

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, MARCH 24, 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

- March 14, 2011 - Budget Work Session
- March 16, 2011 - Budget Work Session
- March 17, 2011 - Regular Session

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

PRESENTATIONS:

1. 10:00 a.m. Joe Sachett, Executive Director Berkeley/Jefferson Day Report Center
- West Virginia Community Corrections Grant Program Application -
Discussion/Action
2. 10:15 a.m. Teresa Warnick, Family Resource Network/Teen Court and the Teen
Court Director from Morgan County
- Presentation of Detailed Business Plan with supporting data and
budget
- Request for \$5 Fee to fund Teen Court in Jefferson County -
Discussion/Action
3. 10:30 a.m. Break
4. 10:45 a.m. Nikki Painter, County Clerk's Office
- Request for Approval of Poll Workers to work the May 14, 2011
Primary Election - Discussion/Action
5. 11:00 a.m. Lynn Fields and Karen Olden, Probate Office
- Public Hearing - Petition of Peter Spaulding for Elective Share - Estate
of Sallie Shepherd Spaulding, deceased - Discussion/Action

6. 11:30 a.m. Stephanie Grove, Assistant Prosecuting Attorney
- Legal Update
7. 11:45 a.m. Roger Goodwin, Chief County Engineer
- 7a. - Complete release of the construction bond security for Eastland Associates of West Virginia, Inc. - Eastland Subdivision, Section, V-B, Lots 110-122 (File #04-27 - Letter of Credit #235 with The Bank of Charles Town, West Virginia - Discussion/Action
- 7b. - Complete release of the construction bond security for Robert S. and Amy R. Leonard - Brookstone Subdivision, Lots 1-6 & 7 - Residue (File #06-37) - Letter of Credit #957057447400004 with Branch Banking & Trust, Martinsburg, West Virginia. The construction bond has been re-secured with Letter of Credit #5203902 from Jefferson Security Bank, Shepherdstown, West Virginia in the amount of \$266,235.00 - Discussion/Action
- 7c. - Complete release of the construction bond security for Greenbrier Investments, LLC - Waterside Reserve Subdivision (File #05-19) - Letter of Credit #S406406 with Fifth Third Bank, Morgantown, West Virginia. The construction bond has been re-secured with Letter of Credit #598 from First United Bank & Trust, Moorefield, West Virginia in the amount of \$139,942.00 - Discussion/Action
- 7d. - Thorn Hill, LLC entered into a Tolling of the Bonding Agreement with the County on February 2, 2011. They would like the existing Letter of Credit to be released down to \$10,000.00 which will be held as the surety for the Site Stability Bond - Discussion/Action

NEW BUSINESS:

8. Legislative Updates

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

9. 12:15 p.m. ADJOURN

CORRESPONDENCE:

Correspondence received from the Cloverdale Heights Homeowners Association, Inc. regarding the Urban Growth Boundary and requests to be excluded from all Urban Growth Boundary enclosures, lines, demarcations, etc., by any municipality.

Letter received from the Public Service Commission re: disbursement check to Jefferson County Commission for \$165,912.10 for quarterly Wireless E-911 subscriber fees.

Copies of letters received from WV PSC to Legislators in response to informal complaints filed regarding proposed water rate increase. (Teats, Bolyard, Coudie and Tedder)

Weekly settlement reports for the Charles Town Races received from the West Virginia Lottery.

Appointments to be made to the Jefferson County Planning Commission on March 31, 2011.

Appointments to be made to the Jefferson County Development Authority on March 31, 2011.

At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.

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

Name: Joe Sacchet

Department or Entity: Berkeley/Jefferson Day Report Center

Estimation of amount of time needed for appointment: 15 Min.

Date Requested – 1st Choice: March 24, 2011

Date Requested – 2nd Choice: _____

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

Subject: **Approval of the West Virginia Community Corrections Grant Program Application**

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): **Motion to approve submission of the West Virginia Community Corrections Grant Program application.**

Attachments:

Commission Office Use Only	
Date on Agenda:	3/24/11
Appt Time or New Business:	10:15am

AGENDA REQUEST FORM

Name: Teresa Warnick

Department or Entity: Family Resource Network/Teen Court

Estimation of amount of time needed for appointment: 20

Date Requested – 1st Choice: March 24 – we would like to be heard during the portion of the meeting when the municipality representatives are present

Date Requested – 2nd Choice: March 31 - we would like to be heard during the portion of the meeting when the municipality representatives are present

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

Subject: Approve \$5 fee to fund Teen Court in Jefferson County

Please provide the County Commission with a description of your request or presentation, including any background information: **We were asked to return with a detailed business plan and now have that, with supportive data, budget and the Teen Court director from Morgan County.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **The Jefferson County Commission agrees to adopt a mandatory fee of up to five dollars to be assessed as provided in WEST VIRGINIA CODE §49-5-13d. Assessments collected by the clerk of the court pursuant to this subsection shall be deposited into an account specifically for the operation and administration of a teen court program. The clerk of the court of conviction shall collect the fees established in this subsection and shall remit the fees to the teen court program.**

Any mandatory fee established by a county commission or city council in accordance with the provisions of this subsection shall be paid by the defendant on a judgment of guilty or a plea of nolo contendere for each violation committed in the county or municipality of any felony, misdemeanor or any local ordinance, including traffic violations and moving violations but excluding municipal parking ordinances.

Attachments: **Jefferson County Teen Court Plan**

Jefferson County Teen Court

A PROGRAM OF:

The Family Resource Network of the Panhandle

and

United Way of the Panhandle

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Crime affects everyone in the United States in some way as approximately 12 million crimes are committed each year. In 2008, there were 6,318 arrests for every 100,000 youths ages 10 through 17 in the United States (Office of Juvenile Justice and Delinquency Prevention, 2010). Teen court programs seek to address this issue.

There were 2,244 reported juvenile crimes in the state of West Virginia in 2009

Introduction

The purpose of this document is to discuss the rationale for the development of a nonprofit organization, Jefferson County Teen Court. This program will initially be supported by the Family Resource Network of the Panhandle (FRN) and the United Way of the Panhandle. The Family Resource Network of the Panhandle has applied for two grants to support start up costs of the program including the Randy Smith and Eastern Regional Block Grant. The FRN has also received a \$1,000 dollar grant from the West Virginia Teen Court Association.

Many policy makers perceive teen court to be “less expensive than juvenile court, it provides needed community service hours for nonprofit organizations, and it is assumed to be more beneficial than doing nothing at all” (Harrison, Maupin, & Mays, 2001) Teen court programs accept offenses that are generally classified as status offenses or misdemeanors including infractions such as shoplifting, vandalism, possession of alcohol, curfew violation, possession of tobacco and in some instances fighting.

Teen court programs are funded primarily by grants and community support. The majority of individuals involved in the teen court process are volunteers; as such there is limited cost involved. Teens fill the roles of prosecutor, defense, bailiff, and jury. The teen attorneys are

trained by local attorneys volunteering their time. Local members of the West Virginia Bar Association serve as the 'judge' presiding over the dispositional hearing.

Literature Review

Teen court serves as an intervention and diversion program for first time youthful offenders who are charged with a misdemeanor or status offense. This program provides youthful offenders between the ages of 11 and 18 with a second chance. According to the National Youth Court Database the number of teen courts has risen dramatically, in 1994 there

West Virginia
➤ \$1,119.23/year per probationer
➤ \$246.57/ day to house a youth in a secure facility
➤ \$90,000 /year to house a youth in a secure facility

were only 78 programs in operation; as of March, 2010, there were over 1,050 programs in 49 states and the District of Columbia (2010). These programs have become an efficient, cost effective and popular alternative for many youth offenders (Forgays & DeMilio, 2005).

According to Pearson and Jurich “the average cost of youth court programs are estimated at \$430 per youth served and \$480 per youth successfully completing a sentence” as compared to the high cost of participating in the traditional system (2005). In West Virginia the average

cost for one probationer is \$1,119.23 per year (West Virginia Division of Probation). To house one juvenile in a secure detention setting costs \$246.57 per day, an astonishing ninety thousand dollars per year (West Virginia Division of Juvenile Services).

Teen courts focus on first-time offenders, according to Forgays and DeMilio 87% of peer courts never or rarely accept offenders with a previous arrest record (2005). Teen court program across the country are run by schools, police departments, nonprofit groups, probation offices

and even held by circuit court judges. The number of youth courts varies by census region, with the majority operating in the south and western regions (Pearson & Jurich, 2005).

Teen courts are beneficial to youth offenders, volunteers, and the community. Youth offenders and volunteers get the opportunity to see the juvenile justice system first hand. For youth offenders they can do this without being adjudicated in the juvenile system, giving them a second chance. Volunteers and offenders have the opportunity to learn about the law, develop public speaking skills, and “pro-social leadership through hands-on experience” (Pearson & Jurich, 2005).

Restorative Justice

Teen court is founded on the principle of restorative justice, simply restoring the harm and repairing broken trust. Restorative justice is multifaceted placing the focus on offender accountability and repairing the harm caused by the crime. This method focuses on the needs of the victim and offender. Victims are given the opportunity to speak or write a letter to be presented at the dispositional hearing. Another component of restorative justice is reengagement in the community; this is often accomplished by requiring youth offenders to participate in a future teen court jury. These sentences link accountability with social action (Forgays & DeMilio, 2005).

Rapid Response

Teen courts are able to place more focus on minor or first time offenders. According to Patrice Lockhart as cited by Caplan “referring kids [to peer courts] lets us do more than just slap them on the wrist” (2005). One of the key characteristics of the teen court model is the rapid

response time. Generally only two to four weeks pass from the time the youth is charged with an offense to the dispositional hearing. Completion of the dispositional requirements is generally completed within 90 days. The traditional system often takes months to just to reach the dispositional stage.

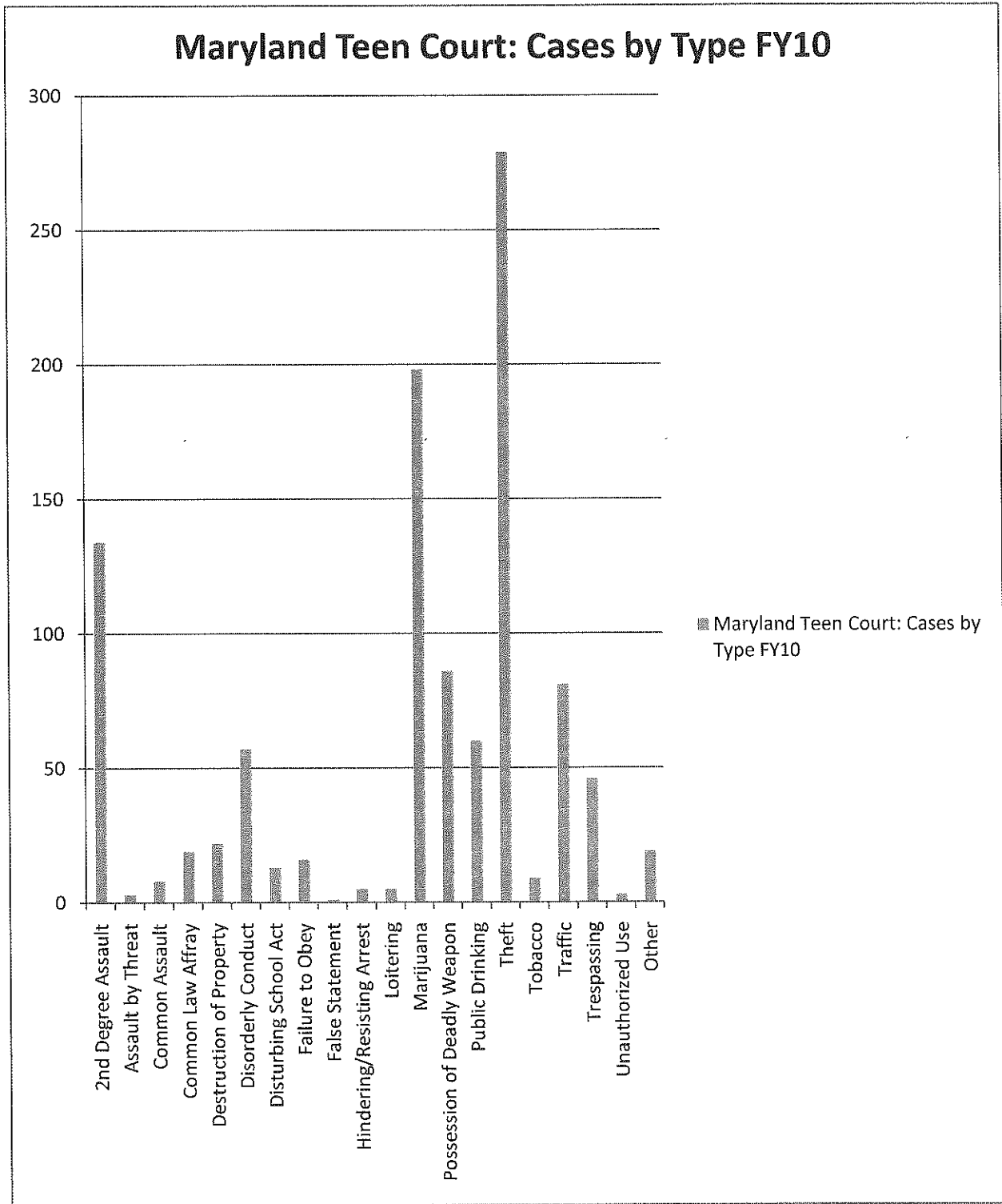
The peer court model “is more attuned to teenager’s moral development, conveying not just that there are consequences for their behavior but also that society cares about them” (Caplan, 2005). Based on the assumption that teens are more receptive to sanctions by their peers Forgays and DeMilio postulate that “a peer-mandated sentence has greater potential to control the offender’s future behavior than one handed down by adults” (Forgays & DeMilio, 2005).

Research

The American Youth Policy Forum conducted a study of 327 peer courts programs from October 2003 to October 2004 (Pearson & Jurich, 2005). 37,277 youth were served by the 327 programs overall. According to the study results 34,083 of the 37,277 youth completed the imposed sanction successfully, an 89% completion rate. Several programs in the study reported a 10% recidivism rate. The Indiana Department of Corrections defines recidivism as “a return to incarceration within three years of the offenders’ date of release from the state correctional institution”. In 2008 they reported a recidivism rate of 35.9% for youth who participated in the traditional juvenile justice system

The Maryland Teen Court Association reports 1080 adjudicated cases in the teen court program fiscal year 2010. Of those adjudicated youth there was an 89.17% completion rate. They had over 27,000 community service hours completed as a part of sentence requirements.

Maryland teen courts hear many types of cases from possession of marijuana to trespassing.



For 16-year-old “Jonathan,” the San Diego Teen Court program was a chance to avoid a permanent record following an arrest for petty theft. At first, he thought Teen Court was merely “a younger person’s justice system.” He did not realize how serious the punishments could be or how his peers would impose the consequences. Jonathan was impressed with the way the program was organized. He thought it was good for first-time offenders who had not done anything before, claiming the program can “wake them up.” Jonathan says that the experience of being a defendant in Teen Court helped him realize “what was really going on in the world and that my actions impact others.” He understood that he needed to be held accountable for his actions, and believed that Teen Court was a “cool” way of helping him recognize his mistakes. Jonathan was sentenced to participate as a jury member in two future Teen Court cases. The jury gave him a relatively light sentence because, prior to coming to Teen Court, he had already written an apology letter. He currently performs community service, and has shown remorse. He thinks his sentence was fair and believes that Teen Court’s sentences are generally fair: unlike in Juvenile Court, defendants have no permanent record. For Jonathan, participating as a jury member in the Teen Court process was the most powerful part of the process. He felt he could understand more than other jury members because he’d been there :

When I sat in on other cases and saw how the actions of the defendant impact parents and friends, I realized there was other stuff going on than just the arrest . . . it helps a lot to know the rest of the defendant’s life to put things in perspective. [Under the same circumstances] I would not steal in the future because I now know the impact on others.

Jonathan continues to serve as a Teen Court juror and has participated five times since his own hearing session because he feels like he’s helping others. “When people serve as jurors, they find out how much they can help others and it’s cool to be part of that process,” he says. Jonathan may serve as a youth attorney if he has time, and if the opportunity comes up. He doesn’t want to just jump in before he fully understands the system. According to Jonathan, attorneys who understand how Teen Court works before serving will be better advocates for the defendant. He was well represented in his own case—his attorneys researched the case and took it (and him) seriously. Jonathan’s advice to other kids contemplating petty theft, or other juvenile offenses, is this:

Look at the bigger picture and realize what the consequences are. Realize what other means there are to solve problems. [Restorative justice] means “you did something, but we want to help you so that you don’t do it again.” [Restorative Justice] is about gaining knowledge about subjects and learning from mistakes and experiences.

¹ (Williams, Herzog, Reznik, Dugdale, Cooke, & Manteco)

Supported by West Virginia State Code

The teen court programs are allowed for by §49-5-13d of the West Virginia State Code. The code outlines specific requirement for the implementation of a teen court program for example; the referral to teen court must come from the probation office and the youthful offender must have parental consent to participate in the program. The code also outlines four key requirements for teen court programs;

- The judge for each teen court proceeding shall be an acting or retired circuit court judge or an active member of the West Virginia State Bar, who serves on a voluntary basis.
- Any juvenile who selects the teen court program as an alternative disposition shall agree to serve thereafter on at least two occasions as a teen court juror.
- Volunteer students from grades seven through twelve of the schools within the county shall be selected to serve as defense attorney, prosecuting attorney, court clerk, bailiff and jurors for each proceeding.
- Disposition in a teen court proceeding shall consist of requiring the juvenile to perform sixteen to forty hours of community service, the duration and type of which shall be determined by the teen court jury from a standard list of available community service programs provided by the county juvenile probation system and a standard list of alternative consequences that are consistent with the purposes of this article. The performance of the juvenile shall be monitored by the county juvenile probation system. The juvenile shall also perform at least two sessions of teen court jury service and, if considered appropriate by the circuit court judge, participate in an education program. Nothing in this section may be construed so as to deny availability of the services

provided under section eleven-a of this article to juveniles who are otherwise eligible therefore.

The code allows for the development of a mandatory fee of up to five dollars which shall be paid by a defendant on a judgment of guilty or plea of nolo contendere for each violation committed in the county or municipality.

“In no case may the court require a juvenile to admit the allegation against him or her as a prerequisite to participation in the teen court program” (West Virginia Teen Court Association, 2010). If teens choose not to participate in the program after referral they are transferred back to the referral source.

How the Program Works

The program is available to first time juvenile misdemeanor and status offenders. This category of offense might include such charges as: shoplifting, vandalism, possession of alcohol or tobacco, disorderly conduct, trespassing, or petty theft. Youthful offenders agree to participate in the teen court program as an alternative to traditional participation in the juvenile justice system. If the youth offender or their parents decide not to participate in the program they are referred back to the referral source, probation department or prosecuting attorney’s office.

Defendants go through an intake process that includes an interview with the Teen Court Coordinator. Parents are required to be present during the intake interview, so this step can occur just prior to the teen court hearing. The Teen Court Coordinator explains the teen court process to the offender and parent and ensures that both understand that their participation is voluntary.

An ongoing relationship with the board of education and schools in the community will contribute to an ongoing volunteer base.

Teen court proceedings and all program records are confidential.

Teen defendants must have parental or a guardian consent. Teen court programs “have obvious appeal for parents and neighbors of troublesome youth. Young people arrested the first time for a minor offense such as vandalism or shoplifting typically receive little attention from the regular juvenile justice system—often nothing more than a warning letter. Teen courts ensure that youth face memorable, albeit unofficial, consequences the first time they are caught breaking the law.” (Butts and Buck-Willison, 2002)

Youthful offenders who choose to participate in the program appear for a dispositional hearing. A jury of their peers hears the evidence of their case that is relevant to their potential sanction. After hearing the evidence and arguments from the teen defense attorney and prosecutor, the jury begins deliberations to determine what penalty will be rendered to the offender. A local member of the West Virginia Bar Association serves as the ‘judge’ presiding over the dispositional hearing

The dispositions may include consequences such as community service, research projects, mandatory participation in teen court jury, or paying restitution to the victim of their crime. If the youthful offenders abide by the conditions of their sanctions, the charge(s) against them are dismissed. Youth who successfully complete the program have the charges removed from their record. If they are unsuccessful, they are referred back to the Judge or a Magistrate to face further sanctions. The jury cannot sentence a youth to a detention facility.

Benefits of the Program

Teen court programs provide benefits for the youthful offender, the community, and student volunteers. Upon successful completion of the program youthful offenders have their records cleared of charges and are provided a second chance. The community is provided with an alternative to the congested juvenile justice system. Teen courts are able to transition youth offenders from arrest or citation to sanction more quickly than the traditional system. This rapid response has the potential to increase the positive impact of court sanctions (West Virginia Teen Court Association, 2010).

Teen volunteers within the program learn valuable skills such as conflict resolution, public speaking, and problem solving. Teen court places youth in integral roles that can empower them to address issues within their community in so doing developing and/or strengthening their sense of citizenship. They also interact regularly with influential members of the community including judges, attorneys, and educators.

Funding the Program

During the reporting year 2009 there were 3,151 traffic citations written by the State Police (in Jefferson County), sheriff's department, campus police, Department of Natural Resources, and PSC. These are only a few of the local agencies who write citations within the county, these citations alone would have generated \$15, 755 towards the programs expenses.

Funding for this program will come in the form of grants, when available, public support, 10 dollar teen court participation fee and the mandatory five dollar fee from traffic citations and cases heard in the county subject to pay court costs.

Other municipalities within the county including Harpers Ferry and Charles Town Police

Departments issued 1450 and 4833 tickets respectively. These citations would increase the program funding by \$31,415. Ranson Police Department issued 1903 traffic citations during the year 2009 which would have contributed \$9,515.

These numbers do not include all other cases heard in magistrate court that would require payment of 'court costs' also providing an increase in program funding. Overall, based on information gathered the county would be able to sustain a teen court program solely with funding from traffic citations. For the year 2009 had the program been generating revenue from traffic citations approximately \$56,000 would have been collected. The major expenses will be; salary for coordinator, travel, office supplies and advertising. See proposed budget, attached.

Impact of a Teen Court Fee

The five dollar fee would be added to the existing court costs of \$160.80 making the court costs \$165.80. The cost to the offender would vary based on the type of violation.

According to the West Virginia Supreme Court existing fees are designated by statute, included in court costs are:

Amount	Recipient
\$10.00	Magistrate Court Fund
\$40.00	Regional Jail Authority
\$5.00	Court Security Fund
\$10.00	Crime Victims Compensation Fund
\$2.00	Law Enforcement Training Fund
\$48.80	Per Diem Regional Jail Fee
\$10.00	Community Corrections Fee
\$5.00	Courthouse Improvement Fund
\$30.00	Regional Jail Operational Fund
\$5.00	Proposed Teen Court Fee

I say go for it. I don't speed if I can help it. Plus I think teens would be more sympathetic to their peers. The system we have now isn't working. So let's give them a try.

~Jefferson County Resident

Conclusion

The development and implementation of a teen court program in Jefferson County provides a unique opportunity for the community to interrupt the pattern of criminal behavior by providing a program that promotes positive peer pressure, positive self-esteem, self-improvement, and the restorative justice. As a program we anticipate transitioning between 50 and 150 youth through the program in the first year of service; thereby taking these youth out of the traditional justice system and by doing so reducing the possibility that they will eventually be incarcerated in an adult facility.

Jefferson County Teen Court anticipates being able to accept referrals in October 2011 with volunteer trainings happening throughout the summer and September. During this period of time volunteers will have the opportunity to participate in mock trials and practice the skills they've learned in trainings. The Teen Court Coordinator is developing a working relationship with the Board of Education to help facilitate the recruitment and retention of volunteers for the program.

Business Plan

Purpose Statement

The Jefferson County Teen Court program is a community based intervention/prevention program designed to provide an alternative response for the juvenile justice system for first-time, nonviolent, misdemeanor juvenile offenders, in which community youth determine the appropriate sanctions for the offender. The program will hold youthful offenders accountable and provide educational services to offenders and youth volunteers in an effort to promote long-term behavioral change that leads to enhanced public safety.

Vision Statement

Jefferson County Teen Court strives to help juvenile offenders take responsibility for their actions, increase awareness of the law to decrease the rate of recidivism, teach them to make better decisions in the future, and promote community involvement by providing volunteer opportunities to youth and adults. Jefferson County Teen Court will fulfill this vision with an emphasis on high quality service delivery to all stakeholders.

Mission Statement

The mission of the Jefferson County Teen Court program is to assist juvenile offenders in assuming responsibility for their criminal behavior; to hold them accountable for their actions and to teach them to make better decisions in the future, while treating them with respect and dignity; to involve the community through volunteer programs and community service opportunities; and to promote better communication between youth, parents, schools, law enforcement agencies, and the community.

Goals

- Improve the capacity of youth to become responsible and productive citizens
- Provide youth with educational hands on experience in the judicial system
- Establish positive relationships between the community and its youth
- Hold juvenile offenders accountable for their behavior and help them recognize that the consequences are a direct result of their own actions
- Decrease the number of youth in the community using alcohol and illegal drugs

Program Objectives

- All referrals to the teen court program will be heard in teen court within five weeks of referral
- 90% of volunteers attending 'attorney training' will pass a teen court bar exam
- 20% of the jury pool will consist of past teen court defendants by the end of fiscal year 2011
- Establish ongoing partnership with probation departments, law enforcement agencies and the judicial system.
- Establish and maintain regular media coverage of Teen Court activities
- Collaborate with Focus and BCCASA to increase awareness about the dangers of alcohol and substance abuse/use.

Key Stake Holders

- Circuit Court Judge
- Board of Education
 - 2 High Schools
 - 4 Middle Schools
- Probation Department
- Victim Advocate
- Community Members
- County Commission
- Boys and Girls Club
- Local Law Enforcement

THE FOLLOWING BY-LAWS ARE AN EXAMPLE OF BY-LAWS THAT COULD BE UTILIZED WHEN TEEN COURT IS ABLE TO BECOME AN INDEPENDENT 501(C)3

**BY-LAWS
OF
JEFFERSON COUNTY TEEN COURT
(this is not an official set of bylaws for this agency)**

Article I: Name

The name of this Corporation shall be Jefferson County Teen Court, Inc. and will be referred to as the Corporation throughout this document. The Registered Office of the Corporation shall be 218 West King Street, Martinsburg, WV 25401.

Article II: Not-for-Profit Organization

The Corporation is qualified as a non-profit corporation under Section 501(c)(3) of the Internal Revenue Code.

Article III: Mission and Purpose

The mission and purpose for which this corporation is formed are:

Section I: The mission of the Jefferson County Teen Court program is to assist juvenile offenders in assuming responsibility for their criminal behavior; to hold them accountable for their actions and to teach them to make better decisions in the future, while treating them with respect and dignity; to involve the community through volunteer programs and community service opportunities; and to promote better communication between youth, parents, schools, law enforcement agencies, and the community.

Section II: The Corporation is a private, non-profit, contributor and volunteer organization dedicated to providing community based intervention/prevention program. This program is designed to provide an alternative response for the juvenile justice system for first-time, nonviolent, misdemeanor juvenile offenders, in which community youth determine the appropriate sanctions for the offender. The program holds youthful offenders accountable and provides educational services to offenders and youth volunteers in an effort to promote long-term behavioral change that leads to enhanced public safety.

Section III: The Core Functions of this corporation are:

- Improve the capacity of youth to become responsible and productive citizens
- Provide youth with educational hands on experience in the judicial system

- Establish positive relationships between the community and its youth
- Hold juvenile offenders accountable for their behavior and help them recognize that the consequences are a direct result of their own actions
- Decrease the number of youth in the community using alcohol and illegal drugs

Article IV: Advisory Board

Section I: Advisory Board

This board will serve in an advisory capacity and provide a link to the community.

Section II: The Advisory Board shall:

- a) Review policies, guidelines and long-range goals in accordance with the mission and purpose of the corporation.
- b) Evaluate the results of operations
- c) Establish standing committees and ad hoc committees to assist the Board in carrying out its responsibilities.
- d) The Board shall elect the officers of the corporation.

Section III: Composition and Terms

- a) The Board shall be composed of a minimum of 5 members whose term of office shall be three years, said Directors to be elected on a staggered basis to provide continuity of leadership. Directors' terms commence July 1 and end June 30.
- b) The Board shall consist of between two and ten local youth to serve on the Board for a term of one year.

Section IV: Election

- a) The Directors shall be nominated to the Executive Committee and elected at the annual meeting of the Corporation based on a final recommended slate from the Executive Committee.

Section V: Meetings of the Board

- a) The Annual Meeting shall be held in the fourth quarter of the corporation's year or at such other time and at such place as the Board may from time to time determine.
- b) Regular meetings of the Board of Directors shall be held quarterly at such time and place as the Board may from time to time determine.
- c) Special meetings of the Board may be called at any time by the President or by not fewer

than three Directors. Normally the President will give at least fourteen days' notice. In rare occasions due to unforeseen emergencies, the President may give no less than two days' notice.

- d) To the extent feasible, regular and special meetings of the Board of Directors shall be held at locations that are handicapped accessible.
- e) Any or all Directors may participate in a regular or special meeting of the Board by, or conduct a meeting through the use of, any means of communication, including conference telephone call or video conferencing, by which all Directors participating may simultaneously hear each other during the meeting. Any Director participating in the meeting by this means is deemed to be present in person at the meeting.
- f) Any action required or permitted to be taken at any meeting may also be taken without a meeting if all Directors consent to such action in writing and such writings are filed in the Corporate Minute Book of the Corporation.

Section VI: Quorum and Voting

- a) A majority of the total number of Directors presently serving on the Board shall constitute a quorum for the transaction of business at any meeting of the Board and once constituted shall continue despite withdrawal of enough members to leave less than a quorum.
- b) If a quorum shall not be present at any meeting of the Board of Directors, a quorum of the Executive Committee, at its discretion, transact the business at hand. The affirmative vote of a majority of the Directors present at a meeting in which a quorum is present shall be the act of the Board of Directors, except as West Virginia law, the Articles of Incorporation, or these Bylaws shall otherwise require.
- c) Board members may vote by proxy given to another serving board member no more than one meeting per fiscal year.
- d) Each member of the Board of Directors shall have one vote.

Section VII: Attendance, Resignation and Termination

- a) Voluntary resignations from the Board must be in writing to the President.
- b) The Board of Directors of the Corporation may remove a Director at any time, for any reason, or for no reason, by a vote of two-thirds (2/3) of the Directors then in office.

Section VIII: Vacancies and Newly Created Directorships

- a) Any vacancy on the Advisory Board occurring during the year or any Directorships created by reason of increase in the number of directors on the Board of Directors may be filled by a vote of the Board Members.
- b) After receiving a recommendation from the board development/nominating sub-committee, until the next annual meeting when all vacancies will be filled in accordance

with Article IV, Section IV of these Bylaws.

Article V: OFFICERS

- a) The officers of the Corporation shall be: a President, President-Elect, Vice-President, Treasurer, Secretary, Immediate Past-President and such other officers as the Board deems desirable.
- b) In addition to the powers and duties set forth in these by-laws, and those powers and duties that are usually related to his or her office, each officer shall have such powers and duties as the Board may determine by resolution.
- c) Candidates for election shall be members of the Advisory Board and shall be nominated by the Executive Committee.
- d) No person may hold more than one office at the same time.

Section I: Election of Officers and Term of Office

- a) All officers shall be elected by the Board at the regular Board Meeting just prior to the Annual Meeting.
- b) Nominations from the floor are permitted.
- c) The Nominating Committee shall present the names of persons it considers qualified for the Office.
- d) The term of office for each Officer will be one year. Newly elected Officers shall begin their term of office after the Annual Meeting.
- e) Each Officer may serve two (2) consecutive terms in each position. All Officers are expected to serve the term to which they were elected. If any Officer finds they are unable to fulfill their duties, they shall notify the President in writing and resign from their post.
- f) Any vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section II: Removal from Office

- a) The Board of Directors shall reserve the right to remove any Officer for continued dereliction of duty or intentional acts of gross misconduct. However, prior to any action by the Board of Director, the reason(s) for such removal shall be reviewed by a committee appointed by the President, with the Officer present.
- b) Should the committee find just cause for removal, the Officer may be removed from their position by a majority vote of the Board of Directors at any meeting.
- c) Should the Officer be the President, the Vice-President shall preside over any removal proceeding.

Article VI: LIMITATIONS ON ACTIVITIES

Section I: No Benefit to Directors or Officers

- a. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributed to, a Director or Officer of the Corporation or any other private individual except that reasonable compensation may be paid for services rendered to or for the Corporation effecting one or more of its purposes.
- b. No Director or Officer of the corporation, or any other private individual, shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation.
- c. However, the Corporation may confer benefits in the form of distributions in dissolution or otherwise, upon any non-profit corporation described in Section 501(c)(3) and Section 170(c)(2) of the Code and as specified by these by-laws.

Section II: Activities not Permitted

- a. Notwithstanding any other provisions of these Bylaws, the Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501(c)(3) of the Code, or by an organization to which contributions are deductible under Section 170 (c)(2) of the Code.
- b. No substantial part of the activities of the Corporation shall be carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of any candidate for public office.

Article VII: COMMITTEES

Section I: General Committee Information

The Chair of each committee shall be a member of the Advisory Board. Each committee shall keep records of proceedings, which shall be made available to the Board and shall regularly report to the Board. The President of the Board, within thirty days following election to office, shall, with the approval of the Executive Committee, appoint each committee chair who shall then appoint the remaining committee members. Other than indicated in committee descriptions, committee members may be non-board members and in fact, committee membership should be used as a tool for recruiting and identifying potential board members.

Section II: The following are the standing committees of the Corporation

Executive Committee:

The Executive Committee is responsible for providing input for the agenda for the full Board of Directors and policy development for the Corporation. The Executive Committee is empowered

to make any decisions, on behalf of the Advisory Board, pertaining to the regular operation of the Corporation, within the context of established Board policies. The committee shall consist of the officers of the Board. Other members of the Advisory Board may serve on the Executive Committee at the invitation of the President of the Board. The Executive Committee shall meet upon the call, normally monthly, of the President. Three (3) members of the Executive Committee shall constitute a quorum, but a lesser number may adjourn the meeting. Meetings of the Executive Committee may be called upon not less than twenty-four (24) hours prior written or oral notice (if reasonable) communicated in person, by telephone, facsimile, or other form of wire or wireless communication, or by e-mail, mail or private carrier. The Executive Director shall serve as a non-voting member.

Board Development/Nominating Sub-Committee:

The Board Development/Nominating Committee is a sub-committee of the Executive Committee. Its responsibility is to ensure a strong Board through assessment of Board needs, recruitment of candidates for Board membership, orientation of new Board members and presentation of a slate of officers for election at the annual meeting. The Vice-President shall serve as the Chair of this Sub-Committee.

It shall present to the Board, after approval by the Executive Committee, a slate of Officers for the upcoming Fiscal Year. It shall present to the members of the corporation after approval by the Executive Committee and Board of Directors a single slate of nominees for election to the Board. It will also provide a slate of directors in the event of a vacancy on the Advisory Board occurring during the year or any Directorships created by reason of increase in the number of Directors on the Advisory Board.

Campaign Committee:

The Campaign Committee shall organize, recruit and train the Campaign Cabinet, recommend a campaign goal to the Board and take the actions necessary to achieve said goal. The Committee shall be comprised of at least three people, two of whom shall be members of the Board. The Campaign Cabinet shall consist of volunteers who will function as Division Leaders for each major block, referred to as Divisions, of campaign accounts. The Campaign Committee through its cabinet members shall establish and maintain liaison between United Way and community businesses and major individual donors. The Committee shall evaluate all organizational fund raising activities and at the request of the Board, agency fundraising activities.

Personnel Committee:

The Personnel Committee shall consist of at least three Board members. It shall be responsible for the corporation's personnel policies. It shall contribute to, publish and keep up to-date a Personnel Policy Manual that affect the Executive Director and employed staff, including conditions of employment, compensation and benefits, performance appraisal, staff development and salary and wage administration.

Public Relations Committee:

The Public Relations Committee shall conduct a systematic year-round communications program designed to inform and monitor public opinion about Teen Court. It will develop and maintain media relationships that foster Teen Court. It will also implement a communications plan specifically designed to support the annual campaign. A minimum of two board members will serve on the committee.

Section III: Other Committees

The Advisory Board may by resolution passed by a majority create one or more ad-hoc committees to meet the needs and goals of the Corporation.

Article VIII: FINANCES

Section I: Fiscal Year

- a. The fiscal year of the Corporation shall be July 1 – June 30. Following the close of each fiscal year, there shall be an audit made by an independent auditor, arranged by the Treasurer, and approved by the Board. Said audit shall be made available to each member of the Advisory Board.

Section II: Deposits

- a. All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies, or other depositories as the Coordinator may select.

Section III: Insurance

- a. To the extent the Directors, agents, committee members, employees, volunteers, and Officers are not covered by other insurance; the Corporation shall obtain liability insurance in amounts and coverage appropriate for the protection of its Directors, agents, committee members, employees, volunteers, and officers in the performance of their duties on behalf of the Corporation.

Section IV: Property of the Corporation

- a. The title to all property of the Corporation, both real and personal, shall be in the name of the Corporation. Any sale, lease, exchange or other disposition of all or substantially all of the property and assets of the Corporation shall be made in accordance with applicable law.

Section V: Books and Records

- a. The Corporation shall keep correct and complete books and records of all accounts and shall also keep minutes of the proceedings of its Board and committee meetings at the principal office.
- b. All books and records of the Corporation may be inspected by any current Board Member and his/her agent or attorney, for any purpose during regular business hours, upon 24 hours' notice.

Article IX: STAFF

The Coordinator will supervise the day-to-day operations of the corporation, subject to the direction of the Board, and will perform such other duties as the Board may specify. The Coordinator will report to the Board President and all other professional staff will report directly to the Coordinator.

The duties of the Coordinator are as follows:

- Coordinates intake interviews and make presentation to schools and community groups regarding Teen Court and recruit adult as well as juvenile volunteers.
- Conducts Teen Court staff meetings at least once a week.
- Schedule and maintain Teen Court cases for follow up on sanction compliance.
- Works independently on departmental professional, technical, or administration functions with responsibility for planning of work to attain assigned objectives.
- Makes major decision limited only by department policies, procedures and regular requirements and standards.
- Follow established Teen Court goals and objectives.
- Analyzes current trends and statistical data to recommend improvements.
- Coordinates day to day Teen Court Operations and supervise volunteers.
- The Coordinator shall comply with any and all Federal and State laws at all times.

Article X: NON-DISCRIMINATION

The determination by the Corporation of its policies; the provision of its services to the public; all aspects of its employment practice, including opportunities for employment; and its selection and utilization of its volunteer workers, shall be without regard to race, color, creed, national origin, ancestry, religion, gender, age, sexual orientation, disability, veteran status, marital status or political affiliation.

Section III: Loans and Guarantees

The Corporation shall not lend money to or guarantee the obligation of a Director of the Corporation.

Article XI: DISSOLUTION

Upon dissolution of this organization, all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to organizations which have qualified under Section 501 (c) (3) of the internal revenue code and none of the assets will be distributed to any individual, officer or director of this corporation. Any assets not so disposed shall be disposed of by an order of a court of competent jurisdiction exclusively for such charitable purposes, or to such organization or organizations organized and operated exclusively for such charitable purposes, as said court order shall provide.

Projected Timeline

<i>Teen Court Timeline</i>		
<i>Goal</i>	<i>Tasks</i>	<i>Date</i>
Develop plan for organizing and cultivating the support of the community	research teen court concept and gather information on various programs	Ongoing
	secure support from local chief juvenile judge	Completed
	identify key stakeholders	Completed
	develop preliminary informational packet	Completed
	initiate contact with key stakeholders	Ongoing
	make presentations to community organizations about teen court program	Ongoing
	form an advisory committee to assist in program development tasks	Ongoing
	develop strategies for maintaining community involvement and support	Ongoing
Conduct needs and resources assessment.	recruit members with knowledge and skills needed during the development and implementation process	Ongoing
	develop action plan for program development and implementation	Completed
	create subcommittees to address specific issues (e.g., target population, referral procedure, funding, marketing)	Unknown
	identify needs and resources in community	Ongoing
Examine legal issues.	determine jurisdictional requirements for authorization to operate	Completed
	examine and resolve due process issues	Completed

	examine and resolve confidentiality issues	Completed
	examine and resolve liability issues	Completed
Develop information for staff/volunteers	develop job descriptions and application process	Completed
	develop method for evaluation of staff performance	Completed
	recruit volunteers	Ongoing
	develop strategy for professional development for staff/volunteers	Ongoing
Develop a program purpose, goals and objectives	determine deficiencies or areas of need in community that can be addressed by teen court	Ongoing
	develop program purpose	Completed
	develop program goals	Completed
	develop program objectives that are specific, measurable, and results-oriented	Completed
Determine offender target population and referral process.	solicit input from stakeholders	Ongoing
	identify underserved juvenile offender populations	Ongoing
	identify any guidelines and constraints (e.g., statute or agency policy) that affect the types of cases that can be diverted to a teen court	4/1/11
	map flow of cases through the juvenile justice system	4/1/11
Determine offender target population and referral process. Design program services	identify potential referral sources	Completed
	establish referral criteria and develop referral form	4/1/11
	inform and educate referral sources	Ongoing

	examine needs of youth, victims and the community	Ongoing
	design sentencing options for offenders	4/1/11
	design referral services for victims	Ongoing
	design additional services for volunteers and community (what are other ways they can volunteer??)	Ongoing
Design program services Develop public relations materials	identify agencies and organizations in the community that can provide services for the teen court program (e.g., community service sites, educational and counseling services)	Ongoing
	negotiate and write interagency agreements or contracts with community agencies for services	PRN
	develop program logo/slogan	9/1/11
	develop teen court program brochure	Completed
	develop informational packet	Completed
	develop video/slide show	Completed
Develop a management information system and effective case management practices.	establish a system for maintaining case files and program records	Completed
	determine the type of information to be kept on defendants	Completed
	develop program forms	Completed
	establish intake process	Completed
Develop a management information system and effective case management	establish procedure for docketing cases and assigning volunteers to teen court hearings	4/1/11
	develop procedure for monitoring case progress after the jury's verdict	4/1/11

practices. Determine when, where and how often teen court hearings will be held. Recruit volunteers.	develop a mechanism for tracking successful and unsuccessful termination of cases	6/1/11
	examine cases being referred (or expected to be referred) to the program	4/1/11
	locate space for hearings (e.g., courtroom)	6/1/11
	determine when (days/evenings) and how often hearings will be held (e.g., once a month, once a week)	6/1/11
	determine what adult and youth volunteer roles are necessary for teen court chosen	Completed
Determine when, where and how often teen court hearings will be held.	determine additional roles that adult and youth volunteers can perform for the teen court program	Ongoing
	develop volunteer job descriptions	15-Dec-10
	develop volunteer application and screening process	Completed
Recruit volunteers. Develop volunteer training program.	identify sources for recruiting volunteers	Completed
	determine strategies and methods for recruiting volunteers	Ongoing
	establish strategies for sustaining volunteer support	Ongoing
	identify types of training to be offered (i.e., preservice, orientation, in- service)	Completed
	select training content	Completed
	develop training materials	Ongoing
	determine methods of training delivery	15-Apr-11
Develop volunteer training program. Establish a method for program evaluation.	choose location and times of training	Ongoing
	select training facilitators	Ongoing

	develop method for evaluating training program	Completed
	determine the specific research questions to be answered	Completed
	determine the evaluation design to be used	Completed
	determine the information needed to be collected and how information will be tracked	Completed
	develop procedure for reporting information	6/1/11

Proposed Budget

<i>Budget Item</i>	<i>Computation</i>	<i>Monetary Costs</i>	<i>In-Kind Donations</i>	<i>Grand Total</i>
Personnel				
Coordinator		35,000	0	35,000
Fringe Benefits (e.g., FICA, unemployment, workers compensation, insurance, retirement)		7,000	0	7,000
Total Personnel		42,000	0	42,000
Supplies				
Photocopy/Printing	900 Copies @ .10/each	90	0	90
Postage	250 regular letters @ .44/each	110	0	110
Office Supplies		500	0	500
Telephone (e.g., local and long distance services)		0	0	0
Promotional Materials (e.g., brochures, newsletters, pens, lapel pins)		1500	0	1500
Volunteer Recognition Materials (e.g., t-shirts, gymbags, plaques)		400	0	400
Books and Periodicals (e.g., volunteer training materials, staff development materials)		400	0	400
Total Supplies		3000		3000
Travel				
Staff Travel (e.g., local mileage, expenses to attend training seminars)		500	0	500
Volunteer Travel (e.g., expenses to attend conferences or training seminars, special events)		0	0	0
Total Travel		500	0	500
Equipment				
Computer		800	800	0
Fax Machine				
Photocopier				
Office Equipment (e.g., desks, file cabinets, chairs, bookshelves)				

Community Service Supplies (e.g., protective clothing, tools)		500	0	500
Other		500	0	500
Total Equipment		1800		1000
Facilities				
Rent (e.g., office space, courtroom)		12000	12000	0
Janitorial Svcs//Maintenance Costs Utilities (e.g., water, electric, gas)		1200	1200	0
Security (e.g., office space, hearings)		1000	1000	0
Total Facilities		14200	14200	0
Other Expenses				
Food/Catering (e.g., food for volunteer training, refreshments for hearing nights, volunteer or other recognition banquets)		1500	500	1000
Insurance (e.g., general liability, board of directors, automobile)		1200		1200
Computer Services (e.g., Internet access, software, database development, computer/software maintenance, web site development)		200		200
Discretionary Assistance (e.g., bus tokens, cab vouchers, educational workshop fees)		150		150
Consultant/Contracted Services (e.g., contracted trainers, curriculum development, stipends for educational workshop leaders)		500		500
Scholarship Fund (e.g., volunteer educational scholarships)		1000		1000
Total Other		4550		4050
Total Direct Costs		64,250		50,550
Indirect/Overhead/Administrative Costs		4000		4000
Total Program Costs		68,250	14,700	53,550

Job Descriptions

TEEN COURT COORDINATOR

MAJOR FUNCTION

This is a supervising position designed to coordinate the Teen Court program activities including all sessions. The Teen Court Coordinator will assist with training and all other duties as assigned.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

- Coordinates intake interviews and make presentation to schools and community groups regarding Teen Court and recruit adult as well as juvenile volunteers.
- Conducts Teen Court staff meetings at least once a week.
- Schedule and maintain Teen Court cases for follow up on sanction compliance.
- Works independently on departmental professional, technical, or administration functions with responsibility for planning of work to attain assigned objectives.
- Makes major decision limited only by department policies, procedures and regular requirements and standards.
- Follow established Teen Court goals and objectives.
- Analyzes current trends and statistical data to recommend improvements.
- Coordinates day to day Teen Court Operations and supervise staff.

SECONDARY FUNCTIONS

Performs other duties as assigned.

CUSTOMER SERVICE

This position is designed to provide excellent customer service to other State, County departments, employees, and members of the general public. Personal contact occurs with other employees of the Court, employees of other departments and various segments of the community. Service is provided in person or by phone contact.

SUPERVISION

The Teen Court Coordinator is responsible for directly and regularly supervising volunteers, with no indirect supervision. Supervision also includes assigning, directing, evaluating, and reviewing work of student and adult volunteers.

EDUCATIONS, EXPERIENCE, LICENSES AND CERTIFICATES

Education and Experience

Bachelor Degree in Criminal Justice or Social Work. Three years experience in criminal justice, delinquency management or social services. Two years of supervisor experience, required. Prior juvenile justice, juvenile diversion or juvenile probation experience preferred.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs continually.

Specialized Skills and Abilities

- Prior juvenile justice diversion or juvenile probation experience preferred.
- Ability and skill to tactfully deal with various governmental organizations, as well as the general public.
- Must be able to communicate effectively and available to work some evenings.
- Knowledge of Microsoft Office Suite Products.
- Employee decision regarding what needs to be done involve the syntheses of data from multiple technical disciplines.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to sit, and to lift up to 15 pounds; regularly be required to use hand to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and will frequently be required to stand, walk, talk, or hear. Vision requirements are close and distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representatives of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to outdoor weather conditions.

TEEN VOLUNTEER JOB DESCRIPTION

QUALIFICATIONS:

Applicants must be entering the 7th - 12th grade, in good academic standing, and live and/or attend school within Jefferson county. Applicants must complete an interview with a member of the Teen Court staff, and demonstrate an ability to treat each case individually, with objectivity and without prejudice. Applicants must have an ability to communicate with young people and work in a group process and be able to maintain confidentiality of all cases.

SELECTION:

Applicants will be contacted and assigned an interview time. Applicants are selected into the program based on the application and interview.

TRAINING:

Volunteers selected into the program will be required to attend mandatory training. Additional training will be required for individuals wishing to participate in the role of prosecuting attorney and defense attorney.

VOLUNTEER POSITIONS:

Volunteers selected into the program will be rotated among the various positions. All volunteers must attend court sessions, follow the Teen Court guidelines, maintain confidentiality, treat all participants with respect, attend all trainings, and follow the court rules. In addition, jurors must listen objectively during the hearing and assign a constructive sentence designed to hold the youth responsible for his or her actions, accountable to the community and the victim. All volunteers must attend scheduled Teen Court hearings, arrive on time, dress professionally, ensure confidentiality, be dependable, and exhibit professionalism at all times.

TIME REQUIRED:

A volunteer must commit to serve at least six months during the school year. Teen Court hearings time to be announced. Attorneys are required to arrive one hour prior to their hearing. Bailiffs, clerks and jurors are required to arrive 30 minutes before their hearing. Generally, Teen Court volunteers will spend approximately two hours for each scheduled hearing. Volunteers must serve a minimum of two evenings per month during the school year for Jefferson County

ADULT VOLUNTEER JOB DESCRIPTION Teen Court Judge

QUALIFICATIONS:

Applicants must be a member of the Bar Association, in good standing, and live and/or work within Jefferson County. Applicants must complete an interview with a member of the Teen Court staff, and demonstrate an ability to treat each case individually, with objectivity and without prejudice. Applicants must have an ability to communicate with young people and work in a group process and be able to maintain confidentiality of all cases.

SELECTION:

Applicants will be contacted and assigned an interview time. Applicants are selected into the program based on the application and interview.

TRAINING:

Volunteers selected into the program will be required to attend training. Completion of the training program will award applicants privileges of being a Teen Court volunteer.

VOLUNTEER POSITIONS:

Volunteers selected into the program will be rotated, serving as Teen Court Judge. All volunteers must attend court sessions, follow the Teen Court guidelines, maintain confidentiality, treat all participants with respect, attend all trainings, and follow the court rules. In addition, adult volunteers will be expected to listen objectively during the hearing. All volunteers will be expected to attend scheduled Teen Court hearings, arrive on time, dress professionally, ensure confidentiality, be dependable, and exhibit professionalism at all times.

TIME REQUIRED:

A volunteer must commit to serve at least 12 months. Teen Court hearings times will be announced. Adult volunteers will be expected to arrive thirty minutes prior to their hearing. Bailiffs, clerks and jurors are required to arrive 30 minutes before their hearing. Generally, Teen Court volunteers will spend approximately two hours for each scheduled hearing. Volunteers are asked to serve a minimum of one evening per month during the calendar year.

References

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- West Virginia Teen Court Association.* (2010). Retrieved November 12, 2010, from West Virginia Statue: <http://www.wvteencourtassociation.org/>
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- Caplan, J. (2005, July 18). A Jury of Their Peers. *Time*, 166(3), p. 63.
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- Pearson, S. S., & Jurich, S. (2005). *Youth Court: A Community Solution for Embracing At-Risk Youth*. Lexington: American Youth Policy Forum.
- Williams, K., Herzog, K., Reznik, V., Dugdale, H., Cooke, A., & Manteco, A. (n.d.). *Carron County Resorative Justice Program*. Retrieved February 28, 2010, from http://www.cydjournal.org/2005Fall/pdf/Williams_Article.pdf

Commission Office Use Only

Date on Agenda: 2-24-10

Appt Time or New Business:

10:30-11:00

AGENDA REQUEST FORM

*written
business
plan
needed*

Name: Teresa Warnick & Sarah Gabrielson

Department or Entity: Family Resource Network for Teen Court Project

Estimation of amount of time needed for appointment: 30 minutes, with questions and answers

Date Requested – 1st Choice: Feb. 24

Date Requested – 2nd Choice: March 3

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

Subject:

Teen Court – This diversionary program for teen offenders is written into the WV State Code, (ARTICLE 5. JUVENILE PROCEEDINGS, §49-5-13d Teen court program) as an option for counties and municipalities. It is a highly effective youth development program that requires teen offenders to do community service to restore their relationship with the victims and community.

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

The Family Resource Network is requesting that the Commission adopt a mandatory fee of \$5 to be assessed on felonies, misdemeanors and local ordinances, traffic violations and moving violations, excluding parking ordinances as referenced in ARTICLE 5. JUVENILE PROCEEDINGS, §49-5-13d Teen court program, copied below, for the purpose of setting up a Teen Court program for youth offenders who qualify for the program. Information about Teen Court is below.

WHAT IS TEEN COURT?

Teen Court is a unique “second chance” justice program for youth between the ages of 11 and 18 who are alleged to have committed a status offense or an act of delinquency which would be a misdemeanor if committed by an adult. Upon successful completion of the program charges against the defendant are dismissed.

Teen Court is a legally binding alternative system of justice that offers young offenders an opportunity to make restitution for their offenses through community service, educational classes, and jury service. This allows them to avoid fines and sentences handed down by the criminal justice system. Teen Court tries real cases with real consequences. Teen Court is a

"hands on" educational opportunity that allows both offenders and teen volunteers to better understand our system of justice.

In addition to the obvious benefit of interrupting a developing pattern of inappropriate behavior, the Teen Court program helps to reinforce self-esteem, provide motivation for self-improvement and promote a healthy attitude toward authority.

A youth referred to Teen Court has his/her case argued by teenage prosecuting and defense attorneys before a jury of peers, consisting of volunteers from grades seven through twelve of local county schools and returning youth who were previously defendants. The teen jury determines each defendant's sentence based on the nature of the offense committed, and assigns the number of hours of community service to be performed. Each defendant is also sentenced to serve a number of jury terms.

Teen Court is also designed to educate youth about the judicial process. Through direct participation, Teen Court addresses responsibility for one's behavior and accountability to one's community and peers, and enhances respect for the judicial process. Each participant in Teen Court, whether a defendant, juror, bailiff, teen attorney, or adult volunteer; is involved in a positive and meaningful way.

HOW DOES TEEN COURT WORK?

Cases are referred, for offenses that occur primarily within the school and local community, by the circuit court if the court finds the youth a suitable candidate for the program.

Youth who are accepted into the program and appear before a teen jury. They are represented by a teen "defense attorney." The prosecutor is also a teen "attorney" and both attorneys are assisted by adult attorney mentors. Each teen attorney makes an opening statement, the defendant testifies and is cross-examined. Evidence is considered. An adult judge presides and the teen jury deliberates and reaches a verdict and determines the sentence which includes mandatory community service and jury duty in future Teen Courts. Upon completion of the Teen Court sentence the Municipal Court charges against the juvenile are dismissed.

WHO IS ELIGIBLE FOR TEEN COURT?

Youth who are under the age of 18 and who are alleged to have committed a status offense or an act of delinquency which would be considered a misdemeanor if committed by an adult. The decision to extend the option to enter the Teen Court as an alternative procedure is made by the local circuit court if the court finds that the youth is suitable for the program. Also, the youth must consent to participation in the program as must his or her parent or guardian. A youth may only appear in Teen Court once within a two-year period.

HOW ARE THE TEEN JUROR, BAILIFFS, AND ATTORNEYS SELECTED?

Volunteer students from grades seven through twelve from local county schools are selected to serve on Teen Courts. School administrators and teachers may also nominate teens for participation in Teen Court. Teens may also nominate themselves. Parents/guardians must consent to the teens' participation. Mandatory training sessions are held each semester for all interested teens. Teens appointed as attorneys are assigned an adult attorney mentor to assist them in trial preparation. Previously sentenced teens are added to the peer jury pool.

WHAT TYPES OF SENTENCES ARE IMPOSED BY TEEN COURT?

Sentences imposed by teen juries must include community service and participation in future Teen Court sessions as jurors. Sentences may also include restitution to the victim, letters of apology, remedial classes (theft, alcohol education, etc.) and essays. Sentencing is intended to be constructive, and to involve the defendant actively in the community as well as in future Teen Court sessions.

HOW IS TEEN COURT FUNDED?

In counties with Teen Courts, a fee of up to \$5 is added to all traffic violations, all felonies, misdemeanors and local ordinances. Fees are collected by the clerk of courts and deposited into an account specifically for the operation and administration of a teen court program. The clerk of court of the conviction assesses the fees and remits them to the teen court program. Mandatory fees established by the county commission or city council for teen court are paid by the defendant on a judgment of guilty or a nolo contendere plea for each violation committed in the county or municipality of any felony, misdemeanor or any local ordinance, including traffic violations and moving violations but excluding municipal parking ordinances.

WHAT ARE THE BENEFITS OF TEEN COURT?

To the defendant:

- *Interruption of a potential pattern of inappropriate behavior.*
- *Improvement of self-esteem resulting from successful completion of the program.*
- *Reinforcement of positive behavior.*
- *Accountability. An opportunity for a young person to avoid a criminal record.*

To the community:

- *Service to the community benefiting the entire community.*
- *Parent-guardian involvement.*
- *Reduction of the case load in the juvenile justice system.*
- *Dramatic reduction in the number of repeat offenders.*

To the schools:

- *A positive alternative for students who have stepped "off track" for the first time.*

- *Judgment of a teen by their "peers" which in many cases has a more powerful impact than adult discipline.*
- *Real consequences for delinquent behavior in the school environment.*

To the student volunteers:

- *Involvement in redirecting peers.*
- *A better understanding of the judicial system by teens through hands-on participation.*
- *Reinforcement of good citizenship.*
- *Improvement of public speaking and advocacy skills.*

HOW CAN I LEARN MORE?

The Family Resource Network of the Panhandle is working to bring Teen Court to Jefferson and Berkeley Counties. To learn more or give your support, contact Teresa at 304-263-0603, ext. 228 or uwepfrn@comcast.net or Sarah Gabrielson at joyg2009@yahoo.com.

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

The FRN requests that the County Commission approve the addition of a mandatory \$5 fee to be paid by the defendant on a judgment of guilty or a plea of nolo contendere for each violation committed in the county of any felony, misdemeanor or any local ordinance, including traffic violations and moving violations but excluding municipal parking ordinances.

This fee is outlined in (ARTICLE 5. JUVENILE PROCEEDINGS, §49-5-13d Teen court program), reprinted below:

Each county that operates, or wishes to operate, a teen court program as provided in this section is hereby authorized to adopt a mandatory fee of up to five dollars to be assessed as provided in this subsection. Municipal courts may assess a fee pursuant to the provisions of this section upon authorization by the city council of said municipality. Assessments collected by the clerk of the court pursuant to this subsection shall be deposited into an account specifically for the operation and administration of a teen court program. The clerk of the court of conviction shall collect the fees established in this subsection and shall remit the fees to the teen court program.

Any mandatory fee established by a county commission or city council in accordance with the provisions of this subsection shall be paid by the defendant on a judgment of guilty or a plea of nolo contendere for each violation committed in the county or municipality of any felony, misdemeanor or any local ordinance, including traffic violations and moving violations but excluding municipal parking ordinances.

Attachments:
What is Teen Court?
Informational brochure

WHAT IS TEEN COURT?

Teen Court is a unique "second chance" justice program for youth between the ages of 11 and 18 who are alleged to have committed a status offense or an act of delinquency which would be a misdemeanor if committed by an adult. Upon successful completion of the program charges against the defendant are dismissed.

Teen Court is a legally binding alternative system of justice that offers young offenders an opportunity to make restitution for their offenses through community service, educational classes, and jury service. This allows them to avoid fines and sentences handed down by the criminal justice system. Teen Court tries real cases with real consequences. Teen Court is a "hands on" educational opportunity that allows both offenders and teen volunteers to better understand our system of justice.

In addition to the obvious benefit of interrupting a developing pattern of inappropriate behavior, the Teen Court program helps to reinforce self-esteem, provide motivation for self-improvement and promote a healthy attitude toward authority.

A youth referred to Teen Court has his/her case argued by teenage prosecuting and defense attorneys before a jury of peers, consisting of volunteers from grades seven through twelve of local county schools and returning youth who were previously defendants. The teen jury determines each defendant's sentence based on the nature of the offense committed, and assigns the number of hours of community service to be performed. Each defendant is also sentenced to serve a number of jury terms.

Teen Court is also designed to educate youth about the judicial process. Through direct participation, Teen Court addresses responsibility for one's behavior and accountability to one's community and peers, and enhances respect for the judicial process. Each participant in Teen Court, whether a defendant, juror, bailiff, teen attorney, or adult volunteer; is involved in a positive and meaningful way.

HOW DOES TEEN COURT WORK?

Cases are referred, for offenses that occur primarily within the school and local community, by the circuit court if the court finds the youth a suitable candidate for the program.

Youth who are accepted into the program and appear before a teen jury. They are represented by a teen "defense attorney." The prosecutor is also a teen "attorney" and both attorneys are assisted by adult attorney mentors. Each teen attorney makes an opening statement, the defendant testifies and is cross-examined. Evidence is considered. An adult judge presides and the teen jury deliberates and reaches a verdict and determines the

sentence which includes mandatory community service and jury duty in future Teen Courts. Upon completion of the Teen Court sentence the Municipal Court charges against the juvenile are dismissed.

WHO IS ELIGIBLE FOR TEEN COURT?

Youth who are under the age of 18 and who are alleged to have committed a status offense or an act of delinquency which would be considered a misdemeanor if committed by an adult. The decision to extend the option to enter the Teen Court as an alternative procedure is made by the local circuit court if the court finds that the youth is suitable for the program. Also, the youth must consent to participation in the program as must his or her parent or guardian. A youth may only appear in Teen Court once within a two-year period.

HOW ARE THE TEEN JUROR, BAILIFFS, AND ATTORNEYS SELECTED?

Volunteer students from grades seven through twelve from local county schools are selected to serve on Teen Courts. School administrators and teachers may also nominate teens for participation in Teen Court. Teens may also nominate themselves. Parents/guardians must consent to the teens' participation. Mandatory training sessions are held each semester for all interested teens. Teens appointed as attorneys are assigned an adult attorney mentor to assist them in trial preparation. Previously sentenced teens are added to the peer jury pool.

WHAT TYPES OF SENTENCES ARE IMPOSED BY TEEN COURT?

Sentences imposed by teen juries must include community service and participation in future Teen Court sessions as jurors. Sentences may also include restitution to the victim, letters of apology, remedial classes (theft, alcohol education, etc.) and essays. Sentencing is intended to be constructive, and to involve the defendant actively in the community as well as in future Teen Court sessions.

HOW IS TEEN COURT FUNDED?

In counties with Teen Courts, a fee of up to \$5 is added to all traffic violations, all felonies, misdemeanors and local ordinances. Fees are collected by the clerk of courts and deposited into an account specifically for the operation and administration of a teen court program. The clerk of court of the conviction assesses the fees and remits them to the teen court program. Mandatory fees established by the county commission or city council for teen court are paid by the defendant on a judgment of guilty or a nolo contendere plea for each violation committed in the county or municipality of any felony, misdemeanor or any local ordinance, including traffic violations and moving violations but excluding municipal parking ordinances.

WHAT ARE THE BENEFITS OF TEEN COURT?

To the defendant:

- *Interruption of a potential pattern of inappropriate behavior.*
- *Improvement of self-esteem resulting from successful completion of the program.*
- *Reinforcement of positive behavior.*
- *Accountability. An opportunity for a young person to avoid a criminal record.*

To the community:

- *Service to the community benefiting the entire community.*
- *Parent-guardian involvement.*
- *Reduction of the case load in the juvenile justice system.*
- *Dramatic reduction in the number of repeat offenders.*

To the schools:

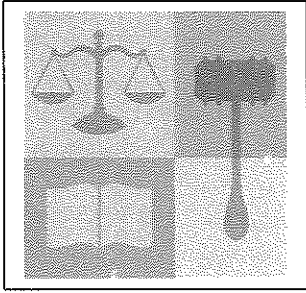
- *A positive alternative for students who have stepped "off track" for the first time.*
- *Judgment of a teen by their "peers" which in many cases has a more powerful impact than adult discipline.*
- *Real consequences for delinquent behavior in the school environment.*

To the student volunteers:

- *Involvement in redirecting peers.*
- *A better understanding of the judicial system by teens through hands-on participation.*
- *Reinforcement of good citizenship.*
- *Improvement of public speaking and advocacy skills.*

HOW CAN I LEARN MORE?

The Family Resource Network of the Panhandle is working to bring Teen Court to Jefferson and Berkeley Counties. To learn more or give your support, contact Teresa at 304-263-0603, ext. 228 or uwepfrn@comcast.net or Sarah Gabrielson at joyg2009@yahoo.com.



JEFFERSON COUNTY TEEN COURT

The Family Resource Network of the Panhandle

218 West King Street

Martinsburg, WV 25401

What is Teen Court?

The Jefferson County Teen Court program is a community based intervention/prevention program designed to provide an alternative response for the juvenile justice system for first-time, nonviolent, misdemeanor juvenile offenders, in which community youth determine the appropriate sanctions for the offender. The program will hold youthful offenders accountable and provide educational services to offenders and youth volunteers in an effort to promote long-term behavioral change that leads to enhanced public safety.

Benefits of Teen Court

Teen court program benefit the community, offenders, youth volunteers, schools, and the juvenile justice system by;

- Program has a proven track record of low recidivism rates
- Responds more quickly than traditional juvenile court
- Cost Effective
- Reinforces positive behavior
- Interruption of a potential pattern of inappropriate behavior
- Involves youth volunteers in the community and local issues
- Provides youth volunteers a forum to build competencies (conflict resolution, public speaking, and problem solving)
- Judgment of a teen by "peers" which may have a more profound impact than adult discipline
- Positive peer pressure
- Real Consequences for delinquent behavior in the school environment
- Does not further 'clog' the juvenile justice system
- Each case would provide a minimum of 16 hours of community service in Jefferson County
- Youth are held accountable at the first offense
- Saves the juvenile justice system money

Teen Court in West Virginia and around the United States

There are currently 12 counties participating in the teen court model in West Virginia and many more developing programs. Nationwide there are over one thousand teen court programs operating. Teen court programs are supported by volunteers and funded by a \$5 fee added onto traffic citations and any case that pays court fees.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: County Commission

Department or Entity: _____

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: _____

Date Requested – 2nd Choice: _____

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

Subject: **Break**

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:

Commission Office Use Only	
Date on Agenda:	3/24/11
Appt Time or New Business:	10:30 am

AGENDA REQUEST FORM

Name: Nikki Painter

Department or Entity: County Clerk's Office

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: March 24, 2011

Date Requested – 2nd Choice: _____

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

Poll workers must be approved by March 26.

Subject: **Poll Worker Approval**

Please provide the County Commission with a description of your request or presentation, including any background information: **Approve the poll worker list as presented**

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

Attachments: **Poll Worker List**

JEFFERSON COUNTY DEMOCRATIC EXECUTIVE COMMITTEE

Reva N. Mickey, Chairwoman
377 Roper North Fork Road
Charles Town WV 25414

Phone: 304-725-8363

Email: jrmick@frontiernet.net

March 1, 2011

Nikki Painter, Deputy Clerk
Voter Registration
100 East Washington Street
Charles Town WV 25414

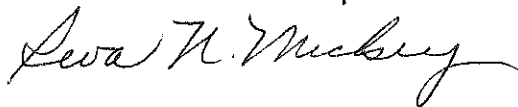
Dear Ms Painter:

In response to the letter received on February 9, 2011, requesting nominations for election workers, the Jefferson County Democratic Executive Committee, assembled in a meeting on February 28, 2011, and recommend the list of poll workers as submitted by your office with some changes as noted on the return sheets. Our committee is aware that you are getting many contacts from Democrats to be placed on the alternate list; however, additional names have been submitted as you requested. Upon notice, our committee can assist you in finding even more qualified and dedicated election workers.

It is understood this list will be presented to the County Commissioners on Thursday, March 24, 2011, for approval. Please contact me if there is a change in this schedule.

If I can be of further assistance to you, do not hesitate to call me.

Very sincerely,



Reva N. Mickey

Jefferson County Republican Executive Committee
Box 443, Charles Town, West Virginia, 25414

March 8, 2011

Hon. Jennifer Maghan, County Clerk
Jefferson County, WV

Dear Ms. Maghan,

The Jefferson County Republican Executive Committee met on February 12, 2011 and nominated the attached list of Poll Workers to work the May 14, 2011 Special Primary Election for the Republican Party

Very truly yours,

Jefferson County Republican Executive Committee
Anne Dungan, Chairperson
535-6914

Charles Town District		Telephone #	Address	Social Sec. #	Party Affiliation
Precinct # 2	Name				
	Poll Commissioner # 1	725-2604	566 Eagle Ave Charles Town		Dem
	Violet Lowery				
	Poll Commissioner # 2	725-6363	631 Eagle Ave Charles Town		Rep
	Stella Robinson				
	Supply Clerk				
	Jean Roberts	725-7435	404 S. Charles St. Charles Town		Dem
	Poll Clerk # 1				
	Ruth McDaniel	725-2128	546 Eagle Ave. Charles Town		Dem
	Poll Clerk # 2				
	Karen Kressin	724-2721	87 Appaloosa Way Charles Town		Rep
	Precinct # 3				
	Poll Commissioner # 1				
	Sharon Sather	728-4831	66 Cypress Point Dr Charles Town		Rep
	Poll Commissioner # 2				
	Devona Snyder	725-7874	110 Cooke St. Ranson		Dem
	Supply Clerk				
	Harriet Monroe Miller	728-6155	201 Cranes Ln. Ranson		Dem
	Poll Clerk # 1				
	Orville Thompson	728-6734	540 Brooke St. Charles Town		Dem
	Poll Clerk # 2				
	Julia Mae Downing	725-9085	605 Eagle Ave Charles Town		Rep
	Precinct # 4A				
	Poll Commissioner # 1				
	Mary Mays	725-2863	632 S. George St. Charles Town		Dem
	Poll Commissioner # 2				
	Phyllis Cadwell	725-0788	30 Crab Apple Tree Ct #203 CT		Rep
	Supply Clerk				
	Rebecca Jones	725-5319	68 Belvedere Dr Charles Town		Dem
	Poll Clerk # 1				
	Charlotte Gano	725-7519	485 Jefferson Ave. Charles Town		Dem
	Poll Clerk # 2				
	Marty Freeman	725-0470	PO Box 945 Charles Town		Rep

Charles Town District		Name	Telephone #	Address	Social Sec. #	Party Affiliation
Precinct # 4B						
Poll Commissioner # 1		Janet Jeffries	725-4094	432 S. Lawrence St. Charles Town		Dem
Poll Commissioner # 2		Garland Chrisman	728-8138	310 Third St. Shenandoah Jct		Rep
Supply Clerk		Vivian Henry	725-0614	302 S. George St. Ranson		Dem
Poll Clerk # 1		Karla Eister	725-0737	PO Box 577 Charles Town		Dem
Poll Clerk # 2		Connor Newlon	725-7683	315 S. Church St. Charles Town		Rep
Precinct # 6						
Poll Commissioner # 1		Dorothy Meyers	725-5487	804 Morison St. Charles Town		Dem
Poll Commissioner # 2		Richard Raymond	724-7391	17 Brookline Dr. Charles Town		Rep
Supply Clerk		Gary Henry	725-0614	3025 George St. Ranson		Dem
Poll Clerk # 1		Shirley Wilt	725-2296	301 Tall Oak Dr Charles Town		Dem
Poll Clerk # 2		Eva Alexander	676-2577	93 Special Orders Ct Harpers Ferry		Rep
Precinct # 7						
Poll Commissioner # 1		Thelma Wilt	725-5673	105 N. Reymann St. Ranson		Dem
Poll Commissioner # 2		Shirley Utz	725-2508	61 Lindsey Dr. Charles Town		Rep
Supply Clerk		Charles Henry	725-8631	PO Box 263 Charles Town		Dem
Poll Clerk # 1		Shirley Henry	725-8631	PO Box 263 Charles Town		Dem
Poll Clerk # 2		Charlotte Davis	728-8507	48 Cornell Dr. Kearneysville		Rep

Harpers Ferry District			
Name	Telephone #	Address	Party Affiliation
Precinct # 12			
Poll Commissioner # 1			
Peggy Nicodemus	876-3555	109 Paint horse Rd Harpers Ferry	No Party
Poll Commissioner # 2			
Janice Blackford	725-1293	928 King Lear Dr. Charles Town	Dem
Supply Clerk			
Ed Boober	725-7190	PO Box 1125 Charles Town	Dem
Poll Clerk # 1			
Isabelle Ebersole	725-1274	Po Box 34 Shenandoah Jct	Rep
Poll Clerk # 2			
Joan Mercer	725-5587	PO Box 85 Shenandoah Jct.	Dem
Precinct # 13A			
Poll Commissioner # 1			
Melodie Williams	725-7152	112 Hilltop Rd Harpers Ferry	Rep
Poll Commissioner # 2			
Mary Cogle	725-7184	857 Mt. Hammond Ln. Charles Town	Dem
Supply Clerk			
Mindy Mave	725-0430	38 Auburn Ct. Charles Town	No Party
Poll Clerk # 1			
Tim Collins	535-2626	52 Spring St Harpers Ferry	Rep
Poll Clerk # 2			
Linda Housden	535-2478	57 Fort Hill Rd. Harpers Ferry	Dem
Precinct # 13B			
Poll Commissioner # 1			
Jack Williams	725-7152	112 Hilltop Rd Harpers Ferry	Rep
Poll Commissioner # 2			
Peggy Freeman	535-6597	175 Cheney St Harpers Ferry	Dem
Supply Clerk			
Kim Hotaling	337-884-1092	88 Sawmill Ct Charles Town	Dem
Poll Clerk # 1			
Jean Dignazio	725-3688	97 Basset Ln Ranson	Dem
Poll Clerk # 2			
Gary Dungan	535-6914	228 Prospect Ave Harpers Ferry	Rep

Harpers Ferry District

Name	Telephone #	Address	Social Sec. #	Party Affiliation
Precinct # 14				
Poll Commissioner # 1				
John Shoedel	:728-5008	303 Carriage Dr Harpers Ferry		Rep
Poll Commissioner # 2				
Susanne Koenig	:725-2927	329 Greenwood Dr. Harpers Ferry		Dem
Supply Clerk				
Jim Eddy	:728-7865	263 Mara Rose Lane Harpers Ferry		Dem
Poll Clerk # 1				
Pat Humphreys	:885-0192	377 Pointfield Dr. Harpers Ferry		Dem
Poll Clerk # 2				
Michael Buscher	:582-8725	PO Box 1081 Harpers Ferry		Rep

Harpers Ferry District	Name	Telephone #	Address	Social Sec. #	Party Affiliation
Precinct # 15					
Poll Commissioner # 1	Steven Crowe	724-6404	2582 Chestnut Hill Rd Harpers Ferry		Rep
Poll Commissioner # 2	Judy Carroll	725-1963	214 Veronica Ct. Charles Town		Dem
Supply Clerk	Paul Will	725-7040	103 North Reymann St Ranson		Dem
Poll Clerk # 1	Karen Olden	728-0140	267 Huckleberry Ln Harpers Ferry		Rep
Poll Clerk # 2	Catherine Smallwood	728-3958	PO Box 157 Ranson		Dem
Precinct # 16					
Poll Commissioner # 1	Randolph Ridgeway	725-6505	663 Chestnut Hill Rd Harpers Ferry		Rep
Poll Commissioner # 2	Inez Ridgeway	725-6505	663 Chestnut Hill Rd Harpers Ferry		Dem
Supply Clerk	Cathryn Jackson	728-8510	174 Hickory Nut Ln. Harpers Ferry		Dem
Poll Clerk # 1	Monte Ridgeway	728-7669	665 Chestnut Hill Rd Harpers Ferry		Rep
Poll Clerk # 2	Debbie Gravatt	876-6212	505 Engle Moler Rd. Harpers Ferry		Dem
Precinct # 17					
Poll Commissioner # 1	Ramona Thompson				Rep
Poll Commissioner # 2	Sunshine Drummond	728-9014	408 E. 6th Ave. Ranson		Dem
Supply Clerk	Jennifer Schultz	304-268-0495	218 Devonshire Dr. Charles Town		Dem
Poll Clerk # 1	Jerry Williams	725-9740	78 Bluff Ln Harpers Ferry		Rep
Poll Clerk # 2	Bobbie Blok	202-744-4479	341 Wren Ln Harpers Ferry		Dem

Kabletown District		Name	Telephone #	Address	Social Sec. #	Party Affiliation
Precinct # 19						
	Poll Commissioner # 1		728-4304	125 East View Ct Charles Town		Rep
	Beverly Raines					
	Poll Commissioner # 2		725-7892	66 Pigtail Ln Kearneysville		Dem
	Judi Brunswick					
	Supply Clerk		886-8685	333 Pembroke Way Charles Town		Dem
	Lauren Jones					
	Poll Clerk # 1		725-2236	159 Tree Line Dr. Charles Town		Dem
	James H. Griffith Jr.					
	Poll Clerk # 2		725-3202	35 Scottie Dr Charles Town		Rep
	James L. Mann					
Precinct # 20						
	Poll Commissioner # 1					
	Jerry Sather		728-4831	66 Cypress Point Dr. Charles Town		Rep
	Poll Commissioner # 2					
	Daniel Lutz		725-0966	175 Wheatland Rd. Charles Town		Dem
	Supply Clerk					
	Robert Graf		728-2829	2054 Kabletown Rd Charles Town		Dem
	Poll Clerk # 1					
	Pamela Carroll		725-0030	53 Beekman Pl Charles Town		Rep
	Poll Clerk # 2					
	Carolyn Wright		725-7999	276 Hawthornedale Rd. CT		Dem
Precinct # 21A						
	Poll Commissioner # 1					
	Alicia Rickard		703-220-8048	93 Clems Dr Ranson		Rep
	Poll Commissioner # 2					
	Barbara Smith		725-6307	PO Box 165 Ranson		Dem
	Supply Clerk					
	Devon Engle		886-2588	37 Newington Ct. S Charles Town		Dem
	Poll Clerk # 1					
	Donna Bietzel		724-7766	287 Sawyer Dr Harpers Ferry		Rep
	Poll Clerk # 2					
	Judy Ott		676-5617	40 Beamer Ln Harpers Ferry		Dem

Kabletown District		Name	Telephone #	Address	Social Sec. #	Party Affiliation
Precinct # 21B						
	Poll Commissioner # 1					
	Carol Swiger	268-2418	200 Robin Ln Harpers Ferry			Rep
	Poll Commissioner # 2					
	David Engle	304-886-2588	37 Newington Ct, S Charles Town			Dem
	Supply Clerk					
	Patricia Blevins	725-2234	920 General Rogers Rd. Charles T.			Dem
	Poll Clerk # 1					
	Dottie Ott	304-725-2543	1510 Flowing Springs Rd Ctown			Dem
	Poll Clerk # 2					
	Amy Piedrahita					Rep
Precinct # 22A						
	Poll Commissioner # 1					
	Trixie Carter	728-0900	19459 Charles Town Rd HF			Rep
	Poll Commissioner # 2					
	Elizabeth Stagner	725-7777	1453 Shirley Rd. Summit Point			Dem
	Supply Clerk					
	Nancy Jo Upright					Dem
	Poll Clerk # 1					
	Mercie Turner	725-4346	7933 Summit Pt Rd Charles Town			Rep
	Poll Clerk # 2					
	Gerald Dost	304-724-0066	732 Turnberry Dr. Charles Town			Dem
Precinct # 22B						
	Poll Commissioner # 1					
	Mason Carter	728-0900	19459 Charles Town Rd HF			Rep
	Poll Commissioner # 2					
	Louis Brunswick	725-7892	66 Pigtail Ln. Kearneysville			Dem
	Supply Clerk					
	Jennifer Jones	304-283-8382	333 Pembroke Way Charles Town			Dem
	Poll Clerk # 1					
	Melissa Godwin	540-686-5480	109 Grouse Knoll Ln Summit Point			Rep
	Poll Clerk # 2					
	Roger Dailey	724-7901	863 Pheasant Hill Rd. Summit Point			Dem

Kabletown District		Name	Telephone #	Address	Social Sec. #	Party Affiliation
Precinct # 23A						
	Poll Commissioner # 1	Judith Cromwell	728-8827	254 Turnberry Dr Charles Town		Rep
	Poll Commissioner # 2	Vickie Drummond	728-9014	408 E. 6th Ave. Ranson		Dem
	Supply Clerk	Stephanie Grove		641 Duncan Field Ln Charles Town		Dem
	Poll Clerk # 1	Elizabeth Lademan	724-2083	417 S Samuel St. Charles Town		Rep
	Poll Clerk # 2	Debra Durst	725-6794	6546 Middleway Pike Kearneysville		Dem
Precinct # 23B						
	Poll Commissioner # 1	David Hamil	725-1538	103 N. Preston St. Ranson		Rep
	Poll Commissioner # 2	Metha Crouch	728-1081	47 Victoria Lane Charles Town		Dem
	Supply Clerk	Nora Drish	725-5256	PO Box 294 Summit Point		Dem
	Poll Clerk # 1	Martin Durst	725-6794	6546 Middleway Pike Kearneysville		Rep
	Poll Clerk # 2	Marie White	725-7674	30 Beekman Place Charles Town		Dem

Middleway District		Name	Telephone #	Address	Social Sec. #	Party Affiliation
Precinct # 25A						
	Poll Commissioner # 1					
	Joan L. Hough	725-5025	12771 Leetown Rd. Kearneysville			Rep
	Poll Commissioner # 2					
	Wanda Hughes	725-3243	23 Georgia Ave Charles Town			Dem
	Supply Clerk					
	Mary (Rosalie) Ring	725-8045	277 King St. Kearneysville			Dem
	Poll Clerk # 1					
	H. Lavonne Miller	725-7679	277 Joe J. Miller Rd. Kearneysville			Rep
	Poll Clerk # 2					
	Marsha Gardner	725-1586	259 King St Kearneysville			No Party
Precinct # 25B						
	Poll Commissioner # 1					
	Kenneth Ring	725-8045	277 King St. Kearneysville			Dem
	Poll Commissioner # 2					
	Joe Miller	725-7679	277 Joe J. Miller Rd. Kearneysville			Rep
	Supply Clerk					
	Angela Breeden	725-5551	1233 Tusawilla Dr. Charles Town			Dem
	Poll Clerk # 1					
	Joyce Pifer	725-3678	7417 Queen St. Kearneysville			Dem
	Poll Clerk # 2					
	Betty hills	728-1149	PO Box 44 Summit Point			Rep
Precinct # 26						
	Poll Commissioner # 1					
	John Hancock	725-9339	5392 Paynes Ford Rd. Kearney			Dem
	Poll Commissioner # 2					
	Iris Chrisman	725-7800	118 Old Leetown Pike Kearneysv.			Rep
	Supply Clerk					
	Deborah Longo	283-3411	146 Paddock Pl Charles Town			Dem
	Poll Clerk # 1					
	Linda Fricke	728-6400	154 East St. Kearneysville			Dem
	Poll Clerk # 2					
	Dan Evangelisti	728-0334	555 Skyline Trail Harpers Ferry			Rep

Middleway District			
Name	Telephone #	Address	Social Sec. # Party Affiliation
Precinct # 27			
Poll Commissioner # 1	725-4522	185 Jefferson Terrace Rd Ctown	Rep
Robin Carper			
Poll Commissioner # 2	995-6256	104 W. 5th Ave Ranson	Dem
Brian Hanna			
Supply Clerk			
David Painter	283-2122	PO Box 704 Kearneysville	Dem
Poll Clerk # 1			
Robyn Painter	728-8210	PO Box 4 Kearneysville	Rep
Poll Clerk # 2			
Terrl Roberts	728-8562	269 Rural Retreat Dr. Ranson	Dem
Precinct # 28			
Poll Commissioner # 1			
Robert Trainor	724-7033	774 Crosswinds Ct Charles Town	Rep
Poll Commissioner # 2			
Barbara Larrow	596-0102	8 Supreme Court Charles Town	Dem
Supply Clerk			
Virginia Keeney	728-7149	1994 Wide Horizon Blvd Kearney	Dem
Poll Clerk # 1			
Patricia Mills	725-5489	11993 Leetown Rd. Kearneysville	Dem
Poll Clerk # 2			
Jackie Shadle	728-5196	405 Paulas Circle Kearneysville	Rep

Shepherdstown District

Name	Telephone #	Address	Social Sec. #	Party Affiliation
Precinct # 31				
Poll Commissioner # 1				
Bruce Fleshman	876-1865	5388 Shepherdstown Pike Shen Jct		Rep
Poll Commissioner # 2				
Antoinette Ringgold	995-9140	105 Limited Dr Ranson		Dem
Supply Clerk				
Anita Fleshman	876-1865	5388 Shepherdstown Pike Shen Jct		Dem
Poll Clerk # 1				
Sandra Moffett	304-283-7070	46 Brighton Pl Charles Town		Dem
Poll Clerk # 2				
Cheryl Huff	725-4989	74 Porter Way Charles Town		Rep
Precinct # 32				
Poll Commissioner # 1				
Richard Gibson	876-6926	243 Rabbits Rest Ln Sheph		Rep
Poll Commissioner # 2				
Stafford Koonce	725-5609	PO Box 244 Summit Point		Dem
Supply Clerk				
Jeff Bresee	728-8247	614 Strider Rd Kearneysville		Dem
Poll Clerk # 1				
Sharon Canfield-Major	876-2935	651 Cherry Run Rd. Harpers Ferry		Dem
Poll Clerk # 2				
Carol Gibson	876-6926	243 Rabbits Rest Ln Sheph		Rep
Precinct # 33				
Poll Commissioner # 1				
John Thompson	728-8278	161 Westwoods Lane Charles Town		Dem
Poll Commissioner # 2				
Bruce Kressin	724-2721	87 Appaloosa Way Charles Town		Rep
Supply Clerk				
Deborah Royalty	728-0191	199 Brannon Ln Charles Town		Dem
Poll Clerk # 1				
Delores Allen	724-6072	PO Box 141 Kearneysville		Dem
Poll Clerk # 2				
Claire Webb	202-669-6150	243 Rabbits Rest Ln Sheph		Rep

Shepherdstown District		Name	Telephone #	Address	Social Sec. #	Party Affiliation
Precinct # 34						
	Poll Commissioner # 1	Mike Cenate	728-6120	138 Scottie Dr Charles Town		Rep
	Poll Commissioner # 2	BG Turner	725-4346	7933 Summit Point Rd Charles T.		Dem
	Supply Clerk	Debra Cornwall	304-728-4527	198 Huntfield Ln Charles Town		Dem
	Poll Clerk # 1	Tracey Cenate	728-6120	138 Scottie Dr Charles Town		Rep
	Poll Clerk # 2	Jan Ofutt	876-3992	PO Box 1485 Shepherdstown		Dem
Precinct # 35A						
	Poll Commissioner # 1	Harold Stewart	725-7164	9029 Charles Town Rd CT		Dem
	Poll Commissioner # 2	Trevor Craker	703-999-4073	1435 Engle moler Rd Harpers Ferry		Rep
	Supply Clerk	Tobey Pierce	876-9090	315 Wildflower Ln Shepherdstown		Dem
	Poll Clerk # 1	Margaret Housden	876-0686	466 Ridge Road Shenandoah Jct		Dem
	Poll Clerk # 2	George Moxley	725-6857	56 Starlight Ln Harpers Ferry		Rep
Precinct # 35B						
	Poll Commissioner # 1	Mary Trice	728-7873	44 New Sycamore Cir Apt 102 CT		Rep
	Poll Commissioner # 2	Patrick Coyle	728-7365	1208 Wide Horizon Blvd Kearney		Dem
	Supply Clerk	Elizabeth Coyle	728-7365	1208 Wide Horizon Blvd Kearney		Dem
	Poll Clerk # 1	Florence Vickers	876-6727	707 Van Clevesville Rd. Kearney		Rep
	Poll Clerk # 2	Lisa Migliore	728-7922	33 Holly Springs Dr. Charles Town		Dem

Democrat Alternates

Name	Phone	Address	Comments
Ed Boober	725-7190	PO Box 1125 Charles Town	possible supply clerk 35A 12
Lola Bane	725-5209	PO Box 248 Summit Point	never worked
Peggy Turner	725-5792	709 Morison St Charles Town	worked last several elections
Angela Cummings	671-7289	158 New Thomas Dr Charles Town	possible supply clerk 12 Not available at this time
Peter Fricke	728-6400	154 East St Kearneysville	worked last several elections
Fonda Barron	725-5742	179 Berkeley Dr Charles Town	worked the last election
Juliane Ford	725-6135	293 Westwoods Ln Charles Town	never worked
Lorena Nathan	724-9003	85 Campbell Dr Charles Town	never worked, commissioner only
Timmy Straubs	535-2776	66 Cavalier Estates Dr. Harpers Ferry	never worked
Brittany Scarlett	279-1599	63 Cumulus Dr Kearneysville	never worked, will work anywhere
Valerie Blankenship (IND)	886-9459	221 N. Seminary St Charles Town	never worked
Mike Donahue (IND)	240-426-2341	327 Blue Bird Ln Harpers Ferry	never worked
Rick Moffett (IND)	995-6338	46 Brighton Pl Charles Town	worked in the past
Kelli Moffett (IND)	725-2818	46 Brighton Pl Charles Town	EXCELLENT worker! - may change registration
Margaret Suto Hausel (IND)	876-9090	1208 Old Rider Rd Harpers Ferry	worked in the past
<i>Thomas</i> Tobey Pierce	876-9090	315 Wildflowers Lane Shepardsville	has worked the polls in several states-wants to work
Nance Briscoe	725-8363	22 Cloverdale Pl Charles Town	worked in the past
Bob Graf	876-2727	2054 Kabetown Rd Charles Town	supply clerk in past and wants to work
Virginia Graf	876-2727	2054 Kabetown Rd Charles Town	does not want to work this election
Miki Lanham	876-2727	PO Box 6 Shepardsville	wants to work
Vicky Thomas	876-2105	PO Box 334 Shepardsville	wants to work

Republican Alternates

Name	Phone	Address	Comments
Todd Baldau	725-2865	182 Coventry Ln Harpers Ferry	worked several elections
Cricket Morgan	725-6670	PO Box 130 Rippon	worked several elections
John Shoedel	728-5008	303 Carriage Dr Harpers Ferry	worked several elections
Scott Shadle	728-5196	405 Paulas Circle Kearneysville	worked several elections
Jacob Shadle	728-5196	405 Paulas Circle Kearneysville	worked several elections
Brian Higgs	725-0030	53 Beekman Pl Charles Town	worked several elections
Kathy Walls (IND)	876-0926	519 Van Clevesville Rd Kearneysville	worked last election
Helen Campanella	535-1515	15 Spruce St Harpers Ferry	worked last election
Chris Walls	876-0926	519 Van Clevesville Rd Kearneysville	never worked
Esther Mohr	279-4954	2811 Shepherdstown Pike	never worked
Yeunshin Kim	728-4425	PO Box 515 Charles Town	never worked
Giordana Baker	728-2091	94 Tiffany Ct Harpers Ferry	never worked
Nancy Haskin	283-4352	66 Burnlea Rd Charles Town	never worked
Charlene Gaither	676-4644	5274 Paynes Ford Rd Kearneysville	never worked
Dave Eyre (IND)	671-6924	267 Uvilla Estates Dr. Shen Jct	never worked
Bretty Eyre	671-6924	267 Uvilla Estates Dr. Shen Jct	never worked
Cathy Baldau	725-2865	182 Coventry Ln Harpers Ferry	never worked

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

Name: Lynn Fields

Department or Entity: Probate

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: 3/24/2011

Date Requested – 2nd Choice: _____

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

Subject: **Public Hearing – Petition of Peter Spaulding for Elective Share – Estate of Sallie Shepherd Spaulding, deceased**

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:

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

IN RE: THE ESTATE OF SALLIE SHEPHERD SPAULDING.

ORDER SETTING HEARING

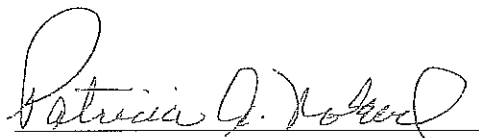
This day came the Petitioner, by counsel, David A. Camilletti, Esquire, having previously filed a duly verified Petition of Peter Spaulding for Elective Share. It appears to the Court by said Petition that the Petitioner is entitled to a hearing on this matter.

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 24th day of March, 2011 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 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 24th day of February, 2011.



President of the County Commission

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

Name: 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
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:

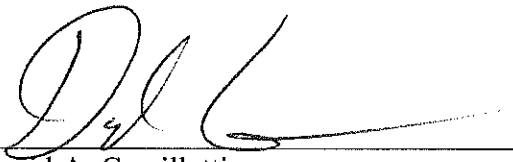
- a. That this Court order this Petition filed and set this matter for a hearing;
- b. That this court grant him the elective share pursuant to West Virginia Code

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

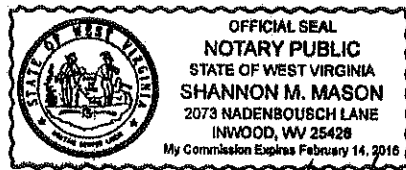
STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON, TO-WIT:

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: Stephanie Grove

Department or Entity: Prosecuting Attorney's Office

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: 3/24/2011

Date Requested – 2nd Choice: _____

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

Subject: **Legal 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:

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

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: March 24, 2011

Date Requested – 2nd Choice: _____

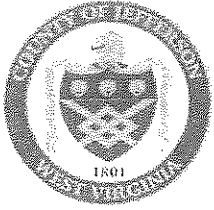
If a specific date is needed, please provide reason for specific date:

Subject: Bond Reduction/Bond Release.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of the Construction Bond security for Eastland Associates of West Virginia, Inc. – Eastland Subdivision, Section, V-B, Lots 110-122 (File #04-27 – Letter of Credit #235 with The Bank of Charles Town, Charles Town, West Virginia.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of the remaining \$151,800.00 construction bond amount for Eastland Associates of West Virginia, Inc. – Eastland Subdivision, Section V-B, Lots 110-122 (File #04-27).

Attachments: Bond Release Letter
Bond Reduction or Release Request Report



JEFFERSON COUNTY COMMISSION

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

Phone: (304) 728-3284 - Fax: (304) 725-9716

Web: www.jeffersoncountywv.org

PRESIDENT
Patsy Noland

March 24, 2011

VICE PRESIDENT
Dale Manuel

Mr. Joshua Householder
Vice President

COMMISSIONER
Frances Morgan

Bank of Charles Town
P. O. Box 906
Charles Town, West Virginia 25414

COMMISSIONER
Wall Pellish

COMMISSIONER
Lyn Widmyer

RE: Irrevocable Letter of Credit #235 dated July 1, 2011 Construction Bond Surety for Eastland Associates of West Virginia, Inc. – Eastland Subdivision, Section V-B, Lots 110-122 (File #04-27).

Dear Mr. Householder:

The Jefferson County Commission authorizes a complete release of the remaining \$151,800.00 from the construction bond for Eastland Associates of West Virginia, Inc. – Eastland Subdivision, Section V-B, Lots 110-122 (File #04-27). This project is located on the north side of Old Cave Road (Route 36) approximately ½ mile west of its intersection with Kabletown Road (Route 25). The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Letter of Credit #235, originally issued in the amount of \$151,800.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President
Jefferson County Commission

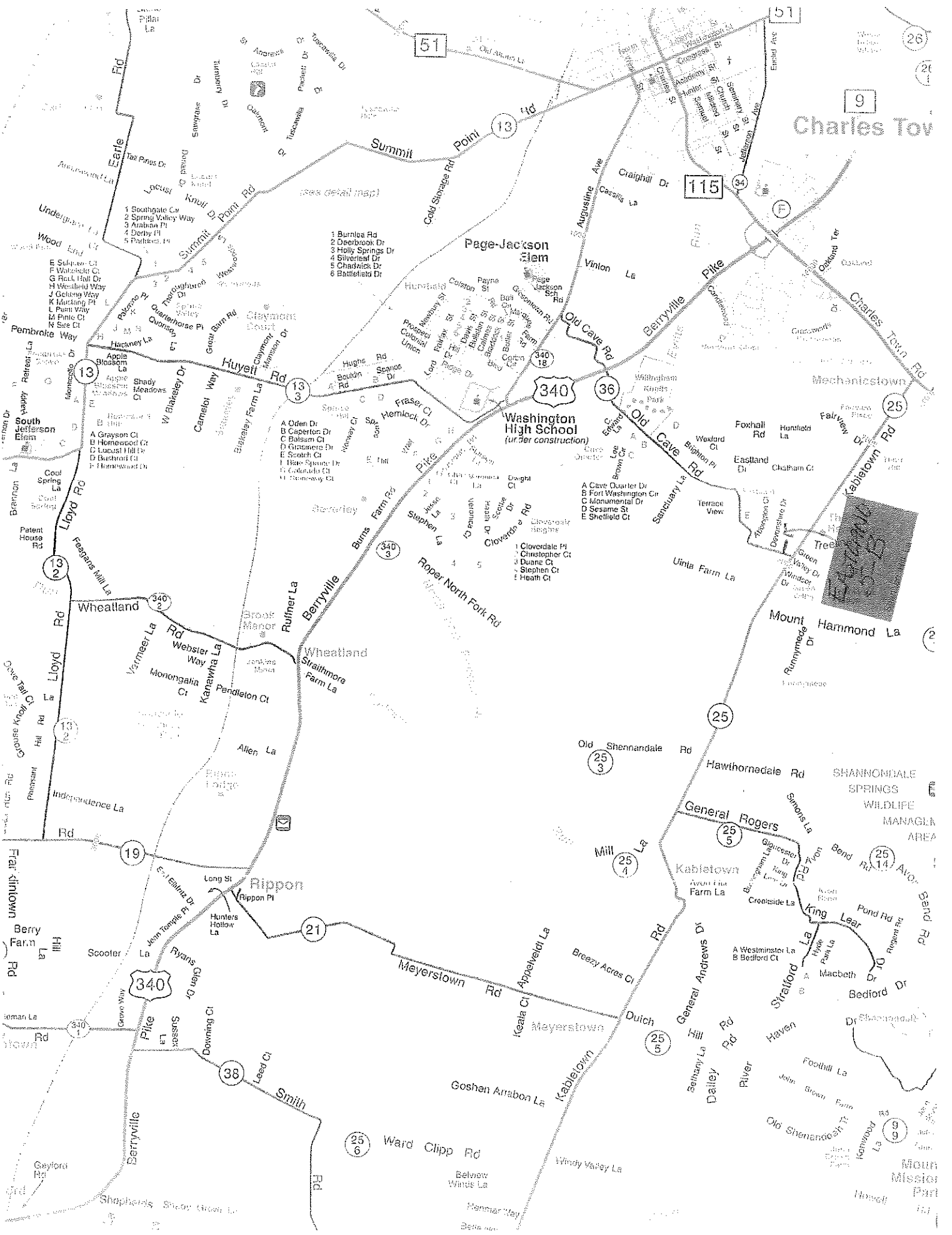
PAN:rfb

cc: Mr. Barbara L. Scott
SPARC, LLC
P. O. Box 190
Summit Point, West Virginia 25446
Department of Engineering

COUNTY ADMINISTRATOR
Tim Boyle

DEPUTY COUNTY ADMINISTRATOR
Sandy Slusher McDonald

Charles Toy



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Commission Office Use Only
Date on Agenda:
Appt Time or New Business:

AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: March 24, 2011

Date Requested – 2nd Choice: _____

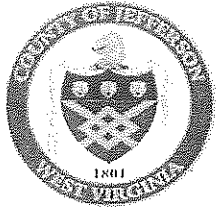
If a specific date is needed, please provide reason for specific date:

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of the Construction Bond security for Robert S. and Amy R. Leonard – Brookstone Subdivision, Lots 1-6 & 7-Residue (File #06-37) – Letter of Credit #9570574474 00004 with Branch Banking & Trust, Martinsburg, West Virginia. The construction bond has been re-secured with Letter of Credit #5203902 from Jefferson Security Bank, Shepherdstown, West Virginia in the amount of \$266, 235.00.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of Letter of Credit #9570574474 00004 in the amount of \$266,235.00 from Branch Banking & Trust which secured the construction bond for Robert S. and Amy R. Leonard – The Brookstone Subdivision, Lots 1-6 & 7-Residue (File #06-37).

Attachments: Bond Release Letter



JEFFERSON COUNTY COMMISSION

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

Phone: (304) 728-3284 - Fax: (304) 725-9716

Web: www.jeffersoncountywv.org

PRESIDENT

Patsy Noland

March 24, 2011

VICE PRESIDENT

Dale Manuel

COMMISSIONER

Frances Morgan

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Wadmyer

Ms. Jodi A. Dougherty
Assistant Vice President
Branch Banking & Trust
148 South Queen Street
Martinsburg, West Virginia 25401-3316

RE: Irrevocable Letter of Credit #9570574474 00004 dated May 12, 2008 Construction Bond Surety for Robert S. and Amy R. Leonard – The Brookstone Subdivision, Lots 1-6 & 7-Residue (File #06-37).

Dear Ms. Dougherty:

The Jefferson County Commission authorizes a complete release of \$266,235.00 from the construction bond for Robert S. and Amy R. Leonard – The Brookstone Subdivision, Lots 1-6 & 7-Residue (File #06-37). This project is located on the north side of Scrabble Road (Route 5) at its intersection with Shepherd Grade Road (Route 5/2) and Route 5/7 (Dam 4 Road). The construction bond has been re-secured with Letter of Credit #5203902 from Jefferson Security Bank, Shepherdstown, West Virginia.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Irrevocable Letter of Credit, originally issued in the amount of \$266,235.00 from Branch Banking & Trust. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President
Jefferson County Commission

PAN:rfb

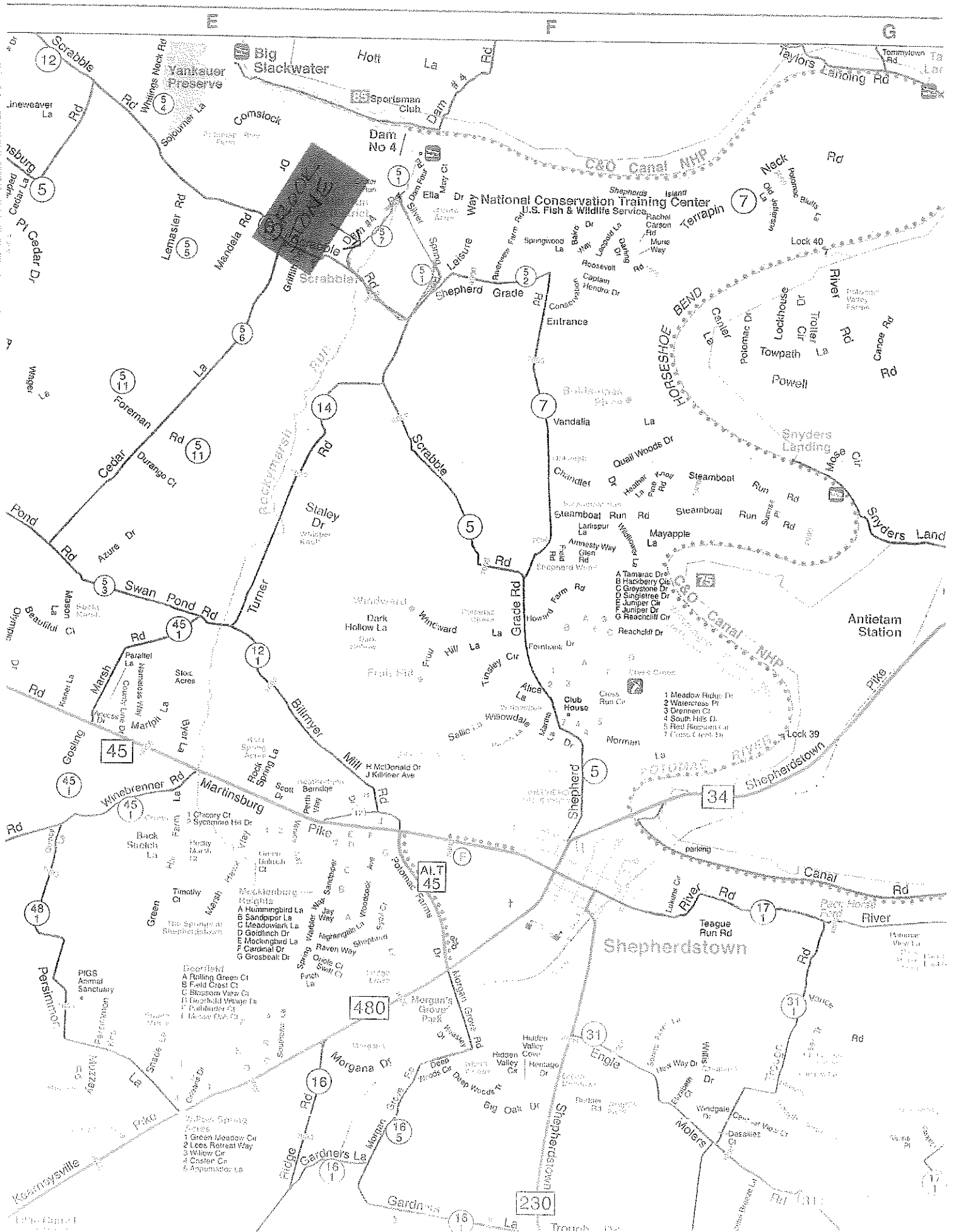
cc: Robert S. & Amy R. Leonard
5187 Scrabble Road
Shepherdstown, WV 25443
Department of Engineering

COUNTY ADMINISTRATOR

Jim Birch

DEPUTY COUNTY ADMINISTRATOR

Sandy Shuster McDonnell



National Conservation Training Center
U.S. Fish & Wildlife Service

- A Tamarac Dr
- B Hackberry Ct
- C Graystone Dr
- D Singletree Dr
- E Juniper Dr
- F Reachcliff Cir
- G Reachcliff Cir

- 1 Meadow Ridge Pl
- 2 Watercross Pl
- 3 Drennon Ct
- 4 South Hills Dr
- 5 Red Backson Cir
- 6 Cassa Kent Dr

- 1 Chocory Ct
 - 2 Synonnie Hill Dr
- Back Storch La
- A Hummingbird La
 - B Sandpiper La
 - C Meadowlark La
 - D Goldfinch Dr
 - E Mockingbird La
 - F Cardinal Dr
 - G Grosbeak Dr

- Deerfield
- A Rolling Green Ct
 - B Field Crest Ct
 - C Blossom Vale Ct
 - D Deerfield Village Dr
 - E Fairlawn Ct
 - F Blossom Oak Ct
- 1 Rose Spring Ct
- 1 Green Meadow Ct
 - 2 Lees Retreat Way
 - 3 Willow Cir
 - 4 Creston Ct
 - 5 Appondale La

ALT 45

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Commission Office Use Only
Date on Agenda:
Appt Time or New Business:

AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: March 24, 2011

Date Requested – 2nd Choice: _____

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

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of the Construction Bond security for Greenbrier Investments, LLC – Waterside Reserve Subdivision (File #05-19) – Letter of Credit #S406406 with Fifth Third Bank, Morgantown, West Virginia. The construction bond has been re-secured with Letter of Credit #598 from First United Bank & Trust, Moorefield, West Virginia in the amount of \$139,942.00.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of Letter of Credit #S406406 in the amount of \$139,942.00 from Fifth Third Bank which secured the construction bond for Greenbrier Investments, LLC – Waterside Reserve Subdivision (File #05-19).

Attachments: Bond Release Letter



JEFFERSON COUNTY COMMISSION

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

Phone: (304) 728-3284 - Fax: (304) 725-9716

Web: www.jeffersoncountywv.org

PRESIDENT

Patsy Noland

VICE PRESIDENT

Dale Mummel

COMMISSIONER

Frances Morgan

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmayer

March 24, 2011

Mr. Greg Ullman
Fifth Third Bank
7000 Hampton Center
Suite D1
Morgantown, West Virginia 26505

RE: Irrevocable Letter of Credit #S406406 dated July 1, 2010 Construction Bond Surety for Greenbrier Investments, LLC – Waterside Reserve Subdivision (File #05-19).

Dear Mr. Ullman:

The Jefferson County Commission authorizes a complete release of \$139,942.00 from the construction bond for Greenbrier Investments, LLC – Waterside Reserve Subdivision (File #05-19). This project is located on the west side of Mission Road North (Route 9/5) just north of its intersection with Route 9. The construction bond has been re-secured with Letter of Credit #598 with First United Bank & Trust, Moorefield, West Virginia in the amount of \$139,942.00.

In summary, you are hereby authorized to fully release the remaining amount for the above reference Irrevocable Letter of Credit, originally issued in the amount of \$465,678.00 from Fifth Third Bank. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President
Jefferson County Commission

PAN:rfb

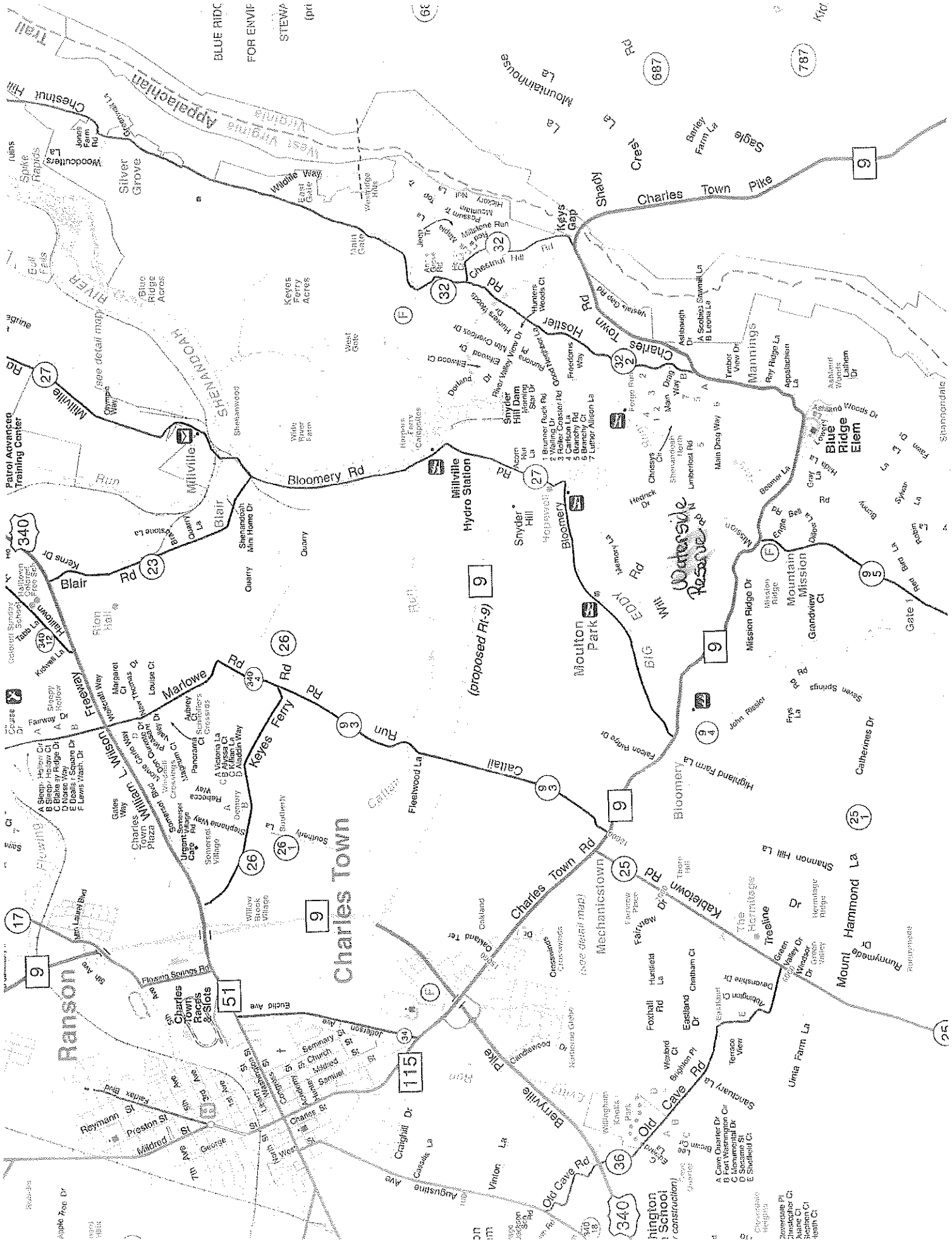
cc: Mr. Shane Lowe, Assistant Vice President
Fifth Third Bank
38 Fountain Square, 5th Floor
MD 109051
Cincinnati, OH 45263
Mr. Hunter Wilson
WV Hunter, LLC
471 B&O Overpass Road
Hedgesville, WV 25427
Department of Engineering

COUNTY ADMINISTRATOR

Tom Bovee

DEPUTY COUNTY ADMINISTRATOR

Sandy Nusher McDonald



Apple Map 87

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Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: March 24, 2011

Date Requested – 2nd Choice: _____

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

Subject: Tolling of Construction Bond.

Please provide the County Commission with a description of your request or presentation, including any background information: Thorn Hill, LLC entered into a Tolling of the Bonding Agreement with the County on February 2, 2011. They would like the existing Letter of Credit to be released down to \$10,000.00., which will be held as the surety for the Site Stability Bond.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a partial release of \$3,490,000.00 from the construction bond for Thorn Hill, LLC – Thorn Hill Subdivision, Lots 1-179 (File #02-17). The remaining \$10,000.00 is to be held in Irrevocable Letter of Credit #1189 as surety for the Site Stability Bond and will be held for the life of the Tolling of Bonding Agreement with the County.

Attachments: Bond Release Letter



JEFFERSON COUNTY COMMISSION

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

Phone: (304) 728-3284 - Fax: (304) 725-9716

Web: www.jeffersoncountywv.org

PRESIDENT

Patsy Noland

March 24, 2011

VICE PRESIDENT

Dale Manuel

Mr. Henry M. Kayes, Jr.

COMMISSIONER

Frances Morgan

President & CEO

Centra Bank

COMMISSIONER

Walt Fellish

P. O. Box 1109

Martinsburg, West Virginia 25402

COMMISSIONER

Lyn Widmeyer

RE: Irrevocable Letter of Credit #1189 dated April 25, 2006 Construction Bond Surety for Thorn Hill LLC – Thorn Hill Subdivision, Lots 1-179 (File #02-17).

Dear Mr. Kayes:

The Jefferson County Commission authorizes a partial release of \$3,490,000.00 from the construction bond for Thorn Hill, LLC – Thorn Hill Subdivision, Lots 1-179 (File #02-17). This project is located on the east side of Kabletown Road (Route 25) approximately 1200 feet south of its intersection with Route 9. Thorn Hill, LLC has entered into a Tolling of Bonding Agreement with Jefferson County. The remaining \$10,000.00 is to be held in Irrevocable Letter of Credit #1189 as surety for the Site Stability Bond and will be held for the life of the Tolling of the Bond Agreement.

In summary, you are hereby authorized to release \$3,490,000.00 from the above referenced Irrevocable Letter of Credit, originally issued in the amount of \$3,500,000.00 from Centra Bank. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President
Jefferson County Commission

PAN:rfb

cc: Herbert Jonkers, Manager
Thorn Hill, LLC
P. O. Box 341
Millwood, VA 22646
Department of Engineering

COUNTY ADMINISTRATOR
Tim Bowie

DEPUTY COUNTY ADMINISTRATOR
Sandy Shuster McDonald

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

AGENDA REQUEST FORM

Name: County Commission

Department or Entity: _____

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 3/24/2011

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:



2010-2011 Executive Board
Gerry Horgan, President
Rob Roge'r, Vice President
Nance L. Briscoe, Secretary
Dave Barrick, Treasurer
Ronnie Fellers, Director
Robin Moore, Director
Patti Stern, Director

209 CLOVERDALE ROAD - CHARLES TOWN - 25414

March 14, 2011

The Jefferson County Commission
124 E. Washington Street
Charles Town, West Virginia 25414

and

The City of Charles Town
101 E. Washington Street
Charles Town, West Virginia 25414

RE: Urban Growth Boundary signed January 14, 2011,
Patricia Noland, President, Jefferson County Commission

Cloverdale Heights Homeowners Association, Inc., a subdivision in the Rural District of Kabletown in Jefferson County, West Virginia was *not* provided the opportunity for hearing & public comment in reference to the Urban Growth Boundary enclosure recorded at the hand of the Jefferson County Commission and applied to the GIS Map as the 2010 Zoning Map and included with the zoning amendments for Planning & Zoning for 2011.

The Urban Growth Boundary enclosures relative to several county land areas including Cloverdale Heights had been previously rescinded in 2006, 2007 and again in 2008; but not to the knowledge of Jennifer M. Brockman, AICP, Director of Planning & Zoning for Jefferson County, a new employee responsible for interpretation of the Urban Growth Boundary in compliance with state annexation law WV Code Chapter 8.

Cloverdale Heights Homeowners Association, Inc. requests to be *excluded* from all municipalities proposed and/or defined by an urban growth boundary.

Cloverdale by design, is a major subdivision development (greater than 5 (five) lots) that incurred extensive obligations by default and continued substantial expense paid by annual assessments to maintain the Association's property in perpetuity, to and including but not limited to:

- 4.3 (four and three tenths) miles of roads, maintenance, replacement, striping, snow plowing, speed limits, street signs, stop signs, safety school bus shelters, flood plain, common element land easements, insurance, governance.

RECEIVED

Cloverdale preserves the rural character of the area, however:

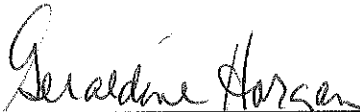
MAR 17 2011

- A municipality has *no obligation* to maintain the Association's property.
- A municipality must attempt annexation thereby enjoying taxing the Association and/or individual property owner(s) accordingly.
- A municipality must attempt and/or install public utilities, collecting profits from those utilities and tax the individual property owner accordingly.
- A municipality has a financial obligation to encourage zoning for industrial parks, light commercial, business and/or residential areas, etc. surrounding Cloverdale.

In summary, inclusion in the Urban Growth Boundary reduces the value of country living enjoyed by Cloverdale Heights homeowners.

We, the undersigned Executive Board of Cloverdale Heights being property owners on behalf of the exclusive membership of one hundred and thirty seven (137) individual property owners of Cloverdale Heights Homeowners Association, Inc. request to be *excluded* from all Urban Growth Boundary enclosures, lines, demarcations, etc., by any municipality.

Respectfully,



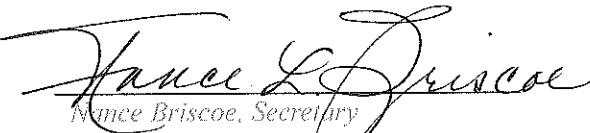
 Gerry Horgan, President



 Robert Roge'r, Vice President



 Dave Barrick, Treasurer



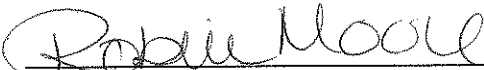
 Vance Briscoe, Secretary



 Ronnie Fellers, Director



 Patti Stern, Director



 Robin Moore, Director

Public Service Commission
Of West Virginia

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



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

March 10, 2011

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

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$165,912.10 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of December 2010 and January and February 2011. The next disbursement will be in three months.

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

Sincerely,

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

Herb Brooks
Budget and Finance Manager

HB:kp

RECEIVED

MAR 14 2011

Jefferson County Commission

*Public Service Commission
Of West Virginia*

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



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

March 14, 2011

The Honorable Shelley Moore Capito
United States Congress
4815 MacCorkle Avenue, SE
Charleston, WV 25304

Re: Tracy Ann Teats - Informal Complaint
Jefferson Utilities, Inc.
Project No. 11W-0510-PW-CTRAT

Dear Representative Capito,

This letter is in response to your letter to Chairman Michael A. Albert dated January 21, 2011, and received in this Division on January 31, 2011, concerning your constituent, Ms. Tracy Teats's protest about the proposed water rate increase from Jefferson Utilities, Inc. I apologize for the delay in responding to your letter.

My Staff has reviewed your letter and discussed the situation with Mr. Lee Snyder, President for the Jefferson Utilities, Inc. (JUI). He advised my staff that the utility filed Case No. 10-1329-W-42T on August 20, 2010, with the Public Service Commission, to increase JUI's water rates and charges. The Commission issued a Procedural Order on October 6, 2010, which suspended the proposed rates until 12:01 am on February 19, 2011. The Commission had to enter an Order on this case prior to that suspension date.

The Commission, by entry of an Order filed on February 18, 2011, resolved the rate filing and simultaneously initiated a general investigation which will involve the following issues and concerns:

RECEIVED

MAR 16 2011

Jefferson County Commission

- 1) The Commission is concerned with the particular provisions of the Operations & Maintenance Agreement and the Leases and will consider each of those Agreements in the general investigation;
- 2) The Commission is alarmed by the magnitude of the current rates as well as the level of the rate increase requested by the utility;
- 3) The utility will be required to persuade the Commission that JUI customers are better served by an affiliate furnishing all required services as opposed to JUI employing its own personnel;
- 4) The Commission will include a further study of JUI's long-term plans to operate and rehabilitate its utility facilities;
- 5) The Commission has previously approved a \$12 per month surcharge for the future upgrade of the infrastructure of the system (Case No.: 08-0544-W-42A), but desires to receive further information concerning the use of that surcharge revenue and whether the surcharge will fund future capital requirements; and,
- 6) JUI has previously stated that it has had discussions regarding private-public agreements. The Commission now wants further details about these discussions and future possibilities of involving public entities.

My staff also discussed the water quality situation with Mr. Ron Jainniny, Utility Asset Manager for JUI who said there was a complaint case filed with the Commission several years ago. The utility was ordered to file periodic reports with the Commission about their compliance with all Bureau for Public Health (BPH) rules and regulations regarding the testing and monitoring of the water supply to the three Mountain Water Systems. My staff was advised that there is more iron and manganese in these systems, but they are in compliance with BPH regulations. The other systems have less iron and manganese because of the limestone base.

Thank you for allowing the Public Service Commission of West Virginia to help you on this matter. If we can provide more information or be of further

The Honorable Shelley Moore Capito
Project No. 11W-0510-PW-CTRAT
March 14, 2011
Page 3

assistance, please contact James F. Aucremanne at (800) 344-5113, extension 379
between the hours of 8:00 a.m. – 5:00 p.m., Monday thru Friday.

Sincerely,

Amy L. Swann, Director
Water and Wastewater Division

ALS/JFA:nat

cc: Michael A. Albert, Chairman, Public Service Commission of West Virginia
Susan Small, Director of Federal Programs, Public Service Commission of
West Virginia
Jerry Bird, Director of Government Relations, Public Service Commission of
West Virginia
Jefferson County Commission
Jefferson Utilities, Inc.

*Public Service Commission
Of West Virginia*

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



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

March 14, 2011

The Honorable Shelley Moore Capito
United States Congress
4815 MacCorkle Avenue, SE
Charleston, WV 25304

Re: B.R. Bolyard - Informal Complaint
Jefferson Utilities, Inc.
Project No. 11W-0506-PW-CTRAT

Dear Representative Capito,

This letter is in response to your letter to Chairman Michael A. Albert dated January 21, 2011, and received in this Division on January 31, 2011, concerning your constituent, Mr. B. R. Bolyard's protest about the proposed water rate increase from Jefferson Utilities, Inc. I apologize for the delay in responding to your letter.

My Staff has reviewed your letter and discussed the situation with Mr. Lee Snyder, President for the Jefferson Utilities, Inc. (JUI). He advised my staff that the utility filed Case No. 10-1329-W-42T on August 20, 2010, with the Public Service Commission, to increase JUI's water rates and charges. The Commission issued a Procedural Order on October 6, 2010, which suspended the proposed rates until 12:01 am on February 19, 2011. The Commission had to enter an Order on this case prior to that suspension date.

The Commission, by entry of an Order filed on February 18, 2011, resolved the rate filing and simultaneously initiated a general investigation which will involve the following issues and concerns:

RECEIVED

MAR 16 2011

Jefferson County Commission

- 1) The Commission is concerned with the particular provisions of the Operations & Maintenance Agreement and the Leases and will consider each of those Agreements in the general investigation;
- 2) The Commission is alarmed by the magnitude of the current rates as well as the level of the rate increase requested by the utility;
- 3) The utility will be required to persuade the Commission that JUI customers are better served by an affiliate furnishing all required services as opposed to JUI employing its own personnel;
- 4) The Commission will include a further study of JUI's long-term plans to operate and rehabilitate its utility facilities;
- 5) The Commission has previously approved a \$12 per month surcharge for the future upgrade of the infrastructure of the system (Case No.: 08-0544-W-42A), but desires to receive further information concerning the use of that surcharge revenue and whether the surcharge will fund future capital requirements; and,
- 6) JUI has previously stated that it has had discussions regarding private-public agreements. The Commission now wants further details about these discussions and future possibilities of involving public entities.

My staff also discussed the water quality situation with Mr. Ron Jainniny, Utility Asset Manager for JUI who said there was a complaint case filed with the Commission several years ago. The utility was ordered to file periodic reports with the Commission about their compliance with all Bureau for Public Health (BPH) rules and regulations regarding the testing and monitoring of the water supply to the three Mountain Water Systems. My staff was advised that there is more iron and manganese in these systems, but they are in compliance with BPH regulations. The other systems have less iron and manganese because of the limestone base.

Thank you for allowing the Public Service Commission of West Virginia to help you on this matter. If we can provide more information or be of further

The Honorable Shelley Moore Capito
Project No. 11W-0506-PW-CTRAT
March 14, 2011
Page 3

assistance, please contact James F. Aucremanne at (800) 344-5113, extension 379
between the hours of 8:00 a.m. – 5:00 p.m., Monday thru Friday.

Sincerely,

Amy L. Swann, Director
Water and Wastewater Division

ALS/JFA:nat

cc: Michael A. Albert, Chairman, Public Service Commission of West Virginia
Susan Small, Director of Federal Programs, Public Service Commission of
West Virginia
Jerry Bird, Director of Government Relations, Public Service Commission of
West Virginia
Jefferson County Commission
Jefferson Utilities, Inc.

Public Service Commission
Of West Virginia

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



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

March 14, 2011

The Honorable Shelley Moore Capito
United States Congress
4815 MacCorkle Avenue, SE
Charleston, WV 25304

Re: Jean-Claude Coudie - Informal Complaint
Jefferson Utilities, Inc.
Project No. 11W-0505-PW-CTRAT

Dear Representative Capito,

This letter is in response to your letter to Chairman Michael A. Albert dated January 21, 2011, and received in this Division on January 31, 2011, concerning your constituent, Mr. Jean-Claude Coudie's protest about the proposed water rate increase from Jefferson Utilities, Inc. I apologize for the delay in responding to your letter.

My Staff has reviewed your letter and discussed the situation with Mr. Lee Snyder, President for the Jefferson Utilities, Inc. (JUI). He advised my staff that the utility filed Case No. 10-1329-W-42T on August 20, 2010, with the Public Service Commission, to increase JUI's water rates and charges. The Commission issued a Procedural Order on October 6, 2010, which suspended the proposed rates until 12:01 am on February 19, 2011. The Commission had to enter an Order on this case prior to that suspension date.

The Commission, by entry of an Order filed on February 18, 2011, resolved the rate filing and simultaneously initiated a general investigation which will involve the following issues and concerns:

RECEIVED

MAR 16 2011

Jefferson County Commission

The Honorable Shelley Moore Capito
Project No. 11W-0505-PW-CTRAT
March 14, 2011
Page 2

- 1) The Commission is concerned with the particular provisions of the Operations & Maintenance Agreement and the Leases and will consider each of those Agreements in the general investigation;
- 2) The Commission is alarmed by the magnitude of the current rates as well as the level of the rate increase requested by the utility;
- 3) The utility will be required to persuade the Commission that JUI customers are better served by an affiliate furnishing all required services as opposed to JUI employing its own personnel;
- 4) The Commission will include a further study of JUI's long-term plans to operate and rehabilitate its utility facilities;
- 5) The Commission has previously approved a \$12 per month surcharge for the future upgrade of the infrastructure of the system (Case No.: 08-0544-W-42A), but desires to receive further information concerning the use of that surcharge revenue and whether the surcharge will fund future capital requirements; and,
- 6) JUI has previously stated that it has had discussions regarding private-public agreements. The Commission now wants further details about these discussions and future possibilities of involving public entities.

My staff also discussed the water quality situation with Mr. Ron Jainniny, Utility Asset Manager for JUI who said there was a complaint case filed with the Commission several years ago. The utility was ordered to file periodic reports with the Commission about their compliance with all Bureau for Public Health (BPH) rules and regulations regarding the testing and monitoring of the water supply to the three Mountain Water Systems. My staff was advised that there is more iron and manganese in these systems, but they are in compliance with BPH regulations. The other systems have less iron and manganese because of the limestone base.

Thank you for allowing the Public Service Commission of West Virginia to help you on this matter. If we can provide more information or be of further

The Honorable Shelley Moore Capito
Project No. 11W-0505-PW-CTRAT
March 14, 2011
Page 3

assistance, please contact James F. Aucremanne at (800) 344-5113, extension 379
between the hours of 8:00 a.m. – 5:00 p.m., Monday thru Friday.

Sincerely,

Amy L. Swann, Director
Water and Wastewater Division

ALS/JFA:nat

cc: Michael A. Albert, Chairman, Public Service Commission of West Virginia
Susan Small, Director of Federal Programs, Public Service Commission of
West Virginia
Jerry Bird, Director of Government Relations, Public Service Commission of
West Virginia
Jefferson County Commission
Jefferson Utilities, Inc.

Coudie(1)(CAPITO)(RateProtest-WaterQuality)2011-Jefferson doc (11W-0505-PW-CTRAT) f.doc

Public Service Commission
Of West Virginia

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



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

March 14, 2011

The Honorable Shelley Moore Capito
United States Congress
4815 MacCorkle Avenue, SE
Charleston, WV 25304

Re: Jeff Tedder - Informal Complaint
Jefferson Utilities, Inc.
Project No. 11W-0513-PW-CTRAT

Dear Representative Capito,

This letter is in response to your letter to Chairman Michael A. Albert dated January 21, 2011, and received in this Division on January 31, 2011, concerning your constituent, Mr. Jeff Tedder's protest about the proposed water rate increase from Jefferson Utilities, Inc. I apologize for the delay in responding to your letter.

My Staff has reviewed your letter and discussed the situation with Mr. Lee Snyder, President for the Jefferson Utilities, Inc. (JUI). He advised my staff that the utility filed Case No. 10-1329-W-42T on August 20, 2010, with the Public Service Commission, to increase JUI's water rates and charges. The Commission issued a Procedural Order on October 6, 2010, which suspended the proposed rates until 12:01 am on February 19, 2011. The Commission had to enter an Order on this case prior to that suspension date.

The Commission, by entry of an Order filed on February 18, 2011, resolved the rate filing and simultaneously initiated a general investigation which will involve the following issues and concerns:

RECEIVED

MAR 16 2011

Jefferson County Commission

The Honorable Shelley Moore Capito
Project No. 11W-0513-PW-CTRAT
March 14, 2011
Page 2

- 1) The Commission is concerned with the particular provisions of the Operations & Maintenance Agreement and the Leases and will consider each of those Agreements in the general investigation;
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- 4) The Commission will include a further study of JUI's long-term plans to operate and rehabilitate its utility facilities;
- 5) The Commission has previously approved a \$12 per month surcharge for the future upgrade of the infrastructure of the system (Case No.: 08-0544-W-42A), but desires to receive further information concerning the use of that surcharge revenue and whether the surcharge will fund future capital requirements; and,
- 6) JUI has previously stated that it has had discussions regarding private-public agreements. The Commission now wants further details about these discussions and future possibilities of involving public entities.

My staff also discussed the water quality situation with Mr. Ron Jaininey, Utility Asset Manager for JUI who said there was a complaint case filed with the Commission several years ago. The utility was ordered to file periodic reports with the Commission about their compliance with all Bureau for Public Health (BPH) rules and regulations regarding the testing and monitoring of the water supply to the three Mountain Water Systems. My staff was advised that there is more iron and manganese in these systems, but they are in compliance with BPH regulations. The other systems have less iron and manganese because of the limestone base.

Thank you for allowing the Public Service Commission of West Virginia to help you on this matter. If we can provide more information or be of further

The Honorable Shelley Moore Capito
Project No. 11W-0513-PW-CTRAT
March 14, 2011
Page 3

assistance, please contact James F. Aucremanne at (800) 344-5113, extension 379
between the hours of 8:00 a.m. – 5:00 p.m., Monday thru Friday.

Sincerely,

Amy L. Swann, Director
Water and Wastewater Division

ALS/JFA:nat

cc: Michael A. Albert, Chairman, Public Service Commission of West Virginia
Susan Small, Director of Federal Programs, Public Service Commission of
West Virginia
Jerry Bird, Director of Government Relations, Public Service Commission of
West Virginia
Jefferson County Commission
Jefferson Utilities, Inc.

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	\$ 8,682.45	\$ 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	\$ 2,746.06	\$ 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	\$ 23,071.75	\$ 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	\$ 7,759.68
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
02/05/11	\$ 121,554.88	\$ 60,777.44	\$ 60,777.44	\$ 7,548.56	\$ 21,004.68	\$ 2,218.38	\$ 21,320.72	\$ 8,685.09
02/12/11	\$ 134,943.68	\$ 67,471.84	\$ 67,471.84	\$ 8,380.00	\$ 23,318.27	\$ 2,462.72	\$ 23,669.12	\$ 9,641.73
02/19/11	\$ 144,037.08	\$ 72,018.54	\$ 72,018.54	\$ 8,944.70	\$ 24,889.61	\$ 2,628.68	\$ 25,264.10	\$ 10,291.45
02/26/11	\$ 151,088.04	\$ 75,544.02	\$ 75,544.02	\$ 9,382.57	\$ 26,108.01	\$ 2,757.36	\$ 26,500.84	\$ 10,795.24
03/05/11	\$ 149,070.68	\$ 74,535.34	\$ 74,535.34	\$ 9,257.29	\$ 25,759.41	\$ 2,720.54	\$ 26,147.00	\$ 10,651.10
03/12/11	\$ 133,958.96	\$ 66,979.48	\$ 66,979.48	\$ 8,318.85	\$ 23,148.11	\$ 2,444.75	\$ 23,496.40	\$ 9,571.37
Subtotal	\$ 5,045,219.66	\$ 2,978,841.57	\$ 2,066,578.09	\$ 256,668.98	\$ 714,209.39	\$ 75,430.13	\$ 724,955.55	\$ 295,314.04

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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

Week Ending Date	Week Ending
	March 12, 2011
To be Deposited on:	March 18, 2011
Amount Played	78,224,374.83
Amount Won	70,213,923.12
Amount Promo	220,564.00
MWAP Contribution	<u>37,633.75</u>
Adjusted Gross Terminal Revenue	<u>7,752,253.96</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>310,090.16</u>
Net Terminal Revenue	<u>7,442,163.80</u>
Surcharge @ 10%	744,216.38
State Share Excess @ 58%	431,645.50
Track Share of Capital Reinvestment @ 42%	312,570.88
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	\$ 300,068.04
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	\$ 12,502.84
Adjusted Net Terminal Revenue	<u>6,697,947.42</u>
Racetrack @ 46.50% / 42%	2,813,137.92
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,746,158.40
Race Track Purses @ 7% / 14% / 8%	535,835.79
Workers' Compensation Debt Reduction @ 7%	0.00
Employee Pension Fund @ 1% / .5%	33,489.74
Greyhound Development @ .75%	50,234.61
Thoroughbred Development @ .75%	50,234.61
Racing Commission @ 1%	66,979.48
County/Municipality @ 2%	133,958.96
3% Funds:	
Tourism Promotion Fund @ 1.375%	92,096.78
Development Office Promotion Fund @ .375%	25,117.30
Research Challenge Fund @ .5%	33,489.74
Capitol Renovation and Improvement Fund @ .6875%	46,048.39
2004 Capitol Complex Parking Garage Fund @ .0625%	4,186.22
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>66,979.48</u>
	<u>6,697,947.42</u>

VIDEO LOTTERY REPORT
FY 2009

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

Table Game Revenues
FY 2011

Date	Amount	Date	Amount
7/3/2010	115,402.58	7/3/2010	115,402.58
7/10/2010	205,731.64	7/10/2010	205,731.64
7/17/2010	161,386.76	7/17/2010	161,386.76
7/24/2010	160,368.28	7/24/2010	160,368.28
7/31/2010	157,802.08	7/31/2010	157,802.08
8/7/2010	136,494.98	8/7/2010	136,494.98
8/14/2010	78,376.68	8/14/2010	78,376.68
8/21/2010	76,199.02	8/21/2010	76,199.02
8/28/2010	72,460.03	8/28/2010	72,460.03
9/4/2010	76,362.84	9/4/2010	76,362.84
9/11/2010	82,969.36	9/11/2010	82,969.36
9/18/2010	67,638.78	9/18/2010	67,638.78
9/25/2010	70,435.06	9/25/2010	70,435.06
10/2/2010	71,013.86	10/2/2010	71,013.86
10/9/2010	69,311.50	10/9/2010	69,311.50
10/16/2010	75,234.62	10/16/2010	75,234.62
10/23/2010	70,290.80	10/23/2010	70,290.80
10/30/2010	65,615.04	10/30/2010	65,615.04
11/6/2010	61,337.62	11/6/2010	61,337.62
11/13/2010	64,595.28	11/13/2010	64,595.28
11/20/2010	56,010.08	11/20/2010	56,010.08
11/27/2010	71,170.90	11/27/2010	71,170.90
12/4/2010	53,215.08	12/4/2010	53,215.08
12/11/2010	46,944.00	12/11/2010	46,944.00
12/18/2010	42,076.76	12/18/2010	42,076.76
12/25/2010	50,450.28	12/25/2010	50,450.28
1/1/2011	85,152.12	1/1/2011	85,152.12
1/8/2011	54,301.30	1/8/2011	54,301.30
July/Aug 10	154,185.68	July/Aug 10	154,185.68
Sept. 2010	94,247.84	Sept. 2010	94,247.84
Oct-10	105,903.60	Oct-10	105,903.60
Nov-10	108,717.67	Nov-10	108,717.67
Dec-10	118,721.11	Dec-10	118,721.11

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	Jan-11 106,189.21
2/7/2009	83,539.63	2/6/2010	37,155.14	2/5/2011	60,777.44	
2/14/2009	76,054.44	2/13/2010	44,334.00	2/12/2011	67,471.84	
2/21/2009	91,838.41	2/20/2010	76,946.12	2/19/2011	72,018.54	
2/28/2009	80,806.88	2/27/2010	72,024.40	2/26/2011	75,544.02	Feb-11 105,776.45
3/7/2009	48,837.13	3/6/2010	76,936.85	3/5/2011	74,535.34	
3/14/2009	96,025.39	3/13/2010	71,007.37	3/12/2011	66,979.48	
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	2978641.57	793741.56	

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: Co. Commission

Estimation of amount of time needed for appointment: 15-20 minutes

Date Requested – 1st Choice: 3/31/2011

Date Requested – 2nd Choice: _____

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

Subject: **Interviews and appointments to the Jefferson County Planning Commission – (3) –Three year terms**

Please provide the County Commission with a description of your request or presentation, including any background information: **Currently there are 3 positions on the Planning Commission that expire March 31, 2011.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion to approve _____ to the Jefferson County Planning Commission to three year terms expiring March 31, 2014.**

Attachments:

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: Co. Commission

Estimation of amount of time needed for appointment: 15-20 minutes

Date Requested – 1st Choice: 3/31/2011

Date Requested – 2nd Choice: _____

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

Subject: **Interviews and appointments to the Jefferson County Development Authority Board – (4) – Three year terms ending April 5, 2011 and One unexpired term ending April 5, 2012 and One appointment from the Town of Shepherdstown ending April 5, 2011.**

Please provide the County Commission with a description of your request or presentation, including any background information: **Currently there are Four positions on the Development Authority Board that expire April 5, 2011 , One unexpired term ending April 5, 2012 and One seat representing the Town of Shepherdstown.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion to approve _____ to the Jefferson County Development Authority Board to three year terms expiring April 5, 2014.**

Attachments: