

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, SEPTEMBER 13<sup>TH</sup>, 2012**  
**9:30 A.M.**

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

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**REVISED 9/11/12 at 9:35 a.m.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**APPROVAL OF PURCHASE ORDERS**

**APPROVAL OF ACCOUNTS PAYABLE**

**PUBLIC COMMENT**

**PRESENTATIONS:**

1. 9:40 a.m. Dennis Frye, Author  
- Presentation to Commissioners - September Suspense: Lincoln's Union in Peril and Harpers Ferry Under Fire - Discussion
2. 9:45 a.m. Jenni Vincent, Program Manager, Region 9  
- Approval of Proclamation for Eastern Panhandle Clean Air Connection - Discussion/Action
3. 9:50 a.m. Annette Gavin, Chair of Convention and Visitors Bureau Board  
- Funding Allocation - Discussion/Action
4. 10:10 a.m. Jennifer Myers, Director of Parks & Recreation  
Approval of Resolution - Land and Water Conservation fund application - Discussion/Action
5. 10:15 a.m. David Tabb  
- Policy Changes - Discussion/Action  
- Briel Building and/or Liberty Building - Discussion/Action
6. 10:30 a.m. Break
7. 10:45 a.m. Interview and Appointment  
- Jefferson County Farmland Protection Board - Four year term ending September 7, 2016, Representing Farm Bureau - Discussion/Action

8. 11:00 a.m. Jennifer Brockman, Director of Planning and Zoning  
- Discussion of Placement of Signage of Certain County-Owned Properties - Discussion/Action
9. 11:15 a.m. Nikki Painter, Deputy Clerk of Elections  
- Approval of Poll Workers - Discussion/Action
10. 11:30 a.m. Bob Orndorff, Dominion Power  
- Response to Citizens' Concerns to Power Transmission Lines - Discussion

**UNFINISHED BUSINESS:**

11. Approval of Revised Agenda Policy - Discussion/Action
12. Approval of FY2013 County Commission Community Grants - Discussion/Action

**NEW BUSINESS:**

13. Recommendation to HEPMPO for the installation of a traffic signal at the intersection of Route 340 and Bakerton Road - Discussion/Action

**FINANCIAL DIRECTORS REPORT**

- State Budget Revision #6 - Discussion/Action
- Budget Analysis for month ending July 31, 2012

**COUNTY ADMINISTRATOR REPORTS**

- Software Systems AS400 Upgrade - Discussion/Action
- RCS Contract, Possible Executive Session - Discussion/Action
- Explanation of purchase order 50087 -\$260.00 - location of service is the County Rental Property (house)

**COUNTY COMMISSION REPORTS**

14. Break for Lunch

**~~~~~ EVENING SESSION ~~~~~**

15. 7:00 p.m. Request for Joint PC/CC Meeting to discuss proposes Timeline and Work Plan for 2014 Comp Plan - Discussion
16. ADJOURN

**CORRESPONDENCE:**

Letter received from West Virginia Department of Transportation concerning the expenditures for federal fiscal years 2012-2017 for the Federal Highway Administration and Federal Transit Administration.

Press release received from Amanda Reielbach concerning Virginia Department of Rail and Public Transportation to Unveil Draft Recommendations for Super NoVa Transit/TDM Vision Plan in Virginia.

Letter of thanks received concerning Debbie Stellato and the maintenance team assistance with the Summer Reading program from The Charles Town Library.

Commissioners' Corner Newsletter, August 2012 edition received from the County Commissioners' Association of West Virginia.

Registration and Agenda for the West Virginia Association of Counties Fall Board Meeting received.

Invitation to Meet and Converse with Jefferson County Commission at Skipper's Downtown Dips & Deli on September 27, 2012 between 5:00 p.m. - 7:00 p.m.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending September 1, 2012 received from the West Virginia Lottery.

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



**Minutes**  
**Jefferson County Commission**  
**Thursday, September 6, 2012**

A meeting of the Jefferson County Commission was held on Thursday, September 6, 2012 in the County Commission meeting room in 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 September 6, meeting is available through the Jefferson County Commission Office.)

**PLEDGE OF ALLEGIANCE**

Commissioner Widmyer led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Motion by Mr. Manuel to approve the Minutes of the August 16, 2012 regular meeting as presented. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to approve the Minutes of the August 23, 2012 regular meeting as amended. Motion seconded by Mr. Pellish and unanimously approved.

**APPROVAL OF PURCHASE ORDERS**

Motion by Mr. Pellish to approve Purchase Orders in the amount of \$14,303.24, being P. O. nos. 50084, 50091, 49970, 49972, 49975, 50077, 50090, 49784, 49807, 50079, 50078, 50081, 50086, 50087, 50089, 50092 and 50032. Motion seconded by Mr. Manuel and unanimously approved.

**APPROVAL OF ACCOUNTS PAYABLE**

Motion by Ms. Morgan to approve the accounts payable in the amount of \$564,914.48 for August 30, 2012. Motion seconded by Mr. Pellish and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
068034	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 5,920.95	\$ 5,920.95
068035	712	AT&T/GA		\$ -	\$ 184.33	\$ 184.33
068036	402	BANK OF CHARLES TOWN	49974	\$ 48.40	\$ -	\$ 48.40
068037	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
068038	PAYROLL	BUREAU F/CHILD SPPT ENF		\$ -	\$ 212.31	\$ 212.31
068039	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
068040	712	BUSINESS TELECOM PRODUCT	49809	\$ 55.75	\$ -	\$ 55.75
068041	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
068042	717	CREAMERS WRECKER SVC	50083	\$ 65.00	\$ -	\$ 65.00
068043	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
068044	PAYROLL	COLONIAL LIFE		\$ -	\$ 1,605.78	\$ 1,605.78

068045	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
068046	425	EXPRESSWAY OFFICE SOLUTN	50085	\$ 41.06	\$ -	\$ 41.06
068047	401	FEDEX		\$ -	\$ 155.95	\$ 155.95
068047	405	FEDEX		\$ -	\$ 22.12	\$ 22.12
068048	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,135.00	\$ 1,135.00
068049	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 105.34	\$ 105.34
068050	440	THE JOURNAL	51033	\$ 94.48	\$ -	\$ 94.48
068051	425	JEFFERSON COUNTY SOLID	53045	\$ 34.90	\$ -	\$ 34.90
068052	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
068053	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,235.48	\$ 4,235.48
068053	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
068054	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 1,187.34	\$ 1,187.34
068055	PAYROLL	HIGHMARK WV		\$ -	\$ 8.32	\$ 8.32
068055	PAYROLL	HIGHMARK WV		\$ -	\$ 168,220.85	\$ 168,220.85
068056	717	MILLER'S CHRYSLER JEEP	50072	\$ 270.40	\$ -	\$ 270.40
068057	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
068058	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
068059	402	PIFER OFFICE SUPPLY, INC	49973	\$ 24.50	\$ -	\$ 24.50
068059	403	PIFER OFFICE SUPPLY, INC	49889	\$ 175.71	\$ -	\$ 175.71
068060	424	POTOMAC EDISON/OH		\$ -	\$ 1,949.99	\$ 1,949.99
068060	425	POTOMAC EDISON/OH		\$ -	\$ 12,898.51	\$ 12,898.51
068061	425	RCS SECURITY	50088	\$ 72.90	\$ -	\$ 72.90
068062	408	STATE TAX DEPARTMENT		\$ -	\$ 14,427.14	\$ 14,427.14
068063	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 155.10	\$ 155.10
068063	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 46,478.20	\$ 46,478.20
068063	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 69.31	\$ 69.31
068064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 34.94	\$ 34.94
068064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 37,929.18	\$ 37,929.18
068064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 125.34	\$ 125.34
068064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,576.28	\$ 10,576.28
068064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
068064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 85.26	\$ 85.26
068065	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,007.24	\$ 45,007.24
068065	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.84	\$ 118.84
068065	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 70.40	\$ 70.40
068066	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 22,305.76	\$ 22,305.76
068066	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,584.57	\$ 14,584.57
068067	712	SEN COMMUNICATIONS	49808	\$ 41.40	\$ -	\$ 41.40
068068	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
068069	717	THOMASSEN FORD MERCURY	52047	\$ 100.12	\$ -	\$ 100.12

068070	712	TEK TIME SYSTEMS	49806	\$ 885.00	\$ -	\$ 885.00
068071	712	VITAL SIGNS	49804	\$ 39.50	\$ -	\$ 39.50
068072	405	WEST PAYMENT CENTER	49635	\$ 4,016.39	\$ -	\$ 4,016.39
068073	425	WINCHESTER EQUIPMENT CO	52031	\$ 141.75	\$ -	\$ 141.75
068074	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 248.55	\$ 248.55
068074	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 152,720.95	\$ 152,720.95
068075	412	WVU		\$ -	\$ 2,250.00	\$ 2,250.00
068075	412	WVU		\$ -	\$ 8,000.00	\$ 8,000.00
068076	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 199.80	\$ 199.80
068077	424	DAVID WEISS		\$ -	\$ 74.99	\$ 74.99
<b>TOTAL</b>						\$ 564,914.48
<b>TOTAL</b>				\$ 6,107.26	\$ 558,807.22	\$ 564,914.48

Motion by Ms. Morgan to approve the accounts payable in the amount of \$666,766.09 for September 6, 2012. Motion by Mr. Manuel and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
068107	ALLOC	ANIMAL WELFARE SOCIETY		\$ -	\$ 50,000.00	\$ 50,000.00
068108	425	ABH SERVICES, INC.		\$ -	\$ 14,175.00	\$ 14,175.00
068109	413	APPLE VALLEY OFF.PRODUCT	49966	\$ 51.08	\$ -	\$ 51.08
068110	412	BARDANE PUBLIC HEALTH CT		\$ -	\$ 383.00	\$ 383.00
068111	406	ANGELA L BANKS		\$ -	\$ 69.00	\$ 69.00
068112	712	LORI BROWN		\$ -	\$ 255.00	\$ 255.00
068113	401	CO COMMISSIONERS ASSOC		\$ -	\$ 275.00	\$ 275.00
068114	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
068115	440	CHOICE STAFFING, INC.		\$ -	\$ 1,255.50	\$ 1,255.50
068116	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,633.04	\$ 5,633.04
068117	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,677.30	\$ 1,677.30
068117	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,924.56	\$ 1,924.56
068118	401	RICOH USA, INC		\$ -	\$ 121.30	\$ 121.30
068118	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
068118	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
068118	405	RICOH USA, INC		\$ -	\$ 110.09	\$ 110.09
068118	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
068118	425	RICOH USA, INC		\$ -	\$ 30.74	\$ 30.74
068118	433	RICOH USA, INC		\$ -	\$ 86.78	\$ 86.78
068118	440	RICOH USA, INC		\$ -	\$ 85.98	\$ 85.98
068118	700	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21

068118	712	RICOH USA, INC		\$ -	\$ 271.23	\$ 271.23
068119	439	JEFFERSON PUBLISH CO INC	49957	\$ 27.00	\$ -	\$ 27.00
068119	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 53.42	\$ 53.42
068120	402	PIFER OFFICE SUPPLY, INC	49976	\$ 35.70	\$ -	\$ 35.70
068121	700	ROMULO QUEZADA		\$ -	\$ 234.02	\$ 234.02
068122	402	RECORD MANAGEMENT SOLUTN	49696	\$ 35.00	\$ -	\$ 35.00
068123	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,300.00	\$ 6,300.00
068124	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 13,516.00	\$ 13,516.00
068125	404	SHERIFF OF JEFFERSON CO	52076	\$ 63.34	\$ -	\$ 63.34
068126	401	SOUTH JEFFERSON PUBLIC		\$ -	\$ 10,000.00	\$ 10,000.00
068127	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 144,401.00	\$ 144,401.00
068127	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 30,322.00	\$ 30,322.00
068128	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 6,250.00	\$ 6,250.00
068128	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 21,333.00	\$ 21,333.00
068129	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 25,000.00	\$ 25,000.00
068129	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 152,570.00	\$ 152,570.00
068130	GRANT	TRENNARY SERVICE CO		\$ -	\$ 27,996.32	\$ 27,996.32
068131	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 199.00	\$ 199.00
068132	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
068133	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 150,000.00	\$ 150,000.00
<b>TOTAL</b>						<b>\$ 666,766.09</b>
<b>TOTAL</b>				<b>\$ 212.12</b>	<b>\$ 666,553.97</b>	<b>\$ 666,766.09</b>

**Approval of Revised Agenda Policy – Discussion/Action.**

By unanimous consent of the Commissioners this item was held over until next Thursday, September 12, 2012.

**PUBLIC COMMENT**

**Kathy Knight** commented on several topics, including the proposed Agenda Policy, executive sessions and the public hearing this evening.

**Matt Knott** commented on how proposed changes to existing zoning would negatively affect his business in Harpers Ferry, West Virginia.

**Eleanor Finn**, speaking for the League of Women Voters of Jefferson County, commended the Commission for its decision to test the effectiveness of the poll machines at November 8, 2012 early voting.

**David Tabb** requested to be placed on the Commission’s agenda and stated his position on the agenda process.

**Patience Wait and Keryn Newman**, members of the STOP PATH group, thanked the Commission, the Prosecuting Attorney’s Office and the citizens of Jefferson County for their support and assistance in helping to defeat PATH. Due to the perseverance of all involved state law has been changed regarding advance notification to homeowners of any action proposed to be taken by PATH.

**PRESENTATIONS:**

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

**NOTICE OF EXONERATION:**

Angie Banks, County Assessor, requested exoneration for **David Appell** in the amount of \$957.83. Motion by Ms. Morgan to approve the exoneration of \$957.83 for Ticket No. 2477. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
David Appell	Charles Town	Real Estate	2477	\$957.83

**NOTICE OF EXONERATION:**

Angie Banks, County Assessor, requested exoneration for **Ruth Whitlock** in the amount of \$522.24. Motion by Ms. Morgan to approve the exoneration of \$522.24 for Ruth Whitlock, Ticket No. 316718. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
Ruth Whitlock	Shepherdstown	Personal Property	316718	\$522.24

**NOTICE OF EXONERATION:**

Angie Banks, County Assessor, requested exoneration for **Rebecca K. Briggs, Briggs Welding & Repair**, in the amount of \$964.10. Motion by Mr. Manuel to approve the exoneration of \$964.10 for Rebecca K. Briggs, Briggs Welding & Repair, Ticket No. 313335. Motion seconded by Mr. Pellish and unanimously approved.

Name	District	Type	Ticket No.	Amount
Rebecca K. Briggs, Briggs Welding & Repair	Ranson Corp.	Personal Property	313335	\$964.10

**NOTICE OF EXONERATION:**

Angie Banks, County Assessor, requested exoneration for **Jerry D. D'Angelo**, in the amount of \$81.51. Motion by Ms. Morgan to approve the exoneration of \$81.51 for Jerry D. D'Angelo, Ticket No. 313502. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
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Jerry D. D'Angelo	Ranson Corp.	Personal Property	313502	\$81.51
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**NOTICE OF EXONERATION:**

Angie Banks, County Assessor, requested exoneration for **Jill Black, Treasurer, Mecklenburg Recreation Association Inc.**, in the amount of \$87.82. Motion by Ms. Morgan to approve the exoneration of \$87.82 for Jill Black, Treasurer, Mecklenburg Recreation Association Inc., Ticket No. 28238. Motion seconded by Ms. Widmyer and unanimously approved.

Name	District	Type	Ticket No.	Amount
Jill Black, Treasurer, Mecklenburg Recreation Association Inc.	Shepherdstown	Real Estate	23238	\$87.82

**2. Robert Shirley, Sheriff:**

- **Request for approval to hire James Cummings as a part-time Bailiff.**

Motion by Mr. Manuel to authorize Sheriff Shirley to hire James Cummings as a part-time Bailiff. Motion seconded by Ms. Morgan and unanimously approved.

- **Request for approval to hire Joe Jacobs as an Animal Control Officer.**

Motion by Ms. Widmyer to authorize Sheriff Shirley to hire Joe Jacobs as an Animal Control Officer. Motion seconded by Mr. Manuel and unanimously approved.

**3. Laura Storm, Circuit Clerk, request to move Melinda Maye from part-time to full-time employment.**

Motion by Ms. Morgan to authorize Ms. Storm to move Melinda Maye from part-time to full-time employment. Motion seconded by Mr. Manuel and unanimously approved.

**NEW BUSINESS:**

- 4. Amending sign ordinance requirements to allow smaller commercial business signs without added cost of permits and staff review. (LW)**

By unanimous consent the Commissioners agreed to hold this agenda item. Jennifer Brockman, Director of the Planning and Zoning Department, commented she could research this on a limited scope (not the entire ordinance) and make a recommendation. In the meantime residents and business owners may request a waiver of fees from the Planning Commission.

**PRESENTATIONS continued:**

- 5. Jennifer Maghan, County Clerk, request to approve removal of Ronald "Ronnie" Bell from the General Elections Ballot.**

The Commission determined neither it nor the County Clerk had authority to take such action. There is a special process in Circuit Court for possible removal and Ms. Maghan informed the Commission that a meeting had been scheduled to speak

with Judge Sanders about the matter.

**The Commission took a 10-minute break at 10:20 a.m.**  
**The Commission reconvened the meeting at 10:30 a.m.**

#### **6. Approval of FY2013 County Commission Community Grants.**

The Commissioners each stated their preferences for funding for certain organizations and the amount to be allocated. These amounts are the first draft of FY2013 budget allocations and will be reviewed and placed on next week's agenda for further discussion.

- Motion by Ms. Morgan to allocate **\$10,000** to the **Jefferson County Animal Welfare Society**. Motion seconded by Ms. Noland and unanimously approved.
- Motion by Ms. Morgan to allocate **\$500** to **Books for Babies**. Mr. Manuel seconded the motion which failed by a vote of 3 to 2.
- Motion by Mr. Manuel to allocate **\$2,000** to **Boys and Girls Club of the Eastern Panhandle**. Motion seconded by Mr. Pellish and unanimously approved.
- Motion by Ms. Morgan to allocate **\$3,000** to **CASA**. Motion seconded by Mr. Manuel and unanimously approved.
- Motion by Ms. Morgan to allocate **\$1,000** to **Certified Arts Community Funding (AHA)**. Motion seconded by Mr. Pellish which failed by a vote of 3 to 2 as it already has a revenue source.
- Motion by Ms. Morgan to allocate **\$2,000** to the **Charles Town Race Track Chaplaincy**. Motion seconded by Mr. Manuel and unanimously approved.
- Motion to allocate **\$3,000** to **Community Alternatives to Violence**. Motion seconded by Ms. Noland and unanimously approved.
- Motion by Ms. Morgan to allocate **\$1,000** to the **Duffields Station Center (train station)**. Motion seconded by Mr. Manuel which failed by a vote of 3 to 2.
- Motion by Mr. Manuel to allocate **\$4,000** to the **Eastern Panhandle Conservation District**. Motion seconded by Ms. Noland and unanimously approved.
- Motion by Ms. Noland to allocate **\$25,000** to the **Eastern Panhandle Free Clinic**. Motion seconded by Mr. Pellish and unanimously approved.
- **Eastern Panhandle Transit Authority** was deleted from the list of requests for funding as it is already a line item in a county account.
- Motion by Ms. Morgan to allocate **\$1,000** to **For the Love of Children/Outdoor Education (FLOC)**. Motion failed for lack of a second.
- Motion by Mr. Pellish to allocate **\$3,000** to **Freedom's Run**. Motion seconded by Ms. Morgan and carried 3 to 2.
- Motion by Ms. Morgan to allocate **\$20,000** to **Good Shepherd Interfaith Volunteer Caregivers**. Motion seconded by Mr. Manuel and unanimously approved.
- Motion by Ms. Morgan to allocate **\$500** to the **Harpers Ferry Historical Association**. Motion seconded by Mr. Pellish and carried 3 to 2.
- Motion by Ms. Noland to allocate **\$10,000** to **Hospice of the Panhandle**. Motion seconded by Mr. Manuel and unanimously approved.
- Motion by Ms. Noland to allocate **\$4,000** to **Jefferson County Community Ministries**. Motion seconded by Ms. Widmyer and unanimously approved.
- Motion by Mr. Manuel to allocate **\$1,500** to **Kiwanis Club of Charles Town for Toys for Tots program**. This organization did not submit a written request for funding, therefore motion was denied.
- Motion by Ms. Widmyer to allocate **\$5,000** to **Meals on Wheels**. Motion seconded by Ms. Morgan and unanimously approved.
- Motion by Ms. Morgan to allocate **\$2,500** to **NAACP of Jefferson County**. Motion seconded by Mr. Manuel and unanimously approved.
- Motion by Ms. Noland to allocate **\$7,200** to **Ranson Parks and Recreation**. Motion seconded by Ms. Morgan and unanimously approved.
- Motion by Ms. Morgan to allocate **\$1,000** to **Potomac Headwaters RC&D**. Motion seconded by Mr. Manuel and carried 4 to 1.
- Motion by Ms. Morgan to allocate **\$3,000** to **Safe Haven Child Advocacy Ctr./Children's Home Society**. Motion

seconded by Mr. Manuel and unanimously approved.

- Motion by Mr. Pellish to allocate \$5,000 to **Shepherdstown Area Independent Living (SAIL)** as a one time only funding to promote its program. Motion seconded by Ms. Widmyer and carried 4 to 1.
- Motion by Ms. Morgan to allocate \$3,000 to the **Shepherdstown Community Club (Men's Club)**. Motion seconded by Mr. Manuel and carried 3 to 2.
- Motion by Ms. Widmyer to allocate \$15,000 to **Shepherdstown Day Care**. Motion seconded by Ms. Morgan and unanimously approved.
- Motion by Mr. Manuel to allocate \$4,000 to **St. Andrews Mountain Community Ctr., LLC** to be specifically utilized for heating and air conditioning costs in order to keep the library open. Motion by seconded by Ms. Widmyer and unanimously approved.

7. **Elizabeth Wheeler, Executive Director of the Farmland Protection Board, and Elizabeth McDonald, President, request for approval of the purchase by Farmland Protection Board of one conservation easement 147.62 acres on the property in Jefferson County owned by Dianna Gray, individual and as Co-Executrix of the Estate of Hugh Hoover, and Steven Helms, individual and as Co-Executor of the Estate of Hugh Hoover with a cost to JCFPB of \$250,000.**

Motion by Ms. Morgan to approve Farmland Protection Board's purchase of the easement presented by Ms. Wheeler. Motion seconded by Ms. Widmyer and unanimously approved.

8. **Review of Civil Counsel job description/job duties by Ralph Lorenzetti, Prosecuting Attorney, and Stephanie Grove, Assistant Prosecuting Attorney.**

Mr. Lorenzetti requested the Commission table this matter for now. He explained he is anticipating upcoming personnel changes and he would prefer to wait until the FY2013-2014 budgeting process for a clean transition. The Commission agreed by unanimous consent.

9. **Discussion on the Agriculture Task Force (WP).**

Mr. Pellish, who requested the agenda topic, stated he was withdrawing his request.

10. **Approval of a Resolution for the Land and Water Conservation Fund application.**

The Commission unanimously agreed to hold this item over until next week's Agenda.

## **COUNTY ADMINISTRATOR REPORTS**

### **Interim County Administrator, Debbie Keyser:**

- Reported that the appraisal of the Briel Building is scheduled for September 17, 2012. After that we should have a report within five to ten days.
- Reported that she has an RCS contract reflecting current services which she will be giving to Stephanie Grove to review.
- Made the Commission aware that two requests have been received from the EAP and she has established drug testing with Jefferson Memorial Hospital at a cost of \$35 per test, if needed by the EAP.
- Reported that she has an ADA request for accommodation which has been completed.
- Requested that the Commissioners approve Carolyn Zdziera to interview non-profit organizations requesting funding. She stated that these meetings could be recorded on the webcam by Debbie Stellato for a 10-20 minute presentation each, highlighting their benefit to the community. These presentations can be aired on several occasions for the public to view at their pleasure. The Commissioners agreed this was a good idea.
- Reminded the Commission that CGS would be filming a county video on September 10 - 12, 2012.
- Stated that Sandy McDonald, Deputy County Administrator, is going to be working with Community Ministries on the homeless grant.
- Submitted 25 policies to the Commissioners for review/edits.

## COUNTY COMMISSIONER REPORTS

### **Commissioner Morgan:**

- Attended the Jefferson County Fair.
- Attended a history lecture at the Elmwood Cemetery in Shepherdstown on early families in Shepherdstown.
- Attended CVB's farewell luncheon for John Whisenant at the Bavarian Inn.
- Attended a Farmland Protection Board meeting.
- Attended Senator Manchin's meeting.
- Attended a Telecom Community Action meeting.
- Reminder of the Grand Opening of the Middleway Fire Department is Saturday, September 8, 2012.

### **Commissioner Pellish:**

- Attended CVB's farewell luncheon for John Whisenant at the Bavarian Inn.
- Attended the Jefferson County Fair.
- Attended Senator Manchin's meeting.

### **Commissioner Manuel:**

- Attended the Jefferson County Fair.
- Attended Sheriff Shirley's forum at his headquarters in Kearneysville, WV.
- Attended Senator Manchin's meeting.
- Will be participating in Homeland Security and Emergency Management's exercise on Saturday, September 8, 2012.

### **Commissioner Widmyer:**

- Attended the Jefferson County Fair.
- Attended CVB's farewell luncheon for John Whisenant at the Bavarian Inn.
- Attended a Solid Waste Authority meeting.
- Attended a Jefferson County Public Service District meeting.

### **Commissioner Noland:**

- Attended a Partnership for Affordable Housing meeting.
- Attended the Jefferson County Fair.

## FINANCIAL DIRECTOR REPORTS

- **Approval of Internal Budget Revisions Nos. 104 and 105.**

Motion by Mr. Manuel to approve IBR No. 104 requesting a redistribution of current budget funding in the GIS Department. Motion seconded by Ms. Widmyer and unanimously approved.

Motion by Ms. Morgan to approve IBR No. 105 bringing current year allocation in Assessor's budget in line with anticipated current year expenditures. Motion seconded by Ms. Widmyer and unanimously approved.

- **Approval of State Budget Revision No. 6.**

This item held over until Thursday, September 13, 2012.

- **Recommendation for account funding for the approved eCivis contract.**

Motion by Mr. Manuel to fund the eCivis contract out of the Coal Severance Fund. Motion seconded by Ms. Widmyer and unanimously approved.

- **Recommendation by Mr. Shroyer to set up a separate account for grant funds received for the WV Eastern Panhandle Transportation Authority.**

Motion by Ms. Widmyer to distribute the State funds when received to the 340S Plan for the Planning Department. After a short discussion Ms. Widmyer withdrew her motion. It was agreed this matter would be placed on the agenda for Thursday, September 13, 2013.

**Motion by Ms. Morgan to convene an Executive Session to discuss personnel matters, pursuant to §6-9A-4 of the West Virginia Code. Motion seconded by Mr. Pellish and unanimously approved. The Commission convened an Executive Session at 12:20 p.m.**

**The regular meeting of the Commission was recessed until 1:30 p.m.  
The regular meeting of the Commission reconvened at 1:38 p.m.**

Motion by Ms. Morgan to engage Debbie Keyser, Interim County Administer, as the new Jefferson County Administrator, Grade A, Step 1 at an annual salary of \$97,765, effective this date, Thursday, September 6, 2012. Motion seconded by Mr. Manuel and unanimously approved.

**At 1:42p.m. the Commission commenced a work session regarding potential amendments to the Zoning Ordinance text concerning the creation of new commercial and industrial zoning categories and related changes.** Jennifer Brockman, Director, Planning and Zoning Department, and Steve Barney, Zoning Administrator, presented a power point and participated in the discussion to prepare the Commissioners for this evening's public hearing on the same topic.

There being no further business, the meeting was adjourned until Thursday, September 13, 2012.

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PATRICIA A. NOLAND

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 located at 200 E. Washington Street, Charles Town, West Virginia, on Thursday, September 6, 2012 beginning at 7:00 p.m.

**PUBLIC HEARING RE: PROPOSED AMENDMENTS TO  
THE ZONING ORDINANCE CREATING  
NEW COMMERCIAL AND INDUSTRIAL  
ZONING CATEGORIES**

Commissioners present: Patricia Noland, President  
Dale Manuel, Vice President  
Lyn Widmyer  
Frances Morgan  
Walt Pellish

County Administrator: Debbie Keyser  
Director, Planning & Zoning: Jennifer Brockman  
Planner, Planning & Zoning: Seth Rivard

At 7:00 p.m. Ms. Noland opened the meeting. She stated that the reason for the hearing was to receive public comment regarding the proposed amendments to the Zoning Ordinance that would create new commercial and industrial zoning categories and related changes. She stated that no decision would be made at this hearing.

Ms. Brockman and Mr. Rivard presented a power point and briefly explained the proposed amendments.

Public comment by:

Michael Cassell, attorney for Shorekeepers  
Fred Blackmer  
Brian Goodman  
Jacquelyn Millian  
Charles M. Ervin  
David Hammer, attorney for Corporation of Bolivar  
PhillipTousignant  
David Tabb  
Claiborne Lashley  
Daniel Lutz  
Matthew Bane  
Mark Muse  
Chris Kinnan  
Ted Schultz  
Dick Morgan

It was the general consensus of the Commissioners that the record would remain open for two weeks to allow citizens to submit written comments.

There being no more speakers, Ms. Noland closed the hearing at 8:20 p.m.

PATRICIA NOLAND, PRESIDENT

**PURCHASE ORDERS TO BE APPROVED**  
**September 13, 2012**

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
ADDRESSING	50857	8750	D&S Construction	Rivets, post & caps
ASSESSOR	49852	\$ 125.98	Pifer Office Supply	Internet 350 OVA
CENTRAL GARAGE	50099	\$ 441.96	C.A.R.S.	A/C recharge, wipers, thermostat
	50095	\$ 577.40	NAPA	Materials/supplies
	50103	\$ 498.73	Fisher Auto Parts	Materials/supplies
COUNTY CLERK	49979	\$ 111.96	Mr. Print	Disbursement Forms
COURTHOUSE	50105	\$ 7,850.00	Recycling Equipment	Paper Baler
OTHER BUILDINGS	49718	\$ 382.55	Sherwin Williams	Painting supplies
	50097	\$ 529.90	BK OFFICE SUPPLY	Copy paper/letter paper
	50098	\$ 112.64	84 Lumber	Building supplies
	50101	\$ 2,935.80	Precision Power	Batteries/ups 1yr service (911)
	50102	\$ 353.45	BK OFFICE SUPPLY	Color copy paper
	52069	\$ 2,257.72	Capital Tristate	Electrical supplies
PROSECUTING ATTORNEY	50033	\$ 1,099.38	Dell Marketing. L.P.	Laptop

	50035	\$ 446.00	Marcia Chandler, RPR	Transcripts
	50036	\$ 1,133.08	Specialty Business Supply	Office supplies
TAX OFFICE	52077	\$ 134.92	Pifer Office Supply	Materials/supplies
<b>GRAND TOTAL</b>		<b>\$ 18,991.47</b>	Printed at 11:00 a.m. on 9/10/ 12	

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

Name: Dennis Frye

Department or Entity: Author

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1<sup>st</sup> Choice: 9/13/12

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

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

Subject: Presentation to Commissioners - September Suspense: Lincoln’s Union in Peril and Harpers Ferry Under Fire

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: Jenni Vincent

Department or Entity: Program Manager, Region 9

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1<sup>st</sup> Choice: 9/13/12

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

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

Subject: Approval of Proclamation for Eastern Panhandle Clean Air Connection

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:

PROCLAMATION  
National Pollution Prevention Week  
September 17-23, 2012

WHEREAS, one of the Eastern Panhandle's greatest treasures is the exceptional environment we share and enjoy; and

WHEREAS, a healthy environment, good air quality and clean water protect public health and are essential to our quality of life and long-term economic growth; and

WHEREAS, pollution prevention is an approach to environmental protection that focuses on prevention, conservation, efficiency and collaboration, and is therefore a preferable strategy for protecting our environment; and

WHEREAS, pollution prevention can save business money, offering both environmental protection and increased economic competitiveness; and

WHEREAS, the Eastern Panhandle Clean Air Connection seeks to help whenever possible in the preservation of our natural environment but specifically in the reduction of area ozone levels; and

WHEREAS, National Pollution Prevention Week is an opportunity for entities such as: government, industry, citizens and environmental organizations to recognize the importance of pollution prevention and to work together to plan for a prosperous and sustainable future.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Commission does hereby proclaim Sept. 17-23, 2012, as National Pollution Prevention Week, and encourages all citizens and businesses to do their part in protecting our environment.

Date: \_\_\_\_\_

\_\_\_\_\_  
Patricia A. Noland, President

\_\_\_\_\_  
Dale Manuel, Vice President

\_\_\_\_\_  
Frances Morgan, Commissioner

\_\_\_\_\_  
Lyn Widmyer, Commissioner

\_\_\_\_\_  
Walt Pellish, Commissioner

<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: Annette Gavin

Department or Entity: Chair, CVB

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1<sup>st</sup> Choice: 9/13/12

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

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

Subject: Funding Allocation

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:



On July 19, 2012, the Jefferson County Convention and Visitors Bureau requested and received approval from the Jefferson County Commission a \$150,000.00 investment above the county's contribution of lodging tax collections.

These funds are to be used for:

- Additional marketing programs
- Additional staff
- A Community Grants Program

The Commission approved that request.

As a result, the County will see a positive return on this investment as measured by:

- Higher Occupancy Rates
- Higher Lodging Tax Collections
- Higher Sales Tax Collections due to increased visitor spending
- Increased Visitation (and Revenues) to Jefferson County Attractions
- Increased Number of Group Tour Arrivals
- Increased Number of Requests for Information
- Increased Number of Unique Visits to Web site
- Increased Number of Inquiry to Visit Conversions
- Increased Exposure with Focused Message in Paid Media
- Increased Exposure in Non-Paid Feature Media Articles
- A smaller loss of future gaming revenues due to competition

Progress towards accomplishing these results will be reported to the Commission on a regular basis.

**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.

④ 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.

④ 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.

④ 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.**

Jefferson County Commission  
 P.O. Box 250  
 Charles Town, WV 25414  
 304.728.3284  
 www.jeffersoncountywv.org

# INVOICE

 COPY

Bill To:	
Company Name:	Jefferson County Commission
Name:	
Address:	
City, State, Zip	

Pay To:	
Company Name:	Jefferson county Convention & Visitors Bureau
Name:	
Address:	
City, State, Zip	

Invoice Number	P.O. Number	Account Number	Vendor Number	Date
		001-401-05-567-00-GG-000		8/31/2012

Quantity Ordered	Quantity Shipped	Description	Unit Price	Amount
		allocation		\$150,000.00
			Subtotal	\$150000.00
			Sales Tax	
			Total	\$150000.00

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

Name: Jennifer Myers, Director

Department or Entity: Parks and Recreation

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

Date Requested – 1<sup>st</sup> Choice: September 13, 2012

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

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

Subject: **Approval of Resolution – Land and Water Conservation fund application**

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:

**RESOLUTION**

At a meeting of the Jefferson County Parks & Recreation Commission held on the \_\_\_\_\_ day of September 2012, the following order was made and entered;

Subject: Land and Water Conservation Fund Application

For: Development & Construction of a Picnic Pavilion located at Sam Michel's Park and Expansion of the Sam Michael's Park playground to include ADA equipment.

In the amount of \$80,000.00

Whereby, the Jefferson County Commission authorizes the Jefferson County Parks & Recreation Commission to apply on its behalf and further authorizes Jefferson County Parks & Recreation Commission to submit an application to the State of West Virginia requesting funding for the above-mentioned project out of the Land and Water Conservation Fund.

The Jefferson County Commission authorizes Jefferson County Parks & Recreation Commission and/or Jennifer L. Myers to sign any and all documents and papers which accompany or are part of the application, and any and all documents and papers necessary for the completion of the project should it receive National Park Service Approval.

The Jefferson County Parks & Recreation Commission agrees to abide by all rules and regulations pertaining to the Land and Water Conservation Fund Program, and to operate and maintain the proposed facility for public use under the requirements of the Land and Water Conservation Fund should this project receive Federal Assistance.

The adoption of the foregoing motion having been moved by \_\_\_\_\_, and duly seconded by \_\_\_\_\_.

Whereupon \_\_\_\_\_ declared said motion was unanimously adopted; and it is therefore adjudged and ordered that said motion be, and the same is hereby adopted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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Signature

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Signature

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Signature

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Signature

Approved by \_\_\_\_\_

City/County Attorney



SA

<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

**RECEIVED**  
 SEP 06 2012  
 Jefferson County Commission

Name: David C. Tabb

Department or Entity: Jefferson County Commission

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: September 13, 2012

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

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

This meeting needs to occur prior to the voting on changes to the "Jefferson County Commission Agenda Requests Procedures".

Subject: Policy Changes

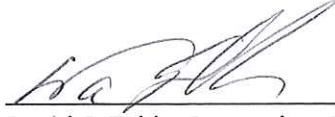
Please provide the County Commission with a description of your request or presentation, including any background information:

We have no background information at this time, because it has not been released.

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

I hereby request that the Jefferson County Commission not address any changes to the "Agenda Request Procedures", until which time a Public Hearing can occur to insure transparency v. invisibility.

Attachments: Proposed changes are in the possession of the Jefferson County Commission at this time and have not been released to the public.

  
 \_\_\_\_\_  
 David C. Tabb, September 6, 2016



5B

<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: David C. Tabb

Department or Entity: Briel Building / Liberty Building

Estimation of amount of time needed for appointment: 15 minutes to gather information and reschedule for public meeting

Date Requested – 1<sup>st</sup> Choice: As soon as possible

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

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

Subject: Briel Building and/or Liberty Building

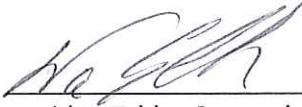
Please provide the County Commission with a description of your request or presentation, including any background information:

I am concerned that the Public may have been misled on the Lease and/or possible purchase of the Briel Building, when in fact the Lease is listed only as the Liberty Building. In the best interest of all concerned with the Briel Building and/or Liberty Building I believe that all actions should be halted until all discrepancies can be resolved.

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

I hereby move there to be no further action taken to Purchase or Sign and Lease on the Briel Building and/or Liberty Building.

Attachments: News Paper articles.

  
\_\_\_\_\_  
David C. Tabb September 6, 2012

## Public purchase hearing receives low attendance *Jefferson County Commission gets little input on buying of a local building*

By MATT ARMSTRONG  
JOURNAL STAFF WRITER

**CHARLES TOWN** — Two Jefferson County residents offered comment during a public hearing held by the Jefferson County Commission Thursday afternoon.

The hearing offered the public a chance to provide input on whether the county should purchase the Briel building, located at 201 N. George St. Since November 2011, the space has been used to house Jefferson County Prosecuting Attorney Ralph Lorenzetti and much of his office's personnel.

The building's appraised value is approximately \$1.5 million, with an assessed value of roughly 60 percent of that, according to Jefferson County Assessor Angela "Angie" Banks.

if purchased, the Briel building could house additional county staff and departments, according to County Commission President Patsy Noland.

Lorenzetti, who spoke at the hearing, said the space has benefited his staff, but prosecutors who handle felonies sometimes haven't been able to answer judges' summonses quickly enough for the judges' liking, since the prosecutors have to cross the street to go to either the courthouse or a judge's office.

"(People) sometimes don't like attorneys, but they want them to be there when they need them," Lorenzetti joked, adding that he does not have a desire to move his misdemeanor prosecutors into the Briel building because of the extra time it would take for attorneys to appear before judges.

If the county continues to grow at its current pace, Lorenzetti said, his office could need two additional prosecutors and one or two legal aides in the next five years.

David Tabb, a Jefferson County resident, expressed anger regarding the public hearing's scheduled time. He said he'd spoken with several residents who wanted to attend but were unable to do so because of the hearing's 2:30 p.m. start.

"You're talking about all the (office) space that's needed. The county has not grown one square foot for over 150 years. Why do we need all this?" Tabb said, adding that he hadn't been able to find any information on the possible building purchase before the public hearing.

"I looked. I had a half dozen other people look, we can't find

the information. How can I sit here and make a business decision on something I have no information for?" he added. "I hope you can at least allow the information to come out and have another public meeting at a reasonable time where more people can come."

Some information on the Briel building, including floor plans, an estimated cost of \$1.5 million and possible uses for the space, was included in the commission's complete online agenda packet as part of the county's capital improvement plan for the next five years prior to the public hearing. However, there were no physical copies of the information at the public hearing.

— Staff writer Matt Armstrong can be reached at 304-725-6581 or marmstrong@journal-news.net.

# The Journal

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## Briel

FROM PAGE A1

If we're able to move one office into the Briel building or a couple of offices into the Briel building, that will open up these spaces to be able to expand other offices for the much-needed space." The county estimated the cost of building a new 18,000-square-foot building to be \$3.6 million and the cost to rent the space currently occupied by Lorenzetti's office to be \$2.4 million over 20 years. Commissioner Frances Morgan voted against the commission pursuing negotiations because she believes the Briel building is not what the county needs for its staff.

"I think that building's space is too fancy for what we need. What we need is just serviceable space," Morgan said. "I just am not on board with purchasing that particular building. I'd like to see us do something else, such as take a building that's distressed, for example, and create an addition to Charles Town or a better space as opposed to taking something that's already so fancy." She added that the building's atrium would also cut down on the amount of usable space. The commission did not set a timetable for negotiations during its meeting.

— Staff writer Matt Armstrong can be reached at 304-725-6581, or marmstrong@journal-news.net.

## Briel building purchase moves forward

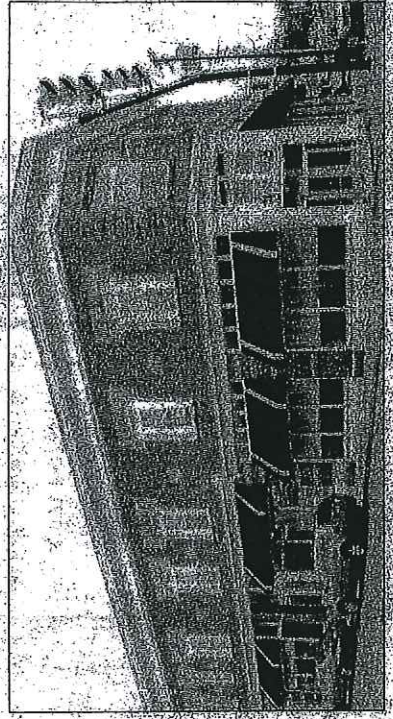
By Matt Armstrong  
Journal Staff Writer

CHARLES TOWN — Following an executive session Thursday afternoon, the Jefferson County Commission voted 4-1 to begin negotiations aimed at purchasing the Briel building in downtown Charles Town.

The Briel building is located at 201 N. George St., Charles Town. Since November 2011, the county has rented space used to house Jefferson County Prosecuting Attorney Ralph Lorenzetti and much of his office's personnel.

While commissioners could not discuss how much the county would be willing to pay for the approximately 18,000-square-foot building, it had an appraised value of \$1,650,500 during the most recent fiscal year, according to the Jefferson County Assessor's office.

County staff has determined that the building could be available for \$2 million, but County Commission President Patsy Noland said even though the county will be negotiating to purchase the building, it



The Jefferson County Commission is entering into negotiations to possibly purchase the Briel building in order to provide more space for county departments. The building is located at 201 N. George St., Charles Town. Journal photo by Matt Armstrong

doesn't mean it will close the deal if the price is too high. "All the stars have to align and everything has to fall into place in order for this to work for what we need it to do," Noland said. "We want to get it for the best possible price."

If the county purchases the Briel building, it would likely use the space to house the Assessor's office, the county's tax office and other departments. However, the county

See BRIEL A2

# County to negotiate on purchasing Briel building

BRYAN CLARK Spirit Staff

CHARLES TOWN — In a 4-1 vote on Thursday, the Jefferson County Commission agreed to enter into negotiations to purchase the Briel building in order to alleviate space constraints on county government. Commissioner Frances Morgan voted against the proposal.

The Briel building, at 201 N. George St., in downtown Charles Town, currently houses the Jefferson County prosecuting attorney's offices. The county

has been leasing the building since last year.

The building has been appraised at \$1.6 million, and county staff reported it could likely be purchased for \$2 million.

Commission President Patsy Noland said she hopes the county can negotiate a good price on the building that will save tax dollars in the long run.

Morgan said she would prefer another site for county government offices, saying the Briel building contained more amenities than are needed.

7

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

Name: Nichelle Hosby

Department or Entity: Commission

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1<sup>st</sup> Choice: 9/13/12

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

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

Subject: Interview and Appointment to the Farmland Protection Board  
One Four year term ending September 7, 2016 – Representing Farm Bureau

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:

## FARMLAND PROTECTION BOARD

John Reisenweber  
P.O. Box 237  
Charles Town, WV 25414  
728-3255  
info@jcda.net  
***Represents: Development Authority***

Christian D. Lotze  
Roxley Farms, LLC  
2231 Old Leetown Pike  
Kearneysville, WV 25430  
728-7928 roxleyfarms@citlink.net  
***Represents: Farmer at large***  
4 years 9/7/2012

Peter Fricke  
154 East Street  
Kearneysville, WV 25430  
728-6400  
***Represents: Non-Farmer***  
4 years 9/7/2012

Robert C. Henshaw  
885 Middleway Pike  
Kearneysville, WV 25430  
725-4810  
***Represents: Farm Bureau***  
4 years 9/7/2012

Joe Funkhouser  
P.O. Box 670  
Charles Town, WV 25414  
725-3158 (h) 261-4076 (cell)  
***Represents: Soil Conservation***  
4 years 9/7/2014

Liz Uible  
Po Box 599  
Charles Town, WV 25414  
304-283-8640  
***Represents: Non-Farmer***  
4 years 9/7/2014

Frances Morgan  
1373 Summit Point Rd.  
Summit Point, WV 25446  
725-8289 fmorgan@jeffersoncountywv.org  
***Represents: County Commission***

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, September 6, 2012, or as soon thereafter as the Commission may decide:

**Jefferson County Farmland Protection Board**

- (1) four year term ending September 7, 2016 (representing Farmer at Large)
- (1) four year term ending September 7, 2016 (representing Non Farmer)
- (1) four year term ending September 7, 2016 (representing Farm Bureau)

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, or email [nhosby@jeffersoncountywv.org](mailto:nhosby@jeffersoncountywv.org) prior to August 31, 2012.

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

**SPIRIT OF JEFFERSON:**

**PLEASE ADVERTISE ON:**

**August 8, 15, 22 & 29, 2012**

**THANKS - JEFFERSON COUNTY COMMISSION**



## JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT  
*Patsy Noland*

VICE PRESIDENT  
*Dale Manuel*

COMMISSIONER  
*Frances Morgan*

COMMISSIONER  
*Walt Pellish*

COMMISSIONER  
*Lyn Widmyer*

August 2, 2012

Christian Lotze  
2231 Old Leetown Pike  
Kearneysville, WV 25430

Dear Mr. Lotze:

Please be advised that your term on the Jefferson County Farmland Protection Board will expire on September 7, 2012. Until the County Commission has acted to appoint someone for another four year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, September 6, 2012 or as soon thereafter as the Commission may decide.

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

For the Commission,

Nichelle Adams Hosby  
Executive Assistant

NAH



## JEFFERSON COUNTY COMMISSION

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

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

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COMMISSIONER  
*Frances Morgan*

COMMISSIONER  
*Walt Pellish*

COMMISSIONER  
*Lyn Widmyer*

August 2, 2012

Robert Henshaw  
885 Middleway Pike  
Kearneysville, WV 25430

Dear Mr. Henshaw:

Please be advised that your term on the Jefferson County Farmland Protection Board will expire on September 7, 2012. Until the County Commission has acted to appoint someone for another four year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, September 6, 2012 or as soon thereafter as the Commission may decide.

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

For the Commission,

Nichelle Adams Hosby  
Executive Assistant

NAH



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

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VICE PRESIDENT  
*Dale Manuel*

COMMISSIONER  
*Frances Morgan*

COMMISSIONER  
*Walt Pellish*

COMMISSIONER  
*Lyn Widmyer*

August 2, 2012

Peter Fricke  
154 East Street  
Kearneysville, WV 25430

Dear Mr. Fricke:

Please be advised that your term on the Jefferson County Farmland Protection Board will expire on September 7, 2012. Until the County Commission has acted to appoint someone for another four year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. We will be making the appointments on Thursday, September 6, 2012 or as soon thereafter as the Commission may decide.

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

For the Commission,

Nichelle Adams Hosby  
Executive Assistant

NAH



**Jefferson County Farm Bureau**

1948 Wiltshire Rd, Suite 3  
Kearneysville, WV 25430

May 4, 2012

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

Ms Wheeler,

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

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

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

Sincerely,

Heather Ishman  
JCFB Secretary

E-mail: [hnishy@gmail.com](mailto:hnishy@gmail.com)

Phone: 304-261-4905

**RECEIVED**

**MAY 17 2012**

**Jefferson County Commission**

154 East Street  
Middleway, WV 25430-5690

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

5 September, 2012

Re: Non-farmer member of the JCFPB

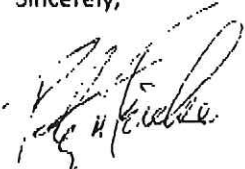
Dear Commissioners,

Thank you for your letter of August 2 concerning the expiration of my term as a non-farmer member of the Farmland Protection Board. I am willing to continue as non-farmer member through February 2013 for the following reasons.

In March 2011 the Board, of which I was then chair, began a transition process of revising Board policies and procedures to bring them up to date in regard to current standards and practices relating to farmland protection and stewardship. Our previous policies and practices had been approved by the County Commission in 2001, with some amendments since then. The Board has worked hard during the past year and our revised policies and practices are currently being reviewed by the Prosecuting Attorney's Office. The Board's next step is to develop a strategic plan with yourselves, stakeholders and community to implement the policies and practices after you, the Commissioners, review and approve them.

The USDA/Natural Resources Conservation Service announced last week a direct grant to the Board of \$20,000.00 for the development of the Board's strategic plan. With this grant the Board can move ahead quickly to complete the next phase of our project. As a member of the Board's Policy Review and Planning for the Future Committees, I have been involved in all phases of the projects to date and would like to see them through to fruition. We anticipate the strategic plan will be completed in February 2013, hence my willingness to remain on the Board until that time.

Sincerely,



Peter H. Fricke



**Roxley Farms, LLC**  
Chris and Evie Lotze  
2231 Old Leetown Pike  
Kearneysville, West Virginia 25430

www.roxleyfarms.com  
roxleyfarms@citlink.net  
304-728-7928

---

*Health on the Hoof*

August 6, 2012

Nichelle Adams Hosby  
Executive Assistant  
Jefferson County Commission  
124 East Washington Street  
P.O. Box 250  
Charles Town, West Virginia 25414

Dear Ms. Hosby:

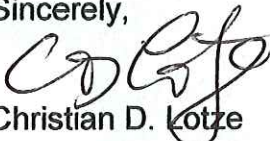
Thank you for your letter of August 2, 2012, inquiring about my availability for another term on the Jefferson County Farmland Protection Board.

Please be advised that I do not wish to be considered for another term on the Board. Moreover, I have made commitments that do not permit me to serve beyond the expiration date of my term of office.

I have immensely enjoyed serving with my colleagues, and I believe we have together conducted the affairs of the Board to the highest standards. I am certain that the future members of the Board will continue the work in the same tradition.

I am grateful to the Commission for having provided me this opportunity.

Sincerely,

  
Christian D. Lotze

**RECEIVED**

AUG 08 2012

**Jefferson County Commission**

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# Jefferson County Farmland Protection Board

P. O. Box 731  
Charles Town, WV 25414-0731

## Board Members

### County Commissioner

Frances Morgan  
P.O. Box 250  
Charles Town, WV 25414  
Phone: 725-8289  
[fberrymorgan@aol.com](mailto:fberrymorgan@aol.com)

### County Development Authority

John Reisenweber  
P.O. Box 237  
Charles Town, WV 25414  
[john@jcda.net](mailto:john@jcda.net)

### County Farm Bureau

Bob Henshaw  
(Treasurer)  
5885 Middleway Pike  
Kearneysville, WV 25430  
Phone: 725-4810  
[Henshaw@citlink.net](mailto:Henshaw@citlink.net)

### Soil Conservation District

Chris Lotze  
(Secretary)  
2231 Old Leetown Pike  
Kearneysville, WV 25430  
Phone: 728-7928  
[chrislotze@gmail.com](mailto:chrislotze@gmail.com)

### County Farmer

Nicholas Kercheval  
1751 Engle Molers Road  
Harpers Ferry, WV 25425  
Phone: 304-876-6890  
[truxnscoots@msn.com](mailto:truxnscoots@msn.com)

### Non-Farmer

#### County Residents

Elizabeth D. McDonald  
(President)  
P.O. Box 599  
Charles Town, WV 25430-0599  
[liz@blackwellmgmt.com](mailto:liz@blackwellmgmt.com)

Peter Fricke  
154 East Street  
Middleway, WV 25430-5690  
Phone: 728-6400  
[peter.fricke@frontiernet.net](mailto:peter.fricke@frontiernet.net)

## Administration

Elizabeth Wheeler  
J.C. Farmland Protection Board  
P.O. Box 731  
Charles Town, WV 25430-0731  
Phone: 304-724-1414  
Fax: 304-725-3133  
[FarmlandProtection@jcda.net](mailto:FarmlandProtection@jcda.net)

September 4, 2012

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

Dear Commissioners,

I am writing to bring you up to date on the Farmland Protection Board's recent developments, and to support the continuation of Peter Fricke's term as a board member.

As you know, the Board is in transition, with four board members slated to leave in September. In addition, the USDA/NRCS informed us last week that they awarded the Board a \$20,000 grant for the Board's strategic plan. This endeavor will be an extensive community-based planning process that will determine the Board's direction and activities.

We recently welcomed Nicholas Kercheval, a new board member recommended by the Soil Conservation District. Mr. Russ Quinn has been recommended by the Farm Bureau to fill a position. A third individual, Robert Glenn, has submitted his application to the Commission to fill the non-farmer position presently held by Mr. Peter Fricke. However, Mr. Glenn, who is an attorney, would be unable to accept an appointment until January of 2013 due to a conflict of interest.

The Farmland Protection Board wholeheartedly endorses the continuation of Mr. Fricke's term.

Sincerely,

Elizabeth D. McDonald  
President

8

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: 15 minutes

Date Requested – 1<sup>st</sup> Choice: 09/06/12

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

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

**Subject: Discussion of Placement of Signage on Certain County-Owned Properties**

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

**The County is experiencing some issues with trespassing and unlawful occupation of certain properties owned by the County. Typically such persons are evicted by the County Code Compliance Officer and the Sheriff's Department on a routine basis. Upon the advice of the Sheriff's Department, staff has been considering the posting of "No Trespassing" signs to allow further enforcement of these violations. While undertaking this research, it came to our attention that there are deed restrictions on the FEMA acquired properties that permit certain uses of the properties. In light of this information, staff would like to discuss this matter with the County Commission to receive policy direction regarding this issue.**

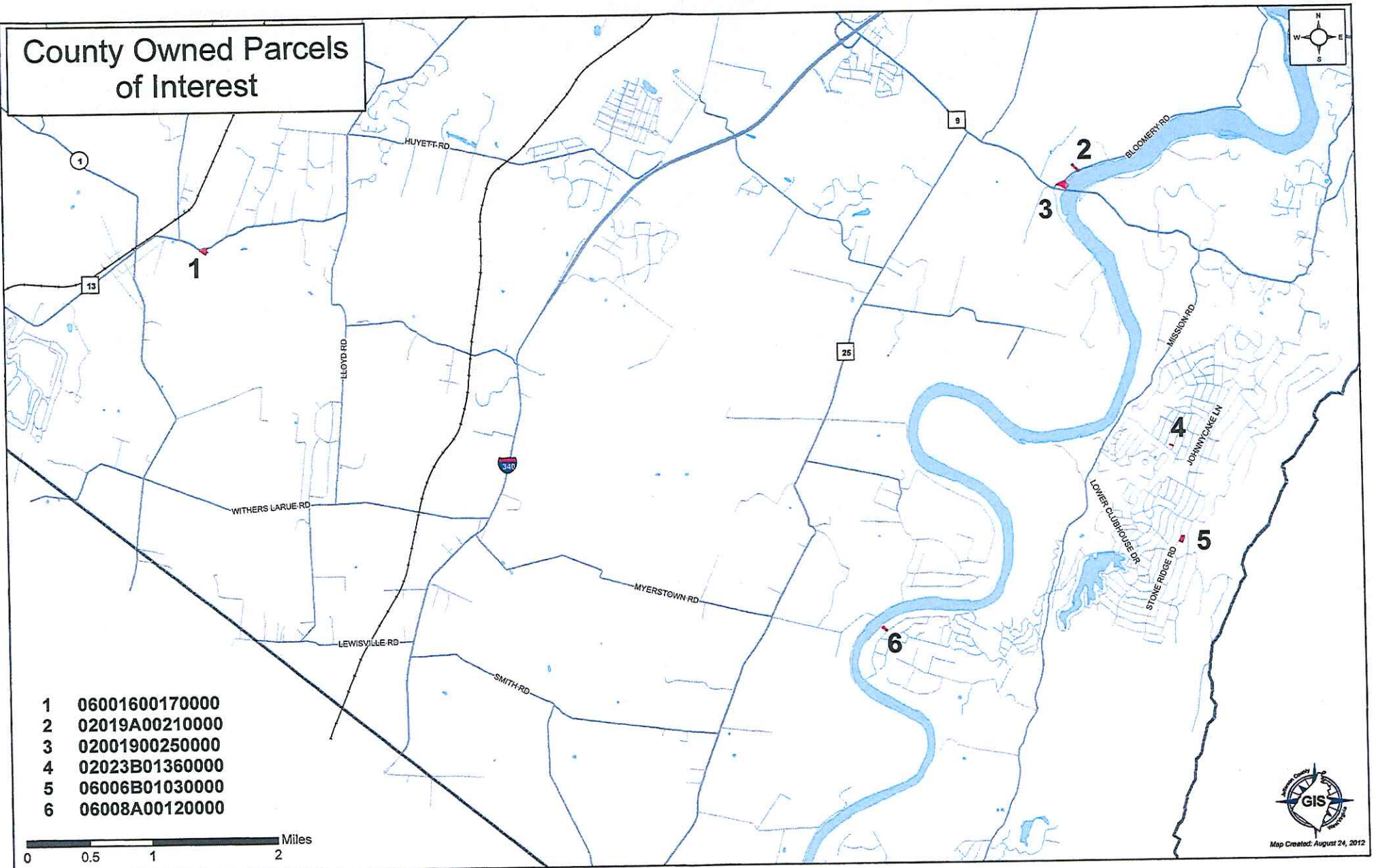
Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

**I move to authorize staff to post signs on \_\_\_\_\_ (identify) properties stating \_\_\_\_\_ (i.e.: No Trespassing OR Closed after Dark/No Alcohol Permitted, etc.)**

Attachments:

- 1) **Map of County Owned Properties of Interest**
- 2) **Excerpt from deed for FEMA purchased properties**

# County Owned Parcels of Interest



- 1 06001600170000
- 2 02019A00210000
- 3 02001900250000
- 4 02023B01360000
- 5 06006B01030000
- 6 06008A00120000

0 0.5 1 2 Miles



EXHIBIT A

In reference to the Deed between (the property owners) participating in the FEMA acquisition project Edward D. Bark, the Grantor, and the Jefferson County Commission, the Grantee.

WHEREAS, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended ("The Stafford Act"), identified the use of disaster relief funds under Section 404 (Hazard Mitigation Grant Program, "HMGP"), including the acquisition and relocation of structures in the flood plain;

WHEREAS, Section 404 of the Stafford Act provides a process for a Community, through the State, to make application for funding to be used to acquire interests in property, including the purchase of structures in flood plain, to demolish and/or remove the buildings, and to convert the land use into perpetual open space;

WHEREAS, the West Virginia Office of Emergency Services has made such application and has entered into a FEMA-State Agreement dated March 7, 1997, and herein incorporated by reference;

WHEREAS, the County of Jefferson, acting by and through the Jefferson County Commission, has entered into a cooperative grant agreement with West Virginia Office of Emergency Services dated June 24, 1999 ("Grant Agreement");

WHEREAS, the terms of the Stafford Act, regulations promulgated thereunder (44 C.F.R. Section 206.434), and the FEMA-State Agreement require that the Grantee agree to conditions which were intended to restrict the use of the land to open spaces in perpetuity in order to protect and preserve natural flood plain values; and

NOW, THEREFORE, the grant is made subject to the following terms and conditions:

1. **Terms.** Pursuant to the terms of the Stafford Act, regulations promulgated thereunder (44 C.F.R. 206.434), as they read now and may be amended in the future, and the FEMA-State Agreement, the following conditions and restrictions shall apply in perpetuity to each property described in the attached deed and acquired by the Grantee pursuant to the Stafford Act Section 404 acquisition program:

(a) **Compatible uses.** The land shall be used only for purposes compatible with open space, recreational, or wetlands management practices; in general such uses include parks for outdoor recreational activities, nature reserves, unimproved pervious parking lots and other uses described in 44 C.F.R. Section 206.434, as it reads now and may be amended in the future.

(b) **Structures:** No new structures or improvements shall be erected on the property other than:

(i) A public facility that is open on all sides and functionally related to the open space use;

(ii) A public rest room; or

(iii) A structure that is compatible with the uses described in Paragraph 1(a), above, and approved by the Director, in writing prior to the commencement of the construction of the structure.

Any structures built on the property according to this paragraph shall be floodproofed or elevated to the Base Flood Elevation plus one foot of freeboard.

(c) **Disaster Assistance.** No future disaster assistance from any Federal source for any purpose related to the property may be sought, nor will such assistance be provided;

(d) **Transfer.** The Grantee agrees that it shall convey any interest in the property only with prior approval of the transferee from the Regional Director of FEMA and only to another public entity or to an organization qualified under Section 170(h) of the Internal Revenue Code of 1954, as amended, and the applicable regulations promulgated thereunder. However, the Grantee may convey a lease to a private individual or entity for purposes compatible with the uses described in Paragraph 1(a), above, including agriculture, with the prior approval of the Regional Director.

If title to the property is transferred to a public entity other than a qualified state or federal agency with a conservation mission, it must be conveyed subject to a Conservation Easement that shall be recorded with the deed and shall incorporate all terms and conditions set forth herein, including the easement holder's responsibility to enforce the easement. This shall be accomplished by one of the following means:

(i) The Grantee shall convey, in accordance with section (d), above,



<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: Nikki Painter

Department or Entity: County Clerk- Elections

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: Sept 13, 2012

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

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

Poll workers must be approved no later than September 18, 2012.

Subject: Poll worker approval

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): To approve the poll worker lists as nominated by the Democratic and Republican party executive committees

Attachments:



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

**AGENDA REQUEST FORM**

Name: **Bob Orndorff** \_\_\_\_\_

Department or Entity: **Dominion Power** \_\_\_\_\_

Estimation of amount of time needed for appointment: **15 min** \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: **9/13/12** \_\_\_\_\_

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

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

Subject: Discuss Power Transmission Lines

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:

1. Dominion has built access roads that are in close proximity to neighborhood entrances and bus stops. What precautions has Dominion taken to ensure the safety of the children and the neighbors?

Response:

Dominion complies with all State and local requirements and obtains necessary permits. We do not intend to block any roads for the construction of this line, except during wire installation. On these occasions, Dominion contractors will be stationed at each road crossing to monitor and control this construction activity.

2. Are there any other locations where Dominion's access roads may potentially block an entrance to a neighborhood?

Response: No.

3. During construction, will any neighborhood entrances be blocked?

Response:

No. On the few, temporary occasions when the new wire will be installed, Dominion contractors and personnel may be stationed at road crossings to monitor and control this work activity. In the event that we identify this need, Dominion works with localities to notify them in advance.

4. If Dominion will block any neighborhood entrances or halt traffic, will a schedule be provided to local law enforcement/EMS?

Response:

Dominion will not block the entrances to neighborhoods or halt traffic, except when temporary work with overhead wire may require it. Dominion will notify the locality in advance and obtain all necessary authorizations beforehand.

5. How long will this project take to complete?

Response:

Construction work will continue until the end of December 2014. Please note that our definition of "construction" includes all activities from the time our crews enter the property until we complete and obtain sign-off on final restoration of the construction sites.

6. Will Dominion compensate property owners or the County for any damage that may result from construction equipment?

Response:

Yes. In accordance with our right-of-way Easements, Dominion will compensate property owner(s) for damages caused by our crews or contractors using the property for construction.

7. Is this work related to the PATH project?

Response:

No. To ensure that the public understands this project is completely separate from the PATH project, Dominion has invested considerable time and resources into communicating to the public the scope and need for this project, and that it is not related to PATH.

Prior to construction, Dominion posted public notices in the local newspapers and held open houses in Jefferson County to inform the communities about the project. In 2010, Dominion filed an application with the West Virginia Utility Commission, which has the responsibility to regulate electric utilities in West Virginia. This Commission confirmed that this rebuild project is necessary and within the course of Dominion’s normal business to maintain these electric facilities. Dominion has also made sure that each property owner along the project route was personally notified by Steve Surface, the construction supervisor. Mr. Surface has provided an overview of the project and kept property owners informed of construction activities. In addition, Dominion maintains an extensive project website at [www.Dom.com](http://www.Dom.com), search: “MSD” to ensure that the public and localities have ready access to information about the project.

8. When the new wires are attached to the new towers, will a helicopter be used to place the wires?

Response:

No. Dominion only uses helicopters to perform line patrols and inspections. This is a best practice used by most utilities to identify any damage or potential maintenance issues with our transmission infrastructure.

9. Where can Jefferson County residents find out information on this project?

Response:

Dominion maintains a website for the Mt. Storm – Doubs project that provides project details, construction updates, and information on how to contact the company. This site is available to everyone and we encourage all residents of Jefferson County with questions to explore the information available online. In addition, the project team is available to answer questions by email or by phone. Many property owners impacted by other projects across Virginia, West Virginia, and North Carolina have found these websites and working directly with our field construction coordinators very useful. The web site is <https://www.dom.com/about/electric-transmission/mtstorm/index.jsp>

10. What has been done by Dominion to inform the public and local officials about this project?

Response:

Dominion’s goal is to be transparent about our projects, including any potential impacts on the community. Dominion has invested considerable time and resources into communicating to the public the scope and need for this project, including the potential impacts of construction. Prior to construction, Dominion posted public notices in the local newspapers and held open houses in Jefferson County to inform the communities about the project. In 2010, Dominion filed an application with the West Virginia Utility Commission, the entity responsible for regulating electric utilities in West Virginia. This Commission confirmed that this rebuild project is necessary and within the course of Dominion’s normal business to maintain these electric facilities. Dominion communicated to the public and other stakeholders prior to, during, and after the regulatory process. Dominion has also made sure that each property owner along the project route was personally notified by Steve Surface, the construction supervisor. Mr. Surface has provided an overview of the project and kept property owners informed of our construction activities. In addition, Dominion maintains an extensive project website at [www.Dom.com](http://www.Dom.com), keyword: “Mt. Storm” to ensure that the public and localities have ready access to information about the project.



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

Name: Debbie Keyser

Department or Entity: Commission

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1<sup>st</sup> Choice: 9/13/12

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

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

Subject: Approval of Revised Agenda Policy

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

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

Attachments:

<i>Jefferson County Policies &amp; Procedures</i>		
Policy Name:	Agenda Policy	Approved:
Policy Number:	900	Author: Keyser
Associated:		

**PURPOSE:**

To provide a comprehensive and uniform process for formulating the agenda of the County Commission of Jefferson County.

**POLICY:**

The County Commission of Jefferson County is committed to providing open and accessible governmental proceedings and wishes to provide its citizens with information concerning the business of the County Commission and county government.

**PROCEDURE:**

The Agenda for each County Commission meeting is prepared by the Commission staff.

The County Commission agenda closes at 12:00 noon, two weeks prior to the County Commission meeting. All appointments for the County Commission agenda are made with the County Commission staff prior to the 12:00 noon deadline. Submissions for new business items and information items must be submitted to Commission staff by the same 12:00 noon deadline.

An Agenda Request Form and any documentation must be submitted by the 12:00 noon deadline in order to be placed on the Agenda. Ex: If the County Commission meets on Thursday, appointments must be made and new business and informational items submitted by 12:00 noon two weeks preceding Thursday that you are requesting to come before the County Commission. The County Commission requires written documentation and materials for appointments and items of new business. Requests for appointments and items submitted after this time will be carried over for the next agenda.

Appointments shall be 15 minutes unless it is determined that less time is needed.

The last appointment will be 11:30 a.m.

New and old business items shall be reviewed and executed between scheduled appointments or when time permits.

County departments shall submit all materials in both digital and hard copy format to the Commission office

When submitting an item for the agenda, the requesting department, organization or individual shall indicate the desired action of the County Commission i.e., Discussion, Discussion/Action, Introduction, Presentation or Information. All Action Items shall include the Action being requested of the County Commission. Items not indicating the requested action will be withheld from the agenda until the proper information is provided.

Individuals wishing to express their opinions are encouraged to provide their comments during the Public Comment section of the agenda. Individuals wishing to address the Commission outside the Public Comment forum must receive a consensus vote of three Commissioners to be placed on the agenda at a later date.

It is not appropriate for the Commission to publicly discuss personnel matters about an individual employee, and all discussions regarding personnel matters should be conducted in an executive session. Additionally, it is inappropriate to discuss personnel matters, including employee performance issues, with individual citizens either in a public or executive session.

Both the Freedom of Information Act codified at W.Va. Code §29B-1-1 *et seq.* and the Open Governmental Proceedings Act codified at W.Va. Code 6-9A-1 *et seq.* protect an employee's personnel records and performance from disclosure to individual citizens and create an obligation on behalf of the Commission to protect employee records from public disclosure. Because discussions of personnel issues with private citizens violate an employee's privacy, the Commission will decline an agenda request from any member of the public that seeks to discuss any employee evaluation or performance with the Commission, regardless of whether such request is intended to be negative or positive.

The agenda will be available at 12:00 noon, three days preceding the County Commission meeting. Ex: If the County Commission meets on Thursday, the agenda will be available Monday at 12:00 noon. In the event that a holiday falls on a Monday, the agenda will be available at 5:00 p.m. on Friday preceding the meeting.

The agenda is available in the Office of the County Commission and on the County website at [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org). A PDF formatted file of the agenda packet will be available at this site. Links to specific agenda items will be available when practical.

If you require visual equipment for your appointment with the County Commission, please notify the Commission staff when scheduling your appointment.

At all times, the County Commission reserves the right to deny a topic, rearrange agenda items because of time constraints, and to accommodate the Commission's schedule or the public's schedule.

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

Name: Debbie Keyser, Interim County Administrator

Department or Entity: County Commission

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

Date Requested – 1<sup>st</sup> Choice: ~~August 2, 2012~~ 8-23-12

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

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

Subject: FY2013 Budget Allocations - Discussion/Action

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

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

Attachments:

Jefferson County Commission Community Grants 2012-2013	2012	2013	Draft	
Organization	Approved	Requested	Approval	Funds will be used for:
Animal Welfare Society of Jefferson County	\$15,300	\$20,000	\$10,000	Operating budget
Boys & Girls Club of the Eastern Panhandle	\$5,000	\$10,000	\$2,000	After school & summer programs
CASA(Court Appointed Special Advocates) o/t East. Panhandle	\$2,000	\$5,000	\$3,000	Volunteer recruitment & training
Charles Town Race Track Chaplaincy	\$2,500	\$5,000	\$2,000	Substance Abuse & Anger Management Programs
Community Alternatives to Violence (CAV)	5,000	\$5,000	\$3,000	Subsidize class fees
Eastern Panhandle Conservation District	\$4,000	\$10,000	\$4,000	Annual tree sale project
Eastern Panhandle Free Clinic	\$16,000	\$25,000	\$25,000	Provide healthcare and medications
Freedoms Run/Eastern Areas Health Education Center		\$5,000.00	\$3,000	Advertising national & regional media
Good Shepherd Interfaith Volunteer Caregivers	\$15,000	\$20,000	\$20,000	Operating expenses
Harpers Ferry Historical Association		\$2,500	\$500	Annual Don Redman Heritage Concert
Hospice of the Panhandle	\$10,000	\$20,000	\$10,000	Furnishing 14 bed inpatient facility
Jefferson County Community Ministries	\$4,000	\$4,500	\$4,500	Help JC residents facing electric termination
Meals on Wheels	\$5,000	\$10,000	\$5,000	Apply dollar for dollar monies toward United Way match
NAACP of Jefferson County	\$2,500	\$2,500	\$2,500	African American Cultural Heritage Festival cost of rental of stage/sound system
Ranson Parks and Recreation		\$18,000	\$7,200	Hood for concession stand at Ranson Civic Center
Potomac Headwaters RC&D	\$1,200	\$1,200.00	\$1,000	Administrative Support - project activities
Safe Haven Child Advocacy Ctr./Children's Home Soc.	\$5,000	\$5,000	\$3,000	Grant matching funds
Shepherdstown Area Independent Living (SAIL)		\$20,000	\$5,000	Executive Director Salary - one time only funding
Shepherdstown Community Club (Men's club)	\$1,000	\$20,000	\$3,000	Renovation of kitchen -War Memorial Bld; Replace picnic tables Morgans Grove Park
Shepherdstown Day Care	\$10,000	\$12,000	\$15,000	Educational and childcare services
St. Andrews Mountain Community Ctr., LLC	\$2,500	\$2,500	\$4,000	Offset of heating and utility costs to help keep Library operating - only
Arts & Humanities Alliance (AHA1)		\$16,000	\$0	Grants Program
Certified Arts Community Funding (AHA)		\$5,000	\$0	Networking & Partnership building
Birthright of Jefferson County		\$1,500	\$0	Childred Nutrition Program
Duffields Station Center (train station)	\$1,000	\$3,200	\$0	Balance of fee due for restoration of 1839 B&O railroad stationSaid no more \$\$ last year
Eastern Panhandle Transit Authority (Pan Tran)		\$24,600	\$0	Public transportation, fuel and maintenance -
For the Love of Children/Outdoor Education(FLOC)	\$3,000	\$5,000	\$0	Operating expenses
<b>TOTAL FUNDING</b>	<b>\$113,500</b>	<b>\$278,500</b>	<b>\$132,700</b>	

United Way		No request		
Shepherdstown 250	\$3,500	No request		
Books for Babies		No request		
Boy Scouts of America		No request		
Claymont Society for Continuous Education		No request		
Craft Workers at Cool Springs		No request		
Friends in Action of the Eastern Panhandle		No request		
Kiwanis Club of Charles Town	\$1,500	No request		
Patriot's Path Foundation, Inc.		No request		
Blue Ridge Mountain Watershed Coalition		(\$15,000)		Expansion of water monitoring- Approved 7/26/12 unencumbered funds



# FINANCIAL DIRECTORS REPORT

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: Paul Shroyer, Director of Financial Management

Department or Entity: County Commission

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

Date Requested – 1<sup>st</sup> Choice: September 6, 2012

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

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

Subject:

- Approval of Internal Budget Revisions #104 & 105 - Discussion/Action
- Approval of State Budget Revision #6 - Discussion/Action
- Recommendation for account funding for the approved eCivis contract - Discussion/Action
- Discussion on Grant Funds received for the WV Eastern Panhandle Transportation Authority - 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:

**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)

FY \_\_\_\_\_  
 FUND \_\_\_\_\_  
 REV. NO. **6**  
 PG. OF NO. \_\_\_\_\_  
 COUNTY \_\_\_\_\_  
 Government Type \_\_\_\_\_

Jefferson County, West Virginia  
 GOVERNMENT ENTITY  
 215 W. Washington Street  
 STREET OR PO BOX  
 Charles Town 25414  
 CITY ZIP CODE

Person To Contact Regarding  
 Budget Revision: **Paul Shroyer**  
 Phone: **304-728-3283**  
 Fax: **304-725-7916**

**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

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
711	Emergency Services	259,579	2,500		262,079
986	County Commission	2,989,723		2,500	2,987,223
	#N/A				
	#N/A				
	#N/A				
	#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**

APPROVED BY THE STATE AUDITOR

BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Director, Local Government Services Division

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 23<sup>rd</sup> 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 #6 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

From: "Barbara Miller" <bmill@jeffersoncountywv.org>  
To: "Paul Shroyer" <pshroyer@jeffersoncountywv.org>  
Subject: RE: Background checks  
Date: 8/15/2012 10:05:27 AM

Paul:

Per our discussion, the cost of background investigations was not requested in the budget because we used to be able to get them done at no cost. However, the laws changed and we cannot get them done for free through the sheriff's office/state police anymore. I am requesting \$2,500 be placed into the budget for the purpose of completing background checks. These are required under WV State Code for our volunteers that work with children and for anyone who participates in the Emergency Operations Center. If either you or the commission has any additional questions, don't hesitate to call me. Thank you!

Barb Miller

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**From:** Paul Shroyer [mailto:pshroyer@jeffersoncountywv.org]  
**Sent:** Wednesday, August 15, 2012 9:57 AM  
**To:** Miller, Barbara  
**Subject:** Background checks

Barb,

Did you plan any funding for background checks for your department? I talked to Debbie Keyser and she want that in your budget.

Paul Shroyer

Jefferson County, West Virginia  
Budget Analysis for the General County Fund  
For the Month Ending  
July 31, 2012  
For the Fiscal Year Ending  
June 30, 2013

**Attachments**

1. Graphic presentation of expenditures
2. Narrative of budget categories
3. Spreadsheet presentation of budget financial data
4. Listing of other Fund Balances

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

**Overall Budget Revenues**

Overall, current revenues for the General County Fund are projected to be under budgeted revenues by approximately \$829,854.

**Individual Revenue Items Expected to Exceed Budget**

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

Line #15	Oil & Gas Severance Tax	\$29,500
Line #18	Hotel-Motel Occupancy Tax	\$155,562
Line #22	Federal Grants	\$49,637
Line #27	County Clerk's Earnings	\$49,312
Line #35	E-911 Fees	\$314,182

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

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

Line #13	Ad Valorem Taxes	(\$424,521)
Line #14	Property Transfer Taxes	(\$29,328)
Line #20	Building Permits	(\$25,673)
Line #29	Circuit Clerk's Earnings	(\$18,664)
Line #49	Tables Games	(\$101,197)
Line #51	Video Lottery	(\$834,345)

**Overall Budget Expenditures**

Overall estimated expenditures are expected to be under budget by \$4,381,579 on a Cash Basis. The ending "Cash Balance" on June 30, 2013 is estimated to be \$3,551, 725..

**Estimated Cost verses Estimated Revenues or reimbursements**

Operating cost of the following department are projected to exceed estimated revenues or reimbursement to off set department operating cost.

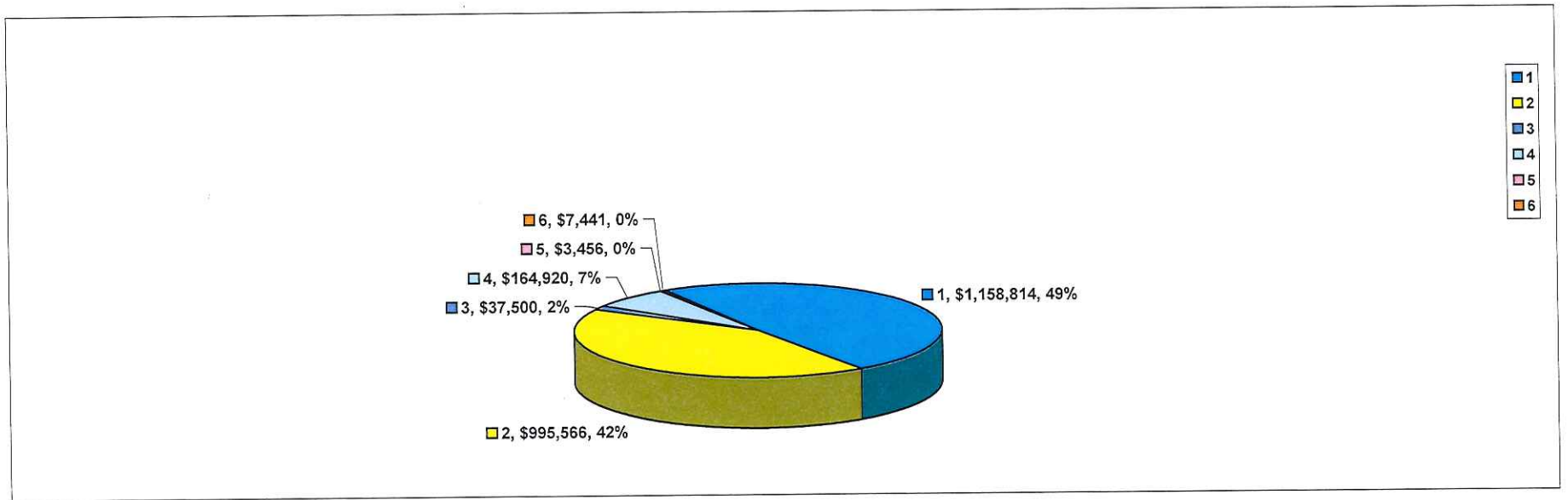
	Estimated Income	Estimated Expense
E-911 Center	\$1,450,000	\$2,080,731
Regional Jail	\$1,166,823	\$410,594

Jefferson County, WV  
 FYE June 30, 2013  
 Financial Statement Chart-General County Fund  
 YTD Expenditure by Government Activity-July 2012

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

General County Fund-Expenditure Summary by Government Activity-Year to date totals							
		General Government	Public Safety	Health & Sanitation	Culture & Recreation	Social Services	Capital Outlay
Color Coding		Section #1	Section #2	Section #3	Section #4	Section #5	Section #6
Grand total YTD	2,367,696.53	\$1,158,814	\$995,566	\$37,500	\$164,920	\$3,456	\$7,441
Percentage of gross expenditures		48.94%	42.05%	1.58%	6.97%	0.15%	0.31%
401	County Commission	454,624.78					
402	County Clerk	66,438.73					
403	Circuit Clerk	50,026.10					
404	Sheriff-Treasurer	37,130.70					
405	Prosecuting Attny	137,286.90					
406	Assessor	45,954.44					
407	Assessor-AVF	29,965.61					
408	Statewide Computer Network	0.00					
412	Agricultural Agent	7,647.33					
413	County Election, Employees	15,251.33					
415	Magistrate Court, Other cost	76.15					
424	Courthouse	86,217.28					
425	Other Buildings	31,911.83					
428	Data Processing, Employee Wages	1,958.44					
429	Regional Development Authority	19,794.26					
431	Economic Development	58,441.01					
433	GIS Addressing Dept	17,358.51					
439	Planning & Zoning, Employee Salaries	29,730.97					
440	Engineering, Employee Salaries	57,254.77					
451	Zoning	11,744.91					
700	Law Enforcement, Employee Salaries		234,666.95				
701	Service of Process, Employee Salaries		6,188.40				
704	Charges by other Gov't-Regional Jail Cost		98,136.80				
711	Emergency Services, Employee Salaries		17,711.97				
712	Communication Center		148,661.92				
715	Emergency Services Agency		440,125.00				
716	Animal Control, Salary Supplement		19,849.70				
717	Central Garage		30,225.01				
800	Local Health Department-Contributions			2,500.00			
808	Solid Waste Authority			35,000.00			
900	Parks & Recreation				76,233.10		
903	Arts & Humanities Contributions				1,978.38		
909	Historical Commission				1,978.38		
911	Other Gov't -Contrib to Visitors Center				24,729.71		

916	Other Gov't-Contrib to Libraries				60,000.00		
953	Other Gov't-Contrib to Public Transit					3,455.75	
975	Capital Outlay-County Clerk						2,441.41
976	Capital Outlay-Circuit Clerk						5,000.00



Section #1, General Government  
Section #2, Public Safety  
Section #3, Health & Sanitation  
Section #4, Culture & Recreation  
Section #5, Social Services  
Section #6, Capital Outlay

Jefferson County, West Virginia  
July 2012 Budget Analysis for the Fiscal Year Ending June 2013

Current Budget		Totals	Estimated Current Actual							
Budgeted Revenues		\$25,688,909	Project revenues including carryover							
Budgeted Expenditures		(25,688,909)	Less: Estimated expenditures							
Budgeted surplus/(shortfall)		\$0	Estimated Fund Balance 6/30/2012 (CASH BASIS)							
			Less: Estimated end of year accounts payable, Outstanding encumbrances and increases to current budget							
			Estimated ending fund balance-Accrual Accounting Basis for Audit Purposes							
Current Year Budget & Estimated Revenues							Prior Year Budget Revenues			
Col (a)	Column (a)	Column (b)	Column (c)	Column (d)	Col. (e)	Column (g)	Column (h)	Column (j)	Column (k)	Column (l)
Line No.	Accts	Revenue Classification	Budgeted revenues-FY Ending 6/30/2013	Actual CY YTD revenues-July 2012	CY YTD Revenues as a % of total budget	Estimated revenues-FYE 6/30/2013	Estimate over or (under) Budget	Total revenues-FY Ended 6/30/2012	Actual PY revenues as of July 2011	YTD Percentage of total revenue item
Equity and Fund Balance Accounts										
	299	Unencumbered fund balance-added at bottom	3,991,390.00							
1	301-000	Public Utility Taxes	514,372.00	469.85	0.09%	437,000.00	(77,372.00)	437,476.42	211.07	0.05%
2	301-001	Ad Valorem Taxes-Current	9,817,610.00	418,053.11	4.26%	9,817,610.00	0.00	9,320,027.96	342,143.82	3.67%
3	301-002	Ad Valorem Taxes-1st Prior Year	650,000.00	69,129.18	10.64%	650,000.00	0.00	638,745.88	56,494.72	8.84%
4	301-003	Ad Valorem Taxes-2nd Prior Year	115,356.00	746.36	0.65%	27,022.12	(88,333.88)	31,823.65	878.98	2.76%
5	301-004	Ad Valorem Taxes-3rd Prior Year	28,000.00	206.47	0.74%	12,618.43	(15,381.57)	11,595.36	189.73	1.64%
6	301-005	Ad Valorem Taxes-4th & Other PY	1,300.00	10.28	0.79%	117.40	(1,182.60)	476.91	41.76	8.76%
7	301-006	Supplimental taxes	173,000.00	21,498.20	12.43%	202,460.36	29,460.36	178,586.21	18,963.13	10.62%
8	301-007	Land Sale Surplus	2,000.00	0.00	0.00%	2,000.00	0.00	2,216.98	1.00	0.05%
9	301-008	Delinquent & Nonentered Land	39,000.00	2,514.96	6.45%	20,229.24	(18,770.76)	86,856.81	10,798.30	12.43%
10	301-009	Redemptions-State Auditor	0.00			0.00	0.00			
11	301-099	Tax Discounts	0.00	(10,477.88)		(245,487.17)	(245,487.17)	(200,884.28)	(8,574.14)	4.27%
12	302	Interest and Publication Fees on Taxes	344,000.00	23,332.83	6.78%	336,547.02	(7,452.98)	318,553.53	22,085.34	6.93%
13		Total all tax years, interest, publication fees minus discounts	11,684,638.00	525,483.36	4.50%	11,260,117.39	(424,520.61)	10,825,475.43	443,233.71	
14	304	Property Transfer Taxes	335,000.00	40,505.00	12.09%	305,672.46	(29,327.54)	388,512.30	51,482.20	13.25%
15	306	Oil and Gas Severance Tax	20,000.00	49,500.00	247.50%	49,500.00	29,500.00	49,520.11		0.00%
16	307	Horse Racing	18,000.00	1,471.73	8.18%	17,054.11	(945.89)	19,912.70	1,718.42	8.63%
17	308	Wine and Liquor Tax	12,000.00	11,940.51	99.50%	12,000.00	0.00	23,531.71	1,612.15	6.85%
18	309	Hotel Occupancy Tax	500,000.00	59,860.87	11.97%	655,561.49	155,561.49	612,164.96	55,898.23	9.13%
19	317	License Decal Fee	100.00		0.00%	100.00	0.00	148.00		0.00%

20	318	Permits-Building	169,000.00	8,692.09	5.14%	143,327.32	(25,672.68)	163,729.53	2,272.17	1.39%
22	322	Federal Grants	30,000.00	6,078.14	20.26%	79,636.84	49,636.84	203,980.70	17,316.41	8.49%
23	325	Federal Payment in Lieu of Taxes	16,000.00		0.00%	16,023.00	0.00			#DIV/0!
24	329	Sheriff's Service of Pocess	18,000.00	1,850.00	10.28%	25,653.33	7,653.33	18,720.00	1,350.00	7.21%
25	330-000	Sheriff's Earnings	11,000.00	585.00	5.32%	9,632.71	(1,367.29)	13,172.94	800.00	6.07%
26	330-001	Sheriff's Earnings-Arrest Fees	12,500.00	1,000.80	8.01%	11,345.43	(1,154.57)	14,340.50	1,265.00	8.82%
27	331	County Clerks Earnings	170,000.00	16,179.00	9.52%	219,312.03	49,312.03	188,338.05	13,894.00	7.38%
28	331-002	County Clerks Earnings-Preservation Fund	1,200.00	130.00	10.83%	1,638.71	438.71	1,421.90	112.80	7.93%
29	332	Circuit Clerks Earnings	83,000.00	6,140.50	7.40%	64,336.34	(18,663.66)	82,103.36	7,836.25	9.54%
30	333	Prosecuting Attorney Earnings	1,000.00	40.00	4.00%	387.99	(612.01)	1,069.97	110.31	10.31%
31	334	Accidents Reports	3,000.00	250.00	8.33%	3,453.70	453.70	3,730.00	270.00	7.24%
32	336	Map Sales	4,500.00	373.00	8.29%	4,329.16	(170.84)	5,130.00	442.00	8.62%
33	340	Rents, Magistrate Court	45,000.00	3,750.00	8.33%	45,000.00	0.00	45,000.00	3,750.00	8.33%
34	340-001	Rents, County Farm House	1,200.00	200.00	16.67%	1,200.00	0.00	1,200.00	200.00	16.67%
35	340-002	Rent-County Farm	700.00		0.00%	700.00	0.00	774.96	193.74	25.00%
36	346-000	E-911 Fees	1,310,000.00	52,257.73	3.99%	1,624,182.04	314,182.04	1,474,182.04	222,279.01	15.08%
37	346-001	EMG Comm-Signs	500.00	145.00	29.00%	500.00	0.00	525.00	1.00	0.19%
38	348	Franchise Fees	350,000.00	0.00	0.00%	350,000.00	0.00	347,469.03	90,684.26	26.10%
39	350	IRP Fees	8,000.00	1,502.35	18.78%	8,128.37	128.37	8,369.89	1,546.99	18.48%
40	362	Jail Cost Reimb-RJA & Gen School Fund	100,000.00	100,594.35	100.59%	100,594.35	594.35	410,435.94	127,771.48	31.13%
41	365-000	Interest-GCF	16,000.00	774.64	4.84%	13,037.16	(2,962.84)	17,412.44	1,034.61	5.94%
42	365-001	Interest-County Clerk	800.00	34.14	4.27%	363.22	(436.78)	724.42	68.09	9.40%
43	365-002	Interest-Circuit Clerk	1,200.00	90.08	7.51%	547.10	(652.90)	1,230.62	202.62	16.46%
44	365-004	Interest-State Fees	1,400.00	10.69	0.76%	561.75	(838.25)	862.33	16.41	1.90%
45	365-005	Interest-Racing Fees	240.00	0.88	0.37%	6.88	(233.12)	179.62	22.99	12.80%
46	365-006	Interest-Video Lottery	2,500.00	288.03	11.52%	4,099.16	1,599.16	3,073.48	215.96	7.03%
47	366	Miscellaneous Revenue	20.00	2.84	14.20%	39.55	19.55	41.92	3.01	7.18%
48	367	Sheriff's Commission	12,000.00	0.00	0.00%	12,000.00	0.00	12,108.96	0.00	0.00%
49	370	Table Games	1,800,000.00	129,365.09	7.19%	1,698,802.70	(101,197.30)	1,596,522.94	121,576.41	7.62%
50	373-000	Video Lottery	4,000,000.00	479,340.36	11.98%	3,165,654.92	(834,345.08)	4,166,521.00	630,890.52	15.14%
51	373-001	Video Lottery-Local	100,000.00	8,439.53	8.44%	104,144.71	4,144.71	103,376.17	8,377.25	8.10%
52	382-000	Reimbursements-Local	147,242.00	54,027.01	36.69%	147,242.00	0.00	347,294.06	33,886.10	9.76%
53	382-001	Reimbursements-Other	18,000.00	1,649.37	9.16%	18,000.00	0.00	360,438.09	2,672.97	0.74%
	394-000	Reimbursements-General School	310,000.00	17,187.22	5.54%	310,000.00				
54	399	Transfers-AVF	383,779.00	0.00	0.00%	383,779.00	0.00	36,008.77	0.00	0.00%
56	Budgeted & Estimated Revenues		21,697,519.00	1,579,739.31	7.28%	20,867,664.93		21,885,635.67	1,845,007.07	8.43%
57	Prior Year Unencumbered Carryover		3,991,390.00			3,991,390.00		2,829,325.00		
58	Estimated Funds Available-Total		25,688,909.00			24,859,054.93	(829,854.07)	24,714,960.67		
60	<b>Current Year Budget &amp; Estimated Expenditures</b>							<b>Prior Year Budget Expenditures</b>		
61	Column (a)	Column (b)	Column (c)	Column (d)	Column (e)	Column (g)		Column (h)	Column (i)	Column (j)
62										

63	Dept.	Expenditure Classification	Budgeted Expenditures Current FY	CY actual expenditures July 2012	YTD Expenditures as a % of total budget	Estimated Total expenditures- FYE 6/2013	Under Budget or (over) Budget	Total Expenditures-FY Ended 6/30/2012	PY Actual YTD expenditures-July 2011	PY YTD Percentage of total budget
64	401	County Commission	2,381,522.62	454,624.78	19.09%	2,154,787.61	226,735.01	1,355,469.06	285,981.70	21.10%
65	402	County Clerk	927,137.52	66,438.73	7.17%	875,320.09	51,817.43	803,572.64	60,992.94	7.59%
66	403	Circuit Clerk	658,186.30	50,026.10	7.60%	569,988.76	88,197.54	556,761.89	48,865.22	8.78%
67	404	Sheriff-Treasurer	598,124.75	37,130.70	6.21%	531,202.81	66,921.94	501,616.53	35,062.64	6.99%
68	405	Prosecuting Attny	1,791,883.22	137,286.90	7.66%	1,627,893.15	163,990.07	1,527,716.11	128,838.56	8.43%
69	406	Assessor	629,223.67	45,954.44	7.30%	629,223.67	0.00	895,973.11	28,377.03	3.17%
70	407	Assessor-AVF	383,779.44	29,965.61	7.81%	383,779.44	0.00	0.00	43,561.70	0.00%
71	408	Statewide Computer Network	47,772.00	0.00	0.00%	47,772.00	0.00	51,008.12	15,536.35	30.46%
72	412	Agricultural Agent	138,211.03	7,647.33	5.53%	134,828.02	3,383.01	121,731.21	6,904.49	5.67%
73	413	County Election, Employees	272,147.37	15,251.33	5.60%	272,147.37	0.00	368,053.39	6,764.52	1.84%
74	415	Magistrate Court, Other cost	4,100.00	76.15	1.86%	3,500.00	600.00	3,161.46		0.00%
75	424	Courthouse	1,301,635.35	86,217.28	6.62%	1,301,635.35	0.00	1,585,162.70	86,717.36	5.47%
76	425	Other Buildings	753,000.00	31,911.83	4.24%	415,720.40	337,279.60	679,634.56	52,170.60	7.68%
77	428	Data Processing, Employee Wages	94,500.00	1,958.44	2.07%	82,623.25	11,876.75	64,885.60	1,538.00	2.37%
78	429	Regional Development Authority	19,854.00	19,794.26	99.70%	19,794.26	59.74	15,610.30		0.00%
79	431	Economic Development	464,324.93	58,441.01	12.59%	464,324.93	0.00	339,944.56	25,389.79	7.47%
80	433	GIS Addressing Dept	312,562.02	17,358.51	5.55%	192,374.60	120,187.42	221,514.21	19,987.86	9.02%
81	439	Planning & Zoning, Employee Salaries	419,599.71	29,730.97	7.09%	406,430.67	13,169.04	375,920.66	27,499.12	7.32%
82	440	Engineering, Employee Salaries	745,611.06	57,254.77	7.68%	778,810.06	(33,199.00)	608,834.68	44,758.91	7.35%
83	451	Zoning	163,372.34	11,744.91	7.19%	144,269.63	19,102.71	135,235.79	11,009.47	8.14%
84	700	Law Enforcement, Employee Salaries	3,087,634.33	234,666.95	7.60%	2,812,706.56	274,927.77	2,726,150.85	227,445.52	8.34%
85	701	Service of Process, Employee Salaries	18,000.00	6,188.40	34.38%	103,851.01	(85,851.01)	8,390.78	500.00	5.96%
86	704	Charges by other Gov't-Regional Jail Cost	1,200,000.00	98,136.80	8.18%	1,166,823.20	33,176.80	1,041,495.60	87,596.00	8.41%
87	711	Emergency Services, Employee Salaries	259,579.01	17,711.97	6.82%	241,939.42	17,639.59	219,718.03	16,085.18	7.32%
88	712	Communication Center	2,034,831.89	148,661.92	7.31%	2,080,731.24	(45,899.35)	1,755,694.73	125,439.05	7.14%
89	715	Emergency Services Agency	2,187,500.00	440,125.00	20.12%	2,187,500.00	0.00	1,738,000.00	810,875.00	46.66%
90	716	Animal Control, Salary Supplement	325,953.91	19,849.70	6.09%	266,093.92	59,859.99	250,883.71	18,715.07	7.46%
	717	Central Garage	318,082.93	30,225.01	9.50%	318,082.93	0.00			
91	800	Local Health Department-Contributions	10,000.00	2,500.00	25.00%	10,000.00	0.00	130,375.00	16,297.00	12.50%
92	808	Solid Waste Authority	35,000.00	35,000.00	100.00%	35,000.00	0.00	33,250.00		0.00%
93	900	Parks & Recreation	488,040.60	76,233.10	15.62%	460,056.00	27,984.60	359,392.26	52,514.00	14.61%
94	903	Arts & Humanities Contributions	25,000.00	1,978.38	7.91%	25,000.00	0.00	22,012.97		0.00%
95	909	Historical Commission	25,000.00	1,978.38	7.91%	25,000.00	0.00	22,012.97		0.00%
96	911	Other Gov't -Contrib to Visitors Center	250,000.00	24,729.71	9.89%	250,000.00	0.00	275,162.18		0.00%
97	916	Other Gov't-Contrib to Libraries	240,000.00	60,000.00	25.00%	240,000.00	0.00	221,160.00	55,290.00	25.00%
98	953	Other Gov't-Contrib to Public Transit	13,823.00	3,455.75	25.00%	13,823.00	0.00	13,823.00	3,455.75	25.00%
99	975	Capital Outlay-County Clerk	29,300.00	2,441.41	8.33%	29,296.92	3.08	29,296.92	2,441.41	8.33%
100	976	Capital Outlay-Circuit Clerk	20,000.00	5,000.00	25.00%	5,000.00	15,000.00	15,940.46		0.00%
101	986	County Commission-Capital Outlay	3,014,616.00		0.00%					
		Total estimated expenditures and uses	25,688,909.00	2,367,696.53		21,307,330	4,381,579	19,074,566.04	2,346,610.24	12.30%

Listing of all County and Agency Bank Accounts

<u>Fund Name</u>	<u>Fund Number</u>	<u>Ending Cash Balance</u>
General County Fund	001	3,241,295.11
Coal Severance	002	\$ 360,422.06
Dog & Kennel	003	765.03
General School	004	0.00
Magistrate Court	005	1,281.93
Worthless Check	006	22,062.49
Home Confinement	008	23,787.43
Federal Grants	009	-45,802.27
State Grants	010	230,629.33
Flood Mitigation	023	34,958.46
Assessor Valuation	056	\$ 118,471.80
Farmland Protection	057	2.34
Sheriff's Concealed Weapons	059	33,975.96
Votes Registration	063	0.00
Unemployment Compensation	068	17,132.00
Jury & Witness	071	21,725.58
Law Enforcement Forfeiture	073	28,607.49
Pros Attny Forfeiture	074	7,037.71
Sub Division Bond Forfeiture	075	172.00
Teen Court	077	820.00
Bardane Public Health Center	244	150,879.61
Emergency Services Cap Out	245	1,717.05
County Capital Outlay	246	5,693,763.81
Parks & Recreation	247	580,763.31
Shepherdstown Battlefeild	248	102,979.49
Impact Fees	249	<u>2,064,061.62</u>
 Total governmental and special revenue funds		 <u>\$ 12,691,509.34</u>

Listing of Other State and Agency Funds held by Sheriff

<u>Fund Name</u>	<u>Fund Number</u>	<u>Ending Cash Balance</u>
DMV	311 \$	5.00
Criminal Charges	312	82.00
Court Reporter	313	-87.00
State Fines	314	200.00
State Police	315	60.00
State Current-Taxes	316	0.00
Tax Lien	364	127,314.74
Delinquent and Nonentered Lan	365	1,844.26
Board of Health	366	1,547,359.76
WVDeputy Sheriff's Retirement	369	1.00
School Current-Taxes	373	0.00
School Excess Levy-Taxes	374	0.00
School Debt Service-Taxes	376	0.00
Bolivar Current-Taxes	378	0.00
Charles Town Current-Taxes	379	0.00
Harpers Ferry Current-Taxes	380	0.00
Ranson Current-Taxes	381	0.00
Shepherdstown Current-Taxes	382	0.00
Total agency funds		<u>1,676,779.76</u>
Net Balances of all Bank Accounts held by the Sheriff as Treasurer		<u>14,368,289.10</u>

Jefferson County Historic Landmarks Commission Presentation  
 Jefferson County Commission meeting  
 November 17, 2011

**The Jefferson County Historic Landmarks Commission requests a one time grant of \$25,000 to cover costs to acquire the 18-acre Shepherdstown Cement Mill property on the Potomac River.**

**History**

The Shepherdstown Cement Mill (aka Boteler's Mill) is one of the premiere industrial and Civil War sites in Jefferson County. The eighteen-acre site is located about one mile east of Shepherdstown on the Potomac River. The cement mill operated between 1828 and 1904 producing hydraulic cement used in construction projects in Washington, DC and the C&O canal. The Mill was also the location of last battle of the Maryland Campaign; September 19-20, 1862 as Confederate troops retreated from the Battle at Antietam.

On November 9, 2011 after fourteen months of discussion and negotiation the JCHLC received a signed contract for the sale of the property from the current owner Mr. Harry Blunt. The JCHLC is in the process of gathering the pledged funds and developing a conservation easement to place on the property at time of settlement. The Blunt family has owned the Mill for over one hundred years and wants the property to be placed in the public domain, preserved, and its history interpreted.

**Synopsis of Contract Terms:**

- Purchase price \$375,000
- Conservation easement to be executed to protect property until it's transferred to NPS, required in contract by Mr. Blunt.
- Closing on or about November 30, 2011

Funds to acquire the mill come from six Federal, State, local, and non-profit sources, a public private partnership:

- |  |              |
|--|--------------|
| • WVDOH, transportation enhancement grant,             | \$200,000    |
| • Civil War Trust                                      | \$110,000    |
| • Save Historic Antietam Foundation                    | \$34,000     |
| • Community Participation Project, Delegate John Doyle | \$25,000     |
| • Shepherdstown Battlefield Preservation Assoc.        | \$5,000      |
| • JC Historic Landmarks Comm. (closing costs)          | \$2,500 est. |

\$376,500  

$$\begin{array}{r} 344 \\ 25 \\ \hline 369 \\ 5 \\ \hline 374 \\ 2500 \end{array}$$

Once the Cement Mill is acquired, the JC Landmarks Commission will contract for and submit a National Register nomination to ensure the Shepherdstown Cement Mill is nationally recognized for its industrial and Civil War history. The Landmarks Commission will also initiate the process to donate the land to the National Park Service to guarantee the mill is preserved, managed, and interpreted in conjunction with either the Antietam National Battlefield or Chesapeake and Ohio Canal.

**Benefits to Jefferson County**

- Preservation of a nationally significant historic and Civil War site.
- Publicly accessible parkland with 2000ft of Potomac River frontage.
- Costs for site preservation, management, interpretation, safety, and security will shift to Federal government upon transfer to the NPS.
- Tourist attraction, bringing more visitors to Jefferson County



# COUNTY ADMINISTRATORS REPORT

## SSI Proposal:

Option #1		Option #2	
One Year Renewal for maintenance for AS400	\$ 16,704.62	Three Year Renewal for maintenance for new AS400 (\$15,755.63/yr)	\$ 47,266.90
		<b>Upgrading AS400:</b>	
		Hardware upgrade	\$ 17,788.00
		Software upgrade	\$ 26,336.00
		Jukebox - Circuit Clerk's imaging document	\$ 23,295.00
		ACS - Upgrade Fee	\$ 3,285.00
		UITI - Interface with Jukebox/license	\$ 9,500.00
		Transfer/Migration Services	\$ 10,000.00
		UITI - On Site Transfer Costs	\$ 6,050.00
		SSI Travel & Expenses	\$ 4,000.00
		SSI Time	\$ 8,000.00
			\$ 108,254.00
Monthly Maintenance Costs	\$ 819.00	Monthly Maintenance Costs	\$ 81.00
Accounting Code:		Acct #246 Capital Outlay	
001-428-0223 - \$20k		\$135k allocated	

Does not include moving the AS400.





5741 TABLER STATION RD  
INWOOD, WV 25428  
304-596-2444 PHONE  
1-866-229-4217 FAX

## ANNUAL PREVENTIVE MAINTENANCE AGREEMENT

This agreement is entered by and between:

RCS Security, Inc. (the "service provider") **And**

Jefferson County Commission (the "client")  
128 Industrial Blvd  
Kearneysville, WV 25430

WHEREAS, Client is desirous of availing itself of equipment maintenance services provided by the service provider.

WHEREAS, Service provider is a qualified provider of equipment maintenance services and is willing to provide such services to client as per the terms herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter set forth, the parties hereto agree as follows:

- 1. Agreement:** Subject to the terms and conditions set forth in this agreement, Client engages RCS to do One (1) Annual Inspections on the Security/Panics Systems which has been installed at the premises specified in Section 3 Appendix A, and to monitor signals of the type which are listed in Section 3 Appendix A.
- 2. Annual Rate For Preventive Maintenance:** As consideration for RCS's promise of One annual inspection per year, Client agrees to pay RCS the sum of Two Thousand Two Hundred Fifty (\$2250.00 ) per year. Terms are NET 30 days and if the fees due to be paid by client is not paid when due, RCS has the right to assess a service charge of one and one-half percent (1 1/2 %) per month which will be charged for each month that the fee is overdue. The annual rate for service does not include installation charges or if equipment needs repaired or replaced. RCS Security, Inc. reserves the right after each year, to evaluate rates and adjust its rates if necessary, to meet changing service and maintenance cost.

**3. Maintenance of Security/Panic Systems**

Maintenance shall be performed between the hours of 8:00 am and 5:00 pm, excluding Saturdays, Sundays and holidays. One annual maintenance inspection will consist of ; test and inspect all control panels, test and inspect all door/window sensors, test and inspect all motion detectors, test and inspect all panic buttons, run communications on all dialers, test all control panel batteries. Services and maintenance beyond this shall be billed to client on time and material basis and if a lift is needed, client shall supply lift.

**4. Limitations of Liability:** Client understands and agrees that RCS Security is not an insurer. Client realizes that despite the frequency of an annual inspection, there is always the possibility that a problem or defect may develop subsequently which would render the alarm system inoperable. RCS Security shall not be responsible for any loss or damage caused by the failure of client's alarm system to operate properly where such failure was caused by:

- a. A problem or defect which developed subsequent to an inspection or test by RCS or
- b. A problem or defect which could not be discovered by a reasonable inspection or test, or
- c. The failure of , or defect in, any equipment or property not covered by this agreement, or
- d. A problem or defect which RCS Security was unable to fix because of the unavailability of any part, nor shall RCS incur any liability for any delay in response, or the non-response, of police, fire, other authorities, or persons notified by RCS Security.
- e. RCS shall not be responsible for any loss sustained through fire, burglary, theft, robbery, or other cause, by virtue of the agreement or by virtue of the relationship established by this agreement.

**5. General:** This agreement shall be governed by the laws of the State of West Virginia and constitutes the entire agreement between the parties hereto with respect to maintenance of the systems, and shall supersede all previous or contemporaneous negotiations, commitments, and writing with respect to matters set forth herein. It may only be modified by written amendment, signed and dated by authorized representatives of both parties. Neither this agreement nor any rights hereunder may be assigned or otherwise transferred by either party, except to any corporation controlled by or under common control with the assigned party, or in connection with the acquisition of, or the sale of substantially all of the assets of the business to which this agreement pertains.

**RCS SECURITY, INC.**

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CLIENT ACCEPTANCE**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Printed or Typed name of Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## APPENDIX A

**Property Name:** Animal Control  
**Property Address:** 161 Poor Farm Road Kearneysville, Wv  
**System Type:** Security

**Property Name:** Judicial Center  
**Property Address:** 110 N George St. Charles Town, WV  
**System Type:** Security

**Property Name:** ALS 11  
**Property Address:** 419 16<sup>th</sup> Avenue Ranson, WV  
**System Type:** Fire, cameras

**Property Name:** Maintenance Office  
**Property Address:** 104 N Samuel Street Charles Town, WV  
**System Type:** Security

**Property Name:** Mason Bldg (Probation)  
**Property Address:** 116 E. Washington Street Charles Town, WV  
**System Type:** Security

**Property Name:** Sheriff's Sub-station  
**Property Address:** Blue Ridge Public Safety Harpers Ferry, WV  
**System Type:** Security

**Property Name:** Old Jail  
**Property Address:** 119 North George Street Charles Town, WV  
**System Type:** Security

**Property Name:** Parks & Rec  
**Property Address:** 235 Sam Michael Lane Shenandoah Junction, WV  
**System Type:** Security & Fire

**Property Name:** Parks Maintenance  
**Property Address:** 920 Job Corps Road Shenandoah Junction, WV  
**System Type:** Security

**Property Name:** Red Courthouse  
**Property Address:** 100 E Washington Street Charlestown, WV  
**System Type:** Security

**Property Name:** Tax Office  
**Property Address:** 112 E Washington Street Charlestown, WV  
**System Type:** Fire

**Property Name:** Brill Building  
**Property Address:** 201 N. George Street Charlestown, WV  
**System Type:** Panics

**Property Name:** Hunter House  
**Property Address:** 124 E. Washington Street Charlestown, WV  
**System Type:** Fire

**Property Name:** Day Reporting  
**Property Address:** 104 E. Washington Street Charlestown, WV  
**System Type:** Security

**Property Name:** Sheriff's Dept  
**Property Address:** 102 Industrial Blvd Kearneysville, WV  
**System Type:** Fire

**Property Name:** New Maintenance Bldg  
**Property Address:** 128 Industrial Blvd Kearneysville, WV  
**System Type:** Security, Fire

**Property Name:** Probation  
**Property Address:** 110 E Washington Street Charlestown, WV  
**System Type:** Panics

**JEFFERSON COUNTY  
FEE SCHEDULE**

MONITORING SECURITY SYSTEM	\$18.00 per month
FIRE ALARM MONITORING	\$22.00 per month
LABOR RATES	\$75.00 per hour

**PARTS PRICING**

20% OVER DEALER COST

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: Debbie Keyser, County Administrator

Department or Entity: County Commission

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

Date Requested – 1<sup>st</sup> Choice: September 13, 2012

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

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

**Subject: Explanation of purchase order 50087 - \$260.00 – location of service is the County Rental Property (house)**

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:



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

No. 50087

VENDOR:

*Nodson Septic Tank Cleaning*

DELIVER TO:

*Other Buildings*

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
	<i>Pumping at Pool House Rd</i>			<i>260<sup>00</sup></i>
	<i>Invoice 12878</i>			
	<i>425-223</i>			

*Rental Property house*

1. ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
2. PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
3. PROVIDE A DESCRIPTION OF ITEMS(S) BEING REQUESTED.
4. INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
5. SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS.

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

*Laura A. Kuhn* 8/29/12  
Signature Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

*Wendy A. Deppen* 9/6/12  
Signature Date

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

**AGENDA REQUEST FORM**

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

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

Date Requested – 1<sup>st</sup> Choice: August 2, 2012

Date Requested – 2<sup>nd</sup> 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**





WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Highways**

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

Earl Ray Tomblin  
Governor

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

August 29, 2012

To Whom It May Concern:

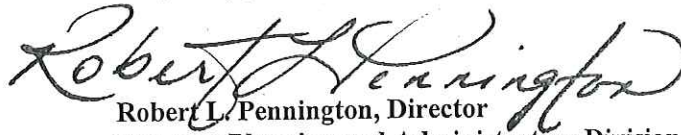
The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2012-2017. One of the requirements to funding any projects with FHWA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

All written comments are to be received no later than September 16, 2012, and should be addressed to:

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

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

Very truly yours,

  
Robert L. Pennington, Director  
Program Planning and Administration Division

RLP:Cb

Attachment

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

**RECEIVED**

SEP 05 2012

Jefferson County Commission

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

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
<b>PROJECT COMMENTS</b>														
BARBOUR	2013	7		12/28/2012	STP	CON	WV092	KASSON-DENT ROAD	RESURF 2" HMA	S301 92 02506 00	STP0092103D	\$360,000	\$450,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
BOONE	2013	1		12/28/2012	STP	CON	WV003	BLOOMINGROSE-COMFORT	RESURF	S303 3 02207 00	STP0003246D	\$704,000	\$880,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
BRAXTON	2013	7		12/28/2012	STP	CON	WV015	FLATWOODS RUN-NEWVILLE RD	RESURF 1.5" HMA, CONST HMA SHL(S), GDRL	S304 15 ??????	STP0015????	\$400,000	\$500,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
CALHOUN	2013	3		12/28/2012	STP	CON	US033	CABIN RUN-ARNOLDSBURG	RESURF	S307 33 00368 00	STP0033352D	\$640,000	\$800,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
CLAY	2013	1		11/28/2012	HSIP	CON	CO011	TRIPLETT RIDGE GUARDRAIL	INSTALL GUARDRAIL	U308 11 00000 00	HSIP0011137D	\$765,900	\$851,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
FAYETTE	2013	9		12/28/2012	STP	CON	CO061/24	ARMSTRONG CREEK RD	RESURF	S310 61/24 ??????	STP6124????	\$891,200	\$1,114,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
GILMER	2013	7		12/28/2012	STP	CON	WV005	GLENVILLE-BURNSVILLE RD	RESURF 1.5" HMA, CONST HMA SHL(S), GDRL	S311 5 ??????	STP0005????	\$340,000	\$425,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
GRANT	2013	5		12/28/2012	STP	CON	WV090	BAYARD-GORMANIA RD	RESURF	S312 90 ??????	STP0090????	\$652,000	\$815,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
GRANT	2013	5		12/28/2012	STP	CON	US050	UNION-BISMARCK RD	RESURF	S312 50 ??????	STP0050????	\$200,000	\$250,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
GREENBRIER	2013	9		12/28/2012	STP	CON	CO060	SAM BLACK RD I/C	RESURF	S313 60 ??????	STP0060????	\$898,400	\$1,123,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
HARRISON	2013	4		12/28/2012	STP	CON	WV131	BRIDGEPORT-SHINNSTON RD	RESURF	S317 131 ??????	STP0131????	\$240,000	\$300,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
HARRISON	2013	4		12/28/2012	STP	CON	WV270	WEST MILFORD-LOST CREEK RD	RESURF	S317 270 ??????	STP0270????	\$224,000	\$280,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
KANAWHA	2012	1	MRO	9/28/2012	OAF	CON	WV817	WV 817 TRUCK PARKING (GRANT)	CONST TRUCK PARKING	U320 817 00090 00	TP0817004D	\$300,000	\$625,000	\$0
ADD NEW PROJECT														

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

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
<b>PROJECT COMMENTS</b>														
LEWIS	2013	7		12/28/2012	STP	CON	US019	WALKERSVILLE-WESTON RD	RESURF 1.5" HMA, CONST HMA SHL(S), GDRL	S321 19 ?????	STP0019???	\$320,000	\$400,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
LINCOLN	2013	2		12/28/2012	STP	CON	WV214	PRIESTLY-KANAWHA CO LI	RESURF	S322 214 ?????	STP0214???	\$360,000	\$450,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
LINCOLN	2013	2		12/28/2012	STP	CON	WV010	WEST HAMLIN-WV 3	RESURF	S322 10 ?????	STP0010???	\$160,000	\$200,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
MARION	2013	4		12/28/2012	STP	CON	CO017	GRANT TOWN RD-RIVESVILLE RD	RESURF	S325 17 ?????	STP0017???	\$440,000	\$550,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
MASON	2013	1		12/28/2012	NHS	CON	WV002	EIGHTEEN MI-ASHTON	RESURF	S327 2 00315 00	NH0002533D	\$270,400	\$338,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
MCDOWELL	2013	10		12/28/2012	STP	CON	WV161	BISHOP-HORSEPEN RD	RESURF	S324 161 ?????	STP0161???	\$411,200	\$514,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
MERCER	2013	10		12/28/2012	STP	CON	WV010	LASHMEET-MATOAKA RD	RESURF (1.5" HMA)	S328 10 00151 00	STP0010238D	\$930,400	\$1,163,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
MINERAL	2013	5		12/28/2012	STP	CON	WV046	FOUNTAIN-CABIN RUN RD	RESURF	S329 46 ?????	STP0046???	\$560,000	\$700,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
MORGAN	2013	5		11/28/2012	EARMARK	CON	US522	FAIRFAX ST/US 522 IMPROVEMENTS	STREET SCAPE, DRAINAGE, ADA	U333 522 ?????	???	\$495,000	\$495,000	\$0
ADD NEW PROJECT														
PRESTON	2013	4		12/28/2012	STP	CON	WV024	EGLON RD	RESURF	S339 24 ?????	STP0024???	\$420,000	\$525,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
PRESTON	2013	4		12/28/2012	STP	CON	WV072	ETAM RD	RESURF	S339 72 ?????	STP0072???	\$296,000	\$370,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
RALEIGH	2013	10		12/28/2012	STP	CON	US019	GHEENT-COOL RIDGE RD	RESURF	S341 19 ?????	STP0019???	\$800,000	\$1,000,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
RANDOLPH	2013	8		12/28/2012	STP	CON	US033	HARMAN-PENDLETON CO LI	RESURFACE HMA	S342 33 03252 00	STP0033351D	\$957,600	\$1,197,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														

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

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
<b>PROJECT COMMENTS</b>														
RANDOLPH	2013	8		12/28/2012	HSIP	CON	CO025	KELLY MOUNTAIN CURVE	WIDEN CURVE	U342 25 ?????	HSIP0025???	\$60,000	\$75,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
RANDOLPH	2013	8		12/28/2012	NHS	CON	US219	LOGAN RUN-VALLEY HEAD RD	RESURF, PAVE SHL(S), DR, GDRL	S342 219 ?????	NH0219???	\$616,000	\$770,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
ROANE	2013	3		12/28/2012	STP	CON	US033	COLT RIDGE-SPENCER	RESURF	S344 33 00974 00	STP0033353D	\$640,000	\$800,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
SUMMERS	2013	9		12/28/2012	STP	CON	CO003	WILLOWOOD-CONCRETE PLANT	RESURF	S345 3 01217 00	STP0003245D	\$754,400	\$943,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
TAYLOR	2013	4		12/28/2012	STP	CON	US050	THORNTON RD	RESURF	S346 50 ?????	STP0050???	\$360,000	\$450,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
TYLER	2013	6		12/28/2012	STP	CON	WV018	CENTERVILLE-BLUE RD	RESURF	S348 18 00840 00	STP0018130D	\$381,600	\$477,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
UPSHUR	2013	7		12/28/2012	STP	CON	WV020	HODGESVILLE-PEELTREE RD	RESURF 1.5" HMA, CONST HMA SHL(S), GDRL	S349 20 ?????	STP0020???	\$320,000	\$400,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
WEBSTER	2013	7		12/28/2012	STP	CON	WV020	CAMDEN RD	RESURF	S351 20 ?????	STP0020???	\$168,000	\$210,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
WETZEL	2013	6		12/28/2012	STP	CON	WV007	ONIS-ROCKY RUN RD	RESURF	S352 7 02057 00	STP0007242D	\$440,000	\$550,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
WIRT	2013	3		12/28/2012	STP	CON	WV005	CHERRY-BURNING SPRINGS	RESURF	S353 5 ?????	STP0005???	\$760,000	\$950,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														
WYOMING	2013	10		12/28/2012	NHS	CON	WV16	WOLFPEN-PINEVILLE RD	RESURF	S355 16 ?????	NH0016???	\$400,000	\$500,000	\$0
ADD NEW PROJECT (REDUCE ALLOCATION)														



**FOR IMMEDIATE RELEASE**

August 23, 2012

Contact: Amanda L. Reidelbach

Phone: (804) 786-7432

Email: [Amanda.Reidelbach@DRPT.Virginia.Gov](mailto:Amanda.Reidelbach@DRPT.Virginia.Gov)

**DRPT to Unveil Draft Recommendations for Super NoVa Transit/TDM Vision Plan**

Richmond, VA –The Virginia Department of Rail and Public Transportation (DRPT) today announced it will unveil draft recommendations for the Super NoVa Transit and TDM Vision Plan. The Super NoVa region studied Northern Virginia, as traditionally defined, as well as Culpeper, King George, and Caroline counties, and portions of the Shenandoah Valley, the District of Columbia and parts of Maryland and West Virginia.

The plan's draft recommendations will be based on public and stakeholder input and extensive evaluation of future population growth, employment trends, land use, and travel demand. The draft recommendations for the Super NoVa Transit and TDM Vision Plan present a vision for enhanced regional mobility and include:

- Expansive commuter bus network throughout the region
- Interconnected network of high-capacity transit services in the region's urban areas
- Network of hubs to connect people to transportation services and programs
- Increased coordination of local transit services across jurisdictional boundaries
- Pedestrian and bicycle improvements to enhance connections to transit services and facilities
- Comprehensive regional TDM strategy and programs
- Leveraging technology to enable people to make informed decisions about travel

The Super NoVa Transit/TDM Vision Plan meeting schedule is as follows. All meetings will be from 6:30 p.m. to 8:30 p.m.

**Tuesday, September 18**

Marriott Courtyard Alexandria Pentagon South (Mark Center)  
4641 Kenmore Avenue (at Seminary Rd & I-395)  
Alexandria, VA 22304

**Monday, September 24**

Four Points by Sheraton Manassas Battlefield  
10800 Vandor Lane  
Manassas, VA 20109

**Thursday, September 27**  
Herndon Middle School  
901 Locust Street, Herndon  
Fairfax, VA 20170

A formal presentation will be offered each evening at 7 p.m. For citizens who cannot make the meetings, the presentation will be made available on the study website by September 18, 2012, [www.SuperNoVaTransitVision.com](http://www.SuperNoVaTransitVision.com). Public comment forms will also be available online.

Additionally, written comments may be mailed to:

Super NoVa Transit/TDM Vision Plan  
Attn: Public Comment  
11400 Commerce Park Drive, Suite 400  
Reston, VA 20191

Comments must be received by October 1, 2012, to be included in the official record.

The DRPT will strive to provide reasonable accommodations and services for persons who require special assistance to participate in this public involvement opportunity. Contact the Title VI Compliance Officer Linda Maiden at (804) 786-4440 or TDD 711 for more information.

Si usted necesita servicios de traducción a participar, por favor manda un email:  
[espanol@kimley-horn.com](mailto:espanol@kimley-horn.com)

**About DRPT:**

The Department of Rail and Public Transportation's mission is to improve the mobility of people and goods while expanding transportation choices in the Commonwealth through rail, public transportation, and commuter services.

*The DRPT is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964. For additional information on DRPT's nondiscrimination policies and procedures or to file a complaint, please visit the website at [www.drpt.virginia.gov](http://www.drpt.virginia.gov) or contact the Title VI Compliance Officer, Linda Maiden, 600 E. Main Street, Suite 2102, Richmond, VA 23219.*

###



## THE CHARLES TOWN LIBRARY

200 E. Washington Street  
Charles Town, WV 25414  
304-725-2208  
octlchildrens@frontier.com

August 30, 2012

Debbie Stellato  
Administrative Assistant  
Jefferson County Commissioners  
P. O. Box 250  
124 E Washington Street  
Charles Town, WV 25414

Dear Debbie,

I just wanted to write and express my thanks to you and all the maintenance staff for your help this summer. Our summer reading program "Elect To Read" was a great success. Close to 100 students were able to attend at least one program at the library this summer. Many attended more than one. We are especially proud of the eight students that completed reading logs for the entire 7 weeks of the program.

This could not have been possible without the cooperation from your office and the maintenance department. I cannot tell you what a difference it made to be able to move the tables and utilize more of the room. I know this made more work for your staff, but I believe it also shows a commitment to the greater good of the community.

Please pass along to the maintenance department my sincerest gratitude and I look forward to working with you on future programs.

Sincerely,

Deborah W Stafford  
Children's Library Assistant  
Charles Town Library

**RECEIVED**

SEP 04 2012

**Jefferson County Commission**



# Commissioners' Corner

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

A publication of The County Commissioners' Association of West Virginia - Volume 14, Number 6 - August 2012

## CCAWV's 2012 Annual Meeting "Cruises to Success"

Thank you to those who attended and contributed to the 2012 CCAWV Annual Meeting! Good attendance, good participation, and certainly a pleasure to visit with everyone! The CCAWV Membership elected Commissioner Cindy Pyles to serve a second term as it's President and Commissioner Tim McCormick to a second term as Vice-President. Check out the entire FY 2013 board members list on page 2.

Congratulations to **Gary Ellyson, Braxton County Commissioner, named the 2012 CCAWV James H. Booton Rising Star!** This award is given to a county commissioner each year who, although not serving on the board of directors, goes beyond the call of duty to actively participate in and advance the goals of the County Commissioners' Association and who vigorously works to preserve the responsibilities of the office of county commissioner.

Also to be congratulated, the **Pleasants County Commission was selected by the WV State Auditor, as the recipient of the 2012 Thelma J. Stone Memorial Achievement Award.** This award goes each year to a county commission that shows unity and vision in achieving programs and services for their county. Congratulations to Commissioners, Jim Cottrill, Larry Barnhart, Jay Powell and Administrator Tina Oldfield, the Pleasants County Team (center photo)!

In other news, CCAWV President Cindy Pyles has been busy around Mineral County promoting the position of County Commissioner. Commissioner Pyles spoke with several 8th grade classes in her county and explained how county government works and the County Commissioner's role in the county. She also promoted the CCAWV Essay Contest "How County Government Makes Life Better For Me!" The Commissioner's Association received several essays from Mineral County and it was evident that Cindy had spoken with them, you could tell from their essays they had learned a great deal about how county government works! Great job Cindy!!!



CCAWV Board Members hard at work!



2012 Thelma J. Stone Award Winner "Pleasants County Commission"



2012 James H. Booton Rising Star Award Winner, Gary Ellyson, II, Braxton County Commissioner with CCAWV President Cindy Pyles

## DIRECTOR'S DISCUSSION WITH VIVIAN PARSONS

I have been asked to serve on a subcommittee of the Broadband Deployment Council. The mission of this subcommittee is to fulfill a new duty added by the passage of recent legislation, SB 110, regarding e-government for counties, including a plan for streaming of all county business on line, over the next 2 years. The objective would be to draw up a plan to achieve this goal WITHOUT costing counties any additional money. I will keep you posted as this committee meets and will look for your input and guidance. Please stay tuned!



We've also been given the opportunity to name a county commissioner to serve on the Governor's recently announced West Virginia Blue Ribbon Highway Commission, tasked with developing a long-term strategic plan for West Virginia's highway system. Our Association has invited the Honorable Mike Taylor, Randolph County Commissioner, and CCAWV Board Member to serve as our Association Representative. The Commission will study the highway system's condition and needs, and identify funding options. Members include state officials, members of statewide constituency groups, county and municipal representatives, legislators and citizens. A report from the Commission will be given to the governor before the 2013 regular legislative session begins.

And finally, congratulations to the newly named Regional Jail Authority Executive Director, Mr. Joe DeLong. As current acting director, Joe was hired permanently on August 16th. CCAWV looks forward to continuing to work with him! More next month. As always, if you have questions or concerns, please give me a call (304) 345-4639.

## PRESIDENT'S MESSAGE BY CINDY PYLES



It is indeed an honor to have been re-elected to the position as CCAWV President for a second term. Our Annual Meeting in Hancock County was a great success! Thanks to Danny Greathouse and the Hancock County Commission & Staff for their gracious hospitality. This association is a great resource to us as county commissioners, and I encourage each of you to stay involved. If there is anything I can do to help any of you please feel free to contact me. Don't forget at our fall board and legislative committee meeting in September we will be setting our

legislative platform for 2013. If there are any issues that you would like considered please contact our office. Hope to see everyone there!

2012-2013

## Board of Directors

### President

Cindy Pyles, Mineral (788-5921)

### Vice-President

Tim McCormick, Ohio (234-3628)

### Immediate Past President

Ron Watson, Harrison (624-8500)

### Ex Officio Member(s)

Joe Coburn, Mercer (487-8306)

### District 1-- Western Division

Don Mason, Marshall (845-0482)

Scott Lemley, Wetzel (455-8217)

Danny Greathouse, Hancock (564-3311)

### District 1 -- Eastern Division

Chair: Janice LaRue, Mineral (788-5921)

Bernie Fazzini, Harrison (624-8500)

### District 2 -- Western Division

Agnes Queen, Lewis (269-8200)

Jerry Linkinoggor, Clay (587-4259)

### District 2 -- Eastern Division

Chair: Mike Taylor, Randolph (636-2057)

J.R. Keplinger, Hardy (530-0284)

Donnie Tenney, Upshur (472-0535)

### District 3 -- Western Division

Chair: Mickey Brown, Boone (369-1561)

Nancy Cartmill, Cabell (526-8634)

### District 3 -- Eastern Division

Chuck Armentrout, Webster

(847-5780)

Jack Woodrum, Summers (466-7100)

Denise Scalph, Fayette (574-4290)

### CCA WV

2309 Washington Street East

Charleston, WV 25311

(304) 345-4639

[info@ccawv.org](mailto:info@ccawv.org)

Vivian Parsons

**Executive Director**

[vivian@ccawv.org](mailto:vivian@ccawv.org)

Jennifer Webb

**Administrative Assistant**

[jennifer@ccawv.org](mailto:jennifer@ccawv.org)



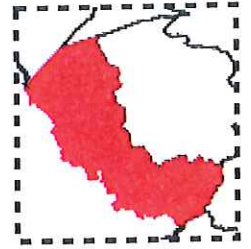
## Spotlight on a County Commission: Mingo County

**Crowning achievement:** Water projects and our ability to place people before politics in achieving growth for our county.

**Best advice for other County Commissions:** Work together to make your visions become reality.

**Funniest thing to ever happen at a commission meeting:** We sang and danced with our 4-H Club.

**Commission Staff:** Tina Lockard and Tina Abbott.



**David Baisden**

**Place where I grew up:** Delbarton, WV.

**Real Life Occupation:** Retired coal miner.

**Years Experience as a County Commissioner:** 6 years.

**You would be surprised to know that I:** will go above and beyond to help someone.

**My personal philosophy:** Do unto others as you would have them do unto you.

**What I like most about being a County Commissioner:** Serving the citizens of Mingo County.

**What I like least about being a County Commissioner:** Budget restraints.

**Who I would invite (living or dead) to the next County Commission meeting and what I would discuss:** Dad and Mom to discuss my life and our county. I would get their advice on issues facing my county.



**John Mark Hubbard**

**Place where I grew up:** Forest Hills, KY.

**Real Life Occupation:** National Account Manager for United Central Industrial Supply.

**Years Experience as a County Commissioner:** 7 years

**You would be surprised to know that I:** have owned and shown multi-world champion rocking horses.

**My personal philosophy:** I live my life so that I would not be an embarrassment to the people in which I serve, my family and the Lord.

**What I like most about being a County Commissioner:** Attempting to improve the quality of life for all of Mingo County.

**What I like least about being a County Commissioner:** Lack of Funding.



**Greg Smith**

**Place where I grew up:** Williamson, WV

**Real Life Occupation:** Lawyer

**Years Experience as a County Commissioner:** 10 years

**You would be surprised to know that I:** am known by my nickname "Hootie".

**My personal philosophy:** Phillipians 4:13 I can do all things through Christ who strengthens me!

**What I like most about being a County Commissioner:** Having the opportunity to improve the quality of life in Mingo County.

**What I like least about being a County Commissioner:** All the red tape that slows progress.

## County Commission Outreach

Bringing public awareness to the office of County Commissioner



### Girl Scouts Announce 2012 Women of Distinction

The Girl Scout Council of the Nation's Capital recently announced their choices for the 2012 Women of Distinction Award. Three outstanding women from the Eastern Panhandle of West Virginia were selected to receive the prestigious award based on distinguished service, excellent leadership and capacity to serve as role models for girls, including our own, Morgan County Commission President - Stacy Dugan. "We received nominations from individuals, community leaders, business owners and the government sector. The honorees were selected by an independent committee comprised of former Awardees, unaffiliated with Girl Scouts," said Berniece Collis, member of the Girl Scout Council Board of Directors. Ask Stacy Dugan to define her core and she'll immediately say, "Arizona." Arizona Henry was Stacy's great-grandmother who raised her and taught her loving lessons of hard work, respect for your neighbor and giving back to the community.

Stacy's career in health care began at 16 as a dishwasher at Morgan County's War Memorial Hospital where she was born. Two degrees and decades later, she is



currently a registered dietitian for Valley Health Systems.

Public life became much more prominent in 2008 when Stacy was elected as only the third female County Commissioner in Morgan County history. The 2006 fire that destroyed the Morgan County Courthouse inspired her to run for office even with no political

experience. She saw a problem and determined to lend a hand to help fix it, another lesson learned from Arizona. Stacy is serving her second year as Commission President, and is proud of making transparency and managerial efficiency keynotes of her term of office along with a successful commitment to being accessible to the public.

One of Stacy's favorite places has always been the Morgan County Rescue Auxiliary Thrift Shop where she volunteers two weekends a month running a register, sorting clothes, and helping in the general operation.

Stacy is proud of her family: Bobby Dugan, her husband of 23 years and her children Robert, Luke and Danielle. Creating a loving home to raise her children is the accomplishment she values most of all.



### Calendar of Events

#### Interim Meetings

July 23 - 25, 2012  
August 13 - 15, 2012  
September 10 - 12, 2012  
October 8 - 10, 2012  
November 26 - 28, 2012  
December 10 - 12, 2012  
January 7 - 9, 2013

#### September 16-18, 2012 CCAWV Fall Board Meeting

The Inn at Charles Town  
Charles Town, WV

#### November 28-30, 2012 CCAWV Basic Training

Bridgeport, WV

#### February 24-27, 2013 CCA Legislative Association Meeting

Marriott, Charleston

#### May 19-20, 2013 CCAWV Spring Board Meeting

The Blennerhassett  
Parkersburg, WV

### Help Your Residents Save on Prescriptions - And Help Your County's Bottom Line, Too!

NACo's Prescription Discount Card Program was launched in 2005 and county residents across the country have saved more than \$450 million over that period of time. Your residents can save, too! Savings can be up to 75%, the average rate is 24%. More than 65,000 pharmacies participate, including all the major chains. The program is free, easy to start and everyone is eligible.

The program can also help your bottom line. Your county can receive a marketing reimbursement fee for every prescription filled using the card. This funding could be used for specific programs or to balance your budget.

**It's a winning program! It's a winner for residents and for counties. Sign up today!**

To learn more about the program, go to [www.naco.org/drugcard](http://www.naco.org/drugcard) - Operated by CVS Caremark - This is NOT insurance. Discounts are only available at participating pharmacies.



"This is a monthly publication for county commissioners and their staff, Associate members and other interested parties."



2211 Washington Street East  
Charleston, WV 25311-2118  
Phone: (304) 346.0591  
Fax: (304) 346.0592

Patricia L. Hamilton  
Executive Director

AUG 29 2012

## Jefferson County Commission

To: WVACO Board of Directors  
Presidents & Vice-Presidents of Member Associations  
Legislative Committee Members of Member Associations  
WVACO Committee Chairs  
*and Other Participants Interested in Legislative Discussion at our Fall Board Meeting!*

From: Patti Hamilton *Patti*

Re: Information for Fall Board Meeting

Date: August 27, 2012

Enclosed you will find several items of information for the WVACO Board of Directors Fall Board Meeting at beautiful Stonewall Resort in Lewis County, September 30<sup>th</sup> - October 2<sup>nd</sup>.

Your registration information is enclosed and all room reservations will be made upon receipt of your registration. Also included is a draft agenda for the meeting.

Most of this meeting deals with legislative issues and discussion. For your consideration prior to the meeting, I have enclosed drafts of our informal committee discussions categorized by topic. These are a compilation of priority issues that did not pass in the 2012 session, potential issues that may arise or that were brought up in the 2012 session, and interim study issues that may result in legislation.

**In order to have a written description of each member association's legislative priorities in our meeting packets, please get them to me no later than September 27<sup>th</sup>! A brief but descriptive synopsis of each priority is sufficient. You can email or fax it to me: [patti@wvaco.org](mailto:patti@wvaco.org) or 304-346-0592 fax.**

I would recommend that each member association set forth a relatively small list of priorities for the 2013 session because we will have a very new Legislature, more so than usual. For example, with retirements, election losses, and redistricting, there will be at least a 25% change in House membership.

*Thank you and we look forward to your participation at the fall board meeting!*



**2012**  
**Fall Board Meeting**  
**REGISTRATION**  
**September 30 - October 2, 2012**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_ County \_\_\_\_\_

Address \_\_\_\_\_

Guest \_\_\_\_\_

*Guest Registration Fee \$40.00*

**Non- Board Member Registration Fee \$80**

**Board Members Pay No Registration Fee - "We Appreciate your time and contributions"**

**WVACO WILL MAKE ALL ROOM RESERVATIONS. PLEASE CALL THE ASSOCIATION OFFICE TO CANCEL.**

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

Accommodations:

\_\_\_\_\_ Single / Double \$119

Check in - 3:00 p.m. Check out - 12:00 noon

Stonewall is a Non-Smoking facility.



**I WILL BE PAYING BY:**

CREDIT CARD TYPE \_\_\_\_\_ NAME ON CARD \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

OR \_\_\_\_\_ LETTER OF CREDIT (PLEASE ENCLOSE LETTER)

**PLEASE SEND TAX EXEMPT FORM WITH REGISTRATION**



**PLEASE REGISTER NO LATER THAN SEPTEMBER 21, 2012**



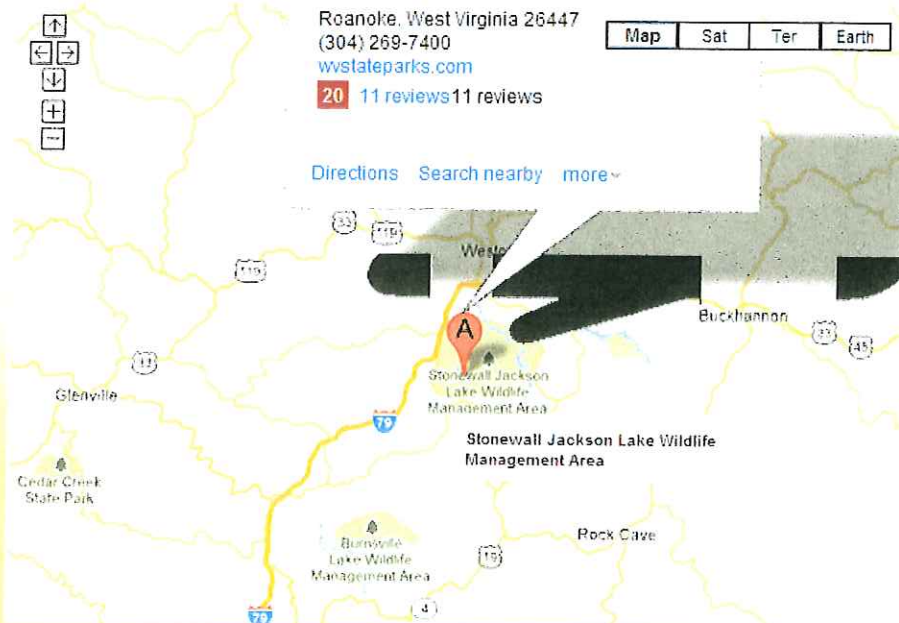
## 2012 Fall Board Meeting DIRECTIONS

### Distances:

- Charleston, WV 1.5 hours
- Pittsburgh 2 hours
- Cleveland 4 hours
- Columbus 4 hours
- Washington D.C 4.5 hours

### Finding Us on Your GPS

On some GPS devices, 940 Resort Drive, Roanoke, WV does not show up. If you are having problems, try 940 Resort Drive, Walkersville, WV 26447 or Stonewall Jackson State Park, 149 State Park Trl, Roanoke, WV 26447. Or please call us at 304.269.7400 and we'll be happy to help!



### From Pittsburgh, PA

Take I-79 south to Washington. Take the left fork to I-79 South at Washington and merge onto I-79 S. Take the exit onto I-70 E/I-79 toward New Stanton/Morgantown. Merge onto I-79 S via exit 21 to Morgantown. Follow I-79 south to exit 91 US-19 to Roanoke. Turn right on US-19 South and follow the signs to Stonewall Resort State Park. Our entrance will be on your left, approximately 2.5 miles from the interstate.

### From Cleveland, OH

Take I-77 South toward Akron. Take the I-80/OH-21 exit 146 to Ohio Tpke/Toledo/Youngstown. Take the fork to I-80 E/Youngstown and merge onto I-80 E. Continue on I-76 E. Take the I-79/US-19 exit 28 to Cranberry/Pittsburgh/Erie. Take the right fork to I-79 S/Pittsburgh and merge onto I-79 S. Take the exit onto I-70 E/I-79 S toward New Stanton/Morgantown. Merge onto I-79 S via exit 21 to Morgantown. Follow I-79 south to US-19 exit 91 to Roanoke. Turn right on US-19 South and follow the signs to Stonewall Resort State Park. Our entrance will be on your left, approximately 2.5 miles from the interstate.

### From Columbus, OH

Take US-33 E via exit 105A to Lancaster. Merge onto US-50 E via the US-50E/OH-32 E ramp to Belpre. Take the ramp onto US-50 E. Continue straight to stay on US-50 E. Turn left at OH-32/OH-618/US-50. Turn right at Memorial Bridge, then a slight right at WV-14 S/WV-68 S. Make a slight left at 4th St. Turn right at US-50. Take the ramp onto I-79 S toward Charleston. Take the US-19 exit 91 to Roanoke. Turn right on US-19 South and follow the signs to Stonewall Resort State Park. Our entrance will be on your left, approximately 2.5 miles from the interstate.

### From Washington, DC

Take the I-70 exit 32 to Hagerstown/Baltimore. Take the left fork to I-70 W/Hagerstown and merge onto I-70 W. Merge onto I-68 W via the I-68 W/US-40 W exit 1A to Cumberland. Take the exit onto I-79 S toward Fairmont. Take the US-19 exit 91 to Roanoke. Turn right on US-19 South and follow the signs to Stonewall Resort State Park. Our entrance will be on your left, approximately 2.5 miles from the interstate.

### From Charleston, WV

Take I-79 N toward Clarksburg. Take the US-19 exit 91 to Roanoke. Turn left on US-19 South and follow the signs to Stonewall Resort State Park. Our entrance will be on your left, approximately 2.5 miles from the interstate.





## 2012 Fall Board Meeting TO DO

Stonewall Jackson Lake, 26 miles long with 82 miles of shoreline, is comprised of secluded coves and private fingers.

Nature trails for hiking and biking can be found on the resort's property and in the 18,000-acre Wilderness Management Area adjacent to the resort.

In Season April 30 - October 14	Mon-Thurs	Fri-Sun
Day Guest	\$89	\$99
Resort Guest	\$79	\$89
Same Day Replay	\$45	\$45
Twilight (2:00pm)	\$65	\$65
Junior Golf (16 & Under)	\$35	\$35
Golf, Lunch, More Golf**	\$125	\$145

\*\*Play 18 holes golf, lunch in Lightburns\* and replay

The championship golf course rises from the lake shore and into the hills surrounding the resort. The Arnold Palmer Signature Golf Course has been honored by Golf Digest, Golf Magazine and Golfweek as one of the best courses in the nation. The 7,149-yard par 72 course blends water and woods with hills and valleys in the heart of West Virginia.

### West Virginia State Wildlife Center

The Mountaineer Military Museum  
Weston, WV

Appalachian Glass  
Weston, WV

Seneca Rocks Discovery Center/ Monongahela  
National Forest

### Walkersville Covered Bridge - About 10 miles South of Resort

Built by John Sprigg for \$567 in 1903, this 12-foot-wide, 39.25-foot-long queenpost truss bridge carries vehicles on Lewis County 19/17 over Right Fork of West Fork River. Limited renovation was done in 1984, but in August 2002 a major restoration contract was advertised to replace the wooden siding and some deteriorated structural members. South of Walkersville in Lewis County, WV, Walkersville Rd. (CR44/5) S. 0.8 miles from Jct with Crane Camp Rd. (CR44/7) in Walkersville to the bridge on the E. side of the road. (N38 51.518 W80 27.638) Photo by Bob Sheldon.



### Trans-Allegheny Lunatic Asylum - Weston, WV

Formerly known as the Weston State Hospital, this West Virginia facility served as a sanctuary for the mentally ill in the mid-1800's. The history of the building holds fascinating stories of Civil War raids, a gold robbery, the "curative" effects of architecture, and the efforts of determined individuals to help better the lives of the mentally ill. Seasonal Historical Tours. Ghost hunts/tours offered year around.

Bulltown Historic Area

American Mountain Theater

WV Museum of American Glass  
Weston, WV

Mountain Rail Adventures  
Elkins, WV



Dolly Sods Wilderness & Scenic Area

Smoke Hole Caverns

Valley Worlds of Fun  
Fairmont, WV

Blackwater Falls

### Jackson's Mill Historic Area -Weston, WV

Visit the boyhood home of General Thomas "Stonewall" Jackson. General Jackson grew up in Lewis County and is one of our nation's most storied military leaders. Take a stroll back in time and witness living history as it was.

[Website](#) or Call 304-269-5100



WVACo Fall Board Meeting Draft Agenda  
September 30<sup>th</sup> -October 2<sup>nd</sup>  
Stonewall Resort, Lewis County

Sunday, September 30<sup>th</sup>

3:00 - 6:00 p.m. Registration

Dinner - On Your Own

Member Associations Relations Committee Meeting - 5:00 p.m.

Other Committee Meetings To Be Determined - Prep School Committee, Annual Meeting Committee  
Hospitality Suite will be open for the evening

Monday, October 1<sup>st</sup>

8:00 - 9:00 a.m. Registration & Continental Breakfast / Committee Meetings To Be Determined

9:00 - 10:30 a.m.

**General Session**

Invocation & Pledge of Allegiance

Welcome from Lewis County Officials

Welcome from the President

Report from Executive Director

Mineral Trust Fund - *Paul Miller, WV Center for Budget & Policy*

Study on Prison Overcrowding - *Justice Reinvestment/Council of State Governments*

**Business Meeting - See Business Agenda**

10:45 a.m. Committee Discussions on Legislative Issues (committee sign-ups at meeting)

Committee A - Taxation/Finance/Revenue

Committee B - Justice/Jails/Law Enforcement

Committee C - County Government Generally

Committee D - Personnel & County Officials Issues

Noon - Luncheon

Area Legislators Invited

1:00

Sovereign Citizen Activity - *Jerry Cole, Office of U.S. Attorney*

Update on WV Counties Risk Pool - *WVCoRP Staff*

2:00 p.m.

Finalize Committee Discussions / Presentation of Committee Reports

3:00 p.m.

Member Associations Meet / Finalize Legislative Agenda Presentation

*After Member Association Meeting Adjourns - Free Time; Enjoy the Area!*

5:00 - 6:00 p.m.

Stonewall Resort Boat Excursion (meet at 4:40 at dock; first come, first serve)

6:30 p.m.

Picnic Dinner & Musical Entertainment

Tuesday, October 2<sup>nd</sup>

8:30 a.m.

"Issues and Eggs" Breakfast Meeting

Presentation from Judge J.D. Beane on CASA, Court Appointed Special Advocate Program

Report on Courthouse Book - *Deb Warmuth, The Walkabout Company*

**Presentations from Each Member Association - Adopt Legislative Agenda**

Other Business

10:30 a.m.

Adjourn

WVACo FALL BOARD MEETING  
Monday, October 1<sup>st</sup>, 2012  
BOARD OF DIRECTORS DRAFT BUSINESS AGENDA

1. Call Roll / Establish Quorum / *Approval of Minutes*
2. *Accept Budget Report / Membership Report*
3. Update on Dental/Vision Benefit Plan - *Paul White & Kathy Yates*
4. Update on WVACo Term Life Insurance Plan - *Paul White*
5. *Accept Report from Member Associations Relations Committee - Committee Chair*
6. *Accept Report from Compensation Committee - Lavada Williamson, Chair*
7. *Accept Report from Prep School Committee - Committee Chair*
8. *Accept Report from County Health Committee - Jerry Linkinogger, Chairman*
9. *Nominate Candidate for NACo's County Leadership Institute (June 2-6, 2013 in Washington, DC)*
10. Old Business
11. New Business

*\*Action Items*

Upon Conclusion of Business, Proceed to Committee Discussions on Legislative Issues

**Mark Your Calendars!**

*December 11, 2012 - 4:00 p.m. Executive Operations Committee / Bridgeport Conference Center*

*December 12, 2012 - Newly Elected County Officials Prep School / Bridgeport Conference Center*

*February 13, 2013 - Legislative Session Begins!*

*March 10-12, 2013 - Annual Meeting / Embassy Suites / Kanawha County*

## COMMITTEE A - TAXATION/FINANCE/REVENUE

**Talking Points: Consider some of these issues and discuss whether we need to take a supporting or opposing position or no position. Maybe it's not an issue anymore. Identify other interested parties besides counties, if any, who would have either supporting or opposing positions.**

### **PRIORITY ISSUES LEFT OVER FROM 2012 :**

#### **Individually Owned Personal Property in TIF Projects**

We want to clarify WV Code §7-11B-3(2) by saying: "*Base assessed value* means the taxable assessed value of all real and tangible personal property, excluding personal motor vehicles, personal trailers, personal boats, personal campers, personal motor homes, and personal motorcycles, having a tax situs within a development or redevelopment district as shown upon the landbooks and personal property books of the assessor on the first day of July of the calendar year preceding the effective date of the order or ordinance creating and establishing the development or redevelopment district." This revision applies only to individually owned property, not business personal property.

*Bill introduced - no action.*

#### **X Oppose Changes in Current Assessment Procedures Related to Commercial Personal Property**

In order to protect the county tax base and funding for education, we oppose any changes in the current Assessment Procedures related to Commercial Personal Property, including any proposed Constitutional Amendment to exempt such property or to adjust the tax classification and levy rates related to such property. Further, we do not support any attempt to replace the current county tax revenue generated by the assessment of such property by increasing the real estate property tax burden on individual property owners.

We will consider supporting legislation that grants tax credits against other business taxes such as the Corporate Income Tax or Business Franchise Tax in the amount individual businesses pay in personal property taxes.

*We were successful in keeping the the salvage value bills from passing but this issue will come up again. Main question - what revenue will replace it?*

#### **X Income Approach for Affordable Multifamily Housing**

We oppose the requirement to utilize the income approach when valuing affordable multifamily housing units and prohibiting the valuing of the IRS income tax credits associated with such housing. *Bill introduced but didn't go anywhere this year.*

## COMMITTEE B - JUSTICE/ JAILS/LAW ENFORCEMENT

**Talking Points: Consider some of these issues and discuss whether we need to take a supporting or opposing position or no position. Maybe it's not an issue anymore. Try to identify other interested parties besides counties, if any, who would have either supporting or opposing positions.**

### **PRIORITY ISSUES FROM 2012:**

- **Containment of Regional Jail Costs**

Regional Jail Authority has reconstituted the "Cost Containment Committee."

*No legislation of any significance was introduced in the 2012 session.*

*Identify a funding source for the Regional Jail Partial Reimbursement Fund??*

*Action on Court Costs collections?? Withhold from income tax returns??*

- ✓ **Authority for Search Warrant for Blood Samples**

Prescription drug use/abuse is now causing more DUI arrests than alcohol but a blood test is needed to make the determination. We support legislation authorizing search warrants in order to obtain blood samples in suspected impairment cases. **PASSED SENATE**

*Alternate Idea: Work with State Police on training Deputies in methods of determining drug use?*

- ✓ **Fleeing While DUI**

We support making fleeing while DUI a prior offense for a 2<sup>nd</sup> or subsequent DUI prosecution. **NO BILL THIS YEAR**

- ✓ **Pretrial Diversion**

Court costs will not be imposed by Magistrates in cases where a pretrial diversion with the defendant has been reached. **NO BILL THIS YEAR; COURT RULE??**

- ✓ **Misdemeanor Child Neglect Statute**

Currently, the only criminal statute for child neglect is a felony statute. A misdemeanor charge is needed for less serious neglect cases. **HB 4356 PASSED HOUSE; DIED IN SEN. JUDICIARY** (in past has passed the Senate and died in House - maybe next year we will accomplish both at the same time!)

- ✓ **First Degree Robbery**

A charge of first degree robbery is needed if there is a threat of firearm or presentment of what appears to be a firearm. Current statute requires there must actually be a firearm for first degree robbery. We support a sentence maximum cap of 60 years. **NO BILL**

- ✓ **Asset Forfeiture Law**

We support legislation modeled after federal statute allowing assets to be seized in fraud and other criminal cases. Funds would be used to compensate crime victims, offset regional jail

## COMMITTEE C - COUNTY GOVERNMENT GENERALLY

**Talking Points:** Consider some of these issues and discuss whether we need to take a supporting or opposing position or no position. Maybe it's not even an issue anymore. Try to identify other interested parties, besides counties, if any, who would have either supporting or opposing positions.

### PRIORITY ISSUES FROM 2012:

- **Positive Initiatives:**

The West Virginia Association of Counties supports initiatives that have a positive effect on county funds and oppose those that have a negative impact, such as state requirements to provide facilities or services without appropriating the necessary resources to do so or erosions to county revenue.

The West Virginia Association of Counties supports initiatives that have a positive effect on county authority or responsibility and oppose those that usurp the authority of county officials and county government.

*The above are two general "catch-all" statements I perennially put into our legislative priorities booklet. Any suggestions for improvements to these general policy statements?*

### CIRCUIT CLERK ISSUES FROM 2012:

#### **Changes to §48-14-204 Regarding Child Support Enforcement**

Circuit Clerks support an initiative by family court judges and the Bureau for Child Support Enforcement that will revise statutes regarding executions, notice and limitation of enforcement of judgments in child support and spousal support cases. CIRCUIT CLERKS SUPPORT BUT IT'S BCSE ISSUE

- ✓ **Release of Juror Information**

§52-1-9(c) provides that "the names of the qualified jurors drawn from the jury wheel or jury box and the contents of the jury qualification forms completed by those jurors shall be made available to the public." *We support an amendment providing that the release of juror information subsequent to trial requires permission of the trial court judge through a written order.* GOT BILL TAKEN UP BUT IT WAS RECOMMITTED TO HOUSE JUD. ON 3<sup>RD</sup> RDG DUE TO OBJECTIONS FROM BOTH PLAINTIFF & DEFENSE ATTORNEYS

- ✓ **Juvenile Records**

We support an amendment to §49-5-18 to provide that the juvenile records shall be confidential but eliminate the requirement that the records be sealed. NO INTEREST IN SPONSORING BILL

#### **Electronic Format Optional**

Due to persistent problems with the e-cert delivery system, Circuit Clerks need the option of

**Commissioners Issues from 2012:**

***For the County Commissioners' Association of West Virginia:***

✓ **Responsibility Issues**

We support initiatives that have a positive effect on county commission authority or responsibility and oppose those that attempt to usurp the duties of county commissioners as outlined by the WV Constitution and WV Code. NO BILL

✓ **Unfunded Mandates**

In these challenging economic times, we will defend against any unfunded mandates legislatively or administratively passed on to local governments. We will evaluate and determine our position on any legislation that affects county finances. NO BILL

✓ **Electronic Media for Legal Ads**

In meeting the needs of a new generation and changing technologies, we support adding the option of electronic media outlets, including broadcast or publishing by radio stations, television stations, cable stations or internet sites, for use in meeting most statutory legal advertising requirements. BROADCASTERS ASSOCIATION BILL; THEY DIDN'T PURSUE

✓ **Vacant Building Registration**

Counties need permissive ordinance authority to establish a vacant building registration program. Registration fees would be used to repair, close or demolish abandoned structures that present safety hazards to the community. NO BILL

✓ **Marcellus Shale Development**

We support the development of rules governing horizontal well drilling that will maintain communication and coordination among industry, state government, and county governments, allowing local flexibility to deal with local issues. NO BILL

✗ **Tax Increment Financing (TIF)**

County Commissioners are opposed to extending authority to Class III & IV municipalities to initiate and administer TIF projects without the advice and consent of the affected County Commission. NO BILL INTRODUCED TO OPPOSE

**OTHERS:**

**"Silenced Majority" Amendment**

We supported a Constitutional amendment that would allow for a simple majority for local government levy elections rather than meeting the requirement of a 60% "super majority."  
*Example: Mingo County levy recently failed at 58%.*

**Any changes needed to make our recording laws adequate for the increased filings due to Marcellus Shale activity? Other legislation related to Marcellus activity?**

**Support a Mineral Trust Fund at State and/or County level?**

**Other Issues??**

## **COMMITTEE D - PERSONNEL & COUNTY OFFICIALS ISSUES/PERS/PEIA**

**Talking Points: Consider some of these issues and discuss whether we need to take a supporting or opposing position or no position. Maybe it's not even an issue any more. Try to identify other interested parties, besides counties, if any, who would have either supporting or opposing positions.**

**Compensation Increase for County Officials - Changes to last year's bill? Leave the same? Continue to include the part-time employment issue?**

**Change title of bill?? Classification & Equalization for County Officials?? Other suggestions?**

**Changes to County Classifications? (Currently 40 Class 1 - 5 and 15 Class 6 - 10)**

**Interim Committee looking at other means of determining county officials' compensation:**

**Would we support an independent commission that makes *recommendations* much like the Legislature's pay commission?**

**Would we support a smaller increase in current base salary and try to get an automatic 1½ % annual increase, with appropriate safeguards built in such as approval by Auditor that there is sufficient revenue?**

**Other Ideas?**

**Other Issues:**

**Long-term solution to PERS funding - employer / employee contributions; other solutions?**

**Pension Reform - Concerns for County Government in recruiting & retaining employees??**

**Do we want to make a public policy statement on wellness / prevention, etc. that would improve West Virginia's overall health and decrease medical utilization?**

**Other Personnel Issues?**



**Meet and Converse with your**

**Jefferson County**

**Commissioners**

**Where:** Skipper's Downtown Dips & Deli

114. West Washington St - Charles Town, WV 25414

# 304-725-DIPS (3477)

**When:** September 27, 2012

**Time:** 5:00 p.m.—7:00 p.m.

*Questions regarding the event should be directed to  
the Jefferson County Commission: 304-728-3284*

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

Week Ending Date	Week Ending September 1, 2012
<b>To be Deposited on:</b>	September 10, 2012
Amount Played	71,522,548.72
Amount Won	64,290,142.02
Amount Promo	233,645.00
MWAP Contribution	<u>5,697.54</u>
<b>Adjusted Gross Terminal Revenue</b>	<b><u>6,993,064.16</u></b>
Administrative Costs @ 4%	279,722.56
Excess Lottery Fund @ 4%	<u>0.00</u>
<b>Net Terminal Revenue</b>	<b><u>6,713,341.60</u></b>
Surcharge @ 10%	0.00
State Share Excess @ 58%	0.00
Track Share of Capital Reinvestment @ 42%	<u>0.00</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	<i>0.00</i>
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	<i>0.00</i>
<b>Adjusted Net Terminal Revenue</b>	<b><u>6,713,341.60</u></b>
Racetrack @ 46.50% / 42%	3,121,703.84
Lottery Fund @ 30% / 0%	2,014,002.47
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	469,933.91
Workers' Compensation Debt Reduction @ 7% / 0%	469,933.91
Employee Pension Fund @ 1% / .5%	67,133.42
Greyhound Development @ .75%	50,350.06
Thoroughbred Development @ .75%	50,350.06
Racing Commission @ 1%	67,133.42
County/Municipality @ 2%	134,266.84
<b>3% Funds:</b>	
Tourism Promotion Fund @ 1.375%	92,308.45
Development Office Promotion Fund @ .375%	25,175.03
Research Challenge Fund @ .5%	33,566.71
Capitol Renovation and Improvement Fund @ .6875%	46,154.22
2004 Capitol Complex Parking Garage Fund @ .0625%	4,195.84
<b>1% Funds:</b>	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	33,566.71
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>33,566.71</u>
	<b><u>6,713,341.60</u></b>

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/28/12	\$ 137,164.44	\$ 137,164.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/04/12	\$ 132,931.16	\$ 132,931.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/11/12	\$ 134,212.88	\$ 134,212.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/18/12	\$ 133,861.76	\$ 110,241.90	\$ 23,619.86	\$ 1,934.47	\$ 9,731.38	\$ 529.08	\$ 8,214.99	\$ 3,209.94
08/25/12	\$ 132,419.80	\$ 66,209.90	\$ 66,209.90	\$ 5,422.59	\$ 27,278.48	\$ 1,483.10	\$ 23,027.80	\$ 8,997.93
09/01/12	\$ 134,266.84	\$ 67,133.42	\$ 67,133.42	\$ 5,498.23	\$ 27,658.97	\$ 1,503.79	\$ 23,349.00	\$ 9,123.43
Subtotal	\$ 1,225,989.84	\$ 1,069,026.66	\$ 156,963.18	\$ 12,855.29	\$ 64,668.83	\$ 3,515.97	\$ 54,591.79	\$ 21,331.30

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

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	07/03/2010	115,402.58	7/1-2/2011	69,824.12	07/07/2012	161,637.92
07/12/2008	176,592.38	07/11/2009	168,815.08	07/10/2010	205,731.64	07/09/2011	171,717.28	07/14/2012	129,458.04
07/19/2008	160,344.08	07/18/2009	160,652.98	07/17/2010	161,386.76	07/16/2011	143,019.52	07/21/2012	130,037.00
07/26/2008	162,982.74	07/25/2009	158,869.08	07/24/2010	160,368.28	07/23/2011	146,508.00	07/28/2012	137,164.44
08/02/2008	178,171.04	08/01/2009	174,493.08	07/31/2010	157,802.08	07/30/2011	144,510.28	08/04/2012	132,931.16
08/09/2008	123,538.04	08/08/2009	138,408.80	08/07/2010	136,494.98	08/06/2011	151,495.28	08/11/2012	134,212.88
08/16/2008	82,482.89	08/15/2009	81,222.14	08/14/2010	78,376.68	08/13/2011	117,350.38	08/18/2012	110,241.90
08/23/2008	76,426.18	08/22/2009	76,260.31	08/21/2010	76,199.02	08/20/2011	71,614.12	08/25/2012	66,209.90
08/30/2008	89,459.86	08/29/2009	80,472.92	08/28/2010	72,460.03	08/27/2011	63,432.14	09/01/2012	67,133.42
09/06/2008	91,644.46	09/05/2009	80,798.15	09/04/2010	76,362.84	09/03/2011	80,837.76		
09/13/2008	79,729.93	09/12/2009	86,286.92	09/11/2010	82,969.36	09/10/2011	84,845.80		
09/20/2008	71,269.36	09/19/2009	70,010.15	09/18/2010	67,638.78	09/17/2011	66,748.62		
09/27/2008	79,735.73	09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80		
10/04/2008	75,186.22	10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64		
10/11/2008	77,139.04	10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	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		
11/01/2008	68,352.42	10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98		
11/08/2008	70,823.02	11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	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		
12/06/2008	55,696.68	12/05/2009	51,006.51	12/04/2010	53,215.08	12/03/2011	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		
01/03/2009	96,504.65	01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00		
01/10/2009	53,286.62	01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40		

01/17/2009	56,068.87	01/16/2010	60,551.28	01/15/2011	54,005.90	01/14/2012	58,901.92
01/24/2009	71,474.63	01/23/2010	69,943.53	01/22/2011	60,924.74	01/21/2012	61,819.92
01/31/2009	61,089.80	01/30/2010	48,527.75	01/29/2011	48,036.94	01/28/2012	62,898.78
02/07/2009	83,539.63	02/06/2010	37,155.14	02/05/2011	60,777.44	02/04/2012	72,154.66
02/14/2009	76,054.44	02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04
02/21/2009	91,838.41	02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88
02/28/2009	80,806.88	02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78
03/07/2009	48,837.13	03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86
03/14/2009	96,025.39	03/13/2010	71,007.37	03/12/2011	66,979.48	03/10/2012	76,808.62
03/21/2009	79,002.82	03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92
03/28/2009	79,250.83	03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36
04/04/2009	75,968.30	04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22
04/11/2009	75,964.94	04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98
04/18/2009	80,598.22	04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34
04/25/2009	75,571.46	04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08
05/02/2009	73,957.05	05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66
05/09/2009	76,697.22	05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30
05/16/2009	71,925.70	05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92
05/23/2009	81,395.43	05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36
05/30/2009	82,161.55	05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24
06/06/2009	74,895.74	06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44
06/13/2009	67,327.23	06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86
06/20/2009	75,500.53	06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12
06/27/2009	67,354.10	06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30
6/30/2009 ***	32,059.58	06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40

<b>TOTALS</b>	<b>4403564.04</b>	<b>4041141.56</b>	<b>4016541.01</b>	<b>4124906.8</b>	<b>1069026.66</b>
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Table Game Revenue

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64
September, 2010	94,247.84	August, 2011	137,473.92		
October, 2010	105,903.60	September, 2011	110,375.25		
November, 2010	108,717.67	October, 2011	124,273.94		
December, 2010	118,721.11	November, 2011	121,118.87		
January, 2011	106,189.21	December, 2011	140,509.93		
February, 2011	105,776.45	January, 2012	137,812.68		
March, 2011	120,927.10	February, 2012	142,770.01		
April, 2011	130,654.61	March, 2012	151,845.46		
May, 2011	130,492.02	April, 2012	127,862.26		
June, 2011	121,576.41	May, 2012	137,905.13		
		June, 2012	129,235.38		
<u>Total 2010-2011</u>	<u>1297391.7</u>	<u>Total 2011-2012</u>	<u>1602900.84</u>	<u>Total 2011-2012</u>	<u>138663.64</u>