

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, AUGUST 2, 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. 10:00 a.m. Robert Shirley, Sheriff
- Approval to hire a new Deputy Sheriff - Discussion/Action
3. 10:15 a.m. Michele Morrison, Blue Ridge Community and Technical College
- Request that County Commission write a letter of support for the National Science Foundation Scholarships in Science, Technology, Engineering, and Mathematics grant - Discussion/Action
4. 10:30 a.m. Break
5. 10:45 a.m. Jennifer Brockman, Director of Planning and Zoning
- Planning Commission Recommendation Regarding US 340 East Gateway Corridor Plan and Request for Public Hearing - Discussion/Action
- Request for Joint Planning Commission/Jefferson County Commission Meeting to discuss proposed Timeline and Work Plan for 2014 Comp Plan - Discussion/Action
- Fourth Quarterly/Annual Report of the Planning Commission and Zoning Department, Planning Commission and Board of Zoning Appeals Report and discussion of FY 2012 Work Plan - Discussion

6. 11:00 a.m. Paul Shroyer, Director of Financial Management
- State Level Budget Revisions #1, #2, #3 and #4 - Discussion/Action
- Internal Budget Revisions - IRB #101, IRB #102 and IRB #103 -
Discussion/Action

NEW BUSINESS:

7. Ratify decision to approve \$15,000 from the unencumbered fund for the Blue Ridge Mountain Watershed Coalition - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- iPad training available after the meeting

COUNTY COMMISSION REPORTS

8. ADJOURN

CORRESPONDENCE:

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

Notice of Public Hearing on August 9th, 2012 at 2:30 p.m. for public input on the potential purchase of the Briel Building and to discuss the list of Capital Improvements.

Correspondence received from Earl L. Jackson, Jr. regarding comments and recommendations concerning emergency services.

Correspondence received from Earl L. Jackson, Jr. regarding a comprehensive plan with goals for good governance.

Invitation to attend the Charles Town HBPA annual Owners and Trainers Appreciation Day Luncheon buffet on Sunday afternoon, August 5, 2012 from 11:30 a.m. to 3:30 p.m. on the third floor of the Hollywood Casino at Charles Town Races.

Email correspondence received from Karan Townsend regarding Economic Development Tourism.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending July 14th & 21st, 2012 received from the West Virginia Lottery.

Keep the Library in town - Request that the Shepherdstown Public Library Board of Trustees generate and produce a Cost Comparison and Feasibility Study on the Souther States property as an alternative site for the Shepherdstown Public Library.

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

SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State held at the Jefferson County Commission Meeting Room on the lower floor of the Old Charles Town Library at 200 E. Washington Street, on Tuesday, July 24, beginning at 9:30 a.m.

**WORK SESSION TO DISCUSS SPACE NEEDS
OF THE COUNTY WORKFORCE AND
POSSIBLE PURCHASE OF THE BRIEL BUILDING**

Ms. Noland called the Work Session to order at 9:30 a.m.

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

Interim County Administrator: Debbie Keyser
Director of Financial Management: Paul Shroyer

Those present discussed the Capital Improvements Projects List, the 5-year budget as of July 2012 and floor plans for the Briel Building. Angela Banks, County Assessor was in the audience and made comments.

After discussion, the Commissioners directed that Mr. Shroyer and Ms. Banks work together to prepare draft floor plans to be submitted for the Commission's review at the meeting on Thursday, August 9, 2012.

They directed that a letter to the stakeholders be sent regarding the space needs of the County Clerk, Assessor and the Circuit Clerk. Ms. Banks is to assess the space available to her in the Briel Building and report back to the Commission in two weeks.

It was decided that a public hearing would be held on Thursday, August 9, 2012 at 2:30 p.m. on the possible purchase of the Briel Building by the Commission.

There being no further business, the meeting was adjourned.

PATRICIA A. NOLAND, PRESIDENT

Minutes
Jefferson County Commission
Thursday, July 26, 2012

A meeting of the Jefferson County Commission was held on Thursday, July 26, 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 26, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the July 19, 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 \$52,208.11 being P. O. Nos. 49920, 49937, 49780, 49782, 50992, 49940, 49941, 49950, 49951, 49952, 49635, 49634, 49943 and 50719. 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 \$341,495.85 for July 26, 2012. Motion seconded by Mr. Pellish and unanimously approved.

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
067810	712	AT&T/GA		\$ -	\$ 337.64	\$ 337.64
067811	424	ALLIANCE ELECTRIC LLC	49927	\$ 450.00	\$ -	\$ 450.00
067812	405	DAN B. AVSTREIH, MD FACE	49634	\$ 2,975.00	\$ -	\$ 2,975.00
067813	717	ALL STAR AUTO GLASS	49938	\$ 195.00	\$ -	\$ 195.00
067814	403	BANK OF CHARLES TOWN	49885	\$ 110.00	\$ -	\$ 110.00
067815	425	B-K OFFICE SUPPLY INC	49933	\$ 1,017.00	\$ -	\$ 1,017.00
067816	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
067817	717	CREAMERS WRECKER SVC	49932	\$ 130.00	\$ -	\$ 130.00

067818	440	CHOICE STAFFING, INC.		\$ -	\$ 673.31	\$ 673.31
067819	405	DELL MARKETING LP	49946	\$ 1,341.12	\$ -	\$ 1,341.12
067820	700	DIGITAL ALLY	49637	\$ 9,468.00	\$ -	\$ 9,468.00
067821	717	DONALD B. RICE TIRE CO.	49931	\$ 1,212.54	\$ -	\$ 1,212.54
067822	413	ESS ELECTION SYSTEMS &	49710	\$ 10,042.43	\$ -	\$ 10,042.43
067823	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
067823	425	J.C.EHRLICH		\$ -	\$ 557.38	\$ 557.38
067824	425	FISHER AUTO PARTS	49928	\$ 3,325.00	\$ -	\$ 3,325.00
067824	717	FISHER AUTO PARTS	49928	\$ 1,120.20	\$ -	\$ 1,120.20
067825	700	GALLS,AN ARAMARK CO	49638	\$ 647.40	\$ -	\$ 647.40
067825	700	GALLS,AN ARAMARK CO	49638	\$ 1,262.67	\$ -	\$ 1,262.67
067826	717	GUTTMAN OIL CO		\$ -	\$ 17,767.84	\$ 17,767.84
067827	716	HILLSIDE VETERINARY HOSP	51157	\$ 551.34	\$ -	\$ 551.34
067828	401	NICHELLE HOSBY		\$ -	\$ 30.00	\$ 30.00
067829	ALLOC	JEFFERSON COUNTY SOLID		\$ -	\$ 35,000.00	\$ 35,000.00
067830	425	JEFFERSON COUNTY SOLID	53045	\$ 16.64	\$ -	\$ 16.64
067831	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
067832	425	JOHN DEERE FINANCIAL	49917	\$ 931.70	\$ -	\$ 931.70
067832	716	JOHN DEERE FINANCIAL	49917	\$ 134.91	\$ -	\$ 134.91
067833	717	JERRY'S FORD/LINCOLN/MER	49937	\$ 3,413.55	\$ -	\$ 3,413.55
067834	424	KONE INC.	50554	\$ 1,311.00	\$ -	\$ 1,311.00
067834	425	KONE INC.	50554	\$ 4,617.00	\$ -	\$ 4,617.00
067835	405	MATTHEW BENDER & CO	49633	\$ 3,630.61	\$ -	\$ 3,630.61
067836	701	MPH INDUSTRIES INC	50922	\$ 3,998.00	\$ -	\$ 3,998.00
067837	429	EASTERN PANHANDLE REGION		\$ -	\$ 19,794.26	\$ 19,794.26
067838	425	RCS SECURITY		\$ -	\$ 186.00	\$ 186.00
067839	403	SOFTWARE SYSTEMS, INC	50893	\$ 92.00	\$ -	\$ 92.00
067839	700	SOFTWARE SYSTEMS, INC	50917	\$ 1,792.00	\$ -	\$ 1,792.00
067839	976	SOFTWARE SYSTEMS, INC	50892	\$ 5,000.00	\$ -	\$ 5,000.00
067840	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 30,434.63	\$ 30,434.63
067840	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 103.40	\$ 103.40
067841	704	ST/WV REGIONAL JAIL &	52027	\$ 98,136.80	\$ -	\$ 98,136.80
067842	701	SUPERIOR AUTO BODY	50919	\$ 1,531.40	\$ -	\$ 1,531.40
067843	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,380.31	\$ 9,380.31
067844	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,346.38	\$ 14,346.38

067845	700	TPS TOWN POLICE SUPPLY	50920	\$ 349.47	\$ -	\$ 349.47
067846	717	TRI STATE TIRES	49942	\$ 48.00	\$ -	\$ 48.00
067847	701	VITAL SIGNS	50916	\$ 150.00	\$ -	\$ 150.00
067848	716	VALLEY PET CEMETERY	51158	\$ 207.00	\$ -	\$ 207.00
067849	717	WILLIAMS MOTOR PARTS, IN	51131	\$ 406.31	\$ -	\$ 406.31
067850	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,661.15	\$ 25,661.15
067851	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 79,834.67	\$ 79,834.67
067852	403	WALZ GROUP, LLC	49883	\$ 872.26	\$ -	\$ 872.26
067853	701	WV SIGNAL & LIGHT, INC.	50921	\$ 509.00	\$ -	\$ 509.00
TOTAL						\$ 396,516.32
TOTAL				\$ 160,995.35	\$ 235,520.97	\$ 396,516.32

PUBLIC COMMENT:

No public comment.

PRESENTATIONS:

1. Angela Banks, Assessor presented the following exonerations for approval:

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Darlene K. Willis in the amount of \$241.73. Motion by Mr. Manuel to approve the exoneration of \$241.73 for Ticket No. 314494. Motion seconded by Mr. Pellish and unanimously approved.

Name	District	Type	Ticket No.	Amount
Darlene K. Willis	Ranson Municipality	Personal Property	314494	\$241.73

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Harold Sill in the amount of \$6.94. Motion by Ms. Morgan to approve the exoneration of \$6.94 for Harold Sill, Ticket No. 304163. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
Harold Sill	Charles Town	Personal Property	304163	\$6.94

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Paul Hayne Hardy in the amount of \$94.74. Motion by Ms. Morgan to approve the exoneration of \$94.74 for Paul Hayne Hardy, Ticket No. 307444. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
Paul Hayne Hardy	Harpers Ferry	Personal Property	307444	\$94.74

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Joseph C. Bound in the amount of \$34.66. Motion by Mr. Manuel to approve the exoneration of \$34.66 for Joseph C. Bound, Ticket No. 300763. Motion seconded by Ms. Morgan and unanimously approved.

Name	District	Type	Ticket No.	Amount
Joseph C. Bound	Charles Town	Personal Property	300763	\$34.66

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Richard and Jessica Riner in the amount of \$182.56. Motion by Ms. Morgan to approve the exoneration of \$182.56 for Richard and Jessica Riner, Ticket No. 303883. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
Richard and Jessica Riner	Charles Town	Personal Property	303883	\$182.56

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Peggy Dawson in the amount of \$159.46. Motion by Ms. Morgan to approve the exoneration of \$159.46 for Richard and Jessica Riner, Ticket No. 311483. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
Peggy Dawson	Middleway	Personal Property	311483	\$159.46

2. **Martin Burke, Chairman of the Historic Landmarks Commission requested a waiver of the \$200 in processing fees charged with submission of merger parcel applications for two parcels to be merged on the Cement Mill Property.**

Motion by Ms. Morgan to authorize the waiver of \$200 in processing fees charged with the submission of merger parcel applications for two parcels to be merged on the Cement Mill Property. Motion seconded by Mr. Manuel and unanimously approved.

3. **Fred Collins, President and Training Officer of the Blue Ridge Fire Company,** presented an update on the Fire Company's resolution to some of their past problems. He explained that some of Blue Ridge's present problems are occurring because 1) recruitment of fire fighting personnel has become difficult due to a lack of volunteers, 2) they do not have the funds to build a new station to house their vehicles and can only enlarge their present station, 3) and an agreement needs to be reached with Loudoun County to assist on the mountain. Mr. Collins stated that farther in the future Blue Ridge Fire Company would like to work in partnership with the County Commission and have the Commission consider taking over the fire company.

4. **Barbara Miller, Director of Homeland Security and Emergency Management, by Debbie Keyser, Interim County Administrator,** requested that the Commission authorize her to advertise and fill a vacant administration assistant position in OSHEMS at a salary of \$35,152 annually.

Motion by Mr. Manuel to authorize Ms. Miller to advertise and fill a vacant administration assistant position in OAHEMS at a salary of \$35,152 annually. Motion seconded by Ms. Pellish and unanimously approved.

5. **Discussion regarding whether or not to hire civil counsel for the County Commission.** The Commissioners were in agreement that they need more information before they can make a decision. They requested information such as the cost of an attorney and an assistant, or only an attorney, salaries, letter from Mr. Lorenzetti, Prosecuting Attorney, confirming that the Civil Attorney will work solely on County Commission matters and will not be a part of the Prosecuting Attorney's Office.

The Commission took a short break at 10:30 a.m.

The Commission reconvened at 10:40 a.m.

6. **Roger Goodwin, Chief County Engineer,** requested a bond reduction or complete bond release of the remaining \$65,649 from Letter of Credit #3021586 surety for the construction bond agreement for Dan Ryan Builders – Gap View Village, Lots 1 – 26 (File #98-20).

Motion by Ms. Widmyer to authorize the complete release of the remaining \$65,649 surety for Gap View Village as presented by Mr. Goodwin. Motion seconded by Mr. Manuel and unanimously approved.

Request by Mr. Goodwin to add an additional \$25,000 to his budget to be used to hire two part-time employees to fill in when absences occur.

Motion by Ms. Morgan to authorize an additional \$25,000 be allotted to Mr. Goodwin's budget for the purpose of hiring two part-time employees to fill in when absences occur, subject to Mr. Shroyer finding an appropriate fund from which to draw the money. Motion seconded by Mr. Manuel and unanimously approved.

7. **Discussion about cancelling a Commission meeting in August, 2012.**

Due to the upcoming Labor Day Holiday, motion by Ms. Widmyer to cancel the Commission meeting that would normally be held on Thursday, August 30, 2012. Motion seconded by Ms. Morgan and unanimously approved.

8. **Request by Debbie Keyser to approve the draft Bonus Policy.**

Motion by Mr. Pellish to approve the Bonus Policy. Motion seconded by Mr. Manuel and unanimously approved.

9. **Denny Barron of the Shepherdstown Fire Company discussed the audit issue.** Mr. Barron stated the Shepherdstown Fire Company files a compilation of documents, including a Form 990, which has been accepted by the Secretary of State.

He believes that this along with the West Virginia Code for auditing of charitable contributions is sufficient accounting of monies received by the fire companies. He agrees the \$61,000 allocated to the Shepherdstown Fire Company and each fire company should be audited and the results provided to the Commission.

Ron Fletcher, President of the Jefferson County Fire and Rescue Association reported that the Jefferson County Emergency Services Agency and the Jefferson County Fire and Rescue Association met on July 24, 2012. They agreed to audit and keep separate monies from the County Commission. They were unable to reach an agreement other than to distribute the \$61,000 to each of the fire companies. Moreover, they reach a formula and conclusion by 12-31-2012.

Motion by Mr. Manuel that the County Commission endorse the allocation of \$61,000 for each of seven fire companies to the Emergency Services Agency to distribute equally among the fire companies this fiscal year. Motion seconded by Ms. Morgan and unanimously approved.

- 11. Paul Shroyer, Director of Financial Management**, opened a discussion regarding FY2013 budget allocations. Each Commissioner expressed their priorities for funding. He stated that the amount of requests for funding total \$298,500 and \$104,163 has previously been recommended for funding.

Motion by Mr. Manuel that the allocations for FY2013 remain at the \$115,000 level from last fiscal year and that the Commission review that amount at a later date. Motion seconded by Ms. Widmyer and unanimously approved.

- 12. Paul Shroyer and Bill Polk, Maintenance Director**, updated the Commission on several items:

- Mr. Polk advised that he is unable to provide a cost savings figure of the Central Garage because in FY2013 it had only been in operation for approximately one month. He will provide an update by 12-31-2012.
- Mr. Polk reported that the County's current telephone system is worn out. He briefly mentioned several other systems and stated that a representative of Accurate Systems would come before the Commission and describe the different plans for consideration by the Commission.
- Mr. Shroyer and Mr. Polk offered information regarding County space needs in conjunction with the possible purchase of the Briel Building. A suggestion was made to give the Assessor more space by possibly moving that office to the Briel Building. The County Clerk's Office and the Sheriff's Tax Office could then take over portions of the vacated Assessor's Office providing these two offices more with room. It was decided that the Commission would hold a public hearing on Thursday, August 9, 2012 for public input on the possible purchase of the Briel Building. Ms. Widmyer suggested including as a topic in the hearing the draft list of Capital Improvement Projects.

Motion by Ms. Morgan to schedule a public hearing on Thursday, August 9, 2012 at 2:30 p.m. to obtain public input on the possible purchase of the Briel Building and include the list of possible Capital Improvement Projects marked "Draft". Motion seconded by Mr. Pellish and unanimously approved.

The Commission took a short break at 12:10 p.m.

The Commission reconvened the meeting at 12:20 p.m.

- 13. John Whisenant of the Jefferson County Convention and Visitors Bureau (CVB)** provided a Power Point presentation on the economic impact of tourism in Jefferson County. Also commenting were John Reisenweber, Director, Jefferson County Development Authority, Shepherd Ogden, Tish Appignani, Annette Gavin, Karen Townsend and Cheryl Rubin.
- 14. John Reisenweber, Director of the Jefferson County Development Authority**, updated the Commission about possible new business prospects for Jefferson County.

The Commission broke for lunch at 2:00 p.m.

The Commission reconvened the meeting at 2:45 p.m.

- 15. Request for approval of \$200,000 from the unencumbered fund from the past fiscal year be placed in one of the**

capital accounts for capital projects (DM).

Motion by Mr. Manuel to place \$200,000 from the unencumbered fund from the past fiscal year into one of the capital accounts for capital projects. Motion seconded by Ms. Noland for purposes of discussion.

Mr. Pellish stated that of the \$200,000, \$150,000 should be allocated to the CVB and the other \$50,000 be allocated to the Jefferson County Animal Welfare Society.

Ms. Widmyer amended the motion to state that the amount in the unencumbered fund of \$233,107 be distributed as follows: \$50,000 to the Jefferson County Welfare Society, \$15,000 to the water quality monitoring study, and amounts to be determined to the South Jefferson Library, Blue Ridge Watershed Coalition, Shepherdstown Library, Frank Buckles Park, Hite Road project and \$12,000 to keep the 2-1/2 % monies at last year's level.

Ms. Noland suggested that \$150,000 be allocated to CVB and \$50,000 allocated to the Jefferson County Animal Welfare Society.

A vote was taken on Mr. Manuel's original motion and failed 4 to 1, with Ms. Widmyer, Ms. Noland, Mr. Pellish and Ms. Morgan voting against.

Motion by Mr. Pellish that \$150,000 of the \$200,000 be invested with the CVB to help establish their goals. Motion seconded by Ms. Morgan with the proviso that the CVB is aware that the Commission will be monitoring them to insure that the dollars are spent wisely

Mr. Manuel moved to amend the motion by adding \$28,000 to increase each fire department's allotment of \$61,000 to \$65,000. No second and the motion to amend dies.

Mr. Manuel moved to amend the motion by requiring before the allocation to CVB is given, a payback analysis from the CVB is required much like the Commission asked of its own Department Head with regard to the telephone system. Motion seconded by Ms. Widmyer and carried 3 to 2 with Ms. Noland and Mr. Pellish voting against.

A vote was taken on the original motion to allocate \$150,000 to the CVB in accordance with their presentation on this date. Motion carried 4 to 1 with Mr. Manuel voting against.

Motion by Ms. Widmyer to allocate \$50,000 of the \$200,000 to the Jefferson County Animal Welfare Society. Motion seconded by Mr. Pellish and carried 4 to 1 with Mr. Manuel voting against.

Motion by Ms. Widmyer to allocate \$15,000 to the Blue Ridge Watershed Coalition for their continued work on water quality and cleanup, contingent upon the \$200,000 actually being \$233,107. Mr. Pellish seconded the motion and it was carried 4 to 1 with Mr. Manuel voting against.

16. Request by South Jefferson Public Library for \$10,000 additional funding.

Mr. Manuel suggested additional funding of \$28,000 so that each fire company will receive \$65,000 instead of the proposed \$61,000.

The Commission, by general consensus, directed that the request by the South Jefferson Public library be placed on next week's agenda and Mr. Manuel's request for an additional \$28,000 funding for the fire companies be placed on the agenda in two weeks.

17. Request by Debbie Keyser for approval of the 2012-2013 Events Schedule for Jefferson County employees.

Motion by Mr. Manuel to approve the 2012-2013 Events Schedule for Jefferson County employees as presented. Motion seconded by Ms. Widmyer and unanimously approved.

18. Request by Debbie Keyser for approval of the Grant Policy.

Motion by Mr. Manuel to approve the Grant Policy as presented. Motion seconded by Mr. Pellish and unanimously approved.

COUNTY ADMINISTRATOR REPORTS

Debbie Keyser, Interim County Administrator:

- Reported that Resumes for the position of County Administrator are available in the County Commission Office for Commissioners' review.
- Reported that the County spent \$19,000 with SSI last week.
- Charlotte Hernandez-Velez is scheduling Ipad training for the Commissioners.
- Charlotte Hernandez-Velez put a link on the front page of the Commission web site so that during an emergency the public can click on it and be informed of county activities.
- Talked to the gentleman from Potomac Edison and he agreed to come and speak to the Commission in the month of August.

COUNTY COMMISSIONER REPORTS

Commissioner Morgan:

- Attended a Berkeley/Jefferson Day Report Center meeting.
- Attended a Telemon meeting.
- Attended an Open House at the new Juvenile Drug Court.
- Attended a space needs workshop.

Commissioner Pellish:

- Commissioner Pellish had nothing to report this week.

Commissioner Manuel:

- Attended an Open House at the new Juvenile Drug Court.
- Attended a space needs workshop
- Attended a special JCESA meeting regarding audit and allocations.

Commissioner Widmyer:

- Attended an Open House at the new Juvenile Drug Court.
- Attended a space needs workshop.

Commissioner Noland:

- Attended an Open House at the new Juvenile Drug Court.
- Attended a space needs workshop.

There being no further business, motion by Mr. Manuel to adjourn the meeting. Motion seconded by Mr. Pellish and unanimously approved. Upon rising at 3:35 p.m. the meeting was adjourned until Thursday, Aug. 2, 2012 at 9:30 a.m.

PATRICIA A. NOLAND

PURCHASE ORDERS TO BE APPROVED

August 2, 2012

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
CENTRAL GARAGE	52056	\$134.18	Jerry's Ford Lincoln Mercury	Wiper arm & AC Parts
	52058	\$161.70	Battery Mart	6 - 12V batteries
COURTHOUSE	52029	\$ 1,085.00	Rodgers Clock Service	Service of Tower Clock at Courthouse
	52059	\$595.00	Micromain	Support subscription renewal
	52062	\$3,212.00	Boland	Repair leak on cooling tower-Cthse.
		\$7,958.00	Boland	Frequency drive (VFD)/fan motor
COUNTY CLERK	49966	\$1,000.00	Apple Valley Office Products	Annual Copier Maintenance
	49967	\$193.15	Elections/Casto & Harris	Wallet Cards-Laser & shipping
EMERGENCY COMMUNICATION	49783	\$158.60	The Journal	Newspaper subscription-9/2012-9/2013
	49810	\$1,616.60	Promos911, Inc.	Supplies
OTHER BUILDINGS	49945	\$1,581.00	Boland	Repairs/rooftop unit- Judicial Ctr
	52049	\$166.00	ABH Services, Inc.	Carpet cleaning/storm water
	52053	\$704.00	Fidelity Power Systems	Repairs on Emergency Generator
	52061	\$161.49	Thomas Somerville	Plumbing Supp./Comm. Ctr
	52052	\$861.91	Cleaning supplies	Daycon

PLANNING DEPT.	49953	\$491.86	Manpower	Temp - Melinda Powell
VARIOUS	52057	\$297.00	Trenary	Replace bad circuit board/Crthse.
	52057	\$1,798.00	Trenary	Tie in duct work/off. Renovation
GRAND TOTAL		\$22,175.49		Printed at 11:55 a.m. on 7/30/12

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Angie Banks, Assesor

Department or Entity: Assessor's Office

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: August 2, 2012

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: 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 B. E. Shuler 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

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Michele Morrison

Department or Entity: Blue Ridge Community and Technical College

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: next available meeting week of July 30th

Date Requested – 2nd Choice: _____

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

Subject:

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

My name is Michele Morrison, and I am the Cyber Security Program Coordinator at Blue Ridge Community and Technical College. I am currently writing a grant for the National Science Foundation Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM). Our project for the grant is a Women in Technology Conference that will bring awareness and educational opportunities to high school and college age women in the technological fields of Information Technology, Cyber Security, Engineering, and Mechatronics. This one day conference will encourage these women to become involved in and excel in the various fields of technology. The attendees will obtain increased knowledge and exposure to technology fields and their positive impact on society. It will provide an opportunity for these young women to see, hear, and learn from professionals who have succeeded in the field.

I was wondering if you would be willing to write a letter of support for our grant? The S-STEM program emphasizes the importance of recruiting students to STEM disciplines, mentoring and supporting students through degree completion, and partnering with employers to facilitate student career placement in the STEM workforce. If you are willing to write a letter, could you please have it to me by Tuesday, August 7th?

Women account for only 20% of technology professionals and in recent years, fewer girls have pursued science and technology-related academic studies and careers. The national average of women receiving technology-engineering bachelor degrees is only 17.8%. The STEM fields of study are losing out on talent

due to the limited involvement of women within these programs and methods of increasing that involvement need to be investigated and implemented. I hope you will join our plight.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **I move that the Jefferson County Commission agree to write a letter of support for the National Science Foundation Scholarships in Science, Technology, Engineering, and Mathematics grant written by Blue Ridge Community and Technical College, Michele Morrison as the Primary Investigator of the grant.**

Attachments:

NSF Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM)

PROGRAM SOLICITATION NSF 12-529

REPLACES DOCUMENT(S): NSF 09-567



National Science Foundation

Directorate for Education & Human Resources
Division of Undergraduate Education

Full Proposal Deadline(s) (due by 5 p.m. proposer's local time):

August 14, 2012

August 13, 2013

August 12, 2014

IMPORTANT INFORMATION AND REVISION NOTES

Letters of Intent are no longer requested.

Indirect Costs: Please note an important change to the treatment of indirect costs that has been incorporated into the NSF Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) program solicitation. To ensure consistency with NSF-wide policies, proposals submitted to this program solicitation are subject to the awardee's current Federally negotiated indirect cost agreement.

Please note that indirect costs are in addition to the maximum direct cost request of \$600,000.

Important Reminders

PAPPG Changes: A revised version of the *NSF Proposal & Award Policies & Procedures Guide (PAPPG)*, **NSF 11-1**, was issued on October 1, 2010 and is effective for proposals submitted, or due, on or after January 18, 2011. Please be advised that the guidelines contained in **NSF 11-1** apply to proposals submitted in response to this funding opportunity.

Cost Sharing: The PAPPG has been revised to implement the National Science Board's recommendations regarding cost sharing. Inclusion of voluntary committed cost sharing is prohibited. In order to assess the scope of the project, all organizational resources necessary for the project must be described in the Facilities, Equipment and Other Resources section of the proposal. The description should be narrative in nature and must not include any quantifiable financial information. Mandatory cost sharing will only be required when explicitly authorized by the NSF Director. See the PAPP Guide Part I: *Grant Proposal Guide (GPG) Chapter II.C.2.g(xi)* for further information about the implementation of these recommendations.

Data Management Plan: The PAPPG contains a clarification of NSF's long standing data policy. All proposals must describe plans for data management and sharing of the products of research, or assert the absence of the need for such plans. FastLane will not permit submission of a proposal that is missing a Data Management Plan. The Data Management Plan will be reviewed as part of the intellectual merit or broader impacts of the proposal, or both, as appropriate. Links to data management requirements and plans relevant to specific Directorates, Offices, Divisions, Programs, or other NSF units are available on the NSF website at: <http://www.nsf.gov/bfa/dias/policy/dmp.jsp>. See **Chapter II.C.2.j** of the GPG for further information about the implementation of this requirement. Guidelines for data management in EHR projects can be found at: <http://www.nsf.gov/bfa/dias/policy/dmpdocs/ehr.pdf>.

Postdoctoral Researcher Mentoring Plan: As a reminder, each proposal that requests funding to support postdoctoral researchers must include, as a supplementary document, a description of the mentoring activities that will be provided for such individuals. Please be advised that if required, FastLane will not permit submission of a proposal that is missing a Postdoctoral Researcher Mentoring Plan. See **Chapter II.C.2.j** of the GPG for further information about the implementation of this requirement.

SUMMARY OF PROGRAM REQUIREMENTS

General Information

Program Title:

NSF Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM)

Synopsis of Program:

This program makes grants to institutions of higher education to support scholarships for academically talented students demonstrating financial need, enabling them to enter the STEM workforce or STEM graduate school following completion of an associate, baccalaureate, or graduate-level degree in science, technology, engineering or mathematics disciplines. Grantee institutions are responsible for selecting scholarship recipients, reporting demographic information about student scholars, and managing the S-STEM project at the institution.

The program does not make scholarship awards directly to students; students should contact their institution's Office of Financial Aid for this and other scholarship opportunities.

Cognizant Program Officer(s):

Please note that the following information is current at the time of publishing. See program website for any updates to the points of contact.

- Joyce B. Evans, Lead Program Director, 835 N, telephone: (703) 292-5098, email: jevans@nsf.gov
- Louis J. Everett, Alternate Lead Program Director, 835, telephone: (703) 292-4645, email: leverett@nsf.gov
- Joseph Grabowski, Alternate Lead Program Director, 835, telephone: (703) 292-8670, email: jgrabows@nsf.gov
- Duncan E. McBride, Program Director, 835 N, telephone: (703) 292-4630, email: dmcbride@nsf.gov
- Erin E. McDougal, Science Assistant, telephone: (703) 292-7891, email: emcdouga@nsf.gov

Applicable Catalog of Federal Domestic Assistance (CFDA) Number(s):

- 47.076 --- Education and Human Resources

Award Information

Anticipated Type of Award: Standard Grant or Continuing Grant

Estimated Number of Awards: 80 to 100

Anticipated Funding Amount: \$50,000,000 to \$70,000,000 annually, for new and continuing activities, pending availability of funds. Awards are not expected to exceed \$600,000 in direct costs. Annual budgets are limited to \$225,000 in direct costs.

Eligibility Information

Organization Limit:

Proposals may only be submitted by the following:

- Institutions of higher education (as defined in section 101 (a) of the Higher Education Act of 1965) in the United States and its territories that grant associate, baccalaureate, or graduate degrees in the disciplines listed in section IV.C. are invited to submit proposals.

PI Limit:

The Principal Investigator must be a faculty member currently teaching in one of the S-STEM disciplines who can provide the leadership required to ensure the success of the project. Projects involving more than one department within an institution are eligible, but a single Principal Investigator must accept overall management responsibility. Other members of the S-STEM project management team may be listed as Co-Principal Investigators.

Limit on Number of Proposals per Organization:

An Institution may submit one proposal from each constituent school or college that awards degrees in an eligible field. See Section IV.A. for details.

Limit on Number of Proposals per PI:

None Specified

Proposal Preparation and Submission Instructions

A. Proposal Preparation Instructions

- Letters of Intent: Not Applicable
- Preliminary Proposal Submission: Not Applicable
- Full Proposals:
 - Full Proposals submitted via FastLane: NSF Proposal and Award Policies and Procedures Guide, Part I: Grant Proposal Guide (GPG) Guidelines apply. The complete text of the GPG is available electronically on the NSF website at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg.
 - Full Proposals submitted via Grants.gov: NSF Grants.gov Application Guide: A Guide for the Preparation and Submission of NSF Applications via Grants.gov Guidelines apply (Note: The NSF Grants.gov Application Guide is available on the Grants.gov website and on the NSF website at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide)

B. Budgetary Information

- Cost Sharing Requirements: Inclusion of voluntary committed cost sharing is prohibited.

- Indirect Cost (F&A) Limitations: Not Applicable
- Other Budgetary Limitations: Other budgetary limitations apply. Please see the full text of this solicitation for further information.

C. Due Dates

- Full Proposal Deadline(s) (due by 5 p.m. proposer's local time):
 - August 14, 2012
 - August 13, 2013
 - August 12, 2014

Proposal Review Information Criteria

Merit Review Criteria: National Science Board approved criteria. Additional merit review considerations apply. Please see the full text of this solicitation for further information.

Award Administration Information

Award Conditions: Standard NSF award conditions apply.

Reporting Requirements: Additional reporting requirements apply. Please see the full text of this solicitation for further information.

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I. INTRODUCTION

The NSF Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) program provides institutions with funds for student scholarships to encourage and enable academically talented students demonstrating financial need to enter the STEM workforce or STEM graduate school following completion of an associate, baccalaureate, or graduate degree in fields of science, technology, engineering, or mathematics. The program was established by the National Science Foundation (NSF) in accordance with the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277) as modified by P.L. 106-313 and P.L.108-447 in 2004. The Act reflects the national need to increase substantially the number of American scientists and engineers.

II. PROGRAM DESCRIPTION

- A. The S-STEM program emphasizes the importance of recruiting students to STEM disciplines, mentoring and supporting students through degree completion, and partnering with employers to facilitate student career placement in the STEM

workforce. Participating institutions are expected to support the goals of the S-STEM program including the following:

- Improved educational opportunities for students;
- Increased retention of students to degree achievement;
- Improved student support programs at institutions of higher education; and
- Increased numbers of well-educated and skilled employees in technical areas of national need.

Students to be awarded scholarships must demonstrate academic talent and financial need. In addition, they must be US citizens, permanent residents, nationals, or refugees. Refer to Section IV.C. (Scholarship Recipients) in this Solicitation for details.

It is expected that scholarship recipients will achieve at least one of the following by the end of the scholarship award period:

- Receive an associate, baccalaureate, or graduate degree in one of the S-STEM disciplines;
- Transfer from an associate degree program to a baccalaureate degree program or from an undergraduate program to a graduate program in one of the S-STEM disciplines;
- Successfully pass one or more of an institution's self-identified attrition points.

S-STEM grants may be made for up to five years and provide individual scholarships of up to \$10,000 per year, depending on financial need.

Please refer to Section V.A.5., Project Description, for details about specific S-STEM project requirements.

B. The following sources may be of interest to proposers in thinking about an S-STEM project. They represent some of the literature about effective scholarship programs. The list is not meant to be a complete bibliography.

(2005). AMS Members and Industry/Government Sponsors Help AMS Launch a New Scholarship Program. *Bulletin of the American Meteorological Society*, 86(12), 1821-1822.

(2006). AMS Fellowship/Scholarship Program: A Continuing Tradition of Success. *Bulletin of the American Meteorological Society*, 87(9), 1233.

Amelink, C. T., & Creamer, E. G. (2010). Gender Differences in Elements of the Undergraduate Experience that Influence Satisfaction with the Engineering Major and the Intent to Pursue Engineering as a Career. *Journal of Engineering Education*, 99(1), 81-92.

Angrist, J., Lang, D., & Oreopoulos, P. (2009). Incentives and Services for College Achievement: Evidence from a Randomized Trial. *American Economic Journal: Applied Economics*, 1(1): 136-163.

Arum, R., & Roksa, J. (2011). *Academically Adrift: Limited Learning on College Campuses*. Chicago: The University of Chicago Press.

Baker, J. G., & Finn, M. G. (2008). Can a Merit-Based Scholarship Program Increase Science and Engineering Baccalaureates? *Journal for the Education of the Gifted*, 31(3), 322-337.

Chesler, N. C., & Chesler, M. A. (2002). Gender-Informed Mentoring Strategies for Women Engineering Scholars: On Establishing a Caring Community. *Journal of Engineering Education*, 91(1), 49-55.

Dee, T. S., & Jackson, L. A. (1999). Who Loses HOPE? Attrition from Georgia's College Scholarship Program. *Southern Economic Journal*, 66(2), 379-390.

Dong, L., & Chapman, D. W. (2008). The Chinese Government Scholarship Program: An Effective Form of Foreign Assistance? *International Review of Education*, 54(2), 155-173.

Lumina Foundation. (2011). *Four Steps to Finishing First in Higher Education*. Indianapolis, IN. Available at http://www.luminafoundation.org/publications/Four_Steps_to_Finishing_First_in_Higher_Education.pdf.

National Science Foundation, Division of Science Resources Statistics. (2011). *Women, Minorities, and Persons with Disabilities in Science and Engineering: 2011 (NSF 11-309)*. Arlington, VA. Available at <http://www.nsf.gov/statistics/wmpdp>.

OECD. (2011). *Against the Odds: Disadvantaged Students who Succeed in School*, PISA, OECD Publishing. Doi: <http://dx.doi.org/10.1787/9789264090873-en>.

Olds, B. M., Moskal, B. M., & Miller, R. L. (2005). Assessment in Engineering Education: Evolution, Approaches and Future Collaborations. *Journal of Engineering Education*, 94(1), 13-25.

U.S. Department of Education, Institute of Education Services, National Center for Education Evaluation and Regional Assistance. (2010). *Evaluation of the DC Opportunity Scholarship Program: Final Report* (NCEE 2010-4018). Washington, D.C. Available at <http://ies.ed.gov/ncee/pubs/20104018/pdf>.

U.S. Department of Education, National Center for Education Statistics. (2011). *The Condition of Education 2011* (NCES 2011033). Washington, D.C. Available at <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2011033>.

Seymour, E., & Hewitt, N. M. (2000). *Talking About Leaving: Why Undergraduates Leave the Sciences*. Boulder: Westview Press.

Shapiro, N. S., & Levine, J. H. (1999). *Creating Learning Communities: A Practical Guide to Winning Support, Organizing for Change, and Implementing Programs*. San Francisco: Jossey-Bass.

Stewart, G. L., Russell, R. B., & Wright, D. B. (1997). The Comprehensive Role of Student Affairs in African-American Student Retention. *Journal of College Admission*, 154, 6-11.

Stewart, T., Wolf, P., & Cornman, S. Q. (2007). Parent and Student Voices on the First Year of the DC Opportunity Scholarship Program. *Peabody Journal of Education*, 82(2-3), 311-386.

Weidner, V. R., & Herrington, C. D. (2006). Are Parents Informed Consumers: Evidence From the Florida McKay Scholarship Program. *Peabody Journal of Education*, 81(1), 27-56.

Whalen, D. F., & Shelley, M. C. II. (2010). Academic Success for STEM and Non-STEM Majors. *Journal of STEM*

III. AWARD INFORMATION

The number and size of awards will vary depending upon the scope of projects and availability of funds. Approximately \$50-\$70 million is expected to be available annually, for new and continuing activities to support approximately 80-100 new S-STEM awards.

Awards are normally not expected to exceed \$600,000 in direct costs. Annual budgets are limited to \$225,000 in direct costs. The award duration may be up to five years within the annual and overall budget limits. The limits include the funds for administrative and support functions as well as the scholarship funds. (See section V.A.8. below for details on the budget.)

IV. ELIGIBILITY INFORMATION

Organization Limit:

Proposals may only be submitted by the following:

- Institutions of higher education (as defined in section 101 (a) of the Higher Education Act of 1965) in the United States and its territories that grant associate, baccalaureate, or graduate degrees in the disciplines listed in section IV.C. are invited to submit proposals.

PI Limit:

The Principal Investigator must be a faculty member currently teaching in one of the S-STEM disciplines who can provide the leadership required to ensure the success of the project. Projects involving more than one department within an institution are eligible, but a single Principal Investigator must accept overall management responsibility. Other members of the S-STEM project management team may be listed as Co-Principal Investigators.

Limit on Number of Proposals per Organization:

An Institution may submit one proposal from each constituent school or college that awards degrees in an eligible field. See Section IV.A. for details.

Limit on Number of Proposals per PI:

None Specified

Additional Eligibility Info:

A. Institutions

1. An institution may submit one proposal from each constituent college or school that awards eligible degrees. (For example, a university with a College of Engineering, a School of Life Sciences, and a College of Arts and Sciences could submit one proposal from each for a total of three. However, within a College of Engineering, if the Department of Electrical Engineering were submitting a proposal, a proposal from the Department of Mechanical Engineering could be submitted only in a subsequent year. The two departments could also submit a proposal jointly.)
2. An institution without constituent schools (for example, a 4-year college or a community college) may submit one proposal each year.
3. An institution that is part of a larger system is considered separate for this purpose if it is geographically separate and has its own chief academic officer.

B. Principal Investigator

The Principal Investigator must be a faculty member currently teaching in one of the S-STEM disciplines who can provide the leadership required to ensure the success of the project. Projects involving more than one department within an institution are eligible, but a single Principal Investigator must accept overall management responsibility. Other members of the S-STEM project management team may be listed as Co-Principal investigators.

C. Scholarship Recipients

S-STEM scholarship recipients will be selected by the awardee institution, but must

- be citizens of the United States, nationals of the United States (as defined in section 101(a) of the Immigration and Nationality Act), aliens admitted as refugees under section 207 of the Immigration and Nationality Act, or aliens lawfully admitted to the United States for permanent residence;
- be enrolled full time in a program leading to an associate, baccalaureate, or graduatedegree in one of the following disciplines for each term for which a student receives a scholarship.
 - biological sciences (except medicine and other clinical fields);
 - physical sciences, including physics, chemistry, astronomy, and materials science;
 - mathematical sciences;
 - computer and information sciences;
 - geosciences;
 - engineering;
 - technology areas associated with the preceding fields (for example, biotechnology, chemical technology, engineering technology, information technology, etc.)

- demonstrate academic ability or potential;
- demonstrate financial need, defined for undergraduate students by the US Department of Education rules for need-based Federal financial aid Free Application for Federal Student Aid (FAFSA), or, for graduate students, defined as financial eligibility for Graduate Assistance in Areas of National Need (GAANN).

These rules define financial need for undergraduates as the Cost of Attendance (COA) for an institution minus the Estimated Family Contribution (EFC) for the student (see http://studentaid.ed.gov/students/publications/student_guide/index.html). The COA, determined by each educational institution, is the total amount it will cost a student to go to school, including tuition and fees; on-campus room and board (or a housing and food allowance for off-campus students); allowances for books, supplies, transportation, loan fees, dependent care, and costs related to a disability; and miscellaneous expenses. The EFC is determined by the FAFSA form and represents the expected family contribution toward the COA (<http://www.fafsa.ed.gov>). It is recommended that the PI consult the campus financial aid office for more information regarding the institutional COA and the calculation of student financial need.

- be part of a natural student cohort that is likely to associate during the scholarship period. Students may be from a single major, or from a group that will take several classes together, or from some other group that the proposal describes. See section V.A.5.k, Special Program Features, below, for more discussion of the rationale for a cohort.

V. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. Proposal Preparation Instructions

Full Proposal Instructions: Proposals submitted in response to this program solicitation should be prepared and submitted in accordance with the guidelines specified in the NSF Grant Proposal Guide (GPG). The complete text of the GPG is available electronically on the NSF website at: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg. Paper copies of the GPG may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-PUBS (7827) or by e-mail from nsfpubs@nsf.gov.

Full Proposal Content

1. Cover Sheet.

While filling out the cover sheet in FastLane, it is important to choose the program solicitation number indicated on the cover of this document ("NSF Scholarships in Science, Technology, Engineering, and Mathematics") from the list of programs in the "NSF Unit Consideration" section. This choice must be specified in order to have FastLane access the DUE Project Data Form, which is required for S-STEM proposals.

An informative title for the proposed S-STEM project must be provided on the appropriate line. Please use the full project title and refrain from using the S-STEM name or acronym, NSF, or your institution's name in the project title.

2. Project Data Form.

A DUE Project Data Form (NSF Form 1295: Project Data Form) must be completed for all proposals. The information on this form is used to direct proposals to appropriate reviewers and to determine the characteristics of projects supported by DUE. In FastLane, this form will appear in the list of forms for the proposal only after you have selected the appropriate Program Solicitation number (indicated on the cover of this document) on the proposal cover sheet and have saved the cover sheet.

3. Project Summary.

Provide a brief one page description of the S-STEM project including the number of scholarships to be provided, the discipline areas to be served by the scholarship funds, the objectives of the project, and basic information about the student recruitment, selection, support, and career placement services to be provided as part of this S-STEM project.

The project summary MUST explicitly address both Intellectual Merit and Broader Impacts in separate statements. See Section VI. A., Proposal Review Process, for a description of the two criteria. NSF will return without review proposals that do not address both criteria in the Project Summary.

4. Table of Contents.

The Table of Contents is system-generated and cannot be edited.

5. Project Description.

The Project Description must conform to GPG formatting requirements and must not exceed 15 single-spaced pages. For legibility, 12-point type and page numbers are preferred. Proposals that exceed the page limit will be returned without review. The Project Description should contain the following information:

a. Results from Prior NSF Support.

Report on the results from related prior NSF support. In addition, if there have been any existing or prior S-STEM (formerly CSEMS) projects at the institution, provide quantitative and qualitative information about them and describe the relationship of this proposed project to the other S-STEM or CSEMS project. See Section V.A.5.k for more details about information to include about any prior S-STEM awards.

b. Project Objectives and Plans.

The project should have specific objectives that reflect the goals of the S-STEM program and local needs, as well as specific plans to select students, encourage them to achieve their best academic performance, and enable them to enter the workforce or continue studies in their fields.

c. Significance of Project and Rationale.

The proposal should address how the goals of the S-STEM program (see Program Description, Section II) will be met. In addition, it should include information on the demographics of the departments or programs affected by the scholarships, including number of majors and number of graduates per year, as well as information on overall enrollment and retention within the institution and programs involved. A rationale for

the number of scholarships and the scholarship amount requested should also be provided.

d. Activities on Which the Current Project Builds.

S-STEM projects should build on existing student support structures and program elements. Proposals should discuss such services that are relevant to the S-STEM project and describe ways in which the S-STEM project will use or enhance the structures. Proposals should describe new support structures set up for S-STEM students.

e. S-STEM Project Management Plan.

S-STEM projects should be guided by a management plan in which the key personnel and project logistics are defined. The roles and responsibilities of the personnel involved should be clear. The Principal Investigator (PI) must be a faculty member in one of the S-STEM disciplines who can provide the leadership needed in order to ensure the success of the project. The project must involve faculty in addition to the PI and may involve staff from offices of student support, financial aid, and admissions. These additional personnel may be included as Co-PIs, depending on institutional policy. In any case, the proposal must describe specific roles of each person in the project. The PI will have overall responsibility for administering the project and for interacting with NSF.

Plans should be described for activities such as recruitment and selection of students, maintenance of S-STEM records, reporting responsibilities, oversight for student support services, and implementing a process by which students who lose S-STEM eligibility will be replaced by new students.

Proposing institutions may request additional funds of up to 5% of the total scholarship amount for expenses related to program administration. Note that these funds are included in the maximum direct cost amount of \$600,000 for each award. See Section V.A.8, Proposal Preparation Instructions, for a discussion of budget details.

f. Student Selection Process and Criteria.

The program requires that the students meet the requirements for citizenship, major, academic potential, and need that are outlined in Section IV.C, Additional Eligibility Information, Scholarship Recipients. Projects should have additional selection criteria that reflect the local program. S-STEM scholars must be able to demonstrate their eligibility in each semester or quarter of S-STEM support.

The selection process for scholarship recipients should include indicators of academic merit and other indicators of likely professional success. Multiple indicators may be appropriate in gauging both academic merit (e.g., grade point average, placement test results) and professionalism (e.g., motivation, ability to manage time and resources, communication skills). Selection criteria should be flexible enough to accommodate applicants who come from diverse backgrounds and with diverse career goals. The program encourages but does not require efforts to increase the number of members of underrepresented groups (e.g., gender, ethnicity, disability, geographic, first-generation, etc.) in STEM fields; its broad aim is to assist any student who meets eligibility requirements.

The proposal should indicate how students' eligibility will be determined, the mechanisms by which scholarships for students will be provided, and how scholarship program outcomes will be evaluated and disseminated. It should also identify criteria for retention of students' scholarships from one year to the next.

g. S-STEM Student Support Services and Programs.

It is expected that awardee institutions will have or develop support programs and services designed to enhance student learning, confidence, academic performance, retention to graduation, and career or higher education placement. Examples of student support include:

- Recruitment of students to higher education programs and careers in the S-STEM disciplines;
- Support and mentoring of students by faculty and other professionals;
- Academic support services such as tutoring, study-groups, or supplemental instruction programs;
- Industry experiences, internship opportunities, and research opportunities;
- Community building and support among S-STEM scholars within the institution;
- Participation in local or regional professional, industrial or scientific meetings and conferences;
- and
- Career counseling and job placement services for S-STEM scholars.

For support services and programs that already exist, describe how they will be adapted to meet the specific objectives of the S-STEM project.

Proposing institutions may request additional funds of up to 10% of the total scholarship amount for student support services. Note that these funds are included in the maximum of \$600,000 in direct costs for each award. See section V.A.8, Proposal Preparation Instructions, for a discussion of budget detail.

h. Quality Educational Programs.

Institutions should provide evidence of the quality of their educational programs, particularly those in the targeted disciplines. Where appropriate, cite external accreditations in the S-STEM disciplines (for example, ABET for engineering).

i. Assessment and Evaluation.

S-STEM projects must have clear and specific plans for assessment and evaluation. This includes not only assessment of student progress but overall evaluation of the S-STEM project. The evaluator must be external to the project, but not necessarily to the institution. S-STEM projects are required to participate in regular NSF-led data collection activities to track the students. Beyond the impact on students, S-STEM projects should have impact on the departments, disciplines involved, and the institution. These goals must be clearly articulated in the S-STEM proposal. The S-STEM proposal should identify appropriate assessment and evaluation plans as well as plans for programmatic evaluation at the end of the project. Each S-STEM proposal will describe evaluation plans that are clearly matched to the stated goals of the project. These should reflect the scope of the project and include formative and summative components.

j. Dissemination.

The results of successful projects will be of potential interest to other faculty, staff, students, and the community of which the institution is a part, as well as to student aid professionals and others who

operate scholarship programs. The proposal should include a plan to report on the project to appropriate audiences.

k. Advice to Proposers.

There are several considerations related to special features of the S-STEM program that deserve more detailed description. These include:

The S-STEM solicitation specifies that a faculty member currently teaching in an S-STEM discipline must serve as the principal investigator for the project. The purpose of this requirement is to ensure that the faculty of the disciplines involved have a commitment to active involvement with the S-STEM scholars. Other faculty must be involved, and their roles described, as appropriate. In addition to the faculty involvement, it is often helpful if a team of individuals, including financial aid and student support specialists, is developed for the S-STEM project.

Experience indicates that the most successful S-STEM scholarship projects involve a group of students who in some way naturally associate, whether as majors in the same department, or sharing classes, or participating together in activities of common interest. Since students in many disciplines are potentially eligible for S-STEM scholarships, the project design should include plans to attract and maintain a cohort of students who hold scholarships. This may be done by limiting the project to students in one major, or in closely related majors, but other means may be proposed.

S-STEM projects should provide student support structures that help the scholarship recipients succeed as students and, later, as working professionals. Ideally, S-STEM scholars are part of a cohort that is managed and supported as part of an active learning community. This can involve existing support structures or new support mechanisms to be developed by the S-STEM project. S-STEM proposals should describe these support structures and explain, particularly in the case of existing support structures, how the S-STEM students will be involved with the support structure or activity.

S-STEM projects often include enhancements such as seminars, field trips, social activities, student-faculty interaction outside classes, and other enrichment activities. These are valuable parts of programs. Such activities may be required as part of the scholarship program, but the requirements should be structured so that students who have other responsibilities can reasonably participate, and the requirements should be flexible enough to allow reasonable absences.

In addition, some projects may offer research opportunities, tutoring, and internships for scholarship recipients. While these activities can enhance the student experience, they must be included as optional components of the S-STEM project. S-STEM scholarships may not be, nor appear to be, payment for services. Since the scholarship often provides funds that allow a student to concentrate on full-time studies rather than full-time work, opportunities of this kind are valuable components of S-STEM projects as long as they are clearly optional for the student. This limitation on required research does NOT apply for graduate students doing research as part of their thesis or dissertation.

Students who receive S-STEM scholarships must be enrolled full-time in a program leading to a degree in one of the S-STEM disciplines. Often there are programs at an institution that do not have exactly the same title as an S-STEM discipline, but might be related to or part of the S-STEM discipline. In cases where students are in programs that are not included in the list of specific S-STEM disciplines, the proposal must clearly document and justify the inclusion of the program in the S-STEM scholarship group. If necessary, S-STEM proposals should address this issue in enough detail so that expert reviewers can see the connection and relevance of the project to the S-STEM disciplines.

Many students may not be eligible for the maximum scholarship of \$10,000 per year, depending on the student's expected family contribution and the amount of the institution's cost of attendance. The proposal budget requires an estimate of both the number of scholarships to be awarded and the total amount of funds that would be required. The proposal should include an explanation of how these estimates were determined. The proposal should include the potential number of students in the proposed cohort (for example, a disciplinary major) and an estimate of the number of these students who might have financial need. It may be helpful to consult with the financial aid office at the institution to determine typical financial need for the proposed cohort of students (or for some larger group of students if information on the smaller cohort is not easily available). While there is flexibility within a project budget after a grant is made, the size of the budget request must be closely related in the proposal to a realistic estimate of student need.

S-STEM scholarships involve full-time students who are financially needy as well as academically talented. NSF has adopted the standard U.S. Department of Education guidelines for determining financial need as well as allowable educational expenses. NSF, however, cannot prescribe the way in which local financial aid offices or departments develop policies or manage their students. Thus, rather than defining a specific number of hours for full-time classification, S-STEM provides that students are full-time if classified as full-time by their local institution. Similarly, NSF cannot dictate financial aid policy to institutions. While we hope that our broad interpretation of allowable educational expenses will be used to calculate need and funding potential, NSF must rely on local financial aid office policies about management of student aid and scholarship funds. Likewise, each institution determines measures of academic promise for its students. Principal investigators developing S-STEM proposals should talk over these issues with appropriate financial aid offices as well as their discipline faculty in developing policies and criteria that are included in the S-STEM proposal.

Proposals are welcome from all eligible institutions. If the institution has received a prior S-STEM (or CSEMS) award, the proposed project must build on the experience from the prior project. Proposal reviewers will want to know quantitative and qualitative outcomes of any current or former project and how the experience has affected plans for the current project. This is especially true when the same or related disciplines are involved, even if there is no overlap in personnel. Proposers may use the NSF web search (<http://go.usa.gov/X5F>, see the link "Abstracts of Recent Awards Made Through This Program" at the bottom of the page) to search for prior awards in the S-STEM program, by institution name or state. A brief but detailed discussion of any other project and its relation to the proposed project must be included in the

project description.

i. **Project Description Content Checklist.**

In summary, the proposal should clearly describe the plan for implementing a program with the goals and characteristics outlined in the preceding text. The proposal should include, within the project description (limited to 15 single-spaced pages), the following:

- Results from prior NSF support, with particular emphasis on any prior S-STEM or CSEMS awards made to the institution;
- Statement of the project objectives and plans;
- Discussion of the project's significance, including demographic information and rationale for the number of scholarships and the scholarship amount requested;
- Discussion of activities on which the project builds (particularly connections to any existing S-STEM or CSEMS award at the institution);
- Description of the management plan, including discussion of the role of faculty in the disciplines in the operation of the project;
- Outline of the student selection process and criteria;
- Description of the student support services and programs, and their impact on students;
- Evidence of the quality of the institution's educational programs;
- Plans for project assessment and evaluation; and
- Plans for dissemination.

6. **References Cited.** These should be both discipline-based and based in the literature of STEM teaching and learning.

7. **Biographical Sketches.**

Include a 2-page biographical sketch (following the instructions in the GPG) for the Principal Investigator and each listed Co-Principal Investigator and/or Senior Personnel.

8. **Budget, Budget Justification, and Allowable Costs:**

Provide a budget for each year of support requested. The maximum S-STEM request is normally not to exceed \$600,000 direct cost in total. Annual budgets are limited to \$225,000 direct cost. The annual and cumulative limits, which apply separately, include all direct cost funds (scholarships, administrative costs, and student support costs).

The following instructions refer to the NSF proposal budget form, a sample of which is available at <http://www.nsf.gov/pubs/1999/99form1030/99form1030.pdf>. The sections and budget line designations correspond to the Fastlane budget screen.

- Allocations for scholarships should be indicated in NSF budget form section F, "Participant Support," line F1 - "Stipends" of the FastLane budget form. Scholarships may be requested for up to \$10,000 per student per year. Because many students may not be eligible for the maximum scholarship amount of \$10,000, the proposal should explain how the number of scholarships requested and the total amount of scholarship funds requested were determined.
- In addition, up to 15% of the total scholarship amount shown in Section F, "Participant Support," Line F1 - "Stipends" may be requested for expenses related to program administration (up to 5%, for example, salaries, fringe benefits, materials and supplies) and student support services (up to 10%, for example, recruitment activities, mentoring, career counseling, participation in meetings or conferences). The request for funds under this 15% allowance must be assigned to the appropriate NSF budget categories on the NSF budget form and must be explained in the budget explanation. Refer to the GPG instructions for appropriate categories. Items that are for direct support of scholar participants (for example, student travel to professional meetings or meeting registrations) should be listed in the "Participant Support" section on lines F.2, "Travel" or F.3, "Subsistence." Other costs should be listed in other sections of the budget as appropriate. Do not enter any costs on line G.6, "Other Direct Costs" - "Other" or F.4, "Participant Support Costs" - "Other." The limits for administrative and student support costs apply to the cumulative budget; projects may propose to distribute these costs unevenly among the annual budgets.
- Faculty salary requests must be accompanied by an appropriate indication of the fraction of academic or summer months to be paid by the grant. If no salary is requested from the grant, then the fraction of NSF-funded academic and summer months should be listed on the budget form as zero.
- Indirect costs (NSF budget form line I) are subject to the institution's current Federally negotiated indirect cost agreement. These indirect costs are in addition to the direct costs described above. Total direct costs (NSF budget form line H) are limited to a maximum of \$600,000, but the total budget request (sum of direct and indirect costs to be entered on budget line J) may thus exceed \$600,000. Prospective PIs should consult with their university Office of Sponsored Programs about the calculation of indirect costs.

9. **Current and Pending Support.**

Provide a list of Current and Pending Support for the Principal Investigator and each Co-Principal Investigator. All investigators should list the S-STEM proposal as a pending project.

10. **Facilities, Equipment, and Other Resources.**

See GPG Section II. D.9.

11. **Supplementary Documentation.**

Evidence of the high quality of academic programs or excellence in student recruitment, support, or career placement may be included as supplementary documentation. Scanned copies of letters of institutional support and letters documenting partnership commitments (e.g., industry partners for student internships) should also be included as supplementary documentation. Do not send paper copies to NSF.

B. Budgetary Information

Cost Sharing: Inclusion of voluntary committed cost sharing is prohibited

Other Budgetary Limitations: Additional funds up to 15% of the total scholarship amount may be requested for expenses related to program administration (up to 5%) and student services (up to 10%), all of which must be listed under the appropriate NSF budget categories. See section V.A.8 above for details. Do not enter items in either categories G.6. or F.4., "Other."

C. Due Dates

- Full Proposal Deadline(s) (due by 5 p.m. proposer's local time):

August 14, 2012

August 13, 2013

August 12, 2014

D. FastLane/Grants.gov Requirements

- For Proposals Submitted Via FastLane:

Detailed technical instructions regarding the technical aspects of preparation and submission via FastLane are available at: <https://www.fastlane.nsf.gov/a1/newstan.htm>. For FastLane user support, call the FastLane Help Desk at 1-800-673-6188 or e-mail fastlane@nsf.gov. The FastLane Help Desk answers general technical questions related to the use of the FastLane system. Specific questions related to this program solicitation should be referred to the NSF program staff contact(s) listed in Section VIII of this funding opportunity.

Submission of Electronically Signed Cover Sheets. The Authorized Organizational Representative (AOR) must electronically sign the proposal Cover Sheet to submit the required proposal certifications (see Chapter II, Section C of the Grant Proposal Guide for a listing of the certifications). The AOR must provide the required electronic certifications within five working days following the electronic submission of the proposal. Further instructions regarding this process are available on the FastLane Website at: <https://www.fastlane.nsf.gov/fastlane.jsp>.

- For Proposals Submitted Via Grants.gov:

Before using Grants.gov for the first time, each organization must register to create an institutional profile. Once registered, the applicant's organization can then apply for any federal grant on the Grants.gov website. Comprehensive information about using Grants.gov is available on the Grants.gov Applicant Resources webpage: http://www07.grants.gov/applicants/app_help_reso.jsp. In addition, the NSF Grants.gov Application Guide provides additional technical guidance regarding preparation of proposals via Grants.gov. For Grants.gov user support, contact the Grants.gov Contact Center at 1-800-518-4726 or by email: support@grants.gov. The Grants.gov Contact Center answers general technical questions related to the use of Grants.gov. Specific questions related to this program solicitation should be referred to the NSF program staff contact(s) listed in Section VIII of this solicitation.

Submitting the Proposal: Once all documents have been completed, the Authorized Organizational Representative (AOR) must submit the application to Grants.gov and verify the desired funding opportunity and agency to which the application is submitted. The AOR must then sign and submit the application to Grants.gov. The completed application will be transferred to the NSF FastLane system for further processing.

VI. NSF PROPOSAL PROCESSING AND REVIEW PROCEDURES

Proposals received by NSF are assigned to the appropriate NSF program where they will be reviewed if they meet NSF proposal preparation requirements. All proposals are carefully reviewed by a scientist, engineer, or educator serving as an NSF Program Officer, and usually by three to ten other persons outside NSF who are experts in the particular fields represented by the proposal. These reviewers are selected by Program Officers charged with the oversight of the review process. Proposers are invited to suggest names of persons they believe are especially well qualified to review the proposal and/or persons they would prefer not review the proposal. These suggestions may serve as one source in the reviewer selection process at the Program Officer's discretion. Submission of such names, however, is optional. Care is taken to ensure that reviewers have no conflicts of interest with the proposal.

A. NSF Merit Review Criteria

All NSF proposals are evaluated through use of the two National Science Board (NSB)-approved merit review criteria: intellectual merit and the broader impacts of the proposed effort. In some instances, however, NSF will employ additional criteria as required to highlight the specific objectives of certain programs and activities.

The two NSB-approved merit review criteria are listed below. The criteria include considerations that help define them. These considerations are suggestions and not all will apply to any given proposal. While proposers must address both merit review criteria, reviewers will be asked to address only those considerations that are relevant to the proposal being considered and for which the reviewer is qualified to make judgements.

What is the intellectual merit of the proposed activity?

How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of the prior work.) To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

What are the broader impacts of the proposed activity?

How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at:

<http://www.nsf.gov/pubs/gpg/broaderimpacts.pdf>.

Mentoring activities provided to postdoctoral researchers supported on the project, as described in a one-page supplementary document, will be evaluated under the Broader Impacts criterion.

Additional Solicitation Specific Review Criteria

Reviewers will be asked to consider the above two merit review criteria with emphasis placed on the S-STEM program components (see "Program Description"). Those elements include:

- Student-support infrastructure for the successful graduation of scholarship recipients;
- Management plan that is effective and clearly articulated;
- Evidence of broad faculty participation and support from the appropriate academic, financial aid and student services personnel;
- Justification of the number and amount of scholarships requested based on current student demographics; and
- Educational program of high quality.

NSF staff also will give careful consideration to the following in making funding decisions:

Integration of Research and Education

One of the principal strategies in support of NSF's goals is to foster integration of research and education through the programs, projects, and activities it supports at academic and research institutions. These institutions provide abundant opportunities where individuals may concurrently assume responsibilities as researchers, educators, and students and where all can engage in joint efforts that infuse education with the excitement of discovery and enrich research through the diversity of learning perspectives.

Integrating Diversity into NSF Programs, Projects, and Activities

Broadening opportunities and enabling the participation of all citizens -- women and men, underrepresented minorities, and persons with disabilities -- is essential to the health and vitality of science and engineering. NSF is committed to this principle of diversity and deems it central to the programs, projects, and activities it considers and supports.

B. Review and Selection Process

Proposals submitted in response to this program solicitation will be reviewed by Panel Review.

Reviewers will be asked to formulate a recommendation to either support or decline each proposal. The Program Officer assigned to manage the proposal's review will consider the advice of reviewers and will formulate a recommendation.

After scientific, technical and programmatic review and consideration of appropriate factors, the NSF Program Officer recommends to the cognizant Division Director whether the proposal should be declined or recommended for award. NSF is striving to be able to tell applicants whether their proposals have been declined or recommended for funding within six months. The time interval begins on the deadline or target date, or receipt date, whichever is later. The interval ends when the Division Director accepts the Program Officer's recommendation.

A summary rating and accompanying narrative will be completed and submitted by each reviewer. In all cases, reviews are treated as confidential documents. Verbatim copies of reviews, excluding the names of the reviewers, are sent to the Principal Investigator/Project Director by the Program Officer. In addition, the proposer will receive an explanation of the decision to award or decline funding.

In all cases, after programmatic approval has been obtained, the proposals recommended for funding will be forwarded to the Division of Grants and Agreements for review of business, financial, and policy implications and the processing and issuance of a grant or other agreement. Proposers are cautioned that only a Grants and Agreements Officer may make commitments, obligations or awards on behalf of NSF or authorize the expenditure of funds. No commitment on the part of NSF should be inferred from technical or budgetary discussions with a NSF Program Officer. A Principal Investigator or organization that makes financial or personnel commitments in the absence of a grant or cooperative agreement signed by the NSF Grants and Agreements Officer does so at their own risk.

VII. AWARD ADMINISTRATION INFORMATION

A. Notification of the Award

Notification of the award is made to the *submitting organization* by a Grants Officer in the Division of Grants and Agreements. Organizations whose proposals are declined will be advised as promptly as possible by the cognizant NSF Program administering the program. Verbatim copies of reviews, not including the identity of the reviewer, will be provided automatically to the Principal Investigator. (See Section VI.B. for additional information on the review process.)

B. Award Conditions

An NSF award consists of: (1) the award letter, which includes any special provisions applicable to the award and any numbered amendments thereto; (2) the budget, which indicates the amounts, by categories of expense, on which NSF has based its support (or otherwise communicates any specific approvals or disapprovals of proposed expenditures); (3) the proposal referenced in the award letter; (4) the applicable award conditions, such as Grant General Conditions (GC-1); * or Research Terms and Conditions * and (5) any announcement or other NSF issuance that may be incorporated by reference in the award letter. Cooperative agreements also are administered in accordance with NSF Cooperative Agreement Financial and Administrative Terms and Conditions (CA-FATC) and the applicable Programmatic Terms and Conditions. NSF awards are electronically signed by an NSF

Grants and Agreements Officer and transmitted electronically to the organization via e-mail.

*These documents may be accessed electronically on NSF's Website at http://www.nsf.gov/awards/managing/award_conditions.jsp?org=NSF. Paper copies may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-7827 or by e-mail from nsfpubs@nsf.gov.

More comprehensive information on NSF Award Conditions and other important information on the administration of NSF awards is contained in the *NSF Award & Administration Guide (AAG) Chapter II*, available electronically on the NSF Website at http://www.nsf.gov/publications/pub_summ.jsp?ods_key=aag.

C. Reporting Requirements

For all multi-year grants (including both standard and continuing grants), the Principal Investigator must submit an annual project report to the cognizant Program Officer at least 90 days before the end of the current budget period. (Some programs or awards require more frequent project reports). Within 90 days after expiration of a grant, the PI also is required to submit a final project report, and a project outcomes report for the general public.

Failure to provide the required annual or final project reports, or the project outcomes report will delay NSF review and processing of any future funding increments as well as any pending proposals for that PI. PIs should examine the formats of the required reports in advance to assure availability of required data.

PIs are required to use NSF's electronic project-reporting system, available through FastLane, for preparation and submission of annual and final project reports. Such reports provide information on activities and findings, project participants (individual and organizational), publications, and other specific products and contributions. PIs will not be required to re-enter information previously provided, either with a proposal or in earlier updates using the electronic system. Submission of the report via FastLane constitutes certification by the PI that the contents of the report are accurate and complete. The project outcomes report must be prepared and submitted using Research.gov. This report serves as a brief summary, prepared specifically for the public, of the nature and outcomes of the project. This report will be posted on the NSF website exactly as it is submitted by the PI.

In addition, in response to the need for NSF to report on the operation and success of the S-STEM program, a web-based data collection site has been developed for the purpose of collecting information about program participants.

Each S-STEM PI is required to complete information about each S-STEM scholar and subsequently update the information reported through the web site during each semester of continued S-STEM support. Instructions will be provided shortly after the award to successful grantees. This information must be provided within 30 days of the beginning of each semester or quarter and includes the following information about each S-STEM scholar: name, permanent address, school address, major, career goals, race/ethnicity (student's option to report), disabilities (student's option to report), gender, date of birth, grade point average, participation in an internship (in an S-STEM-related area), and student employment (part-time or full-time; not necessarily in an S-STEM-related area). Any information that would permit identification of individual responses will be held in strict confidence.

An external evaluator has been retained to assist in the evaluation process at the NSF program level. This evaluator will use the demographic data and student contact information to conduct formative and summative evaluation of the S-STEM program which includes post-graduation and post-employment assessment. These data are not used to evaluate individual projects.

VIII. AGENCY CONTACTS

Please note that the program contact information is current at the time of publishing. See program website for any updates to the points of contact.

General inquiries regarding this program should be made to:

- Joyce B. Evans, Lead Program Director, 835 N, telephone: (703) 292-5098, email: jevens@nsf.gov
- Louis J. Everett, Alternate Lead Program Director, 835, telephone: (703) 292-4645, email: leverett@nsf.gov
- Joseph Grabowski, Alternate Lead Program Director, 835, telephone: (703) 292-8670, email: jgrabows@nsf.gov
- Duncan E. McBride, Program Director, 835 N, telephone: (703) 292-4630, email: dmcbride@nsf.gov
- Erin E. McDougal, Science Assistant, telephone: (703) 292-7891, email: emcdouga@nsf.gov

For questions related to the use of FastLane, contact:

- FastLane Help Desk, telephone: 1-800-673-6188; e-mail: fastlane@nsf.gov.

For questions relating to Grants.gov contact:

- Grants.gov Contact Center: If the Authorized Organizational Representatives (AOR) has not received a confirmation message from Grants.gov within 48 hours of submission of application, please contact via telephone: 1-800-518-4726; e-mail: support@grants.gov.

IX. OTHER INFORMATION

The NSF Website provides the most comprehensive source of information on NSF Directorates (including contact information), programs and funding opportunities. Use of this Website by potential proposers is strongly encouraged. In addition, National Science Foundation Update is a free e-mail subscription service designed to keep potential proposers and other interested parties apprised of new NSF funding opportunities and publications, important changes in proposal and award policies and procedures, and upcoming

NSF Regional Grants Conferences. Subscribers are informed through e-mail when new publications are issued that match their identified interests. Users can subscribe to this service by clicking the "Get NSF Updates by Email" link on the [NSF web site](#).

Grants.gov provides an additional electronic capability to search for Federal government-wide grant opportunities. NSF funding opportunities may be accessed via this new mechanism. Further information on Grants.gov may be obtained at <http://www.grants.gov>.

ABOUT THE NATIONAL SCIENCE FOUNDATION

The National Science Foundation (NSF) is an independent Federal agency created by the National Science Foundation Act of 1950, as amended (42 USC 1861-75). The Act states the purpose of the NSF is "to promote the progress of science; [and] to advance the national health, prosperity, and welfare by supporting research and education in all fields of science and engineering."

NSF funds research and education in most fields of science and engineering. It does this through grants and cooperative agreements to more than 2,000 colleges, universities, K-12 school systems, businesses, informal science organizations and other research organizations throughout the US. The Foundation accounts for about one-fourth of Federal support to academic institutions for basic research.

NSF receives approximately 40,000 proposals each year for research, education and training projects, of which approximately 11,000 are funded. In addition, the Foundation receives several thousand applications for graduate and postdoctoral fellowships. The agency operates no laboratories itself but does support National Research Centers, user facilities, certain oceanographic vessels and Arctic and Antarctic research stations. The Foundation also supports cooperative research between universities and industry, US participation in international scientific and engineering efforts, and educational activities at every academic level.

Facilitation Awards for Scientists and Engineers with Disabilities provide funding for special assistance or equipment to enable persons with disabilities to work on NSF-supported projects. See Grant Proposal Guide Chapter II, Section D.2 for instructions regarding preparation of these types of proposals.

The National Science Foundation has Telephonic Device for the Deaf (TDD) and Federal Information Relay Service (FIRS) capabilities that enable individuals with hearing impairments to communicate with the Foundation about NSF programs, employment or general information. TDD may be accessed at (703) 292-5090 and (800) 281-8749, FIRS at (800) 877-8339.

The National Science Foundation Information Center may be reached at (703) 292-5111.

The National Science Foundation promotes and advances scientific progress in the United States by competitively awarding grants and cooperative agreements for research and education in the sciences, mathematics, and engineering.

To get the latest information about program deadlines, to download copies of NSF publications, and to access abstracts of awards, visit the NSF Website at <http://www.nsf.gov>

- **Location:** 4201 Wilson Blvd. Arlington, VA 22230
- **For General Information** (NSF Information Center): (703) 292-5111
- **TDD (for the hearing-impaired):** (703) 292-5090
- **To Order Publications or Forms:**
 - Send an e-mail to: nsfpubs@nsf.gov
 - or telephone: (703) 292-7827
- **To Locate NSF Employees:** (703) 292-5111

PRIVACY ACT AND PUBLIC BURDEN STATEMENTS

The information requested on proposal forms and project reports is solicited under the authority of the National Science Foundation Act of 1950, as amended. The information on proposal forms will be used in connection with the selection of qualified proposals; and project reports submitted by awardees will be used for program evaluation and reporting within the Executive Branch and to Congress. The information requested may be disclosed to qualified reviewers and staff assistants as part of the proposal review process; to proposer institutions/grantees to provide or obtain data regarding the proposal review process, award decisions, or the administration of awards; to government contractors, experts, volunteers and researchers and educators as necessary to complete assigned work; to other government agencies or other entities needing information regarding applicants or nominees as part of a joint application review process, or in order to coordinate programs or policy; and to another Federal agency, court, or party in a court or Federal administrative proceeding if the government is a party. Information about Principal Investigators may be added to the Reviewer file and used to select potential candidates to serve as peer reviewers or advisory committee members. See Systems of Records, *NSF-50*, "Principal Investigator/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004), and *NSF-51*, "Reviewer/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004). Submission of the information is voluntary. Failure to provide full and complete information, however, may reduce the possibility of receiving an award.

An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3145-0058. Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions. Send comments regarding the burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Plimpton
Reports Clearance Officer
Division of Administrative Services
National Science Foundation
Arlington, VA 22230

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Tel: (703) 292-5111, FIRS: (800) 877-8339 | TDD: (800) 281-8749

Last Updated:
11/07/06
[Text Only](#)

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

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

Date Requested – 1st Choice: August 2, 2012

Date Requested – 2nd Choice: _____

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

Subject: **Planning Commission Recommendation Regarding US 340 East Gateway Corridor Plan and Request for Public Hearing**

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

As the County Commission is aware, the Department of Planning and Zoning staff has been working to facilitate a citizen-based long range planning process for the US 340 East Gateway Corridor Plan as recommended by the 2004 Comprehensive Plan. On June 12, 2012, the Planning commission held a Public Hearing on the draft Plan. On July 10, 2012, the Planning Commission reviewed all the comments received and incorporated relevant comments and voted to forward the Plan to the County Commission for your consideration as an amendment to the 2004 Comprehensive Plan. These final edits are currently being incorporated into a final draft of the Plan. The 2004 Plan suggests that these small area plans be approved as stand-alone amendments to the Comp Plan that are already incorporated by reference in the 2004 Plan and can be incorporated in future Comp Plans as well.

It is our understanding that state law requires that the Planning Commission present the Plan to the County Commission and that the County Commission is required to hold your own Public Hearing. State law requires the County Commission to provide 15 days' notice of the Public Hearing and requires the County Commission to take some type of action on the recommended Plan within 90 days of the date it is forwarded to you.

The purpose of this request is to request that the County Commission schedule a workshop so that the Plan can be presented to you and a public hearing so that adequate public notice can be provided.

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

I move to schedule a workshop for the County Commission for the purpose of hearing the final recommendation of the US 340 East Gateway Corridor Plan on _____, 2012 at _____ pm. No public testimony will be taken at this meeting.

AND

I move to schedule a Public Hearing on the US 340 East Gateway Plan on _____, 2012 at _____ pm for the purpose of taking public testimony.

Attachments:

N/A

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: August 2, 2012

Date Requested – 2nd Choice: _____

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

Subject: **Request for Joint PC/CC Meeting to discuss proposed Timeline and Work Plan for 2014 Comp Plan**

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

Planning staff has been working to develop a work plan and time line for the preparation of the 2014 Comprehensive Plan. This includes recommended meetings of the Planning Commission and County Commission and the establishment of relevant citizen based committees. It may also include a discussion of some staffing limitations and options for solving these issues. Our recommendation will be reviewed by the Planning Commission at their August meeting.

We are requesting a joint Planning Commission/County Commission meeting in early September to kick-off this process and receive your feedback on the timeline and processes.

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

I move to schedule a joint Planning Commission/ County Commission meeting for the purpose of discussing the 2014 Comprehensive Plan work plan and time line on _____, 2012 at _____ pm. No public testimony will be taken at this meeting.

Attachments:

N/A

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Departments of Planning and Zoning

Estimation of amount of time needed for appointment: appointment upon request of Commission

Date Requested – 1st Choice: 08/02/12

Date Requested – 2nd Choice: _____

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

Subject: **Fourth Quarterly/Annual Report of the Planning and Zoning Departments, Planning Commission and Board of Zoning Appeals Report and Discussion of FY 2012 Work Plan**

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

Attached is a Summary 4th Quarterly Report regarding the work completed and pending for the Departments of Planning and Zoning, the Jefferson County Planning Commission and the Jefferson County Board of Zoning Appeals, as well as a more detailed spread sheet, as requested by the County Commission. The spreadsheet has been reviewed by both the Planning Commission and the Board of Zoning Appeals at their respective meetings prior to being forwarded to the County Commission.

As WV Code 8A requires the Planning Commission to submit an annual report to the County Commission on the state of planning in the County, the Planning Commission has determined that such annual report can be submitted for the Fiscal Year and meet the intent of the state law. Therefore, this 4th Quarterly Report is also being forwarded to you as their Annual Report.

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

N/A

Attachments:

- 1) **Planning & Zoning 4th Quarterly Report FY 2012, Summary and Spreadsheet**



JEFFERSON COUNTY, West Virginia

Departments of Planning and Zoning

116 East Washington Street, 2nd Floor
Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

MEMORANDUM

TO: Jefferson County Commission
FROM: Jennifer M. Brockman, AICP, Director, Planning and Zoning;
Jefferson County Planning Commission;
Jefferson County Board of Zoning Appeals
DATE: July 26, 2012
RE: Summary of Planning and Zoning Departments, Planning Commission and Board of Zoning Appeals 4th Quarter FY 11-12 Update Report (full spreadsheet report attached)

1. Projects Undertaken:

a. Zoning Map Amendments (PC):

- Capriotti – PC Public Hearing 4/24/12 recommended approval; CC Public Hearing 6/14/12

b. Conditional Use Permits/Neighborhood Compatibility Meetings (BZA):

- Corum – NCM held 3/2/12; Public Hearing 4/19/12; Approved with conditions 4/19/12
- Sheetz, Inc. – NCM held 6/8/12 ; Approved with conditions 6/21/12
- Black Bear Camp and RV -- NCM held 5/30/12; Public Hearing scheduled 7/19/12
- River Country Store – NCM held 5/30/12; Public Hearing scheduled 7/19/12

c. Zoning Text Amendments (PC):

- Planning Commission Public Hearing regarding proposed new commercial zoning categories – 4/10/12 and 4/24/12; PC recommendation to CC 6/12/12

d. Subdivision Regulation Text Amendments (PC):

- JCCEP recommendation regarding text amendment to allow for extension of Senate Bill 595 to July 1, 2012 – referred to PC for comment 5/15/12; CC public hearing 5/31/12; CC approval of policy to uphold recommendation 6/21/12

e. Long Range Planning:

- US 340 East Gateway Corridor Plan -- PC Public Hearing 6/12/12; Recommendation scheduled for 7/10/12
- 2014 Comprehensive Plan Existing Conditions Data Gathering and Trends Analysis

2. Projects Completed (see above for details):

- a. Capriotti Zoning Map Amendment -- Approved 6/14/12
- b. Corum CUP -- Approved 4/19/12
- c. Sheetz CUP -- Approved 6/21/12
- d. Zoning Text Amendment regarding new commercial zoning categories -- through PC public hearing process and recommendation
- e. Policy related to extension of vesting in accordance with SB 595 to July 1, 2015 -- approved 6/21/12
- f. Approval of Major Site Plans or Subdivisions:
 - Briggs Animal Adoption Center Concept Plan -- 6/12/12
 - Aspen Greens Final Plat -- 6/12/12
 - Harvest Hills Final Phase 2, Section 2 Final Plat (22 single-family lots on 8.84 acres) -- 4/24/12
 - Cambridge Final Plat Section 4, Phase 5 -- 4/24/12
 - Breckenridge East Phase 1A (lots 1-9, Parcel C) Final Plat -- 4/10/12
- g. Zoning Certificates Approved:
 - ZC12-02 -- Harpers Ferry Holdings, LLC; Aerial Adventure Park; Approved 3/14/12
 - ZC12-05 -- Dave Mellott, Sr.; Cottage Industry / Vehicle Maintenance & Repair; Approved 4/2/12
 - ZC12-07 -- Summit Point Ventures, LLC; STaSIS: designs, engineers & sells aftermarket automotive parts; Approved 3/15/12
 - ZC12-08 -- Clinton and Iris Blevins; Internet sale of self-defense items; Denied 5/22/12
 - ZC12-09; Hawthorne; Country Inn, 7 bedrooms, including all meals for guests and special event and wedding space; Approved
 - ZC12-10 -- Robert Allen; Change of Owner Grocery/Convenience Store; Approved 6/27/12
 - ZC12-11 -- Gail Livingstone; Farm Market; Approved 6/15/12
 - ZC12-12 -- TNT Fireworks; temporary sale of fireworks; Approved 6/18/12

3. Proposed Projects/Underway (not completed):

- a. Zoning Map Amendments (PC):
 - 2 new Zoning Map Amendments submitted in July, 2012
- b. Conditional Use Permits/Neighborhood Compatibility Meetings (BZA):
 - Black Bear Camp and RV -- NCM held 5/30/12; Public Hearing scheduled 7/19/12
 - River Country Store -- NCM held 5/30/12; Public Hearing scheduled 7/19/12
- c. Zoning Text Amendments:
 - Zoning Text Amendment regarding proposed new commercial zoning categories recommended to County Commission by Planning Commission 6/12/12 -- public hearing to be scheduled by County Commission in August, 2012
- d. Major Site Plans or Subdivisions Under Review:
 - Briggs Animal Adoption Center Concept Plan

- Briggs Site Plan
- Sheetz Expansion Concept Plan (Public Workshop scheduled 8/14/12)
- e. Long Range Planning:
 - US 340 East Gateway Plan -- Recommendation to County Commission scheduled for 7/10/12 PC meeting
 - 2014 Comprehensive Plan – Summer intern hired to update existing conditions, data and land use and conduct some analysis for base analysis; initial 2014 Update proposed work plan and time frames being draft for consideration by PC and CC

4. Items Requiring Commission Attention (Upcoming):

- a. Amendments regarding proposed new commercial zoning categories (tentatively 8/12)
- b. US 340 East Gateway Plan Adoption as amendment to Comprehensive Plan (tentatively 8/12)
- c. Joint PC/CC Meeting to discuss 2014 Comp Plan Work Plan and timeline (tentatively 9/12)

**4th Quarterly Report (April - June 2012) -- DRAFT
FY 2012 Work Plan Departments of Planning and Zoning
and Planning Commission and Board of Zoning Appeals**

PRIORITY	PROJECTS	TIME FRAMES from FY 11-12 Work Plan	Status or Number Completed (July 11 -- Sept. 11)	Status or Number Completed (Oct. 11 -- Dec. 11)	Status or Number Completed (Jan. 12 -- March 12)	Status or Number Completed (April 12 -- June 12)	REQUIRED RESOURCES/STAFF	REQUIRED HEARINGS
	Day to Day Customer Service	on-going						
	Walk in Customers - general information, zoning requests, process questions		196	149	171	200		
	Information Request Forms		26	29	38	44		
	Zoning Certificates Issued		6	6 issued; 1 denied	6 Issued / 2 Pending	5 Issued / 1 Withdrawn / 1 Inactive Application		
	Call-in customers - general info, zoning, questions		471	469	467	485		
	E-mail to general planning/zoning mailboxes (note: individuals receive over 100 per month each)		803	874	863	985		
	Day to Day Development Review Responsibilities:	on-going						
	Minor Site Plans		1	3	0	1		
	Limited Site Plan		1	0	0	1		
	Major Site Plans, including Concept Plans		4	1	1	1		
	Merger Deeds, Lot Line Adjustments		5	7	5	8		
	Conservation Easement Review		--	7	0	0		
	Minor Subdivision Plats		3	3	0	4		
	Major Subdivision Plats (Concept, Preliminary, Final)		0	1	3	0		
	Conditional Use Permits/Neighborhood Compatibility Meetings		0	1 CUP/1 NCM (Bakerton)	2 CUP Approved (Bakerton 1/19/12; Aspen Green 2/16/12) 2 NCM Held (Aspen Greens 2/15/12; Corum 3/2/12)	2 CUPs Approved (Corum BZA Mtg 4/19/12; Sheetz, Inc., NCM: 6/8/12 & BZA Mtg: 6/21/12); 2 NCMs held (Black Bear Camp & RV and River Country Store & RV, 5/30/12)	SB, BI, JMB	CUP Public Hearings 7/19/12 -- Black Bear Camp & RV and River Country Store and RV
	Zoning Variances (requirements, dimensional variances, CUP Time extensions)		11	5	14 Variances / 2 "CUP"	10 Variances/3 "CUP"		
	Subdivision Waivers including requests related to time frames or requirements		2	1	3 Waivers / 1 Variance	1 Waiver / 4 Variances		
	Pre-proposal Conferences		6	8	11	7 (5 MSD / 2 Site Plan)		
	Zoning Map Amendments (Rezoning)		3 new (Sanderson Approved by CC 6/30/11)	PC and CC Public Hearings: Hott (CC 10/6/11 - no action); Gibson (PC 11/8/11); Corum (PC 11/8/11; CC 12/8/11 denied)	Gibson CC Public Hearing (1/5/12; approved 1/12/12); Hott rezoning withdrawn 2/2/12	PC and CC Public Hearings: Capriotti (PC: 4/24/12; CC: 6/14/12)	SR, SB, AP, JMB	Vote on Capriotti Zoning Map amendment (CC: 7/19/12)
	Staff to Planning Commission meetings, including staff reports and presentations	on-going	4 Regular Meetings 6 staff report related to land development applications	2 Regular Meetings ; 9 staff reports related to land development applications; Amendments to By-Laws approved by CC 10/6/11	3 Regular Meetings ; 4 staff reports related to land development applications	3 Regular Meetings; 1 Special Called Meeting; 9 staff reports related to land development applications		
	Staff to Board of Zoning Appeals meetings, including staff reports and presentations	on-going	3 BZA meetings 11 staff reports for land development applications	2 BZA meetings 5 staff reports for land development applications	3 BZA meetings; 12 staff reports for land development applications	3 BZA Meetings; 15 staff reports for land development applications		
	Staff Training -- new skills, planning and zoning related functions	on-going	None this Quarter	Seth Rivard and Steve Barney -- Land Use and Zoning Law Litigation (11/2/11); Dawn Childs - ArcGIS Desktop I; GIS Workflows and Analysis and ArcGIS Desktop II: Tools and Functionality (12/5-12/9/11)	None this Quarter	Steve Barney - APA National Planning Conf. (week of 4/16/12); Jennie Brockman - HR Retreat (5/22/12 & 5/23/12) and Women's Network Conf. (6/15/12)		
	Various non-PC and non-BZA Meetings including participation in County Commission; other agencies such as WAC, JCDA, Health Department, PSD, HEPMPO TAC, WIP II Work Group; other Region 9 Meetings as requested; and follow up meetings with applicants and their representatives	on-going	JB - 126 meetings attended; SR - 69 meetings attended; SB - 84 meetings attended	JB - 100 meetings attended; SR - 67 meetings attended; SB - 72 meetings attended	JB - 134 meetings attended SR - 85 meetings attended SB - 95 meetings attended	JB - 118 meetings attended SR - 70 meetings attended SB - 83 meetings attended		
Special Project	Proposed Subdivision Regulations Amendments		Proposed Am to Articles 20 & 26 re: Add'l minor site plan sq. footage (PC vote 7/7/11; CC 8/18/11; CC PH 9/15/11); Proposed Am to Article 24 combining Submission & Completeness Reviews for Site Plans and Plats (PC PH 7/12/11; PC vote 7/12/11; CC 8/18/11; CC PH 9/15/11)	Proposed Am to Articles 20 & 26 re: Add'l minor site plan sq. footage (CC PH follow up 10/6/11; add'l follow up work session 11/3/11 & 11/10/11; requested add'l alternatives); Proposed Am to Article 24 combining Submission & Completeness Reviews for Site Plans and Plats (CC Workshop 11/3/11; approved with edits by CC, 11/3/11)	Proposed Am to Articles 20 & 26 re: Add'l minor site plan sq. footage (new alternatives to PC 1/10/12; approved by CC 1/19/12)	Consideration and recommendation related to JCCEP proposed text amendment to allow for an extension of Senate Bill 595 until July 1, 2015 (approved by CC 6/21/12)	SR, SB, JB	
Special Project	Proposed Zoning Ordinance Amendments		Policy Neutral Am. Approved by CC 7/7/11; Am to Article 4A Home Occ./Cottage Ind (PC vote 7/26/11; CC 8/18/11; CC PH 9/15/11); Am to Article 12 (PC PH and vote 7/12/11; CC 8/18/11; PC PH 9/15/11)	Am to Article 4A Home Occ./Cottage Ind (Approved by CC with edits 11/3/11); Am to Article 12 (Approved by CC 11/10/11); Kick-off Roundtable Discussion with recreation providers 10/23/11 and follow up meeting with industry 12/20/11; drafting new Commercial Zoning categories for PC review and action at January meeting	Public Workshop/input into proposed new commercial zoning categories (2/12); Workshop regarding new ordinance language related to Recreation Uses (3/12)	Public Hearing on Zoning Ordinance Text Amendments re: the Creation of New Commercial and Industrial Zoning Categories and Related Amendments (PC 4/10/12 and 4/24/12); PC recommended approval to CC 6/12/12)	SR, SB, JB	CC PH to be scheduled on 7/12/12
Special Project	340 Corridor East Gateway Study	Spring 2011 - January 2012	6/16/11 meeting summary and follow up; preparation for and follow up to 3rd Public Meeting 9/17/11 meeting, including development of 3 land use alternatives based on public input and Traffic Analysis Zones for data analysis; Metro Quest Phase 2 preparation	Joint meeting with HF NPS and Trail Blazers 10/18/11; MetroQuest Phase 2 open 10/7/11 - 11/11/11; Public Meeting #4 to chose preferred alternative 12/6/11 (KOA); drafting text and finalizing maps and working with HEPMPO consultants	Final Public Workshop 1/19/12; Joint PC/CC Meeting Presentation of Draft 3/8/12	PC Public Hearing (6/12/12)	SR, SB, JB	PC recommendation to CC (7/10/12); request for CC to hold PH (8/12)
Special Project	340 Corridor South Study	Spring 2012 - Winter 2013	No Work this quarter	No Work this quarter	No Work this quarter	No Work this Quarter; being considered with 2014 Comp Plan tasks		
Special Project	2014 Comprehensive Plan	Fall 2012 - Spring 2014 (18 month); adoption 2014	No Work this quarter	No Work this quarter	Summers interns solicited and interviewed/recommended to CC for Summer hire to assist with Base Analysis for Comp Plan Update	Existing Demographic and Economic data and trends analysis undertaken by summer interns		Existing Land Use data to be drafted by end of August; Request for Joint PC/CC meeting in September to establish timeline and committees for 2014 Plan
Special Project	Urban Tree Canopy Plan Adoption		Urban Tree Canopy Draft Plan & Goals Meetings; Shepherdstown (8/18/11), Bolivar (9/6/11); County PC PH (7/26/11)	Approved and adopted by County Commission after Public Hearing 11/9/11	completed	N/A	JB	Staff requested to speak at meeting including WV Division of Forestry staff when touring area in Fall

**4th Quarterly Report (April - June 2012) -- DRAFT
 FY 2012 Work Plan Departments of Planning and Zoning
 and Planning Commission and Board of Zoning Appeals**

PRIORITY	PROJECTS	TIME FRAMES from FY 11-12 Work Plan	Status or Number Completed (July 11 - Sept. 11)	Status or Number Completed (Oct. 11 - Dec. 11)	Status or Number Completed (Jan. 12 - March 12)	Status or Number Completed (April 12 - June 12)	REQUIRED RESOURCES/STAFF	REQUIRED HEARINGS
Special Project	Urban Growth Boundaries		Shepherdstown UGB recommended to CC 9/15/11	drafted letter on behalf of CC to Shepherdstown requesting more information for CC signature	No Work this quarter	No Work this quarter	JB	
Special Project	Participation in WIP II Meetings held by DEP and follow up Chesapeake Bay activities		WIP II Developed Lands Work Group 8/3/11; Ches. Bay WIP II Summit 8/30/11; speaker at 6th Annual Chesapeake Bay Forum 9/30/11	monthly conference calls	monthly conference calls	No Work this quarter	JB	7/12/12 WIP II Implementation Meeting with DEP and EPA
Special Project	Review and Potential Implementation of Region 9 Model Stormwater Regulations		WIP II meetings (above)	coordinating with County Engineer in effort to apply for grant to facilitate the incorporation of these regulations in local ordinances	No Work this quarter	No Work this quarter	JB, SR, engineering	
Special Project	2011 Summer Intern hired to initiate data analysis		Summer Intern worked May through mid-Sept 2011; researched existing conditions data, 2010 Census data, community facilities data, etc. in preparation for 2014 Comp Plan Update; also assisted with TAZs and land use alternatives for US 340 East Gateway Plan	no further action at this time	Completed	N/A		

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Paul Shroyer, Director, Financial Management

Department or Entity: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: August 2, 2012

Date Requested – 2nd Choice: _____

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

Subject: **State Level Budget Revisions**

#1, #2 and #3 + #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:

Budget Revision Narrative

Rev #1, State Level Budget Revision

This budget revision is required to update the beginning fund balance for the General County Fund at the State Level. The amount of the revision adjustment is difference between the estimated ending Cash Balance and the Actual Ending Cash Balance/

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 2nd day of August, 2013, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number #1 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by _____, and duly seconded by _____ the vote was as follows:

Dale Manuel	_____
Frances Morgan	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Noland declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patsy Noland, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Patsy Noland, President
Jefferson County Commission

REQUEST FOR REVISION TO APPROVED BUDGET

CONTROL NUMBER

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

Jefferson County, West Virginia

GOVERNMENT ENTITY

FY
2013
 FUND
 1
 REV. NO.
 1
 PG. OF NO.

Person To Contact Regarding

Budget Revision: **Paul Shroyer**

Phone: **304-728-3283**

Fax: **304-725-7916**

215 W. Washington Street

STREET OR PO BOX

Charles Town

25414

CITY

ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	3,991,390	233,107		4,224,497
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 233,107

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
986	County Commission	3,014,616	233,107		3,247,723
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 233,107

APPROVED BY THE STATE AUDITOR

BY: Date
 Director, Local Government Services Division

AUTHORIZED SIGNATURE
 OF ENTITY

APPROVAL
 DATE

Law Enforcement Budget Revision Request
FYE June 30, 2013

This budget request is to add \$30,000 to the Law Enforcement Budget, Dept 700, to account for a DUI that the county receives on a reimbursement basis. This amount was not include in the original budget; this request is to account for money that will be spent and then reimbursed, no additional funding will be required.

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 2nd day of August, 2013, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number #2 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by _____, and duly seconded by _____ the vote was as follows:

Dale Manuel	_____
Frances Morgan	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Noland declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patsy Noland, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Patsy Noland, President
Jefferson County Commission

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

FY

FUND

REV. NO.

2

PG. OF NO.

Jefferson County, West Virginia

GOVERNMENT ENTITY

COUNTY

Government Type

Person To Contact Regarding

Budget Revision: **Paul Shroyer**

Phone: **304-728-3283**

Fax: **304-725-7916**

215 W. Washington Street

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
322	Federal Grants		30,000		30,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

30,000

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

(WV CODE 7-1-9)

EXPENDITURES: (net each account category)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
700	Sheriff-Law Enforcement	3,087,634	30,000		3,117,634
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

30,000

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division

Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Narrative-State Budget Revision #3

Law Enforcement Wages-(1) step increase in salaries

Law Enforcement, Dept 700
Fiscal Year Ended June 30, 2013

This Budget revision request is for additional funding to increase Law Enforcement Salaries (1) step on the deputies pay scale. Deputies were not given a (1) step increase when all other county's wages were adjusted. Approval of this request will allow deputies wages to increased the same number of steps as other county employees since the new wages rate went into affect.

Approval of this budget revision would require additional funding from the County Commission in the amount of \$83,683.53, that funding would need to come from carryover fund balance and be appropriated to Law Enforcement Wages and Benefits.

Total increase requested	Wages	Soc Sec	Medicare	Retirement	Total
Depute in the old PERS	6,463.00	400.71	93.71	904.82	7,862.24
Depute in the new PERS	62,844.00	3,896.33	911.24	8,169.72	75,821.29
Total Wages and Benefits					\$83,683.53

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 2nd day of August, 2013, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number #3 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by _____, and duly seconded by _____ the vote was as follows:

Dale Manuel	_____
Frances Morgan	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Noland declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patsy Noland, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Patsy Noland, President
Jefferson County Commission

Law Enforcement Wage & Benefit Worksheet-1 step in salaries

Law Enforcement, Dept 700
Fiscal Year Ended June 30, 2013

Total increase requested	Wages	Soc Sec	Medicare	Retirement	Total
Old retirement system	6,463.00	400.71	93.71	904.82	7,862.24
Deputy Sheriff's Ret System	62,844.00	3,896.33	911.24	8,169.72	75,821.29
Total Wages and Benefits					83,683.53

State Budget Revision #4

Dept 401, County Commission

FYE June 30, 2013

Increase in allocation of "Other Contributions"

This budget adjustment is to increase allocations of "Other Contributions" to provide for funding of \$150,000 to the Visitors Bureau, \$50,000 to the Animal Welfare Society, \$15,000 to the Blueridge Mountain Watershed Coalition, and \$18,000 for future allocation.

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 2nd day of August, 2013, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number #4 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by _____, and duly seconded by _____ the vote was as follows:

Dale Manuel	_____
Frances Morgan	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner Noland declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patsy Noland, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Patsy Noland, President
Jefferson County Commission

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

Jefferson County, West Virginia
 GOVERNMENT ENTITY

CONTROL NUMBER

FY

FUND

REV. NO.

4

PG. OF NO.

COUNTY

Government Type

Person To Contact Regarding

Budget Revision: **Paul Shroyer**

Phone: **304-728-3283**

Fax: **304-725-7916**

215 W. Washington Street
 STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

(WV CODE 7-1-9)

EXPENDITURES: (net each account category)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	2,381,523	233,000		2,614,523
986	County Commission	3,247,723		233,000	3,014,723
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division

Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Paul Shroyer, Director, Financial Management

Department or Entity: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: August 2, 2012

Date Requested – 2nd Choice: _____

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

Subject: **Internal Budget Revisions IRB #101 and IRB #102** + IRB #103

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

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

Attachments:

**Jefferson County, West Virginia
Classification Appeal Request Form**

Date of Request: 3-7-2017
Current Position Classification Title: LEGAL ASSISTANT/PARA LEGAL
Grade: 2 Step: 6 Current Salary: 30,803.81
Department: PROSECUTING ATTORNEY Department Head: RALPH LORENZETTI
Incumbent: C. DANNER
How long has Incumbent been in position? _____ Years JULY 1, 2011 Months
Who is requesting this appeal? RALPH LORENZETTI, PROS. ATTN

A. Job Description Information*: [To be completed by the individual making the appeal]

1. Is the current job description accurate? Yes No
2. If No, how does it differ? (Please give as much information as possible. You may attach a separate sheet.)

NEED TO CHANGE FROM LEGAL SEC./LEGAL ASSISTANT
TO PARALEGAL
CHANGE TO GRADE 3 - STEP 6 - \$32,761.23

3. How long have you/this individual been doing the above work? _____ Years
_____ Months SINCE EMPLOYED ON JULY 1, 2011

Employee Signature: 

Date 3-7-12

Print Name: Cynthia Danner

B. Additional Comments: [If additional space is needed, please attach a separate sheet]

MS. DANKER HAD BEEN A PARALEGAL AND AT A SUBSTANTIAL HIGHER SALARY AT HER FORMER POSITION. SHE TOOK A LOWER SALARY AT THIS OFFICE TO WORK CLOSER TO HER HOME. NEVERTHELESS, SHE HAS FUNCTIONED AS A PARALEGAL^{GRADE 4} SINCE SHE STARTED WORKING HERE. THE GRADE 2 LEGAL SEC. IS NOT CONSISTANT WITH THE TASKS SHE IS ASSIGNED. FOR NOW SHE SHOULD BE ADVANCED TO GRADE 3 - LEGAL ASSISTANT.

C. Organizational Information: [To be completed by Department Head]

1. Have there been any organizational changes that affected this position in the last six months: retirements, terminations, layoffs, new responsibilities, etc. Yes No

If Yes, please detail:

HER RESPONSIBILITIES ARE CONSISTANT WITH THOSE OF A PARALEGAL

2. Does the organization chart of your unit still reflect the current structure? Yes No

If No, please submit a revised chart.

D. Department Head Comments: [If additional space is needed, please attach a separate sheet]

MS. DANKER HAS BEEN WORKING AS A PARALEGAL SINCE JOINING THIS OFFICE. A PROMOTION TO GRADE 4 IS NOT IN THE CURRENT BUDGET LIMITATION BUT A PROMOTION TO GRADE 3 - STEP C \$32,741.23 SHOULD BE APPROVED

DH Signature:



Print Name: RALPH LORENZETTI

PROSECUTING ATTORNEY

E. Position Rating Criteria. [To be completed by the HR Director]

1. Are the 13 factors rated accurately? Yes No

2. If No, in what way do they differ from the original position rating?

3. Should more or less weight be given to any factor? [Please list each factor]

F. Hearing & Decision:

Date Completed Form Received By HR Department: 1 1

Date of Hearing: 3 12 112

Date Hearing Closed: 3 12 112

Decision: Granted Denied

If Granted, indicate new Classification Title, Grade, Step, and implementation date

New Classification Title: Legal Assistant

Grade: 111

Step: C

Implementation Date: 7 1 112

Sandy S McDonald
County Administrator's Signature

3/22/12
Date

Sandy S McDonald
Print Name

Additional Comments:

Copies to
Paul Shroyer
Ralph Lorenzetti
File - Co. Comm

Budget Revision Narrative

County Budget Revision #103

Dept 401, County Commission

This budget revision is required to allocate funds to budgetary line that were not adequately funded or to move funds from an original budget line that funded in error and moved to the correct budget line.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Debbie Keyser, Interim County Administrator

Department or Entity: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: August 2, 2012

Date Requested – 2nd Choice: _____

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

Subject: Ratify decision to approve \$15,000 from the unencumbered fund for the Blue Ridge Mountain Watershed Coalition - Discussion/Action

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

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

Attachments:

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

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY**

The County Commission of Jefferson County will hold a public hearing on Thursday, August 9th, 2012 at 2:30 p.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

At this meeting, there will be public input on the potential purchase of the Briel Building and to discuss the list of Capital Improvements.

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

No decisions will be made at this meeting.

By Order of the County Commission of Jefferson County
Patricia A. Noland
President

402 South Mildred Street
Charles Town, WV 25414
27 July 2012

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

Ladies and Gentlemen:

Based on the report given by Mr. Fred Collins of the Blue Ridge Fire Company at the Thursday, July 26, 2012 meeting of the Commission, I would like to add to my comments and recommendations concerning emergency services.

Mr. Collins's report provides the Commission with a unique opportunity to educate the citizens of Jefferson County. The Commission should exploit that opportunity to the fullest.

For background information, I would urge the Commissioners to review the Berkeley County Fire Service Board, Inc. Five Year Strategic Plan of November 10, 2011. That Plan provides extensive background information, a very comprehensive analysis of the emergency services situation in Berkeley County, and probably more accurately describes the actual situation in Jefferson County than any information which you have received from JCESA.

That Plan is available at:

http://www.berkeleycountycomm.org/pdf/BCFSB_Strategic_Plan_Report_FINAL_COMBINED_REPORT.pdf

I would suggest that the Commission issue a press release and schedule a public hearing which should employ a town hall format to inform the citizens concerning the severe problems which preclude Company 5, Blue Ridge Mountain Fire Company and any of the other volunteer fire companies from meeting the NFPA suggested emergency services response times for one of three urban clusters in the County.

NOTE: In order for the citizens to become informed, I would hope that the Commission would not impose restrictive time limits on those citizens who wish to speak. I do not intend to speak. As you may have noticed, I much prefer to put my views in writing. The Chair should be capable of keeping the meeting focused on the subject at hand.

I would further suggest that the Commission invite the following to attend and be available to give presentations:

Mr. Fred Collins concerning the crisis faced by the Blue Ridge Fire Company.

Mr. Robert Aitcheson, ESQ. and/or Mr. Douglas S. Rockwell, ESQ. concerning their analysis of the fiscal inefficiency of using the voluntary fire fee to fund emergency services.

Candidates for WV House of Delegates for Districts 56, 57, and 58

Candidates for WV Senate District 16

CAUTION: Inform the candidates that, because of time constraints, they should limit their remarks to the problem at hand and not to give a campaign speech.

A representative of the Berkeley County Commission

A representative of the Berkeley County Fire Service Board to brief on the problems associated with Berkeley County's Fire Services Fee Ordinance.

As to one of my favorite projects, I would suggest that the Commission task the Planning Department to form an ad hoc committee of citizens to investigate the problem and to report its findings to the Commission before the end of September 2012.

I might suggest that ad hoc committee might consist of seven voting members, and four *ex officio*, non voting members, all appointed by the County Commission, as follows:

- (1). One member of the County Commission, who shall be a voting member.
- (2). Six citizens, who are residents of Berkeley or Jefferson County and are not currently employed, or affiliated with either County Commission or have any other conflict of interest, who have the necessary expertise, who shall be voting members.
- (3). The following *ex officio*, nonvoting members:
 - (a). A representative nominated by the Planning Department.
 - (b). A representative nominated by JCESA
 - (c) A representative nominated by the Blue Ridge Fire Company
 - (d). A representative nominated by Jefferson County Homeland Security and Emergency Management.

I volunteer to serve on that ad hoc committee as either a regular or *ex officio* member. While I have no expertise as to the specific task of the committee, I do have extensive administrative experience which might assist the the committee in writing its, minutes, report and administrative tasks, as assigned.

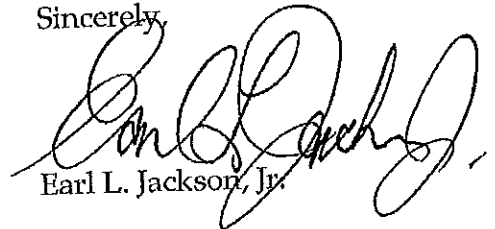
Volunteer members of that ad hoc committee shall be compensated, at the County's prevailing rate, for travel and meal expenses plus any attendant expenses for which they have receipts.

Meanwhile, the Commission should seek the support of the County Commissioners' Association of West Virginia, the WV Association of Counties, state legislators and associate member organizations to lobby the Legislature to change WV Code 7-15-12 to provide the county commissions with the option to use the property tax to fund emergency services by referendum. The County could save the cost of a special referendum if the Governor could be convinced to include this in the earliest possible special session of the Legislature.

If the Governor or the Legislature seem reluctant to provide the property tax option to all the counties, the Commission should have a fall back position of just providing the property tax option to Jefferson County and, possibly, to Berkeley County, if the Berkeley County Commission expresses its support.

I strongly believe that, if the commission aggressively takes full advantage of this unique opportunity, you will succeed in passing a referendum to fund emergency services with the property tax at the general election in November

Sincerely,

A handwritten signature in black ink, appearing to read "Earl L. Jackson, Jr.", written in a cursive style.

Earl L. Jackson, Jr.

Earl L. Jackson, Jr.
402 South Mildred Street
Charles Town, WV 25414
23 July 2012

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

Ladies and Gentlemen;

The Commission needs a comprehensive plan with goals for good governance. Good governance, among many other functions which I have not addressed, protects its citizens, promotes ecological sustainable development, protects agriculture, promotes the use of public transportation, improves the road network and road safety, and facilitates economic activity.

The 2004 Comprehensive Plan failed to attain any goals of good governance. Its primary goal was to promote development.

GOOD GOVERNANCE REQUIRES OUTCOME GOALS

The County government seeks to influence many economic, social, environmental and other outcomes for the benefit of its citizens. Most of those outcomes are also affected by the policies, funding decisions and practices of the Federal and State government, the private sector, non-government organizations and the citizens. Nevertheless by specifying the results that are desired by the County government, and by consistently measuring or assessing the contribution that the County government is making towards those results over time, it should be possible to reach an informed opinion as to how well the County government is performing in achieving its intended outcomes.

The County government has failed to effectively and efficiently achieve the societal goals of the County. The Jefferson County Commission does not plan for the future. It has not adopted long term goals or required results. Lack of planning perpetuates the status quo, allows special interest to control the governing process, and promotes the waste of the counties resources.

The County Commission should agree on an outcomes framework that could be used to:

1. Determine the broad social, economic, environmental and other outcomes that County government seeks to achieve.
2. Assist other agencies and organizations, separately and jointly, to focus their planning on the priorities of the County government.
3. Identify opportunities for shared and coordinated approaches to service delivery and improved performance measurement.

4. Promote a clean environment, the use of renewable and efficient energy sources.
5. Ensure efficient allocation of resources by streamlining management and building a foundation for smarter decision making by enhancing transparency, performance measurement, and evaluation.
6. Determine the impact of County government departments and other agencies and organizations have on the goals of the Commission.
6. Hold the County government departments and its other agencies and organizations accountable for outcomes which they control.
7. Check both corruption and capture by special interests by increasing the flow of information, openness of decision making and transparency.
8. Invite and expect its actions to be accountable, transparent and open to scrutiny by its citizens.
9. Prepare an annual report to its citizens that outlines the progress that the County government has made towards achieving its outcomes.

Bringing about change to improve or to innovate is not an easy task. There is always a preference for the status quo.

By defining clear outcome goals, the County Commission will change the culture within the county government, other agencies and organizations. There will be a shift in the way public servants define success. To date, success has often defined as delivering programs, with little regard to their effectiveness or efficiency. Success should be defined as achieving clear outcome goals for society.

Greater clarity about what the county government is trying to achieve will motivate county employees to focus much more on doing what works to accomplish those goals. There can be a positive effect on organizational morale and staff engagement as county employees become clearer about what they are trying to achieve. That will lead to greater innovation when developing strategies to achieve goals, with more work across department and agency boundaries and with external partners.

Without outcome goals, the government of Jefferson County can not develop strategies that seek to maximize its chances of achieving its goals. Without clarity about what the county government intends, it is impossible to evaluate whether it is governing well.

Few, if any, outcome goals can be achieved by a single department or agency. Programs that are least effective at delivering the outcome goals will be replaced by initiatives that are most likely to succeed.

The County can redefine the way budgets are set. After the formulation of output goals across the various departments and agencies, they could work together to rank

potential programs depending on their likely contribution to the goals.

That ranking should be publicly available and form the basis of the County's budget. High-ranking programs would be earmarked for funding and others forming the basis of cuts. This budgetary process helps to ensure that the County Commission and the citizens are aware of the tradeoffs involved in setting a budget.

Unless the the County Commission establishes outcome goals, before hand, its effort to develop a countywide comprehensive plan will perpetuate the status quo, which is unsatisfactory.

REQUIREMENTS FOR GOOD GOVERNANCE

A. ESTABLISH A PLANNING DEPARTMENT.

COMMENT: If the needs of citizens, rather than those of the special interest, are ever to be heard, the County Commission must depend on competent and effective staff support for planning. To provide that staff support, the Planning and Zoning Department needs a complete overhaul and a refocus of its responsibilities.

RECOMMENDATIONS:

1. ESTABLISH A PLANNING DEPARTMENT.

Reconstitute the Planning and Zoning Commission as the Planning Department as follows:

Governance of the Planning Department shall be vested in the Planning Commission.

The Planning Commission shall consist of seven voting members, and seven ex officio, nonvoting members appointed by the County Commission.

(a.) One member of the County Commission, who shall be a voting member.

(b.) Six citizens, who are residents of the County and are not currently employed, or affiliated with the Commission or development or construction or have any other conflict of interest, as follows:

Four appointed by the Jefferson County Commission, who shall be voting members.

One nominated by the Jefferson County Historic Landmarks Commission, who shall be a voting member.

One nominated by the Jefferson County Farm Bureau, who shall be a voting member.

(c.) The following shall be ex officio, nonvoting members:

The WV DOT, District Five, Jefferson County Supervisor;

A representative nominated by the Public Service District,

A representative nominated by the Solid Waste Authority

A representative nominated by the Farmland Protection Board

A representative nominated by the Emergency Services Agency

A representative nominated by the Development Authority.

A representative nominated by the Chamber of Commerce

2. The Zoning, Building Code Enforcement, Farmland Protection Board and Historic Landmark Commission shall be divisions of the Planning Department.

COMMENT: I suspect that the County government and its various units, including the volunteer fire departments are missing out on many grant opportunities because they are either unaware or the grant applications are not compliant with the requirements of the granting agency.

3. The Planning Department shall have a Grants Division that is charged with being aware of all grant opportunities and prepare all grant applications for all units of the County government, including the volunteer fire departments which agree to participate.

COMMENT: The County could save many of thousands of dollars which are presently spent to retain private firms whose motivation is to preserve the status quo. They tend to produce the "facts" necessary to support the perceived preconceptions and special interests of the County officials then in power. Those supposedly independent studies often provide cover for those preconceptions and special interests.

4.. The Planning Commission shall form, as needed or upon the request of the County Commission, ad hoc committees of citizens, who are residents of Berkeley or Jefferson county, for a specific task or objective. An ad hoc committee will be dissolved after the completion of the task or one year, whichever occurs first.

The Planning Commission shall seek especially qualified citizens from among the almost 160,000 residents of Berkeley or Jefferson County who are willing to serve and possess the necessary qualifications to serve. The Planning Commission shall advertise its requirements for ad hoc committee members in The Spirit of Jefferson, The Martinsburg Journal, and the Shepherdstown Chronicle.

Volunteer members of those ad hoc committee shall be compensated, at the County's prevailing rate, for travel and meal expenses plus any attendant expenses for which they have receipts.

B. IMPLEMENT FISCAL AND FINANCIAL MANAGEMENT CONTROLS

COMMENT: The County Commission has not implemented uniform financial management and fiscal management controls to facilitate accountability, planning, evaluation and coordination within the County government, its various agencies, authorities, boards, commissions and other organizations which receive significant funding from the Commission, e.g., the voluntary fire companies.

COMPLEMENT: I praise this Commission for having the courage to confront the "powers that be" within the volunteer fire departments on the issue of funding.

NOTES:

1. The Meeting Minutes of the JCESA on April 19, 2011 under Audit: "Copies of the audit are now available. Rosa requested now that we have 4 years of clean audits can we put the audits on the JCESA web site. President Kelly stated they will be reviewed first."

Thereafter, JCESA opted to not post any additional audits on its web site. FY 2010 is the most recent Audit Report posted on the JCESA web site.

2. "We have audited the accompanying financial statements of the business-type activities of Jefferson County Development Authority, (the Authority)

... The Authority did not provide adequate supporting documentation for the amount reported as Due to Jefferson County Commission (the intergovernmental payable), nor did it provide supporting documentation for the amount reported as Loan Receivable - Daycare (the loan receivable) to enable us to determine the completeness, occurrence, allocation, and rights and obligations of the aforementioned line items as reported in the statement of net assets, nor were we able to satisfy ourselves as to those amounts through the use of alternative procedures.

In addition, the Authority reported certain capital assets and accumulated depreciation on its statement of net assets, and depreciation expense on its statement of revenues, expenses, and changes in net assets, although title to those assets were not held by the Authority. The amount by which the presentation of these capital assets, accumulated depreciation, and depreciation expense would affect the assets, net assets, and expenses of the Jefferson County Development Authority is not reasonably determinable..." (Perry and Associates, CPS, A.C., INDEPENDENT AUDIT REPORT, December 15, 2010).

QUESTION: IS THAT ANY WAY TO RUN A RAILROAD?

Having the County Comptroller perform audits of the County government and its various units including the volunteer fire companies would enhance fiscal accountability.

RECOMMENDATION: Starting in FY2014, appoint an independent County Comptroller who shall report directly to the Commission.

The Comptroller shall:

1. Help the Commission meet its responsibilities to improve the fiscal performance and ensure the accountability of the County government, its various agencies, authorities, boards, commissions and other organizations which receive significant funding from the Commission, e.g., the voluntary fire companies

2. Supervise the quality of accounting and financial reporting of the County and those other groups cited above. .

3. Ensure that the County government and those other groups cited above are, at a minimum, in conformity with the accounting and auditing principles of the Governmental Accounting Standards Board generally accepted in the United States of America.

COMMENT: The County could offer to provide free audits for the participating volunteer fire companies.

4. Audit the financial statements of the County and those other groups cited above.

5. Determine that all and financial statements are free of misstatement and that internal control over financial reporting is free of deficiencies, significant deficiencies, or material deficiencies.

4. Investigate all matters relating to the receipt, disbursement, and application of public funds.

5. Train as necessary to the County government and those other groups cited above.

6. Produce a consolidated financial statement for the County.

7. Produce an annual report to the Commission with recommendations to achieve greater economy and efficiency of public expenditures.

8, All audit reports of the Comptroller should be posted on the County Commission's web site.

C. WEST VIRGINIA CODE CHAPTER 6, ARTICLE 9A "SUNSHINE LAW"

COMMENTS:

1. WV CODE 6-9A-3 states:

Proceedings to be open; public notice of meetings.

Except as expressly and specifically otherwise provided by law, whether heretofore or hereinafter enacted, and except as provided in section four of this article, all meetings of any governing body shall be open to the public. Any governing body may make and enforce reasonable rules for attendance and presentation at any meeting where there is

not room enough for all members of the public who wish to attend. This article does not prohibit the removal from a meeting of any member of the public who is disrupting the meeting to the extent that orderly conduct of the meeting is compromised: Provided, that persons who desire to address the governing body may not be required to register to address the body more than fifteen minutes prior to time the scheduled meeting is to commence...

COMMENTS:

WV Code 6-9A-6 gives the circuit court in the county where the public agency normally meets jurisdiction to enforce the provisions of this articles. On June 5, 2012 , I communicated my concerns relative to the County Commission's arbitrary four minute limit on citizens' presentations at meetings with Twenty-Third Judicial Circuit Judge David H. Sanders. To date Judge Sanders has not acted on that complaint. Later, I became aware that the Planning and Zoning Commission employs and even more restrictive three (3) minute limit on presentations by citizens. At the first opportunity, I intend to file a complaint with the WV Supreme Court of Appeals

A governing body may only make and enforce rules for presentation at a meeting where there is not sufficient room for all members of the public who wish to attend. The County meeting room at the Charles Town Library , to date, has been more than large enough to accommodate the public that wished to attend.

The various limitations imposed by the County government are in violation of the declared legislative policy and are clearly in violation of as promulgated by WV Code 6-9A-3. They only serve as a way for the County's various governing bodies to stifle the input of the public to prevent them from becoming aware of the views of other citizens.

If the members of the County's various governing bodies are not interested in public input, they could just as easily not attend the public meeting or hearing. However, even in their absence, the public has the right to be informed as to the views of the other citizens.

According to the March 20, 2012 JCESA Meeting Minutes, a concerned citizen felt that one of the volunteer fire companies felt that a volunteer fire company was being improperly operated and "requested that he be heard in Executive Session."

The JCESA President "informed the concerned citizen that due to the Ethics Act of WV Sunshine Laws, his request must be denied." The individual "declined to speak in public forum." Unless drastic changes are made in the management style of JCESA, so ended any chance that concerned citizens will ever again come forth to voice their concerns.

Actually, the West Virginia Code Chapter 6 "Sunshine Law" Article 6-9A-4b - Exceptions states, "An executive session may be held only upon a majority affirmative vote of the members present of the governing body of a public agency." And further subparagraph 7 states, "To plan or consider an official investigation or matter relating to crime prevention or law enforcement;"

By allowing the JCESA President to rule thusly, it seems obvious that the members of JCESA Board were not well versed in their responsibilities nor particularly interested in hearing from concerned citizens who have the courage to express their opinions that public funds may not be properly administered or accounted for.

RECOMMENDATIONS:

(1). The County's various governing bodies should cease the imposition of arbitrary limitations on citizens input at public meetings. The Chair of the various governing bodies should be capable of conducting the meeting in an orderly manner.

(2). The County Commission should provide training to its employees and to the members of the various units concerning the WV "Sunshine Law." and their responsibilities as Board members.

D. USE THE PROPERTY TAX LEVY TO FUND EMERGENCY SERVICES

COMMENT: The WV Code 7-15-12 allows the county commissions, with certain limitations, to impose fire service rates, fees and charges by ordinance. However, it prohibits the county commissions from having a lien on any property as security for payments due under the ordinance. Essentially making payment of the fire fee voluntary. The result has been that approximately 25% fail to pay the fire fee.

The JCESA Proposed Plan recommends that the fire fee be set at a level to raise \$2.9 million a year. A retired attorney's research estimated that JCESA would spend nearly \$500,000 a year to collect the unpaid fees and stated that was not an effective use of the fees. He also called for a countywide referendum on the proposed ordinance. Stephanie Grove, the county commission's attorney, has ruled in the past that fire fees are not subject to a referendum.

If the fire suppression and EMS service improvements were funded by the existing property tax., that waste of \$500,000 a year would be avoided.

RECOMMENDATION: Seek the support of the County Commissioners' Association of West Virginia, the WV Association of Counties, state legislators and associate member organizations to lobby the Legislature to change WV Code 7-15-12 to provide the county commissions with the option to use the property tax to fund emergency services by referendum. The County could save the cost of a special referendum if the Governor could be convinced to include this in the earliest possible special session of the Legislature. However, by doing so, the Commission might not have adequate time to educate the citizens concerning the need to bear the increased cost necessary to improve the delivery of emergency services.

THE GOALS OF GOOD GOVERNANCE.

E. INCREASE CITIZEN'S PHYSICAL ACCESS TO GOVERNMENT SERVICES

The West Virginia Code §7-1-2, Sessions, states, "The county court of each county shall hold four regular sessions in each year at the courthouse thereof, at such times as may be fixed upon and entered of record by the court. It may also hold special sessions, whenever the public interests may require it, to be called by the president with the concurrence of at least one other commissioner..."

Even though there is no requirement that the various units of county government be located in the county seat, the only option that the Commission ever considers is to purchase or rent yet another building in Charles Town. Each time the County purchases a building in Charles Town, the City of Charles Town's tax base is reduced. The County is paying \$9,000 per month to house most of the Prosecuting Attorney's staff in downtown Charles Town.

It has become increasingly more difficult for the citizens to conveniently access the various units of the County government in Charles Town. In recent years American Public University System (APU) has converted many structures in Charles Town into offices. Many APUS employees park in the unmetered spaces on George, Samuel and Mild and Washington streets. Therefore, parking has become very difficult within proximity to downtown Charles Town. Parking becomes virtually impossible when the the various courts are in session.

In mid-June the Commission unanimously approved a list of priorities and projects which the Commission feels are essential, such as a new judicial center and space needs for county employees. The President of the Commission professed that the commissioners will not be involved with planning how to accomplish the goals and will be kept "out of the loop altogether." However, the President of the Commission went on to say, "We're looking at the purchase of buildings." Want to guess what the department heads and county administrator recommend? Purchase yet another building in Charles Town. Of course! The ability of the citizens to have access to the County government and the tax base of Charles Town will be further diminished.

The Commission seems convinced that the economic vitality of Charles Town depends on the presence of as many units County government as possible. If the Commission continues to make the accessibility to downtown Charles Town extremely difficult, Charles Town will have great difficulty in ever being a tourist destination.

Several units of the State and County government are reasonably accessible and convenient as they are located in either the Bardane Industrial Park or the Burr Business Park. The Bardane Industrial Park has many vacant lots and underutilized or vacant buildings.

RECOMMENDATIONS:

(1) Rather than advocating the status quo, the Commission should provide the department heads and county administrator with outcome goals for the 2013 and subsequent Capital Improvement Plan, e.g., consider developing a long range plan to relocate many County government units to the Bardane Industrial Park.

(2) Consider having selected County government offices open one evening a week and one Saturday a month.

PROTECT ITS CITIZENS

1. Protect Its Citizens From Crime

RECOMMENDATION: Determine if the County Commission should take the lead to promote the measurement and assessment of the effectiveness of crime prevention within the County. If so, direct the Planning Department to form an ad hoc committee that will coordinate with the state and municipalities to determine if police respond promptly to reported incidents; citizens have confidence in the police; offenders are identified and charged; crime prevention strategies are effective, can legal and policing cost be reduced, etc.?

2. Provide Its Citizens With Emergency Medical and Fire Suppression Services.

COMMENTS:

The County is in the process of transitioning from a volunteer to a combination of career and volunteer personnel. Eventually career personnel may provide all first response fire suppression and emergency medical services.

It's the correct approach and long overdue. It is more efficient and avoids most of the conflicts that will arise if the County Commission chose to implement the Proposed JCESA Five-Year Strategic Plan (JCESA Proposed Plan) in the face of the strong resistance of the "powers that be" within the volunteer fire companies.

The better, safer, more efficient, less conflicted, and possibly cheaper approach would be to initially focus on career person providing Monday thru Friday daytime emergency services to the County's three Census Bureau designated urbanized clusters - Charles Town-Ranson, Shepherdstown and Shannondale.

RECOMMENDATIONS:

(1). Accept the JCESA Five-Year Strategic Plan with a statement that the Commission finds that the essentially voluntary fire fee procedure mandated by WV Code 7-15-12 is too inefficient and wasteful of public funds. Therefore, the Commission will attempt to have that portion of the WV Code changed to use or offer the option property taxes to fund improvement of emergency services.

COMMENTS:

In the interim, the Commission must determine the requirements needed to improve the provision of emergency services. In order to determine those requirements, the Commission must have a reasonably accurate history of all response times to 911 calls for emergency services.

According to the WVU Extension Service, the population density of Jefferson County is approximately 225 people per square mile. NFPA 1720 classifies a demand zone with less than 500 people per square mile as rural. Rural areas have much longer response times. However, within the County's three Census Bureau designated urbanized clusters - Charles Town-Ranson, Shepherdstown and Shannondale, those demand zones, whether an Urban or Suburban area, have much shorter response times. Therefore, the response time information should be broken down by demand zone. However, as it will be most cost effective to initially provide improved emergency services to the County's three urbanized clusters, the Commission might consider focusing JCESA's efforts to collect response times on those urban clusters

Utilizing the information contained on the various maps available at the Jefferson County GIS/Addressing Department, a reasonably accurate estimation can be made as to population per square mile for the various Demand Zones - Urban, Suburban, Rural, and Remote Area - throughout the County.

RECOMMENDATION:

(2). The Commission should direct JCESA to immediately implement a program that will provide accurate response times to all 911 calls for emergency services within the County's three urban clusters and as soon as practicable throughout the County.

NOTE: Assuming that JCESA EMT career personnel are in constant contact with the 911 Center, response times for EMS 911 calls can be relatively easily generated by requiring the EMT personnel report their time of arrival and location to the 911 Center. 79% of all 911 calls are for EMS.

COMMENT: The JCESA Five-Year Strategic Plan, JEFFERSON COUNTY EMERGENCY SERVICES AGENCY (JCESA), Page 1 states, "A core and critical function of the JCESA is to establish funding priorities among the county's seven member fire companies and to administer the funding appropriations and allocations afforded through the County Commission's annual budget and the county's impact fee program. Receipt of the appropriated annual budget funds is, in part, governed by a service contract that each fire company has with the County Commission. In addition, both financial management and fiscal management agreements (as included in Attachment B) have been jointly executed between the JCESA and the seven member fire companies. These agreements respectively establish uniform accounting practices among the JCESA and member fire companies and the criteria and standards through which county funds are to be allocated to each company. As of March 20, 2012 two volunteer fire companies have not even bothered to appoint treasurers.

(3) RECOMMENDATION: Direct JCESA, that in FY2013 and thereafter, establish funding priorities among the county's fire companies. Any company has the right not to participate in this program, but in doing so forfeits the right to receive county funding.

(4). Direct JCESA to jointly execute in FY2013 Attachment B contained in the Five-Year Strategic Plan with the member fire companies. And to include an additional provision that the fire companies agree that that the Grant Division of the Planning Department will prepare all their grant requests. Any company has the right not to participate in this program, but in doing so forfeits the right to receive county funding.

D. REQUIRE FIRE SUPPRESSION SYSTEMS

(4). RECOMMENDATION: To reduce the loss of life and fire damage to structures in the County, the Commission should require fire suppression systems in all commercial, public and residential structures. Those systems should use, as applicable, fire sprinkler systems, gaseous agents, or wet and dry chemical agents that meet National Fire Protection Association (NFPA) 17A standards.

E. CHANGE ARTICLE 2. BOARD OF DIRECTORS OF THE JCESA FIVE-YEAR STRATEGIC PLAN

COMMENTS:: ARTICLE 2. BOARD OF DIRECTORS (as presently written):

“(a) Governance. Management of the Agency shall be vested in a Board of Directors. The Board shall have eleven voting members and the Medical Director who shall be a nonvoting ex officio member. The Board shall be comprised of individuals appointed by the Commission as follows:

(1) One member of the Jefferson County Commission, who shall be a voting member.

(2) Six Citizen members who are not currently employed or affiliated with the Commission, or with an emergency medical service or fire department service in Jefferson County...

(subparagraphs (3) through (5) provide for five representatives from the Jefferson County fire suppression and emergency medical services community, who are all voting members of the JCESA board.

(6) The Medical Director of the EMS program who shall be a nonvoting ex officio member of the board.

(5) RECOMMENDATION: In order to eliminate the possibility that the JCESA Board will be dominated by those with a special interest other than those of the citizens, I strongly recommend that only the the County Commissioner and the citizen members be voting members of the JCESA Board. Therefore, I recommend the following changes:

(a) Governance. Management of the Agency shall be vested in a Board of Directors. the Board shall have seven voting members and six nonvoting ex officio members. The Board shall be appointed by the Commission as follows:

(1) Remains the same.

(2) Six citizens who are not currently employed by or affiliated with or have any conflict of interest with the Commission or any emergency medical service or fire protection service, who shall be voting members.

The following shall be nonvoting ex officio members of the board:

(subparagraphs (3) through (5) remain as proposed)

(6) The Medical Director of the EMS program.

E. UPGRADE THE QUALIFICATIONS OF EMT PERSONNEL

Determine if the County should have a goal to upgrade the qualifications of EMS personnel so that each EMS team would consist of one EMT Paramedic and one EMT Intermediate. If so, determine if there is an adequate pool of trained personnel.

COMMENT: I doubt that there is an adequate pool of trained EMT Paramedics and Intermediate personnel.

(6). RECOMMENDATION: In return for service contracts, funds scholarships for JCESA employees and Jefferson County residents to attend Blue Ridge Community and Technical College Emergency Medical Services programs in order to become certified as EMT Paramedics and EMT Intermediate.

3. Protect Its Citizens During Disasters

COMMENTS: At the Thursday, July 12, 2012 County Commission meeting, Barbara Muller, Director of Homeland Security and Emergency Management pointed out several lessons learned from Derecho (Spanish for the widespread, long-lived, straight-line windstorm) of June 29, 2012. Among those were the following:

The Emergency Communications Center had counted on the commercial media (television, radio and print) to communicate with the citizens of Jefferson County. However, because the disaster was so widespread, little or no information specific to Jefferson County was communicated via commercial media.

The effectiveness of the Emergency Management Office would be greatly enhanced if it was aware of all the various special needs of the citizens. The Statement of Taxes Due is about the only communication that the County government sends out to every citizen.

RECOMMENDATIONS:

(1). The Commission should investigate the option of using the old WXLA antenna South of Charles Town to transmit locally specific disaster information. Ideally, transmissions would be keyed from the Emergency Operations Center.

(2). The Commission might consider, along with the Statement of Taxes Due, enclosing a questionnaire seeking information concerning citizens with special needs.

COMMENT: We recently experienced the dramatic impact of a severe storm, the Commission should also require that all structures should shelter occupants safely during severe storms or other disasters and to keep them comfortable during the aftermath.

(3) RECOMMENDATION: To reduce the loss of life and injury to its citizens, the Commission should require that all commercial, public and residential structures shelter occupants safely during severe storms and disasters and keep them comfortable during the aftermath.

PROMOTE ECOLOGICAL SUSTAINABLE DEVELOPMENT

Adopt International Energy Conservation Code (IECC) and Allow WV Counties and Municipalities To Implement Additional Energy Conservation Standards.

COMMENTS:

A few years ago the building/developer lobbyist pressured the Legislature to be one of only five states not to adopt the International Energy Conservation Code (IECC). West Virginia does not have any prescribed energy conservation and efficiency standards for residential or commercial structures. If the Legislature, which apparently has seen the light, can resist the influence of such groups, it is supposed to correct that error by adopting the IECC in 2013. However, few have missed the lack of IECC standards in West Virginia. Because the IECC contains only the barest minimum of energy conservation measures. Hopefully, when and if the Legislature adopts the IECC, they will also resist the lure of campaign contributions from the builders and developers lobbyists and it will allow the counties and municipalities the option to incorporate more comprehensive energy conservation and other measures in their building codes.

For typical house, according to the Department of Energy, 50 to 70 percent of the total energy expense goes to heating and cooling. Floor insulation is especially effective over an unconditioned basement or crawl space. The costs of energy efficient features translates into a small bump in the mortgage when amortized over the term of a 30-year loan; however, the upgrades result in dramatically lower "life cycle costs", a net gain for the owner.

However, each and every time that any state legislature or local jurisdiction dares to propose that all residential and/or commercial structures be constructed to meet the highest energy efficiency standards practicable that are also fiscally realistic, the public

hearings are replete with lobbyists and/or developers and builders pleading, falsely, that such Draconian requirements will so increase the construction or rehab cost prohibitive. Structures are currently built to meet numerous safety standards, but energy efficiency is rarely considered and first cost is usually the overriding concern.

Actually, the "life cycle" costs would be dramatically reduced for the owners of energy efficient commercial, public, or residential structures.

West Virginia is one of the few states which offers almost no energy conservation incentives to home owners or buyers.

Although the Jefferson County Emergency Services Agency (JCESA) was established on November 13, 2008, thus far it has not implemented a system that accurately reports response times to 911 calls for emergency services. I suspect, if the truth were known, the National Fire Protection Association recommended response times are seldom, if ever, met. The Commission should become an advocate for the lowest possible energy costs and water consumption in all commercial, public and residential structures constructed or rehabilitated in the County.

(1). **RECOMMENDATION:** The Commission should seek the support of the County Commissioners' Association of West Virginia, the WV Association of Counties, state legislators and associate member organizations to lobby the Legislature to adopt International Energy Conservation Code (IECC) and to allow the counties and municipalities to implement additional energy conservation standards.

Reject the Jefferson County Citizens For Economic Development (JCCED) Request

COMMENTS:

A local special interest group, Jefferson County Citizen's for Economic Preservation (JCCEP), to the County Commission asking them to consider amending the Vested Rights section of the Subdivision Regulations to allow for an extension of time for any development to which the 2010 SB 595 provisions applied.

On 29 May 2012 the County Planning Commission, by a vote of 8 for and 1 opposed, voted to recommend approval of the amendment to allow an extension of 2010 Senate Bill 595 (SB 595) to 1 July 2015.

The Potomac has been named by American Rivers as "America's Most Endangered River in 2012." The Potomac, which provides 5 million people with drinking water and countless others with outdoor recreation opportunities, is at the top of the list due to increasing threats from agricultural and urban pollution.

The Clean Water Act of 1972 (CWA), subsequent legislation, and implementing Federal regulations over the last 40 years are working to protect and preserve such rivers. Should the County Commission grant the exemption requested by the JCCEP, they would also be effectively exempting that special interest group from those Federal laws and regulations. He also stated that the Commission has no such authority and was

possibly inviting drastic action by Federal government.

Should the Commission grant the JCCEP such an exemption, the mandatory water quality standards (WQS) for pollution abatement would have to be borne by the rest of us. Berkeley and Jefferson counties are blessed with almost half of the all the best quality soil in WV. So now we will have yet another serious threat to the continued viability of agriculture as an industry in Jefferson County.

Approval of JCCED's request to evade any and all requirements to build anything but "retro-shacks" will probably put the Commission in the position of having to defend its fostering and sponsorship of the violation of Federal and State laws and regulations.

(1). RECOMMENDATION: The Commission should reject JCCED's request for exemption.

PROTECT AGRICULTURE

"Red Line" Class I and II Agricultural Land and Establish a TDR Program.

COMMENTS:

To quote from the 1973 USDA Soil Survey, "Jefferson County is one of the best counties for farming in the state... About three-fourths of the land is in farms.

... Capability Classes are the broadest grouping and are designated by Roman numerals I through VIII. In class I are the soils that have few limitations, the widest range of use, and the least risk of damage when they are used. The soils in the other classes have progressively greater natural limitations. In class VIII are soils and land- forms so rough, so shallow, or otherwise so limited that they do not produce worthwhile yields of crops, forage, or wood products."

... The statistics given in this section are based mainly on the 1964 U.S. Census of Agriculture. Farming is important in the economy of Jefferson County. Of the 135,040 acres in the county, 102,335 acres, or 75.8 percent, was in farms. The average size of farms was 208 acres..."

At that time Berkeley and Jefferson counties were blessed with almost half of all the Class I and II agricultural soil in the state.

According to the 2007 U.S. Census Bureau Agriculture - NACIS Jefferson County data: Although the number of farms had grown to 546, the land in farms had decreased to 72,091 acres (53.4%) and the average size of the farms decreased to 132 acres.

Unfortunately, Class I and II land is also the cheapest land for the developers to build on. Besides, having few rocks, it is usually closest to the public services.

The 2004 Comprehensive Plan in its STATEMENT OF GOALS (page 19) said,
"Encourage growth and development in areas where sewer, water, schools, and other facilities are available or can be provided without unreasonable cost to the community."
Which community? The development community?

"Promote the maintenance of an agricultural base in the County at a level sufficient to encourage continued viability of farming in all its various forms" But do we know at what point the agricultural base will lose its "critical mass" and no longer be a viable industry?

The Commission has not protected agricultural lands - our most valuable national resource. In those 34 years, Jefferson County lost 30% of its agricultural land to development. At the present rate of loss of agricultural land and unless the Commission takes action, Jefferson County's agricultural industry will be totally eliminated within the next 80 years.

"Red lining" all the remaining Class I and II agricultural land in the County would reduce the price of Class I and II land to its agricultural use value. Most of the remaining undeveloped land is zoned Rural District requiring a 40,000 square foot minimum lot area,

The 2004 Comprehensive Plan (Page 68, Transfer Development Rights) stated:

"Transfer Development Rights (TDR's) programs can be effectively used to allow landowners in the far reaches of to benefit from the development potential of their property without actually developing the land, while focusing the development (of) the lots that would have been on that property in areas that are more appropriate for development. To avoid having to amend this Plan in the future to justify instituting a TDR program, this plan endorses investigating the creation of a TDR program in the Rural District. Further study will be required regarding how such a plan should be implemented and where the density receiving area should be." Once again we see the ineffectiveness of government when it does not establish outcome goals. Obviously, nothing was done to investigate the implementation of a TDR program.

Assuming the special interest are not able to change the Rural District minimum lot area and the Commission implemented a Transferable Development Rights (TDR) program, a tremendous demand for TDRs would be generated. The proceeds from the TDR program could be used to compensate the developers and the farmers for that reduction in value. The reduction in cost of Class I and II agricultural land would give young farmers and dairy men the opportunity to preserve our agricultural industry at a greatly reduced initial cost. Once the developers are fairly compensated, the farmers and dairymen who own the Class I and II land would annually receive their portion of the TDR money. The annual TDR payment would become their 401k. TDR programs have been used since 1916 and have been repeatedly upheld by the US Supreme Court.

RECOMMENDATIONS:

(1). The Commission should immediately "red line" ALL the remaining Class I and II agricultural land in the County, including those which have been approved for development, but actual construction has not yet taken place, to halt any further loss of our unique national resource.

(2). Concurrently, the County should direct the Planning Department to form an ad hoc committee to determine how to implement a Transferable Development Rights (TDR) program.

IMPROVE TRANSPORTATION

US 340 East Gateway Plan

COMMENTS:

Access to and from Jefferson County is greatly inhibited from all directions except from the West via I-81/Route 9. To the East we are building WV's version of "the Bridge to Nowhere" to connect up to a two lane Route 9 that Virginia may never improve.

To the north the County and Planning and Zoning commissions advocate even more strip or ribbon development while essentially advocating for almost no internal transportation improvements. How many decades, if ever, will it be before the states of Maryland and Virginia build a limited access highway to the WV line?

Meanwhile, to the south Virginia has built a four lane, divided highway that to the WV line. What motivated them to chose the northern route rather than the southern route? Transportation improvement to the southern route would open up Jefferson County to both the east and south, somewhat from the North, and not depend on any other state to extend those improvements.

The Planning and Zoning Commission's US 340 Corridor East Gateway Plan (340 Plan), at a total cost of \$113,661.00, focused on US 340 North, the one access corridor with the most significant bottleneck and the least likely to have access improved. The Plan (page 41) states, "Future development will continue to degrade corridor (transportation) operations and safety during peak periods." In other words, if the 340 Plan is implemented, the congestion will increase and the margin of transportation safety will decrease.

The 340 Plan transportation states very general transportation objectives, but lacks any specifics or outcome goals.

The area of the County targeted for development by the 340 Plan includes a major portion of the our remaining Class I and II agricultural land.

The 340 Plan promotes even more auto-dependent commercial strip development. Strip development is contrary to the basic elements of good planning. Strip development

consumes open space, depletes natural resources, promotes low-density development resulting in stores that are single-story and offices that are one or two stories, increases the amount of automobile usage, impedes pedestrian and non-motorized traffic, grows outward from the limits of existing development, promotes the intensive use of signs to attract passerby, and ruins any sense of place.

Commercial strip development violates two tenets of land use planning, the efficient use of land and livability.

Highway-oriented, auto-dependent commercial development is a low-intensity land use. It uses large amounts of land spread out in linear form over long distances along state highways. The spread-out, linear pattern of development makes it extremely inconvenient to move among businesses without driving from one establishment or small group of establishments to another.

Highway-oriented, auto-dependent commercial development impacts community livability. It generates traffic congestion that is not consistent with the "through" function of highways where traffic should move at moderate to high speeds.

At best, these delays are experienced at periodic, well-timed traffic signals with a reasonably good flow of traffic. At worst, the delays happen repeatedly as traffic is slowed by the continual ingress and egress of cars along the route or by having to wait through multiple phases of traffic signals at congested intersections.

Rather than promoting the worst type of commercial development, the County should concentrate on limiting highway-oriented commercial development. The County should promote commercial development in nodes or clusters around major intersections to achieve less sprawl, fewer auto trips, more convenient access by pedestrians, bicycles, and public transit, and limit retail uses within the rest of the corridors.

RECOMMENDATION: The Commission should refuse to accept the flawed US 340 Corridor East Plan.

Transportation Improvements

DEVELOP A LONG TERM COUNTYWIDE TRANSPORTATION PLAN

COMMENT:

Excepting the so called "Charles Town Bypass," if you overlay a nineteenth century Howell map of Jefferson County with today's map, there are very few changes. How our forefathers got from A to B on horseback or in a wagon is very similar to how we do it today in an automobile.

RECOMMENDATION:

(1). Direct the Planning Department, in conjunction with the WVDOT, division of Highways, to develop a long term transportation plan with specific, prioritized goals.

(2) Direct the Planning Department to form ad hoc committee, as advocated elsewhere, to recommend and to prioritize future transportation improvements.

Recommended Transportation Improvements.

ACCESS TO THE NEW JEFFERSON MEMORIAL.

DISCUSSION: Jefferson Memorial is building a new hospital south of Charles Town located just beyond where Route 340 narrows to two lanes.

(1). **RECOMMENDATION:** Ensure that the new hospital will have improved access.

UPGRADE DECELERATION, ACCELERATION, BYPASS AND LEFT TURN LANES

DISCUSSION: The Routes US 340/9 Charles Town Bypass was build as a "large economy size" controlled access multilane divided facility divided highway. Deceleration, acceleration, bypass and left turn lanes are too short for the posted speed limit and level of service. Right turn on red is forbidden at almost every intersection because of the lack of acceleration lanes.

(2). **RECOMMENDATION:** To reduce the incidence of rear-end collisions at the access points and to maintain through traffic flow, construct deceleration, acceleration, bypass, and left turn lanes that allow speed changes and turning maneuvers to occur outside the normal flow of traffic.

NOTE: The deceleration and acceleration lanes could be built to the WVDOT specifications required for the overpass which may be constructed later.

LIMIT ACCESS OF ABUTTING LAND OWNERS ALONG US 340 SOUTH

DISCUSSION: A controlled access multilane divided highway requires limitation or denial of the abutting owners access rights, which include the right of ingress and egress and the right of direct access to and from the owner's abutting property to the highway. However, particularly along US 340 South, almost every Tom, Dick, and Harry, who's land abuts, granted access rights. Unless those access rights are redeemed, US 340 south, in the not too distant future, may be reduced to a long parking lot decorated with traffic lights.

(3) **RECOMMENDATION:** The Commission should take whatever action is necessary to encourage the WVDOT to limit or deny abutting owners access rights to US 340 South.

REPLACE TRAFFIC LIGHTS ALONG US 340 WITH OVERPASSES

DISCUSSION: Why don't we build narrow footprint (without cloverleaves) overpasses and eliminate all the traffic lights along US 340?

(4). RECOMMENDATION: To maintain through traffic flow, replace the red lights along US 340 with narrow footprint overpasses.

IMPOSE A TRANSPORTATION IMPACT FEE

DISCUSSION: How are we going to pay for all this? Of course we will beg for state and federal funds. From a Transportation Impact Fee. Of course! The County could deposit the Transportation Impact Fees funds into a joint Jefferson County/WV DOT, Division of Highways Trust Fund.

(5). RECOMMENDATION: The Commission should impose a Transportation Impact Fee.

BIKE, WALKING AND SHARED USE TRAILS

DISCUSSION: Trail use has become very popular for a wide variety of users. Many runners also favor running on trails rather than pavement. There is an expansion in special interest tourism, in city based cultural tourism, in activity holidays and in rural tourism. Tourism is increasingly seen as a possible partner for trail development and maintenance activities. The economic benefits of well managed trails are now well documented.

The American Association of State Highway and Transportation Officials recommends different widths for different types of bicycle facilities.[1] For example, a shared use path has a recommended one directional width of 8 feet (2.44 m), while a bidirectional path should be significantly wider (10 to 12 feet to accommodate bidirectional traffic and users.

In many instances (especially in urban areas and for some types of trails across or near private land) it may be advisable to locate segments of trails in or near existing rights of way for roads, highways, public utilities or telecommunications utilities, excluding power transmission lines. Trail rights of way on occasion may be located, or from time to time relocated, through, or adjacent to agriculture, commercial or industrial operations and that such location or relocation of a trail right of way, of itself, should not impose any limitation upon an otherwise lawful use of the adjacent private land except to the extent of the terms of any agreement with the private landowner.

(6) RECOMMENDATION: The Commission should task the Planning Department to form a citizens ad hoc committee to determine the requirements to developed an integrated trail complex in the County.

MAKE US 340N A CONTROLLED -ACCESS, DIVIDED HIGHWAY TO THE WV LINE

DISCUSSION: A portion of that area between the bridge over the Shenandoah and the WV line could be transformed into a beautiful riverside park County's We could build a second bridge over the Shenandoah; construct a beautiful native limestone faced "sea wall" along the high water mark of the Shenandoah river; back fill between the "sea wall" and Loudon Heights to provide the required land to upgrade that section of Route 340 into a controlled access four lane divided highway; plant a green way about 50 feet wide with tall trees to preserve the view from Jefferson' Rock; atop the "sea wall" construct a four foot high limestone wall with jagged limestone rocks on top to discourage people from sitting on the wall with gates that would provide easy access to the river, but could be locked during those periods when the river presents a hazard;

(6). RECOMMENDATION: To enhance the County's ability to attract tourist, to provide the County with a riverside park, and to reduce the danger at the intersection of US 340 and Chestnut Hill Road, make Route 340N from Allstadt Hill to the WV state line into a controlled access four lane divided highway. Do not coordinate that project with the states of Maryland and Virginia (That would add years to and possibly doom the project. Just shift the blame for the multi-mile traffic backup onto the states of Maryland and Virginia.

DISCUSSION: The flow of Route 51 traffic to US 340 is inhibited by having to pass through Charles Town.

(7). Connect Route 51 directly to US 340 via Old Cave Road.

DISCUSSION: Park and Ride programs support transit usage, carpooling, take vehicles off local streets and roads and the highway system, and reduce consumption of foreign oil. There are many sources of Federal funds for such programs. The Federal Transportation Act includes a federal grant program provides funding for such program to each State. The Community Development Block Grant (CDBG) program provides communities has been used to fund park and ride lots. The Regional Surface Transportation Program (RSTP) funds eligible Federal-aide projects includes carpools. Federal earmarks can be used to fund park and ride projects.

(8). RECOMMENDATION: Institute a Park and Ride Sharing Program.

PROVIDE PARKING FOR RAIL COMMUTERS AT THE NPS PARKING LOT

(9). RECOMMENDATION: Coordinate with the National Park Service so as to provide parking at the NPS lot on Allstadts Hill to those who board the MARC trains at Harpers Ferry. The County should provide FREE bus service to and from those facilities for rail commuters.

COMMENT: Every time there is a major traffic accident in the County, traffic is unnecessarily tied up or severely delayed. We also had serious traffic flow problems during the recent wind storm disaster. In the case of a major traffic accident, preplanning would identify the best alternate routes for an incident anywhere in the

county. In the case of another disaster that involves the loss of electrical power, preplanning could identify what will be required to minimize the hazards of uncontrolled vehicle traffic.

(10). Direct the Planning Department to form an ad hoc committee to determine the requirements to have an on-call Emergency Traffic Control Response Team.

Promote Jefferson County's Unique Economic Resources

DISCUSSION: Jefferson County has two unique economic resources - rich agricultural land and history. The preservation of our most valuable national resource has been addressed elsewhere. However, the County has not fully exploited the economic potential of its unique historical heritage.

Tourists spend for a lot of things in the area they visit. They spend on food, transportation, accommodation, tours, entrance fees, souvenirs and many other things. As a matter of fact, foreign and domestic tourists spend more on a daily basis in the place they visit than they do while at home.

Tourism industries are labor and income intensive, translating a high proportion of sales into income and corresponding jobs.

Tourism has a variety of economic impacts. Tourists contribute to sales, profits, jobs, tax revenues, and income in an area. The most direct effects occur within the primary tourism sectors --lodging, restaurants, transportation, amusements, and retail trade . Through secondary effects, tourism affects most sectors of the economy.

In some cases, taxes collected directly or indirectly from tourists may yield reduced local taxes for schools, roads, etc. In other cases, locals may be taxed more heavily to cover the added infrastructure and service costs.

There are negative economic impacts of tourism (e.g., seasonality and lower wage jobs) and in many cases positive environmental and social impacts (e.g., protection of natural & cultural resources in the area and education of both tourists and local residents

Despite its excellent potential for the economic development of Jefferson County, the County has not aggressively promoted tourism.

FOCUS THE ECONOMIC DEVELOPMENT AUTHORITY EFFORTS ON TOURISM

DISCUSSION:

The Jefferson County Economic Development Authority states that its mission, "is to provide an increased and diverse tax base for Jefferson County. We also provide new employment opportunities for our citizens through the attraction of medium sized light manufacturing and other types of business, and through the retention and expansion of existing businesses."

There has been little actual return on investment for those millions in JCEDA's pursuit of new employment opportunities through the attraction of medium sized light manufacturing. The Bardane Industrial Park has one viable industrial development - Royal Vendors, several underutilized or vacant buildings, and most of its other occupants are various units of the State and County Government, which reduce the tax base for the County.

The Burr Business Park is a combination cluster and strip development. That type of commercial development might have been better left to private development.

Since 1973 the County has probably allocated \$8-10 million to fund the Jefferson County Economic Development Authority (JCEDA). On June 15, 2009 JCEDA entered into two loan agreements with the West Virginia Economic Development Authority (WV EDA) for \$3,776,327 and \$2,588,333, respectively. The Economic Development authority opted to defer payments of both principal and interest for the first 48 months of the first loan and for the first 36 months of the second loan (Note: Interest does accrue over the deferral period for both loans).

A famous quote says, "Hindsight, or our ability to see our past clearly, is a learning function that, when damaged ... renders us unable to look at the past to guide ourselves through the present and into the future. Without this ability, we cannot learn from our mistakes. We cannot clean up the wreckage of our actions. We are locked into a cycle of repeating the same thing over and over again, expecting different results. This is commonly known as the definition of insanity.

RECOMMENDATION: Direct JCEDA to focus on the development of the tourism industry as its primary mission.

MISCELLANEOUS THOUGHTS:

A Better Way To Finance Public Projects

COMMENTS:

When a municipality or school district wishes to do a repair, a capital improvement or infrastructure project, the amount of money paid in interest costs to the financiers exceeds the amount of money paid to those who supply the materials and do the labor on the project. Most people should feel angered by this. Why should those who simply move money around, make more money than those who produce the materials and do the actual labor on the project?

There is a better way and it can provide any sized government or community entity with financing at zero or near zero interest. One needs only to look at the Bank of North Dakota (BND) for a solution, which is currently the only state-owned bank in the country. This bank has been in existence for 92 years and has a history of safe, secure, and highly profitable banking. In fact North Dakota has a budget surplus, much of which can be attributed to the reduced borrowing costs of public projects. The BND's purpose is to provide loans to build economic capacity within the state. Examples

include loans to state entities in the form of low cost loans to municipalities, schools, small businesses, agriculture, infrastructure projects, and students. The BND does not imperil state funds or tax money but is self-funding and self-sustaining.

State-owned banks could be a win-win for virtually everyone. Objections are usually based on misconceptions or a lack of information. Proponents stress that:

1. A state-owned bank on the BND model would not compete with community banks. Rather, it would partner with them and support them in making loans. The BND serves the role of a mini-Fed for the state. It provides correspondent banking services to virtually every financial institution in North Dakota and offers a Federal Funds program with daily volume of \$330 million. It also provides check clearing, cash management services, and automated clearing house services. It leverages state funds into credit for local purposes, funds that would otherwise leave the state and be leveraged for investing abroad, drawing away jobs that could go to locals.

2. The BND not only does not compete for loans but does not compete for commercial deposits. Less than 2% of its deposits come from consumers, and municipal government deposits are also reserved for local community banks, which are able to use these funds for loans specifically because the BND provides letters of credit guaranteeing them. Virtually all of the BND's deposits come from the state itself. All state revenues are deposited in the BND by law.

3. Although the BND is a member of the Federal Reserve System, it is insured by the state rather than by the FDIC. This does not, however, put depositors at risk. Rather, it helps avoid risk and unnecessary expense, since the BND's chief depositor is the state, and the state has far more to deposit than \$250,000, the maximum covered by FDIC insurance. FDIC insurance is not only very expensive but subjects members to FDIC regulation, making the state subservient to a semiprivate national banking association. (The FDIC calls itself an independent agency of the federal government, but it receives no Congressional appropriations. Rather, it is funded by premiums that banks and thrift institutions pay for deposit insurance coverage and from earnings on investments in U.S. Treasury securities.) North Dakota prefers to maintain its financial independence.

4. BND officials stress that the bank is run by bankers, not politicians bent on funding their favorite development projects or bestowing political favors. The bank is run very conservatively, doing only creditworthy deals and avoiding speculation in derivatives and risky sub prime loans. By partnering with local banks, the BND actually shields itself from risk, since the local bank takes the initial loss if the borrower fails to pay.

5. The BND does not imperil state funds or tax money but is self-funding and self-sustaining. It keeps federally-guaranteed funds in the state that would otherwise go elsewhere, including VA and FHA loans and low-income subsidies. Profits on these federally-guaranteed loans can then be used to build a capital surplus from which riskier loans can be made to local businesses. The BND has a return on equity of 25-26% and has contributed over \$300 million to the state (its only shareholder) in the past decade -- a notable achievement for a state with a population less than one-tenth the

size of Los Angeles County. Compare California's public pension funds, which entrust their money to Wall Street and are down more than \$100 billion, or close to half the funds' holdings, following the banking debacle of 2008.

6. Partnering with the BND allows community banks to fund local projects in which Wall Street is not interested, leveraging municipal government funds that would otherwise not be available for loans. Further, infrastructure projects can be funded through the state bank at substantially less cost, since the state owns the bank and gets the interest back. Studies have shown that interest composes 30-50% of public projects.

7. The North Dakota Bankers' Association does not oppose the BND but rather endorses it. North Dakota has the most local banks per capita and the lowest default rate of any state.

A public bank can be state wide or can be started or acquired by any sized government or community. It could extend county wide, allowing municipalities and other public entities access to its credit.

The biggest advantage of a public bank is that public entities could access the resources of the bank to obtain zero or near zero interest loans. The bank would have access to the Federal Reserve discount window which makes loans available to banks currently at approximately .25% interest. This significant savings could be passed on to the loan seekers. Any profits generated by the bank are recycled back into its operation allowing it to charge the lowest rates possible. By keeping the profits inside of public coffers instead of sending them to Wall Street, the taxpayers are saved most of the costs of public projects by eliminating the financiers.

The costs associated with running a public bank are significantly lower than those for the large Wall Street banks because the employees are public workers and are not paid exorbitant salaries and multimillion dollar bonuses. A public bank is also counter-cyclical, meaning that it can extend credit precisely when private banks are reducing their credit availability and credit is most needed. A public bank is economically sustainable because they are run by professional bankers, operating transparently according to applicable banking principles. By returning credit income to the community in the form of near zero interest rates, the pressure for tax increases is reduced.

So why has this not been done outside of North Dakota?

Inertia is a major force. Most commissioners, business administrators, treasurers, and others who handle local finance are not familiar with the concept of public banking. The momentum for public banking has been increasing with fourteen states now having either introduced bills to form state-owned banks or to do feasibility studies. The bills were introduced in Oregon, Washington State, Massachusetts, Arizona, Maryland, New Mexico, Maine, California, Montana, and New York.

They join Illinois, Virginia, Hawaii, and Louisiana which introduced bills in 2010. Washington and Oregon commissioned the Center for State Innovation based in

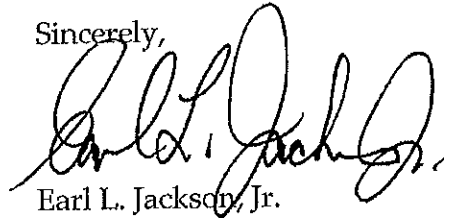
Madison Wisconsin to do a detailed analysis and it concluded that "state-owned banks would have a positive impact on employment, new lending, and state and local government revenue." This is a viable solution.

To learn more about the possibilities that that public banking offers, to learn how to get started, and where to find help in implementation, visit the following site:

<http://publicbankinginstitute.org/>

RECOMMENDATION: Seek the support of the County Commissioners' Association of West Virginia, the WV Association of Counties, state legislators and associate member organizations to lobby the Legislature to form a state owned bank and to allow counties municipalities with a population in excess of 50,000 to have the option to form county or municipality-owned banks.

Sincerely,

A handwritten signature in cursive script, appearing to read "Earl L. Jackson, Jr.", written in dark ink.

Earl L. Jackson, Jr.





HORSEMEN'S BENEVOLENT AND PROTECTIVE ASSOCIATION, INC.
PO BOX 581
CHARLES TOWN, WV 25414
PHONE (304) 725-1535 FAX (304) 728-2113
E-MAIL cthbpa@yahoo.com

Commissioners of Jefferson County
Attention: Mrs. Patsy Noland
124 E. Washington Street
Charles Town, WV 25414

July 17, 2012

Dear Commissioners,

The Charles Town HBPA is planning its annual Owners and Trainers Appreciation Day Luncheon Buffet.

You and a guest are cordially invited to join the festivities and meet our horsemen and women. Our event will be held on Sunday afternoon, August 5, 2012, from 11:30 a.m. to 3:30 p.m. on the third floor of the Hollywood Casino at Charles Town Races. There will be a full card of trophy races beginning at 1:00 p.m. We hope you will be able to join us.

Sincerely,

Patricia M. Evans
Patricia M. Evans
Secretary/Treasurer
Charles Town HBPA

RECEIVED

RSVP requested

JUL 24 2012

Jefferson County Commission

Copy given to Commissioners 7/26/12. ds

Sandy McDonald

From: Karan Townsend [karantownsend@gmail.com]
Sent: Thursday, July 26, 2012 11:52 AM
To: dstellato@jeffersoncountywv.org; webmaster@jeffersoncountywv.org;
laura@jeffersoncountywv.org; sandy@jeffersoncountywv.org; nhosby@jeffersoncountywv.org
Subject: Economic Development: Tourism

Your submission:

Your Name: Karan Townsend

Your Email Address: karantownsend@gmail.com

Subject: Economic Development: Tourism

Message: Thank you for the opportunity to discuss tourism that you've provided for organizations of which I am a member: the Convention and Visitor Bureau (CVB) and the Economic Development Authority (EDA). I may not be able to attend today's meeting or speak with you in person, so I have summarized a few comments about tourism that I for you to consider. My comments are from my personal perspective as the owner of an inn and are not intended to convey the perspective / position of the CVB and JCDA, although my perspective is influenced not only by my association with these organizations but also by my interaction with neighbors / other business owners and my past work as a researcher and real estate appraiser.


As a real estate agent / broker from 1986-1993, I learned a major principle regarding "highest and best use" of property. As a program development specialist and ethnographic researcher since 1975, I have been conducting informal research studies about tourism based on my interactions with visitors to Harpers Ferry throughout this time (2007 - 2012). I have communicated personally with an average of 25 visitors / potential visitors per day since 2007. The conclusions of my informal research are supported by the statistics provided the National Park Service (NPS), the CVB, the Appalachian Trail Conservancy (ATC), and other organizations. Among my major conclusions is that tourism should be the major emphasis for economic development along the 340 Corridor, from the bridge to the Walmart.

Allowing the Sheetz service station at Old Country Club Road was not the highest and best use of this property. Other nearby service stations provide sufficient services.

Allowing the Homeland Security, Tractor Supply, etc. to locate along the 340 Corridor was not the highest and best use of these properties since these entities could have located elsewhere in the County and preserved the Corridor for tourism

Encouraging "low-environmental-impact" businesses such as River Riders is the highest and best use of the Corridor

Obviously, I fully support the Commission's approving the CVB's request for funds.



info
8-2-12

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

Week Ending Date	Week Ending July 14, 2012
To be Deposited on:	July 20, 2012
Amount Played	69,051,756.86
Amount Won	62,073,152.18
Amount Promo	230,682.00
MWAP Contribution	<u>5,316.18</u>
Adjusted Gross Terminal Revenue	<u>6,742,606.50</u>
Administrative Costs @ 4%	269,704.25
Excess Lottery Fund @ 4%	0.00
Net Terminal Revenue	<u>6,472,902.25</u>
Surcharge @ 10%	0.00
State Share Excess @ 58%	0.00
Track Share of Capital Reinvestment @ 42%	0.00
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	\$ -
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	\$ -
Adjusted Net Terminal Revenue	<u>6,472,902.25</u>
Racetrack @ 46.50% / 42%	3,009,899.55
Lottery Fund @ 30% / 0%	1,941,870.68
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	453,103.16
Workers' Compensation Debt Reduction @ 7% / 0%	453,103.16
Employee Pension Fund @ 1% / .5%	64,729.02
Greyhound Development @ .75%	48,546.77
Thoroughbred Development @ .75%	48,546.77
Racing Commission @ 1%	64,729.02
County/Municipality @ 2%	129,458.04
3% Funds:	
Tourism Promotion Fund @ 1.375%	89,002.41
Development Office Promotion Fund @ .375%	24,273.38
Research Challenge Fund @ .5%	32,364.51
Capitol Renovation and Improvement Fund @ .6875%	44,501.20
2004 Capitol Complex Parking Garage Fund @ .0625%	4,045.56
1% Funds:	
State Capitol Complex Parking Garage @ 1%	64,729.02
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>0.00</u>
	<u>6,472,902.25</u>

WEST VIRGINIA LOTTERY
 First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2013

Charles Town
 1999 Net Terminal Revenue \$ 45,603,174
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 8.19%	CHARLES TOWN 41.20%	HARPERS FERRY 2.24%	RANSON 34.78%	SHEPHERDS TOWN 13.59%
Week Ending: 07/07/12	\$ 161,637.92	\$ 161,637.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/14/12	\$ 129,458.04	\$ 129,458.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 291,095.96	\$ 291,095.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,063.48
 Remainder until 1% / 1% Split \$ 620,967.52

VIDEO LOTTERY REPORT
FY 2009

Date	Amount
7/5/2008 *	169,912.56
7/12/2008	176,592.38
7/19/2008	160,344.08
7/26/2008	162,982.74
8/2/2008	178,171.04
8/9/2008	123,538.04
8/16/2008	82,482.89
8/23/2008	76,426.18
8/30/2008	89,459.86
9/6/2008	91,644.46
9/13/2008	79,729.93
9/20/2008	71,269.36
9/27/2008	79,735.73
10/4/2008	75,186.22
10/11/2008	77,139.04
10/18/2008	80,668.26
10/25/2008	64,379.44
11/1/2008	68,352.42
11/8/2008	70,823.02
11/15/2008	65,565.50
11/22/2008	63,883.80
11/29/2008	69,850.12
12/6/2008	55,696.68
12/13/2008	60,178.04
12/20/2008	52,189.19
12/27/2008	72,205.91
1/3/2009	96,504.65
1/10/2009	53,286.62

FY 2010

Date	Amount
7/4/2009 *	128,262.42
7/11/2009	168,815.08
7/18/2009	160,652.98
7/25/2009	158,869.08
8/1/2009	174,493.08
8/8/2009	138,408.80
8/15/2009	81,222.14
8/22/2009	76,260.31
8/29/2009	80,472.92
9/5/2009	80,798.15
9/12/2009	86,286.92
9/19/2009	70,010.15
9/26/2009	69,316.87
10/3/2009	72,286.04
10/10/2009	69,650.63
10/17/2009	73,560.21
10/24/2009	67,581.66
10/31/2009	64,528.30
11/7/2009	63,741.59
11/14/2009	65,959.64
11/21/2009	59,547.05
11/28/2009	72,399.98
12/5/2009	51,006.51
12/12/2009	52,460.58
12/19/2009	32,834.39
12/26/2009	53,406.34
1/2/2010	92,980.40
1/9/2010	55,020.46

FY 2011

Date	Amount
7/3/2010	115,402.58
7/10/2010	205,731.64
7/17/2010	161,386.76
7/24/2010	160,368.28
7/31/2010	157,802.08
8/7/2010	136,494.98
8/14/2010	78,376.68
8/21/2010	76,199.02
8/28/2010	72,460.03
9/4/2010	76,362.84
9/11/2010	82,969.36
9/18/2010	67,638.78
9/25/2010	70,435.06
10/2/2010	71,013.86
10/9/2010	69,311.50
10/16/2010	75,234.62
10/23/2010	70,290.80
10/30/2010	65,615.04
11/6/2010	61,337.62
11/13/2010	64,595.28
11/20/2010	56,010.08
11/27/2010	71,170.90
12/4/2010	53,215.08
12/11/2010	46,944.00
12/18/2010	42,076.76
12/25/2010	50,450.28
1/1/2011	85,152.12
1/8/2011	54,301.30

FY 2012

Date	Amount
7/1-2/2011	69,824.12
7/9/2011	171,717.28
7/16/2011	143,019.52
7/23/2011	146,508.00
7/30/2011	144,510.28
8/6/2011	151,495.28
8/13/2011	117,350.38
8/20/2011	71,614.12
8/27/2011	63,432.14
9/3/2011	80,837.76
9/10/2011	84,845.80
9/17/2011	66,748.62
9/24/2011	68,929.80
10/1/2011	68,871.64
10/8/2011	70,866.90
10/15/2011	75,262.66
10/22/2011	68,757.72
10/29/2011	60,507.98
11/5/2011	70,673.88
11/12/2011	67,627.10
11/19/2011	60,690.60
11/26/2011	74,140.54
12/3/2011	59,429.94
12/10/2011	51,395.44
12/17/2011	55,981.32
12/24/2011	54,248.62
12/31/2011	94,661.00
1/7/2012	74,863.40

FY 2013

Date	Amount
7/7/2012	161,637.92
7/14/2012	129,458.04

1/17/2009	56,068.87	1/16/2010	60,551.28	1/15/2011	54,005.90	1/14/2012	58,901.92
1/24/2009	71,474.63	1/23/2010	69,943.53	1/22/2011	60,924.74	1/21/2012	61,819.92
1/31/2009	61,089.80	1/30/2010	48,527.75	1/29/2011	48,036.94	1/28/2012	62,898.78
2/7/2009	83,539.63	2/6/2010	37,155.14	2/5/2011	60,777.44	2/4/2012	72,154.66
2/14/2009	76,054.44	2/13/2010	44,334.00	2/12/2011	67,471.84	2/11/2012	66,429.04
2/21/2009	91,838.41	2/20/2010	76,946.12	2/19/2011	72,018.54	2/18/2012	77,455.88
2/28/2009	80,806.88	2/27/2010	72,024.40	2/26/2011	75,544.02	2/25/2012	77,611.78
3/7/2009	48,837.13	3/6/2010	76,936.85	3/5/2011	74,535.34	3/3/2012	75,963.86
3/14/2009	96,025.39	3/13/2010	71,007.37	3/12/2011	66,979.48	3/10/2012	76,808.62
3/21/2009	79,002.82	3/20/2010	74,335.38	3/19/2011	73,113.26	3/17/2012	76,883.92
3/28/2009	79,250.83	3/27/2010	69,941.88	3/26/2011	68,490.80	3/24/2012	72,108.36
4/4/2009	75,968.30	4/3/2010	70,636.28	4/2/2011	70,846.58	3/31/2012	74,244.22
4/11/2009	75,964.94	4/10/2010	69,692.79	4/9/2011	67,076.78	4/7/2012	75,382.98
4/18/2009	80,598.22	4/17/2010	69,335.92	4/16/2011	64,698.56	4/14/2012	71,065.34
4/25/2009	75,571.46	4/24/2010	68,714.11	4/23/2011	67,674.14	4/21/2012	68,055.08
5/2/2009	73,957.05	5/1/2010	68,799.06	4/30/2011	66,807.50	4/28/2012	72,880.66
5/9/2009	76,697.22	5/8/2010	67,403.54	5/7/2011	66,379.74	5/5/2012	71,582.30
5/16/2009	71,925.70	5/15/2010	70,186.32	5/14/2011	66,699.76	5/12/2012	63,357.92
5/23/2009	81,395.43	5/22/2010	64,695.71	5/21/2011	63,210.44	5/19/2012	78,984.36
5/30/2009	82,161.55	5/29/2010	67,157.40	5/28/2011	64,724.06	5/26/2012	67,396.24
6/6/2009	74,895.74	6/5/2010	77,371.80	6/4/2011	74,952.34	6/2/2012	76,959.44
6/13/2009	67,327.23	6/12/2010	66,106.29	6/11/2011	62,203.12	6/9/2012	63,584.86
6/20/2009	75,500.53	6/19/2010	64,888.48	6/18/2011	61,200.76	6/16/2012	59,436.12
6/27/2009	67,354.10	6/26/2010	63,950.29	6/25/2011	65,470.44	6/23/2012	55,921.30
6/30/2009 ***	32,059.58	6/30/2010	29,667.19	6/30/2011	34,351.16	6/30/2012	58,207.40

TOTALS **4403564.04**

4041141.56

4016541.01

4124906.8

291095.96

Table Game Revenue

Date	Amount
July/August, 2010	154,185.68
September, 2010	94,247.84
October, 2010	105,903.60
November, 2010	108,717.67
December, 2010	118,721.11
January, 2011	106,189.21
February, 2011	105,776.45
March, 2011	120,927.10
April, 2011	130,654.61
May, 2011	130,492.02
June, 2011	121,576.41
Total 2010-2011	1297391.7

Date	Amount
July, 2011	141,718.01
August, 2011	137,473.92
September, 2011	110,375.25
October, 2011	124,273.94
November, 2011	121,118.87
December, 2011	140,509.93
January, 2012	137,812.68
February, 2012	142,770.01
March, 2012	151,845.46
April, 2012	127,862.26
May, 2012	137,905.13
June, 2012	129,235.38
Total 2011-2012	1602900.84

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

Week Ending Date	Week Ending July 21, 2012
To be Deposited on:	July 27, 2012
Amount Played	68,264,502.82
Amount Won	61,255,931.46
Amount Promo	230,722.00
MWAP Contribution	<u>5,089.72</u>
Adjusted Gross Terminal Revenue	<u>6,772,759.64</u>
Administrative Costs @ 4%	270,910.37
Excess Lottery Fund @ 4%	0.00
Net Terminal Revenue	<u>6,501,849.27</u>
Surcharge @ 10%	0.00
State Share Excess @ 58%	0.00
Track Share of Capital Reinvestment @ 42%	0.00
Track Share of Capital Reinvestment @ 42% - 96%	\$ -
Track Share of Capital Reinvestment @ 42% - 4%	\$ -
Adjusted Net Terminal Revenue	<u>6,501,849.27</u>
Racetrack @ 46.50% / 42%	3,023,359.91
Lottery Fund @ 30% / 0%	1,950,554.74
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	455,129.45
Workers' Compensation Debt Reduction @ 7% / 0%	455,129.45
Employee Pension Fund @ 1% / .5%	65,018.50
Greyhound Development @ .75%	48,763.87
Thoroughbred Development @ .75%	48,763.87
Racing Commission @ 1%	65,018.50
County/Municipality @ 2%	130,037.00
3% Funds:	
Tourism Promotion Fund @ 1.375%	89,400.43
Development Office Promotion Fund @ .375%	24,381.93
Research Challenge Fund @ .5%	32,509.25
Capitol Renovation and Improvement Fund @ .6875%	44,700.21
2004 Capitol Complex Parking Garage Fund @ .0625%	4,063.66
1% Funds:	
State Capitol Complex Parking Garage @ 1%	65,018.50
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>0.00</u>
	<u>6,501,849.27</u>

WEST VIRGINIA LOTTERY
 First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2013

Charles Town
 1999 Net Terminal Revenue \$ 45,603,174
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 8.19%	CHARLES TOWN 41.20%	HARPERS FERRY 2.24%	RANSON 34.78%	SHEPHERDS TOWN 13.59%
Week Ending:								
07/07/12	\$ 161,637.92	\$ 161,637.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/14/12	\$ 129,458.04	\$ 129,458.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/21/12	\$ 130,037.00	\$ 130,037.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 421,132.96	\$ 421,132.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,063.48
 Remainder until 1% / 1% Split \$ 490,930.52

VIDEO LOTTERY REPORT
FY 2009

FY 2009		FY 2010		FY 2011		FY 2012		FY 2013	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/5/2008 *	169,912.56	7/4/2009 *	128,262.42	7/3/2010	115,402.58	7/1-2/2011	69,824.12	7/7/2012	161,637.92
7/12/2008	176,592.38	7/11/2009	168,815.08	7/10/2010	205,731.64	7/9/2011	171,717.28	7/14/2012	129,458.04
7/19/2008	160,344.08	7/18/2009	160,652.98	7/17/2010	161,386.76	7/16/2011	143,019.52	7/21/2012	130,037.00
7/26/2008	162,982.74	7/25/2009	158,869.08	7/24/2010	160,368.28	7/23/2011	146,508.00		
8/2/2008	178,171.04	8/1/2009	174,493.08	7/31/2010	157,802.08	7/30/2011	144,510.28		
8/9/2008	123,538.04	8/8/2009	138,408.80	8/7/2010	136,494.98	8/6/2011	151,495.28		
8/16/2008	82,482.89	8/15/2009	81,222.14	8/14/2010	78,376.68	8/13/2011	117,350.38		
8/23/2008	76,426.18	8/22/2009	76,260.31	8/21/2010	76,199.02	8/20/2011	71,614.12		
8/30/2008	89,459.86	8/29/2009	80,472.92	8/28/2010	72,460.03	8/27/2011	63,432.14		
9/6/2008	91,644.46	9/5/2009	80,798.15	9/4/2010	76,362.84	9/3/2011	80,837.76		
9/13/2008	79,729.93	9/12/2009	86,286.92	9/11/2010	82,969.36	9/10/2011	84,845.80		
9/20/2008	71,269.36	9/19/2009	70,010.15	9/18/2010	67,638.78	9/17/2011	66,748.62		
9/27/2008	79,735.73	9/26/2009	69,316.87	9/25/2010	70,435.06	9/24/2011	68,929.80		
10/4/2008	75,186.22	10/3/2009	72,286.04	10/2/2010	71,013.86	10/1/2011	68,871.64		
10/11/2008	77,139.04	10/10/2009	69,650.63	10/9/2010	69,311.50	10/8/2011	70,866.90		
10/18/2008	80,668.26	10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66		
10/25/2008	64,379.44	10/24/2009	67,581.66	10/23/2010	70,290.80	10/22/2011	68,757.72		
11/1/2008	68,352.42	10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98		
11/8/2008	70,823.02	11/7/2009	63,741.59	11/6/2010	61,337.62	11/5/2011	70,673.88		
11/15/2008	65,565.50	11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10		
11/22/2008	63,883.80	11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60		
11/29/2008	69,850.12	11/28/2009	72,399.98	11/27/2010	71,170.90	11/26/2011	74,140.54		
12/6/2008	55,696.68	12/5/2009	51,006.51	12/4/2010	53,215.08	12/3/2011	59,429.94		
12/13/2008	60,178.04	12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44		
12/20/2008	52,189.19	12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32		
12/27/2008	72,205.91	12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62		
1/3/2009	96,504.65	1/2/2010	92,980.40	1/1/2011	85,152.12	12/31/2011	94,661.00		
1/10/2009	53,286.62	1/9/2010	55,020.46	1/8/2011	54,301.30	1/7/2012	74,863.40		

1/17/2009	56,068.87	1/16/2010	60,551.28	1/15/2011	54,005.90	1/14/2012	58,901.92
1/24/2009	71,474.63	1/23/2010	69,943.53	1/22/2011	60,924.74	1/21/2012	61,819.92
1/31/2009	61,089.80	1/30/2010	48,527.75	1/29/2011	48,036.94	1/28/2012	62,898.78
2/7/2009	83,539.63	2/6/2010	37,155.14	2/5/2011	60,777.44	2/4/2012	72,154.66
2/14/2009	76,054.44	2/13/2010	44,334.00	2/12/2011	67,471.84	2/11/2012	66,429.04
2/21/2009	91,838.41	2/20/2010	76,946.12	2/19/2011	72,018.54	2/18/2012	77,455.88
2/28/2009	80,806.88	2/27/2010	72,024.40	2/26/2011	75,544.02	2/25/2012	77,611.78
3/7/2009	48,837.13	3/6/2010	76,936.85	3/5/2011	74,535.34	3/3/2012	75,963.86
3/14/2009	96,025.39	3/13/2010	71,007.37	3/12/2011	66,979.48	3/10/2012	76,808.62
3/21/2009	79,002.82	3/20/2010	74,335.38	3/19/2011	73,113.26	3/17/2012	76,883.92
3/28/2009	79,250.83	3/27/2010	69,941.88	3/26/2011	68,490.80	3/24/2012	72,108.36
4/4/2009	75,968.30	4/3/2010	70,636.28	4/2/2011	70,846.58	3/31/2012	74,244.22
4/11/2009	75,964.94	4/10/2010	69,692.79	4/9/2011	67,076.78	4/7/2012	75,382.98
4/18/2009	80,598.22	4/17/2010	69,335.92	4/16/2011	64,698.56	4/14/2012	71,065.34
4/25/2009	75,571.46	4/24/2010	68,714.11	4/23/2011	67,674.14	4/21/2012	68,055.08
5/2/2009	73,957.05	5/1/2010	68,799.06	4/30/2011	66,807.50	4/28/2012	72,880.66
5/9/2009	76,697.22	5/8/2010	67,403.54	5/7/2011	66,379.74	5/5/2012	71,582.30
5/16/2009	71,925.70	5/15/2010	70,186.32	5/14/2011	66,699.76	5/12/2012	63,357.92
5/23/2009	81,395.43	5/22/2010	64,695.71	5/21/2011	63,210.44	5/19/2012	78,984.36
5/30/2009	82,161.55	5/29/2010	67,157.40	5/28/2011	64,724.06	5/26/2012	67,396.24
6/6/2009	74,895.74	6/5/2010	77,371.80	6/4/2011	74,952.34	6/2/2012	76,959.44
6/13/2009	67,327.23	6/12/2010	66,106.29	6/11/2011	62,203.12	6/9/2012	63,584.86
6/20/2009	75,500.53	6/19/2010	64,888.48	6/18/2011	61,200.76	6/16/2012	59,436.12
6/27/2009	67,354.10	6/26/2010	63,950.29	6/25/2011	65,470.44	6/23/2012	55,921.30
6/30/2009 ***	32,059.58	6/30/2010	29,667.19	6/30/2011	34,351.16	6/30/2012	58,207.40

TOTALS 4403564.04

4041141.56

4016541.01

4124906.8

421132.96

Table Game Revenue

Date	Amount
July/August, 2010	154,185.68
September, 2010	94,247.84
October, 2010	105,903.60
November, 2010	108,717.67
December, 2010	118,721.11
January, 2011	106,189.21
February, 2011	105,776.45
March, 2011	120,927.10
April, 2011	130,654.61
May, 2011	130,492.02
June, 2011	121,576.41
Total 2010-2011	1297391.7

Date	Amount
July, 2011	141,718.01
August, 2011	137,473.92
September, 2011	110,375.25
October, 2011	124,273.94
November, 2011	121,118.87
December, 2011	140,509.93
January, 2012	137,812.68
February, 2012	142,770.01
March, 2012	151,845.46
April, 2012	127,862.26
May, 2012	137,905.13
June, 2012	129,235.38
Total 2011-2012	1602900.84

These are FYI for the
County Commissioners. Please place copies
in their packets for next week's meeting.

Thank you -

#1

Keep the Library in town

We the undersigned, request that the Shepherdstown Public Library Board of Trustees generate and produce a Cost Comparison and Feasibility Study on the Southern States property as an alternative site for the Shepherdstown Public Library. We request that this study be published in the local newspapers and be available when completed for the public to read at the Shepherdstown Town Hall. This study should be done by a mutually agreed upon third party and the community be given the opportunity to vote on the options.

Name	Address	email if you'd like to be kept informed
Maureen Frank	PO Box 3295	SHEPHERDSTOWN, WV 25443
Mary Moody	PO Box 1371, Shepherdstown	
W. George A. Moody	Box 1371 "	
Karla Willis	20 Sybil Ct Shepherdstown	
Jennifer Heiser	23 Chandler Dr.	
Mary M. Glenn	23 Chandler Dr, Town	
Eric White	15 Bla Bear Ln H.F. WV 25425	
Marilee Tuohy	272 Spring Warbler Wy, 25443	mtuohy12@hotmail.com
Allegra Wright	324 Bedford Drive ²⁵⁴⁴⁴ CT, WV	flyingchips@comcast.net
Sally Fitzgerald	324 Bedford Drive ^{CT, WV} 25414	fitzwrt@comcast.net
David Bielick	9211 N. Council Rd #225 Oklahoma City, OK 73123	
Hanne Smith	William 104 N. Delaware Ave. Mtsgble	
Jerri Coby	1510 Flowing Springs Chas Twn 25414	
Johnnie Shauls	135 W. German St. Shepherdstown, WV.	
John Schult	3710 Postenberger Rd. Jefferson, MD	
Benny Ashwin	PO Box 3203 Shepherdstown	

#2

15

Keep the Library in town

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Name	Address	email if you'd like to be kept informed
Wiona Suttell	67 Falling Spr Road Shepherdstown	sutenfield@esol.com
G/M	PO Box 660 Shepherdstown WV	
Dexter Jones	PO Box 2084 Shepherdstown WV	25443
Elinor L Jones	P.O. Box 2084 Shepherdstown WV	25443
Judy Bradshaw	220 Airrang Way Bakerton WV	25425
Johanna Modzicki	79 Coal Spring Ln. Charles Town WV	25444
Edward J. Buehler	79 Coal Spring Ln. Charles Town WV	25413
Ann W Hemmessen	PO Box 722 Harper Ferry WV	25425
Bob Smith	P.O. Box 3799 Shepherdstown, WV	25443
Ann Altier	719 Mt John St Martinsburg WV	25401
Suzanne Taylor	101 Choccolate Ct. Martinsburg, VA	22602
Mrsie Botsford	74 Alucelane Shepherdstown, WV	25443
Dean Botsford	" " "	" "
Dave Springer	New St. Shepherdstown, WV	25443
Marc Bried	102 E. New St., Shepherdstown WV	25443
Judith Bried	" "	" "

#3

Keep the Library in town

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Name	Address	email if you'd like to be kept informed
[Faint]	PO Box 900 Shepherdstown	
[Faint]	(mail) 111 [Faint] Martinsburg	
[Faint]	283 Davis St Charles Town	arnidwright@Comcast.net
Eli Jones	4915 Snoddo Rd Shepherdstown WV 25443	
Austin Porter	140 Shep Comm Club	180219520@gmail.com
Andrew Ford	473 East German Street	ndwford@gmail.com
[Faint]	419 522 [Faint]	
Shirley Williams		Cheng-z.32@Yahoo.com
Kristy Beatty	Williamsport MD	
Arlin Riggs	227 Zeiler Dr Martinsburg	arlg501@Shepherd
Bearna Holt	307 Clinch Winchester VA 22001	hottbearna@yahoo
Anna Goodfriend	Hedgesville WV	anna.goodfriend@mac.com
Dou Heston	71 Ottawa Trail Hedgesville WV	dheston@comcast.com
Paul Kenney		
[Faint]		
[Faint]		
[Faint]	FAIRM RD	Michael.Austin@FRANKLIN.NET
[Faint]		SOWABEY TSC@gmail.com

#4

Keep the Library in town

We the undersigned, request that the Shepherdstown Public Library Board of Trustees generate and produce a Cost Comparison and Feasibility Study on the Southern States property as an alternative site for the Shepherdstown Public Library. We request that this study be published in the local newspapers and be available when completed for the public to read at the Shepherdstown Town Hall. This study should be done by a mutually agreed upon third party and the community be given the opportunity to vote on the options.

Name	Address	email if you'd like to be kept informed
Cheryl J. Yalley	393 Dam 4 Rd Shepherdstown	
Aileen Fedorow	38 Cobblefield Dr. Shepherdstown	
Sid F. DORCHAL	38 (ART FIELD) Dr. Shepherdstown, WV	
Steve Dimarino	1456 Wintings Neck Rd Monroeville	
LAVIAE JARRINGTON	186 Canal Way Shepherdstown	
Joseph Harrington	186 CANAL WAY, SHEPHERDSTOWN	
KOURAD TURNBULL	5424 SHEPHERDSTOWN RD, MARTINSBURG	
Carol KILWAT	107 S Princess St. Shepherdstown 25443	
Cynthia A. McAllister	39 Valley Ct. Shepherdstown WV 25443	
Ann S. Chapman	RR 3203 Shepherdstown WV 25443	
Kelly Carmichael	#58 Blue Goose Ln Shepherdstown 25443	
Elizabeth Brown	PO 1530 Shepherdstown WV 25443	
Cera Rockwell	86 Hummingbird Lane Shepherdstown, WV 25443	
Kathy Clark	PO Box 1532 Shepherdstown	
David Mallory	Dam 4 Rd Shepherdstown WV	
Doug Hanner	PO Box 953 Shepherdstown WV 25443	
Priscilla Horner	PO Box 953 Shepherdstown WV 25443	

#5

Keep the Library in town

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Name Address email if you'd like to be kept informed

[Faded handwritten entry]

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#6

Keep the Library in town

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Name	Address	email if you'd like to be kept informed
John Lehman	187 Ashley Drive, Shepherdstown	JohnLehman41@gmail.com
Deborah Dickerson	POB 1273	
Frank Willard	P.O. Box 1192 O'Rowl	fwillard@citlink.net
Sam Phillips	992 Strobridge Rd JWOOD	rkphillips@dynpro.com
Joseph Matthews	PO Box 3000 Sht.	
Peter Smith	1212 STEUBEN ST N.W. RD	PUSMITH@FRONTROWNE.NET
Eric White	15 Big Bear Ln H.F. WV 25425	
ROSAMUND GARNER	526 Willowdale DR	Rozzygarner@gmail.com
BETH K. BATDORF	25143 Steubenville WV 79 N TAMARAC DRIVE	@msw.com bethbatdorf@msw.com
Lisa Youngs	41 Merideth Lane Superstition, WV	lkr22me@bellsouth.com
Kathleen Walborn	2333 Neidal St. Pittsburgh, PA 15220	
Sue Aronson	P.O. Box 74 Keedysville, MD 21756	
Sharon Benedict	819 Maryland Ave. Hagerstown, MD 21740	
Eddie Sampson	P.O. Box 1794	
Deborah Miller	P.O. Box 1003 H.F.	mcgremail@comcast.net
Gretchen McLaughlin	P.O. Box 1003 Hagerstown	
Sarah McLaughlin	443 Turner Rd Shepherdstown, WV	
GARRETT WENSEBOEN	443 TURNER RD. SHEPHERDSTOWN	

#7

Keep the Library in town

We the undersigned, request that the Shepherdstown Public Library Board of Trustees generate and produce a Cost Comparison and Feasibility Study on the Southern States property as an alternative site for the Shepherdstown Public Library. We request that this study be published in the local newspapers and be available when completed for the public to read at the Shepherdstown Town Hall. This study should be done by a mutually agreed upon third party and the community be given the opportunity to vote on the options.

Name	Address	email if you'd like to be kept informed
Heather Kenard	Shepherdstown	Chick Hill PA Pennsylvania
James A. Phillips	SHEPHERDSTOWN	Jane Tennant
Don Amrose	Shepherdstown	Bonnie Fisher
Jane F. Dancy	Shepherdstown	Pecky Phipps
Lillie Orndorff	Shepherdstown	
Bernie Easter	Shepherdstown	
Carl Johnson	Shepherdstown	
Aileen Boyd	Shepherdstown	
Janny Hollis		
Michelle Thomason	Shep.	
Ausan Bosco	Kenon	
Maryann Johnson	Shep	
Helen A. Massey	Millersburg	
Julie Jennings	Shepherdstown	
Maria A. [unclear]	Shepherdstown	
Jack [unclear]	Shepherdstown	
Lynne [unclear]	Shepherdstown	
Ed Phillips	Shepherdstown	

#8

Keep the Library in town

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Name	Address	email if you'd like to be kept informed
Kobecca Drewry	P.O. BOX 1052 Shepherdstown WV 25443	one love 0039601 hotmail.com
Michael R Pratt	P.O. Box 1930 Shep. WV 25443	mpratt@frontiernet.net
JANET KELEMAN	114 N-THEMEAC DR. SHEPH. 25443	
Betty Jo Rockwell	456 Cornsack Dr. Shepherdstown WV 25443	
Meredith Rappaport	PO Box 271 Shanpsberg, MD 21782	merrapoff@yahoo.com
Amy Becken	213 E German St, Shepherdstown WV	
Laura Carter	PO 1627 Shep WV 25443	
Todd Cotgrove	P.O. Box 1166 Shepherdstown	
Brian Masener	POB 2102 Shepherdstown	
Storm Bennett	P.O. Box 115 Shepherdstown	STORMSERVICES.com
MARTHA BOWEN	72 BRIERLY CT SHEP. 25443	
Lee Montgomery	P.O. Box 1534 Shepherdstown, WV 25443	art-20@comcast.net
Frederica Masini	P.O. BOX 100 Shepherdstown WV 25443	
Natalie Grant	PO Box 122 shepherdstown WV 25443	
Fancy Luscombe	1395 Shephard Made Rd Shepherdstown WV 25443	
Gordon Wallace	79 Chandler DR. Shepherdstown WV 25443	
Arthur Walker	79 Chandler DR. Shepherdstown WV 25443	

Keep the Library in town

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Name	Address	email if you'd like to be kept informed
THOMAS	LOUDERBACK	Louderbacktw@gmail.com
MEGHAN ATKISSON	SAN DIEGO, CA	meghan_jones@hotmail.com
Therise Garrido	MtSbg, WV	
Theresa Trauner	301 N. Princess	theresa.trauner@comcast.net
KAREN WAINWRIGHT	113 ROSEWOOD DR MARTINSBURG	25401
Anna Alappat	Morgantown, WV	
Joseph Spurgas		
Joseph Spurgas	49 Shepherd Lane	Shepherdstown, WV jspurgas@aol.com
Vena Lee		
Kaya Trumps	369 Wildrose Drive	Hedgesville, WV 25127 Kaya.MT869@yahoo.com
Rosoboluyan	MtSbg WV	Keru2411@aigmail.com
Kathy Turstauer	682 Martinsburg Pike	
Gerry Fitzgerald	398 Carlyle Road	GerryFitzgerald-1@msn.com
Janie Crais	MtSbg, WV	Krancjine@hotmail
Jackson Montgomery	M-burg, WV	
Stephanie Tracy	Cross Junction, VA	
Paula McMurry	Sharpsburg MD 21782	pmcmurrys4@aol.com

A 10

Keep the Library in town

We the undersigned, request that the Shepherdstown Public Library Board of Trustees generate and produce a Cost Comparison and Feasibility Study on the Southern States property as an alternative site for the Shepherdstown Public Library. We request that this study be published in the local newspapers and be available when completed for the public to read at the Shepherdstown Town Hall. This study should be done by a mutually agreed upon third party and the community be given the opportunity to vote on the options.

Name Address email if you'd like to be kept informed

- Kathy Knight Martinsburg
- Sela Moore Harpers Ferry
- Erika Beltrami 160 Ripe Berry Ln Martinsburg WV
- Sarah Durno Shepherdstown WV
- Dennis Kelly " "
- Chauten Collins " "
- Shannon Roberts " "
- Marilyn Hynoski Shepherdstown
- Melissa Rossino Shepherdstown, WV
- Alex Rossino " "
- Aaron MAY Shepherdstown, WV
- Bonibus Mole Shepherdstown WV
- Susan Collins Charles Town
- John Nutridge Baltimore, MD
- Jane Ann Charlestown
- Brian Mann Martinsburg WV
- ~~Christina Wilcox~~ Christina Wilcox Morgantown WV 26513
- Jojo Mecklenburg VA →

5/16/12

Keep the Library in town

We the undersigned, request that the Shepherdstown Public Library Board of Trustees generate and produce a Cost Comparison and Feasibility Study on the Southern States property as an alternative site for the Shepherdstown Public Library. We request that this study be published in the local newspapers and be available when completed for the public to read at the Shepherdstown Town Hall. This study should be done by a mutually agreed upon third party and the community be given the opportunity to vote on the options.

Name	Address	email if you'd like to be kept informed
Helen Hopsan Elizabeth Woresler	Bethesda, MD	helhopsan@yahoo.com
Almasini M. Apsche	H.F. WV Shepherdstown	M.B.A.PSCHE@AOL
Stuart Hartsburn	Whitings Creek/Shepherd	stuart.hartsburn@gmail.com
Kristyn Roy Kevin Roy	Winchester, VA Winchester, VA	roy.kristyn@yahoo.com taz006@comcast.net
Janice Roy CHRIS MEYERS	Winch Va HAG, MD	janice@comcast.net cmlyprs@fil-trc.com
Tracy Perry Nikki Kibner	Baltimore MD	
Kyle Curcuma	10815 FORTY RD, KEEDYSVILLE MD	
Christie Keeper	Kearneysville	
Michelle Keeper Rob Keeper		
Melissa Keeper Gale Livingstone	Charles Town, WV	Permer@rainbowhillfarm.com
Nannie de Jong Pamela Bailes	Bel Air, MD White Marsh, MD	obcastle15@thunder

Sharon M. G. 228 H...

#12

Keep the Library in town

We the undersigned, request that the Shepherdstown Public Library Board of Trustees generate and produce a Cost Comparison and Feasibility Study on the Southern States property as an alternative site for the Shepherdstown Public Library. We request that this study be published in the local newspapers and be available when completed for the public to read at the Shepherdstown Town Hall. This study should be done by a mutually agreed upon third party and the community be given the opportunity to vote on the options.


Name	Address	email if you'd like to be kept informed
Amanda Stroud	501 Samuel Street 2 Quisen WV 25438	
Stephen Alemar	77 Cavalier View ct Shepherdstown, WV 25443	alemars@yahoo.com
Karen Alemar	77 Cavalier View ct - Shepherdstown, WV	
Zachary Wood	187 Cedar Ridge Lane, 2 town	
Corey Benoit	819 Maryland Avenue Hagerstown, MD	benoit186@gmail.com
Sharon Benoit	819 Maryland Ave. Hagerstown MD.	
Dore Ann Muljow	P.O. Box 1566 Shepherdstown W.V.	
David Muljow	" "	
Helissa Hernandez	8213 Edgewood Church Rd. Fed MD 21702	
Samuel Dunning	187 Stepechase Drive.	
Greg Now	19 Hackberry Circle, Shepherdstown, WV	25443
Kennard Now	19 Hackberry Circle, Shepherdstown, WV	25443
Molly Fink		
Alicanda Rellicano		
M. P. Sullivan	MICHAEL P. SULLIVAN 1273 STEAMBOAT RUN RD, SHEPHERDSTOWN, WV 25443	msullivanwv@gmail.com
Zak + Leslie Davisson	649 Shepherd Lane Shepherdstown 25443	
Jeff A. Brown + Frank Gray	35 200 Flossm or Sep 25443	

#13

Keep the Library in town

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Name	Address	email if you'd like to be kept informed
Kri Watson	PO Box 981 Silver Sp MD 20910	kri.watson@gmail.com
Jane Yarns	1151 Mare St Ranson, WV 25438	
Gary Matthews	300 S. Preston St Ranson, WV 25438	gmatthew@jetfarm.com
Samantha Diehl	Martinsburg WV	
ROBIN RIZZO	Shepherdstown	
Stephen Thomas	Shepherdstown	
Wordy Maddy	Engle Molo Rd	
Ashley Hoffman	Shepherdstown, WV	
Smithless Barnes	Camp Hill, PA 17011	
Marilee Cunningham	432 River Cliff Dr. Harper Ferry, 25425	
Seah Rieberg	103 Princess St	
Amy J. Hess	113 N. Church St	
KENDRA BRIECHIE	Arlington VA	check on library in Hudson Ohio
Taylor Staubs	70 Light Crows Way Martinsburg WV 25403	
Jared Runkles	149 McDonald Road	
Jenn Plazyk	Ranson, WV	jplazyk@...

notma. l. ... 

B #14

Keep the Library in town

We the undersigned, request that the Shepherdstown Public Library Board of Trustees generate and produce a Cost Comparison and Feasibility Study on the Southern States property as an alternative site for the Shepherdstown Public Library. We request that this study be published in the local newspapers and be available when completed for the public to read at the Shepherdstown Town Hall. This study should be done by a mutually agreed upon third party and the community be given the opportunity to vote on the options.

Name	Address	email if you'd like to be kept informed
Beth Jeffries	580 Good Dr Martinsburg, WV	
Debbie Micker	234 G.C. + P. Rd. Wky, WV, 26003	
Stephanie Crawford	906-A East Moler Ave Martinsburg, WV	
Patricia Clarke	492 Long Leaf Ln Harpers Ferry WV 25425	
Pete Lalic	3233 150th Pl SE, Mill Creek WA 98012	
Kemi Amorigboye	6615 Babak Drive Frederick MD, 21707	
Amber Daniel	1607 Cedar Hill Road Winchester, VA	
Jewna Harmon	348 S. Laurel Ave Berkeley Springs, WV 25411	
Judy Pittenger	183 Azura Circle Harpers Ferry, WV 25425	
William H. Lesser II	P.O. Box 1443 Shepherdstown, WV 25443	
William H. Lesser III	16520 Cedar Creek Dr. Manassas, VA 20112	
Brenda Braham	12217 Peach Crest Dr C Germ MD 20874	
Lisa Connolly	5600 Brigettes Ct Sharpsburg, MD 21782	
Tracie Wims	5003 Brigettes Ct Sharpsburg, MD 21782	
Margaret M. Dean	Willa Rd Harpers Ferry, WV 25425	
Mary Ann Dean	Willa Rd Harpers Ferry, WV 25425	
Teresa McBe	106 Harmony Ln Harpers Ferry WV 25425	

#15

Keep the Library in town

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Name	Address	email if you'd like to be kept informed
Andra Costlow	42 Old Prospect Ave, Shepherdstown	theandra@gmail.com
ANA SONIA	690 Madder Farm Dr.	ANAMAR616@gmail.com
Shirley Essick	197 Windsicle Dr, Shepherdstown	
JOSH MEADOWS	Shepherdstown Det.	foster.meadows@gmail.com
Anna Brammeyer	Charles Town!	taztret85@gmail.com
George H. Lambert	183 Rutherford Ln, Berryville, VA 22611	glambert@rams.shepherd.edu
Nick Morgan	831 Wrights Mill Rd, Berryville, VA 22611	nmorga04@rams.shepherd.edu
CJ Smagle	213 Bumblebee Ln, Mechanicsville, WV 25801	csmagle01@rams.shepherd.edu
Round C. Shuck	2650 Shepherd Grade Road	Round_shuck@yahoo.com
Kathleen Stolzenburg	85 Thatcher Ct, Shepherdstown	kstolzenburg@net.net
Will Stolzenburg	85 Thatcher Ct, Shepherdstown	wstolzenburg@gmail.com
PUTA G. RAMSEY	PO Box 63 LAKE GEORGE, WI	ruthgramsey@aol.com
Lori Catrow	443 Sandpiper Ln, Shepstown	catrowa@frontiernet.net
LESLIE CARTER	406 SUTLACKS AVE	SHEPSTOWN WV lcarter02@shepherd.edu
Ernest Messer		Ernestmessa11@gmail.com
Cam Miller	PO Box 1572	Shepherdstown WV
Jennifer Mutt	88 Stadium Cir, Wood	

#10



Karen Kenney
 Michael Deyton
 Eigh ~~Basilio~~
 Marilyn Berry
 Stephanie R. Conrad

Lynchburg, VA
 Shepherdstown, WV
 Martinsburg WV
 Charles Town WV

Jordan Brutz

83 Gresham Ln
 Martinsburg WV 25401

#17

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Keep the Library in town

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Name	Address	email if you'd like to be kept informed
JOSEPH JURAND	6154 Shep. PK	jjurand@frontier.net.net
Sharon Spear	1400 Gabriel Dr.	
Karen Eganwskie	New Market, MD	
Allen Meake	206 E High	keyjib2@aol.com
ZACK WALKER	Uvilla	Walker2@comcast.net
Cindy Lyons	11090 Seven Lovers Dr, Tega Car, SC 29708	
Jocanna Nelson	3809 Stonebridge Lane Winston NC 28713	
Ellen Rogers	Soluda, NC	public libraries are crucial
Holly Beecker	3 Fern Creek Ln. Martinsburg	
Janala Mills	412 Knoll Ln Geraldtown, WV	
Bernard DeMartini	313 W German St Shepherdstown	
Gerry Fitzgerald	Martinsburg	
Louise FITZGERALD	MARTINSBURG	
Chereba Mullins	Leesburg, VA	cmullin4@shepherd.edu
Lisa Eiland	Winchester Va	LEIE
Susan Lee	PO Box 97, Shepherdstown, WV	sl@shepherd.edu
POOR	1200	

#18

6/16

Keep the Library in town

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Name	Address	email if you'd like to be kept informed
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Brett Hartman	1127 Willardale Dr Shepherdstown	buh55@yahoo.com
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Hannah Carter	4491 Greensburg rd mtsgy WV	25404
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Daniela Powers	8 Lure Court, Inwood WV	25428
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Morgan Conroy	1347 ENGLE MOVERS RD	WV 25425
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David Carroll	507 W. John St, Martinsburg,	24910
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Garrison Gibson	P.O. Box 1539 Shep. town WV.	25443
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Devin Gibson		
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Annie Lucarell	125 Hlonderogs Kearneysville, WV	
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Linda Landis	910 W. Burke St Martinsburg	WV 25401
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Ellen Prout	3980 Middle Windch.	22602
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KF Prout	3983 middle Rd Winchester	22602
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Alex Kerns	171 1/2 Shepherd grad Road	
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Dee Smith	34 Little Run Drive Shepherdstown	
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Jordan Hess	11189 State Rd. 55	
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#19

Keep the Library in town

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Name Address email if you'd like to be kept informed

James Gibbs 1046 Uvilla Rd Harpers Ferry

Genevieve Kumpkin PO Box 125 Shepherdstown

Chris Aurb 20544 Cade Shepherdstown WV 25443

St. Lenny Penland 501 Leisner Way Shepherdstown WV

STAN LAMBERT 3704 Garden View RD BALTIMORE MD 21208 25443

Joan Knightwell 1002 Spring Gate Road Catonsville MD 21228

Raquel Frye 92 Diane Dr. Martinsburg WV 25404 que1777@comcast.i

Becky Jones Moler 565 Bellview Ave Winchester, Va 22601 jbmole@verizon.net

Nancy Moyer 12468 Heather Ridge Rd. Hagerstown MD 21740

Linda P. Snyder 115 Willowdale, Shepherdstown 25443

Jim Whit 2295 LUTHER JONES RD. 25442

Ben Jans 25 Little Run Drive

Jheryl Orier 15 Wrens View Lane, Harpers Ferry WV

Yvett Davis 21 Killdeer Ave S F 2011

Jan Wright 385 Deer Ridge Dr. Harpers Ferry WV 25425

Julia P. Friman 151 Leisner Way, Shepherdstown WV, 25443

David B. Poe 262 Glen Road Shepherdstown WV 25444

Joe Martin Yah Rd, Towson, MD

#22

Lewis Hitt

Bill Hiltov

John RAGSDALE

Pat Good

Sally Gutter

Mary Smith

Bill Woodbridge

Sid and Nancy Spitt Shepherdston WV 254

2047 Terrogn Neck Rd

~~Whittier 2047 E~~

STEAMBOAT RUN, 51700N. 25443

4701 Willard Ave. ChChMD. 20815

Chevy Chase, D.C.

Fally Westwood, W 25419

Shepherdston, WV