

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, OCTOBER 27, 2011**  
**9:30 A.M.**

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

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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. Magisterial Redistricting - Discussion/Action
2. 10:30 a.m. BREAK
3. 10:45 a.m. Jason Gerhart, William H. Gordon Associates  
Request the Commission to approve a refund in the amount of \$2,178.00 payable to "Sur-Loc Flooring Systems, Inc." as a result of the reduction of the proposed building size - Discussion/Action
4. 11:00 a.m. Barbara Miller, Director of Homeland Security and Emergency Management  
Request for Commission to approve the contract with J. H. Consulting, LLC to provide services to the JCHSEM in connection with a grant to update the County's COOP (Continuity of Operations Plan) - Discussion/Action
5. 11:15 a.m. Roger Goodwin, Chief County Engineer  
(a) Request complete release of the remaining \$135,803.00 construction bond amount for Summit Point Automotive Research Center LLC - SPARC Driveway Relocation (File #S10-01) - Discussion/Action  
(b) Request complete release of the remaining \$30,040.00 cash in escrow surety from the construction bond agreement for Cambridge, LLC - Cambridge Manufactured Mobile Home Development, Lots D99 & D102 (File #09-21) - Discussion/Action

6. 11:30 a.m. Mark Schiavone, Director of Capital Planning Management  
- Modifications of the FY2012 Capital Improvement Plan to include additional request from Jefferson County Emergency Services Agency for additional chase vehicles - Discussion/Action

#### **UNFINISHED BUSINESS**

7. Appointment to the Building Commission to fill an unexpired term ending July 27, 2014

#### **NEW BUSINESS:**

8. Request the approval to employ Ms. Christine McIntyre as a full time Public Safety Dispatcher II at Grade III, Step A in the Emergency Communications Center, starting date to be determined by the Director of Communications - Discussion/Action
9. Request the approval to employ Mr. Timothy Seibel as a full time Public Safety Dispatcher II at Grade III, Step A in the Emergency Communications Center, starting date to be determined by the Director of Communications - Discussion/Action
10. Request the approval of employment of Daniel Henderson as a full-time Public Safety Dispatcher II at Grade III, Step A, in the Emergency Communications Center with a starting date to be determined by the Director of Communications - Discussion/Action
11. Jane M. Edwards, Volunteer at Hospitality Center at the Charles Town Presbyterian Church - request to use the Commission Meeting Room on Wednesday mornings (if available) or another weekday morning that is available consistently from 9:30 a.m. to 10:45 a.m. for a yoga class for homeless members of the community - Discussion/Action
12. Anna Stead, Business Community Liaison, Harpers Ferry Job Corps Civilian Conservation Center - Request that letters of support for the Job Corps be sent to Congress - Discussion/Action
13. Request that all Boards and Commissions created by the Jefferson County Commission provide quarterly reports to the County Commission on proposed projects along with an overview of current project (PN) - Discussion/Action
14. Determine the relationship of the County Commission to the Emergency Services Agencies and discuss how the County Commission can best meet the funding needs of volunteer fire companies (PN) - Discussion/Action
15. Approval of Employment - County Commission - Director of Financial Management

#### **COUNTY ADMINISTRATOR REPORTS**

#### **COUNTY COMMISSION REPORTS**

16. 12:30 p.m. **BREAK FOR LUNCH**

~~~~~ **AFTERNOON SESSION** ~~~~~

17. 1:30 p.m. Lynn Fields, Probate Office  
(a) Hearing on the nomination and waiver for appointment of Executor of the Estate of Martin B. Grimes - Discussion/Action  
(b) Petition of Scarlett P. Hockman, Co-Administratrix of the Estate of Norman Wilt, deceased, to remove Josephine Wilt as Co-Administratrix - Discussion/Action

**ADJOURN**

**CORRESPONDENCE:**

Notice to intent to appoint an individual on November 3, 2011 to the Development Authority Board for a Harpers Ferry Representative to serve an unexpired term ending April 5, 2013.

Letter to Commissioner Noland received from Governor Earl Ray Tomblin dated October 13, 2011.

Weekly settlement reports for the Charles Town Races received from the West Virginia Lottery for week ending October 15, 2011.

Memorandum from Roger Goodwin, Chief County Administrator, to Sandy McDonald, Deputy County Administrator, regarding Summit Point Automotive Research Center, LLC - Summit Point Tactical Training Center, Phase II (File #S11-11).

Information on the NACo Prescription Drug Discount Card Program.

Announcement by Jefferson County Commission of intent to appoint persons on November 3, 2011 to serve on the Jefferson County Emergency Services Agency - (3) three year terms ending November 2, 2014 as follows:

- 1 citizen representative
- 1 fire representative
- 1 fire/EMS representative

Press Release - The Jefferson County Commission is now broadcasting on Channel 17 on Comcast.

Notice of intent to appoint to the North Eastern Regional EMS (NERMS) on November 3, 2011:

- One 3-year term ending October 31, 2014
- One unexpired term ending October 31, 2012

*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, October 20, 2011**

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A meeting of the Jefferson County Commission was held on Thursday, October 20, 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, Lyn Widmyer, and Nichelle Hosby, and Walt Pellish. Commissioner Morgan was absent with notice. Also present were Tim Boyde, County Administrator, Debbie Stellato, Administrative Assistant, Nichelle Hosby, Executive Assistant and Jimmy Eddy, Bailiff. (An audio tape of this October 20, 2011 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Minutes of the **October 20, 2011 regular meeting** as amended. Motion seconded by Mr. Pellish and approved 4 – 0. Ms. Widmyer abstained from voting as she was not present at the meeting.

Motion by Ms. Widmyer to approve the Minutes of the **October 11, 2011 Election Canvass** as presented. Motion seconded by Mr. Pellish and unanimously approved.

#### APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$ 47,049.56, being purchase order numbers: 52978, 50443, 50444, 50446, 50447, 50449, 50450, 50536, 53252, 50583, 50587, 53263, 50588, 50586, 50582, 50589, 50590, 50592, 48562, 48563, 48564, 48565, 49535 and 50591. Motion seconded by Mr. Pellish and unanimously approved.

Pursuant to request of the Jefferson County Emergency Communication, motion by Mr. Manuel to approve an additional \$500.00 in Purchase Orders for registration for dispatcher training for ten (10) individuals. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$47,049.56 (including \$500.00 for registration for dispatcher training). Motion seconded by Mr. Pellish and unanimously approved.

#### APPROVAL OF ACCOUNTS PAYABLE:

Motion by Ms. Widmyer to approve the accounts payable in the amount of \$ 241,001.04. Motion seconded by Mr. Manuel and unanimously approved.

#### PUBLIC COMMENT:

Tom Cardamone, **HOA Sheridan Subdivision**, commented on the revocation of the construction bond for Sheridan Subdivision.

Jennifer Syron offered her comments on home business and the cottage industry amendment.

Ed Burns, pointed out a needed correction on Page 2, Item No. 5 of the October 13, 2011 Minutes.

PRESENTATIONS:

1. Certification of October 4, 2011 Special General Election Results. (See separate Minutes for October 4, 2011).

COUNTY COMMISSION REPORTS:

**Commissioner Widmyer:**

- Attended a Hagerstown-Eastern Panhandle Metro Planning Organization (HEPMPO) meeting.
- Attended a Water Advisory Committee meeting.
- Attended the Shenandoah River Cleanup.
- Attended a group discussion sponsored by the Convention and Visitors' Bureau.

**Commissioner Manuel:**

- Attended the Freedom's Run Banquet sponsored by the NAACP.
- Attended a Jefferson County Emergency Services Authority meeting.
- Attended a Jefferson County Council on Aging meeting.
- Attended a Council of Governments meeting.
- Attended a Parks & Recreation meeting.

**Commissioner Pellish:**

- Attended a Jefferson County Development Authority meeting.
- Attended the Horsemen and Breeders Professional Association dinner at the Hollywood Casino.

**Commissioner Noland:**

- Attended a Jefferson County Council on Aging meeting.
  - Attended a Council of Governments meeting.
  - Attended a group discussion sponsored by the Convention and Visitors' Bureau.
2. **Paulette Sprinkle, Executive Director of the Jefferson County Convention Visitors Bureau** gave a presentation on the economic impact of tourism in the past year
  3. **Tish Appignani with the Convention Visitors Bureau** introduced John Whisenant, the Director of the Tennessee Tourism Roundtable, who has been recently hired by the JCCVB to evaluate the agency and offer suggestions to boost tourism in Jefferson County. Mr. Whisenant explained the goals of the CVB.

The commission took a ten minute break at 10:44 a.m. and reconvened at 10:55 a.m.

4. **Presentation of Proclamation for October as Domestic Violence Awareness Month** was presented by Tim Boyde, County Administrator.

Ralph Lorenzetti, Prosecuting Attorney requested that the Commission sign the Proclamation as Carolyn

Zdziera was absent due to a Community Alternative to Violence Luncheon she was hosting.

Motion by Mr. Manuel to approve October as Domestic Violence Awareness Month and to allow all Commissioners the opportunity to affix their signatures. Motion seconded by Mr. Pellish and unanimously approved.

5. **Lynn Fields, Deputy Probate Clerk** presented estates opened since the last quarterly meeting for approval and waivers of accounting that have been fully probated to be closed.

Motion by Mr. Manuel to enter into session as a Review Board. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Widmyer to approve the Accountings/Waivers, to close estates and to approve estates opened since the last quarterly hearing as recommended by Staff. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Mr. Manuel to exit as a Board of Review and to return to Regular Session. Motion seconded by Ms. Widmyer and unanimously approved.

6. **Ms. Widmyer** commented on the department head report written by Jennifer Brockman, Director of Planning and Zoning.

Ms. Noland recommended staff begin working on their comprehensive plan.

#### County Administrator Reports

Tim Boyde, County Administrator:

- He is working with Loudoun County on the Mutual Aid Agreement and gave an update.
- Reported that he will be presenting additional Policy and Procedures.

**The Commission took an 8 minute break at 11:10 a.m. and reconvened at 11:18 a.m.**

7. **Ed Smith and Ronald Fletcher, PR Committee**, gave an update on the 5-yr plan and requested \$25,000 to pay for a PR firm to create PowerPoint's and literature.

Motion by Mr. Manuel to allocate \$10,000 to the PR Committee.  
Motion failed, no second.

Ed Burns gave comment.

Motion by Mr. Pellish to allocate up to \$3,000 to the PR Committee for a PR Firm with a scope of work and an initial product. Motion seconded by Ms. Widmyer.

Motion to amend by Mr. Manuel to allocate \$8,000 to the PR Committee.  
Motion failed, no second.

Vote on the main motion passes 4-0 to allocate up to \$3,000 to the PR Committee.

8. **Roger Goodwin and Becky Burns of Engineering** requested tolling for Harvest Hills Subdivision, Phase II,

Section 1, Lots 51-71, Lots 405-419 & Residue – File #07-01.

Motion by Mr. Manuel to authorize the Commission and staff to accept and execute the Tolling of Bonding Agreement with the owner/developer of the Harvest Hill Subdivision, Phase II, Section 1, single Family Lots 51-71, Lots 405-419 and Residue – File #07-01. Motion seconded by Mr. Pellish and unanimously approved.

Roger Goodwin and Becky Burns requested in the Bond for Sheridan Estates Subdivision.

Motion by Mr. Pellish to authorize the staff to call in the Construction Bond and associated Letter of Credit #95701458400003 in the amount of \$972,616.00 for the Sheridan Estates Subdivision – File #00-33 and proceed with Option No. 1 and/or Option No. 2 as outlined in the Memorandum dated October 11, 2011 from Roger Goodwin, Chief County Engineer. Motion seconded by Ms. Widmyer and unanimously approved.

9. Tim Boyde, County Administrator stated that an Executive Session was needed to discuss personnel issues.

Motion by Mr. Manuel to enter into Executive Session. Motion seconded by Ms. Widmyer and unanimously approved.

Motion by Mr. Manuel to exit Executive Session. Motion seconded by Ms. Widmyer and unanimously approved.

There being no further business, motion by Mr. Manuel to adjourn. Motion seconded by Ms. Morgan and unanimously approved. Upon rising the meeting was adjourned until Thursday next, October 27, 2011.

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PATRICIA A. NOLAND, PRESIDENT

PURCHASE ORDERS TO BE APPROVED

October 27, 2011

| DEPARTMENT               | PURCHASE ORDER | AMOUNT      | VENDOR                    | DESCRIPTION                                                              |
|--------------------------|----------------|-------------|---------------------------|--------------------------------------------------------------------------|
| CAPITAL PLANNING         | 48825          | \$ 4,179.75 | CORE BTS, INC.            | Catalyst port switch                                                     |
| COUNTY CLERK             | 50538          | \$ 317.70   | JEFFERSON PUBLISHING      | Notice of Admin:<br>Beaumont/Turner/Shobel/Meyer/<br>Louthan/Roach/Perry |
| COUNTY CLERK (ELECTIONS) | 50540          | \$ 4,125.00 | ES&S                      | Site support                                                             |
| COMMISSION               | 47690          | \$ 344.68   | ID VILLE                  | ID badge ribbon                                                          |
| COMMUNICATIONS           | 53237          | \$ 1,840.00 | APCO                      | 2012 Membership Dues                                                     |
|                          | 53231          | \$ 1,516.00 | APCO                      | (4) Communication training                                               |
|                          | 53232          | \$ 592.00   | TELTRONIC                 | (2) Power supply                                                         |
| COURTHOUSE               | 50594          | \$ 289.50   | BG TIRE & BRAKE EQUIPMENT | Wheel balancer                                                           |
|                          | 50598          | \$ 120.00   | CREAMER'S WRECKER SERVICE | Maint. Truck to BOE & winning<br>service                                 |
| ENGINEERING              | 53264          | \$ 5,765.00 | ANALYTICAL SERVICES       | Groundwater study thru Sept 30,<br>2011                                  |
| HOMELAND SECURITY        | 53184          | \$ 389.99   | STAPLES                   | 2 drawer file cabinet                                                    |
|                          | 53185          | \$ 175.00   | Volunteer, West Virginia  | Participate in Grant Writing training                                    |
|                          | 53183          | \$ 1,125.60 | STAPLES                   | Cert Manuals                                                             |

|                      |       |                     |                        |                                 |
|----------------------|-------|---------------------|------------------------|---------------------------------|
| MAINTENANCE          | 48067 | 3908.08             | SHERWIN WILLIAMS       | Paint materials                 |
|                      | 50593 | \$ 1,184.80         | JEFFERSON RENTALS      | Equipment rental                |
| OTHER BUILDINGS      | 50595 | \$ 2,614.66         | ROACH ENERGY           | Propane tank @ Animal Control   |
|                      | 50596 | \$ 106.83           | BATTERY MART           | Smoke detectors/Battery backups |
|                      | 50597 | \$ 524.25           | BK OFFICE SUPPLY       | Copy paper                      |
| PROSECUTING ATTORNEY | 50431 | \$ 567.43           | STAPLES                | Office equipment & supplies     |
|                      | 50432 | \$ 906.59           | Matthew Bender & Co.   | WV Code books                   |
| SHERIFF              | 50599 | \$ 150.00           | HOT TINT SPEED & SOUND | Tint windows on cruisers        |
| SHERIFF TAX          | 49534 | \$ 123.93           | PIFER OFFICE SUPPLY    | Material/supplies               |
| VARIOUS              |       |                     |                        |                                 |
| <b>GRAND TOTAL</b>   |       | <b>\$ 30,866.79</b> |                        |                                 |

Printed at 11:29 a.m. on 10/24/11

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### 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: October 27, 2011

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

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

Subject: Magisterial Redistricting - Discussion/Action

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:



Jennifer S. Maglian  
County Clerk

## Jefferson County Clerk's Office Voter Registration & Elections

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**TO:** Jefferson County Commission  
Tim Boyde, County Administrator

**FROM:** Nikki Painter, Chief Deputy Clerk of Elections  
Todd Fagan, GIS Director

**DATE:** October 27<sup>th</sup>, 2011

**SUBJECT:** Proposed Magisterial Districts and Voter Precincts

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This memo serves as a request for the Commission to review and pre-approve a proposal to redraw magisterial districts and voter precincts in Jefferson County. Following today's pre-approval, this proposal must be available for public review and comment for a period of 30 days before the Commission grants final approval. Voter registration anticipates final Commission approval prior to December 1st, 2011 in order to allow time to send letters and new voter registration cards to any residents affected by change in precinct lines. The entire process must be complete by January 1<sup>st</sup>, 2012.

The GIS Department matched voter registration records to 911 physical location addresses to analyze distribution among the three new WV State Delegate Districts. In conjunction with Voter Registration staff, we then worked within rules to achieve a district and precinct plan that would minimize, to the extent possible, disruption to voters. Staff also worked hard to eliminate the need to create new precincts, thereby eliminating those associated new costs.

The mapped proposal follows constraints defined by State Code, legislative guidelines and past practices and policies. Among the rules defined are: physical boundary limits, relatively equal population targets, registered voter ranges, polling place requirements, and official responsibilities.

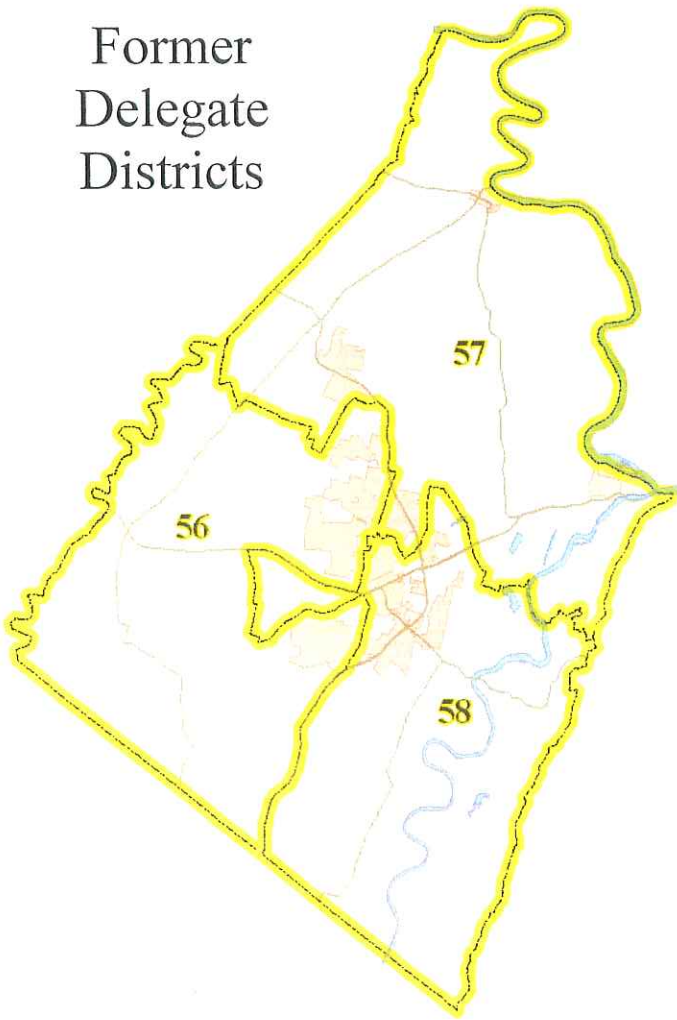
The old and new districts are attached on the following pages.

Recommended motion: Move to pre-approve the Proposed Magisterial District and Voter Precinct Boundaries as presented, for a period of 30 days for public review and set a date certain for final approval on December 1<sup>st</sup>, 2011.

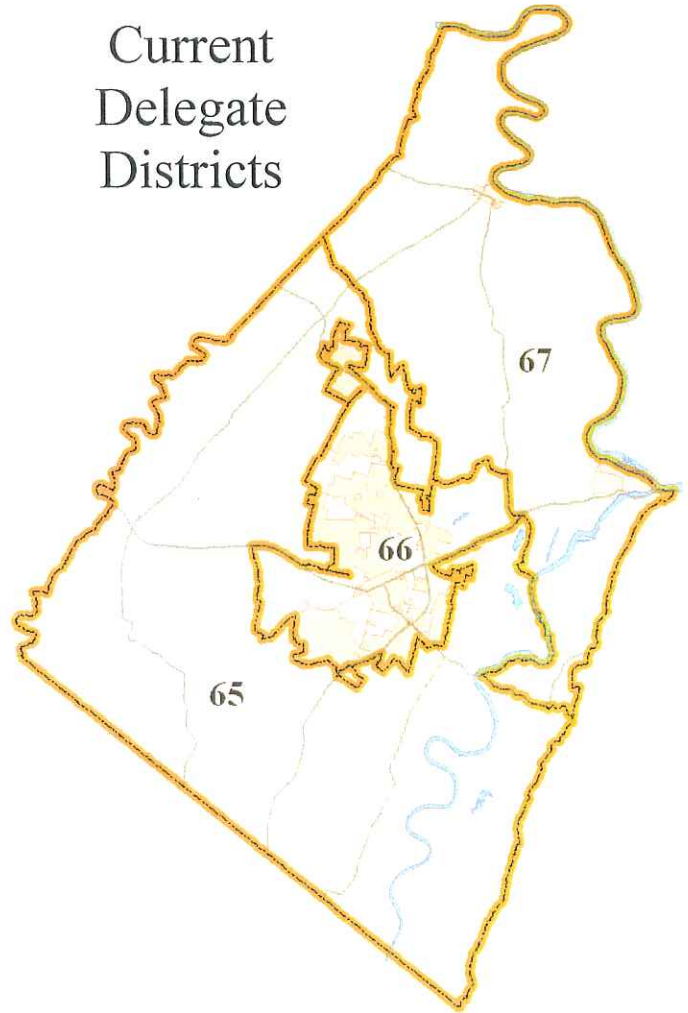
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**Nikki Painter, Chief Deputy Clerk:** 304.728.3246 or [npainter@jeffersoncountywv.org](mailto:npainter@jeffersoncountywv.org)  
**Wendy Evangelisti, Deputy Clerk:** 304.728.3386 or [wevangelisti@jeffersoncountywv.org](mailto:wevangelisti@jeffersoncountywv.org)  
**Address:** 100 East Washington Street, PO Box 208, Charles Town WV 25414  
**Fax:** 304.728.1957 **Web Site:** [www.jeffersoncountyclerkwv.com](http://www.jeffersoncountyclerkwv.com)

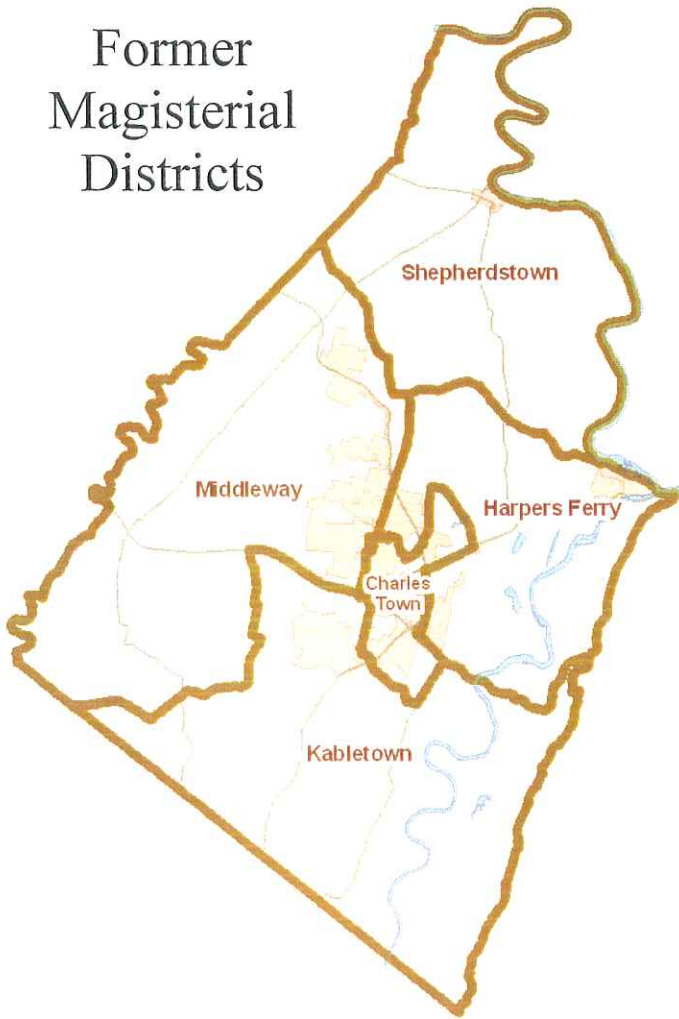
Former  
Delegate  
Districts



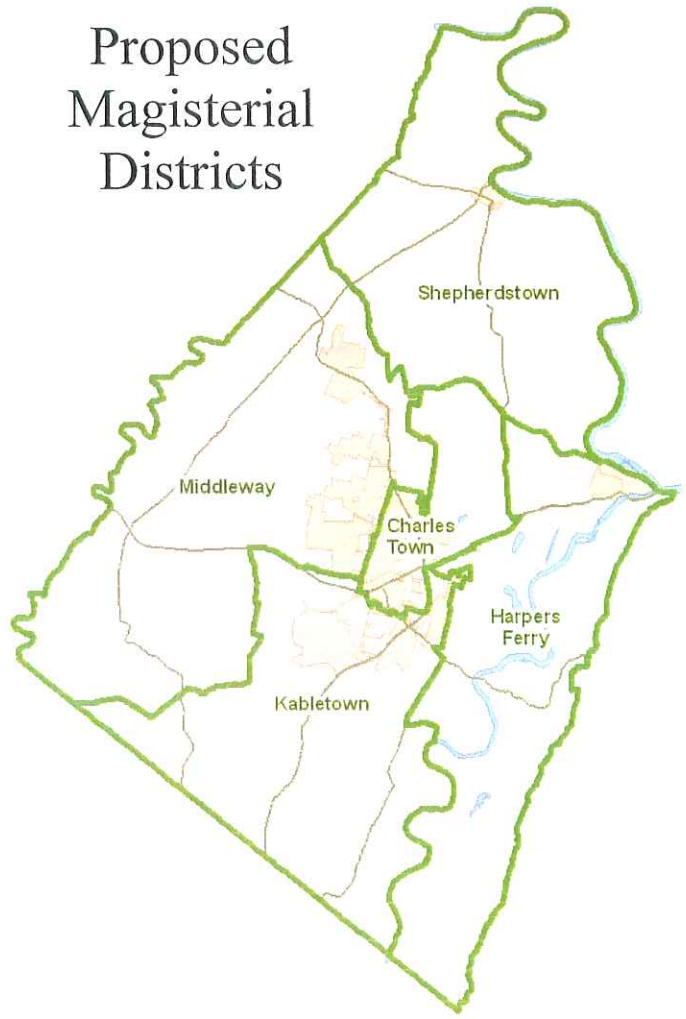
Current  
Delegate  
Districts



# Former Magisterial Districts



# Proposed Magisterial Districts



Commission Office Use Only  
 Date on Agenda: 10/27/11  
 Appt Time or New Business: 10:45am

**AGENDA REQUEST FORM**

Name: Jason Gerhart

Department or Entity: William H. Gordon Associates

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: Octboer 27th

Date Requested – 2<sup>nd</sup> Choice: November 3rd

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

Subject: **Building Permit Fee Refund**

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

**In May of 2011 the Site Plan for Sur-Loc Flooring was submitted along with the building permit fee of \$4,820.00 (\$500 base fee + \$0.18/sf of building). During the course of the site plan review, the proposed building size was reduced from 24,000 sq. ft. to 11,900 sq. ft. The building plans have not been submitted for the larger building, therefore the review time on the larger building has not been spent. The owner requests a refund for the difference in building size of \$2,178.00 (12,100 sq. ft reduction \* \$0.18/sf).**

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

**Approve a refund in the amount of \$2,178.00 payable to "Sur-Loc Flooring Systems, Inc." as a result in the reduction of the proposed building size.**

Attachments:

**Site Plan Dated May 2011 and revised site plan dated October 2011.**



|                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------|
| <p>Commission Office Use Only</p> <p>Date on Agenda: <u>10/27/11</u></p> <p>Appt Time or New Business: <u>11:00 am</u></p> |
|----------------------------------------------------------------------------------------------------------------------------|

**AGENDA REQUEST FORM**

Name: Barbara Miller

Department or Entity: Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: October 27, 2011

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

If a specific date is needed, please provide reason for specific date: **To stay within the timeline for this project and the grant that will pay for it.**

Subject: **Approval of Contract with J.H. Consulting, LLC to provide services referenced below.**

Please provide the County Commission with a description of your request or presentation, including any background information: **JCHSEM has received a grant to update the County's COOP (Continuity of Operations Plan), provide training to the Department Heads and Electeds on the COOP, and to develop and conduct a Tabletop Exercise in accordance with HSEEP (Homeland Security Exercise and Evaluation) Standards and to prepare the required AAR (After Action Report). This year, we will be adding the Jefferson County Parks and Recreation Department to the COOP, meeting with each Department Director and Elected Official to review and make any required changes to their plans.**

**Bids for this project were received from three companies as follows:**

- J.H. Consulting, LLC, Buckhannon, WV \$11,500**
- Adkins, North America, Chantilly, VA \$47,000**
- Delta Development Group, Mechanicsburg, PA \$52,900**

**The recommended contract is to the low bidder. We have worked with them before and have been happy with their products. They developed our current COOP.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **I move to approve the contract with J.H.Consulting, LLC in the amount of \$11,500.**

Attachments: **Copy of Contract with J.H. Consulting**

## SCOPE OF WORK

The COOP Update project will outline guidelines for continuing essential functions (i.e., providing high-priority services) during not only significant emergency events such as a severe storm or flu outbreak, but also during more “common” events, such as power outages, computer viruses, or disruptions caused by disgruntled employees. The plan will include considerations for personnel lines of succession, continuing computer (network) operations, sustaining infrastructure services (e.g., water, sewer, electricity, and gas), and ensuring that the financial aspects of Jefferson County remain functional (including prioritizing services).

JH Consulting, LLC (JHC) will work with Jefferson County Homeland Security & Emergency Management (JCHSEM) staff and other stakeholders in Jefferson County Government to update the County Government’s existing Continuity of Operations Plan (COOP), and will develop a new section of the plan specifically for the County’s Parks and Recreation Department. JHC will review the existing COOP Basic Plan and each department’s particular section to insure that they are compliant with the following regulations, laws, and authorities:

- National Incident Management System (NIMS),
- National Response Framework (NRF),
- National Recovery Framework (NRF),
- FCD-1 –National Continuity Program and Requirements,
- CGC-1 – Continuity Guidance for Non-Federal Entities,
- CGC-2 – Mission Essential Functions Identification, and
- CFR 36, Part 1236 Management of Vital Records.

JHC will also provide training to Department Heads and Elected Officials on the overall planning process, and will develop and conduct a multi-media Homeland Security and Exercise Evaluation Program (HSEEP) compliant COOP Table Top Exercise (TTX) which involves all participating Department Heads and Elected Officials. Following the TTX JHC will develop an HSEEP compliant After Action Report and Improvement Plan (AAR/IP) for Jefferson County.

Often, the information necessary for COOP compilation is best gathered through a series of interviews with Department Heads. JH Consulting, LLC (JHC) will meet with each Department Head and Elected Official or their designee to review their department’s section of the existing

COOP Plan and to work with them on any needed updates to their critical functions, backup locations, etc.

JHC will provide the following as final deliverables to the County Commission of Jefferson County. Twenty hardcopies and twenty electronic copies of the final 2012 COOP Plan, all training documentation, exercise materials to include Situation Manual (SitMan), and After Action Report and Improvement Plan (AAR/IP).

## AGREEMENT

County Commission of Jefferson County

and

JH Consulting, LLC

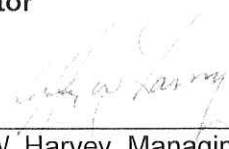
This Contract, effective **October 18, 2011**, is between the County Commission of Jefferson County, herein referred to as "Commission", and JH Consulting, LLC, hereinafter referred to as "Contractor", who shall be used to complete the scope of work detailed in the attached proposal document.

The County Commission of Jefferson County and JH Consulting, LLC agree to the following:

1. **Provision of Services.** See attached Scope of Work contained in the proposal document.
2. **Agreement Amount.** The Contractor shall be paid by the Commission in an amount not to exceed \$11,500.00 for the completion of the duties, completed to the satisfaction of the Commission, for the scope of work detailed in the attached proposal document.
3. **Agreement Term.** The Agreement shall begin October 20, 2011 and continue until March 31, 2012 unless either party serves written notice thirty (30) days in advance of its intent to cancel the Agreement.
4. **Invoices.** The Contractor will provide the Commission with an invoice for services rendered by March 15, 2012.
5. **Data Ownership and Security.** The Commission retains ownership of the data and all work produced by the Contractor and will be transferred upon completion of the contractual obligations.
6. **Confidentiality.** The Contractor and all support staff agree to comply with all federal and state laws concerning the confidentiality of information concerning individuals rendering services by the Commission. Such information shall only be used for the purpose of carrying out this Agreement. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual or appropriate order or a court.

7. **Amendment of Agreement.** This Agreement is the entire Agreement between the parties and may not be amended at any time except by a written Agreement signed by both parties.
8. **Signatures.** Each person executing this Agreement represents and warrants that he/she has the authority to act for and bind the entity on whose behalf he/she purports to act.
9. **Severability.** Should any portion of this Agreement be found unenforceable to operation of statute or by administrative or judicial decision, the operation of the balance of this Agreement is not affected thereby, provided, however, the absence of the illegal provision does not render the performance of the remainder of the Agreement impossible.

**Contractor**

  
\_\_\_\_\_  
Jeffery W. Harvey, Managing Member  
JH Consulting, LLC

October 19, 2011  
\_\_\_\_\_  
Date

**County Commission of Jefferson County**

\_\_\_\_\_  
Patsy Noland, President  
County Commission of Jefferson County

\_\_\_\_\_  
Date

Commission Office Use Only  
 Date on Agenda: 10/27/11  
 Appt Time or New Business: 10:15am

**AGENDA REQUEST FORM**

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: October 27, 2011

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

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

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of the Construction Bond security for Summit Point Automotive Research Center LLC – SPARC Driveway Relocation (File #S10-01) – Letter of Credit #309 with The Bank of Charles Town, Charles Town, West Virginia.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of the remaining \$135,803.00 construction bond amount for Summit Point Automotive Research Center LLC – SPARC Driveway Relocation (File #S10-01).

Attachments: Bond Release Letter  
 Bond Release Request Report  
 Site Map



## JEFFERSON COUNTY COMMISSION

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

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

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT

*Patsy Noland*

VICE PRESIDENT

*Dale Manuel*

COMMISSIONER

*Frances Morgan*

COMMISSIONER

*Walt Pellish*

COMMISSIONER

*Lyn Widmyer*

October 27, 2011

Mr. David W. Irvin  
Senior Vice President  
Bank of Charles Town  
P. O. Box 906  
Charles Town, West Virginia 25414

RE: Irrevocable Letter of Credit #309 dated November 3, 2010 Construction Bond Surety for Summit Point Automotive Research Center, LLC - SPARC Driveway Relocation (PC File #S10-01).

Dear Mr. Irvin:

The Jefferson County Commission authorizes a complete release of the remaining \$135,803.00 from the construction bond for Summit Point Automotive Research Center, LLC - SPARC Driveway Relocation (PC File #S10-01). This project is located on the south side of Summit Point Road (Route 13) approximately 2000 feet east of its intersection with Hardesty Road (Route 2). The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Letter of Credit #309, originally issued in the amount of \$135,803.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President  
Jefferson County Commission

PAN:rfb

cc: Ms. Barbara L. Scott  
Summit Point Automotive Research Center, LLC  
P. O. Box 190  
Summit Point, West Virginia 25446  
Department of Engineering

COUNTY ADMINISTRATOR  
*Tim Bowde*

DEPUTY COUNTY ADMINISTRATOR  
*Sandy Shusher McDonald*

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
116 East Washington Street, P.O. Box 716  
Charles Town, West Virginia 25414

Phone: 304-728-3257  
Fax: 304-728-3953

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 07 / 19 / 2011 J.C.P.C. File No. 510 - 01

Consultant/Engineer/Firm Name: William H Gordon

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: Jason Gerhart Phone: 304 725 8456

Project/Subdivision Name: SPARC Driveway Relocation

Section/Phase: \_\_\_\_\_ Lots: \_\_\_\_\_

Review Comments:

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

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

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

\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments:

waited for oneway drive  
to be approved before  
release.

**Approved for:**  
Bond Release \$ 0.00  
**By** John R. Hoot **Date** 10/18/11  
**County Engineer**

Original Bond Amt. \$ 118,090 + 15% Cont. \$ 17,713 = Total Original Bond Amt. \$ 135,803

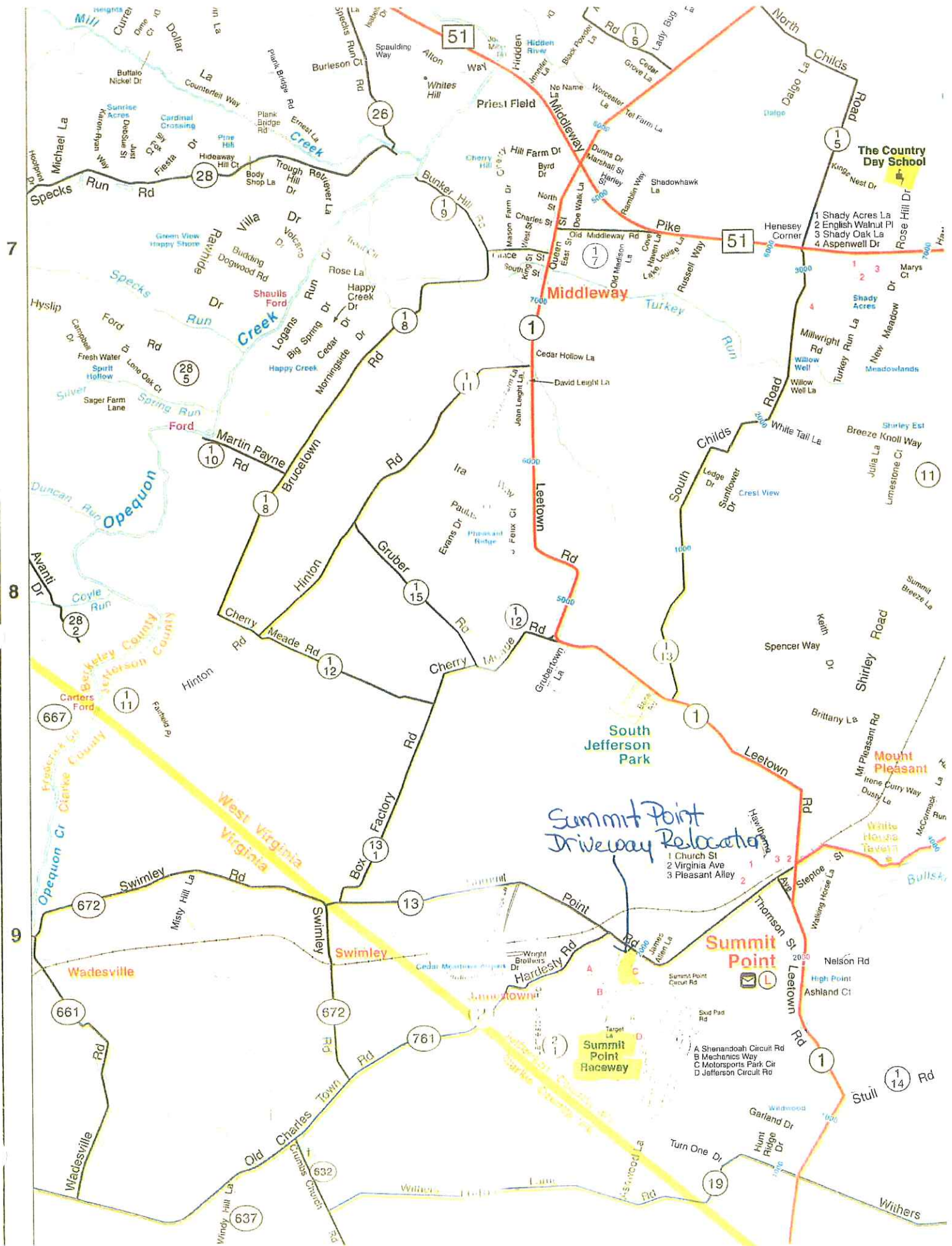
Total Current Bond Amount \$ 135,803.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

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

Signature: John R. Hoot Date: 10 / 17 / 2011



The Country Day School

- 1 Shady Acres La
- 2 English Walnut Pl
- 3 Shady Oak La
- 4 Aspenwell Dr

Summit Point Driveway Relocation

- 1 Church St
- 2 Virginia Ave
- 3 Pleasant Alley

Summit Point

- A Shenandoah Circuit Rd
- B Mechanics Way
- C Motorsports Park Cir
- D Jefferson Circuit Rd

South Jefferson Park

Wadesville

Mount Pleasant

White House Tavern

Summit Point Raceway

|                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------|
| <p>Commission Office Use Only</p> <p>Date on Agenda: <u>10/27/11</u></p> <p>Appt Time or New Business: <u>10:15am</u></p> |
|---------------------------------------------------------------------------------------------------------------------------|

**AGENDA REQUEST FORM**

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: October 27, 2011

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

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

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of the Construction Bond security for Cambridge, LLC – Cambridge Manufactured Mobile Home Development, Lots D99 & D102 (File #09-21) – Escrow Agreement with The Bank of Charles Town, Charles Town, West Virginia. Cambridge LLC is substituting the Cash in Escrow as security for the construction bond agreement with Letter of Credit #S140348 from The Columbia Bank in Columbia, Maryland.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of the remaining of the \$30,040.00 Cash in Escrow surety from the construction bond agreement for Cambridge, LLC – Cambridge Manufactured Mobile Home Development, Lots D99 & D102 (File #09-21).

Attachments: Bond Release Letter  
Site Map



## JEFFERSON COUNTY COMMISSION

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

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

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT

*Patsy Noland*

October 27, 2011

VICE PRESIDENT

*Dale Manuel*

Mr. David W. Irvin

Senior Vice President

COMMISSIONER

*Frances Morgan*

Bank of Charles Town

P. O. Box 906

COMMISSIONER

*Walt Pellish*

Charles Town, West Virginia 25414

COMMISSIONER

*Lyn Widmyer*

RE: Cash in Escrow dated January 7, 2011, Construction Bond Surety for Cambridge LLC – Cambridge Manufactured Home Development, Section 4, Phase 4, Lots D99 & D102 (File #09-21).

Dear Mr. Irvin:

The Jefferson County Commission authorizes a complete release of the \$30,040.00 Cash in Escrow surety from the construction bond agreement for Cambridge LLC – Cambridge Manufactured Home Development, Section 4, Phase 4, Lots D99 & D102 (File #09-21). Cambridge LLC is substituting the Cash in Escrow as security for the construction bond agreement with Letter of Credit #S140348 from The Columbia Bank in Columbia, Maryland. This project is located on the south side of Flowing Acres Road approximately 500 feet east of its intersection with Flowing Springs Road (Route 17).

In summary, you are hereby authorized to release the remaining \$30,040.00 from the above referenced Cash in Escrow, originally issued in the amount of \$30,040.00 with the Bank of Charles Town. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President  
Jefferson County Commission

PAN:rfb

cc: Mr. Curtis W. Myers, Member  
Cambridge, LLC  
11 Manchester Drive  
Charles Town, West Virginia 25414  
Department of Engineering

COUNTY ADMINISTRATOR  
*Tim Bowde*

DEPUTY COUNTY ADMINISTRATOR  
*Sandy Shusher McDonald*



# Cambridge Sect. 4 Phase 2

05-44



Sect. 4, Ph. 4



ION PARK AREA = 1.1927 Acres  
 ING BUFFER AREA - 0.6491 Acres  
 ED BUFFER AREA - 0.2431 Acres

- Q SHIRMAN DIMON:  
DB 587 P 100 MAP CT 8A P 28
- R DB 669 P 687 MAP CT 8 P 35.1
- S DB 669 P 687 MAP CT 8 P 32
- T DB 669 P 687 MAP CT 8 P 32.9
- U DB 550 P 701 MAP CT 8 P 32.6
- V DB 551 P 606 MAP CT 8 P 32.7
  
- W LUCILLE KRATZ  
DB 595 P 649  
MAP CT 8 P 32.8
  
- X ROGER MATTEI  
DB 960 P 417  
MAP CT 8 P 33
  
- Y PAUL GRAY  
DB 646 P 289  
MAP CT 8 P 27.6
  
- Z FLOWING SPRINGS LLC  
DB 922 P 954  
MAP CT 8 P 32.13
  
- A (THE COMMONS) WALNUT GROVE  
/ SECURITY HILLS  
DB 754 P 63  
MAP CT 4D P 52
  
- BARBARA COFFEY  
DB 980 P 490  
MAP CT 4F P 120
  
- MICHAEL EBERT  
DB 998 P 115

COMMON AREA  
SEC. 4 PH. 3

COMMON AREA  
P/O SEC. 1 PH. 1

INSET MAP

SWM AREA  
P/O SEC. 1 PH. 1

*EXISTING*  
*PROPOSED - Section 4, Phase 2*  
*Undeveloped*



Huntley, Nyce & Associates, Ltd.  
 SURVEYING & CIVIL ENGINEERING

**FINAL PLAT**  
 FLOWING CAMBRIDGE - MANUFACTURED HOME DEVELOPMENT  
 SECTION 4 BLADE C

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

## AGENDA REQUEST FORM

**Name:** F. Mark Schiavone

**Department or Entity:** DCPM

**Estimation of amount of time needed for appointment:** 10 min

**Date Requested – 1<sup>st</sup> Choice:** 27 October 2011

**Date Requested – 2<sup>nd</sup> Choice:** 3 November 2011

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

**Subject:** Modification of the FY 2012 Capital Improvement Plan to include additional request from Jefferson County Emergency Services Agency for an additional chase vehicle.

**Please provide the County Commission with a description of your request or presentation, including any background information:** The JCESA board has approved the request to permit the expenditure of \$55,000 in impact fee funds to purchase an additional chase vehicle. This vehicle will add to an existing fleet. For impact fees to be released this project must be included on the FY 2012 Capital Improvement Plan. It must also appear on the memorandum of impact-fee fundable projects.

**Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):** Motion to amend the FY 2012 Capital Improvement Plan to include an additional project as submitted by the JCESA.

Motion to amend the memorandum on impact fee fundable projects for FY 2012 by placing the acquisition of an additional chase vehicle on the list.

**Attachments:** Correspondence from the JCESA.



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

October 19, 2011

Mr. Mark Schiavone, Director  
Department of Capital Planning & Management  
Jefferson County Commission  
P.O. Box 250  
Charles Town, WV 25414



Dear Mr. Schiavone:

At a regular meeting on October 18, 2011, the JCESA Board of Directors approved the expenditure of \$55,000 from Impact Fees for the purchase of a new chase car for the Jefferson County Emergency Services Agency.

Please contact me if you have additional questions.

Sincerely,

R.M. "Pete" Kelley  
President



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
dpittinger@jcesa.org  
Telephone – 304-728-3287  
Fax – 304-728-6221

---

October 24, 2011

Mr. Mark Schiavone, Director  
Department of Capital Planning & Management  
Jefferson County Commission  
P O Box 250  
Charles Town, WV 25414

Dear Mr. Schiavone:

JCESA sent you a letter requesting the expenditure of \$55,000 from the Impact Fees for the purchase of a new chase vehicle at the cost of \$55,000 on October 19, 2011.

As per your request via email on Friday, October 21<sup>st</sup> in reference to our original letter; you are requesting in writing that this request be added to the FY 2012 Capital Improvement Plan. Please accept this as our formal request to do so and place on the County Commission agenda for October 27, 2011 if possible.

Please contact me if you have additional questions.

Sincerely,

Douglas M. Pittinger  
Director

Commission Office Use Only

Date on Agenda: ~~9/29/11~~ 10/27/11

Appt Time or New Business: Unfinished Business  
11:30 am

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 *continued*

- 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, 2014 (~~4, 5 or 6~~).

Attachments:

## Nichelle Hosby

---

**From:** Larry Togans [cltogans@citlink.net]  
**Sent:** Monday, October 03, 2011 2:19 PM  
**To:** 'Larry Togans'  
**Cc:** nhosby@jeffersoncountywv.org  
**Subject:** RE: Building Commission

---

**From:** Larry Togans [mailto:cltogans@citlink.net]  
**Sent:** Monday, October 03, 2011 2:16 PM  
**To:** 'Larry Togans'  
**Subject:** RE: Building Commission

Just wanted to be sure you receive my email.

Larry Togans

---

**From:** Larry Togans [mailto:cltogans@citlink.net]  
**Sent:** Monday, October 03, 2011 10:36 AM  
**To:** 'nhosby@jeffersoncountywv.org'  
**Cc:** 'Larry Togans'  
**Subject:** Building Commission

To: Jefferson County Commission

As a following up to the application to serve on the Building Commission, I am providing the following information:

My tenure as a member on the Jefferson County Board of Education ended in 2002. I no longer have a direct affiliation with Board of Education. My professional experience span more than 30 years with the U.S. Geological Survey at the National Center in Reston serving in Water Resources Division.

If you need additional, please let me know either by phone 304 725-4735 or by email at [cltogans@citlink.net](mailto:cltogans@citlink.net)

Have a great day

Larry

Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

NAME: Larry Togans  
HOME ADDRESS: 1486 TASCAWILLA 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.*

RECEIVED

SEP 16 2011

Jefferson County Commission

|                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------|
| <p>Commission Office Use Only ✓</p> <p>Date on Agenda: <u>10/27/11</u></p> <p>Appt Time or New Business: <u>12:00</u></p> |
|---------------------------------------------------------------------------------------------------------------------------|

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP – Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: N/A

Date Requested – 1<sup>st</sup> Choice: 10/27/2011

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

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

Subject:  
**Appointment of Full-Time Public Safety Dispatcher to fill vacancy in 9-1-1 Center**

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

**The emergency communications center received the resignation of a public safety dispatcher. This appointment fills the vacated position.**

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

**Motion to approve the employment of Christine McIntyre as a full-time Public Safety Dispatcher II at Grade III, Step A, in the Emergency Communications Center with a starting date to be determined by the Director of Communications.**

Attachments:



## Jefferson County Emergency Communications DEPARTMENTAL MEMORANDUM

---

**TO:** The County Commission of Jefferson County

**FROM:** Jeffrey Polczynski, ENP - Director

**DATE:** October 10, 2011

**SUBJECT:** Request Appointment – Ms. Christine McIntyre – Public Safety  
Dispatcher

---

The purpose of this memorandum is to request the approval to employ Ms. Christine McIntyre as a Public Safety Dispatcher.

*The position that Ms. McIntyre will fill is an already funded vacancy created by the previous resignation of a public safety dispatcher.*

Ms. McIntyre comes to Jefferson County Emergency Communications as an experienced dispatcher/calltaker working for the West Virginia State Police, Charles Town Detachment. Working part-time for WVSP, she holds full-time employment as the manager for the Department of Motor Vehicles, Martinsburg Branch. She has several years of experience managing both Martinsburg and the Charles Town branch of the DMV.

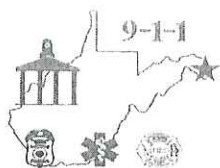
Upon approval, Ms. McIntyre will be scheduled for Dispatch Academy Class #3 with a starting date to be determined, likely in mid to late November.

Please do not hesitate to contact me for further questions.

Respectfully Submitted,

Digitally signed by Jeffrey A. Polczynski, ENP  
DN: cn=Jeffrey A. Polczynski, ENP, o=Jefferson  
County Emergency Communications, ou,  
email=jpolczynski@jeffersoncountywv.org, c=US  
Date: 2011.10.10 15:19:07 -04'00'

Jeffrey Polczynski, ENP  
Director of Communications



# Jefferson County Emergency Communications Center

Jeffrey A. Polczynski, ENP • Director of Communications  
28 Industrial Boulevard, Suite 100, Kearneysville, WV 25430  
Phone: 304/728-3317 • Fax: 304/725-5436 • [jpolczynski@jeffersoncountywv.org](mailto:jpolczynski@jeffersoncountywv.org)  
~ An EMD Accredited Center of Excellence ~

October 10, 2011

Ms. Christine McIntyre  
534 Lockhouse Road  
Falling Waters, WV 25419

Jefferson County Emergency Communications is pleased to provide this letter of employment offer to you for the position of Public Safety Dispatcher II.

The position of Public Safety Dispatcher is a technical/professional position working under the direction of the Director of Communications within the Jefferson County Emergency Communications Center located at 28 Industrial Boulevard, Kearneysville, WV 25430. This position is directly supervised by a Supervising Public Safety Dispatcher. This appointment is for Grade III, Step A at the yearly salary of \$35,152 or \$16.90 hourly. You will be compensated on a bi-monthly basis (every two weeks) every other Thursday for a total of twenty-six pay periods a year. You are eligible for direct deposit of your payroll check. This position is eligible to earn overtime. This position is classified as FLSA non-exempt and operates on the County's 80 hour bi-weekly schedule.

Jefferson County Emergency Communications is a twenty-four hour public safety answering point and full-time staff currently works a twelve hour shift on a rotating two-week basis. This position is required to work nights, weekends, and holidays and you may be required to work overtime as deemed necessary. After training is completed, you may be administratively assigned to a shift until the designated yearly shift sign-up. Communications has a probationary period of one year from date of hire which is defined as the first day on the job plus 365 days. Circumstances may warrant extension of probationary period at the discretion of the Director of Communications.

You will receive eight (8) hours of sick leave each month on the first day of the month. You will be eligible to earn compensatory time-off in lieu of overtime worked. You will receive six (6) hours annual leave per month from year 0-2. Annual leave entitlement increases based upon the length of service with Jefferson County. Refer to the Jefferson County Employee Handbook for further accumulation entitlement. Compensation rules may change as deemed necessary by the Jefferson County Commission.

Jefferson County offers a medical plan through Mountain State Blue Cross Blue Shield and a dental and vision plan through Guardian Insurance. The County pays 100% of the medical, dental and vision premiums for the employee and currently covers half of the cost for family coverage if necessary. Jefferson County affords each employee a Health Reimbursement Account (HRA) for medical reimbursement or premium payments. The County also offers supplemental insurance plans through AFLAC and Colonial Life as well as a group life insurance plan. As a County employee, you are eligible for enrollment in the West Virginia Public Employee Retirement System and the County also offers a 457K (deferred compensation) plan. If desired, a Christmas club deferral of payroll funds can be requested. All compensation information can be obtained by calling the County Finance Department at (304) 728-3279.

This job offer is contingent upon successful screening of the psychological examination. After you begin your training, continued employment is contingent upon successfully passing a comprehensive background investigation. You must complete the paperwork in the background packet and return it within thirty (30) days of this job offer.

Please indicate your choice below. Should you need to discuss this employment offer prior to acceptance, please return this employment offer within two business days. Please contact me at (304) 728-3317 for any other questions you may have.

Accept

Decline

  
Signature

10/10/11  
Date

|                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------|
| <p>Commission Office Use Only</p> <p>Date on Agenda: <u>10/27/11</u></p> <p>Appt Time or New Business: <u>12:00</u></p> |
|-------------------------------------------------------------------------------------------------------------------------|



**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP – Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: N/A

Date Requested – 1<sup>st</sup> Choice: 10/27/2011

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

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

Subject:  
**Appointment of Full-Time Public Safety Dispatcher to fill vacancy in 9-1-1 Center**

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

**The emergency communications center received the resignation of a public safety dispatcher. This appointment fills the vacated position.**

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

**Motion to approve the employment of Timothy Seibel as a full-time Public Safety Dispatcher II at Grade III, Step A, in the Emergency Communications Center with a starting date to be determined by the Director of Communications.**

Attachments:



## Jefferson County Emergency Communications DEPARTMENTAL MEMORANDUM

---

**TO:** The County Commission of Jefferson County  
**FROM:** Jeffrey Polczynski, ENP - Director  
**DATE:** October 10, 2011  
**SUBJECT:** Request Appointment – Mr. Timothy Seibel – Public Safety Dispatcher

---

The purpose of this memorandum is to request the approval to employ Mr. Timothy Seibel as a Public Safety Dispatcher.

*The position that Mr. Seibel will fill is an already funded vacancy created by the previous resignation of a public safety dispatcher.*

Mr. Seibel comes to Jefferson County Emergency Communications as an experienced dispatcher currently working for the Franklin County (PA) Emergency 9-1-1 Center. He has been working there for over one year and comes to us with two of the four necessary certifications already fulfilled. He is also a member of Shepherdstown Volunteer Fire Department, and is one of the two individuals that is a certified trainer of our radio system representing the STFD. He is an Eagle Scout.

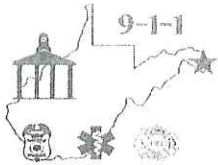
Upon approval, Mr. Seibel will be scheduled for Dispatch Academy Class #3 with a starting date to be determined, likely in mid to late November.

Please do not hesitate to contact me for further questions.

Respectfully Submitted,

Digitally signed by Jeffrey A. Polczynski, ENP  
DN: cn=Jeffrey A. Polczynski, ENP, o=Jefferson  
County Emergency Communications, ou,  
email=jpolczynski@jeffersoncountywv.org, c=US  
Date: 2011.10.10 15:13:51 -04'00'

Jeffrey Polczynski, ENP  
Director of Communications



# Jefferson County Emergency Communications Center

Jeffrey A. Polczynski, ENP • Director of Communications  
28 Industrial Boulevard, Suite 100, Kearneysville, WV 25430  
Phone: 304/728-3317 • Fax: 304/725-5436 • [jpolczynski@jeffersoncountywv.org](mailto:jpolczynski@jeffersoncountywv.org)  
~ An EMD Accredited Center of Excellence ~

October 10, 2011

Mr. Timothy Seibel II  
315 Scarboro Drive  
Bunker Hill, WV 25413

Jefferson County Emergency Communications is pleased to provide this letter of employment offer to you for the position of Public Safety Dispatcher II.

The position of Public Safety Dispatcher is a technical/professional position working under the direction of the Director of Communications within the Jefferson County Emergency Communications Center located at 28 Industrial Boulevard, Kearneysville, WV 25430. This position is directly supervised by a Supervising Public Safety Dispatcher. This appointment is for Grade III, Step A at the yearly salary of \$35,152 or \$16.90 hourly. You will be compensated on a bi-monthly basis (every two weeks) every other Thursday for a total of twenty-six pay periods a year. You are eligible for direct deposit of your payroll check. This position is eligible to earn overtime. This position is classified as FLSA non-exempt and operates on the County's 80 hour bi-weekly schedule.

Jefferson County Emergency Communications is a twenty-four hour public safety answering point and full-time staff currently works a twelve hour shift on a rotating two-week basis. This position is required to work nights, weekends, and holidays and you may be required to work overtime as deemed necessary. After training is completed, you may be administratively assigned to a shift until the designated yearly shift signup. Communications has a probationary period of one year from date of hire which is defined as the first day on the job plus 365 days. Circumstances may warrant extension of probationary period at the discretion of the Director of Communications.

You will receive eight (8) hours of sick leave each month on the first day of the month. You will be eligible to earn compensatory time-off in lieu of overtime worked. You will receive six (6) hours annual leave per month from year 0-2. Annual leave entitlement increases based upon the length of service with Jefferson County. Refer to the Jefferson County Employee Handbook for further accumulation entitlement. Compensation rules may change as deemed necessary by the Jefferson County Commission.

Jefferson County offers a medical plan through Mountain State Blue Cross Blue Shield and a dental and vision plan through Guardian Insurance. The County pays 100% of the medical, dental and vision premiums for the employee and currently covers half of the cost for family coverage if necessary. Jefferson County affords each employee a Health Reimbursement Account (HRA) for medical reimbursement or premium payments. The County also offers supplemental insurance plans through AFLAC and Colonial Life as well as a group life insurance plan. As a County employee, you are eligible for enrollment in the West Virginia Public Employee Retirement System and the County also offers a 457K (deferred compensation) plan. If desired, a Christmas club deferral of payroll funds can be requested. All compensation information can be obtained by calling the County Finance Department at (304) 728-3279.

This job offer is contingent upon successful screening of the psychological examination. After you begin your training, continued employment is contingent upon successfully passing a comprehensive background investigation. You must complete the paperwork in the background packet and return it within thirty (30) days of this job offer.

Please indicate your choice below. Should you need to discuss this employment offer prior to acceptance, please return this employment offer within two business days. Please contact me at (304) 728-3317 for any other questions you may have.

Accept

Decline

  
Signature

10/10/2011  
Date

|                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------|
| <p>Commission Office Use Only</p> <p>Date on Agenda: <u>10/27/11</u></p> <p>Appt Time or New Business: <u>11:45am</u></p> |
|---------------------------------------------------------------------------------------------------------------------------|

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP – Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: N/A

Date Requested – 1<sup>st</sup> Choice: 10/27/2011

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

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

Subject:  
**Appointment of Full-Time Public Safety Dispatcher to fill vacancy in 9-1-1 Center**

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

**The emergency communications center received the resignation of a public safety dispatcher. This appointment fills the vacated position.**

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

**Motion to approve the employment of Daniel Henderson as a full-time Public Safety Dispatcher II at Grade III, Step A, in the Emergency Communications Center with a starting date to be determined by the Director of Communications.**

Attachments:



## Jefferson County Emergency Communications DEPARTMENTAL MEMORANDUM

---

**TO:** The County Commission of Jefferson County  
**FROM:** Jeffrey Polczynski, ENP - Director  
**DATE:** October 18, 2011  
**SUBJECT:** Request Appointment – Mr. Daniel Henderson – Public Safety Dispatcher

---

The purpose of this memorandum is to request the approval to employ Mr. Daniel Henderson as a Public Safety Dispatcher.

*The position that Mr. Henderson will fill is an already funded vacancy created by the previous resignation of a public safety dispatcher.*

Mr. Henderson comes to Jefferson County Emergency Communications as an experienced dispatcher currently working for the Franklin County (PA) Emergency 9-1-1 Center. He has been working there for less than one year and comes to us with two of the four necessary certifications already fulfilled. He is also a member of Shepherdstown Volunteer Fire Department.

Upon approval, Mr. Henderson will be scheduled for Dispatch Academy Class #3 with a starting date of November 28, 2011.

With this appointment, this brings the Emergency Communications Center to full authorized staffing with no further vacancies for full-time positions. The Emergency Communications Center will be providing the Commission with recommendations for appointment to its part-time supplemental staffing as part-time positions have become vacant recently.

Please do not hesitate to contact me for further questions.

Respectfully Submitted,

Digitally signed by Jeffrey A. Polczynski, ENP  
DN: cn=Jeffrey A. Polczynski, ENP, o=Jefferson  
County Emergency Communications, ou,  
email=jpolczynski@jeffersoncountywv.org, c=US  
Date: 2011.10.18 16:24:16 -04'00'

Jeffrey Polczynski, ENP  
Director of Communications

**JEFFERSON COUNTY**

**Personnel Requisition**

Department Name Emergency Communications Date 10/20/11 Date Needed Immediately

Job Title Public Safety Dispatcher Salary \$35,152 Criminal History Check  Yes  No

Suggested Recruitment Source(s) N/A

Applicants Interviewed By Oral Board & Comm. Director Position Reports To Supv. Pub. Safety Disp.

Minimum Education Required See Job Description

Minimum Experience Required See Job Description

Job Duties See Job Description

**Budget Information**

Addition  Replacement  Explain or For Whom Resignation of Sabrina Vasquez


Position Budgeted  Yes  No Proposed Salary \$35,152 (Grade III Step A) Date of Hire 11/28/2011

Is Position: Full-Time  Regular Part-Time  On-Call Occasional  Temporary

Safety/Security \_\_\_\_\_ Hours Per Week 40

**Approvals**

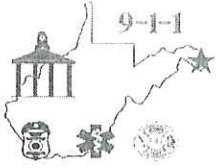
Elected Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval  \_\_\_\_\_ Date 10/20/2011

County Commission Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Digitally signed by Jeffrey A. Polczynski, ENP  
DN: cn=Jeffrey A. Polczynski, ENP, o=Jefferson  
County Emergency Communications, ou,  
email=polczynski@jeffersoncountygov.org, c=US  
Date: 2011.10.20 09:31:17 -0400



# Jefferson County Emergency Communications Center

Jeffrey A. Polczynski, ENP • Director of Communications  
28 Industrial Boulevard, Suite 100, Kearneysville, WV 25430  
Phone: 304/728-3317 • Fax: 304/725-5436 • [jpolczynski@jeffersoncountywv.org](mailto:jpolczynski@jeffersoncountywv.org)  
~ An EMD Accredited Center of Excellence ~

October 18, 2011

Mr. Daniel Henderson  
P.O. Box 282  
Shepherdstown, WV 25443

Jefferson County Emergency Communications is pleased to provide this letter of employment offer to you for the position of Public Safety Dispatcher II.

The position of Public Safety Dispatcher is a technical/professional position working under the direction of the Director of Communications within the Jefferson County Emergency Communications Center located at 28 Industrial Boulevard, Kearneysville, WV 25430. This position is directly supervised by a Supervising Public Safety Dispatcher. This appointment is for Grade III, Step A at the yearly salary of \$35,152 or \$16.90 hourly. You will be compensated on a bi-monthly basis (every two weeks) every other Thursday for a total of twenty-six pay periods a year. You are eligible for direct deposit of your payroll check. This position is eligible to earn overtime. This position is classified as FLSA non-exempt and operates on the County's 80 hour bi-weekly schedule.

Jefferson County Emergency Communications is a twenty-four hour public safety answering point and full-time staff currently works a twelve hour shift on a rotating two-week basis. This position is required to work nights, weekends, and holidays and you may be required to work overtime as deemed necessary. After training is completed, you may be administratively assigned to a shift until the designated yearly shift signup. Communications has a probationary period of one year from date of hire which is defined as the first day on the job plus 365 days. Circumstances may warrant extension of probationary period at the discretion of the Director of Communications.

You will receive eight (8) hours of sick leave each month on the first day of the month. You will be eligible to earn compensatory time-off in lieu of overtime worked. You will receive six (6) hours annual leave per month from year 0-2. Annual leave entitlement increases based upon the length of service with Jefferson County. Refer to the Jefferson County Employee Handbook for further accumulation entitlement. Compensation rules may change as deemed necessary by the Jefferson County Commission.

Jefferson County offers a medical plan through Mountain State Blue Cross Blue Shield and a dental and vision plan through Guardian Insurance. The County pays 100% of the medical, dental and vision premiums for the employee and currently covers half of the cost for family coverage if necessary. Jefferson County affords each employee a Health Reimbursement Account (HRA) for medical reimbursement or premium payments. The County also offers supplemental insurance plans through AFLAC and Colonial Life as well as a group life insurance plan. As a County employee, you are eligible for enrollment in the West Virginia Public Employee Retirement System and the County also offers a 457K (deferred compensation) plan. If desired, a Christmas club deferral of payroll funds can be requested. All compensation information can be obtained by calling the County Finance Department at (304) 728-3279.

This job offer is contingent upon successful screening of the psychological examination. After you begin your training, continued employment is contingent upon successfully passing a comprehensive background investigation. You must complete the paperwork in the background packet and return it within thirty (30) days of this job offer.

Please indicate your choice below. Should you need to discuss this employment offer prior to acceptance, please return this employment offer within two business days. Please contact me at (304) 728-3317 for any other questions you may have.

Accept

Decline

  
Signature

Oct. 18, 2011  
Date

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: 10/? -

Meeting Time: 9:30(2) to 10:45 every Wednesday

Organization Name: Hospitality Center

Purpose of Meeting: Yoga class - 1 morning per week

Please attach a brief description of your organization. (You may attach other printed materials.) Hospitality Center is run by members of the Oldestown N provides breakfast, lunch, computer

- Please check the boxes on all that apply to your organization: Services & support to homeless members of this Community.
- Has previously used the library
  - Is a not-for-profit organization
  - Can provide a certificate of insurance
  - Indemnification Form provided in lieu of certificate of insurance
- Contact person JOHN MASON 304-350-0012

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

Person Making Request: (printed): JANE M. EDWARDS \*

Signature of Person Making Request: Jane M. Edwards Date: 10/18/

Contact Person: JOHN MASON - (he is there every day) (If other than the representative signing above)

Representative's Address: 622 TRAIL AVE FREDERICK MD

Telephone: 301-662-5756 Fax: \_\_\_\_\_

\* I am a volunteer at the Center every Saturday. I know the yoga teacher & am trying to set up a class.

COUNTY COMMISSION MEETING ROOM

INDEMNIFICATION FORM

As the individual or the authorized representative of the organization making the reservation, I agree to indemnify and hold harmless the Jefferson County Commission, its agents and representatives, from any and all lawsuits, action, claims or demands of any character or nature arising out of or brought on account of injuries or damages sustained by any person(s) as a consequence or result of using the meeting room, its furnishings or its equipment.

Person Making Request: (printed): JANE M. EDWARDS \*

Signature of Person Making Request: Jane M. Edwards Date: 10/18/2011

Contact Person: JOHN MASON - 304-350-0012  
(If other than the representative signing above)

Representative's Address: 622 TRAIL AVE  
FREDERICK MD

Telephone: 301-662-5756 Fax: \_\_\_\_\_

E-mail: RUE80@hotmail.com

\* I volunteer at the Hospitality Center of CHARLESTOWN Presbyterian Church 1:30-noon. M-SAT. NEED to Room to OFFER a yoga class / Morning a week to guests at our center plus focus people. Instructor is trained yoga teacher. I know her + am trying to set up \* this class.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**AGENDA REQUEST FORM**

Name: Anna Stead, Business Community Liaison

Department or Entity: Harpers Ferry Job Corps Civilian Conservation Center

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: 10/27/2011

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

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

Subject: **Letters of Support**

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

**Just to recap a bit:**

- \* We have partnered with the Monongahela National Forest for many projects recently.
- \* Harpers Ferry Job Corps Fire team was deployed 3 times to help fight the wildfires in Arizona and New Mexico and Dismal Swamp.
- \* Harpers Ferry Job Corps Fire Team helped with hurricane relief recently in New York and Massachusetts.
- \* 1 Student will be directly hired as a US Forest Service office automation/mail room clerk in Elkins, WV for the Monongahela National Forest.
- \* 2 Information Technology students are working as interns at the Jeff. Co. Planning and Management office.
- \*1 Carpentry student is working as an intern with the Maintenance Director for Jefferson County.
- \* 3 students are working as interns on a daily basis supporting Community Ministries.

\* 1 Student is working at FedEx Smartpost.

\*Several students work off center in local jobs within the community. Ex: Kohl's, Roy Rogers, etc as leisure time employment while completing their education.

\* We recently had 3 interns working daily at the Harpers Ferry National Park. One student created a database for their volunteer program.

\* 1 student just finished an internship with the Jefferson Co. clerks office. Several others help with large mailings, filing, etc when requested.

\* 10 students work daily with the West Virginia Citizens Conservation Corps on the C&O Canal, and within the Harpers Ferry National Park.

\* We have partnered with the Dept of Interior US Fish and Wildlife on numerous projects: A recent photo shoot for marketing purposes and a broadcast of specific careers to encourage youth to explore careers in government organizations.

\*Several students helped work on a project with local high school students and community members with the Shepherdstown Waterfront project.

\* Several students attended the Administrative Professionals Day seminar at NCTC.

\* Currently planning a paid project for our students to help build an outdoor classroom with NCTC and other local partners.

\*Harpers Ferry Job Corps Academic Olympic team won 1st place in the regional Olympics and came in 2nd place in the district.

**These are just a few recent projects, internships or events that have occurred recently.**

From time to time, The National Job Corps Association asks the community and elected officials for letters of support to be sent directly to our member of Congress.

At this time, we are hoping you would support our local efforts and contributions to the community by sending a letter of support on our behalf.

Attached is a template that has been created and filled in appropriately to help you provide information to Congress.

If you are willing to support us with this effort, please place template on your letterhead and send a letter on our behalf . Please email me a copy for our center's records.

**We appreciate all that you do for us locally and we look forward to your continued support.  
Thank you.**

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

Attachments:

## Debbie Stellato

---

**From:** Sandy McDonald [sandy@jeffersoncountywv.org]  
**Sent:** Wednesday, October 19, 2011 12:00 PM  
**To:** dstellato@jeffersoncountywv.org  
**Subject:** Fw: Letter of Support  
**Attachments:** Sample Template Letter for Local Policymakers.doc

Debbie,

can you get the letters ready for the 10/27 meeting - (Manchin, Rockefeller, Capito) DC address

thanks!

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

**From:** Stead, Anna  
**To:** sandy@jeffersoncountywv.org  
**Sent:** Wednesday, October 19, 2011 10:28 AM  
**Subject:** FW: Letter of Support

FYI---thanks.... Also, I went before the commission a few weeks ago at Non-Profit day and asked for internships and letters of support as well. Just didnt have more than a few minutes to request due to the fact that the meeting was already running over when it was our turn. Not sure if that would be considered "going before the commission" since I only briefly mentioned it. Let me know what else you might need and the time slot available please.

*Anna M. Stead  
Business Community Liaison  
US Forest Service  
Harpers Ferry Job Corps Civilian Conservation Center  
146 Buffalo Drive  
Harpers Ferry, WV 25425  
Office: 304-724-3463  
Cell: 540-836-8274  
email: [astead@fs.fed.us](mailto:astead@fs.fed.us)*

---

**From:** Stead, Anna  
**Sent:** Friday, October 14, 2011 10:39 AM  
**To:** Stead, Anna  
**Subject:** FW: Letter of Support

*Anna M. Stead  
Business Community Liaison  
US Forest Service  
Harpers Ferry Job Corps Civilian Conservation Center  
146 Buffalo Drive  
Harpers Ferry, WV 25425  
Office: 304-724-3463  
Cell: 540-836-8274  
email: [astead@fs.fed.us](mailto:astead@fs.fed.us)*

---

**From:** Stead, Anna

**Sent:** Friday, October 14, 2011 10:37 AM

**To:** pnoland@jeffersoncountywv.org; dmanuel@frontiernet.net; Frances Morgan, Commissioner –; Lyn Widmyer, Commissioner –; Walter Pellish, Commissioner –

**subject:** Letter of Support

Hello!

I hope this email finds you well. We have had lots of good things happening at the Harpers Ferry Job Corps Civilian Conservation Center lately.

I had the opportunity to speak on behalf of the center during the Non-Profit Day commission meeting.

Thank you for that opportunity to share with you briefly some of the great things happening just around the corner from you.

**Just to recap a bit:**

- \* We have partnered with the Monongahela National Forest for many projects recently.
- \* Harpers Ferry Job Corps Fire team was deployed 3 times to help fight the wildfires in Arizona and New Mexico and Dismal Swamp.
- \* Harpers Ferry Job Corps Fire Team helped with hurricane relief recently in New York and Massachusetts.
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- \* 1 Student is working at FedEx Smartpost.
- \* Several students work off center in local jobs within the community. Ex: Kohl's, Roy Rogers, etc as leisure time employment while completing their education.
- \* We recently had 3 interns working daily at the Harpers Ferry National Park. One student created a database for their volunteer program.
- \* 1 student just finished an internship with the Jefferson Co. clerks office. Several others help with large mailings, filing, etc when requested.
- \* 10 students work daily with the West Virginia Citizens Conservation Corps on the C&O Canal, and within the Harpers Ferry National Park.
- \* We have partnered with the Dept of Interior US Fish and Wildlife on numerous projects: A recent photo shoot for marketing purposes and a broadcast of specific careers to encourage youth to explore careers in government organizations.
- \* Several students helped work on a project with local high school students and community members with the Shepherdstown Waterfront project.
- \* Several students attended the Administrative Professionals Day seminar at NCTC.
- \* Currently planning a paid project for our students to help build an outdoor classroom with NCTC and other local partners.
- \* Harpers Ferry Job Corps Academic Olympic team won 1st place in the regional Olympics and came in 2nd place in the district.

**These are just a few recent projects, internships or events that have occurred recently.**

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**We appreciate all that you do for us locally and we look forward to your continued support. Thank you.**

*Anna M. Stead*  
*Business Community Liaison*

US Forest Service  
Harpers Ferry Job Corps Civilian Conservation Center  
146 Buffalo Drive  
Harpers Ferry, WV 25425  
Office: 304-724-3463  
Cell: 540-836-8274  
email: [astead@fs.fed.us](mailto:astead@fs.fed.us)



## JEFFERSON COUNTY COMMISSION

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

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

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT

*Patsy Noland*

VICE PRESIDENT

*Dale Manuel*

COMMISSIONER

*Frances Morgan*

COMMISSIONER

*Walt Pellish*

COMMISSIONER

*Lyn Widmyer*

October 27, 2011

Congresswoman Shelley Moore Capito  
2443 Rayburn House Office Building  
Washington, DC 20515

Dear Congresswoman Capito:

The US Forest Service Harpers Ferry Job Corps Civilian Conservation Center has established a track record of providing quality performance and accountability-driven career and life skills training for a large number of at-risk and underserved young people in Harpers Ferry. Since the Harpers Ferry Job Corps Center was established, the Jefferson County Commission and the community have been impressed with its high rate of success and dedication to area youth, employers, and the general public.

Every year, the Harpers Ferry Job Corps serves over 200 out-of-school, out-of-work youth. By offering real-world career preparation and education services, Job Corps helps prepare more than 60,000 youth each year for private sector jobs. At a time when youth unemployment is as high as 20 percent, nearly 86 percent of Job Corps graduates are placed either in jobs, higher education, or the military.

We strongly believe that American taxpayers want to support and expand programs that create new contributors to the system, and limit programs that drain and draw from the system. Job Corps does just that – creates financially independent members of society in hundreds of local communities. Did you know that a high school dropout costs an average American taxpayer \$460,000 over his/her lifetime? For just \$96 a day, the average Job Corps student receives an array of services from industry-credentialed job training, to a roof over their head, and in turn, our community recoups cost by breaking the cycle of reliance on public assistance.

The Commission realizes that Congress has difficult political decisions to make over the next several months; however, as a proud member of the Harpers Ferry Job Corps Center community, the Commission is sincerely grateful for your good faith in the program. Investing in Job Corps youth, many of whom are high school dropouts, is not only critical for the future of Harpers Ferry's workforce, which serves the DC metro area, it is also a smart investment in the future of our country.

COUNTY ADMINISTRATOR

*Tim Boyde*

DEPUTY COUNTY ADMINISTRATOR

*Sandy Shusher McDonald*

Congresswoman Shelley Moore Capito  
October 27, 2011  
Page Two

Please give your full support for a continued strong investment in Job Corps in the fiscal year (FY) 2012 budget. We cannot afford to lose any more of our young men and women to a life of poverty because they lack the skills to earn a living wage.

Respectfully,

Patricia A. Noland, President  
Jefferson County Commission

PAN:ds



## JEFFERSON COUNTY COMMISSION

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October 27, 2011

VICE PRESIDENT  
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*Frances Morgan*

COMMISSIONER  
*Walt Pellish*

COMMISSIONER  
*Lyn Widmyer*

Senator Jay Rockefeller  
531 Hart Senate Office Building  
Washington, D.C. 20510

Dear Senator Rockefeller:

The US Forest Service Harpers Ferry Job Corps Civilian Conservation Center has established a track record of providing quality performance and accountability-driven career and life skills training for a large number of at-risk and underserved young people in Harpers Ferry. Since the Harpers Ferry Job Corps Center was established, the Jefferson County Commission and the community have been impressed with its high rate of success and dedication to area youth, employers, and the general public.

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COUNTY ADMINISTRATOR  
*Tim Boyde*

DEPUTY COUNTY ADMINISTRATOR  
*Sandy Slusher McDonald*

Senator Jay Rockefeller  
October 27, 2011  
Page Two

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Respectfully,

Patricia A. Noland, President  
Jefferson County Commission

PAN:ds



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October 27, 2011

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*Frances Morgan*

COMMISSIONER  
*Walt Pellish*

COMMISSIONER  
*Lyn Widmyer*

Senator Joe Manchin  
311 Hart Senate Office Building  
Washington, DC 20510

Dear Senator Manchin:

The US Forest Service Harpers Ferry Job Corps Civilian Conservation Center has established a track record of providing quality performance and accountability-driven career and life skills training for a large number of at-risk and underserved young people in Harpers Ferry. Since the Harpers Ferry Job Corps Center was established, the Jefferson County Commission and the community have been impressed with its high rate of success and dedication to area youth, employers, and the general public.

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The Commission realizes that Congress has difficult political decisions to make over the next several months; however, as a proud member of the Harpers Ferry Job Corps Center community, the Commission is sincerely grateful for your good faith in the program. Investing in Job Corps youth, many of whom are high school dropouts, is not only critical for the future of Harpers Ferry's workforce, which serves the DC metro area, it is also a smart investment in the future of our country.

COUNTY ADMINISTRATOR  
*Tim Boyde*

DEPUTY COUNTY ADMINISTRATOR  
*Sandy Slusher McDonald*

Senator Joe Manchin  
October 27, 2011  
Page Two

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Respectfully,

Patricia A. Noland, President  
Jefferson County Commission

PAN:ds

Commission Office Use Only  
 Date on Agenda: 10/27/11  
 Appt Time or New Business: 11:15 am

AGENDA REQUEST FORM

Name: Patsy Noland

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: October 27, 2011

Date Requested – 2<sup>nd</sup> Choice: November 3, 2011

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

Subject:  
**Request for quarterly reports from all boards and commissions that are under the authority of the county commission.**

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

**Request that all Boards and Commissions created by the Jefferson County Commission provide quarterly reports to the county commission on proposed projects along with an overview of current projects.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **I move that all boards and commission that are a creation of the Jefferson County Commission provide quarterly written reports to the county commission and that the reports are due each year by the 1<sup>st</sup> day of the months of January, April, July and October.**

Attachments:

|                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|
| <p>Commission Office Use Only</p> <p>Date on Agenda: <u>10-27-11</u></p> <p>Appt Time or <u>New Business:</u></p> |
|-------------------------------------------------------------------------------------------------------------------|

**AGENDA REQUEST FORM**

Name: Patsy Noland

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: October 27, 2011

Date Requested – 2<sup>nd</sup> Choice: November 3, 2011

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

Subject: Determine the relationship of the county commission to the emergency service agencies and discuss how the county commission can best meet the funding needs of volunteer fire companies.

Please provide the County Commission with a description of your request or presentation, including any background information: **There needs to be a determination of the relationship between the county commission and emergency services. I plan to ask the county administrator and our legal staff to research that topic and provide a written analysis to commissioners. After the analysis is complete, the county commission needs to set some standards and create policies for determining funding for volunteer fire companies. Funding should be based upon collected data detailing current service to our citizens. My recommendation is to explore options that would include funding for specific needs or for a specific purpose, such as equipment needs for volunteers firefighters, paying for equipment maintenance, insurance coverage or similar costs. I would like to explore a method of funding that would create grant funding with the county acting as the pass through agency, whereby the county would pay the invoices for the particular purpose for which the funds provided by the county commission are designated. Using this method there would be greater accountability of taxpayer dollars.**

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

Possible motions include the following:

- 1. I move that the county administrator and our legal staff explore the relationship between the county commission and emergency services agencies and that a written analysis be provided to the county commission.**
2. I move that effective November 1, 2011, the emergency services agency and each fire company begin collecting data and provide to the county commission monthly reports of collected data showing the number of response calls including ambulance and fire calls along with the type of call, dates and location of each call as well as response time and the number of responders, including chase cars, for

each call and that the first report be provided to the county commission by December 10, 2011 and by the 10<sup>th</sup> of each month thereafter and that the county commission use the collected data to better assist the commission in establishing policies to determine the funding of emergency services.

Attachments: **None**

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### 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: October 27, 2011

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

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

Subject: **Approval of Employment – Chief Finance Officer**

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

Personnel Requisition

Department Name COUNTY COMMISSION Date 10-24-11 Date Needed 11-14-11

Job Title DIRECTOR OF FINANCIAL MGT Salary \$75K Criminal History Check  Yes  No

Suggested Recruitment Source(s) \_\_\_\_\_

Applicants Interviewed By \_\_\_\_\_ Position Reports To \_\_\_\_\_

Minimum Education Required \_\_\_\_\_

Minimum Experience Required \_\_\_\_\_

Job Duties \_\_\_\_\_

Budget Information

Addition  Replacement  Explain or For Whom \_\_\_\_\_

Position Budgeted  Yes  No Proposed Salary \$75,000 Date of Hire 11-14-11

Is Position: Full-Time  Regular Part-Time \_\_\_\_\_ On-Call Occasional \_\_\_\_\_ Temporary \_\_\_\_\_

Safety/Security YES Hours Per Week SA EXEMPT

Approvals

Elected Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

County Commission Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

✓  
10/27/11  
②  
~~11:45 AM~~  
1:30

Name: Lynn Fields

Department or Entity: Probate

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: 10-6-11

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

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

Subject: Set date and time for Public Hearings for:

- Grimes Estate
- Wilt Estate

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:



Jennifer S. Maghan  
County Clerk

# Jefferson County Clerk's Office

## Probate

October 11<sup>th</sup>, 2011

Nancy G. Ranalli  
PO Box 163  
Millville, WV 25432

James Grimes  
2089 Old Cave Road  
Charles Town, WV 25414

**re: Estate of Martin B. Grimes, deceased**

On Thursday, October 27<sup>th</sup>, 2011 at 1:30pm, the Jefferson County Commission will hold a hearing on the **NOMINATION AND WAIVER FOR APPOINTMENT OF EXECUTOR OF THE ESTATE MARTIN B. GRIMES.** If you are unable to attend, please contact our office as soon as possible.

Enclosed is a copy of the **NOTICE OF HEARING** that will be published in the **SPIRIT OF JEFFERSON ADVOCATE** on Wednesday, October 12<sup>th</sup>, and October 19<sup>th</sup>, 2011.

Sincerely,

S. Lynn Fields  
Deputy Probate Clerk

cc: Alice Chakmakian, Esq.  
Peter Pentony, Esq.  
Stephanie Grove, Esq.  
Stephen Groh, Esq.

**Mr. Pellish**  
Nomination and Waiver for  
Appointment of Executor, Oct. 27<sup>th</sup>  
1:30pm

NOTICE OF HEARING

Please take notice that a hearing will be held on **Thursday, October 27<sup>th</sup>, 2011 at 1:30pm**, in the Charles Town Library meeting room located at 200 East Washington Street at the side entrance on Samuel Street in the city of Charles Town, by the Jefferson County Commission to hear the **NOMINATION AND WAIVER FOR APPOINTMENT OF EXECUTOR OF THE ESTATE OF MARTIN B. GRIMES, DECEASED; AND THE PETITION TO REMOVE CO-ADMINISTRATRIX OF THE ESTATE OF NORMAN WILT, DECEASED.**

All persons having an interest in said hearing or estate are invited to attend this meeting. For further information, please contact the Jefferson County Clerk's Office, Probate Office at 100 East Washington Street, Charles Town, WV 25414, or you may call at (304) 728-3210.

Spirit of Jefferson Advocate

October 12<sup>th</sup>, 2011

October 19<sup>th</sup>, 2011

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE:

THE ESTATE OF  
MARTIN B. GRIMES, Deceased.

Agreed Order Resolving  
Petition of Nancy G. Ranalli, Executrix, Under §44-7-1, et seq., West Virginia Code

On the \_\_\_\_\_ day of September, 2011, the Jefferson County Commission considered the Petition of Nancy G. Ranalli, Executrix, Under §44-7-1, et seq., West Virginia Code, to resign as Executrix of the Estate of Martin Grimes. In conjunction with said Petition, the Commission received a Nomination and Waiver for Appointment of Executor, executed by Ms. Ranalli and nominating James Grimes, the son and sole heir of the decedent, as Executor.

In consideration of the same, it is hereby **ORDERED** that Nancy G. Ranalli is **REMOVED** as Executrix of the Estate of Martin B. Grimes, and James Grimes is **APPOINTED** as Executor of the Estate of Martin B. Grimes. The Clerk's Office is directed to prepare and execute such documents as are necessary to carry out the rulings herein.

JEFFERSON COUNTY COMMISSION

BY: \_\_\_\_\_

NOMINATION AND WAIVER FOR APPOINTMENT OF EXECUTOR

To the County Commission of Jefferson County, West Virginia or the Clerk in vacation or recess:

I, NANCY G. RANALLI, Executrix of the Estate of Martin B. Grimes, deceased, hereby relinquish my qualification as Executrix of the Estate of Martin B. Grimes, deceased, and nominate and ask you to appoint JAMES GRIMES as such Executor.

Given under my hand this 22<sup>nd</sup> day of August, 2011.

Nancy G. Ranalli

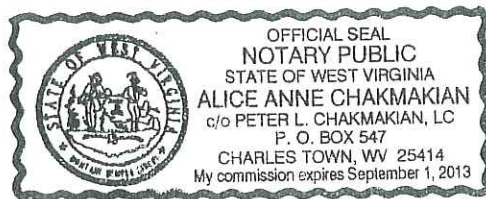
STATE OF WEST VIRGINIA,  
COUNTY OF JEFFERSON, to-wit:

I, Alice A Chakmakian, a Notary Public of said state and county, do hereby certify that Nancy G. Ranalli, whose name is signed to the writing above, bearing the date of August 22, 2011, 2011, has this day acknowledged the same before me in my said state and county.

Given under my hand this 22<sup>nd</sup> day of August, 2011.

Alice Anne Chakmakian  
Notary Public

Notarial stamp:



**LAST WILL AND TESTAMENT**  
**OF**  
**MARTIN B. GRIMES**

I, Martin B. Grimes, widower, of Charles Town, Jefferson County, West Virginia, being of sound and disposing mind and memory, and not acting under undue influence of any person whomsoever, do make, publish and declare this instrument to be my last will and testament, hereby revoking all former wills and codicils heretofore made by me.

**FIRST:** I hereby nominate, constitute and appoint my sister-in-law, Nancy G. Ranalli, as Executrix of this my last will and testament, and I request that she be allowed to qualify and serve as such, without giving bond or security in this or any other jurisdiction.

**SECOND:** I direct that all my just debts, funeral expenses and administrative expenses be paid from my estate, as soon as practicable after my death, and that no debt of mine or of my estate, including, but not limited to, funeral expenses, burial expenses and the expenses of my last illness, shall be borne by my heirs.

**THIRD:** I give, devise and bequeath all the rest and residue of my estate, comprised of property which I own or have the right to dispose of at my death of whatever kind, character and description, real, personal, tangible, intangible and mixed, and wheresoever situate, and whether now owned or hereafter acquired unto my son, James Grimes.

**FOURTH:** In the event that my son, James Grimes, shall predecease me, then in that event, I give, devise and bequeath all the rest and residue of my estate, comprised of property which I own or have the right to dispose of at my death of whatever kind, character and description, real, personal, tangible, intangible and mixed, and wheresoever situate, and whether now owned or hereafter acquired unto my sister-in-law, Nancy G. Ranalli, or her issue per stirpes.

**FIFTH:** I have intentionally not provided for my step-daughter, Deborah L. Manuel, in this my last will and testament.

**SIXTH:** I hereby revoke all testamentary instruments heretofore made by me.

IN WITNESS WHEREOF, I have unto set my hand this 28th day of August, 2006, at Charles Town, West Virginia, in the presence of each and all of the subscribing witnesses, each of whom I have requested in the presence of each of the others to subscribe his name, with his address written opposite thereto, as an attesting witness, in my presence and in the presence of all the others.

Martin B. Grimes (SEAL)  
Martin B. Grimes

The foregoing will consisting of one and one-fourth (1-1/4) typewritten pages, was signed, sealed, published and declared by Martin B. Grimes, testator, to be his last will and testament, in our presence, and we, at his request, at the same time, have hereunto subscribed our names, as attesting witnesses, this 28th day of August, 2006, at Charles Town, West Virginia.

Sa Shi of Shepherdstown, WV

Carlene Watson of Harpers Ferry, WV

Deborah Eckerd of Bunker Hill, WV

STATE OF WEST VIRGINIA  
COUNTY OF JEFFERSON, to wit:

This day personally appeared before me, the undersigned authority, a Notary Public within and for Jefferson County, West Virginia, Stephanie Shields, Carlene Watson and Deborah Eckerd, who being first duly sworn, say that they are the subscribing witnesses to the last will and

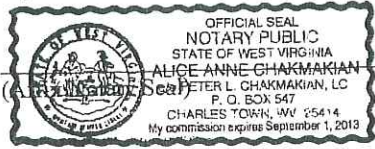
testament of Martin B. Grimes, a resident of Jefferson County, West Virginia, which is dated the 28th day of August, 2006; and that on said date the said Martin B. Grimes, testator of said will, signed, sealed, published and declared the same to be his last will and testament, in the presence of all of these affiants, at the request of the said testator, in the presence of each other, and in the presence of said testator, all present at the same time, signed, their names, as attesting witnesses to said will.

Affiants further say that this affidavit is made at the request of the said Martin B. Grimes, testator, and in his presence, and the said Martin B. Grimes, at the time said will was executed, was, as in the opinion of the affiants, of sound and disposing mind and memory, and over the age of twenty-one (21) years.

Sam Sluis  
Carlene Watson  
Deborah Eckerd

Taken, subscribed and sworn to before me by the said Stephanie Shields,  
Carlene Watson and ~~Stephanie Shields~~ Deborah Eckerd,  
this 28th day of August, 2006.

My commission expires: 9/1/2013



Alice Anne Chakmakian  
Notary Public

**THIS INSTRUMENT PREPARED BY:** Peter L. Chakmakian, Attorney at Law, P.O. Box 547, Charles Town, West Virginia 25414

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

IN THE CLERK'S OFFICE OF THE COUNTY COMMISSION: June 6<sup>th</sup>, 2007

A paper writing, bearing date of August 28<sup>th</sup>, 2006, purporting to be the Last Will and Testament of Martin B. Grimes, late of Jefferson County, West Virginia, was this day, June 6<sup>th</sup>, 2007, offered for probate in said office, and on August 28<sup>th</sup>, 2006, said writing was fully proved before Alice Anne Chakmakian, a Notary Public, by Stephanie Shields, Carlene Watson, and Deborah Eckerd the subscribing witnesses thereto, who made oath in due form of law, that the aforesaid testator, in their presence, signed, published and declared said writing as and for his Last Will and Testament, that they subscribed their names as witnesses thereto, at the request of the said testator, in his presence, and in the presence of each other, all signing at the same time, that they believe said testator was of sound sense and memory at the time of so doing, and over the age of eighteen years.

Thereupon it is ordered that said writing be recorded as and for the Last Will and Testament of Martin B. Grimes, deceased.

Test,

Jennifer S. Maghan  
Clerk of said Commission

By *Kevin H. Alder*  
Deputy

JEFFERSON COUNTY, WV  
FILED  
June 06, 2007 15:17:12  
JENNIFER S. MAGHAN  
COUNTY CLERK  
TRANSACTION NO: 2007012400  
BOOK OF ORDERS  
Book: 27 Page: 00044



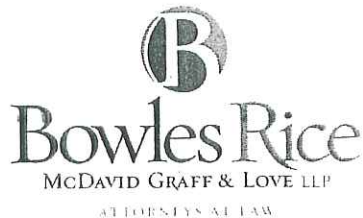
JEFFERSON COUNTY, WV  
FILED  
June 06, 2007 15:17:58  
JENNIFER S. MAGHAN  
COUNTY CLERK  
TRANSACTION NO: 2007012401  
WILL BOOK  
Book: 15 Page: 00239



600 Quarrier Street  
Charleston, West Virginia 25301  
(304) 347-1100

7000 Hampton Center  
Morgantown, West Virginia 26505  
(304) 285-2500

333 West Vine Street, Suite 1700  
Lexington, Kentucky 40507-1639  
(859) 252-2202



101 South Queen Street  
Martinsburg, West Virginia 25401

Post Office Drawer 1419  
Martinsburg, West Virginia 25402-1419  
(304) 263-0836

[www.bowlesrice.com](http://www.bowlesrice.com)

5th Floor, United Square  
501 Avery Street  
Parkersburg, West Virginia 26101  
(304) 485-8500

480 West Jubal Early Drive  
Suite 130  
Winchester, Virginia 22601  
(540) 723-8877

Charles F. Printz, Jr.  
Telephone — (304) 264-4222  
Facsimile — (304) 267-3822

September 19, 2011

E-Mail Address:  
[cprintz@bowlesrice.com](mailto:cprintz@bowlesrice.com)

Jennifer S. Maghan, Clerk  
Jefferson County Commission  
Jefferson County Courthouse  
100 E. Washington Street  
Charles Town, West Virginia 25414

Re: Estate of Norman Wilt

Dear Ms. Maghan:

I represent Ms. Scarlett P. Hockman, Co-Administratrix of the Estate of Norman Wilt, deceased. I have enclosed Ms. Hockman's original *Petition to Remove Co-Administratrix*. Please file the Petition and have the matter set down for hearing.

Thank you for your assistance in this matter.

Very truly yours,

Charles F. Printz, Jr.

CFP/cr

Enclosure

cc: Ms. Scarlett P. Hockman  
Ms. Josephine P. Wilt

Mr. Pellish  
Petition to Remove Co-Adm AND  
Objections, Oct. 27<sup>th</sup> 1:30pm

BEFORE THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: ESTATE OF NORMAN WILT

**PETITION TO REMOVE CO-ADMINISTRATRIX**

COMES NOW Scarlett P. Hockman, by her attorney, Charles F. Printz, Jr., and petitions the County Commission of Jefferson County, West Virginia, to remove Josephine Wilt as co-administratrix of the Estate of Norman Wilt, deceased, and as grounds for said Petition, states as follows:

1. Norman Wilt passed away on February 13, 2011, intestate.
2. Josephine Wilt, the sister of the Decedent, qualified and was appointed Administratrix of the Estate of Norman Wilt on February 23, 2011.
3. Subsequently and at a later time, your Petitioner, Scarlett P. Hockman, qualified and was appointed Co-Administratrix of the Estate of Norman Wilt, retroactive to and effective as of February 23, 2011.
4. Your Petitioner is the daughter of Norman Wilt and the sole heir of his Estate.
5. Since her appointment as Co-Administratrix, Josephine Wilt has neglected, failed or refused to cooperate with your Petitioner in the management of the Estate and has acted towards her in an openly hostile manner.

6. Josephine Wilt has hidden and/or refused to disclose assets of the Estate, i.e., the tools and equipment of an electrical business, the decedent's personal belongings, title to a trailer, income tax returns, and other records.

7. Under West Virginia law, an administrator owes a fiduciary duty to the beneficiaries to maximize and preserve all estate assets.

8. Josephine Wilt additionally exercised fiduciary powers without the Petitioner's knowledge or consent, including an attempted transfer of money between bank accounts and the attempted filing of settlement papers with the Probate Office.

9. Josephine Wilt has also filed a claim against the Estate for \$15,000.00 for "personal services" she allegedly provided the Decedent, which Petitioner believes is baseless and contrived. As an alleged, significant creditor of the Estate, Josephine Wilt has an irreconcilable conflict of interest with her duties as Co-Administratrix.

10. Josephine Wilt further has failed and refused to respond to letters concerning the above matters. See letters dated July 19, 2011 and August 26, 2011, attached as Exhibits A and B.

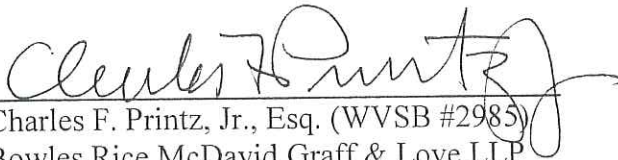
11. Because of the failure of Josephine Wilt to properly administer the Estate, she has forfeited the right to receive fees or commissions pursuant to West Virginia Code § 44-4-7.

12. The County Commission of Jefferson County, West Virginia, has jurisdiction to hear this Petition and grant the relief requested under the W. Va. Constitution, Article IX, § 11, and West Virginia Code §§ 7-1-3 and 44-5-5.

WHEREFORE, Petitioner requests that the County Commission remove Josephine Wilt as Co-Administratrix of the Estate of Norman Wilt, Deceased.

Respectfully submitted,

**SCARLETT P. HOCKMAN**  
**By Counsel**

  
Charles F. Printz, Jr., Esq. (WVSB #2985)  
Bowles Rice McDavid Graff & Love LLP  
101 South Queen Street (25401)  
Post Office Drawer 1419  
Martinsburg, West Virginia 25402-1419  
Ph: 304/263-0836  
F: 304/267-3822

Scarlett P Hockman  
918 Lost Road  
Martinsburg, WV 25403  
July 19, 2011

RE: Estate of Norman Wilt

Josephine,

As the sole beneficiary of my father's estate, I am formally requesting that you return all of my father's personal belongings to me. This includes, His clothing, jewelry, electrical tools, military awards, pistol, and any other personal belongings that remain at your residence. In the event that any of these items have been sold or given away, I am not only requesting a written inventory but also monetary compensation. I am also requesting that the title to the trailer, personal records and paperwork as well as all checks and paperwork regarding the estate be returned to me.

It has become evident that you are hostile toward me and unwilling to work together to resolve the settlement of the estate in an amicable manner. I, on the other hand, have made every effort to work with you in a peaceful and cohesive manner. So, in the best interest of my father's estate, I am taking this action.

I am also requesting that you voluntarily remove yourself as co administrator of the estate. You have made no effort to help with any of the work that has been involved in the settlement of the estate. Yet, you have left that responsibility to me and other members of the family. Furthermore, you have been dishonest, and not forthcoming about all of the assets of the estate. Recently, I have learned that you attempted to transfer funds from the estate account without my or consent. It is my belief that your intentions regarding the estate are self motivated and not in the best interest of the estate. If you refuse to do this voluntarily, I **WILL** petition an order before the County Commission.

May I remind you that your refusal to return my father's personal belongings and assets of the estate may be a violation of the law. If I do not have either receipt of above mentioned property or a written response within 20 days from the date of this letter, I **INTEND** to take legal action.

Sincerely,



CC: Honorable Jennifer S. Maghan, Circuit Clerk

EXHIBIT  
A

Scarlett P Hockman  
918 Lost Road  
Martinsburg, WV 25403  
August 26, 2011

Honorable Jennifer S Maghan  
Clerk of County Commission of Jefferson County  
PO Box 208  
Charles Town, WV 25414

RE Estate of Norman Wilt

Dear Ms Maghan,

I am the Co Administratrix of my father's estate. My aunt, Josephine Wilt, is the other Administratrix. I write to request that the County Commission remove my aunt as co administratrix of the estate and that a hearing be held on this request. I believe that West Virginia Code 44-5-5 allows a fiduciary's power to be revoked by a county commissioner. My reasons for the removal of Josephine Wilt as co Administratrix are as follows:

First, my aunt Josephine has been openly hostile to me throughout the administration of the estate. I also believe that she has often been underhanded in her dealings with me. Shortly after my father died, Josephine qualified as Administratrix and told Ms Lynn Fields, the deputy clerk, that my father had a daughter, but she did not know her whereabouts. She was not only aware of my whereabouts, but was also aware that other family members had been in contact with me during my father's illness. It was not until I called your office on my own that I learned that the probate process was begun by Josephine.

From the time my parents divorced about forty years ago, my father never had anything further to do with me. He never called me or visited me. He also never fulfilled his legal obligation to provide child support. Even though I now realize this was partly due to his alcoholism, he never made an attempt to re connect with me after he achieved his sobriety. Therefore, we were estranged. That I became his sole heir after he shut me out of his life is the foundation of his family's resentment to me.

Initially, when I became Administratrix, I allowed Josephine to remain as a fiduciary also, believing we could work together. However that has not been the case. Josephine has been uncooperative, and unwilling to disclose and provide my father's assets. I have had to learn of several of my father's assets through other sources. When I question Josephine, she is either reluctant to reveal the assets or denies that assets exist. I have also recently learned that my father had an electrical business at his death, and he paid taxes on the equipment for that business. Yet, Josephine has never disclosed its existence or the whereabouts of the tools and or equipment.

EXHIBIT  
B

I wrote the attached letter to my aunt on July 19, 2011, requesting that she return all of my father's personal belongings, including several specific items that I knew existed, the title to his trailer, and other records. I further asked that she resign as Co Administratrix. She has never replied to that letter or spoken to me about it.

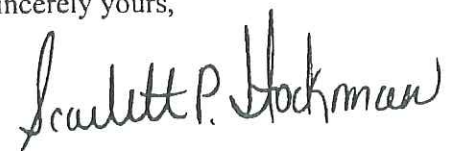
Second, my aunt has attempted to exercise her fiduciary powers without my knowledge or consent. She allowed the transfer of assets to continue while I was challenging the administration of the estate. She has also attempted to transfer money between checking accounts without my knowledge. In addition, she tried to file settlement papers with the Deputy Clerk without my approval.

Third, Josephine has filed a claim against the estate for \$15,000.00 that she says she is owed as compensation for personal services she provided for my father. I believe this claim is baseless, contrived and is designed to deprive me as sole heir of any funds from my father's estate. More importantly, it appears a conflict of interest for Josephine to be a significant creditor of the estate and at the same time an Administratrix.

Lastly, it appears that Josephine is not capable of handling the duties of an Administratrix. In her reluctance to hand my father's records over to me, she has in turn handed the records and accompanying duties over to my cousin Helen Hamill. It is Helen, not Josephine, who has prepared paperwork for the estate, has made phone calls, and has prepared checks for various payments. However, Helen has also recently exhibited animosity towards me. When I questioned the payment of medical bills without seeing proper documentation, Helen threatened to contact each medical provider and advise them to file a claim against the estate on the basis that I refused to sign the checks for payment. I have also learned that Helen encouraged Josephine to file the claim against the estate.

In summary, I believe that Josephine Wilt should be removed as Co-Administratrix because she has hidden or refused to disclose estate assets, has been uncooperative and has undermined my authority, and has a conflict of interest as a creditor of the estate. I ask that my request be handled expeditiously. Thank you for your attention to this matter.

Sincerely yours,

Handwritten signature of Scarlett P. Hochman in cursive script.

CC Josephine Wilt

VERIFICATION

STATE OF WEST VIRGINIA,

COUNTY OF BERKELEY, to-wit:

COMES NOW the undersigned, SCARLETT P. HOCKMAN, who after being first duly sworn, hereby states that the information contained in the foregoing PETITION TO REMOVE CO-ADMINISTRATRIX is true and correct to the best of her knowledge, information, and belief.

DATED this 16 day of September 2011.

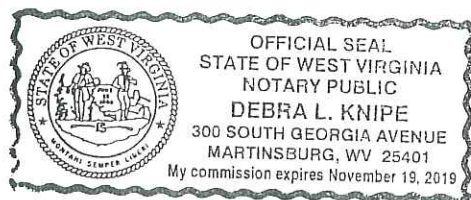
Scarlett P. Hockman  
SCARLETT P. HOCKMAN

Taken, subscribed and sworn to before me this 16 day of September 2011 by  
Scarlett P. Hockman.

My commission expires November 19, 2011.

Debra L. Knipe  
Notary Public

[SEAL]

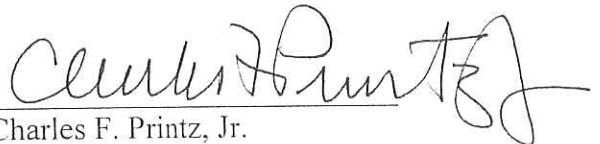


CERTIFICATE OF SERVICE

I, Charles F. Printz, Jr., do hereby certify that I have served a true and correct copy of the foregoing *Petition to Remove Co-Administratrix* upon the below named party on the date indicated via United States Mail, first class, postage prepaid, addressed as follows:

Ms. Josephine Wilt  
210 East 7th Avenue  
Ranson, West Virginia 25438-1437

Dated this 19<sup>th</sup> day of September 2011.

  
\_\_\_\_\_  
Charles F. Printz, Jr.

Josephine Wilt  
210 E. 7<sup>th</sup> Ave.  
Ranson, WV 25438

September 22, 2011

Jennifer S. Maghan, Clerk  
Jefferson County Commission  
Jefferson County Courthouse  
100 E. Washington Street  
Charles Town, West Virginia 25414

Re: Estate of Norman Nelson Wilt

Dear Ms. Maghan:

I, Josephine Wilt, Co-Executrix of the estate of Norman Nelson Wilt, would like to file an objection to the petition to have me removed as Co-Administratrix of Norman Nelson Wilt's estate. Please see attached documents supporting this objection. Thank you for your assistance in this matter.

Sincerely,



Josephine Wilt



To: Jefferson County Clerk

Sept. 6<sup>th</sup>, 2011

From: Josephine Wilt Co Executrix

Re: Estate of Norman Nelson Wilt Deceased

In response to the letter you received from Scarlett P Hockman regarding the Estate of Norman Wilt it is imperative that we share some detail regarding her claims. Her reasons for removing me, her Aunt Josephine Wilt as Co-Executrix are somewhat exaggerated.

There has not been open hostility. Helen Hamill and I went to the Courthouse and made arrangements to fill out the necessary paperwork to administer the estate. Ms Fields was told that there was a daughter named Scarlett Hockman living in Martinsburg but the address was unknown. Apparently Ms Fields, the Deputy Clerk, is an acquaintance of Scarlett's although that is an irrelevant point. It could easily have been pointed out at that time that Scarlett should have and could have been notified of my decision to proceed as executor but in any event, the papers were processed.

Scarlett's Cousin Debbie, a family member, called Scarlett and advised her that her father, Norman, was dying and she should try to see him and attempt to reconcile after so many years. She did go to visit him. The family had reached out to her in the past to encourage Scarlett to reconcile. The Winchester Medical Center subsequently called Scarlett asking her to attend a meeting to discuss arrangements for his immanent end of life. She chose not to participate with the rest of the family.

Scarlett claims her father, Norman, had nothing to do with her after her parents divorced more than 40 years ago. Yes there were problems associated with Norman's social problems, drinking, and ultimately, legal proceedings rectified the delinquent child support payments. To say he never made an attempt to reconnect is untrue. He attended her graduation and she turned and ran away. He continued to send her gifts in the form of cash on her Birthday and at Christmas which were never acknowledged. She chose not to participate in his funeral arrangements or service although she did attend a private viewing where she apparently did not want to see the rest of the family. Her husband mentioned well after Norman's passing that he had no idea that Scarlett even had a family on her father's side and didn't know we existed.

Scarlett and I began the process of administering the estate. Helen's family provided as much support as they could in helping to gather his things from the river lot Norman rented and from the Flea Market site where he had a lot of items stored. One trailer at each site was absolutely full of Flea Market items. The river trailer was emptied by Scarlett's family with help from Helen's family (which is all the same family) demonstrating the spirit of cooperation. Scarlett gave that empty trailer away. The second trailer was previously moved to my house in Ranson by Helen's family to save the rent at the flea market site.

The family gathered on a Sunday afternoon to sort through and make arrangements to dispose of the trailer contents. After an abusive conversation initiated by Scarlett with Ida Luck, Norman's former wife and myself, Ida Luck, was given items that she claimed were hers. This was after things had settled down. These were in fact items that should have been disposed of through the estate process. This demonstrated a willingness on my part to be as cooperative as possible under the circumstances. It was ultimately decided that the rest of the trailer items would be sold at a yard sale. A subsequent letter addresses Scarlett's statement that she wanted none of her father's personal items on the property. The only item that she requested was a copy of her father's picture from the obituary in the newspaper.

Scarlett had already signed the title to the trailer she speaks of as arrangements had been made to dispose of it. There was discussion about a gun that was supposed to be in the trailer but it never turned up, unless they were referring to several BB guns that were sold at the yard sale.

As to the transfer of assets, I was told at the Courthouse that I could not write any checks against Norman's account but I could make deposits into it from any sales. Ms Fields told me that I could sell the truck as long as the receipts were deposited to the estate account. I felt I was entitled to sell the truck and I did after consulting with the rest of the immediate family. It was sold at fair market book value. That was the only asset disposed of.

From the very beginning Helen assisted me in the necessary process of settling an estate including the filing of claims, making phone calls and securing signatures from Scarlett when necessary. Scarlett was extremely appreciative of the assistance rendered by Helen on my behalf. Helen asked me to go to the bank and ask if both bank accounts could be combined to facilitate the final settling of the estate. I was told that it was necessary for Scarlett and me to do it together. Scarlett was then notified that she had to be present with me to make the transfer. The transfer was made and the two of us went and paid the outstanding taxes.

The only responsibilities assumed by Scarlett were to sign checks prepared by Helen, combine the bank accounts with me and deliver the left over items from the yard sale for disposition at auction in August and return the proceeds to the estate. To date, the latter remains undone.

Sincerely

*Josephine Wilt*

Josephine Wilt



*Kimberly Spangler*  
Sept. 7, 2011

Josephine P. Wilt  
210 East 7<sup>th</sup> Ave.  
Ranson, WV 25438

Honorable Jennifer S. Maghan  
Clerk of County Commission of Jefferson County  
PO Box 208  
Charles Town, WV 25414

RE: Estate of Norman Nelson Wilt

Dear Ms. Maghan,

This reply is in reference to the letter dated July 19, 2011 from Scarlett P. Hockman, Co-Executrix of Norman Nelson Wilt's estate. She is formally requesting the return of all of her father's personal belongings that remain at my residence. On the Sunday afternoon that the family, Scarlett Hockman and husband Jack and she also brought a friend along, thinking her name was Jackie, but not sure and my brother's ex-wife Ida Wilt Luck went through all of the estate items that were in the trailer that my brother Melvin Wilt, his friend Jack Koontz and David Hamill had moved from the Harpers Ferry Flea Market. Scarlett Hockman allowed Ida Wilt Luck to have what she believed was hers. Ida Wilt Luck signed a paper that day that she was satisfied with what was given to her, except for a couple items. The family at that time said if they located those items they would get them to her. As the day ended and Scarlett Hockman loaded her truck full of all the treasures she found that day, which should have been sold because those items were part of Norman Nelson Wilt's estate, family looked on and said nothing. When she was getting ready to leave she told me that she was not interested in any of her father's belongings that were at my residence. Witnesses to that statement were myself, Norman's sister, Ethel Wean, sister-in-law Reba Wilt, niece Helen Hamill and husband David Hamill and also her friend. The items left on my property, 210 East Seventh Ave., Ranson, WV, were freely given and graciously accepted as my property and entitlement.

*Josephine Wilt*

Ethel Wean *Ethel Wean*  
Reba Wilt *Reba Wilt*  
Helen Hamill *Helen Hamill*  
David Hamill *David Hamill*



*Kimberly Spangler*  
September 7, 2011

Jefferson Chapel Funeral Home  
Ranson, WV 25438  
Phone: 304-725-5321 Fax: 304-725-4767

Norman Nelson Wilt, 78 of Ranson passed away Sunday, February 13, 2011 in the V A Medical Center. Born April 20, 1932 in Charles Town he was the son of the late George William Wilt and Ruth Hannah Hostler Wilt. He was of the Episcopal faith. Norman served in the U S Air Force, earned the Good Conduct Medal, Korean Service Medal, U N Service Medal and National Defense Medal. He was the Central Office Equipment Supervisor for the General Telephone Company for 15 years, was a retired Master Electrician, after retiring he enjoyed the hobbies of golfing and flea marketing. He is survived by one daughter, Scarlett Paige Hockman of Martinsburg, one brother George Melvin Wilt and wife Reba, two sisters Josephine Wilt and Ethel Wean all of Ranson, three grandsons and a host of nieces and nephews and a close friend Ida Luck of Martinsburg. He will be sadly missed by his family and friends who loved him very much. In addition to his parents he was preceded in death by two sisters, Alma Ruth Hilliard and Mary Anna Fleming. Funeral services will be held 11 a.m. Thursday, February 17, 2011 at the Jefferson Chapel Funeral Home with the Reverend Dr. Melissa Rudolph and Reverend John Rudolph officiating. Interment will be in the Edge Hill Cemetery with Military Honors. The family will receive friends 7-9 p.m. Wednesday at the Jefferson Chapel. In lieu of flowers the family request donation to the American Heart Association, Serving WV, PO Box 954, Wilton, NH 03086-0954.

Online condolences may be offered at [www.BrownFuneralHomesWV.com](http://www.BrownFuneralHomesWV.com)

Responding to Scarlett P. Hockman letter of August 26, 2011.

Obviously Mrs. Hockman must not of read her fathers obituary, futhermore, where does she think all of the tools that her husband Jack took home from the river lot and the tools that she sent to auction came from, along with what was sold at the yard sale. Norman always kept his business license active because it was quite an honor for him to have achieved being a Master Electrician. As for the taxes on his electrical equipment, Mrs. Hockman will have to produce that evidence. Every electrician I have ever known can carry his tools in one pouch.

5

FOR DIVISION USE ONLY

|           |      |   |   |
|-----------|------|---|---|
| R         | N    | T | E |
| CLASS     |      |   |   |
| LICENSE # |      |   |   |
| MAKE      | YEAR |   |   |
| EXP DATE  |      |   |   |

# DEPARTMENT OF TRANSPORTATION DIVISION OF MOTOR VEHICLES



FOR DIVISION USE ONLY

|              |      |   |   |
|--------------|------|---|---|
| REVISED 7/96 |      |   |   |
| R            | N    | T | E |
| CLASS        |      |   |   |
| LICENSE #    |      |   |   |
| MAKE         | YEAR |   |   |
| EXP DATE     |      |   |   |

## CERTIFICATE OF TITLE TO A MOTOR VEHICLE

The Division of Motor Vehicles of West Virginia certifies that pursuant to an application under oath and in substance prescribed by the laws of West Virginia and filed with said Division, the applicant, whose name and address first hereinbelow appear, has been registered in the office of said Division as the lawful owner of the vehicle/boat hereinafter described, or is otherwise entitled to have said vehicle/boat registered in the name of said applicant, that is to say:

### ODMETER READING

| MAKE/BODY | YEAR MODEL | VEHICLE/BOAT IDENTIFICATION NO. | WEIGHT/LENGTH | TITLE NUMBER | PREVIOUS TITLE NUMBER |
|-----------|------------|---------------------------------|---------------|--------------|-----------------------|
| TERL      | 1976       |                                 |               | W600383      | W523018               |
| TC        |            | X014156S7562                    |               |              | 12/06/1996            |

12 WILT, NORMAN N  
07 310 E 7TH AV  
96 RANSON

JEFF WV 25438

2086

Said Division further certifies that from said verified application it appears the above described vehicle/boat is subject to the lien and encumbrance described below, and none other, that is to say:

### FIRST LIEN

Name and mail address of lienholder:

### RELEASE

This lien fully paid, satisfied and released on

this the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

Name of Lienholder

Signature of person or officer

taken, subscribed and sworn to before me this the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

Notary Public

My commission expires on \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

### SECOND LIEN

Name and mail address of lienholder

### RELEASE

This lien fully paid, satisfied and released on

this the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

Name of Lienholder

Signature of person or officer

taken, subscribed and sworn to before me this the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

Notary Public

My commission expires on \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

Witness the corporate name of the Division of Motor Vehicles of West Virginia and the seal of said Division the day of year set beneath the name of the applicant in the Certificate.



DIVISION OF MOTOR VEHICLES

96-VI210108

*Over*

Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF CERTIFICATE OF TITLE

The undersigned hereby certifies that for the sale price herein stated the vehicle/boat described in this title has been transferred to the following printed name and address:

Sale Price \$ Trade In \$ Net Cost \$ 5% Tax \$

Name of Purchaser Address

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

No Tenths CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK 1. The mileage stated is in excess of its mechanical limits. 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY

Signature(s) of Seller(s) Printed Name(s) of Seller(s) Sale Price Date of Sale

"I am aware of the above odometer certification made by the seller."

Warning: This Application Must Not Be Signed Unless The Name And Address Of The Purchaser Appears Above

Signature(s) of Buyer(s) Printed Name(s) of Buyer(s)

1st RE-ASSIGNMENT BY DEALER ONLY

Sale Price \$ Trade In \$ Net Cost \$ 5% Tax \$

The undersigned dealer hereby certifies that the vehicle/boat described in this title has been transferred to the following printed name and address:

Name of Purchaser Address

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

No Tenths CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK 1. The mileage stated is in excess of its mechanical limits. 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY

Signature Dealer/Agent Printed Name of Dealer/Agent Dealer's Certificate No. Date of Sale

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s) Printed Name(s) of Buyer(s)

2nd RE-ASSIGNMENT BY DEALER ONLY

Sale Price \$ Trade In \$ Net Cost \$ 5% Tax \$

The undersigned dealer hereby certifies that the vehicle/boat described in this title has been transferred to the following printed name and address:

Name of Purchaser Address

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

No Tenths CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK 1. The mileage stated is in excess of its mechanical limits. 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY

Signature Dealer/Agent Printed Name of Dealer/Agent Dealer's Certificate No. Date of Sale

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s) Printed Name(s) of Buyer(s)

3rd RE-ASSIGNMENT BY DEALER ONLY

Sale Price \$ Trade In \$ Net Cost \$ 5% Tax \$

The undersigned dealer hereby certifies that the vehicle/boat described in this title has been transferred to the following printed name and address:

Name of Purchaser Address

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

No Tenths CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK 1. The mileage stated is in excess of its mechanical limits. 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY

Signature Dealer/Agent Printed Name of Dealer/Agent Dealer's Certificate No. Date of Sale

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s) Printed Name(s) of Buyer(s)

TRANSFER AND TRADE-IN INFORMATION

Sale Price \$ Trade In \$ Net Cost \$ 5% Tax \$

(Credit allowed only on vehicles/boats registered in WV and tax has been paid by applicant)

Table with 4 columns: Description of vehicle/boat traded in, Make, Year, VIN No., Title No.

Table with 4 columns: Registration plates exchanged or transferred from, Make, Year, VIN No., License No.

LIENHOLDER INFORMATION (FEE: \$5.00)

Amount \$ Kind Lienholder

Date of Lien Address of Lienholder

INSURANCE STATEMENT

INSURANCE MUST BE IN EFFECT WHEN APPLICATION IS RECEIVED. Effective Date of Insurance Policy From To Name of Insurance Company Name of Agent Insurance Policy Number

BUYER'S CERTIFICATE OF TITLE

(Name of Buyer(s) to be entered legibly and exactly as it is to appear on new Certificate of Title) Buyer(s) Name Address IF THE TITLE READS "AND," SIGNATURES OF BOTH OWNERS MUST APPEAR "I hereby certify under penalty of perjury, a false swearing that the statements made herein are true and correct to the best of my knowledge and belief. Signature(s) of Buyer(s) (X) (X) Date

## Wilt — Hockman

Betty R. Wilt of Charles Town, announces the engagement of her daughter, Scarlett Paige, to A.S. (Jack) Hockman III, son of Mr. and Mrs. A.S. Hockman Jr., of Parsons.

Miss Wilt was formerly a fashion coordinator and the manager of Susie's Casuals of the Francis Scott Key Mall, Frederick, Md. and the Eastpoint Mall, Baltimore, Md.

Trooper Hockman is employed with the West Virginia State Police and is currently stationed in Charleston with the Governor's Security.

A March wedding is planned.



SCARLETT PAIGE WILT

Charles Town Presbyterian Church was the scene Sunday afternoon, March 29, of the wedding of Scarlett Paige Wilt, daughter of Mrs. Betty R. Will, 119 Prospect Avenue, Charles Town to A.S. (Jack) Hockman, son of Mr. and Mrs. A.S. Hockman of Parsons, W.Va. The pastor, the Rev. William Ramkey, officiated.

The church altar was lovely, enhanced with decorative white and lilac daisies.

Mrs. Laura Crosby was at the church organ. She rendered the traditional procession and recessional wedding marches and accompanied Miss Gina Fargo who sang "Evergreen" prior to the wedding, and "The Wedding Song" after the couple exchanged their vows.

The bride, given in marriage by her uncle, Harrison Rouzee, was lovely in an empire gown of crystal sheer with crisp ruffle defining the yoke of pearl embroidered Chantilace, hand clipped lace scallops edged the quaint Victorian collar and cuffs of her long slim sleeves. The same pearled lace was repeated as a waistline overlay applique of the flaring skirt and finally combined with the wide hemline flounce which sloped to join the full back in a graceful chapel train. Perfectly complimenting this was her Camelot headpiece of matching lace from her long veil of lace bordered illusion which flowed beyond the tip of her train. She carried a nosegay of lavender and white daisies.

Her single attendant, Tammy Horner, her maid of honor, wore a lilac and white gown with a wide brim hat.

The bride's mother was attired in an aqua street length dress; the groom's mother in a mist green street length dress. Both wore corsages of white carnations with lilac ribbons.

Serving as best man to the groom was Roger Hefner; ushers were Emory Kable and John Moore.

Amy Kable distributed rice packets.

A reception followed the ceremony in the Martha Phillips room of the church. Martha McCormick cut the cake, Nancy Carper and Sandy Hockman were at the punch bowl.

The bride is a 1979 graduate of Jefferson High School and was formerly a fashion coordinator and manager of Susie's Casuals in the Francis Scott Key Mall, Frederick, Md.

The groom graduated from Parsons High School in 1974. A member of the West Virginia State Police, he is currently assigned to the security detail for Governor Jay Rockefeller.

The bride wore a two-piece suit with matching blouse and shoes for the wedding trip to Snowshoe Ski Lodge in Pocahontas County. Following the trip they took up residence in Charleston.

Guests were present from West Virginia, Virginia, Pennsylvania, Maryland and Ohio.

In pre-wedding events, a bridal shower was given by Sammy Kable, Rebecca Skinner and Tammy Harner, and on the eve of the wedding the couple was honored with a party at the home of Mr. and Mrs. Larry Fritts.

#### SPRING CARNIVAL AT SUMMIT POINT METHODIST CHURCH

There will be a Spring Carnival held at the Summit Point methodist Church, Saturday May 9, from 10 a.m. until 2 p.m. on the Church lawn. It is being held for the benefit of the "It's Time to Grow Missions." There will be games, refreshments, a bake sale, and a white elephant sale. The public is invited.

United States of America

State of West Virginia



County of Jefferson, ss:

P O Box 208  
Charles Town, WV 25414-0208

Phone:(304) 728-3230  
Fax: (304) 728-1957

July 11, 2011

JOSEPHINE WILT  
210 E 7TH AVENUE  
RANSON WV 25438-1437

RE: Estate of **NORMAN WILT**

Dear JOSEPHINE WILT:

The enclosed proof of claim was received in this office regarding the above named estate in which you are the personal representative. Written objections are to be mailed to this office within 20 days from the date of this notice.

It is your duty as personal representative of this estate to contact the claimant to take care of this matter. Should there be no assets or you have more expenditures than assets, we urge you to contact an attorney for assistance. Be advised that failure to contact the claimant to discuss either payment or report to them there are no assets may require our office to forward the estate to a Fiduciary Commissioner in compliance with West Virginia Code §44-2-1.

After the claimant has been satisfied, please advise the claimant to mail our office a 'release'. When our office receives the release, we will forward you a copy.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jennifer S Maghan".

Jennifer S Maghan  
Clerk of Jefferson County

Enclosure CC: "Claimant"

United States of America

State of West Virginia



County of Jefferson, ss:

P O Box 208  
Charles Town, WV 25414-0208

Phone:(304) 728-3230  
Fax: (304) 728-1957

July 11, 2011

SCARLETT P HOCKMAN  
918 LOST ROAD  
MARTINSBURG WV 25403-0816

RE: Estate of **NORMAN WILT**

Dear SCARLETT P HOCKMAN:

The enclosed proof of claim was received in this office regarding the above named estate in which you are the personal representative. Written objections are to be mailed to this office within 20 days from the date of this notice.

It is your duty as personal representative of this estate to contact the claimant to take care of this matter. Should there be no assets or you have more expenditures than assets, we urge you to contact an attorney for assistance. Be advised that failure to contact the claimant to discuss either payment or report to them there are no assets may require our office to forward the estate to a Fiduciary Commissioner in compliance with West Virginia Code §44-2-1.

After the claimant has been satisfied, please advise the claimant to mail our office a 'release'. When our office receives the release, we will forward you a copy.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jennifer S. Maghan", written over a horizontal line.

Jennifer S Maghan  
Clerk of Jefferson County

Enclosure CC: "Claimant"

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: The Estate of  
NORMAN NELSON WILT  
\_\_\_\_\_, deceased

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

Personally appeared the undersigned, JOSEPHINE P. WILT

who being by me duly sworn, made oath and says that the Estate of

NORMAN NELSON WILT

\_\_\_\_\_, is justly indebted

to the undersigned for \$ 15,000.00, and that this indebtedness is owed  
on account as evidenced by the attached Account/Statement showing the amount  
thereof, the date goods and services were provided, the rate of interest, if any,  
which claim is just and true, and which claim has not been paid or received, and  
which claim is fully owed without credit or offset, and which Account/Statement  
is attached hereto and incorporated by reference herein and made a part thereof.

Josephine Wilt

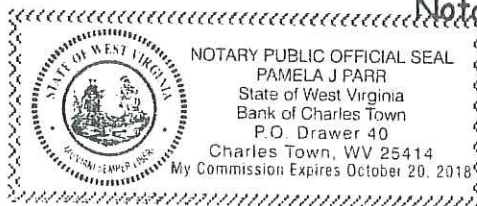
Taken, sworn and subscribed to before the undersigned authority this

15<sup>th</sup> day of June, 2011.

Pamela J Parr

Notary Public

Notarial Stamp:



I Josephine P. Wilt, sister of the deceased Norman Nelson Wilt am putting a lien against his estate in the amount of \$15,000.00, fifteen thousand dollars. My brother had a CD in the amount of \$25,000.00 he had left for me, but considering all that I had done for my brother I am requesting additional funds. My brother lived with me for over the past twenty years. For the first ten years he lived with me he had no job or drivers license, he had a drinking problem. I did everything in my power to pull his life back together and I finally succeeded, but during that time I took care of everything for him at no cost. For the past ten years when he started working again he would contribute to our electric and cable bills and would help with fuel cost in the winter. During that time is what enabled him to be able to start saving money. I never charged him any rent.

My brother had to go through three operations. I would be the one to sign him in and take responsibility for his bills that were not covered by insurance. My brothers past year of his life we were dealing with throat cancer. Myself, his sister Ethel Wean and his brother George M. Wilt were the ones that took him for all of his treatments when he was not able. We were at the hospital every day of his last time on this earth continuing to do everything for him that a family member should. My brother's illness came on him real fast and took him away from us to soon. He never took the time to write a will but on his death bed he said, sis take care of everything, I have left enough to take care of you.

In requesting this amount of money from his estate, it equals a little over \$60.00 per month which I don't think is too much to ask for since I did everything for him while he lived with me for the past twenty years before passing.

Thank You,

*Josephine Wilt*

Scarlett P. Hockman  
918Lost Road  
Martinsburg, WV 25403  
304-263-2394  
July 19, 2011

Honorable Jennifer S. Maghan  
Clerk of Jefferson County  
P.O Box 208  
Charles Town, WV 25414

RE: Estate of Norman Wilt

Dear Ms. Maghan.

As Co administrator of the estate and daughter of Norman Wilt, I am submitting this letter as a written objection to the claim submitted against the estate by Josephine P. Wilt.

According to the statement received by Ms. Wilt, She has placed a lien on the account in the amount of \$15,000.00 (Fifteen thousand Dollars) that she believes she is owed as compensation for living arrangements with the deceased Norman Wilt. I am **DENYING** this claim against the estate, because I believe the claim is being made without merit.

First, In Ms. Wilt's statement, she acknowledges that she was the recipient of a \$25,000.00 Certificate of Deposit. However, she fails to mention that she was also the beneficiary of an approximate \$2,600.00 (Twenty-six hundred dollar) life insurance policy. Therefore, my father can be presumed to have wanted to thank her in this way.

Second, she not only mentions that he contributed financially to the household , but she also clearly points out in her written statement that before his passing my father told her "I have left enough to take care of you".

Third, and perhaps most important, there is no evidence of any written agreement between my father and Ms. Wilt for her to provide care in exchange for compensation. Absent that, it must be assumed that the services she provided prior to his death were out of love for her brother, not money.

Fourth, I question the accuracy in Ms. Wilt's written statement in which she claims that she "did EVERYTHING for him while he lived with [her] for the past twenty years..." Although I believe she gave him exceptional care in his times of need, he was not solely dependent upon her for his care either physically or financially.

Finally, I dispute her request for additional funds. Since my father is deceased, I cannot comprehend Ms. Wilt's need for additional funds as she is not incurring any expenses as a result of their living arrangement, for his care, and/or in the settlement of his estate.

Thank you for your time and consideration in this matter.

Sincerely,

*Scarlett P. Hockman*

D. FRANK HILL, III  
ATTORNEY AT LAW  
POST OFFICE BOX A  
SHEPHERDSTOWN, WEST VIRGINIA 25443

D. FRANK HILL, III (WV & MD BAR)

136 E. GERMAN STREET  
THE PHARMACY BUILDING  
(304) 876-9333

July 25, 2011

Ms. Scarlett P. Hockman  
918 Lost Road  
Martinsburg, WV 25403-0816

Ms. Josephine Wilt  
210 E. 7<sup>th</sup> Avenue  
Ranson, WV 25438-1437

Re: Estate of Norman Nelson Wilt, deceased


Dear Ms. Hockman and Ms. Wilt:

The Clerk of the Jefferson County Commission has referred the above-captioned Estate to me as a result of a Claim having been filed by Josephine Wilt to which an Objection was filed by Scarlett P. Hockman.

The period in which Claims can be filed will expire on September 13, 2011, after which date I will establish a date and time for a hearing on the above-mentioned Claim (and any other Claims which may be filed against the Estate) for the purpose of their adjudication in the event it/they have not then been resolved.

In my letter establishing a hearing, I will inform you as to the funds to be advanced to me (in payment of fees and costs) pending determination of the validity of the Claim(s).

Sincerely,

  
D. Frank Hill, III  
Fiduciary Commissioner

cc: Jefferson County Probate Office

CCNY

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: Estate of Norman Nelson Wilt, deceased

The Denial of Scarlett P. Hockman

Personal Representative of the Estate of Norman Nelson Wilt, deceased, to the Proof of Claim of Josephine Wilt

filed before Jennifer S. Maghan, Clerk of the County Commission of Jefferson County, West Virginia, denying the claim of the said claimant in whole.

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

Personally appeared before me, the undersigned authority in and for the County and State aforesaid, Scarlett P. Hockman who being by me duly sworn says:

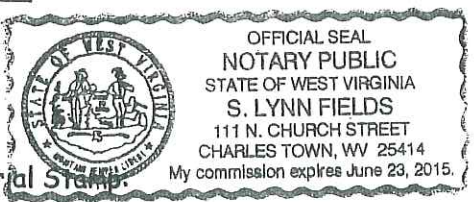
1. That <sup>CO-</sup> She is the Personal Representative of the Estate of Norman Nelson Wilt, deceased.
2. That the said Norman Nelson Wilt died February 13, 2011 testate/intestate a resident of Jefferson County, West Virginia.
3. That the Estate of Norman Nelson Wilt, deceased, is not indebted to the said claimant for the sum of \$ 15,000.00, plus interest accruing, as sworn to by Scarlett P. Hockman, Representative of claimant, in an affidavit filed by him with Jennifer S. Maghan, Clerk of the County Commission of Jefferson County, West Virginia, and the same is hereby denied.

Dated this 3<sup>rd</sup> day of August, 2011.

Scarlett P. Hockman  
Personal Representative of the  
Estate of Norman Nelson Wilt

2011

Taken, sworn and subscribed before me this 3<sup>rd</sup> day of August



Notarial Stamp

S. Lynn Fields  
NOTARY PUBLIC

D. FRANK HILL, III  
ATTORNEY AT LAW  
POST OFFICE BOX A  
SHEPHERDSTOWN, WEST VIRGINIA 25443

D. FRANK HILL III (WV & MD BAR)

136 E. GERMAN STREET  
THE PHARMACY BUILDING  
(304) 876-9333

September 13, 2011

Ms. Scarlett P. Hockman  
918 Lost Road  
Martinsburg, WV 25403-0816

Ms. Josephine Wilt  
210 E. 7<sup>th</sup> Avenue  
Ranson, WV 25438-1437

Re: Estate of Norman Nelson Wilt, deceased

Dear Ms. Hockman and Ms. Wilt:

This letter will serve to supplement my letter to both of you dated July 25, 2011, regarding the Claim filed by Josephine Wilt.

The period in which Claims can be filed expired today, with the only Claim having been filed being that as stated above which I presume has not been settled by the Estate nor withdrawn by the Claimant.

To resolve this Claim, it will be required that I conduct an evidentiary hearing at which both of you should attend in prosecution of the Claim and in defense of the Claim.

As the Claim was filed by Josephine Wilt, Ms. Wilt will be required to post a bond with me in the amount of \$1,000.00 in the form of a check payable to me which I will hold pending resolution of the Claim. This check should be sent to me within ten (10) days of this date using my mailing address of P.O. Box A, Shepherdstown, WV 25443. If the Claim is sustained in favor of Ms. Wilt, all or a portion of the bond will be refunded to her and I will assess the cost of the hearing against the Estate to be paid from its assets. Alternatively, should the Claim be denied, the cost of the hearing will be charged against the bond with the balance, if any, refunded to Ms. Wilt.

COPY

Both parties should know that the burden of proof to sustain the Claim rests squarely upon the Claimant, Josephine Wilt, and at the hearing Ms. Wilt should be prepared to submit any documents or testimony from other persons in support of the Claim.

In view of the nature of this proceeding, I suggest that both of you may well want to retain the services of an attorney to represent your interests in this matter.

With this said, my schedule will allow for the hearing to be held during the second week of October, the 11<sup>th</sup> through the 14<sup>th</sup>, and in this regard I would ask that both of you call my office to let me know within a week if you have any scheduling conflicts with this time period after which time I will establish a precise date and time for the hearing and will notify you of such in writing.

Unless waived by each of you, the hearing will be conducted before a court reporter for which a transcript may be had upon payment by you as you might require. The fee for the court reporter's attendance will be included within the aforementioned bond.

Sincerely,



D. Frank Hill, III  
Fiduciary Commissioner

cc: Jefferson County Probate Office

D. FRANK HILL, III  
ATTORNEY AT LAW  
POST OFFICE BOX A  
SHEPHERDSTOWN, WEST VIRGINIA 25443

D. FRANK HILL, III (WV & MD BAP)

136 E GERMAN STREET  
THE PHARMACY BUILDING  
(304) 876-9333

September 19, 2011

Ms. Scarlett P. Hockman  
918 Lost Road  
Martinsburg, WV 25403-0816

Ms. Josephine Wilt  
210 E. 7<sup>th</sup> Avenue  
Ranson, WV 25438-1437

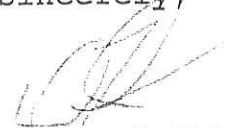
Re: Estate of Norman Nelson Wilt, deceased

Dear Ms. Hockman and Ms. Wilt:

This letter will acknowledge receipt of a check from Josephine Wilt in the amount of \$1,000.00 as the requested deposit/bond toward the resolution of her Claim filed against the above-mentioned Estate.

By this letter you are notified that I will conduct an evidentiary hearing on this Claim on Tuesday, October 11, 2011, at 3:00 p.m., to be held at my office or at the office of Arnold & Bailey at 117 E. German Street, Shepherdstown, which is almost directly across the street from my office. Unless I receive a written waiver from both the Claimant and from the Estate, the hearing will be recorded by a court reporter.

Sincerely,

  
D. Frank Hill, III  
Fiduciary Commissioner

cc: Jefferson County Probate Office  
Charles F. Printz, Jr., Attorney for Scarlett P. Hockman

COPY

WEST VIRGINIA DEPARTMENT OF HEALTH & HUMAN RESOURCES  
 BUREAU FOR PUBLIC HEALTH - VITAL REGISTRATION  
 PHYSICIANS / MEDICAL EXAMINER'S CERTIFICATE OF DEATH  
 ROOM 165, 350 CAPITOL STREET, CHARLESTON, WV 25301

002270

STATE FILE NUMBER

TYPE/PRINT  
 IN  
 PERMANENT  
 BLACK INK

DECEDENT

03

PARENTS

INFORMANT

DISPOSITION

PRONOUNCING  
 PHYSICIAN ONLY

ITEMS 24-26 MUST  
 BE COMPLETED BY  
 PERSON WHO  
 PRONOUNCES DEATH

CAUSE OF  
 DEATH

CERTIFIER

REGISTRAR

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                             |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                        |                                                             |                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 1 DECEDENT'S NAME (First, Middle, Last)<br><b>NORMAN WILT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                             |                                                                                                                                                                                                                                                                                                                                         | 2 SEX<br><b>M</b>                                                                                                                                                                      | 3 DATE OF DEATH (Month, Day, Year)<br><b>02/13/2011</b>     |                                                                                        |
| 4 SOCIAL SECURITY NUMBER<br><b>233-48-6552</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | 5a AGE-Last Birthday (Years)<br><b>78</b>                                   | 5b UNDER 1 YEAR<br>Months: _____ Days: _____                                                                                                                                                                                                                                                                                            | 5c UNDER 1 DAY<br>Hours: _____ Minutes: _____                                                                                                                                          | 6 DATE OF BIRTH (Month, Day, Year)<br><b>04/20/1932</b>     |                                                                                        |
| 8 WAS DECEDENT EVER IN U.S. ARMED FORCES? (Yes or no) <b>YES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                             | 9a PLACE OF DEATH (Check only one, see instructions on other side)<br><input checked="" type="checkbox"/> HOSPITAL <input type="checkbox"/> ER/Outpatient <input type="checkbox"/> DOA <input type="checkbox"/> OTHER <input type="checkbox"/> Nursing Home <input type="checkbox"/> Residence <input type="checkbox"/> Other (Specify) |                                                                                                                                                                                        |                                                             |                                                                                        |
| 9a FACILITY NAME (If not institution, give street and number)<br><b>VA MEDICAL CENTER 510 BUTLER AVE.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                             | 9c CITY, TOWN, OR LOCATION OF DEATH<br><b>MARTINSBURG</b>                                                                                                                                                                                                                                                                               |                                                                                                                                                                                        | 9d COUNTY OF DEATH<br><b>BERKELEY</b>                       |                                                                                        |
| 10 MARITAL STATUS—Married, Never Married, Widowed, Divorced (Specify)<br><b>Divorced</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | 11 SURVIVING SPOUSE (If wife, give maiden name)                             |                                                                                                                                                                                                                                                                                                                                         | 12a DECEDENT'S USUAL OCCUPATION (Give kind of work done during most of working life. Do not use retired.)<br><b>Equipment Supervisor</b>                                               |                                                             | 12b KIND OF BUSINESS/INDUSTRY<br><b>General Telephone</b>                              |
| 13a RESIDENCE—STATE<br><b>WV</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | 13b COUNTY<br><b>Jefferson</b>                                              |                                                                                                                                                                                                                                                                                                                                         | 13c CITY, TOWN, OR LOCATION<br><b>Ranson</b>                                                                                                                                           |                                                             | 13d STREET AND NUMBER<br><b>210 E. 7th Ave.</b>                                        |
| 13e INSIDE CITY LIMITS? (Yes or no)<br><b>Yes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | 13f ZIP CODE<br><b>25438</b>                                                |                                                                                                                                                                                                                                                                                                                                         | 14 WAS DECEDENT OF HISPANIC ORIGIN? (Specify No or Yes—if yes, specify Cuban, Mexican, Puerto Rican, etc.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Specify |                                                             | 15 RACE—American Indian, Black, White, etc. (Specify)<br><b>White</b>                  |
| 16 DECEDENT'S EDUCATION (Specify only highest grade completed)<br>Elementary/Secondary (0-12) <b>12th</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | 16a                                                                         |                                                                                                                                                                                                                                                                                                                                         | 16b College (1-4 or 5-11) <b>16B</b>                                                                                                                                                   |                                                             |                                                                                        |
| 17 FATHER'S NAME (First, Middle, Last)<br><b>George William Wilt</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                             |                                                                                                                                                                                                                                                                                                                                         | 18 MOTHER'S NAME (First, Middle, Maiden Surname)<br><b>Ruth Hannah Hostler Wilt</b>                                                                                                    |                                                             |                                                                                        |
| 19a INFORMANT'S NAME (Type/Print)<br><b>Josephine Wilt</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                             |                                                                                                                                                                                                                                                                                                                                         | 19b MAILING ADDRESS (Street and Number or Rural Route Number, City, or Town, State, Zip Code)<br><b>210 E. 7th Ave., Ranson, WV 25438</b>                                              |                                                             |                                                                                        |
| 20a METHOD OF DISPOSITION<br><input checked="" type="checkbox"/> Burial <input type="checkbox"/> Cremation <input type="checkbox"/> Removal from State<br><input type="checkbox"/> Donation <input type="checkbox"/> Other (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                             | 20b PLACE OF DISPOSITION (Name of cemetery, crematory, or other place)<br><b>Edge Hill Cemetery</b>                                                                                                                                                                                                                                     |                                                                                                                                                                                        | 20c LOCATION—City or Town, State<br><b>Charles Town, WV</b> |                                                                                        |
| 21 SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH<br><i>Robert C. Fields</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                             |                                                                                                                                                                                                                                                                                                                                         | 22 NAME AND ADDRESS OF FACILITY<br><b>Jefferson Chapel Funeral Home<br/>PO Box 838, Charles Town, WV 25414</b>                                                                         |                                                             | 23 DATE SIGNED (Month, Day, Year)                                                      |
| 24 TIME OF DEATH<br><b>08:50</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | 25 DATE PRONOUNCED DEAD (Month, Day, Year)<br><b>02/13/2011</b>             |                                                                                                                                                                                                                                                                                                                                         | 26 WAS CASE REFERRED TO MEDICAL EXAMINER/CORONER? (Yes or no) <b>NO</b>                                                                                                                |                                                             |                                                                                        |
| 27 PART I Enter the diseases, injuries, or complications that caused the death. Do not enter the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line.<br><br>IMMEDIATE CAUSE (Final disease or condition resulting in death) → a <b>PHARYNGEAL CANCER</b><br>DUE TO (OR AS A CONSEQUENCE OF)<br><br>Sequentially list conditions, if any, leading to immediate cause. Enter UNDERLYING CAUSE (Disease or injury that initiated events resulting in death) LAST.<br>b _____ DUE TO (OR AS A CONSEQUENCE OF)<br>c _____ DUE TO (OR AS A CONSEQUENCE OF)<br>d _____ DUE TO (OR AS A CONSEQUENCE OF)                                                                                                          |  |                                                                             |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                        |                                                             | Approximate Interval Between Onset and Death                                           |
| PART II Other significant conditions contributing to death but not resulting in the underlying cause given in Part I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                             |                                                                                                                                                                                                                                                                                                                                         | 28a WAS AN AUTOPSY PERFORMED? (Yes or no) <b>No</b>                                                                                                                                    |                                                             | 28b WERE AUTOPSY FINDINGS AVAILABLE PRIOR TO COMPLETION OF CAUSE OF DEATH? (Yes or no) |
| 29 MANNER OF DEATH<br><input checked="" type="checkbox"/> Natural <input type="checkbox"/> Pending Investigation<br><input type="checkbox"/> Accident <input type="checkbox"/> Suicide <input type="checkbox"/> Homicide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | 30a DATE OF INJURY (Month, Day, Year)                                       |                                                                                                                                                                                                                                                                                                                                         | 30b TIME OF INJURY<br><b>M</b>                                                                                                                                                         | 30c INJURY AT WORK? (Yes or No)                             |                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | 30d DESCRIBE HOW INJURY OCCURRED                                            |                                                                                                                                                                                                                                                                                                                                         | 30e PLACE OF INJURY — At home, farm, street, factory, office, building, etc. (Specify)                                                                                                 |                                                             |                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | 30f LOCATION (Street and Number or Rural Route Number, City or Town, State) |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                        |                                                             |                                                                                        |
| 31a CERTIFIER (Check only one)<br><input type="checkbox"/> CERTIFYING PHYSICIAN (Physician certifying cause of death when another physician has pronounced death and completed Item 23) To the best of my knowledge, death occurred due to the cause(s) and manner as stated.<br><input checked="" type="checkbox"/> PRONOUNCING AND CERTIFYING PHYSICIAN (Physician both pronouncing death and certifying to cause of death) To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner as stated.<br><input type="checkbox"/> MEDICAL EXAMINER/CORONER On the basis of examination and/or investigation in my opinion, death occurred at the time, date, and place, and due to the cause(s) and manner as stated. |  |                                                                             |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                        |                                                             |                                                                                        |
| 31b SIGNATURE AND TITLE OF CERTIFIER<br><b>JIANMING XIE PHYSICIAN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                             |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                        |                                                             | 31c DATE SIGNED (Month, Day, Year)<br><b>02/13/2011</b>                                |
| 32 NAME AND ADDRESS OF PERSON WHO COMPLETED CAUSE OF DEATH (ITEM 27) (Type/Print)<br><b>JIANMING XIE, PHYSICIAN VA MEDICAL CENTER 510 BUTLER AVE, MARTINSBURG, WV 25405</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                             |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                        |                                                             |                                                                                        |
| 33 REGISTRAR'S SIGNATURE<br><i>Kathy Lammie</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                             |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                        |                                                             | 34 DATE FILED (Month, Day, Year)<br><b>FEB 16 2011</b>                                 |

Jennifer S Washan  
 JEFFERSON County 01:16:06 PM  
 Instrument No 2011017298  
 Date Recorded 06/23/2011  
 Document Type APR  
 Pages Recorded 4  
 Book-Page 21-393  
 Recording Fee \$5.00  
 Additional \$6.00  
 TAX DEPARTMENT  
 USE ONLY

**APPRAISEMENT OF THE ESTATE  
 FOR DECEDENTS DYING ON OR AFTER JULY 13, 2001**

ET 6.01  
 Rev. 03/02

**PART 1: GENERAL INFORMATION QUESTIONNAIRE**

|                                                                                                                                                                             |                          |                                                                                                  |                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| A. Decedent's Name<br>Norman Nelson Wilt                                                                                                                                    |                          | B. Social Security Number<br>233-48-6552                                                         | C. Date of Death<br>Feb. 13, 2011                                   |
| D. Decedent's Residence at Death<br>210 E. 7th Ave., Ranson                                                                                                                 |                          | E. State<br>WV                                                                                   | F. County<br>Jefferson                                              |
| G. Marital Status at Death<br>Married <input type="checkbox"/><br>Single, Widow(er) or Divorced <input checked="" type="checkbox"/>                                         | Name of Surviving Spouse | H. West Virginia Counties Where Decedent Held Real Estate<br>N/A                                 |                                                                     |
| I. Will this estate be required to file a Federal Estate Tax Return FORM 706 (see the instructions on page 2)?                                                              |                          |                                                                                                  | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |
| J. Will this estate be required to file the Nonprobate Inventory Form ET 6.02 (see the instructions on page 3)?                                                             |                          |                                                                                                  | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| K. Did the Decedent leave a WILL?                                                                                                                                           |                          |                                                                                                  | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |
| L. Fiduciary's Name and Mailing Address (include zip code)<br>Josephine Wilt/Scarlett Hockman<br>210 E. 7th Ave./918 Lost Road<br>Ranson, WV 25438/Martinsburg, WV<br>25403 |                          | M. Preparer's Name and Address<br>CPA <input type="checkbox"/> Attorney <input type="checkbox"/> |                                                                     |
| Fiduciary's Phone Number (304) 725-7974                                                                                                                                     |                          | Preparer's Phone Number                                                                          |                                                                     |

**Title:** (circle one) Administrator; Executor; Ancillary

**PART 2: QUESTIONNAIRE OF NONPROBATE REAL ESTATE**

Answer each of the following questions concerning the decedent's interest in NONPROBATE REAL ESTATE. If you answer "YES" to any question below, you must complete the attached Inventory of Nonprobate Real Estate provided with this form which shows:

- a. the type of transfer(s) with reference to the question number below;
- b. name(s) of the person(s) with an interest in the real estate as joint tenant or transferee;
- c. relationship to the decedent of ALL above named persons;
- d. market value at the date of death; and
- e. description of the real estate including assessed value.

|                                                                                                                                                                                                                                                       | MARKET VALUE |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1. Did the decedent own an interest in any real estate as joint tenant with right of survivorship? ..... YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>                                                                          | 1            |
| 2. Did the decedent transfer an interest in any real estate without adequate consideration within three years prior to date of death? ..... YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>                                       | 2            |
| 3. Did the decedent own an interest in any real estate in an inter vivos trust (living trust) arrangement or in which the decedent retained the right of use and enjoyment? ..... YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | 3            |
| 4. Did the decedent own an interest in any real estate in which the decedent retained a power of appointment, whether special or general? ..... YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>                                   | 4            |
| 5. Did the decedent own an interest in any real estate as a life estate including a dower interest? ... YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>                                                                           | 5            |
| 6. TOTAL VALUE OF NONPROBATE REAL ESTATE (add lines 1 through 5 above)                                                                                                                                                                                | 6 -0-        |

**PART 3: SUMMARY OF PROBATE ASSETS**

Complete PART 4 first. Enter the total from each schedule of PART 4 on the appropriate line below.

|                                                                           | MARKET VALUE |
|---------------------------------------------------------------------------|--------------|
| 1. Schedule A: Real estate or any interest therein .....                  | 1 -0-        |
| 2. Schedule B: Tangible personal property of every kind .....             | 2 5,200.00   |
| 3. Schedule C: Government bonds and securities of every kind .....        | 3 -181.70    |
| 4. Schedule D: Shares of corporate stock of every kind .....              | 4 -0-        |
| 5. Schedule E: Money, certificates of deposit, notes, accounts, etc ..... | 5 39,958.24  |
| 6. Schedule F: All other assets not hereinbefore mentioned .....          | 6 -0-        |
| 7. TOTAL VALUE OF PROBATE ASSETS (add lines 1 through 6 above)            | 7 45,339.94  |

**PART 4: INVENTORY OF PROBATE ASSETS - TRANSFERS BY WILL OR INTESTACY**

After completing PART 4, enter the total from each schedule on the appropriate line in PART 3.

| <b>SCHEDULE A:</b> Describe any real estate or any interest in real estate.<br>Include description and appraised value of out of state property, but do not include this amount in the total. See page 3 of the instructions. | <b>ASSESSED<br/>VALUE</b> | <b>APPRAISED<br/>VALUE</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------|
|                                                                                                                                                                                                                               |                           |                            |
| <b>TOTAL</b> (enter the total appraised value on line 1 of PART 3)                                                                                                                                                            |                           | -0-                        |

| <b>SCHEDULE B:</b> Tangible personal property of every kind. See page 3 of the instructions.        | <b>APPRAISED<br/>VALUE</b>                      |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 84 Camper<br>2002 Chevrolet Truck<br>1976 Camper<br>1998 Utility Trailor<br>Flea Market Merchandise | 400.00<br>4100.00<br>100.00<br>100.00<br>500.00 |
| <b>TOTAL</b> (enter the total appraised value on line 2 of PART 3)                                  | 5,200.00                                        |

| <b>SCHEDULE C:</b> Bonds and securities of every kind. See page 3 of the instructions. | <b>APPRAISED<br/>VALUE</b> |
|----------------------------------------------------------------------------------------|----------------------------|
| Savings Bonds/ 1 50.00 & 1 100.00                                                      | 50.18<br>131.52            |
| <b>TOTAL</b> (enter the total appraised value on line 3 of PART 3)                     | 181.70                     |

**PART 4** (continued)

| <b>SCHEDULE D: Corporate stock of any kind. See page 3 of the instructions.</b> |                     |                         |                               |                           |
|---------------------------------------------------------------------------------|---------------------|-------------------------|-------------------------------|---------------------------|
| <b>NAME OF THE COMPANY</b>                                                      | <b>CLOSELY HELD</b> | <b>NUMBER OF SHARES</b> | <b>MARKET VALUE PER SHARE</b> | <b>TOTAL MARKET VALUE</b> |
|                                                                                 |                     |                         |                               |                           |
| <b>TOTAL (enter the total market value on line 4 of PART 3)</b>                 |                     |                         |                               | -0-                       |

| <b>SCHEDULE E: Money, bank accounts, certificates of deposits, notes, accounts receivable, etc. Show dates of notes. See page 3 of the instructions.</b> | <b>APPRAISED VALUE</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Bank Of Charles Town Acct # 23020947                                                                                                                     | 29,649.27              |
| Bank of Charles Town Estate Account # 3190692                                                                                                            | 10,308.97              |
| <b>TOTAL (enter the total appraised value on line 5 of PART 3)</b>                                                                                       | 39,958.24              |

| <b>SCHEDULE F: All other assets, not hereinbefore mentioned, including insurance payable to the estate. See page 3 of the instructions.</b> | <b>APPRAISED VALUE</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                                                                                                                                             |                        |
| <b>TOTAL (enter the total appraised value on line 6 of PART 3)</b>                                                                          | -0-                    |

**PART 5: BENEFICIARIES.** List the names and relationships of all beneficiaries or heirs of the estate. Show the age of any life tenant after their name. See page 3 of the instructions.

| BENEFICIARY OR HEIR | RELATIONSHIP | BENEFICIARY OR HEIR | RELATIONSHIP |
|---------------------|--------------|---------------------|--------------|
| Josephine P. Wilt   | Sister       | Beneficiary         |              |
| Scarlett Hockman    | Daughter     | Heir                |              |
|                     |              |                     |              |
|                     |              |                     |              |
|                     |              |                     |              |
|                     |              |                     |              |

**PART 6: OATH OF FIDUCIARY**

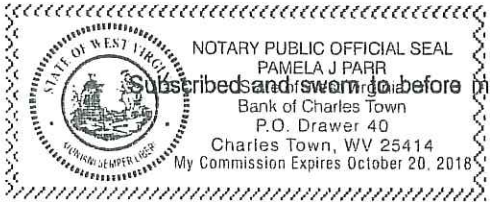
State of West Virginia County of Jefferson, To-wit:  
Josephine Wilt  
 I, Scarlett Hockman, fiduciary for the estate of Norman Nelson Wilt after diligent effort to ascertain the taxable property of this estate, have made answers to each of the questions and have completed, in detail, the schedules for each category of property and believe each item thereof to be correct. I thereby believe the foregoing to be the true and lawful appraisal of ALL real estate and probate property of the estate of the above named decedent.

Josephine Wilt  
Scarlett P. Hockman  
 Fiduciary

Subscribed and sworn to before me this 3rd day of May, 2011

Pamela J Parr  
 Notary Public

My Commission expires 10/20, 2018



**PART 7: APPROVAL OF FIDUCIARY COMMISSIONER/FIDUCIARY SUPERVISOR**

I, \_\_\_\_\_, Fiduciary Commissioner/Fiduciary Supervisor of \_\_\_\_\_ County, West Virginia, to whom the estate of the above named decedent was referred, do hereby approve the foregoing appraisal of such estate.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 Fiduciary Commissioner/Fiduciary Supervisor

By \_\_\_\_\_  
 Deputy

**PART 8: CLERK OF THE COUNTY COMMISSION**

STATE OF WEST VIRGINIA

COUNTY OF Jefferson, To-wit:

In the Clerk's office of Jefferson County on the 23rd day of June, 2011, the foregoing appraisal of the above named decedent was presented and upon motion admitted to record.

Attest Jennifer S. Maghan, Clerk

By Cherolee L., Deputy

Notice to Appoint:

On Thursday, November 3, 2011 the Commission will vote to appoint someone to the Development Authority Board for a Harpers Ferry representative whose will serve an unexpired term ending April 5, 2013 due to a resignation.



*State of West Virginia*  
*Earl Ray Tomblin*  
*Governor*

Office of the Governor  
State Capitol  
1900 Kanawha Boulevard, East  
Charleston, WV 25305

Telephone: (304) 558-2000  
Toll Free: (888) 438-2731  
Fax: (304) 342-7025  
[www.governor.wv.gov](http://www.governor.wv.gov)

October 13, 2011

The Honorable Patricia A. Noland  
President  
Jefferson County Commission  
Post Office Box 250  
100 East Washington Street  
Charles Town, WV 25414-0250

Dear Commissioner Noland:

Thank you for contacting my office. I appreciate your thoughts and concerns, and particularly the time you took to send them to me.

Your correspondence has been forwarded to the appropriate division in my office for further review.

Please accept my most sincere best wishes for the future.

Sincerely,

A handwritten signature in blue ink that reads "Earl Ray Tomblin".

Earl Ray Tomblin  
Governor

ERT:mrp

**RECEIVED**

OCT 17 2011

Jefferson County Commission

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

| Week Ending Date                                  | Week Ending<br>October 15, 2011 |
|---------------------------------------------------|---------------------------------|
| To be Deposited on:                               | October 21, 2011                |
| Amount Played                                     | 81,836,915.69                   |
| Amount Won                                        | 73,760,705.41                   |
| Amount Promo                                      | <u>230,724.00</u>               |
| MWAP Contribution                                 | <u>5,626.83</u>                 |
| Adjusted Gross Terminal Revenue                   | <u>7,839,859.45</u>             |
| Administrative Costs @ 4%                         | 313,594.37                      |
| Excess Lottery Fund @ 4%                          | <u>0.00</u>                     |
| Net Terminal Revenue                              | <u>7,526,265.08</u>             |
| 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%    | \$ -                            |
| Adjusted Net Terminal Revenue                     | <u>7,526,265.08</u>             |
| Racetrack @ 46.50% / 42%                          | 3,499,713.26                    |
| Lottery Fund @ 30% / 0%                           | 2,257,879.48                    |
| Excess Lottery Fund @ 0% / 41%                    | 0.00                            |
| Race Track Purses @ 7% / 14% / 8%                 | 1,053,677.11                    |
| Workers' Compensation Debt Reduction @ 7% / 0%    | 0.00                            |
| Employee Pension Fund @ 1% / .5%                  | 75,262.66                       |
| Greyhound Development @ .75%                      | 56,446.99                       |
| Thoroughbred Development @ .75%                   | 56,446.99                       |
| Racing Commission @ 1%                            | 75,262.66                       |
| County/Municipality @ 2%                          | 150,525.32                      |
| 3% Funds:                                         |                                 |
| Tourism Promotion Fund @ 1.375%                   | 103,486.14                      |
| Development Office Promotion Fund @ .375%         | 28,223.49                       |
| Research Challenge Fund @ .5%                     | 37,631.33                       |
| Capitol Renovation and Improvement Fund @ .6875%  | 51,743.07                       |
| 2004 Capitol Complex Parking Garage Fund @ .0625% | 4,703.92                        |
| 1% Funds:                                         |                                 |
| State Capitol Complex Parking Garage @ 1%         | -                               |
| Cultural Facilities and Capitol Resources @ .5%   | 37,631.33                       |
| Capitol Dome and Capitol Improvements @ .5% / 1%  | 37,631.33                       |
|                                                   | <u>7,526,265.08</u>             |

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                |
| 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                 |
| 09/24/11                              | \$ 137,859.60                | \$ 68,929.80              | \$ 68,929.80         | \$ 5,645.35      | \$ 28,399.08              | \$ 1,544.03               | \$ 23,973.78     | \$ 9,367.56                 |
| 10/01/11                              | \$ 137,743.28                | \$ 68,871.64              | \$ 68,871.64         | \$ 5,640.59      | \$ 28,375.12              | \$ 1,542.72               | \$ 23,953.55     | \$ 9,359.66                 |
| 10/08/11                              | \$ 141,733.80                | \$ 70,866.90              | \$ 70,866.90         | \$ 5,804.00      | \$ 29,197.16              | \$ 1,587.42               | \$ 24,647.51     | \$ 9,630.81                 |
| 10/15/11                              | \$ 150,525.32                | \$ 75,262.66              | \$ 75,262.66         | \$ 6,164.01      | \$ 31,008.22              | \$ 1,685.88               | \$ 26,176.35     | \$ 10,228.20                |
| Subtotal                              | \$ 2,279,605.16              | \$ 1,595,834.30           | \$ 683,770.86        | \$ 56,000.83     | \$ 281,713.59             | \$ 15,316.48              | \$ 237,815.49    | \$ 92,924.47                |

Benchmark Goal @ 2% \$ 912,063.48  
 Remainder until 1% / 1% Split \$ (1,367,541.68)

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  | 9/24/2011  | 68,929.80  |
| 10/4/2008  | 75,186.22  | 10/3/2009  | 72,286.04  | 10/2/2010  | 71,013.86  | 10/1/2011  | 68,871.64  |
| 10/11/2008 | 77,139.04  | 10/10/2009 | 69,650.63  | 10/9/2010  | 69,311.50  | 10/8/2011  | 70,866.90  |
| 10/18/2008 | 80,668.26  | 10/17/2009 | 73,560.21  | 10/16/2010 | 75,234.62  | 10/15/2011 | 75,262.66  |
| 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

1595834.3

Table Game Revenue  
 FY 2011

| <u>Date</u>       | <u>Amount</u> |
|-------------------|---------------|
| 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    |
| September, 2011   | 110,375.25    |

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1686958.88

**JEFFERSON COUNTY, WEST VIRGINIA**

**Engineering Department**

116 East Washington Street

P.O. Box 716

Charles Town, West Virginia 25414

Phone: 304-728-3257

Fax: 304-728-3953

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

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MEMORANDUM

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

FROM: ROGER L. GOODWIN, CHIEF COUNTY ENGINEER  
ENGINEERING DEPARTMENT



DATE: OCTOBER 19, 2011

SUBJECT: SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC –  
SUMMIT POINT TACTICAL TRAINING CENTER, PHASE II  
FILE #S11-11

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

Summit Point Automotive Research Center, LLC – Summit Point Tactical Training Center, Phase II (File #S11-11), which is secured by Letter of Credit #313 with the Bank of Charles Town, Charles Town, West Virginia in the amount of \$699,931.00.

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

RLG:rfb

RECEIVED

OCT 19 2011

JEFFERSON COUNTY COMMISSION



## 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>          |       |             |                  |               |                    |              |                 |                        |                            |               |                   |                    |                 |  |
| SEPTEMBER            | 172   | 106         | 61.63%           | 66            | 38.37%             | \$ 4,434.21  | \$ 25.78        | \$ 6,744.87            | \$ 39.21                   | \$ 2,310.66   | \$ 13.43          | 34.26%             | 71              |  |
| 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%             | \$           | \$ 30.31        | \$ 9,311.32            | \$ 42.91                   | \$            | \$ 12.60          | 29.35%             | 101             |  |

|           |       |       |        |       |        |             |          |               |          |              |          |        |          |  |
|-----------|-------|-------|--------|-------|--------|-------------|----------|---------------|----------|--------------|----------|--------|----------|--|
|           |       |       |        |       |        | 6,578.01    |          |               |          |              | 2,733.31 |        |          |  |
| NOVEMBER  | 226   | 137   | 60.62% | 89    | 39.38% | \$ 6,269.59 | \$ 27.74 | \$ 8,967.87   | \$ 39.68 | \$ 2,698.28  | \$ 11.94 | 30.09% | 99       |  |
| 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:   | 5,978 | 3,698 | 61.86% | 2,280 | 38.14% |             |          | \$ 260,051.17 | \$ 43.50 | \$ 75,671.24 | \$ 12.66 | 29.10% | 2,800.00 |  |

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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, November 3, 2011, or as soon thereafter as the Commission may decide:

**Jefferson County Emergency Services Agency - (3) Three year terms ending November 2, 2014 as follows:**

- One Citizen representative
- One Fire representative
- One Fire/EMS representative

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, prior to the proposed date of appointment.

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

**SPIRIT OF JEFFERSON:**

**PLEASE ADVERTISE ON:**

**October 5, 12, 19 & 26, 2011**

**THANKS - JEFFERSON COUNTY COMMISSION**

For Immediate Release  
Sandy Slusher McDonald, Deputy County Administrator  
Jefferson County Commission Office  
304-728-3284

### **Jefferson County Commission is Bringing Local Government to Comcast Channel 17**

**The Jefferson County Commission is now broadcasting on Channel 17 on Comcast.**

Charles Town, WV; October 20, 2011 – Jefferson County is proud to introduce the unveiling of the Local Government Channel 17 to the residents of the County.

The cable channel will run County Commission meetings, Planning Commission meetings as well as information from Municipalities and local Non-Profit organizations. These advertisements will provide residents an opportunity to see what is going on in the County in a greater way.

Elected Officials as well as Departments within County Government have provided information to assist residents in the services that their offices provide. Long gone are the days of not knowing which office to go to for different things in the County.

This channel will help make local Government more transparent by getting the County Commission meetings and the Planning Commission meetings broadcasted on the air. Not everyone has internet access to watch the live meetings. This has been a long process dating back about ten years but the current Jefferson County Commission is excited about the next level that is taking place in County Government. With the help from Paul Comes of Comcast and the team from Noventri the foundation was laid for getting the necessary equipment in place to move the project forward. There were some technical issues and stumbling blocks that held up the project that was voted on in July 2010, but we have a channel that is now up and running.

The main box is housed in Shepherdstown and will communicate with the local box here in the Hunter House (Commission Office). With the Commission and IT staff overseeing the daily operations of the Channel, there will be plenty of opportunity for non-profit organizations to get their public service events before the residents.

Any Non-Profit agency wishing to place their information on the cable channel can send their request to [cablestation@jeffersoncountywv.org](mailto:cablestation@jeffersoncountywv.org).

Commission President Patsy Noland commented “This is a step in the right direction and this will be a great asset in letting the county know what the Commissioners are up to.”

For more information contact Patsy Noland, President Jefferson County Commission at [patsynol@gmail.com](mailto:patsynol@gmail.com)

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The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, November 3, 2011, or as soon thereafter as the Commission may decide:

**North Eastern Regional EMS, Inc -**

- **One - Three year term ending October 31, 2014**
- **One - Unexpired term ending October 31, 2012**

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, prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284 or emailing [nhosby@jeffersoncountywv.org](mailto:nhosby@jeffersoncountywv.org).

**THANKS - JEFFERSON COUNTY COMMISSION**