P	P	NP	P	
School, College or University	NP	P	P	P	NP	P	P	NP	NP	P	NP	NP	
School, Vocational or Professional	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Vocational and Training Facility for Adults	P	P	P	P	P	P	P	P	P	P	NP	NP	
Heavy Equipment Repair	NP	NP	PC	PC	P	NP	NP	NP	NP	NP	P	NP	
Heavy Industrial Uses	NP	NP	NP	NP	P	NP	NP	NP	NP	NP	P	NP	Sec. 8.9

Convenience Store, Limited ²⁷	A convenience store not exceeding 1,500 square feet of retail floor, with hours of operation limited to the period between 6:00 A.M. and 11:00 P.M.
Convention Center ²⁷	A facility designed to accommodate 500 or more persons and used for conventions, conferences, seminars, product displays, recreation activities, and entertainment functions, along with accessory functions including temporary outdoor displays, and food and beverage preparation and service for on-premise consumption.
Cottage Industry ^{8,24}	An occupation conducted at a residential premises, as described in Article 4A of this Ordinance.
Country Inn ²³	A private residence at least 50 years old that offers sleeping accommodations to lodgers in 30 or fewer rooms for rent. For the purpose of this definition, a lodger means a person who rents a room in a country inn establishment for fewer than 30 consecutive days. The land use may include a restaurant open to the general public as well as to guests.
Cultural Facility ²³	A library, museum, or similar public or quasi-public use displaying, preserving, and exhibiting objects of community and cultural interest.
Custom Manufacturing ²⁷	Use of a site for the manufacturing of products that are usually handmade and/or are made in small-scale enclosed workshops, involving the use of hand tools, the use of domestic mechanical equipment, or a kiln. This category also includes incidental direct sale to customers of those goods produced on the site. Examples include clay products, glass blowing, jewelry, leatherworking, custom bookbinding, metalworking, and woodworking.
Day Care Center, Large ²³	A facility: (1) licensed by the state, if applicable; (2) providing care for six or more children or adults who do not reside in the facility, are present primarily during daytime hours, and do not regularly stay overnight; and (3) which may include some instruction.
Day Care Center, Small ²³	A facility: (1) in a dwelling unit; (2) licensed by the state, if applicable; (3) providing care for five or fewer children or adults who (except for family members) do not reside in the facility, are present primarily during daytime hours, and do not regularly stay overnight. Family members who receive care in the facility are not included in the total; and (4) which may include some instruction.
Department ²²	The Jefferson County Planning and Zoning Department.
Development	The subdivision of land; construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any structure, installation of a sign; and any mining, landfill or land disturbance, such as grading, paving and excavation.
Development Review System	A numerical rating system designed to assess a particular site's development potential based on soils and amenity criteria cited within this Ordinance.

Driswood Elementary School have the opportunity to incorporate this concept into their development plans as well as any development that may occur in the Shenandoah Junction PGA/School Based Growth Area surrounding TA Lowery Elementary School, Wildwood Middle School and Jefferson High School.

Jefferson County schools are primarily funded by property taxes and a voter approved excess levy that is required to be renewed every five years. These taxes are not limited in the manner that impact fee funds are limited. The specific use of excess levy funds is set out in the election notice to ensure the JCBOE is able to meet the desired quality of services and facilities for its students. Additional funding is available in Jefferson County through impact fees for schools which has allowed the JCBOE the ability to match state funds for construction projects. These matching funds have enabled Jefferson County to advance on the state priority list for building funds. It is important to note that impact fees are only able to be used on capital improvements that relate directly to cost of providing additional resources due to the growth generated by students in new homes built in the County.

Jefferson County, like other communities, recognizes the need to provide additional community amenities and services, such as community centers, libraries, and parks: to assist in improving the health and welfare of the community, to enhance the quality of life, and in some cases, to serve as a tool for attracting tourism to the County. Communities have also recognized that in order to have schools continue to serve as community centers, it is important to work with the school board to plan for facilities to be used by both the student population and the community at large. Numerous communities have been able to successfully co-locate facilities on a school site and resolve issues related to the liability, safety, financing, and staffing of joint use facilities. There are several examples in West Virginia where shared library, recreation and health services for schools and communities have been coordinated. For the most part, the primary agency for action would be the JCBOE and other entities that are not under the control of the County Commission. County officials and staff, however, could serve in an advisory role in the implementation process.

It is also critical to note that the County school system and local higher education institutions have an important role in helping to prepare a well-educated and trained work force for existing and future employers in Jefferson County. Working collaboratively with the Jefferson County Development Authority to be aware of local workforce development needs will assist both the schools and the employers in developing a well prepared work force. Based on general and educational planning principles and the public input received by County staff, the following recommendations are provided.

Envision 2035 Comprehensive Plan

libraries have increased and the County Library Boards have made efforts to address the space needs through the construction and expansion of the South Jefferson Public Library and the future construction of a new library in the Shepherdstown area. The allocation of space within existing libraries to support not only study efforts and small group meetings, but also to support larger scale programming efforts such as movies, entertainment, and as a meeting place for community groups, is something that libraries are working to address, particularly in rural communities and in areas with increasing population growth.

Public Library Recommendations (Goal 23)	
1.	Continue to identify ways to affordably provide traditional and virtual library services; a bookmobile service that can serve village areas, senior centers and underserved areas; and educational entertainment options to residents of Jefferson County.
2.	Identify ways to improve library services on the Blue Ridge Mountain.
3.	Collaborate with applicable municipal or County agencies to identify potential library sites, prioritizing locations in close proximity to schools, neighborhoods, and village or town centers.
4.	Identify funding sources for both capital and operating needs that would allow for the expansion of library services and facilities.
	a. Consider the creation of a countywide library foundation to provide funding for library needs.
5.	Encourage libraries to maximize existing library facilities and to explore possibilities for expansion at existing sites.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Ronda Lehman, BRWC Chair, accompanied by John Maxey BRWC Board Member

Department or Organization: Blue Ridge Watershed Coalition

Estimation of amount of time needed for appointment: 15-20 minutes.

Date Requested – 1st Choice: June 18th 2015

If a specific date is needed, please provide reason for specific date: Board members will be out of town on the next scheduled meeting.

Date Requested – 2nd Choice: Meeting after the 7/2/15 meeting.

Subject (*Wording to be placed on agenda*): BRWC reporting back to CC concerning funds provided for water monitoring program in 2012. Over 2 years of monthly data has been collected. BRWC would like to share the information with the commission concerning water quality on the Blue Ridge.

Please provide the County Commission with a description of your request or presentation, including any background information: There is no request for funds. We would like to report on match funds that were given to support our Governor's Community Participation Grant.

Is this a funding request? No
If so, how much? \$0

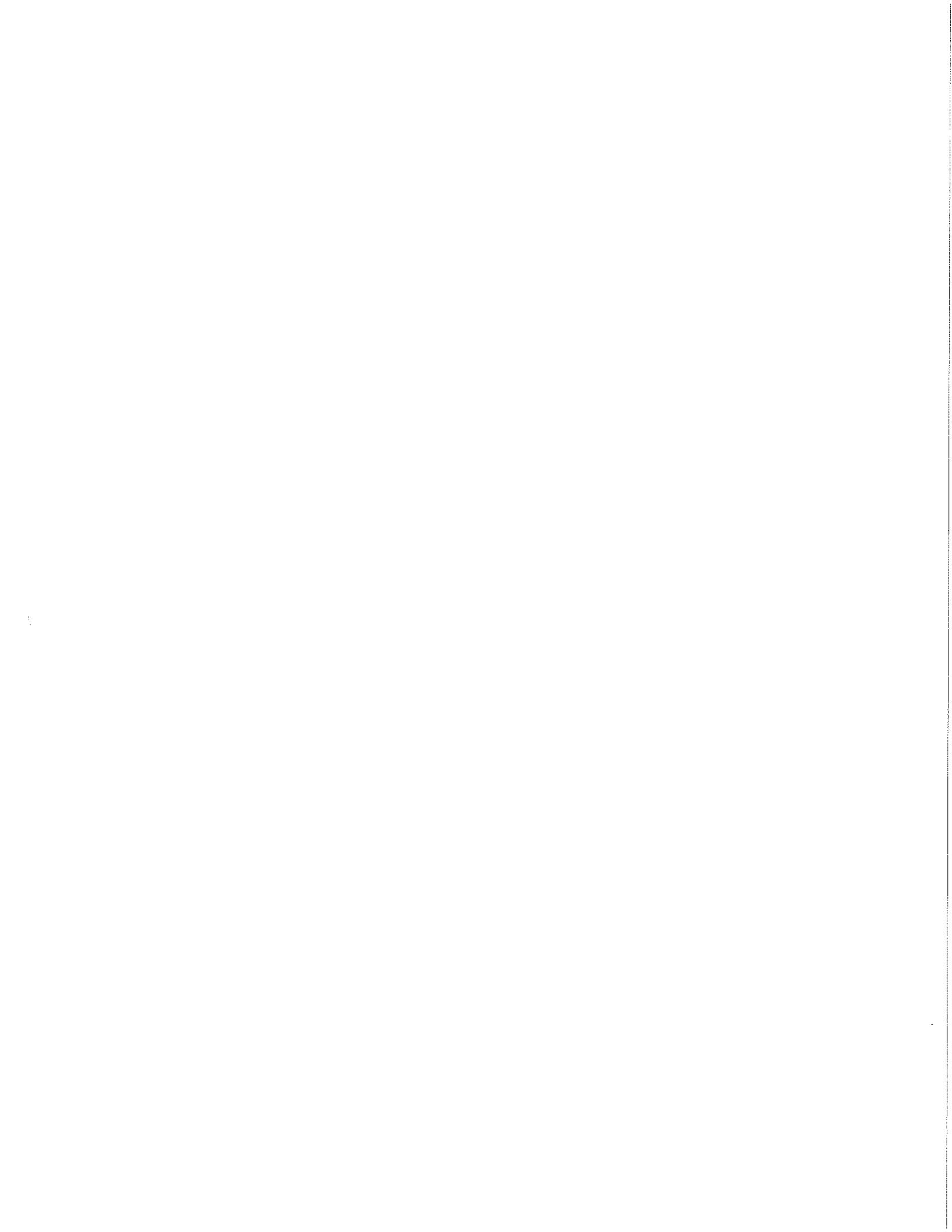
Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): no motion needed, this is simply a report for the Commission

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

Is equipment needed? Projector Yes Internet/Wi Fi no Telephone for conference call no

Contact information:
Email address: r30nik@aol.com. Phone Number: 304-261-8070

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Dale Manuel, Commissioner**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 18, 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 that all Jefferson County component units be placed on an equitable basis when receiving wage and benefits from the County Budget**

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*):

I Move that all Jefferson County component units be placed on an equitable basis when receiving wage and benefits from the County Budget

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

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

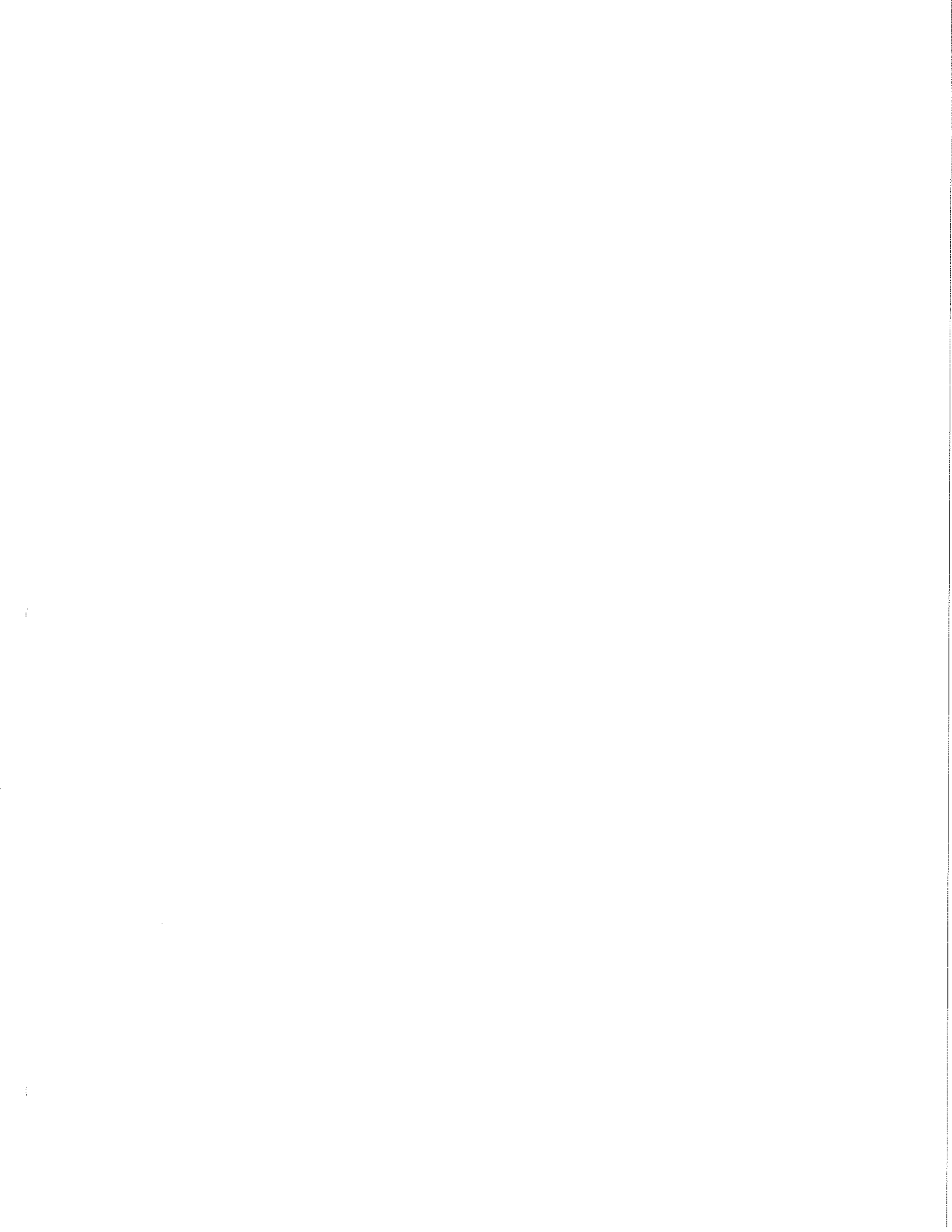
Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Dale Manuel, Commissioner**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **June 18, 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 that the Jefferson County Commission seek injunctive relief against the All Good Festival if they fail to meet all of the BZA standards necessary to hold the festival in Jefferson County by end of business on June 18th**

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*):

I Move that the Jefferson County Commission seek injunctive relief against the All Good Festival if they fail to meet all of the BZA standards necessary to hold the festival in Jefferson County by end of business on June 18th

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

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

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

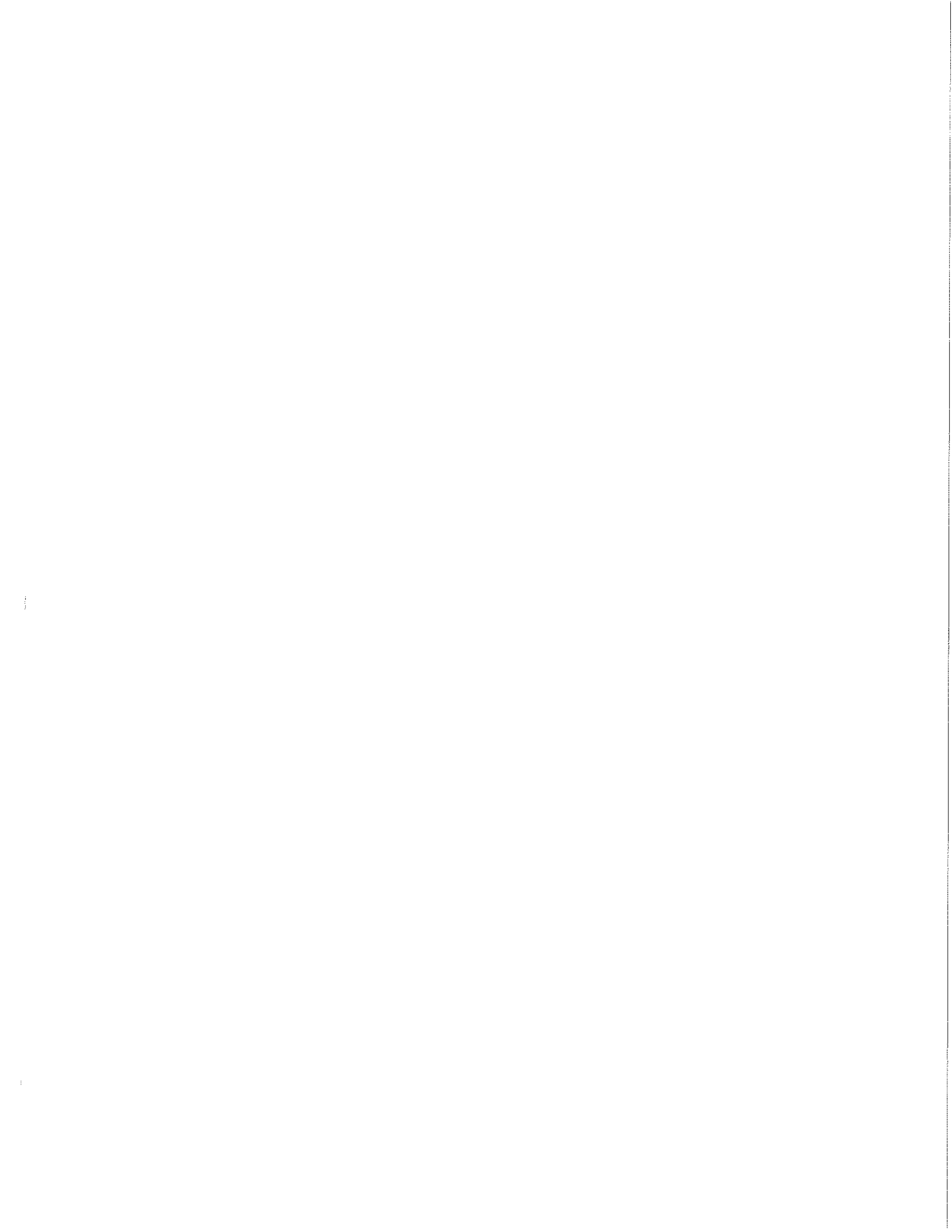
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tim Stanton, Finance Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: June 18, 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*):

⚡ Review of Budget to Actual as of May 31, 2015

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

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

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

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

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

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

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

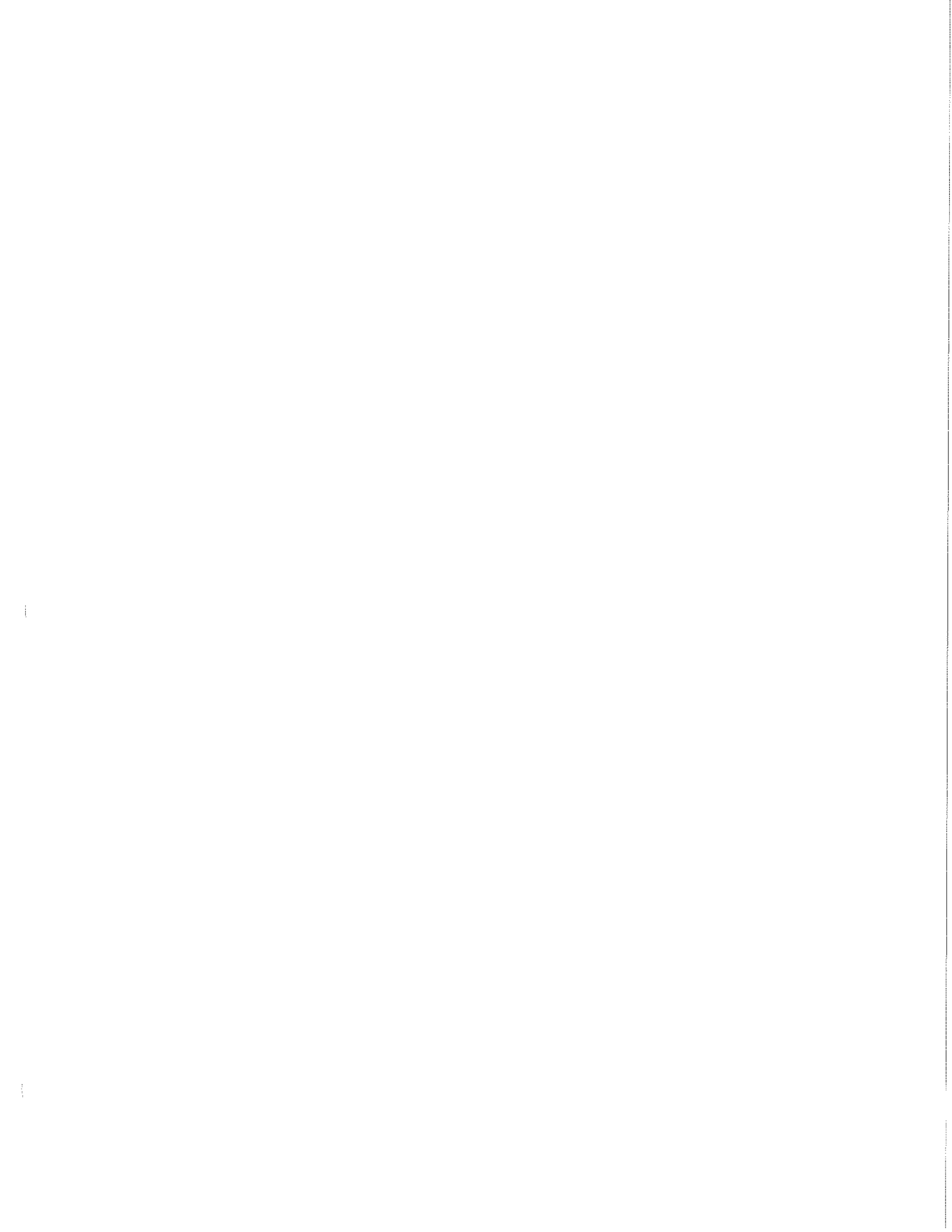
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



Impact Fee Status Report May 2015

Office of Impact Fees

Summary

Date Range: Friday 1 through Sunday 31 May 2015

Report Date: 1 June 2015

Process Number Range: 1500065 - 1500202

Total Applications: 138

Total Non-Exempt: 138

Of which:

Commercial: 0

Residential: 138

Of which:

County: 26

Municipal: 112

Total Exempt: 0

Of which:

Commercial: 0

Residential: 0

Of which:

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for May 2015. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 May 2015	0	0	138	138
Fees collected		\$0.00	\$455,842.00	\$455,842.00
<i>Of which</i>				
School Impact Fee			\$415,610.00	\$415,610.00
Law Enforcement Fee		\$0.00	\$4,118.00	\$4,118.00
Parks & Recreation Fee			\$32,544.00	\$32,544.00
Fire & EMS Fee		\$0.00	\$3,570.00	\$3,570.00

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

Description	Amount
Opening Statement Balance (1 May 2015)	\$180,183.73
May Deposits (1 – 31 May 2015)	\$455,842.00
School April Transactions (withdraws via transfer on 13 May 2015)	(\$159,087.44)
Law April Transactions (withdraws via transfer on 13 May 2015)	(\$786.86)
Parks & Rec April Trans. (withdraws via transfer on 13 May 2015)	(\$10,533.14)
EMS April Trans. (withdraws via transfer on 13 May 2015)	(\$9,776.29)
Interest Earned (31 May 2015)	\$169.65
Ending Statement Balance (31 May 2015)	\$456,011.65
<i>Outstanding Credits (deposits through 1 June 2015)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 May 2015)	\$779,552.18
April Transactions (deposits via transfer on 13 May 2015)	\$159,087.44
Interest Earned (31 May 2015)	\$372.45
Ending Balance (31 May 2015)	\$939,012.07

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

Description	Amount
Opening Balance (1 May 2015)	\$48,217.87
April Transactions (deposits via transfer on 13 May 2015)	\$786.86
Interest Earned (31 May 2015)	\$20.68
Ending Balance (31 May 2015)	\$49,025.41

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

Description	Amount
Opening Balance (1 May 2015)	\$517,672.49
April Transactions (deposits via transfer on 13 May 2015)	\$10,533.14
Requisition 15R0111 - Park Master Plan (18 May 2015)	(\$7,228.69)
Requisition 15R0112 - Hite Park Phase I (27 May 2015)	(\$179,745.63)
Interest Earned (31 May 2015)	\$208.88
Ending Balance (31 May 2015)	\$341,440.19

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

Description	Amount
Opening Balance (1 May 2015)	\$150,093.35
April Transactions (deposits via transfer on 13 May 2015)	\$9,776.29
Interest Earned (31 May 2015)	\$66.28
Ending Balance (31 May 2015)	\$159,935.92

Table 7. Total Impact Fees as of 1 June 2015 /1

Description	Amount
Office of Impact Fees General Account	\$456,011.65
School Impact Fee Account	\$939,012.07
Law Enforcement Fee Account	\$49,025.41
Parks & Recreation Impact Fee Account	\$341,440.19
EMS Impact Fee Account	\$159,935.92
Total Impact Fees	\$1,945,425.24

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

Table 8. Pending May 2015 Fee Transfers /1

Account	31 May 2015 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$939,012.07	\$415,764.38	\$1,354,776.45
Law Enforcement Fee Account	\$49,025.41	\$4,119.70	\$53,145.11
Parks & Recreation Impact Fee Account	\$341,440.19	\$32,555.88	\$373,996.07
EMS Impact Fee Account	\$159,935.92	\$3,571.69	\$163,507.61
Total Impact Fees	\$1,489,413.59	\$456,011.65	\$1,945,425.24

/1 This table represents each of the impact fee category account totals as of 31 May 2015 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in May 2015 are listed in table 1 of the General Account (3111776); these transactions will be processed in June 2015. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

610

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

Impact Fee Applications Processed between dates Friday 1 through Sunday 31 May 2015

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fee Collected	Date	Exemption Reason
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Exempt Applications:

Category Count: 0

Category Total \$0.00

Non-Exempt Applications:

1500065	05/01/2015	Miller	Karen	02 Charles Town	1141	532	13	4.4	\$6,347.00	05/01/2015	N/A
1500066	05/01/2015	Cross	Donald	07 Middleway	922	540	3	34.1	\$6,347.00	05/01/2015	N/A
1500067	05/01/2015	Hathaway	Haley & Taylor	02 Charles Town	1147	220	23A	81-82	\$6,347.00	05/01/2015	N/A
1500068	05/01/2015	Mao	John	02 Charles Town	617	701	19A	7	\$6,347.00	05/01/2015	N/A
1500069	05/01/2015	Marrone	Patrick	02 Charles Town	1139	565	16	16.2	\$6,347.00	05/01/2015	N/A
1500070	05/01/2015	Hill	Christopher	09 Shepherdstown	1149	77	7	6.6	\$6,347.00	05/01/2015	N/A
1500071	05/01/2015	Garrett	William	09 Shepherdstown	1126	166	1	1.3	\$6,347.00	05/01/2015	N/A
1500072	05/01/2015	Luttrell	Bradford	06 Kabletown	25	495	19	1-2	\$6,347.00	05/01/2015	N/A
1500073	05/01/2015	Fox	Aaron & Sarah	04 Harpers Ferry	1150	314	3	28.6	\$6,347.00	05/01/2015	N/A
1500074	05/01/2015	Golumbic	Lars	09 Shepherdstown	1149	32	1	5.3	\$6,347.00	05/01/2015	N/A
1500075	05/01/2015	Wornald, Jr.	Robert	04 Harpers Ferry	975	635	10A	94	\$6,347.00	05/01/2015	N/A
1500076	05/01/2015	Wornald, Jr.	Robert	04 Harpers Ferry	975	635	10A	110	\$6,347.00	05/01/2015	N/A
1500077	05/01/2015	Abelow	Eugene & Sarah	09 Shepherdstown	1136	92	17	9.1	\$6,347.00	05/01/2015	N/A
1500078	05/01/2015	Corbin	Norman & Lora	02 Charles Town	1146	307	23E	138	\$3,681.00	05/01/2015	Form 260
1500079	05/01/2015	Lamphier	Jeffrey	09 Shepherdstown	1149	89	7D	19	\$6,347.00	05/01/2015	N/A
1500081	05/04/2015	Dodson	Robert	08 Ranson Corp	1155	656	5	102	\$3,457.00	05/04/2015	Form 260
1500081	05/04/2015	Dodson	Robert	08 Ranson Corp	1155	656	5	102	\$3,457.00	05/04/2015	Form 260
1500082	05/04/2015	Wornald, Jr.	Robert	04 Harpers Ferry	975	635	10A	120	\$6,347.00	05/04/2015	N/A
1500083	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500084	05/05/2015	David King	Jefferson	08 Ranson Corp	972	98	8	24.13	\$2,083.00	05/05/2015	Form 260

Project Number	Date	Last Name	First Name	Tax District	Block	Deck	Lot	Tax Map	Parcel	Impact Fees Collected	Date	Distinction Reason
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Non-Residential Application

1500085	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500086	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500087	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500088	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500089	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500090	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500091	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500092	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500093	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500094	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500095	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500096	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500097	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500098	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500099	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500100	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500101	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500102	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500103	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500104	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500105	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500106	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500107	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500108	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500109	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500110	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500111	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500112	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500113	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260

Proposal Number	Date	Lot Name	Block Name	Tax District	Debt Book	Debt Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
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Non-Exempt Applications

1500114	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500115	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500116	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500117	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500118	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500119	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500120	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500121	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500122	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500123	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500124	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500125	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500126	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500127	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500128	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500129	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500130	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500131	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500132	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500133	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500134	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500135	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500136	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500137	05/05/2015	David King	Jefferson	08 Ranson Corp	792	698	8	24.13	\$2,083.00	05/05/2015	Form 260
1500138	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500139	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500140	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500141	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500142	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260

Receipt Number	Date	Last Name	Firm Name	Tax District	Desk Book	Book Page	Tax Map Parcel	Impact Fees Collected	Date	Extension Reason
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Non-Emergency Applications

1500143	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500144	05/06/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500145	05/06/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500146	05/06/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500147	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500148	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500149	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500150	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500151	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500152	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500153	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500154	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500155	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500156	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500157	05/06/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500158	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500159	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500160	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500161	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500162	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500163	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500164	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500165	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500166	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500167	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500168	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500169	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500170	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500171	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected?	Date	Exception Reason
Non-School Applications											
1500172	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500173	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500174	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500175	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500176	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500177	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500178	05/05/2015	David King	Jefferson	08 Ranson Corp	792	98	8	24.13	\$2,083.00	05/05/2015	Form 260
1500179	05/06/2015	Joshbeen	ILA Properties,	06 Kabletown	1149	176	6G	3	\$6,347.00	05/06/2015	N/A
1500180	05/07/2015	Kelly	Brian	09 Shepherdstown	1155	671	18	10	\$6,347.00	05/07/2015	N/A
1500181	05/07/2015	Dan Ryan		09 Shepherdstown	1119	20	4	1.13	\$6,347.00	05/07/2015	N/A
1500182	05/07/2015	Dan Ryan		09 Shepherdstown	1119	20	7	1.26	\$6,347.00	05/07/2015	N/A
1500183	05/07/2015	Dan Ryan		09 Shepherdstown	1119	20	7	1.27	\$6,347.00	05/07/2015	N/A
1500184	05/07/2015	Dan Ryan		04 Harpers Ferry	1129	541	9	154	\$6,347.00	05/07/2015	N/A
1500185	05/08/2015	Schmitt	James	09 Shepherdstown	1127	393	8C	106	\$6,347.00	05/08/2015	N/A
1500186	05/08/2015	Heather	Arcadia	03 Charles Town	23	67	12A	172	\$6,186.00	05/08/2015	N/A
1500187	05/08/2015	Heather	Arcadia	03 Charles Town	23	67	12A	207	\$6,186.00	05/08/2015	N/A
1500188	05/11/2015	Smith	Richard	03 Charles Town	1104	257	12	219	\$6,186.00	05/11/2015	N/A
1500189	05/12/2015	Zappe	Daniel	04 Harpers Ferry	1046	435	13	37	\$6,347.00	05/12/2015	N/A
1500190	05/21/2015	Dan Ryan		04 Harpers Ferry	1129	541	9D	159	\$6,347.00	05/21/2015	N/A
1500191	05/21/2015	Dan Ryan		04 Harpers Ferry	1129	541	9D	161	\$6,347.00	05/21/2015	N/A
1500192	05/21/2015	Shenandoah		08 Ranson Corp	982	137	8D	3G	\$6,186.00	05/21/2015	N/A
1500193	05/21/2015	Shenandoah		08 Ranson Corp	982	137	8D	5G	\$6,186.00	05/21/2015	N/A
1500194	05/21/2015	Shenandoah		08 Ranson Corp	982	137	8D	16G	\$6,186.00	05/21/2015	N/A
1500195	05/26/2015	Heather	Arcadia	03 Charles Town	23	67	12A	120	\$6,186.00	05/26/2015	N/A
1500196	05/26/2015	Heather	Arcadia	03 Charles Town	23	67	12A	203	\$6,186.00	05/26/2015	N/A
1500197	05/26/2015	Heather	Arcadia	03 Charles Town	23	67	12A	157	\$6,186.00	05/26/2015	N/A
1500198	05/27/2015	K Hovnanian		03 Charles Town	1095	342	11B	132	\$6,186.00	05/27/2015	N/A
1500199	05/27/2015	K Hovnanian		03 Charles Town	1095	342	11B	144	\$6,186.00	05/27/2015	N/A
1500200	05/29/2015	K Hovnanian		03 Charles Town	1095	342	11B	353	\$6,186.00	05/29/2015	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
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Non-Exempt Applications

1500201	05/29/2015	K Hovnanian		03 Charles Town	1095	342	11B	354	\$6,186.00	05/29/2015	N/A
1500202	05/29/2015	Heather	Arcadia	03 Charles Town	23	67	12A	220	\$6,186.00	05/29/2015	N/A

Category Count: 138								Category Total	\$455,842.00			
TOTAL APPLICATIONS: 138								Grand Total	\$455,842.00			

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 June 2015
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of May 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500065** through **1500202**, inclusive. Within this range there were 138 non-exempt impact fee payments. This amounts to **\$415,610.00**.
- Interest earned by the Office of Impact Fees General Account in May 2015 amounts to **\$169.65**, of which **\$154.38** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is **\$415,764.38**.

Check # 996

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 15021

Date: 6/1/2015

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of May 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).

\$415,610.00

Interest earned by the Office of Impact Fees General Account May 2015.

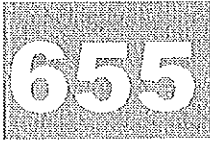
\$154.38

Impact Fee Process Numbers 1500065 through 1500202, inclusive. Within this range, there were 138 non-exempt impact fee payments.

Total: \$415,764.38

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

Check Number: 996



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 996

Trace 20150601:41917.77

Date 6/1/2015

Series 1

Recipient Sheriff of Jefferson County

Amount \$415,610.00

Account 3107582

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in May 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
5/4/2015	1500065	2003-3	11/24/2005	\$5,700.00
5/4/2015	1500066	2003-3	11/24/2005	\$5,700.00
5/4/2015	1500067	2003-3	11/24/2005	\$5,700.00
5/4/2015	1500068	2003-3	11/24/2005	\$5,700.00
5/4/2015	1500069	2003-3	11/24/2005	\$5,700.00
5/4/2015	1500070	2003-3	11/24/2005	\$5,700.00
5/4/2015	1500071	2003-3	11/24/2005	\$5,700.00
5/4/2015	1500072	2003-3	11/24/2005	\$5,700.00
5/4/2015	1500073	2003-3	11/24/2005	\$5,700.00
5/4/2015	1500074	2003-3	11/24/2005	\$5,700.00
5/4/2015	1500075	2003-3	11/24/2005	\$5,700.00
5/4/2015	1500076	2003-3	11/24/2005	\$5,700.00
5/4/2015	1500077	2003-3	11/24/2005	\$5,700.00
5/4/2015	1500078	2003-3	11/24/2005	\$3,306.00
5/4/2015	1500079	2003-3	11/24/2005	\$5,700.00
5/5/2015	1500080	2003-3	11/24/2005	\$3,274.00
5/5/2015	1500081	2003-3	11/24/2005	\$3,274.00
5/5/2015	1500082	2003-3	11/24/2005	\$5,700.00
5/6/2015	1500083	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500084	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500085	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500086	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500087	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500088	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500089	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500090	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500091	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500092	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500093	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500094	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500095	2003-3	11/24/2005	\$1,911.00

5/6/2015	1500096	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500097	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500098	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500099	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500100	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500101	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500102	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500103	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500104	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500105	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500106	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500107	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500108	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500109	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500110	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500111	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500112	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500113	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500114	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500115	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500116	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500117	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500118	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500119	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500120	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500121	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500122	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500123	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500124	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500125	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500126	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500127	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500128	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500129	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500130	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500131	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500132	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500133	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500134	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500135	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500136	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500137	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500138	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500139	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500140	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500141	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500142	2003-3	11/24/2005	\$1,911.00

5/6/2015	1500143	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500144	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500145	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500146	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500147	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500148	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500149	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500150	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500151	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500152	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500153	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500154	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500155	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500156	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500157	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500158	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500159	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500160	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500161	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500162	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500163	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500164	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500165	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500166	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500167	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500168	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500169	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500170	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500171	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500172	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500173	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500174	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500175	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500176	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500177	2003-3	11/24/2005	\$1,911.00
5/6/2015	1500178	2003-3	11/24/2005	\$1,911.00
5/7/2015	1500179	2003-3	11/24/2005	\$5,700.00
5/8/2015	1500180	2003-3	11/24/2005	\$5,700.00
5/8/2015	1500181	2003-3	11/24/2005	\$5,700.00
5/8/2015	1500182	2003-3	11/24/2005	\$5,700.00
5/8/2015	1500183	2003-3	11/24/2005	\$5,700.00
5/8/2015	1500184	2003-3	11/24/2005	\$5,700.00
5/11/2015	1500185	2003-3	11/24/2005	\$5,700.00
5/11/2015	1500186	2003-3	11/24/2005	\$5,700.00
5/11/2015	1500187	2003-3	11/24/2005	\$5,700.00
5/12/2015	1500188	2003-3	11/24/2005	\$5,700.00
5/12/2015	1500189	2003-3	11/24/2005	\$5,700.00

5/22/2015	1500190	2003-3	11/24/2005	\$5,700.00
5/22/2015	1500191	2003-3	11/24/2005	\$5,700.00
5/22/2015	1500192	2003-3	11/24/2005	\$5,700.00
5/22/2015	1500193	2003-3	11/24/2005	\$5,700.00
5/22/2015	1500194	2003-3	11/24/2005	\$5,700.00
5/27/2015	1500195	2003-3	11/24/2005	\$5,700.00
5/27/2015	1500196	2003-3	11/24/2005	\$5,700.00
5/27/2015	1500197	2003-3	11/24/2005	\$5,700.00
5/28/2015	1500198	2003-3	11/24/2005	\$5,700.00
5/28/2015	1500199	2003-3	11/24/2005	\$5,700.00
5/29/2015	1500200	2003-3	11/24/2005	\$5,700.00
5/29/2015	1500201	2003-3	11/24/2005	\$5,700.00
5/29/2015	1500202	2003-3	11/24/2005	\$5,700.00

Total amount for this withdraw \$415,610.00

Total amount for this account \$415,610.00

Total amount all accounts \$415,610.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 June 2015
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of May 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500065** through **1500202**, inclusive. Within this range there were 26 non-exempt impact fee payments. This amounts to **\$4,118.00**.
- Interest earned by the Office of Impact Fees General Account in May 2015 amounts to **\$169.65**, of which **\$1.70** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$4,119.70.

Check # 997

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 15022

Date: 6/1/2015

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description

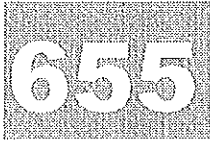
Amount

Impact Fee payments collected for month of May 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).	\$4,118.00
Interest earned by the Office of Impact Fees General Account May 2015.	\$1.70
Impact Fee Process Numbers 1500065 through 1500202, inclusive. Within this range, there were 26 non-exempt impact fee payments.	

Total: \$4,119.70

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

Check Number: 997



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 997

Trace 20150601:41984.41

Date 6/1/2015 Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$4,118.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in May 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
5/4/2015	1500065	2005-1	3/22/2005	\$161.00
5/4/2015	1500066	2005-1	3/22/2005	\$161.00
5/4/2015	1500067	2005-1	3/22/2005	\$161.00
5/4/2015	1500068	2005-1	3/22/2005	\$161.00
5/4/2015	1500069	2005-1	3/22/2005	\$161.00
5/4/2015	1500070	2005-1	3/22/2005	\$161.00
5/4/2015	1500071	2005-1	3/22/2005	\$161.00
5/4/2015	1500072	2005-1	3/22/2005	\$161.00
5/4/2015	1500073	2005-1	3/22/2005	\$161.00
5/4/2015	1500074	2005-1	3/22/2005	\$161.00
5/4/2015	1500075	2005-1	3/22/2005	\$161.00
5/4/2015	1500076	2005-1	3/22/2005	\$161.00
5/4/2015	1500077	2005-1	3/22/2005	\$161.00
5/4/2015	1500078	2005-1	3/22/2005	\$93.00
5/4/2015	1500079	2005-1	3/22/2005	\$161.00
5/5/2015	1500080	2005-1	3/22/2005	\$0.00
5/5/2015	1500081	2005-1	3/22/2005	\$0.00
5/5/2015	1500082	2005-1	3/22/2005	\$161.00
5/6/2015	1500083	2005-1	3/22/2005	\$0.00
5/6/2015	1500084	2005-1	3/22/2005	\$0.00
5/6/2015	1500085	2005-1	3/22/2005	\$0.00
5/6/2015	1500086	2005-1	3/22/2005	\$0.00
5/6/2015	1500087	2005-1	3/22/2005	\$0.00
5/6/2015	1500088	2005-1	3/22/2005	\$0.00
5/6/2015	1500089	2005-1	3/22/2005	\$0.00
5/6/2015	1500090	2005-1	3/22/2005	\$0.00
5/6/2015	1500091	2005-1	3/22/2005	\$0.00
5/6/2015	1500092	2005-1	3/22/2005	\$0.00
5/6/2015	1500093	2005-1	3/22/2005	\$0.00
5/6/2015	1500094	2005-1	3/22/2005	\$0.00

5/6/2015	1500095	2005-1	3/22/2005	\$0.00
5/6/2015	1500096	2005-1	3/22/2005	\$0.00
5/6/2015	1500097	2005-1	3/22/2005	\$0.00
5/6/2015	1500098	2005-1	3/22/2005	\$0.00
5/6/2015	1500099	2005-1	3/22/2005	\$0.00
5/6/2015	1500100	2005-1	3/22/2005	\$0.00
5/6/2015	1500101	2005-1	3/22/2005	\$0.00
5/6/2015	1500102	2005-1	3/22/2005	\$0.00
5/6/2015	1500103	2005-1	3/22/2005	\$0.00
5/6/2015	1500104	2005-1	3/22/2005	\$0.00
5/6/2015	1500105	2005-1	3/22/2005	\$0.00
5/6/2015	1500106	2005-1	3/22/2005	\$0.00
5/6/2015	1500107	2005-1	3/22/2005	\$0.00
5/6/2015	1500108	2005-1	3/22/2005	\$0.00
5/6/2015	1500109	2005-1	3/22/2005	\$0.00
5/6/2015	1500110	2005-1	3/22/2005	\$0.00
5/6/2015	1500111	2005-1	3/22/2005	\$0.00
5/6/2015	1500112	2005-1	3/22/2005	\$0.00
5/6/2015	1500113	2005-1	3/22/2005	\$0.00
5/6/2015	1500114	2005-1	3/22/2005	\$0.00
5/6/2015	1500115	2005-1	3/22/2005	\$0.00
5/6/2015	1500116	2005-1	3/22/2005	\$0.00
5/6/2015	1500117	2005-1	3/22/2005	\$0.00
5/6/2015	1500118	2005-1	3/22/2005	\$0.00
5/6/2015	1500119	2005-1	3/22/2005	\$0.00
5/6/2015	1500120	2005-1	3/22/2005	\$0.00
5/6/2015	1500121	2005-1	3/22/2005	\$0.00
5/6/2015	1500122	2005-1	3/22/2005	\$0.00
5/6/2015	1500123	2005-1	3/22/2005	\$0.00
5/6/2015	1500124	2005-1	3/22/2005	\$0.00
5/6/2015	1500125	2005-1	3/22/2005	\$0.00
5/6/2015	1500126	2005-1	3/22/2005	\$0.00
5/6/2015	1500127	2005-1	3/22/2005	\$0.00
5/6/2015	1500128	2005-1	3/22/2005	\$0.00
5/6/2015	1500129	2005-1	3/22/2005	\$0.00
5/6/2015	1500130	2005-1	3/22/2005	\$0.00
5/6/2015	1500131	2005-1	3/22/2005	\$0.00
5/6/2015	1500132	2005-1	3/22/2005	\$0.00
5/6/2015	1500133	2005-1	3/22/2005	\$0.00
5/6/2015	1500134	2005-1	3/22/2005	\$0.00
5/6/2015	1500135	2005-1	3/22/2005	\$0.00
5/6/2015	1500136	2005-1	3/22/2005	\$0.00
5/6/2015	1500137	2005-1	3/22/2005	\$0.00
5/6/2015	1500138	2005-1	3/22/2005	\$0.00
5/6/2015	1500139	2005-1	3/22/2005	\$0.00
5/6/2015	1500140	2005-1	3/22/2005	\$0.00
5/6/2015	1500141	2005-1	3/22/2005	\$0.00

5/6/2015	1500142	2005-1	3/22/2005	\$0.00
5/6/2015	1500143	2005-1	3/22/2005	\$0.00
5/6/2015	1500144	2005-1	3/22/2005	\$0.00
5/6/2015	1500145	2005-1	3/22/2005	\$0.00
5/6/2015	1500146	2005-1	3/22/2005	\$0.00
5/6/2015	1500147	2005-1	3/22/2005	\$0.00
5/6/2015	1500148	2005-1	3/22/2005	\$0.00
5/6/2015	1500149	2005-1	3/22/2005	\$0.00
5/6/2015	1500150	2005-1	3/22/2005	\$0.00
5/6/2015	1500151	2005-1	3/22/2005	\$0.00
5/6/2015	1500152	2005-1	3/22/2005	\$0.00
5/6/2015	1500153	2005-1	3/22/2005	\$0.00
5/6/2015	1500154	2005-1	3/22/2005	\$0.00
5/6/2015	1500155	2005-1	3/22/2005	\$0.00
5/6/2015	1500156	2005-1	3/22/2005	\$0.00
5/6/2015	1500157	2005-1	3/22/2005	\$0.00
5/6/2015	1500158	2005-1	3/22/2005	\$0.00
5/6/2015	1500159	2005-1	3/22/2005	\$0.00
5/6/2015	1500160	2005-1	3/22/2005	\$0.00
5/6/2015	1500161	2005-1	3/22/2005	\$0.00
5/6/2015	1500162	2005-1	3/22/2005	\$0.00
5/6/2015	1500163	2005-1	3/22/2005	\$0.00
5/6/2015	1500164	2005-1	3/22/2005	\$0.00
5/6/2015	1500165	2005-1	3/22/2005	\$0.00
5/6/2015	1500166	2005-1	3/22/2005	\$0.00
5/6/2015	1500167	2005-1	3/22/2005	\$0.00
5/6/2015	1500168	2005-1	3/22/2005	\$0.00
5/6/2015	1500169	2005-1	3/22/2005	\$0.00
5/6/2015	1500170	2005-1	3/22/2005	\$0.00
5/6/2015	1500171	2005-1	3/22/2005	\$0.00
5/6/2015	1500172	2005-1	3/22/2005	\$0.00
5/6/2015	1500173	2005-1	3/22/2005	\$0.00
5/6/2015	1500174	2005-1	3/22/2005	\$0.00
5/6/2015	1500175	2005-1	3/22/2005	\$0.00
5/6/2015	1500176	2005-1	3/22/2005	\$0.00
5/6/2015	1500177	2005-1	3/22/2005	\$0.00
5/6/2015	1500178	2005-1	3/22/2005	\$0.00
5/7/2015	1500179	2005-1	3/22/2005	\$161.00
5/8/2015	1500180	2005-1	3/22/2005	\$161.00
5/8/2015	1500181	2005-1	3/22/2005	\$161.00
5/8/2015	1500182	2005-1	3/22/2005	\$161.00
5/8/2015	1500183	2005-1	3/22/2005	\$161.00
5/8/2015	1500184	2005-1	3/22/2005	\$161.00
5/11/2015	1500185	2005-1	3/22/2005	\$161.00
5/11/2015	1500186	2005-1	3/22/2005	\$0.00
5/11/2015	1500187	2005-1	3/22/2005	\$0.00
5/12/2015	1500188	2005-1	3/22/2005	\$0.00

5/12/2015	1500189	2005-1	3/22/2005	\$161.00
5/22/2015	1500190	2005-1	3/22/2005	\$161.00
5/22/2015	1500191	2005-1	3/22/2005	\$161.00
5/22/2015	1500192	2005-1	3/22/2005	\$0.00
5/22/2015	1500193	2005-1	3/22/2005	\$0.00
5/22/2015	1500194	2005-1	3/22/2005	\$0.00
5/27/2015	1500195	2005-1	3/22/2005	\$0.00
5/27/2015	1500196	2005-1	3/22/2005	\$0.00
5/27/2015	1500197	2005-1	3/22/2005	\$0.00
5/28/2015	1500198	2005-1	3/22/2005	\$0.00
5/28/2015	1500199	2005-1	3/22/2005	\$0.00
5/29/2015	1500200	2005-1	3/22/2005	\$0.00
5/29/2015	1500201	2005-1	3/22/2005	\$0.00
5/29/2015	1500202	2005-1	3/22/2005	\$0.00

Total amount for this withdraw \$4,118.00

Total amount for this account \$4,118.00

Total amount all accounts \$4,118.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 June 2015
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of May 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500065** through **1500202**, inclusive. Within this range there were 138 non-exempt impact fee payments. This amounts to **\$32,544.00**.
- Interest earned by the Office of Impact Fees General Account in May 2015 amounts to **\$169.65**, of which **\$11.88** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$32,555.88.

Check # 998

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 15023

Date: 6/1/2015

Bill To:

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

Pay To:

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

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of May 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808). \$32,544.00

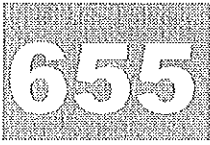
Interest earned by the Office of Impact Fees General Account May 2015. \$11.88

Impact Fee Process Numbers 1500065 through 1500202, inclusive. Within this range, there were 138 non-exempt impact fee payments.

Total: \$32,555.88

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

Check Number: 998



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 998

Trace 20150601:42020.69

Date 6/1/2015

Series 3

Recipient Sheriff of Jefferson County

Account 3122808

Amount \$32,544.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in May 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
5/4/2015	1500065	2005-2	5/12/2005	\$438.00
5/4/2015	1500066	2005-2	5/12/2005	\$438.00
5/4/2015	1500067	2005-2	5/12/2005	\$438.00
5/4/2015	1500068	2005-2	5/12/2005	\$438.00
5/4/2015	1500069	2005-2	5/12/2005	\$438.00
5/4/2015	1500070	2005-2	5/12/2005	\$438.00
5/4/2015	1500071	2005-2	5/12/2005	\$438.00
5/4/2015	1500072	2005-2	5/12/2005	\$438.00
5/4/2015	1500073	2005-2	5/12/2005	\$438.00
5/4/2015	1500074	2005-2	5/12/2005	\$438.00
5/4/2015	1500075	2005-2	5/12/2005	\$438.00
5/4/2015	1500076	2005-2	5/12/2005	\$438.00
5/4/2015	1500077	2005-2	5/12/2005	\$438.00
5/4/2015	1500078	2005-2	5/12/2005	\$254.00
5/4/2015	1500079	2005-2	5/12/2005	\$438.00
5/5/2015	1500080	2005-2	5/12/2005	\$164.00
5/5/2015	1500081	2005-2	5/12/2005	\$164.00
5/5/2015	1500082	2005-2	5/12/2005	\$438.00
5/6/2015	1500083	2005-2	5/12/2005	\$155.00
5/6/2015	1500084	2005-2	5/12/2005	\$155.00
5/6/2015	1500085	2005-2	5/12/2005	\$155.00
5/6/2015	1500086	2005-2	5/12/2005	\$155.00
5/6/2015	1500087	2005-2	5/12/2005	\$155.00
5/6/2015	1500088	2005-2	5/12/2005	\$155.00
5/6/2015	1500089	2005-2	5/12/2005	\$155.00
5/6/2015	1500090	2005-2	5/12/2005	\$155.00
5/6/2015	1500091	2005-2	5/12/2005	\$155.00
5/6/2015	1500092	2005-2	5/12/2005	\$155.00
5/6/2015	1500093	2005-2	5/12/2005	\$155.00
5/6/2015	1500094	2005-2	5/12/2005	\$155.00
5/6/2015	1500095	2005-2	5/12/2005	\$155.00

5/6/2015	1500096	2005-2	5/12/2005	\$155.00
5/6/2015	1500097	2005-2	5/12/2005	\$155.00
5/6/2015	1500098	2005-2	5/12/2005	\$155.00
5/6/2015	1500099	2005-2	5/12/2005	\$155.00
5/6/2015	1500100	2005-2	5/12/2005	\$155.00
5/6/2015	1500101	2005-2	5/12/2005	\$155.00
5/6/2015	1500102	2005-2	5/12/2005	\$155.00
5/6/2015	1500103	2005-2	5/12/2005	\$155.00
5/6/2015	1500104	2005-2	5/12/2005	\$155.00
5/6/2015	1500105	2005-2	5/12/2005	\$155.00
5/6/2015	1500106	2005-2	5/12/2005	\$155.00
5/6/2015	1500107	2005-2	5/12/2005	\$155.00
5/6/2015	1500108	2005-2	5/12/2005	\$155.00
5/6/2015	1500109	2005-2	5/12/2005	\$155.00
5/6/2015	1500110	2005-2	5/12/2005	\$155.00
5/6/2015	1500111	2005-2	5/12/2005	\$155.00
5/6/2015	1500112	2005-2	5/12/2005	\$155.00
5/6/2015	1500113	2005-2	5/12/2005	\$155.00
5/6/2015	1500114	2005-2	5/12/2005	\$155.00
5/6/2015	1500115	2005-2	5/12/2005	\$155.00
5/6/2015	1500116	2005-2	5/12/2005	\$155.00
5/6/2015	1500117	2005-2	5/12/2005	\$155.00
5/6/2015	1500118	2005-2	5/12/2005	\$155.00
5/6/2015	1500119	2005-2	5/12/2005	\$155.00
5/6/2015	1500120	2005-2	5/12/2005	\$155.00
5/6/2015	1500121	2005-2	5/12/2005	\$155.00
5/6/2015	1500122	2005-2	5/12/2005	\$155.00
5/6/2015	1500123	2005-2	5/12/2005	\$155.00
5/6/2015	1500124	2005-2	5/12/2005	\$155.00
5/6/2015	1500125	2005-2	5/12/2005	\$155.00
5/6/2015	1500126	2005-2	5/12/2005	\$155.00
5/6/2015	1500127	2005-2	5/12/2005	\$155.00
5/6/2015	1500128	2005-2	5/12/2005	\$155.00
5/6/2015	1500129	2005-2	5/12/2005	\$155.00
5/6/2015	1500130	2005-2	5/12/2005	\$155.00
5/6/2015	1500131	2005-2	5/12/2005	\$155.00
5/6/2015	1500132	2005-2	5/12/2005	\$155.00
5/6/2015	1500133	2005-2	5/12/2005	\$155.00
5/6/2015	1500134	2005-2	5/12/2005	\$155.00
5/6/2015	1500135	2005-2	5/12/2005	\$155.00
5/6/2015	1500136	2005-2	5/12/2005	\$155.00
5/6/2015	1500137	2005-2	5/12/2005	\$155.00
5/6/2015	1500138	2005-2	5/12/2005	\$155.00
5/6/2015	1500139	2005-2	5/12/2005	\$155.00
5/6/2015	1500140	2005-2	5/12/2005	\$155.00
5/6/2015	1500141	2005-2	5/12/2005	\$155.00
5/6/2015	1500142	2005-2	5/12/2005	\$155.00

5/6/2015	1500143	2005-2	5/12/2005	\$155.00
5/6/2015	1500144	2005-2	5/12/2005	\$155.00
5/6/2015	1500145	2005-2	5/12/2005	\$155.00
5/6/2015	1500146	2005-2	5/12/2005	\$155.00
5/6/2015	1500147	2005-2	5/12/2005	\$155.00
5/6/2015	1500148	2005-2	5/12/2005	\$155.00
5/6/2015	1500149	2005-2	5/12/2005	\$155.00
5/6/2015	1500150	2005-2	5/12/2005	\$155.00
5/6/2015	1500151	2005-2	5/12/2005	\$155.00
5/6/2015	1500152	2005-2	5/12/2005	\$155.00
5/6/2015	1500153	2005-2	5/12/2005	\$155.00
5/6/2015	1500154	2005-2	5/12/2005	\$155.00
5/6/2015	1500155	2005-2	5/12/2005	\$155.00
5/6/2015	1500156	2005-2	5/12/2005	\$155.00
5/6/2015	1500157	2005-2	5/12/2005	\$155.00
5/6/2015	1500158	2005-2	5/12/2005	\$155.00
5/6/2015	1500159	2005-2	5/12/2005	\$155.00
5/6/2015	1500160	2005-2	5/12/2005	\$155.00
5/6/2015	1500161	2005-2	5/12/2005	\$155.00
5/6/2015	1500162	2005-2	5/12/2005	\$155.00
5/6/2015	1500163	2005-2	5/12/2005	\$155.00
5/6/2015	1500164	2005-2	5/12/2005	\$155.00
5/6/2015	1500165	2005-2	5/12/2005	\$155.00
5/6/2015	1500166	2005-2	5/12/2005	\$155.00
5/6/2015	1500167	2005-2	5/12/2005	\$155.00
5/6/2015	1500168	2005-2	5/12/2005	\$155.00
5/6/2015	1500169	2005-2	5/12/2005	\$155.00
5/6/2015	1500170	2005-2	5/12/2005	\$155.00
5/6/2015	1500171	2005-2	5/12/2005	\$155.00
5/6/2015	1500172	2005-2	5/12/2005	\$155.00
5/6/2015	1500173	2005-2	5/12/2005	\$155.00
5/6/2015	1500174	2005-2	5/12/2005	\$155.00
5/6/2015	1500175	2005-2	5/12/2005	\$155.00
5/6/2015	1500176	2005-2	5/12/2005	\$155.00
5/6/2015	1500177	2005-2	5/12/2005	\$155.00
5/6/2015	1500178	2005-2	5/12/2005	\$155.00
5/7/2015	1500179	2005-2	5/12/2005	\$438.00
5/8/2015	1500180	2005-2	5/12/2005	\$438.00
5/8/2015	1500181	2005-2	5/12/2005	\$438.00
5/8/2015	1500182	2005-2	5/12/2005	\$438.00
5/8/2015	1500183	2005-2	5/12/2005	\$438.00
5/8/2015	1500184	2005-2	5/12/2005	\$438.00
5/11/2015	1500185	2005-2	5/12/2005	\$438.00
5/11/2015	1500186	2005-2	5/12/2005	\$438.00
5/11/2015	1500187	2005-2	5/12/2005	\$438.00
5/12/2015	1500188	2005-2	5/12/2005	\$438.00
5/12/2015	1500189	2005-2	5/12/2005	\$438.00

5/22/2015	1500190	2005-2	5/12/2005	\$438.00
5/22/2015	1500191	2005-2	5/12/2005	\$438.00
5/22/2015	1500192	2005-2	5/12/2005	\$438.00
5/22/2015	1500193	2005-2	5/12/2005	\$438.00
5/22/2015	1500194	2005-2	5/12/2005	\$438.00
5/27/2015	1500195	2005-2	5/12/2005	\$438.00
5/27/2015	1500196	2005-2	5/12/2005	\$438.00
5/27/2015	1500197	2005-2	5/12/2005	\$438.00
5/28/2015	1500198	2005-2	5/12/2005	\$438.00
5/28/2015	1500199	2005-2	5/12/2005	\$438.00
5/29/2015	1500200	2005-2	5/12/2005	\$438.00
5/29/2015	1500201	2005-2	5/12/2005	\$438.00
5/29/2015	1500202	2005-2	5/12/2005	\$438.00

Total amount for this withdraw \$32,544.00

Total amount for this account \$32,544.00

Total amount all accounts \$32,544.00

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

COPY

Michelle Mason
Impact Fee Program Specialist

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

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday, 1 June 2015
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of May 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500065** through **1500202**, inclusive. Within this range there were 138 non-exempt impact fee payments. This amounts to **\$3,570.00**.
- Interest earned by the Office of Impact Fees General Account in May 2015 amounts to **\$169.65**, of which **\$1.69** is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is \$3,571.69.

Check # 999

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 15024

Date: 6/1/2015

Bill To:

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

Pay To:

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

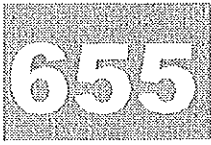
P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of May 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816).	\$3,570.00
Interest earned by the Office of Impact Fees General Account May 2015.	\$1.69
Impact Fee Process Numbers 1500065 through 1500202, inclusive. Within this range, there were 138 non-exempt impact fee payments.	
Total:	\$3,571.69

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

Check Number: 999



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 999

Trace 20150601:42057.23

Date 6/1/2015

Series 4

Recipient Sheriff of Jefferson County

Amount \$3,570.00

Account 3122816

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for EMS Impact Fees Collected in May 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
5/4/2015	1500065	2005-3	5/12/2005	\$48.00
5/4/2015	1500066	2005-3	5/12/2005	\$48.00
5/4/2015	1500067	2005-3	5/12/2005	\$48.00
5/4/2015	1500068	2005-3	5/12/2005	\$48.00
5/4/2015	1500069	2005-3	5/12/2005	\$48.00
5/4/2015	1500070	2005-3	5/12/2005	\$48.00
5/4/2015	1500071	2005-3	5/12/2005	\$48.00
5/4/2015	1500072	2005-3	5/12/2005	\$48.00
5/4/2015	1500073	2005-3	5/12/2005	\$48.00
5/4/2015	1500074	2005-3	5/12/2005	\$48.00
5/4/2015	1500075	2005-3	5/12/2005	\$48.00
5/4/2015	1500076	2005-3	5/12/2005	\$48.00
5/4/2015	1500077	2005-3	5/12/2005	\$48.00
5/4/2015	1500078	2005-3	5/12/2005	\$28.00
5/4/2015	1500079	2005-3	5/12/2005	\$48.00
5/5/2015	1500080	2005-3	5/12/2005	\$19.00
5/5/2015	1500081	2005-3	5/12/2005	\$19.00
5/5/2015	1500082	2005-3	5/12/2005	\$48.00
5/6/2015	1500083	2005-3	5/12/2005	\$17.00
5/6/2015	1500084	2005-3	5/12/2005	\$17.00
5/6/2015	1500085	2005-3	5/12/2005	\$17.00
5/6/2015	1500086	2005-3	5/12/2005	\$17.00
5/6/2015	1500087	2005-3	5/12/2005	\$17.00
5/6/2015	1500088	2005-3	5/12/2005	\$17.00
5/6/2015	1500089	2005-3	5/12/2005	\$17.00
5/6/2015	1500090	2005-3	5/12/2005	\$17.00
5/6/2015	1500091	2005-3	5/12/2005	\$17.00
5/6/2015	1500092	2005-3	5/12/2005	\$17.00
5/6/2015	1500093	2005-3	5/12/2005	\$17.00
5/6/2015	1500094	2005-3	5/12/2005	\$17.00
5/6/2015	1500095	2005-3	5/12/2005	\$17.00

5/6/2015	1500096	2005-3	5/12/2005	\$17.00
5/6/2015	1500097	2005-3	5/12/2005	\$17.00
5/6/2015	1500098	2005-3	5/12/2005	\$17.00
5/6/2015	1500099	2005-3	5/12/2005	\$17.00
5/6/2015	1500100	2005-3	5/12/2005	\$17.00
5/6/2015	1500101	2005-3	5/12/2005	\$17.00
5/6/2015	1500102	2005-3	5/12/2005	\$17.00
5/6/2015	1500103	2005-3	5/12/2005	\$17.00
5/6/2015	1500104	2005-3	5/12/2005	\$17.00
5/6/2015	1500105	2005-3	5/12/2005	\$17.00
5/6/2015	1500106	2005-3	5/12/2005	\$17.00
5/6/2015	1500107	2005-3	5/12/2005	\$17.00
5/6/2015	1500108	2005-3	5/12/2005	\$17.00
5/6/2015	1500109	2005-3	5/12/2005	\$17.00
5/6/2015	1500110	2005-3	5/12/2005	\$17.00
5/6/2015	1500111	2005-3	5/12/2005	\$17.00
5/6/2015	1500112	2005-3	5/12/2005	\$17.00
5/6/2015	1500113	2005-3	5/12/2005	\$17.00
5/6/2015	1500114	2005-3	5/12/2005	\$17.00
5/6/2015	1500115	2005-3	5/12/2005	\$17.00
5/6/2015	1500116	2005-3	5/12/2005	\$17.00
5/6/2015	1500117	2005-3	5/12/2005	\$17.00
5/6/2015	1500118	2005-3	5/12/2005	\$17.00
5/6/2015	1500119	2005-3	5/12/2005	\$17.00
5/6/2015	1500120	2005-3	5/12/2005	\$17.00
5/6/2015	1500121	2005-3	5/12/2005	\$17.00
5/6/2015	1500122	2005-3	5/12/2005	\$17.00
5/6/2015	1500123	2005-3	5/12/2005	\$17.00
5/6/2015	1500124	2005-3	5/12/2005	\$17.00
5/6/2015	1500125	2005-3	5/12/2005	\$17.00
5/6/2015	1500126	2005-3	5/12/2005	\$17.00
5/6/2015	1500127	2005-3	5/12/2005	\$17.00
5/6/2015	1500128	2005-3	5/12/2005	\$17.00
5/6/2015	1500129	2005-3	5/12/2005	\$17.00
5/6/2015	1500130	2005-3	5/12/2005	\$17.00
5/6/2015	1500131	2005-3	5/12/2005	\$17.00
5/6/2015	1500132	2005-3	5/12/2005	\$17.00
5/6/2015	1500133	2005-3	5/12/2005	\$17.00
5/6/2015	1500134	2005-3	5/12/2005	\$17.00
5/6/2015	1500135	2005-3	5/12/2005	\$17.00
5/6/2015	1500136	2005-3	5/12/2005	\$17.00
5/6/2015	1500137	2005-3	5/12/2005	\$17.00
5/6/2015	1500138	2005-3	5/12/2005	\$17.00
5/6/2015	1500139	2005-3	5/12/2005	\$17.00
5/6/2015	1500140	2005-3	5/12/2005	\$17.00
5/6/2015	1500141	2005-3	5/12/2005	\$17.00
5/6/2015	1500142	2005-3	5/12/2005	\$17.00

5/6/2015	1500143	2005-3	5/12/2005	\$17.00
5/6/2015	1500144	2005-3	5/12/2005	\$17.00
5/6/2015	1500145	2005-3	5/12/2005	\$17.00
5/6/2015	1500146	2005-3	5/12/2005	\$17.00
5/6/2015	1500147	2005-3	5/12/2005	\$17.00
5/6/2015	1500148	2005-3	5/12/2005	\$17.00
5/6/2015	1500149	2005-3	5/12/2005	\$17.00
5/6/2015	1500150	2005-3	5/12/2005	\$17.00
5/6/2015	1500151	2005-3	5/12/2005	\$17.00
5/6/2015	1500152	2005-3	5/12/2005	\$17.00
5/6/2015	1500153	2005-3	5/12/2005	\$17.00
5/6/2015	1500154	2005-3	5/12/2005	\$17.00
5/6/2015	1500155	2005-3	5/12/2005	\$17.00
5/6/2015	1500156	2005-3	5/12/2005	\$17.00
5/6/2015	1500157	2005-3	5/12/2005	\$17.00
5/6/2015	1500158	2005-3	5/12/2005	\$17.00
5/6/2015	1500159	2005-3	5/12/2005	\$17.00
5/6/2015	1500160	2005-3	5/12/2005	\$17.00
5/6/2015	1500161	2005-3	5/12/2005	\$17.00
5/6/2015	1500162	2005-3	5/12/2005	\$17.00
5/6/2015	1500163	2005-3	5/12/2005	\$17.00
5/6/2015	1500164	2005-3	5/12/2005	\$17.00
5/6/2015	1500165	2005-3	5/12/2005	\$17.00
5/6/2015	1500166	2005-3	5/12/2005	\$17.00
5/6/2015	1500167	2005-3	5/12/2005	\$17.00
5/6/2015	1500168	2005-3	5/12/2005	\$17.00
5/6/2015	1500169	2005-3	5/12/2005	\$17.00
5/6/2015	1500170	2005-3	5/12/2005	\$17.00
5/6/2015	1500171	2005-3	5/12/2005	\$17.00
5/6/2015	1500172	2005-3	5/12/2005	\$17.00
5/6/2015	1500173	2005-3	5/12/2005	\$17.00
5/6/2015	1500174	2005-3	5/12/2005	\$17.00
5/6/2015	1500175	2005-3	5/12/2005	\$17.00
5/6/2015	1500176	2005-3	5/12/2005	\$17.00
5/6/2015	1500177	2005-3	5/12/2005	\$17.00
5/6/2015	1500178	2005-3	5/12/2005	\$17.00
5/7/2015	1500179	2005-3	5/12/2005	\$48.00
5/8/2015	1500180	2005-3	5/12/2005	\$48.00
5/8/2015	1500181	2005-3	5/12/2005	\$48.00
5/8/2015	1500182	2005-3	5/12/2005	\$48.00
5/8/2015	1500183	2005-3	5/12/2005	\$48.00
5/8/2015	1500184	2005-3	5/12/2005	\$48.00
5/11/2015	1500185	2005-3	5/12/2005	\$48.00
5/11/2015	1500186	2005-3	5/12/2005	\$48.00
5/11/2015	1500187	2005-3	5/12/2005	\$48.00
5/12/2015	1500188	2005-3	5/12/2005	\$48.00
5/12/2015	1500189	2005-3	5/12/2005	\$48.00

5/22/2015	1500190	2005-3	5/12/2005	\$48.00
5/22/2015	1500191	2005-3	5/12/2005	\$48.00
5/22/2015	1500192	2005-3	5/12/2005	\$48.00
5/22/2015	1500193	2005-3	5/12/2005	\$48.00
5/22/2015	1500194	2005-3	5/12/2005	\$48.00
5/27/2015	1500195	2005-3	5/12/2005	\$48.00
5/27/2015	1500196	2005-3	5/12/2005	\$48.00
5/27/2015	1500197	2005-3	5/12/2005	\$48.00
5/28/2015	1500198	2005-3	5/12/2005	\$48.00
5/28/2015	1500199	2005-3	5/12/2005	\$48.00
5/29/2015	1500200	2005-3	5/12/2005	\$48.00
5/29/2015	1500201	2005-3	5/12/2005	\$48.00
5/29/2015	1500202	2005-3	5/12/2005	\$48.00

Total amount for this withdraw \$3,570.00

Total amount for this account \$3,570.00

Total amount all accounts \$3,570.00

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting May 4, 2015

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, April 6, 2015 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Richard Weese; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joseph Freeze; District Legal Counsel, Jim Kelsh; from Thrasher Engineering, Wayne Morgan; from Dunn Engineering, Fred Hypes; and Liaison for the County Commission, Commissioner Jane Tabb.

CALL TO ORDER

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

Approval of agenda

The Board made no changes to the agenda.

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

Public Comments

Dale Manuel, Jefferson County Commissioner, informed the Board that the Commission will be discussing sewer and water impact fees this week and hopes the District will support this effort by the County.

OLD BUSINESS

Review Minutes of April 6 regular board meeting

The minutes of the April 6, 2015 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the April 6, 2015 regular board meeting minutes as presented. Unanimously approved.

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

Ms. Lawton stated that the District will need an estimated \$91,000 in payments to cover the disbursements for this month.

Action: No action required by the Board.

Discuss sewer collection and transmission project

Mr. Morgan, from Thrasher Engineering, informed the Board that the revised West Virginia Infrastructure and Jobs Development Council application which includes the revised Preliminary Engineering Report had been submitted by May 10th for consideration at their May 27th funding and technical committee meeting. If it is approved at this meeting it will go on to the June's full committee meeting.

Action: No action required by the Board.

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

Ms. Lawton informed the Board that she has a walk through scheduled for both systems with the contractor to address any final issues and complaints. She also stated the West Virginia Infrastructure and Jobs Development Council has not yet approved the request for additional grant funds to cover cost overrun on the project.

Action: No action required by the Board.

Update on strategic plan

Mr. Hypes from Dunn Engineering is continuing to work on drafting a strategic plan. He hopes to have a draft for the Board to review by the end of the month.

Action: No action required by the Board.

Approve sewer transmission agreement with Ranson

Chairman Appignani prepared a statement, which he read into record, regarding his concerns over recent actions by the Board and potential conflicts of interest. He had particular concerns with the revised transportation agreement with Ranson that the Board is to vote on at this meeting without taking into consideration his concerns and unanswered questions. Mr. Appignani also raised concerns about the possibility of a conflict of interest with Mr. Strider's participation with Ranson and his ownership of Clay Hill Farm. Mr. Appignani has taken his concerns to the West Virginia Ethics Commission and proposed to the Board to table a final vote on the agreement until an advisory opinion has been provided by the Ethics Commission.

Action: Motion made by Mr. Appignani to table a final vote on the revised transportation agreement with Ranson until an advisory opinion has been provided by the Ethics Commission. This motion failed due to a lack of a second.

Mr. Kelsh gave a brief update on the changes of the revised transportation agreement with Ranson. Since the approval by the Board last month, Ranson proposed a few minor changes.

Action: Motion made by Mr. Weese and seconded by Mr. Strider to approve the revised transportation agreement with Ranson as presented. Approved 2-0. Mr. Appignani abstained.

NEW BUSINESS

Request from Charlie Cheezum to discuss document on acquisition of Jefferson Utilities, Inc. assets

Mr. Cheezum made a request for an explanation on a document regarding the acquisition of Jefferson Utilities, Inc. assets which was given to the County Commission last year. Mr. Kelsh answered Mr. Cheezum's concerns by explaining the difference between a publicly owned utility versus a privately owned utility and the limitations of both in regards to an acquisition.

Action: No action required by the Board.

Request for sewer service from Fred Blackmer for Morgans' Grove Market

Mr. Blackmer made a request to the Board to consider a possible partnership with Shepherdstown to expand water and sewer service in the Shepherdstown area of the Morgan Grove Market. The Board requested Mr. Blackmer submit a proposal after discussing this idea with Shepherdstown.

Action: No action required by the Board.

Consider donation to D.A.R.E. Program sponsored by the Sheriff's Department

Over the past two years, the District has donated \$50 to the program and Ms. Lawton wanted the Board to consider donating again. Mr. Weese stated that he will donate the \$50 to the D.A.R.E. program this year on behalf of the District.

Action: No action required by the Board.

Consider renewing the WV Division of Natural Resource permit for Highland Farms

Ms. Lawton has already renewed the permit and revised the ownership to the District's name since there was no fee to do either. This permit allows the piping for a future wastewater treatment plant on this property, which the District owns, to send its discharge across the road to a point in Evitts Run where it will discharge into the Shenandoah River.

Action: No action required by the Board.

Discuss Charles Town strategic plan

The Board agreed that the new Charles Town strategic plan was well drafted, but would like more time to review it before making any comments so they tabled until next month.

Action: No action required by the Board.

Consider directing Jim Kelsh to offer to work with County Commission legal staff to investigate water and sewer impact fees

Ms. Lawton would like the Board to consider directing Mr. Kelsh to be of assistance to the County Commission regarding the investigation of sewer and water impact fees. Commissioner Dale Manuel stated

that any resources to investigate this matter would be greatly appreciated. Commissioner Jane Tabb commented that when the County staff is ready for help, they would be supportive of Mr. Kelsh's assistance. The County Commissioners present at the meeting will communicate to the County Commission that Mr. Kelsh is available to assist them.

Action: No action required by the Board.

Update on Senate Bill 234

Mr. Kelsh updated the Board on the new requirements of Senate Bill 234 that was passed into law and will go into effect on June 14, 2015. This new legislation made numerous changes to the regulation of public service districts (PSD's) and municipalities in West Virginia. One of the many changes is the requirement to maintain a working capital reserve in an amount no less than one eighth of actual annual operation and maintenance expenses. Mr. Kelsh stated that also under these new requirements, PSD's no longer need Public Service Commission approval to obtain loans, grants, or engineering contracts.

Action: No action required by the Board.

Update on Status of Current Public Service Commission Cases

East Jefferson Sewer Service, LLC vs JCPSD civil action case # 14-C-51 – There have been no new updates on this case.

Action: No action required by the Board.

Consider renewal of audit services by CoxHollida & Professionals for fiscal years ending 2015, 2016, and 2017

Cox Hollida & Professionals has served as the Districts accounting firm for the last several years. Both the Board and the Districts staff have been satisfied with the firm's performance and would like to continue using their services.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the engagement letter from CoxHollida & Professionals for audit services for the fiscal years ending 2015, 2016, and 2017. Unanimously approved.

Consider Fiscal Year 2015 budget revision

This revised budget has minor changes to various accounts to ensure these accounts don't go over for the year. The revised budget shows 115% coverage.

Action: Motion made by Mr. Strider and seconded Mr. Weese to accept the Fiscal Year 2015 budget revision as presented. Unanimously approved.

Presentation of draft Fiscal Year 2016 sewer operating budget

Mr. Young from CoxHollida & Professionals discussed the Fiscal Year 2016 sewer operating budget. As presented the budget shows 117% coverage. Due to the new Senate Bill 234 requirements, the District must create a working capital reserve with one eighth of the previous year's operation and maintenance expenses. To fund this reserve account, Mr. Young discussed the need for a rate increase. With too many unknowns regarding the Senate Bill 234 requirements, the Board tabled the approval of the budget until next month when more information is available.

Action: No action required by the Board

Presentation of draft Fiscal Year 2016 water operating budget

Mr. Young discussed the Fiscal Year 2016 water operating budget. Like the sewer budget, with the new Senate Bill 234 requirements the District had to create a working capital reserve. Since the water systems have been replaced, staff does not have sufficient historical data to calculate the operation and maintenance costs from the previous year. Mr. Young and staff used the fiscal year 2015 financial data to estimate a fiscal year 2016 working capital reserve. The fiscal year 2016 budget shows 115% coverage and it appears that we will be able to slowly fund the SB 234 requirement with existing rates.

Action: Motion made by Mr. Strider and seconded Mr. Weese to accept the Fiscal Year 2016 water operating budget as presented. Unanimously approved.

Discussion of any Expenses over Budget

There were no items over budget this month.

Action: No action required by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for Public Service District water expenses in the amount of \$5,401.39. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for the Public Service District sewer expenses in the amount of \$177,331.72. Unanimously approved.

Approve transfer of \$1,393.04 from the Renewal & Replacement account to the Sewer Operating account for pump repair at Deerfield WWTP

Approve transfer of \$4,311.25 from the Series 2013A Bond account to the Sewer Operating account for strategic plan expenses

Approve transfer of \$5,546.38 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$193.84 from the Water Security Deposit account to the Water Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve transfer of \$1,393.04 from the Renewal & Replacement account to the Sewer Operating account for pump repair at Deerfield WWTP; approve transfer of \$4,311.25 from the Series 2013A Bond account to the Sewer Operating account for strategic plan expenses; approve transfer of \$5,546.38 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; approve transfer of \$193.84 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

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

Action: No action required by the Board.

Other staff reports

None discussed.

Action: No action required by the Board.

Correspondence

None discussed.

Public Comment

Joe Spurgis, Shepherdstown resident, lives across from Morgan's Grove Market and has invested in a water and septic system for his home and does not want to be forced to hook up to a new public system that was proposed in Mr. Blackmer's earlier presentation. Mr. Spurgis does not want to pay for Mr. Blackmer's project.

Russel Kitchner, Gap View Village in Harpers Ferry, is a neighbor of Mr. Appignani and has served with him on their developments HOA Board for many years. He was fundamentally impressed with Mr. Appignani's commitment to the community and to his best interest of the County. Mr. Kitchner was disturbed by the Boards unwillingness to consider the merits of Mr. Appignani's reservations and concerns and the unwillingness to give consideration to Mr. Appignani's earlier request. He stated this reflects poorly on the integrity of the District Board.

Jacquelyn Milliron, District customer, reiterated Mr. Kitchner's comments and appreciates Mr. Appignani's due diligence to deal with concerns. She questioned why the Board does not make the developers pay for the projects. Mr. Milliron is drafting a spreadsheet for the DC metro area of the various rates for service and has found the District rates to be much higher. She requested the Board perform the due diligence to find funding for the new sewer project rather than increasing the rates.

Heidi Parker, District customer, agreed with the statements from Mr. Kitchner and Mrs. Milliron and requested the Board make those who are building cover the costs.

**Action: Motion made by Mr. Weese and seconded by Mr. Strider to adjourn.
Unanimously approved.**

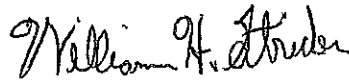
There being no further business at this time, the meeting was adjourned at 8:46PM.

The next regular meeting is scheduled for Monday, June 1, 2015 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani
Chairman



William H. Strider
William H. Strider
Treasurer

Statement Concerning the Sewer Transmission Agreement with Ranson

May 4, 2015

Over the past few months, I have had grave misgivings about some of the actions taken by this Board, particularly as regards actual or potential conflicts of interest. The minutes of our meetings reflect that I have raised these concerns. I did this in an earnest effort to resolve the questions before further action was taken under circumstances that might give rise to disqualifying conflicts of interest. My apprehensions were dismissed with little discussion, and no explanation that would remove or negate the causes of my concerns.

Of particular concern is the revised transportation agreement with Ranson on which the Board is poised to take a final vote tonight. Because my questions have received inadequate and unsatisfactory answers, I have taken it upon myself to study the issues more closely to determine if my concerns were unfounded. I regret that this study has not alleviated my misgivings; rather, it has elevated them.

In view of Mr. Strider's participation in Ranson's economic development and expansion plans, and his ownership interest in Clay Hill Farm, I believe that there is legitimate reason to question his participation in the discussion and voting on this issue. It also appears that if any of us were to vote in favor of the proposal, knowing that one of our members has a disqualifying conflict of interest, we would be equally guilty of a violation of the Governmental Ethics Act. Furthermore, as I have come to understand, when the public interest is involved, a lawyer may not represent a party where there is an actual or potential conflict of interest, even with the consent of all parties. In my opinion, both of these questions should have been resolved before this Board undertook consideration of the revision of the agreement with Ranson. Where any doubt exists, a definitive answer can easily be secured from the West Virginia Ethics Commission. Instead, this Board appears ready to commit the District to a multi-million dollar obligation, which may have been influenced by interests and allegiances that compete with those of the District.

I could not, in good conscience, proceed to a final vote when these questions remain unexamined. Therefore, I have submitted these questions to the Ethics Commission. My request will be taken up by the Commission at its meeting this Thursday, May 7, and its answer to the questions should follow shortly thereafter. Accordingly, I move that we table consideration of the revised agreement with Ranson until the Ethics Commission has provided its advisory opinion.

Peter Appignani, Chairman



STATE OF WEST VIRGINIA
DEPARTMENT OF REVENUE
ALCOHOL BEVERAGE CONTROL ADMINISTRATION

900 Pennsylvania Ave., 4th Floor
Charleston, West Virginia 25302

EARL RAY TOMBLIN
GOVERNOR

RONALD M. MOATS
COMMISSIONER

ROBERT S. KISS
CABINET SECRETARY

June 2, 2015

VIA CERTIFIED MAIL

Jane M. Tabb, President
Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

Re: Walther Productions Inc. d/b/a All Good Music Festival
WVABCA Application No.: APP-15-002052
Special Events Application

Dear Ms. Tabb:

I received your letter endorsing and approving the All Good Festival on May 20, 2015, and I wanted to provide you an update on the status of the above mentioned applicant.

Currently, the West Virginia Alcohol Beverage Control Administration (WVABCA) has received an incomplete application from the applicant for a proposed Special Event license to be located at 216 Berry Hill Farm Lane, Summit Point, WV. The WVABCA has requested the applicant to provide information to complete the application.

With respect to your second letter also received on May 20, 2015, please note that the WVABCA will provide the applicant with the rules and guidelines to conduct the event, however if the applicant is licensed, then the applicant/licensee is responsible for the event. The WVABCA does not provide security for any events and may be present in either an official or undercover capacity.

If you have any questions, please call me at 304-356-5500.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ronald M. Moats".

Ronald M. Moats
Commissioner

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
Fax: (304) 340-0325



June 2, 2015

Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$195,413.83 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of March, April, and May 2015. The next disbursement will be in three months.

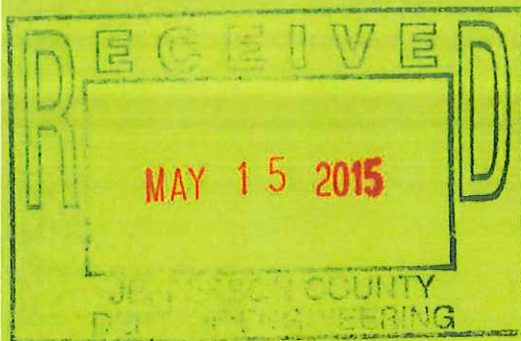
I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp



Charles & Mary
Edgar
145 Sunstead Lane
Charles Town,
W.V.

25414

Dear Mr. Goodwin,

Charles and I wish to express our gratitude for the efficient and professional manner in which our zoning problem was handled by Mr. Mason Carter.

Having never encountered a zoning compliance problem, we had no idea where to begin.

Mr. Carter assisted us after much trial and error with the neighbor "violation". He did so in a very professional; yet, kindly manner.

We also expressed our gratitude to Christine Chalmers; who also assisted us in a kindly and professional manner.

As tax payers in Jefferson County, we deeply appreciate the above services and are grateful for the assistance we received.

Sincerely,
Charles + Mary Edgar

Dear Parent or Guardian,

Summer is coming soon and you may be thinking about what your child will do for meals while school is out. The good news is that **free meals to children** will be served from **June 16 to August 14** through the Summer Intergenerational Food Service Program in Jefferson County. Free meals are in, while Jefferson County schools are out. There are no income requirements, and any child age 18 and younger may come to eat and enjoy fun activities from **12 noon to 1:30 pm** for free during the summer.

Here are the Summer Meal days and locations from **June 16 to August 14**:

Monday – Friday The Lunch Buses will serve meals and have activities at North Jefferson and Shannondale areas.

North Jefferson Elementary School
6996 Charles Town Road
Kearneysville, WV 25430

St. Andrew's MCC
58 Mission Road
Harpers Ferry, WV 25425

Monday, Wednesday, and Friday

Bolivar United Methodist Church
1215 W. Washington Street
Harpers Ferry, WV 25425

Tuesday and Thursday

St. John Lutheran Church
950 W. Washington Street
Harpers Ferry, WV 25425

Blue Ridge Volunteer Fire Hall
181 Keys Gap Road
Harpers Ferry, WV 25425

Wednesday Only

Anna Mae Reedy Senior Center
103 West 5th Avenue
Ranson, WV 25438

Here is the Summer Meal days and location only for June 29 – July 23:

Monday – Thursday

Ranson Elementary School
600 Preston Street
Ranson, WV 25438

Breakfast (8:15 am- 9:15 am)
Lunch (11:30 am–12:30 pm)

For more information, please contact Pastor John Unger on PastorUnger@frontier.com or call him on 304-389-1866.

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

Week Ending Date	May 30, 2015
To be Deposited on:	June 5, 2015
Amount Played	67,816,599.30
Amount Won	60,767,459.05
Amount Promo	303,694.00
MWAP Contribution	<u>2,609.57</u>
Adjusted Gross Terminal Revenue	<u>6,742,836.68</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>269,713.47</u>
Net Terminal Revenue	<u>6,473,123.21</u>
Surcharge @ 10%	647,312.31
State Share Excess @ 58% & 10% of 42%	402,628.26
Track Share of Capital Reinvestment @ 90% of 42%	<u>244,684.05</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	234896.69
<i>Track Share of Capital Reinvestment @ 4%</i>	9787.36
Adjusted Net Terminal Revenue	<u>5,825,810.90</u>
Racetrack @ 46.50% / 42%	2,446,840.58
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,388,582.51
Excess Lottery Fund @ 12.85% / 9.55%	556,364.93
Race Track Purses @ 90% of 7% / 4%	209,729.19
Employee Pension Fund @ 1% / .5%	29,129.05
Greyhound Development @ 90% of .75%	39,324.22
Thoroughbred Development @ 90% of .75%	39,324.22
County/Municipality @ 2%	<u>116,516.20</u>
	<u>5,825,810.90</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	\$ 3,956.29	\$ 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	\$ 6,136.06
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
05/30/15	\$ 116,516.20	\$ 58,258.10	\$ 58,258.10	\$ 4,619.87	\$ 23,244.98	\$ 1,264.20	\$ 19,621.33	\$ 9,507.72
Subtotal	\$ 4,939,698.72	\$ 2,925,881.10	\$ 2,013,817.62	\$ 159,695.75	\$ 803,513.19	\$ 43,699.87	\$ 678,253.79	\$ 328,655.02

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	5/30/2015	58,258.10
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	2,925,881.10
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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

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

Week Ending Date

June 6, 2015

To be Deposited on:	June 12, 2015
Amount Played	63,104,454.43
Amount Won	56,563,104.02
Amount Promo	297,118.00
MWAP Contribution	<u>2,587.57</u>
Adjusted Gross Terminal Revenue	<u>6,241,644.84</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>249,665.78</u>
Net Terminal Revenue	<u>5,991,979.06</u>
Surcharge @ 10%	599,197.90
State Share Excess @ 58% & 10% of 42%	372,701.09
Track Share of Capital Reinvestment @ 90% of 42%	<u>226,496.81</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	217436.94
<i>Track Share of Capital Reinvestment @ 4%</i>	9059.87
Adjusted Net Terminal Revenue	<u>5,392,781.16</u>
Racetrack @ 46.50% / 42%	2,264,968.09
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,211,040.22
Excess Lottery Fund @ 12.85% / 9.55%	515,010.64
Race Track Purses @ 90% of 7% / 4%	194,140.12
Employee Pension Fund @ 1% / .5%	26,963.91
Greyhound Development @ 90% of .75%	36,401.27
Thoroughbred Development @ 90% of .75%	36,401.27
County/Municipality @ 2%	<u>107,855.64</u>
	<u>5,392,781.16</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	\$ 4,548.65	\$ 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
05/30/15	\$ 116,516.20	\$ 58,258.10	\$ 58,258.10	\$ 4,619.87	\$ 23,244.98	\$ 1,264.20	\$ 19,621.33	\$ 9,507.72
06/06/15	\$ 107,855.64	\$ 53,927.82	\$ 53,927.82	\$ 4,276.48	\$ 21,517.20	\$ 1,170.23	\$ 18,162.89	\$ 8,801.02
Subtotal	\$ 5,047,554.36	\$ 2,979,808.92	\$ 2,067,745.44	\$ 163,972.23	\$ 825,030.39	\$ 44,870.10	\$ 696,416.68	\$ 337,456.04

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

**VIDEO LOTTERY REPORT
FY 2011**

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	5/30/2015	58,258.10
6/4/2011	74,952.34	6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82
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

2,979,808.92

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