

AGENDA FOR THURSDAY, AUGUST 20, 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. - Tom Bayuzik - Executive Director, Jefferson County Development Authority - Update on WestPEP Resolution - Discussion/Action
- 5. 10:15 a.m. - Jefferson County Convention & Visitors Bureau - Civil War Trails Interpretative Signage Program - Discussion/Action
- 6. 10:30 a.m. - Kirk Davis - Broadband Grant Presentation
- 7. 10:45 a.m. - Stephanie Grove - Legal Update and Report
- 8. 11:00 a.m. - Jennifer S. Maghan - County Clerk's Report
- 9. 11:30 a.m. - Senior Center Picnic
- 10. 1:30 p.m. - County Commission Workshop - Salary Equity Discussion
- 11. 2:30 p.m. - Department Head Employee Evaluation - To Be Rescheduled

OLD BUSINESS:

- 12. Legislative Issues
- 13. Report on Federal Stimulus Funds - Discussion
- 14. Review/Approve Job Descriptions for County Administrator Staff: Administrative Assistant, Executive Assistant, Reception/Operator

- 15. Salary Equity Motion: I move that the 500,000 dollars placed in the Salary and Benefits account be utilized to fund the salary equity issue
- 16. Appointment to the Building Commission
- 17. 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

NEW BUSINESS:

- 18. Approval of President's Signature on Management Services Letter from the Office of the State Auditor
- 19. Courthouse Committee Recommendations - Discussion/Action
- 20. County Administrator Reports
- 21. County Commission Reports

INFORMATION:

- 22. Reminder of Zoning Referendum on November 7, 2009.
- 23. Reminder of County Commission meeting cancellation on Thursday, August 27, 2009.
- 24. Appointment to be made to the E911 board on September 3, 2009.
- 25. Memorandum received from Mark Schiavone concerning revised budget worksheets.
- 26. Notice of Public Hearing - Proposed Increase Emergency 911 Wireline Fee - Monday, October 5, 2009 at 7:00 p.m.
- 27. Animal Control activity report received for July 2009.
- 28. Jefferson County Fire and EMS log received for the week ending 8/9/09.
- 29. Copy of correspondence sent to Barbara Miller from Holly Morgan Frye, Shepherd University, concerning a workshop presented by Ms. Miller.
- 30. Correspondence received from the Retired Senior Volunteer Program of the Eastern Panhandle concerning the annual recognition luncheon.

- 31. Correspondence received from the Division of Highways concerning the Statewide Transportation Program.
- 32. Correspondence received from the Eastern Panhandle Free Clinic concerning funding.
- 33. Correspondence received from the Westridge Hills Owners Association, Inc. concerning test wells.
- 34. Correspondence received from Comcast concerning a channel change.
- 35. Information received concerning the Fall 2009 Leadership Academy on September 25-26, 2009.
- 36. Weekly settlement report received from the West Virginia Lottery for the Charles Town Races.
- 37. Miscellaneous

CORRESPONDENCE:

- 38. Correspondence received from Paula J. Frickey.
- 39. Correspondence received from John Piwowarski.

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.

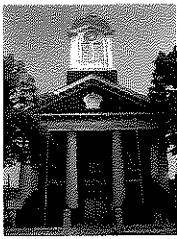
8/29/09 #4
10:00 AM

Leslie D. Smith

From: Lane Donley [Lane@jcda.net]
Sent: Tuesday, August 11, 2009 3:01 PM
To: ldsmith@jeffersoncountywv.org
Cc: tom@jcda.net
Subject: JCC - August 20th

Could you please put Tom Bayuzik on the JCC schedule for August 20th. He is going to be updating on West-PEP. There may be some documentation that we need to have signed by the President. As soon as I know, I will forward to you but I wanted to go ahead and get scheduled.

Lane Donley
Jefferson County Development Authority
PO Box 237
Charles Town, WV 25414
304-728-3255/304-725-3133



THE COUNTY COMMISSION OF JEFFERSON COUNTY

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

Phone: 304-728-3284

www.jeffersoncountywv.org

Fax: 304-725-7916



RESOLUTION of the Jefferson County Commission

WHEREAS, the Governor of the State of West Virginia signed an Executive Order No. 5-09 on the eleventh day of March, 2009 naming a partnership between the county commissions of Berkeley, Hampshire, Jefferson, and Morgan Counties, in cooperation with the Eastern Panhandle Regional Planning and Development Council-Region 9, as the Western Potomac Economic Partnership, (West-PEP); and

WHEREAS, the Executive Order No. 5-09 charges West-PEP to market the qualities of the Eastern Panhandle to businesses and persons in the Washington-Baltimore area and beyond; and

WHEREAS, the Governor of the State of West Virginia has charged the West Virginia Development Office (WVDO) to work with West-PEP as detailed in Executive Order No. 5-09.

NOW, THEREFORE, BE IT RESOLVED on this 20th day of August, 2009 that the Jefferson County Commission designates the Executive Director of the Jefferson County Development Authority to represent Jefferson County's interest as a member of the West-PEP Board of Directors, along with the Executive Director of the Eastern Panhandle Regional Planning and Development Council-Region 9.

And further that the duties and activities to be carried out by the Executive Order No. 5-09 shall be directed by the West-PEP Board of Directors.

Dale Manuel, President
Jefferson County Commission



#5

8/20/09
10:15

37 Washington Court, Harpers Ferry, WV 25425 • 304.535.2627 • 866.HELLO-WV • fax 304.535.2131 • email: visitors@hello-wv.com

The Jefferson County Convention and Visitors Bureau staff requests to be placed on the County Commission's agenda for August 20, 2009. The item is regarding the Civil War Trails interpretative signage program in correlation with the state of West Virginia. We will be requesting the Commission to determine county sites for the signs and bringing some necessary paperwork so the CVB can make applications for these signs.

Paulette Sprinkle, Executive Director

Jefferson County CVB

304-535-2627

Paulette Sprinkle

*Could we be placed on the agenda
near Jim Surkamp's CVB item?*

Thanks

The following will be needed for each recommended site. .

1. Marker location sites should:
 - Be as close to the actual location of the interpreted event as possible.
 - Have adequate, safe parking **already in place**. A good rule of thumb is to have enough space for 3 cars or a motor coach.
2. Secure permission from the landowner to have the marker placed on his/her land. Use the attached **Permission for Temporary Easement/Entry Agreement**.
3. Provide a **sketch or drawing of the marker location**. The sketch should include the proposed sign location, the existing parking facility, the nearest road intersection including the names of the roads, and any buildings, grassy areas, etc. Hand-drawn sketches are acceptable.
4. To more fully understand the purpose of the signage program and how it is to be achieved see the second attachment called CWT marker guidelines.



Permission for Temporary Easement/Entry Agreement

Permission is hereby granted this _____ day of _____, 200_, by:

to Virginia Civil War Trails, Inc and its contractors to enter upon that portion of my/our land to install a historical marker as part of the West Virginia Civil War Trails program. I/we understand that I/we will be contacted prior to said installation and that I/we will have the final authority as to the marker's placement and location.

I/we understand that the Virginia Civil War Trails, Inc. or its contractors will maintain the marker as long as it remains on my/our property, and that the marker will be removed at anytime in the future if so requested by me/us or my/our successors.

Landowner Signature

Witness Signature

Virginia Civil War Trails, Inc.
Representative

Witness Signature



CIVIL WAR TRAILS MARKER GUIDELINES



Audience Assumptions: The typical Civil War Trails visitor is a tourist who knows little Civil War and nothing about what happened at any particular site. Tourists expect to read a story in clear, concise prose, and leave with an understanding of what happened at the site, what led up to it, what followed it, and what's important about it. They will be bored by discussions of troop movements, regiments and corps, etc. They will be excited by the human angle, including historic photographs and short, relevant quotations. We want tourists to believe that their time at the site was well spent.

Marker elements: Civil War Trails markers consist of the following elements: main text, images (historic photos and engravings preferred), and image captions (a very brief title or explanation and a credit for the institution providing the image). Depending on the topic, the marker may also display a map (usually to illustrate troop movements) and may include a sidebar (to elaborate on an interesting place, event, quote, or person mentioned briefly in the main text). All of these elements should work together—and with the landscape itself—to tell the story. For instance, if possible, leave most troop movements out of the main text and put them on the map instead. If the main text or sidebar describes the career of an individual, then all we need in the photo caption is his name (the text does the caption's work). Avoid repetition.

Text Length: 250–300 words *total* (including main text, illustration captions, and sidebar if any). We will edit to fit, but would prefer to work with text close to this length (not 500–600 words).

Format: All text should be provided (main text, captions, sidebar) in one Word document per marker. Text can be e-mailed or provided on a CD or floppy disk.

Site-specific text: Each marker text should say exactly what it is the tourist is supposed to be looking at or aware of. "Gen. Sherman's headquarters was in the brick building on your right." "The North Carolinians charged across the field in front of you from left to right." "You are standing where the 20th Maine Infantry stood that day." "Jackson's corps marched down the road behind you to the trenches on your left front." This should be said as close to the beginning of the text as possible.

Context: Most battles were part of a campaign; something occurred that led up to what happened at the site. Likewise, most battles or other events had consequences: things happened as a result. Please give the relevant context to what happened at the site in a couple of sentences, as briefly stated as possible.

Human interest: Tourists are interested in people and their stories. If someone who witnessed or participated in a battle or other event wrote a personal account, it may be worthwhile to quote a short excerpt. Please quote exactly, including spelling, punctuation, capitalization, etc.

Maps: Please provide us with a sketch map showing the location of the marker, which way visitors will be facing at the marker site (just draw an arrow in the right direction), and any landmarks mentioned in the text (field, house, church, earthworks, crossroads, etc.). A hand-drawn map is fine; it's just for the editor's use—not for publication—in understanding the relationship between the text and the terrain, since it's unlikely that we will visit the site before

the marker is erected. Sometimes, however, we do include a map on the marker to explain troop movements, the relative position of landmarks, road networks, the locations of buildings mentioned in the text, etc. Usually, we'll ask you to provide such a map if we think it will help tourists. With few exceptions, we will redraw any map you provide to conform to our style, so feel free to photocopy a map you think will be useful and draw whatever is needed on it (this goes for the sketch map, too). Please also indicate the exact spot where the marker will go, and draw an arrow to show in which direction visitors will be facing. We will reorient the map if needed to show that direction as "up" on the marker, regardless of which way is north.

Images: Please provide 2 to 4 black-and-white or color images for each marker. If the images are copyrighted or if permission is required by the institution holding them, please get permission (use and publication fees may be required), and give us the necessary credit lines to use with the images. Historical photographs and engravings are preferred. Keep in mind, however, that by "historical" we don't mean that the image must date from the Civil War. An early-20th-century photo of a site may serve very well. Likewise, a good "artist's conception" of a battle or other scene, especially if it shows the scene from the visitor's position, can be used. But do avoid modern photographs, especially those that show what the tourist can see for himself at the marker site.

Image format: We prefer digital images, provided they are scanned at a high resolution: 300dpi at 8 x 10 inches. You may e-mail them or scan them onto a CD and mail it to us. Please provide scanned images in .tif or .jpg. We can also use high-quality 8 x 10 glossy prints from film negatives, and we will return prints if you want us to. Please do not take a low-resolution digital image and just blow it up to 8 x 10; we cannot use such images. If you have any questions, please ask.

House style: We use the phrase Civil War. We use U.S., Union, Federal, Northern; C.S., Confederate, Southern (not Yankee or Rebel, unless quoted). Every general (lieutenant, major, brigadier, etc.) is a Gen.

Review process: Please include the name, address, e-mail address, and phone number of the contact person with all materials. We will give you an opportunity to review the marker before it is manufactured. We may also ask experts in the field to review and comment on the marker text during the process.

Complete marker package: Before we can proceed with design and production, we must have on hand a complete package of the elements to be included on the marker. They are: title, main text, sidebar if needed, captions and credits, images, sketch map for the editor's use, and maps for the markers if needed. The absence of one or more elements will hold up design and production, so please be sure you provide them all.

FROM LUK

Rec 8/14/07

DEC

82908
1030 #6

Jefferson County Commission Broadband System

A Brief list of our Benefits

- Community Centers ; Provide access for local learning centers within the community such as, K thru 12 Class computer generated learning and research, Adult Education classes and availability to have county wide "Town Hall" meetings
- Fire Companies ; Processing of incident reports, High Tech Training , Access to County wide 911 and GIS services and Public Safety training for the local community
- Some of the County Agencies having direct access to the "Broadband System"; The County Commission, Emergency Call Center, Homeland Security, Fire and Police Services.
- Additional services that can be added to the system such as; Public access to county forms for planning and zoning, Building permit forms, Enhanced Early Warning system to all emergency agencies and a cable Television and Web based access system for enhanced county information to the community
- The system will bring Jefferson County into the 21st. Century positioned on the cutting edge of modern public service communications at a very affordable price.



100
COT/PRK
Bid
Tues 11 Aug 2009
JFM #8

Branch Banking & Trust Co.

Funds Management
Mailcode: 151-90-01-30
4320 Kahn Drive, Bldg 1
P.O. Box 1489
Lumberton, NC 28359
(910) 272-2245
Fax (910) 272-2238

August 4, 2009

Jefferson County Commission WV
P.O. Box 208
Charles Town, WV 25414

Dear Valued Client:

As a depository institution, we are required to secure any uninsured deposits which are considered to be publicly funded. In the past, we have pledged securities with a safekeeping agent to cover your uninsured deposits; however, due to changes in FDIC insurance and/or a decrease in your deposits, the value of the securities pledged now exceeds the amount required to secure the uninsured deposits of your organization. To release these securities, the safekeeping agent must have proper approval from your organization.

We are requesting your approval to release the following securities:

Safekeeping Agent: FEDERAL RESERVE				
		<u>ORIGINAL PAR VALUE</u>	<u>CURRENT PAR VALUE</u>	<u>MARKET VALUE</u>
Totals of Collateral Currently Pledged:		\$8,200,000.00	\$8,151,632.05	\$8,268,783.23
Release the following:				
<u>CUSIP</u>	<u>DESCRIPTION WITH RATE AND MATURITY DATE</u>			
38374TRP1	GNMA REMIC 2009-22 CA 4.5% 12/16/35	\$7,000,000.00	\$6,958,710.29	\$7,058,717.39
Totals of Collateral Remaining After Release:		\$1,200,000.00	\$1,192,921.76	\$1,210,065.84

Should the above changes agree with your records, please sign as indicated and fax back to me at (910) 272-2238; otherwise, please call us immediately at the number listed below.

Thank you for banking with Branch Banking & Trust Company.

Gay W. Leggett

Gay W. Leggett
Portfolio Operations Specialist II
Funds Management Operations
Branch Banking & Trust
(910) 272-2245
FMPFPledging@bbandt.com

We hereby approve the above changes requested by Branch Banking & Trust Company.	
	Date: _____
Jefferson County Commission WV	
(Sign here please)	Purpose Code: 63400
ABA # 053101121	FRB Pledge Code: E3YT

#11

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.

Recommendations:

- Hiring of another full-time Administrative Assistant. This person would be responsible for preparing the agenda for weekly meetings. This person would also be responsible for taking and preparing of the minutes from the weekly meetings. The taking and preparation of the minutes would be rotated every week between the new administrative assistant and the current one. By turning over the agenda and minutes to the Administrative Assistants, the Executive Assistants would be able to devote more time to other responsibilities including, webmaster responsibilities, grants, boards and commission, and any other responsibility as needed. The Executive Assistants would also be better able to assist the County Administrator with various responsibilities or projects.
- Provide Executive Assistants with web design training to enhance their webmaster skills. Also, with the addition of another administrative assistant, we can attend training without leaving the office extremely short-staffed.
- Begin scanning and index filed located in the County Commission office. County Commission files shall be scanned for permanent digital storage. Files determined to be confidential in nature or work/draft product will be placed in separate folders and set aside.
- Establish and maintain funding requests to the County Commission by outside agencies in the form of grant application with deadlines for submitting application to the County Commission.

#14

**Jefferson County, West Virginia
Draft Job Description**

Position Title:	Administrative Assistant	Grade Level:	
Department	County Commission Administration Office	Date:	
Reports to:	County Administrator	FLSA Status	

Statement of Duties: The employee performs administrative, clerical services in support of the operation of the County Commission Administration department. Employee is required to perform all similar or related duties.

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

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

Confidentiality: Employee has access to some confidential information obtained during performance of regular position responsibilities such as client or department records.

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

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

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

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

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating

County Commission Administrative Office
Administrative Assistant

1/1/08

**Jefferson County, West Virginia
Draft Job Description**

problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

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

Essential Functions:

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

1. Serves the public through answering telephone calls, greeting visitors to the County Commission office and responding to inquiries from County offices and members of the public.
2. Takes and records minutes of meetings, prepares minutes, reports and agendas for meetings of the County Commission, other County departments and committees, other special meetings and attends night meetings; ensures the accurate and timely entry and indexing of County Commission minutes into Law Order books.
3. Performs secretarial and administrative duties including, but not limited to, preparing correspondence, data entry, preparing purchase orders, faxing, photocopying, picking up and delivering mail, filing, and ordering supplies and equipment.
4. Assists in the yearly budget process, organizes related documents and correspondence for the department.
5. Responsible for the Identification Badge system for county employees, contractors and outside agencies.
6. Assists other departments as needed with projects or reports, and performs other duties as requested.

Recommended Minimum Qualifications:

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

Special Requirements: Drivers license and Notary Public may be required.

County Commission Administrative Office
Administrative Assistant

1/1/08

**Jefferson County, West Virginia
Draft Job Description**

Knowledge, Abilities and Skill

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

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

Skills: Proficient personal computer skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills. Effective customer service skills.

Physical and Mental Requirements

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

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

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

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

**Jefferson County
Draft Job Description**

Position Title:	Executive Assistant	Grade Level:	
Department	County Commission Administrative Offices	Date:	
Reports to:	County Administrator	FLSA Status	

Statement of Duties: The employee provides executive administrative support to the County Administrator, County Commission, and department heads to ensure the realization of county goals, and provides customer service to the general public. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the general direction of the County Administrator. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee regularly leads other workers in accomplishing assigned work and performs non-supervisory work that is usually for the same kind and levels as is done by the group led. Employee provides on the job training to new staff. Workload is subject to cyclical fluctuations.

Confidentiality: Employee has access to some confidential information obtained during performance of regular position responsibilities such as department records.

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

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards

County Commission Administrative Office
Executive Assistant

1/1/08

**Jefferson County
Draft Job Description**

or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

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: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee may, on behalf of a department head, communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

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. Serves the public through answering telephone calls, greeting visitors to the County Commission office and responding to inquiries from county offices and members of the public.
2. Takes and records minutes of meetings, prepares minutes, reports and agendas for meetings of the County Commission, other county departments and committees, other special meetings and attends night meetings; ensures the accurate and timely entry and indexing of County Commission minutes into Law Order books.
3. Provides support in the preparation and administration of grants.
4. Maintains the county's website and email systems, ensuring that information is current and accurate.
5. Performs secretarial and administrative duties including, but not limited to, preparing correspondence, data entry, preparing purchase orders, faxing, photocopying, picking up and delivering mail, filing, and ordering supplies and equipment.
6. Provides information technology services including, but not limited to serving as troubleshooter for county computer and network problems, performing system backups, setting up new users to the county network, maintaining the computer software library,

County Commission Administrative Office
Executive Assistant

1/1/08

**Jefferson County
Draft Job Description**

maintaining the equipment and functioning of webcams, and maintaining security systems.

7. Performs all tasks related to the email alerts subscription service.
8. Assists in the yearly budget process.
9. Responsible for oversight of county equipment and vehicles including tags, title and insurance, maintenance of the fuel credit cards and equipment inventories for insurance purposes.
10. Responsible for the Identification Badge system for county employees, contractors and outside agencies.
11. Maintains the County Commission calendar.
12. Provides oversight for county fuel and supplies credit cards including preparation of statements, purchase verifications and assignments of PIN numbers.
13. Handles travel arrangements, including scheduling and reservations, for County Commissioners and other department heads under the jurisdiction of the County Commission.
14. Handles county vehicle accident claims with insurance companies.
15. Maintains the administration of appointments to the county's boards, commissions and authorities, including advertising for upcoming appointments, preparing required correspondence and maintaining appropriate files.
16. Ensures compliance with National Incident Management System (NIMS) requirements.
17. Assists other departments as needed with projects or reports, and performs other duties as requested.

Recommended Minimum Qualifications:

Education and Experience: Graduate of a two year college with an Associate's degree with at least three (3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Notary Public certification preferred.

Knowledge, Abilities and Skill

County Commission Administrative Office
Executive Assistant
1/1/08

**Jefferson County
Draft Job Description**

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

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

Skills: Proficient personal computer skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills. Outstanding interpersonal 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.

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

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

9

**Jefferson County, West Virginia
Job Description**

Position Title:	Director of Planning and Zoning	Grade Level:	VII
Department	Planning and Zoning Department	Date:	April 16, 2009
Reports to:	County Commission	FLSA Status	E

Statement of Duties: As Planning Director, position is responsible for developing a long range planning program with goals, objectives, strategic programs, and implementation measures in support of Planning for and management of future growth in the County. As Zoning Director, supervises, guides and supports zoning functions and ordinance interpretation, and supervises development, review and approval process. Employee is required to perform all similar or related duties.

Supervision Required: Works under the administrative direction of the County Commission, working from county policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results. Consults with County Commission only where clarification, interpretation, or exception to county policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee is responsible for the management of nine (9) full time employees. Responsibilities include the direction and success of department programs, preparing and administering budgets, developing short and long-range objectives; and overseeing the personnel function, including or effectively recommending hiring, training, and disciplining of employees. Work operations are subject to unpredictable fluctuations.

Confidentiality: Employee has access to confidential information of the department, including personnel files, law suits, and department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, jeopardize programs, monetary loss, labor/material costs danger to public health/safety and legal repercussions.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, 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 as the department or functional area'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 employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

Planning and Zoning Department
Director of Planning and Zoning
4/16/09

Jefferson County, West Virginia
Job Description

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Relationships: Duties involve constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the county's overall interest. Employee 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 generally do not present occupational risk with only occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

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. Direct all long range Planning activities in which the County may be engaged from time to time.
2. Organize County Planning Program public information and participation system.
3. Collect and evaluate land use, housing, population, employment, and natural resources data.
4. Develop alternative responses to County Planning issues for consideration by the County Commission and Planning Commission.
5. Assist the County Commission and Planning Commission in establishing policy to guide County Planning and Growth Management initiatives.
6. Prepare and deliver oral and written presentations regarding Planning Program activities and initiatives at public hearings, and meetings.
7. Responsible for the Administration and Enforcement of the County Zoning Regulations.
8. Oversee the process for review of proposed subdivisions, site plans and other land development proposals.

**Jefferson County, West Virginia
Job Description**

9. Evaluate zoning and subdivision proposals and projects for code compliance, conformance to comprehensive plan, and development regulations.
10. Evaluate community impact statements and environmental assessments/determinations for all applicable projects.
11. Supervise the work of the County Zoning Administrator and provide guidance and support of County Zoning functions.
12. Prepare information/reports for the County Commission and Planning Commission and other County organizations that summarize planning issues and alternative responses for consideration on an as needed basis.
13. Prepare and periodically update the County Comprehensive Plan and/or plan elements.
14. Prepare Sub-Area Plans for specific geographic areas of the County as determined appropriate.
15. Support preparation of functional area plans including, but not limited to, plans for transportation, public sewer and water and parks and recreation facilities.
16. Prepare and periodically revise the County Zoning and Land Subdivision and Development Regulations.
17. Develop Community Development Design Guidelines and standards for new development and redevelopment.
18. Determine appropriate courses of action regarding public relations, department policies, and evolving issues that relate to the Planning Department and Planning function.
19. Analyze and prepare annual department budget.
20. Evaluate performance of staff on an annual basis.
21. Interview and hire new employees as authorized by the County Commission.

Recommended Minimum Qualifications:

Education and Experience: Master's degree in Planning or a related field from an accredited college or university with seven to ten (7-10) years related work experience, in a supervisory capacity; 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: Must have a valid driver's license, and American Institute of Certified Planners (AICP) certification.

Planning and Zoning Department
Director of Planning and Zoning
4/16/09

**Jefferson County, West Virginia
Job Description**

Knowledge, Abilities and Skill

Knowledge: Common principles and theories related to land use, architecture and community design, planning and zoning; department and office operations; laws and regulations pertinent to position functions; working knowledge of the Internet in support of department operations.

Abilities: Good judgment and decision making abilities. Interact effectively with community leaders and officials.

Skills: Writing ordinances, written and verbal communication, statistical analysis, people skills, record keeping, and time management skills are required. Effective customer service skills.

Physical and Mental Requirements

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

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 60 lbs.). There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

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

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes. Color Vision is required for this position.

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

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.

Appts.

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

Proc

§8-33-3

MP



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

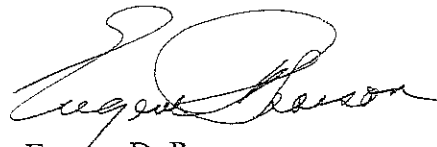
Ms. Leslie D. Smith
County Administrator
P.O. Box 250
Charles Town, WV 25414

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

#17

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.





18

New Business

State of West Virginia

Glen B. Gainer III
State Auditor and
Chief Inspector

Office of the State Auditor
Chief Inspector Division
Building 1, Room W-420
Charleston, West Virginia 25305

Toll Free: 877-982-9148
Telephone: (304) 558-2540
FAX: (304) 558-5327
Internet: <http://www.wvsao.gov>

RECEIVED

AUG 10 2009

Stuart T. Stickel, CPA
Deputy Chief Inspector

August 4, 2009

Jefferson County Commission

Mr. Dale Manuel, President
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

Management Services

In response to your request for management services, Fred Hess has been assigned to assist you. We will perform these services at the rate of \$80.00 per hour. Fred Hess will be in touch with you to arrange a mutually agreeable time in which the services can be performed. At that time, he will inform you of any documents that may be needed for the engagement.

Thank you for this opportunity to provide this service to your office.

Sincerely,

Stuart T. Stickel, CPA
Deputy State Auditor
Chief Inspector Division

RESPONSE:

This letter correctly sets forth the understanding of the Jefferson County Commission.

By: _____

Title: _____

Date: _____

#19

Leslie D. Smith

From: fberrymorgan@aol.com
Sent: Tuesday, August 11, 2009 1:54 PM
To: ldsmith@jeffersoncountywv.org
Cc: treed@jeffersoncountywv.org; sandy@jeffersoncountywv.org; dmanuel@frontiernet.net; patsynol@gmail.com; pnoland@jeffersoncountywv.org; jsurkamp@comcast.net; lynwidmyer@gmail.com
Subject: Fwd: final version of the letter to the Commission
Attachments: Final Version, 11 August 2009.doc

Leslie, please place this on the next Agenda. To fellow commissioners, this is just fyi.

Thanks

Frances

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

From: David A Kemnitzer <Kemnitzer@att.net>
To: Frances Morgan <fberrymorgan@aol.com>; Judge Sanders <dharmadave@comcast.net>; Carmen Creamer <carmencreamer@yahoo.com>; Doug Perks <perksd@comcast.net>; Bill Polk <bpolk@jeffersoncountywv.org>; Kirk Davis <kdavis@jeffersoncountywv.org>; John Allen Jr. <johnallenjr@earthlink.net>; David Kemnitzer <kemnitzer@att.net>; L D Smith <ldsmith@jeffersoncountywv.org>
Sent: Tue, Aug 11, 2009 11:18 am
Subject: final version of the letter to the Commission

This is being delivered today to the Commission offices.

David

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

304-876-1158
Fax 304-876-9156
Cell 304-279-6124

Court House Committee of Jefferson County, West Virginia

David A Kemnitzer, Chair
John C. Allen, Jr, Vice Chair
Carmen Creamer, Secretary
Judge Sanders
Kirk Davis
Bill Polk
Doug Perks

Reply to:
David A Kemnitzer, Chairman,
PO Box 3009,
Shepherdstown, WV 25443
304-876-1158, FAX 304-876-9156,
Kemnitzer@att.net

11 August 2009

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

RECEIVED
AUG 11 2009
JEFFERSON COUNTY COMMISSION

Dear Commission Members:

The Court House Committee, an on-going committee authorized by the Jefferson County Commission, met on Friday, August 7, to discuss the Jefferson County Court House and the role it will play in the upcoming anniversary of the John Brown trial.

The Court House Committee is making the following recommendations to the Commission with the request that the Commission adopt the recommendations so that county staff can proceed with implementation.

1. The Committee recommends that certain changes be made in the first floor main hall of the Court House. Specifically, the first change is to remove the vending machines to another building on East Washington Street. In addition, the bulletin board should be moved to the wall east of the front doors and materials on the bulletin board should be reviewed and unneeded items should be discarded. The bracket signs should be removed from the door frames and the signs should be placed on the door. All modern furnishings should be removed and appropriate older furnishings, currently located in storage, should be put back. These actions will make the Court House more attractive for expected visitors during the John Brown anniversary period.
2. Two dimensional graphics relating the story of John Brown should be developed and mounted on the walls of the hall. Carmen Creamer has experience developing such displays and has volunteered her time for to develop the John Brown display for the Court House. The Committee recommends the Commission accept her generous offer. She will be making use of materials currently scattered around the building in individual offices and other locations. The Committee further recommends that Carmen Creamer have the authority to move materials in the Court House.

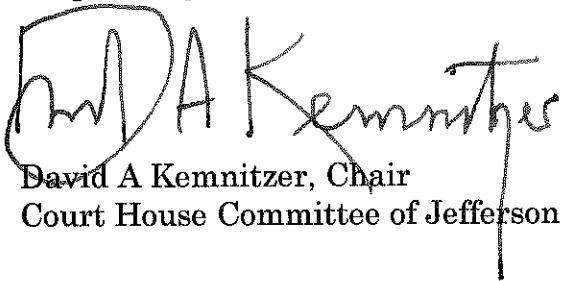
Jefferson County Commission
11 August 2009, p. 2

3. The Commission recommends that an inventory be made of paper documents that are stored in the basement of the Court House in a room at the northeast corner of the basement. The Committee will try to enlist the assistance of the Preservation Program at Shepherd University to assist with this initial survey. The Committee is considering a suitable long term storage solution to these and other paper documents in the building.

4. The Commission has previously agreed to give the Jefferson County Historical Society storage space for their materials. The Committee recommends that space be made available in the Jail, basement level, specifically the room in the northwest corner. The Society will provide shelving for the materials.

As part of the on-going work of the Committee other matters have been discussed. There will be future recommendations with the goal of assuring that the Court House is adequately maintained so that it can continue to serve the County for many years.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "DA Kemnitzer". The signature is written in a cursive style with a large, looped initial "D".

David A Kemnitzer, Chair
Court House Committee of Jefferson County, West Virginia

Cc: Committee Members

**NOTICE
JEFFERSON COUNTY COMMISSION
MEETING CANCELLATION**

The regular meeting scheduled on Thursday, August 27, 2009, has been cancelled. The Commission will resume its regular session on Thursday, September 3, 2009, at 9:30 a.m.

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.

Information

#24

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) 724-2178
mschiavone@jeffersoncountywv.org

MEMORANDUM

TO: Elected Officials and Department Heads
FROM: F. Mark Schiavone *fmj*
DATE: Thursday, August 06, 2009
SUBJECT: Revised Budget Worksheets – General Fund FY 2010

Please find attached updated copies of your budget worksheet(s). The updated version reflects changes approved by the County Commission during Regular Session on Thursday 30 July 2009 and approved by the State Auditor's Office.

Feel free to contact me if you have any questions regarding this budget revision.

RECEIVED

AUG 08 2009

Jefferson County Commission

Account Number	Description	2009 Budget	2009 Actual	2010 Request	2010	
					Approved	Rev 002
001-401-01-101-000-GG-000	CO COMM OFFICIAL SALARY	184,000.00	99,507.80	184,000.00	184,800.00	184,800.00
001-401-01-103-000-GG-000	CO COMM SALARY/WAGES	202,163.00	115,511.98	251,185.00	205,031.00	205,031.00
001-401-01-104-000-GG-000	CO COMM FICA EXPENSE	24,116.00	13,117.54	27,106.00	24,293.52	24,293.52
001-401-01-104-001-GG-000	CO COMM MEDICARE EXPENSE	5,641.00	3,067.79	6,340.00	5,681.55	5,681.55
001-401-01-105-000-GG-000	CO COMM GROUP INSURANCE	86,600.00	39,288.75	95,940.00	74,826.00	74,826.00
001-401-01-106-000-GG-000	CO COMM RETIREMENT	40,737.00	22,375.21	48,091.00	43,101.41	43,101.41
001-401-01-108-001-GG-000	CO COMM OVERTIME	2,000.00	0.00	2,000.00	2,000.00	2,000.00
001-401-01-108-002-GG-000	CO COMM EXTRA HELP	0.00	0.00		0.00	0.00
		<u>545,257.00</u>		<u>614,662.00</u>	<u>539,733.48</u>	<u>539,733.48</u>
001-401-02-212-000-GG-000	CO COMM PRINTING	1,000.00	0.00	1,000.00	1,000.00	1,000.00
001-401-02-214-000-GG-000	CO COMM TRAVEL	5,000.00	90.00	5,000.00	1,500.00	5,000.00
001-401-02-216-000-GG-000	CO COM MAIN/REP-EQUIPMENT	9,000.00	3,661.43	9,000.00	9,000.00	9,000.00
001-401-02-218-000-GG-000	CO COMM POSTAGE	400.00	35.24	400.00	400.00	400.00
001-401-02-219-000-GG-000	CO COMM BLDG/EQUIP RENTAL	5,000.00	150.00	5,000.00	1,000.00	5,000.00
001-401-02-220-000-GG-000	CO COMM ADS/LEGAL PUBS	8,000.00	1,980.41	8,000.00	4,000.00	8,000.00
001-401-02-221-000-GG-000	CO COMM TRAIN/EDUCATION	4,000.00	575.09	4,000.00	4,000.00	4,000.00
001-401-02-222-000-GG-000	CO COMM DUES/SUBSCRIPTION	16,000.00	14,742.46	18,000.00	16,000.00	16,000.00
001-401-02-223-000-GG-000	CO COMM PROF SERVICES	25,000.00	16,806.14	35,000.00	20,000.00	25,000.00
001-401-02-224-000-GG-000	CO COMM AUDIT COSTS	30,000.00	0.00	30,000.00	30,000.00	30,000.00
001-401-02-229-000-GG-000	CO COMM COURT COSTS	0.00	0.00		0.00	0.00
001-401-02-230-000-GG-000	CO COMM CONTRCTD SERVICES	85,000.00	38,279.99	130,000.00	40,000.00	85,000.00
001-401-02-235-000-GG-000	REMIT FEES COLLECTED	0.00	0.00		0.00	0.00
001-401-02-236-000-GG-000	CO COMM-REFUND ERROR PYMT	0.00	0.00		0.00	0.00
001-401-02-240-000-GG-000	CO COMM-REFUNDS/REIMBURSE	0.00	0.00		0.00	0.00
		<u>188,400.00</u>		<u>245,400.00</u>	<u>126,900.00</u>	<u>188,400.00</u>
001-401-03-341-000-GG-000	CO COMM MATERIAL/SUPPLIES	10,000.00	2,411.87	10,000.00	6,000.00	10,000.00
001-401-03-348-000-GG-000	CO COMM CHG BY OTHR FUNDS	0.00	0.00		0.00	0.00
001-401-03-349-000-GG-000	CO COMM CHG BO GOV UNITS	0.00	0.00		0.00	0.00
		<u>10,000.00</u>		<u>10,000.00</u>	<u>6,000.00</u>	<u>10,000.00</u>
001-401-05-566-000-GG-000	CO COMM CONTR OTHR FUNDS	35,114.00	0.00	100,000.00	35,114.00	35,114.00
001-401-05-567-000-GG-000	CO COMM CONTR OTH GOV UNT	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
001-401-05-568-000-GG-000	CO COMM OTHR CONTRIBUTION	1,009,807.00	70,500.00	130,000.00	78,000.00	1,892,317.00
001-401-05-568-000-GG-001	CO COMM CONTRIBTN - OZONE	21,633.00	21,632.49	21,633.00	21,633.00	21,633.00
001-401-05-568-000-GG-002	CO COMM CONTR-WATER STUDY	80,000.00	25,467.70	80,000.00	0.00	80,000.00
		<u>1,186,554.00</u>		<u>371,633.00</u>	<u>174,747.00</u>	<u>2,069,064.00</u>
401 TOTALS		<u>1,930,211.00</u>		<u>1,241,695.00</u>	<u>847,380.48</u>	<u>2,807,197</u>

Account Number	Description	2009 Budget	2009 Actual	2010 Request	2010	
					Approved	REV 002
001-428-02-216-000-GG-000	DATA PROC MAIN/REP EQUIP	19,300.00	33,792.58	35,000.00	19,300	19,300
001-428-02-221-000-GG-000	DATA PROC TRAIN/EDUCATION	0.00	0.00		0	0
001-428-02-222-000-GG-000	DATA PROC DUES/SUBSCRIPTN	0.00	0.00		0	0
001-428-02-223-000-GG-000	DATA PROC PROFESSIONL SVC	10,000.00	0.00	10,000.00	5,000	10,000
001-428-02-230-000-GG-000	DATA PROC CONTRACTED SVC	50,000.00	0.00	50,000.00	35,000	50,000
		<u>79,300.00</u>		<u>95,000.00</u>	<u>59,300</u>	<u>79,300</u>
001-428-03-341-000-GG-000	DATA PROC MATERIAL/SUPPLY	2,500.00	567.95	2,500.00	2,500	2,500
001-428-03-353-000-GG-000	DATA PROC COMPUTER SOFTWR	1,500.00	488.00	1,500.00	1,500	1,500
		<u>4,000.00</u>		<u>4,000.00</u>	<u>4,000</u>	<u>4,000</u>
	428 TOTALS	<u>83,300.00</u>		<u>99,000.00</u>	<u>63,300</u>	<u>83,300</u>

Account Number	Description	2009 Budget	2009 Actual	2010 Request	2010	
					Approved	REV 002
001-986-04-456-000-CP-000	CO COMM CAPITAL O/L LAND	0.00	0.00		0	0
001-986-04-457-000-CP-000	CO COMM CAPITAL O/L-BLDGS	0.00	0.00		0	0
001-986-04-458-000-CP-000	CO COMM CAP O/L OTH IMPRV	0.00	0.00		0	0
001-986-04-459-000-CP-000	CO COMM CAP/OUTLAY EQUIP	20,000.00	0.00	30,000.00	0	20,000
		<u>20,000.00</u>		<u>30,000.00</u>	<u>0</u>	<u>20,000</u>
	986 TOTAL	20,000.00		30,000.00	0	20,000

**NOTICE OF PUBLIC HEARING
PROPOSED INCREASE
EMERGENCY 911 WIRELINE FEE**

The County Commission of Jefferson County will hold a public hearing on Monday, October 5th, 2009, in the Jefferson County Meeting Room located on the Ground Floor of the Old Charles Town Library, 200 East Washington Street, Charles Town, West Virginia beginning at 7:00 p.m.

The purpose of the meeting will be to hear public comment on the proposed increase in the Emergency 911 Wireline Fee from the current fee of \$2.90 monthly to the proposed new fee of \$3.25. The public is invited to provide written or oral comment at this hearing.

No decision will be made at the hearing.

By Order of The County
Commission of Jefferson County
Dale Manuel, President



Jefferson County Animal Control
 161 Poor House Farm Road Kearneysville, WV 2543
 Phone: (304) 728-3289 Fax: (304) 728-4889



AUG 10 2009

July 2009 Activity Report

Jefferson County Commission

Dogs Picked Up	
County	20
Charles Town	2
Shepherdstown	0
Ranson	5
Harpers Ferry/Bolivar	0
Dogs Brought In	13
Misc	8
TOTAL	48

Animal Bites Investigated	
County	7
Charles Town	1
Shepherdstown	0
Ranson	2
Harpers Ferry/Bolivar	0
Cat Bites	2
Miscellaneous	
TOTAL ANIMAL BITES	12

Complaints Answered	
County	43
Charles Town	8
Shepherdstown	1
Ranson	6
Harpers Ferry/Bolivar	0
TOTAL	58

Check Welfare Complaints Answered	
County	25
Charles Town	4
Shepherdstown	0
Ranson	3
Harpers Ferry/Bolivar	0
TOTAL	32

Wildlife Complaints Investigated	
County	7
Charles town	1
Shepherdstown	0
Ranson	1
Harpers Ferry/ Bolivar	0
Rabies Test Positive/Unable to test	2
Rabies Test Negative	2
TOTAL WILDLIFE COMPLAINTS	9

Aggressive Dog Complaints	
County	10
Charles Town	1
Shepherdstown	0
Ranson	3
Harpers Ferry/Bolivar	0
TOTAL	14

Disposition Report	
Return To Owner	15
Adopted	2
Euthanized	9
Rescued	5
Still Here	13
Deceased	4
TOTAL	48
Citations/Summons/Warrants Issued	2
Warning Citations Issued	0

Money Collection Report	
Impound/R.T.O /with Boarding	705
Adoptions	40
Owner Surrender	200
Donations	0
Report Fees	0
Reimbursement of vet bill	0
Misc	0
TOTAL	945

ACO COMPLAINT RESPONSE			
Unit #	Responses	O/C Respon	Total Respons
AC-1	23	1	27
AC-2	26	6	34
AC-3	19	2	21
AC-4	42	1	43

2008-Total Complaints Answer:1380
 2009-Total Complaints Answer:125
 2009-Total Calls for year: 912

27



Jefferson County Animal Control
 161 Poor Farm Road Kearneysville, WV 25430
 Phone: (304) 728-3289 Fax: (304) 728-4889



In Ticket Log

DATE	COMPLT #	IN TICKET #	AREA	LOCATION	Parvo Vaccine #	BREED	COLOR	GENDER	RUN	RTO	Adoption	Rescue	Euth	ACO #
7/1/2009	09-0791	4014	County	River Haven Road	09-0183	Amer Bull Dog	White	M-N	B-7	RTO				AC-2
7/1/2009	09-0786	4015	County(Misc)	316 Woodlawn Drive		DSH	White		PR				Euth	AC-2
7/1/2009	09-0793	4016	County(Misc)	12 Mountain Dew Lane		Fox	Red		Fr				Dec	AC-1
7/2/2009	09-0797	4017	County	Brentwood Court	09-0184	German Shep.	Black/Tan	F	B-5	RTO				AC-4
7/2/2009	09-0892	4018	Brought In	91 Rebeliel Drive		Chow Mix	Red	M	B-6				Euth	AC-1
7/2/2009	09-0804	4019	County	Old Trail Way	09-0185	Collie Mix	Tan/White	M	B-5		Adopted			AC-4
7/4/2009	09-0807	4020	Brought In	Duncan Field Lane	09-0186	Rothweiler Mix	Black/Tan	F	B-7	RTO				AC-4
7/4/2009	09-0810	4021	Brought In	Samuel Street		Pit Bull Mix	Tan/White	M-N	B-7	RTO				AC-4
7/5/2009	09-0812	4022	Brought In	Gray Rock Road	09-0187	German Shep.	Black/Tan	F/S	B-7			Rescue		AC-2
7/6/2009	09-0813	4023	Brought In	364 Pommel Ln		German Shep.	Black/Tan	F/S	B-8				Euth	AC-2
7/6/2009	09-0813	4024	Brought In	364 Pommel Ln		German Shep.	Black/Tan	M	B-8				Euth	AC-2
7/7/2009	09-0817	4025	County(Misc)	2677 Warns Springs		DSH	Grey/White						Euth	AC-2
7/7/2009	09-0818	4026	County	Rt. 45/Shepherd Grade	09-0188	Stand. Poodle	White	F	B-10	RTO				AC-1
7/7/2009	09-0818	4027	County	Rt. 45/Shepherd Grade	09-0189	Brittany Span	Liver/White	M-N	B-10	RTO				AC-1
7/8/2009	09-0823	4029	Ranson	204 East 7th Ave	09-0190	Eng Bulldog	Brindle/Wht	F	B-9			Rescue		AC-2
7/13/2009	09-0830	4030	County	822 Bowers Road	09-0191	Border Coll. X	Tri-Colored	F	B-7	Still	Here			AC-4
7/11/2009	09-0837	4031	County	88 Hunting Horn	09-0192	Pitbull	Brindle	M	B-4	RTO				AC-2
7/12/2009	09-0838	4032	County	980 Jefferson Avenue		Chihuahua	Tan	M	HBC				Dec	AC-2
7/12/2009	09-0839	4033	Brought In	Trough Rd/230	09-0193	Beagle Mix	White/Blk	M/N	B-3	RTO				AC-2
7/12/2009	09-0841	4034	Ranson	7-11 in Ranson	09-0194	Malamute	White/Grey	M/N	B-9	RTO				AC-3
7/13/2009	09-0843	4035	County	158 Cub Run	09-0195	Pit Bull	Black	M	B-2				Euth	AC-2
7/13/2009	09-0844	4036	Brought In	161 Poor Farm Rd		DSH Cat	Tan	F	Pup R				Euth	AC-2
7/13/2009	09-0845	4037	County(Misc)	Sheriff's Department		DSH Cat	Black/Brn	F	Pup R			Rescue		AC-3

Jefferson County Health Department

ROBERT E. JONES, M.D.
HEALTH OFFICER



1948 WILTSHIRE ROAD, SUITE 1
KEARNEYSVILLE, WV 26430
ENVIRONMENTAL: (304) 728-8415
FAX: (304) 728-8314
MEDICAL: (304) 728-8416
FAX: (304) 728-3319

Animals sent to the WV OLS Rabies lab July 2009

- | | | |
|------------|-----|---|
| 1. July 6 | Fox | Too old to test |
| 2. July 13 | Dog | Negative |
| 3. July 13 | Dog | Non-diagnostic /Unable to detect rabies virus |
| 4. July 27 | Cat | Negative |

#28

Leslie D. Smith

From: Dale Manuel [dmanuel@frontiernet.net]
Sent: Tuesday, August 11, 2009 2:53 PM
To: 'Leslie D. Smith'
Subject: FW: Fire & EMS Calls - Week ending 8/9/09
Attachments: image001.jpg; image002.jpg; image003.jpg; 8-9-09.xls

From: Ed Smith [mailto:jeffcoamb@citlink.net]
Sent: Monday, August 10, 2009 11:11 AM
To: 'Beef'; Bob Burner; Doug Picard; Marshall Demeritt; Mike Mood; Spirit of Jefferson; Beth Jeffries; Bowman, Wendy; Chad Shade; Danielle Smith (duceswild079@adelphia.net); Danny Thomas; Dave Donohue; Dave Swan; 'Donnie Dunn'; Douglas Evans; Ed Hannon; 'Freddy Wood'; Howard Ryder; Jody Slagle; John Mills; Kyle Sneathen; Lenny Lehman; Lynn Carroll; Mary Ann Smith; Mike Sine; Rex Drummond; Rich Cluff; Rob Amick; Robert Shackelford; Scott Biller; Sean D. McCarthy; Sheila Williams; Stephen Gorman ; Wendy Bowman; Brenda Engle; Brian Eddy ; Dale Manuel; Fred Collins; Jay Watson (E-mail); Mike Alvarez; Mike Mills; Paul Rosa; Pete Kelley ; Robert Jones; 'Todd Wilt'; Toni Milbourne; Jay Watson; Leslie Simpson; Micah Kiger; Robert Edwards; Steven Wilt; Ben Money; Earl Cogle; 'Ed Smith'; James Johnson; 'Ross Morgan (E-mail)'
Subject: Fire & EMS Calls - Week ending 8/9/09



Ed Smith
Operations Manager
Jefferson County Emergency Services Agency
304-728-3287 (voice) / 304-728-6221 (fax)
www.icesa.org

No virus found in this incoming message.
Checked by AVG - www.avg.com
Version: 8.5.392 / Virus Database: 270.13.49/2295 - Release Date: 08/10/09 18:19:00

JEFFERSON COUNTY FIRE AND EMS LOG

DATE OF CALLS-		August 3-August 9, 2009									
EMS CALLS	HARPERS FERRY FRIENDSHIP CO 1	CHARLES TOWN CITIZENS CO 2	SHEPHERDSTOWN CO 3	CHARLES TOWN INDEPENDENT CO 4	BLUE RIDGE MOUNTAIN CO 5	MIDDLEWAY CO 6	BAKERTON CO 7	JCAA STA 11			
	Chest Pain	1		2	8	4			10		
Breathing Problems	4		1	11	5			13			
Diabetic					1			1			
Seizures				3				2			
Injuries	2		4	6				11			
Vehicle Accident Injuries	2		1	6	2			6			
Medical Emergencies	5		9	18	4			25			
Other	2			4	1			5			
Total EMS	16	0	17	56	17	0	0	73			
FIRE & CALLS	HARPERS FERRY FRIENDSHIP CO 1	CHARLES TOWN CITIZENS CO 2	SHEPHERDSTOWN CO 3	CHARLES TOWN INDEPENDENT CO 4	BLUE RIDGE MOUNTAIN CO 5	MIDDLEWAY CO 6	BAKERTON CO 7	JCAA STA 11			
	Structure Fires	1					1				
Vehicle Fires	1	1	1	1	1	1					
Brush & Grass											
Rescue & MVA's		3		1			1				
Hazardous Conditions		2		1	1						
Automatic Alarms		10		6	1						
EMS Assist		2				1					
Other		1	1								
Total Fire	2	19	2	9	3	2	2	0			
TOTAL BY COMPANY	18	19	19	65	20	2	2	73			



Student Community Services and Service Learning

#29

P.O. Box 3210
Shepherdstown
West Virginia 25443-3210
T 304-876-5402
F 304-876-5033

Ms. Barbara J. Miller, CFM
Director
Jefferson County Office of Homeland Security &
Emergency Management
PO Box 250
Charles Town, WV 25414

Dear Barbara,

I would like to express to you how impressed I was with the workshop you presented at the Faces of Leadership Conference this past July. Everyone in the room was excited at the proposal of the Volunteer Mobilization Unit and wanted to learn how to put one into operation in their hometown.

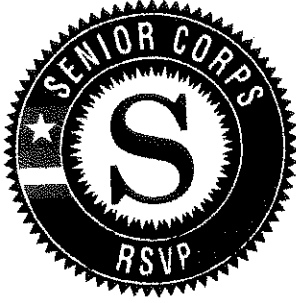
As a coordinator of volunteers for many years, I whole heartedly agree with the importance of the creation and implementation of a VMU. So often in a crisis situation, individuals want to help but simply do not know where to go or what to do. Oftentimes, these same unaffiliated volunteers will respond directly to the location of the crisis creating even more work for the trained responders. With the implementation of the VMU volunteers can be greeted, organized, coordinated and assigned to volunteer opportunities that best fit their skills. It is in our nature to want to help, but as we saw with Hurricane Katrina, when random volunteers flock to a situation, more havoc than help generally results. Without an organized method of working with volunteers, the crisis becomes even worse.

I am a supporter of this initiative and hope to stay involved with its implementation. Jefferson County is filled with wonderful, well intentioned, skilled volunteers who want to help. It's only fair that we provide a venue to effectively utilize their skills and talents.

I look forward to working with you soon.

Sincerely,

Holly Morgan Frye
Director
Student Community Services & Service Learning



30

**Retired Senior Volunteer Program
Of the Eastern Panhandle**
Sponsored by Region VIII Planning & Development
Serving Jefferson, Berkeley and Morgan
Counties

RECEIVED

AUG 05 2009

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

Jefferson County Commission

8/5/09

Dear Mr. Manual ;

My Name is Pam Ouimette. I represent the Retired Senior Volunteer Program of the Eastern Panhandle. RSVP currently has 180 Volunteers serving the Tri-County Area. They give endless hours of their time to fulfill the needs of the community in various capacities. Without these wonderful people many non-profits would not be able to serve the needy.

Every year we like to thank them with a recognition luncheon. We reach out to our local businesses to help fund this occasion. Many of you give every year and we are grateful for your help. With your donation we make sure your businesses are recognize at the luncheon with placards on the tables and announcements. These donations may be monetary or door prizes. We are asking businesses to donate \$15.00 per Volunteer or \$100.00 per table or a door prize. Although we have asked for a specific amount, we would gladly accept any amount. Your donations are tax deductible; I will gladly provide a receipt upon request.

I would also like to thank the businesses that continue to give every year.

I am available to meet with you to discuss this request or provide you with more information on this program. You may reach me at (304)263-9013. Please make checks payable to RSVP/ Luncheon.

Thank you for your help!

Sincerely;

Pam Ouimette, RSVP Coordinator
115 Aikens Center Suite 18A
Martinsburg, WV 25404
POuimett@regioneight.org



#31

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • 304/558-3505

Joe Manchin III
Governor

RECEIVED

August 5, 2009

AUG 10 2009

To Whom It May Concern:

Jefferson County Commission

The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures over the next four years. One of the requirements to funding any projects with FHWA or FTA funds is that each proposed project undergo a public "review and comment period". Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached modified listing of proposed amendments to the approved 2009-2014 STIP.

All written comments are to be received no later than August 17, 2009, and should be addressed to:

Mr. Robert L. Pennington, Director
Program Planning and Administration Division
West Virginia Division of Highways
Building 5, Room A-816
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Should you need additional information, please call (304) 558-3113. Thank you for your assistance in this matter; your efforts are indeed appreciated.

Very truly yours,

Robert L. Pennington, Director
Program Planning and Administration Division

RLP:Wb

Attachment

cc: Mr. Tony Tarone, Federal Transit Administration – w/ attachment
Mr. Jeff Blanton, Federal Highway Administration – w/ attachment
Mr. Kevin Burgess, Federal Highway Administration – w/ attachment
Ms. Susan O'Connell, Division of Public Transit – w/ attachment

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2009-2014

PROGRAM AMENDMENT FOR 2009

COUNTY	FFY	DISTRICT	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	TOTAL PHASE COST	FEDERAL DOLLAR COST	FEDERAL COST CHANGE
PROJECT COMMENTS													
LOGAN	2009	2	8/28/2009	BR	ROW	WV017	CLOTHIER BR	REFL	S323 17 185600	BR0017053D	\$52,000	\$0	(\$41,600)
WITHDRAW PROJECT PHASE - ROW NOT NEEDED													
MARION	2009	6	8/28/2009	STP	CON	US250	FARMINGTON SLIDE	REPAIR SLIDE WITH PILING	S325 250 01890 00	STP0250185D	\$275,000	\$220,000	
ADD PROJECT													
MARION	2010	6	10/28/2009	STP	CON	WV273	MARION COUNTY INFORMATION CENTER	CONSTRUCT INFORMATION CENTER	X325 19/80 00000 11	STP1980017D	\$3,836,774	\$3,069,419	
ADDED IN 2008 STIP, BUT NOT AUTHORIZED. ADD TO 2009 STIP.													
PENDLETON	2009		8/28/2009	STP	CON	CO21	BRANDYWINE	RESURFACE AND GR	S336 21 145000		\$575,000	\$460,000	
NEW PROJECT. RURAL HAZARD STP FUNDS													
PENDLETON	2009		8/28/2009	STP	CON	US220	US 220 RESURFACE	RESURFACE, PAVE SHOULDER, AND GR	S336 220 30000		\$330,000	\$264,000	
NEW PROJECT. RURAL HAZARD STP FUNDS													
RALEIGH	2009		8/28/2009	EARMARK	CON	WV121	W HELEN ALLEN CR	GR, DR, PAVE	X341 121 00078 00	HPP0121010	\$22,000,000	\$19,895,939	
7-ADD PROJECT (VARIOUS FUND TYPES AND MATCH)													
RALEIGH	2010		7/28/2010	EB	CON	US019	CRANBERRY CR-STANAFO RELOC TO 4 LN HWY		U341 19 1447 04	ERP0019341D	\$8,500,000	\$8,500,000	
7-ADD PROJECT (ARRA FUNDS)													
TUCKER	2009		8/28/2009	STP	CON	US219	MOORE STATION RD	RESURFACE, PAVE SHOULDER, AND GR	S347 219 00000		\$500,000	\$400,000	
NEW PROJECT. RURAL HAZARD STP FUNDS													
STATEWIDE	2009	6	8/28/2009	NHS	CON	NA999	TRAFFIC SIGNAL LOOP REPLACEMENT	REPL DAMAGED TRAFFIC SIGNAL DETECTION LOOPS	S399 LOOP 3 00	NH2009130D	\$100,000	\$80,000	
ADD PROJECT													
STATEWIDE	2009	6	8/28/2009	CMAQ	ENG	NA000	SIGNAL SYSTEM MONITORING	MONITOR TRAFFIC SIGNALS STATEWIDE	T699 SIGNA 2 00	CMAQ2009066D	\$625,000	\$500,000	
ADD DT PROJECT													

Eastern Panhandle Free Clinic

1212 North Mildred St. • Ranson, WV 25438

Phone 304-725-7204 • Fax 304-725-7204

#32

RECEIVED

August 6, 2009

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25425

AUG 10 2009

Jefferson County Commission

Dear County Commissioners:

I want to thank you for your continued support and let you know that without your help, the clinic would not be thriving today. It is because you have championed our cause that we continue to provide quality care to the low-income, uninsured population of the Eastern Panhandle of West Virginia. I can assure you that contributions we receive help save lives.

I spoke with Commissioner Surkamp earlier this week and he shared the wonderful news that the additional funds we had requested were being released. He instructed me to make a formal inquiry. Therefore, I respectfully request the remaining funds for the clinic. Contributions like this are the lifeblood of our organization and we would like to recognize you as a room sponsor in the new clinic. One of our examination rooms will be named in your honor.

I would also like to invite you all to visit us at our new clinic at 1212 North Mildred Street in Ranson, WV. We can now care more patients in our larger facility and better serve their needs. Please plan to join us at our open house on September 9, 2009 as we honor you and others who have supported our cause.

On behalf of the patients, volunteers, Board of Directors and staff, thank you for your very generous gift! Your continued support is vital to our patients and our future.

Sincerely,



Michele Goldman, RN, BSN
Director



87159

#33

WESTRIDGE HILLS OWNERS ASSOC., INC.
55 Spring Park Trail
Harpers Ferry, WV 25425
August 5, 2009

Jefferson County Commission
100 E. Washington St.
Charles Town, WV 25414

Ladies and Gentlemen:

The Board of directors of the WHOA, Inc., after being approached by Mr. Scott Tatina, called an emergency board meeting concerning test water wells on WHOA, Inc. properties. We have decided to agree to permit you to have the test wells dug on the properties which include:

Section G # 38, Section C # 107, Section G # 39, 40, 41, 42
Section G Pt Lt # 35 (6000 sq ft), Section D # 39,

There are other partial parcels. I do not know if they will be useful, but they are: 4.42 AC or Parcel Section A, Section G parcel, Section E Spring lot, and Pt Res Lt Section C Additional lots. I am sure Mr. Tatina can advise you on these lots.

The WHOA, Inc. Board gives this permission on the following requirements:

1. WHOA, Inc. shall incur no liability for any action relating to this. The Jefferson County Commission or their representative(s) in this matter will assume liability.
2. That the digging be covered or filled in such a way so that they will not be a hazard in our community.

If you have any further questions about this, please feel free to contact the WHOA, Inc. at 304-728-8510.

Sincerely,

John Tiffany, Vice President (Acting President)


Michelle Ledgere, Recording Secretary


Ronda Tiffany, Corresponding Secretary


Cathryn Jackson, Treasurer


Ann Merchant, Member at Large





Comcast Cable
400 Westfield Road
Charlottesville, VA 22901

#34

August 5, 2009

RECEIVED

Ms. Leslie Smith
Jefferson County Administrator
124 East Washington Street
Charlestown, WV 25414

AUG 10 2009

Jefferson County Commission

Dear Ms. Smith,

Comcast is pleased to announce a channel change coming to Jefferson County in September that will provide our customers with greater choice and an enhanced customer experience.

We will notify our customers of this change through a box message. A draft copy of the box message is attached.

Effective September 4, 2009, Comcast will add the following channel to its digital selections at no additional charge:

- *ESPNU*, Channel 730, will be added to Comcast's Digital Classic Service and the Sports Entertainment Package. *ESPNU* will be available to current Digital Classic and Sports Entertainment Package subscribers as a preview leading up to the launch date.

To view digital programming, digital equipment is required.

Please do not hesitate to contact me with any questions you may have.

Sincerely,

Paul Comes
Director, Government Affairs

ESPNU Box Message:

On 9/4/09 we are bringing you more programming by launching ESPNU on channel 730 on Digital Classic and the Sports Entertainment Package. Tune in today to start enjoying a preview of this programming.

Leslie D. Smith

From: WV County Commissioners' Bulletin Board [CCAWV-L@listserv.wvu.edu] on behalf of Thomas Bias [Thomas.Bias@MAIL.WVU.EDU]
Sent: Monday, August 10, 2009 2:20 PM
To: CCAWV-L@listserv.wvu.edu
Subject: Fall 2009 Local Government Leadership Academy

#35

To Whom it May Concern:

The Institute for Public Affairs at WVU is pleased to announce that registration forms and scholarship applications are now available for the Fall 2009 Local Government Leadership Academy on September 25-26 at the Charleston House Holiday Inn, Charleston, WV.

The schedule of events and informational brochure is available at:
<http://www.polsci.wvu.edu/IPA/Academy/F2009broc.pdf>

Registration Forms are available at: <http://www.polsci.wvu.edu/IPA/Academy/F2009reg.pdf>

Scholarship Applications are available at:
<http://www.polsci.wvu.edu/IPA/Academy/F2009schol.pdf>

We look forward to seeing all our attendees in September. Feel free to contact me with any further questions or concerns.

Visit our website for further updates at <http://www.polsci.wvu.edu/IPA/academy.html>

Sincerely,

Tom

Tom Bias
Assistant Editor
West Virginia Public Affairs Reporter
Institute for Public Affairs
Eberly College of Arts and Sciences
West Virginia University

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

#36

Week Ending Date	Week Ending August 8, 2009
To be Deposited on:	FY10 August 14, 2009
Amount Played	82,350,565.97
Amount Won	74,197,888.62
MWAP Contribution	<u>35,861.57</u>
Adjusted Gross Terminal Revenue	<u>8,117,017.78</u>
Administrative Costs @ 4%	324,680.71
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>7,792,337.07</u>
Surcharge @ 10%	0.00
State Share Excess @ 56%	0.00
Track Share of Capital Reinvestment @ 42%	0.00
Track Share of Capital Reinvestment @ 42% - 88%	\$ -
Track Share of Capital Reinvestment @ 42% - 4%	\$ -
Adjusted Net Terminal Revenue	<u>7,792,337.07</u>
Racetrack @ 46.50% / 42%	3,623,436.74
Lottery Fund @ 30% / 0%	2,337,701.12
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	545,463.59
Workers' Compensation Debt Reduction @ 7%	545,463.59
Employee Pension Fund @ 1% / .5%	77,923.37
Greyhound Development @ .75%	58,442.53
Thoroughbred Development @ .75%	58,442.53
Racing Commission @ 1%	77,923.37
County/Municipality @ 2%	155,846.74
3% Funds:	
Tourism Promotion Fund @ 1.375%	107,144.83
Development Office Promotion Fund @ .375%	28,221.26
Research Challenge Fund @ .5%	38,961.69
Capitol Renovation and Improvement Fund @ .6875%	53,572.32
2004 Capitol Complex Parking Garage Fund @ .0625%	4,870.21
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	38,961.69
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>38,961.69</u>
	<u>7,792,337.07</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 14.20%
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	\$ 158,869.08	\$ 158,869.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/09	\$ 174,493.08	\$ 174,493.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/09	\$ 155,848.74	\$ 138,406.80	\$ 17,437.94	\$ 2,165.79	\$ 6,026.55	\$ 636.48	\$ 6,117.24	\$ 2,491.88
08/15/09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 946,939.38	\$ 829,501.44	\$ 17,437.94	\$ 2,165.79	\$ 6,026.55	\$ 636.48	\$ 6,117.24	\$ 2,491.88

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

#38

August 7, 2009

Jefferson County Commission
Sent via fax no. (304) 725-7916

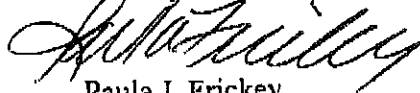
Reference: Continued issues with Jefferson County Sheriff's Deputies coming to my house when no crime is being committed

Dear Honorable Commission Members:

On Monday August 3, 2009 and Tuesday August 4, 2009 Jefferson County Sheriff's deputies came to my house while I was exercising in my garage (Monday evening) and washing my car in my driveway while singing with the songs on the radio (Oldies 95.9 FM.) Tuesday evening. I was told my neighbors had once again called the law on me for playing my small radio inside my garage - a radio that can barely be heard inside my kitchen and no other rooms in my house. The closest neighbor's house is approximately 2 acres from my house which sits on nearly 5 acres.

As a resident/taxpayer who understand the police are stretched very thin in Jefferson County I feel that my neighbors should be charged for making numerous false police reports/calls when they know full well that no crime is being committed on my property and the sole purpose of their calls to Jefferson County police dispatch is to harass me.

Thank you kindly for your consideration.



Paula J. Frickey
295 Purdham Lane
Shenandoah Junction, WV 25442-4744
(304) 283-2669 cell/home
(202) 287-1515 work

CC: Sheriff Bobby Shirley

#39

The Plymouth.

1550 Gay Road
Winter Park, Florida 32789
407-644-4551 - Phone
407-644-2312 - FAX

FAX

Time 8:45

Date: 6/11/09

FAX
Number: 304-725-7916

To: County Commissioners

From:

Re: John F Pincowarski, Retired Resident
Jefferson
County

Number of pages: 6 including cover

PLEASE ADDRESS ALL THE ISSUES
AT TODAY'S MEETING AND SEND
ME THE AGENDA TO THE ABOVE ADDRESS
ALSO I'M ENTITLED TO FINANCIAL
HELP OUT OF THE MALPRACTICE FUND
WHILE IN TAIL

AMMENDED FAX: John J Pincowarski
Persawnt to 29120.1-14 I'm entitled
to money under the PATIENT COMPENSATION
OR STABILIZATION FUND I WAS HOSPITALIZED
IN 3. VA HOSPITAL sense. ~~AND~~

CC

STATE ATTORNEY OFFICE,
ANY AGONY TO WHEN
THIS HAPPENED.

UNITED STATES FEDERAL COURT OF MARTINSBURG

JOHN PIWOWARSKI, PRO SE
CLAIMANTCase # 08-2149
3:08 CV 00066
3:08 CV 00068


V.

07/29/2009

FAY MORGAN
MANAGER OF WHETSTONE COMOTION TO AMEND CHANGES IN ABOVE CASES

THE ABOVE CASES ORIGINATED AFTER A BIGOT SLASHED FOUR TIRES. I WANT TO AMEND DUE TO NEW CHANGES TO LAWS VIOLATED DURING THE TRIAL ON JANUARY 2009. JUDGE SENSENEY VIOLATED TITLE 18— CRIMES AND CRIMINAL PROCEDURE—1001 WHEN HE GAVE THE BAILIFF THE ARTIST VERSION OF THE PICTURE OF THE LEFT LEG TO GIVE THE JURY WHICH WERE INFLAMED AND EXAGGERATED. I REQUESTED X-RAYS ON NUMEROUS OCCASIONS TO GET FROM JEFFERSON HOSPITAL TO PROVE MY INNOCENCE WHICH WERE NEVER PRESENTED TO THE JURY. THIS WAS REQUESTED IN LETTERS TO THE JEFFERSON COUNTY COMMISSIONERS AND ATTORNEY DELANEY AS THE BANDAGES MR. KERR PLACED ON LEFT LEG. HE WORE SHORTS ALL THE TIME THAT NEVER SHOWS INFLAMMATION TO HIS LEGS. I BELIEVE THAT OFFICER JENKINS (POLICE DEPARTMENT) GAVE THOSE PICTURES TO JUDGE SENSENEY WHICH SHOWS COLLUSION, ETC. JUDGE SENSENEY REFUSED TO LET ME GIVE THE JURY MY EXHIBITS WHICH SHOWED THAT MR. KERR WAS BARRED FROM FEDERAL HOUSING AND HAD A LENGTHY RAP SHEET WHICH ALSO VIOLATES RULE 1001 PARAGRAPH 1 ON CONCEALMENT. MY EXHIBITS SUPPORT ALL ISSUES.

SINCERELY,


JOHN PIWOWARSKI

Case: 08-2149 Document: 19 Date Filed: 06/01/2009 Page: 3

PER CURIAM:

In these consolidated appeals,¹ John F. Piwowarski appeals from the district court's orders dismissing his cases without prejudice because he did not pay the filing fees.² We have reviewed the record and find no reversible error. Accordingly, we affirm for the reasons stated by the district court. Piwowarski v. Morgan, No. 3:08-cv-00068-JPB-JES (N.D. W. Va. Oct. 8, 2008); Piwowarski v. Jefferson County, No. 3:08-cv-00066-JPB-JES (N.D. W. Va. Oct. 8, 2008). We dispense with oral argument because the facts and legal contentions are adequately presented in the materials before the court and argument would not aid the decisional process.

AFFIRMED

¹ Although the district court did not consolidate the cases below, we do so because the cases raise the same issue on appeal.

² Because the district court's dismissals were without prejudice, Piwowarski may refile his complaints and pay the filing fees. We express no opinion on the timeliness or merits of his original complaints or any complaints he may file in the future.

UNITED STATES FEDERAL COURT OF MARTINSBURG

John Piowowski, Pro Se
Claimant

OFFICE OF CLERK
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF WEST VIRGINIA
217 W. KING ST., ROOM 102
MARTINSBURG, WEST VIRGINIA 25401

Case # 08-2149
3:08 CV 00066
3:08 CV 00068

v.

Fay Morgan
Manager of Whetstone Co

OFFICIAL BUSINESS

07/29/2009

PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES COURT OF MARTINSBURG

Motion to refile the above case which was wrongfully sent back due to violation of provisions of law on 2 counts. Rule 40 required by rule 33.2 and the decisions of the seven panel jury that found me not guilty.

I was wrongfully evicted for one reason only as shown by the manager Fay Morgan (Exhibit 1) who deceived the court. Also by saying she hand carried the eviction notice to me. Not true. See Exhibit 2A, B, and C. I never received any registered mail from attorney Kirk Bottner during that period either. I was notified by the messenger that the case was moved up two days (because of my age and hand shaking). Mr. Bottner's file has what transpired concerning the notice. His cooperation would help the court. Mrs. Morgan withheld Exhibits 3, 4, and 5 from Judge Rissler which caused her to wrongfully evict me in case 1137(R).

It was originally stated the defense needed two reasons to evict me. The second one was made up by Jim Teague. He stated in his complaint the day after I was wrongfully incarcerated on February 20, 2009. Jim Teague showed up and told my lawyer he didn't see anything. Please read the trial notes in Exhibit #3. It's clear to me that leaves only one reason as shown in Exhibit 1 where I was not guilty by the jury. Also, I remind the court my rent was paid up and returned. The defense falsely swear to the notary in their complaint asking the maximum damages covered by their insurance and other damages described in wrongful eviction laws for relief.

Please be reminded that the Supreme Court rules adopted on July 17, 2007 were in agreement with 498 members of Congress and 100 senators that make up both houses. Violation of Supreme Court rules calls for sanctions.

COURT BECAUSE OF SHORT MANNING
my logester was to TAKE THE SECOND
CASE - TO THE SUPREME COURT. AS THE
COURT FOR SOME UNOCCURRING BREAK
THE RULES OF THEIR OWN COURT.
AND NOT TO CREATE AN ISSUE ON
TIMING, OR PAYMENT

John Piowowski
1550 Gay St. P.O. Box

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 [Liability](#)
 [Tort Reform](#)

Medical Malpractice
 Have You Or a Loved One Sustained Serious Injury or Death? Call Us!

Medical Expert Witnesses
 Premier California network 1500 highly credentialed physicians

Ads by Google

West Virginia Medical Malpractice Lawyer Resources

West Virginia State Bar LRS
 Charleston, WV
 (304)558-7991
 (800)642-3617
 Statewide

West Virginia Medical Malpractice Lawyers

Carey, Scott & Douglas, PLLC
 901 Bank One Center, 707 Virginia Street, East, Kanawha Co., Charleston, West Virginia 25323 U.S.A.
 Attorneys at Law

Smith & Thompson
 900 Lee Street, Suite 804, Kanawha Co., Charleston, West Virginia 25339 U.S.A.

William T. Forester
 312 Main Street, Logan Co., Logan, West Virginia 25601 U.S.A.
 Attorney At Law

Jones Law Offices
 1998 Kelmont Lane, Kanawha Co., Charleston, West Virginia 25312 U.S.A.
 Attorney at Law

West Virginia Medical Malpractice Tort Laws

State	Statutes of Limitation	Limits on Damage Awards	Pre-trial Screening and Arbitration
West Virginia	§55.7B.4. 2 years from injury or reasonable discovery, no longer than 10 years after injury. Minors under 10: 2 years from injury or age 12, whichever is longer.	§55.7B.8. \$250,000 limit for non-economic damages. \$500,000 limit for compensatory damages, limit goes up beginning in 2004 according to Inflation Index. Physicians must carry at least \$1 million malpractice insurance to qualify for limits.	§55.7B.6. Plaintiff must file notice with certificate of merit stating expert's familiarity with standards, qualifications, opinion of breach of standard of care. Certificates must be filed at least 30 days before filing action, and one certificate for each defendant named.
Joint and Several Liability	Expert Witnesses	West Virginia Malpractice Attorney Fees	Patient Compensation or Stabilization Fund
§55.7B.9. Defendants are proportionally liable	§55.7B.7. Expert witness must be currently trained and licensed to practice in same	No limitations.	§29.12B.1-14. Medical Liability Fund to assist in making malpractice

State Statute of Limitations
State Limits on Damage Awards
Attorneys Fees by State
State Legislation
Medical Malpractice - FAQ
Recent News
"I'm Sorry" Bill - AZ
Gov. Pushes Reform - IL
Attorneys & Hospitals Dispute Reform - NC
Bush Pushes for National Reform
More News
Legal Resources

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On Sunday, July 29, 2007 at approximately 11:05 hours, while on patrol in the City of Charles Town, WV, I received a dispatched call to 151 Augustine Avenue to the front, parking area in reference to a disturbance with a male subject being struck by a vehicle. When I arrived at Charles Towers, I met with a Charles Calvin Kerr, identified here as the victim, who stated his left leg had been struck by a man, identified as "John" driving away in a van. It was very visible that Mr. Kerr's left leg had been scrapped by an object and appeared to be both irritated and red in color. Mr. Kerr further stated that the van was parked in the adjacent Save-A-Lot parking lot and pointed out the exact vehicle, which could be seen from Charles Towers.

Upon locating the suspect vehicle, a 2002 Ford Windstar, displaying West Virginia handicap registration 32888, in the Save-A-Lot parking area, I met with a Mr. John F. Piwowski, who stated that neither he nor his vehicle had struck anyone or anything that morning. Mr. Piwowski stated that he parked his van in the Save-A-Lot parking area while he was attending a church service. Mr. Piwowski did, however, state that he and Mr. Kerr, the victim, had been in a previous verbal altercation but did not have one today. Upon examining the silver van, the passenger front bumper did suffer accident damage; however, it did not appear to have occurred with this particular incident. The damage sustained on the vehicle was more severe than what the victim stated or indicated by his leg.

First
E/C

At this time, I returned to Charles Towers and Mr. Kerr's wife was preparing to take him to the hospital for examination of his left leg. Upon closer observation, his leg had been visibly struck by an object, appeared red and irritated and appeared to have been scrapped with an object that Mr. Kerr identified as the van's bumper.

ing... I was parked...
ST
Glen

When asked to provide a written statement, Mr. Kerr stated that his hands shake too poorly because of his epilepsy and asked me to write what he stated. Mr Kerr stated that he along with several other witnesses were outside the front parking area when a male subject, identified as John Piwowski, pulled into the U-shaped turn in front of Charles Towers and threw out several cardboard boxes and paper, into the road. At this time, Mr. Kerr stated that a, Alice Daniels, an elderly female residing at 3T Charles Towers, asked "John" to pick up the boxes that he had discarded and to not leave them lying in the U-shaped turn area. Mr. Kerr stated that "John" grew very angry and starting cursing at and assaulting Ms. Daniels. At this time, Mr. Kerr said that he told "John" to pick up the boxes and paper and even starting helping him pick up the items. Moreover, Mr. Kerr stated that when he was bending over, "John" got into his van, started the ignition, put the van into drive, and "gunned" the engine. The van's bumper then struck Mr. Kerr in the left leg. Mr. Kerr stated that his wife immediately went inside to call the police and "John" then put the van in reverse and ran over the back curb in an attempt to leave Charles Towers. Mr. Kerr's wife wrote down the registration

The Plymouth.

1550 Gay Road
Winter Park, Florida 32789
407-644-4551 - Phone
407-644-2312 - FAX

FAX

Time 8:45

Date: 6/11/09

Fax
Number: 304-725-7916

To: County Commissioners

From:

Re: John F Prowarski, Retired Resident
Jefferson
County

Number of pages: 6 including cover

Please Address ALL The Issues
At today's meeting AND send
me The Agenda To The Above Address
ALSO I'm Entitled To Financial
help Out Of The Malpractice Fund
while in jail

Amended FAX John F Prowarski
Present to 29120. 1-14 I'm entitled
to money under the Patient Compensation
or Stabilization Fund I WAS HOSPITALIZED

CC

in 3. VA HOSPITAL sense. ~~at~~
ANY AGING 75 when
this happened.
STATE ATTORNEY OFFICE

UNITED STATES FEDERAL COURT OF MARTINSBURG

JOHN PIWOWARSKI, PRO SE
CLAIMANT

Case # 08-2149
3:08 CV 00066
3:08 CV 00068

V.

07/29/2009

FAY MORGAN
MANAGER OF WHETSTONE CO

MOTION TO AMEND CHANGES IN ABOVE CASES

THE ABOVE CASES ORIGINATED AFTER A BIGOT SLASHED FOUR TIRES.
Filing Whistle Blowing Charges against Management and Criminal Charges against Officer Jenkins and Capt. Of P.D.

I WANT TO AMEND DUE TO NEW CHANGES TO LAWS VIOLATED DURING THE TRIAL ON JANUARY 2009. JUDGE SENSENEY VIOLATED TITLE 18— CRIMES AND CRIMINAL PROCEDURE—1001 WHEN HE GAVE THE BAILIFF THE ARTIST VERSION OF THE PICTURE OF THE LEFT LEG TO GIVE THE JURY WHICH WERE INFLAMED AND EXAGGERATED. I REQUESTED X-RAYS ON NUMEROUS OCCASIONS TO GET FROM JEFFERSON HOSPITAL TO PROVE MY INNOCENCE WHICH WERE NEVER PRESENTED TO THE JURY. THIS WAS REQUESTED IN LETTERS TO THE JEFFERSON COUNTY COMMISSIONERS AND ATTORNEY DELANEY AS THE BANDAGES MR. KERR PLACED ON LEFT LEG. HE WORE SHORTS ALL THE TIME THAT NEVER SHOWS INFLAMMATION TO HIS LEGS. I BELIEVE THAT OFFICER JENKINS (POLICE DEPARTMENT) GAVE THOSE PICTURES TO JUDGE SENSENEY WHICH SHOWS COLLUSION, ETC. JUDGE SENSENEY REFUSED TO LET ME GIVE THE JURY MY EXHIBITS WHICH SHOWED THAT MR. KERR WAS BARRED FROM FEDERAL HOUSING AND HAD A LENGTHY RAP SHEET WHICH ALSO VIOLATES RULE 1001 PARAGRAPH 1 ON CONCEALMENT. MY EXHIBITS SUPPORT ALL ISSUES.

SINCERELY,
John Piwowarski
JOHN PIWOWARSKI

UNITED STATES FEDERAL COURT OF MARTINSBURG

OFFICE OF CLERK

John Piwowarski, Pro Se
Claimant

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF WEST VIRGINIA
217 W. KING ST., ROOM 102
MARTINSBURG, WEST VIRGINIA 25401

Case # 08-2149
3:08 CV 00066
3:08 CV 00068

V.

OFFICIAL BUSINESS

07/29/2009

Fay Morgan
Manager of Whetstone Co

PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES COURT OF MARTINSBURG

Motion to refile the above case which was wrongfully sent back due to violation of provisions of law on 2 counts. Rule 40 required by rule 33.2 and the decisions of the seven panel jury that found me not guilty.

I was wrongfully evicted for one reason only as shown by the manager Fay Morgan (Exhibit 1) who deceived the court. Also by saying she hand carried the eviction notice to me. Not true. See Exhibit 2A, B, and C. I never received any registered mail from attorney Kirk Bottner during that period either. I was notified by the messenger that the case was moved up two days (because of my age and hand shaking). Mr. Bottner's file has what transpired concerning the notice. His cooperation would help the court. Mrs. Morgan withheld Exhibits 3, 4, and 5 from Judge Rissler which caused her to wrongfully evict me in case 1137(R).

It was originally stated the defense needed two reasons to evict me. The second one was made up by Jim Teague. He stated in his complaint the day after I was wrongfully incarcerated on February 20, 2009. Jim Teague showed up and told my lawyer he didn't see anything. Please read the trial notes in Exhibit #3. It's clear to me that leaves only one reason as shown in Exhibit 1 where I was not guilty by the jury. Also, I remind the court my rent was paid up and returned. The defense falsely swear to the notary in their complaint asking the maximum damages covered by their insurance and other damages described in wrongful eviction laws for relief.

Please be reminded that the Supreme Court rules adopted on July 17, 2007 were in agreement with 498 members of Congress and 100 senators that make up both houses. Violation of Supreme Court rules calls for sanctions.

COURT BECAUSE OF SHORT MONEY
my lawyer WAS TO TAKE THE SECOND
CASE - TO THE SUPREME COURT. AS THE
COURT FOR SOME WOULDNT BREAK
THE RULES OF THEIR OWN COURT.
AND NOT TO CREATE AN ISSUE ON
TIMING, OR PAYMENT

John Piwowarski
1550 Gay Rd
Martinsburg, WV

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 Premier California network 1500 highly credentialed physicians

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West Virginia Medical Malpractice Lawyer Resources

West Virginia State Bar LRS
 Charleston, WV
 (304)558-7991
 (800)642-3617
 Statewide

West Virginia Medical Malpractice Lawyers

Carey, Scott & Douglas, PLLC
 901 Bank One Center, 707 Virginia Street, East, Kanawha Co., Charleston, West Virginia 25323 U.S.A.
 Attorneys at Law

Smith & Thompson
 900 Lee Street, Suite 804, Kanawha Co., Charleston, West Virginia 25339 U.S.A.

William T. Forester
 312 Main Street, Logan Co., Logan, West Virginia 25601 U.S.A.
 Attorney At Law

Jones Law Offices
 1998 Kelmont Lane, Kanawha Co., Charleston, West Virginia 25312 U.S.A.
 Attorney at Law

West Virginia Medical Malpractice Tort Laws

State	Statutes of Limitation	Limits on Damage Awards	Pre-trial Screening and Arbitration
West Virginia	§55.7B.4. 2 years from injury or reasonable discovery, no longer than 10 years after injury. Minors under 10: 2 years from injury or age 12, whichever is longer.	§55.7B.8. \$250,000 limit for non-economic damages. \$500,000 limit for compensatory damages, limit goes up beginning in 2004 according to inflation index. Physicians must carry at least \$1 million malpractice insurance to qualify for limits.	§55.7B.6. Plaintiff must file notice with certificate of merit stating expert's familiarity with standards, qualifications, opinion of breach of standard of care. Certificates must be filed at least 30 days before filing action, and one certificate for each defendant named.
Joint and Several Liability	Expert Witnesses	West Virginia Malpractice Attorney Fees	Patient Compensation or Stabilization Fund
§55.7B.9. Defendants are proportionally liable	§55.7B.7. Expert witness must be currently trained and licensed to practice in same	No limitations.	§29.12B.1-14. Medical Liability Fund to assist in making malpractice

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State Limits on Damage Awards
Attorneys Fees by State
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PER CURIAM:

In these consolidated appeals,¹ John F. Piwowarski appeals from the district court's orders dismissing his cases without prejudice because he did not pay the filing fees.² We have reviewed the record and find no reversible error. Accordingly, we affirm for the reasons stated by the district court. Piwowarski v. Morgan, No. 3:08-cv-00068-JPB-JES (N.D. W. Va. Oct. 8, 2008); Piwowarski v. Jefferson County, No. 3:08-cv-00066-JPB-JES (N.D. W. Va. Oct. 8, 2008). We dispense with oral argument because the facts and legal contentions are adequately presented in the materials before the court and argument would not aid the decisional process.

AFFIRMED

¹ Although the district court did not consolidate the cases below, we do so because the cases raise the same issue on appeal.

² Because the district court's dismissals were without prejudice, Piwowarski may refile his complaints and pay the filing fees. We express no opinion on the timeliness or merits of his original complaints or any complaints he may file in the future.