

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JULY 14, 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

- Regular Meeting - June 30, 2011
- Regular Meeting - July 7, 2011

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Adam Shively, RAI - Realty Alliance Incorporated
- Presentation of check to the Jefferson County Parks and Recreation Commission

2. 10:00 a.m. Interviews and Appointments to the following: - Discussion/Action
 - A. - Summit Point Library Committee - One 5-year term ending June 30, 2016
 - B. - Jefferson County Parks and Recreation Commission - Three 3-year term ending June 30, 2011 and One unexpired term ending June 30, 2012
 - C. - Jefferson County Board of Health - One 5-year term ending June 30, 2016
 - D. - Eastern Panhandle Regional Planning and Development Council - One 1-year term ending June 30, 2012
 - E. - Jefferson County Property Safety Enforcement Agency - One 1½ year term ending December 31, 2012 (must be a Fire Chief)
 - F. - Jefferson County Emergency Services Agency - One unexpired term ending November 2, 2013 (Citizen Representative)

3. 10:30 a.m. Mark Schiavone, Director of Capital Planning and Management
- Approve the request to revise the Coal Severance Fund (Fund 002) as required by the State Auditor's Office - Discussion/Action

4. 10:45 a.m. Break

5. 11:00 a.m. Bill Polk, Maintenance Director
 - A. - Approval to start negotiations with Minghini's General Contractors for repair of Courthouse columns - Discussion/Action
 - B. - Approval to award the HVAC bid to Craigo Service Company in order for them to begin HVAC maintenance and/or repair as stipulated in the Energy Grant - Discussion/Action

UNFINISHED BUSINESS:

6. Approval of Job Description for the Director of Financial Management and to place the employment ad in the appropriate places - Discussion/Action

NEW BUSINESS:

7. Begin negotiations for the purchase of available property in close proximity to the Courthouse that would resolve space issues for the Prosecuting Attorney's Office, Magistrates, Circuit Court Judge and the County Commission. Request that County Administrator, Tim Boyde report on available properties that would meet the current space and location needs for county government office - Executive Session possible to discuss contract negotiations §6-9A-4 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

ADJOURN

ANNOUNCEMENTS

Due to a scheduling conflict, the County Commission meeting scheduled for Thursday, July 21, 2011 has been cancelled. The meeting will be held on Wednesday, July 20, 2011 at 9:30 a.m.

Memorandum to Sandy McDonald, Deputy County Administrator, from Roger Goodwin, Chief County Engineer, re: construction bond for Cello Partnership dba Verizon Wireless - Flowing Springs File #S10-02 .

Memorandum to Sandy McDonald, Deputy County Administrator, from Roger Goodwin, Chief County Engineer, re: construction bond for Cambridgeg Manufactured Home Development, Sec. 4, Phase 4 Lots D99 & D102 (File #09-21).

CORRESPONDENCE:

Minutes of the Regular Board Meeting of the Jefferson County Public Service District of June 6, 2011.

Letter received from the WV Dept. Of Highways re: update on the Statewide Transportation Improvement Program (STIP).

Weekly settlement reports for the Charles Town Races received from the West Virginia Lottery, week ending June 26 - 30, 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.

Minutes

Jefferson County Commission

Thursday, June 30, 2011

A meeting of the Jefferson County Commission was held on Thursday, June 30, 2011 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Dale Manuel, Frances Morgan, Lyn Widmyer and Walt Pellish; Sandra McDonald, Deputy County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddy, Bailiff. County Administrator Tim Boyde was absent with notification. (An audio tape of this June 30, 2011 meeting is available through the Jefferson County Commission Office.)

The meeting was called to order at 9:30 a.m. by Commissioner Noland.

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the June 23, 2011 regular meeting as amended. Motion seconded by Mr. Manuel and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$13,137.47, being purchase order numbers 53152, 52898, 53028, 53022, 49559, 48389, 53027, 53026, 53025, 53024, 52957, 52956, 52959, 52958, 53019 and 49525. Motion seconded by Ms. Morgan and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable in the amount of \$161,192.21. Motion seconded by Mr. Pellish and unanimously approved.

PUBLIC COMMENT

Comments were made by Eleanor Finn, Paul Rosa and Laura Rattenni.

PRESENTATIONS:

1. **Ralph Lorenzetti** - request approval to hire Cynthia Danner as Legal Assistant/Paralegal effective July 1, 2011.

Motion by Ms. Morgan to approve the hiring by the Prosecutor's Office of Cynthia Danner as a Legal Assistant/Paralegal, effective July 1, 2011. Motion seconded by Mr. Manuel and unanimously approved.

Ralph Lorenzetti advised of the working space needs of the Prosecutor's Office. Magistrate Boober commented on the working space needed by the Magistrates, including the need for more courtrooms.

- 2. Roger Goodwin, Chief County Engineer** - request to allow staff to call on any Letters of Credit that have not been renewed by Monday, July 11, 2011.

Motion by Ms. Morgan to authorize staff to call on any Letters of Credit that have not been renewed by Monday, July 11, 2011. Motion seconded by Mr. Manuel and unanimously approved.

Mr. Goodwin also reported on the Westridge Hills Test Wells Project, the Water Budget Studies Report and the Windmill Crossing Subdivision.

- 3. Mike Mood, Chief, Middleway Volunteer Fire Department** – request for endorsement for the Middleway Volunteer Fire Department to start an EMS Ambulance Transport Service.

Motion by Mr. Manuel to endorse the Middleway Volunteer Fire Department in its endeavor to start an EMS Ambulance Transport Service, which project was previously endorsed by the Fire and Rescue Association, Jefferson County Emergency Services Agency and the fire companies. Motion seconded by Ms. Morgan and unanimously approved.

- 4. Jennifer Maghan, County Clerk** – presented Federal Reserve Bank Joint Custody form to be updated since the President and Vice President of the Commission have changed. Ms. Noland, President of the Commission and Mr. Manuel, Vice President, executed the document.



**Federal Reserve Bank
Joint Custody Service via FedMail®
Request Form**

PLEASE TYPE FORM, PRINT, & SUBMIT (handwritten forms may delay processing)

Internal FR
(Upon receipt by the Federal Reserve Bank)

Federal Reserve Bank Use Only	
Due Diligence Verified:	_____
Initials:	_____
Date:	_____

Use of the FedMail® access solution is governed by Federal Reserve Bank Operating Circular 5, Electronic Access ("OC 5"). Depending on the services you choose to access using FedMail, additional Operating Circulars (available at FRBservices.org) may govern. Submission of this form constitutes acceptance of the terms and conditions of OC 5 and other applicable Operating Circulars and agreements. The Federal Reserve Banks have no obligation to verify the accuracy of the information you provide below and have the right to rely on such information in connection with the provision of FedMail access to the services you are requesting. Except to the extent prohibited by law or regulation, you agree to indemnify, hold harmless and defend the Federal Reserve Banks against any claim, loss, liability, or expense made against or incurred by the Federal Reserve Banks in connection with their reliance on the information provided below.

Section 1 – General

* Required Fields

State or Local Government Institution Name *	Jefferson County Commission	
Telephone *	Phone 304-728-3284	Extension 0
Joint Custody Account Number(s) *	Provide the 4-digit alpha-numeric account number(s) below that are listed as "Institution ID" on your statement. This form may be used for multiple account numbers being delivered to the same addresses, with a maximum of four account numbers.	
Account #1	Patricia De Vore	
Account #2	Dale Marshall	
Account #3		
Account #4	ATTESTED: <i>Quinn S. Maghan, Clerk of the County Commission of Jefferson</i>	

Section 2 – Service Profile

Instructions

1. Use this section to "Add" or "Delete" services or delivery addresses.
2. For email delivery, please provide more than one email address.
3. Complete an additional form to sign up more than three delivery addresses for a service.
4. To change a delivery address, "Delete" the current delivery address and "Add" the new delivery address.
5. Delete all recipients by marking "All" in the delete column.
6. If updates are required to your current Joint Custody pledge agreement, please call 800-327-0147 and select option 4.

Joint Custody Service (JCCR)

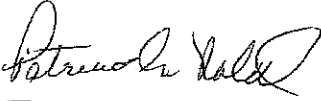
Add	Delete <input type="checkbox"/> All	Email	Fax	Email Address or Fax Number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Federal Reserve Bank Joint Custody Service via FedMail® Request Form

Section 3 – Service Description

Service	Description
Joint Custody Service (JCCR)	Provides the ability to receive Joint Custody Daily Activity Statements and monthly Securities Holdings Reports electronically. The email is sent in text format; the statements and reports are sent as attachments, which may be viewed with a text editor, spreadsheet or word processing software.

Section 4 – Authorized Approval

Name *	First PATRICIA	Middle initial	Last NOZANK
Signature * <i>The person signing this form must be listed on your current pledge agreement on file with the Federal Reserve Bank as authorized to act for your account.</i>			
Date *	30 JUNE President, County Commission		
Telephone *	Phone 304-728-3284	Extension	

Please submit this form to the Customer Contact Center at:

Email: ccc coordinators@kc.frb.org

Fax: 800-660-7856

Mail:
Customer Contact Center
Federal Reserve Bank of Kansas City
P.O. Box 219416
Kansas City, MO 64121-9416

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Last Updated: 09/10

Page 2 of 2

Pledgee Agreement Form

To: Federal Reserve Bank of Boston
PO Box 55882
Boston, MA 02205
Attn: Joint Custody

Tel: 800-327-0147, #1
Fax: 877-973-8972

Date: 30 June 2011

We, the Jefferson County Commission agree to the terms of **Appendix C** of your **Operating Circular 7**, dated August 19, 2005, as it may be amended from time to time with respect to the account on your books designated NEW (4 digit alpha-numeric account number)

We further agree that you may accept par for par substitutions: securities from the Pledgor as a replacement of, or in substitution for, those securities presently held (please check one):

NO (Instructions required for each withdrawal) YES (Standing approval)

provided that the replacement or substitution does not reduce the aggregate par amount of securities held in custody for us. (See **Operating Circular 7, Appendix C, Section 4.3.**)

We authorize you to use the following call-back procedure for securities transactions pertaining to this account (please check one):

Three-party call-back Four-party call-back

We certify that the individuals listed below may take authoritative action on our behalf with respect to the account, including a direction to release collateral from the account. You may rely on the authority of these individuals with respect to the account until we otherwise notify you.

Telephone: 304-728-3284
Fax: 304-725-7916

Print Name: Colvin Dale Manuel Title: Vice - President
Signature: Dale Manuel Date: 30 June 2011

Telephone: 304-728-3284
Fax: 304-725-7916

Print Name: PATRICIA NOLAN Title: President
Signature: Patricia L. Nolan Date: 30 June 2011

Telephone: _____
Fax: _____

Print Name: _____ Title: _____
Signature: _____ Date: _____

Pledgee Agreement
(page 2 of 2)

Telephone: _____

Print Name: _____ Title: _____

Fax: _____

Signature: _____ Date: _____

The Undersigned hereby certifies that he/she is the present lawful incumbent of the designated public office.

Pledgee

Jefferson County Commission

Name of governmental unit

PO Box 250

Street Address or P.O. Box Number

Charles Town, WV 25414

City, State, Zip Code

Jennifer S. Maghan
Official Signature/ Date

JENNIFER MAGHAN, COUNTY CLERK

Printed Name and Title

Notary

State of West Virginia

County of Jefferson

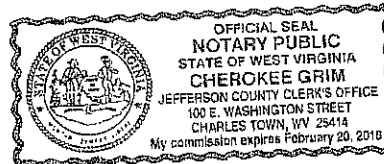
On this 30th day of June, 2011, before me personally appeared

Jennifer S. Maghan, to me personally known or satisfactorily proven, who by me duly sworn, did depose and say that he/she resides at 100 East Washington St, in the City of Charles Town, in the State of West Virginia, that he/she is the County Clerk [Title] of Jefferson County and that he/she executed this document on behalf of Jefferson County Commission before me.

Cherokee Grim
(Signature of Notary)

Cherokee Grim
(Print name of Notary)

My commission expires on 2/20/2018 [Date]



The Commission took a 10-minute break at 10:20 a.m.

The Commission reconvened the meeting at 10:30 a.m.

5. Request to approve renewal of Mutual Aid Agreement between City of Martinsburg and Jefferson County.

Motion by Mr. Manuel to approve renewal of Mutual Aid Agreement between City of Martinsburg and Jefferson County. Motion seconded by Ms. Morgan and unanimously approved.

6. Approval of acquisition of property to address the needs of the Prosecuting Attorney, the Courts and the County Commission. (PN)

Discussion among the Commissioners. No action taken.

7. Review and discussion of draft of Commission policy to require public improvement projects in excess of \$100,000.00 to be consistent with an adopted Capital Improvements Plan (LW).

8. Motion by Ms. Widmyer that all expenditures in excess of \$100,000.00 be consistent with an adopted capital improvement plan. Ms. Morgan seconded the motion but would prefer that the motion be amended to say that the County Commission intends to develop and adopt a capital improvement plan and this would be consistent with the Capital Improvement Plan, except for emergencies.

Mr. Manuel requested the motion in writing and Ms. Noland suggested drafting the motion over lunch and revisiting the issue in the afternoon. There was unanimous agreement among the Commissioners.

9. Barbara Miller, Director of Homeland Security and Emergency Management:

- **Community Rating System of the National Flood Insurance Program**
- **Contract with CERVIS**
- **Memorandum of Understanding (MOU) between Jefferson County Dept. of Health and Jefferson County Homeland Security and Emergency Management/Jefferson County Commission**

Motion by Mr. Manuel to approve the CERVIS contract and authorize the Commission President to execute same on behalf of the Commission. Motion seconded by Ms. Noland and unanimously approved.

Motion by Ms. Widmyer to approve the Memorandum of Understanding (MOU) between the Jefferson County Dept. of Health and Jefferson County Homeland Security and Emergency Management/Jefferson County Commission. and authorize the Commission President to execute same on behalf of the Commission Motion seconded by Mr. Manuel and unanimously approved.

10. Patricia Sanderson, Shenandoah Professional Center, LLC request to allow the zoning map amendment request for Shenandoah Professional Center, LLC to Residential-Light Industrial-Commercial (RLC) with no further public hearings.

Motion by Ms. Morgan to postpone any ruling until a public hearing is held by the Commission. Motion seconded by Ms. Widmyer but failed. Mr. Manuel, Ms. Noland and Mr. Pellish voted "against" the motion.

Motion by Mr. Pellish to approve the zoning map amendment for Shenandoah Professional Ctr., LLC, TM 9, Par 37 & 37.2 from the current zoning of Residential Growth (RG) to Residential-Light Industrial-Commercial (RLC), with no further public hearings as it is not a requirement of the West Virginia Code. Motion seconded by Ms. Noland and carried 3 to 2. Ms. Widmyer and Ms. Morgan voted "against" the motion.

- ENTER ORDER HERE – (prepared by counsel)

Item No. 7 on the agenda Interviews and Appointments to certain Agencies, Boards, Commissions or Committees. By unanimous consent of the Commissioners, this item was removed from this agenda and will be rescheduled for June 14, 2011. Applications will be accepted until July 8, 2011.

The Commission took a 5-minute break at 12:34 p.m.

The Commission reconvened the meeting at 12:38 p.m.

Ms. Morgan absent with notice.

- 11. Joe Sacchet, Director, Berkeley Jefferson Day Report Center presented his request for \$36,940.00 in matching funds from the Commission for fiscal year 2011/2012 in connection with the WV Community Corrections Grant Program.**

Motion by Ms. Morgan to release the matching funds in the amount of \$36,940.00 to the Berkeley Jefferson Day Report Center for fiscal year 2011/2012 in connection with the WV Community Corrections Grant Program. Motion seconded by Mr. Manuel and unanimously approved.

The Commission broke for lunch at 12:45 p.m.

The Commission reconvened the meeting at 1:30 p.m.

- 12. Request for approval of Resolution Changing the Scope of Work for the Governor's Community Participation Grant Program for Camp Frame.**

Motion by Ms. Widmyer to approve the Resolution Changing the Scope of Work for the Governor's Community Participation Grant Program for Camp Frame. Motion seconded by Mr. Manuel and carried 4 to 1.

JEFFERSON COUNTY COMMISSION

CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County met on June 30, 2011 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Camp Frame 4-H Association to purchase plastic mattresses, supplies, improvements to the swimming pool, upgrade of the dining hall and installation of new metal doors in the living quarters/cabins as funds permit with funds made available through the Governor's Community Participation Grant program in the amount of \$5,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes Patricia Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor's Community Participation Grant Program.

Patricia Noland, President
Jefferson County Commission

08LEDA0665NH

Ms. Morgan absent with notice.

13. Request to approve the Memorandum of Understanding between the Department of Homeland Security, Mount Weather Emergency Operations Center and Jefferson County Fire and Rescue Association regarding Mutual Aid Assistance.

Motion by Mr. Pellish to approve the Memorandum of Understanding between the Department of Homeland Security, Mount Weather Emergency Operations Center and Jefferson County Fire and Rescue Association regarding Mutual Aid Assistance. Motion seconded by Mr. Manuel and unanimously approved.

14. Request to approve the Contract for Lease between the Jefferson County Commission and the State of West Virginia on behalf of the Bardane Public Health Center at Bardane.

Motion by Mr. Manuel to approve the Contract for Lease between the Jefferson County Commission and the State of West Virginia on behalf of the Bardane Public Health Center at Bardane. Motion seconded by Mr. Pellish and unanimously approved.

15. Mark Schiavone, Director, Capital Planning and Management submitted an accounting by the Parks and Recreation Department.

By unanimous consent the Commissioners decided to postpone any discussion or action of Mr. Schiavone's FY 2012 Impact Fee Fundable Projects List. This item will be placed on the July 7, 2012 agenda.

Ms. Morgan returned at 1:45 p.m.

16. Motion by Mr. Manuel to move the unencumbered balance remaining at the end of the current budget year (ending June 30, 2011) and allocate same in the following manner: the first 1.6 million dollars be allocated to meet encumbrances existing in the next year's budget, 75 percent of the

remaining balance by placed in the Capital Fund and the final 25 percent be placed in the County Commission Fund. Mr. Pellish seconded the motion and it was carried 4 to 1 with Ms. Morgan voting “against” the motion.

- 17. Review and discussion of draft Commission policy to require public improvement projects in excess of \$100,000.00 to be consistent with an adopted Capital Improvement Plan. (LW)** This item was taken off the table until sometime in July, 2011.

Ms. Widmyer left at 2:00 p.m.

- 18. Senator John Unger addressed the Commission and presented an overview of the discussions that took place in the morning with the Jefferson County Board of Health and the WV Board of Health regarding rules of preparation and selling of food by non-profit organizations.**

COUNTY ADMINISTRATOR REPORTS:

Sandra McDonald, Deputy County Administrator:

- Reminder that Monday, July 4, 2011 is a holiday.
- Reported on the many different ways in which Facebook is being used and inquired if the Commission wanted a facebook account.
- Submitted a draft job description for the proposed Chief Financial Officer and requested that she receive the Commissioners’ responses within two (2) weeks.
- Reported that Bob Tabb, Deputy Commissioner with the West Virginia Agriculture Office, will not be able to address the Commission in July, 2011 due to a busy schedule. He will contact us when he is able to attend a meeting.
- Reported that steps will be taken to correct the problems with the webcast of the weekly Commission meetings.

Commissioner Morgan:

- Attended a Farmland Protection Board Meeting.
- Attended a Jefferson County Emergency Services Agency meeting.
- Attended a meeting at the Sheriff’s Office with the Governor regarding Drug Abuse Prevention Initiatives.

Commissioner Pellish:

- Attended the Jefferson County Development Authority Retreat.
- Attended a Planning Commission meeting.

Commissioner Manuel:

- Attended a meeting with the Jefferson County Emergency Services Agency, County Commissioners and Fire Departments.
- Attended the Drug Summit with the Governor.

Commissioner Noland:

- Attended a meeting with the Governor regarding Drug Abuse Prevention Initiatives.

There being no further business, motion by Mr. Manuel to adjourn. Motion seconded by Ms. Noland and the meeting was adjourned at 2:50 p.m.

Upon rising the meeting was adjourned until Thursday, July 7, 2011.

PATRICIA A. NOLAND, PRESIDENT

DRAFT

Minutes

Jefferson County Commission

Thursday, July 7, 2011

A meeting of the Jefferson County Commission was held on Thursday, July 7, 2011 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Dale Manuel, Frances Morgan, Lyn Widmyer and Walt Pellish; Tim Boyde, County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddy, Bailiff. (An audio tape of this July 7, 2011 meeting is available through the Jefferson County Commission Office.)

The meeting was called to order at 9:30 a.m. by Commissioner Noland.

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

By unanimous consent it was agreed to postpone approval of the June 30, 2011 meeting minutes until the Order approving the zoning map amendment for Shenandoah Professional Center, LLC has been received from legal counsel and reviewed by the Commissioners.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Pellish to approve Purchase Orders in the amount of \$37, 547.26, being purchase order numbers 49356, 49357, 49355, 52907, 48698, 52911, 52912, 52913, 52914, 49326, 52901, 52900, 53199, 53198, 53042, 53041, 53039, 53038, 53037, 53036, 49554, 49564, 48392, 48393, 53035, 52847 and 52935. Motion seconded by Ms. Morgan and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable in the amount of \$933,841.64. Motion seconded by Ms. Widmyer and unanimously approved.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS:

1. **Approval of Contract and Resolution for the Victims of Crime Act (VOCA) Grant** in the amount of \$59,381.00 and to authorize the President of the Commission to affix her signature to the appropriate documents.

Motion by Ms. Morgan to approve the Contract and Resolution for the Victims of Crime Act (VOCA) Grant in

Motion by Ms. Morgan to approve the Contract and Resolution for the Victims of Crime Act (VOCA) Grant in the amount of \$59,381.00 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded by Mr. Manuel and unanimously approved.

PRESENTATIONS:

2. **Laura Rattenni, Circuit Clerk – approval for re-hire of Melinda Maye, effective July 5, 2011 to work in the Circuit Clerk’s Office temporarily part-time at the rate of \$13.00 per hour with no benefits.**

Motion by Ms. Morgan to approve the re-hire of Melinda Maye, effective July 5, 2011 to work in the Circuit Clerk’s Office temporarily part-time at the rate of \$13.00 per hour with no benefits. Motion seconded by Mr. Manuel and unanimously approved.

3. **Senator Herb Snyder – presented a \$10,000.00 grant to Jefferson County Emergency Services to be used to purchase teleconferencing equipment and a \$10,000.00 grant to Jefferson County Animal Welfare Society to aid in its Spay and Neuter Program.**

UNFINISHED BUSINESS:

4. **Motion by Ms. Morgan to approve the FY 2012 Non-Profit Budget Request with the Commission’s recommended additions. Motion seconded by Mr. Manuel and unanimously approved.**
5. **Mark Schiavone, Director, Capital Planning and Management – approve FY 2012 Impact Fee Fundable Projects List.**

Motion by Mr. Manuel to approve the FY 2012 Impact Fee Fundable Projects List as presented by Mr. Schiavone. Motion seconded by Ms. Morgan and unanimously approved.

NEW BUSINESS continued

6. **Motion by Mr. Pellish to approve the Policy Neutral Zoning Ordinance Amendments as presented. Motion seconded by Ms. Morgan and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS:

- Mr. Boyde reported that he met with Commissioner Pellish and a representative of Highmark Blue Cross/Blue Shield and will be submitting a report to the Commission.
- He reported that the County is in receipt of the proceeds from the sale of the Lot 18 building.

COUNTY COMMISSION REPORTS:

Commissioner Widmyer:

- Attended a work session on State Law, Ethics and Parliamentary Procedure in Harpers Ferry, West Virginia.
- Attended a Jefferson County Public Service District meeting.

Commissioner Manuel:

- Provided the Commission with an update on Moulton Park.
- Attended a Jefferson County Partnership for Affordable Housing meeting.
- Invited the Commissioners to Big Screen Movie Night at Sam Michael's Park on August 13, 2011 to see "Yogi Bear."

Commissioner Morgan:

- Attended a Jefferson County Board of Health meeting.
- Announced that there will be a free concert by the Navy Band on Camp Hill on July 9, 2011.

Commissioner Pellish:

- Attended a Planning Commission meeting last week.

Commissioner Noland:

- Attended the fireworks at Sam Michael's Park.
- Attended a Jefferson County Partnership for Affordable Housing meeting.

Motion by Mr. Pellish to adjourn the meeting. Motion seconded by Mr. Manuel and unanimously approved. The meeting was adjourned at 11:00 a.m.

Upon rising the meeting was adjourned until Thursday next, July 14, 2011 at 9:30 a.m.

PATRICIA A. NOLAND, PRESIDENT

<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: Adam Shively

Department or Entity: Realty Alliance Inc.

Estimation of amount of time needed for appointment: 5-10 min

Date Requested – 1st Choice: 7/14/2011

Date Requested – 2nd Choice: _____

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

Subject: Presentation of check to the Jefferson County Parks and Recreation Commission

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: ~~6/24/11~~ 7/14/11

Appt Time or ~~Reschedule~~: 10:00 am

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 10-15 minutes

Date Requested – 1st Choice: 6/30/2011

Date Requested – 2nd Choice: _____

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

Subject: **Interviews and Appointments to the Summit Point Library Committee term ending June 30, 2016**

Please provide the County Commission with a description of your request or presentation, including any background information: **There is a vacant position available on the Summit Point Library Committee for a (5) five year term that will end on June 30, 2016.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion to approve _____, to the Summit Point Library Committee for a five year term ending June 30, 2016.**

Attachments:

Summit Point Library

Members Currently serving 2010

Name	Address	Phone	Expiring Term	
Curt Mason			6/30/2011	
Carol Del Colle			6/30/2014	
Linia Overly			6/30/2013	
Catherine Burke			6/30/2015	

Vacancy

Name	Address	Phone	Expiring Term	
Curt Mason			6/30/2011	

Interested Applicants

Name	Address	Phone		Attending
Curt Mason				Yes

South Jefferson Public Library

49 Church Street

Post Office Box 17

Summit Point, West Virginia 25446

Phone: 304-725-6227

Email: jenkinsd@martin.lib.wv.us

Fax: 304-728-2586

April 25, 2011

The County Commission of Jefferson County
PO Box 250
Charles Town WV 25414
Att. Nichelle Adams Hosby

RE: South Jefferson Library Commission Appointment

Dear Commissioners,

This letter is to convey our unanimous recommendation for the reappointment of Curt Mason to a new term on our library board.

Curt has served tirelessly as our Vice President since his service on the board began and continues to be a very active and reliable board member. He brings leadership skills and creativity to the office he holds on the board. Curt has also been responsible for suggesting and spearheading the library's arts and music program, which has been very favorably received within the community. His dedication to the library and the community is greatly appreciated, and we would very much like him to continue.

Sincerely yours,



Carol Del-Colle, President

RECEIVED

APR 27 2011

Jefferson County Commission



JEFFERSON COUNTY COMMISSION

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

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Patsy Noland

VICE PRESIDENT
Dale Manuel

COMMISSIONER
Frances Morgan

COMMISSIONER
Walt Pellish

COMMISSIONER
Lyn Widmyer

April 13, 2011

Curt Mason
3735 Summit Point Road
Charles Town, WV 25414

Dear Mr. Mason:

Please be advised that your term on the Summit Point Library Committee will expire on June 30, 2011. Until the County Commission has acted to appoint someone for another Five year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, June 30, 2011 or as soon thereafter as the Commission may decide.

If you have any questions, please do not hesitate to contact me.

For the Commission,

Nichelle Adams Hosby
Executive Assistant

3735 Summit Point Road
Charles Town WV 25414
20 April 2011

Jefferson County Commission
PO Box 250
Charles Town, WV 25414
Attn: Nichelle Adams Hosby

Dear Ms. Hosby,

Thank you for your letter of April 13, 2011, advising me that my term on the Summit Point Library Committee will expire soon. I am very interested in being considered for another term as a Committee member. During my current term as vice-president of the Committee, I have been active in the affairs of the library, attending almost all the board meetings, and leading the library's art and music program, which has been recognized as a real benefit to the community, as evidenced by the receipt of two grants from the Arts and Humanities Alliance within the past two years.

I hope the Commission will see its way clear to appoint me for another term beginning in June.

Thank you.



Curt Mason

Cc: Carol Del-Colle, President, South Jefferson Public Library.

RECEIVED

APR 20 2011

Jefferson County Commission

2B

Commission Office Use Only

Date on Agenda: ~~6/14/11~~ 7/14/11

Appt Time on New Business: 10:00 am

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 10-15 minutes

Date Requested – 1st Choice: 6/30/2011

Date Requested – 2nd Choice: _____

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

Subject: **Interviews and Appointments to the Jefferson County Parks and Recreation Commission 3 unexpired terms ending June 30, 2014**

Please provide the County Commission with a description of your request or presentation, including any background information: **Three (3) vacant positions are available on the JCPR Commission that are for (3) - three year terms that will end on June 30, 2014.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion to approve _____, _____ and _____ to the Jefferson County Parks and Recreation Commission for a three year term ending June 30, 2014.**

Attachments:

Parks & Recreation Commission

Members currently serving

Name	Phone	Expiration
Mike Jacobs		6/30/2011
William Hoak		6/30/2011
Daniel McVicar		6/30/2011
Toni Milbourne		6/30/2012
Lou Tiano		6/30/2012
Bobby Shirley		6/30/2012
George Nichols		6/30/2012
Gene Taylor		6/30/2013
Jimmy Pierson		6/30/2013
Heather Morgan		6/30/2013
Paul Marshall		6/30/2013
Jennifer Myers		Intrim Director

Resigned or expired term member(s)

Name	Phone	Expiration
Mike Jacobs	RESIGNED	6/30/2011
William Hoak	EXPIRING	6/30/2011
Daniel McVicar	EXPIRING	6/30/2011

Interested Applicants

Name	Phone	Attending
Daniel McVicar	304-728-0675	um 7-8-11
Adam Shively	240-405-5575	usd
Joan O'Dell	304-728-1133	

Todd McKinney

um 7-8-11

PARKS AND RECREATION COMMISSION

Mike Jacobs
1141 Steamboat Road
Shepherdstown, WV 25443
h: 876-6196
3 years 6/30/2011

William R. Hoak
761 Jefferson Orchard Road
Kearneysville, WV 25430
h: 725-3327
3 years 6/30/2011

Daniel W. McVicar
28 Sunlite Drive
Charles Town, WV 25414
728-0675
dwmcvicar@frontiernet.net
3 years 6/30/2011

Toni Milbourne
P.O. Box 586
Harpers Ferry, WV 25425
h: 535-6851 w: 725-2046
3 years 6/30/2012

Lou Tiano
1127 Willowdale Drive
Shepherdstown, WV 25443
h: 876-6836 cell: 268-3703
ltiano@frontiernet.net
3 years 6/30/2012

Bobby Shirley
567 Hidden Hallow Drive
Kearneysville, WV 25430
h: 724-5876
3 years 6/30/2012

1

PARKS AND RECREATION COMMISSION

George F. Nichols
187 Highland Way
Kearneysville, WV 25430
h: 725-7106
3 years 6/30/2012

Gene Taylor
1884 Hidden Hollow Drive
Kearneysville, WV 25430
genet_25414@yahoo.com
h:304-724-1784
c:240-432-6710
3 years 6/30/2013

Jimmy Pierson
49 Serenity Lane
Ranson, WV 25438
h.304-725-0552
c:304-616-8998
3 years 6/30/2013

Heather Morgan
29 Keys Ferry Rd, Suite 200
PO Box 426
Charles Town, WV 25414
h:304-725-2055
heather@jeffersoncountywvchamber.org
3 years 6/30/2013

Paul Marshall
409 Oakwood Drive
Shepherdstown, WV 25443
876-0551 cell-443-871-2574
pmarshall@ecologyservices.com
3 years 6/30/2013

Parks and Recreation Commission
235 Sam Michaels Lane
Shenandoah Junction, WV 25442
304-728-3207
728-9746 fax
JCPR@frontiernet.net §7-11-3

JOAN E. O'DELL
288 Highview Road
Harpers Ferry, West Virginia 25425
240-731-1349; 304-728-1133

May 6, 2011

Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 225414
nhosby@jeffersoncountywv.org

Re: Application for Appointment to the Jefferson County Parks and
Recreation Commission for term ending June 30, 2011, and term
beginning July 1, 2011.

Dear Commissioners:

I am interested in serving on the Jefferson County Parks and Recreation Commission for the term ending June 30, 2011, and the term beginning immediately thereafter (July 1, 2011).

I enclose my resume/statement of qualifications. I have served in positions with a County Government, including as County Attorney of Palm Beach, Florida – the largest County east of the Mississippi River, and with both rural and urban areas, and local and state problems - and with large acquisition and management programs for parks and recreational facilities.

My work with the U. S. Environmental Protection Agency was varied, and included supervision of the entire Grant Program for EPA, including grants to Counties.

Since moving to West Virginia in 1998, I have actively managed Lakeland Properties d/b/a Mountain Lake Lodge, including property maintenance, planning, Capital Improvements, running restaurants, etc. I have held certification under State law to operate restaurant facilities (ServSafe Management and Public Water System Operator Certificates.) I also am a licensed Real Estate Broker in WV.

I have served on the Board of the Jefferson County Convention and Visitors Bureau, and have a working knowledge of local, State and Federal law pertaining to safe water, clean air, operation of recreational facilities. and other health matters.

I believe that as a Parks and Recreation Commissioner, I can make a substantial contribution to Jefferson County, based upon my long-term experience in local, state and federal governments at medium to top levels.

My interest in land management and beautification, environmental protection, and water drainage and cleanliness is not stated on my resume. I am very interested in always improving the quality (and quantity) of parks and recreational facilities in the area where I live.

My dedication to serving those aspects of "Wild and Wonderful" West Virginia is long-standing.

I am available to meet with one or more of the County Commissioners (or staff) to answer any questions about my application or experience.

I am delivering 6 copies of this letter and my resume for distribution to each Commissioner with a file copy. Please call me at 240.731.1349 if you have any questions.

Sincerely,

Joan E. O'Dell

Enclosures: 5 copies of this letter and 6 copies of resume

Resume of Joan Elizabeth O'Dell -- Applicant for appointment as Commissioner of Jefferson County Parks and Recreation Commission. Date: May 6, 2011

Address: 288 Highview Road, Harpers Ferry WV 25425 240-731-1349

Resident of Jefferson County, WV since September 1998; Registered Voter

Owns home and other real property in Jefferson County, WV and pays real estate taxes in Jeff. County

Manages recreational properties in Jefferson County for over ten years

Licensed Real Estate Broker with current WV license

Taught in Jefferson County Public Schools as Substitute Teacher (Grades K-12)

Currently licensed to practice law in District of Columbia, with Real Estate Broker's License also in DC

Past Work Experience:

Trial Attorney for U. S. Securities and Exchange Commission, Washington, DC

Assistant State Attorney, Dade County (Miami), Florida (Prosecuting Attorney)

Assistant County Attorney, Dade County (Miami) Florida

County Attorney, Palm Beach County, Florida (Chief Attorney for County in all civil and governmental matters)

Regional General Counsel, U. S. Environmental Protection Agency, Atlanta, Ga . (Chief attorney for EPA in 8 state southeast region in all civil and criminal matters)

Associate General Counsel, Division of Grants, Contracts and General Administration, U. S. Environmental Protection Agency, Washington, D. C.

Private Practice of Law (not licensed in WV) and real estate sales and property management

In most of the governmental positions, I had a prominent role in, management, budgeting, environmental issues and planning .

Current Work Experience:

Licensed Real Estate Broker, West Virginia – sales and property management

Manager, Lakeland Properties LLC, d/b/a Mountain Lake Club – recreational facility with 55 acre lake, beach, tennis, boating, fishing, food service.

Nichelle Hosby

From: Tim Boyde [tboyde@jeffersoncountywv.org]
Sent: Tuesday, May 24, 2011 9:24 AM
To: 'Nichelle Hosby'
Subject: FW: Reappointment

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

From: Dale Manuel [<mailto:dmanuel@frontiernet.net>]
Sent: Monday, May 23, 2011 7:31 PM
To: 'Sandy McDonald'; 'Tim Boyde'
Subject: FW: Reappointment

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

From: Mcvicar, Daniel (NIH/NCI) [E] [<mailto:McvicarD@mail.nih.gov>]
Sent: Monday, May 23, 2011 5:20 PM
To: Dale Manuel
Subject: Reappointment

Hi Dale,

I could not find an email address for Sandy. Could you forward this for me?
Thanks

Dan

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

Dear Commissioners,

This letter is to notify you of my interest in appointment for a third term as a member of the Jefferson County Parks and Recreation Commission (JCPRC). I have been a very active member of JCPRC since my appointment in 2005, and I hope to continue to contribute to the department for 3 more years. As a JCPRC commissioner, I have been involved in many aspects of the operation and modernization of the department. In my capacity as chair of the Facilities committee, I oversee the acquisition, construction, and maintenance of JCPRC resources throughout the county. Among other things, in the last three years this has involved formalization of the department's policies through the development and adoption of employee guidelines and development of a formal detailed facility use agreement to better protect the department. In addition, as the original author, I maintain the department's bylaws and assure compliance in regards to updates and/or changes. Perhaps most notably, I have been the lead commissioner in the acquisition of the new park at Hite Road. Having, initially identified the site several years ago, I have been intimately involved in the development of the formal Master Plan, and I am now overseeing the development of the Site Plan that will result in the production of construction documents for the park. As soon as those documents are in hand, the commission expects to

move forward with the initial phase of development.

In summary, I feel that my time on the commission has been beneficial to both the commission and the people of Jefferson County. I believe my relationship with large segments of the county recreation community have increased awareness of JCPRC efforts and programs. I look forward to the opportunity to continue to serve the county as JCPRC expands its facilities and delivers increased recreational opportunities to the citizens of Jefferson County.

Sincerely,

Daniel W. McVicar

Dan McVicar
JCPRC Facilities Subcommittee
(304) 728-0675 (h)
(301) 401-2723 @
(301) 846-5163 (w)



JEFFERSON COUNTY COMMISSION

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

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Patsy Noland

VICE PRESIDENT
Dale Manuel

COMMISSIONER
Frances Morgan

COMMISSIONER
Walt Pellish

COMMISSIONER
Lyn Widmyer

April 13, 2011

David W. McVicar
28 Sunlite Drive
Charles Town, WV 25414

Dear Mr. McVicar:

Please be advised that your term on the Jefferson County Park and Recreation Commission will expire on June 30, 2011. Until the County Commission has acted to appoint someone for another Three year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, June 30, 2011 or as soon thereafter as the Commission may decide.

If you have any questions, please do not hesitate to contact me.

For the Commission,

Nichelle Adams Hosby
Executive Assistant



JEFFERSON COUNTY COMMISSION

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

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Patsy Noland

VICE PRESIDENT
Dale Manuel

COMMISSIONER
Frances Morgan

COMMISSIONER
Walt Pellish

COMMISSIONER
Lyn Widmyer

April 13, 2011

William Hoak
761 Jefferson Orchard Road
Kearneysville, WV 25430

Dear Mr. Hoak:

Please be advised that your term on the Jefferson County Park and Recreation Commission will expire on June 30, 2011. Until the County Commission has acted to appoint someone for another Three year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, June 30, 2011 or as soon thereafter as the Commission may decide.

If you have any questions, please do not hesitate to contact me.

For the Commission,

Nichelle Adams Hosby
Executive Assistant

Jefferson County Commissioners,

It is with excitement that I request the opportunity to serve on the Parks and Recreation Committee for Jefferson County. As a resident of the county since 2002, I see a definite need for forward thinking, enthusiastic, leadership in this area. After teaching middle school for 4 years, I entered Real Estate and sold for new home builder, NVR. I was then promoted to a position of Vice President of Sales for Portrait Homes and created my own company in 2007-2008, 4 State Real Estate LLC, with the hopes of taking advantage of the Maryland and Virginia transplants in WV and PA. My business has been very successful and I am currently looking for ways to better connect to my local communities and give back time and energy to something I see as very important. I have been married for 8 years to my wife, Lesa and we have two sons, ages 5 and 6. For me, Parks and Recreation is a huge part of who we are as a family and I would love to see Jefferson County Parks and Recreation grow with the energy, salesmanship, and enthusiasm I possess.

As Jefferson County Parks and Recreation, we should have an opportunity to be the "mother ship" for all the fragmented athletic leagues around the county. We should be the driver of enrollment and Jefferson County Parks and Recreation should lead the charge in program enrollment, county wide activities, and community involvement. Currently, Jefferson County Parks and Recreation is housed in an amazing location and facility that is underutilized. Program and Activity sign-ups to my knowledge, are nowhere near where they should be in order to grow this facility into what it was meant to be. People in the county want to see Parks and Recreation grow. I hear it everyday, but we are stuck in a position of, what seems to be, stagnation.

I come to Parks and Recreation with a vision to first, assist in creating a youth sports driver. We currently have multiple county areas acting independently of each other with regard to T-Ball, Baseball, Basketball, Soccer, and Football. Jefferson County Parks and Recreation could bring some cohesion to these activities without enflaming the relationships between the other governing bodies. There is a way to work together, and it would be my goal to assist in finding that road.

Second, with the increase in enrollment in Youth Sports comes a revived summer camp program offering more one week opportunities for the more skill minded youths and families. Looking at the Frederick County, MD YMCA, there are a variety of income producing camp programs that we are not offering here that would easily see growth with a more involved and energized Youth Sports Program overall. A strong Summer Camp program will serve to further ignite sign ups into the seasonal leagues throughout the year.

Third, By using these income producing avenues, we should see the ability to grow the Sam Michael headquarters into what it should be. Things that have been talked about including a band-shell for outdoor concert venues throughout the summer, an indoor and/or outdoor pool facility or water park, campground area, and more trails surrounding the grounds are just a few of the possibilities with a more well-funded Parks and Recreation program overall.

Please consider me for one of the open seats on the Parks and Recreation Commission. If you have any questions, concerns, or would like to set up a more formal interview, please call me at 240-405-5575 (cell) or email at 4StateRealEstate@gmail.com. I appreciate your time and consideration.

Respectfully,



Adam Shively

Jonathan "Adam" Shively

100 Monument Ct. Shepherdstown, WV 25443

Home Phone: 304-870-0022 Cell Phone: 240-405-5575 E-mail: 4StateRealEstate@gmail.com

OBJECTIVE

To get your home or property marketed and sold as quickly as possible at a price and terms that are acceptable to you!

WORK HISTORY

Keller Williams--4 State Real Estate LLC, April 2007-Present

Real Estate Consultant/Owner Keller Williams

- Managed all sales and marketing activities for land development projects, luxury lot and home sales, and commercial projects in the tri-state area
- Maintained sales budgets while meeting and exceeding sales goals in all categories
- Balanced activities as a general real estate agent, procuring leads, listings, and buyer agency activities
- Led Keller Williams Real Estate Agents through Associate Leadership Council
- Balanced duties of Real Estate Agent, Community Sales Director, and Recruitment coordinator
- Sold over \$9.5 Million in Real Estate in 2009 and \$11.5 Million in 2010

Portrait Homes Mid-Atlantic Division, March 2006-April 2007 (Reduction in force due to market condition)

Vice President of Sales

- Recruited and Hired 10 Person Sales force for start-up division
- Created and managed training agenda for newly hired sales representatives
- Completed Annual Plan 2007 and maintained all sales related budgets
- Participated in Land Acquisition activities for start-up division
- Researched and Created Advertising \$4 Million Advertising Budget for Mid-Atlantic Division
- Maintained Advertising budget and cut large scale advertising to meet budget restrictions of start-up division
- Rallied Sales Representatives to create a grass-roots advertising campaign for community sales
- Responsibly forced to lay off sales team due to market condition

Ryan Homes Washington Tri-State Division, 2002-2006

Sales and Marketing Representative

- Marketed and sold average of twenty million dollars in sales volume each year
- Managed numerous sites with customer service ratings in the 90% range over two year period
- Planned and implemented numerous divisional trainings for new sales and marketing associates
- Trained and assisted in the promotions of 8 different Sales Consultants over 4 year period
- Maintained community marketing budget of \$24,000 monthly

Montgomery County Public Schools, 1998-2002

World Studies Teacher/Varsity Basketball/Lacrosse Coach

- Met the needs of various learning styles and a diverse clientele while in charge of 120 students
- Developed and monitored a teacher mentoring program for 40 at-risk youth
- Managed operations of basketball program at Varsity High School level
- Managed operations of lacrosse program at Varsity High School level
- Volunteered and Recruited students for weekend projects in the Germantown, MD area

EDUCATION

Frostburg State University

- BS in Social Science and Certification in Secondary Social Science Education
- Overall GPA: 3.60, Major GPA: 3.54, Cum Laude

Real Estate Licenses

- West Virginia, Pennsylvania, Maryland, and Virginia

RELATED ACTIVITIES AND RECOGNITIONS

- 2010 Keller Williams Regional Top Producer
- 2009 Keller Williams Regional Top Producer
- Topped \$11.5 Million in 2010 Sales
- Topped \$9.5 Million in 2009 Sales
- Produced over \$8Million in Sales in 2008
- SRES Real Estate Designation (Senior Real Estate Specialist)
- Residential Land Specialist Designation
- Martin Friedland "Begin with Excellence" Seminars with Portrait Homes
- Regional Sales Representative of the Year 2005 selected out of over 240 Sales Representatives
- Trained and Mentored more than 18 New Homes Sales Associates
- Regional Trainer designation with Ryan Homes Tri-State division
- Planned and implemented numerous new Ryan Homes Training classes for new associates

COMPUTER EXPERIENCE

- Word, Works, Word Perfect, Outlook, Excel, PowerPoint, Publisher, Lotus Notes, PC based applications

PERSONALITY CHARACTERISTICS

- | | |
|-------------------------|-------------------|
| ➤ Organized | ➤ Confident |
| ➤ Forward Thinking | ➤ Creative |
| ➤ Looks for the Win-Win | ➤ Focused |
| ➤ Encouraging | ➤ Entrepreneurial |
| ➤ Positive | ➤ Action Oriented |
| ➤ Outgoing | ➤ Responsive |
| ➤ Motivating | ➤ Decisive |
| ➤ Motivated | ➤ Prepared |

REFERENCES

Larry Gorman, President of Operations/Managing Partner
CP Homes (A Division of the Long Development Companies)
240-367-8230

Nancy Grams McBride, Broker
Keller Williams Rice Realty
304-876-3570

Jim Gall, Client and Owner
Stonegate Solutions LLC
304-671-2152

Rob Stevens, Mortgage Banker
Shenandoah Mortgage
304-283-4342

FINAL GLANCE

As your agent, I am receptive to criticism, push for envelope in terms of creativity and marketing opportunities, and am open to exploring all opportunities. As a father and husband, I am caring, thoughtful, responsive, and value my role as provider. Allow me to assist you today.

RECEIVED

JUL 07 2011

Attachment

JEFFERSON COUNTY COMMISSION
Jefferson County Commission

Application for Boards, Committees or Commissions

Please type or print information

NAME: TODD C. MCKINNEY
HOME ADDRESS: 4995 Engle Meters Rd. Shepherdstown, WV 25443
HOME TELEPHONE NUMBER: 317-414-3509 - Cell
WORK ADDRESS: 671 FLOCWAY Harpers Ferry, WV 25425
WORK PHONE NUMBER: 304-725-0409
MOBILE PHONE NUMBER: 317-414-3509
E-MAIL ADDRESS: tmckinney@floc.org
MAGISTERIAL DISTRICT: _____
PARTY AFFILIATION (Building Commission applicants only) _____
OCCUPATION: Director of an Outdoor Education Center's Summer Camp
LENGTH OF RESIDENCY IN JEFFERSON COUNTY: 3 yrs.
EDUCATION: HIGH SCHOOL Westfield H.S. - Westfield, IN
COLLEGE Anderson University - Undergraduate Minnesota State University - Graduate
TRADE OR BUSINESS SCHOOL _____

LIST QUALIFICATIONS FOR THIS POSITION:

- Main focus of schooling was business and recreation/education
- I currently oversee a camp facility with programming to over 2,000 individuals a year
- Please see attached resume & Ym

NAME OF BOARD, COMMITTEE OR COMMISSION AP
Parks and Recreation Commis

4:33 PM
7/7/11

ORGANIZATION MEMBERSHIPS & POSITIONS HELD:
Co-Director of the Two Rivers Heritage Assoc. for Experiential Education - no position held

Signature: Todd C. McKinney Date: 7/7/11

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

TODD C. MCKINNEY

TMCKINNEY@FLOC.ORG

317-414-3509

4995 ENGLE MOLERS RD.
SHEPHERDSTOWN, WV 25443

July 6, 2011

Jefferson County Commission
P.O. Box 250
124 East Washington St.
Charles Town, WV 25414

To Whom It May Concern,

I am excited to submit this application for the Jefferson County Parks and Recreation Commission. After reviewing the description listed on the Jefferson County Commission website and talking with a few individuals about the commission, I believe my experience, skills and passion make me well qualified to fill the position and to serve the goals of the Parks and Recreation Department.

My guiding principles of education are based in the roots of experiential learning. The past three years in my work with the Outdoor Education Center of For Love of Children has been instrumental in helping me define my goals and beliefs in education, recreation and individual development. I am someone who is self-motivated and passionate about experiential and environmental education. I feel that my experiences in my master's program and the development I have received in managing the Outdoor Education Center have prepared me for my next leadership role in a volunteer capacity. Through these experiences, I have been able to lead strategic planning discussions about the direction for our Camp's marketing focus, facilitate many different programs of all ages and think of new ways to help streamline all of our Center's financial and managerial components to gain better efficiencies around the workplace.

Being the Director, at The Outdoor Education Center of FLOC, has helped refine several areas that I am enthusiastic about, and allowed me to explore them through several opportunities. These areas include teaching, creative programming, supervision, problem-solving, partnership development and building efficiency models. I have developed many skills within these passions, and have begun to incorporate them into fiscal planning, such as developing a budget tracking document and making sure that it is kept updated, networking with local agencies to see where we can work together to meet the needs of the children in the Eastern Panhandle and the development of new programming ideas to enhance the offerings we have to leverage new revenue streams. I believe these examples align with specific aspects of the Parks and Recreation Commission, namely with having experience building efficiency models to aide with fiscal planning, the ability and understanding of networking with other local agencies and finally the hands on knowledge of working with youth and having experience facilitating programs as well as project planning.

I would bring tremendous energy, creativity, empathy, and true commitment to the Parks and Recreation Commission. This role is very appealing to me and I am excited about the unique opportunities for education that you offer to individuals. I am eager to get more invested in the local community and am very excited about the possibilities this position holds. I appreciate you taking the time to review my credentials and experiences. I would like to thank you for your consideration with this position. If you need anything else please let me know. I look forward to hearing from you.

Respectfully,

Todd C. McKinney
Director of The Outdoor Education Center of FLOC

TODD C. MCKINNEY

TMCKINNEY@FLOC.ORG

317-414-3509

4995 ENGLE MOLERS RD.
SHEPHERDSTOWN, WV 25443

EDUCATION

Minnesota State University, Mankato, MN

- M.S., Educational Leadership; Emphasis: Experiential Education January 2006 – December 2007
- Member of the Golden Key International Honor Society

Anderson University, Anderson, IN

- B.A., Business; Emphasis: Marketing August 1999 – December 2002
- Captain of Football Team

North Carolina Outward Bound School, Asheville, NC

March 2004 – May 2004

- Outdoor Leadership Course in the Pisgah National Forest
- Learned positive conflict resolution techniques along with extensive backcountry skills

EXPERIENCE

Director of The Outdoor Education Center

June 2010 – Present

The Outdoor Education Center of FLOC, Harpers Ferry, WV

- Facilitate core staff on development of overall strategic marketing plan for the Outdoor Education Center
- Direct and manage four fulltime staff and eight seasonal staff
- Serve as representative to partner organizations to help build the brand of the Outdoor Education Center
- Build and monitor overall fiscal year budget for the Outdoor Education Center
- Report to home office on a quarterly basis of overall fiscal developments and other facility related issues
- Constantly seeking ways to improve efficiency with daily camp facility management
- Manage the oversight of a full commercial kitchen that can serve between 75-100 participants
- Develop new systems to streamline administrative duties to improve efficiencies in communications with program partners
- Researching ways to leverage current programs to diversify revenue streams
- Collaborate with Leadership Team to ensure that overall programming is congruent within the organization
- Conduct yearly job performance evaluations of each fulltime staff member

Environmental and Experiential Program Coordinator

May 2008 – June 2010

The Outdoor Education Center of FLOC, Harpers Ferry, WV

- Scheduled and managed summer staff for 10 week summer camp
- Hired and maintained healthy relationships between fulltime staff and seasonal summer staff
- Developed focused environmental curriculum for middle and high school summer camp
- Designed curriculum for a weekly after school program focused on environmental education, leadership and community involvement for Charles Town Middle School
- Coordinated the development and implementation of various experiential and environmental programs
- Facilitated team building programs and high ropes courses for adults and children
- Taught different environmental lesson plans to a varying audiences; this included wildlife ecology, forest ecology, watershed studies and alternative energy
- Managed a cohort of adjunct staff to aide in facilitation of fee for service programs

TODD C. MCKINNEY

TMCKINNEY@FLOC.ORG

317-414-3509

4995 ENGLE MOLERS RD.
SHEPHERDSTOWN, WV 25443

Assistant Complex Director

July 2006 – May 2008

Minnesota State University, Mankato, Mankato, MN

- Successfully organized and manage a staff of six student employees
- Designed training activities and initiatives to create cohesiveness of entire complex staff
- Met with students who have violated university policy using a conduct process put forth by the university
- Responsible for timely and appropriate reports and administrative tasks
- Assisted staff members in planning and organizing events for a 1200-student residence hall
- Served as on call staff for 2800-student residence hall system
- Responded to student crisis and policy violations within the residence halls
- Designed and facilitated an experiential training module for residence hall desk staff
- Developed an evaluation plan for the department to receive feedback from Assistant Complex Directors throughout the year

Conference Program Assistant

August 2005 – June 2006

Boston University Sargent Center for Outdoor Education, Hancock, NH

- Collaborated with Assistant Program Director on creative training opportunities for our staff, and devised new programs that instill the use of GPS navigation
- Lead facilitator on high and low ropes challenge courses for all demographics, as well as the climbing wall, giant's ladder, pumper pole and the flying squirrel
- Constructed personalized team building programs for corporate adult groups, college age groups and youth
- Assisted with reservation booking, contract confirmation, and correspondence with incoming and future clientele
- Teamed with other staff members on new group scheduling, orientation, and hosting
- Designed and led environmental and natural history lessons for various groups
- Assisted clients with billing procedures

Wilderness Trail Crew Leader

May 2005 – August 2005

Vermont Youth Conservation Corps, Richmond, VT

- Provided dynamic leadership and supervision to a diverse group of corps members while working on redirecting the Appalachian Trail
- Developed cooperative leadership skills with my co-leader
- Managed a food budget of \$1,300 for 12 crew members on a four-week project
- Completed paperwork on a daily basis, and regularly updated VYCC headquarters on progress, developments, and challenges of our project
- Worked with the Green Mountain Club and US Forest Service to coordinate and ensure project completion
- Facilitated the WoRD program (Writing, Reading, and Discussion)

School Program Instructor and Adventure Specialist

June 2004 – May 2005

Boston University Sargent Center for Outdoor Education, Hancock, NH

- Learned maintenance and set up instructions for all high elements, including the high ropes course
- Lead facilitator on all high element activities
- Successfully facilitated and debriefed teambuilding activities for student groups
- Led groups of eight to ten students through ecology, geology, forest succession and natural history lessons
- Tracked progress of students through journals and other reflective activities during the week

TODD C. MCKINNEY

TMCKINNEY@FLOC.ORG

317-414-3509

4995 ENGLE MOLERS RD.
SHEPHERDSTOWN, WV 25443

Commercial Sales Representative

January 2003 – January 2004

Life Fitness Corporation, Indianapolis, IN

- Facilitated sales of fitness equipment to high schools and colleges with first year sales of over \$350,000
- Responsible for client generation through cold calls
- Formulated detailed presentations for potential clients
- Worked with existing clients to insure complete satisfaction with their new products

ADDITIONAL EXPERIENCE / CERTIFICATIONS

Leadership Jefferson Class V

September 2010 – Present

Jefferson County Chamber of Commerce, Jefferson County, WV

- Learned many different political and economical issues facing Jefferson County
- Collaborated with work team to develop a History and Culture model for the entire class
- Visited various local agencies and business owners to develop a better sense of Jefferson and Berkeley Counties
- Developed strong networking ties with like minded professionals in Jefferson County

Instructor for Experiential Education 202 (Undergraduate Course)

January 2008 – Present

Minnesota State University, Mankato, Mankato, MN

- Designer and implementer of experiential curriculum to present concepts of experiential learning to undergraduates
- Mentor students on final field based project that focuses on using the experiential learning model
- Track assignments and weekly learning logs from students in excel format

Maverick Outdoor Expeditions (M.O.E.)

August 2007 – Present

Minnesota State University, Mankato, Mankato, MN

- Founded outdoor adventure club for student body at Minnesota State University, Mankato
- Provide direction and vision for club as current president
- Schedule presenters and outdoor adventures for club members biweekly

Wilderness First Responder Certification

CPR Certification

Member of Association for Experiential Education

TODD C. MCKINNEY

TMCKINNEY@FLOC.ORG

317-414-3509

4995 ENGLE MOLERS RD.
SHEPHERDSTOWN, WV 25443

References:

Tim Payne – Executive Director
For Love of Children
(w): (202) 349-3518
Email: tpayne@floc.org

Scott Wurdinger, PhD. - Professor of Leadership Studies and Experiential Education
Minnesota State University, Mankato
(w): (507) 389-2919
Email: scott.wurdinger@mnsu.edu

Hutch Hutchinson, M.S. – Coordinator of Experiential Based Training
Boston University, Main Campus
(w): (617) 416-5261
Email: pjhutch@bu.edu

Commission Office Use Only
Date on Agenda: ~~6/30/11~~ 7/14/11
Appt Time or New Business: 10:00 AM

2c



AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5 -10 minutes

Date Requested – 1st Choice: 6/30/2011

Date Requested – 2nd Choice: _____

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

Subject: **Interviews and Appointments to the Jefferson County Board of Health term ending June 30, 2016**

Please provide the County Commission with a description of your request or presentation, including any background information: **There is a term expiring on the Jefferson County Board of Health that will need to filled. This is a (5) five year term that will end on June 30, 2016.**

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 Board of Health for a five year term ending on June 30, 2016.**

Attachments:

Jefferson County Board of Health

Members Currently serving as of June 2010

Name	Expiration
Joseph Osterman	6/30/2011
Robert Johnson	6/30/2012
Willis Nowell, Jr.	6/30/2013
Rosamond A. Rutledge-Burns	6/30/2014
Mark Shields	6/30/2015
Frances Morgan Commissioners	12/31/2011

Expiring Term

Name	Expiration
Joseph Osterman	6/30/2011

Interested Applicants

Name	Expiration
Joseph Osterman	
Thomas Trumble	LM ^{lyo} 7-8-11

11 April 2011

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

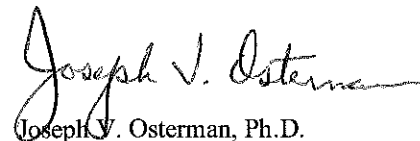
Dear Sir:

I am writing to request reappointment to the Jefferson County Board of Health. I was originally appointed to the Board of Health two years ago to complete the appointment of a member who had resigned from the Board.

I believe that I have participated successfully on the Board over the past two years and have served as Vice-Chairman of the group for both years. My current appointment expires on 30 June 2011, and I am now asking for the opportunity to serve a complete term as a member of the Board of Health. I have discussed my request for reappointment with Commissioner Morgan, who regularly attends meetings of the Board of Health. She stated that she strongly supports my request for reappointment.

My professional qualifications pertinent to the functions of the Board of Health include a Ph.D. in medical sciences and graduate training in financial management. I have experience teaching medical students at the University of Maryland School of Medicine; have managed large and diverse medical programs within the Army and Navy focused on infectious diseases and public health; and I have functioned as the Senior Vice President of a medical non-profit foundation. My personal business portfolio at the foundation was composed of programs addressing prostate cancer, breast cancer, ovarian cancer, traumatic brain injury, and nursing telehealth, supported with funds exceeding 50 million dollars per year.

I am now fully retired and have substantial time that I can utilize to address issues coming before the Board of Health. I would like an opportunity to continue to serve the citizens of Jefferson County.


Joseph V. Osterman, Ph.D.

98 Locust Knoll Drive
Charles Town, WV 25414
E-mail – josterman@citlink.net
Phone - 304-725-1874

RECEIVED

APR 12 2011

Jefferson County Commission



JEFFERSON COUNTY COMMISSION

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

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Patsy Noland

VICE PRESIDENT
Dale Manuel

COMMISSIONER
Frances Morgan

COMMISSIONER
Walt Pellish

COMMISSIONER
Lyn Widmyer

April 13, 2011

Joseph V. Osterman
98 Locust Knoll Drive
Charles Town, WV 25414

Dear Mr. Osterman:

Please be advised that your term on the Board of Health will expire on June 30, 2011. Until the County Commission has acted to appoint someone for another Five year term ending June 30, 2016 term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, June 30, 2011 or as soon thereafter as the Commission may decide.

If you have any questions, please do not hesitate to contact me.

For the Commission,

Nichelle Adams Hosby
Executive Assistant

We have received your letter of request for reappointment
on April 12, 2011

COUNTY ADMINISTRATOR
Tim Boyde

DEPUTY COUNTY ADMINISTRATOR
Sandy Slusher McDonald

THOMAS L. TRUMBLE
SHENANDOAH OAKS FARM
2576 WARM SPRINGS RD.
SHENANDOAH JUNCTION, WV 25442
304-876-2161 (H)
304-582-1679 (C)
ttrumble@frontiernet.net

30 June 2011

Dear Mr. Manuel,

Please accept my application to become a member of the Jefferson County Board of Health.

I have enclosed a copy of my resume with this application.

Thank you for your assistance in this matter.

Regards,

A handwritten signature in black ink, appearing to read "Thomas L. Trumble". The signature is fluid and cursive, with the first name "Thomas" being the most prominent part.

Thomas L. Trumble

RECEIVED

JUN 30 2011

JEFFERSON COUNTY COMMISSION

THOMAS L. TRUMBLE
SHENANDOAH OAKS FARM
2576 WARM SPRINGS RD.
SHENANDOAH JUNCTION, WV 25442
304-876-2161 (H)
304-582-1679 (C)
ttrumble@frontiernet.net

SUMMARY OF EXPERIENCE:

I managed science information, policy analysis, and evaluation projects for the National Institutes of Health (NIH), National Science Foundation (NSF), U.S. Department of Education, and U.S. Department of Defense. I taught courses in Political Science. I also am a retired military officer with tours of duty in combat arms, logistics, and civil affairs.

I was President of a county planning commission and Chair of a county board of zoning appeals. I was a member of a county historic preservation commission

I have served on the boards of local service organizations including as President of the Shepherdstown Rotary Club.

Finally, I have managed five political campaigns for both local and state-level offices in West Virginia.

SUMMARY OF EMPLOYMENT:

National Park Trust, Vice-President for Business Development, 2004-2005.

I prepared and directed fund-raising and public relations campaigns.

Shepherd College, Adjunct Professor, 2001-2003.

I taught courses in quantitative research methods, political campaign management and American government.

Quantum Research Corporation, Vice-President for Science Information Systems, 1991 - 1998:

I managed large-scale statistical surveys funded by NSF and NIH, as well managing the development of web-based science information systems for NIH and NSF. I retired from QRC in 1998.

Capital Technology Information Systems, General Manager, Surveys and Statistical Analysis Group, 1990 - 1991:

I managed clinical trials for NIH.

Atlantic Research Corporation, Associate Program Director, 1986 - 1990:

I managed a survey of higher education in the United States for the U.S. Department of Education.

Arbitron, Inc., Field Manager, West Coast Radio Surveys, 1985

I managed the collection of radio diaries for the western U.S.

The American University, 1976 - 1984:

I established and directed a Survey Research Center for the William Moss Institute at The American University. I also taught courses in political science and quantitative research methods.

MILITARY SERVICE:

I was a Commissioned officer in the US Army from 1966 – 1987 with assignments in armored cavalry, logistical and civil affairs units with tours of duty in Viet Nam and Germany.

EDUCATION:

UNIVERSITY	DEGREE	FIELD OF STUDY	YEAR
The American University	ABD	International Relations	
The American University	M.A.	International Relations	1974
Rutgers-The State University	B.A.	Political Science	1966

PUBLICATIONS:

Academic Research Instruments and Instrumentation Needs: 1992. Arlington, VA: National Science Foundation, NSF 94-321, 1994 (with Carolyn B. Arena).

"American Optimism and Orwell's Vision of the Future," *Radcliff Quarterly.* 69: 6-9, 1983 (with Ursula Meese).

"Contradictory Visions: American Optimism and Orwell's 1984," *The Futurist.* 17: 55-59, 1983 (with Ursula Meese).

The Study of Life in the World Tomorrow: Optimism Regarding the Future. Washington, DC: William Moss Institute, 1983 (with Sheila Cabrero-Heaviside).

The Study of Life in the World Tomorrow, How Americans View the Economy in the Year 2000. Washington, DC: William Moss Institute, 1982 (with Sheila Cabrero-Heaviside).

"The October War: Changes in Cognitive Orientation Toward the Middle East Conflict," *International Studies Quarterly.* 23: 3-44, 1979 (with G. Matthew Bonham and Michael J. Shapiro).

PRESENTATIONS:

Easing the Burden of Data Collection: The Role of the Institutional Coordinator. Presented at the 36th Annual Association for Institutional Research Forum, 1996 (with Carolyn Arena).

Experimental Program to Stimulate Experimental Research: Overview and Assessment. Presented at the 36th Annual Association for Institutional Research Forum, 1996 (with James Hoehn).

A Preliminary Evaluation of Automated Interview Monitoring System. Presented at the 50th Annual Meeting of the American Association for Public Opinion Research, 1996 (with Floyd J. Fowler, Jr., Anthony Roman, Steve Toleque, and Peter Forbes).

Using an Automated Interview Monitoring System to Improve and Measure Data Quality and Surveys. Presented at the American Statistical Association, 1996 (with Floyd J. Fowler, Jr., Anthony Roman, and Steve Toleque).

COMMUNITY SERVICE:

Planning Commission, Jefferson County, 2009-2011: Secretary, March 2010; Vice President, April, 2010; President, January 2011.

The Rotary Club of Shepherdstown, 2004-present: Chair, Community Service Committee, 2005-2007; Vice-president, 2007-08; President, 2008-2009; Chair, Vocational Service Committee, 2009-2011; Paul Harris Fellow, 2010

Board of Zoning Appeals, Jefferson County, 2003-2009: WV; Vice-chair, 2003-2007; Chair, 2007-2009.

The Men's Club of Shepherdstown, 2001-present; Board of Directors, 2008-2010; Vice-president, 2009.

Gateway New Economy Council, Jefferson County, WV, 2003-present, member

Jefferson County Board of Education, Committee on Science and Technology; Chair 2002-2004

Jefferson County Board of Education, Transportation Advisory Committee, 2002-2003, member

Jefferson County Preservation Alliance to Save our Heritage, member 2002-present; Executive Board, 2002-2004

Montgomery County, MD, Historic Preservation Commission, 1994-99, member

Ad Hoc Committee to Save Hawkins Lane, Chevy Chase, MD, 1989-93; President.

Board of Directors, American Refugee Committee, 1980-82, member

Taskforce on Refugees, Episcopal Diocese of Washington, DC, 1980-81, Co-chair.

COMMUNITY SERVICE AWARDS:

Co-recipient of a Special Achievement Award for Creating an Outstanding Educational or Media Project presented by Montgomery (County, MD) Preservation, Inc, 1992.

Awarded three financial grants by the Historic Preservation Commission, Montgomery County, MD to promote historic preservation, 1989-93

Recipient, Community Service Award for promoting historic preservation, *The Chevy Chase Gazette* 1990

POLITICAL EXPERIENCE:

Campaign Manager for Ruth McQuade, candidate for Jefferson County Commission, 2010

Veteran's Coordinator for Jefferson County, WV, Barak Obama for President for President, 2008

Campaign Manager for Rusty Morgan, candidate for State Senate, 16th District (Jefferson and Berkeley Counties), 2008

President, Jefferson County, WV Democratic Association, 2005

Veteran's Coordinator for Eastern Panhandle, WV, John Kerry for President, 2004

Candidate, Jefferson County Commission, 2004

Campaign Manager for Rusty Morgan, winning candidate for Jefferson County Commission, 2002

Campaign Manager for Delores Milstead, winning candidate for Jefferson County School Board, 2002

Campaign Manager for Delores Milstead, candidate for Jefferson County Commission, 2000

Manager, Statistical Polling and Focus Groups, Bruce Adams, candidate for County Executive, Montgomery County, MD, 1996

2D

Commission Office Use Only

Date on Agenda: ~~6/27/11~~ 7/6/11

Appt Time or New Business: 10:00 am

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5 -10 minutes

Date Requested – 1st Choice: 6/30/2011

Date Requested – 2nd Choice: _____

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

Subject: **Interviews and Appointments to the Eastern Panhandle Regional Planning and Development Council term ending June 30, 2012**

Please provide the County Commission with a description of your request or presentation, including any background information: **There is a term expiring on the Eastern Panhandle Regional Planning and Development Council that will need to filled. The Current position is being held by the Director of the Development Authority. This is a (1) One year term that will end on June 30, 2012.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion to approve _____, to the Eastern Panhandle Regional Planning and Development Council for a One year term ending June 30, 2012.**

Attachments:

EASTERN PANHANDLE REGIONAL PLANNING AND DEVELOPMENT COUNCIL
Region 9

Thomas Bayuzik, Development Authority Director
P.O. Box 237
Charles Town, WV 25414
728-3255
1 year term 6/30/2011



JEFFERSON COUNTY COMMISSION

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

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Patsy Noland

VICE PRESIDENT
Dale Manuel

COMMISSIONER
Frauces Morgan

COMMISSIONER
Walt Pellish

COMMISSIONER
Lyn Widmyer

April 13, 2011

Thomas Bayuzik, Jr.
P.O. Box 237
Charles Town, WV 25414

Dear Mr. Bayuzik, Jr.:

Please be advised that your term on the Eastern Panhandle Regional Planning and Development Council will expire on June 30, 2011. Until the County Commission has acted to appoint someone for another One year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, June 30, 2011 or as soon thereafter as the Commission may decide.

If you have any questions, please do not hesitate to contact me.

For the Commission,

Nichelle Adams Hosby
Executive Assistant

10

11

12

2E

Commission Office Use Only

Date on Agenda: ~~6/23/11~~ 7/14/11

Appt Time of ~~New business~~ 10:00 am

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5 -10 minutes

Date Requested – 1st Choice: 6/30/2011

Date Requested – 2nd Choice: _____

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

Subject: Interviews and Appointments to the Jefferson County Property Safety Enforcement Agency term ending December 31, 2012

Please provide the County Commission with a description of your request or presentation, including any background information: **There is a vacant position available on the Jefferson County Property Safety Enforcement Agency for a (1 1/2) One and a half year term that will end on December 31, 2012.**

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 Property Safety Ordinance Enforcement Agency for a one and a half (1 ½) year term ending December 31, 2012.**

Attachments:

Jefferson County Property Safety Ordinance Enforcement Agency

Members Currently Serving

Name	Address	Expiration
County Health Officer	Kearneysville WV 25430	N/A
Roger Goodwin	Chief County Engineer	N/A
Robert Shirley	Sheriff - Non Voting member	N/A
Ben Money	Fire Chief, Citizens Fire Company	6/19/2011
Fred Blackmer	Harpers Ferry	2/8/2013
Melinda Keuroglan	Harpers Ferry	2/8/2013

Expiring member(s)

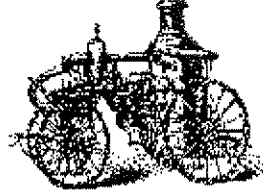
Name	Address	Expiration
Ben Money	Fire Chief, Citizens Fire Company	6/19/2011

Interested Applicants

Name	Address	Attending
Ben Money	Fire Chief, Citizens Fire Company	6/19/2011

Jefferson County Fire & Rescue Association

Friendship Fire Co 1
Citizens Fire Co 2
Shepherdstown Fire Co 3
Independent Fire Co 4



Organized 1959

Blue Ridge Mtn. Vol. Fire Co 5
Middleway Fire Co 6
Bakerton Fire Department Co 7

To: Jefferson County Commission

**From: Ronald L. Fletcher,
President**

Date: May 12, 2011

Reference: Jefferson Co. Property Safety Ordinance Enforcement Agency

To Whom It May Concern:

This letter is in reference to the reappointment of Benjamin Money to the aforementioned board. I would like to reappoint Ben Money to this board. For 3 years, Benjamin Money has served as a Fire Chief for Citizens Fire Company in Jefferson County, WV, which he presently continues to serve.

Thank you for your attention in this matter. If there is anything you may need, please contact me anytime.

Sincerely Yours,

A handwritten signature in black ink, appearing to read "Ronald L. Fletcher". The signature is stylized and includes a long horizontal flourish extending to the right.

Ronald L. Fletcher,
President



JEFFERSON COUNTY COMMISSION

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

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Patsy Noland

VICE PRESIDENT
Dale Manuel

COMMISSIONER
Frances Morgan

COMMISSIONER
Walt Pellish

COMMISSIONER
Lyn Widmyer

April 13, 2011

Ronald Fletcher
Jefferson County Fire and Rescue Association
P.O. Box 925
Charles Town, WV 25414

RE: Appointment of Fire Chief to the Jefferson County Property Safety
Ordinance Enforcement Agency

Dear Mr. Fletcher:

This letter is to inform you that Ben Money's term on the
aforementioned Board will expire on June 19, 2011.

If you could please submit a name or letter of reappointment for this
Board, it will be greatly appreciated. Please keep in mind that it must be
a Fire Chief. This appointment is for a one and a half year. The term will
expire on December 19, 2012.

Any questions, please do not hesitate to contact our office at 304-728-
3284.

For the Commission,

Nichelle Adams Hosby
Executive Assistant

COUNTY ADMINISTRATOR
Tim Boyde

DEPUTY COUNTY ADMINISTRATOR
Sandy Shusher McDonald

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5-10 min

Date Requested – 1st Choice: 7/14/2011

Date Requested – 2nd Choice: _____

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

Subject: **Interview and Appointment to the Jefferson County Emergency Services Agency for an unexpired term ending November 2, 2013 (Citizen)**

Please provide the County Commission with a description of your request or presentation, including any background information: **Appointment is needed as a member of the ESA has resigned.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **motion to approve _____ for an unexpired term ending November 2, 2013 as a citizen member of the Jefferson County Emergency Services Agency.**

Attachments:

To: Jefferson County Commission

From: Ronald L. Fletcher

Date: May 12, 2011

Reference: Jason Carlson

To Whom It May Concern:

I am writing this letter in reference to Mr. Jason Carlson. He has submitted his letter of interest for one of the vacant spots on the Jefferson County Emergency Services Agency Board.

I am in complete and absolute support of Mr. Carlson. He has served in positions in the volunteer fire service in the past. Although he has since moved on and has resigned from any and all fire company responsibilities since 2007, he still continues to interact with the fire companies in Jefferson County, WV.

He was a great asset to the fire service then and would continue to be a even greater asset to the Jefferson County Emergency Services Agency and the Volunteer fire service. He was greatly respected in the volunteer fire service and is still respected to this day. I feel his appointment to the board would be an excellent choice and would only make the board stronger in knowledge of the fire service, which is a very weak point for the board as of this moment. He is doing this for all the right reasons, which is to help the community and to make the fire service in Jefferson County better, not to build a resume for a political career, which is what some have done and continue to do.

I am not writing this letter on behalf of any agency in this county. This is a letter I wrote on my own free will to show support for a great candidate. I am very involved in the fire service, as you well know, and believe this appointment is very important in moving forward in the evolution of the Jefferson County Emergency Services Agency and the Jefferson County Fire service as well.

Thank you for your attention to this letter and my thoughts. If you may have any questions, please feel free to contact me anytime.

Respectfully Yours,



Ronald L. Fletcher

Harpers
Ferry
District

Office Outlook Web Access This Folder

Mail


JCFRB LETTER
ffcarlson19@aol.com [ffcarlson19@aol.com]

Sent: Wednesday, May 11, 2011 7:20 PM
To: Jason Carlson

To the Jefferson County Commission,

I am writing this letter to the Jefferson County Commission for consideration for the open spot on the Jefferson County Emergency Services Board. I am a former volunteer firefighter/emt of thirty years and with my vast knowledge of volunteer and paid departments, I feel I would be a valuable asset to the board. In 2007 I walked away from the volunteer fire service to pursue other interests and although I am not a member of any department, I still deal with some departments in the county on a strictly business relationship. Not only do I have business with departments in Jefferson County, but also Washington County, Maryland; Pennsylvania; and Virginia. I also assist departments with budget and finance matters for each years budget regarding vehicle maintenance. As a resident of Jefferson County for 21 years, I feel this is a way for me to help Jefferson County Fire/EMS to reach all goals possible in a timely and efficient manner.

Sincerely,
Jaon T. Carlson



June 21, 2011


To: Jefferson County Commission
From: Michael Alvarez
Subject: Resignation from the Jefferson County Emergency Services Agency (JCESA)

Effective July 1, 2011, I hereby resign from my appointment to JCESA. I have served on the Board for nearly 14 years and have appreciated the opportunity that the County Commission has given me to serve the residents of the County.

I regret that I now find myself unable to commit the time necessary to serve the Board. I'm pleased to have served during the formative years of the Jefferson County Ambulance Authority and formation of the JCESA. I'm glad that I had the opportunity to serve during the construction of Station 11 and the development of the 5-year Strategic Plan. Both of these projects shall serve the Commission and the residents of Jefferson County well.

Again, thanks for the opportunity to have served the County Commission and the residents of Jefferson County.

Sincerely yours,



Michael Alvarez

PS

Thanks Pete for all of your support,
and the job you do for the Board.

m. Alvarez

Commission Office Use Only	
Date on Agenda:	7/14/11
Appt Time or New Business:	10:15 am

AGENDA REQUEST FORM

Name: F Mark Schiavone

Department or Entity: DCPM

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1st Choice: 14 July 2011

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: State Auditor's Office rules require that the Coal Severance Fund be revised by 15 July of each fiscal year.

Subject: Revision 001 to the Coal Severance Fund (Fund 002)

Please provide the County Commission with a description of your request or presentation, including any background information: This revision is required by the State Auditor's Office to account for any cash balance (unreserved fund balance) from the prior fiscal year.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): Move to approve the request to revise the Coal Several Fund

Attachments: (1) DCPM Detail Sheet, (2) SAO Request to Revise Approved Budget, (3) Draft Resolution to Revise Coal Severance Fund.

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: 5-10 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:

<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: Bill Polk, Maintenance Director

Department or Entity: Department of Maintenance

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: July 14, 2011

Date Requested – 2nd Choice: July 21, 2011

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

Subject: **Approval to start negotiations with Minghini’s General Contractors for repair of Courthouse Columns.**

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 by XXX, second by XXX to authorize Bill Polk, Maintenance Director to enter into negotiations with Minghini’s General Contractors for repair of Courthouse Columns.**

Attachments:

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

AGENDA REQUEST FORM

Name: Bill Polk, Maintenance Director

Department or Entity: Department of Maintenance

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: July 14, 2011

Date Requested – 2nd Choice: July 21, 2011

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

Subject: **Approval to award the HVAC bid to Craigo Service Company in order for them to begin HVAC maintenance and/or repair as stipulated in the Energy Grant.**

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 by XXX, second by XXX to award the Jefferson County HVAC bid to Craigo Service Company as stipulated in the Energy Grant.**

Attachments:

6

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

Name: Tim Boyde

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 10-15 min

Date Requested – 1st Choice: 7/14/2011

Date Requested – 2nd Choice: _____

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

Subject: Approval of Job Description for the Director of Financial Management and to place the employment ad in the appropriate places.

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 the job description for the Director of Financial Management and to post the advertisement of the position in the appropriate places.**

Attachments:

Jefferson County, West Virginia
Draft Job Description

DRAFT

Position Title:	Director of Financial Management	Grade Level:	
Department	Finance	Date:	
Reports to:	County Administrator	FLSA Status	Exempt

Statement of Duties: The Director of Financial Management is responsible for coordinating and supervising the County's financial planning (short and long-term), accounting, auditing and capital planning as well as serving as a liaison between the County Commissioners, Assessor, Sheriff's Tax Office, County Clerk and others involved in the fiscal operation of Jefferson County. Employee is required to perform all similar or related duties.

Supervision Required: Under the administrative direction of the County Administrator, the employee works from municipal policies and objectives, pertinent local bylaws, as well as State and Federal laws and regulations; employee establishes short and long-range plans and objectives for a major functional area of the County; established department performance standards and assumes direct accountability for department results. Consults with the County Administrator and Commissioners where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve all conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee is accountable for the direction and success of financial services and programs accomplished through others. The Director is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program's objectives, and recommending new goals and/or objectives as necessary. The Director determines the department's organizational structure and operating policies and practices; formulates, prepares and defends budget and manpower requests and accounts for the effective use of funds and staff provided; coordinates program efforts within the Department and with other County departments; delegates authority to subordinates and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including recommending hiring, disciplining, and training of employees.

Employee provides direct supervision over _____ () full-time and ___ () part-time employee who work at the same place and the same work shift. Work operations are subject to substantial cyclical or seasonal fluctuations in work procedures that can be planned for in advance.

Confidentiality: The employee has regular access at the County-wide level to a wide variety of confidential information, including official personnel files, criminal records/investigations, collective bargaining information, client records, and law suits, in accordance with the State Public Records Law.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in adverse public relations, significant financial losses and/or legal repercussions to the County.

Finance Department
Director of Financial Management
6/21/2011

**Jefferson County, West Virginia
Draft Job Description**

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, generally accepted public financial management principles, local bylaws/ordinances, state or federal legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing financial operating policies.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to public finance.. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards, or criteria to improve the effectiveness of financial operations of the County.

Work Environment: The work environment involves everyday discomforts typical of a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee is required to work beyond normal business hours in order to attend evening meetings or to attend County sponsored events.

Nature and Purpose of Public Contact: Relationships are constantly with co-workers, the public, news media, peers from other organizations, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. Duties involve constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote not only a department's but also the County's overall interest. The employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. The employee must have a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations which may influence the well-being of the municipality.

Occupational Risk: Risk exposure to the employee is similar to that found in a municipal office setting.

Essential Functions:

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

1. Develops, implements, and administers financial procedures and systems in accordance with local, state and federal laws and regulations.
2. Directs employees in the processes and procedures for maintaining the County's financial

Jefferson County, West Virginia
Draft Job Description

- records.
3. Responsible for developing accurate revenue and expenditure forecasts including the investment of County funds, cash management, and short and long-term debt financing.
 4. Assists Department Heads in the management of County funds including the evaluation of changes requested.
 5. Develops and monitors the County's annual operating and capital budgets and coordinates budgetary information with and other elected officials and department heads; amends budget as approved by Commissioners
 6. Develops and updates a multiple year operating and capital budget.
 7. Develops periodic financial and statistical reports regarding budget status including analysis of monthly closings and cash flow analysis and reports to Commissioners within a timely manner; meets with accountants, attorneys and others as required.
 8. Develops and implements accounting and financial management policy and procedure.
 9. Maintains a close continuing working relationship with the County Clerk's, Assessor's, and Sheriff's Tax offices and all departments with regard to financial management matters.
 10. Identifies problem areas and takes immediate action to resolve issues, assuring a stable fiscal structure within the County.
 11. Conducts fiscal research and provides assistance to Commissioners and staff regarding financial decision making and special projects.
 12. Evaluates the County's financial position and issues periodic financial and operating reports for all departments, including grant in-aid agencies.
 13. Assures compliance with all federal, state and local accounting principles, procedures and financial record-keeping requirements.
 14. Manages the County's purchasing and inventory control procedures, and proposes recommendations as appropriate.
 15. Develops a comprehensive management information master system plan and oversees the implementation and integration of the financial software within the County in cooperation with the County's outside MIS contractor.
 16. Approves requests for changes, additions or deletions to the MIS system after consultation with the Commissioners.
 17. Administers and monitors all vendor contracts to assure compliance and consistency with County goals and financial resources.
 18. Establishes working relationship with vendors and develops procedures for verification and cost approval of purchases within the County.
 19. Analyzes, consolidates, and directs all cost accounting procedures and prepares reports for County Commissioners.
 20. Analyzes and conducts studies of economic, business and financial conditions and their impact on the County's revenue and capital investments.
 21. Analyzes all contracts and/or projects for their financial impact prior to recommending same to the County Commissioners.
 22. Institutes policies and procedures to assure maximum reimbursement from Federal/State funding sources for County programs.
 23. Oversees property and casualty management including the reconciliation of all assets for capital and other financial reporting
 24. Participates in monthly Department Head meetings..

Finance Department
Director of Financial Management
6/21/2011

**Jefferson County, West Virginia
Draft Job Description**

25. Participates in public forums and provides support to the County Administrator, County Commissioners as well as other County elected officials as requested.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree in Finance or Accounting; seven to ten (7-10) years related work experience in a municipal setting with at least five (5) years in a supervisory level; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: CPA preferred but not required. Class D Motor Vehicle Driver's License

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of the principles, practices, laws and regulations of government accounting, budget preparation and management techniques and practices and applicable financial or treasury provisions of the County and West Virginia General Laws including the investment of funds and the borrowing of short and long term debt financing government operations; working knowledge of computer applications for accounting and financial management. Knowledge of County government operations as well as pertinent County, State and Federal agencies. Knowledge of municipal budgeting techniques and practices as well as local, state and federal regulations and/or laws pertaining to local government financial operations. Working knowledge of financial operating software, information management, and automated accounting systems, the Internet, database management and spread sheet applications in support of the County's financial operations.

Abilities: Ability to analyze and interpret financial data and to present findings clearly in written and oral form; ability to establish and maintain cooperative relationships with County officials and other governmental representatives. Ability to function independently in a flexible manner and to establish and maintain effective working relationships with staff, vendors and disgruntled members of the public.

Skill: Proficient skill in working with numbers in an accurate and detailed manner; excellent analytical, oral, and written communication skills; must have excellent computer skills including demonstrated skill in use of business and automated municipal accounting and financial software applications. Must possess initiative and effective problem solving skills. Effective supervisory and interpersonal skills working with employees as well as local, state, and federal officials.

Physical and Mental Requirements

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

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking,

Jefferson County, West Virginia
Draft Job Description

and standing. The employee is occasionally required to lift objects such as books, office equipment, and paper.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination such as operating a personal computer.

Visual Demands: Position requires the employee to constantly read documents, computer screens, and reports for understanding and analytical purposes. The employee is rarely required to determine color differences.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Patsy Noland

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: July 14, 2011

Date Requested – 2nd Choice: July 21, 2011

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

Subject: Discussion, decision and action to begin negotiations for the purchase of available property in close proximity to the Courthouse that would resolve space issues for the Prosecuting Attorney’s Office, Magistrates, a Circuit Court Judge and the County Commission. Request that County Administrator, Tim Boyde report on available properties that would meet the current space and location needs for county government offices.

Please provide the County Commission with a description of your request or presentation, including any background information: **Space needs have been an increasing problem for the offices located in the St. Margaret’s Building for several years and discussions with stakeholders have taken place periodically over that time period. In 2009, this commission considered building a new judicial center and worked with an architect to develop plans for same. While building a judicial building is the preferred solution to the space issue, the funds necessary to do so are not available at the current time and until a capital savings program is implemented by this commission funds will not become available. During the June 23, 2011 county commission meeting, an open discussion took place between the county commission, the Prosecuting Attorney, Ralph Lorenzetti, and the Jefferson County Magistrates regarding current space issues in those offices. The county commission is also in need of additional space to house a CFO and well as work areas and meeting rooms for commissioners. Based upon a walk-through of the subject property by commissioners and review of the layout of the building, it appears that this building will meet the needs of county government for several years, therefore, I believe that this county commission should begin negotiations for the purchase of the office building located at the intersection of George and Liberty Streets that currently houses attorneys offices. The purchase of this building will allow the prosecuting attorney to relocate his offices to the newly acquired building and will free up space in the St Margaret’s Building that will address the needs of the circuit judge and the magistrates. It is anticipated that this move will resolve the current space issues for the next 7 – 10 years which will provide an opportunity for the commission to commit to a capital savings program that will result in the ability to build a judicial center in the future.**

Motion:

I move that the county commission enter into contract negotiations for the purchase of the office building located at the intersection of George and Liberty Streets that will address the space needs of the Prosecuting Attorney, the Jefferson County Magistrates and the County Commission and that the

county commission schedule a public hearing at the earliest possible date, taking into consideration the time necessary for public notice.

NOTICE OF MEETING CANCELLATION AND RESCHEDULING
COUNTY COMMISSION OF JEFFERSON COUNTY

The regular scheduled meeting of the County Commission scheduled on July 21, 2011 has been cancelled due to a scheduling conflict.

The County Commission of Jefferson County will meet on Wednesday, July 20, 2011, at 9:30 a.m. in the County Commission Meeting Room, located at 200 E. Washington Street, Charles Town, WV 25414.

By Order of the County Commission of Jefferson County

Patricia Noland
President

JEFFERSON COUNTY, WEST VIRGINIA

Engineering Department

116 East Washington Street
P.O. Box 716
Charles Town, West Virginia 25414

Phone: 304-728-3257

Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

MEMORANDUM

TO: SANDY SLUSHER McDONALD, DEPUTY COUNTY ADMINISTRATOR
JEFFERSON COUNTY COMMISSION

FROM: ROGER L. GOODWIN, CHIEF COUNTY ENGINEER *RLG/rfb*
ENGINEERING DEPARTMENT

DATE: JULY 7, 2011

SUBJECT: CELLCO PARTNERSHIP DBA VERIZON WIRELESS – FLOWING SPRINGS
FILE #S10-02

Please find enclosed the construction bond(s) and security for the following project:

Cellco Partnership dba Verizon Wireless – Flowing Springs (File #S10-02), which is secured by Cash-in-Escrow with The Bank of Charles Town, located in Charles Town, West Virginia in the amount of \$11,451.00.

The bond(s) is in compliance with the County Bonding Policy. If you have any questions, please give me a call.

RLG:rfb

RECEIVED

JUL 07 2011

JEFFERSON COUNTY COMMISSION

JEFFERSON COUNTY, WEST VIRGINIA

Engineering Department

116 East Washington Street

P.O. Box 716

Charles Town, West Virginia 25414

Phone: 304-728-3257

Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

MEMORANDUM

TO: SANDY SLUSHER McDONALD, DEPUTY COUNTY ADMINISTRATOR
JEFFERSON COUNTY COMMISSION

FROM: ROGER L. GOODWIN, CHIEF COUNTY ENGINEER *RLG/rfb*
ENGINEERING DEPARTMENT

DATE: JUNE 13, 2011

SUBJECT: CAMBRIDGE MANUFACTURED HOME DEVELOPMENT
SECTION 4, PHASE 4, LOTS D99 & D102 - FILE #09-21

Please find enclosed the construction bond(s) and security for the following project:

Cambridge, LLC - Cambridge Manufactured Home Development, Section 4, Phase 4, Lots D99 & D102 (File #09-21), which is secured by Cash-in-Escrow with The Bank of Charles Town, located in Charles Town, West Virginia in the amount of \$30,040.00.

The bond(s) is in compliance with the County Bonding Policy. If you have any questions, please give me a call.

RLG:rfb

RECEIVED

JUL 07 2011

JEFFERSON COUNTY COMMISSION

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting June 6, 2011

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, June 6, 2011 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Joe Hankins; Secretary, Jim Cummins; Treasurer, Peter Appignani; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; and Commissioner Lyn Widmyer, liaison for the County Commission. Also in attendance was Daniel Hayes, liaison for the Jefferson County Planning Commission.

Chairman Hankins called the meeting to order at 7:00PM.

Public Comments

None.

OLD BUSINESS

Review Minutes of May 2 Regular Board Meeting

The minutes of the May 2, 2011 regular Board meeting were approved as presented.

Action: Motion made by Mr. Appignani and seconded by Mr. Hankins to accept the May 2, 2011 minutes as presented. Approved 2-0. Mr. Cummins refrained from voting since he was absent at that meeting.

Review Minutes of May 12 Special Board Meeting

The minutes of the May 12, 2011 special Board meeting were approved as presented.

Action: Motion made by Mr. Appignani and seconded by Mr. Hankins to accept the May 2, 2011 minutes as presented. Unanimously approved.

Update on Flowing Springs Wastewater Treatment Plant Project

Ms. Lawton informed the Board that the BAN will be expiring on July 5th. The terms of the BAN will remain interest only since there is not enough time to file a change in terms with the Public Service Commission (PSC). The Board suggested a possible special meeting on Monday June 27th to approve the resolution to extend the BAN.

The hearings for this case took place last month. Mr. Kelsh is working on the rebuttals soon due to the PSC then the District must wait for a response. Mr. Hankins discussed the meeting he had with DEP representatives, Mr. Summerfield, and Mr. Tuggle regarding the green grant funds. Pending the Boards approval, Pentree will need to modify the bid documents to include the green aspects of the project in the main project bid for the green grant attainment.

Action: Motion made by Mr. Cummins and seconded by Mr. Appignani to direct Pentree to modify the Flowing Springs bid documents to make the green grant component part of the base bid.

The Board had a brief discussion. Mr. Hankins stated that the green components are not add-ins; they have been included in the project costs from the beginning. Mr. Appignani would like to clarify with Mr. Kelsh before making a decision.

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to table this motion until after the call with Mr. Kelsh toward the end of New Business. Unanimously approved.

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JUL 07 2011

Jefferson County Commission

Update on the Under-billing of Job Corps

The District received a check for the remaining balance of \$21,430.73 for the under-billing error. Ms. Lawton informed the Board that the students of Job Corp painted the office lobby as one of their school projects. The Board commended their efforts.

Action: No action taken by the Board.

Consider an Inflow & Infiltration Plan for NPDES Permit

Last month Mr. Summerfield drafted a plan of action for the requirement of the Districts' recently approved NPDES permit to continue efforts to identify and eliminate sources of inflow and infiltration. Mr. Summerfield incorporated comments from the Board and has presented a new draft. Mr. Cummins would like to add a sentence about camera work being done in the 2nd phase of the plan. Mr. Summerfield will incorporate Mr. Cummins suggestion and submit the final plan to DEP.

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the inflow & Infiltration Plan with the discussed changes. Unanimously approved.

NEW BUSINESS

Consider Approval of Modification of the Flowing Springs Bid Documents to Make Green Grant Components Part of Base Bid

This item was tabled to the end of New Business for a phone conference with Mr. Kelsh.

Action: No action taken by the Board.

Consider Joining the Clean Water Coalition

This item was tabled to the end of New Business for a phone conference with Mr. Kelsh.

Action: No action taken by the Board.

Consider Approval of PSD Staff to Contract Jim Crawford for Easement Attainment at Cavaland

Ms. Lawton informed the Board that the Districts portable generator is in need of a permanent home. She would like to move it to the Cavaland Subdivision permanently to use in power outage situations, but still have the option to move to another location if needed. Ms. Lawton would to purchase a shed to house the generator from weather by the well house. The District is unable to make contact with the HOA of the subdivision to find out who owns this property or if the District has a recorded easement for use of this land. Ms. Lawton would like to contract with Jim Crawford to investigate the easement issue. The Board suggested looking into possibly investing in a permanent generator at this site.

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to retain Mr. Crawford for easement investigation and attainment for Cavaland and investigate what the easement will allow the District to do with the property by coordinating with Mr. Kelsh. Mr. Hankins amended the motion and Mr. Appignani seconded to add to the scope of work an investigation of the property ownership and any presence of an HOA. Unanimously approved.

Discussion of any expenses over budget

There were no expenses over budget.

Action: No action taken by the Board.

Disbursements

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve disbursements for Cavaland water expenses in the amount of \$1,902.38, Glen Haven water expenses in the amount of \$3,101.49. Unanimously approved.

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve disbursements for the Public Service District expenses in the amount of \$164,142.57. Unanimously approved.

Approve Transfer of \$2,517.21 from Sewer Security Deposit Account to Sewer Operating for Security Deposit Refunds

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the transfer of \$2,517.21 from Sewer Security Deposit Account into Sewer Operating Account for Security Deposit Refunds. Unanimously approved.

Approve Transfer of \$63.98 from Cavaland Security Deposit Account to Cavaland Operating for Security Deposit Refunds

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the transfer of \$63.98 from Cavaland Security Deposit Account into Cavaland Operating Account for Security Deposit Refunds. Unanimously approved.

General Manager's Report

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

FOG – Ms. Lawton discussed last month about possibly purchasing the Phi Bubbler to help with the fats, oils, and grease at pump stations. Joe Freeze, Operations Manager constructed a similar device using a compressor and piping components. Mr. Freeze informed the Board that the device seemed to work when they tested it out. He will keep the Board informed of the progress.

Action: No action taken by the Board.

Public Comment

Heidi Parker, Breckenridge resident and intervener in the Flowing Springs Certificate Case PSC Case # 09-0347-PSD-PS-CN: Ms. Parker commented on the case currently at the Public Service Commission. She does not agree with the construction of the Flowing Springs wastewater treatment plant.

Correspondence

None.

During this time, the Board called Mr. Kelsh (by speakerphone) to discuss two items on the agenda.

Update on Flowing Springs Wastewater Treatment Plant Project

Mr. Kelsh clarified for Mr. Appignani that the green grant components were included in the PSC documents that were submitted.

Action: The Board referred back to the original motion made by Mr. Cummins and seconded by Mr. Appignani to direct Pentree to modify the Flowing Springs bid documents to make the green grant component part of the base bid. Unanimously approved.

Consider Joining the Clean Water Coalition

Mr. Hankins stated his concerns that the Board's participation with the Clean Water Coalition has at times been at odds. The Board is not in favor of paying any back payments for previous litigation for the purpose of joining this group. Mr. Kelsh informed the Board that conflicts may arise if the District were to join and the Board needed to consult Steptoe and Johnson as legal counsel for others with whom we are in negotiation or litigation, since they also represent the Clean Water Coalition. The Board would like Ms. Lawton to notify the Coalition that the District has decided not to join the Coalition.

Action: No action taken by the Board.

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

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to return to

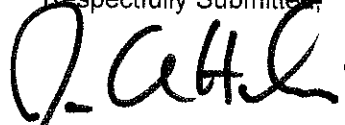
public session. Unanimously approved.

**Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to adjourn.
Unanimously approved.**

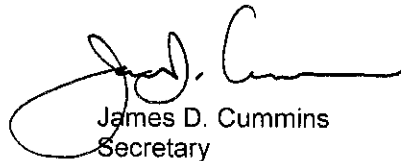
There being no further business at this time, the meeting was adjourned at 8:30PM

The next regular meeting is scheduled for July 5, 2011 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Joseph A. Hankins
Chairman



James D. Cummins
Secretary



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

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

July 1, 2011

To Whom It May Concern:

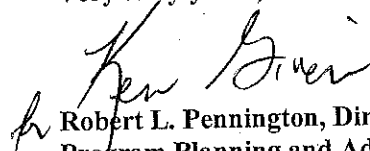
The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2011-2016. One of the requirements to funding any projects with FHWA or FTA funds is that each proposed project undergo a public "review and comment period". Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendment to the approved 2011-2016 STIP.

All written comments are to be received no later than July 18, 2011, and should be addressed to:

Mr. Robert L. Pennington, Director
Program Planning and Administration Division
West Virginia Division of Highways
Building 5, Room A-816
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Should you need additional information, please call (304) 558-3113. Thank you for your assistance in this matter; your efforts are indeed appreciated.

Very truly yours,


Robert L. Pennington, Director
Program Planning and Administration Division

RLP:Cb

Attachment

cc: Mr. Tony Tarone, Federal Transit Administration – w/ attachment
Mr. Ed Compton, Federal Highway Administration – w/ attachment
Mr. Kevin Burgess, Federal Highway Administration – w/ attachment
Ms. Susan O'Connell, Division of Public Transit – w/ attachment

Jefferson County Commission

RECEIVED

JUL 07 2011

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2011-2016
PROGRAM AMENDMENT FOR 2011

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	TOTAL PHASE COST	FEDERAL DOLLAR COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
FAYETTE	2011	9		7/28/2011	STP	ROW	NA999	I/S WV 16 AND WV 61	ADD LT LN	U310 16 00000 04	STP0016230D	\$50,000	\$40,000	\$0
CANCEL PHASE: ADJ 3 - BOY SCOUT RD - SPLIT U310-16-0.00 00 INTO PHASES														
FAYETTE	2011	9		7/28/2011	STP	ROW	NA999	GREEN TOWN RD I/S	ADD RT LN, EXTEND LT LN	U310 16 00000 06	STP0016234D	\$30,000	\$24,000	\$0
CANCEL PHASE: ADJ 3 - BOY SCOUT RD - SPLIT U310-16-0.00 00 INTO PHASES														
FAYETTE	2011	9		8/28/2011	STP	CON	WV061	MT CARBON - MONTGOMERY	RESURF	S310 61 02800 00	STP0061077D	\$1,100,000	\$880,000	\$0
ADD NEW PROJECT														
GREENBRIE	2011	9	G	7/28/2011	IM	CON	1064	DAWSON-SAM BLACK CHURCH	RESURF(2), REMOVE OIL, PAVE SHL	S313 64 15006 00	IM0644145D	\$3,500,000	\$2,800,000	\$1,426,780
CONCRETE REPAIR, SHOULDER PAVING, GUARDRAIL														
GREENBRIE	2011	9		8/28/2011	HSIP	CON	US219	LEWISBURG PED SIG	INSTALL WARNING SIGNS, PEDESTRIAN SIGNALS,	U313 219 01133 00	HSIP0219316D	\$30,000	\$27,000	\$0
ADD NEW PROJECT														
HARDY	2011	5	G	7/28/2011	NHS	ENG	US048	CORRIDOR HWV 55 CONN	WID CURVE, ADJUST SUPERELEV, ALIGN SHIFT	U316 H 11740 13	NH0048043D	\$100,000	\$80,000	\$0
ADD NEW PROJECT														
HARDY	2011	5	G	8/28/2011	NHS	ROW	US048	CORRIDOR HWV 55 CONN	WID CURVE, ADJUST SUPERELEV, ALIGN SHIFT	U316 H 11740 13	NH0048044D	\$10,000	\$8,000	\$0
ADD NEW PROJECT														
HARDY	2012	5	G	10/28/2011	NHS	CON	US048	CORRIDOR HWV 55 CONN	WID CURVE, ADJUST SUPERELEV, ALIGN SHIFT	U316 H 11740 13	NH0048045D	\$700,000	\$560,000	\$0
ADD NEW PROJECT														
HARRISON	2012	4	G	3/28/2012	BR	CON	US060	EAST PIKE STREET BR	REN	S317 50 01557 00	BR0050311D	\$1,450,000	\$1,160,000	\$200,000
SCOPE CHANGE														
LOGAN	2013	2	G	12/28/2012	EB	CON	WV010	S. MADISON BRNCH - RUM CREEK CONN	CONST 4 LN	S323 10 77777	77777	\$35,000,000	\$28,000,000	\$0
PROJECT CANCELLED														
LOGAN	2013	2		12/28/2012	EB	CON	WV010	RUM CREEK-BEECH BRCH	GR, DR, & RET WALLS	S323 10 01620 03	EB0010777	\$18,000,000	\$14,400,000	\$0
ADD NEW PROJECT														
LOGAN	2013	2		12/28/2012	EB	CON	WV010	BEECH BRCH-STOLLINGS RD/AUTHORIZE AC	GR, DR, RET WALL	S323 10 01620 04	EB0010777	\$17,000,000	\$13,600,000	\$0
ADD NEW PROJECT														
LOGAN	2014	2	G	12/28/2013	EB	CON	WV010	S. MADISON BRNCH - RUM CREEK CONN (AC	CONST 4 LN	S323 10 77777	77777	\$15,000,000	\$12,000,000	\$0
PROJECT CANCELLED														

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2011-2016
PROGRAM AMENDMENT FOR 2011

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	TOTAL PHASE COST	FEDERAL DOLLAR COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
LOGAN	2014	2		12/28/2013	EB	CON	WW010	BEECH BRCH-STOLLINGS RD/AC PROJECT)	GR. DR. RET WALL	S323 10 01620 04	EB00107??	\$6,500,000	\$5,200,000	\$0
ADD NEW PROJECT														
LOGAN	2015	2	6	1/28/2015	EB	CON	WW010	S MADISON BRNCH - N RUM CREEK CONN	PAVING	S323 10 01256 05	EB0010223	\$10,000,000	\$8,000,000	\$0
ADD NEW PROJECT														
LOGAN	2015	2		1/28/2015	EB	CON	WW010	DABNEY-STOLLINGS RD	PAVE, SIGN, PVMT MARKING, GDRL	S323 10 01620 05	EB00107??	\$16,500,000	\$13,200,000	\$0
ADD NEW PROJECT														
MASON	2011	1	6	11/4/2010	NHS	CON	US035	SOUTH SIDE - BEECH HILL	RESURF, PAVE SHL	S327 35 00553 00	ACNH0035181D	\$1,302,200	\$1,041,800	\$81,800
PROJECT TERMINATED														
MASON	2011	1		8/28/2011	STP	CON	NA999	MASON CROSSING SFTY PROG	INST SIG, CLOSE 2 XINGS, PAVE TO MITTIGATE	U327 MASON 5 00	STP-G2011080D	\$885,000	\$885,000	\$0
ADD NEW PROJECT														
NICHOLAS	2012	9		4/28/2012	CMAQ	CON	WW041	WW 41 RT LN	ADD 200' RT LN ON WW 41 NB	S334 41 01750 00	CMAQ0041074D	\$300,000	\$240,000	\$0
ADD NEW PROJECT														
RALEIGH	2011	10		7/28/2011	IM	CON	1064	GLADE CREEK-BRAGG	REP DAMAGED CONCRETE SLABS	S341 64 13236 00	IM0644182D	\$1,000,000	\$900,000	\$0
ADD NEW PROJECT														
WETZEL	2012	6		12/28/2011	NHS	CON	WW002	NEW MARTINSVILLE RD	RESURF(1'), SCRATCH, SHL	S352 2 0717 00	NH0002510D	\$265,000	\$212,000	\$0
ADD NEW PROJECT														
STATEWIDE	2011	99		8/28/2011	HSIP	CON		DEVELOP & IMPLEMENT HSP	STATEWIDE HIGHWAY SAFETY IMPROVEMENT PROGRAM	T699 HSIP 11 00	HSIP2011077D	\$700,000	\$630,000	\$0
ADD NEW PROJECT														
STATEWIDE	2011	99		8/28/2011	HSIP	ENG	NA999	STRATEGIC HWY SFTY PLAN	REVIEW & IMPLEMENT SHSP	T699 SHSP 11 00	HSIP2011084D	\$400,000	\$315,000	\$0
ADD NEW PROJECT														
STATEWIDE	2011	99		8/28/2011	HSIP	ENG	NA999	STATE CRASH RECORDS	MANAGE & MAINTAIN STATE CRASH RECORDS	T699 CRASH 11 00	HSIP2011083D	\$950,000	\$855,000	\$0
ADD NEW PROJECT														
STATEWIDE	2011	99		8/28/2011	HSIP	ENG	NA999	ROAD SAFETY AUDITS	PERFORM ROAD SAFETY AUDITS	T699 RSA 11 00	HSIP2011082D	\$50,000	\$45,000	\$0
ADD NEW PROJECT														
STATEWIDE	2012	99		5/28/2012	APD	CON	US048	APD PLACEHOLDER	PE, RW, CN	A399 H ?????	APD?????	\$20,000,000	\$16,000,000	\$0
ADD PLACEHOLDER														

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

Week Ending Date	Week Ending June 26-30, 2011 FY11
To be Deposited on:	
Amount Played	40,640,532.28
Amount Won	36,527,143.15
Amount Promo	<u>137,560.00</u>
Adjusted Gross Terminal Revenue	<u>397,5829.13</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>159,033.16</u>
Net Terminal Revenue	<u>3,816,795.97</u>
Surcharge @ 10%	381,679.59
State Share Excess @ 58%	221,374.16
Track Share of Capital Reinvestment @ 42%	160,305.43
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	153,893.21
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	6,412.22
Adjusted Net Terminal Revenue	<u>3,435,116.38</u>
Racetrack @ 46.50% / 42%	1,442,748.88
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	1,408,397.73
Race Track Purses @ 7% / 14% / 8%	274,809.31
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	17,175.58
Greyhound Development @ .75%	25,763.37
Thoroughbred Development @ .75%	25,763.37
Racing Commission @ 1%	34,351.16
County/Municipality @ 2%	68,702.32
3% Funds:	
Tourism Promotion Fund @ 1.375%	47,232.85
Development Office Promotion Fund @ .375%	12,881.69
Research Challenge Fund @ .5%	17,175.58
Capitol Renovation and Improvement Fund @ .6875%	23,616.43
2004 Capitol Complex Parking Garage Fund @ .0625%	2,146.95
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>34,351.16</u>
	<u>3,435,116.38</u>

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	\$ 27,086.96	\$ 2,860.75	\$ 27,494.54	\$ 11,200.03
08/21/10	\$ 152,398.04	\$ 76,199.02	\$ 76,199.02	\$ 9,483.92	\$ 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	\$ 22,676.66	\$ 2,394.95	\$ 23,017.75	\$ 9,376.39
11/06/10	\$ 122,675.24	\$ 61,337.62	\$ 61,337.62	\$ 7,618.13	\$ 21,198.28	\$ 2,238.82	\$ 21,517.24	\$ 8,765.15
11/13/10	\$ 129,190.56	\$ 64,595.28	\$ 64,595.28	\$ 8,022.73	\$ 22,324.13	\$ 2,357.73	\$ 22,660.02	\$ 9,230.67
11/20/10	\$ 112,020.16	\$ 56,010.08	\$ 56,010.08	\$ 6,956.45	\$ 19,357.08	\$ 2,044.37	\$ 19,648.34	\$ 8,003.84
11/27/10	\$ 142,341.80	\$ 71,170.90	\$ 71,170.90	\$ 8,899.43	\$ 24,596.66	\$ 2,597.74	\$ 24,966.75	\$ 10,170.32
12/04/10	\$ 108,430.16	\$ 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	\$ 108,602.80	\$ 54,301.30	\$ 54,301.30	\$ 6,744.22	\$ 18,766.53	\$ 1,982.00	\$ 19,048.89	\$ 7,759.66
01/15/11	\$ 108,011.80	\$ 54,005.90	\$ 54,005.90	\$ 6,707.53	\$ 18,664.44	\$ 1,971.22	\$ 18,945.27	\$ 7,717.44
01/22/11	\$ 121,849.48	\$ 60,924.74	\$ 60,924.74	\$ 7,566.85	\$ 21,055.59	\$ 2,223.75	\$ 21,372.40	\$ 8,706.15
01/29/11	\$ 96,073.88	\$ 48,036.94	\$ 48,036.94	\$ 5,966.19	\$ 16,601.57	\$ 1,753.35	\$ 16,851.35	\$ 6,864.48
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
03/19/11	\$ 146,226.52	\$ 73,113.26	\$ 73,113.26	\$ 9,080.67	\$ 25,267.94	\$ 2,668.64	\$ 25,648.13	\$ 10,447.88
03/26/11	\$ 136,981.60	\$ 68,490.80	\$ 68,490.80	\$ 8,506.56	\$ 23,670.42	\$ 2,499.91	\$ 24,026.57	\$ 9,787.34
04/02/11	\$ 141,693.16	\$ 70,846.58	\$ 70,846.58	\$ 8,799.15	\$ 24,484.58	\$ 2,585.90	\$ 24,852.97	\$ 10,123.98
04/09/11	\$ 134,153.56	\$ 67,076.78	\$ 67,076.78	\$ 8,330.94	\$ 23,181.74	\$ 2,448.30	\$ 23,530.53	\$ 9,585.27
04/16/11	\$ 129,397.12	\$ 64,698.56	\$ 64,698.56	\$ 8,035.56	\$ 22,359.82	\$ 2,361.51	\$ 22,696.25	\$ 9,245.42
04/23/11	\$ 135,348.28	\$ 67,674.14	\$ 67,674.14	\$ 8,405.13	\$ 23,388.18	\$ 2,470.11	\$ 23,740.09	\$ 9,670.63
04/30/11	\$ 133,615.00	\$ 66,807.50	\$ 66,807.50	\$ 8,297.49	\$ 23,088.67	\$ 2,438.48	\$ 23,436.07	\$ 9,546.79
05/07/11	\$ 132,759.48	\$ 66,379.74	\$ 66,379.74	\$ 8,244.36	\$ 22,940.84	\$ 2,422.87	\$ 23,266.01	\$ 9,485.66
05/14/11	\$ 133,399.52	\$ 66,699.76	\$ 66,699.76	\$ 8,284.11	\$ 23,051.44	\$ 2,434.54	\$ 23,398.27	\$ 9,531.40
05/21/11	\$ 126,420.88	\$ 63,210.44	\$ 63,210.44	\$ 7,850.74	\$ 21,845.53	\$ 2,307.18	\$ 22,174.22	\$ 9,032.77
05/28/11	\$ 129,448.12	\$ 64,724.06	\$ 64,724.06	\$ 8,038.73	\$ 22,368.64	\$ 2,362.43	\$ 22,705.19	\$ 9,249.07
06/04/11	\$ 149,904.68	\$ 74,952.34	\$ 74,952.34	\$ 9,309.08	\$ 25,903.53	\$ 2,735.76	\$ 26,293.28	\$ 10,710.69
06/11/11	\$ 124,406.24	\$ 62,203.12	\$ 62,203.12	\$ 7,725.63	\$ 21,497.40	\$ 2,270.41	\$ 21,820.85	\$ 8,888.83
06/18/11	\$ 122,401.52	\$ 61,200.76	\$ 61,200.76	\$ 7,601.13	\$ 21,150.98	\$ 2,233.83	\$ 21,469.23	\$ 8,745.59
06/25/11	\$ 130,940.88	\$ 65,470.44	\$ 65,470.44	\$ 8,131.43	\$ 22,626.58	\$ 2,389.67	\$ 22,967.03	\$ 9,355.73
06/30/11	\$ 68,702.32	\$ 34,351.16	\$ 34,351.16	\$ 4,266.41	\$ 11,871.76	\$ 1,253.82	\$ 12,050.39	\$ 4,908.78
Subtotal	\$ 7,121,018.54	\$ 4,016,541.01	\$ 3,104,477.53	\$ 385,576.10	\$ 1,072,907.44	\$ 113,313.49	\$ 1,089,050.63	\$ 443,629.87

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

WEST VIRGINIA LOTTERY

First Benchmark

Charles Town

County / City Split

Fiscal Year 2012

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%
2 days ending: 7/1/2011 - 7/2/2011	\$ 69,824.12	\$ 69,824.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 69,824.12	\$ 69,824.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ 842,239.36

VIDEO LOTTERY REPORT

FY 2009		FY 2010		FY 2011		FY 2012	
Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/5/2008 *	169,912.56	7/4/2009 *	128,262.42	7/3/2010	115,402.58	7/1-2/2011	69,824.12
7/12/2008	176,592.38	7/11/2009	168,815.08	7/10/2010	205,731.64		
7/19/2008	160,344.08	7/18/2009	160,652.98	7/17/2010	161,386.76		
7/26/2008	162,982.74	7/25/2009	158,869.08	7/24/2010	160,368.28		
8/2/2008	178,171.04	8/1/2009	174,493.08	7/31/2010	157,802.08		
8/9/2008	123,538.04	8/8/2009	138,408.80	8/7/2010	136,494.98		
8/16/2008	82,482.89	8/15/2009	81,222.14	8/14/2010	78,376.68		
8/23/2008	76,426.18	8/22/2009	76,260.31	8/21/2010	76,199.02		
8/30/2008	89,459.86	8/29/2009	80,472.92	8/28/2010	72,460.03		
9/6/2008	91,644.46	9/5/2009	80,798.15	9/4/2010	76,362.84		
9/13/2008	79,729.93	9/12/2009	86,286.92	9/11/2010	82,969.36		
9/20/2008	71,269.36	9/19/2009	70,010.15	9/18/2010	67,638.78		
9/27/2008	79,735.73	9/26/2009	69,316.87	9/25/2010	70,435.06		
10/4/2008	75,186.22	10/3/2009	72,286.04	10/2/2010	71,013.86		
10/11/2008	77,139.04	10/10/2009	69,650.63	10/9/2010	69,311.50		
10/18/2008	80,668.26	10/17/2009	73,560.21	10/16/2010	75,234.62		
10/25/2008	64,379.44	10/24/2009	67,581.66	10/23/2010	70,290.80		
11/1/2008	68,352.42	10/31/2009	64,528.30	10/30/2010	65,615.04		
11/8/2008	70,823.02	11/7/2009	63,741.59	11/6/2010	61,337.62		
11/15/2008	65,565.50	11/14/2009	65,959.64	11/13/2010	64,595.28		
11/22/2008	63,883.80	11/21/2009	59,547.05	11/20/2010	56,010.08		
11/29/2008	69,850.12	11/28/2009	72,399.98	11/27/2010	71,170.90		
12/6/2008	55,696.68	12/5/2009	51,006.51	12/4/2010	53,215.08		
12/13/2008	60,178.04	12/12/2009	52,460.58	12/11/2010	46,944.00		
12/20/2008	52,189.19	12/19/2009	32,834.39	12/18/2010	42,076.76		
12/27/2008	72,205.91	12/26/2009	53,406.34	12/25/2010	50,450.28		
1/3/2009	96,504.65	1/2/2010	92,980.40	1/1/2011	85,152.12		
1/10/2009	53,286.62	1/9/2010	55,020.46	1/8/2011	54,301.30		

1/17/2009	56,068.87	1/16/2010	60,551.28	1/15/2011	54,005.90
1/24/2009	71,474.63	1/23/2010	69,943.53	1/22/2011	60,924.74
1/31/2009	61,089.80	1/30/2010	48,527.75	1/29/2011	48,036.94
2/7/2009	83,539.63	2/6/2010	37,155.14	2/5/2011	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
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	3/19/2011	73,113.26
3/28/2009	79,250.83	3/27/2010	69,941.88	3/26/2011	68,490.80
4/4/2009	75,968.30	4/3/2010	70,636.28	4/2/2011	70,846.58
4/11/2009	75,964.94	4/10/2010	69,692.79	4/9/2011	67,076.78
4/18/2009	80,598.22	4/17/2010	69,335.92	4/16/2011	64,698.56
4/25/2009	75,571.46	4/24/2010	68,714.11	4/23/2011	67,674.14
5/2/2009	73,957.05	5/1/2010	68,799.06	4/30/2011	66,807.50
5/9/2009	76,697.22	5/8/2010	67,403.54	5/7/2011	66,379.74
5/16/2009	71,925.70	5/15/2010	70,186.32	5/14/2011	66,699.76
5/23/2009	81,395.43	5/22/2010	64,695.71	5/21/2011	63,210.44
5/30/2009	82,161.55	5/29/2010	67,157.40	5/28/2011	64,724.06
6/6/2009	74,895.74	6/5/2010	77,371.80	6/4/2011	74,952.34
6/13/2009	67,327.23	6/12/2010	66,106.29	6/11/2011	62,203.12
6/20/2009	75,500.53	6/19/2010	64,888.48	6/18/2011	61,200.76
6/27/2009	67,354.10	6/26/2010	63,950.29	6/25/2011	65,470.44
6/30/2009 ***	32,059.58	6/30/2010	29,667.19	6/30/2011	34,351.16

TOTALS	4403564.04	4041141.56	4016541.01	69824.12
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Table Game Revenue
FY 2011

Date	Amount
July/August, 2010	154,185.68
September, 2010	94,247.84
October, 2010	105,903.60
November, 2010	108,717.67
December, 2010	118,721.11
January, 2011	106,189.21
February, 2011	105,776.45
March, 2011	120,927.10
April, 2011	130,654.61
May, 2011	130,492.02

1175815.29