

AGENDA FOR THURSDAY, OCTOBER 8, 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. - Sheriff's Civil Service Commission Appointment Interviews/Action
- 5. 10:15 a.m. - Cam Tabb - Discuss and Receive Feedback from All Commissioners on Ways to Restore Respect and Dignity to the Office of the County Commission
- 6. 10:30 a.m. - Alan Perdue & Peter Vila - Proposed Memo of Understanding between Shepherd University and Jefferson County Commission to conduct study for spring water quantity and quality in Karst System for Jefferson County - Discussion/Action
- 7. 10:45 a.m. - Stephanie Grove - Legal Update and Report
- Classification Appeal Request - Change in Position Classification from grade level III to grade level IV
- 8. 11:00 a.m. - Jennifer S. Maghan - County Clerk's Report
- 9. 11:15 a.m. - Barbara Miller, Jefferson County Homeland Security and Emergency Management - Request for an Executive Session - National Security Issue
- 10. 1:30 p.m. - County Commission Government Management Topics
- Compensation for Acting County Administrator - Discussion/Action
- Request to hire temporary Administrative Assistant and to advertise for Administrative Assistant - County Commission Office - Discussion/Action
- Approval to Advertise County Administrator Position at Grade VIII and Allocate up to \$500 for Ads in Local Papers, Washing Post On-line and Trade Publications - Discussion/Action (LW)
- Transition: Security of County Data and Property, Re-organizational Matters (JS)

- Keeping Daily Operations Going Forward (JS)
- Redefining County Administrator Position to Not Include Too Much (JS)
- Securing County Information and Property (JS)
- Reorganizing County Government (JS)
- Interim County Administrator (FM)

11. 2:30 p.m. - Department Head Evaluation

OLD BUSINESS:

12. Legislative Issues

13. Report on Federal Stimulus Funds - Discussion

NEW BUSINESS:

14. Mark Schiavone - Budget Issues

- Draft Budget Policies - Discussion/Action
- Revenue Forecast for FY 2011 and FY 2012 - Discussion
- Budget Revision Number 004 to the General Fund

15. Prosecuting Attorney - Classification Appeal Request - Change in Position Classification from grade level III to grade level IV

16. Day Report Center - Request for Grant Funds to be Allocated in One Full Payment - Discussion/Action

17. Kirk Davis - Proposed Judicial Building Update

18. Request for Use of County Meeting Room - Mission Ridge Home Owners Association and Jefferson County Historical Society - Action

19. Resolution Recommending County Commission Support of the Proposed Zoning Ordinance and Zoning Map

20. Overview of Planning and Zoning Department's Outreach Efforts Related to November 7, 2009 Zoning Referendum Vote

21. Appointment to the Eastern Panhandle Transit Authority

22. Hire Consultant for Grant Management Not to Exceed \$5,000 - Discussion/Action (LW)

23. Organizational Planning - Discussion

- 24. Retention of Legal Counsel for Lawsuit - Discussion/Action
- 25. County Administrator Reports
- 26. County Commission Reports

INFORMATION:

- 27. Reminder of Zoning Referendum on November 7, 2009.
- 28. Appointments to the Jefferson County Emergency Services Agency - November 5, 2009
- 29. Impact Fee Status Report received for September 2009.
- 30. Correspondence received from Guy Chicchirichi concerning Leslie Smith.
- 31. Information received concerning the DMAPS Northeastern Regional Homeland Security Summit on October 28-29, 2009
- 32. Memorandum received from the Department of Capital Planning and Management concerning funds transfers.
- 33. Assessor's certificate of compliance received.
- 34. Newsletter received from the Potomac Valley Audubon Society.
- 35. Correspondence received from Insurance Services Office concerning Bakerton and Middleway fire district.
- 36. Correspondence received from FEMA concerning flood plain management.
- 37. Information received from the County Commissioners' Association concerning video lottery.
- 38. Correspondence received from the United States Department of Commerce concerning the Broadband Technology Opportunities Program.
- 39. West Virginia Ethics Reporter received.
- 40. Board of Health meeting agenda received.
- 41. Jefferson County Public Service District meeting agenda received.
- 42. E-911 fees received.

- 43. Harpers Ferry National Historical Park community bulletin received.

CORRESPONDENCE:

- 44. Correspondence received from Shirley Watkins concerning meeting minutes.

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.

10:00 a.m

NOTICE OF INTENT TO APPOINT

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, **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.

Appointments

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

7-14-3

RECEIVED

SEP 11 2009

JEFFERSON COUNTY COMMISSION

September 11, 2009

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

1062 Duncan Rd.
Harpers Ferry, WV 25425
September 19, 2009

RECEIVED

Attn: Letter of Intent for Sheriff's Civil Service Commission
Jefferson County Commission
P O Box 250
Charles Town, WV 25414

SEP 22 2009

Jefferson County Commission

To Whom It May Concern:

I would like to give back to the community, and feel I have the background to contribute to the Sheriff's Civil Service Commission of Jefferson County.

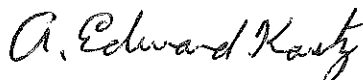
My experience has been as a Park Operations Manager with the State of Pennsylvania for 33 years with increasing responsibility for operations and management of park facilities. The 8 years prior to my retirement I supervised 55 full-time and seasonal personnel and administered personnel under the PA Civil Service Commission regulations including hiring, promotion, discipline and termination. With over 30 years dealing with PA Civil Service Administration, I think this would give me a solid background for Sheriff's Civil Service Commission.

I had arrest powers and management responsibility for one Ranger Supervisor (Chief), 7 Park Ranger II's with arrest powers and 4 Park Ranger I's without arrest powers.

Requalification and update training were required yearly for all law enforcement personnel in Crimes Code, Vehicle Code, Fish and Game Regulations, as well as court procedures, firearms and first aid.

With this background I feel I could attain the necessary policies and procedures of the Jefferson County Civil Service Commission and provide a positive impact. If additional information is needed, I can be contacted at 304 876-8117 or email at kautzenator@gmail.com

Sincerely yours,



A. Edward Kautz

John T. Studinarz

609 Prospect Hill Blvd., Charles Town WV 25414

Office: 202-372-2899 Home: 304-725-0060 Email: jtstudinarz@hotmail.com

September 21, 2009

RECEIVED

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

SEP 22 2009

Jefferson County Commission

To Whom It May Concern:

I am interested in filling an appointment on the Sheriff's Civil Service Commission for a four year term ending September 29, 2013.

As noted in my attached resume, I have a substantial background in law enforcement and the management of personnel, equipment and operations. I also have specialized experience in the assessment, management, evaluation and establishment of safety training standards and programs.

My experience shows both a "proven ability" to generate fresh ideas and creative solutions to seemingly intractable problems, along with "superior" leadership, communications and negotiation skills.

Thank you for reviewing my qualifications. I will make my self available should you need to arrange a time to discuss how my experience and abilities meet the requirements of the Sheriff's Civil Service Commission.

Sincerely,



John T. Studinarz

JOHN THOMAS (JT) STUDINARZ
609 Prospect Hill Boulevard
Charles Town, West Virginia 25414
(304) 725-0060

itstudinarz@hotmail.com

JT.Studinarz@dhs.gov

SUMMARY OF QUALIFICATIONS

Over 32 years of Federal Service; 27 years Law Enforcement, with broad background in air and marine interdiction and the supervision of Customs and Border Protection Aviation and Marine assets and personnel.

Demonstrated experience applying management principles, evaluating trends and planning programs. Successful track record in large-scale operations involving preparedness, national response, security and deployment. Completed National Incident Management System (NIMS) ICS-200 Basic, ICS-300 Intermediate and ICS-400 Advanced.

Provided infrastructure and oversight during Hurricanes Katrina and Rita for over 470 personnel and 23 aircraft.

Highly proficient in planning, designing, developing, conducting and evaluating air and marine training programs as well as foreign and domestic operations. Proficient in authoring and producing operations manuals and scripts for related training programs.

Effective problem solver with excellent interpersonal, management and supervisory skills. Excellent communicator, orally and in writing.

TS-SCI Clearance

PROFESSIONAL EXPERIENCE

Deputy Executive Director, The Interdiction Committee, GS-1801-15/4 February 2008 to Present

Headquarters, United States Coast Guard
2100 2nd Street S.W. Room 4409, Washington, DC 20593
Supervisor: Executive Director, Capt. Robert M. Dean (202) 372-2890.

Develop interagency recommendations for integrating detection, monitoring, and law enforcement with interdiction efforts. Review operations of the National Task Forces (Joint Interagency Task Force South, West and the Air and Marine Operations Center). Discuss and resolve issues related to the coordination, oversight, and integration of international, border, and domestic drug interdiction efforts in support of the National Drug Control Strategy. Review the annual National Interdiction Command and Control Policy and provide advice to the Director, Office of National Drug Control Policy and the United States Interdiction Coordinator concerning that plan and any unresolved issues. Advise on operational adequacy, integration and utilization of interdiction assets and provide strategic planning and policy development advice.

Director of Air and Marine Operations, GS-1801-15/3 September 2004 to February 2008

Customs and Border Protection, New Orleans Air and Marine Branch
400 Judge Leon Ford Drive, Hammond, LA 70401
Supervisor: Assistant Commissioner Michael Kostelnik, (202) 344-3899.

As Director, I establish and implement specific action plans for accomplishing the goals and objectives of the Customs and Border Protection, Office of CBP Air and Marine. This includes detection, interdiction and prevention of acts of terrorism by combating unlawful movement of people and illegal substances like drugs and other contraband; enforcing Federal law in air space above our borders and along our coastlines.

Develop procedures and techniques for effective administration and provide policy guidance to subordinate supervisors. Participate in strategic and long-range planning. Utilize information technology to conduct continuous studies of aviation and marine operations and evaluate their effectiveness and the impact on organizational development.

Manage resource allocation, budget and finance and human capital and determine which programs should be initiated or curtailed and the amount of resources to devote to them. Adjust and realign manpower and workloads to best meet existing needs and priorities. Review proposed related legislation to determine the potential affect on operations and submit recommendations to higher headquarters. Oversee funding and approve releases on all purchase orders and acquisitions of equipment for the New Orleans Air and Marine Branch. Technical representative for major acquisitions.

Aviation Group Supervisor, GS-1801-15 June 2000 to September 2004
Acting Field Director/Albuquerque-EI Paso Air Branch November 2003 – September 2004
Bureau of Immigration and Customs Enforcement, Albuquerque/EI Paso
6812 Northrop Drive, El Paso, Texas 79925
Supervisor: Charles E Stallworth II, (202) 344-3947X1928.

Principal staff officer in matters pertaining to the overall conduct of flight operations for an aviation unit employing both fixed wing and rotor aircraft. Planned and coordinated the deployment of personnel, aircraft and related equipment to accomplish Branch and Higher Headquarters objectives. Ensured that personnel scheduled for flight operations were properly trained, current, and appropriate for the assigned mission and that they were briefed in detail for the proper and safe conduct of the flight. Taking into account operational, environmental, equipment and human factors, I assessed and determined the risks involved and functioned as the launch/clearance authority.

Senior Special Agent, GS-1811-13/5 January 1998 to June 2000
United States Customs Academy
C/O FLETC, Building 70, Glynco, GA 31524
Supervisor: F. Gary White, (Retired).

Assigned as the lead Criminal Investigator Course Developer/Instructor for various blocks of instruction including Interdiction (air, sea, and land), Miscellaneous Investigations, and Emergency Response Driving and developed policy for the Office of Training and Development, United States Customs Service Academy.

Developed and implemented a continuing criminal investigation that the students begin on day one of their ten-week Customs Basic Enforcement School training. They established their investigative priorities and criminal case methodology for an investigation into a smuggling conspiracy. Throughout their investigation they gained hands-on experience receiving information from a confidential informant, conducting surveillances, planning tactical operations, seizing narcotics and assets, and arresting and processing suspects. They were also required to appear before the actual Federal Magistrate to testify in a suppression hearing.

Aviation Enforcement Officer, GS-1801-12/13 August 1992 – January 1998
Customs National Aviation Center
5020 South Meridian Avenue, Oklahoma City, OK. 73119
Supervisor: Stephen W. Barnes, (Retired).

Planned, developed, coordinated, monitored, analyzed and evaluated the performance

capabilities of various aviation operations, including support from Customs Aviation Branches/Units and other Federal and local agencies. Determined the appropriate amount of personnel and equipment required to accomplish a mission. Also designed, developed, conducted and evaluated Tactical and Standardization programs critical to Officer Survival and Safety of Flight as well as supervised a staff of 15 instructors and all students attending training.

Assigned to the staff of Congressman Jim Kolbe, Chairman, House of Representatives Appropriations Sub-Committee on Treasury, Postal Service, and General Government. Researched and developed position papers and briefings on a variety of topics involving current and proposed laws and bills as well as recommendations for appropriations.

Criminal Investigator/Air Interdiction Officer, GS-1811-5/7/9/11

Miami Aviation Branch, Homestead AFB, Miami FL **May 1987 to June 1990**

Tucson Aviation Branch, Davis Monthan AFB, Tucson AZ **June 1990 to August 1992**

Supervisor: Scott Eshelman, (Retired).

Performed same duties in two consecutive locations.

Performed airborne interception, tracking, surveillance and apprehension of known or suspected violators through the utilization of highly sophisticated radar, forward looking infrared (FLIR), night vision and other electronic surveillance devices. Initiated, planned and conducted criminal investigations and enforced Customs and related laws. Apprehended violators found engaged in airborne smuggling. Served as a crewmember on aircraft used in customs enforcement and certified as a covert tracking device installer.

MILITARY EXPERIENCE

United States Marine Corps, Captain. Active Duty: 1971 to 1978 and 1981 to 1984.

EDUCATION

Ten semester hours towards Masters of Education with a minor in Criminal Justice, Troy State University Graduate School, Troy, Alabama.

Bachelor of Arts, Psychology and Sociology, 1974. Widener College, Chester, Pennsylvania. Diploma, Marist High School, 1970. Bayonne, New Jersey.

CERTIFICATION AND TRAINING

National Incident Management Systems (NIMS) ICS-200 Basic, ICS-300 Intermediate, and ICS-400 Advanced.

Certificate of Management in Aviation Safety and Security, 2002. Embry-Riddle Aeronautical University, Aviation Safety Program, Prescott, Arizona.

Certificate of Completion, 258 hours course in Basic Training for Local Law Enforcement Officers, 1979, Illinois Local Government Law Enforcement Officers Training Board.

PROFESSIONAL ACCOMPLISHMENTS, PUBLICATIONS AND ASSOCIATIONS

2006 Graduate, Senior Executive Fellows Program, Kennedy School of Government, Harvard

Air Smuggling Investigator's Association, President, 1998 to 1999.

Graduate of the USDA Graduate School's 1997 Executive Potential Program.

Published articles in *Customs Today* and *Police Magazine* (details available upon request).

Member, Illinois Vietnam Veterans Memorial Committee.

Sept 28, 2009

Dear Jefferson County Commissioners,

I respectfully request time on your Oct 8, 09 meeting agenda to discuss & receive feedback from all commissioners on ways to restore respect and dignity to the office of County Commission.

I look forward to seeing you then.

Thank you

Cam Tabb

RECEIVED

SEP 30 2009

JEFFERSON COUNTY COMMISSION

Sandy McDonald

From: "Warren Calderone" <WCALDERO@shepherd.edu>
To: "Alan Perdue" <aperdue@shepherd.edu>
Cc: "Peter Vila" <pvila@shepherd.edu>; "Burton Lidgerding" <BLIDGERD@shepherd.edu>; <sandy@jeffersoncountywv.org>
Sent: Wednesday, September 30, 2009 2:20 PM
Subject: Water Grant

Alan,

Hi. It was nice talking to you by phone. Drive safe in NC.

I called Sandy Slesher McDonald at Jefferson County. She has already asked their legal counsel to review the MOU. In terms of the County Commissioners approving the document, that discussion and vote are to take place **next Thursday, Oct. 8th, at 10:30 AM in the County offices.** Hopefully, you and Peter will be able to attend.

Per our conversation, I will call Ms. Ramsey at the State to let her know that the draft materials you sent are on their way.

Thanks,

Warren

Warren Calderone
Director of Foundation, Government and Corporate Relations
Shepherd University
(304) 876-5065

Attachment : Copy of Subcontract between Jefferson County Commission and Shepherd University for Jefferson County Spring Water Study

MEMORANDUM OF UNDERSTANDING

Between

Shepherd University and Jefferson County Commission

This Agreement, made the _____ day of _____, 2009, to be effective from 1 November 2009 through 31 December 2010, by and between the Jefferson County Commission, Jefferson County, West Virginia, and Shepherd University, an agency of the State of West Virginia and a public institution of higher education.

1) Purpose

This project will constitute an investigation titled "Determination of Spring Water Quantity and Quality in the Karst System of Jefferson County, West Virginia" to be performed by the Shepherd University Institute for Environmental Studies, under the direction of Dr. Peter Vila. Jefferson County Commission agrees to fund activities necessary for the completion of this investigation, subject to availability of funds and pursuant to scopes, costs, and timeframes associated with the individual phases of this project that may evolve, consistent with the Grant Application titled as described above, a copy of which is attached hereto. In that this project is publicly financed, any data derived from the study may be used for publication, research, and/or teaching purposes by any person or entity.

2) Scope of Project Phases

The first year of the project is to be publically funded through the West Virginia Department of Health and Human Resources Office of Environmental Health Services [DHHR] (see attached proposal). Subsequent years of the investigation may be individually authorized and/or funded by the Jefferson County Commission, which may receive funding from DHHR. Any subsequent year letter of authorization will stipulate its own separate scope of work, cost, timeline, and deliverables/deliverable schedule for that component of the project. It will also identify any special requirements for that year of work.

3) Terms and Conditions

The term of this agreement is 1 November, 2009 through 31 December, 2010. Terms and conditions as set forth herein may be amended upon mutual written agreement of both parties, including scope, timeline, and cost of any individual year of investigation.

4) Payment

Shepherd University shall invoice Jefferson County Commission on a monthly basis, based on authorized costs of the project. All billing will be on a reimbursement basis for direct costs plus an indirect cost factor of 43%, but shall be consistent with the provisions of the Grant Application.

Witness the following signatures and seals:

SHEPHERD UNIVERSITY

JEFFERSON COUNTY
COMMISSION

By

By

Suzanne Shipley
Its President

its

Determination of Spring Water Quantity and Quality
in the Karst System of
Jefferson County, West Virginia

Dr. Peter Vila and Dr. Dan DiLella
Shepherd University
September 2009

Introduction

The Jefferson County Commission is concerned about the current and long term status of both water quality and water quantity in the county, particularly as it might affect the 16,000 families in the county using wells and the 23 community water systems in Jefferson County that utilize groundwater. Due to the porous nature of the Karst geology found in much of Jefferson County, surface water can potentially connect directly to the groundwater system. Moreover, due to channels and fractures groundwater can move rapidly between wells and springs in the county, and water quality problems in one area of the county could rapidly spread and impact other areas.

The purpose of this grant is to assess the water quality, by measuring nutrients and other ions, and quantity, by measuring discharge, from select springs in the karst region of Jefferson County.

Project Benefits and Goals

The increase in public, private and industrial development in Jefferson County has increased demands for water and for water treatment. Moreover, development may impact recharge areas and affect water quality and quantity. Monitoring springs will provide a consistent picture of the seasonal and long term changes that occur with this critical resource that will allow for responsible and more accurate strategies related to expansion of public water systems. Monitoring is the first step in providing a long term picture of changes in water quality and may lead to changes to private well water treatment. This study will benefit the citizens of Jefferson County by providing the Jefferson County Commission, Planning Commission, Public Service District, County Health Department and local municipalities with the information needed to make long term decisions related to the quantity and quality of public water.

While the grant period is for one year it is understood that the Jefferson County Commission is committed to continuing this project for no less than five years budgeting monies for testing and maintenance and repair of equipment.

Methods

Below is described the parameters, frequency, and brief methodology for the Jefferson County water quality and quantity assessment.

Water Quality

- Monitor chemical, physical, and biological parameters monthly at 6 springs in at least four different watersheds in Jefferson County. Locations to be determined after consultation with Jefferson County Watershed Advisory Committee and others (USGS personnel). Eight additional located below the springs will be assessed for chemical parameters only.
 - Biological
 - *E. coli* (quantitative - utilizing Idexx EPA approved methodology)
 - Physical
 - Turbidity, pH, specific conductivity, dissolved oxygen (mg/l and percent saturation) (quantitative – utilizing multiparameter probe provided by Aquatics Laboratory at Shepherd University)
 - Chemical
 - Nitrate, nitrite, phosphate, sulfate, fluoride, chloride (quantitative - utilizing ion chromatography (Dionex Ion Chromatography unit located at the Shepherd University Department of Chemistry). Two water samples will be taken per site per visit. This allows assessment of variability of the parameter in field. Final concentration is average of the two readings.

Water Quantity

- Install water level monitoring devices at 6 springs. These devices will monitor water level and temperature at user-defined intervals (*e.g.*, hourly).
- Water level can be utilized to determine quantity if a water-level (stage) - discharge relationship at each spring is established. To determine discharge it will be required to measure water velocity at specific transects below the spring outflow at different water levels. Water velocity coupled with the transect area provides the data necessary to calculate discharge. From this a water-level (stage) curve is generated that will provide the discharge (or water quantity) at different water levels. This will require discharge calculations at low and at high water levels. Water velocity will be determined utilizing a Marsh McBirney electromagnetic flowmeter (provided by Aquatics Laboratory at Shepherd University).

Budget

Item	Number	Cost	Total
Water Level			
Water level Recorder Level TROLL 100	6	\$375.25	\$2,251.50
Barometric Pressure BaroTroll 100	1	\$375.25	\$375.25
Docking Station with Software	1	\$189.05	\$189.05
Shipping (<i>Please note that quoted prices reflects educational discount pricing</i>)		\$11.42	\$11.42
Bacteria			
Quantitative <i>E. coli</i>	42	\$35	\$1475
Chemical			
Quantitative Ion Chromatography for Spring Sites	6 sites x 12 months	\$58.75	\$4,230
Quantitative Ion Chromatography for 8 mainstem additional sites without water level recorders	8 sites x 12 months	\$58.75	\$5,640
Physical			
Calibrating solutions (Conductivity, pH, Turbidity) and membranes for multiparameter probe (calibration solutions have a limited shelf life of 6-9 months so two sets are required)	1	\$1,400	\$1,400
Site hardware for installing and securing water level recorders	6	\$550	\$3,300
Incidental expenses			
<i>E.g., batteries, stakes, line, tape</i>		\$750	\$750
Personnel			
Salary for two internships for one year. This will recompense students for travel throughout the county (they need to provide their own vehicle) and time used to collect, enter, and manage data. Flow velocity will require many trips at the different sites to calculate the stage-discharge curves. For safety reasons, sampling with two students is highly recommended as some sites will be remote. Data collection is also greatly facilitated with two people.	2	\$3,500	\$7,000
Total			\$26,622.22

Jefferson County, West Virginia
Classification Appeal Request Form

Date of Request: 09/22/09
Current Position Classification Title: Legal Assistant
Grade: III Step: _____ Current Salary: \$30,000
Department: Prosecutors office - civil Department Head: Ralph Lorenzetti
Incumbent: Teresa Tritelli
How long has Incumbent been in position? 9 Years 10 Months
Who is requesting this appeal? Stephanie Grove, Ralph Lorenzetti, Teresa Tritelli

A. Job Description Information*: [To be completed by the individual making the appeal]

1. Is the current job description accurate? Yes No

2. If No, how does it differ? (Please give as much information as possible. You may attach a separate sheet.)

See Stephanie memo!
Legal update
10-8-09 Agenda

3. How long have you/this individual been doing the above work? 18 Years
6 Months

Employee Signature: Teresa Tritelli Date: 9/22/09
Print Name: Teresa Tritelli

Statement of duties - Employee provides administrative research

Essential Functions -

1. Assists attorney in preparation of all ^{civil} files

Additional Functions -

- ① performs legal research as required of attorney.
- ② prepares subpoenas
- ③ assists county commission
- ④ assists felony attorneys with trial preparation
- ⑤ in absence of abuse and neglect legal assistant, performs duties of A+N legal assistant
- ⑥ requests hearing dates from judge.
- ⑦ copy discovery for all civil cases.
- ⑧ creates preliminary drafts of legal documents by attorney.

B. Additional Comments: [If additional space is needed, please attach a separate sheet]

15 credits are needed for a four year degree.

Am currently studying to take test for a certified Paralegal.

I am doing the work that a Paralegal does.

I am not doing legal Assistant work.

C. Organizational Information: [To be completed by Department Head]

1. Have there been any organizational changes that affected this position in the last six months: retirements, terminations, layoffs, new responsibilities, etc. Yes No

If Yes, please detail:

Recently, the abuse and neglect attorney was moved to the Civil Division. Lisa is now shares the responsibility w/ Denise Riddett for managing abuse and neglect files.

2. Does the organization chart of your unit still reflect the current structure? Yes No

If No, please submit a revised chart.

D. Department Head Comments: [If additional space is needed, please attach a separate sheet]

please see attached memo

DH Signature:

Stephanie F. Grove
Prosecuting Attorney

Print Name:

Stephanie F. Grove

Print Name:

RALPH A. LORENZETTI, JR.
PROSECUTING ATTORNEY

CHARLES B. HOWARD
ASSISTANT PROSECUTING ATTORNEY

STEPHEN V. GROH
ASSISTANT PROSECUTING ATTORNEY

BRANDON C.H. SIMS
ASSISTANT PROSECUTING ATTORNEY



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

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

LAURENCE R. CROFFORD
ASSISTANT PROSECUTING ATTORNEY

HASSAN RASHEED
ASSISTANT PROSECUTING ATTORNEY

CIVIL DIVISION

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

STEPHANIE F. GROVE
ASSISTANT PROSECUTING ATTORNEY

JAMES CASIMIRO III
ASSISTANT PROSECUTING ATTORNEY

September 22, 2009

Ms. Leslie D. Smith
County Administrator
Jefferson County Commission
124 East Washington St.
Post Office Box 250
Charles Town, WV 25414

Re: Tritelli Change in Position Classification

Dear Ms. Smith:

This memorandum is intended to address Ms. Teresa Tritelli's request for a change in job classification. Ms. Tritelli has asked to be moved to grade level IV, which grade contains the position of paralegal. As her immediate supervisor, I wholly support that request.

Ms. Tritelli is an exceptional employee, who is always willing to learn new tasks and duties. In fact, she is the only legal assistant in our office who is currently trained to perform both civil and criminal work as she assists the criminal division in addition to her full-time duties as the civil legal assistant. Accordingly, Ms. Tritelli can not only perform the essential functions of her position but also the essential functions of every other legal assistant in the office, even those legal assistants whose positions are classified in grade level IV.

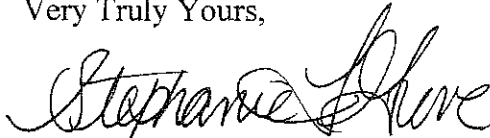
In addition, Ms. Tritelli is the only legal assistant who currently performs legal research. Numerous times, at either my direction or the request of a county commissioner, she has found relevant statutes and case law relating to a legal question pending before this office. Furthermore,

Ms. Tritelli also assists the County Commission office. In the face of shrinking budgets and staff, she has volunteered to learn the tasks of the County Commission staff and assist them with those tasks when needed. As such, she is the only legal assistant in the prosecutor's office who also performs work for another office.

Finally, Ms. Tritelli is currently in the process of earning her four year degree in paralegal studies. She is only fifteen hours or one semester away from completing that degree. In addition, Ms. Tritelli fully expects to earn her paralegal certificate by the end of this year, a distinction held by only one other legal assistant in the Prosecutor's Office, even those legal assistant's whose job is classified as grade IV.

In closing, after reviewing Ms. Tritelli's appeal and the information contained therein, I would respectfully request that you classify her position in grade IV as a paralegal. If you have any questions concerning Ms. Tritelli or her request please feel free to contact me.

Very Truly Yours,

A handwritten signature in cursive script that reads "Stephanie F. Grove". The signature is written in black ink and is positioned above the typed name.

Stephanie F. Grove,
Assistant Prosecutor
Civil Division

E. Position Rating Criteria. [To be completed by the HR Director]

1. Are the 13 factors rated accurately? Yes No

2. If No, in what way do they differ from the original position rating?

3. Should more or less weight be given to any factor? [Please list each factor]

F. Hearing & Decision:

Date Completed Form Received By HR Department: ____/____/____

Date of Hearing: ____/____/____

Date Hearing Closed: ____/____/____

Decision: Granted Denied

If Granted, indicate new Classification Title, Grade, Step, and implementation date

New Classification Title: PARALEGAL GRADE LEVEL IV

Grade: _____ Step: _____ Implementation Date: ____/____/____

County Administrator's Signature

Date

Print Name

Additional Comments:

Laura Kuhn

From: "Sandy McDonald" <sandy@jeffersoncountywv.org>
To: "Laura Kuhn" <laura@jeffersoncountywv.org>
Sent: Thursday, October 01, 2009 11:23 AM
Subject: Fw: agenda item for October 8th

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

From: Barbara Miller
To: 'Sandy McDonald'
Sent: Wednesday, September 30, 2009 5:05 PM
Subject: agenda item for October 8th

Sandy: I would like to request an executive session with the Commissioners to discuss a National Security issue on the October 8th agenda. Ms. Grove has advised that "matters of national security" can be discussed in executive session. Thank you.



Barbara J. Miller, CFM
Director,
Jefferson County Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430
(304) 728-3290 Phone
(304)728-3320 Fax
(304) 283-4227 Blackberry
bmiller@jeffersoncountywv.org

Sandy McDonald

From: "Roger Goodwin" <rgoodwin@jeffersoncountywv.org>
To: <sandy@jeffersoncountywv.org>
Cc: "Rebecca Burns" <bburns@jeffersoncountywv.org>; "Roger Goodwin, Chief County Engineer" <rgoodwin@jeffersoncountywv.org>
Sent: Monday, September 28, 2009 2:38 PM
Subject: FW: Roger Goodwin - Employee Evaluation

Sandy,

Below is the correspondence in which I told Leslie that I was not available on October 1st for my employee evaluation. However, I am available on Oct. 8th or 15th. Please let me know what works. Thanks!

Roger Goodwin, P.E.
Chief County Engineer
Jefferson County Engineering Dept.
116 East Washington Street, Suite 100
Charles Town, WV 25414

304-728-3257

From: Leslie D. Smith [mailto:ldsmith@jeffersoncountywv.org]
Sent: Tuesday, September 01, 2009 6:15 AM
To: 'Roger Goodwin'
Subject: RE: Roger Goodwin - Employee Evaluation

Will let you know probably after this Thursday.

Thanks

Leslie D. Smith
County Administrator
Jefferson County Commission
PO Box 250
124 E. Washington Street
Charles Town WV 25414
304.728.3284
304.725.7916 fax

From: Roger Goodwin [mailto:rgoodwin@jeffersoncountywv.org]
Sent: Monday, August 31, 2009 11:25 AM
To: 'Leslie D. Smith'; 'Engineering Department'
Cc: 'Roger Goodwin, Chief County Engineer'
Subject: Roger Goodwin - Employee Evaluation

Leslie,

Got your voice message regarding rescheduling my evaluation. I will be out of town on September 17th ; however, I am available on September 24th. I will also be out of town on October 1st; but available on October 8th. Let me know what works. Thanks!

Roger Goodwin, P.E.
Chief County Engineer
Jefferson County Engineering Dept.
116 East Washington Street, Suite 100
Charles Town, WV 25414

304-728-3257

1:30 pm

MEMORANDUM

To: Jefferson County Commission

**From: Sandy Slusher McDonald
Acting County Administrator**

Date: September 30, 2009

**Re: Request to advertise for Administrative Assistant - County
Commission office**

With your permission, I am asking that you authorize me to advertise for the position of full-time Administrative Assistant at grade level III.

Until this position is filled, I would like to hire a temporary Administrative Assistant as soon as possible.

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

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

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

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

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

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

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

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

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

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

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

County Commission Administrative Office
Administrative Assistant

1/1/08

Jefferson County, West Virginia
Draft Job Description

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

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

Essential Functions:

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

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

Recommended Minimum Qualifications:

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

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

County Commission Administrative Office
Administrative Assistant
1/1/08

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

Knowledge, Abilities and Skill

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

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

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

Physical and Mental Requirements

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

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

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

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

Laura Kuhn

From: "Sandy McDonald" <sandy@jeffersoncountywv.org>
To: "Laura Kuhn" <laura@jeffersoncountywv.org>
Sent: Thursday, October 01, 2009 11:29 AM
Subject: Fw: AGENDA ITEM: advertising of County Administrator position

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

From: Lyn Widmyer
To: Sandy Slusher McDonald
Sent: Wednesday, September 30, 2009 6:36 PM
Subject: AGENDA ITEM: advertising of County Administrator position

Discussion/action: Approval to advertise County Administrator position at Grade VIII and allocate up to \$500.00 for ads in local papers, Washington Post on-line and trade publications.

FOR FUTURE AGENDAs: UP TO HIRING OF PERMANENT COUNTY
ADMINISTRATOR (all categories meet criteria of an executive session, if requested
under the Open Gov't Proceedings Act)

"TRANSITION: SECURITY OF COUNTY DATA AND PROPERTY,
REGORANIZATIONAL MATTERS"

(SS)

~~Motion~~

KEEPING DAILY OPERATIONS GOING FORWARD (IS)

I. Sandy Slusher ~~Smith~~^{McDonald} - Administration - County Administrator (Temporary)
and Kirk Davis - Operations - Deputy County Administrator (Temporary)

- A. Share office in Hunter House
 - B. Develop a Work Plan as time allows
 - C. Report to CC weekly. Can jointly request executive session regards personnel matters
 - D. Legal-Counsel gives direction to Davis and ~~Slusher~~^{McDonald} when it is requested by both Davis and ~~Slusher~~^{McDonald}. (Understood that Legal counsel reports to CC and prepares researched responses just to requests from a majority of the CC).
 - E. Both agree to not apply for the Permanent County Administrator position
-

REDEFINING COUNTY ADMINISTRATOR POSITION TO NOT INCLUDE TOO MUCH

(EIS)

I. County Administrator salary reduced to reflect fewer responsibilities from \$97,000 to \$80,000. Similar to other Department Heads

A. Human Resources, IT, and Budget are formally taken out of the advertised job description of the County Administrator. (Job description for the CA will be purely for that, Require in RFP a Masters in Public Administration).

1. Human Resources Director Position's job description is developed and is advertised for about \$60,000.

2. IT Specialist is given admin privileges per her job description and responsibility for IT.

a. She is placed in a new office the second office in the basement of Hunter House near the County servers.

b. Asked to prepare work plan addressing new policies for

1). county emails and personal email; define "official business email" - assure back-up on county server of all official business emails.

2) written policies for maintaining network security during hiring and departures of employees with computer access;

1321

3) Also tasked with making our website "A" quality in the state;

3. Budget Responsibilities of County Administrator will belatedly be formalized in the job description of the Impact Fee and Facilities Coordinator.

4. Kirk Davis coincident and following being County Administrator with Ms ~~Slusher-Smith~~ McDonald will be responsible for Purchasing and Facilities. Job description will be requested by the CC and work plan requested with date certain. (Follow general policies initially, with some changes or adaptation necessary, of Berkeley County Purchasing Policy.

5. Develop Job Description for Deputy County Administrator Position To Advertise and Fill. Either ~~Slusher~~ McDonald or Davis could be eligible to apply for this position.



SECURING COUNTY INFORMATION & PROPERTY (JS)

1. Motion for the County Clerk to have staff inventory all retained records in the count Administrator's office and make a report to the County Commission with special attention to contracts and their signatories

Maintenance and staff are to assist in providing access to conduct this inventory. Date certain one week from today.

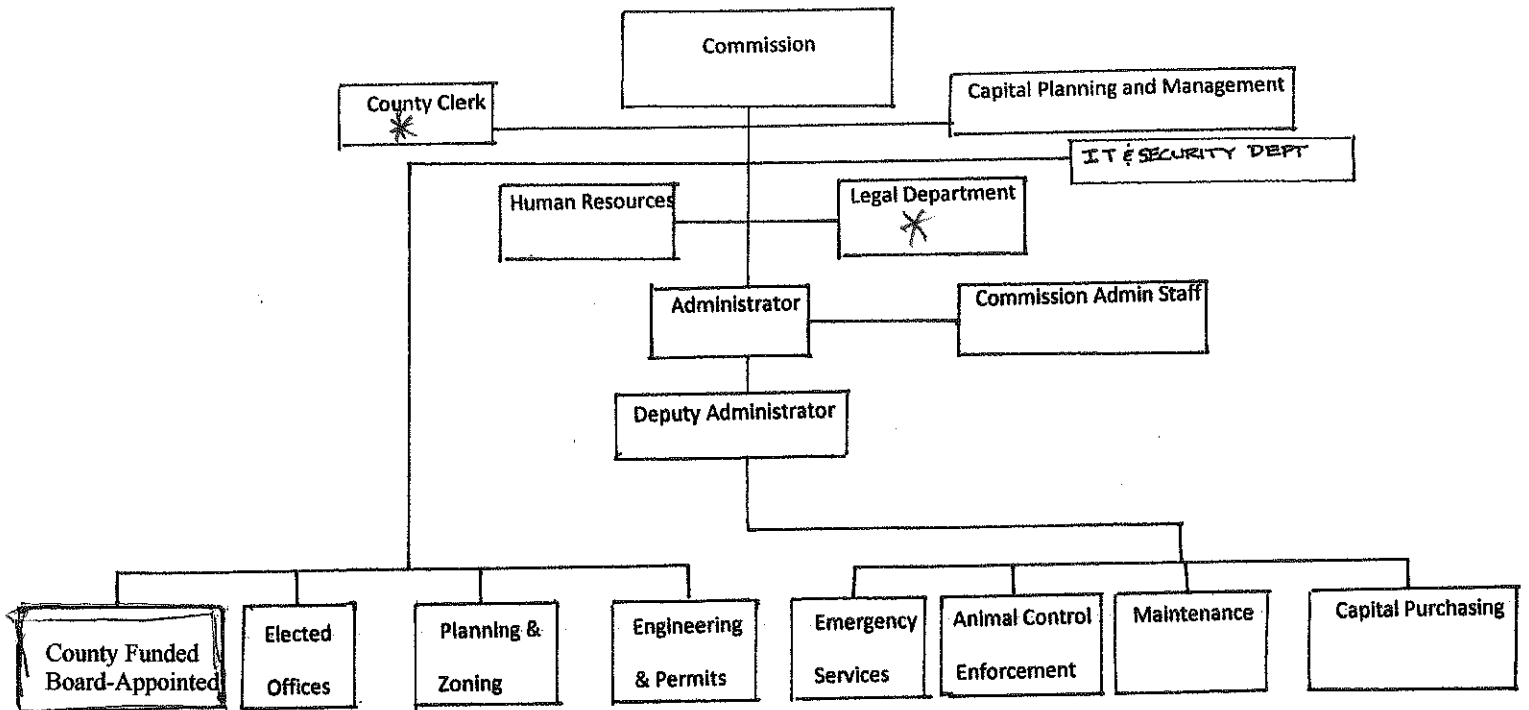
2. Motion that Sheriff Shirley be notified to - in the presence of Mr. Polk of Maintenance, and IT Special Hernandez to inventory records and property in the CA office. IT Specialist is to secure the computer and provide Sheriff Shirley with the computer's hard drive to keep in his custody.

3. Mr. Polk is to provide Sheriff Shirley with keys and access cards to all county buildings. for his use in the vent of an emergency.

<

REORGANIZING ~~THE~~ COUNTY GOV'T (JS)

* denotes change in reporting position
 "yellow" denotes new position



- ◆ Parks and Rec
 - ◆ EDA
 - ◆ Board of Health
 - ◆ Bldg. Commission
 - ◆ S. Jeff. Library
 - ◆ Historic Landmarks
- *Circuit Clerk
 - *Prosecutor
 - * Assessor
 - *Sheriff & Tax Office
- *Long Range Planning
 - *Ordinances
 - *Comprehensive Plan
- * SWM
 - *Permits
 - *Inspection
- * 911 Call Center
 - * OEM
 - *Addressing
 - * GIS
- *Vehicle Fleet
 - * Janitorial Services
 - * Bldg Maintenance
- * Central Purchasing
 - *Capital projects

~~County Funded~~
~~Board-Appointed~~

September 28, 2009

To: Frances Morgan
Jefferson County Commissioner

From: Robert Reynolds

Re: Interim County Administrator

On September 18, 2009, you contacted me to determine if I might be available to serve as the Jefferson County Interim County Administrator, and we have had two subsequent discussions concerning this possibility. Based on these discussions with you, as well as discussions with my wife Linda, this will serve as summary of my willingness and conditions for serving in this role.

1. I am not interested in appointment as permanent County Administrator, and I will not apply for this permanent position. I will consider an Interim appointment only.
2. I will accept appointment on an at-will basis only and will willingly resign from appointment upon notice, either public or private, by a majority of the County Commission immediately upon receiving such notice.
3. Similarly, should I decide that my resignation would be in my best interests or in the best interests of the County, I reserve the right to resign as Interim County Administrator by providing 24 hour notice to the County Commission.
4. I will require a legal employment contract to serve as Interim County Administrator and request that the salary for my services be set at the current minimum wage required by law. Further, to the degree legally permissible, I will opt out of the County employment benefits package.
5. Please note that Linda and I are currently scheduled for a Panama Canal cruise October 24 – November 3, with a non-refundable cost of \$2,291.34. Should County employment necessitate cancellation of this vacation I will ask that the County reimburse us for this non-refundable fee.

Given the time frames necessary for the County Commission to provide proper legal notices to advertise, screen, interview, and employ a Permanent County Administrator, and to provide reasonable opportunity for the selected individual to relocate to Jefferson County, I expect that the County will require an Interim County Administrator for between three to four months.

In my view Jefferson County has important policy and procedural decisions to resolve in the next four months. Throughout my professional career I have been a pro-active administrator. As priorities are established by the County Commission my management philosophy is that the County Administrator, in close collaboration with county elected officials, county management staff, and community stakeholders, is responsible for presenting written staff analyses and recommendations to the County Commission for consideration and disposition.

Per your request I attach my resume for your review. I hope that this memorandum is an accurate summary of our discussions, and I understand that you may wish to distribute this information in public session to your fellow County Commissioners.
Respectfully submitted,

/s/

Robert I. Reynolds
Shepherdstown, WV 25443

Cc: Resume

ROBERT I. REYNOLDS

Educational Background

B.A., California State University, San Francisco 1966, Political Science/History

Standard Teaching Credential, California State University, San Francisco, 1967

M.A., University of California, Berkeley, 1969, Education

Professional Experience and Specific or Technical Accomplishments

2006 –

Independent Consultant, Shepherdstown, West Virginia

Provide consultant support for community-based and national projects to prevent alcohol problems in Brazil (Diadema, Paulinia), Romania (Pitesti, Pantelimon) and The Netherlands (Eindhoven). Consultant services focus on identification of community problems, selection of policy focused interventions, and implementation of prevention strategies.

2004 - 2005

Director, Alcohol Policy Initiatives, Pacific Institute for Research and Evaluation, Shepherdstown, West Virginia.

Working in close cooperation with policy makers, provide strategic direction and coordination for development of new alcohol policy or program initiatives within the United States and globally tailored to prevent alcohol related problems. Provide technical assistance and staff mentoring support services during the start-up phase of new alcohol policies or programs.

US initiatives focus on enhancing the enforcement of alcohol laws and regulations and on the development of the 2004 Congressional direction to establish a US National Center for Alcohol Law Enforcement. International efforts include technical assistance support for alcohol projects in Brazil and in Romania, and cooperative efforts with a project monitoring alcohol industry marketing efforts in Europe.

1995–2003

Director, Center for Policy Analysis and Training, Pacific Institute for Research and Evaluation, Rockville, Maryland

Provide overall direction and supervision to Pacific Institute's Center in Rockville, MD. Activities of the Rockville Center focus on developing, synthesizing and disseminating research-based prevention knowledge in support of substance abuse prevention planning and programming throughout the United States. Major funding for the Center is provided through contracts with the U.S. Center for Substance Abuse Prevention, the U.S. Office of Juvenile Justice and Delinquency Prevention, and the U.S. Navy.

Contracts with the Center for Substance Abuse Prevention included development of SimSmoke, a computer simulation model of tobacco use and prevention. Through contract with the Office of Juvenile Justice and Delinquency Prevention, the Rockville Center provides national training and technical assistance in support of the OJJDP Enforcing Underage Drinking Laws Initiative. The

U.S. Navy contracts for worldwide implementation of the PREVENT primary prevention training program for Navy personnel.

1994–1995

Manager, Community Prevention Services, Prevention Research Center, Pacific Institute for Research and Evaluation, Berkeley, California

Reporting to the Principal Investigator, managed the interface between the principal researchers for the four study components and the on-site project staff in the three U.S. cities participating in the Matched Community Demonstration Trials Project jointly funded by the National Institute on Alcohol Abuse and Alcoholism and the Center for Substance Abuse Prevention. Provided overall direction and supervision to community organizing and policy intervention activities of the project.

1992–1994

Associate Director, The Trauma Foundation, La Mesa, California

As Associate Director, work focused on the role alcohol and its promotion play in violence, particularly violence against women. Priority was also given to providing on- and off-site support to alcohol policy leaders and coalitions throughout the United States, especially those working on issues of alcohol taxation and alcohol industry advertisements and promotions.

As Associate Director, developed and directed the Trauma Foundation projects in Southern California, and consulted with injury and alcohol control advocates in areas such as community organization and media advocacy.

1991–1992

Private Consultant

Provided consultant services in the areas of alcohol recovery services, prevention policy, and media advocacy. Under contract to the Advocacy Institute, Washington, D.C., developed a San Diego Alcohol Policy Media Advocacy Resource Center; and for Catholic Charities, San Diego, planned and developed an agency Department of Alcohol Recovery Services.

1989–1990

Campaign Director, Californians for Nickel-A-Drink, Yes on Proposition 134

Following creation of the initial campaign coalition and drafting of the initiative, selected as Campaign Director to direct the ballot qualification and election phases of the campaign. To qualify for the ballot, the campaign utilized both volunteer and paid petition staff to collect 1,169,000 voter signatures, the third most in California history. Overall the campaign raised \$1.7 million, while the opposition spent over \$30 million. Election campaigning focused primarily on electronic media through generation of news coverage, debates, and other free airtime provided through Federal "Fairness Doctrine" solicitations to stations.

1976–1989

Deputy Director, Alcohol Services, Department of Health Services, County of San Diego, CA. As Deputy Director for Alcohol Services in California's second largest county, responsible for the overall design and management of the County's alcohol services, with a program budget in

excess of \$9 million and a service delivery system with approximately 2,000 admissions monthly. The County contracted for all services. In addition to providing cost-efficient and effective social model primary, supportive, and sustained recovery services, the County also pioneered innovative environmentally focused prevention services.

Examples of responsibilities and accomplishments included:

- developed, implemented, and maintained quality control systems for contractor-operated services consisting of inebriate reception, detoxification, residential recovery, non-residential recovery, and drinking driver programs.
- system operated by public employees to a low-cost, high-volume community-model system operated by private contractors; this arrangement resulted in a four-fold increase in service utilization without any increase in public sector costs.
- supervised a prospective, panel-design participant outcome study of 300 randomly selected alcoholics over a two-year period in order to establish measures of system effectiveness; this study, based on a 70% successful re-interview rate, demonstrated that low-cost public programs are as effective as more expensive hospital-based programs.
- directed analytical studies of participant fee collection policies and procedures to identify mechanisms which would concomitantly promote recovery from alcoholism while maximizing fee collections.
- developed State and Federal legislative proposals regarding changes to public policies in order to reduce alcohol problems at the individual, family, and community levels.
- directed social area analyses of public inebriety in an urban setting to identify social policies and systems which will reduce alcohol problems.
- developed prevention strategies from an environmental perspective for use by community groups. Includes materials development and data collection to support implementation of community-level activities.
- supervised a special project grant from the National Highway Traffic Safety Administration to apply computer-based modeling to drinking and driving prevention.

1974–1976

Alcohol Program Analyst IV, Office of Alcoholism, State of California

As Manager, Program Evaluation and Regulations Section, and Coordinator, Recovery Home and Detoxification Programs, responsible for supervision of staff engaged in design and implementation of evaluation systems for alcohol programs at the state and county levels, development of state program standards and regulations, program liaison with other state agencies, development of state program standards and guidelines, and delivery of technical assistance requested by governmental and private providers of recovery services.

Examples of responsibilities and accomplishments include:

- managed the development and approval of California's first State Alcohol Program Regulations.
- developed State Standards for Detoxification and Recovery Home Programs.
- managed \$2 million Recovery Home Facility Improvement Grant Program.

1971–1974

Executive Director, Sierra Council on Alcoholism, South Lake Tahoe, California

Responsible to a community-based board of directors; was delegated overall administrative and programmatic responsibility for the development of a multi-county alcohol program providing both residential and non-residential services. Program initiated services in the rural Sierra

counties of California.

1971

Executive Director, JOBS, Chamber of Commerce, South Lake Tahoe, California

Initiated, developed, and implemented the Chamber-National Alliance of Businessmen JOBS consortium in the Lake Tahoe Basin. This was an employment training and placement program for disadvantaged individuals.

1969–1970

Vista Volunteer, Volunteers in Service to America, U.S. Government, South Lake Tahoe, California

Responsible for projects to benefit low income people and the general community, including: developed a community food commodity program, a senior and teen center, a crisis phone service, a drug abuse clinic, and an alcohol recovery home.

Related Experience

President, Jefferson County Planning Commission, 2008 – current

Vice-Chair, Responsible Hospitality Council of San Diego County, 1991–1992

Member, Board of Directors, California Advocates for Pregnant Women, 1989–1991

Member, Governing Council, American Public Health Association, elected by Alcohol and Drug Section, 1989–1990

Chair, Council on Alcohol Policy, National Association of Public Health Policy, 1986–1988, Vice-Chair, 1984–1986

Planning Commissioner, City of Lemon Grove, California, 1981–1993, Chair, 1984–1993

Invited Panelist, National Forum on Public Inebriate Issues, National Institute on Alcohol Abuse and Alcoholism, 1981

Appointed Member, State of California First Offender Drinking Driver Task Force, 1982–1983

Invited Participant, Forum on Alcohol and Public Policy, National Academy of Sciences, 1983

Member, Executive Committee, County Alcohol Program, Administrators' Association of California, 1977–1983, 1988–1989

Relevant Publications

Science and Alcohol Policy at the Local Level: A Respectful Partnership. Holder, H.D. and Reynolds, R. Manuscript accepted for publication by *Addiction*, 1998.

Community prevention and alcohol retail access. Reynolds, R.I., Holder, H.D. and Gruenewald, P.J. *Addiction*, 92, Suppl. 2, S261. June 1997.

Application of local policy to prevent alcohol problems: experiences from a community trial. Holder, H.D. and Reynolds, R.I. *Addiction*, 92, Suppl. 2, S285. June 1997.

Summing up: lessons from a comprehensive community prevention trial. Holder, H.D., Saltz, R.F., Grube, J.W., Treno, A.J., Reynolds, R.I., Voas, R.B. and Gruenewald, P.J. *Addiction*, 92, Suppl. 2, S293. June 1997.

A Framework for Prevention: Science and Practice in Action. Reynolds, R.I., Stewart, K.G. and Fisher, D.A. *Secretary's Youth Substance Abuse Prevention Initiative: Resource Papers*.

- Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention. March, 1997.
- Society Gives Mixed Messages About Using Alcohol and Other Drugs. Reynolds, R.I. *Charities USA*. Fourth Quarter, 1992. Catholic Charities USA. Alexandria, VA.
- Policy Implications of Social Model Alcohol Recovery Systems. Reynolds, R.I., Ryan, B.E. and Shaw, S. (ed.) *Social Model Alcohol Recovery*. Bridge Focus, Inc., 1990.
- An Applied Systems Approach to Reduction of Alcohol Problems in San Diego, California. Ryan, B.E. and Reynolds, R.I. *Contemporary Drug Problems*, Fall, 1990.
- Prevention Policy and the Perils of Public Administration. Reynolds, R.I. *Research, Action, and the Community: Experiences in the Prevention of Alcohol and Other Drug Problems*. Rockville, MD: Office of Substance Abuse Prevention, 1990.
- Alcohol Problems: Public Officials and Public Policy—Opportunities for Influence. Reynolds, R.I. and Wynne, J.D. Holder, H.D. (ed.) *Control Issues in Alcohol Abuse Prevention: Strategies for States and Communities*. Greenwich, CT: JAI Press, Inc. 1987.
- Building Constituencies for Prevention of Alcohol Problems. Reynolds, R.I., in Ann Cox and Norman Giesbrecht (eds.), *Prevention, Alcohol and the Environment—Issues, Constituencies, and Strategies*. Toronto: The Addiction Research Foundation, 1986.
- Altering the Drinking Environment at the County Level. Reynolds, R.I., in D.R. Gerstein, (ed.) *Toward the Prevention of Alcohol Problems*. Washington, D.C.: National Academy Press, 1984.

Selected Reports

- Reducing Alcohol Availability as a Prevention Strategy—What Your Community Can Do. Reynolds, R.I. for Office of Substance Abuse Prevention. Washington, D.C., 1988.
- A Community Approach to the Prevention of Alcohol Problems: A Case Study from the San Diego County Alcohol Program. Reynolds, R.I. and Holder, H.D. 1988.

Contact Information

Robert I. Reynolds
188 Norman Lane
Shepherdstown, WV 25443
(304) 876-0622
bobreynolds@frontiernet.net

#14

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: Sandy Slusher McDonald
FROM: F. Mark Schiavone *fm*
DATE: Wednesday, September 30, 2009
SUBJECT: Agenda request – Regular Appointment

Sandy

Please place the following item on the agenda as a regular appointment for the Thursday, 08 October 2009 Regular Session:

- Budget Issues

The topics to be discussed during this appointment include:

- Draft budget policies – discussion/action. The draft document was presented to the Commission during Regular Session on 17 September 2009. I'm enclosing another copy of that document.
- Revenue Forecast for FY 2011 and FY 2012 - discussion. That report is also enclosed.
- Budget Revision Number 004 to the General Fund – discussion/action. This revision constitutes various salary adjustments, as well as a few additional expenditure lines for the Circuit Court Clerk.

RECEIVED

OCT 01 2009

Jefferson County Commission

De la Business

Budget Policies

Operations

1. Revenues are to be monitored regularly and compared to historic trends and anticipated rates of receipt. The Commission will be updated quarterly on these findings.
2. The County will prepare projections of revenues for three years ahead of the current fiscal year. These projections will be made prior to the beginning of budget work sessions.
3. County departments which are supported by user fees and charges will periodically recalculate the full cost of operations to ensure that the fees and charges are current.
4. Non-recurring revenues will only be used for non-recurring or emergency expenditures.
5. The County will maintain inventories of capital assets which are above the capital threshold of \$10,000 and inventories of consumable items in excess of \$1,000.

Contingencies and Emergencies

1. The county will strive to maintain a contingency/emergency reserve at a level sufficient to maintain payroll and critical needs for a minimum of one month. The intent of this reserve is to ensure that basic government services continue without interruption at the beginning of a fiscal year in the event that prior year expenditures exceeded revenues and/or there is an insufficient cash balance in the General Fund to meet financial needs prior to property tax collection in late July/early August.
2. The county will strive to only remove funds from the capital projects accounts for emergencies involving immediate or eminent threats to public health, safety, or public property.
3. The County will strive to maintain an additional contingency account within the Coal Severance Fund amounting to at minimum 25% of the total projected revenues. This account would serve to meet the needs of unexpected capital purchases and special projects should other funding sources be unavailable.

Debt Policies

1. The County will strive to avoid the necessity of raising an excess levy through sound financial planning and cash management. Should an excess levy be necessary, the County will include a reduced rate provision in the event property assessments increase during the life of the excess levy.
2. Should it be necessary for the County to raise monies via mortgages or loans through the Building Commission, the County will give preference to using banks established within Jefferson County or neighboring West Virginia counties. However, should larger institutions offer more favorable terms the County will engage the financial institution offering the lowest financing costs as determined over the life of the mortgage or loan.

3. Debt shall not be used to fund operating deficits. Excess levy, bond or mortgage proceeds shall only be used to fund acquisition, repair, construction, improvement or development of public facilities.

Investment Policy

1. Primary goals for any investment instrument are safety, liquidity, and return on investment.
2. All investments shall be fully bonded either by ensuring that FDIC limits are not exceeded, or by requiring that the financial institution fully secure the investment via bonding or irrevocable letters of credit.
3. The County should ensure that financial institutions are offering the best rate of return for CD's, savings or checking accounts, and any other instrument in use for holding county funds.

Capital Improvement Policies

1. The County shall invest in capital programs which support the goals of the Comprehensive Plan.
2. Impact Fee monies may only be expended toward projects listed on the approved Capital Improvement Plan, and then only for projects required to fulfill, at least in part, demand for service as caused by new growth. For all other capital projects funds must be obtained from other general or special revenue sources.
3. The County's existing assets must be maintained and preserved to ensure continued service.
4. The County will protect its assets with adequate insurance coverage.
5. Projects become eligible for inclusion to the Capital Improvement Plan when the project supports or improves infrastructure needs or increases the service capacity.
6. The County will adopt a six-year Capital Improvement Plan annually.
7. The County will regularly review current definitions of capital project, capital asset, and capital inventory in order to ensure that these definitions best fit the current economic conditions.

Budgetary Monitoring and Management

1. The County will develop short- and long-term fiscal management policies that link operational and capital budgeting and organization goals together.
2. Strategic planning and budgeting decisions are based on a number of statistical analysis and financial modeling tools.
3. A long-range financial forecast, which includes revenue and expenditure projections and future operational costs will be prepared annually.
4. Revenues will be monitored monthly and compared with current estimates in order to identify any potential trends which may impact revenue sources.

Purchasing Policies

1. Purchase orders in excess of \$199 must receive approval prior to commitment of funds. This includes any purchase made via a county-issued credit card.

2. The purchasing officer will maintain a schedule of items and threshold costs which will be used to determine when a purchase is competitively priced. This process will entail the purchasing officer or a designated agent securing a minimum of three price quotes before committing funds.
3. Only capital items may be purchased from dedicated capital outlay accounts. A capital item is currently defined as having a minimum cost of \$10,000 and a minimum useful lifetime of 3 years.
4. Upon receipt of a capital item information about it must be placed in a capital inventory tracking system.
5. Any purchase order in excess of \$199 must be accompanied by an expenditure account number to be used in funding the purchase. This number is to be provided by the requestor or their department head or supervising elected official. Sufficient funds must exist in this budget account prior to committing the expenditure.

Revenue Forecast for FY 2011 and 2012

Jefferson County Government

01 October 2009

Department of Capital Planning and Management

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Executive Summary

Revenues for Jefferson County Government for the past 5 years were examined for the purpose of generating revenue projections for the next two fiscal years. For the purpose of this analysis revenues were broken into two broad categories of stable (generally tax-based) and variable (building permits, land transfer tax, video lottery) in nature. The forecast included consideration of trends as published by the Federal Open Market Committee of the Federal Reserve. Although discussed, the impact of future table games was not considered as part of this analysis.

The projected revenue trends for Jefferson County include a per annum decline of \$500,000 in total revenues for FY 2011 and FY 2012.

Current Revenue Structure

Jefferson County's revenue stream can be divided broadly into two categories: stable and variable. The stable revenues include ad valorem taxes, as well as other taxes and fees which are not tightly coupled to the economy. The variable revenues are characterized as being highly coupled to current economic conditions. These include property transfer tax, building permit fees, video lottery, and cable franchise proceeds. A small portion of each year's actual revenues does not cleanly fit into either of these categories and for purposes of this discussion were labeled as miscellaneous revenues. Lastly, the unencumbered fund (cash balance) was treated separately as it is not considered a revenue source.

Revenue Trends – FY 2005 through FY 2009

The receipted revenues for each of the 4 revenue categories are presented for Fiscal Years 2005 through 2009 in Table 1, below. The percentage of each revenue type as it relates to the total collected revenues for each fiscal year are also presented.

Table 1. Receipted Revenues, FY 2005-2009

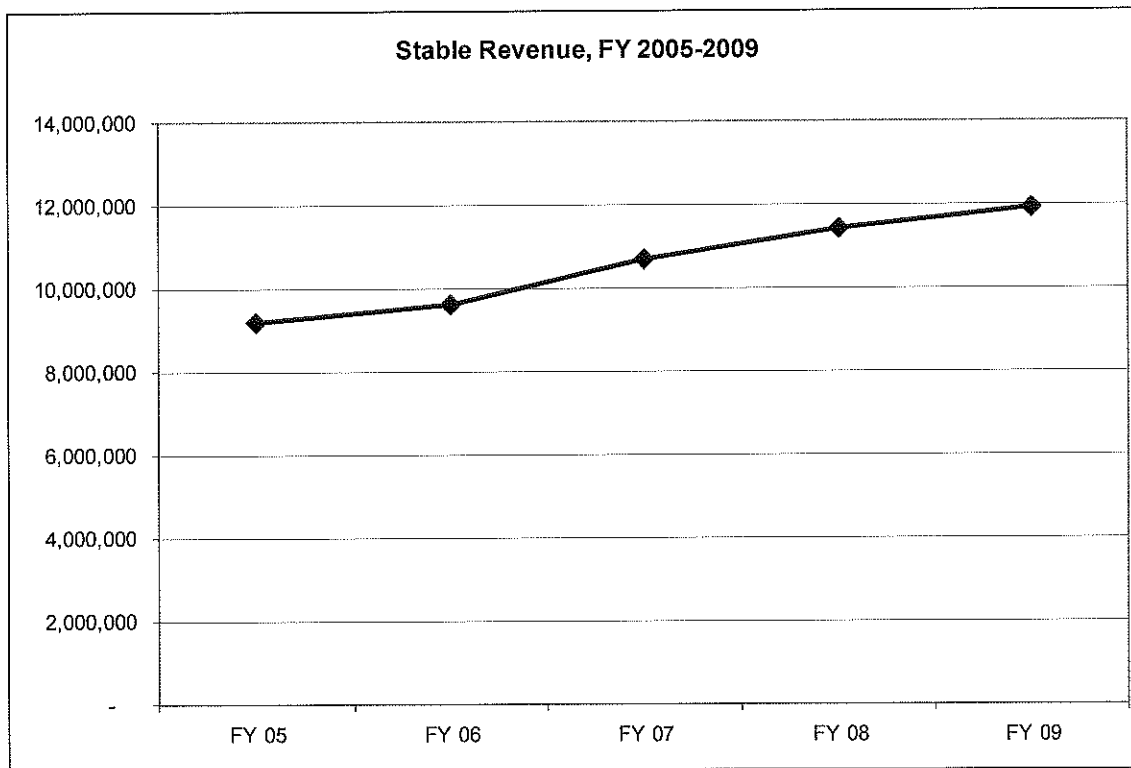
Type	Actual receipted revenues by type				
	FY 05	FY 06	FY 07	FY 08	FY 09
Stable	9,174,915	9,624,627	10,691,627	11,423,967	11,928,746
Variable	7,196,384	7,817,058	7,113,257	7,284,265	6,291,449
Unencumbered	4,468,525	3,942,856	5,859,242	2,547,761	2,947,517
Misc	253,276	179,676	195,099	306,803	234,827
Totals	21,093,100	21,564,216	23,859,224	21,562,796	21,402,539

Type	Revenue by type as a percentage of the whole				
	FY 05	FY 06	FY 07	FY 08	FY 09
Stable	43%	45%	45%	53%	56%
Variable	34%	36%	30%	34%	29%
Unencumbered	21%	18%	25%	12%	14%
Misc	1%	1%	1%	1%	1%
Totals	100%	100%	100%	100%	100%

Stable Revenue

This revenue type constitutes roughly half of receipted revenues for the past 5 fiscal years. The ad valorem component is particularly stable due to the nature of West Virginia tax law. Each year the County Commission is entitled to an automatic 1% increase in this revenue stream. Should total real estate or personal property valuation decrease, the levy rate automatically increases to maintain the revenue stream. Conversely if property valuation rises the levy rate automatically drops in a manner that maintains the expected revenue from this particular source. In FY 2009 the ad valorem revenue constituted \$9,173,525 or 73% of the category total. The remaining stable revenue sources constitute a far smaller percentage of the total yet tend over time to contribute to the predictability of this class of revenue. The overall trend in this revenue category is plotted in Figure 1. Besides the 1% per annum increase in ad valorem revenues, a significant increase in receipts due to 911 telephone fees is the major driver of the slight rise in this revenue stream over the past 5 years.

Figure 1. Stable Revenues, FY 2005-2009

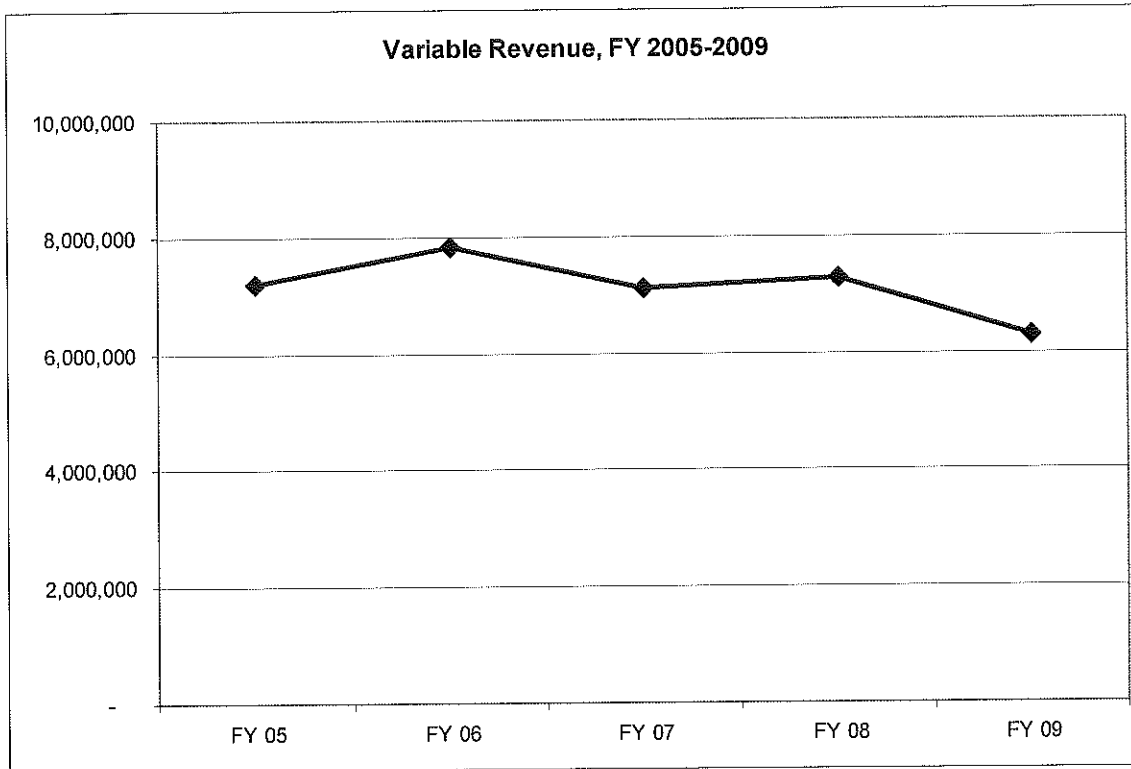


Variable Revenue

This category of revenue constitutes a group of unrelated revenue streams that share the common attribute of being more or less coupled to local and/or national economic trends. Over the five year fiscal period ending with FY 2009 this category has amounted to some 30% of total revenue receipts. Within this category there are two broad subgroups – non-

discretionary and discretionary revenues. In the case of Jefferson County the non-discretionary revenues tend to be coupled with the real estate development industry. The second category is linked to discretionary spending as realized through video lottery proceeds, tourism and general entertainment spending.

Figure 2. Variable Revenues, FY 2005-2009



The following table breaks down total variable revenue into non-discretionary and discretionary revenue. The former constitute items such as property transfer tax, building permit fees, a state and federal grant revenues. The latter include hotel occupancy tax, horse and dog racing tax, liquor tax, and all forms of video lottery proceeds.

Table 2. Received Variable Revenues, FY 2005-2009

Type	Variable Revenue by type				
	FY 05	FY 06	FY 07	FY 08	FY 09
Variable	7,196,384	7,817,058	7,113,257	7,284,265	6,291,449
<i>of which</i>					
<i>non discretionary</i>	2,938,509	3,061,353	2,220,697	2,064,827	1,254,693
<i>discretionary</i>	4,257,875	4,755,705	4,881,509	5,102,087	5,036,756

Type	Variable Revenue by type as percentage of All Variable Revenue				
	FY 05	FY 06	FY 07	FY 08	FY 09
non discretionary	41%	39%	31%	28%	20%
discretionary	59%	61%	69%	70%	80%
	100%	100%	100%	98%	100%

The overall category of variable revenue is therefore a blend of down- and up-pointing trends. Revenues such as building permit fees and property transfer tax have dropped greatly during this period, while video lottery revenues and hotel occupancy tax trend toward moderate growth.

Economic Forecast

For information on general, national trends an appropriate source is the Federal Open Market Committee (FOMC) of the Federal Reserve. The last Summary of Economic Projections issued by this committee was following their 23-24 June 2009 meeting¹. The committee's projection for the economy over the next year (with a longer-range projection included) is summarized below:

- Moderate increase in the GDP followed by a slackening over the long term. The short-term increase is attributed to spending necessary to restock and resupply at the producer level.
- Relatively low personal consumption expenditure rates of inflation for both the short and long term.
- Anemic absorption of unemployed members of the workforce for 2011 (with the peak unemployment rate being realized in 2010), followed by a healthier job-creation trend over the long term.

Revenue Implications

Of these trends the most significant to impact Jefferson County is the slow rate of absorption of unemployed workers. Nationally, this is a common trend following recession cycles. Its impact on our revenues is expected in two areas: a continued lower-than-normal property transfer/building permit activity, and a continued decline in recreation-related spending (via video lottery revenue).

That said there is no clear approach to couple projected unemployment rates to these three significant revenue sources. Staff recommendation is to continue to project declines in these revenues through FY 2012 with an upturn (or at minimum a bottoming of the declining trend) in FY 2013 and beyond. As also noted by the FOMC these projections assume that the market forces which led to the current economic downturn have been corrected and that no additional shocks to the financial system occur over the next 2 years.

Table Games

An additional unknown is the fate of the upcoming referendum on table games. Should that activity be permitted, the county could see upwards of \$1 million in additional revenue from Charles Town Racing and Slots, although this revenue stream would take time to develop and the effect on video lottery proceeds is unclear. In any event, this revenue stream would fall into the same variable revenue category as video lottery

¹ Minutes of the Federal Open Market Committee, 23-24 June 2009. Accessed at: <http://www.federalreserve.gov/monetarypolicy/fomcminutes20090624ep.htm>

revenue and should not be considered a stable source of funding for general government obligations.

Revenue Projections

The current economic conditions are unprecedented for the United States Economy dating back to the end of the Great Depression. As previously discussed the Federal Open Market Committee sees some encouraging signs of economic strengthening yet the exact timing and magnitude of such a turnaround is nearly impossible to predict. To underscore that point, Figure 3 illustrates the combined stable and variable revenues (less the unencumbered cash carryover) for Jefferson County for the past 5 fiscal years. How the slope for future revenues is to be projected depends completely on future economic conditions. Two of three possible trend lines are presented in Appendix B, while the trend line assuming continued decline in revenues is presented as Figure 4.

Figure 3. Real Revenues, FY 2005-2009

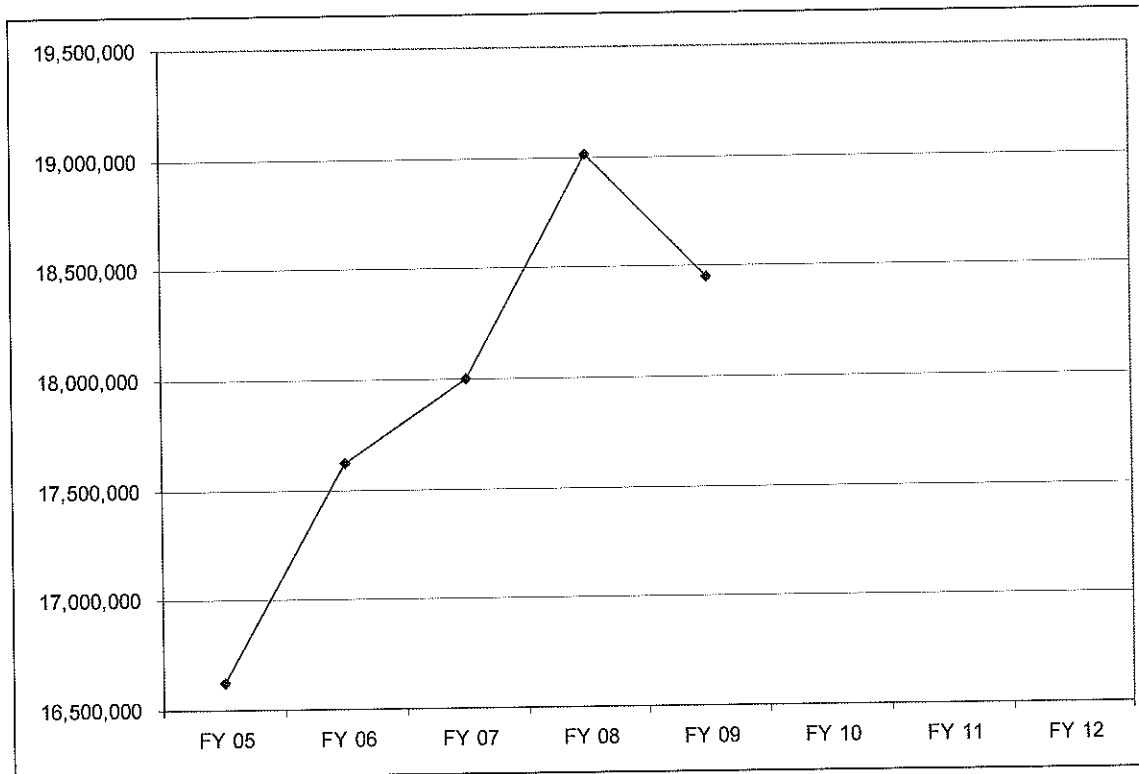
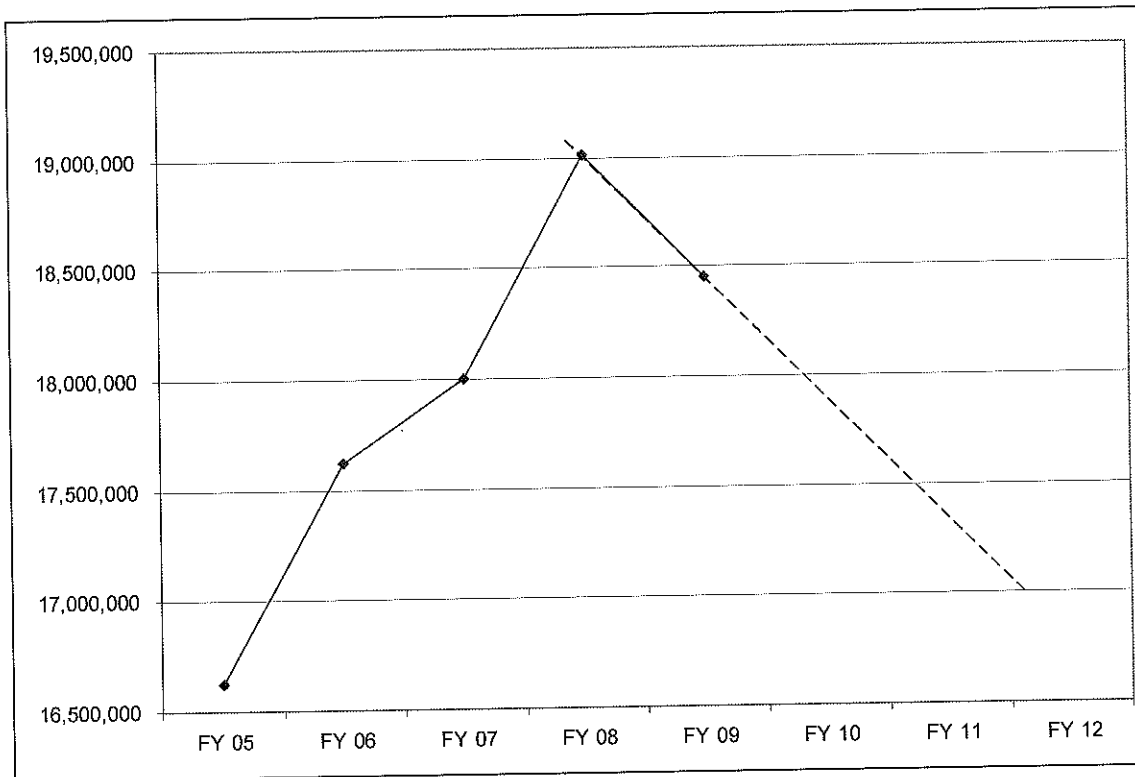


Figure 4. Revenue Projection - Case 3



Summary

The current economic conditions make conducting dependable revenue projections difficult if not impossible, as illustrated in the three case diagrams above. Although the Federal Open Market Committee (discussion, page 5) as identified several potential trends indicating that the economy is nearing the end of the current recession, all indicators are expected to display varying degrees of lag. This strongly suggests that the recovery will not be immediately realized as a period of strong economic growth. Rather, the predicted recovery of the economy may take the form of a delayed lag, with important factors such as the unemployment rate continuing to show meager improvements over the next few years.

Against such news it is recommended that Jefferson County continue to monitor current revenues for FY 2010 and to expect that revenues for the next few fiscal years will at best remain flat and at worst will continue to show declines. As illustrated in Figure 6, a worst-case scenario would include projections of declining revenues of \$500,000 per annum for at least the next two years.

Appendix A Revenue Classifications

The following revenue lines were used to conduct this financial forecast. The category column indicates how each revenue was classified for purposes of this study.

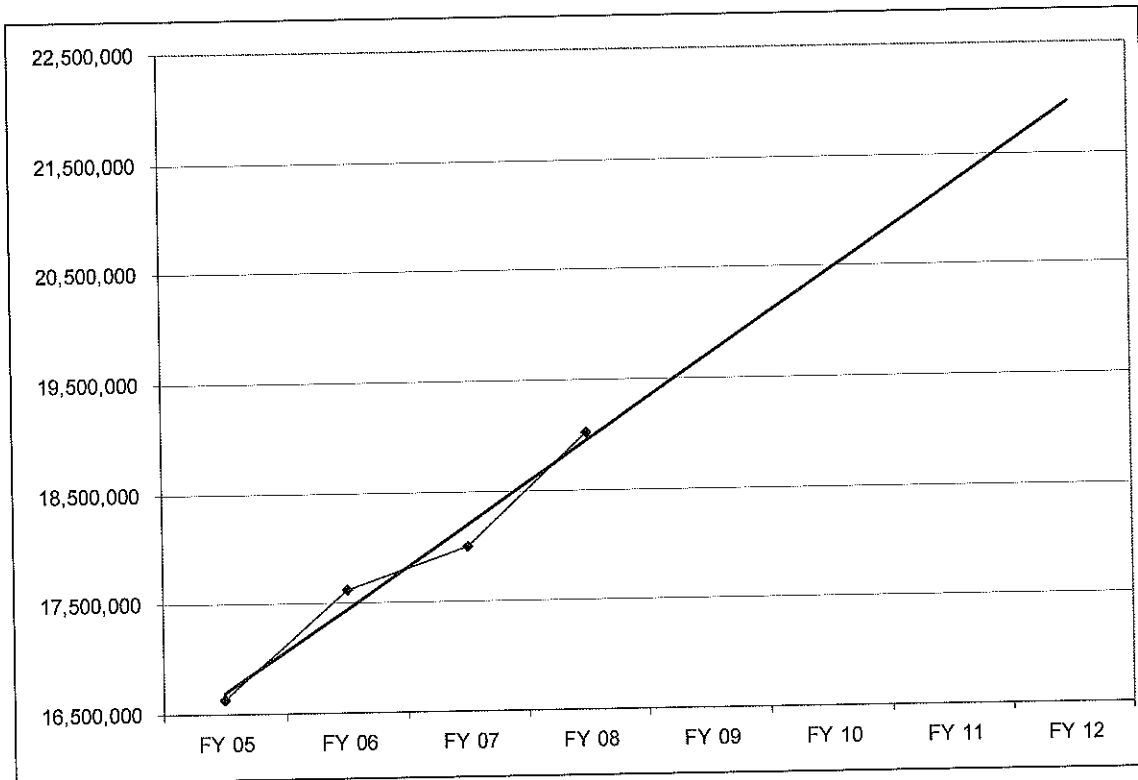
Account Description	Category	Account Description	Category
		TRANS/ASSR VAL FUND	Stable
UNENCUMBERED BALANCE	Unencumbered		
AD VALOREM TAXES	Stable		
TAX PENALTIES/INT/PUB FEE	Stable		
DOG TAXES	Miscellaneous		
PROPERTY TRANSFER TAX	Variable		
GAS & OIL SEVERANCE TAX	Stable		
HORSE & DOG RACING TAX	Variable		
WINE & LIQUOR TAX	Variable		
HOTEL OCCUPANCY TAX	Variable		
PYMNT/LIEU/OF TAXES-LOCAL	Stable		
SYNTHETIC FUEL TAX	Stable		
LICENSE/DECALS	Miscellaneous		
BUILDING PERMIT FEES	Variable		
MISC. RENTS	Miscellaneous		
FEDERAL GOV GRANTS	Variable		
STATE GOVERNMENT GRANTS	Variable		
OTHER GRANTS	Variable		
FED PYMNT IN LIEU OF TAXS	Stable		
SHERIFF'S SRVC OF PROCESS	Stable		
SHERIFF EARNINGS	Stable		
COUNTY CLERK'S EARNING	Variable		
CIRCUIT CLERK'S EARNING	Stable		
PROSECUTING ATTY EARNINGS	Miscellaneous		
ACCIDENT REPORTS	Miscellaneous		
MOTOR VEHICLE LICENSE FEE	Miscellaneous		
MAP SALES	Miscellaneous		
RENT - CONCESSIONS	Stable		
EMERGENCY SERVICE FEES	Stable		
EMG COMM - 911 FEE	Stable		
FRANCHISE FEES	Variable		
IRP FEES-INTNATL REG PGM	Stable		
JAIL FEES			
INSURANCE CLAIMS	Stable		
INTEREST EARNED	Stable		
MISCELLANEOUS REVENUE	Miscellaneous		
SHERIFF'S COMMISSION	Stable		
REIMBURSEMENTS	Miscellaneous		
FILING FEES	Miscellaneous		
VIDEO LOTTERY	Variable		
CONT/TRANS FRM OT ENTITES	Variable		
REIMBURSEMENTS	Miscellaneous		
CONTR/TRANS FROM OTHR FND	Miscellaneous		

Appendix B Additional Plot Projections

The difficulty in projecting plot data as illustrated in Figure 3, page 6 is presented below. When a plot includes an abrupt change in slope there can be any number of reasons for the change. Although it is believed that the data in Figure 3 represent real conditions, the next two figures show how de-weighting either of the last two fiscal year data points yields very different trend lines.

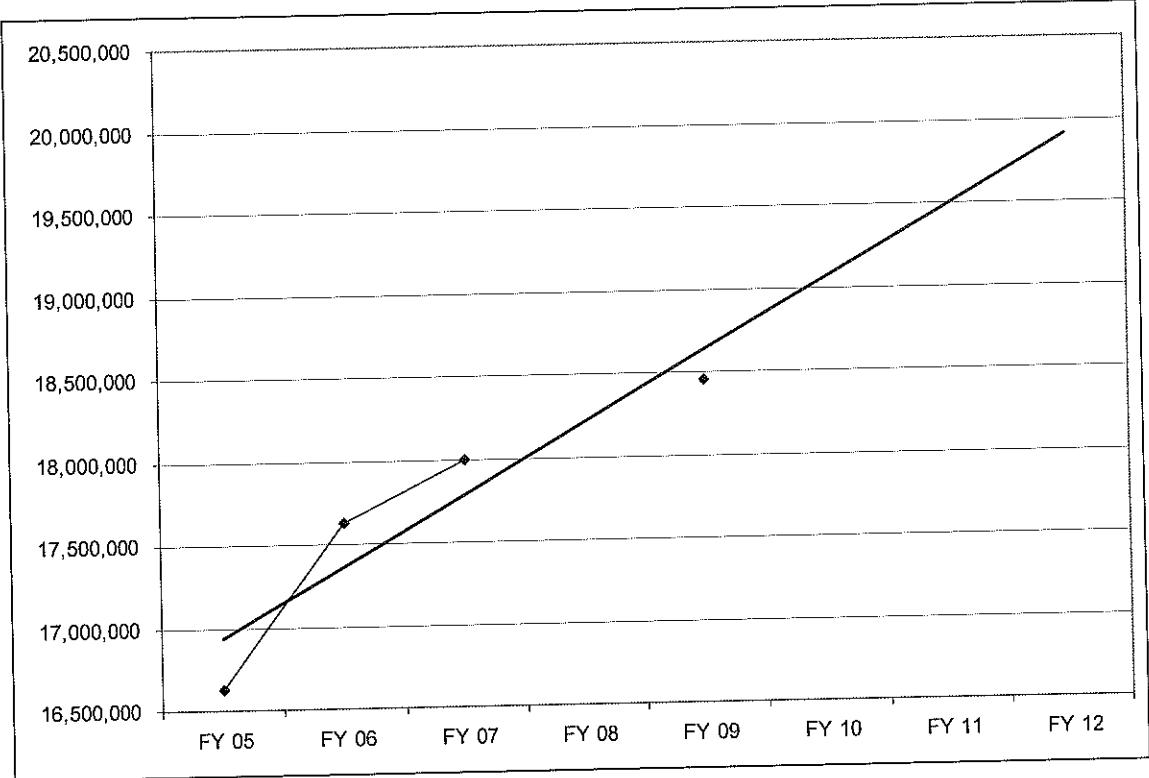
Case 1. FY 2009 represents an anomaly in an otherwise general trend of increasing revenues. In this scenario a straight-line projection would present a series of future years enjoying increasing revenue yields.

Figure 5. Revenue Projection - Case 1



Case 2. Fiscal Year 2008 represents an unusually good year for revenues and should be excluded from a trend analysis.

Figure 6. Revenue Projection - Case 2



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: Jefferson County Commission
FROM: F. Mark Schiavone *fms*
DATE: Wednesday, September 30, 2009
SUBJECT: Revision 004 to the General Fund (Fund 001)

The revision of the General Fund incorporates several salary-related changes as authorized by the County Commission. Namely;

- Approval to hire a deputy clerk in Circuit Clerk's Office (403) at \$22,000 (see below) [approved 10 September 2009]
- Approval to increase some expenditure lines in Circuit Clerk's Office (403) – including contracted services, materials and supplies, and record books [approved 10 September 2009]
- Approval to hire a 16th dispatcher (new position) for Communications Center at \$34,566 [approved 10 September 2009]
- Increase salaries to meet minimum salary levels established by Jacobs Study for the following departments: Circuit Court Clerk (403), Sheriff- Tax (404), Prosecuting Attorney (405), Assessor (405), Ag Agent (412), Court House [Maintenance] (424), Engineering (440), Sheriff – Law (700), Emergency Services (711), Communication Center (712) [approved 24 September 2009]

Regarding the approved salary increases, we prorated the total salary/wage lines for 75% of the year since these changes take effect on 01 October 2009. The total cost of these increases thus prorated comes to \$200,018 while the full year value is \$266,691. Thus for FY 2011 adjustments will be made to the affected departments to increase salary and wage lines by \$66,673 in order to fully annualize the increases.

Attached to this memo is a detail sheet showing changes by department and object of expenditure, a copy of the State Auditor's Office Budget Revision Form, and a draft copy of the Resolution for Budget Revision 004.

Dept	Object	Annual	Prorated
403	salary	32,835	26,268 /1
Cir Court	FICA	2,036	1,629
	Medic	476	381
	Retirement	3,612	2,890
	Grp Ins	12,651	12,651 /2
	Contrd Srv	9,000	9,000
	Material/Suppl	4,500	4,500
	Books	1,000	1,000
	total	66,110	58,318
404			
Tax	salary	19,822	14,867
	FICA	1,229	922
	Medic	287	215
	Retirement	2,180	1,635
	total	23,518	17,639
405			
Pros Att	salary	54,981	41,236
	FICA	3,409	2,557
	Medic	797	598
	Retirement	6,048	4,536
	total	65,235	48,926
406			
Assessor	salary	1,737	1,303
	FICA	108	81
	Medic	25	19
	Retirement	191	143
	total	2,061	1,546
412			
Ag Agt	salary	1,396	1,047
	FICA	87	65
	Medic	20	15
	Retirement	154	116
	total	1,657	1,243
424			
Crthse	salary	5,000	3,750
	FICA	310	233
	Medic	73	55
	Retirement	550	413
	total	5,933	4,450
440			
Engineer	salary	2,000	1,500
	FICA	124	93
	Medic	29	22
	Retirement	220	165
	total	2,373	1,780
700			
Law	salary	101,114	75,836
	FICA	6,269	4,702
	Medic	1,466	1,100
	Retirement	11,123	8,342
	total	119,972	89,979

711			
OES	salary	5,000	3,750
	FICA	310	233
	Medic	73	55
	Retirement	550	413
	total	5,933	4,450
712			
Com Ctr	salary	35,451	26,588 /3
	FICA	2,198	1,648
	Medic	514	386
	Retirement	3,900	2,925
	Grp Ins	12,651	12,651 /2
	total	54,714	44,198
	Grand Total	347,506	272,528
	<i>minus non-salary</i>	344,006	269,028
	differential	74,978	

/1 includes approved hire at \$22,000 plus salary increases of \$7,835

/2 family plan for new hire

/3 includes approved hire at \$34,566 plus salary increases of \$885

REQUEST FOR REVISION TO APPROVED BUDGET

CONTROL NUMBER

Glen B. Gainer, III
 WV State Auditor's Office
 Attn: Ora Ash
 200 West Main Street
 Clarksburg, WV 26302

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

2010
 FY
001
 FUND
004
 REV. NO.
1 of 2
 PG. OF NO.

Jefferson County Commission
 GOVERNMENTAL ENTITY

Fax: 627-2417

Person To Contact Regarding Budget Revision:

112 E. Washington Street / PO Box 250
 STREET OR P.O. BOX

Phone: **F Mark Schiavone**
304 728 3331
 Fax: **304 724 2178**

Charles Town 25414
 CITY ZIP CODE

RECEIPTS: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED AMOUNT	DEBIT (INCREASE)	CREDIT (DECREASE)	REVISED AMOUNT

NET INCREASE/(DECREASE) Revenues

EXPENDITURES: (net each account category)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED AMOUNT	DEBIT (DECREASE)	CREDIT (INCREASE)	REVISED AMOUNT
401	County Commission	2,807,197	272,529		2,534,668
403	Circuit Court Clerk	497,152		58,318	555,470
404	Sheriff - Tax	473,560		17,639	491,198
405	Prosecuting Attorney	1,396,775		48,926	1,445,701
406	Assessor	885,497		1,546	887,042
412	Ag Agent	127,439		1,243	128,682
424	Court House	1,706,546		4,450	1,710,996

NET INCREASE/(DECREASE) Expenditures

APPROVED DATE: _____ BY: _____
POSTED: _____ BY: _____
APPROVED BY THE STATE AUDITOR
BY: _____ Local Government Services Division

AUTHORIZED SIGNATURE _____ ENTITY APPROVAL DATE _____
 FOR GOVERNING BODY

COUNTIES ONLY
 TRANSFERS TO THE GENERAL FUND FROM SPECIAL FUNDS CREATED PURSUANT TO WEST VIRGINIA CODE § 7-1-9, MUST BE ACCOMPANIED BY PRIOR WRITTEN APPROVAL FROM THE STATE AUDITOR.

RESOLUTION

At a regular session of the Jefferson County Commission, held 8th October, 2009,
the following order was made and entered:

SUBJECT: The revision of the General Fund (Fund 001) Levy Estimate (Budget) for
the County of Jefferson. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief
inspector of public offices, the county commission does hereby direct the budget be revised
PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO
APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as
shown on budget revision number 004, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly
seconded by _____, the vote thereon was as follows:

_____	Yes
_____	Yes
_____	Yes
_____	Yes
_____	Yes

WHEREUPON, _____, declared said resolution duly adopted, and it is therefore
ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so
stated above, and F. Mark Schiavone is authorized to fix his signature on the attached
"Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

#15

Jefferson County, West Virginia
Classification Appeal Request Form

Date of Request: 9-28-09

Current Position Classification Title: CHANGE FROM LEGAL ASSISTANT TO PARALEGAL

Grade: III TO IV Step: 1 Current Salary: 33,334

Department: PROSECUTING ATTORNEY Department Head: RALPH LORENZETTI

Incumbent: MYOSHIA BRIGHT

How long has incumbent been in position? 10 Years _____ Months

Who is requesting this appeal? RALPH LORENZETTI

A. Job Description Information*: [To be completed by the individual making the appeal]

1. Is the current job description accurate? Yes No

2. If No, how does it differ? (Please give as much information as possible. You may attach a separate sheet.)

* JOB DESCRIPTION IS GENERALLY CORRECT.
HOWEVER LEGAL ASSISTANTS/PARALEGALS MAY BE REQUIRED
TO ASSIST IN OTHER AREA'S OF PROSECUTOR'S OFFICE
DUE TO ILLNESSES OR WORK OVERLOADS

3. How long have you/this individual been doing the above work? 10 Years
9 Months

Employee Signature: Myoshia S. Bright

Date 09-28-2009

Print Name: Myoshia S. Bright

B. Additional Comments: [If additional space is needed, please attach a separate sheet]

MRS. BRIGHT PRIMARY DUTIES INVOLVE FELONY
CASES INCLUDING FILING, DOCUMENT PREPARATION,
SUBP. WITNESSES, TRIAL PREP., AND ASSISTING
ATTORNEY DURING TRIAL

C. Organizational Information: [To be completed by Department Head]

1. Have there been any organizational changes that affected this position in the last six months: retirements, terminations, layoffs, new responsibilities, etc. Yes No

If Yes, please detail:

MORE ATTORNEY'S ARE CONDUCTING FELONY
TRIAL, REQUIRING GREATER ASSISTANCE
BEFORE TO AND DURING TRIALS.

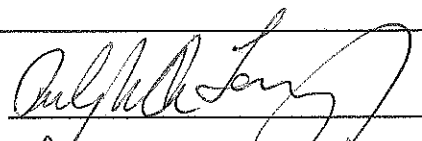
2. Does the organization chart of your unit still reflect the current structure? Yes
 No

If No, please submit a revised chart.

D. Department Head Comments: [If additional space is needed, please attach a separate sheet]

MRS. BRIGHT'S WORK LOAD HAS EXPANDED
IN VOLUME AND AREA'S. TRIAL PREP. AND
TRIAL ASSISTANCE TO THE TRIAL ATTORNEY
HAS BECOME A GREATER PART OF
HER RESPONSIBILITY

DH Signature:


PROSECUTOR ATTORNEY

Print Name:

RALPH LOREWETZ

E. Position Rating Criteria. [To be completed by the HR Director]

1. Are the 13 factors rated accurately? Yes No

2. If No, in what way do they differ from the original position rating?

3. Should more or less weight be given to any factor? [Please list each factor]

F. Hearing & Decision:

Date Completed Form Received By HR Department: ____ / ____ / ____

Date of Hearing: ____ / ____ / ____

Date Hearing Closed: ____ / ____ / ____

Decision: Granted Denied

If Granted, indicate new Classification Title, Grade, Step, and implementation date

New Classification Title: _____

Grade: _____

Step: _____

Implementation Date: ____ / ____ / ____

County Administrator's Signature

Date

Print Name

Additional Comments:

#15

Jefferson County, West Virginia
Classification Appeal Request Form

Date of Request: 9-18-09

Current Position Classification Title: CHANGE FROM LEGAL ASSISTANT TO PARALEGAL

Grade: III TO IV Step: 0/1 Current Salary: 27,000 (30,000)

Department: PROSECUTING ATTORNEY Department Head: RALPH LORENZETTI

Incumbent: LAUREN CROWTHER

How long has Incumbent been in position? _____ Years 7 Months

Who is requesting this appeal? RALPH LORENZETTI

A. Job Description Information*: [To be completed by the individual making the appeal]

1. Is the current job description accurate? Yes* No
2. If No, how does it differ? (Please give as much information as possible. You may attach a separate sheet.)

* JOB DESCRIPTION IS GENERALLY CORRECT,
HOWEVER LEGAL ASSISTANTS/PARALEGALS MAY BE REQUIRED
TO ASSIST IN OTHER AREA'S OF PROSECUTOR'S OFFICE
DUE TO ILLNESSES OR WORK OVERLOADS.

IT WAS MY UNDERSTANDING THAT A TIME OF
HIRING, I WOULD BE A PARALEGAL AND HAVE BEEN
DOING PARALEGAL WORK - TRIAL PREPARATION AND
ASSISTING ATTORNY'S DURING TRIALS

3. How long have you/this individual been doing the above work? _____ Years
7 Months

Employee Signature: Lauren Crowther Date 9/22/09

Print Name: Lauren Crowther

B. Additional Comments: [If additional space is needed, please attach a separate sheet]

MS. CROWTHER SINCE HER HIRING HAS BEEN FUNCTIONING AS A PARALEGAL, PREPARING CASE FILES, CONTACTING WITNESSES, PREPARING TRIAL DOCUMENTS, ETC. HER TRAINING AND PRIOR EMPLOYMENT HAS BEEN AS A PARALEGAL.

C. Organizational Information: [To be completed by Department Head]

1. Have there been any organizational changes that affected this position in the last six months: retirements, terminations, layoffs, new responsibilities, etc. Yes No

If Yes, please detail:

MS. CROWTHER'S WAS HIRED DURING THE JACOB STUDY & NOT CORRECTLY LABELED - THIS OFFICE HAS BEGUN TO USE PARALEGAL MORE ACTIVELY IN TRIAL PREPARATION AND DURING TRIALS.

2. Does the organization chart of your unit still reflect the current structure? Yes No

If No, please submit a revised chart.

D. Department Head Comments: [If additional space is needed, please attach a separate sheet]

MS. CROWTHER'S IS A RECENT HIRE, NEVERTHELESS SHE IS FUNCTIONING AS A PARALEGAL AND UNDER THE JOB CART AS APPROVED SHE IS PROPERLY PLACED AT LEVEL IV - PARALEGAL

DH Signature:

Ralph Lorenzetti
PROSECUTING ATTORNEY

Print Name:

RALPH LORENZETTI

E. Position Rating Criteria. [To be completed by the HR Director]

1. Are the 13 factors rated accurately? Yes No

2. If No, in what way do they differ from the original position rating?

3. Should more or less weight be given to any factor? [Please list each factor]

F. Hearing & Decision:

Date Completed Form Received By HR Department: / /

Date of Hearing: / /

Date Hearing Closed: / /

Decision: Granted Denied

If Granted, indicate new Classification Title, Grade, Step, and implementation date

New Classification Title: PARALEGAL GRADE LEVEL LU

Grade: 10 Step: 1 Implementation Date: / /

County Administrator's Signature

Date

Print Name

Additional Comments:

#16

Mr. Dale Manuel
President Jefferson County Commission
PO Box 250
Charlestown, WV 25414

9/14/09

Dear Mr. Manuel,

The Berkeley and Jefferson County Commissions in June each advanced a cash amount of \$37,500.00 to the Berkeley/Jefferson Day Report Center. This was approved by each Commission to enable the Center to pay invoices by the close of the fiscal year. The West Virginia Criminal Justice Services in Charleston hasn't processed our expenditures for the months of May and June. Once these monies are received each county will be reimbursed without delay the amount owed.

I have delayed making the following request because I first wanted to meet my obligation to reimburse each county for their June advance. Since monies have not been received from Charleston, I am requesting that the local grant funds from Berkeley and Jefferson Counties for this fiscal year be allocated in one full payment. This will provide an ongoing working fund needed to meet daily operating expenses while waiting for each month's reimbursement payment from the West Virginia Criminal Justice Service. The amount each County is responsible for in this year's grant is \$22,677.00 for a total local match of \$45,354.00.

Your timely consideration of this request is appreciated.

X

Joseph Sacchet
Director, J/BDRC

X

Pamela Games-Neely
Prosecutor

Cc: Marsha Kelley, Director of Finance
Leslie Smith, County Administrator
Sheriff Kenneth LeMasters, Treasury Community Corrections Board



Phone: 304-267-5000 ext.
3961
Fax: 304-263-6092

Berkeley/Jefferson Day Report Center

RECEIVED

Joseph P. Sacchet
Berkeley/Jefferson Day Report Center
406 South Raleigh St.
Martinsburg, WV 25401
September 14, 2009

SEP 15 2009

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

Jefferson County Commission

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Your timely consideration of this request is appreciated.

X 
Joseph Sacchet
Director, J/BDRC

X 
Pamela Games-Neely
Prosecutor

Cc: Marsha Kelley, Director of Finance
Deborah Hammond, County Administrator
Sheriff Kenneth LeMasters, Treasury Community Corrections Board

JEFFERSON COUNTY HISTORICAL SOCIETY

P. O. Box 485

Charles Town, West Virginia 25414

Organized May 21, 1927

September 24, 2009

*Magazine published annually
since 1935.*

*Regular meetings in May
and November.*

*Book collection housed in
Charles Town Library.*

*Relics on loan in County
Museum, Charles Town.*

RECEIVED

SEP 28 2009

Jefferson County Commissioners
P. O. Box 250
124 E. Washington Street
Charles Town, WV 25414

Jefferson County Commission

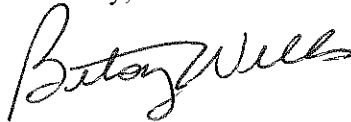
Dear Commissioners:

The Jefferson County Historical requests permission to hold their Fall meeting in the Community Meeting Room on the lower level of the library. We would like to use the room from 1 pm to 4 pm, Saturday, November 7, 2009. We have used this room for meetings in the past.

If you have any questions, you can reach me at 725-6598 or 676-9055.

Thank you,

Sincerely,



Betsy Wells
Corresponding Secretary


#18


Usage of the Charles Town Library meeting room

 Delete

 Reply

 Reply All

 Forward

 Move/Copy

Show Header

[Print](#) [Hide Envelope](#)

From: Elaine Neufeld [Add to Address Book](#)
To: info@jeffersoncountywv.org
Date: Wednesday, September 30, 2009 11:47:28 AM
Subject: Usage of the Charles Town Library meeting room

Gentlemen:

We are a newly formed Home Owners Association in Mission Ridge. We are requesting the use of the meeting room in the Charles Town Library for November 3, 2009 at 7pm to hold our first home owners association meeting. Please contact me if you have any questions. Thank you for your consideration.

Elaine Neufeld
447 Mission Ridge Dr.
Harpers Ferry, WV 25425
cell phone - 703-593-3524

Agenda item
12/8/09

See
9/24/09
JCC
#19

**Resolution Recommending County Commission Support of the
Proposed Zoning Ordinance and Zoning Map**

Whereas, the review of the current non-traditional Jefferson County Zoning and Land Development Ordinance (adopted July 7, 1988, as amended) began in 2003; and

Whereas, the Jefferson County Planning Commission and the County Commission of Jefferson County prepared numerous studies and reports between 2003 and 2008 to document issues identified by the County Commission, Planning Commission, and the citizens of Jefferson County; and

Whereas, numerous public meetings and public hearings were held by the Planning Commission and County Commission throughout the County in 2007 and 2008 to solicit public comment; and

Whereas, the County Commission revised the draft Zoning Ordinance to address concerns expressed by the public during those forums; and

Whereas, the Planning Commission found the draft Zoning Ordinance to be consistent with the Jefferson County Comprehensive Plan at their August 12, 2008 meeting and recommended the Ordinance and its affiliated Zoning Map, with revisions, to the County Commission for adoption on August 12, 2008; and

Whereas, the County Commission found that adoption of the proposed traditional Zoning Ordinance was in the best interests of the County and its citizens, and that it would ensure the health, safety, and welfare of Jefferson County citizens by an affirmative vote adopting the same on October 2, 2008;

Now therefore be it resolved, that the Jefferson County Planning Commission recommends that the County Commission of Jefferson County endorse the approval of the proposed traditional Zoning Ordinance by the voting public at the November 7, 2009 referendum vote.

Approved this 22nd day of September 2009
By vote of the Jefferson County Planning Commission
5 for and 1 against


Arnie Daley, Commission President

Oct 4 - New Business

Rec of 10/20/09
JEC

Overview of Planning and Zoning Department's
Outreach Efforts Related to November 7, 2009 Zoning Referendum Vote
Updated September 24, 2009

#20

Proposed/Upcoming Tasks:

- 1) Proposed Public Service Announcement Type Advertisement (legal opinion and proposed wording attached) to be posted in the following locations:
 - a. On-line newspaper banner ads on The Journal and Shepherdstown Observer (costs attached)
 - b. Post notice on on-line forums such as OJ (An Open Forum for Jefferson County, WV) and Listener (Independent News on Jefferson County, WV)
 - c. Public Notice posted on County website and associated "alert" from County website
 - d. Public Service Announcement on Local Government Channel on Comcast
- 2) Proposed wording for a spotlight "crawl" on the Weather Channel (draft attached)
- 3) Proposed Press Release with announcement information similar to the Public Service Announcement to all local newspapers
- 4) The following meetings regarding the proposed ordinance are scheduled:
 - a. October 14, 2009 12:00 pm Leadership Jefferson Lunch Topic
 - b. October 19, 2009 7:00 pm (tentative) League of Women's Voters meeting, Jefferson High School (*Open to the public.*)
 - c. October 20, 2009 3:00 pm EDA meeting
 - d. October 21, 2009 7:00 pm Men's Club (*Open to the public.*)
 - e. October 27, 2009 5:00 – 6:30 pm Public Forum/Open House, Charles Town Library Meeting Room A Staff run Q and A (pending County Commission approval). (*Open to the public.*)
 - f. October 28, 2009 7:30 am Shepherdstown Rotary Club
- 5) County Clerk will publish required legal notices (see attached schedule)
- 6) Copies of both ordinances, the Public Service Announcement flyer and tent cards at all five libraries by end of September, 2009
- 7) Brief overview of the differences between the two ordinances – rough draft anticipated for discussion at the September 24 County Commission meeting

Completed Tasks:

- 1) Revisions to County Web Site, Planning and Zoning Department Web Site and County Clerk's Web Site to direct public to the current non-traditional zoning ordinance and the proposed traditional zoning ordinance that will be voted on November 7, 2009. County Clerk's Web Site updated to include a list of ineligible voters and open polling places.

RALPH A. LORENZETTI, JR.
PROSECUTING ATTORNEY

CHARLES B. HOWARD
ASSISTANT PROSECUTING ATTORNEY

STEPHEN V. GROH
ASSISTANT PROSECUTING ATTORNEY

BRANDON C.H. SIMS
ASSISTANT PROSECUTING ATTORNEY



OFFICE of THE
PROSECUTING ATTORNEY
of
JEFFERSON COUNTY, WEST VIRGINIA

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

September 18, 2009

Ms. Jennifer Snyder, Zoning Administrator
Jefferson County Department of
Planning, Zoning and Engineering
Charles Town, West Virginia 25414

RE: *Ads and Notices for Zoning Ordinance Referendum*

Dear Ms. Snyder:

This letter is intended to address your questions concerning the use of funds for notices and advertisements of the November 7, 2009 election on the zoning ordinance.

It is acceptable to place ads containing a notice of the election and other factual information associated with the election such as who is eligible to vote or where a citizen could find a copy of the zoning ordinance. However, any notice or advertisement must be purely factual in nature and cannot send citizens to a website or any other location that provides an opinion as to how the public should vote. Any advertisement that expresses an opinion on how the public should vote would not be an appropriate use of public funds. Similarly, any advertisement or notice that references websites, documents, etc, that either endorses or dissuades a vote on the ordinance would also constitute an unlawful expenditure of public funds.

Accordingly, all notices and advertisements must contain or reference only factual information. If you have any additional questions concerning the zoning referendum, please feel free to contact me.

Very Truly Yours,

Stephanie F. Grove

LAURENCE R. CROFFORD
ASSISTANT PROSECUTING ATTORNEY

HASSAN RASHEED
ASSISTANT PROSECUTING ATTORNEY

CIVIL DIVISION

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

STEPHANIE F. GROVE
ASSISTANT PROSECUTING ATTORNEY

JAMES CASIMIRO III
ASSISTANT PROSECUTING ATTORNEY

RECEIVED

SEP 18 2009

JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING

The Journal (Martinsburg)- what they have is a leaderboard ad (across the top of the screen) or a skyscraper ad (along the side of the screen).

Cost: \$800/ 50,000 impressions (an impression is the amount of times the ad is displayed on the screen or how many views an ad gets.)

\$320/ 20,000 impressions

\$160/ 10,000 impressions

Deadlines: They need a 3 day notice before the advertisement is to run.

To set-up this ad: Just call Judy Gelestor at (304) 263-8931 Ext. 110. She will get the information she needs over the phone.

Shepherdstown Observer- I found the following on their website that may help.

The Observer website receives over 40,000 hits each month and that number is rising. Advertising at www.wvOBSERVER.com is an effective way to use your marketing dollars, with our website providing a direct link to yours.

Cost:

Web advertising space is available on the homepage and many subpages,

Homepage Banner	5" X 1"	\$300 / month
Homepage Box	2" X 1"	\$100 / month
Subpage Banner	5" X 1"	\$150 / month
Subpage Box	2" X 1"	\$50 / month

including: Editorial page, Business Briefs, and What's On.

Deadlines: I have called and left 2 messages and also submitted an e-mail requesting this information but have gotten no response.

To set-up this ad: I have called and left 2 messages and also submitted an e-mail requesting this information but have gotten no response.

Spirit of Jefferson- there are no web ads but they will do a press release for us.

Cost: No cost

Deadlines: Need by Monday at 4pm the week before we want the ad to run.

To set-up this ad: Just bring information by the office.

Weather Channel Webcrawl:

DOES THE PROPOSED COUNTY ZONING TO BE VOTED ON THIS NOVEMBER 7TH AFFECT YOUR PROPERTY? IF YOU HAVE QUESTIONS GO TO WWW.JEFFERSONCOUNTYWV.ORG OR EMAIL: ZONING@JEFFERSONCOUNTYWV.ORG. THIS REFERENDUM IS FOR COUNTY RESIDENTS ONLY. BE SURE TO VOTE ON COUNTY ZONING NOVEMBER 7, 2009

On **November 7, 2009**, Jefferson County will vote on the Referendum for the Proposed Zoning Ordinance from 2008.

How will the new Ordinance affect you?

Find out by viewing the current and the proposed ordinances and maps at

www.JeffersonCountyWV.org
(Follow the link at the bottom of the page.)

Are you registered and permitted to vote?

Find out your eligibility by viewing the Voter Registration & Elections section of the County Clerk's website at

http://JeffersonCountyClerkWV.com/voter_registration.html
(Use the link "Ineligible Voters for the 2009 Zoning Special Election" and "Polling Places for the 2009 Zoning Special Election")

Find out if you're registered by contacting the Voter Office at
728-3246 or 728-3386

Can you vote early?

Early voting is scheduled for October 16, 2009 through November 4, 2009. Vote early at the County Courthouse between the hours of 9 AM and 5 PM.

For additional questions contact the Department of Planning & Zoning at

116 East Washington Street
Charles Town, WV 25414

(304) 728-3228

zoning@JeffersonCountyWV.org

PRESS RELEASE
JEFFERSON COUNTY DEPARTMENTS OF PLANNING AND ZONING
OCTOBER 1, 2009

On **November 7, 2009**, Jefferson County will vote on the Referendum for the Proposed Zoning Ordinance from 2008.

How will the new Ordinance affect you? Find out by viewing the current and the proposed ordinances and maps at www.JeffersonCountyWV.org. Follow the link at the bottom of the page.

Are you registered and permitted to vote? Find out your eligibility by viewing the Voter Registration & Elections section of the County Clerk's website at http://JeffersonCountyClerkWV.com/voter_registration.html. Use the link "Ineligible Voters for the 2009 Zoning Special Election" and "Polling Places for the 2009 Zoning Special Election". Find out if you're registered by contacting the Voter Office at 728-3246 or 728-3386

Can you vote early? Early voting is scheduled for October 16, 2009 through November 4, 2009. Vote early at the County Courthouse between the hours of 9 AM and 5 PM.

For additional questions contact the Department of Planning & Zoning at (304) 728-3228 or zoning@jeffersoncountywv.org. Feel free to visit the office at 116 East Washington Street, Charles Town, West Virginia 25414.

Timeline for Zoning Ordinance Special Election

Aug 14	Absentee ballot applications accepted. Notification is sent to Executive Committees for number of Poll Workers	§3-3-2 §3-3-5 §3-1-29c
Aug 24 (approx)	Attorney gives proposed order for calling election to appropriate person to be placed on the agenda for the governing body's meeting on/before Aug 28	§6-9A-3
Aug 28 (approx)	The governing body adopts an order set out as required by law for submitting the question to the voters at a regular or special election on Nov 7, 2009	§11-8-16 §13-1-4
Aug 31 (approx)	Copies of the order calling the election are delivered to the County Clerk, the voter registration office, and the ballot commissioners.	§3-1-23
Aug 28 (approx)	The county clerk determines the number of absentee ballots needed for ordering purposes.	§3-3-2 §3-3-11
Sept 1 (approx)	Governing body contracts for ballot printing with an authorized printer.	§3-1-21a §3-4A-11
Sept 1 (approx)	Governing body begins to inform public about upcoming election through news releases and general announcements	§11-8-17
Sept 8 (approx)	The County Clerk orders and furnishes all election supplies to precincts.	§3-1-22 §11-8-17
Aug 28	Last day for Executive Committees to submit list of nominees for poll clerks and election commissioners.	§3-1-30 §3-4A-14
Sept 18	Last day for governing body to appoint eligible persons duly nominated by parties as election officials.	§3-1-30
Sept 25	Last day for the printer to deliver absentee ballots and other supplies necessary for absentee voting to the clerk.	§3-1-21 §3-3-2
Sept 25	First day to mail absentee ballots.	§3-3-2 §3-3-5
Oct 9-Oct 30	Absentee ballots mailed to voters making proper written application to clerk and qualified to vote absentee by mail. Ballot must be mailed within 24 hours of receiving application.	§3-3-1 §3-3-2 §3-1-21
Oct 6	Poll clerk training 9:30am	
Oct 8	Poll commissioner training 5:30pm	
Oct 13	Last day for printer to deliver all packages of official and sample ballots to the county clerk.	§3-1-42
Oct 12-Oct 16	First publication of the sample ballot as a Class I-0 legal advertisement.	§3-6-3 §59-3-2
Oct 13	Supply clerk training 9:30am	
Oct 19	Last day to register to vote.	§3-2-6
Oct 16-Nov 4	Early voting period	§3-3-3
Oct 21	Poll commissioner training 9:30am	

Key Elements of the Existing Non-Traditional County Zoning Ordinance (adopted July 7, 1988, as amended)

Relationship to Planning Principles

Flexibility in the County Development Opportunities

The existing non-traditional zoning ordinance and map are intended to provide flexibility in the development opportunities afforded to individual property owners through the use of a Land Evaluation System Assessment (LESA). Most projects are evaluated using a numerical rating system designed to assess a particular site's development potential based on soils and amenity criteria cited in the Ordinance. The rating system is referred to as the Development Review System (DRS). Projects are also evaluated at a Compatibility Assessment Meeting.

The existing ordinance contains a limited number of permitted uses; however, a proposed use that is not listed as a permitted use, may be approved as a Conditional Use if the DRS and Compatibility Assessment demonstrates it is compatible and appropriate with the neighborhood.

The LESA evaluation system is based on the concept of promoting development that occurs with a logical extension of urban service; however, in West Virginia laws related to road ownership and water and sanitary sewer extensions have resulted in developments that are located in scattered areas of the County.

Agricultural Provisions

The existing ordinance states that nothing in the ordinance shall prohibit the use of land for agricultural purposes or the construction or use of buildings or structures for agricultural purposes. It further defines "agricultural uses" as the exclusive use of land for a bona-fide farming operation, including activities such as dairying, horticulture, floriculture, viticulture, fish culture, animal husbandry, fish, meat, and poultry processing, and other similar activities customarily associated with farming and agriculture.

The Rural District has as its purpose the provision of a location for low density single family residential development in conjunction with providing continuing farming activities and preserving the rural character of the County. The ordinance provides for development with a minimum of 3 acres at a density of 1 lot/10 acres; cluster development with a minimum of 40,000 square feet at a density of 1 lot/15 acres; the provision that two lots, a minimum of 40,000 square feet can be divided off a lot in the Rural District every 5 years; and provides for parent to child land transfers.

Historic Resources

The existing zoning ordinance prohibits any development which would destroy the historical character of a property listed on the West Virginia or National Register of Historic Places shall not be permitted. It further requires a buffer for any uses or buildings proposed to be located on or adjacent to any parcel including a historic structure or designated historic district which has been listed on the West Virginia or National Register of Historic Places.

Affordable Housing

The existing zoning ordinance has no provisions to encourage affordable housing.

Economic Development

The existing ordinance includes opportunities for business and industrial development through the provisions found in the Industrial/Commercial District and the Residential/Light Industrial/Commercial District and also has provisions for two levels of Home Occupations and Cottage Industries.

Environmental Protection

The existing ordinance has provisions which protects all natural, undisturbed parcels within 1000 feet of the Potomac and Shenandoah Rivers and Opequon Creek and all parcels east of the Shenandoah River by requiring retention of land in accordance with the previous Subdivision Ordinance. It also provides for a 500 foot buffer along the Potomac and Shenandoah for all non-residential development.

Key Elements of the Proposed Traditional County Zoning Ordinance (to be voted on November 7, 2009)

Relationship to Planning Principles

Predictability in the County Development Pattern

A traditional zoning ordinance and map is intended to provide certainty in the land use review and development processes. The proposed categories implement the growth principles of the 2004 Comprehensive Plan and promote growth that occurs in a logical manner, reducing unanticipated urban service demands, stabilizing rural area growth, and preventing sprawl.

Fewer variance and conditional uses

The proposed ordinance incorporates many of the uses currently requiring conditional use permits as permitted uses and limits the need for subdivision variances. For some uses, administrative approval will be granted once certain conditions are met.

Revitalization opportunities for County's traditional villages

The proposed traditional ordinance permits limited development within or at the edges of the County's villages (Middleway, Shenandoah Junction, Summit Point, Rippon, Bakerton, Millville, and Halltown) using designs that keep with the character of the particular village. The provisions are framed with an eye toward creating future greenbelts around these villages, assuring they remain distinctive and unique.

New development will be built as an extension of the existing fabric of communities

The proposed ordinance requires new development to be designed based on the existing community patterns in order to preserve the unique image, fabric, and character of existing communities.

Agricultural Provisions

Wide range of allowable uses on farms and farmsteads

The proposed traditional ordinance offers a wide range of farm related uses and recognizes the concept of farmsteads. Uses included are: welding shops, farm stands, farm supply sales, farm service businesses, kennels, veterinary services, agricultural product processing facilities, and bed & breakfast facilities.

Entitles farms to develop

The proposed Agricultural District provision will be less restrictive than the current Rural District provision. Depending on the form of development, farms will be entitled to develop one house per 9 acres to one house per 5 acres.

Preserves Productive Open Farmland

The proposed ordinance will preserve approximately 35% of the county land and over 75% of the existing farmland with conservation easements. This land can be used for AG-related and horse related uses; adaptive re-use of manor homes for "back-office" businesses; and renovation of barns into apartments.

New residential building on AG zoned farms will be confined to 15-20% of the land. This reduces development cost by reducing the amount of construction needed for roads and storm water management.

Historic Resources

The proposed ordinance encourages the preservation of historic structures by permitting adaptive re-use of the structures. It also provides for the conservation and protection of identified Class 1 and Class 2 cultural and historic resources and their context through the preservation of open space buffering the historic feature.

Affordable Housing

The proposed ordinance provides for increased opportunities for "affordable" housing units in the County. Ten to fifteen percent of the residential units constructed will be required to be affordable work force housing. Small residential units ranging from 650 to 1,000 square feet are encouraged to provide starter homes. The proposed ordinance also permits accessory dwelling units in either new subdivisions or where residential units currently exist.

Economic Development

The proposed ordinance provides for a wide variety of economic development opportunities. Additional acreage is set aside for Business Park development. Provisions are made for home businesses, industries and other occupations. In recognition of the internet and the digital age, some forms of businesses will not be restricted to Business Park locations, provided standards are met to minimize the impact to county residents.

Environmental Protection

Jefferson County's beauty and character are among its greatest assets. New development changes the County's landscape. To maintain and enhance this natural asset, environmental protection standards are incorporated into the new ordinance. These standards are based on the best available science and data and are defined for various sensitive environmental attributes.

#21

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 8/2/09

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

#28

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, November 5, 2009, or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services Agency Board - Three 3 year terms ending November 2, 2012

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, prior to the proposed date of appointment.

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

Information

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY BOARD

Brian D. Eddy
118 Shannon Lane
Kearneysville, WV 25430
email: natemick1@earthlink.net
3 years 11/2/09

R. M. Pete Kelley
P.O. Box 1257
Shepherdstown, WV 25443
h: 876-3409
3 years 11/2/09

Michael T. Mills
P.O. Box 1074
Harpers Ferry, WV 25425
h: 304-535-3126
cell: 240-315-7490
3 years 11/2/09

Brenda Engle
50 Westhall Drive
Charles Town, WV 25414
h: 725-7258
3 years 11/2/10

Michael Alvarez
3775 Kabletown Road
Charles Town, WV 25414
w: 535-6124 / h: 725-2350
3 years 11/2/10

Paul Rosa
P.O. Box 1350
Harpers Ferry, WV 25425
535-9961
3 years 11/2/10

Jefferson County Emergency Services Agency Board

Toni Milbourne ***Represents Citizen***
P.O. Box 586
Harpers Ferry, WV 25425
304-535-6851
3 years 11/2/2011

Fred Collins ***Represents Fire/EMS***
336 Ashley Drive
Shepherdstown, WV 25443
304-283-3257
email: fdkarc@yahoo.com
3 years 11/02/2011

Todd L. Wilt, II ***Represents Fire/EMS***
1890 Meyerstown Rd.
Charles Town, WV 25414
304-728-3926
3 years 11/2/2011

James E. Watson ***Represents Jefferson County Fire and Rescue Association***
Jefferson County Fire & Rescue Association
P.O. Box 101
Charles Town, WV 25414
304-725-2570 304-725-2514
3 years 11/2/2011

Dale Manuel ***Represents Jefferson County Commission***
75 Porter Way
Charles Town, WV 25414
304-725-8160

Jefferson County Emergency Services Agency
Ed Smith, Operations Manager
116 E. Washington Street
304-728-3287 (Office)
FEIN - 55-0751374

Impact Fee Status Report September 2009

Department of Capital Planning and Management/Office of Impact Fees

Summary

Date Range: Tuesday 1 September through Wednesday 30 September 2009

Report Date: 01 October 2009.

Process Number Range: 0900099 - 0900112

Total Applications: 14

Total Non-Exempt: 10

Of which:

Commercial: 0

Residential: 10

Of which:

County: 9

Municipal: 1 (Ranson)

Total Exempt: 4

Of which:

Commercial: 0

Residential: 4

Of which:

County: 4

Municipal: 0

RECEIVED

OCT 01 2009

Jefferson County Commission

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

Table 1. Form 100 Tallies

	Exempt	Residential Applications	Commercial Applications	Total
1-30 September 2009	4	10	0	
Fees collected		108,414.00		108,414.00
<i>Of which</i>				
School Impact Fee		94,363.00		94,363.00
Law Enforcement Fee		2,103.00		2,103.00
Parks & Recreation Fee		6,107.00		6,107.00
Fire & EMS Fee		5,841.00		5,841.00

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

Description	Amount
Opening Statement Balance (1 September 09)	\$114,900.07
September Deposits (1 – 30 September 2009)	\$95,344.00
Interest Earned (30 September 08)	\$152.59
School Aug Transactions (withdraws via transfer on 11 September 2009)	(\$99,772.76)
Law Aug Transactions (withdraws via transfer on 11 September 2009)	(\$2,314.07)
Parks & Rec Aug Transactions (withdraws via transfer on 11 Sep 2009)	(\$6,647.60)
Fire & EMS Aug Transactions (withdraws via transfer on 11 Sep 2009)	(\$6,165.64)
Ending Statement Balance 30 September 2009)	\$95,496.59
<i>Outstanding Credits(deposits through 01 October 2009)</i>	<i>\$13,070.00</i>

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

Description	Amount
Opening Balance (1 September 2009)	\$2,392,284.69
Interest Earned (30 September 2009)	\$3,839.77
Aug Transactions (deposits via transfer on 11 September 2009)	\$99,772.76
Ending Balance (30 September 2009)	\$2,495,897.22

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

Description	Amount
Opening Balance (1 September 2009)	\$16,076.18
Interest Earned (30 September 2009)	\$27.52
Aug Transactions (deposits via transfer on 11 Sep 2009)*	\$2,314.07
Ending Balance 30 September 09	\$18,417.77

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

Description	Amount
Opening Balance (1 September 2009)	\$107,817.99
Interest Earned (30 September 2009)	\$175,29
Aug Transactions (deposits via transfer on 11 September 2009)	\$6,647.60
Statement Balance 30 Sep 09	\$114,640.88
Outstanding check 28	(\$5.85)
Unencumbered balance 30 September 09	\$114,635.03

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

Description	Amount
Opening Balance (1 September 2009)	\$421,634.37
Interest Earned (30 September 2009)	\$664.87
Aug Transactions (deposits via transfer on 11 September 2009)	\$6,165.64
Ending Balance (30 September 2009)	\$428,464.88

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

Description	Amount
Department of Impact Fees General Account	\$108,566.59
School Impact Fee Account	\$2,495,897.22
Law Enforcement Fee Account	\$18,417.77
Parks & Recreation Impact Fee Account	\$114,635.03
Fire & EMS Impact Fee Account	\$428,464.88
Total	\$3,165,981.49

Notes:

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

Form 100 Transaction Summary

Jefferson County Government – Department of Impact Fees

Applications with IFC Signature Dates/Form 190 Processing Dates between Tuesday, September 01, 2009 and Wednesday, September 30, 2009

Process Number	Application Date	Last Name	First Name	Tax District	Deed	Pag	Tax Parcel	Impact Fee	Agreement Date	Exemption Reason
0900103	09/09/2009		Cambridge, LLC.	02 Charles Town	922	594	8 32.13	\$0.00	09/09/2009	Replacement of habitable DU with another DU
0900104	09/10/2009	Bowlin	Gary	06 Kabetown	1039	96	06 42	\$0.00	09/10/2009	Replacement of habitable DU with another DU
0900105	09/11/2009		Carlyle Group.	02 Charles Town	972	354	21 26	\$0.00	09/11/2009	Replacement of habitable DU with another DU
0900106	09/11/2009		Carlyle Group.	02 Charles Town	972	354	21 26	\$0.00	09/11/2009	Replacement of habitable DU with another DU

Category Count: 4

Category Total

\$0.00

Non-Exempt Applications

0900099	09/02/2009	Sandrezky	Thomas	06 Kabetown	1068	410	26 90	\$13,070.00	09/02/2009	N/A
0900100	09/03/2009	Wormald, Jr.	Robert	02 Charles Town	975	635	10A 25	\$3,190.00	09/03/2009	N/A
0900101	09/03/2009		Dan Ryan	06 Kabetown	1085	283	20B 9	\$13,070.00	09/03/2009	N/A
0900102	09/04/2009	Hendricks	Stephen	02 Charles Town	1066	703	22 34	\$13,070.00	09/04/2009	N/A
0900107	09/15/2009		THZ Enterprises	09 Shepherdstown	975	69	8C 350	\$13,070.00	09/15/2009	N/A
0900108	09/15/2009		THZ Enterprises	09 Shepherdstown	975	69	8C 348	\$13,070.00	09/15/2009	N/A
0900109	09/15/2009		THZ Enterprises	09 Shepherdstown	975	69	8C 242	\$926.00	09/15/2009	N/A
0900110	09/16/2009		Gemcraft Homes	08 Ranson Corp	1	1	8D 5A	\$12,808.00	09/16/2009	N/A
0900111	09/23/2009		Dulyea	07 Middleway	1068	40	11 28.7	\$13,070.00	09/23/2009	N/A
0900112	09/30/2009		Dan Ryan	06 Kabetown	1046	151	20 4	\$13,070.00	09/30/2009	N/A

Category Count: 10

Category Total

\$108,414.00

Grand Total

\$108,414.00

Guy Gareth Chicchirichi
Charles Town City District
1316 N. Mildred St.
Ranson, WV 25438

#30

September 22, 2009

The Honorable County Commissioners of Jefferson County, West Virginia
Charles Town, West Virginia

Mr. Dale Manuel, President
Ms. Frances Morgan
Mr. James Surkamp
Ms. Patsy Noland
Ms. Lyn Widmeyer

RECEIVED

SEP 25 2009

Via Email

Jefferson County Commission

Ladies and Gentlemen:

I am writing to you today in reference to Ms. Leslie Smith, County Administrator, and her current performance review.

I believe that the dismissal of Ms. Smith would be detrimental to our county's ability to efficiently function, require great expense during a time when everyone else is trying to make do with what they have and provide an unfair burden on an employee who has dedicated eighteen years of her career to the citizens of this county without a blemish on her record.

I have known Ms. Smith since she came to this county. During these last eighteen years she has served under many different County Commissions. I have probably known most of the Commissioners she has worked for personally at one time or another and have discussed county government, including the various offices within, many times with them. Not once has there ever been any dissatisfaction over Ms. Smith's performance of her duties expressed to me by these former or current commissioners in any way.

Ms. Smith's office is responsible for many functions of our county government and has operated with a staff of only two full time employees who have had to work at nights and weekends to complete their work. At the same time there exists another department in our county government that operates with the same number of employees who have very little to do at this time because of the current economy. Don't you believe that those county employees in the impact fee office could be cross trained to help out in other offices when they are going through downturns like we are experiencing? Do you honestly believe that by replacing Ms. Smith that you could hire someone else to do the job she has been doing with the same amount of staff and the same amount of compensation? I doubt that you will be able to find anyone else to work like she has with

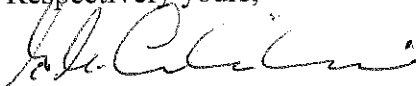
limited number of staffing and for the same compensation. Plus, there are statistics that cite the costs that are involved, including a decrease in efficiency, whenever a major change such as you are considering is made. I certainly don't want the person currently responsible for the county budget operating her office. Wasn't he responsible for the \$ 3.5 million error in this budget? I do not ever recall any complaint of an error when Ms. Smith was compiling the budget.

I understand that Ms. Smith has only a couple of years left before she can retire with full benefits. Don't you think that her dedication to her job over the past eighteen years without nearly a ripple of complaint in her department deserves better consideration.

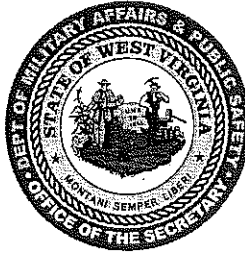
I have been operating my business for 42 years this month. I believe that I know a little something about coordination of departments and responsibilities. Over the past 42 years I have had to consider changes within many departments. Sometimes my opinion was affected only by my ego not by the facts. It took me a while to learn that there are two sides to every situation and that by being patient and providing clear communication usually took care of what I perceived was a problem.

You all are dedicated public servants and certainly don't deserve some of the criticism laid upon you. Just taking on the responsibilities of this county shows us that. It is when your personal feelings interfere with your responsibilities you fail the citizens of the county in these endeavors.

Respectively yours,



Guy Gareth Chicchirichi



As you may be aware our Regional Homeland Security meeting for locals (municipal and county) at Canaan Valley Resort and Conference Center was originally scheduled for Thursday and Friday, 13-14 August 2009. It became apparent that the meeting conflicted with many events and obligations our partners and stakeholders had already scheduled. Because the input of our partners is very important, we listened and are trying to better accommodate everyone's schedule.

Therefore, we postponed the August meeting and have just finalized the new dates of Wednesday and Thursday, October 28 and 29, 2009 for the meeting itself. We hope we can welcome our participants Tuesday, October 27 for registration and an evening reception. If you are a vendor and interested in participating, please complete a registration form and indicate your interest or feel free to call!

We are expanding the invitee list to include municipal and county representatives from West Virginia's Homeland Security Region II which includes Tyler, Doddridge, Harrison, Taylor, Preston, Monongalia, Marion, Wetzel, Marshall, Ohio, Brooke and Hancock counties, Region III which includes Grant, Hardy, Mineral, Hampshire, Morgan, Berkeley and Jefferson counties and Region IV which includes Gilmer, Braxton, Webster, Pocahontas, Lewis Upshur, Randolph, Barbour, Tucker and Pendleton counties. But, we welcome registrants from across the state. We hope to announce the dates soon for the Southeastern Regional Homeland Security Summit which will encompass WV's Homeland Security Regions I, V and VI.

Our state partners will discuss retrospectively where we've been, as well as our current status on a variety of homeland security related topics. We'll then turn to participants for local perspective as to where we should be going. We hope participants will share input on the direction of the state in matters relating to homeland security and discuss with each other and with us what our emphasis should be, both regionally and as a state.

Registration for this meeting is still free. Lunches and snack breaks will be provided. Expenses for travel, lodging and dinners are the responsibility of the individual registrants. Please see the Preliminary Agenda and complete and submit the Summit Registration Form. Lodging information will be made available shortly.

We look forward to this critical exchange about the future of homeland security in the region and in West Virginia.



**DMAPS Northeastern Regional Homeland Security Summit
October 28-29, 2009
Registration Form**

Registration limited to first 150 participants

Complete & Mail to: WVDMAPS Conference Registration Form
Main Building 1, W-400
State Capitol Complex
1900 Kanawha Boulevard, East
Charleston, WV 25301

Or **Fax the completed form to:** Attn: WVDMAPS NE HS Regional Summit (304) 558-6221

Or **Scan the completed form and e-mail to:** dmaps.registration@wv.gov

PLEASE TYPE OR PRINT:

Last Name: _____ First Name: _____

Organization: _____ Title: _____

Address: _____

_____ / _____ / _____ / _____
County City State Zip Code

Phone #: _____ Cell #: _____

E-mail: _____ Fax #: _____

Registration is free. Breakfast, Lunch and breaks are provided.
Travel and lodging on your own.

REGISTRATION DEADLINE IS 5:00pm on 16 October 2009

Questions? Contact David Hoge or David Skeen at WVDMAPS (304) 558-2930

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

COPY

#32

F. Mark Schiavone
Director
Impact Fee Coordinator

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

MEMORANDUM

TO: Sandy Slusher McDonald, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone *fmj*
DATE: Thursday, 01 October 2009
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's School Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers **0900099** through **0900112**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$94,363.00**.
- Interest earned by the Office of Impact Fees General Account in September 2009 amounts to **\$152.59**, of which **\$132.75** is attributed to fees collected for School.

As per the attached invoice, the total amount of this transfer is \$94,495.75.

Check # 722

RECEIVED

OCT 10 2009

Jefferson County Commission

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

Invoice

Number: 9044
Date: 10/1/2009

Bill To:

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

Pay To:

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

P.O. Number

0

Vendor Number

Dept./Line Item # Charged	Description	Amount
	Impact Fee payments collected for month of September 2009 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).	\$94,363.00
	Interest earned by the Office of Impact Fees General Account September 2009.	\$132.75
	Impact Fee Process Numbers 0900099 through 0900112, inclusive. Within this range, there were 10 non-exempt impact fee payments.	
Total:		\$94,495.75

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



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 722

Trace 20091001:39370.03

Date 10/1/2009

Series 1

Recipient Sheriff of Jefferson County

Amount \$94,363.00

Account 3107582

Signature 1 Dale Manuel

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: Transfer of Sept fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/3/2009	0900099	2003-3	11/24/2005	\$11,358.00
9/4/2009	0900100	2003-3	11/24/2005	\$2,796.00
9/4/2009	0900101	2003-3	11/24/2005	\$11,358.00
9/8/2009	0900102	2003-3	11/24/2005	\$11,358.00
9/16/2009	0900107	2003-3	11/24/2005	\$11,358.00
9/16/2009	0900108	2003-3	11/24/2005	\$11,358.00
9/16/2009	0900109	2003-3	11/24/2005	\$703.00
9/17/2009	0900110	2003-3	11/24/2005	\$11,358.00
9/24/2009	0900111	2003-3	11/24/2005	\$11,358.00
10/1/2009	0900112	2003-3	11/24/2005	\$11,358.00

Total amount for this withdraw \$94,363.00

Total amount for this account \$94,363.00

Total amount all accounts \$94,363.00

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

COPY

F. Mark Schiavone
Director
Impact Fee Coordinator

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

MEMORANDUM

TO: Sandy Slusher McDonald, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone *fmj*
DATE: Thursday, 01 October 2009
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers **0900099** through **0900112**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$2,103.00**.
- Interest earned by the Office of Impact Fees General Account in September 2009 amounts to **\$152.59**, of which **\$3.05** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$2,106.05.

Check # 723

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

Invoice

Number: 9045
Date: 10/1/2009

Bill To:

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

Pay To:

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

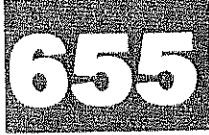
P.O. Number

0

Vendor Number

Dept./Line Item # Charged	Description	Amount
	Impact Fee payments collected for month of September 2009 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).	\$2,103.00
	Interest earned by the Office of Impact Fees General Account September 2009.	\$3.05
	Impact Fee Process Numbers 0900099 through 0900112, inclusive. Within this range, there were 10 non-exempt impact fee payments.	
Total:		\$2,106.05

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



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 723

Trace 20091001:39599.78

Date 10/1/2009 Series 2

Recipient Sheriff of Jefferson County
 Amount \$2,103.00

Account 3120120
 Signature 1 Dale Manuel
 Signature 2 Bobby Shirley
 Signature 3 Jennifer Maghan

Notes: Transfer of Sept fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/3/2009	0900099	2005-1	3/22/2005	\$262.00
9/4/2009	0900100	2005-1	3/22/2005	\$142.00
9/4/2009	0900101	2005-1	3/22/2005	\$262.00
9/8/2009	0900102	2005-1	3/22/2005	\$262.00
9/16/2009	0900107	2005-1	3/22/2005	\$262.00
9/16/2009	0900108	2005-1	3/22/2005	\$262.00
9/16/2009	0900109	2005-1	3/22/2005	\$127.00
9/17/2009	0900110	2005-1	3/22/2005	\$0.00
9/24/2009	0900111	2005-1	3/22/2005	\$262.00
10/1/2009	0900112	2005-1	3/22/2005	\$262.00

Total amount for this withdraw \$2,103.00

Total amount for this account \$2,103.00

Total amount all accounts \$2,103.00

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

COPY

F. Mark Schiavone
Director
Impact Fee Coordinator

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

MEMORANDUM

TO: Sandy Slusher McDonald, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone *ms*
DATE: Thursday, 01 October 2009
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers **0900099** through **0900112**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$6,107.00**.
- Interest earned by the Office of Impact Fees General Account in September 2009 amounts to **\$152.59**, of which **\$9.16** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$6,116.16.

Check # 724

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

Invoice

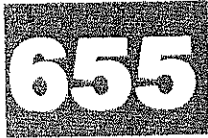
Number: 9046
Date: 10/1/2009

Bill To:	Pay To:
Department of Capital Planning and Management 114 E. Washington Street Charles Town, WV 25414	Jefferson County Sheriff 102 Industrial Blvd. Suite 100 Kearneysville, WV 25430

P.O. Number	Vendor Number
0	

Dept./Line Item # Charged	Description	Amount
	Impact Fee payments collected for month of September 2009 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).	\$6,107.00
	Interest earned by the Office of Impact Fees General Account September 2009.	\$9.16
	Impact Fee Process Numbers 0900099 through 0900112, inclusive. Within this range, there were 10 non-exempt impact fee payments.	
Total:		\$6,116.16

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



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 724

Trace 20091001:39873.33

Date 10/1/2009

Series 3

Recipient Sheriff of Jefferson County

Amount \$6,107.00

Account 3122808

Signature 1 Dale Manuel

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: transfer Sept fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/3/2009	0900099	2005-2	5/12/2005	\$752.00
9/4/2009	0900100	2005-2	5/12/2005	\$90.00
9/4/2009	0900101	2005-2	5/12/2005	\$752.00
9/8/2009	0900102	2005-2	5/12/2005	\$752.00
9/16/2009	0900107	2005-2	5/12/2005	\$752.00
9/16/2009	0900108	2005-2	5/12/2005	\$752.00
9/16/2009	0900109	2005-2	5/12/2005	\$1.00
9/17/2009	0900110	2005-2	5/12/2005	\$752.00
9/24/2009	0900111	2005-2	5/12/2005	\$752.00
10/1/2009	0900112	2005-2	5/12/2005	\$752.00

Total amount for this withdraw \$6,107.00

Total amount for this account \$6,107.00

Total amount all accounts \$6,107.00

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

COPY

F. Mark Schiavone
Director
Impact Fee Coordinator

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

MEMORANDUM

TO: Sandy Slusher McDonald, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone *FM*
DATE: Thursday, 01 October 2009
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

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

This transfer consists of two components:

- Impact Fee Process Numbers **0900099** through **0900112**, inclusive. Within this range there were 10 non-exempt impact fee payments. This amounts to **\$5,841.00**.
- Interest earned by the Office of Impact Fees General Account in September 2009 amounts to **\$152.59**, of which **\$7.63** is attributed to fees collected for Fire & EMS.

As per the attached invoice, the total amount of this transfer is \$5,848.63.

Check # 725

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 9047
Date: 10/1/2009

Bill To:

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

Pay To:

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

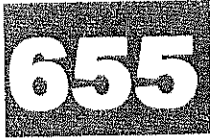
P.O. Number

0

Vendor Number

Dept./Line Item # Charged	Description	Amount
	Impact Fee payments collected for month of September 2009 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Fire & EMS Impact Fees Bank Account (3122816).	\$5,841.00
	Interest earned by the Office of Impact Fees General Account September 2009.	\$7.63
	Impact Fee Process Numbers 0900099 through 0900112, inclusive. Within this range, there were 10 non-exempt impact fee payments.	
Total:		\$5,848.63

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



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 725

Trace 20091001:40011.52

Date 10/1/2009

Series 4

Recipient Sheriff of Jefferson County

Amount \$5,841.00

Account 3122816

Signature 1 Dale Manuel

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: Transfer Sept fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/3/2009	0900099	2005-3	5/12/2005	\$698.00
9/4/2009	0900100	2005-3	5/12/2005	\$162.00
9/4/2009	0900101	2005-3	5/12/2005	\$698.00
9/8/2009	0900102	2005-3	5/12/2005	\$698.00
9/16/2009	0900107	2005-3	5/12/2005	\$698.00
9/16/2009	0900108	2005-3	5/12/2005	\$698.00
9/16/2009	0900109	2005-3	5/12/2005	\$95.00
9/17/2009	0900110	2005-3	5/12/2005	\$698.00
9/24/2009	0900111	2005-3	5/12/2005	\$698.00
10/1/2009	0900112	2005-3	5/12/2005	\$698.00

Total amount for this withdraw \$5,841.00

Total amount for this account \$5,841.00

Total amount all accounts \$5,841.00



#33

Janet L. Fisher
Deputy Commissioner

State of West Virginia
DEPARTMENT OF AGRICULTURE
Gus R. Douglass, Commissioner

RECEIVED

Steve Hannah
Deputy Commissioner

OCT 01 2009

Jefferson County, Commission

ASSESSOR'S CERTIFICATE OF COMPLIANCE

TO THE HONORABLE COUNTY COURT OF JEFFERSON COUNTY

The Assessor of Jefferson County, Angela Banks,
has completed the Farm Census of 2009 and has satisfactorily
complied with the requirements of the Farm Statistics Law. She is,
therefore, eligible to receive compensation from the County Court
according to Chapter 7, Article 7, Section 6C of the New Code of
West Virginia.

Commissioner of Agriculture

#34

VALLEY VIEWS

RECEIVED

Potomac Valley Audubon Society

Volume 28, Issue 2 OCT 01 2009 October 2009

Children's Education Programs Continue to Grow in Popularity **Don't Miss Our Second Annual "Green Home" Fundraiser!**

At PVAS's last Board of Directors meeting in September, Executive Director Kristin Alexander presented a detailed overview of the reach of PVAS's educational programs for children during the 2008-2009 school year and the summer of 2009.

The numbers were impressive.

Kristin's report indicated that a total of 2,409 school children from 18 different schools participated in our programs for the K-6 grades during the 2008-2009 school year.

That's 465 more school children than we reached the previous year, which translates into an increase of about 24 percent.

Within the overall 2,409 total, 918 children were enrolled in our Watershed education program for fourth graders and the other 1,491 children participated in our programs for the other K-6 grades.

Most of these children were from schools in the three counties of the Eastern Panhandle but we also offered special programs during the year to one school in Washington County, Maryland, and another in Winchester, Virginia.

Our new Wee Naturalists program for preschoolers, which we piloted in the fall of 2008 and launched in earnest early in 2009, also proved very popular with 55 children participating during the period.

During the summer of 2009, 185 children attended one or more sessions of our Audubon Discovery Day Camp (which completed its seventh season this summer) and another 11 participated in the special, one-week digital photography camp for teenagers we cosponsored (for the fourth year in a row) with the National Conservation Training Center.

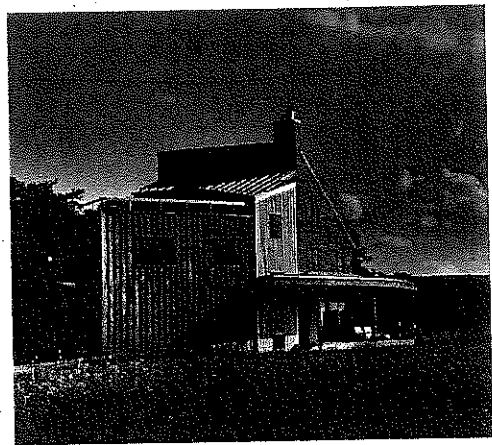
If you put all of these numbers together, PVAS's educational programs for children reached a total of 2,649 children between September 2008 and July 2009.

This figure does not include the children we reach through special events, like our spring Egg Hunt and Wildflower Festival, or through our participation in events organized by others, such as school health and science fairs or NCTC's annual open house.

See *Children's Programs*, Page 5

PVAS will hold its second annual "Green Home" fundraising event on October 24.

The event will be held from 1:00-4:00 p.m. at an award-winning "green" home completed last year in the 300-acre Broomgrass organic farm community in Gerrardstown in Berkeley County.



Grove Dall'Olio Home

It will include a reception, tours of the home, and opportunities to view other facets of the Broomgrass community, such as the grounds and a nearby pool and pool house. Wine and hors d'oeuvres will be served. Dress will be casual.

All proceeds will be used to support the Society's educational programs for local children.

The home which is the centerpiece of the event was designed by Martinsburg architects Matthew Grove and Lisa Dall'Olio as their own residence.

It was one of only two structures in West Virginia to receive an Honor Award for Excellence in Architecture from the West Virginia Chapter of the American Institute of Architects in 2009 (the other winner was the new Institute for Scientific Research building in Fairmont, a massive, \$83-million project).

The home incorporates many cutting-edge green features.

Tickets to the event are required, and space will be limited.

Basic tickets are \$45 per person. Those who pay \$150 for two people will be recognized as Donors, those who pay \$200 for two

See *Green Home*, Page 3

Potomac Valley Audubon Society is people dedicated to preserving, restoring, and enjoying the natural world through education and action.

#35



4 B EVES DRIVE SUITE 200 MARLTON, NJ 08053
TEL: (856) 985-5600 FAX: (856) 985-6464

RECEIVED

September 23, 2009

SEP 25 2009

Ms. Leslie D. Smith, Chief Administrative Officer
County of Jefferson
P.O. Box 25
Charles Town, WV 25414

Jefferson County Commission

RE: Bakerton Fire District, Jefferson County, WV
Public Protection Classification: 10
Prior Public Protection Classification: 6/9

Dear Ms. Smith:

We wish to thank you, Chief Johnson and Mr. Snyder for your cooperation during our recent Public Protection Classification (PPC™) survey. Insurance Services Office (ISO®) has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above. This is a retrogression from the previous classification.

The primary reason for this retrogression is:

- 106. B. Membership: The department shall have sufficient membership to assure the response of at least 4 members to fires in structures. The chief may be one of the 4 responding members.
- 106. C. Training: Per the Fire Suppression Rating Schedule, training for active members shall be conducted at least 2 hours every 2 months.

We are not implementing the class change at this time. Before we make this change, we would like to know if you desire to develop a program to retain class 6/9. We request that you acknowledge this letter in writing within 30 days, and advise when this matter will be reviewed. If you choose to begin an improvement program, we would appreciate receiving a list of intended changes within 60 days. (The list of intended changes can be included in the 30 day letter if you wish.) In cases where improvements have not been completed within 6 months, or by March 23, 2010 in this case, ISO will publish the retrogressed classification, but will continue to work with your community towards an improved future classification.

The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Shaun Thornton, CFPS
856-985-5600 Ext. 259

Encl.

cc: Mr. James Johnson, Fire Chief, Bakerton Fire District

Mr. Lee Snyder, President, Jefferson Utilities
Mr. Jeffrey A. Polczynski, Director, Jefferson Co. Emergency Communications
File

THE ISO PUBLIC PROTECTION CLASSIFICATION (PPC) PROGRAM

ISO's PPC program evaluates communities according to a uniform set of criteria defined in the Fire Suppression Rating Schedule (FSRS). These criteria incorporate nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association.

Utilizing the FSRS, ISO objectively reviews the fire suppression capabilities of a community and assigns a Public Protection Classification – a number from 1 to 10. Class 1 represents exemplary fire protection, and Class 10 indicates that the area's fire suppression program does not meet minimum recognition criteria. Assuming all other factors are equal, the price of property insurance in a community with a good PPC might be lower than in a community with a poor PPC.

The FSRS allocates credit by evaluating the following three major features:

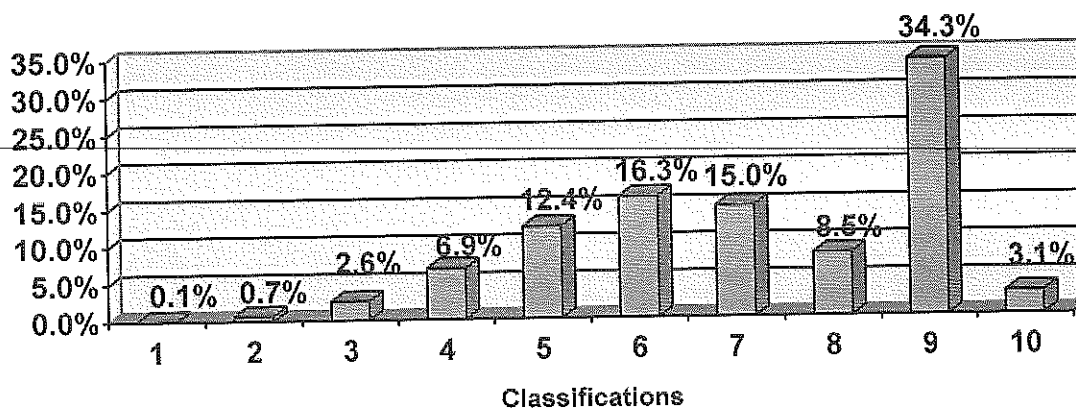
- Fire Alarm and Communication System - This review accounts for 10% of the total classification which centers upon a community's facilities and support for handling and dispatching fire alarms.
- Fire Department - This review accounts for 50% of the total classification which focuses upon items such as engine companies, distribution of fire stations and fire companies, department manning, and training.
- Water Supply System - This review accounts for 40% of the total classification focusing on the water supply a community uses for fire suppression.

Split Classifications

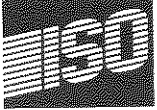
When ISO develops a single classification for a community, all of the community's properties receive that classification. In many communities, ISO develops a split classification (for example, 5/9). Generally, the first class, (Class 5 in the example) applies to properties within 5 road miles of a fire station and within 1000 feet of a fire hydrant. The second class (Class 9 in the example) applies to properties beyond 1000 feet of a hydrant but within 5 road miles of a fire station. ISO generally assigns Class 10 to properties beyond 5 road miles of a fire station. In a class 5/10 community, Class 5 applies to properties within 5 road miles of a fire station. Class 10 applies to properties beyond 5 road miles of a fire station.

The above rules apply to properties with a needed fire flow of 3500 gpm or less. Properties with larger needed fire flows are individually evaluated, and may vary from the town classification.

Countrywide Public Protection Classification Summary



#35



4 B EVES DRIVE SUITE 200 MARLTON, NJ 08053
TEL: (856) 985-5600 FAX: (856) 985-6464

RECEIVED

September 23, 2009

Ms. Leslie D. Smith, Chief Administrative Officer
County of Jefferson
P.O. Box 25
Charles Town, WV 25414

SEP 25 2009

Jefferson County Commission

RE: Middleway Fire District, Jefferson County, WV
Public Protection Classification: 10
Prior Public Protection Classification: 6/9

Dear Ms. Smith:

We wish to thank you and Chief Mood for your cooperation during our recent Public Protection Classification (PPC™) survey. Insurance Services Office (ISO®) has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above. This is a retrogression from the previous classification.

The primary reason for this retrogression is:

- 106. B. Membership: The department shall have sufficient membership to assure the response of at least 4 members to fires in structures. The chief may be one of the 4 responding members.

We are not implementing the class change at this time. Before we make this change, we would like to know if you desire to develop a program to retain class 6/9. We request that you acknowledge this letter in writing within 30 days, and advise when this matter will be reviewed. If you choose to begin an improvement program, we would appreciate receiving a list of intended changes within 60 days. (The list of intended changes can be included in the 30 day letter if you wish.) In cases where improvements have not been completed within 6 months, or by March 23, 2010 in this case, ISO will publish the retrogressed classification, but will continue to work with your community towards an improved future classification.

The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Shaun Thornton, CFPS
856-985-5600 Ext. 259

Encl.

cc: Mr. Michael T. Mood, Fire Chief, Middleway Fire District
Mr. Jeffrey A. Polczynski, Director, Jefferson Co. Emergency Communications
File

THE ISO PUBLIC PROTECTION CLASSIFICATION (PPC) PROGRAM

ISO's PPC program evaluates communities according to a uniform set of criteria defined in the Fire Suppression Rating Schedule (FSRS). These criteria incorporate nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association.

Utilizing the FSRS, ISO objectively reviews the fire suppression capabilities of a community and assigns a Public Protection Classification – a number from 1 to 10. Class 1 represents exemplary fire protection, and Class 10 indicates that the area's fire suppression program does not meet minimum recognition criteria. Assuming all other factors are equal, the price of property insurance in a community with a good PPC might be lower than in a community with a poor PPC.

The FSRS allocates credit by evaluating the following three major features:

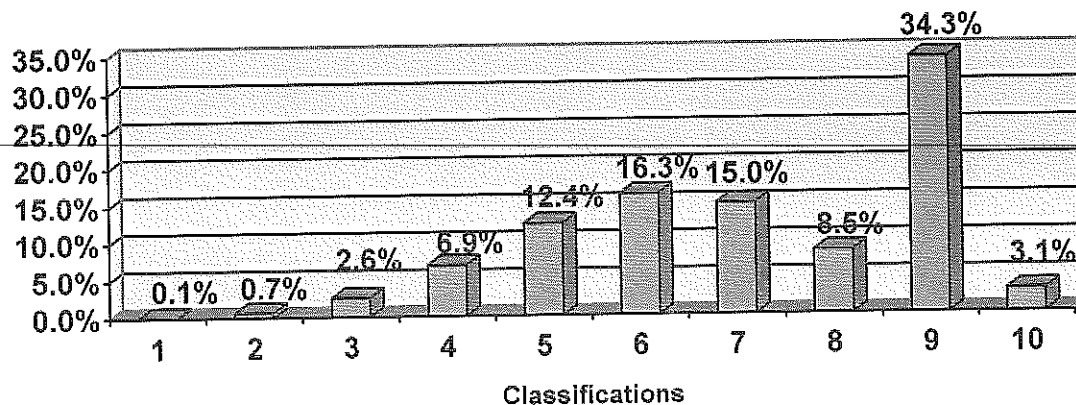
- Fire Alarm and Communication System - This review accounts for 10% of the total classification which centers upon a community's facilities and support for handling and dispatching fire alarms.
- Fire Department - This review accounts for 50% of the total classification which focuses upon items such as engine companies, distribution of fire stations and fire companies, department manning, and training.
- Water Supply System - This review accounts for 40% of the total classification focusing on the water supply a community uses for fire suppression.

Split Classifications

When ISO develops a single classification for a community, all of the community's properties receive that classification. In many communities, ISO develops a split classification (for example, 5/9). Generally, the first class, (Class 5 in the example) applies to properties within 5 road miles of a fire station and within 1000 feet of a fire hydrant. The second class (Class 9 in the example) applies to properties beyond 1000 feet of a hydrant but within 5 road miles of a fire station. ISO generally assigns Class 10 to properties beyond 5 road miles of a fire station. In a class 5/10 community, Class 5 applies to properties within 5 road miles of a fire station. Class 10 applies to properties beyond 5 road miles of a fire station station.

The above rules apply to properties with a needed fire flow of 3500 gpm or less. Properties with larger needed fire flows are individually evaluated, and may vary from the town classification.

Countrywide Public Protection Classification Summary





FEMA

#30

SEP 18 2009

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

RECEIVED

SEP 25 2009

Dale Manuel
President of the Jefferson County
Board of Commissioners
Post Office Box 250
124 East Washington Street
Charles Town, West Virginia 25414

Jefferson County Commission

Dear Mr. Manuel:

I commend you for the efforts that have been put forth in implementing the floodplain management measures for Jefferson County, West Virginia, to participate in the National Flood Insurance Program (NFIP). As you implement these measures, I want to emphasize the following:

- a Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) have been completed for your community;
- the FIS and FIRM will become effective on December 18, 2009; and
- by the FIS and FIRM effective date, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) Regional Office is required to approve the legally enforceable floodplain management measures your community adopts in accordance with 44 Code of Federal Regulations Section 60.3(d).

As noted in FEMA's letter dated June 18, 2009, no significant changes have been made to the flood hazard data on the Preliminary and/or revised Preliminary copies of the FIRM for Jefferson County. Therefore, Jefferson County should use the Preliminary and/or revised Preliminary copies of the FIRM as the basis for adopting the required floodplain management measures. Final printed copies of the FIRM for Jefferson County will be sent to you within the next few months.

If you encounter difficulties in enacting the measures, I recommend you contact the West Virginia Office of Emergency Services. You may contact Robert L. Perry, CFM, the NFIP State Coordinator, by telephone at (304) 957-2571, in writing at 1900 Kanawha Boulevard, Capitol Building One, Room EB-80, Charleston, West Virginia 25305-0360, or by electronic mail at robert.l.perry@wv.gov.

The FEMA Regional staff in Philadelphia, Pennsylvania, is also available to provide technical assistance and guidance in the development of floodplain management measures. The adoption of compliant floodplain management measures will provide protection for Jefferson County and will ensure its participation in the NFIP. The Regional Office may be contacted by telephone at

Dale Manuel

SEP 18 2009

Page 2

(215) 931-5512 or in writing. Please send your written inquiries to the Director, Federal Insurance and Mitigation Division, FEMA Region III, at 615 Chestnut Street, One Independence Mall, Sixth Floor, Philadelphia, Pennsylvania 19106-4404.

The NFIP State Coordinating Office for your State has verified that West Virginia communities may include language in their floodplain management measures that automatically adopt the most recently available flood elevation data provided by FEMA. Your community's floodplain management measures may already be sufficient if the measures include suitable automatic adoption language and are otherwise in accordance with the minimum requirements of the NFIP. The NFIP State Coordinator can assist you further in clarifying questions you may have about automatic adoption.

You may have already contacted the NFIP State Coordinator and/or the FEMA Regional Office, and may be in the final adoption process or recently adopted the appropriate measures. However, in the event your community has not adopted the appropriate measures, this letter is FEMA's official notification that you only have until December 18, 2009, to adopt and/or submit a floodplain management ordinance that meets or exceeds the minimum NFIP requirements, and request approval from the FEMA Regional Office by the effective date. Your community's adopted measures will be reviewed upon receipt and the FEMA Regional Office will notify you when the measures are approved.

I appreciate your cooperation to ensure that your community's floodplain management measures are approved by the FEMA Regional Office by the FIRM effective date. Your compliance with these mandatory program requirements will enable your community to avoid suspension from the NFIP.

Sincerely,



Deborah S. Ingram
Acting Deputy Assistant Administrator
for Mitigation
Mitigation Directorate

cc: Jonathan Sarubbi, Regional Administrator, FEMA Region III
Robert L. Perry, CFM, NFIP State Coordinator, West Virginia Office of Emergency Services
Mason Carter, Ordinance Compliance Officer, Jefferson County

To: All County Commissioners & Staff
From: Vuran Parsons
Date: Sept 25, 2009
F.Y.I.

#37

**Public Announcement
Final Written Comments
Scheduled Before Governor Appointed LVL Panel**

The Select Panel for Limited Video Lottery has completed its final Public Meeting to receive comments on the provisions of W.Va. Code §29-22B-1108, the rebidding of limited video lottery terminal permits for the ten-year term commencing July 1, 2011.

The eight-member Select Panel will continue to receive comments from interested parties for a limited period of time before recommendations on statutory provisions are presented to the Governor for review. Written comments must be received by 5:00 PM on Thursday, October 15, 2009. All persons wishing to comment on this topic should send written responses only to the West Virginia Lottery at the address listed below:

**West Virginia Lottery
Attn: Robin Graley On Behalf of the LVL Select Panel
P.O. Box 2067
Charleston, West Virginia 25327**

Any comments received after the written comment period may not be accepted by the Panel. The Panel does not plan to hold future public meetings.



UNITED STATES DEPARTMENT OF COMMERCE
National Telecommunications and
Information Administration
Washington, D.C. 20230

AUG 28 2009

#38

Dale Manuel
President
124 East Washington Street
Charles Town, WV 25414

RECEIVED

SEP 30 2009

JEFFERSON COUNTY COMMISSION

Dear Mr. Manuel:

Thank you for your letter regarding the Broadband Technology Opportunities Program (BTOP), and your support for a BTOP application to be submitted by the Jefferson County Commission.

The National Telecommunications and Information Administration is working expeditiously to ensure that Recovery Act funds are made available as quickly, transparently, and effectively as possible. We will review this proposal on its merits according to our established review criteria and procedures. I appreciate you sharing your views on the project.

Sincerely,

Anthony G. Wilhelm, Ph.D.
Acting Associate Administrator
Office of Telecommunications
and Information Applications

Ethics Reporter

#39

Since the Last Reporter

Since the July edition of the **REPORTER**, the West Virginia Ethics Commission has published a corrected version of A.O. 2009-05, which was first issued in June of this year.

The corrected version of the written opinion in A.O. 2009-09 is included in this mailing. The corrected version of the opinion should replace the original opinion found under the COUNTY GOVERNMENT tab section.

The corrected opinion contains only technical corrections and changes nothing of substance in the original June opinion.

WEST VIRGINIA ETHICS REPORTER is published by West Virginia Ethics Reporter, Inc., P.O. Box 1403, Charleston, WV 25325 and is in no way affiliated with the West Virginia Ethics Commission. For subscription information or subscriber services, call 1-304-545-8227. Copyright 2009 by West Virginia Ethics Reporter, Inc. All rights reserved. No part of this newsletter may be reproduced in any form, by microfilm, xerography, or otherwise, or incorporated into any information-retrieval system, without written permission of West Virginia Ethics Reporter, Inc.

**WEST VIRGINIA ETHICS COMMISSION
ADVISORY OPINIONS
2009 TOPICAL INDEX
(Covering actions through July 9)**

BOARDS AND COMMISSIONS

2008-10:

Permissibility of a county authority maintaining a business contract with a company controlled by an elected county commissioner (See also COUNTY GOVERNMENT)

BOARDS OF EDUCATION

2009-04:

Permissibility of a county board of education member voting on the superintendent's employment contract when his employer has pending civil action against the superintendent personally

COUNTY GOVERNMENT

2008-10:

Permissibility of a county authority maintaining a business contract with a company controlled by an elected county commissioner (See also BOARDS AND COMMISSIONS)

2009-01:

Permissibility of the spouse of an elected county commissioner being employed by a county hospital

2009-02:

Permissibility of a county employee wellness program being extended to elected county officials

2009-03:

Permissibility of a county commission reimbursing county officials or employees for government related calls made on personal cellular phones

2009-05 (CORRECTED):

Permissibility of a part-time prosecuting attorney's business contracting with a local extension service agency

2009-07:

Permissibility of a county commissioner, acting as a private attorney, drafting wills and administering estates in the county where such matters may be probated

LEGISLATURE

NONE PUBLISHED

MUNICIPAL GOVERNMENT

2009-06:

Permissibility of a member of a city council voting on matters benefiting the church to which he belongs

STATE GOVERNMENT

2009-08:

Permissibility of state agency board members reviewing matters in which the members may have a financial interest

TRADE ASSOCIATIONS AND LOBBYISTS

NONE PUBLISHED

MISCELLANEOUS

NONE PUBLISHED

ADVISORY OPINION NO. 2009-05

Issued On June 4, 2009 By The

WEST VIRGINIA ETHICS COMMISSION

FILED
2009 SEP 16 AM 10:10
OFFICE OF THE WEST VIRGINIA
SECRETARY OF STATE

OPINION SOUGHT

A Prosecuting Attorney asks whether his business may contract with a local extension service agency.

FACTS RELIED UPON BY THE COMMISSION

A Part-Time Prosecuting Attorney is the owner of various small businesses. One of these businesses is a storage facility which is solely owned and operated by the prosecuting attorney and his wife. The business is organized as a Limited Liability Company.

A local extension service agency desires to rent a storage unit from the company. The County Commission provides funding for the local extension agency through excess levy funds which are transferred into a general fund which has the express purpose of funding the extension agency. The extension agency is overseen by a service extension committee, comprised of various leaders in the community including a County Commissioner who is statutorily required to serve on the committee. See W.Va. Code § 19-8-1. The purpose of these local extension agencies is to provide outreach services in accordance with the mission of West Virginia University, a land grant institution.

In the Requester's County, the extension agency is housed in the County Annex. The County Commission pays for two of the extension agency's employees. The director of the extension agency is paid through other funding sources. The County Commission also processes the extension agency's bills. If the agency rents the storage building, the County Commission would pay the bill directly to the part-time prosecuting attorney's business.

CODE PROVISIONS RELIED UPON BY THE COMMISSION

W. Va. Code § 6B-2-5(d)(1) reads in relevant part:

[N]o elected or appointed public official or public employee or member of his or her immediate family or business with which he or she is associated may be a party to or have an interest in the profits or benefits of a contract which the official or employee may have direct authority to enter into, or over which he or she may have control: *Provided*, That nothing herein shall be construed to prevent or make unlawful the employment of any person with any governmental body...

W. Va. Code § 7-4-1 provides in relevant part:

It shall be the duty of the prosecuting attorney to attend to the criminal business of the state in the county in which he is elected and qualified... Every public officer shall give him information of the violation of any penal law committed within his county. It shall also be the duty of the prosecuting attorney to attend to civil suits in such county in which the state, or any department, commission or board thereof, is interested, and to advise, attend to, bring, prosecute or defend, as the case may be, all matters, actions, suits and proceedings in which such county or any county board of education is interested.

W. Va. Code § 61-10-15(a) reads in relevant part:

It is unlawful for any...county or district officer to be or become pecuniarily interested, directly or indirectly, in the proceeds of any contract or service or in the furnishing of any supplies in the contract for or the awarding or letting of a contract if, as a member, officer, secretary, supervisor, superintendent, principal or teacher, he or she may have any voice, influence or control: *Provided*, That nothing in this section prevents or makes unlawful the employment of the spouse of a member, officer, secretary, supervisor, superintendent, principal or teacher as a principal or teacher or auxiliary or service employee in the public schools of any county or prevents or makes unlawful the employment by any joint county and circuit clerk of his or her spouse...

(h) Where the provisions of subsection (a) of this section would result in the loss of a quorum in a public body or agency, in excessive cost, undue hardship, or other substantial interference with the operation of a governmental body or agency, the affected governmental body or agency may make written application to the West Virginia Ethics Commission pursuant to subsection (d), section five, article two, chapter six-b of the code, for an exemption from subsection (a) of this section.

ADVISORY OPINION

The Ethics Act

Pursuant to W.Va. Code § 6B-2-5(d)(1) a public official may not have more than a limited interest in the profits or benefits of a public contract over which he or she has direct authority or control. A limited interest is an amount not to exceed one thousand dollars in the gross revenues in a public contract or contracts per calendar year.

In the present case, the Prosecutor does not normally render legal advice to the extension agency. Further, it is the extension agency, not the county commission,

which would be contracting with his company for services. Based upon these facts, the Commission finds that for purposes of the Ethics Act, he does not have direct authority over the public contract in question. Hence, pursuant to the Ethics Act, the contract would be permissible. However, this analysis is purely academic in light of the stricter limitations imposed by W.Va. Code § 61-10-15.

West Virginia Code § 61-10-15

WV Code § 61-10-15, a separate criminal statute, contains a stricter standard than the Ethics Act, and imposes criminal penalties against County officials who are pecuniarily interested, either directly or indirectly, in the proceeds from a public contract over which the public official may exercise voice, influence or control. Any person who violates this provision is guilty of a misdemeanor and may be removed from public office.


In this case the Commission must examine whether pursuant to W.Va. Code § 61-10-15, the Prosecutor exercises voice, influence, or control over the extension agency contracts. As the County Prosecutor, the Requester must provide legal advice to the County Commission. W.Va. Code § 7-4-1.¹ While the Requester does not provide legal advice to the extension agency, or exercise direct control over its contracts, the extension agency is intertwined with the County Commission through its shared office space and funding. Moreover, two extension agency employees are paid by the County. If the County Commission were to have a question about the operation of the extension agency and whether it was legally expending public funds, the County Commission would look to the County Prosecutor for advice. Due to the interrelationship between the Prosecutor, County Commission and local extension agency, the Commission finds that the Prosecutor exercises voice, influence or control over extension agency contracts. Hence, his business may not contract with the extension agency.

The extension agency may seek a contract exemption from the Ethics Commission if it believes that other suitable storage space is not available in the county. Pursuant to W. Va. Code §61-10-15, the Ethics Commission may grant an exemption from the prohibitions in this code section if the extension agency demonstrates that the prohibition will result in excessive cost, undue hardship, or other substantial interference with the operation of a governmental body or agency.

This advisory opinion is limited to questions arising under the Ethics Act, W. Va. Code § 6B-1-1, *et. seq.*, and does not purport to interpret other laws or rules. In accordance with W.Va. Code § 6B-2-3, this opinion has precedential effect and may be relied upon

¹ The Prosecutor states that historically he has not provided legal advice to the extension agency. It does not appear to be clear in the code whether prosecutors have a legal duty to provide legal advice to extension agencies. However, the answer to this question is not outcome determinative to the Commission's analysis in the present case.

in good faith by other public agencies unless and until it is amended or revoked, or the law is changed.


Drema Radford, Vice-Chairman

9-14-2009 MK
Date

Procedural Note: This opinion was decided by the Commission on June 4, 2009 and signed by the Chair on that date. A technical revision was made subsequent to that meeting. This opinion, containing the technical revision, is the final opinion.

RECEIVED

SEP 25 2009

Jefferson County Commission

**JEFFERSON COUNTY BOARD OF HEALTH
MEETING AGENDA**

October 9, 2009

1PM

#40

■ **PRIORITY BUSINESS**

- Payment of bills and review of financial report

■ **STAFF REPORTS**

- **Health Officer, Jones**
 - Monthly Report
- **Administration, Jones**
 - Monthly Report
- **Medical, Torlone**
 - Monthly Report
- **Environmental, Zaleski**
 - Monthly Report

Members of the Board of Health:

- Robert M. Johnson, Chairman
- Joseph Osterman, Vice-Chairman
- Rosamond Burns, Member
- Willis Nowell, Member
- Mark Shields, Member
- Jim Surkamp, County Commission

Term Expires:

- 06-30-10
- 06-30-11
- 06-30-14
- 06-30-13
- 06-30-10
- ex officio

**Jefferson County Board of Health Meeting
September 4, 2009**

Attendees:

Dr. Robert Johnson, Chairman
Joseph Osterman, Vice-Chairman
Mark Shields, Member; by phone
Willis Nowell, Member
Rosamond Burns, Member

Amy Jones, MSN, Administrator
Dr. Robert Jones, PHO
Darien Torlone, LPN
Bill Zaleski, Sanitarian II
Jim Surkamp, County Commission

Call to Order:

Dr. Johnson called the meeting to order at 1PM.

Priority Business:

No changes or corrections made to minutes.

Motion made by Mr. Osterman to approve financial report, seconded by Mrs. Burns, motion carried.

Staff Reports:

Administration:

Ms. Jones gave a completed monthly activity report, discussion followed.

Medical:

Ms. Torlone gave a completed monthly activity report, discussion followed.

Environmental:

Mr. Zaleski gave the monthly environmental activity reports, discussion followed

Adjournment:

The meeting adjourned to reopen October 9, 2009 at 1PM.

Respectfully submitted,

Dr. Robert Johnson, DDS, MPH
Chairman of the Board of Health

Jefferson County Public Service District

#41

Regular Board Meeting Agenda October 5, 2009 JCPSD Office 7:00PM 340 Edmond Road, Suite A Kearneysville

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

- Public Comments

Old Business:

- Review Minutes of September 14 Regular Board Meeting
- Update on Joint Applications to West Virginia Infrastructure and Jobs Development Council with Jefferson Utilities Incorporated for Mountain Water Project
- Discuss the Scheduling of an Early Phase Mountain Water Project Public Meeting
- Update on Flowing Springs Wastewater Treatment Plant
- Consider New Elementary School Mainline Extension Agreement

New Business:

- Review Annual Reports for Water and Sewer System
- Consider Approval of Extension of the BAN
- Consider Approval of Alternate Mainline Extension Agreement with B.C. Partners for Breckenridge East
- Consider USGS Contract Extension for Rocky Marsh Streamgages
- Clarification of 300 foot rule
- Consider 2010 Board Meeting Dates
- General Manager Report
- Discussion of any Expenses over Budget
- Approve Transfer of \$5,083.87 from Sewer Security Deposit Account into Sewer Operating for Security Deposit Refunds
- 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
- Submit Agreement with Jefferson Utilities for Mountain Water Project to Public Service Commission
- PSC General Investigation into Berkeley County Capital Improvement Fees

September

Public Service District: Sewer (Metered)

- Residential – 1901 Customers
 - September 2008 – 1896 Customers
- Commercial – 138 Customers
 - September 2008 – 127 Customers
- Public Authority – 9 Customers
 - September 2008 – 9 Customers
- Industrial – 8 Customers
 - September 2008 – 8 Customers

October 5, 2009
PSD Agenda

- EDU's – 12,555,600 Gallons Billed in August (4500 avg gal/customer/mo) = 2790 EDU's
- 1 New Home in September (1 EDU's)
- 0 New Commercial in September (0 EDU's)

Public Service District: Sewer (Unmetered)

- Residential – 78 Customers
- Commercial – 0 Customers

Public Service District: Water

- Glen Haven – 74 Customers
- Cavaland – 39 Customers

Next Meeting:

- Monday, November 2, 2009 at 7:00PM –
Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville

Public Service Commission
Of West Virginia

#42

201 Brooks Street, P. O. Box 812
Charleston, West Virginia 25323



Phone: (304) 340-0300
FAX: (304) 340-0325

September 25, 2009

RECEIVED

SEP 28 2009

Jefferson County Commission
110 East Washington Street
Charles Town, WV 25414

Jefferson County Commission

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$157,932.67 representing a disbursement of Wireless E-911 subscriber fees will be mailed directly from the West Virginia State Auditor's Office. This amount is your County's share of the fees remitted to the Public Service Commission for the months of June, July, and August 2009. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in cursive script that reads "Herb Brooks".

Herb Brooks
Budget and Finance Manager

HB:kp

WV

West Virginia, Jefferson County E911
Reporting Period: August 1, 2009 to August 31, 2009

#42

AT&T Communications of West Virginia
AT&T Communications of West Virginia
c/o Tax Partners, L.L.C.
3100 Cumberland Boulevard, Suite 900
Atlanta, GA 30339
8778294141 - Phone
7709560700 - Fax

RECEIVED

Tax Identification Number
222473234

SEP 25 2009

Jefferson County Commission Return Due: 09/20/2009

	Gross Units	Less: Exempt Units	Units Subject to Tax	Tax Rate	Gross Tax
Jefferson County E911 SURCHARGES - General-JEFFERSON CO. 911 SURCHARGE	26	0	26	\$2.90	75.40
Return Totals:	26	0	26		75.40

REMIT TO:

Jefferson County Commission
P.O. Box 250
Charlestown, WV 25414

Total Gross Tax Due:	75.40
Less: Vendor's Compensation:	(0.00)
Change in Prepayments:	0.00
Less: Tax Credits:	(0.00)
Net Tax Amount to be Remitted:	75.40

Barbara a g

Barbara Gibson, Attorney-in-Fact

9/12/2009

I hereby declare that all information provided herein is true, complete and accurate to the best of my knowledge.



FEIN: 222473234
 Reporting Period: 08/01/2009 to 08/31/2009
 Amount: 75.40

AT&T IXCs & Alascom, M.E.
 AT&T Communications of West Virginia
 c/o Tax Partners, L.L.C.
 3100 Cumberland Boulevard, Suite 900
 Atlanta, GA 30339



Drawer: Returns
 Company: AT&T IXCs & Alascom, M.E.
 Entity ID: 001402
 Entity Name: AT&T Communications of West Virginia
 Return Code: WV_JEFF_E9
 Return Description: West Virginia, Jefferson County E911
 Due Date: 20
 Year: 2009
 Month: 08
 Sequence Number: 1
 Indexed Time: 8/31/2009 4:39:00 PM
 Printed By: LANSEL
 Printed Time: 9/17/2009 10:37:58 AM

0000560555

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

AT&T Communications of West Virginia
 C/O TAX PARTNERS, L.L.C.
 3100 Cumberland Boulevard, Suite 900
 Atlanta, GA 30339
 (877) 829-4141

WACHOVIA, NA
 64-022/610

0000560555

VOID AFTER 120 DAYS FROM DATE 9/17/2009

PAY Seventy Five and 40/100 ***** 75.40

TO JEFFERSON COUNTY COMMISSION
 P.O. Box 250
 Charlestown, WV 25414

Sandra Muthersboege
 TWO SIGNATURES REQUIRED IF \$250,000 OR OVER

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ORIGINAL WATERMARK - HOLD AT AN ANGLE TO VIEW

0000560555 06 000 227 2000 669458 44

WV

West Virginia, Jefferson County E911
Reporting Period: August 1, 2009 to August 31, 2009

#42

RECEIVED

ACN Communications Svcs
ACN Communications Services Inc.
c/o Tax Partners, L.L.C.
3100 Cumberland Boulevard, Suite 900
Atlanta, GA 30339
8778294141 - Phone
7709560700 - Fax

SEP 25 2009

Tax Identification Number
38-3483729

Jefferson County Commission

Return Due: 09/20/2009

	Gross Units	Less: Exempt Units	Units Subject to Tax	Tax Rate	Gross Tax
Jefferson County E911 SURCHARGES - General-JEFFERSON CO. 911 SURCHARGE	13	0	13	\$2.90	37.70
Return Totals:	13	0	13		37.70

REMIT TO:

Jefferson County Commission
P.O. Box 250
Charlestown, WV 25414

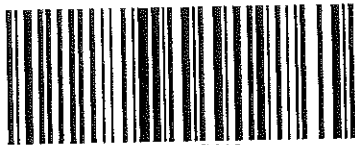
Total Gross Tax Due:	37.70
Less: Vendor's Compensation:	(0.00)
Change in Prepayments:	0.00
Less: Tax Credits:	(0.00)
Net Tax Amount to be Remitted:	<u>37.70</u>

Deanna M. Paden

Deanna Paden, Attorney-in-Fact

9/14/2009

I hereby declare that all information provided herein is true, complete and accurate to the best of my knowledge.



000004KK18

FEIN: 383483729
Reporting Period: 08/01/2009 to 08/31/2009
Amount: 37.70

ACN Communications Svcs
ACN Communications Services Inc.
c/o Tax Partners, L.L.C.
3100 Cumberland Boulevard, Suite 900
Atlanta, GA 30339



0000000000

Drawer: Returns
Company: ACN Communications Svcs
Entity ID: 001228
Entity Name: ACN Communications Svcs
Return Code: WV_JEFF_E9
Return Description: West Virginia, Jefferson County E911
Due Date: 20
Year: 2009
Month: 08
Sequence Number: 1
Indexed Time: 9/4/2009 12:39:00 PM
Printed By: LANSEL
Printed Time: 9/16/2009 8:30:15 AM

0002103007

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

ACN Communications Svcs
C/O TAX PARTNERS, L.L.C.
3100 Cumberland Boulevard, Suite 900
Atlanta, GA 30339
(877) 829-4141

WACHOVIA, NA
64-022/610

0002103007

VOID AFTER 120 DAYS FROM DATE 9/16/2009

PAY Thirty Seven and 70/100 ***** 37.70

TO JEFFERSON COUNTY COMMISSION
P.O. Box 250
Charlestown, WV 25414

Sandra Muthersboyle
TWO SIGNATURES REQUIRED IF \$250,000 OR OVER

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ORIGINAL WATERMARK - HOLD AT AN ANGLE TO VIEW

000210300700610002271200001694582700

WV

West Virginia, Jefferson County E911

Reporting Period: August 1, 2009 to August 31, 2009

#42

RECEIVED

8x8, Inc.

SEP 25 2009

Tax Identification Number

77-0142404

c/o Tax Partners, L.L.C.
3100 Cumberland Boulevard, Suite 900
Atlanta, GA 30339
8778294141 - Phone
7709560700 - Fax

Jefferson County Commission

Return Due: 09/20/2009

	Gross Units	Less: Exempt Units	Units Subject to Tax	Tax Rate	Gross Tax
Jefferson County E911 SURCHARGES - General-JEFFERSON CO. 911 SURCHARGE	39	0	39	\$2.90	113.10
Return Totals:	39	0	39		113.10

REMIT TO:

Jefferson County Commission
P.O. Box 250
Charlestown, WV 25414

Total Gross Tax Due:	113.10
Less: Vendor's Compensation:	(0.00)
Change in Prepayments:	0.00
Less: Tax Credits:	(0.00)
Net Tax Amount to be Remitted:	113.10

Shannon Bryant, Attorney-in-Fact

9/15/2009

I hereby declare that all information provided herein is true, complete and accurate to the best of my knowledge.



FEIN: 770142404
 Reporting Period: 08/01/2009 to 08/31/2009
 Amount: 113.10

8x8, Inc.

c/o Tax Partners, L.L.C.
 3100 Cumberland Boulevard, Suite 900
 Atlanta, GA 30339



Drawer: Returns
 Company: 8x8, Inc.
 Entity ID: 014006
 Entity Name: 8x8, Inc.
 Return Code: WV_JEFF_E9
 Return Description: West Virginia, Jefferson County E911
 Due Date: 20
 Year: 2009
 Month: 08
 Sequence Number: 1
 Indexed Time: 9/9/2009 10:55:00 AM
 Printed By: LANSEL
 Printed Time: 9/16/2009 10:26:44 AM

000018796

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

8x8, Inc.
 C/O TAX PARTNERS, L.L.C.
 3100 Cumberland Boulevard, Suite 900
 Atlanta, GA 30339
 (877) 829-4141

WACHOVIA, NA
 64-022/610

000018796

VOID AFTER 120 DAYS FROM DATE 9/16/2009

PAY One Hundred Thirteen and 10/100*****

113.10

TO JEFFERSON COUNTY COMMISSION
 P.O. Box 250
 Charlestown, WV 25414

Sandra Muthersboege
 TWO SIGNATURES REQUIRED IF \$250,000 OR OVER

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ORIGINAL WATERMARK - HOLD AT AN ANGLE TO VIEW

0000018796 061000227 200041717583

WV

West Virginia, Jefferson County E911

Reporting Period: August 1, 2009 to August 31, 2009

#42

RECEIVED

Level 3 Communications LLC
Level 3 Communications LLC
c/o Tax Partners, L.L.C.

SEP 25 2009

Tax Identification Number
47-0807040

3100 Cumberland Boulevard, Suite 900 **Jefferson County Commission**
Atlanta, GA 30339
8778294141 - Phone
7709560700 - Fax

Return Due: 09/20/2009

	Gross Units	Less: Exempt Units	Units Subject to Tax	Tax Rate	Gross Tax
Jefferson County E911 SURCHARGES - General-JEFFERSON CO. 911 SURCHARGE	68	0	68	\$2.90	197.20
Return Totals:	68	0	68		197.20

REMIT TO:

Jefferson County Commission
P.O. Box 250
Charlestown, WV 25414

Total Gross Tax Due: **197.20**
Less: Vendor's Compensation: **(0.00)**
Change in Prepayments: **0.00**
Less: Tax Credits: **(0.00)**
Net Tax Amount to be Remitted: **197.20**

Dena Willis

Dena Willis, Attorney-in-Fact

9/15/2009

I hereby declare that all information provided herein is true, complete and accurate to the best of my knowledge.



FEIN: 470807040
 Reporting Period: 08/01/2009 to 08/31/2009
 Amount: 197.20

Level 3 Communications LLC
 Level 3 Communications LLC
 c/o Tax Partners, L.L.C.
 3100 Cumberland Boulevard, Suite 900
 Atlanta, GA 30339



Drawer: Returns
 Company: Level 3 Communications LLC
 Entity ID: 001219
 Entity Name: Level 3 Communications LLC
 Return Code: WV_JEFF_E9
 Return Description: West Virginia, Jefferson County E911
 Due Date: 20
 Year: 2009
 Month: 08
 Sequence Number: 1
 Indexed Time: 9/3/2009 4:50:00 PM
 Printed By: LANSEL
 Printed Time: 9/16/2009 1:34:36 PM

0002106294

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

Level 3 Communications LLC
 C/O TAX PARTNERS, L.L.C.
 3100 Cumberland Boulevard, Suite 900
 Atlanta, GA 30339
 (877) 829-4141

WACHOVIA, NA
 64-022/610

0002106294

VOID AFTER 120 DAYS FROM DATE 9/16/2009

PAY One Hundred Ninety Seven and 20/100*****

197.20

TO JEFFERSON COUNTY COMMISSION
 P.O. Box 250
 Charlestown, WV 25414

Sandra Mithersbourg
 TWO SIGNATURES REQUIRED IF \$250,000 OR OVER

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ORIGINAL WATERMARK - HOLD AT AN ANGLE TO VIEW

0002106294 0000000000 2000016945827



#42

RECEIVED

SEP 25 2009

Jefferson County Commission



Drawer: Returns
Company: Comtel Telcom Assets LP
Entity ID: 012438
Entity Name: Comtel Telcom Assets LP
Return Code: WV_JEFF_E9
Return Description: West Virginia, Jefferson County E911
Due Date: 20
Year: 2009
Month: 08
Sequence Number: 1
Indexed Time: 9/7/2009 7:52:00 PM
Printed By: TPULLIAM
Printed Time: 9/9/2009 5:15:14 PM

Comtel Telcom Assets LP
c/o Tax Partners, L.L.C.
3100 Cumberland Boulevard, Suite 900
Atlanta, GA 30339
(877) 829-4141

West Virginia, Jefferson County E911
P.O. Box 250
Charlestown, WV 25414

WV

West Virginia, Jefferson County E911
Reporting Period: August 1, 2009 to August 31, 2009

Comtel Telecom Assets LP

Tax Identification Number

203237782

c/o Tax Partners, L.L.C.
3100 Cumberland Boulevard, Suite 900
Atlanta, GA 30339
8778294141 - Phone
7709560700 - Fax

Return Due: 09/20/2009

	Gross Units	Less: Exempt Units	Units Subject to Tax	Tax Rate	Gross Tax
Return Totals:	0	0	0		0.00

Total Gross Tax Due: 0.00

REMIT TO:


Less: Vendor's Compensation: (0.00)

Jefferson County Commission
P.O. Box 250
Charlestown, WV 25414

Change in Prepayments: 0.00

Less: Tax Credits: (0.00)

Net Tax Amount to be Remitted: 0.00



Terrance Pulliam, Attorney-in-Fact

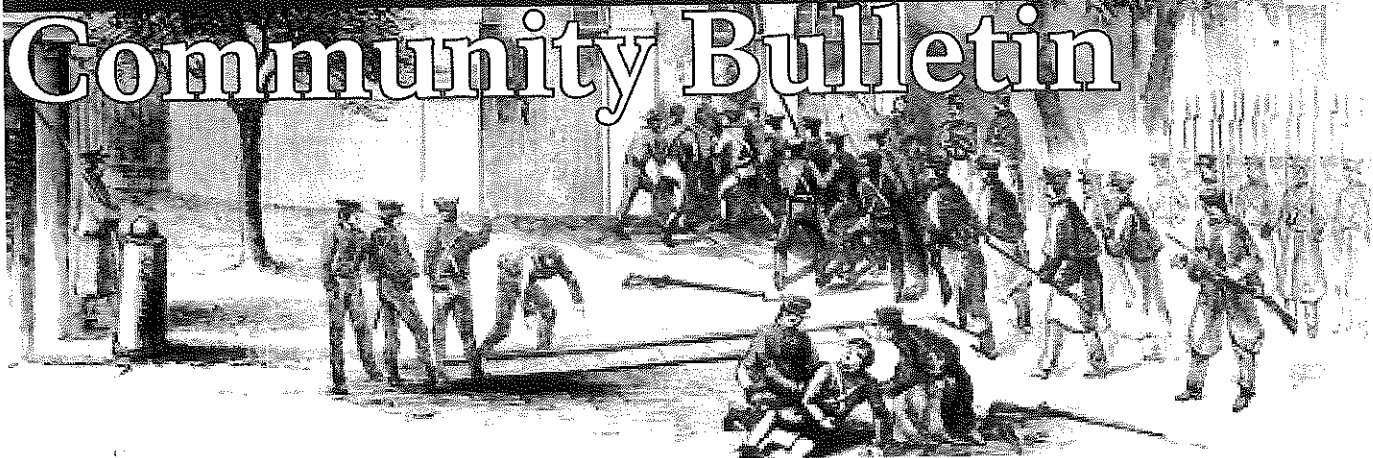
9/09/2009

I hereby declare that all information provided herein is true, complete and accurate to the best of my knowledge.

#43



Community Bulletin



John Brown Sesquicentennial Commemoration

Harpers Ferry National Historical Park and the 150th Quad-State Committee, from West Virginia, Pennsylvania, Virginia and Maryland, are planning and coordinating a range of commemoration events. Events include dramatic productions, exhibits, academic lectures, special tours and much more. Go to www.johnbrownraid.org

John Brown Remembered: An Academic Symposium October 14 -17, 2009 (pre-registered participants)
This symposium will stimulate new and diverse academic research, scholarship, and debate.

Planning Your Visit:

Parking: Visitors must park at the Cavalier Heights Visitor Center parking areas and board shuttle buses to the event. The National Park Service expects this to be a busy event, so plan to arrive early and allow for transportation time to reach the event. Parking is on a first come, first serve basis and when the lots are full, parking will be closed until spaces open up.

Maximum crowds are expected for this event. We ask your patience when arriving and leaving the event. Only small lap-sized coolers are allowed on buses, lawn chairs are not permitted.

Alcoholic beverages are not permitted in the park at any time.

It is primarily an outdoor venue and will be held rain or shine. Dress appropriately for the weather.

Commemorative items, books and music will be sold at the Harpers Ferry Historical Association's Sales Tent and in the bookshop.

This is a fee free weekend.

Friday, October 16

2:00 p.m. - 4:00 p.m. Book Signings

4:00 p.m. - 8:00 p.m. John Brown as Art: Creative design contest opening and exhibition

6:00 p.m. - 9:00 p.m. Living History Programs

6:00 p.m - 7:30 p.m. West Virginia John Brown 150th Film Discussion

7:30 p.m. - 9:00 p.m. Stephen Vincent Benet's "John Brown's Body" Jefferson High School Drama Department.

8:00 p.m. "Proceed to the Ferry" (offsite at Kennedy Farm) 150th Anniversary Procession of six-mile trek from Kennedy Farm to Harpers Ferry

Pre-registration Required

9:00 p.m. "The Eve of the Raid"
A lantern lit walk sets the stage of the eve of John Brown's Raid.

10:00 - 10:30 p.m "Proceed to the Ferry" 150th Anniversary Procession from Kennedy Farm arrives at Harpers Ferry with closing ceremony.

Saturday, October 17

10:00 a.m. - 8:30 p.m. Living History Programs

10:00 a.m. - 8:30 p.m. John Brown Creative Family Activities and much, much more!

10:00 a.m. - 4:00 p.m. Book Signings

10:00 a.m. - 4:00 p.m. USPS Cancellation Station

10:00 a.m. - 12:00 p.m. In the Footsteps of John Brown Join a park ranger for this special 150th anniversary hike.

For a complete description of Oct. 16-18 park activities, including those in the Family and Youth Tent, go to www.nps.gov/hafe. From the front page click on Text Schedule of Events.

of John Brown's Raid" with Park Chief Historian, Dennis Frye.

11:00 a.m. - 12:00 p.m. "John Brown: An Address by Frederick Douglass"

12:00 p.m. - 1:00 p.m. Premier of John Brown Travelogue

12:00 p.m. - 1:00 p.m. "Reacting to John Brown's Raid"

1:00 p.m. - 2:00 p.m. "John Brown's Family Values" A Keynote Address by Dr. Evan Carton, author, historian, Founder & Director, University of Texas Humanities Institute

2:00 p.m. - 2:45 p.m. U.S. Marine Band Concert

3:30 p.m. - 4:00 p.m. "Reacting to John Brown's Raid"

3:30 p.m. - 5:00 p.m. "Tattered Souls" The premiere performance of this John Brown Raid Sesquicentennial theatrical jazz production by Delfeayo Marsalis.

4:00 p.m. - 6:00 p.m. In the Footsteps

of John Brown Join a park ranger for this special 150th anniversary hike.

4:30 p.m. - 5:15 p.m. U.S. Marine Band Concert

7:00 p.m. - 8:30 p.m. "Sword of the Spirit" Play based on letters of John and Mary Brown by Greg Artzner & Terry Leonino.

9:00 p.m. - 10:00 p.m. "John Brown: A Caged Tiger" A lantern-lit tour.

Sunday, October 18

9:00 a.m. - 11:00 a.m. Walk of the Descendants This commemorative walk follows the footsteps of John Brown and his men during their raid on Harpers Ferry.

10:00 a.m. - 3:00 p.m. Living History Programs

10:00 a.m. - 4:00 p.m. Book Signings

10:00 - 6:00 p.m. John Brown Creative Family Activities and much, much more!

10:00 a.m. - 11:00 a.m. "The Final Assault" 150th anniversary of U.S. Marine assault on the U. S. Armory Fire Engine House.

10:30 a.m. - 11:15 a.m. "John Brown's Place in History" John Brown scholars Dr. Evan Carton & Dr. Paul Finkelman discuss Brown and his place in history.

11:00 - 12:00 noon "At All Times Ready" History of the U.S. Marine Corps at Harpers Ferry & Marine Band Concert

11:00 a.m. - 1:00 p.m. In the Footsteps of John Brown Join a park ranger for this special 150th anniversary hike.

11:00 a.m. - 12:00 p.m. John Brown Travelogue

1:00 p.m. - 2:00 p.m. "John Brown's

Body" by Stephen Vincent Benet Commemorative readings from the Pulitzer Prize-winning work, featuring former Maryland Lt. Gov. Kathleen Kennedy Townsend, music by the Maryland Symphony Orchestra String Ensemble

2:00 - 3:00 p.m. "At All Times Ready" History of the U.S. Marine Corps at Harpers Ferry & Marine Band Concert

2:00 p.m. - 2:30 p.m. Keynote Address The Honorable William T. Coleman Presidential Medal of Freedom Recipient

2:30 p.m. - 3:15 p.m. "John Brown and the Women in his Life" Dr. Peggy Russo, Penn State Mont Alto, discusses Brown and the women who shaped his life.


3:00 p.m. - 4:30 p.m. Procession and Wreath Laying at Engine House for USMC Pvt. Luke Quinn Featuring Lt. General G.R. Christmas, USMC Ret., President and CEO of the Marine Corps Heritage Foundation.

3:30 p.m. - 4:30 p.m. Music of Sword of the Spirit Songs and stories of John Brown by Greg Artzner & Terry Leonino

"Sword of the Spirit" a one-act play, based on the letters of John and Mary Brown, will be presented at the Old Opera House in Charles Town, WV on Thursday, **October 15 at 4 and 8 p.m.**

General seating **tickets are free** and reservations are strongly recommended. Call 304-725-4420 Tuesday-Friday from 10 a.m. to 6 p.m. to reserve your tickets.

Reserved tickets must be picked up 15 minutes prior to performances or they will be released to the general public.



National Park Service
U.S. Department of the Interior

The history of Harpers Ferry has few parallels in the American drama. It is more than one event, one date, or one individual. It is multi-layered, involving a diverse number of people and events, decisions and actions that influenced the course of our nation's history. Visit Harpers Ferry and step into history.

Harpers Ferry National Historical Park
P.O. Box 65
Harpers Ferry, West Virginia 25425

Visitor Center
304-535-6029

Harpers Ferry Historical Association Bookshop
304-525-6881

Harpers Ferry NHP Home Page
www.nps.gov/hafe/

The National Park Service cares for the special places saved by the American people so that all may experience our heritage.


#44


Please Share the mnotes

 Delete

 Reply

 Reply All

 Forward

 Move/Copy

[Print](#) [Hide Envelope](#)

[Show Header](#)

From: Shirley Watkins [Add to Address Book](#)
To: info@jeffersoncountywv.org
Date: Monday, September 28, 2009 8:04:19 PM
Subject: Please Share the mnotes

Please disribute the minutes from the County Commission meetings by email. Thanks, Shirley

Shirley Watkins
"Fight High Taxes - Don't Vote for Incumbents"
Gasoline Tax in West Virginia is 50.6 cents a Gallon,
how much do you pay?