

AGENDA FOR THURSDAY, JANUARY 14, 2010

Old Charles Town Library Meeting Room
200 E. Washington Street, Charles Town, WV

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. - Laura Rattenni, Circuit Clerk - Approval of Part-time Employee to Full-time Employee

- 4. 10:00 a.m. - HOME Consortium Public Hearing

- 5. 10:15 a.m. - Alan Sturm - Complete County Census Committee - Request for Support for Mailing to Increase Public Participation

- 6. 10:30 a.m. - Ralph Lorenzetti - Case Management Software

- 7. 10:45 a.m. - Interviews
- Jefferson County Planning Commission Appointment
- Jefferson County Zoning Board of Appeals Appointment

- 8. 11:00 a.m. - Hearing - Estate of Gregory L. Ballenger, Deceased

- 9. 11:15 a.m. - Jennifer S. Maghan - County Clerk's Report

- 10. 11:30 a.m. - Stephanie Grove - Legal Update and Report
James Casimiro - Legal Update and Report

- ☐☐☐ 11. 1:30 p.m. - Staff Reports
 - Roger Goodwin, Chief County Engineer - Bonding
 - Jennifer Brockman, Director of Planning and Zoning - Activity Report
 - Barbara Miller, Director Homeland Security and Emergency Management - Appointments to JCHSEM Steering Committee
 - Mark Schiavone - Budget Updates
 - Kirk Davis, Sr., Capital Projects Manager - Grants Update

- ☐☐☐ 12. 2:00 p.m. - Sillings Associates - Preliminary Design for New Judicial Building - PowerPoint Presentation
 - Rob Steptoe - Steptoe and Johnson - Discussion on the Use and Update on Rates of the ARRA Bond Program - PowerPoint Presentation

UNFINISHED BUSINESS:

- ☐☐☐ 13. E-911 Addressing Ordinance Amendments - Discussion/Action
- ☐☐☐ 14. Appointment to the Jefferson County Planning Commission - Discussion/Action

NEW BUSINESS:

- ☐☐☐ 15. Legislative Issues
- ☐☐☐ 16. Discuss Section 8.1 - E911 Addressing Ordinance - Discussion/Action
- ☐☐☐ 17. Discussion and Action: I Move that the Commission Redirect the Fund Allocated for a Water Study in this Year's Budget to the Engineering Department and have them Implement an Independent County-Wide Water Study with the Intent of Identifying the Extent of Water Resources Available for Residential and Commercial Use in Jefferson County (DM)
- ☐☐☐ 18. Appointment to the Jefferson County Zoning Board of Appeals - Discussion/Action
- ☐☐☐ 19. Relocation of County Commission Staff in the Hunter House - Discussion/Action
- ☐☐☐ 20. County Administrator Reports
- ☐☐☐ 21. County Commission Reports

INFORMATION:

- 22. Reminder that County offices are closed Monday, January 18, 2010 for Martin Luther King Day.
- 23. Invitation to Attend a Retirement Luncheon Honoring Ed Smith on Wednesday, January 20, 2010 12:00 Noon at the Epic Buffet at the Charles Town Races and Slots.
- 24. Invitation to attend a Ribbon Cutting on Saturday, February 20, 2010 at the Ranson Civic Center.
- 25. Impact Fee Status Report received for December 2009.
- 26. Memorandums received from the Department of Capital Planning and Management concerning transfer of funds.
- 27. Correspondence received from Insurance Services Office concerning Public Protection Classification Summary Report for Middleway Fire Department.
- 28. Correspondence received from Telamon Corporation concerning the yearly Point in Time Study.
- 29. Notice received of the Community Alternatives to Violence dinner fundraiser on Thursday, February 11, 2010, 6-9 p.m.
- 30. National Watershed Coalition newsletter received.
- 31. Correspondence received from the Jefferson County Council on Aging concerning budget policies.
- 32. Information received from the County Commissioners' Association concerning the 2010 Census "Portrait of America" Road Tour.
- 33. Weekly settlement report received for the Charles Town Races from the West Virginia Lottery.
- 34. Meeting minutes received from the Jefferson County Public Service District.

CORRESPONDENCE:

- ☐☐☐ 35. Correspondence received from Gil Narro Garcia concerning the Planning Commission agenda.

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.

#3

Commission Office Use Only

Date on Agenda: 1-14-10

Appt Time or New Business: 9:45 am

AGENDA REQUEST FORM

Name: Laura Rattenni

Department or Entity: Circuit Clerk

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: January 14, 2010

Date Requested – 2nd Choice: _____

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

Subject:

Resignation of Frankie Denise Remaley and placing Aerial Carroll into her position as permanent, full time employee. Request to replace temporary, full time employee position.

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

Frankie D. Remaley has tendered her resignation and her last day of employment will be 01/11/10. I want to move Aerial Carroll into her position as a permanent full time employee. I am also requesting to hire a temporary, full time deputy to replace Aerial's position, as this position is only approved through this fiscal year. The needs of my office have not changed as the circumstances regarding my request have not changed.

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

Approve Aerial Carroll as a permanent, full time employee in the Circuit Clerks office with all the benefits afforded to county employees.

Approving Circuit Clerks request to hire a temporary, full time deputy with benefits through the 09/10 fiscal year.

Appointment

#4

**JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA
HOME INVESTMENT PARTNERSHIP PROGRAM**

Notice is hereby given by the Jefferson County Commission that it will hold a public hearing on **Thursday, January 14, 2009 at 10:00 a.m.**, in the **Old Charles Town Library Meeting Room at 200 East Washington Street, Charles Town, WV 25414**. The Jefferson County Commission Chambers are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate citizens in order for them to participate in the public hearing, please call **Sandy Slusher McDonald, Acting County Administrator, at 304-728-3284** to make those arrangements.

The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV. The Jefferson County Commission is a member of the Eastern Panhandle HOME Consortium of West Virginia which consists of the City of Martinsburg, Berkeley County, part of Jefferson County and part of Morgan County, West Virginia. The HOME Consortium is eligible to receive a HOME Investment Partnership Grant in FY 2010. The U.S. Department of Housing and Urban Development will be notifying the City of Martinsburg in the future of the amount of HOME funds that will be available for FY 2010. In order to receive those funds, the member jurisdictions in the Eastern Panhandle HOME Consortium must develop a program for the use of HOME funds as a part of the City of Martinsburg's FY 2010 Consolidated Annual Action Plan. The HOME Consortium will be preparing their HOME Program and they intend to afford citizens, local agencies, and interested parties the opportunity to become involved in the planning process.

The following general types of activities are eligible for funding under the HOME program: Homeowner Rehabilitation, including repair, rehabilitation or reconstruction of owner occupied houses; Homebuyer Activities, including funds for purchase and/or rehabilitation of existing houses or new construction of houses for homebuyers; Rental Housing, including acquisition and/or rehabilitation of existing rental housing or new construction of rental housing; and Tenant Based Rental Assistance, including financial assistance for rent, security deposits and under certain conditions, utility deposits for tenants. All HOME funds must be used for persons and households that meet the HUD income guidelines and definition of low- and moderate-income.

Notice is also hereby given that the JEFFERSON COUNTY COMMISSION is accepting proposals for the use of its portion of the HOME Consortium funds for FY 2010 beginning December 15, 2009. Application packets, instructions and information are available on an open basis. All interested applicants are encouraged to contact the Jefferson County Commission office, in order to obtain the application packet and to address any questions. **Please contact The County Commission Office at info@jeffersoncountywv.org or 304-728-3284.**

All interested citizens are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the housing needs of Jefferson County and the use of HOME funds to address those needs. Written comments may be addressed to **Sandy Slusher McDonald, Acting County Administrator, P.O. Box 250, Charles Town, WV 25414** or info@jeffersoncountywv.org

Dale Manuel, President
Jefferson County Commission

10:15 am
1-14-10

Rec'd #3
1-7-10

MOTION

\$25,000

That the county establish a fund from the funds allocated July, 2009 for public education on the zoning ordinances to be used for public education on the 2010 Census to increase citizen participation.

banners

The fund will pay for a mailing of a single-color postcard addressed to "Occupant" Which will be mailed near the time citizens receive their questionnaires.

The postcard should include text provided by the U.S. Census, a link to a website on the County website dedicated to Census information updates, provided by the Complete Count Census Committee. The postcard will also include a sentence encouraging the recipient to request being on the County's email alert service;

That Mr. Sturm representing the Complete County Census Committee report when he deems appropriate to the Commission on its work

1-14-10
10:15 AM
Agenala

REGULAR TERM:

State of West Virginia, County of Jefferson, to-wit:

At a Regular Term of the County Commission of said County and State continued and held at the Courthouse thereof on Thursday, July 23, 2009, beginning at 9:30 o'clock a.m.

PRESENT: Dale Manuel, President;
James Surkamp; Patsy Noland;
Frances B. Morgan; Lyn Widmyer; Commissioners

In re: PLEDGE OF ALLEGIANCE

Commissioner Surkamp conducted the Pledge of Allegiance.

In re: DISPENSE WITH READING OF MINUTES

Motion by Morgan, second by Surkamp to dispense with the reading of the Minutes for the meeting held on Thursday, July 16, 2009, and to approve the Minutes as amended. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS

Motion by Morgan, second by Noland to approve the following Purchase Orders for the Week of July 20, 2009, totaling \$115,969.15: 47068, 46969, 47067, 46763, 47294, 47299, 47401, 47403, 47404, 4713, 47015, and 47295. Motion carried.

In re: APPROVAL OF ACCOUNTS PAYABLE

Motion by Noland, second by Manuel to approve the list of Accounts Payable totaling \$232,889.99 dated July 23, 2009 as presented by the County Clerk and reviewed by the County Commission. Motion carried.

DEPT	NAME	DEPT AMTS
401/COM	CO. COMMISSION	\$16,062.86
402/CCLK	CO. CLERK	\$494.08
403/CIR CLK	CIRCUIT CLERK	\$100.40
404/TAX	TAX OFFICE	
405/PA	PROS ATTY	
406/ASSR	ASSESSORS	\$50.00
408/GOV	ST.COMPNET CHG BO GOV UNIT	
412/AG	AG AGT	
413/ELE	ELECTION	\$27.19
415/MAG CT	MAGISTRATE COURT	
415/	GENERAL SCHOOL/CO TRANSFER	\$26,920.65
422/CP&M	CAPITAL PLANNING & MNGMNT	

1/23/09

- \$70,000 used for Zoning Ordinance election

Amended motion by Widmyer, second by Surkamp to add that \$30,000 be used for test wells at West Ridge Hills for 4 wells and that only West Virginia well diggers be considered. Motion passed by a 3-2 vote. Commissioners Noland and Manuel voted no.

Amended motion by Noland, second by Widmyer to add that the \$1,000,000 for Capital Funds Rainy Day Fund be \$1,250,000. Motion carried.

After discussion, the Commission agreed by a friendly amendment that additions to the health reimbursement account be added to the \$500,000 set aside in an account for salary and equity increases.

Main motion by Manuel, second by Widmyer that the unencumbered balance be allocated to the following:

- \$1,250,000 to Capital Funds Rainy Day Fund
- \$500,000 set aside in an account for salary increases, equity pay and additions to the health reimbursement account
- \$1,300,000 to restore FY10 budget cuts
- \$70,000 used for Zoning Ordinance election
- \$30,000 be used for test wells at West Ridge Hills for 4 wells and that only West

Virginia well diggers be considered.

Motion passed by a 4-1 vote. Commissioner Morgan voted no.

Mr. Schiavone informed the Commission that the budget revision will be on next week's agenda.

The Commission took a 10 minute break at 10:55 a.m.

In re: KIRK DAVIS

Kirk Davis appeared before the Commission to report on the bids for the flooring in the Judge's office. Motion by Noland, second by Morgan to approve the lowest bidder for the restoration of the flooring in the Judge's office. Motion carried.

Kirk Davis informed the Commission that he was appointed to the Downtown Economic Development Committee for Charles Town/Ranson.

In re: STEPHANIE GROVE - LEGAL UPDATE AND REPORT

Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission to give the weekly legal update and report on the following:

- Distributed the To Do List
- New case Supreme Court of Appeals - Thornhill
- Don Orser Tax Appeal case filed
- Wording for the Zoning Ordinance on the ballot

1/23/09

In re: BONDING

Upon recommendation from Rebecca Burns, Bonding Administrator, motion by Noland, second by Morgan to approve the partial release of an irrevocable letter of credit in the amount of \$42,688.00 for Mark L. Butcher & Donna O. Butcher - Angus View Subdivision, with the County to retain \$110,385.00. Motion carried.

Upon recommendation from Rebecca Burns, Bonding Administrator, motion by Manuel, second by Noland to approve the complete release of an irrevocable letter of credit in the amount of \$48,452.50 for Wayne T. Lynch and Matthew P. Ridgeway - Merryfield Farm Estates Subdivision. Motion carried.

In re: DISPENSE WITH READING OF MINUTES

Motion by Morgan, second by Manuel to dispense with the reading of the Minutes for the Special Session held on Tuesday, July 14, 2009, and to approve the Minutes as prepared. Motion carried.

Commissioner Surkamp discussed the email received from Sally Gran, Payroll Clerk regarding the family health insurance deduction for August 2009.

Motion by Manuel, second by Surkamp to keep the family health insurance deduction the same for the month of August 2009. Motion carried.

In re: JENNIFER BROCKMAN - PLANNING AND ZONING DIRECTOR

Jennifer Brockman, Director of Planning and Zoning appeared before the Commission and reported on the following:

- Open House for the new offices on 8/28
- Application closes Friday for the Zoning Administrator and Planner
- STaSiS Engineering and site plan at Summit Point Motorsports Park
- Subdivision Regulations email

In re: APPOINTMENT OF ALTERNATE MEMBER TO THE ZONING BOARD OF APPEALS

Motion by Surkamp, second by Widmyer to appoint J. Tyler Quynn to the Jefferson County Zoning Board of Appeals as an Alternate for an unexpired term ending January 1, 2012. Motion carried.

In re: GENERAL FUND BUDGET REVISION WORKSHOP

Mark Schiavone, Director of Capital Planning and Management appeared before the Commission for a workshop for the General Fund Budget Revision.

Motion by Manuel, second by Widmyer that the unencumbered balance be allocated to the following:

- \$1,000,000 to Capital Funds Rainy Day Fund
- \$500,000 set aside in an account for salary increases and equity pay
- 1,300,000 to restore FY10 budget cuts

1-14-10
10:30 am
#6

Memorandum

To: County Commission
From: Ralph A. Lorenzetti,
Prosecuting Attorney
Date: January 4, 2010
Subject: Case Management Software and Hardware

RECEIVED

JAN 06 2010

JEFFERSON COUNTY COMMISSION

As indicated to the Commission, the Prosecuting Attorneys Office is in need of a case Management Software System. Also, to eventually go nearly paperless some new hardware purchase will also be necessary. This office has reviewed five vendors with the assistance of Ms. Hernandez, IT Co-Ordinator. It is my intention to observe several of these systems which are on-line in various Prosecutor's Offices in West Virginia.

At this point I am not requesting purchase of a particular system, but commitment to set aside funds for such a case management system and related hardware. Looking generally at the various proposal, a reasonable estimate would be approximate \$30,000 for the software and \$6000 for hardware (server and two scanners).

I ask that the commission commit approximate \$36,000 toward this upgrade to the Prosecutor's Office. Once we had an opportunity to see the programs in action, then I will present a final cost figure.

Sincerely,

Ralph A. Lorenzetti
Prosecuting Attorney

cc: enclosure - Evaluation

CASE MANAGEMENT SOFTWARE EVALUATION

For Jefferson County's Prosecuting Attorney's Office

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Introduction

Purpose

One of the current challenges that the Prosecuting Attorney's Office faces today is the lack of a case management system to electronically manage, retrieve, search, and produce case information.

The current method for obtaining and creating case information is manual. Stacks of boxes have to be searched to locate records, working documents have to be recreated, and there is no centralized repository of information to be searched. Lost time, inefficiency, hard-to-find documents, and stacks of boxes are quickly filling up the basement storage area are some of the effects of the current system.

This report works to explain how this need can be met and the costs related to its implementation. The time required to implement a solution varies on the product selected and is outside the scope of this report.

Components of a Case Management System

A legal case management system strives to increase efficiency in the case handling, from start to end. Case and matter management covers time, litigation support, research, communication and collaboration, data mining and modeling, and data security, storage, and archive accessibility.

On the IT level, a case management system is comprised of two layers: hardware and software. In this situation the hardware considered in the cost section consists of a server, server UPS, and two (2) high capacity scanners. Hardware prices will remain constant independent of the software selected. Backup of information stored in the system will reside in the existing RAID server. Existing network switches will handle connections necessary. The software package selected will be implemented in the hardware specified.

Evaluation

Products Evaluated

1. Judicial Dialog, Mount Airy MD
2. Perfect Practice, Orlando FL
3. Software Computer Group, Inc, Charleston WV
4. Software Unlimited Corporation, Tupelo MS
5. Sungard Public Sector, Lake Mary FL

Criteria for Evaluation

- Integration with Outlook;
- case Creation and Follow-up;

- audio, Video, Picture Attachments Handling;
- security model;
- flexibility in customization;
- Criminal and Civil Case Handling;
- ease of use;
- incorporation of West Virginia laws;
- email integration;
- status and deadline tracking;
- full featured calendar that tied to cases; and
- document production and management.

Cost

Out of the five quotes, four (4) were for purchase pricing and one (1) for subscription pricing. Table 1 summarizes all five

	Judicial Dialog	Perfect Practice	Software Computer Group Inc.	Software Unlimited Corporation	Sungard
Software	28880	17900	0	48580	35750
Training	4200	5700	500	750	16800
Installation	0	0	6500	0	5600
Other		3450	0	0	5600
Maintenance	0	0	0	1460	6778
Total:	\$33080	\$27050	\$7000	\$50790	\$70528

Subscription per year:	\$0	\$0	\$408	\$0	\$0
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Table 1. Case Management System Quotes

Approximate cost for the server and UPS: \$3,500.

Approximate cost for two (2) scanners: \$2,500

Final Recommendation

IT Support recommends Perfect Practice because it meets all the requirements listed, provides all features and functionalities needed, and would ease case coordination with Berkeley County since they use the same software.

Appendix

Price Quotes

4 PRICING AND PAYMENT SCHEDULE

4.1 Pricing

The pricing information listed below is based on the assumption that the Office of the Jefferson County Prosecuting Attorney will require approximately 16 licenses of Judicial/Dialog®. It includes the cost of Judicial/Dialog® software for 16 end users, all installation and training services as well as software support for a period of one year. It does not include the costs associated with any data conversion/migration or application/system integration services. This pricing is valid until December 31, 2009.



ITEM	QTY.	LIST PRICE	EXTENDED PRICE	LIST TOTAL	EXTENDED TOTAL	
Judicial/Dialog® Server Software	1	\$5,000	Free!	\$5,000	Free!	
Judicial/Dialog® Client Software	16	\$1,900	\$1,425 25% Disc.	\$30,400	\$22,800	
Judicial/Dialog® Installation • Includes installation and configuration of Judicial/Dialog® database and all Judicial/Dialog® client software	12 hrs.	\$150/hr.	N/A	\$1,800	\$1,800	
Judicial/Dialog® Training • Includes onsite training of Judicial/Dialog® System Administrator(s) and End Users • Includes building of five (5) client-specific Judicial/Dialog® document templates	16 hrs.	\$150/hr.	N/A	\$2,400	\$2,400	
Dialog Software Support • Includes technical support and all Judicial/Dialog® upgrades released during period of support	1	\$6,080	N/A	\$6,080	\$6,080	
Expenses*	1	TBD	TBD	TBD	TBD	
* Expenses will be invoiced separately upon project completion; An estimate of expenses can be provided upon request				TOTAL	\$45,680	\$33,080

4.2 Payment Schedule

An actual payment schedule would be determined according to final project costs and date of contract approval.

PAYMENT	TERMS	PAYMENT DUE DATE	PAYMENT AMOUNT
Judicial/Dialog® Software Costs and Dialog Software Support	Net 30	Upon Contract Approval	\$28,880
Judicial/Dialog® Installation and Training Services	Net 30	Upon Completion of Installation and Training	\$4,200
Expenses*	Net 30	Upon Completion of Installation and Training	TBD

* Expenses will be invoiced separately upon project completion; An estimate of expenses can be provided upon request

TOTAL 33,080

ADC Legal Systems, Inc.
 1209 Edgewater Drive
 Post Office Box 540086
 Orlando, FL 32854-0086

407-843.8992 Voice
 407-841.9814 Fax
 sales@PerfectPractice.com



Purchase Agreement

Prepared October 15, 2009 by Michael Bradley Helin

JEFFERSON COUNTY
 100 East Washington St.
 Charles Town, WV 25414

PERFECT PRACTICE® Total Access Practice Management Suite

- ◆ Case Management System
- ◆ DocuTrac® Integrated Document Management Module
- ◆ Billing & Accounting System
- ◆ Notify Instant Messaging
- ◆ Advantage Client/Server

20 User License:	\$31,280.00
Less Discount:	(13,380.00)
20 User License:	2,450.00
Options Subtotal:	1,000.00
60 hours:	8,100.00
Less Discount:	(2,400.00)

Options: ◆ PPDataMover

Installation, Planning, Customization and Training Services

Note: Data conversion pricing is not included on this agreement

Total: \$27,050.00

1. Payment options: (All software will be delivered and installed via the internet.)
 - Full Payment with contract
 - Funded by Leasing Company upon Installation of software
 - Credit Card: AMEX VISA MC (Please complete the authorization block below)

CardHolder: _____ Number: _____

Signature: _____ Expires: ____ / ____ Billing Address Zip Code: _____

2. Remote Support capability is mandatory. For Technical Specifications see Addendum A, which is part of this Purchase Agreement.
3. Training is offered via Phone/Internet or in Classroom (Orlando, FL) at the prepaid hourly rate. On-site training (two day minimum) is available at the prepaid hourly rate, plus the prevailing on-site daily rate, plus direct travel expenses (food, lodging, transportation, etc.). Long distance charges for telephone usage during training or support sessions are billable. Forty-eight (48) hours advance cancellation notice is required to avoid being charged for a scheduled training appointment.
4. ADC Legal Systems Inc. offers sixty (60) days of product support at no charge from the date of shipment of software. Subsequent support can be pre-purchased through an Annual Unlimited Support Agreement or a Service Saver Plan. Support (and other services) can also be purchased on an as needed basis at the prevailing hourly rate.
5. ADC Legal Systems, Inc. supports only the latest version of Perfect Practice®. System updates and annual license renewal are required. System updates and the annual license renewal are provided at no charge with an Annual Unlimited Support Agreement. An annual update/license renewal fee is charged at the prevailing rate when an Annual Unlimited Support Agreement is not in force. An Annual Unlimited Support Agreement does not include training, report writing or other custom services.
6. Invoices not paid within 30 days from date of invoice will be considered delinquent. Interest charges will be assessed. Updates and services will not be provided to clients with delinquent accounts. The prevailing party will be entitled to reasonable attorney's fees and/or collection costs incurred to enforce the terms of this agreement.
7. Pricing is guaranteed for 30 days after the Purchase Agreement preparation date noted at the top of this page.

THE TERMS OF THE PURCHASE LICENSE AGREEMENT ARE A PART OF THIS PURCHASE AGREEMENT

Accepted by: _____ Title: _____

Licensee (Firm): _____ Date: _____

Accepted by: _____ Date: _____

ADC Legal Systems, Inc.

Soft Ware Computer Group, Inc

SWCG, We're all about I.T.

Box 3042
Charleston, WV 25331-3042
email b michael@swcg-inc.com

Voice (304) 343-6480
(800) 795-8543
Fax (304) 343-6489



PROPOSAL QUOTE

July 23, 2009

2009-07-23-SAK

Jefferson County Prosecuting Attorney's Office
100 E. Washington Street
PO Box 729
Charles Town, WV 25414
Attention: Mr. Ralph Lorenzetti

Re: Provide installation, training, and setup of a Computerized Case Management Software System

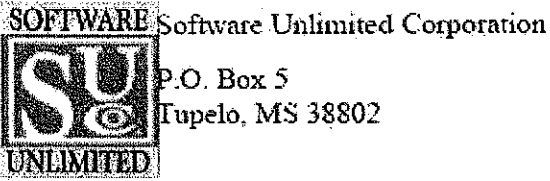
Qty		Time Charges	Each Amount	Monthly Amount
1	Initial Training	250		
1	One time installation and setup fee	6,500		
1	Follow up Training	250		
	Total startup costs	\$7,000		
3	Subscription fee 1 - 3 users		83	249
7	Subscription fee 4 - 10 users		21	147
2	Subscription fee 11 - and up		6	12
	Total Monthly Fee			\$408
	Optional Equipment	Each	Total	
3	Fujitsu fi 6130C Desktop Duplex Scanner	1,195	\$3,585	

Monthly Subscription Fee of \$408 Includes: Free telephone support on all program related issues. All standard upgrades during the subscription period.

Note that the subscription may be discontinued at any time with a 30 day notice.

Sincerely,

Bill Michael



Estimate
Date
11/16/2009

Name/Address
Ms. Charlotte Hernandez Jefferson County Prosecuting Attorney's Office 114 East Washington Street Charlestown, WV 25414

Description	Qty	Units	Cost	Total
<i>Software</i>				
Criminal Case Management (CMS)	20		\$1,625.00	\$32,500.00
Database Module	20		\$479.00	\$9,580.00
Civil Case Management (No database needed if on a CMS computer)	4		\$1,625.00	\$6,500.00
Total Software and Database				\$48,580.00
<i>Options</i>				
Online Installation and Training		per day	\$750.00	
Onsite Training per day plus expenses		per day	\$1,500.00	
<i>Maintenance</i>				
Criminal Case Management (3 month warranty)		per package/month	\$540.00	
Civil Case Management (3 month warranty)		per package/month	\$120.00	
Database after first year (1 year warranty)	20	per user/year	\$73.00	\$1,460.00
<i>Leasing</i>				
Optional 3 year Lease/Purchase after 3 years buyout is \$1				
**Price to be determined				
Prices are good for 90 days				
			Sales Tax (0.0%)	
			Total	

SUNGARD® PUBLIC SECTOR

Investment Summary

Jefferson County, WV

Investment Summary

October 12, 2009

Applications	License fees	# Training Days	Training Fees	Installation/Configuration Fees	Annual Maintenance Fees
ONESolution Prosecutor (15 users) - OS-PROSEC	\$ 24,000.00	8	\$ 11,200.00	\$ 5,600.00	\$ 3,840.00
OneSolution Civil (5 users) - OS-CIVIL	\$ 11,750.00	4	\$ 5,600.00	inc	\$ 2,938.00
Totals	\$ 35,750.00	12	\$ 16,800.00	\$ 5,600.00	\$ 6,778.00

	Year 1	Year 2
License Fees:	\$35,750.00	
Training:	\$16,800.00	
Installation/Configuration Services:	\$5,600.00	
Project Management Services:	\$5,600.00	
Annual Maintenance:	Included	\$6,778.00
Hardware Appliance:	TBD	
Total:	\$63,750.00	\$6,778.00

Payment Terms:

- License fees, Hardware, and Project Management are due at contract execution date, signed quote, or receipt of purchase order.
- Training Fees are due as incurred.
- Installation/Configuration Fees are due upon completion.
- Annual Maintenance will be due 1 year from execution of SunGard Public Sector quote.
- Travel, out of pocket, and living expenses are not included in above pricing and will be invoiced as incurred.

Notes:

- This quote constitutes a Supplement to the existing Software License and Services Agreement signed by SunGard Public Sector Inc. and Customer. Except as provided herein, all terms of the Agreement remain in full force and effect.
- There is no testing and acceptance period. The SunGard Public Sector application warranty period is 1 year after the Delivery Date. "Delivery Date" means for each Component System, the date on which SunGard Public Sector first ships the Component System to the Delivery Address F.O.B. SunGard Public Sector's place of shipment.
- Licensed Programs may be used in machine-readable object code form only. Source Code is not provided.
- Unless otherwise provided for herein, warranty, modification retrofit and maintenance offerings by SunGard Public Sector Inc. for its Licensed Program(s) do not apply to any third party hardware or third party software supplied under this Supplement. SunGard Public Sector Inc. does not make any warranties nor provide any source code for any non-SunGard Public Sector Inc. products unless otherwise provided herein. The return and refund policy of each individual third party hardware or third party software supplier shall prevail unless otherwise provided herein.
- Scheduled Resource Changes: For training and on-site project management sessions which are cancelled at the request of Customer within fourteen (14) days of the scheduled start date, Customer is responsible for entire price of the training or on-site project management plus incurred expenses.
- Pricing is for the application as-is. Any modifications or conversions will incur additional cost.
- The cost for interfacing to a third-party payment services is not included.
- Additional interfaces will be quoted as requested.
- SCR and/or Conversions, if required, are payable 50% upon execution or receipt of purchase order and 50% upon completion.
- Additional hardware and/or third-party software may be required. A quote for hardware and system software can be provided upon request.
- Applicable taxes are not included in the above fees and if applicable, will be added to the amount in the payment invoices.
- Please indicate that your purchase order is per the terms and conditions of this proposal dated Investment Summary.

The pricing, terms and conditions in this quote will be honored provided it is fully executed by February 02, 2010

Jefferson County, WV
110 N George St
Charles Town, WV 25414

Authorized Signature

Date

Printed Name

Source PB 102009

Page 1 of 1

10:45 am
1-14-10
#7

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, January 7, 2010, or as soon thereafter as the Commission may decide:

**Jefferson County Planning Commission - One unexpired term
ending March 31, 2010**

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.

PLANNING COMMISSION

Ellen May
P.O. Box 669
Charles Town, WV 25414
728-3791 728-3793 (fax)
emay@ecgc.com
3 years 3/31/2010

Robert I. Reynolds
188 Norman Lane
Shepherdstown, WV 25443
876-0622
reynolds@pire.org
3 years 3/31/2010

~~Edward Dunleavy
P.O. Box 3359
Shepherdstown, WV 25443
876-7029 mobile: 917-747-5748
edunleavy@frontiernet.net
3 years 3/31/2010~~

resigned

John Sidor
778 Elk Run Estates
Harpers Ferry, WV 25425
535-1459
johnsidor@frontiernet.net
3 years 3/31/2011

John Maxey
335 Old Shenandoah trail
Harpers Ferry, WV 25425
724-7625 maxey@radlib.com
3 years 3/31/2011

Arnold W. Dailey, Jr.
Hy-Crest Farms
1694 S. Childs Road
Kearneysville, WV 25430
728-7551
3 years 3/31/2012

Lynne Deming
915 Hidden Hollow Drive
Kearneysville, WV 25430
h: 728-2813 725-3491 fax
lynne.deming@adelphia.com
cell: 279-3622
3 years 3/31/2012

Thomas Trumble
Shenandoah Oaks Farm
2576 Warm Springs Road
Shenandoah Junction, WV 25442
876-2161 582-1679 cell
3 years 3/31/2012
ttrumble@frontiernet.net

James Surkamp
P.O. Box 1035
Shepherdstown, WV 25443
261-7911
surkamp@frontiernet.net
County Commissioner

58-24-6

Sandy McDonald

From: "Alemar, Stephen Mr CIV USA MEDCOM USAMRMC" <Stephen.Aleamar@amedd.army.mil>
To: <sandy@jeffersoncountywv.org>
Cc: <jim@jimsurkamp.net>
Sent: Tuesday, January 05, 2010 7:23 AM
Attach: Planning Commission Resume.docx
Subject: Jefferson County Planning Commission (UNCLASSIFIED)

Classification: **UNCLASSIFIED**

Caveats: NONE

Ms. McDonald,

Please submit my name and attached resume to the County Commission for consideration as a candidate for the unexpired term position on the Jefferson County Planning Commission.

Thank you for your assistance.

Steve Alemar
Management Analyst
Resource Management, USAMRMC
(301) 619 6018
Stephen.Aleamar@us.army.mil

Classification: **UNCLASSIFIED**

Caveats: NONE

Stephen Alemar

Objective To obtain a position on Jefferson County Planning Commission.

Experience 5-27-09 to current US Army Medical Research & Materiel Command Fort Detrick, MD

Management Analyst

- Conduct management studies and reviews
- Perform managerial cost accounting and develop cost models
- Oversee office redesigns and construction

07-16-86 to 5-27-09 United States Postal Service, HQ Washington, DC

Activity Based Costing Team Leader

- Lead a large team of financial, Activity Based Costing , and Operations Research analysts.
- Oversee the construction of cost accounting models and operational reviews.
- Develop policies and financial reports for corporate officers.

3-15-83 to 07-16-86 National Park Service Washington, DC

Lead Park Ranger

- Perform living history as captain of a C&O Canal boat.
- Perform interpretive programs as the ranger in charge of the Vietnam Veterans Memorial.
- Perform law enforcement and interpretive duties at Grand Canyon National Park.

1980-1985 Montgomery College Takoma Park , MD

Lecturer

- Taught introductory college history classes.

1-15-79 – 3-15-83 Dockside Construction Takoma Park, MD

President/Owner

Operate a contracting company doing painting, carpentry, and historical renovations (licensed in MD, VA, DC).

Education	Graduated Spring 1977	Montgomery College	Takoma Park, MD
	Graduated Spring 1980	University of MD	College Park, MD
	Graduate Studies	Catholic University WV University	Washington, DC Morgantown, WV

Summary

- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- Strong leadership and finance background combined with excellent communication skill

References References are available on request.

10:45 am
1-14-10
7

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, January 14, 2010, or as soon thereafter as the Commission may decide:

Jefferson County Zoning Board of Appeals - One 3 year term ending January 1, 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.

ZONING BOARD OF APPEALS

Tiffany Lee Hine
P.O. Box 219
Charles Town, WV 25414
h: 725-7975 w: 724-3696 ext. 24
3 years 1/1/2010

Jon S. Brusco
21 General Anderson Court
Harpers Ferry, WV 25425
202-701-0212 jsbrusco@aol.com
3 years 1/1/2011

Jeffrey Doran Bresee
300 Strider Road
Kearneysville, WV 25430
304-728-8247
3 years 1/1/2011

Christy Huddle
P.O. Box 934
Harpers Ferry, WV 25425
535-2759 huddlec@yahoo.com
3 years 1/1/2012

Edwin T. Kelly, II
33 River View Drive
Harpers Ferry, WV 25425
724-6553 w: 301-738-5690
EKelly@mcecorp.com
3 years 1/1/2012

ZONING BOARD OF APPEALS

ALTERNATES:

Vacant: 1/1/2010

Vacant: 1/1/2011

J. Tyler Quynn
P.O. Box 430
Charles Town, WV 25414
304-279-8821
3 years 1/1/2012

§8A-8-4

30 Dec. 2009

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

RECEIVED

JAN 04 2010

JEFFERSON COUNTY COMMISSION

In Reference to:
W. Matthew Harris
116 Monte Carlo Way
Charles Town, WV 25414
304-885-0609 Office
304-283-3276 Cell

Letter of Interest

Jefferson County Zoning Board of Appeals

Dear Jefferson Commission Members;

I am submitted my Resume, Letters of References and this Letter of Interest for the position advertised within the Jefferson County Zoning Board of Appeals. My interest in the commission is to support the positive general concerns within Jefferson County. My interests are limited to the well being and prosperity of Jefferson County and how the general interests relate to its citizens. I believe in Jefferson County, its citizens and the future stability concerning its economics, politics and growth. I am interested in being a voice for the general public and supporting there well-being.

If I were selected for this position, I would stand committed, strong and defend the Zoning Board of Appeals, Jefferson County, its laws and its citizens. I believe Jefferson County is the strongest County in West Virginia and with my help and voice, we can become even stronger and healthier.

Additionally, I have committed myself to Jefferson County Historical Landmark Commission and Reliving History, Inc.. With these two associations, I know I can become a positive productive member and voice for the better of this community and I will show the same kind of dedication within Jefferson County Zoning Board of Appeals.

Thank you for taking the time to review my Resume, Letters of References and Letter of Interest. I look forward to talk with the Jefferson County Planning Commission Members in the very near future.

Respectfully;

W. Matthew Harris Sr.

RECEIVED

W. Matthew Harris

JAN 04 2010

116 Monte Carlo Way
Charles Town, WV 25414
304-283-3276 Cell
304-885-0609 Home

Jefferson County Commission

OBJECTIVE

To seek career employment with a perspective employer and/or within my home community using my experiences in MANAGEMENT.

Education

NYU at Oneonta
Oneonta, New York
Graduated: 6-1995
Bachelors Business Administration

Work Experiences

Brann's Conoco & Real Estate
Clinton, Oklahoma
6/1997 12/2005
*Business Manager
*Residential Business Manager
*Market Director

- * Problem solving, creating fundamental positive constructive work environments.
- * Numerous awards for Milestone, Leadership and Achievement Accomplishments.
- *Training: OSHA 10 hour safety training course. November 04, 1998
- * Persistent in Milestone as Scheduled. Expert in time management.
- * Expert in re-designing drafts to meet approvals of deadlines.
- * Leadership of 45+ employees including Management Levels

Boilermakers Local 592
Claremore, Oklahoma
12/2005 Present
*Industrial Construction
*Training: OSHA 10 Completed (November 05, 2005)
*Forman: 10-25 employees

Hobby Interests

Electronics, computer technology, history, military. Presently limited involvement in Jefferson County Historical Landmark Commission and Reliving History, Inc.

December 20, 2009

Harold Gray
Charles Town, WV 25414
304-886-9218 Cell

Letter of Recommendation

To Whom This May Concern;

I have known Matthew for about four years. Its my opinion that he seeks his interest in a department of Management and/or Executive Management of his choosing. I believe his determination, dedication and eagerness will succeed within the position he is currently seeking. . In the past, I have seen Mr. Harris dedicate long hours to accomplish every task he seeks to finish and/or resolve. I also feel confident Mr. Harris will be a strong asset to any employer he seeks.

His professionalism and work ethics are strong and Mr. Harris strives to seek better to himself, his employees, employer and surroundings.

Sincerely;


Harold Gray

June 01, 2009

Mike Freeman

Dear Friend;

I have known Matthew for 15 years. He is a great person with a lot of desire to push forward with his education and work ethics. As a former employee of matthew's, he has shown his interest in listening to his employees and making our work environment interesting and fun. He has gone above and beyond the call of duty to satisfy his co-workers.

As a person, he has a funny sense of humor. He can be  straight forward and professional in order to get the job done.

Sincerely,
Mike Freeman

Brann's Conoco & Real Estate

Rt. 66 Box 1509
Clinton, Oklahoma 73601
580-715-0872

Professional Letter of Reference

Date: December 15, 2005

In Reference To: Wayne Matthew Harris

To Whom This May Concern

Matthew has been employed by the above stated business for eight(8) years. He has directly grown with the company and has proven to be a very strong positive asset. He is one of the best Management Employees I have ever had the pleasure of working with. We admire his strong will to succeed and to achieve his goals regardless of the obstacles. He has shown a strong desire along with our Administration to achieve higher business goals. He's a stern believer in taking care of his employees with promoting health, goals, objectives and professionalism.

We would highly recommend any Mr. Harris to any future employer of his choosing.

Respectfully;
Brann Lewis

Bill's Garage

Bill Marrs
304-724-7160

July 15, 2009

Re: W. Matthew Harris Sr.

Personal/Business Letter of Reference

To Whom This May Concern;

I have known Mr. Harris for a couple years as a very close, dedicated and reliable close friend. As a former Business Owner, I would have taken pleasure in employing Mr. Harris in the position of Management. During many conversations with Mr. Harris, he is very eager to listen and learn. He seems to find creative perspectives to situation and strives to develop ways to resolve issues and/or problems.

I would highly recommend Mr. Harris as an employee in Management field. I believe you will see his dedication to his employer and co-workers. His Professionalism is outstanding. He is very keen on keeping a neutral position within problem solving issues.

Thanks

William (Bill) Marrs

TO: Sandra Slusher McDonald, Acting Administrator

FROM: Tiffany Hine 

DATE: January 4, 2010

RE: Board of Zoning Appeals

Please accept this memo as my request to be reappointed to the Jefferson County Board of Zoning Appeals. I have truly enjoyed my time on the board and look forward to being able to serve the citizens of Jefferson County for another term.

If you have any questions or concerns, do not hesitate to contact me anytime. My work number is 304-724-2882. Thank you for your consideration.



Jennifer S. Maghan

Jefferson County Clerk's Office Probate

8

BEFORE THE JEFFERSON COUNTY COMMISSION

IN RE: THE ESTATE OF GREGORY LEE BALLENGER, DECEASED

MOTION TO RESCHEDULE HEARING OF DECEMBER 10TH, 2009, 11AM TO A LATER DATE

AGREED ORDER

On this 10th day of December, 2009, came the Petitioner, Earl Ballenger, by counsel via correspondence to the Probate Office, F. Samuel Byrer, who requests that the motion be rescheduled to the following date, January 14, 2010

ADJUDGED AND ORDERED to grant motion to reschedule hearing.

The Clerk shall enter the foregoing as of the day and date first hereinabove written, and shall provide copies to all parties involved.

Dale Manuel
President, County Commission 12/10/09

Karen Olden, Deputy Clerk: 304.728.3230 or kolden@jeffersoncountywv.org
S. Lynn Fields, Deputy Clerk: 304.728.3210 or lfields@jeffersoncountywv.org
Address: 100 East Washington Street, PO Box 208, Charles Town WV 25414
Fax: 304.728.1957 Web Site: www.jeffersoncountyclerkwv.com

Jennifer S. Maghan
JEFFERSON County 12-13-09 PM
Instrument No 2009056759
Date Recorded 12/11/2009
Document Type DRMC
Book-Page 28-378

NOTICE OF HEARING

RE: Estate of GREGORY L. BALLENGER, deceased

PETITION TO HAVE THE JEFFERSON COUNTY
COMMISSION APPOINT A NEUTRAL PARTY TO ACT AS
ADMINISTRATOR FOR THE ESTATE OF GERGORY L.
BALLENGER

Demand having been made for a hearing concerning the above-referenced estate by a Petition presented to the County Commission of Jefferson County, on November 19, 2009 and it being approved a hearing has been scheduled for Thursday, December 10th 2009 at 11:00 a.m. to be held at the Old Charles Town Library meeting room. This is to serve as notice to cause said Heirs to appear before the County Commission to present just defense to the matters contained in this petition.

Notices mailed to the following 11/25/2009
Earl W. Ballenger
Perry M. Ballenger
Lester Longerbeam

Attached copy of Petition

RECEIVED

DEC 10 2009

Jefferson County Commission

Date: November 18, 2009

TO: Karen Olden
Jefferson County Clerk's Probate Office
100 E. Washington St.
Charles Town, WV 25414

FROM: Earl W. Ballenger
P.O. Box 151
Millville, WV 25432

RE: Estate of Gregory L. Ballenger - deceased on October 29, 2009

Ms. Olden

Reference the above described estate, it is believed Gregory left no will or other legal documentation outlining the disposition of his estate. Absent a will or other legal documentation, I understand there is a thirty day waiting period before an executor can be qualified/appointed. Provided no legal documentation gets presented, and there is no agreement between the three remaining heirs/siblings as to an executor the thirty day period will expire on November 27, 2009. I believe that falls on a holiday, so no business can be conducted until November 30, 2009. Presently there are three heirs/siblings to Gregory's estate - Perry M (Mickey) Ballenger, Lester C. Longerbeam and myself Earl W. Ballenger. I certainly do not relish the headaches of another estate and would rather a totally neutral entity be appointed. I understand that in order for a neutral party to be considered, it needs to be approved by the Jefferson County Commission. Because of the many problems that occurred during the execution of my mother's (Annabelle Ballenger) will, the distrust, greed and possibly revenge that has totally destroyed any future relationship, I do not feel any of the siblings including myself should be entrusted with the duty of being executor of Gregory's estate. As a little example as to how the other siblings feel please read the attached obituary. No where in there will you find any reference to me being a brother. That's okay, they have once again disgraced their mother's memory.

With all this being said, would you consider this as my official request to have a neutral party appointed to act as executor of the estate of Gregory L Ballenger

Respectfully,

Earl W. Ballenger

Earl W. Ballenger

CC: Perry M. (Mickey) Ballenger
Lester C. Longerbeam

State of West Virginia

County of Jefferson

To wit:

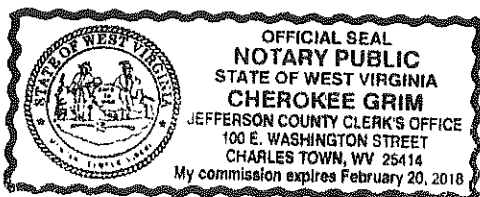
The foregoing instrument was acknowledged before me this 18th day of November 2009, by

Earl W. Ballenger

My Commission expires:

February 20, 2018

Cherokee G.
Notary Public



Floyd E. Breeden

Floyd Eugene "Dean" Breeden, 72, of Charles R. Town, passed away Tuesday, Oct. 27, 2009, at his home. Born March 9, 1937, in Berryville, Va., he was the son of the late Curtis Breeden and Velvie "Enger" Breeden. He was a veteran in the Army and Navy and received decorations during his service in both. While in the Navy, he served aboard nine ships and groups. He retired from AT&T as a technician. In addition to his wife, Lila, he is survived by one son, Nathan Blair Breeden, and 2009. "To my son Nathan Blair, I love you and always will watch dem-dirt roads. Love you Dad." Services and interment will be private. Arrangements by Jefferson Chapel Funeral Home.

Gregory L. Ballenger

Gregory Lee Ballenger, 57, of Millville, passed away on Oct. 29, 2009 at Jefferson Memorial Hospital in Ranson. He was born June 24, 1952, in Ranson, and was the son of the late Earl Norman Ballenger and Annabelle Longerbeam Ballenger. He was a general contractor in the construction industry. He was a 1970 graduate of Harpers Ferry High School, an avid bowler and wood

craftsman, and loved to play bingo. He is survived by his brothers, Mick Ballenger and Charles Town. The family will receive friends from 2 to 4 and 7 to 9 p.m. Sunday at the funeral home. Memorial donations may be made to Jefferson County Animal Welfare Society, P.O. Box 147, Charles Town, WV 25414. Condolences to the family may be made at his obituary at www.eackles-spencerfuneral.com.

JEFFERSON COUNTY, WEST VIRGINIA

Engineering Department

116 East Washington Street

P.O. Box 716

Charles Town, West Virginia 25414

1:30 pm

1-14-10

#11

Phone: 304-728-3257

Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

MEMORANDUM

TO: COUNTY COMMISSION OF JEFFERSON COUNTY

FROM: ROGER GOODWIN, CHIEF COUNTY ENGINEER *RGW*
DEPARTMENT OF ENGINEERING

DATE: JANUARY 7, 2010

SUBJECT: LETTER OF CREDIT(S) WITH JANUNUARY 15, 2010 EXPIRATION DATE

Please be advised that the following Construction Bond(s) are secured by Irrevocable Letter of Credits which is due to expire on January 15, 2010. Under the terms and conditions of the Construction Bond the Letter of Credits are to be renewed by December 15, 2009. At this time we have yet to receive the renewed Letter of Credits for these Construction Bonds, therefore, they are being turned over to the County Commission for further action.

FILE NUMBER	NAME	BANK/ LOC NUMBER	AMOUNT OF LOC	NOTES
03-03	Mission Ridge Subdivision, Lots 1-33	BB&T Martinsburg, WV	\$177,130.00	Original Bond amount \$875,218.89
05-19	Waterside Reserve, Section II, Lots 9-14 & Lots 21-28	Fifth Third Bank, Morgantown, WV	\$139,942.00	Original Bond amount \$456,678.00

The Staff recommends giving the banks until close of business on Monday, January 11, 2010 to provide the renewed Irrevocable Letter of Credits. If we have not received them by this time Staff will prepare the necessary documents to call the Irrevocable Letter of Credits and will do so by Friday, January 15, 2010.

RLG:rfb

11

<p>Commission Office Use Only</p> <p>Date on Agenda: <u>1-14-10</u></p> <p>Appt Time or New Business: <u>1:30 STAFF REPTS</u></p>

AGENDA REQUEST FORM

Name: Barbara Miller

Department or Entity: Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: January 14, 2010

Date Requested – 2nd Choice: _____

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

Subject: **Appointments to JCHSEM Steering Committee**

Please provide the County Commission with a description of your request or presentation, including any background information: **Attached is a letter from John Sherwood, Chair of the Jefferson County Homeland Security and Emergency Management Steering Committee requesting approval for appointments to the committee. According to the by-laws, "The Steering Committee shall consist of fourteen members, appointed by the County Commission. Appointments shall be for a period of two years. New appointments or reappointments will be made at the first (steering committee) meeting of each calendar year." Also attached is the complete list of Steering Committee Members, their terms, and the resumes of those who are being submitted. The Steering Committee works with the Director to steer the activities of the organization.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **I move to appoint Tom Bayuzik as the Development Authority Representative; Amy Grove as the Red Cross Representative, Paul Espinosa, the utilities Representative, and Ed Smith as the Fire and Rescue Representative, along with reappointments of John Sherwood, Chamber of Commerce Representative, Jeff Polczynski as the Communications Representative, and Katherine Dunbar (Good Shepherd Inter-Faith Caregivers) as the Non-Profit representative to the Jefferson County Homeland Security and Emergency Management Steering Committee.**

- Attachments: 1) Letter from John Sherwood, Chairman, Jefferson County Homeland Security and Emergency Management Steering Committee
- 2) List of proposed members, current members and their terms
 - 3) Resume of Ed Smith
 - 4) Resume of Amy Grove
 - 5) Resume of Tom Bayuzik
 - 6) Resume of Ed Smith



Jefferson County Office of Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430

Jefferson County Commission

Lyn Widmyer, President

Patay Noland, Vice President

Dale Manuel

Frances Morgan

James Surkamp

Jefferson County Office of Homeland Security
and Emergency Management Steering Committee

John Sherwood, Chair

**Bill Lingenfelter, Vice Chair-Eastern Panhandle
Chapter, American Red Cross**

**Katherine Dunbar, Good Shepherd Inter-Faith
Caregivers**

**Mason Carter, Jefferson County Department of
Engineering**

**Jeffrey A. Polczynski, EPN, Jefferson County
Emergency Communications Center**

**Dale Manuel, County Commission Representa-
tive**

Kelly Parsons, Nichols, DeHaven & Associates

Jay Watson, Jefferson County Fire Association

Bobby Shirley, Jefferson County Sheriff

Sue Lawton, Jefferson County PSD

**Jane Peters, Jefferson County Development
Authority**

**Pamela Holstein-Wallace, Region 3 Homeland
Security Planner**

**Holly Morgan-Frye, Shepherd University Service
Learning Program**

**Amy Jones, Jefferson County Department of
Health**

Staff:

**Barbara J. Miller, CFM
Director
304-728-3290-Office
304-283-4227-Mobile
bmiller@jeffersoncountywv.org**

**Terrl Mehling, Planner/Program Manager/
Deputy Director
304-728-3329-Office
304-279-8233-Mobile
tmehling@jeffersoncountywv.org**

**Jennifer D. Maggio, Administrative Assistant,
Public Information Officer and Volunteer Coordi-
nator
304-724-8914-Office
304-279-9135-Mobile
jmaggio@jeffersoncountywv.org**

Fax: 304-728-3320

January 5, 2010

Jefferson County Commission

P.O. Box 250

Charles Town, WV 25414

Dear Commissioners:

At a meeting of the Jefferson County Homeland Security and Emergency Management Steering Committee this day, a motion by the body was unanimously passed to propose to you the following list of names to fill vacancies on this committee:

- Tom Bayuzik to replace Jane Peters (Development Authority Representative)
- Amy Grove to replace Bill Lingenfelter (Red Cross Representative)
- Paul Espinosa, Frontier to replace Susanne Lawton (Utilities Representative)
- Ed Smith to replace Jay Watson (Fire and Rescue Representative)

Others from the existing committee who are being submitted for continued service include:

- John Sherwood, Chair, Chamber of Commerce Representative
- Jeff Polczynski, Communications Director
- Katherine Dunbar, Good Shepherd Inter-Faith Caregivers, Non-Profit Representative

A complete list of steering committee members is attached for your convenience.

Per our by-laws, "The Steering Committee shall consist of fourteen members, appointed by the County Commission. Appointments shall be for a period of two years. New appointments or reappointments will be made at the first (steering committee) meeting of each calendar year."

Thank you for your attention to these appointments and for your continued support.

Sincerely,

John Sherwood,
Chair

2010 Jefferson County Homeland Security and Emergency Management Steering Committee Members (Proposed)

New:

Ed Smith (Fire/Rescue Representative) 2012

Amy Grove (Red Cross Representative) 2012

Paul Espinosa (Frontier Communications, Utilities Representative) 2012

Tom Bayuzik (Development Authority, Development Authority Representative) 2012

Existing Members:

John Sherwood, Chair (Chamber of Commerce Representative) 2012

Amy Jones, Vice Chair (Health Representative) 2011

Kelly Parsons (Nichols, DeHaven & Associates, Private Sector Representative) Kelly chairs the Animals in Disaster Committee 2011

Jeff Polczynski (Communications Representative) 2012

Mason Carter (Engineering and Zoning Representative) Mason chairs the Risk Assessment and Mitigation Planning Committee 2011

Katherine Dunbar (Good Shepherd Inter-Faith Caregivers-Non-Profit Organization Representative) Katherine chairs the Public Awareness, Education and Training Committee 2012

Bobby Shirley (Law Enforcement Representative) 2011

Holly Morgan-Frye (Shepherd University Education Representative) Holly chairs the Partnership Development Committee 2011

Pamela Holstein-Wallace (Regional Homeland Security Representative) Pamela chairs the Emergency Planning for People with Special Needs Committee 2011

Dale Manuel (County Commission Representative) --This position is an appointment by the County Commission each year.

Thomas Bayuzik Jr.
206 Maddex Dr.
Shepherdstown, WV 25443
304-728-3255 (Work)

PROFESSIONAL EXPERIENCE

Executive Director
Jefferson County Development Authority
Charles Town, WV 25430 (6/09-Present)

Public Relations Consultant
Pittsburgh, PA 15207 (1/08-Present)

- Provide business development, account management, and public relation services to diverse client base, including, an economic development organization, a congressional campaign, an arts organization, an architectural firm, a county fair, etc.
- Manage the Jefferson County “Corridor of Opportunity” real estate event in conjunction with Progress Alliance and the Pittsburgh Business Times. Managed 2nd Annual Bridge Invitational Golf Outing, the corporate golf outing for Progress Alliance.

Executive Director
Progress Alliance
Steubenville, OH 43952 (4/06-1/08)

- Directed non-profit economic development organization for Jefferson County, Ohio through a public-private economic development partnership, reporting to sixty-member Board of Trustees consisting of elected officials, college and university officials, local utilities, and the business community. Responsible for business retention and attraction activities.
- Initiated downtown revitalization efforts for the City of Steubenville, which led to the creation of the Steubenville Revitalization Group, a business driven organization charged with the physical and economic revitalization of the central business district.
- Led local efforts to convince the Ohio Department of Transportation to restore funding for a 29- mile section study of the Columbus-Pittsburgh Corridor, which runs through Jefferson County.
- Managed Jefferson County Industrial Park, responsible for marketing and maintenance of 100-acre industrial park.
- Facilitated \$2.7 million sale of the City of Steubenville’s municipal golf course and adjacent properties to the Franciscan University of Steubenville to meet its physical plant growth needs and create commercial development opportunities adjacent to the University’s front door.
- Co-Chaired the Jefferson County Strategic Planning Advisory Group, in conjunction with the Ohio University’s Voinovich School of Leadership in developing the first comprehensive strategic plan for funding prioritization.
- Secured \$425,000 grant from the Ohio Department of Development for improvements to a former manufacturing facility in the City of Toronto, OH, which aided in a relocation of a Pennsylvania manufacturer.
- Secured public/private funding to market Jefferson County’s proximity to the Pittsburgh metropolitan region, including the Pittsburgh International Airport via the “Burb of the Burgh” campaign utilizing all media outlets leading to numerous inquiries.

Consultant
Pittsburgh, PA 15207 (11/04-4/06)

- Provided independent consulting services to boutique investment banking firm and its clients in the areas of public sector business financing and technical assistance from all levels of government and the economic development services community throughout Pennsylvania.
- Provided consulting services to real estate brokerage firm focusing on municipal and institutional clients.
- Provided consulting services to transit oriented development consulting firm.
- Administered Commonwealth of Pennsylvania’s Business Calling program on behalf of the City of Pittsburgh.

Director of Development
Sustainable Communities, LLC
Pittsburgh, PA 15203 (3/04-11/04)

- Served as business development representative to real estate development consulting firm and its related company, Hanson Design Group; an architectural, landscape architect, and urban design firm in the areas of affordable housing, neighborhood/community development, transit-oriented development, and urban design.

- Assisted in the identification of business opportunities with various community development organizations, municipal governments and private clients, including proposal development and presentation.
- Secured master planning contract for the City of Pittsburgh's Beechview Neighborhood Business District, worked closely with the City's Urban Redevelopment Authority, the Port Authority of Allegheny County and local elected officials.

Director of Economic Development

City of Pittsburgh-Office of the Mayor Pittsburgh, PA 15219 (9/99-10/03)

- Directed Mayors Office of Economic Development and four staff professionals in coordinating business retention, expansion, and recruitment services for the City of Pittsburgh. Served as Mayors Office point of contact to a variety of development projects throughout the City.
- Prepared policy recommendations to Administration and served as liaison to 9 member City Council, 15 City departments and 6 special purpose Authorities as it related to City's economic development agenda.
- Managed City of Pittsburgh's participation in the Commonwealth of Pennsylvania's Team PA Business Calling Program, a state-funded business retention program initiative targeting cross section of City companies.
- Coordinated City's business assistance efforts between Mayors Office and the City's Urban Redevelopment Authority and its various departments in providing assistance to the City's 88 distinct neighborhoods and community development organizations, including housing and small business development.
- Responsible for the development of an annual report, updating economic development website content, hosting events and attending events on behalf of the Mayor, and aided in the City being the '2002's Most Entrepreneurial City' by Inc. Magazine's Inner City 100 rating.
- Served as liaison to the Pittsburgh Regional Alliance's Global Investment Division and assisted with the Pittsburgh regions association with British American Business Council's relationships including Manchester and Sheffield, and PI-DO, Pittsburgh-Dortmund, Germany project.

Executive Director

Indiana County Office of Planning and Development Indiana, PA 15701 (4/97-8/99)

- Directed \$600K budget, 16 member staff within Divisions of Economic Development, Community Development, Planning, and Administration, while providing staff to the County's Planning Commission, Zoning Hearing Board, Redevelopment Authority, Airport Authority and Greater Indiana Enterprise Zone.
- Served as Chief Executive Officer of the Indiana County Center for Economic Operations (CEO), a public-private partnership economic development alliance consisting of the Indiana County Board of Commissioners, Indiana County Development Corporation, Indiana County Chamber of Commerce, Indiana County Tourist Bureau and the Indiana University of Pennsylvania.
- Served as Executive Director of the Indiana County Development Corporation, responsible for the development of the Indiana County Corporate Campus, a 100 acre industrial park and a 30, 000 square foot multi-tenant/ business incubator facility.

Director of Economic Development

City of Oil City, PA 16301 (10/94-4/97)

- Managed daily operations of Oil City Industrial Park, a 40-acre industrial park and its \$500K annual budget. Responsible for leasing, marketing, maintenance, and continued redevelopment of the former US Steel
- Secured and administered over \$750K in grants from the Commonwealth of Pennsylvania's Department of Community and Economic Development for various industrial park infrastructure projects.
- Developed new business incubator in conjunction with the Northwest Pennsylvania Regional Planning and Development Commission, secured grant funding from Appalachian Regional Commission, CDBG, and Industrial Park funds.
- Assisted the Oil City Community Development Corporation in its efforts to revitalize the City's central business district thru the use of the Commonwealth of Pennsylvania's Neighborhood Assistance program.

Executive Director/Director of Economic Development

Redevelopment Authority of the City of DuBois, PA 15801 (12/92-10/94)

- Managed City's Community Development Block Grant Program/HOME programs affairs of the Authority and serve as City's Director of Economic Development.
- Instrumental in the development of a new multi-tenant facility as proposed by a regional economic recovery study.
- Secured grant funding from the Clearfield County Industrial Development to assist in the City's Beaver Meadows Industrial Park Wetlands Mitigation project.

- Administered the City's Tax Increment Financing (TIF) Program for the Grey Foundation Senior Citizens Apartments in the City's central business district.
- Initiated update of the City's Comprehensive Plan by coordinating with the Indiana University of Pennsylvania's Department of Geography and Regional Planning and its Spatial Sciences Research Center.

Project Manager

Redevelopment Authority of Allegheny County

Pittsburgh, PA 15219 (7/87-12/92)

- Assisted in the implementation of the Commonwealth of Pennsylvania's Enterprise Zone Program in the Borough of Wilkinsburg and the Steel Valley Enterprise Zone, comprised of the Borough's of Homestead, West Homestead, and Munhall, which aided in the development of the mixed-use development, known as The Waterfront.
- Administered the Allegheny County Commercial Revitalization Program throughout several municipalities in Allegheny County. Activities included local organizational development, professional design selection, managed streetscape/facade improvements. Interacted with local and county officials, architects and engineers, chambers of commerces, etc.,
- Served as liaison between Allegheny County and various municipalities providing administrative, accounting, grant writing, and secretarial obligations. Prepared a variety of housing, community, and economic development funding applications and strategic reports.

EDUCATION

Economic Development Institute, Year 1, 1996

University of Oklahoma, Norman, OK 73072

Graduate, Regional Vision-Leadership Development for Rural Northwestern Pennsylvania, 1995-1996

Oil City, PA 16301

Graduate, Pennsylvania Economic Development Course, 1995

The Pennsylvania State University-Capitol Campus

Middletown, PA 17057

Bachelor of Arts, 1990

Major: Political Science **Minor:** Regional Planning

Indiana University of Pennsylvania

Indiana, PA 15705

Professional Certificate, Real Estate, 1989

University of Pittsburgh

Pittsburgh, PA 15260

107 Hancock Court
Charles Town, WV 25414

Phone: 304-728-8139
E-mail: paulespsr@frontiernet.net

Paul A. Espinosa

Objective An appointment to the Jefferson County Homeland Security and Emergency Management Steering Committee/Citizen Corps Council.

Work Experience 2008-Present
Frontier Communications Ranson, W. Va.
General Manager-Eastern W. Va. Operations

Provide leadership to eastern West Virginia operations staff with responsibility for fostering innovation and cross-functional cooperation in order to exceed P&L goals and deliver customer and employee satisfaction.

Positively represent the company and communicate company vision and direction through active engagement and involvement in the community.

Collaborate with regional staff and provide local market analysis in order to improve operational processes and ensure responsiveness to customer needs and expectations.

2003-2007
Branch Banking & Trust Company Ranson, W. Va.
Business Services Officer/Financial Center Manager

As Business Services Officer, managed and strengthened relationships with commercial banking clients in Eastern West Virginia.

Served as manager of Shepherdstown, West Virginia financial center from 2003-2005 and promoted to manager of Ranson, West Virginia financial center from 2005-2006 with responsibility for all branch customer service and sales activities.

Interfaced with retail and commercial clients to promote positive corporate image and to identify and cultivate banking relationships.

2001-2003
Citizens Communications Charles Town, W. Va.
Sales Associate

Cultivated relationships with major business telecommunications customers resulting in 2002 revenue growth of \$111,000.

Led sales representatives in Mid-Atlantic territory in 2002 with more than \$200,000 in customer-premise equipment sales.

Recipient of prestigious Council of Leaders Award presented to company sales representatives ranking among the top 10% nationally.

1996-2001

GS Communications, Inc.

Frederick, Md.

Marketing Coordinator

Developed, implemented and managed multi-media marketing campaigns to acquire new customers, retain existing customers and increase average subscriber revenues and new product penetration.

Managed all aspects of marketing the core cable business as well as new digital cable television and high-speed Internet ancillary services including the creation of original artwork concepts, advertising layouts, and radio, telemarketing and television scripts to support campaigns.

Negotiated contracts with vendors and developed professional relationships with cable network representatives.

Coordinated product training for customer contact personnel to increase product knowledge and utilization of effective sales strategies.

Interfaced with the business community, franchise authorities, and general public to promote corporate image and product lines.

1985-1995

Charles Town Races

Charles Town, W. Va.

Communications Director

Directed publicity and media relations activities to promote racing schedule and special events.

Developed, implemented and managed multi-media campaigns to attract and retain customers.

Produced and co-hosted monthly television program broadcast on local Fox affiliate.

Coordinated media relations activities for inaugural West Virginia Breeders Classics, West Virginia's richest day of racing.

Served as company spokesman and interfaced with the media, government officials, the community and patrons to promote positive company image.

Education

1980-1984

W. Va. Wesleyan College

Buckhannon, W. Va.

Bachelor of Arts

Graduated Cum Laude

1983 Okey J. Stout Collegian

Phi Kappa Phi Scholastic Honorary, Omicron Delta Kappa Leadership Honorary, Delta Mu Delta Business Honorary, Community Council Representative at Large, Theta Xi Social Fraternity, et. al.

**Professional
Memberships**

Jefferson County Chamber of Commerce, 1st Vice President;
Rotary Club of Charles Town, Past President, 2003 Rotarian of
the Year; Rotary Club of Martinsburg, 1997-2001.

**Community
Activities**

United Way of the Eastern Panhandle, Director & Campaign
Division Leader; Jefferson County Schools Education Foundation,
Treasurer; Washington High School Public Address Announcer;
Umpire, Summit Point Babe Ruth Baseball; Jefferson County
Parks & Recreation Commission, Past President.

References

Available upon request.

E.D. Smith

Objective	Homeland Security & Emergency Management Steering Committee Member		
Experience	1967- 1999	AT&T	Northern Va
	Technical Support Manager		
	<ul style="list-style-type: none">▪ Communications Support for various Federal Government Agencies▪ FEMA Technical Support for Domestic Disasters▪ Telecommunications establishment in Haiti and other US Special Events		
	1974 – Present	Independent Fire Company	Ranson
	Fire Chief (Since 1991)		
	<ul style="list-style-type: none">▪ Provides overall responsibility for the Operational Firefighting organization.▪ Established minimum Physical Standards for Firefighters▪ Established leadership in technological advancements in Firefighting▪ Chairman of the Jefferson County Fire Chiefs Committee		
	2000- Present	Jefferson County Emergency Services Agency	
	Operations Manager		
	<ul style="list-style-type: none">▪ Established all operational procedures for the Agency▪ Developed and contracted with vendors for Agency insurance, employee health care and liability▪ Manage 17 Full Time and 11 Part Time employees▪ Interfaced with all Jefferson County Fire and EMS Companies to resolve Volunteer-Career issues and working practices▪ Serves on the Jefferson County LEPC Committee		
Interests	Community Service		

AMY W. GROVE

8085 Hedgesville Rd., Hedgesville, WV 25427

Home: 304.754.5801 | Cell: 304.676.7615 | E-mail: sunnydazerhere@comcast.net

PROFILE

Management Executive offering exceptional strengths in marketing and human resource management. Excels in collaborating with management and peers to successfully develop and implement high impact organizational plans and marketing strategies. Confident and motivating leader; coaches and guides team members to productivity and performance excellence. Proficient with business systems and desktop publishing software on both PC and MAC platforms. Displays a collaborative work ethic and a superior level of adaptability, initiative and self-management; thrives under pressure.

VALUE OFFERED

Budget Administration
Project Management
Staff Development
Change Management

Strategic Leadership
Networking & Relationship Building
Presentations & Speaking
Community Relations

Corporate Identity
Copywriting & Editing
Market Analysis & Penetration
Brand Awareness

EXPERIENCE NARRATIVE

Eastern Panhandle Chapter American Red Cross, Martinsburg, WV, 2007 to current

Executive Director (formerly Director of Financial Development)

- Manage all aspects of the operation of the seven-county Eastern Panhandle Chapter serving over 200,000 residents.
- Collaborate with volunteers, staff, board of directors and community organizations to identify and launch chapter-wide fundraising events and client programs.
- Responsible for the effective delivery of services, attainment of revenue and expense goals and complying with corporate policies.
- Developed and manage chapter-wide Automated External Defibrillator (AED) sales facilitation program.

Brooke Grove Foundation, Williamsport, MD, 2006 to 2007

Communications Director

- Drove marketing communications through creation and distribution of organization's newsletter, web site maintenance, and key message development for media buys and promotional literature.
- Consistently elevated and strengthened company reputation and awareness through extensive community relations efforts and targeted special events.
- Assisted with admissions recruitment, inquiries, and tours.

Media News Group, Public Opinion Newspaper, Chambersburg, PA, 2005 to 2006

Circulation Director

- Promoted to manage the distribution operations of daily newspaper (approximately 18,000 copies daily Monday-Friday and 21,000 on Saturdays).
- Leveraged exemplary leadership talents to supervise and manage 15 employees (4 senior managers, 3 district sales managers, customer service call center) and 55 independent contractors.
- Championed development, launch and tracking of all departmental sales and marketing programs.
- Planned, developed and administered departmental budgets with a strict eye on cost containment.
- Enhanced accuracy and effectiveness of distribution and tracking by instituting program for unpaid freestanding weekly/monthly publications totaling over 20,000 copies monthly.

Gannett Company, Inc., Public Opinion Newspaper, Chambersburg, PA, 2000 to 2005

Marketing Director

- Strengthened top line revenue growth, circulation sales, reader retention and advertising revenues by resourcefully devising and launching effective marketing programs.

- Researched and prepared market analysis reports encompassing competitive intelligence, sales performance, demographic trends, promotional tracking, and community involvement.
- Established and executed organizational communications to target, attract and retain readers, online users and advertisers.
- Oversaw strategic planning activities and PR functions inclusive of community outreach, event marketing, and strategic partnerships.

Double Eagle Business Solutions, Chambersburg, PA, 2002 to 2003

Consultant

- Specialized in strategic planning, corporate identity and collateral development, consistently providing top-quality customer service to ensure satisfaction.
- Defined strategic marketing direction for clients, clarified tactics necessary to achieve business goals, and flawlessly executed efforts.

Hagerstown Business College, Hagerstown, MD, 2000 to 2002

Instructor

- Developed and administered curriculum for "Introduction to Graphic Design" and "Principles of Marketing" courses.
- Established and maintained strong rapport with staff and students.

Dobson Communications Corporation, Oklahoma City, OK, 1999 to 2000

Regional Marketing Manager

- Skillfully spearheaded marketing initiatives for east region's retail, dealer, and business-to-business channels, with accountability for \$1M budget.
- Analyzed new opportunities and teamed with advertising agency to formulate high-impact marketing strategies and messages.
- Elevated awareness of company through organization and promotion of trade shows and sponsorships.
- Directed and supervised implementation of marketing promotions and in-store merchandising efforts.

Earlier roles:

Marketing Communications & Design Manager, Phoenix Color Corporation, Hagerstown, MD, 1997 to 1999

Graphic Designer, Minuteman Press, Chambersburg, PA, 1997

EDUCATION

Masters of Business Administration

Shepherd University, Shepherdstown, WV, *currently enrolled* 4.0 GPA

BA Degree, Journalism (Emphasis in Public Relations)

Shippensburg, University, Shippensburg, PA, 1997

TECHNOLOGY SNAPSHOT

PC and MAC platforms

Microsoft Office, InDesign, QuarkXPress, PhotoShop, Illustrator, MultiAd Creator, and Freehand

#12

<p>Commission Office Use Only</p> <p>Date on Agenda: 1-14-10</p> <p>Appt Time or New Business: 2:00</p>

AGENDA REQUEST FORM

Name: KIRK DAVIS

Department or Entity: CAPITAL/PLANNING & MGT

Estimation of amount of time needed for appointment: 30-45 MINUTES

Date Requested - 1st Choice: 14 JAN 2010

Date Requested - 2nd Choice: _____

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

Subject: DESIGN FOR NEW JUDICIAL BLDG
POWER POINT PRESENTATION

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

MOTION: APPROVAL OF DESIGN SO THE AIA CAN BEGIN CONSTRUCTION DRAWINGS OVER THE NEXT 6 MONTHS. PROJECTED COST OF DESIGN WORK \$650,000.00 WHICH HAS ALREADY BEEN PLACED IN BUDGET.

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

Attachments:

#12

<p>Commission Office Use Only</p> <p>Date on Agenda: <u>1-14-10</u></p> <p>Appt Time or New Business: <u>2:00pm</u></p>

AGENDA REQUEST FORM

Name: KIRK DAVIS

Department or Entity: CAPITAL PLANNING & MGT

Estimation of amount of time needed for appointment: 30 MIN

Date Requested - 1st Choice: 14 JAN 2010

Date Requested - 2nd Choice: _____

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

Subject: DISCUSSION ON THE USE AND UPDATE OF RATES OF THE BOND PROGRAM

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

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

IF: C/C APPROVED THE AIA DESIGN DO WE WANT
 TO USE THE BOND PROGRAM FOR PARTIAL OR 100%
 OF THE CONSTRUCTION PROJECT

Attachments:

1-14-10
#103

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
AMENDMENTS TO THE E9-1-1 ADDRESSING ORDINANCE**

The County Commission of Jefferson County will hold a public hearing concerning ~~Amendments to the E9-1-1 Addressing Ordinance on Thursday,~~ January 7, 2010 at 10:00 a.m. in the Old Charles Town Library meeting room 200 East Washington Street, Charles Town, West Virginia. At this hearing the Commission will receive public comment concerning amendments to the E9-1-1 Addressing Ordinance.

Anyone wishing to provide written or oral comment may do so at this meeting. A copy of the proposed ordinance may be obtained at the offices of the County Commission of Jefferson County, 124 E. Washington Street, Charles Town, WV, or on the County website at: www.jeffersoncountywv.org

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

Unfinished Business

Sandy McDonald

From: "Nance L. Briscoe" <briscoen@frontiernet.net>
To: <sandy@jeffersoncountywv.org>
Sent: Wednesday, December 16, 2009 1:55 PM
Attach: Nance L. Briscoe.vcf
Subject: comment E-911 Amendment

Hi sandy,

Just received the E-911 Amendment - you are working too hard kiddo!

Wanted to mention that even though it states it is our responsibility to change the addresses thru the post office I have paid dearly for business & personal stationary, business cards, envelopes and more than FIVE different times - not to mention the maps for this little community and bla bla bla - I am certain you can understand folks are going to balk at this and I'm in just one development.

here's my example: I live on Cloverdale Place which intersects with Cloverdale Road so the suffix will be challenged by the new amendment - were there any options to be considered grandfathered ?

I am not complaining - just sharing my two cents.

Have a less busy day,
Nance

The draft set of amendments, as presented in http://www.jeffersoncountywv.org/addressing%20amendments%203/Jefferson_County_Addresssing_Ordinance_Amendment3_Draft_rev1.pdf, is not very helpful because it does not indicate the language that is being replaced, which should be done with the use of strikeovers.

The proposed amendment, in addition to all the usual, emergency-related reasons for disapproving a road name, allows the GIS/Addressing Coordinator the power to disapprove a new road name that is "...deemed inappropriate" by it. This is discretion not previously granted, and in my view is itself inappropriately broad unless an appeal procedure to the County Commission is provided.

Please make this comment part of the official record of the public hearing.

Sincerely,

Peter G. Smith
Kearneysville

On 12/16/2009 1:35 PM, Jefferson County Alerts wrote:

NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
AMENDMENTS TO THE E9-1-1 ADDRESSING ORDINANCE

The County Commission of Jefferson County will hold a public hearing concerning Amendments to the E9-1-1 Addressing Ordinance on Thursday,

January 7, 2010 at 10:00 a.m. in the Old Charles Town Library meeting room

200 East Washington Street, Charles Town, West Virginia. At this hearing the

Commission will receive public comment concerning amendments to the E9-

1-1 Addressing Ordinance.


Anyone wishing to provide written or oral comment may do so at this meeting. A copy of the proposed ordinance may be obtained at the offices of

the County Commission of Jefferson County, 124 E. Washington Street, Charles Town, WV, or on the County website at:


Re: [OJ] Re: E-911 Addressing Ordinance Amendment Public Hearing

 Delete

 Reply

 Reply All

 Forward

 Move/Copy

[Show Header](#)

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

From: cmasonwhf@aol.com [Add to Address Book](#)
To: n4zr@contesting.com, info@jeffersoncountywv.org, OJ@yahoogroups.com
Date: Wednesday, December 16, 2009 10:37:17 AM
Subject: Re: [OJ] Re: E-911 Addressing Ordinance Amendment Public Hearing

Whenever the issue of new road names come up, I can't help but recall the name of a rural road that appeared in Albemarle County, VA (Charlottesville) when that jurisdiction was getting its new road names organized some years ago: "Pinch Em Slyly Lane." Certainly amusing, but perhaps to some not so clearly appropriate. I believe it has stood the test of time.

Let's not let some bureaucrat try to impose his/her opinion of what is appropriate or not, but rather be as flexible as we can be to allow creative naming of roads which may have history all their own to celebrate, provided they are well within the boundaries of 1st amendment rights.

Curt Mason



Jefferson County Emergency Communications
DEPARTMENTAL MEMORANDUM

TO: Jefferson County Commission

CC: Jeff Polczynski, Director of Communications
Leslie Smith, County Administrator

FROM: Todd Fagan, GIS Specialist

DATE: September 10th, 2009

SUBJECT: Amendment #3 to E9-1-1 Addressing Ordinance 01-2002

The Jefferson County Addressing Ordinance was last amended July 24th, 2003. Since that time, the Countywide Re-Addressing Project has been completed and the GIS/Addressing Office is working on assignment of new addresses, correction of past addressing errors and enforcement of the ordinance. Staff recommends an amendment to the ordinance to close some loopholes and clarify some items that have been limiting or confusing. The recommendations below should improve the ordinance and make it a stronger document in support of Emergency Services and other County Ordinances.

This memorandum provides the Commission, legal counsel and the public with the plain language reasoning or insight into each recommended change, highlighted accordingly in the accompanying marked-up draft Amendment #3.

Overview of Amendment #3

Various Sections (Modified) ...Jefferson County **Addressing** Office... updated to ...Jefferson County **GIS/Addressing** Office.

Updates all references to the new division name throughout the ordinance.

Section 1.2 (Appended) ...**defined as an “Addressable Structure” in this Ordinance. At any time that three or more addressable structures exist or plan to exist on a right-of-way, a road name shall be applied.**

Clarifies conditions that generate a new road name.

Section 1.2.1 (New) **The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to approve, assign or change a name to any street, road or subdivision in the County, as defined in the Jefferson County Subdivision Ordinance, in order to eliminate duplicate names or confusing similarity. The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office or by the County Commission.**

Introduces authority to approve subdivision names under similar criteria as road name approvals

Section 1.4 (Appended) ... The initial costs of such signs and installation were funded by the Jefferson County Commission for all unincorporated areas of Jefferson County **only during the countywide readdressing project which ended August 2008. All sign installation, relocation or repair costs for newly created or impacted roads after the date of the third ordinance amendment shall be borne by the owner, Homeowners Association (HOA), resident or land development (subdivision) applicant creating the road name.**

Declares re-addressing project as completed (past tense) and establishes that date as a milestone,

after which all new signs costs are the responsibility of the owner, applicant or HOA. Removes burden of cost to the County for all future signage installations that are not repairs.

Section 1.5.1 (New) **The Subdivision Name List shall be adopted by the County Commission and filed and maintained in the Jefferson County GIS/Addressing Office. This listing shall be the official listing of names for subdivisions and historic structures in Jefferson County and such subdivision names are hereby assigned the names listed therein.**

Introduces authority to approve subdivision names under similar criteria as road name approvals

Section 1.5.2 (New) **The Jefferson County Addressing Coordinator, or his/her duly authorized agent, shall review all requests for new subdivision names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. The Jefferson County Addressing Coordinator, or his/her duly authorized agent, shall provide approval or rejection for subdivision names within thirty (30) days of receipt of the request**

Introduces authority to approve subdivision names under similar criteria as road name approvals

Section 2.2 (Appended) **Numbers are always whole. "Half" numbers are not valid, i.e. 515 ½ Example Street**

Half numbers are a problem for computer systems and emergency services and were not explicitly prohibited in previous amendments.

Section 2.2.1 (New) **"Physical Location Address" is defined as the full address designation of a structure based upon its physical location. It comprises a Primary Address Number, Street Name, Street Suffix, Directional Prefixes or Suffixes (if applicable), Sub-Address (if applicable), and Postal Community (zip code), i.e. 123 South Example Street, Unit 100, Ranson, WV 25438.**

Definition added to list all possible components of full address.

Section 2.2.2 (New) **"Primary Address Number" is defined as the principal address number of a structure preceding the Street Name in its full address designation, i.e. "123" Example Street. Each separate structure shall have its own separate and unique primary address number. Separate primary address numbers may be provided for units comprising a complete, contiguous structure, (i.e. townhomes or duplexes that span multiple parcels/lots, commercial centers or retail complexes, or similar types)**

Definition added to explain primary number assigned to single structure.

Section 2.2.3 (New) **"Sub-Address" is defined as a number or letter within the main address of a structure for a unit, suite, apartment, or room number following the Street Name in its full address designation, i.e. 123 Example Street, "Apartment 202", "Unit 100" or "Suite 105." Structures that are sublet or divided into multiple, distinct units shall share a common primary address but distinguish themselves by a unit, apartment or suite sub-address. Sub-Addresses will replace any invalid "half" address number. Sub-Addresses are not necessary for townhomes, duplexes, or similar types of dwelling units that span multiple parcels or lots.**

Definition added to explain unit addresses assigned within the primary structure. We work closely with the USPS and do not wish to undermine their policies regarding secondary addresses, which is that if one sub-address exists, all units under that primary address must be designated with a sub-address.

Section 2.3.1 (New) **"Street Suffix" is the suffix of the road or street and the only suffixes eligible for use shall be those listed on the "Jefferson County Street Suffix Definitions" document maintained in the Jefferson County GIS/Addressing Office.**

Definition added to reference policy on allowable suffixes.

Section 2.3.2 (New) **"Postal Community" is defined as a United States Postal Service (USPS) Zip Code that**

provides rural delivery. Access to the structure within such a USPS Zip Code will determine the “Town” portion of the physical location address, not municipal boundaries, unincorporated villages or even State jurisdiction, i.e. *123 South Example Street, Unit 100, Ranson, WV 25438*.

If a property is accessed from a Virginia zip code, that structure will have a Virginia physical location address. The Tax Map and Tax records will verify Jefferson County and West Virginia jurisdiction or citizenship.

Definition added to explain components of full address, including postal community v. municipal entity. Also explains potential disparity between physical location address and parcel location description.

Section 2.4 (Modified) Beginning from the road’s point of origin a structure number shall be assigned...

Minor clarification from original text.

(Appended) Any road not having an intersecting road along its length, also known as a dead end road, shall be assigned the point of origin at the entry point of the road. Address numbers must be sequential relative to neighboring address numbers on both sides of the road

Description of dead-end road, how it is numbered and additional defense to change numbers that are out of sequence.

Section 2.7.1 (New) “Addressable Structure” is defined as any place a person would “live”, “work”, “worship” or “play”. The structure must be permitted, permanently anchored, and in compliance with all applicable impact fee, subdivision, and/or zoning regulations. It shall be the responsibility of the Addressing Coordinator to interpret this definition in accordance to the stipulations of this Ordinance and the Jefferson County Addressable/Non-Addressable Structure Guide.

Definition added to clearly explain which structures are addressable and which are not. We don't wish to conflict with or undermine other County Ordinances (Subdivision, Zoning or Impact Fees), Municipal regulations or US Postal Service policies. The Structure Guide is a “living” document that will contain examples of structures that require addresses.

Section 2.9 (Appended) ... illegal or non-approved road signs, or illegal attachments to road signs.

Non-Compliance definition focused on address numbers, but should also include some reference to non-compliant signage.

Section 2.12 (New) “Addressing Office”, “GIS Office”, or “Geographic Information Systems” is the County-staffed office responsible for managing and maintaining the responsibilities for addressing, road naming and mapping in Jefferson County. The Addressing Coordinator will work within the confines of this office or department.

Definition added to clarify new identity of the formerly-named Addressing Office.

Section 3.1 (Modified) ...each house or building controlled by him/her...

In the interest of political correctness.

Section 3.1.1 (New) Any structure situated on a “corner lot” and having roads along two sides of the structure may have two possible access points. Consequently, that structure may be addressed from the street facing the primary entry to the center of the structure, or from where the driveway leading to the structure intersects the right-of-way, whichever is more appropriate. It shall be the responsibility of the Addressing Coordinator to determine the appropriateness in this instance.

Clarifying the logic behind assignment of number to a structure on a corner lot.

Section 3.2 (Modified) The address shall be issued not later than **thirty (30)** days following identification of address and **must be** installed on the structure prior to final inspection from the Jefferson County Engineering

Department.

Reduced the time period for us to issue an address from 60 days to 30 days. Beefed up the requirement to post newly assigned numbers by including it on the inspection performed by Engineering (formerly DPZE).

Section 3.2.1 (New) **An occupancy permit for any structure erected or repaired shall be withheld until the permanent and proper address numbers have been affixed to such structure in accordance with the requirements of this Ordinance.**

Trying to put some teeth into the posting of these numbers.

Section 3.4 through Section 3.9
(Renumbered)

Original ordinance omitted Section 3.4, so we renumbered sections and shifted them up in sequence.

Section 3.7 (Modified) **The combination of such an address number, the road or street name, applicable sub addresses, and the postal community shall be the official address of such primary structure.**

Reinforces all components of full address.

Section 3.9 (New) **Effective with amendment #3, all sub-address numbers assigned to a unit, suite, apartment, etc. shall follow the Jefferson County Addressing Model Guidelines.**

Reference to policy document guiding assignment of unit numbers according to floor level and design of structure.

Section 3.10 (New) **Temporary addresses will be available only for construction trailer offices and for similar purposes. Anyone desiring a temporary address shall execute an agreement with the GIS/Addressing Office that acknowledges that the address being provided is a temporary address to be used for not more than one year from the date of issuance.**

To obtain a temporary address, the applicant shall provide a small area map which contains the location of the temporary addressable structure, the nature of the structure and the vehicular path by which one accesses the temporary structure from the closest named road.

Allowance for temporary addresses to facilitate construction trailers and delivery points for new developments. Must jive with current Zoning and Subdivision Ordinances which don't allow for a construction trailer. I believe this is an oversight that the Zoning Administrator is checking into.

Section 4 (Modified) **ROAD AND SUBDIVISION NAMING**

Re-titled Section 4 to include Subdivision naming rules.

Section 4.1.1 (New) **Road names listed as "reserved" on the "Jefferson County Road Name Index" shall be held in reserve status for no longer than five years from the date the road name was approved and placed into reserve. After such time, the reserving entity will be notified of pending removal whenever possible; then the name shall be removed from the official road name list and placed into the expired reserved status list.**

We are trying to prevent road name reservation for indefinite periods, especially when the project falls through or is never built.

Section 4.2 and
Section 4.3

(Combined) **No street within the County, currently shown on a recorded subdivision plat or assigned to a new subdivision plat, shall be considered official until such name is registered with the Jefferson County GIS/Addressing Office, approved, and added to the Jefferson County Road Name**

Index.

Previously, these sections were so similar that it was confusing. These sections were consolidated to include both past and future road names, as they appear on recorded plats, and their relationship to the RNI.

Section 4.2.1 (New) **The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have final authority for all road naming within the entire County in order to ensure that road names are not duplicate or confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office, or by the County Commission.**

Asserts our authority to approve all road names.

Section 4.2.2 (New) **The Jefferson County Addressing Coordinator or his/her duly authorized agent, shall review all requests for new road names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. The Jefferson County Addressing Coordinator or his/her duly authorized agent shall provide approval or rejection for road names, within thirty (30) days from receipt of the request.**

Provides reasonable timeline for approvals.

Section 4.4 through Section 4.7
(Renumbered)

Condensing Sections 4.2 and 4.3 caused subsequent sections to be renumbered.

Section 4.3 (New) **Road names shall not duplicate road names already assigned, irrespective of road name prefixes or suffixes except for roads located within different corporations and grandfathered into the road network and approved by the County Commission as inclusion in the Road Name Index at the time the Road Name Index was first approved by the County Commission, which was on February 23, 2003. The four cardinal points of the compass may be used as a prefix, but not a suffix, to designate portions of a continuous street.**

Formerly section 4.4, explains why some grandfathered road names can be duplicated and clarifies milestone date, after which, no new road names can be duplicated. Also prohibits differentiation by north, south, east or west road name suffix.

Section 4.3.1 (New) **All named roads must intersect and have defined connections to another named roadway within the road network.**

Prohibits disconnected driveways and right-of-ways from being named if they do not connect directly to an existing named road.

Section 4.3.2 (New) **A “court” shall be considered a road ending in a dead-end, such as a cul-de-sac, and cannot have any other roadway along its length except for the road that the court originally intersects.**

Definition added to require the use of Court suffix for cul-de-sacs.

Section 4.4 (Modified) **Identical or confusingly similar road names shall not be differentiated simply by changing the road name suffix. (i.e., Birch Street and Birch Avenue) nor by adding a cardinal point suffix (i.e., Example Street and Example Street North).**

~~(Deleted) except that those duplicate roads having different suffixes must be directly accessible from the road having the same name with the different suffix. An example would be Birch Court must be accessible from Birch Street.~~

Formerly section 4.5, clarified ways in which identical road names cannot be distinguished and deleted former practice of allowing duplicate names solely connecting to each other.

Section 4.5 (Appended) A **road** shall have only one name throughout its entire length unless approved as an exception by the County Commission. **A road name can only change names at defined intersections where a traffic control device exists, such as at an intersection controlled by a stop light or an intersection controlled by stop signs where the road bearing the name is controlled by the stop sign. An example of this is a 4-way stop sign controlled intersection. The Jefferson County Addressing Coordinator, or his/her duly authorized agent, shall have the authority to interpret and apply as appropriate.**

Formerly section 4.6, we added detail to prohibit instances where a continuous road changes names in the middle of nowhere.

Section 4.5.1 (New) **Wherever possible, a road name shall continue directly straight across at any intersection and not turn right or left on a different path or direction as it approaches the intersection. Road names that are not continuous in a direct and straight forward path, but rather turn at intersections are opportunities for confusion when travelling along the road.**

We want to prohibit directional changes in a continuously named roadway. If the road name doesn't go straight through an intersection, often there is confusion.

Section 4.5.2 (Moved portion from Section 5.2.1 and modified) The third addressable structure built on a right-of-way not otherwise named causes the right-of-way to be named. The GIS/Addressing Office shall coordinate and oversee the naming of the right-of-way. **The owner of any parcels accessing a right-of-way required to be named have the naming rights of the right-of-way.** The GIS/Addressing Office shall provide road name petitions to all owners of parcels affected by the road name change and shall provide a specific timeframe for response. Through majority vote and within the stipulated timeframe per the petition, the owners of parcels affected by the road name change shall agree upon a road name and submit the road name for approval. **The County requires proof that all parties involved have a part in the petition process.** If agreement of a road name does not occur within the stipulated timeframe, the County shall have the authority to name the road

Designed to tighten up the petition process so no adjacent property owners are left out of the process and everyone has equal opportunity and reasonable timeline to respond.

Section 4.6 (Appended) Upon approval of the name change, the petitioner shall be obligated to pay to the County for the actual costs incurred by the name change, **including the total costs for all road signs affected by the name change..**

Formerly section 4.7, sometimes there are additional signs that are affected or relocated and the party responsible for all of the changes is liable for all of the costs.

Section 4.7 (New) **Subdivision name approval is required for all "conventional" subdivision projects as defined by the Jefferson County Subdivision Ordinance. Subdivision names are not required for "minor" or family subdivisions as defined by the Subdivision Ordinance. The Jefferson County GIS/Addressing Office shall have final authority for all subdivision naming within the entire County in order to ensure that subdivision names are not duplicated or confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office or by the County Commission.**

The Planning Department has added to their application checklist the requirement for approval of new subdivision names so they are not confusingly similar to existing subdivision, landmark, historic resource or road names. Previously, the subdivision name became "institutionalized" along the application process and it was often too difficult to deny or change it after time and resources were invested. We are now more formally involved in subdivision name approvals, like we have been doing for road names.

Section 4.7.1 (New) **No subdivision name currently shown on a subdivision plat or land development application filed with the County shall be implemented by a subdivision owner or developer until such name has been registered with the Jefferson County GIS/Addressing Office, approved, and added to the Jefferson County Subdivision Name Index. The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name**

already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office or by the County Commission.

Similar language to Section 4.2 on road names, but applies to subdivision names

Section 4.7.2 (New) The Jefferson County Addressing Coordinator or his/her duly authorized agent, shall review all requests for new subdivision names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. The Jefferson County Addressing Coordinator or his/her duly authorized agent shall provide approval or rejection for subdivision names, within thirty (30) days from receipt of the request.

Similar language to Section 4.2.2 on road names, but applies to subdivision names.

Section 5.1 (modified) All new street signs erected within Jefferson County shall be in conformance with the specifications of this section. **Basic dimensions are illustrated in the Jefferson County Subdivision Ordinance Standard Details.** A typical street sign installation will designate two streets using four nameplates.

Referenced Engineering Dept.'s Standard Details so all future subdivision applications and plats contain the detail illustration and comment holding the applicant accountable for adhering to ordinance requirements on road signage.

Section 5.2.1 (moved first portion to Section 4.5.2)
(modified) The owner of the newly built addressable structure or newly subdivided lot shall be responsible for any and all fees to install any and all signs on the newly named road.

Added condition of third buildable lot to responsibility of applicant to pay for required signage.

Section 5.2.2 (modified) Except as approved by the County Commission, no other object or sign of any type shall be attached, permanently or temporarily, to any road name signpost.

Adds mail boxes, newspaper boxes, etc to list of things prohibited as attached to our signs.

Section 5.2.3 (New) Any sign displaying the name of a subdivision, property name, family name, or structure name (i.e. historic structure) shall not resemble a street name sign and in any way be confused with a Jefferson County street sign. Any such sign shall not have in it any street name suffix.

Expands authority to remove private signage that is potentially confused with a legitimate road sign.

Section 5.3 and

Section 5.3.1 (modified) ...as published in the **current edition** of the Manual of Uniform Traffic Control Devices Millennium Edition....

Replaced "Millennium Edition" with "current edition".

Section 5.3.3 (Appended) **Where possible, the County or its contractor shall place signs within established right-of-ways. Signs may be placed on private property at the County's discretion.**

We've had complaints about the location of signs, which are usually extensions of disputes between neighbors. We want to limit any unnecessary sign relocations because a property owner doesn't like the location on or near their property.

Section 7.2.1 (New) **If at any time an error, oversight, or violation is identified, the Jefferson County Addressing Coordinator, or his/her duly authorized agent, is authorized to correct the error.**

We had to beef up our authority to correct mistakes or inconsistencies and defend that action when affected citizens counter, "it's always been that way" or "you've changed us twice now".

Section 7.2.2 (New) **The County is not obligated to compound or repeat past errors, oversights, or violations. Past mistakes shall not set precedence for continued, future practice or application of those mistakes.**

We don't want past errors to dictate that we have to repeat the pattern or address someone similarly. We have explicitly or implicitly given exemptions in the past and that is bad practice that should not be repeated.

Section 7.6 (New) **Relationship between physical location address and tax map or legal Deed description – The physical location address is a label to identify an addressable structure or unit(s) within a structure. This address may function as a mailing address for onsite or rural delivery services. It does not legally designate a property, parcel or lot by itself. It may support the identity of a property in conjunction with the Tax District, Map and Parcel number of the lot as defined by the Jefferson County Assessor's Office. The legal description of a property shall be identified by the boundary description in the Deed first and then the Tax District, Map and Parcel number second. The physical location address of any structure on said lot is non-essential to the legal description. Where a physical location address exists in any legal document that does not match the correct physical location address, the GIS/Addressing Office can provide the correct address to the proper authority.**

We have encountered many inconsistencies between legal documents, like Deeds, real estate closing papers, tax maps, plats, surveys, etc. Often, the lot number is the proxy address in other documents. Here we are trying to explain the relationship between the physical E9-1-1 location address and any other designation or description. Our data should correct and preside over old addresses or descriptions and we can provide an affidavit to the court or legal counsel to clarify that.

Section 7.7 (New) **Cross References –
National Emergency Number Association (NENA) Standard Guidelines
BOCA National Property Maintenance Code, Section PM-303.3
Standards for the Design and Installation of Road Name Signing (March 1999 Appendix A).
Standard Alphabets for Highway Signs (FHWA)
Manual of Uniform Traffic Control Devices (USDOT, FHWA)
Jefferson County Subdivision Ordinance
*Jefferson County Addressable/Non-Addressable Structure Guide
*Jefferson County Addressing Model guidelines.
*Jefferson County Street Suffix Definitions
*Jefferson County Road Name Index
*Jefferson County Subdivision Name Index
* maintained as policy documents in the Jefferson County GIS/Addressing Office**

List of referenced documents, policies, documents, regulations, publications, etc.

Section 9.1 (Appended) Amended on the XXth day of Month, 2009.

Line for amendment of ordinance,

Amended this _____ day of _____,

President of the Commission



Jefferson County Emergency Communications

DEPARTMENTAL MEMORANDUM

TO: Jefferson County Commission

CC: Jeff Polczynski, Director of Communications
Sandy McDonald, Acting County Administrator

FROM: Todd Fagan, GIS Specialist

DATE: December 10th, 2009

SUBJECT: Amendment #3 to E9-1-1 Addressing Ordinance 01-2002, **FOLLOW UP on Commission Comments from First Workshop, 10/22/09**

During our first workshop, the County Commission and Legal Counsel requested some changes to the proposed amendment to our County E9-1-1 Addressing Ordinance. This memorandum documents those changes as they will appear in the final ordinance amendment.

Overview of October 22 edits to Amendment #3

Various Sections (Modified) The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to ... by the Jefferson County GIS/Addressing Office ~~or by the County Commission.~~

Strike the phrase, "by the County Commission," wherever it appears and let the appeal process remove explicit responsibility of the County Commission to administer any part of the ordinance.

Section 1.4 (Appended) ... The initial costs of such signs and installation were funded by the Jefferson County Commission for all unincorporated areas of Jefferson County only during the countywide readdressing project which ended August 2008. All sign installation, relocation or repair costs for newly created or impacted roads after the date of the third ordinance amendment, ~~<insert actual signing date>~~ shall be borne by the owner, ~~Homeowners Association (HOA)~~, resident or land development (subdivision) applicant creating the road name.

Reference actual signing date of Amendment #3 and remove HOAs from the text since it is difficult to manage, track and contact these groups; some neighborhoods do not have HOAs. As policy, we will bill for new installations only and bear responsibility for repairs, replacements and relocations within the County's jurisdiction.

Section 2.2.3 (New) "Sub-Address" is defined as a number or letter within the main address of a structure for a unit, suite, apartment, or room number following the Street Name in its full address designation, i.e. 123 Example Street, "Apartment 202", "Unit 100" or "Suite 105." Structures that are sublet or divided into multiple, distinct units shall share a common primary address but distinguish themselves by a unit, apartment or suite sub-address. **Sub-Addresses must be Alpha ("Unit A") or Numeric ("Suite 105"), but cannot be a combination of both, i.e. ("Apartment 202A," "Unit 100-B", and "Suite A-2").** Sub-Addresses will replace any invalid "half" address number. Sub-Addresses are not necessary for townhomes, duplexes, or similar types of dwelling units that span multiple parcels or lots.

Definition added to explain unit addresses assigned within the primary structure. We work closely with the USPS and do not wish to undermine their policies regarding secondary addresses, which is that if one sub-address exists, all units under that primary address must be designated with a sub-address that is not a combination of alpha-numeric characters.

to re-address anyone. We had to beef up our authority to correct mistakes or inconsistencies and defend that action when affected citizens say, "it's always been that way" or "you've changed us twice now".

Section 7.2.2

(New) Past decisions by the Addressing Coordinator do not set precedent for future determinations in mapping, addressing or administration of this ordinance.

The Commission requested more diplomatic language.

~~(Deleted and added to supporting policy documents) The County is not obligated to compound or repeat past errors, oversights, or violations. Past mistakes shall not set precedence for continued, future practice or application of these mistakes.~~

This content will move to a policy document, serving as more plain language guidance if we have to explain why past practice does not set precedent if that past decision was in error. We don't want past errors to dictate that we have to repeat the pattern or address someone similarly. We have explicitly or implicitly given exemptions in the past and that is bad practice that should not be repeated.

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, January 7, 2010, or as soon thereafter as the Commission may decide:

Jefferson County Planning Commission - One unexpired term ending March 31, 2010

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.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jefferson County Commission

Department or Entity: Addressing

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: January 14, 2010

Date Requested – 2nd Choice: _____

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

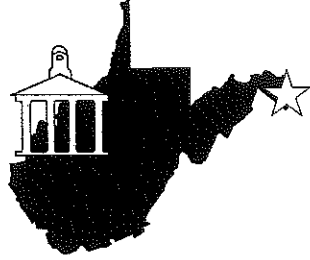
Subject: **New Business**

Please provide the County Commission with a description of your request or presentation, including any background information: **Discuss Section 8.1 E911 Addressing Ordinance**

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

Attachments:

New Business



JEFFERSON COUNTY
COMMISSION

LESLIE D. SMITH, COUNTY ADMINISTRATOR
P.O. BOX 250, 124 E. WASHINGTON STREET, CHARLES TOWN, WV 25414
PHONE: 304/728-3284 • FAX: 304/725-7916

JEFFERSON COUNTY WEST VIRGINIA

E9-1-1 ADDRESSING ORDINANCE

**AN ORDINANCE TO PROVIDE ASSIGNMENT OF NAMES TO
STREETS AND ROADWAYS AND IMPLEMENTATION AND
MAINTENANCE OF THE POSTING OF STREET SIGNS AND
BUILDING NUMBERS IN JEFFERSON COUNTY, WEST VIRGINIA**

JEFFERSON COUNTY, WEST VIRGINIA

E9-1-1 Addressing Ordinance

In order to uniformly assign and maintain street addresses and provide for easy identification of those numbers for various purposes and to promote the health, safety and welfare of the citizens of the County of Jefferson, the County enacts its E9-1-1 Addressing Ordinance as follows:

WHEREAS, pursuant to W.V. Code § 7-1-3ii, § 24-6-5, and § 24-6-6, the Jefferson County Commission has the authority to provide for the elimination of hazards to public health and safety; to establish and regulate the naming or renaming of roads, ways, streets, avenues, drives and the like, in cooperation with local postal authorities, the division of highways and the directors of county emergency communications centers; and to assure uniform, non-duplicative conversion of all rural routes to city-type addressing on a permanent basis; and,

WHEREAS, the establishment of an Enhanced 9-1-1 Emergency Telephone System in Jefferson County has been approved and implemented by the Jefferson County Commission; and,

WHEREAS, the establishment of such system requires the assignment of names to all streets and roads in the county, the assignment of building numbers to all buildings having telephones and/or occupancies, and the erection of appropriate street signs at intersections; and,

WHEREAS, a professional consultant experienced in comprehensive addressing has been employed to map street and roads in Jefferson County and to assign building numbers to buildings in Jefferson County,

NOW, THEREFORE, BE IT ORDAINED this 25th day of April, 2002 by the Jefferson County Commission of Jefferson County, West Virginia, Ordinance Number 01-2002

Section 1: AUTHORIZATIONS

Section 1.1 The provisions of this Ordinance shall be applicable in all unincorporated areas of Jefferson County. The incorporated cities of Charles Town, Ranson, Harpers Ferry, Bolivar, and Shepherdstown shall have the option to adopt this Ordinance by each respective City and Town Council.

Section 1.2 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to assign names to any public or private road or street in the County which provides access to three or more occupied buildings defined as an "Addressable Structure" in this Ordinance. At any time that three or more addressable structures exist or plan to exist on a right-of-way, a road name shall be applied.

Section 1.2.1 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to approve, assign or change a name to any

JEFFERSON COUNTY, WEST VIRGINIA

E9-1-1 Addressing Ordinance

street, road or subdivision in the County, as defined in the Jefferson County Subdivision Ordinance, in order to eliminate duplicate names or confusing similarity. The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office or by the County Commission.

- Section 1.3 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to negotiate with residents along streets or roads bearing duplicate or confusingly similar names in the County and to change the names of such roads or streets to eliminate such duplication or confusing similarity.
- Section 1.4 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to direct the placement of street signs at intersections within the County. The initial costs of such signs and installation were funded by the Jefferson County Commission for all unincorporated areas of Jefferson County only during the countywide readdressing project which ended August 2008. All sign installation, relocation or repair costs for newly created or impacted roads after the date of the third ordinance amendment shall be borne by the owner, Homeowners Association (HOA), resident or land development (subdivision) applicant creating the road name.
- Section 1.5 The "Jefferson County Road Name Index" shall be adopted by the County Commission and filed and maintained in the Jefferson County GIS/Addressing Office. This listing shall be the official listing of names for streets and roads in Jefferson County and such streets and roads are hereby assigned the names listed therein. As used in the Ordinance, the terms "street" and "road" shall have the same meaning and shall also include but not be limited to avenues, boulevards, highways, lanes, ways, and similar street types.
- Section 1.5.1 The Subdivision Name list shall be adopted by the County Commission and filed and maintained in the Jefferson County GIS/Addressing Office. This listing shall be the official listing of names for subdivisions and historic structures in Jefferson County and such subdivision names are hereby assigned the names listed therein.
- Section 1.5.2 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, shall review all requests for new subdivision names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. The Jefferson County Addressing Coordinator, or his/her duly authorized

JEFFERSON COUNTY, WEST VIRGINIA

E9-1-1 Addressing Ordinance

agent, shall provide approval or rejection for subdivision names within thirty (30) days of receipt of the request

Section 1.6 In applying the guidelines specified herein, the Jefferson County Addressing Coordinator shall have the authority to interpret this Ordinance to ensure a logical and efficient numbering and street addressing system.

Section 1.7 Whenever the Jefferson County Addressing Coordinator, or his/her duly authorized agent, has reason to believe there has been or there exists a violation of this Ordinance, he/she shall give written notice of such violation to the person failing to comply and order the person to take corrective measures within thirty (30) days from date of notification. If such person(s) fail to comply with the duly issued order, the Jefferson County Addressing Coordinator, or his/her agent, shall initiate necessary actions to terminate the violation through criminal or civil measures.

Section 2 DEFINITIONS AS USED IN THIS ORDINANCE

Section 2.1 For the purpose of this Ordinance, the following terms, phrases, works and their derivations shall have the meaning that is provided in the National Emergency Number Association (NENA) Standard Guidelines as reference by the United States Postal Service, unless the context clearly indicates otherwise.

Section 2.2 "Address number" shall mean the number assigned to consecutive intervals along a street or road pursuant to the Number Assignment Formula contained herein. Numbers are always whole. "Half" numbers are not valid, i.e. *515 ½ Example Street*

Section 2.2.1 "Physical Location Address" is defined as the full address designation of a structure based upon its physical location. It comprises a Primary Address Number, Street Name, Street Suffix, Directional Prefixes or Suffixes (if applicable), Sub-Address (if applicable), and Postal Community (zip code), i.e. *123 South Example Street, Unit 100, Ranson, WV 25438*.

Section 2.2.2 "Primary Address Number" is defined as the principal address number of a structure preceding the Street Name in its full address designation, i.e. "123" Example Street. Each separate structure shall have its own separate and unique primary address number. Separate primary address numbers may be provided for units comprising a complete, contiguous structure, (i.e. townhomes or duplexes that span multiple parcels/lots, commercial centers or retail complexes, or similar types)

Section 2.2.3 "Sub-Address" is defined as a number or letter within the main address of a structure for a unit, suite, apartment, or room number following the

JEFFERSON COUNTY, WEST VIRGINIA
E9-1-1 Addressing Ordinance

Street Name in its full address designation, i.e. 123 Example Street, "Apartment 202", "Unit 100" or "Suite 105." Structures that are sublet or divided into multiple, distinct units shall share a common primary address but distinguish themselves by a unit, apartment or suite sub-address. Sub-Addresses will replace any invalid "half" address number. Sub-Addresses are not necessary for townhomes, duplexes, or similar types of dwelling units that span multiple parcels or lots.

Section 2.3 The term "Road" or "Street" shall mean any public or private thoroughfare used for vehicular traffic and/or any easement or right-of-way that provides sole access to more than two parcels or lots. This term shall be defined as the "Street Suffix" and shall include, but is not limited to: avenue, drive, way, boulevard, highway, lane, pike or similar street types.

Section 2.3.1 "Street Suffix" is the suffix of the road or street and the only suffixes eligible for use shall be those listed on the "Jefferson County Street Suffix Definitions" document maintained in the Jefferson County GIS/Addressing Office.

Section 2.3.2 "Postal Community" is defined as a United States Postal Service (USPS) Zip Code that provides rural delivery. Access to the structure within such a USPS Zip Code will determine the "Town" portion of the physical location address, not municipal boundaries, unincorporated villages or even State jurisdiction, i.e. *123 South Example Street, Unit 100, Ranson, WV 25438.*

If a property is accessed from a Virginia zip code, that structure will have a Virginia physical location address. The Tax Map and Tax records will verify Jefferson County and West Virginia jurisdiction or citizenship.

Section 2.4 The "Number Assignment Formula" as found herein is defined as follows:

Beginning from the road's point of origin a structure number shall be assigned for each interval, with each interval on the right side of the roadway as one leaves the point of origin being assigned an even number, and each interval on the left side as one leaves the point of origin being assigned an odd number. Left and right shall be determined from the perspective of a traveler moving away from the road point of origin in a forward motion. The southern and western intersection or entry point of each road will be the point of origin. Any road not having an intersecting road along its length, also known as a dead end road, shall be assigned the point of origin at the entry point of the road. Address numbers must be sequential relative to neighboring address numbers on both sides of the road.

JEFFERSON COUNTY, WEST VIRGINIA

E9-1-1 Addressing Ordinance

Section 2.5 An "Interval" is defined as the distance along a roadway of 5.28 feet, there being 1000 intervals per mile (5,280 feet).

Section 2.6 "Point of Origin" shall mean that end point of a road, which is the starting point for a numbering sequence.

Section 2.7 As used herein, "Primary Structure" shall include but not be limited to a residential building, mobile home park, commercial building, industrial building, office building, public building, utility, or communications tower.

Section 2.7.1 "Addressable Structure" is defined as any place a person would "live", "work", "worship" or "play". The structure must be permitted, permanently anchored, and in compliance with all applicable impact fee, subdivision, and/or zoning regulations. It shall be the responsibility of the Addressing Coordinator to interpret this definition in accordance to the stipulations of this Ordinance and the Jefferson County Addressable/Non-Addressable Structure Guide.

Section 2.8 "Display" as used herein is the manner in which the numbers are affixed to a structure or otherwise displayed when affixing to a structure.

Section 2.9 "Non-Compliance" is any failure to comply with the provisions of this Ordinance including, but not limited to, by way of example: a number out of sequence, odd or even number on wrong side of street, rural box numbers in a 9-1-1 address area, numbers improperly affixed, numbers illegible, numbers unclear, numbers obstructed, numbers not visible, numbers not present, numbers of improper size, numbers not in contrast with immediate background, weatherworn numbers, wrong numbers, non-approved numbers, illegal or non-approved road signs, or illegal attachments to road signs.

Section 2.10 "Occupant" is any person, firm, entity, partnership, trust, corporation, association, or other organization that is occupying or leasing a building or other property for a period exceeding thirty (30) days.

Section 2.11 "Owner" is any and all persons, firms, entities, partnerships, trusts, corporation, associations, or other organizations that own the fee title to, or have an undivided interest in, any building or property, which is subject to the provisions of this Ordinance.

Section 2.12 "Addressing Office", "GIS Office", or "Geographic Information Systems" is the County-staffed office responsible for managing and maintaining the responsibilities for addressing, road naming and mapping in Jefferson

JEFFERSON COUNTY, WEST VIRGINIA
E9-1-1 Addressing Ordinance

County. The Addressing Coordinator will work within the confines of this office or department.

Section 3 STRUCTURE AND LOCATION NUMBERING AND DISPLAY

- Section 3.1 Whenever any house, building, or structure shall be erected or located after the initial establishment of the uniform numbering system as provided herein, it shall be the duty of the property owners to procure the correct number or numbers for the property and to affix these numbers to the building in accordance to this Ordinance. The owner shall place or cause to be placed upon each house or building controlled by him/her the number or numbers assigned under the uniform number system within thirty (30) days of notification of the assigned address. The cost of posting the address shall be the responsibility of the property owner.
- Section 3.1.1 Any structure situated on a “corner lot” and having roads along two sides of the structure may have two possible access points. Consequently, that structure may be addressed from the street facing the primary entry to the center of the structure, or from where the driveway leading to the structure intersects the right-of-way, whichever is more appropriate. It shall be the responsibility of the Addressing Coordinator to determine the appropriateness in this instance.
- Section 3.2 An application for a building permit for a new building shall be considered an application for an address assignment. The Jefferson County Planning Department shall coordinate with the Jefferson County GIS/Addressing Office for the assignment of addresses. No address shall be assigned until the footer is in place and properly inspected. The address shall be issued not later than thirty (30) days following identification of address and must be installed on the structure prior to final inspection from the Jefferson County Engineering Department.
- Section 3.2.1 An occupancy permit for any structure erected or repaired shall be withheld until the permanent and proper address numbers have been affixed to such structure in accordance with the requirements of this Ordinance.
- Section 3.3 Display of Number – Residential Structure – Each primary structure shall display the number of the address assigned to it. The street number for residences shall be in accordance with The BOCA National Property Maintenance Code, Section PM-303.3, Exterior Structure, Premises Identification. The numbers shall be in Arabic numerals at least three (3) inches in height, and of a durable and clearly visible material. The numbers shall be placed on, above, or at the side of the main entrance so

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the number is clearly visible from the public right-of-way. Whenever a residence entrance is greater than fifty (50) feet from a public right of way, or not clearly visible from the public right-of-way, a number shall also be placed along a driveway, or property entrance. Address numbers are to be a contrasting color to the background on which they are mounted.

- Section 3.4 The owner or person in charge of any house, building, mobile home, or other structure to which a number has been assigned shall affix the number as outlined in this Ordinance within thirty (30) days after the receipt or notification of such number.
- Section 3.5 Display of Number – Commercial and Industrial Structure – Address numbers for commercial and industrial structures shall follow BOCA PM 303.3 code regulations of at least six (6) inches in height. The number shall be placed above or on the main entrance to the structure when possible. If such number is not clearly visible from the public right-of-way, the number shall be placed along a driveway or on a sign visible from the same. Address numbers are to be a contrasting color to the background on which they are mounted.
- Section 3.6 Display of Number – Apartments and Similar – The address number assigned to a single building number shall be displayed on each assigned structure following the BOCA PM 303.3 code. Numbers and/or letters for individual apartments or units within these complexes shall be displayed on, above, or to the side of the main doorway of each apartment or unit.
- Section 3.6.1 Display of Number – Trailer Park and Similar – The address number assigned to a trailer within an organized trailer park shall be one address number for the trailer park with each trailer assigned a lot or space number. The lot or space number must be posted and permanently affixed to the lot identifying the lot or space number. The main address to the trailer park must be posted at the entrance of the park. Address numbers are to be a contrasting color to the background on which they are mounted.
- Section 3.7 The combination of such an address number, the road or street name, applicable sub addresses, and the postal community shall be the official address of such primary structure.
- Section 3.8 All costs to individuals or households in complying with this section of the Ordinance shall be borne by that individual or household.
- Section 3.9 Effective with amendment #3, all sub-address numbers assigned to a unit, suite, apartment, etc. shall follow the Jefferson County Addressing Model Guidelines.

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Section 3.10 Temporary addresses will be available only for construction trailer offices and for similar purposes. Anyone desiring a temporary address shall execute an agreement with the GIS/Addressing Office that acknowledges that the address being provided is a temporary address to be used for not more than one year from the date of issuance.

To obtain a temporary address, the applicant shall provide a small area map which contains the location of the temporary addressable structure, the nature of the structure and the vehicular path by which one accesses the temporary structure from the closest named road.

Section 4 ROAD AND SUBDIVISION NAMING

Section 4.1 The "Jefferson County Road Name Index" shall be the official listing of names for streets and roads in Jefferson County. The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to assign names to roads.

Section 4.1.1 Road names listed as "reserved" on the "Jefferson County Road Name Index" shall be held in reserve status for no longer than five years from the date the road name was approved and placed into reserve. After such time, the reserving entity will be notified of pending removal whenever possible; then the name shall be removed from the official road name list and placed into the expired reserved status list.

Section 4.2 No street within the County, currently shown on a recorded subdivision plat or assigned to a new subdivision plat, shall be considered official until such name is registered with the Jefferson County GIS/Addressing Office, approved, and added to the Jefferson County Road Name Index. The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office, or by the County Commission.

Section 4.2.1 The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have final authority for all road naming within the entire County in order to ensure that road names are not duplicate or confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office, or by the County Commission.

Section 4.3 ~~No street currently shown on a subdivision plat filed with the County or otherwise shall be implemented by a subdivision owner until such name has been registered with the Jefferson County GIS/Addressing Office, or the duly authorized agent, approved and added to the Jefferson County~~

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~~Road Name Index. The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office, or by the County Commission.~~

Section 4.2.2 The Jefferson County Addressing Coordinator or his/her duly authorized agent, shall review all requests for new road names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. The Jefferson County Addressing Coordinator or his/her duly authorized agent shall provide approval or rejection for road names, within thirty (30) days from receipt of the request.

Section 4.3 Road names shall not duplicate road names already assigned, irrespective of road name prefixes or suffixes except for roads located within different corporations and grandfathered into the road network and approved by the County Commission as inclusion in the Road Name Index at the time the Road Name Index was first approved by the County Commission, which was on February 23, 2003. The four cardinal points of the compass may be used as a prefix, but not a suffix, to designate portions of a continuous street.

Section 4.3.1 All named roads must intersect and have defined connections to another named roadway within the road network.

Section 4.3.2 A "court" shall be considered a road ending in a dead-end, such as a cul-de-sac, and cannot have any other roadway along its length except for the road that the court originally intersects.

~~Section 4.5 A road name shall not be differentiated using the same name by changing the road name suffix such as a street or avenue except that those duplicate roads having different suffixes must be directly accessible from the road having the same name with the different suffix. An example would be Birch Court must be accessible from Birch Street.~~

Section 4.4 Identical or confusingly similar road names shall not be differentiated simply by changing the road name suffix. (i.e., Birch Street and Birch Avenue) nor by adding a cardinal point suffix (i.e., Example Street and Example Street North)

Section 4.5 A road shall have only one name throughout its entire length unless approved as an exception by the County Commission. A road name can only change names at defined intersections where a traffic control device exists, such as at an intersection controlled by a stop light or an intersection controlled by stop signs where the road bearing the name is

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controlled by the stop sign. An example of this is a 4-way stop sign controlled intersection. The Jefferson County Addressing Coordinator, or his/her duly authorized agent, shall have the authority to interpret and apply as appropriate.

Section 4.5.1 Wherever possible, a road name shall continue directly straight across at any intersection and not turn right or left on a different path or direction as it approaches the intersection. Road names that are not continuous in a direct and straight forward path, but rather turn at intersections are opportunities for confusion when travelling along the road.

Section 4.5.2 The third addressable structure built on a right-of-way not otherwise named causes the right-of-way to be named. The GIS/Addressing Office shall coordinate and oversee the naming of the right-of-way. The owners of any parcels accessing a right-of-way required to be named have the naming rights of the right-of-way. The GIS/Addressing Office shall provide road name petitions to all owners of parcels affected by the road name change and shall provide a specific timeframe for response. Through majority vote and within the stipulated timeframe per the petition, the owners of parcels affected by the road name change shall agree upon a road name and submit the road name for approval. The County requires proof that all parties involved have a part in the petition process. If agreement of a road name does not occur within the stipulated timeframe, the County shall have the authority to name the road. [moved from Section 5.2.1]

Section 4.6 Following the completion of the address conversion project as determined by the County Commission, there shall be a moratorium on changes in road and street names in the unincorporated parts of the County for a period of two (2) years.

Thereafter, a petition requesting a change in name, signed by owners of eighty percent (80%) of the parcels on the street whose name is proposed to be changed, shall be filed with the Jefferson County GIS/Addressing Office. Such petition should not be filed until the Jefferson County Addressing Coordinator, or his/her duly authorized agent, confirms the availability of the proposed name, but not later than ninety (90) days following such confirmation.

Documentation such as a tax bill or deed, showing the ownership of each signatory to the petition must accompany the petition at the time of filing.

A non-refundable deposit in the amount of Two Hundred Fifty Dollars (\$250.00) shall accompany the petition. Upon approval of the name change, the petitioner shall be obligated to pay to the County for the actual

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costs incurred by the name change, including the total costs for all road signs affected by the name change.

Residents along the affected road or street shall be responsible for advising the United States Postal Service of such road or street name change.

Section 4.7 Subdivision name approval is required for all “conventional” subdivision projects as defined by the Jefferson County Subdivision Ordinance. Subdivision names are not required for “minor” or family subdivisions as defined by the Subdivision Ordinance. The Jefferson County GIS/Addressing Office shall have final authority for all subdivision naming within the entire County in order to ensure that subdivision names are not duplicated or confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office or by the County Commission.

Section 4.7.1 No subdivision name currently shown on a subdivision plat or land development application filed with the County shall be implemented by a subdivision owner or developer until such name has been registered with the Jefferson County GIS/Addressing Office, approved, and added to the Jefferson County Subdivision Name Index. The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office or by the County Commission.

Section 4.7.2 The Jefferson County Addressing Coordinator or his/her duly authorized agent, shall review all requests for new subdivision names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. The Jefferson County Addressing Coordinator or his/her duly authorized agent shall provide approval or rejection for subdivision names, within thirty (30) days from receipt of the request.

Section 5 **STREET SIGNS**

Section 5.1 All new street signs erected within Jefferson County shall be in conformance with the specifications of this section. Basic dimensions are illustrated in the Jefferson County Subdivision Ordinance Standard Details. A typical street sign installation will designate two streets using four nameplates.

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Section 5.2 The owner of any subdivision or other development where a street sign is required shall erect or cause to be erected street signs in conformance to the exact standards of street sign specification in this Ordinance. To ensure uniformity of street signs throughout Jefferson County, the signs shall be in conformance to the type, size, style, color, material, placement, and any other specifications mandated by the County Commission or its representatives. The owner of any subdivision, any property, or any other development where a street sign is required shall provide funds per the street sign fee schedule and the County will initiate the installation of the street sign(s). Any signs not in conformance to the specifications of this ordinance shall be removed and signs that are in conformance shall be erected, all at the expense of the owner or party responsible for the subdivision, property, or other development.

Section 5.2.1 ~~The third addressable structure built on a right of way not otherwise named causes the right of way to be named. The addressing office shall coordinate and oversee the naming of the right of way. The addressing office shall provide road name petitions to all owners of parcels affected by the road name change and shall provide a specific timeframe for response. Through majority vote and within the stipulated timeframe per the petition, the owners of parcels affected by the road name change shall agree upon a road name and submit the road name for approval. If agreement of a road name does not occur, the County shall have the authority to name the road. [moved to Section 4.6.1]~~ The owner of the newly built addressable structure or newly subdivided lot shall be responsible for any and all fees to install any and all signs on the newly named road and shall provide the funds to the County per the street sign fee schedule. The County will initiate the installation of the street sign(s). All signs shall conform to the Manual on Uniform Traffic Control Devices and to the specifications of this Ordinance.

Section 5.2.2 Except as approved by the County Commission, no other object or sign of any type shall be attached, permanently or temporarily, to any road name signpost. At no time shall a stop sign be mounted to a road name signpost. All stop signs on state-maintained or private/subdivision roadways shall be individually mounted to its own post.

Section 5.2.3 Any sign displaying the name of a subdivision, property name, family name, or structure name (i.e. historic structure) shall not resemble a street name sign and in any way be confused with a Jefferson County street sign. Any such sign shall not have in it any street name suffix.

Section 5.3 Sign Specifications – State Maintained Roadway - All signs erected on a roadway adopted by the West Virginia Department of Transportation, Division of Highways shall be in conformance at minimum to the West Virginia Department of Transportation, Division of Highways as defined

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in the "Standards for the Design and Installation of Road Name Signing" published March 1999 (Appendix A). Ideally, all signs placed within Jefferson County shall be in conformance to the United States Department of Transportation, Federal Highway Administration rules as published in the current edition of the Manual of Uniform Traffic Control Devices Millennium Edition however the State of West Virginia shall have the final authority as to the type and size of sign erected on their right-of-way.

For signs placed in conformance to the FHWA, all nameplates shall use aluminum sign blanks of .080 thickness, alloy to be 5052H38, degreased and etched, ready to accept pressure sensitive materials. Corners shall be radius and six mounting holes shall be punched prior to application of the reflective sheeting. The sheeting shall be 3M brand High Intensity Scotchlite applied using either the 3M silk screening process or the 3M ElectroCut (EC) method.

The sign size for a primary roadway shall be nine (9") inches high x 30", 36", 42", 48", or 54".

The sign size for a secondary roadway shall be six (6") inches high x 24", 30", 36", 42", or 48".

The sign color (reflective sheeting) shall consist of white lettering on a green background for any state-maintained roadway.

The letter size and type shall conform to the FHWA "Standard Alphabets for Highway Signs", Series C, uppercase. Should the road name not fit on the longest sign length, the Series shall be reduced to a "B" width. Should the road name still not fit on the longest sign length, the text height shall be reduced by ½" increments until the road name fits. Abbreviations may be used as a suitable alternative however the addressing office shall have final inspection and approval on signs that require a reduced letter size or abbreviation. The normal spacing between words shall be the width of the letter "H" in the same series and height used in the street name.

For a primary roadway, the standard text height of the road name shall be six (6") inches for the primary road as well as for those roads intersecting the primary roadway. The standard text height of the prefix and suffix shall be three (3") inches.

For a secondary roadway, the standard text height of the road name shall be four (4") inches for the secondary road as well as for those roads intersecting the secondary roadway. The standard text height of the prefix and suffix shall be two (2") inches.

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Section 5.3.1 Sign Specifications – Private / Subdivision – All signs erected shall be in conformance to the United States Department of Transportation Federal Highway Administration current edition of the Manual on Uniform Traffic Control Devices Millennium Edition (December 2000). The County Commission shall have final authority for the size, style, and color of the sign to be erected.

All nameplates shall use aluminum sign blanks of .080 thickness, alloy to be 5052H38, degreased and etched, ready to accept pressure sensitive materials. Corners shall be radius and six mounting holes shall be punched prior to application of the reflective sheeting. The sheeting shall be 3M brand High Intensity Scotchlite applied using either the 3M silk screening process or the 3M ElectroCut (EC) method.

The sign size for a roadway intersecting a state-maintained primary roadway shall be nine (9") inches high x 30", 36", 42", 48", or 54".

The sign size for a roadway intersecting a state-maintained secondary roadway or intersecting another private/subdivision roadway shall be six (6") inches high x 24", 30", 36", 42", or 48".

The sign color (reflective sheeting) shall consist of white lettering on a brown background.

The letter size and type shall conform to the FHWA "Standard Alphabets for Highway Signs", Series C, uppercase. Should the road name not fit on the longest sign length, the Series shall be reduced to a "B" width. Should the road name still not fit on the longest sign length, the text height shall be reduced by ½" increments until the road name fits. Abbreviations may be used as a suitable alternative however the addressing office shall have final inspection and approval on signs that require a reduced letter size or abbreviation. The normal spacing between words shall be the width of the letter "H" in the same series and height used in the street name.

For a roadway intersecting with a primary roadway, the standard text height of the road name shall be six (6") inches for the roadway, as well as the intersecting primary roadway. The standard text height of the prefix and suffix shall be three (3") inches.

For a roadway intersecting with a secondary roadway or another private/subdivision roadway, the standard text height of the road name shall be four (4") inches for the roadway, as well as the intersecting secondary road and intersecting private/subdivision road. The standard text height of the prefix and suffix shall be two (2") inches.

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Section 5.3.2 Sign Post Specifications – For both state-maintained and private/subdivision roadways, the nameplate signpost shall consist of an upper signpost and a lower base post or anchor. The upper signpost shall be a two-inch by two-inch (2" x 2") square post ten (10') feet in length. The signpost can either be the QUIK PUNCH post or 4-hole post as manufactured by Allied Tube and Conduit. The initial sign project signposts shall be the 4-hole post specification.

The base post shall be a thirty-six (36") inch, 2 ¼" x 2 ¼" anchor, driven into the earth to a depth of at least thirty-two (32") inches. The base post shall not extend more than four (4") inches above grade.

The street name signs shall be fastened utilizing four aluminum pop-rivets, plastic washers and plastic sign spacers. One pop-rivet shall be fastened through each corner of each sign face, through the plastic sign spacer, then through the second (back to back) street name sign plate. Two 3/8" drive rivets and two plastic sign washers shall be utilized to fasten each street name sign to the 2" x 2" x 10' signpost. The signpost shall be fastened to the base post with one 3/8" drive rivet and one special corner bolt. The corner bolt shall be utilized to secure the signpost to the base post while the drive rivet is utilized to reduce vandalism. A pyramid rain cap shall be installed at the top of the signpost.

Section 5.3.3 Sign Post Installation – On all roadways, all street name signs shall be located on diagonally opposite corners and mounted with their faces parallel to the streets they identify. Only the sufficient amount of street name signs is needed to properly identify the roadway. The addressing office shall have the authority to identify and cause installation of the proper amount of signs at a given intersection as deemed necessary.

The Miss Utility locating service shall be notified to mark all locations where a street name sign is placed.

For a roadway identified as a "dead end" roadway not having any other intersection with any other road, only the name of the "dead end" roadway shall have a sign installed, commonly referred to as a one-way sign.

Street name signs shall be located to assist the motorist in locating the street name while not blocking the view of motorists exiting onto the street from which they are traveling.

Where possible, the County or its contractor shall place signs within established right-of-ways. Signs may be placed on private property at the County's discretion.

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Section 5.4 Signage which is damaged or destroyed shall be the responsibility of the individual(s) causing such damage or destruction, whether by negligence or otherwise. The agency or individual(s) responsible for maintenance of the damaged sign shall have the authority to recover the costs of replacing the sign from the individual(s) causing such damage or destruction.

Section 5.5 Any such person found to be responsible for damage or destruction of any road or street sign shall pay to the County all of the costs for such damage or destruction, including but not limited to, costs for sign removal and replacement. Failure to pay for damage or destruction may result in legal action against the responsible party for all costs, such as court costs and reasonable attorney fees.

Section 6 MAPS

Section 6.1 All properties or parcels of land within Jefferson County shall hereafter be identified by reference to a uniform numbering system, as shown on maps maintained in the Jefferson County GIS/Addressing Office. The maps and explanatory matter thereon may be amended, modified, or changed at the direction of the Jefferson County Addressing Coordinator, or his/her duly authorized agent, or by the County Commission.

Section 7 APPEALS, AMENDMENT, CONFLICT WITH OTHER LAWS, VALIDITY

Section 7.1 During the initial project stage and prior to the completion of the project, any requests concerning road name changes and/or addressing complaints will first be directed to the Jefferson County Addressing Coordinator within thirty (30) days from the time of road name or address assignment. If the initial contact does not satisfy the individuals concern, he or she may appeal the decision to the Jefferson County Commission for final disposition provided, however, that all such appeals must be filed no later than 10 days after the decision. The Commission may, at its discretion, hear such appeals as oral argument or may rule based upon the written appeal. All such appeals shall be decided on or before 30 days after the appeal is heard.

Section 7.2 After implementation of the address conversion system, any concerns, problems, or complaints regarding the naming and numbering system will be handled on a case-by-case basis by the Jefferson County Addressing Coordinator.

Section 7.2.1 If at any time an error, oversight, or violation is identified, the Jefferson County Addressing Coordinator, or his/her duly authorized agent, is authorized to correct the error.

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Section 7.2.2 The County is not obligated to compound or repeat past errors, oversights, or violations. Past mistakes shall not set precedence for continued, future practice or application of those mistakes.

Section 7.3 Amendment - By legislative procedure, the Jefferson County Commission may, from time to time, amend, supplement or change the provisions of this Ordinance.

Section 7.4 Conflict With Other Laws - Where the provisions of this Ordinance impose greater restrictions than those of any other ordinance or regulation, the provision of this Ordinance shall be controlling. Where the provision of any statute, other ordinance or regulation imposes greater restrictions than this Ordinance, the provisions of such statute, ordinance or regulations shall be controlling.

Section 7.5 Validity – If any article, section, subsection, paragraph, clause or provision of this Ordinance shall be declared by a court of competent jurisdiction to be invalid, such decisions shall not affect the validity of this Ordinance as a whole or any other part thereof.

Section 7.6 Relationship between physical location address and tax map or legal Deed description – The physical location address is a label to identify an addressable structure or unit(s) within a structure. This address may function as a mailing address for onsite or rural delivery services. It does not legally designate a property, parcel or lot by itself. It may support the identity of a property in conjunction with the Tax District, Map and Parcel number of the lot as defined by the Jefferson County Assessor's Office. The legal description of a property shall be identified by the boundary description in the Deed first and then the Tax District, Map and Parcel number second. The physical location address of any structure on said lot is non-essential to the legal description. Where a physical location address exists in any legal document that does not match the correct physical location address, the GIS/Addressing Office can provide the correct address to the proper authority.

Section 7.7 Cross References –
National Emergency Number Association (NENA) Standard Guidelines
BOCA National Property Maintenance Code, Section PM-303.3
Standards for the Design and Installation of Road Name Signing (March 1999 Appendix A).
Standard Alphabets for Highway Signs (FHWA)
Manual of Uniform Traffic Control Devices (USDOT, FHWA)
Jefferson County Subdivision Ordinance
*Jefferson County Addressable/Non-Addressable Structure Guide
*Jefferson County Addressing Model guidelines.
*Jefferson County Street Suffix Definitions

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- *Jefferson County Road Name Index
- *Jefferson County Subdivision Name Index
 - * maintained as policy documents in the Jefferson County GIS/Addressing Office

Section 8 PENALTIES

Section 8.1 It is unlawful for any person to violate this Ordinance. When it appears that a violation of this Ordinance has occurred, the responsible party shall be notified by means of a written Violation Notice. The Violation Notice shall specify the nature of the violation and shall request that the violation be terminated within 30 days from the date appearing on the notice. After thirty (30) days of non-compliance from the time of written notification, the violation of any section of this Ordinance shall be deemed a misdemeanor punishable by a fine of not to exceed five hundred dollars (\$500.00). Each day a violation continues shall constitute a separate offense.

Section 9 ADOPTION AND SIGNATURES

Section 9.1 This Ordinance shall be effective July 1, 2002.

Adopted the 25th day of April, 2002.

Amended on the 12th day of December, 2002.

Amended on the 24th day of July, 2003.

Amended on the XXth day of Month, 2009.

JEFFERSON COUNTY COMMISSION

#17

Laura Kuhn

From: "Sandy McDonald" <sandy@jeffersoncountywv.org>
To: "Laura Kuhn" <laura@jeffersoncountywv.org>
Sent: Tuesday, January 05, 2010 1:25 PM
Subject: Fw: County-wide Water Study

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

From: Dale Manuel
To: sandy@jeffersoncountywv.org
Sent: Tuesday, January 05, 2010 1:02 PM
Subject: County-wide Water Study

Please place the following on our next agenda:

Discussion and Action: I move that the Commission redirect the funds allocated for a water study in this year's budget to the Engineering Department and have them
Implement an independent county-wide water study with the intent of identifying the extent of water
resources available for residential and
commercial use in Jefferson county.

Thanks,
Dale Manuel

#18

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, January 14, 2010, or as soon thereafter as the Commission may decide:

Jefferson County Zoning Board of Appeals - One 3 year term ending January 1, 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.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

#19

AGENDA REQUEST FORM

Name: Sandy McDonald/Kirk Davis

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: January 14, 2010

Date Requested – 2nd Choice: _____

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

Subject: **New Business**

Please provide the County Commission with a description of your request or presentation, including any background information: **Relocation of County Commission Staff in the Hunter House**

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

Attachments:

225



You are cordially invited to a
Retirement Luncheon
Honoring Ed Smith

—•••—
Wednesday, January 20, 2010

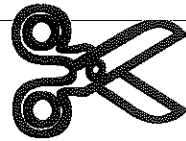
12:00 Noon

Epic Buffet
at the Charles Town Races & Slots

—•••—
Please RSVP to Toni Milbourne at 304-702-3026

elotomation

Ribbon Cutting



Ranson Civic Center
431 West 2nd Avenue
Ranson, WV

Saturday, February 20, 2010
12:00 p.m.

25

Impact Fee Status Report December 2009

Department of Capital Planning and Management/Office of Impact Fees

Summary

Date Range: Tuesday 1 December through Thursday 31 December 2009
Report Date: 04 January 2010.
Process Number Range: 0900152 - 0900155

Total Applications: 4

Total Non-Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 0

Municipal: 1 (Ranson)

Total Exempt: 3

Of which:

Commercial: 0

Residential: 3

Of which:

County: 3

Municipal: 0

RECEIVED

JAN 05 2010

Jefferson County Commission

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

Table 1. Form 100 Tallies

	Exempt	Residential Applications	Commercial Applications	Total
1-31 December 2009	3	1	0	
Fees collected		12,808.00		12,808.00
<i>Of which</i>				
School Impact Fee		11,358.00		11,358.00
Law Enforcement Fee				
Parks & Recreation Fee		752.00		752.00
Fire & EMS Fee		698.00		698.00

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

Description	Amount
Opening Statement Balance (1 December 09)	\$118,285.51
December Deposits (1 – 31 December 2009)	\$12,808.00
Interest Earned (31 December 08)	\$64.59
School Sep Transactions (withdraws via transfer on 9 Dec 2009)	(\$102,668.41)
Law Sep Transactions (withdraws via transfer on 9 Dec 2009)	(\$2,387.32)
Parks & Rec Sep Transactions (withdraws via transfer on 9 Dec 2009)	(\$6,863.89)
Fire & EMS Sep Transactions (withdraws via transfer on 9 Dec 2009)	(\$6,365.89)
Ending Statement Balance 31 December 2009)	\$12,872.59
<i>Outstanding Credits(deposits through 04 January 2010)</i>	<i>0.00</i>

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

Description	Amount
Opening Balance (1 December 2009)	\$2,758,258.57
Interest Earned (31 December 2009)	\$4,573.92
Nov Transactions (deposits via transfer on 9 December 2009)	\$102,668.41
Ending Balance (31 December 2009)	\$2,865,500.90

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

Description	Amount
Opening Balance (1 December 2009)	\$22,687.91
Interest Earned (31 December 2009)	\$39.47
Nov Transactions (deposits via transfer on 9 Dec 2009)*	\$2,387.32
Ending Balance 31 December 09	\$25,114.70

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

Description	Amount
Opening Balance (1 December 2009)	\$99,585.93
Interest Earned (31 December 2009)	\$168.92
Nov Transactions (deposits via transfer on 9 December 2009)	\$6,863.89
Ending balance 31 December 09	\$106,618.74

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

Description	Amount
Opening Balance (1 December 2009)	\$443,295.09
Interest Earned (31 December 2009)	\$722.97
Nov Transactions (deposits via transfer on 9 December 2009)	\$6,365.89
Ending Balance (31 December 2009)	\$450,383.95

Table 7. Total Impact Fees as of 04 January 2010/1

Description	Amount
Department of Impact Fees General Account	\$12,872.59
School Impact Fee Account	\$2,865,500.90
Law Enforcement Fee Account	\$25,114.70
Parks & Recreation Impact Fee Account	\$106,618.74
Fire & EMS Impact Fee Account	\$450,383.95
Total	\$3,460,490.88

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.

610

Form 100 Transaction Summary

Jefferson County Government – Department of Impact Fees

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

Process Application Number	Application Date	Last Name	First Name	Tax District	Deed	Pag	Tax Parcel	Impact Fee	Agreement Date	Exemption Reason
0900152	12/03/2009	Williamson	Barbara	09	Shepherdstown	324	22 7	\$0.00	12/03/2009	Replacement of habitable DU with another DU
0900154	12/17/2009	Morin	Christina	07	Middleway	331	22 1.15	\$0.00	12/17/2009	Replacement of habitable DU with another DU
0900155	12/17/2009	Dillow	Paul	06	Kabietown	389	16 5.2	\$0.00	12/17/2009	Replacement of habitable DU with another DU
Category Count: 3								\$0.00		

Non-Exempt Applications										
0900153	12/08/2009	Builders		08	Ranson Corp	.	3 290	\$12,808.00	12/08/2009	Not in Fee District
Category Total								\$12,808.00		
Grand Total								\$12,808.00		

26

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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, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone
DATE: Thursday, 07 January 2010
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 December 2009.

This transfer consists of two components:

- Impact Fee Process Numbers **0900152** through **0900155**, inclusive. Within this range there were 1 non-exempt impact fee payments. This amounts to **\$11,358.00**.
- Interest earned by the Office of Impact Fees General Account in December 2009 amounts to **\$64.59**, of which **\$57.49** is attributed to fees collected for School.

As per the attached invoice, the total amount of this transfer is \$11,415.49.

Check # 734

RECEIVED

JAN 05 2010

Jefferson County Commission

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 10001

Date: 1/4/2010

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

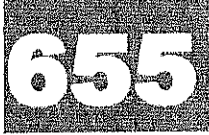
P.O. Number

0

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

	Impact Fee payments collected for month of December 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).	\$11,358.00
	Interest earned by the Office of Impact Fees General Account December 2009.	\$57.49
	Impact Fee Process Numbers 0900152 through 0900155, inclusive. Within this range, there was 1 non-exempt impact fee payment.	
Total:		\$11,415.49

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 734

Trace 20100104:44420.28

Date 1/7/2010

Series 1

Recipient Sheriff of Jefferson County

Amount \$11,358.00

Account 3107582

Signature 1 Dale Manuel

Signature 2 Jennifer Maghan

Signature 3 Bobby Shirley

Notes: Transfer of Dec School Impact fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
12/9/2009	0900153	2003-3	11/24/2005	\$11,358.00

Total amount for this withdraw \$11,358.00

Total amount for this account \$11,358.00

Total amount all accounts \$11,358.00

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
DATE: Thursday, 07 January 2010
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 December 2009.

This transfer consists of two components:

- Impact Fee Process Numbers **0900152** through **0900155**, inclusive. Within this range there were 1 non-exempt impact fee payments. This amounts to **\$752.00**.
- Interest earned by the Office of Impact Fees General Account in December 2009 amounts to **\$64.59**, of which **\$3.88** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$755.88.

Check # 735

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 10002

Date: 1/4/2010

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

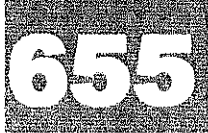
P.O. Number

0

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

	Impact Fee payments collected for month of December 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).	\$752.00
	Interest earned by the Office of Impact Fees General Account December 2009.	\$3.88
	Impact Fee Process Numbers 0900152 through 0900155, inclusive. Within this range, there was 1 non-exempt impact fee payment.	
Total:		\$755.88

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 735

Trace 20100104:44498.39

Date 1/4/2010

Series 2

Recipient Sheriff of Jefferson County
 Amount \$752.00

Account 3122808
 Signature 1 Dale Manuel
 Signature 2 Jennifer Maghan
 Signature 3 Bobby Shirley

Notes: Transfer of Dec Park & Rec Fees

Deposit Date	Process Number	Ordinance	Enact Date	Amount
12/9/2009	0900153	2005-2	5/12/2005	\$752.00
Total amount for this withdraw				\$752.00
Total amount for this account				\$752.00
Total amount all accounts				\$752.00

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
DATE: Thursday, 07 January 2010
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 December 2009.

This transfer consists of two components:

- Impact Fee Process Numbers **0900152** through **0900155**, inclusive. Within this range there were 1 non-exempt impact fee payments. This amounts to **\$698.00**.
- Interest earned by the Office of Impact Fees General Account in December 2009 amounts to **\$64.59**, of which **\$3.22** is attributed to fees collected for Fire & EMS.

As per the attached invoice, the total amount of this transfer is \$701.22.

Check # 736

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 10003

Date: 1/4/2010

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

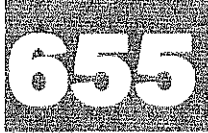
P.O. Number

0

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

	Impact Fee payments collected for month of December 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).	\$698.00
	Interest earned by the Office of Impact Fees General Account December 2009.	\$3.22
	Impact Fee Process Numbers 0900152 through 0900155, inclusive. Within this range, there was 1 non-exempt impact fee payment.	
Total:		\$701.22

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 736

Trace 20100104:44567.59

Date 1/4/2010 Series 3

Recipient Sheriff of Jefferson County
 Amount \$698.00

Account 3122816
 Signature 1 Dale Manuel
 Signature 2 Jennifer Maghan
 Signature 3 Bobby Shirley

Notes: Transfer of Dec Fire &EMS fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
12/9/2009	0900153	2005-3	5/12/2005	\$698.00
Total amount for this withdraw				\$698.00
Total amount for this account				\$698.00
Total amount all accounts				\$698.00



4 B EVES DRIVE SUITE 200 MARLTON, NJ 08053-3112
TEL: (856) 985-5600 FAX: (856) 985-6464

December 16, 2009

27
RECEIVED

Ms. Sandy McDonald, County Administrator
County of Jefferson
P.O. Box 250
Charles Town, WV 25414

DEC 30 2009

Jefferson County Commission

RE: Middleway Fire District, Jefferson County, WV
Public Protection Classification: 7/9
Effective Date: May 1, 2010

Dear Ms. McDonald:

We wish to thank you, Fire Chief Mood and Mr. Fisher 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.

Enclosed is a Public Protection Summary Report, which provides a detailed analysis of your fire suppression services. If you would like to know how your community's classification could improve or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below or visit our website - www.isomitigation.com.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use the PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties.

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 Mood, Fire Chief, Middleway Volunteer Fire Co., Inc.
Mr. Paul Fisher, Director, Berkeley Co. Public Service District
Mr. Jeffrey A. Polczynski, Comm. Director, Jefferson Co. Emergency Communications
File

PUBLIC PROTECTION
SUMMARY REPORT

Middleway FD

West Virginia

Prepared by

**Insurance Services Office, Inc.
4B Eves Drive, Suite 200
Marlton, New Jersey 08053-3112
(856) 985-5600**

December 16, 2009

Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. We analyze the data using our Fire Suppression Rating Schedule (FSRS™) and then assign a Public Protection Classification (PPC™) number to the community. The surveys are conducted whenever it appears that there is a possibility of a classification change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC is substantially lower than in a community with a poor PPC, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a Public Protection Classification – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC depends on:

- **Fire alarm and communication systems**, including telephone systems, telephone lines, staffing, and dispatching systems
- **The fire department**, including equipment, staffing, training, and geographic distribution of fire companies
- **The water supply system**, including condition and maintenance of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

Data Collection and Analysis

ISO has evaluated and classified over 44,000 fire protection areas across the United States using its Fire Suppression Rating Schedule (FSRS). We use a combination of a meeting between a trained ISO field representative and the dispatch center coordinator, community fire official, and water superintendent in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC number. In order for a community to obtain a classification better than a Class 9, three elements of fire suppression features are reviewed. These three elements are the fire alarm and communication system, the fire department and the water supply system.

A review of the **fire alarm and communication system** accounts for 10% of the total classification. The review focuses on the community's facilities and support for handling and dispatching fire alarms. This section is weighted at **10 points** broken up as follows:

- Telephone Service 2 points
- Number of Needed Operators 3 points
- Dispatch Circuits 5 points

A review of the **fire department** accounts for 50% of the total classification. ISO focuses on a fire department's first-alarm response and initial attack to minimize potential loss. In this section, ISO reviews such items as engine companies, ladder or service companies, distribution of fire stations and fire companies, equipment carried on apparatus, pumping capacity, reserve apparatus, department personnel, and training. The fire department section is weighted at **50 points** distributed as follows:

- Engine Companies 10 points
- Reserve Pumpers 1 point
- Pumper Capacity 5 points
- Ladder/Service Companies 5 points
- Reserve Ladder/Service Trucks 1 point
- Distribution of Companies 4 points
- Company Personnel 15 points
- Training 9 points

A review of the **water supply system** accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire-suppression purposes. We also consider hydrant size, type, and installation, as well as the inspection frequency and condition of fire hydrants. The water supply system is weighted at **40 points** with concern for the following:

- Credit for the Supply System 35 points
- Hydrant Size, Type & Installation 2 points
- Inspection/Condition of Hydrants 3 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The preliminary FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces your preliminary scores if the fire department and water-supply scores are out of line with each other. The factor is introduced in the final equation.

Public Protection Classification Number

The PPC number assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

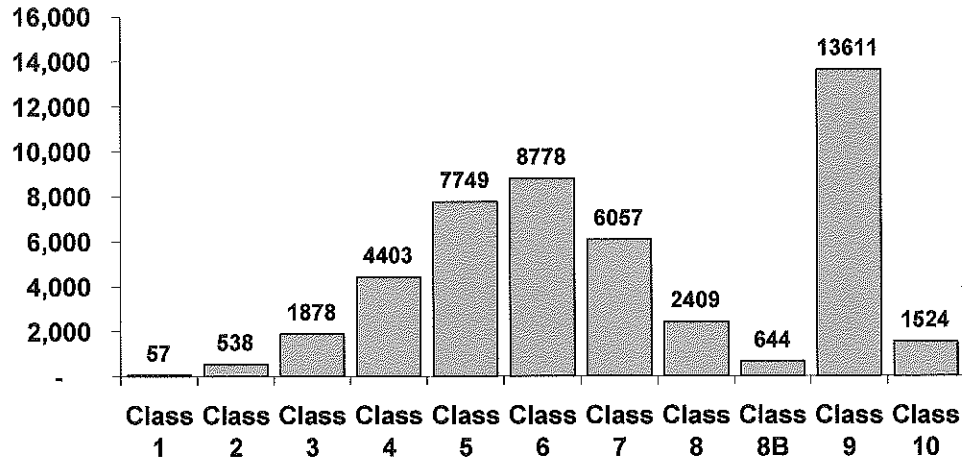
- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2-hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition.

ISO develops a single Public Protection Classification for a community when 85% or more of the buildable area is served by a water supply capable of delivering 250 gpm of fire flow, uninterrupted, for a minimum period of 2-hours, and there are no areas beyond 5 road miles of the responding fire station. Under this condition, all of the structures in the community receive that classification. Over 60% of the communities ISO has evaluated do not have this capability, so ISO develops a split classification (for example, 5/9). When a split classification is published the first class (Class 5 in the example) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant. The second class (Class 9 in the example) applies to properties within 5 road miles of a recognized fire station but beyond 1,000 feet of a hydrant. ISO generally assigns Class 10 to properties beyond 5 road miles.

Distribution of Public Protection Classification Numbers

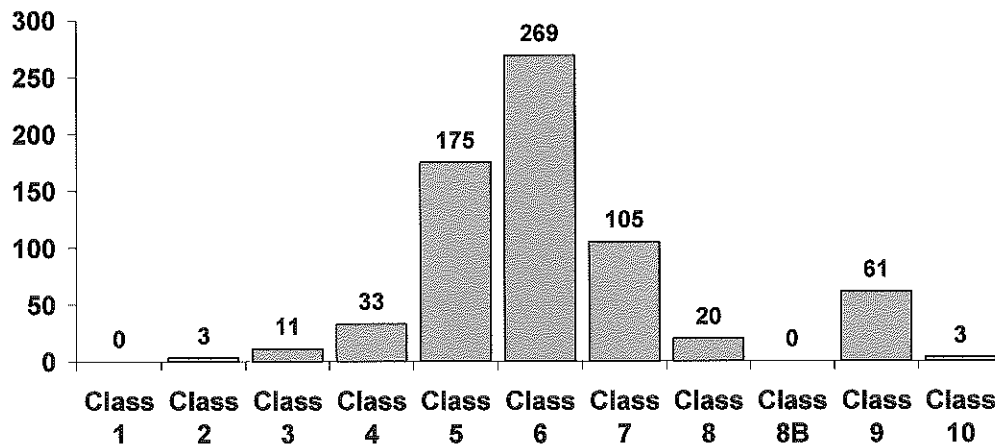
The 2008 published countrywide distribution of communities by the Public Protection Classification number is as follows:

Countrywide



The 2008 published distribution of communities by the Public Protection Classification number is as follows:

WEST VIRGINIA



Assistance

The PPC program offers help to communities, fire departments and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of your evaluation.

ISO Public Protection representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of your evaluation and can effectively speak with you about your PPC questions. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website that is dedicated to our Community Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about ISO's Public Protection Classification program. The website provides important background information and insights about the PPC grading processes. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the Fire Suppression Rating Schedule and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, send your request on fire department or chief administrative official's letterhead to:

ISO
Customer Service
545 Washington Boulevard
Jersey City, NJ 07310-1686

Be sure to include your name and title, address, daytime phone number and e-mail address. ISO will send you an e-mail containing your ID and password.

Classification Details

Public Protection Classification

On Dec 10, 2009 ISO concluded its review of the fire suppression features being provided for/by Middleway FD. The resulting classification is a **Class 7/9**.

If the classification is a single class, the classification applies to all properties in the community. If the classification is a "split" class (e.g., 6/9), the following applies:

- The first class (e.g., "6" in a 6/9) applies to properties within 5-road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- Class 8B or class 9 applies to properties beyond 1,000 feet of a fire hydrant but within 5-road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to all properties within 5-road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5-road miles of a recognized fire station.

Summary Evaluation Analysis

The following points represent the analysis of the application of the criterion outlined in the FSRS of four topics— Receiving and Handling Fire Alarms, Fire Department, Water Supply and the Divergence factor for Middleway FD:

FSRS Feature	Earned Credit	Credit Available
Receiving and Handling Fire Alarms		
414. Credit for Telephone Service	1.80	2
422. Credit for Operators	1.80	3
432. Credit for Dispatch Circuits	3.25	5
440. Credit for Receiving and Handling Fire Alarms	6.85	10
Fire Department		
513. Credit for Engine Companies	4.90	10
523. Credit for Reserve Pumpers	0.44	1
532. Credit for Pumper Capacity	5.00	5
549. Credit for Ladder Service	0.72	5
553. Credit for Reserve Ladder and Service Trucks	0.12	1
561. Credit for Distribution	0.46	4
571. Credit for Company Personnel	1.42	15
580. Credit for Training	1.62	9
590. Credit for Fire Department	14.68	50
Water Supply		
616. Credit for Supply System	13.07	35
621. Credit for Hydrants	2.00	2
631. Credit for Inspection and Condition	1.20	3
640. Credit for Water Supply	16.27	40
Divergence		
700: Divergence	-2.26	--
Total Credit	35.54	100.00

General Information

To determine the Total Credit, the points for Receiving and Handling Fire Alarms, Fire Department and Water Supply are added together and the Divergence factor is applied. To establish the points for each category, FSRS items labeled as "Credit for..." are totaled. These particular items are intermediate values. Often these intermediate values are based upon a 100-point scale, but they can be more (e.g., 654 for Item 513, "Credit for Engine Companies"). The ratios between the actual points scored in each of these subsections and 100 (or, as in Item 513, other scale number) are then multiplied by the points available for the subsection.

For instance, Item 414 "Credit for Telephone Service" is valued at 2-points. To determine the credit earned, the totals for Item 411 "Review of Telephone Lines" (TL), Item 412 "Review of Telephone Directory" (TD), and Item 413 "Review of Recording Device" (RD) are summed. In Item 411, up to 60-points can accrue; Item 412 has a combined value of 20-points; and 20-points are available for Item 413. The sum of these three Items is divided by 100 and then multiplied by the 2-point weight in Item 414 to determine the final score for "Credit for Telephone Service (CTS)".

The formula for Item 414 "Credit for Telephone Service (CTS)" looks like this:

$$CTS = \frac{TS}{100} \times 2$$

Where TS = TL + TD + RD

Detailed Evaluation Analysis

On the following pages are the scoring details of each category of the evaluation of Middleway FD. These details relate only to the fire insurance classification of your jurisdiction. They are not for property loss prevention or life safety purposes and no life safety or property loss recommendations are made.

At the end of the scoring details for Receiving and Handling Fire Alarms, Fire Department, and Water Supply the relative class is indicated. The relative class represents the classification each category would have achieved if the individual score was translated into a 100-point scale instead of the points available for that category.

Receiving and Handling of Fire Alarms

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- the telephone service, including the number of telephone lines coming into the center
 - the listing of the emergency number and business number in the telephone directory
 - the automatic recording of emergency calls
-
- the communications center, including the number of operators on duty and awake at the center
 - the dispatch circuits and how the center notifies firefighters about the location of the emergency

Item 414 - Credit for Telephone Service

The first item reviewed is Item 414 "Credit for Telephone Service". This item reviews the facilities provided for the public to report fires including the telephone line used to report an emergency, business and private alarm lines including progression of emergency calls to business lines. Also analyzed is the listing of fire and business numbers in the telephone directory and the automatic recording of emergency calls. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

To determine the score for Item 414, three sub-items (Item 411, Item 412, and Item 413) needed to be evaluated. The details are as follows:

Item 411 - "Review of Telephone Lines (TL)"	Earned Credit	Credit Available
<p>A. Number of needed fire lines*</p> <p>For maximum credit, there should be 4 incoming telephone lines reserved for receiving notification of fires. The Communication Center serving Middleway FD has 6 lines reserved.</p> <p>The telephone directory did not list both a business and an emergency number.</p>	25.00	25
<p>B. Number of needed fire, business, and private alarm lines*</p> <p>For maximum credit, there should be 4 incoming lines reserved for notification of fires (and other emergency calls) plus 2 additional lines for conducting other fire department business and, if applicable, for private alarms.</p> <p>The Communication Center serving Middleway FD has 10 lines in addition to the 6 lines reserved for receiving notification of fires (and other emergency calls).</p> <p>The telephone directory did not list both a business and an emergency number.</p>	25.00	25
<p>C. Progression of emergency calls to business lines</p> <p>For maximum credit, unanswered emergency calls should progress to the business number.</p>	10.00	10
<p>D. If detailed information of a fire is received and transmitted through more than one communication center, DEDUCT</p> <p>For maximum credit, fire calls should be immediately transferred from the answering point to the dispatcher who will then obtain the needed information from the caller for dispatching.</p>	0.00	-20
Review of Telephone Lines (TL) total:	60.00	60

*Note: When only one telephone number is listed in the telephone directory the telephone lines provided can not be reserved for emergency calls because the general public is not given a choice of telephone lines to use. Therefore, the operator/telecommunicator must accept both emergency and business calls over the same lines. The number of needed fire, business, and alarm lines will show a reduction in credit.

Item 412 - "Review of Telephone Directory (TD)"	Earned Credit	Credit Available
<p>A. Emergency number on the inside front cover or the front page</p> <p>For maximum credit, the fire emergency telephone number should be printed on the inside front cover or front page of the white pages in the telephone directory.</p>	10	10
<p>B. Emergency number and business number listed under "Fire Department"</p> <p>For credit, both the number to report a fire and the fire department business number should be listed under "FIRE DEPARTMENT" in the white pages (or government section) of the telephone directory.</p> <p>The fire number is listed and the business number is not listed.</p>	0	5
<p>C. Emergency number and business number listed under the name of the city</p> <p>For credit, both the number to report a fire and the fire department business number should be listed under the community or fire district in the white pages (or government section) of the telephone directory.</p> <p>The fire number is not listed and the business number is not listed.</p>	0	5
<p>D. If the numbers for individual fire stations are listed, DEDUCT</p> <p>For no deduction of points, the individual fire stations should not be listed in the telephone directory.</p>	0	-10
Review of Directory Listing (TD) total:	10	20

Item 413 - "Review of Recording Device (RD)"	Earned Credit	Credit Available
<p>A. Review of the recording device (RD):</p> <p>For credit, a voice recorder should automatically record all emergency calls and the operator should be able to immediately play back any emergency call to review the conversation.</p>	20	20
Review of Recording Device (RD) total:	20	20

The Items "TL", "TD", and "RD" are then added together and divided by the total possible points (100 points) to determine the factor that is applied to the two points available for the "Credit for Telephone Service (CTS)". The points calculated for Middleway FD for this item are:

CTS = 1.80 points

Item 422 - Credit for Operators

The second item reviewed is Item 422 "Credit for Operators (CTO)". This item reviews the number of operators on duty and awake at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that ninety-five percent of emergency calls shall be dispatched within 60 seconds and ninety-nine percent of calls shall be dispatched within 90 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that your communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that you are currently using such as Computer Aided Dispatch (CAD) or Management Information System (MIS). If the necessary data is not available, the number of needed operators will be determined by specification criteria using a "Call Volume Matrix Table" (see the following page).

**CALL VOLUME MATRIX TABLE #1
For Public Safety Answering Points that
Perform Call Taking and Dispatching**

Alarms per Year	Number of Needed Telecommunicators
Less than 731	1*
731 to 10,000	2
10,001 to 25,000	4**
25,001 to 50,000	5**
50,001 to 100,000	6**
100,001 to 150,000	7**
150,001 to 200,000	8**
200,001 to 250,000	9**
250,001 to 300,000	10**
Over 300,000***	11**

**CALL VOLUME MATRIX TABLE #2
For Public Safety Answering Points that
Perform Call Taking Without Dispatching**

Alarms per Year	Number of Needed Telecommunicators
Less than 10,001	1
10,001 to 50,000	2
50,001 to 100,000	4**
100,001 to 150,000	5**
150,001 to 200,000	6**
200,001 to 250,000	7**
250,001 to 300,000	8**
Over 300,000***	9**

* *Communication centers that provide emergency medical dispatching (EMD) protocols need two telecommunicators on duty at all times.*

** *Includes a supervisor in the communication center.*

*** *For every 10 additional calls (alarms) that are averaged per hour (87,600 calls per year), one additional telecommunicator is added.*

To determine the score for Item 422, two sub-Items (421.A and 421.B) need to be summed. The details are as follows:

Item 421 - "Review of Operators (PO)"	Earned Credit	Credit Available
A. Number of operators on duty (OD):	48.00	80
For maximum credit, there should be 5 operators on duty at all times. There are an average of 3.00 operators on duty at the communication center.		
B. Number of operators awake at all times (OA):	12.00	20
For maximum credit, all operators should be awake at all times. There is an average of 3.00 operators awake at all times.		
Review of Operators (PO) total:	60.00	100

After the items "OD" and "OA" are summed up to determine the points received for the "Review of Operators", the sum is divided by the total possible points (100 points) to determine the factor that is applied to the three points available for the "Credit for Operators (CTO)". The points calculated for Middleway FD for this item are:

CTO = 1.80 points

Item 432 - Credit for Dispatch Circuits

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC). This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is retransmitted automatically or manually from the communication center to an emergency response facility" (fire station or fire department member). All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of a fire, medical emergency or other situation that requires fire department action".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive over 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

Your score for Credit for Dispatch Circuits (CDC) is influenced by monitoring the integrity of the primary dispatch circuit. There are up to 1.5 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item.

Additional points are available for dispatch recording facilities at the Communication Center. All alarms that are transmitted over the required dispatch circuits need to be automatically recorded (including the dates and times of transmission) to earn the maximum points in this item.

ISO's evaluation includes a review of the communication system's emergency power supplies. To receive maximum credit, two sources of power need to be provided for the operation of the communications network including dispatch circuits and its related support systems and equipment. A common arrangement is to have the primary power come from a utility distribution system and a secondary power source from an automatic starting emergency engine-generator and/or an Uninterruptible Power Supply (UPS) and Battery System – (SEPSS-Stored Emergency Power Supply Systems).

To determine the score for Item 432, four sub items (Item 431.A, Item 431.B, Item 431.C and Item 431.D) needed to be evaluated. The criterion is as follows:

The score that Middleway FD received for Item 432 was calculated as follows:

Item 432 - "Credit for Dispatch Circuits (CDC)"	Earned Credit	Credit Available
Item 431A - "Dispatch Circuits Provided"	40.00	40
The points are determined by prorating the value of the type of dispatch circuit using the percentage of members dependent upon each circuit.		
Item 431B - "Monitoring for Integrity of Circuit"	0.00	30
For maximum credit, the dispatch circuit should have an automatic system that will detect faults and failures and send visual and audible indications to appropriate personnel.		
Item 431C - "Dispatch Recording Facilities at Communication Center"	10.00	10
For maximum credit, all alarms that are transmitted over the required dispatch circuits need to be automatically recorded.		
Item 431D - "Emergency Power Supply"	15.00	20
For maximum credit, emergency power supplies need to be provided and regularly tested.		
Item 431E - "When no circuit is needed"	0.00	100
If all responding fire fighters are in the same building as the communication center and are alerted, no dispatch circuit is needed and the maximum points are credited. However, the community does not operate in this fashion.		
Dispatch Circuits (DC) total:	65.00	100

After the Items in 431 are summed up to determine the points received for the "Credit for Dispatch Circuits", the sum is divided by the total possible points (100 points) to determine the factor that is applied to the five points available for the "Credit for Dispatch Circuits (CDC)". The points calculated for Middleway FD for this item are:

CDC = 3.25 points

The final step in determining the credit for "Receiving and Handling Fire Alarms" is to add up the following three components:

Item	Earned Credit	Credit Available
414. Credit for Telephone Service (CTS)	1.80	2
422. Credit for Operators (CTO)	1.80	3
432. Credit for Dispatch Circuits (CDC)	3.25	5
Total Credit:	6.85	10

If the score Middleway FD achieved for Receiving and Handling Fire Alarms was translated into a 100 point scale instead of the 10 points actually used, the relative Fire Suppression Rating Schedule classification for this section of the review would be a (relative) **Class 4**.

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Distribution of fire companies
- Available and/or responding firefighters
- Automatic Aid with neighboring fire departments
- Training

Item 501 - Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the needed fire flows for selected buildings in the community. The following building addresses were used to determine the Basic Fire Flow:

- 3000 gpm 4030 Middleway Pike, Middleway Fd
- 1250 gpm 4030 Middleway Pike, Middleway Fd
- 1250 gpm 4030 Middleway Pike, Middleway Fd
- 1250 gpm 4030 Middleway Pike, Middleway Fd
- 1250 gpm 4030 Middleway Pike, Middleway Fd

The fifth largest needed fire flow is determined to be the Basic Fire Flow. The maximum that the Basic Fire Flow can be is 3500 gpm. The Basic Fire Flow for Middleway FD has been determined to be 1250 gpm.

Item 513 - Credit for Engine Companies

The first item reviewed is Item 513 "Credit for Engine Companies". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank and hose.

The review of the number of needed pumpers considers the Basic Fire Flow; the response distance to built-upon areas; the method of operation; and the response outside the city.

Item 501.A. Number of Needed Engine Companies (NE):

BASIC FIRE FLOW, GPM	ENGINE COMPANIES
500 - 1,000	1
1,250 - 2,500	2
3,000 - 3,500	3

For maximum credit, the FSRS indicates that 2 engine companies are needed in the fire district. This number is calculated as follows:

The greater of:

- a) 2 engine companies to support a Basic Fire Flow of 1250 gpm.
- b) 2 engine companies to provide fire suppression services to areas with a reasonable population of properties without a responding fire station within 1½ miles.
- c) 2 engine companies based upon the method of operation of the fire department.

The FSRS recognizes that there are 2 engine companies in service.

For maximum credit in the FSRS, at least two engine companies should respond for all reported first alarms for fires in buildings. The credit for engine companies has been reduced by 0.0 percent because the FSRS review deemed there is an adequate response to all reported fires in the district.

For each engine, ISO reviews the pump capacity as indicated by a pumper test, the hose (including hose testing) and the equipment carried.

For maximum credit in the schedule, pumper service tests must be done annually and documented. ISO evaluates the pumper service tests using NFPA 1911, *Standard for the Inspection, Maintenance, Testing and Retirement of In-service Automotive Fire Apparatus*. This Standard indicates that the service tests should be conducted for:

- 20 minutes @ 100% capacity at 150 psi
- 10 minutes @ 70% capacity at 200 psi
- 10 minutes @ 50% capacity at 250 psi

Other factors such as the "overload test" are not evaluated in the FSRS and are not required for FSRS credit.

For maximum credit in the schedule, hose tests must be performed annually and documented. ISO evaluates a hose testing program using NFPA 1962, *Standard for the Inspection, Care and Use of Fire Hose, Couplings and Nozzles and the Service Testing of Fire Hose*. Multiple jacket-lined hose manufactured prior to July, 1987 must be service tested at 250 psi. Relay supply hose that is 3½ inch to 5 inch should be tested at 200 psi and 5 inch to 6 inch relay supply hose should be tested at 150 psi. Hose that has been manufactured in July, 1987 and after should be tested to the service test pressure the manufacturer stenciled on the hose. All hose should be serviced tested for a minimum of 3 minutes.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first-alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.
- The aid must offset a need in the community ISO is surveying. For example, if a community needs a ladder company and the fire department does not have one, but a neighboring community's ladder company responds by Automatic Aid agreement, credit may be available.
- The aiding ladder company must cover at least 50% of the needed ladder company Standard Response District by hydrant count in the community being graded.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 0.90 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from your community, inter-department training with your fire department and the fire ground communications capability with your department.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) and a factor for an overweight apparatus all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

After the Items in 512 are summed to determine the points received for the "In Service Total (EC)", the sum is divided by the total possible points (654 or 554) and then multiplied by the Needed Engine Companies (NE). Next, this is multiplied by the appropriate factor representing the percent of built-upon area of the city with first alarm response of one or two engine companies. Finally, this product is multiplied by the 10 points available for the "Credit for Engine Companies (CEC)" to determine the final score for this item.

The points calculated for Middleway FD for this item were:

CEC = 4.90 points

Item 523 - Credit for Reserve Pumpers

The second pumper item reviewed is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment with one (or more in larger communities) pumper out of service. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof. The number of reserve pumpers credited in this item will not exceed the number of needed reserve pumpers. If only one reserve pumper is needed, and more than one reserve pumper is provided in the city, only the best equipped reserve pumper will be credited. Reserve pumpers are reviewed for pump capacity, hose carried, and equipment in the same manner as described in Item 512 except that Automatic Aid reserve pumpers are not considered.

The value of the Reserve Pumper Credit (RPC) is determined by multiplying the credited Pump Capacity (PC) times the credit for the Hose Carried (HC) times the credit for the Equipment Carried (EC) times the factor for an overweight apparatus.

After the items in 521 are factored to determine the points received for each reserve pumper, the reserve pumper with the largest points is selected for the Reserve Pumper Credit (RPC). The value for RPC is added to the value in Item 512 determined above. Next, the best equipped in-service pumper is subtracted from the in-service and reserve total. The difference is then divided by the total the possible points (654 or 554) times the Needed Engine Companies (NE). Finally, this quotient is multiplied by the 1 point available for the "Credit for Reserve Pumpers (CRP)".

These points calculated for Middleway FD resulted in the following:

CRP = 0.44 points

Item 530 – Credit for Pump Capacity

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 1250 gpm in Middleway FD. The maximum needed pump capacity credited is the Basic Fire Flow of the community. The pump capacity is obtained by test at the rated pump pressure. Credit is limited to 80 percent of rated capacity if no test data is available within two years of the survey date. Less than 80 percent may be credited if other mechanical features of the apparatus indicate a generally poor mechanical condition.

The existing pump capacity (EP) represents the capacity of in-service pumpers, pumper-ladder, and pumper-service trucks that were credited in Item 513.

The reserve pump capacity (RP) is that capacity of reserve pumpers, reserve pumper-ladder, and pumper-service trucks that were credited in Item 523. One-half the capacity of permanently-mounted pumps capable of delivering at least 50 gpm at 150 psi on other apparatus, reserve pumpers and reserve pumper-ladder and reserve pumper-service trucks not credited in Items 513 or 523 is credited in this item. This capacity is expressed as "OP".

Automatic Aid pumper capacity is that capacity of pumpers credited as Automatic Aid in Item 513. The capacity credited does not exceed the percent determined by the value of the Automatic Aid plan determined in Item 512.D multiplies by the creditable pump capacity for each Automatic Aid pumper. This capacity is expressed as AAP.

The sum of the capacities determined for EP, RP, OP, and AAP above is 3250 gpm. The FSRS limits the total capacity to the Basic Fire Flow of 1250 gpm. Next, this capacity is divided by the Basic Fire Flow. Finally, this factor is multiplied by the 5 points available for the "Credit for Pumper Capacity (CPC)". The points calculated for Middleway FD for this item were as follows:

CPC = 5.00 points

Item 549 – Credit for Ladder Service

ISO establishes a "Credit for Ladder Service (CLS)" (FSRS Item 549). This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3500 gpm, or any combination of this criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. When no individual response area alone needs a ladder company, at least one ladder company is needed if buildings in the city meet the above criteria.

Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control. When long ladders are not needed in a community due to low height of buildings, the other support services tools and equipment are still needed. The number and type of apparatus is dependent upon the height of buildings, needed fire flow and response distance.

Response areas not needing a ladder company should have a service company. A service company is an apparatus with some or all of the equipment identified in Table 544.A (see the following pages).

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list (Table 544 A, B, and C). Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3500 gpm, the response distance to built-upon areas, the method of operation and the response outside the city.

For maximum credit in the Schedule, 0 ladder companies are needed in your district. This is calculated as follows:

The greater of:

- a) 0 ladder companies due to the number of buildings over 3500 gpm or 3 stories in height or the method of operation.

Plus

- b) 0 additional ladder companies because 10% or less of the responses outside of the district result in a reduction of the ladder companies left in the district to 50% or less of the normal strength level.

We have recognized 0 ladder companies.

For maximum credit in the Schedule, a ladder or service company should respond on first alarms to all reported fires in buildings. It was determined the ladder or service company response is to 100% of first alarm fires in buildings.

For maximum credit in the Schedule, 1 service company is needed in your district. This need is calculated as follows:

1 service company due to the lack of 5 or more buildings in response areas with a needed fire flow of over 3,500 gpm or 3 stories in height; or due to the method of operation.

We have recognized 0.5 service companies.

Tests and sample forms for recording tests for aerial ladder and elevating platforms are described in NFPA 1911, *Standard for the Inspection, Maintenance, Testing and Retirement of In-service Automotive Fire Apparatus*.

If a ladder company is needed, the available equipment items in Table 544.A are summed to determine the points received for a Service Company, and available equipment items in Table 544.B are summed to determine the additional equipment points available for a Ladder Company. Table 544.A and 544.B points are added together to determine the total possible points available out of a possible 784 points.

If a service company is needed, the available equipment items are summed in Table 544.A. If additional ground ladders are needed for the service company, the assigned points for each available ground ladder up to 4 (from Table 544.B) are added to the points determined in Table 544.A.

All ladder company equipment, available service company equipment, available engine-ladder company equipment and available engine-service company equipment are summed. This sum is then divided by the sum of 784 points multiplied by the Needed Ladder (NL) plus 334 points multiplied by the Needed Service (NS) companies plus any points assigned for any additional ladders from Table 544.B.

Next, this factor is multiplied by the appropriate factor (A) representing the percent of built-upon area of the city with first alarm response of a ladder, service, engine-ladder or engine-service company to fires in buildings. Finally, this product is multiplied by the 5 points available for the "Credit for Ladder Service (CLS)". The points calculated for Middleway FD resulted in the following:

CLS = 0.72 points

Item 553 – Credit for Reserve Ladder and Service Trucks

The next item reviewed is Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)". This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof. When 8 or less ladder and service companies are needed, and 1 or more ladder companies are needed, the reserve truck should be a ladder truck. When the number of needed reserve ladder and service trucks exceeds the number of needed reserve ladder trucks, the difference is considered as needed reserve service trucks.

The number of in-service ladder and service trucks considered out of service is determined by the number of needed reserve ladder and service trucks. The in-service ladder and service trucks credited in Item 549 having the largest number of points is what is considered as out of service.

The equipment on credited reserve ladder and service trucks shall be reviewed by application of Tables 544.A, 544.B and 544.C.

The number of reserve ladder trucks credited in this item shall not exceed the number of needed reserve ladder and service trucks. If only one reserve ladder is needed, and if more than one reserve ladder or service truck is provided in the city, only the best equipped reserve ladder or service truck will be credited.

All ladder company equipment, available service company equipment, available engine-ladder company equipment and available engine-service company equipment are summed.

After the points for all reserve ladder and service equipment is determined, the reserve ladder service truck with the largest points is selected. This value is added to the value of all in-service ladder and service company equipment determined in Item 549. Next, the best equipped in-service ladder or service truck is subtracted from the in-service and reserve total. The difference is then divided by the total possible points for a ladder truck (784) times the Needed Ladder (NL) plus the total possible points (334) times the Needed Service (NS) plus any assigned points for any additional ladders needed from Table 544.B. Finally, this quotient is multiplied by the 1 point available for the "Credit for Reserve Ladder and Service Trucks (CRLS)".

The credit for Reserve Ladder and Service Trucks was calculated for Middleway FD as follows:

CRLS = 0.12 points

Item 561 – Credit for Distribution

Next, Item 561 "Credit for Distribution (CD)" is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city. The built-upon area of the city should have a first-due engine company within 1½ miles and a ladder-service company within 2½ miles.

To determine the Credit for Distribution, we begin by selecting certain values that have already been determined in the evaluation process. Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

A company distribution study is conducted using a base map of the city drawn to scale. All named and numbered streets are depicted as well as all fire hydrant locations. The in-service engine company and in-service ladder and service company locations are plotted on the map. Using the prevailing map scale a 1½ mile polygon is drawn around each in-service engine company location and a 2½ mile polygon is drawn around each in-service ladder and service company location. Since the fire hydrant locations are indicative of growth and development they are used as a surrogate to quantify built-upon areas. All fire hydrants located within 1½ mile polygons are counted and summed.

This number is divided by the total number of fire hydrants in the city and multiplied by 100 to determine the percent of built-upon area within 1½ miles of an existing engine company. Similarly, all fire hydrants located within 2½ mile polygons are counted and summed. This number is divided by the total number of fire hydrants in the city and multiplied by 100 to determine the percent of built-upon area within 2½ miles of existing ladder and service companies.

The points calculated for Credit for Distribution for Middleway FD resulted in the following:

CD = 0.46 points

Item 571 – Credit for Company Personnel

Item 571 "Credit for Company Personnel (CCP)" reviews the average number of existing fire fighter and company officer personnel available to respond to reported "first alarm structure fires" in the city.

For on-duty strength, the total number of members on duty with companies is taken as the yearly average considering vacations, sick leave, holidays, "Kelley" days and other absences. When your fire department operates under a "minimum staffing" policy and sufficient funds are allocated in the fire department budget to hire back personnel from the off-shift to maintain the minimum staffing, ISO will use the minimum staffing in lieu of figuring an average.

Members on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder and service companies are included in this item as increasing the total company strength.

Personnel staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

Call and volunteer members (VM) are credited on the basis of the average number staffing apparatus on first alarms. Off-shift paid members responding on first alarms are considered on the same basis as call and volunteer members. For personnel not normally at the fire station, the value of responding members is divided by 3 to reflect the time needed to assemble at the fire scene and the fractured ability to act as a team due to the various arrival times at the fire location when compared to the personnel on duty at the fire station during the receipt of an alarm. While Public Safety Officers do not represent the ability to respond from a single location as a team, they are positioned in emergency vehicles within the jurisdiction boundaries. In recognition of this increased response capability the value of responding members is divided by 2.

Call and volunteer members sleeping at fire stations are considered as on-duty members for the proportional time that they at the fire station.

The average number of personnel responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or volunteer personnel as is appropriate. The actual number is calculated as the average number of personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum credit for any response of on-duty and call members are 12 fire fighters, including company officers, for each existing engine and ladder company and 6 for each existing service company.

The FSRS recognizes an average of 0.00 on-duty personnel and 4.25 volunteers respond on first alarm to structure fires.

The points calculated for Credit for Personnel for Middleway FD resulted in the following:

CCP = 1.42 points

Item 581 – Credit for Training

The final item reviewed in the fire department section is Item 580 “Credit for Training (CT)”. This item evaluates training facilities and aids and the use made of them by the fire suppression force; company training at fire stations; classes for officers; driver and operator training; new driver and operator training; hazardous materials training; recruit training; the pre-fire planning inspection program; and the training and inspection records.

A maximum of 35% of the training evaluation is attributed to facilities, aids and use, 50% is attributed to specialized training and the final 15% is available for the pre-fire planning inspection program.

The following pages outline the points scored by Item for Training.

Item 580.A.1 "Facilities and Aids "	Earned Credit	Credit Available
<p>Drill Tower* For maximum credit, a 2 story drill tower should be used.</p> <p>0 points were credited as there is no drill tower available and used by the fire department.</p>	0.00	8
<p>Fire Building (including smoke room)* For maximum credit, there should be a fire resistive smoke room that is separated from the drill tower so that training may be conducted in the tower and in the smoke room.</p> <p>A fire building is not available or used for training.</p>	0.00	8
<p>Combustible Liquids Pit* For maximum credit, a 1500 square foot combustible liquid pit or equivalent video instructing effective fire suppression of Class B fires should be used.</p> <p>0 credit was provided as there is no combustible liquids pit or video instructing effective fire suppression of Class B fires available for use to train the fire department personnel.</p>	0.00	5
<p>Library and Training Manuals For maximum credit, a complete library of training manuals should be available in the department for the membership. The library and manuals should include: NFPA "Fire Protection Handbook", "The Fire Chief's Handbook" published by Fire Engineering, "Managing Fire and Rescue Services" published by ICMA, Training manuals published by IFSTA or equivalent, and the following NFPA Standards, 472, 1001, 1002, 1021, 1201, 1401, 1403, 1410, 1451, and 1620.</p>	1.00	2
<p>Multi-Media Training Aids including Pump and Hydrant Cutaways No slide/overhead projector and compatible multi-media aids are available. A movie/VCR type projector and compatible multi-media aids are available. A pump cutaway is not available in the department for the membership. A hydrant cutaway is not available in the department for the membership.</p>	0.50	2

Item 580.A.1 "Facilities and Aids" (continued)	Earned Credit	Credit Available
Training Area* For maximum credit, a fire department training area of at least 2.0 acres in size should be available for single and multi-company drills.	10.00	10
A training area of 0 acres is provided. Training is conducted on streets or other areas.		
Review of Facilities and Aids (FA) total:	11.50	35
Item 580.A.2 "Use"		
a. Half-day (3 hours) drills, 8 per year (0.05 each) For maximum credit, all members should participate in 8 half-day, single company drills. There were an average of 3.69 single company half-day drills.	0.18	0.40
b. Half-day (3 hours) multiple-company drills, 4 per year (0.10 each): For maximum credit, all members should participate in 4 half-day multiple company drills. There were an average of 1.85 multiple company drills.	0.19	0.40
c. Night drills (3 hours), 2 per year (0.10 each): For maximum credit, all members should participate in two 3-hour night drills per year. There were an average of 0.92 night drills.	0.09	0.20
Factor for "Use" subtotal -	0.46	
Average percentage participating in drills -	100%	
Factor for Use (FU):	0.46	1.0
Review of Facilities and Aids (FA) total:	11.50	35
"Facilities, Aids and Use" subtotal -	5.31	
Deduction for incomplete or missing records -	-0.00	

Note: A single company drill may receive credit under a and c; A multiple-company drill may receive credit under a, b, and c.

***Note:** If the Drill Tower, Fire Building, Combustible Liquids Pit or Training Area do not achieve at least 10 points, Credit will be given for the use of buildings, streets and open areas (other than formal training grounds), but not both.

After the items under Item "Facilities and Aids" are summed and the factor for "Use" is established, the credit for "Facilities, Aids and Use" is determined by multiplying the total possible points (35 points) by the factor for "Use" (up to 1.0) and subtracting any deductions for record keeping to determine the credit.

The points calculated for "Facilities, Aids and Use" for Middleway FD resulted in the following:
Facilities, Aids and Use = 5.31 points

Specialized Training	Earned Credit	Credit Available
<p>B. Company Training</p> <p>For maximum credit, each firefighter should receive 20 hours per month in structure fire related subjects as outlined in NFPA 1001.</p> <p>There was an average of 0.35 hours per month of company training received by company members and participation was 100% of those eligible to participate.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>	0.44	25
<p>C. Classes for Officers</p> <p>For maximum credit, each officer should receive 2 days of leadership, management, supervisory, and incident management system training per year as outlined in NFPA 1021.</p> <p>There was an average of 1.33 days devoted to officer classes and participation is 100% of those eligible to participate.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>	9.98	15
<p>D. Driver and Operator Training</p> <p>For maximum credit, each driver and operator should receive 4 half-day sessions of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p> <p>There were 0.00 half-day sessions received per year by drivers and operators and participation was 0% of those eligible to participate.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>	0.00	2
<p>E. New Driver and Operator Training</p> <p>For maximum credit, each new driver and operator should receive 40 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p> <p>There were 16.00 hours received per year by new drivers and operators and participation was 100% of those eligible to participate.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>	0.80	2
<p>F. Training on Hazardous Materials</p> <p>For maximum credit, each firefighter should receive ½ day of training for incidents involving hazardous materials in accordance with NFPA 472.</p> <p>There were 0.46 days of training received per year and participation was 100% of those eligible to participate.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>	0.46	1

Specialized Training (continued)	Earned Credit	Credit Available
<p>G. Recruit Training</p> <p>For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p>	1.00	5
<p>There were 48.00 hours received per year and participation was 100% of those eligible to participate.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>		
<p>H. Pre-Fire Planning Inspections</p> <p>For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made twice per year by company members. Records of inspections should include up-to date notes and sketches.</p> <p>There are 0.00% of the buildings inspected at a yearly frequency of 0.00. Participation is 0.00%.</p> <p>0.00 points will be deducted for missing or incomplete records.</p>	0.00	15

To determine your credit for Training, the points credited in Item 580.A through 580.H are summed.

For maximum credit, records should be kept of all training. NFPA 1401 outlines the appropriate manner in which to accomplish this. A deduction of up to 20 points (20% for each item) is made for a lack of records. A deduction of 10% is made for incomplete records and 20% for no records for each sub item.

A total of **0.00** points is deducted to reflect a deficiency of record keeping for Middleway FD.

Finally, this sum is divided by 100 and then multiplied by the 9 points available for the "Credit for Training (CT)". These points calculated for Middleway FD resulted in the following:

CT = 1.62 points

The final step in determining the Credit for Fire Department is to add up the following eight components:

Item	Earned Credit	Credit Available
513. Credit for Engine Companies (CEC)	4.90	10
523. Credit for Reserve Pumpers (CRP)	0.44	1
532. Credit for Pumper Capacity (CPC)	5.00	5
549. Credit for Ladder Service (CLS)	0.72	5
553. Credit for Reserve Ladder and Service Trucks (CRLS)	0.12	1
561. Credit for Distribution (CD)	0.46	4
571. Credit for Company Personnel (CCP)	1.42	15
581. Credit for Training (CT)	1.62	9
Total Credit	14.68	50

If the score Middleway FD achieved for the fire department was translated into a 100-point scale instead of the 50-points actually used, the relative Fire Suppression Rating Schedule classification for this section of the review would be a (relative) **Class 8**.

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- representative building locations in the city to determine the theoretical amount of water necessary for fire suppression purposes (needed fire flow up to 3,500 gpm)
- fire hydrants: size, type and installation to determine the capacity of the fire hydrants
- hydrants: inspection and condition to review the fire hydrant inspection frequency, the completeness of the inspections and the condition of the hydrants

Item 616 – Credit for Supply System

The first item reviewed was Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the needed fire flow tests locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location reviewed. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

To determine the score for Item 616 “Credit for Supply System”, three sub items (Item 612 “Supply Works Capacity”, Item 613 “Main Capacity” and Item 614 “Hydrant Distribution”) need to be evaluated.

We calculate the supply works capacity for each representative needed fire flow test location. In doing this, ISO considers a variety of water supply sources. These would include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and a supply developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows (NFF) at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus. Credit is allowed up to 1,000 gpm from each hydrant within 300 feet of the location, 670 gpm from hydrants within 301 to 600 feet of the location and 250 gpm from hydrants within 601 to 1,000 feet of the location. The normal distribution of hydrants in the vicinity of test locations considered in Items 612 and 613 are evaluated. These hydrant distribution allowances are based upon a standard fire hydrant with a pumper outlet conforming to the American Water Works Association (AWWA) Standard C-502 or C-503. In addition, they are based upon a standard complement of 1,200 feet of 2½ inch fire hose. If a hose diameter greater than 2½ inch is carried by all in-service pumpers, the hydrant distribution credit may be greater than that stated above due to the reduced friction loss in the larger diameter hose.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

- A. Sub-standard type hydrants with at least one fire department outlet are considered if they are capable of delivering at least 250 gpm.
- B. A cistern or other suction point must be capable of supplying 250 gpm for at least 2 hours to be recognized.
- C. The maximum credit for a hydrant may be limited by A or B above and is limited by the number and size of outlets as follows:

	MAXIMUM CREDIT
At least one pumper outlet	1,000 gpm
Two or more hose outlets, no pumper outlet	750 gpm
One hose outlet only	500 gpm

For maximum credit in the FSRS, the needed fire flows should be available at each location in the district. Needed fire flows of 2,500 gpm or less should be available for 2 hours; and needed fire flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

A variety of buildings were used as representative building locations in the city to determine the theoretical amount of water necessary for fire suppression purposes (needed fire flow).

The points calculated for Middleway FD resulted in the following:

CSS = 13.07

Item 621 – Credit for Hydrants

The second item reviewed is Item 621 "Credit for Hydrants (CH)". This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

For maximum credit in the FSRS, all hydrants should have a pumper outlet, 6 inch or larger branch connection, uniform size operating nut and should operate in a uniform direction in accordance with AWWA C-502 *Standard for Dry-Barrel Fire Hydrants* or AWWA C-503 *Standard for Wet-Barrel Fire Hydrants*.

For maximum credit, all suction supply points should be equipped with a dry hydrant with a 6 inch or larger pipe and fittings, a minimum number of 90 degree elbows (preferably no more than two), and suction screen placement so that the dry hydrant will deliver the design capacity (usually 1,000 gpm) as specified in NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*.

There is a total of 1 hydrant in the city.

620. Hydrants, - Size, Type and Installation	Earned Credit	Credit Available
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ -inch outlets There is 1 hydrant that have a 6 -inch or larger branch and a pumper outlet.	100.00	100
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel There are 0 hydrants that have a 6 -inch or larger branch but no pumper outlet, or have a small foot valve or with a small barrel.	0.00	75
C. With only a 2½ -inch outlet There are 0 hydrants with only a 2½ -inch outlet.	0.00	25
D. With less than a 6 -inch branch There are 0 hydrants with less than a 6 -inch branch connection.	0.00	25
E. Flush Type There are 0 hydrants that are of the flush type.	0.00	25
F. Cistern or suction point There are 0 locations that are considered a cistern and/or a suction point.	0.00	25
Total	100.00	100

Note 1: 2 points are deducted for each 10 percent of the hydrants that are not operating in a uniform direction of the majority, or with an operating nut different from the majority.

Of the 1 hydrants that were reviewed, 0% did not operate in the direction of the majority and 0% had a different size operating nut.

Note 2: 10 points are deducted if more than one type hose thread is used for pumper or hose outlets. Of the 1 hydrants that were reviewed, none had a different hose thread than the majority. There were no points deducted for this item.

To determine your "Credit for Hydrants", the points credited in Item 620.A through 680.F are summed. A deduction of 2 points is made for each 10% of hydrants not operating in a uniform direction of the majority, or with an operating nut different from the majority. A deduction of 10 points is also made if more than one thread is used for pumper or hose outlets. The sum is divided by 100 and then multiplied by the 2 points available for the "Credit for Hydrants (CH)". The points calculated for Middleway FD resulted in the following:

CH = 2.00

Item 630 – Credit for Inspection and Condition

The third item reviewed is Item 630 "Credit for Inspection and Condition (CIC)". This item reviews the fire hydrant inspection frequency, the completeness of the inspections and the condition of hydrants. Inspection and condition of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

A. Inspection (HI):

The frequency of inspection is the average time interval between the 3 most recent inspections.

Frequency of Inspections	Points
½ year	100
1 year	80
2 years	65
3 years	55
4 years	45
5 years or more	40

Note 1: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or does not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 40 points are deducted.

B. Condition (HF):

A factor (HF) is determined from the following list of conditions according to the actual condition of hydrants examined compared with the total number examined during the survey:

Condition	Factor
Standard (no leaks, opens easily, conspicuous, well located for use by pumper)	1.0
Usable (with some defects and/or impediments to use)	0.5
Not Usable	0.0

For maximum credit in the Schedule, all hydrants should be inspected twice a year. The inspection should include operation of the fire hydrant, a test for leaks (using domestic pressure), and a flushing of the hydrant. Records should be kept of inspections.

Water System: Berkeley Co. Public Service District

Item 630.A "Inspection (HI):"		Time Interval
Most recent inspection was Apr 01, 2009		
1 st prior inspection was Apr 01, 2008		1 year
2 nd prior inspection was Apr 01, 2007		1 year
Review of Inspection (HI):	Earned Credit	Credit Available
	40	100

For maximum credit in the Schedule, all hydrants should be conspicuous, well located for use by a pumper and in good condition. There were 2 hydrants examined in this FSRs item.

Item 630.B "Condition (HF):"		Maximum Factor
Standard: There were 2 hydrants considered in standard condition.		1.0
Usable: There were 0 hydrants considered in usable condition.		0.5
Not Usable: There were 0 hydrants considered not usable.		0.0
Review of Condition (HF):	Earned Credit	Credit Available
	1.00	1.0

The points calculated for the inspection and condition of hydrants for Middleway FD resulted in the following:

CIC = 1.20

The final step in determining the credit for Water Supply is to add up the following three components:

Item	Earned Credit	Credit Available
616. Credit for Supply System (CSS)	13.07	35
621. Credit for Hydrants (CH)	2.00	2
631. Credit for Inspection and Condition (CIC)	1.20	3
Total Credit	16.27	40

If the score Middleway FD achieved for the water supply system was translated into a 100 point scale instead of the 40 points actually used, the relative Fire Suppression Rating Schedule classification for this section of the review would be a (relative) **Class 6**.

Divergence

Divergence considers a difference between the protection provided by the Fire Department and the Water Supply. This difference would prevent the better feature from being utilized to its fullest extent. Therefore, an adjustment is made to reflect any difference between these two features. Because of the difference in total weights assigned to the two features, the total for the Fire Department, which has the higher total weight, is adjusted to make the comparison reflect the relative adequacies of the two features.

The expression $\left[\frac{(CWS) - 0.8(CFD)}{10} \right]$ in the following formula is the Divergence calculation:

$$PPC = \left[\frac{(CFA + CFD + CWS) - 0.5 \left\{ \left[\frac{(CWS) - 0.8(CFD)}{10} \right] \right\}}{10} \right]$$

$$PPC = \left[\frac{(6.85 + 14.68 + 16.27) - 0.5 \left\{ \left[\frac{(16.27) - 0.8(14.68)}{10} \right] \right\}}{10} \right]$$

Summary of Public Protection Classification Review

Completed by ISO on Dec 10, 2009

for

Middleway FD

FSRS Item	Earned Credit	Credit Available
Receiving and Handling Fire Alarms		
414. Credit for Telephone Service	1.80	2
422. Credit for Operators	1.80	3
432. Credit for Dispatch Circuits	3.25	5
440. Credit for Receiving and Handling Fire Alarms	6.85	10
Fire Department		
513. Credit for Engine Companies	4.90	10
523. Credit for Reserve Pumpers	0.44	1
532. Credit for Pumper Capacity	5.00	5
549. Credit for Ladder Service	0.72	5
553. Credit for Reserve Ladder and Service Trucks	0.12	1
561. Credit for Distribution	0.46	4
571. Credit for Company Personnel	1.42	15
580. Credit for Training	1.62	9
590. Credit for Fire Department	14.68	50
Water Supply		
616. Credit for Supply System	13.07	35
621. Credit for Hydrants	2.00	2
631. Credit for Inspection and Condition	1.20	3
640. Credit for Water Supply	16.27	40
Divergence		
700: Divergence	-2.26	--
Total Credit	35.54	100.00

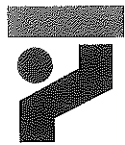
Community Classification = 7/9

If the individual scores Middleway FD achieved for receiving and handling fire alarms; fire department; and water supply were translated into a 100 point scale instead of the (10, 50 and 40) points actually used, the relative Fire Suppression Rating Schedule classification for each of these sections would be:

Receiving and Handling Fire Alarms: a (relative) **Class 4**

Fire Department: a (relative) **Class 8**

Water Supply: a (relative) **Class 6**



Telamon Corporation

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129 S. Queen Street
Martinsburg, WV 25401
(304) 263-0916

Robin F. Kees
State Director

28
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DEC 30 2009

Jefferson County Commission

December 28, 2009

To Whom it May Concern:

With the holidays behind us, the Eastern Panhandle Health & Human Service Collaborative (EPHSC) Housing Work Group is looking forward to the New Year and the completion of our yearly Point in Time Study (PIT). This study is conducted to capture data from a day in the lives of our sheltered and unsheltered homeless population and is conducted all over the USA during the last week of January. These numbers provide a snapshot of the need in our community during one 24-hour period in the last week of January each year. The numbers are used for planning purposes and to ensure the continuation of funding for homeless services already in place and for the use in applying for additional funds that may become available.

This year the point in time count in the Eastern Panhandle will take place from 4:00 PM on January 28, 2010 – 4:00 PM on January 29, 2010. We are asking for your agency's assistance and support in collecting data by assisting your clients in completing a survey. Anyone who is homeless during this time period is to be counted. A completed compilation of the study findings will be made available to you.

The Housing Work Group will be hosting two trainings for those assisting in conducting this study. I ask that all staff assisting with the PIT, please attend this training to ensure everyone is collecting information in a consistent manner. The training will be held on Monday, January 25, 2010 at the DHHR. The first session will be from 9:00AM to – 10:30 AM and the second session will be from 6:00PM – 7:30PM. A follow up call will be coming in the next week to answer any questions you might have regarding the PIT or the training.

On behalf of the Housing Work Group and the homeless population you will be assisting, thank-you for your participation in this vital process.

Sincerely,

A handwritten signature in cursive script that reads "Robin F. Kees".

Robin F. Kees

CAV

SWEETHEART

DINNER

Thursday, February 11th

6 - 9 P.M.

Dinner fundraiser for Community Alternatives to Violence.
Hosted at Charles Town Races & Slots. Held in the epic
buffet private room. Donation ticket price \$20 per guest.
Includes epic buffet dinner. Cash bar. Silent auction!
For a wonderful cause! RSVP by February 5th.

Contact: Christie Pace at 304-724-1030

or email: Christine.pace@benecore.net

PEACE BEGINS

AT HOME



National Watershed Coalition

National Watershed Coalition
P. O. Box 556
Chandler, OK 74834
www.watershedcoalition.org

NWC Officers
Michael Hebert, Chairman
Don Underwood, Past Chairman
Lou Vee Bridges, Secretary/Treasurer
Dan Sebert, Executive Director

The National Watershed Coalition is a nonprofit organization composed of national, regional, state, and local organizations, associations and individuals who advocate using watersheds as the planning and implementation unit when dealing with natural resource problems.

January 2010

A Message from the NWC Chairman Michael Hebert

Dear Friends of the National Watershed Coalition

This past year was a very eventful and encouraging year for local sponsors of USDA Watershed projects. It began with the American Recovery and Reinvestment Act of 2009 (ARRA). This Act provided \$129 million for watershed projects and rehabilitation of aging flood control dams. This certainly added new life to many projects and allowed sponsors to begin work on much needed projects.



The National Watershed Coalition (NWC) partnered with member organizations such as the National Association of Conservation Districts, state conservation agencies, project sponsors and others across the country in working with Congress and the Administration to include watershed projects in the ARRA and the effort paid off. My thanks to the many NWC members and project sponsors who responded to our call for support of this effort.

We also worked with Congress to build on the funding from the ARRA through the normal appropriation process.

We have included some of the NWC activities and accomplishments in 2009, as well as our plans for 2010 in this document. We need your continued support this coming year.

For current members, please renew your membership. For potential members, we encourage you to join the Coalition.

We exist to provide services and support to project sponsors and a strong membership base and active national network allows us to be more even more effective. I encourage you to fill out the membership form and return it today.

Thanks for your support

**Michael Hebert PE, CPESC, CFM
NWC Chairman**

NWC Activities in 2009

National Watershed Conference

The NWC sponsored the National Watershed Conference May 17-20, 2009, in Wichita, Kansas. Over 180 people from 24 states and the District of Columbia attended the conference. Conference speakers included Dave White, NRCS Chief.



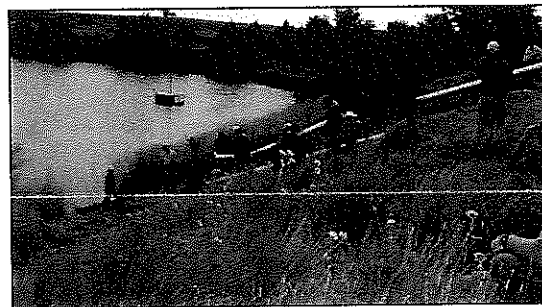
The conference began with a tour of some of Kansas's watershed projects and in addition to general session speakers, there were thirty concurrent sessions.

Plans are already underway for the May 2011 National Watershed Conference that will be held in Oklahoma City.

Workshops

In cooperation with NRCS and local sponsors the NWC sponsored and help organized Operation and Maintenance / Sponsor Responsibilities Workshops in Staunton, Virginia in July 2009 and Russellville, Arkansas in November 2009.

An Advanced Watershed Project Operations and Maintenance National Workshop was held in Oklahoma City in September 2009.



Ninety workshop participants at the Oklahoma City O&M Workshop were shown how to set up a siphon system to drain water from a lake during the workshop field day.

I've attended two high quality conferences sponsored by the National Watershed Coalition this year. They were full of practical information and allowed me to network and learn what others across the country are doing. NWC has also been generous in sharing information with me to use in my own legislative education program. I think they do a great job!

Kirsten Robertson, P.E., Manager Greenville County Soil & Water Conservation District, South Carolina

To receive Watershed e-News, send an email message to nwcd@sbcglobal.net and type "Subscribe" in the subject box. In the main text box please provide us with your name, address and phone number.

National Watershed Coalition Membership Application
Calendar Year 2010 (January 1- December 31)

First Name	Last Name	
Association / Organization		
Mailing Address		
City	State	Zip
E-Mail Address		
Membership Category	<input type="checkbox"/> Individual - \$25 (US) <input type="checkbox"/> Organization/Association- \$75 (US) <input type="checkbox"/> Steering Committee \ Board of Directors - \$150 min. (US)	
Make checks for appropriate amount to the National Watershed Coalition and mail to: National Watershed Coalition P. O. Box 556 Chandler, OK. 74834 ___Visa ___MC ___Discover ___A. Express Name on card _____ CC# _____ Ex. Date _____ Billing Address for Card _____		

Plans for 2010

- ◆ Sponsor, help organize and conduct Operation and Maintenance Workshops in Texas, Mississippi and Kansas.
- ◆ Develop a short video on O&M for use by project sponsors and local NRCS offices.
- ◆ Publish a four-page brochure on O&M highlighting the need for better O&M, responsibilities of sponsors and NRCS, and featuring sponsors who have found innovative ways to carry out their O&M responsibilities.
- ◆ Continue to keep NWC members and others informed of Congressional activities including proposed legislation that could affect project sponsors. This will be accomplished through the use of the NWC webpage, Enews, emails and direct mail.
- ◆ Continue building partnerships with agencies and organizations that share the same goals and objectives.

In 2010 we will also...

- ◆ Encourage sponsor-friendly updates and modernization in NRCS Watershed Program policy and administration.
- ◆ Continue to keep USDA-NRCS informed and educated concerning the technical assistance and program support needs of watershed project sponsors.
- ◆ Continue our work with national leaders for approval of new projects, funding for existing projects and funding for the rehabilitation of aging dams.
- ◆ Continue to work with our partners to find ways to address operation and maintenance concerns across the country.
- ◆ Provide individual direct assistance to state watershed coalitions as well as state and local governments.

"My 20 year association with the National Watershed Coalition has been beneficial in many ways. On the national level, it fostered collaboration on the amendment to PL 566 that now allows NRCS to partner on the rehabilitation of upstream flood control dams which enhances the nationwide dam safety effort. NWC created an important forum that allowed proactive, frank conversations between the states, the federal government and the local sponsors about fixing dams. In many cases the opportunity had been missing or strained in the past. Here in Georgia, my NWC experience helped open the door to a collaborative effort by the local sponsors, local governments, the State Soil and Water Conservation Commission, NRCS and the Georgia Safe Dams Program to fix several high hazard flood control dams. We now enjoy talking to each other...rather than at each other."

Ed Fiegle, PE, Program Manager
 Georgia Safe Dams Program

|||||

T4 P1

Jefferson Co Comm
 PO Box 250
 Charles Town WV 25414-0250

Jefferson County Commission

JAN 04 2010

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*Membership
 Renewal
 Form
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Presort
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 Permit #6

National Watershed Coalition
 P. O. Box 556
 Chandler, OK 74834

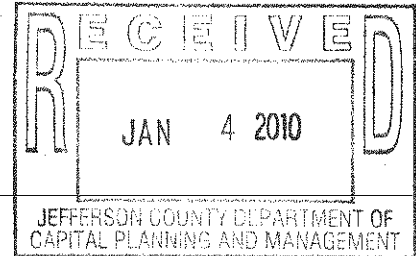


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Jefferson County Council on Aging

103 West 5th Avenue
Ranson, WV 25438
(304) 725-4044

F. Mark Schiavone, Director/Impact Fee Coordinator
Jefferson County Commission
114 East Washington Street
Charles Town, WV 25414



Dear Mr. Schiavone,

On behalf of Jefferson County Council on Aging (JCCOA) I would like to thank you for your continued financial support and the opportunity to address the possible adopted policy which parallels County Commission of Kanawha County addressing public monies given to entities outside the immediate prevue of County Government.

Prohibition on Consecutive Allocations: JCCOA is a thriving non-profit organization in Jefferson County supporting citizens in need. In-fact the objective of our program is to help all qualifying citizens of Jefferson County expand their independence, as well as assist them with day-to-day care needs in order to prevent the possibility of long-term care or adult-home care.

Placing a prohibition on consecutive allocations can and will be detrimental to the daily operations of such important community outreach initiatives which support so many Jefferson County citizens. The goal of the JCCOA is to continue to make a difference in Jefferson County and in the lives of its citizens. With the annual fiduciary allocations from supporters such as the Jefferson County Commission we will continue to see improvements in our community and its citizens.

The agencies most recent financial audit / 990's: It is important such information be kept private during commission budget deliberations. JCCOA is a non-profit organization and must provide financial audits, 990's and financial information to requesting individuals. JCCOA would like to reserve the opportunity to keep such vital information private until due requests are made to our agency.

Sharing each organizations financial and 990 reports during public budget deliberation could pose argument or disagreement, one agency may show to be more financially sound than another therefore it could be proposed to the commission the financial sound agency doesn't deserve additional or continued funding.

I want to thank the County Commission for their generous support of our efforts to maintain or restore health, minimize the effects of disability or illness and promote independence in the lives of our Jefferson County members.

Sincerely,

Shawna Molina
Executive Director

RECEIVED

JAN 05 2010

Cc: Jefferson County Commission, C/O Dale Manuel

Jefferson County Commission



32
UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Regional Census Center
DETROIT, MI 48207-4184

December 23, 2009

Ms. Vivian Parsons
Executive Director
County Commissioners' Association of West Virginia
2309 Washington Street East
Charleston, WV 25311

Dear Ms. Parsons:

Thank you for your continued cooperation and support with the many programs conducted within your area by the U.S. Census Bureau.

One exciting feature of our census awareness program is the 2010 Census "Portrait of America" Road Tour. The Road Tour will be in West Virginia from January 20 - February 2, 2010, making stops in over 20 cities across the state. The enclosed map shows the route and the dates of the events in each city.

The Road Tour is designed to educate the public about the census, inspire interest in the process and encourage participation. Fourteen vehicles will travel across the country, engaging audiences at events from the Super Bowl to numerous community events. Census staff will use the vehicles and the displays they carry to engage hard-to-count audiences to help spread the word that the 2010 Census is easy, safe and important.

Road Tour events will include appearances by local celebrities, elected officials, regional Census Bureau representatives and performances by local music groups. At each stop, local participants will share images and stories, explaining why the census will make a difference to their communities. That is why working with "trusted voices" like yours will ensure a successful count. In addition, starting in mid-January, the "Portrait of America" project will be live online at 2010census.gov.

We hope you will be able to attend at least one road tour event in your area to contribute your perspective and experience an interactive and educational event hosted by local community leaders in conjunction with the Local Census Office and Partnership staff. We will provide additional detail for your information as the relevant event approaches.

Again, I appreciate the many ways you continue to support the 2010 Census and encourage every resident in your area to complete and return the questionnaire next spring. If I can be of further assistance, please feel free to call me at (313) 396-5208.

Sincerely,

A handwritten signature in black ink, appearing to read "Dwight P. Dean".

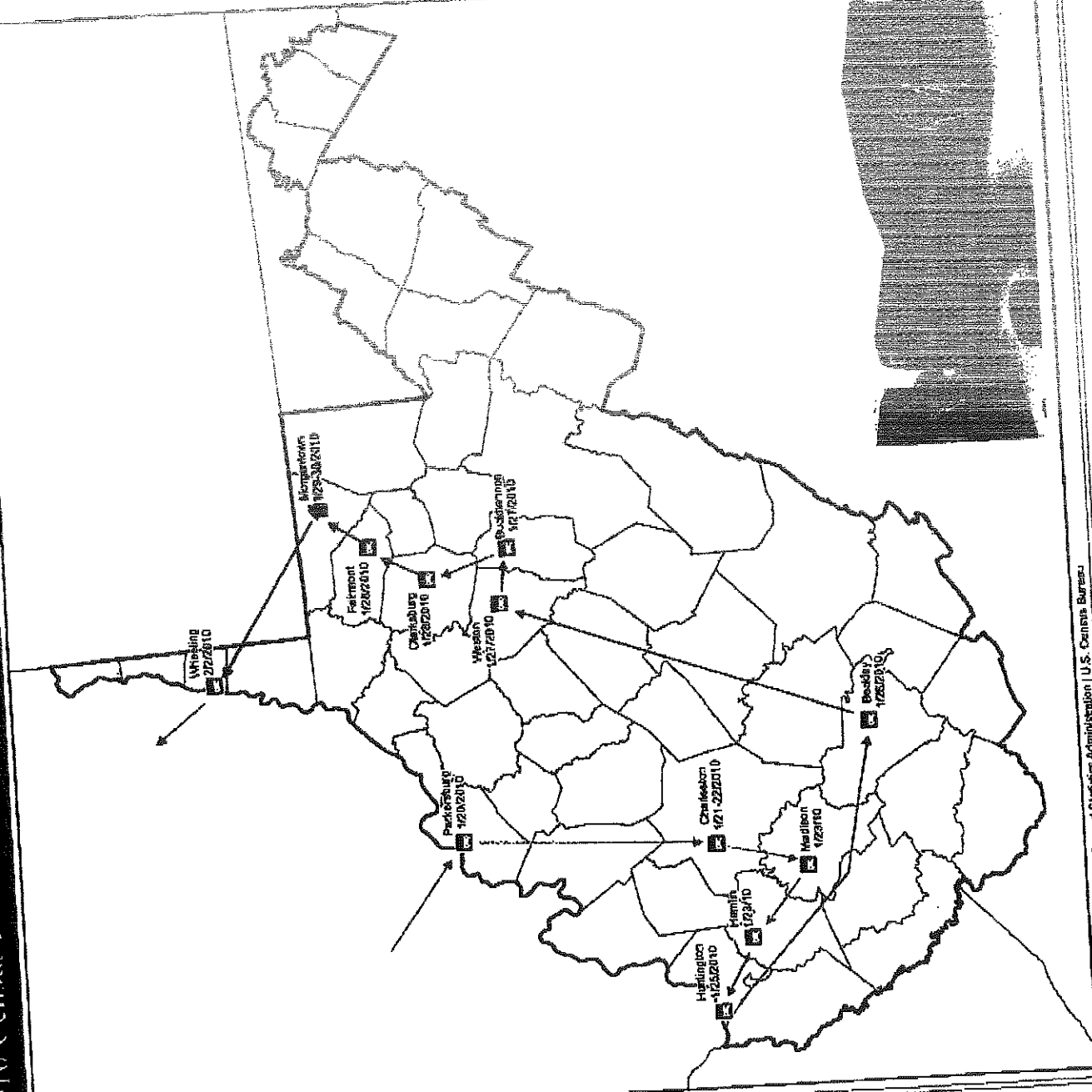
Dwight P. Dean
Regional Director

Enclosures

USCENSUSBUREAU
Helping You Make Informed Decisions

www.census.gov

2010 Census Road Tour: West Virginia Stops



- 1. Travel to PA
- 2. Visit to PA
- 3. Visit to PA
- 4. Ohio Road Tour
- 5. Tour PA with Quar Master
- 6. Ohio

West	12/21/10
South	12/21/10
Central	12/21/10
North	12/21/10
East	12/21/10
West	12/21/10
South	12/21/10
Central	12/21/10
North	12/21/10
East	12/21/10



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

Week Ending Date	Week Ending December 20, 2009 FY10 January 4, 2010
To be Deposited on:	
Amount Played	63,513,805.56
Amount Won	57,107,737.71
Amount Promo	197,763.00
MWAP Contribution	<u>27,015.69</u>
Adjusted Gross Terminal Revenue	<u>6,181,289.16</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>247,251.58</u>
Net Terminal Revenue	<u>5,934,037.58</u>
Surcharge @ 10%	593,403.75
State Share Excess @ 58%	344,174.17
Track Share of Capital Reinvestment @ 42%	249,229.58
Track Share of Capital Reinvestment @ 42% - 96%	\$ 239,280.40
Track Share of Capital Reinvestment @ 42% - 4%	\$ 9,949.18
Adjusted Net Terminal Revenue	<u>5,340,633.83</u>
Racetrack @ 46.50% / 42%	2,243,066.21
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,189,659.85
Race Track Purses @ 7% / 14% / 8%	427,250.71
Workers' Compensation Debt Reduction @ 7%	0.00
Employee Pension Fund @ 1% / .5%	26,703.17
Greyhound Development @ .75%	40,054.75
Thoroughbred Development @ .75%	40,054.75
Racing Commission @ 1%	53,406.34
County/Municipality @ 2%	106,812.68
3% Funds:	
Tourism Promotion Fund @ 1.375%	73,493.72
Development Office Promotion Fund @ .375%	20,027.38
Research Challenge Fund @ .5%	26,703.17
Capitol Renovation and Improvement Fund @ .8875%	36,716.86
2004 Capitol Complex Parking Garage Fund @ .0625%	3,337.90
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	26,703.17
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>26,703.17</u>
	<u>5,340,633.83</u>

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

Week Ending Date	Week Ending
To be Deposited on:	January 2, 2010 FY10 January 8, 2010
Amount Played	111,080,701.28
Amount Won	99,906,847.52
Amount Promo	364,201.00
MWAP Contribution	<u>49,032.70</u>
Adjusted Gross Terminal Revenue	<u>10,761,620.06</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>430,464.78</u>
Net Terminal Revenue	<u>10,331,155.27</u>
Surcharge @ 10%	1,033,115.54
State Share Excess @ 58%	599,207.01
Track Share of Capital Reinvestment @ 42%	433,908.53
Track Share of Capital Reinvestment @ 42% - 96%	\$ 416,652.18
Track Share of Capital Reinvestment @ 42% - 4%	\$ 17,256.34
Adjusted Net Terminal Revenue	<u>9,298,039.73</u>
Racetrack @ 46.50% / 42%	3,905,178.69
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	3,812,196.27
Race Track Purses @ 7% / 14% / 8%	743,843.18
Workers' Compensation Debt Reduction @ 7%	0.00
Employee Pension Fund @ 1% / .5%	46,490.20
Greyhound Development @ .75%	69,735.30
Thoroughbred Development @ .75%	69,735.30
Racing Commission @ 1%	92,980.40
County/Municipality @ 2%	185,960.80
3% Funds:	
Tourism Promotion Fund @ 1.375%	127,848.05
Development Office Promotion Fund @ .375%	34,867.65
Research Challenge Fund @ .5%	48,490.20
Capitol Renovation and Improvement Fund @ .6875%	63,924.02
2004 Capitol Complex Parking Garage Fund @ .0825%	5,811.27
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	10,485.11
Capitol Dome and Capitol improvements @ .5% / 1%	<u>82,495.29</u>
	<u>9,298,039.73</u>

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

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 12.42%	CHARLES TOWN 34.56%	HARPERS FERRY 3.65%	RANSON 35.05%	SHEPHERDS TOWN 14.29%
4 days ending: 7/1/09-7/4/09	\$ 128,262.42	\$ 128,262.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/09	\$ 168,815.08	\$ 168,815.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/09	\$ 160,652.98	\$ 160,652.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/09	\$ 158,869.08	\$ 158,869.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/09	\$ 174,483.08	\$ 174,483.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/09	\$ 155,846.74	\$ 138,408.80	\$ 17,437.94	\$ 2,165.79	\$ 6,026.55	\$ 836.48	\$ 6,117.24	\$ 2,491.88
08/15/09	\$ 162,444.23	\$ 81,222.14	\$ 81,222.14	\$ 10,087.79	\$ 26,070.37	\$ 2,964.61	\$ 28,492.73	\$ 11,606.64
08/22/09	\$ 152,520.62	\$ 76,260.31	\$ 76,260.31	\$ 9,471.53	\$ 26,355.56	\$ 2,783.50	\$ 26,752.12	\$ 10,897.60
08/29/09	\$ 160,945.84	\$ 80,472.92	\$ 80,472.92	\$ 9,994.74	\$ 27,811.44	\$ 2,937.26	\$ 28,229.90	\$ 11,499.58
09/05/09	\$ 161,596.30	\$ 80,798.15	\$ 80,798.15	\$ 10,035.13	\$ 27,823.84	\$ 2,949.13	\$ 28,343.99	\$ 11,546.06
09/12/09	\$ 172,573.84	\$ 86,288.92	\$ 86,288.92	\$ 10,716.84	\$ 29,820.78	\$ 3,149.47	\$ 30,269.45	\$ 12,330.40
09/19/09	\$ 140,020.30	\$ 70,010.15	\$ 70,010.15	\$ 8,695.26	\$ 24,195.51	\$ 2,555.37	\$ 24,559.56	\$ 10,004.45
09/26/09	\$ 138,633.74	\$ 69,316.87	\$ 69,316.87	\$ 8,608.16	\$ 23,955.91	\$ 2,530.07	\$ 24,316.35	\$ 9,905.38
10/03/09	\$ 144,572.08	\$ 72,286.04	\$ 72,286.04	\$ 8,977.93	\$ 24,982.06	\$ 2,638.44	\$ 25,357.83	\$ 10,328.68
10/10/09	\$ 139,301.26	\$ 69,650.63	\$ 69,650.63	\$ 8,650.81	\$ 24,071.25	\$ 2,542.25	\$ 24,433.44	\$ 9,953.08
10/17/09	\$ 147,120.42	\$ 73,560.21	\$ 73,560.21	\$ 8,136.18	\$ 25,422.41	\$ 2,684.95	\$ 25,804.92	\$ 10,511.75
10/24/09	\$ 135,163.32	\$ 67,581.66	\$ 67,581.66	\$ 8,393.64	\$ 23,356.22	\$ 2,466.73	\$ 23,707.65	\$ 9,657.42
10/31/09	\$ 128,056.80	\$ 64,528.30	\$ 64,528.30	\$ 8,014.41	\$ 22,300.88	\$ 2,365.26	\$ 22,636.54	\$ 9,221.09
11/07/09	\$ 127,483.18	\$ 63,741.59	\$ 63,741.59	\$ 7,616.71	\$ 22,028.09	\$ 2,326.57	\$ 22,360.55	\$ 9,108.67
11/14/09	\$ 131,919.28	\$ 65,959.64	\$ 65,959.64	\$ 8,192.18	\$ 22,785.85	\$ 2,407.53	\$ 23,138.64	\$ 9,425.63
11/21/09	\$ 119,094.10	\$ 59,547.05	\$ 59,547.05	\$ 7,385.74	\$ 20,578.46	\$ 2,173.47	\$ 20,889.11	\$ 8,509.27
11/28/09	\$ 144,799.95	\$ 72,359.86	\$ 72,359.86	\$ 8,892.08	\$ 25,921.43	\$ 2,642.80	\$ 25,397.81	\$ 10,345.98
12/05/09	\$ 102,013.02	\$ 51,006.51	\$ 51,006.51	\$ 6,335.01	\$ 17,627.85	\$ 1,861.74	\$ 17,895.08	\$ 7,288.53
12/12/09	\$ 104,921.15	\$ 52,480.58	\$ 52,480.58	\$ 6,515.83	\$ 18,130.38	\$ 1,914.81	\$ 18,403.17	\$ 7,488.82
12/19/09	\$ 65,668.78	\$ 32,634.39	\$ 32,634.39	\$ 4,078.03	\$ 11,247.57	\$ 1,196.48	\$ 11,518.30	\$ 4,682.03
12/26/09	\$ 106,812.85	\$ 53,406.34	\$ 53,406.34	\$ 6,533.07	\$ 18,457.23	\$ 1,949.33	\$ 18,734.26	\$ 7,531.77
01/02/10	\$ 185,980.80	\$ 82,880.40	\$ 82,880.40	\$ 11,548.17	\$ 32,134.03	\$ 3,393.78	\$ 32,617.52	\$ 13,288.90
Subtotal	\$ 3,619,660.94	\$ 2,365,812.22	\$ 1,453,742.72	\$ 180,995.81	\$ 507,415.52	\$ 53,041.63	\$ 508,975.04	\$ 207,760.68

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$

Jefferson County Public Service District

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RECEIVED

Jefferson County Public Service District
Regular Board Meeting
December 7, 2009

JAN 06 2010

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, December 7, 2009 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Joe Hankins; Secretary, Jim Cummins; Treasurer, Jack Lantzy; General Manager, Susanne Lawton; Administrative Assistant, Ashley Wilt; Pentree Engineers, John Tuggle and Zane Summerfield; District Legal Counsel, Jim Kelsh and Commission Liaison to the Public Service District, Commissioner Lyn Widmyer.

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

Public Comments

Barbara Humes questioned why the submission of the agreement between the District and Jefferson Utilities for the Mountain Water Project was an item under Executive Session. Mr. Hankins responded by informing Ms. Humes that the Board was debating when to submit the agreement to the PSC and the agreement is the Memorandum of Understanding which has already been approved by the Board and is on the Districts website.

Dave Kardock, representing the Mayor of Bolivar, would like to see all the information submitted and reviewed by the Board and public before the District submits the IJDC applications, including the Golder Report and the report from the Test Well Study. Commissioner Lyn Widmyer informed Mr. Kardock that the County Commission is conducting the test wells study not the District and the Commission is still organizing with the County's engineers to get this done. A date has not been set to begin this study. Mr. Hankins reiterated Ms. Widmyer's response that the test wells study is not the Districts project.

Melvin Turner from the Woodland Trailer Park questioned why the District cannot read the water meters at this trailer park, which is currently owned by Mr. Charles Eckstine. The District currently bills the owner, Mr. Eckstine, for the number of units he owns and has occupied that do not have meters. Some lots have been sold to the individuals who own the trailers upon them. We bill these homeowners a flat rate. Mr. Turner stated that all the people that own their lots have water meters and would like the District to read the meters and bill by usage instead of a flat rate. He thinks that most of the trailers are only housing 1 or 2 elderly people. Ms. Lawton has been looking into the situation and will get back to Mr. Turner with any new information.

OLD BUSINESS

Review Minutes of November 2, 2009 Regular Board Meeting

The minutes of the November 2, 2009 regular Board meeting were approved as presented.

Action: Motion made by Mr. Cummins and seconded by Mr. Lantzy to accept the November 2, 2009 minutes as presented. Unanimously approved.

Clarification of mandatory sewer connection (300 foot) rule

The District has been trying to modify the language of the policy to provide clarifications to any outstanding issues and be able to implement for future sewer connections. Last month, Mr. Kelsh drafted a revised policy with 5 options/scenarios the Board could choose from. Mr. Kelsh re-drafted the revised policy from the Board's feedback at last months meeting. The Board still had some concerns regarding the options Mr. Kelsh had drafted. Mr. Cummins said he would help by editing the draft revisions discussed during the meeting and would send to Mr. Keish. After Mr. Cummins sends his comments, Mr. Kelsh suggested putting the draft policy on the Districts website to public comment. Once he gets comments, he will redraft the policy and bring back to the Board.

Action: No action taken by the Board.

Revised Joint Applications to West Virginia Infrastructure and Jobs Development Council with Jefferson Utilities Incorporated for Mountain Water Project

John Tuggle updated the Board. He is still waiting for the Golder Report and needs a final version of the cash flows from Jefferson Utilities accountant. He does not have the IJDC applications ready for submittal for the Board review, but he is hoping to have them by next Board meeting. A public meeting is set for December 17th for the Mountain Water Project. The District has also created an informational website for this project which will be up and running by the December 17th meeting. Lee Snyder sent the District the DWTRF Ready to Proceed Checklist application for the possibility of getting the upgrades to the water system on the Project Priority List and secure DWTRF loan money.

Action: **Motion made by Mr. Cummins and seconded by Mr. Lantzy for District staff to complete the DWTRF Ready to Proceed Checklist Application by using the existing information for the IJDC review and approval slot, check with Bob Decrease for any guidance, and have the Chairman execute. Unanimously approved.**

Further Consideration of Kevin Wilt Septic issue

Kevin Wilt is currently a District sewer customer. When the new line is constructed for the Flowing Springs wastewater treatment plant, there will no longer be a sewer line passing the property. Pentree has estimated it will cost the District about \$250,000 to place a line to serve Mr. Wilt after the new plant is in operations. This is not an acceptable expense for one customer. The Board is now facing the decision to keep the customer online by construction of a new line or abandon the customer by maintaining his septic system or not. Last month Mr. Wilt's septic system was approved by the Jefferson County Health Department as being sufficient to be put back into use. A certified septic system inspector, David Bussard from Dodson's Septic Hauling also inspected this system and certified that the system was usable. Mr. Kelsh informed the Board that the District would need to file an abandonment petition with the PSC and have it approved before disconnecting Mr. Wilt's home from the Districts sewer system and placing him back on his own septic system. The Board would like to move forward with filing an application with the Public Service Commission to abandon Mr. Wilt as a customer, but see how the PSC would like to handle him being on his own septic system and continue to pay the District a fixed fee or pay no fee's at all.

Action: **Motion made by Mr. Cummins and seconded by Mr. Lantzy to take action to file an application with the Public Service Commission to abandon Kevin Wilt as a sewer customer and any associated facilities. Unanimously Approved.**

NEW BUSINESS

Thanks to Jack Lantzy for Six Years of Service to Jefferson County Public Service District

Mr. Lantzy's term as a Board member has expired on December 1, 2009. The Board and District staff recognized Mr. Lantzy for his six years of dedicated service. Ms. Lawton read a resolution detailing Mr. Lantzy's many years of service and accomplishments while on the Board. Staff also presented Mr. Lantzy with a certificate and plaque of appreciation. Commissioner Lyn Widmyer thanked Mr. Lantzy for his years of service on behalf of the Jefferson County Commission.

Action: **Motion made by Mr. Cummins and seconded by Mr. Hankins to accept the resolution as read by Ms. Lawton. Approved 2-0. (Mr. Lantzy refrained from voting.)**

Consider Approval of Cox Hollida Price Draft Financial Statement 6/30/09 Presentation by Chuck Young

Chuck Young from Cox Hollida Price LLP, a certified public accounting and consultant firm out of Martinsburg, WV, presented a draft of the annual audit for the fiscal year of July 1, 2008 to June 30, 2009. The District had 109% coverage for the year which does not meet the 115% required for Bond coverage. There were 2 reportable findings.

Action: **Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve the draft Financial Statement ending 6/30/09 as adjusted with discussions noted. Unanimously approved.**

Discuss Filing Comments on EPA's Proposed TMDL for Chesapeake Bay Watershed, due 12/18/09

The public meeting for this issue was held on November 4th. Comments are due by December 18th. This was the first of two comment periods. The next will be in the summer of 2010. Mr. Keish will draft comments and circulate to District staff and the Board.

Action: No action taken by the Board.

Discuss EPA November 4th Public Meeting on TMDL for Chesapeake Bay Watershed

This item was discussed in the above agenda item.

Action: No action taken by the Board.

Discuss WV Funding Stakeholder Group November 5th Meeting

A meeting was held on November 5th to discuss funding sources for capital improvements for public facilities made necessary by the obligation of nutrient removal requirements. This was the first of two meetings that are going to be held. The second meeting will be held on December 18th in Charleston. There will be a follow-up meeting held in February.

Action: No action taken by the Board.

Discuss Federal Leadership Committee's meeting Tuesday, December 8th at 7pm, Holiday Inn Martinsburg to discuss Draft Chesapeake Bay Strategy

A meeting will be held on December 8th at the Holiday Inn in Martinsburg to discuss the draft Chesapeake Bay Strategy with government entities besides the EPA. Mr. Hankins is going to attend and report back to the Board.

Action: No action taken by the Board.

Discuss Filing Comments on Federal Leadership Committee's Draft Chesapeake Bay Strategy due 1/9/2010

This item was discussed in the above agenda item.

Action: No action taken by the Board.

Discuss Public Meeting on December 16th for Glen Haven Water System Customers, Bethel United Methodist Church in Bakerton, 7pm

The District is having a public meeting for the Glen Haven water system customers at the Bethel United Methodist Church in Bakerton. Mark Glenn from Gwin, Dobson & Foreman Inc. Consulting Engineers will be discussing the evaluation and feasibility study on the water system and his recommendations on future upgrades. The Board thought it would be useful if the District submitted the DWTRF Ready to Proceed Checklist for the possibility of getting the upgrades to the water system on the Project Priority List and secure DWTRF loan money.

Action: Motion made by Mr. Cummins and seconded by Mr. Lantzy to direct staff to prepare the DWTRF Ready to Proceed Checklist application for both Glen Haven and Cavaland. Unanimously approved.

Discuss Public Meeting on December 17th for Mountain Water Systems, Chestnut Hill Church on Hostler Road, 7pm

The District and Jefferson Utilities is having a public meeting at the Chestnut Hill Church for the proposed upgrades to the existing public water system serving Keyes Ferry Acres, Westridge Hills, and Harpers Ferry Campsites. The District and JUI staff, engineers, District Board members and legal counsel, and the Mountain Water Project Meeting Committee will be present for discussions.

Action: No action taken by the Board.

General Manager's Report

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

- Operations Report - Mr. Castaldo, Operations Manager, discussed his concerns on numerous PSD pump stations that are in need of major maintenance and upgrades. He received 3 estimates for the rehabilitation of the wet-well and manhole near pump station 3-6. The Board agreed with District staff and decided to go with the lowest estimate for \$10,780.00 which includes 1" of Alumaliner and will take approximately 4 days to complete.

Mr. Castaldo also reported that the muffin monster at pump station 5-3 near Royal Vendors has quit working. It was sent for estimates to repair. The District is constantly having problems with this pump station and has to keep unclogging. The District is going to try talking with the customers that go to this pump station on prevention of clogging the lines and come back next month with an update.

Discussion of any expenses over budget

Mr. Lantzy informed the Board that there are no items over budget.

Action: No action taken by the Board.

Disbursements

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve disbursements for Cavaland water expenses in the amount of \$1,416.36, Glen Haven water expenses in the amount of \$2,159.96, and for the Public Service District expenses in the amount of \$155,767.79. Unanimously approved.

Approve Transfer of \$8,884.20 from the Capital Improvement Fee Account into Sewer Operating and close the account

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve the transfer of \$8,884.20 from the Capital Improvement Fee Account into Sewer Operation and close the account. Unanimously approved.

Approve Transfer of \$2,277.37 from Future Needs Account into Sewer Operating for AskNeal Invoice

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve the transfer of \$2,277.37 from Future Needs Account into Sewer Operating Account for AskNeal invoice. Unanimously approved.

Approve Transfer of \$4,464.18 from Sewer Security Deposit Account into Sewer Operating for Security Deposit Refunds

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve the transfer of \$4,464.18 from Sewer Security Deposit Account into Sewer Operating Account for Security Deposit Refunds. Unanimously approved.

Approve Transfer of \$129.29 from Glen Haven Security Deposit Account into Glen Haven Operating for Security Deposit Refunds

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve the transfer of \$129.29 from Glen Haven Security Deposit Account into Glen Haven Operating Account for Security Deposit Refunds. Unanimously approved.

Approve Transfer of \$64.28 from Cavaland Security Deposit Account into Cavaland Operating for Security Deposit Refunds

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to approve the transfer of \$64.28 from Cavaland Security Deposit Account into Cavaland Operating Account for Security Deposit Refunds. Unanimously approved.

Correspondence

None discussed.

Public Comments

None.

OTHER BUSINESS

Source Water Protection Grant Update

Due to the delayed start with waiting on PSC approval, the completion date for the project was changed to March 1, 2010.

Action: No action taken by the Board.

Countywide Utility Group Update

The next meeting will be on January 21st at the District's office.

Action: No action taken by the Board.

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

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

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to condemn the following properties relating to the Flowing Springs wastewater treatment plant: Angus McDonald et al, Carla O'Brien Kennedy et al, Michael Hill et al, Mockingbird Hill LLC, and Consolidated Investments LLC. Unanimously approved.

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to submit the agreement between the District and Jefferson Utilities, Inc. regarding the Mountain Water Systems to the Public Service Commission. Unanimously approved.

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

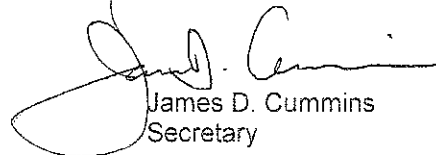
There being no further business at this time, the meeting was adjourned at 11:59PM

The next regular meeting is scheduled for January 4, 2010 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Joseph A. Hankins
Chairman



James D. Cummins
Secretary

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As per your request that concerned citizens respond to agenda items, please read and consider seriously,

Item: "Potomac Professional Services, LLC for a zoning map amendment and request to the Planning Commission to schedule a public hearing."...

This is, on the surface, a very serious request that will lead to the development of land that is adjacent to the Harpers Ferry National Park, at an intersection of Hwy 430 and Bakerton Road that is poised to become a virtual traffic nightmare, given what you have already approved for the Altstadt Farm developers across the Hwy. Their plans are significant, given that they have denuded tens of acres of forest land already.

The "Shenandoah Professional Center" request will add to the destruction of even more aquifer, ground water (the 9.6 acres in question are a prime high watertable area!) and drainage into the Potomac River. The existing professional center is big enough already and does not need another huge office structure to invite even more traffic, 24/7 lights, congestion, and traffic----Right at the entrance to Bakerton Road and the entrance to the Park.

STOP this madness. Whatever you do, you must schedule a hearing at a time that is convenient to citizens and NOT solely to you and the developers. And, that means, that you must given no less than 2 weeks public notice for the hearing. Gil N Garcia/Elk Run Dr.

(off of Bakerton Road)

304-535-2235

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

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Corres.