

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, AUGUST 11, 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

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Presentation of Resolution to Michael Alvarez
2. 10:00 a.m. Bill Polk, Maintenance Director - Courthouse Update
3. 10:15 a.m. Nikki Painter, County Clerk's Office
- Request approval of poll worker lists as nominated by the Democratic and Republican Executive Committees - Discussion/Action
4. 10:30 a.m. BREAK
5. 10:45 a.m. Roger Goodwin, Chief County Engineer
- Partial release of the Construction Bond security for Linda W. Case -
Craftworks at Cool Spring, Inc. - (File#S10-03) with The Bank of Charles Town,
Charles Town, West Virginia - Discussion/Action
6. 11:00 a.m. Barbara Miller, Director of Homeland Security and Emergency Management
- Approval for a Proclamation of National Preparedness Month -
Discussion/Action
- Memorandum of Understanding with Volunteer WV - Discussion/Action
- Discuss NIMS and NIMSCAST - Discussion/Action

NEW BUSINESS:

7. Approval of meeting room request by Mary Koonce on behalf of the Dolley Madison Garden Club - Friday, 12-09-11 and Saturday, 12-10-11 for Christmas Market and House Tour - Discussion/Action
8. Approval of Resolution - Governor's Community Participation Grant in the amount of \$25,000 - Jefferson County Animal Welfare Society
9. Discuss County Commission Meeting - August 25, 2011

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

ADJOURN

CORRESPONDENCE:

Correspondence received from The Conservation Fund regarding the Jefferson County Land Use Dataset Project.

Thank you letter received from Toni Milbourne and Jimmy Pierson of the Jefferson County Fireworks Fund.

Thank you note for the financial support received from Maria Lorensen of Hospice of the Panhandle.

Regular Board Meeting Minutes of July 5, 2011 received from the Jefferson County Public Service District.

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, August 4, 2011

A meeting of the Jefferson County Commission was held on Thursday, August 4, 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, and Debbie Stellato, Administrative Assistant. (An audio tape of this August 4, 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

Motion by Mr. Manuel to approve the Minutes of the July 28, 2011 meeting as amended. Motion seconded by Ms. Morgan and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$18,732.07, being purchase order numbers: 52974, 53084, 52848, 52921, 53207, 53223, 53175, 53173, 53174, 53032, 53086, 53087, 52966, 52967, 53089, 49529 and 49528. Motion seconded by Ms. Widmyer and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE:

Motion by Ms. Widmyer to approve the accounts payable in the amount of \$249,741.93. Motion seconded by Ms. Morgan and unanimously approved.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS:

7. Community Participation Grant Program – Approval of pass thru Grant Contract, Resolution and Agreement for Briggs Animal Adoption Center \$20,000 –

Motion by Ms. Morgan to approve the Community Participation Grant Program pass thru Grant Contract, Resolution and Agreement for Briggs Animal Adoption Center in the amount of \$20,000. Motion seconded by Ms. Noland and unanimously approved.

JEFFERSON COUNTY COMMISSION

CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on August 4, 2011 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Briggs Animal Adoption Center. The project will include the enclosure of an existing pavilion and the purchase of computers and related equipment to improve office technology systems with funds made available through the Governor's Community Participation Grant program in the amount of \$20,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes Patricia A. 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.

Date:

Signed:

COUNTY CLERK

11LEDA0131

8. Community Participation Grant Program – Approval of pass thru Grant Contract, Resolution and Agreement for Animal Welfare Society \$10,000 -

Motion by Mr. Manuel to approve the Community Participation Grant Program pass thru Grant Contract, Resolution and Agreement for the Animal Welfare Society in the amount of \$10,000. Motion seconded by Mr. Pellish and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

RESOLUTION

The County Commission of Jefferson County, met on August 4, 2011 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Animal Welfare Society. The project will include the construction of an addition, concrete work to improve storm drainage and other improvements, with funds made available through the Governor's Community Participation Grant program in the amount of \$10,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes Patricia A. 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.

Date:

Signed:

COUNTY CLERK

11LEDA0130

9. **Community Participation Grant Program – Approval of pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Fisherman’s Hall \$4,500 -**

Motion by Mr. Pellish to approve the Community Participation Grant Program pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Fisherman’s Hall in the amount of \$4,500. Motion seconded by Ms. Morgan and unanimously approved.

JEFFERSON COUNTY COMMISSION

CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on August 4, 2011 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Black History Preservation Society to continue restoration of the historic Fisherman’s Hall with funds made available through the Governor’s Community Participation Grant program in the amount of \$4,500.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the 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.

Signed:

COUNTY CLERK

10LEDA0352

10. Community Participation Grant Program – Approval of pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Star Lodge/Locke House \$2,000 -

Motion by Ms. Morgan to approve the Community Participation Grant Program pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Star Lodge/Locke House in the amount of \$2,000. Motion seconded by Mr. Manuel and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

RESOLUTION

The County Commission of Jefferson County, met on August 4, 2011 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Black History Preservation Society to continue restoration of the historic Star Lodge/Locke House with funds made available through the Governor's Community Participation Grant program in the amount of \$2,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the 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.

Signed:

COUNTY CLERK

10LEDA0801

11. Community Participation Grant Program – Approval of pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Star Lodge/Locke House \$17,400 –

Motion by Mr. Manuel to approve the Community Participation Grant Program pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Star Lodge/Locke House in the amount of \$17,400. Motion seconded by Ms. Morgan and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

RESOLUTION

The County Commission of Jefferson County, met on August 4, 2011 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Black History Preservation Society to continue restoration of the historic Star Lodge/Locke House. The project will include sidewalk repairs, new windows, electrical upgrades and additional improvements with funds made available through the Governor's Community Participation Grant program in the amount of \$17,400.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the 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.

Signed:

COUNTY CLERK

11LEDA0500

12. **Community Participation Grant Program – Approval of pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Webb-Blessing House \$17,400 -**

Motion by Ms. Morgan to approve the Community Participation Grant Program pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Webb-Blessing House in the amount of \$17,400. Motion seconded by Ms. Widmyer and unanimously approved.

JEFFERSON COUNTY COMMISSION

CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on August 4, 2011 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Black History Preservation Society to continue restoration of the Webb-Blessing House in Charles Town with funds made available through the Governor's Community Participation Grant program in the amount of \$17,400.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the 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.

Signed:

COUNTY CLERK

11LEDA0495

PRESENTATIONS:

1. Rhonda Fields, County Assessor's Office (for Angie Banks, Assessor) - request for exonerations -

Requested exoneration for Donna Long in the amount of \$618.51. Motion by Ms. Morgan to approve exoneration of \$618.51 for Donna Long, Ticket No. 302914. Motion seconded by Mr. Manuel and unanimously approved.

Requested exoneration for Eliseo Navarrete in the amount of \$177.04. Motion by Mr. Manuel to approve exoneration of \$177.04 for Eliseo Navarrete, Ticket No. 306029. Motion seconded by Mr. Pellish and unanimously approved.

Requested exoneration for Jennifer L. Ingram in the amount of \$24.92. Motion by Ms. Morgan to approve exoneration of \$24.92 for Jennifer L. Ingram, Ticket No. 315550. Motion seconded by Mr. Pellish and unanimously approved.

Requested exoneration for Kenneth Kennedy in the amount of \$6.80. Motion by Ms. Morgan to approve exoneration of \$6.80 for Kenneth Kennedy, Ticket No. 315639. Motion seconded by Mr. Manuel and unanimously approved.

Requested exoneration for Robert A. Smith in the amount of \$11.34. Motion by Ms. Morgan to approve exoneration of \$11.34 for Robert A. Smith, Ticket No.304298. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket #	Amount
Donna Long	Charles Town	Personal Property	302914	618.51
Eliseo Navarrete	CTC	Personal Property	306029	177.04
Jennifer L. Ingram	Shepherdstown	Personal Property	315550	24.92
Kenneth Kennedy	Shepherdstown	Personal Property	315639	6.80
Robert A. Smith	Charles Town	Personal Property	304298	11.34

NEW BUSINESS continued:

13. Tim Boyde, County Administrator – request for approval of revised Purchasing Card Procedures –

Motion by Mr. Manuel to approve the revised Purchasing Card Procedures as recommended by Mr. Boyde. Motion seconded by Ms. Widmyer and unanimously approved.

14. Discuss topics and date for Council of Governments Roundtable Meeting.

The next Council of Governments Roundtable meeting will be Wednesday, September 7, 2011 beginning at 5:00 p.m. in the County Commission Meeting Room.

Topics to be discussed will be: 1) the relationship of transportation fees proposed by the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) on economic development; and 2) the relationship of proposed impact fees on economic development.

PRESENTATIONS continued:

2. Tim Boyde, County Administrator and Ed Slonaker, Morgan Financial Group – request for decision on renewal of Health Insurance –

Background presented by Mr. Boyde and options presented by Mr. Slonaker. Recommendation by Mr. Boyde that the Commission approve the Option 2 SB Plus Plan.

Motion by Mr. Pellish to accept Mr. Boyde's recommendation and approve the Option 2 SB Plus Plan. Motion seconded by Ms. Morgan and unanimously approved.

**3. The Commission took a 10-minute break at 11:00 a.m.
The Commission reconvened the meeting at 11:10 a.m.**

4. Interviews and Appointments to the following:

1) Jefferson County Parks and Recreation Commission –

Applicants: Ann Nawaz
Jill Nau
Joan O'Dell

None of the applicants were present.

Nominees: Ann Nawaz by Ms. Morgan
Jill Nau by Ms. Widmyer

Commission voted 4 to 1 to appoint Ann Nawaz to the Parks and Recreation Commission for the unexpired term ending June 30, 2012. Ms. Widmyer voted "against."

2) Jefferson County Emergency Services Agency –

Applicant: Cheryl Beuing
Russell Kitchner
Robert A. Murto
Jason Carlson
Frank McCluskey (not eligible)

The following applicants were present and spoke about their qualifications to be appointed to the ESA:

Russell Kitchner
Robert Murto

Nominees: Russell Kitchner by Ms. Morgan
Robert Murto by Mr. Pellish
Jason Carlson by Mr. Manuel

Commission voted 3 to 2 to appoint Robert Murto to the Jefferson County Emergency Services Agency for the unexpired term ending November 2, 2013. Ms. Widmyer and Ms. Morgan voted for Mr. Kitchner and Mr. Manuel voted for Jason Carlson.

5. Jeff Polczynski, Communications Director – overview of Computer Aided Dispatch (CAD) -

Mr. Polczynski presented the Commissioners with an overview of how Computer Aided Dispatch (CAD) works and how it is beneficial to emergency communications. He requested that the Commission authorize him to send a Request for Proposal to vendors with bids to be submitted to the Commission for discussion and/or action. The Commissioners gave their consent. Mr. Manuel requested that Mr. Polczynski speak to the vendors and ask them to come together with their equipment and provide a demonstration to the Commissioners of how CAD works.

6. Todd Fagan, Addressing Coordinator – provided an overview of the GIS Address Compliance Program currently in effect and described what his office will be doing in the future to insure compliance. Mr. Fagan will be holding a press conference on Tuesday, August 16, 2011 from 10:30 a.m. to 12:00 noon to inform the public of addressing compliance issues and enforcement.

Motion by Ms. Morgan to accept Mr. Fagan's timetable and recommendations with regard to the Address Compliance Program. Motion seconded by Mr. Pellish and unanimously approved.

COUNTY ADMINISTRATOR REPORTS:

County Administrator Tim Boyde:

- Reported that he met with U.S. Customs & Border Patrol personnel.
- Mr. Boyde updated the Commission on the state of the columns at the County Courthouse.
- Reported that Don Jacobs completed his face-to-face discussions with personnel of the County Clerk's Office.
- Mr. Boyde continues to receive resumes for the position of Chief Financial Officer.
- Mr. Boyde is continuing to research a lease or sale of the Briel building and is investigating other properties that have been brought to his attention.
- Reported on the status of the Building Commission.

Commissioner Widmyer:

- Attended a Parks and Recreation Facilities meeting.
- Attended the third Phase II Watershed Implementation meeting.

Commissioner Manuel:

- Attended a Parks and Recreation Facilities meeting.
- Attended the Jefferson County Animal Welfare yard sale.
- Attended a Partnership for Affordable Housing meeting.

Commissioner Morgan:

- Attended the Jefferson County Historical Society Annual Picnic.

Commissioner Pellish:

- Nothing to report this week.

Commissioner Noland:

- Attended a Partnership for Affordable Housing meeting.

There being no further business Mr. Pellish made a motion to adjourn. Mr. Manuel seconded the motion and it was unanimously approved.

Upon rising at 1:05 p.m. the meeting was adjourned until Thursday next, August 11, 2011 at 9:30 a.m.

PATRICIA A. NOLAND, PRESIDENT

Commission Office Use Only

Date on Agenda: 8/11/11

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 minutes

Date Requested – 1st Choice: 8/11/11

Date Requested – 2nd Choice: _____

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

Subject: Approval of Resolution of Recognition for Michael Alvarez for years of service to the Jefferson County Emergency Services Agency

Please provide the County Commission with a description of your request or presentation, including any background information: **Michael Alvarez has resigned his post on the ESA after serving since 1995.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **move to approve the Resolution for Michael Alvarez for serving the Jefferson County Emergency Services Agency since 1995.**

Attachments:

RESOLUTION IN RECOGNITION OF MICHAEL ALVAREZ FOR HIS SERVICE ON THE
JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

WHEREAS, the Jefferson County Commission formed the Jefferson County Ambulance Authority in November 1995,

WHEREAS, the Jefferson County Ambulance Authority now known as the Jefferson County Emergency Services Agency, is comprised up of volunteers of Jefferson County Citizens who are knowledgeable and committed to serving and protecting the residents in Jefferson County, WV;

WHEREAS, Michael Alvarez was appointed by the Jefferson County Commission to the Jefferson County Ambulance Authority in November 1995 and has served in his capacity as a Volunteer since that time;

WHEREAS, Michael Alvarez continues to provide a valuable service to Jefferson County as a member of the Jefferson County Emergency Services Agency by providing his knowledge and applying his professional expertise in order to preserve and protect the residents of Jefferson County, WV;

WHEREAS, the Jefferson County Commission recognizes that the people of Jefferson County will benefit from the knowledge and expertise provided by Michael Alvarez for future generations to come as the result of his involvement, dedication and loyalty to the Jefferson County Emergency Services Agency;

THEREFORE, the Jefferson County Commission hereby recognizes Michael Alvarez for his years of service as a loyal and dedicated member of the Jefferson County Emergency Services Agency and in appreciation for his service to the citizens of Jefferson County, West Virginia.

By ORDER of the Jefferson County Commission:

Patricia A. Noland, President

<p>Commission Office Use Only</p> <p>Date on Agenda: <u>8/11/11</u></p> <p>Appt Time or New Business: <u>10:15am</u></p>
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AGENDA REQUEST FORM

Name: Nikki Painter

Department or Entity: County Clerk's Office

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: August 11

Date Requested – 2nd Choice: _____

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

Poll workers must be approved by Aug 16

Subject: **Poll Worker Approval**

Please provide the County Commission with a description of your request or presentation, including any background information: **To approve poll worker lists as nominated by the Democratic and Republican Executive Committees.**

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: 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:

Commission Office Use Only	
Date on Agenda:	8-11-11
Appt Time or New Business:	

AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: August 11, 2011

Date Requested – 2nd Choice: _____

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

Subject: Bond Reduction/Bond Release.

Please provide the County Commission with a description of your request or presentation, including any background information: Partial release of the Construction Bond security for Linda W. Case – Craftworks at Cool Spring, Inc. (File #S10-03) with The Bank of Charles Town, Charles Town, West Virginia.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a partial release of \$63,013.00 from the construction bond amount for Linda W. Case – Craftworks at Cool Spring, Inc. (File #S10-03), for a new construction bond amount of \$23,261.00.

Attachments: Bond Release Letter
Bond Reduction or Release Request Report
Site Location Map



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Patsy Noland

August 11, 2011

VICE PRESIDENT

Dale Mammel

Mr. Joshua Householder

Vice President

COMMISSIONER

Frances Morgan

Bank of Charles Town

P. O. Box 906

COMMISSIONER

Walt Pellish

Charles Town, West Virginia 25414

COMMISSIONER

Lyn Hildner

RE: Cash in Escrow dated October 25, 2010, Construction Bond Surety for Linda W. Case – Craftworks at Cool Spring, Inc. (File #S10-03).

Dear Mr. Householder:

The Jefferson County Commission authorizes a partial release of \$63,013.00 from the construction bond for Linda W. Case – Craftworks at Cool Spring, Inc. (File #S10-03.), for a new construction bond amount of \$23,261.00. This project is located on the north side of Wheatland Road (Route 340/2) at its intersection with Lloyd Road (Route 13/2). Work remaining includes but is not limited to the following:

1. Seeding & Landscaping
2. Storm water management basin
4. Site stabilization

In summary, you are hereby authorized to reduce the amount of the above referenced Cash in Escrow, originally issued in the amount of \$86,274.00 to \$23,261.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President
Jefferson County Commission

PAN:rfb

cc: Ms. Linda W. Case
1673 Lloyd Road
Charles Town, WV 25414
Department of Engineering

COUNTY ADMINISTRATOR
Lisa Boyd

DEPUTY COUNTY ADMINISTRATOR
Samuel Shuler McDonald

Email: engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 07 / 27 / 2011

J.C.P.C. File No. 510 - 03

Consultant/Engineer/Firm Name: Craft Works

Mailing Address: 1673 Lloyd Road

City: Charles Town State: WV Zip: 25414

Contact Person: Linda Case Phone: 304 724 7806

Project/Subdivision Name: Craft works

Section/Phase: _____ Lots: _____

Review Comments:

The bond release/reduction is Approved as Submitted. _____ The bond release/reduction request is Denied.

_____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

_____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: _____

**LAND DEVELOPMENT INSPECTION
APPROVED FOR:**

Bond Reduction #23261

BY: [Signature] 8/2/2011
INSPECTOR DATE

Original Bond Amt. \$ 75,021 + 15% Cont. \$ 11,253 = Total Original Bond Amt. \$ 86,274

Total Current Bond Amount \$ 86,274.00

Cost of Work Remaining \$ 12,008.00 + Contingency Amount \$ 11,253.00

= Approved for Revised Bond Amount \$ 23,261.00

Reviewed By: Jonathan Saunders, P.E. [Signature] Title: County Engineer

Signature: [Signature] Date: 08 / 01 / 2011

Commission Office Use Only

Date on Agenda: 8-11-11

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Barbara J. Miller, CEM, CFM

Department or Entity: Homeland Security & Emergency Management

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1st Choice: August 11, 2011

Date Requested – 2nd Choice: _____

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

Subject: 1) Proclamation of National Preparedness Month; 2) Memorandum of Understanding with Volunteer WV and 3) NIMS and NIMSCAST

Please provide the County Commission with a description of your request or presentation, including any background information: 1) Each year FEMA/DHS holds National Preparedness Month in September. I am asking you to follow suit of the federal and state governments to sign a proclamation to raise awareness for emergency preparedness. This year's theme, in honor of the 10th Anniversary of 9/11, is "A Time to Remember; A Time to Prepare." 2) It is time to renew our MOU with Volunteer West Virginia. This is a requirement under our current grant with them. The purpose of the agreement is to ensure proper reporting, allows for volunteer recognition, ensures proper use of funding and materials; creates a state-wide database of those who complete the CERT Program, and enables them to assist with basic C.E.R.T. training. 3) The National Incident Management System (NIMS) is required for all jurisdictions and agencies that are involved with emergencies and disasters. Minimum training standards are required. Additionally, NIMSCAST is the NIMS Community Assessment Tool. The NIMSCAST asks questions, which your single point of contact (me) has to fill out and roll up to the state yearly. Included are questions as to how many are required to take each NIMS Course, and how many have completed the task. It also has additional questions about processes, resolutions, etc. This must be rolled up again at the end of September. All training certificates need to be to me by September 15th to be included in this year's roll up.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **1) I move to approve the Resolution and authorize the President to affix her signature to the document. 2) I move to approve the Memorandum of Understanding with Volunteer West Virginia and authorize the President to affix her signature to it. 3) no motion required. For information only.**

Attachments: **1) Resolution 2) Copy of MOU 3) Copy of information about NIMS/NIMSCAST**



PROCLAMATION

WHEREAS, "National Preparedness Month" creates an important opportunity for every resident of Jefferson County to prepare their homes, businesses, and communities for any type of emergency including natural disasters and potential terrorist attacks; and

WHEREAS, investing in the preparedness of ourselves, our families, businesses, and communities can reduce fatalities and economic devastation in our communities and in our nation; and

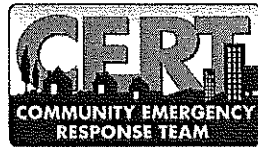
WHEREAS, the Federal Emergency Management Agency's *Ready* Campaign, Citizen Corps and other federal, state, local, tribal, territorial, private, and volunteer agencies are working to increase public activities in preparing for emergencies and to educate individuals on how to take action; and

WHEREAS, all citizens of Jefferson County are encouraged to participate in citizen preparedness activities and asked to review the Ready campaign's websites at Ready.gov or Listo.gov (in Spanish) and become more prepared.

THEREFORE, BE IT RESOLVED that the Jefferson County Commission hereby proclaims September, 2011 as National Preparedness Month, and encourages all citizens and businesses to develop their own emergency preparedness plan, and work together toward creating a more prepared society.

Dated this 11th Day of August, 2011 by the Jefferson County Commission:

Patricia Noland, Jefferson County Commission President



Memorandum of Understanding

BETWEEN

VOLUNTEER WEST VIRGINIA

(the state's commission for national and community service)

AND

CERT PROGRAM INFORMATION	
Organization Name <i>Jefferson Co. Commission Jefferson Co. Homeland Security & Emergency Management</i>	Contact Name <i>Barbara J. Miller</i>
Address <i>28 Industrial Blvd. Suite 101</i>	E-MAIL <i>bmler@jeffersoncountywv.org</i>
City <i>Kearneysville</i>	PHONE <i>304-728-3290</i>
State & Zip <i>WV 25430</i>	FAX <i>304-728-3320</i>

As part of the West Virginia Citizen Corps program, Community Emergency Response Training (CERT) is encouraged in communities throughout the state. CERT strengthens the capacity of disaster volunteers to support first responders and help their neighbors in an emergency. In addition, CERT elevates the level of individual, family, and neighborhood preparedness for disasters of all kinds.

Purpose of Agreement: To ensure proper reporting; Allow for volunteer recognition; Ensure proper use of funding and materials; To create a statewide volunteer database of disaster trained volunteers; and To aid in standardization of basic CERT Training.

CERT Program Managers will:

- Certify that teams deploy only according to local Emergency Management instructions.
- Update their information on the national CERT website at least two times per year.
- Conduct the CERT Basic Training Course at least once a year.
- Participate in a multi-agency exercise or conduct a CERT exercise at least once a year.
- Sign and submit a Memorandum of Agreement with Volunteer West Virginia annually

CERT Program Managers and/or CERT Training Coordinators will:

- Certify that kits are used appropriately and distributed on a first in first out basis.
- Submit CERT Class information* to Volunteer West Virginia, to include:
 - Location and graduation date of training
 - What audience (for whom) the class was provided
 - Class coordinator and coordinator's affiliation
 - Graduate list with full contact information
 - # kits distributed, if any
 - Instructor(s) name and contact information. (Instructors are subject matter experts, trained in instruction methods, and graduates of basic CERT.)

**Please use electronic forms provided.*



Memorandum of Understanding, cont'd

Volunteer West Virginia will:

- Collect and maintain contact information for CERT Graduates
- Collect and maintain CERT instructor list
- Update and approve CERT on-line registration
- Communicate with program managers regarding federal guidance, program management, and other related information
- When possible, provide CERT kits and manuals to programs or make grants available
- Host state sponsored training when possible
- Convene State Citizen Corps Council meetings and involve CERT Program Managers
- Provide access to online resources to include volunteer liability, volunteer matching database, training and prepared information through www.volunteerwv.org and www.Ready.WV.gov

The CERT trainer is responsible for providing training to suitable, interested disaster volunteers. Volunteer West Virginia does not provide direct service to communities. Instead, we develop communities by building volunteer leader and organization skills to grow and sustain strong programs. In no event shall Volunteer West Virginia and/or its agents be liable for any damages whatsoever, whether based on contract, tort, negligence, strict liability or otherwise, for any of the services that it provides pursuant to the terms of this Agreement. If you are dissatisfied with any portion of the services, or with any of these terms of use, your sole and exclusive remedy is to discontinue using the services.

Patsy Nolan, County Commission President
Name of Authorized Official

Stephanie Yu, Executive Director

Signature (in BLUE ink)

Date

Signature

Date

Mail to:

Volunteer West Virginia
Attn: Citizen Corps Program
710 Central Avenue
Charleston, WV 25302





Jefferson County Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430

Jefferson County Commissioners:

Patsy Noland, President

Dale Manuel, Vice President

Frances Morgan

Lyn Widmyer

Walt Polish

Jefferson County Homeland Security and Emergency Management Steering Committee:

John Sherwood, Chair-Chamber of Commerce Representative

Amy Jones, Vice Chair-Health Representative

Katherine Dunbar, Non-Governmental Organization Representative

Mason Carter, Jefferson County Department of Engineering Representative

Jeffrey A. Polczynski, EPN, Jefferson County Emergency Communications Center Representative

Dale Manuel, County Commission Representative

Kelly Parsons, Private Industry Representative

Ed Smith, Fire and Rescue Representative

Sheriff Bobby Shirley, Law Enforcement Representative

Paul Espinosa, Utilities Representative

Tom Bayuzik, Jefferson County Development Authority Representative

Pamela Holstein-Wallace, Region 3 Homeland Security Representative

Holly Morgan Frye, Shepherd University Service Learning Program Education Representative

Amy Grove, Red Cross Representative

Staff:

**Barbara J. Miller, CEM, CFM
Director**

304-728-3290-Office

304-293-4227-Mobile

bmiller@jeffersoncountywv.org

**Terri Mehling, Planner/Program Manager/
Deputy Director**

304-728-3325-Office

304-279-8233-Mobile

tmehling@jeffersoncountywv.org

**Jennifer D. Magglo, Administrative Assistant,
Public Information Officer and Volunteer Coordinator**

304-724-8914-Office

304-279-8125-Mobile

jmagglo@jeffersoncountywv.org

Fax: 304-728-3320

To: All County Commissioners, City Council Members, Mayors, City and County Administrators:

RE: NIMS (National Incident Management System) Training and the NIMSCAST (NIMS Community Assessment Tool)

From: Barbara J. Miller, CEM, CFM, Director, Jefferson County Homeland Security and Emergency Management

Date: August 3, 2011

Contained herein you will find important information about the National Incident Management System (NIMS) and NIMSCAST (National Incident Management System Community Assessment Tool). Attached is a list of guidance for County/Municipal Government Agencies, received from the WV Department of Military Affairs and Public Safety.

All County Commissioners, Mayors, City Councils, City and County Administrators, and anyone else who may be involved in working during an actual disaster shall at a minimum take the following Independent Study Courses. These courses are FREE and available 24/7 on-line:

IS700 a. <http://training.fema.gov/EMISWeb/IS/is700a.asp>, NIMS, an Introduction

IS 100b. <http://emilms.fema.gov/IS100b/index.htm> An Introduction to the Incident Command System

IS200b <http://emilms.fema.gov/IS200b/index.htm> ICS for Single Resources and Initial Action Incidents

For higher level personnel, such as chiefs of police, and/or other personnel who may be participating in the Emergency Operations Center or be the Incident Commander on the scene, they should also have the classroom training of IS-300 and IS-400.

Whoever is serving as the public information officer for your organization will need to complete the requirements for PIO listed on the NIMS website.

Other information about formal adoption of NIMS and implementation can be found on the enclosed sheet and on the website.

Additionally, each agency must complete the NIMSCAST (NIMS Community Assessment Tool) yearly. This is due to be rolled up to the state no later than September 30, 2011.

As you complete your requirements for NIMS compliancy, please provide my office with a copy of your NIMS Resolution (if you have not already done so), copies of the training certificates that are issued by FEMA as you complete your training courses, and the name of the person within your organization that you have appointed as the NIMS Coordinator and their email address and phone number, if you have not already done so. If you have provided our office with certificates in the past, you only need to provide any new certificates that you did not submit last year.

For additional information on NIMS, go to
<http://www.fema.gov/emergency/nims/>

For additional information on the NIMSCAST Tool, go to
<https://www.fema.gov/nimscast/>

If the person who used to fill out your NIMSCAST is no longer with your agency, please contact Mr. Bennett so that he can update the user information with the new person.

If your agency has never filled out the NIMSCAST tool, contact Mr. Bennett so that he can set you up with a username and password. Do not set up your own username and password on the site. You must go through the state coordinator so that he can issue your information and assure proper roll up of the information.

If you have any questions, please feel free to contact me at 304-728-3290 or the state's NIMS Coordinator, Charles Bennett at 304-558-2930.

Thank you!

Commission Office Use Only	
Date on Agenda:	<u>8/11/11</u>
Appt Time of New Business:	

AGENDA REQUEST FORM

Name: Mary E. Koonce

Department or Entity: Dolley Madison Garden Club

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: 08-11-11

Date Requested – 2nd Choice: _____

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

Subject: **Use of County Commission meeting room to host a Christmas Market Place**

Please provide the County Commission with a description of your request or presentation, including any background information: **Request the use of the County Commission meeting room from 2:00 p.m. to 7:00 p.m. on December 9, 2011 and 8:00 a.m. to 7:00 p.m. on December 10, 2011 to be used as a Christmas Market Place. Will have refreshments and sell tickets for the Christmas House Tour in Charles Town. (The Dolley Madison Garden Club is a not-for-profit organization.)**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion to approve the use of the County Commission meeting room by the Dolley Madison Garden Club from 2:00 p.m. to 7:00 p.m. on December 9, 2011 and 8:00 a.m. to 7:00 p.m. on December 10, 2011 for use as a Christmas Market Place.**

Attachments:

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: December 9, 10, 2011

Meeting Time: 9th - 2 p.m. to 7 p.m.
10th 8 a.m. to 7 p.m.

Organization Name: Dolley Madison Garden Club

Purpose of Meeting: Christmas Market in conjunction w/ House Tour

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

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

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

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

Person Making Request: (printed): Mary E. Koonce

Signature of Person Making Request: Mary E. Koonce Date: 8/1/11

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

Representative's Address: PO Box 244
Summit Pt., WV 25446

Telephone: 304-725-5609 Fax: _____

e-mail marykoonce@frontier.net.net

E-mail:



<p>Commission Office Use Only</p> <p>Date on Agenda: <u>8-11-11</u></p> <p>Appt Time or <u>New Business</u>:</p>
--

AGENDA REQUEST FORM

Name: Sandy McDonald, Deputy County Administrator

Department or Entity: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: August 11, 2011

Date Requested – 2nd Choice: _____

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

Subject: Approval of Resolution - Governor's Community Participation Grant in the amount of \$25,000

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Move to approve the Resolution for the Governor's Participation Grant Program for the Jefferson County Animal Welfare Society in the amount of \$25,000 and to authorize the President of the Commission to affix her signature to the Resolution**

Attachments:

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The Jefferson County Commission met on the 11th day of August, 2011 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provision of the Community Participation Grant Program in the amount of \$25,000. The funds from this project will be used to add an addition of an animal isolation room and an animal newborns room of about 140 square feet. The funds will also be used for a concrete slab and roof work for the Animal Welfare Society.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____
County Clerk

09LEDA0774N

09LEDA0774N

SECTION 1. GRANTEE

Local Governing Agency (Grantee): Jefferson Co. Commission Project Title: Animal Welfare Society of Jefferson Co.
 Street Address: 124 E. Washington Street City: Charles Town Zip: 25414
 Chief Elected Official: Datsy Roland president Email: Sandy@jeffersoncountygov.org
 Phone: (304) 728-3284 Fax: (304) 725-7916 Form Completed By: Jeff B. Breese
 Brief Description of Project: concrete work, roof work, addition of an animal isolation room and animal newborn room

SECTION 2. NONPROFIT ORGANIZATION (SUBGRANTEE)

Are funds requested for a nonprofit organization? Yes No
 Nonprofit Organization: Animal Welfare Society Executive Director: Annie Raina, Exec
 Street Address: 23 Poor Farm Road City: Kearneysville State/Zip: WV 25430
 Phone: (304) 725-0589 Fax: (304) _____ Email: _____
 Website: www.AWSSJC.org IRS Cert. (Ex: 501(c) 3, etc.): 501(c)(3) Yr. Cert: 1956
 Federal Nonprofit Certification is attached. This application **WILL NOT** be processed without Federal nonprofit status.
 State Regulation Checklist for Nonprofit Organization is attached. This application **WILL NOT** be processed without this Checklist.

SECTION 3. PROJECT OWNER AND LOCATION

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

Owner of project site, property or building: Animal Welfare Society Vicinity/site plan attached? Yes No
 Location and address where grant funds will be used (sufficient to drive to site): 23 Poor Farm Rd on Old Leaf town Pike approx 1/2 mile west of county fairgrounds
 Upon completion, what government agency will own, operate, or be responsible for the project? Animal Welfare Society
 Yes No Project site(s) or building(s) are owned by a government agency.
 Yes No Project site(s) or building(s) are owned by a nonprofit organization. (If yes, attach copy of property deed).

SECTION 4. FUNDING SUMMARY

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

	Amount	Source	Status	Documentation
		Grant Program, Bank Loan, Fundraising, Fees, etc.	Pending, Approved, Ongoing etc.	Letter, Resolution, etc.
a. Grant Funds Requested	\$25,000	CPGP	pending	
b. Local Funds (10% local match required)	\$ 2,500	Fundraising	On Hand	freeing
c. Other Funds	\$			
d. Other Funds	\$			
e. Other Funds	\$			
Total Project Cost	\$ 27,500			



COMMUNITY PARTICIPATION GRANT PROGRAM

State Regulation Checklist for Nonprofit Organizations

Must Be Submitted With Application for Funding for Nonprofit Organizations 09LEDA0774N

- Local Government Agency: Jefferson County Commission Chief Elected Official: Patsy Moland
 Project Title: Shelter construction Amount of Grant: \$ 25,000
 Form Completed By: Jeff B. Breese, AWSBA Mbr Phone: (304) 729-8247 Fax: (304)
- Nonprofit Organization: Animal Welfare Society Executive Director: Annie Rowa, Pres
 Street Address, City, Zip: 23 Poor Farm Rd Kearneyville, WV 25130 Phone: (304) 725-0599 Fax: (304)
 Federal nonprofit certification, 501c determination letter from Internal Revenue Service attached.
 Mission statement, brochure, or web pages explaining mission of the organization and services it provides attached.

CERTIFICATIONS AND ASSURANCES

CHECK ALL ITEMS BELOW to certify compliance with the following laws, regulations and requirements:

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

Signature: _____

Date: _____

4/13/11

Executive Director, Nonprofit Organization
ORIGINAL SIGNATURE REQUIRED-USE BLUE INK
 (Annie Rowa, AWS Bd Pres)

SECTION 5. ELIGIBLE PROJECTS AND PROJECT DESCRIPTION

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

- | | |
|--|--|
| <ul style="list-style-type: none">• Business and Industrial Parks• City Hall and Courthouse Facilities• Construction and Renovation• Demolition• Economic Development• Emergency Services• Flood and Storm Drainage• Infrastructure• Law Enforcement | <ul style="list-style-type: none">• Land and Property Acquisition• Libraries• Parks and Recreation• Parking Facilities• Preservation and Beautification• Public Safety• Street and Sidewalk Repair• Technology• Water, Wastewater Facilities |
|--|--|

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

- | | |
|--|---|
| <ul style="list-style-type: none">• Administrative costs• Food• Clothing• Homeowners Associations• Insurance Premiums• Maintenance• Medical Programs• National Dues• Postage | <ul style="list-style-type: none">• Private Property• Rent• Maintenance• Salaries• Scholarships• Sports Uniforms• Training and Speakers' Fees• Travel Expenses• Utility Costs |
|--|---|

PROJECT DESCRIPTION

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

This project will result in the addition of an animal isolation room and an animal newborns room of about 140 square feet each to our animal shelter on Old Leetown Pike at Poor Farm Road. These two new spaces will be constructed on an existing concrete slab beneath an existing roof structure. Additional concrete slab work and roof work may be required. Each room must also be provided with power, lighting and independent HVAC to minimize the spread of infections. Additional work may be required to comply with SWM requirements.

This project will be combined with another CPGP grant of \$10,000 in order to provide sufficient funds for the entire project. Both grants, as well as AWS matching funds, are required in order to complete this project successfully.

If funds are requested for a nonprofit organization, provide mission statement below:

Provide services that benefit both animals and people through a variety of programs. We provide compassion and caring to companion animals allowing them a second chance.

SECTION 6. ASSURANCES

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

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

SECTION 7. SIGNATURE AND RESOLUTION

This application must contain the following:

- Application with Original Signature**
- Resolution by Unit of Local Government**
- Documentation of Local Match (Minimum 10 Percent)**
- Nonprofit Application Checklist with Original Signature – Required for Nonprofit Organizations**
- IRS 501(c) Determination Letter - Required for Nonprofit Organizations**

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

Name: _____ Title: _____

Signature: _____ Date: _____

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

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



COMMUNITY PARTICIPATION GRANT PROGRAM

LIST OF ATTACHMENTS

Attachment 1	Federal Nonprofit Certification
Attachment 2	State Regulation Checklist for Nonprofit Organizations
Attachment 3	Property Deed
Attachment 4	Location Map, Site Plan showing Existing Building and Site
Attachment 5	Mission Statement from AWS Website

Internal Revenue Service
District Director

DATE: JUN 21 1995

Animal Welfare Society of Jefferson
W Peggy A. Lagray
P. O. Box 147
Charles Town, WV 25414-0417

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Dee Anna Jarnon
Telephone Number:
513-684-3950
Refer Reply To:
EP/EO
Federal Identification Number:
55-6023497

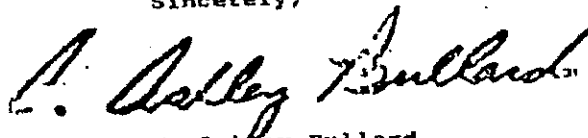
Dear Sir or Madam:

Thank you for submitting the information shown below. The changes indicated do not adversely affect the exempt status of your organization. The exemption letter previously issued continues in effect.

Please advise us of any future change in the character, purpose, method of operation, name, or address of your organization. Such notification is a requirement for retaining exempt status:

Thank you for your cooperation.

Sincerely,



C. Ashley Bullard
District Director

Item: Certificate of Amendment to the Articles of Incorporation
filed December 8, 1993

UWAY-AIT#B
IRS TAX EXEMPT LETTER

ATTACHMENT

T:R:PEO:l-GAW

Animal Welfare Society of Jefferson
County
Flowing Spring Road
Charles Town, West Virginia

FEB 4 1956

Gentlemen:

It is the opinion of this office, based upon the evidence presented, that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code of 1954, as it is shown that you are organized and operated exclusively for the prevention of cruelty to animals.

Accordingly, you are not required to file income tax returns unless you change the character of your organization, the purposes for which you were organized, or your method of operation. Any such changes should be reported immediately to the District Director of Internal Revenue for your district in order that their effect upon your exempt status may be determined.

You are required, however, to file an information return, Form 990A, annually, with the District Director of Internal Revenue for your district so long as this exemption remains in effect. This form may be obtained from the District Director and is required to be filed on or before the fifteenth day of the fifth month following the close of your annual accounting period.

Contributions made to you are deductible by the donors in computing their taxable income in the manner and to the extent provided by section 170 of the 1954 Code.

Bequests, legacies, devises or transfers to or for your use are deductible in computing the value of the taxable estate of a decedent for Federal estate tax purposes in the manner and to the extent provided by sections 2055 and 2106 of the 1954 Code. Gifts of property to or for your use are deductible in computing taxable gifts for Federal gift tax purposes in the manner and to the extent provided by section 2522 of the 1954 Code.

ATT B

2 - Animal Welfare Society of Jefferson County -

No liability is incurred by you for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you have filed a waiver of exemption certificate in accordance with the applicable provisions of such Act. In the event you desire social security coverage for your employees or have any questions relating to the filing of a waiver of exemption certificate you should take the matter up with your District Director of Internal Revenue.

Your attention is called to the provisions of section 501(c)(3) of the Internal Revenue Code of 1954 under which your exemption will be revoked if any substantial part of your activities consists of carrying on propaganda, or otherwise attempting, to influence legislation, or if you participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

For the purpose of applying this ruling to any period with respect to which the Internal Revenue Code of 1954 is not applicable, any reference herein to a provision of the 1954 Code shall be deemed a reference to the corresponding provision of the 1939 Code.

The District Director of Internal Revenue, Parkersburg, West Virginia, is being advised of this action.

Very truly yours,

W. J. E. [Signature]

Chief, Exempt Organizations Branch

THIS DEED OF GIFT made this 9th day of May, 1985, by and between THE COUNTY COMMISSION OF JEFFERSON COUNTY, a public corporation, party of the first part, hereinafter referred to as the Grantor and ANIMAL WELFARE SOCIETY OF JEFFERSON COUNTY, a non-profit corporation, party of the second part, hereinafter referred to as Grantee.

WHEREAS, this conveyance of ~~an~~ one (1) acre parcel was authorized by House Bill 1098, which bill passed the West Virginia House of Delegates on February 22, 1985; and

WHEREAS, said legislation passed the West Virginia Senate on March 6, 1985; and

WHEREAS, said legislation was to be effective upon passage and was signed into law by the Governor on March 15, 1985; and

WHEREAS, this conveyance is made to said Grantee only for the purpose of permitting said Grantee to erect and operate an animal shelter and related facilities.

WITNESSETH: that the Grantor does hereby grant and convey unto said Grantee, so long as all of the parcel herein conveyed is used as an animal shelter, that certain one (1) acre parcel of real estate, situate lying and being along the northern line of State Route 15, Middleway District, Jefferson County, West Virginia, as said parcel is more particularly shown and described on the plat entitled "Plat of Survey Showing 1.00 Acre Parcel," dated September 5, 1984, prepared by R. Michael Shepp, L.L.S., which plat is attached hereto and is incorporated by reference herein, and to which plat reference is expressly made and had for a metes and bounds description of the parcel herein conveyed. Provided however if the Grantee shall be dissolved or the parcel herein conveyed shall cease to be used for a shelter for animals, then the estate herein conveyed shall automatically terminate and the real estate herein conveyed shall

5/14/85 To: Nancy R. Shepp

WHEREAS, this conveyance of a one (1) acre parcel was authorized by House Bill 1098, which bill passed the West Virginia House of Delegates on February 22, 1985; and

WHEREAS, said legislation passed the West Virginia Senate on March 6, 1985; and

WHEREAS, said legislation was to be effective upon passage and was signed into law by the Governor on March 15, 1985; and

WHEREAS, this conveyance is made to said Grantee only for the purpose of permitting said Grantee to erect and operate an animal shelter and related facilities.

WITNESSETH: that the Grantor does hereby grant and convey unto said Grantee, so long as all of the parcel herein conveyed is used as an animal shelter, that certain one (1) acre parcel of real estate, situate lying and being along the northern line of State Route 15, Middleway District, Jefferson County, West Virginia, as said parcel is more particularly shown and described on the plat entitled "Plat of Survey Showing 1.00 Acre Parcel," dated September 5, 1984, prepared by R. Michael Shepp, L.L.S., which plat is attached hereto and is incorporated by reference herein, and to which plat reference is expressly made and had for a metes and bounds description of the parcel herein conveyed. Provided however if the Grantee shall be dissolved or the parcel herein conveyed shall cease to be used for a shelter for animals, then the estate herein conveyed shall automatically terminate and the real estate herein conveyed shall revert to the Grantor.

5/16/85 To: Nancy Rutherford

222/1724

AND BEING a part of the same real estate that was conveyed by Minor Hurst and Sarah S. Hurst to the Overseers of the Poor for the County of Jefferson by deed dated December 26, 1857, which deed is recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia in Deed Book 38 at page 24.

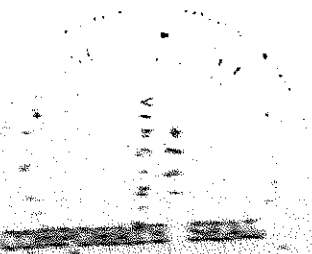
DECLARATION OF CONSIDERATION

Under penalty of fine and or imprisonment the undersigned do es hereby declare that this conveyance is a gift to a voluntary charitable non-profit corporation and is exempt from the West Virginia Excise Tax on Real Property.

IN WITNESS whereof The County Commission of Jefferson County has caused these presents to be signed by its President with its corporate seal affixed, as the act and deed of The County Commission of Jefferson County, with authority of The County Commission of Jefferson County duly given as evidenced by the minutes of said public body, this 9th day of May, 1985.

The County Commission of
Jefferson County

By: [Signature]
Its President



Attest: [Signature]
County Commission

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON, to-wit:

The foregoing instrument was acknowledged before me this
9th day of May, 1985, by Garland H. Moore, President of
The County Commission of Jefferson County, a public corporation
on behalf of the corporation.


Notary Public

My Commission Expires: October 6, 1990

Official Seal
Paula C. O'Dell
Notary Public
State of West Virginia
My Commission Expires Oct. 6, 1990
Rt. 2 Box 1710, Charles Town, WV 25414

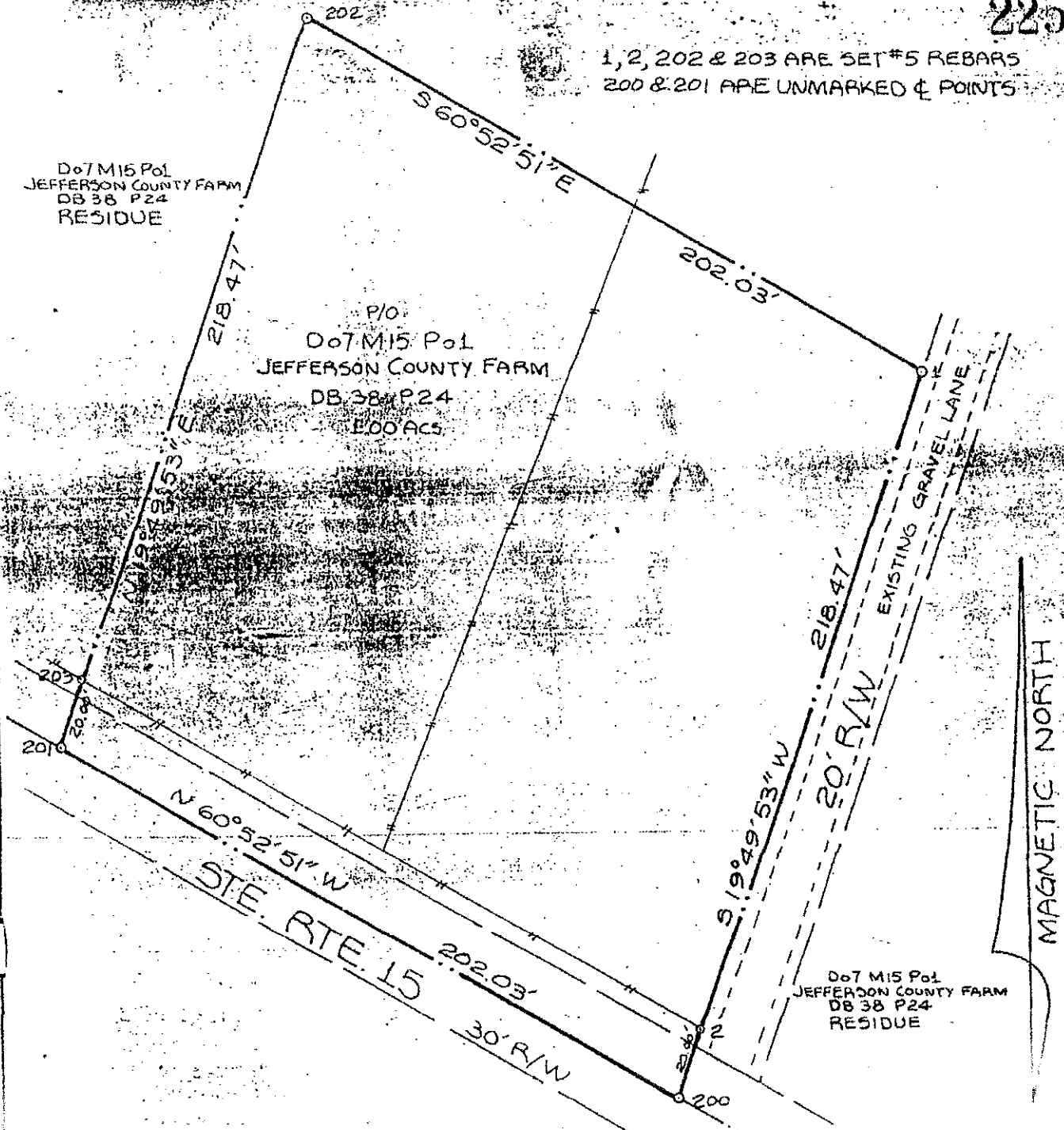
Jefferson County

1, 2, 202 & 203 ARE SET #5 REBARS
200 & 201 ARE UNMARKED & POINTS

Do7 M15 Pol
JEFFERSON COUNTY FARM
DB 38 P24
RESIDUE

P/O
Do7 M15 Pol
JEFFERSON COUNTY FARM
DB 38 P24
1.00 Acs

Do7 M15 Pol
JEFFERSON COUNTY FARM
DB 38 P24
RESIDUE



MAGNETIC NORTH

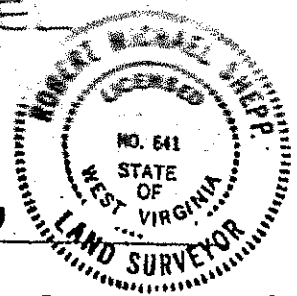
PLAT OF SURVEY SHOWING
1.00 Acre PARCEL

JEFFERSON COUNTY, W.V.
SCALE: 1 Inch = 40 Feet
SURVEYED: 05 Sept 1984

R. Michael Shepp
R. MICHAEL SHEPP, LL'S

APPALACHIAN SURVEYS INC.

P.O. BOX 35 CHARLES TOWN, W.V.



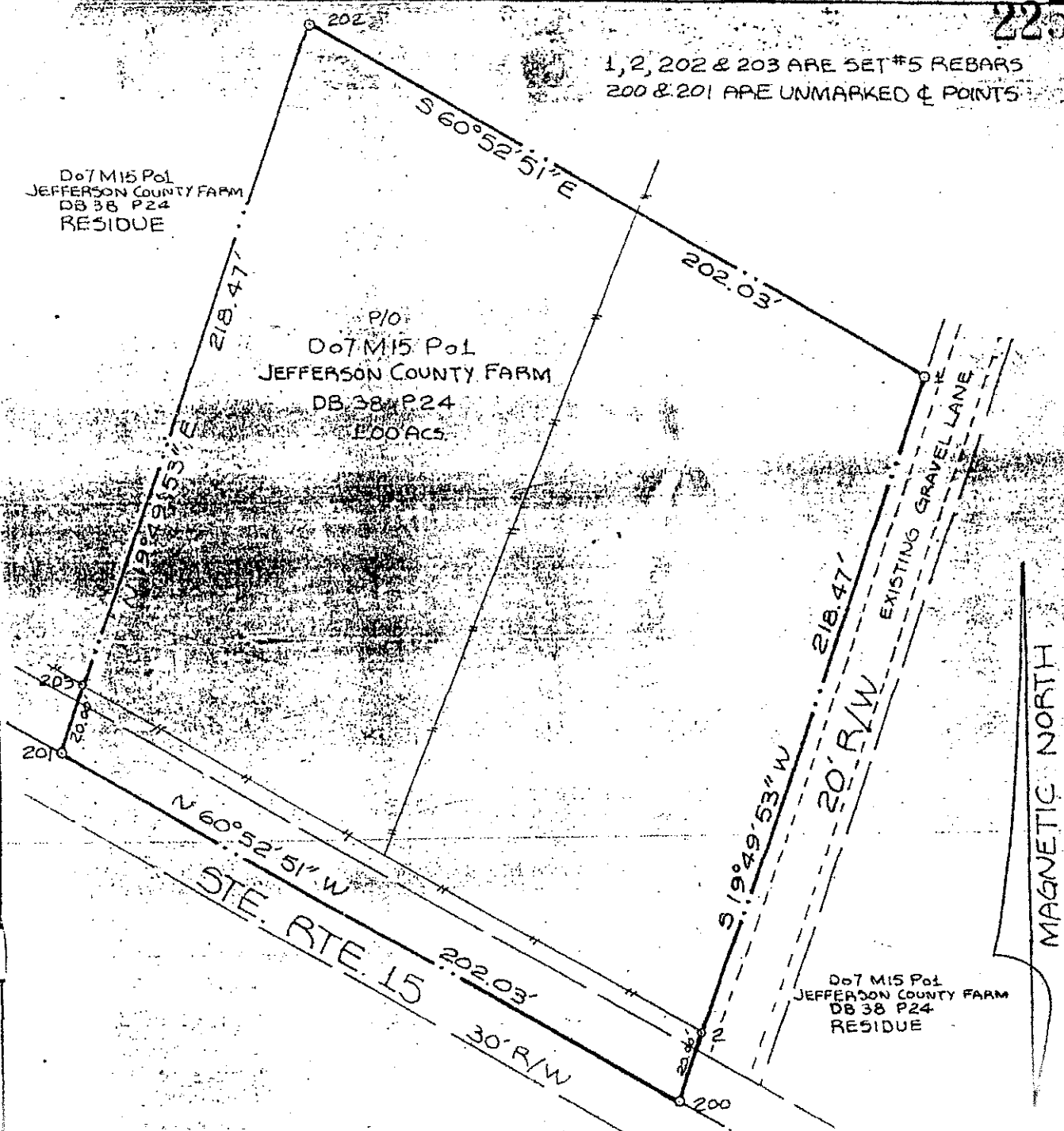
Job No. 1151

1, 2, 202 & 203 ARE SET #5 REBARS
200 & 201 ARE UNMARKED POINTS

Do7 M15 Pol
JEFFERSON COUNTY FARM
DB 38 P24
RESIDUE

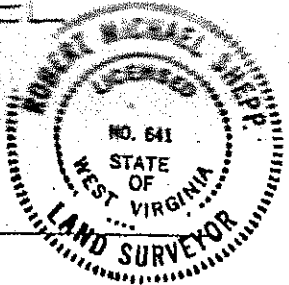
P10
Do7 M15 Pol
JEFFERSON COUNTY FARM
DB 38 P24
100 ACS

Do7 M15 Pol
JEFFERSON COUNTY FARM
DB 38 P24
RESIDUE



PLAT of SURVEY Showing
1.00 Acre PARCEL

JEFFERSON COUNTY, W.V.
SCALE: 1 Inch = 40 Feet
SURVEYED: 05 Sept 1984



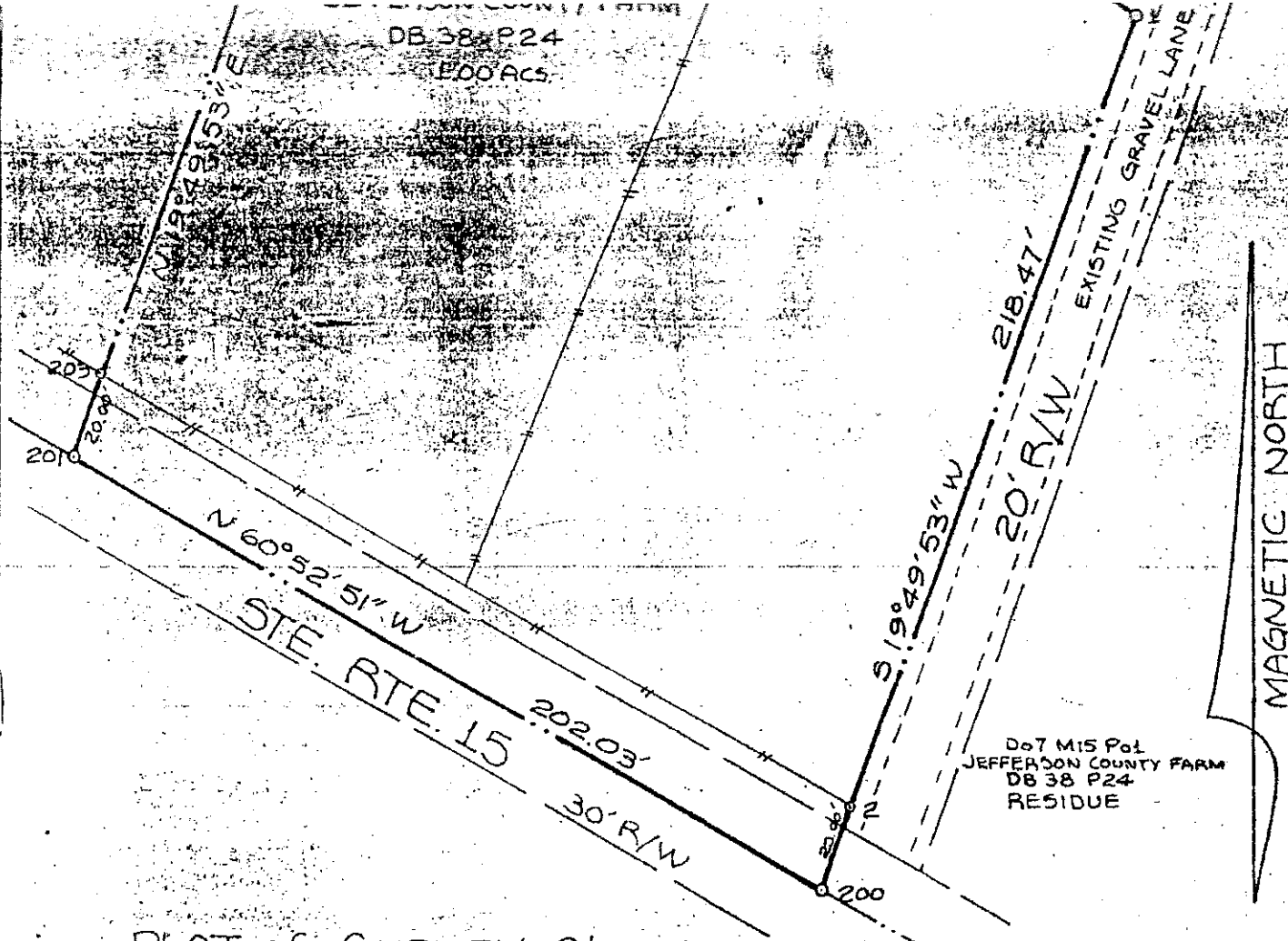
R. Michael Shepp
R. MICHAEL SHEPP, LLS
APPALACHIAN SURVEYS INC.
P.O. BOX 35 CHARLES TOWN, W.V.

JOB No. 1151

State of West Virginia, County of Jefferson, Sct.

IN THE CLERK'S OFFICE OF THE COUNTY COMMISSION:

DB 38 P24
EDD ACS

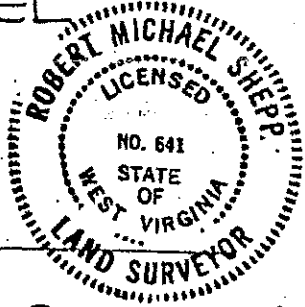


Do7 M15 Pat
JEFFERSON COUNTY FARM
DB 38 P24
RESIDUE

MAGNETIC NORTH

PLAT of SURVEY Showing 1.00 Acre PARCEL

MIDDLEWAY DISTRICT
JEFFERSON COUNTY, W.V.
SCALE: 1 Inch = 40 Feet
SURVEYED: 05 Sept 1984



R. Michael Shepp
R. MICHAEL SHEPP, LLS

APPALACHIAN SURVEYS INC.

P.O. BOX 35 CHARLES TOWN, W.V.

JOB No. 1151

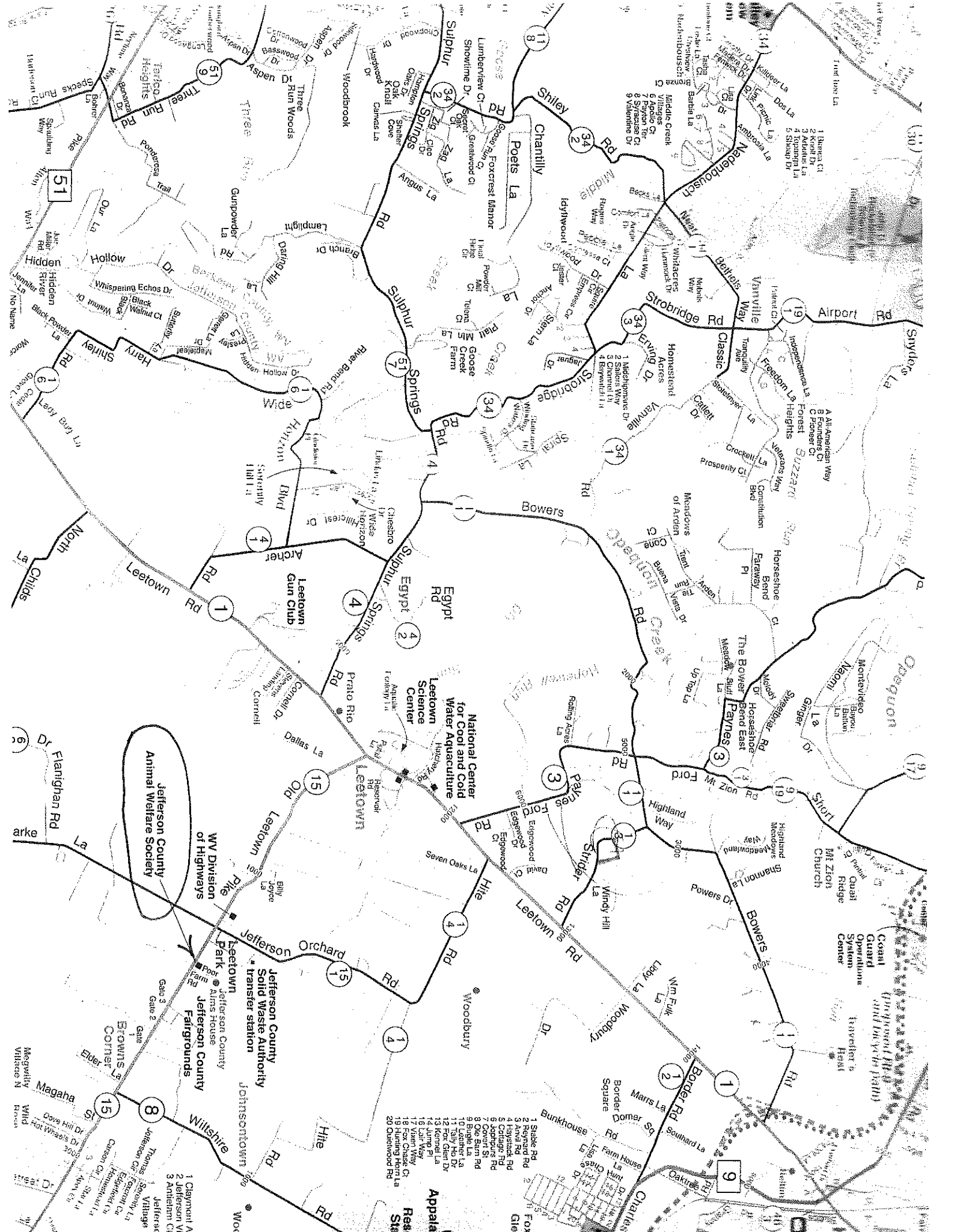
State of West Virginia, County of Jefferson, Sct.

IN THE CLERK'S OFFICE OF THE COUNTY COMMISSION:

On MAY 9 1985, at 12:15 P.M., the
foregoing document was received in my said office and
duly admitted to record.

Test,

John E. Ott,
Clerk of County Commission



119 49 40 E	198.41	784.91	370.22
140 52 51 E	201.97	686.62	511.86
119 45 30 W	198.22	500.08	499.94

$\frac{1}{2} \circ N 78-33W 0.100 = 1.8000$

Magn. Decl.
3° 45' East

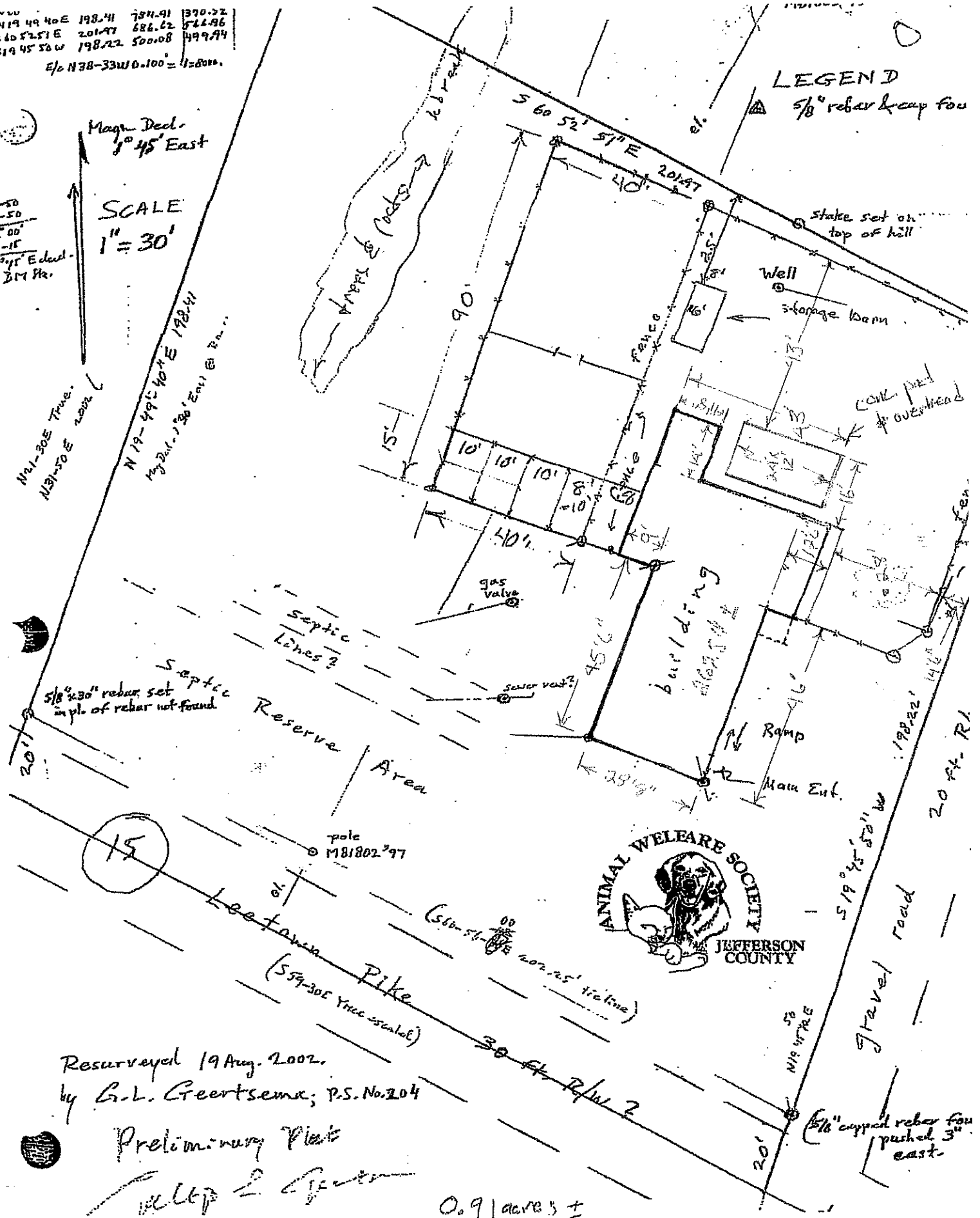
SCALE
1" = 30'

1/8" E elev.
217 Ft.

N 11-30 E True
N 31-50 E 2002

N 19-49 E 40' E 198.41
Mag. Decl. 3° 45' East @ 2002

LEGEND
5/8" rebar & cap fou



15



Resurveyed 19 Aug. 2002.
by G.L. Geertsema; P.S. No. 204

Preliminary Plat
Welf & Co

0.91 acres ±

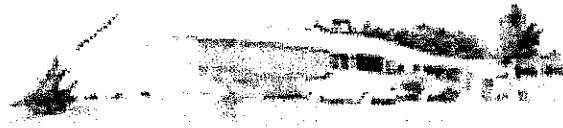
AMW S. Alizila



Home Adopt Support Events Wish List Volunteer Resources News Renovations Contact us

Serving domestic pets since 1952

Our Heritage - Serving our community continuously since 1952, the Animal Welfare Society of Jefferson County, WV was incorporated in West Virginia on February 7, 1952 as a non-profit corporation. Founding members included Mahal B. Venable, William S. Venable, W.P.C. Perry, Cora I. Chambers and Forrest A. Brown. [<Read more>](#)



The mission of the Animal Welfare Society is to provide services that benefit both animals and people through a variety of programs. We provide Compassion & Caring to animals providing a second chance.

- The AWS provides pet adoption services. All animals available for adoptions are vaccinated, Leishenia tested, and spayed or neutered prior to adoption.
- The AWS sponsors low cost rabies clinics throughout the county.
- The AWS provides information to the public on animal care, the importance of spaying and neutering, and health risks affecting animals and people (e.g. rabies, injured wildlife).
- The AWS promotes kindness and respect for animals through special events, public service announcements, humane education programs, and dissemination of informational materials and a semi-annual newsletter.
- The AWS provides financial assistance to the public for spaying/neutering their pets in an effort to reduce the homeless animal population.



Donate to AWS

Donate



To donate by mail, please send your check to:

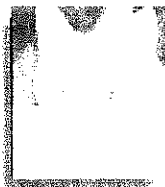
AWS
 PO Box 147
 Charles town, WV 26014





The Animal Welfare Society of Jefferson County, WV provides housing and adoption services for abandoned, surrendered and abandoned, neglected abused and unwanted dogs, puppies, cats and kittens. You'll find animals for adoption, resources, volunteer opportunities and much more in our site.

Latest News and Announcements from the Animal Welfare Society Details on scheduled events below may be obtained by selecting the "Events" menu above.



Donate



Please don't forget! The First Thursday of every month is Dining to Donate at Applebee's in Charles Town. 20% of your check is donated to AWS. <More details>

Events Scheduled - Please see Events for details

- April 22 & 23, Friday & Saturday - Easter Flower Sale
- May 6 & 7, Friday & Saturday - Mother's Day Flower Sale
- May 21, Saturday - Low-cost Rabies Vaccination Clinic
- June 4, Saturday - Bark in the Park - Jefferson Memorial Park

The Animal Welfare Society is recognized by the IRS as a 501c3 charitable organization. Your donations are tax deductible to the full extent of the law. We are registered with the State of West Virginia. Registration does not infer endorsement by the state.

AWS is an agency of the United Way of the Eastern Panhandle



Our United Way CFC# 43359

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

AGENDA REQUEST FORM

Name: Sandy McDonald, Deputy County Administrator

Department or Entity: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: August 11, 2011

Date Requested – 2nd Choice: _____

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

Subject: **County Commission meeting - August 25, 2011**

Please provide the County Commission with a description of your request or presentation, including any background information: **Discuss cancellation of the County Commission meeting on August 25, 2011 and to resume its regular session on Thursday, September 1, 2011**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion to cancel the Regular County Commission meeting on Thursday, August 25, 2011 and to resume its regular session on Thursday, September 1, 2011**

Attachments:

August 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 <i>Fair week</i>	23	24	25	26	27
28	29	30	31			

September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Holiday - Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

THE CONSERVATION FUND

JOSEPH A. HANKINS

VICE PRESIDENT and DIRECTOR, THE FRESHWATER INSTITUTE

1098 TURNER ROAD

SHI-PUERDSTOWN, WEST VIRGINIA 25443

VOICE: 304-876-2815

FAX: 304-870-2205

jhankins@conservationfund.org

20 July 2011

Ms. Patsy Noland, President
County Commission of Jefferson County
P.O. Box 250
124 E. Washington Street
Charles Town, WV 25414

Re: Jefferson County Land Use Dataset Project

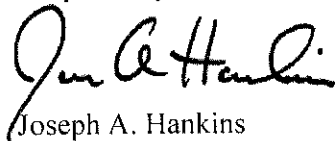
Dear Commissioner Noland,

I am pleased to let you know that we have received final approval through the attached executed award document for the funding required to advance and complete the development of a countywide land use data set. WV Department of Environmental Protection (WV DEP) has sub-awarded the project \$11,250 with funds coming to the state from a USEPA Chesapeake Bay Regulatory and Accountability Grant. The WV DEP funds provide tremendous leveraged return to the Jefferson County contribution of \$3,750 as matching funds. We appreciate the quick decision and early contribution of these matching funds and are very pleased to let you know that the project will be moving forward immediately.

As you recall, the dataset resulting from this work will be of value to multiple users involved in land use and resource planning and management, particularly the Jefferson County government. This data will also facilitate the development of Jefferson County's Phase II Watershed Implementation Plan by verifying Chesapeake Bay Watershed Model land use and pollutant loading data. In addition to informing the Chesapeake Bay restoration initiative, the WV DEP is interested in the data for the process of evaluating pre-development land use for storm water permitting.

Thank you for your support and partnership in this project.

Respectfully,



Joseph A. Hankins
Vice President
The Conservation Fund

cc: Michael Schwartz, Senior Environmental Associate, TCF Freshwater Institute
Jennifer Brockman, Director of Planning and Zoning, Jefferson County

West Virginia Department of Environmental Protection
Division of Water and Waste Management
NonPoint Source Program

State: West Virginia	Type of Award: FY10 CBRAP
Entity: Conservation Fund Freshwater Institute	Grant Period: 7/1/11 – 6/30/12
Project: Jefferson County Land Use Coverage	Grant Award Number: NPS 1375
CFDA #: 66.466	

The West Virginia Department of Environmental Protection (hereinafter referred to as "WVDEP"), through the Cabinet Secretary, or his delegate, agrees to grant funds in accordance with the approved work plan and terms and conditions set forth in this document and the project proposal identified above, and made a part hereof by reference. By acceptance of the funds granted, grantee agrees to abide by the terms and conditions of the award as set forth in this document and the Grant Conditions and Assurances, made a part hereof.

The specific terms and conditions of this award are as follows:

1. The scope and conditions of the tasks to be undertaken by grantee with the amount of money identified as the Grant Amount during the time identified above as the Grant Period are contained in the project proposal, which is made a part of this grant by reference.

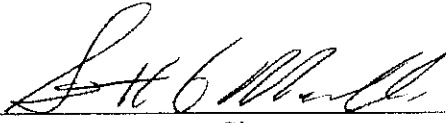
Grant Financial Data

Total Grant Amount: **\$11,250**

Match Amount: **\$3,750**

2. Recipient will submit the DEP Request for Payment form along with supporting documentation to obtain reimbursement for allowable expenses. Supporting documentation includes a spreadsheet or other budget breakdown on expenses incurred during the specified period and based on budget categories as outlined in the original project proposal.
3. The recipient agrees to submit progress reports when any request for payment is made. The recipient also agrees to submit semi-annual and annual reports of progress for all projects identified in this grant award document.
4. During the performance of the grant, the Grantee will not discriminate against any employee or individual applying for employment because of race, religion, color, sex, handicap, or national origin.
5. This grant takes effect at the time of signing by the WVDEP Cabinet Secretary or his authorized delegate. However, Grantee shall have a period of 21 calendar days from the date of signing to execute this grant in order to indicate its agreement of the terms and conditions. Unless an extension of time is formally approved by WVDEP, failure to execute the agreement within the stated period shall result in a de-obligation of the total Grant Amount.

THE STATE OF WEST VIRGINIA




Signature

Scott G. Mandirola
Name

West Virginia Department of Environmental Protection
Director, Division of Water and Waste Management
Title

7-18-11
Date

I hereby ratify the terms and conditions of this grant on behalf of the Grantee and agree to carry out all terms and conditions.



Signature

Joseph Hankins
Name

Vice President/Director, The Conservation Fund's Freshwater Institute
Title

12 July 2011
Date

Jefferson County Fireworks Fund
P.O. Box 966
Charles Town, WV 25414

July 18, 2011

Dear Jefferson County Independence Day Supporter:

It is with heartfelt appreciation that we send this letter expressing our gratitude for your support of the 2011 Jefferson County Independence Day event held July 2 at Sam Michaels Park. Thanks to your generous support and that of those of other businesses and individuals around the county, we were able to enjoy a spectacular event at no cost to the public.

We are already planning for next year's event and hope to continue to bring this celebration to Jefferson County for years to come.

Again, thank you for your support and be on the look out for how you can continue to support the event in the upcoming year.

Sincerely,

Toni

Toni Milbourne

Jimmy

Jimmy Pierson

RECEIVED

JUL 28 2011

Jefferson County Commission



Building
the Dream

HOSPICE

OF THE PANHANDLE, INC.

7/29/11

Dear Tim and Commissioners -

Thank you so very much for
supporting "Building the Dream"
so successfully! We are truly
grateful for all the County
has done for us with this

Project. It truly will greatly improve
positively the way end-of-life
care is delivered here.

Gratefully
Marilyn Lorenson
Development Director

Jefferson County Public Service District

RECEIVED

AUG 02 2011

Jefferson County Public Service District Regular Board Meeting July 5, 2011

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Tuesday, July 5, 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; District Legal Council, Jim Kelsh; and Commissioner Lyn Widmyer, liaison for the County Commission.

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

Public Comments

None.

OLD BUSINESS

Review Minutes of June 6 Regular Board Meeting

The minutes of the June 6, 2011 regular Board meeting were approved as presented.

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to accept the June 6, 2011 minutes as presented. Unanimously approved.

Update on Flowing Springs Wastewater Treatment Plant Project

Mr. Kelsh filed the reply briefs for the case. He informed the Board that on June 29th, a procedural order was issued for further information requesting a response by the extended deadline of July 21st. The District hopes to get a final order from the PSC to close on the project by the end of the calendar year.

Action: No action taken by the Board.

NEW BUSINESS

Public Hearing on Notes (as defined and described below)

To consider and act upon on the proposed Notes Resolution for the issuance of the Refunding Sewerage System Bond Anticipation Notes, 2011 Series A (the "Notes"). The proceeds of the Notes will be used to currently refund the Refunding Sewerage System Bond Anticipation Notes, 2011 Series, issued to temporarily finance the costs of design of, and other preliminary costs for, additions, betterments, improvements and extensions to the existing public sewerage facilities of the District and costs of issuance of the Notes.

Mr. Kelsh gave a brief overview on the BAN which was initially approved two years ago to pay for engineering design work by Pentree totaling \$750,000 for the Flowing Springs Wastewater Treatment Plant. The BAN expires on July 5th. The PSC has approved the refinance of the BAN and now has to be approved and adopted by the Board.

Action: Motion made by Mr. Cummins and seconded by Mr. Appignani to adopt the Notes Resolution as read into record:

RESOLUTION AUTHORIZING THE ISSUANCE BY JEFFERSON COUNTY PUBLIC SERVICE DISTRICT OF NOT MORE THAN \$750,000 IN AGGREGATE PRINCIPAL AMOUNT OF REFUNDING SEWERAGE SYSTEM BOND ANTICIPATION NOTES, 2011 SERIES A, FOR THE PURPOSES OF REFUNDING THE REFUNDING SEWERAGE SYSTEM BOND ANTICIPATION NOTES,

SERIES 2011 WHICH TEMPORARILY FINANCED THE COSTS OF DESIGN OF, AND OTHER PRELIMINARY COSTS FOR, ADDITIONS, BETTERMENTS, IMPROVEMENTS AND EXTENSIONS TO THE EXISTING PUBLIC SEWERAGE FACILITIES OF THE DISTRICT AND COSTS OF ISSUANCE OF THE NOTES; PROVIDING AS TO THE TERMS AND PROVISIONS OF THE NOTES; AUTHORIZING AND APPROVING THE SALE AND DELIVERY OF SUCH NOTES; DESIGNATING A REGISTRAR, PAYING AGENT AND DEPOSITORY BANK; PROVIDING FOR THE RIGHTS AND REMEDIES OF AND SECURITY FOR THE REGISTERED OWNERS OF SUCH NOTES; AND ENACTING OTHER PROVISIONS WITH RESPECT THERETO. BE IT RESOLVED AND ENACTED BY THE PUBLIC SERVICE BOARD OF JEFFERSON COUNTY PUBLIC SERVICE DISTRICT.

Unanimously approved.

To consider and act upon any measures related to the foregoing.

There were no further actions relating to the above agenda item needed from the Board.

Action: No action taken by the Board.

Discuss Correspondence from the West Virginia Department of Agriculture

Mr. Kelsh updated the Board. The District had received a letter from the Commissioner of WV Agriculture regarding a recent article in the Martinsburg Journal regarding the District joining forces with the U.S. Environmental Protection Agency in a legal battle against the American Farm Bureau Federation. The Board believed the District has something at stake in this case and stood by their decision to join the lawsuit. Mr. Kelsh has drafted a response letter back to WV Department of Agriculture on behalf of the Board and Board Members will now provide Mr. Kelsh with possible revisions to the draft letter.

Action: No action taken by the Board.

Consider Revision to Old Standard Contract

Mr. Kelsh was hoping to have drafts of the revisions from the Developer's lawyer but as of the night of this meeting, they had not yet supplied them; as a result, there are no contracts to discuss.

Action: No action taken by the Board.

Discussion of any expenses over budget

The Board acknowledged the General Office Suppliers and Expense and the Miscellaneous General Expense line items were over budget as of the closing of the Fiscal Year of 2011.

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve expenses over budget as indicated on the cash disbursement sheet. Unanimously approved.

Disbursements

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve disbursements for Cavaland water expenses in the amount of \$1,210.11, Glen Haven water expenses in the amount of \$1,225.98. 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 \$155,146.23. Unanimously approved.

Approve Transfer of \$5,091.00 from Renewal & Replacement Account to Sewer Operating for a New Spare Pump

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the transfer of \$5,091.00 from Renewal & Replacement Account into Sewer Operating Account for a new spare pump. Unanimously approved.

Approve Transfer of \$2,701.55 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 \$2,701.55 from Sewer Security Deposit Account into Sewer Operating Account for Security Deposit Refunds. Unanimously approved.

Approve Transfer of \$64.01 from Cavaland Security Deposit Account to Cavaland Operating for Security Deposit Refunds

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the transfer of \$64.01 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.

Pump Stations – Ms. Lawton informed the Board that the problems at the Districts pump stations have been decreasing. She stated that equipment is slowly being fixed and upgrades are being made.

Engineering Technician Position – Ms. Lawton informed the Board that she has hired Matt Piepenburg for the position. He will be starting on July 14th.

15 Year Anniversary – The District will be celebrating two employees' 15 year anniversaries this month.

Driswood Elementary School – Ms. Lawton informed the Board that there has been progress made with the school's contractors in completing the items on the punch list before the deadline at the end of the month. The punch list must be completed before the District will take on ownership and operation of the pump station.

Operations Manager Report – Mr. Freeze informed the Board that all pump stations are now operating with 2 Homa Pumps. He has also started painting of all the pump stations to enhance the appearance and increase the lifetime.

Action: No action taken by the Board.

Public Comment

Commissioner Lyn Widmyer updated the Board on the second Rt. 340 Study meeting. The next meeting will be held in December. She informed the Board of the new Google Map feature through the Jefferson County Planning office for public interaction who are not able to attend meetings.

Correspondence

None.

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.

Mr. Appignani excused himself from the discussions on the Jefferson Utilities, Inc General Investigation case currently at the Public Service Commission.

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

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

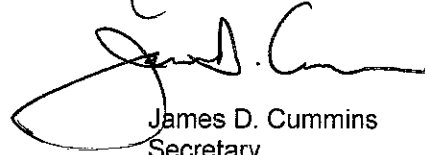
There being no further business at this time, the meeting was adjourned at 9:00PM

The next regular meeting is scheduled for August 1, 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