

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, OCTOBER 1, 2015
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- September 17, 2015 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- September 24, 2015
- October 1, 2015

APPROVAL OF MANUAL CHECKS

- September 24, 2015
- October 1, 2015

PAYROLL APPROVAL

- September 24, 2015

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action

2. 10:00 a.m. Jennifer Maghan, County Clerk
- Approval of Employment - Elaina Maze, County Clerk's Office - Discussion/Action
3. 10:15 a.m. Nikki Painter, County Clerk - Elections
- Notice of Precinct Change for the December 12, 2015 Special Election - Discussion/Action
4. 10:30 a.m. Randy Funkhouser, President and Maria Catignani, Executive Director of the Charles Town HBPA
- Update on HBPA Economic Impact Petition - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Martin Burke, Jefferson County Historic Landmarks Commission
- Request for exemption from 2015 taxes on 1.80 acres of property in the amount of \$1,140.66. Property located within the proposed Antietam Battlefield boundary expansion to include the Shepherdstown Battlefield - Discussion/Action
7. 11:15 a.m. Annette Gavin, Jefferson County Convention and Visitor's Bureau
- Approval of Harpers Ferry Bookshop sales on CVB/JCC land in the event of a government shut down - Discussion/Action
- Approval to allow Jefferson County Maintenance Department to assist in the renovation and expansion of the Jefferson County Convention and Visitor's Bureau - Discussion/Action
8. 12:00 p.m. **Break for Lunch**

NEW BUSINESS

9. Approval of the Renewal Agreement of the 2015 County Video Program - CGI Communications, Inc. - Discussion/Action
10. Coalition for Safe and Affordable Food - Request to Endorse Statement of Support for National Food Labeling Standards - Discussion/Action
11. Personnel Issue: Chairman of the Board of Health - Possible Executive Session - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Introduction and approval of employment - Michelle Pombo, Director of Financial Management - Discussion/Action
- Approval of the FY15 Financial Statements - Discussion/Action
- Set topics for the Annual Legislative Summit to be held on November 5, 2015 - Discussion/Action
- Update in Case No. 13-C-432 and request for the Director of Maintenance to determine whether 4'x6' flags can be displayed outside of the County Commission meeting room - Possible Executive Session - Discussion/Action

COUNTY COMMISSION REPORTS

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

12. 1:30 p.m. Public Hearing - Receive public input on the proposed text amendment to the Zoning and Land Development Ordinance related to Cultural Facilities, File #ZTA 15-01. The amendment includes changing "Appendix C, Principal Permitted Uses Table", to change Cultural Facilities from Not Permitted (NP) to Permitted (P) within the Residential Growth District

13. ADJOURN

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- ▶ Jefferson County GIS/Addressing Department Quarterly Update Report - 2015, 3rd Quarter

CORRESPONDENCE/INFORMATION

Press Release - Jefferson County Legislative Summit.

Notice of Public Hearing - Jefferson County Dog Tethering and Confinement Ordinance.

Letter from the Jefferson County Historic Landmarks Commission regarding the addition of Feagans' Mill to its list of Jefferson County Historic Landmarks.

Jefferson County Public Service District Regular Board Meeting Minutes from August 3, 2015.

Letter from the Public Service Commission of West Virginia regarding the Disbursement of Wireless E-911 Subscriber Fees.

Letter from Don Orser, resident, regarding the consolidation of sets of contiguous parcels.

E-mail from Martin Herbet, resident, regarding the Carter re-zoning decision.

Letter from Maral Strathearn, resident, regarding the expansion of camp grounds into "rural" areas of the county.

West Virginia Lottery weekly settlement for Charles Town - week ending September 5, 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, September 17, 2015

A meeting of the Jefferson County Commission was held on Thursday, September 17, 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, September 17, 2015 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the September 3, 2015 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074996	425	COMCAST		\$ -	\$ 189.90	\$ 189.90
074997	413	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 111.02	\$ 111.02
074998	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074999	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
075000	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
075001	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
075002	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
075003	424	CHARLES TOWN UTILITIES		\$ -	\$ 81.05	\$ 81.05
075003	425	CHARLES TOWN UTILITIES		\$ -	\$ 875.17	\$ 875.17

075004	433	JESSICA GORMONT		\$ -	\$ 69.00	\$ 69.00
075005	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
075005	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
075005	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075005	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
075005	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075005	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075005	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075005	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075005	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
075005	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075006	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,085.00	\$ 3,085.00
075007	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 108.12	\$ 108.12
075008	425	JEFFERSON COUNTY SOLID		\$ -	\$ 20.00	\$ 20.00
075009	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 1,751.20	\$ 1,751.20
075010	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,540.00	\$ 5,540.00
075011	GRANT	MINGHINI'S		\$ -	\$ 52,282.80	\$ 52,282.80
075012	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
075013	700	ROBIN MAHONY		\$ -	\$ 5.41	\$ 5.41
075014	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
075015	712	OFFICEMAX		\$ -	\$ 121.85	\$ 121.85
075016	406	THE OBSERVER		\$ -	\$ 130.00	\$ 130.00
075017	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 320.88	\$ 320.88
075018	700	DOUGLAS PITTINGER		\$ -	\$ 9.63	\$ 9.63
075019	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
075019	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
075020	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00
075021	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,852.04	\$ 9,852.04
075021	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,125.86	\$ 42,125.86
075021	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,537.94	\$ 39,537.94
075022	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4,626.66	\$ 4,626.66
075022	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 16,486.78	\$ 16,486.78
075023	425	CAPITAL TRISTATE		\$ -	\$ 228.77	\$ 228.77
075024	425	TRENARY SERVICE CO		\$ -	\$ 165.00	\$ 165.00
TOTAL					\$ 187,650.06	
TOTAL						\$ 187,650.06

Motion by Mr. Bell to approve the Accounts Payable for September 10, 2015 in the amount of \$187,650.06. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075026	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
075027	717	AUTOZONE		\$ -	\$ 749.59	\$ 749.59
075028	425	B-K OFFICE SUPPLY INC		\$ -	\$ 243.90	\$ 243.90
075029	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
075029	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
075030	712	CHRISTOPHER CROSS		\$ -	\$ 266.00	\$ 266.00
075031	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
075032	425	DAYCON		\$ -	\$ 1,318.40	\$ 1,318.40
075033	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
075033	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
075034	ALLOC	FRIENDSHIP FIRE COMPANY		\$ -	\$ 60,000.00	\$ 60,000.00
075035	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 22,965.68	\$ 22,965.68
075036	712	BROOKE HESS		\$ -	\$ 77.00	\$ 77.00
075037	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 69.00	\$ 69.00
075038	424	THE JOURNAL		\$ -	\$ 749.40	\$ 749.40
075039	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 46.21	\$ 46.21
075040	405	LYNDSEY W. MATSCHAT		\$ -	\$ 80.50	\$ 80.50
075041	405	MATTHEW BENDER & CO		\$ -	\$ 774.44	\$ 774.44
075042	712	JEFFREY POLCZYNSKI		\$ -	\$ 266.00	\$ 266.00
075043	712	MARK PANGLE		\$ -	\$ 77.00	\$ 77.00
075044	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
075044	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
075044	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
075044	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
075044	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
075044	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
075044	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
075044	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
075044	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
075044	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
075045	424	SHEPHERDSTOWN CHRONICLE		\$ -	\$ 76.50	\$ 76.50
075046	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,149.12	\$ 1,149.12
075046	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,475.88	\$ 1,475.88
075047	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 630.94	\$ 630.94
075050	401	BAUDVILLE INC		\$ -	\$ 254.01	\$ 254.01
075050	401	HAMPTON INNS		\$ -	\$ 300.16	\$ 300.16

075050	401	OFFICE SUPPLY		\$ -	\$ 155.24	\$ 155.24
075050	401	SPRINT		\$ -	\$ 54.84	\$ 54.84
075050	401	WATERFRONT PLACE HOTEL		\$ -	\$ 16.00	\$ 16.00
075050	401	WATERFRONT PLACE HOTEL		\$ -	\$ 411.08	\$ 411.08
075050	402	EZ NETTOOLS		\$ -	\$ 34.95	\$ 34.95
075050	402	MARTINS		\$ -	\$ 23.98	\$ 23.98
075050	403	SHOPLET		\$ -	\$ 31.66	\$ 31.66
075050	403	SPRINT		\$ -	\$ 54.84	\$ 54.84
075050	405	STAPLES		\$ -	\$ 86.65	\$ 86.65
075050	405	WALGREENS		\$ -	\$ 69.63	\$ 69.63
075050	412	CAMPBELL BUSINESS MACHIN		\$ -	\$ 100.00	\$ 100.00
075050	413	CUSTOMINK LLC		\$ -	\$ 225.72	\$ 225.72
075050	415	FRONTIER		\$ -	\$ 84.34	\$ 84.34
075050	415	SPRINT		\$ -	\$ 108.63	\$ 108.63
075050	424	FRONTIER		\$ -	\$ 10,519.86	\$ 10,519.86
075050	424	SPRINT		\$ -	\$ 54.84	\$ 54.84
075050	425	AMAZON		\$ -	\$ 1,032.43	\$ 1,032.43
075050	425	BATTERY MART		\$ -	\$ 199.00	\$ 199.00
075050	425	GRAINGER		\$ -	\$ 164.59	\$ 164.59
075050	425	SHENANDOAH SPRING WATER		\$ -	\$ 728.67	\$ 728.67
075050	425	THE HOME DEPOT		\$ -	\$ 557.23	\$ 557.23
075050	425	TRENARY HVAC GROUP		\$ -	\$ 501.00	\$ 501.00
075050	425	84 LUMBER		\$ -	\$ 37.51	\$ 37.51
075050	428	BATTERY MART		\$ -	\$ 341.55	\$ 341.55
075050	428	BATTERY MART		\$ -	\$ 19.90	\$ 19.90
075050	428	NCH SOFTWARE		\$ -	\$ 127.93	\$ 127.93
075050	428	SPRINT		\$ -	\$ 109.68	\$ 109.68
075050	428	STAPLES		\$ -	\$ 233.15	\$ 233.15
075050	428	THE HOME DEPOT		\$ -	\$ 183.29	\$ 183.29
075050	428	VMWARE		\$ -	\$ 599.20	\$ 599.20
075050	428	WAL-MART		\$ -	\$ 294.01	\$ 294.01
075050	433	SPRINT		\$ -	\$ 154.83	\$ 154.83
075050	439	SPIRIT OF JEFFERSON		\$ -	\$ 51.66	\$ 51.66
075050	439	SPRINT		\$ -	\$ 54.84	\$ 54.84
075050	440	INTL CODE COUNCIL INC		\$ -	\$ 100.00	\$ 100.00
075050	440	SPRINT		\$ -	\$ 154.83	\$ 154.83
075050	451	APA - MEMBERSHIP		\$ -	\$ 95.00	\$ 95.00
075050	451	SPIRIT OF JEFFERSON		\$ -	\$ 226.88	\$ 226.88
075050	700	BOB EVANS RESTAURANT		\$ -	\$ 18.35	\$ 18.35
075050	700	BOB EVANS RESTAURANT		\$ -	\$ 19.35	\$ 19.35

075050	700	EAT-N-PARK		\$ -	\$ 15.09	\$ 15.09
075050	700	EMBLEM ENTERPRISES		\$ -	\$ 437.20	\$ 437.20
075050	700	EPOLICE SUPPLY		\$ -	\$ 26.40	\$ 26.40
075050	700	FOUNTAIN SQUARE N GARAGE		\$ -	\$ 48.00	\$ 48.00
075050	700	GOWERS FEED INC		\$ -	\$ 172.08	\$ 172.08
075050	700	HARDINGS FAMILY RESTAURA		\$ -	\$ 25.08	\$ 25.08
075050	700	HUNTZMAN ENTERPRISE		\$ -	\$ 735.00	\$ 735.00
075050	700	JIMMY G'S		\$ -	\$ 30.35	\$ 30.35
075050	700	MILLENNIUM HOTEL		\$ -	\$ 926.37	\$ 926.37
075050	700	MYNT MARTINI		\$ -	\$ 40.00	\$ 40.00
075050	700	PETCO		\$ -	\$ 101.74	\$ 101.74
075050	700	RED ROOST TAVERN		\$ -	\$ 21.14	\$ 21.14
075050	700	RED ROOST TAVERN		\$ -	\$ 21.14	\$ 21.14
075050	700	ROCK BOTTOM BREWERY		\$ -	\$ 26.15	\$ 26.15
075050	700	RUSCONI PIZZA		\$ -	\$ 10.10	\$ 10.10
075050	700	SPRINT		\$ -	\$ 1,195.28	\$ 1,195.28
075050	700	STAPLES		\$ -	\$ 902.78	\$ 902.78
075050	700	ULINE		\$ -	\$ 46.44	\$ 46.44
075050	700	WV TREASURY		\$ -	\$ 600.00	\$ 600.00
075050	711	RITE AID STORE		\$ -	\$ 32.09	\$ 32.09
075050	711	SPRINT		\$ -	\$ 186.91	\$ 186.91
075050	711	STAPLES		\$ -	\$ 163.43	\$ 163.43
075050	711	STAPLES		\$ -	\$ 30.71	\$ 30.71
075050	711	WAL-MART		\$ -	\$ 5.80	\$ 5.80
075050	711	WVIPAY.COM		\$ -	\$ 63.08	\$ 63.08
075050	712	ACCO BRANDS DIRECT		\$ -	\$ 109.15	\$ 109.15
075050	712	BIDDLE CONSULTING GROUP		\$ -	\$ 599.00	\$ 599.00
075050	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
075050	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 100.00	\$ 100.00
075050	712	SPRINT		\$ -	\$ 965.27	\$ 965.27
075050	712	SPRINT		\$ -	\$ 111.99	\$ 111.99
075050	712	STAPLES		\$ -	\$ 206.87	\$ 206.87
075050	712	WAL-MART		\$ -	\$ 26.91	\$ 26.91
075050	712	WVIPAY.COM		\$ -	\$ 150.00	\$ 150.00
075050	716	HILLSIDE VETERINARY HOSPT		\$ -	\$ 342.56	\$ 342.56
075050	716	NATIONAL ANIMAL CARE CO		\$ -	\$ 400.00	\$ 400.00
075050	717	FISHER AUTO PARTS		\$ -	\$ 130.71	\$ 130.71
075050	717	SHELL OIL		\$ -	\$ 30.04	\$ 30.04
075050	717	WVSP TRAFFICE RECORDS		\$ -	\$ 30.00	\$ 30.00
075050	900	SPRINT		\$ -	\$ 145.89	\$ 145.89

075051	425	VALLEY HARDWARE COMPANY		\$ -	\$ 31.06	\$ 31.06
TOTAL					\$ 139,073.02	
TOTAL						\$ 139,073.02

Motion by Mr. Bell to approve the Accounts Payable for September 17, 2015 in the amount of \$139,073.02 . Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

COAL SEVERANCE			
OO2			
Date	Check #	VENDOR	Amount
9/11/2015	410	EASTRIDGE HEALTH SYSTEM	\$ 450.00
HOME DETETION			
OO8			
Date	Check #	VENDOR	Amount
09/11/15	508	3M ELECTRONIC MONITORING	\$ 3,190.00
09/11/15	507	CDA	\$ 255.75
FARMLAND PROTECTION BOARD			
O57			
Date	Check #	VENDOR	Amount
9/11/2015	268	JEFFERSON CO FARMLAND PROT.	\$ 50,053.98
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
9/4/2015	123	GANTTS	\$ 55,000.00
TOTAL			\$ 108,949.73

Motion by Mr. Bell to approve the Manual Checks for September 11, 2015 in the amount of \$108,949.73. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Manuel to approve the payroll for September 10, 2015 in the amount of \$227,310.25. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Jennifer Syron, resident and President of the Chapel View Homeowner's Association – requested the Commission allow counsel for the Chapel View HOA to participate in the discussion of agenda item #2 regarding thirteen lots within the Chapel View Subdivision.

Richard Sussman, resident and Community Manager of the Chapel View HOA – spoke against agenda item #2 for the Chapel View Subdivision.

Jeff Hetrick, resident – spoke against the rezoning request from Residential Growth to General Commercial for property owned by Charles Carter on Rt. 45 and stated the Planning Department did not provide adequate notice regarding the possible rezoning.

Tracy Eastman, resident – urged the Commission to approve the Tethering Ordinance.

Judy Boykin, resident – spoke in support of the Tethering Ordinance.

Jessica Herbert, resident – spoke against the landowner initiated rezoning request from Residential Growth to General Commercial for property owned by Charles Carter on Rt. 45.

Kay Bresee, resident and President of the Jefferson County Animal Welfare Society – spoke in favor of the Tethering Ordinance and complimented Nathan Cochran, Assistant Prosecuting Attorney, on his efforts drafting the Ordinance.

Priscilla Horner, resident – spoke against Mr. Carter's rezoning request and stated she believes a rezoning from Residential Growth to General Commercial will result in more traffic on Rt. 45 which will have an adverse affect on infrastructure and the environment.

John Whittington, resident – also spoke against the rezoning request for Charles Carter's property on Rt. 45.

Andy Beale, resident and Zoning Officer for the Corporation of Shepherdstown – spoke against the rezoning request for Charles Carter's property on Rt. 45, stating the property is not within Shepherdstown's Preferred Growth Area. Mr. Beale also expressed concerns regarding lack of communication from the Jefferson County Planning and Zoning Department.

Amanda Lewis, resident -- expressed her opposition to the General Commercial rezoning request for Mr. Carter's property on Rt. 45 and stated she had a signed petition from 134 additional residents who are also opposed to the rezoning.

David Tabb, resident – provided the Commission with an update regarding the flag display issue.

Nancy Lutz, resident – asked the Commission to consider the addition of livestock in the Tethering Ordinance.

Anne Marie Koehlepp, resident – requested the Commission support the Tethering Ordinance.

John Goff, resident – expressed his concerns regarding the Carter rezoning request.

Jeff Bresee, resident – urged the Commission to approve the Tethering Ordinance.

Bill Polk, Jefferson County Maintenance Director – introduced the Commission to Tyler Kemp, Ricci McIntyre, and Juanita Zaleski, three new custodial employees within the Maintenance Department.

PRESENTATIONS

1. Pete Dougherty, Sheriff
 - a. Donation Presentation – The Thoroughbred Breeders’ Association provided the Sheriff’s Animal Control Department with a donation of \$2,500 for their work in rescuing abused and neglected horses in Jefferson County.
 - b. Potomac Pedalers Bike Ride – Sheriff Dougherty informed the Commission of a large bike riding event passing through the county on September 20, 2015 and outlined his plans for traffic control for the safety of the riders and convenience of the residents in the area.
 - c. Sheriff’s Annual Report – the Sheriff provided the Commission with his annual report regarding law enforcement and public safety in Jefferson County.
 - d. Change in employment status for Robin Mahoney and William Potter from part-time to full-time.
 - **Motion by Mr. Manuel to approve the change in status from part-time to fulltime for Robin Mahoney and William Potter. Motion seconded and unanimously approved.**
2. Kathy Santa Barbara, Esq. – requested a discussion and possible action on rescinding County Commission Order dated September 4, 2014 Regarding Chapel View, Section 2, Lots 42-105 (JCPC File No. 03-11), and specifically lots 38, 39, 40,41, 44, 49, 50, 57, 58, 60, 62, 63 & 64 owned by 300 N LLC.
 - **Motion by Mr. Pellish to rescind the Order dated September 4, 2014 titled: “In RE: Orchard Knolls, LLC, Developer of Chapel View Subdivision, Section 2, Lots 42-105 (JCPC File No. 03-11), and specifically lots 38, 39, 40, 41, 44, 49, 50, 57, 58, 60, 62, 63, & 64 owned by 300N LLC” and authorize these lots to be built upon and order such rescission to be recorded in the Office of the Clerk of the County Commission of Jefferson County. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to request the bank to draft the rescission order to be reviewed by the County’s legal counsel. Motion seconded and unanimously approved.**

3. Nikki Painter, Chief Elections Clerk – requested the approval of the poll worker lists.
 - **Motion by Ms. Noland to approve the poll worker list as provided by the Democratic and Republic Executive Committees. Motion seconded and unanimously approved.**
4. Billy Madert, Director, Jefferson County Solid Waste Authority – requested the approval of a Resolution of Support for the expansion of the Keep Jefferson Beautiful program.
 - **Motion by Ms. Tabb to approve the Resolution of Support for the expansion of the Keep Jefferson Beautiful program. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Jean Jacobs, Republican Executive Committee – requested the approval of a Resolution supporting the celebration of U.S. Constitution Day.
 - **Motion by Mr. Pellish to approve the Resolution supporting U.S. Constitution Day. Motion seconded and unanimously approved.**
7. Lee Snyder, Snyder Environmental – requested the County Commission support the creation of a Road Maintenance Association in Keyes Ferry Acres Subdivision under the authority of WV State Code §7A-12 Et. Seq.
 - The Commission stated they fully supported Mr. Snyder’s efforts to potentially create a Road Maintenance Association in Keyes Ferry Acres Subdivision.
8. Nathan Cochran, Prosecuting Attorney’s Office
 - a. Update on Tethering Ordinance
 - **Motion by Mr. Manuel to recommend the Tethering Ordinance for a Public Hearing during an upcoming regularly scheduled County Commission meeting. Motion seconded and unanimously approved.**
 - b. Dan Booth – discussion and possible approval of collection of delinquent ambulance fees and matters by Dan Booth.
 - **Motion by Ms. Noland to authorize counsel to proceed with entering into a contract with Booth & McCathy to collect delinquent ambulance fees and other outstanding judgments on behalf of Jefferson County. Motion seconded and unanimously approved.**

c. Update on Case Status in Case No. 13-C-432

- **Motion by Ms. Noland to go into Executive Session to discuss pending litigation for Case No. 13-C-432 and issues related to water/sewer infrastructure and impact fees. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

9. The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.

NEW BUSINESS

10. Discussion on Open Meetings - Mr. Bell expressed concerns regarding county appointed boards, commissions, etc. who do not audio or video record their meetings and suggested the Commission take action to correct this issue.

- **Motion by Mr. Manuel to strongly recommend that all county appointed boards, commissions, and authorities record their meetings for future reference and for the benefit of the public. Motion seconded and unanimously approved.**

11. Board of Health Issue – this matter was postponed until the October 1, 2015 regularly scheduled County Commission meeting.

COUNTY ADMINISTRATOR REPORTS

➤ Change management of HRA from Ameriflex to Millenium Insurance Group and possible termination of Ameriflex HRA contract.

- **Motion by Mr. Pellish to authorize the termination of the Ameriflex HRA contract and allow Ms. Grove to proceed with securing Millenium Insurance Group to manage the county HRA plan. Motion seconded and unanimously approved.**

➤ Approval of Sheriff's Commission in the amount of \$15,000.

- **Motion by Ms. Noland to approve the Sheriff's Commission in the amount of \$15,000. Motion seconded and unanimously approved.**

➤ Release of remainder of All Good Festival Bond

- **Motion by Mr. Pellish to authorize the release of the remaining \$6,000 of the All Good Festival Surety Bond. Motion seconded and unanimously approved.**
- Appointment of Audit Committee as per the Procedures Manual for Procuring and Conducting Audits and Review of Local Government – Ms. Grove suggested the following appointees to the Audit Committee: Commissioner Eric Bell, Payroll/Finance Department employee Sally Gran, and Ms. Grove herself in the stead of the newly hired Financial Director, who would also join the Audit Committee once beginning employment with the County. The Commission provided unanimous consent on the formation of the audit committee as presented.
- Discuss keycard access to county buildings for non-employees – it was the consensus of the Commission that they were not comfortable with allowing non-employees access to county buildings after business hours; however, the Commission discussed the possibility of creating a few key cards for public use to held by the County Administrator or the Maintenance Director.
12. Greg Vaughn, Mayor, Corporation of Harpers Ferry – request for Fire Recovery Emergency Funds, Corporation of Harpers Ferry.
- **Motion by Mr. Manuel to authorize direct appropriation of \$10,166 and an invoiced amount of \$6,716 along with an in-kind donation of \$4,090 for a total of \$20,972 to the Corporation of Harpers Ferry for the purposes of fire recovery. Motion seconded and unanimously approved.**
13. Utility Work Session – representatives from the local utility providers gathered to discuss topics such as funding sources and partnership possibilities in effort to better serve the utility customers in the county.
14. Jennifer Brockman, Director of Planning and Zoning – Action related to public hearing held on September 8, 2015 regarding landowner-initiated petition to amend the County Zoning Map for a 4.01 (combined) acreage property owned by Charles M. Carter located at 7174 Martinsburg Pike, east of Venice Way; designated as Tax District: Shepherdstown (09), Map: 7, Parcel: 23 & 32.1; from Residential-Growth (RG) to General Commercial (GC) zoning (Planning and Zoning File #Z15-02).
- **Motion by Mr. Manuel to hold a County Commission Public Hearing on the land-owner initiated petition to amend the County Zoning Map for a 4.01 (combined) acreage property owned by Charles M. Carter located at 7174 Martinsburg Pike, east of Venice Way; designated as Tax District: Shepherdstown (09), Map: 7, Parcel: 23 & 32.1; from Residential-Growth (RG) to General Commercial (GC) zoning (Planning and Zoning File #Z15-02). Motion seconded and fails on a vote of 1-3 with Ms. Tabb, Ms. Noland, and Mr. Pellish opposing.**

- **Motion by Ms. Noland to approve the rezoning request from Residential Growth to General Commercial for a 4.01 (combined) acreage property owned by Charles M. Carter located at 7174 Martinsburg Pike, east of Venice Way; designated as Tax District: Shepherdstown (09), Map: 7, Parcel: 23 & 32.1 and to find this rezoning compatible with the Envision Jefferson 2035 Comprehensive Plan. Motion seconded and approved on a vote of 3-1 with Mr. Manuel opposing.**

15. The Commission meeting adjourned at 4:25 pm on a motion by Mr. Pellish. 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	\$ 356,325.65	\$ 683.20	\$ 357,008.85
6.2% Tax Payable OASDI	\$ 21,255.44	\$ 39.76	\$ 21,295.20
1.45% Tax Payable HI	\$ 4,971.09	\$ 9.30	\$ 4,980.39
Fed Withholding	\$ 40,370.70	\$ 62.54	\$ 40,433.24
WV State Withholding	\$ 15,256.68	\$ 31.37	\$ 15,288.05
PERS Retirement Deduct	\$ 12,592.84	\$ 30.74	\$ 12,623.58
Hosp. Pre-Tax	\$ 10,967.00		\$ 10,967.00
Cancer/ICU Pre-Taxed	\$ 1,105.32		\$ 1,105.32
Cancer/ICU Not Pre-Taxed	\$ 872.39		\$ 872.39
Optional Life Not Pre-Taxed	\$ 2,114.49		\$ 2,114.49
Christmas Club	\$ 5,540.00		\$ 5,540.00
Wage Attach #1	\$ 1,311.70		\$ 1,311.70
Wage Attach #2	\$ -		\$ -
Wage Attach #3	\$ 212.31		\$ 212.31
Wage Attach #4	\$ -		\$ -
DSRS Retirement Deduct 8.5%	\$ 5,234.20		\$ 5,234.20
457 - Nationwide	\$ 749.00		\$ 749.00
457I - ING	\$ 3,085.00		\$ 3,085.00
MD State Tax	\$ 364.70		\$ 364.70
D/VF	\$ 1,465.36		\$ 1,465.36
VA. State Tax	\$ 24.47		\$ 24.47
COLONIAL(PLUS)	\$ 192.71		\$ 192.71
Total Deductions	\$ 127,685.40	\$ 173.71	\$ 127,859.11
Net Wages Total	\$ 228,640.25	\$ 509.49	\$ 229,149.74
Payroll Date	24-Sep-2015		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

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


Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 1, 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*):

 **Exonerations**

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

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

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

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

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

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

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

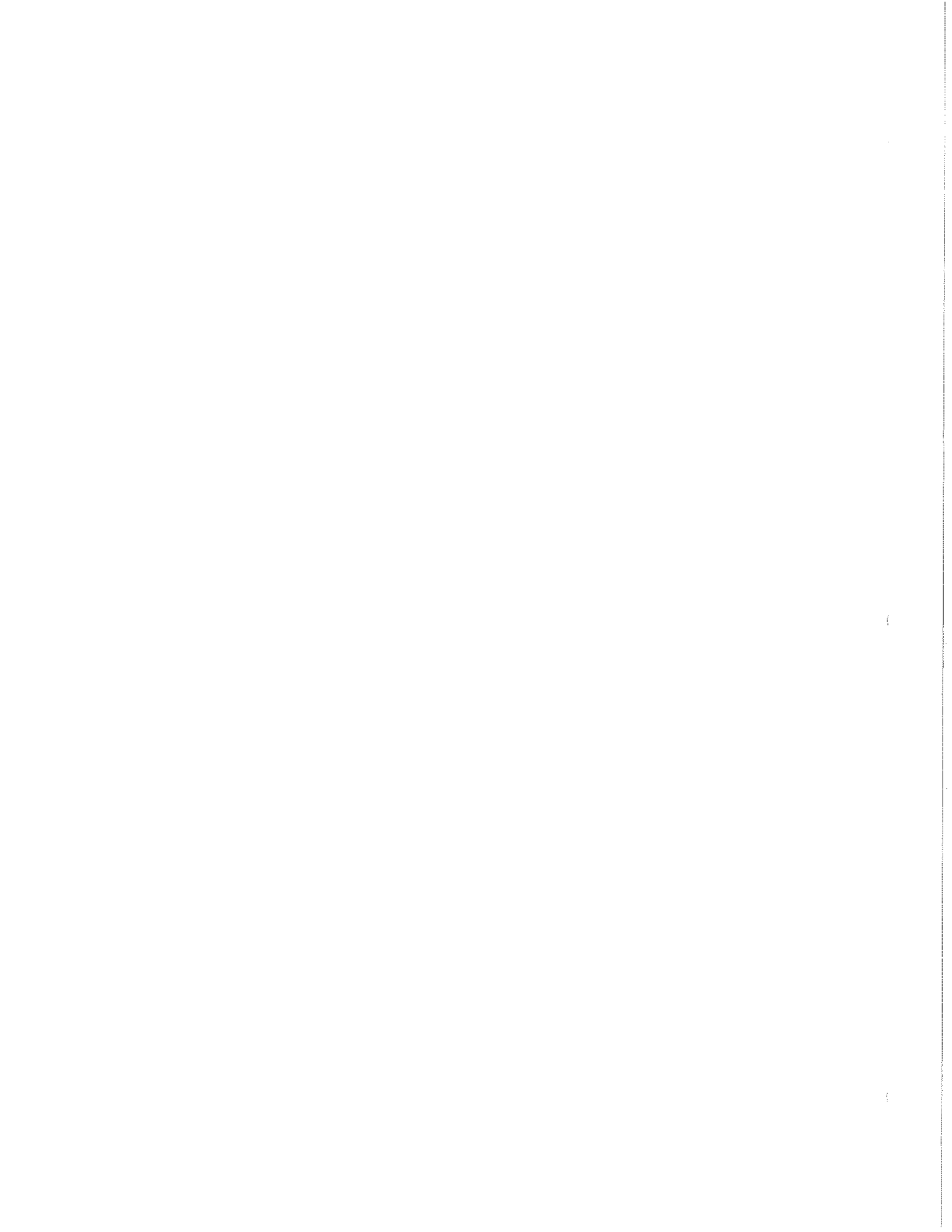
Telephone for conference call Y/N Click here to enter text.

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



Sandy McDonald

Subject: FW: Agenda request

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: October 1, 2015

*If a specific date is needed, please provide reason for specific date: **Need new hire to start as soon as possible***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approval to hire, Elaina Maze to fill vacancy in County Clerk's Office.

Please provide the County Commission with a description of your request or presentation, including any background information:
Requesting that Elaina Maze be approved at a starting salary of \$29,690.00 Grade II, Step E. to fill the vacancy in the County Clerk's Office, due to Heather Day leaving.

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*): **We hereby approve the hiring of Elaina Maze by the County Clerk at a starting salary of \$29,690.00 Grade II, Step E.**

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

If not attached, explain:

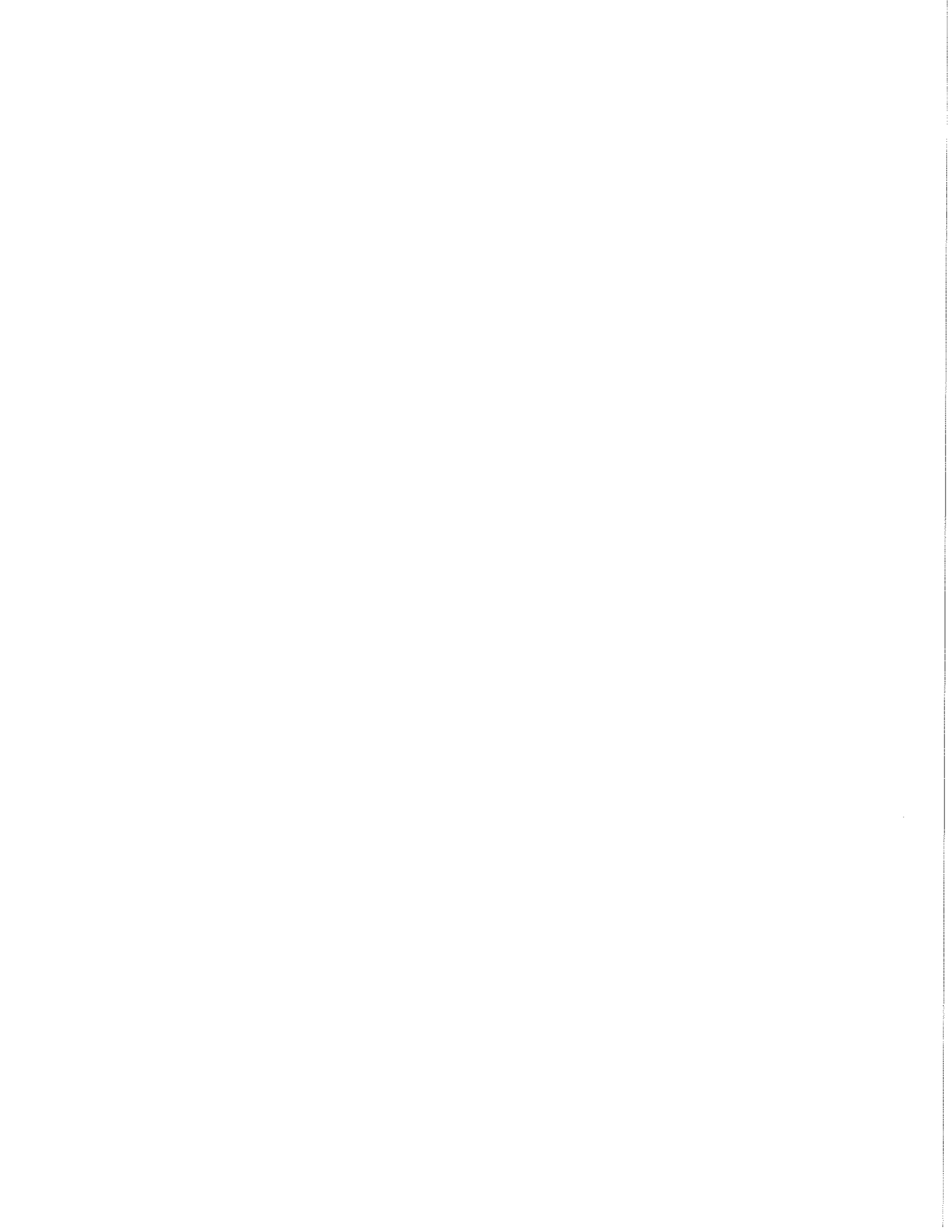
Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information: Gail Magaha

Email address: gmagaha@jeffersoncountywv.org

Phone Number: 304-728-3216

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **Elections**

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

Date Requested – 1st Choice: **October 1, 2015**

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

Date Requested – 2nd Choice: **October 15, 2015**

Subject (*Wording to be placed on agenda*): **Notice of Precinct Change for the December 12th Special Election**

Please provide the County Commission with a description of your request or presentation, including any background information: **Pct 31, Covenant Baptist Church, and Pct 35 A&B, Shepherdstown Fire Hall, were unavailable for the December election so the precincts have been changed to St James Lutheran Church and Crossroads Church.**

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

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



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Randy Funkhouser, President and Maria Catignani, Executive Director

Department or Organization: Charles Town HBPA

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: October 1, 2015

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Update on HBPA Economic Impact Petition

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

Earlier this year, the JCC supported a resolution regarding year round racing and the economic impact of thoroughbred racing on this community. We would like to say thank you and provide an update on community interest regarding the issue.

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: mcthbpa@yahoo.com

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Martin Burke

Department or Organization: Jefferson County Historic Landmarks Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: October 1, 2015

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

Date Requested – 2nd Choice:

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

Request for exemption from 2015 taxes on 1.80 acres of property in the amount of \$1,140.66. Property located within the proposed Antietam Battlefield boundary expansion to include the Shepherdstown Battlefield.

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

See attached 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

REQUEST FOR 2015 PROPERTY TAX EXEMPTION

Cornfeld Tract –Trough Rd. Shepherdstown, WV 25443

Jefferson County Historic Landmarks Commission

October 1, 2015

The Jefferson County Historic Landmarks Commission (JCHLC) requests a 2015 property tax exemption in the amount of \$1,140.66 for the Cornfeld Tract, Map 9 Parcel 0011, Trough Rd. Shepherdstown, WV. The property is a 1.8-acre parcel owned by JCHLC, contiguous with the Shepherdstown Cement Mill parcel, and part of the Shepherdstown Battlefield. JCHLC is requesting an exemption from property taxes because it is a unit of the Jefferson County government and as such generally exempt from property tax under WV Code Chapter 11-3-9 a(3).

Background

The Civil War Trust, Inc. purchased the Cornfeld Tract on August 14, 2014, for \$185,000 and at time of closing assigned property title to JCHLC. In assuming property title, the Landmarks Commission agreed to serve as government sponsor for an American Battlefield Protection Land Acquisition Grant, manage the demolition of the Cornfeld house; place a conservation easement on the property, and hold the property until such time that it could be transferred to the National Park Service (NPS). Three of these conditions have been met and only transfer to NPS is yet to be accomplished.

As a note; the recently adopted Jefferson County Comprehensive Plan, Envision Jefferson 2035, recognizes that Civil War battlefields and their preservation are important to county growth and development and encourages the JCHLC to:

3.A.7 Partner with the American Battlefield Protection Program/National Park Service, the Civil War Trust, the Land Trust of the Eastern Panhandle, and the States of West Virginia and Maryland to help maintain the historic and natural features associated with properties in the Packhorse Ford area and/or identified in the National Landmarks nomination documents submitted to the States of West Virginia and Maryland by the JCHLC.

Martin Burke
Chair, JCHLC

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Annette Gavin

Department or Organization: **Jefferson County CVB**

Estimation of amount of time needed for appointment: 5 min.

Date Requested – 1st Choice: **Oct. 1, 2015**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): JCCVB is requesting JCC authorization for Harpers Ferry Bookshop sales on CVB/JCC land.

Please provide the County Commission with a description of your request or presentation, including any background information: JCCVB is requesting authorization from the JCC to allow the Harpers Ferry Bookshop (a non-profit under the Harpers Ferry Historical Association) to operate temporarily on the JCCVB land if there is a government shut-down.

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

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*): The Jefferson County Commission authorizes the Harpers Ferry Historical Association a 501C3 dba the Harpers Ferry Bookshop to operate on the grounds of the JCCVB temporarily during a government shut-down

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

If not attached, explain:

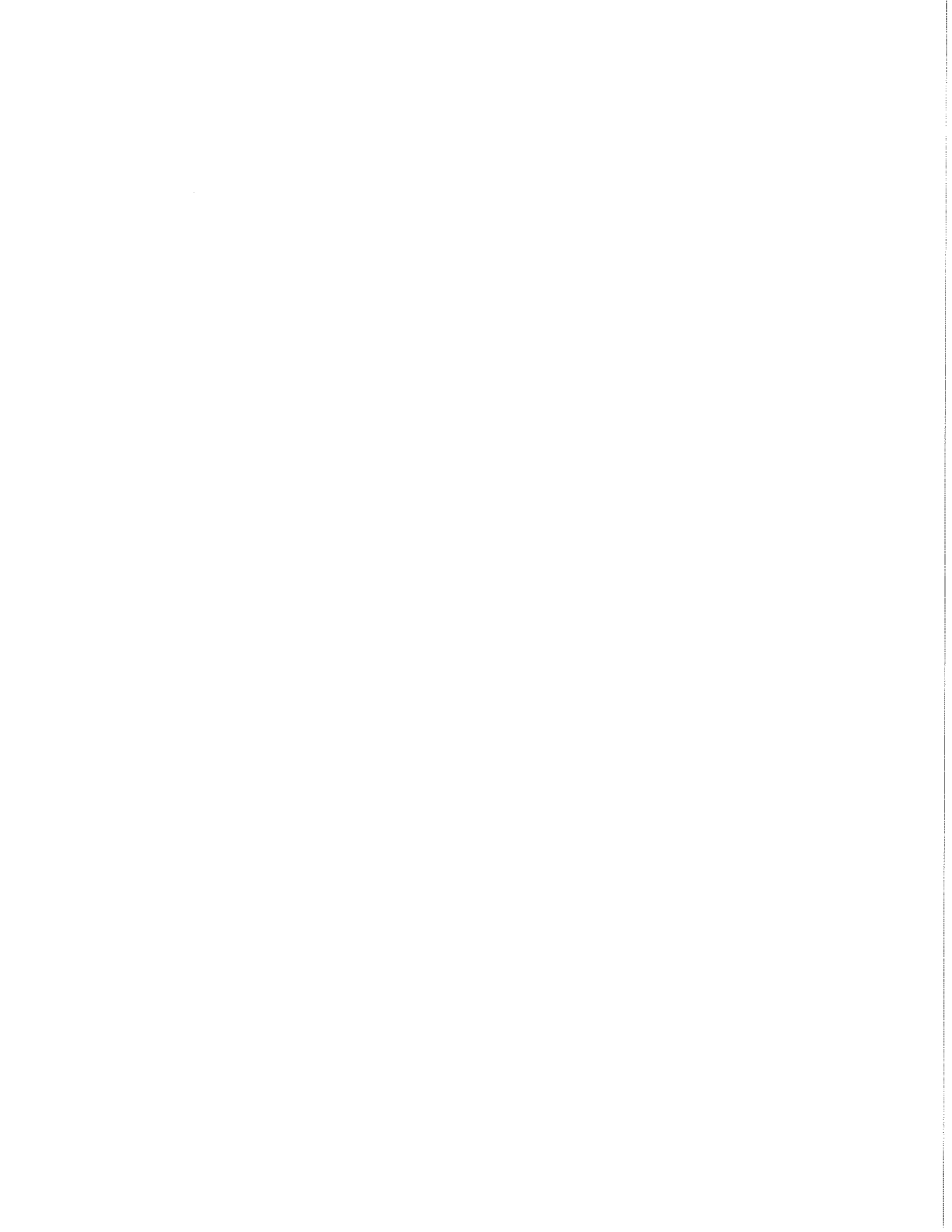
Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information: Annette Gavin

Email address: Annette.gavin@jccvb.com

Phone Number: 304-279-3637

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Annette Gavin

Department or Organization: **Jefferson County CVB**

Estimation of amount of time needed for appointment: 10 min.

Date Requested – 1st Choice: **Oct. 1, 2015**

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

Date Requested – 2nd Choice: **Oct. 15, 2015**

Subject (*Wording to be placed on agenda*): JCCVB is requesting JCC authorize the JCC Maintenance Dept. to assist in the renovation and expansion of the JCCVB.

Please provide the County Commission with a description of your request or presentation, including any background information: JCCVB is requesting authorization from the JCC to allow Bill Polk and the Maintenance Dept. to assist in the renovations and expansion.

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

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*): The Jefferson County Commission authorizes the Jefferson County Maintenance Department to assist the Jefferson County CVB with their expansion and renovation project.

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

If not attached, explain:

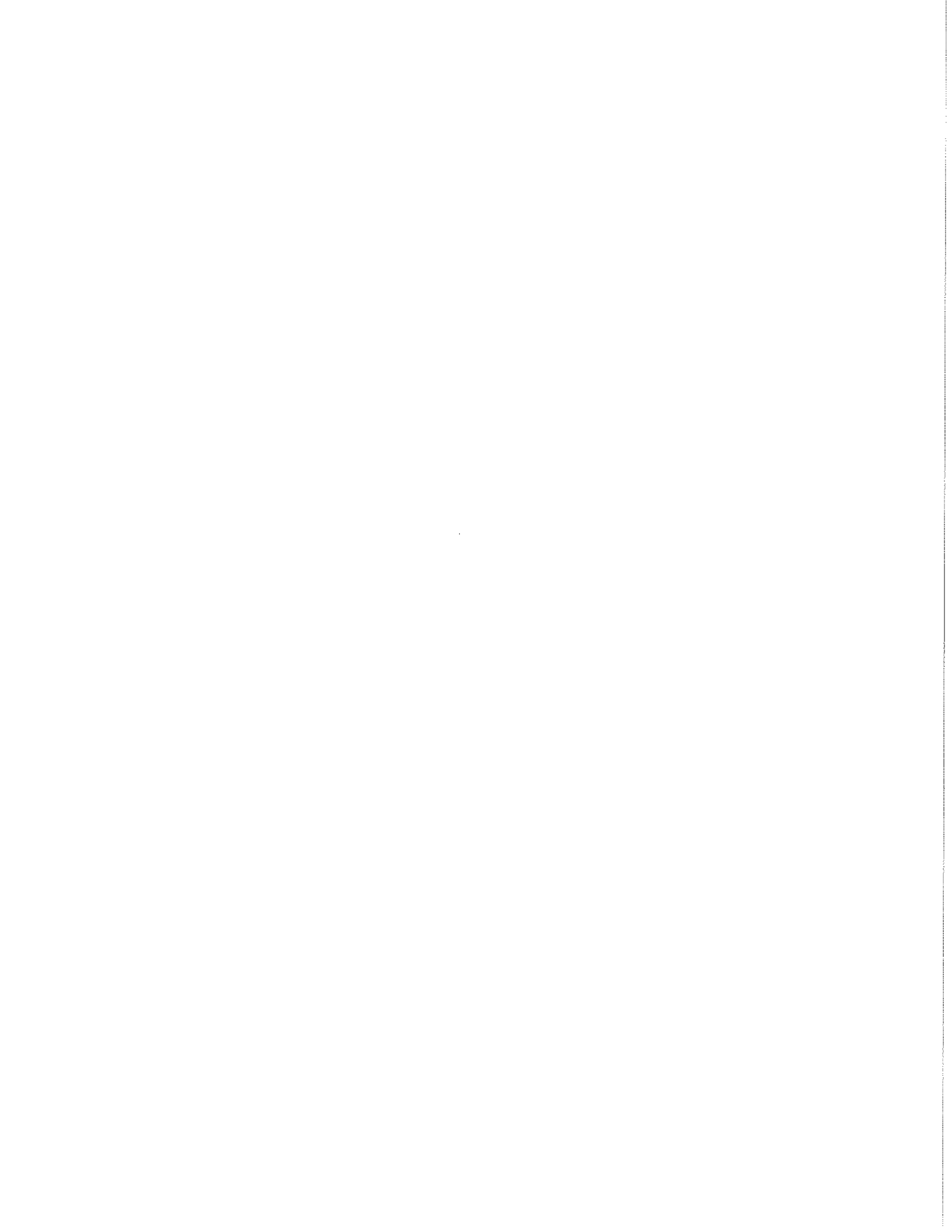
Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information: Annette Gavin

Email address: Annette.gavin@jccvb.com

Phone Number: 304-279-3637

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Russ Burgess, IT Specialist and Sandy Slusher McDonald, Deputy County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: [Click here to enter text.](#)

Date Requested – 1st Choice: **October 1, 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*): **Approval of the Renewal of the 2015 County Video Program**

Please provide the County Commission with a description of your request or presentation, including any background information: This is a free service provided by CGI Communications associated with NACo, which will provide the County with professionally produced online videos to highlight everything the county offers to residents, visitors, and businesses. A mobile video app will be added to this renewal

Is this a funding request? Y/N
If so, how much? \$ 0

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

Motion to approve the Agreement between CGI Communications and the County Commission and to authorize the President of the Commission to affix her signature to the appropriate documents - Discussion/Action

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

The 2015 County Video Program

CGI Communications, Inc.
130 East Main Street, 5th Floor
Rochester, NY 14604
800-398-3029 phone
866-429-8611 fax

Name: Russell Burgess
Title: IT Director
Address: 124 E. Washington Street
City, State, Zip: Charles Town, WV 25414
Phone: 304-728-3284
Email: rburgess@jeffersoncountywv.org
Website: www.jeffersoncountywv.org

This agreement is between CGI Communications, Inc. and the County of Jefferson (the "County"). It shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved County Video Program is made available for viewing via a link on the www.jeffersoncountywv.org homepage, including any alternate versions of your homepage, for viewer access on different devices.

During the term of this Agreement, CGI shall:

- Produce video content with subject matter that includes but is not limited to: Welcome, Education, Healthy Living, Homes / Real Estate, and four additional videos of your choice
- Provide one Community Organizations chapter to promote charities, nonprofits and community development organizations
- Provide script writing and video content consultation
- Have a videographer come to your location to film videos
- Provide all aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Reserve the right to use still images and photos for video production
- Provide a final draft of the County Video Program content subject to your approval (up to 3 sets of revisions allowed). Any request for approval any revision, including final draft, shall be deemed approved if no response is received by us within thirty (30) days of request
- Patented OneClick™ Technology and encoding of all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia® and QuickTime®
- Store and stream all videos on CGI's dedicated server
- Have the duration of sponsor participation be one to two years. CGI Communications is solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Facilitate viewer access of the "Video Tour" from your website, including any alternate versions of your homepage for different devices, by providing HTML source code for graphic link to be prominently displayed on the www.jeffersoncountywv.org website homepage
- CGI Communications will own copyrights of the master County Video Program
- The County will assume no cost or liability for the County Video Program and CGI will honor any request for termination of sales upon 30 day notice and only if the County continues to provide the County Video Program link from its homepage for the duration of this agreement

Program add-ons will include:

- The GoCast™ recording app and up to three (3) instant GoCast™ video widgets for placement on the County website. Each Cast allows for up to two (2) minutes of video which can be replaced or updated anytime
- Will provide an Our Communities drop down menu

During the term of this Agreement, the County of Jefferson shall:

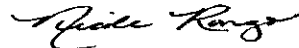
- Provide a letter of introduction for the program on its letterhead
- Assist with the content and script for the County Video Program
- Grant CGI the right to use County's name in connection with the preparation, production, and marketing of the Program
- Display the "County Video Program" link, of no less than 150 by 400 pixels, prominently on its www.jeffersoncountywv.org homepage, including any alternate versions of your home page, for viewer access on different devices for the entire term of this agreement
- Feature business sponsors around the perimeter of video panels
- Allow businesses to purchase various digital media products and services from CGI and its affiliates
- Ensure that this agreement remains valid and in force until the agreed upon expiration date, regardless of change in administration
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content produced by CGI for the County Video Program only
- Represent and warrant that any and all photographs, videos, and other content it submits to us for use in any video or other production does not infringe on any third party's copyrighted material, trademark or other intellectual privacy or publicity rights and shall defend and indemnify us from any such claim or action

This Agreement constitutes the entire agreement of the parties and supersedes any and all prior communications, understandings and agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein
We, the undersigned, have read and understand the above information and have full authority to sign this agreement.

The County of Jefferson, WV

CGI Communications, Inc.

Signature:



Name (printed):

Name (printed): Nicole Rongo

Title:

Title: Vice President of Marketing

Date:

Date: September 22, 2015

DATE

Dear Valued Business Owner:

Jefferson is excited to announce the continued partnership with CGI Communications, Inc. to create a series of professionally produced online videos to highlight everything our county offers residents, visitors, and business owners.

In addition to creating the videos, CGI is ensuring they are seen. Mobile devices have shifted the landscape of business, making it more important than ever to embrace technology. As a county with 4G LTE coverage Jefferson County is ready to embrace the mobile revolution, as residents are able to stream high quality video on every device. For many businesses, getting noticed online can be a challenge, however, **utilizing video dramatically improves visibility and drives more action to your website** than static pages, with the demand for video climbing even higher for users on mobile devices.

With an easily viewable interface on the official county website, this video program will encourage viewers to learn more about area attractions, economic development opportunities, quality of life, and the businesses supporting the program. In addition, the county's official website will backlink to CGI's www.elocallink.tv, which hosts the Video Tour.

We are dedicated to highlighting the advantages of living and working in Jefferson County; advantages that include access to our wonderful business community; and we feel that this video program can be widely successful. We encourage you to consider participating in this county-wide program as it provides an exciting new opportunity to showcase your business as part of this official county program, and affords all business owners the opportunity to utilize the power of video on your own websites and social media pages.

A representative from CGI Communications will be contacting you to provide detailed information regarding their video products, mobile video apps, and other services to enhance your online presence.

Best Regards,

Signatory



Frequently Asked Questions

- **Who is CGI Communications, Inc.?**
Formed in 1988, CGI Communications, Inc. is the leading provider of high-impact marketing solutions to communities and small businesses. CGI is one of Upstate New York's top growth companies, receiving multiple Top 100 Awards in the Greater Rochester Area.
- **Are there any hidden costs?**
No, there is never a point where your municipality will see an invoice for any services we provide.
- **What if no businesses sign up for sponsorship?**
Even if zero sponsors participate, your Community will still receive the program at no cost. There is no threshold or minimum sponsorship requirement.
- **How long is the production time line?**
The welcome video can be completed with in a few weeks. The entire video production is typically about 12 -14 weeks, but can vary depending on what time of year filming is preferred.
- **What is the relationship between CGI and the United States Conference of Mayors and the National League of Cities?**
CGI works closely with the USCM and NLC to provide a myriad of digital marketing tools to showcase and promote individual municipalities nationwide. Our Community Showcase Program is an opportunity that both members and non-members can participate in.
- **Who fulfills the sponsorship element of the Community Video Program?**
CGI takes care of all sponsorship fulfillment, however if your community would like to recommend businesses to have the first right of refusal, we encourage and welcome you to do so.
- **Do we have a choice of what season we are filmed in?**
Absolutely! It is our goal to film municipalities in the season you feel best represents your community as a whole.
- **Do we need an Official Representative in our Welcome video?**
Absolutely not! It is your community's choice on whether or not you would like to have a civic leader represented in the welcome video.
- **Does our city have a choice in what type of establishments can participate in the sponsorship fulfillment?**
Of course! Your community has a say in the types of businesses that are featured. We simply need to know prior to the beginning of the sponsorship fulfillment campaign. For further information, please request CGI's Sponsor Policy.
- **Is there a special rate for non-profit organizations that want to get involved?**
We provide a Community Organizations chapter that creates an opportunity for local non-profits to garner exposure on our program at no-cost.
- **What is the GoCast Mobile App?**
GoCast gives you the power to record and upload videos to your official website and social media pages instantly! Operated right from your smart phone or device, GoCast allows you to record up to two minutes of video at a time with no limitation as to how often it's used. It is the perfect solution to adding new content to your website every day! From ribbon cuttings, festivals, departmental messages, emergency notifications, holiday greetings, event promotion...GoCast lets you film it all.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tabby Bennett

Department or Organization: Orion Strategies/Coalition for Safe, Affordable Food

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **October 1, 2015**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Request to Endorse Statement of Support for National Food Labeling Standards - Discussion/Action

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

Is this a funding request? Y/N 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

Good afternoon,

My name is Tabby Bennett and I work for a Public Relations Firm called Orion Strategies with offices located in Charleston and Buckhannon. We are working with the Coalition for Safe and Affordable Food on an issue regarding state-based food labeling laws, and I wanted to know if your commissioners would sign the letter of support attached in this email.

The issue is that individual states are trying to set food labeling rules – which would force food producers to have 50 different labeling (and distribution) systems instead of one national one – all of which will raise food costs drastically. West Virginia had this same legislation introduced in the latest session in Charleston (but it did not pass this time).

These changes are being brought on by legislators in some states wanting new state-level restrictions on GMOs - which are found in more than 70% of foods we eat (and often in the feed provided to cattle, chickens, etc.).

Having one national standard for food labeling that is set by the federal government, as opposed to a patchwork of standards created by various states, will ensure consistency and keep food costs down for everyone. Not only that, safety can also be ensured with one national standard, because all food labels and protocols will come from one transparent place instead of 50 different locations.

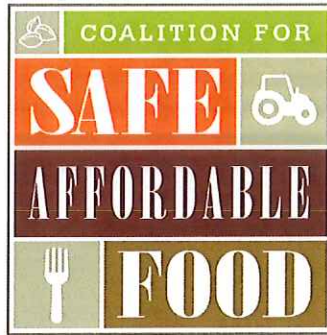
I have contacted you about this issue because we have already received a letter of support from one of your community members who runs an orchard, and because the Harrison County Commission, and the Upshur County Commission, have signed a letter of support. I thought this issue would concern you as a similar organization that already has community support, and that cares about the economic stability of your food producers, businesses, and families that will be affected by this issue.

If you sign the statement of support I sent, I ask that you please send a signed copy back to me either by email, fax, or mail. If you have any questions, please feel free to call me ANY time. Thank you for taking the time to consider this issue and my request.

If you have any questions you can call me at any of the phone numbers below, or you can visit: <http://coalitionforsafeaffordablefood.org>

Best Regards,
Tabby Bennett
Junior Account Executive

Orion Strategies
O: (304) 473-7200 Ex. 14
C: (304) 439-5279
F: (866) 747-3738
tabby@orion-strategies.com



Statement of Support

The Coalition for Safe Affordable Food is an alliance of American farmers, concerned parents, food producers and consumers who support a national, science-based labeling standard for all products containing genetically modified ingredients (GMOs). We believe that only federal standards overseen by the U.S. Food & Drug Administration (FDA) can provide the public with the accurate, consistent information they need. We advocate for federal legislation that will enact these standards nationwide, and that will specifically:

- **Eliminate confusion and provide consistency** by establishing the FDA as the nation's single authority over use and labeling of GMO products, removing the uncertainty and inconsistency of having multiple standards across the 50 states.
- **Advance food safety** by empowering the FDA to review new GMO traits before they enter the marketplace and to require labeling of GMO ingredients if they find a health, safety or nutritional issue present.
- **Inform consumers** by establishing FDA standards for companies that choose to voluntarily label their products as containing or not containing GMO ingredients, including a federal definition of the term "natural."

H.R. 1599 the *Safe and Accurate Food Labeling Act*, introduced by Representatives Mike Pompeo (R-KS) and G.K. Butterfield (D-NC) in the U.S. House of Representatives, would establish this much-needed federal standard under the FDA. The Coalition for Safe Affordable Food endorses this legislation and supports its passage.

GMOs are present in 70-80 percent of the food we eat in the United States, and benefit our communities by not only helping the environment but also keeping food costs affordable for families. Granting FDA authority over all GMO labeling will better protect these benefits.

If you or your organization would like to join the Coalition for Safe Affordable Food, please indicate your support by providing your signature below:

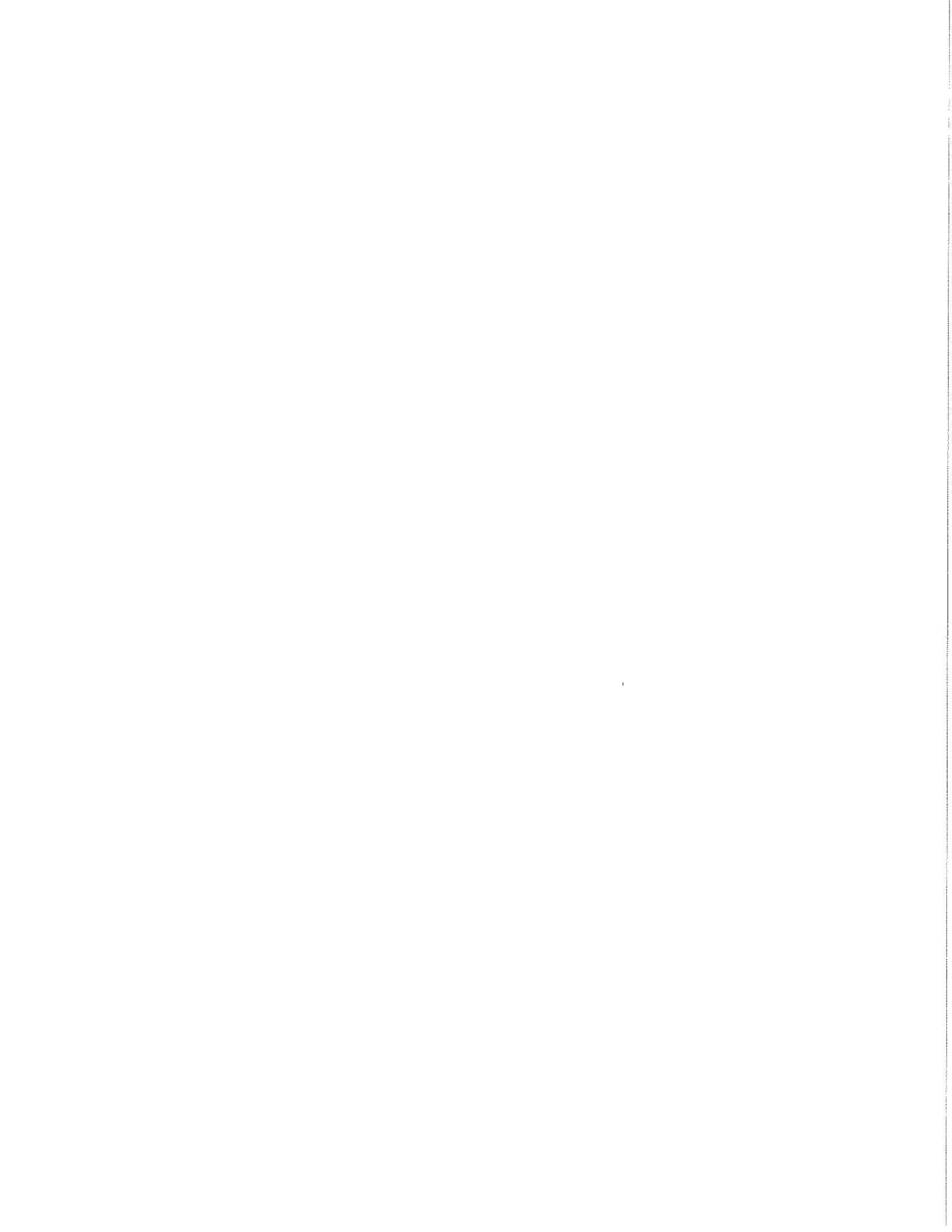
Organization (Please Print): _____

Contact (Please Print): _____

Mailing Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 1, 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*): **Introduction and approval of Employment – Michelle Pombo, Director of Financial Management**

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

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

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

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

Motion to approve the employment of Michelle Pombo, Director of Financial Management with salary at Grade VII Step C

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: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 17, 2015**

10/1/15

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*): Approval of the FY15 Financial Statements

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

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

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

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

Motion to approve the FY15 Financial Statement and to release for publication

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: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **October 1, 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*): **Set topics for Annual Legislative Summit to be held on Thursday, November 5, 2015**

Please provide the County Commission with a description of your request or presentation, including any background information:
Discuss what issues affect the County and to decide what topics will be discussed at the Legislative Summit

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.

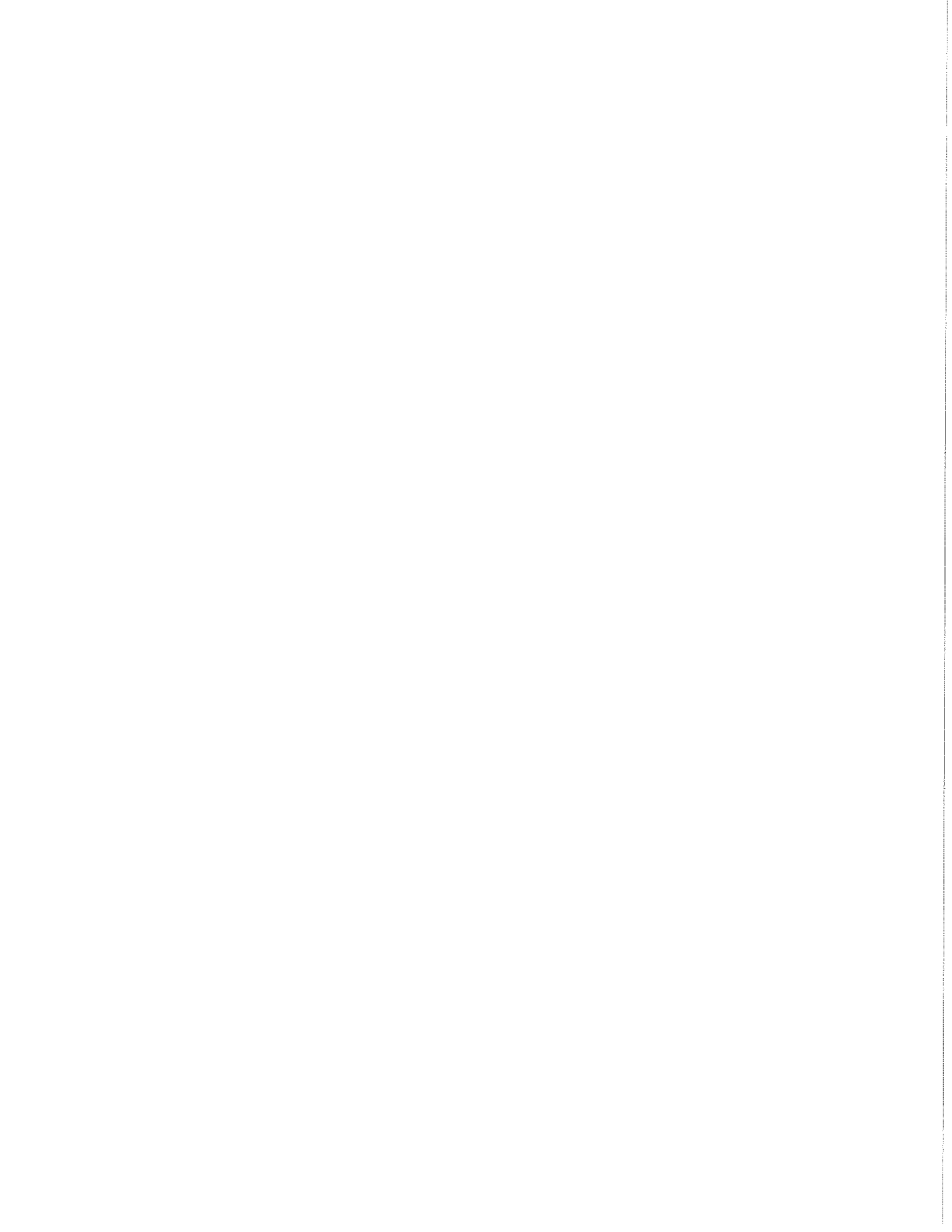
Telephone for conference call Y/N Click here to enter text.

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.



NOTICE OF PUBLIC HEARING

The County Commission of Jefferson County will hold a Public Hearing on Thursday, October 1, 2015, at 1:30 p.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of the hearing is to receive public input on the proposed text amendment to the Zoning and Land Development Ordinance related to Cultural Facilities, File #ZTA 15-01. The amendment includes changing "Appendix C, Principal Permitted Uses Table", to change Cultural Facilities from Not Permitted (NP) to Permitted (P) within the Residential Growth District.

Anyone wishing to provide written or oral comment may do so at this meeting or send comments to info@jeffersoncountywv.org.

A copy of the proposed information may be obtained on the County website at: www.jeffersoncountywv.org

No decisions will be made at this meeting.

**By Order of The County
Commission of Jefferson County
Jane M. Tabb, President**

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman

Department or Organization: Department of Planning and Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: July 30, 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*): Recommendation from Planning Commission regarding proposed text amendment to Appendix C, Principal Permitted Uses Table of the Jefferson County Zoning and Land Development Ordinance, regarding Cultural Facilities (ZTA 15-01)

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

On June 18, 2015 the Shepherdstown Library Board petitioned the County Commission for a Zoning Ordinance text amendment to change Cultural Facilities from "Not Permitted" to "Permitted" within the Residential Growth District. In accordance with Section 12.4 of the Jefferson County Zoning and Land Development Ordinance, the County Commission voted to initiate the requested text amendment to the Ordinance and referred it to the Planning Commission so that they could provide advice on the consistency with the Comprehensive Plan. As a result of the County Commission's action, the Planning Commission scheduled and held a Public Hearing on July 14, 2015.

The staff report prepared for the Planning Commission found that the *Envision Jefferson 2035 Comprehensive Plan* clearly states the importance of locating new libraries near residential neighborhoods and that having an Ordinance which does not permit libraries in the Residential Growth (RG) is contrary to the recommendations and goals of the Plan (staff report attached). At the conclusion of the Public Hearing on July 14, 2015, the Planning Commission voted to recommend to the County Commission that the requested text amendment is consistent with the *2035 Plan*. This recommendation from the Planning Commission is being referred back to the County Commission at this time for your consideration and action.

Section 12.4 of the Jefferson County Zoning Ordinance requires that, subsequent to the recommendation received from the Planning Commission, all text amendments require a Public Hearing before the County Commission prior to a final determination.

Is this a funding request? Y/N NO.

If so, how much? \$

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

I move to schedule a Public Hearing on the Proposed Zoning Text Amendment which would change Cultural Facilities from "Not Permitted" to "Permitted" within the Residential Growth District within Appendix C, Principal Permitted Uses Table of the Jefferson County Zoning and Land Development Ordinance, on _____, 2015 at _____ p.m.

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

If not attached, explain:

Attachments:

- July 14, 2015 Planning Commission Staff report "Proposed amendment to Appendix C, Principal Permitted Uses Table of the Jefferson County Zoning and Land Development Ordinance, regarding Cultural Facilities (ZTA 15-01)"
- Excerpt from Appendix C

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

Contact information: Jennie Brockman

Email address: planningdepartment@jeffersoncountywv.org Phone Number: 304-728-3288

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 338

Charles Town, WV 25414

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

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

zoning@jeffersoncountywv.org

Fax: (304) 728-8126

MEMO

To: Jefferson County Planning Commission

From: Jennifer M. Brockman, AICP
Director of Planning and Zoning

Date: July 14, 2015

RE: Proposed amendment to Appendix C, Principal Permitted Uses Table of the Jefferson County Zoning and Land Development Ordinance, regarding Cultural Facilities (ZTA 15-01)

On June 18, 2015 the Shepherdstown Library Board petitioned the County Commission for a Zoning Ordinance text amendment to change Cultural Facilities from "Not Permitted" to "Permitted" within the Residential Growth District. The County Commission voted unanimously to initiate the requested text amendment to the Ordinance. As a result of the County Commission's action, a Public Hearing was scheduled for the July 14, 2015 Planning Commission meeting.

Overview

Currently, Appendix C of the Jefferson County Zoning Ordinance lists Cultural Facilities as "Not Permitted" in the Residential Growth District (see Appendix C, Principal Permitted Uses [attached]). The Zoning Ordinance defines a Principal Permitted Use as "Any use which is or may be lawfully established in a particular district, approved by the Departments of Planning and Zoning without requirement of Development Review System review or approval by a board or commission, provided the use conforms with all applicable requirements of this Ordinance."

A Cultural Facility is defined in the Zoning Ordinance as "A library, museum, or similar public or quasi-public use displaying, preserving, and exhibiting objects of community and cultural interest."

It should be noted that according to Section 5.4 of the Zoning Ordinance, "The Residential Growth District is intended to provide for a variety of residential uses and densities which can be supported by central or public water and sewer and adequate roadways and services. This District encourages commercial growth provided that such growth is deemed to be appropriate and compatible by the Development Review System."

Planning Commission Role

In accordance with Section 12.4 of the Jefferson County Land Development and Zoning Ordinance, a text amendment proposed by a board other than the Planning Commission may be made by written request to the County Commission, who can choose to initiate the text amendment. If the County

Commission agrees to initiate the amendment, it is required to refer the proposed amendment to the Planning Commission in accordance with §8A-7-8(b) et seq of the West Virginia State Code, as amended, in order for the Planning Commission to provide advice to the County Commission on the consistency of the proposed text amendment with the Comprehensive Plan. The Planning Commission may hold a hearing regarding the request in order to make an informed recommendation to the County Commission.

Relevant Sections of the Envision Jefferson 2035 Comprehensive Plan

One of the five primary Elements of the Envision Jefferson 2035 Comprehensive Plan is the “Education and Public Libraries” Element. This element discusses the role and importance of libraries in the development of a well-balanced community. The Plan discusses how the role of libraries has changed from being a depository of books and electronic media to community centers of information serving a wide range of community needs, including acting as localized centers for employment and job training activities. The following goal and recommendation relate to the need to locate libraries in areas that serve the residential populations:

Goal #23: Ensure that a High Quality Library and Information Technology Service is Available to Residents of Jefferson County.

Objective #3: Encourage the construction of new library facilities in areas within municipalities, UGBs, PGAs, or Villages, preferably in walkable proximity to residential neighborhoods, retail areas, services, and recreational areas.

Public Library Recommendations (Goal 23)

- | | |
|-----------|---|
| 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. |
|-----------|---|

Conclusion

The Envision Jefferson 2035 Comprehensive Plan clearly states the importance of locating new libraries near residential neighborhoods. Having an Ordinance which does not permit libraries in the Residential Growth (RG) is contrary to the recommendations and goals of the Plan. The recommended text amendment is consistent with the 2035 Plan.

Attachments

- ❖ June 18, 2015 CC Agenda Item #14, Shepherdstown Library Submission (5 pages)

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													
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

Jefferson County GIS/Addressing Office

DEPARTMENTAL MEMORANDUM

TO: Jefferson County Commission
Stephanie Grove, County Administrator

FROM: Todd Fagan, GIS Director

DATE: October 1st, 2015

SUBJECT: GIS Department Quarterly Update Report- 2015, 3rd Quarter



1. PROJECTS COMPLETED

- a. Fire Box Map Updates
 - i. Redefined 1st due fire response territories based on CAD Quickest Routing service
- b. General Staff Support

Agency	Request for service
USPS	Reconciling zip code boundaries
DoH	Quarterly project update meeting, Annexation research
JC Emergency Comm	Troubleshooting CAD/Mapping issues, updated CAD mapping data each month, Closed 18 CAD Mapping Support Tickets, Met with Spillman Development Rep, New Fire Box Map
IT	Built GIS and Prosecuting Attorney's new websites, attended monthly IT squad meetings
JC P&Z	Attended various Pre-Proposal meetings to review addressing impacts Updated Zoning Map and user map applications per amendment
JCSO	Mapping support for Backroads Century Bike Ride
County Commission	Legal exhibit support, Alley R-O-W research
JHSEM	Full scale homeland security exercise, LEPC table top exercise
Farmland Protection	Mapping Support
Public	Addressing Ordinance interpretation re: re-addressing, data requests, road naming, etc. Road sign maintenance: (10 repairs, 4 replacements, 7 new installations)
Ranson	Various re-addressing issues
Shepherdstown	Started Address Compliance Program
Charles Town	Data distribution for utility planning, built map application for city planner
Loudoun/Clarke	Road and addressing issues on shared border
Regional GIS Community	Chaired EPan GIS User Forum in Romney, Sep. 2nd
Frontier Comm.	Address range verification

2. PROJECTS IN PROGRESS

- a. 911 CAD Ongoing technical support for CAD and continued adjustments to modelled data extraction, compilation workflows, mapping content, quickest routing services, address record maintenance, etc.
- b. Content Management Systems Staff are reviewing digital records on the server, deleting duplicate data, organizing folder structure in order to reduce digital storage and are scanning and indexing archival paper records
 - i. Disposed of 14,552 sheets of paper records (29 reams). Emptied 2 file cabinets (8 drawers of paper), scanned 8,630 pages into 5,171 electronic PDF files onto archived network server.

- c. Shepherdstown Address Compliance Program
 - i. Collaborative agreement with Town officials and local law enforcement
 - ii. Inspected 463 properties so far, overall 69% compliance rate on first review, 212 properties remaining in first round of inspections
- d. GIS Data Maintenance
 - i. 75 new addresses and 5 new roads added due to new construction permits and minor subdivision reviews.
 - ii. Staff is building a "proposed road" data layer from archival records and updating the "subdivision" layer for addition to general users' mapping applications
- e. WV Association of Geospatial Professionals
 - i. Vice President, Jessica Gormont, attending a special membership meeting in Charleston to amend organizational bylaws and help plan GIS Day event for public.

3. COMMISSION SHOULD BE AWARE OF:

a. Address Ordinance Amendments

GIS staff are reviewing ordinance text for loopholes and unclear language. Current suggested edits are considered minor in nature and result from questions arising in the interpretation of the ordinance since the last amendment in 2010.

b. Digital Orthophoto Purchase

GIS is pursuing a collaborative partnership among several agencies and obtaining bids to schedule a Spring 2016, high resolution air photo flight of Jefferson County. The partnership will help defray costs and share benefits among multiple user organizations. Our existing imagery library is nearly four years old and in need of updating. Early cost estimates indicate a significant reduction from years past.

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY**

JEFFERSON COUNTY DOG TETHERING AND CONFINEMENT ORDINANCE

The County Commission of Jefferson County will hold a public hearing on Thursday, October 15, 2015 at 1:30 p.m. in County Commission meeting room located at the Old Charles Town Library Meeting Room on the ground floor of the Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of this public hearing is to gather public input on the Jefferson County Dog Tethering and Confinement Ordinance.

Review of the documents are available at the following website:
www.jeffersoncountywv.org

Anyone wishing to provide comment may do so at this meeting or by email at info@jeffersoncountywv.org.

The public is invited to attend.

**By Order of the County
Commission of Jefferson County
Jane M. Tabb, President**

JEFFERSON COUNTY DOG TETHERING AND CONFINEMENT ORDINANCE

Purpose: To provide for proper restraint, shelter, protection and care for dogs who are tethered or confined in Jefferson County, West Virginia.

I. Definitions

- a. "Adequate food" means access to and the provision of food that is of sufficient quantity to maintain each animal in good health; and is accessible to each animal.
- b. "Adequate space" means:
 1. When a dog is confined, the standards for "adequate space" are:
 - i. Small dogs (defined as 35 lbs and under) must have 100 square feet of permanent outdoor enclosure, *provided* that two small dogs may be confined within the same 100 square foot outdoor enclosure.
 - ii. Medium dogs (defined as 35-60 lbs) must have 100 square feet of permanent outdoor enclosure per dog.
 - iii. Large dogs (defined as 60-100 lbs) must have 150 square feet of permanent outdoor enclosure per dog.
 - iv. Extra-large dogs (defined as 100 lbs or greater) must have 250 square feet of permanent outdoor enclosure per dog.
 - v. More than one dog may be confined in the same enclosure provided the above space standards are met.
 2. When a dog is tethered, "adequate space" means a tether that i) is appropriate to the age and size of the animal; ii) is attached to the animal by a properly applied collar, halter, or harness configured so as to reasonably protect the animal from injury; and iii) is at least four (4) times the body length of the dog measured from the dog's nose to the base of its tail. *Provided*, that this definition does not apply when the animal is being walked by its owner or caretaker on a leash or is attached by a tether to a lead line. *Provided*, that when freedom of movement would endanger the animal, temporarily and appropriately restricting movement of the animal according to professionally accepted standards for the species is considered provision of adequate space.

- c. "Adequate shelter" means provision of and access to shelter that is suitable for the age, condition, size, and type of each animal. The shelter for a dog pursuant to this section shall have a roof, enclosed sides, a doorway, and a solid floor. No interior surfaces shall be metal, except for the roof. The shelter shall have an entryway that the dog can easily enter and be sufficient in size for a dog to stand, turn around, lie down, and exit in a natural manner. The shelter shall provide reasonably adequate protection from weather conditions.
- d. "Adequate water" means provision of and access to potable water that is provided in a suitable manner, in sufficient volume, and at suitable intervals, to maintain normal hydration for the age, species, condition, size and type of each animal.
- e. "Collar" means a well-fitted device, appropriate to the age and size of the animal, encircling and attached to the animal's neck in such a way as to minimize trauma or injury to the animal. A collar for tethering must be at least as large as the dog's neck plus one inch. Choke collars shall not be used in tethering.
- f. "Confine" for the purpose of this ordinance means to place or keep a dog within a permanent outdoor enclosure.
- g. A "Permanent Outdoor Enclosure" shall be defined as any enclosure used for the purpose of dog confinement for more than sixteen hours, cumulatively, in any twenty-four hour period. Such enclosure shall be constructed of chain link or a similar type of material with all four sides enclosed. The enclosure shall be of sufficient height to prevent the dog from escaping the enclosure.
- h. "Tether" means a rope, chain, cable, or the like, by which an animal is fastened, chained, tied or restrained to any stationary or inanimate object by means of a rope, chain, strap or other physical restraint so as to limit its range of movement.
- i. "Tethering" means the act of restraining a dog through the use of a tether.
- j. The definition of "tether," "tethered," or "tethering" shall not include using a leash to walk a dog, or when a leash or lead line is used in the physical presence of an owner or other caretaker for training purposes.

II. Care Requirements

- a. Any person owning or having care, control or custody of a dog that is tethered or confined as defined herein shall provide the dog with adequate food while the dog is tethered or confined.
- b. Any person owning or having care, control or custody of a dog that is tethered or confined as defined herein shall provide the dog with adequate water while the dog is tethered or confined.
- c. Any person owning or having care, control or custody of a dog that is tethered or confined as defined herein shall provide the dog with adequate space while the dog is tethered or confined.
- d. Any person owning or having care, control or custody of a dog that is tethered or confined as defined herein shall provide the dog with adequate shelter while the dog is tethered or confined.
- e. Any person owning or having care, control or custody of a dog that is tethered or confined as defined herein shall provide adequate care and medical treatment for injuries, parasites and disease, sufficient to maintain the dog in good health while the dog is tethered or confined.
- f. Any outdoor area where a dog is tethered or confined as defined herein must be kept reasonably free of excretions
- g. *Provided*, that these requirements do not apply when the animal is being walked by its owner or other caretaker on a leash or is attached to a tether to a lead line in the presence of a caretaker for purposes of exercise or training.

III. Permanent Outdoor Enclosure Requirements

- a. It shall be unlawful to restrain a dog outside for more than sixteen (16) hours in any twenty-four hour period unless the dog is confined in a permanent outdoor enclosure as defined herein.
- b. Adequate shelter, including protection from the weather and elements, shall be provided at all times in any permanent outdoor enclosure.
- c. Shade, either natural or manmade, shall be available at all times to a dog that is confined.
- c. Bedding, shall be provided in sufficient quantity for insulation to allow reasonable retention of the dog's body heat. Bedding shall be kept reasonably clean and dry.

- d. All areas of confinement shall be maintained as to provide a safe and healthy environment for the dog and shall be reasonably free of hazards.
- e. Any dog confined within a permanent outdoor enclosure must have adequate space for exercise.

IV. Tethering Requirements

- a. It shall be unlawful for any person to tether, fasten, chain, tie, restrain or cause a dog to be fastened, chained, tied or restrained to any stationary or inanimate object by means of a rope, chain, strap or other physical restraint for the purpose of tethering, for more than sixteen (16) hours, cumulatively, in any twenty-four hour period.
- b. If a dog is tethered pursuant to this section, the dog must be tethered by a properly fitted non-choke collar or a body harness to a tether that is at least four (4) times the body length of the dog, measured from the dog's nose to the base of its tail and which is free from entanglement and does not weigh more than 1/8th of the body weight of the animal. The tether shall have swivels on at least one end and so mounted and situated to minimize the risk of entanglement. It is recommended that the tether be a minimum of 12 feet in length.
- c. Shade, either natural or manmade, shall be available at all times to a dog that is tethered.
- d. If a dog is tethered for more than two hours, the dog must be provided with adequate shelter, space, food, and water as defined in Section I of this Ordinance.

V. Penalties

- a. It is declared unlawful for an owner or caretaker of a dog to violate any of the provisions of this Ordinance.
- b. Any person who violates any provision of this Ordinance, shall be guilty of a misdemeanor, shall be issued a citation for violation of the Ordinance, and upon conviction thereof shall be fined for each violation not more than \$100 (one hundred dollars) and shall be subject to prosecution on the aforesaid misdemeanor charge in the appropriate court, pursuant to W.Va. Code 19-20-6(c) and related statutes.
- c. *Warning Period:* Any person found by Animal Control officers to be confining or tethering an animal in violation of this Ordinance may be issued a warning citation and be allowed up to fifteen (15) days to provide

means of tethering or confinement that conform to the requirements of this ordinance. *Provided* the warning period is void immediately if the owner or caretaker, at any time during the warning period, fails to comply with W.Va. Code 61-8-19. *Provided* the Animal Control officer may, but is not required to, issue a second warning to a person who has received a prior warning, but may instead issue a citation under the terms of this ordinance.

- b. Any person who is issued a warning citation and does not conform the keeping of their dogs to the requirements of this Ordinance within the time period provided in the warning citation may be issued a citation immediately and is thereupon subject to fines and penalties stipulated in this Ordinance.

VII. Severability

If any portion of this ordinance shall be found by a Court of competent jurisdiction to be invalid, the remainder of this Ordinance shall remain in full force and effect.

VII. Authority:

WV Code Chapter 7-10-1, et. seq.; Chapter 19-20-1, et. seq.; Chapter 19-20A-1, et. seq.; Chapter 61-8-19, and related statutes.

Enacted and ordained by lawful majority vote at a duly called meeting this _____ day of _____, 2015, effective immediately.

JEFFERSON COUNTY COMMISSION
BY:

Jane Tabb, President

Attest:

Clerk

PRESS RELEASE

For Immediate Release

Contact: Sandy McDonald, Deputy County Administrator - 304-728-3284

Jefferson County Legislative Summit

On November 5, 2015, the Jefferson County Commission will hold a Jefferson County Legislative Summit in the County Commission Meeting Room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town WV, beginning at 9:30 a.m.

West Virginia Senators and Delegates will be invited to attend and participate in this Summit.

During this event, the Commissioners will be meeting to present their top legislative issues they would like to see the legislature address.

Please visit www.jeffersoncountywv.org and subscribe to the email alerts to stay informed of upcoming events and public hearings.

The public is encouraged to attend.

For further information contact: Stephanie Grove, County Administrator, Jefferson County Commission - 304-728-3281

#



September 17, 2015

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

To Whom It May Concern,

The by-laws of the Jefferson County Historic Landmarks Commission require that the Jefferson County Commission and West Virginia State Historic Preservation Office be notified when the Landmarks Commission designates additional structures, sites, or objects as historic landmarks. At its September 16, 2015 meeting, the Landmarks Commission added a historic mill to the list of Jefferson County Historic Landmarks.

Feagans' Mill

Enclosed is the Landmarks Commission nomination report on the mill, including photographs. These are provided for your review, though no action is required by the County Commission. A duplicate report has been sent to the WV State Historic Preservation Office in Charleston.

If you have any questions regarding this report, please do not hesitate to contact me at (304) 876-3883.

Respectfully,


Martin Burke
Chair, JCHLC

Jefferson County Landmark Nomination Report
Jefferson County Historic Landmarks Commission
September 16, 2015

Feagans' Mill

28 Feagans' Lane
Charles Town, WV 25414

Physical and Historic Description:

See attached West Virginia Property Inventory Form

Nomination Criteria:

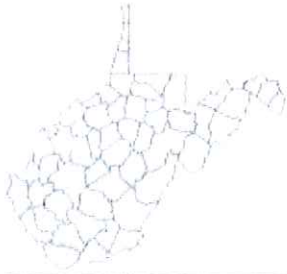
The JCHLC nominates this property under Criteria 1 & 7 for inclusion on the list of registered county landmarks. Criteria 1 states that a property, structure or site may be nominated if, in the opinion of the JCHLC, it has significant value as part of the heritage of the nation, state or community. Criteria 7 states that a property, structure or site may be nominated if, in the opinion of the JCHLC, it is likely to yield information about history or prehistory.

The property owner, Mr. Daniel Lutz, agreed to have Feagans' Mill listed as Jefferson County Historic Landmark.


Nomination Action:

The JCHLC voted unanimously to add the Feagans' Mill, under Criteria 1 & 7, to the rolls of registered Jefferson County Historic Landmarks on September 16, 2015.

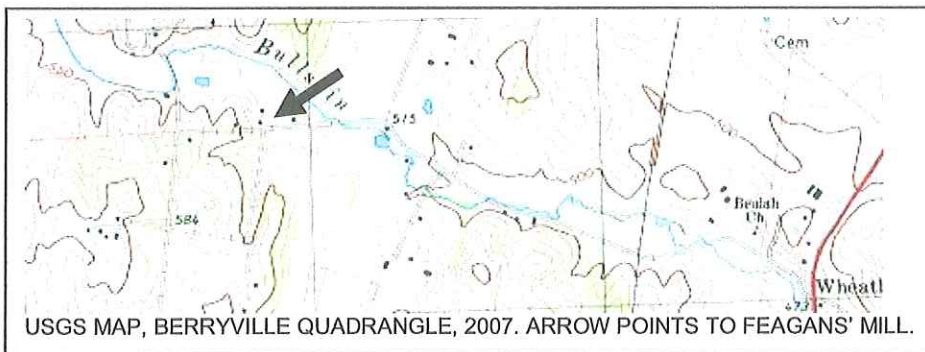
Internal Rating: _____



WEST VIRGINIA HISTORIC PROPERTY INVENTORY FORM

Street Address 28 Feagans' Lane Charles Town, WV 25414	Common/Historic Name/Both X X O Feagans' Mill/ Haines Mill/ Head Spr. Mill/ Haines'-Feagans' Mill	Field Survey # 	Site # (SHPO Only)
Town or Community Near Rippon, WV	County Jefferson	Negative No. 	NR Listed Date
Architect/Builder Cecil Feagans	Date of Construction Ca. 1940	Style Vernacular (flour mill)	
Exterior Siding/Materials Pressed tin over frame	Roofing Material Metal standing seam	Foundation Uncoursed stone	
Property Use or Function Residence O Commercial X Other O	UTM# Easting: 247909 Northing: 4347666	 <p style="text-align: center;">WV_Jefferson_County_Feagans'_Mill_0001</p>	
Survey Organization & Date 	Quadrangle Name Berryville (Virginia)		
		Part of What Survey/FR# 	

Sketch Map of Property
Or Attach Copy of USGS Map



Site No.

WEST VIRGINIA HISTORIC PROPERTY FORM CONTINUATION SHEET

Name: Haines Mill/ Feagans' Mill

Sheet A: Timeline and narrative

Timeline and narrative

- 1734 Orange County, Virginia, is formed from Spotsylvania County.
- 1734 October 3. Benjamin Borden, Andrew Hampton, and David Griffith buy 1122 acres on Bullskin Run from the Colony of Virginia. Sale recorded in Virginia State Library, Land Office Patents, volume 15, pages 328 and 329.¹
- 1743 Frederick County, Virginia, is formed from Orange County.
- 1745 Abram (1745) and Joshua (1746) Haines arrive in Virginia. Abram applied to affiliate with "Opequon (Quaker) Meeting" on 9 July 1745 from their meeting in New Jersey. Joshua applied in February 1746 from meeting in New Jersey.² They lived someplace in the area, probably in the oldest log section of the "Feagans' House". This house still stands and is in need of preservation.
- 1750 Joshua Haines purchases 700+ acres from Benjamin Borden, Jr., of Augusta County, Virginia. This land is believed to have been part of the Bullskin tract.³
- 1752 Abraham Haines buys an additional 314 acres of land from Borden, Jr.⁴
- 1754 Joshua Haines dies intestate.⁵
- 1758 Abraham Haines, Sr., dies, leaving a will. Nathan Haines (1754-1825) inherits his father's Virginia lands on reaching age 21 in 1775 or 1776.⁶
- 1772 Berkeley County, Virginia, is formed from Frederick County.
- 1784 Joseph Thompson sells 12 acres plus a 50-acre plot adjacent to "Col. George Washington's line" to Nathan Haines.⁷
- 1786 The Jonathan Clark Notebook cites "Improvements on the Northern Neck," a description of condition of land and structures in the lower Shenandoah Valley. Haines Mill is not mentioned.⁸

¹ "Benjamin Borden : West Virginia Geohistory / Geoexplorer Project / Land Grant Maps,"

http://www.wvgeohistory.org:8888/flexviewers/Land_Grants/.

² Warren Hofstra, *The Planting of New Virginia* (Baltimore, Md.: Johns Hopkins University Press, 2004), 29; cited from Paula S. Reed, Ph.D. and Edie Wallace, *Nation Register of Historic Places Registration Form for Cool Spring Farm, Bullskin Run, Charles Town, West Virginia*. (Washington, D.C.:U.S. Department of the Interior, National Park Service, 2006), Section 8, 2.

³ Robert Brooke Survey Notebook, Thornton Perry Collection (microfilm), Ruth Scarborough Library, Shepherd University, Shepherdstown, WV. Also Patent Book 15, 324 (from Jim Surkamp notes; first cited by Reed and Wallace, 2006, Section 8, 7).

⁴ Frederick Co., Va., DB 2, 464; cited from Reed and Wallace, 2006, Section 8, 7.

⁵ Frederick Co., Va., Will Book 2, 222; cited from Reed and Wallace, 2006, Section 8, 8.

⁶ Daniel Lutz, "History," Feagans' Mill Museum, <http://feaganshouse.weebly.com/history.html> (accessed June 1, 2015).

⁷ Ibid.

- 1795 Oliver Evans (1755-1819) publishes his *Young Mill-wright and Miller's Guide*, a practical treatise on mill design and operation. The book remained in print through several editions, the last in 1860. In his first edition Evans lists no fewer than four property owners in what became Jefferson County in 1801. A Haines was not among them.⁹
- 1797 Nathan Haines purchases 14 acres "on the south side of the Bullskin marsh" originally surveyed for Joist Hite and partners Robert Green, William Duff, and Robert McKay for 90 pounds sterling.¹⁰
- 1798 The 1798 Federal Direct House Tax lists Nathan Haines living on Bullskin Run in a house valued at \$1,260.¹¹
- 1801 Jefferson County, Virginia, is formed from Berkeley County.
- 1804 February 9. Nathan Haines applies for an insurance policy from the Mutual Assurance Society of Virginia, located in Richmond. His application describes a "Brick Mill – Three story high – 44 feet by 34. Covered with wood – One water wheel, two pair – Stones with Seating and – Other Machinery." Below is written: "Within 40 feet of a Sawmill."¹² [Figure 5].
- 1805 December 7. Nathan Haines renews his insurance policy with the Mutual Assurance Society. His application depicts a "Brick Merchant mill 3 stories high, 34 by 44 feet, covered with wood." A separate roof covers the waterwheel. A saw mill is 70 feet distant from the mill.¹³ [Figure 6].
- 1809 Charles Varlé publishes his map of Berkeley and Jefferson counties. He records three mills on the Bullskin Run, the eastern most being the Grubb Mill (now known as the John Grove Place). Since Haines descendants married Grubb sisters, the Haines family came to have an interest in this mill as well. The middle mill was the Alexander Straith fulling (woolen) mill, later Jobe's and Porter's Mill. To the west was the Haines Mill complex of grist mill and saw mill.¹⁴ [Figure 7].
- 1852 Samuel Howell Brown, county surveyor, publishes a map of Jefferson County. Brown identifies the property as a "G.M." (grist mill) occupied by "Dan'l Haines." [Figure 8].
- 1864 According to tradition, Union General David Hunter orders the Haines Mill burned. The resulting damage, if any, could not have been severe. Three years later the property sells as described below.
- 1867 November 1. Nathan Walker and Jane Walker, husband and wife, grant to Edward B. Haines and Silas H. Feagans:

Their rights, title interest & estate both legal and equitable in [illeg.] to the property Situate at the Bullskin Run in said County of Jefferson usually called & Recorded as the "Haines Mill" property & consisting of about Ten

⁸ Peggy Shomo Joyner, "Jonathan Clark Notebook," in *Abstracts of Virginia's Northern Neck Land Warrants & Surveys, 1697-1784, Hampshire, Berkeley, Loudoun, Fairfax, King George, Westmoreland, Richmond, Northumberland, and Lancaster Counties* (Portsmouth, Va.: New Papyrus Publishing, 1987), 161-85.

⁹ Oliver Evans, *The Young Mill-wright and Miller's Guide* (Philadelphia: By the author, 1795), 500-508.

¹⁰ Lutz, "History," <http://feaganshouse.weebly.com/history.html> (accessed June 1, 2015).

¹¹ Don C. Wood, *1798 House Tax and Slave Tax of Berkeley County, Virginia* (Martinsburg, W. Va.: Berkeley County Historical Society, 2003), 8.

¹² *Mutual Assurance Society, Declaration for Assurance Book* (Richmond: Library of Virginia) On microfilm, Reel 3:27:2320.

¹³ *Ibid.*, Reel 4:38:890.

¹⁴ Charles Varle, "Frederick, Berkeley, and Jefferson Counties in the State of Virginia," (Philadelphia: Charles Varle and Benj. Jones, Engraver, 1809).

Acres of Land, more or less, on which [are] a valuable brick Mill and Saw Mill adjoining the land of D Dovenberger and the said Edward B. Haines....” Jefferson County Deed Book volume 2, page 291 (hereafter in the format “JCDB-2-91”).

- 1883 Samuel Howell Brown, county surveyor, publishes an updated map of Jefferson County. Brown identifies the property as “Head Spr. Mill,” occupied by “Feagans and Haines.” [Figure 9].
- 1884 April 3. A fire at night destroys the mill. The Jefferson County Land Book reduces the appraised value of the Haines and Feagans’ Mill by \$2,000 – half the appraised value -- with the entry “Reduced \$2000.00 by fire.”
- 1885 September 22. Edward B. Haines grants and sells to Silas Feagans:
- the “Haines Mill” property, [as] conveyed to E. B. Haines and Silas H. Feagans by Nathan Walker and Jane, his wife, both of Loudoun County, V^a and described in Deed dated 1st day of November 1867 and recorded 16th day of Nov 67 in Deed Book No. 2 folio, 91-92 in the Clerks office of the County of Jefferson WV^a and consisting of about 15 acres of land, more or less, upon which is a valuable frame mill and frame house, together with Steam saw mill, Engine and Boiler. JCDB-O-223.
- 1891 December 1. Special Commissioners Forrest W. Brown, Joseph Trapnell, and George Baylor convey title of Haines Mill property to Wilder C. Feagans. JCDB-Y-53.
- 1911 Wilder C. Feagans places an order for a Unique sifter to replace a sifter of another make.¹⁵
- 1919 Wilder C. Feagans installs a Fitz Water Wheel Company I-X-L wheel.¹⁶
- 1937 October 16. Children of Wilder C. Feagans convey the Haines Mill property to Cecil B. Feagans. No price is cited. JCDB-146-273.
- 1940 January 20. Feagans’ Mill burns; Cecil Feagans announces he will rebuild.¹⁷
- 1943 November 1. Cecil B. Feagans and Sallie A. Feagans, husband and wife, convey the Haines Mill property to Jacob E. Keller. JCDB-159-428. No price is cited.
- 1944 August 1. Jacob E. Keller and his wife, Gladys L. Keller, grant to Charles R. Keller the Haines Mill property and all equipment and machinery. JCDB-162-415. No price is cited.
- 1949 January 26. Charles R. Keller and his wife, Ellen L. Keller, sell the Haines Mill property to Percy Drury for \$9,000. JCDB-175-223.
- 1954 September 3. Percy Drury and his wife, Mary Drury; and Agnes L. Lutz and her husband, Daniel P. Lutz, Sr., convey the Haines Mill property to James R Mason and his wife, Martha Burns Mason. No price is cited. JCDB-202-216.

¹⁵ “Robinson Mfg. Co. Sales,” *The Operative Miller* 16, no. 6 (June, 1911): 383.

¹⁶ “Recent I-X-L Sales,” *The American Miller* 47, no. 5 (May 1, 1919): 447.

¹⁷ “Feagan’s Mill is Destroyed by Fire on Saturday,” *The Farmers Advocate* 56, no. 3 (January 26, 1940): 1-3.

- 1993 October 14. Following deaths of Burns and Mason family members and administration of their wills, the 10.7-acre property known as "Haines Mill" conveys to Daniel P. Lutz, Jr., and his sister, Nancy K. Lutz. The property is valued at \$10,000. JCDB-757-730.
- 2009 September 17. Daniel P. Lutz and Nancy Lutz convey a "merger parcel" of 9.7 acres solely to Daniel P. Lutz, Jr., current owner. JCDB-1069-127.
- 2015 Though Daniel P. Lutz, Jr., remains sole property owner, for tax year 2015 the county parcel identification cited is "06 13001300000000," owned by "Daniel P. Lutz, Jr.," and "Nancy K." Legal description for the property is: "Feagan's Home & Mill." Size remains as cited in JCDB-1069-127, 9.7 acres. Mr. Lutz hopes to restore the mill to grind wheat and to demonstrate advantages of his Fitz Water Wheel.

Statement of Significance

Feagans' Mill is the last of several water-powered mills that operated on the South Fork of Bullskin Run in Jefferson County, West Virginia, prior to 1800. In a 1936 article, "A History of the Bullskin Run," the Jefferson County Historical Society states the mill is one of seven mills on that stream.¹⁸ Of the seven, Feagans' is the only one that still stands, and one of four mill sites in the county. The remnants of three other mill sites exist elsewhere in the county. First is the wheel only of Clipp's Mill (once Benjamin Beeler's Mill) on Evitts Run which was restored a few years ago and is still turning; the second wheel powered Jennings' Mill in Middleway (now called Gibson's Mill, and though overgrown will still turn); the third is Thomas Shepherd's grist mill in Shepherdstown which has been converted into a residence and is non-operational.¹⁹ But Feagans' Mill site is the only one that is complete enough to be restored to full operation. It lies in a largely agricultural area surrounded by historical houses and farms, all of which predate 1880.

Two mills stood on the property, Haines Mill and Feagans' Mill. Haines Mill, built of brick before 1800, burned completely in 1883 or 1884. Haines Mill no longer stands. Feagans' Mill, built of wood in 1884 or 1885, and presently covered with pressed tin plates, remains. It is the principal focus of this nomination. Both mills, Haines and Feagans', contribute to the continuum of agriculture, commerce, and engineering along Bullskin Run in Jefferson County.

CRITERION A. Feagans' Mill is significant under National Register Criterion A for representing a continuum of historical events in the defining sub-categories of agriculture, commerce, and engineering.

Agriculture and commerce. As Paula Reed and Edie Wallace noted in their National Register nomination for the adjoining Cool Spring Farm, for 250 years farms along Bullskin Run in south Berkeley (later Jefferson) County maintained livestock and harvested grains.²⁰ From the 1760s to the 1880s wheat was a major crop in the lower Shenandoah Valley.²¹ Farmers grew wheat for export to Philadelphia, Baltimore, and Alexandria, Virginia. Wheat required milling to remove a grain's hull and expose its germ or flour. To reduce the high cost of overland transport of unmilled grain to distant markets, farmers took their grain to local gristmills. Though still expensive to transport, flour weighed less and occupied less space than the grain from which it was milled.

¹⁸ "The Bullskin Run," *Magazine of the Jefferson County Historical Society* II (1936).

¹⁹ With appreciation to Martin Burke who reminded of the Middleway wheel. An illustration of the Middleway wheel is seen in John S. Stealey III, ed., *Between the Shenandoah and the Potomac: Historic Homes of Jefferson County, West Virginia*. (Charles Town, West Virginia: Jefferson County Historical Society, 1990), 110.

²⁰ Paula S. Reed, Ph.D. and Edie Wallace, *Nation Register of Historic Places Registration Form for Cool Spring Farm, Bullskin Run, Charles Town, West Virginia*. (Washington, D.C.: U.S. Department of the Interior, National Park Service, 2006).

²¹ Kenneth E. Koons and Warren R. Hofstra, "The World Wheat Made," in *After the Backcountry: Rural Life in the Great Valley of Virginia, 1800-1900*, ed. Kenneth E. Koons and Warren R. Hofstra (Knoxville: University of Tennessee Press, 2000), xvii-xxix.

Bullskin Run alone supported no fewer than four grist mills. The Haines family, Quaker emigrants from New Jersey in the 1750s, developed one of the earliest. Eventually their mill, made of brick, stood three stories, and measured 44 feet by 34 feet. The Haines also built a sawmill to provide neighbors with badly-needed lumber. Business records do not survive for the Haines Mill, although account records (daybooks) survive for Isaac N. Renner (1831-1900) who operated two other mills on Bullskin Run in the 1870s, 1880s, and 1890s, Bullskin Mills and Wheatland Mills.²²

According to local lore, in 1864, during the Civil War, General David Hunter (1802-1886) ordered the mill burned, enforcing a scorched earth policy of General Philip Sheridan (1831-1888) to deprive the South of flour for bread, a critical foodstuff during the Civil War. The extent of damage is not documented, but by 1867 Nathan and Jane Walker had rebuilt or repaired the gristmill and sawmill. When sold in 1867 the deed describes "a valuable brick Mill and sawmill." This description does not imply severe damage to the mill or sawmill in 1864 by Hunter and the Union army.

On the night of April 3, 1884, a devastating fire destroyed the brick mill. A local newspaper, the *Spirit of Jefferson* reported:

The valuable Head Spring Mill of Mssrs. Feagans & Haines, on the Bullskin Run, near the Jefferson Woolen Mill of Mssrs. J. J. Jobe and Co., was destroyed by fire Thursday night last, together with several thousand bushels of wheat, and other stock. Loss probably \$7,000 to \$8,000, upon which there is an insurance of \$3,000, we understand, in the Loudoun Mutual. The gentlemanly and esteemed proprietors have the universal sympathy of the community in their loss.²³

The property tax record for 1884, recorded in Jefferson County Land Book (1884), documented this damage by devaluing the property by half, or \$2,000, with the entry "Reduced \$2,000 for fire." Nonetheless, two weeks after the fire, the *Spirit of Jefferson* reported:

Mssrs. Feagans & Haines, whose flouring mill was recently destroyed, we are pleased to learn have, with considerable enterprise, begun work towards rebuilding at once, and ere long will have a new mill with greatly improved machinery and facilities for turning out the best flour that can be produced.²⁴

In 1885, after the fire, Haines sold his share to Feagans. The deed describes "a valuable frame mill and frame house, together with Steam saw mill, Engine and Boiler." Wording in these deeds is critical: The deed for 1867 describes a "brick mill," the deed for 1885 describes a "frame mill." That second mill dates to 1884. Moreover, although the site's historical name is "Haines Mill," the property becomes known as "Feagans' Mill" in deference to its current owners. Silas Feagans continued to mill grain and saw wood.

On January 20, 1940, another fire destroyed the second mill built in 1884.²⁵ This fire presumably was caused by spontaneous combustion of oily rags. The Feagans rebuild and continue to mill. They will operate their mill through the end of the Depression and to mid World War Two. Wheat from the United States and Canada, ground to flour, fed troops and Allied civilians throughout the world. The mill operated until the late 1940s. Thus, from the Haines family in the 1750s to the Feagans family in the mid 1940s, all owners operated a grist mill, and some a saw mill as well. They sustained regional agriculture and commerce for two centuries.

²² Isaac N. Renner, *Account Books for Bullskin Mill (1878-84) and Wheatland Mill (1884-92)*, Charles Tayloe Perry Collection. (Richmond: Library of Virginia). On microfilm, Reel 42.

²³ "Miscellaneous News," *Spirit of Jefferson County* 19, no. 15, April 8, 1884, 3.

²⁴ "Miscellaneous News," *Spirit of Jefferson County* 19, no. 17, April 22, 1884, 3.

²⁵ "Feagans' Mill Is Destroyed by Fire Saturday," *Farmers Advocate* 56, no 3, January 26, 1940, 1.

Engineering. The National Register defines “engineering” as the “application of scientific principles to design, construct, and operate equipment to serve human needs.”

Owners of the property have demonstrated ingenuity from the mid 1700s to the late 1940s. Although Nathan Haines did not subscribe to Oliver Evans’s (1755-1819) seminal tract, *Young Mill-Wright and Miller’s Assistant* (1795), at least four other (Jefferson) county mill owners did – Robert Rutherford, George Hite, William Darke, and Benjamin Beeler. Other book owners lived nearby in what is now Berkeley County, West Virginia, and Frederick County, Virginia.²⁶ Evans’ cross-section illustrations for mills depict two- and three-story mills using water-powered augurs to raise wheat to the third story, then gravity to force the grain from between horizontal, rotating buhr stones to become flour.

The pre-1883 Haines mill stood three stories and was made of brick. Even lacking a copy of Evans, a gristmill is a complicated structure for any owner to plan, build, operate, and maintain. Evans discusses such engineering topics as machinery and hydraulics; the Haines mill of the 1760s to 1883 reflected the application of these and was an example of sophisticated engineering on America’s first frontier. Unfortunately this mill no longer stands. We know its dimensions and construction only from Nathan Haines’ application for insurance in 1805 from the Mutual Assurance Society in Richmond. While Haines Mill was an important antecedent to Feagans’ Mill, the focus of this nomination is the current mill – Feagans’ Mill.

In early 1919 the Feagans installed a new, metal waterwheel. This was a Fitz made by the Fitz Water Wheel Foundry in Martinsburg, Berkeley County, West Virginia. The Fitz Company advertized efficiency as high as 90 percent, especially for its I-X-L wheels. Fitz wheels achieved this efficiency through the use of metal – a material more durable and easier to shape than wood – and the use of a rounded bottom bucket. Fitz did not discover either advance in waterwheel technology: English wheel makers had used metal, and a Scot developed the rounded bucket.²⁷

Fitz took advantage of wheel design and material of manufacture. Metal was less affected by cold -- a miller’s season extended longer than those of millers who used wooden wheels. Metal could be lubricated -- a metal wheel lasted longer than one of wood. Metal could be engineered to fine tolerances -- a Fitz wheel was so well balanced the company said a child could turn it by hand. A rounded bucket could be filled more quickly and hold its water longer than a wooden bucket. Thus a miller needed less water to power a mill, an advantage during a dry spell. Buckets holding water longer on the down slope meant the wheel developed more torque to power wheels and equipment in the mill. Fitz sold water wheels throughout the East. By one estimate Fitz sold 700 wheels in Virginia and 1,000 in Pennsylvania. A Fitz wheel, then, represents a well-engineered product, and a product so well designed it could be made and sold in quantity.

Another engineering accomplishment of a Fitz wheel: the company developed a water-powered generator for electricity. Unfortunately Fitz never installed its generator at Feagans’. A generator survives there, but it is a diesel-powered model made by United States Systems in the early 1930s. Daniel P. Lutz, Sr., a commercial electrician, bought the generator at a federal government surplus sale in 1972 and moved it to the mill site, intending its use as a back-up source of power. Though the Lutz family never used the generator, Daniel Lutz, Jr., the electrician’s son, said the generating capacity is sufficient to power Feagans’ and other farms in southern Jefferson County.

CRITERION B. Perhaps Feagans’ Mill is eligible under National Register Criterion B as “associated with persons significant in our past.”²⁸

²⁶ Oliver Evans, *The Young Mill-wright and Miller’s Guide* (Philadelphia: By the author, 1795), 500-508.

²⁷ “Recent I-X-L Sales,” *American Miller*, May 1, 1919, 447; Theodore R. Hazen, *A History of the Fitz Water Wheel Company*. <http://www.angelfire.com/journal/millrestoration/excel.html>. 1996. Accessed June 1, 2015.

²⁸ U. S. Department of the Interior National Park Service, *How to Complete the National Register Registration Form* (Washington, DC: National Park Service, 1991), 37.

Beside individual members of the Haines, Feagans, Keller, Drury, and Lutz families, two other individuals distantly associated with the site include John S. Fitz (1872-1965) and Donald C. Wisensale (1911-2002). Both worked for the Fitz Water Wheel Company, the former, son of the founder and the founder's successor, and the latter, restoration specialist for the company. While their association may be too distant to justify recognition under Criterion B, their contributions to restoring water-powered mills must be acknowledged.

Among others, Henry Ford, John D. Rockefeller, and the National Park Service turned to the Fitz Water Wheel Company to restore or reconstruct historical mills. As president of the company John S. Fitz saw the importance of mill restoration and made available a young, eager draftsman, Donald Wisensale, to carry out those projects. An early client was Henry Ford (1863-1947). Ford hired Fitz Water Wheel and a former employee of Fitz, John Blake Campbell (1890-1997), to build a mill at Longfellow's Wayside Inn in Sudbury, Massachusetts. Other projects followed. During the height of the Depression, Secretary of the Interior Harold Ickes (1874-1952) hired the Fitz Water Wheel to rebuild Pierce Mill in Washington, D.C. Another National Park Service restoration by Fitz Water Wheel was at Saugus Iron Works National Historic Site. A later reconstruction, perhaps the company's last, was Robertson's Windmill at Colonial Williamsburg.²⁹ In 2015 Daniel Lutz, Jr., seeks to carry on the tradition of mill restoration through his efforts at Feagans' Mill.

Although the association of Fitz and Wisensale with Feagans' Mill is distant, a restored Feagans' Mill is an apt location to interpret a history of mill restoration in America. The Fitz Water Wheel Company of Martinsburg (with corporate headquarters in Hanover, Pennsylvania), built modern, efficient equipment for mills throughout the East. In Jefferson County alone, Fitz wheels survive at Feagans' Mill, Beeler's (mill site), Shepherd Mill in Shepherdstown, and Gruber's Mill in Middleway. More than manufacture waterwheels, the company restored or reconstructed waterwheels and mills at prominent historical sites throughout the United States and from the 1920s to late 1960s.

CRITERION D. Feagans' Mill is significant under National Register Criterion D for the prospect of yielding information about pre-history or history. Though locations of the three-story brick mill and the sawmill described in Nathan Haines application for insurance in 1805 are known, archeology would help establish whether metal fittings or machinery survives, buried. A professional archeologist would lead this examination.

In summary, the Haines and Feagans' Mill site is important to the State of West Virginia as representing a continuum of agriculture and commerce, engineering, association with prominent persons, and as a potential archeological site. For nearly 200 years Haines and Feagans' Mills ground grains to flour to be shipped first to Philadelphia, Baltimore, and Alexandria, and later throughout the world. Their sawmills provided lumber for housing, barns and other buildings. A mill is a complicated feat of engineering, especially one driven by a relatively low flow of water as happens on Bullskin Run. For nearly 200 years the Haines and Feagans millwrights surmounted these complex problems of agriculture, commerce, and engineering.

The site is important in telling the story of John Fitz and Donald Wisensale, the former a water wheel innovator, the latter his employee who led restoration of mills in early historic sites. While benefactors deserve credit for funding restoration, restoration occurred because artisans like Wisensale and his crews solved site-specific problems to recreate mills visitors see today. For these reasons the property warrants consideration for inclusion on the West Virginia Register of Historic Places, and with additional documentation, the National Register of Historic Places.

²⁹ Theodore Hazen, "Remembering Donald C. Wisensale, Father of Mill Restoration," www.angelfire.com/journal/pondlilymill/index.html.

References

Unpublished Interviews

The principal source of details on Feagans' Mill is its owner and lifelong Jefferson County resident, also historian of Wheatland Village, Daniel P. Lutz, Jr.

For Jefferson County history, the West Virginia GeoExplorer website, as developed, expanded, and maintained by William D. Theriault, Ph.D., has been indispensable.

Primary Sources

Deed and Land Books, Office of the County Clerk, Jefferson County Courthouse, Charles Town, West Virginia.
Samuel Howell Brown maps of Jefferson County for 1852 and 1883, Office of the County Clerk, Jefferson County Courthouse, Charles Town, West Virginia.

Secondary Sources

Allen, John C. *Uncommon Vernacular: The Early Houses of Jefferson County, West Virginia, 1735-1835*. Morgantown: West Virginia University Press, 2011.

"Benjamin Borden : West Virginia Geohistory / Geoexplorer Project / Land Grant Maps."
http://www.wvgeohistory.org:8888/flexviewers/Land_Grants/.

"The Bullskin Run." *Magazine of the Jefferson County Historical Society* II (December 1936).
Farmers' Advocate (of Jefferson County).

Hazen, Theodore "Rembering Donald C. Wisensale, Father of Mill Restoration."
www.angelfire.com/journal/pondlilymill/index.html.

Joyner, Peggy Shomo. "Jonathan Clark Notebook." In *Abstracts of Virginia's Northern Neck Land Warrants & Surveys, 1697-1784, Hampshire, Berkeley, Loudoun, Fairfax, King George, Westmoreland, Richmond, Northumberland, and Lancaster Counties*. Portsmouth, Va.: New Papyrus Publishing, 1987.

Koons, Kenneth E., and Warren R. Hofstra. "The World Wheat Made." In *After the Backcountry: Rural Life in the Great Valley of Virginia, 1800-1900*, edited by Kenneth E. Koons and Warren R. Hofstra, xvii-xxix. Knoxville: University of Tennessee Press, 2000.

Mutual Assurance Society, Declaration for Assurance Book. Richmond: Library of Virginia. On microfilm, Reel 4:38:890.

National Park Service, U. S. Department of the Interior. *How to Complete the National Register Registration Form*. Washington, DC: National Park Service, 1991.

Spirit of Jefferson County.

Varle, Charles. "Frederick, Berkeley, and Jefferson Counties in the State of Virginia." Philadelphia: Charles Varle and Benj. Jones, Engraver, 1809.

Wood, Don C. *1798 House Tax and Slave Tax of Berkeley County, Virginia*. Martinsburg, W. Va.: Berkeley County Historical Society, 2003.

Illustrations



Figure 1. Feagans' Mill from the southwest. WV_Jefferson County_Feagans'_Mill_0001



Figure 2. Feagans' Mill from the south. WV_Jefferson County_Feagans'_Mill_0002



Figure 3. Feagans' Mill from the north showing Fitz Water Wheel manufactured in Martinsburg, West Virginia.
WV_Jefferson_County_Feagans'_Mill_0003

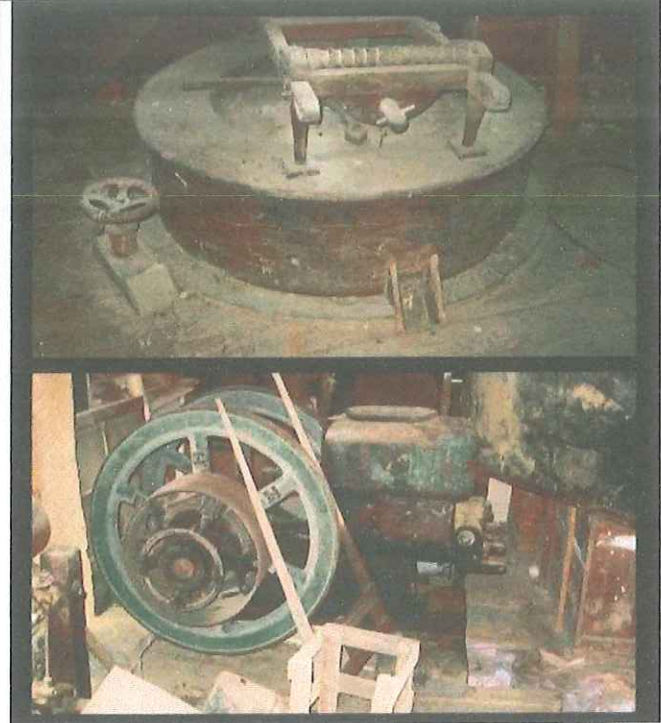


Figure 4. Interior of Feagans' Mill showing mill equipment.WV_Jefferson_County_Feagans'_Mill_0004

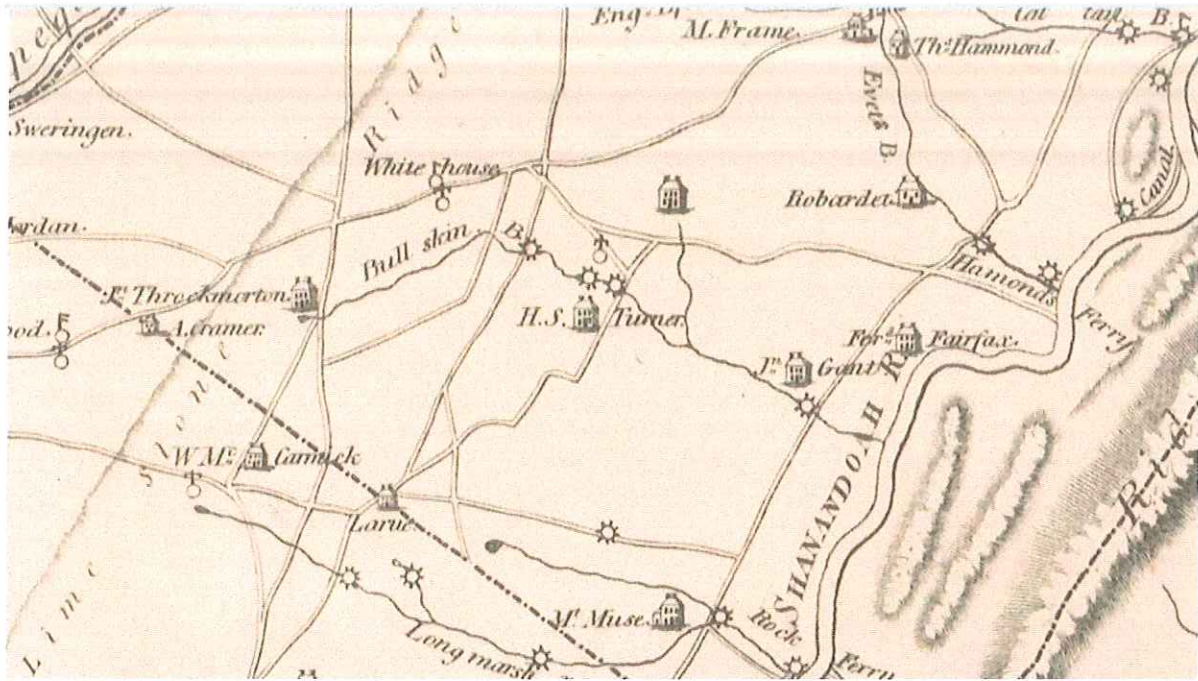


Figure 7. Charles Varlé, Map of Frederick, Berkeley, and Jefferson Counties, Virginia (1809) (detail). In the center of the map to the left of the two chimneys of H.S. Turner is a sunburst that according to the map legend represents a saw mill or grist mill. This is the location of Haines Mill in 1809.

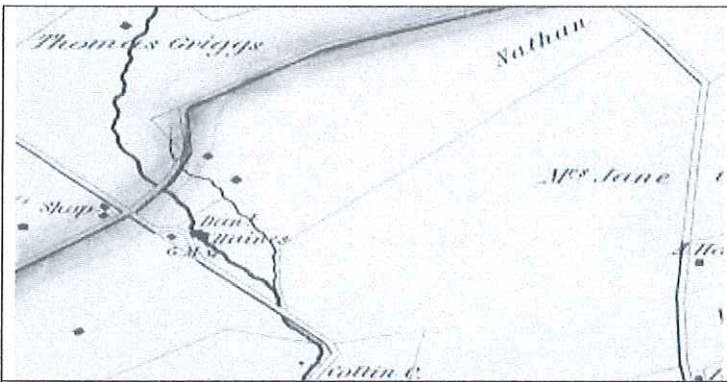


Figure 8. Samuel Howell Brown map of 1852 (detail) depicting mill site of Daniel Haines. "GM" represents "grist mill." WV_Jefferson_County_Feagans'_Mill_0008.

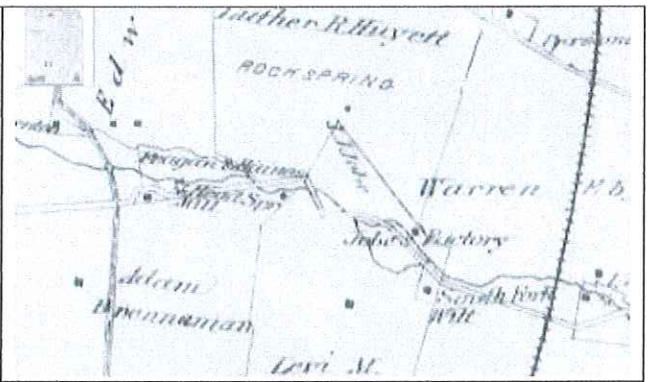


Figure 9. Samuel Howell Brown map of 1883 (detail) depicting Head Spr[ing] Mill, owned by Feagan and Haines. WV_Jefferson_County_Feagans'_Mill_0009.

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting August 3, 2015

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, August 3, 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.

Public Comments

Todd Milliron commented on the strategic plan asking if his comments he submitted were included in the revised plan. Fred Hypes from Dunn Engineering informed Mr. Milliron that some of his comments were incorporated in the final draft.

Jacquelyn Milliron questioned the \$2.07 increase that was approved at the July 20th meeting and wanted to know how much of the increase is toward Senate Bill 234 and how much toward other items. She also requested the Board reconsider moving forward with the Jefferson Utilities acquisition since the last attempt at this showed a rate increase would be required for the purchase.

Martha Zimmerman commented that she has been against Jefferson Utilities for a long time and feels the \$12 surcharge is ridiculous and unfair.

OLD BUSINESS

Review Minutes of July 6 regular board meeting

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

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

Review Minutes of July 20 work session #1

The minutes of the July 20, 2015 work session #1 were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the July 20, 2015 work session #1 minutes as presented. Unanimously approved.

Review Minutes of July 20 work session #2

The minutes of the July 20, 2015 work session #2 were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the July 20, 2015 work session #2 as presented. Unanimously approved.

Review Minutes of July 20 special board meeting

The minutes of the July 20, 2015 special board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the July 20, 2015 special board meeting minutes as presented. Unanimously approved.

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

Ms. Lawton stated the Infrastructure and Jobs Development Council (IJDC) funding committee approved the Districts request for a grant of \$39,183.37 to cover the project overrun costs at their July 28th meeting. The request will now move onto the full IJDC council on August 5th for approval.

Action: No action required by the Board.

Discuss sewer collection and transmission project

Mr. Morgan, from Thrasher Engineering, stated the project is progressing and they are working on the final engineering.

Action: No action required by the Board.

Discuss and consider approval of draft Jefferson County PSD strategic plan

Fred Hypes from Dunn Engineering gave a brief overview of the changes that have been made to the draft strategic plan including the addition of appendices. The final plan will be uploaded on the Districts website.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the strategic plan as presented.

A brief discussion was held. Mr. Appignani was disappointed with the plan and had many problems with it. He stated that he can not in good conscience approve the plan as presented.

Motion was approved 2-1. Mr. Appignani voted against the motion.

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

Mr. Kelsh informed the Board of a meeting he and District staff had with Jefferson Utilities (JUI) staff to discuss a possible acquisition of water and sewer utility assets of JUI. To move forward with a project, the Infrastructure and Jobs Development Council (IJDC) application will need to be updated. Mr. Morgan stated the purchase price of the system remains at \$14.9 million dollars, but the costs for the replacement of the mountain water system will be reduced from \$10.2 million to 7.5 million based on work that has been completed by JUI to date via the \$12 surcharge. Also, the soft costs for the acquisition of JUI will be reduced from \$800,000 to \$250,000 based on JUI providing a clear title opinion.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to make changes suggested by Thrasher Engineering to change the IJDC application.

A brief discussion was held. Mr. Appignani stated that moving forward with this project is a waste of money and JUI is not worth \$14.9 million.

Motion was approved 2-1. Mr. Appignani voted against the motion.

Consider approval of Engagement Letter for CoxHollida & Professionals for revised Cash Flow Analysis of Jefferson Utilities, Inc.

Mr. Kelsh explained that both the engagement and representation letter is for CoxHollida & Professionals to revise the cash flow analysis for the Jefferson Utilities project. Mr. Appignani stated that he is against the project.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the engagement and representation letter by CoxHollida & Professionals as presented. Approved 2-1. Mr. Appignani voted against the motion.

Consider approval of Representation Letter for CoxHollida & Professionals work on the Cash Flow Analysis of Jefferson Utilities, Inc.

This was approved in the above agenda item.

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

Ms. Lawton stated that the District will need an estimated \$89,000 in payments to cover the disbursements for this month.

Action: No action required by the Board.

NEW BUSINESS

Consider engagement letter with Crawford for easement attainment for sewer transmission project

Ms. Lawton explained that the District has about 80% of the easements already that are needed for the project which Mr. Crawford helped to attain. She would like the Board to approve the engagement letter with Mr. Crawford to help acquire the remaining easements.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the engagement letter with Mr. Crawford for easement attainment for the sewer transmission project. Approved 2-1. Mr. Appignani voted against the motion.

Consider status of Local Power Act amendment and lobbying

Last month the Board discussed Mr. Kelsh moving forward to draft legislation for 2016 regular legislative session to amend the Local Powers Act for the District to have the ability to charge Capital Improvement Fees if the Public Service Commission denies the request. Mr. Kelsh should have a lobbying proposal with Bowles Rice for the Board next month and working on setting up a meeting with the County Commission's attorney.

Action: No action required by the Board.

Update on Status of Current Public Service Commission Cases

Jefferson County PSD intent to file a general sewer rate increase – NOIR Jefferson Co PSD 15A – Mr. Kelsh filed the notice in the Spirit on July 29th and can file the petition to the PSC on August 13th.

Action: No action required by the Board.

Discussion of any Expenses over Budget

There were no items over budget this month.

Action: No action required by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for Public Service District water expenses in the amount of \$3,563.46. 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 \$197,479.27. Unanimously approved.

Approve transfer of \$8,770.39 from the Renewal & Replacement account to the Sewer Operating account for new pumps at pump station 4-5

Approve transfer of \$10,768.75 from the Series 2013A Bond account to the Sewer Operating account for strategic plan expenses

Approve transfer of \$3,853.16 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$128.09 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 \$8,770.39 from the Renewal & Replacement account to the Sewer Operating account for new pumps at pump station 4-5; approve transfer of \$10,768.75 from the Series 2013A Bond account to the Sewer Operating account for strategic plan expenses; approve transfer of \$3,853.16 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; and approve transfer of \$128.09 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.

Pump Station 1-12 – This pump station is in the process of being repaired.

Action: No action required by the Board.

Other staff reports

None discussed.

Action: No action required by the Board.

Correspondence

None discussed.

Public Comment

Dale Manuel, speaking on behalf of himself not the Jefferson County Commission, questioned who the costs of the Jefferson Utilities acquisition would fall on. Mr. Kelsh stated there will be no increase to the District sewer customers for the Jefferson Utilities acquisition project.

Jacquelyn Milliron commented that she was disappointed with the Boards decision to approve and forward the strategic plan onto the PSC before the public had a chance to view the changes. She also made the comment that the District should pursue merging with other utilities. Mrs. Milliron also stated that the Jefferson Utilities surcharge should not be converted in the rates if the acquisition goes through. She requested from District staff a record of maintenance for the Breckenridge pump station.

Charles Cheezum requested a copy of the Districts employee handbook and questioned the protocol that is taken when customer bills are not paid.

Marchel Pitcher made the comment that she has lived in different parts of the country, but to pay \$150-\$200 a month for water and sewer is outrageous.

Heidi Parker commented that she was grateful to see a representative, Representative Jill Upson, in the audience. She questioned why the Board is making the customers pay for growth with such high rates.

Alex Uhlenhopp questioned what the \$89,000 shortfall was for that was discussed earlier in the meeting. Ms. Lawton stated that the District needs \$89,000 to cover the disbursements for this month. Mr. Uhlenhopp also questioned if this shortfall could increase after the sewer transmission project is complete.

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

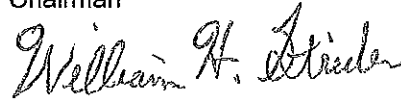
There being no further business at this time, the meeting was adjourned at 7:56PM.

The next regular meeting is scheduled for Tuesday, September 8, 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
Treasurer

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

September 8, 2015



Received

SEP 14 2015

Jefferson County Commission

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 \$201,678.45 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 June, July, and August 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 black ink, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp

Don J. Orser

250 Blue Ridge Loop, Harpers Ferry, West Virginia 25425

djorser@comcast.net

September 21, 2015

Jefferson County Commission
124 E. Washington Street
Charles Town, West Virginia 25414

Subject: Additional Parcel Consolidations for Tax Year 2016

Dear Jefferson County Commission:


Pursuant to WV Code § 11-4-17 this is to request that for tax year 2016, the following sets of contiguous lots/parcels I own in Jefferson County and listed below be consolidated into single parcels. Note that WV Code § 11-4-17 requires that "application to the county court" be done, where I believe "county court" refers to the Jefferson County Commission. I am also cc'ing the Assessor's Office but am relying on the County Commission to insure this takes place as requested.

District/Map/Parcels	Legal Description	DB/PG	Date of Deed
06/8B/140+142+ 157+158	Sec 3B,#16+17+ 41+42+43	1135/76,1153/113, 1153/395	Before 7/1/2015

I can be reached at 304-725-8948 or 304-268-3640 (cell phone) to discuss any issues.

Thanks very much.

Respectfully,



Don J. Orser

cc: Jefferson County Assessor's Office

Jessica Carroll

From: Martin Herbert [mherbertiv@gmail.com]
Sent: Thursday, September 17, 2015 9:50 PM
To: vinemont@frontiernet.net; commissionerpnoland@gmail.com; dmanuel@frontiernet.net; walterpellish@mac.com; ebell@jeffersoncountywv.org
Cc: info@jeffersoncountywv.org
Subject: Outcome of Carter Re-Zoning - Disenfranchising at Best

Members of the Jefferson County Commission,

Commissioner Manuel, let me first thank you for bringing this to the attention of the commission. I am glad to have such an advocate for responsibility among the commissioners. I am sorry the rest of the Commission is not connected to the county as a whole. You realize that, contrary to popular belief, the county revolves around ALL its citizens in ALL the municipalities, not just Charles Town/Ranson (and the race track). You believe in the ability of the municipalities to generally know what's best and I, for one, appreciate it.

For the rest of the Commission - SHAME!

First, I understand you basically had no choice but to grant the petition. This is only the case because you were basing your decision on a flawed Future Land Use map to begin with. Clearly the residents were not heard in this latest round of political shenanigans. Although the property owned by Carter was in the plan for growth, the fundamental issue is that they should not have been. The way in which they were added to the growth plan was underhanded and was NOT open to public comment - a fact that seems to have been lost on you.

Commissioner Noland, you mentioned we had 2 years to look at the plan, and I can assure you that many residents did. The plot of land in question for this petition was NOT included in the plan that was open for public comment for the Jefferson County future land use map. We had no voice then - just like we now have no voice. This specific piece of land was added through a public comment, not above-board like the remainder of the map.

Commissioner Pellish, to suggest that we discuss this with the land owner is ridiculous, at best. It can reasonably be surmised that Carter and Catrow have already decided on the best way forward with this land. They were smarter than the residents in the way they maneuvered themselves into not being subject to public scrutiny. This alone shows they have no regard for local concern, but instead only for the dollar signs they can see in the future. Commercial land is at a premium in Shepherdstown. Now, after many years of not paying business tax while running a "business" Mr. Carter seeks to reap benefits of commercial investment. No surprises.

Commissioner Tabb, as the leader of the debacle, I would have expected at least further discussion with the town, its citizens, and/or the mayor to at least figure out that this was done in a way that we didn't get a say.

Fundamentally, we as a group are trying to tell you the MAP is wrong, not that this petition was not proper. The MAP was not vetted by the community. The MAP was not open for debate. The MAP was not provided to anyone to provide the type of feedback that it was apparently too late to provide at this juncture.

Absolutely ridiculous and I hope that the Town of Shepherdstown does everything in its power to restore responsible growth to this side of the County that seems to be wildly misunderstood by the Commission.

Respectfully,

September 18, 2015

Maral P. Strathearn

4838 Bakerton Road

Harpers Ferry WV 25425

Jefferson County Commission

P.O. Box 250

Charles Town WV 25414

Dear Members of the Commission:

I recently learned that the Planning Commission was seeking public comment on the wisdom of permitting camp grounds in "rural" areas of the county. I would like to inform the Commission and the planning office that my husband and I oppose any expansion of the "camping/outfitting" business in areas other than those currently designated as open to commercial/industrial activity.

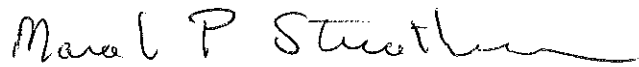
First, truly "rural" areas are increasingly difficult to find in Jefferson County as scattered development surrounds a few surviving farms and orchards or smaller plots that owners have elected, often at considerable expense, to preserve as natural areas. To now inflict further pain on the very people who have sought responsible land use in the county would be unfortunate.

Second, one would have to be a troglodyte to not recognize the weekend frenzy that grips the area. Route 340 is clogged with residents trying to accomplish their weekend chores, folks coming to "Wild and Wonderful" West Virginia to let off steam and the endless stream of trucks, RVs and other vehicles taking the 340 cut-off to I-81. Summer weekends in the so-called rural area we live in (Bakerton Road between Harpers Ferry and Shepherdstown) resound with endless fireworks, shooting on front yard shooting ranges, traffic from "outfitters" dumping thousands of human rubber ducks in the Potomac and the perpetual parade of motorcycles roaring back and forth on the winding and scenic road. On the river, recreational watercraft, far larger and noisier than anything imagined a few years ago, go round and round in the small pools of the Potomac that can handle them. Even the air above is rent with noise and an increased chance of tragedy as more and more small planes fly low level, illegal "strafing" runs in the Potomac River prism.

Third, too often the County approves activity subject to regulations that it then fails to enforce. Just one example is the presence of trailers/campers in the Potomac River flood plain. Under the law, these vehicles are supposed to be kept roadworthy and moved periodically. Not the case! I am aware of two that have not been moved in several years and one that almost washed away during a recent very modest high water incident. I also doubt any effort is made to monitor and enforce potable water and septic waste treatment standards for these trailer/campers.

Why more camp grounds? Job creation would be minimal and seasonal. Demands for services would likely exceed revenue to fund them. In the long run, promoting manufacturing, transport and agriculture would make far more sense than bringing nomads and their shoebox trailers/RVs to the area. Take a run up Route 9. Is the Nakoma Campground the future? I hope not!

Sincerely,

A handwritten signature in cursive script that reads "Maral P Strathearn". The signature is fluid and extends across the width of the page.

Maral P. Strathearn

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

Week Ending Date	FY16 September 5, 2015
To be Deposited on:	September 14, 2015
Amount Played	61,175,153.40
Amount Won	55,055,733.96
Amount Promo	294,731.00
MWAP Contribution	<u>2,734.39</u>
Adjusted Gross Terminal Revenue	<u>5,821,954.05</u>
Administrative Costs @ 4%	232,878.17
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>5,589,075.88</u>
Surcharge @ 10%	0.00
State Share Excess @ 58% & 10% of 42%	0.00
Track Share of Capital Reinvestment @ 90% of 42%	<u>0.00</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>0.00</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>0.00</i>
Adjusted Net Terminal Revenue	<u>5,589,075.88</u>
Racetrack @ 46.50% / 42%	2,598,920.28
Lottery Fund @ 30% / 0%	1,676,722.77
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	718,196.25
Race Track Purses @ 90% of 7% / 4%	352,111.78
Employee Pension Fund @ 1% / .5%	55,890.76
Greyhound Development @ 90% of .75%	37,726.26
Thoroughbred Development @ 90% of .75%	37,726.26
County/Municipality @ 2%	<u>111,781.52</u>
	<u>5,589,075.88</u>

WEST VIRGINIA LOTTERY
 First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2016

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%
4 days ending: 07/04/15	\$ 89,446.56	\$ 89,446.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/15	\$ 119,132.68	\$ 119,132.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/15	\$ 112,706.24	\$ 112,706.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/15	\$ 109,356.88	\$ 109,356.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/15	\$ 119,089.60	\$ 119,089.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/15	\$ 115,689.52	\$ 115,689.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/15/15	\$ 108,726.48	\$ 108,726.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/22/15	\$ 108,922.12	\$ 108,922.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/29/15	\$ 117,576.80	\$ 73,285.10	\$ 44,291.70	\$ 3,512.33	\$ 17,672.39	\$ 961.13	\$ 14,917.44	\$ 7,228.41
09/05/15	\$ 111,781.52	\$ 55,890.76	\$ 55,890.76	\$ 4,432.14	\$ 22,300.41	\$ 1,212.83	\$ 18,824.01	\$ 9,121.37
Subtotal	\$ 1,112,428.40	\$ 1,012,245.94	\$ 100,182.46	\$ 7,944.47	\$ 39,972.80	\$ 2,173.96	\$ 33,741.45	\$ 16,349.78

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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

Week Ending Date	FY16 September 12, 2015
To be Deposited on:	September 18, 2015
Amount Played	66,753,501.99
Amount Won	59,861,819.04
Amount Promo	298,151.00
MWAP Contribution	<u>2,562.96</u>
Adjusted Gross Terminal Revenue	<u>6,590,968.99</u>
Administrative Costs @ 4%	263,638.76
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>6,327,330.23</u>
Surcharge @ 10%	0.00
State Share Excess @ 58% & 10% of 42%	0.00
Track Share of Capital Reinvestment @ 90% of 42%	<u>0.00</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>0.00</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>0.00</i>
Adjusted Net Terminal Revenue	<u>6,327,330.23</u>
Racetrack @ 46.50% / 42%	2,942,208.56
Lottery Fund @ 30% / 0%	1,898,199.06
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	813,061.95
Race Track Purses @ 90% of 7% / 4%	398,621.80
Employee Pension Fund @ 1% / .5%	63,273.30
Greyhound Development @ 90% of .75%	42,709.48
Thoroughbred Development @ 90% of .75%	42,709.48
County/Municipality @ 2%	<u>126,546.60</u>
	<u>6,327,330.23</u>

WEST VIRGINIA LOTTERY
 First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2016

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%
4 days ending: 07/04/15	\$ 89,446.56	\$ 89,446.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/15	\$ 119,132.68	\$ 119,132.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/15	\$ 112,706.24	\$ 112,706.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/15	\$ 109,356.88	\$ 109,356.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/15	\$ 119,089.60	\$ 119,089.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/15	\$ 115,689.52	\$ 115,689.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/15/15	\$ 108,726.48	\$ 108,726.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/22/15	\$ 108,922.12	\$ 108,922.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/29/15	\$ 117,576.80	\$ 73,285.10	\$ 44,291.70	\$ 3,512.33	\$ 17,672.39	\$ 961.13	\$ 14,917.44	\$ 7,228.41
09/05/15	\$ 111,781.52	\$ 55,890.76	\$ 55,890.76	\$ 4,432.14	\$ 22,300.41	\$ 1,212.83	\$ 18,824.01	\$ 9,121.37
09/12/15	\$ 126,546.60	\$ 63,273.30	\$ 63,273.30	\$ 5,017.57	\$ 25,246.05	\$ 1,373.03	\$ 21,310.45	\$ 10,326.20
Subtotal	\$ 1,238,975.00	\$ 1,075,519.24	\$ 163,455.76	\$ 12,962.04	\$ 65,218.85	\$ 3,546.99	\$ 55,051.90	\$ 26,675.98

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -



*West Virginia State
Treasurer's Office*

**John D. Perdue
State Treasurer**

<u><i>Political Subdivision</i></u>	<u><i>Amount</i></u>
Huntington	1,146.12
Hurricane	1,146.12
Huttonsville	1,146.12
laeger	1,146.12
Jackson County	4,562.01
Jane Lew	1,146.12
Jefferson County	70,064.73
Jefferson County School Board	210,194.19
Junior	1,146.12
Kanawha County	25,288.29
Kenova	1,146.12
Kermit	1,146.12
Keyser	1,146.12
Keystone	1,146.12
Kimball	1,146.12
Kingwood	1,146.12
Leon	1,146.12
Lester	1,146.12
Lewis County	4,562.01

VIDEO LOTTERY REPORT

FY 2012		FY 2013		FY 2014		FY 2015		FY 2016	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
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	7/4/2015	89,446.56
7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68
7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24
7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88
7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60
8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52
8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48
8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12
8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10
9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76
9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30
9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54		
9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22		
10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28		
10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00		
10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64		
10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20		
10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34		
11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26		
11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32		
11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62		
11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44		
12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50		
12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98		
12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84		
12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68		
12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28		
1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34		
1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36		
1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80		
1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32		
2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18		
2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08		
2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66		
2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14		
3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42		
3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66		
3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08		
3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88		
3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78		
4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54		
4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10		
4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62		

4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66
5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82
5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08
5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92
5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10
6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82
6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84
6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22
6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14
6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68

4,124,906.80

3,580,645.18

3,261,565.02

3,148,372.80

1,075,519.24

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	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79
August, 2014	84,726.51	August, 2015	70,064.73
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		
May, 2015	78,424.23		
June, 2015	81,569.83		
Total 2014-2015	899,128.89	Total 2015-2016	145,739.52

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	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37
August, 2015	210,194.19

Total 2015-2016	437,218.56
------------------------	-------------------