

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, OCTOBER 14, 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

- Discount Prescription Drug Card Update

COUNTY COMMISSION REPORTS

PRESENTATIONS:

1. 10:00 a.m. Angela Banks, Assessor - Request for Exonerations
2. 10:15 a.m. Update on Improvement to Stormwater Management Pond at Windmill Crossing - Discussion/Action (LW)
3. 10:45 a.m. Legal Update - Stephanie Grove
4. 11:00 a.m. Jennifer S. Maghan - County Clerk's Report
5. 11:30 a.m. Tim Boyde, County Administrator - Work Session #3
- Policies and Procedures - Discussion/Action
 - a. Hours of Work
 - b. Compensatory Time
 - c. Supervisory Responsibilities
 - d. Classification Plan
 - e. Calculation of Compensation

UNFINISHED BUSINESS:

6. Letter and Memorandum of Understanding of U.S. Customs and Border Protection for Commission Approval and Signature - Emergency Landing of Aircraft - Discussion/Action
7. Extension Office Copier Maintenance - Discussion/Action (PN)

NEW BUSINESS:

8. Legislative Issues
9. Approval of Resolutions:
 - Community Participation Grant Program Funds in the amount of \$4,500.00 - Fisherman's Hall - Discussion/Action
 - Community Participation Grant Program Funds in the amount of \$500.00 - Star Lodge/Locke House - Discussion/Action
 - Community Participation Grant Program Funds in the amount of \$2,000.00 - Star Lodge/Locke House - Discussion/Action
 - Community Participation Grant Program Funds in the amount of \$5,000.00 - Webb/Blessing's House for the Jefferson County Black History Preservation Society - Discussion/Action
10. Executive Session - Tim Boyde - Employee Evaluation (§6-9A-4)

CORRESPONDENCE:

Impact Fee Status Report 2010 and Forms 655 (transfer of impact fee funds) received.

Email from Kim Krapf received.

Email from Willis Nowell received.

Email from Jenniffer Baltzell received.

Email from Sandy Donohue received.

Copy of letter from David W. Hibberd regarding JUI fees.

Letter from County Commission of Berkeley County regarding Legislative Summit - 2010 received.

County Commissioners' Association of WV Newsletter received.

Jefferson County Public Service District Board Meeting Minutes - September 7, 2010 received.

Video Lottery Report received.

ANNOUNCEMENTS:

WVaCO - Notice of Free Computer Classes for Government Employees received.

County Commission of Jefferson County Workshop re: TIF Districts - October 18, 2010 at 3:00 p.m.

David William Donohue - request to celebrate his becoming an Eagle Scout - November 13, 2010.

Jefferson County Commission - Notice of Expired Term and Request for Resumes for North Eastern Regional Emergency Medical Services.

Jefferson County Commission - Notice of Expired Terms and Request for Resumes for Jefferson County Emergency Services.

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.

Minutes

Jefferson County Commission

Thursday, October 7, 2010

A meeting of the Jefferson County Commission was held on Thursday, October 7, 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, Dale Manuel, Jim Surkamp and Frances Morgan; Tim Boyde, County Administrator and Debbie Stellato, Administrative Assistant. (An audio tape of this October 7, 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.

Motion by Ms. Morgan to approve the minutes of September 30, 2010 as amended, seconded by Ms. Noland and unanimously approved. (An audio tape of the September 30, 2010 meeting is available through the Jefferson County Commission Office.)

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$41,859.98 being purchase order numbers: 48948, 48886, 48503, 48723, 48724, 48833, 49006, 49007, 49008, 49011, 49012, 49013, 48930, 48539, 48555, 48556, 48557, 48558, 49009, 49010. Motion seconded by Ms. Morgan and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve \$562,351.25 in accounts payable. Motion seconded by Ms. Noland and unanimously approved.

COUNTY ADMINISTRATOR REPORTS

County Administrator Tim Boyde:

- (1) Met with department heads on Wednesday, October 6, 2010 to discuss policies and procedures. There was good interaction among the departments. A lot is being accomplished.
- (2) Spoke with Doug Pittinger and Pete Kelly from the JCESA about their request and proposal relative to long range planning. More on this later in the meeting.
- (3) Scheduled a TIF overview with John Stump for October 18, 2010 at 3:00 p.m. This coincides with the WAC meeting, but WAC will be relocated. Officials from both Ranson and Charles Town will be invited to attend.

- (4) Spoke with Alana Hartman, Potomac Basin Coordinator for the DEP re: the Chesapeake Bay Watershed. She will be coming before the Commission on October 21, 2010 to offer an update on the initiative.
- (5) Ms. Widmyer suggested sending Senator Snyder a complimentary invitation. Ms. Morgan suggested that the whole delegation should be invited and it was unanimously agreed to invite the entire delegation to the presentation on October 21, 2010.
- (6) Two changes to the Agenda. David Kemnitzer's 10:15 a.m. presentation was removed from the Agenda and Jennifer Brockman was moved from her 12:00 p.m. slot into the 10:15 a.m. time slot.

(7) **COUNTY COMMISSIONER REPORTS**

Commissioner Patricia Noland:

- (1) Request that the Commission set up and host the yearly legislative meeting of the County Commissioners' Association on November 29, 2010 at 3:00 p.m. Vivian Parsons of the County Commissioners' Association will be here to speak about legislative issues.
- (2) Reported that Dale Manuel was appointed to the Legislative Committee of the County Commissioners' Association.
- (3) Wednesday, October 6, 2010 she attended an Affordable Housing meeting. The members plan to start taking applications in a couple of weeks. She advised that Marie Gallozzi was hired as Director.

Commissioner Dale Manuel:

- (1) Reported that he attended Blue Ridge Elementary School Ground Breaking Ceremony on October 2, 2010.
- (2) Reported that he attended the dedication of the Driswood Elementary School on October 2, 2010.
- (3) Reported that on October 2, 2010 he attended the PATH Yard Sale held to raise money to resist the PATH power line.
- (4) Reported that on October 6, 2010 he attended the Brownfield Project Meeting at the Shepherdstown Library.

Commissioner Morgan:

- (1) Reported that on October 1, 2010 she attended the monthly meeting of the Board of Health.
- (2) Reported that on October 6, 2010 she attended the Bolivar City Council meeting.
- (3) Reported that on October 5, 2010 she attended the luncheon fundraiser for Community Alternatives to Violence.
- (4) Reported that on October 2, 2010 she attended the ribbon cutting ceremony at the Blue Ridge Elementary School.
- (5) Reported that on October 4, 2010 she attended the NAACP candidates' debate in the County Commission Meeting Room.

Commissioner Surkamp:

Mr. Surkamp inquired of Mr. Boyde as to the status of the letter received by the Commission from the Risk Pool. Mr. Boyde advised him that the letter had been forwarded to BRIM and that the issue is being addressed.

Commissioner Lyn Widmyer:

- (1) Reported that she attended an all day work session on Smart Code. The work session was very well attended and the Jefferson County Planning Department staff was also in attendance.
- (2) Reported that she participated in the Freedom's Run marathon on Saturday, October 2, 2010.
- (3) Reported that on October 4, 2010 she attended the Public Service District meeting.

PRESENTATIONS:

- (1) **Jefferson County Emergency Services Agency – Fire Company Contracts – Pete Kelly** of the JCESA, standing in for Doug Pittinger, discussed the status of the proposed fire company contracts.

Motion by Mr. Manuel, seconded by Ms. Noland, to authorize the President to sign the contracts on behalf of the County Commission and release \$25,000.00 to each of the fire companies. Motion was unanimously approved.

- (2) **Jennifer Brockman, Director of Planning and Zoning** – Follow up on Land Development Fee Roundtable Discussion and Request to Schedule a Public Hearing on the Draft Land Development Fee – Ms. Brockman gave a brief presentation on estimated cost recovery fees and requested that the Commission go forward with a public hearing. There was unanimous agreement that the fees were too high and it was suggested to refer the fee schedule back to the Planning Commission for revision and policy recommendation.

Motion by Mr. Surkamp that the Commission institute a fee with the amount to be determined. The motion was not seconded.

Motion by Mr. Surkamp that the Commission refer back the estimated cost recovery fee schedule to the Planning Commission with questions to be answered on fee levels. Secondly, that a site plan fee be instituted. Ms. Widmyer seconded the motion.

Mr. Manuel asked if the motion was divisible. Ms. Widmyer answered in the affirmative and asked Mr. Surkamp if he would like to restate the first part of his motion.

Motion by Mr. Surkamp that the County Commission refer the proposed land development fee schedule back to the Planning Commission for further recommendations. Motion was previously seconded by Ms. Widmyer. Motion was unanimously approved.

Motion by Mr. Surkamp that the Commission approve the proposed structure and categories of the fee schedule because they comply with the current ordinances. The motion was not seconded.

The Commission took a 5 minute break at 10:35 a.m.

- (3) **Jennifer Maghan, County Clerk – Proposed change of polling place** – request for the Commission to approve a change of polling place for districts 23A and 23B from the 7th Day Adventist Church to the Country Day School.

Motion by Ms. Morgan to approve the change in polling place for 23A and 23B from the 7th Day Adventist Church to the County Day School for the November 2, 2010 election. Motion seconded by Mr. Manuel and unanimously approved.

- (4) **Angela Banks, Assessor – Exonerations**

Angela Banks, Assessor, requested exonerations for John McDowell in the amount of \$329.94. His business, Goldenrod Antiques, was closed in November, 2007.

Motion by Ms. Noland to approve exonerations of \$329.94 for John McDowell, Ticket No. 305596 as presented by Angela Banks, Assessor. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket #	Amount
John McDowell	Charles Town	Personal Property	305596	\$329.94

Angela Banks, Assessor, requested exonerations for Anthony A. Williams in the amount of \$31.10. His vehicle was assessed in another county and should not have been assessed in Jefferson County.

Motion by Ms. Morgan to approve exonerations of \$31.10 for Anthony A. Williams, Ticket No. 304909 as presented by Angela Banks, Assessor. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket #	Amount
Anthony A. Williams	Charles Town	Personal Property	304909	\$31.10

Angela Banks, Assessor, requested exonerations for Mariah C. Cox in the amount of 99.98. Applicant moved prior to July 1, 2009. Vehicle was erroneously assessed in Jefferson County.

Motion by Ms. Morgan to approve exoneration of \$99.98 for Mariah C. Cox, Ticket No. 314903 as presented by Angela Banks, Assessor. Motion seconded by Ms. Noland and unanimously approved.

Name	District	Type	Ticket #	Amount
Mariah C. Cox	Charles Town	Personal Property	314903	\$99.98

(5) Legislative Issues – Commissioner Patricia Noland

Ms. Noland elaborated on legislative issues discussed at the County Commissioners’ Association meeting she attended in Barboursville. She advised that the Legislative Summit would be hosted by the Jefferson County Commission this year and held in the Commission Meeting Room. She suggested that the Commission send letters to the Berkeley County Commissioners and the Jefferson County Delegates and invite them to participate in the Summit.

(6) Legal Update – Stephanie Grove, Assistant Prosecutor

- a. Reported that she has reviewed the proposed Impact Fee Agreement with Tischlerbise, Inc. Mark Schiavone is making suggested revisions and the agreement will be ready for execution.
- b. Reported that she is currently working on personnel issues with Mr. Boyde.
- c. Reported that she has reviewed the proposed agreement with Global Data and advises that it is ready to be executed.

Motion by Ms. Morgan to go into Executive Session. Motion seconded by Mr. Surkamp and unanimously approved.

(7) Flowing Spring Treatment Plant Letters – discussion by Commissioners as to whether or not to support the project without Federal and State grants. Unanimous consent that Ms. Widmyer would send a letter to Sandra Squire of the Public Service Commission advising that the Jefferson County Commission would not support this project without the assistance of Federal and State grants.

(8) Request by Hali Taylor, Director, Shepherdstown Library and Tom Bayuzik of the Jefferson County Development Authority, for a letter of support from the County Commission for an EPA grant clean up application for funds to clean up a 4.5 acre brownfield.

Motion by Ms. Morgan to provide a letter of support drafted by Ms. Taylor and signed by the Commissioners. Motion seconded by Mr. Manuel.

Ms. Morgan moved to amend the motion to state that the Commission authorizes the President of the County Commission to sign the letter on behalf of all of the Commissioners. Amended motion seconded by Ms. Noland and unanimously approved.

Commission took a 5 minute break at 12:05 p.m.

Ms. Noland made a motion for an Executive Session. Motion was seconded by Ms. Morgan and unanimously approved.

(9) Request for approval to fill the vacancy in the Animal Control Department for an Animal Control Officer.

Motion by Mr. Manuel to approve and begin the process by advertising to fill the position. Motion seconded by Ms. Noland and unanimously approved.

(10) Reappointment to the West Virginia Eastern Panhandle Transportation Authority – G. Warren Mickey.

Motion by Mr. Manuel to reappoint G. Warren Mickey to the West Virginia Eastern Panhandle Transportation Authority. Motion seconded by Ms. Morgan and unanimously approved.

(11) Approval of Telephone Line Rental Contracts.

Motion by Ms. Noland to approve a one-year renewal during which time the Commission will explore other options. Motion seconded by Mr. Manuel and unanimously approved.

(12) Interview of applicant Eric Smith for appointment to the Jefferson County Planning Commission.

Ms. Morgan nominated applicant Eric Smith for appointment to the Jefferson County Planning Commission. Ms. Noland nominated applicant Ed Burns for appointment to the Jefferson County Planning Commission. A vote was taken. Eric Smith was approved for appointment 3 to 2 with Ms. Widmyer, Ms. Morgan and Mr. Surkamp voting "yes". Ms. Noland and Mr. Manuel voted for applicant Ed Burns.

Commission took a 5-minute break.

(13) Tim Boyde Salary Adjustment Discussion – Work Session #2.

Motion by Ms. Noland for an Executive Session. Motion seconded by Ms. Morgan and unanimously approved.

Regular meeting reconvened and Mr. Boyde presented his request for salary adjustments for employees in accordance with the proposed salary schedule.

Motion by Ms. Noland to accept the salary schedule as recommended by the County Administrator, Mr. Boyde. Motion seconded by Mr. Manuel.

Mr. Surkamp moved that the motion be amended to state that for all succeeding electeds these are job classifications that are approved by the County Commission and recommended to electeds. No second on the motion.

The motion by Ms. Noland, seconded by Mr. Manuel to accept the salary schedule as recommended by the County Administrator, Mr. Boyde was unanimously approved.

Mr. Boyde requested approval for proposed salary adjustments for 35 and 40 hour employees, employees not at minimum and those employees who have attained additional skills.

Motion by Ms. Noland to approve the proposed salary adjustments that are being recommended by the County Administrator, Mr. Boyde, with the additional monies coming from the insurance fund. Motion seconded by Mr. Manuel and approved 4 to 1, with Mr. Surkamp voting "no."

Motion by Mr. Manuel to adjourn the meeting, seconded by Mr. Widmyer and unanimously approved. Meeting was adjourned.

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

LYN WIDMYER, PRESIDENT

**October 14, 2010
PURCHASE ORDERS**

Animal Control

PO NO: 49017 131.80 WEBSTER VETERINARY: Materials and supplies

Circuit Clerk

PO NO: 48651 480.84 PIFER OFFICE SUPPLY INC.: Typewriter
PO NO: 48653 158.00 MATTHEW BENDER & CO., INC.: WV Code

County Clerk

PO NO: 48972 144.03 PIFER OFFICE SUPPLY: Cartridge
PO NO: 48975 249.00 BK OFFICE SUPPLY INC.: Mini-Tower workstation

Homeland Security

PO NO: 48381 3050.00 A & B TRAILER SALES: Trailer

Other Buildings

PO NO: 49014 286.25 TML: Copier Maintenance
PO NO: 49015 571.05 BK OFFICE SUPPLY: Copy Paper
PO NO: 49016 250.00 DODSON SEPTIC TANK CLEANING: Septic
Cleanout/Substation
PO NO: 49018 1000.00 JC SOLID WASTE AUTHORITY: Yearly service for
recycling

Prosecuting Attorney

PO NO: 48630 674.00 MARCIA L CHANDLER, RPR: State vs Sencindiver &
Reed
PO NO: 48631 121.12 STAPLES CREDIT PLAN: Office Supplies
PO NO: 48632 751.97 SPECIALTY BUSINESS SUPPLIES, INC.: Office
Supplies

Sheriff's Department

PO NO: 49020 365.77

C.A.R.S.: Vehicle Maintenance

GRAND TOTAL

\$8,233.83

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Tim Boyde

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 2 minutes

Date Requested – 1st Choice: 10/14/10

Date Requested – 2nd Choice: _____

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

Subject: **Prescription Drug Discount Card Program Update**

Please provide the County Commission with a description of your request or presentation, including any background information: **Give a brief update of the Prescription Card program since the press release that was in the Papers on 10/7/10**

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

Attachments:



NACo Prescription Drug Discount Card Program

Jefferson County, WV														
MONTH	TOTAL PLAN MEMBERS	PLANS WITH DISCOUNT	% OF TOTAL PLAN MEMBERS WITH DISCOUNT	NO. OF PHARMACIES	% OF TOTAL PHARMACIES	TOTAL MEMBER COST	MEMBER COST WITH DISCOUNT	ESTIMATED TOTAL MEMBER COST WITHOUT DISCOUNT	AVERAGE ORIGINAL PRICE	AVERAGE PRICE WITH DISCOUNT	SAVINGS PER MEMBER	AVERAGE SAVINGS PER MEMBER	% OF ORIGINAL PRICE	TOTAL UTILIZERS
2010														
AUGUST	236	152	64.41%	84	35.59%	\$10,491.08	\$44.45	\$14,042.33	\$59.50	\$35.50	\$24.00	\$15.05	25.29%	104
JULY	232	143	61.64%	89	38.36%	\$7,825.67	\$33.73	\$10,752.94	\$46.35	\$32.62	\$13.73	\$12.62	27.22%	111
JUNE	224	143	63.84%	81	36.16%	\$6,120.75	\$27.32	\$8,712.68	\$38.90	\$31.58	\$7.32	\$11.57	29.75%	111
MAY	226	146	64.60%	80	35.40%	\$6,630.75	\$29.34	\$9,525.34	\$42.15	\$32.81	\$8.34	\$12.81	30.39%	106
APRIL	252	150	59.52%	102	40.48%	\$7,705.22	\$30.58	\$11,178.59	\$44.36	\$33.78	\$10.58	\$13.78	31.07%	113
MARCH	242	149	61.57%	93	38.43%	\$6,802.19	\$28.11	\$10,079.39	\$41.65	\$33.44	\$8.21	\$13.54	32.51%	112
FEBRUARY	206	139	67.48%	67	32.52%	\$6,839.07	\$33.20	\$9,871.06	\$47.92	\$34.72	\$13.20	\$14.72	30.72%	105
JANUARY	267	169	63.30%	98	36.70%	\$7,459.20	\$27.94	\$10,596.25	\$39.69	\$31.75	\$7.94	\$11.75	29.61%	127
2009														
DECEMBER	217	135	62.21%	82	37.79%	\$6,578.01	\$30.31	\$9,311.32	\$42.91	\$32.60	\$10.31	\$12.60	29.35%	101
NOVEMBER	226	137	60.62%	89	39.38%	\$6,269.59	\$27.74	\$8,967.87	\$39.68	\$31.86	\$7.82	\$11.94	30.09%	99
OCTOBER	218	140	64.22%	78	35.78%	\$6,468.85	\$29.67	\$9,020.85	\$41.38	\$31.71	\$9.67	\$11.71	28.29%	96
SEPTEMBER	190	120	63.16%	70	36.84%	\$5,236.97	\$27.56	\$7,677.45	\$40.41	\$32.84	\$7.57	\$12.84	31.79%	82
AUGUST	202	138	68.32%	64	31.68%	\$6,462.86	\$31.99	\$9,392.68	\$46.50	\$34.50	\$12.00	\$14.50	31.19%	90
JULY	177	109	61.58%	68	38.42%	\$6,082.48	\$34.36	\$8,021.11	\$45.32	\$33.37	\$11.95	\$10.95	24.17%	72
JUNE	165	115	69.70%	50	30.30%	\$5,829.95	\$35.33	\$8,038.29	\$48.72	\$33.38	\$15.34	\$13.38	27.47%	69
MAY	132	89	67.42%	43	32.58%	\$4,715.15	\$35.72	\$6,234.28	\$47.23	\$31.51	\$15.72	\$11.51	24.37%	59
APRIL	108	70	64.81%	38	35.19%	\$5,222.65	\$48.36	\$6,718.16	\$62.21	\$33.85	\$28.36	\$13.85	22.26%	52
MARCH	69	48	69.57%	21	30.43%	\$2,677.59	\$38.81	\$3,480.86	\$50.45	\$31.64	\$18.81	\$11.64	23.08%	34
FEBRUARY	11	7	63.64%	4	36.36%	\$402.25	\$36.57	\$521.64	\$47.42	\$20.85	\$26.57	\$10.85	22.89%	5
TOTALS:	3,600	2,299	63.86%	1,301	36.14%			\$162,143.09	\$45.04	\$32.27	\$12.77	\$12.87	28.57%	1,648.00

Column Headers from left to right:

1. Total Rxs: This is the total number of Rxs that were adjudicated or attempted to adjudicate through the use of the card (the explanation of the next couple of headers will help explain the necessity of this column).
2. Plan Priced Rxs: Caremark tracks all attempts to use the cards including when the pharmacy offers a lower price than the card can give. This is usually when the pharmacy sells a drug at cost or below cost to create foot traffic for the pharmacy or under a special purchase arrangement. This is the amount of Rxs that the card gave the best price vs. the pharmacy.
3. % Plan Priced Rxs: What percentage of the total attempted Rxs adjudicated via best price with the card.
4. Retail Priced Rxs: How many prescriptions where the pharmacy had a lower price.
5. % Retail Priced Rxs: Percentage of Rxs where the pharmacy had a lower price.
6. Total Drug Cost: All prescriptions totaled together at their card discount prices.
7. Average Drug Cost: Average Drug Cost per Rx at the card discounted price.
8. Retail Submitted Price: What the price would have been if the prescriptions weren't filled with the card.
9. Average Retail Submitted Price: Average Per Prescription price if the card wasn't presented at a discount.
10. Price Savings: Total dollar savings for all Rxs filled with the card.
11. Average Price Savings: Average price savings per prescription.
12. % Price Savings: Percentage price savings per prescription.
13. Total Utilizers: This is the total amount of people who represent the total amount of prescriptions *i.e.* some people fill multiple prescriptions. This gives you an indication of how many residents you are helping.

As always, if you have questions, don't hesitate to contact me. Thank you for being a member county, borough or parish and participating in this member program.

Andrew Goldschmidt
Director, Membership/Marketing
NACo--National Association of Counties

10/14/10
10:15 a.m.

AGENDA REQUEST FORM

Name: Lyn Widmyer

Department or Entity: _____

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: October 14

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: **Update needed before action taken on improvements to stormwater management pond**

Subject: **Status of stormwater management pond at Windmill Crossing (Marlow Road and US 340).**

Please provide the County Commission with a description of your request or presentation, including any background information: **The stormwater management pond for Windmill Crossing is in the county but all the commercial uses that drain to it are in the city of Charles Town. Issues include the need to expand the swm facility to accommodate new economic development approved by the City of Charles Town and how the costs of expanding and maintaining the facility are going to be allocated between the Homeowners Association in the county and businesses in the city.**

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

Attachments:

*AS***Sandy McDonald**

From: "Roger Goodwin" <rgoodwin@jeffersoncountywv.org>
To: <Tboyde@jeffersoncountywv.org>; "Sandy Slusher McDonald" <sandy@jeffersoncountywv.org>
Cc: "Jennifer Brockman" <jbrockman@jeffersoncountywv.org>; <bburns@jeffersoncountywv.org>; <rgoodwin@jeffersoncountywv.org>
Sent: Thursday, October 07, 2010 12:10 PM
Subject: Re: Update on status of Windmill crossing SWM expansion
Tim,

I can provide an update on Thursday, October 14th; however, I will need to be on the agenda early in the morning since I need to leave promptly at Noon for a trip out of town in order to arrive at my destination on time. I've had this trip planned for several months. Otherwise, anytime on Thursday, October 21st also works.

Thanks!

Roger Goodwin

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

From: "Lyn Widmyer" <lynwidmyer@gmail.com>
Sent 10/6/2010 2:45:01 PM
To: "Sandy Slusher McDonald" <sandy@jeffersoncountywv.org>
Cc: "Roger Goodwin" <rgoodwin@jeffersoncountywv.org>, "Jennifer Brockman" <jbrockman@jeffersoncountywv.org>
Subject: Update on status of Windmill crossing SWM expansion

Please see attached agenda request for an update on this topic.

10/7/2010



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

Name: Tim Boyde, County Administrator

Department or Entity: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: _____

Date Requested – 2nd Choice: _____

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

Subject:

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

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

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/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 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 a 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 in work status 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.

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.

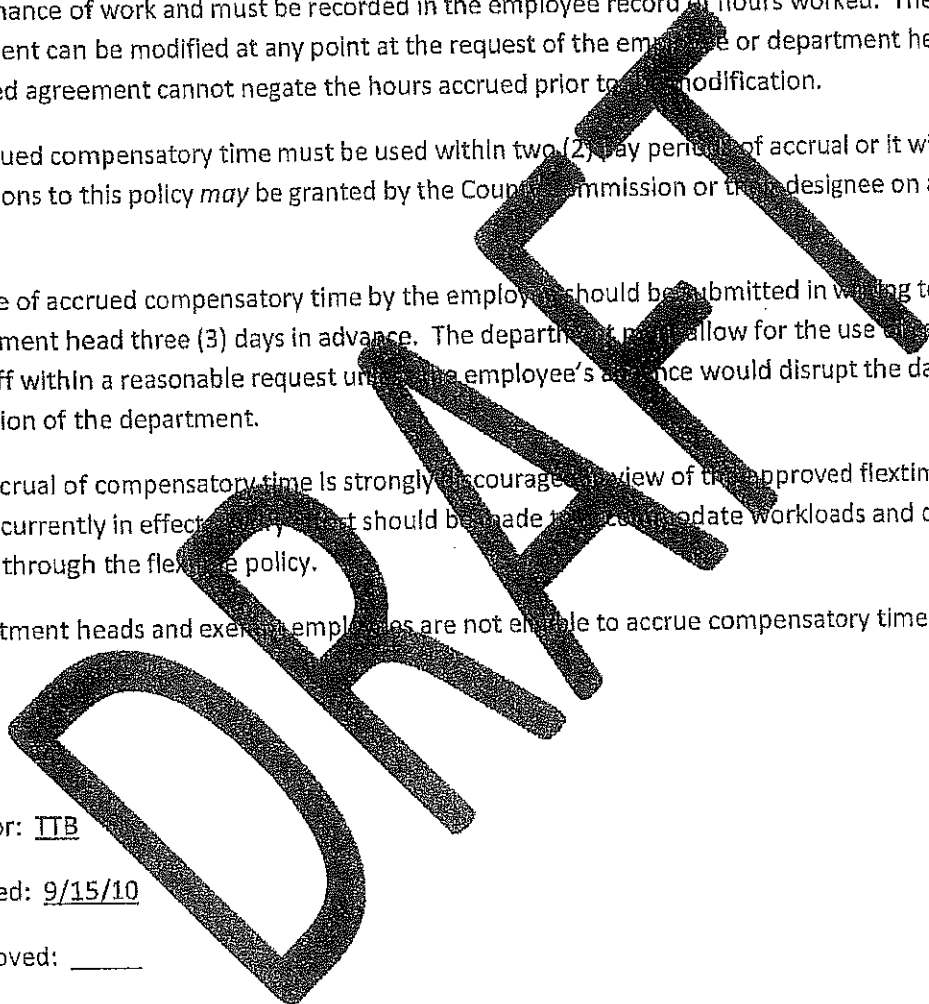
The accrual of compensatory time is strongly discouraged in view of the approved flextime scheduling policy currently in effect. Any effort should be made to use flextime to accommodate workloads and departmental needs through the flextime policy.

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

Author: ITB

Drafted: 9/15/10

Approved: _____



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 (30) 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.

DRAFT

Author: TTB

Drafted: 9/14/10

Approved: _____

SD
#13-9

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).

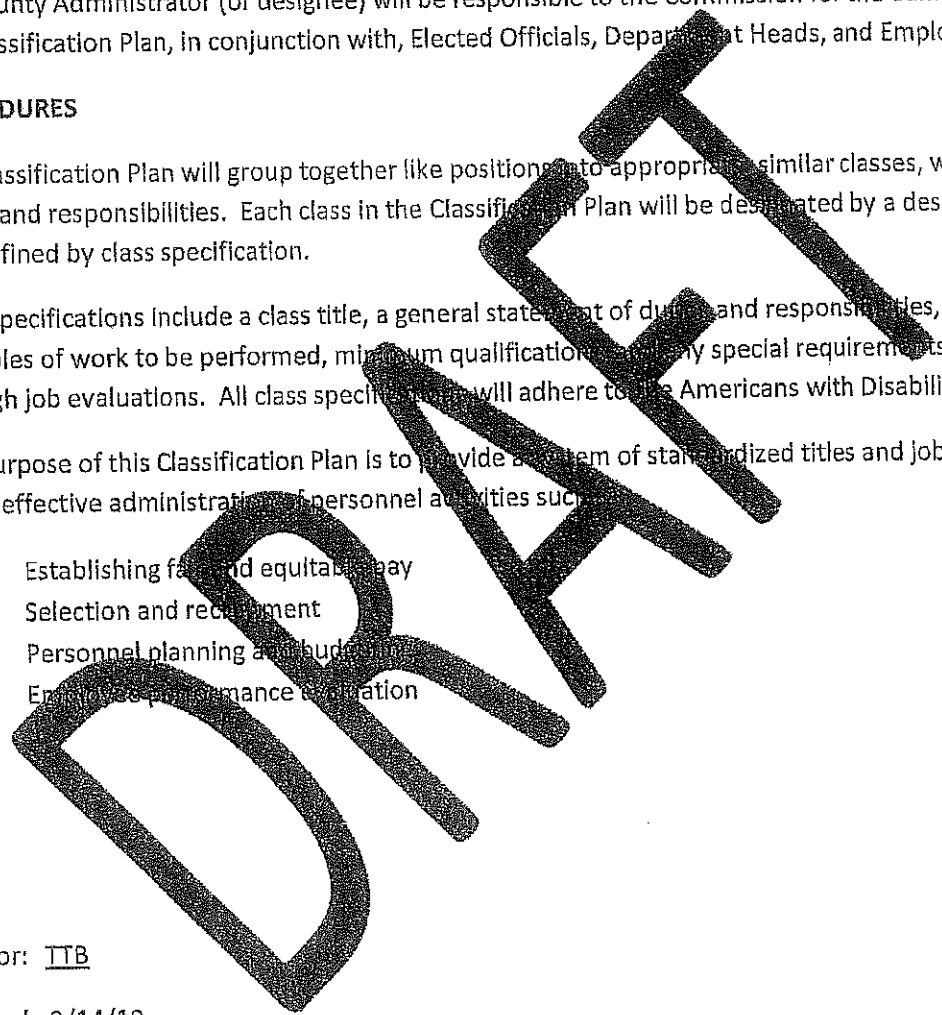
The purpose of this Classification Plan is to provide a system of standardized titles and job language used in the effective administration of personnel activities such as:

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

Author: TTB

Drafted: 9/14/10

Approved: _____



SE
~~11/13/10~~

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 approved emergency duty on contiguous Saturdays and Sundays will be counted on 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 in order 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: _____

#6

440 Koonce Road
Harpers Ferry, WV 25425



**U.S. Customs and
Border Protection**

September 24, 2010

Ms. Debbie Stellato
PO Box 250
124 E. Washington Street
Charles Town, WV 25414-0250

Dear Ms. Stellato:

Enclosed is a copy of the Memorandum of Understanding between United States Customs and Border Protection and Jefferson County Emergency Management Services for the permission to land aircraft on the Advanced Training Center helipad.

Should you have any questions, I will be your point of contact at the Advanced Training Center. I can be reached at 304-724-5800 or 5801.

Respectfully,

A handwritten signature in black ink, appearing to read "Michael K. Brown".

Michael K. Brown
Assistant Director Operations Branch
Customs and Border Protection
440 Koonce Road
Harpers Ferry, WV 25425

RECEIVED

OCT - 4 2010

Jefferson County Commission

MEMORANDUM OF UNDERSTANDING
BETWEEN
UNITED STATES CUSTOMS AND BORDER PROTECTION
AND
JEFFERSON COUNTY EMERGENCY MANAGEMENT SERVICES
FOR THE PERMISSION TO LAND AIRCRAFT ON THE ADVANCED TRAINING
CENTER HELIPAD

1. PARTIES

The parties to this Memorandum of Understanding ("MOU") are U.S. Customs and Border Protection, Office of Training and Development, Advanced Training Center and the County Commission of Jefferson County.

2. AUTHORITY

3. PURPOSE

The objective of this MOU is to establish procedures and guidelines between the ATC and the County Commission of Jefferson County for emergency landing of aircraft for the Public Safety, Law Enforcement, Fire Department and EMS agencies servicing Jefferson County. This MOU covers all landings by these entities on the helipad located at the CBP Advanced Training Center, Harpers Ferry, West Virginia for the purpose of providing emergency medical evacuations. The landing zone is located at LAT/LON: N 39° 18' 46.2"/W 77° 47' 0.9".

4. RESPONSIBILITIES

4.1 CBP Agrees:

4.1.1 To ensure the helipad is maintained and operationally ready to receive incoming aircraft in the event of an exigent circumstance or emergency.

4.1.2 To notify offices listed as liaisons between CBP and the County Commission of Jefferson County in paragraph 13 of this MOU in the event of changes to the operational status of the ATC and or helipad.

4.2 The County Commission of Jefferson County Agrees:

4.2.1 To request authorization from ATC Operations prior to landing and access to the ATC by ground using vehicles, if applicable, for all non-emergency situations.

4.2.2 To coordinate with ATC Operations prior to landing and access to the ATC by ground using emergency response vehicles, if applicable, for all exigent and emergency situations.

4.2.3 To comply with all applicable ATC Security and facility access requirements.

5. OTHER PROVISIONS

5.1 It is Mutually Understood and Agreed That:

5.1.2 This MOU is a formal expression of the purpose and intent of all parties concerned.

5.1.3 Parties to this MOU may jointly develop and implement additional agreements and plans to help fulfill the stated purpose of this MOU.

6. ADMINISTRATION

The terms of this MOU may be modified upon the mutual written consent of the parties or their statutory successors.

7. DATE EFFECTIVE

This MOU shall become effective upon the date of signature by the authorized agency representatives and is intended to be in force until terminated by any party or amended by mutual agreement of the parties.

8. TERMINATION

Each party may revoke this MOU upon written notice.

9. SEVERABILITY CLAUSE

Nothing in this MOU is intended to conflict with the current laws, regulations, or directives of DHS, CBP, State of West Virginia or the County Commission of Jefferson County and Public Safety, Law Enforcement, Fire Department and Emergency Management Services agencies serving Jefferson County.

10. EMERGENCY SITUATIONS

CBP Advanced Training Center reserves the right to suspend, interrupt or modify this MOU as necessary during times of national emergency as indicated by changes in the Homeland Security Advisory System.

11. NO PRIVATE RIGHT OF ACTION CREATED

This MOU is an internal government agreement and does not confer, grant or authorize any rights, privileges or obligations on any persons other than the parties and their official representatives.

12. RELATIONSHIP TO OTHER AUTHORITIES

Nothing in this MOU is intended to restrict CBP, the County Commission of Jefferson County, Public Safety, Law Enforcement, Fire Department or Emergency Management Services agencies serving Jefferson County from taking any action that would otherwise be authorized to take under law.

13. CONTACT INFORMATION FOR LIAISON OFFICES

1. Contact for Customs and Border Protection:

Assistant Director
Advanced Training Center, Operations
304-724-5800 – Office
304-724-5844 – FAX

2. Jefferson County Emergency Communications:

Director
Jefferson County Emergency Communications
304-728-3317 - Office
304-725-5436 - FAX

The undersigned approve the terms and conditions of this MOU and represent that they have the requisite authority to enter into it.

James W. Cobb
Director, Advanced Training Center

Date

Lyn Widmyer
President
The County Commission of Jefferson County

Date

Sandy McDonald

From: <mschiavone@jeffersoncountywv.org>
To: "Patsy Noland" <patsynol@gmail.com>; "Tim Boyde" <tboyde@jeffersoncountywv.org>
Cc: "Sandy McDonald" <sandy@jeffersoncountywv.org>
Sent: Thursday, October 07, 2010 7:52 AM
Subject: Re: Agenda item

Folks,

Just a reminder that if these funds are restored they have to be placed in the Ag Agent regular account and not their capital outlay account. A maintenance agreement should have never been paid from that line.

\$ 2,800

Mark

Sent on the Sprint® Now Network from my BlackBerry®

From: Patricia Noland <patsynol@gmail.com>
Date: Thu, 7 Oct 2010 07:42:05 -0400
To: Tim Boyde<tboyde@jeffersoncountywv.org>
Cc: F. Mark Schiavone<mschiavone@jeffersoncountywv.org>; Sandy McDonald<sandy@jeffersoncountywv.org>
Subject: Agenda item

Tim,

We still have not addressed the issue regarding the copier maintenance fee of \$2800 for the Extension Office. I first asked about it several weeks ago and then, since we didn't discuss it during budget considerations I sent you another e-mail and an attached letter from Judy asking us to address it.

Please place it on the agenda for next Thursday, October 14.

Thanks,
Patsy

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The Jefferson County Commission met on the 14th day of October, 2010 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Lyn Widmyer, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and to act as the administrator of grant funds pursuant to provisions of the Community Participation Program in the amount of \$4,500. The funds from this project will be used for the preservation and rehabilitation of the Fisherman's Hall.

Dated: _____

LYN WIDMYER
PRESIDENT
JEFFERSON COUNTY COMMISSION

COMMUNITY PARTICIPATION GRANT PROGRAM

FISCAL YEAR 2010

Deadline for Return:
June 30, 2010

GRANTEE: Jefferson County Commission **PROJECT NUMBER:** 10LEDA0352
PROJECT TITLE: African-American Community Association/Fisherman's Hall **AMOUNT:** \$4,500

SECTION 1. GRANTEE

Local Governing Agency (Grantee): Jefferson County Commission Project Title: Fisherman's Hall
 Street Address: P.O. Box 250 City: Charles Town Zip: 25414
 Chief Elected Official: Lyn Widmeyer, President Email: Sandy@jeffersoncountygov.org
 Phone: (304) 728-3284 Fax: (304) 721-7916 Form Completed By: Harold Hewart
 Brief Description of Project: Repair Renovate & Restore the Fisherman's Hall

SECTION 2. NONPROFIT ORGANIZATION (SUBGRANTEE)

Are funds requested for a nonprofit organization? Yes No
 Nonprofit Organization: AFRICAN-AMER. COMM. ASSOC Executive Director: JAMES A. Tolbert Sr.
 Street Address: P.O. Box 843 City: Charles Town State/Zip: WV. 25414
 Phone: (304) 725-7852 Fax: (304) 725-7852 Email: jtolbert@frontiernet.net
 Website: www. IRS Cert. (Ex: 501(c) 3, etc.): 501(c)3 Yr. Cert: 2004

- Federal Nonprofit Certification is attached. This application **WILL NOT** be processed without Federal nonprofit status.
- State Regulation Checklist for Nonprofit Organization is attached. This application **WILL NOT** be processed without this Checklist.
- Brochure or web pages explaining mission of the nonprofit organization and services it provides are attached.

SECTION 3. ELIGIBLE PROJECTS

ELIGIBLE activities include, but are not limited to, permanent public improvements related to the following:

<input type="checkbox"/> Business and Industrial Parks	<input type="checkbox"/> Land and Property Acquisition
<input type="checkbox"/> City Hall and Courthouse Facilities	<input type="checkbox"/> Libraries
<input type="checkbox"/> Construction and Renovation	<input type="checkbox"/> Parks and Recreation
<input type="checkbox"/> Demolition	<input type="checkbox"/> Parking Facilities
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Preservation and Beautification
<input type="checkbox"/> Emergency Services	<input type="checkbox"/> Public Safety
<input type="checkbox"/> Flood and Storm Drainage	<input type="checkbox"/> Street and Sidewalk Repair
<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Technology
<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Water, Wastewater Facilities

INELIGIBLE activities include, but are not limited to, expendable items related to the following:

<input type="checkbox"/> Administrative costs	<input type="checkbox"/> Private Property
<input type="checkbox"/> Food	<input type="checkbox"/> Rent
<input type="checkbox"/> Clothing	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Homeowners Associations	<input type="checkbox"/> Salaries
<input type="checkbox"/> Insurance Premiums	<input type="checkbox"/> Scholarships
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Sports Uniforms
<input type="checkbox"/> Medical Programs	<input type="checkbox"/> Training and Speakers' Fees
<input type="checkbox"/> National Dues	<input type="checkbox"/> Travel Expenses
<input type="checkbox"/> Postage	<input type="checkbox"/> Utility Costs

SECTION 3. PROJECT OWNER AND LOCATION

The use of grant funds at/for private property or private gain or use is prohibited. Project sites and buildings must be publicly owned or owned by a federally certified nonprofit organization.

Owner of project site, property or building: African Amer. Comm Assoc of Jeff. Cty Vicinity/site plan attached? Yes No
 Location and address where grant funds will be used (sufficient to drive to site): _____

Upon completion, what government agency will own, operate, or be responsible for the project? _____

- Yes No Project site(s) or building(s) are owned by a government agency.
 Yes No Project site(s) or building(s) are owned by a nonprofit organization. (If yes, attach copy of property deed).

SECTION 4. FUNDING SUMMARY

A minimum of 10 percent is required for a local match. Attach commitment letters for each funding source listed below.

	Amount	Source Grant Program, Bank Loan, Fundraising, Fees, etc.	Status Pending, Approved, Ongoing etc.	Documentation Letter, Resolution, etc.
a. Grant Funds Requested	\$ 4500			
b. Local Funds (10% of grant funds)	\$ 1200	Individual Supplies	approved	attached
c. Other Funds	\$			
d. Other Funds	\$			
e. Other Funds	\$			
Total Project Cost	\$ 5700			

SECTION 5. CERTIFICATION OF STATE REGULATIONS

CHECK ITEMS 1-9 BELOW to certify compliance with the following laws, regulations and requirements:

1. **Competitive bids are required for purchases exceeding \$2,500 in cost.**
Competitive bidding requirements, at a minimum, are as follows:

• \$2,500 or less	• No bids required; however, competition is encouraged.
• \$2,500.01 to \$5,000	• Three verbal bids documented on a verbal bid summary.
• \$5,000.01 to \$25,000	• Three written bids required.
• \$25,000 or more	• Class II Legal Ads required.

2. **Sealed bids are required for any portion of this project with an estimated value of more than \$25,000.**
Any attempt to segregate the project into sections of less than \$25,000 shall be cause for termination. Bids shall be obtained by public notice as a Class II legal advertisement in compliance with West Virginia Code §59-3. The ad must be published in the newspaper with the largest circulation in the area once a week for two successive weeks prior to the final bid date.

3. **State prevailing wages will be paid for all construction associated with this project, regardless of the cost.**
Wage rates may be obtained from the West Virginia Secretary of State at 304-558-6000, or www.wvsos.com. If federal funds are included, the highest rate (West Virginia or Davis-Bacon) will be paid. All contractors must have a West Virginia contractor's license. All construction must comply with **West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A**. These regulations apply to the employment of any contractor or subcontractor for this project, including the following trades and activities:

• Construction	• Painting
• Reconstruction	• Decoration
• Demolition	• Alteration
• Enlargement	• Repair
• Remodeling	• Expansion

4. **The following documents will be required for the release of grant funds.**

• Copies of bids, quotes or bid summary
• Copy of legal ad, which must require prevailing wages for construction
• Copies of certified payroll records
• Copies of invoices

5. **Counties and municipalities may sponsor the applications of federally certified nonprofit organizations.**
As the grantee, the county or municipality must act as the administrator of any grant funds provided to nonprofit organizations, and must maintain fiduciary responsibility for the expenditure of funds. Grantees are encouraged to execute intergovernmental agreements with subgrantees so that property acquired with grant funds will revert to the grantee if the nonprofit organization is dissolved.
6. **State requirements for bidding and prevailing wage apply to federally certified nonprofit organizations.**
Funds provided to counties and municipalities for grants to nonprofit organization are subject to all state and local requirements regarding audits, competitive bidding and prevailing wages. All construction must comply with **West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A**.
7. **Professional services shall be obtained through a request for proposals. Architectural or engineering services shall be pursued in accordance with of the West Virginia Code §5G.**
8. **No costs should be incurred or commitments made relative to a grant prior to the approval of this grant and the execution of a contract with the State of West Virginia.**
9. **The use of grant funds at/for private property or private gain is prohibited. Project sites and buildings must be publicly owned or owned by a federally certified nonprofit organization.**

SECTION 6. PROJECT DESCRIPTION

Describe in **SPECIFIC TERMS** the scope of work to be completed and the proposed use(s) of grant funds.

2nd FLOOR
Exterior & Interior Painting. New Electrical Wiring, bath fixtures, Drywall & insulation, finish flooring. Paint wrought iron railings, Replace octagon window on front of building & landscaping. Heating & Cooling

Basement

Insulation, Drywall & New Electrical Wiring.
Heating & Cooling

SECTION 7. ASSURANCES

The applicant hereby assures and certifies that it shall comply with the following regulations, policies, and requirements:

- A. The applicant assures the State that it will perform the work for which the grant was made as determined by the State.
- B. The applicant assures the State that it has or will secure qualified personnel to administer a grant, and that the costs to administer the grant will be paid for by the applicant.
- C. The applicant assures the State that it will have started work on the project before the end of the fiscal year in which the grant award is made.
- D. The applicant assures the State that it understands that the amount of the grant award cannot be increased without the written consent of the Governor.
- E. The applicant assures the State that payment for work performed will be requested in writing with copies of invoices attached that document the costs of each work segment making up the total amount of funds requested.
- F. The applicant assures the State that it understands that ten percent of the grant award will be held by the State as retainage, pending receipt of a written certificate of substantial completion attached to any final invoices for work not already paid.
- G. The applicant assures the State that it understands that by letter the State can terminate for cause an applicant's grant agreement with the amount of funds recovered equal to the percentage of incomplete work. The applicant further assures the State that it understands that it can be terminated by letter any grant agreement with the State before costs are incurred on the project.
- H. The applicant assures the State that any changes in the scope of work specified in a grant agreement will first be submitted in writing to the State for approval by change order.
- I. The applicant assures the State that in its hiring practices for work to be performed it will comply with the equal employment provisions of Titles VI and VII of the 1964 Civil Rights Act, and Presidential Executive Orders 11246 and 11375, as amended.
- J. **The applicant assures the State that competitive bids will be solicited on any major work element exceeding \$2,500 in cost.** Competitive bidding shall be pursued in all instances.
- K. **Competitive bidding requirements, at a minimum, are as follows: Commodities and services expected to cost \$2,500 or less require no bids; however, competition is encouraged. Purchases between \$2,500.01 and \$5,000 require three verbal bids to be documented on a verbal bid quotation summary. Purchases \$5,000.01 to \$25,000 require three written bids.**
- L. **The Grantee shall solicit competitive, sealed bids for commodities and supplies related to this project which have an estimated value of more than \$25,000. Any attempts by the Grantee to segregate the project into sections having an estimated value of less than \$25,000 shall be cause for termination.** The receipt and utilization of funds procured through this program mandate that all construction contracts necessary for the undertaking and completion of this project, regardless of the source of funds utilized to pay such construction contracts, must comply with the provisions of the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A.
- M. **Bids shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions West Virginia Code §59-3.** This notice shall be published by the Grantee in the newspaper with the largest circulation serving the general area once a week for two successive weeks prior to the final bid date.
- N. The applicant assures the State that **State prevailing wage rates will be paid on contract construction unless federal funds are included in the project, in which case, the higher of the State's or Davis-Bacon wage rates will be paid on all contract construction.**
- O. Every contract involving **construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work** which involves the employment of any contractor and/or subcontractor necessary for the undertaking and completion of this project, regardless of the source of funds utilized to pay such contract, must comply with the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A. **This law applies to all construction contracts, regardless of cost. The receipt and utilization of funds procured under this agreement mandate that all construction contracts necessary for the undertaking and completion of this project, regardless of the source of funds utilized to pay such construction contracts, must comply with the provisions of West Virginia Code §21-5A.**
- P. The applicant assures the State that any part of the project to be occupied by the general public will be made accessible to the handicapped.
- Q. The applicant assures the State that any permits, licenses, or other requirements of particular State or Federal agencies necessary for the project's design, construction, or operation will be secured.
- R. The applicant assures the State that it will not subgrant any of the grant funds received to any of its officials or employees or the members of their families or to employees of the WVDO or members of the State Legislature in any contracts awarded for work to be performed.
- S. The applicant assures the State that it will maintain and have available for inspection on written request by the State all records kept on the project including bid documents, copies of all contracts, contractors' payrolls, time sheets, and invoices. The applicant further assures the State that it will schedule an audit of any grant funds to be included in its annual audit as performed by the State Tax Department.
- T. The applicant assures the State, by evidence of attaching a resolution, motion, or similar action passed by its governing body, that it has the legal authority to apply for this grant, commit any local matching shares, authorize the person signing the grant to act as an agent for the applicant to answer any questions by the State about the application, and to abide by the understandings and assurances described in this section.
- U. As the grantee, the county or municipality must act as the administrator of any grant funds provided to nonprofit organizations, and must maintain fiduciary responsibility for the expenditure of funds. Grantees are encouraged to execute intergovernmental agreements with sub-grantees so that property and/or assets acquired with grant funds will revert to the grantee if the nonprofit organization is dissolved.

SECTION 8. SIGNATURE AND RESOLUTION

This application must contain the following:

- Application with Original Signature**
- Resolution by Unit of Local Government**
- Nonprofit Application Checklist with Original Signature – Required for Nonprofit Organizations**
- IRS 501(c) Determination Letter - Required for Nonprofit Organizations**

To the best of my knowledge, the information contained in this application is true and correct; the submission thereof has been duly authorized by the governing body; and the applicant will comply with the regulations, policies, guidelines and requirements outlined by the State of West Virginia. If the recipient is a nonprofit organization, the county or municipality certifies that this nonprofit organization is legally authorized to receive public funds.

Name: _____ Title: _____

Signature: _____ Date: _____

Mayor or County Commission President
ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

West Virginia Development Office
Community Development Division
Community Participation Grant Program
1900 Kanawha Boulevard, East Building 6, Room 553
Charleston, West Virginia 25305
Phone: 304-558-4010 Fax: 304-558-2246
www.wvcommerce.org



**COMMUNITY PARTICIPATION
GRANT PROGRAM**

State Regulation Checklist for Nonprofit Organizations

Must Be Submitted With Application for Funding for Nonprofit Organizations

1. Local Government Agency: Jefferson County Commission Date of Application: 9-14-10
 Chief Elected Official: Lynn Widmeyer, President
 Project Title: Fishermans Hall Amount of Grant: \$ 4,500
 Form Completed By: Harold Stewart Phone: (304) 728-3284 Fax: (304) 725-7916

2. Nonprofit Organization: African Amer. Comm Assoc. of Jeff. Cty Executive Director: JAMES A. Tolbert, Sr.
 Street Address, City, Zip: P.O. Box 843 Phone: (304) 725-7852 Fax: (304) 725-7852

- Federal nonprofit certification, 501c determination letter from Internal Revenue Service attached.
- Mission statement, brochure, or web pages explaining mission of the organization and services it provides attached.

CERTIFICATIONS AND ASSURANCES

CHECK ITEMS 3-11 BELOW to certify compliance with the following laws, regulations and requirements:

3. **Competitive bids are required for purchases exceeding \$2,500 in cost.**
 Competitive bidding requirements, at a minimum, are as follows:

• \$2,500 or less	• No bids required; however, competition is encouraged
• \$2,500.01 to \$5,000	• Three verbal bids documented on a verbal bid summary
• \$5,000.01 to \$25,000	• Three written bids required
• \$25,000 or more	• Class II Legal Ads required
4. **Sealed bids are required for any portion of this project with an estimated value of more than \$25,000.**
 Any attempt to segregate the project into sections of less than \$25,000 shall be cause for termination. Bids shall be obtained by public notice as a Class II legal advertisement in compliance with West Virginia Code §59-3. The ad must be published in the newspaper with the largest circulation in the area once a week for two successive weeks prior to the final bid date.
5. **State prevailing wages will be paid for all construction associated with this project, regardless of the cost.**
 West Virginia prevailing wages must be paid for all construction projects using state grant funds. All contractors must have a West Virginia contractor's license. These regulations apply to every contract involving construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work. If federal funds are included, the highest rate (West Virginia or Davis-Bacon) will be paid. All construction must comply with the **West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A.**
6. **The following documents will be required for the release of grant funds.**

• Copies of bids, quotes or verbal bid summary
• Copy of legal ad, which must require prevailing wages for construction
• Copies of certified payroll records for construction
• Copies of invoices.
7. **Counties and municipalities may sponsor the applications of federally certified nonprofit organizations.**
 As the grantee, the county or municipality must act as the administrator of any grant funds provided to nonprofit organizations, and must maintain fiduciary responsibility for the expenditure of funds. Grantees are encouraged to execute intergovernmental agreements with subgrantees so that property acquired with grant funds will revert to the grantee if the nonprofit organization is dissolved.
8. **State requirements for bidding and prevailing wage apply to federally certified nonprofit organizations.**
 Funds provided to counties and municipalities for grants to nonprofit organizations are subject to all state and local requirements regarding audits, competitive bidding and prevailing wages. All construction must comply with the **West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A.**
9. **Professional services shall be obtained through a request for proposals.**
 Architectural or engineering services shall be obtained in accordance with West Virginia Code §5G.
10. **No costs should be incurred or commitments made relative to a grant prior to the approval of this grant and the execution of a contract with the State of West Virginia.**
11. **The use of grant funds at/for private property or private gain is prohibited.**
 Project sites and buildings must be publicly owned or owned by a federally certified nonprofit organization.

Signature: Harold E. Stewart Date: 9/3/10
Executive Director, Nonprofit Organization
ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 02 2004

AFRICAN-AMERICAN COMMUNITY
ASSOCIATION OF JEFFERSON COUNTY
PO BOX 843
CHARLES TOWN, WV 25414-0000

Employer Identification Number:
55-0750650
DLN:
17053045703094
Contact Person: ERIC J BERTELSEN ID# 31323
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated June 1999, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

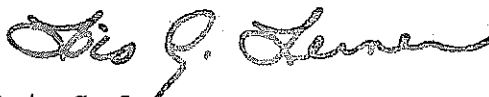
Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

September 15, 2010

To: The African American Community Association of Jefferson County, Inc

From: Harold E. Stewart

Subject: Donation

I will donate the time and material to paint the windows and doors, remove old wiring upstairs and wash the windows at Fisherman Hall. I will also donate the time to paint the finished walls upstairs. Estimated value of this in-kind donation is \$1200.00

Harold E. Stewart

#98

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The Jefferson County Commission met on the 14th day of October, 2010 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Lyn Widmyer, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Program in the amount of \$500. The funds from this project will be used for the preservation and rehabilitation of the Star Lodge/Locke House.

Dated: _____

LYN WIDMYER
PRESIDENT
JEFFERSON COUNTY COMMISSION

COMMUNITY PARTICIPATION GRANT PROGRAM

FISCAL YEAR 2010

Deadline for Return:
June 30, 2010

GRANTEE: Jefferson County Commission
PROJECT TITLE: Locke House Restoration

PROJECT NUMBER: 10LEDA0802
AMOUNT: \$500

SECTION 1. GRANTEE

Local Governing Agency (Grantee): Jefferson County Commission Project Title: Locke House
 Street Address: P.O. Box 250 City: Charles Town Zip: 25414
 Chief Elected Official: Lyn Widmeyer President Email: Sandy@JeffersonCountyWV
 Phone: (304) 728-3284 Fax: (304) 725-7116 Form Completed By: George Rutherford
 Brief Description of Project: Restoration of the Locke House
Materials & Supplies

SECTION 2. NONPROFIT ORGANIZATION (SUBGRANTEE)

Are funds requested for a nonprofit organization? Yes No
 Nonprofit Organization: Jeff Co Black History Assoc Executive Director: George Rutherford
 Street Address: P.O. Box 569 City: Ranson WV State/Zip: 25438
 Phone: (304) 725-9666 Fax: (304) _____ Email: _____
 Website: www. IRS Cert. (Ex: 501(c) 3, etc.): 501(c)10 Yr. Cert: 1980

- Federal Nonprofit Certification is attached. This application **WILL NOT** be processed without Federal nonprofit status.
- State Regulation Checklist for Nonprofit Organization is attached. This application **WILL NOT** be processed without this Checklist.
- Brochure or web pages explaining mission of the nonprofit organization and services it provides are attached.

SECTION 3. ELIGIBLE PROJECTS

ELIGIBLE activities include, but are not limited to, permanent public improvements related to the following:

- | | |
|--|--|
| <input type="checkbox"/> Business and Industrial Parks | <input type="checkbox"/> Land and Property Acquisition |
| <input type="checkbox"/> City Hall and Courthouse Facilities | <input type="checkbox"/> Libraries |
| <input type="checkbox"/> Construction and Renovation | <input type="checkbox"/> Parks and Recreation |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Parking Facilities |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Preservation and Beautification |
| <input type="checkbox"/> Emergency Services | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Flood and Storm Drainage | <input type="checkbox"/> Street and Sidewalk Repair |
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Water, Wastewater Facilities |

INELIGIBLE activities include, but are not limited to, expendable items related to the following:

- | | |
|--|--|
| <input type="checkbox"/> Administrative costs | <input type="checkbox"/> Private Property |
| <input type="checkbox"/> Food | <input type="checkbox"/> Rent |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Homeowners Associations | <input type="checkbox"/> Salaries |
| <input type="checkbox"/> Insurance Premiums | <input type="checkbox"/> Scholarships |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Sports Uniforms |
| <input type="checkbox"/> Medical Programs | <input type="checkbox"/> Training and Speakers' Fees |
| <input type="checkbox"/> National Dues | <input type="checkbox"/> Travel Expenses |
| <input type="checkbox"/> Postage | <input type="checkbox"/> Utility Costs |

SECTION 3. PROJECT OWNER AND LOCATION

The use of grant funds at/for private property or private gain or use is prohibited. Project sites and buildings must be publicly owned or owned by a federally certified nonprofit organization.

Owner of project site, property or building: Star Lodge #1 Farm Vicinity/site plan attached? Yes No
 Location and address where grant funds will be used (sufficient to drive to site): 234 South Lawrence St
Chas Town

Upon completion, what government agency will own, operate, or be responsible for the project? Jeff Co Black History Pres. Society

Yes No Project site(s) or building(s) are owned by a government agency.
 Yes No Project site(s) or building(s) are owned by a nonprofit organization. (If yes, attach copy of property deed).

SECTION 4. FUNDING SUMMARY

A minimum of 10 percent is required for a local match. Attach commitment letters for each funding source listed below.

	Amount	Source Grant Program, Bank Loan, Fundraising, Fees, etc.	Status Pending, Approved, Ongoing etc.	Documentation Letter, Resolution, etc.
a. Grant Funds Requested	\$ 500	grant program	approved	✓
b. Local Funds (10% of grant funds)	\$ 50	donation	approved	✓
c. Other Funds	\$			
d. Other Funds	\$			
e. Other Funds	\$			
Total Project Cost	\$ 550			

SECTION 5. CERTIFICATION OF STATE REGULATIONS

CHECK ITEMS 1-9 BELOW to certify compliance with the following laws, regulations and requirements:

1. **Competitive bids are required for purchases exceeding \$2,500 in cost.**
Competitive bidding requirements, at a minimum, are as follows:
 - \$2,500 or less
 - \$2,500.01 to \$5,000
 - \$5,000.01 to \$25,000
 - \$25,000 or more
 - No bids required; however, competition is encouraged.
 - Three verbal bids documented on a verbal bid summary.
 - Three written bids required.
 - Class II Legal Ads required.

2. **Sealed bids are required for any portion of this project with an estimated value of more than \$25,000.**
Any attempt to segregate the project into sections of less than \$25,000 shall be cause for termination. Bids shall be obtained by public notice as a Class II legal advertisement in compliance with West Virginia Code §59-3. The ad must be published in the newspaper with the largest circulation in the area once a week for two successive weeks prior to the final bid date.

3. **State prevailing wages will be paid for all construction associated with this project, regardless of the cost.**
Wage rates may be obtained from the West Virginia Secretary of State at 304-558-6000, or www.wvsos.com. If federal funds are included, the highest rate (West Virginia or Davis-Bacon) will be paid. All contractors must have a West Virginia contractor's license. All construction must comply with **West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A**. These regulations apply to the employment of any contractor or subcontractor for this project, including the following trades and activities:
 - Construction
 - Reconstruction
 - Demolition
 - Enlargement
 - Remodeling
 - Painting
 - Decoration
 - Alteration
 - Repair
 - Expansion

4. **The following documents will be required for the release of grant funds.**
 - Copies of bids, quotes or bid summary
 - Copy of legal ad, which must require prevailing wages for construction
 - Copies of certified payroll records
 - Copies of invoices

5. **Counties and municipalities may sponsor the applications of federally certified nonprofit organizations.**
As the grantee, the county or municipality must act as the administrator of any grant funds provided to nonprofit organizations, and must maintain fiduciary responsibility for the expenditure of funds. Grantees are encouraged to execute intergovernmental agreements with subgrantees so that property acquired with grant funds will revert to the grantee if the nonprofit organization is dissolved.

6. **State requirements for bidding and prevailing wage apply to federally certified nonprofit organizations.**
Funds provided to counties and municipalities for grants to nonprofit organization are subject to all state and local requirements regarding audits, competitive bidding and prevailing wages. All construction must comply with **West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A**.

7. **Professional services shall be obtained through a request for proposals. Architectural or engineering services shall be pursued in accordance with of the West Virginia Code §5G.**

8. **No costs should be incurred or commitments made relative to a grant prior to the approval of this grant and the execution of a contract with the State of West Virginia.**

9. **The use of grant funds at/for private property or private gain is prohibited. Project sites and buildings must be publicly owned or owned by a federally certified nonprofit organization.**

SECTION 6. PROJECT DESCRIPTION

Describe in **SPECIFIC TERMS** the scope of work to be completed and the proposed use(s) of grant funds.

Complete the restoration of the restroom in the Locks House
restroom & renovate LORIE House including
supplies, materials & equipment needed

SECTION 7. ASSURANCES

The applicant hereby assures and certifies that it shall comply with the following regulations, policies, and requirements:

- A. The applicant assures the State that it will perform the work for which the grant was made as determined by the State.
- B. The applicant assures the State that it has or will secure qualified personnel to administer a grant, and that the costs to administer the grant will be paid for by the applicant.
- C. The applicant assures the State that it will have started work on the project before the end of the fiscal year in which the grant award is made.
- D. The applicant assures the State that it understands that the amount of the grant award cannot be increased without the written consent of the Governor.
- E. The applicant assures the State that payment for work performed will be requested in writing with copies of invoices attached that document the costs of each work segment making up the total amount of funds requested.
- F. The applicant assures the State that it understands that ten percent of the grant award will be held by the State as retainage, pending receipt of a written certificate of substantial completion attached to any final invoices for work not already paid.
- G. The applicant assures the State that it understands that by letter the State can terminate for cause an applicant's grant agreement with the amount of funds recovered equal to the percentage of incomplete work. The applicant further assures the State that it understands that it can be terminated by letter any grant agreement with the State before costs are incurred on the project.
- H. The applicant assures the State that any changes in the scope of work specified in a grant agreement will first be submitted in writing to the State for approval by change order.
- I. The applicant assures the State that in its hiring practices for work to be performed it will comply with the equal employment provisions of Titles VI and VII of the 1964 Civil Rights Act, and Presidential Executive Orders 11246 and 11375, as amended.
- J. The applicant assures the State that competitive bids will be solicited on any major work element exceeding \$2,500 in cost. Competitive bidding shall be pursued in all instances.
- K. **Competitive bidding requirements, at a minimum, are as follows: Commodities and services expected to cost \$2,500 or less require no bids; however, competition is encouraged. Purchases between \$2,500.01 and \$5,000 require three verbal bids to be documented on a verbal bid quotation summary. Purchases \$5,000.01 to \$25,000 require three written bids.**
- L. **The Grantee shall solicit competitive, sealed bids for commodities and supplies related to this project which have an estimated value of more than \$25,000. Any attempts by the Grantee to segregate the project into sections having an estimated value of less than \$25,000 shall be cause for termination.** The receipt and utilization of funds procured through this program mandate that all construction contracts necessary for the undertaking and completion of this project, regardless of the source of funds utilized to pay such construction contracts, must comply with the provisions of the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A.
- M. **Bids shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions West Virginia Code §59-3.** This notice shall be published by the Grantee in the newspaper with the largest circulation serving the general area once a week for two successive weeks prior to the final bid date.
- N. The applicant assures the State that **State prevailing wage rates will be paid on contract construction unless federal funds are included in the project, in which case, the higher of the State's or Davis-Bacon wage rates will be paid on all contract construction.**
- O. **Every contract involving construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work** which involves the employment of any contractor and/or subcontractor necessary for the undertaking and completion of this project, regardless of the source of funds utilized to pay such contract, must comply with the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A. **This law applies to all construction contracts, regardless of cost. The receipt and utilization of funds procured under this agreement mandate that all construction contracts necessary for the undertaking and completion of this project, regardless of the source of funds utilized to pay such construction contracts, must comply with the provisions of West Virginia Code §21-5A.**
- P. The applicant assures the State that any part of the project to be occupied by the general public will be made accessible to the handicapped.
- Q. The applicant assures the State that any permits, licenses, or other requirements of particular State or Federal agencies necessary for the project's design, construction, or operation will be secured.
- R. The applicant assures the State that it will not subgrant any of the grant funds received to any of its officials or employees or the members of their families or to employees of the WVDO or members of the State Legislature in any contracts awarded for work to be performed.
- S. The applicant assures the State that it will maintain and have available for inspection on written request by the State all records kept on the project including bid documents, copies of all contracts, contractors' payrolls, time sheets, and invoices. The applicant further assures the State that it will schedule an audit of any grant funds to be included in its annual audit as performed by the State Tax Department.
- T. The applicant assures the State, by evidence of attaching a resolution, motion, or similar action passed by its governing body, that it has the legal authority to apply for this grant, commit any local matching shares, authorize the person signing the grant to act as an agent for the applicant to answer any questions by the State about the application, and to abide by the understandings and assurances described in this section.
- U. As the grantee, the county or municipality must act as the administrator of any grant funds provided to nonprofit organizations, and must maintain fiduciary responsibility for the expenditure of funds. Grantees are encouraged to execute intergovernmental agreements with sub-grantees so that property and/or assets acquired with grant funds will revert to the grantee if the nonprofit organization is dissolved.

SECTION 8. SIGNATURE AND RESOLUTION

This application must contain the following:

- Application with Original Signature
- Resolution by Unit of Local Government
- Nonprofit Application Checklist with Original Signature – Required for Nonprofit Organizations
- IRS 501(c) Determination Letter - Required for Nonprofit Organizations

To the best of my knowledge, the information contained in this application is true and correct; the submission thereof has been duly authorized by the governing body; and the applicant will comply with the regulations, policies, guidelines and requirements outlined by the State of West Virginia. If the recipient is a nonprofit organization, the county or municipality certifies that this nonprofit organization is legally authorized to receive public funds.

Name: _____ Title: _____

Signature: _____ Date: _____

Mayor or County Commission President
ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

West Virginia Development Office
Community Development Division
Community Participation Grant Program
1900 Kanawha Boulevard, East Building 6, Room 553
Charleston, West Virginia 25305
Phone: 304-558-4010 Fax: 304-558-2246
www.wvcommerce.org



COMMUNITY PARTICIPATION
GRANT PROGRAM

State Regulation Checklist for Nonprofit Organizations

Must Be Submitted With Application for Funding for Nonprofit Organizations

1. Local Government Agency: Jefferson County Commission Date of Application: 9/14/10
 Project Title: Locke House Chief Elected Official: Lyn Widmayer, President
 Form Completed By: George Rutherford Amount of Grant: \$ 500
 Phone: (304) 728-3284 Fax: (304) 725-7916
2. Nonprofit Organization: JCBHPS Executive Director: George Rutherford
 Street Address, City, Zip: P.O. Box 569 Phone: (304) 725-9610 Fax: (304) _____

- Federal nonprofit certification, 501c determination letter from Internal Revenue Service attached.
 Mission statement, brochure, or web pages explaining mission of the organization and services it provides attached.

CERTIFICATIONS AND ASSURANCES

CHECK ITEMS 3-11 BELOW to certify compliance with the following laws, regulations and requirements:

3. **Competitive bids are required for purchases exceeding \$2,500 in cost.**
 Competitive bidding requirements, at a minimum, are as follows:
- | | |
|--------------------------|--|
| • \$2,500 or less | • No bids required; however, competition is encouraged |
| • \$2,500.01 to \$5,000 | • Three verbal bids documented on a verbal bid summary |
| • \$5,000.01 to \$25,000 | • Three written bids required |
| • \$25,000 or more | • Class II Legal Ads required |
4. **Sealed bids are required for any portion of this project with an estimated value of more than \$25,000.**
 Any attempt to segregate the project into sections of less than \$25,000 shall be cause for termination. Bids shall be obtained by public notice as a Class II legal advertisement in compliance with West Virginia Code §59-3. The ad must be published in the newspaper with the largest circulation in the area once a week for two successive weeks prior to the final bid date.
5. **State prevailing wages will be paid for all construction associated with this project, regardless of the cost.**
 West Virginia prevailing wages must be paid for all construction projects using state grant funds. All contractors must have a West Virginia contractor's license. These regulations apply to every contract involving construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work. If federal funds are included, the highest rate (West Virginia or Davis-Bacon) will be paid. All construction must comply with the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A.
6. **The following documents will be required for the release of grant funds.**
- | |
|--|
| • Copies of bids, quotes or verbal bid summary |
| • Copy of legal ad, which must require prevailing wages for construction |
| • Copies of certified payroll records for construction |
| • Copies of invoices. |
7. **Counties and municipalities may sponsor the applications of federally certified nonprofit organizations.**
 As the grantee, the county or municipality must act as the administrator of any grant funds provided to nonprofit organizations, and must maintain fiduciary responsibility for the expenditure of funds. Grantees are encouraged to execute intergovernmental agreements with subgrantees so that property acquired with grant funds will revert to the grantee if the nonprofit organization is dissolved.
8. **State requirements for bidding and prevailing wage apply to federally certified nonprofit organizations.**
 Funds provided to counties and municipalities for grants to nonprofit organizations are subject to all state and local requirements regarding audits, competitive bidding and prevailing wages. All construction must comply with the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A.
9. **Professional services shall be obtained through a request for proposals.**
 Architectural or engineering services shall be obtained in accordance with West Virginia Code §5G.
10. **No costs should be incurred or commitments made relative to a grant prior to the approval of this grant and the execution of a contract with the State of West Virginia.**
11. **The use of grant funds at/for private property or private gain is prohibited.**
 Project sites and buildings must be publicly owned or owned by a federally certified nonprofit organization.

Signature: _____ Date: _____

Executive Director, Nonprofit Organization
 ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

Juante Gebape Inc.
P.O. Box 43
Ranson, WV 25438

July 25, 2010

Juante Gebape Inc. will commit \$50 toward the restroom restoration project at the Locke House located in Charles Town, WV.

Julie Thomas
President

Internal Revenue Service

Department of the Treasury

District
Director:

P.O. Box 99187, Cleveland, OH 44199

M.W. Prince Hall Grand Lodge
of West Virginia, F & A.M., Inc.
c/o Mr. George Rutherford
P.O. Box 411
Ranson, West Virginia 25438

Person to Contact:
C. Schnabel
Telephone Number:
(216) 522-4886 Not Toll Free
Refer Reply to:
GLE:EO:80:8549 895

Date:

~~NOV 17 1980~~ Dec 5, 1980

Internal Revenue Code: Section 501(c) (10)
Form 990 Required: Yes No
Accounting Period Ending: May 31

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment or other Federal taxes, please address them to this office.

If your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

The block checked at the top of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If the Yes box is checked, you are only required to file Form 990 if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law provides for a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay. This penalty may also be charged if a return is not complete. So please make sure your return is complete before you file it.

MISSION STATEMENT

Promote community unity via the availability of a meeting place for non-profit organizations free of charge who promote equality and justice or all. Tourism attraction in the Historical District of Charles Town, West Virginia. The Black History Preservation Society uses it for Historical Exhibits and community forums.

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The Jefferson County Commission met on the 14th day of October, 2010 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Lyn Widmyer, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Program in the amount of \$2,000. The funds from this project will be used for the preservation and rehabilitation of the Star Lodge/Locke House.

Dated: _____

LYN WIDMYER
PRESIDENT
JEFFERSON COUNTY COMMISSION

COMMUNITY PARTICIPATION GRANT PROGRAM

FISCAL YEAR 2010

Deadline for Return:
June 30, 2010

GRANTEE: Jefferson County Commission
PROJECT TITLE: Star Lodge

PROJECT NUMBER: 10LEDA0801

AMOUNT: \$2,000

SECTION 1. GRANTEE

Local Governing Agency (Grantee): Jefferson County Commission Project Title: Star Lodge
 Street Address: P.O. Box 250 City: Charles Town Zip: 25414
 Chief Elected Official: Lyn Widmeyer, President Email: Sandy@jeffersoncountywv.org
 Phone: (304) 728-3282 Fax: (304) 728-7914 Form Completed By: George Rutherford
 Brief Description of Project: restore & renovate the Star Lodge
materials & supplies equipment

SECTION 2. NONPROFIT ORGANIZATION (SUBGRANTEE)

Are funds requested for a nonprofit organization? Yes No
 Nonprofit Organization: Jeff Co Black Hist Pres Society Executive Director: George Rutherford
 Street Address: P.O. Box 569 City: RANSAN State/Zip: WV 25438
 Phone: (304) 725-9610 Fax: (304) _____ Email: _____
 Website: www. _____ IRS Cert. (Ex: 501(c) 3, etc.): 501(c) 3 Yr. Cert: 1980

Federal Nonprofit Certification is attached. This application **WILL NOT** be processed without Federal nonprofit status.
 State Regulation Checklist for Nonprofit Organization is attached. This application **WILL NOT** be processed without this Checklist.
 Brochure or web pages explaining mission of the nonprofit organization and services it provides are attached.

SECTION 3. ELIGIBLE PROJECTS

ELIGIBLE activities include, but are not limited to, permanent public improvements related to the following:

- | | |
|---------------------------------------|-----------------------------------|
| ▪ Business and Industrial Parks | ▪ Land and Property Acquisition |
| ▪ City Hall and Courthouse Facilities | ▪ Libraries |
| ▪ Construction and Renovation | ▪ Parks and Recreation |
| ▪ Demolition | ▪ Parking Facilities |
| ▪ Economic Development | ▪ Preservation and Beautification |
| ▪ Emergency Services | ▪ Public Safety |
| ▪ Flood and Storm Drainage | ▪ Street and Sidewalk Repair |
| ▪ Infrastructure | ▪ Technology |
| ▪ Law Enforcement | ▪ Water, Wastewater Facilities |

INELIGIBLE activities include, but are not limited to, expendable items related to the following:

- | | |
|---------------------------|-------------------------------|
| ▪ Administrative costs | ▪ Private Property |
| ▪ Food | ▪ Rent |
| ▪ Clothing | ▪ Maintenance |
| ▪ Homeowners Associations | ▪ Salaries |
| ▪ Insurance Premiums | ▪ Scholarships |
| ▪ Maintenance | ▪ Sports Uniforms |
| ▪ Medical Programs | ▪ Training and Speakers' Fees |
| ▪ National Dues | ▪ Travel Expenses |
| ▪ Postage | ▪ Utility Costs |

SECTION 3. PROJECT OWNER AND LOCATION

The use of grant funds at/for private property or private gain or use is prohibited. Project sites and buildings must be publicly owned or owned by a federally certified nonprofit organization.

Owner of project site, property or building: Star Lodge #1 F&AM Vicinity/site plan attached? Yes No
 Location and address where grant funds will be used (sufficient to drive to site): 234 South Lawrence St

Upon completion, what government agency will own, operate, or be responsible for the project? _____

- Yes No Project site(s) or building(s) are owned by a government agency.
 Yes No Project site(s) or building(s) are owned by a nonprofit organization. (If yes, attach copy of property deed).

SECTION 4. FUNDING SUMMARY

A minimum of 10 percent is required for a local match. Attach commitment letters for each funding source listed below.

	Amount	Source Grant Program, Bank Loan, Fundraising, Fees, etc.	Status Pending, Approved, Ongoing etc.	Documentation Letter, Resolution, etc.
a. Grant Funds Requested	\$ 2000	grant program	Approved	
b. Local Funds (10% of grant funds)	\$ 200	donation	Approved	Yes
c. Other Funds	\$			
d. Other Funds	\$			
e. Other Funds	\$			
Total Project Cost	\$ 2200			

SECTION 5. CERTIFICATION OF STATE REGULATIONS

CHECK ITEMS 1-9 BELOW to certify compliance with the following laws, regulations and requirements:

1. Competitive bids are required for purchases exceeding \$2,500 in cost. Competitive bidding requirements, at a minimum, are as follows:
 - \$2,500 or less
 - \$2,500.01 to \$5,000
 - \$5,000.01 to \$25,000
 - \$25,000 or more
 - No bids required; however, competition is encouraged.
 - Three verbal bids documented on a verbal bid summary.
 - Three written bids required.
 - Class II Legal Ads required.
2. Sealed bids are required for any portion of this project with an estimated value of more than \$25,000. Any attempt to segregate the project into sections of less than \$25,000 shall be cause for termination. Bids shall be obtained by public notice as a Class II legal advertisement in compliance with West Virginia Code §59-3. The ad must be published in the newspaper with the largest circulation in the area once a week for two successive weeks prior to the final bid date.
3. State prevailing wages will be paid for all construction associated with this project, regardless of the cost. Wage rates may be obtained from the West Virginia Secretary of State at 304-558-6000, or www.wvsos.com. If federal funds are included, the highest rate (West Virginia or Davis-Bacon) will be paid. All contractors must have a West Virginia contractor's license. All construction must comply with West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A. These regulations apply to the employment of any contractor or subcontractor for this project, including the following trades and activities:
 - Construction
 - Reconstruction
 - Demolition
 - Enlargement
 - Remodeling
 - Painting
 - Decoration
 - Alteration
 - Repair
 - Expansion
4. The following documents will be required for the release of grant funds.
 - Copies of bids, quotes or bid summary
 - Copy of legal ad, which must require prevailing wages for construction
 - Copies of certified payroll records
 - Copies of invoices
5. Counties and municipalities may sponsor the applications of federally certified nonprofit organizations. As the grantee, the county or municipality must act as the administrator of any grant funds provided to nonprofit organizations, and must maintain fiduciary responsibility for the expenditure of funds. Grantees are encouraged to execute intergovernmental agreements with subgrantees so that property acquired with grant funds will revert to the grantee if the nonprofit organization is dissolved.
6. State requirements for bidding and prevailing wage apply to federally certified nonprofit organizations. Funds provided to counties and municipalities for grants to nonprofit organization are subject to all state and local requirements regarding audits, competitive bidding and prevailing wages. All construction must comply with West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A.
7. Professional services shall be obtained through a request for proposals. Architectural or engineering services shall be pursued in accordance with of the West Virginia Code §56.
8. No costs should be incurred or commitments made relative to a grant prior to the approval of this grant and the execution of a contract with the State of West Virginia.
9. The use of grant funds at/for private property or private gain is prohibited. Project sites and buildings must be publicly owned or owned by a federally certified nonprofit organization.

SECTION 6. PROJECT DESCRIPTION

Describe in **SPECIFIC TERMS** the scope of work to be completed and the proposed use(s) of grant funds.

Rehab the restrooms on the 1st floor
restroom renovations 1st floor
of the Star Lodge - purchase
of materials, supplies & equipment

SECTION 7. ASSURANCES

The applicant hereby assures and certifies that it shall comply with the following regulations, policies, and requirements:

- A. The applicant assures the State that it will perform the work for which the grant was made as determined by the State.
- B. The applicant assures the State that it has or will secure qualified personnel to administer a grant, and that the costs to administer the grant will be paid for by the applicant.
- C. The applicant assures the State that it will have started work on the project before the end of the fiscal year in which the grant award is made.
- D. The applicant assures the State that it understands that the amount of the grant award cannot be increased without the written consent of the Governor.
- E. The applicant assures the State that payment for work performed will be requested in writing with copies of invoices attached that document the costs of each work segment making up the total amount of funds requested.
- F. The applicant assures the State that it understands that ten percent of the grant award will be held by the State as retainage, pending receipt of a written certificate of substantial completion attached to any final invoices for work not already paid.
- G. The applicant assures the State that it understands that by letter the State can terminate for cause an applicant's grant agreement with the amount of funds recovered equal to the percentage of incomplete work. The applicant further assures the State that it understands that it can be terminated by letter any grant agreement with the State before costs are incurred on the project.
- H. The applicant assures the State that any changes in the scope of work specified in a grant agreement will first be submitted in writing to the State for approval by change order.
- I. The applicant assures the State that in its hiring practices for work to be performed it will comply with the equal employment provisions of Titles VI and VII of the 1964 Civil Rights Act, and Presidential Executive Orders 11246 and 11375, as amended.
- J. **The applicant assures the State that competitive bids will be solicited on any major work element exceeding \$2,500 in cost. Competitive bidding shall be pursued in all instances.**
- K. **Competitive bidding requirements, at a minimum, are as follows: Commodities and services expected to cost \$2,500 or less require no bids; however, competition is encouraged. Purchases between \$2,500.01 and \$5,000 require three verbal bids to be documented on a verbal bid quotation summary. Purchases \$5,000.01 to \$25,000 require three written bids.**
- L. **The Grantee shall solicit competitive, sealed bids for commodities and supplies related to this project which have an estimated value of more than \$25,000. Any attempts by the Grantee to segregate the project into sections having an estimated value of less than \$25,000 shall be cause for termination.** The receipt and utilization of funds procured through this program mandate that all construction contracts necessary for the undertaking and completion of this project, regardless of the source of funds utilized to pay such construction contracts, must comply with the provisions of the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A.
- M. **Bids shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions West Virginia Code §59-3.** This notice shall be published by the Grantee in the newspaper with the largest circulation serving the general area once a week for two successive weeks prior to the final bid date.
- N. The applicant assures the State that **State prevailing wage rates will be paid on contract construction unless federal funds are included in the project, in which case, the higher of the State's or Davis-Bacon wage rates will be paid on all contract construction.**
- O. Every contract involving construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work which involves the employment of any contractor and/or subcontractor necessary for the undertaking and completion of this project, regardless of the source of funds utilized to pay such contract, must comply with the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A. **This law applies to all construction contracts, regardless of cost. The receipt and utilization of funds procured under this agreement mandate that all construction contracts necessary for the undertaking and completion of this project, regardless of the source of funds utilized to pay such construction contracts, must comply with the provisions of West Virginia Code §21-5A.**
- P. The applicant assures the State that any part of the project to be occupied by the general public will be made accessible to the handicapped.
- Q. The applicant assures the State that any permits, licenses, or other requirements of particular State or Federal agencies necessary for the project's design, construction, or operation will be secured.
- R. The applicant assures the State that it will not subgrant any of the grant funds received to any of its officials or employees or the members of their families or to employees of the WVDO or members of the State Legislature in any contracts awarded for work to be performed.
- S. The applicant assures the State that it will maintain and have available for inspection on written request by the State all records kept on the project including bid documents, copies of all contracts, contractors' payrolls, time sheets, and invoices. The applicant further assures the State that it will schedule an audit of any grant funds to be included in its annual audit as performed by the State Tax Department.
- T. The applicant assures the State, by evidence of attaching a resolution, motion, or similar action passed by its governing body, that it has the legal authority to apply for this grant, commit any local matching shares, authorize the person signing the grant to act as an agent for the applicant to answer any questions by the State about the application, and to abide by the understandings and assurances described in this section.
- U. As the grantee, the county or municipality must act as the administrator of any grant funds provided to nonprofit organizations, and must maintain fiduciary responsibility for the expenditure of funds. Grantees are encouraged to execute intergovernmental agreements with sub-grantees so that property and/or assets acquired with grant funds will revert to the grantee if the nonprofit organization is dissolved.

SECTION 8. SIGNATURE AND RESOLUTION

This application must contain the following:

- Application with Original Signature
- Resolution by Unit of Local Government
- Nonprofit Application Checklist with Original Signature -- Required for Nonprofit Organizations
- IRS 501(c) Determination Letter - Required for Nonprofit Organizations

To the best of my knowledge, the information contained in this application is true and correct; the submission thereof has been duly authorized by the governing body; and the applicant will comply with the regulations, policies, guidelines and requirements outlined by the State of West Virginia. If the recipient is a nonprofit organization, the county or municipality certifies that this nonprofit organization is legally authorized to receive public funds.

Name: _____ Title: _____

Signature: _____ Date: _____

Mayor or County Commission President
ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

West Virginia Development Office
Community Development Division
Community Participation Grant Program
1900 Kanawha Boulevard, East Building 6, Room 553
Charleston, West Virginia 25305
Phone: 304-558-4010 Fax: 304-558-2246
www.wvcommerce.org



COMMUNITY PARTICIPATION
GRANT PROGRAM

State Regulation Checklist for Nonprofit Organizations

Must Be Submitted With Application for Funding for Nonprofit Organizations

1. Local Government Agency: Jefferson County Commission Date of Application: 9/14/10
 Chief Elected Official: Lyn Widmeyer, President
 Project Title: Star Lodge Amount of Grant: \$ 2,000
 Form Completed By: George Reutherford Phone: (304) 725-9610 Fax: (304) 725-3289
 Nonprofit Organization: MW Prince Hall Grand Lodge Executive Director: George Reutherford
 Street Address, City, Zip: PO Box 411 Ranson WV 25938 Phone: (304) 725-9610 Fax: (304) 725-7916

- Federal nonprofit certification, 501c determination letter from Internal Revenue Service attached.
- Mission statement, brochure, or web pages explaining mission of the organization and services it provides attached.

CERTIFICATIONS AND ASSURANCES

CHECK ITEMS 3-11 BELOW to certify compliance with the following laws, regulations and requirements:

3. **Competitive bids are required for purchases exceeding \$2,500 in cost.**
 Competitive bidding requirements, at a minimum, are as follows:
 - \$2,500 or less
 - \$2,500.01 to \$5,000
 - \$5,000.01 to \$25,000
 - \$25,000 or more
 - No bids required; however, competition is encouraged
 - Three verbal bids documented on a verbal bid summary
 - Three written bids required
 - Class II Legal Ads required
4. **Sealed bids are required for any portion of this project with an estimated value of more than \$25,000.**
 Any attempt to segregate the project into sections of less than \$25,000 shall be cause for termination. Bids shall be obtained by public notice as a Class II legal advertisement in compliance with West Virginia Code §59-3. The ad must be published in the newspaper with the largest circulation in the area once a week for two successive weeks prior to the final bid date.
5. **State prevailing wages will be paid for all construction associated with this project, regardless of the cost.**
 West Virginia prevailing wages must be paid for all construction projects using state grant funds. All contractors must have a West Virginia contractor's license. These regulations apply to every contract involving construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work. If federal funds are included, the highest rate (West Virginia or Davis-Bacon) will be paid. All construction must comply with the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A.
6. **The following documents will be required for the release of grant funds.**
 - Copies of bids, quotes or verbal bid summary
 - Copy of legal ad, which must require prevailing wages for construction
 - Copies of certified payroll records for construction
 - Copies of invoices.
7. **Counties and municipalities may sponsor the applications of federally certified nonprofit organizations.**
 As the grantee, the county or municipality must act as the administrator of any grant funds provided to nonprofit organizations, and must maintain fiduciary responsibility for the expenditure of funds. Grantees are encouraged to execute intergovernmental agreements with subgrantees so that property acquired with grant funds will revert to the grantee if the nonprofit organization is dissolved.
8. **State requirements for bidding and prevailing wage apply to federally certified nonprofit organizations.**
 Funds provided to counties and municipalities for grants to nonprofit organizations are subject to all state and local requirements regarding audits, competitive bidding and prevailing wages. All construction must comply with the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A.
9. **Professional services shall be obtained through a request for proposals.**
 Architectural or engineering services shall be obtained in accordance with West Virginia Code §5G.
10. **No costs should be incurred or commitments made relative to a grant prior to the approval of this grant and the execution of a contract with the State of West Virginia.**
11. **The use of grant funds at/for private property or private gain is prohibited.**
 Project sites and buildings must be publicly owned or owned by a federally certified nonprofit organization.

Signature: _____ Date: _____

Executive Director, Nonprofit Organization
 ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

Internal Revenue Service

Department of the Treasury

District
Director

P.O. Box 99187, Cleveland, OH 44199

M.W. Prince Hall Grand Lodge
of West Virginia, F & A.M., Inc.
c/o Mr. George Rutherford
P.O. Box 411
Ranson, West Virginia 25438

Person to Contact:
C. Schnabel
Telephone Number:
(216) 522-4886 Not Toll Free
Refer Reply to:
GLE:EO:80:8587 895

Date:

~~NOV 17 1980~~ Dec 5, 1980

Internal Revenue Code: Section 501(c) (10)
Form 990 Required: (x) Yes () No
Accounting Period Ending: May 31

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment or other Federal taxes, please address them to this office.

If your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

The block checked at the top of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If the Yes box is checked, you are only required to file Form 990 if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law provides for a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay. This penalty may also be charged if a return is not complete. So please make sure your return is complete before you file it.

MISSION STATEMENT

Promote community unity via the availability of a meeting place for non-profit organizations free of charge who promote equality and justice or all. Tourism attraction in the Historical District of Charles Town, West Virginia. The Black History Preservation Society uses it for Historical Exhibits and community forums.


Juante Gebape Inc.

P.O. Box 43

Ranson, WV 25438

July 25, 2010

Juante Gebape Inc. will commit \$200 toward the restroom restoration project at the Star Lodge building located on South Lawrence Street in Charles Town, WV.


Julie Thomas
President

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The Jefferson County Commission met on the 14th day of October, 2010 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Lyn Widmyer, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provision of the Community Participation Program in the amount of \$5,000. This project is to assist in the emergency measures of preserving and stabilizing the historic Webb/Blessing's House for the Jefferson County Black History Preservation Society.

Dated: _____

LYN WIDMYER
PRESIDENT
JEFFERSON COUNTY COMMISSION

COMMUNITY PARTICIPATION GRANT PROGRAM

FISCAL YEAR 2010

Deadline for Return:
June 30, 2010

GRANTEE: Jefferson County Commission **PROJECT NUMBER:** 10LEDA0589
PROJECT TITLE: Black History Preservation Society/Webb-Blessing House
AMOUNT: \$5,000

SECTION 1. GRANTEE

Local Governing Agency (Grantee): Jefferson County Commission Project Title: Webb/Blessing House
 Street Address: PO Box 250 City: Charles Town Zip: 25414
 Chief Elected Official: Lyn Widmyer, President Email: lwidmyer@jeffersoncountywv.org
 Phone: (304) 728-3282 Fax: (304) 728-7916 Form Completed By: George Rotherford
 Brief Description of Project: Restore & renovate Webb/Blessing House purchase of materials & supplies

SECTION 2. NONPROFIT ORGANIZATION (SUBGRANTEE)

Are funds requested for a nonprofit organization? Yes No
 Nonprofit Organization: Jeff Co Black History Pres Society Executive Director: George Rotherford
 Street Address: P.O. Box 569 City: RANSON State/Zip: WV 25438
 Phone: (304) 725-9610 Fax: (304) _____ Email: _____
 Website: www. IRS Cert. (Ex: 501(c)3, etc.): Yr. Cert. 2001

- Federal Nonprofit Certification is attached. This application **WILL NOT** be processed without Federal nonprofit status.
 State Regulation Checklist for Nonprofit Organization is attached. This application **WILL NOT** be processed without this Checklist.
 Brochure or web pages explaining mission of the nonprofit organization and services it provides are attached.

SECTION 3. ELIGIBLE PROJECTS

ELIGIBLE activities include, but are not limited to, permanent public improvements related to the following:

- | | |
|--|--|
| <input type="checkbox"/> Business and Industrial Parks | <input type="checkbox"/> Land and Property Acquisition |
| <input type="checkbox"/> City Hall and Courthouse Facilities | <input type="checkbox"/> Libraries |
| <input type="checkbox"/> Construction and Renovation | <input type="checkbox"/> Parks and Recreation |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Parking Facilities |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Preservation and Beautification |
| <input type="checkbox"/> Emergency Services | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Flood and Storm Drainage | <input type="checkbox"/> Street and Sidewalk Repair |
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Water, Wastewater Facilities |

INELIGIBLE activities include, but are not limited to, expendable items related to the following:

- | | |
|--|--|
| <input type="checkbox"/> Administrative costs | <input type="checkbox"/> Private Property |
| <input type="checkbox"/> Food | <input type="checkbox"/> Rent |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Homeowners Associations | <input type="checkbox"/> Salaries |
| <input type="checkbox"/> Insurance Premiums | <input type="checkbox"/> Scholarships |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Sports Uniforms |
| <input type="checkbox"/> Medical Programs | <input type="checkbox"/> Training and Speakers' Fees |
| <input type="checkbox"/> National Dues | <input type="checkbox"/> Travel Expenses |
| <input type="checkbox"/> Postage | <input type="checkbox"/> Utility Costs |

SECTION 3. PROJECT OWNER AND LOCATION

The use of grant funds at/for private property or private gain or use is prohibited. Project sites and buildings must be publicly owned or owned by a federally certified nonprofit organization.

Owner of project site, property or building: Jeff Co Black History Pres Society Vicinity/site plan attached? Yes No
 Location and address where grant funds will be used (sufficient to drive to site): 303 East North St
Charles Town WV

Upon completion, what government agency will own, operate, or be responsible for the project? _____

- Yes No Project site(s) or building(s) are owned by a government agency.
 Yes No Project site(s) or building(s) are owned by a nonprofit organization. (If yes, attach copy of property deed).

SECTION 4. FUNDING SUMMARY

A minimum of 10 percent is required for a local match. Attach commitment letters for each funding source listed below.

	Amount	Source Grant Program, Bank Loan, Fundraising, Fees, etc.	Status Pending, Approved, Ongoing etc.	Documentation Letter, Resolution, etc.
a. Grant Funds Requested	\$ 5000	grant program	approved	
b. Local Funds (10% of grant funds)	\$ 500	donation	approved	✓
c. Other Funds	\$			
d. Other Funds	\$			
e. Other Funds	\$			
Total Project Cost	\$ 5500			

SECTION 5. CERTIFICATION OF STATE REGULATIONS

CHECK ITEMS 1-9 BELOW to certify compliance with the following laws, regulations and requirements:

1. Competitive bids are required for purchases exceeding \$2,500 in cost.
Competitive bidding requirements, at a minimum, are as follows:
 - \$2,500 or less
 - \$2,500.01 to \$5,000
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 - \$25,000 or more
 - No bids required; however, competition is encouraged.
 - Three verbal bids documented on a verbal bid summary.
 - Three written bids required.
 - Class II Legal Ads required.

2. Sealed bids are required for any portion of this project with an estimated value of more than \$25,000.
Any attempt to segregate the project into sections of less than \$25,000 shall be cause for termination. Bids shall be obtained by public notice as a Class II legal advertisement in compliance with West Virginia Code §59-3. The ad must be published in the newspaper with the largest circulation in the area once a week for two successive weeks prior to the final bid date.

3. State prevailing wages will be paid for all construction associated with this project, regardless of the cost.
Wage rates may be obtained from the West Virginia Secretary of State at 304-558-6000, or www.wvsos.com. If federal funds are included, the highest rate (West Virginia or Davis-Bacon) will be paid. All contractors must have a West Virginia contractor's license. All construction must comply with **West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A**. These regulations apply to the employment of any contractor or subcontractor for this project, including the following trades and activities:
 - Construction
 - Reconstruction
 - Demolition
 - Enlargement
 - Remodeling
 - Painting
 - Decoration
 - Alteration
 - Repair
 - Expansion

4. The following documents will be required for the release of grant funds.
 - Copies of bids, quotes or bid summary
 - Copy of legal ad, which must require prevailing wages for construction
 - Copies of certified payroll records
 - Copies of invoices

5. Counties and municipalities may sponsor the applications of federally certified nonprofit organizations.
As the grantee, the county or municipality must act as the administrator of any grant funds provided to nonprofit organizations, and must maintain fiduciary responsibility for the expenditure of funds. Grantees are encouraged to execute intergovernmental agreements with subgrantees so that property acquired with grant funds will revert to the grantee if the nonprofit organization is dissolved.

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Funds provided to counties and municipalities for grants to nonprofit organization are subject to all state and local requirements regarding audits, competitive bidding and prevailing wages. All construction must comply with **West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A**.

7. Professional services shall be obtained through a request for proposals. Architectural or engineering services shall be pursued in accordance with of the West Virginia Code §56.

8. No costs should be incurred or commitments made relative to a grant prior to the approval of this grant and the execution of a contract with the State of West Virginia.

9. The use of grant funds at/for private property or private gain is prohibited. Project sites and buildings must be publicly owned or owned by a federally certified nonprofit organization.

SECTION 6. PROJECT DESCRIPTION

Describe in **SPECIFIC TERMS** the scope of work to be completed and the proposed use(s) of grant funds.

2. ~~Install~~ ^{connect}

~~to~~ & install a sewer line to the house

construct ~~hall~~ toilet space in house

construct toilet facility in the house

restone - renovate Welele/Blessing
House - purchase equipment
& supplies to restone Welele/Blessing
House

SECTION 7. ASSURANCES

The applicant hereby assures and certifies that it shall comply with the following regulations, policies, and requirements:

- A. The applicant assures the State that it will perform the work for which the grant was made as determined by the State.
- B. The applicant assures the State that it has or will secure qualified personnel to administer a grant, and that the costs to administer the grant will be paid for by the applicant.
- C. The applicant assures the State that it will have started work on the project before the end of the fiscal year in which the grant award is made.
- D. The applicant assures the State that it understands that the amount of the grant award cannot be increased without the written consent of the Governor.
- E. The applicant assures the State that payment for work performed will be requested in writing with copies of invoices attached that document the costs of each work segment making up the total amount of funds requested.
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- P. The applicant assures the State that any part of the project to be occupied by the general public will be made accessible to the handicapped.
- Q. The applicant assures the State that any permits, licenses, or other requirements of particular State or Federal agencies necessary for the project's design, construction, or operation will be secured.
- R. The applicant assures the State that it will not subgrant any of the grant funds received to any of its officials or employees or the members of their families or to employees of the WVDO or members of the State Legislature in any contracts awarded for work to be performed.
- S. The applicant assures the State that it will maintain and have available for inspection on written request by the State all records kept on the project including bid documents, copies of all contracts, contractors' payrolls, time sheets, and invoices. The applicant further assures the State that it will schedule an audit of any grant funds to be included in its annual audit as performed by the State Tax Department.
- T. The applicant assures the State, by evidence of attaching a resolution, motion, or similar action passed by its governing body, that it has the legal authority to apply for this grant, commit any local matching shares, authorize the person signing the grant to act as an agent for the applicant to answer any questions by the State about the application, and to abide by the understandings and assurances described in this section.
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SECTION 8. SIGNATURE AND RESOLUTION

This application must contain the following:

- Application with Original Signature
- Resolution by Unit of Local Government
- Nonprofit Application Checklist with Original Signature – Required for Nonprofit Organizations
- IRS 501(c) Determination Letter - Required for Nonprofit Organizations

To the best of my knowledge, the information contained in this application is true and correct; the submission thereof has been duly authorized by the governing body; and the applicant will comply with the regulations, policies, guidelines and requirements outlined by the State of West Virginia. If the recipient is a nonprofit organization, the county or municipality certifies that this nonprofit organization is legally authorized to receive public funds.

Name: _____ Title: _____

Signature: _____ Date: _____

Mayor or County Commission President
ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

West Virginia Development Office
Community Development Division
Community Participation Grant Program
1900 Kanawha Boulevard, East Building 6, Room 553
Charleston, West Virginia 25305
Phone: 304-558-4010 Fax: 304-558-2246
www.wvcommerce.org



COMMUNITY PARTICIPATION
GRANT PROGRAM

State Regulation Checklist for Nonprofit Organizations

Must Be Submitted With Application for Funding for Nonprofit Organizations

1. Local Government Agency: Jefferson County Commission Date of Application: 9/14/10
 Project Title: Web of Blessing House Chief Elected Official: Lyn Widmyer, President
 Form Completed By: George Rutherford Amount of Grant: \$ 5,000
 Phone: (304) 728-3284 Fax: (304) 725-7916

2. Nonprofit Organization: JCBHRS Executive Director: George Rutherford
 Street Address, City, Zip: P.O. Box 569 Ranson Phone: (304) 725-9610 Fax: (304)

- Federal nonprofit certification, 501c determination letter from Internal Revenue Service attached.
- Mission statement, brochure, or web pages explaining mission of the organization and services it provides attached.

CERTIFICATIONS AND ASSURANCES

CHECK ITEMS 3-11 BELOW to certify compliance with the following laws, regulations and requirements:

3. **Competitive bids are required for purchases exceeding \$2,500 in cost.**
 Competitive bidding requirements, at a minimum, are as follows:

• \$2,500 or less	• No bids required; however, competition is encouraged
• \$2,500.01 to \$5,000	• Three verbal bids documented on a verbal bid summary
• \$5,000.01 to \$25,000	• Three written bids required
• \$25,000 or more	• Class II Legal Ads required
4. **Sealed bids are required for any portion of this project with an estimated value of more than \$25,000.**
 Any attempt to segregate the project into sections of less than \$25,000 shall be cause for termination. Bids shall be obtained by public notice as a Class II legal advertisement in compliance with West Virginia Code §59-3. The ad must be published in the newspaper with the largest circulation in the area once a week for two successive weeks prior to the final bid date.
5. **State prevailing wages will be paid for all construction associated with this project, regardless of the cost.**
 West Virginia prevailing wages must be paid for all construction projects using state grant funds. All contractors must have a West Virginia contractor's license. These regulations apply to every contract involving construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work. If federal funds are included, the highest rate (West Virginia or Davis-Bacon) will be paid. All construction must comply with the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A.
6. **The following documents will be required for the release of grant funds.**
 - Copies of bids, quotes or verbal bid summary
 - Copy of legal ad, which must require prevailing wages for construction
 - Copies of certified payroll records for construction
 - Copies of invoices.
7. **Counties and municipalities may sponsor the applications of federally certified nonprofit organizations.**
 As the grantee, the county or municipality must act as the administrator of any grant funds provided to nonprofit organizations, and must maintain fiduciary responsibility for the expenditure of funds. Grantees are encouraged to execute intergovernmental agreements with subgrantees so that property acquired with grant funds will revert to the grantee if the nonprofit organization is dissolved.
8. **State requirements for bidding and prevailing wage apply to federally certified nonprofit organizations.**
 Funds provided to counties and municipalities for grants to nonprofit organizations are subject to all state and local requirements regarding audits, competitive bidding and prevailing wages. All construction must comply with the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A.
9. **Professional services shall be obtained through a request for proposals.**
 Architectural or engineering services shall be obtained in accordance with West Virginia Code §5G.
10. **No costs should be incurred or commitments made relative to a grant prior to the approval of this grant and the execution of a contract with the State of West Virginia.**
11. **The use of grant funds at/for private property or private gain is prohibited.**
 Project sites and buildings must be publicly owned or owned by a federally certified nonprofit organization.

Signature: _____ Date: _____

Executive Director, Nonprofit Organization
ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

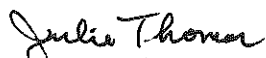
Juante Gebape Inc.

P.O. Box 43

Ranson, WV 25438

July 25, 2010

Juante Gebape Inc. will commit \$500 toward the restoration project at the Webb Blessing house located at 303 East North Street in Charles Town, WV.


Julie Thomas
President

MISSION STATEMENT

The purpose of the "Society" are to promote, collect, preserve and disseminate Black History and other information, much of which is uncollected and documented and which is of significant historic interest to the whole community; to foster awareness of Black History in Jefferson County, West Virginia; to make citizens aware of Black citizens in the development of industry, education and commerce.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 24 2005

Employer Identification Number:
55-0778648

DLN:
17053057793075

JEFFERSON COUNTY BLACK HISTORY
PRESERVATION SOCIETY INC
PO BOX 569
RANSON, WV 25438-0000

Contact Person:
TERRY W BREWER ID# 31227

Contact Telephone Number:
(877) 829-5500

Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated MAY 8, 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

RECEIVED

OCT - 1 2010

Impact Fee Status Report September 2010

Jefferson County Commission
Office of Impact Fees

Department of Capital Planning and Management

Summary

Date Range: Wednesday 01 through Thursday 30 September 2010

Report Date: 01 October 2010.

Process Number Range: 1000128 - 1000139

Total Applications: 12

Total Non-Exempt: 9

Of which:

Commercial: 1

Residential: 8

Of which:

County: 8

Municipal: 0

Total Exempt: 3

Of which:

Commercial: 0

Residential: 3

Of which:

County: 3

Municipal: 0

Tables 1 through 7 summarize impact fee processing for the month of September 2010:

Table 1. Form 100 Tallies

	Exempt	Residential Applications	Commercial Applications	Total
1-30 September 2010	3	8	1	
Fees collected		\$104,560	\$1,894.00	\$106,454.00
<i>Of which</i>				
School Impact Fee		\$90,864.00		\$90,864.00
Law Enforcement Fee		\$2,096	\$356.00	\$2,452.00
Parks & Recreation Fee		\$6,016.00		\$6,016.00
Fire & EMS Fee		\$5,584.00	\$1,538.00	\$1,894.00

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

Description	Amount
Opening Statement Balance (1 September 10)	\$146,191.44
September Deposits (1 – 30 September 2010)	\$106,454.00
Interest Earned (30 September 10)	\$115.46
School Aug Transactions (withdraws via transfer on 14 Sep 2010)	(\$128,151.99)
Law Aug Transactions (withdraws via transfer on 14 Sep 2010)	(\$1,572.95)
Parks & Rec Aug Transactions (withdraws via transfer on 14 Sep 2010)	(\$8,542.73)
Fire & EMS Aug Transactions (withdraws via transfer on 14 Sep 2010)	(\$7,923.77)
Ending Statement Balance 30 September 2010)	\$106,569.46
<i>Outstanding Credits (deposits through 01 October 2010)</i>	<i>0.00</i>

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

Description	Amount
Opening Balance (1 September 2010)	\$847,825.51
Interest Earned (30 September 2010)	\$756.53
August Transactions (deposits via transfer on 14 Sep 2010)	\$128,151.99
Ending Balance (30 September 2010)	\$976,734.03

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

Description	Amount
Opening Balance (1 September 2010)	\$45,523.41
Interest Earned (30 September 2010)	\$38.15
August Transactions (deposits via transfer on 14 Sep 2010)	\$1,572.95
Ending Balance (30 September 2010)	\$47,134.51

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

Description	Amount
Opening Balance (1 Sep 2010)	\$165,031.04
Interest Earned (30 September 2010)	\$139.62
August Transactions (deposits via transfer on 14 Sep 2010)	\$8,542.73
Ending Balance (30 September 2010)	\$173,713.39

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

Description	Amount
Opening Balance (1 Sep 2010)	\$443,223.73
Interest Earned (30 September 2010)	\$367.99
August Transactions (deposits via transfer on 14 Sep 2010)	\$7,923.77
Ending Balance (30 September 2010)	\$451,515.49

Table 7. Total Impact Fees as of 01 September 2010/1

Description	Amount
Department of Impact Fees General Account	\$106,569.46
School Impact Fee Account	\$976,734.03
Law Enforcement Fee Account	\$47,134.51
Parks & Recreation Impact Fee Account	\$173,713.39
Fire & EMS Impact Fee Account	\$451,515.49
Total	\$1,755,666.88

Notes:

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

610

Form 100 Transaction Summary

Jefferson County Government – Department of Impact Fees

Applications with IFC Signature Dates/Form 190 Processing Dates between Tuesday, June 01, 2010 and Wednesday, June 30, 2010

Process Application Number	Application Date	Last Name	First Name	Tax District	Deed Page	Tax Parcel	Impact Fee	Agreement Date	Exemption Reason
Exempt Applications									
1000137	09/22/2010	Staub	Pamela	02 Charles Town	929	428 21B 32	\$0.00	09/22/2010	Replacement of habitable DU with another DU
1000138	09/24/2010	Eckstine	Charles	02 Charles Town	481	619 2 21	\$0.00	09/24/2010	Replacement of habitable DU with another DU
1000139	09/24/2010	Eckstine	Charles	02 Charles Town	481	619 2 21	\$0.00	09/24/2010	Replacement of habitable DU with another DU

Category Count: 3

Category Total

\$0.00

Not Exempt Applications

1000128	09/03/2010		Ryan Homes	02 Charles Town	1001	16 9B 22	\$13,070.00	09/03/2010	N/A
1000129	09/03/2010		Ryan Homes	02 Charles Town	1001	16 9B 29	\$13,070.00	09/03/2010	N/A
1000130	09/03/2010		Ryan Homes	02 Charles Town	1001	16 9B 32	\$13,070.00	09/03/2010	N/A
1000131	09/07/2010	Hathaway	David	02 Charles Town	1082	434 23B 45	\$13,070.00	09/07/2010	N/A
1000132	09/10/2010	Becker	Calvin	09 Shepherdstown	1026	445 10 9.13	\$13,070.00	09/10/2010	N/A
1000133	09/10/2010		THZ Enterprises	09 Shepherdstown	975	69 8C 339	\$13,070.00	09/10/2010	N/A
1000134	09/10/2010		THZ Enterprises	09 Shepherdstown	975	69 8C 347	\$13,070.00	09/10/2010	N/A
1000135	09/15/2010	Martin	Richard	06 Kabletown	1078	38 21F 23	\$13,070.00	09/15/2010	N/A
1000136	09/16/2010		Barbara Scott	06 Kabletown	950	593 17 5.1	\$1,894.00	09/16/2010	

Category Count: 9

Category Total

\$106,454.00

Grand Total

\$106,454.00

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

COPY

F. Mark Schiavone
Director
Impact Fee Coordinator

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

MEMORANDUM

TO: Tim Boyde, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone *ms*
DATE: Friday, 01 October 2010
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's School Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County School Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of September 2010.

This transfer consists of two components:

- Impact Fee Process Numbers **1000128** through ¹⁰⁰⁰¹³⁹ ~~1000129~~, inclusive. Within this range there were 8 non-exempt impact fee payments. This amounts to **\$90,864.00**. *QML*
- Interest earned by the Office of Impact Fees General Account in September 2010 amounts to **\$115,346.00**, of which **\$101.61** is attributed to fees collected for School.

As per the attached invoice, the total amount of this transfer is **\$90,965.61**.

Check # 770

RECEIVED

OCT - 1 2010

Jefferson County Commission

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 10036

Date: 10/1/2010

Bill To:

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

Pay To:

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

P.O. Number

0

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

	Impact Fee payments collected for month of September 2010 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).	\$90,864.00
	Interest earned by the Office of Impact Fees General Account September 2010.	\$101.61
	Impact Fee Process Numbers 1000128 through 1000139, inclusive. Within this range, there were 8 non-exempt impact fee payments.	
Total:		\$90,965.61

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



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 770

Trace 20101001:41985.14

Date 10/1/2010

Series 1

Recipient Sheriff of Jefferson County

Amount \$90,864.00

Account 3107582

Signature 1 Lyn Widmyer

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: Sept school fee transfer

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/3/2010	1000128	2003-3	11/24/2005	\$11,358.00
9/3/2010	1000129	2003-3	11/24/2005	\$11,358.00
9/3/2010	1000130	2003-3	11/24/2005	\$11,358.00
9/8/2010	1000131	2003-3	11/24/2005	\$11,358.00
9/13/2010	1000132	2003-3	11/24/2005	\$11,358.00
9/13/2010	1000133	2003-3	11/24/2005	\$11,358.00
9/13/2010	1000134	2003-3	11/24/2005	\$11,358.00
9/16/2010	1000135	2003-3	11/24/2005	\$11,358.00
9/17/2010	1000136	2003-3	11/24/2005	\$0.00

Total amount for this withdraw \$90,864.00

Total amount for this account \$90,864.00

Total amount all accounts \$90,864.00

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

COPY

F. Mark Schiavone
Director
Impact Fee Coordinator

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

MEMORANDUM

TO: Tim Boyde, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone *ms*
DATE: Friday, 01 October 2010
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of September 2010.

This transfer consists of two components:

- Impact Fee Process Numbers **1000128** through **1000139**, inclusive. Within this range there were 9 non-exempt impact fee payments. This amounts to **\$2,452.00**.
- Interest earned by the Office of Impact Fees General Account in September 2010 amounts to **\$115.46**, of which **\$1.15** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$2,453.15.

Check # 771

RECEIVED

OCT - 1 2010

Jefferson County Commission

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 10037

Date: 10/1/2010

Bill To:

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

Pay To:

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

P.O. Number

0

Vendor Number

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

	Impact Fee payments collected for month of September 2010 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).	\$2,452.00
	Interest earned by the Office of Impact Fees General Account September 2010.	\$1.15
	Impact Fee Process Numbers 1000128 through 1000139, inclusive. Within this range, there were 9 non-exempt impact fee payments.	
Total:		\$2,453.15

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



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 771

Trace 20101001:42050.92

Date 10/1/2010 Series 2

Recipient Sheriff of Jefferson County

Amount \$2,452.00

Account 3120120

Signature 1 Lyn Widmyer

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: transfer of law fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/3/2010	1000128	2005-1	3/22/2005	\$262.00
9/3/2010	1000129	2005-1	3/22/2005	\$262.00
9/3/2010	1000130	2005-1	3/22/2005	\$262.00
9/8/2010	1000131	2005-1	3/22/2005	\$262.00
9/13/2010	1000132	2005-1	3/22/2005	\$262.00
9/13/2010	1000133	2005-1	3/22/2005	\$262.00
9/13/2010	1000134	2005-1	3/22/2005	\$262.00
9/16/2010	1000135	2005-1	3/22/2005	\$262.00
9/17/2010	1000136	2005-1	3/22/2005	\$356.00
Total amount for this withdraw				\$2,452.00
Total amount for this account				\$2,452.00
Total amount all accounts				\$2,452.00

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

COPY

F. Mark Schiavone
Director
Impact Fee Coordinator

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

MEMORANDUM

TO: Tim Boyde, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone *ms*
DATE: Friday, 01 October 2010
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of September 2010.

This transfer consists of two components:

- Impact Fee Process Numbers **1000128** through **1000139**, inclusive. Within this range there were 8 non-exempt impact fee payments. This amounts to **\$6,016.00**.
- Interest earned by the Office of Impact Fees General Account in September 2010 amounts to **\$115.46**, of which **\$6.93** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$6,022.93.

Check # 772

RECEIVED

OCT - 1 2010

Jefferson County Commission

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 10038

Date: 10/1/2010

Bill To:

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

Pay To:

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

P.O. Number

0

Vendor Number

Dept./Line

Item # Charged

Description

Amount

	Impact Fee payments collected for month of September 2010 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).	\$6,016.00
	Interest earned by the Office of Impact Fees General Account September 2010.	\$6.93
	Impact Fee Process Numbers 1000128 through 1000139, inclusive. Within this range, there were 8 non-exempt impact fee payments.	
Total:		\$6,022.93

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



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 772

Trace 20101001:42105.41

Date 10/1/2010 Series 3

Recipient Sheriff of Jefferson County
 Amount \$6,016.00

Account 3122808
 Signature 1 Lyn Widmyer
 Signature 2 Bobby Shirley
 Signature 3 Jennifer Maghan

Notes: Transfer of Park & Rec fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/3/2010	1000128	2005-2	5/12/2005	\$752.00
9/3/2010	1000129	2005-2	5/12/2005	\$752.00
9/3/2010	1000130	2005-2	5/12/2005	\$752.00
9/8/2010	1000131	2005-2	5/12/2005	\$752.00
9/13/2010	1000132	2005-2	5/12/2005	\$752.00
9/13/2010	1000133	2005-2	5/12/2005	\$752.00
9/13/2010	1000134	2005-2	5/12/2005	\$752.00
9/16/2010	1000135	2005-2	5/12/2005	\$752.00
9/17/2010	1000136	2005-2	5/12/2005	\$0.00
Total amount for this withdraw				\$6,016.00
Total amount for this account				\$6,016.00
Total amount all accounts				\$6,016.00

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

COPY

F. Mark Schiavone
Director
Impact Fee Coordinator

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

MEMORANDUM

TO: Tim Boyde, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone *ms*
DATE: Friday, 01 October 2010
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Fire & EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of September 2010.

This transfer consists of two components:

- Impact Fee Process Numbers **1000128** through **1000139**, inclusive. Within this range there were 9 non-exempt impact fee payments. This amounts to **\$7,122.00**.
- Interest earned by the Office of Impact Fees General Account in September 2010 amounts to **\$115.46**, of which **\$5.77** is attributed to fees collected for Fire & EMS.

As per the attached invoice, the total amount of this transfer is \$7,127.77.

Check # 773

RECEIVED

OCT - 1 2010

Jefferson County Commission

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 10039

Date: 10/1/2010

Bill To:

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

Pay To:

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

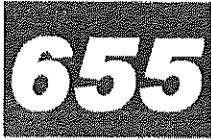
P.O. Number

0

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

	Impact Fee payments collected for month of September 2010 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Fire & EMS Impact Fees Bank Account (3122816).	\$7,122.00
	Interest earned by the Office of Impact Fees General Account September 2010.	\$5.77
	Impact Fee Process Numbers 1000128 through 1000139, inclusive. Within this range, there were 9 non-exempt impact fee payments.	
Total:		\$7,127.77

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



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 773

Trace 20101001:42161.02

Date 10/1/2010 Series 4

Recipient Sheriff of Jefferson County

Amount \$7,122.00

Account 3122816

Signature 1 Lyn Widmyer

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: Transfer of Fire & EMS fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
9/3/2010	1000128	2005-3	5/12/2005	\$698.00
9/3/2010	1000129	2005-3	5/12/2005	\$698.00
9/3/2010	1000130	2005-3	5/12/2005	\$698.00
9/8/2010	1000131	2005-3	5/12/2005	\$698.00
9/13/2010	1000132	2005-3	5/12/2005	\$698.00
9/13/2010	1000133	2005-3	5/12/2005	\$698.00
9/13/2010	1000134	2005-3	5/12/2005	\$698.00
9/16/2010	1000135	2005-3	5/12/2005	\$698.00
9/17/2010	1000136	2005-3	5/12/2005	\$1,538.00
Total amount for this withdraw				\$7,122.00
Total amount for this account				\$7,122.00
Total amount all accounts				\$7,122.00

Sandy McDonald

From: "Kim Krapf" <kkrampf@gmail.com>
To: <dstellato@jeffersoncountywv.org>; <webmaster@jeffersoncountywv.org>;
<laura@jeffersoncountywv.org>; <sandy@jeffersoncountywv.org>; <nhosby@jeffersoncountywv.org>
Sent: Thursday, September 30, 2010 8:50 PM
Subject: MCC donation thanks!

Your submission:

Your Name: Kim Krapf

Your Email Address: kkrampf@gmail.com

Subject: MCC donation thanks!

Message: Thank you so much for the donation to the Mt. Mission Community Center! It is such a great resource for our community and every little bit (or large bit, in this case!) goes a long way.

Great move, County Commission!

Sandy McDonald

From: "Willis Nowell" <willis_nowell@shannondale.org>
To: <dstellato@jeffersoncountywv.org>; <webmaster@jeffersoncountywv.org>;
<laura@jeffersoncountywv.org>; <sandy@jeffersoncountywv.org>; <nhosby@jeffersoncountywv.org>
Sent: Thursday, September 30, 2010 9:26 PM
Subject: St. Andrew's Mountain Community Center

Your submission:

Your Name: Willis Nowell

Your Email Address: willis_nowell@shannondale.org

Subject: St. Andrew's Mountain Community Center

Message: I understand that the Commission has granted \$2500 to the Saint Andrew's Mountain Community Center Project. I'd like to offer a grateful THANK YOU and a hearty attaboy. I can't think of a more worthy recipient.

Sandy McDonald

From: "Jenniffer Baltzell" <jfbaltzell@gmail.com>
To: <dstellato@jeffersoncountywv.org>; <webmaster@jeffersoncountywv.org>;
<laura@jeffersoncountywv.org>; <sandy@jeffersoncountywv.org>; <nhosby@jeffersoncountywv.org>
Sent: Friday, October 01, 2010 8:55 AM
Subject: Financial Support for MCC & Library

Your submission:

Your Name: Jenniffer Baltzell

Your Email Address: jfbaltzell@gmail.com

Subject: Financial Support for MCC & Library

Message: I wanted to thank each of our commissioners for their support of our local Mountain Community Center. There are so many fun and informative events going on there, on a weekly basis, and I'm so happy to see those activities multiply with the help of donations and the kind of financial and moral support that you've all given us over the last several years. Thank you!

Debbie Stellato

From: Sandy Donahue (Library Lady) [genielady331@comcast.net]
Sent: Wednesday, October 06, 2010 12:51 PM
To: dstellato@jeffersoncountywv.org; webmaster@jeffersoncountywv.org;
laura@jeffersoncountywv.org; sandy@jeffersoncountywv.org; nhosby@jeffersoncountywv.org
Subject: MCC Donation

Your submission:

Your Name: Sandy Donahue (Library Lady)

Your Email Address: genielady331@comcast.net

Subject: MCC Donation

Message: Hello,

Just saying thank you for the \$2500 donation to the Community Center and Library. I would like to use part of it for some special programs at the Library and will be inviting you to attend.

Thanks again,

Sandy & Mike Donahue

September 24, 2010

Ms. Slusher,

Attached is a letter that I recently sent off to Charleston reference Jefferson Utilities, Inc. and what I believe are there criminal ways.

Would someone please stop these increases!! They are destroying the communities you represent.....

RECEIVED

OCT - 1 2010

Jefferson County Commission

September 24, 2010

Dear Commission,

I strongly oppose the rate increase proposed by Jefferson Utilities, Inc. Since moving to Jefferson County WV in the winter of 2003 we have been thru 5 rate increases from Jefferson Utilities. Their current proposal is to increase my water bill by 73%! When is enough, enough!

Prior to moving to Jefferson County West Virginia I lived in Loudoun County Virginia for over 20 years. I recall two marginal rate increases within that time frame. A quick demographic lesson. Loudoun County Virginia was the fastest growing county in the entire country for over 10 years! One increase was to help build a new multi-million dollar treatment plant. My bill went up \$4 a month. I never paid a surcharge on top of the bill either. Jefferson Utilities charges me \$12 a month! For what!!

At what point is the State of West Virginia or Jefferson County representatives going to step in and stop this travesty? We often joke in our neighborhood that the owner of Jefferson Utilities must have disparaging pictures of some politicians in order for this to continue to happen.

You guys/gals on this commission also need to start an investigation into the real reason the owner of Jefferson Utilities continues to raise rates. It is interesting that he owns a large/majority portion of the land he is trying to bring treated water to. This is done so the land is more valuable to sell. All this is done thru the sacrifice and thru the pockets of the hard working people of this county. I believe the WV State police or the Attorney General's office should look into this crime.

Finally, I begged/plead with you to **DO YOUR JOB!** Deny these increases and open up an investigation into the previous ones. Don't let the perceived good ole' boy network continue!

David W. Hibberd



County Commission of Berkeley County



400 WEST STEPHEN STREET, SUITE 201
MARTINSBURG, WEST VIRGINIA 25401
PHONE (304) 264-1923

THE COMMISSION

RONALD K. COLLINS, COMMISSIONER
WILLIAM L. STUBBLEFIELD, COMMISSIONER
ANTHONY J. "TONY" PETRUCCI, COMMISSIONER

www.berkeleycountycomm.org

DEBORAH HAMMOND
COUNTY ADMINISTRATOR

RECEIVED

September 30, 2010

OCT - 1 2010

Jefferson County Commission
The Honorable Dale Manuel
PO Box 2850
Charles Town, WV 25414

Jefferson County Commission

Ref: Legislative Summit – 2010

Dear Commissioner Manuel:

The Berkeley County Commission would like to invite you to the third annual Legislative Summit for the three counties of the Eastern Panhandle scheduled for Tuesday, November 16, 2010 at the Woods Resort. Following the format of our previous Summit events, the County Commissions of the three counties are invited to bring their legislative priorities to a morning meeting beginning at 10:00 and continuing until 12:00 noon. Lunch will be available at the Woods Resort on an individual basis.

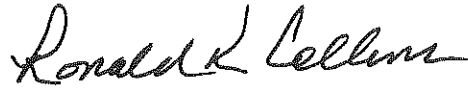
Beginning at 2:00 p.m. the Legislative Delegation of the three Eastern Panhandle counties will be invited to participate in a discussion of the identified legislative priorities. We have found this Summit to be an excellent means of identifying legislative priorities prior to the beginning of the Legislative Session and to have the opportunity to discuss the rationale behind the stated priorities.

Closer to the date, we will provide each participant with a packet of information compiled from each of the three counties. If the County Commissions will be so kind to develop their legislative priorities and send them to the Berkeley County Commission offices, we will be happy to compile the information and send it to all invited participants. We would request only that the identified priorities be provided to the offices of the Berkeley County Commission by Monday, November 1, 2010 in order to permit copying and mailing to all participants.

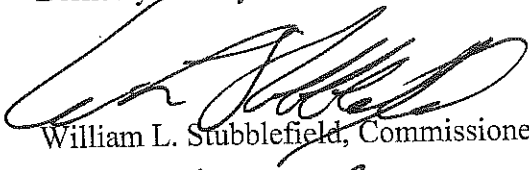
Please RSVP to the Berkeley County Commission offices at (304) 264-1923 if you will be able to attend. We would like to provide an approximate count to the Woods Resort in order to plan for available snacks and drinks.

Thank you for your continued interest in this Legislative Summit.

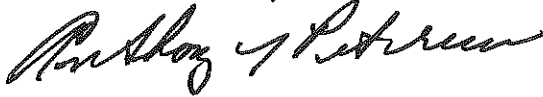
Sincerely,



Ronald K. Collins, President
Berkeley County Commission



William L. Stubblefield, Commissioner

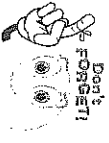


Anthony J. Petrucci, Commissioner

Doc: ltrlegsum10/dh

INSIDE

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Commissioners' Corner

Mineral County Wins Thelma J. Stone Award...



On left, Commissioners Janice La Rue, Vivian Sprigle, and Cindy Pyles. The award goes to a county commission which has superior leadership qualities and has demonstrated a willingness to work as a team in achieving their goals. Congratulations Mineral County on a job well done!

This year's recipient of the Thelma J. Stone Memorial Achievement award is the Mineral County Commission.

Each year at the WV State Auditor's Annual In-Service Training for County Commissioners and Assistants, the State Auditor's office presents the achievement award to a county commission which exemplifies outstanding performance and extra ordinary achievement over the past year. The award goes to a county commission which has superior leadership qualities and has demonstrated a willingness to work as a team in achieving their goals. Congratulations Mineral County on a job well done!

CCA Board & Legislative Committee Meeting September 19-20, 2010

Commissioners' Corner
County Commissioners' Association of West Virginia

Ron Watson, President
Harrison County Commissioner
(304) 624-8500

Vivian Parsons
Executive Director
2309 Washington St. East
Charleston, WV 25311
(304) 345-4639

Fax: (304) 345-3512
E-Mail: info@ccawv.org
www.pcst.wvu.edu/ccawv/

This is a monthly publication for county commissioners and their staff, Associate members and other interested parties.

2010-2011 CCA Board of Directors

- President**
Ron Watson, Harrison (624-8500)
- Vice-President**
Cindy Pyles, Mineral (788-5921)
- Immediate Past President**
Brad Tucker, Greenbrier (647-6689)
- Ex-Officio Members**
Joe Coburn, Mercer (487-8306)
Karen Disibho, Mercer (487-8306)
- District 1 – Western Division**
Chair: Tim McCormick, Ohio
(234-3628)
Don Mason, Marshall (845-0482)
Bernie Kazienko, Brooke (737-4024)
- District 1 – Eastern Division**
Janice LaRue, Mineral (535-2613)
Bernie Fazzini, Harrison (624-8500)
- District 2 – Western Division**
Terri Frame, Braxton (765-2835)
- District 2 – Eastern Division**
Chair: Pat Boyle, Lewis (269-8200)
Mike Taylor, Randolph (636-2057)
J.R. Keplinger, Hardy (350-0284)
Donnie Tenney, Upshur (472-0535)
- District 3 – Western Division**
Mickey Brown, Boone (369-1561)
Nancy Cartmill, Cabell (526-8648)
- District 3 – Eastern Division**
Chair: Chuck Armentrout, Webster
(847-5780)
Ken Eskew, Fayette (574-4290)
Jerry Berry, Summers (466-7100)
- County Commissioners' Association of WV**
2309 Washington Street East
Charleston, WV 25311
(304) 345-4639
info@ccawv.org
- Vivian Parsons, Executive Director**
Jeanette Webb, Admin. Assistant

President's Perspective

By Ron Watson, CCAWV President

TEAM?

The word TEAM means different things to different Commissioners but I truly believe that we can all agree on one thing and that is Together Everyone Achieves More. In my opinion it is alright to agree to disagree and let the majority rule.....but as a member of the TEAM it is not alright, because of opposing views, to attempt to divide the TEAM.

With 169 elected County Commissioners we will not always agree on every issue that come before the CCA, but there is one thing that you can take to the bank.....your Association will give its members a 110% effort in taking on any issues in which the BOD's, Legislative Committee and the membership at large brings to the table.

Today, we County Commissioners are confronted with a variety of challenges as we carry out the duties of our office. As the chief fiscal body for the county we are constantly juggling on how to do more with fewer dollars. Unfunded mandates, spiraling jail costs, OPEB and health insurance are just a few of the issues now before us.

Your County Commissioners' Association is the mechanism for which County Commissioners can join together as a TEAM and take head on any issue that adversely affects counties.

Let's not forget....."We are County Commissioners!"

Directors Discussion...

By Vivian Parsons, Executive Director

Hi everybody. It's been a busy couple of months. In August we had our 2010 annual meeting in Lewis Court at the Stonewall Resort. The attendance was great and many thanks are sent to our host county, the Lewis County Commission, for all their help.

The CCAWV Legislative Committee & Board of Directors met in September at Prentiss State Park to set our legislative agenda for 2011. Three major issues will continue to top our list...dodging unfunded mandates, revising annexation laws and of course always seeking new revenue sources to help manage regional jail costs.

Plans are currently underway for our annual regional roundtables. We are revising this year's schedule a little and will hold 8 meetings instead of our normal 10. So watch for the new schedule to see where your county falls.

Save the date for the 2010 Basic Training for Newly Elected and Veteran County Commissioners. It is being planned for December 1 - 3, 2010, in Harrison County at the Holiday Inn. Information will be forth coming following election day (November 2nd).

(Continued on Page 3)



Director's Discussion...

Vivian Parsons, Executive Director
(Continued from page 2)

Interims continue to produce topics of interest to county government... OPEB issues, VFD workers' comp premiums, PERKs issues, election issues and tax modernization issues. No official legislation proposed yet, but we'll keep you informed.

Finally, an update on the law suit filed by the GOP regarding both regular and special elections being placed on the same ballot for November 2nd.

The suit was pending in the Kanawha County Circuit Court and on Friday, Judge Jennifer Bailey sided with Secretary of State Natalie Tennant, saying it is legal to use a single ballot for both the general and special elections. She also said, altering the layout now could spark confusion and potentially disenfranchise military voters, whose ballots already have been mailed out.

State Republican Chairman Mike Stuart says the party will likely appeal the decision. According to the SOS attorney Arden Curry, creating two ballots now could cost taxpayers up to \$3.2 million, spark confusion among voters, and require new training for poll workers. Counties that use touch-screen voting would need double the number of machines because those machines can't be programmed to handle two separate ballots.

Janet L. Thompson, an independent candidate for the House of Delegates' 31st District attempted to take the ballot issue to the Supreme Court, but on Thursday they refused to hear her case.

Hope everyone had a fantastic summer and that you are enjoying the first days of fall.

CCAWV Calendar of Events

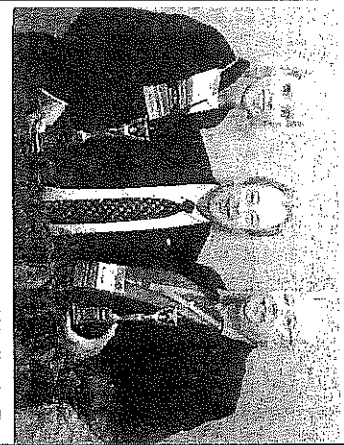
October 11-13, 2010
Interims
Charleston, WV

November 15-17, 2010
Interims
Charleston, WV

December 1-3, 2010
CCA Basic Training
Holiday Inn, Bridgeport, WV



NACO NEWS...



Cady Bahitt, Commissioner, Grant County, Okla., NACO President-Dan Whilby, and Tim McCormick, Commissioner, Ohio County, WV

At the NACO Conference in Reno, NV, Ohio County Commissioner, Tim McCormick was awarded for being one of the top recruiters of new member counties. West Virginia now has 100% participation and now has two NACO Board members to represent West Virginia Counties. The new NACO Board member to represent West Virginia is Bernie Fazzini, Harrison County Commissioner. Thank you Tim and Bernie for doing such a great job representing West Virginia.

The State Credit Union Wants You !!

We want to earn your business and be your *primary financial institution*.

We want to meet your loan and savings needs.

We want you to choose the service and method of access that best fit your needs.

We're Your State Credit Union.
CALL US FIRST!!!

Call us at 558-0566 or visit our website at www.wvpsncu.org

2010 CCAWV Annual Meeting

Over 180 people attended the 2010 CCAWV Annual Meeting at Stonewall Resort, August 1-3, 2010. We worked hard by day and played hard in the evenings. Just a few pictures to verify both!!!



Hard working Board Members!!!

Mike Taylor - Rising Star 2010!

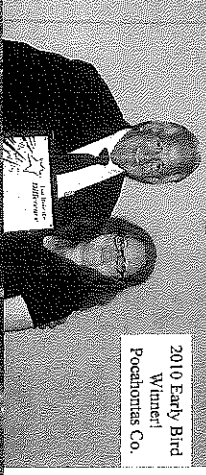


The Ref is trying to keep us all straight!

Congressman Rahall Spoke at the Monday Night Football Party!!!



Wine & Cheese Tasting at Lambert's!!!



2010 Early Bird Winner!
Peachontas Co.



Food & Fun outdoors!!!



Girls just want to have Fun!!!

OCT - 6 2010

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting September 7, 2010

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Tuesday, September 7, 2010 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Joe Hankins; Secretary, Jim Cummins; Treasurer, Peter Appignani; General Manager, Susanne Lawton; Administrative Assistant, Ashley Wilt; District Legal Counsel, Jim Kelsh and Commission Liaison to the Public Service District, Commissioner Lyn Widmyer.

Chairman Hankins called the meeting to order at 7:02PM.

Public Comments

Commissioner Lyn Widmyer reported from the previous County Commission meeting that citizens had asked if any documents were available from the July and August PSD Board meetings regarding the Old Standard agenda item. Ms. Lawton replied there were no new documents that were given to the Board.

OLD BUSINESS

Review Minutes of August 2 Regular Board Meeting

The minutes of the August 2, 2010 regular Board meeting were approved as presented.

Action: Motion made by Mr. Cummins and seconded by Mr. Appignani to accept the August 2, 2010 minutes as presented. Unanimously approved.

Update on WV Funding Stakeholder Group Workshop

Mr. Hankins updated the Board. At the August meeting, West Virginia Department of Environmental Protection presented a draft watershed implementation plan for the wastewater sector, which he had forwarded to Board and staff. From that draft plan he felt the most significant change was the recommendation from DEP to require any expansions or upgrades of any wastewater treatment plants of any size to require nutrient offsets. Mr. Hankins informed the Board that State of West Virginia did submit a draft Chesapeake Bay Watershed Implementation Plan for all sectors to EPA by September 1st for them to review and comment. There will be a series of public meetings coming up starting in October about the TMDL's. There will be a public meeting on November 3rd in Martinsburg for the State of West Virginia.

Commissioner Widmyer questioned how local agencies could strengthen forces on this important issue. She suggested possibly arranging a roundtable meeting with the County Commission and the District and inviting the State Legislature to take part in the discussions.

Action: No action taken by the Board.

Update on Berkeley County Capital Improvement Fee Case

In July, Mr. Kelsh filed an amicus brief with the Supreme Court on behalf of the District. Last month Larry Faircloth Realty filed its opposition to the amicus brief and the PSC filed its response last Friday. Mr. Kelsh stated the case is not yet on the Supreme Court calendar through December. Commissioner Widmyer requested Mr. Kelsh brief the County Commission on the case.

Action: No action taken by the Board.

Update on Flowing Springs Wastewater Treatment Plant Project

Mr. Kelsh recapped the public hearings that were held on August 26th and 27th. The Initial Briefs are due by September 9th and the recommended decision by October 6th. Mr. Hankins and Mr. Appignani had attended both days of the hearings. Mr. Appignani found the hearings to be very interesting. Ms. Lawton informed the Board that staff had received the permit modification for the NPDES permit which staff will review and prepare comments for the next Board meeting.

Action: No action taken by the Board.

NEW BUSINESS

Consider Agreement for Payment of Capital Improvement Fee for Uniwest

Mr. Kelsh informed the Board of a request by Uniwest, the developer of the New Hampton Inn, for an installment payment arrangement for payment of 57.45 EDU's totaling \$435,000. Staff drafted a CIF Payment Agreement which allows the Developer to make an initial payment equal to the amount due to Charles Town under its CIF and obtain a building permit from the City of Ranson. The Developer would then make 4 additional quarterly payments to the District and upon final payment the Developer would receive an occupancy permit from the City of Ranson. Uniwest and the City of Ranson are both in agreement with the CIF payment agreement.

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the September 1, 2010 draft CIF payment Agreement as presented. Unanimously approved.

Discuss and Consider Revisions to JCPSD Sewer Use Ordinance

Ms. Lawton received a request from Mr. Appignani to clarify a term in the existing ordinance which led to Ms. Lawton needing to clarify and revise other parts of the ordinance. Ms. Lawton has been working with Mr. Kelsh on a revised draft of the ordinance. Mr. Appignani would like to sit down with Ms. Lawton to go over his comments on the revised draft. The Board would like staff to get a discussion/redline draft on the website for public comment once Ms. Lawton compiles all the Boards comments.

Action: No action taken by the Board.

Discussion of Industrial User Class

Due to the recent renewal of the District's NPDES permit and the modification request for additional flow from DALB, Mr. Hankins had questioned staff about industrial users and how they are determined and how the District assured conformance with their permit. Ms. Lawton informed the Board that she is somewhat confused as to how a customer is labeled as an industrial customer and the relationship between the billing and permitting of that customer. The District currently has 5 industrial customers listed on billing. Two of those are listed on the NPDES permit (DALB and Royal Vendors) and 1 is listed as a public authority in the billing system, but listed as an industrial customer on the NPDES Permit (USDA). Ms. Lawton was informed by Mr. Summerfield that the industrial users are classified by the process water to our sewer system so she recently visited the industrial users to better understand their processes. Ms. Lawton would like clarification as to the rules of classifying industrial customers. Mr. Kelsh suggested that staff use DEP rules when dealing with industrial customers and the NPDES permit. The Board would like to add the clarification of this industrial class issue to the sewer use ordinance.

Action: No action taken by the Board.

Discussion of any expenses over budget

There were no expenses over budget. The District currently has 122% coverage.

Action: No action taken by the Board.

Disbursements

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve disbursements for Cavaland water expenses in the amount of \$1,238.10 and Glen Haven water expenses in the amount of \$1,818.70. Unanimously approved.

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve disbursements for the Public Service District expenses in the amount of \$193,641.91. Unanimously approved.

Approve Transfer of \$9,624.45 from Renewal & Replacement Account (remaining balance due) for New Control Panel at Pump Station 4-3

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the transfer of \$9,624.45 from Renewal & Replacement into Sewer Operating for control panel at pump station 4-3. Unanimously approved.

Approve Transfer of \$64.40 from Cavaland Security Deposit Account to Cavaland Operating for Security Deposit

Refunds

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the transfer of \$64.40 from Cavaland Security Deposit Account into Cavaland Operating Account for Security Deposit Refunds. Unanimously approved.

Approve Transfer of \$3,909.39 from Sewer Security Deposit Account to Sewer Operating for Security Deposit

Refunds

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the transfer of \$3,909.39 from Sewer Security Deposit Account into Sewer Operating Account for Security Deposit Refunds. Unanimously approved.

Approve Transfer of \$14,684.00 from Future Needs Account into Sewer Operating Account for Temporary Control

Panel for Pump Station 4-3

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the transfer of \$14,684.00 from Future Needs Account into Sewer Operating Account for Temporary Control Panel for Pump Station 4-3. Unanimously approved.

General Manager's Report

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

- Pump Station 4-3- Mr. Castaldo reported on the progress of this pump station. It has been having serious issues with power fluctuations and has had both pumps replaced and a temporary panel while the new one is under construction. The electric company denies all responsibility, but the District is considering paying them to install a new drop put in. The new control panel will be installed within the next couple weeks. Staff does not want to install it until we have a new drop or we know exactly what is causing the fluctuation problem.

Action: No action taken by the Board.

Correspondence

None discussed.

Public Comment

Ken Barton, attorney from Steptoe & Johnson, spoke on behalf of his client, Builders Unlimited, regarding an executive session agenda item which referenced the payment of Capacity Improvement Fee's for 7 lots in Briar Run. Builders Unlimited had purchased 7 lots in the Briar Run subdivision from Marcus Enterprises and came into the District's office to pay the CIF which they thought to be \$1127 per EDU as paid in the past, but was actually \$7500 per EDU. Ms. Lawton had told Builders Unlimited that since the addendum to the Alternate Mainline Extension Agreement the District had with Marcus Enterprises for Briar Run had recently expired in June, they would have to pay the \$7500 per EDU rather than the \$1127 per EDU. Mr. Barton stated that Builders Unlimited is willing to pay the \$1127 per EDU, but has a problem with paying the \$7500. Ron Marcus, from Marcus Enterprises was also in the audience for comments on this issue. He stated that Briar Run was originally developed for affordable housing in the County with a total of 400 lots, 300 of which are completed. He believed those 400 lots that they have previously paid the initial infrastructure costs for would all be entitled to the \$1127 fee. Since this item was an executive session agenda item, the Board wanted to discuss the issue further in executive session.

Action: Motion made by Mr. Cummins and seconded by Mr. Appignani to convene in executive session for the purpose of discussing the CIF issue for Briar Run and other litigation and contract negotiations. Unanimously approved.

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

Action: Motion made by Mr. Cummins and seconded by Mr. Appignani to authorize the General Manager to sign the agreement negotiated between the District and Builders Unlimited for installment payments for CIF's similar to the Uniwest payment agreement in order to accommodate the timing issues and misunderstandings for this particular developer. Unanimously approved.

- Action:** Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the condemnation resolutions for 27 rights-of-ways of 21 owners for rights-of-ways required for the Flowing Springs wastewater treatment plant. Unanimously approved.
- Action:** Motion made by Mr. Cummins and seconded by Mr. Appignani to authorize the revised Alternate Mainline Extension Agreement with Thornhill per the Public Service Commission recommendations.
- Action:** Motion made by Mr. Hankins and seconded by Mr. Appignani to adjourn. Unanimously approved.

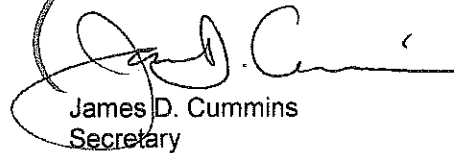
There being no further business at this time, the meeting was adjourned at 10:00PM

The next regular meeting is scheduled for October 4, 2010 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Joseph A. Hankins
Chairman



James D. Cummins
Secretary

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

Week Ending Date	Week Ending October 2, 2010
To be Deposited on:	October 4, 2010
Amount Played	78,377,330.97
Amount Won	66,816,969.36
Amount Promo	135,103.00
MWAP Contribution	<u>27,789.99</u>
Adjusted Gross Terminal Revenue	<u>7,397,276.33</u>
Administrative Costs @ 4%	295,891.05
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>7,101,385.28</u>
Surcharge @ 10%	0.00
State Share Excess @ 58%	0.00
Track Share of Capital Reinvestment @ 42%	0.00
<i>Track Share of Capital Reinvestment @ 42% - 88%</i>	\$ -
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	\$ -
Adjusted Net Terminal Revenue	<u>7,101,385.28</u>
Recetrack @ 46.50% / 42%	3,302,144.16
Lottery Fund @ 30% / 0%	2,130,415.54
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purse @ 7% / 14% / 8%	994,193.94
Workers' Compensation Debt Reduction @ 7%	0.00
Employee Pension Fund @ 1% / .5%	71,013.86
Greyhound Development @ .75%	53,260.39
Thoroughbred Development @ .75%	53,260.39
Racing Commission @ 1%	71,013.86
County/Municipality @ 2%	142,027.72
3% Funds:	
Tourism Promotion Fund @ 1.375%	97,844.06
Development Office Promotion Fund @ .375%	26,630.19
Research Challenge Fund @ .5%	35,506.93
Capitol Renovation and Improvement Fund @ .8875%	48,822.02
2004 Capitol Complex Parking Garage Fund @ .0825%	4,438.37
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	35,506.93
Capitol Dome and Capitol Improvements @ .5% / 1%	35,506.93
	<u>7,101,385.28</u>

WEST VIRGINIA LOTTERY
 First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2011

Charles Town
 1999 Net Terminal Revenue \$ 45,803,174
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 12.42%	CHARLES TOWN 34.56%	HARPERS FERRY 3.65%	RANSON 35.08%	SHEPHERDS TOWN 14.29%
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	\$ 161,386.76	\$ 161,386.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/24/10	\$ 160,368.28	\$ 160,368.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/31/10	\$ 157,802.08	\$ 157,802.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/07/10	\$ 161,617.82	\$ 136,494.98	\$ 25,122.84	\$ 3,120.27	\$ 8,682.45	\$ 916.88	\$ 6,813.09	\$ 3,590.05
08/14/10	\$ 156,753.38	\$ 78,376.88	\$ 78,376.88	\$ 9,734.38	\$ 27,086.88	\$ 2,860.75	\$ 27,494.54	\$ 11,200.03
08/21/10	\$ 152,398.04	\$ 76,199.02	\$ 76,199.02	\$ 8,463.92	\$ 26,334.38	\$ 2,781.26	\$ 26,730.62	\$ 10,888.84
08/28/10	\$ 144,820.08	\$ 72,460.03	\$ 72,460.03	\$ 8,999.54	\$ 25,042.19	\$ 2,844.78	\$ 25,418.97	\$ 10,354.54
09/04/10	\$ 152,726.88	\$ 76,362.84	\$ 76,362.84	\$ 8,484.26	\$ 26,391.00	\$ 2,787.24	\$ 26,788.09	\$ 10,912.25
09/11/10	\$ 165,938.72	\$ 82,969.36	\$ 82,969.36	\$ 10,304.79	\$ 28,674.21	\$ 3,028.39	\$ 29,105.65	\$ 11,856.32
09/18/10	\$ 135,277.58	\$ 67,638.78	\$ 67,638.78	\$ 6,400.74	\$ 23,375.86	\$ 2,488.82	\$ 23,727.68	\$ 9,665.58
09/25/10	\$ 140,870.12	\$ 70,435.06	\$ 70,435.06	\$ 8,748.03	\$ 24,342.36	\$ 2,570.68	\$ 24,708.62	\$ 10,085.17
10/02/10	\$ 142,027.72	\$ 71,013.86	\$ 71,013.86	\$ 8,818.92	\$ 24,542.38	\$ 2,592.01	\$ 24,911.68	\$ 10,147.88
Subtotal	\$ 2,159,220.42	\$ 1,532,841.95	\$ 620,576.47	\$ 77,075.85	\$ 214,471.92	\$ 22,651.12	\$ 217,688.92	\$ 88,560.66

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT
FY 2009

Table Game Revenues
FY 2011

FY 2009		FY 2010		FY 2011	
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	9/11/2010	82,969.36
9/20/2008	71,269.36	9/19/2009	70,010.15	9/18/2010	67,638.78
9/27/2008	79,735.73	9/26/2009	69,316.87	9/25/2010	70,435.06
10/4/2008	75,186.22	10/3/2009	72,286.04	10/2/2010	71,013.86
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 4041141.56 1532641.95



FREE COMPUTER CLASSES AVAILABLE TO LOCAL GOVERNMENT EMPLOYEES

Office 2010 is coming to a desktop near you very soon. If you would like to see what it looks like, how it works and what it has to offer, sign up for the "What's New in Office 2010" workshop on the calendar for Nov and Dec.

Also making its debut on the upcoming calendar is the Generational Diversity workshop. This is the first time in our history we have four generations in the workplace at the same time! Learn how to identify the characteristics of each generation, understand the advantages of this generational diversity and explore the impacts of our generational differences.

Last but not least, Workplace Etiquette has also found in December.

Registration Information

- **Classes are free of charge to all state, county and local government employees.**
- Class size is limited to 12 seats ensuring personal attention for participants
- To register for class, please email us at training@wvsto.com. If there are vacancies in the class you requested, you will be sent an email to confirm your registration.

Where can I park at the capitol?

We recommend you park at the WVACO office.

- Alternative parking is available in the metered spaces. Please remember to bring plenty of change for the meters as most meters only accept quarters and are \$.25 for each half hour averaging about \$4.00 for the day.
- Handicap parking is available in the metered spaces.

For questions and/or concerns about participant parking, contact the Department of Administration Parking Unit at 304.558.3062.

Where are the classes held?

- All classes are held in the Treasurer's Office Training Facility located in EB-56 (east wing basement) of the main Capitol Building.



Class Schedule

SEPTEMBER

- 2 - Access Advanced - (9-4)
- 7 - PowerPoint Advanced - (9-4)

OCTOBER

- 13 - Retirement Plus – LUNCH AND LEARN – (noon-1:00)
- 14 - Excel 2007 Foundations – (9-4)
- 19 - word 2007 foundations – (9-4)
- 26 - Access 2007 Foundations – (9-4)
- 27 - Retirement Plus – LUNCH AND LEARN (noon-1:00)
- 28 - Outlook 2007 Foundations - (9-4)

NOVEMBER

- 9 - Excel 2007 Intermediate – (9-4)
- 10 - Mail Merge – (9-12)
- 16 - Word 2007 Intermediate – (9-4)
- 17 - Generational Diversity ~ (9-12)
- 18 - Access 2007 Intermediate – (9-4)
- 23 - Outlook 2007 Intermediate – (9-4)
- 24 - What's New in Office 2010 – (9-4)

DECEMBER

- 1 - What's New in Office 2010 – (9-4)
- 2 - Excel 2007 Advanced – (9-4)
- 7 - Word 2007 Advanced – (9-4)
- 8 - Workplace Etiquette – (9-4)
- 9 - Access 2007 Advanced - (9-4)

County Commission of Jefferson County

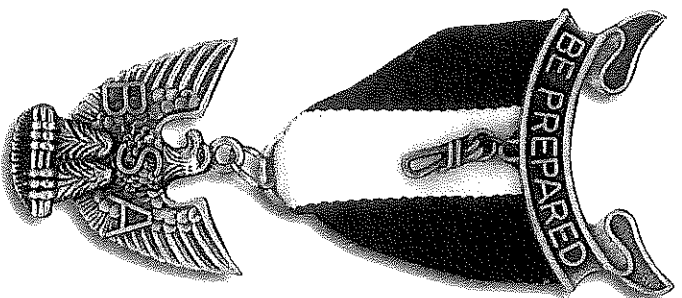
Workshop

The County Commission of Jefferson County will meet on Monday, October 18th, 2010, at 3:00 p.m. in the Jefferson County Commission Meeting Room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia 25414. The purpose of the meeting is to discuss the pros and cons of establishing a TIF District and the process associated in doing so.

By Order of the County Commission of Jefferson County

Lyn Widmyer, President

TRUSTWORTHY LOYAL
HELPFUL FRIENDLY COURTEOUS
KIND OBEDIENT CHEERFUL
THRIFTY BRAVE CLEAN
REVERENT



*The honor of your presence
is requested in celebration
of the advancement of*

David William Donohue

To the rank of Eagle Scout

At 2 p.m.

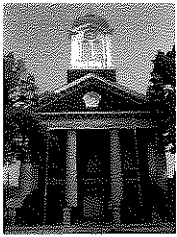
On Saturday November 13, 2010

New Street

United Methodist Church

Shepherdstown WV

*Please RSVP to (304) 671-6049 by
November 10, 2010*



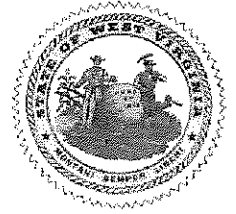
THE COUNTY COMMISSION OF JEFFERSON COUNTY

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

Phone: 304/728-3284

www.jeffersoncountywv.org

Fax: 304/725-7916



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, October 28, 2010, or as soon thereafter as the Commission may decide:

North Eastern Regional Emergency Medical Services - One expired term ending October 31, 2012

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

September 30, 2010 & October 7, 14 & 21, 2010

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, October 28, 2010, or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services - 3 - Expiring terms ending November 2, 2013 (2 representing Fire/EMS & 1 representing citizens) 1 - Unexpired term ending November 2, 2011 (representing citizens)

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

October 7, 14, & 21, 2010

THANKS - JEFFERSON COUNTY COMMISSION