

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, FEBRUARY 10, 2011
9:30 A.M.

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- January 27, 2011 Regular Session
- February 1, 2011 as Board of Review and Equalization

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Laura Rattenni, Circuit Clerk
- Approve Tammy L. Yokley as a permanent, full employee in the Circuit Clerks Office - Discussion/Action
2. 10:00 a.m. Stephanie Grove, Assistant Prosecuting Attorney
- Legal Update
3. 10:15 a.m. Lynn Fields, Probate Office
- Probate Last Will and Testament of Mildred Valentine, Deceased
4. 11:00 a.m. David Camilletti, Esquire
Decision regarding Petition for Closing Unused Road, Streets & Travel Ways - Martin and Brenda Lookingbill - Discussion/Action
5. 11:15 a.m. Warren Mickey, Jefferson County Conservation District
- Elks Run Water Project Update
- Funding Request and Report on Financial Activity in Jefferson County - Jefferson County Conservation District
6. 11:30 a.m. Joe Sacchet, Executive Director - Berkeley Jefferson Day Report Center
- Update on the Berkeley Jefferson Day Report Center

7. 11:45 a.m. Mark Schiavone, Director of Capital Planning & Management
 - Request Approval of Revision A to the General Fund
 - Request Approval of Revision 007 to the General Fund
 - Revision 003 to Coal Severance Fund

UNFINISHED BUSINESS:

8. Tom Bayuzik, Development Authority Director
 - Forgiveness of \$200,000 - Loan to the Economic Development Authority - Update - Discussion/Action
9. Appointments to the Water Advisory Committee
 - Four 3-year terms ending January 31, 2014 - Discussion/Action
10. Order Setting Hearing for the Estate of Sallie Spaulding, Deceased - Discussion/Action

NEW BUSINESS:

11. Legislative Updates
12. Request received from Ann L. Coulter of the League of Women Voters of Jefferson County to Use Commission Meeting Room for Public Forum with County Commissioners on March 30, 2011 from 7:00 pm to 9:00 pm. - Discussion/Action
13. Tim Boyde, County Administrator
 - Matching Funds for Agriculture Development Grant (2008 Commitment) - Discussion/Action
 - Letter from Jefferson County Public Service District asking the County Commission to work with Senator Snyder to push the advancement of Legislation to Create Grant Pool for Chesapeake Bay Projects - Discussion/Action
14. Kirk Davis, Capital Projects Manager
 - Request from Judge Sanders for Cushioning on Wooden Benches in the courtroom - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

DEPARTMENT HEAD WRITTEN REPORTS

- Jennifer Brockman, Director of Planning and Zoning

————AFTERNOON SESSION————

15. 1:30 p.m. Board of Review and Equalization

CORRESPONDENCE:

Reminder - Notice of upcoming Public Hearings:

- February 17, 2011 7:00 p.m. - Amend the County Zoning Map to Consider Urban Growth Boundaries for Harpers Ferry and Bolivar

- February 24, 2011 7:00 p.m. - Proposed amendments to Article 4B, Wireless Telecommunication Facilities, and Related Sections of the Jefferson County Zoning and Land Development Ordinance

"The County Legislative Line: Newsletter received from WVACO dated January 28, 2011.

"Legislative Lineup" received from CCAWV, Volume 14, Issue 3, dated January 28, 2011.

January & February 2011 Jefferson County 4-H Report received from the Extension Service of Jefferson County.

"Valley News" Newsletter received from the Potomac Valley Audubon Society dated February 2011.

Email received from Shirley Watkins regarding the noise ordinance and tinted windows on vehicles.

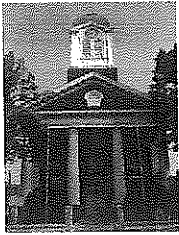
Letter received from Lois Turco of the Community Outreach Committee regarding the Shepherdstown 250th Anniversary Celebration.

Response received from Senator Unger.

Video lottery weekly settlement received.

Received from Mark Schiavone, Impact Fee Status Report January 2011 and accompanying Memoranda regarding Transfer of Funds.

RECESS



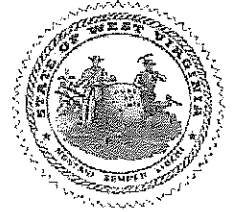
THE COUNTY COMMISSION OF JEFFERSON COUNTY

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

Phone: 304/728-3284

www.jeffersoncountywv.org

Fax: 304/725-7916



NOTICE Board of Review and Equalization

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County on Tuesday, February 1, 2011, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the year 2011.

The Commission will continue to sit as a Board of Review and Equalization on Thursday, February 3rd, 2011, at 1:30 p.m., Tuesday, February 8th, 2011, at 1:30 p.m., Thursday, February 10th, 2010, at 1:30 p.m., and thereafter, until all questions concerning assessments are heard.

Persons wishing to appear before the Commission must apply to the Assessor no later than Friday, February 11th, 2011, at noon, in order to complete the proper forms and to schedule a hearing date prior to the final date of Tuesday, February 15th, 2011.

Given under my hand this 6th day of January, 2011.

Jennifer Maghan by Gail Magaha, Deputy
JENNIFER MAGHAN, COUNTY CLERK
JEFFERSON COUNTY COMMISSION

REGULAR TERM: (Board of Review and Equalization)

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

At a session of the Jefferson County Commission, sitting as a Board of Review and Equalization, held in the County Commission Meeting Room of the Courthouse, 100 E. Washington Street, Charles Town, West Virginia on Tuesday, February 1, 2011 beginning at 1:30 p.m.

PRESENT: Patricia Noland, Commission President
Dale Manuel, Commission Vice President
Lyn Widmyer, Commissioner
Frances Morgan, Commissioner
Walter Pellish, Commissioner

Commissioner Noland called the meeting to order at 1:30 p.m. and awaited the arrival of Madam Assessor before proceeding. June Bowers of the Assessor's Office arrived and advised the members of the Board of Review and Equalization that no appeals were scheduled to be heard on this date. She further advised that at present only one appeal was scheduled for Thursday, February 3, 2011 at 1:30 p.m. at which time Madam Assessor and Staff will be sworn. Ms. Bowers reiterated that February 11, 2011 at noon was the deadline to file an appeal.

There being no further business, the County Commission, sitting as a Board of Review and Equalization, recessed until Thursday, February 3, 2011 at 1:30 p.m.

PATRICIA NOLAND, COMMISSION PRESIDENT

Commission Office Use Only

Date on Agenda: 2-10-11

Appt Time or New Business: 9:45 am

AGENDA REQUEST FORM

Name: Laura Rattenni

Department or Entity: Circuit Clerk

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: February 10, 2011

Date Requested – 2nd Choice: _____

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

Subject:

Hiring of Tammy L. Yokley as full time Bookkeeper/Deputy Clerk with benefits.

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

The Circuit Clerk is responsible for all monies received for Circuit and Family Courts, which add up to hundreds of thousands of dollars yearly. I have a vast array of duties that also require my attention and I find that the bookkeeping matters use up most of my day and my other duties are not getting my attention as needed.

Tammy was previously a 6-year employee in the Circuit Clerks office and left to pursue a career in the accounting field. She has now been with this office through 2 billing cycles and already has exceeded my expectations for proficiency and has proven herself as a valuable asset. I have attached a list of her duties, so as you can see, my need is justified and necessary.

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

Approve Tammy L. Yokley as a permanent, full time employee in the Circuit Clerks office with all the benefits afforded to county employees. Her pay grade will be a II-N with a starting salary of \$42,000 per year.



State of West Virginia
Clerk of Jefferson County Circuit Court
Laura E. Rattenni, Clerk
P.O. Box 1234
Charles Town, WV 25414

304-728-3398 (FAX)

304-728-3231 (PHONE)

BOOKKEEPER/DEPUTY CLERK DUTIES

Daily Deposits

Approving all voids/corrections in accounting

Processing checks with proper documentation for Clerks signature

Assessments

Monthly accounting reports as well as daily balancing of accounts

DHHR billing

Prepare monthly copy bills

Supervise online invoicing program (monthly submission to attorneys as well as tracking payments received)

Daily monitoring of credit card program

Submit unclaimed money to State Treasury

Monthly statistical reports

Process Writs, Suggestions & Abstracts

Clean up/disbursement of any funds not previously disposed of

Commission Office Use Only
 Date on Agenda: 2/10/2011
 Appt Time or New Business: ~~10:15~~ 10:15 AM

AGENDA REQUEST FORM

Name: Lynn Fields or Karen Olden

Department or Entity: Probate Office

Estimation of amount of time needed for appointment: 30-60 minutes

Date Requested – 1st Choice: February 10th, 2011

Date Requested – 2nd Choice: February 17th, 2010

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

Subject: **Probate in solemn form the Last Will and Testament of Mildred Valentine**

Please provide the County Commission with a description of your request or presentation, including any background information: **On December 16th, 2010 per an order signed by Lyn Widmyer, Henry Morrow, Jr. was appointed guardian ad litem for the estate of Mildred Valentine. On February 10th, John Dorsey, who represents the executor of the estate, Charles Howard, will petition the county commission to permit the probating in solemn form the Last Will and Testament of Mildred Valentine.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **The probate office has no recommended course of action. We would defer to the commission and legal counsel's decision.**

Attachments: **Petition to Probate in Solemn Form, Last Will and Testament(s) of Mildred Valentine**

Lynn Fields

From: John K. Dorsey [jdadmin@jddcpa.com]
Sent: Friday, December 03, 2010 2:50 PM
To: 'Lynn Fields'; 'KAREN OLDEN'; sgrove@jeffersoncountywv.org; 'Tim Boyde'; 'Sandy McDonald'
Subject: RE: AGENDA REQUEST FORM

Dear Lynn and Mr. Boyde:

I wish to ensure that there is no misunderstanding of the request for a hearing date on the Mildred Valentine Estate. Ms. Valentine died a resident of Jefferson County, West Virginia, in January, 2010. After a thorough and exhaustive search by her attorney in fact, Charles B. Howard, Mr. Howard retained me to assist him in the probate of Ms. Valentine's Will, and the administration of her estate. To that end, I lodged a Petition for Probate in Solemn Form with the Jefferson County Clerk's Probate Office on November 16, 2010. At that time I also tendered a proposed order for the County Commission to consider and enter. The order requires two actions by the Commission: (1) to set a date for a hearing of the Petition; and (2) to appoint a guardian ad litem for unknown heirs. With regard to the guardian ad litem, I suggested Henry W. Morrow, Jr., as a potential candidate. For purposes of determining an appropriate hearing date, I suggested that it be a date at least 6 weeks after the date the Commission enters this preliminary order since we will be providing notice to all interested parties, and those parties most likely will be entitled to a 30 day notice. I anticipate that the presentation of evidence by Mr. Howard should not exceed 1 hour, but I am not aware at this time of the defenses and arguments that may be presented by the potential beneficiaries of the estate (and will not be aware of those prior to service upon those parties following the entry of this preliminary order).

Since more than 2 weeks have elapsed since I filed this Petition, and since the only decision to be made at this point is an appropriate time for the hearing, I respectfully request that this matter be placed before the Commission at its next regularly scheduled meeting.

Thank you for your consideration,

John K. Dorsey, Attorney at Law
104 West Congress Street
P.O. Box 42
Charles Town, WV 25414

(304) 728-6000
(304) 728-1130 FAX

Confidentiality Disclosure: The information in this email and in attachments is confidential and intended solely for the attention and use of the named addressee(s). This information may be subject to legal, professional or other privilege, or may otherwise be protected by work product, immunity or other legal rules. This information is the property of John K. Dorsey, Attorney at Law. It must not be disclosed to any person without our authority. If you are not the intended recipient, or a person responsible for delivering it to the intended recipient, you are not authorized to and must not disclose, copy, distribute, or retain this message or any part of it. If you have received this communication in error, please notify us immediately by return fax or by e-mail to jdadmin@jddcpa.com, and destroy this communication and all copies thereof, including all attachments.

Circular 230 Disclosure Notice. To insure compliance with requirements imposed by the Internal Revenue Service, we inform you that any tax advice that may be contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties under the Internal Revenue Code or any state or local tax law to which a governmental requirement similar to Circular 230 applies.

From: Lynn Fields [<mailto:lfields@jeffersoncountywv.org>]
Sent: Thursday, December 02, 2010 1:49 PM

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: ESTATE OF MILDRED OLGA VALENTINE

PETITION TO PROBATE A WILL IN SOLEMN FORM

COMES NOW your Petitioner, Charles B. Howard, and petitions for the admission and probate in solemn form of the Last Will and Testament of Mildred Olga Valentine pursuant to the provisions of West Virginia Code Chapter 41, Article 5, Section 5, and represents to the Commission the following:

1. That Charles B. Howard of P. O. Box 59, Charles Town, Jefferson County, West Virginia, is designated as Executor in a writing which is the subject of this Petition and which is a photocopy of the purported Last Will and Testament of Mildred Olga Valentine, deceased, dated August 18, 2004.
2. That Mildred Olga Valentine died January 17, 2010, at Charles Town, Jefferson County, West Virginia.
3. That the last place of residence of the domicile of Mildred Olga Valentine at her death was 74 Beauregard Boulevard, Charles Town, Charles Town District, Jefferson County, West Virginia, and the mailing address thereof was P. O. Box 1164, Charles Town, West Virginia 25414.
4. That at the date of her death the nature of the estate of Mildred Olga Valentine consisted of real estate situate in Charles Town District, Jefferson County, West Virginia, and tangible and intangible personal property.
5. That at the date of her death, the said Mildred Olga Valentine was a widow and had not remarried; that she had no surviving

issue; that her parents had predeceased her; and that all of her siblings had predeceased her, namely Irene Zazworsky Ryan, Catherine Zazworsky Mace and Emil William Zazworsky.

6. That the known heirs at law and distributees of Mildred Olga Valentine as defined under West Virginia Code Chapter 42, and their relationship to the Decedent are as follows:

a. Arthur Ryan, II (son of Irene Zazworsky Ryan who purportedly died in 1997, and was the sister of Mildred O. Valentine), nephew.

b. Susan Mace Smith (daughter of Catherine Zazworsky Mace who purportedly died in December, 1994, and was the sister of Mildred O. Valentine), niece.

c. Peggy Dwyer (daughter of Catherine Zazworsky Mace who purportedly died in December, 1994, and was the sister of Mildred O. Valentine), niece.

d. Mary Z. Strickland (daughter of Emil W. Zazworsky who purportedly died in May, 1984, and was the brother of Mildred O. Valentine), niece.

e. Emily T. Pritchett (daughter of Emil W. Zazworsky who purportedly died in May, 1984, and was the brother of Mildred O. Valentine), niece.

f. Ann Z. Sheffield (daughter of Emil W. Zazworsky who purportedly died in May, 1984, and was the brother of Mildred O. Valentine), niece.

g. Frances Z. Harrell (daughter of Emil W. Zazworsky who purportedly died in May, 1984, and was the brother of Mildred O. Valentine), niece.

h. Georgia Z. Anderson (sole child and daughter of William Zazworsky who purportedly died April 20, 2005, and who was the son of Emil W. Zazworsky who purportedly died in May, 1984, and was the brother of Mildred O. Valentine), grandniece.

7. That after a thorough and diligent search, the Petitioner has delivered to the Clerk of this Commission an original document entitled, "Last Will and Testament of Mildred Olga Valentine" executed by the Decedent on June 18, 2002, a copy of which is attached to this Petition as Exhibit 1, and a photocopy of a document entitled, "Last Will and Testament of Mildred Olga Valentine" executed by the Decedent on August 18, 2004, a copy of which is attached to this Petition as Exhibit 2.

8. That the beneficiaries under the Last Will and Testament of Mildred Olga Valentine dated June 18, 2002, and their relationship to her are as follows:

<u>Name</u>	<u>Relationship</u>
Claudia Clatterbuck	No Relation
Susan Smith	Niece
Amanda Nay	Godchild-No Relation
Janeen Smith	Grandniece
Andrew Clark	No Relation
Marcy Nesbeth	Niece
Louise Flarety	No Relation
Peggy Dwyer	Niece
Mary Strickland	Niece
Annie Sheffield	Niece
Frances Harrell	Niece
Emily (Bryant) Pritchett	Niece

Georgia Z. Anderson, daughter of William Zazworsky, deceased	Grandniece
The Holy Rosary Catholic Church	No Relation
St. James Catholic Church	No Relation
St. Francis of Assisi Catholic Church	No Relation
City of St. Jude	No Relation
St. Jude's Children's Hospital	No Relation
Myrna Ryan	No Relation
Omaha Home for Boys	No Relation

9. That the beneficiaries under the Last Will and Testament of Mildred Olga Valentine dated August 18, 2004, and their relationship to her are as follows:

<u>Name</u>	<u>Relationship</u>
Claudia Clatterbuck	No Relation
Susan Smith	Niece
Amanda Nay	Godchild-No Relation
Janeen Smith	Grandniece
Andrew Clark	No Relation
Marcy Nesbeth	Niece
Louise Flarety	No Relation
The Holy Rosary Catholic Church	No Relation
City of St. Jude	No Relation
Missionary Oblates of Mary Immaculate	No Relation
Salesian Missions	No Relation

10. That prior to the death of Mildred Olga Valentine on January 17, 2010, the Petitioner acted as her attorney in fact under a durable general power of attorney dated December 16, 2002, and recorded in the

Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 1047, at Page 636.

11. That during the course of his activities as attorney in fact, and following the death of Mildred Olga Valentine on January 17, 2010, Petitioner has made a diligent and thorough search for the original Last Will and Testament of Mildred Olga Valentine dated August 18, 2004, but has been unable to find the whereabouts thereof.

12. That during the course of his activities as attorney in fact, and preceding the death of Mildred Olga Valentine on January 17, 2010, Petitioner has had no reason to conclude that Mildred Olga Valentine revoked her Last Will and Testament dated August 18, 2004, but is without sufficient information and knowledge to determine whether the Decedent took such actions as to intentionally revoke the aforesaid Will, or whether Decedent either misplaced the same or it was accidentally destroyed without the intent to revoke the same.

13. Personal jurisdiction over the Defendants is asserted pursuant to West Virginia Code §41-5-1, et seq., West Virginia Code §44-1-1, et seq., and West Virginia Code §56-3-33.

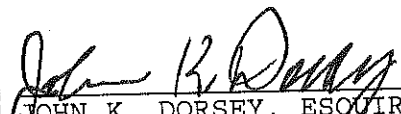
14. Subject matter jurisdiction is asserted pursuant to West Virginia Constitution Article VIII, §6, West Virginia Code §41-1-1, et seq., and West Virginia Code §44-1-1, et seq.

15. Venue lies within this Commission pursuant to West Virginia Code §41-5-4, as said Petition involves the probate of a Will of the Testatrix who at the time of her death had a mansion house or known place of residence in Jefferson County, West Virginia.

WHEREFORE, the Petitioner respectfully petitions this honorable County Commission to issue process and summons to all those persons

known as heirs at law of Mildred Olga Valentine, and those interested in the probate of the Last Will and Testament of Mildred Olga Valentine, deceased, to appear at a day named to show cause why the Last Will and Testament of Mildred Olga Valentine dated August 18, 2004, should not be admitted to probate pursuant to the provisions of Article 5, Chapter 41, of the West Virginia Code, to appoint a guardian ad litem to represent the interest of any unknown beneficiaries of the Estate of Mildred Olga Valentine, to appoint Charles B. Howard as Executor of said Will, and to take such further action as to this Commission may seem fair and just.

CHARLES B. HOWARD
BY COUNSEL


JOHN K. DORSEY, ESQUIRE
Attorney for Petitioner
WV State Bar ID No. 1044
104 West Congress Street
Charles Town, WV 25414
(304) 728-6000

STATE OF WEST VIRGINIA

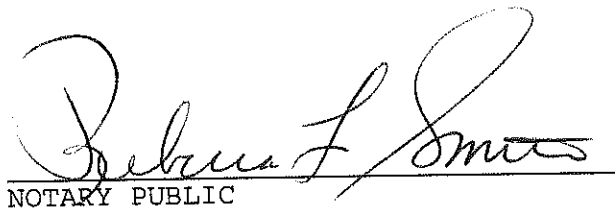
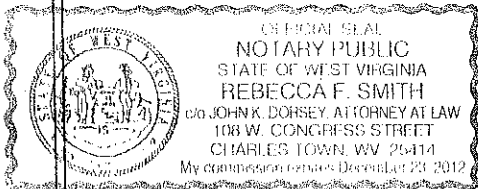
COUNTY OF JEFFERSON, to-wit:

Charles B. Howard, Petitioner in the foregoing Petition, being first duly sworn, says that the facts and allegations therein contained are true, except insofar as they are therein stated to be upon information and belief, and insofar as they are therein stated to be upon information and belief, he believes them to be true.



CHARLES B. HOWARD, EXECUTOR
ESTATE OF MILDRED OLGA VALENTINE

Taken, sworn to and subscribed before me this 12th day of November, 2010, by Charles B. Howard.



NOTARY PUBLIC

My commission expires: December 23, 2012

EXHIBIT 1

Last Will and Testament

OF

MILDRED OLGA VALENTINE

I, Mildred Olga Valentine, a resident of Jefferson County, West Virginia, being of sound and disposing mind and memory, do hereby make, publish and declare this instrument as and for my Last Will and Testament, hereby revoking any and all Wills and dispositions by me at any time heretofore made.

ARTICLE I
DECLARATIONS

1.1 I am a widow and have no living issue.

1.2 It is my wish to be cremated. My cremation is to be done immediately upon my death. My ashes are to be buried on lot #135D in Buckhannon Memorial Park, Buckhannon, West Virginia. There is a marker on the grave. Eackles-Spencer Funeral Home in Harpers Ferry is responsible for my arrangements and they will forward my ashes to Poling St. Claire Funeral Home in Buckhannon.

The ashes of my dog Susy are to be buried with me. Her ashes are in an urn on the shelf in the den of the house. I have marked the urn with her name.

Any memorial service is to be done at the convenience of my family and friends.

ARTICLE II
DEBTS, ESTATE EXPENSES, AND TAXES

2.1 I direct that all my just debts, funeral expenses and expenses of administration of my estate, and all inheritance, estate, transfer and other succession taxes or death duties that may be imposed by my taxing authority, state or federal, or other, upon my estate, or any part thereof, arising directly or indirectly by reason of my death, upon any property which passes to my beneficiaries hereunder, or to any persons as beneficiaries of life insurance policies on my life, or by survivorship, or otherwise by reason of my death, be paid as soon as practicable by my Executor from my gross estate.

ARTICLE III
DISPOSITION OF MY ESTATE

3.1 I direct that my estate be liquidated by my Executor except for the bequests listed below. I give, devise and bequeath all the rest, residue and remainder of

M.V.

my property, both real and personal, of whatsoever nature and wheresoever situate, to my friend, Claudia Clatterbuck, to be hers absolutely and in fee simple, if she survives me. In the event Claudia Clatterbuck does not survive me, I give, devise and bequeath all the rest, residue and remainder of my real and personal property to my niece, Anna Nay.

3.2 I specifically give, devise and bequeath the following items to the following:

a. I specifically give, devise and bequeath to my friend, Claudia Clatterbuck: my genuine opera length cultured pearls with matching bracelet and enhancer, cameo pin, pearl ring (one pearl), 14k gold diamond pendant necklace, 7 diamond 14k cluster ring, grand father clock, jewelry chest, and 14k pink ice pendant and chain;

b. To my niece, Susan Smith, the opal ring with diamonds, the 14k blue pendant with chain, 17 diamond tennis bracelet, and 14k diamond earrings;

c. To my godchild, Amanda Nay, the 14k gold diamond ring, 14k white diamond necklace with matching diamond earrings;

d. To my cousin, Janeen Smith, the jade ring with matching earrings, 14k white gold tiffany diamond ring, 14k white gold 4 diamond pendant, 14k pineapple necklace and matching earrings, 3 pearl ring, 14k gold earrings (one large diamond and eight small diamonds);

e. To Andrew Clark, my 14k gold 5 diamond band ring, Governor Winthrop desk;

f. To my niece, Marcy Nesbeth, my late husband's flag, plaques, awards etc.;

g. Louise Flarety, the Cross of Jesus, picture of Jesus and plaques;

h. The remaining jewelry is to be sold.

My Executor is directed to make the following disbursements of money, once the estate has been liquidated. In the event that any of the following beneficiaries predeceases me, than their bequest is to be paid through paragraph #17 below:

1. To Claudia Clatterbuck, my best friend, \$100,000.00;
2. To my niece, Susan Smith, \$5,000.00;
3. To my niece, Peggy Dwyer, \$5,000.00;
4. To my niece, Mary Strickland, \$5,000.00;
5. To my niece, Annie Sheffield, \$5,000.00;
6. To my niece, Francis Harroll, \$5,000.00;
7. To my niece, Emily Bryant, \$5,000.00;
8. To my nephew, Billy Zazworsky, \$5,000.00;

JMV

9. To my godchild, Amanda Nay, \$5,000.00;
10. To the Holy Rosary Church in Buchannon, West Virginia, \$10,000.00 for masses for Margaret Zazworsky, Wasco Zazworsky, Emil Zazworsky, Irene Ryan, Catherine Mase and Willard Mase;
11. St. James, \$5,000.00, masses for Mildred Valentine and Raymond Valentine;
12. St. Francis of Assisi Church in Brunswick, Maryland, \$1,000.00, masses for Mildred Valentine and Raymond Valentine;
13. City of St. Jude in Montgomery, Alabama, \$3,000.00, masses for Mildred Valentine and Raymond Valentine;
14. St. Jude's Children Hospital, \$3,000.00;
15. Louise Flarety, my friend, \$2,000.00;
16. Myrna Ryan, my friend, \$2,000.00;
17. Any remaining money is to be paid to Omaha Home for Boy's to be put into the scholastic fund to be used at their discretion.

ARTICLE IV
APPOINTMENTS AND POWERS OF EXECUTOR

4.1 I appoint Charles B. Howard, Executor of my Last Will and Testament and direct that no surety shall be required on his bond.

4.2 In addition to all powers granted by law, I authorize and empower my Executor to:

- (A) borrow money in such amounts for such purpose and upon such terms and conditions for the best interest of my estate;
- (B) sell, at public or private sale, so much or all of my real estate that is in the best interest of my estate;
- (C) sell, lease, pledge, transfer, exchange, convert or otherwise dispose of or grant options with respect to any and all property at any time forming a part of my estate, in such manner, at such time or times, for such purpose and upon such terms, credits and conditions as are advisable;
- (D) execute and deliver any and all instruments in writing which are advisable to carry out any of the foregoing powers. No party entering into any such instrument in writing signed by the Executor shall be obliged to inquire into its validity or

m

be bound to see to the application of any money or other property paid or delivered to them pursuant to the terms of any such instrument. This authority includes the execution of deeds, leases, assignments or other instruments as may be necessary to carry out the provisions of this Will;

(E) make disposition of the residue of my estate to persons entitled thereto hereunder, to convey, transfer or pay over the same in kind or in money, or in part kind and part money, and for such purposes to transfer and assign undivided interest in any such property; and for the purposes thereof, the judgment of my Executor shall be conclusive;

(F) vote, in person or by proxy, or consent for any purpose, in respect of any stocks or other securities constituting assets of my estate; and to exercise or sell any rights of subscription or other rights in respect thereof;

(G) do any and every other act necessary and proper to the execution of my estate.

IN WITNESS WHEREOF, I hereunto subscribe my hand and seal to my Last Will and Testament, signed my initials on the three (3) preceding pages and acknowledge the same which is written without any interlineations on four (4) sheets of legal cap paper, in the presence of the undersigned witnesses at Charles Town, West Virginia, this 18th day of June, 2002.

Mildred Olga Valentine
MILDRED OLGA VALENTINE

The foregoing Last Will and Testament was signed, sealed, acknowledged, published, and declared by Mildred Olga Valentine, the above Testatrix, as and for her last Will and Testament, in the presence of us, the undersigned two competent witnesses, and we, at her request, in her presence, and in the presence of each other, all present at the same time, have hereunto subscribed our names as attesting witnesses to said Last Will and Testament on this 18th day of June, 2002.

Candida L. Wills of Summit Point, WV
Diana L. Penrod of Sheu. pt., WV

STATE OF WEST VIRGINIA,

COUNTY OF JEFFERSON, to-wit:

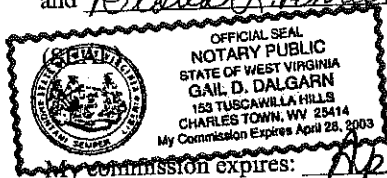
This day personally appeared before me, the undersigned authority, a Notary Public within and for the State and County aforesaid, CANDIDA L. WILLS

and Diana L. Penrod, who being first duly sworn, say that they are all adults residing at the addresses set forth above, and that they are the subscribing witnesses to the last Will and Testament of Mildred Olga Valentine, a resident of Jefferson County, West Virginia, which Will is dated the 18th day of June, 2002; and that on said date the said Testatrix, in said Will, signed, sealed, acknowledged, published and declared the same as and for her Last Will and Testament, in the presence of all of these affiants and that these affiants, at the request of the said Testatrix, all present at the same time, signed their names as attesting to the said Will.

Affiants further say that the affidavit is made at the request of the said Mildred Olga Valentine, Testatrix, and in her presence, and that the said Testatrix, at the time said Last Will and Testament was executed, was, in the opinion of the affiants, of sound and disposing mind and memory, under no constraint or undue influence, and over the age of eighteen (18) years.

Candida L. Wills
Diana L. Penrod

Subscribed, sworn to and acknowledged before me by CANDIDA L. WILLS
and Diana L. Penrod this 18th day of June, 2002.



Gail D. Dalgarn
Notary Public in and for
Jefferson County, West Virginia

My commission expires: April 28, 2003

This instrument was prepared by:
Charles B. Howard, Esq.
CHARLES B. HOWARD, L.C.
114 E. Liberty Street
P. O. Box 59
Charles Town, West Virginia 25414-0059
(304) 728-2220

valentinemildred.will

EXHIBIT 2

Last Will and Testament

OF

MILDRED OLGA VALENTINE

I, Mildred Olga Valentine, a resident of Jefferson County, West Virginia, being of sound and disposing mind and memory, do hereby make, publish and declare this instrument as and for my Last Will and Testament, hereby revoking any and all Wills and dispositions by me at any time heretofore made.

ARTICLE I DECLARATIONS

1.1 I am a widow and have no living issue.

1.2 It is my wish to be cremated. My cremation is to be done immediately upon my death. My ashes are to be buried on lot #135D in Buckhannon Memorial Park, Buckhannon, West Virginia. There is a marker on the grave. Eackles-Spencer Funeral Home in Harpers Ferry is responsible for my arrangements and they will forward my ashes to Poling St. Claire Funeral Home in Buckhannon.

The ashes of my dog Susy are to be buried with me. Her ashes are in an urn on the shelf in the den of the house. I have marked the urn with her name.

Any memorial service is to be done at the convenience of my family and friends.

ARTICLE II DEBTS, ESTATE EXPENSES, AND TAXES

2.1 I direct that all my just debts, funeral expenses and expenses of administration of my estate, and all inheritance, estate, transfer and other succession taxes or death duties that may be imposed by my taxing authority, state or federal, or other, upon my estate, or any part thereof, arising directly or indirectly by reason of my death, upon any property which passes to my beneficiaries hereunder, or to any persons as beneficiaries of life insurance policies on my life, or by survivorship, or otherwise by reason of my death, be paid as soon as practicable by my Executor from my gross estate.

ARTICLE III DISPOSITION OF MY ESTATE

3.1 I direct that my estate be liquidated by my Executor except for the bequests listed below. I give, devise and bequeath all the rest, residue and remainder of

mj

my property, both real and personal, of whatsoever nature and wheresoever situate, to my friend, Claudia Clatterbuck, to be hers absolutely and in fee simple, if she survives me. In the event Claudia Clatterbuck does not survive me, I give, devise and bequeath all the rest, residue and remainder of my real and personal property to my niece, Susan Smith.

3.2 I specifically give, devise and bequeath the following items to the following:

a. I specifically give, devise and bequeath to my friend, Claudia Clatterbuck: my genuine opera length cultured pearls with matching bracelet and enhancer, cameo pin, pearl ring (one pearl), 14k gold diamond pendant necklace, 7 diamond 14k cluster ring, jewelry chest, and 14k pink ice pendant and chain;

b. To my niece, Susan Smith, the opal ring with diamonds, the 14k blue pendant with chain, 17 diamond tennis bracelet, and 14k diamond earrings;

c. To my godchild, Amanda Nay, the 14k gold diamond ring, 14k white diamond necklace with matching diamond earrings;

d. To my cousin, Janeen Smith, the jade ring with matching earrings, 14k white gold tiffany diamond ring, 14k white gold 4 diamond pendant, 14k pineapple necklace and matching earrings, 3 pearl ring, 14k gold earrings (one large diamond and eight small diamonds);

e. To Andrew Clark, my 14k gold 5 diamond band ring, Governor Winthrop desk, and grandfather clock;

f. To my niece, Marcy Nesbeth, my late husband's flag, plaques, awards etc.;

g. Louise Flarety, the Cross of Jesus, picture of Jesus and plaques;

h. The remaining jewelry is to be sold.

My Executor is directed to make the following disbursements of money, once the estate has been liquidated. In the event that any of the following beneficiaries predeceases me, than their bequest is to be paid through paragraph #6 below:

1. To Claudia Clatterbuck, my best friend, \$125,000.00;
2. To the Holy Rosary Church in Buchannon, West Virginia, \$75,000.00 for masses for Margaret Zazworsky, Wasco Zazworsky, Emil Zazworsky, Irene Ryan, Catherine Mase and Willard Mase;
3. To the City of St. Jude \$50,000.00 for masses for Mildred Valentine and Raymond Valentine.
4. To Missionary Oblates of Mary Immaculate \$50,000.00 for masses for Mildred Valentine and Raymond Valentine.

12711
PERRY
HARRISVILLE, WV
20 1822

3017 ARREST DR.
MILL EDGEVILLE, WV
31061

703-370-5173

714

5. To Salesian Mission \$20,000.00 for masses for Midred Valentine and Raymond Valentine.

6. Any remaining money is to be paid to City of St. Jude in Montgomery, Alabama and St. Jude's Children Hospital, equally.

ARTICLE IV
APPOINTMENTS AND POWERS OF EXECUTOR

4.1 I appoint Charles B. Howard, Executor of my Last Will and Testament and direct that no surety shall be required on his bond.

4.2 In addition to all powers granted by law, I authorize and empower my Executor to:

(A) borrow money in such amounts for such purpose and upon such terms and conditions for the best interest of my estate;

(B) sell, at public or private sale, so much or all of my real estate that is in the best interest of my estate;

(C) sell, lease, pledge, transfer, exchange, convert or otherwise dispose of or grant options with respect to any and all property at any time forming a part of my estate, in such manner, at such time or times, for such purpose and upon such terms, credits and conditions as are advisable;

(D) execute and deliver any and all instruments in writing which are advisable to carry out any of the foregoing powers. No party entering into any such instrument in writing signed by the Executor shall be obliged to inquire into its validity or be bound to see to the application of any money or other property paid or delivered to them pursuant to the terms of any such instrument. This authority includes the execution of deeds, leases, assignments or other instruments as may be necessary to carry out the provisions of this Will;

(E) make disposition of the residue of my estate to persons entitled thereto hereunder, to convey, transfer or pay over the same in kind or in money, or in part kind and part money, and for such purposes to transfer and assign undivided interest in any such property; and for the purposes thereof, the judgment of my Executor shall be conclusive;

(F) vote, in person or by proxy, or consent for any purpose, in respect of any stocks or other securities constituting assets of my estate; and to exercise or sell any rights of subscription or other rights in respect thereof;

(G) do any and every other act necessary and proper to the execution of my estate.

huv

IN WITNESS WHEREOF, I hereunto subscribe my hand and seal to my Last Will and Testament, signed my initials on the three (3) preceding pages and acknowledge the same which is written without any interlineations on four (4) sheets of legal cap paper, in the presence of the undersigned witnesses at Charles Town, West Virginia, this 31st day of August, 2004.

Mildred Olga Valentine
MILDRED OLGA VALENTINE

The foregoing Last Will and Testament was signed, sealed, acknowledged, published, and declared by Mildred Olga Valentine, the above Testatrix, as and for her last Will and Testament, in the presence of us, the undersigned two competent witnesses, and we, at her request, in her presence, and in the presence of each other, all present at the same time, have hereunto subscribed our names as attesting witnesses to said Last Will and Testament on this 1st day of August, 2004.

Charles B Howard of Charles Town, WV
H. D. of Harper's Ferry, WV

STATE OF WEST VIRGINIA,

COUNTY OF JEFFERSON, to-wit:

This day personally appeared before me, the undersigned authority, a Notary Public within and for the State and County aforesaid, Charles B. Howard and Heather D. B. ..., who being first duly sworn, say that they are all adults residing at the addresses set forth above, and that they are the subscribing witnesses to the last Will and Testament of Mildred Olga Valentine, a resident of Jefferson County, West Virginia, which Will is dated the 31st day of August, 2004; and that on said date the said Testatrix, in said Will, signed, sealed, acknowledged, published and declared the same as and for her Last Will and Testament, in the presence of all of these affiants and that these affiants, at the request of the said Testatrix, all present at the same time, signed their names as attesting to the said Will.

Affiants further say that the affidavit is made at the request of the said Mildred Olga Valentine, Testatrix, and in her presence, and that the said Testatrix, at the time said Last Will and Testament was executed, was, in the opinion of the affiants, of sound and disposing mind and memory, under no constraint or undue influence, and over the age of eighteen (18) years.

mt

Charles B Howard
H2

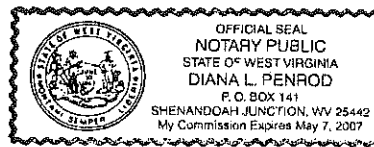
Subscribed, sworn to and acknowledged before me by Charles B. Howard
and Hester M. Beachamp this 8th day of August, 2004.

(SEAL)

Diana L Penrod
Notary Public in and for
Jefferson County, West Virginia

My commission expires: 5/7/07

This instrument was prepared by:
Charles B. Howard, Esq.
114 E. Liberty Street
P. O. Box 59
Charles Town, West Virginia 25414-0059
(304) 728-2220



valentinemildred.will

Sandy McDonald

From: "Nichelle Hosby" <nhosby@jeffersoncountywv.org>
To: "Sandy McDonald" <sandy@jeffersoncountywv.org>
Sent: Tuesday, December 28, 2010 4:24 PM
Subject: FW: Change of agenda date

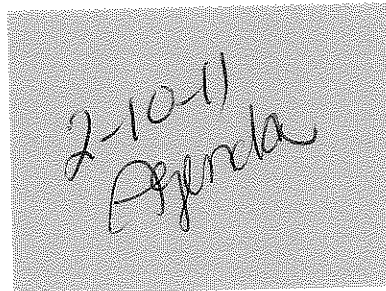
From: Lynn Fields [mailto:lfields@jeffersoncountywv.org]
Sent: Tuesday, December 28, 2010 3:21 PM
To: 'Nichelle Hosby'
Subject: Change of agenda date

Nichelle,

Can you PLEASE change the date for the Mildred Valentine estate from 1/27/2011 to 2/10/2011 @ 10:15? Thank you!

Lynn Fields
Deputy Probate Clerk

Jefferson County Clerk
PO Box 208
100 E. Washington Street
Charles Town, WV 25414
(304) 728-3210
www.jeffersoncountyclerkwv.com



#to
4

Commission Office Use Only
Date on Agenda: ~~1-20-11~~
2-10-11
Appt Time or New Business: ~~11:00 AM~~
11:00 AM
~~7:00 AM~~

V Scheduled

AGENDA REQUEST FORM

Name: David A. Camilletti, Esquire

Department or Entity: _____

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: January 20, 2011

Date Requested – 2nd Choice: _____

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

Subject: **Petition for Closing Unused Roads, Streets and Travel Ways**

Please provide the County Commission with a description of your request or presentation, including any background information: **The Petitioners state that the portion of the unused road, street, travel way or alley to be closed begins at Washington Street and extends in a southerly direction to a point 255.83 feet from Washington Street - Charles Town, WV**

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

- Attachments: Notice
- Order Setting Hearing
- Petition (includes map)

Jefferson County Public Service District

February 1, 2011

Ms. Patsy Noland, President
Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Re: January 20, 2011 Public Hearing to receive input regarding the Road Closing Petition
filed by Martin Wayne and Brenda Diane Lookingbill

Dear Ms. Noland:

After discussing the abovementioned road closing petition with David Camilletti, Counsel for the Lookingbill family, we have verbally agreed to the following criteria regarding access to the sewer line in the alley should the Commission choose to grant the road closing. The District would retain our current Right of Way in the alley but the owners of all property abutting the alley would also grant an easement to the District which would include language stating the following:


- Any paving or improvement to the property would be done in a manner which meets the District's specifications.
- If the land owners construct any improvements, including roads, over the sewer line, it will be at their risk and expense.
- If the PSD needs to excavate a road constructed by others for maintenance, repair or replacement of the sewer line, the District will not be liable for the cost of regrading.
- Prior to any improvements to the area included in the easement, plans would need to be approved by the District in addition to any other regulatory agencies.

As long as the abovementioned requirements for this easement are stated in the road closing granting documents, the Public Service District has no problem with the closing of this road. Should additional information be needed, please contact me.

RECEIVED

FEB 04 2011

Sincerely,


Susanne Lawton
General Manager

Jefferson County Commission

Old Standard LLC

PO Box 97

Rippon, WV 25441

RECEIVED

FEB 01 2011

January 31, 2011

Jefferson County Commission

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

Dear Commission Members:

This letter is in response to the Public Hearing Notice on the proposed Harpers Ferry and Bolivar Urban Growth Boundaries. We have heard many different explanations regarding the purpose of the Urban Growth Boundaries. Based on those varying explanations, we aren't sure exactly what this boundary means. As such, we would respectfully request that a position/information paper be prepared by the Prosecuting Attorney's Office and the Planning Staff, so that we can formulate an opinion on this matter.

It appears that Bolivar's Urban Growth Boundary now includes the quarry land. The previously approved boundary did not include the quarry land. As such, we don't know what has changed in the past three years that altered the boundary with respect to our land; and what, if anything, it means.

At this time, we don't have a position on the Urban Growth Boundary without more information. However, please be advised that we would be very much opposed to the Urban Growth Boundary if the boundary empowers Harpers Ferry or Bolivar, or even leads anyone to believe that they are empowered by the boundary, to enter into any official discussions on the development of our property.

We are wary of this designation because of how it was recently applied in the Charles Town Urban Growth Boundary. During the discussion on the scheduling of a hearing for an abandonment of a street near the former Community Oil Company facility, Commissioner Lyn Widmyer asked that the City of Charles Town be noticed of the closure hearing. When the applicant's attorney questioned the rationale for that notice, Commissioner Widmyer responded that it was because it was within their Growth Boundary. Since the West Virginia Code doesn't require the additional notice, we are left wondering if the Commission thinks that the Urban Growth Boundary is something that it's not?

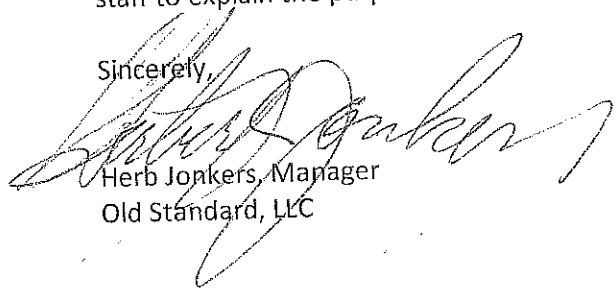
Finally, why has there been renewed interest in this area? It is hard to keep track of what is being done on a monthly basis. Last month it was the proposed rezoning of all of the federal land around our

Page 2
County Commission of Jefferson County
1-31-11

property. This month it is the addition of the Urban Growth Boundary that includes our property. Most disturbingly, we received no individual notice of either proposal or hearing, even though both proposals would have a definite impact on our property.

Thank you for the opportunity to comment. We hope that you will allow your counsel and/or planning staff to explain the purpose and intent of the Urban Growth Boundaries.

Sincerely,

A handwritten signature in cursive script, appearing to read "Herb Jonkers", written in black ink. The signature is fluid and somewhat stylized, with a long horizontal stroke at the end.

Herb Jonkers, Manager
Old Standard, LLC

Ms. Mary Bordier
358 Jefferson Avenue
Charles Town, WV 25414

February 2, 2011

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

RECEIVED
FEB 02 2011
JEFFERSON COUNTY COMMISSION

Dear Commissioners,

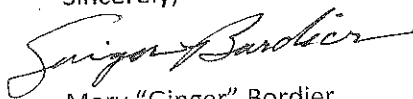
This letter is in response to the Public Notice that was sent to me as an adjoining property owner of the former Community Oil Company property on East Washington Street. This property is the subject of a Petition to the County Commission to close the Public Road and Right-of-Way between this property and the 7-Eleven property. I own the property that is located immediately behind the subject property. My property abuts the continuation of this alley and right-of-way.

I would like to go on record to oppose the granting of this petition. Typically, these petitions involve the closing of roads and rights-of-way that don't impact a lot of other property owners. In this case, the Commission is being asked to close a public right-of-way that connects a dense residential area with a commercial area. This right-of-way continues into the residential area for a good distance.

Even if there is an argument that the current right-of-way is not conducive for the construction of a road, it doesn't mean that other public travel ways, such as a sidewalk, bike path or walking trail, can't be built. Accordingly, it doesn't appear to be good public policy to close a public right-of-way that connects a residential neighborhood with a commercial area. This is especially true since Charles Town is extending the City's sidewalks towards this area along East Washington Street.

Thank you for your consideration of my comments.

Sincerely,


Mary "Ginger" Bordier

Jefferson County Public Service District

January 18, 2011

Ms. Patricia A. Noland, President
Jefferson County Commission
PO Box 250
Charles Town, WV 25414

TESTIMONY
TO BE CLOSED
ON 2-3-11
DECISION
ON 2-10-11

Re: January 20, 2011 Public Hearing to receive public input regarding the Road Closing
Petition filed by Martin Wayne and Brenda Diane Lookingbill

Honorable President Noland:

I write today in reference to the abovementioned hearing. Due to a previously scheduled meeting I will not be able to attend the hearing but would like to comment so that you are familiar with the concerns of Jefferson County Public Service District before making your decision.

The "unused road, street, travel way or alley to be closed", between Euclid and Jefferson Avenue, which is referred to on the Location Survey Plat by George E. Nagel and included in the Public Hearing packet, contains a sewer line the full length of the portion shown on the plat. Although this line normally gives the District few problems, there is the need to keep this alley open for future maintenance of the line.

There may be some use yet to be disclosed by the applicant, that would be compatible with the needs of the District, but we would need to see exactly what was being planned before agreeing to any use beyond its current use as a Right of Way for the sewer line.

I have enclosed a copy of our plan sheet showing the sewer line in the area under consideration. Please feel free to contact me should you require more information.

Sincerely,


Susanne Lawton
General Manager

Enc: Plan sheet # 8, Jefferson County Sanitary Sewer System
Route 340 area by HNTB Architects Engineers Planners,
dated 2-27-87

NOTICE OF PUBLIC HEARING

Petition for Closing Unused Roads, Streets and Travel Ways

The County Commission of Jefferson County will hold a Public Hearing on Thursday, January 20, 2011, at 11:00 a.m. in the Old Charles Town Library Meeting Room on the ground floor of the Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of the hearing is to receive public input regarding the Petition filed by Martin Wayne and Brenda Diane Lookingbill for Closing Unused Roads, Streets and Travel Ways.

Anyone wishing to provide written or oral comment may do so at this meeting.

By Order of The County
Commission of Jefferson County
Patricia A. Noland, President

BEFORE THE COUNTY COURT OF JEFFERSON COUNTY, WEST VIRGINIA

IN THE MATTER OF: MARTIN WAYNE LOOKINGBILL and
BRENDA DIANE LOOKINGBILL

CASE NO: _____

ORDER SETTING HEARING

This day came the Petitioners, by counsel, David A. Camilletti, Esquire, having previously filed a duly verified Petition of Martin Wayne Lookingbill and Brenda Diane Lookingbill for Closing Unused Roads, Streets and Travel Ways. It appears to the Court by said Petition that the Petitioners are entitled to a hearing on this matter.

It is therefore ORDERED that the Petition of Martin Wayne Lookingbill and Brenda Diane Lookingbill for Closing Unused Roads, Streets and Travel Ways shall be set down for hearing before the County Commission of Jefferson County, West Virginia on the 20th day of January, 2010 at 11:00 o'clock a.m./p.m., or as soon thereafter as Counsel may be heard.

It is further ORDERED that the Petitioner shall cause a duly attested copy of this Order and the Petition of Martin Wayne Lookingbill and Brenda Diane Lookingbill for Closing Unused Roads, Streets and Travel Ways be served upon Southland Corporation, P.O. Box 711, Dallas, TX 752211; and cause Notice of said Hearing to be published as a Class 1 legal advertisement.

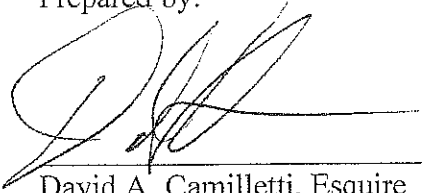
The Clerk shall enter this Order as of the day and date below written and shall transmit two (2) attested copies to David A. Camilletti, Esquire, 103 W. Liberty Street, Charles Town, West Virginia 25414.

ENTERED this 16th day of December, 2010.

Lyn W. Winger

President of the County Commission

Prepared by:



David A. Camilletti, Esquire
WV State Bar Id No. 599
Counsel for Petitioners

BEFORE THE COUNTY COURT OF JEFFERSON COUNTY, WEST VIRGINIA

IN THE MATTER OF: MARTIN WAYNE LOOKINGBILL and
BRENDA DIANE LOOKINGBILL

CASE NO: _____

PETITION FOR CLOSING UNUSED ROADS, STREETS AND TRAVEL WAYS

NOW COMES the Petitioners, Martin Wayne Lookingbill and Brenda Diane Lookingbill, by counsel, David A. Camilletti and for their Petition for Closing Unused Roads, Streets and Travel Ways does say as follows:

1. Pursuant to the provisions of West Virginia Code 7-1-3(h) your Petitioners request that their verified application to close or annul the unused road, street, travel way or alley located between his various properties be filed and scheduled for hearing;
2. The Petitioners are the owners of four (4) parcels of real estate in Charles Town District, Jefferson County, West Virginia, being Parcel 76, Tax Map 10A;
3. The attached plat, dated April 11, 2007, prepared by George E. Nagel and Associates, sets forth the four parcels and the unused road, street, travel way or alley to be closed or annulled;
4. The Petitioners state that the portion of the unused road, street, travel way or alley to be closed begins at Washington Street and extends in a southerly direction to a point 255.83 feet from Washington Street.
5. The Petitioners request the closure of the unused road, street, travel way or alley because it has never been opened or traveled;
6. The addition of this closure, to the Petitioner's real estate, would allow the Petitioner to make improvements to the real estate;
7. The Petitioner avers that the closure would not be prejudicial to the County or State;

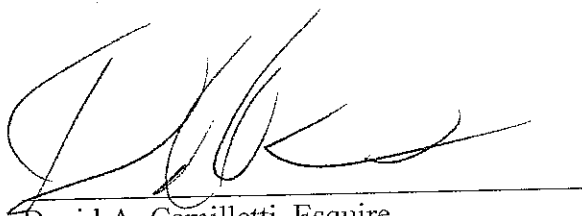
8. The closure would assist a local ongoing business in its effort to renovate the property and promote additional rental spaces for businesses;

9. The above mentioned statute allows for the County Court of any county to close and vacate any part or all of any such unused road, street or other designated travel way;

10. Petitioners request that the County Court set this matter for a hearing on the Court's next available date and time.

Respectfully submitted,

Martin Wayne Lookingbill and
Brenda Diane Lookingbill, Petitioners
By Counsel



David A. Camilletti, Esquire
WV State Bar ID No. 599
103 W. Liberty Street
Charles Town, WV 25414
304-725-0937
304-725-1039 facsimile

VERIFICATION

STATE OF MARYLAND

COUNTY OF CARROLL, to-wit:

I, Martin Wayne Lookingbill, swear and affirm that the information in the above Petition, which has been supplied by me, is the truth to the best of knowledge and belief.


Martin Wayne Lookingbill

I, CATHY G. MESZAROS a Notary in and for the aforesaid County and State do hereby certify that Martin Wayne Lookingbill, has this day signed his seal to the Petition and Verification on this the 25th day of October, 2010.


NOTARY PUBLIC

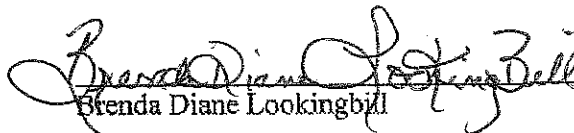
My Commission expires: 4-21-2013

VERIFICATION

STATE OF MARYLAND,

COUNTY OF CARROLL, to-wit:

I, Brenda Diane Lookingbill, swear and affirm that the information in the above Petition, which has been supplied by me, is the truth to the best of knowledge and belief.


Brenda Diane Lookingbill

I, CATHY C. MESZARAS a Notary in and for the aforesaid County and State do hereby certify that Brenda Diane Lookingbill, has this day signed her seal to the Petition and Verification on this the 25th day of October, 2010.


NOTARY PUBLIC

My Commission expires: 4-21-2013

BEFORE THE COUNTY COURT OF JEFFERSON COUNTY, WEST VIRGINIA

IN THE MATTER OF: MARTIN WAYNE LOOKINGBILL and
BRENDA DIANE LOOKINGBILL

ORDER FROM JANUARY 20, 2011 HEARING

THIS MATTER came on before the County Commission upon the Petition for Closing Unused Road, Street and Travel ways filed on or about October 25, 2010; upon the Order Setting Hearing dated December 16, 2010 scheduling this matter for hearing on January 20, 2011; upon the Order of Publication entered on December 23, 2010 by the Clerk of the Court; upon the appearance of the Petitioner, Martin Lookingbill, in person and by counsel, David A. Camilletti.

Counsel for the Petitioners then presented the Petition to the Commission. The Commission expressed concern regarding the letter dated January 10, 2011 from Susanne Lawton, General Manager of the Jefferson County Public Service Department (JCPSD). The letter stated that the JCPSD has a sewer line running the full length of the road. The Commission requested that it be granted a public utility easement over the road. JCPSD requested that it obtain an easement agreement with the JCPSD. Counsel for the Petitioner to obtain

At this time the Commission opened a public hearing to hear comments from members of the public. At the end of the public hearing, the Commission continued this matter and will collect additional comments from the public until February 3, 2011. This matter shall come back before the Commission on February 10, 2011 at 11:00 a.m. for further hearing and a decision by the Commission.

The Clerk of the County Commission shall enter this Order as of the day and date written below and shall transmit an attested copy to Counsel for the Petitioner, David A. Camilletti and to all

2-10-11
Agenda

other interested parties.

ENTERED this 3rd day of February, 2011.



Patricia A. Miller
President of the County Commission

Commission Office Use Only	
Date on Agenda:	2-10-11
Appt Time or New Business:	11:15 AM

AGENDA REQUEST FORM

Name: Warren Mickey

Department or Entity: _____

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: February 10, 2011

Date Requested – 2nd Choice: _____

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

Subject:1) Elk Run Water Project Update

2)Jefferson County Conservation district – Funding Request and report on the financial activity in Jefferson County

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

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

Attachments:

6

Commission Office Use Only
Date on Agenda: 2-10-11
Appt Time or New Business: 11:30 AM

AGENDA REQUEST FORM

Name: Joe Sacchett

Department or Entity: Day Report Center

Estimation of amount of time needed for appointment: 15 - 30 minutes

Date Requested - 1st Choice: Feb. 10, 2011

Date Requested - 2nd Choice: _____

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

Subject Day Report Center

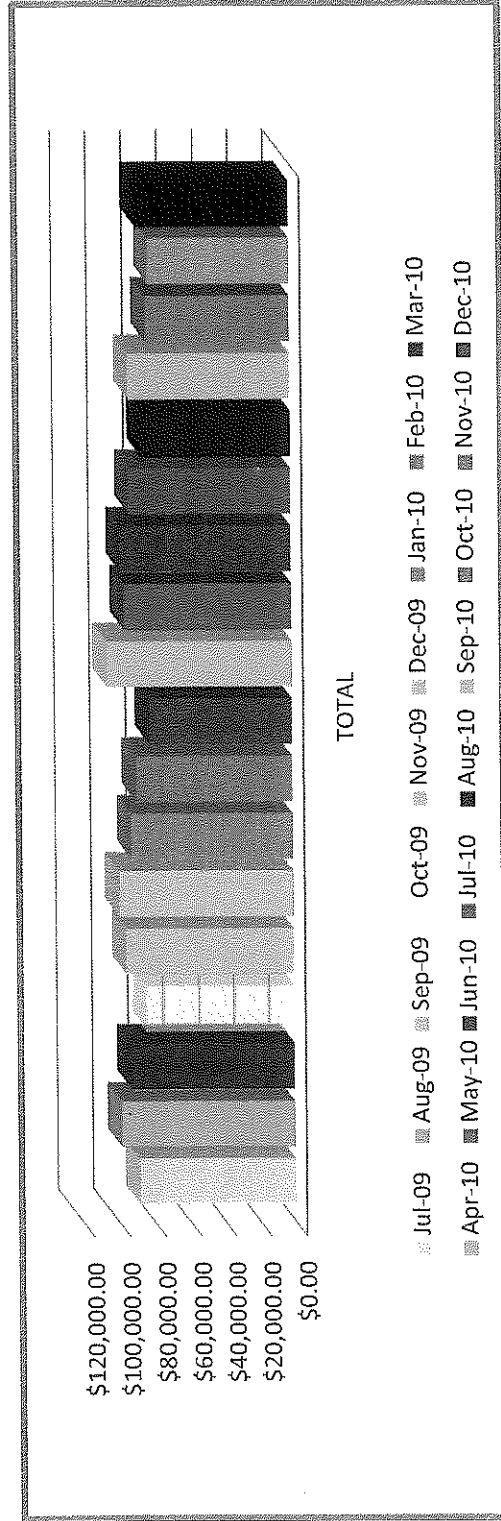
Please provide the County Commission with a description of your request or presentation, including any background information: **Day Report Center Update**

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

Attachments:

REGIONAL JAIL COST COMPARISON

MONTH	TOTAL
Jul-09	\$88,120.62
Aug-09	\$98,040.00
Sep-09	\$92,150.66
Oct-09	\$83,790.00
Nov-09	\$94,905.00
Dec-09	\$98,515.00
Jan-10	\$91,342.50
Feb-10	\$88,445.66
Mar-10	\$80,750.00
Apr-10	\$104,452.50
May-10	\$94,575.50
Jun-10	\$96,377.50
Jul-10	\$91,200.00
Aug-10	\$84,193.20
Sep-10	\$91,451.20
Oct-10	\$81,447.20
Nov-10	\$79,739.20
Dec-10	\$86,668.80



Prepared by Berk
Distributed at CC

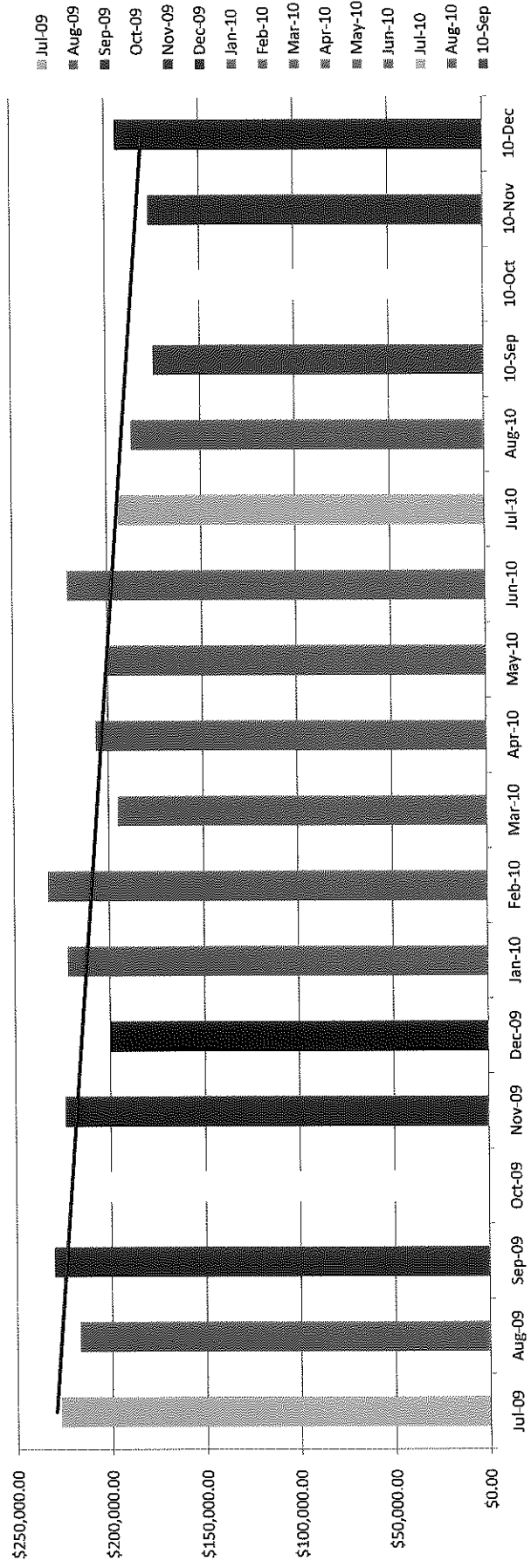
Fiscal 10

Fiscal 09

MONTH	TOTAL
Jul-09	\$227,098.34
Aug-09	\$216,733.41
Sep-09	\$230,088.52
Oct-09	\$212,800.09
Nov-09	\$223,725.03
Dec-09	\$199,784.83
Jan-10	\$222,115.13
Feb-10	\$232,227.50
Mar-10	\$194,987.50
Apr-10	\$206,482.50
May-10	\$200,830.00
Jun-10	\$220,875.00
Jul-10	\$193,961.46
Aug-10	\$186,354.78
10-Sep	\$174,514.10
10-Oct	\$171,079.93
10-Nov	\$176,600.97
10-Dec	\$193,980.14

MONTH	TOTAL
Jul-09	\$227,098.34
Aug-09	\$216,733.41
Sep-09	\$230,088.52
Oct-09	\$212,800.09
Nov-09	\$223,725.03
Dec-09	\$199,784.83
Jan-10	\$222,115.13
Feb-10	\$232,227.50
Mar-10	\$194,987.50
10-Apr	\$206,482.50
May-10	\$200,830.00
Jun-10	\$220,875.00
Jul-10	\$193,961.46
Aug-10	\$186,354.78

REGIONAL JAIL COST COMPARISON



Type choices, press Enter.

D=Tran Detail E=Encumbrance History I=Vendor Info. V=Voucher History
 Vendor Number...: 28032 Short Name: ST/WV REGIONAL JAIL &
 Open/Closed/All: Tran Type.: Tran No: Dist No:
 Choice.....: V Starting Post Period...: 07 2009

Opt	Tran. Number	Invoice	P.O. No.	Cash Cd	Ck.No.	Ck/Due Date	Amount
—	VR 022286	022286	47602	BC001	059514	08/20/2009	98040.00
—	VR 022366	022366	47682	BC001	060989	03/04/2010	88445.66
—	VR 022414	22414	48611	BC001	061841	06/17/2010	96377.50
—	VR 022444	022444	48993	BC001	062566	09/23/2010	91451.20
—	VR 111087	111087	48899	BC001	062365	09/02/2010	84193.20
—	VR 22273	22273	47067	BC001	059347	08/30/2009	88120.62
—	VR 22303	22303	47604	BC001	059755	08/24/2009	92150.66
—	VR 22315	22315	47677	BC001	059984	10/22/2009	83790.00
—	VR 22328	22328	47678	BC001	060286	02/03/2009	94905.00
—	VR 22341	22341	47679	BC001	060600	01/07/2010	98515.00
—	VR 22354	22354	47680	BC001	060752	01/28/2010	91342.50
—	VR 22380	22380	48275	BC001	061158	03/25/2010	80750.00

HELP F1=Switch F3=Exit F8=Clear F12=Previous ROLL

INQUIRY
BA172S-3

BUDGETING / ACCOUNTING
Voucher Payable History

01/13/2011 A
15:14:49

Type choices, press Enter.

D=Tran Detail E=Encumbrance History I=Vendor Info. V=Voucher History
Vendor Number...: 28032 Short Name: _____ ST/WV REGIONAL JAIL &
Open/Closed/All: _____ Tran Type.: _____ Tran No: _____ Dist No: _____
Choice.....: V Starting Post Period...: 07 2009

Opt	Tran. Number	Invoice	P.O. No.	Cash Cd	Ck.No.	Ck/Due Date	Amount
	VR 22392	22392	48366	BC001	061401	04/29/2010	104452.50
-	VR 22403	22403	48368	BC001	061624	05/27/2010	94572.50
-	VR 22423	22423	48757	BC001	062080	07/22/2010	91200.00
-	VR 22455	22455	49119	BC001	062855	10/28/2010	81447.20
-	VR 301948	301948	45557	BC001	063209	12/09/2010	79739.20
-	VR 7055475	7055475	49332	BC001	063442	01/13/2011	86668.80

End of file has been reached
HELP F1=Switch F3=Exit

Transaction Total = 1626161.54
F8=Clear F12=Previous ROLL

AGENDA

JANUARY 12, 2011

**BERKELEY/JEFFERSON COMMUNITY CRIMINAL JUSTICE BOARD
JEFFERSON COUNTY SHERIFF'S DEPT.
102 Industrial Blvd # 100
Kearneysville, WV 25430-2773
(304) 728-3205**

Opening – Pamela Jean Games-Neely, President

Approval of Minutes – Discussion/Action

Treasurer's Report

Old Business Items -

- 1. Status of Board Members Renewal**
- 2. Juvenile/Adult DRC – Same Building**
- 3. CPA Bids vs. Advertise**
- 4. ERJ – Bond Review Update**
- 5. Morgan County Participation Update**
- 6. DHHR – Drug Testing**

New Business Items -

- 1. Mary Newlin/Brook Tucker visit Hampshire County DRC**
- 2. Meetings with Berkeley County Council and Jefferson County Commission**
- 3. Regional Jail costs breakdowns for both Counties**
- 4. Jefferson Day Report Center**
- 5. No Sex Offenders – Discussion of denied case**

Items from Public

Scheduling of Next Board Meeting

Adjournment

**BERKELEY-JEFFERSON COUNTY COMMUNITY CRIMINAL JUSTICE BOARD
BOARD MEETING
Wednesday, November 10, 2010**

Those in attendance:

Pamela Games-Neely- Berkeley County Prosecutor (proxy)
Joe Sacchet – Executive Director, Day Report Center
Carolyn Zdziera – Community Alternatives to Violence
Frances Morgan-Jefferson County Commission
Pastor Nathaniel Wright-Lilly of the Evangel Church
Ralph Lorenzetti-Jefferson County Prosecutor
Kenny Lemaster-Berkeley County Sheriff's Dept.
George Michael-Berkeley County Schools
Ruth McQuade-Community (proxy)
Mary Paul Rissler-Jefferson County Magistrate
Mary Newlin-DRC Staff
Deborah Lawson-Public Defender
Sheri Hoff (proxy)
Ann Smith-Shenandoah Womens Center

The meeting was called to order with the presence of a quorum by Deborah Lawson at 1:05 PM. Pastor Wright moved to accept the minutes of the September 8, 2010, meeting. Ann Smith seconded. Motion carried.

Joe Sacchet submitted the attached Treasurer's report. Carolyn Zdziera stated that Quickbooks training is critical in order to track the Center's financials. The spreadsheet currently being prepared now matches the approved budget for 2010-11, but County Finance accounts still do not match the budget. Several members of the Board made suggestions of CPA firms who could provide the training and prepare quarterly financial reports. Joe will make these contacts and entertain three bids. Since accounting expense is not an approved budget item, Joe stated that this expense could be taken out of the client fees account. Pastor Wright moved to accept the Treasurer's report and Ann Smith seconded. Motion carried.

Old Business

The agreement with Morgan County to accept participants on a per diem basis will be finalized when Pam Neely submits an MOU template to Joe so that modifications for Morgan County can be made. This MOU, once completed, will allow Morgan County to participate until the next grant year.

The agreement with DHHR for drug testing is still pending. Joe will be meeting with a representative of the drug testing company. Once this takes place an MOU will be prepared and approved by the Board.

The Berkeley County Engineering Department will be providing the site survey and application form to the City of Martinsburg for the parking lot.

Ralph Lorenzetti said that there will be a Juvenile Day Report Center opening in Jefferson County at a location to be determined. Joe will check to see whether the Jefferson Day Report Center could be located in the same building with the Juvenile DRC.

New Business

1--Mary Newlin went over a new referral form which defines whether the client is bond only or whether the referral is for DRC services.

2—There was a grant adjustment which was submitted and approved by DCJS. This involved moving \$1546 from Other to Travel/Training to cover Van Maintenance.

3—Terms limits were discussed. Since the following Board members' terms will be expiring in December, all listed below have agreed to another 2-year term. Joe will write a letter to each Commission to get on the agenda regarding those members whose terms are expiring. He will check to see whether a personal appearance by each Board member affected will be required.

Berkeley appointees with terms expiring 12/10 or 1/11

Kenny Lemaster, George Michael, Deborah Lawson, Pam Games Neely, Nathaniel Wright, Ann Smith, Jan Callen

Jefferson appointees with terms expiring 12/10

Ralph Lorenzetti, Bobby Shirley, Harold Slaughter, Sheri Hoff.

A letter needs to be sent to Brenda Hutchinson and Debra McLaughlin stating that their continued Board membership will be effective when an MOU regarding Morgan's participation in the Day Report Center is implemented. Marty Soltis will also be sent a letter to determine his continued interest in Board membership.

4—Discharge meetings for clients who complete the program are being held at the Center and this is working well, since all staff is represented and any concerns are documented upon release from the Center.

5—Community Service began 10/9/10 and participants are required to participate every other weekend. Gene Gross is supervising.

6—Several meetings have been held between Joe, Mary, Lou Barlow and other ERJ staff regarding screening of referrals. Deborah Lawson pointed out that there can be no prescreening of potential referrals prior to bond hearings, nor can there be any contact with an inmate by DRC staff if they have been assigned a Public Defender or have other legal representation.

7—In the last two months, there have been 14 new referrals. Including bond clients, the center now has a total of 26 clients. Joe stated that his goal is to have a total of 35 clients by the end of 2010.

Next meeting will be held on January 12, 2011, 1 PM at the Jefferson County Sheriff's Department in Kearneysville.

Pastor Wright made a motion to adjourn at 3 PM and George Michael seconded. Motion carried.

Berkeley-Jefferson Day Report Center

Budget Overview

July 2010 through June 2011
Actuals through 12/31/10

	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Jul 10 - Jun 11	TOTAL	Budget
Income															
Grant Income	16,151.00	16,151.00	16,151.00	16,151.00	16,151.00	16,151.00	16,151.00	16,151.00	16,151.00	16,151.00	16,151.00	16,151.00	193,812.00	193,812.00	193,812.00
County Matches	4,037.67	4,037.67	4,037.67	4,037.67	4,037.67	4,037.67	4,037.67	4,037.67	4,037.67	4,037.67	4,037.67	4,037.67	48,452.00	48,452.00	48,452.00
Total Income	20,188.67	20,188.67	20,188.67	20,188.67	20,188.67	20,188.67	20,188.67	20,188.67	20,188.67	20,188.67	20,188.67	20,188.67	242,264.00	242,264.00	242,264.00
Expense															
Personnel/Contractual															
Center Director															57,001.00
Administrative Secretary															27,000.00
DRC Officer															35,000.00
Driver															13,440.00
Total Salaries/Wages	11,693.39	8,574.22	8,974.45	9,231.70	9,536.20	14,446.05	11,036.75	11,036.75	11,036.75	11,036.75	11,036.75	11,036.75	128,676.51	132,441.00	
Drug/Alcohol, etc. Classes	219.00	127.00	315.00	472.50	350.00	262.50	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	7,746.00	18,060.00	
Life Skills/Evaluations	1,702.52	1,155.00	330.00	665.00	630.00	630.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	14,112.52	18,780.00	
HRPS	450.00	360.00	450.00	360.00	360.00	450.00	750.00	750.00	750.00	750.00	750.00	750.00	6,930.00	16,020.00	
Total Personnel/Contractual	14,064.91	10,216.22	10,069.45	10,729.20	10,876.20	15,788.55	14,286.75	14,286.75	14,286.75	14,286.75	14,286.75	14,286.75	157,465.03	185,301.00	
Office Equipment		124.00					112.50	112.50	112.50	112.50	112.50	112.50	799.00	1,350.00	
Travel Training	254.75	265.94	281.70	240.54	231.26	260.16	800.00	800.00	800.00	800.00	800.00	800.00	6,334.35	9,705.00	
Other															
Insurance	501.50	546.00	501.50	789.54	546.00	501.50	628.50	628.50	628.50	628.50	628.50	628.50	7,157.04	7,542.00	
Licenses & Permits	19.22			7.50			47.92	47.92	47.92	47.92	47.92	47.92	314.24	575.00	
Payroll Tax	1,377.40	655.92	686.55	706.23	729.52	1,105.13	800.00	800.00	800.00	800.00	800.00	800.00	10,060.75	600.00	
Postage		44.00			44.00		44.00		44.00		44.00		220.00	600.00	
Repairs and Maintenance	25.00	79.00	74.20			445.89	175.00	175.00	175.00	175.00	175.00	175.00	1,674.09	2,100.00	
Drug Testing			779.81	701.81	185.00	714.21	1,886.00	1,886.00	1,886.00	1,886.00	1,886.00	1,886.00	13,696.83	22,632.00	
Office Supplies	48.74	47.70	53.43	131.06	39.90	132.08	593.00	593.00	593.00	593.00	593.00	593.00	4,010.91	7,115.00	
Printing			106.00				100.00			100.00			306.00	450.00	
Utilities	20.62	330.49	117.67	238.95	72.10	267.43	400.00	400.00	400.00	200.00	200.00	200.00	2,847.26	4,894.00	
Total Other	1,992.48	1,703.11	2,319.16	2,575.09	1,616.52	3,166.24	4,574.42	4,630.42	4,574.42	4,430.42	4,374.42	4,330.42	40,287.12	45,908.00	
Total Expenses	16,312.14	12,309.27	12,670.31	13,544.83	12,723.98	19,214.95	19,773.67	19,829.67	19,773.67	19,629.67	19,573.67	19,529.67	204,885.50	242,264.00	
Cash	19,437.00	31,354.00	41,291.42	60,732.7	48,008.72	57,813.30									
Pending Reimbursements	22,478.97	16,426.94	12,913.42	13,811.6	12,595.74	12,724.90									
Client fees	4,463.71	5,029.81	55,133.75	5636.76	6,158.79	6,556.12									

BERKELEY/JEFFERSON DAY REPORT CENTER

SCREENING FOR JAIL OFFENDERS

First Name: _____

Date: _____

Middle Name: _____

Last Name: _____

Suffix: _____

Alias: _____

Date of Birth: _____

SSN# _____ - _____ - _____

SID# _____

Gender: Male/Female

Race: Caucasian Black Native American Asian Multi-Racial

Hispanic Origin Non-Hispanic Origin

Address: _____

City: _____ State: _____ Zip Code: _____

Home County: Berkeley/Jefferson

Home Phone: _____ - _____ - _____

Wireless: _____ - _____ - _____

Who do you live with?

Name: _____

Relationship: _____

How many months at current address? _____

Emergency Contact:	Phone number:
--------------------	---------------

Do you rent? Yes/No

Do you own? Yes/No

Employment: Part time Full time Disabled Retired Not Employed

Name: _____

Address: _____

Phone: _____

Supervisor: _____

How long? _____ years/months

Do you have any medical conditions? Yes/No

Describe: _____

Bondsman: _____

Phone: _____

Attorney: _____

Phone: _____

Eligibility for Berkeley/Jefferson Day Report Center

(BOND SUPERVISION SCREEN RESULTS)

Name:	Birthdate:
Address:	Social Security:
City, State, Zip:	Arrest Date:
Screen Date:	Screened by:

- IS** ideal for referral to the B/J DRC for the purposes of Bond Supervision.

- IS NOT** ideal for referral to the B/J DRC for the purposes of Bond Supervision due to the following reasons:
 - History of violent charges/offense (ex: 1st degree murder, battery).
_____ # of violent charges

 - History of sexual offenses/abuse charges (ex: rape, sexual assault).
_____ # of sexual offense charges

 - Is not a resident of Berkeley/Jefferson Counties.

 - Have a serious illness and/or injury that would prevent from requirements of Bond Supervision.

Please Note: Bond Supervision is defined as multiple supervision checks, along with a weekly random drug screening. This is separate from placement into the DRC Program.



Phone: 304-267-5000 ext. 3961
Fax: 304-596-2047

Berkeley/Jefferson Day Report Center

**Client Eligibility Report
BOND SUPERVISION**

Defendant: _____ County: _____
Address: _____
Phone: _____

On this the _____ day of _____ 2010,
_____ was interviewed at the Eastern Regional Jail Facility and evaluated for participation in the Berkeley/Jefferson Day Report Center for BOND SUPERVISION.

This individual is ideal for placement in the DRC and is able to meet the requirements of the Bond Supervision program including:

- Check-in supervision at the DRC 2 times per week.
- Check-in supervision by phone 1 time per week.
- Random drug screening 1 time per week.

If individual is eligible for referral to Berkeley/Jefferson Day Report Center for the purposes of Bond Supervision, please fax referral form to (304) 596-2047. There is a cost of \$15 per week to be paid by the individual placed on bond supervision with the DRC.

Copies of this Client Eligibility Report are being forwarded to the Jail, Court, Defendant, Defendant's Attorney and the Prosecuting Attorney (If Applicable).

Dated: _____

Joseph P. Sacchet
Director B/JDRC

Commission Office Use Only	
Date on Agenda:	2/10/11
Appt Time or New Business:	11:45 AM

AGENDA REQUEST FORM

Name: F. Mark Schiavone

Department or Entity: DCPM

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: 10 February 2011

Date Requested – 2nd Choice: 17 February 2011

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

Subject: Revision A to the General Fund

Please provide the County Commission with a description of your request or presentation, including any background information: The recommended revisions are internal and only require Commission approval. Dept 422 – account for unplanned travel to Homeland Security IT Workshop, Dept 428 – emergency switch purchases, Dept 433 – approved reclassify of staff – PT to FT, Dept 439 – Photocopier service agreement/purchases.

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

Attachments: DCPM budget detail sheet. Correspondence from Dept Heads (GIS, Planning)

Account	Description	Current Approved	debit	credit	Final Approved
001-422-01-103-000-GG-000	CPTL PLNNG&MGMT-SALARY/W	215,886			215,886
001-422-01-104-000-GG-000	CPTL PLNG&MGMT-FICA EXPN	13,385			13,385
001-422-01-104-001-GG-000	CPTL PLNNG&MGMT-MEDICARE	3,131			3,131
001-422-01-105-000-GG-000	CPTL PLNG&MGMT-GRP INSUR	32,140			32,140
001-422-01-106-000-GG-000	CPTL PLNNG&MGMT-RETIREMN	26,986			26,986
001-422-02-214-000-GG-000	CPTL PLNNG&MGMT-TRAVEL	750		622	1,372
001-422-03-341-000-GG-000	CPLN&MGMT-MATERIAL/SUPPL	3,500	622		2,878
CHECKSUM		295,778	622	622	295,778
001-428-02-216-000-GG-000	DATA PROC MAIN/REP EQUIP	38,000	4,000		34,000
001-428-02-223-000-GG-000	DATA PROC PROFESSIONL SV	20,000	8,700		11,300
001-428-03-341-000-GG-000	DATA PROC MATERIAL/SUPPL	3,000		15,700	18,700
001-428-03-353-000-GG-000	DATA PROC COMPUTER SOFTW	5,000	3,000		2,000
CHECKSUM		66,000	15,700	15,700	66,000
001-433-01-103-000-GG-000	GIS SALARY/WAGE	90,969		17,741	108,710
001-433-01-104-000-GG-000	GIS FICA	7,501		1,091	8,592
001-433-01-103-001-GG-000	GIC MEDICARE	1,754		258	2,012
001-433-01-105-000-GG-000	GIS GROUP HEALTH INS	15,801		4,611	20,412
001-433-01-106-000-GG-000	GIS RETIREMENT	11,371		2,218	13,589
001-433-01-108-002	GIS PARTTIME	30,000	10,000		20,000
001-433-02-230-000-GG-000	GIS CONTRACTD SRV	65,500	15,919		49,581
CHECKSUM		222,896	25,919	25,919	222,896
001-439-01-103-000-GG-000	PLANNING SALARY AND WAGE	231442			231442
001-439-01-104-000-GG-000	PLANNING FICA EXPENSE	14566			14566
001-439-01-104-001-GG-000	PLANNING MEDICARE EXPENS	3407			3407
001-439-01-105-000-GG-000	PLANNING GROUP INSURANCE	40806			40806
001-439-01-106-000-GG-000	PLANNING RETIREMENT	29368			29368
001-439-01-108-001-GG-000	PLANNING OVERTIME	3500			3500
001-439-01-108-002-GG-000	PLANNING PTIME/EXTRA HEL				0
001-439-02-214-000-GG-000	PLANNING TRAVEL	3000			3000
001-439-02-216-000-GG-000	PLANNING MAIN/REP EQUIPM	4000		3500	7500
001-439-02-220-000-GG-000	PLANNING ADS/LEGAL PUBS	2500			2500
001-439-02-221-000-GG-000	PLANNING TRAIN/EDUCATION	5000			5000
001-439-02-222-000-GG-000	PLANNING DUES/SUBSCRIPTN	2000			2000
001-439-02-223-000-GG-000	PLANNING PROFESSIONAL SV	20000			20000
001-439-02-229-000-GG-000	PLANNING COURT COST/DAMA	1000			1000
001-439-03-341-000-GG-000	PLANNING MATERIAL/SUPPLY	7000		6500	13500
001-439-04-459-000-CP-000	PLANNING CAP/OUTLAY-EQUI	10000	10000		0
CHECKSUM		377589	10000	10000	377589

F. Mark Schiavone

From: Jennifer Brockman [jbrockman@jeffersoncountywv.org]
Sent: Thursday, December 16, 2010 4:20 PM
To: 'F. Mark Schiavone'
Cc: sgran@jeffersoncountywv.org; 'Julia Quodala'; tboyde@jeffersoncountywv.org; 'Vivian Fields'
Subject: budget amendment

Mark

Please let me know if you need this info in a different format or on a CC agenda request form. We need the following amendments made to our budgets:

- 1) Please move \$3,500 from 001-439-04-459-000-CP-000 (Planning Cap/Outlay-Equip) to 001-439-02-216-000-GG-000 (Planning Main/Rep Equipmt) and \$6,500 from 001-439-04-459-000-CP-000 (Planning Cap/Outlay-Equip) to 001-439-03-341-000-GG-000 (Planning Material/Supply)

NOTE: Originally we budgeted this money for the purpose of purchasing a new copier/scanner. Since the budget was approved, we have entered into a lease agreement on a new copier and these funds need to be reallocated to these categories to better meet our Department's needs.

439-01-108-002
JT Entailp

- 2) Please move \$2,500 from 001-439-02-223-000-GG-000 (Planning Professional Svc) to 001-439-01-103-000-GG-000 (Salary and Wages) **OR** to the appropriate line item related to the Urban Tree Canopy Grant which I believe is: 010-443-05-568-066-GG-000 (GRT URBAN TREE CANOPY).

NOTE: This \$2,500 is the County's match to the Urban Tree Canopy Grant recently received from the State Division of Forestry for the purpose of developing an urban tree canopy plan and doing a spring time planting. The grant included \$5,000 for the hiring of an intern which was required to be match locally. The County is contributing this \$2,500 and the City of Charles Town is also contributing \$2,500 for this purpose. We had originally understood that our intern was to be paid out of 010-443-05-568-066-GG-000 but then was told that he has to be paid out of 001-439-01-103-000-GG-000. Our \$2,500 needs to be moved to the correct line.

It is my understanding that you present this type of budget amendment to the County Commission on behalf of the Departments. Please feel free to follow up with me if you have any questions.

Thanks
 Jennie

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

Jefferson County Emergency Communications
DEPARTMENTAL MEMORANDUM

B R O O A
+ DCPM time
+ DP mat/suppl

TO: Mark Schiavone, DCPM Director

CC: Tim Boyde, County Administrator
Jeff Polczynski, Director of Communications

FROM: Todd Fagan, GIS Specialist

DATE: December 3rd, 2010

SUBJECT: GIS Department FY2011 Budget Revision

Our office submits the following revision to move monies within our departmental FY2011 budget. This adjustment stems from our Commission-approved plan to reclassify a vacant Part-Time position into a new Full-Time position. To do this we must shift budget line item allocations within our approved FY2011 budget with no overall net increase.

Finance has listed below the anticipated pro-rated funds for the rest of the fiscal year for our new admin assistant.

Wages	001-433-01-103-000-gg-000	\$ 17,740.35
FICA	001-433-01-104-000-gg-000	\$ 1,099.90
Med	001-433-01-104-001-gg-000	\$ 257.24
12.5% Retirement	001-433-01-106-000-gg-000	\$ 2,217.54
Life 6.80 x 7 mo	001-433-01-105-000-gg-000	\$ 47.60
D/V 29.82 x 7 mo	001-433-01-105-000-gg-000	\$ 208.74
Medical 622.06 x 7	001-433-01-105-000-gg-000	\$ 4,354.42
Total wages/benefits Estimate		\$ 25,925.79

The following table directs our specific adjustments. The Contract Services and Part Time line items shall be decreased the amount necessary to cover the overage expected in both Wages and Benefits line items.

Account	Description	Current Appropriation	Revised Appropriation	Change	
433-01-103	Salary & Wages	\$90,969.00	\$108,709.35	\$17,740.35	increase
433-01-104	FICA	\$7,501.00	\$8,600.90	\$1,099.90	increase
433-01-104-001	Medicare	\$1,754.00	\$2,011.24	\$257.24	increase
433-01-105	Group Insurance	\$15,801.00	\$20,411.76	\$4,610.76	increase
433-01-106	Retirement	\$11,371.00	\$13,588.54	\$2,217.54	increase
433-01-108-002	GIS PART TIME	\$30,000.00	\$20,000.00	-\$10,000.00	decrease
433-02-230	GIS Contract Svcs.	\$65,500.00	\$49,574.21	-\$15,925.79	decrease

<p>Commission Office Use Only</p> <p>Date on Agenda: <u>2/10/11</u></p> <p>Appr Time or New Business: <u>11:45 Am</u></p>

AGENDA REQUEST FORM

Name: F. Mark Schiavone

Department or Entity: DCPM

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: 10 February 2011

Date Requested – 2nd Choice: 17 February 2011

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

Subject: Revision 007 to the General Fund

Please provide the County Commission with a description of your request or presentation, including any background information: This revision accounts for additional approved personnel in the Prosecuting Attorney’s office. It also corrects two mistakes made by staff to the County Clerk and the Assessor’s budgets. In both cases there was a small amount of unencumbered, budgeted funds in Category 1 (Salary/Wages/Benefits). When the 2.5% across the board salary increase was processed, DCPM and Finance staff used actual salary values, inadvertently removing these from these two Constitutional Offices.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): Recommend approval of the resolution to modify the budget of the General Fund.

Attachments: (1) Request for Revision to Approved Budget (SAO document), (2) Draft resolution (SAO document), (3) DCPM revision detail sheet.

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER
2011
 FY
001
 FUND
007
 REV. NO.
1 of 1
 PG. OF NO.

JEFFERSON COUNTY COMMISSION
 GOVERNMENT ENTITY

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

PO BOX 250 124 E. WASHINGTON STREET
 STREET OR PO BOX
 CHARLES TOWN 25414
 CITY ZIP CODE

County
 Government Type

REVENUES: (net each acct.)

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

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	2,936,774		60,382	2,876,392
402	County Clerk	830,065	4,604		834,669
405	Prosecuting Attorney	1,493,156	51,838		1,544,994
406	Assessor	919,121	3,940		923,061
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY: _____ Date _____
 Director, Local Government Services Division

AUTHORIZED SIGNATURE
 OF ENTITY

APPROVAL
 DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held 10 February, 2011,
the following order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief
inspector of public offices, the county commission does hereby direct the budget be revised
PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO
APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as
shown on budget revision number 007, a copy of which is entered as part of this record.

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

_____	Yes
_____	Yes
_____	Yes
_____	Yes
_____	Yes

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

Dept	Account	Description	Current Approved	debit	credit	Final
401	001-401-05-568-000-GG-000	Co COMM OTHER CONTRIB	1,927,896	60,382		1,867,514
		DEPT TOTAL	2,936,774	60,382		2,876,392
402	001-402-01-103-000-GG-000	County Crk Salary/Wage	455,562		3,831	459,393
	001-402-01-104-000-GG-000	County Crk FICA	32,922		238	33,160
	001-402-01-104-001-GG-000	County Crk Medicare	7,700		56	7,756
	001-402-01-106-000-GG-000	County Crk Retirement	66,376		479	66,855
		DEPT TOTAL	830,065		4,604	834,669
405	001-405-01-103-000-GG-000	Pros Attny Salary/Wage	933,718		41,442	975,160
	001-405-01-104-000-GG-000	Pros Attny FICA	63,881		2,570	66,451
	001-405-01-104-001-GG-000	Pros Attny Medicare	14,940		601	15,541
	001-405-01-105-000-GG-000	Pros Attny Group Health	142,598		3,931	146,529
	001-405-01-106-000-GG-000	Pros Attny Retirement	128,791		3,294	132,085
		DEPT TOTAL	1,493,156		51,838	1,544,994
406	001-406-01-103-000-GG-000	Assessor Salary/Wage	502,317		3,278	505,595
	001-406-01-104-000-GG-000	Assessor FICA	38,967		204	39,171
	001-406-01-104-001-GG-000	Assessor Medicare	9,114		48	9,162
	001-406-01-106-000-GG-000	Assessor Retirement	73,562		410	73,972
		DEPT TOTAL	919,121		3,940	923,061
		CHECKSUM		60,382	60,382	

<p>Commission Office Use Only</p> <p>Date on Agenda: <u>2-10-11</u></p> <p>Appt Time or New Business: <u>11:45 AM</u></p>

AGENDA REQUEST FORM

Name: F. Mark Schiavone

Department or Entity: DCPM

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: 10 February 2011

Date Requested – 2nd Choice: 17 February 2011

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

Subject: Revision 003 to Coal Severance Fund

Please provide the County Commission with a description of your request or presentation, including any background information: This is an accounting issue to transfer \$46,900 previously allotted to the JCESA to a line permitting correct transfer to the agency. Presently no funds are available in a line that permits interagency transfers of funds. This revision also moved \$3,276 into a line appropriate to pay for the lease on a photocopier at the Parks & Recreation Commission.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): Move to approve the resolution for revision to the Coal Severance Fund.

Attachments: (1) Request to revise budget (SAO document), draft budget resolution (SAO Document), (3) detail sheet for Coal Severance Fund (DCMP Document)

REQUEST FOR REVISION TO APPROVED BUDGET

CONTROL NUMBER

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

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

2011
 FY
002
 FUND
003
 REV. NO.
1 of 1
 PG. OF NO.

JEFFERSON COUNTY COMMISSION
 GOVERNMENT ENTITY

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

PO BOX 250 124 E. WASHINGTON STREET
 STREET OR PO BOX
 CHARLES TOWN 25414
 CITY ZIP CODE

County
 Government Type

REVENUES: (net each acct.)

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

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	31,500	50,176		81,676
986	County Commission	317,296		50,176	267,120
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held 10th February, 2011, the following order was made and entered:

SUBJECT: The revision of the Coal Severance (Fund 002) Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered:

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

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

_____	Yes
_____	Yes
_____	Yes
_____	Yes
_____	Yes

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

Dept	Account	Description	Current Approved	debit	credit	Final
401	002-401-03-230-000-GG-000	Co COMM CONTRT SERVICES	0		3276	3,276
	002-401-05-568-000-GG-000	Co COM CONTRIB OTH GOV UNIT	31,500		46900	78,400
		DEPT TOTAL	31,500	0	50,176	81,676
986	002-986-04-459-000-CP-000	Co Comm Cap/Outlay	317,296	50,176		267,120
		DEPT TOTAL	317,296	50,176		267,120

8

Commission Office Use Only

Date on Agenda: ~~2-3-11~~ 2-10-11

Appt Time or New Business: ~~11:45 AM~~

AGENDA REQUEST FORM

Name: Tom Bayuzik

Department or Entity: Jefferson County Development Authority

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: **Update - \$200,000 loan to the Economic Development Authority**

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

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

Attachments:

~~11-18~~
9

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1st Choice: 1-20-11

Date Requested – 2nd Choice: _____

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

Subject: **Interviews and Appointments to the Water Advisory Committee**

Please provide the County Commission with a description of your request or presentation, including any background information: **Interview and Appoint four individuals to the Water Advisory Committee for a three year term expiring January 31, 2014**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion to approve _____ to the Water Advisory Committee for a three year term expiring January 31, 2014.**

Attachments:

Water Advisory Commission

Members Currently serving

Name	Address	Phone	Expiration
Roger Ethier	P.O. Box 1392 Shepherdstown, WV 25443	304-283-6196	1/31/2013
Larry Johnson	125 Burke St Martinsburg, WV 25401	304-267-9759	1/31/2013
Dick Latterell	PO Box 3609 Shepherdstown, WV 25443	304-876-6072	1/31/2013
Lee Snyder	270 Industrial Blvd. Kearneysville, WV 25430	304-725-3915	1/31/2012
Oscar Stine	7633 Flowing Springs Rd Shepherdstown, WV 25443	304-876-2009	1/31/2012
Jane Arnett	832 S. George St Charles Town, WV 25414	304-725-2316	1/31/2012
Patsy Noland	Jefferson County Commission	304-728-3284 304-261-7911	

Expiring member effective January 20, 2011

Name	Address	Phone	Expiration
Susan Lawton	P.O. Box 430 Charles Town, WV 25414	304-724-7143	1/31/2011
Dan Riss	PO Box 725 Harpers Ferry, WV 25425	304-535-2432	1/31/2011
Mark Shields		301-827-6173	1/31/2011
Robert K. Denton	19955 Highland Vista Dr. Suite 170 Ashburn, VA 20147	703-726-8030	1/31/2011

Interested Applicants

Name		Phone	Attending
Victoria Eckert		304-535-2028	Left Message
Susan Lawton	DECLINES	304-724-7143	Left Message
Robert K. Denton			NO
Mark Shields		301-827-6173	NO
Mary Sell			NO

Water Advisory Commission

Members Currently serving

Name	Address	Phone	Expiration
Roger Ethier	P.O. Box 1392 Shepherdstown, WV 25443	304-283-6196	1/31/2013
Larry Johnson	125 Burke St Martinsburg, WV 25401	304-267-9759	1/31/2013
Dick Latterell	PO Box 3609 Shepherdstown, WV 25443	304-876-6072	1/31/2013
Lee Snyder	270 Industrial Blvd. Kearneysville, WV 25430	304-725-3915	1/31/2012
Oscar Stine	7633 Flowing Springs Rd Shepherdstown, WV 25443	304-876-2009	1/31/2012
Jane Arnett	832 S. George St Charles Town, WV 25414	304-725-2316	1/31/2012
Patsy Noland	Jefferson County Commission	304-728-3284 304-261-7911	

Expiring member effective January 20, 2011

Name	Address	Phone	Expiration
Susan Lawton	P.O. Box 430 Charles Town, WV 25414	304-724-7143	1/31/2011
Dan Riss	PO Box 725 Harpers Ferry, WV 25425	304-535-2432	1/31/2011
Mark Shields		301-827-6173	1/31/2011
Robert K. Denton	19955 Highland Vista Dr. Suite 170 Ashburn, VA 20147	703-726-8030	1/31/2011

Interested Applicants

Name	Address	Phone	Attending
Susan Lawton	P.O. Box 430 Charles Town, WV 25414	304-724-7143	NO
Robert K. Denton	19955 Highland Vista Dr. Suite 170 Ashburn, VA 20147	703-726-8030	NO
Mark Shields		301-827-6173	NO
Mary Sell			Yes attended 1-20-11

Victoria Eckert
175 Cheney Avenue
Harpers Ferry, WV 25425
January 23, 2011

Jefferson County West Virginia Commission
Re: Vacancy on Water Advisory Commission

Dear Commissioners:

Due to the vacancy created by the resignation of Dan Riss I am applying for a position on the Jefferson County Water Advisory Commission. Dan is a member of the Harpers Ferry Town Council as well as the Elks Run Study Committee. I am a member of the Bolivar Town Council as well as the Elks Run Study Committee. These factors bode well for an easy transition.

I am well acquainted with Jefferson County in my work and my community outreach. I am employed by University Health Associates at Harpers Ferry Family Medicine where I am the Coordinator of Residency Programs. My many years of involvement with Jefferson County Youth Soccer and the Parks and Recreation Board have kept me in touch with county needs. My outreach to people of the county has been a rewarding experience and has given me a unique perspective.

My husband Ben and I have lived in Bolivar for over 20 years. We have two children who are both involved in local schools and community activities.

As a member of the Elks Run Study Committee I have acquired a good working knowledge of water problems in Jefferson County. I believe that my ERSC experience as well as my experiences working with state and county agencies can be useful to the Water Advisory Commission.

Respectfully submitted


Victoria Eckert

RECEIVED

JAN 28 2011

Jefferson County Commission

FAXED
10-14-10 12:30

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 20, 2011, or as soon thereafter as the Commission may decide:

Water Advisory Committee - 4 - 3 year terms ending January 31, 2014

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:

December 22 & 29, 2010 & January 6 & 13, 2011

THANKS - JEFFERSON COUNTY COMMISSION

Mark A. Shields
82 Fosters Circle
Shenandoah Jct. WV 25442
December 20, 2010

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

Dear Commissioners:

I am contacting you regarding my term on the Jefferson County Water Advisory Committee that is scheduled to expire on January 31, 2010. I respectfully request the Commission re-appoint me to the committee for a three year term ending January 31, 2014. I am currently a member of the Jefferson County Board of Health and believe the collaboration between the two organizations is most beneficial to the county.

I am confident that I can perform the duties effectively. Furthermore, I am genuinely interested in the water issues faced by the citizens of Jefferson County.

Should you need to reach me, please feel free to call me at (301)-827-6173. Thank you for your consideration.

Sincerely,



Mark A. Shields

Mary T. Sell
P.O. Box 895
Charles Town, WV 25414
304-725-2534 - home
202-215-0270 - cell
marytsell@aol.com

January 14, 2011

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

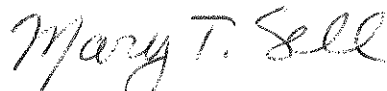
Dear Commissioners,

I hereby submit my letter of interest to serve on the Jefferson County Commission's Water Advisory Committee for a term ending January 31, 2014. If appointed I will endeavor in a collaborative manner, to assist the Water Advisory Committee to advise and inform the County Commissioners on the many complex water issues facing Jefferson County. I have over twelve years experience at the local, state and federal levels, primarily focused on the siting of energy infrastructure, rate recovery, environmental permitting and regulatory compliance. I live on and own, with my husband, a working thoroughbred horse farm in Jefferson County. As a Jefferson County resident, I am following a number of water issues that will require the Commission's action. I appreciate the difficulties in balancing the preservation of the historical and rural landscape of the County with the County's growth and the need for reliable water infrastructure, and for regulatory and environmental compliance. Additionally, I have a particular interest in the concerns of rate payers and appropriate rate recovery for service providers. I would like to contribute my skills and experience to help address these and other issues for Jefferson County. I have attached my resume for your review.

Thank you for your consideration of my interest in serving on the Jefferson County Commission's Water Advisory Committee.

With regards, I am

Very truly yours,


Mary T. Sell

Enclosure

RECEIVED

JAN 18 2011

Jefferson County Commission

Mary T. Sell
P.O. Box 895
Charles Town, WV 25414
304-725-2534 – home 202-215-0270 – cell
marytsell@aol.com

Qualifications

Regulatory and governmental affairs specialist with twelve years of experience in collaborative representation of clients on agricultural, energy, environmental and legislative issues

Regulatory and Governmental Affairs Coordinator **7/2007 – Present**
McLeod, Watkinson & Miller, Washington, DC
Key Accomplishments

- Research and monitor USDA, EPA, FDA, CFTC, and FTC proceedings and rulemakings affecting the interests of agricultural and agribusiness clients
- Provide high-level support to clients to ensure compliance with the United States Department of Agriculture's regulations governing the commodity check-off and research programs for beef, dairy products, soybeans and peanuts
- Aid and assist in responses to Freedom of Information Act requests directed to federal agencies with oversight of commodity check off programs
- Respond to congressional inquiries regarding the commodity check off program administration
- Participated in the successful defense and outcome for an agribusiness landowner in a condemnation proceeding brought by a utility under state statute; managed large complex electronic databases comprised of environmental exhibits

Regulatory Representative **1/2000 - 7/2007**
NiSource/Columbia Gas Transmission Pipelines, Washington, DC/Charleston, WV
Key Accomplishments

- Advanced the Company's Operating Plan and strategic objectives through the application of broad energy industry expertise to analyze complex regulatory, environmental, legal, legislative proceedings and rulemakings related to:
 - the production, transmission and distribution of natural gas
 - the generation, transmission and distribution of electricity including hydroelectric
 - the implementation of the Energy Policy Act of 2005 (EPACT 2005)
 - the implementation of integrity management programs under the Pipeline Safety Act of 2002 (PSIA 2002)
 - state public service commissions' proceedings concerning electricity deregulation and natural gas competition and choice, for a portfolio that included over 19,000 of transmission pipeline in nineteen jurisdictions and a storage network of approximately 646 bcf; 56,000 miles of distribution pipeline serving 3.3 million customers in nine states; an electric generation

affiliate with 3,392MW of capacity serving over 400,000 customers in Indiana; and a 10MW hydroelectric facility.

- Regularly reported on and attended the Federal Energy Regulatory Commission's (FERC) Open Meetings and federal agencies' technical conferences, summarizing the comments and positions of parties' in the proceedings to assist in the formulation of the Company's positions and written responses
- Monitored the rulemakings of federal agencies' (EPA, MMS, BLM, USDA) to implement the EPACT 2005
- Reported on legal decisions at the United District Court for the District of Columbia, United States Court of Appeals and the U.S. Supreme Court, that impacted the energy industry and the Company's interests
- Alerted and assisted in responding to congressional inquiries regarding Company Projects in a timely fashion, with effective information to address and resolve congressional concerns
- Expertise regarding: cost recovery mechanisms for Company's footprint in the Midwest Independent System Operator's regional transmission electric market and for compliance with mandatory electric reliability standards promulgated by the FERC and the North American Reliability Corporation (NERC).

Executive Director

1/98-12/99

The Greater Merrifield Business Association, Fairfax, VA

Key Accomplishments

- Lobbied local, state and federal government officials for increased funding for transportation and community revitalization monies for the Greater Merrifield community resulting in funding to engage an architectural design firm for preparation and presentation of proposed streetscape community master plan design standards at five community meetings
- Testified at the Virginia Commonwealth Transportation Board (CBT) Six Year Plan Meetings in Richmond, VA, arguing for approval of allocated funding for the Virginia Department of Transportation Budget, to perform an at-grade highway improvement project at a major congestion point in Merrifield, VA; successful in keeping the project on the Six Year CBT funding plan and ultimately fully funded and built
- Master of Ceremonies for two televised "Town Hall Meetings," to develop a vision for the future of mixed-use development in Merrifield, Virginia, including "smart-growth" for the areas proximate to two Washington Metropolitan Transportation Authority Metro Stations (Vienna and Dunn Loring/Merrifield - Virginia Metro stations) in Merrifield, VA
- Introduced and moderated several panels which included two Commonwealth of Virginia Delegates, the Chairman of the Fairfax County Board of Supervisors, the Providence District Supervisor, Fairfax County Planning Commission Staff, Virginia Department of Transportation Staff, members of the business community and local residents
- Participated and reported to the Business Association regarding the Fairfax County sponsored facilitated public meetings ("charettes") soliciting input on commercial and residential neighborhood design and traffic flow for the development of the new Merrifield Master Plan

- Raised the profile and importance of the organization by testifying before the Fairfax Planning Commission and Fairfax County Board of Supervisors for several business development projects that received approval
- Initiated co-sponsorships of political, charitable and networking events with other business organizations.
- Coordinated the organization's annual involvement in Volunteer Fairfax, partnered with the Fairfax County Police Department for an annual miniature golf event with at-risk youths
- Formulated the agenda for the monthly board of directors meetings; prepared the annual pro forma budget; maintained member records and correspondence; and organized luncheons and annual meetings

Affiliations

Women's Council on Energy and the Environment, Washington, DC

- Board Member and Chair of the Special Interest Committees overseeing five committees and twelve committee members programming events in the area of: Energy, Water, International, Climate Change and Sustainability

Education

American Public University System, Charles Town, WV

Pursuing MBA part-time

Major: Economics and Finance

Minor: Emergency & Disaster Management

The College of William and Mary, Williamsburg, VA

Bachelor of Arts degree in History

Nichelle Hosby

From: Robert Denton [RDenton@GeoConcepts-Eng.Com]
Sent: Friday, January 14, 2011 9:09 AM
To: nichelle hosby
Subject: RE: Water Advisory Committee Term Renewal

Dear Nichelle,

As per the Commission's request by letter dated December 14, 2010, I am interested in continuing to serve on the Water Advisory Committee. As such, I am requesting that the Commission renew me for another three-year term.

With regards,

Robert K. Denton Jr., CPG, LRS
Senior Geologist

GeoConcepts Engineering, Inc.
19955 Highland Vista Drive, Suite 170
Ashburn, Virginia 20147
Phone: (703) 726-8030
Fax: (703) 726-8032

www.geoconcepts-eng.com

 **Please consider the environment before printing this e-mail.**

The information in this email is confidential. If you are not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any review, dissemination or copying any portion of this email and any attachments is prohibited. The recipient bears the responsibility for checking its accuracy against corresponding originally signed documents. If you have received this email in error, please immediately notify the sender by return email and delete this email from your system.

Lawton
P.O. Box 430
Charles Town, WV 25414

January 17, 2011

Ms. Nichelle Adams Hosby
Executive Assistant
Jefferson County Commission
P.O. Box 250
124 E. Washington Street
Charles Town, WV 25414

Re: Water Advisory Committee

Dear Ms. Hosby:


I write in response to your letter dated December 14, 2011 about the January 31st expiration of my term on the Water Advisory Committee. Thank you for this notification.

It was my original understanding that this Committee's purpose was to investigate specific water related issues per the request of the County Commission. I don't think this group functions in this manner. In fact, I'm not aware of anything upon which the Commission has asked us to investigate and report findings. The group picks issues of interest to individual members of the group; often issues already under the purview of other highly qualified groups. The few good projects the group is working on could have been performed by other existing professional groups in the County at the request of the Commission.

It is my opinion that this group should no longer be a County Commission sanctioned committee; yet if the County Commission wishes to continue the group, I hope that you share with them my desire to be reappointed for another term.

I'm grateful to the Commission for the opportunity to serve in the past, and hope to be able to serve again.

Sincerely,



Susanne Lawton

cc: Board of Jefferson County Public Service District

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

AGENDA REQUEST FORM

Name: Lynn Fields

Department or Entity: Probate

Estimation of amount of time needed for appointment: 3 min

Date Requested – 1st Choice: 2/10/11

Date Requested – 2nd Choice: _____

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

Subject: **Order Setting a Hearing for the Estate of Sallie Spaulding**

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion to set the date of _____ for Hearing of the Estate of Sallie Spaulding.**

Attachments:

IN THE COURT OF THE COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF SALLIE SHEPHERD SPAULDING.

ORDER SETTING HEARING

This day came the Petitioner, by counsel, David A. Camilletti, Esquire, having previously filed a duly verified Petition of Peter Spaulding for Elective Share. It appears to the Court by said Petition that the Petitioner is entitled to a hearing on this matter.

It is therefore ORDERED that the Petition of Peter Spaulding for Elective Share shall be set down for hearing before the County Commission of Jefferson County, West Virginia on the ____ day of _____, 2011 at _____ o'clock a.m./p.m., or as soon thereafter as Counsel may be heard.

It is further ORDERED that the Petitioner shall cause a duly attested copy of this Order and Petition of Peter Spaulding for Elective Share be served upon Henry W. Morrow, Jr., Executor of the Estate of Sallie Shepherd Spaulding, P.O. Box 459, Charles Town, WV 25414 certified mail, return receipt requested and by regular first class mail.

The Clerk shall enter this Order as of the day and date below written and shall transmit three (3) attested copies to David A. Camilletti, Esquire, 103 W. Liberty Street, Charles Town, West Virginia.

ENTERED this ____ day of _____, 2011.



President of the County Commission

IN THE COURT OF THE COUNTY COMMISSION
JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF SALLIE SHEPHERD SPAULDING.

ORDER FILING PETITION

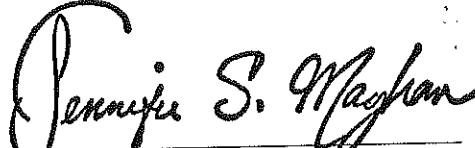
This day came the Petitioner, by counsel, David A. Camilletti, Esquire, tendered and asked leave to file his duly verified Petition of Peter Spaulding for Elective Share in this cause. It appears to the Court by said Petition is proper as to form and should be filed in this matter.

It is further ORDERED that the Petitioner shall cause a duly attested copy of this Order and Petition of Peter Spaulding for Elective Share be served upon Henry W. Morrow, Jr., Executor of the Estate of Sallie Shepherd Spaulding, P.O. Box 459, Charles Town, WV 25414 certified mail, return receipt requested and by regular first class mail.

The Clerk shall enter this Order as of the day and date below written and shall transmit three (3) attested copies to David A. Camilletti, Esquire, 103 W. Liberty Street, Charles Town, West Virginia.

ENTERED this 25th day of January, 2011.

COPY


Clerk of the County Commission

IN THE COURT OF THE COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF SALLIE SHEPHERD SPAULDING

COPY

PETITION OF PETER SPAULDING FOR ELECTIVE SHARE


NOW COMES, Petitioner, Peter Spaulding, by counsel, David A. Camilletti pursuant to West Virginia Code Section 42-3-1 *et seq.* and files his Petition to receive his share of the decedent's estate in the alternative to the Will of Sallie Shepherd Spaulding.

1. Sallie Shepherd Spaulding died testate on February 20, 2010.
2. The Decedent's Will was presented for probate on June 22, 2010.
3. Decedent married Peter Spaulding on November 18, 1987.
4. Decedent's Will was written during her marriage to Peter Spaulding, the Petitioner.
5. Decedent's Will left her entire estate to the Sallie Shepherd Spaulding Trust and naming Henry Morrow, Jr., as trustee.
6. West Virginia Code Section 42-3-1 *et seq.* provides for a spouse to choose an alternative share of the estate of their deceased spouse.
7. Such elective share is governed by the number of years of marriage.
8. Peter Spaulding and Sallie Shepherd Spaulding were married in 1987. Their marriage was greater than fifteen years.
9. Peter Spaulding seeks his elective share.
10. Pursuant to West Virginia Code Section 42-3-1 *et seq.*, Peter Spaulding is entitled to fifty percent (50%) of the augmented estate of Sallie Shepherd Spaulding.

WHEREFORE, Peter Spaulding prays for the following relief:

- a. That this Court order this Petition filed and set this matter for a hearing;
- b. That this court grant him the elective share pursuant to West Virginia Code Section 42-3-1 *et seq.*; and
- c. For such other relief as the court deem just and proper.

Peter Spaulding, Petitioner
By counsel

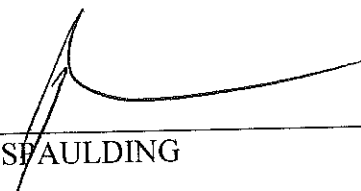


David A. Camilletti
WV State Bar Id No. 599
103 W. Liberty Street
Charles Town, WV 25414
304-725-0937
304-725-1039 / facsimile

VERIFICATION

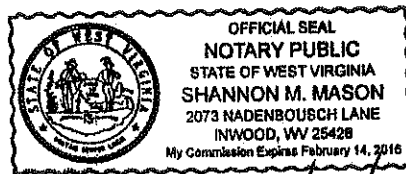
STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON, TO-WIT:

I, Peter Spaulding, the Petitioner named in the foregoing and annexed Petition for Elective Share, being first duly sworn, depose and say that the facts and allegations herein contained are true and correct, except insofar as they are herein stated to be upon information and belief, and insofar as they are herein stated to be upon information and belief, and insofar as that are stated to be upon information and belief, I believe them to be true.



PETER SPAULDING

Taken, subscribed and sworn to before the undersigned authority this day 21st of
January, 2011.




NOTARY PUBLIC

My Commission expires: 2/14/2016

IN THE COURT OF THE COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF SALLIE SHEPHERD SPAULDING

CERTIFICATE OF SERVICE

I hereby certify that service of a true copy of the foregoing has been made as follows:

Type of Service: Certified Mail, Return Receipt Requested and
United States First Class Mail, postage prepaid

Date of Service: January 24, 2010

Persons served and address: Henry Morrow, Jr.
Executor of the Estate of Sallie Shepherd Spaulding
P.O. Box 459
Charles Town, WV 2514

Item Served: *Petition of Peter Spaulding for Elective Share & Proposed
Order Filing Petition & Proposed Order Setting Hearing*



David A. Camilletti, Esquire
W.V. State Bar #599

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: _____ County Commission _____

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: **Legislative Update**

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

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

Attachments:

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: March 30, 2011
Meeting Time: 7:00 pm to 9:00 pm (6:00 pm to do set up)
Organization Name: The League of Women Voters of Jefferson Co.
Purpose of Meeting: Public forum w/ County Commissioners

Please attach a brief description of your organization. (You may attach other printed materials.)

Please check the boxes on all that apply to your organization:

- Has previously used the library
Is a not-for-profit organization
Can provide a certificate of insurance
Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): Ann L. Coulter
Signature of Person Making Request: [Signature] Date: 1/24/11

Contact Person: (If other than the representative signing above)

Representative's Address: P.O. B. 153
Shepherds Town WV 25443

Telephone: 304 876 3158 Fax: _____

RECEIVED

JAN 31 2011

E-mail:

Annecutter@comcast.net

The League of Women Voters of Jefferson County, WV

P.O. Box 1393

Shepherdstown WV 25443

The League of Women Voters of Jefferson County is a not for profit, non-partisan, political organization which encourages the informed and active participation of citizens in government and influences public policy through education and advocacy.

The LWVJC is a chapter of the national League of Women Voters. Membership is open to men and women as well as members of all political parties.

COUNTY COMMISSION MEETING ROOM

INDEMNIFICATION FORM

As the individual or the authorized representative of the organization making the reservation, I agree to indemnify and hold harmless the Jefferson County Commission, its agents and representatives, from any and all lawsuits, action, claims or demands of any character or nature arising out of or brought on account of injuries or damages sustained by any person(s) as a consequence or result of using the meeting room, its furnishings or its equipment.

Person Making Request: (printed): Ann L. Coulter

Signature of Person Making Request: Ann Coulter Date: 1/28/11

Contact Person: SOME
(If other than the representative signing above)

Representative's Address: P.O. B. 153
Shepherdstown WV 25443

Telephone: 304 876 3158 Fax: _____

E-mail: anncoulter@comcast.net

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

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: February 10, 2011

Date Requested – 2nd Choice: _____

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

Subject: **Matching Funds for Agriculture Development Grant (2008 Commitment)**

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

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

Attachments:

Jefferson County Development Authority
 Post Office Box 237
 Charles Town, WV 25414
 304-728-3255 304-725-3133 fax

INVOICE

Date	Invoice #
1/31/2011	#108

Bill TO:

Jefferson County Commission
 Attn: Tim Boyde
 Post Office Box 250
 Charles Town, WV 25414
 304-728-3284

PO #	Terms	Project
	30 days	

Quantity	Description	Rate	Amount
	Matching Funds for Agriculture Development Grant (2009 commitment)		\$30,000.00
Please make checks payable to: Jefferson County Development Authority and mail to above address.			
			\$30,000.00

RECEIVED

JAN 31 2011

Jefferson County Commission

Order BOOK EE

Page 669

Open Meetings Law Seminar with Mr. Brewer from the WV Ethics Commission in January 2009.

IN RE: JANE PETERS - DEVELOPMENT AUTHORITY UPDATE

Jan Peters, Development Authority Director appeared before the Commission for a Development Authority update.

Ms. Peters reported on current Economic Development projects, initiatives and marketing strategies to promote business development. Ms. Peters provided an update on commercial, business and agriculture growth within Jefferson County and provided the Commission with copies of the Fall 2008 Development Authority newsletter.

On behalf of the Development Authority Board, Ms. Peters read aloud a Resolution recently adopted by the Board in support of the year round Farmer's Market.

RESOLUTION

Whereas the Jefferson County Development Authority supports the development of a broad range of business and industry; and,

Whereas, the agriculture industry has historically been a significant part of the economy of Jefferson County; and,

Whereas, the Jefferson County Development Authority has encouraged the retention and growth of agriculture in Jefferson County through the establishment of an Agriculture Development Program and the employment of a competent and experienced Agriculture Development Officer; and,

Whereas, the success and positive impact of the current seasonal Farmers Market Program has convinced the Board that an expanded year round program with additional services could be critical to the enhancement and preservation of our rural-agricultural economy; and,

Whereas, the enhancement and preservation of a rural-agricultural economy results in the preservation of open space and farm land; and,

Whereas, the Jefferson County Development Authority has expressed its support for the application of Jefferson County for a grant to the West Virginia Department of Agriculture develop such a facility by making a commitment of \$10,000.00 as part of the required local match;

Therefore, be it resolved that the Jefferson County Development Authority supports this project and urges the Jefferson County Commission to make a commitment of funds in the amount of \$10,000.00 necessary to complete the local match and allow the application to the West Virginia Department of Agriculture.

Resolved unanimously by the Board of Directors of the Jefferson County Development Authority on December 9, 2008.

/s/
William H. Chesley, President

IN RE: KELLIE BOLES - REQUEST MATCHING FUNDS FOR WV FARMER'S MARKET GRANT PROGRAM

Kellie Boles, Agriculture Development Officer appeared before the Commission to request matching funds for the WV Farmer's Market Grant Program.

Ms. Boles reported on various contributions received from other county agencies in support of the year round Farmers Market and requested Commission support of \$30,000.00 as required by the WV Department of Agriculture.

Motion by Surkamp to allocate \$20,000.00 for the WV Farmer's Market Grant Program, amended second by Manuel that \$30,000.00 is allocated for the WV Farmer's Market Grant Program as presented by Ms. Boles, Agriculture Development Officer.

Mr. Jim Huyett appeared before the Commission to express his support for the year round Farmer's Market. Mr. Huyett provided his opinion on the proposed year round farmer's market and reported on product processing and distribution expenses. Mr. Huyett discussed the availability of year round farmer's markets in neighboring states and reported on local marketing strategies for Jefferson County.

Motion by Corliss, second by Surkamp to allocate \$30,000.00 for the WV Farmer's Market Grant Program to include grant contingencies for land and building expenses.

Motion by R. Morgan to postpone voting on this matter due to other financial responsibilities currently pending. Motion died due to lack of a second.

Earl's motion by Corliss, second by Surkamp to allocate \$30,000.00 for the WV Farmer's Market Grant Program to include grant contingencies for land and building expenses. Motion carried.

The Commission agreed by consensus that Leslie D. Smith, County Administrator would provide a letter of support for the WV Farmer's Market Grant Program funding allocation.

12-8-2008

order Book EE
 page 656

057388	413	JOHN HINTON		\$0.00	\$312.00	\$312.00
057389	413	MARTY FREEMAN		\$0.00	\$300.00	\$300.00
057390	413	CAROLYN COMRAS		\$0.00	\$300.00	\$300.00
057391	413	JUDY OTT		\$0.00	\$300.00	\$300.00
057392	413	ELIZABETH LADEMAN		\$0.00	\$310.00	\$310.00
057393	413	ROBYN CARPER		\$0.00	\$300.00	\$300.00
057394	413	MARGARET SMITH-WALKER		\$0.00	\$24.57	\$24.57
057394	413	MARGARET SMITH-WALKER		\$0.00	\$350.00	\$350.00
057395	413	ALEX HAMILL		\$0.00	\$300.00	\$300.00
057396	413	LORETTA MCDONALD		\$0.00	\$50.00	\$50.00
057397	413	LINDA PAINTER		\$0.00	\$50.00	\$50.00
057398	413	TRACY RISSLER		\$0.00	\$50.00	\$50.00
057399	413	PEGGY TURNER		\$0.00	\$50.00	\$50.00
057400	413	DONNA BEITZEL		\$0.00	\$50.00	\$50.00
057401	413	LAURA LEUTERS		\$0.00	\$50.00	\$50.00
TOTAL				\$115,657.85	\$149,775.54	\$265,433.39

**In re: BONDING AND ACTIVITY REPORT
 - THORN HILL - REQUEST FOR BOND EXTENSION**

Roger Goodwin, Chief County Engineer appeared before the Commission to update the Commission on the following:

- Building Permit - Shepherdstown Cemetery
- Mountain Water Study - Assistance from West Virginia University

Mr. Goodwin discussed the Thorn Hill Subdivision request for bond extension and options. Motion by Manuel, second by Corliss to grant the bond extension for Thorn Hill Subdivision with a surety of \$3,487,808.00 until June 19, 2010 and to have legal counsel review the bond extension and to include language that no bond be released until \$1.2 million dollars in improvements be made. Motion carried. For the record, Herb Yonkers was present and made comment. Gene Capriotti was present.

In re: REQUEST FOR APPROVAL OF EMPLOYMENT - COUNTY ENGINEER

Motion by Manuel, second by R. Morgan to approve the employment of Jonathan Saunders as County Engineer. Motion carried.

In re: ZONING AND SUBDIVISION ORDINANCE AMENDMENTS DISCUSSION

Kirk Davis, Interim Director of Planning and Zoning appeared before the Commission to discuss the Zoning and Subdivision Ordinance Amendments. This agenda item will be discussed during the Public Hearing at 1:30 p.m.

In re: APPROVAL AND SIGNATURE OF FINAL PROJECT CHANGE ORDER - 010 - OLD JAIL COURTHOUSE ANNEX

Motion by Manuel, second by R. Morgan to approve the final project change order 010 - Old Jail Courthouse Annex and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion carried.

In re: PUBLIC COMMENT

Ed Burns appeared before the Commission to comment on the MARC commuter train service.

In re: KELLIE BOLES - REQUEST COMMITMENT OF MATCHING FUNDS FOR WY FARMERS' MARKET FUND GRANT PROGRAM

Kellie Boles, Agriculture Development Officer appeared before the Commission to request commitment of matching funds for a West Virginia Farmers' Market fund grant program in the amount of \$30,000. Motion by Corliss, second by F. Morgan to support the \$30,000 commitment with further study of the county budget and contingent upon the Agriculture Development Officer finding suitable location for the farmers' market and to place this item on the December 4th, 2008 agenda. Motion passed by a 4-1 vote. Commissioner R. Morgan voted no.

In re: NEAL CARPENTER - PLAN REGARDING OPTIMIZATION OF FIRE AND EMS RESOURCES

Neal Carpenter appeared before the Commission to discuss the plan regarding optimization of Fire and EMS resources. Motion by Manuel, second by R. Morgan to allow Mr. Carpenter to continue the study and that this study be a collaborative effort and to place this item on the December 4th, 2008 agenda. Motion passed by a 3-2 vote. Commissioners F. Morgan and Corliss voted no. For the record, Jay Watson, President Jefferson County Fire and Rescue Association, Paul Rosa, Jefferson County Ambulance Authority were present and made comments.

11-20-2008

Commission Office Use Only
Date on Agenda: 2-10-11
Appt Time or New Business:-
New Business

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: February 10, 2011

Date Requested – 2nd Choice: _____

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

Subject: **Legislation to create grant pool for Chesapeake Bay projects**

Please provide the County Commission with a description of your request or presentation, including any background information: **Correspondence received from the Jefferson County Public Service District asking the County Commission to work with Senator Snyder to push the advancement of this bill**

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

Attachments:

Jefferson County Public Service District

January 14, 2011

Commissioner Patsy Noland, President
Jefferson County Commission
PO Box 250
124 East Washington Street
Charles Town, WV 25414

Re: Legislation to create grant pool for Chesapeake Bay projects

Commissioner Noland:

The Interim Judiciary Subcommittee A unanimously approved a bill on January 9, 2011 that, if passed into law, would create a \$120-180 million grant pool that would be available to large wastewater systems in the Chesapeake Bay watershed to help offset part of the cost of constructing waste water treatment facilities that are designed to remove nutrients, as the WV DEP and EPA are requiring. Because the Interim Judiciary Subcommittee approved this bill, it will be introduced early in this year's regular legislative session.

The Jefferson County Public Service District ("JCPSD") is greatly encouraged by the Subcommittee's approval, and commends Senator Herb Snyder for his efforts which have been indispensable to this bill's advancement.

West Virginia DEP has included nutrient monitoring and planning for nutrient removal performance requirements in discharge permits at cyclical reissuance since 2005. The December 30, 2010 Chesapeake Bay TMDL promulgation now codifies and locks in specific and firm cap limits for all point source dischargers consistent with West Virginia's Watershed Implementation Plan. Utilities within the eight county Chesapeake Bay watershed vary in their level of preparedness to meet the new requirements. In addition, the Chesapeake Bay Water Quality Model distinguishes and prioritizes facilities based on the delivered load impact on Bay water quality.¹ Jefferson County utilities are more advanced than most in taking steps to achieve compliance and these facilities should have the highest priority for nutrient reduction based on their delivered load impact on Bay water quality. The West Virginia Public Service Commission has received five applications for approval of nutrient removal sewer projects. Three of those are from Jefferson County utilities.

Nutrient removal facilities are costly. Approximately \$9 million of the JCPSD's sewer project \$27 million cost is attributable to nutrient removal facilities. JCPSD's project has received no grant funding commitments yet, and under

¹ See <http://www.wvca.us/bay/tmdl.cfm> Appendix D Delivered Loads

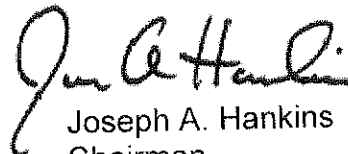
current programs, the most grant funds it can obtain is \$2.5 million. The District's post-project rates will be the highest of any PSD or municipal system in the state if no additional grant funds are obtained.

JCPSD finds the proposed legislation strongly encouraging. However, in its current form, it would not make grants available to systems that close on project funding before the new grant program is operational. Senator Snyder is aware of this circumstance and is committed to seeking a change to the bill during the legislative process to make grant funds available to early complying systems, like those in Jefferson County. JCPSD can not delay closing on its project funding, because it could lose its existing 0% interest loan and a chance at the separate \$2.5 million grant. Delaying implementation of the Project will also increase the risk of permit violations.

JCPSD asks you to work with it and Senator Snyder to push the advancement of this bill, and to modify it to make early complying systems fully eligible for grants.

Thank you for taking the time to consider this request. If you have additional questions, please direct them to JCPSD's attorney, Jim Kelsh, who can be reached at 304-343-1654.

Very truly yours,


Joseph A. Hankins
Chairman

cc: Senator Herb Snyder
Commissioner Lyn Widmyer, Jefferson County Commission
Members of Jefferson County Countywide Utility Coalition
Curtis Keller, GM, Berkeley County Public Service Sewer District
(Jefferson/Chesapeake Bay/1-11-11 Ltr re grant pool)

RECEIVED

JAN 18 2011

Jefferson County Commission

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

AGENDA REQUEST FORM

Name: Kirk Davis

Department or Entity: Capital Planning and Management

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: February 10, 2011

Date Requested – 2nd Choice: _____

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

Subject: **Request from Judge Sanders - Cushioning on wooden benches in the courtroom**

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

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

Attachments:



STATE OF WEST VIRGINIA
TWENTY-THIRD JUDICIAL CIRCUIT
100 E. WASHINGTON STREET
CHARLES TOWN, WEST VIRGINIA 25414

DAVID H. SANDERS, CIRCUIT JUDGE

BERKELEY, JEFFERSON
AND MORGAN COUNTIES

January 28, 2011

Jefferson County Commissioners .

Madam President and Commissioners,

Last year the County Commission authorized a wonderful renovation of the Circuit Courtroom and the adjoining chambers. Those improvements worked wonders. I'm confident that the courtroom looks as impressive and beautiful as it ever has in its history. Jurors and members of the public are always suitably impressed. It's a credit to the Commission that you take care of this great piece of the County's history as well as you do.

The one missing piece of the renovation was the addition of cushioning on those hard wooden benches. Those benches have supported the derrieres of generations of Jefferson County citizens, since 1872. They are hard and unforgiving (the benches not the citizens). A hour on one of those benches feels like a day. They need real cushioning. That has been the unanimous verdict of every jury panel we've had sit in them.

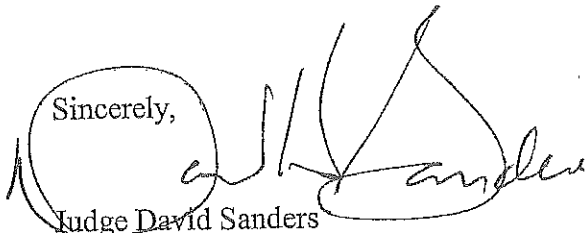
Sandra Wachtel, the lady who did the drapes in the courtroom last year, has e-mailed me a proposal for the cushioning required to make the benches more bearable for the citizens who attend court. It is higher than the prices she gave us a year ago, which I thought then was high, until I thought through the details involved and the necessary level of quality and durability that would be required for such an application.

I informed Ms. Wachtel that as a judge I had no budget and that she must present the matter to you. I also told her I would forward the e-mail to your Commission. Please find it enclosed.

RECEIVED

JAN 28 2011

Sincerely,


Judge David Sanders

Jefferson County Commission

courtroom cushions

1 message

Wed, Jan 12, 2011 at 3:01 PM

sandra wachtel <sandrabwachtel@gmail.com>
To: dharmadave@comcast.net

Dear Dave;

Kirk Davis mentioned there was still an interest in cushions for the courtroom. I have taken the opportunity to have the fabric, foam and labor quoted.

Foam is a petroleum based product and has increased considerably in price. Foam is available in different thicknesses, varying densities as well as being available to meet fire retardant specifications. I suggest a 2" extra firm foam. I have priced two categories; extra firm foam and extra firm fire retardant foam.

The fabric selected in 2009 has been dropped and we will have to reselect. I have pulled out several fabrics and used an average cost for quoting purposes. The fabric needs to meet fire code specifications. I am also looking for one with a high Double Rub Wyzenbeek Test rating for durability. I am checking with my sales rep for one of the companies to see if we can get a quantity discount for 66 yards. It's worth a try. I have found fabrics ranging from \$45 to \$78 per yard. There are more fabrics in the \$70 dollar range.

Total for 2" extra firm cushions and all labor: \$ 7300.00

or

Total for 2" extra firm cushions with fire retardancy: \$ 7700.00

66 yards upholstery fabric @ \$70/yard \$ 4620.00

If you have any questions or want me to bring by samples, please call, email or send a text. The numbers are listed below.

Thank you,

Sandra

Sandra B. Wachtel
Burke Street Trimmings, LLC
8144 Tuscarora Pike
Martinsburg, WV 25403
304-262-9382 (studio)
304-261-3171 (cell)
sandrabwachtel@gmail.com
burkesttrim@gmail.com

Commission Office Use Only

Date on Agenda: 2-10-11

Appt Time or New Business:
Dept Head Written Reports

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Departments of Planning and Zoning

Estimation of amount of time needed for appointment: for packet for information only

Date Requested – 1st Choice: 2/10/11

Date Requested – 2nd Choice: _____

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

The second quarter of FY 2011 ended December 31, 2010. Attached is a quarterly report on the Departments of Planning and Zoning's Work Plan for FY 2011 as presented to the Planning Commission at their January 25, 2011 Meeting.

Subject: **Second Quarterly Report of the FY 11 Work Plan for the Departments of Planning and Zoning**

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

In the Spring 2010, Departments were asked to submit a Work Plan to the County Commission for their use in developing the County Budget. The Work Plan described the proposed work efforts for Fiscal Year 2011. At that time, the County Commission indicated that they would like to receive periodic updates as to progress made on the Work Plans. The First Quarterly Report was presented to the County Commission in October, 2010. It is our understanding that the County Commission would now prefer to receive such agenda items as written reports for your review rather than for presentation. For this reason, the Second Quarterly Report, for the quarter ending December 31, 2010, is attached for your information and review.

If the County Commission has any questions or would like staff to attend a meeting to provide more detail, please let us know. Any input received will be incorporated into upcoming work tasks as well as the Work Plan for the upcoming budget cycle for FY 2012.

Additionally, please note that the Planning Commission is required by state law to prepare an annual report for the County Commission. The Annual Report for calendar year 2010 is currently being prepared and will be presented by the PC President at a CC meeting in the near future.

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

N/A

Attachments:

- 1) Planning & Zoning 2nd Quarterly Report FY 2011

Second Quarterly Report on FY 2011 Work Plan County Commission

PRIORITY	PROJECTS	TIME FRAMES from FY 10-11 Work Plan	Status of Number Completed		Outstanding Tasks	REQUIRED RESOURCES/STAFF	REQUIRED HEARINGS	ANTICIPATED RESULTS
			(July 10 - Sept. 10)	(Oct. 10 - Dec. 10)				
	Day to Day Customer Service	on-going	75	158				
	Walk in Customers - general information, zoning requests, process questions		38	11				
	Information Request Forms		5	7				
	Zoning Certificates issued		537	472				
	Call in Customers - general info, zoning, questions		105	71				
	Email to general planning/zoning mailboxes (note: individuals receive over 100 per month each)							
	Day to Day Development Review Responsibilities:	on-going	1	4				
	Minor site plans		12	5				
	Merger Deals, Lot Line Adjustments		3	0				
	Major Site Plans		new submittals -3; recorded -5	new submittals -4; recorded -1				
	Minor Subdivision Plats		new submittals -2	4				
	Major Subdivision Plat (Concept, Preliminary, Final)		2	0				
	Conditional Use Permits/Neighborhood Compatibility Meetings		7	6				
	Zoning Variances - dimensional variances		0	1				
	Zoning Variances - Time extension related to CUP's		3	5				
	Subdivision Variances - waivers related to time frames or requirements		17	10				
	Pre-proposal Conferences		14					
	Follow up meetings with applicants							
	Staff to Planning Commission meetings, including staff reports and presentations	on-going	6 regular PC meetings; 4 special called meetings; 4 special CC meetings related to PC items; 4 staff reports related to land development applications	5 regular PC meetings; 1 special called meeting; 1 Joint PC/CC meeting related to PC items; 7 staff reports related to land development applications				
	Staff to Board of Zoning Appeals meetings, including staff reports and presentations	on-going	3 BZA meetings; 17 staff reports for land development applications	2 BZA meetings; 8 staff reports for land development applications				
	Participation in County Commission, WAC, JCDA, Health Department, Joint Utility Meeting, HEP/PO TAC, Region 9 Stormwater Committee	on-going	3 BZA meetings; 17 staff reports for land development applications	2 BZA meetings; 8 staff reports for land development applications				
Special Project	Blue Ridge Mountain Study	(Project Initiated - Nov 09) July 10 - Mar 11	3 meetings	Joint PC/CC meeting	Closing out grant paperwork by 3/31/11, follow up meeting with Citizen's Committee re: next steps	SR, JQ, JB		
Special Project	Revise, rewrite, update Subdivision Regulations	(Project Initiated - Nov 09) July 10 - April 10	1st round of "policy neutral" amendments approved by PC 4/10 and by CC 8/19/10;	Comments received re: additional amendments required or organized for prioritization	Grouping of additional amendments to be considered need to be grouped into logical discrete topical categories for consideration as a series of upcoming amendments - anticipated to continue through 2011	SR, AP, JQ, JB	Hearings Required by PC and CC at various stages of	Adoption of Amendments

Second Quarterly Report on FY 2011 Work Plan County Commission

PRIORITY	PROJECTS	TIME FRAMES from FY 2011 Work Plan	Status or Number Completed (July 10 - Sept 10)	Status or Number Completed (Oct 10 - Dec 10)	Outstanding Tasks	REQUIRED RESOURCES/STAFF	REQUIRED HEARINGS	ANTICIPATED RESULTS
Special Project	Proposed amendments to Zoning Ordinance	To be initiated Summer 2010	1st round of "policy neutral" amendments approved by PC 4/10 and by CC 8/19/10.	"Policy neutral" amendments, which were put on hold due to wireless ordinance efforts, have been finalized for PC review and input prior to making available to the public.	Policy neutral amendments to be finalized for public review in 2/11; PH anticipated in 3/11 with referral to CC; Overall amendments anticipated to continue through Summer 2011	SB, JH, SN, JQ, JB	Hearings Required by PC and CC at various stages of	Adoption of Amendments
Special Project	Zoning Map Update	To be initiated Summer 2010	Staff has completed research and worked with GIS Dept. to complete a good draft; efforts related to USGs and Federal Land Reclamation included.	Final version referred to CC -- December 2010	Approved by CC January 2011			
Special Project	Urban Growth Boundary - follow up with municipalities; proposed changes to zoning ordinance text and map; public hearings	Summer 2010 - Summer 2011	Ranson and Charles Town have adopted the USGs as agreed upon by the County; Harpers Ferry, Bolivar, and Shepherdsdown are in discussion with staff to determine best course of action	Staff participated in meetings with Harpers Ferry and Shepherdsdown to discuss the concept of the USG and benefits of adopting a USG; referred to CC for consideration of a USG for HF and Bolivar	Public hearing scheduled for 1/27/11 for Bolivar and Harpers Ferry USGs	JB	PH scheduled for HF and Bolivar, possible future hearing for a proposed USG for Shepherdsdown	Approved USGs reflected on County Zoning Map
Special Activity	Leadership Jefferson	Sept 09 - May 10	completed					
	Staff Training - new skills, planning and zoning related functions	on-going	SR - APA Cont (4/10); JQ -- 3 day Grant Writing course (7/10), NCTC, SR & SB - Eastern Panhandle GIS Users Group (8/10); JB - 5 day Green Infrastructure Conf. (9/10), NCTC-SP - 2 day KARST Conf. (9/10); NCTC, JQ - Smart Code webinars (8/10 & 9/10); JB, SB, SR - 1 day Smart Code On-Site Workshop	SR - Ranson Smart Code Webinars (10/10 & 11/10)	Basic GIS training and Project Management software training may be pursued; National and Regional Planning conferences being considered			
	Carziss	Spring 2010	No activity required	CC considered cost recovery fees at 10/7/10 meeting and referred the fees back to the PC for reconsideration; PC directed staff to revise to reflect a 20% increase over current fees utilizing the new format that reflects the current ordinances; Staff worked to revise the fees for PC consideration in early 2011.	Review of revised fees and recommendation to CC for approval	JQ, SN, JB	Public Hearing required for approval	Revised fees including fees for site plan review
Special Project	Proposed amendment to Land Development Fees	(Project Initiated - July 09)	July 2010 CC held Roundtable Discussion; Staff worked to address comments and concerns -- on 10/7/10 CC meeting agenda					

Second Quarterly Report on FY 2011 Work Plan County Commission

PRIORITY	PROJECTS	TIME FRAMES from FY 2011 Work Plan	Status or Number Completed (July 10 - Sept. 10)	Status or Number Completed (Oct. 10 - Dec. 10)	Outstanding Tasks	REQUIRED RESOURCES/STAFF	REQUIRED HEARINGS	ANTICIPATED RESULTS
Special Project	340 Corridor Gateway Enhancement Study	Spring 2011 - Summer 2012	In late June, 2010 staff attended a meeting re: a Nat'l Governor's Assoc. project that includes the 340 Corridor and a meeting with the WV DCH re: their 340 Corridor project; in late September, staff met with Comm. Widmyer to discuss potential work program for project	Initial meeting Technical Advisory Committee (TAC) was held for the purpose of defining study area boundary, determining what data exists, and developing an existing conditions report and related maps; multiple maps have been drafted and are under review; multiple related meetings with interested parties were held	Follow up TAC meeting being scheduled for February; goal of Kick-off public meeting for 4/11; on-going discussion with DCH re: requirements for an enforceable Access Mgt. Plan	JB, SR, GIS Dept., IQ	Public Hearing will be required when plan is drafted	Adoption of Small Area Plan as an amendment to the Comprehensive Plan; recommended amendments to the Zoning Ordinance and Subdivision Regulations; possible development of an Access Management Plan
Special Project	2014 Comprehensive Plan	Fall 2011 - Fall 2013; adoption 2014	No activity		Consideration of initiation of data needs analysis			
NEW PROJECTS NOT INCLUDED IN FY 2011 WORK PLAN								
Special Project	Urban Tree Canopy Grant and Planting Event	October 2010 - May 2011	Grant has been approved; MOU is being reviewed prior to signing	Intern hired; work effort underway - two-fold emphasis: development and adoption of Urban Tree Canopy Goals by 5 cities and County; tree planting effort on public land	Informational meetings with CC and each of 5 cities; on-going plan and planting meetings; drafting of UTC Plan and Goals; organization of planting events	JB, city planners, Doug Griffith (Intern), SR	CC approval of UTC Plan and Goals may require a hearing	
Special Project	ICOHDA Study Follow Up	September 2010 - ?	Initial contracts have been made with WVU to determine interest and costs	no additional work completed		JB	Public Hearing may be required by both PC and CC	Stormwater regulations that reflect Chesapeake Bay standards
Special Project	Region 9 Model Stormwater Regulations	May 2010 - February 2011	Monthly Meetings and Review/Input into draft ordinance	Monthly Meetings and Review/Input into draft ordinance	Final meeting scheduled for 2/11; Once draft is complete County staff needs to consider best process for incorporating these locally			

**TO: ALL MEMBERS of the WEST VIRGINIA ASSOCIATION OF
COUNTIES**

FROM: PATTI HAMILTON



**THE COUNTY LEGISLATIVE LINE
Friday, January 28, 2011**

Capitol Quotes:

"We need to out-innovate, out-educate, and out-build the rest of the world." President Obama in the State of the Union address

"These people sit there every day and they have nothing else to do in their lives but file writs." Senator Chafin in a floor speech asking his fellow Senators to join him in a friendly lawsuit to the Supreme Court asking them to rule on the constitutionality of the new Senate rules. He used the example of HB 2001, a fix of last year's parole bill, saying that inmates would sue over the revision and cost the state millions by questioning the constitutionality of the legislature's action. The Senate voted 24-9 against.

"Counsel, job well done on the notebook reduction." Chairman Palumbo after a Senator commented on the clean-up of their committee notebooks (which can get overwhelming!)

Friday, January 28th marks the 17th day of the Legislature and on the surface it's business as usual. The Senate is still dealing with floor speeches from a very few members who believe the Senate's Rules are unconstitutional. On Thursday, Senate President and Acting Governor Tomblin presided over the Senate, as he has said he will do when time allows. As I am writing this on Thursday, I will provide an update later after the Senate Judiciary takes up the Elections Bill, SB 261, in committee this afternoon.

The Governor's Office has informed us that an appropriations bill for \$8 million will be introduced any day now in order to reimburse counties for the costs of the special elections. Also, additional funds for the Aug. 28th special primary election that were

		persons; include President of WV Sheriffs' Assn in development of statewide system for mental hygiene petitions; DHHR reimburse county commission for expenses for hearings	Finance
SB 63	Facemyer	Add synthetic cocaine and cannabinoids to list of controlled substances	Originate in H&HR

Legislative Calendar 2011

Twentieth Day – January 31, 2011; Submission of Legislative Rule-Making Review Bills due.

Forty-first Day – February 21, 2011; Last day to introduce bills in the Senate and the House. Does not apply to originating or supplementary appropriation bills or to resolutions or concurrent resolutions.

Forty-seventh Day – February 27, 2011; Bills due out of committees in house of origin in order to ensure three full days for readings

Fiftieth Day – March 2, 2011; Last day to consider bill on third reading in house of origin. Does not include budget or supplementary appropriation bills.

Sixtieth Day – March 12, 2011; Adjournment at Midnight (*WV Const. Art. VI, §22*)

Go to www.legis.state.wv.us for bill text and to create personal bill-tracking lists. We also have hard copies of all bills at the office.

SB 245	Snyder	Protection of Chesapeake Bay Watershed	Jud Fin
SB 249	McCabe	Create WV Manufacturing Competitiveness & Growth Act; provides for credits against corporate net income tax for personal property tax payments	Econ Dev Finance
SB 250	Miller	DUI felony offense for causing serious bodily harm	T & I Jud
SB 260	Beach	Create offense of texting while driving	T&I Jud
SB 261	Governor's Bill	Provide for special primary & general election to fill vacancy in office of Governor; calls for June 20 th primary; provides for reimbursement of costs to counties	Judiciary Finance
SB 266	Snyder	Authorize real property transfer tax portion sent to the state be kept by counties	Gov Org Finance
SB 268	Laird	Establish driver's license restoration program	T&I; Fin
SB 269	Laird	Create personal income tax deduction for persons who have pets spayed or neutered	Finance
SB 272	Governor's Bill	Revisions to Tax Increment Financing; gives Class 3 and 4 municipalities ability to do TIF projects; allows remediation projects; report to Legislature on TIF projects required	E I & M Finance
SB 276	Kessler	Criminalize sale & use of synthetic cannabinoids	Judiciary
SB 277	Palumbo	Limit amount property reappraisal can increase over previous amount	Gov Org Finance
SB 278	Kessler	Create misdemeanor crime of unlawful restraint to be known as Celena's Law	Judiciary
SB 279	Foster	Authorize circuit courts to sentence nonviolent felons to work camps	Judiciary
SB 283	Laird	Create Unintentional Pharmaceutical Drug Overdose Fatality Review Team; include sheriff nominated by WV Sheriffs' Assn and prosecuting attorney nominated by Prosecuting Attorneys Inst.	H & HR Gov Org
SB 284	Miller	Change date of canvassing of votes in primary election from Friday to Monday (same as general)	Gov Org Judiciary
SB 305	Miller	Authorize county & municipal governments to levy tax on food & beverages; specifies uses	Miller
SB 306	Barnes	Require prosecuting attorneys who elect to carry concealed firearm to receive certification to carry nationwide	Judiciary
SB 313	Kessler	Create Spay Neuter Assistance Fund	Ag Fin
SB 320	Kessler	Require retention of biological material for DNA	G O Jud
SB 324	Laird	Duties of Sheriff with regard to mentally ill	H & HR

		counties; require records be offered to Div of Culture & History prior to destroying or disposing	
HJR 29	Manchin	Constitutional amendment allowing simple majority rule on all county and municipal levy elections	Const Rev Judiciary
2852	Governor's Bill	Revisions to Tax Increment Financing Act (same as SB 272)	Poli Sub Finance
2853	Governor's Bill	Provide for special primary & general election to fill vacancy in office of Governor (same as SB 261)	Judiciary Finance
2855	Lawrence	Sheriffs' salary conversion bill; make tax collection supplement part of base pay	Poli Sub Finance
2856	Longstreth	Reduce days for early voting in person from 20 th day before election day to 13 th day	Judiciary
2857	Longstreth	Require early voting precincts away from the courthouse to be open for at least 5 consecutive days	Judiciary
2858	Frazier	Require persons arrested for felony have DNA test	Jud Fin
2860	Mahan	Promulgation of rules by Governor's Committee on Crime, Delinquency & Correction with regard to child abuse & neglect; form advisory committee	Judiciary
2864	Miley	Create misdemeanor crime of unlawful restraint called Celena's Law	Judiciary Finance
2871	Lawrence	Give municipalities & counties regulatory & oversight authority over brownfield econ dev districts	Poli Sub Finance
2892	Manypenny	Permit elected sheriff access to Board of Pharmacy web site information	H & HR Judiciary
2893	Manchin	Sentencing court may transfer supervision of a person ordered to home confinement to the probation officer of another circuit for supervision	Judiciary
2894	Hamilton	Increase surcharge on fire/casualty insurance policies to 1%; dedicate revenue to VFDs	B & I Finance

SB 235	Governor's Bill	Revise County Economic Opportunity Development District; Among other revisions, provides that development office may not approve a project involving remediation unless county commission submits clear & convincing information that expenditures to be financed with bonds do not constitute more than 25% of total	Energy, Industry & Mining Finance
SB 242	Stollings	Dedicate additional 5% of coal severance tax to county or origin; phased in over 5 years	Judiciary Finance

needed to fully reimburse counties (appropriation was \$3 million and expenses were approximately \$3,095,000) have been approved by the Governor's office from the contingency fund and do not require legislative action. The counties that have not yet been fully reimbursed will be getting paid soon!

The following bills of interest to counties were introduced from Friday, Jan. 21st through Thursday, Jan. 27th:

2164 (added to listing out of order)	Poling	Computation of local share for schools; remove provisions for increasing counties' local share responsibility for school aid formula when property assessments are not at least 54% of market value. Includes legislative finding: "...that it is the duty of county assessors to assess property taxes as required by law and it is the duty of the Tax Commissioner to oversee them to ensure that the obligations of providing a thorough and efficient education for the children of the county are not diminished by under assessment of property taxes."	Out of Education Finance
2762	Governors Bill	Revise County Economic Opportunity Development District	Econ Dev Jud Fin
2766	Pethtel	Remove 10.5% cap on Deputy Sheriffs Retirement System employer contribution; give authority to Consolidated Public Retirement Bd to set amount	Pensions Finance
2775	Williams	Change penalties for worthless checks; allow prosecutor to drop charges in certain circumstances	Judiciary Finance
2777	Butcher	Exempt recreational vehicles from personal property tax if owned by persons 70 years or older	Finance
2785	Cowles	Use state excise tax on transferring property to reimburse counties for regional jail fees	Judiciary Finance
2790	Doyle	Uniform Real Property Electronic Recording Act	Jud Fin
2803	T. Campbell	DUI felony for causing serious bodily injury	Rds Jud
2813	Staggers	Continue employment as deputy beyond age 65 if approved by Sheriff	Pensions Finance
2818	Manchin	Allowable expense of clean up from meth lab out of Crime Victims Award program	Judiciary
2820	Fleischauer	Permit municipalities & counties to use proceeds from hotel occupancy tax to fund public libraries	Poli Sub Finance
2841	Ellem	Eliminate 3 rd offense felony conviction of shoplifting	Jud Fin
2843	Caputo	County Records Management & Preservation Bd; allow more flexible allocation of grant funds to	Gov Org Finance

Legislative Lineup

County Commissioners' Legislative Update

Please Distribute To All Commissioners ASAP

Volume 14, Issue 3

January 28, 2011

2011 Legislative Session Week 3...

This has been a busy, busy week. As you can see from the list below a good number of bills were introduced that have county implications. Also, we've been busy at the office getting things ready for the Annual Legislative Conference that starts on Sunday, January 30th. I hope to see lots of you there.

Also this week, the Open Meetings Committee of the State Ethics Commission issued an Advisory Opinion regarding the question, what constitutes a "reasonable" time for the minutes to be available after a public meeting. In considering the question, it also required that the committee determine whether the Open Meetings Act requires the disclosure of "draft minutes."

Prior to the issue of this opinion, Ms. Teresa Kirk, Director for the Ethics Commission invited the CCAWV and others to share any comments with regards to the issue. CCAWV provided comments on December 16, 2011, including the contention that "draft" minutes are not "official" minutes until the commission approves them at the next official meeting. CCAWV commented that to disseminate anything other than "official" minutes would leave everyone open to mistakes and confusion. Further, it was our position that the Open Meetings Act states that "minutes" must be made available and does not address or require "draft minutes." We were pleased to have the opportunity to weigh in on this matter.

As stated in Ms. Kirk's opinion cover letter, *"After considering the comments, reviewing the applicable law, and deliberating on this matter, the Open Meetings Committee rendered the enclosed opinion."*

In short, the Committee concluded that a "reasonable" period of time for minutes to be made available is immediately following the next regular meeting but no later than the close of business on the next business day following the meeting. The Committee further found that if material changes are required to be made to the draft minutes reviewed by the body, then, in the absence of compelling circumstances, the minutes should be available for inspection no later than three business days following the meeting. In calculating days, the day of the meeting, Saturdays, Sundays and legal holidays are excluded.

While the Committee noted that the Open Meetings Act does not require the release of "draft" minutes, it encouraged governing bodies to make them available for inspection when requested for the convenience of citizens and the press. The committee also noted that the W. Va. Supreme Court has ruled that tape recordings of a public meeting are subject to disclosure pursuant to the Freedom of Information Act.

Bill Action this week...

Many of the Governor's bill were introduced this week... bills were introduced in both the House and the Senate for setting the dates for a special primary and election and bills providing changes to the Tax Increment Financing laws. The Senate Judiciary Committee took up SB 261, special primary & election bill, today and after some minor changes passed a committee substitute. The primary is set for June 20, 2011 and the special election is slated for October 4, 2011. Many of the same provisions used in the last special election were included in this bill. The Corn Sub for SB 261 will now go to the Senate Finance Committee for further deliberation.

The Senate Judiciary Committee also took up and passed SB 220. The purpose of this bill is to adopt the Uniform Real Property Electronic Recording Act. Under the proposed bill, any requirements of state law describing or requiring that a land record document be an original, are satisfied by a document in electronic form. In addition, any requirement that

the document contain a signature or acknowledgment is satisfied by an electronic signature or acknowledgment. The bill authorizes the county clerk to accept electronic documents for recording and to index and store those documents. The article does not provide a means of funding the establishment or operation of an electronic recording system. No single approach is recommended and in fact, the commissioners of the federal Electronic Signatures in Global and National Commerce Act, recognized that the best approach for a state may involve multiple systems. The bill requires the Real Property Electronic Recording Standards Council (CCAWV will have a representative) to develop a legislative rule containing standards for electronic recording to be used by each county. The standards are to be developed with a vision toward fostering intra- and interstate harmony and uniformity in the electronic recording process. The council will engage in a stakeholder type rule-making process to assure that all of the affected parties have the opportunity to participate in the process. This bill modifies limits and supersedes certain parts of the federal act. The bill will now go to Senate Finance.

There are 3 Bills reported from House Political Subdivisions this week...

Bill	Title	Date
HB 2013	Requiring the West Virginia Enhanced 911 Council to propose Emergency Medical Dispatch procedures	01/27/11
HB 2345	Changing the membership of the PEIA Financial Board	01/26/11
HB 2752	Increasing the maximum age for persons applying for appointment for the police force in a Class I or Class II city from thirty-five to forty years	01/27/11

The House has passed and sent to the Senate ...

HB 2402	Redefining the term "public record" as it is used in the Freedom of Information Act	01/27/11
---------	---	----------

In the following list I have noted several bills that are supported by CCAWV.

Bill	Title	SI HB	Committee	Senate Reference	Notes
SB 242 (High) CCA supports	Dedicating portion of coal severance tax to county of origin	SI HB 2386	01/24/11 - To Senate Judiciary In Committee	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	Relating to dedicating five percent of coal severance tax to the county of origin; providing for a five-year phase-in at one percent per year; and providing permissible uses for the moneys.
SB 249 (None)	Creating WV Manufacturing Competitiveness and Growth Act		01/25/11 - To Senate Economic Development In Committee	Senate Reference 1 - Economic Development Senate Reference 2 - Finance	
SB 257 (None)	Providing additional magistrate court clerk to Monongalia County		01/25/11 - To Senate Judiciary In Committee	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
SB 261 (High)	Providing for special primary and general election to fill vacancy in office of Governor	SI HB 2552 SA HB 2853	01/25/11 - To Senate Judiciary In Committee	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	Governor's bill. Set primary for June 20th and special election October 4th. Passed Judiciary to Finance

SB 262 (None)	Making English official language of WV	SA HB 2409	01/25/11 - To Senate Government Organization In Committee	Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary	
SB 266 (High) CCAWV Supports	Authorizing real property transfer tax collected by state be paid to counties		01/25/11 - To Senate Government Organization In Committee	Senate Reference 1 - Government Organization Senate Reference 2 - Finance	Authorizing the real property transfer tax collected by the state to be paid to the counties; and providing this be accomplished incrementally over a five-year period.
SB 272 (None)	Relating to WV Tax Increment Financing Act	SA HB 2852	01/25/11 - To Senate Energy, Industry and Mining In Committee	Senate Reference 1 - Energy, Industry and Mining Senate Reference 2 - Finance	Governor's Bill
SB 277 (Mid)	Limiting amount property reappraisal can increase over previous amount	SI HB 2672	01/26/11 - To Senate Government Organization In Committee	Senate Reference 1 - Government Organization Senate Reference 2 - Finance	limit the amount that property can increase in value at a reassessment to <u>fifteen</u> percent of the previously assessed amount, provided that the increase in assessment is not due to improvements made to the property.
SB 279 (None)	Authorizing circuit courts to sentence nonviolent felony offenders to work camps		01/26/11 - To Senate Judiciary In Committee	Senate Reference 1 - Judiciary	
SB 284 (High) CCAWV Supports	Changing date of canvassing of votes in primary election		01/26/11 - To Senate Government Organization In Committee	Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary	Changing the date of the canvassing of votes in a primary election from the Friday following a primary election to the Monday following a primary election. Making it the same as in a general election.
SB 305 (None)	Authorizing county and municipal governments to levy tax on food and beverages		01/27/11 - To Senate Government Organization In Committee	Senate Reference 1 - Government Organization Senate Reference 2 - Finance	
SB 313 (None)	Creating Spay Neuter Assistance Fund; funding		01/27/11 - To Senate Agriculture In Committee	Senate Reference 1 - Agriculture Senate Reference 2 - Finance	This is NOT the bill that gives authority to County Commissioners to license dogs & Cats
SB 324 (High)	Relating to mentally ill persons		01/27/11 - To Senate Judiciary In Committee	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	The bill provides that the Department of Health and Human Resources shall reimburse the county commission, <u>for direct deposit into the Sheriff's budget</u> , all other expenses incurred in the hearings conducted under the provisions of the article.
HB 2696 (None)	Authorizing the county commission of Boone County to transfer its title and interests in the Boone Memorial Hospital		01/21/11 - To House Political Subdivisions In Committee	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	

HB 2698 (None)	Requiring a nonbinding referendum in the counties of Morgan, Berkeley and Jefferson to determine their desire to secede from West Virginia and become a part of Virginia		01/21/11 - To House Judiciary In Committee	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2701 (None)	Granting county commissions with the plenary power and authority to establish a vacant building registration program		01/21/11 - To House Political Subdivisions In Committee	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 2703 (None)	Relating to qualifications of members of certain county commissions		01/21/11 - To House Political Subdivisions In Committee	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 2706 (None)	Allowing county commissions to use 911 fees to provide financial assistance to a countywide emergency ambulance service authority		01/21/11 - To House Political Subdivisions In Committee	House Reference 1 - Political Subdivisions House Reference 2 - Finance	
HB 2710 (None)	Uniform Real Property Electronic Recording Act		01/21/11 - To House Judiciary In Committee	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2713 (None)	Relating to civil and criminal forfeiture actions related to criminal activity		01/21/11 - To House Judiciary In Committee	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2717 (None)	The Economic Fairness Act of 2009		01/21/11 - To House Energy, Industry and Labor, Economic Development and Small Business In Committee	House Reference 1 - Energy, Industry and Labor, Economic Development and Small Business House Reference 2 - Finance	Requiring the Tax Commissioner to refund to the five counties with the highest unemployment, twenty percent of the personal income tax collected.
HB 2734 (None)	Establishing prevailing hourly rates to be used in connection with the construction of public improvements		01/21/11 - To House Energy, Industry and Labor, Economic Development and Small Business In Committee	House Reference 1 - Energy, Industry and Labor, Economic Development and Small Business House Reference 2 - Judiciary	The purpose of this bill is to require the Commissioner of Labor to base the determination of prevailing rates on statistics made available by the United States Department of Labor, Bureau of Labor Statistics, and to provide county commissions with the authority to review the determination.
HB 2736 (None)	Exempting construction performed on behalf of educational authorities from prevailing wage requirements		01/21/11 - To House Energy, Industry and Labor, Economic Development and Small Business In Committee	House Reference 1 - Energy, Industry and Labor, Economic Development and Small Business House Reference 2 - Judiciary	

HB 2741 (None)	Exempting the construction or addition of active solar energy systems from real and personal property taxation		01/21/11 - To House Judiciary In Committee	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2743 (None) CCAWV Supports	Changing the way the cost of incarcerating inmates in regional jails is collected		01/21/11 - To House Judiciary In Committee	House Reference 1 - Judiciary House Reference 2 - Finance	shared by the county, state and municipality wherein the alleged criminal act occurred
HB 2748 (None)	Relating to the voting period for early in-person voting		01/21/11 - To House Judiciary In Committee	House Reference 1 - Judiciary	The purpose of this bill is to allow community voting locations and shortening the time period for in-person early voting.
HB 2760 (None)	Revising the Municipal Economic Opportunity Development District Act	SA SB 234	01/24/11 - To House Political Subdivisions In Committee	House Reference 1 - Political Subdivisions House Reference 2 - Finance	
HB 2762 (None)	Revising the County Economic Opportunity Development District Act	SA SB 235	01/24/11 - To House Energy, Industry and Labor, Economic Development and Small Business In Committee	House Reference 1 - Energy, Industry and Labor, Economic Development and Small Business House Reference 2 - Judiciary House Reference 3 - Finance	Governor's bill
HB 2766 (None)	Relating to contribution rate for the Deputy Sheriff Retirement System		01/24/11 - To House Pensions and Retirement In Committee	House Reference 1 - Pensions and Retirement House Reference 2 - Finance	the bill would remove the cap on the employer contribution in the DSRS.
HB 2774 (None)	Increasing the barrel tax on nonintoxicating beer		01/24/11 - To House Finance In Committee	House Reference 1 - Finance	From \$5.50 to \$11.00 per barrel
HB 2777 (None)	Exempting recreational vehicles owned by a resident of this state who is seventy years of age or older from ad valorem taxes		01/24/11 - To House Finance In Committee	House Reference 1 - Finance	
HB 2782 (None)	Encouraging public officials to display the national motto on all public property and public buildings		01/24/11 - To House Government Organization In Committee	House Reference 1 - Government Organization House Reference 2 - Finance	
HB 2785 (None) CCAWV Supports	Relating to the excise tax on the privilege of transferring real property and using the tax to reimburse counties for regional jail fees		01/24/11 - To House Judiciary In Committee	House Reference 1 - Judiciary House Reference 2 - Finance	provides that the state excise tax on the privilege of transferring real property tax be used to reimburse counties for regional jail fees

HB 2788 (None)	Specifying that infrastructure projects providing broadband services facilities be included in infrastructure projects eligible for funding		01/24/11 - To House Energy, Industry and Labor, Economic Development and Small Business In Committee	House Reference 1 - Energy, Industry and Labor, Economic Development and Small Business House Reference 2 - Finance	
HB 2789 (None)	West Virginia Geographical Information System		01/24/11 - To House Government Organization In Committee	House Reference 1 - Government Organization House Reference 2 - Finance	
HB 2790 (None)	Uniform Real Property Electronic Recording Act		01/24/11 - To House Judiciary In Committee	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2805 (None) CCAWV Supports	Providing that activities, documents and records of the government be in English		01/24/11 - To House Judiciary In Committee	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2806 (None)	Relating to ethical standards for elected and appointed officials and public employees		01/24/11 - To House Judiciary In Committee	House Reference 1 - Judiciary	
HB 2812 (None)	Requiring insurers issuing group accident and sickness insurance policies to certain employers to furnish claims loss experience		01/24/11 - To House Banking and Insurance In Committee	House Reference 1 - Banking and Insurance House Reference 2 - Judiciary	
HB 2813 (None)	Relating to mandatory retirement age of deputy sheriffs		01/24/11 - To House Pensions and Retirement In Committee	House Reference 1 - Pensions and Retirement House Reference 2 - Finance	
HB 2820 (None)	Permitting municipalities and counties to use proceeds from the hotel occupancy tax to fund public libraries		01/24/11 - To House Political Subdivisions In Committee	House Reference 1 - Political Subdivisions House Reference 2 - Finance	
HB 2823 (None)	Increasing any award of just compensation to a property owner for eminent domain takings by nongovernment entities		01/24/11 - To House Judiciary In Committee	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2843 (High)	Relating to public records management and preservation		01/25/11 - To House Government Organization In Committee	House Reference 1 - Government Organization House Reference 2 - Finance	

HB 2846 (None)	Prohibiting elected or appointed officials from using public funds to purchase, distribute or disseminate certain items and publications		01/25/11 - To House Judiciary In Committee	House Reference 1 - Judiciary	
HB 2852 (None)	Relating to the West Virginia Tax Increment Financing Act	SA SB 272	01/26/11 - To House Political Subdivisions In Committee	House Reference 1 - Political Subdivisions House Reference 2 - Finance	Governor's bill
HB 2853 (None)	Providing for a special primary and general election to fill a vacancy in the office of Governor	SA SB 261	01/26/11 - To House Judiciary In Committee	House Reference 1 - Judiciary House Reference 2 - Finance	Governor's bill
HB 2855 (None)	Providing that the salaries for certain county officials and employees are minimum salaries		01/26/11 - To House Political Subdivisions In Committee	House Reference 1 - Political Subdivisions House Reference 2 - Finance	Would convert sheriff's commission to salary
HB 2856 (None)	Reducing the days for early voting in person		01/26/11 - To House Judiciary In Committee	House Reference 1 - Judiciary	
HB 2857 (None)	Requiring voting for at least five consecutive days during the period of early voting		01/26/11 - To House Judiciary In Committee	House Reference 1 - Judiciary	
HB 2874 (None)	Creating a pilot program for incarceration and treating low risk inmates who are disabled or impaired		01/26/11 - To House Judiciary In Committee	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2879 (None)	Providing a one-time, nonbase building, supplemental salary increase for all eligible state employees	SA SB 273	01/26/11 - To House Finance In Committee	House Reference 1 - Finance	
HB 2886 (None)	Relating to the calculation of prevailing wages		01/27/11 - To House Energy, Industry and Labor, Economic Development and Small Business In Committee	House Reference 1 - Energy, Industry and Labor, Economic Development and Small Business House Reference 2 - Judiciary	
HB 2890 (None)	Energy Efficient Building Act		01/27/11 - To House Energy, Industry and Labor, Economic Development and Small Business In Committee	House Reference 1 - Energy, Industry and Labor, Economic Development and Small Business House Reference 2 - Finance	

HB 2893 <u>(None)</u>	Relating to the Home Incarceration Act		01/27/11 - To House Judiciary In Committee	House Reference 1 - Judiciary	Provides that the sentencing court may transfer the supervision of a person ordered to home confinement to the probation office of another circuit for supervision.
HB 2894 <u>(High)</u> CCAWV Supports	Changing surcharge on fire and casualty insurance policies to one percent and dedicating the money to volunteer and part-volunteer fire departments		01/27/11 - To House Banking and Insurance In Committee	House Reference 1 - Banking and Insurance House Reference 2 - Finance	The purpose of this bill is to take the fire or casualty insurance surcharge to one percent and dedicated the money to the Fire Protection Fund, which goes to volunteer and part-volunteer fire departments. CCAWV supports this bill.



January & February 2011

Jefferson County 4-H Report

CONTACT US:
1948 Wiltshire Road; Suite 3
Kearneysville, WV 25430
Jeremy.Horvat@mail.wvu.edu
Phone: 304.728.7413, ext. 1
FAX: 304.728.4101
jefferson.ext.wvu.edu/

There's Always Room for Improvement

Jeremy P. Horvat
Jeremy Horvat
Extension Agent



When I was teaching, I had a sign in my classroom that asked, "Are you better today than yesterday?" The purpose of the sign was to remind my students that every day they should be looking for ways to improve as a student, a person, or both. For my students, this question had different meaning, and sometimes this meaning changed on a day-to-day basis.

For some students, I hoped they would improve their knowledge of US History, their ability to take notes, or score higher on their homework. For others, I hoped they would improve as people, such as being "nicer" to classmates or by keeping their "cool" in moments of frustration.

With the start of 2011, I want to challenge all members to ask themselves on a daily basis, "Are you better today than yesterday?" Then, I would like each member to keep track of their improvement by recording it in a journal with that days date. At the end of every month, each member should look back in their journal and reflect upon how much improvement has occurred. My guess is that you will be surprised to read how far you have come and what you have accomplished.

My challenge to all leaders, volunteers, and parents/guardians is to actively participate in this exercise with their members or their son(s) and/or daughter(s). You can do this activity alongside them and discuss it as a club or family, or by guiding and encouraging them as they go through this journey of improvement on their own.


"There is only one corner of the universe you can be certain of improving, and that's your own self." Aldous Huxley, English Novelist and Critic, 1894-1963.

What's Inside:

2	Calendar of events	9	4-H Marketing Program & Tractor Supply, Garden	13	4-H20 Project, Dairy & Livestock Judging
3	2011 WV Beef EXPO	10	State Poster & Photo Contest & Dance Training	14	Financial Check up, Jim Staley Scholarship
4-7	2010 Achievement Night	11	Energy Express, Dining With Diabetes, Card Thanks	15	Greyhound Rescue, Heart Month
8	Tri-County & State Camps	12	4-H University, Shooting Sports, Envirothon	15/16	Club News

Calendar of events

January

28	Dance Training Weekend, registration due to Extension Office	
28-30	Young Adult Conference (YAC), WVU Jackson's Mill State 4-H Camp	
31	Tri-County Camp Counselor applications due	
Counselor applications available online. Interested in counseling? Please Contact:		
	<u>Younger Camp</u> Doug Hovatter 304/264-1936 berkeleyextension.com/	<u>Intermediate Camp</u> Cindy Smalley 304/258-8400 morgan.ext.wvu.edu/
	<u>Older Camp</u> Jeremy Horvat 304/728-7413 Ext. 1 jefferson.ext.wvu.edu/	
 Counselor applications available online at www.jefferson.ext.wvu.edu		

February

4	Teen Leader & Charting Weekend registration is due to Extension Office
4	4-H University/Shooting Sports registration due to Extension Office
9	Extension Service Committee Meeting, 5:30 p.m., Extension Office
11	State Poster, Dairy Poster & Photo contests entries due to Extension Office
15	WVU Extension Day at the Legislature, Charleston, WV
21	Camp Frame Board Meeting, 7 p.m. Morgan Extension Office
18-21	4-H University, Jackson's Mill
18-21	Shooting Sports Weekend, Jackson's Mill
23	Visuals & Public Speaking Workshop, 6:30 p.m., Extension Office

March

4-7	Dance Weekend, Jackson's Mill
14	Change clocks, spring forward, 2 a.m.
15	County Round-Up registration due to EO
15	4-H T-Shirt Order due to EO
19-21	Teen Leader & Charting Weekend, Jackson's Mill
20	First Day of Spring
22	County Roundup, 7 p.m., Wildwood Middle School
TBA	All Star Nominations due to EO



Weigh-In Dates

Jefferson County
Fairgrounds

Lamb & Goat
April 30, 2011
9-11 a.m.

Hog
May 7, 2011
8-10 a.m.



Visual Presentation & Public Speaking Workshop

February 23
6:30 p.m.
Extension Office

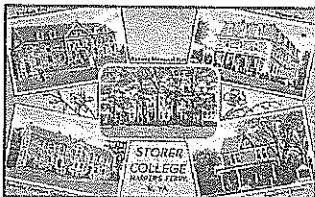
County Round-Up
March 22, 7 p.m.,
Wildwood Middle

EXPO

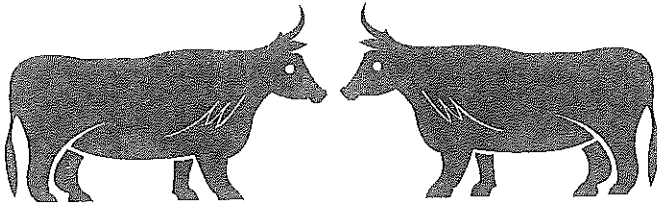
May 7, 2011
Jefferson County
Fairgrounds

February is Black History Month! Did you know that....

Harpers Ferry was home to a college for African American students. The school first opened on October 2, 1867 as Storer Normal School. It was named after John Storer, who offered \$10,000 to establish it in the South. Then, 2 years later the US Federal Government formally turned it into a college. Storer College was located in the Lockwood House and 3 other former Armory residences on Camp Hill. One of the schools original trustees was the famous abolitionist Frederick Douglass, who in 1881 delivered a memorable oration on the subject of John Brown while visiting the college. Storer also hosted the 2nd conference of the Niagara Movement, which was a forerunner of the NAACP. More information can be found at www.nps.gov/hafe/historyculture/storer-college.htm



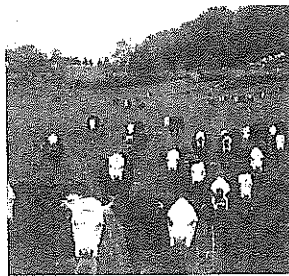
West Virginia Beef EXPO 2011



WV Beef Ambassador Contest

Contestants must be 17 and not over 20 as of January 1, 2011. The State winner must be single, and cannot be or become married or a parent during the national term. Contestants will present a 5-8 minute talk. Speeches should bring to light the importance of the beef industry and the importance of beef as an agricultural product, spotlighting the positive impact the cattle industry has on our economy and families. Upon receipt of application, a letter will follow with time schedule and further information.

Send entry to: Marjorie Ours, RR 3, Box 310, Buckhannon, WV 26201, Ph. 304-472-4861. Registration must be postmarked by March 18, 2011.



WV Beef Expo Youth Beef Cook-off Contest

We're looking for chefs with beef recipes and a flair for preparation to participate in the WV Beef Expo 2011 Youth Beef Cook-off. Get a team together that would like to try a cooking contest at the WV Beef Expo in 2011. Find a great beef recipe that you can prepare. Next, write a fun skit no longer than three minutes (in length) that includes your recipe and promotes the good things about eating beef. Call 304-472-4020 if you need factual info for your team to use.

There will be two age divisions for youth teams from state youth associations—Junior Beef Association, 4-H or FFA. The event is educational, competitive and fun! The Cook-off will foster a cooperative spirit. It is also an excellent way to educate, promote, and entertain non participants in the audience, while promoting our chief end product—BEEF.

Persons interested in learning more about the Cook-off should contact: Krista Hayes, 153 Gnegy Church Rd., Eglon, WV 26716, (304) 735-3511 or Anna Mouser, RR 1 Box 24, Independence, WV 26374, (304) 892-3991. Entries must be postmarked by March 15th.



WV Beef Queen

Contestant must be unmarried, age 16 to 20, as of January 1, 2011. Rules for contestants are very specific so please refer to the Jefferson County 4-H web page for more details.

For more information or registration forms go to the Jefferson County 4-H Web Page
If you register for any of these events, please notify the Extension Office.

WV Beef Expo Photo Contest

We're hoping that the shutterbugs have been snapping photos all summer and fall, but if not, there's still time to shoot some great shots in winter for the Beef photo contest. The photo contest's purpose is to offer West Virginia youth and adults the opportunity to communicate through creative display a message in photography. The age divisions are: Youth (ages 9-18) and Adult (ages 18 plus).

WV Beef Expo Photo Contest Guidelines -There are five subject categories: *Beef Cattle* (Photos that highlight beef cattle that dominate focus of the photo), *Farm Landscapes* (Focusing on scenery around the farm), *People In Farm Related Activities*, *Other Animals Around the Farm* (Not beef animals), *Black and White Photos* of any of the 5 categories above. Send your entries to: Krista Hayes, 153 Gnegy Church Rd., Eglon, WV 26716. Entries must be postmarked by the US Postal Service by March 15, 2011.



Project Pin Recipients

This is 4-H (100 pts)

Tyler Cline
Spencer Dailey
Mary DeWees
Lauren Hostler
Thaddeus Legowik
Molly Ott
Russell Popkins
Eleanor Puster
Michala Sanders
Allison Schwartz
Greyson Vesper
Julia Wood

Self-Determined

Natalie Adams
Jacob Blue
Tyler Brandenburg
Megin Carroll
Paige Conrad
Ben Harrison x 2
Chelsea Hepner
Caleigh Holmes
Jennifer Jones
JP Jones
Paige Mendzela
Keira Osbourn
Rebecca Posa
Eleanor Puster
Meredith Stains
Jessica Starkey
Sarah Welsh
Dan Westermeyer

Cooking

Emma Banfield
Molly Banfield
Emma Barr
Emily Cogle Howell
Victoria Deltolla Cole
Hannah French
Kevin Grega
Morgan Grega
Sarah Grega
Sarah Hawes
Hailey Hawthorne
Matthew LaFollette
Kelsey Lineburg
Melissa Lineburg
Daniel Meyers

2010 4-H Achievement Night

This special event is to celebrate all of Jefferson County 4-H, including the many member and club accomplishment of the past year, and to honor the individuals who have volunteered their time to "make the best better"!



Anna Marie Morrison
Molly Ott
Hunter Palmer
Paige Palmer
Sarah Ring
Elizabeth Stover
Kent Thomas
Hagan Wilt
Cortney Wilt
Noell Wines
Julia Wood

Poultry

Samantha Legowik
Thaddeus Legowik
Anna Marie Morrison
Jacob Ritenour

Rabbit

Mary DeWees
Daniel Hepner
Jheri Liskey
Trip Patterson
Darby Rose Patterson
Emma Jean Patterson
Noell Wines

Swine

Brandon Benner x 2
Mike Benner x 2
Spencer Dailey
Daniel Dunn x2
Emily Everhart
William Hall, Jr.
Cody Hedge
Matthew Hoff x2
Brienne Mason x 2
Molly Ott
Madison Quinn
Lauren Silveous
Lindsay Silveous
Shelby Silveous
Jacqueline Ware
Olivia Ware
Austin Weister

Beef

Brandon Benner
Michael Benner
Tiffany Burns
Ashton Cogle
Austin Cogle x 4
Logan Cogle x 2
Emily Everhart
Makenzie Ring
Michael Ring

Dairy

Alex Bane
Robert Bane
Tiffany Burns
Morgan Henderson
Emma Yohn

Horse

Sal Barahona
Brianna Dawson
Haley Dawson
Victoria Detolla Cole
Caitlyn Harper
Chelsea Hepner
Jheri Liskey x 3
Ava Monson x 2
Trip Patterson
Darby Rose Patterson x 2
Emma Jean Patterson x 2
Kendall Vesper

Goat

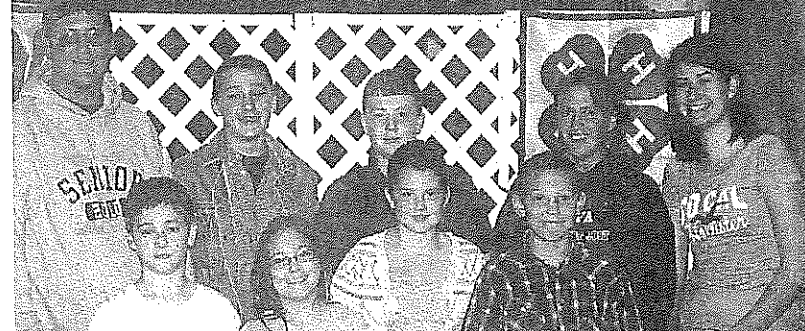
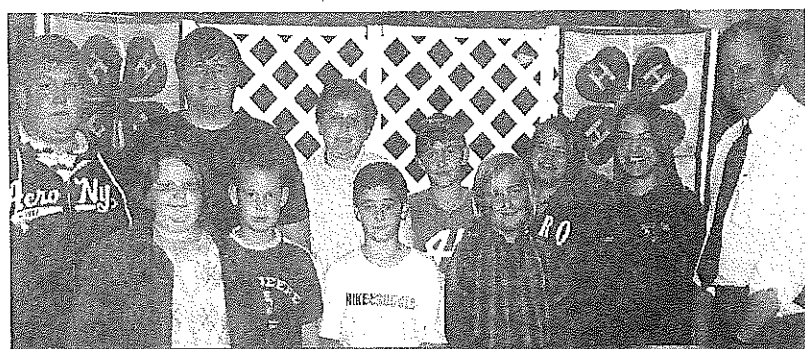
Emily Cogle Howell
Chase Crockett
McKayla Dodson
William Hall, Jr.
Cody Hedge x 2
Lane Hedge
Brittany Hite
Matt Hite
Matt Hitt
Molly Ott x 2
Eleanor Puster
Robert Puster
Brandon Mansfield
Anna Marie Morrison x 2
Molly Ott
Darby Rose Patterson x 5
Trip Patterson x 4
Jennifer Thompson

Pet

Evan Allen
Sal Barahona
Emily Cogle-Howell
Ian King
Jheri Liskey
Molly Ott
Noell Wines

Cat

Emily Cogle Howell
Victoria Deltolla Cole
Kiana Jones
Jheri Liskey



Dog

Taylor Corder
Samantha Creamer
Delmar Dailey
Jackson Hepner
Kiana Jones
Shelby Kowalski
Ava Monson
Tyler Myatt
Noell Wines

Vet Science

Miranda Dodson
Lane Hedge
Ellen Henderson
Chelsea Pierce

Sheep

Ashton Cogle x 2
Emily Cogle Howell
Ashton Cogle
Austin Cogle x 2
Cierra Crockett
Delmar Dailey
McKayla Dodson
Ellie Henderson
Lucas Henderson x 2
Matt Hite
Brandon Mansfield
Brianna Mason x 4
Emma-Jean Patterson x 6
Trip Patterson
Eleanor Puster
Robert Puster x 2
Madison Quinn
Makenzie Ring
Michael Ring
Jacqueline Ware

Woodworking

Chase Crockett
Blake Lantz
Russell Popkins

Bicycle

Samuel DiLima

Photography

Aaron DiLima
Ellen Henderson

Sportfishing

Ryan Brandenburg
Delmar Dailey
McKayla Dodson
Noah French
Sarah Ring

Theatre Arts

Sal Barahona

Citizenship

Miranda Beahm

Health

Emily Cogle-Howell

Breanne DeGrave

Laykin Popkins

Money

Amanda Smith

Caleigh Holmes

Sewing

Cassie Chrisman

Madelynne King

Birds

Emma Damm

Victoria Deltolla-Cole

Outdoor Adventures

Victoria Deltolla-Cole

Recycle

Laykin Popkins

Small Engines

Jeremy Creamer

4-H Helpers

Black Bears 4-H Club

JoJean Poma

Mary Ella Cogle

Michelle Boyd

Evergreen 4-H Club

Drew & Tammy Houser

Little Pinecones Buds

Andrea Lang

Happy H'ers 4-H Club

Karen King

Leetown Crossroads 4-H Club

June Hendricks

4-H Saddle Club

Holly & Shannon Hensell

Shenandoah Shamrocks 4-H Club

Milke & Lisa Benner

Debbie Dewees

Julie & Brian Everhart

Kim Lowry & Bill Neufeld

Lori Horner

Lisa Myers



Michelle LaFollette
Shining Stars 4-H Club

Alisa & John Myatt
Summit Point Busy Bees
4-H Club

Amy Fincham
Little Stingers
Cloverbuds

4-H Service Pins:

1 Year

Michelle Boyd
Becky Conrad
Debra DeWees
Becky Dunn
Andrew Evans
Amy Fincham
Diane Gabbert
David Henning
Robert Henshaw
Laura Kretzer
Tina Lantz
Vickie Lewis
Tina Martin
Anne Monson
Roxanne Noland
Jennifer Owens
Jay Poma
Jamie Popkins
Heather Williams

5 Year

Lisa Benner
Sarah Blue
Melody Browning
Carolyn Bryant
Stephanie Dailey
Kyle Friend
Natalie Friend
Melissa Johnson
Hope Jones
Andrea Lang
Katie Madrid
Dena O'Neil
Chris Ott
Robyn Taft
Vickie Wilt

10 Year

Carolyn Bane
Ginny Harrison
Jane Hepner
Joy Rawn

Congratulations to all

Congratulations to all

Terry Rawn
Teri Roberts
Becky Shaffer
Diane Steece

15 Year

Charlotte Davis
Marlene Popkins

20 Year

Judy Benner
Nancy Cleaver
Paul Elliott
Vicki Ott

35 Year

Eileen Chambers

Retiring Leaders

June Adams
Rippon Go-Getters

Jane Tabb
Leetown Crossroads

2010

Outstanding Club Leader

Barb Dodson
Shenandoah
Shamrocks 4-H Club

2010 Tony Del-Colle Award

Matt Hott
Shenandoah Shamrocks
4-H Club

2010

Achievement Awards: State Fair Poster Contest

Eleanor Puster (2)
Matt LaFollette
Kyle Rodriguez
Amanda Smith
Rachel Facemire
State Fair Photo
Contest

Austin Thomas 2
Brandon Wasson 2
Natalie Wasson
Kent Thomas 2
Dan Dunn
Miranda Dodson 2
Shelby Kowalski
McKayla Dodson 2



**Jane & Cam Tabb Family
2010 4-H Family**

For **Craig Yohn**, a special recognition was given to thank him for his many years of service to the Jefferson County 4-H program. Craig is retiring after 29 years of service to Jefferson County and 32 ½ years as a WVU Extension Agent.

Michael Shifflett
Emily Everhart 2
Josh Shifflett
Matthew Hott
Michael Benner- 2
Brandon Benner
Anna Marie Morrison
Katie Dunbar
Paige Marshall
Anna Stafford
Tristan Zaleski
Caroline Cummins
Katie Wolf- 3
Jessica Starkey
Madison Quinn
Samantha Legowik
Shelby Silveous
Brandon Mansfield
Montana Silveous
Mary DeWees- 2
Madeline Dillow
Thaddeus Legowick

State 4-H Dairy Poster Contest

Anna Marie Morrison
Eleanor Puster
Amanda Smith

Charters

Keira Osbourn
Christian Hockman

Citizenship

Morgan Henderson
Tyler Brandenburg

2010 Outstanding 4-H Members

Jessica Harrison
Kaitlin Thorsell

2010 Friend of 4-H Scott Daniel

2010 4-H Family

This Cam & Jane Tabb 4-H family takes what they know and steps out of the box looking toward the future to help "make the best better" for all of Jefferson County 4-H.

2011 Tri-County 4-H Camp

CAMP



2011 Camp Dates/ Camp Frame
 Bud Day June 4
 Younger June 13 - 17
 Intermediate June 20 - 24
 Older June 27 - July 1

Wants You to be a counselor

Why Should I be a Tri-County 4-H Camp Counselor?

The Tri-County 4-H Camp Counselor program is an opportunity for you to build on your 4-H experiences by sharing your talents and energy with 4-H members, parents and volunteers at Tri-County 4-H Camp. You will gain valuable life skills and develop leadership skills by practicing problem-solving and communication techniques. Your training and experiences as a Tri-County 4-H Camp Counselor will give you skills and experience you need to compete in today's job market. Most importantly, you will have the opportunity to make a positive impact on the lives of young people.

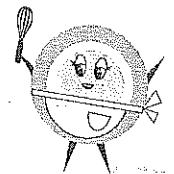
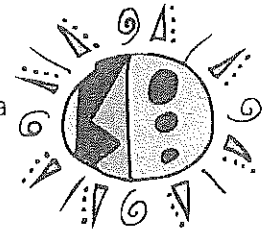
Younger Camp: Campers will arrive on Monday morning 9-10:30 a.m. and camp will conclude Friday morning June 18th by 11:30 a.m. for campers and 12-12:30 p.m. for staff. If you are interested in teaching a class, there will be two class periods at 10 a.m. & 11 a.m. each morning.

Intermediate Camp: This camp has three 45 minute class periods that run Tuesday through Thursday morning of camp. Campers will arrive on Monday morning and camp concludes around 7 p.m. on Friday June 24.

Older Camp: Registration for campers will begin at 8 a.m. on Monday morning and camp will end around 9 p.m. on Friday, July 1. Similar to Younger Camp there will be 2 class periods beginning at 10 and 11 a.m.

- For camp to take place, the proper number of staff needs to be trained and in place for all 3 weeks. Without camp staff,
- All camp staff will receive a camp t-shirt and meals and insurance are also included.
- For all three weeks kitchen staff is needed. Volunteers are welcome to come stay the week or spend a half or full day.

For counselor age requirements and to download an application, visit the 4-H page at www.jefferson.ext.wvu.edu



2011 Teen Leader & Charting Weekend

March 18-20, 2011

WVU Jackson's Mill

This special weekend provides 4-H members personal development experiences to help them better understand themselves. It also builds confidence when assuming leadership positions and when taking part in Charting Workshops. The participants' age range is 13-19 and he/she may not be beyond their 1st year of college. Interested in going?

Contact the EO to receive a registration form or go online to the Jefferson County Extension Service website's 4-H page for the form or additional information.

Deadline to EO is February 4th.



2011 State Camp Dates Jackson's Mill

OMC – June 19-24

Alpha I – July 10-15

Alpha II – July 17-22

Bill Frye Scholarship

The Jackson's Mill Heritage Foundation will be sponsoring 2 scholarships for a State Camp at Jackson's Mill during the next year. This new scholarship is the "Bill Frye Memorial Scholarship" and will be awarded to 1 boy and 1 girl each year. The scholarship will be a full scholarship to any State 4-H Camp held at Jackson's Mill during the year. Bill was one of the founders of the Jackson's Mill Heritage Foundation and a great supporter of all things 4-H. The only criteria used for this scholarship will be an essay on a chosen topic. It is open to all 4-Hers. The essay must be typed or neatly handwritten including your Name, Age, Address, and 4-H Club and be no less than 300 words and maximum 500 words. Topic: Why I want to come to a State Camp at Jackson's Mill. Essays will be judged by the Jackson's Mill Heritage Foundation Board. Deadline is February 15 and the recipient will be honored at any State 4-H Camp during 2011. If you need further information feel free to call: Reta Burnside: 304/269-5100 or Suzie Frederick: 304/269-6544

JOIN THE REVOLUTION OF RESPONSIBILITY

are very excited to announce the launch of a new image campaign for 4-H. It's called "Join the Revolution of Responsibility."

What's it all about?

The campaign will tell the 4-H story in far more compelling terms than ever before. It showcases the stories of real 4-H'ers making an impact in their communities, and gives a voice to the uncommon dedication and barrier-breaking commitment of the young 4-Hers who are 4-H. That's the kind of revolution the world needs now. These firsthand accounts not only illustrate the real legacy of the 4-H movement, but leave the viewer wanting to be a part of the 4-H experience. That's why we're making sure we ask you to share. This revolution is for all of us—partners, elected officials, educators, youth, parents, volunteers and friends—all across the country and around the globe.

How can you Join the Revolution of Responsibility?

Go to the campaign site: www.4-h.org/about/revolution to learn more about the Revolution of Responsibility and to see the video and print ads. Download the video at www.4-H.org/brandtoolkit to share with others—all those in your community who are interested in supporting youth and like elected officials, alumni and potential donors. Share a local story at www.4-H.org/share about 4-Hers making an impact in your community to help grow the number of stories of responsibility. Like the 4-H Facebook page at www.facebook.com/4h this week to become a fan and engage in that 4-H community. You can also follow on Twitter at www.twitter.com/4h. Sign up at www.4-H.org/signup to be part of the Revolution—we'll send you updates as the revolution grows.

Over time, we'll be adding more elements to the campaign, sharing stories and even setting up a community to share ideas and learn from others about what they are doing. This is just the beginning.

Andy Ferrin, SVP, Chief Marketing Officer, National 4-H Council

4-H & Tractor Supply Company

As we move into the new year, we are thrilled to announce the upcoming opportunities for fundraising, membership recruitment, and prizes that are part of our exciting partnership with Tractor Supply Company. Visit their website to find more opportunities and upcoming events.

www.tractorsupply.com/content/storeevents/4h

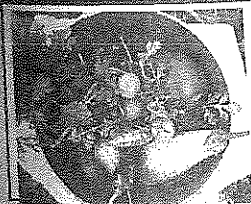
TSC Clover Card: Enrollment is open for the TSC Clover Card! As 4-H youth, staff, families, volunteers, and alumni - you can sign up for your free, exclusive card at the TSC website. You will receive periodic printable coupons via email and a 10% off introductory coupon just for joining. In addition, each time you make a purchase at a TSC store and use your card, your club will be entered into a random monthly drawing to win a \$500 TSC gift card! The TSC Clover Card is not a discount card.

DuMor Show Feed: TSC is launching a new line of private label feeds for cattle, pig, poultry, goat, and lamb on January 24, 2011; and for each bag purchased, TSC is generously donating \$.25 per bag to support 4-H Animal Science curriculum development. More information about this new opportunity will be made available at the TSC website.

Spring Paper Clover: Mark your calendars, TSC and Del's stores will run our spring Paper Clover Fund-raiser in all stores nationwide from April 15-25! Coming soon we will have customizable resources.

Community Garden Space Available in Ranson

The garden spaces will be available by May. Plot sizes 10'x10' = \$20, 10'x20' = \$25, 10'x30' = \$30 Garden spaces will be assigned on a first come, first serve basis. For more information, contact Jane Tabb 304/728-7413 Ext. 7 or Jane.Tabb@mail.wvu.edu



Posters must be
22" x 14"

4-H Youth Poster Contest

Posters must be
22" x 14"

CATEGORY	PURPOSE
4-H Promotion	To increase awareness of the values of 4-H for self and others
4-H Health, Nutrition, and Food Safety	To increase awareness of health, nutrition, and food safety
4-H Litter, Recycling and Environment	To increase awareness of environmental issues such as litter control, conservation and safe water supply
4-H Science, Engineering & Technology	To increase awareness of this important of the mission mandate of the 4-H program. Posters can promote any phase of these areas.
4-H Dairy	To show, using an imaginative theme, that milk is an important source of nutrients and to promote the use of milk during June
4-H Safety	To increase awareness and understanding of safety issues in the areas including ATV safety, fire prevention and survival, farm safety, water safety, and highway safety

One poster in each subject category & age division may be submitted for state judging, except 4-H Dairy (allows three per age division).

Junior: 4-H'er must be at least in the 3rd grade and must not have reached his/her 14th birthday before January 1, 2011.

Senior: 4-H'er must be at least 14 years of age and must not have reached his/her 21st birthday on or before January 1, 2011. It is permissible for two 4-Her's in the same age division to work as a team on a poster in all categories except Dairy. In this case be sure both names and both addresses are clearly recorded on the score sheet.

Dairy posters must be constructed by one person only.

Posters must be
22" x 14"

4-H Dairy Poster Contest

Posters must be
22" x 14"

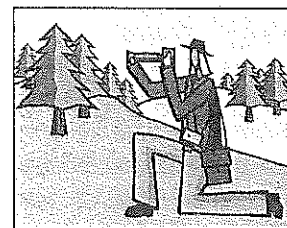
Posters will not be accepted if they are larger than 22" x 14"

To show that milk is an important source of nutrients. Posters will be used to promote the use of milk during June, the dairy month. Posters should be developed around a theme. Youth should use their imaginations. There are **three age categories** and as of January 1, 2010: 3rd grade to 11 years; 12-14 years; and 15-21 years. State judging will February 18, 2011.



4-H Photo Exhibition

To participate in this event, photos must be taken by a 4-H member. The exhibitor must be a 4-H member during the year that the photo is submitted. The exhibition is to encourage members to exhibit pictures that interpret 4-H to the exhibit viewers and in doing so communicate what 4-H is all about. Emphasis should be placed on 4-H activities. Only 3 entries per member. Prints must be no larger than 8"x10" and may be snapshot size. Photos should be mounted but not in frames. For more detailed information go to the Jefferson County Extension website's 4-H page. You do not need to be enrolled in a Photography project to participate.



ALL PHOTO & POSTER ENTRIES ARE DUE TO THE EXTENSION OFFICE BY FEBRUARY 11, 2011

March 4-6, 2011 Jackson's Mill

Attending this event will enhance an individual's awareness of and skills in specific heritage and folk dances. This workshop is for 4-H'ers who are in at least 6th grade and 4-H leaders and volunteers. Contact the Extension Office for a registration form or go online to the Jefferson County Extension Service website's 4-H page for additional information and a form. Cost is \$60 (this includes a \$20 scholarship from the Jefferson County Foundation). **Deadline to EO is January 28, 2011**

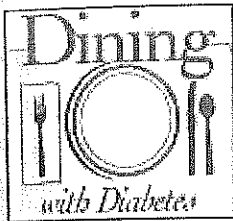




Apply to be a **Mentor** or a **Community Coordinator** for Energy Express, an 8-week summer reading program aimed to promote school success of WV children living in rural and low-income communities. For your service as an Americorps member you will receive \$1,850 living allowance and \$1,132 education award and 300 AmeriCorps service hours. The application deadline is **March 1st**

Apply to be a **Site Supervisor** for the 2011 Energy Express program. A Bachelors degree is required. Program runs from June 9 to July 29 with training March 31 to April 2 (Morgantown) or April 7-9 (Oak Hill). Salary is \$4,750 and the application deadline is **February 11th**.

Applications are at www.energyexpress.ext.wvu.edu
 Questions: 304-728-7413 /ext, 7 (Jefferson County Extension Office)



Dining With Diabetes Class

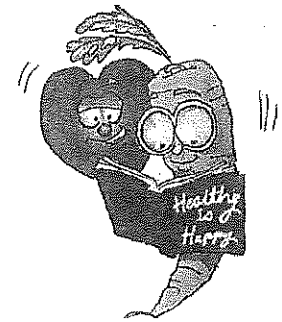
Series of 5 free classes starting in February 2011 at the Jefferson County Public Services Building 1948 Wiltshire Rd., Kearneysville

Dates & Times: Tuesdays February 15, March 1, 15 & 29

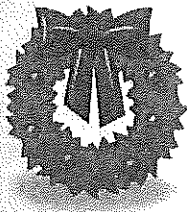
10 a.m. till 12:30 p.m. Follow Up Class: May 10

Call Judy at 304-728-7413 ext 3 or email at Judy.Matlick@mail.wvu.edu

The classes are open to persons with diabetes and their family members or persons who want to delay or prevent developing diabetes. Class size is limited.



Many Thanks...



Margaret Liskey, club leader of Saddles & Smiles 4-H club writes: **HOW! HOW!** There's no place like 4-H! I am proud to announce that many Jefferson county 4-H clubs followed the yellow brick road or more appropriate, tied a yellow ribbon for our troops.

In total, we mailed over **800 Christmas cards**. Four boxes of cards and goodies were mailed and received before Christmas. Participating clubs included: **Country Clovers, Leetown Crossroads, Middleway Climbers, Teen Force, Trailblazers, Saddle club, Saddles & Smiles and Stacey Gruber**. South Jefferson Elementary school and First Baptist Church of Inwood also signed cards. We have received correspondence from Erik Nowak. He first sent us an email with a quick note about each of his 18 troops members, then he sent two Christmas cards.

To Saddles & Smiles,
 Thankyou for all the kind cards you sent to my Soldiers. It means alot to them that someone is thinking about them this holiday season. For many of us this is our first Christmas away from home. We cant wait till we return home to our families in March. I pray all of you enjoy your holiday & please continue to remember our your prayers.
 Sincerely,
 IHT Erik Nowak

Special thanks to Kathryn Jones for coordinating addresses and mailings.

4-H UNIVERSITY

February 18-20, 2011 — WVU Jackson's Mill

This event provides learning opportunities to teen and adult leaders in our time tested and proven 4-H traditions and skill areas.

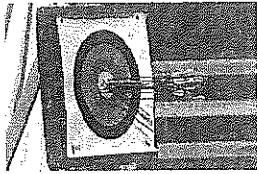


The goal is to send participants home with tools they can use in clubs and camps. The training is open to adult and teen (age 16 as of January 1, 2011) leaders and age 18 for Shooting Sports Weekend. Eight educational tracks will be offered during 4-H University. They are: Track 1: Essential Elements, Track 2: Recreation/Team Building, Track 3: 4-H SET- Robotics, Track 4: Power of Projects, Track 5: Global Education Opportunities in Extension — Home & Abroad, Track 6: Science of Energy-NASA Science Training, Track 7: Cloverbud, Track 8: Service Learning, Track 9: Growing Good Kids- Gardening Inside and Out with 4-Hers, Track 10: What do you know? (Strategies to understand bullying, cyberbullying in the technological era), Track 11: Livestock Quality Assurance.

Registration found at the 4-H web page or by contacting the EO. Deadline: Friday, February 4th to Extension Office.

2011 West Virginia Multi-Disciplinary 4-H Shooting Sports Weekend Camp

This camping weekend is designed to teach life skills through safe, noncompetitive activities in shooting sports and natural resources. Campers will participate in several different tracks including archery, air rifle, shot gun, muzzleloader, air pistol and wildlife conservation. Campers will also learn about WV's natural resources through a variety of group and outdoor learning experiences. The camp will take place **April 15-17** at the Gilmer County 4-H Camp in Glenville, WV. Registration is found on the 4-H page of the Jefferson County Extension Office and is **Due March 25th to Extension Office**.



2011 4-H Shooting Sports Instructors Training Weekend

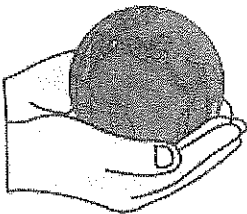
February 18-20 Jackson's Mill

The purpose of this workshop is to certify adult volunteer leaders who wish to become instructors to teach in their county. Participants must be over 18 years of age. Each person attending can be certified in only one area of competency. Participants can choose from the following: Air Pistol, Air Rifle, Archery, Shotgun and Black Powder. More details and registration form can be found on the Jefferson County 4-H page. **Registration is Due to Extension Office Friday, February 4th.**



2011 WV Envirothon Team

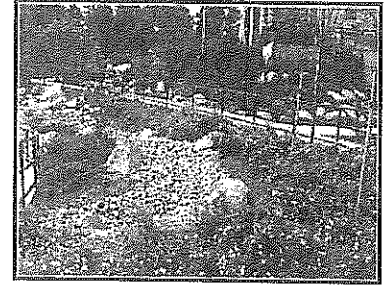
A Jefferson County 4-H Envirothon team is being formed. This outdoor event is open to all eligible West Virginia 4-H high school students. The annual event brings students, teachers, and resource professionals together in the spirit of competition and conservation. In doing so, team members are provided meaningful learning experiences and skills that they will carry with them into their future.



The **2011 WV Envirothon will be held at the Flatwoods Nature Trail and the Days Inn at Flatwoods, WV on April 28th and 29th**. Thursday, April 28th has been set aside as the teaching day, during which teams will learn more about the four main testing areas (Aquatics, Forestry, Soils and Wildlife) in preparation for the competition on Friday, April 29th. Competition for the fifth topic current environmental issue will take place on Thursday April 28th. The team will be coached by **Jeremy Greene**, who is an agriculture teacher and FFA advisor at Jefferson High School. If you are interested in being a part of the team, contact the Extension Office. Practices for the 4-H team are set to begin soon and will take place every Tuesday and Thursday at Jefferson High School at 3 PM.

Toyota Corporation 4-H2O Community Project-Rain Gardens

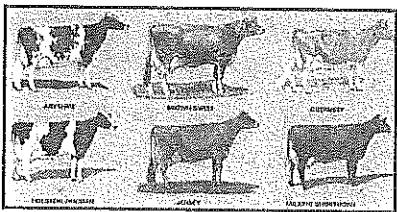
Are you interested in environmental issues that affect Jefferson County? If so, you will want to participate in a 3-part hands-on learning series sponsored by the Toyota Corporation and lead by Conservation Specialists from the West Virginia Conservation Agency in conjunction with Jefferson County 4-H. The program will give members the chance to learn about the negative consequences that stormwater pollution has on land in Jefferson County. More importantly, it will teach members an easy and economical way to reduce stormwater pollution by installing rain gardens. The 3-part series is open to all members and will begin at 11 AM on Saturday, March 5th at the Jefferson County Extension Office. It will then continue in April and conclude sometime during the summer months. The goal of the series is to give members the opportunity to help design and build a minimum of 2 rain gardens at a public location in Jefferson County.



If you are interested, please RSVP to the Jefferson County Extension Office by Wednesday, March 2nd. All members who participate will receive a free t-shirt and enjoy refreshments.

2010 Dairy Judging Team

A huge congratulation goes out to the 2010 Berkeley/Jefferson County Dairy Judging Team that placed 16th overall and 18th in reasoning at the National 4-H Dairy Judging competition held annually in Madison, Wisconsin. The team did a great job representing West Virginia as the state champion and both Jefferson and Berkeley Counties. Team members from Jefferson County were **Mary Rawn** and **Morgan Henderson** and from Berkeley County **Briar Puffenburger** and **Cassidy Spessert**. The team was coached by **Matt Ware** of Berkeley County.



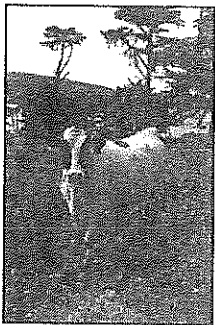
2010 Livestock Judging Team

A 2nd congratulation goes to the 2010 Berkeley/Jefferson County Livestock Judging Team. The team placed 8th in the nation in sheep and goat judging and 23rd overall in combined scoring for sheep, goats, hogs, and beef. Team member **Preston Berkeley** also distinguished himself by coming in 4th in the nation as an individual for judging sheep and goats.

Team members from Jefferson County included **Preston Berkeley**, **Katie Wolf**, and **Olivia Ware** (1st alternate). Members from Berkeley County were **Jared Hoffman** and **Ashley Butler**. The team was coached by **Mark Hostuttler** from Berkeley County. The National 4-H Livestock Judging Competition was held in Louisville, Kentucky in November.



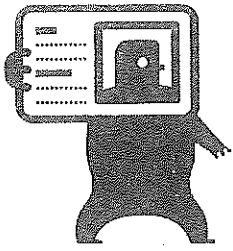
This has been an outstanding year for 4-H judging teams from Jefferson and Berkeley Counties. If you see any of these members, please congratulate them and let them know how proud you are of them for their accomplishments. Additionally, a special thank you goes out to the **Jefferson County 4-H Leaders' Association** for helping to provide financial assistance to both teams!



4-H State Dairy Cattle Judging Team Practices

Jeremy Greene, Vocational Agriculture Teacher at Jefferson High School will be organizing dairy judging teams to compete at state level events. Jeremy writes "We are going to practice for dairy cattle judging starting in February in the agriculture department at Jefferson High school. After the meeting in May, the schedule will change a bit for the summer up until contest time. A new schedule will be sent at that time".

Interested in joining the judging team? Contact the Extension Office



2011 New Year's Financial Check-up

With the prevalence of identity theft - not to mention the need to take back control of our personal finances - several free resources are available to review what others are reporting about your financial background. The most well known part of the Fair and Accurate Credit Transactions Act (FACT act) is that you can get a free copy of your credit report from all three major credit bureaus once every 12 months at www.annualcreditreport.com. However, there are also several other consumer databases that you should check as well which are also available every 12 months, and they can also have a significant financial impact.

ChexSystems Banking History

ChexSystems is a consumer information database used by an estimated 80-90% of all banks to help determine the risk of opening new accounts. Think of it as the bank's version of a credit bureau. If a person commits check fraud or overdraws their account, it will be listed here. In addition, the simple act of opening or closing a bank account may be recorded in their database. Getting a negative ChexSystems record can leave you blacklisted from opening bank accounts at most major banks.

Medical History Used For Insurance Underwriting

MIB (previously known as Medical Information Bureau) is run by 470 insurance companies and has a "primary mission of detecting and deterring fraud that may occur in the course of obtaining life, health, disability income, critical illness, and long-term care insurance." They record information of "underwriting significance" for those who have applied for life and health insurance with MIB member companies. If you have not applied for individually underwritten life, health, or disability income insurance during the preceding seven year period, then you probably don't have a record.

Insurance Claims History

CLUE stands for Comprehensive Loss Underwriting Exchange, and they collect information that is used to calculate your potential risk of loss and thus your insurance premiums. You can also find out about previous claims on the house you are currently renting or recently bought, even if they weren't made by you. The C.L.U.E. @Personal Property report provides a seven year history of losses associated with an individual and his/her personal property. The following data will be identified for each loss: date of loss, loss type, and amount paid along with general information such as policy number, claim number and insurance company name.

The C.L.U.E. @Auto report provides a seven year history of automobile insurance losses associated with an individual. The following data will be identified for each loss: date of loss, loss type, and amount paid along with general information such as policy number, claim number and insurance company name. In addition, you should also request your free **A-PLUS report** (Automated Property Loss Underwriting System), which is a smaller database that also contains information about property loss claims.

Employment History

When a potential employer runs a background check through ChoicePoint, this is the information they see. It doesn't seem to claim be comprehensive, but you should still check for potentially negative data. The ChoicePoint Workplace Solutions Inc. Employment History report contains information related to your employment history as well as other information regarding your background. These files would only contain information on you if ChoicePoint provided your Employment History Report to an employer.

Tenant History

This report can be important if you are a renter and someone runs a background check on you at ChoicePoint. The Resident Data Inc. Tenant History report contains information related to your tenant history as well as other information regarding your background. These files would only contain information on you if ChoicePoint provided your Tenant History Report to a housing provider.

Ronald K. Hatfield, JD, MBA, Assistant Professor, Extension Specialist - Family Financial Management, WVU Extension Service, Families and Health Programs
Ron.Hatfield@mail.wvu.edu



James W. Staley 4-H Scholarship

Established by the 4-H Leaders Association



Criteria: 1. Awarded to graduating seniors. To be used for post-secondary education. 2. Recipient must currently be a 4-H member in Jefferson County and must have been a 4-H member in Jefferson County for the past 5 consecutive years. 3. Minimum of a 2.0 grade point average. **Amount:** Two \$500 Scholarships **Application Process:** Letter of application to include 4-H experiences, 4-H projects completed, 4-H camping experiences, county and state leadership experiences and a brief summary of how 4-H has helped you develop in the four fold ways of head, hand, heart and health. Also, attach 2 letters of recommendation, one being from your club's leader. Submit application to: Jefferson County Extension Office, Attention: 4-H Scholarship Committee 1948 Wiltshire Rd., Suite 3, Kearneysville, WV 25430 Deadline: **Postmarked by April 15th**

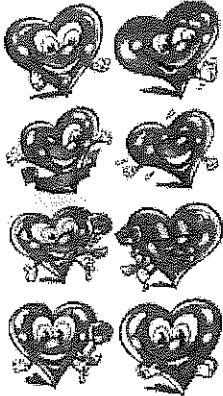
Greyhound Rescue Workshop

Do you like dogs? Do you enjoy playing and interacting with dogs? Are you interested in learning more about dogs? If you answered yes to any of these questions, then you want to attend a program on greyhound rescue dogs. The program will be led by local greyhound rescuers that have experience presenting to youth of all ages. It will include a presentation about greyhound rescue dogs and offer participants the chance to meet and interact with greyhounds and see how fast and athletic they are. **The event will take place at 10 a.m. on Saturday, April 2nd** at the Jefferson County Fairgrounds. Please contact the Extension Office to RSVP by **March 30th**. Refreshments and information about greyhound adoption will also be provided.



Runner, one of the greyhounds who was rescued.

February is Heart Health Month



During February 2011, Heart Health Month, spread the word about heart health. Heart disease is the leading cause of death. You are really busy, so this email has resources and ideas that require almost no time! Whatever fits your schedule, help educate friends, coworkers, family, and neighbors about heart disease.

Kick-off Heart Health Month by encouraging others to **WEAR RED** on

Friday, February 4th. Need some ideas? You could:

Plan a Heart Healthy Lunch. Ask everyone to bring in a dish that is low in fat and sodium, high in fiber or packed with fruits and/or vegetables.

Send an e-mail encouraging others to assess their heart disease risk factors.

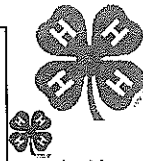
Set up a display in a high traffic area where people can pick up heart health resources.

Visit

www.heart.org/HEARTORG/GettingHealthy/GettingHealthy_UCM_001078_SubHomePage.jsp for great tips on everything from stress management to building a heart healthy grocery list.

Goats & Rabbits for Sale

Looking for a goat or rabbit for your 4-H project? If so, contact John Boyle at 304-876-0812.



club news

In November, the **Jefferson County 4-H Saddle Club** held their meeting at the Shepherd college fun zone, where we bowled, had refreshments and gave out the club's H-awards'. Winners were as follows: *Head-Chelsea Hepner, Heart-Emma Jean Patterson, Hand-Darby Rose Patterson, Health-Jordan Liskey, Horse-Alex Bane, and Spirit-Trip Patterson.*

In December, the **Saddle club** meeting was held at **Greyson Vesper's** home, where we filled baskets with homemade cookies and made bird feeder ornaments. The cookie baskets were given as 'Thank you's' to all of those that helped us this past year. And, we took the bird feeder ornaments to the Shenandoah Nursing home for the Christmas decoration. Club Reporter is **Jheri Liskey**

Club Leaders are **Margaret Patterson & Lyzz Vesper**



Saddle club members visiting and spreading cheer at Shenandoah Nursing Home in Martinsburg.

✿ The **Shenandoah Shamrock 4-H Club** has been very busy since the start of the new 4-H year. Our September meeting kicked off with a picnic and the election of new officers. The October meeting was just as exciting with fishing and a pumpkin decorating contest. Our November meeting was held at the Holiday Inn Charles Town. During this meeting we decided to adopt 2 families for Christmas and participate in the Charles Town Christmas parade. Our club sold raffle tickets to 2 WVU men's basketball games and dinner/brunch for 2 to local restaurants to help raise money for all of our activities throughout the year.

Club Reporter: **Sean Corum**

Club Leader: **Barb Dodson**

✿ The January 19 meeting of the **All Star Animals 4-H Club** was called to order. Pledge of Allegiance and 4-H Pledge were said and we sang *WV Boys & Girls*. Roll call and minutes of last month meeting was read. Motion to approve minutes was made by **Molly Ott** and 2nd by **Brittany Hite**. Old and New business was discussed. **Amber Legowik** and **Brittany Hite** gave Stork Reports. Leaders reminded us that May 22 is our Visual Presentation Day. Motion to adjourn the meeting was made by

Matt Hite and 2nd by **Emily Thompson**. Program for the night was handing out project books and looking over them in case of any questions.

Club Reporter: **Matt Hite**

Leader's: **Brianna Ott & Norma Wardrope**

✿ The November 12th meeting of the **Dolly Madison 4-H Club** was called to order by **Angel McDaniel**. Our club voted to donate \$50 to our local animal shelter. **Robert Puster** did his visual presentation on *Tree Frogs* and **Alex Owens** did his on his *Trip to Washington, D.C.*

Club Leader is **Harry Puster**

Club Reporter: **Eleanor Puster**

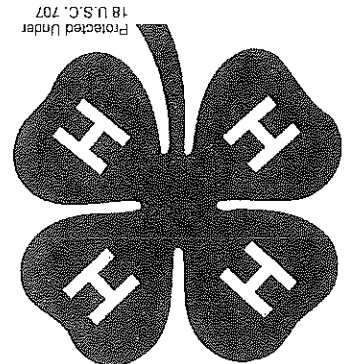


Left: Alex Owens Right: Robert Puster

25441480250 B004

4-H Newsletter January & February

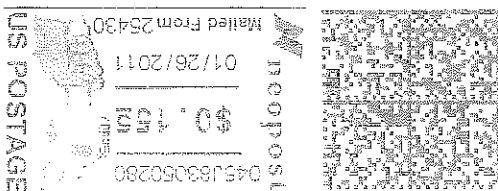
County Administrator
P.O. Box 250
Charles Town, WV 25414



WV Jefferson County Extension Office
1948 Wiltshire Rd. Ste. 3
Kearneysville, WV 25430



NONPROFIT
ORG



VALLEY VIEWS

Potomac
Valley
Audubon
Society

Volume 29, Issue 5

February 2011

Coming: Summer Camp Scholarships

It may be winter outside but it's time to start spreading the word about this year's PVAS summer camp scholarship program!

Every year throughout its history PVAS has provided scholarships to help area youngsters attend nature-oriented summer camps. The scholarship program is supported partly by our fall birdseed sale. Additional community sources also support scholarships to our own day camp program at the Yankauer Nature Preserve.

Last year we provided scholarships for children to attend the Mountain Adventures Summer Camp near Spruce Knob, WV, the Oglebay Institute Junior Nature Camp near Wheeling, and our own Audubon Discovery summer day camp at Yankauer.

Scholarships to other camps are usually available as well.

Please start thinking now about eligible youngsters, and be sure to encourage them to apply. For further details about specific camps, dates, ages, and application forms, watch future issues of Valley Views and check our web site, www.potomacaudubon.org.

Kathryn Henry will once again be our summer camp scholarship coordinator. You may contact her at 304-876-6681, or at dhenry@myexcel.com.

New High School Watershed Program Begins

Since beginning the Watershed Education Initiative in 2003 we have reached thousands of fourth graders in Berkeley, Jefferson, and Morgan counties. This spring, we will begin a new program focused on high school students, especially those in tenth grade Biology. Participating high schools are Martinsburg and Mussel-

man in Berkeley County, Jefferson in Jefferson County, and Paw Paw in Morgan County. All versions of the program still focus on teaching students about their watershed, the importance of water quality to people and wildlife, and how our local actions impact the Chesapeake Bay. Field trips to either the Potomac or Cacapon River (or a tributary) will allow the students to practice the water testing skills they learn in the classroom, using Vernier electronic probes,

and search for macroinvertebrates as stream health indicators.

The new high school program is funded by a WV DEP grant (with assistance from Friends of

See New HS Program, Page 2

Summer Camp Preview

In just a few weeks, registration for our summer day camp programs will begin as campers anticipate another fun-filled summer of nature programming! This is our ninth year of camp! Sessions at Yankauer Nature Preserve will be held from May 31 until July 22 with the first two weeks designed for preschoolers. Traditional day camp sessions for ages 6-13 will begin on June 13. The base price for sessions is \$150 a camper. Scholarships are available. Scholarship forms will be available at the www.potomacaudubon.org website by early February.

This year, we have several new surprises in store for campers. We are continuing two weeks of camp at Cool Spring Farm in southern Jefferson County and adding a week at a new site, the Peter Burr Farm near Bardane in Jefferson County. Sessions at Yankauer and Cool Spring Farm will focus on all kinds of animals (*Four Legs, Six Legs, More Legs, No Legs!*) as well as several sessions of Camp Survivor. The Peter Burr site will allow us to offer *The Simple Life*, emphasizing nature studies and investigations into life during "the

See Summer Camp, Page 3

We Still Need Your Help With Our Annual Fundraising Appeal!

As this is being written in mid January, PVAS's annual fundraising appeal—which was launched on December 1—has raised \$21,379.

That's a great result in the current economic climate! It's about 8 percent more than we'd raised at a comparable date last year, and the number of our contributors is up, too. In all, a total of 126 families and individuals have given so far and our average contribution is \$169.67.

But we've still got a long way to go to at least match last year's annual appeal total of \$29,856.

Our annual appeal period runs through the end of March.

Thanks to all of you who have already contributed.

If you haven't contributed yet, please consider doing so now if you can. No gift is too small and any amount will be appreciated.

If you've received this newsletter by regular mail, a return envelope is included for your convenience (be sure to add your own postage). If you receive our newsletters by email, you can send contributions to: PVAS, PO Box 578, Shepherdstown, WV 25443. -

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

President's Perch



Hello everyone:

Thanks to all of you who've helped make our annual fundraising appeal such a success so far.

We know times are still tough for a lot of households, and we're grateful for any and all contributions we receive.

In the end, last year's annual appeal raised \$29,856. Right now, we've raised about 72 percent of that amount. We'd like at least to match last year's total this year and based on the response we've had so far we're hopeful that we can—but we've only got until the end of March to do it.

So if you've been planning to give but just haven't gotten around to it, we hope you'll do so soon.

Or if you haven't really thought about giving, we hope you'll consider it.

Your support really does matter. As you read this newsletter, look at all the different services PVAS is providing to the community. Here are just a few examples:

- The programs we offer in area schools are continuing to evolve. Our fourth grade program—which teaches youngsters about the importance of protecting our streams and rivers—is beginning its eighth year and still expanding (this year, thanks to a grant from the Friends of the Cacapon River, we'll be offering it in Paw Paw for the first time). This year, we're also piloting a new high-school version of this program.
- Our summer camp programs are evolving, too. New offerings this summer will include more sessions for older children and a new camp session at the historic Peter Burr Farm in Jefferson County.
- We're continuing to help the City of Ranson develop its new Flowing Springs Park, and this year we'll also be helping the Jefferson County Historic Landmarks Commission lay out a new nature trail between the Peter Burr Farm and the T.A. Lowrey Elementary School.
- Our Master Naturalist Program is going strong and about to begin its fifth year of instruction.

The funds we raise through our annual appeals are critical to sustaining these kinds of activities.

Please do help if you possibly can.

—Peter Smith

New HS Program (continued from page 1)

the Cacapon River in Morgan County) and is allowing PVAS to partner with the Cacapon Institute. This collaboration will allow more extensive use of the Cacapon Institute's e-school (www.cacaponinstitute.org) with our existing program. Cacapon Institute staff will be teaching the programs in Morgan County as part of the partnership, and they are sponsoring the program at Musselman High.

Another facet of the high school program is having the students cultivate native wild grasses and plants in their school greenhouses. By nurturing these plants, stronger root bases can be established, increasing the survival rate, especially in drought conditions as we experienced in Summer 2010. The plants will be planted by the

students on their school property at the end of this semester, either in a rain garden or to help stop erosion problems on the school property.

Grant from Nora Roberts Foundation

PVAS has received \$8,000 from the Nora Roberts Foundation in support of its summer camp, "Nature Explorer" backpack program, and Wee Naturalist programs. The grant will help support the expansion of each of these programs while keeping the programs reasonably priced (or free) for program participants.

The funding will allow PVAS to hire a site director needed for our Audubon Discovery Camp sessions in Jefferson County—at CraftWorks at Cool Spring Farm and at a new site this summer, Peter Burr Farm. (See more about these sites in the article about this year's summer's camp.)

In addition, the grant will allow the Wee Naturalist program to expand while keeping the cost to families at a minimum. This program is designed for preschool children with an adult mentor to explore nature together in adult/child teams. While the program is popular, we have found it extremely difficult to cover all expenses while keeping fees low enough for families to afford. This grant will help offset some of those costs and keep the program affordable to families!

Finally, about \$4,000 of the funds will allow PVAS to continue to expand its Nature Explorer Backpack program. There are now nineteen "Nature Explorer Backpacks" at seven libraries and one nature center available to families in the community throughout PVAS' service area, including Washington County. The goal of these packs is to provide families with tools and ideas to get kids outside exploring nature. Themes so far include birds, insects, and backyard habitats. The library packs continue to be extremely popular, so with this funding, PVAS plans to provide the four libraries that do not yet have birding back packs with packs of that theme, provide another backpack with a new theme to seven existing library partners and resupply and replace items and do repairs on existing packs. Suzi Taylor has done an excellent job on developing these backpacks, and we are very happy to have her continue to work with PVAS on this program.

PVAS Benefits From Shepherdstown Rotary Event

PVAS received \$2,750 through its participation in the Shepherdstown Rotary Club's annual Christmas Charity Ball, which was held December 3 at the Shepherdstown Volunteer Fire Department Hall.

This was the third-highest total of any organization participating in the event—only the Animal Welfare Society and the Shepherdstown Library received more.

In all, the event netted a total of \$27,100 for 19 different nonprofit organizations in the region.

Individual Rotarians help underwrite the Ball by sponsoring tables and contributing funds to cover all of the Ball's food costs. The proceeds from the sale of tickets to each table are then donated to a charity selected by that table's host. There is no fixed price for tickets; instead, attendees are asked to make appropriate contributions.

PVAS's table was sponsored by PVAS president Peter Smith.

Board member Mina Goodrich generously donated items for PVAS to auction.

Thanks are due to Beth Batdorf and John Bresland, Gary and Iris Heichel, Bob and Linda Reynolds, and Board members Mina Goodrich and Janè Vanderhook for supporting PVAS's table.

Thanks are also due to Shepherdstown Rotary for making this event possible.

Friends of the Cacapon River Support Morgan School Program

Friends of the Cacapon River has renewed its commitment to sponsoring PVAS' Watershed Education Program for Morgan County Schools. With this organization's support of \$5,000, Warm Springs Intermediate School's fourth graders will be participating in the program again this year. In addition, Paw Paw's fourth, fifth, eighth and ninth grade classes will be participating in the program for the first time.

This year PVAS will be partnering with the Cacapon Institute (CI) to bring these programs to Morgan County. This excellent organization has been working with schools in recent years to deliver watershed education. This year CI and PVAS will be pooling their resources to provide the best of each other's programs at these two schools. Ben Alexandro and Frank Rodgers, of CI, will be trained on PVAS' Watershed program by Ellen Murphy, and will deliver the program to these two Morgan County schools. The partnership between Friends of the Cacapon River, Cacapon Institute, and PVAS will minimize driving distances and program costs and use all our resources more efficiently. Meanwhile, Paw Paw and Warm Springs Intermediate will be able to participate free of charge in the best of what PVAS and CI programs have to offer.

School Programs Continue in Popularity

PVAS continues to have a presence in the public and private schools through numerous nature programs. Classroom teachers are beginning to request these programs more often, especially since we have developed themes that can be offered as an "in-school field trip," reducing transportation costs.

In Fall 2010, we reached over 1,000 students in Berkeley and Jefferson Counties through nature programs at school or at Yankauer and an additional 850 through programs such as the Jefferson County Science Olympiad.

Teachers have also begun reserving spots for Spring field trips to Yankauer Nature Preserve, including schools from Washington County, Maryland. New programs are being developed at the request of teachers so that we can now offer a variety of topics for each elementary grade level, and we have received requests to be present at school science nights. Thanks to our volunteers, we are able to fulfill these requests.

From The Mailbag

PVAS has received thank you letters from some of the students that participated in our fall programs. Here's a sample from some second graders (all spelling is retained from the original):

Dear Mrs. Murphy- I liked when we had a scavenger hunt. It was fun when we went in rope

circles. That was fun to! I want you to know that it was one of the funnest school days ever.

Your Friend, Hunter

Dear Mrs. Murphy- I enjoyed the scavenger hunt and I learned so many things from you. Posms, and kangaroos are marsopeels. (marsupials)

From Nolan

Dear Mrs. Murphy- I enjoyed doing the scavinjer hunt. I liked the class tree. How did you know how to make the class tree? I liked everything you teched us. I like you coming to Berkley Hights Elametry School.

Your friend, Chloe ☺

Summer Camp (continued from page 1)

good old days." Campers will experience bread making, candle dipping, nature dyes, and other traditional farm-life activities for one week in late June.

A new session will be held from 5-10 p.m. so that campers can explore Yankauer as the evening turns to night! Night hikes, searching for nocturnal critters, star gazing, and storytelling in camper forts after dusk are some of the activities planned for *The Deep, DARK Woods*.

Middle school teens can choose from sessions that feature a trip to Echo Hill Outdoor School on the Chesapeake Bay, adventure programming and an overnight at For Love of Children Outdoor Education Center in Shannondale, or a canoeing trip on the Potomac River. Campers ages 13 and older can apply to be Junior Staff by sending an email to Ellen Murphy at pvasprograms@comcast.net and indicating their interest. Junior staff will be selected from those who apply.

Questions about camp can be answered by Ellen at 304-676-8739.

PVAS to Partner with Jefferson County Historic Landmarks Commission

PVAS has been approached by the Jefferson County Historic Landmarks Commission to assist them in improvements at their Peter Burr Farm in Bardane. The group is interested in developing a nature trail on the property that highlights its natural features such as its wetland, birds, grassland, and others. Master Naturalist Nan Johnson has agreed to be the lead naturalist in this project. In addition, the Commission has invited PVAS to hold a week of summer camp on its property, and host bird walks and other nature-oriented activities. We are excited about this new partnership and where it might lead.

Progress Report: Flowing Springs Park

Flowing Springs Park planning is underway. Back in November, part of the committee met to focus on the conservation priorities for the park as it is developed. The grassland, wetland, and spring were the primary focus of the conversation, as well as how we could minimize the threats to each as the park is planned.

On January 28, weather permitting, a team from WVU will be coming to Ranson to help facilitate the committee's recreational planning meeting for the park. The WVU team will consist of Jenny Selin, Community Design Team Coordinator in the Division of Resource Management, Professor Steve Selin, who will be using the park as a case study for graduate students enrolled in his course, "Human Dimensions of Natural Resource Management," and Assistant Professor Angela Campbell, who will be using the park planning process as a case study for her three Landscape Architecture students. She has also volunteered to refine the students' plans over the summer to be most useful to the City.

The Flowing Springs Park committee is currently working on setting the site for deer fences, putting together a plant list for buffer and habitat plantings, and looking ahead to scheduling various volunteer days where the community can come together to help clean up and protect their future park. Stay tuned as things develop!

Birding 101 Returns in April

Dates are still being solidified as of the writing of this article, but have no fear, the popular course, Birding 101, will be offered again in 2011! By the time you read this, the dates and application materials will likely be posted on the PVAS Website. We'll be sending out a notice to the PVAS e-mail list to share the details as soon as they are confirmed.

This much we do know... The course will consist of four weekday-evening classes at the National Conservation Training Center from 7-9 p.m. The course will also include four Saturday morning field trips around the area so you can practice identifying the birds you learned about at the previous class. (These trips are optional, but encouraged.) The entire course is only \$75.

If you are interested in the course but are not on the PVAS e-mail list and don't see the information on the website yet, please contact Kristin Alexander at PVASmail@aol.com or 304-676-3397. We will happily send registration materials to you upon request.

Sign Up Now for Master Naturalist Workshops

PVAS's Potomac Valley Naturalist Program is once again offering a series of Master Naturalist Workshops in the Eastern Panhandle this year.

The workshops, which will consist of three or more hours of expert instruction on a specific nature studies topic, will count as elective courses for individuals enrolled in the Master Naturalist Program.

However, each session is also open on a space-available basis to members of the general public who are interested in learning more about certain topics but do not want to commit to a full course of Master Naturalist instruction.

Enrollment for each workshop will be limited to 20 persons.

The cost of attendance for each workshop will be \$10 for Master Naturalist Program members and trainees and \$15 for others.

Application forms and full details are available on the PVAS website at www.potomacaudubon.org.

In all, a total of six workshops on a variety of topics are being

offered during 2011.

The first workshop, on "Emerging Contaminant Issues and Fish Health" was held on January 15.

The specific dates, topics, and locations of the remaining workshops are as follows:

February 5: "Nature Programs with Children." 9:00 a.m.-3:00 p.m. at the main Lodge of Cacapon State Park, Berkeley Springs. This workshop will focus on skills and strategies for leading programs with children. Participants will learn how children think and process information as they grow, and get an overview of teaching resources for nature education.

Late April/Early May (exact date to be determined): "Leave No Trace Trainer Workshop." At the For the Love of Children Outdoor Education Center, Shannondale. Earn credits toward becoming a certified trainer in the Leave No Trace program, which teaches individuals and groups how to reduce their impacts while they enjoy the outdoors. Will include an overnight camping stay.

May 14: "Bats." 7:00-10:00 p.m. at Cool Spring Farm, Charles Town (date and time tentative). West Virginia Division of Natural Resources Biologist Kieran O'Malley will review the natural history of bats and lead evening field explorations.

August 20: "Monarch Watch." 1:00-4:00 p.m. at Cool Spring Farm, Charles Town. Participants will learn about the life cycle and habits of the Monarch Butterfly and other native butterflies. Session will include hands-on field activity to search for butterfly host plants, butterfly eggs, larvae, and adults.

September 24: "Fall Wildflowers." 9:00 a.m.-12 noon. at the National Conservation Training Center, Shepherdstown. This workshop will include a short classroom session to introduce and explore the phenology of autumn and its natural changes, then focus on exploring and identifying common wildflowers and plants around the NCTC campus.

For more information contact Wanda Miller at 304-263-7320 or PVMN54@gmail.com or Ellen Murphy at 304-676-8739 or pvasprograms@comcast.net.

Learn How to Identify Trees in Winter

PVAS is offering a winter tree-identification field trip at the Yankauer Nature Preserve the morning of Saturday, February 12.

There is no fee, and anyone with an interest is invited to attend.

West Virginia state forester Ben Kunze will lead the trip. He will show how to identify trees through such clues as their branching habits and overall shape, twigs and buds, and bark.



Participants will meet at the preserve parking lot at 10 a.m. The total time of the trip will be about two hours.

Pre-registration is recommended but not required; to pre-register contact Kelly Heldreth at kheldreth@hotmail.com or 304-229-6229 or 540-931-5945.

If there has been a major snow the day before or weather is especially inclement on the day of the trip, call 304-676-3397 to make sure the trip is still on.

If the trip is snowed out, it will be rescheduled to February 26.

Those who participate should be sure to dress warmly and wear sturdy footwear.

Detailed directions to the preserve can be found on the PVAS website at www.potomacaudubon.org.

Don't Miss Eastern Shore Birding Trip

Please join David Myles on a February 19-20 birding trip to the Eastern Shore that will include visits to Chincoteague National Wildlife Refuge and Assateague Island National Seashore, and perhaps Ocean City and beyond.



The Chincoteague Refuge is renowned for its abundant, diverse bird habitat. It includes more than 14,000 acres of beach, dunes, marsh, and maritime forest; its location along the Atlantic Flyway makes

it a vital resting and feeding spot for a large number and diversity of birds.

This will be a great time to visit the area as waterfowl begin staging for their migration north. During a visit there in 2009, we identified approximately 77 species during our trip, including birds seen at Ocean City, Assateague, and Rehoboth Beach.

Meet Dave and the other trip participants at 6:30 a.m., Saturday morning, in the lobby of the Chincoteague Island Best Western, which is located at 7105 Maddox Boulevard (on the left hand side of the road near the entrance to the park before the causeway).

Dave will be staying at the Best Western; room rates there are as low as \$59.49 with breakfast included. There are a number of lodging opportunities in and around Chincoteague for those who want to shop around. Rooms can be booked online at www.bestwestern.com or by calling 800-553-6117.

As the trip comes together, if there is sufficient interest, Dave and some participants may opt to stay overnight Saturday somewhere north of Chincoteague and bird some Maryland and Delaware areas perhaps up to Bombay Hook on Sunday and possibly Monday before heading home.

If you are willing to lend a ride, let Dave know. To get more information about the trip or hooking up with a carpool, contact Dave by email at dkmyles@comcast.net. After the evening of February 16, call his cell at 201-245-5868 or 304-839-7866 or email him at david.myles@nice.com.

For more information about the Chincoteague National Wildlife Refuge and Assateague Island National Seashore go to www.fws.gov/northeast/chinco/assateague.html.

Local Area Birding Trips Set for February 9 and 26

PVAS will be sponsoring two local area birding trips during February, one in Jefferson County and the other in Washington County.

The first trip, scheduled for Wednesday, February 9, will include visits to Flowing Springs Park and Altona Marsh in Jefferson County.

Flowing Springs Park has a variety of habitats that attract raptors, such as Red-Shouldered and Red-Tailed hawks and American Kestrels, Wilson Snipes, waterfowl and songbirds. Altona Marsh is a well-known marl marsh that attracts large populations of Red-Winged Blackbirds, other songbirds, raptors, woodpeckers, shore birds, including the Virginia Rail and Sora, and waterfowl.

We will meet in the parking lot of the Martin's Supermarket at Jefferson Crossroads, in Charlestown, at 8:00 a.m. For additional information or directions contact Sandy Sagalkin at monsansagalkin@myactv.net or 240-291-6465.

The second trip will be a three-mile walk along the C&O Canal between Antietam Creek and Shepherdstown on Saturday, February 26.

Here, we'll be looking for Winter Wrens, Golden-crowned Kinglets, and Yellow-rumped Warblers, and possibly Hooded and/or Common Mergansers if the river isn't frozen over.

Participants should plan to meet at 8:00 a.m. at the large National Park Service parking lot on Canal Road, just east of the railroad trestle (not the first, small parking lot at the base of the hill). For more information or directions contact Kate Weatherby at yankee_in_virginia@yahoo.com or 304-535-1319.

Exact trip details of both trips may change according to recent bird sightings.

In case of inclement weather contact the trip leader to see if the trip is still on.



Audubon Hog Island Camp in Maine

Broadcast email: November 30, 2010

Erica Van Etten <ericavanetten@GMAIL.COM>

Hi—this may be of interest to folks, especially if there are any Hog Island alumni out there?. The National Audubon Society has opened registration for their famous week-long birding and environmental education programs at the historic Audubon Camp in Maine on Hog Island. Instructors include Pete Dunne, Kenn Kaufman, Scott Weidensaul, Steve Kress, Lang Elliott and many more. Seven programs are being offered – 4 birding programs for adults, a teen birding program, an educator's week, and an Audubon Chapter Leadership Program focusing on the Atlantic Flyway Initiative. Two thousand eleven is the 75th anniversary of programs on Hog Island, legendary among birders and environmental educators since the time of Roger Tory Peterson, the camp's first ornithology instructor in 1936. The 2011 programs are being organized by National Audubon's Seabird

Restoration Program (Project Puffin), which assumed management of the programs from Maine Audubon in 2010 after the programs were cancelled in 2009. In two "service-learning" sessions participants will work directly with National Audubon biologists from the Seabird Restoration Program to census seabirds and restore nesting habitat on offshore seabird islands. All programs feature a boat trip to visit restored colonies of Atlantic Puffin and Tern (Roseate, Arctic, Common) at Eastern Egg Rock Island, as well as workshops, evening presentations, expert birding tours, camaraderie, and fabulous home-cooked meals (lobster!). Housing is in cabins on the island. For more information, photos or to enroll, visit <http://hogisland.audubon.org>. Some scholarships are available - check with your local Audubon chapter or birding club to see if they are sponsoring an adult or teen camper this year.

February Program Will Focus on Stink Bugs

Our February program at the National Conservation Training Center will feature a presentation on the Brown Marmorated Stink Bug.

The program will be held at 7 p.m. Wednesday, February 9. Since we expect it will be unusually popular, NCTC has agreed to cosponsor it and shift the location from our usual meeting room to the large Byrd Auditorium in the Entrance Building.

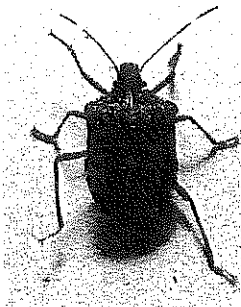
Admission is free and anyone is welcome to attend.

The presenter will be Dr. Tracy Leskey, entomologist at the U.S. Department of Agriculture's Appalachian Fruit Research Station in Kearneysville.

Dr. Leskey and her colleagues at the Research Station are in the forefront of research into the Brown Marmorated Stink Bug, and she co-chairs a special USDA working group that is trying to find ways to respond to the problems the insect poses.

Native to China, Japan, Korea, and Taiwan, the Brown Marmorated Stink Bug was apparently introduced into the U.S. in eastern Pennsylvania in the late 1990s. Since then, it has become firmly established throughout the Middle Atlantic region and is rapidly spreading to other parts of the country.

First thought to be simply a nuisance, the insect has quickly proven to be an increasingly serious agricultural pest that is capable of causing widespread damage to fruit and vegetable crops. Fruit growers in the Eastern Panhandle have been particularly hard hit over the past couple of years.



Backyard Bird Count Coming Soon

Here's a reminder that this year's Great Backyard Bird Count (GBBC) is scheduled for February 18-21.

The annual GBBC is a joint project of the National Audubon Society and the Cornell Lab of Ornithology with Canadian partner Bird Studies Canada.

The four-day event is free and is open to bird watchers of all ages and skill levels. It's an especially great activity for families with children.

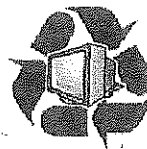
Participants watch birds for any length of time on one or more days of the count and enter their tallies at www.birdcount.org. The results provide a snapshot of the whereabouts of more than 600 bird species.

An estimated 63,000 people from across the United States and Canada participated in last year's count, submitting more than 97,300 bird checklists.

More information is available on the GBBC website at www.birdcount.org. Or contact the Cornell Lab of Ornithology at 800-843-2473, gbbc@cornell.edu, or National Audubon at 202-861-2242 ext. 3050, citizenscience@audubon.org.

South Berkeley Recycling Center Accepting Electronics

Press Release: December 18, 2010; Berkeley County Solid Waste Authority; www.berkeleycountyrecycling.com



Effective immediately, the South Berkeley Recycling Center (SBRC) at 637 Pilgrim Street, Inwood will be accepting nearly all forms of used electronic devices for recycling as part of the center's day to day collection. This recycling program expansion is an effort to increase recycling, reduce litter and open dumping, and to develop an alternative collection program due to the passage of SB398. The SBRC will be accepting electronic devices during its normal operating schedule of Tuesday through Saturday; 9am to 5pm. No other recycling center will be accepting electronic devices at this time.

On March 24, 2010, Governor Manchin signed Senate Bill 398 into law. SB 398 amended WV Code §22-15A-22 to prohibit the disposal in a landfill of certain electronic devices, such as televisions, computers or video display devices effective January 1, 2011.

Cost: There will be a cost sharing processing fee of \$5.00 per television set and/or computer monitor. The \$5.00 fee is applicable to CRT style monitors, LCD style monitors, Plasma screens and Flat Screen TV's. All other electronic devices will be accepted for free. No checks or credit cards are accepted. Please bring exact change.

Self Unloading: Be prepared to self unload. It is important to remember to bring sufficient help with you upon delivery of the electronics as self unloading of the electronic material is a requirement of the program. Equipment will be available at the center to assist in the unloading of very large items.

Acceptable Items: Acceptable items include, but are not limited to, answering machines, camcorders, compact disc players, copiers, cell phones, duplicators, electronic typewriters, fax machines, hard drives, laptops, mainframe computers, mobile phones, modems, pagers, personal computers, monitors (\$5.00 fee), keyboards, mouse, printers, printed circuit boards, radios, remote controls, stereos, tape players, telephones, telephone equipment, televisions (\$5.00 fee), test equipment, transparency makers, uninterruptible power supplies, VCR's, word processors and other similar electronic items. These items will be accepted regardless of age, condition or manufacturer.

Large Loads: Entities desiring to recycle 12 or more units per visit

shall palletize the electronics. For safety reasons, all pallets with electronic units must be shrink wrapped prior to delivery at South Berkeley Recycling Center.

Statewide Information: The West Virginia Solid Waste Management Board has created a comprehensive website to assist the citizens, businesses and recyclers of West Virginia to better understand the laws and recycling options available. The website is <http://www.state.wv.us/swmb/EWaste/Index.html>

Business Information: Businesses, institutional and commercial entities in need of electronics recycling services are encouraged to contact Freedom Electronics Recycling at 301-223-4123 or visit their website at www.freedomrecycling.com.

More Information: To learn more about the Berkeley County Recycling Program, including the location of all centers, please visit the website at www.berkeleycountyrecycling.com

Join the Nature Writers' Group

Do you enjoy reading and/or writing about nature? Then you are invited to join the Potomac Valley Nature Writers' Group (PVNWG). The Group meets each month from September through May to discuss a particular nature writer and his or her work. Selections vary to include male and female writers, classic and contemporary works, fiction and nonfiction, prose and poetry. PVNWG also supports members' own writing efforts such as nature blogging and nature journaling. Meeting dates and locations vary. For more information, visit <http://potomacvalleynaturewritinggroup.blogspot.com/> or contact pvnaturewriters@gmail.com

Calendar of Upcoming Events

- February 5: Training —Nature Programs with Children
- February 9: Birding walk - Flowing Springs Park & Altona Marsh.
- February 9: PVAS Program - Brown Marmorated Stink Bugs, NCTC
- February 12: Field Trip - Winter Tree ID, Yankauer Nature Preserve
- February 18-21: Great Backyard Bird Count
- February 19-20: Birding trip - Eastern Shore
- February 25: Potomac Valley Nature Photographers meeting
- February 26: Bird walk - C&O Canal
- March 9: PVAS Program – Topic TBA
- March 18: Woodcock walk - Freshwater Institute
- March 25: Potomac Valley Nature Photographers meeting
- April 9: "This Race is for the Birds" - NCTC
- April 13: PVAS Program – Topic TBA
- April 16: Wildflower Festival - Yankauer Nature Preserve
- April 17: Egg Hunt - Yankauer Nature Preserve
- April 17: Wildflower Walks - Eidolon Nature Preserve
- April 22: Potomac Valley Nature Photographers meeting

JOIN PVAS TODAY!

ALL of your dues will stay here to support local PVAS efforts and help us grow! And here's what you'll get:

- Access to a wide variety of PVAS programs and events for adults and children, including field trips, special events, workshops and courses, and environmental projects.
- A subscription to Valley Views, the PVAS newsletter.
- E-mail alerts about events and programs of special interest
- Satisfaction of supporting conservation efforts, youth and adult nature education, individual and family recreation, and a wide array of programs in your community.

To become a local member, send in the form below and enclose a check for \$20 (\$15 for seniors and students). Make the check out to "PVAS." This fee covers membership for everyone in your household for one year.

Membership Form

Name: _____
 Address: _____
 City: _____ State: _____ Zip code: _____
 Phone (optional): _____
 E-mail: _____

To save postage costs, PVAS regularly sends its newsletter by e-mail. You can be assured that we do not share email addresses with anyone. If you would prefer to receive the newsletter by U.S. mail check here: _____

Clip and mail this form to:

Membership Chair, PVAS
 PO Box 578
 Shepherdstown, WV 25443

Thank you for your support!

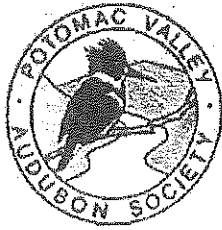


If you'd rather join the National Audubon Society:

Some people prefer National Audubon Society membership, which includes a subscription to the Society's Audubon magazine. To become a National member, go to the Society's website at www.audubon.org and click on "join." If you join National Audubon and reside in Berkeley, Jefferson or Morgan counties in West Virginia, or in Washington County Maryland, you will automatically become a member of PVAS and have access to our events, an e-mail copy of newsletter and e-mail alerts. However almost all of your dues payments will go to the National Audubon Society; only a small percentage will go to PVAS.

RED TEXT - DOT ALERT

If red text or a red dot appears on your mailing label, your membership may have expired and this could be your last issue of Valley Views. Take action to renew your Local membership. If you are a National Audubon Society member, the National Society will notify you directly when your membership is up for renewal.



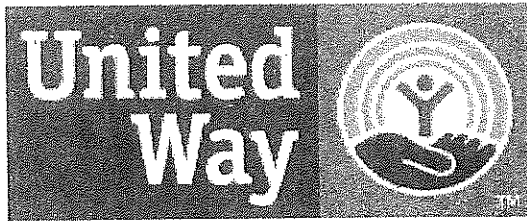
Potomac Valley Audubon Society
 P O Box 578
 Shepherdstown, WV 25443
 Return Service Requested

NON-PROFIT ORG.
 US Postage
 PAID
 Permit No. 30
 Shepherdstown, WV

<http://www.potomacaudubon.org>

DATED MATERIALS

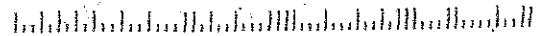
A proud partner of the United Way of
 the Eastern Panhandle and the Com-
 bined Federal Campaign.



MAIL TO:

Jefferson County Commission
 100 E Washington Street
 Charles Town, WV 25414

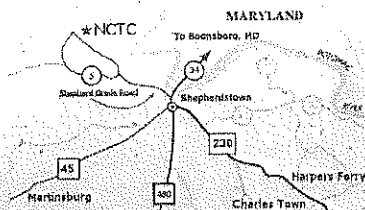
2541481072 0001



February 2011

Printed on 100% post-consumer waste recycled paper

Volume 29, Issue 5



The Potomac Valley Audubon Society meets at 7:00 p.m. on the second Wednesday of each month, September through April, at the US Fish and Wildlife Service National Conservation Training Center (NCTC), Shepherdstown, WV, in the Instructional West Building. Programs are free and open to the public. For additional information about PVAS or its programs and activities, please call any of the board members listed her or see <http://www.potomacaudubon.org>. PVAS serves the Eastern Panhandle of West Virginia and neighboring Washington County, Maryland.

PVAS BOARD
 The PVAS Board meets every other month on the first Thursday of the month (Sept.-June). Meeting location will be announced prior to meetings. These meetings are open to all PVAS members.

PVAS Officers and Board Members

- President: Peter Smith 304 876-1139..... pvsmitth@frontiernet.net
- Vice President: Georgia Jeppesen..... georgia_jeppesen@comcast.net
- Secretary: Mina Goodrich..... larrymina@peoplepc.com
- Treasurer: Lex Miller..... pamandlex@frontiernet.net
- Board Development: Wayne Braunstein 304 728-7181..... wbraun@frontiernet.net
- Board Members-at-Large: Don Briggs..... ldonaldbriggs@gmail.com
- Clark Dixon..... dixonconsultants@aol.com
- Rob Hoxton..... rhoxton@hoxtonfinancial.com
- Leigh Jenkins..... jenkinsleigh@hotmail.com
- Jesse Morgan..... jmorgan@a-zoneenvironmental.com
- Kathy Stolzenburg..... kstolzenburg@gmail.com
- Carolyn Thomas..... webethomas@aol.com
- Jane Vanderhook..... janehook@frontiernet.net

Ex Officio Board Members

- Diana Mullis 304 267-3482..... dianamullis@aol.com

Emeritus Board Members

- Jean Neely..... jeaneely@comcast.net

Special Contacts

- Executive Director: Kristin Alexander 304 676-3397..... kaemail730@aol.com
- Web Master: Kathy Bilton..... kathy@fred.net
- PVAS Wildlife Rescue Coord: Diana Mullis..... 304-267-3482

Sandy McDonald

From: "Shirley Watkina" <sawns@aol.com>
To: <dstellato@jeffersoncountywv.org>; <webmaster@jeffersoncountywv.org>;
<laura@jeffersoncountywv.org>; <sandy@jeffersoncountywv.org>; <nhosby@jeffersoncountywv.org>
Sent: Sunday, January 30, 2011 6:30 AM
Subject: Noise ordinance and tinted windows on vehicles

Your submission:

Your Name: Shirley Watkina

Your Email Address: sawns@aol.com

Subject: Noise ordinance and tinted windows on vehicles

Message: I would appreciate the Commissioners changing the noise ordinance to: one being in violation if i.e. sounds/music is heard outside a vehicle or home. Hearing loss among young people is growing at an alarming rate. And, similar to the DC law against tinted windows on vehicles. I think these changes would help create a safer and more civil community environment.

The Shepherdstown Semi-Quincentennial
250th ANNIVERSARY & CELEBRATION
SHEPHERDSTOWN, WV



SQ250 Organization

Corporation of Shepherdstown
Town Council
Mayor Jim Auxer

Meredith Wait
Chair
SQ250

Peter Smith
Chair
Legacy and Signature Events

Randall Tremba
Richard Clark
Co-Chairs
Community Outreach

Tara Sanders Lowe
Chair
Marketing

Catherine Irwin
Chair
Finance and Fundraising

Dear Friend:

On behalf of the Mayor and Town Council we invite you to participate in Shepherdstown's 250th Anniversary Celebration. The year-long celebration begins with Christmas in Shepherdstown 2011 and concludes with a weekend event in November 2012. In between those bookend events, a host of other events and programs conceived and presented by various groups will be offered.

Your group is invited to contribute in a way befitting the function or character of your organization. Your contribution could be (1) a part in the 2011 Christmas parade, (2) a special program (singular or serial), (3) a commemorative item, (4) an annual event your organization already sponsors, or (5) all of the above. If you need help in coming up with an idea, our committee can help. Just let us know.

A calendar of events, to be widely publicized beginning July 1, 2011, will market your event as a component of the 250th Anniversary Celebration. Please submit your proposal to this committee by March 1 or as soon thereafter as possible. Our committee will schedule events so as to honor traditionally fixed dates and to avoid any unnecessary conflicts. Early requests will have a wider choice of dates.

If you have any questions, please contact me at my email address, lturco@frontiernet.net, or the secretary of Community Outreach Committee, Elise Baach at etbaach@gmail.com. Thank you for your attention.

Sincerely,

A handwritten signature in cursive script that reads "Lois Turco".

Lois Turco
Liaison to the Recreation and Health Community
Community Outreach Committee

RECEIVED

JAN 31 2011

Jefferson County Commission

Remember • Celebrate • Imagine

The Senate of West Virginia

Office of Majority Leader

John R. Unger II

January 24, 2011

Ms. Patricia Noland, President
Jefferson County Commission
124 East Washington Street
P.O. Box 250
Charles Town, WV 25414

Re: Recent Correspondence

Dear Ms. Noland:

I was very pleased to receive your correspondence recently forwarded to my office and thank you for your kind words and inspiration. It is always so nice to hear from dedicated constituents such as yourself who take time out of their day to write to me. It is especially rewarding to know that you were pleased with my recent appointment.

Once again, I thank you for your kind words and encouragement. As Majority Leader, I will continue to work very hard for my constituents. Should I ever be able to assist you or anyone in your family in the future do not hesitate to call me at 1-304-357-7933 at any time.

Warmest Regards,



Senator John R. Unger II
Majority Leader

JRU:tls

RECEIVED

FEB 02 2011

Jefferson County Commission

Room M227, Building 1, 1900 Kanawha Blvd. East
Charleston, West Virginia 25305
304-357-7933

WEST VIRGINIA LOTTERY

First Benchmark

Charles Town

County / City Split

Fiscal Year 2011

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 12.42%	CHARLES TOWN 34.56%	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	\$ 8,882.45	\$ 916.98	\$ 8,813.09	\$ 3,590.05
08/14/10	\$ 156,753.36	\$ 78,376.68	\$ 78,376.68	\$ 9,734.38	\$ 27,086.98	\$ 2,860.75	\$ 27,494.54	\$ 11,200.03
08/21/10	\$ 152,398.04	\$ 76,199.02	\$ 76,199.02	\$ 9,463.92	\$ 26,334.38	\$ 2,781.26	\$ 26,730.62	\$ 10,888.84
08/28/10	\$ 144,920.06	\$ 72,460.03	\$ 72,460.03	\$ 8,999.54	\$ 25,042.19	\$ 2,644.79	\$ 25,418.97	\$ 10,354.54
09/04/10	\$ 152,725.68	\$ 76,362.84	\$ 76,362.84	\$ 9,484.26	\$ 26,391.00	\$ 2,787.24	\$ 26,788.09	\$ 10,912.25
09/11/10	\$ 165,938.72	\$ 82,969.36	\$ 82,969.36	\$ 10,304.79	\$ 28,674.21	\$ 3,028.39	\$ 29,105.65	\$ 11,856.32
09/18/10	\$ 135,277.56	\$ 67,638.78	\$ 67,638.78	\$ 8,400.74	\$ 23,375.96	\$ 2,468.82	\$ 23,727.68	\$ 9,665.58
09/25/10	\$ 140,870.12	\$ 70,435.06	\$ 70,435.06	\$ 8,748.03	\$ 24,342.36	\$ 2,570.88	\$ 24,708.62	\$ 10,065.17
10/02/10	\$ 142,027.72	\$ 71,013.86	\$ 71,013.86	\$ 8,819.92	\$ 24,542.39	\$ 2,592.01	\$ 24,911.66	\$ 10,147.88
10/09/10	\$ 138,623.00	\$ 69,311.50	\$ 69,311.50	\$ 8,608.49	\$ 23,954.06	\$ 2,529.87	\$ 24,314.47	\$ 9,904.61
10/16/10	\$ 150,469.24	\$ 75,234.62	\$ 75,234.62	\$ 9,344.14	\$ 26,001.08	\$ 2,746.08	\$ 26,392.31	\$ 10,751.03
10/23/10	\$ 140,581.60	\$ 70,290.80	\$ 70,290.80	\$ 8,730.12	\$ 24,292.50	\$ 2,565.61	\$ 24,658.01	\$ 10,044.56
10/30/10	\$ 131,230.08	\$ 65,615.04	\$ 65,615.04	\$ 8,149.39	\$ 22,676.56	\$ 2,394.95	\$ 23,017.75	\$ 9,376.39
11/06/10	\$ 122,675.24	\$ 61,337.62	\$ 61,337.62	\$ 7,618.13	\$ 21,198.28	\$ 2,238.82	\$ 21,517.24	\$ 8,765.15
11/13/10	\$ 129,190.56	\$ 64,595.28	\$ 64,595.28	\$ 8,022.73	\$ 22,324.13	\$ 2,357.73	\$ 22,660.02	\$ 9,230.67
11/20/10	\$ 112,020.16	\$ 56,010.08	\$ 56,010.08	\$ 6,956.45	\$ 19,357.08	\$ 2,044.37	\$ 19,648.34	\$ 8,003.84
11/27/10	\$ 142,341.80	\$ 71,170.90	\$ 71,170.90	\$ 8,839.43	\$ 24,596.66	\$ 2,597.74	\$ 24,966.75	\$ 10,170.32
12/04/10	\$ 106,430.16	\$ 53,215.08	\$ 53,215.08	\$ 6,609.31	\$ 18,391.13	\$ 1,942.35	\$ 18,667.85	\$ 7,604.44
12/11/10	\$ 93,888.00	\$ 46,944.00	\$ 46,944.00	\$ 5,830.44	\$ 16,223.85	\$ 1,713.46	\$ 16,467.95	\$ 6,708.30
12/18/10	\$ 84,153.52	\$ 42,076.76	\$ 42,076.76	\$ 5,225.93	\$ 14,541.73	\$ 1,535.80	\$ 14,760.53	\$ 6,012.77
12/25/10	\$ 100,900.56	\$ 50,450.28	\$ 50,450.28	\$ 6,265.92	\$ 17,435.62	\$ 1,841.44	\$ 17,697.96	\$ 7,209.35
01/01/11	\$ 170,304.24	\$ 85,152.12	\$ 85,152.12	\$ 10,575.89	\$ 29,428.57	\$ 3,108.06	\$ 29,871.36	\$ 12,168.24
01/08/11	\$ 108,602.60	\$ 54,301.30	\$ 54,301.30	\$ 6,744.22	\$ 18,766.53	\$ 1,982.00	\$ 19,048.89	\$ 7,759.66
01/15/11	\$ 108,011.80	\$ 54,005.90	\$ 54,005.90	\$ 6,707.53	\$ 18,664.44	\$ 1,971.22	\$ 18,945.27	\$ 7,717.44
01/22/11	\$ 121,849.48	\$ 60,924.74	\$ 60,924.74	\$ 7,566.85	\$ 21,055.59	\$ 2,223.75	\$ 21,372.40	\$ 8,706.15
01/29/11	\$ 96,073.88	\$ 48,036.94	\$ 48,036.94	\$ 5,966.19	\$ 16,601.57	\$ 1,753.35	\$ 16,851.35	\$ 6,864.48
Subtotal	\$ 4,210,566.34	\$ 2,561,314.91	\$ 1,649,251.43	\$ 204,837.01	\$ 569,981.30	\$ 60,197.70	\$ 578,557.37	\$ 235,678.06

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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

Week Ending Date	Week Ending
	January 29, 2011
To be Deposited on:	February 4, 2011
Amount Played	57,245,244.97
Amount Won	51,471,152.51
Amount Promo	186,715.00
MWAP Contribution	<u>27,547.50</u>
Adjusted Gross Terminal Revenue	<u>5,559,829.96</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>222,393.20</u>
Net Terminal Revenue	<u>5,337,436.76</u>
Surcharge @ 10%	533,743.69
State Share Excess @ 58%	309,571.34
Track Share of Capital Reinvestment @ 42%	224,172.35
Track Share of Capital Reinvestment @ 42% - 96%	\$ 215,205.46
Track Share of Capital Reinvestment @ 42% - 4%	\$ 8,966.89
Adjusted Net Terminal Revenue	<u>4,803,693.07</u>
Racetrack @ 46.50% / 42%	2,017,551.09
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	1,969,514.10
Race Track Purses @ 7% / 14% / 8%	384,295.45
Workers' Compensation Debt Reduction @ 7%	0.00
Employee Pension Fund @ 1% / .5%	24,018.47
Greyhound Development @ .75%	36,027.70
Thoroughbred Development @ .75%	36,027.70
Racing Commission @ 1%	48,036.94
County/Municipality @ 2%	96,073.88
3% Funds:	
Tourism Promotion Fund @ 1.375%	66,050.78
Development Office Promotion Fund @ .375%	18,013.85
Research Challenge Fund @ .5%	24,018.47
Capitol Renovation and Improvement Fund @ .6875%	33,025.39
2004 Capitol Complex Parking Garage Fund @ .0625%	3,002.31
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>48,036.94</u>
	<u>4,803,693.07</u>

1/17/2009	56,068.87	1/16/2010	60,551.28	1/15/2011	54,005.90
1/24/2009	71,474.63	1/23/2010	69,943.53	1/22/2011	60,924.74
1/31/2009	61,089.80	1/30/2010	48,527.75	1/29/2011	48,036.94
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 2561314.91 581775.9

Impact Fee Status Report

January 2011

Department of Capital Planning and Management/Office of Impact Fees

Summary

Date Range: Monday 3 through Monday 31 January 2011

Report Date: 01 February 2011.

Process Number Range: 1100001 - 1100013

Total Applications: 13

Total Non-Exempt: 12

Of which:

Commercial: 0

Residential: 12

Of which:

County: 5

Municipal: 7

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 0

Municipal: 1

Tables 1 through 7 summarize impact fee processing for the month of January 2011:

Table 1. Form 100 Tallies

	Exempt	Residential Applications	Commercial Applications	Total
1-31 January 2011	1	12	0	
Fees collected		\$142,694.00		\$142,694.00
<i>Of which</i>				
School Impact Fee		\$125,270.00		\$125,270.00
Law Enforcement Fee		\$1,310.00		\$1,310.00
Parks & Recreation Fee		\$8,360.00		\$8,360.00
Fire & EMS Fee		\$7,754.00		\$7,754.00

RECEIVED

FEB 02 2011

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

Description	Amount
Opening Statement Balance (1 January 10)	\$91,023.11
January Deposits (1 – 31 January 2011)	\$84,686.00
Interest Earned (31 January 11)	\$72.04
School Dec Transactions (withdraws via transfer on 11 Jan 2010)	(\$79,555.68)
Law Dec Transactions (withdraws via transfer on 11 Jan 2010)	(\$1,311.14)
Parks & Rec Dec Transactions (withdraws via transfer on 11 Jan 2010)	(\$5,267.43)
Fire & EMS Dec Transactions (withdraws via transfer on 11 Jan 2010)	(\$4,886.00)
Fire & EMS Dec Transactions (withdraws via transfer on 20 Jan 2010)	(\$2.86)
Ending Statement Balance 31 January 2011)	\$84,758.04
<i>Outstanding Credits (deposits through 01 February 2011)</i>	<i>\$58,008.00</i>

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

Description	Amount
Opening Balance (1 January 2011)	\$1,206,857.50
Interest Earned (31 January 2011)	\$1,070.77
Dec Transactions (deposits via transfer on 11 Jan 2011)	\$79,555.68
Ending Balance (31 January 2011)	\$1,287,483.95

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

Description	Amount
Opening Balance (1 January 2011)	\$52,963.64
Interest Earned (31 January 2011)	\$45.74
Dec Transactions (deposits via transfer on 11 Jan 2011)	\$1,311.14
Ending Balance (31 January 2011)	\$54,320.52

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

Description	Amount
Opening Balance (1 January 2011)	\$189,225.40
Interest Earned (31 January 2011)	\$163.74
Dec Transactions (deposits via transfer on 11 Jan 2011)	\$5,267.43
Ending Balance (31 January 2011)	\$194,656.57

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

Description	Amount
Opening Balance (1 January 2011)	\$469,079.41
Interest Earned (31 January 2011)	\$389.01
Dec Transactions (deposits via transfer on 11 Jan 2011)	\$4,888.86
Dec Transactions via transfer on 20 Jan 2011	\$2.86
CHK 103 – withdraw via Requisition 11R0061 27 Jan 11	(\$89,000.00)
Ending Balance (31 January 2011)	\$385,357.28

Table 7. Total Impact Fees as of 01 February 2011/1

Description	Amount
Department of Impact Fees General Account	\$142,766.04
School Impact Fee Account	\$1,287,483.95
Law Enforcement Fee Account	\$54,320.52
Parks & Recreation Impact Fee Account	\$194,656.57
Fire & EMS Impact Fee Account	\$385,357.28
Total	\$2,064,584.36

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 01 and 31 December 2010

Process Application Number	Application Date	Last Name	First Name	Tax District	Deed Page	Tax Parcel	Impact Fee	Agreement Date	Exemption Reason
1100007	01/25/2011	Bull Run		08 Ranson Corp	8	20	\$6,528.00	01/25/2011	Replacement of habitable DU with another DU

Category Count: 1
Category Total \$6,528.00

Non-Exempt Applications									
Process Application Number	Application Date	Last Name	First Name	Tax District	Deed Page	Tax Parcel	Impact Fee	Agreement Date	Exemption Reason
1100001	01/04/2011	Ryan Homes		02 Charles Town	16	9B 34	\$13,070.00	01/04/2011	N/A
1100002	01/04/2011	Ryan Homes		02 Charles Town	16	9B 51	\$13,070.00	01/04/2011	N/A
1100003	01/04/2011	Ryan Homes		02 Charles Town	16	9B 72	\$13,070.00	01/04/2011	N/A
1100004	01/07/2011	Dan Ryan		03 Charles Town	3	10	\$12,808.00	01/07/2011	Not in Fee District
1100005	01/18/2011	Ryan Homes		02 Charles Town	16	9B 27	\$13,070.00	01/18/2011	N/A
1100006	01/18/2011	Ryan Homes		02 Charles Town	16	9B 33	\$13,070.00	01/18/2011	N/A
1100008	01/31/2011	Dan Ryan		08 Ranson Corp	168	8 292	\$9,668.00	01/31/2011	Not in Fee District
1100009	01/31/2011	Dan Ryan		08 Ranson Corp	168	8 293	\$9,668.00	01/31/2011	Not in Fee District
1100010	01/31/2011	Dan Ryan		08 Ranson Corp	168	8 294	\$9,668.00	01/31/2011	Not in Fee District
1100011	01/31/2011	Dan Ryan		08 Ranson Corp	168	8 295	\$9,668.00	01/31/2011	Not in Fee District
1100012	01/31/2011	Dan Ryan		08 Ranson Corp	168	8 296	\$9,668.00	01/31/2011	Not in Fee District
1100013	01/31/2011	Dan Ryan		08 Ranson Corp	168	8 297	\$9,668.00	01/31/2011	Not in Fee District

Category Count: 12
Category Total \$136,166.00
Grand Total \$142,694.00

(The exemption w/payment was due to 1 single family home being replaced by 2 town homes. A credit of \$12,808 was applied to the total due.)

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: Tuesday, 01 February 2011
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 January 2011.

This transfer consists of two components:

- Impact Fee Process Numbers **1100001** through **1100013**, inclusive. Within this range there were 13 non-exempt impact fee payments. This amounts to **\$125,270.00**.
- Interest earned by the Office of Impact Fees General Account in January 2011 amounts to **\$72.04**, of which **\$63.40** is attributed to fees collected for School.

As per the attached invoice, the total amount of this transfer is \$125,333.40.

Check # 787

Jefferson County CommissionP.O. Box 250
Charles Town, WV 25414**Invoice****Number:** 11005**Date:** 2/1/2011**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 January 2011 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).	\$125,270.00
	Interest earned by the Office of Impact Fees General Account January 2011.	\$63.40
	Impact Fee Process Numbers 1100001 through 1100013, inclusive. Within this range, there were 13 non-exempt impact fee payments.	
Total:		\$125,333.40

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 787

Trace 20110201:41021.81

Date 2/1/2011

Series 1

Recipient Sheriff of Jefferson County

Amount \$125,270.00

Account 3107582

Signature 1 Patsy Noland

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: Transfer of Jan school fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/5/2011	1100001	2003-3	11/24/2005	\$11,358.00
1/5/2011	1100002	2003-3	11/24/2005	\$11,358.00
1/5/2011	1100003	2003-3	11/24/2005	\$11,358.00
1/10/2011	1100004	2003-3	11/24/2005	\$11,358.00
1/19/2011	1100005	2003-3	11/24/2005	\$11,358.00
1/19/2011	1100006	2003-3	11/24/2005	\$11,358.00
1/26/2011	1100007	2003-3	11/24/2005	\$5,762.00
2/1/2011	1100008	2003-3	11/24/2005	\$8,560.00
2/1/2011	1100009	2003-3	11/24/2005	\$8,560.00
2/1/2011	1100010	2003-3	11/24/2005	\$8,560.00
2/1/2011	1100011	2003-3	11/24/2005	\$8,560.00
2/1/2011	1100012	2003-3	11/24/2005	\$8,560.00
2/1/2011	1100013	2003-3	11/24/2005	\$8,560.00
Total amount for this withdraw				\$125,270.00
Total amount for this account				\$125,270.00
Total amount all accounts				\$125,270.00

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 *fm*
DATE: Tuesday, 01 February 2011
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 January 2011.

This transfer consists of two components:

- Impact Fee Process Numbers **1100001** through **1100013**, inclusive. Within this range there were 5 non-exempt impact fee payments. This amounts to **\$1,310.00**.
- Interest earned by the Office of Impact Fees General Account in January 2011 amounts to **\$72.04**, of which **\$0.72** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$1,310.72.

Check # 788

RECEIVED

FEB 02 2011

Jefferson County Commission

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 11006

Date: 2/1/2011

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

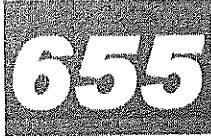
Item # Charged

Description

Amount

	Impact Fee payments collected for month of January 2011 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).	\$1,310.00
	Interest earned by the Office of Impact Fees General Account January 2011.	\$0.72
	Impact Fee Process Numbers 1100001 through 1100013, inclusive. Within this range, there were 5 non-exempt impact fee payments.	
Total:		\$1,310.72

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 788

Trace 20110201:41092.17

Date 2/1/2011 Series 2

Recipient Sheriff of Jefferson County

Amount \$1,310.00

Account 3120120

Signature 1 Patsy Noland

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: Transfer of Jan Law fees

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/5/2011	1100001	2005-1	3/22/2005	\$262.00
1/5/2011	1100002	2005-1	3/22/2005	\$262.00
1/5/2011	1100003	2005-1	3/22/2005	\$262.00
1/10/2011	1100004	2005-1	3/22/2005	\$0.00
1/19/2011	1100005	2005-1	3/22/2005	\$262.00
1/19/2011	1100006	2005-1	3/22/2005	\$262.00
1/26/2011	1100007	2005-1	3/22/2005	\$0.00
2/1/2011	1100008	2005-1	3/22/2005	\$0.00
2/1/2011	1100009	2005-1	3/22/2005	\$0.00
2/1/2011	1100010	2005-1	3/22/2005	\$0.00
2/1/2011	1100011	2005-1	3/22/2005	\$0.00
2/1/2011	1100012	2005-1	3/22/2005	\$0.00
2/1/2011	1100013	2005-1	3/22/2005	\$0.00
Total amount for this withdraw				\$1,310.00
Total amount for this account				\$1,310.00
Total amount all accounts				\$1,310.00

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 *fm*
DATE: Tuesday, 01 February 2011
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 January 2011.

This transfer consists of two components:

- Impact Fee Process Numbers **1100001** through **1100013**, inclusive. Within this range there were 13 non-exempt impact fee payments. This amounts to **\$8,360.00**.
- Interest earned by the Office of Impact Fees General Account in January 2011 amounts to **\$72.04**, of which **\$4.32** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$8,364.32.

Check # 789

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 11007
Date: 2/1/2011

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 January 2011 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).	\$8,360.00
	Interest earned by the Office of Impact Fees General Account January 2011.	\$4.32
	Impact Fee Process Numbers 1100001 through 1100013, inclusive. Within this range, there were 13 non-exempt impact fee payments.	
Total:		\$8,364.32

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 789

Trace 20110201:41153.95

Date 2/1/2011

Series 3

Recipient Sheriff of Jefferson County

Amount \$8,360.00

Account 3122808

Signature 1 Patsy Noland

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: transfer of Jan Park fees

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/5/2011	1100001	2005-2	5/12/2005	\$752.00
1/5/2011	1100002	2005-2	5/12/2005	\$752.00
1/5/2011	1100003	2005-2	5/12/2005	\$752.00
1/10/2011	1100004	2005-2	5/12/2005	\$752.00
1/19/2011	1100005	2005-2	5/12/2005	\$752.00
1/19/2011	1100006	2005-2	5/12/2005	\$752.00
1/26/2011	1100007	2005-2	5/12/2005	\$398.00
2/1/2011	1100008	2005-2	5/12/2005	\$575.00
2/1/2011	1100009	2005-2	5/12/2005	\$575.00
2/1/2011	1100010	2005-2	5/12/2005	\$575.00
2/1/2011	1100011	2005-2	5/12/2005	\$575.00
2/1/2011	1100012	2005-2	5/12/2005	\$575.00
2/1/2011	1100013	2005-2	5/12/2005	\$575.00

Total amount for this withdraw \$8,360.00

Total amount for this account \$8,360.00

Total amount all accounts \$8,360.00

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 *fm*
DATE: Tuesday, 01 February 2011
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 January 2011.

This transfer consists of two components:

- Impact Fee Process Numbers **1100001** through **1100013**, inclusive. Within this range there were 13 non-exempt impact fee payments. This amounts to **\$7,754.00**.
- Interest earned by the Office of Impact Fees General Account in January 2011 amounts to **\$72.04**, of which **\$3.60** is attributed to fees collected for Fire & EMS.

As per the attached invoice, the total amount of this transfer is \$7,757.60.

Check # 790

Jefferson County Commission

P.O. Box 250
 Charles Town, WV 25414

Invoice

Number: 11008

Date: 2/1/2011

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

Vendor Number

0

Dept./Line

Item # Charged

Description

Amount

	Impact Fee payments collected for month of January 2011 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).	\$7,754.00
	Interest earned by the Office of Impact Fees General Account January 2011.	\$3.60
	Impact Fee Process Numbers 1100001 through 1100013, inclusive. Within this range, there were 13 non-exempt impact fee payments.	
Total:		\$7,757.60

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 790

Trace 20110201:41231.43

Date 2/1/2011 Series 4

Recipient Sheriff of Jefferson County
 Amount \$7,754.00

Account 3122816
 Signature 1 Patsy Noland
 Signature 2 Bobby Shirley
 Signature 3 Jennifer Maghan

Notes: Transfer of Jan Fire & EMS fees

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/5/2011	1100001	2005-3	5/12/2005	\$698.00
1/5/2011	1100002	2005-3	5/12/2005	\$698.00
1/5/2011	1100003	2005-3	5/12/2005	\$698.00
1/10/2011	1100004	2005-3	5/12/2005	\$698.00
1/19/2011	1100005	2005-3	5/12/2005	\$698.00
1/19/2011	1100006	2005-3	5/12/2005	\$698.00
1/26/2011	1100007	2005-3	5/12/2005	\$368.00
2/1/2011	1100008	2005-3	5/12/2005	\$533.00
2/1/2011	1100009	2005-3	5/12/2005	\$533.00
2/1/2011	1100010	2005-3	5/12/2005	\$533.00
2/1/2011	1100011	2005-3	5/12/2005	\$533.00
2/1/2011	1100012	2005-3	5/12/2005	\$533.00
2/1/2011	1100013	2005-3	5/12/2005	\$533.00

Total amount for this withdraw \$7,754.00
Total amount for this account \$7,754.00
Total amount all accounts \$7,754.00