

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, DECEMBER 3, 2015
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- November 19, 2015 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- November 25, 2015
- December 3, 2015

APPROVAL OF MANUAL CHECKS

- November 25, 2015
- December 3, 2015

PAYROLL APPROVAL

- November 19, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Presentation of Resolutions - Discussion/Action
- Dennis and Ann Jenkins

2. 9:50 a.m. Pete Dougherty, Sheriff
- Approval of Employment - Animal Control Officer - Discussion/Action
- Replacement vehicle - Discussion/Action
- Grant Application - Discussion/Action

3. 10:00 a.m. Patsy Noland, County Commissioner
- Informational discussion and clarification of Public Service District projects and issues
4. 10:30a.m. Interviews/Appointment to the Jefferson County Public Service District - One 6-year term ending December 1, 2015 - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office
- Petition of Pamela Dibabo re: Estate of Joann Hicks, deceased - Discussion/Action
- Plan of Action concerning the Estate of Patrinka Kelch - Discussion/Action
7. 11:30 a.m. Nomination to the Chesapeake and Ohio National Park Commission - Discussion/Action

NEW BUSINESS

8. Decision - Proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05) - Discussion/Action
9. Set Date, Time, and Location for the first Regular Meeting of 2016 - Discussion/Action
10. Approval of 2016 Holiday Schedule - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Discussion of 2020 Census and revision of boundary lines
- Discussion of road right of way by cities

COUNTY COMMISSION REPORTS

11. ADJOURN

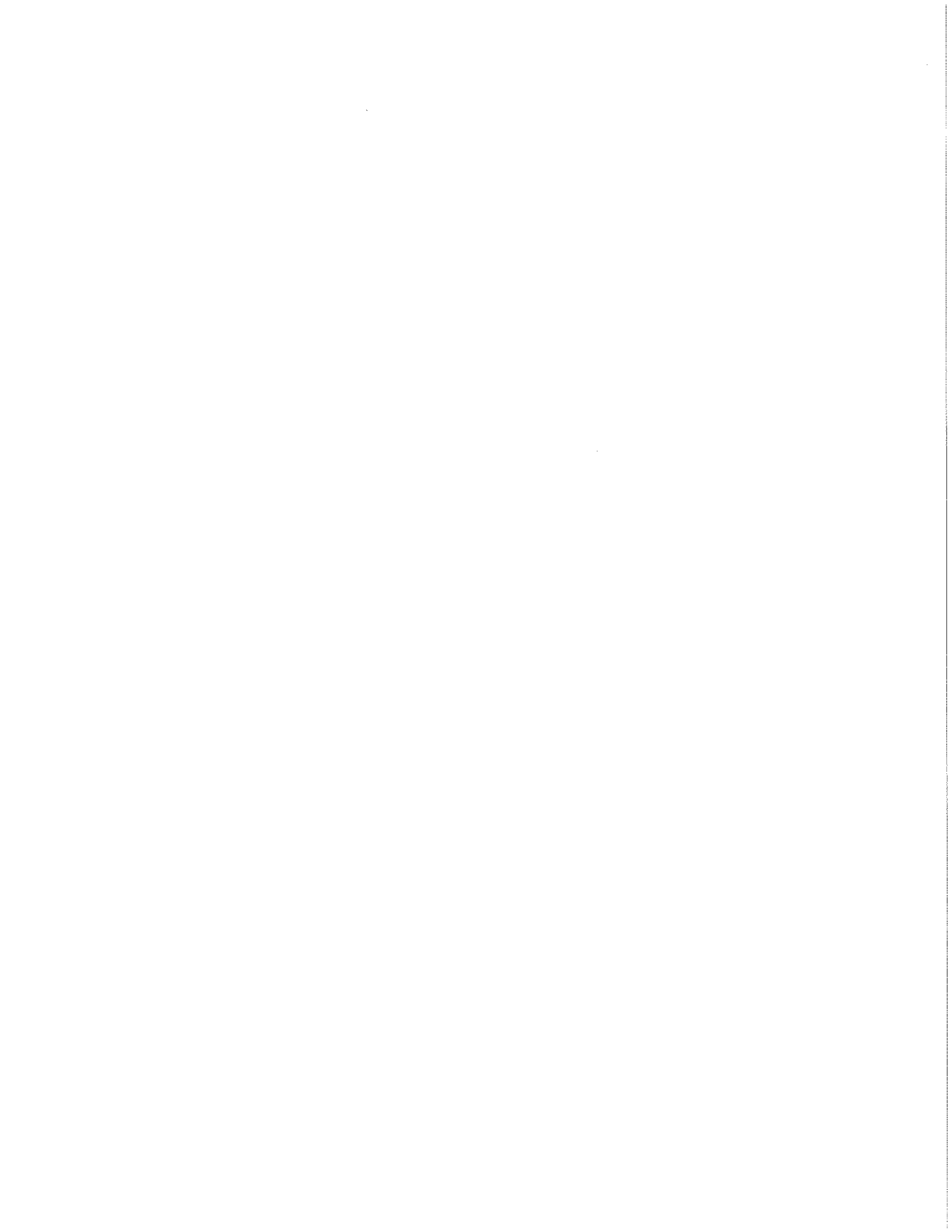
CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Development Authority Board.

Letter from the State Auditor's Office regarding the Assessor's Property Valuation Training and Procedures Commission review.

Letter from Paul Comes, Director of Government and Regulatory Affairs for Comcast, re: Price Adjustments.

WV Lottery Weekly Settlement for Charles Town - week ending November 14, 2015.
WV Lottery Weekly Settlement for Charles Town - week ending November 21, 2015.



Minutes

Jefferson County Commission

Thursday, November 19, 2015

A meeting of the Jefferson County Commission was held on Thursday, November 19, 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, November 19, 2015 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Bell led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the October 29, 2015 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the November 5, 2015 Special Session Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the November 5, 2015 Payroll in the amount of \$232,096.53 Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Noland to approve the accounts payable for November 12, 2015 in the amount of \$83,402.89. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the accounts payable for November 19, 2015 in the amount of \$369,377.77. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – aired his multiple grievances with the County Commission.

PRESENTATIONS

1. Pete Dougherty, Sheriff
 - a. Requested approval for new deputy hire.
 - **Motion by Mr. Manuel to approve the hire of Bryan McCusker for the position of Deputy with the Jefferson County Sheriff's Department. Motion seconded and unanimously approved.**
 - b. Requested approval for bailiff and trip guard hires.
 - **Motion by Ms. Noland to approve the hire of Matthew Harper and Larry Thompson for the position of Bailiff/Trip Guard with the Jefferson County Sheriff's Department. Motion seconded and unanimously approved.**
2. Nancy Strine, Community Development Administrator for the City of Martinsburg – requested the approval of the three-year Eastern Panhandle HOME Consortium Agreement and Resolution.
 - **Motion by Mr. Manuel to approve the three-year Eastern Panhandle HOME Consortium Agreement and Resolution and request the President of the Commission affix her signature to the appropriate documents. Motion seconded and unanimously approved.**
3. Danny Lutz, FFA of Washington and Jefferson High Schools – requested an endorsement of FFA extracurricular programs which support education.
 - Due to a scheduling conflict, this item was not discussed during the November 19, 2015 County Commission meeting.
4. Todd Fagan, Director, Jefferson County GIS/Addressing – requested the collaborative purchase of Spring 2016 Aerial Photography

- **Motion by Mr. Manuel to approve the purchase order of \$14,800 for 2016 Digital Aerial Photography and direct staff to collect contributions from participating agencies. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am
The Commission reconvened at 11:00 am.
6. Lynn Fields, Deputy Probate Clerk
- a. Petition of Pamela Dibabo re: the Estate of Joann Hicks, deceased
- **Motion by Mr. Pellish to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Mr. Pellish to grant Mr. Kratovil's motion for a continuance in this matter until the next regularly scheduled County Commission meeting to be held on Thursday, December 3, 2015. Motion seconded and unanimously approved.**
- b. Special Session to Approve and Close Estates which did not meet the deadline for the October session.
- **Motion by Ms. Noland to approve and close all presented estates that have met the necessary requirements for closure. Motion seconded and unanimously approved.**
7. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management – requested the approval of multiple memoranda of understanding with Jefferson County Schools to allow the County to utilize the school buildings as shelters, command centers, points of distribution, etc. in case of an emergency or disaster.
- **Motion by Ms. Noland to approve the MOUs with Jefferson County Schools for the use of their buildings during emergencies or disasters, as presented. Motion seconded and unanimously approved.**
8. Bill Polk, Director, Jefferson County Maintenance – requested approval to internally promote two employees within the Maintenance Department and advertise for two new custodial positions.
- **Motion by Mr. Manuel to approve the promotion of two Maintenance Department employees as follows: Tony Gainey to a Grade III, Step D and Tyler Kemp to a Grade II, Step D. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to allow Mr. Polk to advertise for two open custodial positions under the Maintenance Department. Motion seconded and unanimously approved.**
9. Carol Swiger, Administrative Assistant/Ambulance Fee Collector – requested the exoneration of FY14-15 Ambulance Fee late fees for Persis Bates.
- **Motion by Ms. Noland to deny the exoneration of FY14-15 Ambulance Fee late fees for Persis Bates. Motion seconded and unanimously approved.**
10. Roger Goodwin, Chief County Engineer
- a. Requested a complete release of construction bond security for Verizon Wireless Leetown Site – Billy F. & Marian W. Owens Property (File #S11-13) – Performance Bond #8232-11-83 with Federal Insurance Company, Warren, NJ.
- **Motion by Ms. Noland to authorize a complete release of the remaining \$50,000.00 from the construction bond amount for Verizon Wireless Leetown Site – Billy F. & Marian W. Owens Property (File #S11-13). Motion seconded and unanimously approved.**
- b. Requested a complete release of construction bond security for Asbury United Methodist Church – Asbury United Methodist Church Addition (File #S11-05) – Performance Bond #1000965945 with United States Surety Company, Timonium, MD.
- **Motion by Mr. Manuel to authorize a complete release of the remaining \$100,000.00 from the construction bond amount for Asbury United Methodist Church – Asbury United Methodist Church Addition (File #S11-05). Motion seconded and unanimously approved.**
11. The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.
12. Public Hearing – Proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05).

Ms. Tabb called the Public Hearing to order at 1:31 p.m. Jennifer Brockman, Director of Jefferson County Planning and Zoning, provided the Commission and audience with background regarding the redlined edits to the Jefferson County Subdivision Regulations. Ms. Brockman also spoke on record in favor of the edits as the changes will simplify some processes in the Planning and Zoning Office. Ms. Tabb opened the floor for public comment, which was made by the following:

David Hartley, representative from the Eastern Panhandle Homebuilders' Association – spoke in favor of the edits and asked the Commission to support the changes for the benefit of the potential developers and the public.

- **There being no further comment, motion by Mr. Bell to close the public hearing and hold the record open for two weeks to allow time for written comment. Motion seconded and unanimously approved.**

13. Nathan Cochran, Assistant Prosecuting Attorney - provided the Commission with an update on the following cases: 15-C-282, 13-C-432, 15-0323/14-1792-T-C, 14-0324/14-1793-T-C

- **Motion by Mr. Bell to enter into Executive Session to discuss pending litigation. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

14. Decision on the Resolution to support live, year-round thoroughbred horse racing in Jefferson County.

- **Motion by Ms. Noland to approve the Resolution as presented by Ms. Grove with one small syntax edit suggested by Ms. Tabb. Motions seconded and unanimously approved.**

15. Approval of Resolution and Contract – Victims of Crime Act (VOCA) Grant

- **Motion by Ms. Tabb to approve the Resolution, contract, and grant documents for the Victims of Crime Act (VOCA) Grant in the amount of \$60,623.00 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

16. Approval of Assessor's Additional Duties

- **Motion by Ms. Tabb to approve of the Assessor's additional duties and provide the compensation due as outlined by State Code. Motion seconded and unanimously approved.**

FINANCE DIRECTOR REPORTS

- **Motion by Mr. Bell to approve Budget Revision #3 as presented by Ms. Pombo. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Date for Employee Holiday Celebration – It was the consensus of the Commission to schedule the Employee Holiday Celebration on Wednesday, December 16, 2015 from 12:00-2:00 pm to be held in the County Commission meeting room. Ms. Grove stated the Commission staff would work together to plan the details of the celebration.

COUNTY COMMISSION REPORTS

Patsy Noland

- Attended the IT BBQ.
- Attended the Jefferson County Road Summit.
- Met with staff and board members of the JCPSD.

Dale Manuel

- Attended the IT BBQ.
- Attended the Jefferson County Road Summit.
- Attended a Planning Commission meeting.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a WAC meeting.
- Attended a Parks and Recreation meeting.

Eric Bell

- Attended an Eastern Panhandle Business Association meeting to discuss legislative priorities.
- Met with people regarding federal funding for parks.

Walt Pellish

- Attended a Development Authority meeting.
- Announced he'll be running for re-election in 2016.

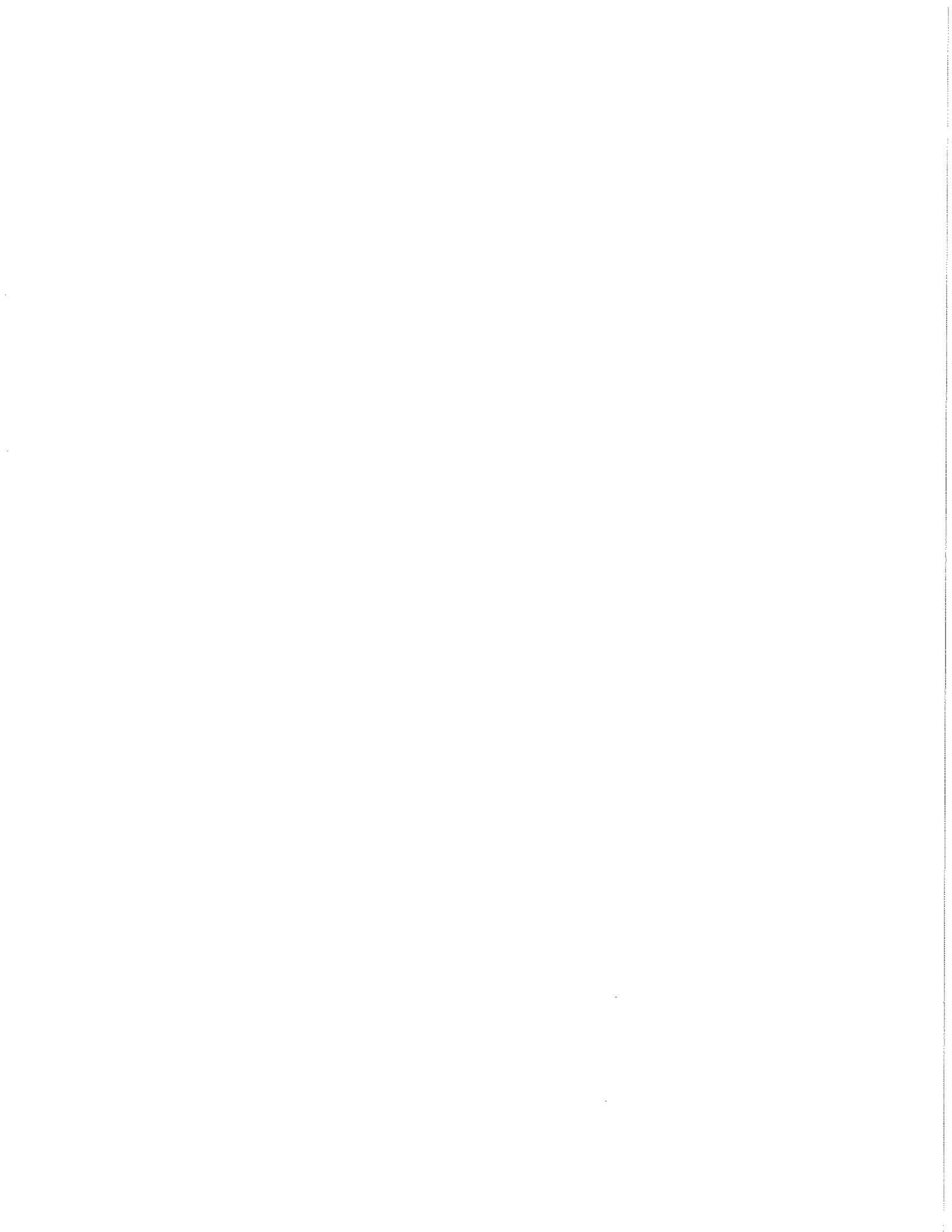
Jane Tabb

- Attended the Jefferson County Road Summit.
- Attended a Farmland Protection Board meeting.
- Attended a Homeland Security meeting.

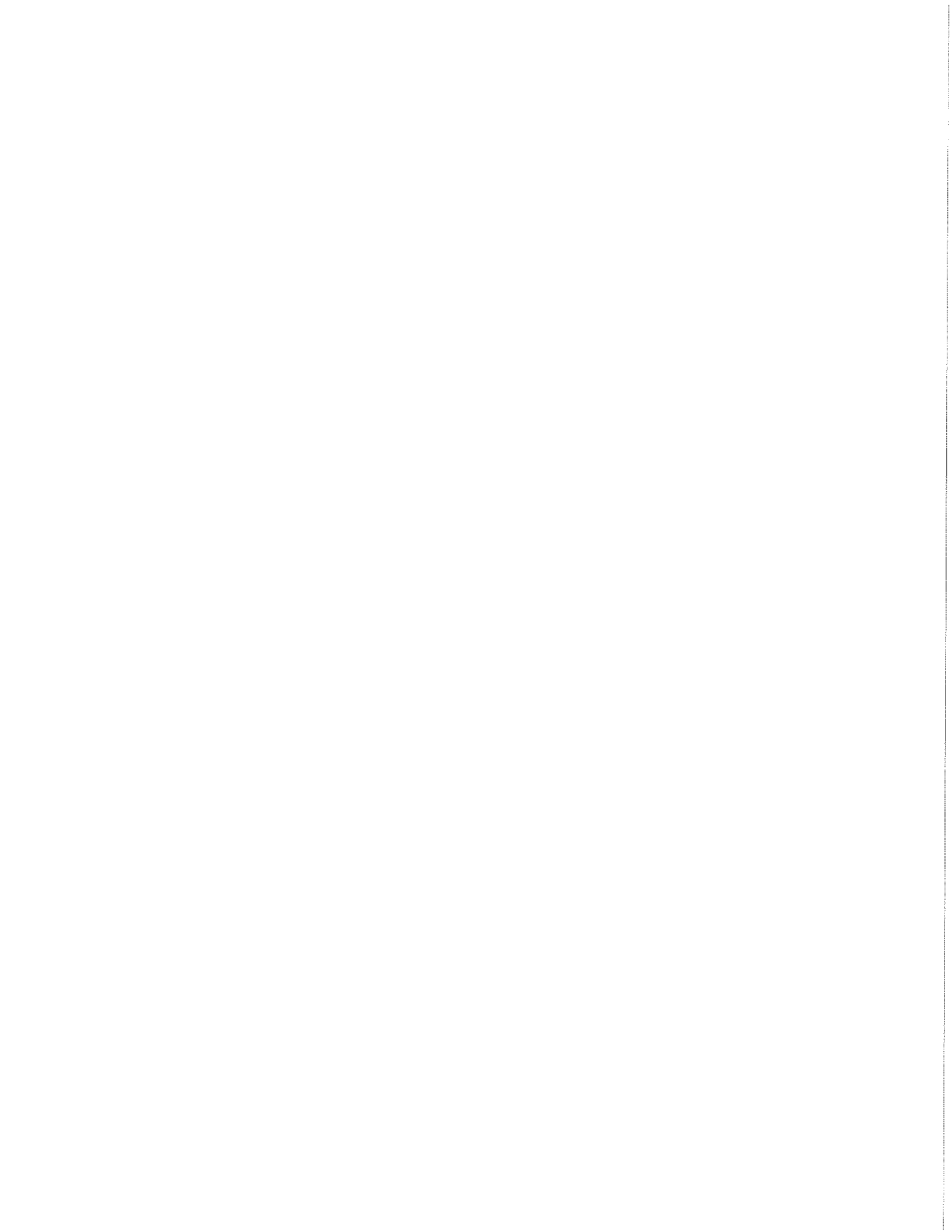
17. The meeting was adjourned at 1:47 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 383,079.45	\$ 218.70	\$ 383,298.15
6.2% Tax Payable OASDI	\$ 22,876.49	\$ 13.44	\$ 22,889.93
1.45% Tax Payable HI	\$ 5,350.20	\$ 3.14	\$ 5,353.34
Fed Withholding	\$ 46,096.43	\$ 50.45	\$ 46,146.88
WV State Withholding	\$ 16,586.29	\$ 13.62	\$ 16,599.91
PERS Retirement Deduct	\$ 13,619.27	\$ 9.84	\$ 13,629.11
Hosp. Pre-Tax	\$ 11,500.00		\$ 11,500.00
Cancer/ICU Pre-Taxed	\$ 1,084.59		\$ 1,084.59
Cancer/ICU Not Pre-Taxed	\$ 839.15		\$ 839.15
Optional Life Not Pre-Taxed	\$ 2,153.50		\$ 2,153.50
Christmas Club	\$ 5,510.00		\$ 5,510.00
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%	\$ 5,770.73		\$ 5,770.73
457 - Nationwide	\$ 749.00		\$ 749.00
457I - ING	\$ 3,035.00		\$ 3,035.00
MD State Tax	\$ 582.30		\$ 582.30
D/VF	\$ 1,521.39		\$ 1,521.39
VA. State Tax	\$ 61.94		\$ 61.94
COLONIAL(PLUS)	\$ 192.71		\$ 192.71
Total Deductions	\$ 139,053.00	\$ 90.49	\$ 139,143.49
Net Wages Total	\$ 244,026.45	\$ 128.21	\$ 244,154.66
Payroll Date	19-Nov-2015		





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 3rd, 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*): **Presentation of Resolutions – Dennis and Ann Jenkins**

Please provide the County Commission with a description of your request or presentation, including any background information:
Ann and Dennis Jenkins – Retiring

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.

County Commission of Jefferson County Charles Town, West Virginia

RESOLUTION

DENNIS JENKINS

Whereas, Dennis Jenkins has served Jefferson County Government since 2002;
and

Whereas, he has served Jefferson County with diligence and loyalty; and

Whereas, he is looked up to by fellow co-workers as always being a kind, good-
hearted person with a wonderful sense of humor; and

Whereas, such qualities and length of service are rare and very much
appreciated,

Therefore Be It Resolved, that upon Dennis Jenkins' retirement, the Jefferson
County Commission wishes to honor and commend him for his tireless efforts serving
County Government and wishes him well for the future.

December 3rd, 2015

County Commission of Jefferson County:

Jane M. Tabb, President

Dale Manuel

Patricia Noland

Walter Pellish

Eric Bell

County Commission of Jefferson County
Charles Town, West Virginia

RESOLUTION

ANN JENKINS

Whereas, Ann Jenkins has served Jefferson County Government since 2005; and

Whereas, she has served Jefferson County with diligence and loyalty; and

Whereas, she has performed her duties throughout her years of service in a conscientious and responsible manner; and

Whereas, such qualities and length of service are rare and very much appreciated,

Therefore Be It Resolved, that upon Ann Jenkins' retirement, the Jefferson County Commission wishes her and her family for continued happiness and good health on the years to come.

December 3rd, 2015

County Commission of Jefferson County:

Jane M. Tabb, President

Dale Manuel

Patricia Noland

Walter Pellish

Eric Bell

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Dougherty

Department or Organization: Animal Control

Estimation of amount of time needed for appointment: 5 min

Date Requested -- 1st Choice:

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

Date Requested -- 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information:
With Officer Maze's resignation, a position became available. I am requesting to hire David Boyle to fill this position.

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the hire of David Boyle to the position of Animal Control Officer.

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: pdougherty@jcsdww.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information:
Pursuant to the outcome of my prior appearance on this matter, I am returning to you with the requested information in reference to the Insurance payout (\$10,950.00) and am renewing my request for an additional \$16,000.00 to aid in the purchase of a replacement vehicle.

Is this a funding request?

Y/N

If so, how much?

\$16,000.00

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the distribution of \$16,000 to aid in funding the purchase of a replacement vehicle.

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

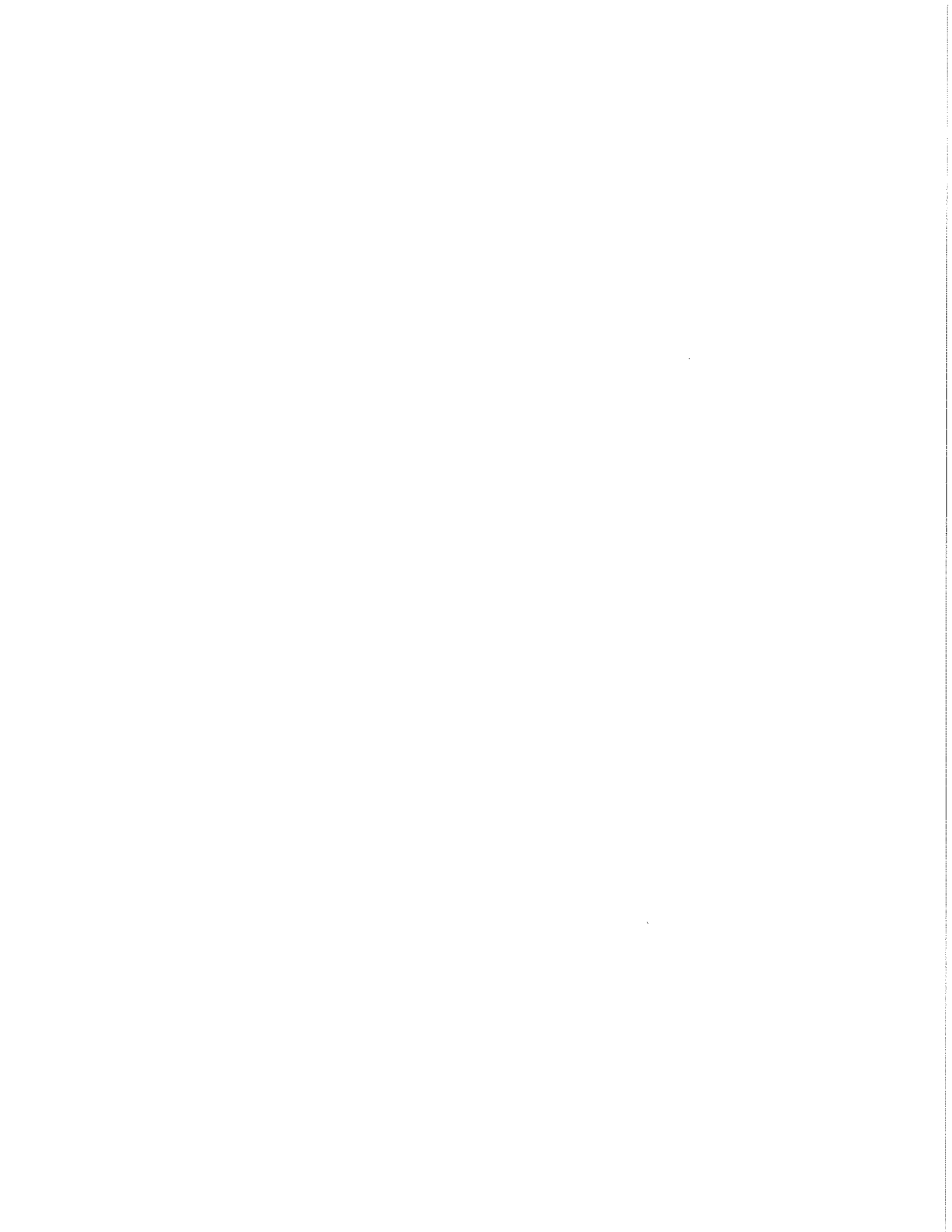
Y/N

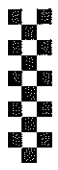
Contact information:

Email address: pdougherty@jcsdvw.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice:
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information:
We are applying for a Homeland Security Grant in the amount of \$31,350. This is a reimbursement grant that will help offset the costs of properly outfitting the Special Response Team.

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

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the application for grant funds to purchase equipment for the JCSO Special Response Team and approve the Commission President to sign the application and any and all associated documents.

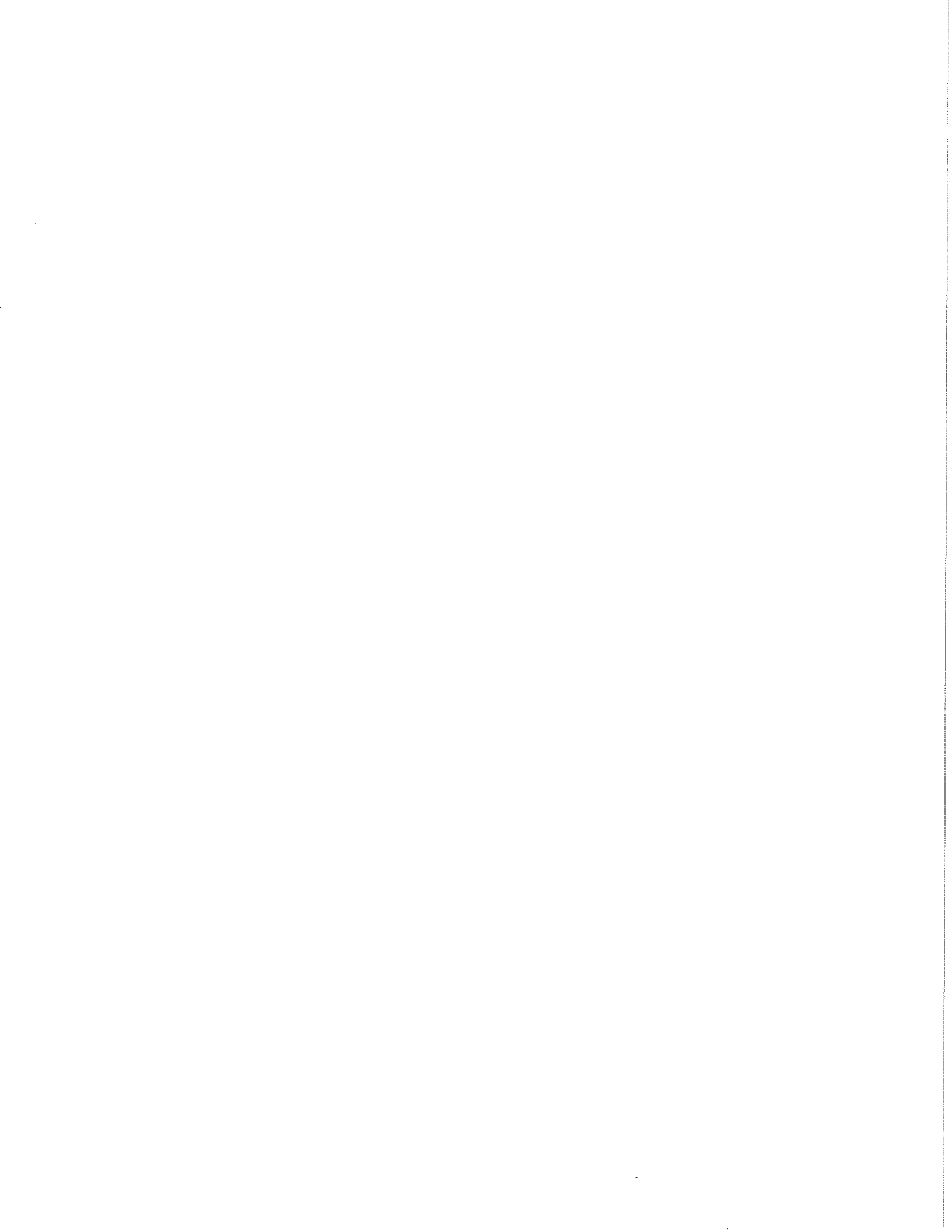
Attach supporting documents for request, or request may be denied.
If not attached, explain:

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

Contact information:
Email address: pdougherty@jcsdww.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Patsy Noland**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 30 minutes for commission discussion

Date Requested – 1st Choice: **December 3, 2015**

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

Date Requested – 2nd Choice: Next available

Subject (*Wording to be placed on agenda*): **Informational discussion and clarification of Public Service District projects and issues.**

Please provide the County Commission with a description of your request or presentation, including any background information: ***The purpose of this presentation is to provide factual information to the county commission, and to discuss the need for the Public Service District projects on file with the West Virginia Public Service Commission. Included in the presentation are the projected costs to customers.***

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*):

No motion is anticipated at this time.

Attach supporting documents for request, or request may be denied. **1. Map of \$7.1M project; 2. Chart of cost to customers.**

If not attached, explain:

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

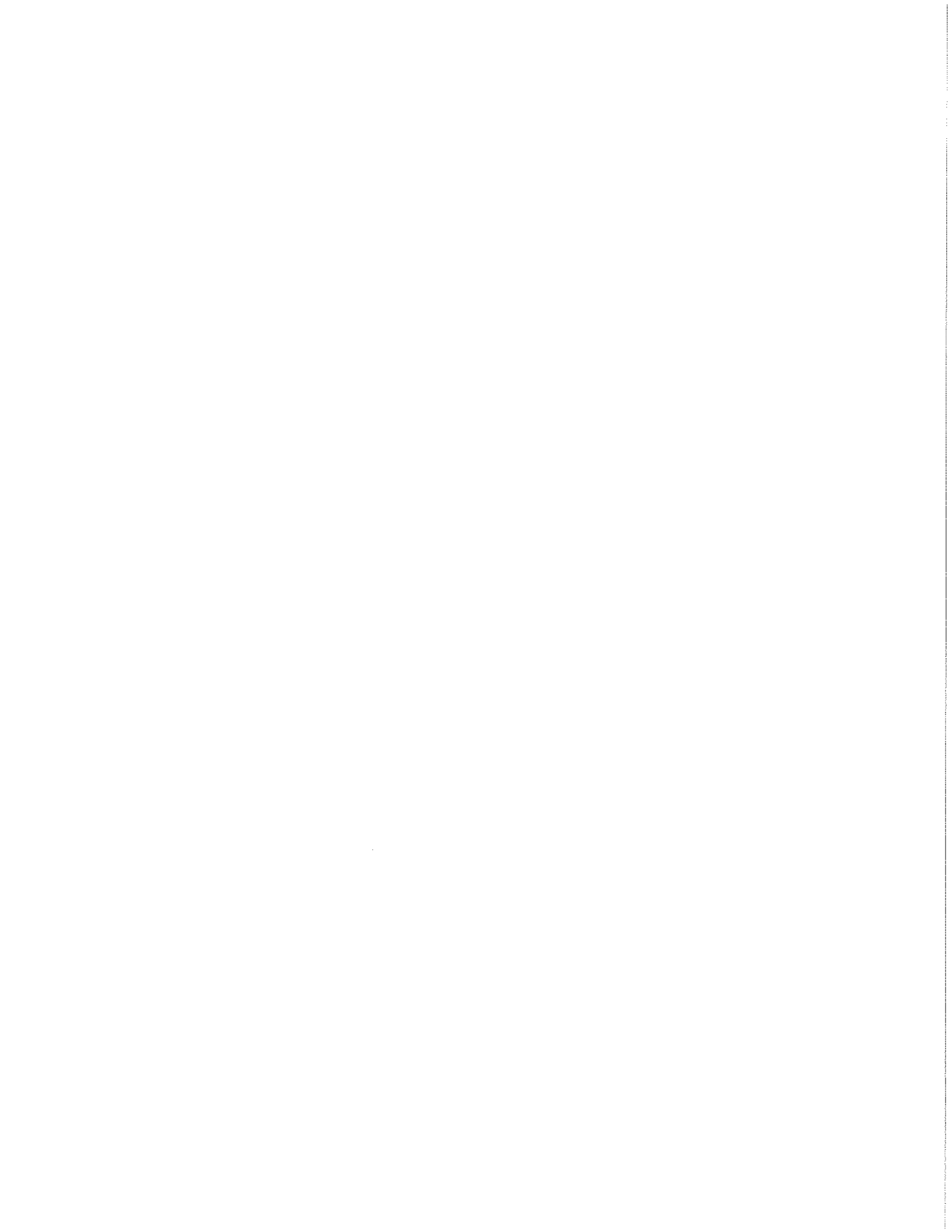
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



I. Explanation of purpose of \$7.1m project

- a. Pursuant to the requirements as set forth in WV Code Chapter 16, the project is conducive to the preservation of public health;
- b. The District currently provides service to approximately 2400 customers with very limited capacity for new customers to hook up.
- c. Burr Business Park - there are 200 total projected units in Phase II, yet there is only capacity for two more businesses the size of the Coast Guard (23 EDUs).

II. Purpose of the project:

- a. This project will fix the current transmission problem;
 - 1. Six (6) pump stations will be decommissioned and replaced with gravity fed main lines;
 - A. The problematic Breckenridge pump station will be decommissioned so that sewage will not back up in the homes of customers. (A truck is dispatched to that pump station whenever anything goes wrong to pump sewage from the lines.) That pump station is too small, and in a poor location to handle the number of existing homes in that area;
 - 2. A new pump station will be constructed at Halltown that will take on all the existing flows from Northern Route 9, four schools, Job Corps and the Flowing Springs Basin. Will allow the PSD to eliminate existing problems to grow the customer base so that rates can be stabilized for existing customers, and will also to help address the economies of scale.

III. Map:

- a. Black line – Mildred Street in Ranson:
 - 1. There will soon be a moratorium because of limited capacity.
 - A. Current capacity would allow possibly to bring in 2 more businesses the size of the Coast Guard at the Burr Business Park, then there will be no more capacity in that line.
- b. Yellow line – Is not a part of the \$7.1m project:
 - 1. The yellow line will be paid for by the CIF if approved by the PSC.

IV. CIF discussion:

- I. A request is currently at the PSC that would allow the PSD to collect a CIF of \$2,080. That fee will allow the PSD to perform upgrades without the rate payers having to bear the cost to expand the system. This should satisfy the customers that have continued to stress that they want developers to have to pay for new development.
 - a. The CIF will be used for future expansion so that the rate payers will not have to pay for future upgrades and expansion;
 - b. Municipalities do not have to seek approval from the PSC for rate increases unless they have a big project, or customers complain;
 - c. Municipalities have the authority to collect CIFs, while the PSD must have approval from the PSC. WV Code 150CSR5, 5.5.h.11 gives a utility the right to collect CIFs and CAFs as long as it is included in the rate case, but the current PSC Commissioners have been against CIFs;
 - d. The municipalities of Ranson and Charles Town collect a CIF of \$1,625 and \$1,127 respectively. The PSD Board unanimously supported the motion to collect the CIF and the county commission should have supported it as well. \$2,080 is not a huge amount and it will go a long way toward keeping the customers from paying increased rates to expand the system. It is not fair to the ratepayers nor to the PSD that this county commission failed to support that effort.
 - e. This county commission made a mistake by not supporting the one time CIF of \$2,080 for the PSC. That 3 to 2 vote needs to be reconsidered and placed back on the agenda.

V. Current Sewer Rate Increase:

- a. 17.5% of the most recent rate increase is to pay for the costs of engineering and design for the \$7.1m sewer project that are required to be paid for whether or not the project is approved. It is also includes money to fund the new account for SB 234 and numerous working capital items.

VI. JUI acquisition by PSD: (See attachment)

- a. Purchase price is \$14.9:

1. Includes \$9.9m for utility plant – from PSC report;
 2. Includes \$2.9m for JUI improvements to mountain system prior to closing;
 3. Includes \$1.7m – value of cell tower leases.
- b. Consolidation of JUI and PSD utilities will reduce the number of utilities in Jefferson County
1. Shenandoah Junction, East Jefferson (aka Old Standard), JUI and PSD will be consolidated into one utility and allow for greater economies of scale;
 2. East Jefferson Wastewater Treatment Plant is Chesapeake Bay compliant and expandable;
 3. Purchase will end ownership issues brought forth in cases before the PSC and the JC Circuit Court;
 4. Reliable succession plan for change in management;
 5. *Rates will no longer need to generate revenue for profit, depreciation or property taxes;*
 6. *If the PSC approves the project there will be no cost increase of monthly payments for customers. The \$12 surcharge will be used to increase rates on the minimum of 3000 gallons (See chart)*

Facts:

1. The Public Service District cannot change rates or move forward with projects without the approval of the West Virginia Public Service Commission.
2. The PSD pays \$6.13 for each 1000 gallons of sewage that flows through the Charles Town waste treatment plant.
3. There will be no increase in the monthly payments to PSD customers as the result of the water project; (See attached chart.)
4. Without approval from the PSC for the water project, it will take 25 to 30 years to perform the upgrades. The \$12 surcharge is paying for the upgrades;
5. If the water project is approved, the surcharge will be approved in the first 3000 gallons which is the minimum paid now, and it will allow the project to move forward without any increase to monthly payments;

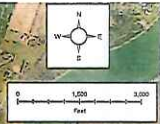
6. Without the sewer project, PSD customers will continue to see rates increase due to the required maintenance on the existing infrastructure, and there will be a moratorium on new construction;
7. The overall project approval process is not fair to the customers or to the PSD;
8. The majority of the design and engineering must be completed prior to being considered by the Public Service Commission;
9. As few as two people can file pro se as interveners in a matter before the PSC, yet all rate payers are responsible for paying for the cost of the legal battle that the PSD is required to have. So, all rate payers end up having to pay increased rates because of just a couple of people.
10. The \$7.1m sewer transmission project to upgrade the current service to meet the essential requirements and responsibilities of the PSD and for their customers.

Board members: WV Code Chapter 16-13A-3 states that board members shall not be or become pecuniarily interested directly or indirectly in the proceeds of any contract or services in furnishing any supplies or materials to the district.

Developer Build Out Timeline
Last Update 1-18-2012

Name	Watershed / Comments	Total Projected EDU Units	End of Year 2005	End of Year 2006	End of Year 2007	End of Year 2008	End of Year 2009	End of Year 2010	End of Year 2011	End of Year 2012	End of Year 2013	End of Year 2014	End of Year 2015	End of Year 2016	End of Year 2017	End of Year 2018	End of Year 2019	End of Year 2020	End of Year 2021	End of Year 2022	End of Year 2023	End of Year 2024	End of Year 2025	Status of Development at County	
301-696-5623 Norborne Glebe Carla Coffey Arcadia Building Company 117 N. Bailey Lane Purcellville, VA 20132 540-751-0321 x112	Evitts Run ***146 currently online (8 unmetersed, 7 CIPs pd not-online)	1000	46	11	11	2				6	42	28	50	75	75	75	75	75	75	75	75	75	75	75	Project annexed for Ranson Project currently under construction
Sheridan Herb Jonkers Sheridan LLC PO Box 341 Millwood, VA 22646 703-627-0935	Flowing Springs Run (Old Standard Plant) ***56 currently online	178																							Final plans approved for entire development. Project currently under construction
Spruce Hill North Lou Alhey 622 E. Washington Street, Suite B Charles Town, WV 25414 304-261-5442	Evitts Run ***114 currently online (1 CIP pd not online yet)	119		1	15	13	8	13	12	16	21	16	4												Project currently under construction
Stoncrest Subdivision (Previously Forest View) Jane Stone 304-725-7439	Flowing Springs Run (No plans/buildout at this time)	225																							CUP expired and file is closed.
Total to Old Standard Plant		178																							
Total to Charles Town Plant		4647	330	66	81	70	26	29	84	27	96	66	202	222	260	262	274	277	250	322	244	243	220		
Total Units By Year of All		4625	330	66	81	70	26	29	84	27	96	66	202	222	260	262	274	277	250	322	244	243	220		

*** CUP - Conditional Use Permit - Development in Rural Zoning District (1 house/10 acres)
*** CIS - Community Impact Statement - Concept Plan in new regulations



FORCE MAIN FROM HARVEST HILLS TO BRECKENRIDGE EAST (FROM CIF INCOME)













BRECKENRIDGE TO RANSON FS PUMP STATION (FROM CIF INCOME)

HALLTOWN TO RANSON FS PS (FROM CIF INCOME)

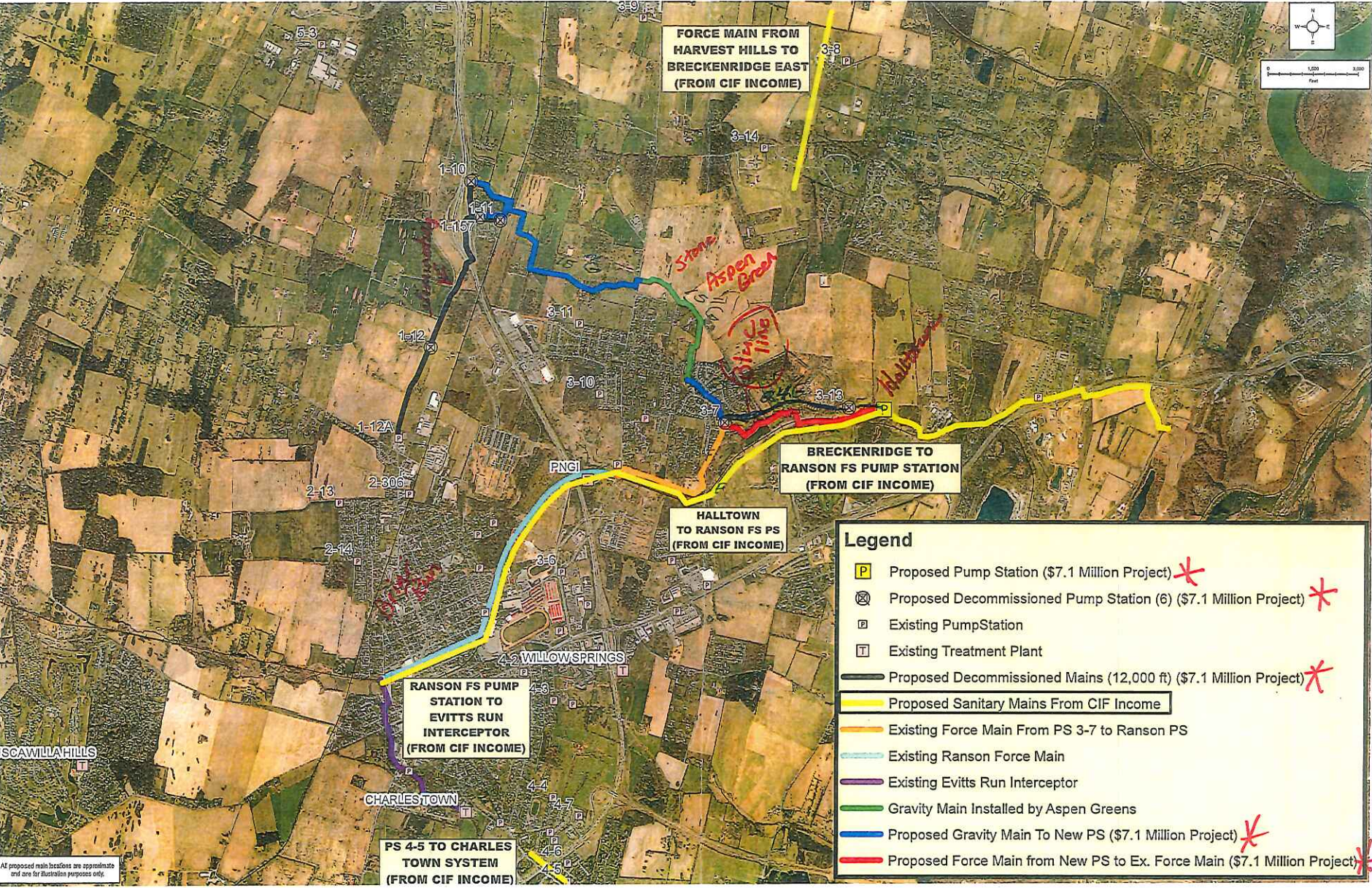
RANSON FS PUMP STATION TO EVITTS RUN INTERCEPTOR (FROM CIF INCOME)

PS 4-5 TO CHARLES TOWN SYSTEM (FROM CIF INCOME)

Legend

-  Proposed Pump Station (\$7.1 Million Project) *
-  Proposed Decommissioned Pump Station (6) (\$7.1 Million Project) *
-  Existing Pump Station
-  Existing Treatment Plant
-  Proposed Decommissioned Mains (12,000 ft) (\$7.1 Million Project) *
-  Proposed Sanitary Mains From CIF Income
-  Existing Force Main From PS 3-7 to Ranson PS
-  Existing Ranson Force Main
-  Existing Evitts Run Interceptor
-  Gravity Main Installed by Aspen Greens
-  Proposed Gravity Main To New PS (\$7.1 Million Project) *
-  Proposed Force Main from New PS to Ex. Force Main (\$7.1 Million Project) *

All proposed main locations are approximate and are for illustration purposes only.



Current Rates with Jefferson Utilities Inc. Ownership				Rates after Purchase by Jefferson County PSD				Difference in Monthly Payment
Gallons Used per Month	Current Rate per 1000 gallons	Cost @ Current Rate (min 3000 gal)	Current Cost adding \$12.00 Surcharge	Gallons Used per Month	New Rate per 1000 gallons	Cost @ New Rate (min 3000 gal)	Cost of water @ New Rate with no Surcharge	Change
2,000	\$ 11.04	\$ 33.12	\$ 45.12	2,000	\$ 15.04	\$ 45.12	\$ 45.12	0
3,000	\$ 11.04	\$ 33.12	\$ 45.12	3,000	\$ 15.04	\$ 45.12	\$ 45.12	0
4,000	\$ 8.87	\$ 41.99	\$ 53.99	4,000	\$ 8.87	\$ 53.99	\$ 53.99	0
7,500	\$ 7.25	\$ 70.61	\$ 82.61	7,500	\$ 7.25	\$ 82.61	\$ 82.61	0
10,000	\$ 7.25	\$ 88.73	\$ 100.73	10,000	\$ 7.25	\$ 100.73	\$ 100.73	0
20,000	\$ 6.01	\$ 148.83	\$ 160.83	20,000	\$ 6.01	\$ 160.83	\$ 160.83	0
50,000	\$ 6.01	\$ 329.13	\$ 341.13	50,000	\$ 6.01	\$ 341.13	\$ 341.13	0
Current JUI Rates				Proposed JCPSD Rates for JUI customers				
Minimum bill is for 3000 gallons		Plus Surcharge		Minimum bill will still be for 3000 gallons		No Surcharge		
First 3000 Gallons	\$ 11.04	\$ 12.00		First 3000 gallons	\$ 15.04	\$ -	0	
Next 3000 Gallons	\$ 8.87	\$ 12.00		Next 3000 Gallons	\$ 8.87	\$ -	0	
Next 4000 Gallons	\$ 7.25	\$ 12.00		Next 4000 Gallons	\$ 7.25	\$ -	0	
Next 50,000 Gallons	\$ 6.01	\$ 12.00		Next 50,000 Gallons	\$ 6.01	\$ -	0	
All over 600,000 Gallons	\$ 6.01	\$ 12.00		All over 600,000 Gallons	\$ 6.01	\$ -	0	

Summary of Acquisition of Assets of Jefferson Utilities, Inc. (JUI), Shenandoah Junction, Inc., and East Jefferson Sewer Service LLC (Old Standard) Memorandum from Pentree, Inc (Thrasher) for Jefferson County Public Service District (District)

IJDC Project # 2014W-1537

November 3, 2015

Jefferson Utility Water Systems

Replacement Value

\$29.8m

\$1.7m

\$31.5m

Assets

Value of cell tower leases

Total

Book Value Factors

\$9.9m

\$2.9m

\$1.7m

\$14.5m

Utility Plant (2014 PSC Report)

Proposed JUI Improvements prior to close

Value of cell tower leases

Total

Negotiated price for Water Utility Assets and Customers - \$14.9 million

Reasons for Paying in Excess of Book Value for Water System

- JUI will be performing about \$2.9 million in improvements to its water system before closing. So the sales price of \$14.9 million will include these additional \$2.9 million in improvements
- Based upon anticipated funding sources and terms, the District can undertake the acquisition of the JUI assets and the Mountain Water project without increasing the amount of monthly payments from JUI customers
- 2500 JUI Water Customers which will significantly increase the District's water customer base of 114 and will allow for greater economies of scale with the District's 2400 sewer customers in the District's field and administrative activities

Shenandoah Junction and East Jefferson (aka Old Standard) Sewer System

Negotiated Price for Sewer Utility Assets and Customers - \$1.00

- Jefferson County PSD will acquire about 210 new sewer customers
- East Jefferson Wastewater Treatment Plant is Chesapeake Bay compliant and expandable
- This purchase will end ownership issues brought forth in PSC Case 13-1175-S-C and in Jefferson County Circuit Court Case # 14-C-51
- East Jefferson sewer system was built at a cost of approximately \$4.1
- Shenandoah Junction has a gross plant value of \$150,000 per 2104 PSC annual report

Benefits to County Residents of Public Ownership

- Reduction of the number of utilities in Jefferson County (a form of consolidation)
- Placing ownership of a relatively large privately owned utility into the hands of a public body
- Rates will no longer need to generate revenue for profit, depreciation, or property taxes
- Greater public involvement in governance
- Reliable succession plan for change in management
- The District is eligible for subsidized loans and grants, whereas private utilities are not

Summary of the Mountain Water Project
Jefferson County Public Service District (District)

November 2, 2015

Replacement of the Mountain Water System in Jefferson County by the District with a USDA RUS Loan will allow the customers of these water systems to receive reliable water service for years into the future. Below is a description of the current situation for those residents in the Mountain communities of Jefferson County.

Background: Each of the Mountain Communities systems (Keyes Ferry Acres, Harpers Ferry Campsites, and Westridge Hills) were built prior to the state's establishment and enforcement of water system design standards. All three systems were woefully under-designed and built using inadequate materials. This has resulted in low pressure, and nearly continuously recurring line breaks. All three systems were owned for a time by homeowners associations, which did not maintain them well. Moratoriums have been in place on the systems since the mid 1990s. Each of the systems now has their own independent groundwater sources and distribution systems. During the past years, the number of water treatment facilities has been reduced from 9 to 2. Most water is now treated at the water plant on Twilight Time Trail. At this time the moratorium that had been established by the West Virginia Bureau of Public Health and the West Virginia Public Service Commission which prohibited new connections to the system due to water quality and quantity has been conditionally lifted for some areas. New service connections on new water lines are now allowed in all three communities. During a Sanitary Survey by the WV BPH in 2005 and 2006, it was noted that the state of the systems had improved but "the primary conditions which prompted the moratorium have not changed." In February of 2010, JUI implemented the use of surcharge funds which have greatly improved the systems. However, there is a great deal of old inadequate pipe which still must be replaced. JUI has been spending approximately \$250,000 per year since February, 2010 to improve the Mountain Water System using the \$12.00 surcharge. At this level of expenditure per year, it would take approximately 30 years to finish this project.

- If the District purchases JUI, a "Mountain Water Project" for \$7.5 million will immediately be initiated so that the project that will take 30 years can be completed in the next three years.

- The RUS funds for this project have been included in the new rates with the IJDC funds to purchase JUI and result in no monthly cost increase to customers.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **December 3, 2015**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews/Appointment to the Jefferson Security Public Service District Board – one six-year term ending December 1, 2021.**

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

ELMWOOD FARM
336 Rosemont Way
Charles Town, WV 25414
304-725-2465

November 20, 2015

Received

NOV 20 2015

Jefferson County Commission

Jefferson County Commission
Post Office Box 250
Charles Town, WV 25414

Dear Members of the Commission,

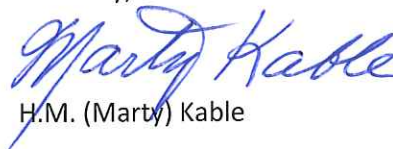
Please accept my expressed interest in being appointed to the Board of the Jefferson County Public Service District. I was previously appointed to serve on this board for a six year term from January 1 2002 through December of 2007. Although it is a very challenging position, I believe it is very important to the future of Jefferson County to have people with my knowledge base about the County and our infrastructure needs, on this board.

I have been a life-long resident of Jefferson County and have witnessed the ongoing changes in land use, development and continued attempts to furnish adequate and affordable utilities to meet the needs of current and future residential, commercial and industrial customers. My personal success in running our family businesses and experiences with the District in the past, give me a unique background and qualifications for decisions related to the future infrastructure needs of Jefferson County.

There are many challenges and obstacles that confront the process of providing and improving infrastructure here in West Virginia. However, these challenges and obstacles must be addressed and overcome in an organized, timely and fiscally prudent manner.

With these challenges and obstacles in mind, I ask for your positive decision while considering my request to be appointed to serve another term as a Board Member of Jefferson County Public Service District.

Sincerely,


H.M. (Marty) Kable

cc: Patsy Noland
Jane Tabb
Walt Pellish
Eric Bell
Dale Manuel
Stephanie Grove
Sandy Slusher

Peter L. Appignani
26 General Wright Ct
Harpers Ferry, WV 25425-3061
Day: (301) 251-7608
Evening: (304) 724-2130

November 18, 2015

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

Dear Commissioners:

Please accept this letter of interest for your consideration in response to the Jefferson County Commission's Notice of Intent to Appoint a Director to the Board of the Jefferson County Public Service District. As requested, a copy of my professional resume is attached.

I have served on the Board of the Public Service District for the past six years, thus I am very familiar with the District's activities and current issues. I have also attempted to represent the best interests of the Public Service District ratepayers. The District faces several challenges including extraordinarily high rates. Regionalization of the water and sewer utilities in the county would not only benefit the District, but would in the long-term benefit the entire County. This would be my priority if reappointed. These challenges and others will ultimately affect the health and quality of life of the residents of Jefferson County.

I believe my extensive engineering and program/project management background will be beneficial. In addition, my experience working in a highly regulated environment, as well as my current position with a federal regulatory agency would be a valuable asset since many of the Public Service Districts activities are regulated by both federal and state agencies.

Thank you for the opportunity to apply for this vacancy.

Sincerely

**Peter L.
Appignani**

Peter Appignani

Digitally signed by Peter L.
Appignani
DN: cn=Peter L. Appignani, o, ou,
email=pappignani@gmail.com, c=US
Date: 2015.11.17 20:56:52 -05'00'

Peter L. Appignani

26 General Wright Court, Harpers Ferry, WV 25425-3061
Home: (304) 724-2130

EDUCATION

Thomas Edison State College
Trenton, New Jersey
Bachelor's Degree - 07/1995
Major: Nuclear Engineering Technology

Ocean County College
Toms River, New Jersey
Associate Degree
Major: Mathematics

EXPERIENCE

- May 2005- Present U.S. NUCLEAR REGULATORY COMMISSION
Senior Risk and Reliability Engineer (GS-15, Step 9), Office of Nuclear Regulatory Research, Division of Risk Analysis, Probabilistic Risk Assessment Branch.
- 10/1998 - 5/2005 AMERICAN ELECTRIC POWER COMPANY
Principal Nuclear Specialist, Probabilistic Risk Assessment Team, Safety and Analysis Group, D.C Cook Nuclear Generation Group (Pressurized Water Reactor - PWR)
- 10/1995 - 10/1998 SCIENCE APPLICATIONS INTERNATIONAL CORPORATION
Senior Interdisciplinary Systems Engineer/Senior Research Scientist
- 01/1984 - 10/1995 SCIENCE APPLICATIONS INTERNATIONAL CORPORATION
Senior Research Scientist - Consultant; Reliability Engineering, Systems Analysis, Modeling (Quantitative & Qualitative), Research & Development, Policy Development and Implementation
- 09/1980 - 12/1984 CAROLINA POWER & LIGHT COMPANY, BRUNSWICK STEAM ELECTRIC PLANT
Engineering Technician/Auxiliary Nuclear Plant Operator (BWR)
Technical Support Staff (Engineering Staff) 1982-1984
Auxiliary Nuclear Plant Operator 1980-1982

08/1971 - 08/1980 US NAVY
Machinist Mate, First Class
Training Officer 1978-1980 U.S. Naval & Marine Corps Reserve
Center, Louisville, KY:
First Class Nuclear Machinist Mate 1971-1978 USS William H.
Bates (SSN-680):
Qualified in submarines.

PERSONAL INTERESTS & COMMUNITY INVOLVEMENT

Licensed private pilot, single engine land,
Board of Directors, Treasurer, Gap View Village Homeowners Association.

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Friday, November 20, 2015 3:38 PM
To: 'Jessica Carroll'
Subject: FW: JCPSD Appointment

From: tpangle@frontiernet.net [<mailto:tpangle@frontiernet.net>]
Sent: Friday, November 20, 2015 3:14 PM
To: dmanuel@frontiernet.net; walterpellish@mac.com; vinemont@frontiernet.net; commissionerpnoland@gmail.com; ebell@jeffersoncountywv.org; sgrove@jeffersoncountywv.org; sandy@jeffersoncountywv.org
Subject: JCPSD Appointment

Dear Commissioners,

I support the reappointment of Mr. Peter Appignani to the Jefferson County Public Service District Board.
Please vote for him.

Please include this email for the agenda packet and subsequent meeting minutes for Dec. 3, 2015.

Thank you for your time
Sincerely,

Teresa Pangle

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Friday, November 20, 2015 10:40 AM
To: 'Jessica Carroll'
Subject: FW: appointment -Public Service District Board
Attachments: PeteAppignaniPSD.jpg; briscoen.vcf

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

From: Nance Briscoe [<mailto:briscoen@frontiernet.net>]
Sent: Friday, November 20, 2015 10:14 AM
To: sgrove@jeffersoncountywv.org; sandy@jeffersoncountywv.org; dmanuel@frontiernet.net; walterpellish@mac.com; commissionerpnoland@gmail.com; vinemont@frontiernet.net; ebell@jeffersoncountywv.org
Subject: appointment -Public Service District Board

I am writing to ask for your continued support concerning Pete Appignani's reappointment to the Jefferson County Public Service District Board. Please include me as a supporter for Pete Appignani's reappointment.

Thank You
Nance Briscoe
22 Cloverdale Place
Charles Town, WV 25414
304.728.2201 H
304.724.6323 F

--
Nance Briscoe
304.728.2201

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Friday, November 20, 2015 9:32 AM
To: Jane Tabb; dmanuel@frontiernet.net; Patsy Noland; 'Patricia Noland'; 'Eric'; Walt Pellish
Cc: Stephanie Grove; 'Jessica Carroll'
Subject: FW: Peter Appignanni

From: Martha Zimmerman [<mailto:xstchclown@aol.com>]
Sent: Thursday, November 19, 2015 5:45 PM
To: sandy@jeffersoncountywv.org
Subject: Fwd: Peter Appignanni

From: Martha Zimmerman [<mailto:xstchclown@aol.com>]
Sent: Thursday, November 19, 2015 8:25 AM

Subject: Peter Appignanni

He is an honest man and should stay with the PSD. The others with PSD are greedy guts and don't care how much money they can get from us home owners. The PSD will end up pushing away future home owners and probably encourage those that live here now to move.

We are and will continue to the highest for water in sewer in the whole state of WV.

Martha Zimmerman

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Friday, November 20, 2015 9:30 AM
To: 'Jessica Carroll'
Subject: FW: JCPSD Appointment December 3

From: johnsonskdbna@aol.com [<mailto:johnsonskdbna@aol.com>]
Sent: Thursday, November 19, 2015 6:09 PM
To: sandy@jeffersoncountywv.org; dmanuel@frontiernet.net; walterpellish@mac.com; vinemont@frontiernet.net; commissionerpnoland@gmail.com; ebell@jeffersoncountywv.org; sgrove@jeffersoncountywv.org
Subject: JCPSD Appointment December 3

Dear Commissioners,

We support the reappointment of Mr. Peter Appignani to the Jefferson County Public Service District Board. Please vote to re-elect him to serve on the JCPSD Board. Please include this email for the agenda packet and subsequent meeting minutes for December 3, 2015.

Sincerely,
Keith and Deborah Johnson

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Thursday, November 19, 2015 4:04 PM
To: 'Jessica Carroll'
Subject: FW: Re-appointment of Pete Appignani

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

From: Colleen Uhlenhopp [<mailto:lilwvmomma@yahoo.com>]
Sent: Thursday, November 19, 2015 3:56 PM
To: sgrove@jeffersoncountywv.org; sandy@jeffersoncountywv.org; dmanuel@frontiernet.net; walterpellish@mac.com; commissionerpnoland@gmail.com; vinemont@frontiernet.net; ebell@jeffersoncountywv.org
Subject: Re-appointment of Pete Appignani

Dear County Commissioners,

I am writing because I want to express my opinion in support of the re-appointment of Pete Appignani.

Thank you,
Colleen Uhlenhopp

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Thursday, November 19, 2015 10:21 AM
To: 'Jessica Carroll'
Subject: FW: reappointment of Pete Appignani

From: Pam Harmon [<mailto:harmonavich@yahoo.com>]
Sent: Thursday, November 19, 2015 10:19 AM
To: sgrove@jeffersoncountywv.org; sandy@jeffersoncountywv.org; dmanuel@frontiernet.net; walterpellish@mac.com; commissionerpnoland@gmail.com; vinemont@frontiernet.net; ebell@jeffersoncountywv.org
Subject: reappointment of Pete Appignani

I live in Jefferson County and I support the reappointment of Pete Appignani to the Jefferson County Public Service District Board, will suffice.

Thank You,
Pam Harmon
791 Chickamauga
HF, WV 25425

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Thursday, November 19, 2015 9:56 AM
To: 'Eric'; Patsy Noland; 'Patricia Noland'; Jane Tabb; dmanuel@frontiernet.net; Walt Pellish
Cc: 'Jessica Carroll'; Stephanie Grove
Subject: FW: Pete Appignani

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

From: Connie [<mailto:connie1292@aol.com>]
Sent: Thursday, November 19, 2015 9:25 AM
To: sandy@jeffersoncountywv.org
Subject: Pete Appignani

I strongly support the reappointment of Pete to the JCPSD Board.

Connie Hiland

Sent from my iPhone

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Thursday, November 19, 2015 8:57 AM
To: 'Jessica Carroll'
Subject: FW: Pete Appignani

From: Debbie Carswell [<mailto:Debbie.Carswell@lcps.org>]
Sent: Thursday, November 19, 2015 8:30 AM
To: sgrove@jeffersoncountywv.org; sandy@jeffersoncountywv.org; dmanuel@frontiernet.net; walterpellish@mac.com; commissionerpnoland@gmail.com; vinemont@frontiernet.net; ebell@jeffersoncountywv.org
Subject: Pete Appignani

Dear Commissioners,

This is a note to let you know that Mr. and Mrs. Walter Carswell of 24 General McLawes Court, Harpers Ferry, West Virginia support the reappointment of Pete Appignani, to the Public Service District Board. We worked with Pete on the Gap View Village Homeowner's Assn. Board and know Pete to be a hard-working and dedicated man who cares about the citizens of Jefferson County.

Thanks you for supporting Pete.

Sincerely,

Walter and Debbie Carswell

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Thursday, November 19, 2015 8:57 AM
To: 'Jessica Carroll'
Subject: FW: JCPSD Appointment Dec. 3

From: Milliron [<mailto:tjmilliron@comcast.net>]
Sent: Wednesday, November 18, 2015 9:24 PM
To: dmanuel@frontiernet.net; walterpellish@mac.com; vinemont@frontiernet.net; commissionerpnoland@gmail.com; ebell@jeffersoncountywv.org; sgrove@jeffersoncountywv.org; sandy@jeffersoncountywv.org
Cc: tjmilliron@comcast.net
Subject: JCPSD Appointment Dec. 3

Dear Commissioners,

I support the reappointment of Mr. Peter Appignani to the Jefferson County Public Service District Board. Please vote for him.

Please include this email for the agenda packet and subsequent meeting minutes for Dec. 3, 2015.

Sincerely,

Jacquelyn Milliron

Good Evening,

November 22, 2015

IMPORTANT UPDATE on JCPSD APPOINTMENT!

Opposing Mr. Appignani for the board position on the JCPSD board is Mr. Marty Kable. Marty Kable served on the JCPSD Board from 2002-2007, and is responsible for spending \$4 million for unnecessary project costs. District customers are now saddled with those expenses.

"Kable reminded the commissioners that the public service district is mandated to provide sewer service to new housing areas and that there are many new residential growth areas, particularly in Ranson, W.Va., which are out of the commissioners' control, Kable said." http://articles.herald-mail.com/2004-01-23/news/25102811_1_sewer-plant-sewer-service-sewer-official

While serving on the JCPSD Board in 2004, Mr. Kable stated his support for providing the City of Ranson with free infrastructure at the cost of JCPSD ratepayers. PSDs across WV and the Public Service Commission do not share Mr. Kable's interpretation of Title 150 Sewer Rules and WV Code Ch. 24-2-2b. There is no mandate of the PSD other than public health. Future growth costs should be borne solely by future customers, not by existing customers. The JCPSD is not a bank for free infrastructure.

Mr. Kable is NOT a JCPSD customer. He is a developer and is a real estate professional.

Mr. Kable's record also demonstrates that he signed several failed and expensive agreements on behalf of the JCPSD regarding the Old Standard Wastewater Treatment Plant, now owned by East Jefferson Utilities Inc., an affiliate of Jefferson Utilities Inc.

Mr. Appignani has defended the ratepayer time and time again. He has brought transparency to government and has attempted to bring reasonable practices to the JCPSD. He has proven that you don't have to be a ratepayer to have integrity.

TELL YOUR COMMISSIONERS THAT THE GOOD OLE BOY SYSTEM IS NOT GOOD ENOUGH!

PLEASE WRITE/EMAIL/CALL OUR COMMISSIONERS ASKING THEM TO VOTE TO REAPPOINT

MR. APPIGNANI

A TRUSTED VOICE OF THE PEOPLE ON THE JCPSD BOARD!



by November 27, 2015

dmanuel@frontiernet.net; walterpellish@mac.com; vinemont@frontiernet.net; commissionerpnoland@gmail.com; ebell@jeffersoncountywv.org; sgrove@jeffersoncountywv.org; sandy@jeffersoncountywv.org

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Monday, November 23, 2015 9:55 AM
To: 'Jessica Carroll'
Subject: FW: JC PSD Board Position - Support for Peter Appignani

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

From: Todd Milliron [<mailto:tmillironwv@gmail.com>]
Sent: Friday, November 20, 2015 6:10 PM
To: sgrove@jeffersoncountywv.org; sandy@jeffersoncountywv.org; dmanuel@frontiernet.net; walterpellish@mac.com; commissionerpnoland@gmail.com; vinemont@frontiernet.net; ebell@jeffersoncountywv.org
Cc: Todd Milliron <tmillironwv@gmail.com>
Subject: JC PSD Board Position - Support for Peter Appignani

Good afternoon,

This message relays my support of Mr. Pete Appignani's reappointment to the Jefferson County Public Service District. As a regular attendee of PSD Board Meetings, I have witnessed Mr. Appignani's common sense approach to support our county's long-term needs. Again, I implore that you reappoint Mr.

Appignani to the PSD Board so he may continue his valiant effort to sustain our county.

Sincerely,

Todd M. Milliron

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Monday, November 23, 2015 9:55 AM
To: 'Jessica Carroll'
Subject: FW: Reappointment of Pete Appignani

From: Deborah Saenz [<mailto:debbiesaenz@hotmail.com>]
Sent: Saturday, November 21, 2015 3:34 PM
To: sandy@jeffersoncountywv.org; sgrove@jeffersoncountywv.org; dmanuel@frontiernet.net; walterpellish@mac.com; commissionerpnoland@gmail.com; vinemont@frontiernet.net; ebell@jeffersoncountywv.org
Subject: Reappointment of Pete Appignani

I just wanted to email my support for the reappointment of Pete Appignani to the Jefferson County Public Service District Board. I really hope he is reappointed and I appreciate all he has done for me and the other JCPSD ratepayers. Thank you.

Deborah Saenz

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Monday, November 23, 2015 9:54 AM
To: 'Jessica Carroll'
Subject: FW: Reappointment of Pete Appignani

From: Otto and Deborah Saenz [<mailto:saenz21@hotmail.com>]
Sent: Saturday, November 21, 2015 3:59 PM
To: sandy@jeffersoncountywv.org; sgrove@jeffersoncountywv.org; dmanuel@frontiernet.net; walterpellish@mac.com; commissionerpnoland@gmail.com; vinemont@frontiernet.net; ebell@jeffersoncountywv.org
Subject: Reappointment of Pete Appignani

I just wanted to email my support for the reappointment of Pete Appignani to the Jefferson County Public Service District Board.

Otto Saenz

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Monday, November 23, 2015 9:54 AM
To: 'Jessica Carroll'
Subject: FW: Peter Appignani

From: lynn welsh [<mailto:welsharch@yahoo.com>]
Sent: Sunday, November 22, 2015 10:16 AM
To: Dale Manuel <dmanuel@frontiernet.net>; Walter Pellish <walterpellish@mac.com>;
commissionerpnoland@gmail.com; Jane Tabb <vinemont@frontiernet.net>; ebell@jeffersoncountywv.org;
sgrove@jeffersoncountywv.org; Patsy Noland <pnoland@jeffersoncountywv.org>; sandy@jeffersoncountywv.org; Tish Appignani <tish322@frontiernet.net>
Subject: Peter Appignani

Please reappoint Peter Appignani to the Jefferson County Public Service District Board. As a 35 year resident of Jefferson County, I have seen much past governing NOT in the interest of Jefferson County. Jefferson Utilities has been an eye sore for residents for a long time due to inflated prices and poor service. I was appalled when the county proposed buying it, especially for the price quoted. Jefferson County is NOT required to line the pockets of Jefferson Utilities who picked up local service for a song and now intends to overcharge in selling. The 7 million dollar project is also not in the best interests of the residents. Other solutions should be explored.

Please reappoint Peter. He is our only "Lone Ranger" and needs to continue to represent the actual ratepayers.

Thank you.

Lynn Welsh, resident of Jefferson County

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Monday, November 23, 2015 9:47 AM
To: dmanuel@frontiernet.net; Walt Pellish; 'Eric'; Jane Tabb; Patsy Noland; 'Patricia Noland'
Cc: Stephanie Grove; 'Jessica Carroll'
Subject: FW: Pete Appignani

From: Linda Rhodes [<mailto:lerhodes44@yahoo.com>]
Sent: Sunday, November 22, 2015 3:16 PM
To: sandy@jeffersoncountywv.org
Subject: Pete Appignani

We support the reappointment of Pete Appignani to the Jefferson County Public Service District Board.

Ed and Linda Rhodes
44 General Pryor Ct
Harpers Ferry, WV 25425

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Monday, November 23, 2015 9:45 AM
To: dmanuel@frontiernet.net; Jane Tabb; Patsy Noland; 'Patricia Noland'; 'Eric'; Walt Pellish
Cc: Stephanie Grove; 'Jessica Carroll'
Subject: FW: Appointment to the JC Public Service District Board

From: Pam Parziale [<mailto:pamo.ren2@gmail.com>]
Sent: Sunday, November 22, 2015 4:07 PM
To: sandy@jeffersoncountywv.org
Subject: Appointment to the JC Public Service District Board

Ms Slusher-McDonald,
We want you to know that we support the reappointment of Pete Appignani to the Jefferson County Public Service District Board, Peter has been a consistent voice for fairness in his pursuit of an equitable rate by users and for county taxpayers. We have been following this issue closely. It is important to keep Pete Appignani on this board.
Sincerely,
Reynolds Parziale
Pamela Parziale

Sycamore Pottery
5210 Paynes Ford Road
Kearneysville WV 25430
304-725-4251
pamo.ren2@gmail.com
www.studiotourwv.org
www.facebook.com/sycamorepottery

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Monday, November 23, 2015 9:44 AM
To: 'Jessica Carroll'
Subject: FW: Reappoint Appignani to the JCPSD

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

From: Humes Barbara [<mailto:bhumes1@comcast.net>]
Sent: Sunday, November 22, 2015 6:56 PM
To: sgrove@jeffersoncountywv.org; Manuel Dale <dmanuel@frontiernet.net>; Tabb Jane <vinemont@frontiernet.net>; walterpellish@mac.com; ebell@jeffersoncountywv.org; commissionerpnoland@gmail.com
Cc: Sandy McDonald <sandy@jeffersoncountywv.org>
Subject: Reappoint Appignani to the JCPSD

I am writing in support of the reappointment of Peter Appignani to the Jefferson County Public Service District Board. There are many unresolved issues before the Board. He has a thorough grasp of these issues and the necessary expertise to do right for the ratepayers who are served by the PSD.

Barbara Humes
Harpers Ferry

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Monday, November 23, 2015 9:44 AM
To: 'Jessica Carroll'
Subject: FW: Reappoint Peter Appignani

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

From: Keryn Newman [<mailto:keryn@frontiernet.net>]
Sent: Monday, November 23, 2015 9:18 AM
To: sgrove@jeffersoncountywv.org; sandy@jeffersoncountywv.org; dmanuel@frontiernet.net; walterpellish@mac.com; commissionerpnoland@gmail.com; vinemont@frontiernet.net; ebell@jeffersoncountywv.org
Subject: Reappoint Peter Appignani

I support the reappointment of Peter Appignani to the Jefferson County Public Service District Board.

Pete has represented the best interests of the ratepayers for the past six years and provides a wealth of experience that will benefit of the citizens of Jefferson County during another term.

I hope you will also support Mr. Appignani's reappointment.

Sincerely,

Keryn Newman
6 Ella Dr.
Shepherdstown, WV 25443

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Monday, November 23, 2015 9:28 AM
To: 'Jessica Carroll'
Subject: FW: Please reappoint Peter Appignani to the Jefferson County PSD Board!

From: Patience Wait [<mailto:pwaitster@gmail.com>]
Sent: Saturday, November 21, 2015 2:21 PM
To: sgrove@jeffersoncountywv.org
Subject: Please reappoint Peter Appignani to the Jefferson County PSD Board!

Peter is an outstanding member of the Public Service District board, who works hard to look out for the best interests of the county and the ratepayers. He should be reappointed to the board, where he can continue to serve the public good.

Thank you for your consideration,

Patience Wait
Shepherdstown

Jessica Carroll

From: Sandy McDonald [Sandy@jeffersoncountywv.org]
Sent: Monday, November 23, 2015 9:26 AM
To: dmanuel@frontiernet.net; Jane Tabb; Patsy Noland; 'Patricia Noland'; 'Eric'; Walt Pellish
Cc: Stephanie Grove; 'Jessica Carroll'
Subject: FW: Reappointing Pete Appignani

From: Sue Ellen [<mailto:michael.boyle64@comcast.net>]
Sent: Saturday, November 21, 2015 2:37 PM
To: sandy@jeffersoncountywv.org
Subject: Reappointing Pete Appignani

Sandy Slusher McDonald: My name is Michael J Boyle. I am the President of Locust Hill Unit Association and a business owner in Charles Town. I would strongly request that you consider reappointing Pete Appignani. The folks here in Locust Hill and I consider Pete to be the voice of reason and as such the right man in the right place. Please consider reappointing Pete. He is a good person and the right man for the position. MJ Boyle



AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 20-30 minutes

DATE REQUESTED: 1ST CHOICE November 19th, 2015

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: (1) Petition of Pamela Dibabo re: the Estate of Joann Hicks, deceased
(2) Special Session to Approve and Close estates

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION,
INCLUDING ANY BACKGROUND INFORMATION:

- (1) Probate Office to submit the Report and Recommendation of Fiduciary Commissioner D. Frank Hill, III on the Petition of Pamela Dibabo re: the Estate of JoAnn Hicks, deceased
- (2) Special Session to Approve and Close estates which did not meet the deadline for the October session

RECOMMENDED MOTION: (1) The probate office defers to the recommendation of Fiduciary Commissioner Frank Hill that Mark Hicks be removed as Co-Executor of the estate of Joann Hicks and that Pamela Dibabo be allowed to serve as sole Executor.

- (2) All presented estates have met the necessary requirements for closure, and it is our recommendation that they be approved and closed by the county commission.

ARE DOCUMENTS ATTACHED: Yes.

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210

BEFORE THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

RE: THE ESTATE OF JOANN VIRGINIA HICKS, DECEASED

REPORT OF FIDUCIARY COMMISSIONER

This Report represents the Fiduciary Commissioner's (the "Commissioner") recommendations regarding the administration of the Estate of JoAnn Virginia Hicks (the "Estate"), as follows:

1. JoAnn Virginia Hicks (the "Decedent") died, testate, a resident of Jefferson County, West Virginia, on April 4, 2014.
2. The Last Will And Testament (the "Will") of JoAnn Virginia Hicks, executed on the 14th day of January, 2013, was recorded in the office of the Clerk of the County Commission of Jefferson County, West Virginia, on May 5, 2014, in Will Book 23, page 629.
3. On April 28, 2014, Mark E. Hicks and Pamela L. DiBabbo, the Decedent's nephew and niece, qualified before the County Clerk as Co-Executors of the Estate, and remain in office as of this date.
4. On November 13, 2014, the Co-Executors executed an Appraisal of the Estate reflecting probate assets of \$358,916.65 which was recorded in the aforesaid Clerk's office on January 6, 2015, in Appraisal Book 25, page 572, which included a single parcel of improved real estate valued at \$170,000.00, with the balance of the Estate's assets being various items of tangible and intangible personal property.

5. By a letter dated June 20, 2015, Pamela Hicks-DiBabbo, a Co-Executor of the Estate and a co-equal residuary beneficiary of the Estate, filed a writing (held to be a Petition) seeking the removal of Mark E. Hicks as a Co-Executor of the Estate for various reasons set forth therein. In addition, responses were received from two other beneficiaries of the Estate (Gregory A. Anderson and David P. Hicks) who each agreed with the position taken within the Petition.

6. A hearing on the Petition was held before the County Commission on September 3, 2015, at which it was decided that the Commission would not hear the Petition, but rather would refer the matter to a Fiduciary Commissioner.

7. By an Order entered on September 3, 2015, the Clerk of the County Commission appointed the undersigned as the Fiduciary Commissioner of the Estate.

8. Upon review of the Estate file and all relevant documents, on October 7, 2015, your Commissioner wrote a letter to each Co-Executor (Mark E. Hicks and Pamela L. DiBabbo) setting forth the Commissioner's proposed resolution of the matter, and specifically requested that an interim accounting for the first year of their appointment (April 28, 2014, through April 30, 2015) be submitted by November 7, 2015, accompanied by a check in the amount of \$400.00 in payment toward the Commissioner's fee, and requested that a written explanation as to why the Estate's real estate has not been sold, a copy of which letter is attached hereto as Exhibit 1.

9. On September 1, 2015, Pamela L. DiBabbo submitted, by email, a multi-page "Affidavit" setting forth a narrative history of the administration of the Estate as well as various problems and difficulties she has encountered as a result of actions, and more particularly in-actions, of Mark E. Hicks in his capacity as a Co-Executor of the Estate.

10. On November 4, 2015, your Commissioner received from the Clerk's office an email (2 pages) from Pamela DiBabbo dated November 2, 2015, detailing certain matters involving the administration of the Estate, a copy of which is attached as Exhibit 2. In addition, Pamela DiBabbo submitted a comprehensive "First And Final Account" based upon information of which she was aware, the consideration of which by your Commissioner will be deferred pending the Commission's ruling on the removal Petition.

11. Critically, Article Four of the Decedent's Will stated "..., I hereby direct my Co-Executors to sell and convey and reduce the same [all property, particularly including the subject real estate] to cash as soon as possible after my decease, ...".

(underlines added)

SUMMARY


From your Commissioner's review of the Estate file maintained by the County Clerk's office, the information and documentation submitted by Pamela L. DiBabbo, the letters in support of the Petition filed by Gregory A. Anderson and David P. Hicks (the three of whom are beneficiaries who, collectively are entitled to one-half of the residuary of the Estate), and noting

that no response or objection to the requested relief has been made by Mark E. Hicks, it is sufficiently clear that the best interest of the Estate, and its six co-equal residuary beneficiaries, will be served by the removal of Mark E. Hicks as a Co-Executor of the Estate, such having frustrated and delayed the administration of the Estate.

RECOMMENDATION

Given that near one and one-half years have passed since the death of JoAnn Virginia Hicks, coupled with the express directive of the Decedent (as stated in paragraph 11 above) regarding the sale of the subject real estate, your Commissioner recommends that the County Commission grant the Petition filed by Pamela L. Dibabbo and do remove Mark E. Hicks as a Co-Executor of the Estate of JoAnn Virginia Hicks, affirm the appointment of Pamela L. DiBabbo as the (sole) Executrix of the Estate, and do further grant such additional relief as is requisite in the premises.

Given under my hand this 5th day of November, 2015.



D. Frank Hill, III
Fiduciary Commissioner
P.O. Box A
Shepherdstown, WV 25443
(304) 876-9333
West Virginia Bar No. 1725

CERTIFICATE OF SERVICE

I hereby certify that true copies of the foregoing Report
Of Fiduciary Commissioner were deposited in the United States
mail, first class postage prepaid, this 5th day of November,
2015, addressed as follows:

Mark E. Hicks
55 Hogbin Road
Millville, NJ 08332

Pamela E. DiBabbo
P.O. Box 132
Absecon, NJ 08201

Vernon S. Hicks
123 Cindy Drive
Egg Harbor Township, NJ 08234

Gregory A. Anderson
123 Cindy Drive
Egg Harbor Township, NJ 08234

David P. Hicks
5318 73rd Road, South
Lake Worth, FL 33463

Deborah L. Kryka
821 Society Court
Woodstock, GA 30188


D. Frank Hill, III
Fiduciary Commissioner

D. FRANK HILL, III
ATTORNEY AT LAW
POST OFFICE BOX A
SHEPHERDSTOWN, WEST VIRGINIA 25443

D. FRANK HILL, III (WV & MD BAR)

136 E. GERMAN STREET
THE PHARMACY BUILDING
(304) 878-9333

October 7, 2015

Mr. Mark E. Hicks
55 Hogbin Road
Millville, NJ 08332

Ms. Pamela L. DiBabbo
2183 Richards Avenue
Hammonton, NJ 08037

Re: Estate of Jo Ann Virginia Hicks, deceased

Dear Mr. Hicks and Ms. DiBabbo:

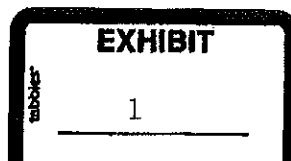
On September 3, 2015, the Clerk of the Jefferson County Commission referred the above-captioned Estate to me as its Fiduciary Commissioner.

I have reviewed various documents pertaining to this Estate, particularly the decedent's Will and the Appraisal which was filed by you on November 17, 2014.

In addition, I have reviewed the "petition" filed by Pamela Hicks-DiBabbo which seeks the removal of Mark E. Hicks as a Co-Executor of the Estate, and several responses from the Estate's beneficiaries regarding her "petition".

I particularly draw your attention to certain language in Article Four of the decedent's Will which stated "... I hereby direct my Co-Executors to sell and convey and reduce the same [all property, particularly including the subject real estate] to cash as soon as possible after my decease, ...". (underlines added)

Given that Jo Ann Hicks died near eighteen (18) months ago, it would appear that ample time has passed for the sale of this real estate which is a significant portion of the Estate.



Also, this letter is to inform you of your obligation to submit to the County Commission (through me) an interim accounting covering the first year of your appointment (April 28, 2014, through April 30, 2015) which was required to have been done within two months after the end of the first year of your administration, which would have been June 28, 2015. To my knowledge no such Accounting has been filed.

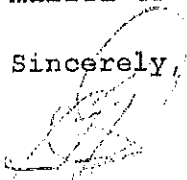
Therefore, the purpose of this letter is two-fold:

First, you are to submit an interim accounting to me, as stated above, within 30 days of this date, accompanied by a check payable to me in the amount of \$400.00 in payment toward my fee as the Fiduciary Commissioner for this Estate.

Second, within 30 days of this date please provide me with a written explanation of why the real estate has not been sold and what steps you have taken to effect its sale.

After my receipts of the proposed interim accounting and your letter regarding the real estate, I will prepare a Report to be filed with the County Commission, a copy of which will be mailed to all parties.

Sincerely,



D. Frank Hill, III
Fiduciary Commissioner

cc: Gregory A. Anderson
David P. Hicks
Vernon S. Hicks
Deborah L. Kryka
Clerk of the Jefferson County Commission

Karen Olden

From: Pamela DiBabbo <pdibabbo@yahoo.com>
Sent: Monday, November 02, 2015 9:31 PM
To: Pamela DiBabbo; Karen Olden
Subject: Estate of Joann Hicks

Dear Mr. Hill,

Thank you in advance for your time in the matter of the Estate of Joann Hicks. As you know I have been trying to move forward with the details of the estate but have not had the cooperation or communication with Mark E. Hicks. The attached pages give an accounting to date of the monies spent to pay debt and ongoing expenses. There are also outstanding items which need to be paid but require the signature of Mark E. Hicks.

We began the process in a cordial manner, and I was able to get the signatures needed until it came to listing the home at 887 Red Bird lane. Together Mark and I had met with the Realtor Mary Ellen Mahoney from Long and Foster at the home. We talked about the area, what was selling and listing the home between \$137,000.00 and \$147,000.00 at that time, which was late spring early summer 2014. Mary Ellen felt as if the home was ready to list and that we should remove as much of the personal contents as we could. She also noted that it was not necessary to show the home furnished. No changes were necessary.

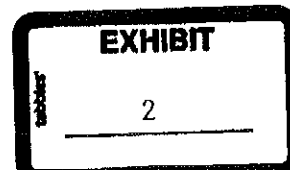
I also reached out to Brian Masemer from Remax. He was willing to list the home close to \$160,000.00.

I kept in touch with Mary Ellen and re visited her at her office on March 12, 2015, at that time the market was stronger and we asked if listing it for \$162,000.00 would be fair. She indicated that it would be good for the home and the adjoining lot. I discussed this with Mark and he said fine. Mary Ellen drew up the papers and went over each page with me, I signed them and took them for Mark to review. On March 13, 2015 I took them to Marks office and went over them with him. Mark had some questions and I said I would leave the papers and pick them up on the 15th of March, this way he could call Mary Ellen and do whatever research he wanted. When I texted him to pick them up on March 15th he responded that he had not had a chance to review them. I said we need to move on this and he was not in a hurry. He said the house was not ready.

I drove to the property from New Jersey on five different occasions, four with Greg Andersen (beneficiary) and once by myself. During these trips we repaired a shed that was damaged by a storm in February of 2015, replace the fireplace insert, clean the yard of debris, and other house maintenance. I rented a carpet steamer and deep cleaned the home from top to bottom for 4 days by myself, to include packing and dropping off to goodwill and the dump.

On several occasions Gregg was to go to the property with Mark to repair the shed roof, but Mark cancelled. Gregg helped with all this prior to having back surgery days later.

I have put up my own money for expenses for gas, tolls, miscellaneous, and the headstone for Aunt Jo grave site. Much of which is still outstanding.



I have loaned money to Vernon, David and Gregg while the Estate was in Probate because they had financial difficulties knowing that they would reimburse me out of their portion.

I am trying to do what is right by Aunt Jo, the Beneficiary's and the Probate court. I have made all of the phone calls, research the paper trails, and sent in the proper documentation to the appropriate parties to settle debts and receive what is due the estate. Monies are now held in two places, Bank of Charles town, and UBS Financial Services. There are also 2 savings bonds to be deposited.

I have reached out numerous times to Mark by phone and stopping by his work to no avail. Debbie, David and Gregg also get no response. Our mother Sharon Hicks has also reached out with no response. We cant move forward without communication.

I am in contact with Probate office, accounting office, bank and UBS Financial services, I remain accessible. Mark has never once come to me, I have always persued him.

Please assist us in bringing this estate to a close and distributing monies to the beneficiaries.

Cordially,

Pamela DiBabbo

Jefferson County Clerk

Jennifer S. Maghan

100 East Washington St

PO Box 208

Charles Town WVA 25414-0208

November 14,2015

To Whom This May Concern,

I am writing this in regards to the Estate of Jo Ann V. Hicks and the bringing to closure of the Will she left.

I took off work and came to the first hearing to show my support to having the Will finalized in a timely manner. I felt at that time that my sister Pamela Hicks Di Babbo, as Executor had done well in researching the assets, paying the bills of the Estate and seeing to the legal business, Banking and the paying of the taxes as needed. I think this will show in the paper work that she has submitted.

I had hoped that the house would have been put on the market so things could come to a closure.

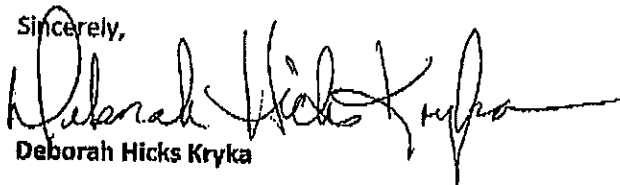
My Aunt did not give us this as an investment, but as a gift. She was a very private person and would not have liked to see this prolonged or become so public.

Prolonging will only be costly to the Estate. We all live a distance away from the property and that makes it difficult to maintain it and keep a check on it, which causes concern.

There seems to be a lack of communication with my brother Mark Hicks, the other Executor, and his reason for not proceeding with the finalization of the Will.

I sincerely believe that it was my Aunt's wish that her gift to us be done in a timely manner in bringing this to a close and this is also my wish.

Sincerely,


Deborah Hicks Kryka

821 Society Court

Woodstock GA 30188

770 845 5883

Lynn Fields

From: Pamela DiBabbo <pdibabbo@yahoo.com>
Sent: Tuesday, November 17, 2015 3:39 PM
To: lfields@jeffersoncountywv.org; Karen Olden
Subject: Estate of Joann V Hicks

To the Probate Office of Jefferson County West Virginia,

On June 20, 2015 I submitted a petition for the removal of Mark E. Hicks as co-executor of the Estate of Joann V. Hicks, I received a letter from your office on July 23, 2015 informing me that on September 3, 2015 a hearing would be held. I came too the hearing along with co-beneficiary Deborah L. Kryka.

At the September 3, 2015 hearing the commissioners referred the case to a Fiduciary appointed attorney to mediate the estates details. Frank Hill esq. was appointed and sent a letter of appointment to all concerned. In Mr. Hills letter of October 7, 2015 he was specific in his requiring an interim accounting and a written explanation as to why the real estate has not been sold. He gave a 30 day window to reply, which would allow sufficient time to collect and submit. I responded as directed.

I have spoken with the Bank of Charlestown as to date November 17, 2015 they still have not had a reply from Mark E. Hicks requesting his signature on an IRA distribution form that was to go into the estate account. The form was emailed to him on September 5, 2015, requiring only his signature.

I have emailed the UBS Financial office and Sharon Hume's emailed me back today November 17, 2015 and she has not heard from Mark E. Hicks either. We have been awaiting his verbal authorization to sell off the stocks they are holding and put the money in the Estate account.

I stopped at the realty office at Long and Foster on November 04, 2015 and discussed the market and listing the home. The market shows a decrease and the house will only list at \$139,000.00 whereas in March 2015 it may have gone for \$149,000.00 after negotiations. I took Mary Ellen of Long and Foster time again to rewrite the listing agreement which I had presented initially to Mark E. Hicks for his signature on March 13,2015. I am awaiting your decision so that it can be listed immediately.

On November 4, 2015 I personally went to the tax office to pay in cash (my personal) the real-estate taxes so they would not end up in tax sale;\$538.11.

This process has been exhausting and did not need to be. I have taken time and put in effort to make sure details are attended to. I have gone back and forth to West Virginia, taking time from work and my own life's details. The delay in this process is costing us thousands of dollars and precious time.

Joann Hicks was an extremely private person her entire life, she would have never expected her financial and personal information to be out in the publics eye.

I have not heard from Mark in months, he refuses to return my calls, calls of the other beneficiaries (except Vernon) and our Mother has tried to call him. All to no avail. Communication is so important as time keeps ticking.

I have expense money and money I have personally advanced some of the beneficiary's while they wait for the gift they have been given. This is now becoming a financial hardship to me.

Also Vernon S. Hicks and his adult son Donny Hicks have taken up residency at the home of the estate on 887 Red Bird Lane in Shannon dale West Virginia with out the agreement of the other beneficiaries since August 15, 2015. He has decided he will reside there until it is sold. We are not in agreement and did not authorize this. Perhaps Mark. E. Hicks did, but without communication we do not know..

Please consider these details and help me to move ahead and clear up this estate.

Thank you in advance.

Cordially,

Pamela L. DiBabbo
co-executor
Estate of Joann Hicks

Lynn Fields

From: David Hicks <seedsofsanity@gmail.com>
Sent: Tuesday, November 17, 2015 6:18 AM
To: Lynn Fields
Subject: Re: Hearing Time

Good Morning Lynn,

I received a letter from the Fiduciary Commissioner D. Frank Hill and was pleased to see his findings were in agreement with our request that Mark Hicks be removed as a co-executor the Joann Hicks estate. I am writing today to state I still hold this same belief that he has continued to delay and frustrate these proceedings and all parties will be better served if he were removed from any further involvement. I also agree that Pamela DiBabbo should continue to serve as sole executor.

I hope these proceedings can be resolved quickly now so that we can move on and allow my dear Aunt Jo to rest in peace. It has saddened me to witness such a shameful display attached to such a beautiful woman. I thank you for your efforts regarding this matter and the entire Jefferson County Clerk's office.

Sincerely,
David P. Hicks

On Wed, Aug 26, 2015 at 3:15 PM, Lynn Fields <lfields@jeffersoncountywv.org> wrote:

Good Afternoon David,

The hearing time has been set for 11 am on Thursday September 3rd, 2015 just in case you were going to be able to attend. I just wanted to make you aware since the letter I mailed out did not contain a time.

Thanks,

Lynn

November 18, 2015

Clerk of the County Commission
P.O. Box 208
Charles Town, WV 25414

Attn. Probate Office: Karen / Lynn

Re: Estate of JoAnn Virginia Hicks, deceased

I am writing at this time in regards to the ongoing issue of my Aunt JoAnn's estate, due to the incompetence of co-executor Mark E. Hicks and the dire need to have him removed as co-executor. It is coming up on two years since my Aunt JoAnn's passing and there has been no progress on getting the real estate portion listed with an agent. The communication and cooperation from co-executor Mark E. Hicks has been an issue from the beginning. His timeline and ideas on how to proceed have only complicated the efforts of co-executor Pamela Hicks DiBabbo.

All other co-heirs have conveyed their wishes of expedience in the matter of the real estate portion and have agreed to list the property and sell it. As stated in Article Four of the final will and wishes of my Aunt JoAnn Hicks, "...hereby direct my co-executors to sell and convey and reduce the same (all property, particularly including the subject real estate) to cash as soon as possible after my decease, ..." I am hard pressed to even fully explain or understand the mind set of my brother, co-executor Mark E. Hicks. His verbal thoughts conveyed to myself have been unrealistic and seemingly selfish towards his own interests and ideas on how to proceed. He has yet to initiate any solid progress and has procrastinated beyond explanation. His explanation and justification was that he wanted to wait for the real estate market to be more favorable, but the realtor now states that prices are far lower than 9 months ago when it was going to be listed. He has cost the co-heirs thousands of dollars with his actions, not to mention the stocks that he did not sign off on for liquidation.

I have been in the middle of communication between the two co-executors for over a year now and he still refuses to meet with or communicate with Pamela on the matter. He has shared his issues with Pamela with me and they go beyond the matter of this estate. They are unrelated to the matter at hand and it is irresponsible of Mark to hold the estate against Pamela.

As I'm sure that Mr. D. Frank Hills, III has found in the research of this case, the removal of Mark E. Hicks as co-executor of the estate of JoAnn Virginia Hicks' affairs is critical if we are to put closure to the matters at hand.

This matter has already caused so much stress and damage within the family. Mark has not only cut off all communication with Pamela, but he has allowed our brother Vernon to stay at my Aunt JoAnn's house for the past three months against all of the other heirs wishes. He has completely ignored our wishes and has put his own interests ahead of ours. I can hardly stress enough of the damaging effects that he has caused to me and the other members of our family.

I love and respect my brother Mark, but none of us deserve to be treated so selfishly by him. All he has done is dishonor my Aunt's generosity and wishes. She would be distraught over her business ending up before the courts and truly ashamed of us all.

I sincerely thank you for your time and consideration on this matter. May the facts and wisdom of the courts prevail.

Sincerely,

Gregory A. Andersen

AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10 – 15 minutes

DATE REQUESTED: 1ST CHOICE December 3rd, 2015

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: Plan of Action concerning the Estate of Patrinka Kelch

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:

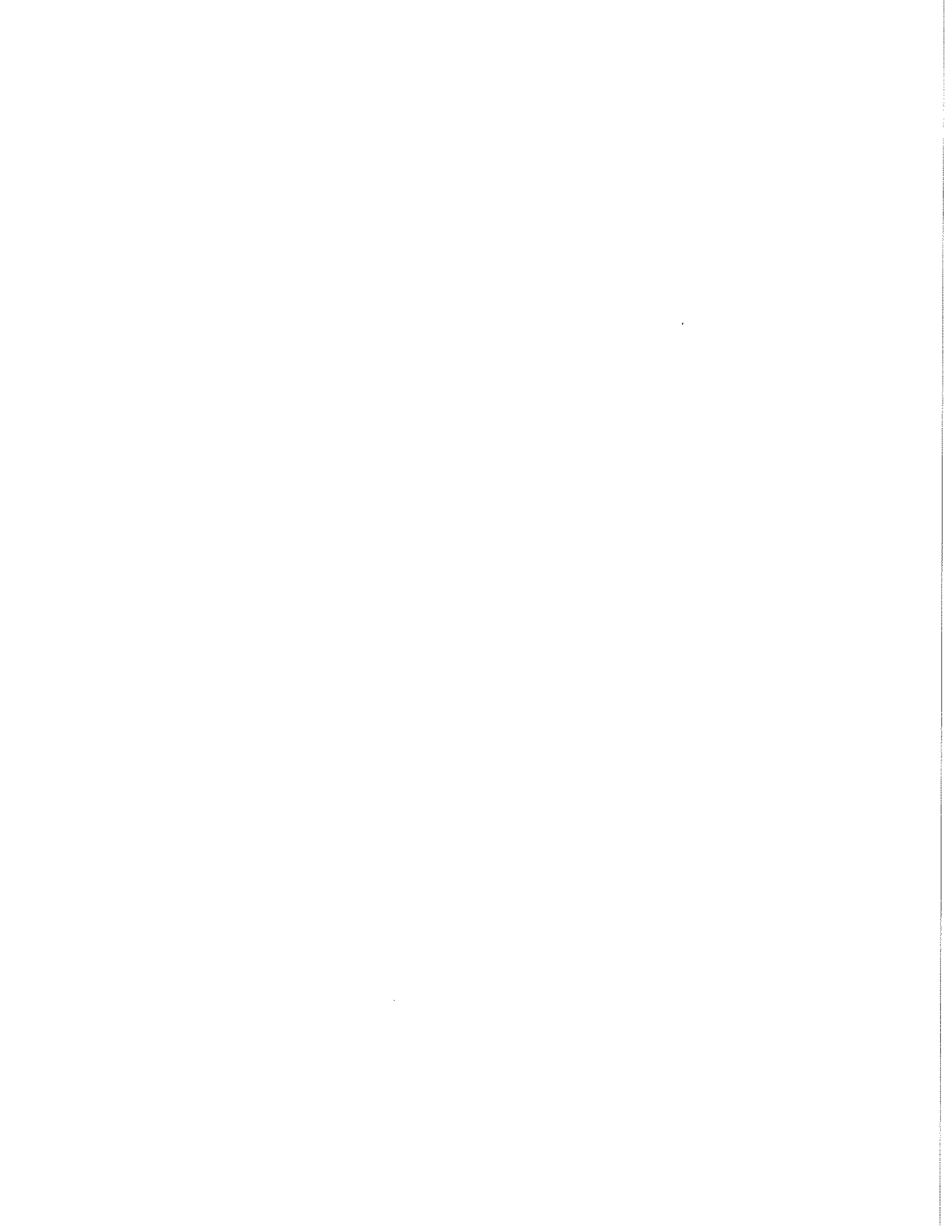
The probate office is in possession of the Last Will and Testament of Patrinka Kelch, deceased. The first named executor has declined to serve, and the alternate executor is deceased. The probate office requires guidance and assistance from the Jeff. Co. Commission on the best plan of action to proceed with probating this estate

RECOMMENDED MOTION: Our office defers to the recommendation of the commission and counsel.

ARE DOCUMENTS ATTACHED: No

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jeff. Co. Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **Dec. 3, 2015**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Nomination to the Chesapeake and Ohio National Park Commission**

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

The Jefferson County Commission proposes to nominate persons to potentially serve on the following Authorities, Boards, Commissions, or Committees on Thursday, December 3, 2015 or as soon thereafter as the Commission may decide:

Chesapeake and Ohio National Historical Park Commission

Per the United States Department of the Interior - National Park Service, highly qualified applicants will have the following attributes:

- **Is a well-respected and engaged member of the community**
- **Is familiar with the Canal - at least within the area represented by the nominating body**
- **Is fairly balanced in terms of points of view represented**
- **Is willing to provide advice on park-related matters that is relevant, objective and open to the public**
- **Is willing to spend one weekday per quarter actively participating in commission meetings**
- **is willing to spend approximately 10-20 hours per month engaged in the work of the commission**
- **Is willing to serve on subcommittees and task groups associated with the business of the commission**
- **Is willing to serve as a two-way communicator with their nominating body and the broader community**

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

November 18 and November 25

Paul Rosa

544 S. Seminary Street
Charles Town, WV 25414
(304) 839-1262
paul.rosa@comcast.net

SUMMARY OF QUALIFICATIONS

Education

Willamette University College of Law, J.D. (1976)
Florida State University, B.S. (1973)

Relevant Experience

Potomac Conservancy, Founding Executive Director (1993)

- Nonprofit Land Trust protecting lands along the Potomac River
- Led recovery efforts along the C&O Canal NHP after it was destroyed by two successive floods in 1996
- Organized 45 companies and over 1,000 volunteers to rebuild several miles of the C&O canal towpath inside the beltway, and rebuilt the bridges leading to the scenic overlook of the Great Falls of the Potomac after each of the 1996 floods
- Received commendation from then National Park Service Director Roger Kennedy

Harpers Ferry Conservancy, Founding Executive Director (1998 to present)

- Nonprofit Land Trust organized to protect lands in the vicinity of Harpers Ferry NHP, C&O Canal NHP, the Appalachian Trail, and adjacent lands in Maryland and Virginia
- Assembled a strong coalition of local, state and national organizations that vigorously defended the essential Harpers Ferry landscape against multiple emerging threats; obtained Harpers Ferry NHP park expansion legislation; and Federal funds to acquire lands on a willing seller/willing buyer basis
- Worked on a continuing basis with local governments to create a mosaic of compatible land uses around various national park units
- Drafted successive wireless facilities ordinances for Jefferson County to blend wireless infrastructure into sensitive landscapes
- As part of the Mid-Maryland Land Trust Alliance, acquired conservation easements on over 4,000 acres of land on the east side of South Mountain between Brunswick and Boonsboro

Wireless.org (1995 to present)

- Consultant on the aesthetics and regulation of cellular antenna sites
- Expertise in blending infrastructure into sensitive scenic, historic and cultural landscapes
- Retained by various entities to develop cell site solutions at Yellowstone National Park, Acadia National Park, C&O Canal NHP, Harpers Ferry NHP and sites along the Appalachian National Scenic Trail

- Conducted seminars, participated as a panelist, or conducted training on wireless issues for (among others) the National Park Service's National Capital Region; the Brandywine Conservancy for local governments in Pennsylvania; Scenic Hudson for local governments in New York's Hudson River Valley; local governments in southwest Virginia; the Land Trust Alliance's Northwest Conference for conservation groups in the Pacific Northwest, the Mountain Resource Center for local governments in western North Carolina, and the American Institute of Architects

Knowledge, Skills & Abilities

- Bicycled the entire length of the 185-mile C&O Canal towpath from Cumberland, Maryland to Georgetown
- Experienced board member
 - Appointed by the Governor of Oregon to the Oregon Lewis & Clark Trail Commission
 - Appointed by the Jefferson County Commission to two terms on the board of the Jefferson County Emergency Services Agency (JCESA)
 - Potomac Conservancy board member
 - Harpers Ferry Conservancy board member
- Thorough knowledge of the acquisition history of national park lands in the National Capital Region
- Extensive experience working with NPS Superintendents and park staff throughout national parks in our area
- Demonstrated ability to harmonize infrastructure with sensitive scenic, historic and cultural landscapes
- Solid park values
- Demonstrated park planning, land use, zoning and regulatory skills
- Good public speaking skills
- Accomplished writer with articles published in the Wall Street Journal, Washington Post, Virginia Business Magazine, Roanoke Times, the Land Trust Alliance's Exchange magazine and Alaska Airlines Magazine (among others)



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 3, 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*): **Decision – Proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05)**

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.

NOTICE OF PUBLIC HEARING

The County Commission of Jefferson County will hold a Public Hearing on Thursday, November 19, 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 redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05).

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



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
zoning@jeffersoncountywv.org

Phone: (304) 728-3228

Fax: (304) 728-8126

MEMO

To: Jefferson County Planning Commission

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

Date: September 22, 2015

RE: Proposed red-lined edits to the Jefferson County Subdivision and Land Development Regulations regarding the Major/Minor Processes (STA15-05)

On February 10, 2015 the Planning Commission appointed a citizen's committee to draft an amendment to the Jefferson County Subdivision and Land Development Regulations regarding the Major/Minor Subdivision and Site Plan processes.

On August 11, 2015 staff distributed for your review the first draft of the proposed redlined edits (STA15-05) as submitted by the committee.

Attached for your review is the first draft of the proposed red-lined edits as submitted by the committee. Note, the only revision made on this version from the first version you received is that **Section 24.105E Minor Site Plan Application – Determination** has been re-added to the text by staff because it is mandated by WV Code §8A-5-4.

The next step would be to schedule a Public Hearing to receive public input on the proposed text amendment.

Attachments

- ❖ Cover Memo dated 07-29-15
- ❖ Article 26 – Terminology, Definition of Major Site Plan and Minor Site Plan
- ❖ Minor Site Plan Process
 - Sections 20.203; 24.105
 - Proposed new Sections (not yet numbered):
 - Minor Site Plan Concept Plan – Submission and Completeness Review
 - Minor Site Plan Concept Plan – Public Workshop
 - Minor Site Plan Concept Plan Direction
 - Minor Site Plan Process After Concept Plan Direction (working title)
- ❖ Major Subdivision/Site Plan Processes
 - Sections 23.203; 24.206; 24.107; 24.109; 24.110; 24.111; 24.112; 24.114; and 24.115
 - 24.113 - Major Subdivision Final Plat – Public Hearing – Recommendation is to delete this section entirely.

MEMORANDUM

TO: Steve Stolipher, President, Jefferson County Planning Commission

FROM: Committee on Subdivision and Site Plan Process Ordinance Amendments *PSR*

SUBJECT: Draft of Proposed Amendments to the Subdivision and Site Development Ordinance

DATE: July 29, 2015

As you are aware, this Committee has been working diligently on proposed ordinance amendments for the processing of Subdivisions and Site Plans. The Committee has met for many months to come up with reasonable amendments to the process that would both streamline an application while keeping the Public involved and informed during the process.

The Committee understood that our task was to come up with a more workable process for plan and plat approvals that more closely reflected the intent of the West Virginia State Code and the experiences of the last several years of processing plans. When the Subdivision/Site Development Ordinance was adopted in 2008, the procedures for processing developments were incorporated into the document without much direction from a very vague new enabling legislation.

Although the Enabling Legislation does not contain a lot of public participation, the Committee felt that it served both the Public and the Applicant if the Concept Plan stage remained in the early stages of the plan approval process. Accordingly, the proposed amendments should achieve a balanced approach to public participation along with quicker processing times.

While the State Code makes it difficult to make the process perfect, the Committee believes that it succeeded with their task. The active participants of the Committee included: Suzanne Malesic; Katy Fidler; Mike Shepp; Michael Boyle; Debra Lee Hovatter; and, Paul J. Raco.

As discussed with Staff, the Committee would like the draft of the proposed amendments distributed to the Planning Commission at your August 11, 2015 meeting, but would hope for time in a September meeting to discuss the amendments with you. Ideally, we discussed the possibility of scheduling a second meeting in September to adequately address the amendments.

We appreciate the opportunity that we had to work on this important matter and hope that we can continue on the project until the final version is adopted. Thank you.

cc: Jennie Brockman, AICP, Director of Planning and Zoning

RECEIVED

JUL 29 2015

JEFFERSON COUNTY PLANNING
ZONING & ENGINEERING



M

Maintenance Guarantee. A guarantee of facilities or work to ensure the correction of any failures of any improvements required pursuant to these Regulations or to maintain same.

Major Change. A change to the plan that increases density or floor area, decreases open space, *bufferyards*, or which alters the alignment or layout of streets by more than five feet. For conditional approvals granted prior to the effective date of these Regulations, any proposed use not contained in the original advertisement shall be considered a major change.

Major Site Plan^a. A plan that follows the major site development process and proposes one or more of the following:

- A. A new public or private street or dedication to public use of an existing street;
- B. Building(s), both new and additions to existing, where new all structures or new additions located on the parcel are equal to or total more than 250,000 square feet or more of GFA on any site;
 - except building(s), both new and additions to existing, regardless of size, when located in a business and/or industrial park on a lot within an approved major non-residential subdivision with master planned roads and stormwater;
- C. ~~Apartment or multi-family development of ten or more dwelling units;~~ or
- D. A heavy industrial use.

Existing single family structures used as single family structures and existing agricultural structures are not included in the square footage computations noted in this definition.

Major Subdivision Plat. A plat that proposes subdivision of land, whether residential or non-residential, that requires the development of streets (public or private) or rights-of-way access to the lots, or common area and/or includes the creation of more than five lots that take access to an existing public street.

Manufactured Home. Housing built in a factory according to the federal manufactured home construction and safety standards effective June 15, 1976. (*Source: W.Va. Code §8A-1-2(r)*)

Mean Sea Level. For purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, or other datum to which base flood elevations shown on a community's flood Insurance Rate Map are referenced.

Mean Surface Water Elevation. The observed limit of dry weather flow elevation in a *watercourse* or mean high water level in tidal areas.

Minimize. To reduce to the smallest amount possible using *Best Management Practices*. "Minimize" shall not mean complete elimination, but shall require that the most substantial efforts possible under the circumstances have been taken to reduce the adverse effect of the action required to be minimized. With respect to activities, the conduct of which is adverse to the conservation of the natural features of land, the requirement to "minimize" shall include, but not be limited to, the requirement that the placement of dwellings and other structures and the locations of roads, sedimentation and erosion control devices, and earthmoving activities shall be planned and designed so as to permit the adverse effect of the activity in question to be reduced to the smallest amount possible under the circumstances consistent with the otherwise permitted development.

Minor Change. A change to the plan that does not increase density or floor area, does not decrease open space, *bufferyards*, or parking, or does not *alter* the alignment or layout of streets by more than five feet.

Subdivision Regulations

Jefferson County, West Virginia



Minor Site Plan^{1&3}. A plan that follows the minor site development process and that will not require the development of new infrastructure or the extension of existing off-tract infrastructure, that proposes one or more of the following:

- A. Building(s), both new and additions to existing, where ~~new all~~ new or new additions to structures located on the parcel total less than 5,000 square feet gross floor area (GFA) on any site shall process administratively, and building(s), both new and additions to existing, where all structures located on the parcel total more than 5,000 and less than ~~50,000~~ 250,000 square feet gross floor area (GFA) on any site shall:
 - Process a concept plan with a public workshop and all remaining site plan review processes shall be administratively approved.
 - In the event that any condition(s) placed upon a site plan during the concept plan public workshop that cannot be addressed or resolved administratively, such condition(s) placed upon the concept plan at the public workshop shall return to the Planning Commission for resolution.
 - ~~Building(s), both new and additions to existing that exceed 50,000 square feet gross floor area at the time of this adoption, adopted 01/19/2012, shall be permitted a one-time expansion up to 25,000 square feet gross floor area with a concept plan public workshop.~~
- B. Building(s), both new and additions to existing, regardless of size, when located in a business and/or industrial park on a lot within an approved major non-residential subdivision with master planned roads and stormwater. Sub-Section A of this definition does not apply to this provision;¹
- C. Apartment or multi-family development, ~~of nine or less dwelling units.~~

Minor Site Plans do not include the design, erection or addition to detached single family dwelling units when only one dwelling unit is located on an established lot.

Existing single family structures used as single family structures and existing agricultural structures are not included in the square footage computations noted in this definition.³

Minor Subdivision Plat. A plat that will not require the development of new off-tract infrastructure or the extension of existing off-tract infrastructure, that proposes subdivision of land into five or less lots including the parent parcel.

Mitigation. Any action taken to lessen the specified undesirable impacts of a proposed land use or land disturbance activity, including those which would adversely affect the health or longevity of a natural feature, pose a visual intrusion or conflict, or otherwise be deemed incompatible with surrounding properties.

Moderately Vulnerable Area. An area where the combination of soils, subsurface conditions, geologic features, hydrology, population density, and Source Water Protection Areas makes the aquifer and groundwater moderately vulnerable to contamination. This area contains a lower intensity of the conditions found in a highly vulnerable area.

Monument. A stone or concrete boundary marker, as required by these Regulations, intended to fix the physical location of property lines.



- 2. Judicial sales or tax sales;
 - 3. Mortgages;
 - 4. Deeds of partition under or pursuant to an order of Court;
 - 5. Real estate transferred by will or intestacy.
- d. A parent or a child may receive only one such exempt lot within the County after July 19, 1979.
- c. Parents who are married are entitled to only one such parcel.

B. Non-Residential.

The re-subdividing of a lot located in an approved industrial park or existing major non-residential subdivision shall be permitted to follow the minor non-residential subdivision process. When a non-residential subdivision is provided for in the rural district, such development may utilize the minor non-residential subdivision provisions provided only one parcel is being subdivided off and only one use will be established on the lot. All minor non-residential subdivisions shall contain, but are not limited to, the following criteria:

- 1. **Lots.** A minor non-residential subdivision divides the property into more than one lot.
- 2. **Access.** All lots shall front on an existing internal subdivision road built to county grade road standards and having a minimum right-of-way width of 50 feet. Lots having direct access to a state road are not permitted to process as a minor, except for those proposals utilizing the non-residential permitted uses in the Rural District.
- 3. **Water/Well or Sewer/Septic.** Potable water and sewer shall be provided according to the requirements of Appendix B, *Engineering Standards*. All submissions shall provide a plat approved by the Department of Health.

Where, in the judgment of staff, a residential or non-residential proposal does not comply with the minor subdivision requirements and/or the intent of these Regulations, the proposed subdivision shall be classified as a major subdivision. The reason for such a determination shall be provided to the applicant in writing. The determination may be appealed to the Planning Commission for consideration and classification.

Sec. 20.202 Major Subdivision

A major subdivision, whether residential or non-residential, is any subdivision of land that requires the development of streets (public or private) or easements of access to the lots, or common area and/or includes the creation of more than five lots that take access to an existing public street. (See definition of "Major Subdivision.") A subdivision may be classified as major if in the judgment of staff, a proposal does not comply with the minor subdivision requirements and/or the intent of these Regulations. The reason for such a determination shall be provided to the applicant in writing. The determination may be appealed to the Planning Commission for consideration and classification.

Sec. 20.203 Minor Site Development^{1, 3, & 4}

Minor Site Developments are those proposals that do not require the development of new infrastructure or the extension of existing off-tract infrastructure.

If the development requires easements for drainage or other purposes, private roads, or parking, and access to public roads is involved that serve one or more land uses, it is a site development. Minor site development proposes one or more of the following:

Subdivision Regulations

Jefferson County, West Virginia



(1) Building(s), both new and additions to existing, where all structures located on the parcel total less than 5,000 square feet gross floor area (GFA) on any site shall process administratively, and building(s), both new and additions to existing, where all new structures or additions to structures located on the parcel total more than 5,000 and less than ~~50,000~~ 250,000 square feet gross floor area (GFA) on any site shall:

- Process a concept plan with a public workshop and all remaining site plan review processes shall be administratively approved.
- In the event that any condition(s) placed upon a site plan during the concept plan public workshop that cannot be addressed or resolved administratively, such condition(s) placed upon the concept plan at the public workshop shall return to the Planning Commission for resolution.
- ~~Building(s), both new and additions to existing that exceed 50,000 square feet gross floor area at the time of this adoption, adopted 01/19/2012, shall be permitted a one-time expansion up to 25,000 square feet gross floor area with a concept plan public workshop.~~

(2) Building(s), both new and additions to existing, regardless of size, when located in a business and/or industrial park on a lot within an approved major non-residential subdivision with master planned roads and stormwater. Section 20.203 Sub-Section (1) does not apply to this provision;

(3) Apartment or multi-family development, ~~of nine or less dwelling units.~~

Minor Site Development requires Stormwater Management Plans and stormwater management activities per the Jefferson County Stormwater Management Ordinance, as identified in A, B, C, and D within this Section.

Existing single family structures used as single family structures and existing agricultural structures are not included in the square footage computations noted in this section; unless, development/redevelopment activity at the site triggers stormwater management policy as described in the Jefferson County Stormwater Management Ordinance.

A. **No Site Plan or Stormwater Management Plan Required.** No site plan is required for additions to existing structures or structures ancillary to existing uses on a property, when:

1. The footprint of the addition or the new structure is less than 250 square feet; and
2. No additional parking is required per Zoning Ordinance standards; and
3. The disturbed area is no more than 3000 square feet.

B. **Limited Site Plan and Stormwater Management Plan Addressing Quantity Only Required.**

A site plan limited to basic information needed to address (a) erosion and sediment control, (b) parking requirements for the expanded use, (c) stormwater management for the additional impervious area only, (d) handicapped access to the existing and proposed structures and (e) compliance with the Zoning Ordinance, may be used on sites where the structure is:

1. An addition to an existing structure, or, ancillary to an existing use; and
2. The footprint does not exceed 1600 square feet or 35% of the existing structure, whichever is smaller.
3. For a home occupation or cottage industry, the limited site plan standards are applicable if a site plan is required pursuant to the Zoning Ordinance.²

C. **Full Site Plan Required.** Any development which does not meet all of the criteria for a limited or rural site plan shall meet all the requirements of these Regulations and the appendices.

Subdivision Regulations

Jefferson County, West Virginia

**Sec. 24.105 Minor Site Plan Application – Determination**

- A. **General.** An applicant for a minor site plan, who does not schedule a pre-proposal conference, shall be subject to the procedures of this Section upon submittal of a copy of a site plan application and the corresponding fees to the Planning Commission. All minor site plans shall follow the site plan standards in Appendix A, *Plan & Plat Standards*.
- B. **Application Meeting.** Within seven days after the submission of the site plan, the applicant and the staff shall meet to discuss the proposed site plan and the criteria used to classify the proposal as minor. The applicant may choose to waive this meeting but shall do so upon submission.
- C. **Site Inspection.** The staff shall make a site inspection of the site plan.
- D. **Determination.** Within ten days after the submission of the site plan, the staff shall notify the applicant in writing that the proposed site plan has or has not been classified a minor site development. If the Staff determines that the site plan has been classified as a minor site development and is over 5,000 square feet as described in Section 20.201, then the project shall proceed with Section XXXX, Minor Site Plan Concept Plan. All other Minor Site Plans (under 5,000 sq. ft. and in Industrial/Business Park) shall proceed with Section XXXX (page 50D) Minor Site Plan Process After Concept Plan Direction (Page 50D).
- E. **Approval.** Within ten days after the site plan has been classified as minor site plan, the staff shall approve, approve with conditions, or deny the site plan.

(For minor site plan criteria see the definition, Site Plan, Minor and Sec. 20.201, Minor Subdivisions.)

Sec. XXXXX Minor Site Plan Concept Plan - Submission and Completeness Review^{2,4}

The submission of a concept plan is a required step for minor site plans determined in Section 24.105. The Department shall have 45 days to complete the sufficiency and completeness review. At the time of submission, Concept Plan shall be placed on the first regularly scheduled Planning Commission meeting after the 45 day review period for the public workshop. Within the 45 days, the department shall have ten (10) days to review the submission and determine whether it is sufficient in that it includes all of the items listed below. If the submission is insufficient, it shall be returned to the applicant. In order to keep on the proposed schedule, the applicant shall resubmit within 10 days after being notified of insufficiency. For the review to be complete within 45 days and remain on the scheduled Planning Commission meeting, all reviewing material, including outside agency reviews, shall be returned to the Department of Planning and Zoning at least 14 days prior to the scheduled Planning Commission workshop.

- A. **Submission.** The applicant is responsible for submitting an application and all supporting documents to the planning department. It shall be accompanied by the fee for concept plan review.
- B. **Submission Contents.** The submission shall contain the following elements in the number of copies indicated by staff.
1. **General location.** A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document.
 2. **Concept Plan.** A Concept Plan shall be submitted in accordance with the content and formatting guidelines provided in Appendix A, *Plan & Plat Standards*. Show or note if all features are addressed.

Subdivision Regulations

Jefferson County, West Virginia



3. Zoning Information. This shall include:

- a. Determination of the zoning district in which the proposed site plan project is situated.
- b. Density calculations.
- c. Site resource map. (See definition)
- d. Use designations for all adjoining and confronting parcels.

4. Proposal Description. This shall be a written description of the proposal with general identification of the number of dwelling units or floor area proposed, commentary, zoning, and development option selected if the development is multifamily residential.

5. Traffic Impact Data. This shall include:

- a. ADT figures for the adjoining or accessible State road.
- b. Trip generation figures based on the following table:

<u>USE</u>	<u>PEAK HOUR</u>	<u>AVERAGE DAILY</u>
<u>Townhouse</u>	<u>0.6</u>	<u>7.0 per d.u.</u>
<u>Mobile Home</u>	<u>0.6</u>	<u>5.0 per d.u.</u>
<u>Light Industrial</u>	<u>1.2</u>	<u>5.5 per 1000 s.f.</u>
<u>Industrial Park</u>	<u>0.99</u>	<u>7.0 per 1000 s.f.</u>
<u>Warehousing</u>	<u>1.63</u>	<u>4.9 per 1000 s.f.</u>
<u>Mini-warehousing</u>	<u>0.29</u>	<u>2.8 per 1000 s.f.</u>
<u>Office</u>	<u>2.82</u>	<u>17.7 per 1000 s.f.</u>
<u>Small Shopping Center</u>	<u>15.51</u>	<u>118.0 per 1000 s.f.</u>
<u>Convenience Market</u>	<u>54.80</u>	<u>625/1000 leasable s.f.</u>

- c. Nearest key intersection that will serve the proposed project. A "key intersection" is defined as any intersection with a primary or secondary highway as classified by the current Comprehensive Plan.
 - d. "Highway Problem Areas" according to the current Comprehensive Plan that falls within a one-mile radius of the project.
 - e. If a use is not listed in the table above, the most current edition of the Institute of Transportation Engineers Trip Generation Manual or Handbook shall be referenced to determine appropriate trip generation figures.
- 6. A traffic study may be required only at the request and direction of the West Virginia Division of Highways. Any required traffic study or a letter from the West Virginia Division of Highways outlining the proposed improvements shall be received with the first submission of the site plan.⁴**



- 7. Agency Reviews.** The reviewing agencies shall conduct reviews of the proposed concept plan. Agency comments shall be received by the Department fourteen (14) days prior to the scheduled public workshop. The applicant shall distribute the concept plan to all reviewing agencies no later than 7 days after the review. Reviewing agencies are found in Sections 23.203 and 23.204. Applicant shall provide copy of letter sent to outside agencies to the Departments of Planning and Zoning with 7 days of submission of Concept Plan. If any review agency failed to respond, they shall be deemed by these Regulations to have approved the plan.
- 8. Other Data.** Any other data or information the applicant believes will assist in the review.
- 9. Other Reviews.** Any other staff or agency reviews of the plans.
- 10. Adjoining Property.** The applicant must provide an accurate list of all properties and owners' addresses adjoining the subject property. The adjoining and Homeowner's Associations shall be notified by staff of the date of the workshop.
- C. Review Content.** The Department and agency reviews shall address the areas indicated in D through G below and any other areas of concern to the agencies.
- D. Department.** The Department review shall include the following:
1. Whether the density, use, and plan meet the requirements of the Zoning Ordinance and any other zoning issues that can be identified at the concept plan submission. (Landscaping, for instance, is not generally available at this stage). Staff shall identify conditions that would enable the plan to meet the standards. It shall also identify any other zoning issues the developer shall address in a site plan submittal.
 2. Staff opinion as to whether the plan meets the site plan criteria of these Regulations. The Department shall review the concept plan for modifications that would improve the plan.
- E. WVDOH.** WVDOH shall submit a letter to the Department of Planning indicating issues and data requirements or notice that there are no issues or data requirements. If WVDOH determines that a traffic study needs to include more area than required by these Regulations or the Zoning Ordinance, it shall specify the expanded area. Any issues regarding sight distances, access location, road configuration, or off-site improvements shall be noted with recommendations or required changes. The purpose is to ensure that, at preliminary plat review, all transportation information is available so the agency does not have to seek additional data for a qualitative review.
- F. Traffic Impact.** The review shall indicate whether a traffic impact study will be required based on analysis required in 24.116.B.5.e.
- G. Public Services.** The review shall indicate whether there are existing water and sewer systems in place that can handle the development. If not, the review shall indicate the type or extent of a system that shall be proposed by the developer to best meet the County's needs in that area of the County.
- H. Recommended Conditions.** All reviews shall contain recommended conditions for moving forward to a site plan or reasons why the plan should be denied.
- I. Approval.** Unless there are reviews indicating that the development cannot conform to the Zoning Ordinance, be serviced by public services, or provide its own utilities, or other factors

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that make the development impossible, Planning Staff shall accept or deny the concept plan as complete.

- J. Effect.** At the time of submission, the concept plan shall be placed on the 1st regularly scheduled Planning Commission meeting after the 45 day review period for the public workshop. Staff shall advertise the public workshop in a local newspaper of general circulation in the area one time at least twenty-one (21) days in advance of the meeting and send notice by mail to the adjoining property owners at least fourteen (14) days prior to the meeting. The applicant shall post notice on the property at least fourteen (14) days in advance of the meeting.

Sec. XXXX Minor Site Plan Concept Plan - Public Workshop

At the scheduled Planning Commission meeting, the Planning Commission shall hold a public workshop to take public comments, concerns, and inputs on the proposed concept plan. This workshop is intended to provide the developer and the Planning Commission with said public input.

- A. Plan Presentation.** The developer shall make a short presentation of the plan.
- B. Agency Comments.** The staff shall briefly outline agency comments. The planning department shall specifically address whether the project can meet the standards of the Zoning Ordinance.
- C. Public Comment.** The public will be invited to comment. The Planning Commission shall direct participants to briefly cite concerns or ask questions of the Planning Commission. The intent of this procedure, like the Department comments, is to inform the developer and Planning Commission with regard to issues that should be addressed in the site plan and report such transportation or engineering matters.

Sec. XXXX Minor Site Plan Concept Plan - Direction

After the close of the public workshop, the Planning Commission shall, during their regular meeting or at a specific public meeting within 14 days, provide direction on the concept plan. If the Planning Commission decides to postpone action for 14 days, the workshop shall be closed for public comment; however the applicant or designated representative will be permitted to interact with the Planning Commission at that meeting to answer questions raised during the public comment at the workshop.

- A. Direction.** The Planning Commission shall direct the preparation of a site plan subject to conditions to be addressed in the site plan application. The purpose of this review is to guide the developer so that when the site plan application is formally reviewed by the staff, there should not be a whole range of issues being raised for the first time. The developer shall cite conditions and demonstrate that they have been met or otherwise addressed.
- B. Conditions.** In the direction, it is anticipated that there will be numerous conditions from the Department, agencies, and public comment. There may well be public comment that seeks to lower density of the project below that permitted by the Zoning Ordinance, or to deny the project because of concerns outside the scope of the zoning or subdivision regulations. The applicant may make proffers to address these concerns, but the Planning Commission may not use them as conditions, unless they are proffered by the applicant.

Effect. The direction is to the developer to proceed to prepare a site plan (Section 24.119, Major Site Plan Application -- Submission and Completeness Review). The direction received in the Concept Plan Public Workshop shall be applicable for a period of two years, with the provision that any amendments to these Regulations or the Zoning Ordinance in the second year shall control. If any zoning changes have been presented in a public hearing prior to the decision on the concept plan direction, then meeting the amended zoning requirements, if adopted, shall be a condition of the direction.

Section XXXX Minor Site Plan Process After Concept Plan Direction

A. Formal Site Plan Submission. An Application, applicable fees, two copies of a Site Plan as outlined in Appendices A and B, 2 copies of Storm Water Management Calculations with Stormwater Narrative and all other applicable Site Plan support material can be submitted after the Concept Plan Direction is given by the Planning Commission.

B. Required Elements. Within 7 days, Engineering Staff shall determine if the Site Plan is sufficient and support material contains at least 70 percent of the required elements of a site plan submission.

C. Staff Review Conference. Once Engineering Staff determines that the Site Plan contains 70 percent of the required elements, Staff shall place an advertisement in the Spirit of Jefferson noticing a Staff Review Conference will be held on the first available Staff Review Schedule held on the first and third Fridays of every month. This Staff Review Conference shall be open to the public, but will be conducted only between the Staff, applicant and Design Consultant. The Design Consultant is required to attend, or the Staff Review Conference will be postponed to the next available Staff Review Schedule on a first or third Friday of the month. The purpose of the Staff Review Conference is for the Staff, applicant and design consultant to exchange checklists, ideas, suggestions and questions regarding the applicable site plan regulations as it relates to the submitted site plan and support data.

D. Site Plan Approval. Once the Staff Review Conference is held, the site plan will be exchanged back and forth between the design consultant and Staff via the approved checklist process until such time that the Staff believes that the site plan and support data meets all applicable local and state regulations. Once the Staff determines that the site plan meets all such regulations, the Staff shall approve the site plan and allow the project to proceed to bond the project under the current Jefferson County Bonding Policy. All Health Department, Highway Department, Public Service District, WVDEP and other applicable State and Local Agency Approvals shall be in place prior to the Staff's Approval.

E. Site Plan/Checklist Approval Process. Under Section D above, the applicant may at any time request to be on the Planning Commission agenda pursuant to current agenda rules in order to request that the Planning Commission approve the site plan if the applicant believes that the site plan meets the site plan rules and regulations.



Sec. 23.203 County Agencies

The following Jefferson County agencies are involved or may be involved in the subdivision and site development review process.

- A. **On-Site Water Supply and Sanitary Waste Disposal.** The Jefferson County Health Department and West Virginia Department of Health shall be responsible for the review of any on-site water supply or sanitary waste disposal for the proposed development. Approval needed at Preliminary Plat Stage.
- B. **Centralized Water Supply/Distribution and Sewage Collection/Treatment.** The Jefferson County Public Service District or other applicable local agency supplying centralized utilities, West Virginia Health Department, and WVDEP shall be responsible for the review and approval for any centralized sewer and water supply intended to serve the proposed development. Approval needed at Preliminary Plat Stage.
- C. **Jefferson County Historical Landmarks Commission.** This body shall submit a report and findings on whether historical resources exist on the site of the proposed subdivision of site development. If there are, they shall submit findings on whether the proposal meets the requirement of zoning with respect to such structures or places at Concept Plan Stage.
- D. **Jefferson County Parks and Recreation Department.** This body shall determine the adequacy of park, recreation, and trail facilities intended to serve a proposed residential development at Concept Plan stage. This is a courtesy review for Park Planning Purposes.
- E. **Jefferson County Addressing/GIS Office.** This body shall verify adequacy of proposed addresses, road names, and names of subdivisions in accordance with Jefferson County E 9-1-1 Addressing Ordinance. Approval is needed at either Concept Plan or Preliminary Plat Stage.
- F. **Jefferson County Engineering Department.**⁴ This body shall review and either approve or deny the Stormwater Management Plan relating to stormwater management.

Sec. 23.204 Other Agencies

The following are the responsibilities of other agencies:

- A. **West Virginia Division of Highways (WVDOH).** WVDOH is responsible for reviewing the site access and potential improvements to public roads at Preliminary Plat Stage.
- B. **Jefferson County Schools.** The Board of Education should determine the adequacy of school facilities intended to serve a proposed residential development at Concept Plan Stage. This is a courtesy review for School Planning purposes.
- C. **Emergency Services.** Fire, police, and EMS providers should determine the adequacy of emergency response and lifesaving services provided to their respective service area if potentially affected by a proposed subdivision or development project at Concept Stage.
- D. **U.S. Postal Service.** ~~The U.S. Postal Service shall determine which zip code wholly contains the new subdivision and acknowledge which postal delivery mechanism is approved when affected by a proposed subdivision or development project.~~ WVDEP, DEP approval for NPDES, SWPPP, GPP, and other applicable approvals (if required) are needed prior to Preliminary Plat Approval.

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- c. Nearest key intersection that will serve the proposed project. A "key intersection" is defined as any intersection with a primary or secondary highway as classified by the current Comprehensive Plan.
 - d. "Highway Problem Areas" according to the current Comprehensive Plan that falls within a one-mile radius of the project.
 - e. In the event trip generation in the peak hour exceeds 100 or the limitation designated in the most current DOH Traffic Engineering Directive, a traffic study ~~may will~~ be required which includes generators, etc. or unless the West Virginia Division of Highways has created an agreement with the applicant to provide site access improvements that are typically required by a traffic study, the traffic study shall not be required. This type of study should be performed by a traffic engineering consultant. The effect of phasing the subdivision shall be cumulative. The traffic study or a letter from the West Virginia Division of Highways outlining proposed improvements shall be received ~~prior to with the first submission of~~ the preliminary plat ~~approval~~.⁴
6. **Agency Reviews.** The reviewing agencies ~~may shall~~ conduct reviews of the proposed concept plan. Agency comments, ~~if responding~~, shall be received by the Department fourteen (14) days prior to the scheduled public workshop. The applicant shall distribute the concept plan to all reviewing agencies no later than 7 days after review. Reviewing agencies are found in Sections 23.203 and 23.204. Applicant shall provide a copy of the letter sent to outside agencies to the Department of Planning and Zoning within 7 days of the submission of Concept Plan. If any review agency fails to respond, they shall be deemed by these Regulations to have approved the plan.
7. **Adjoining Property.** The applicant must provide an accurate list of all properties and owners' addresses adjoining the subject property. The adjoining and Homeowner's Associations shall be notified by staff of the date of the workshop.
8. **Other Data.** Any other data or information the applicant believes will assist in the review.
9. **Other Reviews.** Any other staff or agency reviews of the plans.
- C. **Review Content.** The Department and agency reviews shall address the areas indicated in D through G below and any other areas of concern to the agencies.
- D. **Department.** The Department review shall include the following:
1. Whether the density, use, and plan meet the requirements of the Zoning Ordinance and any other zoning issues that can be identified at the concept plan submission. (Landscaping, for instance, is not generally available at this stage). Staff shall identify conditions that would enable the plan to meet the standards. It shall also identify any other zoning issues the developer shall address in a preliminary plat submittal.
 2. Staff opinion as to whether the plan meets the site development planning or subdivision criteria of these Regulations. The Department shall review the concept plan for modifications that would improve the plan.



~~Regulations or the Zoning Ordinance, it shall specify the expanded area. Any issues regarding sight distances, access location, road configuration, or off site improvements shall be noted with recommendations or required changes. The purpose is to ensure that, at preliminary plat review, all transportation information is available so the agency does not have to seek additional data for a qualitative review.~~

- F. **Traffic Impact.** ~~The WVDOH shall determine. The review shall indicate~~ whether a traffic impact study will be required during the preliminary plat stage. ~~based on analysis required in 24.106.B.5.e.~~
- G. **Public Services.** The review shall indicate whether there are existing water and sewer systems in place that can handle the development. If not, the review shall indicate the type or extent of a system that shall be proposed by the developer to best meet the County's needs in that area of the County.
- H. **Recommended Conditions.** All reviews shall contain recommended conditions for moving forward to a preliminary plat or reasons why the plat should be denied.
- I. **Approval.** Unless there are reviews indicating that the development cannot conform to the Zoning Ordinance, be serviced by public services, or provide its own utilities, or other factors that make the development impossible, Planning Staff shall accept or deny the concept plan as complete.
- J. **Effect.** At the time of submission, the concept plan shall be placed on the 1st regularly scheduled Planning Commission meeting after the 45 day review period for the public workshop. Staff shall advertise the public workshop in the local newspaper one time at least twenty-one (21) days in advance of the meeting and send notice by mail to the adjoining property owners at least fourteen (14) days prior to the meeting. The applicant shall post notice on the property at least fourteen (14) days in advance of the meeting.

Sec. 24.107 Major Subdivision Concept Plan - Public Workshop

At the scheduled Planning Commission meeting, the Planning Commission shall hold a public workshop to take public comments, concerns, and inputs on the proposed concept plan. This workshop is intended to provide the developer and the Planning Commission with said public input.

- A. **Plan Presentation.** The developer shall make a short presentation of the plan.
- B. **Agency Comments.** The staff shall briefly outline agency comments. The planning department shall specifically address whether the project can meet the standards of the Zoning Ordinance.
- C. **Public Comment.** The public will be invited to comment. The Planning Commission shall direct participants to briefly cite concerns or ask questions of the Planning Commission or Applicant. The intent of this procedure, like the Department comments, is to inform the developer and Planning Commission with regard to issues that should be addressed in the preliminary plat and report such transportation or engineering matters.

Sec. 24.108 Major Subdivision Concept Plan -Direction

After the close of the public workshop or at any public meeting within 14 days thereafter, the Planning Commission shall provide direction on the concept plan. If the Planning Commission decides to postpone action for 14 days, the workshop shall be closed for public comment; however the applicant or designated representative will be permitted to interact with the Planning Commission at that meeting to answer questions raised during the public comment at the workshop.

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- A. **Direction.** The Planning Commission shall direct the preparation of a preliminary plat subject to conditions to be addressed in the preliminary plat application. The purpose of this review is to guide the developer so that when the preliminary plat application is formally reviewed by the staff, there should not be a whole range of issues being raised for the first time. The developer shall cite conditions and demonstrate that they have been met or otherwise addressed.
- B. **Conditions.** In the direction, it is anticipated that there will be numerous conditions from the Department, agencies, and public comment. There may well be public comment that seeks to lower density of the project below that permitted by the Zoning Ordinance, or to deny the project because of concerns outside the scope of the zoning or subdivision regulations. The applicant may make proffers to address these concerns, but the Planning Commission may not use them as conditions unless they are proffered by the applicant.
- C. **Effect.** The direction is to the developer to proceed to prepare a preliminary plat (Section 24.109). The direction received in the Concept Plan Public Workshop shall be applicable for a period of two years, with the provision that any amendments to these Regulations or the Zoning Ordinance in the second year shall control. If any zoning changes have been presented in a public hearing prior to the decision on the concept plan direction, and then meeting the amended zoning requirements, if adopted, shall be a condition of the direction.

Sec. 24.109 Major Subdivision Preliminary Plat - Application Submission and Completeness Review

The submission of a preliminary plat application is a required step for major subdivisions. The Department shall have 45 days to complete the sufficiency and completeness review unless the applicant chooses to waive the 45 day period. Within the 45 days, the department shall have ten (10) days to review the submission and determine whether it is sufficient (at least 70 % of the required elements are addressed) in that it includes all of the items listed below. If the submission is insufficient, it shall be returned to the applicant. The 45 day period shall restart when the applicant resubmits. After staff concludes completeness review, staff shall place the preliminary plat and application on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete. In order for the preliminary plat to remain on the scheduled Planning Commission meeting, all reviewing material, including outside agency reviews, shall be returned to the Department of Planning and Zoning at least 14 days prior to the scheduled Planning Commission.

- A. **Submission.** The applicant is responsible for submitting an application and all supporting documents to the Department and reviewing agencies. It shall be accompanied by the fee for preliminary plat review.
- B. **Submission Contents.** The submission shall contain the following elements in the number of copies indicated.
1. **Preliminary Plat.** A preliminary plat application shall be submitted in accordance with the content and formatting guidelines provided in Appendix A, *Plan & Plat Standards*.
 2. **Density Calculation and Site Resource Map.** This map shall have the preliminary plat on it and shall identify the total area of each resource present, the amount protected and a summary table showing that the resource protection standards are met.
 3. **General Location.** A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document.



4. **Preliminary Engineering Plans.** A ~~preliminary~~ engineering plan shall be submitted in accordance with the content and formatting guidelines provided by the County Engineer.
5. **Preliminary Landscape Plans.** A ~~preliminary~~ landscape plan shall be submitted in accordance with the content and formatting guidelines provided by the Department of Planning.
6. **Transportation Impact Study.** ~~If required, TIS and materials agreed to at the concept plan direction shall be submitted prior to final preliminary plat approval by staff. This element is not required for completeness review. Where applicable, analysis, commentary, drawings, or other material specifically addressing conditions in the concept direction. This shall include comments or material from WVDOT regarding the impact study and any responses from the developer's engineers.~~
7. **Well and Septic Systems.** Where applicable, preliminary plats shall include well and septic provisions and all appropriate Jefferson County Health Department approvals. This element is not required for completeness review. However, final Health Department (State and Local) approval is necessary prior to final Preliminary Plat approval by Staff.
8. **Feasibility of Water and Sewer Systems.** Where applicable, preliminary plats shall include connections to existing water and sewer systems or provisions for these systems and for oversizing to serve additional properties. This shall include comments or material from the Jefferson County Public Service District regarding the impact study and any responses from the developer's engineers. Capacity Letters are required at Completeness Stage, but final approvals are necessary prior to final Preliminary Plat approval by Staff.
9. **Special Engineering.** Special engineering studies are required if the site is in or partially in areas designated as high vulnerability areas. If other natural resources have specific resource protection standards contained in the Zoning Ordinance, a preliminary engineering assessment shall be provided regarding how those standards can be met.
10. **Historic Resource Preservation.** A Phase I archaeological study is required. A historic resources impact study shall also be included.
11. **Proposal Description.** This shall be a written description of the proposal with general identification of the number of dwelling units or floor area proposed, commentary, zoning, and development option selected if the development is residential.
12. **Stormwater Management Plan and Narrative.** A Stormwater Management Plan and Narrative, as described in the Jefferson County Stormwater Management Ordinance, must be submitted as part of the preliminary plat to be reviewed by the Jefferson County Engineering Department. This is a required element in the first submission or the submission will automatically be determined as incomplete.⁴
13. **Identified Concerns.** A report demonstrating how specific conditions identified in the concept plan evaluation and direction received from the Concept Plan public workshop have been addressed on the preliminary plat or will be addressed on the final plat documents.

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C. **Review Content.** The Department and agency reviews shall address the areas indicated in paragraphs D to F below and any other areas of concern to the agencies.

D. **Department of Planning.** The Department review shall include the following:

1. Whether the density, use, and plan meet the requirements of the Zoning Ordinance and any other zoning issues that can be identified at the preliminary plan submission. Staff shall identify conditions that must be adjusted if they would enable the plan to conform to Zoning and Subdivision Ordinance standards.
2. Staff shall provide a written opinion as to whether the preliminary subdivision plat meets the site planning criteria specified in Articles 21 and 22 of these Regulations. In reviewing the submitted application, the Department shall determine whether the concept plan was fulfilled.

E. **WVDOH.** The WVDOH approval is required prior to final Preliminary Plat Approval by Staff. ~~When appropriate, the WVDOH review shall determine whether the on-site conditions of the preliminary plat are acceptable to the Department, including sight distances, access location, turning or by-pass lanes, road configuration, road alignment and road drainage. A review of the traffic study shall be conducted and any problems or concerns with the study methodology or findings identified. WVDOH shall identify any off-site improvements that shall be required of the developer. A list of concerns to be addressed on the final plat shall be provided.~~

F. **Public Services.** The review shall indicate whether the preliminary engineering indicates that water and sewer can adequately be provided for the project and if a new system is provided, whether the proposal is sufficient to handle other development in the area. The Public Service District shall make recommendations for oversizing and methods to recapture costs.

G. **Recommended Conditions.** All reviews shall contain recommended final engineering standards that shall be met to deal with specific issues or conditions that need to be addressed in final engineering, plat, landscape plan, or other documents.

H. **Approval.** If the preliminary plat and application is incomplete, or the development cannot conform to the Zoning Ordinance, be serviced by public services or on-site utilities, or is otherwise impossible, the Planning Commission shall deny the same; otherwise, the Planning Commission shall find it complete and accept it. The Planning Commission may also accept the preliminary plat and application with the condition that the remaining items identified as necessary by the Ordinance be completed prior to final preliminary plat approval!

I. **Effect.** After staff concludes the completeness review, staff shall place the preliminary plat on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete. If the application is found complete or essentially complete, the Planning Commission shall schedule a public hearing within 45 days in accordance with Section 24.110, *Major Subdivision Preliminary Plat - Public Hearing*. If the application is incomplete, the applicant shall be notified in writing stating the reasons for denial.

Sec. 24.110 Major Subdivision Preliminary Plat - Public Hearing

Within 45 days of accepting an application as complete or essentially complete, the Planning Commission shall conduct a public hearing to receive public comments, concerns, and inputs on the proposed preliminary subdivision plat. The public notice of the public hearing shall be advertised in a local newspaper of general circulation in the area at least twenty-one (21) days prior to the public hearing. The applicant shall post notice on the site at least fourteen (14) days prior to the public hearing. The scope of this public hearing shall be limited to whether the application meets the requirements of these Regulations and the Zoning Ordinance.

**Sec. 24.111 Major Subdivision Preliminary Plat -Approval**

After the close of the public hearing or at any meeting within 14 days thereafter, the Planning Commission shall (1) approve the application, (2) approve the application with conditions, (3) deny the application, or (4) hold the application for up for 45 days for additional information. If the application is to be held for the additional time, a date certain for re-opening the public hearing must be set by the Planning Commission simultaneously with the vote to hold. Additional legal advertisement is not required.

A. **Approval.** The Planning Commission shall review the recommendations and opinions of the reviewing agencies, the staff's decision regarding compliance with the Zoning Ordinance, and the testimony of the public and render its decision. The Planning Commission may approve the plan if it meets the standards of the land use ordinances, deny the plan if it does not meet the standards of the land use ordinances, or approve the plan with conditions to complete any remaining items. In the event that the preliminary plat is approved with conditions to complete any remaining items, unless otherwise directed by the Planning Commission, the Staff shall have the authority to grant final approval of the preliminary plat once the conditions are met. Also, if the Planning Commission conditionally approves the preliminary plat, then the Applicant shall be required to submit a notarized document expressly and explicitly waiving the 45 day time requirement for the Commission and/or Staff to act. If the Applicant is unwilling to provide such document, then the Planning Commission shall proceed in the final consideration of the preliminary plat. In making the decision, the following rules apply:

1. **Zoning.** The preliminary plat application must be denied on zoning grounds if the staff's decision is that the proposed project does not comply with the Zoning Ordinance. If staff indicates it can meet zoning with a specific condition, these conditions shall be required by the Planning Commission. The Planning Commission cannot deny an application on the basis of zoning if the staff's decision is that the application complies with the Zoning Ordinance.
2. **Impact Fees.** The County has adopted impact fee requirements that apply to parks and recreation, schools, law enforcement, fire protection, and emergency services. All fees are collected from individual landowners or builders in conjunction with the building permit process. For this reason, the preliminary plat application cannot be denied on the grounds of adverse impact on these services.
3. **Roads.** The Planning Commission shall defer to the WVDOH on final requirements and approvals for improvements to the public roads. Staff, Applicant and WVDOH are encouraged to work together for an acceptable final approval by WVDOH. have the jurisdiction over any developer or subdivider to require the installation of such improvements as are deemed proper within or adjacent to the subdivision to assure safe access to and from the public highway, and maintain an adequate flow of traffic on the public highway. Improvements required may include the installation of traffic signs and signals, constructing left or right turn lanes, acceleration and deceleration lanes, or reconstructing public roads to eliminate vertical or horizontal curves. Such improvements shall be acceptable to and approved by the West Virginia Division of Highways, provided a denial of such approval shall supersede Planning Commission authority under this provision. The roads impacted by a development are State roads under the jurisdiction of WVDOH. The Planning Commission shall not substitute its judgment of the safety or performance of roads for that of WVDOH unless there is compelling professional evidence that WVDOH has erred in its determination of impact.



2. **Density Calculation.** ~~The final recording plan shall include a current density calculation note or table. and Site Resource Map.~~ This map shall have the final plat superimposed, and shall identify the total area of each resource present, the amount protected, and a summary table showing that the resource protection standards are met.
3. **General Location Map.** A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document.
4. **Final Engineering Plans.** ~~The final engineering plan(s) shall be submitted in accordance with the content and formatting guidelines provided by the Department of Engineering. If preliminary engineering plans satisfy the requirements of the Department of Engineering and no modifications to the preliminary engineering plans are required, then preliminary plans previously approved shall be considered final plans.~~
5. **Final Landscape Plans.** ~~The final landscape plan shall be submitted in accordance with the content and formatting guidelines provided by the Department of Planning.~~
6. **Transportation Impact Study and WVDOH Approvals.** ~~A transportation impact study shall be re-submitted only if there was a condition for revisions in the preliminary plat approval. WVDOH approvals shall be secured prior to final approval.~~
7. **Water and Sewer Services.** ~~This shall include a declaration of Public Service District's approval of plats, or approval by the appropriate service provider, and an agreement to operate the facility. This shall also include documents necessary for the transfer of ownership of the facility to the Public Service District or appropriate operating agency.~~
8. **On-Site Sewer and Water.** If on-site waste disposal and water supply are provided, approval of the soils, design of the system, and its their location on the site shall be indicated.
9. **Special Engineering.** ~~If the site is in or partially in areas designated as high vulnerability areas, preliminary geotechnical engineering assessment may be required. All natural resources which have specific resource protection standards in the Zoning Ordinance or these Regulations shall be complied with and require final engineering approval. All natural resources which have specific resource protection standards in the Zoning Ordinance or these Regulations, shall be complied with, and require final engineering approval.~~
10. **Open Space.** Open space to be provided to satisfy the requirements of the Zoning Ordinance shall be identified on the final plat. Covenants and deed restrictions applicable to such open space to assure its retention shall be submitted and approved for recordation.
11. **Stormwater Management Plan.** ~~If the preliminary Stormwater Management Plan satisfies the requirements of the Department of Engineering and no modifications to the preliminary Stormwater Management Plan is required, then preliminary plans previously approved shall be considered final plans. Preliminary stormwater management plans requiring modifications will require a final Stormwater Management Plan, as described in the Jefferson County Stormwater Management Ordinance, to be submitted as part of the final plat to be reviewed by the Jefferson County Engineering Department.⁴~~
12. **Surety.** Cost estimates for all improvements and proof of surety. See Section 24.503, *Amount of Surety*.
13. **Other Agencies.** ~~Required agency sign offs that the final plat is approved by that agency. These agencies shall include the Jefferson County Health Department, West~~

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~~Virginia Division of Highways, West Virginia Department of Environmental Protection, the West Virginia Health Department, the Public Service District, appropriate utility service providers, Jefferson County 911 Addressing Department, and other review agencies certifying that the application is consistent with approved preliminary plat and meets all requirements of the applicable codes, ordinances, or standards or others when determined appropriate by County staff.~~

14. **Names.** Name of applicant and of consulting firms, addresses, phone numbers, e-mail addresses, and person(s) to whom correspondence shall be addressed.
- C. **Endorsements on Final Plats.** The following certificates shall be placed on all final plats:
1. **Surveyor.** Certificate of accuracy and mapping by professional licensed surveyor signed and sealed.
 2. **Owners.** Certificate of ownership and dedication signed and notarized, including all individuals, partnerships, and corporations, and lenders with financial security interests.
- D. **Additional Information.** The Department shall:
1. Review and approve all matters under its jurisdiction.
 2. Issue a zoning compliance letter.
 3. Certify that all proffers have been satisfied.
- E. **Approval.** Based on the Planning Commission's approval or conditional approval of the final Preliminary Plat, the approval of the final recording plat shall be an administrative function of Staff unless there is a disagreement between the Staff and the Applicant. The Staff or Applicant can request that the final recording document be addressed by the Planning Commission by having the matter placed on the next available meeting agenda. ~~If the final plat is found by the Planning Commission to be incomplete, or the development cannot conform to the Zoning Ordinance, be serviced by public services or on-site utilities, the Planning Commission shall deny the same; otherwise, the Planning Commission shall find it complete and accept it.~~
- F. **Effect.** ~~After staff concludes the completeness review, staff shall place the final plat on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete. If the application is found complete, the Planning Commission shall schedule a public hearing within 45 days in accordance with Section 24.113, Major Subdivision Final Plat - Public Hearing. If the application is incomplete, the applicant shall be notified in writing stating the reasons for denial.~~

Sec. 24.113 Major Subdivision Final Plat - Public Hearing

~~Within 45 days of accepting the application as complete, the Planning Commission shall conduct a public hearing to receive public comments, concerns, and inputs on the proposed final plat. The public notice of the public hearing shall be advertised in a local newspaper of general circulation in the area at least twenty-one (21) days prior to the public hearing. The applicant shall post notice on the site at least fourteen (14) days prior to the public hearing.~~

- A. **Subjects Covered.** ~~The scope of this public hearing shall be limited to whether the final plat application meets the requirements of these Regulations and the Zoning Ordinance.~~
- B. **Hearing Procedure.** ~~The hearing shall be conducted in accordance with the Bylaws of the Jefferson County Planning Commission.~~

Sec. 24.114 Major Subdivision Final Plat -Approval

~~After the close of the public hearing or at any meeting within 14 days thereafter, the Planning commission shall (1) approve the application, (2) approve the application with conditions, (3) deny the application, or (4) hold the application for up to 45 days for additional information.~~



- A. **Approval.** If the final plat application is consistent with the preliminary plat application and meets all other requirements of these Regulations and the Zoning Ordinance and has received sign-off from the agencies specified in Section 24.112 (B)(12), the Planning ~~Director-Commission~~ shall approve the subdivision application.
- B. **Denial.** Denial can only be done on the following basis:
1. The plat (~~plan, plat, final engineering, or final landscaping~~) is inconsistent with the approved preliminary plat or conditions of said approval.
 2. Failure to provide approved surety.
- C. **Plat Signing.** The Planning Director, or their representative shall sign ~~Commission President shall authorize the signing of~~ the plat.
- D. **Effect and Vesting.** The approval of the final plat application and signing of the plat makes the document recordable.

Sec. 24.115 Major Subdivision Final Plat -Recording

The applicant shall have 180 days after approval to file and record the final plat for lots to be recorded, together with any deed restrictions as may be required, in accordance with W.Va. Code §39-1-13. The approval shall become void if it is not recorded within the 180 day period. The Planning Commission may grant a waiver to this provision pursuant to the waiver process. The following documents shall be submitted to the Department of Planning:

- A. One (1) Mylar copy of the Final Plat suitable for recordation and acceptable to the Clerk of Jefferson County;
- B. Three (3) paper copies of the Final Plat;
- C. One (1) digital copy of the Final Plat compatible with the Jefferson County GIS, as specified by the Jefferson County GIS Office-requirements; and
- D. One (1) digital and one (1) paper copy of any deed restrictions/covenants in a form suitable to the Department.



Jefferson County
Development Authority

Board of Directors
President
Vice President
Secretary
Treasurer
Chairman
Members

PO BOX 237
CHARLES TOWN
WV 25414

304.728.3255
304.725.3133 fax

www.JCDA.net

Received

NOV 06 2015

Jefferson County Commission

October 30, 2015

Honorable Commissioner Jane Tabb
President, Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

Dear Commissioner Tabb,

On behalf of the Board of Directors of the Jefferson County Development Authority (JCDA), I am writing to express our support for the proposed revisions to the Jefferson County Subdivision and Land Development Regulations regarding the Major/Minor Subdivision and Site Plan processes.

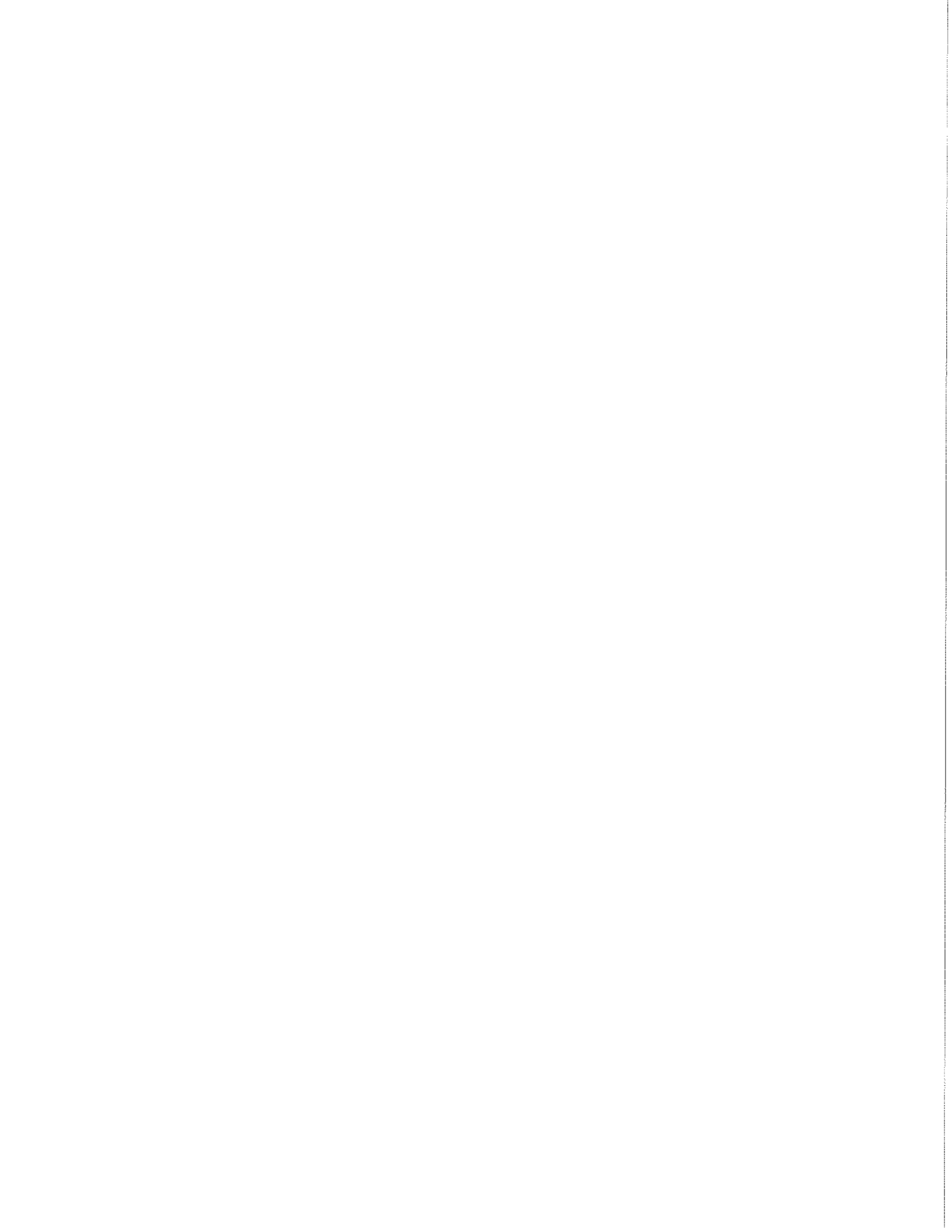
The proposed revisions streamline the Site Plan application process, which will considerably lessen the amount of time to get projects approved. This quicker process could be the difference in whether or not a major economic development project comes to Jefferson County. Moving the public workshop from the end of the process to the beginning of the process will provide a greater opportunity to have any identified issues addressed more efficiently. Developers have the ability to be more responsive to staff and public concerns during the concept plan phase when changes can be easier and less expensive to make.

While the JCDA supports the overall amendments, we do encourage the Planning Commission to take another look at the structure of the concept plan public workshops. The Planning Commission is responsible for approving site plans; therefore, the JCDA believes public comment should be directed to the Planning Commission, rather than allowing the public to also engage directly with developers at these workshops.

Thank you for your consideration and please do not hesitate to contact me if I can provide any information in this matter.

Sincerely,

John Reisenweber
Executive Director





AGENDA REQUEST FORM
www.jeffersoncountywv.org

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

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 3, 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 date, time, and location for the first regular meeting of 2016 - Discussion/Action**

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

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

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

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

Motion to approve January 7, 2016 at 9:30 a.m. for the first regular meeting of 2016 at the County Commission meeting room at the Old Charles Town Library 200 East Washington Street, Charles Town, WV

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.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 2016					1 Holiday	2
					3	4
10	11	12	13	14	15	16
17	18 Holiday	19	20	21	22	23
24	25	26	27	28	29	30
31						



AGENDA REQUEST FORM
www.jeffersoncountywv.org

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

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 3, 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 2016 Holiday Schedule**

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 2016 Holiday Schedule

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

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

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

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

Contact information:

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2016

New Year's Day	Friday, January 1, 2016
Martin Luther King's Day	Monday, January 18, 2016
President's Day	Monday, February 15, 2016
Primary Election	Tuesday, May 10, 2016
Memorial Day	Monday, May 30, 2016
West Virginia Day	Monday, June 20, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Columbus Day	Monday, October 10, 2016
General Election	Tuesday, November 8, 2016
Veteran's Day	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Day after Thanksgiving	Friday, November 25, 2016
Christmas Day	Monday, December 26, 2016

IN ADDITION TO THE DAYS LISTED ABOVE, THE COMMISSION WILL OBSERVE AS HOLIDAYS, ANY NATIONAL, STATE OR OTHER ELECTION DAY THROUGHOUT THE COUNTY, AND ALL DAYS WHICH MAY BE APPOINTED OR RECOMMENDED BY THE GOVERNOR, OF THIS STATE, OR THE PRESIDENT OF THE UNITED STATES, AS DAYS OF THANKSGIVING, OR FOR THE GENERAL CESSATION OF BUSINESS, ANY DAY OR PART THEREOF DESIGNATED BY THE GOVERNOR AS TIME OFF, WITHOUT CHARGE AGAINST ACCRUED ANNUAL LEAVE, FOR STATE EMPLOYEES STATEWIDE MAY ALSO BE TIME OFF FOR COUNTY EMPLOYEES IF THE COUNTY COMMISSION ELECTS TO DESIGNATE THE DAY OR PART THEREOF AS TIME OFF, WITHOUT CHARGE AGAINST ACCRUED ANNUAL LEAVE FOR COUNTY EMPLOYEES. ANY ENTIRE OR PART STATE WIDE DAY OFF DESIGNATED BY THE GOVERNOR MAY, FOR ALL COURTS BE TREATED AS IF IT WERE A LEGAL HOLIDAY, AS PROVIDE FOR IN 2-2-1 OF THE WEST VIRGINIA CODE, AS AMENDED.

Date: December 3, 2015

PRESIDENT, JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, December 17, 2015 or as soon thereafter as the Commission may decide:

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

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

December 2 and December 9

THANKS - JEFFERSON COUNTY COMMISSION



STATE OF WEST VIRGINIA

Department of Revenue
State Tax Department

Earl Ray Tomblin
Governor

Mark W. Matkovich
State Tax Commissioner

November 10, 2015

Ms. Angie Banks
Assessor of Jefferson County
104 E. Washington Street
Charles Town, West Virginia 25414

Dear Ms. Banks:

Each year the Property Valuation Training and Procedures Commission (PVC) reviews the progress of county assessors' offices in complying with standards established by the PVC. At our meeting on November 3, 2015, the PVC reviewed the county monitoring reports for Tax Year 2015.

At that meeting, we were advised that your office is in compliance with all areas that were reviewed. You and your office personnel are to be commended. Therefore, on behalf of the members of the PVC, I wish to congratulate you on a job well done.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Amburgey".

Jeff Amburgey
Chairman
Property Valuation Training
and Procedures Commission

JA/aj

cc: Members, Property Valuation Training and Procedures Commission
President, Jefferson County Commission
Superintendent, Jefferson County Schools
Mayor, All Municipalities, Jefferson County
Mark W. Matkovich, State Tax Commissioner



600 Hays Avenue
Staunton, VA 24401

November 13, 2015

Mr. Tim Boyde
Jefferson County
Jefferson County Administrator
124 East Washington Street
Charlestown, WV 25414

RE: Important Information—Price Adjustments

We are committed to constantly improving our customers' entertainment and communications experience in your community, and we continue to invest in making their services even better.

Our investment in the X1 user interface has been extremely popular and is helping customers find and enjoy the vast array of content they receive. We continue to bring customers innovative improvements like the X1 voice controlled remote control, the X1 talking guide, X1 Cloud DVR services, and the X1 Sports App. As we make these and other investments, we periodically need to adjust prices due to increases we incur in programming and other business costs. Starting January 1, 2016, new prices will apply to select XFINITY TV and Internet services and equipment as reflected in the enclosed notice.

We are committed to providing our customers with a consistently superior experience, including 24/7 customer service and on-time arrival—or we'll credit the customer \$20. We back up our services with the Comcast Customer Guarantee (visit www.comcast.com/guarantee for details).

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 540-974-5123.

Sincerely,

Paul Comes
Director, Government & Regulatory Affairs

Enclosure: Berkeley

IMPORTANT PRICE CHANGE INFORMATION

We're writing to let you know that starting on January 1, 2016, prices for select XFINITY TV and Internet services and fees will change. Such changes are a function of a variety of factors including increases to programming and business costs as well as product and technology upgrades.

Have questions? Please call us anytime at 1-800-XFINITY.

If you're currently receiving services on a promotional basis, under a minimum term agreement associated with a specific rate, or in the guaranteed period of one of our SurePrice™ plans, the prices for those specific services will not be affected during the applicable period.

BUNDLED PACKAGES¹

QUAD PLAY PACKAGES

	CURRENT	NEW
Quad Play Package pricing below is additional to Triple Play Package pricing		
With Secure 300³ add	\$39.95	No Change
SurePrice⁵	\$35.00	No Change
With Secure 350³ add	\$49.95	No Change
SurePrice⁵	\$45.00	No Change

TRIPLE PLAY PACKAGES

	CURRENT	NEW
Starter XF Triple Play Bundle		
Includes Digital Starter for primary outlet, Performance Pro Internet and XFINITY Voice Unlimited™ Select	\$147.49	\$148.49
SurePrice⁵	\$124.99	No Change
SurePrice⁵ (for 12 month promotion customers subscribing before 12/18/2013)	\$119.99	No Change

Preferred XF Triple Play Bundle		
Includes Digital Preferred for primary outlet, Performance Pro Internet and XFINITY Voice Unlimited™ Select	\$160.49	\$161.49
SurePrice⁵	\$134.99	No Change
SurePrice⁵ (for 12 month promotion customers subscribing before 12/18/2013)	\$129.99	No Change

HD Preferred XF Triple Play Bundle		
Includes Digital Preferred and Starz® for primary outlet, HD Technology Fee, Performance Pro Internet and XFINITY Voice Unlimited™ Select	\$170.49	\$171.49
SurePrice⁵	\$144.99	No Change
SurePrice⁵ (for 12 month promotion customers subscribing before 12/18/2013)	\$139.99	No Change

HD Preferred Plus XF Triple Play Bundle		
Includes Digital Preferred, HBO® and Starz® for primary outlet, HD Technology Fee, Blast!® Internet and XFINITY Voice Unlimited™ Select	\$190.49	\$191.49
SurePrice⁵	\$164.99	No Change
SurePrice⁵ (for 12 month promotion customers subscribing before 12/18/2013)	\$159.99	No Change

HD Premier with Sports XF Triple Play Bundle⁴		
Includes Digital Preferred, HBO®, Showtime®, Starz®, Cinemax®, Sports Entertainment Package and DVR or AnyRoom® DVR Service for primary outlet, HD Technology Fee, Blast!® Internet and XFINITY Voice Unlimited™ Select	\$215.49	\$216.49
SurePrice⁵	\$184.99	No Change
SurePrice⁵ (for 12 month promotion customers subscribing before 12/18/2013)	\$179.99	No Change

HD Complete XF Triple Play Bundle⁴		
Includes Digital Premier, Sports Entertainment Package, The Movie Channel® and AnyRoom® DVR Service for primary outlet, Digital Additional Outlet Service on up to 3 TVs, HD Technology Fee, Blast!® Internet, Wireless Gateway, and XFINITY Voice Unlimited™ Select	\$245.49	\$246.49
SurePrice⁵	\$224.99	No Change
SurePrice⁵ (for 12 month promotion customers subscribing before 12/18/2013)	\$219.99	No Change

Economy XF Triple Play		
Includes Digital Economy for primary outlet, Economy Plus Internet and Xfinity Voice Local Select®	\$92.85	No Change

XFINITY LATINO PAQUETE TRIPLE

	CURRENT	NEW
XFINITY 3300 Latino		
Includes XFINITY TV 300 Latino for primary outlet, Performance Pro Internet, XFINITY Voice Unlimited™ Select and Carefree Minutes Latin America 300.	\$134.99	\$135.99
SurePrice⁵	\$114.99	No Change

XFINITY 3450 Latino		
Includes XFINITY TV 450 Latino for primary outlet, Performance Pro Internet, XFINITY Voice Unlimited™ Select and Carefree Minutes Latin America 300.	\$142.49	\$143.49
SurePrice⁵	\$134.99	No Change
SurePrice⁵ (for 12 month promotion customers subscribing 12/19/13 thru 5/19/14)	\$124.99	No Change
SurePrice⁵ (for 12 month promotion customers subscribing before 12/18/13)	\$119.99	No Change

XFINITY 3600 Latino		
Includes Digital Preferred and XFINITY TV Latino for primary outlet, Performance Pro Internet, XFINITY Voice Unlimited™ Select and Carefree Minutes Latin America 300.	\$160.49	\$161.49
SurePrice⁵	\$134.99	No Change

XFINITY LATINO PAQUETE TRIPLE

	CURRENT	NEW
XFINITY 3650 Latino		
Includes Digital Preferred, XFINITY TV Latino and Starz® for primary outlet, HD Technology Fee, Performance Pro Internet, XFINITY Voice Unlimited™ Select and Carefree Minutes Latin America 300.	\$170.49	\$171.49
SurePrice⁵	\$144.99	No Change

XFINITY 3150 Latino		
Includes XFINITY TV 150 Latino for primary outlet, Economy Plus Internet and XFINITY Voice Unlimited™ Select.	\$100.85	No Change

DOUBLE PLAY PACKAGES

	CURRENT	NEW
Internet Plus		
Includes Limited Basic, HBO®, Streampix™, a standard definition digital converter and remote for the primary outlet and Performance Internet.	\$74.95	\$77.95
SurePrice⁵	\$64.99	No Change
SurePrice⁵ (for 12 month promotion customers subscribing before 9/29/14)	\$59.99	No Change

Internet Pro Plus with Showtime®		
Includes Digital Economy, Streampix and Showtime® for primary outlet and Performance Pro Internet	\$78.95	\$81.95
SurePrice⁵	\$74.99	No Change

Internet Pro Plus with HBO®		
Includes Digital Economy, Streampix and HBO® for primary outlet and Performance Pro Internet	\$81.95	\$84.95
SurePrice⁵	\$74.99	No Change

XFINITY 2300 Latino		
Includes XFINITY TV 300 Latino for primary outlet and Performance Internet.	\$103.90	\$106.90
SurePrice⁵	\$89.99	No Change

XFINITY 2450 Latino		
Includes XFINITY TV 450 Latino for primary outlet and Performance Internet.	\$123.90	\$126.90
SurePrice⁵	\$109.99	No Change
SurePrice⁵ (for 12 month promotion customers subscribing before 5/19/14)	\$99.99	No Change

XFINITY 2600 Latino		
Includes Digital Preferred and XFINITY TV Latino for primary outlet and Performance Internet.	\$159.80	\$162.80
SurePrice⁵	\$109.99	No Change

XFINITY 2150 Latino		
Includes XFINITY TV 150 Latino for primary outlet and Economy Plus Internet.	\$60.90	No Change

Premier XF Double Play		
Includes Digital Premier for primary outlet and Performance Pro Internet	\$179.99	\$182.99
SurePrice⁵	\$139.99	No Change

XFINITY TV

BASIC SERVICES

	CURRENT	NEW
Limited Basic	\$22.70	\$22.95
Broadcast TV Fee	\$3.25	\$5.00
Expanded Basic⁶ Includes standard definition digital converter and remote for primary outlet	\$43.15	\$42.90

DIGITAL SERVICES

	CURRENT	NEW
Digital Economy Includes Limited Basic, additional digital channels and a standard definition digital converter and remote for the primary outlet, access to Pay-Per-View and On Demand programming and Music Choice®	\$39.95	No Change
With XFINITY Voice or Internet Service	\$37.95	No Change

Digital Starter Includes Limited Basic, Expanded Basic, MoviePlex, access to Pay-Per-View and On Demand programming, and Music Choice®.	\$65.85	No Change
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Digital Preferred Includes Digital Starter, additional digital channels, Encore®, access to Pay-Per-View and On Demand programming and Music Choice®	\$83.80	No Change
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Digital Preferred plus One Premium Includes Digital Preferred for primary outlet and choice of Showtime®, Starz®, Cinemax® or The Movie Channel®	\$95.80	No Change
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XF TRIPLE PLAY PACKAGE REWARDS / XFINITY LATINO PAQUETE TRIPLE REWARDS	Regular Price (Current/New)	Starter XF and XFINITY 3450 Latino (Current/New)	Preferred XF and XFINITY 3600 Latino (Current/New)	HD Preferred XF and XFINITY 3650 Latino (Current/New)	HD Preferred Plus XF (Current/New)	HD Premier with Sports XF (Current/New)	HD Complete XF (Current/New)
HBO® 9	\$15.00 / No Change	\$15.00 / No Change	\$15.00 / No Change	\$15.00 / No Change	Included / No Change	Included / No Change	Included / No Change
Showtime® 9	\$12.00 / No Change	\$12.00 / No Change	\$12.00 / No Change	\$12.00 / No Change	Included / No Change	Included / No Change	Included / No Change
Starz® 9	\$12.00 / No Change	\$12.00 / No Change	\$12.00 / No Change	\$12.00 / No Change	Included / No Change	Included / No Change	Included / No Change
Cinemax® 9	\$12.00 / No Change	\$12.00 / No Change	\$12.00 / No Change	\$12.00 / No Change	\$12.00 / No Change	Included / No Change	Included / No Change
The Movie Channel® 9	\$12.00 / No Change	\$12.00 / No Change	\$12.00 / No Change	\$12.00 / No Change	\$12.00 / No Change	\$12.00 / No Change	Included / No Change
HD Technology Fee 15	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	Included / No Change	Included / No Change	Included / No Change	Included / No Change
DVR Service 16,17	\$10.00 / No Change	\$10.00 / No Change	\$10.00 / No Change	\$10.00 / No Change	\$10.00 / No Change	\$10.00 / No Change	N/A / No Change
AnyRoom® DVR Service 11,19	\$10.00 / No Change	\$10.00 / No Change	\$10.00 / No Change	\$10.00 / No Change	\$10.00 / No Change	\$10.00 / No Change	Included / No Change
Digital Additional Outlet Service (SD or HD) 20	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	Included (up to 3) / No Change
with HD 18	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	Included (up to 3) / No Change
with DVR Service	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change
with AnyRoom® DVR Service 39	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change	\$19.95 / No Change
with AnyRoom® DVR Service (client)	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	\$9.95 / No Change	Included (up to 3) / No Change
Blast!® Speed Upgrade	\$65.95 / \$69.95	\$12.00 / \$13.00	\$12.00 / \$13.00	\$12.00 / \$13.00	Included / No Change	Included / No Change	Included / No Change

DIGITAL SERVICES	CURRENT	NEW	INTERNATIONAL SELECTIONS 9	CURRENT	NEW
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Digital Preferred with HBO® Includes Digital Preferred for primary outlet and HBO®	\$98.80	No Change	The Israeli Network	\$19.99	No Change
Digital Preferred plus Two Premiums Includes Digital Preferred for primary outlet and choice of two premium channels of Showtime®, Starz®, Cinemax® or The Movie Channel®	\$107.80	No Change	Rai Italia (Italian)	\$9.99	No Change
Digital Preferred with HBO® and One Premium Includes Digital Preferred for primary outlet, HBO®, and choice of Showtime®, Starz®, Cinemax® or The Movie Channel®	\$110.80	No Change	TVSMONDE (French)	\$9.99	No Change
Digital Premier Includes Digital Preferred for primary outlet, HBO®, Showtime®, Starz®, Cinemax®, and The Movie Channel®	\$152.85	No Change	TV Japan (Japanese)	\$24.99	No Change
XFINITY TV 150 Latino Includes Limited Basic, XFINITY TV Latino, standard definition digital converter and remote for primary outlet.	\$30.95	No Change	Phoenix Info News (Chinese/Mandarin)	\$9.99	No Change
XFINITY TV 200 Latino Includes Digital Economy and XFINITY TV Latino for primary outlet.	\$41.95	No Change	Phoenix North America (Chinese/Mandarin)	\$9.99	No Change
XFINITY TV 300 Latino Includes XFINITY TV 200 Latino and additional digital channels for primary outlet.	\$49.95	No Change	Phoenix Info News & Phoenix North America	\$14.99	No Change
XFINITY TV 450 Latino Includes XFINITY TV 300 Latino and additional digital channels for primary outlet.	\$69.95	No Change	CCTV-4 (Chinese/Mandarin)	Not Sold Separately	No Change
			CTI-Zhong Tian Channel (Chinese/Mandarin)	Not Sold Separately	No Change
			CTI-Zhong Tian Channel & CCTV-4 (Chinese/Mandarin)	\$11.99	No Change
			Dragon Pack (Chinese/Mandarin)	\$19.99	No Change
			Includes CCTV-4, CTI-Zhong Tian Channel, Phoenix Info News, Phoenix North America and ET-Super		
			GMA Pinoy TV (Filipino)	\$11.99	No Change
			TFC (Filipino)	\$11.99	No Change
			TFC & GMA Pinoy TV (Filipino)	\$19.99	No Change
			Channel One Russia (Russian)	\$14.99	No Change
			RTN (Russian)	\$14.99	No Change
			TV1000 Russian Kino (Russian)	\$9.99	No Change
			Russian 3 Pack (Russian)	\$22.99	No Change
			Includes Channel One Russia, RTN and Russian Kino		
			STAR India PLUS (South Asian - Hindi)	\$11.99	No Change
			SET Asia (Sony) (South Asian)	\$14.99	No Change
			TV Asia (South Asian)	\$14.99	No Change
			Zee TV (South Asian)	\$14.99	No Change
			SET Asia (Sony) & Zee TV (South Asian)	\$24.99	No Change
			SET Asia (Sony) & STAR India PLUS (South Asian)	\$24.99	No Change
			TV Asia & Zee TV	\$24.99	No Change
			Zee TV & STAR India PLUS (South Asian)	\$24.99	No Change
			STAR Pack (South Asian)	\$24.99	No Change
			Includes ABP News, STAR India PLUS, Life OK and STAR India GOLD		
			Desi Pack (South Asian)	\$29.99	No Change
			Includes SET Asia (Sony), Zee TV, and STAR India PLUS		
			Desi 3 Pack (South Asian)	\$29.99	No Change
			Includes SET Asia (Sony), Zee TV and TV Asia		
			Desi 4 Pack (South Asian)	\$32.99	No Change
			Includes SET Asia (Sony), Zee TV, STAR India PLUS and Life OK		
			Desi 5 Pack (South Asian)	\$32.99	No Change
			Includes SET Asia (Sony), Zee TV, TV Asia, and STAR India PLUS		
			Desi Mega (South Asian)	\$42.99	No Change
			Includes SET Asia (Sony), Zee TV, TV Asia, STAR India PLUS, ABP News, Life OK, and STAR India GOLD		
			TV Globo (Portuguese / Brazilian)	\$19.99	No Change
			WKTV (Korean)	\$14.99	No Change

BASIC AND DIGITAL ANCILLARY SERVICES	CURRENT	NEW	PAY-PER-VIEW AND ON DEMAND SUBSCRIPTION SERVICES 22	CURRENT	NEW
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HBO® 9	\$15.00	No Change	(MONTHLY EXCEPT AS NOTED)		
Showtime® 9	\$12.00	No Change	Eros Now	\$12.99	No Change
Starz® 9	\$12.00	No Change	Eros Now w/ South Asian Premium Network	\$9.99	No Change
Cinemax® 9	\$12.00	No Change	here! On Demand	\$7.99	No Change
The Movie Channel® 9	\$12.00	No Change			
Playboy® 9	\$21.95	No Change			
Digital Preferred 11 Over 29 channels including CMT, Disney XD, National Geographic Channel, Science Channel, Encore, MLB Network, NBA TV and NFL Network	\$17.95	No Change			
XFINITY TV Latino 9 Includes 52 channels of Spanish language programming.	\$17.95	No Change			
Family Tier 19 Includes 13 channels including C-SPAN, Discovery Family Channel, Food Network, HGTV, PBS Kids Sprout, National Geographic Channel and The Weather Channel.	\$14.95	No Change			
Sports Entertainment Package 11 Includes 22 channels including CBS Sports Network, FCS Atlantic, FCS Central and FCS Pacific.	\$8.95	\$9.95			
HD Technology Fee 15	\$9.95	No Change			
DVR Service 16,17	\$10.00	No Change			
AnyRoom® DVR Service 11,19	\$10.00	No Change			
Digital Additional Outlet Service (SD or HD) 20	\$9.95	No Change			
with HD 18	\$9.95	No Change			
with DVR Service	\$19.95	No Change			
with AnyRoom® DVR Service 39	\$19.95	No Change			
with AnyRoom® DVR Service (client)	\$9.95	No Change			
Digital Adapter Additional Outlet Service (SD or HD) 7	\$2.99	\$3.99			
with Digital Economy 12	\$2.99	\$3.99			
with Family Tier 13	\$2.99	\$3.99			
with XFINITY TV Latino 14	\$2.99	\$3.99			

PAY-PER-VIEW AND ON DEMAND SUBSCRIPTION SERVICES ²²
(MONTHLY EXCEPT AS NOTED)

	CURRENT	NEW
Filipino On Demand	\$7.99	No Change
Filipino On Demand w/a Filipino international selection	\$5.99	No Change
The Jewish Channel On Demand	\$6.99	No Change
Too Much For TV On Demand	\$14.99	No Change
Disney Family Movies On Demand	\$5.99	No Change
Pay-Per-View and On Demand Movies and Events ²⁴ (per title or event)	Prices Vary	No Change
Streampix ²³	\$4.99	No Change
Vivid on Demand Subscription ²⁵	\$19.99	No Change

SPORTS PACKAGES ²²

MLB Extra Innings [®]	Call 1-800-XFINITY for pricing
MLS Direct Kick	Call 1-800-XFINITY for pricing
NHL [®] Center Ice [®]	Call 1-800-XFINITY for pricing
NBA League Pass	Call 1-800-XFINITY for pricing

VIDEO EQUIPMENT

	CURRENT	NEW
Converter Box (Limited Basic Service Only)	\$2.50	\$1.00
Converter Box (All Others Excluding Limited Basic Only and DTA)	\$2.50	No Change
Remote Control	\$0.18	No Change
HD Converter Box (Limited Basic Service Only)	\$2.30	\$2.00
Digital Adapter ^{21,26} (Limited Basic Only - Primary Outlet, SD or HD)	No Charge	No Change
Digital Adapter ^{21,26} (Limited Basic Only - 1st and 2nd Additional Outlets, SD or HD)	No Charge	No Change
Digital Adapter ^{21,26} (Limited Basic Only - 3rd Additional Outlet and above, SD or HD)	\$0.50	No Change
CableCard (first card in device)	No Charge	No Change
CableCard (second card in same device)	\$1.00	\$0.80

INSTALLATION FEES ²⁷
(PER OCCURRENCE UNLESS NOTED)

	Initial Installation of Service		After Initial Installation of Service	
	CURRENT	NEW	CURRENT	NEW
Unwired Home ²⁸ (Standard Installation)	\$49.95	No Change	N/A	No Change
Wired Home ²⁸ (Standard Installation)	\$39.95	No Change	N/A	No Change
Hourly Service Charge ²⁸ (Custom Installation)	\$35.80	\$35.20	\$35.80	\$35.20
Additional Outlet (new)	\$19.95	No Change	\$33.20	No Change
Activate Pre-Existing Additional Outlet	\$8.75	No Change	\$22.95	\$24.60
Relocate Additional Outlet	\$15.35	No Change	\$32.20	\$32.65
Connect VCR/DVD	\$10.85	No Change	\$21.05	No Change
			CURRENT	NEW
Upgrade/Downgrade of Service No in-home visit required			\$0.00	No Change
Upgrade of Service In-home visit required			\$28.45	\$29.45
Downgrade of Service In-home visit required			\$19.95	No Change
In-Home Service Visit Video, per occurrence			\$40.00	No Change

REACTIVATION FEES
(NO IN-HOME VISIT REQUIRED - PER OCCURRENCE UNLESS NOTED)

	CURRENT	NEW
Video Only	\$6.00	No Change
Internet or Voice Only	\$6.00	No Change
Video and Voice or Video and Internet	\$12.00	No Change
Voice and Internet	\$12.00	No Change
Video, Voice and Internet	\$18.00	No Change

MISCELLANEOUS FEES (PER OCCURRENCE UNLESS NOTED)

	CURRENT	NEW
Customer-Owned Video Equipment Credit (See www.comcast.com/equipmentpolicy for additional information)	\$2.50	No Change
Regional Sports Fee ²⁹ (per month)	\$1.00	\$3.00
Service Protection Plan ³⁰ (per month) Inside home wiring protection for your cable TV and high-speed Internet services.	\$4.95	\$5.95
X1 Platform Upgrade Fee	\$49.95	No Change
Field Collection Charge Visit to customer's residence required to collect past due balance or unreturned equipment.	\$25.00	\$30.00
Returned Payment Item (each)	\$25.00	No Change
Late Fee	\$2.00	No Change
Convenience Fee - Agent For payment made by phone with a Customer Care Representative	\$5.99	No Change

MISCELLANEOUS FEES (PER OCCURRENCE UNLESS NOTED)

	CURRENT	NEW
Unreturned or Damaged Equipment Fees ³² (per piece)	Replacement Cost	No Change
Self Install Kit ³¹	\$15.00	No Change
Self Install Kit Shipping and Handling	\$9.95	No Change
Self Install Kit Shipping and Handling (Priority Shipping)	\$29.95	No Change

XFINITY[®] VOICE ³³

	CURRENT	NEW
XFINITY Voice – Unlimited Select [®] ³⁶	\$44.95	No Change
With TV and Internet Service	\$39.95	No Change
XFINITY Voice – Local Select [®] ³⁶	\$34.95	No Change
With TV and/or Internet Service	\$24.95	No Change

CAREFREE MINUTES[®] INTERNATIONAL CALLING PLANS

	CURRENT	NEW
Carefree Minutes International Calling Plans are additional call plans to specific countries or international regions.		
Carefree Minutes Latin America 300	\$9.95	No Change
Carefree Minutes World Select 300	\$9.95	No Change

OTHER CHARGES (PER MONTH UNLESS OTHERWISE INDICATED)

	CURRENT	NEW
Voice Mail	\$3.95	No Change
Additional Line with Calling Features	\$21.95	No Change
Additional Line without Calling Features	\$11.95	No Change
Voice/Data Modem	\$10.00	No Change
Voice/Data Modem DOCSIS 3.0 Kit (for purchase, one-time charge)	\$149.00	No Change
New Activation Fee (per occurrence)	\$29.95	No Change
Standard Installation (per occurrence)	\$99.00	No Change
In-Home Service Visit Voice, per occurrence	\$40.00	No Change
Unreturned or Damaged Equipment Fees ³² (per piece)	Replacement Cost	No Change

XFINITY[®] INTERNET ³⁴

	XFINITY Internet Service Only		with XFINITY TV or Voice Service	
	CURRENT	NEW	CURRENT	NEW
Economy Plus	\$39.95	No Change	\$29.95	No Change
Performance Starter ³⁵	\$49.95	No Change	\$49.95	No Change
Performance	\$66.95	\$69.95	\$53.95	\$56.95
Performance Pro ³⁷	\$76.95	\$79.95	\$63.95	\$66.95
Blast! [®]	\$78.95	\$82.95	\$65.95	\$69.95
Extreme 505 ^{37,38}	\$399.95	\$299.95	\$399.95	\$299.95

	CURRENT	NEW
Voice/Data Modem (monthly)	\$10.00	No Change
Wireless Gateway (monthly)	\$10.00	No Change
Ciena 3931 Modem & Netgear Wireless Router [®] (monthly)	\$19.95	No Change
Additional IP Address (per IP Address) (monthly)	\$6.95	No Change
Data Modem DOCSIS 3.0 Kit (for purchase, one-time charge)	\$99.00	No Change
Wireless Adapter (each, one-time charge)	\$30.00	No Change
In-Home Service Visit Internet, per occurrence	\$40.00	No Change
Professional Internet Installation (per occurrence)	\$99.00	No Change
Wireless Networking On-Site Professional Set-Up (with Xfinity TV or Xfinity Internet) (per occurrence)	\$49.95	No Change
Wireless Networking On-Site Professional Set-Up (Separate Trip, per occurrence)	\$99.95	No Change
Wireless Networking On-Site Professional Set-Up (Additional Device, per occurrence)	\$29.95	No Change
Extreme 505 Activation Fee	\$249.00	No Change
Extreme 505 Professional Internet Installation (per occurrence)	\$249.00	No Change
Unreturned or Damaged Equipment Fees ³² (per piece)	Replacement Cost	No Change

Certain services available separately or as a part of other levels of service. Comcast service is subject to Comcast's standard terms and conditions of service. Unless otherwise specified, prices shown are the monthly charge for the corresponding service, equipment or package. Prices shown do not include applicable taxes, franchise fees, FCC fees, Regulatory Recovery Fee, Public Access fees, other state or local fees or other applicable charges (e.g., per-call toll or international charges). After a notice of an increase in rates, you may change your level of service at no additional charge for a period of 30 days from the effective date of the change. Please refer to your billing statement for your Local Franchising Authority's name and address. Prices, services and features are subject to change. If you are a video service customer and you own a compatible digital converter or CableCARD device, please call 1-800-XFINITY for pricing information or visit www.comcast.com/equipmentpolicy. For information about XFINITY policies and terms of service, go to www.comcast.com/policies.

- 1 Requires a Voice/Data Modem, except for HD Complete Triple Play.
- 2 SurePrice only available for 12 months to Quad Play customers with Starter XF Triple Play, Preferred XF Triple Play and HD Preferred XF Triple Play customers after 12 month promotional pricing with 12 month contract. SurePrice only available to Quad Play customers with HD Premier with Sports XF Triple Play and HD Complete XF Triple Play customers after 24 month promotional pricing with 24 month contract.
- 3 XFINITY Home Secure 300 and XFINITY Home Secure 350 requires 2 year agreement with early termination fee if terminated prior to end of term. For additional information on XFINITY Home Security go to www.xfinity.com/home.
- 4 AnyRoom® DVR Service is included with HD Premier with Sports XF Triple Play and HD Complete XF Triple Play if AnyRoom® DVR Service is installed on primary outlet.
- 5 SurePrice only available for 12 months to XF Triple Play or XFINITY Latino Paquete Triple, Internet Plus, Internet Pro Plus with HBO®, Internet Pro Plus with Showtime®, Premier XF Double Play, XFINITY 2300 Latino, XFINITY 2450 Latino and XFINITY 2600 Latino customers after 12 month promotional package.
- 6 Requires purchase of Limited Basic.
- 7 Includes digital adapter and remote. Digital service tier on additional outlet corresponds to digital service tier on primary outlet. Does not include access to On Demand content, premium channels or programming guide. Not available to customers with Limited Basic only.
- 8 Requires Extreme 505
- 9 Requires digital converter or CableCARD and Limited Basic.
- 10 Requires digital converter and purchase of Limited Basic and cannot be combined with Expanded Basic. Family Tier programming included in Digital Services except for XFINITY TV Latino.
- 11 Requires Digital Starter.
- 12 Requires Digital Economy on primary outlet. Does not include access to On Demand content, premium channels or on screen programming guide.
- 13 Requires Family Tier on primary outlet. Does not include access to On Demand content, premium channels or on screen programming guide.
- 14 Requires XFINITY TV Latino on primary outlet. Does not include access to On Demand content, premium channels or on screen programming guide.
- 15 Not available to customers with Limited Basic only. Must subscribe to HD Technology Fee to receive HD programming.
- 16 Requires HD Technology Fee. Digital Additional Outlet Service required for DVR Service on additional outlets. Not available to customers with Limited Basic only.
- 17 Subject to availability.
- 18 Requires HD Technology Fee.
- 19 Sold only with Digital Additional Outlet Service for up to 3 TVs, maximum 3 clients per household. Required HD Technology Fee and professional installation. Not available to customers with Limited Basic only.
- 20 Not Available to Limited Basic only customers. Digital service tier on additional outlet corresponds to digital service tier on primary outlet.
- 21 Does not provide access to premium services, pay-per-view, video-on-demand, the interactive electronic programming guide or other two-way interactive services.
- 22 Requires digital converter and Limited Basic. Sports packages will automatically renew at the start of each season at that seasons full-season early-bird rate, provided Comcast still carries the package. Subscription will automatically be billed in 4 total payments. Call 1-800-XFINITY to cancel subscription or automatic renewal up to 30 days into the season. Charges are non-refundable after the first 30 days of the season. Other restrictions may apply. Customers enrolled in the auto-renewal program moving to another Comcast serviceable address and continuing service with Comcast in or out of season, will remain enrolled in the auto-renewal program.
- 23 Requires digital converter and Limited Basic to receive Streampix on television. Streampix included with the following tiers of service: HD Preferred Plus XF Triple Play, HD Premier with Sports XF Triple Play or HD Complete XF Triple Play. HD content requires subscription to HD Technology/HD Service fee. Streaming to iOS device requires Xfinity TV app, Internet service with bandwidth of at least 600 Kbps and a subscription to Limited Basic. Streaming to laptop/computer requires equipment meeting minimum requirements posted at <http://customer.comcast.com/help-and-support/internet/requirements-to-run-xfinity-internet-service/>, Internet service with bandwidth of at least 600Kbps and a subscription to Limited Basic.
- 24 Price of Pay-Per-View and On Demand Movie or Event is displayed prior to the completion of the Pay-Per-View or On Demand ordering process.
- 25 One month minimum purchase required. Not available in all areas.
- 26 Not available to customers with Expanded Basic.
- 27 Does not include installation charges for Extreme 505 Internet Service, XFINITY Home Security, Wireless Networking, XFINITY Internet or XFINITY Voice activation fees.

- 28 Standard installations include installations up to 125 feet from existing Comcast plant. Custom installations include installations which require in-wall wiring or installations in extensive drop ceilings, basements, or crawl spaces.
- 29 Applies to XFINITY TV Digital Starter and above and XFINITY TV 450 Latino.
- 30 See <http://www.comcast.com/spp> for information on Service Protection Plan.
- 31 Does not apply to CableCARD Self Install Kit.
- 32 Please contact 1-800-XFINITY for questions regarding equipment replacement charges.
- 33 Requires a Voice/Data Modem. Unlimited Local and Long Distance package pricing applies only to direct dialed calls from home to locations in U.S., Canada, China, Hong Kong, India, Mexico, Puerto Rico, Singapore, South Korea and certain other U.S. territories. Plans do not include other international calls. For more information regarding XFINITY Voice pricing go to <http://www.comcast.com/corporate/about/phoneterms/service/comcastdigitalvoice/cdrstatepricing.html>. Service does not include network power which may result in service interruption. Requires professional install.
- 34 Data modem required. For more information regarding XFINITY Internet go to <http://www.comcast.com/highspeedinternet>.
- 35 Download speed up to 6 Mbps and upload speed up to 1 Mbps. Many factors affect speed. Actual speeds may vary and are not guaranteed.
- 36 Available in select areas only. Service does not include network power which may result in service interruption. Requires professional install.
- 37 Not available in all areas. May require installation and non-refundable installation charge.
- 38 Requires 3 year contract. Ciena 3931 modem & Netgear router additional. Activation and professional installation fees additional. Extreme 505 does not qualify for Comcast 30-day money back guarantee.
- 39 Non-client includes Digital Additional Outlet charge.

XFINITY Home Licenses:

AL: 001484, 001504 **Alarm company operators are licensed and regulated by the Alabama Electronic Security Board of Licensure, 7956 Vaughn Road, PMB 392 Montgomery, AL 36116, Phone (334) 264-9388, Fax (334) 264-9332; AR:** 12-030; **AZ:** ROC 280515, BTR 18287-0; **CA:** CSLB 974291, ACO 7118 **licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, CA, 95814; CT:** 1040196, ELC 0189754-C5; **DE:** FAL-0299, FAC-0293, SSSP 11-123; **FL:** EF0000921, EF20001002, EF0001095; **GA:** LVU406303, LVU406264, LVU406190; LVU406354; **IL:** PACA 127-001503; **LA:** F1691; **MA:** SS-001968; **MD:** 107-1776, **Baltimore County:** RK9552, **Howard County:** ER00990, **Washington County:** EL-R-0218, **Harford County:** 00005321, **Calvert County:** L0188, **Prince George's County:** 13958-2014-0; **ME:** LM50017039; **MI:** 3601206217; **MN:** TS674412; **MS:** 15018010; **NC:** 2335-CSA; **NJ:** 348F00047700; **NM:** 373379; **NY:** licensed by the N.Y.S. Department of State 12000305421, **Putnam County:** L00812; **OH:** 53-89-1732; **OR:** CCB 192945 **All electrical work is performed by a licensed subcontractor; SC:** SCBA-13497, SCFA-13440; **TN:** ACL 1597, ACL 1604; **TX:** B-16922,-02571, ACR-1672104,-1818 **We are licensed by the Texas Department of Public Safety Private Security Board whose address is: P.O. Box 4087, Austin, TX 78773, (512) 424-7710; UT:** 8226921-6501; **WA:** COMCABS892DS; **VT:** ES-02366; **VA:** 2705145289, DCJS 11-7361; **WASHINGTON, DC:** EGS 902687, BBL 60251200009; **WV:** WV049211.
Valid 9/17/15. See www.xfinity.com/homesecurity for current list.

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

Week Ending Date	FY16 November 14, 2015
To be Deposited on:	November 20, 2015
Amount Played	59,633,599.32
Amount Won	53,494,250.87
Amount Promo	303,669.00
MWAP Contribution	<u>1,006.13</u>
Adjusted Gross Terminal Revenue	<u>5,834,673.32</u>
Administrative Costs @ 4%	233,386.94
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>5,601,286.38</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>5,601,286.38</u>
Racetrack @ 46.50% / 42%	2,604,598.17
Lottery Fund @ 30% / 0%	1,680,385.93
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	719,765.30
Race Track Purses @ 90% of 7% / 4%	352,881.04
Employee Pension Fund @ 1% / .5%	56,012.86
Greyhound Development @ 90% of .75%	37,808.68
Thoroughbred Development @ 90% of .75%	37,808.68
County/Municipality @ 2%	<u>112,025.72</u>
	<u>5,601,286.38</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
09/19/15	\$ 108,466.12	\$ 54,233.06	\$ 54,233.06	\$ 4,300.68	\$ 21,638.99	\$ 1,176.86	\$ 18,265.69	\$ 8,850.84
09/26/15	\$ 104,879.20	\$ 52,439.60	\$ 52,439.60	\$ 4,158.46	\$ 20,923.40	\$ 1,137.94	\$ 17,661.66	\$ 8,558.14
10/03/15	\$ 106,209.88	\$ 53,104.94	\$ 53,104.94	\$ 4,211.22	\$ 21,188.87	\$ 1,152.38	\$ 17,885.74	\$ 8,666.73
10/10/15	\$ 100,582.52	\$ 50,291.26	\$ 50,291.26	\$ 3,988.10	\$ 20,066.21	\$ 1,091.32	\$ 16,938.10	\$ 8,207.53
10/17/15	\$ 106,097.60	\$ 53,048.80	\$ 53,048.80	\$ 4,206.77	\$ 21,166.47	\$ 1,151.16	\$ 17,866.84	\$ 8,657.56
10/24/15	\$ 110,837.44	\$ 55,418.72	\$ 55,418.72	\$ 4,394.70	\$ 22,112.07	\$ 1,202.59	\$ 18,665.02	\$ 9,044.34
10/31/15	\$ 114,047.28	\$ 57,023.64	\$ 57,023.64	\$ 4,521.98	\$ 22,752.43	\$ 1,237.41	\$ 19,205.56	\$ 9,306.26
11/07/15	\$ 111,664.16	\$ 55,832.08	\$ 55,832.08	\$ 4,427.48	\$ 22,277.00	\$ 1,211.56	\$ 18,804.24	\$ 9,111.80
11/14/15	\$ 112,025.72	\$ 56,012.86	\$ 56,012.86	\$ 4,441.82	\$ 22,349.13	\$ 1,215.48	\$ 18,865.13	\$ 9,141.30
Subtotal	\$ 2,213,784.92	\$ 1,562,924.20	\$ 650,860.72	\$ 51,613.25	\$ 259,693.42	\$ 14,123.69	\$ 219,209.88	\$ 106,220.48

Benchmark Goal @ 2% \$ 912,063.48
Remainder until 1% / 1% Split \$ -

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	9/19/2015	54,233.06
9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60
10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94
10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26
10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80
10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72
10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64
11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08
11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86
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

1,562,924.20



*West Virginia State
Treasurer's Office*

John D. Perdue
State Treasurer

<u>Political Subdivision</u>	<u>Amount</u>
Huntington	1,084.22
Hurricane	1,084.22
Huttonsville	1,084.22
laeger	1,084.22
Jackson County	4,315.59
Jane Lew	1,084.22
Jefferson County	68,440.97
Jefferson County School Board	205,322.91
Junior	1,084.22
Kanawha County	25,688.17
Kenova	1,084.22
Kermit	1,084.22
Keyser	1,084.22
Keystone	1,084.22
Kimball	1,084.22
Kingwood	1,084.22
Leon	1,084.22
Lester	1,084.22
Lewis County	4,315.59

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	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
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	279,025.93

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
September, 2015	194,536.32
October, 2015	205,322.91

Total 2015-2016 **837,077.79**

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

Week Ending Date	FY16 November 21, 2015
To be Deposited on:	November 27, 2015
Amount Played	53,401,099.55
Amount Won	47,902,387.81
Amount Promo	268,203.00
MWAP Contribution	<u>1,991.10</u>
Adjusted Gross Terminal Revenue	<u>5,228,517.64</u>
Administrative Costs @ 4%	209,140.72
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>5,019,376.92</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>5,019,376.92</u>
Racetrack @ 46.50% / 42%	2,334,010.27
Lottery Fund @ 30% / 0%	1,505,813.13
Excess Lottery Fund @ 0% / 41%	0.00
Excess Lottery Fund @ 12.85% / 9.55%	644,989.91
Race Track Purses @ 90% of 7% / 4%	316,220.75
Employee Pension Fund @ 1% / .5%	50,193.76
Greyhound Development @ 90% of .75%	33,880.79
Thoroughbred Development @ 90% of .75%	33,880.79
County/Municipality @ 2%	<u>100,387.52</u>
	<u>5,019,376.92</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
09/19/15	\$ 108,466.12	\$ 54,233.06	\$ 54,233.06	\$ 4,300.68	\$ 21,638.99	\$ 1,176.86	\$ 18,265.69	\$ 8,850.84
09/26/15	\$ 104,879.20	\$ 52,439.60	\$ 52,439.60	\$ 4,158.46	\$ 20,923.40	\$ 1,137.94	\$ 17,661.66	\$ 8,558.14
10/03/15	\$ 106,209.88	\$ 53,104.94	\$ 53,104.94	\$ 4,211.22	\$ 21,188.87	\$ 1,152.38	\$ 17,885.74	\$ 8,666.73
10/10/15	\$ 100,582.52	\$ 50,291.26	\$ 50,291.26	\$ 3,988.10	\$ 20,066.21	\$ 1,091.32	\$ 16,938.10	\$ 8,207.53
10/17/15	\$ 106,097.60	\$ 53,048.80	\$ 53,048.80	\$ 4,206.77	\$ 21,166.47	\$ 1,151.16	\$ 17,866.84	\$ 8,657.56
10/24/15	\$ 110,837.44	\$ 55,418.72	\$ 55,418.72	\$ 4,394.70	\$ 22,112.07	\$ 1,202.59	\$ 18,665.02	\$ 9,044.34
10/31/15	\$ 114,047.28	\$ 57,023.64	\$ 57,023.64	\$ 4,521.98	\$ 22,752.43	\$ 1,237.41	\$ 19,205.56	\$ 9,306.26
11/07/15	\$ 111,664.16	\$ 55,832.08	\$ 55,832.08	\$ 4,427.48	\$ 22,277.00	\$ 1,211.56	\$ 18,804.24	\$ 9,111.80
11/14/15	\$ 112,025.72	\$ 56,012.86	\$ 56,012.86	\$ 4,441.82	\$ 22,349.13	\$ 1,215.48	\$ 18,865.13	\$ 9,141.30
11/21/15	\$ 100,387.52	\$ 50,193.76	\$ 50,193.76	\$ 3,980.37	\$ 20,027.31	\$ 1,089.20	\$ 16,905.26	\$ 8,191.62
Subtotal	\$ 2,314,172.44	\$ 1,613,117.96	\$ 701,054.48	\$ 55,593.62	\$ 279,720.73	\$ 15,212.89	\$ 236,115.14	\$ 114,412.10

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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	9/19/2015	54,233.06
9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60
10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94
10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26
10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80
10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72
10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64
11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08
11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86
11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76
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

1,613,117.96

Table Game Revenue

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

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
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	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
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	279,025.93

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
September, 2015	194,536.32
October, 2015	205,322.91

Total 2015-2016	837,077.79
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