

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JULY 26, 2012
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 9:50 a.m. Martin Burke, Historic Landmarks Commission Chair
- Request waiver of Planning Department Merger Parcel Fees, \$200 -
Discussion/Action
3. 10:00 a.m. Fred Collins, Blue Ridge Fire Company
- Discuss Blue Ridge Fire Company Audit update - Discussion
4. 10:15 a.m. Barbara Miller, Director of Homeland Security and Emergency Management
- Personnel Requisition Form to request to fill vacant position in OSHEMS -
Discussion/Action
5. 10:30 a.m. Break
6. 10:45 a.m. Roger Goodwin, Chief County Engineer
- Engineering Department 2013 Budget - Discussion/Action
- Bond reduction and/or release - Discussion/Action

7. 11:00 a.m. Denny Barron, Shepherdstown Fire Company
- Fire Department Audits - Discussion/Action
8. 11:15 a.m. Paul Shroyer, Director of Financial Management
- Budget Allocations 2013 - Discussion/Action
9. 11:20 a.m. Paul Shroyer, Director fo Financial Management & Bill Polk, Maintenance Director
- Discuss maintenance shop cost savings - Discussion
- Discuss new telephone system - Discussion/Action
- Discuss county space needs and set a date for a Public Hearing - Discussion/Action
10. 12:00 p.m. John Whisenant, Jefferson County Convention & Visitors Bureau
- A special presentation requesting funding for the program of work for the Jefferson County Convention and Visitors Center - Discussion/Action
11. 12:15 p.m. John Reisenweber, Director of Development Authority
- Development Authority Update - Discussion

UNFINISHED BUSINESS:

12. Approval of Standard Operating Procedures - Payment of Invoices - Discussion/Action
13. Approval of \$200,000 from the unencumbered fund from the past fiscal year be placed in a Capital Building account (DM) - Discussion/Action
14. Decision on hiring of County Commission Civil Counsel - Discussion/Action
15. If applicable, filling of Civil Counsel position, Possible Executive Session §6-9A-4 - Discussion/Action

NEW BUSINESS:

16. Decision to cancel the Commission meeting scheduled on Thursday, August 23, 2012 which is during the week of the Jefferson County Fair - Discussion/Action
17. Request from South Jefferson Public Library for \$10,000 in additional funding - Discussion/Action
18. Approval of the Bonus Policy - Discussion/Action
19. Approval to hire a new Deputy Sheriff - Discussion/Action

20. Reallocation of \$200,000 of unexpected revenue to the following: Designate \$50,000 for Animal Welfare Society to support their construction program & earmark \$70,000 for the water quality monitoring (LW) - Discussion/Action
21. Approval of 2012-2013 Events Schedule for Jefferson County Employees - Discussion/Action
22. Approval of the Grant Policy - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

23. **ADJOURN**

CORRESPONDENCE:

Notice of Public Hearing on Thursday, August 9, 2012 at 1:30 p.m. for public input for the Proposed Amendments to the Bonding Policy - Tolling of Bonding Provisions.

June 2012 Impact Fee Status Report received from the Office of Impact Fees.

Memorandum received from the Office of Impact fees concerning the transfer of funds to the Sheriff's Fire & EMS Impact Fee Account.

Memorandum received from the Office of Impact fees concerning the transfer of funds to the Sheriff's Law Enforcement Impact Fee Account.

Memorandum received from the Office of Impact fees concerning the transfer of funds to the Sheriff's Parks and Recreation Impact Fee Account.

Jefferson County 4-H Report for July & August 2012 received from the West Virginia University Extension Service.

News article received from the West Virginia Association of Counties concerning 2 months to spend \$1.8M.

Letter received from Governor Earl Ray Tomblin concerning the June 29th, 2012 storm.

Letter received from Francine Yotsko of ISO concerning the recent Protection Classification survey.

Letter received from Cathy Vance concerning the Potomac River and the Pack Horse Ford area.

Letter received from Governor Earl Ray Tomblin to Barbara Miller concerning the June 29th, 2012 storm.

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, July 19, 2012

A meeting of the Jefferson County Commission was held on Thursday, July 19, 2012 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Dale Manuel, Lyn Widmyer, Frances Morgan and Walt Pellish. Also present were Debbie Keyser, Interim County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the July 19, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

Following the Pledge of Allegiance Commissioner Noland asked for a moment of silence to remember Ed Burns and his excellent service and devotion to Jefferson County.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Minutes of the July 12, 2012 regular meeting as amended. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve amended Purchase Orders in the amount of \$163,458.47 being P. O. Nos. 51157, 51158, 49981, 49932, 49938, 51131, 19883, 49885, 49887, 49935, 49936, 49710, 52027, 49777, 49927, 49929, 49779, 49930, 49933, 49934, 49633, 49634, 49637, 49638, 50916, 50917, 50919, 50920, 50921, 50922, 49917, 49928 and 53147. (Purchase order 49937 was held for more information). Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable in the amount of \$341,459.85 for July 19, 2012. Motion seconded by Mr. Pellish and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
067737	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,107.70	\$ 4,107.70
067738	425	COMCAST		\$ -	\$ 346.96	\$ 346.96
067739	424	AT&T/IL		\$ -	\$ 0.52	\$ 0.52
067740	425	ABH SERVICES, INC.	49921	\$ 1,725.00	\$ -	\$ 1,725.00
067741	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,978.38	\$ 1,978.38

067742	425	B-K OFFICE SUPPLY INC	49768	\$ 169.00	\$ -	\$ 169.00
067742	425	B-K OFFICE SUPPLY INC	49922	\$ 1,312.00	\$ -	\$ 1,312.00
067743	424	BOLAND SERVICES	52829	\$ 270.00	\$ -	\$ 270.00
067743	425	BOLAND SERVICES	49772	\$ 609.50	\$ -	\$ 609.50
067743	425	BOLAND SERVICES	51117	\$ 991.01	\$ -	\$ 991.01
067744	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
067745	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
067746	439	JENNIFER M. BROCKMAN		\$ -	\$ 74.37	\$ 74.37
067746	439	JENNIFER M. BROCKMAN		\$ -	\$ 239.21	\$ 239.21
067747	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
067748	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
067749	440	CHOICE STAFFING, INC.		\$ -	\$ 688.50	\$ 688.50
067750	PAYROLL	COLONIAL LIFE		\$ -	\$ 1,070.52	\$ 1,070.52
067751	439	CLERK OF SUPREME COURT		\$ -	\$ 200.00	\$ 200.00
067752	424	DAYCON	49776	\$ 1,973.10	\$ -	\$ 1,973.10
067752	425	DAYCON	49774	\$ 1,580.24	\$ -	\$ 1,580.24
067753	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 46.80	\$ 46.80
067754	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
067755	424	DONALD B. RICE TIRE CO.	49775	\$ 459.25	\$ -	\$ 459.25
067756	717	FLEETPRIDE	49939	\$ 22.38	\$ -	\$ 22.38
067757	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 17,187.22	\$ 17,187.22
067758	425	GRAINGER, INC	49766	\$ 599.40	\$ -	\$ 599.40
067759	406	GLOBAL SCIENCE & TECH	49845	\$ 250.00	\$ -	\$ 250.00
067760	716	HILLSIDE VETERINARY HOSP	51159	\$ 29.85	\$ -	\$ 29.85
067761	412	MICHAEL HARMAN		\$ -	\$ 153.79	\$ 153.79
067762	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,110.00	\$ 1,110.00
067763	428	IBM CORPORATION		\$ -	\$ 1,407.00	\$ 1,407.00
067764	701	JEFF CO DEPUTY SHERIFF'S		\$ -	\$ 82.58	\$ 82.58
067765	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,978.38	\$ 1,978.38
067766	700	JEFFERSON PUBLISH CO INC	50918	\$ 32.10	\$ -	\$ 32.10
067767	425	JEFFERSON COUNTY SOLID	53045	\$ 27.20	\$ -	\$ 27.20
067768	712	JEFFERSON CO FAIR ASSOC	48181	\$ 225.00	\$ -	\$ 225.00
067769	425	JEFFERSON UTILITIES INC		\$ -	\$ 499.76	\$ 499.76
067770	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
067770	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,260.48	\$ 4,260.48
067771	424	JERRY'S FORD/LINCOLN/MER	49769	\$ 108.02	\$ -	\$ 108.02
067772	712	LANGUAGE LINE SERVICES		\$ -	\$ 107.27	\$ 107.27
067773	402	MATTHEW BENDER & CO	49709	\$ 224.32	\$ -	\$ 224.32
067773	403	MATTHEW BENDER & CO	49882	\$ 694.89	\$ -	\$ 694.89
067773	406	MATTHEW BENDER & CO	49844	\$ 125.78	\$ -	\$ 125.78
067774	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 782.56	\$ 782.56

067775	425	HOME DEPOT CREDIT SERVIC		\$ -	\$ 26.65	\$ 26.65
067776	711	BARBARA J. MILLER		\$ -	\$ 98.98	\$ 98.98
067777	PAYROLL	JENNIFER S. MAGHAN		\$ -	\$ 25.52	\$ 25.52
067778	439	MANPOWER	49949	\$ 534.12	\$ -	\$ 534.12
067779	439	MANPOWER	50720	\$ 443.12	\$ -	\$ 443.12
067780	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
067781	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
067782	712	NAEMD	50990	\$ 195.00	\$ -	\$ 195.00
067782	712	NAEMD	50991	\$ 80.00	\$ -	\$ 80.00
067783	405	OGLEBAY	50743	\$ 3,760.00	\$ -	\$ 3,760.00
067784	ALLOC	JEFF CO PARKS &		\$ -	\$ 20,722.95	\$ 20,722.95
067785	ALLOC	JEFF CO PARKS &		\$ -	\$ 55,510.15	\$ 55,510.15
067786	402	PIFER OFFICE SUPPLY, INC	49706	\$ 63.00	\$ -	\$ 63.00
067786	402	PIFER OFFICE SUPPLY, INC	49712	\$ 29.88	\$ -	\$ 29.88
067786	406	PIFER OFFICE SUPPLY, INC	49843	\$ 325.26	\$ -	\$ 325.26
067787	712	JEFFREY POLCZYNSKI		\$ -	\$ 35.65	\$ 35.65
067788	425	POTOMAC EDISON		\$ -	\$ 2,294.32	\$ 2,294.32
067789	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,438.00	\$ 6,438.00
067790	401	RICOH USA, INC./GA		\$ -	\$ 158.45	\$ 158.45
067790	403	RICOH USA, INC./GA		\$ -	\$ 316.84	\$ 316.84
067790	404	RICOH USA, INC./GA		\$ -	\$ 158.42	\$ 158.42
067790	405	RICOH USA, INC./GA		\$ -	\$ 316.84	\$ 316.84
067790	406	RICOH USA, INC./GA		\$ -	\$ 158.42	\$ 158.42
067790	425	RICOH USA, INC./GA		\$ -	\$ 158.42	\$ 158.42
067790	433	RICOH USA, INC./GA		\$ -	\$ 158.42	\$ 158.42
067790	440	RICOH USA, INC./GA		\$ -	\$ 158.42	\$ 158.42
067790	700	RICOH USA, INC./GA		\$ -	\$ 475.26	\$ 475.26
067790	712	RICOH USA, INC./GA		\$ -	\$ 158.42	\$ 158.42
067791	405	STAPLES CREDIT PLAN	49631	\$ 143.93	\$ -	\$ 143.93
067792	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 36,053.83	\$ 36,053.83
067792	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 85.26	\$ 85.26
067792	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,053.50	\$ 10,053.50
067792	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
067793	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.84	\$ 118.84
067793	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,669.78	\$ 41,669.78
067794	711	SOFTWARE COMPUTER GROUP	53192	\$ 150.00	\$ -	\$ 150.00
067795	401	FRANCIS M. SCHIAVONE		\$ -	\$ 17,185.00	\$ 17,185.00
067796	425	SOUTHERN REFRIGERATION	49761	\$ 102.16	\$ -	\$ 102.16
067797	717	THOMASSEN FORD MERCURY	49923	\$ 102.92	\$ -	\$ 102.92
067798	424	CAPITAL TRISTATE	49721	\$ 1,443.39	\$ -	\$ 1,443.39

067798	425	CAPITAL TRISTATE	49721	\$ 1,635.82	\$ -	\$ 1,635.82
067798	425	CAPITAL TRISTATE	49744	\$ 1,403.72	\$ -	\$ 1,403.72
067799	424	UNITED BANKCARD CENTER	51049	\$ 103.42	\$ -	\$ 103.42
067799	401	UNITED BANKCARD CENTER		\$ -	\$ 524.20	\$ 524.20
067799	401	UNITED BANKCARD CENTER		\$ -	\$ 561.00	\$ 561.00
067799	402	UNITED BANKCARD CENTER		\$ -	\$ 81.49	\$ 81.49
067799	402	UNITED BANKCARD CENTER		\$ -	\$ 359.84	\$ 359.84
067799	402	UNITED BANKCARD CENTER		\$ -	\$ 851.40	\$ 851.40
067799	403	UNITED BANKCARD CENTER		\$ -	\$ 227.23	\$ 227.23
067799	412	UNITED BANKCARD CENTER		\$ -	\$ 439.54	\$ 439.54
067799	415	UNITED BANKCARD CENTER		\$ -	\$ 76.15	\$ 76.15
067799	424	UNITED BANKCARD CENTER		\$ -	\$ 207.60	\$ 207.60
067799	424	UNITED BANKCARD CENTER		\$ -	\$ 5.27	\$ 5.27
067799	424	UNITED BANKCARD CENTER		\$ -	\$ 98.09	\$ 98.09
067799	424	UNITED BANKCARD CENTER		\$ -	\$ 23,102.45	\$ 23,102.45
067799	425	UNITED BANKCARD CENTER		\$ -	\$ 193.09	\$ 193.09
067799	425	UNITED BANKCARD CENTER		\$ -	\$ 19.03	\$ 19.03
067799	425	UNITED BANKCARD CENTER		\$ -	\$ 372.78	\$ 372.78
067799	425	UNITED BANKCARD CENTER		\$ -	\$ 86.40	\$ 86.40
067799	428	UNITED BANKCARD CENTER		\$ -	\$ 345.32	\$ 345.32
067799	440	UNITED BANKCARD CENTER		\$ -	\$ 595.00	\$ 595.00
067799	440	UNITED BANKCARD CENTER		\$ -	\$ 325.27	\$ 325.27
067799	440	UNITED BANKCARD CENTER		\$ -	\$ 178.20	\$ 178.20
067799	700	UNITED BANKCARD CENTER		\$ -	\$ 278.40	\$ 278.40
067799	711	UNITED BANKCARD CENTER		\$ -	\$ 250.00	\$ 250.00
067799	711	UNITED BANKCARD CENTER		\$ -	\$ 462.36	\$ 462.36
067799	711	UNITED BANKCARD CENTER		\$ -	\$ 70.64	\$ 70.64
067799	712	UNITED BANKCARD CENTER		\$ -	\$ 83.40	\$ 83.40
067799	712	UNITED BANKCARD CENTER		\$ -	\$ 3,480.77	\$ 3,480.77
067799	712	UNITED BANKCARD CENTER		\$ -	\$ 121.30	\$ 121.30
067799	717	UNITED BANKCARD CENTER		\$ -	\$ 220.00	\$ 220.00
067799	717	UNITED BANKCARD CENTER		\$ -	\$ 901.75	\$ 901.75
067800	425	VALLEY HARDWARE COMPANY	49778	\$ 32.03	\$ -	\$ 32.03
067801	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 24,729.71	\$ 24,729.71
067802	406	ASSOC OF WV ASSESSORS	49846	\$ 75.00	\$ -	\$ 75.00
067803	415	WV STATE AUDITOR**		\$ -	\$ 10,145.00	\$ 10,145.00
067804	405	WV STATE BAR	49630	\$ 2,250.00	\$ -	\$ 2,250.00
067805	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 133.20	\$ 133.20
067806	PAYROLL	WV BUREAU OF EMPLOYMENT		\$ -	\$ 15,880.69	\$ 15,880.69
067807	424	WINCHESTER AUTO GLASS	49770	\$ 267.93	\$ -	\$ 267.93

067808	439	XEROX CORPORATION	49948	\$ 400.01	\$ -	\$ 400.01
067808	439	XEROX CORPORATION	52941	\$ 332.19	\$ -	\$ 332.19
TOTAL						\$ 341,459.85
TOTAL				\$ 25,300.94	\$ 316,158.91	\$ 341,459.85

PUBLIC COMMENT:

Kathy Knight commented on Agenda Item No. 14, the request by Gene Capriotti to rezone his property on the Rt. 340 corridor to Residential/Light Industrial/Commercial.

Robin Huyst Thomas commented on the Dominion Power upgrade. She would like a public hearing on the work to be done as she feels there are many factors that need to be considered.

Jane Turner, Vice President of the Animal Welfare Society, informed the Commission that this year is their 60th anniversary of serving the community. They are attempting to upgrade and make renovations on the building and are trying to raise money through grants and other methods. They anticipate the total cost for the renovations will be approximately \$250,000. She stated they would welcome help from anywhere.

Meredith Waite, Shepherdstown 250 Chairperson, informed the Commission this year as part of their celebration they are sponsoring an "Antietam Remembrance Walk" on September 16, 2012 at 5:30 p.m. Ms. Waite requested that the Commission fund \$3,500 to help with costs.

David Tabb reiterated his comments from last week's meeting regarding the recent storm, the damage and the emergency assistance. He would still like the Commission to prepare a list of what the County is responsible for doing in an emergency and what the citizens are expected to do.

PRESENTATIONS:

- 1. Jim Cummins of the Jefferson County Public Service District** provided an update on the wastewater treatment plant, the need for upgrading of pipes and the day-to-day operations of the facility. He reported that the JCPSD is working on a long-range plan to address these and future issues.
- 2. Angela Banks, Assessor** presented the following for approval:

NOTICE OF APPORTIONMENT OF JOINTLY OWNER MOTOR VEHICLES

Upon presentation by Angela Banks, Assessor, motion by Ms. Morgan, seconded by Mr. Manuel, to approve the Notice of Apportionment of Jointly Owned Motor Vehicles filed by a certified copy of a final divorce order entered under provisions of section fifteen, article two, chapter forty-eight of the West Virginia Code, in the amount of \$94.74 for the following:

NAME	HUSBAND/WIFE	ASSESSED VALUE	TAXES DUE
Gilbert P. Smallwood, Jr.	Husband	\$ 800.00	\$ 18.49
Juanita Smallwood	Wife	\$ 2,100.00	\$ 48.53
Juanita Smallwood	Wife	\$ 1,200.00	\$ 27.72
TOTAL TAXES DUE:			\$ 94.74

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Walter and Christine Perun in the amount of \$10.40. Motion by Ms. Widmyer to approve the exoneration of \$10.40 for Ticket No. 13614. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
Walter & Christine Perun	Harpers Ferry	Real Estate	13614	\$10.40

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Douglas & Monica Borella in the amount of \$83.19. Motion by Ms. Morgan to approve the exoneration of \$83.19 for Douglas & Monica Borella for Ticket No. 314715. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
Douglas & Monica Borella	Shepherdstown	Personal Property	314715	\$83.19

3. **Keryn Newman, representing citizen Sharon Wilson**, who was not able to appear at this meeting, voiced Ms. Wilson's concerns regarding the Dominion Power upgrade as follows:

- Access roads coming off of county roads.
- Blocking access to development with heavy equipment.
- Notification to the public when there sre going to be road closures.
- Correction of damage done to farmlands and roads by Dominion.
- The use of helicopters.

Ms. Newman also expressed her concerns regarding the possibility of towers falling on houses and the lack of information provided to Stop PATH. She stated that the citizens should be better informed.

Each of the Commissioners received a letter from Robert Orndorff, Managing Director of Dominion Power, containing a schedule of work to be done. Mr. Pellish suggested that the Commission send a letter back to Mr. Orndorff and attach a copy of the list of issues and concerns of Ms. Wilson and Ms. Newman and make a formal request that Dominion Power respond with answers and explanations. The Commission approved Mr. Pellish's suggestion by general consensus.

4. **The Commissioners took a short break at 10:37 a.m.**

The Commissioners reconvened the meeting at 10:43 a.m.

5. **Roger Goodwin, Chief Engineer requested that the Commission approve a complete release of the construction bond security for Cambridge, LLC – Cambridge Manufactured Home Development, Section 4, Phase 3, Lots D124 (File #07-25) - Letter of Credit #S140282 with the Columbia Bank, Columbia, Maryland.**

Motion by Mr. Manuel to approve the complete release of the construction bond security for Cambridge, LLC – Cambridge Manufactured Home Development, Section 4, Phase 3, Lots D124 (File #07-25) - Letter of Credit #S140282 with the Columbia Bank, Columbia, Maryland. Motion seconded by Mr. Pellish and unanimously approved.

Request by Mr. Goodwin that the Commission accept the Region 9 Planning & Development Council to perform the scope of work (as outlined in the Chesapeake Bay Regulatory & Accountability Grant Funds application) to write a stormwater management ordinance to meet the pollution reduction requirements of the Chesapeake Bay Initiative. Mr. Goodwin stated that, after the last discussion, he has advertised for proposals to perform the scope of work as outlined in the Chesapeake Bay Regulatory & Accountability Grant Fund application, to write a stormwater management ordinance to meet the pollution reduction requirements of the Chesapeake Bay Initiative.

It was suggested by the Commission that Region 9 choose the company to perform the scope of work and handle the administrative work as well. The Commission directed Mr. Goodwin to contact Region 9 and determine if they would be willing to do this and come back to the Commission with an answer.

6. **Ronald Fletcher, President of the Jefferson County Fire and Rescue Association explained** that the Association was against obtaining yearly audits of their monies unless it was funded by the Jefferson County Commission. He stated that the audits were very costly and other financial forms were filed each year that would serve the same purpose. Members of other fire companies echoed Mr. Fletcher's comments.

With regard to staffing and funding of the fire companies Mr. Fletcher offered several scenarios describing how the fire companies themselves could distribute the monies.

The Commission and Mr. Fletcher agreed to resolve the issues quickly.

7. **Stephanie Grove, Assistant Prosecuting Attorney,** informed the Commission of the statutory requirements for membership on the Board of the Eastern Regional Airport Authority.

Ms. Grove, speaking for Steve Groh, Assistant Prosecuting Attorney handling the Faraway Farms matter, provided an update stating that a Summary Judgment was filed and signed by the judge before a hearing was held. Mr. Groh is working on having the Summary Judgment dismissed.

8. **Paul Shroyer, Director of Financial Management:**

- **With regard to Budget Revisions Nos. 1044 through 1047** motion by Ms. Widmyer to ratify previously approved budget revisions Nos. 1044 through 1047. Motion seconded by Mr. Manuel and unanimously approved.
- **With regard to two Journal Voucher adjustments** motion by Ms. Widmyer to ratify two previously approved Journal Voucher adjustments. Motion seconded by Mr. Manuel and unanimously approved.
- **With regard to the drafts of the Standard Operating Procedures and Payment of Vouchers policies** the Commission directed Mr. Shroyer to combine the two making one policy and have staff place his request for approval on next week's agenda.
- **With regard to Budget Revision No. 1 (Issue #1)** motion by Mr. Manuel to ratify the previously approved Budget Revision No. 1 (Issue #1). Motion seconded by Ms. Morgan and unanimously approved.
- **Brief discussion regarding the Capital Outlay Fund.**

NEW BUSINESS

9. **Request for approval of Grant Contract, Resolution and Letter of Agreement for the African American Community Association Grant in the amount of \$8,000 for Fisherman's Hall.**

Motion by Mr. Manuel to approve the Grant Contract, Resolution and Letter of Agreement for the African American Community Association Grant in the amount of \$8,000 for Fisherman's Hall. Motion seconded by Mr. Pellish and unanimously approved.

RESOLUTION

The County Commission of Jefferson County, met on July 19th, 2012 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the African American Community Association to continue restoration of the historic Fisherman's Hall with funds made available through the Governor's Community Participation Grant program in the amount of \$8,000.

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

Signed:

COUNTY CLERK

11LEDA0132

10. Request for approval of Grant Contract, Resolution and Letter of Agreement for the African American Community Association Grant in the amount of \$16,400 for Fisherman's Hall.

Motion by Ms. Moran to approve the Grant Contract, Resolution and Letter of Agreement for the African American Community Association Grant in the amount of \$16,400 for Fisherman's Hall. Motion seconded by Mr. Manuel and unanimously approved.

RESOLUTION

The County Commission of Jefferson County, met on June 19th, 2012 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the African American Community Association to continue restoration of the historic Fisherman's Hall with funds made available through the Governor's Community Participation Grant program in the amount of \$16,400.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on

its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor's Community Participation Grant Program.

Signed:
COUNTY CLERK

11LEDA0499

- 11. Request to reallocate the money (\$102,953.68) in the Cement Mill purchase account to either a) the Shepherdstown Regional Library capital campaign fund, b) the Animal Welfare Society for needed renovations, or c) a portion to each.**

Motion by Mr. Manuel to authorize the \$102,953.68 to be divided equally between the Shepherdstown Regional Library Capital Campaign Fund, the Jefferson County Animal Welfare Society and the Jefferson County Parks and Recreation Commission. Motion seconded by Mr. Pellish but vote failed 3 to 2, with Ms. Widmyer and Ms. Morgan voting against. (Vote had to be unanimous).

**The Commission took a break at 12:52 p.m.
The Commission reconvened the meeting at 1:00 p.m.**

(Commissioner Morgan left the meeting at this time).

- 14. Decision on Zoning Map Amendment (Rezoning) for property designated as Tax District: Harpers Ferry, Map 9-2, Parcel: 58. Seth Rivard, Planner, Planning and Zoning Department was in attendance to answer questions or provide information. (This item taken out of order due to the schedule of one of the parties involved). This item was presented several weeks ago and is now ready for a decision.**

Annette Van Hilst briefly summarized the reason for the rezoning request.

Motion by Mr. Pellish to approve the rezoning request believed to be in conformance with the comprehensive plan and, as noted, was unanimously passed by the Planning Commission. Motion seconded by Mr. Manuel.

Ms. Widmyer made an amended motion stating she would approve the motion if several conditions were added to the original motion. "Approval of the rezoning of the Capriotti parcel would be subject to the following conditions:

- 1) At time of subdivision applicant will submit a traffic study prepared by a professional traffic engineer using the WV DOT Traffic Engineering Directive 1062 and the developer will provide all needed traffic improvements that are not planned by DOT.
- 2) At time of subdivision applicant will demonstrate layout, massing, landscaping and signage, will support and enhance the heritage and cultural tourism market and be compatible with the Harpers Ferry National Historical Park.
- 3) The easement used as access to residential properties will remain and a minimum landscape buffer of 100' will be provided to create a suitable transition from non-residential uses that are being proposed."

There was no second to Ms. Widmyer's amendment and the amended motion died.

A vote was taken on the original motion and the motion passed 3 to 1 with Ms. Widmyer voting against.

12.,13. Mr. Manuel moved to postpone any discussion or action on Items 12 and 13 until such time as a full body can be present. Ms. Noland seconded the motion and it was unanimously approved.

Ms. Widmyer asked if Item #13 could be divided into two items: 1) hiring of County Commission Council and 2) the Executive Session regarding the hiring of counsel.

The Commissioners unanimously agreed that it could be divided into two items and the items would be placed on next week's agenda.

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY REPORTS

A report was submitted by the Jefferson County Historic Landmarks Commission.

COUNTY ADMINISTRATOR REPORTS

Debbie Keyser, Interim County Administrator:

- Prepared an Events Schedule and requested that the Commission review the proposed Schedule and give her their comments.
- Reported that some members of the Executive Monkey Mafia Wellness Team would be participating in the 5K and obstacle Mud Run this weekend.

COUNTY COMMISSIONER REPORTS

Commissioner Widmyer:

- Ms. Widmyer stated that the Commission has received approximately thirty-five (35) applications for the Administrator position and inquired as to when the Commissioners might review them. Ms. Noland answered that the Commissioners should view the applications at the Hunter House within the next two weeks.
- Attended a Water Advisory Commission meeting.

Commissioner Manuel:

- Met with Convention Visitors Bureau representatives.
- Attended a Jefferson County Emergency Services Agency meeting.
- Attended the Governor's debriefing regarding the storm event.
- Attended a 911 Emergency Services meeting.
- Attended a Parks and Recreation Commission meeting.

Commissioner Pellish:

- Attended a Jefferson County Development Authority meeting.
- Mr. Pellish stated that he was very bothered by negative comments regarding emergency personnel.
- Mr. Pellish reminded Ms. Keyser about a "Get to Know Your Commissioners" Day. Ms. Keyser responded that she has been working on this project, but thought it would be better to schedule it in the Fall, possibly September, when the children are back to school and summer vacations are over. The Commissioners agreed.

Commissioner Noland:

- Attended a 4-day annual NACO meeting and will submit a written report to the Commission.
- Attended the CVB monthly meeting.
- Attended a Jefferson County Council on Aging meeting.

There being no further business, motion by Mr. Pellish to adjourn the meeting. Motion seconded by Ms. Widmyer and unanimously approved. Upon rising at 2:00 p.m. the meeting was adjourned until Thursday, July 26, 2012 at 9:30 a.m.

PATRICIA A. NOLAND

PURCHASE ORDERS TO BE APPROVED

July 26, 2012

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
CENTRAL GARAGE	49920	\$ 720.34	Amerigas	Propane for Blue Ridge radio tower
	49937	\$ 3,413.55	Jerry's Ford Lincoln Mercury	Transmission for s01772
EMERGENCY COMMUNICATION	49780	\$ 1,560.00	Computer Projects of IL, Inc	Annual open fox messenger license
	49782	\$ 400.00	Psychological Health Assoc	Pre-employment eval
	50992	\$ 198.00	Priority Dispatch	Advance EMD Training
OTHER BUILDINGS	49940	\$ 701.98	Daycon	Cleaning supplies Parks Rec
	49941	\$ 1,116.00	BK Office	Conference room chairs
PLANNING	49950	\$ 256.00	Fred Pryor Seminars	2 day Seminar
	49951	\$ 443.12	Manpower	temp
	49952	\$ 6,000.00	Xerox Capital Services, LLC	Annual Copy cost
PROSECUTING ATTORNEY	49635	\$ 33,300.00	West Payment Center	Annual Billing
	49634	\$ 2,975.00	Don B. Austreih, MD	Expert witness fee
VARIOUS	49943	\$ 912.10	RCS Security	Labor Security supplies
ZONING	50719	\$ 212.02	Jefferson Publishing Co.	Ads for Public Hearings
GRAND TOTAL		\$ 52,208.11	Printed at 11:25 a.m. on 7/23/12	

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: **Angle Banks** _____

Department or Entity: **Assessor** _____

Estimation of amount of time needed for appointment: **5 minutes** _____

Date Requested – 1st Choice: _____

Date Requested – 2nd Choice: _____

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

Subject: **Exonerations**

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

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

Attachments:

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

Name: Martin Burke, Chair

Department or Entity: Historic Landmarks Commission

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: 7/26/12

Date Requested – 2nd Choice: _____

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

Subject: **Request waiver of Planning Department Merger Parcel Fees, \$200**

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:



July 17, 2012

Jefferson County Commission
P.O. Box 250
124 E. Washington Street
Charles Town, WV 25414

RECEIVED
JUL 17 2012
Jefferson County Commission

RE: Waiver of Planning Department Merger Parcel Fees, \$200.00.

The Jefferson County Historic Landmarks Commission (JCHLC) requests the Jefferson County Commission waive the processing fees charged with submission of merger parcel applications.

In December 2011 the JCHLC purchased the Cement Mill property on the Potomac River. Since that time the Landmarks Commission has contracted to survey the property and negotiated with adjacent landowners to settle disputed property lines. The negotiations resulted in creation of two small merger parcels that adjust boundaries to everyone's satisfaction. When the merger parcel deeds and plats were submitted to the Planning Department, the JCHLC was charged the standard processing fee, which we request, be waived.

If there are any questions please contact me.

Respectively Submitted,

A handwritten signature in black ink, appearing to read 'Martin Burke'. The signature is written in a cursive style with a long, sweeping underline.

Martin Burke
Chair
Jefferson County Historic Landmarks Commission

<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: Fred Collins

Department or Entity: Blue Ridge Fire Co

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1st Choice: 7/26/12

Date Requested – 2nd Choice: _____

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

Subject: **Discuss Blue Ridge Fire Company audit and other matters**

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:

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Barbara Miller

Department or Entity: Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: July 26, 2012

Date Requested – 2nd Choice: _____

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

Subject:

Personnel Requisition Form to request to fill vacant position in our department

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

Request to fill vacant position in our department for an Administrative Assistant/Public Information Officer/Volunteer Coordinator

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

I move to approve the Personnel Requisition Form as submitted by Director Miller to fill the position of JCHSEM Administrative Assistant/Public Information Officer/Volunteer Coordinator

Attachments:

Copy of Personnel Requisition and Job Description

JEFFERSON COUNTY

Personnel Requisition

Department Name HomeLand Security and Emergency Management Date 07/12/12 Date Needed ASAP

Job Title Administrative Assistant/Public Information Officer/Volunteer Coordinator Salary 35,152.00 Criminal History Check Yes No

Suggested Recruitment Source(s) Spirit; Journal; Linked In; Emergency Managers' List Serve

Applicants Interviewed By Director Miller and County Administrator/HR Position Reports To JCHSEM Director

Minimum Education Required High School graduate or equivalent (At least an Associates Degree is preferred)

Minimum Experience Required Three to five years experience. Must reside in Jefferson County or the adjoining area.

Must successfully complete annual training/certification requirements and NIMS requirements.

Must successfully pass a criminal background check. A valid drivers license is required for this position.

Job Duties See attached Job Description.

Budget Information

Addition Replacement Explain or For Whom Jennifer Maggio

Position Budgeted Yes No Proposed Salary \$35,152 Date of Hire _____

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

Safety/Security _____ Hours Per Week _____ Exempt position

Approvals

Elected Official Approval _____ Date _____

Department Head Approval _____ Date _____

County Commission Approval _____ Date _____

Comments _____

**Jefferson County, West Virginia
Job Description**

Position Title:	Administrative Assistant, Public Information Officer, Volunteer Coordinator	Grade Level:	III
Department	Homeland Security and Emergency Management	Date:	April 16, 2009
Reports to:	Director of Homeland Security and Emergency Management	FLSA Status	Exempt

Statement of Duties: Provides administrative support to the Director and Deputy Director, acts as public information officer, and works with the staff to coordinate activities of volunteers. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee, as a regular and continuing part of the job is not required to regularly supervise other County employees.

Confidentiality: Employee has access to client records and National ALERT systems obtained during performance of regular position responsibilities.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, endanger others, and jeopardize programs.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

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

Jefferson County, West Virginia
Job Description

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

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

Essential Functions:

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

1. Provide administrative support including answering telephones, sending out messages, taking minutes, working with the County Commission staff to put information on Homeland Security and Emergency Management website, filing, ordering office supplies, records management and making appointments.
2. Operate computer programs for data entry, research and reporting, enter data into NIMSCAST system, process reports on the ETEAM computer program, and monitor weather reports.
3. Assists with grant preparation and reporting.
4. Serve as Public Information Officer for department; prepares and distributes information on preparedness, response, and recovery phases of emergencies.
5. Build relationships with local and regional media and become familiar with ways in which they can assist during emergencies; maintains list of all local/regional media. Monitors public information of televisions, radios, newspapers and internet during a disaster that affects the local community.
6. Build relationships and help train other local agency's public information officers.
7. Familiar with Public Information Annex of the Emergency Operations Plans and be ready to enact.
8. Maintains communications equipment, keeps devices charged and ready for use at all times.

**Jefferson County, West Virginia
Job Description**

9. Operates JIS/JIC (Joint Information System or Joint Information Center) during time of disaster.
10. As Volunteer Coordinator, maintains and updates all databases, files and credential criteria records; ensures all volunteers are approved and added to the insurance, as required.
11. Works with JCOHS&EM and other agencies to identify and assign volunteers to needed areas.
12. Performs other duties as assigned by the Director or Deputy Director.
13. Must be available 24/7/365 in case of emergency, and be available for daytime, evening, and/or weekend assignments, and travel to attend meetings and conferences.

Recommended Minimum Qualifications:

Education and Experience: High School graduate or equivalent (Associate's Degree preferred) and three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Must reside in Jefferson County or the adjoining area. Must successfully complete annual training/certification requirements and NIMS requirements. Must successfully complete a background check. A valid driver's license is required for this position.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of computer databases, various software, programs, and the Internet in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

Skills: Proficient personal computer skills, volunteer coordination, writing and communication skills. Outstanding interpersonal skills and attention to detail required.

Physical and Mental Requirements

Homeland Security and Emergency Management
Administrative Assistant/Public Information Officer/Volunteer Coordinator
4/16/09

**Jefferson County, West Virginia
Job Description**

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

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

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

Visual Demands: Visual demands require the employee to constantly read documents for general understanding and for analytical purposes.

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<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: Roger Goodwin, Chief County Engineer

Department or Entity: Engineering Department

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: July 26, 2012

Date Requested – 2nd Choice: August 2, 2012

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

Subject: **Engineering Department 2013 Budget**

Please provide the County Commission with a description of your request or presentation, including any background information: **Requesting funding for the "Part-time/Extra Help" budget line item in the amount of \$25,000 to hire part-time help during a period of a staffing shortfall in the Engineering Department. Part-time help is needed to maintain service for walk-in customers and to process building permit applications, schedule inspections and perform building inspections, etc.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **To authorize additional funding in the amount of \$25,000 for part-time/extra help in the Engineering Department.**

Attachments: **None.**

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<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: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: July 26, 2012

Date Requested – 2nd Choice: _____

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

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of the Construction Bond security for Dan Ryan Builders – Gap View Village, Lots 1-26 (File #98-20) – Letter of Credit #3021586 with Bank of America, Rockville, Maryland.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of the remaining \$65,649.00 from Letter of Credit #3021586 surety for the construction bond agreement for Dan Ryan Builders – Gap View Village, Lots 1-26 (File #98-20).

Attachments: Bond Release Letter
Bond Release Report
Site Map

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

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

Email: engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 06 / 23 / 12 J.C.P.C. File No. 98 - 20

Consultant/Engineer/Firm Name: DEWBERRY

Mailing Address: 1503 EDWARDS LANDING ROAD SUITE 200

City: LEESBURG State: VA Zip: 20176

Contact Person: LISA McCauley Phone: 703-771-8007

Project/Subdivision Name: GAP VIEW

Section/Phase: PHASE I Lots: _____

Review Comments:

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

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

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

Bonding Policy & Unit Cost Figures attached for your use.

Comments: RECOMMEND RELEASE OF BOND

Approved for:
BOND RELEASE
By: [Signature] Date: 07/18/12
County Engineer **Date**

Original Bond Amt. \$ 642,834 + 15% Cont. \$ 96,425 = Total Original Bond Amt. \$ 739,259

Total Current Bond Amount \$ 65,649.00

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

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: JOSEPH W. KEAT Title: L.O.I.

Signature: [Signature] Date: 07 / 18 / 2012



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

July 26, 2012

Ms. Beth Nalyvayko, Senior Vice President
Bank of America
1101 Wootton Parkway
Rockville, Maryland 20852-1059
MD99780302

RE: Irrevocable Letter of Credit #3021586 dated June 28, 2011 Construction Bond Surety for Dan Ryan Builders – Gap View Village (PCFile #98-20).

Dear Ms. Nalyvayko:

The Jefferson County Commission authorizes a complete release of the remaining \$65,649.00 construction bond amount for Dan Ryan Builders – Gap View Village Subdivision (PCFile #98-20). This project is located on the west side of Shepherdstown Pike (Route 230) approximately 1 mile north of Halltown. The work appears to be 100%.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Irrevocable Letter of Credit, originally issued in the amount of \$739,259.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

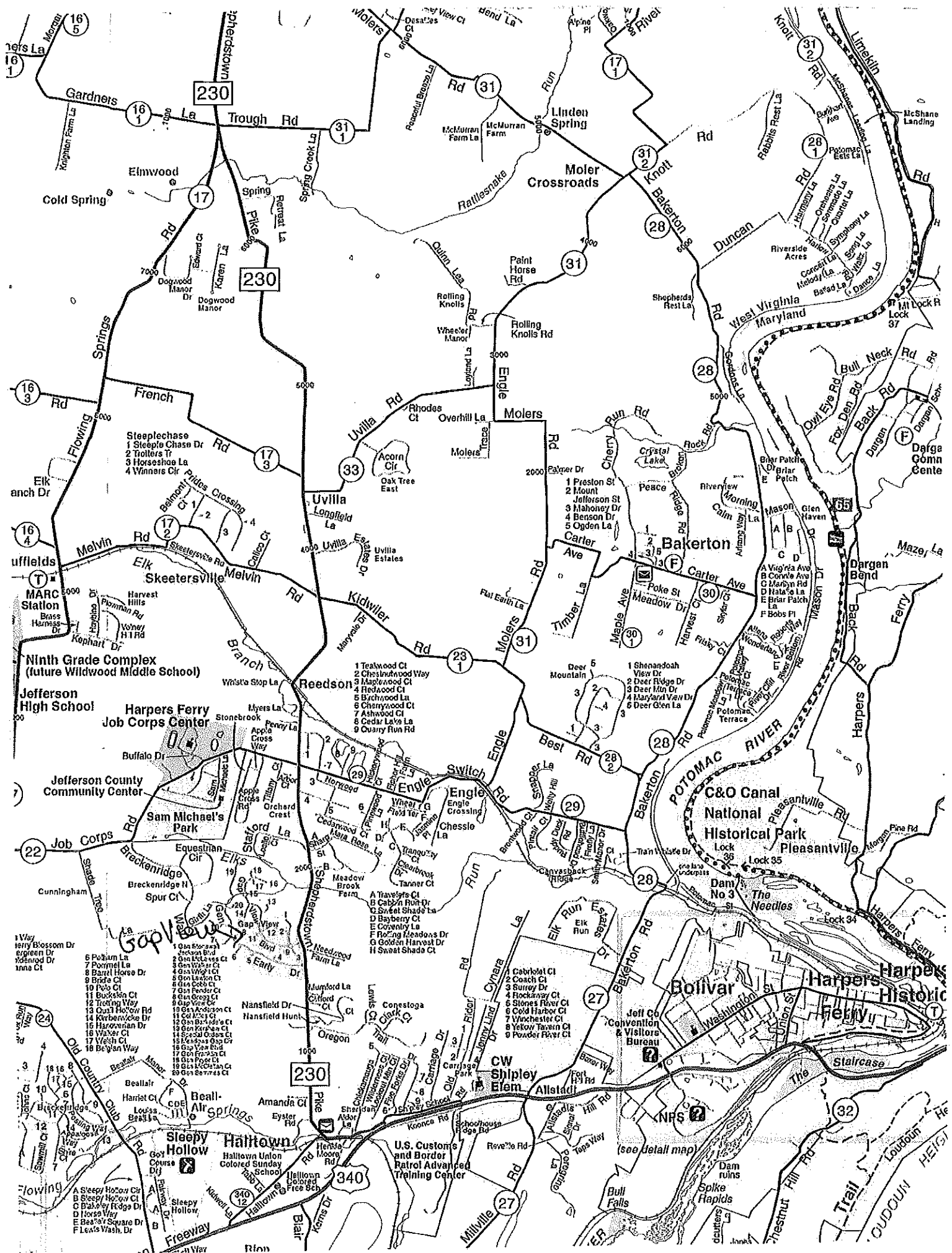
Patricia A. Noland, President
Jefferson County Commission

PAN:rfb

cc: Department of Engineering

Acting County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Stusher McDonald



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<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: Denny Barron

Department or Entity: Shepherdstown Fire Company

Estimation of amount of time needed for appointment: 5-15 min

Date Requested – 1st Choice: 7/26/12

Date Requested – 2nd Choice: _____

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

Subject: Fire Department Audits

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:

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

8

AGENDA REQUEST FORM

Name: Paul Shroyer, Director of Financial Management

Department or Entity: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: July 26, 2012

Date Requested – 2nd Choice: _____

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

Subject: **Budget Allocations FY2013**

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:

Special Allocation-2.5% of Video Lottery Revenue

For the Fiscal Year Ended June 30, 2012, Video Lottery Revenues were \$4,166,521; 2.5 percent of this revenue source will be \$104,163 and is subject to distribution by the County Commission for special request for funding made by outside entities.

Organization	Approved 2012	Requested 2013
Animal Welfare Society of Jefferson County	\$15,300	\$20,000
Arts & Humanities Alliance		\$16,000
Birthright of Jefferson County		\$1,500
Blue Ridge Mountain Watershed Coalition		\$15,000
Books for Babies		
Boy Scouts of America		
Boys & Girls Club of the Eastern Panhandle	\$5,000	\$10,000
CASA of the Eastern Panhandle, Inc.	\$2,000	\$5,000
Certified Arts Community Funding (AHA)		\$5,000
Charles Town RTCA Council	\$2,500	\$5,000
Claymont Society for Continuous Education		
Community Alternatives to Violence (CAV)	5,000	\$5,000
Contemporary (American Theater Festival, Inc.)		5,000
Craft Workers at Cool Springs		
Duffields Station Center	\$1,000	\$3,200
Eastern Panhandle Conservation District	\$4,000	\$10,000
Eastern Panhandle Free Clinic	\$16,000	\$25,000
Eastern Panhandle Transit Authority (Pan Tran)		\$24,600
For the Love of Children/Outdoor Education	\$3,000	\$5,000
Freedoms Run/Eastern Areas Health Education Center		\$5,000.00
Friends in Action of the Eastern Panhandle		
Good Shepherd Caregivers	\$15,000	\$20,000
Harpers Ferry Historical Association		\$2,500
Hospice of the Panhandle	\$10,000	\$20,000
Jefferson County Community Ministries	\$4,000	\$4,500
Kiwanis Club of Charles Town	\$1,500	
Meals on Wheels	\$5,000	\$10,000
NAACP of Jefferson County	\$2,500	\$2,500
Patriot's Path Foundation, Inc.		
Ranson Parks and Recreation		\$18,000
RC&D Potomac Headwaters	\$1,200	\$1,200.00
Safe Haven Child Advocacy Ctr./Children's Home Soc.	\$5,000	\$5,000
Shepherdstown 250	\$3,500	
Shepherdstown Area Independent Living (SAIL)		\$20,000
Shepherdstown Community Center	\$1,000	\$20,000
Shepherdstown Day Care	\$10,000	\$12,000
St. Andrews Mountain Community Ctr., LLC	\$2,500	\$2,500
United Way		
TOTAL FUNDING	\$115,000	\$298,500

Jefferson County Commission Application for Community Grants

In December, 2010, the Jefferson County Commission approved a uniform application procedure for community groups applying for funds from the county. We receive many requests from many groups asking for financial help. We hope this application process will help us distribute limited funds in a fair manner.

The current policy of the Jefferson County Commission is to allocate a percentage of video lottery funds, not to exceed 2 ½%, for community grants.

The funding request form is attached. Please note that requests for less than \$5000 may not be subject to all the requirements and these sections are noted.

Here are some general guidelines that apply to all applicants:

- All applicants will be asked to appear before the County Commission to discuss their request. Notice of this meeting will be provided in advance.
- Applicants cannot be a political or government organization or sub-organization.
- The amount of funding received from other sources, including the United Way, will be considered in the grant process.
- Applicants must be dedicated to improving the quality of life for the citizens of Jefferson County.
- All applicants must provide an audit if the funding request is for more than \$5000.

The schedule for submitting funding requests is as follows:

January 15, 2012 – Requests for FY 13 due to the County Administrator. Applications submitted after that date will be considered for supplemental funding if available at a later date.

March 28, 2012 – Draft County Budget due to the State which will include allocations for community groups.

June 30, 2012 – Final County Budget approved for FY 13

August 15, 2012 – Funds distributed to community groups in accord with the approved FY 13 budget.

Thank you for your interest in making Jefferson County a better place to live. If you have questions, please call Sandy Slusher McDonald, Deputy County Administrator at 304-728-3282 or sandy@jeffersoncountywv.org.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

9A

AGENDA REQUEST FORM

Name: Paul Shroyer, Financial Director & Bill Polk, Maintenance Director

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1st Choice: 7/26/12

Date Requested – 2nd Choice: _____

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

Subject: **Discuss maintenance shop cost savings**

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:

9B

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

AGENDA REQUEST FORM

Name: Bill Polk, Maintenance Director + Paul Shroyer

Department or Entity: _____

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: ~~July 19, 2012~~ July 26, 2012)

Date Requested – 2nd Choice: _____

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

Subject: **New Telephone System Discussion**

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:

9c

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

AGENDA REQUEST FORM

Name: Paul Shroyer, Financial Director & Bill Polk, Maintenance Director

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 30 min

Date Requested – 1st Choice: 7/26/12

Date Requested – 2nd Choice: _____

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

Subject: **Discuss county space needs and set a date for a Public Hearing**

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:

August 2012

August 2012						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 29 - Aug 4	Jul 29	30	31	Aug 1	2	3	4
Aug 5 - 11	5	6	7	8	9	10	11
Aug 12 - 18	12	13	14	15	16	17	18
				Deadline Briel Bldg			
Aug 19 - 25	19	20	21	22	23	24	25
		Jefferson County Fair Week					
Aug 26 - Sep 1	26	27	28	29	30	31	Sep 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: John Whisenant

Department or Entity: Jefferson County Convention & Vistors Bureau

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

Date Requested – 1st Choice: July 19, 2012

Date Requested – 2nd Choice: July 26, 2012

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

Subject: A special presentation requesting funding for the program of work for the Jefferson County Convention and Visitors Center.

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:



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

AGENDA REQUEST FORM

Name: John Reisenweber, Development Authority Director

Department or Entity: Development Authority

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 7/26/12

Date Requested – 2nd Choice: _____

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

Subject: Development Authority Update

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

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

Attachments:

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

Name: Paul Shroyer, Director of Financial Management

Department or Entity: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: July 19, 2012

Date Requested – 2nd Choice: _____

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

Subject: Approval of Standard Operating Procedure - Payment of Invoices

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:

Standard Operating Procedure-Payment of Invoices

Jefferson County Commission
Charles Town, West Virginia

Standard Operating Procedure-Payment of Invoice:

It shall be the Standard Operation Procedure of the Jefferson County Commission to refuse to pay any invoice submitted for payment in excess of approved budget allocations as directed by West Virginia State Code Section 11-8-26, which states in part.....a local fiscal body shall not expend money or incur obligations: In and unauthorized manner; for an unauthorized purpose; in excess of the amount allocated to the fund in the levy order; or in excess of the funds available for current expenses.

Action to be taken by Elected Officials and Department Heads:

Each elected official or department head shall insure that adequate funding is available in their budget for all invoices submitted to the bookkeeping department for payment. Insuring adequate funding is available for all invoices submitted will insure timely payment and avoid the delay of having an invoice returned awaiting a budget revision.

Action to be taken by Clerk of the County Commission:

In the event an invoice is received by the Clerk's Bookkeeping Department that would exceed current allocations if paid, the Clerk of the County Commission shall return to the elected official or department the "Unpaid" invoice with instructions that a budget revision is required before the invoice can be paid.

Budget Revisions:

Budget revision request are to be submitted to the Finance Director for processing and submission to the County Commission for approval. Budget revisions which are a reallocation of current budget funding will require one to two week for processing. Budget revision requiring additional funding from the County Commission will take two to three weeks for processing; those revisions must be approved by the State Auditor's Office in addition to the County Commission.

Jefferson County Commission Approval:

Date: _____

President of the County Commission

Revisions:

- 1 _____
- 2 _____
- 3 _____

13

<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: Dale Manuel, Commissioner

Department or Entity: County Commission

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

Date Requested – 1st Choice: 7/19/12

Date Requested – 2nd Choice: _____

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

Subject: Approval of \$200,000 from the unencumbered fund from the past fiscal year be placed in a Capital Building Account

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:

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

AGENDA REQUEST FORM

Name: Debbie Keyser, Acting Administrator

Department or Entity: Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 7/26/12

Date Requested – 2nd Choice: _____

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

Subject: Decision on hiring of County Commission Civil Counsel

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

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

Attachments:

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

Name: Debbie Keyser, Acting Administrator

Department or Entity: Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 7/26/12

Date Requested – 2nd Choice: _____

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

Subject: If applicable, filling of Civil Counsel position, Possible Executive Session §6-9A-4

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

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

Attachments:

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

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 7/26/12

Date Requested – 2nd Choice: _____

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

Subject: Decision to cancel the Commission meeting scheduled on Thursday, August 23, 2012 which is during the week of the Jefferson County Fair

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:

August 2012

August 2012						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
23	24	25	26	27	28	22
30						29

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 29 - Aug 4	Jul 29	30	31	Aug 1	2	3	4
Aug 5 - 11	5	6	7	8	9	10	11
Aug 12 - 18	12	13	14	15	16	17	18
Aug 19 - 25	19	20	21	22	23	24	25
		Jefferson County Fair Week					
Aug 26 - Sep 1	26	27	28	29	30	31	Sep 1

South Jefferson Public Library

49 Church Street
Post Office Box 17
Summit Point, West Virginia 25446
Email: jenkinsd@martin.lib.wv.us

Phone: 304-725-6227

Fax: 304-728-2586

July 12, 2012

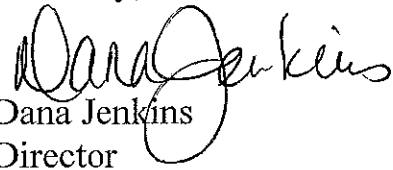
Jefferson County Commissioners
P. O. Box 250
Summit Point, WV 25414

Dear Commissioners:

The South Jefferson Public Library would like to request an additional \$10,000 for funding for fiscal year 2012-2013 and each year there after. Since the library is not a municipality we do not receive additional funding from our town like Harpers Ferry and Shepherdstown. Last fiscal year you allocated \$10,000 for this purpose and were our municipal partner. This additional funding is greatly needed for the library due to the administrative regulations from the state library commission, which require the local funding to match our grants in aid, which was increased. With the population increase we received and the increase in grants in aid we will be short our match and will lose that funding. The additional \$10,000 will keep us from losing funding.

Thank you for your support and consideration in this matter.

Sincerely,


Dana Jenkins
Director

RECEIVED

JUL 16 2012
Jefferson County Commission

18

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

AGENDA REQUEST FORM

Name: Debbie Keyser, Acting County Administrator

Department or Entity: Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 7/26/12

Date Requested – 2nd Choice: _____

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

Subject: Approval of the Bonus Policy

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:

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Bonus Payment	Approved:	
Policy Number:	306	Author:	Keyser/Shroyer
Associated:			

*** DRAFT ***

For this policy, the definition of a "Bonus Payment" shall be any payment of wages made to an employee that is in excess of wages payment due based on actual hours worked.

Article VI, Section 38 of the WV Constitution stipulates the following:

No extra compensation shall be granted or allowed to any public officer, agent, servant or contractor, after the services shall have been rendered or the contract made; nor shall any Legislature authorize the payment of any claim or part thereof, hereafter created against the state, under any agreement or contract made, without express authority of law; and all such unauthorized agreements shall be null and void, Nor shall the salary of any public officer be increased or diminished during his term of office, nor shall any such officer, or his or their sureties be released from any debt or liability due to the state; Provided, the legislature may make appropriations for expenditures hereafter incurred in suppressing insurrection, or repelling invasion.

Case laws related to this constitutional provision hold that local government employees fall within the meaning of 'public servant' and therefore subject to the provisions of this section.

For budgetary purposes, the County Commission shall consider an employee's base salary to be set by the first payroll period of July of any Fiscal Year. Any adjustment to the base salary would require the approval of the County Commission prior to any change in base pay.

In the event a bonus payment is made and verified by either the Director of Financial Management or the State Auditor, the responsible elected official or department head having authorized payment of any bonuses will be required to re-pay all bonus funds personally within 30 days. Failure to do so will result in legal action taken against the responsible as provided by State Code 11-8-30.

<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: Robert Shirley

Department or Entity: JCSO

Estimation of amount of time needed for appointment: 5min

Date Requested – 1st Choice: _____

Date Requested – 2nd Choice: _____

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

Subject:

New Hire

Please provide the County Commission with a description of your request or presentation, including any background information: The JCSO was provided a new deputy position in the new budget. I would like to fill that position with the hire of Sharon Moskowitz. She is a WV certified Police Officer and a member of the Jefferson County SWAT team. Her anticipated start date would be August 26, 2012

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I move to approve the hire of Sharon Moskowitz for the position of Deputy Sheriff.

Attachments:

Personnel Requisition Form
Letter Ref Hire

JEFFERSON COUNTY

Personnel Requisition

Department Name Sheriff's Office Date 7/18/2012 Date Needed ASAP

Job Title Deputy Salary 42,300 Criminal History Check Yes No

Suggested Recruitment Source(s) _____

Applicants Interviewed By JCSO Staff Position Reports To Sheriff

Minimum Education Required _____

Minimum Experience Required _____

Job Duties _____

Budget Information

Addition Replacement Explain or For Whom _____

Position Budgeted Yes No Proposed Salary 42,300 Date of Hire 8/26/2012 ^{Approx}

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

Safety/Security _____ Hours Per Week 40

Approvals

Elected Official Approval [Signature] Date 7/18/12

Department Head Approval _____ Date _____

County Commission Approval _____ Date _____

Comments _____



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

July 18, 2012

Jefferson County Commission
124 East Washington St
Charles Town WV 25414

Re: New Hire

Dear Commissioners:

With the new budget, you granted me a new Deputy position as of July 1, 2012. Having completed the pre-employment process for numerous applicants, I have made a decision on who I would like to fill that position.

I extended a Conditional Offer of Employment to Sharon A. Moskowitz for this vacant, budgeted position. Miss Moskowitz is a resident of Shepherdstown, a certified WV Police Officer currently working at another law enforcement department within the county and is a member of the Jefferson County SWAT team. She has successfully passed the written examination, polygraph, background and interview process and the Civil Service Commission has certified that she is eligible for hire.

If you approve her hire, I anticipate her start date as being on or about August 26, 2012.

I thank you for affording me with this new position and look forward to your favorable consideration.

Sincerely,

Robert E. Shirley
Sheriff and Treasurer
Jefferson County

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

Name: Lyn Widmyer

Department or Entity: Commissioner

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 7/26/12

Date Requested – 2nd Choice: _____

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

Subject: Reallocation of \$200,000 of unexpected revenue the following: Designate \$50,000 for Animal Welfare Society to support their construction program & earmark \$70,000 for the water quality monitoring

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

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

Attachments:

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

Name: Debbie Keyser, Acting Co. Administrator

Department or Entity: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 7/26/12

Date Requested – 2nd Choice: _____

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

Subject: **Approval of 2012-2013 Events Schedule for Jefferson County Employees**

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:

2012-2013 Events Schedule for Jefferson County Employees

August 22, 2012	Ice Cream Social Day	2:00 – 3:30 p.m.
September 12, 2012	Wear Your Favorite Football Jersey Day And Chili Cook-off Day	11:30 – 2:00 p.m.
October 31, 2012	Halloween Costume Contest	12:00 – 1:00 p.m.
December 14, 2012	Holiday Luncheon	1:00 – 2:00 p.m.
March 22, 2012	Wellness Luncheon	12:00 – 1:30

Ice Cream “Sundae” Social Day – The County will provide vanilla ice cream. Employees wishing to attend the event should provide a Sundae ice cream topping of your choice to share with everyone. Please call Nichelle and let her know which topping you will be bringing. Ice cream will be on the Maintenance porch behind the Hunter House. Please join in the fun and visit with your co-workers. Yes, we know this isn’t in compliance with the Wellness Program. But remember, everything in moderation! If it rains, it will be in the Library Conference Room.

Wear Your Favorite Football Jersey Day – Tail Gate Chili Cook-Off – All employees wishing to wear their favorite football jersey are required to pay \$1.00 for the privilege of wearing their jersey to work. Your \$1.00 donation should be given to Nichelle Hosby. The monies will be kept for future fun events. You should also notify Nichelle if you are bringing a pot of chili so we can plan appropriately. We estimate we will need at least 10 crock pots of chili to feed our group. All employees wishing to enter the Chili Cook off should bring their crock pot, spoon and extension cord to the Maintenance Porch (behind the Hunter House) by 11:15. You should label your chili with a name for the ballot. Ballots will be available for employees to vote for the best chili. Please provide your recipe for your chili to Debbie Keyser. A booklet will be prepared with the chili recipes to be shared later with all employees. Employees with pick-up trucks will have reserved parking around the grass at the Maintenance building, providing seating during lunch. All other employees attending the lunch and not interested in preparing a crock pot full of chili are encouraged to bring other items complimentary to chili such as cheese, onions, corn bread, etc. Look forward to seeing you there! If it rains, it will be in the Library Conference Room.

Halloween Costume Contest – Show up at noon at the Library Conference Room dressed in your best Halloween costume. Ballots will be available for employees to vote for the following categories: Most Authentic; Scariest; Most Creative; Most Unrecognizable and 1st and 2nd Place Overall. If approved by your supervisor, you can wear your costume during working hours as long as it is in good taste. You should not wear anything revealing, religious or offensive.

<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, Acting Co. Administrator

Department or Entity: Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 7/26/12

Date Requested – 2nd Choice: _____

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

Subject: **Approval of Grant Policy**

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:

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Grant Policy	Approved:	
Policy Number:	221	Author:	Keyser
Associated:			

This policy is applicable for all Federal and State grant funding completed by Department Managers and Elected Officials. This policy is not applicable for contingency agencies.

Each Department Head and Elected Official remain responsible for applying, completing, and ensuring compliance to all requirements for grants for their functional area.

All request for federal and state funding, in the form of a "grant application" or in the form of a "letter of authorization to request federal funds", must be submitted to the Jefferson County Commission and approved at a regularly scheduled meeting. In addition to the Grant application or Letter of Authorization, a cover letter addressed to the Jefferson County Commission must be attached stating the amount of "Matching Funds" that must be provided by the County if the Grant is approved and the amount of any additional "Loan Money" that may be required to cover start-up costs of the Grant prior to receiving Grant reimbursement funding.

The grant originator will then receive a contract/resolution form which must also be presented to the County Commission for approval at a regularly scheduled meeting.

The request is also to be provided to the Deputy Director, who is responsible for scanning and tracking the grant. Each grant will have a specified number, which will be used for the tracking of the grant and placed into an "Active Grant Spreadsheet".

A copy of the scanned grant will be forwarded to the County Clerk/Finance Department for tracking.

A copy of the "Active Grant Spreadsheet" will be sent when it is updated to the Sheriff's Tax Department.

Upon request for payment, a copy of the Draw Down Monies Form must be sent to the Deputy Director for disbursement.

Any employee utilizing grant monies are required to identify the appropriate grant number on the Purchase Order or Invoice. Failure to do so will delay processing until the number is provided.

Department Heads, Elected Officials or the Deputy Director are responsible for providing a copy of all grant checks to the County Clerk/Finance Department. Should there be a direct deposit of a grant into the bank account, the Sheriff's Tax Office will notify the County Clerk/Finance of the grant number and amount deposited.

Once a grant has been closed, the Deputy Director will transfer the information to a separate "Closed Grant Spreadsheet" for future reference if needed.

NOTICE OF PUBLIC HEARING

COUNTY COMMISSION OF JEFFERSON COUNTY

The County Commission of Jefferson County will hold a Public Hearing on Thursday, August 9, 2012, at 1:30 p.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of the hearing is for public input for the Proposed Amendments to the Bonding Policy - Tolling of Bonding Provisions.

Documents may be reviewed at www.jeffersoncountywv.org.

Anyone wishing to provide written or oral comment may do so at this meeting or send comments to info@jeffersoncountywv.org.

No decision will be made at this meeting.

By Order of The County
Commission of Jefferson County
Patricia A. Noland, President

Impact Fee Status Report June 2012

Office of Impact Fees

Summary

Date Range: Friday 1 through Saturday 30 June 2012

Report Date: 11 July 2012

Process Number Range: 1200055 - 1200082

Total Applications: 28

Total Non-Exempt: 25

Of which:

Commercial: 1

Residential: 24

Of which:

County: 11

Municipal: 14

Total Exempt: 3

Of which:

Commercial: 1

Residential: 2

Of which:

County: 3

Municipal: 0

Received
JUL 16 2012
Jefferson County Commission

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

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 30 June 2012	3	1	24	28
Fees collected		\$240.00	\$290,252.00	\$290,492.00
<i>Of which</i>				
School Impact Fee			\$255,468.00	\$255,468.00
Law Enforcement Fee		\$25.00	\$2,380.00	\$2,405.00
Parks & Recreation Fee			\$16,724.00	\$16,724.00
Fire & EMS Fee		\$215.00	\$15,680.00	\$15,895.00

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

Description	Amount
Opening Statement Balance (1 June 2012)	\$51,525.31
June Deposits (1 – 30 June 2012)	\$290,492.00
Interest Earned (30 June 2012)	\$60.47
School May Transactions (withdraws via transfer on 25 June 2012)	(\$45,459.55)
Law May Transactions (withdraws via transfer on 25 June 2012)	(\$262.31)
Parks & Rec May Transactions (withdraws via transfer on 25 June 2012)	(\$3,009.88)
Fire & EMS May Transactions (withdraws via transfer on 25 June 2012)	(\$2,793.57)
Ending Statement Balance (30 June 2012)	\$290,552.47

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

Description	Amount
Opening Balance (1 June 2012)	\$1,320,277.24
Interest Earned (30 June 2012)	\$546.32
May Transactions (deposits via transfer on 25 June 2012)	\$45,459.55
Ending Balance (30 June 2012)	\$1,366,283.11

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

Description	Amount
Opening Balance (1 June 2012)	\$64,628.78
Interest Earned (30 June 2012)	\$26.58
May Transactions (deposits via transfer on 25 June 2012)	\$262.31
Ending Balance (30 June 2012)	\$64,917.67

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

Description	Amount
Opening Balance (1 June 2012)	\$252,444.98
Interest Earned (30 June 2012)	\$104.00
May Transactions (deposits via transfer on 25 June 2012)	\$3,009.88
Ending Balance (30 June 2012)	\$255,558.86

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

Description	Amount
Opening Balance (1 June 2012)	\$96,182.28
Interest Earned (30 June 2012)	\$39.76
May Transactions (deposits via transfer on 25 June 2012)	\$2,793.57
Ending Balance (30 June 2012)	\$99,015.61

Table 7. Total Impact Fees as of 1 June 2012/1

Description	Amount
Office of Impact Fees General Account	\$290,552.47
School Impact Fee Account	\$1,366,283.11
Law Enforcement Fee Account	\$64,917.67
Parks & Recreation Impact Fee Account	\$255,558.86
Fire & EMS Impact Fee Account	\$99,015.61
Total	\$2,076,327.72

Notes:

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



Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between Friday, June 01, 2012 and Saturday, June 30, 2012

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1200064	06/15/2012	Collier	Michael	02 Charles Town	1035	149	8	24.4	\$0.00	06/15/2012	Form 200
1200068	06/21/2012	Hall	Sharon	02 Charles Town	1018	145	7A	75	\$0.00	06/21/2012	Form 200
1200069	06/22/2012	Ash	Thomas	06 Kabletown	1032	593	23	2.1	\$0.00	06/22/2012	Form 200

Category Count: 3

Category Total \$0.00

1200055	06/01/2012	Dan Ryan		08 Ranson Corp			8D	3C	\$12,808.00	06/01/2012	N/A
1200056	06/01/2012	Dan Ryan		08 Ranson Corp			8D	5C	\$12,808.00	06/01/2012	N/A
1200057	06/01/2012	Dan Ryan		08 Ranson Corp			8D	6C	\$12,808.00	06/01/2012	N/A
1200058	06/01/2012	Dan Ryan		08 Ranson Corp			8C	1.2	\$12,808.00	06/01/2012	N/A
1200059	06/05/2012	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10	13	\$3,190.00	06/05/2012	N/A
1200060	06/05/2012	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10	27	\$3,190.00	06/05/2012	N/A
1200061	06/05/2012	Corbin	Norman & Lora	02 Charles Town	1108	371	23F	10	\$13,070.00	06/05/2012	N/A
1200062	06/08/2012	Dan Ryan		03 Charles Town			11D	100	\$12,808.00	06/08/2012	N/A
1200063	06/13/2012	Chavern	David	04 Harpers Ferry	1049	516	21F	13	\$13,070.00	06/13/2012	N/A
1200065	06/19/2012	Nelson Jackson	Summit Point	06 Kabletown	1091	292	16A	27	\$240.00	06/19/2012	N/A
1200066	06/21/2012	Dan Ryan		02 Charles Town	1018	71	6A	40	\$13,070.00	06/21/2012	N/A
1200067	06/21/2012	Dan Ryan		02 Charles Town	1018	71	6A	45	\$13,070.00	06/21/2012	N/A
1200070	06/22/2012	Hintz	Thomas and	06 Kabletown	991	455	23B	28	\$13,070.00	06/22/2012	N/A
1200071	06/25/2012	Julie Duval	Arcadia	03 Charles Town	23	67	12A	82	\$12,808.00	06/25/2012	N/A
1200072	06/25/2012	Julie Duval	Arcadia	03 Charles Town	23	67	12A	83	\$12,808.00	06/25/2012	N/A
1200073	06/25/2012	Julie Duval	Arcadia	03 Charles Town	23	67	12A	92	\$12,808.00	06/25/2012	N/A

1200074	06/25/2012	Julie Duval	Arcadia	03 Charles Town	23	67	12A	93	\$12,808.00	06/25/2012	N/A
1200075	06/25/2012	Julie Duval	Arcadia	03 Charles Town	23	67	12A	94	\$12,808.00	06/25/2012	N/A
1200076	06/27/2012	Dailey	Katherine	07 Middleway	1102	196	24	6	\$13,070.00	06/27/2012	N/A
1200077	06/27/2012	Pickering	Susanna	02 Charles Town	1108	523	22	5.9	\$13,070.00	06/27/2012	N/A
1200078	06/29/2012	Dan Ryan		08 Ranson Corp			8D	2	\$12,808.00	06/29/2012	N/A
1200079	06/29/2012	Dan Ryan		03 Charles Town	1016	363	5A	27	\$12,808.00	06/29/2012	N/A
1200080	06/29/2012	Dan Ryan		03 Charles Town	1016	363	29	5A	\$12,808.00	06/29/2012	N/A
1200081	06/29/2012	Dan Ryan		03 Charles Town	1016	363	30	5A	\$12,808.00	06/29/2012	N/A
1200082	06/29/2012	Dan Ryan		02 Charles Town	1018	71	6A	39	\$13,070.00	06/29/2012	N/A
Category Count: 25									Category Total \$290,492.00		
TOTAL APPLICATIONS: 28									Grand Total \$290,492.00		

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *DM*
DATE: Thursday, 12 July 2012
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Fire & EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2012.

This transfer consists of two components:

- Impact Fee Process Numbers **1200055** through **1200082**, inclusive. Within this range there were 25 non-exempt impact fee payments. This amounts to **\$15,895.00**.
- Interest earned by the Office of Impact Fees General Account in June 2012 amounts to **\$60.47**, of which **\$3.02** is attributed to fees collected for Fire & EMS.

As per the attached invoice, the total amount of this transfer is \$15,898.02.

Check # 859

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 12027
Date: 7/12/2012

Bill To:

Office of Impact Fees
116 E. Washington Street
Charles Town, WV 25414

Pay To:

Jefferson County Sheriff
102 Industrial Blvd.
Kearneysville, WV 25430

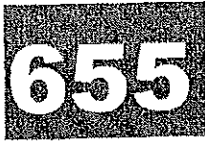
P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of June 2012 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Fire & EMS Impact Fees Bank Account (3122816).	\$15,895.00
Interest earned by the Office of Impact Fees General Account June 2012.	\$3.02
Impact Fee Process Numbers 1200055 through 1200082, inclusive. Within this range, there were 25 non-exempt impact fee payments.	
Total:	\$15,898.02

Notes/Comments: Transfer of funds into Fire & EMS Impact Fee Account (3122816).

Check Number: 859



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 859

Trace 20120716:56034.41

Date 7/16/2012

Series 4

Recipient Sheriff of Jefferson County

Amount \$15,895.00

Account 3122816

Signature 1 Patsy Noland

Signature 2 Sheriff Shirley

Signature 3 Jennifer Maghan

Notes: Transfer of Fire and EMS Impact Fees Collected for June 2012

Deposit Date	Process Number	Ordinance	Enact Date	Amount
6/4/2012	1200055	2005-3	5/12/2005	\$698.00
6/4/2012	1200056	2005-3	5/12/2005	\$698.00
6/4/2012	1200057	2005-3	5/12/2005	\$698.00
6/4/2012	1200058	2005-3	5/12/2005	\$698.00
6/6/2012	1200059	2005-3	5/12/2005	\$162.00
6/6/2012	1200060	2005-3	5/12/2005	\$162.00
6/6/2012	1200061	2005-3	5/12/2005	\$698.00
6/11/2012	1200062	2005-3	5/12/2005	\$698.00
6/14/2012	1200063	2005-3	5/12/2005	\$698.00
6/22/2012	1200065	2005-3	5/12/2005	\$215.00
6/22/2012	1200066	2005-3	5/12/2005	\$698.00
6/22/2012	1200067	2005-3	5/12/2005	\$698.00
6/25/2012	1200070	2005-3	5/12/2005	\$698.00
6/26/2012	1200071	2005-3	5/12/2005	\$698.00
6/26/2012	1200072	2005-3	5/12/2005	\$698.00
6/26/2012	1200073	2005-3	5/12/2005	\$698.00
6/26/2012	1200074	2005-3	5/12/2005	\$698.00
6/26/2012	1200075	2005-3	5/12/2005	\$698.00
6/28/2012	1200076	2005-3	5/12/2005	\$698.00
6/28/2012	1200077	2005-3	5/12/2005	\$698.00
6/29/2012	1200078	2005-3	5/12/2005	\$698.00
6/29/2012	1200079	2005-3	5/12/2005	\$698.00
6/29/2012	1200080	2005-3	5/12/2005	\$698.00
6/29/2012	1200081	2005-3	5/12/2005	\$698.00
6/29/2012	1200082	2005-3	5/12/2005	\$698.00

Total amount for this withdraw \$15,895.00

Total amount for this account \$15,895.00

Total amount all accounts \$15,895.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *DM*
DATE: Thursday, 12 July 2012
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2012.

This transfer consists of two components:

- Impact Fee Process Numbers **1200055** through **1200082**, inclusive. Within this range there were 24 non-exempt impact fee payments. This amounts to **\$16,724.00**.
- Interest earned by the Office of Impact Fees General Account in June 2012 amounts to **\$60.47**, of which **\$3.63** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is **\$16,727.63**.

Check # 858

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 12026
Date: 7/12/2012

Bill To:

Office of Impact Fees
116 E. Washington Street
Charles Town, WV 25414

Pay To:

Jefferson County Sheriff
102 Industrial Blvd.
Kearneysville, WV 25430

P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of June 2012 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).	\$16,724.00
Interest earned by the Office of Impact Fees General Account June 2012.	\$3.63
Impact Fee Process Numbers 1200055 through 1200082, inclusive. Within this range, there were 24 non-exempt impact fee payments.	
Total:	\$16,727.63

Notes/Comments: Transfer of funds into Parks & Recreation Impact Fee Account (3122808).

Check Number: 858



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 858

Trace 20120716:55949.8

Date 7/16/2012

Series 3

Recipient Sheriff of Jefferson County

Amount \$16,724.00

Account 3122808

Signature 1 Patsy Noland

Signature 2 Sheriff Shirley

Signature 3 Jennifer Maghan

Notes: Transfer of Parks and Recreation Impact Fees Collected for June 2012

Deposit Date	Process Number	Ordinance	Enact Date	Amount
6/4/2012	1200055	2005-2	5/12/2005	\$752.00
6/4/2012	1200056	2005-2	5/12/2005	\$752.00
6/4/2012	1200057	2005-2	5/12/2005	\$752.00
6/4/2012	1200058	2005-2	5/12/2005	\$752.00
6/6/2012	1200059	2005-2	5/12/2005	\$90.00
6/6/2012	1200060	2005-2	5/12/2005	\$90.00
6/6/2012	1200061	2005-2	5/12/2005	\$752.00
6/11/2012	1200062	2005-2	5/12/2005	\$752.00
6/14/2012	1200063	2005-2	5/12/2005	\$752.00
6/22/2012	1200065	2005-2	5/12/2005	\$0.00
6/22/2012	1200066	2005-2	5/12/2005	\$752.00
6/22/2012	1200067	2005-2	5/12/2005	\$752.00
6/25/2012	1200070	2005-2	5/12/2005	\$752.00
6/26/2012	1200071	2005-2	5/12/2005	\$752.00
6/26/2012	1200072	2005-2	5/12/2005	\$752.00
6/26/2012	1200073	2005-2	5/12/2005	\$752.00
6/26/2012	1200074	2005-2	5/12/2005	\$752.00
6/26/2012	1200075	2005-2	5/12/2005	\$752.00
6/28/2012	1200076	2005-2	5/12/2005	\$752.00
6/28/2012	1200077	2005-2	5/12/2005	\$752.00
6/29/2012	1200078	2005-2	5/12/2005	\$752.00
6/29/2012	1200079	2005-2	5/12/2005	\$752.00
6/29/2012	1200080	2005-2	5/12/2005	\$752.00
6/29/2012	1200081	2005-2	5/12/2005	\$752.00
6/29/2012	1200082	2005-2	5/12/2005	\$752.00

Total amount for this withdraw \$16,724.00

Total amount for this account \$16,724.00

Total amount all accounts \$16,724.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *MM*
DATE: Thursday, 12 July 2012
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2012.

This transfer consists of two components:

- Impact Fee Process Numbers **1200055** through **1200082**, inclusive. Within this range there were 24 non-exempt impact fee payments. This amounts to **\$255,468.00**.
- Interest earned by the Office of Impact Fees General Account in June 2012 amounts to **\$60.47**, of which **\$52.61** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is \$255,520.61.

Check # 856

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 12024
Date: 7/12/2012

Bill To:

Office of Impact Fees
116 E. Washington Street
Charles Town, WV 25414

Pay To:

Jefferson County Sheriff
102 Industrial Blvd.
Kearneysville, WV 25430

P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of June 2012 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).	\$255,468.00
Interest earned by the Office of Impact Fees General Account June 2012.	\$52.61
Impact Fee Process Numbers 1200055 through 1200082, inclusive. Within this range, there were 24 non-exempt impact fee payments.	
Total: \$255,520.61	

Notes/Comments: Transfer of funds into School Impact Fee Account (3107582).

Check Number: 856



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 856

Trace 20120716:55443.7

Date 7/16/2012

Series 1

Recipient Sheriff of Jefferson County

Amount \$255,468.00

Account 3107582

Signature 1 Patsy Noland

Signature 2 Sheriff Shirley

Signature 3 Jennifer Maghan

Notes: Transfer of School Impact Fees Collected for June 2012

Deposit Date	Process Number	Ordinance	Enact Date	Amount
6/4/2012	1200055	2003-3	11/24/2005	\$11,358.00
6/4/2012	1200056	2003-3	11/24/2005	\$11,358.00
6/4/2012	1200057	2003-3	11/24/2005	\$11,358.00
6/4/2012	1200058	2003-3	11/24/2005	\$11,358.00
6/6/2012	1200059	2003-3	11/24/2005	\$2,796.00
6/6/2012	1200060	2003-3	11/24/2005	\$2,796.00
6/6/2012	1200061	2003-3	11/24/2005	\$11,358.00
6/11/2012	1200062	2003-3	11/24/2005	\$11,358.00
6/14/2012	1200063	2003-3	11/24/2005	\$11,358.00
6/22/2012	1200065	2003-3	11/24/2005	\$0.00
6/22/2012	1200066	2003-3	11/24/2005	\$11,358.00
6/22/2012	1200067	2003-3	11/24/2005	\$11,358.00
6/25/2012	1200070	2003-3	11/24/2005	\$11,358.00
6/26/2012	1200071	2003-3	11/24/2005	\$11,358.00
6/26/2012	1200072	2003-3	11/24/2005	\$11,358.00
6/26/2012	1200073	2003-3	11/24/2005	\$11,358.00
6/26/2012	1200074	2003-3	11/24/2005	\$11,358.00
6/26/2012	1200075	2003-3	11/24/2005	\$11,358.00
6/28/2012	1200076	2003-3	11/24/2005	\$11,358.00
6/28/2012	1200077	2003-3	11/24/2005	\$11,358.00
6/29/2012	1200078	2003-3	11/24/2005	\$11,358.00
6/29/2012	1200079	2003-3	11/24/2005	\$11,358.00
6/29/2012	1200080	2003-3	11/24/2005	\$11,358.00
6/29/2012	1200081	2003-3	11/24/2005	\$11,358.00
6/29/2012	1200082	2003-3	11/24/2005	\$11,358.00

Total amount for this withdraw \$255,468.00

Total amount for this account \$255,468.00

Total amount all accounts \$255,468.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Debbie Keyser, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason *DM*
DATE: Thursday, 12 July 2012
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2012.

This transfer consists of two components:

- Impact Fee Process Numbers **1200055** through **1200082**, inclusive. Within this range there were 11 non-exempt impact fee payments. This amounts to **\$2,405.00**.
- Interest earned by the Office of Impact Fees General Account in June 2012 amounts to **\$60.47**, of which **\$1.21** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is **\$2,406.21**.

Check # 857

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 12025
Date: 7/12/2012

Bill To:

Office of Impact Fees
116 E. Washington Street
Charles Town, WV 25414

Pay To:

Jefferson County Sheriff
102 Industrial Blvd.
Kearneysville, WV 25430

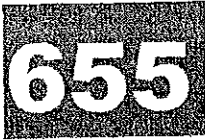
P.O. Number

Vendor Number

Description	Amount
Impact Fee payments collected for month of June 2012 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).	\$2,405.00
Interest earned by the Office of Impact Fees General Account June 2012.	\$1.21
Impact Fee Process Numbers 1200055 through 1200082, inclusive. Within this range, there were 11 non-exempt impact fee payments.	
Total:	\$2,406.21

Notes/Comments: Transfer of funds into Law Enforcement Impact Fee Account (3120120).

Check Number: 857



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 857

Trace 20120716:55864.63

Date 7/16/2012 Series 2

Recipient Sheriff of Jefferson County
Amount \$2,405.00

Account 3120120
Signature 1 Patsy Noland
Signature 2 Sheriff Shirley
Signature 3 Jennifer Maghan

Notes: Transfer of Law Enforcement Impact Fees Collected for June 2012

Deposit Date	Process Number	Ordinance	Enact Date	Amount
6/4/2012	1200055	2005-1	3/22/2005	\$0.00
6/4/2012	1200056	2005-1	3/22/2005	\$0.00
6/4/2012	1200057	2005-1	3/22/2005	\$0.00
6/4/2012	1200058	2005-1	3/22/2005	\$0.00
6/6/2012	1200059	2005-1	3/22/2005	\$142.00
6/6/2012	1200060	2005-1	3/22/2005	\$142.00
6/6/2012	1200061	2005-1	3/22/2005	\$262.00
6/11/2012	1200062	2005-1	3/22/2005	\$0.00
6/14/2012	1200063	2005-1	3/22/2005	\$262.00
6/22/2012	1200065	2005-1	3/22/2005	\$25.00
6/22/2012	1200066	2005-1	3/22/2005	\$262.00
6/22/2012	1200067	2005-1	3/22/2005	\$262.00
6/25/2012	1200070	2005-1	3/22/2005	\$262.00
6/26/2012	1200071	2005-1	3/22/2005	\$0.00
6/26/2012	1200072	2005-1	3/22/2005	\$0.00
6/26/2012	1200073	2005-1	3/22/2005	\$0.00
6/26/2012	1200074	2005-1	3/22/2005	\$0.00
6/26/2012	1200075	2005-1	3/22/2005	\$0.00
6/28/2012	1200076	2005-1	3/22/2005	\$262.00
6/28/2012	1200077	2005-1	3/22/2005	\$262.00
6/29/2012	1200078	2005-1	3/22/2005	\$0.00
6/29/2012	1200079	2005-1	3/22/2005	\$0.00
6/29/2012	1200080	2005-1	3/22/2005	\$0.00
6/29/2012	1200081	2005-1	3/22/2005	\$0.00
6/29/2012	1200082	2005-1	3/22/2005	\$262.00
Total amount for this withdraw				\$2,405.00
Total amount for this account				\$2,405.00
Total amount all accounts				\$2,405.00

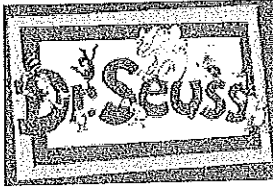


Shay McNeil
Extension Agent
4-H Youth Development
Jefferson County

Jefferson County 4-H Report

July & August 2012

CONTACT US:
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Phone: 304.728.7413, ext. 1
FAX: 304.728.4101
jefferson.ext.wvu.edu



Once Dr. Seuss was chosen as this year's theme for Tri-County Older 4-H Camp, I was asked why a "little kids" theme was chosen for an older camp, and told, "Wouldn't that be a better theme for younger camp?" My immediate thought was that these must be the type of people that Dr. Seuss was speaking about when he was quoted as saying, "Adults are just obsolete children..."

That quote from Dr. Seuss made me think of a time when I myself was a camper attending Alpha II every summer. One of my favorite parts of Alpha was my grow group "Da-vision." Our motto was, "We're not childish, we're child like" and we would live out this motto by ending our grow group sessions twirling in circles as fast as we could until we literally fell to the ground giggling and sick to our stomachs. I was not 12 either when we did this, we were 21, bona fide adults, or so the legal system told us.

It also made me wonder if most of us take ourselves a little too seriously, and could we all use a little more silliness in our lives? Dr. Seuss said, "I like nonsense, it wakes up the brain cells. Fantasy is a necessary ingredient in living. It's a way of looking at life through the wrong end of a telescope, which is what I do, and that enables you to laugh at life's realities."

The lessons that can be learned from books like One Fish, Two Fish, Red Fish, Blue Fish or The Cat in the Hat transcend age categories. It never fails to warm my heart when the Grinch's heart grows and no longer feels tight, and how many graduating seniors, no matter how short or how tall, have been given the book Oh the Places You'll Go?

I'll leave you with an excerpt from
One Fish, Two Fish,
Red Fish, Blue Fish...



*And now, Good night.
It is time to sleep.
So we will sleep with our pet Zeep.
Today is gone. Today was fun.
Tomorrow is another one.
Every day, from here to there.
Funny things are everywhere.*



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Extension Service



Follow us on Twitter @ Jefferson_WV_4H

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4-H, FFA, & FCCLA Bake Auction	4	Tri-County Bud Day	5		
Barrel Painting Contest	4	State Camp & Conference Participants	5		

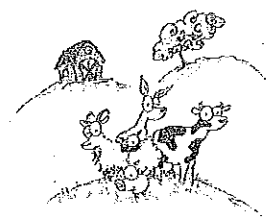
July

14	Mandatory Livestock Exhibitors Meeting, 6:30 p.m., Fairgrounds
14	Pet Safety & Emergency Awareness Day, 10 a.m.- 2 p.m., Hedgesville Fire Department
15-20	Alpha II State 4-H Camp, Jackson's Mill
17	Energy Express Open House, 6-7:30 p.m., Ranson Elementary
18	VLW (Volunteer Leaders Weekend) registrations due to Extension Office
19	State Livestock, Horticulture, Land Judging & Homesite Evaluation, WVU Farm
22	State 4-H Livestock Judging Contest, Morgantown
23	Club Leaders: Project Books due to Extension Office
23	Deadline for online registration of Jefferson County Fair livestock
26-28	State 4-H Days - Public Speaking/Visual Presentation/Dog Skillathon, Morgantown
27	Energy Express, last day for summer program at Ranson Elementary
28	31st Junior Preview Heifer Show, 9 a.m., Jackson's Mill
30-31	4-H & FFA Livestock Visits, 9 a.m.-4 p.m.

August

1-2	4-H & FFA Livestock Visits, 9 a.m.-4 p.m.
1	WV Dairy Show & Dairy Judging Contest registration due to Jean Woloshuk
7	4-H Leaders Association Meeting, Fairgrounds
4-11	65th Annual Berkeley County Youth Fair
10	4-H, FFA & FCCLA Bake Auction entry forms deadline to Mary Ella Cogle (see pg. 4)
10-18	W.Va. State Fair, Lewisburg
11	4-H Building Set Up, 9-11 a.m., Fairgrounds
11	State Livestock Roundup entries due to Phil Osborne, WVU
11-14	WV Dairy Cattle Show, Jackson's Mill
12	State 4-H & FFA Dairy Cattle Judging Contest, Jackson's Mill
13	State Fair 4-H/FFA Junior Horse & Pony Show registration deadline to Holly Spooner, WVU
17	WV State Fair Mandatory Exhibitors Meeting, 7 p.m., Bluegrass Bowl Grandstand Area
18	State 4-H & FFA Horse & Pony Show, Lewisburg
18	Jefferson County Fair Exhibits entered, 10 a.m.-3 p.m. & Animal Weigh in
19-25	Jefferson County Fair
24-26	Volunteer Leaders Weekend/Shooting Sports Instructors Training, Jackson's Mill
25	4-H member exhibits pick-up at fairgrounds, 9:30 p.m.
26	4-H member exhibits pick-up, 2-3 p.m.
26	Fair livestock released after 1 a.m., Livestock clean up 9-11 a.m., remove exhibits 2-3 p.m.

**4-H & FFA
Livestock
Visits
July 30 & 31
August 1 & 2
9 a.m.- 4 p.m.**



**State 4-H/FFA
Livestock
Roundup
September 12-16
Jackson's Mill
Entry form
deadline
August 11**



60th Annual Jefferson County Fair

Youth and open class livestock must be pre-registered on or before Monday July 23rd

NO EXCEPTIONS!

ALL LIVESTOCK IN DEPARTMENT A (DAIRY CATTLE, DAIRY GOATS, MEAT GOATS, BEEF CATTLE, SHEEP, SWINE, HORSES, AND FIBER) MUST BE PRE-REGISTERED USING ONLINE REGISTRATION.



1. From any computer with internet access, go to jeffersoncountyfairwv.org
2. From the menu on the right of the screen, choose the link for "2012 Livestock Registration"
3. Your browser will then take you to our fair software provider's website (www.fairsoftware.com), where the actual registration will take place. Simply follow the on screen instructions to complete your entry or entries.
4. Once your entries are submitted, mail your signed Code of Practice agreement to the Jefferson County Fair, P.O. Box 653, Ranson, WV 25438, NO LATER THAN MONDAY, JULY 23, 2012.

If you have any problems with the registration process, please call or email the Jefferson County Fair at the following contacts: PHONE (304) 724-1411 or jeffersoncountyfair@frontiernet.net



Important: Livestock Record Guides:

- Breeding Animals — turn in record guide with project book
- Feeder calf & Market animals — turn in Record Guide at the Fair Office no later than 5 p.m. on the day after your livestock show.

Exposition Dates Sunday → Saturday

August 19-25, 2012

Livestock exhibits entered, 9:00 a.m. - 3:30 p.m.

Saturday, August 18

Exhibits entered, 10:00 a.m. - 3:00 p.m.

Saturday, August 18

Exhibit halls open to the public:

Sunday 1:00 - 10:00 p.m.

Monday, Tuesday, Thursday & Friday

3:00 p.m. - 10:00 p.m.

Wednesday - 11:00 a.m. - 10:00 p.m.

Gate Admission

\$5.00 ages 16 and up, \$3.00

Ages 6 to 15 Free—under age 6

Project Books, Record Guides & Activity Records

Finish your project book(s). If you are not going to complete a project, let your club leader know as soon as possible.

Your Clover Guide lists, in detail, what is expected for each project.

Turn your **COMPLETED** project book and animal record guide (if applicable) into your leader.

Keep your required exhibit until August 18th & enter it in the fair with your exhibitor number at the 4-H building.

If you are completing an animal project (beef, dairy, sheep, goat, rabbit, poultry, cat, dog or pet) without an animal exhibit (never had or animal died), please contact the Extension Office as soon as possible. Scoring points need to be adjusted and graders informed.

How & when to enter your project exhibit

As a 4-H member or clover bud you will receive an Exhibitor Number card by mail from the Jefferson County Fair. You will be entering your exhibit Saturday, **August 18th between 10 a.m. and 3 p.m.** (Exhibit requirements are listed in current 4-H Clover Guide.) Take your entry and exhibitor number to Department H in the 4-H building. A department volunteer will then direct and help you to finalize your entry.

Members taking beef, sheep, goat and swine projects, must weigh in upon arrival at the Show Barn. Rabbit and poultry exhibits should be taken to the Poultry barn. Anytime during the day you can use your exhibitor number to receive your fair pass. The pass is to be used during the fair for you to care for your animal.

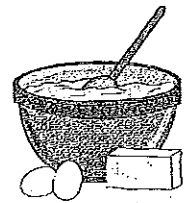
All entries must remain in place until Saturday, August 25th at 9:30 p.m. NO EXCEPTIONS

Exhibits and project books can be picked up after 9:30 p.m. on August 25th or from 2-3 p.m. on August 26th.

Livestock released on August 28th.

4-H, FFA, & FCCLA Bake Auction

Tuesday August 21, 6:30 p.m. (6 p.m. check-in) Livestock Show Barn
Mary Ella Cogle- Auction Coordinator (304-725-7184) thebilmar98@hotmail.com



- Each 4-H, FFA Chapter and FCCLA in Jefferson County is permitted to sell one item in this auction.
- Baked items may include cake, pie, bread, rolls, cookies, or candy, **but MUST be contained as one item.**
- All items are to be attractively displayed on or in a non-returnable plate or container. The item must be covered and be able to be seen.
- Be creative with your presentation.
- An ingredient label must be attached to each sale item along with the name of the organization.
- The baked item must be made by the members of the organization.
- One or more of the bakers must be present to hold up the item at the sale and be dressed in proper 4-H (green and white or club shirts)
- All proceeds will go to the 4-H, FFA and FCCLA organizations for their community projects.
- The club presenters will address the buyers. **They should come prepared and ready to inform the buyers who they are, which club they represent, what item they have for auction, and a brief statement about their organization, including what they intend to do with the money raised at the auction.**
- Don't forget to get out there and get your buyers.

The entry forms are due **NO LATER THAN Friday August 10th. NO PHONE REGISTRATIONS.**

Send completed form to

Mary Ella Cogle, 857 Mt. Hammond Lane Charles Town, WV 25414 Entry forms can be found online or in the 2012 Fair catalog.

Barrel Painting Contest



The purpose of this contest is to brighten up the appearance of a needed item at the fair: the trash barrel. The contest will consist of painting one trash barrel keeping in mind the theme for 2012. Theme of the Barrels "Blooms of Jefferson County."

Rules

1. This contest is open to individuals 21 years of age and under.
2. There will be 2 categories in which to enter: a. Individual b. Club or group.
3. Only 10 barrels will be offered to be painted. They will be assigned to contestants on a first come, first served basis. Once all the barrels have been spoken for, contestants will still be given a barrel to paint; and will be put on a secondary list if the first 10 barrels are not entered into the contest. All barrels not entered in the contest will be displayed somewhere on the grounds the week of the fair.
4. Entries must register by contacting Amanda Friend by phone at 304-728-0722 or by e-mail at Amanda@TheBennettAgency.com



State Visual Presentation & Public Speaking Eligibility

Good luck to our local county Roundup winners who have the opportunity to compete at 2012 State 4-H Days in Morgantown:

Elizabeth Stover, Caitlyn Adams, Madison Cogle, Molly Ott,
Gregory Rucker, Emma Stover, Joshua Shupe,
Hailey Hawthorne, Catherine Rucker, Emily Hott, Sydney Walker,
Cassie Chrisman, Shelby Kowalski

Volunteer Leaders Weekend

Leadership Training, Shooting Sports Training & 4-H Volunteer Recognition
August 24-28, Jackson's Mill

More information at 4-hyd.ext.wvu.edu/events_forms
Registration deadline July 18th to Extension Office Cost: only \$40

We need your help for the 2012 Hot Dog Stand and Clover Corner!

The Hot Dog Stand and the Clover Corner were very busy last year, and we couldn't have done it without all the great leaders, club members/parents and friends. I anticipate this year being just as busy if not more. If you are interested, send me an email, and we can discuss when you are available and what needs to be done.
rdnckgr1218@aol.com or call the Extension Office.

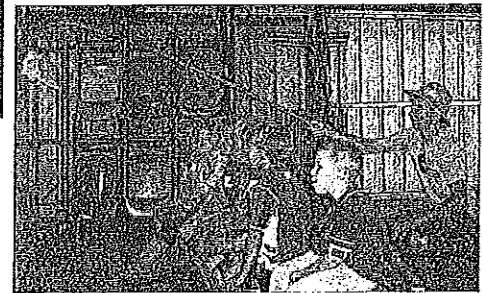
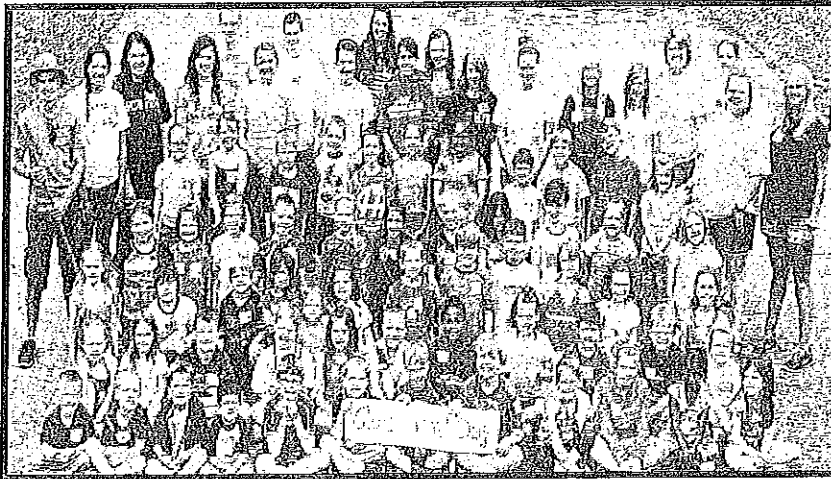


2012 Tri-County Bud Day

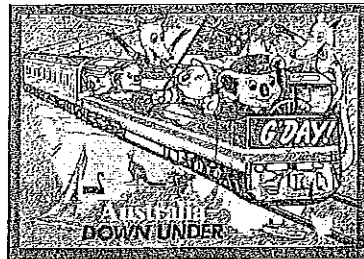
Thank you to all the wonderful volunteers who worked together to produce this special event for the Tri-County buds which was not only great fun but educational as well.

STEM bubbles

Science, technology, engineering & math



WVU Extension Staff and Volunteers
Denis Scott, WVU Morgan County Extension Agent & Cindy Smalley, WVU Morgan County Program Assistant, Kathy Blue, Chairperson Bud Day Committee, Cindy Nibert, Lyzz Vesper, Susan Brandenburg, Lori & Sarah Ring



Teen Bud Counselors

Dakota Maravelis (Elder Big Chief), Aaron Anderson, Neil Berkeley, Megan Braley, Ryan Brandenburg, Katie Butler, Helen Davis, Katie Dunbar, Angie Hoffman, Caitlin Koski, Jheri Liskey, Jordan Liskey, Emily Nadenbousch, Hannah Nadenbousch, Meredith Stains, Samantha Veara

Adult Volunteer Helpers

Allison Adams, Tommie Besaw, Duane Dunn, Lisa Garcia, Doug Hamrick, Greg Heflebower, Katie Humber, Jennifer Leasure, Ryan Owens, Jodi Welty-Robinson, Jennifer Smoot, Amy Talley, Teresa Veara, Jennifer Styron, Heather Williams

State Camps & Conference

Older Members Conference

Campers: Natalie Adams, Dan Dunn, and Nyki Martin Staff: James Grantham, Michele Hale

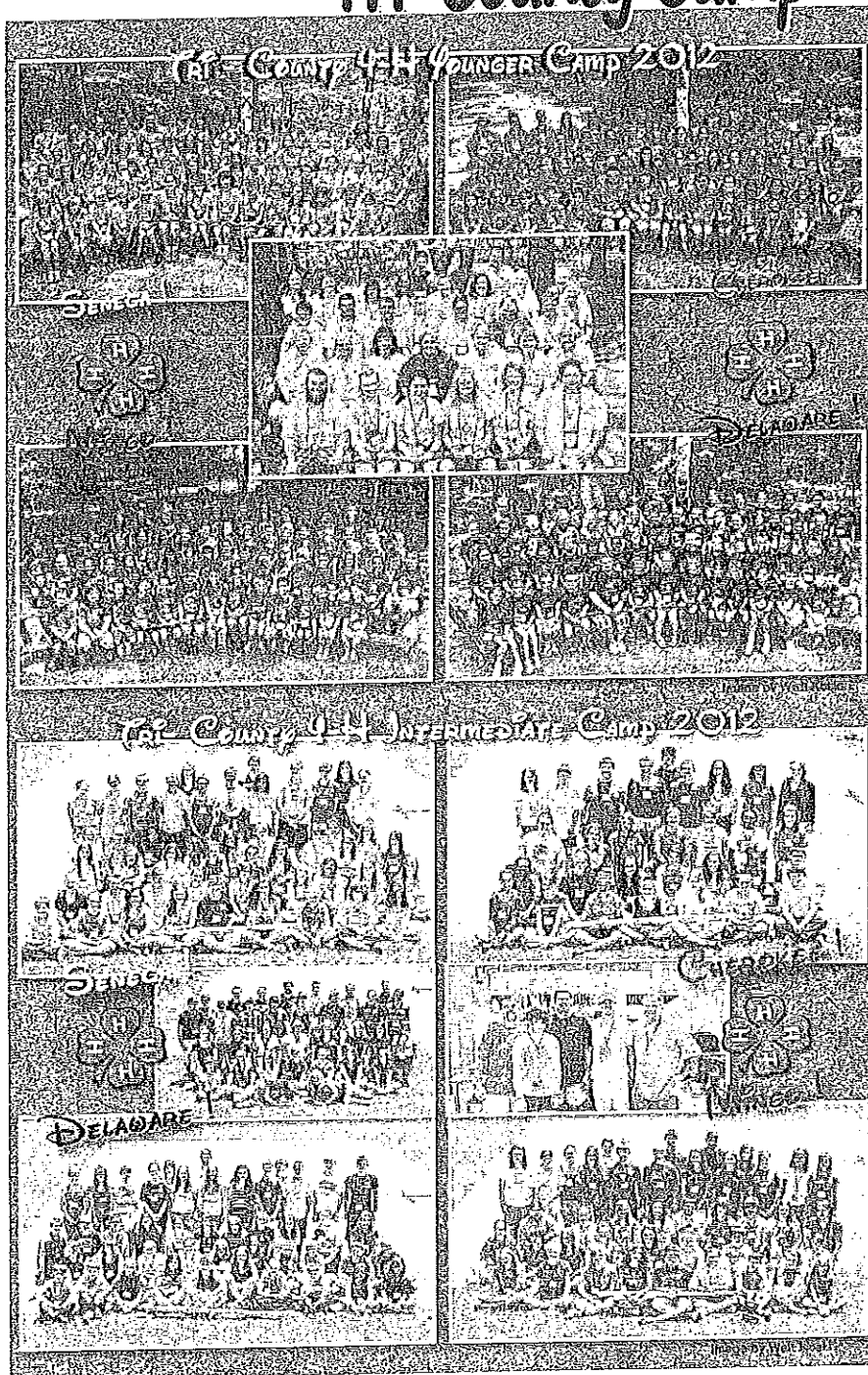
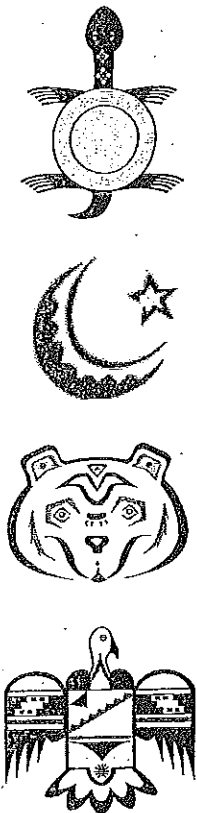
Alpha 1

Campers: Aaron Anderson, Christian Anderson, Emily Anderson, Logan Anderson, Maura Cavagnaro, Cassie Chrisman, Ben Harrison, Caleigh Holmes, Isaac Lind, Jacob Lind, Sophie Lind, Clara Lo, Dan Meyers, Molly Ott, Catherine Rucker, Elizabeth Stover, and Kent Thomas Staff: Windsong Bergman, Amy Chrisman, Tiffany Lawrence, Eric Snyder, Jeremy Wilt

Alpha 2

Campers: Natalie Adams, Cassie Chrisman, Nyki Martin, Brianne Mason, Lilly Runion, Sophia Runion, Billy White, Staff: Ashley Skavenski, Jodi Varner

Tri-County Camp



Tri-County Younger Camp Honors & Tribal Leadership

Cherokee:

Chief: Dakota Grey Sags:
Ben Byer, Colby Linton &
Catherine Vickers

Delaware:

Chief: Carly LaPole Sags:
Abbey Burkhart, Keegan Miller
& Molly Ott

Mingo:

Chief: Eleanor Puster Sags:
Samantha Milbourne,
Kyle Kilmer &
McKenna Maraveous

Seneca:

Chief: Robert Hoffman Sags:
Dalton Kendig, Jenna Everhart
& Hailey Martz

Head H: Abbey Burkhart

Heart H: Dustin Hensell

Hand H: Keegan Miller

Health H: Molly Ott

Spirit of Camp: Carly LaPole

Jefferson County Younger Camp Staff

April Burrows, Amy Chrisman,
Jordan Devine,
Sara Nell DiLima, Becky Dunn,
Emily Everhart,
Julie Everhart, Kevin Grega,
Adele Knott,
Darby-Rose Patterson,
Joseph Smith, Madison Quinn

Tri-County Intermediate Camp Honors & Tribal Leadership

Cherokee: Chief: Justin McDonald 1st Sag: Taylor Everly 2nd Sag: Heather Shade

Delaware: Chief: Cameron Dalton 1st Sag: Mary DeWees 2nd Sag: Jessie Hogbin

Mingo: Chief: Emily Keefer 1st Sag: Dalton Yeager 2nd Sag: Savannah Helmstetter

Seneca: Chief: Kelsey Eackles 1st Sag: Kathryn Ryan 2nd Sag: Paige Conrad

Head H: Jessie Hogbin Heart H: Rachel Snell Hand H: Emily Ambuul

Health H: Ty Hendricks Spirit of Camp: Frank Burner

Tribal Awards: Seneca: Sarah Grega, Delaware: Sean Snider, Cherokee: Autumn Priller, Mingo: Tanner Clark

Jefferson County Intermediate Camp Staff

Ryan Brandenburg, Jenny Eaton, Andy Grega, Kevin Grega, Lori Grega, Morgan Grega, JP Jones,
Lauren Jones, Lexi Kerns, Brianne Mason, Eli Paris, Joseph Smith, Meredith Stains, Alex Taft

Tri-County Older 4-H Camp Honors & Tribal Leadership

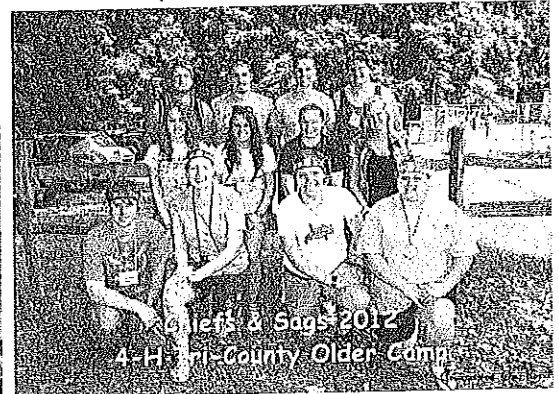
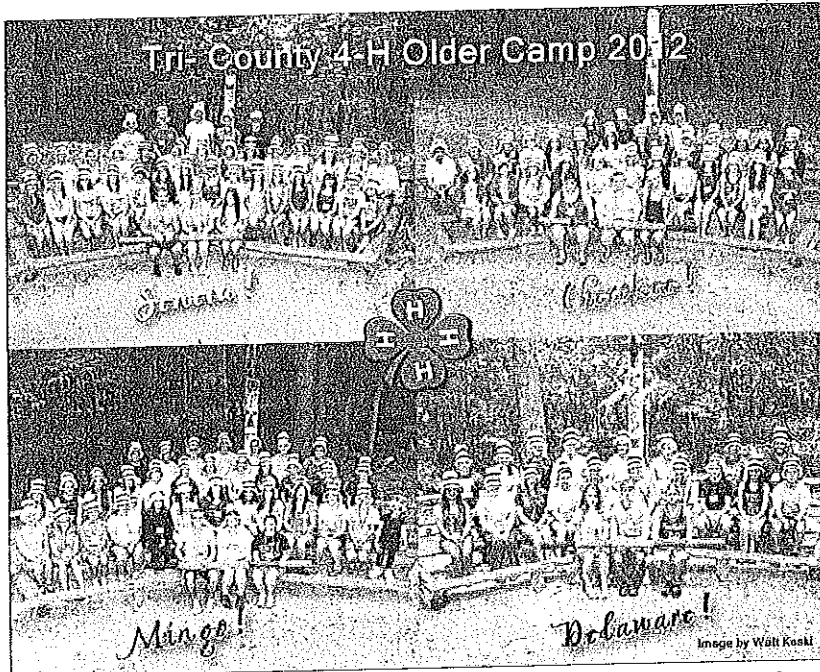
Cherokee - Chief: **Caitlin Koski**, 1st Sag: **Mitch Loudan**, 2nd Sag: **Katie Butler**, **Delaware** - Chief: **Cody Hedge**, 1st Sag: **Beth Morgan**, 2nd Sag: **Kent Thomas**, **Mingo** - Chief **Jess Harrison**, 1st Sag: **Andrew Brock**, 2nd Sag:

Chelsea Hessler, **Seneca** - Chief: **Ali Mason**, 1st Sag: **Cassie Walls**, 2nd Sag: **Garret Alger**

Big Feet - Chief: **Lauren Jones**, Sags: **Amanda Raney & Karen Gergely**

Head H: **Chris Adams** Heart H: **Kent Thomas** Hand H: **Jeremy Creamer** Health H: **Casey Pifer** Spirit of Camp: **Ali Mason**

Older Camp Staff: Camp Director **Shay McNeil** Deans: **Judy Matlick & Locke Wysong**, **Frankie Adams**, **June Adams**, **Lola Bahe**, **Cindy Brockman**, **Becky Burns**, **Sherry Chambers**, **Will Cleaver**, **Kristi Davis**, **Susie Davis**, **Chris Freeman**, **Kym Freeman**, **Karen Gergely**, **Michele Hale**, **Tina Holiskey**, **Adam Holston**, **Lauren Jones**, **Annette Mason**, **Megan McDonald**, **Katie Morgan**, **Tara Morgan**, **Travis Murphy**, **Cindy Nibert**, **Emily Nibert**, **Janet O'Connell**, **Amanda Raney**, **Chrissie Riese**, **Bradley Roberts**, **Jimmy Russell**, **Dan Shade**, **Becky Stotler**, **Jeremy Wilt & Cesarina Wysong**



2012 Tri-County Charters

Carrie Arvin
Chance Butts
Cody Hedge
Daniel Hepner
Jared Shackelford
Katie Wolfe

Special thanks to June Adams for making the Dr. Seuss hats

Jefferson County Club News

Shenandoah Shamrocks 4-H Club

During the May and June meetings of the **Shenandoah Shamrocks 4-H Club**, members gave visual presentations on these topics: **Tyler Donley: Chemical Volcanic Eruptions**
Grace Ashley: Facts About the Rhode Island Red Chicken
Benson Wiedemer: Fencing (Sword Fighting)
Gracie Mumaw & Ally Wharton: How to Make Earrings

Club members are preparing for the Jefferson County Fair and completing their project books. The **Shenandoah Shamrocks** will sponsor awards in the Fair's Youth Division. Members who are showing animals at the Fair have opportunities in June and July to learn more about showmanship by attending the WV Boar Goat Blitz and the Eastern Pandhandle Goat & Lamb show at the Jefferson County Fairgrounds. There is also the Firecracker Show at the Berkeley County Fairgrounds. In other news, many club members registered for Tri-County 4-H Camp and are looking forward to the camp activities and the opportunity to make new friends from other area 4-H clubs. Finally, members continued their support for the Hospitality Center, a shelter for the homeless

in Charles Town, by donating food and personal hygiene items for use by the shelter guests. **Barb Dodson**, Club Leader can be contacted via email at bdodson1013@frontiernet.net.
Reporter: **Ksusha Lowry-Neufeld**

Kabletown Mountaineers 4-H Club had 16 people in attendance at their May meeting. The Pledge to the American flag was led by **Kaitlin Sissler** and the 4-H pledge was led by **Julia Lopez**. The Secretary and Treasurer reports were given by **Julia Lopez** and **Kaitlin Sissler**. The Health and Safety reports were given by **Sophia Runion**--"**We had better wear sun screen!**". We discussed how much money we had in our bank account and what we wanted to do for a summer fun field trip. We voted on Hershey Park. **Isabella Goins** accepting this motion to go to Hershey Park and **Doran** seconded that motion. The proposed date is July 2nd. We discussed who would do their project reports/demonstration for next meeting. We were asked to bring in our project books to be checked and

Jefferson County Club News

questions would be answered at the next meeting. Our next meeting will be on June 10th at 6 p.m. at Kabletown Methodist Church.

Club Reporter is **Isabella Goins**

Club Leaders are **Jessica & Wes Ware**

The April meeting of the **Dolly Madison 4-H Club** was held at the Extension Office. The club members worked on their Health books; this month we have learned about *Healthy Drinks for Healthy Teeth*. We read labels on different drink bottles. The we worked on our project books. We also talked about Show Time which Eleanor Puster attended as the reporter for Dolly Madison and enjoyed herself greatly. She told members "There were several different acts which were enjoyed by all. I thought this was a fun evening for all present. A big "How How to ALL!!"

The May 4-H meeting of the **Dolly Madison 4-H Club** was called to order. We talked about 4-H camp. We have several members registered for camp. Everyone is very excited about going. We also have 3 Clover Buds attending Bud Day. We discussed the Camp Frame Chicken BBQ, and EXPO. We were able to get help and ask questions about our 4-H books from our club leader **Harry Puster**. Clover Buds worked on several items for their moms for Mother's Day. They made flowers, a card and a door knob sign.

The June meeting of the **Dolly Madison 4-H Club** was held at the Extension Office. The club worked on project books

by records. **Robert Puster, Eleanor Puster and Cyranne Reid** talked about going to summer camp and were very excited about it. The Clover buds made hand prints from Plaster of Paris and cards for their dads for Father's Day. Clover Buds who attended Bud Day talked about the fun they had with Down Under in Australia being the theme this year.

Club Leader is **Harry Puster**

Clover Bud Leader is **Linda Puster**

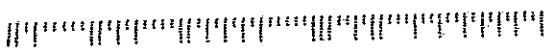
Reported by **Eleanor Puster**



Hailey Owens making a Mother's Day card at the May meeting



Pictured are Amy Sullivan mixing Plaster of Paris, Elliott Sullivan, Cristofer Fogel and his little Sister making hand prints for Father's Day at the June meeting of the Dolly Madison Club.



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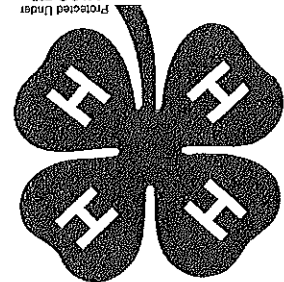
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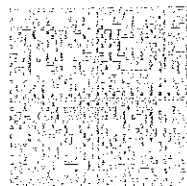
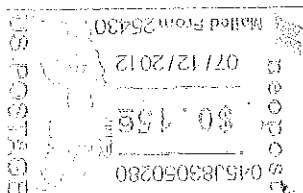
4-H Newsletter

July/August

Protected Under 18 U.S.C. 707



County Administrator
P.O. Box 250
Charles Town, WV 25414



NON-PROFIT
ORG.

WVU Jefferson County Extension Office
1948 Wiltshire Rd. Ste. 3
Kearneysville, WV 25430



State has 2 months

Health grants from CDC delayed months

By Kate Long
Staff writer

Last October, West Virginia was awarded \$1.8 million — a dollar

per West Virginian — to promote healthy practices that help reduce West Virginia's high obesity and chronic disease rate.

The \$1.8 million was the first-year funding of a five-year Community Transformation Grant from the federal Centers for Disease Control.

"Everybody was excited about this project when we planned it," said Dr. Rahul Gupta, director of the Kanawha-Charleston Health Department.

But for nine months, West Virginia has not been able to get the money out into communities because CDC had not released the state's funds. "It's been the hurry-up-and-wait model," Gupta said. "Everyone's hands have been tied."

This week, CDC released the funds to West Virginia, which has two months, instead of a year, to spend the \$1.8 million before the Sept. 30 deadline.

"It's incredibly frustrating," Gupta said. "We interviewed and hired

to spend \$1.8M

people for this grant in May, but with the delay, they took other jobs, so now we have to hire staff and spend the money in 10 weeks."

West Virginia leads the nation in 10 out of 12 chronic disease categories, including heart attacks, diabetes and obesity in the latest Gallup Healthways ranking. "This grant could be very helpful to us if we have adequate time to do it," Gupta said.

The problem, West Virginia of-

ficials said, is they had to make sure they were using the money on projects allowed under federal law.

"CDC has laid out very specific ways this money can be spent," said Chuck Thayer, who oversees the project for the state Department of Health and Human Resources. It can be spent, for instance, on increased physical activity in schools or child-care cen-

SEE GRANTS, 6C

To: All Commissioners
DR. GUPTA WILL BE AT OUR HEALTH
CONFERENCE AND OPEN TO IDEAS
FOR USE OF THIS MONEY! See
attached allowable uses!
Patti

GRANTS

FROM PAGE 1C

ters, farmers markets or farm-to-school projects, smoking reduction projects, and activities that increase healthy options in food stores.

The delay "has been frustrating," Thayer said. West Virginia originally applied for \$8 million, he said, so "we have been in a constant state of grant revision for the past months," until CDC was sure the activities planned for the \$1.8 million would meet the "congressional intent" standard.

"There has been plenty of debate nationally about how health dollars should be spent," he said.

Not every state has had to wait this long. Vermont started spending its money in January. The Louisville (Ky.) Public Health Department started spending in April.

"We don't anticipate this level of problem in the other four years," Thayer said. "I think we've gone through our rough water, and it should be smooth from here on out, and a lot of good things will happen in the next four years, assuming we get the funding."

In each of the five years, West Virginia will receive \$1.8 million, if approved. The second-year funding is not yet approved.

Thayer said he wasn't sure West Virginia would be able to spend the first \$1.8 million before Sept. 30. "I do think we will have some funds left over," he said. "I don't think we can get all the money spent by the deadline."

"That would be a very sad thing, given our level of need," Gupta said.

To distribute the funds statewide, the \$1.8 million will

be divided among four health departments. Each is responsible for distributing the money to projects in nine to 18 counties.

The Kanawha-Charleston Health Department and Cabell-Huntington Health Department are each responsible for distributing \$300,000 among nine counties.

"The fact that the feds released the money doesn't mean it's available for us to spend," Dr. Harry Tweel, Cabell-Huntington director, said Thursday. "I received an email this morning from the project director saying the state has not approved the contracts."

The email said the Cabell-Huntington contract is midway through DHHR's multi-stage approval process. "My board won't let me hire people for this project till we have the money in hand," Tweel said.

Dick Wittberg, director of the Mid-Ohio Valley Health Department in Parkersburg, is responsible for 18 counties. He has assigned staff from an earlier CDC grant onto this grant, he said, "so we're ready to go whenever we get the green light. This late in the game, I expect we'll spend most of the money on materials and equipment we can use in the next four years of the project."

The Berkeley County Health Department is responsible for 19 counties.

Why were the DHHR contracts not ready to go when the feds approved the money? "In our culture, we dig a well when we run out of water, not when we anticipate that we will need the water," Gupta said. "When you think about all the needs, this is incredibly frustrating. We will all do our best to make it work, but there is bound to be a better system than this."

Reach Kate Long at 304-348-1798 or katealong@wvgazette.com.

West Virginia Community Transformation Implementation Plan
Summary of Strategies and Activities

Infrastructure Strategies

1. Regular Project Staff, Leadership Team and Alliance Meetings
2. Training Plan Development for Staff, Leadership Team and Alliance Membership
 - Best Practices training opportunities (monthly-quarterly)
 - Participation in CDC Action Institutes and other training opportunities
3. Communications Plan Development
 - Strategic media advocacy
 - Branding of initiative
 - Target marketing strategies

Strategic Direction #1

Strategies to Reduce Tobacco Use and Exposure to Environmental Tobacco Smoke

1. Support for Comprehensive Clean Indoor Air Regulation Implementation
 - Training for local Boards of Health, local health department Administrators, and others
 - Support for local tobacco coalitions
 - Media and communications support
2. DHHR Tobacco-Free Environment Policy Development
 - Support of tobacco-free venues at DHHR-sponsored events
 - Encouraging tobacco-free environments through DHHR sub-recipient agreements and programs
3. Smoke/Tobacco-free foster homes through Healthy Foster Homes Initiative

Strategic Direction #2

Strategies to Improve Nutrition

1. Implement Farm-To-School Initiatives
 - Develop "How To" guides for county Food Service Directors and farmers
 - Localized technical assistance and training for Farm-to-School initiatives
2. Healthy Grocer, Convenient Store and Farmer's Market Initiatives
 - Healthy Check-Out Aisles expansion
 - Product placement, pricing and marketing to decrease unhealthy options and increase healthy options access
 - Establish wireless EBT/debit machines at Farmer's Markets
 - Campaign and incentives to encourage convenience stores to provide fresh fruit and vegetables – especially in rural areas
 - Media placement
3. Child Care Center and Day Care Center Nutrition Programs
 - Parent/caregiver outreach and education initiative on revised Child Nutrition Standards
 - Implementation of "Be Choosy, Be Healthy" program in child care centers

4. Healthy School Breakfast/Lunch Program Expansion
 - Professional development for principals and county food service directors
 - Incentives for schools to develop Healthy Breakfast action plans
 - Fresh fruit and vegetable snack program in middle schools
 - Training for school cooks
5. Increased healthy food options and fresh fruits and vegetables in Foster Homes
 - Establish nutrition standards for group foster homes

Strategies to Increase Physical Activity

1. Increase Physical Activity in Schools and Child Care Settings
 - Expansion of "I am Moving, I am Learning" curriculum in child care centers
 - Health and Physical Education Leadership Academies
 - Increase School Wellness Councils involvement in increasing school physical activity opportunities
 - Electronic classroom physical activity planning and implementation guide distribution
 - Professional development for PE teachers and principals
2. DHHR Flextime Policy to Encourage Increased Physical Activity

Strategic Direction #3

Strategies to Support High Impact Clinical and Preventive Health Services

1. Support the development of community coordinated care systems that link and build referral networks between clinical provider systems and community based lifestyle change programs (such as Dining with Diabetes, Chronic Disease Self-Management, and other prevention programs).
 - Build upon other Patient Centered Medical Home and Chronic Care Model initiatives in the State, including but not limited to the Medicaid State Plan Amendment, Patient Centered Medical Home pilot initiatives, Face-to-Face and other pharmacy based initiatives, and any funded CMS healthcare innovation grant initiatives.
 - Increase the use of community health workers as patient navigators and lifestyle change agents in community settings
2. Increase the availability of evidence-based lifestyle change programs in communities, especially in rural areas. Evidence-based models currently include the National Diabetes Prevention Program and the Chronic Disease Self-Management Program.
3. Improve care coordination and family-centered care for children in foster care.



OFFICE OF THE GOVERNOR
STATE CAPITOL
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV 25305

Earl Ray Tomblin
Governor

July 10, 2012

The Honorable Patsy Noland
Jefferson County Commission
Post Office Box 250
Charles Town, WV 25414

Dear President Noland,

The last couple of weeks have been very trying for all West Virginians. Violent storms began ripping through our state on June 29th and left more 688,000 homes and businesses without electricity and thousands with substantial damage to their homes and businesses. The electrical outages were unprecedented, but the response from our people was not. West Virginians came together—like only the people of our great state do—to weather the storms.

I want to personally thank you, Commissioner Morgan, Commissioner Manuel, Commissioner Pellish and Commissioner Widmyer for your combined dedication to getting your county back on its feet. The long days and nights you spent coordinating the recovery and cleanup efforts did not go unnoticed. You have all gone above and beyond the call of duty, and the people of Jefferson County are lucky to have you.

Our state is truly blessed with some of the most compassionate and resilient folks in the world, and its people like you who make me honored to be the governor of this great state.

Best Regards,

RECEIVED

A handwritten signature in cursive script that reads "Earl Ray Tomblin".

JUL 16 2012

Earl Ray Tomblin
Governor

Jefferson County Commission



4 B Eves Drive, Suite 200 P.O. Box 961 Marlton, NJ 08053-3112
Tel: (856) 985-5600 Fax: (856) 810-9065

A Verisk Analytics
Company

RECEIVED

July 10, 2012

JUL 13 2012

Ms. Sandy McDonald, Administrator
Jefferson County
124 E. Washington Street
P. O. Box 250
Charles Town, WV 25414

Jefferson County Commission

RE: Charles Town & Charles Town FD Includes Ranson, Jefferson County, WV
Public Protection Classification: 5/9
Effective Date: October 1, 2012

Dear Ms. McDonald:

We wish to thank you, Fire Chief Ben Money and Ms. Jane Arnett for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

Enclosed is a summary of the ISO analysis of your fire suppression services. If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Francine Votsko

(800) 444-4554 Option 2

nb

Encl.

cc: Chief Ben Money, Citizens Fire Company
Chief Donald Longerbeam, Independent Fire Department
Ms. Jane Arnett, Utility Manager, Charles Town Utilities
Mr. Ron Jainniny, Water Superintendent, Jefferson Utilities
Mr. Joe Cosentini, Manager, City of Charles Town
Ms. Stacy Dodson, Manager, City of Ranson
Mr. Jeff Polcynski, Communications Director, Jefferson County Emergency Operations Center

Open Letter to County Commissioners:

It seems like at every turn the residents of the Pack Horse Ford area feel like we are under assault. There is no question that this is a desirable area for fishing, boating, canoeing, and kayaking. We enjoy the essence of what it means to be a Jefferson County, WV resident, "Almost Heaven" as the song goes. As the Manager of Shore keepers of Jefferson County, WV, I would like to make several comments about the issues before you.

The Potomac River and the Pack Horse Ford area should be allowed to remain as a rural residential area, a quiet and serene border for the Journey through Hallowed Ground, a great fishing destination, and an area rich in the history of the Civil War and early Jefferson County.

As a grandfathered use, the Shenandoah River has become a water park serving 80,000 people last season. Because of this it makes more sense in the long run to identify the Shenandoah River as the area for commercial recreational use. Clustering commercial growth on the Millville Rd. side of Rt. 340 makes more sense than spreading it down Bakerton Rd. to the Potomac River. By limiting commercial development and commercial recreational uses to the Millville side of Rt. 340, at least some of the traffic would be directed to an area served by two major Highways, Rt. 9 and Rt. 340.

The Bakerton Rd. and Millville Rd. intersection at Rt. 340 has become congested and very dangerous. There have been zoning changes that are increasing traffic at this intersection. The County owes all of us a well planned community. Continuing to allow growth that will add more traffic to this intersection is foolish until traffic issues can be safely resolved. Crossing Rt. 340 on a busy weekend or during rush hour is scary.

The Rt. 340 Corridor is supposed to extend one mile on either side of Rt. 340. However, the Corridor extends to the Bakerton Rd. Railroad underpass which is 1.6 miles from Rt. 340. This underpass has long been identified as a problem in every Comprehensive Plan. We would like to see the Rt. 340 Corridor stop at the one mile designated boundary at the Toy Train property. The approval of the campground and zipline businesses at the Potomac River did not appear to follow protocol and is being challenged legally. We now have businesses for the first time in a Rural Residential zoned area. These businesses also pay no impact fees. There is no footprint of a building, yet the impact to the area roads and local residents is huge. Not long ago there was a non injury head on collision in the underpass. The underpass now has waiting lines on curves on the road on either side of it on the weekends. There is no money to change the underpass and the other roads leading to this area are mostly tertiary roads, the winding paved over wagon trails referred to in the Comprehensive Plan.

The new zoning amendments provide a backdoor for the controversial commercial recreational use zoning which was supposedly tabled until a later time. **The Planned Neighborhood development, requiring a minimum of 3 acres allows campgrounds and passive and active Commercial recreational uses, probably food trucks.** It doesn't take Einstein to see how this new zoning category which allows a lot of discretion on the part of the Zoning Administrator along with the Planning Staff, is designed to

provide zoning for commercial Recreational uses within Rural Residential areas. There are provisions for zoning map changes and public hearings regarding making these changes but in the end, there is no overall plan or vision for protecting this important residential area or for protecting Jefferson County's Natural Resources. Many communities with similar resources have adopted special zoning, **Natural River Zoning** with direct community involvement in all changes and approvals of applications for changes in these areas. The need for the Pack Horse Ford study could not be greater as it would address these issues. We would like to see the county explore how other areas have handled special resources and adopt those practices.

New Comprehensive Plan

The Comprehensive Plan identifies a need for more public access to our rivers. We would like to see the County establish areas for public access to the Rivers outside of Rural Residential areas, which would include identifying where infrastructure exists for this access, a plan for parking, and road improvement. Whenever possible the county should take advantage of opportunities to purchase and improve additional land with river access to create public parks that would be able to generate fee income to be self-sustaining.

There was an introduction of a bill in the WV legislature that would require a representative of each magisterial district for the Planning Commission. There were audible groans when this was mentioned at one County Commissioner meeting but in the end, every district is unique and should have local representation on important zoning changes. The Zoning Board of Appeals should also have representatives of each magisterial district. While it isn't state law yet the County should take a positive step to implement this important change to the make up of the Planning Commission and Zoning Board of Appeals. At the first stakeholders meeting on Commercial Recreational uses it was disturbing to find out that there were people on the Planning Staff who had never been on Bakerton Rd. or River Rd.

With the exception of including the underpass in the boundary of the Rt 340 Corridor, the Planning Staff has done a wonderful job on the Rt. 340 study. Yet with limited funds, the traffic issues remain and will long into the future. There simply is no money to pay for the needed road changes and the Rt. 340 bottleneck continues. The County knows that the Hollywood Casino is a cash cow that will be under pressure from casinos now operating in Maryland, where there is currently discussion to include table games. By allowing more commercial uses on the eastern gateway/Rt 340, traffic problems will only get worse. Will these traffic problems ultimately push casino clients to Maryland, causing a drop in income for Jefferson County?

In summary, we ask that the County table any zoning changes in the Pack Horse Ford area until the Pack Horse Ford Study has been completed. We would like to see planning that takes into effect the commercial recreational uses of the Millville area and see that area developed and improved as such. We would like to see development and improvements to the Dam 4 area and the Shepherdstown ramp area. We would like for the County to realize that Commercial Recreational uses have huge impacts beyond the current LESA scores or building footprints and that the County should charge a per head fee for out of County River users for future road improvements.

The future of the County is in your hands. Will you be remembered for bowing to pressure that forever changes the quality of life in Jefferson County, or for creating a sustainable plan that preserves and protects our resources? There are other areas that have done this well. It will take time, maybe travel and study, but in the end Jefferson County shouldn't be a place that people avoid due to traffic problems, crowded spaces and unsightly commercial development.

Cathy Vance, Mgr Shorekeepers of Jefferson County WV LLC



OFFICE OF THE GOVERNOR
STATE CAPITOL
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV 25305

Earl Ray Tomblin
Governor

July 12, 2012

Ms. Barbara Miller
28 Industrial Blvd, Ste 101
Kearneysville, WV 25430

Dear Director Miller,

The last couple of weeks have been very trying for all West Virginians. Violent storms began ripping through our state on June 29th and left more 688,000 homes and businesses without electricity and thousands with substantial damage to their homes and businesses. The electrical outages were unprecedented, but the response from our people was not. West Virginians came together—like only the people of our great state do—to weather the storms.

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Best Regards,

A handwritten signature in cursive script that reads "Earl Ray Tomblin".

Earl Ray Tomblin
Governor