

AGENDA FOR THURSDAY, AUGUST 13, 2009

Y/ N/ NA

APPOINTMENTS:

- 1. 9:30 a.m. - Pledge of Allegiance
Approval of Minutes
Approval of Purchase Orders
Approval of Accounts Payable

- 2. 9:40 a.m. - Public Comment

- 3. 9:45 a.m. - Bonding and Activity Report

- 4. 10:00 a.m. - Building Commission Interviews

- 5. 10:15 a.m. - Request from Prosecuting Attorney Lorenzetti - Request for Partial Pay Equity Increase

- 6. 10:30 a.m. - Salary Equity Motion and Restoration of the County Clerk's Salary Line Item: I move that the 500,000 dollars placed in the Salary and Benefit account be utilized to fund the salary equity issue and further that the 48,000 dollars earlier removed from the County Clerk's salary line in her budget be restored. The necessary additional monies to facilitate the motion (approximately 75,000 dollars) shall be allocated from the excess in this year's employee health insurance account.

- 7. 10:45 a.m. - Stephanie Grove - Legal Update and Report

- 8. 11:00 a.m. - Jennifer S. Maghan - County Clerk's Report

- 9. 1:30 p.m. - County Commission Workshop - No Topics Scheduled

- 10. 2:30 p.m. - Department Head Employee Evaluation

OLD BUSINESS:

- 11. Legislative Issues

- 12. Report on Federal Stimulus Funds - Discussion

- 13. Organizational Planning - Discussion

- 14. Appointment to the Building Commission
- 15. Recommendation of Actuarial Firm to Perform Actuarial Valuation of OPEB - Discussion/Action

NEW BUSINESS:

- 16. Approval of Sheriff's Commission
- 17. Request Funding for Updated School Impact Fee and Housing Unit Size/Pupil Generation Study
- 18. Governor's Community Participation Grant Program - Approval of Resolution and Contract - Jefferson County Black History Preservation Society
- 19. Request for Use of the Courthouse for The Anvil Play Rehearsal - September 14-17, 2009
- 20. Add to the Job Description for all Department Heads under Essential Functions: Prepare an Annual Work Program and Associated Budget for Presentation to the County Commission During the First Quarter of the Fiscal Year (LW)
- 21. Discussion and Possible Action to Create and Implement Policies and Procedures for Funding Request to the County Commission by Outside Agencies Including the Creation of Grant Application Documents and Establishing Deadlines for Submitting Application to the County Commission for FY 2011 (PN)
- 22. Discussion/Possible Action - Using the Powers Given to it Under WV Code 7-18, Resolve that the Jefferson County Commission will Offer Funding from Collected Hotel Occupancy Taxes to a Second, Properly Constituted County Convention and Visitors Bureau, with Funding Available Beginning July 1, 2011 (JS)
- 23. County Administrator Reports
- 24. County Commission Reports

INFORMATION:

- 25. Reminder of Zoning Referendum on November 7, 2009.
- 26. Impact Fee Status Report received for July 2009.
- 27. Appointment to be made to the E-911 Board on September 3, 2009

- 28. Memorandums received from the Department of Capital Planning and Management concerning transfers of funds.
- 29. Correspondence received from the County Clerk concerning print access to the web-based records.
- 30. Notice received of the International Swine Flu Conference on August 19-20, 2009.
- 31. Early voting legislative rule received from the Association of Counties.
- 32. Correspondence received from the Charles Town Chaplaincy Services concerning their budget allocation.
- 33. Correspondence received from Governor Manchin approving various grant applications in the Governor's Community Participation Grant Program.
- 34. Meeting minutes received from the Jefferson County Public Service District.
- 35. Weekly settlement report received for the Charles Town Races from the West Virginia Lottery.
- 36. Miscellaneous

CORRESPONDENCE:

- 37. Correspondence received from Mr. & Mrs. Walter Cool concerning West Virginia PBS.
- 38. Correspondence received from Gil Garcia concerning Planning Commission agenda items.

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

#4

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 30th, 2009, or as soon thereafter as the Commission may decide:

Jefferson County Building Commission - One 5-year term ending July 27, 2014

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, prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by contacting the Commission Office at (304) 728-3284 or info@jeffersoncountywv.org.

Aptv.

BUILDING COMMISSION

Eugene D. Pearson
P.O. Box 1005
Charles Town, WV 25414
725-1746
5 years 07/27/09

R

Marvin Pratt
230 Willis Drive
Shepherdstown, WV 25443
h: 876-1143 c: 786-766-3345 fax: 876-1590
mpratt@processleaders.com
5 years 07/27/2010

D

Ed Johnson
17 Johns Court
Charles Town, WV 25414
724-1765
5 years 07/27/2011

D

Process

§8-33-3

NP



WEST VIRGINIA CODE

§8-33-3. Authority vested in board; composition of board; appointment; qualifications and terms of members; vacancies; reimbursement of expenses.

All property, powers and duties and the management and control of each commission shall be vested in a board consisting of representatives appointed by the governmental body or bodies creating and establishing such commission. In the case of a municipal building commission or a county building commission such board shall consist of not less than three nor more than five members and in the case of a municipal-county building commission each participating municipality shall appoint two members and each participating county shall appoint three members. All members of any board shall be appointed for terms of five years. Prior to making the initial appointments to the board, the governmental body or bodies shall make such initial appointments so that approximately one fifth of the total number of members of the board shall be appointed for a term of one year, approximately one fifth of the total number of members of the board shall be appointed for a term of two years, approximately one fifth of the total number of members of the board shall be appointed for a term of three years, approximately one fifth of the total number of members of the board shall be appointed for a term of four years, and approximately one fifth of the total number of members of the board shall be appointed for a term of five years. As the term of each such initial appointee expires the successor to fill the vacancy created by such expired term shall be appointed for a term of five years.

The ordinance or order creating a building commission may provide for the manner of appointments to the membership of such commission by the governmental body creating such commission, which, in the case of a county, shall be the county commission or other tribunal in lieu thereof and, in the case of a municipality, shall be the governing body thereof.

If any member of any board die, resign or for any reason cease to be a member of the board, the governmental body which such member represented shall appoint another individual to fill the unexpired portion of the term of such member. No more than two thirds of the total number of members of the board of each commission shall be from the same political party and no member of any such board shall hold any office (other than the office of notary public) or employment under the United States of America, the state of West Virginia, any county or political subdivision thereof, or any political party. All members of any board shall be residents of the municipality or county for which appointed. No member of any board shall receive any compensation for his services as such, but each member shall be reimbursed by the commission for any reasonable and necessary expenses actually incurred in the discharge of his duties as a member of the board.

Note: Code updated with legislation passed through the 2008 2nd Extraordinary Session

Laura Kuhn

From: <Daniel_Hayes@URSCorp.com>
To: <laura@jeffersoncountywv.org>
Sent: Monday, July 13, 2009 8:02 AM
Attach: Daniel_Hayes_JeffCo.doc
Subject: Jefferson County Building Commission

Ms Kuhn

I would like to be considered for a seat of the Jefferson County Building Commission. I have attached a resume for you and the County Commission to consider my credentials. I can be available on Thursdays to interview with the Commission as necessary.

(See attached file: Daniel_Hayes_JeffCo.doc)

Daniel B. Hayes, PE
Principal Civil Engineer
URS Corporation
Gaithersburg MD
Phone (301) 721-2225

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NP

Daniel Hayes, P.E.

96 Canal Way
Shepherdstown, WV 25443
(304) 279-6288

Objective: _____

A position on the Jefferson County Building Commission, providing an opportunity to make a strong contribution to county and community leadership.

Skill Profile: _____

I have an extensive site civil engineering background in residential, commercial, industrial, military and governmental development. I have performed design work for design-build and design-bid-build projects.

I have a solid design background in site design, utility design, roadway design, stormwater management and erosion and sediment control.

I have a strong construction background working on Interstate and local highways, bridges and sewer treatment plants.

I served on the Planning Commission of Stephenville, TX in 1995.

I have addressed various County, City and Town Planning Commissions to acquire project and variance approval.

Professional Experience / Relevant Employment History:

2007–pres *URS Corporation* *Gaithersburg, MD*
Principal Civil Engineering/Project Manager

2005–2007 *Huntley, Nyce and Associates, Ltd.* *Martinsburg, WV*
Director of Engineering/Project Manager

2004–2005 *Bowman Consulting Group, Ltd.* *Winchester, VA*
Project Engineer – Land Development

1999–2004 *Jones & Boyd, Inc.* *Dallas, TX*
Project Engineer – Land Development

1999 *Balfour Beatty Construction.* *Mesquite, TX*
Field Engineer / Office Engineer

1997–1999 *Martin K. Eby Construction Co.* *Bedford, TX*
Field Engineer / Office Engineer

1993 *U.S. House of Representatives* *Washington, DC*
Congressional Intern

Professional Registration: _____

PE - West Virginia, Maryland, Virginia, Texas, Kansas

Education: _____

1993 B.S. Agricultural Engineering - Virginia Tech

R

RECEIVED

JUL 13 2009

P.O. Box 1005
Charles Town, WV 25414
Jefferson County Commission
July 11, 2009

Ms. Leslie D. Smith
County Administrator
P.O. Box 250
Charles Town, WV 25414

Dear Ms. Smith:

I received your letter of July 1, regarding the expiration of my term on the Jefferson County Building Commission.

I would appreciate being considered for another term on the Jefferson County Building Commission. If there is additional action that I should take in order to be considered more favorably for another term, please let me know.

Sincerely,



Eugene D. Pearson

RALPH A. LORENZETTI, JR.
PROSECUTING ATTORNEY

CHARLES B. HOWARD
ASSISTANT PROSECUTING ATTORNEY

STEPHEN V. GROH
ASSISTANT PROSECUTING ATTORNEY

BRANDON C.H. SIMS
ASSISTANT PROSECUTING ATTORNEY



**OFFICE of THE
PROSECUTING ATTORNEY**
of
JEFFERSON COUNTY, WEST VIRGINIA

P. O. Box 729
110 N. George St., 3rd Floor
Charles Town, WV 25414
(304) 728-3243
fax (304) 728-3293
paoffice@jeffersoncountywv.org
www.jeffersoncountywv.org/pa

July 28, 2009

County Commission of Jefferson County
c/o Leslie Smith, County Administrator
Jefferson County Courthouse
Charles Town, West Virginia 25414

RE: Pay Equity

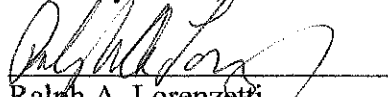
Dear Commissioners,

It was admirable that the Commissioners set aside the \$500,000 for eventual pay equity, and I do ask that be completed promptly. Nevertheless, it appears that this may not be as prompt as my staff and I would hope. Therefore, I am requesting that you as commissioners do as a minimum, a partial effort at pay equity forthwith. For not only my staff but those of the other county departments. A few calls have come to me from county employees concerning foreclosures and other debt problems, and I do not want to see such problems expand as debate occurs.

A chart is attached which shows that my office staff has little or no pay increase since 2007. The chart also lists a requested partial pay equity increase. This is a total of \$50,409.00 over my offices currently budgeted salary line item. This is not a substitute for full pay equity, but would allow my staff to keep slightly ahead of their cost of living increases.

I am available for further information at your request, but this needs to be done in the next few weeks.

Sincerely Yours,


Ralph A. Lorenzetti
Prosecuting Attorney
Post Office Box 729
Charles Town, West Virginia 25414

RAL / msb

#5
LAURENCE R. CROFFORD
ASSISTANT PROSECUTING ATTORNEY

HASSAN RASHEED
ASSISTANT PROSECUTING ATTORNEY

CIVIL DIVISION

(304) 728-3346
fax: (304) 728-3353

STEPHANIE F. GROVE
ASSISTANT PROSECUTING ATTORNEY

JAMES CASIMIRO III
ASSISTANT PROSECUTING ATTORNEY

RECEIVED

JUL 31 2009

Jefferson County Commission

<u>Prosecuting Attorneys Office Staff</u>	<u>FY 2007-2008</u>	<u>FY 2008-2009</u>	<u>Current 2009/2010</u>	<u>Requested Partial Pay Equity Effective Sept. 2009</u>	<u>Pay Equity* from 8 Step Plan</u>
Ralph A. Lorenzetti	\$ 89,236.00	\$ 89,236.00	\$ -	\$ -	\$ 96,429.00
Laurence R. Crofford	\$ 89,263.00	\$ 89,263.00	\$ 89,263.00	\$ 92,846.00	\$ 92,143.00
Stephen Groh	\$ 77,330.00	\$ 77,330.00	\$ 77,330.00	\$ 84,000.00	\$ 87,857.00
Brandon Simms	\$ 77,330.00	\$ 77,330.00	\$ 77,330.00	\$ 84,000.00	\$ 92,143.00
Hassan Rasheed	\$ 64,790.00	\$ 64,790.00	\$ 68,790.00	\$ 74,000.00	\$ 75,000.00
Stephanie Grove	\$ 59,565.00	\$ 59,565.00	\$ 59,565.00	\$ 63,000.00	\$ 56,429.00
James Casmiro, II	\$ 57,475.00	\$ 57,475.00	\$ 57,475.00	\$ 61,000.00	\$ 56,429.00
Debbie Young	\$ 52,970.00	\$ 52,970.00	\$ 52,970.00	\$ 54,700.00	\$ 56,429.00
Charles Howard	\$ 47,699.00	\$ 47,699.00	\$ 89,263.00	\$ 92,846.00	(estimate)
Gail Dalgarn	\$ 44,222.00	\$ 44,222.00	\$ 44,722.00	\$ 46,307.00	\$ 48,393.00
Denise Rideout	\$ 42,359.00	\$ 42,359.00	\$ 42,859.00	\$ 44,036.00	\$ 45,714.00
Myoshia Bright	\$ 32,834.00	\$ 32,834.00	\$ 33,334.00	\$ 37,000.00	\$ 40,714.00
Jennifer May-Sanner	\$ 30,355.00	\$ 30,355.00	\$ 30,855.00	\$ 34,680.00	\$ 38,506.00
Gail McMillion	\$ 27,385.00	\$ 27,385.00	\$ 27,855.00	\$ 28,855.00	\$ 28,207.00
Teresa Tritelli	\$ 26,125.00	\$ 26,125.00	\$ 27,000.00	\$ 28,500.00	\$ 30,000.00
Jonelle Curtis	\$ 25,000.00	\$ 25,000.00	\$ 26,000.00	\$ 28,250.00	\$ 30,000.00
Lauren Crowther			\$ 27,000.00	\$ 28,000.00	(estimate)
Total	\$ 843,938.00	\$ 843,938.00	\$ 831,611.00	\$ 882,020.00	\$ 944,393.00
Michael Thompson/ Ralph Lorenzetti	\$ 96,600.00	\$ 96,600.00	\$ 96,600.00	\$ 96,600.00	\$ 96,600.00
DEPARTMENT TOTAL	\$ 940,565.00	\$ 940,565.00	\$ 928,211.00	\$ 978,620.00*	\$ 1,116,707.00

*Receptionist/Legal Assistant

Difference \$50,409.00

#10

Jefferson County Job Description

Position Title:	County Administrator	Grade Level:	VIII
Department	County Commission Administrative Offices	Date:	August 2008
Reports to:	County Commissioners	FLSA Status	E

Statement of Duties: The County Administrator acts as Chief Administrative Officer of Jefferson County, and is responsible for managing the overall operations and administration of the departments under the jurisdiction of the County Commission. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the policy direction of the County Commissioners, exercising authority over total operations of the county in conformance with general directives and objectives set forth by the governing body. Seeks counsel of governing body only on matters of policy adjustment or where required by law.

Supervisory Responsibility: Employee is accountable for the direction and success of all department programs accomplished through others. The County Administrator is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The County Administrator typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors, who are technical experts, and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or recommending hiring, training, and disciplining of employees.

Confidentiality: Employee has access to all confidential information needed to manage and administer the operations of the entire county .

Accountability: Duties involve primary responsibility for entire operation of the county. Consequences of errors, missed deadlines or poor judgment could result in monetary losses and legal repercussions and could have far reaching effects on the county's ability to deliver services and the public's confidence.

Judgment: The County Administrator directs the overall activity of the county by accepting responsibility while exercising authority for planning, operating and oversight. Guidelines only provide limited direction for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized

County Commission Administrative Office
County Administrator

**Jefferson County
Job Description**

as the county's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

Complexity: The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for more than one major department within the county.

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

Nature and Purpose of Public Contact: Duties involve constant contact with all elected county, local, state and federal government officials, all County Commission appointed boards, community leaders and any other individuals to protect and promote the county's overall interest. Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the county effectively in critical and important situations which may influence the well-being of the County.

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

Essential Functions:

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

1. Responsible for administrative oversight over all operations of the County government under the jurisdiction of the County Commission.
2. Administer, implement and enforce administrative policies and procedures to meet Commission goals and objectives.
3. Responsible for all aspects of the supervision of the department heads of those departments under the jurisdiction of the County Commission, including but not limited to the selection, direction and evaluation of department heads and other staff and the development of staff to enhance their capabilities and improve the delivery of services.
4. Oversee the activities of the various County Commission departments to ensure timely, efficient and effective delivery of programs and services and the implementation of the County Commission's programs and directive.
5. Responsible for financial oversight of the County government, including but not

County Commission Administrative Office
County Administrator

**Jefferson County
Job Description**

limited to: developing operating and capital budget estimates and targets to guide departments; recommending budgets and staffing levels to the County Commission based on proposed goals, objectives, work programs and projects developed by the various department heads; estimating budget needs; reviewing and advising on justifications for funding requests; establishing budget control systems; monitoring expenditures to assure compliance with budgets; accounting for variances between projected and actual expenditures.

6. Negotiate and/or supervises the negotiation of all County contractual agreements subject to the limitations of law and Commission direction and administers and enforces such agreements.
7. Analyze proposals and develops recommendations to the County Commission regarding policies and programs; analyze information pertaining to County services and operations, including policies, programs, methods, budgets, staffing, organization and capital needs.
8. Serve as the County Commission as its agent in administrative matters, including but not limited to administering the preparation of County Commission meeting minutes and agendas and County Commission correspondence.
9. Represent the County with other government agencies and in meetings with the public.
10. Ensure compliance with state and federal regulations.
11. Provide direction and support to staff including investigation and resolution of complaints and concerns regarding county programs, services and facilities.
12. Develop and maintain working relationships with the County Commission, employees, members of the public, local and state legislators, representatives of other government agencies, board and commissions, and industry.
13. Act as liaison with other Jefferson County and municipal elected officials, with other counties and with regional, state and federal agencies on a broad range of matters.
14. Oversee the process of appointments to the County's Boards, Commission and Authorities.
15. Serve as the head of the County Commission's management team.
16. Prepare, secure and administer grants.
17. Investigate and resolve complaints and concerns regarding county programs, services and facilities.

County Commission Administrative Office
County Administrator

**Jefferson County
Job Description**

18. Responsible for procurement and oversees the purchasing of commodities, services, supplies, materials, equipment on behalf of the County Commission.
19. Serve in an advisory role to the County Commissioners.

Recommended Minimum Qualifications:

Education and Experience: Master's Degree in business, public administration or related field and at least seven (7) years of county or other public agency administrative experience including responsibility for management of staff and programs; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: None required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of all county department operations; laws and regulations pertinent to county operations; finance and budget administration; human resources management; writing and administering grants; and procurement. Broad understanding of state law with particular emphasis on County government.

Abilities: Ability effectively and efficiently direct the overall operation of the county; establish and maintain effective working relationships with county officials, outside organizations, the public and other personnel; resolve problems or conflicts; perform multiple tasks under tight deadlines; maintain confidential information.

Skills: Understanding of local, state, and federal law. Outstanding interpersonal skills, presentation skills, oral and written communication skills, negotiation skills, management skills, and attention to detail required.

Physical and Mental Requirements

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

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.)

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

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

County Commission Administrative Office
County Administrator

JEFFERSON COUNTY PERFORMANCE EVALUATION

The Jefferson County written performance evaluation was established to provide, at least annually, a scheduled opportunity for an employee and his/her supervisor to meet and mutually discuss, identify and document the job performance and accomplishments of an employee during a specified period.

Performance review is an integral part of an effective and productive work environment.

The following definitions apply to each criteria.

- E** **Excellent** – Performance consistently exceeds established standards and expectations. Requires minimal or no direction.

- AA** **Above Average** – Performance usually exceeds established standards and expectations. Minimal direction is required.

- S** **Satisfactory** – Performance consistently meets established standards and expectations. Moderate direction is required.

- NI** **Needs Improvement** – Performance sometimes meets established standards and expectations but not on a consistent basis. Requires more than moderate direction.

- U** **Unsatisfactory** – Performance is consistently below established standards and expectations. Frequent direction is required. Substantial improvement is necessary to maintain employment.

- NA** **Not Applicable**

Procedure:

The performance criteria provide a method to evaluate how effectively the employee performs the essential functions outlined in the employee's job description. As such, the evaluator shall refer to the employee's job description when completing the evaluation and share the evaluation results with the employee. In addition, the evaluator shall provide a written explanation in any instance in which the employee is given either a below average or excellent rating. Both the evaluator and the employee should sign the evaluation. The employee signature indicates that he/she has seen the evaluation but does not necessarily indicate the employee concurs with the evaluation. The employee should be given a copy for his/her records. The original evaluation form(s) shall be retained for six years following separation of the employee.

Employee Name:	
Job Title:	
Department:	
Supervisor:	
Date Hired:	
Last Review Date:	
Date:	

Please evaluate the employee's job performance by checking the appropriate box next to each attribute based on the following scale.

U=unsatisfactory; NI=needs improvement; S=satisfactory; AA=above average; E=excellent; NA=not applicable

***To insert a checkmark on this form press "CTRL and C"*

PERFORMANCE CRITERIA	U	NI	S	AA	E	NA
Knowledge of Work – Learns, understands & retains aspects of work assignments & duties. Remembers & grasps instruction of job tasks without repeated orders of supervisor.						
Productivity – Volume of work regularly produced, speed & consistency of output, uses time effectively & efficiently.						
Quality of Work – Extent to which employee carries out assignments to completion & accurately accomplishes job duties. Results are consistently dependable.						
Adaptability – Capacity to adapt to new situations. Readily adapts to changes in routines, work load and work assignments.						
Initiative – Capacity to undertake & perform job duties independently in obtaining objectives of the job. Self-starter & only seeks guidance when necessary. Contributes new ideas & improved methods to the job.						
Dependability – Reliability in following assigned work schedules & attendance standards. Satisfactorily completes assignments in a timely manner & can be relied upon.						
Ability to Work With Others – Extent to which employee effectively interacts with others in the performance of job duties.						
Supervisory Ability – Ability to effectively delegate & monitor work & follow up with employees; effectively communicate with, reward & discipline employees						
Planning – Develops plans & goals to meet department requirements consistent with established priorities.						
Organization of Work – Structures work in order to promote productivity, analyze work, effectively allocate resources & schedules, and implement tasks.						
Decision Making – Ability to identify problem/issue, make decision and act to rectify said problem/issue.						
Overall Employee Performance						

EVALUATOR COMMENTS:

What are employee's shortcomings and weaknesses?

What are the employee's outstanding and strongest points?

Significant changes or accomplishments since last evaluation.

What can the employee do to be more effective or make needed improvements?

EVALUATOR COMMENTS (CONTINUED)

What additional training or equipment would be helpful?

In what way could the job be modified to make better use of employee skills and abilities?

Additional evaluator comments:

EMPLOYEE COMMENTS:

What are your most important job accomplishments since the last review?

What are your weakest areas, or those that need improvement?

What steps could you take to improve?

What can your supervisor do to support your efforts to improve?

EMPLOYEE COMMENTS (CONTINUED)

What are your supervisor's strengths and weaknesses in managing your work?

Work related issues you would like to discuss?

General comments concerning the evaluation of your performance?

Additional employee comments:

Next Review Date: _____

Areas targeted for improvement:

Evaluator Signature: _____

Date: _____

Employee Signature: _____

Date: _____

Employee signature indicates that he/she has seen the evaluation and does not necessarily indicate concurrence with the evaluation.

#16

Telephone: 728-3205
Tax Office: 728-3220
Fax: 728-3299



SHERIFF and TREASURER of Jefferson County

Robert E. Shirley
P.O. Box 9
Charles Town, WV 25414

RECEIVED

August 6, 2009

AUG 06 2009

Jefferson County Commission
124 East Washington St
Charles Town WV 25414

Jefferson County Commission

Re: Sheriff's Commission

Dear Commissioners:

Attached is a copy of the computation of the 2008 Sheriff's Commission report for your approval.

Should you have any questions or are in need of additional information, please don't hesitate to ask.

Sincerely,

Robert E. Shirley
Sheriff and Treasurer
Jefferson County

new business

08/06/2009
11.19.25

Sheriff's Commission
SHERIFF OF JEFFERSON COUNTY, West Virginia
07/01/2008-06/30/2009
Total Sheet

Current Year Taxes	59,236,320.22
Additional Levies	41,109.54
A. Total Taxes Levied	59,277,429.76
Less: Expiration without refund & Bankruptcy	-59,859.14
Exemption with refund	-6,756.75
B. Total Net Levy	59,210,813.87
Less: Ending Accounts Receivable	-3,956,025.29
C. Net Current Year Taxes	55,254,788.60
Less: 85% of Net Levy	-50,329,191.81
D. Current Year Taxes over 85%	5,025,596.79
Less: 5% of Net Levy	-2,960,540.59
E. Collections over 90% Level	2,065,056.10
Less: 5% of Net Levy	-2,960,540.59
F. Collections over 95% Level	-895,484.59
2.5% of Collections over 85% Level	125,639.92
1.0% of Collections over 90% Level	20,650.56
1.5% of Collections over 95% Level	30,976.00
Total	146,290.48
Total Sheriff's Commission (\$15,000 or less)	15,000.00

08/06/2009
11.19.25

Sheriff's Commission
SHERIFF OF JEFFERSON COUNTY, West Virginia
07/01/2008-06/30/2009
Levyng Body-STATE

Current Year Taxes	263,556.05
Additional Levies	184.10
A Total Taxes Levied	263,740.15
Less: Exoneration without refund & Bankruptcy	-261.83
Exonerations with refund	-29.52
B Total Net Levy	263,448.70
Less: Ending Accounts Receivable	-16,980.81
C Net Current Year Taxes	246,467.89
Less: 85% of Net Levy	-223,931.40
D Current Year Taxes over 85%	22,536.49
Less: 5% of Net Levy	-13,172.44
E Collections over 90% Level	9,364.05
Less: 5% of Net Levy	-13,172.44
F Collections over 95% Level	-3,808.39
12.5% of Collections over 85% Level	563.41
1.0% of Collections over 90% Level	93.64
1.5% of Collections over 95% Level	.00
Total	657.05
Portion of Sheriff's Commission paid	67.26

08/06/2009
11.19.25

Sherriff's Commission
Sherriff of JEFFERSON County, West Virginia
07/01/2008-06/30/2009
Levying Budget-COUNTY CURRENT

Current Year Taxes 9,192,897.24
Additional Levies 6,412.67

A. Total Taxes Levied 9,199,256.91

Less: Exemption without refund 9,135.10
& Bankruptcy
Exemption with refund -1,034.61

B. Total Net Levy 9,189,087.20

Less: Funding Accounts Receivable -592,294.40

C. Net Current Year Taxes 8,596,792.80

Less: 85% of Net Levy -7,810,724.12

D. Current Year Taxes over 85% 786,068.68

Less: 5% of Net Levy -459,454.36

E. Collections over 90% Level 326,614.32

Less: 5% of Net Levy -459,454.36

F. Collections over 95% Level -132,840.04

2.5% of Collections over 85% Level 19,651.72
1.0% of Collections over 90% Level 3,266.14
1.5% of Collections over 95% Level 00

Total 22,917.86

Portion of Sherriff's Commission paid 2,346.20

08/06/2009
11:19:35

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2008-06/30/2009
Levying Body-SCHOOL CURRENT

Current Year Taxes	20,451,954.57
Additional Levies	<u>14,282.26</u>
A Total Taxes Levied	20,466,236.83
Less: Exoneration without refund & Bankruptcy Exoneration with refund	-20,323.64 <u>-2,301.80</u>
B Total Net Levy	20,443,611.39
Less: Ending Accounts Receivable	<u>-1,317,712.28</u>
C Net Current Year Taxes	19,125,892.11
Less: 85% of Net Levy	<u>-17,377,069.68</u>
D Current Year Taxes over 85%	1,748,822.43
Less: 5% of Net Levy	<u>-1,022,180.57</u>
E Collections over 90% Level	726,641.86
Less: 5% of Net Levy	<u>-1,022,180.57</u>
F Collections over 95% Level	-295,538.71
2.5% of Collections over 85% Level	43,720.56
1.0% of Collections over 90% Level	7,266.42
1.5% of Collections over 95% Level	<u>.00</u>
Total	<u>50,986.98</u>
Portion of Sheriff's Commission paid	<u>5,219.75</u>

08/06/2009
11:19:25

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2008-06/30/2009
Levyng Body-SCHOOL PER IMPROVE

Current Year Taxes	3,428,229.40
Additional Levies	<u>2,392.71</u>
Total Taxes Levied	3,428,622.11
A. Total Taxes Levied	
Less: Exemption without refund	
% Bankruptcy	-3,404.69
Exemption with refund	<u>-385.57</u>
B. Total Net Levy	3,424,831.85
Less: Ending Accounts Receivable	<u>-220,751.84</u>
C. Net Current Year Taxes	3,204,080.01
Less: 85% of Net Levy	<u>-2,911,107.07</u>
D. Current Year Taxes over 85%	292,972.94
Less: 5% of Net Levy	<u>-171,241.59</u>
E. Collections over 90% Level	121,731.35
Less: 5% of Net Levy	<u>-171,241.59</u>
F. Collections over 95% Level	-49,510.24
2.5% of Collections over 85% Level	7,324.32
1.0% of Collections over 90% Level	<u>1,217.31</u>
1.5% of Collections over 95% Level	<u>00</u>
Total	<u>81,541.63</u>
Portion of Sheriff's Commission paid	<u>874.44</u>

08/06/2009
11.17.25

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2008-06/30/2009
Levyng Body-Municipal-BOLIVAR CORP

Current Year Taxes	76,755.00
Additional Levies	45.50
A. Total Taxes Levied	76,800.50
Less: Exemption without refund & Bankruptcy	.00
Exemption with refund	.00
B. Total Net Levy	76,800.50
Less: Ending Accounts Receivable	-5,951.51
C. Net Current Year Taxes	70,848.99
Less: 85% of Net Levy	-65,280.43
D. Current Year Taxes over 85%	5,568.56
Less: 5% of Net Levy	-3,840.03
E. Collections over 90% Level	1,728.53
Less: 5% of Net Levy	-3,840.03
F. Collections over 95% Level	-2,111.50
2.5% of Collections over 85% Level	139.21
1.0% of Collections over 90% Level	17.29
1.5% of Collections over 95% Level	.00
Total	156.50
Portion of Sheriff's Commission paid	16.62

08/05/2009
11.19.25

Sheriff's Commission
SHERIFF of JEFFERSON County, West Virginia
07/01/2008-06/30/2009
Levy:ing Body-Municipal-CHARLES TOWN CORP

Current Year Taxes 655,622.70
Additional Levies 288.23

A. Total Taxes Levied 655,910.93

Less: Exonerations without refund 411.49
k Bankruptcy
Exonerations with refund 80.16

B. Total Net Levy 655,419.28

Less: Ending Accounts Receivable 50,477.39

C. Net Current Year Taxes 614,941.89

Less: 85% of Net Levy 565,605.39

D. Current Year Taxes over 85% 49,336.50

Less: 9% of Net Levy 59,270.96

E. Collections over 90% Level 16,064.54

Less: 5% of Net Levy 32,270.96

F. Collections over 95% Level 17,206.42

2.5% of Collections over 85% Level 1,233.39
1.0% of Collections over 90% Level 160.65
1.5% of Collections over 95% Level 00

Total 1,399.04

Portion of Sheriff's Commission paid 147.25

08/06/2009
11:19:25

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2008-06/30/2009
Levyng Body-Municipal-HARPERS FERRY CORP

Current Year Taxes 48,233.47
Additional Levies 92

A. Total Taxes Levied 48,232.48

Less: Exoneration without refund
& Bankruptcy 340.31
Exonerated with refund 00

B. Total Net Levy 47,892.17

Less: Ending Accounts Receivable 2,570.16

C. Net Current Year Taxes 45,322.01

Less: 85% of Net Levy 40,708.34

D. Current Year Taxes over 85% 4,613.67

Less: 5% of Net Levy 2,394.61

E. Collections over 90% Level 2,219.06

Less: 5% of Net Levy 2,394.61

F. Collections over 95% Level 175.55

2.5% of Collections over 85% Level 115.34
1.0% of Collections over 90% Level 22.19
1.5% of Collections over 95% Level 00
Total 137.53

Portion of Sheriff's Commission paid 13.77

08/06/2009
11:19:25

Sheriff's Commission
Sheriff of JEFFERSON County, West Virginia
07/01/2008-06/30/2009
Levyng Body-Municipal-RANSON CORP

Current Year Taxes 782,718.82
Additional Levies 609.07

A. Total Taxes Levied 789,327.89

Less: Exemption without refund -1,826.33
& Bankruptcy
Exemption with refund -21.94

B. Total Net Levy 781,409.62

Less: Ending Accounts Receivable -82,720.22

C. Net Current Year Taxes 697,689.40

Less: 85% of Net Levy -664,198.18

D. Current Year Taxes over 85% 33,491.22

Less: 5% of Net Levy -39,070.48

E. Collections over 90% Level -5,579.26

Less: 5% of Net Levy -39,070.48

F. Collections over 95% Level -44,649.74

2 5% of Collections over 85% Level 837.28

1 0% of Collections over 90% Level .00

1 5% of Collections over 95% Level .00

Total 837.28

Portion of Sheriff's Commission paid 99.95

08/06/2009
11:19:25

Sheriff's Commission
SHERIFF OF JEFFERSON COUNTY, West Virginia
07/01/2008-06/30/2009
Levyng Body--Municipal--SHEPHERDSTOWN CORP

Current Year Taxes 133,961.07
Additional Levies -6.53

A Total Taxes Levied 133,954.54

Less: Exemption without refund -112.62
% Bankruptcy
Exemption with refund -107.80

B Total Net Levy 133,732.12

Less: Ending Accounts Receivable -6,711.32

C Net Current Year Taxes 127,020.80

Less: 85% of Net Levy -113,672.30

D Current Year Taxes over 85% 13,348.50

Less: 5% of Net Levy -6,686.61

E Collections over 90% Level 6,661.89

Less: 5% of Net Levy -6,686.61

F Collections over 95% Level -24.72

2.5% of Collections over 85% Level 333.71
1.0% of Collections over 90% Level 66.62
1.5% of Collections over 95% Level .00

Total 400.33

Portion of Sheriff's Commission paid 39.84

08/06/2009
11:19:55

Sheriff's Commission
SHERIFF OF JEFFERSON COUNTY, West Virginia
Levyng Body-SCHOOL EXCESS LEVY

Current Year Taxes	24,194,451.40
Additional Levies	16,895.76
<u>Total Taxes Levied</u>	<u>24,211,347.16</u>
Less: Exoneraton without refund & Bankruptcy Exoneraton with refund	-24,042.68 <u>-2,723.02</u>
<u>B. Total Net Levy</u>	<u>24,184,581.46</u>
Less: Ending Accounts Receivable	-1,558,848.36
C. Net Current Year Taxes	22,625,733.10
Less: 85% of Net Levy	-20,552,894.24
D. Current Year Taxes over 85%	2,068,838.86
Less: 5% of Net Levy	-1,209,229.07
E. Collections over 90% Level	859,609.79
Less: 5% of Net Levy	-1,209,229.07
F. Collections over 95% Level	-349,619.28
2.5% of Collections over 85% Level	51,720.97
1.0% of Collections over 90% Level	8,596.10
1.5% of Collections over 95% Level	100.00
<u>Total</u>	<u>60,317.07</u>

Portion of Sheriff's Commission paid

6,174.90

08/06/2009
11.19.25

Sheriff's Commission
SHERIFF OF JEFFERSON COUNTY, West Virginia
07/01/2008-06/30/2009
Levying Body-Undistributed

Current Year Taxes	.50
Additional Levies	-.22
A. Total Taxes Levied	.28
Less: Exonerated without refund	
B. Bankruptcy	-.45
Exonerated with refund	-.23
G. Total Net Levy	-.40
Less: Ending Accounts Receivable	.00
C. Net Current Year Taxes	-.40
Less: 85% of Net Levy	.34
D. Current Year Taxes over 85%	-.06
Less: 5% of Net Levy	.02
E. Collections over 90% Level	-.04
Less: 5% of Net Levy	.02
F. Collections over 95% Level	-.02
2.5% of Collections over 85% Level	.00
1.0% of Collections over 90% Level	.00
1.5% of Collections over 95% Level	.00
Total	.00
Portion of Sheriff's Commission paid	.01

#17

JEFFERSON COUNTY, WEST VIRGINIA
Department of Capital Planning and Management
114 East Washington Street
Charles Town, West Virginia 25414

F. Mark Schiavone
Director
Impact Fee Coordinator

Phone: (304) 728-3331
Fax: (304) 724-2111
mschiavone@jeffersoncountywv.org

RECEIVED

MEMORANDUM

AUG 06 2009

TO: Leslie Smith
FROM: F. Mark Schiavone *ms*
DATE: Wednesday, August 05, 2009
SUBJECT: Agenda Item – New Business – Regular Session 13 August 2009

Jefferson County Commission

Please place this item on the agenda as New Business:

- Request funding for Updated School Impact Fee and Housing Unit Size/Pupil Generation Study.

Background

The running policy regarding impact fee studies is to repeat the underlying fee calculation every three years. The School impact fee is due for recalculation in CY 2009. Normally this fee calculation would be relatively simple, but with the addition of Washington High School, the fee calculation becomes somewhat more complex. This is due in part because of the mixed nature of the current construction bond (funded expansion and renovation projects) and the fact that Washington High School includes programmed expansion. My department has saved the county tens of thousands of dollars by conducting the most recent round of fee calculations in house. However at this time I am recommending that we engage a consultant to conduct the updated school impact fee calculation. I would recommend a budget between \$15,000 and \$20,000 for this study.

A national trend in school impact fees has been to examine whether any meaningful relationship exists between housing unit size (or number of bedrooms) and pupil generation. We presently recognize only housing type (single family detached, town home/duplex, and multifamily apartments) and base pupil generation on data classed into these three types. I would recommend engaging the consultant approved to conduct the school impact fee study to also examine housing unit size vs. pupil generation. This study would require data sets from the Board of Education, our office of addressing, and the Assessor's data. I would recommend a budget between \$10,000 and \$15,000 for this study.

Potential sources of funding:

- 401-05-568 – Transfer to other entities (excess funds: \$134,000)
- 401-05-568 – USGS water study (\$80,000)
- Coal Severance – 401-05-566 – Contribution to other funds (\$193,000)

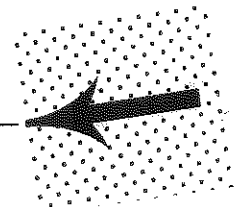
JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

WHEREAS, The Jefferson County Commission has agreed to assist in the restoration of the Webb-Blessing House in Charles Town. The project will include replacement of the front steps, and interior and exterior repairs as funds permits for the Jefferson County Black History Preservation Society with funds made available through the Governor's Community Participation Grant program in the amount of \$10,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission does hereby accept the conditions of the contract between the West Virginia Development Office and the Jefferson County Commission and does hereby authorize the signatures of the President of the Commission.

DALE MANUEL
PRESIDENT
JEFFERSON COUNTY COMMISSION



**SIGN
HERE**

DATED: _____



WEST VIRGINIA DEVELOPMENT OFFICE

1900 Kanawha Boulevard, East • Charleston, WV 25305-0311
(304) 558-2234 • (800) 982-3386
www.wvopenforbusiness.com

July 30, 2009

RECEIVED

AUG 03 2009

The Honorable Dale Manuel
President
Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414

Jefferson County Commission

Dear Commissioner Manuel:

Congratulations on Governor Manchin's recent fiscal year 2009 Community Participation Grant award, in the amount of \$10,000 to the Jefferson County Commission to enable the Jefferson County Black History Preservation Society to continue restoration of the Webb-Blessing House in Charles Town. The project will include replacement of the front steps, and interior and exterior repairs as funds permit. Enclosed with this correspondence is a state/local contract between the West Virginia Development Office and the Jefferson County Commission.

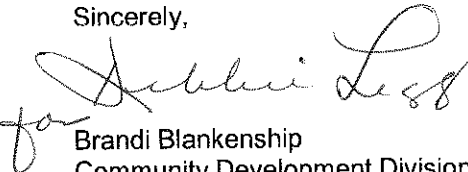
Please review this document carefully. As the grantee, the Jefferson County Commission is responsible for compliance with this contract, including all applicable laws referenced in the contract, such as those pertaining to prevailing wage rates and competitive bid procedures. These requirements apply to any and all grants, including those dedicated to sub-grantees, such as nonprofit organizations.

The contract period outlined in this contract will expire June 30, 2010, without written authorization from the West Virginia Development Office and the reappropriation of funds by the West Virginia Legislature.

Once the Jefferson County Commission and legal counsel have reviewed the contract, the Jefferson County Commission must pass a formal resolution accepting the conditions of the contract and authorizing your signature on the last page. We will be unable to process a grant agreement until a signed contract and resolution are returned to this office.

I am looking forward to working with you on this worthwhile project. If you have any questions, please contact me at (304) 558-4010.

Sincerely,


Brandi Blankenship
Community Development Division

BB:kd

Enclosure

Project Number: 09LEDA0231

GOVERNOR'S COMMUNITY PARTICIPATION

GRANT PROGRAM CONTRACT

between the

WEST VIRGINIA DEVELOPMENT OFFICE

and the

JEFFERSON COUNTY COMMISSION

THIS AGREEMENT, entered into this 1st day of July, 2008, by the West Virginia Department of Finance and Administration on behalf of the West Virginia Development Office hereinafter called the "WVDEVO" and the Jefferson County Commission and its authorized officers, agents, and representatives, hereinafter called the "Grantee."

WITNESS THAT:

WHEREAS, the WVDEVO has promised and agreed to assist the Grantee to perform such tasks hereafter described in the scope of services, which is to be partially financed by funds made available through the Governor's Community Participation Grant program.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **Assistance of the Grantee.** The WVDEVO hereby agrees to assist the Grantee including all authorized officers, agents, and representatives, to perform such tasks and functions as set forth below in the scope of services.
2. **Scope of Services.** The Grantee, or its designated agent, shall do, perform and carry out, in a satisfactory and proper manner as determined by the WVDEVO, and appropriate regulatory agencies, if required, all duties, tasks, and functions necessary to enable the Jefferson County Black History Preservation Society to continue restoration of the Webb-Blessing House in Charles Town. The project will include replacement of the front steps, and interior and exterior repairs as funds permit.
3. **Personnel.** The Grantee represents that it has, or will secure at its own expense, personnel with the necessary qualifications and experience required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with WVDEVO.
4. **Time Performance.** The Grantee will commence its duties under this Contract on July 1, 2008, and such duties shall be undertaken and completed in such sequences as to assure their expeditious completion in the light of the purpose of the Contract; but, in any event, all of the services required hereunder shall be completed by June 30, 2010. The completion date of this contract may only be extended by mutual written agreement of both parties dependent on the reappropriation of funds under the Governor's Community Participation Grant program. If no such agreement exists, the Grantee shall not receive payment for services rendered or work performed relative to this grant after June 30, 2010.

5. **Compensation.** In consideration of the services rendered by the Grantee, the WVDEVO agrees to pay the Grantee the sum of \$10,000. This amount constitutes complete compensation for all services rendered. In no instance shall the agreed upon compensation exceed \$10,000 without the written consent of the Governor of the State of West Virginia.

6. **Method of Payment.** In order to receive payments under the terms of this Agreement, the Grantee shall submit the following: (a) a Letter of Transmittal containing a progress report, and (b) a Request for Payment Financial Report. The final ten percent shall be made available upon submission of certification of completion and acceptance of the project by the Grantee. Upon receipt of said documents, the WVDEVO shall review the same for reasonableness and appropriateness.

7. **Changes.** The WVDEVO and the Grantee may, from time to time, require changes in the scope of the services of the work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Grantee's compensation and work to be performed, which are mutually agreed upon by and between the WVDEVO and the Grantee, shall be incorporated in written amendments to this Contract.

8. **Sub-Grantees and Reversion of Property.** The Grantee may administer funds on behalf of sub-grantees, provided that such a sub-grantee is certified as a nonprofit organization by the United States Internal Revenue Service and the West Virginia Secretary of State's Office. Should such a sub-grantee cease to exist, all commodities or supplies purchased with funds provided under the auspices of this Contract by or for the sub-grantee shall become the property of the Grantee.

9. **Competitive Bid Procedures.** Competitive bidding shall be pursued in all instances. The Grantee must follow the more stringent of either state or local purchasing regulations. The West Virginia Purchasing Division requirements, at a minimum, are as follows: Commodities and services expected to cost \$2,500 or less require no bids, however, competition is encouraged. Purchases between \$2,500.01 and \$5,000 require three verbal bids to be documented on a verbal bid quotation summary. Purchases \$5,000.01 to \$25,000 require three written bids.

The Grantee shall solicit competitive, sealed bids for commodities and supplies related to this project which have an estimated value of over \$25,000. Any attempts by the Grantee to segregate the project into sections having an estimated value of less than \$25,000 shall be cause for termination of this agreement under the provisions of Paragraph 28. These bids shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions West Virginia Code §59-3. This notice shall be published by the Grantee in the newspaper with the largest circulation serving the general area once a week for two successive weeks preceding the final bid date.

The Grantee shall also, where feasible, solicit sealed bids by listing the project in the F. W. Dodge Reports, sending requests by mail to prospective suppliers or contractors, and by posting notice on a bulletin board in a public place. The Grantee shall have available upon request for review by the WVDEVO or its designated representative, bid documents and other evidence of compliance with these procedures.

10. **Project Wage Rates.** Every contract involving construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work which involves the employment of any contractor and/or subcontractor necessary for the undertaking and completion of this project, regardless of the source of funds utilized to pay such contract, must comply with the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A. **This law applies to all construction contracts, regardless of cost.**

The receipt and utilization of funds procured under this agreement mandate that all construction contracts necessary for the undertaking and completion of this project, regardless of the source of funds utilized to pay such construction contracts, must comply with the provisions of West Virginia Code § 21-5A.

Such provisions shall include the payment of the Fair Minimum Wage Rates as determined by the West Virginia Commissioner of Labor for each craft or classification of all workmen needed to perform the contract in the locality in which the public work is performed. For projects involving federal funds which are covered by the provisions of the Davis Bacon Act (40 U.S.C. 276-a 276a-5), the Grantee shall cause the contractor and/or subcontractors to pay the higher wage rate, federal or state.

Further, the Grantee shall note this requirement in the advertisement for bids and print these wage rates on all bid documents. The Grantee shall also have available upon request for review by the WVDEVO or its designated representative, bid documents and other evidence of compliance including copies of contractor's payrolls.

11. **Construction.** The Grantee shall procure construction contracts in accordance with West Virginia Code §5-22-1. **The state and its subdivisions shall, except as provided in this section, solicit competitive bids for every construction project exceeding \$25,000 in total cost.**

Further, the receipt and utilization of funds procured under this agreement mandate that ALL CONSTRUCTION CONTRACTS NECESSARY FOR THE UNDERTAKING AND COMPLETION OF THIS PROJECT, regardless of the source of funds utilized to pay such construction contracts, must comply with the provisions of West Virginia Code § 21-5A.

The term construction shall mean any construction, reconstruction, improvement, enlargement, painting, decorating, or repair of any public improvement let to contract. These bids shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions West Virginia Code §59-3. This notice shall be published by the Grantee in the newspaper with the largest circulation serving the general area once a week for two successive weeks preceding the final bid date.

Any contracts under this agreement must comply with the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A. This law applies to all construction contracts, regardless of cost. The Grantee shall note this requirement in the advertisement for bids and print these wage rates on all bidding blanks.

The Grantee shall designate the time and place for opening such construction bids in accordance with West Virginia Code §5-22-2.

12. **Bonding.** The Grantee shall secure bonding in accordance with West Virginia Code §5-22-1. All bids submitted pursuant to this chapter shall include a valid bid bond or other surety as approved by the state of West Virginia or its subdivisions. Following the solicitation of such bids, the construction contract shall be awarded to the lowest qualified responsible bidder, who shall furnish a sufficient performance and payment bond: provided, that the state and its subdivisions may reject all bids and solicit new bids.

In the procurement of contracts or subcontracts for construction of less than \$100,000, the Grantee shall follow local or State requirements relating to bid guarantees, performance bonds, and payment bonds, provided that the Grantee's and State's interests are adequately protected and that such contracts can be executed in a timely manner.

In the procurement of contracts or subcontracts for construction that exceed \$100,000, the Grantee shall obtain the following:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. This bid guarantee shall consist of a firm commitment such as bid bond, certified check, or other negotiable instrument accompanying a bid that the bidder will, upon acceptance of the bid, execute the contractual documents as may be required with the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. This performance bond shall be executed by the successful contractor in connection with the contract to secure fulfillment of the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. This payment bond shall be executed in connection with a contract to assure payment is required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.

13. **Architecture and Engineering.** The Grantee shall procure architectural or engineering services in accordance with of the West Virginia Code §5G. In the procurement of architectural and engineering services for projects estimated to cost \$250,000 or more, the Grantee shall publish a Class II legal ad in compliance with West Virginia Code §59-3. In the procurement of services for projects estimated to cost less than \$250,000, the Grantee shall conduct discussions with three or more professional firms.

14. **Design-Build.** The Grantee shall procure design-build projects in accordance with West Virginia Code §5-22A-1. This applies solely to building projects. Highways, water, sewer, and all other public works projects are specifically prohibited from using the design-build method.

15. **Environmental and Historical Assessment.** The Grantee shall comply with all applicable federal, state and local environmental and historical preservation laws and regulations. The Grantee acknowledges this requirement and certifies that the project will be in compliance with such laws and regulations.

16. **Equal Employment Opportunity.** With respect to employment in carrying out the program objectives, the Grantee agrees that it will not discriminate against any employee or applicant for employment because of race, color, age, religion, sex, national origin, or physical handicap.

17. **Facilities Accessible to the Handicapped.** The Grantee shall require any facilities constructed under the auspices of this Contract to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117.1-1961, as modified (41CFR101-17.1703 and (13CFR309.14)). The Grantee shall be responsible for conducting inspections to ensure compliance with these specifications.

18. **Facilities Operation.** The Grantee shall operate and maintain all facilities constructed under the auspices of this Contract in accordance with minimum standards as may be required or prescribed by the applicable federal, state and local statute, law, ordinance or regulation as to actual construction procedures, as well as maintenance and operation of such facilities upon completion.

19. **Interest of Members of WVDEVO and Others.** No officer, member or employee of the WVDEVO or officer, member or employee of the Grantee who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or has any personal or pecuniary interest, nor shall any officer, member of, or

employee of, the Grantee or any member of its governing body, or officer, member, or employee of the contractor have any interest, direct or indirect, in this Contract or the proceeds thereof.

20. **Officials Not To Benefit**. No member of the Legislature of the State of West Virginia, or individual performing a service for the Grantee in connection with this project, shall be admitted to any share thereof or to any benefit to arise from this Agreement.

21. **Inspections of Project Records**. At any time during normal business hours and as often as the WVDEVO or its designated representative may deem necessary, there shall be made available to the WVDEVO or its designated representative for examination, all of its records with respect to all matters covered by this Contract and permit the WVDEVO or its designated representative to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records and personnel, conditions of employment and other data relating to all matters covered by this Contract during the entire time period beginning with project approval and ending three years after the final disbursement of grant funds.

22. **Project Audits**. (a) The Grantee shall cause an audit of this program to be included in the audit of the Grantee performed by the West Virginia State Auditor's Office, Chief Inspection Division, or its designated representative in accordance with West Virginia Code §6-9-7. The audit shall be performed in conformance with generally acceptable accounting procedures.

(b) In accordance West Virginia Code §12-4-14, if the grantee is not audited by the West Virginia State Auditor's Office and the grantee received state funds or grants in the amount of fifteen thousand dollars or more, the grantee shall file an audit of the disbursement of funds with the legislative auditor's office. The audit shall be filed within two years of the disbursement of funds or grants by the grantee and shall be made by an independent certified public accountant at the cost of the corporation, association or other organization, and must show that the funds or grants were spent for the purposes intended when the grant was made. State funds or audits of state funds or grants under fifteen thousand dollars (\$15,000) may be authorized by the joint committee on government and finance to be conducted by the legislative auditor's office at no cost to the grantee.

23. **Reporting**. The Grantee shall submit any reports requested by the WVDEVO concerning financial status and program progress. Failure to provide such reports as required by WVDEVO in a timely manner shall be cause for termination of this Contract under the terms of Paragraph 7.

24. **Fiscal Management**. The Grantee shall be responsible for establishing and maintaining adequate procedures and internal financial controls governing the management and utilization of funds provided under this Contract, as well as funds provided as the Grantee's matching share.

25. **Political Activity**. No officer or employee of the Grantee whose principal employment is in connection with any activity which is financed in whole or in part pursuant to this agreement shall take part in any of the activities expressly prohibited by the Hatch Act.

26. **Repayment**. The Grantee shall refund to the State any expenditures determined to be made for an ineligible purpose for which State funds were received.

27. **Resolution of Disputes**. Resolution of disputes between the State and the Grantee concerning administrative and programmatic matters during the terms of this Agreement shall be initiated through consultation and discussion at the State's Administrative Offices with final decision on questions of policy or fact being determined by the Director of the Community Development Division or his/her designated representative. Nothing in this Agreement shall be construed as making the final decision on a question of law, or to limit in any

manner any remedies or recourses available under applicable laws. Citizen's complaints or disputes regarding Grantee performance or actions relative to the approved project are the responsibility of the Grantee.

28. **Termination of Contract for Cause.** If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner his obligations under this Contract, or if the Grantee shall violate any of the covenants, agreements, or stipulations of this Contract, the WVDEVO shall thereupon have the right to terminate this Contract by giving written notice to the Grantee of such termination and specifying the effective date thereof, at least fifteen days before the effective date of such termination. The Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed on the described project.

Notwithstanding the above, the Grantee shall not be relieved of liability to the WVDEVO for damages sustained by the WVDEVO by virtue of any breach of the Contract by the Grantee, and the WVDEVO may withhold any payments to the Grantee for the purpose of set-off until such time as the exact amount of damages due the WVDEVO from the Grantee is determined.

29. **Termination for Convenience of WVDEVO.** The WVDEVO may terminate this Contract at any time by giving written notice to the Grantee of such termination and specifying the effective date of termination. If the Contract is terminated by the WVDEVO as provided herein, the Grantee will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Grantee covered by this Contract, less payments of compensation previously made.

30. **Termination by the Grantee.** The Grantee may unilaterally rescind this agreement at any time prior to the commencement of the project. After project commencement, this agreement may be rescinded, modified, or amended only by mutual agreement. A project shall be deemed commenced when the Grantee makes any expenditure or incurs any obligation with respect to the project.

31. **Signing.** This Contract shall be signed by the Executive Director of the West Virginia Development Office and by the President of the Jefferson County Commission upon authorization of the Jefferson County Commission by adoption and passage of a resolution, motion or similar official action.

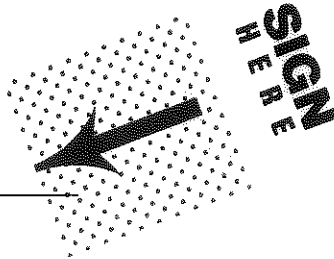
IN WITNESS WHEREOF, the WVDEVO and the Grantee have executed this Agreement as of the date first above written.

**STATE OF WEST VIRGINIA
WEST VIRGINIA DEVELOPMENT OFFICE**

Kelley M. Goes, Executive Director

JEFFERSON COUNTY COMMISSION

By: _____
Dale Manuel, President



Federal Employee Identification Number

55-6000333
F.E.I.N.

19
RECEIVED

**City of Charles Town
P.O. Box 14
Charles Town, WV 25414**

AUG 06 2009

Jefferson County Commission

Jefferson County Commissioners:

August 4, 2009

The Anvil Play is returning as part of this year's 2009 Charles Town Heritage Festival. The actors and actresses are about the same as when they presented this very popular rendition of the trial of John Brown in 2006.

You have already approved their use of the county courthouse for the play on Sept. 18, Sept. 19 and Sept. 20. We appreciate that. They would also like to request to use the building in the evenings for rehearsals Sept. 14 - Sept. 17, if possible.

Please let me know at 304-535-2627 if this is possible, so that the cast can prepare accordingly..

Thank you for your cooperation in this matter.



Bob O'Connor
Chairman
Charles Town Heritage Festival

cc: Jerry Bayer

#30

Leslie D. Smith

From: Lyn Widmyer [lynwidmyer@gmail.com]
Sent: Wednesday, August 05, 2009 9:29 AM
To: Leslie Smith
Subject: Item to be added to August 13 agenda:

ADD to the job description for all department heads under Essential Functions:

Prepare an annual work program and associated budget for presentation to the County Commission during the first quarter of the fiscal year.

Background

It is very important for the County Commission to understand what key work program items department heads would like to accomplish and what the estimated costs might be for successfully completing those programs. This will give the County Commission important information as we enter the budget season. This will also be an opportunity to collaborate with department heads on their anticipated needs in terms of personnel, equipment, capital outlay, etc. in a less stressful and compressed manner than during the budget crunch.

Implementation

Direct the County Administrator to schedule a roundtable discussion with each department head on their work programs sometime during the months of September, October and November.

#31

Leslie D. Smith

From: Patricia Noland [patsynol@gmail.com]
Sent: Wednesday, August 05, 2009 10:37 AM
To: Leslie Smith
Subject: Agenda Item for August 13 CC Meeting

Leslie,

Please place the following item on the County Commission Agenda for the week of August 13:

Discussion and possible action to create and implement policies and procedures for funding requests to the county commission by outside agencies including the creation of grant application documents and establishing deadlines for submitting applications to the county commission for FY 2011.

Thanks,

Patsy

22

AGENDA ITEM AUGUST 13, 2009

DISCUSSION/POSSIBLE ACTION

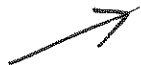
IMPROVEMENT OF VISITORS BUREAU SERVICES:
USING THE POWERS GIVEN TO IT UNDER WV CODE 7-18,
RESOLVE THAT THE JEFFERSON COUNTY COMMISSION WILL OFFER
FUNDING FROM COLLECTED HOTEL OCCUPANCY TAXES TO A SECOND,
PROPERLY CONSTITUTED COUNTY CONVENTION AND VISITORS BUREAU,
WITH FUNDING AVAILABLE BEGINNING JULY 1, 2011

Under 7-18-14 .. Application of Proceeds

(2) Counties. -- If a convention and visitor's bureau is located within a county or region, the county commission shall appropriate the percentage required by this subsection to that convention and visitor's bureau. If a convention and visitor's bureau is not located within such county or region, then the percentage appropriation required by this subsection shall be appropriated as follows:

(A) Any hotel located within such county or region may apply to such county for an appropriation to such hotel of a portion of the tax authorized by this article and collected by such hotel and remitted to such county, for uses directly related to the promotion of tourism and travel, including advertising, salaries, travel, office expenses, publications and similar expenses. The portion of such tax allocable to such hotel shall not exceed seventy-five percent of that portion of such tax collected and remitted by such hotel which is required to be expended pursuant to this subsection: *Provided*, That prior to appropriating any moneys to such hotel such county shall require the submission of, and give approval to, a budget setting forth the proposed uses of such moneys.

(B) If there is more than one convention and visitor's bureau located within a county or region, the county commission may allocate the tax authorized by this article to one or more of such bureaus in such portion as the county commission in its sole discretion determines.



Impact Fee Status Report

July 2009

Department of Capital Planning and Management/Office of Impact Fees

Summary

Date Range: Wednesday 1 July through Friday 31 July 2009

Report Date: 03 August 2009.

Process Number Range: 0900070 - 0900085

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AUG 03 2009

Total Applications: 16

Total Non-Exempt: 14

Of which:

Commercial: 0

Residential: 14

Of which:

County: 13

Municipal: 1 (Ranson)

Jefferson County Commission

Total Exempt: 2

Of which:

Commercial: 0

Residential: 2

Of which:

County: 2

Municipal: 0

Tables 1 through 7 summarize impact fee processing for the month of July 2009:

Table 1. Form 100 Tallies

	Exempt	Residential Applications	Commercial Applications	Total
1-31 July 2009	2	14	0	
Fees collected		\$170,574.00		\$170,574.00
<i>Of which</i>				
School Impact Fee		\$148,357.00		\$148,357.00
Law Enforcement Fee		\$3,271.00		\$3,271.00
Parks & Recreation Fee		\$9,777.00		\$9,777.00
Fire & EMS Fee		\$9,169.00		\$9,169.00

Information

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

Description	Amount
Opening Statement Balance (1 July 09)	\$64,964.90
July Deposits (1 – 31 July 2009)	\$170,574.00
Interest Earned (31 July 08)	\$208.67
School June Transactions (withdraws via transfer on 8 July 2009)	(\$56,910.84)
Law June Transactions (withdraws via transfer on 8 July 2009)*	(\$788.88)
Parks & Rec June Transactions (withdraws via transfer on 8 July 2009)	(\$3,768.33)
Fire & EMS June Transactions (withdraws via transfer on 8 July 2009)	(\$3,496.95)
Ending Statement Balance 31 July 2009)	\$170,782.57
<i>Outstanding Credits(deposits through 03 August 2009)</i>	<i>0.00</i>

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

Description	Amount
Opening Balance (1 July 2009)	\$2,179,462.49
Interest Earned (31 July 2009)	\$3,588.09
June Transactions (deposits via transfer on 8 July 2009)	\$56,910.84
Ending Balance (31 July 2009)	\$2,239,961.42

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

Description	Amount
Opening Balance (1 July 2009)	\$26,956.04
Interest Earned (31 July 2009)	\$44.48
June Transactions (deposits via transfer on 8 July 2009)*	\$788.88
Bank balance 31 July 09	\$27,789.40
Outstanding check 022	(\$15,015.00)
Unencumbered Balance (31 July 2009)	\$12,774.40

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

Description	Amount
Opening Balance (1 July 2009)	\$185,400.11
Interest Earned (31 July 2009)	\$225.86
June Transactions (deposits via transfer on 8 July 2009)	\$3,768.33
Withdraw chk022 Requisition 09R0047	(\$69,628.00)
Withdraw chk023 Requisition 09R0048	(\$19,919.00)
Withdraw chk024 Requisition 09R0050	(\$1,303.97)
Withdraw chk029 Requisition 09R0052	(\$297.42)
Bank Balance (31 July 2009)	\$98,245.91
Outstanding check 26	(\$132.80)
Outstanding check 27	(\$132.80)
Outstanding check 28	(\$5.85)
Outstanding check 29	(\$121.02)
Unencumbered balance 31 July 09	\$97,853.44

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

Description	Amount
Opening Balance (1 July 2009)	\$532,668.50
Interest Earned (31 July 2009)	\$759.70
June Transactions (deposits via transfer on 8 July 2009)	\$3,496.95
Withdraw chk023 Requisition 09R0049	(\$125,145.22)
Ending Balance (31 July 2009)	\$411,779.93

Table 7. Total Impact Fees as of 01 July 2009 /1

Description	Amount
Department of Impact Fees General Account	\$170,782.57
School Impact Fee Account	\$2,239,961.42
Law Enforcement Fee Account	\$12,774.40
Parks & Recreation Impact Fee Account	\$97,853.44
Fire & EMS Impact Fee Account	\$411,779.93
Total	\$2,933,151.76

Notes:

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

* Check 711 from Account 3111776 was inadvertently cut in excess of \$0.10. This amount was adjusted in accounts 3111776 and 3120120.

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Form 100 Transaction Summary

Jefferson County Government – Department of Impact Fees

Applications with IFC Signature Dates/Form 190 Processing Dates between July 01, 2009 and July 30, 2009

Process Number	Application Date	Last Name	First Name	Tax District	Deed Page	Tax Parcel	Impact Fee	Agreement Date	Exemption Reason
09000076	07/13/2009	Ott	John	02 Charles Town	120 317 20	53	\$0.00	07/13/2009	Replacement of habitable DU with another DU
09000083	07/21/2009		Carlyle Group,	02 Charles Town	972 354 21	26	\$0.00	07/21/2009	Replacement of habitable DU with another DU

Category Count: 2

Category Total \$0.00

Non-Exempt Applications

09000070	07/01/2009		THZ Enterprises	09 Shepherdstown	975 69 8C	261	\$13,070.00	07/01/2009	N/A
09000071	07/01/2009		THZ Enterprises	09 Shepherdstown	975 69 8C	263	\$13,070.00	07/01/2009	N/A
09000072	07/01/2009		THZ Enterprises	09 Shepherdstown	975 69 8C	240	\$13,070.00	07/01/2009	N/A
09000073	07/01/2009		Dan Ryan	02 Charles Town	1018 71 6A	25	\$13,070.00	07/01/2009	N/A
09000074	07/01/2009		Dan Ryan	02 Charles Town	1018 71 6A	28	\$13,070.00	07/01/2009	N/A
09000075	07/09/2009		Gencraft Homes	08 Ranson Corp	1 1 8D	4A	\$12,808.00	07/09/2009	Not in Fee District
09000077	07/14/2009	Sirbaugh	Troy	07 Middleway	1062 216 17	10.15	\$13,070.00	07/14/2009	N/A
09000078	07/14/2009		Dan Ryan	07 Middleway	1005 548 2A	83	\$13,070.00	07/14/2009	N/A
09000079	07/14/2009		Dan Ryan	07 Middleway	1005 548 2A	93	\$13,070.00	07/14/2009	N/A
09000080	07/15/2009	Hathaway	David	06 Kabletown	1042 228 8B	202	\$13,070.00	07/15/2009	N/A
09000081	07/16/2009		THZ Enterprises	09 Shepherdstown	975 69 8C	237	\$13,070.00	07/16/2009	N/A
09000082	07/16/2009		THZ Enterprises	09 Shepherdstown	975 69 8C	368	\$13,070.00	07/16/2009	N/A
09000084	07/24/2009		K	04 Harpers Ferry	960 208 9D	95	\$926.00	07/24/2009	N/A
09000085	07/28/2009	Janssen	Keith	09 Shepherdstown	985 129 9	6.1	\$13,070.00	07/28/2009	N/A

Category Count: 14

Category Total \$170,574.00

NOTICE OF INTENT TO APPOINT

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, September 3, 2009, or as soon thereafter as the Commission may decide:

Jefferson County Enhanced E911 Board -One 3 year term ending September 1, 2012

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, prior to the proposed date of appointment.

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

JEFFERSON COUNTY ENHANCED E-9-1-1 BOARD

Chief William H. Roper
312 South Mildred Street
Ranson, WV 25438
Clinks200@yahoo.com
304-725-2411 Work
304-725-5833 Home

REPRESENTS: Municipal Police Department
TERM EXPIRES: September 01, 2010
TERM: 3 years

Sgt. E. D. Anderson
113 Industrial Blvd.
Kearneysville, WV 25430
304-725-9770 Work

REPRESENTS: West Virginia State Police
TERM EXPIRES: September 01, 2011
TERM: 3 years

Mr. Craig Simpson
106 Lemon Road
Shepherdstown, WV 25443
304-876-2110

REPRESENTS: Fire Departments
TERM EXPIRES: September 01, 2010
TERM: 3 years

Dr. Henry B. Christie, Chairman
882 Keys Ferry Road
Charles Town, WV 25414
304-725-9622 Work
304-725-6939 Home

REPRESENTS: Emergency Medical Services
TERM EXPIRES: September 01, 2010
TERM: 3 years

Mr. George B. Stebbins, Jr.
P.O. Box 99
Bakerton, WV 25410-0099
GeoSteb@juno.com
304-876-6473

REPRESENTS: Citizens of Jefferson County
TERM EXPIRES: September 1, 2009
TERM: 3 years

Jim Surkamp
P.O. Box 250
Charles Town, WV 25414
304-725-3284

REPRESENTS: County Commission of Jefferson County
TERM EXPIRES: January 1, 2010
TERM: 1 year

Sgt. Tom Hansen
RR 1, Box 470
Kearneysville, WV 25430
304-728-3205 Work
304-728-7209 Home

REPRESENTS: Jefferson County Sheriff's Department
TERM EXPIRES: September 1, 2010
TERM: 3 years

Jeffrey Polczynski
304-728-3317

REPRESENTS: E-9-1-1 Communications/Addressing

JEFFERSON COUNTY, WEST VIRGINIA
Department of Capital Planning and Management
114 East Washington Street
Charles Town, West Virginia 25414

COPY

F. Mark Schiavone
Director
Impact Fee Coordinator

RECEIVED
TO: 50472334
FAX: 301227
mschiavone@jeffersoncountywv.org

MEMORANDUM

AUG 03 2009

TO: Leslie Smith, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone (fm)
DATE: Monday, 03 August 2009
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's School Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County School Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of July 2009.

This transfer consists of two components:

- Impact Fee Process Numbers **0900070** through **0900085**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **\$148,357.00**.
- Interest earned by the Office of Impact Fees General Account in July 2009 amounts to **\$208.67**, of which **\$181.54** is attributed to fees collected for School.

As per the attached invoice, the total amount of this transfer is \$148,538.54.

Check # 714

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 9036

Date: 8/3/2009

Bill To:

Department of Capital Planning and Management
 114 E. Washington Street
 Charles Town, WV 25414

Pay To:

Jefferson County Sheriff
 102 Industrial Blvd.
 Suite 100
 Kearneysville, WV 25430

P.O. Number

0

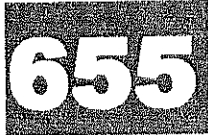
Vendor Number

**Dept./Line
 Item # Charged**

Description**Amount**

	Impact Fee payments collected for month of July 2009 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).	\$148,357.00
	Interest earned by the Office of Impact Fees General Account July 2009.	\$181.54
	Impact Fee Process Numbers 0900070 through 0900085, inclusive. Within this range, there were 14 non-exempt impact fee payments.	
	Total:	\$148,538.54

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



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 714

Trace 20090803:39767.66

Date 8/3/2009

Series 1

Recipient Sheriff of Jefferson County

Amount \$148,357.00

Account 3107582

Signature 1 Dale Manuel

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: July transfer of fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
7/2/2009	0900070	2003-3	11/24/2005	\$11,358.00
7/2/2009	0900071	2003-3	11/24/2005	\$11,358.00
7/2/2009	0900072	2003-3	11/24/2005	\$11,358.00
7/2/2009	0900073	2003-3	11/24/2005	\$11,358.00
7/2/2009	0900074	2003-3	11/24/2005	\$11,358.00
7/10/2009	0900075	2003-3	11/24/2005	\$11,358.00
7/15/2009	0900077	2003-3	11/24/2005	\$11,358.00
7/15/2009	0900078	2003-3	11/24/2005	\$11,358.00
7/15/2009	0900079	2003-3	11/24/2005	\$11,358.00
7/16/2009	0900080	2003-3	11/24/2005	\$11,358.00
7/17/2009	0900081	2003-3	11/24/2005	\$11,358.00
7/17/2009	0900082	2003-3	11/24/2005	\$11,358.00
7/27/2009	0900084	2003-3	11/24/2005	\$703.00
7/29/2009	0900085	2003-3	11/24/2005	\$11,358.00

Total amount for this withdraw \$148,357.00

Total amount for this account \$148,357.00

Total amount all accounts \$148,357.00

JEFFERSON COUNTY, WEST VIRGINIA
Department of Capital Planning and Management
114 East Washington Street
Charles Town, West Virginia 25414

COPY

F. Mark Schiavone
Director
Impact Fee Coordinator

Phone: (304) 728-3331
Fax: (304) 724-2178
mschiavone@jeffersoncountywv.org

MEMORANDUM

RECEIVED

TO: Leslie Smith, Vivian Fields, and Teresa Hendricks

FROM: F. Mark Schiavone *fmj*

AUG 03 2009

DATE: Monday, 03 August 2009

SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.** Jefferson County Commission

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of July 2009.

This transfer consists of two components:

- Impact Fee Process Numbers **0900070** through **0900085**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **\$3,271.00**.
- Interest earned by the Office of Impact Fees General Account in July 2009 amounts to **\$208.67**, of which **\$4.07** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$3,275.07.

Check # 715

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

Invoice

Number: 9037
Date: 8/3/2009

Bill To:

Department of Capital Planning and Management
114 E. Washington Street
Charles Town, WV 25414

Pay To:

Jefferson County Sheriff
102 Industrial Blvd.
Suite 100
Kearneysville, WV 25430

P.O. Number

0

Vendor Number

Dept./Line

Item # Charged

Description

Amount

	Impact Fee payments collected for month of July 2009 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).	\$3,271.00
	Interest earned by the Office of Impact Fees General Account July 2009.	\$4.07
	Impact Fee Process Numbers 0900070 through 0900085, inclusive. Within this range, there were 14 non-exempt impact fee payments.	
Total:		\$3,257.07

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



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 715

Trace 20090803:39912.41

Date 8/3/2009

Series 2

Recipient Sheriff of Jefferson County

Amount \$3,271.00

Account 3120120

Signature 1 Dale Manuel

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: transfer of July fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
7/2/2009	0900070	2005-1	3/22/2005	\$262.00
7/2/2009	0900071	2005-1	3/22/2005	\$262.00
7/2/2009	0900072	2005-1	3/22/2005	\$262.00
7/2/2009	0900073	2005-1	3/22/2005	\$262.00
7/2/2009	0900074	2005-1	3/22/2005	\$262.00
7/10/2009	0900075	2005-1	3/22/2005	\$0.00
7/15/2009	0900077	2005-1	3/22/2005	\$262.00
7/15/2009	0900078	2005-1	3/22/2005	\$262.00
7/15/2009	0900079	2005-1	3/22/2005	\$262.00
7/16/2009	0900080	2005-1	3/22/2005	\$262.00
7/17/2009	0900081	2005-1	3/22/2005	\$262.00
7/17/2009	0900082	2005-1	3/22/2005	\$262.00
7/27/2009	0900084	2005-1	3/22/2005	\$127.00
7/29/2009	0900085	2005-1	3/22/2005	\$262.00

Total amount for this withdraw \$3,271.00

Total amount for this account \$3,271.00

Total amount all accounts \$3,271.00

JEFFERSON COUNTY, WEST VIRGINIA
Department of Capital Planning and Management
114 East Washington Street
Charles Town, West Virginia 25414

COPY

RECEIVED

F. Mark Schiavone
Director
Impact Fee Coordinator

Phone: (304) 728-3331
Fax: (304) 724-2178

mschiavone@jeffersoncountywv.org
AUG 03 2009

MEMORANDUM

Jefferson County Commission

TO: Leslie Smith, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone *fm*
DATE: Monday, 03 August 2009
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of July 2009.

This transfer consists of two components:

- Impact Fee Process Numbers **0900070** through **0900085**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **\$9,777.00**.
- Interest earned by the Office of Impact Fees General Account in July 2009 amounts to **\$208.67**, of which **\$12.52** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$9,789.52.

Check # 716

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 9038

Date: 8/3/2009

Bill To:

Department of Capital Planning and Management
 114 E. Washington Street
 Charles Town, WV 25414

Pay To:

Jefferson County Sheriff
 102 Industrial Blvd.
 Suite 100
 Kearneysville, WV 25430

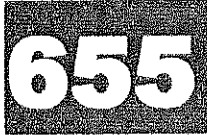
P.O. Number

0

Vendor Number**Dept./Line****Item # Charged****Description****Amount**

	Impact Fee payments collected for month of July 2009 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).	\$9,777.00
	Interest earned by the Office of Impact Fees General Account July 2009.	\$12.52
	Impact Fee Process Numbers 0900070 through 0900085, inclusive. Within this range, there were 14 non-exempt impact fee payments.	
Total:		\$9,789.52

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



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 716

Trace 20090803:40184.16

Date 8/3/2009

Series 3

Recipient Sheriff of Jefferson County

Amount \$9,777.00

Account 3122808

Signature 1 Dale Manuel

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: July fee transfer

Deposit Date	Process Number	Ordinance	Enact Date	Amount
7/2/2009	0900070	2005-2	5/12/2005	\$752.00
7/2/2009	0900071	2005-2	5/12/2005	\$752.00
7/2/2009	0900072	2005-2	5/12/2005	\$752.00
7/2/2009	0900073	2005-2	5/12/2005	\$752.00
7/2/2009	0900074	2005-2	5/12/2005	\$752.00
7/10/2009	0900075	2005-2	5/12/2005	\$752.00
7/15/2009	0900077	2005-2	5/12/2005	\$752.00
7/15/2009	0900078	2005-2	5/12/2005	\$752.00
7/15/2009	0900079	2005-2	5/12/2005	\$752.00
7/16/2009	0900080	2005-2	5/12/2005	\$752.00
7/17/2009	0900081	2005-2	5/12/2005	\$752.00
7/17/2009	0900082	2005-2	5/12/2005	\$752.00
7/27/2009	0900084	2005-2	5/12/2005	\$1.00
7/29/2009	0900085	2005-2	5/12/2005	\$752.00

Total amount for this withdraw \$9,777.00

Total amount for this account \$9,777.00

Total amount all accounts \$9,777.00

JEFFERSON COUNTY, WEST VIRGINIA
Department of Capital Planning and Management
114 East Washington Street
Charles Town, West Virginia 25414

COPY

F. Mark Schiavone
Director
Impact Fee Coordinator

Phone: (304) 728-3331
Fax: (304) 724-2178
mschiavone@jeffersoncountywv.org

MEMORANDUM

TO: Leslie Smith, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone (fm)
DATE: Monday, 03 August 2009
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

RECEIVED

AUG 03 2009

Jefferson County Commission

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Fire & EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of July 2009.

This transfer consists of two components:

- Impact Fee Process Numbers **0900070** through **0900085**, inclusive. Within this range there were 14 non-exempt impact fee payments. This amounts to **\$9,169.00**.
- Interest earned by the Office of Impact Fees General Account in July 2009 amounts to **\$208.67**, of which **\$10.44** is attributed to fees collected for Fire & EMS.

As per the attached invoice, the total amount of this transfer is \$9,179.44.

Check # 717

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 9039

Date: 8/3/2009

Bill To:

Department of Capital Planning and Management
 114 E. Washington Street
 Charles Town, WV 25414

Pay To:

Jefferson County Sheriff
 102 Industrial Blvd.
 Suite 100
 Kearneysville, WV 25430

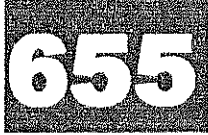
P.O. Number

0

Vendor Number**Dept./Line****Item # Charged****Description****Amount**

	Impact Fee payments collected for month of July 2009 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Fire & EMS Impact Fees Bank Account (3122816).	\$9,169.00
	Interest earned by the Office of Impact Fees General Account July 2009.	\$10.44
	Impact Fee Process Numbers 0900070 through 0900085, inclusive. Within this range, there were 14 non-exempt impact fee payments.	
Total:		\$9,179.44

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



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 717

Trace 20090803:40407.11

Date 8/3/2009

Series 4

Recipient Sheriff of Jefferson County

Amount \$9,169.00

Account 3122816

Signature 1 Dale Manuel

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: transfer of July fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
7/2/2009	0900070	2005-3	5/12/2005	\$698.00
7/2/2009	0900071	2005-3	5/12/2005	\$698.00
7/2/2009	0900072	2005-3	5/12/2005	\$698.00
7/2/2009	0900073	2005-3	5/12/2005	\$698.00
7/2/2009	0900074	2005-3	5/12/2005	\$698.00
7/10/2009	0900075	2005-3	5/12/2005	\$698.00
7/15/2009	0900077	2005-3	5/12/2005	\$698.00
7/15/2009	0900078	2005-3	5/12/2005	\$698.00
7/15/2009	0900079	2005-3	5/12/2005	\$698.00
7/16/2009	0900080	2005-3	5/12/2005	\$698.00
7/17/2009	0900081	2005-3	5/12/2005	\$698.00
7/17/2009	0900082	2005-3	5/12/2005	\$698.00
7/27/2009	0900084	2005-3	5/12/2005	\$95.00
7/29/2009	0900085	2005-3	5/12/2005	\$698.00

Total amount for this withdraw \$9,169.00

Total amount for this account \$9,169.00

Total amount all accounts \$9,169.00



Jennifer S. Maghan
Jefferson County Clerk

RECEIVED

AUG 06 2009

August 6, 2009

Jefferson County Commission

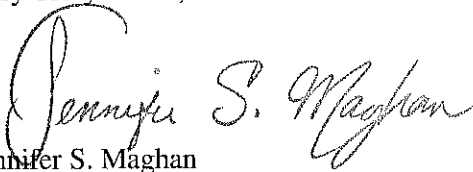
PRINT YOUR OWN COURTHOUSE DOCUMENTS

The County Clerk's office is pleased to announce that our web-based records search now gives the end-user the ability to print documents from the comfort of their own PC!

Our office is unable to provide on-line access of the vital statistic record requests which include birth, death and marriage records.

If you would like to register you or your office for a username and password, please fill out the registration form and agreement enclosed and you will be well on your way to even easier access of public records!

Very Truly Yours,


Jennifer S. Maghan



Jennifer S. Maghan
Jefferson County Clerk

Approved by _____
Username _____
Password _____

REGISTRATION FORM
USERNAME AND PASSWORD REQUEST

PRINT ACCESS – JEFFERSON COUNTY CLERK'S ONLINE RECORDS SEARCH

Date _____
Company Name _____
Person Responsible for Payments _____
Mailing Address _____
State _____ Zip Code _____
Telephone # _____
Fax # _____
E-mail address _____

I/We _____

Understand and agree that any unauthorized use of the information obtained from the Jefferson County Clerk's on-line records search will result on prosecution to the fullest extent of the law.

Understand and agree that in the event of employee termination, I will immediately notify the County Clerk's office so that a new Password can be issued. Otherwise, I am responsible for all print activity under my Username.

Understand and agree that I will be charges the standard fees prescribed by West Virginia State Code for all documents printed at the rate of \$1.50 for the first two pages and \$1.00 for each additional page of a document.

Understand and agree that the payment terms for documents are billed monthly and payment terms are net 30 days.

Understand and agree that should my invoice for payment not be made, then my account will be suspended from print activity until payment to the Clerk's office has been remitted.

Understand that if for any reason my username and password is lost or compromised in any way, the person who is signing this agreement will be the only person authorized to have the username and password re-issued.

Signature

Date

100 East Washington Street, Charles Town, West Virginia 25414
304-728-3215 (office) 304-728-1957 (fax)
jmaghan@jeffersoncountywv.org www.Jeffersoncountyclerkwv.com

International Swine Flu Conference

Conference: August 19-20, 2009 Workshops: August 21, 2009
Washington, DC

August 4, 2009

Dale Manuel
Commissioner
Jefferson County, West Virginia

Re: International Swine Flu Conference

via fax 3047257916

Dear Dale Manuel,

We are pleased to inform you of the opportunity to attend the International Swine Flu Conference, August 19-20, 2009, at the Hyatt Regency Washington DC on Capitol Hill.

Swine flu is now formally a global H1N1 flu pandemic and has been reported in 135 countries. The World Health Organization has recently reported that of the 94,512 human cases of Swine Flu, 429 were fatal.

The International Swine Flu Conference will include leaders in public health, business, science, first response, and of nonprofit sectors who will focus on response to this first pandemic in the age of globalization and prepare for a potential second wave of H1N1 virus this fall. As the WHO expects an influenza pandemic to unfold in two or three successive waves.

Each day of the conference will offer papers on a wide range of topics including:

- Preparing Community Strategies
- Local Partnership and Participation
- Delivery of Vaccine and Antiviral Medication
- Emergency Response and Hospital/Healthcare Coordination
- Prevention Education Efforts and Risk Communication
- Command, Control and Management

Over 20 breakout sessions will be offered addressing a wide range of topics, including:

- Breakout 1. Mass Fatality Management Planning
- Breakout 2. Psychological Issues
- Breakout 3. Business Continuity Planning
- Breakout 4. Continuity of Operations (COOP) and Continuity of Government Planning
- Breakout 5. Emergency Management Services
- Breakout 6. Law Enforcement Agencies
- Breakout 7. First Responders: Fire Department
- Breakout 8. Hospital and Emergency Medical Services
- Breakout 9. Community-Based Planning
- Breakout 10. School/University Planning
- Breakout 11. Infectious Medical Waste And many more ...

We anticipate your participation to this first global flu epidemic in 41 years. Should you have any questions regarding this event, please do not hesitate to contact me at 202-536-5000 or via email at Virginia.Blanco@New-Fields.com.

Sincerely Yours,
Virginia Blanco, Project Manager
H1N1 Task Force

New-Fields Exhibitions, Inc.
1101 Pennsylvania Avenue, NW, Sixth Floor South, Washington, DC 20004
Phone (202) 536-5000 Fax (202) 280-1239 www.New-Fields.com

If you have received this fax from us in error or no longer wish to receive future fax correspondence from our company call us toll free (877) 485-2242 and follow the prompts.

TO: ALL COUNTY CLERKS &
COUNTY COMMISSION.

Title 153
Legislative Rule
Secretary of State

SERIES 13
Early Voting in Person Satellite Precincts

§153-13-1. General.

- 1.1. Scope. – This rule establishes criteria to assure neutrality and security in the selection process for early voting in person satellite precincts and establishes processes and deadlines for establishing such precincts.
- 1.2. Authority. – W.Va. Code §3-3-2a(c)
- 1.3. Filing Date. –
- 1.4. Effective Date. –

§153-13-2. Definitions.

- 2.1. For the purposes of this rule:
 - 2.1.1. “Clerk” means the Clerk of the County Commission or other official charged with the administration of elections.
 - 2.1.2. “Early voting” means early in-person absentee voting as provided for in W.Va. Code §3-3-3.
 - 2.1.3. “Published” means a Class II-0 legal advertisement as defined in W.Va. State Code §59-3-2. For counties having more than one qualified newspapers weekly, the notice must be published in each of the qualified newspapers.
 - 2.1.4. “Satellite precinct” means locations for early voting in addition to the primary location as provided for in W.Va. Code §3-3-2a.

§153-13-3. Early Voting Satellite Precinct Selection.

- 3.1. No later than one hundred twenty (120) days prior to election day, the clerk shall submit a proposal for an early voting satellite precinct or precincts to the County Commission for approval or disapproval.
- 3.2. The proposal submitted by the clerk shall include:

- 3.2.1. The proposed location or locations for early voting satellite precincts and the days and hours each precinct will be open;
 - 3.2.2. Provisions for staffing the satellite precinct including a minimum of two persons: *Provided*, That the two persons shall not be registered with the same political party affiliation or two persons registered with no political party affiliation. The persons may be full-time employees of the county or temporary employees hired for the period of early voting or volunteers; and
 - 3.2.3. Any other procedures necessary for the proper conduct of an election according to provisions of W.Va. Code §§3-1, 3-3-2a and 3-3-3, and section five (5) of this rule, at the early voting satellite location or locations.
- 3.3. In order to ensure neutrality in the satellite precinct selection process, the clerk shall also submit to the County Commission with the proposal for an early voting satellite precinct or precincts a duly notarized written agreement from the chairperson of the county executive committee of each of the two major political parties.
 - 3.4. The County Commission shall approve or disapprove the proposal submitted by the clerk no later than 90 days prior to election day. An early voting satellite precinct plan must be approved for each particular primary, general or special election and is only valid for the election for which it was approved.
 - 3.5. If agreement cannot be reached among the County Commission, County Clerk and the chairperson of the county executive committee of each of the two major political parties, the proposal shall be considered void and no early voting satellite precincts shall be authorized in the county for the election cycle.

§153-13-4. Crediting of Voter Record.

- 4.1. Any voter who votes at an early voting satellite precinct shall immediately be given credit in the uniform voter registration system, and the clerk shall take all necessary steps to prevent a voter from voting more than once.

§153-13-5. Procedures for Conducting Early Voting at Satellite Precincts.

- 5.1 All election material and equipment used at any satellite precinct shall be prepared in the same manner as the equipment used during early voting at the primary location including, but not limited to:

- 5.1.1. Provisions for the security of ballots and other election material; and
- 5.1.2. Logistics and accuracy testing of voting equipment.
- 5.2. Counties using paper ballots or optical scan ballots must have copies of each ballot style at the early voting satellite precinct in numbers sufficient for the efficient conduct of early voting.
- 5.3. Each early voting satellite precinct must be open and operational in the same manner as the primary location for early voting, except for differing hours or days approved by the County Commission.
- 5.4. Each early voting satellite precinct must be open for a minimum of three (3) consecutive days per location.
- 5.5. Security of both used and unused ballots, any voting equipment and supplies and all poll books must be maintained in the same manner as at the primary early voting location according to provisions of W.Va. Code §§3-1, 3-3-2a and 3-3-3.

§153-13-6. Public Notice.

- 6.1. Not later than seven (7) calendar days before the start of early voting, the county commission shall cause a notice to be broadcast in a manner sufficient to reach a majority of citizens in the county as determined by the County Commission or published as defined in section two of this rule, and placed on the county's website (if applicable). The notice placed on the county's website must remain on the website until the close of the early voting period. All notices shall state the location or locations and dates and hours of operation for each early voting satellite precinct.



Charles Town Chaplaincy Services

Chaplain Pete Crisswell

RECEIVED

Phone Office
304-725-4028
Cell Phone 304-283-0036

August 3, 2009

AUG 05 2009

Mailing Address

Charles Town RTCA Council
PO Box 1377
Charles Town WV 25414

The Sheriff of Jefferson County
County Clerk's Office
Charles Town, WV 25414

Jefferson County Commission

President

*Dr. Henry Christie
304-725-9622

Dear County Clerk's Office,

Vice President

*M. Victoria White
304-279-3235

Thank you for your thoughtful and generous contribution of \$3000.00 to the Charles Town Race Track Chaplaincy.

Treasurer

*Gerald Dorsey
304-725-7948

The Chaplaincy office continues to make its presence known to all individuals at the race track. We are here to help everyone who calls or comes to our office for help in everyday situations. We owe much of our success to your generosity.

Secretary

*Alfred Scott
410-218-6614

Your contribution is helping us to reach our goals and we thank you again.

Sincerely,

HBPA Rep.
George Yetsook

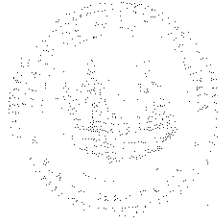
PNGI Rep.
Roger Ramey

P. Gerald Dorsey
PGD/jlp

Community Rep.
*Dr. Wyman Hall

*Denotes executive
Council member





State of West Virginia
Joe Manchin III
Governor

Office of the Governor
State Capitol
1900 Kanawha Boulevard, East
Charleston, WV 25305

Telephone: (304) 558-2000
Toll Free: 1-888-438-2731
FAX: (304) 342-7025
www.wv.gov.org

July 22, 2009

The Honorable Dale Manuel
President
Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414

Dear Commissioner Manuel:

Thank you for your fiscal year 2009 application to the Governor's Community Participation Grant Program.

I, along with Delegate Doyle, am pleased to approve your request in the amount of \$1,000. These funds will enable you to preserve and beautify the iron fence at the Elmwood Cemetery. The fence will be removed, sandblasted, painted, and reinstalled.

The West Virginia Development Office, Community Development staff, will contact you to complete the necessary contract in order to proceed with your project.

We are pleased to work with you to make this improvement a reality for the citizens of Jefferson County.

With warmest regards,

A handwritten signature in black ink, appearing to read "Joe Manchin III".

Joe Manchin III
Governor

JM:kwd

Project Number: 09LEDA0223

STATE OF WEST VIRGINIA



GOVERNOR'S COMMUNITY PARTICIPATION GRANT AWARD

THIS IS TO CERTIFY THAT A GRANT OF \$1,000 HAS BEEN
AWARDED TO THE JEFFERSON COUNTY COMMISSION TO PRESERVE AND
BEAUTIFY THE IRON FENCE AT THE ELMWOOD CEMETERY


JOE MANCHIN III
GOVERNOR

PROJECT NUMBER: 09LEDA0223



State of West Virginia
Joe Manchin III
Governor

Office of the Governor
State Capitol
1900 Kanawha Boulevard, East
Charleston, WV 25305

Telephone: (304) 558-2000
Toll Free: 1-888-438-2731
FAX: (304) 342-7025
www.wv.gov.org

July 22, 2009

The Honorable Dale Manuel
President
Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414

Dear Commissioner Manuel:

Thank you for your fiscal year 2009 application to the Governor's Community Participation Grant Program.

I, along with Delegate Doyle, am pleased to approve your request in the amount of \$2,000. These funds will enable the African-American Community Association of Jefferson County to continue the restoration of Fisherman's Hall. The project will include heating and cooling systems, electrical upgrades, drywall, and plumbing.

The West Virginia Development Office, Community Development staff, will contact you to complete the necessary contract in order to proceed with your project.

We are pleased to work with you to make this improvement a reality for the citizens of Jefferson County.

With warmest regards,

A handwritten signature in black ink, appearing to read "Joe Manchin III".

Joe Manchin III
Governor

JM:kwd

Project Number: 09LEDA0222

STATE OF WEST VIRGINIA

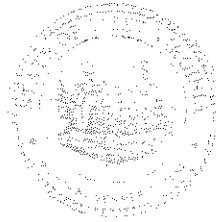


GOVERNOR'S COMMUNITY PARTICIPATION GRANT AWARD

THIS IS TO CERTIFY THAT A GRANT OF \$2,000 HAS BEEN
AWARDED TO THE JEFFERSON COUNTY COMMISSION TO ENABLE THE
AFRICAN-AMERICAN COMMUNITY ASSOCIATION OF JEFFERSON COUNTY TO
CONTINUE THE RESTORATION OF FISHERMAN'S HALL.


JOE MANCHIN III
GOVERNOR

PROJECT NUMBER: 09LEDA0222



State of West Virginia
Joe Manchin III
Governor

Office of the Governor
State Capitol
1900 Kanawha Boulevard, East
Charleston, WV 25305

Telephone: (304) 558-2000
Toll Free: 1-888-438-2731
FAX: (304) 342-7025
www.wv.gov.org

July 22, 2009

The Honorable Dale Manuel
President
Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414

Dear Commissioner Manuel:

Thank you for your fiscal year 2009 application to the Governor's Community Participation Grant Program.

I, along with Delegate Doyle, am pleased to approve your request in the amount of \$2,000. These funds will enable the African-American Community Association of Jefferson County to continue the restoration of the Locke House. The project will include interior repairs and stabilization as funds permit.

The West Virginia Development Office, Community Development staff, will contact you to complete the necessary contract in order to proceed with your project.

We are pleased to work with you to make this improvement a reality for the citizens of Jefferson County.

With warmest regards,

A handwritten signature in black ink, appearing to read "Joe Manchin III".

Joe Manchin III
Governor

JM:kwd

Project Number: 09LEDA0229

STATE OF WEST VIRGINIA



GOVERNOR'S COMMUNITY PARTICIPATION GRANT AWARD

THIS IS TO CERTIFY THAT A GRANT OF \$2,000 HAS BEEN

AWARDED TO THE JEFFERSON COUNTY COMMISSION TO ENABLE THE AFRICAN-AMERICAN
COMMUNITY ASSOCIATION OF JEFFERSON COUNTY TO CONTINUE THE RESTORATION
OF THE LOCKE HOUSE


JOE MANCHIN III
GOVERNOR

PROJECT NUMBER: 09LEDA0229



State of West Virginia
Joe Manchin III
Governor

Office of the Governor
State Capitol
1900 Kanawha Boulevard, East
Charleston, WV 25305

Telephone: (304) 558-2000
Toll Free: 1-888-438-2731
FAX: (304) 342-7025
www.wv.gov.org

July 6, 2009

The Honorable Dale Manuel
President
Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414

Dear Commissioner Manuel:

Thank you for your fiscal year 2009 application to the Governor's Community Participation Grant Program.

I, along with Delegate Doyle, am pleased to approve your request in the amount of \$2,000. These funds will enable the Jefferson County Black History Preservation Society to continue restoration of the Webb-Blessing House in Charles Town. The project will include replacement of the front steps, and interior and exterior repairs as funds permit.

The West Virginia Development Office, Community Development staff, will contact you to complete the necessary contract in order to proceed with your project.

We are pleased to work with you to make this improvement a reality for the citizens of Jefferson County.

With warmest regards,

A handwritten signature in black ink, appearing to read "Joe Manchin III".

Joe Manchin III
Governor

JM:kwd

Project Number: 09LEDA0227

STATE OF WEST VIRGINIA



GOVERNOR'S COMMUNITY PARTICIPATION GRANT AWARD

THIS IS TO CERTIFY THAT A GRANT OF \$2,000 HAS BEEN
AWARDED TO THE JEFFERSON COUNTY COMMISSION TO ENABLE THE JEFFERSON
COUNTY BLACK HISTORY PRESERVATION SOCIETY TO CONTINUE
RESTORATION OF THE WEBB-BLESSING HOUSE


JOE MANCHIN III
GOVERNOR

PROJECT NUMBER: 09LEDA0227

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

RECEIVED

Jefferson County Public Service District
Regular Board Meeting
June 1, 2009

AUG 05 2009

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, June 1, 2009 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Joe Hankins; Secretary, Jim Cummins; Treasurer, Jack Lantzy; General Manager, Susanne Lawton; Administrative Assistant, Ashley Wilt; Pentree Engineer, Zane Summerfield; and District legal counsel, Jim Kelsh. **Jefferson County Commission**

Chairman Hankins called the meeting to order at 7:03PM.

Public Comments
No comments.

OLD BUSINESS

Review minutes of May 4, 2009 regular Board meeting

The minutes of the May 4, 2009 regular Board meeting were approved as presented. The Board would like to make sure the comments that were read into record at that meeting are attached with the approved minutes.

Action: Motion made by Mr. Cummins and seconded by Mr. Lantzy to accept the May 4, 2009 minutes as presented. Unanimously approved.

Review minutes of May 14, 2009 special Board meeting

The minutes of the May 14, 2009 special Board meeting were approved as presented. The Board would like to make sure the comments that were read into record at that meeting are attached with the approved minutes.

Action: Motion made by Mr. Cummins and seconded by Mr. Lantzy to accept the May 14, 2009 minutes as presented. Unanimously approved.

Update on Joint Applications to West Virginia Infrastructure and Jobs Development Council with Jefferson Utilities Incorporated

Mr. Kelsh updated the Board. The phase II application was filed on May 15th with the WV IJDC. The next funding committee meeting will be held on June 26th.

Action: No action taken by the Board.

Consider Selection of Engineer for Mountain Water Project Design

At the May 14th Special meeting, the Board chose the Chapman Technical Group for the design of the Mountain Water Project. The Board deferred this item to Executive Session.

Action: No action taken by the Board.

Flowing Springs wastewater treatment plant update

Mr. Kelsh updated the Board. An evidentiary hearing is set for June 25, 2009 at 3pm and a public comment hearing will take place at 7pm. Both hearings will be held in Council Chambers at Ranson City Hall. The Board would like to encourage support letters from the County Commission and Planning Commission for this project. Ellen May was in the audience and volunteered to place this on the next Planning Commission agenda. The District is continuing to resolve easement concerns by residents affected by the proposed sewer line.

Action: No action taken by the Board.

NEW BUSINESS

Consider Approval of Audit Services by Cox Hollida for Fiscal Year Ending June 30, 2009

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve the engagement letter from Cox Hollida Price to provide services for the audit in the amount of \$24,900 and the annual sewer and water reports in the amount of \$3,700 for the year ending June 30, 2009. Unanimously approved.

Consider Base-Flow Study Contract with USGS

Mr. Hankins updated the Board. He spoke with Hugh Bevans from the U.S. Geological Survey (USGS) about funding support for the Rockymarsh Run streamgages formerly funded by the Jefferson County Commission. Mr. Hankins stated that The Nature Conservancy Freshwater Institute would like to fill the funding gap, but is not a government entity, therefore not able to enter into a contract with USGS. Mr. Hankins made the suggestion for the District to possibly enter into a contract with USGS, but the Freshwater Institute would provide the funding. Both the Freshwater Institute and the USGS would split the costs for one-half year for the operation and maintenance of the streamgage totaling \$3,587.50 each. Mr. Kelsh is going to review the contract to make sure there are no legal issues. The Board was in support of the contract for the operation and maintenance of the Rockymarsh Run streamgage. Mr. Hankins will be supplying the District with a letter committing the Freshwater Institute to provide the funding.

Action: Motion made by Mr. Cummins and seconded by Mr. Lantzy to execute the interim contract with USGS to provide funding for the second half of 2009 contract for the operation and maintenance of the Rockymarsh Run streamgage contingent on the review of the contract by Counsel and the letter from the Freshwater Institute to commit the funds. Unanimously approved.

Filing Comment to Jefferson County Emergency Services Agency Underground Injection Control Permit

Ms. Lawton updated the Board. The Jefferson County Emergency Services Agency (JCESA) applied for a ground injection permit (septic system) to serve the new building on a temporary basis until the sewer line in Fairfax Crossing is extended to connect the building to public sewer. The JCESA provided documentation that it is in their lease as well as in the permit that the sewer connection must be completed as soon as the sewer line is extended. They will be a Ranson sewer customer.

Action: No action taken by the Board.

General Manager's Report

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

- The discharge line for A-pump at Pump Station 1-12 has a 1½ diameter hole in it and needs to be repaired. Mr. Castaldo received 3 quotes to repair the hole. The lowest bid went to Snyder Environmental for \$10,868.00.
- Mr. Castaldo found a camera van on an auction site, which is now up to \$3200. He would like to place a bid on the van, but Ms. Lawton would like Board approval and to authorize a maximum bid price.

Action: Motion made by Mr. Cummins and seconded by Mr. Lantzy to authorize the General Manager to spend up to \$8,000 in the bidding process for the camera van. Unanimously approved.

Discussion of any expenses over budget

Mr. Lantzy informed the Board that the Allegheny Power invoices to be approved will be charged to the Power and Fuel account and will put the District over budget. Mr. Lantzy also noted the \$2,613.00 expense was incorrectly charged to the Injuries and Damage/ Workers Comp account and should have been charged to Employee Insurance. A proper accounting of the expense will not put the Injuries and Damages/ Workers Comp account over budget. Also, the Administrative and General Salaries account will be over budget by the end of the fiscal year however these expenditures are not approved by the board.

Action: The Board acknowledged and unanimously approved the Allegheny invoices putting the District over budget.

Disbursements

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve disbursements for Cavaland water expenses in the amount of \$1,651.90, Glen Haven water expenses in the amount of \$1,690.33, and for the Public Service District expenses in the amount of \$156,231.75. Unanimously approved.

Approve transfer of \$3,146.10 from Sewer Security Deposit account into Sewer Operating account for security deposit refunds

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve transfer of \$3,146.10 from sewer security deposit account into sewer operating account for security deposit refunds. Unanimously approved.

Approve transfer of \$64.17 from Cavaland Security Account into Cavaland Operating Account for Security Deposit Refunds

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve transfer of \$64.17 from Cavaland Security Account into Cavaland Operating Account for Security Deposit Refunds. Unanimously approved.

Correspondence

None discussed.

Public Comments

No comments.

OTHER BUSINESS

Source Water Protection Grant Update

Last month, the District advertised for request for qualifications for the water reuse project. The proposals were due May 29th. The District received 3 proposals from firms. This item was deferred to Executive Session.

Action: No action taken by the Board.

Countywide Utility Group Update

The group is working on the next meeting date.

Action: No action taken by the Board.

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to convene in executive session for the purpose of discussing litigation and contract negotiations. Unanimously approved.

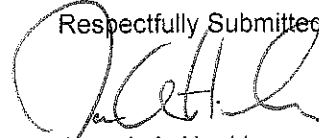
Action: Motion made by Cummins and seconded by Mr. Lantzy to return to public session. Unanimously approved.

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to adjourn. Unanimously approved.

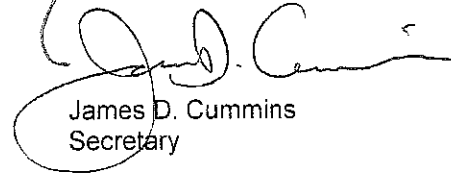
There being no further business at this time, the meeting was adjourned at 10:31PM

The next regular meeting is scheduled for July 6, 2009 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Joseph A. Hankins
Chairman



James D. Cummins
Secretary

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

Jefferson County Public Service District Regular Board Meeting July 6, 2009

The monthly meeting of the Jefferson County Public Service District was held at 6:30PM on Monday, July 6, 2009 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Joe Hankins; Treasurer, Jack Lantzy; General Manager, Susanne Lawton; Administrative Assistant, Ashley Wilt; Pentree Engineer, Zane Summerfield; and District legal counsel, Jim Kelsh.

Mr. Cummins, Secretary, was absent from the meeting.

Chairman Hankins called the meeting to order at 6:30PM. The Board convened into executive session to discuss the following:

- Consideration of Easements and Real Property Acquisition for Flowing Springs Wastewater Treatment Plant
- Discuss Approval of Engineering Firm for Mountain Water Project Design
- Discuss Engineering Firms for Water Reuse Project

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to convene in executive session for the purpose of discussing litigation and contract negotiations. Approved 2-0.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to return to public session. Approved 2-0.

Chairman Hankins called the regular meeting to order at 7:35pm.

Public Comments

No comments.

OLD BUSINESS

Review Minutes of June 1, 2009 Regular Board Meeting

The minutes of the June 1, 2009 regular Board meeting were approved as presented.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to accept the June 1, 2009 minutes as presented. Approved 2-0.

Review Minutes of June 25, 2009 Special Board Meeting

The minutes of the June 25, 2009 special Board meeting were approved as presented.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to accept the June 25, 2009 minutes as presented. Approved 2-0.

Review Minutes of June 29, 2009 Special Board Meeting

The minutes of the June 29, 2009 special Board meeting were approved as presented.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to accept the June 29, 2009 minutes as presented. Approved 2-0.

Clarify Motion in June 1 Minutes for USGS Contract Agenda Item

Last month, the Board motioned for the District to move forward with an interim contract with USGS for the second half of the 2009 contract for the operation and maintenance of the Rockymarsh Run streamgauge with the Freshwater Institute providing the funding. The motion made by Mr. Cummins was not clear to actually "approve" the District to move forward so the item is reappearing this month for clarification.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to clarify the motion made by Mr. Cummins last month to replace the word "explore" with "execute" for the USGS agenda item. Approved 2-0.

Consider Approval of the Revised Alternate Mainline Extension Agreement with Thornhill and Dailey Farm

This agreement was approved at the May 4th Board meeting and now needs to be revised again. Dan Ryan has declined to be a part of the agreement so their name needs to be removed. Dailey Farms will now be using 200 of the 350 EDU's and Thornhill will use 150 EDU's. Herb Jonkers, Lou Athey, and Gene Capriotti were in the audience for discussion. Mr. Kelsh will make changes to the agreement requested by the Board and developers and bring back next month.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to table the approval of the agreement until next month. Approved 2-0.

Appoint Susanne Lawton to Engineer Selection Committee for Water Reuse Project

At the June 1st Board meeting when the Board went into executive session, they decided to appoint General Manager, Susanne Lawton, along with Board Members Joe Hankins and Jack Lantzy to the Water Reuse Engineering Selection Committee, but when they came out of executive session, they forgot to announce Ms. Lawton's appointment in the public session. As a result, this needs to be clarified.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to appoint Ms. Lawton to the selection committee to interview the prospective Engineering Firms for the Water Reuse Study. Approved 2-0.

Consider Engineering Firm for Water Reuse Project

This item was discussed in the executive session at the beginning of the meeting.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to select the Chester Engineering firm for the Water Reuse Project and schedule a meeting for July 27th to start negotiations. Approved 2-0.

Consideration of Easements and Real Property Acquisition for Flowing Springs Wastewater

This item was discussed in the executive session at the beginning of the meeting.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to approve staff to approve the standard easements for \$2/per for permanent easements and \$1/foot for temporary easements and authorize the General Manager to get the easements executed and pay the residents. Approved 2-0.

Consider Contract for Engineering Firm for Mountain Water Project Design

This item was discussed in the executive session at the beginning of the meeting. The Chapman Technical Group had submitted a proposal and scope of work to the District for review.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to interview the 2nd ranked engineering firm for the mountain water project design. Approved 2-0.

Update on Joint Applications to West Virginia Infrastructure and Jobs Development Council with Jefferson Utilities Incorporated

Mr. Kelsh updated the Board. The phase II application was reviewed by the WV IJDC and returned due to inconsistencies in the application and lack of information.

Action: No action taken by the Board.

Flowing Springs wastewater treatment plant update

Mr. Kelsh updated the Board. The evidentiary hearing was held on June 25-26 at Ranson City Hall. Mr. Hankins thanked all who supported the project through letters and public comments. He also thanked the District's legal counsel and staff for all the hard work. The District is now waiting for an order from the Public Service Commission.

Action: No action taken by the Board.

NEW BUSINESS

Consider Assignment Agreement from Flowing Springs LLC to Cambridge LLC for Cambridge Subdivision

The developers of the Cambridge Development were present at the meeting to discuss a transfer of ownership of the development. The current owners of the development, Flowing Springs LLC, will be transferring ownership to the new owners, Cambridge LLC. The new owners, Mr. Ritter and Mr. Myers were also present at the meeting to answer any questions. The District currently has an Alternate Mainline Extension Agreement with Flowing Springs LLC which needs to be transferred to the new owner's name. Mr. Kelsh explained that the terms of the agreement will not change, just the owners name.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to approve the Assignment of Alternate Mainline Extension Agreement which transfers owners from Flowing Springs LLC to Cambridge LLC and have the Chairman execute. Approved 2-0.

Consider Participation in NACWA Sustainable Water Infrastructure Project

Ms. Lawton informed the Board of a project by the Water Research Foundation to change the mindsets to promote the design of "Sustainable Water Infrastructure". Ms. Lawton was contacted by Keith Jones from the National Association of Clean Water Agencies (NACWA) to possibly participate with Stratus Consulting and the Clean Water America Alliance (CWAA) in submitting a proposal for the project. By participating, the District would provide in-kind contributions totaling about \$15,000.00 in the form of data, reports, staff time and knowledge, assisting via telephone interviews and possible onsite visits, and attending a national workshop.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins for the PSD to be willing to commit resources to participate in the Water Research Foundation project and forward the commitment letter back to Stratus Consulting and the Clean Water America Alliance. Approved 2-0.

General Manager's Report

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

- Ms. Lawton and Mr. Castaldo met with Clarence Haymaker to discuss the possibility of connecting the 84 Lumber on Wescott Drive in Ranson to public sewer. This item will be an agenda item next month.
- Mr. Castaldo purchased a DIG-IT backhoe from an auction site. After a few new parts, it is fully operational for a total of \$2,469.00.

Discussion of any expenses over budget

Mr. Lantzy informed the Board that there were a number of items over budget this month. July 1st starts the new fiscal year.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to approve the expenses over budget as indicated on the cash disbursement sheet. Approved 2-0.

Disbursements

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to approve disbursements for Cavaland water expenses in the amount of \$1,324.77, Glen Haven water expenses in the amount of \$2,406.58, and for the Public Service District expenses in the amount of \$219,504.65. Unanimously approved.

Approve transfer of \$3,303.08 from Sewer Security Deposit Account into Sewer Operating Account for Security Deposit Refunds

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to approve transfer of \$3,303.08 from sewer security deposit account into sewer operating account for security deposit refunds. Approved 2-0.

Approve transfer of \$64.48 from Cavaland Security Account into Cavaland Operating Account for Security Deposit Refunds

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to approve transfer of \$64.48 from Cavaland Security Account into Cavaland Operating Account for Security Deposit Refunds. Approved 2-0.

Approve transfer of \$2,735.00 from Renewal & Replacement Account into Sewer Operating Account for 4-5 Sidewalk Replacement.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to approve transfer of \$2,735.00 from Renewal & Replacement Account into Sewer Operating Account for 4-5 Sidewalk Replacement. Approved 2-0.

Approve transfer of \$1,960.55 from Future Needs Account into Sewer Operating Account for Equipment

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to approve transfer of \$1,960.55 from Future Needs Account into Sewer Operating Account for Equipment. Approved 2-0.

Correspondence

None discussed.

Public Comments

No comments.

OTHER BUSINESS

Source Water Protection Grant Update

No new information since last month.

Action: No action taken by the Board.

Countywide Utility Group Update

The next meeting will be on July 16th at the District's office.

Action: No action taken by the Board.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to convene in executive session for the purpose of discussing litigation and contract negotiations. Approved 2-0.

Action: Motion made by Lantzy and seconded by Mr. Hankins to return to public session. Approved 2-0.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to approve the proposal by R. Christopher Goodwin and Associates for an addendum to address the cultural issues of the new alignment of the 30 inch line for the Flowing Springs wastewater treatment plant totaling \$7,295.45. Approved 2-0.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to direct Counsel to approve and execute the settlement agreement between Citizens of Blue Ridge Act and Jefferson Utilities. Approved 2-0.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to adjourn. Approved 2-0.

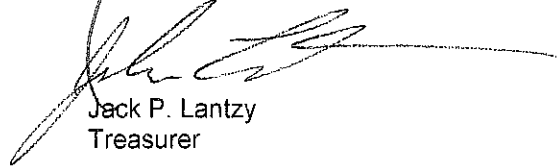
There being no further business at this time, the meeting was adjourned at 9:35PM

The next regular meeting is scheduled for August 3, 2009 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Joseph A. Hankins
Chairman



Jack P. Lantzy
Treasurer

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

Jefferson County Public Service District Special Board Meeting July 27, 2009

The special meeting of the Jefferson County Public Service District was held at 1:00PM on Monday, July 27, 2009 at the Districts office in Kearneysville. Those in attendance included the Water Reuse Engineering Selection Committee: Chairman, Joe Hankins; Treasurer, Jack Lantzy; and General Manager PSD, Susanne Lawton. Also in attendance from Chester Engineers were Jerry Wolfe and Larry Johnson (by speakerphone).

The purpose of the meeting was to discuss contract negotiations with Chester Engineers for the Water Reuse Project.

Chairman Hankins called the meeting to order at 12:55PM.

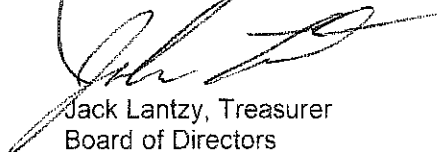
- Action:** Motion made by Mr. Lantzy and seconded by Mr. Hankins to convene into executive session for the purpose of discussing contract negotiations with Chester Engineers for the Water Reuse Project. Approved 2-0.
- Action:** Motion made by Mr. Lantzy and seconded by Mr. Hankins to return to public session. Approved 2-0.
- Action:** Motion made by Mr. Lantzy and seconded by Mr. Hankins to adjourn the special meeting. Approved 2-0.

The meeting was adjourned at 1:41PM.

Respectfully Submitted,



Joe Hankins, Chairman
Board of Directors



Jack Lantzy, Treasurer
Board of Directors

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

Week Ending Date	Week Ending
	August 1, 2009
	FY10
To be Deposited on:	August 7, 2009
Amount Played	90,011,496.83
Amount Won	80,884,718.88
MWAP Contribution	<u>38,596.87</u>
Adjusted Gross Terminal Revenue	<u>9,086,181.08</u>
Administrative Costs @ 4%	363,527.24
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>8,724,653.84</u>
Surcharge @ 10%	0.00
State Share Excess @ 58%	0.00
Track Share of Capital Reinvestment @ 42%	0.00
<i>Track Share of Capital Reinvestment @ 42% - 88%</i>	\$ -
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	\$ -
Adjusted Net Terminal Revenue	<u>8,724,653.84</u>
Racetrack @ 46.50% / 42%	4,056,964.04
Lottery Fund @ 36% / 0%	2,817,396.14
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	610,725.77
Workers' Compensation Debt Reduction @ 7%	610,725.77
Employee Pension Fund @ 1% / .5%	87,246.54
Greyhound Development @ .75%	65,434.90
Thoroughbred Development @ .75%	65,434.90
Racing Commission @ 1%	87,246.54
County/Municipality @ 2%	174,493.08
3% Funds:	
Tourism Promotion Fund @ 1.375%	119,963.99
Development Office Promotion Fund @ .375%	32,717.45
Research Challenge Fund @ .5%	43,623.27
Capitol Renovation and Improvement Fund @ .6875%	59,882.00
2004 Capitol Complex Parking Garage Fund @ .0625%	5,452.91
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	43,623.27
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>43,623.27</u>
	<u>8,724,653.84</u>

WV LOTTERY
 WEST VIRGINIA LOTTERY
 First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2009

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 12.42%	CHARLES TOWN 34.56%	HARPERS FERRY 3.65%	RANSON 35.08%	SHEPHERDS TOWN 14.29%
4 days ending: 7/1/09 - 7/4/09	\$ 128,262.42	\$ 128,262.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/09	\$ 168,815.08	\$ 168,815.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/09	\$ 160,652.98	\$ 160,652.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/09	\$ 159,869.08	\$ 158,869.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/09	\$ 174,493.08	\$ 174,493.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 791,092.64	\$ 791,092.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ 120,970.94

Dear: Jefferson County Commissioners

Comcast has removed West Virginia PBS from its basic channel lineup.

This means I can't enjoy the programs that are provided exclusively by West Virginia public television unless I upgrade my current subscription or obtain additional equipment.

Please do what you can to require Comcast, and other cable companies operating in West Virginia, to carry the public television station that also operates in this state as the primary public television station. -- without the need for additional equipment or fees.

I support West Virginia Public Broadcasting!

Sincerely,

Name: Mr. + Mrs. Walter S. Coal

Address: 79 Natalie Lane ~~West~~
Harper Ferry WV 25425

Carolee

Leslie D. Smith

From: JCC [info@jeffersoncountywv.org]
Sent: Tuesday, August 04, 2009 3:50 PM
To: ldsmith@jeffersoncountywv.org
Subject: Fw: PC Agenda

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

From: "gil narro garcia" <gilnarrogarcia@comcast.net>
Sent: 8/4/2009 2:40:11 PM
To: info@jeffersoncountywv.org
Subject: Re: PC Agenda

As per your invitation to taxpayers/voters to comment on AGENDA items, please give the following serious consideration:

Items 4 - 7: If in fact there is a violation, as cited, I strongly recommend that penalties, civil and monetary, be swiftly applied to the full extent of the regulation or ordinance. I'm sure that said persons will plead ignorance. Either you apply the law or you don't assert that there have been violations.

Item 8: The request should be considered only after Gates Associates submits an updated environmental statement, as well as any deviations from the original submission regarding 'green' design and energy efficient structures that enhance the County's efforts to reduce climate changes due to faulty, cheap, ill-planned, and over lighted structures. I suspect that Gates is attempting to rely on old, dated, and narrow data. After your review and approval, you might consider granting an extension.

Thanks,

GNGARCIA
881 ELK RUN DR.
HF, WV
304-535-2235

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

From: Jefferson County Alerts
To: jeffersoncountycommissionalerts@jeffersoncountywv.org
Sent: Monday, August 03, 2009 9:34 AM
Subject: PC Agenda

*****Please do not reply to this email. If you have questions or need assistance, please email info@jeffersoncountywv.org or call the County Commission office at 304-728-3284.*****