

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, SEPTEMBER 29, 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. Angie Banks, County Assessor  
- Exonerations - Discussion/Action
2. 10:00 a.m. Curtis Myers, Member Manager, Cambridge, LLC  
- Offer Cambridge, LLC's cooperation and assistance with the County Commission's efforts to develop an affordable housing component in the Impact Fee Ordinance
3. 10:15 a.m. Building Commission interviews and appointments: - Discussion/Action
  - Unexpired term ending July 27, 2014
  - Unexpired term ending July 27, 2015
  - Unexpired term ending July 27, 2016
4. 10:30 a.m. **BREAK**
5. 10:45 a.m. Belinda Rollins, Director, PanTran  
- Request to approve a Proclamation designating October as transit month - Discussion/Action
6. 11:00 a.m. GT Schramm, Hospice Board Chairman  
- Approval of Resolution - Hospice - "Building the Dream" - Discussion/Action

7. 11:15 a.m. Mark Schiavone, Director of Capital Planning and Management  
- Power Point presentation to explain how the receipt and placement of the table games monies is handled

**NEW BUSINESS:**

8. Request that the \$100,000 in the Cement Mill Property Acquisition Fund be redesignated to a Hite Road Development Fund (DM) - Discussion/Action
9. Highlights of the 2011 WVDOT/MPO/FHWA Transportation Planning Conference, September 20-22, 2011 (LW) - Discussion/Action
10. Request \$25,000 to purchase a Lifepak12 Cardiac Monitor for the Jefferson County Emergency Services Agency for Ambulance 11 - Discussion/Action
11. Jefferson County Emergency Services Agency requests disbursement of annual funds for building mortgage account in the amount of \$81,000 - Discussion/Action
12. Set the Commission meeting schedule during the weeks that a Holiday appears for the last quarter 2011 - Discussion/Action

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

**ADJOURN**

**CORRESPONDENCE:**

Notice that Jefferson County Offices will be closed on Tuesday, October 4, 2011 in observation of General Special Election for Governor.

National Association of Counties (NACO) Prescription Drug Discount Program.

Assessor's Certificate of Compliance received on behalf of Angie Banks from the WV Department of Agriculture.

Letter received from the Public Service Commission of West Virginia advising that the Commission will be sent a check for 911 fees for June, July and August 2011 directly from the WV State Auditor's Office in the amount of \$167,969.01.

Letter from T. Craig Jennings, President, Preston County Commission, seeking the Jefferson County Commission's vote and support to appoint him to the unexpired term on the Risk Pool Board.

Letter from James P. Whitacre, Councilperson, Berkeley County Council, seeking the Jefferson County Commission's vote and support to appoint him to a position on the WV Counties Risk Pool.

WV Ethics Reporter, September 2011 Issue received.

Weekly settlement reports for the Charles Town Races received from the West Virginia Lottery for week ending September 17, 2011.

Memorandum received from Sandy McDonald, Deputy County Administrator regarding a list of grant projects status received from the West Virginia Development Office being administered through the Jefferson County Commission office.

*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 22, 2011

---

A meeting of the Jefferson County Commission was held on Thursday, September 22, 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 and Walt Pellish; Tim Boyde, County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddy, Bailiff. Commissioner Widmyer was absent with prior notice. (An audio tape of this September 22, 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 Morgan led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the September 15, 2011 regular Commission meeting as presented. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Mr. Manuel to approve the Minutes of the September 15, 2011 Public Hearing as presented. Motion seconded by Ms. Morgan and unanimously approved.

#### APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$34,525.21 being Purchase Order Nos.: 52977, 53160, 53159, 52998, 50415, 49563, 53246, 52892, 50520, 50522, 50553, 50527, 50524, 50523, 50521, 50423, 50422, 50424, 52999, 53000, 53001, 53002, 53003, 53006, 53005, 53004, 53007 and 50526. Motion seconded by Ms. Morgan and unanimously approved.

#### APPROVAL OF ACCOUNTS PAYABLE:

Motion by Ms. Morgan to approve the accounts payable in the amount of \$446,687.29. Motion seconded by Mr. Manuel and unanimously approved.

#### PUBLIC COMMENT

**Ralph Lorenzetti, Jefferson County Prosecuting Attorney**, commented on preparations being made by his office for the move to new offices in the Briel Building.

**David Tabb** requested that the Commission change the continuation of the September 15, 2011 hearing scheduled for 10:30 a.m. on September 29, 2011 to an evening meeting. It was Mr. Tabb's opinion that more residents could attend in the evening.

**PRESENTATIONS:**

1. **Bill Polk, Maintenance Director** offered an update on the status of the proposed repairs to the Courthouse columns by Minghini Construction Company. Upon the Commission's recommendation, work on the columns will commence immediately following the election on October 4, 2011.

Mr. Polk also provided a status report on progress of the work at the County's new maintenance building.

2. **Fred Blackmer and Peter Corum** presented for acceptance by the Commission a Zoning Amendment Petition for the former Town Run Commons and Morgan Grove Market site in Shepherdstown, West Virginia. Motion by Ms. Morgan to accept the Petition for filing and to refer the Petition to the Planning Commission, contingent upon the Petition being in proper legal form and the required fee having been paid. Mr. Manuel seconded the motion.

Mr. Pellish offered an amendment to the motion stating that the County Commission should schedule a public hearing on the Petition within sixty days (60) from the date of its acceptance by the Commission. Mr. Manuel seconded the amendment to the motion. Upon voting the amendment was carried 4 to 1 with Ms. Morgan voting against.

A vote then was taken on the original motion as amended and the amended motion was carried 4 to 1 with Ms. Morgan voting against.

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

3. **Julie Siler, President, AHA!** - request that the Commission approve a total of \$24,000.00 in budget requests for FY12. The Commission found that the request was not submitted on a timely basis; therefore, no action was taken.

**NEW BUSINESS:**

4. **Set date for Council of Governments Roundtable meeting.**

After discussion, it was unanimously decided to hold the next Council of Governments Roundtable Meeting on Wednesday, October 19, 2011 beginning at 5:00 p.m. in the County Commission Meeting Room.

5. **Jennifer Maghan, County Clerk:**

- Formally presented the Jefferson County, West Virginia Financial Statements for the Fiscal Year Ended June 30, 2011 to the Commission
- Ms. Maghan requested a budget increase to pay for an Election Maintenance Agreement for Hardware/Firmware support and fees to Elections 413 in the amount of \$12, 552.25. Motion by Ms. Morgan to approve the \$12,552.25 for the Election Maintenance Agreement for Hardware/Firmware support and fees to Elections 413. Mr. Manuel seconded the motion and the motion was unanimously approved.

**COUNTY ADMINISTRATOR REPORTS:**

**County Administrator Tim Boyde:**

- Reported that he has been revising County policies on sexual harassment and the Family Leave Act (FMLA). He advised that the revised policies have been transmitted to the Legal Department for review

and comment. He reported that the proposed policies should be before the Commission around mid-November 2011 for final approval.

- Mr. Boyde announced that:
  - There will be a meeting on October 26, 2011 regarding Ethics and Roberts Rules of Procedure
  - Tom Bayuzik will provide an economic development outlook on October 6, 2011
  - Also on October 6 an update on Regional Jail costs will be provided to the Commission
  - Don Jacobs will be here on October 12, 2011 to train the Department Heads on employee performance and classification.

### **COUNTY COMMISSIONER REPORTS:**

#### **Commissioner Manuel:**

- Attended the Sam Michael's Community Yard Sale
- Attended the Jefferson County Emergency Services Agency meeting
- Attended the Hospice luncheon
- Toured the County's new maintenance facility
- Attended a Parks & Recreation Commission meeting
- Announced that this weekend is the Mt. Heritage Craft Fair and that the Kiwanas will be dipping ice cream!

#### **Commissioner Morgan:**

- Participated in a conference call with members of the Workforce Investment Group
- Attended the Inaugural Blood Drive at St. Andrews Mt. Community Center
- Attended a Farmland Protection Board meeting
- Attended the Hospice luncheon
- Attended an Historic Landmarks Commission meeting

#### **Commissioner Pellish:**

- Attended the celebration of the 225<sup>th</sup> birthday of Charles Town
- Judged a Pink Hat Contest at the Hollywood Casino
- Had dinner and toured the Eastern Panhandle Free Clinic

#### **Commissioner Noland:**

- Attended the celebration of the 225<sup>th</sup> birthday of Charles Town
- Attended a FEMA technology presentation
- Attended the Hospice luncheon
- Attended a Jefferson County Council on Aging meeting
- Announced that brochures are now available on the Partnership for Affordable Housing website [www.pahwv.org](http://www.pahwv.org)

**The Commission recessed for lunch at 11:30 a.m.**

**The Commission reconvened at 1:30 p.m.**

6. **Community Alternatives to Violence, organizer for Jefferson County Non-Profits, hosted a Workshop to discuss new activities, collaboration efforts to serve citizens of Jefferson County and introduce new organizations. Organizations represented were:**

- Old Opera House Theatre
- Birthright
- Community Alternatives to Violence
- Jefferson County Community Ministries
- Shenandoah Women's Center
- Eastern Panhandle Free Clinic
- Eastern Panhandle Community Foundation
- Jefferson County Homeless Coalition
- Hospitality Center at the Charles Town Presbyterian Church
- Animal Welfare Society of Jefferson County
- Charles Town Horsemen and Benevolent Association
- Appalachian Trail Conservancy
- Good Shepherd Caregivers
- Jefferson County Council on Aging
- Meals on Wheels
- Boys & Girls Clubs of the Eastern Panhandle
- Boy Scouts of America
- CASA of the Eastern Panhandle
- Harpers Ferry Job Corps
- Young Lives

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

Upon rising at 3:50 p.m. the meeting was adjourned until Thursday next, September 29, 2011.

---

PATRICIA A. NOLAND, PRESIDENT

**PURCHASE ORDERS TO BE APPROVED**  
**September 29, 2011**

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
CAPITAL PLANNING	48822	\$ 2,588.21	CORE BTS, INC.	Smartnet contract
	48823	\$ 220.15	CORNER BOWL SOFTWARE	Log Manager server license
COUNTY CLERK	50528	\$ 11,655.00	CSSI	Annual Maint. Agreement
	53216	\$ 2,369.77	ESS	Repair Automark (8hrs)
	53217	\$ 3,250.54	CASTRO & HARRIS	Election kits
	53219	\$ 4,103.00	ESS	Ballot faces, tabulators, setups ect.
COURTHOUSE	50558	\$ 318.10	THOMASSEN AUTO	Program 2 new keys
ENGINEERING	53261	\$ 22,690.00	ANALYTICAL SERVICES	Groundwater Budget Study
	53260	\$ 220.00	AMERICAN SOCIETY OF CIVIL ENGINEERS	Membership dues (Goodwin)
HOMELAND SECURITY	53177	\$ 1,125.60	STAPLES	Set of CERT Manuals (Citizen Corps Grant)
MAINT SHOP 2	50557	\$ 443.87	JEFFERSON RENTALS	Equipment Rental
OTHER BUILDINGS	50555	\$ 2,336.35	DAYCON	Cleaning supplies
	50556	\$ 279.73	THYSSENKRUPP ELEVATOR	Elevator service/jail annex
PROSECUTING ATTORNEY	50425	\$ 325.00	COPIER PLUS	Service Call
	50426	\$ 139.00	EMBASSY SUITES	Hotel (BS)

VARIOUS	50560	\$ 892.16	C.A.R.S.	Main & Repairs #36,38,39,40,44,45,46,54,62,02 & 3					
	50554	\$ 5,928.00	KONE ELEVATOR	Contracted services Judicial Center, Jail Annex & Old Courthouse					
GRAND TOTAL		\$ 58,884.48							

Printed at 11:14 a.m. on 9/26/11

Commission Office Use Only	
Date on Agenda:	9/29/11
Appt Time or New Business:	9:15 a.m.

**AGENDA REQUEST FORM**

Name: Angela Banks

Department or Entity: Jefferson County Assessor

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: 09-29-11

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

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

Subject: Exonerations/split tickets.

Please provide the County Commission with a description of your request or presentation, including background information: Request Commission approve exonerations/split tickets as presented.

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: <u>9/29/11</u></p> <p>Appt Time or New Business: <u>10:15 am</u></p>
---

**AGENDA REQUEST FORM**

Name: Curtis Myers, Member Manager

Department or Entity: Cambridge LLC

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: 09-29-11

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

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

Subject: Affordable housing/Impact Fee Ordinance

Please provide the County Commission with a description of your request or presentation, including background information: Offer Cambridge LLC's cooperation and assistance in the County Commission's efforts to develop an affordable housing component in the Impact Fee Ordinance.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): No motion required.

Attachments:

9/29/11  
10:15 AM  
✓

Cambridge LLC  
11 Manchester Drive  
Charles Town WV 25414  
304 725 4955

Mr. Timothy Boyd  
County Administrator  
Hunter House  
Charles Town, West Virginia

Re: Cambridge, LLC  
Request to be placed on Agenda for  
September 29, 2011 meeting

Dear Mr. Boyd:

Please place Cambridge, LLC on the Agenda for the County Commission Meeting on September 29, 2011. We would like to appear before the County Commission to offer our cooperation and assistance in the County Commission's efforts to develop an affordable housing component in the Impact Fee Ordinance.

I thank you.

Sincerely,

Curtis Myers  
Member Manager  
Cambridge, LLC

3 ✓

<p>Commission Office Use Only</p> <p>Date on Agenda: <u>9/29/11</u></p> <p>Appt Time of New Business: _____</p>
---

**AGENDA REQUEST FORM**

Name: Nichelle Hosby

Department or Entity: County Commission

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

Date Requested – 1<sup>st</sup> Choice: September 29, 2011

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

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

Subject: **Interview and appointments to the Building Commission**

- Unexpired term ending July 27, 2014
- Unexpired term ending July 27, 2015
- Unexpired term ending July 27, 2016

Please provide the County Commission with a description of your request or presentation, including any background information: **Currently there are three vacancies on the Building Commission that need to be filled.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Moved to approve \_\_\_\_\_ to the Jefferson County Building Commission for an unexpired term ending July 27, 201\_\_ (4,5 or 6).**

Attachments:



RECEIVED

SEP 20 2011

JEFFERSON COUNTY COMMISSION

Jefferson County Commission

Application for Boards, Committees or Commissions

Please type or print information

NAME: Jud. Romine  
 HOME ADDRESS: 741 Captain Ct, Charles Town, WV 25414  
 HOME TELEPHONE NUMBER: 304-725-9012  
 WORK ADDRESS: Same as above  
 WORK PHONE NUMBER: Same as above  
 MOBILE PHONE NUMBER: 304-433-7982  
 E-MAIL ADDRESS: bjrljr@frontier.net  
 MAGISTERIAL DISTRICT: Charles Town  
 PARTY AFFILIATION: Independent  
 OCCUPATION: Retired (Past time Shepherd & Marshall Univ.)  
 LENGTH OF RESIDENCY IN JEFFERSON COUNTY: 47 years  
 EDUCATION: HIGH SCHOOL  Salem College  
 COLLEGE  WVU  
 TRADE OR BUSINESS SCHOOL \_\_\_\_\_  
 HOBBIES: Fishing, Hunting, Golf

NAME OF BOARD, COMMITTEE OR COMMISSION APPLYING FOR:

Building Commission

ORGANIZATION MEMBERSHIPS & POSITIONS HELD: Presbyterian Church Elder  
Active in other community activities

Signature: Jud Romine Date: 9/20/11

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

# 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

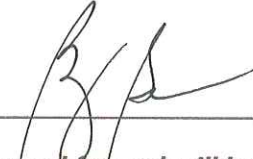
COLLEGE Shepherd University, BA; West Virginia University, MA

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

***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.***

RECEIVED

SEP 14 2011

JEFFERSON COUNTY COMMISSION

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

Fxno.

1-304-725-7916

Commission Office Use Only	
Date on Agenda:	9/29/11
Appt Time or New Business:	10:45am

AGENDA REQUEST FORM

Name: Belinda Rollins  
 Department or Entity: Director - PanTRAN  
 Estimation of amount of time needed for appointment: 5 mins.  
 Date Requested - 1<sup>st</sup> Choice: 9-22-11  
 Date Requested - 2<sup>nd</sup> Choice: 9-29-11

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

Subject: To Re-approve a Proclamation on October being Transit month. Same proclamation Done Sept 2010

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

PanTRAN's proclamation for October Transit month. I just need to change the Dates and get it to you.

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

Jefferson City Approves October as Transit mo.

Attachments:

Hand deliver by monday

**PROCLAMATION**

Jefferson County Public Transit Month  
October 2011

WHEREAS, the Eastern Panhandle Transit Authority consistently self-monitors to serve Jefferson County with honesty and integrity;

WHEREAS, transit provides critical access to jobs, health care and other services for thousands of Eastern Panhandle residents every day-for example, last fiscal year the Eastern Panhandle Transit Authority drove 340,027 miles to provide transportation for 172,216 passengers;

WHEREAS, the Eastern Panhandle Transit Authority seeks to continuously improve both its service and its scope, seeking to provide services to progressively more citizens in the Eastern Panhandle;

WHEREAS, the Eastern Panhandle Transit Authority's transit system helps ease traffic congestion, improves air quality, reduces gasoline consumption, creates economic opportunity, and enhances our residents quality of life; and

WHEREAS, the aging of the nation's baby boom generation necessitates that we develop increasingly reliable and accessible mobility options;

NOW, THEREFORE, WE, The Jefferson County Commission, do hereby proclaim October as Jefferson County Public Transit Month, and we encourage all Eastern Panhandle residents this month to consider utilizing our wonderful transit system as a clean and convenient way to get where they are going.

Approved this 29<sup>th</sup> day of September 2011.

---

Patricia A. Noland, President

<p>Commission Office Use Only</p> <p>Date on Agenda: <u>12:15 pm</u></p> <p>Appt Time or New Business: _____</p>
--

**AGENDA REQUEST FORM**

Name: Tim Boyde, County Administrator

Department or Entity: County Commission

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: September 29, 2011

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

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

Subject: **Resolution**

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 supporting Hospice and Build the Dream**

Attachments:

**RESOLUTION ON BEHALF OF HOSPICE OF THE PANHANDLE  
COUNTY COMMISSION OF JEFFERSON COUNTY**

***WHEREAS,*** Hospice of the Panhandle, a not-for-profit organization that has served patients and families in Jefferson, Berkley, Morgan and Hampshire counties for more than 30 years;

***WHEREAS,*** Hospice of the Panhandle employs more than 120 nurses, nursing assistants, chaplains, social workers and administrative staff who provide services for patients and families and greatly contribute to the local economy;

***WHEREAS,*** Hospice of the Panhandle serves some 220 patients and families per day in their homes, in hospitals and in nursing homes;

***WHEREAS,*** Hospice of the Panhandle has engaged in a building project for the region called "Building the Dream," which will offer the next level of care to its patients and families through the construction of a 14-bed hospice house and main offices;

***WHEREAS,*** Hospice of the Panhandle's "Building the Dream" will create approximately 128 temporary construction and 30 full-time permanent jobs;

***WHEREAS,*** Hospice of the Panhandle has raised \$2.65 million for the project, with a ground-breaking goal of \$3 million;

***WHEREAS,*** the Jefferson County Commission has recognized the importance of Hospice of the Panhandle's mission in donating \$10,000 to "Building the Dream;"

***NOW, THEREFORE BE IT RESOLVED,*** that the County Commission of Jefferson County, does respectfully request that the Governor of the State of West Virginia allocate \$200,000 for "Building the Dream" from the Governor's Contingency Fund.

Approved this XXth day of September, 2011

---

Patsy Noland, President

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

**AGENDA REQUEST FORM**

**Name:** F. Mark Schiavone

**Department or Entity:** DCPM

**Estimation of amount of time needed for appointment:** 15 min

**Date Requested – 1<sup>st</sup> Choice:** 29 September 2011

**Date Requested – 2<sup>nd</sup> Choice:** 6 October 2011

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

**Subject:** Discussion of Table Game Revenues

**Please provide the County Commission with a description of your request or presentation, including any background information:** The County Commission requested a presentation to provide background information related to table game revenues.

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

**Attachments:** PowerPoint presentation

Commission Office Use Only  
 Date on Agenda: 9/29/11  
 Appt Time or New Business: 11:15 am

**AGENDA REQUEST FORM**

Name: Dale Manuel

Department or Entity: \_\_\_\_\_

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: \_\_\_\_\_

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

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

Subject:

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):

*I move that the 100,000 dollars in the Cement Mill Property Acquisition Fund be redesignated to a Hite Road Development Fund.*

Attachments:

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

**AGENDA REQUEST FORM**

Name: Lyn Widmyer

Department or Entity: \_\_\_\_\_

Estimation of amount of time needed for appointment: 10 minues

Date Requested – 1<sup>st</sup> Choice: September 29

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

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

Subject: **Highlights of the 2011 WVDOT/MPO/FHWA Transortation Planning Conference, September 20-22, 2011**

Please provide the County Commission with a description of your request or presentation, including any background information: **This conference was very informative and I would like to share some key things I learned about transportation, tourism and WVDOT initiatives.**

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

Attachments:

<p>Commission Office Use Only</p> <p>Date on Agenda: 12:15 pm</p> <p>Appt Time or New Business:</p>
---

**AGENDA REQUEST FORM**

Name: Tim Boyde, County Administrator

Department or Entity: County Commission

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: September 29, 2011

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

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

**Subject: Request \$25,000 to purchase a Lifepak12 "Cardiac Monitor for the Jefferson County Emergency Services Agency for Ambulance 11**

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

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

Attachments:



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – [dpittinger@jcesa.org](mailto:dpittinger@jcesa.org)  
Telephone – 304-728-3287  
Fax – 304-728-6221

---

September 21, 2011

Mr. Tim Boyde  
County Administrator  
Jefferson County  
P O Box 250  
Charles Town, WV 25414

Dear Mr. Boyde:

This letter is to request \$25,000 to purchase a LifePak12 Cardiac Monitor for JCESA Ambulance 11 as per our earlier conversations with you. After having the discussions with you and Mark Schiavone on August 30th, it appears that the Coal Severance account is a source of funding for this project.

On behalf of JCESA, we do thank you for your consideration in this matter and assistance you have provided Treasurer Marty Freeman and I. Please don't hesitate to contact us if you require any additional information regarding this matter.

Sincerely Yours,

A handwritten signature in black ink, appearing to read "D. Pittinger", written over a horizontal line.

Douglas M. Pittinger  
Director

<p>Commission Office Use Only</p> <p>Date on Agenda: 12:15 pm</p> <p>Appt Time or New Business:</p>
---

**AGENDA REQUEST FORM**

Name: Tim Boyde, County Administrator

Department or Entity: County Commission

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: September 29, 2011

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

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

**Subject: Jefferson County Emergency Services Agency request disbursement of annual funds for building mortgage account in the amount of \$81,000**

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):

Attachments:



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – [dpittinger@jcesa.org](mailto:dpittinger@jcesa.org)  
Telephone – 304-728-3287  
Fax – 304-728-6221

---

September 21, 2011

Mr. Tim Boyde  
County Administrator  
Jefferson County  
P O Box 250  
Charles Town, WV 25414

Dear Mr. Boyde:

This letter is to request disbursement of our annual funds for our building mortgage account in the amount of \$81,000 for Jefferson County Emergency Services Agency. This is an ongoing allocation as agreed upon by the Commission when our new operations center was constructed.

Please don't hesitate to contact me at the number listed above if you require any additional information regarding this matter.

Sincerely Yours,

Douglas M. Pittinger  
Director

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

**AGENDA REQUEST FORM**

Name: Nichelle Hosby

Department or Entity: County Commission

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

Date Requested – 1<sup>st</sup> Choice: 09/29/2011

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

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

Subject: Discuss meeting schedule - Discussion/Action

Please provide the County Commission with a description of your request or presentation, including any background information: **Set the Commission meeting schedule during the weeks that a Holiday appears for the last quarter of 2011.**

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

Attachments:

# October 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Election Day	5	6 <i>Polio Hearings 7pm</i>	7	8
9	10 Columbus Day	11	12	13	14	15
16	17	18	19 <i>Col Roundtable 5pm</i>	20	21	22
23	24	25	26 <i>Office Reports</i>	27	28	29
30	31					

# November 2011

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

# December 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				8	9	10
4	5	6	7	15	16	17
11	12	13	14	22	23	24
18	19	20	21	28	29	30
25	26	27	28	29	30	31
Christmas Day	Christmas Day observed					New Year's Eve

**JEFFERSON COUNTY OFFICES  
WILL BE CLOSED  
TUESDAY, OCTOBER 4<sup>TH</sup>, 2011  
IN OBSERVATION OF THE  
GENERAL SPECIAL ELECTION  
FOR GOVERNOR.**

9/29/11  
1/18



## NACo Prescription Drug Discount Card Program

Jefferson County, WV													
MONTH	TOTAL	PLAN PRICED	% OF PLAN PRICED	RETAIL PRICED	% OF RETAIL PRICED	MEMBER COST	AVG MEMBER COST	RETAIL SUBMITTED PRICE	AVG RETAIL SUBMITTED PRICE	PRICE SAVINGS	AVG PRICE SAVINGS	% OF PRICE SAVINGS	TOTAL UTILIZERS
<b>2011</b>													
AUGUST	169	104	61.54%	65	38.46%	\$ 4,080.91	\$ 24.15	\$ 6,287.94	\$ 37.21	\$ 2,207.03	\$ 13.06	35.10%	72
JULY	150	97	64.67%	53	35.33%	\$ 4,893.78	\$ 32.63	\$ 6,898.57	\$ 45.99	\$ 2,004.79	\$ 13.37	29.06%	76
JUNE	154	96	62.34%	58	37.66%	\$ 4,571.00	\$ 29.68	\$ 6,763.62	\$ 43.92	\$ 2,192.62	\$ 14.24	32.42%	78
MAY	167	99	59.28%	68	40.72%	\$ 5,157.29	\$ 30.88	\$ 7,332.44	\$ 43.91	\$ 2,175.15	\$ 13.02	29.66%	87
APRIL	162	94	58.02%	68	41.98%	\$ 5,051.23	\$ 31.18	\$ 7,145.17	\$ 44.11	\$ 2,093.94	\$ 12.93	29.31%	79
MARCH	201	109	54.23%	92	45.77%	\$ 5,624.14	\$ 27.98	\$ 7,845.15	\$ 39.03	\$ 2,221.01	\$ 11.05	28.31%	95
FEBRUARY	150	83	55.33%	67	44.67%	\$ 4,236.29	\$ 28.24	\$ 6,083.92	\$ 40.56	\$ 1,847.63	\$ 12.32	30.37%	78
JANUARY	186	109	58.60%	77	41.40%	\$ 5,607.92	\$ 30.15	\$ 7,872.18	\$ 42.32	\$ 2,264.26	\$ 12.17	28.76%	93
<b>2010</b>													
DECEMBER	191	111	58.12%	80	41.88%	\$ 5,995.10	\$ 31.39	\$ 8,231.73	\$ 43.10	\$ 2,236.63	\$ 11.71	27.17%	96
NOVEMBER	240	141	58.75%	99	41.25%	\$ 6,735.08	\$ 28.06	\$ 9,599.10	\$ 40.00	\$ 2,864.02	\$ 11.93	29.84%	113
OCTOBER	242	137	56.61%	105	43.39%	\$ 6,570.09	\$ 27.15	\$ 9,167.52	\$ 37.88	\$ 2,597.43	\$ 10.73	28.33%	118
SEPTEMBER	194	113	58.25%	81	41.75%	\$ 5,602.61	\$ 28.88	\$ 7,935.87	\$ 40.91	\$ 2,333.26	\$ 12.03	29.40%	96
AUGUST	236	152	64.41%	84	35.59%	\$ 10,491.08	\$ 44.45	\$ 14,042.33	\$ 59.50	\$ 3,551.25	\$ 15.05	25.29%	104
JULY	232	143	61.64%	89	38.36%	\$ 7,825.67	\$ 33.73	\$ 10,752.94	\$ 46.35	\$ 2,927.27	\$ 12.62	27.22%	111
JUNE	224	143	63.84%	81	36.16%	\$ 6,120.75	\$ 27.32	\$ 8,712.68	\$ 38.90	\$ 2,591.93	\$ 11.57	29.75%	111
MAY	226	146	64.60%	80	35.40%	\$ 6,630.75	\$ 29.34	\$ 9,525.34	\$ 42.15	\$ 2,894.59	\$ 12.81	30.39%	106
APRIL	252	150	59.52%	102	40.48%	\$ 7,705.22	\$ 30.58	\$ 11,178.59	\$ 44.36	\$ 3,473.37	\$ 13.78	31.07%	113
MARCH	242	149	61.57%	93	38.43%	\$ 6,802.19	\$ 28.11	\$ 10,079.39	\$ 41.65	\$ 3,277.20	\$ 13.54	32.51%	112
FEBRUARY	206	139	67.48%	67	32.52%	\$ 6,839.07	\$ 33.20	\$ 9,871.06	\$ 47.92	\$ 3,031.99	\$ 14.72	30.72%	105
JANUARY	267	169	63.30%	98	36.70%	\$ 7,459.20	\$ 27.94	\$ 10,596.25	\$ 39.69	\$ 3,137.05	\$ 11.75	29.61%	127
<b>2009</b>													
DECEMBER	217	135	62.21%	82	37.79%	\$ 6,578.01	\$ 30.31	\$ 9,311.32	\$ 42.91	\$ 2,733.31	\$ 12.60	29.35%	101
NOVEMBER	226	137	60.62%	89	39.38%	\$	\$ 27.74	\$ 8,967.87	\$ 39.68	\$	\$ 11.94	30.09%	99

						6,269.59				2,698.28			
OCTOBER	218	140	64.22%	78	35.78%	\$ 6,468.85	\$ 29.67	\$ 9,020.85	\$ 41.38	\$ 2,552.00	\$ 11.71	28.29%	96
SEPTEMBER	190	120	63.16%	70	36.84%	\$ 5,236.97	\$ 27.56	\$ 7,677.45	\$ 40.41	\$ 2,440.48	\$ 12.84	31.79%	82
AUGUST	202	138	68.32%	64	31.68%	\$ 6,462.86	\$ 31.99	\$ 9,392.68	\$ 46.50	\$ 2,929.82	\$ 14.50	31.19%	90
JULY	177	109	61.58%	68	38.42%	\$ 6,082.48	\$ 34.36	\$ 8,021.11	\$ 45.32	\$ 1,938.63	\$ 10.95	24.17%	72
JUNE	165	115	69.70%	50	30.30%	\$ 5,829.95	\$ 35.33	\$ 8,038.29	\$ 48.72	\$ 2,208.34	\$ 13.38	27.47%	69
MAY	132	89	67.42%	43	32.58%	\$ 4,715.15	\$ 35.72	\$ 6,234.28	\$ 47.23	\$ 1,519.13	\$ 11.51	24.37%	59
APRIL	108	70	64.81%	38	35.19%	\$ 5,222.65	\$ 48.36	\$ 6,718.16	\$ 62.21	\$ 1,495.51	\$ 13.85	22.26%	52
MARCH	69	48	69.57%	21	30.43%	\$ 2,677.59	\$ 38.81	\$ 3,480.86	\$ 50.45	\$ 803.27	\$ 11.64	23.08%	34
FEBRUARY	11	7	63.64%	4	36.36%	\$ 402.25	\$ 36.57	\$ 521.64	\$ 47.42	\$ 119.39	\$ 10.85	22.89%	5
TOTALS:	5,806	3,592	61.87%	2,214	38.13%			\$ 253,306.30	\$ 43.63	\$ 73,360.58	\$ 12.64	28.96%	2,729.00

Column Headers from left to right:

1. Total Rx's: This is the total number of Rx's that were adjudicated or attempted to adjudicate through the use of the card (the explanation of the next couple of headers will help explain the necessity of this column).
2. Plan Priced Rx's: Caremark tracks all attempts to use the cards including when the pharmacy offers a lower price than the card can give. This is usually when the pharmacy sells a drug at cost or below cost to create foot traffic for the pharmacy or under a special purchase arrangement. This is the amount of Rx's that the card gave the best price vs. the pharmacy.
3. % Plan Priced Rx's: What percentage of the total attempted Rx's adjudicated via best price with the card.
4. Retail Priced Rx's: How many prescriptions where the pharmacy had a lower price.
5. % Retail Priced Rx's: Percentage of Rx's where the pharmacy had a lower price.
6. Total Drug Cost: All prescriptions totaled together at their card discount prices.
7. Average Drug Cost: Average Drug Cost per Rx at the card discounted price.
8. Retail Submitted Price: What the price would have been if the prescriptions weren't filled with the card.
9. Average Retail Submitted Price: Average Per Prescription price if the card wasn't presented at a discount.
10. Price Savings: Total dollar savings for all Rx's filled with the card.
11. Average Price Savings: Average price savings per prescription.
12. % Price Savings: Percentage price savings per prescription.
13. Total Utilizers: This is the total amount of people who represent the total amount of prescriptions *i.e.* some people fill multiple prescriptions. This gives you an indication of how many residents you are helping.

As always, if you have questions, don't hesitate to contact me. Thank you for being a member county, borough or parish and participating in this member program.

Andrew Goldschmidt  
 Director, Membership/Marketing  
 NACo--National Association of Counties

Public Service Commission  
Of West Virginia

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



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

September 13, 2011

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

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$167,969.01 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of June, July, and August 2011. The next disbursement will be in three months.

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

Sincerely,

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

Herb Brooks  
Budget and Finance Manager

HB:kp

RECEIVED

SEP 20 2011

Jefferson County Commission



State of West Virginia  
DEPARTMENT OF AGRICULTURE  
Gus R. Douglass, Commissioner

Janet L. Fisher  
Deputy Commissioner

Bob Tabb  
Deputy Commissioner

Steve Miller  
Assistant Commissioner

ASSESSOR'S CERTIFICATE OF COMPLIANCE

TO THE HONORABLE COUNTY COURT OF JEFFERSON COUNTY

The Assessor of Jefferson County, Angela Banks, has completed the Farm Census of 2011 and has satisfactorily complied with the requirements of the Farm Statistics Law. She is, therefore, eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.

Commissioner of Agriculture

RECEIVED

SEP 20 2011

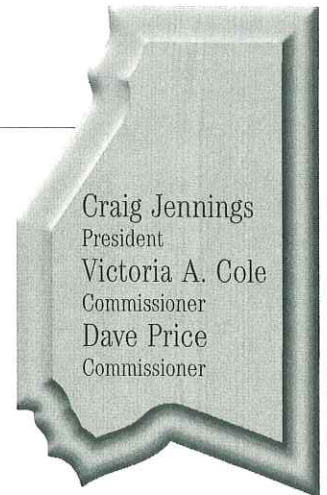
Jefferson County Commission

*Original to Sully Crow 9/21/11.*

# Preston County Commission

Courthouse Annex  
106 W. Main Street, Suite 202  
Kingwood, West Virginia 26537  
Phone (304) 329-1805  
Fax (304) 329-3192  
TDD (304) 329-0652  
www.prestoncountywv.org

September 9, 2011



Dear Risk Pool Members,

Preston County was one of the first counties in the state to join the West Virginia Counties Risk Pool. Almost before the ink was dry on our agreement with WVCoRP the Preston County Courthouse and our Annex Building were struck by lightning. We got in touch with our new insurance group WVCoRP and we knew then we had made the right decision.


I have worked with the Risk Pool on the local level for Preston County and I would very much like to work with the Pool and County Commissioners at the next level as a member of the Board of Directors, therefore I am seeking the unexpired term on the Risk Pool Board.

I believe my job experiences as an insurance agent and businessman will assist me in making sound decisions that will benefit all members of the Pool. If you select me to serve as a board member I will dedicate the time needed to attend meetings, workshop and events held by the Pool. I pledge to also make time to speak to any and all Risk Pool members to brainstorm ideas and talk over concerns.

I have the true desire to serve and I appreciate your vote and support. If you have questions or concerns that we need to discuss please contact me at 304.288.2350 or email [cjennings@prestoncountywv.org](mailto:cjennings@prestoncountywv.org).

See you all at the annual membership meeting Tuesday September 27, 2011.

Very truly yours,

  
T. Craig Jennings  
President

**RECEIVED**

SEP 21 2011

Jefferson County Commission

*Copies to all Commissioners 9/21/11.*



# Berkeley County Council



400 WEST STEPHEN STREET, SUITE 201  
MARTINSBURG, WEST VIRGINIA 25401  
PHONE (304) 264-1923

THE COUNCIL

[www.berkeleywv.org](http://www.berkeleywv.org)

DEBORAH HAMMOND  
COUNTY ADMINISTRATOR

WILLIAM L. STUBBLEFIELD, PHD  
ANTHONY J. "TONY" PETRUCCI  
DOUGLAS E. COPENHAVER, JR.  
ELAINE C. MAUCK, M.A.  
JIM WHITACRE

September 15, 2011

To My Fellow WV CoRP Members

I am writing to ask for your support and vote during the election for board members to the West Virginia Counties Risk Pool. Berkeley County has been a member of the pool since its inception in 2007 and our county's savings have exceeded \$226,000 per year. In addition, we have become a participant in the Worker's Compensation coverage which began in July.

I am a lifelong resident of Berkeley County and have owned a small business since 1982. I have previously served on county boards and commissions since 1998 before being elected to the Berkeley County Council in November of 2010. My previous board and commission experience has included the Berkeley County Ambulance Authority since November of 1998 and the Berkeley County Planning Commission. My insurance background has included membership on the board of directors of the F&M Mutual Insurance Company since March, 1999 serving as Chairman of the Audit Committee since 2004 and on the Executive Committee since 2004.

If elected to the Board, I will do my utmost to attend all meetings and represent the members of the board. I will utilize my knowledge in business and insurance to further the goals and objectives of the WVCORP board and Worker's Compensation services.

If you would require any additional information regarding my background, you may call of the offices of the Berkeley County Council at 304 264-1923 or my cell phone at 304 702-3779. Thank you for your consideration.

Sincerely,

James P. Whitacre, Councilperson  
Berkeley County Council

Doc: Itrwvriskpoolmem

**RECEIVED**

SEP 21 2011

Jefferson County Commission

*Copies to all Commissioners 9/21/11.*

# Ethics Reporter

## Since the Last Reporter

Since the July edition of the **REPORTER**, the West Virginia Ethics Commission published just one Advisory Opinion interpreting provisions of the West Virginia Governmental Ethics Act and the laws governing Boards of Education. There were no opinions published in August.

At its September 1 meeting, the West Virginia Ethics Commission approved an opinion relating to the permissibility of state employees receiving reimbursement for health club or gym fees while traveling on business in cases where the hotel does not provide free access to such facilities.

### ADVISORY OPINION REPORT

**Advisory Opinion 2011-13** concerned the permissibility of state employees receiving reimbursement for health club or gym fees while traveling on business in cases where the hotel does not provide free access to such facilities under acceptable terms.

The opinion seeks an interpretation of the Commission's Legislative Rule on Gifts that would permit employees to receive personal reimbursement for access to health facilities when such costs exceed \$25 and are not already included within the costs of lodging.

In addition, the opinion seeks a favorable interpretation of Commission rules in situations where a state official is appearing as a panelist or speaker at a professional gathering and expenses are being covered by a third party

in connection with the professional meeting.

In this case, the Commission reviewed 6B-2-5(b) prohibiting a public official from using their position for public gain, 6B-2-5(c) (1) and (2) prohibiting a public official from soliciting a gift unless it is for a charitable purpose and by exempting reasonable reimbursements for travel and lodging, along with the Commission's rules under 158-7-3 and 158-7-5.

In its opinion, the Commission cited existing state travel regulations that specifically prohibit the reimbursement of health club fees while traveling in denying the request for relief. The Commission's rules mirror the state travel rules in this connection and are specifically upheld in this opinion as well.

Additionally, the Commission also refused to permit the

**WEST VIRGINIA ETHICS COMMISSION  
2011 ADVISORY OPINIONS  
INDEXED BY TOPICAL SECTOR  
(Includes opinions published through September 1, 2011)**

---

**BOARDS AND COMMISSIONS**

**2011-06:**

Permissibility of a public service district board member participating in an investigation of a utility company when the member previously participated in cases before the Public Service Commission involving that utility in a private capacity (See COUNTY GOVERNMENT also)

**BOARDS OF EDUCATION**

**2010-23:**

Permissibility of a board of education using public resources to promote an excess levy

**2010-24:**

Permissibility of a board of education purchasing property from other county officials

**2011-10:**

Permissibility of an employee of a board of education continuing their employment if their spouse is selected to become the superintendent

**COUNTY GOVERNMENT**

**2011-01:**

Permissibility of a county commissioner conducting business with the county in multiple situations

**2011-02:**

Permissibility of a county commissioner's business contracting with a conservation district

**2011-03:**

Permissibility of a county hospital modifying an existing contract with another hospital employing a member of the county commission

**2011-06:**

Permissibility of a public service district board member participating in an investigation of a utility company when the member previously participated in cases before the Public Service Commission involving that utility in a private capacity (See BOARDS AND COMMISSIONS also)

**2011-08:**

Permissibility of a part-time prosecuting attorney using public resources without reimbursing the county in furtherance of his private law practice

**2011-09:**

Permissibility of a county hospital accepting unsolicited gifts from its board members

**LEGISLATURE**

**2011-04:**

Permissibility of a legislative attorney becoming an independent contractor in order to avoid being subject to certain provisions of the Ethics Act

**MUNICIPAL GOVERNMENT**

**2011-12:**

Permissibility of a town's elected officials voting to appropriate funds to a non-profit organization which the officials or their family members serve with in a leadership role

**STATE GOVERNMENT**

**2010-22:**

Permissibility of a retired state employee's business contracting with his former agency within one year of his retirement

**2011-05:**

Permissibility of using public funds to pay local service club dues for university president and spouse

**2011-11:**

Permissibility of a state agency department being considered as charitable for purposes of soliciting support

**2011-13:**

Permissibility of state employees receiving reimbursement for health club or gym fees while traveling on business in cases where the hotel does not provide free access to such facilities

**TRADE ASSOCIATIONS AND LOBBYISTS**

NONE PUBLISHED

**MISCELLANEOUS**

NONE PUBLISHED

ADVISORY OPINION NO. 2011-13

Issued On September 1, 2011 By The

WEST VIRGINIA ETHICS COMMISSION

2011 SEP -5 10:10 AM

OPINION SOUGHT

A **State Agency** asks whether its officials and employees in travel status may accept payment or reimbursement for health club or gym fees if the hotel does not provide free exercise facilities to lodgers.

FACTS RELIED UPON BY THE COMMISSION

The Requester is a state agency whose board members and certain employees travel in the performance of their duties. At times, third parties offer free or reduced lodging, and/or free or reduced registration rates for attendance/participation as panelists or speakers at certain educational events. While use of a "gym" or "workout room" is often included in the standard hotel room charge as an incidental benefit, on infrequent occasions the lodging facility contracts with a third party for the provision of a gym or workout room for an additional fee.

The Ethics Commission's Legislative Rule on Gifts imposes certain restrictions on public servants in travel status accepting payment or reimbursement from a third party for health club fees when they are not normally part of the hotel room charge or included in the cost thereof. As a result, the agency's trustees and employees may only use an exercise room at no personal expense when the hotel provides access to a gym or exercise room at a charge of \$25 or less; otherwise, they must pay for the "gym privilege" out of pocket.

In support of its position that gym/health club fees should be covered, the Requester states: "Regular exercise is as important to health as eating and sleeping. By not allowing for the reimbursement of health club fees, the Commission is imposing a financial burden on officials or employees who wish to maintain a regular exercise schedule while traveling."

CODE PROVISIONS AND LEGISLATIVE RULE RELIED UPON BY THE COMMISSION

W. Va. Code § 6B-2-5(b) reads, in relevant part:

A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person.

W.Va. Code § 6B-2-5(c)(1) states, in relevant part:

A public official or public employee may not solicit any gift unless the solicitation is for a charitable purpose ....

W.Va. Code § 6B-2-5(c)(2) reads, in relevant part:

(2) Notwithstanding the provisions of subdivision (1) of this subsection, a person who is a public official or public employee may accept a gift described in this subdivision, and there shall be a presumption that the receipt of such gift does not impair the impartiality and independent judgment of the person.... The provisions of subdivision (1) of this subsection do not apply to:

\*\*\*

(D) Reasonable expenses for food, travel and lodging of the official or employee for a meeting at which the official or employee participates in a panel or has a speaking engagement....

Finally, the Commission's legislative rule governing solicitation and receipt of gifts provides, in relevant part:

**§ 158-7-3. Receipt of Free Admission, Travel and Lodging Expenses to Attend an Educational Seminar or Conference**

3.1. A public official or public employee may accept from an interested third party a reduced rate for or free admission to a privately sponsored conference or seminar, and reimbursement for reasonable meals, travel and lodging expenses, if his or her attendance will result in benefit to the governmental agency he or she serves by enhancing his or her job related skills and the performance of his or her public job responsibilities....

\* \* \*

3.5. A public official or public employee may not accept payment or reimbursement for other expenses such as golf fees, carriage rides or health club fees if the total value of the fees exceeds twenty-five dollars (\$25.00) unless these amenities are normally part of the standard hotel room charge and incidental to the use of the hotel room.

\* \* \*

**§ 158-7-5. Reasonable Expenses for Panelist or Speaker**

5.1. A public official or public employee may accept payment or reimbursement for reasonable expenses for him or herself and for one guest for food, travel and lodging incurred in attending a meeting at which he or she participates as a panel member or speaker, but may not accept payment or reimbursement for other expenses such as golf fees, carriage rides or health club fees unless these amenities are normally part of the standard hotel room charge and incidental to the use of the room.

\* \* \*

158 C.S.R. § 7.

## ADVISORY OPINION

The Ethics Act prohibits public servants from soliciting gifts unless the solicitation is for a charitable purpose. More important for purposes of the question presented here, however, the Ethics Act prohibits public servants from **accepting** gifts with a value of \$25 from a single source per calendar year, with some exceptions.

In 2008, the Ethics Commission promulgated a Legislative Rule to provide specific guidance to public servants regarding solicitation and acceptance of gifts. For those circumstances when a public servant is staying at a lodging facility where health club use is normally part of the standard hotel room charge and incidental to the use of the hotel room, the relevant provisions of that Rule may be summarized as follows: When a public servant receives an expense-paid trip to participate in a conference, the public servant may accept health club fees up to a value of \$25. On the other hand, if the public servant is attending a conference or event as a panelist or speaker, the public servant may not accept any payment or reimbursement of health club fee expenses. Further, the Rule is silent as to whether a public entity is permitted to use public funds to pay or reimburse its public servants in travel status for health club fees if the hotel does not provide free exercise facilities to lodgers.

The Requester asserts that the rule is unfair, and states, "In a state where obesity and health issues are clearly a problem, it seems that the State should be encouraging those traveling on its behalf to maintain a healthy lifestyle." Although the Commission has historically upheld the expenditure of public funds to promote wellness, the facts and circumstances in those instances differ from the facts presented here. In those opinions, the Commission generally authorized use of agency resources to provide agency-wide opportunities or incentives to promote wellness among employees.<sup>1</sup>

By contrast, in Advisory Opinion 2009-02, the Commission ruled that a County Funded Employee Wellness Program may not be extended to elected county officials whose compensation is set by statute, reasoning that to increase compensation through the extension of such benefits beyond their statutory maximum constitutes use of office for private gain. Here, although not all of the subject agency's public servants have their compensation set by statute, availing themselves of an additional benefit as proposed could be perceived as the prohibited use of office for private gain.

All State public servants—including officials and employees of the Requester --are subject to the restrictions imposed by their applicable State Travel Rules; i.e. they are only entitled to expense reimbursement for authorized expenses. According to the Auditor's Office, when determining whether a request for reimbursement is authorized, the first question is whether

---

<sup>1</sup>In Advisory Opinion 98-28, the Commission wrote that the Ethics Act's prohibition against use of office for private gain "does not apply to [the] use of ... financial resources in a program intended to reduce the overall cost of agency operation, even if the program results in immediate financial gain to its members"; in Advisory Opinion 2001-19, the Commission authorized an agency to secure discounts for those who participate in the wellness program..."; and in Advisory Opinion 2004-09, the Commission authorized public employees to participate in a program offering discounted membership in the YMCA.

the expense is reasonable. Indeed, the Requester's enabling legislation authorizes the payment of "reasonable and necessary" expenses actually incurred in discharging one's duties. According to the Auditor's Office, neither the Executive nor the Legislative State Travel Rules deem the reimbursement of health club or gym fees a reasonable expense, and therefore any such request for reimbursement would be denied as unauthorized. Instead, it is considered a personal expense for which the public servant in travel status is personally responsible.

While the Commission recognizes that inconvenience and disruption of daily routine are inherent to travel, it declines to find that the State should be expected to bear the cost of ameliorating any expenses created thereby. Thus, absent express statutory authority, the Commission hereby finds that public servants should not receive perquisites while in travel status. The Commission takes this opportunity to remind public servants that they are also prohibited from accepting payment or reimbursement for premium services such as access to a spa, or massage or other specialized treatments. Further, this ruling applies to public servants in travel status whose expenses are paid by a third party, as well as to public servants whose expenses are reimbursed by the agency.

The Commission concludes that the Ethics Act and its related Legislative Rule prohibit public servants who receive an expense-paid trip to participate in a conference from accepting payment or reimbursement for health club fees, when the total value of the fees exceeds \$25.<sup>2</sup> Further, the Commission concludes that the Ethics Act and its related Legislative Rule prohibit a public servant who participates in a conference or event as a panelist or speaker, from accepting payment or reimbursement for health club or gym fees if the hotel does not provide free exercise facilities to lodgers.

While generally the Ethics Commission has held that wellness programs do not violate the Ethics Act, still the issue of expenditures of public funds therefor is a policy matter best resolved through legislation, travel regulations, and/or wellness policies.

This advisory opinion is limited to questions arising under the Ethics Act, W. Va. Code § 6B-1-1, *et seq.*, and does not purport to interpret other laws or rules. In accordance with W. Va. Code § 6B-2-3, this opinion has precedential effect and may be relied upon in good faith by other public agencies unless and until it is amended or revoked, or the law is changed.

  
Jonathan E. Turak, Acting Chairperson

---

<sup>2</sup> The Commission cautions that although under this limited circumstance it is permissible to accept payment by a third party up to \$25 for health club or gym fees, public servants may not solicit or otherwise request a third party to pay for such expenses. This action would constitute both the prohibited use of office for private gain and prohibited solicitation. Inquiries to a third party regarding what expenses are covered are permissible.

acceptance of health fees as a perquisite by those who are attending professional or business meetings where the expenses of health club access are not a part of the regular lodging costs for any participant.

**TOPICAL INDEX  
UPDATE  
WEST VIRGINIA  
ETHICS  
COMMISSION  
ADVISORY  
OPINIONS**

(Only includes opinions published since the July edition of  
THE REPORTER)

**BOARDS AND  
COMMISSIONS**

NONE PUBLISHED

**BOARDS OF  
EDUCATION**

NONE PUBLISHED

**COUNTY  
GOVERNMENT**

NONE PUBLISHED

**LEGISLATURE**

NONE PUBLISHED

**MUNICIPAL  
GOVERNMENT**

NONE PUBLISHED

**STATE GOVERNMENT**

**2011-13:**

Permissibility of state employees receiving reimbursement for health club or gym fees while traveling on business in cases where the hotel does not provide free access to such facilities

**TRADE  
ASSOCIATIONS AND  
LOBBYISTS**

NONE PUBLISHED

**MISCELLANEOUS**

NONE PUBLISHED

WEST VIRGINIA ETHICS REPORTER is published by West Virginia Ethics Reporter, Inc., P.O. Box 1403, Charleston, WV 25325 and is in no way affiliated with the West Virginia Ethics Commission. For subscription information or subscriber services, call 1-304-545-8227. Copyright 2011 by West Virginia Ethics Reporter, Inc. All rights reserved. No part of this newsletter may be reproduced in any form, by microfilm, xerography, or otherwise, or incorporated into any information-retrieval system, without written permission of West Virginia Ethics Reporter, Inc.

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

Week Ending Date	Week Ending September 17, 2011
<b>To be Deposited on:</b>	September 23, 2011
Amount Played	68,928,371.80
Amount Won	61,740,226.33
Amount Promo	<u>229,579.00</u>
MWAP Contribution	<u>5,584.93</u>
<b>Adjusted Gross Terminal Revenue</b>	<b><u>6,952,981.54</u></b>
Administrative Costs @ 4%	278,119.26
Excess Lottery Fund @ 4%	<u>0.00</u>
<b>Net Terminal Revenue</b>	<b><u>6,674,862.28</u></b>
Surcharge @ 10%	0.00
State Share Excess @ 58%	0.00
Track Share of Capital Reinvestment @ 42%	0.00
Track Share of Capital Reinvestment @ 42% - 96%	0.00
Track Share of Capital Reinvestment @ 42% - 4%	\$ -
<b>Adjusted Net Terminal Revenue</b>	<b><u>6,674,862.28</u></b>
Racetrack @ 46.50% / 42%	3,103,810.96
Lottery Fund @ 30% / 0%	2,002,458.69
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	616,229.90
Workers' Compensation Debt Reduction @ 7% / 0%	318,250.82
Employee Pension Fund @ 1% / .5%	66,748.62
Greyhound Development @ .75%	50,061.47
Thoroughbred Development @ .75%	50,061.47
Racing Commission @ 1%	66,748.62
County/Municipality @ 2%	133,497.24
<b>3% Funds:</b>	
Tourism Promotion Fund @ 1.375%	91,779.36
Development Office Promotion Fund @ .375%	25,030.73
Research Challenge Fund @ .5%	33,374.31
Capitol Renovation and Improvement Fund @ .6875%	45,889.68
2004 Capitol Complex Parking Garage Fund @ .0625%	4,171.79
<b>1% Funds:</b>	
State Capitol Complex Parking Garage @ 1%	-
Cultural Facilities and Capitol Resources @ .5%	33,374.31
Capitol Dome and Capitol Improvements @ .5% / 1%	33,374.31
	<b><u>6,674,862.28</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 ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 8.19%	CHARLES TOWN 41.20%	HARPERS FERRY 2.24%	RANSON 34.78%	SHEPHERDS TOWN 13.59%
2 days ending: 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
09/17/11	\$ 133,497.24	\$ 66,748.62	\$ 66,748.62	\$ 5,466.71	\$ 27,500.43	\$ 1,495.17	\$ 23,215.17	\$ 9,071.14
Subtotal	\$ 1,711,743.16	\$ 1,311,903.30	\$ 399,839.86	\$ 32,746.88	\$ 164,734.01	\$ 8,956.43	\$ 139,064.30	\$ 54,338.24

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ (799,679.68)

VIDEO LOTTERY REPORT

FY 2009			FY 2010			FY 2011			FY 2012		
Date	Amount		Date	Amount		Date	Amount		Date	Amount	
7/5/2008 *	169,912.56		7/4/2009 *	128,262.42		7/3/2010	115,402.58		7/1-2/2011	69,824.12	
7/12/2008	176,592.38		7/11/2009	168,815.08		7/10/2010	205,731.64		7/9/2011	171,717.28	
7/19/2008	160,344.08		7/18/2009	160,652.98		7/17/2010	161,386.76		7/16/2011	143,019.52	
7/26/2008	162,982.74		7/25/2009	158,869.08		7/24/2010	160,368.28		7/23/2011	146,508.00	
8/2/2008	178,171.04		8/1/2009	174,493.08		7/31/2010	157,802.08		7/30/2011	144,510.28	
8/9/2008	123,538.04		8/8/2009	138,408.80		8/7/2010	136,494.98		8/6/2011	151,495.28	
8/16/2008	82,482.89		8/15/2009	81,222.14		8/14/2010	78,376.68		8/13/2011	117,350.38	
8/23/2008	76,426.18		8/22/2009	76,260.31		8/21/2010	76,199.02		8/20/2011	71,614.12	
8/30/2008	89,459.86		8/29/2009	80,472.92		8/28/2010	72,460.03		8/27/2011	63,432.14	
9/6/2008	91,644.46		9/5/2009	80,798.15		9/4/2010	76,362.84		9/3/2011	80,837.76	
9/13/2008	79,729.93		9/12/2009	86,286.92		9/11/2010	82,969.36		9/10/2011	84,845.80	
9/20/2008	71,269.36		9/19/2009	70,010.15		9/18/2010	67,638.78		9/17/2011	66,748.62	
9/27/2008	79,735.73		9/26/2009	69,316.87		9/25/2010	70,435.06				
10/4/2008	75,186.22		10/3/2009	72,286.04		10/2/2010	71,013.86				
10/11/2008	77,139.04		10/10/2009	69,650.63		10/9/2010	69,311.50				
10/18/2008	80,668.26		10/17/2009	73,560.21		10/16/2010	75,234.62				
10/25/2008	64,379.44		10/24/2009	67,581.66		10/23/2010	70,290.80				
11/1/2008	68,352.42		10/31/2009	64,528.30		10/30/2010	65,615.04				
11/8/2008	70,823.02		11/7/2009	63,741.59		11/6/2010	61,337.62				
11/15/2008	65,565.50		11/14/2009	65,959.64		11/13/2010	64,595.28				
11/22/2008	63,883.80		11/21/2009	59,547.05		11/20/2010	56,010.08				
11/29/2008	69,850.12		11/28/2009	72,399.98		11/27/2010	71,170.90				
12/6/2008	55,696.68		12/5/2009	51,006.51		12/4/2010	53,215.08				
12/13/2008	60,178.04		12/12/2009	52,460.58		12/11/2010	46,944.00				
12/20/2008	52,189.19		12/19/2009	32,834.39		12/18/2010	42,076.76				
12/27/2008	72,205.91		12/26/2009	53,406.34		12/25/2010	50,450.28				
1/3/2009	96,504.65		1/2/2010	92,980.40		1/1/2011	85,152.12				
1/10/2009	53,286.62		1/9/2010	55,020.46		1/8/2011	54,301.30				

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

TOTALS 4403564.04

4041141.56

4016541.01

1311903.3

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
	<u>1576583.63</u>

# MEMORANDUM

---

**To:** County Commission

**From:** Sandy Slusher McDonald, Deputy County Administrator

**Date:** September 20, 2011

**Subject:** List of Grant Projects - Status

Please find attached a status list of grant projects that have been received from the West Virginia Development Office being administered through the Jefferson County Commission office.

If you have any questions, please let me know.

cc: Tim Boyde, County Administrator  
Kirk Davis, Capital Projects Manager

**West Virginia Development Office**  
**Community Participation Grants and Local Economic Development Grants**

<b>Grant Entity</b>	<b>Grant Amount</b>	<b>Grant Number</b>	<b>Grant Status</b>
Jefferson County ESA	\$10,000	C365132	Approved - in progress
Star Lodge	\$17,400	11LEDA0500	Approved - in progress
Black History - Webb Blessing	\$17,400	11LEDA0495	Approved - in progress
African American Assoc. - Fisherman's Hall	\$16,400	11LEDA0499	Pending approval
Friends of Music	\$2,000	11LEDA0510	Waiting for application
Healthy Smiles	\$6,400	11LEDA0504	Waiting for application
Freedom's Run	\$8,400	11LEDA0496	Pending approval
Jefferson County Sheriff's Dept.	\$23,000	11LEDA0129	Approved - in progress
Animal Welfare Society	\$10,000	11LEDA0130	Approved - waiting for contract
Briggs Animal Adoption Center	\$20,000	11LEDA0131	Approved - waiting for contract
Focus Coalition	\$7,000	11LEDA0509	Pending approval
African American Assoc. - Fisherman's Hall	\$8,000	11LEDA0132	Pending approval
Animal Welfare Society	\$5,000	10LEDA0149	Completed 5/2011

Freedom Runs	\$2,000	10LEDA0514	Completed 3/2011
Independent Fire Company	\$3,500	10LEDA0583	Waiting for application
Jefferson County Convention and Visitor's Bureau	\$2,500	10LEDA0150	Waiting for application
Jefferson Memorial Park	\$6,500		Completed 8/2011
National Humane Society/Briggs Adoption	\$10,000	10LEDA0148	Approved - in progress
Eastern Panhandle Inter-County Soccer	\$2,000	10LEDA0492	Waiting for application
Substance Abuse Coalition	\$2,000	10LEDA0505	Approved - in progress
FOCUS	\$6,500	10LEDA059	Approved - in progress
Blue Ridge Mountain Library	\$3,000	10LEDA0381	Approved - in progress
Locke House	\$500	10LEDA0802	Approved - in progress
Webb House/Blessing House	\$5,000	10LEDA0589	Pending Approval
Fisherman's Hall	\$4,500	10LEDA0352	Waiting for contract
Literacy Volunteer	\$1,500	10LEDA0621	Completed 8/2011
Star Lodge	\$2,000	10LEDA0801	Pending approval
Animal Welfare Society	\$25,000	09LEDA0774N	Pending Approval
Eastern Panhandle Transportation Authority	\$50,000	09LEDA	Pending approval

Star Lodge - Locke House	\$14,000	09CPGP0020	Approved - in progress
Good Shepherd Interfaith Volunteer Caregivers	\$5,000	09LEDA0026	Approved - in progress
Webb/Blessing House	\$10,000	09LEDA0231	Completed 8/2011
Black History - Webb/Blessing House	\$2,000	09LEDA0227	Approved - in progress
Star Lodge/Locke House	\$2,000	09LEDA0229	Approved - in progress
FOCUS	\$1,500	09LEDA0225	Waiting for application
Elmwood Cemetery	\$1,000	09LEDA0223	Completed 8/2010
African American Community Assoc. - Fisherman's Hall	\$2,000	09LEDA0222	Approved - in progress
Fisherman's Hall	\$30,000	09LEDA0224	Approved - in progress
Washington High School	\$59,000	09LEDA0230	Waiting for application
Camp Frame	\$5,000	08LEDA0665NH	Approved - in progress