

AGENDA FOR THURSDAY, SEPTEMBER 24, 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. - Paul Rosa - Emergency Services Agency
 - Technical amendment to the JCESA Ordinance to exclude the Commission and Fire Association members from the limit of three members to the Board who may come from any given magisterial district - Discussion/Action
 - Appointment of members to terms expiring November 2, 2009 - Discussion/Action

- 5. 10:45 a.m. - Stephanie Grove - Legal Update and Report

- 6. 11:00 a.m. - Jennifer S. Maghan - County Clerk's Report

- 7. 11:15 a.m. - Patricia L. Hamilton - West Virginia Association of Counties - Update on Legislative Issues and the West Virginia Counties Risk Pool

- 8. 1:30 p.m. - Continuation of Evaluation of County Administrator

- 9. 2:30 p.m. - Department Head Evaluation

OLD BUSINESS:

- 10. Legislative Issues

- 11. Report on Federal Stimulus Funds - Discussion

- 12. Continuation of the Deliberations on the Salary Equity Issue and a Vote on an Equity Plan

NEW BUSINESS:

- 13. Recommendation on the Hiring of a Zoning Administrator for the Department of Planning
- 14. Recommendation for Recognition of Exceptional Service
- 15. Request to Advertise for Planning and Zoning Assistant/Office Manager Position
- 16. Comparison of Coverage of BRIM and County Risk Pool - Discussion/Action
- 17. Approval of Employment - Adam Watson - Part-Time Public Safety Dispatcher
- 18. Approval of Audit Services for the Fiscal Year Ended June 30, 2009
- 19. Mark Schiavone - Budget Revision 004 General Fund
- 20. Attorney Hammer - Discuss Scope of Representation Going Forward (FM)
- 21. County Administrator Reports
- 22. County Commission Reports

INFORMATION:

- 23. Reminder of Zoning Referendum on November 7, 2009.
- 24. Reminder of Council of Governments Meeting on Wednesday, September 30, 2009 at 3:00 p.m. - Discussion: Urban Growth Boundaries
- 25. Reminder of Public Hearing on Proposed Increase to Emergency 911 Wireline Fee on Monday, October 5, 2009, at 7:00 p.m.
- 26. Appointment to be made to the Sheriff's Civil Service Commission on October 1, 2009.
- 27. Appointment to be made to the Eastern Panhandle Transit Authority on October 8, 2009.
- 28. Animal Control report received for August 2009.
- 29. Correspondence received from Congressman Nick J. Rahall, II concerning the invitation to attend the John Brown celebration on October 16, 2009.
- 30. Correspondence received from Ruth A. McQuade concerning an educational forum

for the zoning referendum on Tuesday, October 20, 2009, at 7:00 p.m. at Jefferson High School.

- 31. Correspondence received from the Old Charles Town Library concerning their budget allocation.
- 32. Correspondence received from the West Virginia Division of Homeland Security and Emergency Management concerning grant programs.
- 33. Correspondence received from the West Virginia Housing Development Fund concerning the Neighborhood Housing and Economic Stabilization Program.
- 34. Minutes received from the Courthouse Committee.
- 35. Information received from the County Commissioners' Association concerning the Fall Board and Legislative Committee meeting on September 27-28, 2009.
- 36. Copy of an article received from the Association of Counties concerning tax laws.
- 37. Meeting minutes received from the Jefferson County Public Service District.
- 38. Weekly reports received for the Charles Town Races and Slots from the West Virginia Lottery.
- 39. Notice received of a tour of Beltsville Agricultural Research Center on November 4, 2009.
- 40. E-911 fees received from CTC of West Virginia.
- 41. Miscellaneous

CORRESPONDENCE:

- 42. Postcard received from Cathy K. Malast concerning library funding.
- 43. Correspondence received from Yves Tencalla concerning stolen PATH signs.
- 44. Correspondence received from Paula J. Fickey concerning neighbor issues.

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

#4

The Jefferson County Emergency Services Agency requests an appointment before the Commission at its September 24, 2009 meeting for the following matters:

- 1. Technical amendment to the JCESA Ordinance to exclude the Commission and Fire Association members from the limit of three members of the Board who may come from any given magisterial district. (Discussion/Action)

Suggested amendment to Section 3(b)(7) of the Ordinance to read:

With the exception of the Commission and Jefferson County Fire & Rescue Association members, no more than three of the members of the Board may be from the same magisterial district.

(bold type comprises the recommended technical amendment)

- 2. Appointment of members to terms expiring November 2, 2009. (Discussion/Action)

Three board terms will expire on November 2, 2009:

- Pete Kelley
- Brian Eddy
- Mike Mills

The Commission is requested to commence advertising for these positions.

- 3. Presentation of draft JCESA staffing model (Discussion)



Paul Rosa
Board Member

RECEIVED

SEP 17 2009

Jefferson County Commission

Appointment to



Jefferson County Emergency Services Agency

September 16, 2009

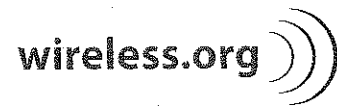
The Revenue Development Committee of the Jefferson County Emergency Services Agency has been meeting regularly since April. The committee's purpose in meeting has been to determine the best staffing model for the Jefferson County Emergency Services Agency to pursue, and more importantly determine the cost for this service. Many factors have been considered in this process including, but not limited to, financial viability, community support, support of existing fire companies, and the integration with our existing staffing model. The committee's recommendation is to adopt a concept originally proposal by the Jefferson County Fire and Rescue Association. This proposal carries the support of the Fire and Rescue Association, the ability to integrate with our existing staffing, and in the Agencies opinion, is financially feasible. The committee realizes however that this is a model to work toward and something that will not happen with one hiring or one stroke of a pen, but will be a model that we work with and adjust as we see what works and what doesn't work. Integrating with our existing employees and the vision and experience of our new director may be key in determining what the agencies staffing model looks like in the future.

Jefferson County Emergency Services Agency Proposed Staffing Model

Company 1 - Friendship	(2) Firefighters / EMTs, 6a – 6p, (7) days per week
Company 2 - Citizens	(2) Firefighters / EMTs, 6a – 6p, (7) days per week
Company 3 - Shepherdstown	(1) Firefighters / EMTs, 6a – 6p, (7) days per week (1) Firefighter / Paramedic, 7a–7p, (7) days per week
Company 4 - Independent	(2) Firefighters / EMTs, 6a – 6p, (7) days per week (2) Firefighter / Paramedic, 7a–7a, (7) days per week
Company 5 - Blue Ridge	(2) Firefighters / EMTs, 6a – 6p, (7) days per week
Company 6 - Middleway	(2) Firefighters / EMTs, 6a – 6p, (7) days per week
Company 7 - Bakerton	(2) Firefighters / EMTs, 6a – 6p, (7) days per week
Station 11 - JCESA	(1) Firefighter / Paramedic, 7a-7a, (7) days per week (1) Firefighter / EMT , 7a – 7a, (7) days per week (1) Operations Manager (1) Assistant Operations Manager (1) Administrative Assistant

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The committee is continuing to work diligently on the financial side of this proposal. We are currently working out the final details for the operating budget and then will be able to look at various options to determine the best ways to distribute the burden of the cost across the county. At our current rate of work we hope to have the financial side of this proposal complete with in the next two months. We look forward and appreciate your support and any input you may have.



Paul Rosa
Project Director

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Harpers Ferry
WV 25425
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prosa@wireless.org
www.wireless.org

7

Leslie D. Smith

From: Patti Hamilton [patti@wvaco.org]
Sent: Friday, September 11, 2009 3:08 PM
To: Leslie D. Smith
Subject: Sept 24th

Hi Leslie,
I'll be in Jefferson County on Sept 24th for a limited video lottery public hearing at the Bavarian. It starts at 9 a.m. and they've been lasting about an hour. I thought I'd stop by the commission meeting and say hello when I'm done. I would be glad to provide a legislative update and answer questions about the WV Counties Risk Pool while I'm there. Thanks!
Patti

Patricia L Hamilton, CAE
Executive Director
WV Assoc of Counties

CONFIDENTIALITY STATEMENT
This e-mail may contain information that is privileged and confidential. Any dissemination, distribution, or copying of this message or any of its contents is strictly prohibited. If you have received this message in error, please contact WVACo by e-mail at wvaco.org. or by telephone at (#).

9/24/09 #8
1:30 PM

Leslie D. Smith

From: Lyn Widmyer [lynwidmyer@gmail.com]
Sent: Friday, September 18, 2009 8:10 AM
To: Leslie Smith
Cc: Manuel, Dale
Subject: Continuation of evaluation next Thursday

Leslie, Dave Hammer is available LATE morning or anytime in the afternoon so if we could schedule the continuation of your review in accord with that schedule. If you have questions about his schedule, you might call Mr. Hammer's office.

Thank you.

9

**Jefferson County, West Virginia
Job Description**

Position Title:	Chief County Engineer	Grade Level:	VII
Department	Engineering Department	Date:	April 16, 2009
Reports to:	County Commission	FLSA Status:	E

Statement of Duties: Manages the Engineering and Permits and Inspection functions of the County and performs civil engineering and related application of engineering principles, practices and theories. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the policy direction of the County Commission, and exercises 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 responsible for the management of ten (10) full time employees. Responsibilities include the direction and success of department programs, preparing and administering budgets, developing short and long-range objectives; and overseeing personnel functions, including or effectively recommending hiring, training, and disciplining of employees.

Confidentiality: Employee has access to department personnel files, law suits, criminal records, and department records.

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

Judgment: Guidelines only provide limited guidance 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 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.

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.

Engineering Department
Chief County Engineer
4/16/09

Jefferson County, West Virginia
Job Description

Nature and Purpose of Public Contacts: Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the county on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Occupational Risks: Duties generally do not present potential risk of injury to the employee. Minor injury could occur, however, through the employee's failure to follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns or minor muscular strains from lifting or carrying equipment or materials. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or boots may be required.

Essential Functions:

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

1. Plan, organize, coordinate, direct and supervise the Engineering Department and the Office of Permits and Inspections.
2. Responsible for the supervision of personnel, including but not limited to: recruitment, selection, assignment, motivation, training, performance, evaluation and coaching.
3. Collaborate the development of the budget for the Engineering Department and the Permits and Inspections Office.
4. Review community impact statements, commercial site plans, residential and commercial preliminary and final plats, minor subdivision plats and third-party engineering inspection and testing reports for content, statutory compliance and conformance with professional engineering design practices to ensure submittals are in accordance with ordinances.
5. Coordinate site work inspections for land development projects.
6. Oversee the construction bond functions, including but not limited to reviewing bond estimates, bond reduction and bond release inspections and bond extension requests.
7. Oversee compliance with the Flood Plain ordinance and perform flood plain delineations and flood plain determinations.

Engineering Department
Chief County Engineer
4/16/09

**Jefferson County, West Virginia
Job Description**

8. Meet with developers, consultants, contractors and citizens to discuss ordinances and answer questions.
9. Provide staff support for all activities of the Property Safety Enforcement Agency, and the Building Code Board of Appeals including but not limited to maintaining all documentation, performing inspections, ensuring service of petitions/complaints, meetings with citizens, presenting evidence and testimony and overseeing contracted services.
10. Respond to and resolve public inquiries and complaints to ensure a high standard of customer service to employees of the county, elected officials, members of the public, governmental agencies, and others served by the Engineering Department.
11. Provides testimony in litigation involving Jefferson County's Engineering, Planning, and Zoning Departments.
12. Makes oral and written presentations to the County Commission, Planning Commission, Board of Zoning Appeals and other public and private groups; represents the department and the County with other government agencies.
13. Analyzes proposed legislation, regulations, and ordinances for their impact on the department and county operations and for their adherence to engineering principles.
14. Ensure the training, testing and certification by the International Code Council, the West Virginia State Fire Marshal's Office and other regulatory organizations of the department staff.
15. Determine future department resource needs, conduct research and provide budget estimates.
16. Work on process improvement with the staff to increase office efficiency.
17. Attend training courses, continuing education courses, professional society meetings and meetings on community related issues to meet requirements of the West Virginia Board of Registration for Professional Engineers, remain current on issues related to the department and the County and remain informed on legal, technical and administrative trends in civil engineering.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree with more than ten (10) years related work experience in the area of engineering and building construction; 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.

Engineering Department
Chief County Engineer
4/16/09

Jefferson County, West Virginia Job Description

Special Requirements:

West Virginia Professional Engineer License and Building Code Official and Building Inspector Certification (W.V. State Fire Marshall; WV State Code, Title 87-7), Certified Floodplain Manager (Association of Floodplain Managers) ,and a valid Motor Vehicle Operator's License

Knowledge, Abilities and Skill

Knowledge: Application of Civil Engineering principles, practices and theory, knowledge, understanding and administration of the International Building Codes, knowledge and understanding of building construction process and methods, understanding of the FEMA National Flood Insurance Program and rules, knowledge and understanding of heavy site construction process and methods.

Abilities: Ability to read and understand construction drawings and specifications. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the county as well as state regulatory authorities. Ability to establish and maintain a work reporting system and other related records.

Skill: Proficient written and oral communications skills, computer and technology skills, excellent management 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 Skills: Work requires some agility and physical strength, such as moving in, about construction sites, or over rough terrain, or standing or walking most of the work period.

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

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

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.

Leslie D. Smith

13.15

From: Jennifer Brockman [jbrockman@jeffersoncountywv.org]
Sent: Friday, September 11, 2009 3:27 PM
To: 'Leslie D. Smith'
Subject: September 24, 2009 agenda

Leslie,
Please add the following items to the 9/24/09 CC agenda:

- 1) Recommendation on the hiring of a Planner for the Department of Planning.
- 2) Recommendation for recognition of exceptional service
- 3) Request to advertise for Planning and Zoning Assistant/Office Manager position

I will send you detailed memos on items 1 and 2 under separate cover as they are personnel issues.
Thank you.
Jennie

Jennifer M. Brockman, AICP, Director
Jefferson County Department of Planning and Zoning
116 East Washington Street
Charles Town, WV 25414
Office: (304) 728-3228
Fax: (304) 728-8126

Handwritten signature

13

JEFFERSON COUNTY, WEST VIRGINIA
Department of Planning & Zoning
116 East Washington Street, 2nd Floor
P.O. Box 338
Charles Town, West Virginia 25414

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

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

MEMORANDUM

To: County Commission
From: Jennifer M. Brockman, AICP, Director, Planning and Zoning
Date: September 16, 2009
Re: Zoning Administrator Job Offer

Please take action to approve the hiring of Jennifer Snyder for the position of Zoning Administrator within the Department of Zoning with a starting salary of \$46,000 and a starting date effective immediately. It is further recommended that after a two-month probation period, the salary be permitted to be adjusted upward to \$48,000 without further action of the County Commission, based upon a satisfactory review. As you know Jennifer has been serving as our Acting Zoning Administrator for the last 10 months and I believe that this has served as the balance of a required probationary period.

The Department received 25 applications for this position and invited the five top candidates to take part in our interview process. Jennifer has a B.A. in Psychology and a Paralegal Certification that provides her with the analytical skills required to successfully administer our locally adopted Zoning Ordinance. Additionally, since her employment with Jefferson County nearly two years ago, she has shown a great deal of professionalism and has undertaken many tasks to expand her knowledge of planning and zoning theory and application. Her role as the Acting Zoning Administrator for the last 10 months has provided her with invaluable experience preparing her to meet the day to day demands of the Zoning Administrator position.

We are pleased to offer this job to Jennifer and respectfully request your endorsement of this job offer.

#14

JEFFERSON COUNTY, WEST VIRGINIA
Department of Planning & Zoning
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P.O. Box 338
Charles Town, West Virginia 25414

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

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

MEMORANDUM

To: County Commission
From: Jennifer M. Brockman, AICP, Director, Planning and Zoning
Date: September 16, 2009
Re: Request for Recognition of Exceptional Service

As you all know, the Planning and Zoning Departments have undergone a significant amount of turmoil and transition over the last few years. In particular, since the last permanent Planning Director left, the clerical staff has been asked to go above and beyond the call of duty, working well beyond their experience and job descriptions and have met these expectations without complaint and with minimal direction.

Therefore, I would like for the County Commission to take action to approve my recommendation of a one-time bonus for Jennilee Hartman, Christine Chalmers and Jennifer Snyder for the incredible work they did holding the Department together with essentially no professional staff for almost 6 months. My recommendation is that they each receive a flat \$3,000 bonus in recognition of this exceptional service to the County.

I currently have money available in my budgeted salary line items because the planner and zoning administrator positions are being filled after the beginning of the Fiscal Year.

I respectfully request your endorsement of this monetary recognition of their exceptional service to the County.

105

JEFFERSON COUNTY, WEST VIRGINIA
Department of Planning & Zoning
116 East Washington Street, 2nd Floor
P.O. Box 338
Charles Town, West Virginia 25414

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

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

MEMORANDUM

To: County Commission
From: Jennifer M. Brockman, AICP, Director, Planning and Zoning
Date: September 16, 2009
Re: Request to advertise for Office Manager/ Planning and Zoning Coordinator position

With the promotion of Jennifer Snyder to the Zoning Administrator position, this leaves open a critical position in the Departments that Jennifer used to fill. It is my understanding that this position changed title a number of times and was proposed to be changed in classification from a Grade Level III to a Grade Level IV. I am asking that you authorize me to advertise this position as an Office Manager/Planning and Zoning Coordinator with an anticipated starting salary in the range of \$35,000 (minimum salary range) - \$40,000 (minimum market range). I also need clarification as to whether this position is a salaried or an hourly position.

Please note that I continue to have considerable concern about the salary levels of the other clerical positions in the Departments of Planning and Zoning, including the position that we just filled, and am looking forward to some resolution of the salary equity issues that these positions face in the very near future.

COVERAGE COMPARISON
WEST VIRGINIA COUNTIES GROUP SELF-INSURANCE RISK POOL
VS.
CURRENT INSURANCE PROGRAM

The coverage comparison contained here in is based on the policy information as provided by other West Virginia counties. The actual coverage may vary depending on options selected. Nothing contained in the following alters or amends in any way the coverages as contained in the WVCoRP contract.

PROPERTY	CURRENT	WVCoRP	BEST COVERAGE
Buildings & Contents	\$ Per Schedule	\$ Per Schedule	
Valuation	Lesser of: 1. Scheduled Value 2. Cost of repair 3. Actual Cost Must be completed within two years or ACV applies.	Blanket/ Agreed Amount No Coinsurance	WVCoRP
Deductible	\$2,500	2,500	
Earthquake/Flood	Not Covered	Covered with \$25,000 deductible. Flood excludes Property in 100 Year Flood Plain	WVCoRP
Property in Transit	Covered	\$5,000,000	
Business Interruption /Extra Expense	Covered. Must be incurred in 1 st 12 months.	\$ 100,000, higher limits available.	
Demolition/ Increased Cost of Construction	\$ 1,000,000	\$ 10,000,000	WVCoRP
Fire Department Charge	\$500	Covered	WVCoRP
Newly Acquired Property	\$10,000,000	\$10,000,000	
Unscheduled Property	Not Covered	\$500,000	WVCoRP
Valuable Papers	Covered	\$ 1,000,000	
Debris Removal	Covered	\$10,000,000	
Pollutant Clean-up	\$10,000	\$250,000	WVCoRP
Vacancy	90 day limitation	No limitation	WVCoRP
Off Premises Power Failure	\$1,000,000	\$1,000,000	
Errors & Omissions	Excluded	Covered	WVCoRP

GENERAL LIABILITY	CURRENT	WVCoRP	BEST COVERAGE
Each Occurrence Limit	\$1,000,000	\$1,000,000	
General Aggregate	No Aggregate	No Aggregate	
Products/Completed Operations	Included No Aggregate	Included No Aggregate	
Personal Injury – Incl. In General Aggregate	\$1,000,000 No Aggregate	\$1,000,000 No Aggregate	
Fire Damage	\$100,000	\$100,000	
Deductible	\$2,500	No Deductible	WVCoRP
Policy Form	Occurrence	Occurrence	
Auditable	No	No	

LAW ENFORCEMENT LIABILITY	CURRENT	WVCoRP	BEST COVERAGE
Each Occurrence Limit	\$1,000,000	\$1,000,000	
General Aggregate	No Aggregate	No Aggregate	
Deductible	\$2,500	\$5,000	BRIM
Policy Form	Occurrence	Occurrence	
Auditable	No	No	

PUBLIC OFFICIALS LIABILITY	CURRENT	WVCoRP	BEST COVERAGE
Each Occurrence Limit	\$1,000,000	\$1,000,000	
Deductible	\$2,500	\$5,000	BRIM
Exclusions:			
Architects, Lawyers, Engineers	Excluded	Not Excluded	
Zoning	Not Excluded but damages must be sought.	Not Excluded but damages must be sought	
Eminent Domain	Not Excluded but damages must be sought.	Excluded but legal defense provided up to \$100,000	
Injunctive Relief	Excluded	Excluded but legal defense provided up to \$100,000	WVCoRP
No specific or general damages	Excluded	Not Excluded	WVCoRP

AUTOMOBILE	CURRENT	WVCoRP	BEST COVERAGE
Bodily Injury	\$1,000,000 Combined Single Limit (CSL)	\$1,000,000 Combined Single Limit (CSL)	
Property Damage	Included in CSL	Included in CSL	
Medical Payments	Not Covered	\$2,000	WVCoRP
Uninsured/Underinsured Motorist	\$1,000,000	\$1,000,000	

Umbrella			
Each Occurrence	Not Available	Up to \$5,000,000 available	WVCoRP
Policy Form	N/A	Occurrence	
Auditable	N/A	No	
Deductible	N/A	None	

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ENDORSEMENT # 13

This endorsement, effective 12:01 A.M. July 1, 2008 forms a part of

Policy No. RMGL 972-30-74

issued by National Union Fire Insurance Company of Pittsburgh, PA

EXCLUSION OF CLAIMS SEEKING NON-SPECIFIC OR GENERAL DEMANDS

This endorsement modifies insurance provided under the following:

WEST VIRGINIA COMPREHENSIVE LIABILITY COVERAGE FORM

Section I - Coverages, Coverage A, B, C, D, & E, 2. Exclusions are amended to add:

No insurance coverage exists for any and all claims, demands or actions unless the specific demand for relief seeks compensatory or punitive damages (to the extent such punitive damages are allowed under existing law). Non-specific or general demands for judgment or relief, such as "for any other such relief as the court deems just and proper" and other similar types of demands, do not create a duty to either defend or pay under the terms and conditions of this policy.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ENDORSEMENT # 11

This endorsement, effective 12:01 A.M. July 1, 2008 forms a part of

Policy No. RMGL 972-30-74

issued by National Union Fire Insurance Company of Pittsburgh, PA

EXCLUSION OF NON-PECUNIARY RELIEF CLAIMS

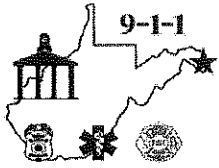
This endorsement modifies insurance provided under the following:

WEST VIRGINIA COMPREHENSIVE LIABILITY COVERAGE FORM

Section I - Coverages, Coverage A, B, C, D, & E, 2. Exclusions are amended to add:

No insurance coverage exists for any and all claims, demands or actions seeking relief in any non-pecuniary form, including but not limited to injunctions, equitable relief, and declaratory judgments, and to any claims, demands, or actions seeking relief in the form of attorney's fees, expenses, or other costs against the insured made in conjunction with, or as a result of, any claim for non-pecuniary relief.

#17



Jefferson County Emergency Communications DEPARTMENTAL MEMORANDUM

TO: The County Commission of Jefferson County
Leslie Smith, County Administrator

FROM: Jeffrey Polczynski, ENP – Director of Communications

DATE: September 16, 2009

SUBJECT: Request Appointment – Mr. Adam Watson – Part-Time Public Safety Dispatcher

The purpose of this memorandum is to request the approval to employ Mr. Adam Watson as a Part-Time Public Safety Dispatcher.

The County Commission of Jefferson County approved Mr. Watson as an entry-level part-time public safety dispatcher on May 13, 2004. In September 2004, Mr. Watson became a full-time employee when a FTE position became available. He remained as a full-time employee until 2006 when he tendered his resignation, accepting a position as a police officer with the City of Ranson.

After being with the City of Ranson for several years, Mr. Watson has expressed interest in re-joining the communications staff as a part-time employee. He currently is a volunteer firefighter with Independent Fire Company, a full-time law enforcement officer, and a previous fully trained public safety dispatcher. His experience and knowledge of the fire service, previous experience as a PSD, knowledge of local geography, and his anticipated quick training should be an asset to the communications center.

Within the past six months, the Emergency Communications Center received resignations from two part-time staff members who were unable to commit the time and energy to the Jefferson County Emergency Communications Center. Coupled with the current three FTE openings that staff is working to fill, and the anticipated quick training that Mr. Watson likely will achieve, this appointment is timely in that it will help fill numerous hours of overtime that the Emergency Communications Center faces.

With the approval of the Commission, part-time employment will be effective for September 24, 2009.

Please do not hesitate to contact me for further questions.

Respectfully Submitted,

Jeffrey Polczynski, ENP
Director of Communications

Digitally signed by Jeffrey A. Polczynski, ENP
DN: cn=Jeffrey A. Polczynski, ENP, o=Jefferson County
Commission, ou=Jefferson County Emergency
Communications, email=jpolczynski@jeffersoncountywv.
org, c=US
Date: 2009.09.16 14:59:58 -04'00'



#18

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

RECEIVED

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

Stuart T. Stickel, CPA
Deputy Chief Inspector

September 8, 2009

SEP 14 2009

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

Jefferson County Commission

We are pleased to confirm our understanding of the services we are to provide the Jefferson County Commission for the fiscal year ended June 30, 2009. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the Jefferson County Commission's basic financial statements, as of and for the year ended June 30, 2009. Also, the document we submit to you will include the following additional information that will be subjected to the auditing procedures applied in our audit of the financial statements.

1. Management's discussion and analysis (if applicable).
2. Schedule of expenditures of federal awards.
3. GASE required supplementary pension information (if applicable).
4. Combining statements and supporting schedules (if applicable).

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the audit committee, management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. If our opinion on the financial statements or the Single Audit compliance opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for establishing and maintaining internal control and for compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles, and that federal award programs are managed in compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, including the schedule of expenditures of federal awards, but the responsibility for the financial statements remains with you. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting and compliance, the selection and application of accounting principles, and the safeguarding of assets. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving: (a) management, (b) employees who have significant roles in internal control and, (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on August 31, 2009.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. As required by the Single Audit Act Amendments of 1996 and OMB Circular A-133, our audit will include tests of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors are limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Controls

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinions on the Jefferson County Commission's financial statements and on its compliance with requirements applicable to major programs.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls relative to the financial statements are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion of those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. We will also inform you of any nonreportable conditions or other matters involving internal control, if any, as required by *Government Auditing Standards* and OMB Circular A-133.

Audit Procedures – Compliance

Our audit will be conducted in accordance with the standards referred to in the section titled Audit Objectives. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Jefferson County Commission's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of the applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Jefferson County Commission's major programs. The purpose of those procedures will be to express an opinion on the Jefferson County Commission's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any invoices selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of an original report to the Jefferson County Commission; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement is the property of the West Virginia State Auditor's Office and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. General Accounting Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of the West Virginia State Auditor's Office personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. *Government Auditing Standards* require we provide our most recent external peer review report and any letter of comment to any parties with which we contract with for audit or attestation services. A copy of our most recent external peer review report is available at our website (www.wvsao.gov/cid/cid.asp) or can be obtained by contacting our office.

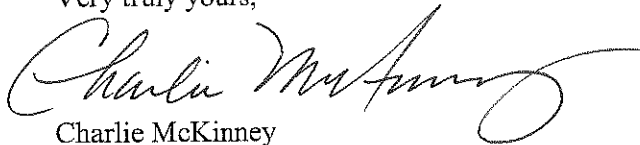
The audit documentation for this engagement will be retained for a minimum of three years after the date the auditors' report is issued or for any additional period requested by certain federal agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Our auditor, Salli Martin, has been assigned to conduct your audit and expects to begin the engagement on approximately August 31, 2009. To enable the auditor to work more efficiently, we would appreciate it if you would provide her with suitable office space that is quiet and has access to a telephone. Our fee for these services will be \$29,830 for the audit. There will be an additional charge if any reconstruction work is required. Our invoices for these fees will be rendered periodically as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during your audit. If significant additional time is necessary, we will discuss it with you and arrive at a new contract price before we incur the additional costs.

Jefferson County Commission
September 8, 2009
Page Six

We appreciate the opportunity to be of service to the Jefferson County Commission and believe this letter accurately summarized the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Charlie McKinney
Assistant Chief Inspector
Chief Inspector's Division
West Virginia State Auditor's Office

RESPONSE:

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

By: _____

Title: _____

Date: _____

No.101

#19

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: Leslie Smith
FROM: F. Mark Schiavone *FMS*
DATE: Thursday, September 17, 2009
SUBJECT: Request for agenda item – new business – Budget Revision 004 to General Fund

Leslie,

Please place this on the agenda for the Thursday 24 September 2009 Regular Session. Proposed budget revision 004 to the General Fund is as a result of actions by the County Commission on Thursday 10 September 2009. During that Regular Session they approved a Full Time temporary hire at the Circuit Clerk's office, as well as some increases to other non-salary/wage lines. They also approved a hire at the Communication Center. I will submit copies of the paperwork as soon as Sally Gran and I have a chance to calculate the benefits component.

I am recommending that the funding necessary for the expenditure increases come from the Commission's contingency line: 001-401-05-568-000-GG-000. The current approved budget for that line is \$1,892,317 of which \$1,000,000 was set aside for contingencies and another \$500,000 set aside for any adjustments to salaries, wages, and/or benefits. Considering those amounts leaves \$392,000 for situations such as this. As of today, \$62,000 has been expended, mainly in funding VLT-supported organizations. Thus the total available funds for adjustments stands at \$330,000.

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SEP 17 2009

Jefferson County Commission

MEMO —

20

To: Leslie Smith

From: Frances Morgan

Date: 9/17/09

Re: Agenda for Week of 9/24/09

Please post the following items:

1. Atty. Hammer - discuss scope of representation going forward

#35

**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 (land line only) 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

Information

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, **October 1, 2009**, or as soon thereafter as the Commission may decide:

Sheriff's Civil Service Commission - One 4 year term ending September 29, 2013

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.

SHERIFF'S CIVIL SERVICE COMMISSION

James B. Crawford, III
P.O. Box 711
Charles Town, WV 25414
w: 725-3426 / h: 725-8929
4 years 09/29/2009
Appointed by: Bar Association

Frank Rosario
518 Morison Street
Charles Town, WV 25414
728-7241
4 years 09/29/2009
Appointed by: County Commission

Ginger Burcker
954 Maplewood Court
Harpers Ferry, WV 25425
h: 725-9773
4 years 09/29/2011
Appointed by: Deputy Sheriff's Association

September 11, 2009

RECEIVED

SEP 11 2009

JEFFERSON COUNTY COMMISSION

Leslie D. Smith
County Administrator
The County Commission of Jefferson County
124 East Washington Street
Charles Town, WV 25414

Dear Ms. Smith:

Thank you for your letter dated September 2, 2009 in reference to my term expiring with the Sheriff's Civil Service Commission.

Yes, I am interested in being considered for another term.

Sincerely,



Frank Rosario
518 Morison Street
Charles Town, WV 25414-1143

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, October 8, 2009, or as soon thereafter as the Commission may decide:

Eastern Panhandle Transit Authority - One unexpired term ending January 31, 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.

EASTERN PANHANDLE TRANSIT AUTHORITY BOARD OF DIRECTORS

Fred Blackmer
191 Wild Hare Road
Harpers Ferry, WV 25425
h: 725-6754
3 years 1/31/2012

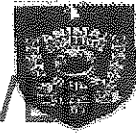
Resigned 8/21/09

Eugene D. Pearson
John Rissler Road
P.O. Box 1005
Charles Town, WV 25414
304-725-1746
3 years 1/31/2012

George Rutherford
P.O. Box 411
Ranson, WV 25438
725-9610 gruther1@msn.com
3 years 1/31/2012



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



RECEIVED

August 2009 Activity Report

SEP 11 2009

<u>Dogs Picked Up</u>	
County	20
Charles Town	1
Shepherdstown	0
Ranson	4
Harpers Ferry/Bolivar	0
Dogs Brought In	7
Misc	10
TOTAL	50

<u>Animal Bites Investigated</u>	
County	16
Charles Town	2
Shepherdstown	0
Ranson	0
Harpers Ferry/Bolivar	0
Cat Bites	4
Miscellaneous	2
TOTAL ANIMAL BITES	24

<u>Complaints Answered</u>	
County	41
Charles Town	5
Shepherdstown	0
Ranson	8
Harpers Ferry/Bolivar	1
TOTAL	55

<u>Check Welfare Complaints Answered</u>	
County	19
Charles Town	2
Shepherdstown	0
Ranson	5
Harpers Ferry/Bolivar	0
TOTAL	25

<u>Wildlife Complaints Investigated</u>	
County	9
Charles town	2
Shepherdstown	0
Ranson	4
Harpers Ferry/ Bolivar	1
Rabies Test Positive or Not Testable	2
Rabies Test Negative	5
TOTAL WILDLIFE COMPLAINTS	16

<u>Aggressive Dog Complaints</u>	
County	10
Charles Town	1
Shepherdstown	0
Ranson	2
Harpers Ferry/Bolivar	0
TOTAL	13

<u>Disposition Report</u>	
Return To Owner	14
Adopted	1
Euthanized	13
Rescued	8
Foster Care	0
Still here	10
Dec	4
TOTAL	50
Citations/Summons/Warrants Issued	0
Warning Citations Issued	6

<u>Money Collection Report</u>	
Impound/R.T.O /with Boarding	255
Adoptions	40
Owner Surrender	110
Donations	
Report Fees	
Reimbursement of vet bill	
Misc	
TOTAL	405

<u>ACO COMPLAINT RESPONSE</u>			
Unit #	Responses	O/C Respon	Total Respons
AC-1	30	0	30
AC-2	19	5	24
AC-3	38	1	39
AC-4	39	1	40

2008-Total Complaints Answer:1380
 2009-Total Calls for the Month: 133
 2009-Total Calls for the Month:1045

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	Earth	ACO #
8/1/2009	08-0919	47328	OS Brought In	115 Northwinds Drive	09-0218	G. Shep-Mix	Black/Tan	Male	B-6				Euth	AC-2
8/2/2009	08-0922	47329	County	Rt 51 Albana Farm Rd	09-0219	Hound Mix	Tan/White	Female	B-7	RTO				AC-2
8/7/2009	08-0926	47330	Fox Glen	65 Bugle Lane		Opossum	Brown	U	R Test				Dec	AC-3
8/4/2009	09-0928	47331	County	196 Jakob Lederer Lane	09-0220	Shepherd Mix	Tan/Black	M	B-7	Still	Here			AC-4
8/4/2009	09-0931	47332	County	226 Gibsontown Road	09-0221	Amer. Bulldog	Brown/White	M	B-8			Rescue		AC-4
8/5/2009	09-0933	47333	OS Brought In	D/O 517 E. 12th Ave.	09-0222	Lab Mix	Black	F-S	B-9			Rescue		AC-1
8/5/2009	09-0933	47334	OS Brought In	D/O 517 E. 12th Ave.	09-0223	Rottweiler Mix	Black/Tan	M-N	B-9			Rescue		AC-1
8/5/2009	09-0935	47335	Charles Town	2985 Kabeltown Rd		Baby Deer	Tan	F	fzr				Euth	AC-3
8/5/2009	09-0932	47336	County	Rt. 480/Morgan Gv Pk		Akita	Tan	F	fzr				Dec	AC-2
8/6/2009	09-0943	47338	County	Poor Farm Road	09-0224	Collie Mix	Black/Tan	F	A-7			Rescue		AC-2
8/6/2009	09-0944	47339	Ranson	220 E. 10th Ave.		DSH Cat	Black	Male	Fzr				Euth	AC-2
8/7/2009	09-0948	47340	brought in Stray	Old Leetown RD./Rt.115		Beagle	Tri Color	Male	A-2			Rescue		AC-1
8/9/2009	09-0961	47341	County	149 Cameron Run	09-0225	Hound X	Bm/Wht	Female	B-10	RTO				AC-3
8/9/2009	09-0959	47342	County	31 Morningside Dr	09-0226	Coonhound	Blk/Tan	Female	A-3	RTO				AC-3
8/10/2009	09-0962	47343	OS Brought In	Drop Off	09-0227	Sharpei	White	Male	A-5				Euth	AC-3
8/12/2009	09-0968	47344	County	290 John Rissler Rd		DLH Cat	Grey/White	Unknown	Fzr				Euth	AC-3
8/12/2009	09-0971	47345	County	Alexis Drive		Pit Bull	White/Brown	Female	A-5				Euth	AC-1
8/12/2009	09-0972	47346	County	1123 Bloemery Road	09-0228	Pit Bull	Brindle	Female	B-2	RTO				AC-4
8/13/2009	09-0980	47347	County	John Rissler Rd./Fy La	09-0229	Hound Mix	Blk/Tan	Male	B-10	Still	Here			AC-1
8/13/2009	09-0981	47348	County	Shen Junct. Rd/Fourth	09-0230	G. Shepherd	Blk/Tan	Male	A-3	RTO				AC-1
8/13/2009	09-0981	47349	County	Shen Junct. Rd/Fourth	09-0231	G. Shepherd	Blk/Tan	Female	A-4	RTO				AC-1
8/13/2009	09-0982	47350	County	Mission Road Gate 1	09-0232	Lab Mixed	Blonde	Female	A-5	Still	Here			AC-1
8/14/2009	09-0983	47351	County	Wiltshire Road	09-0233	Pit Bull	Brindle/White	Female	B-2				Euth	AC-4

8/16/2009	09-0990	47352	Ranson	202 E. 10th Ave.	09-0224	Poodle Mix	Brindle	Female	A-2	RTO				AC-4
8/16/2009	09-0988	47353	County	617 Millville Rd	09-0225	Border Coll. X	Black/White	Male	A-6	Still	Here			AC-4
8/16/2009	09-0991	47354	County	630 Box Factory Rd.	09-0226	Pit Bull	Brown	Male-N	A-11			Euth		AC-4
8/16/2009	09-0994	47355	Ranson	317 N. Mildred St.	09-0227	Pit Bull Mix	Brindle	Female	C-1			Rescue		AC-4
8/17/2009	09-0995	47356	County	164 Shen,Mini Homes	09-0228	Mixed	Blk/Tan	Female	A-2			Rescue		AC-1
8/17/2009	09-0997	47357	County	46 Brighton Place	09-0229	Cocker Spaniel	Bluff	Male/N	A-3	RTO				AC-2
8/19/2009	09-1002	47358	Ranson	114 Ranson Estate Cir		Fox			Fr			DEC		AC-1
8/19/2009	09-1003	47359	Ranson	6 th Ave/Fairfax Blvd		Pit Bull Mix	Black	Male	A-4	RTO				AC-1
8/19/2009	09-1007	47363	County	Hummingbird Lane		Pit Bull	Brown/White	Male	B-6			Euth		AC-1
8/21/2009	09-1010	47364	Harpers Ferry	Glimore/Filmore St.		Ground Hog						DEC		AC-1
8/21/2009	09-1011	47365	County	Rt. 340 South near C/T	09-0230	Pit Bull	Black/White	Male-N	B-5		Adopted			AC-4
8/21/2009	09-1012	47366	Shannondale	89 Compone Road	09-0231	Lab Mix	Brown	Male-N	B-7	RTO				AC-4
8/21/2009	09-1012	47367	Shannondale	89 Compone Road	09-0232	Lab Mix	Black/Tan	Male-N	B-7	RTO				AC-4
8/22/2009	09-1014	47368	Charles Town	Augustine Ave		Goose	Black/Gray	Female				Rescue		AC-2
8/23/2009	09-1018	47369	County	2078 Chestnut Hill Road	09-0233	Lab Mix	Black	Male	B-1	RTO				AC-2
8/23/2009	09-1018	47370	County	2078 Chestnut Hill Road	09-0234	Husky/Mala	White	Male	B-3	RTO				AC-2
8/23/2009	09-1013	47371	County	84 Walnut Knoll Lane		Pit Mix	Brown	Male	B-10			Euth		AC-2
8/23/2009	09-1019	47372	Ranson	1026 N Mildred Street		DSH Kitten	Black	Male	Freez			Euth		AC-2
8/23/2009	09-1022	47373	County	776 Shepherdstown Pk		DSH Cat	Grey/White		Freez			Euth		AC-2
8/26/2009	09-1024	47374	Charles Town	Augustine Ave	09-0235	Rotti	Blk/Tan	Male	B-3	Still	Here			AC-3
8/27/2009	09-1032	47375	County	221 N. Fairfax	09-0236	Puppy	Brown	Female	F-str	Still	Here			AC-1
8/27/2009	09-1037	47376	Ranson	611 N. Preston Street	09-0237	Husky Mix	Blk/Whi		B-1	Still	Here			AC-4
8/29/2009	09-1041	47377	County	Rt. 9	09-0239	American Bulld	White/Brindle	Male/N	B-7	RTO				AC-3
8/29/2009	09-1042	47378	County	32 Ridge Road		DLH Cat	Grey/White		Freez			Euth		AC-3
8/31/2009	09-1046	47379	County	Morgan Grove Park		Lab Mix	Black	Male	Foster	Still	Here			AC-2
8/31/2009	09-1046	47380	County	Morgan Grove Park		Shep Mix	Black	Female	Foster	Still	Here			AC-2
8/31/2009	09-1050	47381	Wide River Farm	249 Wide River Farm Dr	09-0240	Labrador	Chocolate	Female	B-7	Still	Here			AC-4

Jefferson County Health Department

ROBERT E. JONES, M.D.
HEALTH OFFICER

Animals sent to the WV OLS Rabies Lab



1048 WILTSHIRE ROAD, SUITE 1
KEARNEYSVILLE, WV 26430
ENVIRONMENTAL: (304) 728-6416
FAX: (304) 728-3314
MEDICAL: (304) 728-8416
FAX: (304) 728-3319

August 3	Cat	Negative
August 4	Cat	Not tested- brain too decomposed
August 4	Opossum	Negative
August 10	Dog	Not tested- brain too decomposed
August 18	Cat	Negative
August 19	Bat	Negative
August 31	Cat	Negative

August 19

August 19

NICK J. RAHALL II
3RD DISTRICT, WEST VIRGINIA

COMMITTEE ON NATURAL RESOURCES
CHAIRMAN

COMMITTEE ON TRANSPORTATION
AND INFRASTRUCTURE
VICE-CHAIRMAN

Email: nrahall@mail.house.gov
Internet: http://www.house.gov/rahall

Congress of the United States
House of Representatives
Washington, DC 20515-4803

September 10, 2009

2307 RAYBURN BUILDING, WASHINGTON, DC 20515-4803
(202) 225-3452

301 PRINCE ST., BECKLEY, WV 25801-4698
(304) 252-5000

845 FIFTH AVE., ROOM 152
HUNTINGTON, WV 25701-2086
(304) 522-NICK

601 FEDERAL ST., ROOM 1005
BLUEFIELD, WV 24701-3033
(304) 325-6222

220 DINGESS ST.
LOGAN, WV 25601
(304) 752-4934

29
RECEIVED

SEP 14 2009

Jefferson County Commission

The Honorable Dale Manuel
President, Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Dear Dale:

Thank you for inviting me to attend the grand opening festivities, celebrating the founding of the NAACP and the sesquicentennial of John Brown's historic raid at Harper's Ferry on October 16, 2009. Due to my prior engagements, I regret that I am unable to join you at this event.

Your commitment to promoting the history of Harper's Ferry National Park deserves to be recognized, as it has been the foundation for many important events in our country.

With warm regards, I am

Sincerely,


NICK J. RAHALL, II
Member of Congress

NJR/ke

September 10, 2009

League of Women Voters
of Jefferson County
P.O. Box 1393
Shepherdstown, WV 25443

RECEIVED

Arnold Dailey, Jr.
President
Jefferson Co. Planning Commission
P.O. Box 358
Charles Town, WV 25414

SEP 14 2009

Jefferson County Commission

Re: Educational Forum for Zoning Referendum

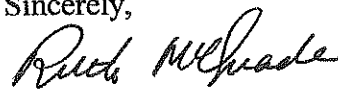
Dear President Dailey:

I am writing on behalf of the League of Women Voters of Jefferson County. We are planning an educational forum prior to the zoning referendum. Our aim is to provide information in a non-partisan, non-biased fashion to the electorate so that they can make an informed vote for or against the zoning ordinance in the upcoming referendum in November. The forum is scheduled to take place on Tuesday, October 20, 2009 at 7:00 p.m, at Jefferson High School.

Our current plan is to provide a forum which will allow both maximum participation by the audience, as well as provide accurate information regarding the differences in the existing and proposed ordinances. In the first part of our program we will have break-out sessions on four or five key substantive areas addressed by the ordinances. These break-out sessions will be moderated by members of the League, or other volunteers selected by the League. Additionally, various persons from the community (ie. resource persons), who have expertise in the various subject matter areas will be available to answer questions during these sessions. During these break-out sessions, the participants will be expected to identify three questions within that subject matter about which they would like addressed. We will then reconvene in the auditorium and address these questions. Jennifer Brockman of your staff has graciously agreed to participate in this wrap-up session, where she can answer or clarify the questions that have been raised during the break-out sessions.

Ann Coulter and I are the chairpersons for this event. If you have any questions or suggestions on this event, please feel free to call us. I can be reached at: 304-876-6619. Ann can be reached at 304-876-3158.

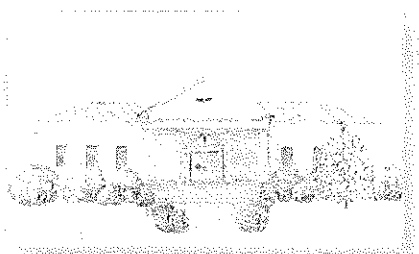
Sincerely,



Ruth A. McQuade

cc: Dale Manuel
President, County Commission

31



RECEIVED

SEP 10 2009

Friday, September 4th, 2009

Jefferson County Commission

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

On behalf of the board of directors and staff of the Old Charles Town Library, Inc., I want to thank you and your fellow commissioners for your continued support of our library and museum

The funds that you have allocated to us will help us to continue to provide a quality library and museum for the citizens of Jefferson County. In addition, we will use those funds to complete some much needed building repairs.

We are just completing the second phase of the library's HVAC system improvement plan that was begun in 2008. This phase provided an HVAC system control upgrade. When the installation is complete the library's outdated pneumatic control system will be replaced by a new automatic electric system. This upgrade will enhance the efficiency of our HVAC system and will provide a more comfortable year round environment for our library patrons. We also anticipate that the upgrade will result in a reduction of our energy usage. The final phase of our HVAC system update, planned for 2010, calls for the installation of energy-efficient duct work and lighting on both floors of the library.

We are deeply grateful for your continued support of our efforts to provide a first class library and museum for our patrons. We look forward to continuing to work with you. Please feel free to visit both the library and the museum at any time. If you have any questions or need further information, please call Doug Perks, the library director, at 304-725-2208.

Sincerely,

James L Glymph, President

*OLD CHARLES TOWN LIBRARY, INC.
200 East Washington Street, Charles Town, West Virginia 25414
304-725-2208*



32
RECEIVED

STATE OF WEST VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS
AND PUBLIC SAFETY
DIVISION OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT
Building 1, Room EB-80
1900 Kanawha Blvd., East
Charleston, West Virginia 25305-0360
Telephone: (304) 558-5380 Fax: (304) 344-4538

SEP 10 2009

Jefferson County Commission
JIMMY J. GIANATO
DIRECTOR

JOE MANCHIN III
GOVERNOR

JAMES W. SPEARS
CABINET SECRETARY

September 3, 2009

Mr. Dale Manuel
President County Commission
100 E. Washington Street
Charles Town, WV 25414

Dear Commissioner Manuel:

The West Virginia Division of Homeland Security and Emergency Management, Mitigation Section is pleased to announce the availability of FY-2010 funding for the following grant programs:

Flood Mitigation Assistance Program (FMA) Allocation: \$366,500

The FMA program is designed to reduce the number of repetitive loss structures for any applicant that has an approved Repetitive Loss Strategy in their Mitigation Plan. This program requires the property owner maintain flood insurance.

Severe Repetitive Loss Program (SRL) Unexpended 2009 Allocation: \$774,000

The SRL program is designed to reduce the number of severe repetitive loss structures for any applicant that has an approved Repetitive Loss Strategy in their Mitigation Plan. This program requires the property owner maintain flood insurance and the property be listed on the Federal Severe Repetitive Loss List.

Repetitive Flood Claims Program (RFC) Allocation: \$10 Million competitive nationally

The RFC program is designed to reduce the number of repetitive flood loss structures for any applicant that has an approved Repetitive Loss Strategy in their Mitigation Plan. This program requires the property owner maintain flood insurance and at least 50% of the properties in the application be listed on the Federal Repetitive Loss List.

Pre-Disaster Mitigation Grant Program (PDM) Allocation: \$500,000

The PDM program is designed to address mitigation efforts that the funding from other sources may not be sufficient to cover. It is a yearly Congressional allocation. The applicant is required to have an approved Mitigation Plan. Flood insurance is not a requirement for this program.

The application deadlines for these programs are on or before November 15, 2009. You are encouraged to submit before that deadline to allow for correction of the application making your application as complete as possible.

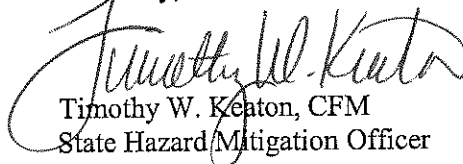
Hazard Mitigation Grant Program (HMGP) Allocation (Approximately) 5 – 6 Million

Funding for this program is derived from federally declared disasters that occur in the state. It is limited to a percentage of the cost of the disaster. The 2010 source for this funding is FEMA-1838-DR-WV. Funding is available statewide with an application deadline of February 15, 2010. Again, you are encouraged to submit applications to this office as early as possible to facilitate making your application as complete as possible. Flood insurance is not a requirement for this program.

Federal law mandates that public participation in all these programs be documented. To comply with this mandate, a public meeting must be held. To have our staff assist you in providing this meeting, please call (304) 957-2572 to schedule and assign a project officer for your community.

If you should have any questions, please do not hesitate to contact our office at (304) 957-2572.

Sincerely,



Timothy W. Keaton, CFM
State Hazard Mitigation Officer

cc: County OES Directors

#33



West Virginia Housing
Development Fund

RECEIVED

September 8, 2009

SEP 11 2009

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

Jefferson County Commission

RE: Neighborhood Housing and Economic
Stabilization Program

Dear Commissioner Manuel:

I am honored to provide you with a copy of the Request for Proposal for funds under the Neighborhood Housing and Economic Stabilization Program passed by the Legislature this spring. This publication has been sent to nonprofit organizations all across West Virginia, and we will begin funding worthwhile proposals as soon as possible.

This program represents a unique opportunity to redevelop low-income minority neighborhoods, and the Housing Development Fund pledges to make this effort efficient and effective in the target areas across West Virginia.

If you have any questions, please feel free to contact me.

Very truly yours,

WEST VIRGINIA HOUSING DEVELOPMENT FUND

Joe W. Hatfield
Executive Director

JWH:ldg

Attachments



NEIGHBORHOOD HOUSING AND ECONOMIC STABILIZATION PROGRAM

REQUEST FOR PROPOSALS NHESP RFP No. 2009-01

September 5, 2009





Neighborhood Housing and Economic Stabilization Program

Request for Proposals NHESP RFP No. 2009-01

The West Virginia Housing Development Fund (WVHDF) is seeking proposals from local and community-based West Virginia nonprofit organizations with the qualifications and capacity to develop affordable housing programs and job training programs for low-income persons in low-income, minority neighborhoods through the Neighborhood Housing and Economic Stabilization Program (NHESP).

The WVHDF is prepared to reserve up to **\$2,400,000** in financial assistance through the NHESP to promote the development of affordable housing programs and job training programs under this Request for Proposals (RFP). The amount of financial assistance that will be allocated to affordable housing programs and job training programs under this RFP will be limited only by availability of NHESP funds.

Housing units assisted under the NHESP shall comply with the applicable federal, State and local codes and ordinances.

Eligible Applicants

Eligible applicants include public or private nonprofit agencies or organizations (including a consortium of such agencies and organizations with a designated lead applicant), including community-based organizations; faith-based organizations; community action agencies; community development corporations; or any other public or private nonprofit entities that provide education and employment training opportunities and housing assistance. All applicants must be organized under the laws of the State of West Virginia and have the staff and capacity to develop and implement affordable housing programs and operate a job training program.

Eligible Programs and Activities

Eligible housing programs and activities include, but are not limited to the acquisition and rehabilitation of existing single-family dwelling units, the acquisition of building lots and the construction of new single-family dwelling units, the acquisition and rehab of existing rental housing units to provide permanent housing, and the new construction of rental housing to provide permanent housing; downpayment and closing cost assistance programs; and other affordable mortgage initiatives that meet the needs of the community's low-income persons and households.

Eligible job training programs and activities include, but are not limited to work experience and skills training (coordinated, to the maximum extent feasible, with pre-apprenticeship and registered apprenticeship programs) in housing rehabilitation and construction activities; supervision and training for participants in the rehabilitation or construction of housing, including residential housing for homeless individuals or low-income families, or transitional housing for homeless individuals; supervision and training for participants in the rehabilitation or construction of community and other public facilities. The job training programs should be targeted to the low-income residents of the community.

The applicant may propose other housing programs and activities and other job training programs and activities for consideration provided that the same are consistent with the provisions of the NHESP legislation at §31-15-6c of the Code of West Virginia.

Eligible Neighborhoods

The WVHDF will accept Preliminary NHESP Applications for affordable housing programs and job training programs located in eligible low-income, minority neighborhoods throughout the State of West Virginia. A low-income, minority neighborhood is defined as either (1) a Census tract in which twenty percent (20%) or more of the population is minority and forty percent (40%) or more of the population has an income that does not exceed 80 percent (80%) of the area median income, or (2) a Census tract in which fifteen percent (15%) or more of the population is minority and fifty percent (50%) or more of the population has an income that does not exceed 80 percent (80%) of the area median income.

Type of Assistance

The financial assistance for eligible affordable housing programs and job training programs under this RFP will be made in the form of direct loans and deferred payment loans. All loans will be secured by a first or second lien on the real property acquired through the project, as well as a pledge of any and all proceeds or revenues from any contracts or activities that may generate revenues in conjunction with the program. The rates and terms of the loans shall be determined on a project-by-project basis. The repayment terms of the loans may be subject to modification based upon the performance of the applicant.

The applicant must complete the affordable housing programs and job training programs financed under this RFP within 24 months of the execution of the loan agreements and other closing documents. Extensions of the completion date shall be subject to the approval of the WVHDF.

Administrative Costs

An applicant that receives financial assistance under the NHESP to carry out a project or program may not use more than 15 percent (15%) of the amount of the NHESP financial assistance to pay administrative costs associated with the program or project. Administrative costs can include both direct and indirect costs. Administrative costs do not need to be identified separately from program costs on the Preliminary NHESP Application. However, they should be discussed in the project abstract. To claim any administrative costs that are also indirect costs, the applicant must obtain approval of an indirect cost rate plan.

General Instructions

Eligible applicants that are interested in responding to this RFP must complete and submit one (1) original and two (2) hard copies of the Preliminary NHESP Proposal and the required attachments for each project. Each Preliminary NHESP Proposal must include the following attachments (1) written, established guidelines to promote investment from within and outside the community in which the neighborhood is located; (2) copies of commitment letters/applications from other funding sources; and (3) Census Tract Map(s) and Neighborhood Map.

Acceptance of the Proposal by the WVHDF does not guarantee any funding.

Eligible applicants that are notified of the acceptance of their Preliminary NHESP Proposal must complete and submit one (1) original and two (2) hard copies of the Final NHESP Proposal and the required attachments.

The Preliminary NHESP Proposal, Final NHESP Proposal forms, Census Tract Information as well as other documents and information will be available for print at www.wvhdf.com.

Review and Evaluation Process

Preliminary NHESP Proposals will be reviewed for compliance with the objectives of the NHESP legislation at §31-15-6c of the Code of West Virginia and the terms of the RFP. Principal factors that will be considered in the evaluation of housing program component include site control, commitment of other funding sources, number of assisted units, and cost per unit. Principal factors that will be considered in the evaluation of job training program component include number of participants, relationship of the job training programs to the housing programs, and capacity of the applicant to undertake and coordinate job training programs and activities. Projects that are determined to comply with both NHESP legislation and the RFP will be issued a Preliminary Acceptance and Reservation of Funds Letter within thirty (30) days of the receipt of the Preliminary Proposal.

The Final NHESP Proposal will be evaluated according to the respective evaluation criteria for housing projects and job training programs by multiple reviewers and assigned a minimum average score. The project score will be the primary method of evaluating each proposal; however, it will not be the sole criterion for the final decision.

The WVHDF, at its sole discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this RFP at any time and take any action that is in the best interest of the WVHDF.

Submission Period

The WVHDF will accept and review complete Preliminary NHESP Proposals submitted on or after **September 5, 2009**, the issuance date of this RFP. **The submission period will remain open until all the funds available under this RFP have been reserved for eligible projects.** Preliminary proposals and final proposals will be reviewed on an ongoing basis until all funds available under this RFP have been reserved for eligible projects.

Completed Preliminary NHESP Proposals should be mailed or delivered to:

Robert F. Cary
HOME Program Manager
West Virginia Housing Development Fund
814 Virginia Street, East
Charleston, WV 25301

Information on the NHESP is available at the West Virginia Housing Development Housing Development Fund, NHESP Program website at: www.wvhdf.com. Applicants should carefully review the NHESP Program Guidelines prior to submitting a Preliminary NHESP Proposal. Guidelines and answers to questions that may arise in completing the proposal are available by contacting Robert Cary or Howard Tyree at 1-800-933-9843, or at bobcary@wvhdf.com or htyree@wvhdf.com.

Neighborhood Housing and Economic Stabilization Program (NHESP)

Program Description

Local housing initiatives and job training programs offer a unique opportunity to revitalize and stimulate economic development in low-income neighborhoods with high minority populations, which have high levels of unemployment and include a large number of distressed properties. Neighborhood revitalization and recovery programs operated by locally-based or community-based not-for-profit entities can address neighborhood affordable housing needs; provide funding for education, employment and on-site work experience for disadvantaged young people; and attract new businesses and promote investment in the community. The Neighborhood Housing and Economic Stabilization Program (NHESP) has been designed to enhance the capacity of local nonprofit organizations to finance affordable housing activities and job training programs that will promote the participation of local residents in community revitalization and economic development.

Eligible Applicants

Eligible applicants include local public or private nonprofit agencies or organizations (including a consortium of such agencies and organizations with a designated lead applicant), community-based organizations; faith-based organizations; community action agencies, community development corporations or any other public or private nonprofit entities that provide education and employment training opportunities and housing assistance. **Applicants must be organized under the laws of the State of West Virginia and have the staff and capacity to develop and implement affordable housing programs and operate a job training program.**

Eligible Neighborhoods

NHESP funds are targeted for low-income, minority neighborhoods in the State of West Virginia. A low-income, minority neighborhood is defined as either (1) a Census tract in which twenty percent (20%) or more of the population is minority and forty percent (40%) or more of the population has an income that does not exceed 80 percent (80%) of the area median income, or (2) a Census tract in which fifteen percent (15%) or more of the population is minority and fifty percent (50%) or more of the population has an income that does not exceed 80 percent (80%) of the area median income.

Eligible Programs and Activities

Eligible housing programs and activities include the rehabilitation and construction of single-family housing units; the rehabilitation and construction of rental housing units; downpayment and closing cost assistance programs; and other affordable mortgage initiatives that meet the needs of the community's low-income persons and households.

Eligible job training programs and activities include work experience and skills training (coordinated, to the maximum extent feasible, with pre-apprenticeship and registered apprenticeship programs) in housing rehabilitation and construction activities, and supervision and training in the rehabilitation or construction of housing and other public facilities. Job training programs should be targeted to the low-income residents of the community.

Type of Assistance

The WVHDF will award NHESP funds to eligible applicants in the form of direct loans and deferred payments loans.

Available Funding

\$2,400,000 is available for eligible housing and job training programs.

Source of Funds

ARTICLE 15. WEST VIRGINIA ECONOMIC DEVELOPMENT AUTHORITY. §31-15-6c. Neighborhood Housing and Economic Development Stabilization Program; authority to contract with Housing Development Fund; funding.

Application Process

In response to a Request for Proposals (RFP) for the NHESP issued by the WVHDF, prospective applicants must submit certain information about a proposed project in a Preliminary NHESP Proposal. Projects that comply with both NHESP legislation and the RFP will be issued a Preliminary Acceptance and Reservation of Funds Letter within thirty (30) days of the receipt of the Preliminary Proposal. Applicants will be required to submit a Final NHESP Proposal that provides additional information regarding their project. The staff of the WVHDF will provide technical assistance to Applicants in the development of the Final NHESP Proposal. Information on the NHESP and forms are available at the WVHDF NHESP Program website at: www.wvhdf.com.

Matching/Other Requirements

There is no matching funds requirement.

West Virginia Housing Development Fund Contacts

Program Manager:

Robert F. Cary
HOME Program Manager
814 Virginia Street, East
Charleston, WV 25301
800.933.9843
bobcary@wvhdf.com

Application Technical Assistance Coordinator:

Howard E. Tyree, Area Manager
Southern WV Field Office
814 Virginia Street, East
Charleston, WV 25301
800.933.9843
htyree@wvhdf.com

NEIGHBORHOOD HOUSING AND ECONOMIC STABILIZATION PROGRAM PRELIMINARY PROPOSAL			NHESP RFP No: 2009-01		
			1. DATE SUBMITTED:		
3. APPLICANT INFORMATION			2. DATE RECEIVED BY WVHDF:		
Legal Name:			Name and telephone number of person to be contacted on matters involving this proposal		
Federal Tax ID #/EIN:		Organizational DUNS:	Contact Name:		
Post Office Box:			Title:		
Street:			E-Mail:		
City:		State: WV	Zip:	Phone Number:	Fax Number:
4. PROJECT INFORMATION					
Project Name:					
Address/Addresses:					
City:		County:		Census Tract(s):	Zip Code(s):
Project Description: <i>(Provide a brief project description below. A more complete project description is to be provided in the Project Abstracts.)</i>					
5. PROJECT DETAILS					
Estimated Funding		Project Type: <i>(Select all that apply)</i>			
a. Federal	\$ -	<input type="checkbox"/> Job Training Program		<input type="checkbox"/> Demolition	
b. Applicant	\$ -	<input type="checkbox"/> Rehabilitation		<input type="checkbox"/> New Construction	
c. State (NHESP)	\$ -	<input type="checkbox"/> Homeownership		<input type="checkbox"/> Rental	
d. Local	\$ -	Total No. of Units:		Land Control:	
e. Other	\$ -	Total NHESP Funds for Housing:		\$ -	<input type="checkbox"/> Deed
f. Other	\$ -	Total NHESP Funds for Job Training:		\$ -	<input type="checkbox"/> Option
g. Other	\$ -	Total		\$ -	<input type="checkbox"/> Other
Total Project Cost		\$ -	Start Date:	Completion Date:	
6. TYPE OF NHESP FINANCIAL ASSISTANCE					
<input type="checkbox"/> Loan		<input type="checkbox"/> N/A Forgivable Loan			
<input type="checkbox"/> Deferred Payment Loan		<input type="checkbox"/> N/A Other			
7. ATTACHMENTS: See Page 1 of Instructions For Required Attachments					
TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS PROPOSAL IS TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE APPLICABLE RULES AND REGULATIONS OF THE NEIGHBORHOOD HOUSING AND ECONOMIC STABILIZATION PROGRAM.					
Authorized Representative (First/MI/Last):					
Title:				Phone Number:	
Signature of Authorized Representative:				Date Signed:	

**Neighborhood Housing and Economic Stabilization Program
Housing Project Abstract**

Legal Name:

Project Name:

--	--

**Neighborhood Housing and Economic Stabilization Program
Jobs Training Project Abstract**

Legal Name:

Project Name:

T

**Neighborhood Housing and Economic Stabilization Program
Preliminary Proposal and Project Abstracts
Instructions**

Preliminary Proposal	
1. Date Submitted	Complete the date the Neighborhood Housing and Economic Stabilization Program Preliminary Proposal is submitted to the WVHDF.
2. Date Received by WVHDF	N/A - For WVHDF Use Only.
3. Applicant Information	Complete the Applicant Information including the Organization's Legal Name, Federal Tax Identification Number/Employer Identification Number, DUNS Number, Post Office Box, Street Address, City, State and Zip and Contact Person's Name, Title, E-Mail Address, and Phone and Fax Number.
4. Project Information	Complete the Project's Information including the Name, Address, City, County, Census Tract, and Zip Code and a brief project description. For scattered site projects list all Addresses, Cities, Counties, Census Tracts and Zip Codes.
5. Project Details	Complete the Project's detailed information as explained below:
Estimated Funding:	Provide an estimate of each anticipated funding source.
Project Type:	Specify if the Project is to consist of a Job Training Program, Demolition, Rehabilitation and/or New Construction, and whether the units will be utilized for Homeownership and/or Rental housing by inserting an "X" beside all that apply for this anticipated type of project.
Total # Units:	Provide the Total Number of Homeownership and/or Rental Units expected for this Project.
Total NHESP Funds for Housing:	Provide the Total Amount of NHESP Funds expected for the Housing Component for this Project.
Total NHESP Funds for Job Training Program:	Provide the Total Amount of NHESP Funds expected for the Job Training Component for this Project.
Start Date:	The anticipated date to start unit construction, rehabilitation and/or job training program.
Completion Date:	The anticipated date to complete the Project.
Land Control:	Specify if the Organization has a Deed, Option, or Other form of legal document in relation to the purchase of the property by inserting an "X" beside the one that applies.
6. Type of NHESP Financial Assistance	Specify the type of NHESP Financial Assistance you are seeking by inserting an "X" beside the applicable line item. If Other, please specify on the provided line.
7. Attachments	Please include the following attachments:
	a. Deed, Option, or evidence of land control
	d. Written, established guidelines to promote investment in the neighborhood from outside resources
	b. Copies of commitment letters/applications from other funding sources
	c. Location Maps: USGS Map, County Map, City Map, Cenus Tract Map, Neighborhood Map, etc.
Project Abstracts	
1. Detailed Project Information	Enter the Applicant and Project Name. Provide an abstract of both the proposed Housing Program Component and the Job Training Component of the Project. Identify prospective partners and funding resources.

West Virginia Housing Development Fund

Neighborhood Housing and Economic Stabilization Program

Minority Population and LowMod Income by County Census Tract

County	Tract #	Total Pop	White	Minority	% Minority	LowMod Pop	%LowMod
Barbour	9656	3467	3292	175	5.05%	1626	46.90%
Barbour	9657	4839	4723	116	2.40%	1853	38.30%
Barbour	9655	3812	3767	45	1.18%	1891	49.60%
Barbour	9658	3439	3401	38	1.10%	1658	48.20%
Berkeley	9715	3690	2959	731	19.81%	2011	54.50%
Berkeley	9716	4501	3719	782	17.37%	1953	43.40%
Berkeley	9713	7201	6380	821	11.40%	3608	50.10%
Berkeley	9720	7075	6311	764	10.80%	2964	41.90%
Berkeley	9717	5184	4631	553	10.67%	2556	49.30%
Berkeley	9714	6601	5965	636	9.63%	2218	33.60%
Berkeley	9719	5898	5607	291	4.93%	1917	32.50%
Berkeley	9721	9910	9575	335	3.38%	3647	36.80%
Berkeley	9718	6498	6316	182	2.80%	2385	36.70%
Berkeley	9712	10030	9767	263	2.62%	2869	28.60%
Berkeley	9711	9317	9138	179	1.92%	3168	34.00%
Boone	9586	2221	2162	59	2.66%	995	44.80%
Boone	9588	3271	3204	67	2.05%	1390	42.50%
Boone	9582	4305	4233	72	1.67%	1950	45.30%
Boone	9585	9329	9210	119	1.28%	3554	38.10%
Boone	9583	4357	4316	41	0.94%	2048	47.00%
Boone	9587	2052	2041	11	0.54%	891	43.40%
Boone	9584	0	0	0	0.00%	0	38.10%
Braxton	9681	4748	4662	86	1.81%	2350	49.50%
Braxton	9680	4546	4486	60	1.32%	2073	45.60%
Braxton	9679	5408	5341	67	1.24%	2228	41.20%
Brooke	302	2688	2556	132	4.91%	1153	42.90%
Brooke	316	3594	3513	81	2.25%	1355	37.70%
Brooke	311	7252	7111	141	1.94%	2705	37.30%
Brooke	317	2664	2613	51	1.91%	1289	48.40%
Brooke	314	2891	2838	53	1.83%	1437	49.70%
Brooke	312	3663	3616	47	1.28%	1604	43.80%
Brooke	313	2695	2676	19	0.71%	1234	45.80%
Cabell	15	2748	1560	1188	43.23%	1586	57.70%
Cabell	14	2485	1518	967	38.91%	1180	47.50%
Cabell	16	1232	986	246	19.97%	692	56.20%
Cabell	7	1107	915	192	17.34%	870	78.60%
Cabell	5	2723	2357	366	13.44%	2394	87.90%

West Virginia Housing Development Fund							
Neighborhood Housing and Economic Stabilization Program							
Minority Population and LowMod Income by County Census Tract							
County	Tract #	Total Pop	White	Minority	% Minority	LowMod Pop	%LowMod
Cabell	8	1162	1016	146	12.56%	759	65.30%
Cabell	13	2755	2415	340	12.34%	1157	42.00%
Cabell	6	1607	1435	172	10.70%	1385	86.20%
Cabell	18	4127	3740	387	9.38%	2522	61.10%
Cabell	12	2830	2577	253	8.94%	897	31.70%
Cabell	4	2710	2468	242	8.93%	1667	61.50%
Cabell	1.02	2129	1981	148	6.95%	749	35.20%
Cabell	11	2096	1961	135	6.44%	1161	55.40%
Cabell	102.01	5307	4977	330	6.22%	1401	26.40%
Cabell	9	1852	1765	87	4.70%	1126	60.80%
Cabell	21	3276	3162	114	3.48%	711	21.70%
Cabell	19	2099	2030	69	3.29%	573	27.30%
Cabell	101.02	5998	5832	166	2.77%	1877	31.30%
Cabell	3	2559	2489	70	2.74%	995	38.90%
Cabell	20	3485	3394	91	2.61%	700	20.10%
Cabell	105	5377	5241	136	2.53%	1877	34.90%
Cabell	104	5107	4979	128	2.51%	1675	32.80%
Cabell	102.02	4540	4433	107	2.36%	1249	27.50%
Cabell	10	2426	2369	57	2.35%	1378	56.80%
Cabell	108	5870	5741	129	2.20%	1808	30.80%
Cabell	107	7160	7027	133	1.86%	2477	34.60%
Cabell	1.01	1799	1768	31	1.72%	779	43.30%
Cabell	2	3240	3203	37	1.14%	1915	59.10%
Cabell	103	2974	2966	8	0.27%	1002	33.70%
Cabell	106	4004	4004	0	0.00%	1682	42.00%
Calhoun	9627	3973	3875	98	2.47%	2050	51.60%
Calhoun	9626	3609	3536	73	2.02%	1801	49.90%
Clay	9581	2762	2636	126	4.56%	1461	52.90%
Clay	9579	3618	3562	56	1.55%	1827	50.50%
Clay	9580	3950	3911	39	0.99%	1892	47.90%
Doddridge	9651	3450	3336	114	3.30%	1597	46.30%
Doddridge	9650	3953	3888	65	1.64%	1522	38.50%
Fayette	205	2094	1622	472	22.54%	1139	54.40%
Fayette	207	4956	4253	703	14.18%	2280	46.00%
Fayette	204	4733	4206	527	11.13%	2262	47.80%
Fayette	208	5427	4911	516	9.51%	2187	40.30%
Fayette	202	8182	7476	706	8.63%	3854	47.10%

West Virginia Housing Development Fund							
Neighborhood Housing and Economic Stabilization Program							
Minority Population and LowMod Income by County Census Tract							
County	Tract #	Total Pop	White	Minority	% Minority	LowMod Pop	%LowMod
Fayette	206	2266	2177	89	3.93%	1110	49.00%
Fayette	201	6237	6024	213	3.42%	2277	36.50%
Fayette	203	2814	2734	80	2.84%	1213	43.10%
Fayette	209	4676	4563	113	2.42%	1838	39.30%
Fayette	210	3044	2971	73	2.40%	1391	45.70%
Fayette	211	3150	3114	36	1.14%	1509	47.90%
Gilmer	9678	2263	2123	140	6.19%	1048	46.30%
Gilmer	9677	4897	4832	65	1.33%	2380	48.60%
Grant	9694	3286	3246	40	1.22%	1236	37.60%
Grant	9696	4489	4436	53	1.18%	1791	39.90%
Grant	9695	3524	3517	7	0.20%	1244	35.30%
Greenbrier	9506	4478	4079	399	8.91%	1746	39.00%
Greenbrier	9501	5229	4811	418	7.99%	2045	39.10%
Greenbrier	9507	6388	6048	340	5.32%	2427	38.00%
Greenbrier	9503	4422	4236	186	4.21%	1950	44.10%
Greenbrier	9505	3250	3133	117	3.60%	1346	41.40%
Greenbrier	9502	4137	4028	109	2.63%	2143	51.80%
Greenbrier	9504	6549	6408	141	2.15%	2069	31.60%
Hampshire	9683	4166	4053	113	2.71%	1696	40.70%
Hampshire	9686	4243	4148	95	2.24%	1247	29.40%
Hampshire	9684	4096	4016	80	1.95%	1675	40.90%
Hampshire	9682	4299	4216	83	1.93%	1625	37.80%
Hampshire	9685	3399	3352	47	1.38%	1213	35.70%
Hancock	214	3755	3301	454	12.09%	1476	39.30%
Hancock	213	3592	3346	246	6.85%	1724	48.00%
Hancock	208	1797	1730	67	3.73%	503	28.00%
Hancock	207	2831	2749	82	2.90%	1098	38.80%
Hancock	211	5076	4946	130	2.56%	1873	36.90%
Hancock	209	6480	6353	127	1.96%	3253	50.20%
Hancock	210	2616	2582	34	1.30%	1303	49.80%
Hancock	206	4526	4479	47	1.04%	1779	39.30%
Hancock	212	1994	1980	14	0.70%	881	44.20%
Hardy	9702	4880	4630	250	5.12%	1771	36.30%
Hardy	9703	3668	3539	129	3.52%	1372	37.40%
Hardy	9701	4121	4059	62	1.50%	1525	37.00%
Harrison	304	3357	2953	404	12.03%	1303	38.80%
Harrison	316	2886	2542	344	11.92%	1613	55.90%

West Virginia Housing Development Fund

Neighborhood Housing and Economic Stabilization Program

Minority Population and LowMod Income by County Census Tract

County	Tract #	Total Pop	White	Minority	% Minority	LowMod Pop	%LowMod
Harrison	301	3580	3298	282	7.88%	1987	55.50%
Harrison	303	2387	2219	168	7.04%	1325	55.50%
Harrison	302	2880	2768	112	3.89%	1385	48.10%
Harrison	306	8293	7997	296	3.57%	3525	42.50%
Harrison	305	4929	4774	155	3.14%	2159	43.80%
Harrison	310	3504	3409	95	2.71%	1647	47.00%
Harrison	321	8973	8732	241	2.69%	1687	18.80%
Harrison	307	2502	2439	63	2.52%	1056	42.20%
Harrison	317	1929	1887	42	2.18%	961	49.80%
Harrison	311	1971	1933	38	1.93%	818	41.50%
Harrison	320	2785	2753	32	1.15%	1289	46.30%
Harrison	315	1410	1394	16	1.13%	362	25.70%
Harrison	319	2295	2271	24	1.05%	948	41.30%
Harrison	312	2051	2031	20	0.98%	480	23.40%
Harrison	314	2537	2514	23	0.91%	995	39.20%
Harrison	308	4995	4965	30	0.60%	2318	46.40%
Harrison	313	2728	2717	11	0.40%	1061	38.90%
Harrison	318	2660	2652	8	0.30%	1221	45.90%
Jackson	9633	4902	4807	95	1.94%	1995	40.70%
Jackson	9635	2311	2268	43	1.86%	913	39.50%
Jackson	9636	4699	4650	49	1.04%	2044	43.50%
Jackson	9632	4478	4445	33	0.74%	1549	34.60%
Jackson	9637	7484	7432	52	0.69%	2941	39.30%
Jackson	9634	4126	4118	8	0.19%	1333	32.30%
Jefferson	9724	5464	4608	856	15.67%	3125	57.20%
Jefferson	9725	8793	7817	976	11.10%	3755	42.70%
Jefferson	9722	8035	7215	820	10.21%	2338	29.10%
Jefferson	9723	4020	3670	350	8.71%	1604	39.90%
Jefferson	9728	5013	4624	389	7.76%	1815	36.20%
Jefferson	9726	4484	4221	263	5.87%	1435	32.00%
Jefferson	9727	6381	6238	143	2.24%	2495	39.10%
Kanawha	104	1781	528	1253	70.35%	796	44.70%
Kanawha	12	1950	944	1006	51.59%	1320	67.70%
Kanawha	7	2795	1415	1380	49.37%	1806	64.60%
Kanawha	9	1431	914	517	36.13%	1135	79.30%
Kanawha	8	2273	1477	796	35.02%	1257	55.30%
Kanawha	11	5409	3766	1643	30.38%	2607	48.20%

West Virginia Housing Development Fund

Neighborhood Housing and Economic Stabilization Program

Minority Population and LowMod Income by County Census Tract

County	Tract #	Total Pop	White	Minority	% Minority	LowMod Pop	%LowMod
Kanawha	1	1604	1142	462	28.80%	1104	68.80%
Kanawha	18	2802	2282	520	18.56%	1065	38.00%
Kanawha	115	5080	4171	909	17.89%	2499	49.20%
Kanawha	2	2372	1948	424	17.88%	1229	51.80%
Kanawha	6	4814	3989	825	17.14%	2012	41.80%
Kanawha	13	2790	2315	475	17.03%	1322	47.40%
Kanawha	101	4150	3550	600	14.46%	1423	34.30%
Kanawha	21	4759	4134	625	13.13%	1242	26.10%
Kanawha	131	4549	3987	562	12.35%	1724	37.90%
Kanawha	5	2539	2227	312	12.29%	1404	55.30%
Kanawha	129	1494	1343	151	10.11%	611	40.90%
Kanawha	102	2144	1934	210	9.79%	870	40.60%
Kanawha	103	2478	2242	236	9.52%	1284	51.80%
Kanawha	17	1779	1614	165	9.27%	802	45.10%
Kanawha	121	5050	4584	466	9.23%	2732	54.10%
Kanawha	20	2914	2660	254	8.72%	586	20.10%
Kanawha	138	2671	2446	225	8.42%	1643	61.50%
Kanawha	19.01	3629	3348	281	7.74%	396	10.90%
Kanawha	134	2337	2157	180	7.70%	1119	47.90%
Kanawha	105	5314	4905	409	7.70%	1637	30.80%
Kanawha	15	4438	4111	327	7.37%	928	20.90%
Kanawha	130	4485	4175	310	6.91%	1888	42.10%
Kanawha	114.01	2704	2532	172	6.36%	1366	50.50%
Kanawha	19.02	3773	3544	229	6.07%	540	14.30%
Kanawha	128	4402	4153	249	5.66%	1189	27.00%
Kanawha	118	5760	5436	324	5.63%	2828	49.10%
Kanawha	136	4866	4624	242	4.97%	1591	32.70%
Kanawha	135	3081	2930	151	4.90%	1118	36.30%
Kanawha	114.02	3923	3739	184	4.69%	2154	54.90%
Kanawha	133	2691	2566	125	4.65%	681	25.30%
Kanawha	132	4135	3948	187	4.52%	2179	52.70%
Kanawha	122	5730	5471	259	4.52%	3054	53.30%
Kanawha	107.01	4960	4736	224	4.52%	1493	30.10%
Kanawha	137	7941	7585	356	4.48%	2851	35.90%
Kanawha	3	3328	3204	124	3.73%	1404	42.20%
Kanawha	123	6659	6427	232	3.48%	3296	49.50%
Kanawha	107.02	5113	4941	172	3.36%	1795	35.10%

West Virginia Housing Development Fund

Neighborhood Housing and Economic Stabilization Program

Minority Population and LowMod Income by County Census Tract

County	Tract #	Total Pop	White	Minority	% Minority	LowMod Pop	%LowMod
Kanawha	108.01	6806	6623	183	2.69%	2430	35.70%
Kanawha	106	5262	5134	128	2.43%	2378	45.20%
Kanawha	113.01	3384	3312	72	2.13%	1770	52.30%
Kanawha	111	4884	4806	78	1.60%	2408	49.30%
Kanawha	108.02	3527	3472	55	1.56%	1450	41.10%
Kanawha	112	4708	4663	45	0.96%	2538	53.90%
Kanawha	113.02	5391	5375	16	0.30%	1801	33.40%
Kanawha	109	2607	2600	7	0.27%	1444	55.40%
Kanawha	110	4607	4601	6	0.13%	1566	34.00%
Lewis	9676	3302	3255	47	1.42%	1350	40.88%
Lewis	9673	3908	3854	54	1.38%	1208	30.90%
Lewis	9672	3697	3661	36	0.97%	1538	41.60%
Lewis	9674	2840	2821	19	0.67%	1332	46.90%
Lewis	9675	3172	3158	14	0.44%	1412	44.50%
Lincoln	9557	3507	3479	28	0.80%	2010	57.30%
Lincoln	9558	3823	3793	30	0.78%	2389	62.49%
Lincoln	9556	5088	5049	39	0.77%	2285	44.90%
Lincoln	9555	3594	3574	20	0.56%	1581	44.00%
Lincoln	9554	6096	6065	31	0.51%	2597	42.60%
Logan	9563	1804	1584	220	12.20%	972	53.90%
Logan	9562	3958	3693	265	6.70%	2121	53.60%
Logan	9564	3792	3584	208	5.49%	1771	46.70%
Logan	9567	4604	4412	192	4.17%	1837	39.90%
Logan	9566	5745	5533	212	3.69%	2970	51.70%
Logan	9565	2495	2428	67	2.69%	1140	45.70%
Logan	9561.01	6840	6667	173	2.53%	3037	44.40%
Logan	9560	5432	5304	128	2.36%	2477	45.60%
Logan	9561.02	3040	3002	38	1.25%	1201	39.50%
Marion	205	1897	1047	850	44.81%	979	51.60%
Marion	201	1287	1063	224	17.40%	955	74.20%
Marion	202	2628	2322	306	11.64%	1643	62.50%
Marion	213	4215	3966	249	5.91%	1867	44.30%
Marion	204	3330	3146	184	5.53%	869	26.10%
Marion	214	1953	1860	93	4.76%	795	40.70%
Marion	206	1523	1458	65	4.27%	673	44.20%
Marion	207	2933	2812	121	4.13%	1381	47.10%
Marion	203	2861	2748	113	3.95%	718	25.10%

West Virginia Housing Development Fund							
Neighborhood Housing and Economic Stabilization Program							
Minority Population and LowMod Income by County Census Tract							
County	Tract #	Total Pop	White	Minority	% Minority	LowMod Pop	%LowMod
Marion	208	3833	3701	132	3.44%	2070	54.00%
Marion	211	3127	3041	86	2.75%	760	24.30%
Marion	215	3604	3509	95	2.64%	1593	44.20%
Marion	216	4694	4593	101	2.15%	1929	41.10%
Marion	217	2059	2017	42	2.04%	848	41.20%
Marion	212	4211	4126	85	2.02%	1373	32.60%
Marion	209	3873	3811	62	1.60%	1201	31.00%
Marion	218	3040	2996	44	1.45%	1584	52.10%
Marion	210	5530	5473	57	1.03%	2212	40.00%
Marshall	212	4740	4584	156	3.29%	1346	28.40%
Marshall	210	6621	6463	158	2.39%	2715	41.00%
Marshall	209	5632	5526	106	1.88%	2106	37.40%
Marshall	211	5692	5590	102	1.79%	2311	40.60%
Marshall	208	5327	5235	92	1.73%	2147	40.30%
Marshall	205	1571	1549	22	1.40%	884	56.30%
Marshall	206	1937	1912	25	1.29%	891	46.00%
Marshall	207.02	1566	1555	11	0.70%	410	26.20%
Marshall	202	2433	2428	5	0.21%	1426	58.60%
Mason	9550	5025	4849	176	3.50%	1774	35.30%
Mason	9548	6909	6803	106	1.53%	2743	39.70%
Mason	9549	6750	6670	80	1.19%	2761	40.90%
Mason	9551	7273	7197	76	1.04%	3062	42.10%
McDowell	9544	575	354	221	38.43%	284	49.40%
McDowell	9536	2093	1340	753	35.98%	1352	64.60%
McDowell	9537	4425	3242	1183	26.73%	2429	54.90%
McDowell	9543	2790	2142	648	23.23%	1610	57.70%
McDowell	9541	6008	5678	330	5.49%	3779	62.90%
McDowell	9538	3911	3747	164	4.19%	2374	60.70%
McDowell	9542	2347	2280	67	2.85%	1415	60.30%
McDowell	9539	2509	2490	19	0.76%	1739	69.30%
McDowell	9540	2671	2671	0	0.00%	1736	65.00%
Mercer	9519	2121	1267	854	40.26%	1194	56.30%
Mercer	9520	3052	2084	968	31.72%	1483	48.60%
Mercer	9514	2179	1832	347	15.92%	680	31.20%
Mercer	9522	5110	4385	725	14.19%	1743	34.10%
Mercer	9521	2987	2703	284	9.51%	726	24.30%
Mercer	9515	5569	5114	455	8.17%	2027	36.40%

West Virginia Housing Development Fund							
Neighborhood Housing and Economic Stabilization Program							
Minority Population and LowMod Income by County Census Tract							
County	Tract #	Total Pop	White	Minority	% Minority	LowMod Pop	%LowMod
Mercer	9518	5619	5279	340	6.05%	2130	37.90%
Mercer	9516	2139	2017	122	5.70%	1080	50.50%
Mercer	9513	3885	3733	152	3.91%	2152	55.40%
Mercer	9524	3146	3027	119	3.78%	1227	39.00%
Mercer	9511	5461	5282	179	3.28%	1758	32.20%
Mercer	9523	4520	4376	144	3.19%	1966	43.50%
Mercer	9512	3396	3298	98	2.89%	1144	33.70%
Mercer	9517	5498	5420	78	1.42%	2392	43.50%
Mercer	9510	4499	4445	54	1.20%	1840	40.90%
Mercer	9509	3799	3760	39	1.03%	1759	46.30%
Mineral	107	2316	2040	276	11.92%	1635	70.60%
Mineral	106	5079	4658	421	8.29%	2926	57.60%
Mineral	105	4759	4521	238	5.00%	2479	52.10%
Mineral	103	4654	4587	67	1.44%	2355	50.60%
Mineral	102	3045	3004	41	1.35%	1078	35.40%
Mineral	101	2816	2788	28	0.99%	1388	49.30%
Mineral	104	4409	4374	35	0.79%	2271	51.50%
Mingo	9574	4182	3605	577	13.80%	1723	41.20%
Mingo	9575	4056	3901	155	3.82%	2170	53.50%
Mingo	9573	3834	3752	82	2.14%	1779	46.40%
Mingo	9571	4281	4209	72	1.68%	2385	55.70%
Mingo	9576	4133	4070	63	1.52%	2153	52.10%
Mingo	9577	4202	4144	58	1.38%	2172	51.70%
Mingo	9572	3565	3529	36	1.01%	1708	47.90%
Monongalia	103	1869	1531	338	18.08%	1331	71.20%
Monongalia	106	5447	4664	783	14.37%	2892	53.10%
Monongalia	114	4729	4139	590	12.48%	2090	44.20%
Monongalia	107	3297	2916	381	11.56%	2064	62.60%
Monongalia	109.01	3407	3017	390	11.45%	1744	51.20%
Monongalia	105	2251	1998	253	11.24%	612	27.20%
Monongalia	101	7421	6594	827	11.14%	6115	82.40%
Monongalia	110	2980	2654	326	10.94%	1433	48.10%
Monongalia	116	4937	4472	465	9.42%	1935	39.20%
Monongalia	104	3486	3249	237	6.80%	1321	37.90%
Monongalia	102	4224	3939	285	6.75%	3151	74.60%
Monongalia	109.02	1955	1828	127	6.50%	543	27.80%
Monongalia	112	2141	2005	136	6.35%	1199	56.00%

West Virginia Housing Development Fund							
Neighborhood Housing and Economic Stabilization Program							
Minority Population and LowMod Income by County Census Tract							
County	Tract #	Total Pop	White	Minority	% Minority	LowMod Pop	%LowMod
Monongalia	111	3045	2872	173	5.68%	1276	41.90%
Monongalia	117	2957	2819	138	4.67%	577	19.50%
Monongalia	118.01	7012	6729	283	4.04%	2377	33.90%
Monongalia	115	4836	4651	185	3.83%	2757	57.00%
Monongalia	113	3974	3858	116	2.92%	1979	49.80%
Monongalia	118.02	5516	5437	79	1.43%	2813	51.00%
Monongalia	108	2335	2308	27	1.16%	533	22.82%
Monongalia	119	4047	4036	11	0.27%	1097	27.10%
Monroe	9502	5866	4891	975	16.62%	2734	46.60%
Monroe	9501	3096	3050	46	1.49%	1093	35.30%
Monroe	9503	5621	5572	49	0.87%	2198	39.10%
Morgan	9709	2253	2178	75	3.33%	940	41.70%
Morgan	9707	5322	5213	109	2.05%	1602	30.10%
Morgan	9708	3349	3291	58	1.73%	1286	38.40%
Morgan	9710	4019	3982	37	0.92%	1491	37.10%
Nicholas	9803	1643	1600	43	2.62%	782	47.60%
Nicholas	9805	1958	1917	41	2.09%	1028	52.50%
Nicholas	9802	6255	6154	101	1.61%	2164	34.60%
Nicholas	9806	5576	5516	60	1.08%	2465	44.20%
Nicholas	9801	3193	3171	22	0.69%	1172	36.70%
Nicholas	9807	3197	3178	19	0.59%	1129	35.30%
Nicholas	9804	4740	4727	13	0.27%	1939	40.90%
Ohio	7	1434	883	551	38.42%	1067	74.40%
Ohio	8	564	378	186	32.98%	443	78.60%
Ohio	1	527	423	104	19.73%	493	93.50%
Ohio	3	1789	1550	239	13.36%	632	35.30%
Ohio	4	1117	988	129	11.55%	731	65.40%
Ohio	6	1463	1328	135	9.23%	1002	68.50%
Ohio	5	1665	1516	149	8.95%	824	49.50%
Ohio	16	2355	2203	152	6.45%	589	25.00%
Ohio	24	1056	988	68	6.44%	737	69.80%
Ohio	15	2915	2763	152	5.21%	498	17.10%
Ohio	14	3752	3584	168	4.48%	1456	38.80%
Ohio	18	5356	5142	214	4.00%	2239	41.80%
Ohio	19.01	2651	2589	62	2.34%	649	24.50%
Ohio	21	4189	4095	94	2.24%	1554	37.10%
Ohio	20	5022	4924	98	1.95%	1291	25.70%

West Virginia Housing Development Fund

Neighborhood Housing and Economic Stabilization Program

Minority Population and LowMod Income by County Census Tract

County	Tract #	Total Pop	White	Minority	% Minority	LowMod Pop	%LowMod
Ohio	22	2785	2735	50	1.80%	955	34.30%
Ohio	13	1631	1602	29	1.78%	703	43.10%
Ohio	25	1771	1747	24	1.36%	1066	60.20%
Ohio	2	3622	3578	44	1.21%	1268	35.00%
Ohio	17	1763	1743	20	1.13%	531	30.10%
Pendleton	9706	2375	2235	140	5.89%	796	33.50%
Pendleton	9705	3946	3813	133	3.37%	1310	33.20%
Pendleton	9704	1875	1864	11	0.59%	863	46.00%
Pleasants	9622	4522	4437	11	0.24%	1723	38.10%
Pleasants	9621	2992	2914	78	2.61%	996	33.30%
Pocahontas	9603	2486	2425	61	2.45%	945	38.00%
Pocahontas	9601	2734	2677	57	2.08%	1025	37.50%
Pocahontas	9602	3911	3851	60	1.53%	1568	40.10%
Preston	9640	4475	4343	132	2.95%	1602	35.80%
Preston	9644	3091	3035	56	1.81%	1314	42.50%
Preston	9645	2948	2907	41	1.39%	1288	43.70%
Preston	9643	3889	3835	54	1.39%	1330	34.20%
Preston	9641	3541	3497	44	1.24%	1296	36.60%
Preston	9638	4178	4142	36	0.86%	1341	32.10%
Preston	9639	3123	3101	22	0.70%	1352	43.30%
Preston	9642	4089	4071	18	0.44%	1983	48.50%
Putnam	206.02	9179	8727	452	4.92%	1918	20.90%
Putnam	206.01	4930	4723	207	4.20%	1252	25.40%
Putnam	205	6370	6242	128	2.01%	2459	38.60%
Putnam	203	3684	3610	74	2.01%	1212	32.90%
Putnam	207	4534	4484	50	1.10%	1455	32.10%
Putnam	204	5575	5514	61	1.09%	1355	24.30%
Putnam	206.03	7072	6998	74	1.05%	2659	37.60%
Putnam	202	4922	4875	47	0.95%	2294	46.60%
Putnam	201	5323	5292	31	0.58%	2268	42.60%
Raleigh	102	3712	2116	1596	43.00%	1656	44.60%
Raleigh	103	4134	3037	1097	26.54%	1728	41.80%
Raleigh	104	3505	2603	902	25.73%	1570	44.80%
Raleigh	106	4284	3738	546	12.75%	1547	36.10%
Raleigh	115	4316	3795	521	12.07%	1493	34.60%
Raleigh	108.02	14762	13182	1580	10.70%	5285	35.80%
Raleigh	105	4291	3839	452	10.53%	1639	38.20%

West Virginia Housing Development Fund
 Neighborhood Housing and Economic Stabilization Program
 Minority Population and LowMod Income by County Census Tract

County	Tract #	Total Pop	White	Minority	% Minority	LowMod Pop	%LowMod
Raleigh	113	5257	4749	508	9.66%	1893	36.00%
Raleigh	114	5353	5087	266	4.97%	2216	41.40%
Raleigh	111	5683	5434	249	4.38%	1909	33.60%
Raleigh	107	3314	3180	134	4.04%	1365	41.20%
Raleigh	110.02	3197	3106	91	2.85%	1551	48.50%
Raleigh	109	6802	6646	156	2.29%	3449	50.70%
Raleigh	112	5332	5300	32	0.60%	2682	50.30%
Raleigh	110.01	5278	5257	21	0.40%	1663	31.50%
Raleigh	108.01	0	0	0	0.00%	0	0.00%
Randolph	9665	4461	4257	204	4.57%	2057	46.10%
Randolph	9661	3805	3691	114	3.00%	1600	42.06%
Randolph	9660	3951	3855	96	2.43%	1379	34.90%
Randolph	9664	5755	5635	120	2.09%	2037	35.40%
Randolph	9659	3541	3501	40	1.13%	1728	48.80%
Randolph	9663	3166	3131	35	1.11%	1127	35.60%
Randolph	9662	3583	3560	23	0.64%	1394	38.90%
Ritchie	9625	2979	2909	70	2.35%	1186	39.80%
Ritchie	9624	3297	3246	51	1.55%	1414	42.90%
Ritchie	9623	4067	4006	61	1.50%	1602	39.40%
Roane	9629	4499	4377	122	2.71%	1714	38.10%
Roane	9630	4021	3931	90	2.24%	2006	49.90%
Roane	9631	4145	4071	74	1.79%	2122	51.20%
Roane	9628	2781	2767	14	0.50%	1176	42.30%
Summers	9507	1617	1512	105	6.49%	899	55.60%
Summers	9505	3123	2980	143	4.58%	1715	54.90%
Summers	9506	4709	4550	159	3.38%	2383	50.60%
Summers	9508	3550	3550	0	0.00%	1502	42.30%
Taylor	9647	3962	3816	146	3.69%	1149	29.00%
Taylor	9648	4923	4764	159	3.23%	2122	43.10%
Taylor	9646	5290	5159	131	2.48%	2513	47.50%
Taylor	9649	1914	1889	25	1.31%	731	38.20%
Tucker	9653	2208	2161	47	2.13%	874	39.60%
Tucker	9654	3096	3033	63	2.03%	1149	37.10%
Tucker	9652	2017	2011	6	0.30%	896	44.40%
Tyler	9620	1964	1937	27	1.37%	829	42.20%
Tyler	9619	4063	4013	50	1.23%	1552	38.20%
Tyler	9618	3565	3547	18	0.50%	1223	34.30%

West Virginia Housing Development Fund							
Neighborhood Housing and Economic Stabilization Program							
Minority Population and LowMod Income by County Census Tract							
County	Tract #	Total Pop	White	Minority	% Minority	LowMod Pop	%LowMod
Upshur	9667	3617	3457	160	4.42%	1393	38.50%
Upshur	9669	2834	2751	83	2.93%	935	33.00%
Upshur	9668	4155	4083	72	1.73%	1733	41.70%
Upshur	9666	3910	3851	59	1.51%	1349	34.50%
Upshur	9670	4764	4706	58	1.22%	2210	46.40%
Upshur	9671	4124	4104	20	0.48%	1806	43.80%
Wayne	207	3640	3537	103	2.83%	1409	38.70%
Wayne	209	3058	3000	58	1.90%	1832	59.90%
Wayne	206	4891	4808	83	1.70%	1815	37.10%
Wayne	51	2181	2146	35	1.60%	842	38.60%
Wayne	52	2086	2062	24	1.15%	818	39.20%
Wayne	203	5307	5256	51	0.96%	2521	47.50%
Wayne	201	2545	2526	19	0.75%	847	33.30%
Wayne	204	6219	6176	43	0.69%	2164	34.80%
Wayne	208	4484	4456	28	0.62%	2377	53.00%
Wayne	210	3544	3522	22	0.62%	2272	64.10%
Wayne	205	4948	4920	28	0.57%	2187	44.20%
Webster	9702	2491	2466	25	1.00%	1133	45.50%
Webster	9703	2235	2218	17	0.76%	1068	47.80%
Webster	9701	4993	4969	24	0.48%	2856	57.20%
Wetzel	304	3205	3156	49	1.53%	1407	43.90%
Wetzel	305	4406	4341	65	1.48%	2018	45.80%
Wetzel	306	2797	2767	30	1.07%	811	29.00%
Wetzel	307	4709	4666	43	0.91%	1714	36.40%
Wetzel	48	2576	2567	9	0.35%	1316	51.10%
Wirt	301	5873	5817	56	0.95%	2073	35.30%
Wood	6	685	622	63	9.20%	464	67.80%
Wood	7.01	3051	2799	252	8.26%	2075	68.00%
Wood	5	4822	4542	280	5.81%	2479	51.40%
Wood	4	2467	2334	133	5.39%	933	37.80%
Wood	9.02	1778	1695	83	4.67%	857	48.20%
Wood	106.01	4866	4643	223	4.58%	1723	35.40%
Wood	101.02	1942	1860	82	4.22%	452	23.30%
Wood	103	4689	4494	195	4.16%	1135	24.20%
Wood	9.01	1576	1514	62	3.93%	799	50.70%
Wood	7.02	1660	1616	44	2.65%	784	47.20%
Wood	2	2582	2514	68	2.63%	1368	53.00%

West Virginia Housing Development Fund							
Neighborhood Housing and Economic Stabilization Program							
Minority Population and LowMod Income by County Census Tract							
County	Tract #	Total Pop	White	Minority	% Minority	LowMod Pop	%LowMod
Wood	3	2903	2828	75	2.58%	1463	50.40%
Wood	9.03	4427	4314	113	2.55%	2156	48.70%
Wood	1	3580	3491	89	2.49%	1357	37.90%
Wood	105.01	1589	1550	39	2.45%	650	40.90%
Wood	8.02	3462	3388	74	2.14%	1478	42.70%
Wood	105.02	4468	4378	90	2.01%	1725	38.60%
Wood	109.01	4540	4455	85	1.87%	1040	22.90%
Wood	107.02	7325	7189	136	1.86%	2337	31.90%
Wood	106.02	4152	4083	69	1.66%	1590	38.30%
Wood	109.02	4069	4002	67	1.65%	1326	32.60%
Wood	102	3055	3009	46	1.51%	1017	33.30%
Wood	108	3108	3066	42	1.35%	1405	45.20%
Wood	107.01	5998	5918	80	1.33%	2717	45.30%
Wood	8.01	1518	1500	18	1.19%	830	54.70%
Wood	101.01	1877	1877	0	0.00%	651	34.70%
Wood	104	1797	1797	0	0.00%	385	21.40%
Wyoming	9532	5558	5361	197	3.54%	2395	43.10%
Wyoming	9528	2577	2541	36	1.40%	1219	47.30%
Wyoming	9531	6154	6106	48	0.78%	2837	46.10%
Wyoming	9530	2910	2896	14	0.48%	1504	51.70%
Wyoming	9529.01	4598	4592	6	0.13%	1968	42.80%
Wyoming	9529.02	3911	3911	0	0.00%	1674	42.80%
Total		1808344	1717482	90788	5.02%	759826	42.02%

Courthouse Committee
Friday, August 9, 2009
10:00 am

Attending: John Allen (JA), Carmen Creamer (CC), Kirk Davis (KD), David Kemnitzer (DK), Frances Morgan (FM), Bill Polk (BP), Tom Potts(TP), David Sanders (DS)
Missing: Doug Perk

By nomination and unanimous agreement, David Kemnitzer was elected Chairman, John Allen was elected Vice Chairman and Carmen Creamer was elected Secretary.

Following the proposed meeting agenda (see attached), Immediate Issues were addressed first. DK stated that the first item was an inventory of the contents of the Courthouse. JA said an inventory of furniture was needed, since older furniture was scattered throughout the building. He said the Jefferson County Museum (JCM) might be able to help and we should ask Doug Perks about what they could do. BP said that various architectural elements were stored in either the building attic or basement or in a shed in the parking lot. He also said some furniture is stored in a warehouse in Bardane. FM said it would be good to start with an inventory, but it will be a big job, especially with the documents stored in the basement. It was noted that JCM did not have a staff that could help. DS said he had inquired about the John Brown file, which was located and the items from that file had been put on-line. B.P. suggested that for the architectural elements and furniture he could do an inventory, take pictures and tag items with help from Eric Johnson. DK suggested a Shepherd University student could help; JA said he knew a student who would be interested. B.P said the inventory would need to be done on the weekend, when the building was not in use. DK stated that the document inventory would have to be shelved for the immediate future; money would be needed to pay for someone to conduct that inventory. He said for the present we will focus on the furniture. KD suggested that the John Brown documents be stored in a fireproof safe. JA said we need to locate all the historic furniture now, including what might be stored in Bardane.

Regarding B, Historic Structures Report (HSR), DK described the report, which would include drawings and floor plans, illustrate circulation and historic zones, describe materials and explain maintenance techniques. The report should also include records on contracted work and other changes and could be used a reference for anything that needed to be done to the building. TP was asked if he had drawn new architectural plans, but he said he used the existing plan drawings. JA said the only plans we have found are the 1974 plans, brought to the meeting by BP. Committee members agreed we need to have an HSR; FM asked about the cost. DK said that an HSR could cost \$25,000 to produce, but we could perhaps produce just part of an HSR for around \$5,000. KD noted that anything over \$15,000 must be competitively bid. JS noted that removing the Jefferson County Historical Society (JCHS) inventory is underway. CC explained that JCHS had used a back room in the courtroom for passive storage. The County Commission has approved moving to another county storage facility and put KD in charge of finding a space. DK wants the committee to look at National Register Preservation Brief on HSRs and let DK know which elements we need to include in our

HSR. He also said we need useable measured drawings of the building. FM suggested that BP be in charge of getting the appropriate drawings from the old plans reproduced, for actual copies as well as getting digital copies eventually. DK suggested BP check on having Fox Supply in Hagerstown do the work.

Regarding C, Identifying Proper Storage for Paper Items, KD noted that storage space in the Mason Building would not work well for the JCHS inventory and the other space there. BP said there is space in the basement of the old jail that might work for the JCHS inventory if a wall pack was added for climate control; CC agreed to look at the space when we tour the Courthouse at the end of the meeting. There was also a discussion of possibly moving the documents from the basement of the Courthouse since the climate conditions are poor, but FM noted that an inventory would need to be done before anything could be moved. JA said that moving could be paired with doing the inventory, but FM noted we agreed to do furniture first. DK stated we need to figure out who would do the document inventory and they will need to address deterioration and storage issues.

In discussing D. Immediate Aesthetic Problems, BP presented his maintenance report (see attached) on projects completed as well as current projects that need to be addressed. He noted that he took over in 2002 after the filming of Gods and Generals. JA noted that the lighting in front of the Courthouse is not appropriate to the building and asked if it is required. KD will check the requirements for lighting. BP wants lights that look better and thinks that lighting the area is appropriate, but FM wants the requirements checked to see if they are necessary. BP stated that grant money will be needed to repair the clock tower. He noted some past repairs had been done with duct tape and while recent repair had been done by Bonded Applicators of Maryland (see attached), the entire tower requires a lot of work. DK stated we need a cost estimate to pursue grants and FM noted we might need the HSR to get funding for the tower.

BP noted that the detritus in the hall, including the vending machines, is under the control of various offices in the Courthouse. The committee agreed unanimously that the vending machine needs to be moved out, and other modern furnishings should be removed from the hall. BP and DS stated that work is proceeding on the courtroom. CC suggested that the work be reviewed by DK to make sure historic material is not being affected. There was a brief discussion of exterior paint; TP thought it would cost \$250,000 to restore the exterior, which would include brickwork, some window restoration and painting.

JA stated that displays can't be discussed since Doug Perks was unable to attend the meeting. DS noted that there were some nice historic items already hanging on the walls, but they were unorganized. JA said the main hall needed a display and historic furnishings, especially the old benches. BP suggested some cases, perhaps with artifacts. CC said the JCM had artifacts, but had their own display and would not want to loan any artifacts. She

thought just a display on the walls, with the benches, would provide a nice exhibit. DS and FM agreed. CC offered to try and put together an exhibit on the walls and clean up the hall for the John Brown Sesquicentennial in October. CC will work with BP on this project. JA also requested that more historically appropriate lighting be found for the hall. KD agreed.

The committee then adjourned to the Courthouse to examine the hallway, basement and storage space for the JCHS in the old jail.

Courthouse Committee

Chairman: David A. Kemnitzer	304-876-1158	<u>kemnitzer@att.net</u>
Vice-Chairman: John Allen	304-876-1800	<u>johnallenjr@earthlink.net</u>
Secretary: Carmen Creamer	304-725-7770	<u>carmencreameryahoo.com</u>
Bill Polk	304-728-4642	<u>bpolk@jeffersoncountywv.org</u>
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Doug Perks	304-725-8628 Cell 304-582-3020	<u>perksd@comcast.net</u>

Courthouse Committee
Wednesday, September 2, 2009
10:00 am

Attending: Carmen Creamer (CC), Kirk Davis (KD), David Kemnitzer (DK), Frances Morgan (FM), Bill Polk (BP), David Sanders (DS)

DK called meeting to order. DK noted a word was missing at the top of page 2. FM moved that the minutes be approved with that change. KD seconded the motion and the minutes were unanimously approved.

KD has information from the county clerk regarding the upcoming elections on Nov. 7th. With early election beginning on Oct. 15th and training of election workers to begin Oct. 10th, the halls will be crowded with early voting. CC said while the temporary tables will be up in the hallway, it shouldn't effect putting the benches along the walls. She expressed some concern over hanging the exhibit, but since she will just need access to the walls, she should be able to work around the election workers. DS mentioned that McGinty will be here Oct. 15th to use the main courtroom, and it would be good to have as much as possible done by then. DK said that we need to take action regarding vending machine. FM proposed a motion that the vending machine be moved by Sept. 15th. The motion was seconded by KD. It was passed unanimously. There was some discussion of the area outside the atrium; BP will be finding the best place and moving the machine.

BP met with employees regarding the hall bulletin board, and trying to discover what public information needed to be on the board. BP asked for official permission from Committee to move the bulletin board. CC proposed a motion, seconded by FM, for the bulletin board to be moved to front wall of courthouse and for it to contain only public information. BP suggested getting a marquee board instead, which could be locked and the material on the board could be controlled better. FM said that BP should look into cost. BP is currently filling in a grant form request for courthouse improvement funds and wanted to know if the committee wanted anything added to the request. DS and FM want the east wall fixed and door frame painted. FM said we need to leave the overhead signs; CC is looking for better brackets. CC also suggested closing in the information window with plywood covered with fabric. DS suggested shutters instead. BP will look for old shutters to see if there are any that will fit the space. Door slats were also suggested, but shutters would be preferred. FM asked BP if we have the manpower to repaint hall. While it was done less than 5 years ago, BP had it contracted out. CC suggested that the hall just be touched up with the existing colors. It was agreed that BP would touch up the paint by the 15th. The maintenance crew will require overtime pay to finish the work.

CC gave a briefing on the courthouse exhibit. She presented schematic drawings of the walls in the hallway (see attached). Each wall will present a theme – Jefferson County in 1850 (Wall 1); John Brown's Raid (Wall 2); John Brown's Trial (Wall 3); Charlestown During the Raid (Wall 4); Local People Involved with the Raid (Wall 5); The Execution (Wall 6) and The Courthouse After the Civil War (Wall 8). Since Wall 7 is very short, it

will not contain any material. CC reports that the Jefferson County Museum has donated a reproduction of the 1852 map to use on Wall 1. Doug Perks has secured permission from John Cuthbert to use the Porte Crayon images, and CC will be pursuing permission to use images from the David Taylor Sketchbook. She will also be asking help with the framing from Ben Franklin and help with producing the text for the exhibit from American Public University. After discussion with the bailiffs, it appears that the desk cannot be changed at the door except by Bobby Shirley. DS said each Courthouse has different policies regarding security, but it is the Sheriff's office which handles security for Jefferson County.

Since JA is not here for an update on the furniture inventory, DK reported that Al Levitan of the National Park Service has agreed to work on the inventory with JA.

KD reported that the Courtroom renovation is coming along. The plaster has been repaired, the old lighting is going back, and things are coming together. There was some discussion on how to treat the wall behind judge to dampen the sound. DS would like to leave the portrait on that wall, but possibly incorporate a drape, possibly velvet. KD will do a drawing in consultation with DS for the next meeting of the planned curtain.

DK brought up the e-mail from the Preservation Alliance, who requested images of the Courthouse for a project they are working on. The publicity they generate may be helpful to us as well. CC suggested that DK ask Doug Perks for images of Courthouse the museum may have that they can forward to the Alliance.

DK is leaving a week from tomorrow and will not be back until Nov. 3rd. He is willing to consult with the Committee, but will resign from the chairmanship. There was some discussion regarding the need for an architect on the committee. Several individuals were suggested: Walton Stowell, Alicia McCormick, or Andy Singletary. It was agreed that DK would approach Alicia McCormick and see if she was interested.

The meeting was adjourned.

Courthouse Committee

Friday, September 11, 2009 DRAFT...DRAFT...DRAFT.....DRAFT.....DRAFT

10:00 am

Attending: John Allen (JA), Carmen Creamer (CC), Kirk Davis (KD), Alicia McCormick (AM), Frances Morgan (FM), Bill Polk (BP), David Sanders (DS)

JA called meeting to order. FM made a motion to accept the minutes of the last meeting and KD seconded. The minutes were approved unanimously.

JA reported that the Shepherd student intern is continuing to work on the document inventory. Al Levitan is coming today to do a brief survey of how to go about doing the furniture inventory. DS mentioned that the modern podium needs to be moved out of the courtroom. CC suggested moving it to the auditorium in the Old Charlestown Library. She then asked for advice on how to hang images in the Courthouse hallway. Installing a chair rail was discussed, but it was decided that it was better to not make a change before finishing the Historic Structure report. Anchors will be used for hanging the pictures.

BP has gotten the door and frame painted, on the exterior. They are currently repairing the holes in the floor where the radiator was removed. They are building a half shed (8' by 4') for moving the vending machine to the pad outside the courthouse; a machine will also be added. Sept. 15th will be the date the vending machine will be moved. BP will look into also painting the two flanking front windows on the exterior. BP will be attending the meeting tonight on the furniture inventory.

CC discussed the Jefferson County Historical Society storage space and that the Society has decided not to use county storage since a space cannot be agreed upon for that storage. The Society will be moving the material as soon as possible.

DS discussed the final touches on the courtroom renovation. They will be covering the tables and judges bench with a matching leather-like material. DS had an image that showed a curtain behind the bench, which he would like to put back. It was agreed that the fabric choice for the curtain would be left to DS and KD. The decorator will re-hang the drapes and put up the curtain behind the judges bench. She will use a fireproof fabric. Twenty one benches in the courtroom have cushions; those will be recovered at another time. KD said that the grant money was denied for funding the work done on the courtroom, but there was already enough money in the budget to cover the work that has been done.

BP stated that CC had discussed using floor wax on the floor in the hallway, which was a treatment recommended by the Jefferson County Museum. BP had stripped the floor and used water based polyurethane on it. He preferred the treatment he used and recommended applying another coat of polyurethane. He feels that waxing the floor will be too time consuming for his staff. JA felt nothing further should be done to the floor as the Historic Structure will recommend a treatment strategy.

KD mentioned that there are two new proposals for constructing addition space behind the courthouse and the county owned buildings lining Washington St. The plan includes adding two courtrooms. He state one of the plans called for demolishing the Moffet Building and building a new entrance to the Courthouse. JA pointed out that the building is on the National Register and the State Historic Preservation Office would not approve its demolition. CC pointed out that JA, as the head of the county Historic Landmarks Commission, should be involved in any discussions involving historic buildings that belong to the county. She said it was part of the Landmark Commission's role assigned by the state as a Certified Local Government. She recommended that the Landmarks Commission take the issue up at their next meeting.

The meeting was adjourned.

35



County Commissioners' Association of West Virginia

2309 Washington Street, East

Charleston, West Virginia 25311

E-mail info@ccawv.org (304) 345-4639 Fax (304) 346-3512

September 2, 2009

To: All County Commissioners' & Staff:

It's time to make plans to attend the County Commissioners' Association of WV's Fall Board & Legislative Committee meeting scheduled for September 27-28, 2009, at Wheeling Island Hotel & Casino, Wheeling, WV. A block of rooms have been reserved at \$119.00 per night. Reservations should be made by calling Wheeling Island Hotel & Resort at 1-877-943-3546. **September 19th is the reservation cutoff date.** Check in time on Sunday is after 3:00 p.m. and checkout is 11:00 a.m. Following is the "tentative meeting schedule..."

Sunday - Sept. 27, 2009

4:00 p.m.-6:00 p.m. - Legislative Meeting

7:00 p.m. - Dinner

Monday -Sept. 28, 2009

8:30 a.m. - 9:00 a.m. - Breakfast

9:00 a.m.-12:00 p.m. -- CCA Board Meeting

12:00 noon- Lunch

1:30 p.m. - 5:00 p.m. - CCA Board Meeting continued

The registration fee for the board meeting will be \$125.00 per county attendee/ \$60.00 for guests. Registration for guests includes dinner, breakfast and lunch. Please clip the registration form below and return to this office by September 21, 2009 or fax your registration to 346-3512.

Cancellation Policy: There will be no penalty for cancellations received on or before September 21, 2009! September 22, 2009, and there after, all no-shows will be charged the full registration amount. We apologize for the need to adopt this policy, but on this date, the costs for room rentals, refreshments, etc. are incurred on your behalf even when you cancel and the Association is stuck with covering the cost. Thanks for your cooperation!

Name Title County

_____ I will attend Fall Board & Legislative Mtg./ Bill my County \$125.00 Registration Fee

_____ I will attend/ Check enclosed for \$125.00 Registration Fee

_____ I am unable to attend

_____ My Guest(s) will attend

Name

_____ Will pay (\$60.00 per guest) at door (Includes Dinner on Sunday and lunch on Monday)

_____ Check for Guest(s) enclosed (\$60.00 per guest)

County Commissioners' Association of West Virginia

Legislative Issue Nomination

submitted for CCA Legislative Committee consideration

Submitted by: _____ Date: _____
(County) (Commissioner)

Topic: _____

1. Is this primarily an authority/responsibility issue? _____ or a funding issue? _____

2. To your knowledge, has this issue been introduced before? (yes or no): _____

a. If yes, provide year and House and/or Senate bill numbers: _____

b. If yes, what happened, and why? (e.g. passed House; died in Senate Finance): _____

3. What this proposed legislation would do: _____

4. Reason(s) this initiative is needed: _____

5. Does this initiative have the support of your County Commission? (yes or no): _____

6. Does your county have the resources to "draft" a bill on this issue? (yes or no): _____

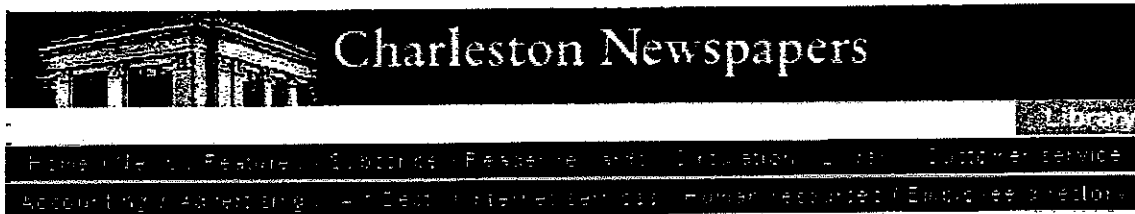
7. Does this initiative have the support of your Legislators? (yes or no): _____

a. If yes, please identify sponsor/co-sponsors: _____

8. WV Code citation(s) for this issue: _____

Signature of Submitting Commissioner

TO: ALL COUNTY OFFICIALS F.Y.I. Pg. 2



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MANCHIN EYES TAX LAW CHANGES GOVERNOR MET WITH STEVE FORBES, ASSURED HIM THAT STATE IS CHANGING

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Home

Publication: CHARLESTON DAILY MAIL

Published: Friday, September 04, 2009

Page: 1A

Byline: GEORGE HOHMANN DAILY MAIL BUSINESS EDITOR

WHITE SULPHUR SPRINGS □ Gov. Joe Manchin announced that he is reactivating a tax modernization group to see what changes are needed in state tax laws.

The group, which issued its last report in 2006, made recommendations that resulted in numerous changes, including a reduction in the corporate net income tax rate from 9 to 6.5 percent and the eventual elimination of the business franchise tax.

□ We □ re calling everybody back together to re-evaluate everything we identified and to review what was accomplished and what needs to be done, □ Manchin said. □ Hopefully we will have some more progressive legislation ready before we go into the Legislative session in January. □

Manchin said the tax group will be led by Secretary of Revenue Virgil Helton, state Tax Commissioner Chris Morris and others. Tom Witt, Cal Kent, Steve Roberts and Kenny Perdue also will be involved, he said. Witt is director of the Bureau of Business and Economic Research at West Virginia University. Kent is vice president of business and economic research at Marshall University. Roberts is president of the state Chamber of Commerce. Perdue is president of the West Virginia AFL-CIO, an umbrella group representing organized labor. Manchin announced the reactivation of the tax group on Thursday at the West Virginia Chamber of Commerce □ s Business Summit while Steve Forbes, editor and publisher of Forbes Magazine, looked on.

Forbes Magazine has published numerous lists in recent years that cast West Virginia in a bad light. Last year West Virginia ranked at the top of the magazine □ s list of worst states for business.

Manchin said he had an opportunity to talk to Forbes privately. □ I said we □ ve probably earned the articles you □ ve written, □ Manchin said. □ But we □ re changing. □

Forbes said, □ It □ s a great pleasure to be with Gov. Manchin and to see what □ s happening in West Virginia. It is true, Forbes Magazine has been tough on the state because of the past and I don □ t think we □ ve been entirely wrong. □ But in business, nothing ever stays the same, □ Forbes said. □ Great companies falter. Who ever heard of Google 12 years ago? Their search engine beat Microsoft □ s. In terms of West Virginia □ s future, it is now. You have a chance to surge ahead. □

That has happened before, in Georgia, North Carolina and other states that were laggards decades ago but changed, Forbes said. □ West Virginia is, in a sense, in the position Ireland was in, □ he said. □ For centuries Ireland was the poorest

economy in Europe. About 25 years ago, Ireland said, "Enough!" and made radical tax changes.

"The top corporate tax rate in the United States is 35 percent," Forbes said. "It is 12 1/2 percent in Ireland. Yet proportionately, Ireland collects more tax than we do in this country. They got it right. As a result, Ireland - even though they have been hard-hit by the recession - has gone from the poorest economy to the most dynamic economy in Europe. And they did it in a generation and a half."

"People realize that what worked in the past isn't going to cut it in the future," Forbes said. "So this is West Virginia's enormous opportunity. You've started to lay the foundation for it with tax reforms, workers' compensation reform. If you continue to move ahead on those reforms and judicial reform, there's no reason West Virginia can't be at the forefront of the global economy."

"You have a nice area, low electricity prices, low property taxes. Build on those. Build on reforms. Don't stop now."

During a tax symposium earlier in the day, Sen. Brooks McCabe, D-Kanawha, said, "We've definitely improved West Virginia's tax policies in the last couple of years. I would only caution us to not get too comfortable. We really need to ramp it up a bit, do more than we have done in the last few years. I think the chamber can look at tax policy as one of the most important things we can do in the next couple of years to catch up with the states around us and to assume a leadership position regionally and nationally."

→ "The heaviest lifting we have to do in the business community is eliminate the personal property tax on machinery and equipment," McCabe said. "It makes us uncompetitive, period. We will never be fully engaged in the national and international economy until we fully deal with that tax."

→ "The tax raises \$150 million a year and that's why we've not been able to do away with it," he said. "I think the only way we can get rid of it is to reduce the size of government by \$150 million. The business community has to help us on this."

The size of county government!!

Robin Capehart, who headed a tax reform commission in Gov. Cecil Underwood's administration, agreed. "We punish capital investment through the personal property tax on inventory, machinery and equipment," he said. Capehart added, "The problem we have with some of our current economic policies is, we're having incremental tax changes. Business tax credits and small cuts in tax rates are good but they are incremental. They're helpful but also won't allow you to do what you need to really grow your economy, which is to throw your ball down the field. You have to throw the ball down the field." About 500 business leaders from around the state are attending the Business Summit at The Greenbrier Resort. The summit concludes today.

GEORGE HOHMANN/DAILY MAIL

Gov. Joe Manchin makes a point to Steve Forbes, right, editor and publisher of Forbes Magazine, as West Virginia Chamber of Commerce President Steve Roberts looks on. The discussion took place before Manchin and Forbes spoke publicly Thursday at the Business Summit at The Greenbrier Resort.

Contact writer George Hohmann at business@dailymail.com or 304-348-4836.

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JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

37

Regular Board Meeting Agenda
September 14, 2009
JCPD Office 7:00PM
340 Edmond Road, Suite A
Kearneysville

RECEIVED

SEP 10 2009

Jefferson County Commission

The Board Will Discuss and May Take Action on the Following Items:

- Public Comments

Old Business:

- Review Minutes of August 3 Regular Board Meeting
- Review Minutes of September 2 Special Board Meeting
- Review Revised Minutes of July 6 Regular Board Meeting
- Discuss PSD Revenue Shortfall Issues
- Consider Approval of the Revised Alternate Mainline Extension Agreement with Thornhill and Daily Farm
- Update on Joint Applications to West Virginia Infrastructure and Jobs Development Council with Jefferson Utilities Incorporated for Mountain Water Project
- Update on Flowing Springs Wastewater Treatment Plant

New Business:

- Discuss West Virginia Comprehensive Plan
- Discuss Large Billing Adjustment for PSD Sewer Customer
- Discuss County Commission Test Wells on the Mountain
- General Manager Report
- Discussion of any Expenses over Budget
- Approve Transfer of \$1,110.84 from Future Needs Account into Sewer Operating for AskNeal Invoices
- Correspondence
- Public Comments

Other Business:

- Source Water Protection/Water Reuse Grant Update
- Countywide Utility Group Update

Discuss Litigation, Personnel Matters, and Contract Negotiations:

- Discuss Charles Town Resolutions
- Consider Addendum to Jefferson Utilities Inc and Jefferson County Public Service District Memorandum of Understanding
- Discuss Jefferson County Board of Education New Elementary School Sewer Service
- Consideration of Easements and Real Property Acquisition for Flowing Springs Wastewater
- City of Martinsburg NPDES Permit Appeal before WV EQB
- Settlement Agreement in Citizens of Blue Ridge Act v. Jefferson Utilities
- Submit Agreement with Jefferson Utilities for Mountain Water Project to Public Service Commission
- PSC General Investigation into Berkeley County Capital Improvement Fees

August

Public Service District: Sewer (Metered)

- Residential – 1909 Customers
 - August 2008 – 1885 Customers
- Commercial – 131 Customers
 - August 2008 – 133 Customers
- Public Authority – 9 Customers
 - August 2008 – 9 Customers
- Industrial – 8 Customers
 - August 2008 – 8 Customers
- EDU's – 11,564,700 Gallons Billed in July (4500 avg gal/customer/mo) = 2570 EDU's

September 14, 2009
PSD Agenda

- 3 New Home in August (3 EDU's)
- 0 New Commercial in August (0 EDU's)

Public Service District: Sewer (Unmetered)

- Residential – 78 Customers
- Commercial – 0 Customers

Public Service District: Water

- Glen Haven – 76 Customers
- Cavaland – 39 Customers

Next Meeting:

- Monday, October 5, 2009 at 7:00PM –
Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

RECEIVED

SEP 17 2009

Jefferson County Public Service District
Special Board Meeting
September 2, 2009

Jefferson County Commission

The special meeting of the Jefferson County Public Service District was held at 10:00AM on Wednesday, September 2, 2009 at the District's office in Kearneysville. Those in attendance included: Chairman, Joe Hankins; Secretary, Jim Cummins (via speakerphone); Treasurer, Jack Lantzy (via speakerphone); and PSD General Manager, Susanne Lawton. Substituting for Administrative Assistant, Ashley Wilt, was Receptionist, Amy Cogle taking notes. The purpose of the meeting was to pay the District's monthly bills due to the September Board meeting occurring later in the month.

Chairman Hankins called the meeting to order at 10:05AM.

Disbursements

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve disbursements for the Public Service District expenses in the amount of \$149,761.96. Unanimously approved.

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve disbursements for Cavaland expenses in the amount of \$1,292.97 and Glen Haven water expenses in the amount of \$1,409.85. After a brief discussion and clearing up confusion of the disbursement sheets, Mr. Lantzy amended the motion and Mr. Cummins seconded to approve disbursements for Cavaland expenses in the amount of \$1,689.60 and Glen Haven water expenses in the amount of \$2,183.61. Unanimously approved.

Approve transfer of \$2,596.76 from Sewer Security Deposit account into Sewer Operating account for security deposit refunds

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve transfer of \$2,596.76 from sewer security deposit account into sewer operating account for security deposit refunds. Unanimously approved.

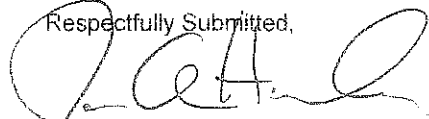
Approve transfer of \$50.92 from Glen Haven Security Account into Glen Haven Operating Account for Security Deposit Refunds

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve transfer of \$50.92 from Glen Haven Security Account into Glen Haven Operating Account for Security Deposit Refunds. Unanimously approved.

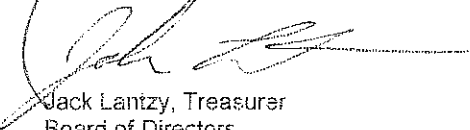
Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to adjourn the special meeting. Unanimously approved.

The meeting was adjourned at 10:12AM.

Respectfully Submitted,



Joe Hankins, Chairman
Board of Directors



Jack Lantzy, Treasurer
Board of Directors

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

Jefferson County Public Service District Regular Board Meeting August 3, 2009

The monthly meeting of the Jefferson County Public Service District was held at 6:30PM on Monday, August 3, 2009 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Joe Hankins; Secretary, Jim Cummins; Treasurer, Jack Lantzy; General Manager, Susanne Lawton; Administrative Assistant, Ashley Wilt; Pentree Engineers, Zane Summerfield and John Tuggle; and District legal counsel, Jim Keish.

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

- Consider Pentree Contract for Public/Private Partnership with JUI for the Mountain Water System Project
- Consider Engineering Contract with Chester Engineers for Water Reuse Project

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

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

Chairman Hankins called the regular meeting to order at 8:20pm.

Public Comments

No comments.

OLD BUSINESS

Review Minutes of July 6, 2009 Regular Board Meeting

The minutes of the July 6, 2009 regular Board meeting were approved as presented.

Action: Motion made by Mr. Cummins and seconded by Mr. Lantzy to accept the July 6, 2009 minutes as presented. Unanimously approved.

Review Minutes of July 27, 2009 Special Board Meeting

The minutes of the July 27, 2009 special Board meeting were approved as presented.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to accept the July 27, 2009 minutes as presented. Approved 2-0. Mr. Cummins abstained from voting due to his absence at the meeting.

Consider having Pentree Update the 2005 Evitts Run Facility Plan

Ms. Lawton updated the Board. At the last Utility Coalition Group meeting, Herb Jonkers gave a presentation on the possibility of using the Evitts Run wwtp for a "joint" utility basin wide wastewater plant. Charles Town appeared to be open to this idea and suggested the District update the 2005 Evitts Run Plan done by Pentree and bring back to the group for discussion. Ms. Lawton will be having a meeting with Charles Town and their engineers, Mr. Jonkers, and Mr. Summerfield to discuss the specifics of this issue. The Board would like Ms. Lawton to come back next month with a proposed scope before Mr. Summerfield begins the work.

Action: Motion made by Mr. Cummins and seconded by Mr. Lantzy for staff to come back next month with a proposed scope for the update of the 2005 Evitts Run Plan for Pentree. Unanimously approved.

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

Last month the Board tabled the approval of the agreement so it would reflect the requested changes made by the Board and developers. Mr. Kelsh did not have the revised draft ready for approval, but will continue to work on for next month.

Action: **Motion made by Mr. Cummins and seconded by Mr. Lantzy to have staff continue to table the approval of the agreement until next month. Unanimously approved.**

Water System Updates

- o Review Gwin Dobson Foreman Report and Consider Upgrades
 - Cavaland
 - Glen Haven

At the March Board meeting, Mark Glenn from Gwin Dobson & Forman (GDF) presented to the Board the findings from their assessment on both water systems. GDF found both systems to be very old, but had received excellent maintenance by District staff. Mr. Glenn presented many improvement options, future recommendations, secondary improvements, and grant funding options for both systems. The District would like to begin upgrades on the Cavaland water system. The Districts Operations Manager put together a list of upgrades that need to be assessed first totaling an estimated \$25,000.00. The Board would like staff to set up informational meetings with both communities. The Board considered the list prepared by staff to be considered to be normal maintenance items and left these decisions up to the discretion of the General Manger.

Action: **No action taken by the Board.**

- o Consider Water Rate Case
 - Provision of Water Service for River Lots

The District currently has 2 customers in Glen Haven who are being billed \$3.00 per month for a water meter at their river lot. This charge is not listed in the Districts tariff and staff is unsure of where the charge originated from. Mr. Kelsh suggested the District charge the customers the current minimum rate stated in the tariff which is \$23.50 a month. The Board agreed with this policy and would like staff to use the tariffs rates for any new meters in Glen Haven used for river lots.

Action: **No action taken by the Board.**

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

This item was discussed in executive session. Last month the Phase II Application was returned due to inconsistencies in the application and lack of information.

At the beginning of tonight's meeting, in executive session, the Board discussed the contract with Pentree Inc for the mountain water project. Mr. Cummins felt the contract was good overall except for the scope of the proposed hydrogeologic study which would be conducted in a subcontract by Golder Associates Inc. He believed a \$10,000.00 study, based only on existing data and not incorporating studies of potential effects on local wells and stream flows or potential future growth, will not be adequate for consideration of the needs to supply water to the mountain and potential future growth. Mr. Hankins felt the study would come back with beneficial information, but if not the District would further investigate.

Action: **Motion made by Mr. Lantzy and seconded by Mr. Hankins to authorize the Chairman to execute the contract with Pentree Incorporated for the Mountain Water Project as modified with changes discussed in Executive Session and forward the contract onto Jefferson Utilities Inc for execution. Approved 2-1. (Mr. Cummins opposed.)**

Also in executive session, the Board discussed the contract with Chester Engineers for the water reuse study for the Flowing Springs wastewater treatment plant.

Action: **Motion made by Mr. Cummins and seconded by Mr. Lantzy to authorize the Chairman to execute the contract with Chester Engineers for the water reuse study and provide a "Notice to Proceed" to Chester after funding is secured by the funding agency. Unanimously approved.**

Flowing Springs wastewater treatment plant update

Mr. Kelsh updated the Board. On July 20th, the District received a Recommended Decision from the Public Service Commission (PSC) granting a certificate of convenience and necessity to construct and operate the Flowing Springs wastewater treatment plant. On July 27th, the PSC suspended that Recommended Decision until a further order. Mr. Kelsh is unsure of the reason of the suspension, but anticipates an order within the next week or so. The District is continuing to resolve easement concerns by residents affected by the proposed sewer line.

Action: **No action taken by the Board.**

NEW BUSINESS

Consider Removal of One Customer, Kevin Wilt, from Public Sewer System

Kevin Wilt, a District sewer customer, has requested to be taken off public sewer and be put on a septic system. This request was initiated by the District urging him to do so for a very long time. Mr. Wilt's home is the only home served by a very long 2" force main that will no longer be near District facilities when the Flowing Springs Wastewater Treatment Plant is constructed. It will cost the District a substantial amount to build facilities to continue to serve Mr. Wilt at that time. The property is located next to Reece's Nursery & Landscaping on Rt. 115. The customer has an existing but abandoned septic system in place, but the District is not sure of its condition. The Board questioned whether Mr. Wilt should remain a customer once his house is on its own septic system. They would like staff to work with the County Health Department to further investigate the conditions of Mr. Wilt's abandoned septic system. If that system was found to still be functional, and meeting current standards, the board may consider contributing to nitrogen removal upgrades before authorizing disconnection with the sewer.

Action: **No action taken by the Board.**

Discuss 84 Lumber Sewer Service

Ms. Lawton would like to address this item in the future as other issues need to be addressed before considering this situation.

Action: **No action taken by the Board.**

Consider Special Meeting First Week in September for the Purpose of Paying Bills

Ms. Lawton informed the Board that since the September Board meeting is late in the month due to a holiday, the Board would need to schedule a Special meeting to pay the Districts monthly bills. The Board scheduled the Special meeting for Wednesday, September 2nd at 10am at the District office.

Action: **No action taken by the Board.**

General Manager's Report

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

Action: **No action taken by the Board.**

Discussion of any expenses over budget

Mr. Lantzy informed the Board that there are no items over budget. The District has 121% coverage.

Action: **No action taken by the Board.**

Disbursements

Action: **Motion made by Mr. Lantzy and seconded by Mr. Hankins to approve disbursements for Cavaland water expenses in the amount of \$2,212.20,**

Glen Haven water expenses in the amount of \$2,896.14, and for the Public Service District expenses in the amount of \$152,550.20. Unanimously approved.

Approve Transfer of \$64.25 from Glen Haven Security Account into Glen Haven Operating Account for Security Deposit Refunds

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve transfer of \$64.25 from Glen Haven Security Account into Glen Haven Operating Account for Security Deposit Refunds. Unanimously approved.

Approve transfer of \$2,828.58 from Sewer Security Deposit Account into Sewer Operating Account for Security Deposit Refunds

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve transfer of \$2,828.58 from sewer security deposit account into sewer operating account for security deposit refunds. Unanimously approved.

Approve transfer of \$64.63 from Cavaland Security Account into Cavaland Operating Account for Security Deposit Refunds

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve transfer of \$64.63 from Cavaland Security Account into Cavaland Operating Account for Security Deposit Refunds. Unanimously approved.

Approve transfer of \$1,110.84 from Future Needs Account into Sewer Operating Account for AskNeal Invoices

This transfer was not approved pending explanation from the Finance Manager.

Action: No action taken by the Board.

Correspondence
None discussed.

Public Comments
No comments.

OTHER BUSINESS

Source Water Protection Grant Update

Last month the Board had chosen Chester Engineering to complete the Water Reuse Project. In executive session earlier in the meeting, the Board had approved the contract with them.

Action: No action taken by the Board.

Countywide Utility Group Update

The next meeting will be on September 10th at the District's office.

Action: No action taken by the Board.

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

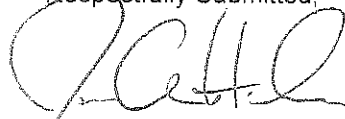
Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to return to public session. Unanimously approved.

- Action:** Motion made by Mr. Cummins and seconded by Mr. Lantzy to authorize the Chairman to execute the Legal Representation Agreement with Jim Kelsh for the Flowing Springs wastewater treatment plant. Unanimously approved.
- Action:** Motion made by Mr. Lantzy and seconded by Mr. Cummins to adjourn. Unanimously approved.

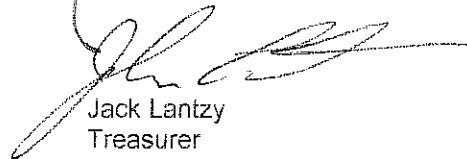
There being no further business at this time, the meeting was adjourned at 11:21PM

The next regular meeting is scheduled for September 14, 2009 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Joseph A. Hankins
Chairman



Jack Lantzy
Treasurer

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

38

Charles Town
 1999 Net Terminal Revenue \$ 45,603,174
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 12.42%	CHARLES TOWN 34.56%	HARPERS FERRY 3.65%	RANSON 35.08%	SHEPHERDS TOWN 14.29%
4 days ending: 7/1/09- 7/4/09	\$ 128,282.42	\$ 128,282.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ 155,846.74	\$ 138,408.80	\$ 17,437.94	\$ 2,185.79	\$ 6,028.55	\$ 638.48	\$ 6,117.24	\$ 2,491.88
08/15/09	\$ 162,444.29	\$ 81,222.14	\$ 81,222.14	\$ 10,087.79	\$ 28,070.37	\$ 2,984.61	\$ 29,492.73	\$ 11,606.64
08/22/09	\$ 152,520.62	\$ 76,260.31	\$ 76,260.31	\$ 9,471.53	\$ 26,355.56	\$ 2,783.50	\$ 26,752.12	\$ 10,697.80
08/29/09	\$ 160,945.84	\$ 80,472.92	\$ 80,472.92	\$ 9,994.74	\$ 27,811.44	\$ 2,937.28	\$ 28,229.90	\$ 11,499.58
09/05/09	\$ 161,596.30	\$ 80,798.15	\$ 80,798.15	\$ 10,035.13	\$ 27,923.64	\$ 2,949.13	\$ 29,343.99	\$ 11,546.06
Subtotal	\$ 1,584,446.42	\$ 1,248,254.96	\$ 338,181.46	\$ 41,754.98	\$ 116,187.76	\$ 12,270.98	\$ 117,935.98	\$ 48,041.76

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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

Week Ending Date	Week Ending September 5, 2009 FY10
To be Deposited on:	September 14, 2009
Amount Played	87,815,716.05
Amount Won	79,261,924.03
Amount Promo *	192,620.00
MWAP Contribution	<u>44,697.79</u>
Adjusted Gross Terminal Revenue	<u>8,416,474.23</u>
Administrative Costs @ 4%	338,658.97
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>8,078,815.26</u>
Surcharge @ 10%	0.00
State Share Excess @ 58%	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>8,079,815.26</u>
Racetrack @ 46.50% / 42%	3,757,114.10
Lottery Fund @ 30% / 0%	2,423,944.58
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	565,587.07
Workers' Compensation Debt Reduction @ 7%	565,587.07
Employee Pension Fund @ 1% / .5%	80,798.15
Grayhound Development @ .75%	60,598.61
Thoroughbred Development @ .75%	60,598.61
Racing Commission @ 1%	80,798.15
County/Municipality @ 2%	161,596.30
3% Funds:	
Tourism Promotion Fund @ 1.375%	111,097.46
Development Office Promotion Fund @ .375%	30,299.31
Research Challenge Fund @ .5%	40,399.08
Capitol Renovation and Improvement Fund @ .5875%	55,548.73
2004 Capitol Complex Parking Garage Fund @ .0625%	5,049.88
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	40,399.08
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>40,399.08</u>
	<u>8,079,815.26</u>

* The amount promo consists partially of test data.

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 14.28%
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	\$ 155,846.74	\$ 136,408.80	\$ 17,437.94	\$ 2,165.79	\$ 6,026.55	\$ 636.48	\$ 8,117.24	\$ 2,491.88
08/15/09	\$ 162,444.28	\$ 81,222.14	\$ 81,222.14	\$ 10,087.79	\$ 28,070.37	\$ 2,964.61	\$ 28,492.73	\$ 11,806.84
08/22/09	\$ 152,520.62	\$ 76,260.31	\$ 76,260.31	\$ 9,471.53	\$ 26,355.56	\$ 2,783.50	\$ 28,752.12	\$ 10,897.60
08/29/09	\$ 160,845.84	\$ 80,472.92	\$ 80,472.92	\$ 9,984.74	\$ 27,811.44	\$ 2,937.26	\$ 28,229.80	\$ 11,499.58
09/05/09	\$ 161,586.30	\$ 80,798.15	\$ 80,798.15	\$ 10,035.13	\$ 27,923.84	\$ 2,949.13	\$ 28,343.99	\$ 11,546.06
09/12/09	\$ 172,573.84	\$ 86,266.92	\$ 86,266.92	\$ 10,718.84	\$ 28,820.78	\$ 3,149.47	\$ 30,269.45	\$ 12,330.40
Subtotal	\$ 1,757,020.28	\$ 1,334,541.88	\$ 422,478.38	\$ 52,471.82	\$ 146,008.52	\$ 15,420.45	\$ 148,205.43	\$ 60,372.16

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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

Week Ending Date	Week Ending September 12, 2009 FY10 September 18, 2009
To be Deposited on:	
Amount Played	91,623,528.55
Amount Won	82,279,510.39
Amount Promo	312,188.00
MWAP Contribution	<u>43,609.14</u>
Adjusted Gross Terminal Revenue	<u>8,988,221.02</u>
Administrative Costs @ 4%	359,528.84
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>8,628,692.18</u>
Surcharge @ 10%	0.00
State Share Excess @ 58%	0.00
Track Share of Capital Reinvestment @ 42%	0.00
Track Share of Capital Reinvestment @ 42% - 95%	\$ -
Track Share of Capital Reinvestment @ 42% - 4%	\$ -
Adjusted Net Terminal Revenue	<u>8,628,692.18</u>
Racetrack @ 48.50% / 42%	4,012,341.86
Lottery Fund @ 30% / 0%	2,588,607.67
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purse @ 7% / 14% / 8%	978,146.97
Workers' Compensation Debt Reduction @ 7%	228,870.53
Employee Pension Fund @ 1% / .5%	86,288.92
Grayhound Development @ .75%	64,715.19
Thoroughbred Development @ .75%	64,715.19
Racing Commission @ 1%	88,286.92
County/Municipality @ 2%	172,573.84
3% Funds:	
Tourism Promotion Fund @ 1.375%	118,644.52
Development Office Promotion Fund @ .375%	32,357.60
Research Challenge Fund @ .5%	43,143.46
Capitol Renovation and Improvement Fund @ .6875%	59,322.28
2004 Capitol Complex Parking Garage Fund @ .0625%	5,392.93
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	43,143.46
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>43,143.46</u>
	<u>8,628,692.18</u>



United States Department of Agriculture

TOUR

Beltsville Agricultural Research Center



Join us for a tour of the 7,000 acre
Beltsville Agriculture Research Center.

The tour will cover a variety of agricultural topics, including
composting, honey bees, alternative fuels, food safety,
parasitic disease, specialty crops and marketing.
See historic Beltsville buildings, barns, silos, fields, and animals.

RECEIVED

SEP 17 2009

\$35 Registration fee

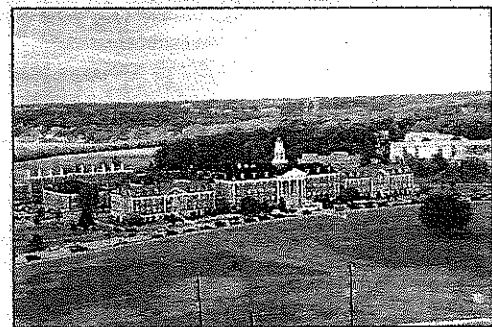
Jefferson County ~~Commission~~ transportation, snack, and lunch!

Register by October 21

All participants must ride the bus.
Bus leaves Purcellville promptly at
7:30 am and will return by 5:30 pm.

November 4, 2009
\$35
Space is limited!

**To register or for more
information:
call 703.777.0426
or visit
www.LoudounFarms.org**



Sponsored by:
the Offices of Agricultural Economic Development and Cooperative
Extension, Loudoun, Fauquier, Clarke, Frederick (VA), Jefferson &
Berkeley (WV), Shenandoah & Potomac Headwaters RC&D



Forum for Rural Innovation BARC Tour

Please complete this form and mail to:

Loudoun County Department of Economic Development
Attn: Gary Hornbaker, 1 Harrison Street, MSC #63, Leesburg VA 20175
Please make checks payable to *Forum for Rural Innovation*

** Enclosed is \$35 per person, Beltsville Agricultural Research Center Tour*
Wednesday , November 4, 2009*

Name _____

Mailing Address _____

City/State/Zip _____

Telephone _____ email _____

Please check here for vegetarian lunch

*For additional information, please call 703-777-0426 or visit www.LoudounFarms.org
Space is limited!*



United States Department of Agriculture

Beltsville Agricultural Research Center Tour

Wednesday, November 4, 2009

\$35 per person includes transportation, snack & lunch

Bus leaves Purcellville promptly at 7:30am and will return 5:30pm

The Beltsville Agricultural Research Center is the largest and most diversified agricultural research center in the world. Their record of accomplishments and ongoing programs has made it a world leader in agricultural research.

#40

Telecommunications Company
CTC of West Virginia
3 High Ridge Park
Stamford, CT 06905

County of Jefferson E-911, WV

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


FEIN No: 06-1449041
Report Month: Aug-09

A. Gross Line Count		18,123.00
B. Less Adjustments		0.00
C. Net Line Count		18,123.00
D. Line Rate		2.90
E. Surcharge Billed		52,556.70
F. Centrex Line Count		2,373.35
G. Centrex Line Rate		0.725
H. Surcharge Billed		1,720.68
I. Administrative Fee Rate		0.03
J. Administrative Fee Taken		1,628.32
K. Net Surcharge Remitted		52,649.06

RECEIVED

SEP 17 2009

Jefferson County Commission

Signature: 
Name: Joe Morabito
Title: Tax Accountant
Phone: 203-614-5105

Date: 9/10/2009

USD

CITIZENS CHECK # 2021823 001 CHECK DATE: 9/14/2009 CHECK NO. 56207904

INVOICE NO.	DATE	GROSS AMOUNT	DISCOUNT AMOUNT	NET AMOUNT
46618 004-WV8911-JEFF	9/10/2009	52,649.06	.00	52,649.06
RECEIVED				
SEP 17 2009				
Jefferson County Commission				
		52,649.06	.00	52,649.06

QUESTIONS? PLEASE CALL 1-800-209-9963.

REMOVE DOCUMENT ALONG THIS PERFORATION

THIS IS WATERMARKED PAPER - DO NOT ACCEPT WITHOUT NOTING WATERMARK - HOLD TO LIGHT TO VERIFY WATERMARK

CITIZENS communications
Citizens Communications Company
3 High Bridge Park
Stamford, CT 06905

HSBC BANK USA
COMMERCIAL CENTER
BUFFALO NEW YORK 14203

10-688
DATE
9/14/2009

56207904
NET AMOUNT

*** VOID AFTER 1 YEAR ***

52,649.06
DOLLAR FIVE TWO THOUSAND SIX HUNDRED FORTY NINE AND 06/100 DOLLARS

PAY TO JEFFERSON COUNTY COMMISSION
PO BOX 250
CHARLESTOWN WV 25414

C1079589

⑈ 56207904 ⑈ ⑆ 021306822⑆ 797⑈ 02973⑈ 7⑈

SEE REVERSE SIDE FOR OPENING INSTRUCTIONS

CITIZENS communications
180 SOUTH CLINTON AVENUE
ROCHESTER, NY 14646-0300

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
ROCHESTER, NY
Permit No. 1006

JEFFERSON COUNTY COMMISSION
PO BOX 250
CHARLESTOWN WV 25414

Dear County Commissioners:

As a patron of the Shepherdstown Public Library, I am asking you to reinstate the \$20,000 in funding that was cut from our library's budget for fiscal year 2010. A cut in funding such as this will result in fewer materials, shorter hours and cuts in the programs that are so important to our community. Please consider restoring this money to our public library. It is money well spent, and benefits the entire community, from children's programs to job searches to Internet access.

We need our free, public libraries now more than ever!

Thank you,

Signature

Printed Name

Cathy K. Malast

Address

1223 Shepherd Grade Road

City, State, Zip

Shepherdstown, WV 25443

(Paid for by Friends of Shepherdstown Library) |||||

Correspondence

43

RECEIVED

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

From:
Yves Tencalla
3427 Summit Point Rd.
Summit Point, WV 25446

SEP 11 2009

Jefferson County Commission

Summit Point, September 9, 2009

Object: theft of yard signs

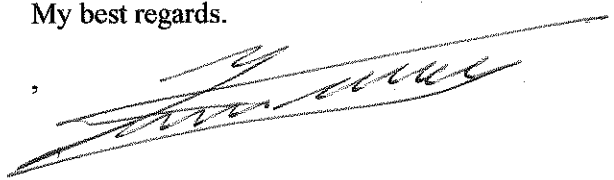
Sir,

In the past few days three yard signs "No to PATH" have been stolen from my property. They were posted along my fence on Summit Point Road, on the road side. I am not the only victim of this theft; they have occurred in various properties in the village, causing concern. Each sign costs three dollars.

Whether it is pure vandalism or the act of people opposing our views on the PATH project, the theft constitutes an uncivilized and unlawful action, to be strongly discouraged. I would highly appreciate if your office could intervene in the way that you consider the most appropriate. It is my opinion that this behavior, if left unpunished, might encourage the perpetrators to escalate this kind of activity.

Looking forward to a reaction from your office, I thank you in advance for your attention.

My best regards.




Yves Tencalla

CC: County Commission of Jefferson County, Charles Town

H.H.

September 16, 2009

TO: Jefferson County Sheriff's Department
Attn: Sheriff Bobby Shirley
FAX: (304) 728-3299

FROM: Paula Frickey 
295 Purdham Lane
Shenandoah Junction, WV 25442
Voice: (304) 283-2669 Work: (202) 287-1515

Good morning Sheriff Shirley:

I appreciate you being in Magistrate Senseney's courtroom yesterday morning as you were able to witness the video tape that was taken by my neighbors (Byron and Diane Keller) and turned over to the Jefferson County prosecuting attorney's office and was used to prosecute my alleged unauthorized burning on my property. Said video taping has been occurring for over a year and the Keller's camera is directly aimed at the front of my property and as you could see, could clearly focus on human movement, my driveway, and inside my garage. If said camera were raised it could focus inside my front windows (living room, dining room, and two front bedrooms.)

Mr. Keller will no doubt claim that the camera is for 'security purposes' but as was shown in court yesterday, there was no area of his property or house that the camera was focused on. I consider such videotaping which was/is without my knowledge and consent, to be a violation of my privacy and U.S. and West Virginia constitutional rights, and insist that such action be prosecuted to the fullest extent of the law.

Please provide a written response to me within thirty (30) calendar days. Thank you for your consideration in this matter.

CC: Jefferson County Prosecuting Attorney
Jefferson County Commission
West Virginia Attorney General
Christopher Stroech, Attorney at Law (Arnold and Bailey)