

**REVISED - AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, SEPTEMBER 22, 2011
9:30 A.M.**

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

Revised 9/19/11 3:44 p.m.

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. Bill Polk, Maintenance Director
- Update on the status of courthouse columns and how to proceed

2. 10:00 a.m. Fred Blackmer and Peter Corum
- Presentation of Zoning Amendment Petition for the former Town Run Commons and Morgan Grove Market site. Request that the Commission accept the Petition, that the Commission request the Planning Commission to determine if the amendment is consistent with the adopted comprehensive plan and request that the Commission determine dates and locations for a public hearing - Discussion/Action

3. 10:30 a.m. BREAK

4. 10:45 a.m. Julie Siler, President, AHA!
- Request for approval of AHA's budget requests for FY12

NEW BUSINESS:

5. Set Date for Council of Governments Roundtable meeting

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

6. 11:15 a.m. Jennifer S. Maghan, County Clerk
- Presentation of Financial Statement
- Budget Increase for Election Maintenance Agreement for Hardware/Firmware support and fees to Elections 413 in the amount of \$12,552.25

7. 11:30 a.m. BREAK FOR LUNCH

~~~~~ AFTERNOON SESSION ~~~~~

8. 1:30 p.m. Workshop - Community Alternatives to Violence, organizer for Jefferson County Non-Profits, to discuss new activities, collaboration efforts to serve citizens of Jefferson County, etc.

9. 3:30 p.m. ADJOURN

**CORRESPONDENCE:**

Reminder - appointment and interviews on Thursday, September 29, 2011 to the Jefferson County Building Commission - One unexpired term ending July 27, 2014, one unexpired term ending July 27, 2015, and one unexpired term ending July 27, 2016.

Reminder - work session on September 27, 2011 at 7pm with the Jefferson County Emergency Services Agency regarding the five year strategic plan.

Letter received from WV Division of Highways with an update on the Statewide Transportation Improvement Program (STIP).

Weekly settlement reports for the Charles Town Races received from the West Virginia Lottery, week ending September 10, 2011.

Correspondence received from the Division of Highways regarding the acquisition by the United States Department of Homeland Security, Customs and Border Protection (CBP), of Koonce Road (Jefferson CR/340/14).

*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, September 15, 2011**

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A meeting of the Jefferson County Commission was held on Thursday, September 15, 2011 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Dale Manuel, Frances Morgan, Lyn Widmyer and Walt Pellish; Tim Boyde, County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddy, Bailiff. (An audio tape of this September 15, 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 Ms. Morgan to approve the Minutes of the September 8, 2011 meeting as amended. Motion seconded by Mr. Pellish and unanimously approved.

#### **APPROVAL OF PURCHASE ORDERS**

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$153,513.33, being purchase order numbers: 53213, 53250, 50511, 59517, 53256, 48118, 53178, 50510, 50512, 50513, 50515, 50518, 50419, 50420, 50421 AND 50514. Motion seconded by Mr. Pellish and unanimously approved.

#### **APPROVAL OF ACCOUNTS PAYABLE:**

Motion by Ms. Morgan to approve the accounts payable in the amount of \$230,734.06. Motion seconded by Ms. Widmyer and unanimously approved.

The Commissioners asked Mr. Boyde to research the Frontier and utility bills to insure that the County is not overspending for these services. In addition, Mr. Manuel would like to have a running total for repairs at the Court House to compare with grants for the repairs. Ms. Widmyer would like an accounting of the total amount of grant money coming into the County.

#### **PUBLIC COMMENT**

Kathy Knight made a request that the public be informed any time the Planning Commission By-Laws are amended.

Virginia Graf spoke in support of the Water Advisory Committee.

David Tabb also requested that the public be made aware when the Planning Commission By-Laws are going to be amended.

**PRESENTATIONS:**

**1. Angie Banks, County Assessor: (a) apportionment and (b) exonerations.**

**NOTICE OF APPORTIONMENT OF JOINTLY OWNER MOTOR VEHICLES**

Upon presentation by Angela Banks, Assessor, motion by Ms. Morgan, second by Ms. Widmyer to approve the Notice of Apportionment of Jointly Owned Motor Vehicles filed by a certified copy of a final divorce order entered under provisions of section fifteen, article two, chapter forty-eight of the West Virginia Code, in the amount of \$335.32 for the following. Motion unanimously approved.

| NAME                    | HUSBAND/WIFE | ASSESSED VALUE | TAXES DUE        |
|-------------------------|--------------|----------------|------------------|
| Julia E. Quodala        | Wife         | \$ 5,900.00    | \$133.67         |
| Vincent C. Quodala      | Husband      | \$ 7,300.00    | \$ 165,39        |
| Vincent C. Quodala      | Husband      | \$1,600.00     | \$ 36.26         |
| <b>TOTAL TAXES DUE:</b> |              |                | <b>\$ 335.32</b> |

Upon presentation by Angela Banks, Assessor, motion by Mr. Manuel, second by Ms. Widmyer to approve the Notice of Apportionment of Jointly Owned Motor Vehicles filed by a certified copy of a final divorce order entered under provisions of section fifteen, article two, chapter forty-eight of the West Virginia Code, in the amount of \$245.74 for the following. Motion unanimously approved.

| NAME                    | HUSBAND/WIFE | ASSESSED VALUE | TAXES DUE     |
|-------------------------|--------------|----------------|---------------|
| Kirk T. Todd            | Husband      | \$4,500.00     | \$118.91      |
| Kirk T Todd             | Husband      | \$44,500.00    | \$118.91      |
| Tanya L. Todd           | Wife         | \$ 300         | \$ 7.92       |
| <b>TOTAL TAXES DUE:</b> |              |                | <b>245.74</b> |

Angie Banks, County Assessor, requested exoneration for Burt A. and Claudia L. Shaffer in the amount of \$122.34. Motion by Ms. Morgan to approve exoneration of \$122.34 for Burt A. and Claudia L. Shaffer, Ticket No. 310628. Motion seconded by Mr. Manuel and unanimously approved.

Angie Banks, County Assessor, requested exoneration for Mark and Susan Destephanis in the amount of \$58.92. Motion by Ms. Morgan to approve exoneration of \$58.92 for Mark and Susan Destephanis, Ticket No. 301500. Motion seconded by Mr. Pellish and unanimously approved.

Angie Banks, County Assessor, requested exoneration for Luis A. Quezada in the amount of \$83.84. Motion by Ms. Morgan to approve exoneration of \$83.84 for Luis A. Quezada, Ticket No. 303803. Motion seconded by Mr. Manuel and unanimously approved.

| Name                         | District  | Type              | Ticket # | Amount   |
|------------------------------|-----------|-------------------|----------|----------|
| Burt A. & Claudia L. Shaffer | Kabletown | Personal Property | 310628   | \$122.34 |

|                          |              |                   |        |         |
|--------------------------|--------------|-------------------|--------|---------|
| Mark & Susan Destephanis | Charles Town | Personal Property | 301500 | \$58.92 |
| Luis A. Quezada          | Charles Town | Personal Property | 303803 | \$83.84 |

**2. Jennifer Brockman, Director of Planning and Zoning – presentation of Shepherdstown Town Council’s Recommended Urban Growth Boundary.**

Following discussion, it was the unanimous consent of the Commissioners that Ms. Brockman would send a request to the Shepherdstown Town Council asking for more specific information regarding its request for approval of Shepherdstown’s Urban Growth Boundary.

**3. The Commission took a 10-minute break at 10:30 a.m. The Commission reconvened the meeting at 10:40a.m.**

**4. Roger Goodwin, Chief County Engineer – Request that the County Commission approve the release of the following construction bond securities:**

- Complete release of the construction bond security for Charles Town Races and Slots – Washington Street Entrance (File #SO4-17), Letter of Credit #SM212494W with Wachovia Bank, National Assn. Winston Salem, NC.

Motion by Ms. Morgan to approve the complete release of the construction bond security for Charles Town Races and slots as presented by Mr. Goodwin. Motion seconded by Mr. Manuel and unanimously approved.

- Complete release of the construction bond security for Shantel Shenandoah Mobile Company – Shannondale Mount Hammond Lane (File #SO9-03) – Cash in escrow with Branch Banking & Trust Company, Woodstock, VA.

Motion by Mr. Manuel to approve the complete release of the construction bond security for Shantel Shenandoah Mobile Company – Shannondale Mount Hammond Lane as presented by Mr. Goodwin. Motion seconded by Mr. Pellish and unanimously approved.

- Complete release of the construction bond security for W. A. Chester, LLC – HV Support Facility (File #SO9-02) – Cash in escrow with Wells Fargo Bank, NA, Columbia, MD.

Motion by Mr. Pellish to approve the complete release of the construction bond security for W. A. Chester, LLC – HV Support Facility as presented by Mr. Goodwin. Motion seconded by Ms. Widmyer and unanimously approved.

- Complete release of construction bond security for Beallair Homes, LLC – Beallair Subdivision, Phase 2, Lots 50-133 & Residue Parcel A (File #05-41) – Letter of Credit #60000691364 from Susquehanna Bank, Hagerstown, MD.

Motion by Mr. Manuel to approve the complete release of the construction bond security for Beallair Homes, LLC – Beallair Subdivision, Phase 2, Lots 50-133 & Residue Parcel A as presented by Mr. Goodwin. Motion seconded by Mr. Pellish and carried 4 – 1 with Ms. Morgan voting against.

- Complete release of construction bond security for Summit Point Automotive Research Center, LLC – StaSIS Grading Plan (File #S10-08) – Cash in escrow with Bank of Charles Town, Charles Town, WV.

Motion by Ms. Widmyer to approve the complete release of the construction bond security for Summit Point Automotive Research Center, LLC – StaSIS Grading Plan as presented by Mr. Goodwin. Motion seconded by Mr. Pellish and carried 4 – 1 with Ms. Morgan voting against.

#### **UNFINISHED BUSINESS:**

##### **5. Continued discussion on the Water Advisory Committee – where it should be housed –**

Motion by Mr. Pellish to remove the Water Advisory Committee (WAC) from the jurisdiction/umbrella of the County Commission. Motion seconded by Ms. Noland for purposes of discussion. Motion failed 3 – 2 with Ms. Morgan, Ms. Widmyer and Mr. Manuel voting against.

Motion by Mr. Manuel that the Commission re-examine the Mission Statement and that a work plan be brought before the Commission for review and discussion. Ms. Widmyer seconded the motion. Motion failed 3 – 2 with Ms. Noland, Mr. Pellish and Ms. Morgan voting against.

Ms. Widmyer offered to submit the WAC's work plan, currently in draft form, to the Commission and requested that this matter be placed on the meeting agenda in three weeks.

##### **6. Approval of Lease for 201 North George Street, Charles Town –**

Mr. Manuel made a motion to approve the lease for 201 North George Street, Charles Town, WV as presented by Mr. Boyde. Motion seconded by Mr. Pellish and carried 4 – 1 with Ms. Morgan voting against.

#### **NEW BUSINESS:**

##### **7. Table games revenue discussion of how the revenue is received and into what account should the funds be placed when received.**

After discussion, it was decided that Mark Schiavone, Director of Planning and Management, will give a power point presentation to the Commissioners to explain how the receipt and placement of the table games monies is handled.

##### **8. Jennifer Maghan, County Clerk, for Lynn Fields, Deputy Clerk, Probate – motion to appoint Sheriff as Administrator of the Estate of Shawn Hufnagel.**

Ms. Maghan explained that the estate file was not ready and that the item needs to be postponed until the September 29, 2011 agenda.

Ms. Maghan discussed the new four-year contract for the maintenance of the election equipment stating that the proposed cost is \$12,552.25 annually. She is continuing to negotiate a lower cost.

Ms. Maghan stated that public testing of the election equipment is in progress and that early voting begins on September 21, 2011 and continues through October 1, 2011. Canvass of the votes will be held on October 11, 2011. Ms. Maghan also informed the Commission that the County Financial Statement is complete.

## COUNTY ADMINISTRATOR REPORTS:

### **County Administrator Tim Boyde:**

- Mr. Boyde reported that he attended a meeting on the repairs to the columns at the Court House. He presently has two proposals to do the work and will bring these and any other proposals he may receive before the Commission at next week's meeting.
- Announced that Hospice of the Eastern Panhandle will hold a luncheon at its offices at 11:30 a.m. on Wednesday, September 21, 2011.

## COUNTY COMMISSIONER REPORTS:

### **Commissioner Widmyer:**

- Completed her NIMS training.
- Attended two sessions of the Ranson Renewed Mega Workshop.
- Attended a Region 9 Council meeting.

### **Commissioner Manuel:**

- Attended the Jefferson County Senior Picnic in Ranson.

### **Commissioner Morgan:**

- Attended a Farmland Protection Board meeting.
- Attended several of the sessions of the Ranson Renewed Mega Workshop.
- Will participate in a Workforce Investment conference call this afternoon.

### **Commissioner Pellish:**

- Attended a West Virginia Development Authority meeting.
- Attended a Planning Commission meeting.

### **Commissioner Noland:**

- Attended several of the sessions of the Ranson Renewed Mega Workshop.
- Met with Carol Poole at Region 9 regarding the air quality program.
- Reminder of Thunder Over the Blue Ridge is this weekend in Martinsburg, WV.
- Reminder of the Public Hearing in the County Commission Meeting Room tonight at 7:00 p.m.

Motion by Mr. Manuel to adjourn the meeting. Motion seconded by Mr. Pellish and unanimously approved. Upon rising at 12:05 p.m. the meeting was adjourned until Thursday next, September 22, 2011.

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PATRICIA A. NOLAND, PRESIDENT

**SPECIAL SESSION:**

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

At a Special Session of the County Commission of said County and State held at the Jefferson County Commission Meeting Room on the lower floor of the Old Charles Town Library at 200 E. Washington Street, on Thursday, September 15, 2011 beginning at 7:00 o'clock p.m.

**PUBLIC HEARING - PROPOSED AMENDMENTS TO ZONING AND LAND DEVELOPMENT ORDINANCE AND JEFFERSON COUNTY SUBDIVISION AND LAND DEVELOPMENT REGULATIONS**

Commissioner Noland convened a Public Hearing at 7:00 p.m. to receive public comment regarding the proposed amendments to Article 12 and Section 2.2 of the Jefferson County Zoning and Land Development Ordinance, Articles 20 and 26 of the Jefferson County Subdivision and Land Development Regulations, Article 4A, Sections 2.2 and 10.3 and Article 24 of the Jefferson County Subdivision and Land development Regulations.

Present were:

Patricia Noland, President  
Dale Manuel, Vice President  
Lyn Widmyer, Commissioner  
Frances Morgan, Commissioner  
Walt Pellish, Commissioner

Jefferson County Deputy Administrator:  
Administrative Assistant:  
Director of Planning and Zoning :  
Planner:

Sandy McDonald  
Debbie Stellato  
Jennifer Brockman  
Seth Rivard

Jennifer Brockman and Seth Rivard explained the proposed amendments and the intended benefits to the residents of Jefferson County.

Public comment on the proposed amendments was offered by:

|                 |               |
|-----------------|---------------|
| David Tabb      | Joann Harstad |
| Ernest Johnston | Mike Wiley    |
| Suzanne Malesic | Fred Blackmer |
| Barbara Feldman | Nance Briscoe |
| Joy Bridy       | Daniell Toth  |
| Matt Knott      | Anne Bowers   |

There being no further public comment the hearing was concluded at 8:35 p.m.

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PATSY A. NOLAND, PRESIDENT

**PURCHASE ORDERS TO BE APPROVED**  
**September 22, 2011**

| DEPARTMENT           | PURCHASE ORDER | AMOUNT       | VENDOR                          | DESCRIPTION                    |
|----------------------|----------------|--------------|---------------------------------|--------------------------------|
| ADDRESSING           | 52977          | \$ 241.73    | PRINT-O-STAT                    | Ink cartridge                  |
| ANIMAL CONTROL       | 53160          | \$ 265.00    | VALLEY PET CEMETARY & CREMATORY | Dead animal disposal           |
|                      | 53159          | \$ 377.00    | HILLSIDE VET HOSPITAL           | Vet Services                   |
|                      | 52998          | \$ 146.19    | GALLS                           | Uniforms                       |
| ASSESSOR             | 50415          | \$ 327.36    | GLOBAL SCIENCE & TECHNOLOGY INC | Printer roller kits            |
| COMMUNICATION        | 49563          | \$ 205.00    | SEN COMMUNICATIONS              | Headset/Remote repairs         |
|                      | 53246          | \$ 1,480.14  | IKON                            | Copier usage                   |
| COUNTY CLERK         | 52892          | \$ 151.20    | CHARLES TOWN COPY               | Poll worker manual             |
| OTHER BUILDINGS      | 50520          | \$ 10,500.00 | 84 LUMBER                       | Trusses                        |
|                      | 50522          | \$ 4,468.25  | RCS SECURITY                    | Security for Maint. Building 2 |
|                      | 50553          | \$ 1,150.00  | BONDED APPLICATORS OF MD        | Repairs to old Jail rooftop    |
|                      | 50527          | \$ 770.00    | DODSON SEPTIC TANK              | Prof. services/ Animal Control |
|                      | 50524          | \$ 240.00    | LANDMARK ELEVATOR               | Maint. Contract -Old Jail      |
|                      | 50523          | \$ 588.55    | DAYCON                          | Various cleaning supplies      |
|                      | 50521          | \$ 255.00    | WINCHESTER SECURITY             | Repairs to equipment           |
| PROSECUTING ATTORNEY | 50423          | \$ 531.50    | STAFFORD PUBLICAIONS            | Renewal Municipal litigation   |
|                      | 50422          | \$ 162.65    | MATTHEW BENDER & COMPANY        | Off DUI handbook w/cd          |
|                      | 50424          | \$ 284.90    | MARCIA L. CHANDLER, RPR         | Transcripts                    |

|                    |       |                     |                              |                              |
|--------------------|-------|---------------------|------------------------------|------------------------------|
| SHERIFF            | 52999 | \$ 756.93           | TELTRONIC                    | Maint repair equip           |
|                    | 53000 | \$ 244.00           | WV SIGNAL & LIGHT            | Materials/Supply             |
|                    | 53001 | \$ 200.00           | INTERNATIONAL POLYGRAPH SVS. | Professional Services        |
|                    | 53002 | \$ 1,255.00         | VITAL SIGNS                  | Maint. Repair autos          |
|                    | 53003 | \$ 250.00           | JEFFERSON PUBLISHING CO      | Advertising                  |
|                    | 53006 | \$ 679.00           | WORK AREA PROTECTION         | Materials/Supply             |
|                    | 53005 | \$ 323.94           | LEXIS NEXIS                  | Materials/Supply             |
|                    | 53004 | \$ 1,300.00         | SUPERIOR AUTOBODY            | Reserves                     |
|                    | 53007 | \$ 545.87           | GALLS                        | Uniforms/Accessories         |
| VARIOUS            | 50526 | \$ 6,826.00         | LONG FENCE                   | Install fence shooting range |
| <b>GRAND TOTAL</b> |       | <b>\$ 34,525.21</b> |                              |                              |

Printed at 11:53 a.m. on 9/19/11

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

**AGENDA REQUEST FORM**

Name: Bill Polk, Maintenance Director

Department or Entity: Department Of Maintenance

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: September 22, 2011

Date Requested – 2<sup>nd</sup> Choice: September 29, 2011

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

Subject: **Update on Courthouse Columns**

Please provide the County Commission with a description of your request or presentation, including any background information: **Update Commission on status of columns and how we intend to proceed.**

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: 9/22/11

Appt Time or New Business: 11 am

**AGENDA REQUEST FORM**

September 14, 2011

Name: Fred Blackmer/Peter Corum

Department or Entity: Twin Oaks LLC

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: 22 September 2011

Date Requested – 2<sup>nd</sup> Choice: N/A

If a specific date is needed, please provide reason for specific date: **This date has to do with an action request. It needs to be presented to the County Commission and the Jefferson County Clerk.**

Subject: **Zoning Amendment Petition**

Please provide the County Commission with a description of your request or presentation, including any background information: **I will be speaking on behalf of and joined by Peter Corum. This is the formal presentation of a Zoning Map Amendment petition. The location is the former Town Run Commons and Morgan Grove Market site. A complete application will be presented at the meeting. There will also be a brief overview and an opportunity for the commission to comment or ask any questions they might have.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion 1: Move to accept the Zoning Amendment Petition in accordance with the provisions of Jefferson County Zoning Ordinance, as amended (dated July 7, 2011), Article 12, Section 12.3 and WV Code Chapter 8A-7-9. Motion 2: Move to direct the Planning Commission to determine if the amendment is consistent with the adopted comprehensive plan (dated March 18, 2004). Motion 3: Move to direct county commission staff to determine available dates and locations for a public hearing to meet the requirements of WV Code 8A-7-9 (b) and JC Zoning Ordinance Article 12, Map and Text Amendments dated July 7, 2011**

Attachments: Documents provided at the meeting as described in WV Code 8A-7-9 (a) and JC Zoning Ordinance Article 12, Section 12.3 (b).

Agenda Appointment Requested by:  14 Sep 2011  
Fred Blackmer, (authorized agent for Peter Corum)  
304.725.6754 304.283.2467

|                            |          |
|----------------------------|----------|
| Commission Office Use Only |          |
| Date on Agenda:            | 9/20/11  |
| Appt Time or New Business: | 10:45 am |

**AGENDA REQUEST FORM**

Name: Julie Siler , President AHA!

Department or Entity: Arts & Humanities Alliance of Jefferson County (AHA!)

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

Date Requested – 1<sup>st</sup> Choice: September 22, 2011

Date Requested – 2<sup>nd</sup> Choice: September 29, 2011

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

**AHA! placed its budget requests before the Commission earlier this year (See attached budget request, FY12 budget). We are now coming up to the organization’s first grant cycle (October 15). AHA! is seeking approval of all its funding requests to the County Commission as soon as possible.**

Subject: **Approval of AHA’s budget requests for FY12.**

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

**On February 14, 2011 AHA! submitted its budget worksheet and tentative budget for 2012 requesting a total of \$49,000. We received notification of continued funding from the hotel/motel tax. However we have not received notification regarding \$24,000 in additional funds sought for county (community) grants, certified arts community initiative and the for the Contemporary American Theater Festival (CATF).**

Background:

**Precedence:** In the fall 2011, additional funding was approved for county grants and CATF in the amount of \$18,000:  
**\$15,000 for county (community) grants**  
**\$3,000 for CATF**

**AHA! is seeking approval of its FY12 budget requests as set forth in its February 14, 2011 budget worksheet. AHA! requests a modest increase over FY11 to its county (community) grants to \$16,000. AHA! continues to see increased requests for community grants and funds those that meet our grant criteria to the extent that funding is available. A report on grant applications received and funded in FY11 is attached.**

For FY12 AHA! is requesting a new line item amount of \$5,000 for the Certified Arts Community (CAC) Initiative. AHA! secured this designation on behalf of Jefferson County through preparation and submission of the application for Jefferson County. Now that the county has received the designation, AHA! is working to ensure that Jefferson County continues to meet the criteria and reporting requirements necessary to maintain this designation. Please see the attached mission and vision statements that AHA! has prepared as it moves forward with the CAC designation. AHA! is requesting \$5,000 to support its work on the CAC designation.

The requested \$3,000 for CATF is the same amount requested and approved by the County in 2011. This is a pass through grant that supports the festival primarily in the area of theater workshops and internships.

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

**Motion to approve funding from Jefferson County to the Arts & Humanities Alliance of Jefferson County of \$24,000 as requested in their FY12 budget as follows:**

**\$16,000 County (Community) Grants**  
**\$5,000 Certified Arts Community Initiative**  
**\$3,000 Contemporary Theater Festival**

Attachments: **Budget request/worksheet dated February 14, 2011**  
**AHA! FY12 Budget**  
**Report of AHA! Community Grants applications received and grants funded**  
**Certified Arts Community Mission and Vision statements**

**Arts & Humanities Alliance of Jefferson Co.  
 Profit & Loss Budget Overview  
 July 2011 through June 2012**

|                                              | <u>Jul '11 - Jun 12</u> |
|----------------------------------------------|-------------------------|
| <b>Income</b>                                |                         |
| <b>Communications Committee Income</b>       |                         |
| 400 · County Commission - CAC Promoti        | 5,000.00                |
| <b>Total Communications Committee Income</b> | <u>5,000.00</u>         |
| <b>Arts in Education Committee Inc</b>       |                         |
| 480 · WVCOA - TAC                            | 6,000.00                |
| 470 · EcoLab (TAC)                           | 2,000.00                |
| <b>Total Arts in Education Committee Inc</b> | <u>8,000.00</u>         |
| <b>Community Grants Committee Inc</b>        |                         |
| 405 · County Commission (Co Grants)          | 16,000.00               |
| <b>Total Community Grants Committee Inc</b>  | <u>16,000.00</u>        |
| 410 · United Way Designations                | 1,080.00                |
| 420 · Hotel/Motel Tax Income                 | 25,000.00               |
| 430 · Membership Income                      | 2,000.00                |
| <b>Fundraising Committee Inc</b>             |                         |
| 441 · Other Fundraising                      | 2,100.00                |
| 440 · Rotary Ball                            | 1,440.00                |
| <b>Total Fundraising Committee Inc</b>       | <u>3,540.00</u>         |
| 445 · Contribution Income                    | 3,000.00                |
| <b>Grants</b>                                |                         |
| 451 · WalMart Grant                          | 500.00                  |
| 479 · Target (PreSchool to Pollack)          | 500.00                  |
| 462 · Nora Roberts Foundation                | 0.00                    |
| 452 · EWVCF (Music in the Summertime)        | 2,250.00                |
| 450 · CATF Grant                             | 3,000.00                |
| 475 · WVCOA - Community Grants               | 5,600.00                |
| <b>Total Grants</b>                          | <u>11,850.00</u>        |
| 497 · Interest Income                        | 36.00                   |
| <b>Total Income</b>                          | <u>75,506.00</u>        |
| <b>Cost of Goods Sold</b>                    |                         |
| <b>Communications Committee Exp</b>          |                         |
| 520 · Cultural Plan/CAC                      | 5,000.00                |
| <b>Total Communications Committee Exp</b>    | <u>5,000.00</u>         |
| <b>Community Grants Committee Exp</b>        |                         |
| 570 · Community Regrants Program             | 20,400.00               |
| <b>Total Community Grants Committee Exp</b>  | <u>20,400.00</u>        |
| <b>Arts in Education Committee Exp</b>       |                         |
| 535 · Teaching Arts Creatively               | 13,000.00               |
| <b>Total Arts in Education Committee Exp</b> | <u>13,000.00</u>        |
| 572 · Music in the Summertime                | 4,200.00                |
| 571 · Jefferson Photo Project                | 3,000.00                |
| 573 · PreSchool to Pollack                   | 4,000.00                |
| 510 · CATF                                   | 3,000.00                |
| <b>Total COGS</b>                            | <u>52,600.00</u>        |
| <b>Gross Profit</b>                          | 22,906.00               |
| <b>Expense</b>                               |                         |
| 673 · Web Hosting                            | 300.00                  |
| 699 · Donation Processing                    | 600.00                  |
| 610 · Advertising & Promotions               | 720.00                  |
| <b>Fundraising Committee Expenses</b>        |                         |
| 637 · Other Fundraising                      | 240.00                  |
| 640 · Rotary Ball Event                      | 180.00                  |
| <b>Total Fundraising Committee Expenses</b>  | <u>420.00</u>           |
| 645 · Meals & Entertainment                  | 100.00                  |
| 650 · Gifts & Flowers                        | 100.00                  |

8:25 AM

09/09/11

Accrual Basis

**Arts & Humanities Alliance of Jefferson Co.**  
**Profit & Loss Budget Overview**  
July 2011 through June 2012

|                               | <u>Jul '11 - Jun 12</u> |
|-------------------------------|-------------------------|
| 655 · Insurance-Business      | 950.00                  |
| 675 · Licenses                | 25.00                   |
| 665 · Miscellaneous           | 60.00                   |
| 670 · Office Expense          | 420.00                  |
| 685 · Printing & Publications | 600.00                  |
| 690 · Professional Fees       | 1,020.00                |
| 695 · Rent                    | 3,300.00                |
| 696 · Administrative Fees     | 14,500.00               |
| 657 · Telephone               | 420.00                  |
| 658 · Travel                  | 150.00                  |
| <b>Total Expense</b>          | <u>23,685.00</u>        |
| <b>Net Income</b>             | <u><u>-779.00</u></u>   |

Annual Report for AHA Community Grants from 7/1/10 until 6/30/11

Grants for 10/15/10

| Appl Numb | Grant Name                                      | \$ request     | App. Accepted | Funding level  | Comments                   | Purpose                                                                                                      |
|-----------|-------------------------------------------------|----------------|---------------|----------------|----------------------------|--------------------------------------------------------------------------------------------------------------|
| 1         | Jefferson County Convention and Visitors Bureau | \$2,000        | y             | \$2,000        | Paid over 5 yrs @ \$400/yr | AHA purchased maintenance contracts on 2 historical civil war signs placed in the county by the State of WV. |
| 2         | Over the Mountain Studio Tour                   | \$1,000        | y             | \$1,000        |                            | AHA assisted with funding the annual crafts tour for county artists.                                         |
|           |                                                 | <u>\$3,000</u> |               | <u>\$3,000</u> |                            |                                                                                                              |

Grants for 2/15/11

|    |                                                                      |                 |            |                 |                                |                                                                                                                           |
|----|----------------------------------------------------------------------|-----------------|------------|-----------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 1  | 6th Dimension Handbell Ensemble                                      | \$300           | y          | \$300           | Performance this fall          | AHA funded a handbell concert for the HFMS and the public.                                                                |
| 2  | American conservation Film Festival                                  | 2000            | y          | \$1,000         |                                | AHA assisted funding the conservation film festival.                                                                      |
| 3  | CraftWorks at Cool Spring                                            | 2000            | y          | \$1,600         |                                | AHA helped with funding the summer crafts program for kids this summer.                                                   |
| 4  | Bob DuBose "Rivalry" Play via Harpers Ferry Historic Town Foundation | \$2,000         | n          | \$0             |                                |                                                                                                                           |
| 5  | Goose Route Arts Collaborative, Inc.                                 | \$2,000         | y          | \$1,000         | Program cancelled by Applicant | AHA partially funded a summer dance festival.                                                                             |
| 6  | Full Circle Theater Group                                            | \$2,000         | n          | \$0             |                                |                                                                                                                           |
| 7  | Harpers Ferry-Bolivar Arts & Humanities Council Start up             | \$1,000         | n          | \$0             |                                |                                                                                                                           |
| 8  | Harpers Ferry Historic Town Foundation                               | \$600           | y          | \$600           |                                | AHA funded development of a brochure about the upper town history of Harpers Ferry.                                       |
| 9  | Mountain Heritage Arts and Crafts Festival                           | \$2,000         | y          | \$2,000         |                                | AHA funded a pilot program for children at the summer crafts festival to invigorate the old festival with local interest. |
| 10 | James T. Surkamp                                                     | \$500           | y          | \$500           |                                | AHA assisted with funding of a civil war web page.                                                                        |
| 11 | Shepherdstown Mens Club                                              | \$2,000         | y          | \$1,000         |                                | AHA provided assistance to improve the arts programs of the Mens Club.                                                    |
|    |                                                                      | <u>\$16,400</u> |            | <u>\$8,000</u>  |                                |                                                                                                                           |
|    |                                                                      |                 | Adjustment | <u>-\$1,000</u> |                                |                                                                                                                           |
|    |                                                                      |                 |            | <u>\$7,000</u>  |                                |                                                                                                                           |

Grants for 5/15/11

|   |                                        |         |             |         |                                     |                                                                                                              |
|---|----------------------------------------|---------|-------------|---------|-------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 1 | Potomac Valley Audubon Audubon Society | \$1,500 | Y           | \$1,500 |                                     | AHA assisted with funding of a summer camp for kids at Peter Burr Farm.                                      |
| 2 | Jaely Chamberlain                      | \$800   | y           | \$300   |                                     | AHA provided assistance for a Shepherd University graduate to attend and perform at Salzburg Opera festival  |
| 3 | Full Circle Theater Company            | \$2,000 | conditional | \$1,000 | Money to be used on specified shows | AHA provided assistance with childrens summer theater and a play by a local playwright at the local theater. |

|                                             |                                                          |                 |   |                 |                                                                                                     |
|---------------------------------------------|----------------------------------------------------------|-----------------|---|-----------------|-----------------------------------------------------------------------------------------------------|
| 4                                           | Harpers Ferry-Bolivar Arts & Humanities Council Play     | \$2,000         | y | \$1,700         | AHA provided funding for performance of a Civil War Play, "The Rivlaly" this fall.                  |
| 5                                           | Harpers Ferry-Bolivar Arts & Humanities Council Start up | \$1,000         | n | \$0             |                                                                                                     |
| 6                                           | Mt.Mission Community Library Children's Reading Program  | \$570           | y | \$400           | Mt.Mission Community Library Children's Reading Program                                             |
| 7                                           | Tom Donlon Poets                                         | \$500           | n | \$0             | Funding provided by another committee of AHA                                                        |
| 8                                           | The Children's Tree House Chalk Festival                 | \$1,750         | y | \$1,500         | AHA provided assistance for a festival of chalk drawings on sidewalks in Shepherdstown this summer. |
|                                             |                                                          | <u>\$10,120</u> |   | <u>\$6,400</u>  |                                                                                                     |
| <b>Totals for year 7/1/10 until 6/30/11</b> |                                                          |                 |   |                 |                                                                                                     |
| 21                                          | Applications Requested                                   | <u>\$29,520</u> |   | <u>\$16,400</u> | Funded                                                                                              |



## Certified Arts Community Initiative

### Background

In 2005 The WV Division of Culture & History began its program of designating counties, towns and cities as certified arts and/or historic preservation communities. The West Virginia Certified Arts Community (CAC) designation is for communities that have realized the benefits of cooperation between arts and humanities groups, business leaders and jurisdictional agencies. To be eligible, communities must support arts organizations by providing volunteer governance, financial contributions and audiences for arts programming; adopt a resolution indicating recognition of the importance of the arts to economic development, educational quality and civic involvement; and demonstrate successful collaborations between arts, humanities and heritage groups, and business leaders and jurisdictional agencies.

In 2010, AHA! completed the application process on behalf of Jefferson County and in November 2010 received the Certified Arts Designation. Jefferson County shares this designation with only 7 other counties or towns in the state of West Virginia.

AHA!, as the lead non-profit arts and humanities organization in Jefferson County, is working to ensure that Jefferson County continues to fulfill the criteria for a certified arts community. Since Jefferson County's designation, AHA!'s Board of Directors has been working to develop a plan to continue and expand the opportunities for growth and development under the designation. In preparing the application for designation, AHA! relied heavily on its cultural plan for Jefferson County (which was adopted by the County Commission) and will continue to do so.

The Board of Directors has identified the CAC designation as a unique initiative for the organization and has developed mission and visions statements.

### Mission Statement

The Certified Arts Community designation encourages partnerships between government and cultural organizations to promote the arts as part of sustainable economic development efforts. The County's investment in, and support of, cultural endeavors yields innumerable benefits, including the identification of Jefferson County as a cultural destination, an increase in arts and culture tourism, and motivation for community leaders in business, arts, education and government to work together to recognize the arts as an essential ingredient in economic development.

### Vision

AHA! envisions providing the arts organization leadership necessary to build partnerships with business and government and to maintain the county's CAC designation through:

- Market research in the arts and best practices for cultural promotion as an economic development tool.

**Comment [G1]:** Had to change this. My version: The Certified Arts Community designation encourages partnerships between government and cultural organizations to promote the arts as part of sustainable economic development efforts. The County's investment in, and support of, cultural endeavors yields innumerable benefits, including the identification of Jefferson County as a cultural destination, an increase in arts and culture tourism, and motivation for community leaders in business, arts, education and government to work together to recognize the arts as an essential ingredient in economic development.

## **Certified Arts Community Initiative**

### **page 2**

- Promote the creativity community within Jefferson County that defines our cultural and artistic diversity to attract tourism to support sustainable economic growth.
- Support and nurture emerging artists, artisans and non-profit cultural enterprises through the county's designation as a CAC.
- Increase awareness of collaborations and partnerships that support cultural and artistic development in the county.
- Provide educational and leadership development opportunities and partnerships that encourage creative growth and initiative.
- Strengthen existing partnerships and develop new partnerships to enhance the arts footprint of Jefferson County in the region and beyond.

|                                                                                            |
|--------------------------------------------------------------------------------------------|
| <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 – 1<sup>st</sup> Choice: September 22, 2011

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject: **Set date for Council of Governments Roundtable meeting**

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:

# September 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       | 23     | 24       |
| 25     | 26     | 27      | 28        | 29       | 30     |          |

| 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       |
| 23     | 24     | 25      | 26        | 27       | 28     | 29       |
| 30     | 31     |         |           |          |        |          |

# October 2011

Commission Office Use Only ✓  
 Date on Agenda: 9-22-11  
 Appt Time or New Business: 1:30 pm  
 WORK SESSION

AGENDA REQUEST FORM

Name: Carolyn Zdziera

Department or Entity: Community Alternatives to Violence, organizer for Jefferson County Non-Profit Day

Estimation of amount of time needed for appointment: 1.5 hrs

Date Requested – 1<sup>st</sup> Choice: 9/22/11

Date Requested – 2<sup>nd</sup> Choice:

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

Subject: Update on Jefferson County non-profits, any new activities they are engaged in since last year. A description of collaboration efforts to serve citizens of Jefferson County.

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): none at this time

Attachments: Program of participating non-profits to be provided

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, September 1, 2011, or as soon thereafter as the Commission may decide:

**Jefferson County Building Commission -**

- **One unexpired term ending July 27, 2014**
- **One unexpired term ending July 27, 2015**
- **One unexpired term ending July 27, 2016**

*No more than two thirds of the total number or members of the board of each commission shall be from the same political party and no member of any such board shall hold any office (other than that of a notary public) or employment under the Unites States of America, the state of West Virginia, any county or political subdivision thereof, or any political party.*

§8-33-3

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 or email [nhosby@jeffersoncountywv.org](mailto:nhosby@jeffersoncountywv.org), prior to the proposed date of appointment.

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

**THANKS - JEFFERSON COUNTY COMMISSION**

# Jefferson County Commission

## Application for Boards, Committees or Commissions

Please type or print information

NAME: Beverly Hughes

HOME ADDRESS: 456 Berridge Drive, Shepherdstown, WV 25443

HOME TELEPHONE NUMBER: 304-876-3093

WORK ADDRESS: NA

WORK PHONE NUMBER: NA

MOBILE PHONE NUMBER: 304-671-4481

E-MAIL ADDRESS: bhugh@frontiernet.net

MAGISTERIAL DISTRICT: Shepherdstown

PARTY AFFILIATION: Independent

OCCUPATION: retired educator

LENGTH OF RESIDENCY IN JEFFERSON COUNTY: 34 years

EDUCATION: HIGH SCHOOL Musselman High School

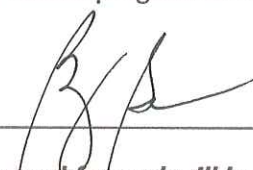
COLLEGE Shepherd University, BA; West Virginia University, MA

TRADE OR BUSINESS SCHOOL NA

HOBBIES: sports, reading newspapers, government issues

NAME OF BOARD, COMMITTEE OR COMMISSION APPLYING FOR: Building Commission

ORGANIZATION MEMBERSHIPS & POSITIONS HELD: Elder and organist at the Gerrardstown Presbyterian Church; Retired School Employees of WV and Jefferson Co; Co-Chair of the Free Community Dinner program in Gerrardstown

Signature: 

Date: 9/14/2011

RECEIVED

SEP 14 2011

JEFFERSON COUNTY COMMISSION

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

Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

NAME: Larry Togans  
HOME ADDRESS: 1486 Tusawilla Drive, Charles Town, W.V.  
HOME TELEPHONE NUMBER: 304 725 4735  
WORK ADDRESS: N/A  
WORK PHONE NUMBER: N/A  
MOBILE PHONE NUMBER: 304 268 4198  
E-MAIL ADDRESS: CLTogans@CitLink.Net  
MAGISTERIAL DISTRICT: Charles Town  
PARTY AFFILIATION: Democrat  
OCCUPATION: Retired  
LENGTH OF RESIDENCY IN JEFFERSON COUNTY: 60 years  
EDUCATION: HIGH SCHOOL Page-Jackson High School  
COLLEGE Shepherd University  
TRADE OR BUSINESS SCHOOL \_\_\_\_\_  
HOBBIES: Playing golf and shooting pool.

NAME OF BOARD, COMMITTEE OR COMMISSION APPLYING FOR:

Building Commission

ORGANIZATION MEMBERSHIPS & POSITIONS HELD: Jefferson County NAACP  
(1st Vice President) Shepherd University Foundation  
(Board Member).

Signature: C. Larry Togans Date: 9/14/2011

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

SEP 16 2011

Jefferson County Commission



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Highways**

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

September 6, 2011

To Whom It May Concern:

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

All written comments are to be received no later than September 19, 2011, and should be addressed to:

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

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

Very truly yours,

for Robert L. Pennington, Director  
Program Planning and Administration Division

RLP:Cb

Attachment

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

**RECEIVED**

SEP 13 2011

Jefferson County Commission

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

| COUNTY                                                         | FFY  | DISTRICT | GROUP | FUNDING OBLIGATION DATE | FUND TYPE | PHASE | ROUTE | PROJECT NAME              | TYPE OF WORK                          | STATE PROJ. NUMBER | FEDERAL PROJECT NUMBER | TOTAL PHASE COST | FEDERAL DOLLAR COST | FEDERAL COST CHANGE |
|----------------------------------------------------------------|------|----------|-------|-------------------------|-----------|-------|-------|---------------------------|---------------------------------------|--------------------|------------------------|------------------|---------------------|---------------------|
| PROJECT COMMENTS                                               |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |
| BOONE                                                          | 2012 | 1        |       | 4/28/2012               | NHS       | CON   | US119 | TURTLE CR-ROCK CR         | RESURF(1.5"),SUPER,RPM,GDR L,MILL     | S303 119 01008 00  | NH0119193D             | \$2,316,312      | \$1,853,050         | \$0                 |
| DISTRICT REQUESTS PROJECT CANCELLED - OVERLAP W/ S303-119-9.45 |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |
| HARRISON                                                       | 2015 | 4        |       | 2/28/2015               | BR        | CON   | 1079  | BRUSHY FORK BRIDGE LMC    | LMC OVERLAY                           | S317 79 11588 00   | BR00797??              | \$620,000        | \$558,000           | \$0                 |
| CANCEL-TO BE STATE FUNDED                                      |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |
| MARION                                                         | 2012 | 4        |       | 1/28/2012               | STP       | CON   | US019 | FAIRMONT ST SIGNAL        | UPGR SIGNAL                           | U325 19 00889 00   | STPG0019271D           | \$90,000         | \$90,000            | \$0                 |
| ADD NEW PROJECT                                                |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |
| MERCER                                                         | 2012 | 10       |       | 11/28/2011              | CMAQ      | ENG   | WV104 | OAKVALE RD THROUGH LN     | REALIGN EX THROUGH LN, CONST RT TN LN | U328 104 00372 00  | CMAQ0104007D           | \$10,000         | \$8,000             | \$0                 |
| ADD NEW PROJECT                                                |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |
| MERCER                                                         | 2012 | 10       |       | 1/28/2012               | CMAQ      | ROW   | WV104 | OAKVALE RD THROUGH LN     | REALIGN EX THROUGH LN, CONST RT TN LN | U328 104 00372 00  | CMAQ0104008D           | \$30,000         | \$24,000            | \$0                 |
| ADD NEW PROJECT                                                |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |
| MERCER                                                         | 2012 | 10       |       | 7/28/2012               | CMAQ      | CON   | WV104 | OAKVALE RD THROUGH LN     | REALIGN EX THROUGH LN, CONST RT TN LN | U328 104 00372 00  | CMAQ0104009D           | \$115,000        | \$92,000            | \$0                 |
| ADD NEW PROJECT                                                |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |
| RANDOLPH                                                       | 2012 | 8        |       | 11/28/2011              | RR        | CON   | NA    | DAVIS AVE RR XING         | UPGR FLASHERS                         | U342 SDAV1 1 00    | RHCH2011093D           | \$150,000        | \$150,000           | \$0                 |
| ADD NEW PROJECT                                                |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |
| SUMMERS                                                        | 2012 | 9        |       | 10/28/2011              | EARMARK   | CON   | NA    | LOWER GREENBRIER RI SB    | DES & INST INTERPRETIVE PANELS        | U345 LGRSB 1 00    | SB11WV006D             | \$12,080         | \$12,080            | \$0                 |
| ADD NEW PROJECT                                                |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |
| TYLER                                                          | 2012 | 6        |       | 10/28/2011              | ONC       | CON   | NA    | SISTERSVILLE FERRY        | FERRY OPERATIONS                      | T648 FERRY 4 00    | ????                   | \$133,750        | \$107,000           | \$0                 |
| ADD NEW PROJECT (GRANT RECIPIENT)                              |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |
| WETZEL                                                         | 2012 | 6        |       | 10/28/2011              | RR        | CON   | NA    | BANK ST                   | REPL SIG(S), CIRCUITS                 | S352 20 00000 00   | RHCH0020284D           | \$150,000        | \$150,000           | \$0                 |
| ADD NEW PROJECT                                                |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |
| STATEWIDE                                                      | 2011 | 99       |       | 9/28/2011               | STP       | ENG   | NA999 | OUT SUPPORT SERVICES      | OUT SUPPORTIVE SERVICES               | T699 OUTJ 12 00    | STP2012038D            | \$350,200        | \$350,200           | \$0                 |
| ADD NEW PROJECT                                                |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |
| STATEWIDE                                                      | 2011 | 99       |       | 9/28/2011               | STP       | ENG   | NA999 | DISADV BUS SUPP SERVICES  | DBE SUPPORTIVE SERVICES               | T699 DBE 12 00     | STP2012039D            | \$238,605        | \$238,605           | \$0                 |
| ADD NEW PROJECT                                                |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |
| STATEWIDE                                                      | 2012 | 99       |       | 10/28/2011              | EARMARK   | CON   | NA    | COAL HERITAGE WAYSIDES 11 | DEV & INST 6 WAYSIDE EXHIBITS         | U399 CHTSB 1 00    | SB11WV002D             | \$49,600         | \$49,600            | \$0                 |
| ADD NEW PROJECT                                                |      |          |       |                         |           |       |       |                           |                                       |                    |                        |                  |                     |                     |

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

| Week Ending Date                                       | Week Ending<br>September 10, 2011 |
|--------------------------------------------------------|-----------------------------------|
| <b>To be Deposited on:</b>                             | <b>September 16, 2011</b>         |
| Amount Played                                          | 87,631,834.56                     |
| Amount Won                                             | 78,569,288.30                     |
| Amount Promo                                           | <u>218,553.50</u>                 |
| MWAP Contribution                                      | <u>5,888.38</u>                   |
| <b>Adjusted Gross Terminal Revenue</b>                 | <b><u>8,838,104.38</u></b>        |
| Administrative Costs @ 4%                              | 353,524.18                        |
| Excess Lottery Fund @ 4%                               | <u>0.00</u>                       |
| <b>Net Terminal Revenue</b>                            | <b><u>8,484,580.20</u></b>        |
| Surcharge @ 10%                                        | 0.00                              |
| State Share Excess @ 58%                               | 0.00                              |
| Track Share of Capital Reinvestment @ 42%              | 0.00                              |
| <i>Track Share of Capital Reinvestment @ 42% - 96%</i> | 0.00                              |
| <i>Track Share of Capital Reinvestment @ 42% - 4%</i>  | \$ -                              |
| <b>Adjusted Net Terminal Revenue</b>                   | <b><u>8,484,580.20</u></b>        |
| Racetrack @ 46.50% / 42%                               | 3,945,329.79                      |
| Lottery Fund @ 30% / 0%                                | 2,545,374.08                      |
| Excess Lottery Fund @ 0% / 41%                         | 0.00                              |
| Race Track Purses @ 7% / 14% / 8%                      | 593,920.61                        |
| Workers' Compensation Debt Reduction @ 7% / 0%         | 593,920.61                        |
| Employee Pension Fund @ 1% / .5%                       | 84,845.80                         |
| Greyhound Development @ .75%                           | 63,634.35                         |
| Thoroughbred Development @ .75%                        | 63,634.35                         |
| Racing Commission @ 1%                                 | 84,845.80                         |
| County/Municipality @ 2%                               | 169,691.60                        |
| <b>3% Funds:</b>                                       |                                   |
| Tourism Promotion Fund @ 1.375%                        | 116,662.98                        |
| Development Office Promotion Fund @ .375%              | 31,817.18                         |
| Research Challenge Fund @ .5%                          | 42,422.90                         |
| Capitol Renovation and Improvement Fund @ .6875%       | 58,331.49                         |
| 2004 Capitol Complex Parking Garage Fund @ .0625%      | 5,302.86                          |
| <b>1% Funds:</b>                                       |                                   |
| State Capitol Complex Parking Garage @ 1%              | -                                 |
| Cultural Facilities and Capitol Resources @ .5%        | 42,422.90                         |
| Capitol Dome and Capitol Improvements @ .5% / 1%       | 42,422.90                         |
|                                                        | <b><u>8,484,580.20</u></b>        |

WEST VIRGINIA LOTTERY  
 First Benchmark  
 Charles Town  
 County / City Split  
 Fiscal Year 2012

Charles Town  
 1999 Net Terminal Revenue \$ 45,603,174  
 Benchmark Goal @ 2% \$ 912,063.48

| DATE                                  | 2% OF<br>ADJ. NET<br>REVENUE | TO<br>JEFFERSON<br>COUNTY | TO<br>FIVE<br>CITIES | BOLIVAR<br>8.19% | CHARLES<br>TOWN<br>41.20% | HARPERS<br>FERRY<br>2.24% | RANSON<br>34.78% | SHEPHERDS<br>TOWN<br>13.59% |
|---------------------------------------|------------------------------|---------------------------|----------------------|------------------|---------------------------|---------------------------|------------------|-----------------------------|
| 2 days ending:<br>7/1/2011 - 7/2/2011 | \$ 69,824.12                 | \$ 69,824.12              | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| Week Ending:                          |                              |                           |                      |                  |                           |                           |                  |                             |
| 07/09/11                              | \$ 171,717.28                | \$ 171,717.28             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/16/11                              | \$ 143,019.52                | \$ 143,019.52             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/23/11                              | \$ 146,508.00                | \$ 146,508.00             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 07/30/11                              | \$ 144,510.28                | \$ 144,510.28             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/06/11                              | \$ 151,495.28                | \$ 151,495.28             | \$ -                 | \$ -             | \$ -                      | \$ -                      | \$ -             | \$ -                        |
| 08/13/11                              | \$ 149,711.80                | \$ 117,350.38             | \$ 32,361.42         | \$ 2,650.40      | \$ 13,332.90              | \$ 724.90                 | \$ 11,255.30     | \$ 4,397.92                 |
| 08/20/11                              | \$ 143,228.24                | \$ 71,614.12              | \$ 71,614.12         | \$ 5,865.20      | \$ 29,505.01              | \$ 1,604.16               | \$ 24,907.39     | \$ 9,732.36                 |
| 08/27/11                              | \$ 126,864.28                | \$ 63,432.14              | \$ 63,432.14         | \$ 5,195.09      | \$ 26,134.04              | \$ 1,420.88               | \$ 22,061.70     | \$ 8,620.43                 |
| 09/03/11                              | \$ 161,675.52                | \$ 80,837.76              | \$ 80,837.76         | \$ 6,620.61      | \$ 33,305.16              | \$ 1,810.77               | \$ 28,115.37     | \$ 10,985.85                |
| 09/10/11                              | \$ 169,691.60                | \$ 84,845.80              | \$ 84,845.80         | \$ 6,948.87      | \$ 34,956.47              | \$ 1,900.55               | \$ 29,509.37     | \$ 11,530.54                |
| Subtotal                              | \$ 1,578,245.92              | \$ 1,245,154.68           | \$ 333,091.24        | \$ 27,280.17     | \$ 137,233.58             | \$ 7,461.26               | \$ 115,849.13    | \$ 45,267.10                |

Benchmark Goal @ 2% \$ 912,063.48  
 Remainder until 1% / 1% Split \$ (666,182.44)

## VIDEO LOTTERY REPORT

FY 2009

| Date       | Amount     |
|------------|------------|
| 7/5/2008 * | 169,912.56 |
| 7/12/2008  | 176,592.38 |
| 7/19/2008  | 160,344.08 |
| 7/26/2008  | 162,982.74 |
| 8/2/2008   | 178,171.04 |
| 8/9/2008   | 123,538.04 |
| 8/16/2008  | 82,482.89  |
| 8/23/2008  | 76,426.18  |
| 8/30/2008  | 89,459.86  |
| 9/6/2008   | 91,644.46  |
| 9/13/2008  | 79,729.93  |
| 9/20/2008  | 71,269.36  |
| 9/27/2008  | 79,735.73  |
| 10/4/2008  | 75,186.22  |
| 10/11/2008 | 77,139.04  |
| 10/18/2008 | 80,668.26  |
| 10/25/2008 | 64,379.44  |
| 11/1/2008  | 68,352.42  |
| 11/8/2008  | 70,823.02  |
| 11/15/2008 | 65,565.50  |
| 11/22/2008 | 63,883.80  |
| 11/29/2008 | 69,850.12  |
| 12/6/2008  | 55,696.68  |
| 12/13/2008 | 60,178.04  |
| 12/20/2008 | 52,189.19  |
| 12/27/2008 | 72,205.91  |
| 1/3/2009   | 96,504.65  |
| 1/10/2009  | 53,286.62  |

FY 2010

| Date       | Amount     |
|------------|------------|
| 7/4/2009 * | 128,262.42 |
| 7/11/2009  | 168,815.08 |
| 7/18/2009  | 160,652.98 |
| 7/25/2009  | 158,869.08 |
| 8/1/2009   | 174,493.08 |
| 8/8/2009   | 138,408.80 |
| 8/15/2009  | 81,222.14  |
| 8/22/2009  | 76,260.31  |
| 8/29/2009  | 80,472.92  |
| 9/5/2009   | 80,798.15  |
| 9/12/2009  | 86,286.92  |
| 9/19/2009  | 70,010.15  |
| 9/26/2009  | 69,316.87  |
| 10/3/2009  | 72,286.04  |
| 10/10/2009 | 69,650.63  |
| 10/17/2009 | 73,560.21  |
| 10/24/2009 | 67,581.66  |
| 10/31/2009 | 64,528.30  |
| 11/7/2009  | 63,741.59  |
| 11/14/2009 | 65,959.64  |
| 11/21/2009 | 59,547.05  |
| 11/28/2009 | 72,399.98  |
| 12/5/2009  | 51,006.51  |
| 12/12/2009 | 52,460.58  |
| 12/19/2009 | 32,834.39  |
| 12/26/2009 | 53,406.34  |
| 1/2/2010   | 92,980.40  |
| 1/9/2010   | 55,020.46  |

FY 2011

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

FY 2012

| Date       | Amount     |
|------------|------------|
| 7/1-2/2011 | 69,824.12  |
| 7/9/2011   | 171,717.28 |
| 7/16/2011  | 143,019.52 |
| 7/23/2011  | 146,508.00 |
| 7/30/2011  | 144,510.28 |
| 8/6/2011   | 151,495.28 |
| 8/13/2011  | 117,350.38 |
| 8/20/2011  | 71,614.12  |
| 8/27/2011  | 63,432.14  |
| 9/3/2011   | 80,837.76  |
| 9/10/2011  | 84,845.80  |

|               |           |           |           |           |           |
|---------------|-----------|-----------|-----------|-----------|-----------|
| 1/17/2009     | 56,068.87 | 1/16/2010 | 60,551.28 | 1/15/2011 | 54,005.90 |
| 1/24/2009     | 71,474.63 | 1/23/2010 | 69,943.53 | 1/22/2011 | 60,924.74 |
| 1/31/2009     | 61,089.80 | 1/30/2010 | 48,527.75 | 1/29/2011 | 48,036.94 |
| 2/7/2009      | 83,539.63 | 2/6/2010  | 37,155.14 | 2/5/2011  | 60,777.44 |
| 2/14/2009     | 76,054.44 | 2/13/2010 | 44,334.00 | 2/12/2011 | 67,471.84 |
| 2/21/2009     | 91,838.41 | 2/20/2010 | 76,946.12 | 2/19/2011 | 72,018.54 |
| 2/28/2009     | 80,806.88 | 2/27/2010 | 72,024.40 | 2/26/2011 | 75,544.02 |
| 3/7/2009      | 48,837.13 | 3/6/2010  | 76,936.85 | 3/5/2011  | 74,535.34 |
| 3/14/2009     | 96,025.39 | 3/13/2010 | 71,007.37 | 3/12/2011 | 66,979.48 |
| 3/21/2009     | 79,002.82 | 3/20/2010 | 74,335.38 | 3/19/2011 | 73,113.26 |
| 3/28/2009     | 79,250.83 | 3/27/2010 | 69,941.88 | 3/26/2011 | 68,490.80 |
| 4/4/2009      | 75,968.30 | 4/3/2010  | 70,636.28 | 4/2/2011  | 70,846.58 |
| 4/11/2009     | 75,964.94 | 4/10/2010 | 69,692.79 | 4/9/2011  | 67,076.78 |
| 4/18/2009     | 80,598.22 | 4/17/2010 | 69,335.92 | 4/16/2011 | 64,698.56 |
| 4/25/2009     | 75,571.46 | 4/24/2010 | 68,714.11 | 4/23/2011 | 67,674.14 |
| 5/2/2009      | 73,957.05 | 5/1/2010  | 68,799.06 | 4/30/2011 | 66,807.50 |
| 5/9/2009      | 76,697.22 | 5/8/2010  | 67,403.54 | 5/7/2011  | 66,379.74 |
| 5/16/2009     | 71,925.70 | 5/15/2010 | 70,186.32 | 5/14/2011 | 66,699.76 |
| 5/23/2009     | 81,395.43 | 5/22/2010 | 64,695.71 | 5/21/2011 | 63,210.44 |
| 5/30/2009     | 82,161.55 | 5/29/2010 | 67,157.40 | 5/28/2011 | 64,724.06 |
| 6/6/2009      | 74,895.74 | 6/5/2010  | 77,371.80 | 6/4/2011  | 74,952.34 |
| 6/13/2009     | 67,327.23 | 6/12/2010 | 66,106.29 | 6/11/2011 | 62,203.12 |
| 6/20/2009     | 75,500.53 | 6/19/2010 | 64,888.48 | 6/18/2011 | 61,200.76 |
| 6/27/2009     | 67,354.10 | 6/26/2010 | 63,950.29 | 6/25/2011 | 65,470.44 |
| 6/30/2009 *** | 32,059.58 | 6/30/2010 | 29,667.19 | 6/30/2011 | 34,351.16 |

TOTALS 4403564.04

4041141.56

4016541.01

1245154.68

Table Game Revenue  
FY 2011

| Date              | Amount            |
|-------------------|-------------------|
| July/August, 2010 | 154,185.68        |
| September, 2010   | 94,247.84         |
| October, 2010     | 105,903.60        |
| November, 2010    | 108,717.67        |
| December, 2010    | 118,721.11        |
| January, 2011     | 106,189.21        |
| February, 2011    | 105,776.45        |
| March, 2011       | 120,927.10        |
| April, 2011       | 130,654.61        |
| May, 2011         | 130,492.02        |
| June, 2011        | 121,576.41        |
| July, 2011        | 141,718.01        |
| August, 2011      | 137,473.92        |
|                   | <b>1576583.63</b> |



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Highways**

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

September 9, 2011

Mr. Tim Boyde  
County Administrator  
Jefferson County Commission  
124 East Washington Street  
Post Office Box 250  
Charles Town, West Virginia 25414

Dear Mr. Boyde:

Thank you for your letter, dated July 28, 2011, regarding the acquisition by the United States Department of Homeland Security, Customs and Border Protection (CBP), of Koonce Road (Jefferson CR 340/14).

A public hearing will not be conducted by the West Virginia Division of Highways (WVDOH) concerning Koonce Road. The WVDOH will continue to coordinate with the CBP to address pertinent issues pertaining to our State Highway System associated with the expansion of the CBP facility.

Again, thank you for writing and sharing your concerns. Should you require additional information, please contact Mr. David E. Cramer, P. E., of our Commissioner's Office of Economic Development, at (304) 558-9211.

Sincerely,

A handwritten signature in blue ink that reads "Paul A. Mattox, Jr.".

Paul A. Mattox, Jr., P. E.  
Secretary of Transportation/  
Commissioner of Highways

PAM:Cm

**RECEIVED**

SEP 16 2011

Jefferson County Commission

## YOUTH

### **Boys and Girls Club of the Eastern Panhandle**

To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.  
Lydia McBride, Center Director  
Loomie@hotmail.com  
(304) 728-3143

### **Boy Scouts of America**

To prepare young people to make ethical and moral choices over their lifetimes by instilling them the values of the Scout Oath and Law. The Boy Scouts of America will also prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.  
Jay Giles, District Executive/ Roger Dailey  
jay.giles@scouting.org  
(540) 662-2551

### **CASA of the Eastern Panhandle**

To advocate the timely placement of abused and neglected children within the court system to secure a safe and permanent home for each child.  
Lisa Davis, Executive Director  
Lisa@casaeop.org  
(304) 263-5100

### **Harpers Ferry Job Corps**

Career technical training and education program for students ages 16-24 who meet income requirements.  
Anna Stead, Business Community Liaison  
Shawn Miller, Career Tech Manager  
lasimpson@jacksonpierce.com  
(304) 260-9546

### **Young Lives**

Mentoring and support group for teen mothers.  
Michelle Price  
Mprice0330@gmail.com

## SENIORS

### **Good Shepherd Caregivers**

To provide non-medical, volunteer care giving to home based older adult and/or disabled Jefferson County residents, to promote independence, security and wellbeing.  
Paula Marrone-Reese, Executive Director  
pmarrone@pc-everything.com  
(304) 725-2262

### **Jefferson County Council on Aging**

To strengthen independence, family and community through outreach and assistance.  
Elfreda Slack, Outreach Coordinator  
Haley Laird, Director, Jefferson Center  
JCCOAO outreach@frontiernet.net  
(304) 724-7106

### **Meals on Wheels of Jefferson County**

To prepare and deliver a nutritious meal to 9 the home of anyone in Jefferson county who is homebound or for any reason unable to prepare at least one balanced meal per day, regardless of his or her age, income, infirmity, race, gender, or neighborhood.  
Roger Dailey, Board President  
Millie Wells  
mealsonwheelsjc@frontier.com  
(304) 725-1601

**Jefferson  
County  
Commission  
Nonprofit  
Day  
September 22,  
2011**



# Jefferson County Nonprofit Organizations

## ARTS

### **Arts and Humanities Alliance of Jefferson County**

Works to preserve the rich history and culture of Jefferson County and to encourage creative opportunity for all its citizens.

Julie Siler, President

Lois Turco, Vice President

jsiler123@yahoo.com  
(304) 433-4455

### **Old Opera House Theater**

Excite and involve the community in all aspects of the performing and visual arts.

Steven Brewer, Managing/Artistic Director

ooh@oldoperahouse.org  
(304) 725-4420

## FAMILIES

### **Birthright**

It is the right of every pregnant woman to give birth...and the right of every child to be born.

Mimi Vanderhaven,

birthright@frontier.com  
(304) 724-7015

### **Community Alternatives to Violence**

To prevent violent behavior by serving as a resource to the community and by providing educational programs.

Carolyn Zdziera, Executive Director

commav@hotmail.com  
(304) 262-4424

### **Jefferson County Community Ministries**

A cooperative ministry of local churches to assist people in need.

Robert Shefner, Executive Director

bobjccm@gmail.com  
(304) 725-3186

### **Shenandoah Women's Center**

To provide various services to victims and survivors of domestic violence, sexual assault, incest, and childhood abuse and to enhance their safety, offer support, and promote empowerment. SWC strives to educate the local community so as to change the fundamental beliefs and practices that allow abuse to continue.

Tina Monroe, Victim Advocate

jcoutreach@swcinc.org  
(304) 725-7080

## HEALTH

### **Eastern Panhandle Free Clinic**

To provide quality health care to low-income, uninsured persons.

Michele Goldman, Executive Director

mgoldman@wvpefc.com  
(304) 724-6091

## HOMELESS

### **Jefferson County Homeless Coalition**

Wyman Hall, Board Chairman

whall@charlestownbaptist.org  
(304) 725-2593

### **The Hospitality Center at Charles Town Presbyterian Church**

Provides a centralized location where accurate information, resources, education, and support for identifying available housing, as well as physical and mental health care resources, and includes employment resources for clients who are experiencing homelessness in Jefferson County, to which clients come for multi-layered support in their rediscovery of hope and security in their lives.

John Mason, Center Director

hospitalityctpc@yahoo.com

## MISCELLANEOUS

### **Animal Welfare Society of Jefferson County**

Provides housing and adoption services for abandoned, surrendered and abandoned, neglected abused and unwanted dogs, puppies, cats and kittens.

Lisa Kirkland, Shelter Manager

lisaaws@frontier.com  
(304) 725-0589

### **Charles Town Horsemen's Benevolent and Protective Association**

To promote the sport of Thoroughbred horse racing, to try to bring a closer relationship between horsemen, the Racing Association, (PNGI) the WV Racing Commission, Legislators and the public. To protect and aid the general welfare of the racing industry, the interest of the owners, trainers, backstretch personnel and their families.

Patricia M. Evans, Secretary/Treasurer

cthbpa@yahoo.com  
(304) 725-1535

## PHILANTHROPY

### **Eastern West Virginia Community Foundation**

To improve the quality of life for all people in Eastern West Virginia. The Community Foundation embraces the concept that people working together can make a difference. We seek a common philosophy whereby people recognize, understand, and act upon the benefits philanthropy brings to our community. We build permanent endowment. We offer maximum flexibility to our donors, meet high professional standards, promote effective and efficient grant making, and strengthen charitable organizations in our community.

Amy Owen, Executive Director

aowen@ewvcf.org  
(304) 263-0353