

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, MARCH 29, 2012**  
**9:30 A.M.**

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

**Revised March 26, 2012 at 3:09 p. m.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

**PRESENTATIONS:**

1. 9:45 a.m. Roger Goodwin, Chief County Engineer & Michelle Mason, Office of Impact Fees  
- Request to amend FY 2012 CIP for Citizen's Fire Company - Discussion/Action
2. 10:00 a.m. Ken Lowe, Jr., Charles Town HBPA  
- Economic Impact Study of Live Year Round Thoroughbred Racing and Breeding with Jefferson County and the State of West Virginia - Discussion
3. 10:15 a.m. Interviews and appointments to the Jefferson County Development Authority  
(4) three year terms ending April 5, 2015 - Discussion/Action  
(1) City of Charles Town designee three year term ending April 5, 2015 - Discussion/Action
4. 10:30 a.m. **Break**
5. 10:45 a.m. Barbara Miller, CEM, CFM, Director  
Jefferson County COOP (Continuity of Operations Plan) - Discussion/Action
6. 11:00 a.m. Paul Shroyer, Financial Management  
- Budget Analysis for the month of February - Discussion/Action

- 7. 11:15 a.m. Stephanie Grove, Assistant Prosecuting Attorney  
- Employment Agreement for Director of Capital Planning and Management,  
Executive Session Possible §6-9A-4 - Discussion/Action  
- Transition Plan update - Discussion/Action
- 8. 11:35 a.m. Seeking grants and grants administration (LW) - Discussion/Action
- 9. 11:45 a.m. Bill Polk, Maintenance Director  
- Request for approval Court Security Grant application and manpower  
resolution - Discussion/Action

**NEW BUSINESS:**

- 10. Approval of Employment - Human Resource Manager - Discussion/Action
- 11. Approval of Job Offer for 2012 Summer Planning Intern - Discussion/Action
- 12. Approval of Grant Contract, Resolution and Letter of Agreement - Freedom's Run - \$8,400 -  
Action/Discussion

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

- 13. Break for Lunch

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

- 14. 1:30 p.m. Sally Gran, Finance Chief Deputy Clerk - Discussion on Health Insurance  
Package
- 15. 2:00 p.m. Decision on Health Insurance Package - Discussion/Action
- 16. **ADJOURN**

**CORRESPONDENCE:**

Notice of Jefferson County Commission meeting cancellation on Thursday, April 5, 2012.

Weekly Settlement report for Hollywood Casino at Charles Town Races and Slots for week ending March 17, 2012 received from West Virginia Lottery.

Letter received from the Public Service Commission re: disbursement check to Jefferson County

Commission for \$47,790.12 for quarterly Wireless E-911 subscriber fees.

Email received from Amanda Muschlitz concerning Interactive Map of Harpers Ferry National Historical Park.

Reminder of the Jefferson County Water Advisory Committee's Watershed Signage Dedication Event on Saturday, March 31, 2012 at 10:00 a.m. in Morgan's Grove Park.

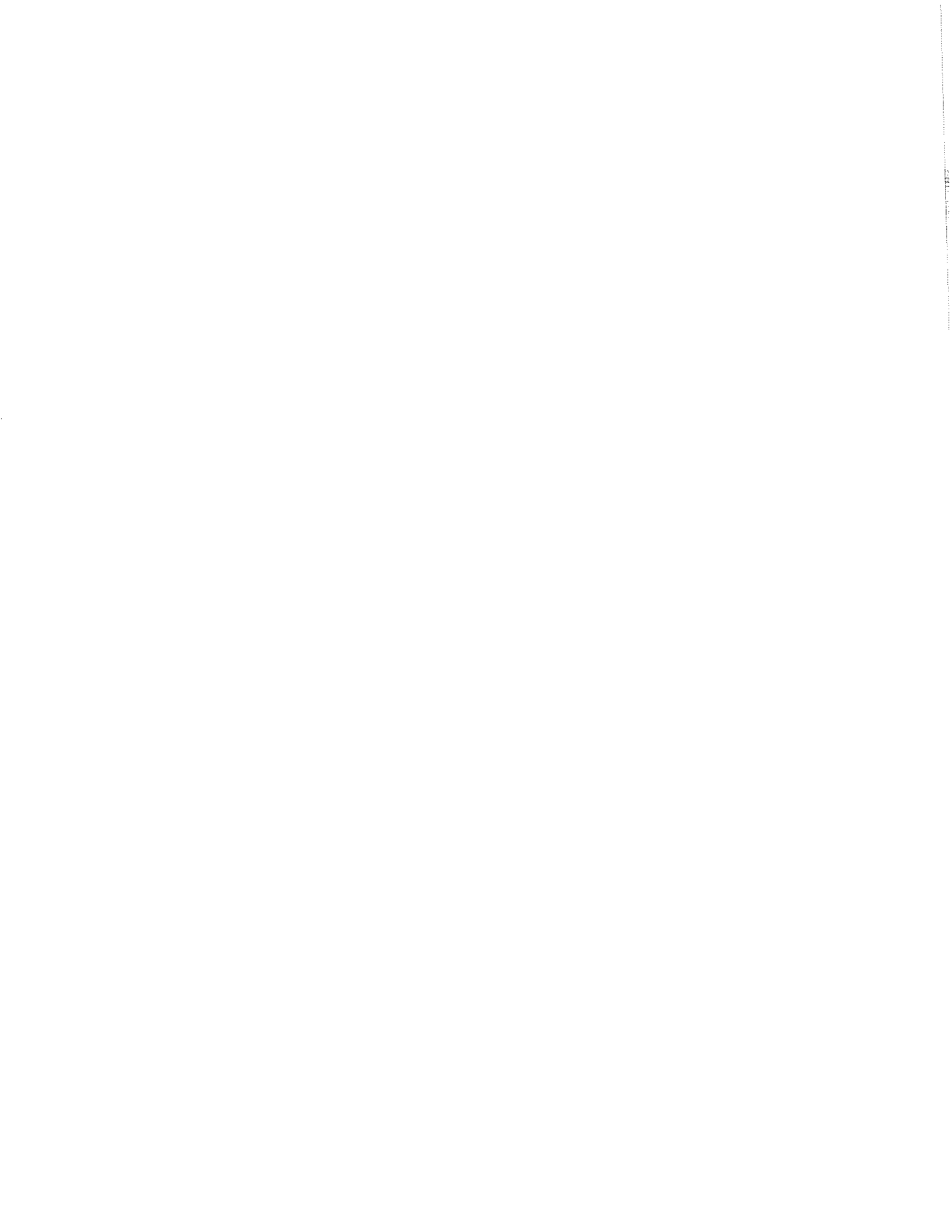
Memorandum received from the County Commissioners Association of West Virginia concerning the County Government Essay Contest.

Summary of all County Grants received from Sandy Slusher McDonald, Acting County Administrator.

Action Alert received from the National Watershed Coalition.

February 2012 Impact Fee Status Report received.

*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.*



**SPECIAL SESSION:**

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

At a Special Session of the County Commission of said County and State continued and held at the Old Charles Town Library ground floor meeting room on Tuesday, March 13, 2012, beginning at 1:00 o'clock p.m.

**PRESENT:** Patsy Noland, President  
Dale Manuel, Vice President  
Walter Pellish, Commissioner  
Frances Morgan, Commissioner (Ms. Morgan left at 2:30 p.m. with notice)  
Lyn Widmyer, Commissioner  
Sandra Slusher McDonald, Interim County Administrator  
Paul Shroyer, Director of Financial Management  
Deborah S. Stellato, Administrative Assistant

**In re: FY 2013 BUDGET WORKSHOP NO. 2**

Commissioner Noland opened the session at 1:00 p.m.

The Pledge of Allegiance was led by Commissioner Widmyer.

Paul Shroyer presented a preliminary budget and answered questions from the Commissioners.

1. The first budget item considered by the Commissioners was the request from the **Jefferson County Development Authority** for funding of \$80,019.00. The Commissioners opted to eliminate and approve the authorization of \$25,000.00 for a proposed sign leaving funds of \$55,019.00 for the Development Authority. It was agreed that an additional \$5,000.00 would be withheld from the \$25,000.00 to be utilized for a seat on the Airport Authority. The Commissioners questioned who is eligible for a seat on the Airport Authority and will ask Stephanie Grove, Assistant Prosecuting Attorney, to research the issue and report her findings to the Commission before a final decision is made.

The Commission also could match up to \$20,000 in funding to the JCDA if the county's five municipalities combine to contribute that amount. There was a general consensus of all the Commissioners regarding funds to the Development Authority.

2. The second budget item considered was funds requested by the **Jefferson County Emergency Services Agency**. Mr. Shroyer recommended allotting the JCESA \$225,000.00 and direct that it be contingent upon completion of the State audit. There was a general consensus of the Commissioners to accept Mr. Shroyer's recommendation.

The Commissioners took a short break at 2:50 p.m.  
The Commissioners resumed the work session at 2:55 p.m.

Revised 03-26-12

3. Third was the County Commission's budget.

With regard to IT Support Ms. Widmyer suggested putting a place mark on that line item in the amount of \$76,875.00. There was general consensus among the Commissioners.

Mr. Shroyer gave his recommendation regarding the IT situation. The issue of whether to have the IT in-house or out-source IT will be discussed next week.

**Following the discussion of IT Support and Human Resources, Ms. Noland continued the work session until Wednesday, March 21, 2012.**

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PATRICIA A. NOLAND, PRESIDENT

**SPECIAL SESSION:**

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

At a Special Session of the County Commission of said County and State held at the Jefferson County Commission Meeting Room on the lower floor of the Old Charles Town Library at 200 E. Washington Street, on Thursday, March 22, 2012 beginning at 7:00 p.m.

**PUBLIC MEETING RE: APPROVAL OF THE LEVY  
ESTIMATE FOR FY 2013**

At 7:00 p.m. Ms. Noland called the Commission back from recess from the afternoon's meeting.

Present for the County Commission:            Patricia Noland, President  
   Dale Manuel, Vice President  
   Lyn Widmyer, Commissioner  
   Frances Morgan, Commissioner  
   Walt Pellish, Commissioner

Also present:    Paul Shroyer, Director of Financial Management

There were only two members of the public present to speak.

**David Tabb** was the first member of the public to voice his concerns about the proposed levy.

Paul Shroyer, Director of Financial Management, explained the estimated revenues and expenses contained in the proposed budget.

**Fred Blackmer** was the second Jefferson County resident to provide his comments about the proposed levy.

Ms. Noland stated that the Commission would not take action this evening to allow time to consider the comments from Mr. Tabb and Mr. Blackmer. There will be a special session on Tuesday, March 27, 2012 to discuss and take action on the proposed levy.

There being no further business, the hearing was concluded at 7:40 p.m.

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PATRICIA A. NOLAND, PRESIDENT



**SPECIAL SESSION:**

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

At a Special Session of the County Commission of said County and State continued and held at the Old Charles Town Library ground floor meeting room on Wednesday, March 21, 2012 beginning at 11:25 a.m.

**PRESENT:** Patsy Noland, President  
Dale Manuel, Vice President  
Walter Pellish, Commissioner  
Frances Morgan, Commission (Ms. Morgan in at 10:00 a.m. with notice)  
Lyn Widmyer, Commissioner  
Sandra Slusher McDonald, Interim County Administrator  
Paul Shroyer, Director of Financial Management  
Deborah S. Stellato, Administrative Assistant

**In re: FY 2013 Plan Offerings for Employees and Benefit Costs**

Commissioner Noland opened the session at 9:30 a.m.

The Pledge of Allegiance was led by Commissioner Pellish.

Debbie Keyser, Human Resources Consultant, and Sally Gran, Chief Deputy Clerk, Finance Department, presented options and proposed costs of certain employee benefits, such as the County's dental plan, life insurance, income replacement, long and short term disability, wellness plans and the HRA now offered by the County. Ms. Keyser and Ms. Gran explained four options for health care plans. The Commissioners directed them to prepare a summary of the options and costs and send to all Department Heads and Electeds request that they discuss the options with their employees and appear before the Commission on Thursday, March 29, 2012 and tell them the choices of the employees.

The Commission took a 5-minute recess at 11:20 a.m.

The Commission convened as a Budget Workshop on 11:25 a.m.

**In re: FY 2013 Budget Workshop**

The meeting was convened as a budget workshop for FY 2013. Different forms of revenue were discussed, i.e. the Hotel/Motel Occupancy Tax which has been used to fund the Parks and Recreation Commission and several other.; video lottery funds to community groups and table game revenues to the General Revenue Fund.

The IT situation was discussed. Paul Shroyer, Director of Financial Management will prepare a summary of costs for purchasing software, hardware, IT technicians salary and Director of IT salary comparing the advantages and disadvantages of either in-house or outside sourcing and submit the documentation to the Commissioners for review and discussion at the next budget workshop.

here being no further business, motion by Mr. Manuel to adjourn. Motion seconded by Ms. Morgan and unanimously approved.

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PATRICIA A. NOLAND, PRESIDENT

# PURCHASE ORDERS TO BE APPROVED

March 26, 2012

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
COMMISSION	51008	\$ 7,595.00	CSSI	DOCUMENT SCANNER
COMMUNICATIONS	41547	\$ 458.00	TELTRONIC	DEPOT REPAIR (XTS2500)
COUNTY CLERK	51046	\$ 160.48	PIFER OFFICE SUPPLY	STAMPER, POST ITS, PENS
COURTHOUSE	51120	\$ 819.00	BK OFFICE SUPPLY	COPY PAPER
	51122	\$ 132.72	DAYCON	PAPER TOWELS DISPENSERS/TRASH CANS
OTHER	51125	\$ 720.00	JEFFERON UTILITES	SERVICE LINE FIRE PROTECTION ANNUAL BILL
VARIOUS	51123	\$ 1,042.50	GRAINGER	CABLE TEST KIT
	51124	\$ 492.08	RCS SECURITY	SECURITY SUPPLIES
<b>GRAND TOTAL</b>		<b>\$ 11,419.78</b>		

Printed at 11:27 a.m. on 03/26/12



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

Name: Michelle Mason

Department or Entity: Office of Impact Fees

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1<sup>st</sup> Choice: 29 March 2012

Date Requested – 2<sup>nd</sup> Choice: 12 April 2012

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

Subject: Request to amend FY 2012 CIP for Citizen’s Fire Company

**Please provide the County Commission with a description of your request or presentation, including any background information:** The JCESA had sent a letter 20 July 2011 to DCPM for approved request of \$154,900 for the FY 2012 CIP Citizen’s Generator project. According to the contract from Todd’s Electric submitted to Citizen’s, the total cost for the Generator was \$159,100. With the last requisition processed, Citizen’s Fire Company had to pay \$4,200 to Todd Electric for the difference. A copy of the approved letter requesting this increase from JCESA on 21 February 2012 is attached. If approved this amendment to the FY 2012 CIP for Citizen’s Fire Company would bring the total approved funding for this project from \$154,900 to \$159,100. Since Citizen’s Fire Company paid the difference out of their general fund, a reimbursement processed through a requisition will be completed for the \$4,200 paid.

**Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):** I move to amend the FY 2012 CIP for Citizen’s Fire Company from the original amount of \$154,900 to \$159,100.

**Attachments:** Letter from Pete Kelly, copy of letter dated 20 July 2011 from JCESA, copy of original bid proposal presented JCESA dated 22 June 2011 from Todd Electric, copy of original contract between Citizen’s Fire Company and Todd Electric dated 8 August 2011, and last requisition processed 31 January 2012 with attachments.

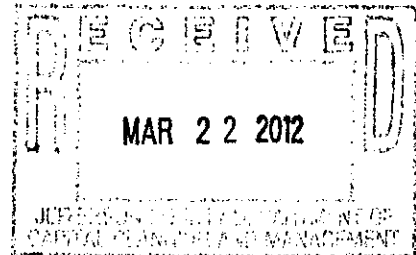


## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

March 21, 2012

Michelle Mason  
Department of Engineering  
Office of Impact Fees  
Jefferson County Commission  
116 E. Washington Street  
Charles Town, WV 25414



Dear Ms. Mason:

As documented in the JCESA Meeting Minutes for the regular meeting on February 21, 2012, the JCESA Board of Directors unanimously voted to approve an additional amount of \$4,200.00 for Citizens Fire Company generator installation. Attached you will find a copy of the original request of \$154,900.00 as referenced in Mr. Rosa's letter of July 20, 2011. The amount requested was incorrect as it did not match the contract amount of \$159,100.00. As you will see on to page 4 of the attached contract, the three (3) draws total \$159,100.00.

We respectfully request that you take action to disburse these funds from the Impact Fee Program. Please contact Director Doug Pittinger if you have any questions.

Sincerely,

R.M. (Pete) Kelley  
President

Attachments

cc: Citizens Fire Company



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail - jeffcoarb@citlink.net  
Telephone - 304-728-3287  
Fax - 304-728-6221

To: Mark Schiavone  
cc: Kirk Davis  
JCESA President Pete Kelley  
JCESA Director Doug Pittinger

From: Paul Rosa *PR*  
JCESA Secretary

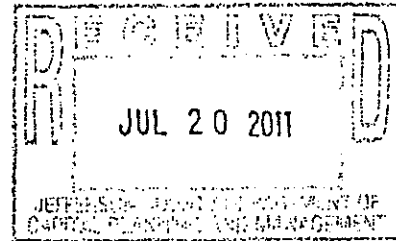
Subject: Citizens Fire Company Generator

Date: July 20, 2011

As you may recall, Citizens Fire Company had made a request to the JCESA Impact Fee Committee for \$100,000 for an emergency backup generator. The JCESA board subsequently recommended that the County Commission allocate impact fees in that amount.

After doing so, the sole bid received on this contract was for \$ 154,900. At its regular meeting on July 19, 2011 the JCESA board voted to request that the County Commission increase the authorized funding for this project to \$ 154,900. Thus we request that you present the board's recommendation to the County Commission for approval.

Please call me at (304) 839-1262 should you have any questions.



**APPROVED**

JUL 20 2011

The County Commission  
of Jefferson County  
Charles Town, WV

**TODD ELECTRIC, INC.**  
**ELECTRIC CONSTRUCTION CONTRACT**  
**WITH OWNER**

**COPY**

THIS AGREEMENT made this 8<sup>th</sup> day of August, 20 11, by and between **TODD ELECTRIC, INC.**, a West Virginia corporation, party of the first part, hereinafter referred to as "company" and Citizens Volunteer Fire Company, owner(s) party(ies) of the second part, hereinafter referred to as "owner,"

WITNESSETH, that for value received and in further consideration of owner retaining the services of company to perform the services and/or improvements as set forth in this agreement, the above named parties do hereby agree as follows:

1. Company will perform the services and/or installations of electrical materials as set forth in the proposal attached hereto and incorporated herein by reference, or as the same may be amended from time to time by written "change order," hereinafter defined, executed by the parties to this agreement.
2. Owner will pay to company the amount due for such services and/or materials in such amounts as the same are stated in the proposal attached hereto, or as the same are contained in any written "change order," and within fifteen (15) days following the issue date of an invoice issued by company for such services and/or materials. Outstanding invoices for completed services and/or installed materials not paid within the fifteen (15) days required herein may, at company's discretion, be subject to the assessment and collection of a one-time late charge not exceeding one percent (1%) of the amount due, together with a continuing finance charge not to exceed the rate of one and one-half percent (1 1/2%) per month applied to the outstanding and unpaid charges, for each month, or part thereof, that such charges remain outstanding and unpaid.
3. Owner(s) represent(s) that he/she/they own the following described real estate and have full authority to contract for the services herein required. This contract for services/materials will be performed by company for owner to improve the following described real estate, which is located in Charles Town District Jefferson County, West Virginia:

\_\_\_\_\_

If not in a subdivision, a brief description of the real estate sufficient to identify it:

\_\_\_\_\_ Citizens Way, Charles Town, WV \_\_\_\_\_

\_\_\_\_\_

4. The owner understands and agrees that any payment made to the owner by, or on behalf of any lender financing the construction project, or by any other person or entity providing funds for the construction project, which payment is understood and deemed to include any amounts due for the services and or materials due under this agreement shall, at all times, be held by owner as fiduciary and trustee for company to be paid to company either upon receipt of an invoice therefor, if no invoice has yet been issued by company or, immediately upon receipt of such payment if an invoice has been issued prior to owner's receipt of such payment.
5. Upon request therefor by the party entitled thereto, and upon payment in full of all outstanding amounts

**TODD ELECTRIC, INC.,**  
**OWNER CONSTRUCTION CONTRACT**  
**PAGE 2 OF 4 PAGES**

due company, company will execute a mechanic's lien waiver and/or release of any and all mechanic's liens applicable the real estate for services rendered and materials delivered and/or installed included in the payment. *Provided, however,* that should any such payment be in the form of a personal or company check or other non-guaranteed funds, the issuance of a mechanic's lien release by company may be delayed until such time as the funds become guaranteed or until such check clears the bank upon which it is drawn. Company further indemnifies and saves harmless the owner of the real estate from any mechanic's lien which may be claimed by a third party for services performed or materials delivered to the real estate for which company may be liable under this agreement and for which company has received payment as herein provided.

6. Owner and company may change the proposal, the services to be performed and/or the materials to be delivered, at any time by the execution of a written "change order," which shall contain information sufficient to indicate the nature of the change and the additional cost (or credit) therefor, signed by both owner and company. In absence of a written change order, the terms of the original proposal shall govern as to the services and/or materials contracted for under this agreement.
7. Company agrees that all services performed and improvements made under this contract shall be:
  - a. executed in a timely manner; and
  - b. of good quality and workmanship and shall meet all applicable building and electrical codes; and
  - c. shall be made according to the specifications and directions of owner insofar as the same is permitted under appropriate and applicable building and electrical codes.
8. Owner agrees to provide company with:
  - a. a safe working environment to perform the contract; and,
  - b. indemnification from any claims which may be asserted by any third party in company's performance of this agreement, excepting only claims caused by company's negligence, misconduct or breach of contract; and,
  - c. appropriate, reasonable and timely consultation and detailed planning with company representatives in the planning and execution of this contract.
9. In fulfilling this agreement, company will be governed by owner's directions and recommendations and should any additional costs be incurred due to owner error in this regard, owner shall be liable to company for any increased costs.
10. Owner further represents that a homeowner's or other liability policy of insurance is currently in effect to insure and protect against claims of company, or its employees, for damages suffered by company or its employees due to the negligence or acts of the owner or of any third party. Owner further represents that such insurance coverage shall be continuously maintained at all times during which company is performing services under this agreement and that owner shall have the duty to immediately notify company upon the termination or cancellation of any such insurance.
11. Company shall not be responsible for the services, labor or materials provided by any party other than company, nor shall it be liable for any damages which may occur as a result of, or be caused by, the labor, services or materials performed by any party other than company or its employees.
12. Company shall not be responsible or liable for damages caused by defective electrical equipment, materials and/or components manufactured by others and installed upon the real estate unless company had a reasonable basis for believing such equipment, materials and/or components were, or were likely to be, defective or had actual notice that the same were defective.
13. Owner agrees to immediately notify company of any improperly performed labor or services or, of any defective equipment, materials and/or components which are attributable to company and is discovered by owner during the course of construction under this agreement, or following completion of this agreement, whichever is applicable, and further agrees to give company the opportunity to correct any

**TODD ELECTRIC, INC.,**  
**OWNER CONSTRUCTION CONTRACT**  
**PAGE 3 OF 4 PAGES**

such condition. Company shall not be liable for any improperly performed labor or service or for any defective equipment, materials and/or components if owner fails to notify company and give company the opportunity to correct the same as herein required.

14. Notwithstanding any other provision of this agreement or governing law to the contrary, owner shall at all times remain liable to company for the performance of the terms of this agreement, including but not limited to the payment of compensation due company for the services and/or materials provided under this agreement.
15. Company reserves the exclusive right to terminate this agreement in the event owner either 1) breaches any duty or obligation to company under this contract or, 2) fails to perform the terms of this agreement as herein stated, and such termination may be effected by company with or without notice to owner. In the event this agreement is terminated as herein provided, company shall not be liable to owner in damages for any such termination. Notwithstanding the foregoing, owner shall remain liable to company following any such termination for any compensation due company for services rendered and/or materials delivered up to the point of termination and company's termination of this agreement as herein provided shall not be a defense in any action against owner for compensation due company under this agreement.
17. Nothing herein contained shall be construed as waiving, limiting or releasing company's rights to a mechanic's lien or company's rights to bring an action for damages against the owner, which rights are hereby expressly reserved.
18. In the event owner defaults in its agreement to pay compensation to company when due under this agreement, and if company should thereafter file for record a written notice of mechanic's lien as provided by law, owner also agrees to pay company's reasonable and necessary attorney's fees, and all recording costs attendant thereto, expended by company to file such mechanic's lien. If company is thereafter required to file suit to enforce such lien, in order to maintain the lien, owner shall also pay company's reasonable and necessary attorneys fees and court costs attendant to the filing of such suit.
19. This agreement shall be governed under the laws of the State of West Virginia. The provisions contained herein are hereby declared to be severable and should a court of competent jurisdiction declare any provision hereof to be invalid, unlawful or unenforceable, such a finding shall not affect the remaining lawful and enforceable provisions hereof, which shall continue in full force and effect with regard to such invalidity.
20. An addendum, constituting the proposal, consisting of 1 page(s) is attached hereto, the contents of which are incorporated herein by reference.
21. The duties and obligations of "owner" under this agreement are joint and several among the various owners of the real estate executing this agreement, if there be more than one owner executing this agreement. The term "owner" shall apply equally to each and every such owner executing this agreement, regardless of the singular or plural use of such term.

TODD ELECTRIC, INC.,  
OWNER CONSTRUCTION CONTRACT  
PAGE 4 OF 4 PAGES

22. Additional terms: [insert any additional terms agreed upon between company and owner]

Payments as follows \_\_\_\_\_  
\$95,460 First Draw. Deposit for Generator, ATS, Freight \_\_\_\_\_  
\$47,730 Second Draw, Due upon completion of install \_\_\_\_\_  
\$15,910 Final Draw due upon completion of "Start-up" testing \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Given under ours hands as and for the day and date first above written.

TODD ELECTRIC, INC., a West Virginia corporation,

By: \_\_\_\_\_

Authorized Signature

Citizens Volunteer Fire Company  
PRINT NAME OF OWNER(S)

\_\_\_\_\_  
Authorized Signature of Owner

\_\_\_\_\_  
Authorized Signature of Owner

\_\_\_\_\_  
Authorized Signature of Owner





**CIP Identification – completed by Impact Fee Coordinator**

14  Project is listed in County Commission approved Capital Improvement Plan.

15  Impact Fee Coordinator has qualified project for funding by impact fees.

16 CIP Entity Name Citizens Fire Company  
*continued*

17 Project Title Station Generator  
*continued*

18 CIP FY 2012 Line number 2  
 Entity ID 117 Project ID 443

19 Capital Category Equipment

CIP Total Project Cost 154,900

CIP Current FY Request 154,900

This Requisition Request ~~154,900~~ 11,710

CIP Approved Impact Fee Funding – Current FY 154,900

Previous Impact Fee Funding – Current FY 143,190

Impact Fee Funds Remaining – Current FY ~~11,710~~ 0.00

- see attached memo.





**Certifications and Tracking**

**Requestor Signature**

23 [Signature] 9 JAN 2012  
Signature Date

By this signature I certify that the information provided by the requestor is true and accurate.

**Impact Fee Coordinator - Approval**

24  Requisition Approved  Rejected  
(If rejected, the Impact Fee Coordinator will attach a memorandum detailing the reason or reasons for rejection)

Account name Fire EMS Impact Fee  
Account # 3112128116 Bank Bank of Charles Town  
[Signature] 18 Jan 2012  
Signature Date

**County Commission President - Approval and Release to County Finance**

25  Requisition Approved  Rejected  
[Signature] 1/18/2012  
Signature Date

**County Finance - Received By**

26 [Signature] 1/22/12  
Signature Date

**Impact Fee Coordinator - Check Delivery Completed**

27 [Signature] 31 January 2012  
Signature Date

28  There are continuation sheets attached.  There are no continuation sheets attached.

**Impact Fee Coordinator - Process Numbers Involved**

Note that this range may include development for which a fee does not apply (for example commercial development and the school impact fee) and may include Process Numbers for exemptions.

29 Start Date 07-04-2011 End Date 11-13-2011  
Start Process Number 1100085 End Process Number 1100106



Todd Electric, Inc.  
 197 Edmond Road  
 Kearneysville, WV 25430  
 304-728-7193  
 Lic.# WV004370

# Invoice

DATE	INVOICE #
1/9/2012	23619

<b>BILL TO</b>
Jefferson Cty Emergency Services Agency 419 Sixteenth Ave. Ranson, WV 25438

TERMS	JOB
Due on receipt	JC1101-2

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	CITIZENS FIRE COMPANY #2. EMERGENCY GENERATOR---FINAL DRAW	15,910.00	15,910.00
	Non Taxable	0.00%	0.00

Thank you for your business. If you are happy with our work, please tell your friends. If not, please contact me, Scott Todd, President at 304-728-7193.	<b>Total</b>	\$15,910.00
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*PAY ONLY 11,710 - see  
 Attached memo fms*

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Capital Planning and Management**  
114 East Washington Street  
Charles Town, West Virginia 25414

F. Mark Schiavone  
Director  
Impact Fee Coordinator

Phone: (304) 728-3331  
Fax: (304) 724-2178  
mschiavone@jeffersoncountywv.org

**MEMORANDUM**

TO: All Concerned Parties  
FROM: F. Mark Schiavone *fm*  
DATE: Wednesday, January 18, 2012  
SUBJECT: Error in approved amount for Citizen's Fire Company Generator

Upon processing the final requisition for the Citizen's Fire Company Generator it has come to our attention that a mistake was made in the transmittal from the JCESA to DCPM regarding the total amount approved for this project.

Tim Offutt from Todd Electric has provided me with a copy of the final bid proposal which he submitted to the JCESA on 22 June 2011. That amount was for \$159,100 and was subsequently approved by the JCESA.

Attached is a copy of the transmittal from the JCESA to DCPM erroneously indicating that the approved project cost was \$154,900. That letter was received by DCMP on 20 July 2011 and this amount was approved by the County Commission on 28 July 2011.

I have spoken with Ron Fletcher at Citizens. He has agreed to pay the differential amount of \$4,200. He may then ask the JCESA to reissue a letter explaining this mistake. Upon receipt I will bring this up with the County Commission and if approved, Citizens can requisition DCPM for the \$4,200 they paid out.

June 22, 2011

Jefferson County Emergency Services Agency  
419 Sixteenth Ave.  
Ranson, WV 25438

Re: Citizens Fire Company

Per your request, please find the following quotation for a "turn-key Emergency Generator system.  
From a previous request, this system has been designed to power the entire building.

Todd Electric Inc. to provide complete system for the sum of \$159,100.00

All equipment to conform to NFPA Sec 110 Ed2010  
All work performed to NEC specifications  
All work to be inspected by Middle Department Inspection Agency.

All work performed to be warranted for a period of one year.  
Generator is covered by a two year warranty.

Should there be any question, please call me at 304-728-7193

Thank you,

Tim Offutt  
Todd Electric Inc.



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail - jeffcoamb@citlink.net  
Telephone -- 304-728-3267  
Fax - 304-728-6221

To: Mark Schiavone  
cc: Kirk Davis  
JCESA President Pete Kelley  
JCESA Director Doug Pittinger

From: Paul Rosa *PR*  
JCESA Secretary

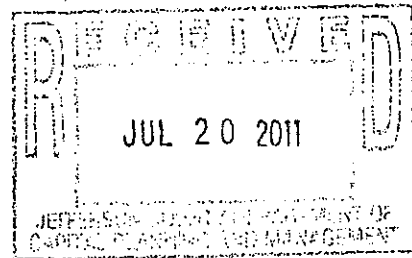
Subject: Citizens Fire Company Generator

Date: July 20, 2011

As you may recall, Citizens Fire Company had made a request to the JCESA Impact Fee Committee for \$100,000 for an emergency backup generator. The JCESA board subsequently recommended that the County Commission allocate impact fees in that amount.

After doing so, the sole bid received on this contract was for \$ 154,900. At its regular meeting on July 19, 2011 the JCESA board voted to request that the County Commission increase the authorized funding for this project to \$ 154,900. Thus we request that you present the board's recommendation to the County Commission for approval.

Please call me at (304) 839-1262 should you have any questions.



**APPROVED**

JUL 20 2011

The County Commission  
of Jefferson County  
Charles Town, WV

SHERIFF OF JEFFERSON COUNTY 07-05  
FIRE & EMERGENCY MEDICAL SERVICES

113  
69-141/570  
BRANCH 0

1/27/2012 Date

Pay to the Order of Todd Electric, Inc.

\$ 11,710.00

Eleven Thousand Seven Hundred Ten & 00/100\*\*\*\*\* Dollars

**BCT**  
Bank of Charles Town

Charles Town Office  
Charles Town, WV 25414

For Req# 12R0076

⑆057001418⑆0113 ⑈003122818⑈

*Patricia Wade*  
*Robert E. Shipley*  
*James J. Walker*

GUARDIAN SAFETY BLUE

*James J. Walker*

# 655

## Account Withdraws Department of Impact Fees - Jefferson County Government

Account 3122816

Fire & EMS

Check Number 113

Trace 20120131:57860.69

Date 27-Jan-12 Series 1

Recipient Todd Electric

Amount \$11,710.00

### Account

Signature 1 Patsy Noland

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: Requisition 12R0076

Deposit Date	Process Number	Ordinance	Enact Date	Amount
04-Aug-11	1100085	2005-3	12-May-05	\$698.00
04-Aug-11	1100086	2005-3	12-May-05	\$698.00
04-Aug-11	1100087	2005-3	12-May-05	\$698.00
04-Aug-11	1100088	2005-3	12-May-05	\$698.00
04-Aug-11	1100089	2005-3	12-May-05	\$698.00
04-Aug-11	1100091	2005-3	12-May-05	\$537.00
04-Aug-11	1100092	2005-3	12-May-05	\$698.00
08-Sep-11	1100095	2005-3	12-May-05	\$698.00
08-Sep-11	1100096	2005-3	12-May-05	\$698.00
08-Sep-11	1100097	2005-3	12-May-05	\$698.00
08-Sep-11	1100099	2005-3	12-May-05	\$698.00
08-Sep-11	1100100	2005-3	12-May-05	\$698.00
08-Sep-11	1100101	2005-3	12-May-05	\$698.00
08-Sep-11	1100102	2005-3	12-May-05	\$698.00
12:00:00 AM	1100104	2005-3	12-May-05	\$698.00
13-Oct-11	1100105	2005-3	12-May-05	\$698.00
13-Oct-11	1100106	2005-3	12-May-05	\$698.00

**Total amount for this withdraw** \$11,705.00

**Total amount for this account** \$11,705.00

**Total amount all accounts** \$11,705.00



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

**AGENDA REQUEST FORM**

Name: Ken Lowe, Jr.

Department or Entity: Charles Town HBPA

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: March 29, 2012

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

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

Subject:  
Economic Impact Study of Live Year Round Thoroughbred Racing and Breeding with Jefferson County and State of West Virginia

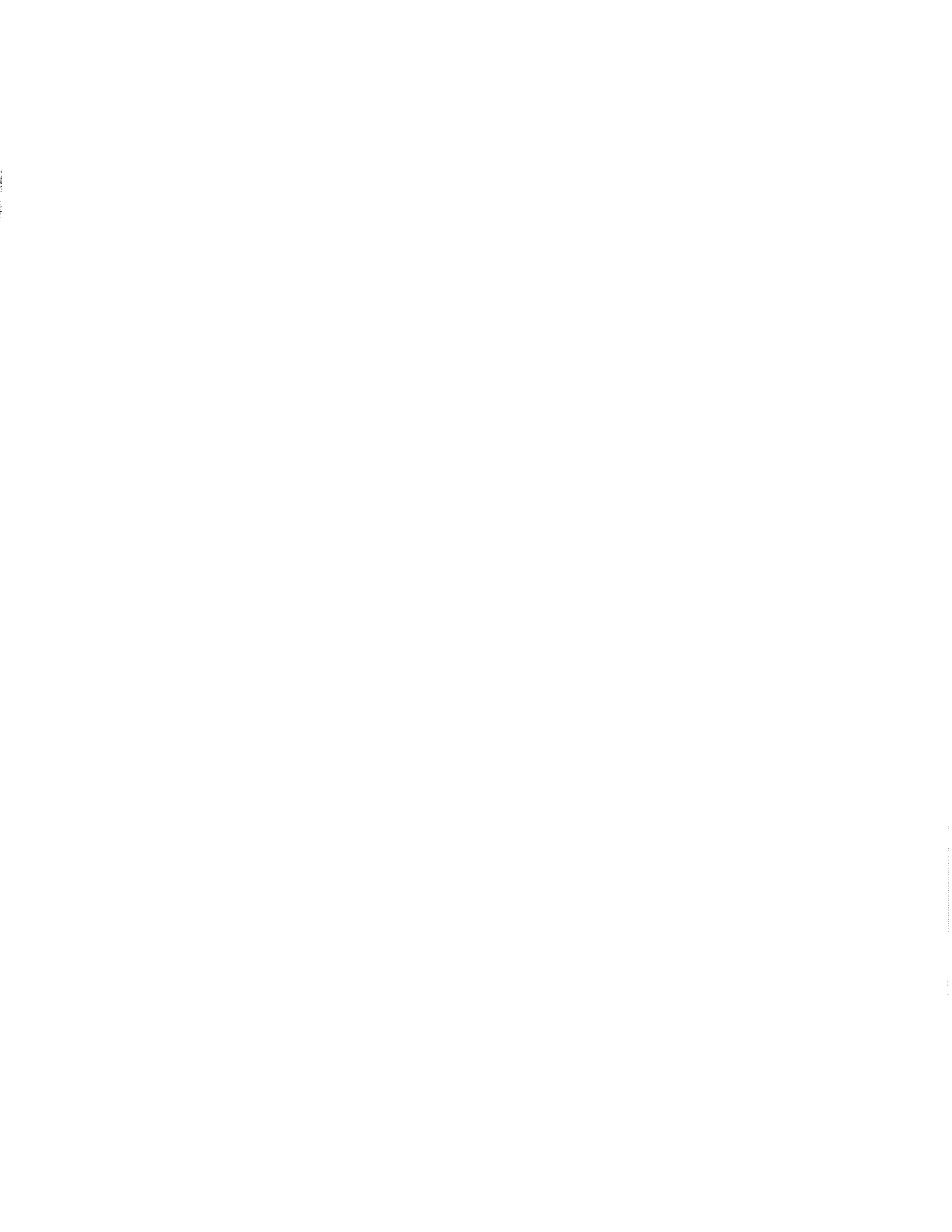
Please provide the County Commission with a description of your request or presentation, including any background information:

I will provide a copy of the Economic Impact Study to each Commissioner as provided by the West Virginia University School of Business and Economics.

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

A resolution to accept the report and, on behalf of the Jefferson County Commission, support and endorse live year round thoroughbred racing and breeding for the continued betterment of Jefferson County. The resolution shall be forwarded to the Governor, West Virginia Legislature, Jefferson County Development Authority, West Virginia Lottery Commission, West Virginia Racing Commission, and media outlets.

Attachments:



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

**AGENDA REQUEST FORM**

Name: Nichelle Hosby

Department or Entity: Commission Office

Estimation of amount of time needed for appointment: 15 Minutes

Date Requested – 1<sup>st</sup> Choice: March 29, 2012

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

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

Subject: **Interviews and appointments to the Jefferson County Development Authority**  
**(4) three year terms ending April 5, 2015**  
**(1) City of Charles Town appointed representative for a three year term ending April 5, 2015**

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Move to approve \_\_\_\_\_ to the Development Authority Board for a three year term ending April 5, 2015.**

**Move to approve Joe Consentini to the Development Authority Board as requested by the City of Charles Town for a three year term ending April 5, 2015.**

Attachments: **Applications**

**DEVELOPMENT AUTHORITY**

**Joshua Householder**  
P. O. Box 1411  
Charles Town, WV 25414  
office: BCT cell: 304-283-7664  
jhouseholder@mybct.com  
3 years 4/5/2012 (unexpired term apptd 1/27/11)

**Ann Paonessa**  
536 S. Mildred Street  
Charles Town, WV 25414  
304-728-2887 annpwv@frontiernet.net  
3 years 4/5/2012  
*Represents: CHARLES TOWN*

**Eric Lewis**  
P.O. Box J  
Shepherdstown, WV 25443  
h: 304-876-2124  
w: 304-728-6877  
c: 304-279-6574  
ejlewis@oll-cpas.com  
3 years 4/5/2012 (unexpired term appt 3/31/11 Holland)

**James D. Campbell**  
1855 Terrapin Neck Road  
Shepherdstown, WV 25443  
w: 202-363-2090 jcampbell@somersetdev.com  
3 years 4/5/2012

**Linda Case**  
Cool Spring Farm  
1735 Lloyd Road  
Charles Town, WV 25414  
304-724-7806 lindacase@frontiernet.net  
3 years 4/5/2012

## DEVELOPMENT AUTHORITY

Paul Espinosa  
107 Hancock Court  
Charles Town, WV 25414  
728-8139  
3 years 4/5/2013

Helen Dettmer  
52 Carter Lane  
Harpers Ferry, WV 25425  
3 years 4/5/2013  
***Represents: BOLIVAR***

P. David Mills  
312 S. Mildred Street  
Ranson, WV 25438  
w: 725-1010  
pdmills@aol.com  
3 years 4/5/2013  
***Represents: RANSON***

Karan Townsend

3 years 4/5/2013  
***Represents: HARPERS FERRY (RESIGNED Sept 2011, Ira Hale)***

Howard Mills  
P.O. Box T  
Shepherdstown, WV 25443  
h: 876-6860  
hgmills@citlink.net  
3 years 4/5/2014  
***Represents: SHEPHERDSTOWN***

C.C. Hammann  
984 Morgan Grove Road  
Shepherdstown, WV 25443  
h: 876-2386  
oldfibre@frontiernet.net  
3 years 4/5/2014

## DEVELOPMENT AUTHORITY

Annette Gavin  
113 Barrel Horse Drive  
Charles Town, WV 25414  
c: 304-279-3637  
Annette.gavin@pngaming.com  
3 years 4/5/2014

Mark Dyck  
301 N. Mildred Street, Suite 1  
Charles Town, WV 25414  
w: 725-8456  
mdyck@whga.com  
3 years 4/5/2014

James Tolbert  
P.O. Box 651  
Charles Town, WV 25414  
725-7852  
[jtolber@frontiernet.net](mailto:jtolber@frontiernet.net)  
3 years 4/5/2014

Dale Manuel  
75 Porter Way  
Charles Town, WV 25414  
725-8160  
[dmanuel@frontiernet.net](mailto:dmanuel@frontiernet.net)  
**COUNTY COMMISSIONER**

Scott Sudduth  
1052 N. Childs Road  
Kearneysville, WV 25430  
724-5141  
[scott.sudduth@ucdc.edu](mailto:scott.sudduth@ucdc.edu)  
**Jefferson County Board of Education Liaison**

Gary Kable  
133 Captain Kime Drive  
Charles Town, WV 25414  
725-5108  
[kfoto@frontiernet.net](mailto:kfoto@frontiernet.net)  
**Jefferson County Board of Education Liaison - Alternate**

## **DEVELOPMENT AUTHORITY**

John Reisenweber  
Executive Director, Development Authority  
P.O. Box 237  
Charles Town, WV 25414  
28-3255 fax# 725-3133

§7-12-3



## 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*

February 22, 2012

Ann Paonessa  
536 S. Mildred Street  
Charles Town, WV 25414

Dear Ms. Paonessa:

Please be advised that your term on the Development Authority will expire on April 5, 2012. Until the County Commission has acted to appoint someone for another Three year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, March 29, 2012 or as soon thereafter as the Commission may decide.

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

For the Commission,

Nichelle Adams Hosby  
Executive Assistant

NAH



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COMMISSIONER

*Walt Pellish*

COMMISSIONER

*Lyn Widmyer*

February 22, 2012

Linda Case  
1735 Lloyd Road  
Charles Town, WV 25414

Dear Ms. Case:

Please be advised that your term on the Development Authority will expire on April 5, 2012. Until the County Commission has acted to appoint someone for another Three year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, March 29, 2012 or as soon thereafter as the Commission may decide.

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For the Commission,

Nichelle Adams Hosby  
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*Walt Pellish*

COMMISSIONER  
*Lyn Widmyer*

February 22, 2012

James D. Campbell  
1855 Terrain Neck Road  
Shepherdstown, WV 25443

Dear Mr. Campbell:

Please be advised that your term on the Development Authority will expire on April 5, 2012. Until the County Commission has acted to appoint someone for another Three year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, March 29, 2012 or as soon thereafter as the Commission may decide.

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

For the Commission,

Nichelle Adams Hosby  
Executive Assistant

NAH



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COMMISSIONER

*Frances Morgan*

COMMISSIONER

*Walt Pellish*

COMMISSIONER

*Lyn Widmyer*

February 22, 2012

Eric Lewis  
P.O. Box J  
Shepherdstown, WV 25443

Dear Mr. Lewis:

Please be advised that your term on the Development Authority will expire on April 5, 2012. Until the County Commission has acted to appoint someone for another Three year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, March 29, 2012 or as soon thereafter as the Commission may decide.

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

For the Commission,

Nichelle Adams Hosby  
Executive Assistant

NAH



# JEFFERSON COUNTY COMMISSION

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COMMISSIONER  
*Frances Morgan*

COMMISSIONER  
*Walt Pellish*

COMMISSIONER  
*Lyn Widmyer*

February 22, 2012

Linda Case  
1735 Lloyd Road  
Charles Town, WV 25414

*Dear Ms. Hosby -  
I will not be seeking  
reappointment.  
Thanks,  
Linda Case*

Dear Ms. Case:

Please be advised that your term on the Development Authority will expire on April 5, 2012. Until the County Commission has acted to appoint someone for another Three year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, March 29, 2012 or as soon thereafter as the Commission may decide.

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

For the Commission,

Nichelle Adams Hosby  
Executive Assistant

NAH

COUNTY ADMINISTRATOR  
*Tim Boyde*

DEPUTY COUNTY ADMINISTRATOR  
*Sandy Shusher McDonald*

## Nichelle Hosby

---

**From:** Jim Campbell [jcampbell@somersetdev.com]  
**Sent:** Friday, March 23, 2012 9:59 AM  
**To:** 'Nichelle Hosby'  
**Subject:** RE: Development Authority

Ms. Hosby,

My apologies for not copying you on the email below, which I sent to each Commissioner.

I want to thank the County Commission for the opportunity to serve on the Development Authority Board for the past three years. I believe the JCDA navigated well during the severe economic times over this period and has made good progress recently on many front. However, I want to inform the Commission that I do not plan to seek reappointment. Business requirements over the next year or so will make it impossible for me to commit the time necessary to effectively participate in the important work of the Board.

Again, I appreciate the support the Commission gave me and has given to the JCDA; and I look forward to contributing to the county in other ways in the future.

Sincerely,

*Jim Campbell*  
1855 Terrapin Neck Road  
Shepherdstown, WV 25443



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*Dale Manuel*

COMMISSIONER  
*Frances Morgan*

COMMISSIONER  
*Walt Pellish*

COMMISSIONER  
*Lyn Widmyer*

February 22, 2012

Joshua Householder  
P.O. Box 1411  
Charles Town, WV 25414

Dear Mr. Householder:

Please be advised that your term on the Development Authority will expire on April 5, 2012. Until the County Commission has acted to appoint someone for another Three year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, March 29, 2012 or as soon thereafter as the Commission may decide.

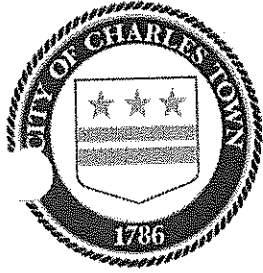
If you have any questions, please do not hesitate to contact me.

For the Commission,

Nichelle Adams Hosby  
Executive Assistant

NAH

*Wants to be reappointed* J.H.



# City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414  
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web: [www.charlestownwv.com](http://www.charlestownwv.com)

MAYOR

*Peggy A. Smith*

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

Dear Commissioners:

CITY  
COUNCIL

*Rich  
Bringinghurst*

*Wayne  
Clark*

*Donald  
Clendenning*

*Chet  
Hines*

*Sandra  
Shorber  
McDonald*

*Ann  
Paonova*

*Mark  
Reinhart*

*Michael  
Stover*

CITY  
MANAGER

*Joe  
Cosentini*

CITY  
CLERK

*Kiya  
Tabb*

The Charles Town City Council met on March 19, 2012 and voted unanimously to appoint Mr. Joe Cosentini as Charles Town's representative on the Jefferson County Development Authority. Mr. Cosentini is our City Manager and has a broad working knowledge of economic growth principles as they would apply to both the City and the County. We feel that his service would be very beneficial to the economic growth of both Jefferson County and the City of Charles Town.

Most sincerely,

Peggy A. Smith  
Mayor, City of Charles Town



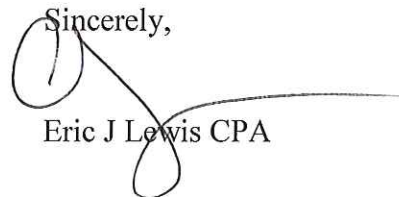
Jefferson County Commission  
Attn: Nichelle Adams Hosby  
PO Box 250  
Charles Town, WV 25414

Dear Ms. Hosby:

Please allow this letter to serve as my formal request for reappointment to the Board of Directors of the Jefferson County Development authority when my current term expires in April 2012. I have enjoyed my service on the JCDA Board and appreciate the hard work put forth by the other members of that Board and the staff. The JCDA has accomplished much in the past few years and I look forward to participating in additional expansion of employment in Jefferson County for years to come. I very much look forward to working with new Executive Director John Reisenweber in these initiatives.

I am available for interview or discussion with the County Commission at their convenience. Please contact me via telephone at 304-728-6877 or 304-279-6574 or via email at [ejlewis51@citlink.net](mailto:ejlewis51@citlink.net) if you need me to come in for an appointment.

Sincerely,



Eric J Lewis CPA

**RECEIVED**

**FEB 29 2012**

**Jefferson County Commission**

CHAD R. LAWYER, CPA • THOMAS C. OURS, CPA • ERIC J. LEWIS, CPA

MARTINSBURG • 1107 Winchester Avenue • Martinsburg, WV 25401  
Phone: 304-263-9447 • Phone: 304-263-8150 • Fax: 304-263-8204

CHARLES TOWN • 205 West Liberty Street • Charles Town, WV 25414  
Phone: 304-728-6877 • Fax: 304-728-6807

[www.oll-cpas.com](http://www.oll-cpas.com)

**Bryan C. Derrickson**  
**224 Possumwood Trail**  
**Harpers Ferry, WV 25425**  
**(618) 580-1291**  
[bryan.derrickson@serco-na.com](mailto:bryan.derrickson@serco-na.com)

**Profile**

- Extensive program and project management experience with a progressive increase in responsibilities; demonstrated problem solving and analytical skills, budget management, field operations, provisioning, and engineering experience.
- Supervisory experience including selection and development of staff, developing workflow procedures, project timelines and financial packages.

**Clearance**

Secret- Active

**Education**

Jefferson High School - May 1993.  
Shepherd College (1993-1995)  
Strayer University- Currently pursuing a BS in Computer Information Systems.

**Technical Training**

Juniper Networks- M20/M40/M160/M320- (May 2007, Falls Church, VA)  
Tiara Networks- 1400/7030- (August 2000, Ashburn, VA)  
Nortel Networks- OC12/OC48/OC192- (June 2000, RTP, NC)  
Cisco Systems- CISCO 15454 (October 1999, Reston, VA) and 12008 (April 2000, Reston, VA)  
Aperture- Design Database- (September 1999, Reston, VA)

**Related Skills**

Microsoft Office (Word, Excel, Power Point, Project); NetPro, Trex, Metasolv, ACT, Aperture, AutoCad, Visio, ID, Remedy, CiscoWorks, TelNet, ICATS, WWOLS-R, Visionael and Sharepoint.

**Professional Experience**

**SERCO**

Engineer IV

Reston, VA

Aug 11- Present

- Responsible for tracking US ARMY PEO-EIS projects for Installation Information Infrastructure Modernization Program (I3MP) at multiple locations.
- Evaluate the Engineering Design Plan (EDP), Project Work Statement (PWS) or Statement of Work (SOW) to ensure it accurately reflects the requirements at the Army site.
- Submitting appropriate documentation to the Contracting division so that they can develop an Request For Proposal (RFP).
- Identify all actions and required information associated with the engineering, development, strategy and execution of the acquisition processes supporting I3MP projects at Army Camp/Post/Stations.
- Track the systems integrator's cost/schedule/performance according to the contracting vehicle, documentation and requirements.
- Evaluate program risks for each site and report to the Program Director Integrations East (PD-IE).
- Prepare site specific reports, presentations, and responses to PD-IE as required.
- Develop cost estimates, cost evaluations, technical evaluations, risk management planning, development of requirements documents and Performance Based Work Statements (PBWS).
- Support program reviews evaluating cost, schedule and performance of industry partner execution.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.
- Coordinate and prepare program documents including, but not limited to; performance work statements, systems engineering documents, systems information technology documents, ECP documents, memorandums, program briefings, and project close out documents.
- Support long-range program planning for assigned projects and the preparation of budget estimates for US ARMY PEO-EIS.

- Manage various internal and external implementation meetings such as weekly Program Schedule Reviews (PSR) and Quarterly Progress Reviews (QPR) and Systems Engineering Reviews (SER).
- Supervise activities required to design, deploy, and/or evaluate network infrastructure solutions to manage either data (LAN, WAN, data centers) or voice (analog or VoIP) across all Unified Capabilities (UC) increments.

McLean, VA  
Feb 09 – Aug 11

#### SAIC

##### Communications Specialist Level II

- Responsible for tracking DISA PEO-IAN projects for Network Services (NS1) at 25 world-wide locations.
- Responsible for maintaining configuration diagrams for 10-12 racks of NSA and DoD equipment at each site and ensuring full compliance with network policies and standards.
- Coordinated installation of Information Assurance (IA) products between Information Assurance/NetOps Program Executive Office (PEO-IAN) and NS6 (the DISA Network Services Directorate's Service Delivery Division).
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Responsible for escalation of issues to appropriate groups within DISA to ensure timely completion of various actions.
- Analyzed network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for working with Global NetOps Support Center (GNSC) at Scott AFB to schedule circuit and equipment activation for various projects.
- Responsible for supporting DISA GIG Convergence Master Plan (DGCMP) on the Assured IP project as a coordination and management effort across DISA organizations to support enhanced DISN services provided by the IP networks.
- Worked with Tier II engineers on testing IPv6 for upgrade to aggregation routers.

Chantilly, VA  
Dec 03- Feb 09

#### URS Aptis

##### Communications Hardware Specialist II

- Responsible for tracking Defense Information Systems Agency (DISA) bandwidth requirements for SIPRNet access to the Defense Information Systems Network (DISN).
- Provided customer service, analysis, configuration management and technical engineering to all phases of network design, operation and management supporting SIPRNet requirements and related issues.
- Managed a team of 3 Communications Hardware Specialists and IP CCB Secretariat.
- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions.
- Track circuit activation based on standard timeframes determined by PAWS helping to reduce lead times by nearly 50% from average of 180+ days to less than 90 from date TSR is issued.
- Act as main Point of Contact for all SIPRNet re-home, transition, modernization and BRAC projects updating network topologies and evaluating alternative utilization and configuration options for optimizing backbone network.
- Analyze network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Worked with Tier II engineers on testing IPv6 for upgrade to SIPRNet aggregation routers.
- Assist and coordinate with communications network specialists in the area of communications hardware using and implementing network standards, particularly those of the International Organization for Standardization (ISO).
- Provide guidance, supervision, technical support, training and quality assurance/quality control to Level I and Level II personnel as well as senior staff as required and ensuring that customer requirements and project milestones are met.
- Assist DoD customers with System Security Authorization Agreement (SSAA), DoD Information Assurance Certification and Accreditation Process (DIACAP), Interim Authority to Operate (IATO) and Authority to Operate (ATO) documentation and processes for connecting to the SIPRNet.

**TekSystems, Inc.**  
**Winstar Communications, Inc.**  
Project Manager

Baltimore, MD  
Herndon, VA  
Mar 02- Dec 03

- Responsible for project managing the ASR/FOC process for wholesale disconnect project involving over 9000 customer wireline disconnects and 300 T3 backbone circuits in an effort to consolidate services and greatly reduce company expenses.
- Create and track all ASR's sent to Local Exchange Carrier's for disconnecting Type II, Trunk, and T3 services and monitor FOC responses.
- Performed testing of T1 customer and T3 backbone circuits for internal and external customers.
- Worked with Field Engineers and Node Site Coordinators to remove deactivated equipment and racks.
- Worked with Node Site Coordinators to consolidate power requirements after removal of decommissioned equipment.
- Assist Network Operations and Finance with identifying Type II T1 customers, T3 backbone, Data, and Trunk circuits to be disconnected for a monthly savings of well over \$1.4 million.
- Worked with Network Operations and local exchange carriers to restore downed customers.
- Clean up of Metasolv TBS database integrity by following through with the customer disconnect/migrate process and making sure CLR's are corrected or properly disconnected by Provisioners.
- Work with Finance and Network Operations to identify and migrate active Type II (pt to pt) customers to Type I (wireless service) where necessary.

**PSINet, Inc.**  
Network Planning and Design Engineer:

Ashburn, VA  
Apr 98- Nov 01

- Design new PSINet facilities in addition to documenting available footprint and power at various Dial-up, Wireless, Customer, Fiber, and Hosting Center Points of presence (PoPs).
- Determined equipment and power upgrades in existing PoPs to relieve congestion on network.
- Managed projects with internal groups to coordinate ordering, installation and turn up of equipment and circuits in facilities.
- Worked with integration team to seamlessly merge customers from acquired networks.
- Engineered and installed optical equipment at various node locations.
- Determined fiscal budget for equipment, space, and power.
- Tested and configured network equipment installed in the field including: Cisco Routers, Ascend Switches, Modems, CSU/DSUs, Hubs, Multiplexers, Portmasters, and NORTEL Fiber Gear.
- Ordered, tracked, tested, turned-up and monitored backbone (T-1, T-3, OC3, OC12 and OC48) circuits.

**Butler Technical Services**  
MCI Service Delivery Center

McLean, VA  
Aug 97- June 98

- Tested and configured network equipment installed in the field.
- Performed testing of T1 and T3 circuits for internal and external customers.
- Worked with Field Engineers and Node Site Coordinators to troubleshoot circuit issues.
- Designated Point of Contact for escalating internal hyperlink issues.
- Ensured timely order completion of internal and external customer circuits.
- Opened, tracked and escalated Remedy tickets for internal MCI customers, telco issues and provisioning groups.

**CACI (Formerly Government Systems, Inc.)**  
Data Communications Technician Level II

Chantilly, VA  
Jul 96- Jul 97

- Assembled and wired telecommunications racks with equipment for deployment.
- Constructed custom-made cables for use with equipment.
- Restored telecommunications racks returned from the field.
- Staged, tested and configured Defense Information Systems Agency (DISA) Network equipment.

## Nichelle Hosby

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**From:** Mike Chapman [MCHAPMAN@royalvendors.com]  
**Sent:** Friday, March 23, 2012 10:30 AM  
**To:** nhosby@jeffersoncountywv.org  
**Subject:** Letter of Interest to serve on JCDA  
**Attachments:** JCDA Letter.Resume.pdf

Nichelle,

Attached, please find my resume and letter of interest to serve on the JCDA. Should you have any questions, I can be reached at (304) 279-6297.

Thank you,

Mike Chapman  
Director of Information Technology

Royal Vendors, Inc.  
426 Industrial Blvd  
Kearneysville, WV 25430

P: (304) 728-5804  
C: (304) 279-6297  
F: (304) 725-4016

PO Box 184  
Rippon, WV 25441  
March 23, 2012

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

Dear Commissioners:

I write to request consideration for a position on the Jefferson County Development Authority as an at-large member of Jefferson County. My residence is 1505 Berryville Pike, Rippon, West Virginia, 25441.

I would like to take the opportunity in this letter to provide a brief description of myself and some elements of my resume that I feel are important to know as my application is considered.

For the past 17 years I have been employed by Royal Vendors as the Director of Information Technology. Royal Vendors is a company that began as a start-up here in Jefferson County in 1987. For those not familiar with us, we are a world leading vending machine manufacturer with a global distribution network. We have subsidiary companies in 3 other states and sales offices in 5 countries. We are located in the Bardane Industrial Park. Since joining the company in 1995, I have been responsible for the implementation of the company's various information technology needs including telecommunications, network infrastructure, email, accounting, payroll, human resources, quality control, manufacturing/distribution systems.

In addition, I own and have owned small businesses here in Jefferson County including Chapman Rental Properties, a residential rental company with 40 properties under management, Rosemont Farms, a landscape and grounds maintenance company, and Affordable Technical Solutions, an I.T. consulting practice. I have also served as a Reserve Deputy Sheriff, as an active member of the Rotary Club, a member of the Chamber of Commerce and other regional professional organizations.

My interest in becoming a member of the Jefferson County Development Authority spans the many interests I have in this community, both professionally and personally. As a fourth generation Jefferson County family member, I chose to return to Jefferson County following my college studies in Virginia and I have had the fortune to live, work and grow businesses here. I believe that this community has a lot to offer both its current residents and businesses as well as those who may consider us home in the future.

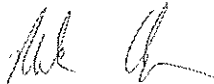
I believe that the JCDA is an integral part of the county's future as it will determine not only our economic future as it relates to development in this county but also who we are culturally. In my opinion, Jefferson County has a lot to offer from its historical heritage to its charming downtowns to our high quality of life with access to so many natural, outdoor attractions. We are also unique in our county today in that we have such an active citizenry that is passionate about preserving who we are while trying to build something for our future. I am one of those who care about preserving our identity while being part of the team who works for our future generations.

I also am familiar with the challenges this community faces. As a rental property owner, many of my tenants were the first and hardest hit by the recent economy. I believe it is important for us to broaden our commercial base in order to create jobs for people in the county. Over 40% of our residents commute outside the county for employment – I want to be part of the team that helps provide opportunities for them here at home. I also believe in the exploration of all opportunities.

The tourism and hospitality industry has served us well, attracting dollars of people from outside our state and county. The addition of APU to Charles Town has been a significant boost to our county with their investment in downtown and the refurbishment of many run down businesses. We have the Bardane/Burr Industrial Parks, where I work, that is far from capacity, I want to be part of the team that helps fill it to 100% capacity. As an information technology professional and one familiar with startup companies, technology and manufacturing, I believe I can be a positive addition to the JCDA as we work to attract the kind of commercial development in this county of companies who want to invest in us and work with us toward a successful future together.

I have attached a copy of my resume for your review. Thank you for taking the time to consider my application. I am available for any follow up questions you may have regarding my application for the JCDA. I can be reached at (304) 279-6297.

Sincerely,



Mike Chapman

# P. Michael Chapman

P.O. Box 184  
Rippon, WV 25441

(304) 279-6297  
pmchapman@aol.com

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## Objective

To obtain a leadership role in an Information Systems and Technology department at a progressive organization where my technical, operational, and management skills can directly contribute to the achievement of the institution's mission and my career growth and development.

## Profile

Motivated and professional with over 17 years of experience and expertise in a diverse range of technologies. Organized and results driven with a demonstrated ability to design an IT infrastructure from the ground up, and to successfully procure, implement and manage multi-million dollar information systems.

Proven leadership, management and team-building skills in IT, business and the community through volunteer work. Served as a Sergeant and Executive Board member of the Deputy Sheriff Reserve, United Way Day of Caring Project Manager, Charles Town Rotary member, Chamber of Commerce member, and Leadership Jefferson graduate.

## Professional Experience

*Director of Information Systems and Technology*  
*Royal Vendors Inc. 1995 – Present*

### Responsibilities

- ♦ Lead IT Department's operational and strategic planning to include: fostering innovation, planning projects, and organizing and negotiating the allocation of resources.
- ♦ Manage the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems to include: servers, PCs, operating systems, hardware, software, networks, and peripherals.
- ♦ Benchmark, analyze, report on, and make recommendations for the improvement and growth of the IT infrastructure and IT systems.
- ♦ Oversee provision of end-user services, including help desk and technical support services.
- ♦ Work with stakeholders to define business and systems requirements for new technology implementations.
- ♦ Direct research on potential technology solutions in support of procurement efforts.
- ♦ Manage financial aspects of the IT Department to include purchasing, budgeting, and budget review.
- ♦ Develop business case justifications and cost/benefit analyses for IT spending and initiatives.
- ♦ Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
- ♦ Negotiate and administer vendor, outsourcer, and consultant contracts and service agreements.
- ♦ Practice asset management for IT hardware, software, and equipment.
- ♦ Manage IT staffing, including recruitment, supervision, scheduling, development, evaluation, and disciplinary actions.
- ♦ Establish and maintain regular written and in-person communications with the organization's executives, department heads, and end users regarding pertinent IT activities.
- ♦ Manage all telecom resources including PBX, POTS, T1, long distance and cell phones.

### Accomplishments

- ♦ Designed, planned and migrated Royal Vendors from an ASCII terminal/UNIX environment to a 250 user Windows Server/PC platform.

# P. Michael Chapman

P.O. Box 184  
Rippon, WV 25441

(304) 279-6297  
pmchapman@aol.com

- ◆ Successfully implemented an \$80,000 time and attendance system to serve three locations and 1600 employees.
- ◆ Coded legacy data conversion and implemented a new Cort Directions/Infinium payroll/HRMS system to serve 1600 employees in 20+ states.
- ◆ Designed office layout, data center, fiber/copper network and phone system for plant expansion in Kearneysville. Interviewed, negotiated, hired and managed sub-contractors involved in infrastructure including electrical and environmental.
- ◆ Developed multi-site model, designed and managed IT infrastructure for a new plant acquisition in Mississippi.
- ◆ Implemented Enterasys 802.11b wireless network at 6 acre Kearneysville facility. System integrated manufacturing equipment (CNC's) to Windows Servers to improve efficiencies.
- ◆ Implemented \$2.5 million Baan ERP system. Was one of a three person cross-functional team tasked with selecting and implementing the system. Implementation took 18 months and was a resounding success:
  - Reduced finished goods inventories by 70%
  - Decreased customer lead-times by 66%
  - Improved inventory accuracy by 81%
  - Enhanced dozens of shop floor processes
  - Provided timely business intelligence to management
- ◆ Managed a \$625,000 annual operating budget (does not include capital purchases). Have always been on or under budget.
- ◆ Implemented Galaxy Access Control System to secure facility.
- ◆ Developed (hired/trained) entire staff required to successfully manage network operations.

## Technical Skills Summary

- |                       |                   |                                |
|-----------------------|-------------------|--------------------------------|
| ◆ Project Management  | ◆ Windows Server  | ◆ Baan ERP system              |
| ◆ IT Management       | ◆ Exchange Server | ◆ Human Resource Mgt Systems   |
| ◆ MS Applications     | ◆ MS SQL          | ◆ Electronic time card systems |
| ◆ Accounting software | ◆ Oracle          | ◆ Access Control Systems       |
| ◆ Security Appliances | ◆ HP-UX           | ◆ AIX                          |
| ◆ Help Desk Software  |                   | ◆ EMC Symmetrix/Clariion       |

## Education

Shepherd College – Shepherdstown, WV

BA, Business Administration with concentration in Accounting, 1992

Blue Ridge CTC – Microsoft Windows Server 2003, Exchange Server 2003  
Completed 2005

Oracle University – 5 week program, DBA track  
Completed 2002

### Miscellaneous Classes

UNIX Admin I and II, Emergency Response Planning, Web Development, Mastering Internet Security, Network Security, Windows Security, MS SQL Server, ERP Concepts, Adv MS Project, MS Access, Baan 4GL Programming, Symantec Firewall Admin, APICS CPIM track, Infinium Admin

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

Name: Barbara Miller, CEM, CFM, Director

Department or Entity: Jefferson County Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: March 29, 2012

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

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

Subject: **Jefferson County COOP (Continuity of Operations Plan)**

- 1) **Please provide the County Commission with a description of your request or presentation, including any background information:** The County's COOP has been updated to reflect all new changes in requirements from the Department of Homeland Security, and the County's Parks and Recreation Department was added to the document. The plan remained in Draft form until after the Department Heads and Electeds had the opportunity to participate in the Table Top Exercise that was held on February 29<sup>th</sup> to test the plan. It is now in its final form and ready for your approval.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **I move to approve the 2012 Jefferson County Continuity of Operations Plan.**

Attachments: **A copy of the EOP was left in Sandy's office for your review on March 22, 2012.**



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

**AGENDA REQUEST FORM**

Name: Paul Shroyer

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

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

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

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

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

Subject: - Budget Analysis for the month of February - 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:

Jefferson County, West Virginia  
Budget Analysis for the Month Ended  
February 29, 2012  
For the Fiscal Year Ending  
June 30, 2012

**Attachments**

1. Graphic presentation of expenditures
2. Narrative of budget categories
3. Spreadsheet presentation of budget financial data
4. Listing of Fund Balances as of February 29, 2012

**Jefferson County Commission**  
**Budget Analysis Narrative-February 2012**

**Overall Budget Revenues**

Overall, current revenues for the General County Fund are projected to exceed budgeted revenues by approximately \$145,918. Current total revenues for the General County Fund are expected to exceed the FYE June 30, 2011 revenues by approximately \$1,897,257.

**Individual Revenue Items Expected to Exceed Budget**

Revenue items are projected to exceed budgeted estimates by \$15,000 or more are as follow:

Line #13	Total Ad Valorem Taxes	\$23,812
Line #30	Circuit Clerk's Earnings	\$21,875
Line #37	E-911 Fees	\$88,717
Line #39	Franchise Fees	\$28,268
Line #50	Table Games	\$846,399
Line #53	Local Reimbursements	\$30,245

**Individual Revenue Items Expected to be under Budget**

Revenues items projected to be under budget estimates by \$15,000 or more are as follow:

Line #14	Property Transfer Taxes	(\$269,796)
Line #20	Building Permits	(\$20,379)
Line #41	Jail Fee Reimb-State & Gen Sch Fund	(\$46,763)
Line #42	Interest-General County Fund	(\$17,464)
Line #51	Video Lottery	(\$543,180)

**Overall Budget Expenditures**

Overall estimated expenditures are expected to be under budget by \$4,013,253 on a Cash Basis. An allowance of \$300,000 has been made for additional year budget adjustment, end of year account payable and end of year encumbrances resulting in a carryover of \$3,713,253 for and accrual basis balance for auditing. The county should plan for a cash carryover of approximately \$3,400,000, which represents approximately two months operation expenses based on current projections.

### Expenditures in general

As of February, a few budget revisions are being prepared that will require some additional funding, but none of those request are for a material amount. Other budget adjustments will be made that represent a realignment current budgeted fund without additional funding requirements.

### Cost verses related revenue

Line #90	Communication Center Operating Cost	\$1,838,103
Line #37	E-911 Fee revenue	<u>\$1,308,717</u>
Shortfall		<u>\$529,386</u>

### Jail Cost and related reimbursements

Regional Jail costs are offset in two ways; (1) the county receives a check from State annually as a partial reimbursement of cost, and (2) the county is reimbursed monthly from the General School Fund. For the Fiscal Year Ended June 30, 2012, the estimated Regional Reimbursement is estimated to be as follows:

Regional Jail Cost, YTD	\$764,744
Reimbursements; State & Gen School Fund	(428,236)
Net Regional Jail Cost, YTD	<u>\$336,508</u>

Listing of all County and Agency Bank Accounts  
As of February 29, 2012

<u>Fund Name</u>	<u>Fund Number</u>		<u>Ending Cash Balance</u>
General County Fund	001	\$	4,999,232
Coal Severance	002		314,176
Dog & Kennel	003		29,788
General School	004		0
Magistrate Court	005		2,175
Worthless Check	006		21,526
Home Confinement	008		28,155
Federal Grants	009		(58,602)
State Grants	010		185,728
Flood Mitigation	023		34,958
Unemployment Compensation	068		17,129
Jury & Witness	071		30,804
Sub Division Bond	075		172
Bardane Public Health Center	244		161,708
Emergency Services Cap Out	245		1,711
County Capital Outlay	246		5,996,529
Parks & Recreation	247		637,713
Shepherdstown Battlefeild	248		102,914
Impact Fees	249		1,477,721
			<hr/>
Totals		\$	<u>13,983,537</u>

Listing of other Elected Officials Special Funds

<u>Fund Name</u>	<u>Fund Number</u>		<u>Ending Cash Balance</u>
Assessor Valuation	056	\$	434,400
Farmland Protection	057		1
Sheriff's Concealed Weapons	059		46,337
Votes Registration	063		424
Law Enforcement Forfeiture	073		25,052
Pros Attny Forfeiture	074		4,558
			<hr/>
Totals		\$	<u>510,772</u>

Listing of Other State and Agency Funds held by Sheriff

<u>Fund Name</u>	<u>Fund Number</u>	<u>Ending Cash Balance</u>
DMV	311 \$	5
Criminal Charges	312	82
Court Reporter	313	-207
State Fines	314	200
State Police	315	60
State Current-Taxes	316	0
Tax Lien	364	188,570
Delinquent and Nonentered Lan	365	1,829
Board of Health	366	1,380,768
WVDeputy Sheriff's Retirement	369	1
School Current-Taxes	373	0
School Excess Levy-Taxes	374	0
School Debt Service-Taxes	376	0
Bolivar Current-Taxes	378	0
Charles Town Current-Taxes	379	0
Harpers Ferry Current-Taxes	380	0
Ranson Current-Taxes	381	0
Shepherdstown Current-Taxes	382	0
Totals		<u>1,571,308</u>
Net Balances of all Bank Accounts held by the		<u>16,065,617</u>

# PURCHASE ORDERS TO BE APPROVED

March 26, 2012

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
COMMISSION	51008	\$ 7,595.00	CSSI	DOCUMENT SCANNER
COMMUNICATIONS	41547	\$ 458.00	TELTRONIC	DEPOT REPAIR (XTS2500)
COUNTY CLERK	51046	\$ 160.48	PIFER OFFICE SUPPLY	STAMPER, POST ITS, PENS
COURTHOUSE	51120	\$ 819.00	BK OFFICE SUPPLY	COPY PAPER
	51122	\$ 132.72	DAYCON	PAPER TOWELS DISPENSERS/TRASH CANS
<b>GRAND TOTAL</b>		<b>\$ 9,165.20</b>		

Printed at 11:27 a.m. on 03/26/12



Jefferson County, West Virginia  
February 2012 Summary Budget Analysis for the Fiscal Year Ending June 2012

Current Budget	Estimated Current Actual
Budgeted Revenues	\$ 24,749,518
Budgeted Expenditures	(20,736,265)
Budgeted surplus/(shortfall)	4,013,253
<p>At the end of February, the county was (8) months into the budget year. The average expenditures at that point would equal 66.97% if the budget could be tracked on a straight line basis.</p>	
Estimated ending fund balance-Accrual Accounting Basis for Audit Purposes	3,713,253

Current Year Budget & Estimated Revenues

Col (a)	Column (b)	Column (c)	Column (d)	Col. (e)	Col. (f)	Column (g)	Column (h)	Column (i)	Column (j)	Column (k)	Column (l)	Column (m)
Line No.	Assets	Budgeted revenue-FY Ending 6/30/2012	Actual CY YTD revenue-February 2012	CY YTD Revenues as a % of total budget	Foot Note Ref	Estimated revenue-FY 6/30/2012	Estimate over or (under) Budget	Reason for variance	Total revenues-FY Ended 6/30/2011	Actual FY revenues as of February 2011	YTD Percentage of total revenue item	
1	Equity and Fund Balance Accounts	3,408,661.00	3,408,661.00			432,844.40	(23,972.60)		387,037.66	203,218.61	52.51%	
2	Unencumbered fund balances-added at bottom	456,817.00	227,269.85	49.75%		9,404,914.52	(365,992.48)	Budget estimate low for uncollectible taxes	8,928,945.19	7,353,945.19	82.39%	
3	Public Utility Taxes	5,760,897.00	7,745,669.72	79.35%		649,930.84	1,45,930.84	Budget estimate low for 1st PY Tax Collections; this is the carryover effect of a higher than estimated delinquency amount in the first year of tax collections.	487,545.04	473,772.89	97.18%	
4	Ad Valorem Taxes-Current	10,000.00	29,721.38	297.21%		101,764.26	91,764.26	Budget estimate low for 2nd PY Tax Collections	945.00	3,131.99	29.21%	
5	Ad Valorem Taxes-1st Prior Year	1,000.00	10,489.47	1048.95%		28,782.81	27,782.81	Budget estimate low for 3rd PY Tax Collections	416.61	124.16	36.48%	
6	Ad Valorem Taxes-2nd Prior Year	1,000.00	380.35	38.04%		1,282.36	282.36	Over Budget-not material	171,699.26	99,070.34	57.70%	
7	Ad Valorem Taxes-3rd Prior Year	150,000.00	102,285.68	68.18%		177,237.12	27,237.12	Varies depending on property not redeemed.	3,189.03	3,189.03	100.00%	
8	Supplemental taxes	0.00	2,216.98			2,216.98	2,216.98	Varies depending on State Land Sale	66,550.43	44,105.29	66.27%	
9	Land Sale Surplus	35,000.00	19,289.45	55.11%		29,105.83	(5,894.17)		(151,746.54)	(171,409.33)	84.31%	
10	Delinquent & Nonentered Land	0.00	(58,032.71)			(58,032.71)	(58,032.71)	Not paying taxes in discount period/General Economy	262,733.42	191,176.24	72.76%	
11	Redemptions-State Auditor	(228,704.00)	(124,204.89)	54.31%		(131,956.99)	97,008.01	More taxes paid after discount period.	10,137,440.05	8,200,160.17	76.28%	
12	Interest and Publication Fees on Taxes	275,000.00	252,108.02	91.68%		346,471.94	71,471.94		486,466.20	380,691.30	78.28%	
13	Total all tax years, interest, publication fees minus discounts	10,961,010.00	8,836,759.12	80.64%		10,994,822.36	23,812.36	Shortfall due to limited land transfers	35,485.17	0.00	0.00%	
14	Property Transfer Taxes	600,000.00	256,405.40	42.74%		300,203.22	(299,796.78)	Set to budget-not a routine pymt by State	19,283.50	12,423.89	64.49%	
15	Oil and Gas Severance Tax	25,000.00	9,277.53	37.11%		25,000.00	0.00	Projected over Budget-cost material	6,036.70	4,191.05	67.96%	
16	Horse Racing	20,000.00	13,011.10	65.06%		20,173.98	173.98	Projected over Budget-Budget projection low	550,324.33	370,717.28	67.38%	
17	Wine and Liquor Tax	5,000.00	9,594.46	191.89%		14,020.41	9,020.41	Projected over Budget-Budget projection low	132.00	92.00	69.70%	
18	Hotel Occupancy Tax	600,000.00	406,851.51	67.81%		603,965.06	3,965.06	Projected over Budget-not material	262,478.05	14,489.92	5.51%	
19	License Occupancy Tax	100.00	80.00	80.00%		114.78	14.78	Shortfall due to reduced construction				
20	Permits-Building	195,000.00	101,862.01	52.24%		174,620.99	(20,379.41)					



22	322	Federal Grants	80,000.00	85.68%	66,555.18	80,000.00	0.00	0.00	Set to Budgeted: PY \$177,462.77	177,462.77	52,343.17	29.50%
23	325	Federal Payment in Lieu of Taxes	0.00			16,023.00	0.00	0.00	Set to PY Actual-no receipts YTD.	16,023.00		0.00%
24	329	Sheriff's Service of Process	15,000.00	84.80%	12,720.00	18,791.48	3,791.48	18,725.00	Projected over budget-PY \$ 18,725	18,725.00	12,675.00	67.69%
25	330-000	Sheriff's Earnings	18,000.00	44.80%	8,028.64	11,373.69	(6,626.31)	10,992.18	Budget may be high: PY Actual \$10,992	10,992.18	7,738.16	70.59%
26	330-001	Sheriff's Earnings-Arrest Fees	10,000.00	81.24%	8,123.80	12,835.83	2,835.82	14,636.10	Budget may be low: PY Actual \$14,636	14,636.10	9,263.20	63.29%
27	330-002	Sheriff's Earnings-Courts	14,000.00	0.00%		0.00		0.00	No earnings in PY-budget high	0.00		0.00%
28	331	County Clerks Earnings	175,000.00	70.63%	123,606.75	179,339.28	4,339.28	182,518.60	Projected under budget-could relate to low land transfers	182,518.60	125,801.10	68.93%
29	331-002	County Clerks Earnings-Prezevation Fund	1,000.00	90.27%	902.70	1,306.23	306.23	1,374.10	Over Budget-not material	1,374.10	949.60	69.11%
30	332	Circuit Clerks Earnings	65,000.00	84.32%	54,807.04	86,875.54	21,875.54	72,246.97	Over Budget-amount will vary depending on court cases.	72,246.97	45,580.23	63.09%
31	333	Prosecuting Attorney Earnings	500.00	159.19%	796.97	1,200.30	700.30	730.28	Projected over Budget-not material	730.28	484.28	66.31%
32	334	Accidents Reports	4,000.00	59.50%	2,340.00	3,260.22	(739.78)	3,270.00	Projected under Budget-not material	3,270.00	2,670.00	71.77%
33	336	Map Sales	4,500.00	80.20%	3,609.00	5,417.87	917.87	5,593.00	Projected over Budget-not material	5,593.00	3,719.00	66.51%
34	340	Rents, Magistrate Court	45,000.00	66.07%	30,000.00	45,000.00	0.00	45,000.00	Always \$45,000 for (3) Magistrates	45,000.00	30,000.00	66.67%
35	340-001	Rents, County Farm House	1,200.00	66.67%	800.00	1,200.00	0.00	1,200.00	Project to hit budget amount	1,200.00	800.00	66.67%
36	340-002	Rent-County Farm	1,000.00	58.12%	581.22	774.96	(223.04)	774.96	Projected under Budget-not material	774.96	581.22	75.00%
37	345-000	E-911 Fees	1,220,000.00	76.01%	927,298.04	1,308,717.39	86,717.39	1,315,659.23	Projected to exceed budget	1,315,659.23	932,205.95	70.85%
38	345-001	EMG Comm-Signs	1,000.00	52.06%	525.00	587.60	(412.20)	1,170.00	Projected under Budget-not material	1,170.00	1,045.00	89.32%
39	348	Franchise Fees	320,000.00	81.18%	259,776.79	346,269.07	28,263.07	338,999.27	Projected to exceed budget	338,999.27	251,363.07	74.59%
40	350	IRP Fees	5,000.00	124.79%	6,236.59	9,089.97	4,089.97	5,449.15	Projected to exceed budget	5,449.15	3,740.85	68.65%
41	362	Jail Cost Reimb-RJA & Gen School Fund	475,000.00	63.10%	299,793.78	428,236.22	(46,763.78)	4,089.97	Projected under budget but over PY	377,656.06	285,952.67	75.73%
42	365-000	Interest-SCF	34,000.00	32.79%	11,148.03	16,535.36	(17,464.64)	31,722.30	Projecting under budget, very low interest rates	31,722.30	21,388.96	67.42%
43	365-001	Interest-County Clerk	1,000.00	59.83%	596.29	765.56	(234.44)	1,165.14	Projecting under budget, very low interest rates	1,165.14	910.57	74.44%
44	365-002	Interest-Circuit Clerk	4,200.00	21.06%	884.54	1,867.41	(3,013.26)	4,150.06	Projecting under budget, very low interest rates	4,150.06	3,093.25	74.54%
45	365-004	Interest-State Fees	700.00	65.93%	461.48	1,357.79	657.79	1,150.54	Projecting under budget, very low interest rates	1,150.54	391.04	33.99%
46	365-005	Interest-Racing Fees	700.00	25.37%	177.61	224.91	(485.09)	536.46	Projecting under budget, very low interest rates	536.46	405.61	75.61%
47	365-006	Interest-Video Lottery	7,600.00	25.01%	1,900.56	2,709.59	(4,890.41)	6,457.17	Projecting under budget, very low interest rates	6,457.17	4,520.18	70.44%
48	366	Miscellaneous Revenue	24.00		24.00	25.06	25.06	277.76	No budgeted amount-not material	277.76	266.07	95.78%
49	367	Sheriff's Commission	15,000.00	80.73%	12,108.96	12,108.96	(2,891.04)	12,451.01	Net of County Tax Pention, should budget \$12,000	12,451.01	12,451.01	100.00%
50	370	Table Games	920,000.00	112.87%	1,035,665.04	1,766,399.77	846,399.77	1,800,617.57	YTD projects over budget-PY actual \$1,800,617	1,800,617.57	692,226.06	58.63%
51	372-000	Video Lottery	4,600,000.00	62.76%	2,869,293.64	4,056,819.03	(543,180.97)	4,010,398.89	YTD projects under budget-PY actual \$4,010,398	4,010,398.89	2,859,200.21	71.20%
52	372-001	Video Lottery-Local	100,000.00	66.37%	66,365.34	101,117.29	1,117.29	110,824.26	YTD projects over budget-PY actual \$110,824	110,824.26	72,736.22	65.63%
53	382-000	Reimbursements-Local	320,423.00	82.98%	263,996.01	350,673.22	30,245.22	168,583.56	YTD projects over budget	168,583.56	126,914.13	75.39%
54	382-001	Reimbursements-Other	30,000.00	54.99%	16,496.75	19,706.23	(10,283.77)	38,321.21	YTD projects under budget	38,321.21	32,079.98	83.71%
55	399	Transfers-AVF	300,000.00	0.00%	0.00	300,000.00	0.00	36,008.77	Reimb for payroll charges-Offset by Acct 407.	36,008.77		0.00%
57	Budgeted & Estimated Revenue		21,194,938.00	74.38%	15,744,417.90	21,340,656.75		20,022,935.22		20,022,935.22	14,572,168.40	72.78%
58	Prior Year Unencumbered Carryover		3,408,661.00			3,408,661.00		2,826,325.00		2,826,325.00		
59	Estimated Funds Available-Total		24,603,599.00			24,749,517.75		22,852,260.22	<<=Est Current Collections over Budget	22,852,260.22		
60	Estimated current revenues over budget						146,918.75					
59	Total revenue increase over prior year		1,887,257.53									
<b>Current Year Budget &amp; Estimated Expenditures</b>												
61	Column (b)	Column (c)	Column (d)	Column (e)	Column (f)	Column (g)			Column (h)	Column (i)	Column (j)	
62												
63												

Dept.	Expenditure Classification	Budgeted Expenditures Current FY	CY actual expenditures February 2012	YTD Expenditures as a % of total budget	Foot note Ref	Estimated Total expenditures- FYE 5/2012	Under Budget or (over) Budget	Reason for noted variance	Total Expenditures- FY Ended 6/30/2011	Outstanding Encumbrances June 30, 2011	PY Actual YTD expenditures- February 2011	Outstanding Encumbrances December, 2011	PY YTD Percentage of total budget
64													
65	401 County Commission	4,159,565.00	1,325,553.00	27.47%		\$ 1,937,593.07	2,215,772.93	Acct 401 contains excess money	1,325,553.00		915,324.00		67.98%
66	402 County Clerk	890,656.00	543,091.00	60.99%		\$ 852,818.14	57,840.86		803,572.64		524,010.00		65.21%
67	403 Circuit Clerk	629,697.00	405,860.00	64.41%		\$ 629,697.00	0.00	Exp. set to budget amount-calculates high	559,761.89		347,111.00		62.94%
68	404 Sheriff-Treasurer	523,450.00	334,637.00	63.95%		\$ 502,823.89	20,666.11		334,033.00		334,033.00		66.59%
69	405 Prosecuting Atty	1,692,004.00	1,163,285.00	68.80%		\$ 1,725,064.00	(24,000.00)	Budget revision required for wages and laptops	1,527,176.11		978,104.00		64.02%
70	406 Assessor	699,561.00	398,312.00	56.95%		\$ 699,561.00	0.00		699,561.00		699,561.00		66.07%
71	407 Assessor-AVF	300,000.00	236,737.00	78.91%		\$ 300,000.00	0.00	Set to \$300,000; off set by Acct #399	0.00		0.00		0.00%
72	408 Statewide Computer Network	53,651.00	27,858.05	51.91%		\$ 51,000.00	2,651.00		51,000.00		37,989.80		74.48%
73	412 Agricultural Agent	159,341.00	85,415.00	53.11%		\$ 129,110.32	5,200.68		121,731.21		80,537.00		66.16%
74	413 County Election, Employees	288,951.00	160,052.00	55.39%		\$ 227,670.45	61,280.55		368,053.38		258,741.00		70.30%
75	415 Magistrate Court, Other cost	4,100.00	0.00	0.00%		\$ 0.00	4,100.00		2,737.00		2,737.00		66.77%
76	422 Capital Planning & Management	317,007.00	209,278.00	66.02%		\$ 320,117.88	(3,110.88)		206,035.40		198,534.00		55.38%
77	424 Courthouse	1,209,190.00	839,617.00	69.44%		\$ 1,174,407.98	34,782.02		1,585,162.70		1,133,277.00		71.45%
78	425 Other Buildings	767,078.00	511,731.00	66.71%		\$ 767,078.00	0.00	YTD projection high-set to budgeted amount.	679,634.56		431,762.00		63.53%
79	428 Data Processing, Employee Wages	94,500.00	47,610.00	50.38%		\$ 58,846.45	35,653.55		64,895.60		56,466.00		80.91%
80	429 Regional Development Authority	19,795.00	19,794.26	100.00%		\$ 19,794.26	0.74		15,610.30		15,610.30		100.00%
81	431 Economic Development	400,950.00	257,416.00	64.20%		\$ 405,092.40	(5,174.40)		399,944.98		215,487.00		83.39%
82	433 GIS Addressing Dept	311,794.00	195,119.00	59.37%		\$ 311,794.00	0.00	YTD projection high-set to budgeted amount.	221,514.21		124,340.00		56.13%
83	429 Planning & Zoning, Employee Salaries	405,727.00	237,902.00	58.64%		\$ 395,243.12	19,483.88		375,920.69		231,544.00		61.59%
84	440 Engineering, Employee Salaries	682,312.00	369,561.00	57.09%		\$ 612,852.60	69,459.40		609,834.69		387,007.00		63.57%
85	451 Zoning	155,305.00	94,692.00	60.95%		\$ 148,811.67	6,483.13		135,235.79		85,026.00		63.51%
86	700 Law Enforcement, Employee Salaries	3,192,574.00	1,983,198.00	59.14%		\$ 2,905,771.36	288,302.64		2,726,150.85		1,771,477.00		64.99%
87	701 Service of Process, Employee Salaries	15,000.00	9,166.00	61.11%		\$ 9,940.59	5,059.41		8,930.78		8,234.00		98.13%
88	704 Charges by other Gov't-Regional Jail Cost	1,300,000.00	764,744.00	58.83%		\$ 1,099,900.15	190,099.85		1,041,465.60		718,000.00		68.94%
89	711 Emergency Services, Employee Salaries	257,836.00	140,863.00	54.67%		\$ 235,054.84	16,783.16		219,716.03		131,672.00		59.93%
90	712 Communication Center	1,984,541.00	1,192,505.00	60.09%		\$ 1,838,103.20	146,437.80		1,755,694.73		1,139,033.00		64.89%
91	715 Emergency Services Agency	1,992,500.00	1,579,625.00	79.28%		\$ 1,946,508.29	16,983.71		1,736,000.00		1,410,250.00		81.14%
92	716 Animal Control, Salary Supplement	266,734.00	162,516.00	60.93%		\$ 254,240.92	12,493.08		250,883.71		160,370.00		63.92%
93	800 Local Health Department-Contributions to	66,188.00	48,891.00	73.89%		\$ 65,198.17	(6.17)		130,375.00		97,981.00		75.09%
94	808 Solid Waste Authority	95,000.00	35,000.00	36.84%		\$ 35,000.00	0.00		33,250.00		33,250.00		100.00%
95	900 Parks & Recreation	460,056.00	316,318.00	68.76%		\$ 460,056.00	0.00	Exp set to budget-calculates over budget	238,685.00		238,685.00		56.42%
96	903 Arts & Humanities Contributions	25,000.00	15,121.00	60.48%		\$ 24,527.16	472.84		22,012.97		13,571.00		61.65%
97	909 Historical Commission	25,000.00	189,016.00	63.01%		\$ 308,566.70	(6,566.70)		275,162.19		169,666.00		61.66%
98	911 Other Gov't-Contrib to Visitors Center	221,160.00	195,870.00	88.57%		\$ 221,160.00	0.00		221,160.00		164,970.00		75.00%
99	916 Other Gov't-Contrib to Senior Center	5,990.00	0.00	0.00%		\$ 5,990.00	0.00		5,990.00		0.00		0.00%
100	902 Other Gov't-Contrib to Public Transit	13,823.00	10,367.25	75.00%		\$ 13,823.00	0.00		13,823.00		10,367.25		75.00%
101	953 Capital Outlay-County Clerk	29,297.00	19,531.00	66.76%		\$ 29,296.92	0.08	Budget revision in progress.	23,266.92		19,391.00		86.87%
102	975 Capital Outlay-Circuit Clerk	25,000.00	17,006.20	68.02%		\$ 25,000.00	0.00		15,940.46		15,940.46		100.00%
103	976 Capital Outlay-Law Enforcement	69,400.00	69,400.00	100.00%		\$ 69,400.00	0.00		69,400.00		69,400.00		100.00%
104	980 Election-Capital Outlay	31,000.00	0.00	0.00%		\$ 31,000.00	0.00	<<Estimate expenditures are under budget by this amount	23,470.10		0.00		0.00%
105									19,468,863.16		13,113,152.35		67.95%
106													
107			\$14,022,630										
108						\$20,795,265							



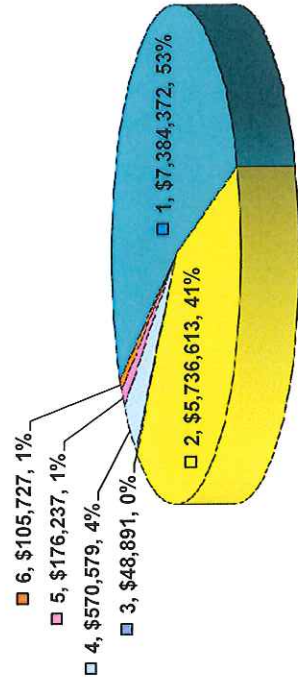
Jefferson County, WV  
 FYE June 30, 2012

Financial Statement Chart-General County Fund  
 YTD Expenditure by Government Activity-January 2012

The Chart and financial data represent year to date budget expenditures from the General County Fund for the Fiscal Year Ending June 30, 2012.

General County Fund-Expenditure Summary by Government Activity-Year to date totals						
	General Government	Public Safety	Health & Sanitation	Culture & Recreation	Social Services	Capital Outlay
Color Coding	Item #1	Item #2	Item #3	Item #4	Item #5	Item #6
Grand total YTD	\$7,384,372	\$5,736,613	\$48,891	\$570,579	\$176,237	\$105,727
Percentage of gross expenditures	52.66%	40.91%	0.35%	4.07%	1.26%	0.75%

January 2012-FYE June 30, 2012



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

**AGENDA REQUEST FORM**

Name: Stephanie Grove, Assistant Prosecutor

Department or Entity: Prosecuting Attorney

Estimation of amount of time needed for appointment: 15 minutes

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

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

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

Subject: - Employment Agreement for Director of Capital Planning and Management, Executive Session Possible §6-9A-4 - 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:

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

Name: **Stephanie Grove, Assistant Prosecuting Attorney**

Department or Entity: **Prosecutor's Office**

Estimation of amount of time needed for appointment: **15-20 min**

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

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

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

Subject: **Transition Plan Update**  
**Seeking grants and grants administration (LW)**

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:

## REORGANIZATION OPTIONS

Prepared by Lyn Widmyer for 2/9/12 County Commission Meeting

### **PROPOSAL : Add Grants Management to Department of Capital Planning and Management.**

Jefferson County needs a far more concentrated and dedicated effort to research grants, apply for grants and then manage grants. The County Commission needs to be more aggressive in seeking grants to respond to the loss of revenue and the transfer of new responsibilities to the County.

### **PROPOSAL: Expand role of Capital Planning and Management in terms of preparing an Annual Capital Improvement Plan for review and discussion by the County Commission.**

The CIP would be revisited annually and be subject to a public hearing. Currently, there is no adopted CIP in Jefferson County although over \$6 million is in an account earmarked generally for capital projects. Priorities for this money need to be established with the participation of county residents.

### **PROPOSAL: Add stewardship of the environment to the Department of Engineering and rename it Department of Engineering and Watershed Protection**

The County Commission has committed to continue water quality monitoring. The Department of Engineering would be the logical place for this to occur. Citizen based watershed groups could be partners in the program.

### **PROPOSAL: Explore option of civil counsel being directly under County Commission.**



8

Mar. 26. 2012-10:30AM  
Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**AGENDA REQUEST FORM**

Name: Laura Kuhn

Department or Entity: Dept of Maintenance

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

Date Requested – 1<sup>st</sup> Choice: March 29, 2012

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

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

Subject: **Request for approval of Court Security Grant application and manpower resolution**

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

This grant is to provide funding for needed security equipment in the Jefferson County's Court System.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion by XXX, second by XXX to approve the 2012 Court Security Fund Grant Application and the manpower resolution.**

Attachments:



# 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*

## COUNTY COMMISSION OF JEFFERSON COUNTY FY2012 COURT SECURITY FUND GRANT MANPOWER RESOLUTION

**WHEREAS**, the County Commission of Jefferson County is aware of the continued need to provide up to date security for Jefferson County's court system; and

**WHEREAS**, the County Commission of Jefferson County considers the safety of court officials, employees and the general public a top priority; and

**WHEREAS**, the County Commission of Jefferson County is applying for the Fiscal Year 2012 Court Security Fund grant in order to aid with the security needs of Jefferson County; and

**THEREFORE, BE IT RESOLVED**, that the County Commission of Jefferson County assures that sufficient manpower will be used to operate and manage all equipment requested in the Fiscal Year 2012 Court Security Fund Grant application.

\_\_\_\_\_  
Date

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

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

Name: Sandy McDonald, Interim County Administrator

Department or Entity: County Commission

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

Date Requested – 1<sup>st</sup> Choice: March 29, 2012

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

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

Subject: **Approval of Employment - Human Resources Manager**

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

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

**Attachments:**

**JEFFERSON COUNTY**

**Personnel Requisition**

Department Name County Commission Date March 29, 2012 Date Needed \_\_\_\_\_

Job Title Human Resource Director Salary \$76,875.00 Criminal History Check \_\_\_ Yes \_\_\_ No

Suggested Recruitment Source(s) NACO, local paper, monster, web, alerts

Applicants Interviewed By Sandy McDonald/Nichelle Hosby Position Reports To County Administrator

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

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

Job Duties The Human Resources Manager is responsible for managing the overall Human Resources administration of the departments under the direction of the County Administrator.

**Budget Information**

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

Position Budgeted \_\_\_ Yes \_\_\_ No Proposed Salary \_\_\_\_\_ Date of Hire \_\_\_\_\_

Is Position: Full-Time <sup>yes</sup> Regular Part-Time \_\_\_\_\_ On-Call Occasional \_\_\_\_\_ Temporary \_\_\_\_\_

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

**Approvals**

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

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

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

Comments \_\_\_\_\_

**Jefferson County  
Job Description**

<b>Position Title:</b>	Human Resources Manager	<b>Grade Level:</b>	VII
<b>Department</b>	Human Resources	<b>Date:</b>	01-30-2012
<b>Reports to:</b>	County Administrator	<b>FLSA Status</b>	Exempt

**Statement of Duties:** The Human Resources Manager is responsible for the administration of the Human Resources Department (managing the overall Human Resources administration of the departments) under the direction of the County Administrator.

**Supervision Required:** Employee works under the policy direction of the County Administrator and Commissioners, exercising authority over the human resources arena in conformance with general directives and objectives set forth by the County Administrator and Commissioners. Seeks counsel of governing body only on matters of policy adjustment or where required by law.

**Supervisory Responsibility:** Employee is accountable for the direction and success of all human resources programs. The Human Resources Manager is responsible for analyzing HR program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The HR Manager typically formulates or recommends HR program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

**Confidentiality:** Human Resources Manager Employee has access to most confidential information of the county.

**Accountability:** Duties involve primary responsibility for the entire HR operation of the county. Consequences of errors, missed deadlines or poor judgment could have far reaching effects on the public's confidence and the county's ability to deliver services.

**Judgment:** The Human Resources Manager directs the overall activity of the county by accepting responsibility while exercising authority for planning, operating and oversight of the HR function. Guidelines provide only limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

Human Resources Manager  
01-30-2012

**Jefferson County**  
**Job Description**

**Complexity:** The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for more than one major department within the county.

**Work Environment:** The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Human Resources Manager Employee may be required to work beyond normal business hours to attend evening meetings.

**Nature and Purpose of Public Contact:** Duties involve constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the county's overall interest. The Human Resources Manager Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the county effectively in critical and important situations which may influence the well-being of the municipality.

**Occupational Risk:** Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

**Essential Functions:**

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

1. Administer, implement and enforce administrative policies and procedures to meet Commission goals and objectives.
2. Responsible for Salary Administration to coordinate with County budgeting process. Work with County Administrator to develop performance criteria and goals for employees based on County's overall business plan.
3. Responsible for managing benefits administration, benefits communication, overall benefits legislation (HIPAA, ERISA, COBRA, etc). and wellness programs.
4. Responsible for workers compensation, safety programs and satisfying safety legislation.
5. Responsible for recruiting and staffing.
6. Responsible for oversight for grievance/employee complaint procedures and employee discipline in coordination with the County Administrator.

**Jefferson County  
Job Description**

7. Miscellaneous responsibilities such as service awards, employee newsletter/communications, events planning, etc.
8. Analyze proposals and develops recommendations to the County Commission regarding policies and programs; analyze information pertaining to County services and operations, including policies, programs, methods, budgets, staffing, organization and capital needs.
9. Ensure compliance with state and federal regulations.
10. Coordinate, serve as a resource and assist with all HR activities for elected officials and their staff to ensure continuity and integration of all County HR programs for all employees.
11. Act as liaison with other Jefferson County employees, elected officials, and with other counties' regional, state and federal agencies on a broad range of matters.

**Education and Experience:**

Qualified candidates must have a thorough understanding of human resources, employment laws, employee relations, salary administration, HRIS, recruiting & staffing, safety, training, management development, HR planning and budgeting, and experience in maintaining a union free workforce. Must have at least ten years HR experience with progressively increased levels of responsibility, is required. A degree in HR or related field is preferred. A strong organizational ability and self-directed drive to complete tasks and projects is required. The successful candidate must be a positive credible professional who is also an effective problem solver with strong communication skills, accurate and attentive to detail, able to handle multiple priorities with deadlines, experience partnering with department heads on human resources initiatives, and have intermediate knowledge of Windows and Microsoft Office (Word, Excel, and PowerPoint). Ability to work in a hands-on environment is essential.

**Special Requirements:** None required.

**Knowledge, Abilities and Skill:**

**Knowledge:** Knowledge and understanding of the County's mission, purpose, goals and the role of the employees in achieving them, the County's operation, and knowledge regarding the common policies, practices and procedures of all county department operations; laws and regulations pertinent to county operations; finance and budget administration; and overall human resources management;

**Abilities:** Ability to effectively and efficiently direct the overall human resources arena, establish and maintain effective working relationships with county officials, outside organizations, the

**Jefferson County  
Job Description**

public and other personnel; resolve problems or conflicts; perform multiple tasks under tight deadlines; maintain confidential information.

Must be capable of in-depth analysis of problems based on professional knowledge, but more importantly, logic and reason. Must be capable of understanding long term ramifications of actions taken, and how they will affect the operation as a whole.

Must be capable of inventing solutions to unique problems and not necessarily rely on solutions furnished by other individuals or institutions.

**Skills:** Outstanding interpersonal skills, presentation skills, oral and written communication skills, negotiation skills, management skills, and attention to detail required.

**Physical and Mental Requirements:**

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

**Physical Demands:** Limited physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.).

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing.

**Visual Demands:** Visual demands include constantly reading documents for general understanding and for analytical purposes.

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

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: no appointment required – new business item

Date Requested – 1<sup>st</sup> Choice: March 29, 2012

Date Requested – 2<sup>nd</sup> Choice: April 5, 2012

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

Subject: **Approval of Job Offer for 2012 Summer Planning Intern**

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

**See attached personnel request form and resume for proposed Summer Intern, Olivia Nolan.**

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

**I move approval of the recommendation of the Director of Planning and Zoning to hire Olivia Nolan to fill the 2012 Summer Intern position in accordance with the Department of Planning's budgeted position.**

Attachments:

- Personnel Requisition form from Jennifer Brockman dated March 22, 2012
- Resume for Olivia Nolan

**JEFFERSON COUNTY**  
**Personnel Requisition**

Department Name Planning Date 3/22/12 Date Needed 5/14/12

Job Title Planning Intern Salary \$10/hr up to 40 hours/week up to 13 weeks (up to \$5,000 budgeted) Criminal History Check  Yes  No

Suggested Recruitment Source(s): Shepherd University Environmental Studies Program

Applicants Interviewed By: Jennie Brockman, Dawn Childs, Steve Barney, Seth Rivard  
Position Reports To: Jennie Brockman

Minimum Education Required: Academic coursework in research and data analysis; basic GIS concepts; statistical analysis of data; production of final reports including data analysis

Minimum Experience Required: Looking for student intern – no actual work experience required; experience doing research and data analysis preferred

Job Duties: Multiple tasks related to base analysis for upcoming 2014 Comprehensive Plan, including, but limited to, field checking existing non-rural land use based on a land coverage undertaken by the Freshwater Institute to develop a detailed accurate existing land use GIS layer; develop a methodology to calculate the build out potential of the County for purposes of developing alternative population projections; building upon the efforts of the 2011 intern to incorporate newly released Census data and develop reports that show trends related to various demographic parameters; other duties as assigned. The work completed by the intern will be coordinated with the faculty at Shepherd University for the purposes of developing an acceptable Capstone Project for her senior year.

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**Budget Information**

Addition  Replacement  Explain or For Whom Summer Intern

Position Budgeted  Yes  No Proposed Salary \$10/hour up to 40 hours/week up to 13 weeks (up to \$5,000 budgeted) Date of Hire 5/14/12

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

Safety/Security  Hours Per Week up to 40 hours/ week

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**Approvals**

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

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

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

Comments \_\_\_\_\_

Maureen Olivia Nolan

211 West German Street, Shepherdstown, WV 25443

mnolan03@rams.shepherd.edu

(443) 880-7068

## EDUCATION

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**Shepherd University, Shepherdstown WV**

Expected Graduation of 2013

*B.S. in Environmental Studies, with a concentration in Engineering*

**Saint John's College, Annapolis, MD**

2007-2008

*Studied the Liberal Arts*

**James. M. Bennett High School, Salisbury, MD**

2004-2007

*Graduated early*

## WORK EXPERIENCE

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**The Bavarian Inn, Shepherdstown, WV**

May 2011- Present

*Front Desk Agent*

Duties include registering guests, being hospitable at all times, checking guests out, assigning rooms, processing payments, answering phones & emails, fielding complaints and reconciling all accounts

**Plus-Time New Hampshire, Concord, NH**

January 2009- July 2009

*AmeriCorps member serving at Concord High School, 800 service hours*

Taught GED classes of 8-12 students, tutored students in credit recovery programs including algebra, geometry, English and history, tutored GED students individually

**National Park Service, Cornish, NH**

August 2008-November 2008

*Horticulture Intern at Saint-Gaudens National Historic Site, 600 service hours*

Tended grounds surrounding historic home of Augustus Saint-Gaudens, including two formal gardens, one cutting garden and trails, arranged flowers for the house and various studios located on the property, charged with proposing to board members a plan to restore native tree species to the areas surrounding Saint-Gauden's grave

## MEMBERSHIPS

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**Chairperson of Relay for Life at Shepherd University** Spring 2010- Present

*Luminaria Chair*

Responsible for promoting the sale of Luminaries and the ceremony itself, as well as supporting all other aspects of Relay, one of the most successful per capita in the nation

**Rotaract** Fall 2009-Present

*Member, Historian in 2010*

College Rotary; engage in opportunities of service & leadership as well as professional development, as historian: documented activities

**Shepherd University High Altitude Ballooning Club** Fall 2009-Present

*Member, specializing in equipment*

Designing payloads as well as a launch apparatus, programming telemetry to communicate with the payload after launch, locating the payload after descent and analyzing data collected

## RELEVANT COURSE WORK

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MATH 310 Differential Equations

ENVS 206 Environmental Policy

ENVS 390 Geographical Information Systems

ENVS 460 Senior Research Capstone

## SKILLS

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- Proficient in Microsoft Word and Excel, as well as ArcGIS
- keyboarding (54 words/minute)

*REFERENCES UPON REQUEST*



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

**AGENDA REQUEST FORM**

Name: Sandy McDonald, Interim County Administrator

Department or Entity: County Commission

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

Date Requested – 1<sup>st</sup> Choice: March 29, 2012

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

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

Subject: **Approval of Grant Contract, Resolution and Letter of Agreement - Freedom's Run - \$8,400**

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion to approve the Grant contract, Resolution and Letter of Agreement for Freedom's Run in the amount of \$8,400 and to authorize the President of the Commission to affix her signature to the appropriate documents**

**Attachments:**

# JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

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## *RESOLUTION*

The County Commission of Jefferson County, met on March 29, 2012 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Eastern Area Health Education Center to promote Freedom's Run, a community walking and running event that includes the medical community, local parks, West Virginia University, and a local heritage team. The project will include magazine and newspaper advertising, design services, promotions, and equipment purchases and rentals with funds made available through the Governor's Community Participation Grant program in the amount of \$8,400.

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

Signed: \_\_\_\_\_  
COUNTY CLERK



# 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*

Letter of Agreement  
Community Participation Grant Program  
between the  
Jefferson County Commission  
and the  
Eastern Area Health Education Center

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by the Jefferson County Commission and the Eastern Area Health Education Center its officers, agents, and representatives.

WITNESS THAT:

WHEREAS, the Jefferson County Commission has promised and agreed to act as funding agency to assist Eastern Area Health Education Center to perform specific tasks through funding from the Governor's Community Participation Grant Program.

NOW, THEREFORE, the parties hereby mutually agree as follows:

1. The Jefferson County Commission will serve as funding agency for the Eastern Area Health Education Center.
2. The Eastern Area Health Education Center agrees to abide by the terms and conditions of the Governor's Community Participation Grant Program Contract between the West Virginia Development Office and the Jefferson County Commission as contained herein. (attached)
3. This agreement shall be signed by the authorized officers, agents or representatives of the Eastern Area Health Education Center and the President of the Jefferson County Commission.

JEFFERSON COUNTY COMMISSION

\_\_\_\_\_  
President

EASTERN AREA HEALTH EDUCATION CENTER

By: \_\_\_\_\_  
Title: \_\_\_\_\_

ACTING COUNTY ADMINISTRATOR  
*Sandy Shusher McDonald*

**GOVERNOR'S COMMUNITY PARTICIPATION  
GRANT PROGRAM CONTRACT**

between the

**WEST VIRGINIA DEVELOPMENT OFFICE**

and the

**JEFFERSON COUNTY COMMISSION**

**THIS AGREEMENT**, entered into this 1st day of July, 2010, by the West Virginia Department of Finance and Administration on behalf of the West Virginia Development Office hereinafter called the "WVDEVO" and the Jefferson County Commission and its authorized officers, agents, and representatives, hereinafter called the "Grantee."

**WITNESS THAT:**

**WHEREAS**, the WVDEVO has promised and agreed to assist the Grantee to perform such tasks hereafter described in the scope of services, which is to be partially financed by funds made available through the Governor's Community Participation Grant program.

**NOW, THEREFORE**, the parties hereto do mutually agree as follows:

1. **Assistance of the Grantee.** The WVDEVO hereby agrees to assist the Grantee including all authorized officers, agents, and representatives, to perform such tasks and functions as set forth below in the scope of services.
2. **Scope of Services.** The Grantee, or its designated agent, shall do, perform and carry out, in a satisfactory and proper manner as determined by the WVDEVO, and appropriate regulatory agencies, if required, all duties, tasks, and functions necessary to enable the Eastern Area Health Education Center to promote Freedom's Run, a community waking and running event that includes the medical community, local parks, West Virginia University, and a local heritage team. The project will include magazine and newspaper advertising, design services, promotion, and equipment purchases and rentals.
3. **Personnel.** The Grantee represents that it has, or will secure at its own expense, personnel with the necessary qualifications and experience required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with WVDEVO.
4. **Time Performance.** The Grantee will commence its duties under this Contract on July 1, 2010, and such duties shall be undertaken and completed in such sequences as to assure their expeditious completion in the light of the purpose of the Contract; but, in any event, all of the services required hereunder shall be completed by June 30, 2012. The completion date of this contract may only be extended by mutual written agreement of both parties dependent on the reappropriation of funds under the Governor's Community Participation Grant program. If no such agreement exists, the Grantee shall not receive payment for services rendered or work performed relative to this grant after June 30, 2012.

5. **Compensation.** In consideration of the services rendered by the Grantee, the WVDEVO agrees to pay the Grantee the sum of \$8,400. This amount constitutes complete compensation for all services rendered. In no instance shall the agreed upon compensation exceed \$8,400 without the written consent of the Governor of the State of West Virginia.

6. **Method of Payment.** In order to receive payments under the terms of this Agreement, the Grantee shall submit the following: (a) a Letter of Transmittal containing a progress report, and (b) a Request for Payment Financial Report. The final ten percent shall be made available upon submission of certification of completion and acceptance of the project by the Grantee. Upon receipt of said documents, the WVDEVO shall review the same for reasonableness and appropriateness.

7. **Changes.** The WVDEVO and the Grantee may, from time to time, require changes in the scope of the services of the work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Grantee's compensation and work to be performed, which are mutually agreed upon by and between the WVDEVO and the Grantee, shall be incorporated in written amendments to this Contract.

8. **Sub-Grantees and Reversion of Property.** The Grantee may administer funds on behalf of sub-grantees, provided that such a sub-grantee is certified as a nonprofit organization by the United States Internal Revenue Service and the West Virginia Secretary of State's Office. Should such a sub-grantee cease to exist, all commodities or supplies purchased with funds provided under the auspices of this Contract by or for the sub-grantee shall become the property of the Grantee.

9. **Competitive Bid Procedures.** Competitive bidding shall be pursued in all instances. The Grantee must follow the more stringent of either state or local purchasing regulations. The West Virginia Purchasing Division requirements, at a minimum, are as follows: Commodities and services expected to cost \$2,500 or less require no bids, however, competition is encouraged. Purchases between \$2,500.01 and \$5,000 require three verbal bids to be documented on a verbal bid quotation summary. Purchases \$5,000.01 to \$25,000 require three written bids.

**The Grantee shall solicit competitive, sealed bids for commodities and supplies related to this project which have an estimated value of over \$25,000. Any attempts by the Grantee to segregate the project into sections having an estimated value of less than \$25,000 shall be cause for termination of this agreement under the provisions of Paragraph 28.** These bids shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions West Virginia Code §59-3. This notice shall be published by the Grantee in the newspaper with the largest circulation serving the general area once a week for two successive weeks preceding the final bid date.

The Grantee shall also, where feasible, solicit sealed bids by listing the project in the F. W. Dodge Reports, sending requests by mail to prospective suppliers or contractors, and by posting notice on a bulletin board in a public place. The Grantee shall have available upon request for review by the WVDEVO or its designated representative, bid documents and other evidence of compliance with these procedures.

10. **Project Wage Rates.** Every contract involving construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work which involves the employment of any contractor and/or subcontractor necessary for the undertaking and completion of this project, regardless of the source of funds utilized to pay such contract, must comply with the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A. **This law applies to all construction contracts, regardless of cost.**

The receipt and utilization of funds procured under this agreement mandate that all construction contracts necessary for the undertaking and completion of this project, regardless of the source of funds utilized to pay such construction contracts, must comply with the provisions of West Virginia Code § 21-5A.

Such provisions shall include the payment of the Fair Minimum Wage Rates as determined by the West Virginia Commissioner of Labor for each craft or classification of all workmen needed to perform the contract in the locality in which the public work is performed. For projects involving federal funds which are covered by the provisions of the Davis Bacon Act (40 U.S.C. 276-a 276a-5), the Grantee shall cause the contractor and/or subcontractors to pay the higher wage rate, federal or state.

Further, the Grantee shall note this requirement in the advertisement for bids and print these wage rates on all bid documents. The Grantee shall also have available upon request for review by the WVDEVO or its designated representative, bid documents and other evidence of compliance including copies of contractor's payrolls.

11. **Construction.** The Grantee shall procure construction contracts in accordance with West Virginia Code §5-22-1. **The state and its subdivisions shall, except as provided in this section, solicit competitive bids for every construction project exceeding \$25,000 in total cost.**

**Further, the receipt and utilization of funds procured under this agreement mandate that ALL CONSTRUCTION CONTRACTS NECESSARY FOR THE UNDERTAKING AND COMPLETION OF THIS PROJECT, regardless of the source of funds utilized to pay such construction contracts, must comply with the provisions of West Virginia Code § 21-5A.**

The term construction shall mean any construction, reconstruction, improvement, enlargement, painting, decorating, or repair of any public improvement let to contract. These bids shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions West Virginia Code §59-3. This notice shall be published by the Grantee in the newspaper with the largest circulation serving the general area once a week for two successive weeks preceding the final bid date.

Any contracts under this agreement must comply with the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A. This law applies to all construction contracts, regardless of cost. The Grantee shall note this requirement in the advertisement for bids and print these wage rates on all bidding blanks.

The Grantee shall designate the time and place for opening such construction bids in accordance with West Virginia Code §5-22-2.

12. **Bonding.** The Grantee shall secure bonding in accordance with West Virginia Code §5-22-1. All bids submitted pursuant to this chapter shall include a valid bid bond or other surety as approved by the state of West Virginia or its subdivisions. Following the solicitation of such bids, the construction contract shall be awarded to the lowest qualified responsible bidder, who shall furnish a sufficient performance and payment bond: provided, that the state and its subdivisions may reject all bids and solicit new bids.

In the procurement of contracts or subcontracts for construction of less than \$100,000, the Grantee shall follow local or State requirements relating to bid guarantees, performance bonds, and payment bonds, provided that the Grantee's and State's interests are adequately protected and that such contracts can be executed in a timely manner.

**In the procurement of contracts or subcontracts for construction that exceed \$100,000, the Grantee shall obtain the following:**

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. This bid guarantee shall consist of a firm commitment such as bid bond, certified check, or other negotiable instrument accompanying a bid that the bidder will, upon acceptance of the bid, execute the contractual documents as may be required with the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. This performance bond shall be executed by the successful contractor in connection with the contract to secure fulfillment of the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. This payment bond shall be executed in connection with a contract to assure payment is required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.

13. **Architecture and Engineering.** The Grantee shall procure architectural or engineering services in accordance with of the West Virginia Code §5G. In the procurement of architectural and engineering services for projects estimated to cost \$250,000 or more, the Grantee shall publish a Class II legal ad in compliance with West Virginia Code §59-3. In the procurement of services for projects estimated to cost less than \$250,000, the Grantee shall conduct discussions with three or more professional firms.

14. **Design-Build.** The Grantee shall procure design-build projects in accordance with West Virginia Code §5-22A-1. This applies solely to building projects. Highways, water, sewer, and all other public works projects are specifically prohibited from using the design-build method.

15. **Environmental and Historical Assessment.** The Grantee shall comply with all applicable federal, state and local environmental and historical preservation laws and regulations. The Grantee acknowledges this requirement and certifies that the project will be in compliance with such laws and regulations.

16. **Equal Employment Opportunity.** With respect to employment in carrying out the program objectives, the Grantee agrees that it will not discriminate against any employee or applicant for employment because of race, color, age, religion, sex, national origin, or physical handicap.

17. **Facilities Accessible to the Handicapped.** The Grantee shall require any facilities constructed under the auspices of this Contract to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117.1-1961, as modified (41CFR101-17.1703 and (13CFR309.14)). The Grantee shall be responsible for conducting inspections to ensure compliance with these specifications.

18. **Facilities Operation.** The Grantee shall operate and maintain all facilities constructed under the auspices of this Contract in accordance with minimum standards as may be required or prescribed by the applicable federal, state and local statute, law, ordinance or regulation as to actual construction procedures, as well as maintenance and operation of such facilities upon completion.

19. **Interest of Members of WVDEVO and Others.** No officer, member or employee of the WVDEVO or officer, member or employee of the Grantee who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or has any personal or pecuniary interest, nor shall any officer, member of, or

employee of, the Grantee or any member of its governing body, or officer, member, or employee of the contractor have any interest, direct or indirect, in this Contract or the proceeds thereof.

20. **Officials Not To Benefit.** No member of the Legislature of the State of West Virginia, or individual performing a service for the Grantee in connection with this project, shall be admitted to any share thereof or to any benefit to arise from this Agreement.

21. **Inspections of Project Records.** At any time during normal business hours and as often as the WVDEVO or its designated representative may deem necessary, there shall be made available to the WVDEVO or its designated representative for examination, all of its records with respect to all matters covered by this Contract and permit the WVDEVO or its designated representative to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records and personnel, conditions of employment and other data relating to all matters covered by this Contract during the entire time period beginning with project approval and ending three years after the final disbursement of grant funds.

22. **Project Audits.** (a) The Grantee shall cause an audit of this program to be included in the audit of the Grantee performed by the West Virginia State Auditor's Office, Chief Inspection Division, or its designated representative in accordance with West Virginia Code §6-9-7. The audit shall be performed in conformance with generally acceptable accounting procedures.

(b) In accordance West Virginia Code §12-4-14, if the grantee is not audited by the West Virginia State Auditor's Office and the grantee received state funds or grants in the amount of fifteen thousand dollars or more, the grantee shall file an audit of the disbursement of funds with the legislative auditor's office. The audit shall be filed within two years of the disbursement of funds or grants by the grantee and shall be made by an independent certified public accountant at the cost of the corporation, association or other organization, and must show that the funds or grants were spent for the purposes intended when the grant was made. State funds or audits of state funds or grants under fifteen thousand dollars (\$15,000) may be authorized by the joint committee on government and finance to be conducted by the legislative auditor's office at no cost to the grantee.

23. **Reporting.** The Grantee shall submit any reports requested by the WVDEVO concerning financial status and program progress. Failure to provide such reports as required by WVDEVO in a timely manner shall be cause for termination of this Contract under the terms of Paragraph 7.

24. **Fiscal Management.** The Grantee shall be responsible for establishing and maintaining adequate procedures and internal financial controls governing the management and utilization of funds provided under this Contract, as well as funds provided as the Grantee's matching share.

25. **Political Activity.** No officer or employee of the Grantee whose principal employment is in connection with any activity which is financed in whole or in part pursuant to this agreement shall take part in any of the activities expressly prohibited by the Hatch Act.

26. **Repayment.** The Grantee shall refund to the State any expenditures determined to be made for an ineligible purpose for which State funds were received.

27. **Resolution of Disputes.** Resolution of disputes between the State and the Grantee concerning administrative and programmatic matters during the terms of this Agreement shall be initiated through consultation and discussion at the State's Administrative Offices with final decision on questions of policy or fact being determined by the Director of the Community Development Division or his/her designated representative. Nothing in this Agreement shall be construed as making the final decision on a question of law, or to limit in any

manner any remedies or recourses available under applicable laws. Citizen's complaints or disputes regarding Grantee performance or actions relative to the approved project are the responsibility of the Grantee.

28. **Termination of Contract for Cause.** If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner his obligations under this Contract, or if the Grantee shall violate any of the covenants, agreements, or stipulations of this Contract, the WVDEVO shall thereupon have the right to terminate this Contract by giving written notice to the Grantee of such termination and specifying the effective date thereof, at least fifteen days before the effective date of such termination. The Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed on the described project.

Notwithstanding the above, the Grantee shall not be relieved of liability to the WVDEVO for damages sustained by the WVDEVO by virtue of any breach of the Contract by the Grantee, and the WVDEVO may withhold any payments to the Grantee for the purpose of set-off until such time as the exact amount of damages due the WVDEVO from the Grantee is determined.

29. **Termination for Convenience of WVDEVO.** The WVDEVO may terminate this Contract at any time by giving written notice to the Grantee of such termination and specifying the effective date of termination. If the Contract is terminated by the WVDEVO as provided herein, the Grantee will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Grantee covered by this Contract, less payments of compensation previously made.

30. **Termination by the Grantee.** The Grantee may unilaterally rescind this agreement at any time prior to the commencement of the project. After project commencement, this agreement may be rescinded, modified, or amended only by mutual agreement. A project shall be deemed commenced when the Grantee makes any expenditure or incurs any obligation with respect to the project.

31. **Signing.** This Contract shall be signed by the Executive Director of the West Virginia Development Office and by the President of the Jefferson County Commission upon authorization of the Jefferson County Commission by adoption and passage of a resolution, motion or similar official action.

**IN WITNESS WHEREOF, the WVDEVO and the Grantee have executed this Agreement as of the date first above written.**

**STATE OF WEST VIRGINIA  
WEST VIRGINIA DEVELOPMENT OFFICE**

\_\_\_\_\_  
**J. Keith Burdette, Executive Director**

**JEFFERSON COUNTY COMMISSION**

By: \_\_\_\_\_  
**Patricia Noland, President**

Federal Employee Identification Number

\_\_\_\_\_  
F.E.I.N.



<p>Commission Office Use Only</p> <p>Date on Agenda: 3-29-12</p> <p>Appt Time or New Business: 1:30</p>
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**AGENDA REQUEST FORM**

Name: Sally Gran Deputy Payroll Clerk & Debbie Keyser, Human Resource Consultant

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

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

Date Requested – 1<sup>st</sup> Choice: March 29, 2012

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

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

Subject: Decision on Health Insurance Package

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:

**Final  
Health Care Benefit Decisions for 2012/2013**

Benefit	Annual Cost	Option #1	Option #2	Option #3	Option #4
Vision - Guardian	16,806.96	No Change	N/A	N/A	N/A
Dental	\$48,501.36	Guardian	Delta Dental	N/A	N/A
EAP	\$3,967.73	Unicare	Mazitti	N/A	N/A
Life Insurance; AD&D and Optional Coverages	\$14,688.00	Guardian	N/A	N/A	N/A
Wellness	\$11,000	BCBS	Specific JC Plan	None	None
Health Care Plan	\$1.7 - \$1.8m	29%/350 Deductible	\$750	\$750	\$750
Ee H.C. Contributions	\$20k - \$22K	\$22,358.00 6%; 15%;22%	\$25,563.00 10%; 17%; 23%	\$20,604 5%; 16%;24%	\$19,650 Varies/Income
HRA's		\$78,550	\$186,000	\$186,000	\$186,000
Open Enrollment Mtgs	\$2.1m	Mandatory			

Decisions to be made are Highlighted in Yellow.

1. Guardian - Life, A D & D, Vision will remain in effect for FY 2013
2. Dental - Decide between Guardian and Delta Dental
3. EAP - Unicare
4. Wellness - JC Plan Specific
5. Medical Plan - Option # 3 with the \$750-\$1,500. deductible plan with EE=\$38.00, EE+1=\$285.00, Family= \$425.00
6. HRA remain at \$1,000.00 per employee regardless if they are enrolled in Medical plan or not.
7. Mandatory open enrollment

Signed and Approved by: \_\_\_\_\_



## Payroll Department

100 East Washington Street, Charles Town, West Virginia 25414  
304-728-3340 (office) 304-728-3279 (fax)  
sgran@jeffersoncountywv.org

Date: March 21, 2012

To: Department Managers and Elected Officials

From: Sally Gran and Debbie Keyser

Subject: Health Care Plan for 2012-2013

As you probably know from the two recent health care workshops, the County experienced a very high renewal from BCBS. The original estimate was a 45% increase. Due to negotiations, it was later revised to a 29% increase for the current health care plan which is unacceptable. It is the County's intent to continue to provide excellent benefits to remain competitive to attract and retain excellent employees. However, in today's market it is difficult to do so without making benefit changes and/or requesting assistance from the employees. As you probably know national statistics indicate a large majority of plans have already changed to a \$1,500 high deductible plan and have employees contributing anywhere from 10 to 25% of the premium.

The budget has been submitted at \$2.1m for life insurance, health care, dental, vision, prescription and wellness. Therefore, there are several options being considered to reach the \$2.1m mark. The attached pages provides a summary of the anticipated health care plan and changes for 2012-2013. The \$750 Deductible plan has been highlighted in yellow to show the changes from this year's plan to the proposed plan for next year.

As a Department Manager or Elected Official, you are being asked to make copies and discuss the proposed plan changes and increase in employee contributions with your employees. Please have your employees complete the attached survey and return to Sally no later than Monday, March 26. You will then be expected to be present a brief summary of your Department feedback to the Commissioners at their March 29<sup>th</sup> 2012 Commission Meeting.

It is anticipated a final decision will be made at the March 29<sup>th</sup> meeting. Mandatory Open Enrollment Meetings will be held during the month of May, at which time thorough information will be provided to employees on what is changing, why it is changing, and the impact to the employee.

Thank you for your assistance with this important matter. If you have questions regarding the process, please contact Sally at ext. 3340.

Attachments

## 2012 Health Care Plan Employee Survey

The Commission is considering the following health care plan for 2012-2013. While we recognize all of us want things to remain the same, we simply can't maintain the same health care plan with today's inflation. Below is a potential solution to reaching the \$2.1m budget for health care, life, vision, dental and wellness. Please review, mark the boxes accordingly, and feel free to enter any comments you may have. Please return the survey to your manager. A summary of survey results and comments will be shared with the Commission.

Agree   Disagree   Neutral

- \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   HRA's will remain the same at \$1,000 payable 1/1/2013.
- \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   Current employee health care plan deductible will increase from \$350 to \$750.
- \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   Current family health care plan deductible will increase from \$700 to \$1500.
- \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   There will be three tiers available: Employee, Employee + One, and Employee + Family. (Employee + One is one other person, either an adult or child. Employee + Family is two or more children/adult).
- \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   Employees must begin contributing toward their health care plan. The health care contributions reflect the cost per month which will be divided in half between two paychecks. These are pre-tax contributions so you won't feel the full impact of the deduction based on your tax bracket.
- \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   Employee Only =\$38.00; Employee + One =\$285; Employee + Family =\$425
- \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   New and improved employee participation wellness program.

Comments:

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# SuperBlue Plus 2010

## Jefferson County Commission \$750 ded 100/80 PPO

### SUMMARY OF BENEFITS

<b>Group Effective Date</b>	7/1/12	
<b>Benefit Period</b> (used for Deductible and Coinsurances limits)	January 1 through December 31 (Calendar Year)	
<b>Deductible</b> (Network and Non-Network Deductibles do not cross apply) Individual Family (may be met collectively) <b>Note: All services are subject to the Deductible unless otherwise specified.</b>	<b>Network</b> \$750 \$1,500	<b>Non- Network</b> \$2,250 \$4,500
<b>Carry-Over Deductible Period</b>	NONE	
<b>Coinsurance Limit</b> (Network and Non-Network Coinsurance dollars do not cross apply) Individual Family (may be met collectively)	<b>Network</b> \$1,000 \$2,000	<b>Non- Network</b> \$3,000 \$6,000
<b>Maximum Out-of-Pocket</b> (Network and Non-Network Deductibles and Coinsurance dollars do not cross apply.) Individual Family (may be met collectively)	<b>Network</b> \$1,750 \$3,500	<b>Non- Network</b> \$5,250 \$10,500
<b>Non-Network Liability</b>	Unlimited	
<b>Lifetime Maximum Benefit for all Covered Services</b>	Unlimited	
BENEFIT HIGHLIGHTS <sup>1</sup>		
	NETWORK	NON-NETWORK
<b>Medical Office Visit / Office Consultation</b> - Applies to Charges for Visit only. Does not apply to other Services received during Visit. Office Visit Fees do not apply to Deductible or Coinsurance limits. Co-Pays do not apply for certain preventive visits. See the Preventive section for this information.	\$20 per Office Visit, 100% thereafter, No Deductible	\$20 per Office Visit, 80% thereafter, No Deductible
<b>Prescription Drugs are provided through a Retail Pharmacy Network</b> If you choose Brand over Generic, you will pay the difference between the Brand and Generic Allowance, in addition to your Coinsurance, unless the physician writes "brand necessary" (DAW) on the prescription, or if no generic equivalent exists. Maximum 34 day supply.	\$10 Generic / \$20 Formulary Brand / \$40 Non-Formulary Brand	NO BENEFITS
<b>Mail Order Drugs</b> - If you choose Brand over Generic, you will pay the difference between the Brand and Generic Allowance, in addition to your Coinsurance, unless the physician writes "brand necessary" (DAW) on the prescription, or if no generic equivalent exists. Maximum 90 day supply.	\$20 Generic / \$40 Formulary Brand / \$80 Non-Formulary Brand	NO BENEFITS
<b>Additional Prescription Benefits</b> <sup>3</sup> (Retail or Mail Order) - <i>Adults: Aspirin, Smoking Cessation, Folic Acid, Children: Iron Supplements and Oral Fluoride</i> (guidelines as determined by certain Governmental Agencies) – You may access this information at <a href="http://www.healthcare.gov">www.healthcare.gov</a> . You may also contact Member Services.	100%, No Deductible	NO BENEFITS

## PREVENTIVE CARE SERVICES

	NETWORK <sup>2</sup>	NON-NETWORK <sup>2</sup>
<b>Annual Gynecological Exam</b> - one per calendar year. Office Visit Co-Pay does not apply to Deductible or Coinsurance Limits.	100%, No Deductible	\$20 per Office Visit, 80% thereafter, No Deductible
<b>Routine Pap Smear</b> - one per calendar year	100%, No Deductible	80%
<b>Routine HPV Testing</b> - one every 3 years age 30 and older	100%, No Deductible	80%
<b>Routine Mammogram</b> - per schedule age 35 and older	100%, No Deductible	80%
<b>Prostate Exam</b> - one per calendar year for males over age 50. Office Visit Co-Pay does not apply to Deductible or Coinsurance Limits.	100%, No Deductible	\$20 per Office Visit, 80% thereafter, No Deductible
<b>Prostate Specific Antigen (PSA) Test</b> - one per calendar year	100%, No Deductible	80%
<b>Colorectal Cancer Exam</b> - for individual's age 50 and older or a symptomatic person under age 50. One per calendar year. Office Visit Co-Pay does not apply to Deductible or Coinsurance limits.	100%, No Deductible	\$20 per Office Visit, 80% thereafter, No Deductible
<b>Fecal occult blood test</b> - one per calendar year	100%, No Deductible	80%
<b>Flexible Sigmoidoscopy</b> - one every 5 years	100%, No Deductible	80%
<b>Colonoscopy</b> - one every 10 years	100%, No Deductible	80%
<b>Double Contrast Barium Enema</b> - one every 5 years	100%, No Deductible	80%
<b>Routine Physical Exam</b> - one per calendar year	100%, No Deductible	\$20 Per Office Visit, 80% thereafter, No Deductible
<b>Routine Screening, Immunization and Diagnostic Services</b> <sup>3</sup> (guidelines as determined by certain governmental agencies) – You may access this information at <a href="http://www.healthcare.gov">www.healthcare.gov</a> . You may also contact Member Services.	100%, No Deductible	No Benefits
<b>Routine Immunization Services:</b> MMR, Pneumococcal Polysaccharide, Influenza, Varicella, Hepatitis A & B Series and Meningococcal vaccinations	100%, No Deductible	80%
<b>Routine Diagnostic Services</b> Lipid panel, urinalysis, complete blood count, blood glucose screening and rubella titer test.	100%, No Deductible	80%
<b>Routine Immunization Services</b> (in addition to the above*)	No Benefits	No Benefits
<b>Routine Diagnostic Services</b> (in addition to the above*)	100%, No Deductible	No Benefits
<b>Diabetes Education &amp; Control</b> - Copay applies to Office Visit only. All other services will fall under medical benefits. Office Visit Co-Pay does not apply to Deductible or Coinsurance Limits.	\$20 Co-Pay per Office Visit, 100% thereafter, No Deductible 100% other services, Subject to deductible	\$20 Co-Pay per Office Visit, 80% thereafter, No Deductible 80% other services, Subject to deductible

## WELL BABY / CHILD CARE SERVICES<sup>3</sup>

<b>Well Baby Care</b> - Routine Office Visits, lab tests and immunizations to age 6.	100%, No Deductible	100%, No Deductible
<b>Well Child Care</b> – Routine Office Visits and immunizations age 6 through 17.	100%, No Deductible	100%, No Deductible

## AUTISM SPECTRUM DISORDER

<b>Services for diagnosis and treatment of Autism Spectrum Disorder.</b> (See Section V for additional information.)	\$30,000 per year to 18 years old. Maximums apply to ALL Medically Necessary Covered Services, both Network and Non-Network. Covered Services will be paid according to the benefit category (e.g. speech therapy, office visit). Treatment for Autism Spectrum Disorder does not reduce Visit / day limits.	
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## PHYSICIAN SERVICES

<b>In-Hospital Medical Visit</b>	100%	80%
<b>Surgery, Assistant to Surgery, Anesthesia</b>	100%	80%
<b>Second Surgical Opinion Services (Outpatient)</b>	100%, No Deductible	100%, No Deductible
<b>Maternity Care</b> - Dependent daughters are covered.	100%	80%
<b>Newborn Care</b> including circumcision.	100%	80%
<b>Occupational Therapy, Physical Therapy and Chiropractic Manipulations</b> Note: Limitations are for Physician and Outpatient Facility Services combined (per calendar year). Network and Non-Network Coinsurance amounts for these Services do not apply to your Coinsurance limits.	80% for the first 20 treatments, 50% thereafter	80% for the first 20 treatments, 50% thereafter
<b>Respiratory, Hyperbaric and Pulmonary Therapy</b>	100%	80%
<b>Speech Therapy</b> when necessary due to a medical condition.	100%	80%
<b>Temporomandibular Joint Dysfunction / Craniomandibular Disorders</b>	100%	80%
<b>Diagnostic, X-ray, Lab and Testing</b>	100%	80%
<b>Allergy Testing and Treatment</b>	100%	80%

<b>INPATIENT HOSPITAL / FACILITY SERVICES</b>		
	<b>NETWORK<sup>2</sup></b>	<b>NON-NETWORK<sup>2</sup></b>
<b>Unlimited Days Semi-Private Room and Board</b> Note: If an admission is not Precertified, you will pay a \$500 Precertification review penalty. Per admission Co-Pay does not apply to Deductible or Coinsurance limits.	\$100 per admission Co-Pay, 100% thereafter	\$100 per admission Co-Pay, 80% thereafter
<b>Ancillaries, Drugs, Therapy Services, X-ray and Lab</b>	100%	80%
<b>General Nursing Care</b>	100%	80%
<b>Surgical Services</b>	100%	80%
<b>*Birthing Center Care/Maternity Services</b> - Dependent daughters are covered. Per admission Co-Pay does not apply to Deductible or Coinsurance limits.	\$100 per admission Co-Pay, 100% thereafter	\$100 per admission Co-Pay, 80% thereafter
<b>OUTPATIENT HOSPITAL / FACILITY SERVICES</b>		
	<b>NETWORK</b>	<b>NON-NETWORK</b>
<b>Pre-Admission Testing</b>	100%	80%
<b>Diagnostic, X-ray, Lab and Testing</b>	100%	80%
<b>Surgery, Operating Room</b>	100%	80%
<b>Radiation and Chemotherapy</b>	100%	80%
<b>Occupational and Physical Therapy</b> Note: Limitations are for Physician and Outpatient Facility Services combined (per calendar year). Network and Non-Network Coinsurance amounts for these Services do not apply to your Coinsurance Limits.	80% for the first 20 treatments, 50% thereafter	80% for the first 20 treatments, 50% thereafter
<b>Respiratory, Hyperbaric and Pulmonary Therapy</b>	100%	80%
<b>Speech Therapy</b> when necessary due to a medical condition.	100%	80%
<b>BEHAVIORAL HEALTH SERVICES</b>		
<b>Outpatient Mental Health Services</b>	100%	80%
<b>Outpatient Substance Abuse Services</b>	100%	80%
<b>Inpatient Mental Health Care Services</b> - Note: If an admission is not Precertified, you will pay a \$500 Precertification review penalty.	\$100 per admission Co-Pay, 100% thereafter	\$100 per admission Co-Pay, 80% thereafter
<b>Inpatient Substance Abuse Care Services</b> - Note: If admission is not Precertified, you pay a \$500 Precertification review penalty.	\$100 per admission Co-Pay, 100% thereafter	\$100 per admission Co-Pay, 80% thereafter
<b>EMERGENCY CARE SERVICES</b>		
<b>Emergency Accident Care and / or Emergency Medical Care provided in the ER</b> ER Co-Pay does not apply to Deductible or Coinsurance limits.	\$75 ER Co-Pay, 100% thereafter (Co-pay waived if admitted)	\$75 ER Co-Pay, 100% thereafter (Co-pay waived if admitted)
<b>Emergency Ambulance</b>	100%, No Deductible	100%, No Deductible
<b>NON-EMERGENCY CARE SERVICES</b>		
<b>Non-Emergency Medical Care provided in the ER</b>	\$75 ER Co-Pay 100% after deductible	\$75 ER Co-Pay 80% after deductible
<b>Non-Emergency Ambulance Services</b>	100%	80%

<b>OTHER COVERED SERVICES</b>		
	<b>NETWORK</b>	<b>NON-NETWORK</b>
<b>Private Duty Nursing - \$5,000 Maximum per calendar year</b> Note: Maximums are Network and Non-Network combined.	100%	80%
<b>Skilled Nursing Facility</b> Note: If admission is not Precertified, you pay a \$500 Precertification review penalty. Per admission Co-Pay does not apply to Deductible or Coinsurance limits.	\$100 per admission Co-Pay, 100% thereafter	\$100 per admission Co-Pay, 80% thereafter
<b>Durable Medical Equipment and Oxygen at home</b>	100%	80%
<b>Orthotic Devices and Prosthetic Appliances</b>	100%	80%
<b>Home Health Care - Maximum 100 visits</b> Note: Maximums are Network and Non-Network combined.	100%	80%
<b>Hospice Care - Per admission Co-Pay does not apply to Deductible or Coinsurance limits.</b>	\$100 per admission Co-Pay, 100% thereafter	Inpatient: \$100 per admission Co-Pay, 80% thereafter Outpatient: 80%
<b>HUMAN ORGAN TRANSPLANT / BONE MARROW PROCEDURES</b>		
	<b>NETWORK<sup>2</sup></b>	<b>NON-NETWORK<sup>2</sup></b>
<b>Human Organ Transplant</b> • \$150 per day to a maximum of \$10,000 for transportation, meals and lodging  Per admission Co-Pay does not apply to Deductible or Coinsurance limits	100%	Inpatient: \$100 per admission Co-Pay, 80% thereafter Outpatient: 80%
<b>Bone Marrow Procedures</b> • \$150 per day to a maximum of \$10,000 for transportation, meals and lodging. Note: Per admission Co-Pay does not apply to Deductible or Coinsurance limits	100%	Inpatient: \$100 per admission Co-Pay, 80% thereafter Outpatient: 80%

<b>Eligible Dependent Age Limitation</b>	Coverage stops at the end of the month of the 26 <sup>th</sup> birthday for an adult Dependent who qualifies as an Eligible Dependent.
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<b>Precertification Requirement</b>	Penalty for no Precertification is a \$500 reduction of benefits per Inpatient admission.
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<b>Preexisting Condition Limitation</b> (Note: For plan years beginning on or after September 23 <sup>rd</sup> , 2010, preexisting condition limitation does not apply to children under 19 years of age.)	Preexisting Condition Waiting Period: If you were enrolled in another health group health insurance policy prior to the hire date of your coverage under this Contract, the length of time you were covered under the previous policy will be applied to reduce the Preexisting Condition Waiting Period. If there is a 63 day lapse in coverage, the 365 day Waiting Period will apply."
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<sup>1</sup>ALL SERVICES ARE SUBJECT TO A DETERMINATION OF MEDICAL NECESSITY BY HIGHMARK WV.

<sup>2</sup>PAYMENT IS BASED ON THE PLAN ALLOWANCE. THE PLAN ALLOWANCE WILL GENERALLY BE LESS FOR SERVICES RECEIVED FROM A NON-NETWORK PROVIDER. IN ADDITION, YOU WILL BE RESPONSIBLE FOR THE NON-NETWORK LIABILITY.

<sup>3</sup>THE SCHEDULE OF COVERED SERVICES IS BASED UPON RECOMMENDATIONS FROM THE AMERICAN ACADEMY OF PEDIATRICS; THE AMERICAN COLLEGE OF PHYSICIANS; THE U.S. PREVENTIVE SERVICES TASK FORCE; THE AMERICAN CANCER SOCIETY AND THE BLUE CROSS BLUE SHIELD ASSOCIATION. THEREFORE, THE FREQUENCY AND ELIGIBILITY OF SERVICES IS SUBJECT TO CHANGE.

**NOTICE  
JEFFERSON COUNTY COMMISSION  
MEETING CANCELLATION**

The regular meeting scheduled on Thursday, April 5, 2012, has been cancelled. The Commission will resume its regular session on Thursday, April 12, 2012, at 9:30 a.m.

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

Week Ending Date	Week Ending
	March 17, 2012
<b>To be Deposited on:</b>	March 23, 2012
Amount Played	91,665,805.63
Amount Won	82,475,069.15
Amount Promo	286,170.00
MWAP Contribution	<u>5,965.48</u>
<b>Adjusted Gross Terminal Revenue</b>	<u>8,898,601.00</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	355,944.03
<b>Net Terminal Revenue</b>	<u>8,542,656.97</u>
Surcharge @ 10%	854,265.70
State Share Excess @ 58%	495,474.11
Track Share of Capital Reinvestment @ 42%	358,791.59
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	\$ 344,439.93
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	\$ 14,351.66
<b>Adjusted Net Terminal Revenue</b>	<u>7,688,391.27</u>
Racetrack @ 46.50% / 42%	3,229,124.33
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	3,152,240.40
Race Track Purses @ 7% / 14% / 8%	615,071.30
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	38,441.96
Greyhound Development @ .75%	57,662.93
Thoroughbred Development @ .75%	57,662.93
Racing Commission @ 1%	76,883.92
County/Municipality @ 2%	153,767.84
<b>3% Funds:</b>	
Tourism Promotion Fund @ 1.375%	105,715.38
Development Office Promotion Fund @ .375%	28,831.47
Research Challenge Fund @ .5%	38,441.96
Capitol Renovation and Improvement Fund @ .6875%	52,857.69
2004 Capitol Complex Parking Garage Fund @ .0625%	4,805.24
<b>1% Funds:</b>	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>76,883.92</u>
	<u>7,688,391.27</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 ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 8.19%	CHARLES TOWN 41.20%	HARPERS FERRY 2.24%	RANSON 34.78%	SHEPHERDS TOWN 13.59%
2 days ending: 7/1/2011 - 7/2/2011	\$ 69,824.12	\$ 69,824.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week Ending:								
07/09/11	\$ 171,717.28	\$ 171,717.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/16/11	\$ 143,019.52	\$ 143,019.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/23/11	\$ 146,508.00	\$ 146,508.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/30/11	\$ 144,510.28	\$ 144,510.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/06/11	\$ 151,495.28	\$ 151,495.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/13/11	\$ 149,711.80	\$ 117,350.38	\$ 32,361.42	\$ 2,650.40	\$ 13,332.90	\$ 724.90	\$ 11,255.30	\$ 4,397.92
08/20/11	\$ 143,228.24	\$ 71,614.12	\$ 71,614.12	\$ 5,865.20	\$ 29,505.01	\$ 1,604.16	\$ 24,907.39	\$ 9,732.36
08/27/11	\$ 126,864.28	\$ 63,432.14	\$ 63,432.14	\$ 5,195.09	\$ 26,134.04	\$ 1,420.88	\$ 22,061.70	\$ 8,620.43
09/03/11	\$ 161,675.52	\$ 80,837.76	\$ 80,837.76	\$ 6,620.61	\$ 33,305.16	\$ 1,810.77	\$ 28,115.37	\$ 10,985.85
09/10/11	\$ 169,691.60	\$ 84,845.80	\$ 84,845.80	\$ 6,948.87	\$ 34,956.47	\$ 1,900.55	\$ 29,509.37	\$ 11,530.54
09/17/11	\$ 133,497.24	\$ 66,748.62	\$ 66,748.62	\$ 5,466.71	\$ 27,500.43	\$ 1,495.17	\$ 23,215.17	\$ 9,071.14
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
10/22/11	\$ 137,515.44	\$ 68,757.72	\$ 68,757.72	\$ 5,631.26	\$ 28,328.18	\$ 1,540.17	\$ 23,913.94	\$ 9,344.17
10/29/11	\$ 121,015.96	\$ 60,507.98	\$ 60,507.98	\$ 4,955.60	\$ 24,929.29	\$ 1,355.38	\$ 21,044.68	\$ 8,223.03
11/05/11	\$ 141,347.76	\$ 70,673.88	\$ 70,673.88	\$ 5,788.19	\$ 29,117.64	\$ 1,583.09	\$ 24,580.38	\$ 9,604.58
11/12/11	\$ 135,254.20	\$ 67,627.10	\$ 67,627.10	\$ 5,538.66	\$ 27,862.36	\$ 1,514.85	\$ 23,520.71	\$ 9,190.52
11/19/11	\$ 121,381.20	\$ 60,690.60	\$ 60,690.60	\$ 4,970.56	\$ 25,004.53	\$ 1,359.47	\$ 21,108.19	\$ 8,247.85
11/26/11	\$ 148,281.08	\$ 74,140.54	\$ 74,140.54	\$ 6,072.11	\$ 30,545.90	\$ 1,660.75	\$ 25,786.08	\$ 10,075.70
12/03/11	\$ 118,859.88	\$ 59,429.94	\$ 59,429.94	\$ 4,867.31	\$ 24,485.14	\$ 1,331.23	\$ 20,669.73	\$ 8,076.53
12/10/11	\$ 102,790.88	\$ 51,395.44	\$ 51,395.44	\$ 4,209.29	\$ 21,174.92	\$ 1,151.26	\$ 17,875.33	\$ 6,984.64
12/17/11	\$ 111,962.64	\$ 55,981.32	\$ 55,981.32	\$ 4,584.87	\$ 23,064.31	\$ 1,253.98	\$ 19,470.30	\$ 7,607.86
12/24/11	\$ 108,497.24	\$ 54,248.62	\$ 54,248.62	\$ 4,442.96	\$ 22,350.43	\$ 1,215.17	\$ 18,867.87	\$ 7,372.39
12/31/11	\$ 189,322.00	\$ 94,661.00	\$ 94,661.00	\$ 7,752.74	\$ 39,000.32	\$ 2,120.41	\$ 32,923.10	\$ 12,864.43
01/07/12	\$ 149,726.80	\$ 74,863.40	\$ 74,863.40	\$ 6,131.31	\$ 30,843.72	\$ 1,676.94	\$ 26,037.49	\$ 10,173.94
01/14/12	\$ 117,803.84	\$ 58,901.92	\$ 58,901.92	\$ 4,824.07	\$ 24,267.59	\$ 1,319.40	\$ 20,486.09	\$ 8,004.77
01/21/12	\$ 123,639.84	\$ 61,819.92	\$ 61,819.92	\$ 5,063.05	\$ 25,469.80	\$ 1,384.77	\$ 21,500.97	\$ 8,401.33
01/28/12	\$ 125,797.56	\$ 62,898.78	\$ 62,898.78	\$ 5,151.41	\$ 25,914.30	\$ 1,408.93	\$ 21,876.20	\$ 8,547.94
02/04/12	\$ 144,309.32	\$ 72,154.66	\$ 72,154.66	\$ 5,909.47	\$ 29,727.72	\$ 1,616.26	\$ 25,095.39	\$ 9,805.82
02/11/12	\$ 132,858.08	\$ 66,429.04	\$ 66,429.04	\$ 5,440.54	\$ 27,368.76	\$ 1,488.01	\$ 23,104.02	\$ 9,027.71
02/18/12	\$ 154,911.76	\$ 77,455.88	\$ 77,455.88	\$ 6,343.64	\$ 31,911.82	\$ 1,735.01	\$ 26,939.16	\$ 10,526.25
02/25/12	\$ 155,223.56	\$ 77,611.78	\$ 77,611.78	\$ 6,356.40	\$ 31,976.05	\$ 1,738.51	\$ 26,993.38	\$ 10,547.44
03/03/12	\$ 151,927.72	\$ 75,963.86	\$ 75,963.86	\$ 6,221.44	\$ 31,297.10	\$ 1,701.60	\$ 26,420.23	\$ 10,323.49
03/10/12	\$ 153,617.24	\$ 76,808.62	\$ 76,808.62	\$ 6,290.63	\$ 31,645.15	\$ 1,720.51	\$ 26,714.04	\$ 10,438.29
03/17/12	\$ 153,767.84	\$ 76,883.92	\$ 76,883.92	\$ 6,296.79	\$ 31,676.18	\$ 1,722.20	\$ 26,740.23	\$ 10,448.52
Subtotal	\$ 5,279,417.00	\$ 3,095,740.22	\$ 2,183,676.78	\$ 178,843.13	\$ 899,674.80	\$ 48,914.38	\$ 759,482.80	\$ 296,761.67

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

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		10/22/2011	68,757.72	
11/1/2008	68,352.42		10/31/2009	64,528.30		10/30/2010	65,615.04		10/29/2011	60,507.98	
11/8/2008	70,823.02		11/7/2009	63,741.59		11/6/2010	61,337.62		11/5/2011	70,673.88	
11/15/2008	65,565.50		11/14/2009	65,959.64		11/13/2010	64,595.28		11/12/2011	67,627.10	
11/22/2008	63,883.80		11/21/2009	59,547.05		11/20/2010	56,010.08		11/19/2011	60,690.60	
11/29/2008	69,850.12		11/28/2009	72,399.98		11/27/2010	71,170.90		11/26/2011	74,140.54	
12/6/2008	55,696.68		12/5/2009	51,006.51		12/4/2010	53,215.08		12/3/2011	59,429.94	
12/13/2008	60,178.04		12/12/2009	52,460.58		12/11/2010	46,944.00		12/10/2011	51,395.44	
12/20/2008	52,189.19		12/19/2009	32,834.39		12/18/2010	42,076.76		12/17/2011	55,981.32	
12/27/2008	72,205.91		12/26/2009	53,406.34		12/25/2010	50,450.28		12/24/2011	54,248.62	
1/3/2009	96,504.65		1/2/2010	92,980.40		1/1/2011	85,152.12		12/31/2011	94,661.00	
1/10/2009	53,286.62		1/9/2010	55,020.46		1/8/2011	54,301.30		1/7/2012	74,863.40	

1/17/2009	56,068.87	1/16/2010	60,551.28	1/15/2011	54,005.90	1/14/2012	58,901.92
1/24/2009	71,474.63	1/23/2010	69,943.53	1/22/2011	60,924.74	1/21/2012	61,819.92
1/31/2009	61,089.80	1/30/2010	48,527.75	1/29/2011	48,036.94	1/28/2012	62,898.78
2/7/2009	83,539.63	2/6/2010	37,155.14	2/5/2011	60,777.44	2/4/2012	72,154.66
2/14/2009	76,054.44	2/13/2010	44,334.00	2/12/2011	67,471.84	2/11/2012	66,429.04
2/21/2009	91,838.41	2/20/2010	76,946.12	2/19/2011	72,018.54	2/18/2012	77,455.88
2/28/2009	80,806.88	2/27/2010	72,024.40	2/26/2011	75,544.02	2/25/2012	77,611.78
3/7/2009	48,837.13	3/6/2010	76,936.85	3/5/2011	74,535.34	3/3/2012	75,963.86
3/14/2009	96,025.39	3/13/2010	71,007.37	3/12/2011	66,979.48	3/10/2012	76,808.62
3/21/2009	79,002.82	3/20/2010	74,335.38	3/19/2011	73,113.26	3/17/2012	76,883.92
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		
<b>TOTALS 4403564.04</b>			<b>4041141.56</b>	<b>4016541.01</b>	<b>3095740.22</b>		

Table Game Revenue

<b>Date</b>	<b>Amount</b>
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
October, 2011	124,273.94
November, 2011	121,118.87
December, 2011	140,509.93
	<b>2072861.62</b>

# CTC of West Virginia

3 High Ridge Park  
Stamford, CT 06905

3/13/2012

JEFFERSON COUNTY COMMISSION  
P.O. BOX 250  
CHARLESTOWN WV 25414-

Emergency 911 Remittance for the Tax Period 02 2012

Line Description	Access Line Count	Amount
WV JEFFERSON CNTY 911	16425	47,632.50
WV JEFFERSON CNTY 911 CEN	2097	1,635.66

Total E911 Collected 49,268.16  
Total Discount Deducted 1,478.04  
Total Remitted 47,790.12

Joe Morabito  
(203) 614-5105  
(585) 262-9556

☐

**RECEIVED**  
MAR 13 2012  
Jefferson County Commission

FRONTIER CHKREQTAX 2021823 001 CHECK DATE: 3/08/2012 CHECK NO: 56248833

INVOICE NO.	DATE	GROSS AMOUNT	DISCOUNT AMOUNT	NET AMOUNT
67737 004-WVE911JEFF	4/06/2012	47,790.12	.00	47,790.12
		47,790.12	.00	47,790.12

QUESTIONS? PLEASE CALL 1-800-209-9963.

REMOVE DOCUMENT ALONG THIS PERFORATION

THIS IS WATERMARKED PAPER - DO NOT ACCEPT WITHOUT NOTING WATERMARK - HOLD TO LIGHT TO VERIFY WATERMARK

**frontier**  
Communications

Citizens Communications Co.  
3 High Ridge Park  
Stamford, CT 06905

HSBC BANK USA  
ONE HSBC CENTER  
BUFFALO, NEW YORK 14203

50-682  
213

DATE: 3/08/2012

NET AMOUNT: 56248833

\*\*\* VOID AFTER 1 YEAR \*\*\*

**\$ 47,790.12**

FOUR SEVEN THOUSAND SEVEN HUNDRED NINETY AND 12/100 DOLLARS

PAY TO: JEFFERSON COUNTY COMMISSION  
PO BOX 250  
CHARLESTOWN WV 25414

C1105182

⑈56248833⑈ ⑆021306822⑆ 797⑈02973⑈7⑈

SEE REVERSE SIDE FOR OPENING INSTRUCTIONS

**CITIZENS**  
communications  
180 SOUTH CLINTON AVENUE  
ROCHESTER, NY 14646-0300

FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
ROCHESTER, NY  
Permit No. 1006

JEFFERSON COUNTY COMMISSION  
PO BOX 250  
CHARLESTOWN WV 25414

**Sandy McDonald**

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**From:** "Amanda Muschlitz" <amuschlitz@threescale.com>  
**To:** <dstellato@jeffersoncountywv.org>; <webmaster@jeffersoncountywv.org>; <laura@jeffersoncountywv.org>; <sandy@jeffersoncountywv.org>; <nhosby@jeffersoncountywv.org>  
**Sent:** Wednesday, March 21, 2012 2:01 PM  
**Subject:** Interactive Map of Harpers Ferry National Historical Park

**Your submission:**

---

**Your Name:** Amanda Muschlitz  
**Your Email Address:** amuschlitz@threescale.com  
**Subject:** Interactive Map of Harpers Ferry National Historical Park  
**Message:** To Whom It May Concern:

I'm writing to let you know that the mapping company, Three Scale Strategy, is proud to announce the release of an interactive map of Harpers Ferry National Historical Park. The map was created to serve as a public resource for information about the park. Viewers are able to virtually tour the park's attractions and amenities to help them explore the area and plan their visit. The map is available at <http://harpersferry.micromaps.com>.

We're reaching out to local organizations to invite them to use the map to help their viewers plan their visit and learn about the area.

Below is a press release detailing our map project. Please let me know if you have any questions or are interested in sharing the link on your site.

Thanks,  
 Amanda Muschlitz  
 Three Scale Strategy  
 Phone: 614-754-6157  
 amuschlitz@threescale.com  
 March 21, 2012

Three Scale Strategy Releases Interactive Map of Harpers Ferry National Historical Park  
 Columbus, Ohio, March 21, 2012-- Mapping solutions company, Three Scale Strategy LLC, is proud to announce the release of an interactive map of Harpers Ferry National Historical Park. The map was created to serve as a public resource for information about the park. Viewers are able to virtually tour the park's attractions and amenities to help them explore the area and plan their visit. The map is available at <http://harpersferry.micromaps.com>.

"An interactive representation of a space gives people the idea to visit that place... It's something anyone in the world can see," says CEO Ron McChesney, Ph.D.

The Harpers Ferry National Historical Park map is part of a park map series highlighting eight different parks across the country. The park map series is funded by Three Scale Strategy's sister non-profit organization, Three Scale Research. The other seven park maps will be released later this spring and will feature Grant Park, White Rock Lake Park, Crater Lake National Park, Black Mountain Open Space Park, Central Park, the Route of the Hiawatha Bike Trail, and Stone Mountain Park.

Three Scale Strategy was started in 2009 and is headquartered in Columbus, Ohio. Three Scale Strategy provides a variety of mapping services, such as customized web-based interactive maps that enhance clients' marketing efforts. For more information, commentary, or to host the link or embed the interactive map on your website, please contact Three Scale Strategy at [parks@threescale.com](mailto:parks@threescale.com), 614-824-2050, or visit <http://www.threescale.com/>.

Contact:  
 Taniya Jayadeva  
 Three Scale Strategy  
 Phone: 614-824-2050  
 tjayadeva@threescale.com

The Jefferson County Water Advisory Committee

# Watershed Signage Dedication Event

## Master of Ceremonies - WV State Senator Herb Snyder

Saturday, March 31, 2012 ~ 10:00 a.m.-11:30 a.m. ~ Morgan's Grove Park, Shepherdstown, WV

*The Jefferson County Water Advisory Committee cordially invites you to attend a Dedication Event. This is to recognize and thank those who provided efforts for the creation of the watershed signs and their placement. This includes the Jefferson County Commissioners, WV Department of Health & Human Services, Artist Roxanne Shields, Boy Scout Jacob Kubik, Jefferson Security Bank, Shepherdstown Community Club, City of Charles Town, Jefferson Co. Parks & Recreation, the Episcopal Diocese of WV, and the*

The Water Advisory Committee would like to promote awareness of all Watersheds.

The watershed signs are located in the following areas:  
Blue Ridge Mountain, Elks Run, Evitts Run and Town Run.

For additional information about this event please contact:  
[marysell@aol.com](mailto:marysell@aol.com) or  
[willis.n@gmail.com](mailto:willis.n@gmail.com)

Anyone wishing to learn more about Watersheds in Jefferson County, please visit our website at: [www.jcwavac.org](http://www.jcwavac.org)

Water Advisory Committee



Jefferson County, WV





2309 Washington Street, East  
Charleston, WV 25311  
E-mail: [info@ccawv.org](mailto:info@ccawv.org)  
Phone: (304) 345-4639  
Fax: (304) 346-3512

**RECEIVED**

MEMORANDUM

MAR 19 2012

To: All County Commissioners & Staff

Jefferson County Commission

From: Vivian Parsons

Date: March 14, 2012

Re: County Government Essay Contest

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I am pleased to announce the first annual CCAWV County Government Essay Contest! I'm very excited about this new endeavor! One of the goals of CCAWV is to increase information and public awareness about county government and the office of County Commissioner. As an initiative of this goal we are excited to partner with West Virginia educators to encourage students to learn and write about their county government!

I want to encourage county commissioners' to help promote this contest!!!

Go talk to 8th grade classes, tell them about what you do, encourage them to participate in the Essay Contest, set up a visit for them to attend real county commission meeting, or hold a "mock" county commission meeting with them!!!

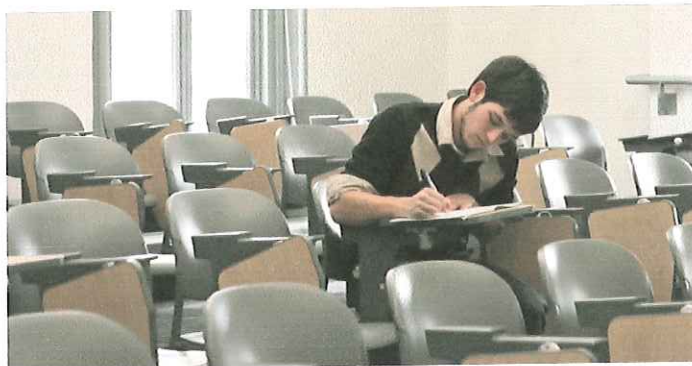
April is National County Government Month! It's a great opportunity to get out there and promote your office!

**Following are some tidbits from our promotional plan...**

- We have contacted the State Board of Education and have partnered with them to get the word out to 8th grade classes. (Was sent yesterday and I've already had one interested teacher contact me!)
- We are encouraging individual county commissions to promote the contest with their county school systems and also announce locally with a press release. (We will send an example you can use soon!)
- CCAWV will provide each county commission with 50 or so of our "what do county commissioners' do?" brochures – If a county wants more, we will order them for you at our cost (about 25 cents each). Commissioners can go to schools in your area and give a talk about being a county commissioner and hand out the brochure...great campaigning activity! A packet of info will be coming to your county soon!
- The winning essay will be featured on the Association website and in the Association newsletter.
- The winner will be announced on April 27, 2012!

**CCAWV****COUNTY COMMISSIONERS' ASSOCIATION  
OF WEST VIRGINIA***County Government Works*

## 2012 County Government Essay Contest



April is "National County Government Month" and the **County Commissioners' Association of WV (CCAWV)** is **hosting an essay contest** for 8th grade students across West Virginia.

There will be a monetary prize for the Student winner and for the Teacher/classroom who encouraged participation... **\$250 for each.** (\$250 for the Student and \$250 for the Teacher to be used for classroom activities.)

One of CCAWV's goals is to increase information and public awareness about county government. As an initiative of this goal we are excited to partner with West Virginia educators to encourage students to learn and write about their county government.

Student participants are asked to write or type a 500-word essay on the topic.....

***"How does my county government make life better for me?"***

A committee of commissioners and CCAWV Staff will serve as judges of the contest. All entries must be postmarked no later than **April 13, 2012** to qualify. Entries should be mailed to:

**2012 County Government Essay Contest  
County Commissioners' Association WV  
2309 Washington Street, East  
Charleston, WV 25311**

For more information, please contact Vivian Parsons at CCAWV  
[Vivian@ccawv.org](mailto:Vivian@ccawv.org) or at 304-345-4639.

***A winner will be announced on April 27, 2012 to coincide with  
National County Government Month celebrations!***



## For Immediate Release

Date: \_\_\_\_\_, 2012  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

### **2012 County Government Essay Contest**

(City - date) -- April is "National County Government Month" and the County Commissioners' Association of WV (CCAWV) is hosting an essay contest for 8th grade students across West Virginia. There will be a monetary prize for the Student winner and for the Teacher's classroom that encouraged participation.

"One of CCAWV's goals is to increase information and public awareness about county government. As an initiative of this goal we are excited to partner with West Virginia educators to encourage students to learn and write about their county government," says Vivian Parsons, Executive Director of the organization.

The \_\_\_\_\_ (county) \_\_\_\_\_ County Commission encourages all eighth grade students in our county to participate in this contest. "We want you to know more about what we do and are ready, willing, and able to lend support to your efforts. You may contact us by calling \_\_\_\_\_ (name & phone number) \_\_\_\_\_." said County Commission President \_\_\_\_\_ (name) \_\_\_\_\_.

Student participants are asked to write or type a 500-word essay on the topic..... ***"How does my county government make life better for me?"***

All entries must be postmarked no later than April 13, 2012 to qualify and entries should be mailed to:

**2012 County Government Essay Contest  
County Commissioners' Association WV  
2309 Washington Street, East  
Charleston, WV 25311**


For contest guidelines or more information, please contact Vivian Parsons, [vivian@ccawv.org](mailto:vivian@ccawv.org) or at 304-345-4639.

A winner will be announced on April 27, 2012 to coincide with National County Government Month celebrations!

# MEMORANDUM

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**To:** Jefferson County Commission

**From:** Sandy McDonald, Interim County Administrator 

**Date:** March 26, 2012

**Subject:** Grants Summary

Attached you will find the Jefferson County Grants Summary of existing federal, state and local funding programs.

Please let me know if you have any questions.

# JEFFERSON COUNTY GRANTS

## Summary

March 29, 2012

<b>Jefferson County Grants:</b>	<b>Amount</b>
Planning and Zoning	\$22,612.00
Homeland Security	\$41,500.00
Sheriff's Department	\$351,616.00
County Administrator pass-thru grants	\$529,000.00
Engineering	\$30,000.00
Maintenance Department	\$289,700.00
Prosecuting Attorney	\$59,381.00
<b>GRAND TOTAL OF ACTIVE JEFFERSON COUNTY GRANTS</b>	<b>\$ 1,323,809.00</b>







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

Grant Entity	Grant Amount	Grant Number	Grant Status
Jefferson Memorial Park	\$6,500		Completed 8 - 2011
FOCUS	\$6,500	10LEDA059	Approved - in progress
Camp Frame	\$5,000	08LEDA0665NH	Completed 9 - 2011
Star Lodge - Locke House	\$14,000	09CPGP0020	Approved - in progress
Good Shepherd Interfaith Volunteer Caregivers	\$5,000	09LEDA0026	Approved - in progress
African American Community Assoc. - Fisherman's Hall	\$2,000	09LEDA0222	Approved - in progress
Elmwood Cemetery	\$1,000	09LEDA0223	Completed 8 - 2010
Fisherman's Hall	\$30,000	09LEDA0224	Completed 10 - 2011
FOCUS	\$1,500	09LEDA0225	Waiting for application
Black History - Webb/Blessing House	\$2,000	09LEDA0227	Approved - in progress
Star Lodge/Locke House	\$2,000	09LEDA0229	Approved - in progress
Washington High School	\$59,000	09LEDA0230	Waiting for application

Webb/Blessing House	\$10,000	09LEDA0231	Completed 8 - 2011
Animal Welfare Society	\$25,000	09LEDA0774N	Pending Approval
Animal Welfare Society	\$20,000	09LEDA0820N	Waiting for Application
Harpers Ferry Music Festival	\$2,500	09LEDA0833N	Waiting for Application
JC Convention & Visitors' Bureau	\$2,500	09LEDA0836N	Waiting for Application
Harpers Ferry Historic Town Foundation	\$15,000	09LEDA0837	Waiting for Application
National Humane Society/Briggs Adoption	\$10,000	10LEDA0148	Approved - in progress
Animal Welfare Society	\$5,000	10LEDA0149	Completed 5 - 2011
Jefferson County Convention and Visitor's Bureau	\$2,500	10LEDA0150	Waiting for application
Fisherman's Hall	\$4,500	10LEDA0352	Approved - in progress
Blue Ridge Mountain Library	\$3,000	10LEDA0381	Approved - in progress
Eastern Panhandle Inter-County Soccer	\$2,000	10LEDA0492	Waiting for application
Substance Abuse Coalition	\$2,000	10LEDA0505	Approved - in progress
Freedom Runs	\$2,000	10LEDA0514	Completed 3 - 2011
Independent Fire Company	\$3,500	10LEDA0583	Waiting for application
Webb House/Blessing House	\$5,000	10LEDA0589	Pending Approval

Literacy Volunteer	\$1,500	10LEDA0621	Completed 8 - 2011
Star Lodge	\$2,000	10LEDA0801	Approved - in progress
Locke House	\$500	10LEDA0802	Approved - in progress
Jefferson Memorial Hospital	\$25,000	10LEDA0978N	Waiting for Application
Jefferson County Sheriff's Dept.	\$23,000	11LEDA0129	Completed 12-2011
Animal Welfare Society	\$10,000	11LEDA0130	Approved - in progress
Briggs Animal Adoption Center	\$20,000	11LEDA0131	Approved - in progress
African American Assoc. - Fisherman's Hall	\$8,000	11LEDA0132	Pending approval
Black History - Webb Blessing	\$17,400	11LEDA0495	Approved - in progress
Freedom's Run	\$8,400	11LEDA0496	Pending approval
African American Assoc. - Fisherman's Hall	\$16,400	11LEDA0499	Pending approval
Star Lodge	\$17,400	11LEDA0500	Approved - in progress
Healthy Smiles	\$6,400	11LEDA0504	Waiting for application
Focus Coalition	\$7,000	11LEDA0509	Pending approval
Friends of Music	\$2,000	11LEDA0510	Waiting for application
Jefferson Memorial Hospital	\$15,000	12LEDA0004	Waiting for Application
Harpers Ferry Welcome Center	\$5,000	12LEDA0077	Waiting for Application

Blue Ridge Watershed Coalition	\$10,000	12LEDA0078	Waiting for Application
Friends of Happy Retreat	\$50,000	12LEDA0080	Waiting for Application
African American Fisherman's Hall	\$3,000	12LEDA0383	Waiting for Application
Cheers School Tuition Assistance	\$2,000	12LEDA0384	Waiting for Application
Duffields Station, Inc.	\$1,000	12LEDA0385	Waiting for Application
FOCUS Coalition	\$3,000	12LEDA0386	Waiting for Application
Friends of Blackwater	\$2,000	12LEDA0387	Waiting for Application
Good Shepherd Interfaith Volunteer Caregivers	\$2,000	12LEDA0389	Waiting for Application
Webb-Blessing House	\$3,000	12LEDA0391	Waiting for Application
JC Parks & Recreation	\$4,000	12LEDA0392	Waiting for Application
Star Lodge/Lock House #1	\$2,000	12LEDA0394	Waiting for Application
Freedom's Run	\$1,000	12LEDA0395	Waiting for Application
Jefferson County Commission	\$2,000	12LEDA0398	Waiting for Application
Jefferson County ESA	\$10,000	C365132	Completed/Closed 09-2011
<b>GRAND TOTAL</b>	<b>\$529,000</b>		









# Action Alert

## President's Proposed Fiscal Year 2013 Budget has Zero Funding for the USDA Watershed Program

RECEIVED

MAR 19 2012

### Dancing with Rhetoric... Jefferson County Commission



We will again resist the temptation to point out the folly in rationale presented in the President's proposed justification for zeroing out the entire USDA Watershed Program. Be aware that Watershed Operations and Watershed Surveys and Planning funds for the program *have now completely disappeared* from the Administration's budget proposal. The full creative writing skills of the budgeteers have now been turned to the elimination of the Watershed Rehabilitation portion of the USDA Watershed Program. The justification for eliminating the program demonstrates a complete lack of regard for life and property as well as no understanding of natural resource conservation.

The use of flawed logic to spin the elimination of Watershed Rehabilitation funding into an unimportant local responsibility that has no national benefit would be laughable if it were not for the serious impacts to both project sponsors and the protection afforded natural resources, life and property. With the laws which created the program still on the books and the thousands of binding agreements that were signed in good faith by project sponsors still in force it is not a huge leap in logic to view the abandonment of the program at the Federal level as a breach of contract. All this while a bill authorizing more than \$500 million for the purchase of sandbags to combat flooding bounces around in various congressional committees. Is it just us... or is there something seriously wrong with this picture?!

We would call your attention to the Administration's current complete reversal of direction in calling for zeroing out elements of the program which were held up by the Administration a few short months ago as key efforts to stimulate the economy. We remain perplexed and frustrated with the disconnect between the Administration's goals for improving the economy, creating private sector jobs and enhancing the quality of life in rural America and the many positives of the USDA Watershed Program.

**The President's budget proposal coupled with the current financial fray in Congress makes this absolutely the most critical, challenging and frightening time that Watershed Project sponsors have ever faced!!**

#### **Please Act Now**

**Commission, the President's FY2013 budget proposes to eliminate funding for Watershed Surveys and Planning and Watershed Operations. The President's FY 2013 proposal also directly and actively proposes elimination for the rehabilitation of aging USDA assisted Watershed dams.**

# Impact Fee Status Report

## February 2012

### Office of Impact Fees

### Summary

Date Range: Wednesday 1 through Wednesday 29 February 2012  
 Report Date: 03 March 2012.  
 Process Number Range: 1200013 - 1200030

Total Applications: 18

Total Non-Exempt: 18

*Of which:*

Commercial: 2

Residential: 16

*Of which:*

County: 5

Municipal: 11

Total Exempt: 0

*Of which:*

Commercial: 0

Residential: 0

*Of which:*

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for the month of February 2012:

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1-31 February 2012	0	2	16	
Fees collected		\$3,765.00	\$164,710.00	\$168,475.00
<i>Of which</i>				
School Impact Fee			\$145,020.00	\$145,020.00
Law Enforcement Fee		\$271.00	\$1,190.00	\$1,461.00
Parks & Recreation Fee			\$9,556.00	\$9,556.00
Fire & EMS Fee		\$3,494.00	\$8,944.00	\$12,438.00

**Table 2. Financial Data – Office of Impact Fees General Account (3111776)**

Description	Amount
Opening Statement Balance (1 February 2012)	\$120,107.71
February Deposits (1 – 29 February 2012)	\$168,475.00
Interest Earned (29 February 2012)	\$42.39
School Jan Transactions (withdraws via transfer on 14 February 2012)	(\$102,249.80)
Law Jan Transactions (withdraws via transfer on 14 February 2012)	(\$1,738.33)
Parks & Rec Jan Transactions (withdraws via transfer on 14 Feb 2012)	(\$6,769.96)
Fire & EMS Jan Transactions (withdraws via transfer on 14 Feb 2012)	(\$9,349.62)
Ending Statement Balance 29 February 2012	\$168,517.39
<i>Outstanding Credits (deposits through 03 March 2012)</i>	<i>\$0.00</i>

**Table 3. Financial Data – School Impact Fee Account (3107582)**

Description	Amount
Opening Balance (1 February 2012)	\$928,971.97
Interest Earned (29 February 2012)	\$391.45
Jan Transactions (deposits via transfer on 14 February 2012)	\$102,249.80
Ending Balance (29 February 2012)	\$1,031,613.22

**Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)**

Description	Amount
Opening Balance (1 February 2012)	\$59,090.75
Interest Earned (29 February 2012)	\$23.85
Jan Transactions (deposits via transfer on 14 February 2012)	\$1,738.33
Ending Balance (29 February 2012)	\$60,852.93

**Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)**

Description	Amount
Opening Balance (1 February 2012)	\$231,338.57
Interest Earned (29 February 2012)	\$93.38
Jan Transactions (deposits via transfer on 14 February 2012)	\$6,769.96
Ending Balance (29 February 2012)	\$238,201.91

**Table 6. Financial Data – Fire & EMS Impact Fee Account (3122816)**

Description	Amount
Opening Balance (1 February 2012)	\$149,356.45
Interest Earned (29 February 2012)	\$57.53
Jan Transactions (deposits via transfer on 14 February 2012)	\$9,349.62
Requisition 12R0076 CHK 113	(\$11,710.00)
Ending Balance (29 February 2012)	\$147,053.60

**Table 7. Total Impact Fees as of 03 February 2012 /1**

Description	Amount
Department of Impact Fees General Account	\$168,517.39
School Impact Fee Account	\$1,031,613.22
Law Enforcement Fee Account	\$60,852.93
Parks & Recreation Impact Fee Account	\$238,201.91
Fire & EMS Impact Fee Account	\$147,053.60
<b>Total</b>	<b>\$1,646,239.05</b>

Notes:

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.



# Form 100 Transaction Summary

Jefferson County Government -- Office of Impact Fees

Applications with IFC Signature Dates/Form 190 Processing Dates between Wednesday, February 01, 2012 and Wednesday, February 29, 2012

Member Number	Date	Last Name	FIRST NAME	Tax District	Page	Pages	Fee	Date	Exemption Reason
<b>Exemption Applications</b>									

**Category Count: 0** **Category Total** **\$0.00**

1200013	02/01/2012	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	20	\$3,190.00	02/01/2012	N/A
1200014	02/07/2012		Dan Ryan	02 Charles Town	1018	71	6A	37	\$13,070.00	02/07/2012	N/A
1200015	02/10/2012		Genercraft Homes	08 Ranson Corp	1	1	8D	5A	\$0.00	02/10/2012	N/A
1200016	02/13/2012	French	Brandon	02 Charles Town	1100	233	8	32.5	\$13,070.00	02/13/2012	N/A
1200017	02/13/2012	Palmer	Sean	09 Shepherdstown	945	126	1	10	\$13,070.00	02/13/2012	N/A
1200018	02/21/2012		Dan Ryan	08 Ranson Corp	.	.	8C	1.2	\$9,668.00	02/21/2012	N/A
1200019	02/21/2012		Clarion Hotel	09 Shepherdstown	867	493	8	10.9	\$1,466.00	02/21/2012	N/A
1200020	02/21/2012		Dan Ryan	08 Ranson Corp	.	.	8C	1.2	\$9,668.00	02/21/2012	N/A
1200021	02/21/2012		Dan Ryan	08 Ranson Corp	.	.	8C	1.2	\$9,668.00	02/21/2012	N/A
1200022	02/21/2012		Dan Ryan	08 Ranson Corp	.	.	8C	1.2	\$9,668.00	02/21/2012	N/A
1200023	02/21/2012		Dan Ryan	08 Ranson Corp	.	.	8C	1.2	\$9,668.00	02/21/2012	N/A
1200024	02/21/2012		Dan Ryan	08 Ranson Corp	.	.	8C	1.2	\$9,668.00	02/21/2012	N/A
1200025	02/21/2012	Wylie	Gary	09 Shepherdstown	646	642	8C	66	\$2,299.00	02/21/2012	N/A
1200026	02/21/2012		Dan Ryan	03 Charles Town	.	.	11D	61	\$12,808.00	02/21/2012	N/A
1200027	02/21/2012		Dan Ryan	03 Charles Town	.	.	11D	102	\$12,808.00	02/21/2012	N/A
1200028	02/28/2012		Dan Ryan	03 Charles Town	1016	363	5A	40	\$12,808.00	02/28/2012	N/A
1200029	02/28/2012		Dan Ryan	03 Charles Town	.	.	11D	60	\$12,808.00	02/28/2012	N/A
1200030	02/29/2012	Palmer	Walt	09 Shepherdstown	1048	270	7D	29	\$13,070.00	02/29/2012	N/A

**Category Count: 18** **Category Total** **\$168,475.00**  
**Grand Total** **\$168,475.00**