

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, SEPTEMBER 23, 2010
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

PRESENTATIONS:

1. 10:00 a.m. Angela Banks, Assessor - Requests for Exoneration
2. 10:15 a.m. Peter Fricke, Farmland Protection Board - Staffing Options and Approval of Farmland Easement
3. 10:45 a.m. John Maxey, Jefferson County Planning Commission Request to Initiate Rezoning of Certain Federal Lands and Hold Public Hearing
4. 11:15 a.m. Jennifer S. Maghan - County Clerk's Report
- Presentation of Financial Statement of Jefferson County for Fiscal Year ending June 30, 2010.
5. 11:45 a.m. Mark Schiavone - Approval of Budget Revision 003 to the General Fund - Capital Outlay for Elected Officials

NEW BUSINESS:

6. Legislative Issues

7. Request by Valley Health to use the Commission Meeting Room on Nov. 23, 2010 from 9:00 to 12:00 noon to conduct a Community Health Needs Assessment for the residents of Jefferson County.
8. NAACP Jefferson County request to use the Commission Meeting Room on October 4, 2010 at 7:00 p.m. to host a forum with the 2nd Congressional District candidates.
- 9.. Approval of fire company contracts FY2011

Break for Lunch

----- AFTERNOON SESSION -----

10. 1:30 p.m. Tim Boyde, County Administrator and Stephanie Grove, Assistant Prosecuting Attorney
 - Personnel Policy Discussion
 - Employee Handbook
 - Issue Resolution
 - Compensatory Time
 - Hours of Work
 - Supervisor Responsibilities
 - Classification Plan
 - Calculation of Compensation
11. 2:00 p.m. Budget Work Session
 - Summary of Decisions to Date (includes non-profits)
 - Consideration of Remaining Requests
 - Tim Boyde - Request to expand vacant part-time position in Commission Office to full-time and post.
 - Todd Fagan - request to approve position reclassification in GIS Office.

CORRESPONDENCE:

Listing of Jefferson County Grant Programs prepared by Kirk Davis.

Correspondence from WV Division of Highways re: Availability of Safe Routes to School Program Grants for Fiscal Year 2011.

WVaCO August 2010 Newsletter "The County Line"

Correspondence from WV Division of Culture and History announcing the Henry Orndoff House was listed on the National Register of Historic Places on July 28, 2010.

Extension Service WVU Newsletter: "Agriculture Jefferson Style"

Correspondence from John Moore regarding proposed water increases.

Video Lottery Report for 7-1-10 to 7-3-10 and 7-10-10 to 9-11-10.

Video Lottery Cumulative Report (FY2009, FY2010, FY2011).

Correspondence from Matthew Harris dated September 10, 2010 re: decisions made by individuals outside of Jefferson County.

ANNOUNCEMENTS:

Grand opening of the Morgan County Courthouse, Saturday, September 25, 2010 from 2:00 to 5:00 p.m.

Notice of Meeting and Agenda - Jefferson County Roundtable, Wednesday, September 29, 2010 at 5:00 p.m. re: Impact Fees for Fire/EMS and Law Enforcement.

RECESS

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.

SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at the Courthouse thereof on Tuesday, August 31, 2010, beginning at 9:30 o'clock a.m.

PRESENT: Lyn Widmyer, President
 Patricia Noland, Commissioner
 Dale Manuel; Commissioner
 Frances Morgan, Commissioner
 Jim Surkamp, Commissioner

The County Commission of Jefferson County, sitting as a Board of Canvassers, met this 31st day of August, 2010 at 9:30 a.m. for the purpose of canvassing ballots cast in the August 28, 2010 Primary Election. Jennifer Maghan, County Clerk, was present for the Canvass. Nikki Painter, from the County Clerk's office, was also present and assisted with the Canvass.

The Board proceeded with the Canvass by reviewing each precinct one at a time, checking to make sure the counts were accurate and to review the provisional ballots from the polls. The Commission reviewed each provisional ballot to determine if the ballot could or could not be accepted to be counted. By random drawing, Precincts 19 and 34 each of the ballots were counted by hand.

Precinct 2:

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Karen L. Kressin	Manuel	Morgan	✓		Poll Worker	Motion carried
Margaret A. Sutohausel	Morgan	Noland	✓		Poll Worker	Motion carried

Precinct 3:

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Michael M Agunsdays	Deferred to WV Sec. Of State & legal counsel (with one abstention)			✓	Received wrong party ballot; insisted on voting correct ballot.	Motion carried
Deborah T. Agunsdays				✓		
	*Morgan	Noland			*Rejected citing	

Commissioner Surkamp abstained from voting on these provisional ballots due to his present circumstances.

* These ballots were rejected upon advice from legal counsel who cited State ex rel. McKown v. Board of Canvassers of Berkeley County, 113 W.Va. 498 (1933), Syllabus Point 5 as the basis for the rejections.

Precinct 4A - 0 provisional ballots and 0 absentee ballots.

Precinct 4B:

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Vivian Henry	Morgan	Widmyer	✓		Poll Worker	Motion carried
Janet Jeffries	Morgan	Noland	✓		Poll Worker	Motion carried
Tim McDonald Paul E. Wilson, Jr.	Morgan	Noland	✓ ✓		Absentee ballots received on time.	Motion carried

Precinct 6 - 0 provisional ballots and 0 absentee ballots.

Precinct 7

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Marcia Carol Grace	Noland	Morgan		✓	Not registered	Motion carried

Precinct 12 - 0 provisional ballots and 0 absentee ballots.

Precinct 13A

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Peggy J. Freeman	Morgan	Noland	✓		Poll Worker	Motion carried
Melinda S. Maye			✓		Poll Worker	

Precinct 13B

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Melodie Williams	Noland	Morgan	✓		Poll Worker	Motion carried

Precinct 14

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Susanne O. Koenig	Morgan	Noland	✓		Poll Worker	Motion carried
Julie D. Ott			✓		Poll Worker	

Precinct 15

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Paul W. Wilt	Morgan	Noland	✓		Poll Worker	Motion carried
Catherine Smallwood	Morgan	Manuel	✓		Poll Worker	Motion carried
Judy Carroll	Morgan	Widmyer	✓		Poll Worker	Motion carried
Larry Scott Whetsel	Morgan	Noland	✓		Registration okay	Motion carried

Precinct 16

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Deborah D. Gravatt	Morgan	Noland	✓		Poll Worker	Motion carried

Precinct 17

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Steven T. Crowe	Noland	Morgan	✓		Absentee received in time.	Motion carried

Precinct 19 - all ballots counted by hand.

Precinct 19

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
James H. Griffith, Jr.	Morgan	Noland	✓		Poll Worker	Motion carried

Precinct 20

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Lisa Daley	Morgan	Widmyer		✓	Not registered	Motion carried
Charles Edward Wright	Manuel	Morgan		✓	Voted at incorrect precinct-should have voted at 25B S. Jeff. Elementary	Motion carried

Precinct 21A

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Judy Ott	Morgan	Noland	✓		Poll Worker	Motion carried

Precinct 21B - 0 provisional ballots and 0 absentee ballots.

Precinct 22A - 0 provisional ballots and 0 absentee ballots.

Precinct 22B

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Elizabeth C. Stagner	Noland	Morgan	✓		Poll Worker	Motion carried

Precinct 23A

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Stephanie F. Grove	Morgan	Noland	✓		Voting in new precinct	Motion carried

Precinct 23B

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
A. David Hamill	Morgan	Noland	✓		Poll Worker	Motion carried

Metha Crouch	Morgan	Noland	✓		Poll Worker	Motion carried
Susan B. Kersey	Morgan	Noland	✓		Poll Worker	Motion carried

Precinct 25A - 0 provisional ballots and 0 absentee ballots

Precinct 25B - 0 provisional ballots and 0 absentee ballots

Precinct 26

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Kiya Tabb	Noland	Morgan		✓	Registered in Berkeley County	Motion carried
Linda Fricke	Morgan	Noland	✓		Poll Worker	Motion carried

Precinct 27

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Terri Roberts	Morgan	Noland	✓		Poll Worker	Motion carried
Brian Hanna II	Morgan	Noland	✓		Poll Worker	Motion carried
Lovesee Snyder	Noland	Morgan	✓		Registration okay	Motion carried

Precinct 28

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Barbara Larrow	Noland	Manuel	✓		Poll Worker	Motion carried
Patricia C. Mills	Noland	Morgan	✓		Poll Worker	Motion carried
Jacob Scott Shadle	Noland	Manuel	✓		Poll Worker	Motion carried
Jacqueline Shadle	Morgan	Noland	✓		Poll Worker	Motion carried

Precinct 31

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Antoinette Ringgold	Noland	Manuel	✓		Poll Worker	Motion carried

Precinct 32

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Ergin Erden	Noland	Widmyer		✓	Registered in Berkeley County	Motion carried
Terri Sizemore	Noland	Widmyer	✓		Poll Worker	Motion carried

Precinct 33

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Bruce Mike Cressin	Noland	Manuel	✓		Poll Worker	Motion carried
Delores Allen	Noland	Manuel	✓		Poll Worker	Motion carried
Deborah Royalty	Noland	Manuel	✓		Poll Worker	Motion carried

Precinct 34 - All ballots counted by hand

Precinct 34

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Beyla Irene Kandalis	Noland	Morgan		✓	Voted wrong party	Motion carried
Kathleen Casey	Morgan	Noland	✓		Voting new precinct	Motion carried
Deborah Cornwell	Morgan	Noland	✓		Poll Worker	Motion carried

Janice Offutt	Morgan	Noland	✓		Poll Worker	Motion carried
Beverly G. Turner	Morgan	Noland	✓		Poll Worker	Motion carried
Clarissa M. Banks	Morgan	Noland	✓		Absentee ballot	Motion carried

Precinct 35A

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Trevor Craker	Noland	Manuel	✓		Poll Worker	Motion carried
George Moxley, Sr.	Noland	Widmyer	✓		Poll Worker	Motion carried

Precinct 35B

NAME OF VOTER	Motion	Second	Accept	Reject	REASON ACCEPTED OR REJECTED	VOTE
Florence Vickers	Noland	Widmyer	✓		Poll Worker	Motion carried
Lisa Miglioreher	Noland	Widmyer	✓		Poll Worker	Motion carried

Hand counts were conducted on Precinct 19 and Precinct 34 and were determined to be acceptable.

Commissioner Morgan departed the canvass at approximately 10:30 a.m.

Motion by Ms. Noland, second by Mr. Manuel to set the bond amount for a recount at \$300.00. Motion carried.

Due to misinformation from the WV Secretary of State's Office, regarding the 24 hour clock, the Commission agreed to certify the results of the General Election on Wednesday, September 1, 2010 at 11:40 a.m..

The Commission recessed as a Board of Canvassers at 11:40 a.m.

Lyn Widmyer, Commission President

Jefferson County Commission

Thursday, September 16, 2010

A meeting of the Jefferson County Commission was held on Thursday, September 16, 2010 at the Old Charles Town Library meeting room located at 200 E. Washington Street, Charles Town, WV 25414. Present were Lyn Widmyer, President, Commissioners: Patsy Noland, Frances Morgan, Jim Surkamp and Dale Manuel, Tim Boyde, County Administrator, Nichelle Hosby. (An audio tape of the September 16, 2010 meeting is available through the Jefferson County Commission Office.)

The Meeting was called to order at 9:30 a. m. by Commissioner Widmyer.

PLEDGE OF ALLEGIANCE.

APPROVAL OF MINUTES.

Jefferson County Commission Regular Meeting Minutes of September 9, 2010.

Motion by Mr. Manuel to approve the minutes of September 9 2010 as amended. Ms. Morgan seconded the motion and was unanimously approved. (An audio tape of the September 9, 2010 meeting is available through the Jefferson County Commission Office.)

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$103,909.06, being purchase order numbers 48508, 47344, 48501, 48718, 48993, 48773, 48379, 48857, 48858, 48855, 48859. Motion seconded by Ms. Morgan and was unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve \$427,501.03 in accounts payable. Motion seconded by Mr. Manuel was unanimously approved.

PUBLIC COMMENT (General)

Kay Moore reported on concerns with Jefferson Utilities. Ms. Moore requested that the Commission intervene in case numbers 103929W42T and 100974WTC42.

Ms. Moore commented on the West Ridge Hills well project.

COUNTY ADMINISTRATOR REPORTS

Tim Boyde reported the following:

- 1) He is currently writing policies.
- 2) There is a department head meeting on Wednesday, September 22, 2010.

- 3) He would like to place Jay Watson on the agenda to further adopt the County Seal.
- 4) On next week's agenda, there will be the discussion of the GIS office.
- 5) There will be a request for advertising for a full time position in the County Commission office next week.

COUNTY COMMISSION REPORTS

Commissioner Morgan:

- (1) Reported on the Planning Commission meeting she attended.

Commissioner Surkamp:

- (1) Reported on a conversation pertaining to the purchase of Apple Tree Gardens.

Commissioner Manuel

- (1) Reported on the Jefferson County Council on Aging Senior Picnic.
- (2) Reported on the Development Authority meeting he attended.
- (3) Reported on the Jefferson County Council on Aging meeting he attended and that Patsy Noland and Geraldine Willingham will serve as new board members.
- (4) Reported that the Jefferson Center will hold a Yard Sale on _____.
- (5) Reported on the Park and Recreation meeting he attended.
- (6) Reported that there would be a Park and Recreation Summit on Saturday, September 25, 2010.

Commissioner Widmyer:

- (1) Reported on the Development Authority meeting she attended.
- (2) Reported on the NAACP meeting she attended.
- (3) Reported on the Hagerstown Eastern Panhandle Metropolitan Organization meeting she attended.
- (4) Commented on the passing of Neil Carpenter with Region 9 and requested a Memorial Resolution.

Commissioner Noland:

- (1) Reported on the Jefferson County Council on Aging meeting she attended.
- (2) Reported on the Jefferson County Council on Aging Senior Picnic she attended.

PRESENTATIONS

(1) Tim Boyde presented on behalf of Barbara Miller:

- 1) Homeland Security Grant application for a hauling trailer.

Motion by Mr. Manuel to approve the Homeland Security Trailer Grant application in the amount of \$4,000.00. Motion seconded by Ms. Morgan was unanimously approved.

- 2) Homeland Security Grant application for Homeland Security Region 3 Coordinator. Motion by Ms. Noland to approve the application for Homeland Security Region III Coordinator Grant in the amount of \$56,250.00. Motion seconded by Mr. Manuel and was unanimously approved.
- 3) Contract for Homeland Security Region III Coordinator, Pamela Holstein Wallace. Motion by Mr. Surkamp to approve the contract with Ms. Holstein Wallace from October 1, 2010 through June 30, 2011 pending grant being received. Motion seconded by Ms. Noland and was unanimously approved.

(2) Mark Schiavone, Director of Capital Planning and Management

Mr. Schiavone reported on the three bids for a Consultant for School Impact Fee Recalculation. Mr. Schiavone recommended TichlerBise as the Consultant to perform the School Impact Fee Recalculation.

Motion by Mr. Manuel to approve TichlerBise as the consultant to conduct School Impact Fee Calculation and to approve the allocation of funds to come from the County Commission contingency line. Motion seconded by Ms. Noland and was unanimously approved.

(3) Jim Surkamp, Commissioner - Letter to the PSD

Mr. Surkamp requested a letter be written to the Public Service District to ask for documents relative to Old Standard Quarry during the meetings of July 7, 2010 and August 2, 2010.

Motion by Mr. Surkamp to send a letter of request to the Public Service District requesting records pertaining to Old Standard Quarry from the meetings held on July 7, 2010 and August 2, 2010 but does not include the executive session. Motion seconded by Ms. Widmyer and was unanimously approved.

(4) Tim Boyde, County Administrator

Mr. Boyde gave a brief update on the West Ridge Hills test wells.

Ms. Widmyer reported that a letter was forthcoming to begin the project.

(5) Jim Surkamp – Letter to Kelley Goes:

Mr. Surkamp requested a letter be sent to Ms. Goes concerning the Old Standard Quarry.

Motion by Ms. Morgan to table this dialogue pending a legal discussion. Motion seconded by Mr. Manuel and was unanimously approved.

(6) Jim Surkamp, Commissioner – Request for Bi-Laws for the IT Advisory Committee

Mr. Surkamp requested to pull this topic pending submission of a work plan from the IT Advisory Committee as previously requested.

(7) Revised Meeting Room Policy:

Nichelle Hosby reported on the changes requested to the Meeting Room Policy.

Motion by Ms. Noland to approve the revised Meeting Room Policy and to add a contact person and number. Motion seconded by Mr. Manuel and was unanimously approved.

The Commission took a 10 min break at 10:30 a.m.

(8) Legislative Issues:

Ms. Noland reported on the WV Association of Counties meeting she attended in Pipestem, WV.

Ms. Noland reported that the Fall Board meeting will be held October 3-5, 2010 in Barboursville, WV.

(9) Recognition of Constitution Day – September 17, 2010:

Ms. Noland reported on Constitution Day.

Motion by Ms. Noland to approve September 17, 2010 as Constitution Day and to authorize the President to affix her signature upon the Proclamation. Motion seconded by Ms. Morgan and was unanimously approved.

The Commission recessed until 11:10 a.m.

(10) Senator Herb Snyder – Presentation of Community Partnership Grant

Senator Snyder presented Lisa Kirkland and Kaye Bresee of the Jefferson County Animal Welfare Society a Community Partnership Grant in the amount of \$5,000 on behalf of the Governor.

Ms. Kirkland and Ms. Bresee made comments and extended an invitation to the Paws and Claws dinner that will be held on Saturday, October 30, 2010 from 6:00 p.m. – 10:00 p.m.

Senator Snyder reported on the WESPEP Grant and the Chesapeake Bay Initiative.

(11) **Jennifer Maghan – County Clerk:**

Nikki Painter, Deputy of Elections presented the Poll Workers list for the General Election.

Motion by Ms. Noland to approve the Poll Workers list as presented. Motion seconded by Ms. Morgan and was approved 4-0. Mr. Surkamp had no position.

Ms. Maghan requested an Executive Session concerning Personnel Issues.

Bill Polk, Maintenance Supervisor chose to have this discussion in open session.

Ms. Maghan reported on three areas of concern with Mr. Polk.

Comments were made by Bill Polk, Nikki Painter, Sally Gran and Tim Boyde.

The Commission requested that a written policy be drafted concerning maintenance assisting with elections.

The Commission directed that the transcript/summary be included for consideration in Mr. Polk's annual evaluation.

The Commission recessed at 1:10 p.m.

The Commission reconvened at 1:45 p.m.

(12) **Budget Work Session:**

Mark Schiavone reported on the Capital accounts for elected officials.

Motion by Mr. Surkamp to approve the Capital accounts for elected officials in the amount of \$186,400 as presented by staff. Motion seconded by Ms. Noland and was unanimously approved.

Mr. Schiavone reported on the fund request for Community Alternatives to Violence.

Mr. Boyde reported on the Community Alternatives to Violence's role in the Day Report Center.

Motion by Mr. Manuel to approve \$5,000 to Community Alternatives to Violence. Motion seconded by Ms. Morgan and was unanimously approved.

Mr. Schiavone reported on the fund request by the Claymont Society.

Kit McGinnis was present and gave comment on behalf of Claymont.

Stephanie Grove, Assistant Prosecuting Attorney was present and gave comment.

The Commission agreed to table the discussions of PATH, Non-profits and Claymont until Thursday, September 23, 2010.

(13) **Employee Policies and Procedures – Tim Boyde and Stephanie Grove:**

Tim Boyde gave an overview of the following policies:

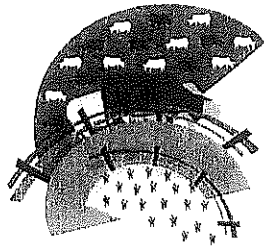
- 1) Issue Resolutions
- 2) Hours of Operation
- 1) Accrued Leave and Flex Time

Unanimous consent to table this discussion until Thursday, September 23, 2010.

- (14) Motion by Ms. Morgan to enter into executive session. Motion seconded by Mr. Manuel and was unanimously approved. (Peters vs Wood Co.)

Upon rising the Commission recessed until Thursday morning next beginning at 9:30 o'clock a.m.

LYN WIDMYER, COMMISSION PRESIDENT



Jefferson County Farmland Protection Board

P. O. Box 731
Charles Town, WV 25414-0731

9 September 2010

Board Members

County Commissioner

Frances Morgan
P.O. Box 250
Charles Town, WV 25414
Phone: 725-8289
fberrymorgan@aol.com

County Development Authority

Thomas Bayuzik, Jr.
(Vice-Chair)
P.O. Box 237
Charles Town, WV 25414
Phone: 728-3255
tom@jeda.net

County Farm Bureau

Bob Henshaw
5885 Middleway Pike
Kearneysville, WV 25430
Phone: 725-4810
Henshaw@citlink.net

Soil Conservation District

Chris Lotze
2231 Old Leetown Pike
Kearneysville, WV 25430
Phone: 728-7928
roxleyfarms@citlink.net

County Farmer

Joe Funkhouser
(Secretary)
P.O. Box 670
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Phone: 725-3158
joefunkhouser@hotmail.com

Non-Farmer

County Residents

Peter Fricke
(Chairman)
154 East Street
Middleway, WV 25430-5690
Phone: 728-6400
peter.fricke@frontiernet.net

Liz Uible
P.O. Box 599
Charles Town, WV 25414-0599
Phone: 283-8640
liz@uible.com

Lyn Widmyer, President
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414-0250

Dear Ms. Widmyer:

The Jefferson County Farmland Protection Board (JCFPB) met last night to consider the hiring of an Administrator for the Board to replace Kellie Boles. As a result, we believe that it is necessary for us to meet with the County Commission at your earliest convenience to decide on the best course of action to be followed.

The JCFPB believes that the current arrangement of a joint position for an Agricultural Development Officer and Farmland Protection Administrator is no longer feasible. In the six years the joint position has existed, the workload and responsibilities of both elements have grown to the status of full-time jobs. In consequence, the JCFPB believes that a full-time Administrator to manage easements and develop the program further is essential.

The tasks of the Administrator are complex and require a high degree of knowledge and management skills. The Administrator is, for example, responsible for management of a multi-million dollar easement portfolio; managing the day-to-day business of the JCFPB; seeking matching funds; negotiating on behalf of the JCFPB with state and federal agencies, land trusts, and landowners; contracting for appraisals, land surveys, and other services needed; and the preparation of easement documents.

The continuation of this as a county position funded by a grant from the JCFPB is my Board's favored course of action. We believe that the position should be under the supervision of the Development Authority for two reasons: first, there is a synergy between the positions of Administrator for the JCFPB and the Agricultural Development Officer and, second, the Development Authority's Executive Director is a member of the JCFPB by statute and thus directly links county supervision and Board actions.

Yours sincerely,

Peter Fricke, Chair

cc: Tim Boyde, County Administrator

RECEIVED

SEP 16 2010

Jefferson County Commission



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: John Maxey

Department or Entity: Planning Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: September 23, 2010

Date Requested – 2nd Choice: _____

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

Subject: **Request to Initiate Rezoning of Certain Federal Lands**

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

WV Code 8A-7-9 provides two mechanisms to initiate amendments to zoning ordinances. One mechanism permits the Planning Commission to petition the County Commission to amend a previously adopted zoning ordinance.

Under this provision, the Planning Commission is petitioning the County Commission to initiate a zoning map amendment for any federal land in Jefferson County that is not zoned rural. The Planning Commission has researched this and determined that this situation only exists within the 340 corridor. Land recently acquired by the National Park Service and by the Customs and Border Patrol consists of a number of different zoning districts. The Planning Commission has initiated discussion with both of these entities and they have indicated they would not object to having their zoning classification changed.

Attached to this request is a resolution, passed unanimously at the September 14, 2010 Planning Commission meeting, making this petition and requesting that the County Commission schedule the required public hearing within the 60 day time frame provided in state law.

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

I move that the County Commission hold a public hearing regarding the Planning Commission's petition to rezone certain federal lands on (insert date).

Attachments:

1. Please find a copy of the Resolution to Petition the County Commission as provided by John Maxey, Planning Commission President.
2. A copy of WV Code 8A-7-9 outlining the process of amendments to the zoning ordinance by petition.
3. Map of all federally owned lands along Route 340 and their current designated zoning.

Resolution to Petition the Jefferson County Commission to amend the zoning map

WHEREAS the existing Jefferson County zoning map indicates parcels along Route 340 now owned by the National Park Service and U. S. Customs and Border Patrol as either their original zoning classification or as "National, State and County Facilities"; and

WHEREAS the Jefferson County Planning Commission wishes to revise the zoning map so that it reflects the true underlying zoning classification rather than parcel ownership; and

WHEREAS the current use of these parcels fits the rural zoning classification; and

WHEREAS rezoning these parcels to reflect a rural classification would be consistent with the Jefferson County Comprehensive Plan;

THEREFORE BE IT RESOLVED that the Jefferson County Planning Commission petition the Jefferson County Commission under the provisions of WV Code §8A-7-9 paragraph B to rezone the parcels owned by either the National Park Service or the U.S. Customs and Border Patrol along Route 340 from the current zoning classifications to rural.

West Virginia State Code

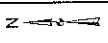
§8A-7-9. Amendments to the zoning ordinance by petition.

- a) After the enactment of the zoning ordinance, the planning commission or the owners of fifty percent or more of the real property in the area to which the petition relates may petition to amend the zoning ordinance. The petition must be signed and be presented to the planning commission or the clerk of the governing body.

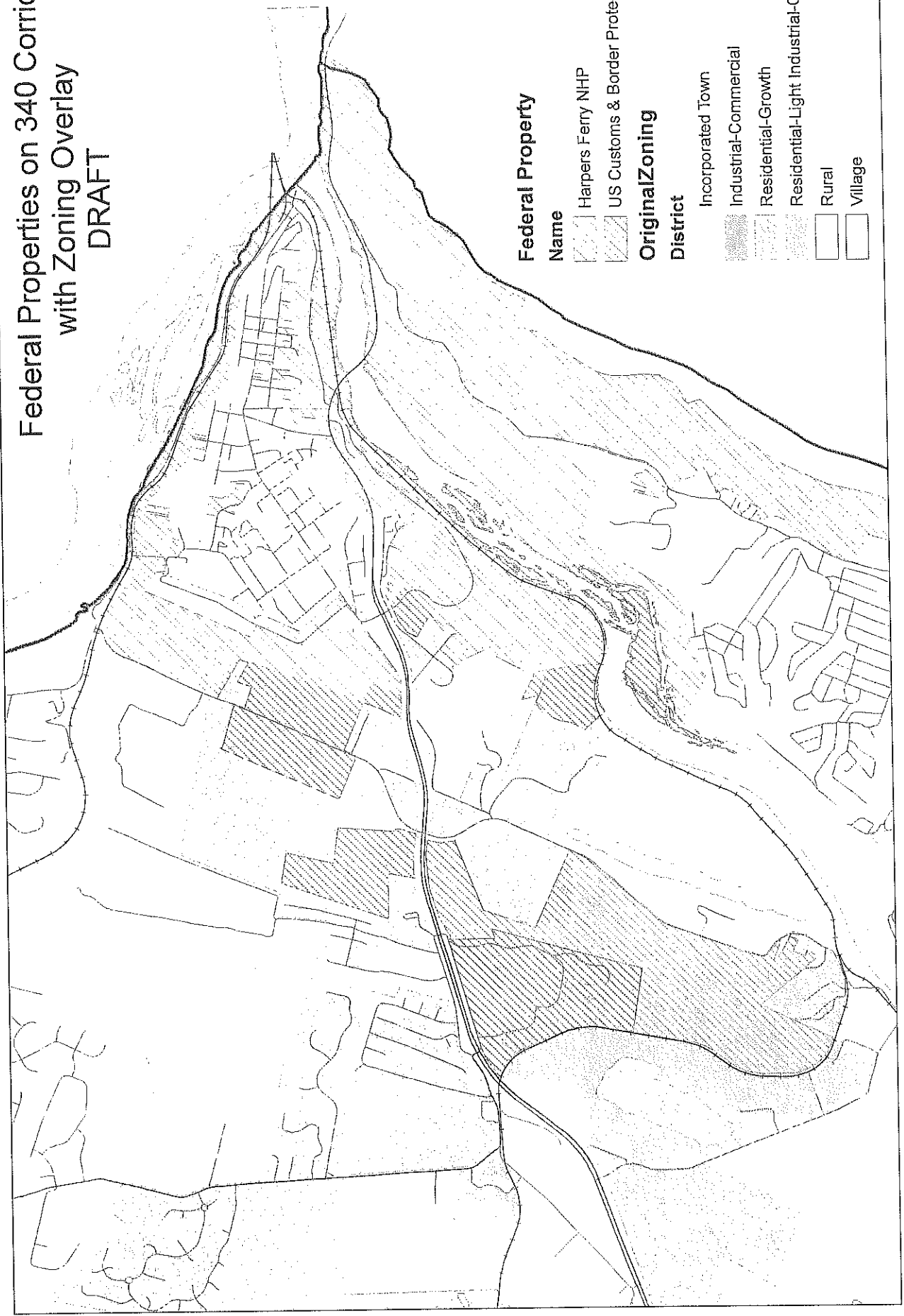
- b) Within sixty days after a petition to amend the zoning ordinance is received by the planning commission or the governing body, then the planning commission or the governing body must hold a public hearing after giving public notice. The public notice of the date, time and place of the public hearing must be published in a local newspaper of general circulation in the area affected by the proposed zoning ordinance, as a Class I legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of this code, at least fifteen days prior to the public hearing.

- c) If the petition to amend the zoning ordinance is from the owners of fifty percent or more of the real property in the area, then before amending the zoning ordinance, the governing body with the advice of the planning commission, must find that the amendment is consistent with the adopted comprehensive plan. If the amendment is inconsistent, then the governing body with the advice of the planning commission, must find that there have been major changes of an economic, physical or social nature within the area involved which were not anticipated when the comprehensive plan was adopted and those changes have substantially altered the basic characteristics of the area.







Federal Properties on 340 Corridor with Zoning Overlay DRAFT









Federal Property

Name

-  Harpers Ferry NHP
-  US Customs & Border Protection

Original Zoning

District

-  Incorporated Town
-  Industrial-Commercial
-  Residential-Growth
-  Residential-Light Industrial-Commercial
-  Rural
-  Village

Nichelle Hosby

From: Bonnie Dorman [BDORMAN@JeffersonCountyWV.ORG]
Sent: Friday, September 17, 2010 11:19 AM
To: nhosby@jeffersoncountywv.org
Cc: tboyde@jeffersoncountywv.org; 'Jennifer Maghan'
Subject: Agenda Request

Hi Nichelle,

Jennifer would like to be placed on the Agenda for September 23, 2010 to present the enclosed Financial Statement of Jefferson County for Fiscal Year Ending June 30, 2010. Please contact Jennifer if you have any questions for the State Auditor.

Thanks,

Bonnie

(bdorman@jeffersoncountywv.org)

Deputy Clerk
Jefferson County Clerk's Office
100 East Washington Street
PO Box 208
Charles Town, WV 25414
(304) 728-3215
(304) 728-1957 (fax)

For News and Information go to :
<http://groups.yahoo.com/group/i-a/>

VISIT US ONLINE at: <http://jeffersoncountyclerkwv.com>



<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
--

AGENDA REQUEST FORM

Name: F. Mark Schiavone

Department or Entity: DCPM

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: 23 September 2010

Date Requested – 2nd Choice: _____

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

Subject: Approval of Budget Revision 003 to the General Fund – Capital Outlay for Elected Officials

Please provide the County Commission with a description of your request or presentation, including any background information: This action to restore the capital outlay accounts (or in the case of Sheriff- Tax and Prosecuting Attorney, materials/supply lines) was approved 5:0 during Regular Session on 16 September 2010. This budget revision requires SAO approval.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): Move to approve the resolution regarding budget revision 003 to the General Fund.

Attachments: (1) Request for Revision to Approved Budget, (2) detailed worksheet for underlying budget changes, (3) Draft resolution to revise the General Fund Budget.

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER

2011

FY

001

FUND

003

REV. NO.

1 of 1

PG. OF NO.

JEFFERSON COUNTY COMMISSION
 GOVERNMENT ENTITY

PO BOX 250 124 E. WASHINGTON STREET
 STREET OR PO BOX

County
 Government Type

Person To Contact Regarding
 Budget Revision: **F. Mark Schiavone**
 Phone: **(304) 728-3337**
 Fax: **(304) 724-2178**

CHARLES TOWN 25414
 CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	3,012,686		155,400	2,857,286
404	Sheriff-Treasurer	495,049	15,000		510,049
405	Prosecuting Attorney	1,476,889	15,000		1,491,889
975	County Clerk		31,000		31,000
976	Circuit Clerk		25,000		25,000
980	Sheriff-Law Enforcement		69,400		69,400
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Director, Local Government Services Division

Jmc
 AUTHORIZED SIGNATURE OF ENTITY
 APPROVAL DATE: 23 Sept 2010

RESOLUTION

At a regular session of the Jefferson County Commission, held 23rd September, 2010, the following order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 003, a copy of which is entered as part of this record.

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

_____	Yes
_____	Yes
_____	Yes
_____	Yes
_____	Yes

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

Budget Revision Detail Sheet

REVENUES Account Description Curr Approp Credit Debit Final Approp Comments

NET REVENUE GAIN/LOSS

EXPENDITURES

Line	Description	Current Approved	Credit	Debit	Final Revised	Notes
001-401-05-568-000-GG-000	CO COM CONTRIB OTHER	2,022,993		155,400	1867593	/1
001-404-03-341-000-GG-000	Sheriff Tax mat/Supplies	2,500	15,000		17500	
001-405-03-341-000-GG-000	Pros Attny mat/supplies	4,000	15,000		19000	
001-975-04-459-000-CP-000	CO CLK CAP/OUT-EQUIPMENT	-	31,000		31000	
001-976-04-459-000-CP-000	CIR CLK CAP/OUTLAY EQUIP	-	25,000		25000	
001-980-04-459-000-CP-000	LAW ENF CAP/OUTLAY-EQUIP	-	69,400		69400	

	Begin Balance	Total Credit	Total Debit	End Balance
Checksums - Interdepartment	2,029,493	155,400	155,400	2,029,493
Checksums - Intradepartment				
Revenues				
Expenditures				

SAO Tally	Department	Begin Balance	Total Credit	Total Debit	End Balance
	401 County Comm	3,012,586		155,400	2,857,286
	404 Sheriff Tax	495,049	15,000		510,049
	405 Prosecuting Attorney	1,476,889	15,000		1,491,889
	975 County Clerk Cap/Outlay	-	31,000		31,000
	976 Circuit Clerk Cap/Outlay	-	25,000		25,000
	980 Sheriff Cap Outlay	-	69,400		69,400
	CHECKSUM	4,984,624	155,400	155,400	4,984,624

NOTES
/1 Actions approved by Act of County Commission during budget workshop on Thursday 16 September 2010

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Valley Health Planning Department
220 Campus Blvd., Ste. 420
Winchester, VA 22601
Telephone #: (540) 536 - 2504
FAX #: (540) 536 - 8019



Fax

To: Nichelle From: Mary E. Zufall, Sr. Planning Analyst

Fax: 304-725-7916 Pages: (including coversheet)

Phone: 304-728-3284 Date: Sept. 15, 2010

Re: Meeting Room CC:

Urgent Space For Review Please Comment Please Reply Please Recycle

• Comments:
Please send response / approval to the
following address:
mzufall@valleyhealthlink.com

IF THERE IS A PROBLEM WITH THIS TRANSMISSION, PLEASE CALL (540) 536 - 2504

CONFIDENTIALITY NOTICE:

Any documents accompanying this facsimile transmission may contain legally or medically privileged confidential information. This information is intended only for the individual or entity named above. If you are not the intended recipient, you are hereby notified that any reading, copying, disclosure, distribution, or retransmission is expressly prohibited. The taking of any action in reliance on the contents of this telecopied information is strictly prohibited. If you have received this telecopy in error, please notify this office immediately to arrange for the return of the received documents to this office.

REMINDER:

Respect patient confidentiality per Health Insurance Portability and Accountability Act



September 15, 2010

Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414
Attn: Nichelle Hosby

Dear Nichelle,

I am writing to request the use of the meeting room located at the Old Charles Town Library. I was told the meeting room is located in the basement of the facility and will accommodate 100 people. The date in which we would like to use the facility is November 23, 2010. The time frame would be from 9:00am - 12:00noon.

We would like to use this space to conduct a Community Health Needs Assessment presentation for Jefferson County. Community leaders, organizations and residents will be invited to attend this meeting. I have placed a call to Planning and Zoning department and they have checked and the date that we are requesting is available.

If you should need anything further, please feel free to contact me at (540) 536-2504. Thank you and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads 'Mary E. Zufall'.

Mary E. Zufall
Sr. Planning Analyst
Valley Health

Debbie Stellato

From: Zufall, Mary [mzufall@valleyhealthlink.com]
Sent: Wednesday, September 15, 2010 3:58 PM
To: Debbie Stellato
Subject: RE: County Commission Meeting Room Request

We are non-profit organization.

Mary Zufall, MHSA, MBA
Valley Health
Sr. Planning Analyst
(540) 536-2504

From: Debbie Stellato [mailto:dstellato@jeffersoncountywv.org]
Sent: Wednesday, September 15, 2010 3:55 PM
To: Zufall, Mary
Subject: County Commission Meeting Room Request

Hi Mary:

One thing I need to know is if your organization is non-profit or for-profit. The county only allows non-profits to use the room, or other county departments.

Debbie Stellato

8

NAACP Jefferson County
P.O. Box 411
Ranson, WV 25438

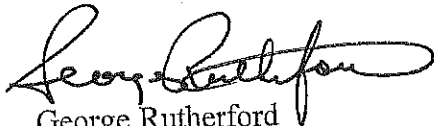
September 14, 2010

To: Jefferson County Commission
From: Jefferson County NAACP
Subject: Use of meeting room

The Jefferson County NAACP request use of the meeting room under the Charles Town Library on October 4th 2010 at 7pm.
We want to host a forum with the 2nd congressional district candidates.

If you have any questions, you can contact me at 725-9610.

Thanks,


George Rutherford
President
Jefferson Co. NAACP
304-725-9610

RECEIVED

SEP 14 2010

JEFFERSON COUNTY COMMISSION

THIS AGREEMENT made this 23rd day of September, 2010, by and between The County Commission of Jefferson County, West Virginia, a Public Corporation, party of the first part, and the Citizens Fire Company, a Corporation of Charles Town, Jefferson County, West Virginia, party of the second part:

WHEREAS the party of the first part is the governing body of Jefferson County, West Virginia, and as such is entrusted with the handling and administration of public funds and also is charged with promoting public safety and general welfare in said county, and;

WHEREAS the party of the second part is a legally incorporated volunteer association and is unable to levy taxes on the general public, but exists for the purpose of protecting the lives and property of the general public in said county, and;

WHEREAS said party of the second part is the only body which can perform the unique services offered by a fire company, and it is the desire of said party of the first part to help said party of the second part in the performance of its services;

NOW THEREFORE THIS AGREEMENT WITNESSETH that for and in consideration of the sum of \$25,000, to be paid by the said party of the first part to the said party of the second part, said party of the second part hereby agrees that during the Fiscal Year 2011 (July 1, 2010 through June 30, 2011), it shall perform in Jefferson County the following services: general fire fighting, life saving, county-wide communications, traffic control, and similar services necessary in fire fighting.

Said \$25,000 shall be paid upon receipt of this signed contract for the fiscal year 2011.

IN WITNESS WHEREOF the said party of the second part has executed this agreement by causing its President to sign hereto its corporate name being duly authorized by its membership and the said party of the first part has executed this agreement by causing its President to sign its name in accordance with the authority granted by said County Commission by order entered on the 23rd day of September, 2010.

The County Commission of Jefferson
County, West Virginia

BY _____
Lyn Widmyer, President

Citizens Fire Company

BY _____
President

In re: Agreement With Citizens Fire Company

The County Commission of Jefferson County has, today, entered into an agreement with Citizens Fire Company, to pay \$25,000 upon receipt of this signed contract for the fiscal year 2011, in consideration that the said Fire Company will perform the following services: general fire fighting, life saving, county-wide communications, traffic control, and similar services necessary to fire fighting.

The County Commission of Jefferson
County, West Virginia

BY _____
Lyn Widmyer, President

Enter this 23rd day of September, 2010

Jefferson County Commission

EMPLOYEE HANDBOOK

Approved by:
Jefferson County Commission

JEFFERSON COUNTY COMMISSION

A MESSAGE FROM THE COUNTY COMMISSION

It is a pleasure to welcome you to the staff of Jefferson County Commission. We are proud of our County's government and we hope you will soon share this pride.

Our employees are our greatest resource and the keystone of efficient and effective government. We have, therefore, adopted a policy of providing our employees with wages, benefits, and working conditions comparable to other counties of our size. In return, we expect you to give your efforts and skills to the best of your ability. We welcome any ideas you may have for improvement of quality or productivity, for we believe that employee participation and involvement is essential to maximum effectiveness.

Our Personnel Policies are summarized in this handbook. The full explanation of all policies and procedures are in the Manual which is located in your department. We ask you to review them and discuss any questions you may have with your supervisor.

We hope you will find challenge, purpose, and personal fulfillment during your association with us.

Sincerely,

JEFFERSON COUNTY COMMISSION

Lyn Wemyer

Patricia Nolan Frances B. Morgan

James Surkamp Dale Manuel

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The County Commission has been, is, and will continue to be, committed to the principle that equal employment opportunity in the public sector of the County must be afforded to all persons regardless of race, color, ancestry, national origin, religion, gender, sexual orientation, marital status, age, medical condition or mental or physical disability as required by applicable federal and state laws. No persons shall suffer discrimination with respect to employment or other terms or conditions of employment by reason of such person's status as enumerated above.

The Jefferson County Commission recognizes that equal employment opportunity may be ensured only by a carefully administered and practiced program designed to eliminate any practices, standards or conditions tending to result in discrimination, and by initiating positive efforts in recruitment, examination, selection, promotion pay, and training procedures to extend equal employment opportunities to all qualified persons without segregating or classifying employees or applicants for employment in any way which would deprive any individual of employment opportunities or otherwise affect his or her status as an employee because of such individual's race, color, ancestry, national origin, religion, gender, sexual orientation, marital status, age, medical condition or mental or physical disability.

Although the Commission attempts to provide stable employment, County jobs are dependent upon funding from state and federal government agencies and from local taxes and fees. Therefore, nothing in the Handbook shall be construed as an expressed or implied guarantee of permanent employment. A person's employment with Jefferson County Commission is at will and may be terminated in management's discretion at any time.

This handbook does not create any contractual rights to any employee.

POLICIES AND REGULATIONS

This manual supersedes any oral representations made to any employee to the contrary. Details of the following information are included in your department's Policy and Procedures Manual. The Commissioners may change these policies at any time, with or without notice. As a new employee, you must make an appointment with the Benefits Administrator during your first day of employment for an explanation of and enrollment in the benefits for which you are eligible.

Any change in your personal status -- i.e. name, address, phone, marital status, dependents or beneficiaries, should be reported to the Benefits Administrator's Office as soon as practical. Your Supervisor will conduct an orientation to your office. Any questions you may have should be directed to him/her.

Department Heads, Supervisors and Elected Officials have been given the authority and responsibility necessary for the efficient operation of the department. They may establish intra-department rules and regulations as long as these do not conflict with general Jefferson County Commission Policy.

PERFORMANCE EVALUATIONS AND SALARY INCREMENT

Our performance evaluation program provides a means of rating your job performance and may be a basis for granting increases, promotions and transfers. Increases are not automatic and may be granted only if your work performance indicates this recognition is deserved and is recommended by your Supervisor and county funds permit.

Probationary employees will have their performance evaluated before the end of their probationary period. Thereafter, your job performance will be evaluated annually. If warranted, a merit increment may be granted until you reach the maximum of your salary grade. Each evaluation will be reviewed with you and you will be given the opportunity to comment and add your comments before it becomes a part of your personnel file.

PROMOTION AND TRANSFER

When a job vacancy occurs, it is the general practice of the Jefferson County Commission to promote from within when qualified candidates exist. Job openings are posted as they occur and are approved by the County Commission. In instances where qualifications are equal, selection will be based on past performance evaluations, ability to perform the work, and tenure. All positions will be posted internally as well.

PROGRESSIVE DISCIPLINE

The County Commission has established rules and regulations for the good of the public as well as you and your co-workers. Your Supervisor has been given the responsibility to see that these rules and regulations are carried out. Disciplinary action may range from verbal reprimand to suspension without pay, and finally, to discharge, but a system of progressive discipline will be followed in cases of work performance or behavioral problems. Any employee involved in an incident which requires investigation or is charged with a criminal offense may be suspended

without pay or dismissed from employment. If you are not satisfied with the decision relative to your discipline, you may seek redress as outlined in the section of the Handbook entitled "Issue Resolution Procedure".

ISSUE RESOLUTION PROCEDURE

We realize that misunderstandings will arise regarding working conditions, disciplinary actions, or the manner in which personnel rules and regulations are interpreted or applied. Most of the time your problem can be resolved through an open, honest and thorough discussion with your Supervisor. (S)he has the first responsibility to resolve your problem.

However, if you don't feel satisfactory progress has been made, or if you feel your Supervisor cannot solve your problem, employees may seek a solution through the formal Issue Resolution Procedure. Contact your Department Head or the County Administrator for instructions and forms to be used. It is our sincere desire to be completely fair when reviewing your problem. All decisions are made with the best interest of our public and general welfare of Jefferson County Commission and its employees in mind.

NON DISCRIMINATION & ANTI-HARASSMENT

The Jefferson County Commission is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Jefferson County Commission expects all relationships among persons in the workplace will be businesslike and free of bias, prejudice and harassment.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, citizenship status, marital status, creed, genetic predisposition or carrier status, or any other characteristic protected by law or that of his/her relatives, friends, associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

AMERICAN DISABILITIES ACT (ADA)

The County Commission is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and the West Virginia Human Rights Act (WVHRA). It is the Jefferson County Commission's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Jefferson County Commission will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA and WVHRA, who has made Jefferson County Commission aware of his or her condition, provided that such accommodation does not constitute an undue hardship on the County.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their immediate supervisor. Jefferson County Commission encourages individuals with disabilities to come forward and request a reasonable accommodation.

ETHICS

The Jefferson County Commission conducts business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations. The highest standards of ethical conduct are required of Jefferson County Commission employees in performance of their responsibilities. Every employee has the responsibility to ask questions, seek guidance, report suspected violations, and express concerns regarding compliance with this statement.

Employees who fail to maintain proper standards of ethics and conduct toward their work, their co-workers or the County's clients and vendors, or who violate any of Jefferson County Commission's policies, will be subject to appropriate disciplinary action, up to and including discharge.

CONFIDENTIAL INFORMATION

All Jefferson County Commission records and information relating to the County or its employees, clients or vendors are confidential and employees must, therefore, treat all matters accordingly. No County or County related information, including,

without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of the County) may be removed from the County's premises without permission from the County.

Additionally, the contents of records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the County. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature. The County will comply with all HIPAA regulations.

TARDINESS AND ABSENTEEISM

Unauthorized absences, tardiness, and unapproved early departures may lead to disciplinary action. Your Supervisor has the authority to reduce your pay for lost time or require that the time be made up.

RESIGNATION

If circumstances become such that you must leave County Government employment, the following guidelines will assure your resignation in good standing:

- 1) Advise your Supervisor immediately of your intention to resign
- 2) Submit a letter of resignation to your Supervisor. Non-exempt personnel must provide a two week notice; exempt personnel a four week notice. The reason for your resignation must be specified. If you leave County employment in other than good standing, you will forfeit accrued sick leave benefits and you may forfeit reinstatement privileges.

TYPES OF EMPLOYEES

Probationary Employee - All newly hired employees for the first six months (180 days) of employment. During this time your work will be reviewed and evaluated frequently by your Supervisor as a part of our performance evaluation program. Probationary employees may be terminated at any time, for any reason without notice. Such termination results in loss of accrued sick leave benefit days.

Regular Full-Time Employee - An individual scheduled to work 30 / 32 hours or more per week (35 or 40 hours per week respectively) and has completed their probationary period. Regular full-time employees are eligible to participate in all the benefit programs.

Regular Part-Time Employee - Persons appointed to work a regularly scheduled shift of less than 30 /32 hours per week (35 or 40 hours per week respectively). These employees are paid on the basis of an hourly rate and receive vacation, sick, and holiday benefits on a pro-rated basis.

Occasional Employee - Individuals appointed to work as a fill-in or on-call employee. These employees are not eligible to participate in the County benefit programs.

Temporary Employee - One appointed to fill a position for a limited period of time. Temporary employees are not eligible to participate in the County benefit programs.

HOURS OF WORK

Your Supervisor will inform you of your hours of work. The standard workday of the County business offices is 7 hours (40 hour work week) from 8:00 a.m. to 5:00 p.m. with one hour for lunch. All Department Heads, 911-1 Emergency Services / Communication Technicians, and Supervisors, select Maintenance workers, and certain other staff, have a standard 8-hour workday and 40 hour work week. With your supervisor's approval, you may request hours of work other than the standard 8:00 A.M. to 5:00 P.M. work hours.

TIME RECORD

Our attendance records are County records, and care must be exercised in recording the hours worked, overtime hours, and absences. Employees are not to clock or sign in or out for other employees. Violations of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

Once a non-exempt employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records. If an employee forgets to clock or sign in or out, he or she must notify his or her supervisor immediately so the time may be accurately recorded for payroll.

PAY DAY

You will receive your paycheck bi-weekly. If the pay day falls on a holiday, paychecks will be distributed on the day before the holiday. No paychecks will be distributed prior to pay day. Any questions you have about your paycheck should be directed to your Supervisor.

OVERTIME

It is the Policy of the Jefferson County Commission to compensate non-exempt employees for overtime hours worked in accordance with the Federal Wage and Hour Law (Fair Labor Standards Act). Overtime is defined as all authorized time worked in your regular position in excess of 40 hours a workweek.

Overtime is limited to strict necessity and is worked only with the prior approval of the Department Head. Exempt employees are excluded from overtime consideration. Only hours worked are counted when computing overtime. "On-call" hours, as defined in the County's Personnel Policy & Procedures are considered hours worked.

PAYROLL DEDUCTIONS

The County is required by law to make certain deductions from your gross pay. These are: federal income tax, state income tax, local income tax, state unemployment compensation tax, and social security tax. In addition, state law requires that the County deduct a minimum of 4.5 percent from the paycheck of the full-time employee into the County Employee Retirement Plan.

Voluntary deductions may consist of additional deferred compensation. If you have any questions regarding payroll deductions, please ask your Supervisor or the Human Resources Office.

RETIREMENT

State law mandates all regular full-time and certain regular part-time County employees must be members of the West Virginia Public Employee's Retirement System by contributing a minimum of 4.5% of their gross pay through payroll deduction to the West Virginia Public Employees Retirement System. This money is yours and will never be forfeited by you. A booklet setting forth the details of the System will be given to you during your initial orientation. If you have any questions about the retirement program, please contact the Benefits Administrator's Office.

MEDICAL, DENTAL, VISION AND LIFE INSURANCE

All full-time employees are eligible for coverage under the provisions of the Jefferson County Employee Group Medical, Dental, Vision and Life Insurance Plans. Dependent coverage is also available. Details of these benefits are given to you during your orientation in the Benefits Administrator's Office. Any questions regarding insurance coverage or procedures for you or your covered dependents should be directed to the Benefits Administrator's Office.

DEFERRED COMPENSATION

The County provides this voluntary benefit to employees who wish to have a part of their salary placed in a tax deferred savings program in any of the plans available. Employees who resign, retire or wish to reverse their program must contact the deferred compensation representative.

HOLIDAYS

The Jefferson County Commission recognizes several holidays annually. The tentative Holiday schedule is announced by the Board of Commissioners during December of each calendar year. Full-time employees will be paid for Holidays at their standard hourly rate. Regular part-time employees shall be granted prorated Holiday hours if you are scheduled to work on a Holiday, you will receive additional compensation. Your Supervisor will discuss this with you. The Emergency Communications 9-1-1 Supervisors and Telecommunicators will recognize calendar Holidays if these differ from the official schedule.

Holidays occurring during the vacation or sick leave will be considered as Holiday pay and will not be charged against your accrued vacation or sick hours. To qualify for Holiday pay, you must work the last scheduled workday before the Holiday and the first scheduled workday following the Holiday, or have an approved absence.

JURY DUTY

If you are summoned for Jury Duty, it is important for you to notify your Supervisor immediately so that arrangements can be made to provide coverage for your work, if necessary. Absence from work due to jury duty during your scheduled work hours will be paid based on your standard hourly rate and the number of scheduled hours off work. You are required to remit to the County Tax Office any payment for services received as a jurist except mileage. If you are not scheduled to work while on Jury Duty, you will not receive wages and are not required to remit jury duty fees paid.

If you appear, as part of your job or under subpoena, before a court, you will be paid your regular salary for time off work. If you appear in court for personal or private litigation, unpaid time, or vacation leave must be used for time off work.

BEREAVEMENT

Should a death occur in your family, an excused absence may be granted by your Department Head. You must be a full time employee to request this benefit. Funeral leave will be paid at your standard hourly rate. If the death occurs in your immediate family, you may be granted three (3) work days (including the day of the funeral) if the deceased is your spouse, child, step-child, parent, step-parent, brother, sister, parent-in-law, son-in-law, daughter-in-law. The employee will receive bereavement (2 days) for, sister-in-law or brother-in-law. Two days of funeral leave may be granted for other deceased family members if the deceased is the employee's niece, nephew, aunt, uncle or grandparent-in-law by blood or marriage. If you need additional time you may charge the time against your accrued vacation hours or a request for unpaid time.

FINAL PAY

Upon separation from employment or whenever an employee quits or resigns employment, the wages or compensation earned shall become due and payable not later than the next regular payday on which such wages would otherwise be due and payable. Accrued sick will not be compensated for anything other than retirement calculations by PER 5.

VACATION

Based on hours worked, you may accrue nine days paid vacation during your first year of employment. Nine of these days will be available to you after six months of employment. Any days of vacation taken during the first six months or any days taken in excess of your current accrual are taken without pay. Vacation time is a reward for services offering you a break from the daily routine and is earned according to the following schedule:

Year of Employment	Length of Continuous Service	Monthly Rate of Accrual	Accrued Days Maximum Per Year	Maximum Accrual
0-2	After 1 mo.-23 rd	.75 day	9	9
2-5	24 th mo. - 59 th	1 day	12	20
5-12	60 th mo. - 143 rd	1.25 days	15	26
12-15	144 st mo.- 179 th	1.5 days	18	26
15 plus	180 th mo. - thereafter	2 days	24	26

Whenever workloads and schedules permit, you may request vacation for your most preferred time. In the case of conflicting vacation requests within a department, service time shall prevail. All vacation scheduling is subject to approval by your Department Head. Vacation pay will be based on your standard hourly rate.

If you terminate, you will be paid for your accrued but unused vacation hours subject to the maximum accumulation shown in the schedule above. Regular part-time employees will receive the vacation benefit on a pro-rated basis, i.e. a three day per week employee would accrue 60% of the schedule.

SICK LEAVE

Paid sick leave for personal illness or care of sick family members accrues from your first day of work at a rate equivalent to one day per month. Regular part-time employees accrue sick leave on a pro-rated basis. Your Department Head may require verification by a physician (M.D.) for absences exceeding three work days or more, or for any period of illness if abuse is suspected.

Sick leave may be taken during the probationary period. Paid sick leave will not be granted until accrued. To be eligible for paid sick leave, you must notify your Supervisor of your intended absence no later than the beginning of your regular shift. As some offices have established sick leave reporting procedures, be sure to discuss this with your Supervisor.

ANNUAL MILITARY TRAINING

If you are a member of the Reserve Guard, or other recognized military organization requiring an annual training period, you will be granted up to fifteen working days of leave for the purpose of attending scheduled training. You will be paid at your standard hourly rate. Your benefits will be continued during this period. Requests for this leave must be submitted to your Department Head, who may approve leaves up to the work days in length.

LEAVE-OF-ABSENCE

A leave of absence without pay may be granted, upon proper application, to full-time employees of the County who have completed one year of satisfactory service. Three types of unpaid leave of absence are recognized: Personal, Military, FMLA or Medical (includes Childbirth). If you need to make application for an unpaid leave, contact your immediate supervisor or department head for leave information and the procedure to apply. Such leaves will be limited to three months, except military which will be for the duration of the active duty.

A leave of absence for all regularly assigned full and part-time employees is available under the provisions of the Family & Medical Leave Act for a maximum of twelve weeks in a 12 month period; however Military FMLA is extended to a maximum of twenty-six weeks in a 12 month period. To be eligible for FMLA, you must have been employed with us for 12 months and worked at least 1,250 hours during the twelve-month period immediately before the date when the leave is requested to commence. The leave can be taken for the birth or adoption of a child, the serious health condition of a child, spouse or parent, service member, or your own serious health condition.

Employees should provide 30 days advanced notice of FMLA request or as soon as practical in event of an emergency.

SAFETY PROGRAM

As an employee, you are a vital part of the County's Safety Program. Safety hazards of any type should be reported to your Supervisor without delay. Should you sustain an accident or injury while on the job, you must report it immediately to your Supervisor and complete an Incident Report.

WORKERS' COMPENSATION

The County assumes responsibility for the payment of Workers' Compensation insurance premiums. To be eligible for Workers' Compensation, all work related accidents, regardless of the extent of the injury, must be reported to your Supervisor immediately. You are covered by Workers' Compensation Insurance only while you are working on the County's premises going to or from your job.

Lost time from work resulting from a work-related injury is compensable starting the eighth day of disability. You may elect to use your accrued sick, personal or vacation time to receive pay during the first seven days. The Benefits Administrator can answer any questions you may have concerning Workers' Compensation.

LIABILITY INSURANCE

Employees are covered by a blanket liability insurance policy. There is no charge to the employee for this coverage.

BULLETIN BOARDS

Official announcements and other items of interest are posted on the bulletin boards conveniently located in the various office facilities. Unauthorized removal, destruction, or defacement of posted material is treated as a violation of County rules and regulations.

PERSONAL MAIL

Because of the sizable volume of mail that flows through each County facility, it is requested that you not use your office as your personal mailing address.

TELEPHONE

The telephone is a very important factor in establishing good public and employee relations. When answering, or placing a call, it is important that you identify yourself as well as your department. Personal calls should be kept to a minimum. For your convenience, public phones are available at each County facility.

PARKING

Employee parking on a first-come, first-serve basis is available at all County locations. Permits, available at the Maintenance Office, are required if you park in the Courthouse parking areas due to the limited parking spaces available.

SOLICITATIONS AND CONTRIBUTIONS

Permission to solicit contributions is granted only by the County Commission. This applies to solicitation of donations for both community and national causes. You are not required to contribute to any cause approved for solicitation by the Commissioners. Any distribution of literature must be approved in advance by the Commissioners and is limited to non-work areas during non-work time.

LOST AND FOUND

Lost articles should be reported immediately to your Supervisor. Any property that you happen to find on County premises should be turned over to your Supervisor.

COMPUTER E-MAIL

The computer equipment and the E-Mail system are to be used for County business. You are requested to treat it as assistance in performing your job duties for the County and not as part of your personal activities.

Issue Resolution

POLICY

The Jefferson County Commission will provide an issue resolution procedure for all employees when misunderstandings occur regarding working conditions, application of discipline, or interpretation of County policies and procedures.

PROVISIONS

It shall be the responsibility of all levels of Jefferson County Commission management to give the employee a completely fair and open hearing relative to the issue without prejudice.

In addition to the County procedure, Civil Service employees have the right to appeal for personnel actions under Civil Service regulations. Questions relating to the issue resolution procedure should be referred to the County Administrator or designee..

PROCEDURES

Issue Resolution Process

The employee shall first discuss the problem or complaint with his/her immediate supervisor. If the matter is not resolved to the employee's satisfaction, the employee shall have the right to submit a complaint in writing. The Issue Resolution Procedure may proceed, if necessary, through the following steps:

Step 1:

1. The employee shall discuss the complaint with his/her immediate supervisor within five (5) working days of the occurrence of the event.
2. The supervisor shall give the employee a written decision on the issue within five (5) working days of the meeting.

Step 2:

1. If the employee is not satisfied with the disposition of the complaint at Step 1, he/she may move the complaint to the Department Head within five (5) working days of the meeting.
2. The Department Head shall meet with the employee within five (5) working days of receipt of the Complaint and shall reply in writing to the employee within five (5) working days of the meeting.

Step 3:

1. If the employee is not satisfied with the disposition of the complaint at Step 2, he/she may move the complaint to the County Administrator (or designee) within five (5) working days of the Department Head's decision.
2. The County Administrator (or designee) shall meet with the employee within five (5) working days of receipt of the complaint and shall reply in writing to the employee within ten (10) working days of the meeting.

Step 4:

1. If the employee is not satisfied with the disposition of the complaint at Step 3, he/she may move the complaint to the County Commission within five (5) working days of the Administrator's decision.
2. The County Commission shall meet with the employee within five (5) working days of receipt of the complaint and shall respond in writing to the employee within ten (10) working days of the meeting.
3. The decision of the County Commission shall be final.

The Issue Resolution Form shall be used to initiate the complaint. The employee shall complete the form by completing the information requested and presenting the form to his/her immediate supervisor. The information contained on the form shall not be altered during the issue resolution procedure.

A separate copy of the Issue Resolution and Employee Answer Form is executed for each reply to the employee's complaint. A separate copy of this form is completed by the employee in referring the complaint to the next higher step in the issue resolution procedure or in terminating the complaint.

Since the purpose of this form is to keep appropriate personnel apprised of the current status of the complaint, only one half of the form is completed and distribution is made immediately.

Copies of completed forms shall be given immediately to all appropriate persons involved in the issue resolution procedure and to the Human Resources Office.

The County Administrator or designee is responsible for providing copies of all completed issue resolution forms to the County Commission or its designee when complaints are referred to that level.

The County Administrator or designee is responsible for administering the uniform processing of issue resolution forms with Jefferson County Commission.

Author: TTB

Date: 8/17/10

Approved: _____

DRAFT

JEFFERSON COUNTY

Issue Resolution – Reply Form

Complaint Reply:

No. _____ Step _____

Employee _____ Class Title _____ Dept. _____

Reply to Employee Complaint: _____

Signature _____ Received by _____

Title _____ Date _____

Date _____

Employee Answer

No. _____ Step _____

Employee _____ Class Title _____ Dept. _____

_____ I am satisfied with the answer to my complaint.

_____ I am not satisfied with the answer and wish to have it referred to the next step.

Additional Comment _____

Employee's Signature _____ Date _____

Received By _____ Date _____

DRAFT

JEFFERSON COUNTY

Issue Resolution Form

Any employee having a problem regarding his/her employment must discuss the problem with their immediate supervisor. If the problem is not resolved to the employee's satisfaction, the employee may then submit their complaint in writing.

Employees presenting complaints must be specific and state exactly what occurred to cause the complaint. For example, what rule or regulation was unjustly applied, how, when, by whom and to whom. Complaints that are not specific or are incomplete will be returned for further information.

Employee Information:

Name _____ Class Title _____ Department _____

Date(s), Time, and Location

Date Occurred _____ Time _____ Location _____ Date Presented _____

Statement of Employee's Complaint:

Settlement Desired:

Employees' Signature _____ Received By _____
Date _____

DRAFT

COMPENSATORY TIME

POLICY

Non- exempt employees of Jefferson County *may* receive compensatory time off in lieu of overtime compensation. Compensatory time is calculated in the same manner as overtime compensation methods.

Compensatory must be agreed to in writing by the employee and the department head before the performance of work and must be recorded in the employee record of hours worked. The written agreement can be modified at any point at the request of the employee or department head. The modified agreement cannot negate the hours accrued prior to modification.

All accrued compensatory time must be used within two (2) pay periods of accrual or it will be lost. Exceptions to this policy *may* be granted by the County Commission or their designee on a case by case basis.

The use of accrued compensatory time by the employee should be submitted in writing to the department head three (3) days in advance. The department may allow for the use of compensatory time off within a reasonable request unless the employee's absence would disrupt the day-to-day operation of the department.

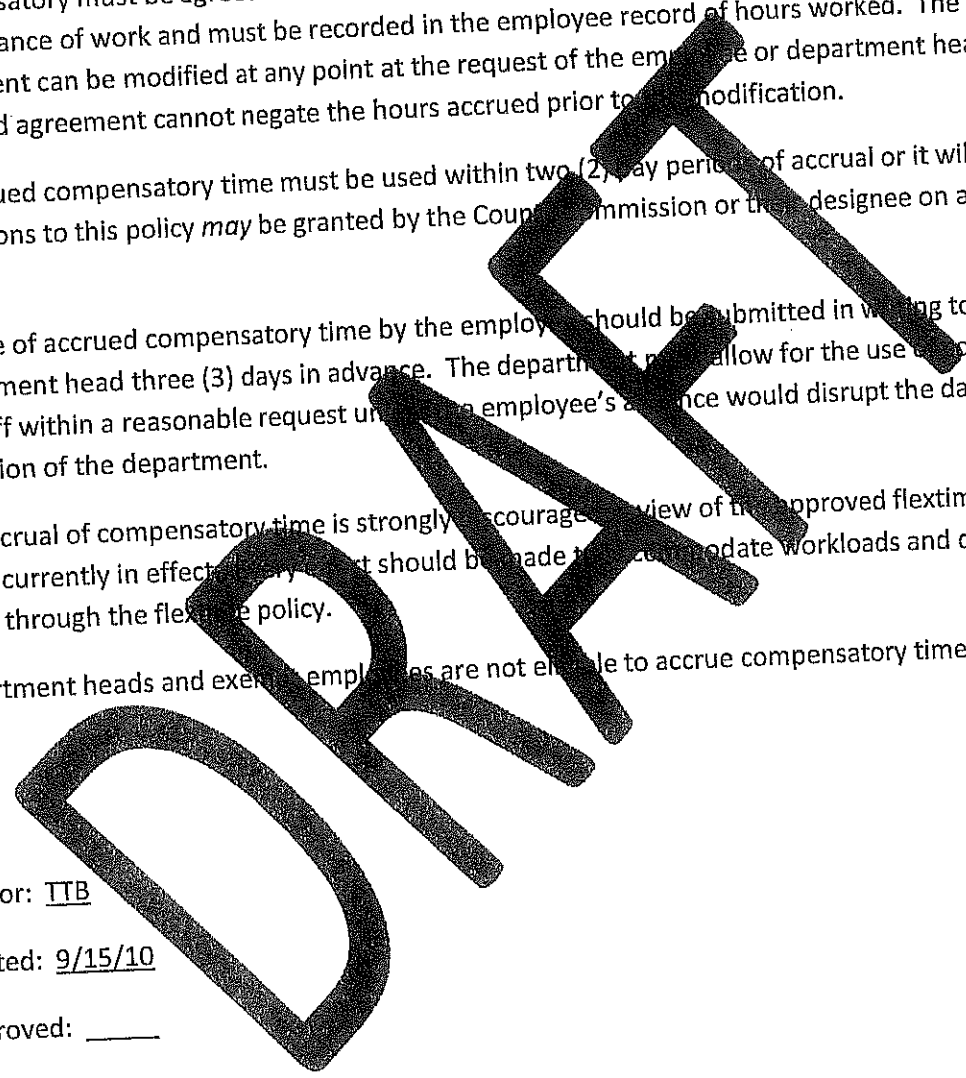
The accrual of compensatory time is strongly discouraged in view of the approved flextime scheduling policy currently in effect. Any request should be made to accommodate workloads and departmental needs through the flextime policy.

Department heads and exempt employees are not eligible to accrue compensatory time.

Author: TTB

Drafted: 9/15/10

Approved: _____



Hours of Work

POLICY

The Jefferson County Commission will maintain specified hours of operation for all County offices to benefit the citizenry of Jefferson County.

PROVISIONS

County offices will be open five (5) days each week, except for specified holidays, from 9:00 a.m. to 5:00 p.m. The normal, standard, or regular workday for all employees except as noted below will be seven (7) hours.

Department Heads and Elected Officials have the responsibility to maintain adequate staffing in their respective offices to meet the demands of the public during normal hours of operation.

The standard workday for the following categories of employees will be eight (8) hours:

- Emergency Communications (911)
- Certain maintenance staff
- Deputy Sheriffs
- Homeland Security
- Department Heads
- Assessor's Office

When authorized by the County Administrator, employees in facilities that operate 24 hours daily may be assigned to modified, alternative, or experimental work schedules to help meet special operational needs.

Whatever daily work schedule is used (i.e. 7, 8, or modified hours) these hours shall represent the employee's day of work.

Daily assigned hours shall set the level to be applied for using an equivalent number of hours per day for the use of accrued leave or sick time should the employee want a full days' pay, and for all other benefit days, e.g. funeral, jury duty, military, etc. Partial use of accruals is permissible on an hour-by-hour basis. However, accruals cannot be used on days that employees are not scheduled to work.

FLEXTIME

A system of varying employee work time in which each employee will work the same number of hours as usual, but the timing of worked hours may vary by mutual consent of an employee and the respective supervisor within established Flextime guidelines. All requests for Flextime must be approved (in writing) by the immediate supervisor and the Department Head/Elected Official.

The concept and use of flexible scheduling is:

- To promote employee morale
- To provide opportunities for employees to conduct personal business without taking either paid or unpaid time off
- To maximize employee productivity
- To accommodate individuals for whom rigid work schedules constitute a hardship or even a barrier to employment
- To minimize employee tardiness and short term absences
- To allow greater employee participation in family and community activities
- To increase flexibility in meeting irregular scheduling needs

Management and employees must recognize that the use of Flextime cannot prevent or interfere with accomplishment of the mission, goals, and tasks of County Government and its respective departments, nor can Flextime cause a reduction in the levels of service currently provided.

It is also recognized that the success of Flextime depends entirely on the cooperation and good faith efforts of all involved parties and on the mutual understanding and acceptance of the benefits/limitations of Flextime.

Management must be open to alternative and creative approaches to the scheduling and accomplishment of work while employees must fulfill their commitments in a trustworthy and productive manner for Flextime to succeed. To that end, the following procedures/guidelines are established for the implementation of Flextime within Jefferson County Government.

PROCEDURES

FLEXTIME GUIDELINES

In cases of conflict arising out of requests for Flextime scheduling, these Flextime rules and guidelines are superseded by federal and state laws or administrative rules.

ELIGIBILITY

- All County employees are eligible to participate with the approval of their immediate supervisor and Department Head.
- Employees requiring close supervision are restricted to working only those hours when supervision is available
- An employee may be denied eligibility on a temporary or permanent basis for abuse of flextime such as misrepresentation of hours worked

HOURS

- The standard flextime schedule for professional, supervisory, and management employees is 70 or 80 every two-week pay period
- Rest periods may not be used as a part of the flextime scheduling, as rest breaks are standard work time and employees are in pay status during rest breaks.

SCHEDULES

- Flextime schedules are employee initiated; no employee may be required to participate in Flextime. This does not nullify management's right to change official employee work schedules to meet the needs for continued day-to-day operations.
- Flextime must be approved in writing by the supervisor and Department Head/Elected Official
- Supervisors may require submission of the schedule in writing two weeks in advance, but not less than one day (24 hours). In all cases where time sheets are completed for payroll purposes, they should accurately reflect the exact hours worked
- Core hours may be designated by supervisors depending on department production or workload requirements

EMPLOYEE RESPONSIBILITIES

Employees participating, or wishing to participate in Flextime shall:

1. Obtain advance approval of proposed flextime schedule from their immediate supervisor and Department Head/Elected Official.
2. Be able to meet all workload requirements and attend all scheduled conferences/meetings within the proposed schedule.
3. Schedule only hours in which work is available, or in which it is possible to perform the duties of the job.
4. Notify other employees who will be affected by their presence or absence of their schedules and whereabouts while at work stations by posting schedules. Coordinate schedules with other employees to maintain minimum staffing levels and required employee interaction.

Employees participating, or wishing to participate in Flextime may not:

1. Propose a schedule which includes compensable overtime.
2. Propose to work when supervision is not available if the job or employee requires supervision.

SUPERVISOR RESPONSIBILITIES

Supervisors shall:

1. Approve responsible requests that conform to the established guidelines.
2. Determine staffing and workload requirements and, if necessary, designate a minimum number or individuals to be available during the regular shift hours at a work station or site.
3. Notify employees of schedule conflicts within two (2) days of receiving a request or learning of a potential conflict.

Resolve schedule conflicts according to the following procedures:

1. Prescheduled accrued leave requested at least thirty days in advance has priority over Flextime requests.
2. The supervisor shall contact the employees and request them to resolve the matter between themselves.
3. Make reasonable efforts to avoid conflict in scheduling meetings and other group projects

Supervisors may:

1. Revoke an employee's eligibility to participate in Flextime for abuse of the policy.

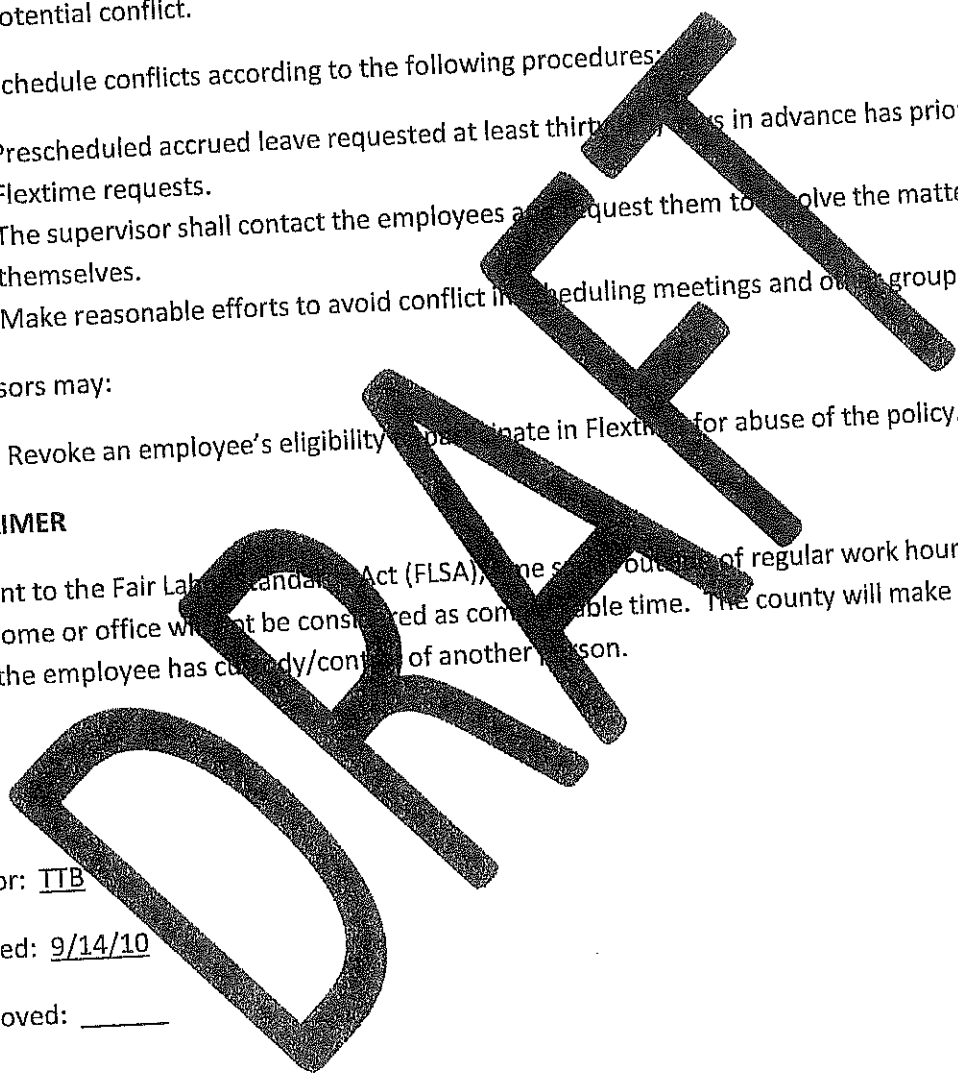
DISCLAIMER

Pursuant to the Fair Labor Standards Act (FLSA), time spent outside of regular work hours in travel away from home or office will not be considered as compensable time. The county will make an exception to this if the employee has custody/control of another person.

Author: TTB

Drafted: 9/14/10

Approved: _____



Classification Plan

POLICY

The Jefferson County Commission will provide a Classification Plan consisting of position descriptions for its employees.

PROVISIONS

The County Administrator (or designee) will be responsible to the Commission for the administration of the Classification Plan, in conjunction with, Elected Officials, Department Heads, and Employees.

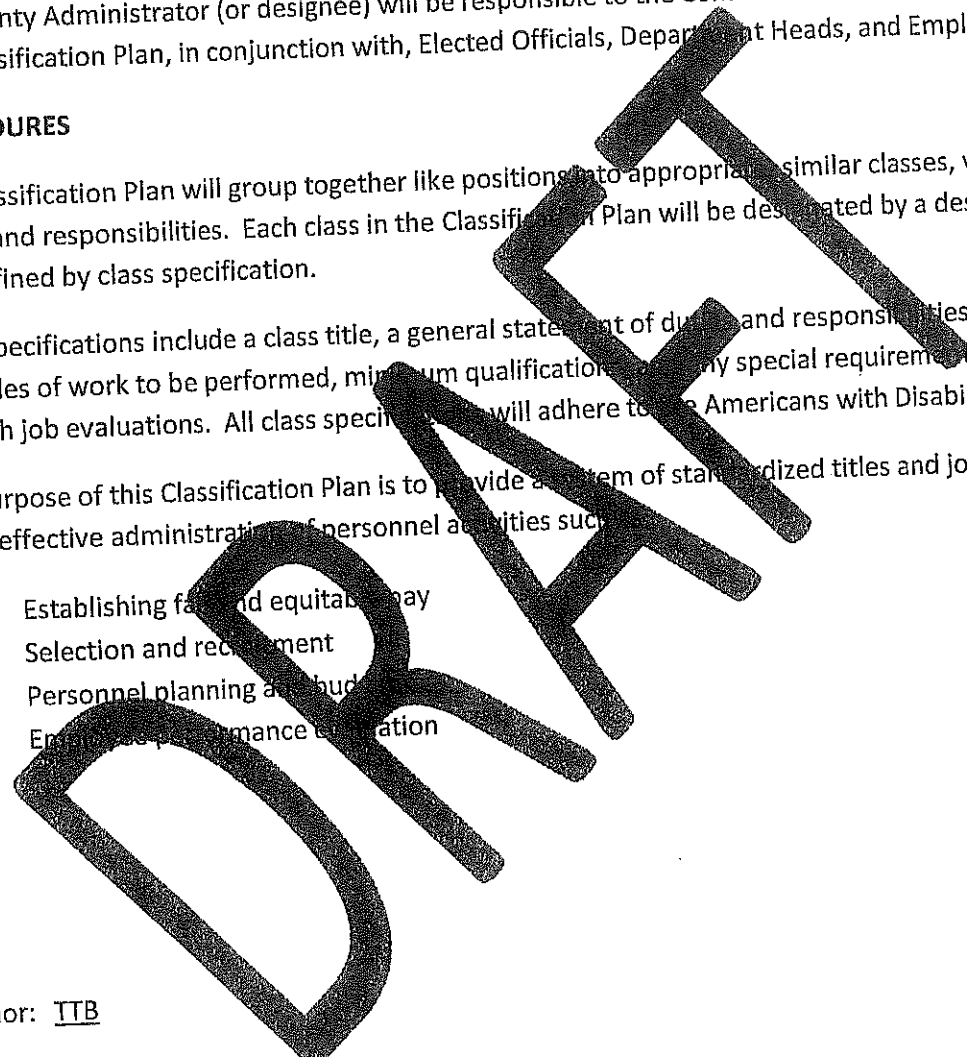
PROCEDURES

The Classification Plan will group together like positions into appropriate similar classes, with respect to duties and responsibilities. Each class in the Classification Plan will be designated by a descriptive title and defined by class specification.

Class specifications include a class title, a general statement of duties and responsibilities, typical examples of work to be performed, minimum qualifications, and any special requirements as determined through job evaluations. All class specifications will adhere to the Americans with Disabilities Act (ADA).

The purpose of this Classification Plan is to provide a system of standardized titles and job language used in the effective administration of personnel activities such as:

- Establishing fair and equitable pay
- Selection and recruitment
- Personnel planning and budgeting
- Employee performance evaluation



Author: TTB

Drafted: 9/14/10

Approved: _____

CALCULATION of COMPENSATION

POLICY

The Jefferson County Commission provides regular pay periods for all employees of Jefferson County Government.

PROVISIONS

Pay Periods

- All employees will be paid on a bi-weekly basis
- Pay periods are based on a Sunday through and including the second Saturday
- Individual time sheets are the basis for payment of salary and wages
- Any misrepresentation of facts on the time sheet may be grounds for dismissal

Calculation of Pay

Pay day will be on the Thursday following the end of the pay period and will include payment for all hours worked during the pay period. Under no circumstances will advances on wages be made, nor will individual paychecks be issued in advance of the scheduled pay.

- Salaries and rates of pay are set by the adopted salary and compensation schedule adopted by the Jefferson County Commission on _____
- Hours for persons assigned, mandated or assigned emergency duty on contiguous Saturdays and Sundays will be counted as the same _____

Time Recording

Individual time sheets are the basis for payment of salary and wages. The individual time sheet must be signed by the employee and department head. No wage or salary payment will be made without the properly signed document. Time sheets are due in the payroll office no later than _____ following the close of a pay period.

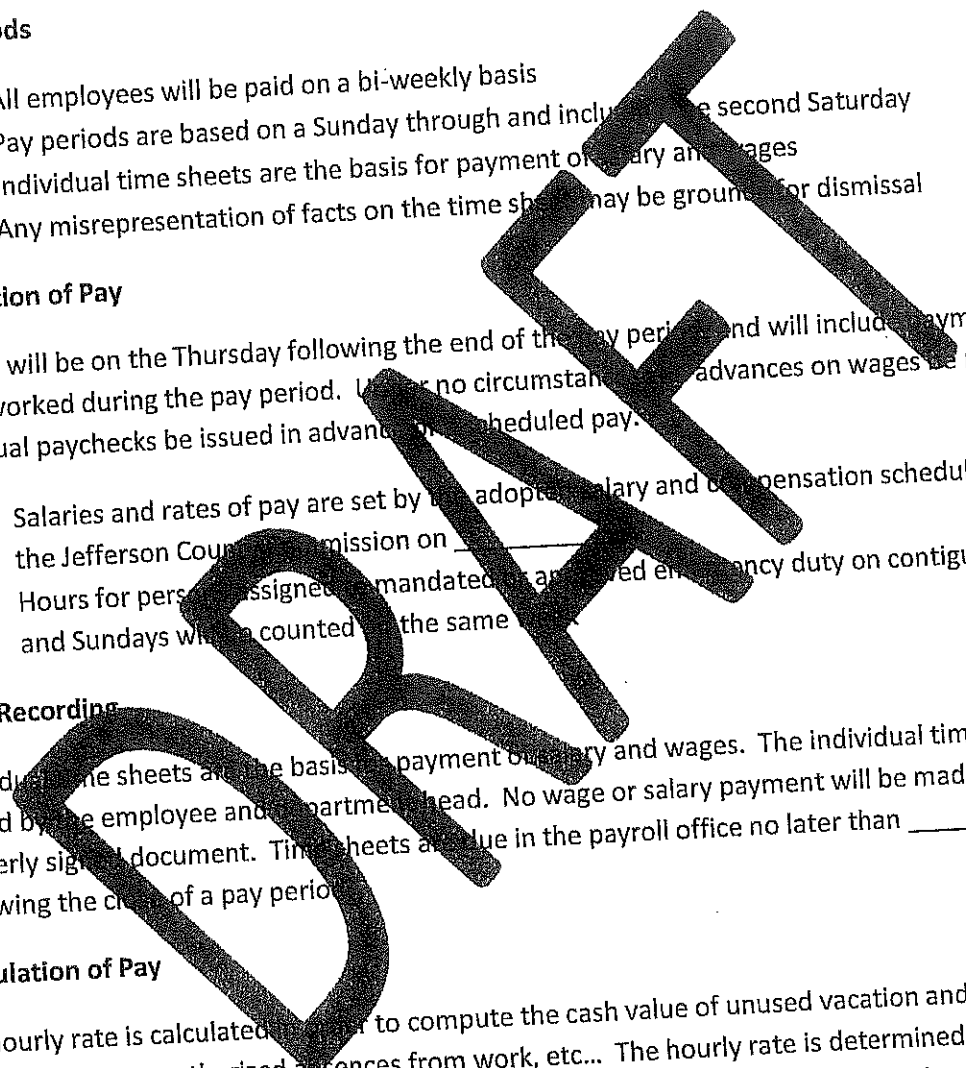
Calculation of Pay

An hourly rate is calculated _____ to compute the cash value of unused vacation and sick leave, salary deductions for unauthorized absences from work, etc... The hourly rate is determined by dividing the annual rate of pay by 1820 hours (35 hour work week) or 2080 hours (40 hour work week) whichever is appropriate.

Author: TTB

Drafted: 9/15/10

Approved: _____



FY 2011 Budget Workshop
(19 Aug 2010)

11

Summary of Actions 19 August 2010		Staff Action
Unreserved balance \$	2,054,543 /1	
elected officials Cap/Out \$	(155,400)	BR003 PENDING
Fire companies partial restore \$	(112,000)	BR002 9 Sep 10
Mandatory salary/trip guards \$	(42,587)	BR002 9 Seep 10
Potomac Street project \$	(60,000)	From 401 PENDING
Farmland Protection Funding \$	(335,000) /2	From 401 PENDING
Equipment funding for Jefferson Center \$	(50,000) /3	From 401
Transfer to Fund 246 (Building Fund) \$	(175,000)	From 401 PENDING
2.5% staff COLA adjustment \$	(193,139) /4	BR004 PENDING
VLT expenditures to date \$	(20,500) /5	From 401 PENDING
Reserve for salary adjustments \$	(190,000)	PENDING ACTION
Savings from Group Health/Prop Liability INS \$	249,139	BR004 PENDING
REMAINING \$	970,056	

NOTES

- /1 after 750,000 already budgeted and all open purchase orders
- /2 5 yr 0 interest loan - conditioned on acceptance of MOA. Trans to Fund 057
- /3 staff to research using Building Fund (246)
- /4 funded using health insurance savings. Pending final analysis using Finance Dept data.
- /5 see document: VLT Non-Profit Fund Accounting for details. Previously allocated \$78K - approved \$98.5K

Other Actions

2-Sep-10	JCESA study	(\$25,000.00) From Fund 002 (Coal Severance (BR002 PENDING))
2-Sep-10	Cable TV project	(\$13,310.00) From Fund 246 - Building Fund). NO BR Required.

Additional Requests

Claymont Society	\$	30,000.00	
Summit Point Library	\$	2,500.00	
Blue Ridge Comm Ctr	\$	2,500.00	
Revolving Fund Proposa	\$	125,000.00	
US 340 Grant	\$	5,000.00	
Recycling Event WAC	\$	50,000.00	
Mountain Water Study	\$	78,000.00	/1
PATH litigation	\$	32,000.00	/2
CATF Request			/3
AHA Request			/3
Mason Bld Elevator			/4

NOTES

11C

<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
--

AGENDA REQUEST FORM

Name: Tim Boyde

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: 9-23-2010

Date Requested – 2nd Choice: _____

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

Subject: **Request to expand vacant part-time position in County Commission office to full-time and post**

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): **Move to approve the expansion of a vacant part-time position to a full-time position and to advertise.**

Attachments:

~~#114~~
#110

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

COPY

Name: Todd Fagan

Department or Entity: GIS Office

Estimation of amount of time needed for appointment: _____

Date Requested -- 1st Choice: 7/15/10

Date Requested -- 2nd Choice: _____

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

Subject: Request to approve position reclassification in GIS Office

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):

Move to approve the reclassification in the GIS Office of one, existing, vacant P/T Addressing Assistant into a F/T, grade level III, office Administrative Assistant position with permission to advertise within one month.

Attachments:

1. Request memo
2. Position Description

Jefferson County Emergency Communications
DEPARTMENTAL MEMORANDUM

TO: Jefferson County Commission
Tim Boyde, County Administrator

FROM: Todd Fagan, GIS Specialist
Jeff Polczynski, Director of Communications

DATE: May 20th, 2010

SUBJECT: Request to approve position reclassification in GIS Office

Please take action to approve the reclassification of our vacant Part Time Addressing Assistant position into a Full Time Office Administrative Assistant position (Grade Level III).

The merits of this reclassification were discussed in our GIS workshop at the Commission's last regular meeting, most notably no increase to our approved FY2011 budget. Should the body approve this motion, our office intends to advertise the new position by August 10, 2010, at the minimum grade level III salary of \$30,000 per year.

The motion as recommended by staff:

Move to approve the reclassification in the GIS Office of one existing, vacant part-time Addressing Assistant position into a full-time, grade level III, Office Administrative Assistant position with permission to advertise within one month.

**Jefferson County, West Virginia
Job Description**

Position Title:	GIS Office Administrative Assistant	Grade Level:	III
Department	E9-1-1 Communications/GIS Office	Date:	July 15, 2010
Reports to:	GIS Specialist	FLSA Status	NE

Statement of Duties: The employee is the executive administrative support to the GIS Specialist and Office Manager of the GIS/Addressing Office. The employee performs administrative, clerical, database management, records maintenance and customer services and all similar or related duties in support of the operation of the department.

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

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

Confidentiality: Employee has access to confidential information of the Department.

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

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline. Often creative judgment is required to determine how best to secure results to satisfy the objectives established by the Office Manager.

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

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

Jefferson County, West Virginia Job Description

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as municipalities, federal/state governments, vendors, developers, banks, real estate agents, attorneys, appraisers, credit companies, private investigators, postal employees, police, fire & rescue personnel. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

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

Essential Functions:

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

1. Tracks all customer service requests (phone, walk-in, e-mail, etc) according to office priorities and ensures they are met within a timely manner;
2. Conducts staff reviews of land development applications for elements in compliance with E9-1-1 Addressing Ordinance and pertaining to addressing, road naming, subdivision naming. Corresponds findings of staff reviews with applicant and necessary agencies;
3. Reviews and approves new road names and subdivision names per submitted applications;
4. Interprets E9-1-1 Addressing Ordinance as potential duty assigned officer. Tracks Address Enforcement Program;
5. Maintains GIS Office Policies, Procedures, Guidelines, annual reports, etc;
6. Assists the Office Manager with management of GIS projects, including research, database management, file organization, data gathering, PowerPoint presentations, and the organizing, editing, copying, and distribution of draft documents.
7. Creates purchase orders, tracks invoicing, tracks annual budget, reconciles receipts and statements;
8. Coordinates routine street sign maintenance and contract billing;
9. Conducts digital data and map sales;
10. Maintains staff timesheets for approval by Office Manager;
11. Coordinates office calendar, staff meetings and handles communication;
12. Keeps copier paper full, coordinate maintenance of office equipment, and maintain a full stock of office supplies;
13. Completes professional development training to improve and maintain skills;
14. Performs other administrative and office management duties as needed;

Jefferson County, West Virginia Job Description

Recommended Minimum Qualifications:

Education and Experience: 4-year college degree with one to three (1-3) years related work experience desirable; High school diploma with 3 years office management experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Drivers license required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Proficiency in a range of software programs, e-mail and the Internet in support of department operations.

Abilities: Use good judgment and decision making abilities, to work independently with minimum supervision, and follow established office policies. Ability to communicate professionally with people of diverse backgrounds and levels of education is required. Ability to conceptualize ideas, analyze technical documents and compile complex information in concise writing.

Skills: Good typing, advanced computer, written and verbal communication, record keeping, and time management skills are required. Effective customer service skills are also required.

Physical and Mental Requirements

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

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

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

Visual Demands: Visual demands require the employee to constantly read documents for general understanding, accuracy and for analytical purposes. Sustained exposure to personal computer monitors also occurs.

JEFFERSON COUNTY GRANT PROGRAM

Prepared by: Kirk E. Davis, Sr.

10 September 2010

Jefferson County Departments

Total Amount Active of Grants

Planning and Zoning	\$ 35,000.00
Homeland Security	\$ 65,000.00
Sheriff's Department	\$ 576,720.00
County Administrator pass-thru grants	\$ 368,312.00
Shepherdstown Battlefield grant	\$ 200,000.00
Maintenance Department	\$ 289,900.00
Health Department	\$ 83,027.00
Prosecutor's Office	\$ 59,391.00

SUB-TOTAL OF ACTIVE GRANTS

\$ 1,345,350.00

Pending Grants - ARC Grant and Others

\$ 183,000.00

TOTAL FOR ACTIVE GRANTS

=====

\$ 1,528,350.00

Total Grants Completed or still In progress for - FY 2010

\$ 2,163,396.00



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

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

Joe Manchin III
Governor

September 1, 2010

Ms. Lyn Widmyer
President
Jefferson County Commission
P.O. Box 250
Charles Town, West Virginia 25414

Dear Ms. Widmyer:

The West Virginia Department of Transportation's Division of Highways, in cooperation with the Federal Highway Administration, announces the availability of Safe Routes to School Program Grants for Fiscal Year 2011.

Safe Routes to School is a national program created by Section 1404 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). It provides federal funds to West Virginia to substantially improve the ability of primary and middle school students (grades K-8) to walk and bicycle to school safely. The purposes of the program are:

- To enable and encourage children, including those with disabilities, to walk and bicycle to school;
- To make walking and bicycling to school a safer and more appealing transportation choice, which will encourage a healthy, active lifestyle starting at an early age; and
- To facilitate the planning, development, and implementation of projects and activities that will improve safety, and reduce traffic, fuel consumption, and air pollution in the vicinity (approximately two miles) of primary and middle schools (grades K-8).

Applicants include any state, local and regional agency, including nonprofit organizations registered with the West Virginia Secretary of State's Office and having Department of Treasury Internal Revenue Service Tax Determination as a Non-Profit Organization 501 (c). This reimbursable grant program is 100 percent federally funded and is managed through the West Virginia Division of Highways. Grants will be awarded through a statewide competitive process.

Seventy to 90 percent of funds are for Infrastructure-Related Projects, which may range from a minimum total cost of \$10,000 to a maximum total cost of \$100,000. Such projects may be carried out on any public road or any bicycle or pedestrian pathway or trail in the vicinity of schools (approximately two miles).

Ms. Lyn Widmyer
September 1, 2010
Page Two

Eligible Infrastructure-Related Projects, the Engineering component, include funding for the planning, design, and construction of Infrastructure-Related Projects that will substantially improve the ability of students to walk and bicycle to school, including:

- Sidewalk improvements,
- Traffic calming and speed reduction improvements,
- Pedestrian and bicycle crossing improvements,
- On-street bicycle facilities,
- Off-street bicycle and pedestrian facilities,
- Secure bicycle parking facilities, and
- Traffic diversion improvements in the vicinity of schools.

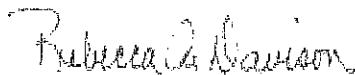
No less than 10 percent and no more than 30 percent of funds are required to be spent on Non-Infrastructure-Related Activities, which may range from a minimum total cost of \$10,000 to a maximum total cost of \$30,000. Eligible Non-Infrastructure-Related Activities include funding for the four supporting components, specifically:

- Education – Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, launching Driver safety campaigns in the vicinity of schools, and Safe Routes to School Workshops that target school and community-level audiences.
- Encouragement – Events and activities that promote walking and bicycling to school such as Walk to School Day, Walking School Buses, and Bicycle Trains.
- Enforcement – Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools, which includes enforcement of speeds, yielding to pedestrians in crossings, proper walking and bicycling behaviors, and initiating community enforcement such as adult crossing guard programs.
- Evaluation – Monitor and document outcomes and trends through the collection of data before and after the intervention(s) using standardized student and parent surveys, including costs for data gathering, analysis, and evaluation reporting.

All infrastructure-related projects are required to complete the non-infrastructure-related activities portion of the intent-to-apply form. Intent-to-Apply Forms may be accessed at http://www.transportation.wv.gov/highways/programplanning/grant_administration/saferoutes/Pages/default.aspx and submitted September 1, 2010, through November 15, 2010. If the Intent-to-Apply meets the Safe Routes to School grant program criteria, a full application will be forwarded to the Sponsor. Applications are due no later than January 15, 2011.

Should you have questions about the Safe Routes to School program, please contact me at (304) 558-9600 or email at rebecca.a.davison@wv.gov. We look forward to working with you and your school in a collaborative effort to improve our students' wellness by encouraging them to walk and bicycle to school safely.

Very truly yours,



Rebecca A. Davison, Coordinator
Safe Routes to School Program
Grant Administration Unit

RAD:f

WVACO

The County Line

A monthly publication of the West Virginia Association of Counties

AUGUST 2010 | Number 131

WEST VIRGINIA'S HISTORIC COURTHOUSES DOCUMENTARY COMING TO FRUITION

Courthouse Facilities Improvement Authority is Platinum Sponsor

The West Virginia Association of Counties, in collaboration with WV PBS, The Walkabout Company, and the Courthouse Facilities Improvement Authority, is wrapping up sponsorships and production of a documentary that will highlight West Virginia's architecturally and historically significant courthouses. The courthouses were selected by Michael Gioulis, Historic Preservation Consultant, and Michael Workman, Ph.D., faculty at West Virginia State University.

Their selections, year built, style of architecture, and reason for inclusion are: Harbours County – 1899; Richardsonian Romanesque; restoration of courtroom
 Cabell County – 1899; Beaux Arts; beauty, architects, and battle for county seat
 Doddridge – 1899; late Victorian Romanesque; beauty, stained glass, interiors
 Fayette – 1895; Romanesque Revival; architect, two-acre grounds
 Greenbrier – 1837; Greek Revival; master builder, battle for county seat

Jefferson – 1836; Greek Revival; John Brown Treason trials, jail
 Kanawha – 1892; Romanesque Revival; architects
 Marion County – 1800; Beaux Arts; beauty, architects, interior, jail
 Marshall County – 1876; Romanesque Revival; penitentiary history, courthouse square
 McDowell County – 1893; Romanesque Revival; architect, Hatfield slaying
 Mercer – 1831; Art Deco; unusual Town Circle, architect and interior
 Randolph – 1906; Richardsonian Romanesque; architect, jail, battle for county seat
 Wirt – 1911; NeoClassical Revival; one of few of this style
 Wood – 1902; Romanesque; monumental, architects, use of Courthouse square, interior
 Wyoming – 1916; NeoClassical Revival; architect, beauty

Explanation: (1) Beauty is the opinion of the selection team that the building possesses special aesthetic qualities; ▼ CONTINUED TO PAGE 6

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INTERIM HIGHLIGHTS

After the drama of the interim session combined with a special session in July, August's interim meetings were fairly quiet. A few topics of interest include:

► "There is no more room at the inn," said Division of Corrections Commissioner Rubenstein in his report to the **Legislative Oversight Committee on Corrections and Regional Jails**. In response, Senator Laird observed that the regional jails are becoming an adjunct to the DOC. "This is the big public policy question: Should we look at constructing a new prison?" asked Senator Laird. Rubenstein responded that new beds being added, early parole legislation, and substance abuse treatment programs have the potential to reduce prison population and should be given time to determine the effect. Regional Jail Director Terry Miller reported that as of the day of the meeting, August 9th, there were 4,429 inmates in the regional jails. The committee asked about staffing problems and were informed that there is a shortfall of about 100 employees. The per diem and the methodology used to determine it were questioned. Director Miller explained that the proposed budget is divided by the previous year's inmate count to calculate the per diem. No adjustments are made to the per diem based on actual operations budget versus projected budget. There were 190 federal prisoners as of Friday at \$56/day and there was further discussion regarding the addition of a pod so more federal prisoners could be housed. Miller told the committee it cost approximately \$20 million to add a pod which holds 98 inmates. He also answered an inquiry regarding delinquencies, stating, "Most counties are paid up."

THE President's View

When wealth is lost, nothing is lost; when health is lost, something is lost; when character is lost, all is lost.

If you do what you've always done, you'll get what you've always gotten. So let's join forces to make this year a time of teamwork, creative endeavors, and great achievement.

Gerry Hough



The County Line

WEST VIRGINIA ASSOCIATION OF COUNTIES
2211 WASHINGTON STREET, EAST
CHARLESTON, WV 25311

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CONGRATULATIONS...

- To the Mineral County Commission! Commissioners Dr. Wayne Spiggle, Cindy Pyles and Janice LaRue were recognized at the County Commissioners' Association annual meeting and presented with the Thelma J. Stone Memorial Achievement Award.
- To Speaker of the House of Delegates, Richard Thompson, who was elected as chairman-elect of the Southern Legislative Conference (SLC) at the recent meeting held in Charleston, South Carolina. Speaker Thompson will serve as Chairman of the SLC in 2012 and West Virginia will host the annual conference then in Charleston, WV. SLC is one of four regional groups under the Council of State Governments.
- To Kanawha County Circuit Clerk Cathy Gatson on becoming "Immediate Past President" of the West Virginia Association of Circuit Clerks after serving for four years, and to newly-elected President David "Bugs" Stover, Circuit Clerk of Wyoming County. Hancock County Circuit Clerk Brenda Jackson will serve as Vice-President.
- To Harrison County Commissioner Ron Watson, elected President of the County Commissioners' Association of West Virginia, and to Mineral County Commissioner Cindy Pyles who will serve as Vice-President.



NACo celebrates 75 years of distinguished service and accomplishments

Founded in 1935, the National Association of Counties (NACo) celebrates 75 years of distinguished accomplishments this year. Established at the urging of county officials from western states, who recognized a need for active representation in our nation's capital, NACo today represents more than 2,300 counties serving more than 80 percent of the nation's population.

**NACo's 75th Anniversary
1935-2010**



**10th Annual New Partners for Smart Growth Conference:
Building Safe, Healthy and Livable Communities Conference
February 3-5, 2011 - Charlotte, NC**

Today, more than ever, we are faced with environmental and economic challenges that will define our generation, shape our future, and test our resilience as cities, regions, states and a nation. Join leaders from across the U.S. as we tackle these challenges head-on and demonstrate smart growth solutions that will reduce our dependence on foreign oil, create a green economy, assure a healthy population, and expand transportation and housing options for all Americans.

The program will kick off on Thursday morning and continue through Saturday afternoon and includes a dynamic mix of plenaries, breakouts, implementation workshops, specialized trainings, and coordinated networking activities. Exciting tours of local model projects from Charlotte, NC and surrounding cities will be featured. There will be something for everybody, from veteran experts to smart-growth novices, with nearly 90 sessions and workshops. Learn from hundreds of speakers who cross disciplines to share insights, and valuable tools and strategies for making smart growth a success in your community.

Plan to join us, and others, from across the U.S. next February for the smart growth event of the year! Visit www.NewPartners.org to get more details.

WVACO FLASHBACK SNAPSHOT
WEST VIRGINIA ASSOCIATION OF COUNTIES



Former Raleigh County Sheriff, Danny Moore, and his wife at the Sheriffs' meeting in Flatwoods, 2003.

Gilmer County Sheriff, Mickey Metz, and his wife at the 2004 WVACO Annual Meeting.



Mark your calendar.

POWER OF TEN SUMMIT - GREAT DOWNTOWNS BENEFIT COUNTIES

The WVU Extension Service is sponsoring "The Power of Ten," a summit to help community leaders develop a plan to revitalize their downtown, based on special places that will draw residents and visitors alike. The importance of the courthouse in the economy and social structure of a county's county seat is just one reason why a vibrant downtown is beneficial to the county as a whole. The conference will take place in downtown Buckhannon, West Virginia in Upshur County from September 13-15. For registration information, call 304-293-6967 or email JKHaines@mail.wvu.edu

WV Tourism Conference to Feature Presentation on New Boy Scout Reserve

The 2010 West Virginia Governor's Conference on Tourism, set for September in Morgantown, will feature a presentation by the Boy Scouts of America on the new national scouting reserve planned in Fayette County.

The Boy Scouts presentation will take place during lunch, from noon to 1:30 p.m., on Tuesday, Sept. 21, in the Morgantown Event Center Exhibit Hall A, Waterfront Place Hotel.

The Summit: Bechtel Family National Scouting Reserve will be a 10,000-acre adventure destination for scouts as well as the permanent home for the National Scout Jamboree when it opens in 2013. The selection of the New River Gorge as the site for the new facility followed an intensive review of proposals from more than 28 states. The S.D. Bechtel Jr. Foundation provided \$50 million in funding for the Glen Jean site, which sits adjacent to more than 70,000 acres of National Park Service land.

On Wednesday, Sept. 22, Hoppy Kercheval, host of MetroNews Talk Line radio show, will be broadcasting live from the tourism conference. Other items on the three-day agenda include the industry awards, a media panel and a presentation on "What's New at West Virginia University."

"Looking in the Crystal Ball: The 2010 Governor's Conference on Tourism" will be held Sept. 20-22 at the Morgantown Event Center, Waterfront Place Hotel in Morgantown. Cost of the conference is \$200; awards luncheon only is \$25.

The registration deadline is Aug. 31. To register, contact Jane Bostic at the West Virginia Division of Tourism at 304-558-2200 or visit wvtourism.com to download a PDF form.



"Do not let what you cannot do interfere with what you can do." - John Wooden



Calendar of Events

- SEPTEMBER 19-21, 2010 CCAWV Legislative Meeting
Pipestem Resort, Summers County
- SEPTEMBER 12-14, 2010 WV Sheriffs' Association Meeting
Oglebay Resort, Ohio County
- SEPTEMBER 24-25, 2010 Local Government Leadership Academy
Charleston House Holiday Inn, Kanawha County
- OCTOBER 3-5, 2010 WVACo Fall Board Meeting
Barboursville, Cabell County
- FEBRUARY 6-8, 2011 WVACo Annual Conference
Charleston Embassy Suites, Kanawha County

2010 LEGISLATIVE INTERIM CALENDAR

- September 13-15 — Monday, Tuesday, Wednesday
- October 11-13 — Monday, Tuesday, Wednesday
- November 15-17 — Monday, Tuesday, Wednesday
- December 13-15 — Monday, Tuesday, Wednesday
- January 9-11 — Sunday, Monday, Tuesday



IN 1960..

The WVACo was created
and

President: Dwight D. Eisenhower
Vice President: Richard M. Nixon
Population: 180,671,158
Life expectancy: 69.7 years

Cost:
Federal spending: \$92.19 billion
Federal debt: \$290.5 billion
Consumer Price Index: 29.6
Unemployment: 5.5%
Cost of a first-class stamp: \$0.04



MEMBER PROFILE:

RON WATSON
Harrison County Commissioner



Years in office: 8

Education: BA in Education; Masters in Public Administration

My favorite sport is: Football

The hardest thing I have done: run for political office

You would be surprised to know: That I am a retired Washington DC motorcycle policeman and that I was an ocean lifeguard.

I'm most proud of: My wife of 47 years who has stuck with me through thick and thin; my 4 children, 10 grandchildren and 5 great grandchildren

My favorite meal is: soups and salads

The last book I read was: Letter to a New President by Senator Robert C. Byrd

Three people (living or dead) I'd invite to dinner: My dad, my father-in-law and grandmother (all deceased)

My favorite movie is: Serpico

My favorite music is: Oldies and Doo Wop

My pet peeve is: No tolerance for those who procrastinate.

My motto is: Committed to a government that is open, responsive and accountable.



RECIPE OF THE MONTH

Mt Dew Cake



MINERAL COUNTY

- 1 box lemon cake mix
- 1 4 1/2 oz. lemon instant pudding mix
- 1/4 cup vegetable oil
- 4 eggs
- 1 12 oz. can Mt Dew

Combine the first 4 ingredients; slowly add half of the Mt Dew. Mix; then slowly add the rest of the Mt Dew and mix. Pour into a well greased bundt pan and bake at 350 (according to pkg. directions).

"Happiness is not something ready-made. It comes from your own actions." - DALAI LAMA

- (2) architect denotes its association with an important architect or master builder;
- (3) jail indicates that the courthouse includes an historic jail;
- (4) interior indicates that the inside of the courthouse retains historic integrity.

The production will encourage the preservation and maintenance of our historic and architecturally significant courthouses through the public education and awareness that will occur upon dissemination of the documentary. It will be organized around three main themes: (1) *the county courthouse is the center of local, democratic government*; (2) *the county courthouse is a symbol of democracy, an architectural monument that inspires us and illuminates aspects of our history*; and (3) *the county courthouse historically has been the center of community life and civic culture*.

"We are proud to be a platinum sponsor of this documentary," stated L.D. Egnor, Chairman of the Courthouse Facilities Improvement Authority. "Our board determined that it fit well with our mission of restoring, maintaining, and improving our beautiful and historic courthouses."

The West Virginia Association of Counties serves as fiscal agent for the project for the producers, The Walkabout Company, LLC. Grants and contributions totaling \$55,861 have been received and there is still a need for additional sponsors.

Thanks to our benefactors: WV Courthouse Facilities Improvement Authority, Brickstreet, WV Humanities Council, WV Bar Foundation, Casto & Harris, Marshall County Commission, Robinson & McElwee PLLC, WV Association of Circuit Clerks, Mercer County Commission, ACS Computer Systems, Wyoming County Commission, PPG, WV Dept of Education and the Arts, Fayette County Commission, Wood County Commission, Randolph County Commission, WV County Clerks Association, Barbour County Commission, Wirt County Commission, Complete System Support Inc. (CSSI), Coal Heritage Highway Authority, Pullin Fowler Flanagan, Software System, Inc., WV Prosecuting Attorneys Association, and WV Sheriffs Association.

WV Fairs and Festivals SEPTEMBER 2010

Frontier Days	September 2010	Shinnston, Harrison
Jackson's Mill Jubilee	Sept. 3-5	Weston, Lewis
Paden City Labor Day	Sept. 5-6	Paden City, Wetzel
Beckley's Kids Classic	Sept. 4-12	Beckley, Raleigh
Webster County Fair	Sept. 7-11	Cowen, Webster
Swinefest	Sept. 8-11	Huntington, Cabell
Pennsboro County Roads	Sept. 9-11	Pennsboro, Ritchie
Nicholas Potato Festival	Sept. 9-11	Summersville, Nicholas
Lincoln County Fair	Sept. 9-12	Hamlin, Lincoln
Kanawha County Fair	Sept. 9-12	Charleston, Kanawha
Brooke County Fair	Sept. 10-12	Wellsburg, Brooke
Calhoun Days	Sept. 10-12	Grantsville, Calhoun
Mountain Lakes Festival	Sept. 10-12	Sutton, Braxton
Craigsville Fall Festival	Sept. 13-19	Craigsville, Nicholas
Barboursville Fall Fest	Sept. 15-18	Barboursville, Cabell
WV Oil & Gas Festival	Sept. 16-18	Sistersville, Tyler
Treasure Mountain Festival	Sept 16-19	Franklin, Pendleton
Clay Golden Delicious Fest.	Sept 16-19	Clay, Clay
Randolph County Fair	Sept 16-19	Elkins, Randolph
Hancock County Fair	Sept. 17-19	New Manchester, Hancock
UKV Octoberfest	Sept 18	Montgomery, Fayette
Princeton Autumn Festival	Sept 25	Princeton, Mercer
WV Roadkill Cookoff	Sept 25	Marlinton, Pocahontas
Preston Buckwheat Festival	Sept 30-Oct 3	Kingwood, Preston



www.wvrisk.org

Phone: 888-822-6772

Fax: 877-212-8599

**JUMP INTO THE
POOL AND SAVE**



"Cheers to the New Year and another chance to get it right." - OPRAH WINFREY

► Finance Subcommittee B heard a report from Virgil Helton, Secretary of Tax and Revenue, on the work of the VFD task force charged by the Governor to look at **workers compensation coverage and other issues dealing with volunteer fire departments**. Originally Brickstreet doubled the premium for workers comp coverage to reflect a \$14/hour wage rather than minimum wage but this was rescinded until July 1, 2011. After that date, Brickstreet is no longer required to provide coverage. Currently, VFDs pay approximately \$500,000 in premium statewide but about 7 times that amount is paid out in claims. Helton noted that *responding* to calls are where most claims come from and the Risk Management Subcommittee of the task force is looking at that issue. The Funding Subcommittee meets again on August 19th and has been considering numerous funding options for the additional \$5 million that is needed to provide workers comp coverage. It was observed by legislators that VFDs currently receive \$19 million annually from the insurance premium surcharge, divided equally among all VFDs. They also asked Secretary Helton to ensure that VFDs take some responsibility to control claims and manage risk, while those that are way out of line in claims may have to find more funding on their own.

► Finance Subcommittee C heard a presentation from the WV School Boards Association on how they are **handling the OPEB liability**. County school boards are mandatory participants in PEIA and have no other option. The total OPEB liability for 50 county boards of education for FY 09 was \$45,382,683 and this amount must be reflected on their financial statements. Many county boards are already setting aside funds, taking away money that could be used for student instruction, classroom materials, personnel, etc. Fifty of the 55 county school boards have filed suit to determine the issue of liability. They contend that this is a state liability because it is the state that permits retiree health coverage under PEIA and the state has always funded such coverage under the school aid formula.

► Judiciary Subcommittee B heard from three prosecutors on the subject of **Forensic Science and the work of the State Police lab**. Cabell County Prosecuting Attorney Chris Chiles opened the presentation by praising the state police lab, stating that it is indeed autonomous and no state trooper or prosecutor can tell them what result they want the lab to find. He cited his experience as President of the National District Attorneys Association and other national groups with which they work in cautioning the committee to read the NSA Report in its entirety rather than just the summary. There has been interest expressed by Marshall University to provide a pilot project for drug testing but Chiles emphasized that this would not and should not take money from state police coffers. He stated that the delay in receiving test results is attributable to the high turnover at the state police lab due to low pay and understaffing. Senator Laird and others observed that delays in testing result in higher incarceration costs for counties. Wayne County Prosecuting Attorney Thomas Plymale reinforced the observation that delayed test results put pressure on prosecutors to plea down cases in order to relieve jail costs. He also raised the problem of defense counsel observers who

are not allowed in the state police lab because it cannot accommodate them, causing public defenders to have to incur the cost of independent lab testing. He suggested that a closed circuit room could be provided for observers. Mingo County Prosecuting Attorney Michael Sparks said, "It's nothing that a couple million dollars won't fix," referring to the need for better pay to keep the trained scientists at the lab. He added that the state police lab witnesses were always excellent and well-prepared in court. Sparks referred to the "epidemic" of illegal use of prescription drugs in his area, telling the committee that better use needs to be made of the prescription drug data base both intrastate and interstate.

► The Joint Committee on Government and Finance was warned by Workforce West Virginia that the **state's unemployment fund** could be completely insolvent by February, 2011 if claims continue at the current rate. Legislators are determining the best course of action to reinforce the fund. In 2009, the base on which unemployment is paid was raised from \$8,000 to \$12,000 but claims are still exceeding revenue.

COUNTY WELLNESS.....

HOW TO MANAGE ANGER

Frequently losing your temper not only alienates others, it can contribute to health problems, including headaches, upset stomach and heart attack.

To take control:

COUNT TO 10: When something angers you, give your body time to defuse before you react. Take three or four deep breaths. Ask yourself: "Will this really matter a week or a month from now?"

WALK it off: Go for a short stroll until you calm down. Helpful: Find a quiet place where you can think things through calmly and take a second look at how you're reacting to a situation.

DISTRACT yourself: Example: Instead of pounding on the horn in a traffic jam, play soothing music or listen to an upbeat program. At work, dive into a task to turn negative energy positive.

KEEP a log: Monitor hostile thoughts to discover how frequently your temperature rises. Benefit: You'll help sort out the real causes of your anger, which are often things over which you have no control.

ASK for help: If managing outbursts seems impossible, don't be afraid to try counseling, meditation, lifestyle changes or other kinds of ongoing psychological help. Your health—and your relationships—may depend on it.

"I think the one lesson I have learned is there is no substitute for paying attention." Diana Sawyer

TAX MODERNIZATION PROJECT HOLDS PUBLIC MEETING

The Tax Modernization Project Work Group held a public meeting in Charleston on August 5, 2010. The first issue on the agenda was Business Tax/Telecommunications Tax Study. Of concern to counties are of course the 911 wireless fees imposed statewide and the landline fees imposed by counties. They need data on the rates of landline fees by county and coincidentally WVACO is surveying that information now for a legislative committee looking at several 911 issues. Counties' landline fees range from 98 cents to \$5.34. No other work will be done on telecommunications until various data is collected from the private companies.

The personal income tax subcommittee has looked only at the senior citizen tax credit issues, overlapping the work of the property tax/local government subcommittee. The same recommendations were made by both subcommittees: eliminate both deferrals which are not being used and combine the refundable tax credit program and the circuit breaker tax benefit so both can be used, but impose an income cap. There is a recommendation that has been tabled for the time being for assessors to collect social security numbers on homestead exemption applications. The tax department says this will help with refunds and compliance.

The Road Fund Subcommittee noted that WV is one of 4 states with centralized financing and maintenance of roads but they stopped short of any local financing recommendations.

The Property Tax & Local Government Subcommittee report was given by chairman Dr. Cal Kent. There is still a push to do away with business personal property and inventory taxation despite the estimated \$256 million statewide price tag. Ted Boettner of the Center on Budget & Policy provided a draft study that does not support the premise that reduced property taxation will result in economic growth. He also quoted from the WV Development Office's own web site that WV is already the 14th lowest state in the country for cost of doing business.

Tax Commissioner Craig Griffith said this needs to be studied at length and there would not be legislation prepared for the 2011 session. Cabinet Secretary Helton had a creative idea of state tax credits but acknowledged that all of this needs much more study. If personal property taxation on individual automobiles would be included, the cost to counties and schools is an additional \$180 million. The Tax Modernization Project work group will probably not meet again for a few months but subcommittees will be continuing to meet.

\$ STATE INVESTMENTS YIELD 16% RETURN IN FISCAL YEAR 2010

The State's Investment Management Board announced that the WV Public Employees Retirement System earned a 16% return on investments for FY 2010. This represents the largest single year return on investment West Virginia has received since FY 2007 saw a 17.6% return.

SAVE THE DATE for the...

10th ANNIVERSARY

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COUNTY/CITY WEBSITE PROGRAM

The WVACO has been meeting with the Community Connect Foundation, the WV Office of Technology, the WV Municipal League and the WV Department of Education on a project in action that's ending goal is to provide web access to every county and every incorporated city/town through the wv.gov site. The wv.gov site will serve as a portal and allow access to a website for every county and incorporated city/town.

Many counties currently have websites, and many do not. Those counties that do not have sites will have the opportunity, through this project, to have a template type website created for them and it will be hosted by the Office of Technology for free. The free template site will include the county history, the county officials names and contact information, courthouse hours, etc.

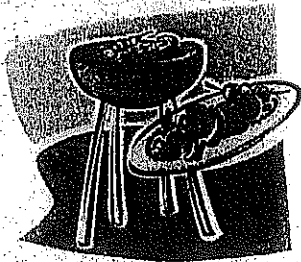
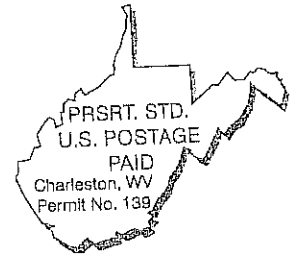
The role of the WVACO is to assure that every county website that will be linked to the wv.gov site, whether created by the county government or created for the project, are approved by the elected county officials in every county.

The e-Government initiative also encourages community involvement. After the sites are approved by each county and accessible through the web, the local high school students will continue the project by communicating with the county officials and updating the sites to the officials specifications.

Should you have any questions, please contact Kathy Yates at the association office, 304-346-0591.



2211 Washington Street East
Charleston, WV 25311



7*****MIXED AADC 270
PATSY NOLAND
JEFFERSON COUNTY COMMISSIONER
100 E WASHINGTON ST
CHARLES TOWN, WV 25414-1072

23



Direct to You

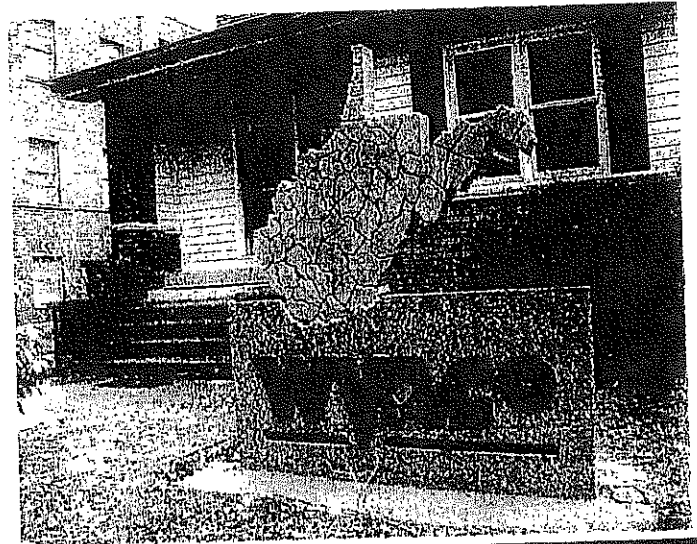
It is what it is.....or is it?

"It is what it is." I hear that phrase so frequently these days and I'm trying to figure out what it means. Is it fatalistic....it is what it is and it will never change? Is it pessimistic.....it is what it is and it will never be better? Is it realistic.....it is what it is and that's just the way it is? Is it defiant.....it is what it is, I'm not going to change it, and you can't make me! If you question it, maybe the appropriate response would be, "Is it something it isn't?" Or possibly, "It depends on how it is defined." Is it an excuse, as in "It is what it is and nothing can be done about it." Would it make sense to say, "It isn't what it is" if you disagree? Should one shrug one's shoulder when making this statement, adding to the finality of the declaration and how little one can do about it? Is the opposite statement "It's not what it's not?" The online Urban Dictionary says the phrase is synonymous with tough #@%\$, deal with it, cry me a river, whatever, suck it up, this is ridiculous, and nothing we can do now. It is defined as "a phrase that seems to simply state the obvious but actually implies helplessness," or "a phrase that seems to simply state the obvious but actually means it ain't gonna change so deal with it or don't." Maybe Popeye the Sailor Man would say, "It is what it is and that's all that it is."

These are the deep thoughts I'm pondering on a hot summer day, after hearing the phrase at interim meetings. Prison population....it is what it is. The OPEB liability....it is what it is. The VFD workers comp funding issue....it is what it is. Whatever it is, I hope just because that's what it is doesn't mean we can't change it, improve it, solve it, get rid of it, or just Let It Be!
Patti

VISIT US AT....

2211 Washington Street East, Charleston



2010 FALL BOARD MEETING

October 4-6, 2010

Holiday Inn, Barboursville, Cabell County

Call 304-346-0591 to register.



The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Commissioner

Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employer

September 8, 2010

Ms. Lya Widmyer
Jefferson County Commission
PO Box 250
124 East Washington Street
Charles Town, WV 25414

Dear Ms. Widmyer:

We are pleased to inform you that the following property in your jurisdiction was listed in the National Register of Historic Places on July 28, 2010:

Henry Orndoff House
6 Winebrenner Road
Berkeley and Jefferson Counties

This honorary designation identifies this cultural resource's significant contribution to the history of West Virginia. Congratulations on this honor. If we can ever be of any assistance to you, please do not hesitate to contact our office. We can be reached at 304.558.0240.

Sincerely,

A handwritten signature in cursive script that reads "Susan M. Pierce".

Susan M. Pierce
Deputy State Historic Preservation Officer

RECEIVED

SEP 13 2010

SMP:EMR

Jefferson County Commission

AGRICULTURE JEFFERSON STYLE

INSIDE THIS ISSUE:

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Retirement is on the Horizon

Craig Yohn
 WVU Extension Agent, Jefferson County

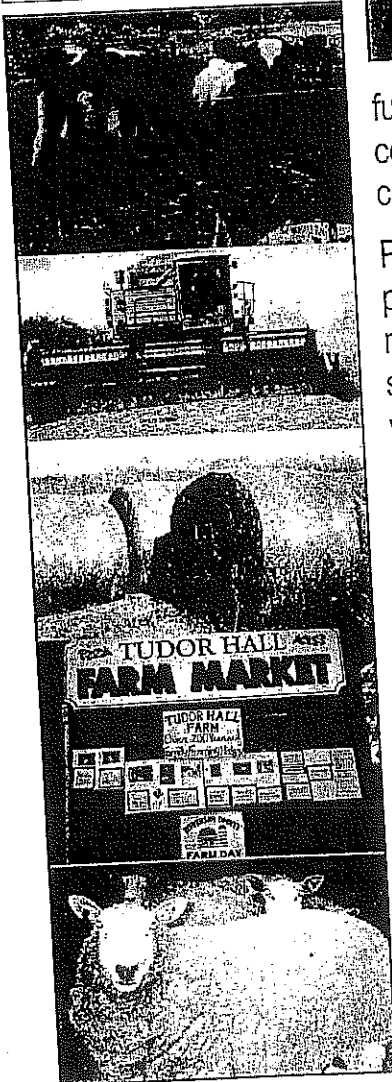


After more than 29 years as the Extension Agent in Jefferson County, and over 32 years as an Extension Agent in West Virginia, it is my plan to retire from this position in the late winter or early spring of 2011. I am letting those who read this newsletter know of my intention so you may begin thinking about what it is you feel Jefferson County wants and needs in an Extension Agent that serves the agriculture community in the

future. This is a process that will require the gathering of the needs of the community, the development of a job description, the appointment of a search committee and the hiring of an Extension Agent.

Please take time to develop a list of strengths and weaknesses of the present program: What should be retained, what needs to be improved and what needs to be added. What are the skills you feel a new Extension Agent should have to be successful in Jefferson County and the region? This will be very important in the development of the job description. I have been asked by several folks how to let important decision makers know of your needs in a new Extension Agent. There are three key individuals that need to be aware of your concerns. They are Judy Matlick, Jefferson County Office Chairperson, (304-728-7413, ext. 3 or judy.matlick@mail.wvu.edu); Mike Alvarez, Chairman of the Jefferson County Extension Service Committee (arsenioa@frontiernet.net); and Jennifer Williams, Program Leader for WVU Extension Agriculture and Natural Resources (jowilliams@mail.wvu.edu).

The region's agriculture has many challenges and opportunities in the coming years and you will have an opportunity to express how the WVU Extension Service provides support to the future of agriculture here. I urge you to take this opportunity to express your thoughts on this position.



Draft Watershed Implementation Plan Released

Craig Yohn, WVU Extension Agent

This article is long and technical in nature and for that I apologize. Most of it comes from the draft document. The 92 page draft document and supporting appendices are online at: <http://www.epa.gov/chesapeakebaytmdl/>. There will be a public meeting in Martinsburg on November 3rd beginning at 6:00 pm at the Comfort Inn on Edwin Miller Blvd. in Martinsburg, to discuss the draft document.

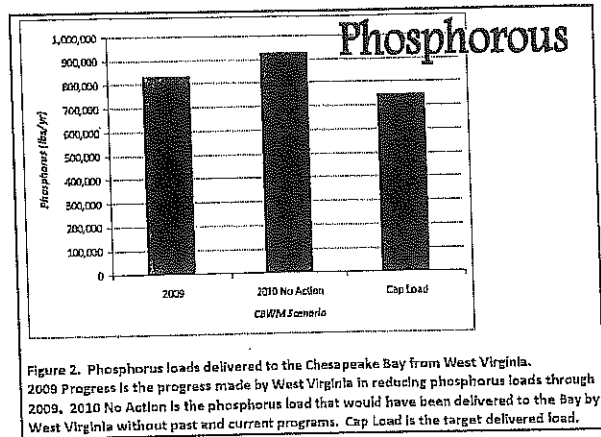
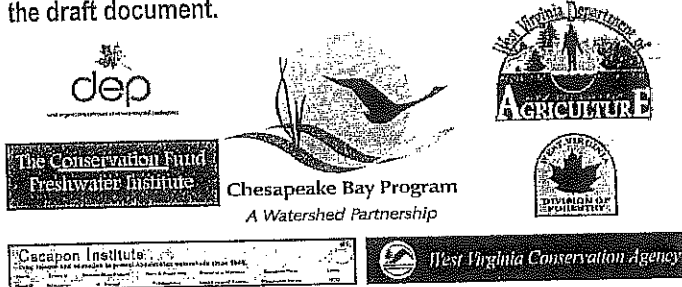


Figure 2. Phosphorus loads delivered to the Chesapeake Bay from West Virginia. 2009 Progress is the progress made by West Virginia in reducing phosphorus loads through 2009. 2010 No Action is the phosphorus load that would have been delivered to the Bay by West Virginia without past and current programs. Cap Load is the target delivered load.

The WV WIP Development Team (WV-WIPDT) is comprised primarily of representatives from WV Department of Environmental Protection, WV Department of Agriculture, WV Conservation Agency, WV Division of Forestry, Cacapon Institute, and The Conservation Fund's Freshwater Institute. This core group has been directing the development and implementation of strategies since the first Potomac Tributary Strategy was completed in 2005. The WV-WIPDT is responsible for developing the Watershed Implementation Plan in cooperation with other organizations in the state as well as creation of the "input deck" that outlines WV's responsibilities for reducing and maintaining their cap load. WVDEP's Potomac Basin Coordinator is leading this effort and is responsible for coordinating outreach to all the sectors impacted by the WIP. The graphs come from this draft and provide a visual image of the challenge ahead for West Virginia.

The pollutant sources which are responsible for generating loads are grouped into "sectors." The sectors in West Virginia are Agriculture, Forest, Developed Lands (Urban Runoff), Septic Systems, and Point Sources (see Appendix C). Some of these sectors are regulated and some are not. Furthermore, some sources within a sector may be regulated while the rest of sources within that sector are not. An example would be stormwater runoff from construction sites. This source is regulated by permits while other sources such as runoff from lawns are not. All point sources are regulated. Point sources are divided into industrial and municipal categories. Taken together the entire load from developed lands includes that from urban runoff, septic systems and municipal wastewater treatment plants. Sources are also categorized into point and nonpoint pollution. Point sources are facilities, typically wastewater treatment plants, that discharge directly from a pipe (point), whereas nonpoint sources are sources that comprise runoff generated by rainfall.

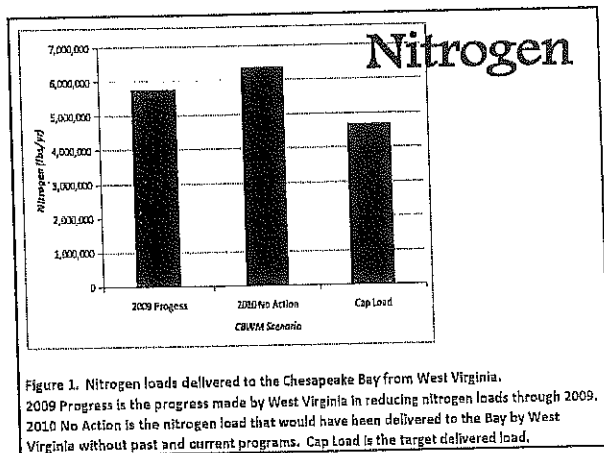


Figure 1. Nitrogen loads delivered to the Chesapeake Bay from West Virginia. 2009 Progress is the progress made by West Virginia in reducing nitrogen loads through 2009. 2010 No Action is the nitrogen load that would have been delivered to the Bay by West Virginia without past and current programs. Cap Load is the target delivered load.

The Chesapeake Bay Watershed Model (CBWM) categorizes loads into "edge-of-stream" and "delivered". An edge-of-stream load, as the term suggests, is the amount of pollutant that enters the stream in the locality of the pollutant source. A delivered load is the proportion of the edge-of-stream load that ultimately reaches the Chesapeake Bay. For nitrogen, the delivered load decreases as you get farther away from the Bay. Thus, one pound of edge-of-stream load from Jefferson County has a much greater impact than a pound of edge-of-stream load from Hardy County. The difference between edge-of-stream and delivered loads affects the overall cost efficiency of implementing pollution reductions. *Because of its proximity to the Chesapeake Bay it is much more cost effective to reduce nitrogen from Jefferson County than it is from counties farther away from the Bay. Looked at another way, Berkeley and Jefferson counties have a much greater impact on the Bay than other counties in the Potomac Basin because of their proximity to the Bay.*

Once the cap load and current loads are known an "input deck" is developed. The input deck takes current loads provided by the CBWM and then assigns controls or practices to these loads that will result in pollution reduction. Each of the controls entered in the input deck reduces pollutant load by an amount specific to that particular control. The challenge in developing an input deck is to come up with a suite of practices that can realistically be implemented by 2025 and that will not cost too much.

Once the input deck is completed, it is input into the CBWM, which then outputs the pollution reductions resulting from the controls outlined in the input deck. If the input deck is successful it will contain the outline for implementation, if not, another one has to be submitted until the cap load is attained.

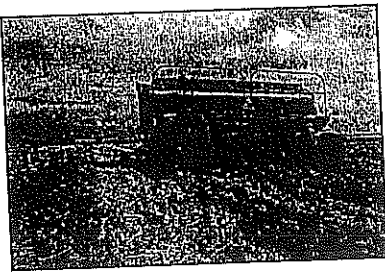
At this time WV has not yet developed a successful input deck.

Agriculture

The West Virginia agriculture community is committed to the implementation of voluntary best management practices (BMPs) that will reduce nutrients and sediment, to fulfill its obligations under the Chesapeake Bay Total Maximum Daily Load (TMDL) and to protect the waters of West Virginia.

An impressive voluntary, incentive-based, agriculture nutrient management program has been underway in West Virginia for many years and should be encouraged to continue. However, due to the increased numbers of BMPs that producers are being asked to install from now until 2025, it is recommended that cost share rates be increased significantly (up to 90%). If BMP installation only shows a downstream nutrient and sediment reduction and no net benefit for the farmer, then funds should be made available to cover the full cost of implementation and maintenance.

Discussions from the WV WIP planning meetings concluded that ***two areas needed to be addressed or quantified by ground truthing. These farming activities included high tillage cropland nitrogen losses and nitrogen losses from Animal Feeding Operations, (AFOs). Efforts to reduce nitrogen losses from cropland and AFO production areas will occur primarily in Jefferson and Berkeley counties.***



High tillage cropland nitrogen losses can be reduced in the next three-year period as nutrient management plans (NMPs) are developed or updated to reflect the type of tillage occurring and reduce or eliminate the use of conventional tillage and increase adoption of reduced, conservation, no till and roller crimper no till.



Nitrogen losses from AFOs are the second farming activity that we assume needs to be addressed. These losses are primarily from the production area of the farming operation and can be reduced or eliminated using the same approach as the High Tillage nitrogen losses. During the next three-year period as nutrient management planners develop and update nutrient management plans we will incorporate a rigorous record keeping system into all NMPs. These record keeping systems will be reviewed by certified planners for each AFO to evaluate the effectiveness of production area BMP adoption, and the operation and maintenance of each BMP. In addition, the WVDA is currently in the process of hiring a full time individual whose primary responsibility will be organizing and maintaining a record of all BMPs implemented by the various agencies, as well as data from nutrient management plans. This full-time position will greatly improve the accuracy and efficiency of record keeping and reporting within WV.

The WV Nutrient Management Certification Program is now being written into the State Code to formalize this program. This rule or addition to State Code will designate NM committee membership; determine requirements for awarding of and maintaining a nutrient management planner certification and designation of criteria of a certified nutrient management plan. To enable nutrient management planners to collect BMP adoption, operation and maintenance, a new record keeping system has been developed and will be introduced to all certified planners in the next 24 months during continuing education programs. This record keeping system will also be introduced to landowners during watershed educational workshops within the same time frame. This record keeping system will be a key self-reporting mechanism for individual farmers to demonstrate BMP adoption and implementation of the added BMPs. Record keeping systems will be reviewed by nutrient management planners during development of nutrient management plans and then at three-year intervals during updating of nutrient management plans. The planner will collect BMP adoption rates, numbers that will then be tabulated and published on a county basis.

Animal Waste Management Structures

Animal waste storage facilities are present and being fully utilized on the majority of the dairy operations in the WV section of the watershed. Herd sizes have increased over the years making these facilities less able to hold liquid manure for the prescribed number of storage days in the nutrient management plans. To alleviate this growth factor that has occurred, USDA NRCS has prioritized EQIP funds to target the dairy farms with undersized liquid manure storage systems and will add capacity to meet the required number of storage days.

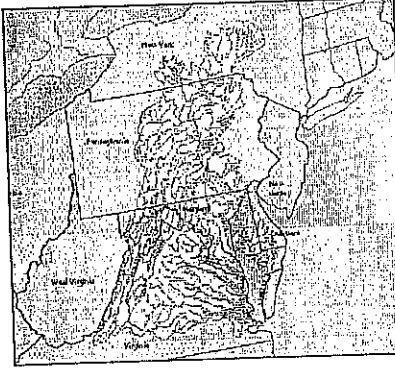


Nutrient Management & the WIP

Cover Crops

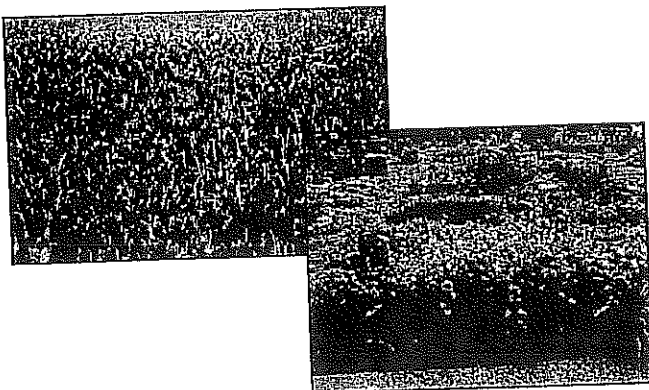
The Chesapeake Bay Drainage in West Virginia has a surface area of 3,505 mi². This drainage is the Potomac Headwaters watershed in West Virginia which drains parts of two distinct

physiographic provinces: the Appalachian Plateau and the Ridge and Valley. The general land uses of this area are forestry (48%), agriculture (28%), urban (7%) and mixed-open (1.7%). Eight WV counties are located in this area: Berkeley, Jefferson, Morgan, Hampshire, Hardy, Grant, Mineral, and Pendleton.



The agricultural acres in the Potomac headwaters area is approximately 583,000. The crop acres reported for 2007 by NASS are as follows: Corn for silage, 11,200 acres, Corn for Grain, 15,800 acres, Soybeans 9,800 acres, Wheat for Grain 5,200 acres, all Hay 120,400 acres, Alfalfa 8,500 acres. The potential acres that could have a cover crop incorporated into a crop rotation would be approximately 42,000 acres or 7.2 % of Agricultural land.

Cover crops are now used on an estimated 5-10% of the potential fallow crop ground in WV. Currently, 100% of the corn for grain crop is left fallow. This is 15,800 acres that could have an improved cover crop management system developed. 80% of the corn silage acres are left fallow. This is 4,480 acres that could have improved cover crop programs. 80% of soybean acres are left fallow and 80% of winter wheat that is harvested for grain, straw is then harvested and the fields are left fallow. If both the soybean and wheat crop could have a cover crop system included, the potential acres would be 5,840. The total potential additional cover crop acres of all crops would be 26,120. Incentive payments to promote cover crop adoption are available through EQIP and an increased emphasis to add this BMP will be made by agricultural agency staff.



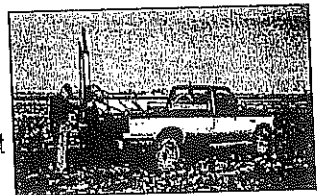
One of the major components to reducing the nutrients leaving the area is to manage them more efficiently and also provide accurate data to the Chesapeake Watershed Model. Here is how the draft document addressed these issues:

Enhanced Nutrient Management

- A) Adaptive Management Cover Crop. Adoption of cover crops is useful BMP, but to provide the nitrogen management benefit additional management steps are required. A CCPI grant has been funded that adds Pre side-dress nitrogen soil testing and fall corn stalk nitrate testing to the cover crop incentive program. When these BMPs are combined the nitrogen system can be adjusted by the farmer in a timely manner insuring that full scavenging of nitrogen by cover crops quantified and over application of nitrogen does not occur.
- B) Precision agriculture methods are being evaluated in the Eastern Panhandle Conservation District through a USDA Conservation Innovation Grant. This incentive program includes precision soil sampling, variable rate application of P, K, Lime, distance hauling of animal manures, split N application, precision software on the farm and precision software, and hardware for the commercial applicator. The evaluation of these conservation practices is ongoing until 2011 and then if any of these are effective and readily adopted by landowners, USDA-NRCS has the option of adding them to their Conservation Practice Standard list and farm bill cost sharing. The Project Director's report follows:

A Conservation Innovation Grant was issued through the WVU Extension Service for the purpose of encouraging the improvement in the efficient use of nutrients. Twelve producers (11 in Jefferson and one in Berkeley counties) have initially signed up for the program.

Precision Soil Sampling – Monies to sample 2,500 acres of forage and cropland was budgeted. As of this writing, 1,047 acres have been applied for and of those, over 350 have been sampled and recommendations developed and returned to the producer. The other acreage will be sampled this fall. Additional acreage outside the grant was also sampled or will be sampled this fall.

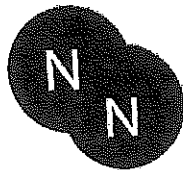


Variable rate applications of lime and fertilizer – Monies to apply 2,500 acres of phosphorus or potassium and 2,500 acres of lime requirements have been budgeted. As of this writing, no application of prescriptions developed from the precision soil sampling has been applied. It is hoped they will be applied this fall. The difficulty is finding a commercial applicator that is willing

to invest in the technology. One producer plans to invest in a "pull behind" spreader to meet the needs on his 1,000 acre crop farm.

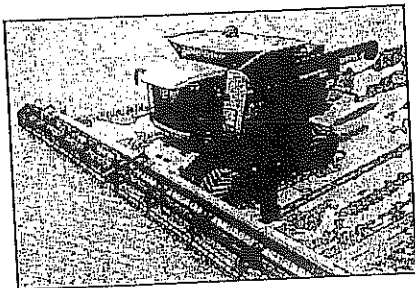
Payments for precision soil sampling are not made to the applicant unless the recommended nutrients are applied at a variable rate, so no payments on either of these practices have been made at this time.

Nitrogen Evaluation for Corn\ Split Application of N - Monies to evaluate 60 fields for the need for additional nitrogen after the initial application and apply additional N to 1,375 acres was allocated. A requirement of the program was that no more than 50 pounds of N be applied at planting. Forty fields applied for the practice, but most of the fields had applied more than 50 pounds at planting which made them ineligible for the program. Only 16 fields totaling 534 acres qualified for the two programs. Several producers vowed to apply less nitrogen in the spring during the 2011 corn crop year. Several of the fields that were evaluated did not need additional N and all fields applied less N than would have been applied if the evaluation had not been made. The total commercial N not applied was 23,090 pounds. This saved producers over \$11,000 in nitrogen costs.



Late Season Corn Nitrate Test Cover Crop - Monies were allocated for 60 fields to be evaluated for late season corn nitrate testing. Fields must be in the optimum or high range to qualify for the cost share on cover crops. If the acreage was in soybeans, the acreage also qualified for the cover crop program. All acreage must be planted by October 15th. Thirty eight fields applied for the testing program, and 1,600 acres have applied for the cover crop program. Late season nitrate stalk testing is being conducted in August.

Utilizing Precision Technology - Monies were allocated to pay producers on 4,575 acres to utilize yield monitoring and variable rate planting equipment to affect the production of crops and application of nutrients based on the potential or actual production within a field. Two farms planted approximately 244 acres of corn at a variable rate based on soil types, elevation and previous yield maps. Applications have been accepted for 4,149 acres to be harvested with GPS guided yield monitors. Farmers and custom harvesters are investing in equipment and expertise to gather the data and develop yield maps for producers.



Manure Hauling - A program was developed to encourage dairy producers to haul liquid manure more than .5 miles away from the farmstead where it was created. A payment of \$2.50 per loaded mile was developed with an allocation of \$10,000 for this practice.

Two dairy farms have participated in this program. Of the 4,000 miles allocated, 3,467 have been driven moving just less than 4 million gallons of liquid dairy off the farmstead. The cost share covers approximately 22% of the cost of hauling and spreading the manure. Manure samples were taken, and application was made within the needs of the growing crop.

Animal Feeding Operations

Comprehensive Nutrient Management Plans (CNMP) plans are an important component of a CAFO operation and USDA NRCS has prioritized EQIP funds to support farms' costs in developing these planning documents. EQIP funds will also be prioritized to help AFO farmers complete NMPs. CAFO regulations are new to WV, as recently as early 2010. As such, we anticipate water and waste handling within the production area of animal feeding operations to improve as producers act to meet the new requirements. Also as a result, a number of new nutrient management plans will be developed for operations that previously did not have one, and existing/outdated plans will be accordingly updated. In short, the actions taken to meet WV's new CAFO regulations will increase the number of implemented BMPs and reduce nutrient loss, having the added benefit of furthering our efforts to achieve the Bay TMDL.

Reduced Tillage on Crop Land

This farming practice has been identified as a major cause of nitrogen loss in WV. During the next three years the actual tillage methods used on all crop land will be quantified by cooperating farmers using nutrient management plans and record keeping systems describing WV Phase I Chesapeake Bay actual field activities. Our goal is to reduce conventional tillage by 30% within the three-year period.

P Index System

Technical review and update is being developed by WV University College of Agriculture, Division of Plant and Soil Sciences faculty to insure that current phosphorus land management science is being used. This update will be added to the WV-NRCS Nutrient Management (590) Conservation Practice Standard in 2011 and will serve as guidance for all nutrient management plans. It is anticipated that an updated P-Index will further reduce the amount of phosphorus loss to surface water within the state.

Note: The state of West Virginia must work to verify and correct agricultural practices and land uses that are misrepresented in the Chesapeake Bay Model. It is believed that a significant amount of agricultural baseline data in the model does not reflect reality causing practices that have been installed (i.e., low till and no till) to receive no credit and land uses that are over reported (such as assumed AFO land that does not exist) to appear as large agricultural loadings when they may not exist.

I encourage you to read this draft proposal as there are many sections I did not address. Plan to attend the meeting on November 3rd.



Western Maryland Goat Field Day, Sale, & Skillathon



The 3rd Annual Western Maryland Goat Field Day and Sale will be held Saturday, October 2, 2010, 9 AM to 2 PM at the Washington County Agricultural Education Center near Boonsboro, Maryland. Bucks from the Western Maryland Pasture-Based Meat Goat Performance Test will be offered for sale by public auction.

These bucks will all meet Gold, Silver, and Bronze standards for growth, parasite resistance, and parasite resilience. In addition, they all will meet minimum standards for reproductive and structural soundness. The sale will also include an invitational doe sale. All of the goats will be sold via silent auction. The bidding period will be from 10 a.m.

to 2 p.m. The field day will be held from 9 a.m. to 12 noon. Dr. Paul Kuber, a research animal scientist from Ohio State University, will be the featured speaker. Dr. Kuber will demonstrate cuts from a goat carcass, talk about potential grading standards, and prepare products for tasting. Running concurrent to the field day will be a skillathon for youth ages 8 to 18. In the skillathon, youth will be tested on their knowledge of meat, dairy, and fiber goats. Pre-registration for the skillathon is requested by September 24. For additional information, contact Susan Schoenian at (301)432-2767 ext. 343 or sschoen@umd.edu or visit the web site at <http://mdgoatfest.blogspot.com>

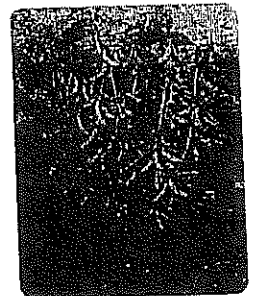
Have You Thought About Pricing Next Year's Wheat, Corn or Soybeans?

From the Roberts Report: Mike Roberts received a BS in Agriculture Economics from Texas A&M University in 1986, and a MBA in Financial Management & Organizational Leadership from Averett University in 1996. Mike has owned and operated his own farm, worked as an economist for Smithfield Foods, and worked the last 13 years as the Extension Marketing specialist for Virginia Tech University. He recently took a faculty position with NC State University as the Agriculture Economics lead for the Dairy Advantage Program with statewide duties to sustain, grow, and prosper the dairy industry in North Carolina. Mike Roberts has researched and written the Roberts Commodity Report since 2005. <http://www.fmxconnect.com/robertsreport/>

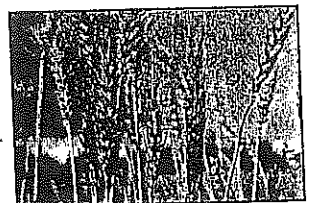
CORN futures on the Chicago Board of Trade (CBOT) closed up Monday on reports that corn yields will likely be lower than USDA estimates of 165 bu/ac. Yield estimates are running 163.79 bu/ac. The SEPT'10 contract closed at \$4.254/bu; up 4.5¢/bu and 8.25¢/bu higher than last report. DEC'10 corn futures closed up 5.5¢/bu at \$4.414/bu and 8.75¢/bu higher than last Monday. The DEC'11 contract closed at \$4.466/bu; up 6.25¢/bu and 0.75¢/bu higher than a week ago. Increased demand and exports were supportive as USDA put corn-inspected-for-export at 45.265 mi bu vs. expectations for 33-36 mi bu. Dry, hot weather in the U.S. Midwest have traders thinking an early harvest may be coming but the weather will also hurt yields if it continues. Large speculators are net bulls as funds bought over 10,000 lots. It would be a good consideration to price 60% of the 2011 crop.



SOYBEAN futures on the Chicago Board of Trade (CBOT) closed down on Monday. SEP'10 soybean futures finished down 4.0¢/bu at \$10.180/bu but 11.0¢/bu higher than a week ago. NOV'10 futures closed at \$10.224/bu, down 3.5¢/bu but 17.0¢/bu higher than last week at this time. NOV'11 soybean futures closed down 2.5¢/bu at \$10.120/bu; 15.5¢/bu over last report. Soybeans are weakening on softening basis at gulf ports as harvest gets going. Exports were bearish as USDA put soybeans-inspected-for-export at 7.174 mi bu vs. expectations for 10-15 mi bu. Funds sold over 2,000 lots as large speculators lowered net bull positions. Soybeans were also pressured by spreaders selling soybeans and buying corn. Both soybean and corn have yield challenges. It would be a good idea to hold at 90% sold in the 2010 crop and price up to 30% sold in the 2011 crop.



WHEAT futures in Chicago (CBOT) closed up on Monday. The SEPT'10 wheat contract closed at \$6.712/bu; up 8.75¢/bu but 21.0¢/bu under last week at this time. JULY'11 futures finished up 5.25¢/bu at \$7.102/bu; 8.25¢/bu cents lower than last report. Drought in Russia, Australia, and Argentina along with too much water and rain in Germany and northern France have combined to support wheat futures. Exports were supportive with USDA putting wheat-inspected-for-export at 25.521 mi bu vs. expectations for 20-25 mi bu. Large speculators are shifting from net-bear to net-bull positions with funds buying 4,000 lots. It would be a good idea to get to 85% sold in the 2011 crop.



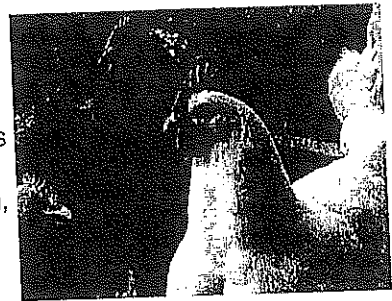
Chicken Litter has Advantages over Conventional Fertilizers



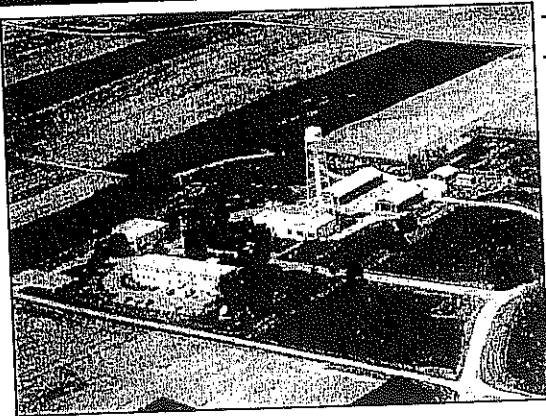
Chicken litter is much more valuable as a fertilizer than previously thought, according to an Agricultural Research Service (ARS) study showing its newfound advantages over conventional fertilizers. Litter is a mixture of chicken manure and sawdust or other bedding material. Some cotton farmers in the Mississippi area are switching to chicken litter and away from standard inorganic, synthetic fertilizers. Many other farmers are interested in the possible economic benefits of using chicken litter, but are reluctant to switch without the numbers to back up their decision.

Now a study by ARS agronomist Haile Tewolde at the agency's Genetics and Precision Agriculture Research Unit (GPARU) at Mississippi State, Miss., and cooperators has provided those numbers. Tewolde did the research with GPARU soil scientist Ardeshir Adeli, two Mississippi State University colleagues, and Karamat Sistani, research leader at the ARS Animal Waste Management Research Unit in Bowling Green, Ky. Previous studies only

considered the economic value of the nitrogen, phosphorus and potassium in chicken litter, compared to that in synthetic fertilizers. Farmers know that chicken litter, an organic fertilizer, is a better soil conditioner than synthetic fertilizers, but have never had a way to assign a number to the value of that benefit. In their study, Tewolde and colleagues figured the litter's value as a soil conditioner as an extra \$17 per ton of litter. They calculated this by balancing the price tag of the nutrients in litter with its resulting higher yields, a reflection of its soil conditioning benefits. They found that cotton yields peaked 12 percent higher with organic fertilizers, compared to peak yields with synthetic fertilizers. With all benefits factored in, they found that chicken litter has a value of about \$78 a ton, compared to \$61 a ton when figured by the traditional method. The economic analyses also showed that farmers could further increase their profits by using less of either fertilizer than currently used for maximum yields—which is also good news for the environment.



WMREC Fruit & Vegetable Twilight Meeting

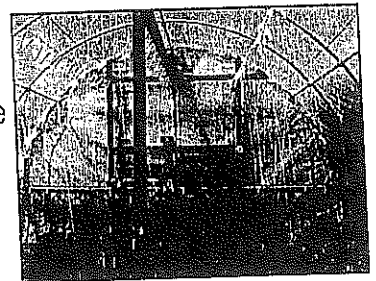


The 2010 Fruit and Vegetable Twilight Meeting will be held Thursday, September 23, 4:30 p.m. to 7:00 p.m. at the Western Maryland Research and Education Center, 18330 Keedysville Road, Keedysville, MD 21756.

This educational meeting is intended to provide producers the opportunity to get a firsthand look at several of the ongoing projects at the University of Maryland's Agricultural Experiment Station located near Keedysville.

This year's highlights include:

Maryland pumpkin trials with 20 varieties, apple seedling evaluations, Bt sweet corn varieties, mobile high tunnel production of strawberry, tomato, and raspberry.



Sandwiches and refreshments will be provided. Registration is not required, but will help us to plan for handouts and refreshments. Please RSVP to 301-432-2767 x350 or cmason@umd.edu.

Extension Service
West Virginia University.
 Jefferson County
 1948 Wiltshire Road
 Suite 3
 Kearneysville, WV 25430

Craig W. Yohn

Craig W. Yohn
 Phone: 304.728.7413
 Fax: 304.728.1401
 E-mail: craig.yohn@mail.wvu.edu

We're on the Web!!
jefferson.ext.wvu.edu/
 (Click on Agriculture)

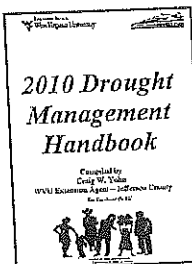
Agriculture Jefferson Style

Watershed Implement Plan

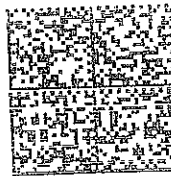
There will be an informative meeting on Thursday, September 16th at 7 p.m. at James Rumsey Technical Institute in Martinsburg. This is an opportunity for farmers to discuss WIP.

Drought Management Handbook

Drought Management Handbooks are available at the Jefferson County Extension Office, local farm supply stores and on the web at www.jefferson.ext.wvu.edu



NONPROFIT
 ORG



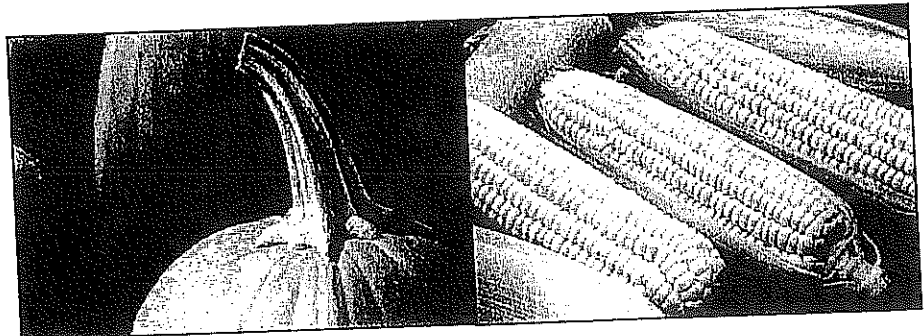
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 US POSTAGE

Jefferson Co. Administrator
 P.O. Box 250
 Charles Town, WV 25414

2010 WREC Pumpkin & Sweet Corn Twilight Meeting

The 2010 Pumpkin and Sweet Corn Twilight Meeting will be held Tuesday, September 21st, at the Wye Research and Education Center, 211 Farm Lane in Queenstown from 4:30 p.m. -7:00p.m. This year there will be 20 pumpkin varieties, Bt sweet corn variety trials, and sampling of Aronia products. Our speakers will be University of Maryland experts Jerry Brust, Kate Everts, Galen Dively, Andrew Ristvey, Mike Newell, and Sudeep Mathew.

A light dinner will be available and although there is no cost for this program, please register by September 17th with Debby Dant at 410-827-8056 X115, or ddant@umd.edu. (If you want to go please call the Extension Office there will be a van if there is sufficient interest.)



Sandy McDonald

From: "john moore" <jacob123919@yahoo.com>
To: <dstellato@jeffersoncountywv.org>; <webmaster@jeffersoncountywv.org>; <laura@jeffersoncountywv.org>; <sandy@jeffersoncountywv.org>; <nhosby@jeffersoncountywv.org>
Sent: Tuesday, September 14, 2010 10:29 PM
Subject: proposed water increases of 72 percent for 2,196 when we are allready paying more than most of jeff.co.

Your submission:

Your Name: john moore

Your Email Address: jacob123919@yahoo.com

Subject: proposed water increases of 72 percent for 2,196 when we are allready paying more than most of jeff.co.

Message: jefferson utilities trying to make a very small part of this co. pay an unfair (and compared to the rest of the co.) amount for water. How did the people in charge of making choices for the growth of jeff.co. let this happen!

First Benchmark
Charles Town
County / City Split
Fiscal Year 2011

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 34.58%	HARPERS FERRY 3.65%	RANSON 35.08%	SHEPHERDS TOWN 14.29%
3 days ending: 7/1/10- 7/3/10	\$ 115,402.58	\$ 115,402.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/10/10	\$ 205,731.64	\$ 205,731.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/17/10	\$ 161,956.76	\$ 161,956.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/24/10	\$ 160,368.28	\$ 160,368.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/31/10	\$ 157,802.08	\$ 157,802.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/07/10	\$ 181,817.82	\$ 138,494.98	\$ 25,122.84	\$ 3,120.27	\$ 8,682.45	\$ 816.88	\$ 8,813.09	\$ 3,590.05
08/14/10	\$ 166,753.36	\$ 78,378.68	\$ 78,378.68	\$ 8,734.38	\$ 27,086.98	\$ 2,860.75	\$ 27,484.54	\$ 11,200.03
08/21/10	\$ 152,386.04	\$ 76,199.02	\$ 76,199.02	\$ 9,463.82	\$ 26,334.38	\$ 2,781.26	\$ 26,730.62	\$ 10,888.84
08/28/10	\$ 144,920.06	\$ 72,460.03	\$ 72,460.03	\$ 9,999.54	\$ 25,042.19	\$ 2,644.79	\$ 26,418.97	\$ 10,354.54
09/04/10	\$ 152,725.68	\$ 76,362.84	\$ 76,362.84	\$ 9,484.26	\$ 26,391.00	\$ 2,787.24	\$ 26,788.09	\$ 10,912.25
09/11/10	\$ 165,838.72	\$ 82,969.36	\$ 82,969.36	\$ 10,304.79	\$ 28,674.21	\$ 3,028.39	\$ 29,105.65	\$ 11,856.32
Subtotal	\$ 1,736,046.02	\$ 1,323,564.25	\$ 411,490.77	\$ 51,107.16	\$ 142,211.21	\$ 16,019.41	\$ 144,350.66	\$ 58,602.03

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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

Week Ending Date	Week Ending
	September 11, 2010
	September 17, 2010
To be Deposited on:	
Amount Played	87,504,543.24
Amount Won	78,627,330.03
Amount Promo	282,744.00
MWAP Contribution	<u>51,827.83</u>
Adjusted Gross Terminal Revenue	<u>8,642,641.58</u>
Administrative Costs @ 4%	345,705.65
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>8,296,935.93</u>
Surcharge @ 10%	0.00
State Share Excess @ 58%	0.00
Track Share of Capital Reinvestment @ 42%	0.00
Track Share of Capital Reinvestment @ 42% - 98%	-
Track Share of Capital Reinvestment @ 42% - 4%	-
Adjusted Net Terminal Revenue	<u>8,296,935.93</u>
Racetrack @ 46.50% / 42%	3,868,075.21
Lottery Fund @ 30% / 0%	2,489,080.77
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	580,785.52
Workers' Compensation Debt Reduction @ 7%	680,785.52
Employee Pension Fund @ 1% / .5%	82,969.38
Grayhound Development @ .75%	62,227.02
Thoroughbred Development @ .75%	62,227.02
Racing Commission @ 1%	82,969.38
County/Municipality @ 2%	165,938.72
3% Funds:	
Tourism Promotion Fund @ 1.375%	114,082.87
Development Office Promotion Fund @ .375%	31,113.51
Research Challenge Fund @ .5%	41,484.68
Capitol Renovation and Improvement Fund @ .8875%	67,041.43
2004 Capitol Complex Parking Garage Fund @ .0625%	5,185.58
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	41,484.68
Capitol Dome and Capitol Improvements @ .5% / 1%	41,484.68
	<u>8,296,935.93</u>

P.O. Box 2067
Charleston, WV 25327



Phone: (304) 558-0500
Fax: (304) 558-3321
www.wvlottery.com

John C. Musgrave
Director

To: Controller
Location: Jefferson County Commission
Fax #: (304) 725-7916
Phone #: (304) 128-5284
From: Stacy Acree ext. 352

Comments:

VIDEO LOTTERY WEEKLY SETTLEMENT REPORT

VIDEO LOTTERY REPORT

Table Game Revenues

FY 2009		FY 2010		FY 2011		FY 2011	
Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/5/2008 *	169,912.56	7/4/2009 *	128,262.42	7/3/2010	115,402.58		
7/12/2008	176,592.38	7/11/2009	168,815.08	7/10/2010	205,731.64		
7/19/2008	160,344.08	7/18/2009	160,652.98	7/17/2010	161,386.76		
7/26/2008	162,982.74	7/25/2009	158,869.08	7/24/2010	160,368.28		
8/2/2008	178,171.04	8/1/2009	174,493.08	7/31/2010	157,802.08		
8/9/2008	123,538.04	8/8/2009	138,408.80	8/7/2010	136,494.98		
8/16/2008	82,482.89	8/15/2009	81,222.14	8/14/2010	78,376.68		
8/23/2008	76,426.18	8/22/2009	76,260.31	8/21/2010	76,199.02		
8/30/2008	89,459.86	8/29/2009	80,472.92	8/28/2010	72,460.03		
9/6/2008	91,644.46	9/5/2009	80,798.15	9/4/2010	76,362.84		
9/13/2008	79,729.93	9/12/2009	86,286.92				
9/20/2008	71,269.36	9/19/2009	70,010.15				
9/27/2008	79,735.73	9/26/2009	69,316.87				
10/4/2008	75,186.22	10/3/2009	72,286.04				
10/11/2008	77,139.04	10/10/2009	69,650.63				
10/18/2008	80,668.26	10/17/2009	73,560.21				
10/25/2008	64,379.44	10/24/2009	67,581.66				
11/1/2008	68,352.42	10/31/2009	64,528.30				
11/8/2008	70,823.02	11/7/2009	63,741.59				
11/15/2008	65,565.50	11/14/2009	65,959.64				
11/22/2008	63,883.80	11/21/2009	59,547.05				
11/29/2008	69,850.12	11/28/2009	72,399.98				
12/6/2008	55,696.68	12/5/2009	51,006.51				
12/13/2008	60,178.04	12/12/2009	52,460.58				
12/20/2008	52,189.19	12/19/2009	32,834.39				
12/27/2008	72,205.91	12/26/2009	53,406.34				
1/3/2009	96,504.65	1/2/2010	92,980.40				
1/10/2009	53,286.62	1/9/2010	55,020.46				
						July/Aug 10	154,185.68

1/17/2009	56,068.87	1/16/2010	60,551.28
1/24/2009	71,474.63	1/23/2010	69,943.53
1/31/2009	61,089.80	1/30/2010	48,527.75
2/7/2009	83,539.63	2/6/2010	37,155.14
2/14/2009	76,054.44	2/13/2010	44,334.00
2/21/2009	91,838.41	2/20/2010	76,946.12
2/28/2009	80,806.88	2/27/2010	72,024.40
3/7/2009	48,837.13	3/6/2010	76,936.85
3/14/2009	96,025.39	3/13/2010	71,007.37
3/21/2009	79,002.82	3/20/2010	74,335.38
3/28/2009	79,250.83	3/27/2010	69,941.88
4/4/2009	75,968.30	4/3/2010	70,636.28
4/11/2009	75,964.94	4/10/2010	69,692.79
4/18/2009	80,598.22	4/17/2010	69,335.92
4/25/2009	75,571.46	4/24/2010	68,714.11
5/2/2009	73,957.05	5/1/2010	68,799.06
5/9/2009	76,697.22	5/8/2010	67,403.54
5/16/2009	71,925.70	5/15/2010	70,186.32
5/23/2009	81,395.43	5/22/2010	64,695.71
5/30/2009	82,161.55	5/29/2010	67,157.40
6/6/2009	74,895.74	6/5/2010	77,371.80
6/13/2009	67,327.23	6/12/2010	66,106.29
6/20/2009	75,500.53	6/19/2010	64,888.48
6/27/2009	67,354.10	6/26/2010	63,950.29
6/30/2009 ***	32,059.58	6/30/2010	29,667.19

TOTALS 4403564.04 404141.56 1240584.89

10 September 2010

Matthew Harris
P.O. Box 1135
Ranson, WV 25438

Jefferson County Commission
124 East Washington St.
Charles Town, WV 25414

Dear Commissioner;

During a report I read in the Journal on 10 September 2010 "Brownfield Laws Discussed", I was very upset to read that some decisions are being made from individuals who may reside outside Jefferson County. I understand these individual may have a job to do, but overruling County Government and local residence input is just plain insulting and cannot be tolerated.

I plan to write a letter to West Virginia State Government regarding this issue.

What is the point of having a County Government if some of the decisions regarding Jefferson County are being made outside Jefferson County? We pay County taxes and vote to elect County Government Officials for the purpose County Government.

We, as Jefferson County residence, reserve the right to be included in all decisions regarding Jefferson County. We, as Jefferson County residence reserve the right to impose our County Government Elected Officials to be directly involved in decisions made for Jefferson County.

Goes and others regardless of they're position within West Virginia do not have the right to impose a private meeting or input on any development within Jefferson County within the input and/or permission of Jefferson County Government AND local residence.

As a resident of Jefferson County, I stand opposed to any decision and/or development within Jefferson County until direct opportunity has been exercised by Jefferson County Government and Jefferson County Residence.

As a Jefferson County Resident and Voter, I stand behind and enforce Jefferson County Commissioners Widmyer, Noland, Morgan, Surkamp and Manuel and local residence to be involved and NOT to tolerate be overlooked and insulted by those of West Virginia State Government whether public and/or private.

I am a United State Army Veteran and will NOT stand for Jefferson County Government and local residence being disrespect.

This we will NOT tolerate. This we will defend.

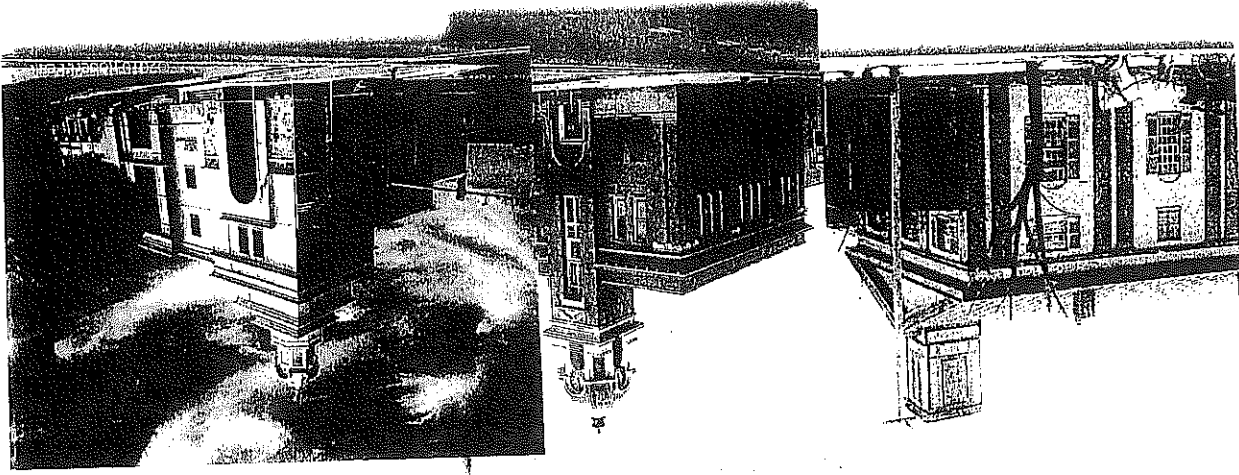
Respectfully,
Matthew Harris

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SEP 16 2010

Jefferson County Commission

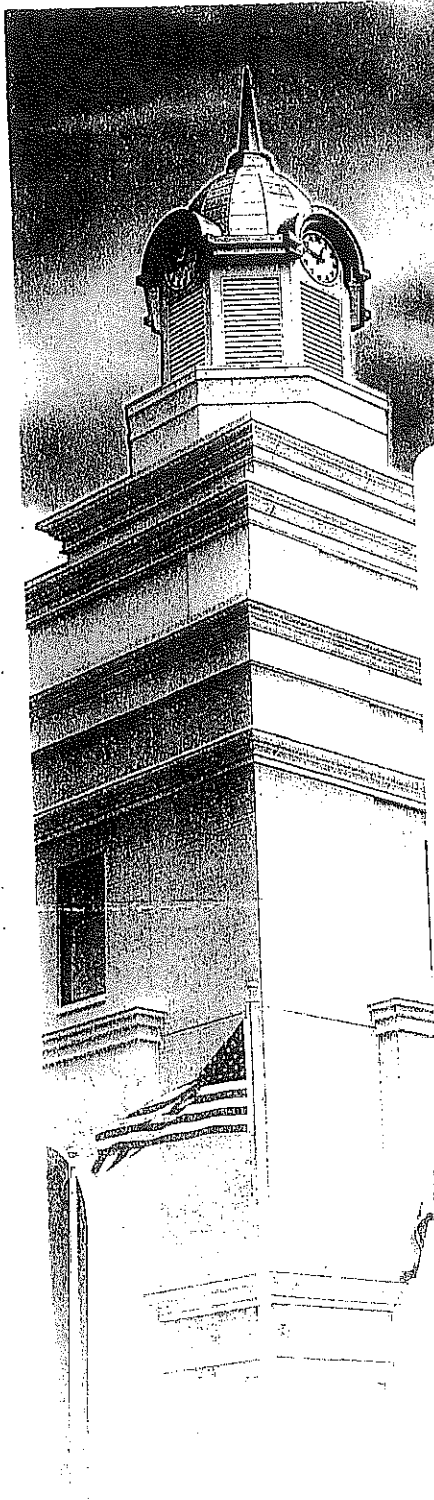
OF THE MORGAN COUNTY COURTHOUSE
SATURDAY, SEPTEMBER 25, 2010
2:00-5:00PM



YOU ARE CORDIALLY INVITED
TO ATTEND THE GRAND OPENING



2010 Phebus Photography



PROG
GRAND
MORGAN COUNTY
SARASOTA COUNTY

Welcome from the Commission
Commission President Brenda Hutchinson,
Commissioner Thomas Swaim
Commissioner Stacy Dugan

Invocation by Father Leonard Smith

Introduction of Linda Caldwell (Winner of Morgan County Flag Contest) by Commissioner Stacy Dugan

National Anthem by Commission President Brenda Hutchinson

Pledge of Allegiance by Boys & Girls Club

Special Guest Recognition
by Commission President Brenda Hutchinson

Introduction of Shelly Moore Capito
by Commissioner Thomas Swaim

Introduction of Senator Walt Helmick
by Commissioner Stacy Dugan

Recognition of State Supreme Court Justice Brent D. Benjamin, & Justice Thomas E. McHugh by Chief Judge David Sanders

Introduction of Supervisory Judge John Yoder
by Circuit Court Judge Gina Groh

Funding Recognition by Former Commissioner Glen Stotler

Introduction of Governor Joe Manchin, III
by Commission President Brenda Hutchinson

Benediction by Pastor Lisa Unger

Ribbon Cutting Ceremony

Reception Sponsored by Citizen National Bank, Milestone Construction & Silling Associates

NOTICE OF MEETING
Jefferson County Roundtable Meeting

The County Commission of Jefferson County will be meeting on Wednesday, September 29, 2010 at 5:00 p.m. at the Old Charles Town Library Meeting Room, 200 E. Washington Street (Samuel Street Entrance), Charles Town, West Virginia 25414.

Discussion topics are impact fees:

1. Fire/EMS

- Overview of fees received to date and their distribution
- Update by the Jefferson County Emergency Service Agency on it's upcoming strategic plan

2. Law Enforcement

- Overview of fees received to date and their distribution
- Comments by Sheriff Robert Shirley on upcoming needs

This is an informal discussion by area elected officials of topics of mutual interest. All meetings are open to the public. No decisions will be made at this meeting.

By Order of The County
Commission of Jefferson County
Lyn Widmyer

AGENDA

Impact Fees for Fire, EMS and Law Enforcement Informal Roundtable Discussion

Wednesday, September 29, 2010
5:00 pm

Charles Town Library Commission Meeting Room

This roundtable is a continuation of informal discussions with elected officials and will be a general discussion of impact fees for Fire/EMS and Law Enforcement. No decisions will be made. This is an informal meeting.

The agenda includes an overview of the program and fees received and distributed, along with a more detailed discussion of these two agencies' upcoming needs and strategic plans.

I. Impact Fees for Fire/EMS

- Overview of fees received to date and their distribution
- Update by the Jefferson County Emergency Service Agency on its upcoming strategic plan

II. Impact Fees for Law Enforcement

- Overview of fees received to date and their distribution
- Comments by Sheriff Robert Shirley on upcoming needs