

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JUNE 28, 2012
9:15 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PRESENTATIONS:

1. 9:40 a.m. Jennifer Maghan, County Clerk
- Approval of Depository Bonds - Discussion/Action
2. 9:25 a.m. Sally Gran, Chief Deputy Finance
- Audit report FY2011 regarding grant reimbursements - Discussion/Action
3. 9:25 a.m. Paul Shroyer, Financial Director
- Budget Revision #1026 - Discussion/Action
4. 9:35 a.m. Debbie Keyser, Interim County Administrator
- Move that the commission adopt an amendment to the Impact Fee Ordinance providing for a waiver of the Impact Fees for all mobile homes constructed prior to 1976 as provided by chapter 8A and as defined in W. V. Code - Discussion/Action
5. 9:45 a.m. Camden P. Siegrist, Bowles Rice McDavid Graff & Love LLP
- Approval of Issuance of Commercial Development Revenue Bonds in an amount not to exceed \$8,500,00 for the benefit Hospice of the Panhandle, Inc., a West Virginia nonprofit corporation ("Hospice") to pay a portion of the cost of new facilities to be used by Hospice to provide hospice services and for administrative offices - Discussion/Action
6. **ADJOURN**

CORRESPONDENCE:

Reminder that County Offices will be closed on Wednesday, July 4th, 2012 in observation of Independence Day.

Reminder that the County Commission will not be meeting on Thursday, July 5th, 2012 due to the Holiday.

The Property Connection Spring 2012 issue received from the West Virginia State Agency for Surplus Property.

Letter received from the West Virginia Court Security Board concerning the approval of a Court Security Fund Grant to the Jefferson County Commission.

Letter received from the Secretary of the Interior concerning a payment to the county under the Payments in Lieu of Taxes (PILT) program.

NACo Prescription Drug Discount Card Program May usage report received.

Letter received from the West Virginia Department of Transportation Division of Highways concerning expenditures for federal fiscal years 2012-2017.

Notice of interviews and appointments to be place on the Thursday, July 12, 2012 County Commission Agenda for the following Boards and /or Commissions:

- Summit Point Library
- Harpers Ferry/Bolivar Public Service District
- Jefferson County Board of Health
- Jefferson County Farmland Protection Board
- Jefferson County Parks and Recreation Commission
- Solid Waste Authority

At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.

Minutes

Jefferson County Commission

Thursday, June 21, 2012

A meeting of the Jefferson County Commission was held on Thursday, June 21, 2012 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, West Virginia. Present were Commissioners Patricia Noland, Dale Manuel, Frances Morgan and Walt Pellish. (Commissioner Widmyer was absent with notice.) Debbie Keyser, Interim County Administrator, Debbie Stellato, Administrative Assistant, and Jimmy Eddie, Bailiff. (An audio tape of this June 21, 2012 meeting is available through the Jefferson County Commission Office.)

The meeting was called to order at 9:30 a.m. by Commissioner Noland.

PLEDGE OF ALLEGIANCE

Commissioner Morgan led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the June 14, 2012 regular meeting as amended. Motion seconded by Mr. Manuel and unanimously approved. (Mr. Pellish abstained from voting as he was absent from this meeting.)

Motion by Mr. Manuel to approve the Minutes of the June 14, 2012 Public Hearing as presented. Motion seconded by Mr. Pellish and unanimously approved. (Mr. Pellish abstained from voting as he was absent from this Public Hearing.)

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Morgan to approve Purchase Orders of June 21, 2012 in the amount of \$32,445.19, being purchase order numbers: 50854, 50615, 50886, 50888, 50891, 49700, 49701, 49702, 51013, 49905, 49757, 49759, 49760, 79762, 49756, 49624, 49758 and 50794. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Manuel to approve the accounts payable for June 21, 2012 in the amount of \$451,001.70. Motion seconded by Mr. Pellish and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
067524	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,413.46	\$ 4,413.46
067525	425	COMCAST		\$ -	\$ 346.96	\$ 346.96
067526	424	AT&T/IL		\$ -	\$ 1.59	\$ 1.59
067527	425	BOLAND SERVICES	51086	\$ 4,240.00	\$ -	\$ 4,240.00
067528	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
067529	PAYROLL	BUREAU F/CHILD SPprt ENF		\$ -	\$ 212.31	\$ 212.31

067530	424	BURKE ST. TRIMMINGS LLC	49749	\$ 250.00	\$ -	\$ 250.00
067531	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
067532	413	CASTO & HARRIS INC	49694	\$ 10,586.80	\$ -	\$ 10,586.80
067533	PAYROLL	VA DEPT OF TAXATION		\$ -	\$ 686.46	\$ 686.46
067534	405	MARCIA L. CHANDLER, RPR	49620	\$ 658.35	\$ -	\$ 658.35
067535	405	CIVIC RESEARCH INSTITUTE	49621	\$ 179.95	\$ -	\$ 179.95
067536	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
067537	PAYROLL	COLONIAL LIFE		\$ -	\$ 1,113.63	\$ 1,113.63
067538	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 57.80	\$ 57.80
067539	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
067540	433	EARTH VECTOR SYSTEMS	50851	\$ 795.00	\$ -	\$ 795.00
067541	425	84 LUMBER	49746	\$ 107.37	\$ -	\$ 107.37
067542	GRANT	FREEDOM'S RUN		\$ -	\$ 8,400.00	\$ 8,400.00
067543	424	FISHER AUTO PARTS	49747	\$ 829.80	\$ -	\$ 829.80
067543	700	FISHER AUTO PARTS	49747	\$ 707.59	\$ -	\$ 707.59
067544	424	GUTTMAN OIL CO		\$ -	\$ 13,426.78	\$ 13,426.78
067545	424	HASLER INC.	53036	\$ 321.00	\$ -	\$ 321.00
067546	401	RICOH USA, INC		\$ -	\$ 185.34	\$ 185.34
067546	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
067546	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
067546	405	RICOH USA, INC		\$ -	\$ 193.27	\$ 193.27
067546	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
067546	425	RICOH USA, INC		\$ -	\$ 32.14	\$ 32.14
067546	433	RICOH USA, INC		\$ -	\$ 75.02	\$ 75.02
067546	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
067546	700	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
067546	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
067547	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,110.00	\$ 1,110.00
067548	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 179.22	\$ 179.22
067549	439	JEFFERSON PUBLISH CO INC	50711	\$ 129.22	\$ -	\$ 129.22
067550	425	JEFFERSON UTILITIES INC		\$ -	\$ 499.76	\$ 499.76
067551	413	JEFFERSON COUNTY SCHOOLS	49699	\$ 1,155.00	\$ -	\$ 1,155.00
067552	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
067552	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,320.48	\$ 4,320.48
067553	GRANT	JC BLACK HISTORY		\$ -	\$ 1,991.00	\$ 1,991.00
067554	405	DANIEL M. JAMES		\$ -	\$ 319.68	\$ 319.68
067555	711	J.H. HARVEY CONSULTING	53195	\$ 8,900.00	\$ -	\$ 8,900.00
067556	424	JERRY'S FORD/LINCOLN/MER	49754	\$ 272.72	\$ -	\$ 272.72
067556	700	JERRY'S FORD/LINCOLN/MER	49754	\$ 3,353.08	\$ -	\$ 3,353.08
067557	PAYROLL	COMPROLLER OF MARYLAND		\$ -	\$ 774.22	\$ 774.22
067558	424	HOME DEPOT CREDIT SERVIC		\$ -	\$ 1,143.35	\$ 1,143.35

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067559	439	MANPOWER	50713	\$ 443.12	\$ -	\$ 443.12
067560	PAYROLL	MD CHILD SUPPORT ACCOUNT		\$ -	\$ 18.46	\$ 18.46
067561	412	SHAY MCNEIL		\$ -	\$ 301.92	\$ 301.92
067562	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
067563	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
067564	712	NAEMD	50989	\$ 325.00	\$ -	\$ 325.00
067565	402	PIFER OFFICE SUPPLY, INC	49689	\$ 537.87	\$ -	\$ 537.87
067565	402	PIFER OFFICE SUPPLY, INC	49703	\$ 81.95	\$ -	\$ 81.95
067566	425	POTOMAC EDISON		\$ -	\$ 2,239.28	\$ 2,239.28
067567	424	RCS SECURITY	49748	\$ 275.00	\$ -	\$ 275.00
067568	401	RICOH USA, INC.		\$ -	\$ 158.45	\$ 158.45
067568	403	RICOH USA, INC.		\$ -	\$ 316.84	\$ 316.84
067568	404	RICOH USA, INC.		\$ -	\$ 158.42	\$ 158.42
067568	405	RICOH USA, INC.		\$ -	\$ 316.84	\$ 316.84
067568	406	RICOH USA, INC.		\$ -	\$ 158.42	\$ 158.42
067568	425	RICOH USA, INC.		\$ -	\$ 158.42	\$ 158.42
067568	433	RICOH USA, INC.		\$ -	\$ 158.42	\$ 158.42
067568	440	RICOH USA, INC.		\$ -	\$ 158.42	\$ 158.42
067568	700	RICOH USA, INC.		\$ -	\$ 475.26	\$ 475.26
067568	712	RICOH USA, INC.		\$ -	\$ 158.42	\$ 158.42
067569	712	RS/AASHTO	48186	\$ 1,120.00	\$ -	\$ 1,120.00
067570	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 175.50	\$ 175.50
067570	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 57.50	\$ 57.50
067570	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 434.00	\$ 434.00
067570	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,127.65	\$ 1,127.65
067570	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 73.00	\$ 73.00
067570	700	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,025.20	\$ 1,025.20
067571	405	SPECIALTY BUS SUPPLIES	49622	\$ 1,138.57	\$ -	\$ 1,138.57
067572	405	STAPLES CREDIT PLAN	49623	\$ 119.80	\$ -	\$ 119.80
067573	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 29,561.06	\$ 29,561.06
067573	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 1.36	\$ 1.36
067573	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 103.40	\$ 103.40
067574	704	ST/WV REGIONAL JAIL &	51012	\$ 95,696.80	\$ -	\$ 95,696.80
067575	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 36,034.23	\$ 36,034.23
067575	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 85.26	\$ 85.26
067575	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
067575	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,048.04	\$ 10,048.04
067575	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.19	\$ 3.19
067575	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.88	\$ 0.88
067576	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.60	\$ 2.60
067576	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,563.22	\$ 40,563.22

067576	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.84	\$ 118.84
067577	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 8,671.56	\$ 8,671.56
067578	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 13,262.35	\$ 13,262.35
067579	425	SHENANDOAH VALLEY WATER		\$ -	\$ 660.75	\$ 660.75
067580	424	THOMASSEN FORD MERCURY	49753	\$ 191.90	\$ -	\$ 191.90
067581	GRANT	TRENARY SERVICE CO		\$ -	\$ 18,000.00	\$ 18,000.00
067582	712	PANHANDLE ACCIDENT RECON	49812	\$ 300.00	\$ -	\$ 300.00
067583	405	WEST PAYMENT CENTER	50419	\$ 2,107.55	\$ -	\$ 2,107.55
067584	424	WILLIAMS MOTOR PARTS, IN	49720	\$ 415.91	\$ -	\$ 415.91
067584	700	WILLIAMS MOTOR PARTS, IN	49720	\$ 891.61	\$ -	\$ 891.61
067585	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.38	\$ 1.38
067585	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 24,269.90	\$ 24,269.90
067586	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4.44	\$ 4.44
067586	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 78,202.81	\$ 78,202.81
067587	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 133.20	\$ 133.20
067588	412	WPS,INC	53146	\$ 6,046.06	\$ -	\$ 6,046.06
TOTAL						\$ 451,001.70
TOTAL				\$ 142,177.02	\$ 308,824.68	\$ 451,001.70

PUBLIC COMMENT

Eleanor Finn questioned why the purchase of the Briel Building was on the Agenda this week. Also questioned whether stormwater management would be affected if the Commission approved an extension until July 1, 2015 for developers to finalize subdivision permits and site plans.

PRESENTATIONS

1. **Interns from Job Corps Hope Clemons, Corbi Grenwalt, Michael Sherman and Laticia Santiago** were presented Certificates for their excellent work while assisting various departments in Jefferson County. Charlotte Hernandez, who worked closely with Laticia Santiago commented on her ability to handle any assignment given to her. Debbie Keyser spoke briefly about Michael Sherman and his assistance and eagerness to help.
2. **Sally Gran** explained and presented revised Budget Revisions #1018 and #1022 for the Commission's approval.

Motion by Mr. Pellish to approve revised **Budget Revision #1018**. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to approve revised **Budget Revision #1022**. Motion seconded by Mr. Manuel and unanimously approved.

NEW BUSINESS

3. **Request for approval of the Resolution for the Community Participation Grant in the amount of \$2,500 for the Convention and Visitors Bureau.**

Motion by Mr. Manuel to approve the Resolution for the Community Participation Grant in the amount of \$2,500 for the Convention and Visitors Bureau. Motion seconded by Mr. Pellish and unanimously approved.

JEFFERSON COUNTY COMMISSION

CHARLES TOWN, WV

RESOLUTION

The Jefferson County Commission met on the 21st day of June, 2012 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$2,500. The funds from this project is for materials and installation for new flooring for the Convention and Visitors Bureau.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____
County Clerk

09LEDA0836N

4. **Request for approval of the Resolution for the Community Participation Grant in the amount of \$5,000 for the Harpers Ferry Welcome Center.**

Motion by Ms. Morgan to approve the Resolution for the Community Participation Grant in the amount of \$5,000 for the Harpers Ferry Welcome Center. Motion seconded by Mr. Pellish and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

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Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____
County Clerk

12LEDA0077

- 5. Request for approval of the Resolution for the Community Participation Grant in the amount of \$2,000 for the Eastern Panhandle Trailblazers.**

Motion by Mr. Manuel to approve the Resolution for the Community Participation Grant in the amount of \$2,000 for the Eastern Panhandle Trailblazers. Motion seconded by Ms. Morgan and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

RESOLUTION

The Jefferson County Commission met on the 21st day of June, 2012 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds

pursuant to provisions of the Community Participation Grant Program in the amount of \$2,000. The funds from this project is for the purchase of fabricated trail signs (mile markers and trail maps at the trail heads) for the Eastern Panhandle Trailblazers.

Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____
County Clerk

08LEDA0803N

- 6. Request for approval of the Resolution for the Community Participation Grant in the amount of \$2,000 for the Jefferson County Commission.

Motion by Mr. Manuel to approve the Resolution for the Community Participation Grant in the amount of \$2,000 for the Jefferson County Commission. Motion seconded by Mr. Pellish and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

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Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____
County Clerk

08LEDA0803N

7. Request for approval of the Resolution for the Community Participation Grant in the amount of \$50,000 for the Alliance for Youth.

Motion by Mr. Manuel to approve the Resolution for the Community Participation Grant in the amount of \$50,000 for the Alliance for Youth. Motion seconded by Mr. Pellish and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

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Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____

County Clerk

12CPGP

8. Request for approval of the Resolution for the Community Participation Grant in the amount of \$5,000 for the Contemporary American Theater Festival (CATF).

Motion by Mr. Manuel to approve the Resolution for the Community Participation Grant in the amount of \$55,000 for the Contemporary American Theater Festival (CATF). Motion seconded by Mr. Pellish and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

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Dated: _____

PATRICIA A. NOLAND
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____
County Clerk

12CPGP

- 9. Request the appointment of John Reisenweber, Director of the Jefferson County Development Authority to the Eastern Panhandle Regional Planning and Development Council (Region 9) for a two-year term ending June 30, 2014.**

Motion by Mr. Manuel to approve the appointment of John Reisenweber, Director of the Jefferson County Development Authority to the Eastern Panhandle Regional Planning and Development Council (Region 9) for a two-year term ending June 30, 2014.

PRESENTATIONS continued

- 10. Request by Patricia McMillan, HOME Administrator, New HOME Consortium, to approve and authorize the Commission President to sign the Resolution and Agreement between the Jefferson County Commission and the New Home Consortium for Fiscal Years 2013, 2014 and 2015.**

Motion by Ms. Morgan to approve and authorize the Commission President to sign the Agreement between the Jefferson County Commission and the New HOME Consortium for Fiscal Years 2013, 2014 and 2015. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Mr. Pellish to approve and authorize the Commission President to sign the associated Resolution for Fiscal Years 2013, 2014 and 2015. Motion seconded by Ms. Morgan and unanimously approved.

RESOLUTION

RESOLUTION OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM FOR THE PERIOD OF JULY 1, 2013 TO JUNE 30, 2016.

HEREAS, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the Home Investment Partnership Program (hereinafter referred to as "HOME"); and

HEREAS, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24

CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and **HEREAS**, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for low and moderate income residents; and

HEREAS, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, Town of Bolivar, City of Charles Town, Town of Harpers Ferry, City of Ranson, Town of Shepherdstown, County of Morgan, Town of Bath and Town of Paw Paw, West Virginia, have formed a Consortium that has been designated a Participating Jurisdiction under the HOME Program; and

HEREAS, the Eastern Panhandle HOME Consortium is required to seek designation as a HOME Consortium for a subsequent qualifying period for July 1, 2013 through June 30, 2016 in order to seek annual funding; and

HEREAS, the County Commission of Jefferson County desires to enter into a three (3) year Housing Consortium Cooperation Agreement for the period FY 2013, FY 2014 and FY 2015, with an annual renewal clause participation in the HOME Consortium for the Eastern Panhandle;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA THAT:

1. The **County of Jefferson** will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, Town of Bolivar, City of Charles Town, Town of Harpers Ferry, City of Ranson, Town of Shepherdstown, County of Morgan, Town of Bath and Town of Paw Paw, West Virginia, in a Consortium for participation in the HOME Program; and
2. The **President** of the County Commission of Jefferson County is hereby authorized to enter into Housing Consortium Cooperation Agreement for the period of July 1, 2013 to June 30, 2016, renewable one year increments through June 30, 2016, with the other members which form the Eastern Panhandle HOME Consortium; and
3. A copy of this resolution is to be submitted in the request to US Department of Housing and Urban Development to approve the designation of the HOME Consortium of the Eastern Panhandle of West Virginia.

Adopted this 14th day of June, 2012.

Patricia A. Noland, Commission President

Attest:

Witness

11. Paul Shroyer, Director of Financial Management:

- **Request for approval of West Virginia Risk Pool Self-Insurance renewal for 7-1-12- 7-1-13.**

Motion by Mr. Manuel to approve the renewal of the West Virginia Risk Pool Self Insurance for 7-1-12 – 7-1-13. Motion seconded by Ms. Morgan and unanimously approved. (Paul will review the policy and rider as compared to last year’s policy.)

- **Request for approval of amended Budget Revision #1023.**

Motion by Mr. Pellish to approve amended Budget Revision #1023. Motion seconded by Mr. Manuel and unanimously approved.

- **Discussed list of expenses for the CIP, Courthouse and Other Buildings.**

Included on the list was a new phone system for all County offices estimated by Bill Polk to cost approximately \$175,000; cost for moving the AS400; cost of a new server for the Planning and Zoning Department; cost of mapping software for GIS Department rough estimate of \$75,000 – Mr. Fagan is working on getting a more solid figure; the possible purchase of the Briel Building; space needs; CAD System (estimated cost of \$800,000); possible addition behind the Smoot Building; elevator for the Mason Building estimated at \$250,000; repairs on County Courthouse

- **Request from Mark Hofe of the Twenty-Third Circuit Probation Department for the Commission to provide tables and chairs for the Juvenile Drug Court.**

Mr. Hofe and Shroyer spoke and it was decided that Mr. Hofe will meet with Bill Polk, Maintenance Director, and look over the tables and chairs that the County is not currently using to see if any will serve his purpose.

- **Mr. Shroyer discussed audit findings and the response he received from Stuart Stickel, CPA, Deputy State Auditor.** The audit cited two departments which showed excess budget wages paid to employees in 2010 and 2011. Ms. Keyser will draft a policy regarding authorization for any expenditure of excess budget monies.
- **Mr. Shroyer prepared and submitted a Budget Analysis for May 2012 which he discussed with the Commissioners.**

The Commission took a short break at 10:53 a.m.

The Commission reconvened the meeting at 11:05 a.m.

12. **Roger Goodwin, Chief County Engineer, along with Carol Goolsby from Region 9 spoke about the Chesapeake Bay Initiative and the Chesapeake Bay Regulatory and Accountability Grant. Ms. Goolsby explained that Region 9 assists by researching and providing information to the County.**

The Commission directed Ms. Keyser to submit the application for the Grant to the Legal Department for review and, if approved by Ms. Grove, to put the item on the Agenda for sometime in July 2012.

- **Rebecca Burns, Office Manager, Engineering Department, requested that the Commission authorize Staff to call on any Letter of Credits that are due and are not renewed by the close of business on Monday, July 9, 2012.**
- Motion by Ms. Morgan to authorize Engineering Department Staff to call on any Letter of Credits that are due and are not renewed by the close of business on Monday, July 9, 2012. Motion seconded by Mr. Pellish and unanimously approved.

13. **Request by Terry Simons, WorkCamp Coordinator for the Office of Youth Ministry that the Commission approve a waiver of permit fees for approximate 96 charitable home repair projects for those in need.**

Motion by Mr. Manuel to waive permit fees for the Office of Youth Ministry home repair projects for people in the area that are in need of assistance. Motion seconded by Mr. Pellish and unanimously approved.

14. **Discussion for setting a date for a Public Hearing concerning the purchase of the Briel Building was**

taken off this week's Agenda by Ms. Noland pending the Commission's receipt of additional information to be received within three weeks.

15. Discussion on whether to extend the validity of any subdivision plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 from July 1, 2012 until July 1, 2015.

Discussion on whether to extend until July 1, 2015 the requirements for the vesting of property rights contained in an ordinance enacted pursuant to 8A-4-2 that require the performance of any action within a certain time period for any subdivision or land development plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010.

To determine whether the time extensions, if approved by the County Commission, should be adopted through an amendment, resolution or agreement. Deadline is July 1, 2012.

Motion by Mr. Pellish to adopt policy related to vested property rights in Jefferson County. Motion seconded by Mr. Manuel and carried 3 – 1 with Ms. Morgan voting against.

16. Hiring outside counsel, Executive Session possible in accordance with West Virginia Code §6-9A-4.

Due to the absence of Ms. Widmyer, Mr. Manuel suggested holding this item over for three weeks until all Commissioners can be present. By general consensus, it was agreed that this item will be placed on the Agenda in three weeks or the first date that all Commissioners will be present.

COUNTY ADMINISTRATOR REPORTS

Interim County Commissioner, Debbie Keyser:

- Reminder that there will be no regular Commission meeting on June 28, 2012. There will instead be a work session at the Charles Town Inn from 9:30 a.m. to 10:45 a.m. The work session will feature a guest speaker who will provide the Commission information regarding in which direction can go in Jefferson County. At 11:00 a.m. there will be a public hearing in the Commission meeting room in the Old Charles Town Library.
- On July 19, 2012 there will be a workshop with Fire and Rescue personnel.
- Planning and Zoning will present their request to purchase a new server for \$4,034.45.

COUNTY COMMISSIONER REPORTS

Commissioner Manuel:

- Attended the Public Hearing on the Capriotti Rezoning Request.
- Attended the Ranson Car Show and Festival
- Attended a Teen Court Administrative Meeting.
- Attended a Jefferson County Emergency Services Meeting.
- Attended a Jefferson County Parks and Recreation Meeting.

Commissioner Morgan:

- Attended a Fitness Team Meeting with Jennifer Brockman.

- Attended an Historic Landmarks Commission Meeting.
- Reminder of the Legislative Breakfast Meeting sponsored by the League of Women Voters. beginning at 9:00 a.m. at The Dish restaurant.
- Mr. Morgan wondered if the MARC Train situation could be placed on the Legislative Forum form. The Commissioners were in agreement that it should be put on the Legislative Forum Form and submitted as a Commission. Commissioner Manuel questioned whether the Legislative Forum could be hosted by the Jefferson County Commission this year. Staff will work on this.

Commissioner Pellish:

- Commented on the new Wellness Program.
- Visited the Animal Welfare Society Animal Shelter and stated that the Shelter and the Animal Control Building need to be placed on the CIP.

Commissioner Noland:

- Attended a CVB Meeting where new officers were chosen'
- Attended the Public Hearing on the Capriotti Rezoning Request.

There being no further business, motion by Mr. Manuel to adjourn. Motion seconded by Mr. Pellish and unanimously approved. Upon rising at 12:20 p.m. the meeting was adjourned until next Thursday, June 21, 2012 at 9:30 a.m. followed by a Public Hearing at 7:00 p.m. when the Commission will hear public comment regarding the affordable housing component with regard impact fees.

PATRICIA A. NOLAND, PRESIDENT



PURCHASE ORDERS TO BE APPROVED

June 28, 2012

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
CIRCUIT CLERK	50892	\$ 5,000.00	Software Systems	Case file tracking system
COMMISSION	50716	\$ 4,034.45	Dell, Inc.	Power Edge Server
EMERGENCY COMMUNICATION	48182	\$ 752.50	B.K. Office Supply	Anti static chair mats (10)
OTHER BUILDINGS	49763	\$ 474.00	B.K. Office Supply	Folding tables
	49764	\$ 150.00	Winchester Security	Service call to check smoke detector
PLANNING & Zoning	50715	\$ 553.90	Manpower	Temp Help
	50717	\$ 553.90	Manpower	Temp Help
GRAND TOTAL		\$ 11,518.75	Printed at 11:02 a.m. on 6/25/12	



Telephone: 304-728-3205
Tax Office: 304-728-3220
Fax: 304-728-3299

SHERIFF and TREASURER of Jefferson County

Robert E. Shirley
P.O. Box 9
Charles Town, WV 25414

April 19, 2012

RECEIVED

APR 19 2012

To: County Commission
County Clerk
Prosecuting Attorney

Jefferson County Commission

From: Sheriff Shirley *R.E.S.*

Subject: Bank Securities/Bonding – County Bank Accounts

The following is an overview of the various County Bank Accounts which hold County Monies and the Securities/Bonding for each of these accounts:

Bank of Charles Town	Account balance of \$9,998,884.23 as of 2/29/12. (\$14,000,000.00 in pledged securities.)
Jefferson Security Bank	Account balance of \$258,862.88 as of 2/29/12. (\$750,000.00 in pledged securities.)
United National Bank	Account balance of \$13,798,516.73 as of 2/29/12. (\$2,500,000.00 in pledged securities, all other amounts are covered by FDIC)
BB&T	Account balance of \$884,252.14 as of 2/29/12. (\$800,000.00 in pledged securities.)

It is my recommendation that the pledged securities with BB&T be increased to \$2,000,000.00 as it is anticipated to deposit more money into this account this year and that the rest remain as is.

In accordance with the memorandum dated September 28, 2006 concerning bondings of depositories, the Chief Tax Deputy will continue to monitor all accounts on a monthly basis to assure that each account is sufficiently collateralized. Should it be determined that adjustments in securities on respective accounts are needed, the banking institution will be contacted for this purpose.

DATE: 4/04/12
TIME: 13:24:12

SHERIFF'S ACCOUNTING SYSTEM
BANK BALANCE AS OF 02/29/2012

PAGE: 1
PRG: SA00

BANK OF CHARLES TOWN

	BANK BALANCE	OUT CHECK
JEFFERSON CO DISBURSEMENT	681,098.55	
JURY & WITNESS	42,249.73	
HORSE RACING ACCT	147,872.25	
HOME DETENTION FUND	28,155.15	
CONCEALED WEAPONS LIC. FD	47,397.00	
VOTER'S REGISTRATION LIST	424.51	
VIDEO LOTTERY	672,733.26	
COAL SEVERANCE TAX REVENU	315,776.86	
JEFF CO BD OF HEALTH	1,393,355.22	
DOG & KENNEL	29,788.89	
MAGISTRATE COURT	2,175.16	
BARDANE PUBLIC HLTH CTR	168,558.21	
UNEMPLOYMENT COMP	17,129.29	
GENERAL COUNTY FUND	3,280.54	
FARMLAND PRESERVATION FD	.18	
COUNTY TAXES ACCOUNT	1,569,035.71	
SCHOOL IMPACT FEES	1,031,613.22	
LAW ENFORCEMENT IMPACT FE	60,852.93	
SHERIFF FORFEITURE ACCT	25,052.99	
PARKS & REC LAND FUND	637,967.44	
PARKS & REC. IMPACT FEES	238,201.91	
FIRE & EMS IMPACT FEES	147,053.60	
CAPITOL OUTLAY 12MO CD	2,600,952.56	
SHEP BATTLEFIELD & RIVERF	102,914.77	
STATE FEES MMA	35,454.30	
*** BANK TOTAL ***	<u>9,998,884.23</u>	

UNITED NATL (BANK ONE) (PEOPLES BANK)

	BANK BALANCE	OUTS CHECK
TAXES	10,950,650.41	10.
WORTHLESS CHECKS	21,526.92	
EMERGENCY SERV CAP O/L	1,711.01	
ASSESSOR'S VALUATION FUND	308,061.89	
DMV MMA	.00	
PROS ATTY DRUG FORF	4,618.00	
MONEY MARKET ACCT CAP/OL	1,774,662.93	
CAP OUTLAY MONEY MARKET	737,285.57	
*** BANK TOTAL ***	<u>13,798,516.73</u>	10.

BB&T

WAS F & M-WV

	BANK BALANCE	OUTS CHECK
SUB DIVISION BOND FORF	172.22	
SHRF CAP O/L ACCT	884,079.92	
*** BANK TOTAL ***	<u>884,252.14</u>	

BOND OF BANK OF CHARLES TOWN
AS
DEPOSITORY OF PUBLIC MONEYS

KNOW ALL MEN BY THESE PRESENTS,

That the undersigned Bank of Charles Town, a banking institution incorporated under the laws of the State of West Virginia and doing business at Charles Town, Jefferson County, West Virginia, is held and firmly bound unto the State of West Virginia, in the sum of Fourteen Million Dollars (\$14,000,000.00) for the payment of which well and truly to be made, the said Bank of Charles Town binds itself and its successors firmly by these presents.

IN WITNESS WHEREOF the said Bank of Charles Town has executed this bond by causing its Senior Vice President to sign its corporate name and affix its corporate seal hereto by order of its Board of Directors, this 12th day of June 2012.

The condition of the above obligation is such that whereas the said Bank of Charles Town has been designated by the County Commission of Jefferson County, West Virginia, as depository of public moneys under the provisions of Chapter 7, Article 6, Section 2, Official Code of West Virginia, now therefore, if said Bank of Charles Town shall receive, keep safe, and pay over all moneys which may be deposited in or come under the custody of said Bank of Charles Town as such depository, from the 2nd day of July 2012, through the 1st day of July, 2013, and shall faithfully perform all of the duties imposed by said Article upon the said Bank of Charles Town as such depository, then this obligation shall be void; otherwise to remain in full force and effect.

As security for the faithful performance of this bond and to protect and indemnify against any or all loss of public moneys by reason of any default on the part of said Bank of Charles Town in its capacity as such depository of public moneys, the said Bank of Charles Town, by order of said County

Commission, and in accordance with the provisions of Chapter 7, Article 6, Section 2 of the code, will execute one Irrevocable Standby Letter of Credit; No. 10091529 for \$14,000,000 to cover all County accounts including Impact Fees. This Letter of Credit will be issued with the Federal Home Loan Bank of Pittsburgh, PA. This letter of credit will be held by the Federal Home Loan Bank of Pittsburgh, PA as collateral security for this bond, with a copy provided to the Jefferson County Commission.

In event of any default in the conditions of this bond, The Federal Home Loan Bank shall reimburse the County Commission of Jefferson County, West Virginia, and shall accept as sufficient evidence of such default for such delivery, a certified copy of an order of said County Commission stating such default.

Upon receipt of said funds under these Letter of Credit from the said The Federal Home Loan Bank of Pittsburgh, PA in case of any default of the said Bank of Charles Town in complying with the conditions of its said bond, the said County Commission shall apply the proceeds to the payment of the amount owing by said Bank of Charles Town by reason of any such default in the conditions of its said bond, and after such payment the residue, if any, shall be paid to said Bank of Charles Town.

On June 30, 2013, if the said Bank of Charles Town has complied with the conditions of this bond, said letter of credit will expire, and, if the need for a new bond is necessary for a subsequent period, the said Bank of Charles Town, will execute such new bond and new letter of credit.

Bank of Charles Town

SEAL



Senior Vice President

State of West Virginia

County of Jefferson, to-wit:

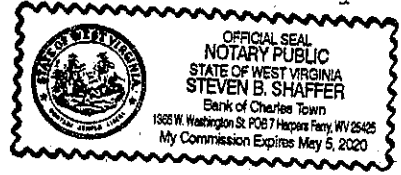
The foregoing instrument was acknowledged before me this 13th day of June 2012, by Dean J. Cognetti, Senior Vice President of Bank of Charles Town, a West Virginia corporation, on behalf of the corporation.

[Handwritten Signature]

Notary Public

My Commission expires:

May 5, 2020



I RALPH A. LORENZETTI,

Prosecuting Attorney of Jefferson County, West Virginia, hereby certify that the above bond is in due and legal form and conformable to the provisions of Chapter 7, Article 6, Section 2 of the Code of West Virginia.

[Handwritten Signature]
Prosecuting Attorney

Date 6-19-2012

R E S O L U T I O N

"Resolved that this bank do execute and deliver to the County Commission of Jefferson County, West Virginia, a bond in the penalty of \$14,000,000 as depository of Public Moneys, under the provisions of Chapter 7, Article 6, Section 2, Official Code of West Virginia, and that said bond be secured by an Irrevocable Standby Letter of Credit Number 10091529 for \$14,000,000 to cover all County funds including Impact Fees. This Irrevocable Standby Letter of Credit is issued by the Federal Home Loan Bank of Pittsburgh, PA in the favor of the Jefferson County Commission.

The draft of the said bond has been submitted to the Board at this meeting be and the same is hereby approved, and the Senior Vice President be and he/she is hereby authorized and directed to execute said bond, in the corporate name, and under the corporate seal of this bank, and the Senior Vice President of this bank be and he/she is hereby authorized and directed to execute the letter of credit with the Federal Home Loan Bank of Pittsburgh, PA as described above, and to file with the Clerk of the said County Commission the said bond of this bank to become effective July 2, 2012, and to expire on July 1, 2013, subject to the approval of and acceptance by said County Commission."

I certify the foregoing to be an exact copy of a resolution unanimously passed and adopted by a quorum of the Board of Directors of Bank of Charles Town at their regular meeting on June 12, 2012.



Secretary

State of West Virginia

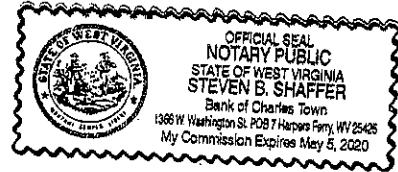
County of Jefferson, to-wit:

The foregoing instrument was acknowledged before me this 13th day of June, 2012, by Dean J. Cognetti, Secretary of Bank of Charles Town, a West Virginia Corporation, on behalf of the corporation.


Notary Public

My commission expires:

May 5th, 2020



All Public Funds - DDA, SAV and CD as of
May 31, 2012

Jefferson County Comm - Bond \$14,000,000(FHLB Letter of Credit)		Balance as of		Quarterly Average Ledger Balance as of				
Account No.	Account Description	May 31, 2012	March 31	Dec 31 (2011)	Sept 30	June 30	March 31	Dec. 31 (10)
	Sheriff of Jefferson County							
1011464	Payroll Acct	10,396.27	33,896	41,749	34,890	40,571	41,389	38,584
2163289	Disbursement	561,795.59	505,027	646,477	645,819	488,020	522,210	538,250
2168286	Special Writ Acct	2,045.01	2,045	2,045	2,045	2,440	2,098	2,263
2187000	Jury&Witness Acct	40,572.69	41,730	37,906	39,183	38,624	39,466	38,270
3022471	Forfeiture Acct	25,059.30	27,098	37,485	42,763	32,219	37,674	41,974
3046001	Concealed Weapons License Fund	54,913.25	49,562	51,162	42,249	37,433	29,858	27,843
3048586	Clk of Cty Ct-Voter Registration List	796.84	390	643	695	614	843	673
3058719	Coal Severance Tax Rev Acct	313,676.30	320,831	278,518	286,108	284,861	298,952	335,874
3058999	Board of Health	1,456,028.71	1,383,352	1,358,811	1,366,435	1,314,643	1,211,807	1,158,813
3059596	General County	3,281.37	3,280	3,279	3,278	3,277	3,275	119,117
3059618	Magistrate Court	4,612.99	3,099	3,029	2,980	5,041	4,140	3,374
3059626	Dog & Kennel	33,054.64	29,482	25,500	8,813	33,588	29,824	24,849
3059634	Bardane Public Health Center	163,255.66	167,564	172,918	175,895	180,031	178,796	187,109
3059642	Unemployment Compensation	17,133.61	17,127	17,123	17,118	17,114	17,105	17,094
3064328	Clerk of County Court	134,335.33	73,830	74,024	91,317	85,705	74,204	195,166
3068102	Clerk of Circuit Ct of JC-General Fund	212,432.74	211,849	233,199	236,056	241,139	367,528	296,782
3071049	Justice/Treasury Forfeiture	15,002.70	14,997	11,772	11,584	11,581	11,575	11,568
3085392	Farmland Preservation Acct	1.60	6,489	8,933	10,381	6,680	13,733	13,870
3099172	Petition for Brandon Poling-Civil Petition	-	-	2,033	2,078	2,078	2,075	-
3099326	County Tax Acct	2,846,734.79	2,478,190	3,609,088	2,441,895	2,463,970	2,355,256	3,346,462
3102653	K-9 Fund	245.51	245	245	245	245	245	244
3122751	Parks&Recreation Land Fund Acct	614,115.51	639,991	645,829	674,636	717,553	718,912	717,228
3134083	Rose Hill Bond	55,415.73	55,396	55,382	55,369	55,348	55,264	55,160
3147061	J.C. Planning and Zoning	4,738.33	3,577	2,703	2,978	13,343	29,242	27,425
3147088	J.C. Engineering	38,111.44	51,665	67,769	37,970	201,339	144,866	106,014
3147096	Sheriff of Jefferson County-Clearfield Sub	11,765.29	11,761	11,758	11,755	11,752	11,745	11,738
3148998	Burch Major Subdivision Bond	5,940.99	5,938	5,937	5,935	5,934	5,931	5,927
3150518	Clerk of the County - Land Redemption Acct	-	-	-	-	3,364	5,198	5,419
3152637	Shepherdstown Battlefield Park	102,953.68	102,901	102,854	102,802	102,748	102,641	102,512
3191664	Clerk of Circuit Court - PSD vs xxxx Case	-	-	-	-	1,371	-	-
3191672	Clerk of Circuit Court - PSD vs xxxx Case	6,635.77	6,633	6,631	6,629	6,460	-	-
3206815	Teen Court Program	272.71	-	-	-	-	-	-
50503922	State Fees Acct	61,808.54	33,673	250,640	93,242	290,298	36,268	95,712
505034333	Horse Racing Acct	7,688.99	97,717	142,858	137,105	131,668	127,034	123,054
505034635	Home Detention Fund	26,133.44	30,203	33,150	35,885	37,870	39,402	38,544
505036506	Video Lottery Acct	628,507.76	755,703	522,559	531,433	674,197	379,390	758,067
	Other County Accounts							
1010786	Jefferson Development Authority	74,193.30	71,214	224,713	69,233	30,164	21,480	22,559
1011138	Angela Banks, Assessor	169.00	338	1,871	6,878	283	418	2,496
1021591	J. C. Board of Health	0.92	512	234	691	349	585	402
1025457	Jefferson Development Authority-Telecenter	-	-	-	-	42,448	25,470	34,785
3075974	J.C. Ambulance Authority	91,494.81	100,970	125,699	167,572	123,813	132,319	86,813
3078019	J.C. Ambulance Authority - Payroll Acct.	219,281.73	210,854	176,579	125,171	133,748	104,556	139,086
3092607	J.C. Parks & Rec - Operational Acct	423,613.53	337,184	256,233	293,793	287,350	232,819	184,612
3092615	J.C. Parks & Rec - Capital Improve. Acct.	41,726.10	112,246	133,128	52,276	44,621	36,096	33,935
3092623	J.C. Parks & Rec - Payroll Acct.	20,205.26	28,531	12,791	9,294	7,129	10,555	9,272
3107337	Jefferson Development Authority - RD Grant	4,679.97	12,204	12,524	14,066	14,646	9,038	4,444
3107582	School Impact Fees	1,320,277.24	1,008,169	760,751	1,032,742	1,694,355	1,377,508	1,088,840
3111776	Dept of Impact Fees	51,525.31	84,534	80,315	108,632	96,867	93,599	77,441
3120120	Law Enforcement Impact Fees	64,628.78	60,224	56,662	51,114	46,004	51,933	50,076
3122808	Parks&Recreation Impact Fees	252,444.98	239,529	254,495	241,090	221,983	200,665	181,227
3122816	Fire&EMS Impact Fees	96,182.28	128,424	214,915	385,523	418,732	418,439	460,407

All Public Funds - DDA, SAV and CD as of
May 31, 2012

Account No.	Account Description	Balance as of	Quarterly Average Ledger Balance as of **					
		May 31, 2012	March 31	Dec 31	Sept 30	June 30	March 31	Dec. 31 (10)
3161 586	J. C. Emergency Services	106,140.13	131,065	135,416	91,178	111,816	132,052	167,992
3195 163	J. C. Emergency Services	1,111.67	1,111	125,641	335,608	-	-	-
3205 912	JC Development Authority - JCDA Agriculture	22,014.03	-	-	-	-	-	-
7037 589	Jefferson County PSD-Future Needs	487.69	487	2,831	6,578	4,141	136	28,094
7662 845	Clerk of Circuit Court - PSD vs xxxx Case	-	-	24	24	23	-	-
7662 853	Clerk of Circuit Court - PSD vs xxxx Case	-	-	70	70	68	-	-
7662 861	Clerk of Circuit Court - PSD vs xxxx Case	-	-	-	-	277	-	-
7662 888	Clerk of Circuit Court - PSD vs xxxx Case	-	-	-	-	30	-	-
7662 896	Clerk of Circuit Court - PSD vs xxxx Case	29.91	29	29	29	28	-	-
7662 918	Clerk of Circuit Court - PSD vs xxxx Case	-	-	-	-	224	-	-
7662 926	Clerk of Circuit Court - PSD vs xxxx Case	515.39	515	515	515	501	-	-
7662 934	Clerk of Circuit Court - PSD vs xxxx Case	-	-	-	21	20	-	-
5160 7245	Historic Landmarks Comm	2,471.22	2,470	2,469	2,468	2,468	2,466	2,465
44377 (CD)	Jefferson Development Authority	51,639.14	51,639	51,639	51,524	-	-	-
	Subtotal - Jefferson County Commission	10,304,195	9,747,490	11,093,543	10,203,646	10,825,207.00	9,748,081.00	11,022,000



June 19, 2012

Jefferson County Commission
Attention: Ms. Jennifer S. Maghan, County Clerk
P.O. Box 208
Charles Town, WV 25414-0014

Dear Ms. Maghan:

Enclosed you will find a Depository Bond between the Jefferson County Commission and United Bank, Inc. The bond is effective for the period July 1, 2012 through June 30, 2013. Please note that the Board Resolution is not included with the attached Depository Bond Agreement. The Jefferson County Commission Depository Bond will be submitted for formal approval at the next scheduled United Bank, Inc. Board of Director's meeting on June 21, 2012. The Secretary's Certificate of Corporate Resolution will be sent to you once formal Board of Director's approval is obtained.

Please have the depository bond approved and return a copy of the approved bond to me at your convenience. If at any time your deposits exceed the stated bond amount, please call and I will be glad to pledge additional securities to fully cover your outstanding deposits. If you should have any questions, please feel free to contact Larry Salyers at (304) 348-8396.

Sincerely,

A handwritten signature in cursive script that reads 'Amanda M. Boyd'.

Amanda M. Boyd
Investment Accounting Department
Phone: 304-424-8862

enclosure

514 Market Street, Parkersburg, WV 26101-5144 • (304) 424-8800

www.unitedbank-wv.com

BOND OF UNITED BANK, INC.
AS
DEPOSITORY OF PUBLIC MONEYS

KNOW ALL MEN BY THESE PRESENTS,

That the undersigned United Bank, Inc., a banking institution (hereinafter referred to as the "Depository") incorporated under the laws of the State of West Virginia and doing business at Parkersburg, Wood County, West Virginia, is held and firmly bound unto the State of West Virginia, in the sum of Two Million Five Hundred Thousand Dollars (\$2,500,000.00) for the payment of which well and truly to be made, the said United Bank, Inc. binds itself and its successors firmly by these presents.

IN WITNESS WHEREOF the said United Bank, Inc. has executed this bond by causing its Assistant Controller to sign its corporate name and affix its corporate seal hereto by order of United Bank, Inc. Asset Liability Management, this 14th day of June 2012.

The depository bond per this document covers deposits in excess of the amount insured by the Federal Deposit Insurance Corporation (FDIC), an independent agency of the U.S. Government. In November 2010, the FDIC Board of Directors issued a final rule to implement Section 343 of the Dodd-Frank Consumer Protection Act. The new FDIC rule provides temporary unlimited coverage, in addition to and separate from the \$250,000 coverage available to all depositors, for non-interest bearing transaction accounts at all FDIC insured depository institutions of which the Depository is a member. Such rule is in effect for the two year period ending December 31, 2012. (See attached Exhibit "A")

The condition of the above obligation is such that whereas the said United Bank, Inc. has been designated by the County Commission of Jefferson County, West Virginia, as depository of public moneys under the provisions of Chapter 7, Article 6, Section 2, Official Code of West Virginia, now therefore, if said United Bank, Inc. shall receive, keep safe, and pay over all moneys which may be deposited in or come under the custody of said United Bank, Inc. as such depository, from the 1st day of July 2012 until the 30th day of June 2013, and shall faithfully perform all of the duties imposed by said Article upon the said United Bank, Inc. as such depository, then this obligation shall be void; otherwise to remain in full force and effect.

As security for the faithful performance of this bond and to protect and indemnify against any or all loss of public moneys by reason of any default on the part of said United Bank, Inc. in its capacity as such depository of public moneys, the said United Bank, Inc., by order of said County Commission, and in accordance with the provision of Chapter 7, Article 6, Section 2 of the code, has executed an Irrevocable Standby Letter of Credit for \$2,500,000.00 to cover all County accounts. The Letter of Credit is issued

I, _____, Prosecuting Attorney of Jefferson County,
West Virginia, hereby certify that the above bond is in due and legal form and
conformable to the provisions of Chapter 7, Article 6, Section 2 of the Code of West
Virginia.

Date _____

Prosecuting Attorney

EXHIBIT "A"

**NOTICE OF CHANGES IN TEMPORARY FDIC INSURANCE
COVERAGE FOR TRANSACTION ACCOUNTS**

All funds in a "noninterest-bearing transaction account" are insured in full by the Federal Deposit Insurance Corporation from December 31, 2010, through December 31, 2012. This temporary unlimited coverage is in addition to, and separate from, the coverage of at least \$250,000 available to depositors under the FDIC's general deposit insurance rules.

The term "noninterest-bearing transaction account" includes a traditional checking account or demand deposit account on which the insured depository institution pays no interest. It also includes Interest on Lawyers Trust Accounts ("IOLTAs"). It does *not* include other accounts, such as traditional checking or demand deposit accounts that may earn interest, NOW accounts and money-market deposit accounts.

For more information about temporary FDIC insurance coverage of transaction accounts, visit www.fdic.gov.



**Term Sheet of Irrevocable
Standby Letter of Credit**

Letter of Credit No. 10091637

Date: June 15, 2012

The Federal Home Loan Bank of Pittsburgh ("Bank") hereby acknowledges that it has received a request from the member institution identified below ("Member"), to have the Bank issue an Irrevocable Standby Letter of Credit, in form and substance satisfactory to the Bank in its sole discretion, under the terms set forth below ("Credit"). The issuance of the Credit by the Bank is subject to the receipt by the Bank of this Term Sheet properly executed by Member, and the terms and conditions set forth in the Irrevocable Standby Letter of Credit Reimbursement Agreement ("Reimbursement Agreement") between the Bank and Member.

- A. Name of Member: UNITED BANK

- B. Name and Address of Beneficiary: Jefferson County Commissioner
P.O. Box 250
124 East Washington Street
Charles Town WV 25414

- C. Credit: \$2,500,000.00

- D. Fees: \$631.94

- E. Effective Date of Credit: June 15, 2012

- F. Expiration Date of Credit: September 14, 2012

- G. When issued, the Credit is irrevocable and, except with the express prior written consent of the Bank, non-transferable. The Credit will be sent to Beneficiary by mail or other reasonable means of delivery. The Credit will be issued subject to the terms and conditions set forth in the Reimbursement Agreement.

- H. Purpose of the Credit: Collateralize Deposits

Member hereby represents and warrants to the Bank that: 1) Neither this Credit nor any transaction to which it relates violates or will violate any law or regulation applicable to Member; 2) It is not in default under the terms of the Advances, Collateral Pledge and Security Agreement between Member and the Bank ("Master Agreement") or any other agreement between the Bank and Member; 3) It has full corporate power and authority and has received all corporate and governmental authorizations and approvals as may be required to enter into and perform its obligations under the Reimbursement Agreement and this Term Sheet; 4) It will at all times maintain the terms of the Reimbursement Agreement and this Term Sheet on its books and records; 5) It maintains sufficient Qualifying Collateral in accordance with the Bank's Collateral Policy to fully secure the Standby Letter of Credit to which this Term Sheet relates; 6) It maintains sufficient Qualifying Collateral to fully secure all outstanding advances and other credit products as required by the Federal Home Loan Bank Act, the Rules and Regulations of the Federal Housing Finance Board, the Bank's Collateral Policy, and the Master Agreement; 7) It holds the required amount of Federal Home Loan Bank Capital Stock; 8) It is not subject to any supervisory or consent agreement with any regulatory body that has authority over it; and 9) It is in compliance with all applicable Bank Credit Policies, including the Bank's Standby Letter of Credit, Master Collateral and Credit Policies and other Credit Policies.

Member acknowledges that the signatures of the Bank and Member on this Term Sheet constitute the agreement of the Bank and Member to the issuance of the Irrevocable Standby Letter of Credit on the terms set forth above and in the Reimbursement Agreement, and that the Reimbursement Agreement and this Term Sheet will become part of the Master Agreement.

Please sign this Term Sheet where indicated below, and return the same to the Bank. The Credit will not be issued by the Bank until the Bank receives a copy of this Term Sheet properly executed by Member. The parties agree that this Agreement may be transmitted between them by facsimile or e-mail, and a faxed or scanned Agreement containing the faxed or scanned signature of both parties is binding on the parties.

FEDERAL HOME LOAN BANK OF PITTSBURGH

By: _____

Title: _____

By: _____

Title: _____

UNITED BANK

By: W. J. AT...
Authorized Signature

Title: Treasury

By: _____
Authorized Signature

Title: _____

Address: 514 Market Street
Parkersburg WV 26101

with the Federal Home Loan Bank of Pittsburgh, PA. The letter of credit will be held by the Federal Home Loan Bank of Pittsburgh, PA as collateral security for this bond, with a copy provided to the Jefferson County Commission.

In the event of any default in the conditions of this bond, the Federal Home Loan Bank shall reimburse the County Commission of Jefferson County, West Virginia, and shall accept as sufficient evidence of such default for such delivery, a certified copy of an order of said County Commission stating such default.

Upon receipt of said funds under the Letter of Credit from the said Federal Home Loan Bank of Pittsburgh, PA in case of any default of the said United Bank, Inc. in complying with the conditions of its said bond, the said County Commission shall apply the proceeds to the payment of the amount owing by said United Bank, Inc. by reason of any such default in the conditions of its said bond, and after such payment the residue, if any, shall be paid to said United Bank, Inc.

On June 30, 2013, if the said United Bank, Inc. has complied with the conditions of this bond, said letter of credit will expire, and, if the need for a new bond is necessary for a subsequent period, the said United Bank, Inc., will execute such new bond and new letter of credit.

United Bank, Inc.

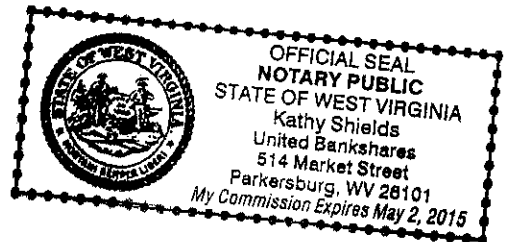
Ken Davis
Ken Davis, Assistant Controller

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

The foregoing instrument was acknowledged before me this 14th day of June 2012, by Ken Davis, Assistant Controller of United Bank, Inc., a West Virginia corporation, on behalf of the corporation.

Kathy Shields
Notary Public

My commission expires on the 2nd day of May 2015.



BOND OF JEFFERSON SECURITY BANK

AS

DEPOSITORY OF PUBLIC MONEYS

KNOW ALL MEN BY THESE PRESENTS,

That the undersigned Jefferson Security Bank, a banking institution incorporated under the laws of the State of West Virginia and firmly bound unto the State of West Virginia, in the sum of Seven Hundred and Fifty-one Thousand Two Hundred Thirty-three Dollars (\$751,233) for the payment of which will and truly to be made, the said Jefferson Security Bank binds itself and its successors firmly by the presents.

IN WITNESS WHEREOF the Jefferson Security Bank has executed this bond by causing its President and Chief Executive Officer to sign its corporate name and affix its corporate seal hereto by order of its Board of Directors, this 15th day of May 2012.

The condition of the above obligation is such that whereas the said Jefferson Security Bank has been designated by the County Commission of Jefferson County, West Virginia, as depository of public moneys under the provisions of Section 2, Article 6, Chapter 7, Official Code of West Virginia, now therefore, if said Jefferson Security Bank shall receive, keep safe, and pay over all moneys which may be deposited in or come under the custody of said Jefferson Security Bank as such depository, from the 1st day of July, 2012 until the 30th day of June, 2013 and shall faithfully perform all of the duties imposed by said article upon the said Jefferson Security Bank as such depository, then this obligation shall be void; otherwise to remain in full force and effect.

As security for the faithful performance of this bond and to protect and indemnify against any or all loss of public moneys by reason of any default on the part of said Jefferson Security Bank in its capacity as such depository of public moneys, the said Jefferson Security Bank, by order of said County Commission, and in accordance with the provisions of Section 2, Article 6, Chapter 7 of the code, has deposited with First Tennessee Bank the following security:

<u>Type</u>	<u>Pledged Par Value</u>	<u>Cusip</u>
GNMA REMIC SER 5 PF	\$601,233	38374FCZ5
FED HOME LN MTG CORP	\$150,000	3134G3LH1
Total pledged	\$751,233	

To be held by First Tennessee Bank as collateral security for this bond as aforesaid, until the said First Tennessee Bank shall deliver the same as hereinafter provided.

The receipt of said First Tennessee Bank for said bond and said securities so deposited with it shall be held by said County Commission during the life of this bond.

In event of any default in the conditions of this bond, said First Tennessee Bank shall deliver said securities to the County Commission of Jefferson County, West Virginia, and shall accept as sufficient evidence of such default for such delivery, a certified copy of an order of said County Commission stating such default.

Upon receipt of said securities from the said First Tennessee Bank, in case of any default on the part of the Jefferson Security Bank in complying with the conditions of its said bond, the said County Commission shall sell the said securities and apply the proceeds to the payment of the amount owing by said Jefferson Security Bank by reason of any such default in the conditions of its said bond, and after such payment the residue, if any, derived from the proceeds of the sale of said securities, shall be paid to said Jefferson Security Bank.

On June 30, 2013 if the said Jefferson Security Bank has complied with the conditions of this bond, said First Tennessee Bank shall return the securities held by it hereunder to the said Jefferson Security Bank and may accept as sufficient evidence of such compliance a certified copy of any order of said County Commission stating such compliance.

Until receipt of notice of any such default, said First Tennessee Bank shall pay all interest or other income collected by it from the securities held hereunder to the said Jefferson Security Bank.

JEFFERSON SECURITY BANK

By K. Stephen Morris

President and Chief Executive Officer

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

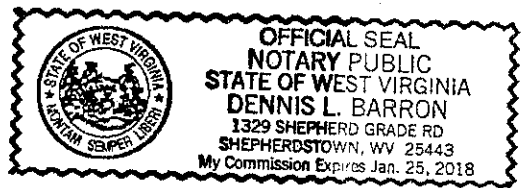
I, Dennis Barron, a Notary Public in and for the county and state aforesaid, do hereby certify that K. Stephen Morris, who as President and Chief Executive Officer of Jefferson Security Bank, a corporation, signed the writing above, bearing date on the 15th day of May 2012 for said corporation, has this day in my said county, before me acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this 15th day of May 2012.

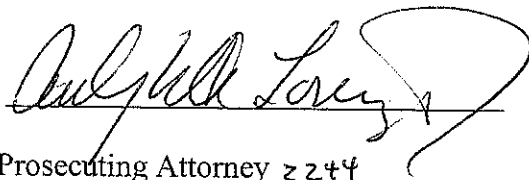


Notary Public

My Commission expires 1/27/2018



I, RALPH A. LORENZETTI, Prosecuting Attorney of Jefferson County, West Virginia, hereby certify that the above bond is in due and legal form and conformable to the provisions of Section 2, Article 6, Chapter 7, of the Code of West Virginia.



Prosecuting Attorney z z + y

Date JUNE 11, 2012

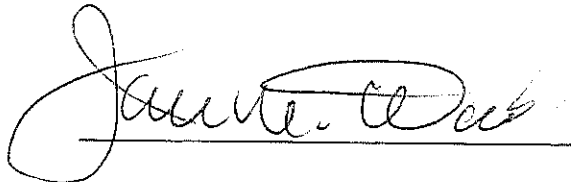
RESOLUTION

RESOLVED that Jefferson Security Bank does execute and deliver to the County Commission of Jefferson County, West Virginia, a bond in the penal sum of Seven Hundred and Fifty-one Thousand Two Hundred Thirty-three Dollars (\$751,233) as depository of public moneys pursuant to the provisions of Chapter 18, Article 9, Section 6, of the West Virginia Code, and that said bond be secured by deposit with First Tennessee Bank of Memphis, Tennessee the following security:

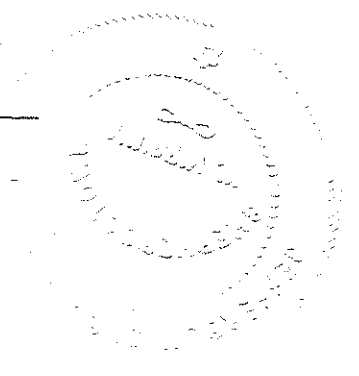
<u>Type</u>	<u>Pledged Par Value</u>	<u>Cusip</u>
GNMA REMIC SER 5 PF	\$601,233	38374FCZ5
FED HOME LN MTG CORP	\$150,000	3134G3LH1
Total pledged	\$751,233	

and that the draft of said bond has been submitted to the Board at this meeting and the same is hereby approved and the President and Chief Executive Officer be, and he hereby is, authorized and directed to execute said bond, in the corporate name, and under the corporate seal of Jefferson Security Bank, and that the President and Chief Executive Officer of this bank be and he hereby is, authorized to deposit with First Tennessee Bank the above listed security as security therefore, and to file with the Clerk of the County Commission of Jefferson County the bond of this bank, to become effective forthwith and to expire June 30, 2013, subject to the approval and acceptance of said County Commission of Jefferson County, West Virginia.

I, James M. Davis, Secretary of the Board of Directors of Jefferson Security Bank, a corporation, hereby certify that the foregoing is an exact and true copy of a Resolution unanimously passed and adopted by Jefferson Security Bank at a meeting of the Board of Directors hereof held, pursuant to law, on May 15, 2012.



James M. Davis
Secretary



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

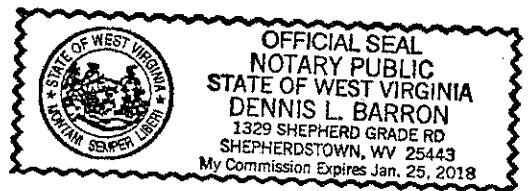
I, Dennis L. Barron, a Notary Public in and for the county and state aforesaid, do hereby certify that James M. Davis, who as Secretary of Jefferson Security Bank, a corporation, signed the writing above, bearing date on the 15th day of May 2012 for said corporation, has this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this 15th day of May 2012.



Notary Public

My commission expires 1/25/2018



①

<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: Sally Gran

Department or Entity: Chief Deputy Finance

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: 6/28/12

Date Requested – 2nd Choice: _____

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

Subject: Audit report FY2011 regarding grant reimbursements

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
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2011

D. Interfund Receivables, Payables, and Transfers

The composition of interfund balances as of the fiscal year ended June 30, 2012 is as follows:

Due to/from other funds

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Purpose</u>	<u>Amount</u>
General	Federal Grant Fund	Grant Reimbursement	\$ 144,401
General	Jury and Witness	Reimbursement	34,187
General	State Grant Fund	Grant Reimbursement	30,322
State Grant Fund	Federal Grant Fund	Grant Reimbursement	6,250
State Grant Fund	General	Grant Reimbursement	21,333
Federal Grant Fund	State Grant Fund	Grant Reimbursement	152,570
Federal Grant Fund	General	Grant Reimbursement	25,000
Emergency Services Cap O/L	County Capital Outlay	Grant Reimbursement	577,032
County Capital Outlay	State Grant Fund	Grant Reimbursement	13,516
Total			<u>\$ 1,004,611</u>

Interfund Transfers:

<u>Transferred from:</u>	<u>Transferred to:</u>	<u>Purpose</u>	<u>Amount</u>
Dog and Kennel	General	Payroll	\$ 35,960
Voter Registration	General	Election Reimbursement	49
Assessor Valuation	General	Payroll	336,738
General	Concealed Weapon	Capital Outlay	12,600
Total			<u>\$ 385,347</u>

<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: Paul Shroyer

Department or Entity: Financial Director

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: 6/28/12

Date Requested – 2nd Choice: _____

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

Subject: **Approval of Budget Revision #1026**

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
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2012
 Internal Budget Revision
 IRB #1026

Narrative:

This is a county level budget revision requesting a redistribution of current budget funding; no additional funding is required.

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001-712-02-211-000-PS-911	Telephone	122,805	12,000		134,805
001-712-02-216-000-PS-911	Maintenance & Repair Equipment	120,602		12,000	108,602
001-712-03-341-000-PS-911	Materials and Supplies	12,000	1,400		13,400
001-702-02-223-000-PS-911	Professional Services	22,400		1,400	21,000
					0
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					0
Totals		277,807	13,400	13,400	277,807

IBR Prepared by: Paul Shroyer, Director of Financial Management

Requesting department: Communications Center
 Date Requested: 6/6/2012

Approved by: Jeff Polczynski

Date Submitted to County Commission: _____
 Date Approved: _____

Authorizing Signature: _____

3

<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: Debbie Keyser

Department or Entity: Acting County Administrator

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: 6/28/12

Date Requested – 2nd Choice: _____

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

Subject: Move that the commission adopt an amendment to the Impact Fee Ordinance providing for a waiver of the Impact Fees for all mobile homes constructed prior to 1976 as provided by chapter 8A and as defined in W. V. Code

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:

STATUTORY REQUIREMENTS

- 1) The affordable housing component must include a discounted impact fees schedule, based upon the new home's value compared to the most recent annual single dwelling residential housing index created by the State Tax Commissioner.

STATUTORY REQUIREMENTS

- 3) Include a discount for mobile homes as defined in W.Va. Code § 17A-1-1 based upon the values set out in the National Automobile Dealers Associations Handbook.

STATUTORY PROBLEMS

Obstacle 1

The first obstacle is the requirement that we implement a discounted fee schedule based upon the new home's value as compared to the average selling prices of homes within the county.

STATUTORY PROBLEMS

Obstacle 1

Additionally, the Commission would have to hire more staff to track the actual selling price to determine if the structure was eligible for an affordable housing discount.

STATUTORY PROBLEMS

Obstacle 2

It is unlikely that any mobile home constructed prior to 1974 would be moving into the county as a new dwelling and be required to pay an impact fee. As such, this requirement is useless as means of providing affordable housing.

STATUTORY PROBLEMS

Obstacle 3

- Other sections of the Local Powers Act recognize that the Commission is responsible for accounting for any discount provided. W. Va. Code § 7-20-7.
- When the Legislature added the affordable housing section, it did not address any funding deficits caused by the required discounted schedule, creating a conflict between the two sections.

SOLUTIONS

Obstacle 1 and Statutory Requirement 1

To address the requirement of the housing index, language was added to the local ordinance to indicate that smaller homes, townhomes, apartments, and manufactured homes are more affordable and cost less than the average selling price of a home in Jefferson County according to the Tischler Bise Study and the Index prepared by the Tax Commissioner.

AVERAGE SELLING PRICE BY HOUSING TYPE

Type of Housing Unit	Average Market Value*
Single Family Detached	
0-1,500 Square Feet	\$144,568.33
1,501-2,500 Square Feet	\$205,686.70
2,501-3,500 Square Feet	\$284,899.68
3,501 or more Square Feet	\$360,547.71
Single Family Detached (all units)	\$216,197.54
Duplex/Townhome	\$224,049.21
Multi-family	\$46,294.13
Mobile Home	\$82,155.20

SOLUTIONS

Tiered Approach

- The most recent Tischler Bise study indicates that larger housing and single family detached homes contribute more students and as such, have more of an impact on the school system
- This finding reflects a change from prior studies
- This finding also allows the Commission to implement a progressive fee schedule based upon square footage, resulting in a lower fee for smaller homes

SOLUTIONS

Obstacle 1 and Statutory Requirement 2

Adopting the tiered approach also satisfies the second statutory requirement that the fee schedule take into account different types of housing.

SOLUTIONS

Obstacle 3

Using a tiered approach would also avoid any deficit in funding for which the Commission would be required to account because the fees for smaller homes are based upon the impact the home has on the local school system.

SOLUTIONS

Alternate Tiered Approach

	CURRENT TOTAL		PROPOSED OPTIONS	: School Impact fees
	Total	Schools	TischlerBise	1/28/11 option
S-F	\$ 13,070.00	\$ 11,358.00		
0-1500 sf			\$ 12,168.00	\$ 7,680.00
1501-2500			\$ 16,176.00	\$ 10,013.00
2501-3500			\$ 18,752.00	\$ 11,868.00
3500+			\$ 20,650.00	\$ 13,274.00
TH/Duplex	\$ 9,868.00	\$ 8,560.00	\$ 6,854.00	\$ 4,106.00
Multi-F	\$ 7,594.00	\$ 6,306.00	\$ 4,442.00	\$ 2,528.00
Mobile		NA	\$ 10,940.00	\$ 6,753.00

SOLUTIONS

Alternate Tiered Approach

- If the County adopts the alternate approach, it would maintain the level of service that was in existence at the time the fees were implemented, resulting in a funding deficit if the County wishes to maintain the current level of service.
- The Commission would not be required to account for this deficit because all fee payers would be treated equally.

SOLUTIONS

Other Possible Approaches

- The Commission could implement a waiver system or discounted impact fee schedule, using the affordable housing committee as a resource.
 - However, if the Commission adopts a discounted fee schedule for some and not all fee payers, the deficit must be accounted for so that the level of service is maintained.
-

4

<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: **Camden P. Siegrist, Bowles Rice McDavid Graff & Love LLP**

Department or Entity: **On behalf of Hospice of the Panhandle, Inc.**

Estimation of amount of time needed for appointment: **30 minutes**

Date Requested – 1st Choice: **9:45 a.m. on June 28, 2012**

Date Requested – 2nd Choice:

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

We have published a Notice of Public Hearing required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code") for such time and date. In addition, we need to appear before The County Council of Berkeley County at 11:30 a.m. on June 28, 2012.

Subject:

Approval of Issuance of Commercial Development Revenue Bonds in an amount not to exceed \$8,500,000, for the benefit of Hospice of the Panhandle, Inc., a West Virginia nonprofit corporation ("Hospice"), to pay a portion of the costs of new facilities to be used by Hospice to provide hospice services and for administrative offices.

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

Conduct public hearing pursuant to Section 147(f) of the Code (copy of Notice of Public Hearing attached) and then adopt Bond Resolution authorizing the issuance of Berkeley County and Jefferson County, West Virginia, as Joint Issuers, Commercial Development Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2012, in an amount not to exceed \$8,500,000

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

Proposed Bond Resolution attached

Attachments:

- Notice of Public Hearing**
- Bond Resolution**

**BERKELEY COUNTY AND JEFFERSON COUNTY, WEST VIRGINIA,
AS JOINT ISSUERS, COMMERCIAL DEVELOPMENT REVENUE BONDS
(HOSPICE OF THE PANHANDLE, INC. PROJECT)
SERIES 2012**

BOND AUTHORIZING RESOLUTION

A RESOLUTION AUTHORIZING AND DIRECTING THE ISSUANCE OF NOT MORE THAN \$8,500,000 AGGREGATE PRINCIPAL AMOUNT OF COMMERCIAL DEVELOPMENT REVENUE BONDS (HOSPICE OF THE PANHANDLE, INC. PROJECT) SERIES 2012 OF JEFFERSON COUNTY, WEST VIRGINIA, ACTING BY AND THROUGH THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA, AND ACTING JOINTLY PURSUANT TO A JOINT ISSUERS AGREEMENT WITH BERKELEY COUNTY, WEST VIRGINIA, ACTING BY AND THROUGH THE COUNTY COUNCIL OF BERKELEY COUNTY, WEST VIRGINIA, TO FINANCE A PORTION OF THE COSTS OF CONSTRUCTING, EQUIPPING AND FURNISHING TWO BUILDINGS AND RELATED IMPROVEMENTS FOR HOSPICE OF THE PANHANDLE, INC. AND TO PAY COSTS OF ISSUANCE OF THE BONDS AND OTHER EXPENSES; AUTHORIZING THE EXECUTION AND DELIVERY OF A BOND PURCHASE AGREEMENT, A LOAN AGREEMENT, A JOINT ISSUERS AGREEMENT AND A TAX REGULATORY AGREEMENT OR TAX CERTIFICATE; AUTHORIZING EXECUTION AND DELIVERY OF OTHER DOCUMENTS, INSTRUMENTS, AGREEMENTS AND CERTIFICATES; AUTHORIZING AND DIRECTING THE EXECUTION AND DELIVERY OF SUCH BONDS; PROVIDING FOR THE PRINCIPAL AMOUNT, PROVISIONS FOR REDEMPTION, MATURITIES, INTEREST RATES AND OTHER TERMS OF SUCH BONDS; GRANTING APPROVAL AS "APPLICABLE ELECTED REPRESENTATIVE" PURSUANT TO SECTION 147(f) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED; AND AUTHORIZING THE TAKING OF ALL OTHER ACTIONS RELATING TO THE ISSUANCE OF SUCH BONDS.

WHEREAS, Jefferson County, West Virginia, acting by and through The County Commission of Jefferson County, West Virginia (the "Issuer" and together with Berkeley County, West Virginia, acting by and through The County Council of Berkeley County, West Virginia, the "Issuers") has determined that it is necessary, and in keeping with its authorized purposes and acting jointly pursuant to a Joint Issuers Agreement with Berkeley County, West Virginia, to issue a series of bonds to be designated Berkeley County and Jefferson County, West Virginia, as Joint Issuers, Commercial Development Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2012, in an aggregate principal amount not to exceed \$8,500,000 (the "Series 2012 Bonds") to finance a portion of the costs of constructing, equipping and furnishing two

buildings and related improvements (the “Facilities”) for Hospice of the Panhandle, Inc., a West Virginia nonprofit corporation (the “Borrower”), and to pay costs of issuing the Series 2012 Bonds; and

WHEREAS, pursuant to the Act, the Issuer may join with other counties to issue revenue bonds to pay the costs of commercial and industrial projects portions of which are wholly or partially located in other counties; and

WHEREAS, the Issuer has determined that issuance of the Series 2012 Bonds and the financing of a portion of the costs of the Project with the proceeds thereof are necessary to realize the purposes of the Act, as hereinafter defined, and will assist the Borrower in creating jobs and/or maintaining employment in Jefferson County, West Virginia, the Borrower being the owner and operator of the health care facilities being financed in part with the proceeds of the Series 2012 Bonds; and

WHEREAS, the Issuers will loan the proceeds of the Series 2012 Bonds to the Borrower to finance a portion of the costs of the Project and to pay costs of issuing the Series 2012 Bonds pursuant to a Loan Agreement between the Issuers and the Borrower (the “Loan Agreement”); and

WHEREAS, the payments to be paid by the Borrower under the Loan Agreement have been determined by the Issuer to be at least sufficient to pay the principal of and interest on the Series 2012 Bonds; and

WHEREAS, the Series 2012 Bonds will be issued pursuant to a Bond Purchase Agreement among the Issuers, the Borrower and Susquehanna Bank as the original purchaser of the Series 2012 Bonds (the “Bond Purchase Agreement”); and

WHEREAS, the principal of and the premium, if any, and interest on the Series 2012 Bonds and all other payments provided for in the Bond Purchase Agreement will be secured by a pledge of the Loan Agreement and any other property or funds pledged under the Bond Purchase Agreement, and by a Credit Line Deed of Trust and Security Agreement executed and delivered by the Borrower encumbering the Facilities and related land (the “Deed of Trust”), and the Series 2012 Bonds will not constitute an indebtedness or liability of the State of West Virginia or the Issuers or a charge against any of the property thereof except as expressly provided herein or in the documents referenced herein, or an obligation on the part of any officer or member of the Issuers; and

WHEREAS, no owner of the Series 2012 Bonds (as stated therein) shall ever have the right to compel the exercise of any taxing power of the State of West Virginia, the Issuers or any other political subdivision or municipal corporation thereof for the payment of such principal of or such premium, if any, or interest on the Series 2012 Bonds; and

WHEREAS, the forms of the Bond Purchase Agreement, the Loan Agreement and the Joint Issuers Agreement have been presented to the Issuer; and

WHEREAS, the Issuer finds and determines that it has full power and authority to issue the Series 2012 Bonds and to make the pledges for the payment thereof as are to be set

forth in the Bond Purchase Agreement, and to enter into the Bond Purchase Agreement, the Loan Agreement and the Joint Issuers Agreement and to enter into the transactions contemplated hereby, all pursuant to the Act, and that the Issuer has taken or will take by the adoption of this Resolution all actions necessary to authorize its proper officers to sign, seal and deliver the Bond Purchase Agreement, the Loan Agreement, the Joint Issuers Agreement and the Series 2012 Bonds together with all other documents to be executed by the Issuer in connection therewith; and

WHEREAS, a public hearing has been held by the County Commission following reasonable public notice pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code") and the County Commission desires to approve the issuance of the Series 2012 Bonds as the "applicable elected representative" pursuant to such Code provision.

NOW, THEREFORE, BE IT RESOLVED by Jefferson County, West Virginia, acting by and through The County Commission of Jefferson County, West Virginia, as follows:

Section 1. Definitions.

As used in this Bond Resolution, unless a different meaning clearly appears from the context, the following words and terms shall have the following respective meanings:

"Act" shall mean the Industrial Development and Commercial Development Bond Act, being Chapter 13, Article 2C of the Code of West Virginia, 1931, as amended.

"Bond Purchase Agreement" shall mean the Bond Purchase Agreement to be dated the date of delivery of the Series 2012 Bonds, by and among the Issuers, the Borrower and Susquehanna Bank as the original purchaser of the Series 2012 Bonds prepared in connection with the issuance of the Series 2012 Bonds, and when amended or supplemented, such Bond Purchase Agreement, as amended or supplemented.

"Bond Resolution" shall mean this Bond Resolution adopted by the County Commission on June 28, 2012.

"Borrower" shall mean Hospice of the Panhandle, Inc., a nonprofit corporation organized and existing under the laws of the State of West Virginia, and its successors.

"County Commission" means The County Commission of Jefferson County, West Virginia, a public corporation, acting on behalf of Jefferson County, West Virginia, a political subdivision of the State of West Virginia.

"Joint Issuers Agreement" shall mean the Joint Issuers Agreement, by and among the Issuers and the Borrower prepared in connection with the issuance of the Series 2012 Bonds, and when amended or supplemented, such Joint Issuers Agreement, as amended or supplemented.

"Loan Agreement" shall mean the Loan Agreement to be dated the date of delivery of the Series 2012 Bonds, by and between the Issuers and the Borrower prepared in

connection with the issuance of the Series 2012 Bonds, and when amended or supplemented, such Loan Agreement, as amended or supplemented.

“Project” shall mean the construction, equipping and furnishing of two buildings and related improvements for the Borrower.

“Series 2012 Bond” or “Series 2012 Bonds” shall mean the Berkeley County and Jefferson County, West Virginia, as Joint Issuers, Commercial Development Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2012, issued pursuant to this Bond Resolution and under the Bond Purchase Agreement.

“State” shall mean the State of West Virginia.

Section 2. Authority for this Bond Resolution. This Bond Resolution is adopted pursuant to and in accordance with the provisions of the Act. The Series 2012 Bonds shall be issued pursuant to the Act and the Series 2012 Bonds shall contain a recital that they are issued pursuant to the Act. The County Commission hereby determines that (a) the issuance of the Series 2012 Bonds and the financing of a portion of the costs of the Project and payment of costs of issuance of the Series 2012 Bonds with the proceeds thereof are necessary to realize the purposes of the Act, (b) the issuance of the Series 2012 Bonds and the financing of a portion of the costs of the Project and payment of costs of issuance of the Series 2012 Bonds with the proceeds thereof will enable the Borrower to create jobs and/or maintain employment, all to the public benefit and good, and (c) the issuance of the Series 2012 Bonds and the financing of a portion of the costs of the Project and payment of costs of issuance of the Series 2012 Bonds with the proceeds thereof will support (i) the establishment of a new commercial project partially within Jefferson County, West Virginia, (ii) the maintenance of a balanced economy, and (iii) the preservation of employment within the State, all as contemplated by the Act.

Section 3. Authorization of Financing of the Project. There is hereby authorized the financing of a portion of the costs of the Project and the payment of costs of issuing the Series 2012 Bonds with proceeds of the Series 2012 Bonds.

Section 4. Series 2012 Bonds Authorized and Purpose of Issue. There is hereby authorized the issuance of not in excess of \$8,500,000 aggregate principal amount of Berkeley County and Jefferson County, West Virginia, as Joint Issuers, Commercial Development Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2012, in one or more series, to finance a portion of the costs of the Project and to pay costs of issuing the Series 2012 Bonds. The aggregate principal amount of the Series 2012 Bonds shall not exceed \$8,500,000. The Series 2012 Bonds are special obligations of the Issuers payable solely from and secured by a pledge of moneys and funds provided therefor under the Bond Purchase Agreement. The Series 2012 Bonds shall not constitute a debt or a pledge of the faith and credit or taxing power, if any, of the State, Jefferson County, West Virginia, its County Commission, or any other county, municipality or other political subdivision of the State, and the owners thereof shall have no right to have taxes levied by the legislature of the State, Jefferson County, West Virginia, its County Commission or the taxing authority of any other county, municipality or any other political subdivision of the State for the payment of the principal thereof or interest

thereon, but the Series 2012 Bonds shall be payable solely from the revenues and funds pledged therefor under the Bond Purchase Agreement.

Section 5. Details of Series 2012 Bonds.

(a) The Series 2012 Bonds shall be dated as of their date of issuance shall bear interest from their date, payable as provided in the Series 2012 Bonds as executed by the President of the County Commission, shall be lettered R and be numbered consecutively from 1 upwards in order of issuance, and shall be in the denomination of \$.01 each or integral multiples thereof.

The Series 2012 Bonds shall bear interest at an average interest rate per annum, not to exceed 5.0%, and shall mature in the years, not later than December 31, 2027, and in the principal amount, not in excess of \$8,500,000, as set forth in the Series 2012 Bonds as executed by the President of the County Commission.

(b) The Series 2012 Bonds shall be subject to redemption prior to maturity as provided in the Bond Purchase Agreement and the Series 2012 Bonds as executed by the President of the County Commission.

Section 6. Sale of Series 2012 Bonds. The Series 2012 Bonds shall be sold by the Issuers to Susquehanna Bank (the "Purchaser"), pursuant to the Bond Purchase Agreement to be executed by the President of the County Commission, at the purchase price of par, on the terms and conditions set forth in the Bond Purchase Agreement as finally executed by the President of the County Commission (the "President") and upon the basis of the representations set forth therein.

The form and content of the Bond Purchase Agreement are hereby approved. The President is hereby authorized and directed on behalf of the Issuer to execute and deliver a Bond Purchase Agreement, in substantially the form presented at this meeting with such changes therein as such President executing the same may approve, the execution of the Bond Purchase Agreement by the President to be conclusive evidence of such approval, and the Clerk is hereby authorized and empowered to affix the seal of the County Commission thereon and to attest to the same for and on behalf of the County Commission, providing for the sale to the Purchaser of the Series 2012 Bonds and said President, Clerk and all other officers of the County Commission are hereby authorized and directed to carry out or cause to be carried out all obligations of the Issuer under said Bond Purchase Agreement, when executed.

The President of the County Commission is hereby authorized and directed to execute and deliver the Series 2012 Bonds to the Registrar designated in the Bond Purchase Agreement, and the Clerk is hereby authorized and empowered to affix the seal of the County Commission thereon and to attest to the same for and on behalf of the County Commission, for authentication and then to deliver the Series 2012 Bonds to said Purchaser upon receipt of the aforesaid purchase price or first advance thereof, and to execute and deliver all documents and instruments required in connection therewith.

The form and content of the Loan Agreement are hereby approved. The President is hereby authorized and directed for and on behalf of the Issuer to execute and deliver the Loan

Agreement in substantially the form presented at this meeting, with such changes therein as such President executing the same may deem necessary or desirable, the execution of the Loan Agreement by the President to be conclusive evidence of such approval of such documents. The President, Clerk and all other officers of the County Commission are hereby authorized and directed to carry out or cause to be carried out all obligations of the Issuer under said Loan Agreement, when executed.

The form and content of the Joint Issuers Agreement are hereby approved. The President is hereby authorized and directed on behalf of the Issuer to execute and deliver the Joint Issuers Agreement, in substantially the form presented at this meeting with such changes therein as such President executing the same may approve, the execution of the Joint Issuers Agreement by the President to be conclusive evidence of such approval, and the Clerk is hereby authorized and empowered to affix the seal of the County Commission thereon and to attest to the same for and on behalf of the County Commission, and said President, Clerk and all other officers of the County Commission are hereby authorized and directed to carry out or cause to be carried out all obligations of the Issuer under said Joint Issuers Agreement, when executed.

The President, Clerk and all other officers of the County Commission are each hereby authorized to take any action, execute any documents, including without limitation a Tax Regulatory Agreement or Tax Certificate, or give any consent which may from time to time be required or contemplated under this Bond Resolution, the Bond Purchase Agreement, the Loan Agreement or the Joint Issuers Agreement. Any such action taken or document executed or consent given by such officer in his or her capacity as an officer of the County Commission shall be deemed to be an act by the County Commission and any such action, execution or consent shall be conclusive evidence that the same is authorized by this Bond Resolution.

No recourse shall be had by any person for any claims based on this Bond Resolution, the Series 2012 Bonds, the Bond Purchase Agreement, the Loan Agreement, the Joint Issuers Agreement or any instruments or documents related thereto against any member, officer or employee of the County Commission alleging personal liability on the part of such person.

Section 7. Qualified Tax-Exempt Obligation Covenants. The Issuer hereby designates the Series 2012 Bonds as qualified tax-exempt obligations as defined in Section 265(b)(3)(B) of the Code. The Issuer further certifies and covenants with the Bondholders that (i) neither the Issuer nor any agency, board, subdivision, nor other subordinate entity of the Issuer has prior to the final enactment hereof, during the calendar year 2012, designated any tax-exempt obligation issued by the Issuer, or by any such agency, board, subdivision or subordinate entity, as a qualified tax-exempt obligation; (ii) the Issuer does not, as of the date hereof, reasonably expect to issue qualified tax-exempt obligations, including the \$5,950,000 in principal amount of the Series 2012 Bonds to be allocated to the Issuer pursuant to the Joint Issuers Agreement, in excess of \$10,000,000 during calendar year 2012; and (iii) the Issuer will not, during calendar year 2012, issue any additional tax-exempt obligations (excluding, however, obligations described in Section 265(b)(3)(C)(ii) of the Code), designating the same qualified tax-exempt obligations, if the effect of such designation would be to cause the total aggregate amount of qualified tax-exempt obligations of the Issuer and any agency, board, subdivision, or subordinate entity of the Issuer, including the \$5,950,000 in principal amount of

the Series 2012 Bonds to be allocated to the Issuer pursuant to the Joint Issuer Agreement, issued during calendar year 2012, to exceed \$10,000,000.

Section 8. Approval of Issuance of the Series 2012 Bonds Pursuant to Section 147(f) of the Code. The County Commission, being the elected legislative body of Jefferson County, West Virginia, pursuant to Section 147(f) of the Code hereby states that the issuance by the Issuers of not more than \$8,500,000 in aggregate principal amount of the Series 2012 Bonds to assist the Borrower, a West Virginia nonprofit corporation that is exempt from federal income tax under Section 501(a) of the Internal Revenue Code of 1986, as amended (the "Code"), as an organization described in Section 501(c)(3) of the Code, by providing funds to finance (1) a portion of the costs of constructing, equipping and furnishing two buildings, together with other structures, facilities and improvements, the first building to contain approximately 22,500 square feet and the other building to contain approximately 28,500 square feet, on a tract or parcel of land consisting of nineteen (19) acres, more or less, owned by the Borrower and located on old Route 9, 1.4 miles east of the VA center, directly across the road from the Food Lion grocery, which land is partially situate in Jefferson County and partially in Berkeley County, West Virginia, and which buildings are anticipated to be used by the Borrower to provide hospice services and for administrative offices; and (2) costs associated with the issuance of the Series 2012 Bonds, is hereby approved by the County Commission as the applicable elected representative as provided in Section 147(f) of the Code. This approval is given following a public hearing held earlier on this date by the County Commission following reasonable public notice and is given solely for the purpose of satisfying the requirements of Section 147(f) of the Code.

Section 9. Statutory Mortgage Lien Waived. The statutory mortgage lien set forth in Section 13-2C-8 of the Act is hereby waived by the Issuer.

Section 10. Effective Date. This Bond Resolution shall take effect immediately.

Adopted this 28th day of June, 2012.

THE COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

By: _____
Its: President

By: _____
Its: Vice President

By: _____
Its: Commissioner

By: _____
Its: Commissioner

By: _____
Its: Commissioner

Attest:

By: _____
Clerk

CERTIFICATION

The undersigned, being the duly qualified, elected and acting Clerk of The County Commission of Jefferson County, West Virginia, does hereby certify that the foregoing is a true, correct and complete copy of a Resolution duly adopted by The County Commission of Jefferson County, West Virginia, at a regular meeting, duly held at 9:45 a.m. on June 28, 2012, pursuant to proper notice, at which meeting quorum was present and acting throughout, which Resolution was adopted following a public hearing held June 28, 2012, notice of which public hearing was published not less than 14 days prior to such public hearing and which Resolution has not been amended, modified, rescinded, repealed, annulled, revoked or otherwise altered as of the date hereof.

Dated: _____, 2012.

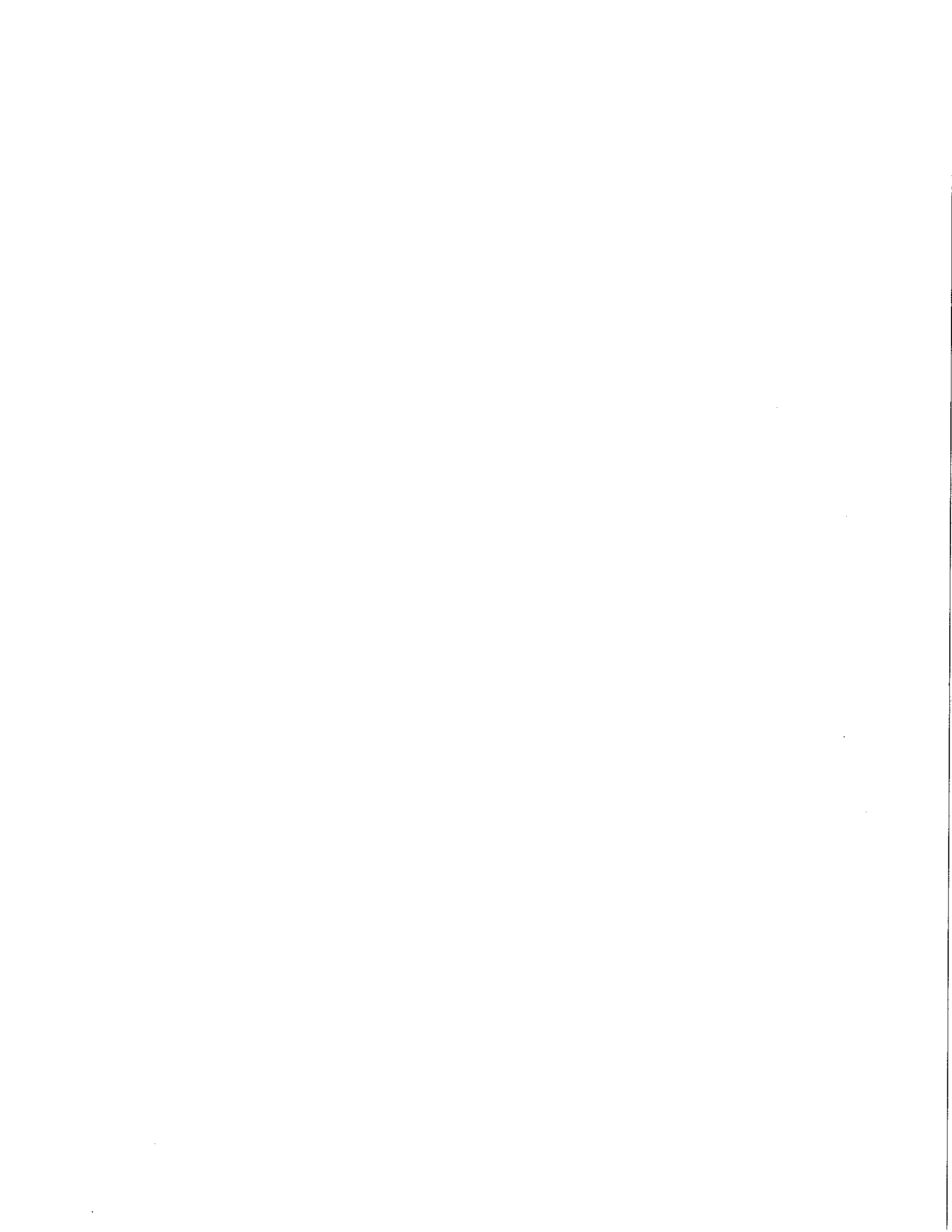
By: _____
Clerk

NOTICE OF PUBLIC HEARING

Notice is hereby given that pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, on Thursday, June 28, 2012, a public hearing will be held in the County Commission meeting room located in the Old Charles Town Library, 200 East Washington Street, Samuel Street Entrance, Charles Town, West Virginia, commencing at 9:45 a.m. E.D.T., with respect to the proposed issuance by Jefferson County, West Virginia, acting by and through The County Commission of Jefferson County, West Virginia and Berkeley County, West Virginia, acting by and through The County Council of Berkeley County, West Virginia (collectively, the "Issuers") of their Commercial Development Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2012 (the "Bonds") in an aggregate principal amount not to exceed \$8,500,000. The Issuers will be acting jointly together to issue the Bonds pursuant to the terms of a Joint Issuer Agreement adopted in accordance with the Industrial Development and Commercial Development Bond Act, Chapter 13, Article 2C, of the Code of West Virginia of 1931, as amended. The proceeds of the Bonds will be used to assist Hospice of the Panhandle, Inc., a West Virginia nonprofit corporation that is exempt from federal income tax under Section 501(a) of the Internal Revenue Code of 1986, as amended (the "Code"), as an organization described in Section 501(c)(3) of the Code, by providing funds to finance (1) a portion of the costs of constructing, equipping and furnishing two buildings, together with other structures, facilities and improvements, the first building to contain approximately 22,500 square feet and the other building to contain approximately 28,500 square feet, on a tract or parcel of land consisting of nineteen (19) acres, more or less, located on old Route 9, 1.4 miles east of the VA center, directly across the road from the Food Lion grocery, which land is partially situate in Berkeley County and partially in Jefferson County, West Virginia, and which buildings are anticipated to be used by the Company to provide hospice services and for administrative offices (collectively, the "Facilities"); and (2) costs associated with the issuance of the Bonds. It is anticipated that the Company will own and operate the Facilities. The Bonds will be special obligations of the Issuers and will not constitute a debt or a pledge of the faith and credit or the taxing power of the Issuers, the State of West Virginia or any political subdivision thereof. Following the public hearing, the County Commission of Jefferson County will have presented to it for consideration a resolution authorizing the issuance of the Bonds.

Persons wishing to express their view on the proposed bond issuance may appear at the hearing or may submit their views in writing regarding the proposed issuance of the Bonds and the location and nature of the Facilities to be financed. Any written submissions should be sent to the Jefferson County Commission, Jefferson County, West Virginia, 100 E. Washington Street, PO Box 250, Charles Town, West Virginia 25414 Attention: President, County Commission, and clearly marked "Re: Commercial Development Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2012." Written submissions should be mailed in sufficient time to be received on or before the time of the public hearing.

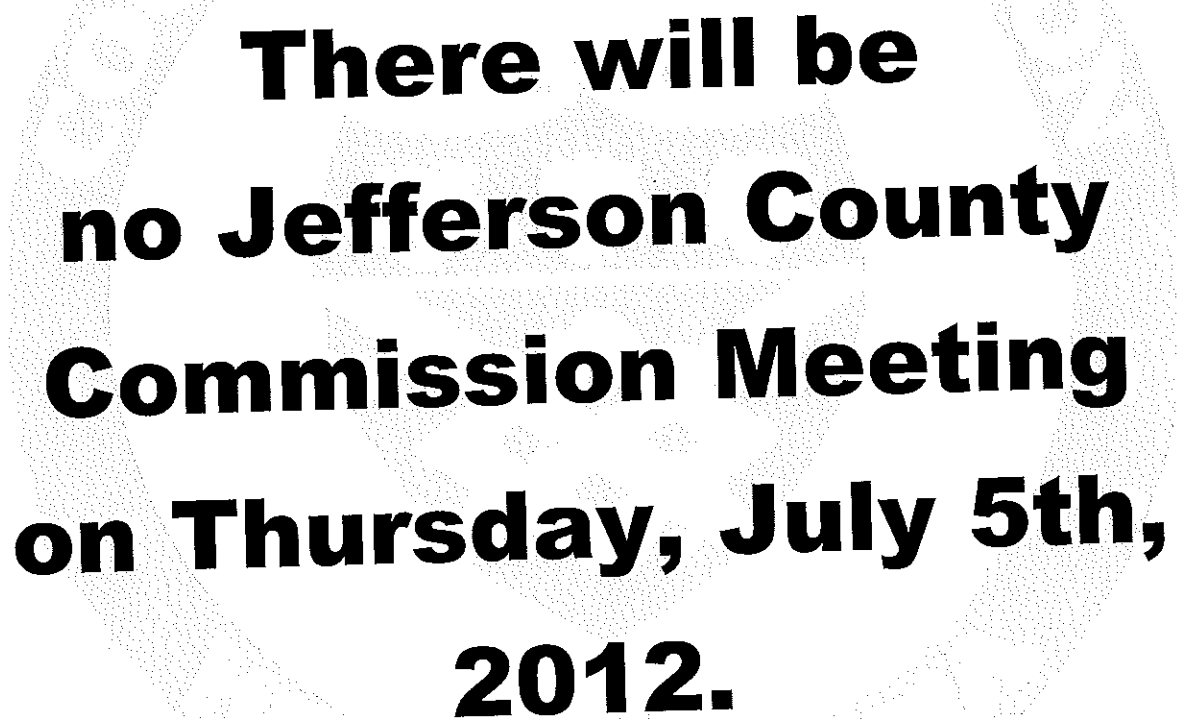
Jefferson County, West Virginia
Jennifer S. Maghan, County Clerk



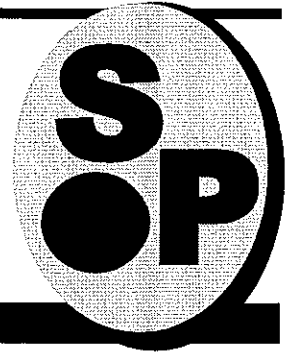
INFO



**Jefferson County Commission
Office will be closed on
Wednesday, July 4th, 2012 to
celebrate Independence Day.**



**There will be
no Jefferson County
Commission Meeting
on Thursday, July 5th,
2012.**



Vehicles Available Through WVSASP Vary to Meet Individual Needs of the Customer



A wide variety of vehicles are available through the West Virginia State Agency for Surplus Property. Among the most popular retired vehicles available is the Jeep Grand Cherokee.

Summer is approaching, which means the West Virginia State Agency for Surplus Property's (WVSASP) lot starts to fill with retired state vehicles, each one provides an opportunity for eligible agencies to purchase a good used vehicle for substantially less than a new vehicle. But summer does not have to be the only time that a vehicle can be purchased from WVSASP.

Vehicle Coordinator Doug Elkins said the influx of retired

vehicles depends largely on the replacement schedules for state agencies, and well as the production schedule for the vehicles themselves. This means that, while summer is the busiest time of year, new vehicles appear throughout the year.

Because of the wide range of state agencies retiring vehicles, WVSASP has a large variety of available vehicles, Elkins said. "The needs of the customer obviously dictate what type of vehicle

In Other News...

- **Manager's Perspective:** Springtime Marks a Series of Changes for Surplus
- KISRA Official Enjoys the Aspects of 'Treasure Hunting' at West Virginia State Agency for Surplus Property
- Surplus Property Gets a Facelift During Spring Cleaning
- Check Out Our Special Offers!

Please see **VEHICLES**, Page 2

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.state.wv.us/wvsca/

June 4, 2012

The Honorable Patricia A. Noland
President
Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414

Dear Commissioner Noland:

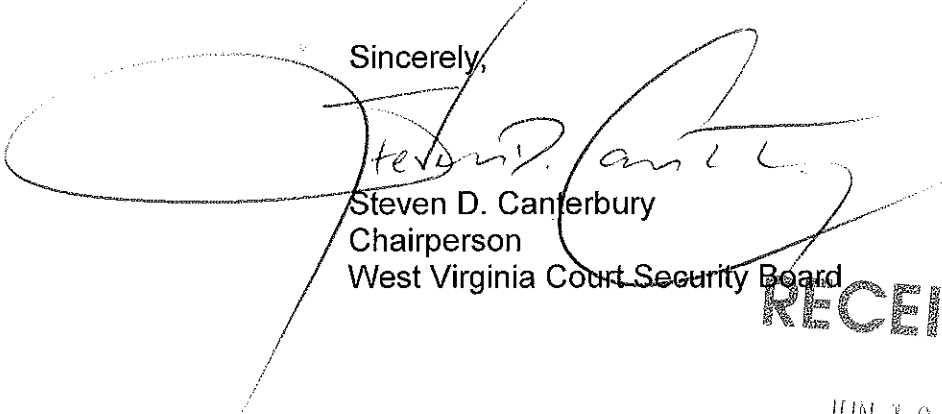
I am pleased to inform you that the Court Security Board has approved a Court Security Fund Grant to the Jefferson County Commission in the amount of \$45,062., for the purpose of enhancing the county's court security.

The West Virginia Division of Justice and Community Services, the administrative agency for the Court Security Fund Grant Program, will be in contact with the Project Director concerning grant administration.

We share a common goal of protecting our citizens and communities against the threat of crime and violence. Your participation in this project is a positive step towards achieving that goal.

Please contact me if I can be of further assistance.

Sincerely,


Steven D. Canterbury
Chairperson
West Virginia Court Security Board

SDC:ADD/aw

c: Laura Kuhn

RECEIVED

JUN 18 2012

Jefferson County Commission



THE SECRETARY OF THE INTERIOR
WASHINGTON

JUN 14 2012

JEFFERSON, COUNTY OF
COUNTY CLERK
PO BOX 250
CHARLES TOWN, WV 25414-0250

Dear County Official:

I am pleased to notify you that on June 14, 2012, the Department of the Interior issued a payment to your county under the Payments in Lieu of Taxes (PILT) program.


The PILT program compensates local jurisdictions for Federal lands within their boundaries that are administered by agencies within the Department and on behalf of the Forest Service and the Corps of Engineers. The PILT payments may be used for any governmental purpose, including important community services such as emergency response, public schools, and roads. Since counties and local jurisdictions are prohibited from taxing Federal lands, annual PILT payments help to defray costs associated with maintaining services that support these lands within their boundaries.

The PILT program is authorized by the Payments in Lieu of Taxes Act, 31 U.S.C. 6901-6907, as amended. The PILT Act prescribes the formula that is used to compute the annual payments based on per acre and population variables, which are annually adjusted for inflation and census data. Prior year Federal payments under certain revenue sharing programs are deducted in formulating the payment amounts. These amounts are reported by your State through an annual reporting process. A provision in the PILT Act provides that temporary payments be made to compensate for recent additions to the National Park System and the National Forest Wilderness areas.

The Emergency Economic Stabilization Act of 2008 (P.L. 110-343) authorized full funding for the PILT program beginning in 2008 and through 2012. Over 1,850 local jurisdictions received a total of \$393 million in PILT payments this year. The total is the largest amount ever distributed under the PILT program, exceeding last year's payments by about \$18 million, and the last to be funded under the Emergency Economic Stabilization Act of 2008. President Obama's Fiscal Year 2013 budget proposes a one-year extension of the current PILT program, maintaining the existing formula for calculating payments to counties. That proposal is pending before Congress.

For FY 2012, your county is entitled to a PILT payment of \$6,364.00. If current bank routing and account numbers for your county have been provided to our National Business Center office or to CCR (Central Contractor Registration), an electronic funds transfer (EFT) will post to your account on or about June 14, 2012. If this information has not been received, a check will be mailed to your county's address of record from the U.S. Treasury in San Francisco, California, on June 14, 2012. Should you require further information, points of contact are provided in the enclosed list of Frequently Asked Questions. Additional information about the PILT Program is available at www.doi.gov/pilt. This site also includes information on how to register in CCR to expedite receipt of future PILT payments.

Sincerely,


Ken Salazar

Enclosure

Enclosure 1

PAYMENTS IN LIEU OF TAXES [PILT] FREQUENTLY ASKED QUESTIONS [FAQs]

Question: How are PILT payments computed?

Answer: General information concerning the methods used to compute PILT payments can be found in the expanded FAQs section of the PILT website located at www.doi.gov/pilt. For more specific information concerning how a particular unit of local government's payment was computed please call Mr. Bill Howell, Office of the Secretary, Office of Budget, 202-208-3157 (Commercial or FTS). Persons who utilize a telecommunications device for the deaf (TDD) can call the Federal Information Relay Service at 1-800-877-8339, 24-hours a day, seven days a week, to contact Mr. Howell.

Question: The PILT Notification Letter stated the EFT payment due our county would be credited to our account several days ago. How can I find out where our payment was sent?

OR

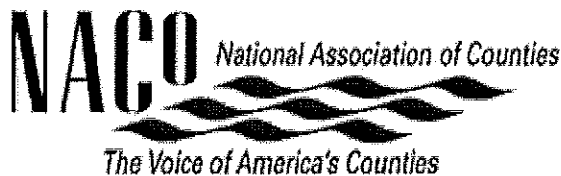
Our county is not enrolled in EFT, and we expected to receive our PILT check several days ago. Who can we talk to about this?

Answer: The phone number for the PILT Help Desk, at the National Business Center-Denver is 303-969-7722. The Help Desk can answer any inquiries concerning either EFT or check disbursement of PILT payments.

Question: To expedite receipt of our PILT payment in the future, our county would like to enroll in the EFT payment program. Where can we get a PILT Electronic Funds Transfer (EFT) Enrollment/Change form?

Answer: From the PILT Home Page at www.doi.gov/pilt, click Frequently Asked Questions; click on Payment Method and ACH Enrollment Form, about two thirds of the way down the list of subjects immediately under the yellow topic boxes.

The Agency Information Section third paragraph of the ACH Enrollment Form also lists the phone and fax numbers where additional information and assistance is available.



NACo Prescription Drug Discount Card Program

Jefferson County, WV													
MONTH	TOTAL	PLAN PRICED	% OF PLAN PRICED	RETAIL PRICED	% OF RETAIL PRICED	MEMBER COST	AVG MEMBER COST	RETAIL SUBMITTED PRICE	AVG RETAIL SUBMITTED PRICE	PRICE SAVINGS	AVG PRICE SAVINGS	% OF PRICE SAVINGS	TOTAL UTILIZERS
2012													
MAY	136	57	41.91%	79	58.09%	\$ 3,248.45	\$ 23.89	\$ 4,178.19	\$ 30.72	\$ 929.74	\$ 6.84	22.25%	60
APRIL	104	50	48.08%	54	51.92%	\$ 3,438.35	\$ 33.06	\$ 4,546.24	\$ 43.71	\$ 1,107.89	\$ 10.65	24.37%	55
MARCH	127	58	45.67%	69	54.33%	\$ 3,122.14	\$ 24.58	\$ 4,380.50	\$ 34.49	\$ 1,258.36	\$ 9.91	28.73%	63
FEBRUARY	110	56	50.91%	54	49.09%	\$ 2,751.00	\$ 25.01	\$ 4,122.89	\$ 37.48	\$ 1,371.89	\$ 12.47	33.27%	55
JANUARY	131	76	58.02%	55	41.98%	\$ 3,525.57	\$ 26.91	\$ 5,024.28	\$ 38.35	\$ 1,498.71	\$ 11.44	29.83%	66
2011													
DECEMBER	155	93	60.00%	62	40.00%	\$ 5,765.57	\$ 37.20	\$ 7,748.02	\$ 49.99	\$ 1,982.45	\$ 12.79	25.59%	79
NOVEMBER	146	79	54.11%	67	45.89%	\$ 3,472.51	\$ 23.78	\$ 5,083.38	\$ 34.82	\$ 1,610.87	\$ 11.03	31.69%	74
OCTOBER	145	86	59.31%	59	40.69%	\$ 3,975.57	\$ 27.42	\$ 5,839.54	\$ 40.27	\$ 1,863.97	\$ 12.86	31.92%	72
SEPTEMBER	172	106	61.63%	66	38.37%	\$ 4,434.21	\$ 25.78	\$ 6,744.87	\$ 39.21	\$ 2,310.66	\$ 13.43	34.26%	71
AUGUST	169	104	61.54%	65	38.46%	\$ 4,080.91	\$ 24.15	\$ 6,287.94	\$ 37.21	\$ 2,207.03	\$ 13.06	35.10%	72
JULY	150	97	64.67%	53	35.33%	\$ 4,893.78	\$ 32.63	\$ 6,898.57	\$ 45.99	\$ 2,004.79	\$ 13.37	29.06%	76
JUNE	154	96	62.34%	58	37.66%	\$ 4,571.00	\$ 29.68	\$ 6,763.62	\$ 43.92	\$ 2,192.62	\$ 14.24	32.42%	78
MAY	167	99	59.28%	68	40.72%	\$ 5,157.29	\$ 30.88	\$ 7,332.44	\$ 43.91	\$ 2,175.15	\$ 13.02	29.66%	87
APRIL	162	94	58.02%	68	41.98%	\$ 5,051.23	\$ 31.18	\$ 7,145.17	\$ 44.11	\$ 2,093.94	\$ 12.93	29.31%	79
MARCH	201	109	54.23%	92	45.77%	\$ 5,624.14	\$ 27.98	\$ 7,845.15	\$ 39.03	\$ 2,221.01	\$ 11.05	28.31%	95
FEBRUARY	150	83	55.33%	67	44.67%	\$ 4,236.29	\$ 28.24	\$ 6,083.92	\$ 40.56	\$ 1,847.63	\$ 12.32	30.37%	78
JANUARY	186	109	58.60%	77	41.40%	\$ 5,607.92	\$ 30.15	\$ 7,872.18	\$ 42.32	\$ 2,264.26	\$ 12.17	28.76%	93
2010													
DECEMBER	191	111	58.12%	80	41.88%	\$ 5,995.10	\$ 31.39	\$ 8,231.73	\$ 43.10	\$ 2,236.63	\$ 11.71	27.17%	96
NOVEMBER	240	141	58.75%	99	41.25%	\$ 6,735.08	\$ 28.06	\$ 9,599.10	\$ 40.00	\$ 2,864.02	\$ 11.93	29.84%	113
OCTOBER	242	137	56.61%	105	43.39%	\$ 6,570.09	\$ 27.15	\$ 9,167.52	\$ 37.88	\$ 2,597.43	\$ 10.73	28.33%	118
SEPTEMBER	194	113	58.25%	81	41.75%	\$ 5,602.61	\$ 28.88	\$ 7,935.87	\$ 40.91	\$ 2,333.26	\$ 12.03	29.40%	96
AUGUST	236	152	64.41%	84	35.59%	\$	\$ 44.45	\$	\$ 59.50	\$	\$ 15.05	25.29%	104

					10,491.08		14,042.33		3,551.25				
JULY	232	143	61.64%	89	38.36%	7,825.67	\$ 33.73	10,752.94	\$ 46.35	2,927.27	\$ 12.62	27.22%	111
JUNE	224	143	63.84%	81	36.16%	6,120.75	\$ 27.32	\$ 8,712.68	\$ 38.90	2,591.93	\$ 11.57	29.75%	111
MAY	226	146	64.60%	80	35.40%	6,630.75	\$ 29.34	\$ 9,525.34	\$ 42.15	2,894.59	\$ 12.81	30.39%	106
APRIL	252	150	59.52%	102	40.48%	7,705.22	\$ 30.58	11,178.59	\$ 44.36	3,473.37	\$ 13.78	31.07%	113
MARCH	242	149	61.57%	93	38.43%	6,802.19	\$ 28.11	10,079.39	\$ 41.65	3,277.20	\$ 13.54	32.51%	112
FEBRUARY	206	139	67.48%	67	32.52%	6,839.07	\$ 33.20	\$ 9,871.06	\$ 47.92	3,031.99	\$ 14.72	30.72%	105
JANUARY	267	169	63.30%	98	36.70%	7,459.20	\$ 27.94	10,596.25	\$ 39.69	3,137.05	\$ 11.75	29.61%	127
2009													
DECEMBER	217	135	62.21%	82	37.79%	6,578.01	\$ 30.31	\$ 9,311.32	\$ 42.91	2,733.31	\$ 12.60	29.35%	101
NOVEMBER	226	137	60.62%	89	39.38%	6,269.59	\$ 27.74	\$ 8,967.87	\$ 39.68	2,698.28	\$ 11.94	30.09%	99
OCTOBER	218	140	64.22%	78	35.78%	6,468.85	\$ 29.67	\$ 9,020.85	\$ 41.38	2,552.00	\$ 11.71	28.29%	96
SEPTEMBER	190	120	63.16%	70	36.84%	5,236.97	\$ 27.56	\$ 7,677.45	\$ 40.41	2,440.48	\$ 12.84	31.79%	82
AUGUST	202	138	68.32%	64	31.68%	6,462.86	\$ 31.99	\$ 9,392.68	\$ 46.50	2,929.82	\$ 14.50	31.19%	90
JULY	177	109	61.58%	68	38.42%	6,082.48	\$ 34.36	\$ 8,021.11	\$ 45.32	1,938.63	\$ 10.95	24.17%	72
JUNE	165	115	69.70%	50	30.30%	5,829.95	\$ 35.33	\$ 8,038.29	\$ 48.72	2,208.34	\$ 13.38	27.47%	69
MAY	132	89	67.42%	43	32.58%	4,715.15	\$ 35.72	\$ 6,234.28	\$ 47.23	1,519.13	\$ 11.51	24.37%	59
APRIL	108	70	64.81%	38	35.19%	5,222.65	\$ 48.36	\$ 6,718.16	\$ 62.21	1,495.51	\$ 13.85	22.26%	52
MARCH	69	48	69.57%	21	30.43%	2,677.59	\$ 38.81	\$ 3,480.86	\$ 50.45	\$ 803.27	\$ 11.64	23.08%	34
FEBRUARY	11	7	63.64%	4	36.36%	\$ 402.25	\$ 36.57	\$ 521.64	\$ 47.42	\$ 119.39	\$ 10.85	22.89%	5
TOTALS:	7,032	4,253	60.48%	2,779	39.52%			300,974.21	\$ 42.80	87,295.12	\$ 12.41	29.00%	3,324.00

Column Headers from left to right:

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



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

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

Earl Ray Tomblin
Governor

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

June 11, 2012

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2012-2017. One of the requirements to funding any projects with FHWA or FTA funds is that each proposed project undergo a public "review and comment period". Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendment to the approved 2012-2017 STIP.

All written comments are to be received no later than June 25, 2012, and should be addressed to:

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

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

Very truly yours,

Robert L. Pennington, Director
Program Planning and Administration Division

RLP:Cb

Attachment

cc: Mr. Kevin Burgess, Federal Highway Administration – w/ attachment
Ms. Brigid Hynes-Cherin, Federal Transit Administration – w/ attachment
Ms. Kathleen Zubrzycki, Federal Transit Administration – w/ attachment
Ms. Susan O'Connell, Division of Public Transit – w/ attachment

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JUN 18 2012

Jefferson County Commission

Applicant: Bluefield Area Transit
Obligation Year: FY 2013 (July 1, 2012 to June 30, 2013)
Project Name: BAT New Freedom
Project Location: Bluefield WV
Funding: \$70,000 FTA Section 5317

Project Description:

BAT's New Freedom service will consist of two types of routes. A demand response and a fixed route schedule. The service will adhere to the objectives of New Freedom guidelines designed to reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the Americans with Disabilities Act (ADA) of 1990. The service will be a primary source of public transportation for individuals with disabilities or mobility issues for work or education services. The service will target the Lashmeet, Matoaka and Montcalm areas of Mercer County. The existing Athens fixed route service will remain the same; continuing to act as a feeder route. This route provides transportation to Athens and Concord University for individuals with disabilities as well as those who attend the Mercer County Economic Workshop. Other areas served by the service are Southern Highlands and for employment access in Princeton and Bluefield.

Applicant: *Braxton County Senior Citizens Center, Inc (BCSCC)*

Obligation Year: FY 2013 (July 1, 2012 to June 30, 2013)

Project Name: New Freedom

Project Location: Braxton County WV

Funding: \$42,500 FTA Section 5317/ New Freedom

Project Description:

BCSCC is proposing Mobility Management and coordination for transportation services in Braxton County. The project would provide a dispatching service for *BCSCC* as well as for the United Summit Center and Precision Services. The combined efforts would have a goal of eliminating any duplicated services as well as expanding transportation service in Braxton County. The service will also provide travel aids to elderly and disabled passengers who have mobility issues by riding aboard the vehicles when additional travel assistance is needed. The Mobility Manager and Coordinator would assist with other transit tasks as the position and service develops.

Applicant: Monroe County Council on Aging (MCCoA)

Obligation Year: FY 2013 (July 1, 2012 to June 30, 2013)

Project Name: New Freedom

Project Location: Monroe County WV

Funding: \$34,500 FTA Section 5317

Project Description:

MCCoA is requesting a low floor mini-van (ramp equipped-two wheelchair spaces) vehicle to assist with its current and additional transportation needs. The use of the low floor mini-van will not only provide a more efficient means of transport for MCCoA, but will allow for greater access to the resources needed to keep the county's disabled population integrated and barrier free. A part of *Monroe County Council on Aging's (MCCoA)* mission is to provide assistance for the disabled regardless of age. By default, MCCoA is the primary means of public transport for the disabled that reside in Monroe County. MCCoA currently serves Monroe County with transit needs ranging from Non-Emergency Medical Transit (NEMT), non ambulatory transit, and transportation to seniors citizens and residents of Monroe County in providing a well rounded and active life.

Applicant: *Raleigh County Community Action Association (RCCAA)*

Obligation Year: FY 2013 (July 1, 2012 to June 30, 2013)

Project Name: RCCAA JARC

Project Location: Beckley WV

Funding: \$170,000 FTA Section 5316/JARC

Project Description:

RCCAA JARC service provides transportation services to and from employment and employment related activities in order to maintain employment or to become gainfully employed. The service is aimed at providing transportation to job centers that are located along the corridors in the municipality of Beckley where opportunities exist in retail, health care and tourism. The JARC service is scheduled to support service oriented jobs that have non-traditional, late evening, holidays and weekend hours. Lack of transportation makes it very difficult for many low-income individuals to maintain employment. *RCCAA's* JARC program fill's this gap by providing reliable public transit to jobs.

Applicant: *Raleigh County Community Action Association (RCCAA)*

Obligation Year: FY 2013 (July 1, 2012 to June 30, 2013)

Project Name: RCCAA New Freedom

Project Location: Beckley WV

Funding: \$93,000 FTA Section 5317

Project Description:

RCCAA New Freedom service provides transportation services to and from employment and employment related activities for people with disabilities in and around the community of Beckley and Raleigh County. Two primary targeted clients of the service include Mountain State Centers for Independent Living and employees and participants of the Beckley Sheltered Workshop. In addition to the two institutions the disabled community of Beckley and Raleigh County make great use of the service as well.

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2012-2017
PROGRAM AMENDMENT FOR 2012**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
BARBOUR	2013	7		12/28/2012	CMAQ	CON	US119	MAPLE AVE SIGNAL REN	REN EXIST. TRAFFIC SIGNAL	S301 119 ?????	CMAQ0119????	\$120,000	\$150,000	\$0
ADD NEW PROJECT														
GREENBRIER	2013	9		10/28/2012	CMAQ	CON	US219	DOWNTOWN LEWISBURG SIGNAL SYSTEM	UPGR SIGNALS	U313 219 ?????	CMAQ0219????	\$100,000	\$125,000	\$0
ADD NEW PROJECT														
GREENBRIER	2013	9		10/28/2012	CMAQ	CON	US219	US 219 SIGNAL SYSTEM	UPGR SIGNALS	U313 219 ?????	CMAQ0219????	\$160,000	\$200,000	\$0
ADD NEW PROJECT														
LEWIS	2012	7		7/28/2012	HSIP	CON	1079	STONEWALL JACKSON-WESTON HIGH FRICTION	INST HIGH FRICTION SURF TREAT	S321 79 ?????	HSIP0079????	\$225,000	\$250,000	\$0
ADD NEW PROJECT														
MINGO	2012	2		7/28/2012	EARMARK	CON	US052	KING COAL STRIPING	UPGRADE STRIPING	U330 52 ?????	HPP0052????	\$200,000	\$250,000	\$0
ADD NEW PROJECT														

Notice of interviews and appointments to be place on the
Thursday, July 12, 2012 County Commission Agenda for the
following Boards and /or Commissions:

- **Summit Point Library**
- **Harpers Ferry/Bolivar Public Service District**
- **Jefferson County Board of Health**
- **Jefferson County Farmland Protection Board**
- **Jefferson County Parks and Recreation Commission**
- **Solid Waste Authority**



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

PRESIDENT

Patsy Noland

VICE PRESIDENT

Dale Manuel

COMMISSIONER

Frances Morgan

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer

April 17, 2012

Edmund Uzan
949 Summit Point Road
Summit Point, WV 25446

Dear Mr. Uzan:

Please be advised that your term on the Summit Point Library will expire on June 30, 2012. Until the County Commission has acted to appoint someone for another five 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, June 22, 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

South Jefferson Public Library

49 Church Street

Post Office Box 17

Summit Point, West Virginia 25446

Phone: 304-725-6227

Email: jenkinsd@martin.lib.wv.us

Fax: 304-728-2586

May 7, 2012

The County Commission of Jefferson County
PO Box 250
Charles Town WV 25414

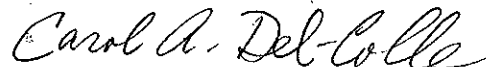
RE: South Jefferson Library Commission Appointment

Dear Commissioners,

This letter is to convey the SJPL board's unanimous recommendation for the reappointment of Ed Uzan to a new term on our library board.

Ed has served tirelessly since being originally appointed to the board and continues to be a very active and reliable board member. His dedication to the library and the community is greatly appreciated, and we would very much like him to continue.

Sincerely yours,



Carol Del-Colle, President

RECEIVED

MAY 0 8 2012

Jefferson County Commission



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

PRESIDENT

Patsy Noland

VICE PRESIDENT

Dale Manuel

April 17, 2012

COMMISSIONER

Frances Morgan

COMMISSIONER Robert J. Hardy

Walt Pellish

1343 W. Washington Street

COMMISSIONER Harpers Ferry, WV 25425

Lyn Widmyer

Dear Mayor Hardy:

Please be advised that your term on the Harpers Ferry/Bolivar Public Service District June 30, 2012. Until the County Commission has acted to appoint someone for another three year term ending June 30, 2015 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, June 21, 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

ACTING COUNTY ADMINISTRATOR

Sandy Shusher McDonald

Harpers Ferry/ Bolivar PSD
P. O. BOX 235
192 LAKE QUIGLEY DRIVE
HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524

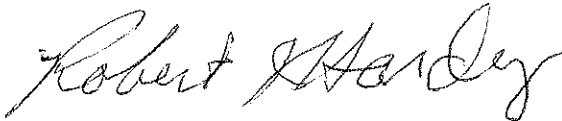
4/19/2012

Re: Robert Hardy's reappointment to
Harpers Ferry-Bolivar PSD Board

Dear County Commissioners

After receiving your correspondence letter Mr. Robert Hardy would like to serve another term on the Board of Directors of the Harpers Ferry-Bolivar PSD. If there are any questions please give us a call at 304-535-2450 to speak to Mr. Hardy and the above telephone number for the PSD office.

Sincerely,



Robert Hardy-Treasurer HF-B-PSD

RECEIVED

APR 24 2012

Jefferson County Commission



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

PRESIDENT

Patsy Noland

VICE PRESIDENT

Dale Manuel

April 17, 2012

COMMISSIONER

Frances Morgan

COMMISSIONER

Walt Pellish

Robert Johnson

P.O. Box 689

COMMISSIONER

Lyn Widmyer

Harpers Ferry, WV 25425

Dear M. Johnson:

Please be advised that your term on the Jefferson County Board of Health will expire on June 30, 2012. Until the County Commission has acted to appoint someone for another three year term ending June 30, 2015 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, June 22, 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

ACTING COUNTY ADMINISTRATOR

Sandy Shusher McDonald

Jefferson County Health Department

ROBERT E. JONES, M.D.
HEALTH OFFICER



1948 WILTSHIRE ROAD, SUITE 1
KEARNEYSVILLE, WV 25430
ENVIRONMENTAL: (304) 728-8415
FAX: (304) 728-3314
MEDICAL: (304) 728-8416
FAX: (304) 728-3319

April 20, 2012

To The Jefferson County Commission
Attention: Nichelle Adams Hosby:

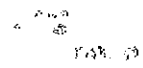
This responds to your letter of 17 April 2012 asking if I am interested in being considered for another term as a member of the Jefferson County Board of Health.

Public health/service has been my life and passion for nearly fifty years. It has been an honor to serve on the county board of health and witness the dedication of employees who care for the health and wellbeing of Jefferson County citizens and beyond.

I am indeed interested in being considered for another term and hopeful that I shall be chosen to continue serving the citizens of Jefferson County.

A handwritten signature in black ink, appearing to read "Robert Johnson".

Robert Johnson, DDS, MPH
Colonel, US Army, Retired



RECEIVED

APR 24 2012

Jefferson County Commission

Nichelle Hosby

From: gawalsh@frontiernet.net
Sent: Wednesday, June 13, 2012 4:05 PM
To: nhosby@jeffersoncountywv.org
Subject: Board of Health Application
Attachments: Biography 2012.doc

Hello,

I am interested in serving on the Board of Health and understand that there is an opening. Please consider this as my application. I have attached a biography to provide background information.

Thank you for your consideration.

Anna Mary Walsh
254 Chandler Drive
Shepherdstown, WV 25443
304-876-6828

"Attitude is everything. It motivates action, which increases productivity and improves morale, which perpetuates a positive attitude." --Robert Urich

Anna Mary Walsh

254 Chandler Drive
Shepherdstown, WV 25443
(h) 304-876-6828
(c) 304-582-2544

Biographical

Lifelong resident of Jefferson County

Parents: Gilbert J. Willingham, Jr. and M. Virginia Howell Willingham (also lifelong residents, Jefferson County)

Married, Gary W. Walsh,

Two children Madeline Elizabeth "Beth" Walsh (deceased, 2006); Corey Mitchell Walsh

Lifelong member, Grace Reformed United Church of Christ, Kearneysville, WV

Trustee, Grace Reformed UCC (2011, perpetual term)

Assistant Superintendent, Grace Reformed UCC Sunday School

Registered Democrat, 1971 (when 18 year olds were given the right to vote)

Served as receiving commissioner, Middleway district (North Jefferson Elementary School), and as member of the counting board, 1978-83)

Education

B.A. English, Minor in History, Shepherd College (University), 1975

Graduate, Shepherdstown High School, 1970

Work History:

March, 2005-date	Program Specialist Peer Tutor and Academic Recovery Programs Student Academic Support Services Blue Ridge Community and Technical College Martinsburg, WV
February, 1992-March 2005	Program Assistant Peer Tutor Program, Evening Services Program Student Academic Support Services Shepherd College
October, 1987-February, 1992	Circulation Desk Assistant Faculty Reserves Scarborough Library Shepherd College
August, 1983-October, 1987	Periodicals/Government Documents Clerk Technical Services

Scarborough Library
Shepherd College

August, 1975-August, 1983

Secretary to the Athletic Director, Bob Starkey
Shepherd College

Memberships

Alpha Sigma Tau National Sorority, Alumnae Chapter

Chi Chapter Collegiate Consultant, Shepherd University, 1994-date

Animal Welfare Society of Jefferson County, 1985-date (succeeding terms)

Catoctin Association Council, United Church of Christ member, (membership from churches in 4 MD counties and 2 WV counties), one of five associations in the Central Atlantic Conference.

Women's Guild, Grace Reformed, UCC, Kearneysville

Former Memberships

- ❖ Chair, Classified Employees Council*, Shepherd College (University), 2000-2004

*14-15 representatives of the classified staff whose purpose was to communicate concerns of the classified employees to the administration, as well as our legislators

- ❖ Institutional Representative, ACCE, (Advisory Council of Classified Employees)+ Shepherd College (University), 1999-2002

+ ACCE meets monthly to set and continue to discuss a legislative agenda in communicating with WV legislators toward the betterment of working conditions for state classified employees at each college and university in West Virginia.

- ❖ Jefferson County Cultural Diversity Committee, 2000-04
17-20 area residents composed of educators, parents of schoolchildren, and local government officials who created criteria to help implement cultural diversity programs in the schools.
- ❖ Strategic Planning Committee, Shepherd College (University), 1998-2000
- ❖ *Vision 2000* (tri-county organization that met to plan for the future of the Eastern Panhandle, from cultural events to services provided for the welfare of all residents in the region. 1998-2000
- ❖ FAIR (Friends Advancing Intercultural Relationships), 1998-2000; Jefferson County organization that promoted cooperation among churches, political organizations, and, specifically, Shepherd College and the minority community; has since ceased activity.



Jefferson County Farm Bureau
1948 Wiltshire Rd, Suite 3
Kearneysville, WV 25430

May 4, 2012

Elizabeth Wheeler
Jefferson County Farmland Protection Board
PO Box 731
Charles Town, WV 25414

Ms Wheeler,

The Jefferson County Farm Bureau (JCFB) would like to recommend Mr. Russell Quinn to the Jefferson County Farmland Protection Board. We believe that Mr. Quinn not only has the knowledge and expertise to carry out and perform all duties required of him, but that he also has the personal commitment and desire to serve the Jefferson County Farmland Protection Board (JCFPB) to the best of his ability.

As you may be aware, Mr. Quinn comes from a long line of farmers and stewards of the land. He is also personally invested in the JCFPB and the good that the organization does. He is first in line to promote the JCFPB and to explain the benefits of joining, marketing, and contributing to the organization. For this reason, we feel that Mr. Quinn will represent what is best for the Board, the Jefferson County Farm Bureau, and the community now and in the future.

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

Sincerely,

Heather Ishman
JCFB Secretary

E-mail: hnishy@gmail.com

Phone: 304-261-4905

RECEIVED

MAY 17 2012

Jefferson County Commission

RECEIVED

MAY 24 2012
Attachment

Jefferson County Commission
Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

NAME: J. NICHOLAS (NICK) KERCHEVAL
HOME ADDRESS: 1751 ENGLES MOLERS RD H.F. 25425
HOME TELEPHONE NUMBER: 304-876-6890
WORK ADDRESS: SAME
WORK PHONE NUMBER: SAME
MOBILE PHONE NUMBER: 304-671-4911
E-MAIL ADDRESS: TRUYNSCOOTS@MSN.COM
MAGISTERIAL DISTRICT: HARPERS FERRY
PARTY AFFILIATION (Building Commission applicants only) _____
OCCUPATION: FARMER
LENGTH OF RESIDENCY IN JEFFERSON COUNTY: 61 yrs
EDUCATION: HIGH SCHOOL CHARLES TOWN '69
COLLEGE SHEPHERD '74
TRADE OR BUSINESS SCHOOL _____

LIST QUALIFICATIONS FOR THIS POSITION:

LIFETIME FARMER & RESIDENT
OF JEFFERSON COUNTY

NAME OF BOARD, COMMITTEE OR COMMISSION APPLYING FOR:

JEFFERSON COUNTY FARMLAND PROTECTION BOARD

ORGANIZATION MEMBERSHIPS & POSITIONS HELD: PAST BOARD OF DIRECTORS

FARM BUREAU PRESENT FARM SERVICE AGENCY

COUNTY BOARD MEMBER & PAST CHAIRMAN OF SAME

Signature: J. Nick Kercheval Date: 4-23-2012

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



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRE S I D E N T

Patsy Noland

V I C E P R E S I D E N T

Dale Manuel

C O M M I S S I O N E R

Fran ces Morgan

C O M M I S S I O N E R

Walt Pellish

C O M M I S S I O N E R

Lyn Widmyer

April 20, 2012

Joe Funkhouser
P.O. Box 670
Charles Town, WV 25414

Dear Mr. Funkhouser:

The County Commission of Jefferson County has received your letter resigning from the Jefferson County Farmland Protection Board.

On behalf of the Commission, I want to thank you for your time and effort spent in serving on the Jefferson County Farmland Protection Board. Please accept this letter as a token of our appreciation for your efforts.

For the Commission,

Nichelle Adams Hosby
Executive Assistant

NAH

ACTING COUNTY ADMINISTRATOR

Sandy Shusher McDonald



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PRESIDENT

Patsy Noland

VICE PRESIDENT

Dale Manuel

COMMISSIONER

Frances Morgan

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer

April 17, 2012

Ann Newaz
P.O. Box 219
Ranson, WV 25438

Dear Ms. Newaz:

Please be advised that your term on the Jefferson County Parks and Recreation Commission will expire on June 30, 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, June 22, 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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Frances Morgan

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer

April 17, 2012

Toni Milbourne
P.O. Box 586
Harpers Ferry, WV 25425

Dear Ms. Milbourne:

Please be advised that your term on the Jefferson County Parks and Recreation Commission will expire on June 30, 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, June 22, 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

ACTING COUNTY ADMINISTRATOR

Sandy Shusher McDonald



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Dale Manuel

COMMISSIONER

Frances Morgan

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer

April 17, 2012

George F. Nichols
187 Highland Way
Kearneysville, WV 25430

Dear Mr. Nichols:

Please be advised that your term on the Jefferson County Parks and Recreation Commission will expire on June 30, 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, June 22, 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

ACTING COUNTY ADMINISTRATOR

Sandy Slusher McDonald



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VICE PRESIDENT

Dale Manuel

COMMISSIONER

Frances Morgan

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer

April 17, 2012

Bobby Shirley, Sheriff
567 Hidden Hallow Drive
Kearneysville, WV 25430

Dear Mr. Shirley:

Please be advised that your term on the Jefferson County Parks and Recreation Commission will expire on June 30, 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, June 22, 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

ACTING COUNTY ADMINISTRATOR

Sandy Slusher McDonald

To whom it may Concern

4/25/2012

It is with deep regrets, that i must inform you, that at the end of my term, which is June 2012, that I will not be returning to the Park + Rec Board.

I have proudly served for the past nine years and hope that I have made good contributions to the J.C.P.R. Board.

Sincerely
George A. Nichols

RECEIVED

APR 25 2012

Jefferson County Commission

April 19, 2012


Nichelle Adams Hosby
Executive Assistant
Jefferson County Commission
124 East Washington Street
PO Box 250
Charles Town, WV 25414

Dear Ms. Hosby,

In reference, to your letter of April 17, 2012, informing me that my term will expire on June 30, 2012 with the Jefferson County Parks and Recreation Commission. I will remain serving on the Jefferson County Parks and Recreation Commission until further notice.

Yes, I am interested in being considered to serve another term.

Thank you.



Ann Nawaz
PO Box 219
Ranson, WV 25438

RECEIVED

APR 23 2012

Jefferson County Commission

P.O. Box 586
Harpers Ferry, WV 25425

May 16, 2012

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

Commissioners:

Please accept this letter as my request to be re-appointed to the Jefferson County Parks and Recreation Commission for an additional three-year term. I have served as a commissioner for the past nine years and feel that there are still things to be done with which I can be of great service.

The Parks and Rec commission has worked diligently over the past few years to improve parks and recreation facilities and activities for the citizenry of Jefferson County and I have played an integral role in those improvements. I currently serve as secretary to the Commission as well as on the finance committee and executive board.

Efforts are underway to continue to expand services to constituents and I truly wish to continue to be a part of one of your success stories in Jefferson County.

Thank you for your consideration.


Toni Milbourne

RECEIVED

MAY 18 2012

Jefferson County Commission



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

601 57th St. SE
Charleston, WV 25304
(304)926-0448

Earl Ray Tomblin, Governor
Mark D. Holstine, PE, Executive Director
www.state.wv.us/swmb

February 7, 2012

Patricia Noland, President
Jefferson County Commission
Jefferson County Courthouse
Charles Town, WV 25414

President Noland,

In accordance with W. Va. Code §22C-4-3, every four years each county commission within the State is required to appoint one individual to each county or regional solid waste authority in its jurisdiction. Recently, we have noticed that there seems to be some confusion as to the process of appointing these individuals and felt that we should clarify a few items as well as remind each agency of the following upcoming term expirations.

According to the current records of the West Virginia Solid Waste Management Board, the following appointee from the Jefferson County Commission appointment will expire on June 30, 2012:

- **Mr. Bill Weston**

The Jefferson County Commission has the option to either reappoint this individual, or appoint someone new to replace them effective July 1, 2012. Please note that whichever you choose, the appointment will be for a full, four-year term ending on June 30, 2016.

Once an individual has been appointed to a four-year term, the appointing agencies do not have the authority to remove that member at any point during their term. In the event an appointee resigns or passes away, the vacancy shall be filled within 60 days, but only for the remaining term.

The West Virginia Solid Waste Management Board requests that copies of these appointments be forwarded to our office in order to try to keep the State's records as accurate as possible.

Sincerely,

Mark D. Holstine, P.E.
Executive Director

RECEIVED
FEB 13 2012
Jefferson County Commission

CC: Jefferson County Solid Waste Authority



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

601 57th St. SE
Charleston, WV 25304
(304)926-0448

Earl Ray Tomblin, Governor
Mark D. Holstine, PE, Executive Director
www.state.wv.us/swmb

W. Va. Code §22C-4-3. Creation of county solid waste authority; appointment to board of directors; vacancies.

(a) Each and every county solid waste authority authorized and created by the county commission of any county pursuant to former article sixteen, chapter seven of this code is hereby abolished on and after the first day of January, one thousand nine hundred eighty-nine. On and after the first day of January, one thousand nine hundred eighty-nine, a new county solid waste authority is hereby created and established as a public agency in every county of the state and is the successor to each county solid waste authority which may have been created by the county commission: Provided, That such county solid waste authorities shall not be established or shall cease to exist, as the case may be, in those counties which establish a regional solid waste authority pursuant to section four of this article. The solid waste management board may require a county solid waste authority to cooperate and participate in programs with other authorities if the need arises.

(b) The authority board of directors is comprised of five members who are appointed as follows: One by the director of the division of environmental protection, two by the county commission, one by the board of supervisors for the soil conservation district in which the county is situated and one by the chairman of the public service commission. The members of the board are appointed for terms of four years for which the initial shall start on the first day of July, one thousand nine hundred eighty-eight: Provided, That the first two members appointed by the county commission shall be appointed to initial terms of two and four years, respectively, and for terms of four years for each appointment thereafter. The members of the board shall receive no compensation for their service thereon but shall be reimbursed for their actual expenses incurred in the discharge of their duties. Vacancies in the office of member of the board of directors shall be filled for the balance of the remaining term by the appropriate appointing authority within sixty days after such vacancy occurs. No member who has any financial interest in the collection, transportation, processing, recycling or the disposal of refuse, garbage, solid waste or hazardous waste shall vote or act on any matter which directly affects the member's personal interest.

COUNTY SWA TERM CHART

Appointing Agency	1998	1999	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
DEP				2001		2005				2009				2013					2017
Co. Commission	1999		2002			2006				2010				2014					2018
PSC	2000				2003		2007					2011				2015			
Co. Commission		2000			2004			2008				2012							2016
Conservation District		2000			2004			2008				2012							2016

UPCOMING AGENCY TERMS

DEP	PSC	Cons. District	Co. Commission	Co. Commission
6/30/2013	6/30/2015	6/30/2012	6/30/2012	6/30/2016
6/30/2018	6/30/2019	6/30/2016	6/30/2016	6/30/2020
6/30/2022	6/30/2023	6/30/2020	6/30/2020	6/30/2024
6/30/2026	6/30/2027	6/30/2024	6/30/2024	6/30/2028
6/30/2030	6/30/2031	6/30/2028	6/30/2028	6/30/2033



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VICE PRESIDENT

Dale Manuel

COMMISSIONER

Frances Morgan

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer

April 17, 2012

William Weston
665 Pheasant Hill Road
Summit Point, WV 25446

Dear Mr. Weston:

Please be advised that your term on the Solid Waste Authority will expire on June 30, 2012. Until the County Commission has acted to appoint someone for another five 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, June 22, 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

*Would like to continue for another term
to continue our good work for our
citizens of Jefferson Co.*

ACTING COUNTY ADMINISTRATOR
Sandy Shusher McDonald

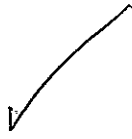
04/20/2012

Cell: 703-629-3061

June Boards that need letters


Board of Health

Robert Johnson
P.O. Box 689
Harpers Ferry, WV 25425
h: 535-2203 w: 301-791-3253
Democrat - Harpers Ferry
5 years 06/30/2012




Harpers Ferry/Bolivar Public Service District

Robert J. Hardy
Mayor of Bolivar
1343 W. Washington Street
Harpers Ferry, WV 25425
h: 535-2450
6 years 06/30/2012




Jefferson County Parks & Recreation

Toni Milbourne
P.O. Box 586
Harpers Ferry, WV 25425
h: 535-6851 w: 725-2046
3 years 6/30/2012



Ann Newaz
P.O. Box 219
Ranson, WV 25438
h: 304-725-4849
3 years 6/30/2012



Bobby Shirley
567 Hidden Hallow Drive
Kearneysville, WV 25430
h: 724-5876
3 years 6/30/2012

George F. Nichols
187 Highland Way
Kearneysville, WV 25430
h: 725-7106
3 years 6/30/2012

Summit Point Library

Edmond Uzan



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April 17, 2012

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665 Pheasant Hill Road
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If you have any questions, please do not hesitate to contact me.

For the Commission,

Nichelle Adams Hosby
Executive Assistant

NAH

ACTING COUNTY ADMINISTRATOR

Sandy Shusher McDonald