

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, SEPTEMBER 27, 2012
9:30 A.M.

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

REVISED 9/25/12 at 11:11 am

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action

2. **UNFINISHED BUSINESS:**

Review & Revision to the Agenda Policy - Discussion/Action

3. 10:15 a.m. Robert Shirley, Sheriff
- Approval to hire a replacement Crossing Guard for Shepherdstown Elementary - Discussion/Action
- Approval to hire a Tax Deputy - Discussion/Action

4. 10:30 a.m. Jennifer Maghan, County Clerk
- Approval of Financial Statement for publication - Discussion/Action

5. 10:45 a.m. **Break**

6. 11:00 a.m. Members of the Sheridan Unit Owners Association, Inc.
- Concerns about the status of the existing bond agreement between Sheridan LLC and the County Commission of Jefferson County, dated 9/22/03 - Discussion/Action

7. 11:15 a.m. Ed Hannon and Doug Pittinger, Director of Emergency Services Agency
- Update on hiring of three positions for the Emergency Services Agency - Discussion
8. 11:30 a.m. Mary Newlin, Juvenile Drug Court
- Request for \$1,500 to assist with the nutritional program for the Juvenile Drug Court - Discussion/Action
9. 11:40 a.m. Jennifer Brockman, Director of Planning and Zoning
- Approval to hire a 2-year full-time temporary Comprehensive Plan Planner position - Discussion/Action

NEW BUSINESS:

10. Discussion to have Commission consider changing meeting days to the first and third Thursday of the month verses every Thursday (PN) - Discussion/Action
11. Approval to advertise for a replacement Administrative Assistant in the County Commission office - Discussion/Action

FINANCIAL DIRECTORS REPORT

- Approval of Budget Revision #7 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Retiree Health Care, Possible Executive Session 6-9A-4 - Discussion/Action

COUNTY COMMISSION REPORTS

12. **ADJOURN**

CORRESPONDENCE:

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.

Reminder there is a Workshop on the US 340 Gateway Plan at 7:00 p.m. held by the Planning Department tonight, Thursday, September 27, 2012.

Reminder County Commission offices will be closed on Monday, October 8, 2012 in observance of Columbus Day.

Notice interviews and appointments will be held on Thursday, October 4, 2012 for the unexpired term ending June 30, 2017 for the Jefferson County Board of Health.

Invitation received from the Supreme Court of Appeals to the ribbon-cutting of the Administrative Office and Headquarters of the Business Court Division of West Virginia Circuit Courts on October 10th, 2012 at 5:30 p.m. at the Berkeley County Judicial Center.

Jefferson County 4-H Report received from the Extension Service of West Virginia University.

Invitation to the 5th Annual Tastes from Around the World on October 3, 2012 at 6:30 p.m. at the Bavarian Inn, Shepherdstown, WV 25443.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending September 15, 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 20, 2012

A meeting of the Jefferson County Commission was held on Thursday, September 20, 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, County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the September 20, meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Minutes of the September 13, 2012 regular meeting as amended. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to approve the Minutes of the September 13, 2012 joint Jefferson County Commission/Planning Commission work session as amended. Motion seconded by Mr. Manuel and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$153,913.26 being P. O. Nos. 50858, 49640, 51160, 51161, 51162, 50109, 49890, 49971, 50063, 50107, 48184, 50104, 50108, 50137, 50138, 49958, 50038, 49642, 49643, 49644, 49645, 49647, 49648, 49649, 49650, 49681, 49652, 49653, 49654, 52080, 49639 and 50028. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable for September 20, 2012 in the amount of \$86,853.94. Motion seconded by Mr. Manuel and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
068198	428	ACS GOVERNMENT SYSTEMS		\$ -	\$ 13,029.36	\$ 13,029.36
068199	425	COMCAST		\$ -	\$ 346.96	\$ 346.96
068200	700	MATTHEW ARMEL		\$ -	\$ 253.00	\$ 253.00
068201	425	BIEDLERS ELEC MOTOR REP	50110	\$ 5.92	\$ -	\$ 5.92
068202	425	B-K OFFICE SUPPLY INC	50097	\$ 529.90	\$ -	\$ 529.90
068202	425	B-K OFFICE SUPPLY INC	50102	\$ 353.45	\$ -	\$ 353.45
068203	GRANT	BLUE RIDGE MOUNTAIN LIBR		\$ -	\$ 2,976.70	\$ 2,976.70
068204	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
068205	405	MARCIA L. CHANDLER, RPR	50035	\$ 446.60	\$ -	\$ 446.60

068206	717	CARS/COMPLETE AUTO REPAI	50099	\$ 441.96	\$ -	\$ 441.96
068207	424	D & S CONSTRUCTION	50857	\$ 8,750.00	\$ -	\$ 8,750.00
068208	425	84 LUMBER	50098	\$ 112.64	\$ -	\$ 112.64
068209	717	FISHER AUTO PARTS	50103	\$ 498.73	\$ -	\$ 498.73
068210	717	FLEETPRIDE	50140	\$ 38.16	\$ -	\$ 38.16
068210	717	FLEETPRIDE	50141	\$ 25.44	\$ -	\$ 25.44
068211	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 24,827.20	\$ 24,827.20
068212	425	GRAINGER, INC	50139	\$ 29.93	\$ -	\$ 29.93
068213	717	GUTTMAN OIL CO		\$ -	\$ 19,658.41	\$ 19,658.41
068214	412	HEALTH & NUTRITION LETTE	53149	\$ 46.00	\$ -	\$ 46.00
068215	716	HILLSIDE VETERINARY HOSP	51166	\$ 29.85	\$ -	\$ 29.85
068216	716	JEFFERSON PUBLISH CO INC	49641	\$ 97.50	\$ -	\$ 97.50
068217	425	JEFFERSON COUNTY SOLID	53045	\$ 56.40	\$ -	\$ 56.40
068218	425	JOHN DEERE FINANCIAL	52067	\$ 32.49	\$ -	\$ 32.49
068219	424	LONG FENCE	49777	\$ 1,477.00	\$ -	\$ 1,477.00
068220	712	PRIORITY DISPATCH	50992	\$ 198.00	\$ -	\$ 198.00
068220	712	PRIORITY DISPATCH	50995	\$ 99.00	\$ -	\$ 99.00
068221	425	HOME DEPOT CREDIT SERVIC		\$ -	\$ 56.74	\$ 56.74
068222	412	SHAY MCNEIL		\$ -	\$ 43.29	\$ 43.29
068223	402	PIFER OFFICE SUPPLY, INC	49977	\$ 7.25	\$ -	\$ 7.25
068223	402	PIFER OFFICE SUPPLY, INC	49979	\$ 3.56	\$ -	\$ 3.56
068223	404	PIFER OFFICE SUPPLY, INC	52077	\$ 134.92	\$ -	\$ 134.92
068223	406	PIFER OFFICE SUPPLY, INC	49852	\$ 125.98	\$ -	\$ 125.98
068224	425	PRECISION POWER LLC	50101	\$ 2,935.80	\$ -	\$ 2,935.80
068225	700	ROMULO QUEZADA		\$ -	\$ 161.00	\$ 161.00
068226	425	RCS SECURITY		\$ -	\$ 486.00	\$ 486.00
068227	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
068227	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
068227	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
068227	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
068227	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
068227	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
068227	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
068227	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
068227	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
068227	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
068228	405	SPECIALTY BUS SUPPLIES	50036	\$ 1,133.08	\$ -	\$ 1,133.08
068228	716	SPECIALTY BUS SUPPLIES	51164	\$ 60.00	\$ -	\$ 60.00
068229	425	SHERWIN-WILLIAMS	49718	\$ 382.55	\$ -	\$ 382.55
068230	712	SKILL PATH SEMINARS	49805	\$ 135.90	\$ -	\$ 135.90

068231	700	STACEY SMALLWOOD		\$ -	\$ 161.00	\$ 161.00
068232	425	CAPITAL TRISTATE	52069	\$ 2,257.72	\$ -	\$ 2,257.72
068233	700	VINCENT TIONG		\$ -	\$ 67.71	\$ 67.71
068234	700	TELTRONIC	49646	\$ 95.36	\$ -	\$ 95.36
068235	425	VALLEY HARDWARE COMPANY	50094	\$ 26.92	\$ -	\$ 26.92
068236	717	WILLIAMS MOTOR PARTS, IN	50095	\$ 577.40	\$ -	\$ 577.40
068237	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 670.85	\$ 670.85
068238	412	WPS,INC	50029	\$ 72.40	\$ -	\$ 72.40
068239	413	REVA MICKEY		\$ -	\$ 150.00	\$ 150.00
068240	413	GARY DUNGAN		\$ -	\$ 150.00	\$ 150.00
TOTAL						\$ 86,853.94
TOTAL				\$ 21,217.81	\$ 65,636.13	\$ 86,853.94

PUBLIC COMMENT

Mark Dyck expressed concerns about the proposed award of the Jefferson County stormwater management ordinance development to an out-of-state firm.

Peter Corum stated his concerns about the length of time the Planning Commission, County Commission and the Board of Zoning Appeals was taking to complete the zoning and subdivision ordinance changes.

David Tabb commented on several items including the possible purchase of the Briel/Liberty Building. He advised the Commission that he was resubmitting his agenda request regarding his issue with Emergency Management and Homeland Security.

Jennifer Brockman, Director of Planning and Zoning, reminded residents about the US Rt. 340 public workshop on Thursday, September 27, 2012 from 7:00 p.m. to 9:00 p.m. at the County Commission meeting room. She stated this workshop is to provide the public with more information before the public hearing.

PRESENTATIONS:

1. **Lynn Fields** requested approval to set a hearing date for Monday, October 1, 2012 on the Amended Petition in the Printz Estate and for closing four estates that did not meet the deadline for the preceding quarter. (Ms. Widmyer recused herself from voting on this matter.)

By general consensus the Commission approved Monday, October 1, 2012 at 9:30 a.m. for the hearing regarding the Amended Petition in the Printz Estate with the request to approve closing of the four estates from last quarter as presented by Ms. Fields.

2. **Angela Banks, Assessor**, presented the following split ticket item and exonerations for approval:

NOTICE OF APPORTIONMENT OF JOINTLY OWNER MOTOR VEHICLES

Upon presentation by Angela Banks, Assessor, motion by Ms. Morgan and seconded by Ms. Widmyer to approve the Notice of Apportionment of Jointly Owned Motor Vehicles filed by a certified copy of a final divorce order

entered under provisions of section fifteen, article two, chapter forty-eight of the West Virginia Code, in the amount of \$152.52 for the following:

NAME	HUSBAND/WIFE	ASSESSED VALUE	TAXES DUE
Jennifer Lynn Valaike (Holland)	Wife	\$4,200	\$97.06
Timothy John Valaike	Husband	\$2,400	\$55.46
TOTAL TAXES DUE:			\$ 152.52

NOTICE OF EXONERATION:

Angela Banks, County Assessor, requested exoneration for **Casey D. Woods** in the amount of \$267.31. Motion by Ms. Morgan to approve the exoneration of \$267.31 for Ticket No. 300369. Motion seconded by Mr. Pellish and unanimously approved.

Name	District	Type	Ticket No.	Amount
Casey D. Woods	Bolivar	Personal Property	300369	\$267.31

NOTICE OF EXONERATION:

Angela Banks, County Assessor, requested exoneration for **Robert Rutkowski** in the amount of \$389.68. Motion by Mr. Manuel to approve the exoneration of \$389.68 for Robert Rutkowski, Ticket No. 13903. Motion seconded by Mr. Pellish and unanimously approved.

Name	District	Type	Ticket No.	Amount
Robert Rutkowski	Harpers Ferry	Real estate	13903	\$389.68

- Roger Goodwin, Chief County Engineer**, issue related to the Chesapeake Bay Initiative and Jefferson County's participation, under the WV Department of Environmental Protection's Watershed Implementation Plan (WIP), to reduce storm water runoff pollution to the Chesapeake Bay.

Mr. Goodwin informed the Commission that the Engineering Department advertised via RFPs for consultants to perform the scope of work outlined in the Chesapeake Bay Regulatory and Accountability Grant (CBRAG) application. Region 9 Planning and Development Council previously submitted a proposal. KCI Technologies, Inc., William H. Gordon Associates, Inc. and Potesta & Associates, Inc. submitted Qualification Statements in response to the advertised RFP. Mr. Goodwin, Joe Kent, Land Development Inspector, and a representative from the WVDEP reviewed the Qualification Statements. The consensus was to accept Region 9's Planning and Development Council's June 7, 2012 proposal to complete the Storm Water Management Ordinance.

Motion by Ms. Widmyer to approve Region 9's Proposal and authorize President Noland to execute their Agreement for Administrative Services to assist in performing the scope of work as outlined in the Chesapeake Bay Regulatory and Accountability Grant (CBRAG) application. Motion seconded by Ms. Morgan and unanimously approved.

COUNTY ADMINISTRATOR'S REPORT

County Administrator Debbie Keyser:

- **For Mr. Shroyer who was unavailable, requested approval for State Budget Revision #1 (need to update beginning fund balance never updated for FYE 06/30/2013).**

Motion by Mr. Manuel to approve State Budget Revision #1. Motion seconded by Mr. Pellish and unanimously approved.

- **Requested approval for State Budget Revision #2 (\$19,800 to be allocated to pay for an eCivis Contract to assess a grant informational data base for one year).**

Motion by Ms. Widmyer to approve State Budget Revision #2. Motion seconded by Ms. Morgan and unanimously approved.

- **Requested approval for State Budget Revision #7 (to move depreciation expense funds of \$1.3M to the General County Fund).**

Motion by Mr. Manuel to hold this item until next week's meeting providing Mr. Shroyer is available. Motion seconded by Ms. Morgan and unanimously approved.

- **Requested a decision regarding the account in which the \$13,661.00 grant funds received in connection with the WV Eastern Panhandle Transportation Authority should be placed.**

Motion by Ms. Morgan to place the \$13,661.00 in Planning and Zoning into a special fund marked for transportation and the study of the southern section of US Rt. 340. Motion seconded by Mr. Manuel and carried 3 – 2.

- **Request to approve the amended Agenda Policy which requires any Agenda Request to be reviewed by the Commission and approved or denied.**

By general consensus the Commission will hold this item and revisit the Agenda Policy.

- Reported that the appraisal on the Briel/Liberty Building was completed on Monday, September 17, 2012 and the Commission should receive the results by the end of next week.
- Attended a pre-bid CAD meeting at the Emergency Communications 911 Center.
- Attended an Emergency 911 Committee meeting.
- Attended a JCESA meeting to assist with human resource issues.
- The discussion on Retiree Health Care and possible executive session will be carried over until next week.

The Commission took a 10-minute break at 10:45 a.m.

The Commission reconvened the meeting at 10:55 a.m.

4. **Eleanor Finn** read a summary of the Jefferson County League of Women Voters' observations of the County Commission.

COUNTY COMMISSIONER REPORTS

Commissioner Widmyer:

- Attended the Antietam Remembrance Walk.
- Attended a Water Advisory Committee meeting.

- Handed out brochures for Community Ministries.
- Attended a Jefferson County Parks and Recreation meeting.
- Attended a Jefferson County Development Authority Meeting.
- Attended the joint meeting of the County Commission and the Planning Commission regarding a work plan for FY2014.
- Attended a joint meeting of the County Commission and the Planning Commission regarding a work plan for FY2014.

Commissioner Manuel:

- Attended a joint meeting of the County Commission and the Planning Commission regarding a work plan for FY2014.
- Attended a Public Meeting regarding a possible traffic light at the intersection of Bakerton Road and US Rt. 340.
- Attended the APUS Ribbon Cutting for their new financial building.
- Attended a Jefferson County Development Authority meeting.
- Attended a JCESA meeting.
- Attended a HEPMPO meeting regarding a traffic light at the intersection of Bakerton Rd. and US Rt. 340.
- Attended a Jefferson County Parks and Recreation meeting.

Commissioner Pellish:

- Attended the Harpers Ferry Celebration.
- Attended the Jefferson County Development Authority meeting.
- Attended a joint meeting of the County Commission and the Planning Commission regarding a work plan for FY2014.

Commissioner Morgan:

- Attended a joint meeting of the County Commission and the Planning Commission regarding a work plan for FY2014.
- Visited Fisherman's Hall and viewed the renovations.
- Attended the Jefferson County Development Authority meeting
- Attended a Water Advisory Committee meeting.

- Attended a HEPMPO meeting regarding a traffic light at the intersection of Bakerton Rd. and US Rt. 340.
- Attended a Farmland Protection Board meeting.
- Attended a Craftworks meeting.
- Attended a Historic Landmarks Commission meeting at Boetles Ford.

Commissioner Noland:

- Attended the WVACo legislative session in Charles Town, WV.
- Attended a Jefferson County Council on Aging meeting.
- Attended a joint meeting of the County Commission and the Planning Commission regarding a work plan for FY2014.
- Attended a HEPMPO meeting regarding a traffic light at the intersection of Bakerton Rd. and US Rt. 340.

5. Stephanie Grove, Assistant Prosecuting Attorney spoke about drafting an Impact Fee Affordable Housing Ordinance.

Motion by Mr. Manuel to start the process so that it can be moved upon expeditiously and set up a public hearing on the proposed Impact Fee for Affordable Housing. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to direct staff to be prepared to implement the Ordinance within thirty (30) days. Motion seconded by Mr. Manuel and unanimously approved.

6. Jennifer Brockman, Director of Planning and Zoning:

- **Discussion of Placement of Signage of Certain County-Owned Properties** – Ms. Brockman recommends placing signage on certain county-owned properties that are being trespassed upon and that have become a problem enforcement issue.

By unanimous consent, the Commission instructed Ms. Brockman to prepare a suitable sign for the properties and submit to Debbie Keyser for approval. The Commission authorizes Ms. Keyser to handle this matter.

Work Shop for Selecting Members for Steering Committee for the FY2014 Comprehensive Plan process.

By general consensus the Commission authorized Ms. Brockman to write an advertisement announcing the formation of the Steering Committee and the criteria for membership.

This matter will be placed on the October 18, 2012 Agenda.

7. Barbara Miller, Director of Emergency Management and Homeland Security:

- **Ms. Miller requested the Commission to authorize the President to sign seventeen (17) Memoranda of Understanding regarding emergency cooperation from various entities.**

Motion by Ms. Morgan to approve and authorize the President of the Commission to sign seventeen (17) Memoranda of Understanding for cooperation between Emergency Management and various entities. Motion seconded by Mr. Manuel and unanimously approved.

- **Ms. Miller distributed brochures received from Raymond Palmer, FEMA, regarding various types of assistance post-June 29th storm.**

- Ms. Miller announced there will be a Family Disaster Preparedness Night on September 26, 2012.
 - Ms. Miller presented a report on the Regional Full Scale Disaster Exercise held on September 8, 2012 throughout WV Homeland Security Region 3 (Mineral, Hampshire, Morgan, Grant Hardy, Berkeley and Jefferson Counties.)
8. Approval of FY2013 County Commission Community Grants.

Motion by Ms. Morgan to increase the total allocations to \$132,700 and approve the choices as listed. Motion seconded by Mr. Pellish and unanimously approved.

NOTE: Ms. Keyser was informed that the Printz family would not be available on October 1, 2012 and will be taken off the Agenda for that date and rescheduled later.

There being no further business, motion by Mr. Manuel to adjourn the meeting. Motion seconded by Ms. Morgan and unanimously approved. Upon rising at 12:45 p.m. the meeting was adjourned until Thursday next, September 27, 2012 at 9:30 a.m.

PATRICIA A. NOLAND, PRESIDENT

PURCHASE ORDERS TO BE APPROVED
September 27, 2012

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
CENTRAL GARAGE	50146	\$ 381.76	Wholesale Tires, Inc.	4 tires
CIRCUIT CLERK	49891	\$ 188.73	Matthew Bender & Co., Inc.	WV Code 2012 Rvols 3 & 16
COMMISSION	49869	\$ 100.00	Idville	PVC Plastic Cards
EMERGENCY COMMUNICATION	49785	\$ 1,060.00	Teltronic	Repair radio units
	49817	\$ 31,356.61	Motorola Solutions	Service maintenance contract
OTHER BUILDINGS	50143	\$ 1,163.00	Bonded Applicators	Roof Repair to Maint. Office
	50144	\$ 2,746.44	Roy's Glass	Remove & update 4 windows at public services center
	50147	\$ 355.62	Kone	Service call for noisy elevator in jail annex
GRAND TOTAL		\$ 37,352.16	Printed at 11:10 a.m. on 9/24/12	

<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: Angie Banks

Department or Entity: Assessor

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: 9-20-12

Date Requested – 2nd Choice: _____

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

Subject: **Exonerations**

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

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

Attachments:

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

Name: Robert Shirley

Department or Entity: JCSO

Estimation of amount of time needed for appointment: _____

Date Requested - 1st Choice: 9/20/2012

Date Requested - 2nd Choice: 9/27/2012

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

Subject:

Hire Replacement Crossing Guard for
Shepherdstown Elementary

Please provide the County Commission with a description of your request or presentation, including any background information: The former crossing guard for Shepherdstown Elementary has retired. The school would like to hire and the Board has approved, Heather Sue Henry Maddex to replace him. This position is paid by the county and reimbursed by the school Board.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I move to approve the hire of Heather Sue Maddex for the position of Crossing Guard for Shepherdstown Elementary.

Attachments:

Personnel Requisition

JEFFERSON COUNTY

Personnel Requisition

Department Name Sheriff's Office Date 9/13/12 Date Needed ASAP

Job Title Crossing Guard Salary 7.18/hr Criminal History Check Yes No

Suggested Recruitment Source(s) _____

Applicants Interviewed By _____ Position Reports To _____

Minimum Education Required _____

Minimum Experience Required _____

Job Duties _____

Budget Information

Addition Replacement Explain or For Whom Bill Wilcox

Position Budgeted Yes No Proposed Salary _____ Date of Hire _____

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

Safety/Security Hours Per Week _____

Approvals

Elected Official Approval _____ Date _____

Department Head Approval _____ Date _____

County Commission Approval _____ Date _____

Comments _____

<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: Sheriff Shirley

Department or Entity: _____

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: 9/27/12

Date Requested – 2nd Choice: _____

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

Subject: Approval to hire a Tax Deputy

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

Personnel Requisition

Department Name Jefferson County Tax Office Date 9/19/12 Date Needed 10/4/12

Job Title Tax Deputy Salary 25,625.00 Criminal History Check Yes No

Suggested Recruitment Source(s) The Spirit of Jefferson

Applicants Interviewed By Sheriff Robert Shirley and Chief Tax Deputy Teresa Hendricks Position Reports To Chief Tax Deputy

Minimum Education Required High School Diploma

Minimum Experience Required Basic math and or accounting skills required

Job Duties Tax collections and other duties as assigned

Budget Information

Addition Replacement Explain or For Whom Rebekah L Turner

Position Budgeted Yes No Proposed Salary 25,625.00 Date of Hire 10/9/12

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

Safety/Security Hours Per Week 35 +

Approvals

Elected Official Approval Sheriff Robert Shirley Date 9/19/12

Department Head Approval Teresa Hendricks Date 9/19/12

County Commission Approval _____ Date _____

Comments _____

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Maghee

Department or Entity: Finance

Estimation of amount of time needed for appointment: 40 minutes

Date Requested - 1st Choice: 9-27-12

Date Requested - 2nd Choice: _____

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

Subject: Approval of Financial Statement for publication

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

2012 Financial Stmt

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

Attachments:

6

<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: Members of the Sheridan Unit Owners Association, Inc.

Department or Entity: Sheridan Unit Owners Association, Inc.

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: September 27, 2012

Date Requested – 2nd Choice: first available date

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

Subject:

Concerns about the status of the existing bond agreement between Sheridan LLC and the County Commission of Jefferson County, dated 9/22/03.

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

The members of the Sheridan Unit Owners Association, Inc. are concerned about the existing condition of their roads and infrastructure. As the bond has been revoked in accordance with the attached agreement, they are requesting action by Jefferson County to make immediate improvements to the existing roadways.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Motion to order JC Dept of Engineering to abide by their attached 9/23/03 agreement with the Developer of Sheridan Estates LLC and disburse escrowed funding from bond forfeiture for the immediate repair and refinishing of roads within Sheridan Estates, Harpers Ferry, WV**

RECEIVED

Attachments:
Copy of referenced original bond agreement dated 9/22/03.

SEP 18 2012

Jefferson County Commission

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, SHERIDAN LLC, Route 2, Box 99E, Charles Town, West Virginia 25414, is held and firmly bound to the COUNTY COMMISSION OF JEFFERSON COUNTY, a West Virginia public corporation, with control and supervisory functions over the Jefferson County Planning Commission, in the penal sum of Two Million Seven Hundred Forty Seven Thousand Seven Hundred Forty Three Dollars and No Cents (\$2,747,743.00), for the completion of erosion and sediment control devices, storm water management measures, grading, roadways, water and sewer lines and associated appurtenances, for the payment of which, well and truly to be made, it binds itself, its successors in title and its assigns.

The condition of the above obligation is such that, whereas the Jefferson County Planning Commission has approved and consented to the recordation in the Office of the Clerk of the Jefferson County Commission the final plat of the Sheridan Subdivision, Lots 1, 26, 38-78, 94, 109, 132, 159 & Residue Lots A-F, a subdivision of lands of SHERIDAN LLC, the property is located on the north side of Route 340/13 (Frontage Road-ShIPLEY Elementary) at 0.16 miles and 0.10 miles east of its intersection with Route 230 - Mile Post 0.37 and 0.43 respectively, which is to consist of 47 single family lots on 45.067 acres with a 54.20006 acre residue, more or less, with roadways and appurtenance thereto, for the purpose of selling such lots and appurtenances thereto to buyers thereof, and, whereas the improvements required to be made on such subdivision, as required by the Jefferson County Subdivision Ordinance have not yet been made, which improvements are detailed in Planning Commission File No. 00-33.

NOW, THEREFORE, if SHERIDAN LLC, shall well and truly complete the

construction and installation of such improvements by October 22, 2005, and pay all costs attendant thereto, in compliance with the Jefferson County Subdivision Ordinance, then this bond shall be wholly null and void, otherwise, to remain in full force and effect.

A. The County Commission of Jefferson County, West Virginia, shall execute and deliver to the Maker hereof complete or partial satisfaction of this bond when the same is requested by the Maker hereof, according to the following provisions:

1. A complete satisfaction and exoneration shall be granted by the County Commission of Jefferson County upon presentation of evidence by the Maker that all terms and conditions of this bond have been satisfied.
2. Requests for partial satisfaction may be made from time to time, provided that such requests are for amounts in excess of \$10,000.00 of improvements completed or for the completion of all required improvements for any single bond even though less than \$10,000.00; partial satisfaction shall be granted upon presentation of evidence by the Maker that work equal in value to the amount of the satisfaction requested, has been completed and that all terms and conditions of the bond sought to be partially satisfied have been satisfied.
3. The County Commission of Jefferson County shall not consent to any satisfaction under provisions 1 or 2 above, until being first provided with a written statement from the County Engineer certifying that required improvements have been satisfactorily completed. Furthermore, the County Commission of Jefferson County shall not consent to any satisfaction under provisions 1 or 2 above, until

the Maker has paid the County Commission of Jefferson County a fee of Fifty Dollars (\$50.00) for each site inspection (after the erosion and sediment control devices have been inspected and approved, all subsequent County Engineer inspections shall be \$50.00) conducted by the County Engineer, at the request of the Maker.

B. The bond is secured by an Irrevocable Letter of Credit dated the 27th day of August 2003 from Branch Banking & Trust Company of Virginia, 1308 Devils Reach Road, Suite 200, Woodbridge, Virginia 22192 (Irrevocable Letter of Credit Number #082703-A) which is on file in the offices of the Jefferson County Planning Commission. By acceptance of the above irrevocable letter of credit as security, the following conditions shall apply:

1. The irrevocable letter of credit shall be in the amount of \$2,747,743.00 and shall be attached to this bond and made a part hereof.
1. The irrevocable letter of credit shall be clearly written to provide the beneficiary with direct and immediate access to the loan funds upon submission by the beneficiary of a signed draft request.
2. The irrevocable letter of credit shall remain in full force and effect as security for this Bond until such time as the bond is released. **The letter of credit shall be renewed by SHERIDAN LLC, thirty (30) days prior to the expiration of the letter of credits to provide uninterrupted security for this bond.**

***EXPIRATION DATES FOR ALL LETTERS OF CREDIT WILL BE EITHER JANUARY 15 OR JULY 15 OF A GIVEN YEAR.**

3. Signed draft requests against the irrevocable letter of credit will be made by the Jefferson County Commission (beneficiary) for one or both of two reasons:

- A. Failure on the part of SHERIDAN LLC to complete improvements according to the terms of this bond.
- B. Failure on the part of SHERIDAN LLC to renew the irrevocable letter of credit thirty (30) days prior to the expiration date.

4.

Drafts made against the irrevocable letter of credit by the Jefferson County Commission will be used exclusively for the purpose of completion of improvements herein above required.

5.

Drafts made against the irrevocable letter of credit for reason 4A will be used by the Jefferson County Commission to complete or procure the completion of improvements herein above required.

6. Drafts made against the irrevocable letter of credit for reason 4B will be escrowed with a local commercial bank or savings and loan association by the Jefferson County Commission and will be held, during the life of this bond, for the purpose of guaranteeing improvements herein above required.

WITNESS the following signatures and seals:

WITNESS:

Rebecca Burns

Date: 9/22/03

SHERIDAN LLC

By: [Signature]

Print Name: HERBERT JANKERS

Title: Mgr

Date: 9/22/03

WITNESS:

Rebecca Burns

Date: 9/22/03

COUNTY COMMISSION OF JEFFERSON
COUNTY WEST VIRGINIA

By: [Signature]

Print Name: Jolie D. Smith

Title: County Administrator

Date: 9/22/03

PROJECT INSPECTION MILESTONE CHART
SHERIDAN SUBDIVISION, LOTS 1, 26, 38-78, 94, 109, 132, 159 & RESIDUE LOTS A-F
PC FILE #00-33
APRIL 22, 2003

PROJECT INSPECTIONS ARE NECESSARY AT:

- **PLACEMENT OF EROSION AND SEDIMENT CONTROL DEVICES**
- **COMPLETION OF LAYING OF UNDERGROUND UTILITY LINES PRIOR TO BACKFILLING**
- **COMPLETION OF STORM WATER MANAGEMENT FACILITIES**
- **COMPLETION OF GRADING FOR STREETS**
- **COMPLETION OF BASE STONE INSTALLATION AND COMPACTION**
- **COMPLETION OF ASPHALT PAVING**
- **COMPLETION OF FINAL GRADING AND SEEDING**
- **COMPLETION OF FINAL PROJECT DETAILS**

GENERAL PROJECT NOTES

THE DEVELOPER SHALL REQUEST INSPECTIONS 48 HOURS IN ADVANCE WHENEVER POSSIBLE.

EROSION CONTROL MEASURES SHOULD BE INSTALLED PRIOR TO ANY SIGNIFICANT EARTH WORK.

ALL UTILITY TRENCHES SHALL BE COMPACTED TO 95% OF MAXIMUM DRY DENSITY WHERE THEY CROSS UNDER ROADS AND PARKING AREAS.

REQUESTS FOR DESIGN CHANGES MUST BE SUBMITTED IN WRITING AT LEAST 5 DAYS IN ADVANCE OF CONSTRUCTION OF THE PROPOSED ITEM.

JEFFERSON COUNTY BONDING POLICY

ADOPTED - MAY 25, 1995

AMENDED - APRIL 10, 1997

AMENDED - AUGUST 20, 1998

AMENDED - DECEMBER 1, 2000

A. Projects That Require Construction Bonds

1. Approved subdivisions of land requiring infrastructure improvements.
2. Commercial, industrial, multi-family and institutional projects that require a site plan.

B. Length of Construction Bonds

1. 2 ½ years of all improvements.

C. Extensions of Construction Bonds

1. 1 ½ years provided:
 - a. All dwelling units are served by a road that is totally improved with exception of the top coat of asphalt;
 - b. All erosion and sediment controls are in place and functioning properly;
 - c. Storm water Management facilities are in place either as temporary silt traps per plan or as permanent SWM protected from silt from undisturbed areas in the project. The SWM facility itself will be stabilized;
 - d. \$300.00 in fees are paid;
 - e. Surety is re-evaluated to determine if amount is still appropriate;
 - f. Additional surety is added if (e) is not adequate;
 - g. Existing infrastructure shall be reconstructed or redesigned if failing or substandard. ((f) then applies) ; and,
 - h. Elements of the preliminary plat or site plan that have not been constructed shall be reviewed for compliance with current design standards and said plat or plan shall be modified to meet current standards as required.

D. After the erosion and sediment control devices have been inspected and approved all subsequent County Engineer inspections shall be \$50.00. County discretionary inspections shall not be assessed the fee.

E. Approved Sureties are Limited to:

1. Irrevocable Letter of Credit (Addendum A) from any bank within 150 miles of Charles Town, West Virginia; or,

2. Cash-in-Escrow (addendum B) at any bank within 150 miles of Charles Town, West Virginia; or,
3. Irrevocable Letter of Commitment (addendum C) from any bank in Jefferson County.

F. Approved surety shall be formatted as shown on the attached sheets unless otherwise approved by the County Administrator and the Planning Director or the County Commission.

G. Parties other than the owner may provide the surety as allowed in the subsection F above and execute the construction bond; provided, however, that the third party adds their signature to the statement of acceptance on the associated plat.

H. Bonding arrangements cannot be made prior to Planning Commission approval of project.

After the County Engineer has approved the construction bond amount and approved surety has been presented to the Planning Commission office, the construction bond shall be prepared. Upon notice from the Planning Commission office to the County Commission office that the surety and bond are in accordance with the Jefferson County Commission bonding policy, the Commission President or County Administrator may affix signature to the bond which will constitute acceptance by the County Commission of Jefferson County. All such action shall be reported to the Jefferson County Commission as an agenda information item at their next meeting.

An appeal of this process will adhere to (I.) below of the Jefferson County Bonding Policy adopted May 25, 1995.

I. To be approved by the County Commission on a Thursday all surety must be submitted to the Planning Commission office by 5:00 p.m. on the preceding Monday. If the office is closed on such Monday then the deadline is 12:00 p.m. on Tuesday.

J. The County shall retain the 15% contingency fee on all components until the final release is approved. Except that if a project's required surety has been greater than \$333,333.00 and goes below that amount because of releases, the contingency amount retained will be \$50,000.00 until final release of all bonded items.

K. In the event that a previously released component fails before the final release, no monies will be released until said component is corrected and approved.

<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: Ed Hannon & Doug Pittinger

Department or Entity: Jefferson County Emergency Services Agency

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1st Choice: 9/27/12

Date Requested – 2nd Choice: _____

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

Subject: Update on hiring of three positions for the Emergency Services Agency

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 Emergency Services Agency

2012-2013 Budget Requirements as Funded by the County Commission

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Business Manager	\$70,000
Start Up Costs	\$50,000

In conclusion we wanted to first thank you for providing the funding for these positions and look forward to working with you as we continue to improve Fire and EMS delivery here in Jefferson County. We understand that these positions are intended to be funded through the Emergency Services Fee in the future. The implementation of the fee will be top priority of the Business Manager while the other two positions work to meet the growing demands on our emergency system. Additionally, we look forward to working with you as we move forward with implementation of a revised 5 year plan. These revised plans were delivered to you several weeks ago and when appropriate, look forward to producing a functional plan for implementation.

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Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Mary Newlin

Department or Entity: Juvenile Drug Court

Estimation of amount of time needed for appointment: 5 minutes

Date Requested - 1st Choice: September 20

Date Requested - 2nd Choice: September 27

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

Subject: Request for funding for JDC.

Please provide the County Commission with a description of your request or presentation, including any background information: The JDC requests funding from the Commission to assist with the nutritional portion of the program. Specifically, the JDC meets weekly on Thursday from 3-6. Court begins at 4:00 and group counseling follows - ending at 6:00P. (See below.)

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): The Eastern Panhandle Juvenile Drug Court moves the Commission for funding contribution in the amount of \$1,500.00 to assist in the nutritional management of the program for the year.

Attachments: Naturally, the juveniles and their parents would participate better if they are not distracted by their hunger. We have received a donation to assist with this endeavor, however, an additional contribution is necessary.

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

AGENDA REQUEST FORM

Name: Jennie Brockman

Department or Entity: Planning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: 9/27/12

Date Requested – 2nd Choice: _____

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

Need to get this advertised quickly

Subject: ^{temporary} **2-Year Full Time Comprehensive Plan Planner position**

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

As discussed during the presentation at the Joint Meeting regarding the upcoming 2014 Comprehensive Plan, the Department of Planning is requesting a 2-year full time position to support this intensive planning effort. Attached is the Personnel Requisition Form providing details about the position and qualifications.

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

I move to approve the advertising of the 2-year Full Time Planning position in accordance with the requisitions and move to approve the budget amendment for FY 13 to support this position.

Attachments:

Personnel Requisition Form

JEFFERSON COUNTY
Personnel Requisition

Department Name Planning Date 9/20/12 Date Needed ASAP

Job Title Comprehensive Plan Planner Salary _____ Criminal History Check Yes No

Suggested Recruitment Source(s) APA Jobs On-line; WV, VA, MD and PA APA Chapter websites; Martinsburg Journal; Spirit; Herald- Mail; County website; other free employment websites

Minimum Experience Required Position requires either Bachelors or Master's degree in Urban/Regional Planning, Environmental Planning, Architecture, Public Policy, or related area of study. Possession of or ability to obtain a valid driver's license prior to employment.
Preferred Qualification: A minimum of one year of urban/regional planning experience.

Job Duties: The position of Comprehensive Plan Planner requires professional planning work of moderate difficulty. This person will assist with the update of the 2014 Jefferson County Comprehensive Plan and the position is characterized by specialized knowledge of the planning field. The Comprehensive Plan Planner is expected to possess in-depth knowledge within one or more planning specialties such as economic development, comprehensive planning, or environmental planning.

The Comprehensive Plan Planner performs, organizes, coordinates and manages activities and tasks for the development of planning efforts and plan implementation. The individual must possess demonstrated ability to collect and organize input from various community stakeholders and strong oral and written communication skills, including the ability to work with the public and facilitate meetings. Although the candidate generally operates both as a team member and independently, direction and guidance is provided by the County Planner and reports to Director of Planning and Zoning.

Budget Information

Addition Replacement Explain or For Whom 2 year full time position to support Comprehensive Plan effort

Position Budgeted Yes No Proposed Salary \$45,000-\$48,000 Date of Hire late October 2012

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

Safety/Security _____ Hours Per Week 40-plus night meetings (exempt)

Approvals

Elected Official Approval _____ Date _____

Department Head Approval _____ Date _____

County Commission Approval _____ Date _____

<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: _____

Date Requested – 1st Choice: 9/27/12

Date Requested – 2nd Choice: _____

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

Subject: Review & Revision to the 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:

Jefferson County Policies & Procedures		
Policy Name:	Agenda Policy	Approved: 9/13/2012
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 additional time is needed.

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. Individuals are defined as those not employed by Jefferson County Commission or any of its contingency agencies.

Option #1: Strike paragraph above in entirety. Replace with current practice: *The President of the Commission* in conjunction with the County Administrator *will be responsible for what is placed on the agenda.*

Option #2: Strike paragraph above in entirety. Replace with: Employees of the Commission and Contingency agencies, civic groups, employers, other government agencies, etc. with comments or requests related to County Commission business will be placed on the agenda. Other individuals or organizations *will be at the discretion of the President of the County Commission* in conjunction with the County Administrator.

Option #3: Strike paragraph above in entirety. Employees of the Commission and Contingency agencies, civic groups, employers, other government agencies, etc. with comments or requests related to County Commission business will be placed on the agenda. Other individuals or organizations *will require 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, unless requested differently by the employee. 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.

While we appreciate your feedback and encourage your participation, the Commission does not appreciate nor will it tolerate disparaging personal attacks on others who are not present to defend themselves.

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. 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: **Patsy Noland**

Department or Entity: **Commission**

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: **9/27/12**

Date Requested – 2nd Choice: _____

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

Subject: Discussion to have Commission consider changing meeting days to the first and third Thursday of the month verses every Thursday

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:

West's Annotated Code of West Virginia
Chapter 7. County Commissions and Officers
Article 1. County Commissions Generally

W. Va. Code, § 7-1-2

§ 7-1-2. Sessions

Currentness

The county court of each county shall hold four regular sessions in each year at the courthouse thereof, at such times as may be fixed upon and entered of record by the court. It may also hold special sessions, whenever the public interests may require it, to be called by the president with the concurrence of at least one other commissioner; and the commissioner, if any, not concurring therein, must have at least twenty-four hours' notice of the time appointed for such special session. A notice of the time of such special session, and of the purpose for which it will be held, shall be posted by the clerk of the court, at the front door of the courthouse of the county, at least two days before such session is to be held. If such commissioner, after due notice thereof, shall willfully fail to attend such special session, he shall forfeit not less than five nor more than twenty dollars.

Credits

Acts 1881, c. 5, §§ 6, 7.

Formerly Code 1868, c. 39, §§ 4, 5, 9; Code 1923, c. 39, §§ 6, 7.

<W.Va. Const., art. IX, § 9, redesignated the office of the county court as county commission.>

Notes of Decisions (9)

W. Va. Code, § 7-1-2, WV ST § 7-1-2

Current with laws of the 2012 First Extraordinary Session

End of Document

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

Name: Debbie Keyser

Department or Entity: Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 9/27/12

Date Requested – 2nd Choice: _____

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

Subject: Approval to advertise for a replacement Administrative Assistant in the County Commission office

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

Personnel Requisition

Department Name County Commission Date 9/27/12 Date Needed November 5, 2012

Job Title Administrative Assistant Salary 27,582.91 Criminal History Check Yes No

Suggested Recruitment Source(s) Spirit of Jefferson, Web & alerts

Applicants Interviewed By _____ Position Reports To Deputy Administrator

Minimum Education Required High School Diploma (Associates Degree Preferred)

Minimum Experience Required 3-5 years related work experience, grant writing experience, some knowledge of Human Resources, advance technology experience

Job Duties Attending meetings and preparing minutes, performs clerical task as assigned

Budget Information

Addition Replacement Explain or For Whom Debbie Stellato

Position Budgeted Yes No Proposed Salary 27,582.91 Date of Hire _____

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

Safety/Security _____ Hours Per Week 35

Approvals

Elected Official Approval _____ Date _____

Department Head Approval _____ Date _____

County Commission Approval _____ Date _____

Comments _____

FINANCIAL DIRECTORS REPORT

State Level Budget Revision BR 007

This budget revision request is for \$44,800 for the Planning and Zoning to hire a full-time temporary Comprehensive Plan Planner. This is a new hire and the amount is pro-rated for 8 months.

The breakdown of the funding as follows:

\$44,800 would come out of 001-401-05-568 – County Commission Other Contributions

\$32,000 would be put in 001-439-01-103 – Salary/Wages

\$1,984 would be put in 001-439-01-104 – FICA

\$464 would be put in 001-439-01-104-001 – Medicare

\$4,480 would be put in 001-439-01-105 – Retirement

\$5,872 would be put in 001-439-01-106 – Group Insurance

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

Jefferson County Commission
 GOVERNMENT ENTITY

CONTROL NUMBER
2013
 FY
General County
 FUND
BR007
 REV. NO.
1 of 1
 PG. OF NO.

Person To Contact Regarding

Budget Revision: **Sandy McDonald, Deputy Co. Adm.**

Phone: **304-728-3284**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town, WV

25414

CITY

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

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

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

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

(WV CODE 7-1-9)

EXPENDITURES: (net each account category)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	2,907,519		44,800	2,862,719
439	Planning & Zoning	419,600	44,800		464,400
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY: Director, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 27th day of September, 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 #7 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

Annual Salary	Benefit Costs		Full Year	Monthly	8 months 11-1/2012 - 6/30/2012		
		\$	48,000.00	\$	4,000.00	\$	32,000.00
Fica Expense	6.20%	\$	2,976.00	\$	248.00	\$	1,984.00
Medicare Expense	1.45%	\$	696.00	\$	58.00	\$	464.00
Retirement Expense	14.00%	\$	6,720.00	\$	560.00	\$	4,480.00
Life Insurance (B)	6.80/mo	\$	81.60	\$	6.80	\$	54.40
Dental Insurance (B)	21.08/mo	\$	252.96	\$	21.08	\$	168.64
Medical Insurance (B)	704.41/mo	\$	8,452.92	\$	704.41	\$	5,635.28
EAP	1.79/mo	\$	21.48	\$	1.79	\$	14.32
Total Salary plus Benefits		\$	67,200.96	\$	5,600.08	\$	44,800.64

This is based on full salary for the entire FY 7/1/2012 - 6/30/2013

If this new hire is in addition to their original budget - then the start date determines what amount the budget needs revised (pro-rated til year end)

If this new hire is replacing an existing then I will recalculate based on the current positions salary/benefits.

COUNTY ADMINISTRATORS REPORT

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: **Debbie Keyser** _____

Department or Entity: **Commission** _____

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: **9/27/12** _____

Date Requested – 2nd Choice: _____

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

Subject: Retiree Health Care, Possible Executive Session 6-9A-4 - Discussion/Action

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

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

Attachments:



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*

6



JEFFERSON COUNTY, West Virginia

Departments of Planning and Zoning

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

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

MEMORANDUM

TO: County Commission

FROM: Jennifer Brockman

DATE: August 16, 2012

RE: US 340 East Gateway Plan link for the purposes of the County Commission Workshop on August 23, 2012

On August 23, 2012, at a time to be set by the agenda, the County Commission will be holding a Workshop to allow staff to present the recommendations of the US 340 East Gateway Plan to the County Commission for discussion purposes (public may attend but no public comment permitted).

The Planning Commission previously held a Public Hearing on the draft Plan on June 12, 2012 and on July 10, 2012, voted to forward the Plan to the County Commission for their consideration as an amendment to the 2004 Comprehensive Plan. The 2004 Plan suggests that these small area plans be approved as stand-alone amendments to the Comp Plan that are already incorporated by reference in the 2004 Plan and can be incorporated in future Comp Plans as well.

Due to the size of the plan, rather than including the plan in the County Commission packet, the draft Plan has been posted on the County website at the following location:

<http://www.jeffersoncountywv.org/uploads/planning/US%20340%20East%20Gateway%20Plan%20v16.pdf>

At or after the August 23, 2012 Workshop, the County Commission will set the date for their Public Hearing on this Plan in late September to allow opportunity to receive public comment on the Plan.

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested - 1st Choice: August 2, 2012

Date Requested - 2nd Choice:

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

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

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

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

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

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

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

I move to schedule a workshop for the County Commission for the purpose of hearing the final recommendation of the US 340 East Gateway Corridor Plan on 8/23, 2012 at 11:00

am - pm. No public testimony will be taken at this meeting.
AND

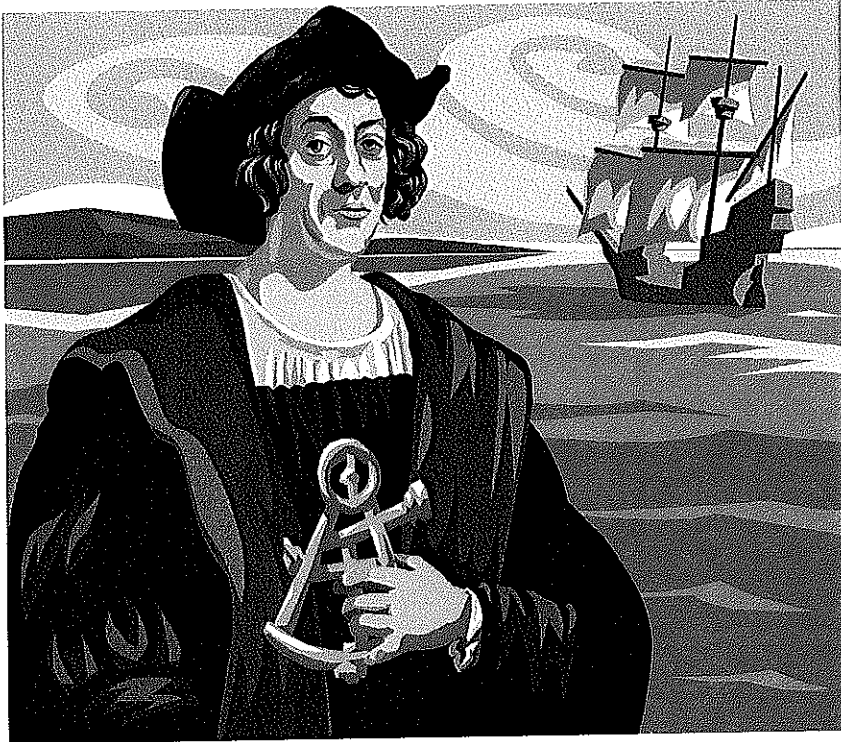
I move the schedule a Public Hearing on the US 340 East Gateway Plan on late, 2012 at Sept 7pm for the purpose of taking public testimony.

Attachments:
N/A

8A-2-11

(10) PREPARE PUBLICISM and Distribute Reports Related TO THE ACTIVITIES AUTHORIZED under THIS BANTOC

*Like any other report on plan from a Decentralized
However, CC HAS OATH TO ACCEPT OR NOT ACCEPT THE US 340 EAST GATEWAY CORRIDOR PLAN*



**JEFFERSON COUNTY
COMMISSION OFFICES**

CLOSED

**MONDAY, OCTOBER 8,
2012 TO OBSERVE
COLUMBUS DAY**

The following Agencies, Boards, Committee or Commission will be on the Jefferson County Commission Thursday, October 4, 2012 agenda for Interviews and Appointments for vacant position:

Jefferson County Board of Health – One unexpired term ending June 30, 2017

On behalf of the

Supreme Court of Appeals of West Virginia

Chief Justice Menis Ketchum

Justice Robin Davis

Justice Brent Benjamin

Justice Margaret Workman

Justice Thomas McHugh

23rd Circuit Judge Christopher Wilkes

Chairman, Business Court Division

23rd Circuit Chief Judge David Sanders

Berkeley County Council President William Stubblefield

and the Council of Berkeley County,

you are cordially invited to the ribbon-cutting of the

Administrative Office and Headquarters

of the

Business Court Division

of West Virginia's Circuit Courts

October 10, 2012

5:30 PM

First Floor

Berkeley County Judicial Center

380 West South Street

Martinsburg, West Virginia 25401

Reception will follow

R.S.V.P. to Carol Miller at 504-264-1992 by October 3, 2012



Shay McNeil
Extension Agent 4-H Youth Development
Jefferson County

4-H Report

September & October 2012

CONTACT US:
1948 Wiltshire Road; Suite 3
Kearneysville, WV 25430
Shay.mcneil@mail.wvu.edu
Phone: 304.728.7413, ext. 1
FAX: 304.728.4101
jefferson.ext.wvu.edu



NATIONAL OCTOBER 7-13, 2012 4-H WEEK

*Come celebrate with us and kick-off National 4-H week at 4-H Big Day on
October 7th - 2-5 p.m., at the Jefferson County Fairgrounds*

I am approaching my one year anniversary as the Jefferson County 4-H Extension Agent. It's perfect timing because a new 4-H year is also upon us. I thoroughly enjoyed the culmination of the 2011/2012 4-H year, and getting to see all the 4-H exhibits and livestock shows at the Jefferson County Fair. After a year of learning, I've got some ideas, so, GET READY! Now, it's time to look forward, set new goals, and continue to "make the best, better"!



Find US On Facebook:
WVU Jefferson County
Extension Service



Follow us on Twitter
@Jefferson_WV_4H

What's Inside:

Calendar of Events	2	Fall Arts & Crafts Festival	3	State 4-H Livestock Judging	4	Revolution of Responsibility	6
Save the Date	2	Officers Training	3	Jefferson County 4-H Food Fight	5	Strong Families Eat Together	7
Camp Frame Beef BBQ	2	State 4-H Days Results	4	James Staley Scholarship	6	Pink Luncheon & Purse Auction	7
Here Comes Big Day!	3	Poster Contest Results	4	Outspoken for 4-H	6	Club News	8

calendar of events

September	
12-16	State 4-H/FFA Livestock Roundup, Jackson's Mill
15	Pick up of Fair Livestock Checks, 9-11 a.m., Show Barn
15	Beef BBQ, Camp Frame
21-23	4-H All Star Conference, Jackson's Mill
28-30	Fall Mountain Heritage Arts & Crafts Festival

October	
1	Beginning of new 2012/2013 4-H Year!
2	4-H Leaders Meeting, Extension Office, 7 p.m.
5-7	WV 4-H Volunteer Celebration Weekend, Camp Virgil Tate
7-13	National 4-H Week
7	4-H's BIG DAY, Jefferson County Fairgrounds, 2-5 p.m.
16-18	Storytelling Festival, Jackson's Mill
23	Officers Training School, Wildwood Middle School, 7 p.m.
26	Complete 2012 Re-Enrollment Materials & 2010/2011 Secretary/Treasurer's Books due to Extension Office

November	
2-3	Youth & Adult leader Livestock Retreat, Jackson's Mill
5	Achievement Night, Wright Denny Elementary, 7 p.m.
5-18	National 4-H Livestock Judging Competition, Louisville, KY
23-27	National 4-H Congress, Atlanta, GA

2013 Jackson's Mill Event Dates:

- ★ YAC (Youth Adult Conference).....January 25-27
- ★ Dance Weekend.....March 1-3
- ★ OMC (Older Members Conference)..... June 16-22
- ★ Alpha 1.....July 7-12
- ★ Alpha II.....July 14-19



The annual Camp Frame Beef Barbecue is scheduled for **Saturday, September 15th** from 4 to 7 p.m. at Camp Frame. The cost of tickets is \$25 for adults and \$10 for children 16 and under. This is a donation dinner and the price of the meal is a tax-exempt contribution. Tickets are on sale now and can be purchased from any Camp Frame Board member or your County Extension Office. Proceeds help benefit the upkeep of Camp Frame.

save the date

- ▶ 4-H Leaders Meeting
Tuesday, October 2nd, 7 p.m.
Extension Office
- ▶ 4-H Big Day Sunday, October 7th,
2-5 p.m. Jefferson County
Fairgrounds
- ▶ Officers Training School
Tuesday, October 23rd, 7 p.m.
Wildwood Middle School
- ▶ 4-H Achievement Night
Monday, November 5th, 7 p.m.
Wright Denny Intermediate

Daylight Savings Time
Sunday, November 4th
2 a.m.

2012 West Virginia
All Star Conference
September 21-23
Jackson's Mill

2013 Tri-County 4-H Camp Dates:
Younger: June 9-14
Intermediate: June 16-21
Older: June 23-28

Camp Frame
Beef BBQ

Celebrate



Here comes.....BIG Day!

Sunday, October 7, 2012, 2 p.m. to 5 p.m., Jefferson County Fairgrounds

You're invited to 4-H's BIG Day kickoff for the 2011-2012 4-H new year and celebration of National 4-H Week (October 2-8)... There will be games and hands-on activities. All cloverbuds and members are encouraged to attend. Bring your friends and parents/guardians to learn more about the local 4-H program.

Additionally, please invite your non 4-H friends and their families to attend. A major part of BIG Day is to promote 4-H and the variety of activities a 4-H'er can participate in. If clubs and their leaders would like to show off the activities they did during the past year, they are asked to bring a display (maybe use your Fair Table Exhibit!)

Wear your green and come out to the Jefferson County Fairgrounds to welcome the new 4-H year at this great BIG event! For more information contact the Extension Office.



Fall Arts & Crafts Festival September 28-30

Jefferson County 4-H Leaders will again be handling the entry gates, and there are MANY shifts still yet to be filled. A percentage of the funds will go to financing youth development opportunities for Jefferson County 4-H Members as well as camp scholarships. Jefferson County 4-H Leaders, volunteers, and members are asked to help. Denver especially needs help for both shifts on Saturday.

2 shifts a day: 9:30 a.m. - 1 p.m. & 1 p.m. - 4:30 p.m.
Contact Denver Hipp to volunteer at 304/260-9435 or denver.hipp@afsb.com

4-H Officers Training

**Calling all Club Officers:
Officer's Training School.**

**Tuesday, October 23rd, 7—9 p.m.
Wildwood Middle School**

All Club Officers including: President, Vice President, Secretary, Treasurer, Song Leader, Game Leader, Health Officer, and Reporter should attend this training.

First year members and Cloverbuds can attend the "This is 4-H" workshop.

2012 State 4-H Days Results

This year we had six Jefferson County 4-H members participate in State 4-H Days held in Morgantown, July 26-28. One of the competitor's parents said this about the 2012 event, "If we were feeling a bit burned out with 4-H trying to get all of the projects ready for grading and fair exhibits finished, State 4-H Days inspired us once more. We had a great time with great people! The talent we saw was amazing and the learning that took place this weekend can not be measured. Experiences such as this will help these kids all through life..." ~Amy

Congratulations to:

Caiflyn Adams - Taking Care of My Pony, 3rd Place, Jr. Division, **Madison Cogle** - So, You Want to Show Pigs?, 1st Place, Jr. Division, **Catherine Rucker** - The ABCs of Stretching, First Place, Sr. Division, **Gregory Rucker** - Woodworking Tools and Equipment, Red Ribbon, Jr. Division, **Emma Stover** - Ants, Blue Ribbon, Jr. Division, **Cassie Chrisman** - What is Safe to Carry Your Lunch in, Blue Ribbon, Jr. Division

2012

Poster Contest Results

Kate Hefner - Litter, Jr. Division, White Ribbon, **Mary Katherine Morris** - Safety, Jr. Division, Blue Ribbon, **Alex Owens** - Health, Jr. Division, Gold Ribbon, **Kendall Turney** - 4-H, Sr. Division, Gold Ribbon, **Griff Williams** - 4-H, Jr. Division, White Ribbon

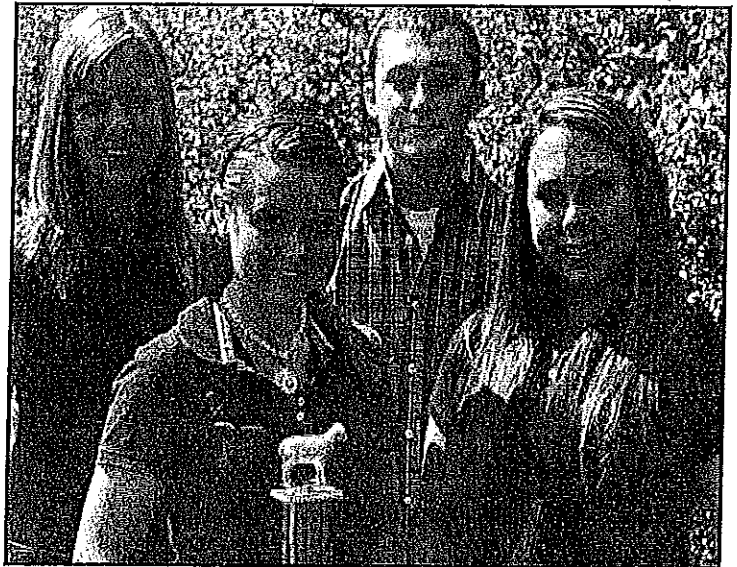
2012 State 4-H Livestock Judging Contest

Jefferson County 4-H Livestock Judging Team will be representing not only Jefferson County but the State of West Virginia at the North American International Livestock Exposition (NAILE) in Louisville KY in November 2012. The Jefferson County 4-H Livestock Judging Team was able to achieve this goal by months of weekly practice and participating in several competitions. Over one hundred students from all over West Virginia participated in the state competition held in Morgantown, WV and the Jefferson County team consisting of **Austin Cogle**, **Miranda Dodson**, **Sara Duncan**, and **Amanda Smith** placed first!! Team Member **Miranda Dodson** placed 2nd Overall Individual in the state while **Sara Duncan** placed 4th Overall Individual and **Amanda Smith** placed 6th Overall Individual. They also placed 1st, 2nd and 3rd in the Beef Division.

Youth involved in successful livestock projects have a great work ethic; a life skill that will serve them well. The 4-H program is a great way to foster life skills such as communications, record keeping and marketing plus give opportunities for youth to learn about agriculture and animal production. Livestock judging builds life skills in critical thinking, oral presentations and personal confidence. Leaders and judging programs give youth the opportunity to practice their decision making skills in a safe environment.

Many community colleges and universities have college level teams that compete at regional and national contests and full and partial scholarships can be obtained from these colleges!

Thank you to Coach Mark Hostuttler for updating us and volunteering his time for our 4-H youth. We wish Mark and the Livestock Judging Team continued success in Louisville!

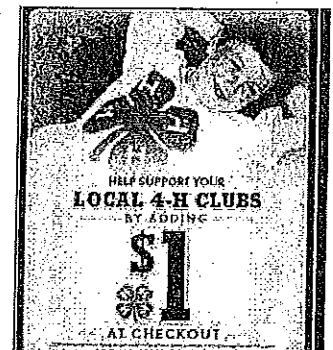


Back Left to right: Amanda Smith, Austin Cogle, Front Left to right: Miranda Dodson, Sara Duncan

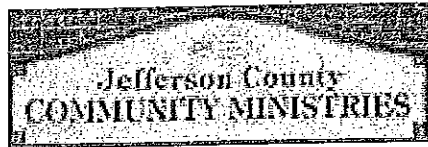
TSC TRACTOR SUPPLY CO.

TractorSupply.com

September 19th
through
September 30th



2nd Annual Jefferson County 4-H Food Fight



Food Fight for our Community! Last year's food drive was so successful and since the Jefferson County Community Ministries has indicated yet again that their food items and personal hygiene products shelves have become bare we are sponsoring this community service project for a second year.

We challenge ALL Jefferson County 4-H Clubs to a Food Fight!

Bring your donated items to the Extension Office during the month of October and put your club's name on the delivery. We will take the donations to Community Ministries in Charles Town.

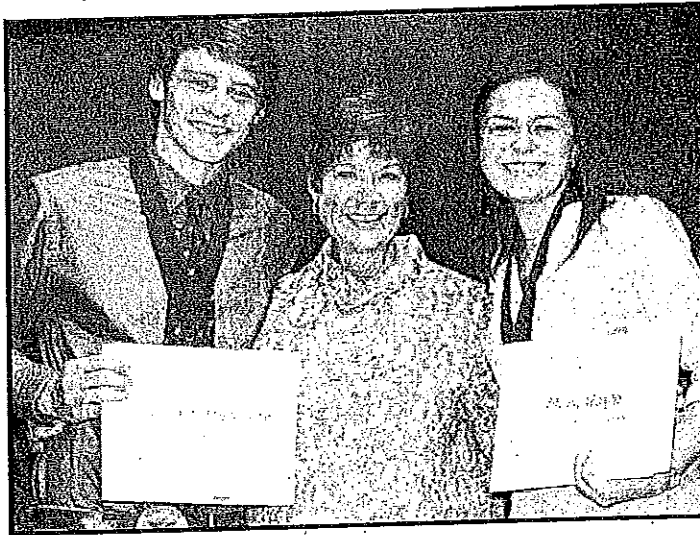
The Extension Office will keep track of the number of items received from each club. At the end of October, the club with the most items per member donated will be announced and treated to an Ice Cream Social by the Extension Office staff!!!

Suggested items to donate, in addition to non-perishable food:

-
- | | | |
|------------------------------|--|-------------------------|
| • Pancake Mix & Syrup | • Dried Pasta or Rice | • Pet Food |
| • Jelly/Jam | • Canned Meats | • Toilet Paper |
| • Cereal | • Tuna | • Toothpaste |
| • Peanut Butter | • Canned or Dried Beans & Peas | • Toothbrushes |
| • Canned Soups | • Milk in Shelf-Stable Forms & Fruit Juice | • Shampoo |
| • Canned Vegetables or Fruit | • Nutritious Breakfast Bars | • Bath soap |
| • Macaroni & Cheese | • Cookies | • Deodorant |
| • Instant Oatmeal | • Regular Instant Coffee | • Laundry detergent |
| • Pork & Beans | • Tea Bags | • Dish Detergent |
| • Crackers | • Spaghetti Sauce | • Size 4 Diapers |
| • Boxed Potatoes | • Hamburger Helper | • Reusable Grocery Bags |
| • Flour | • Sugar | • Cleaning Supplies |

Recipients of the 2012 James Staley Scholarship

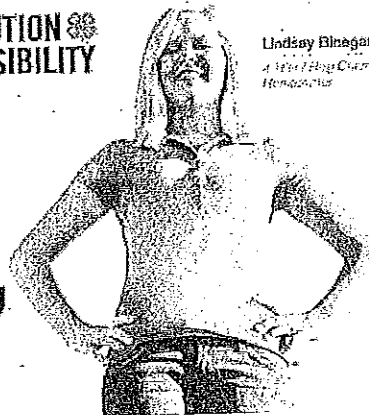
This year's recipients are **Benjamin Harrison** of the **Saddles & Smiles** and **Summit Point Busy Bees 4-H Clubs** and **Mary Rawn** of the **Bakerton Country Roads 4-H Club**. *Congratulations to Ben and Mary on this outstanding accomplishment!*



Michele Hale presented the scholarship certificates to Ben and Mary at the Awards Ceremony at Washington High

**JOIN THE REVOLUTION
OF RESPONSIBILITY**

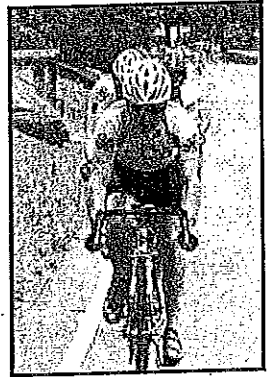
“My hog started
a Revolution.”



Lindsay Blinagar
4-H Hog Champion
Hennocetus

Outspoken for 4-H 2012

This ride is made possible by the support from many volunteers, leaders, agents and law enforcement units along the route. In addition to the much appreciated sponsorship of the WV 4-H All-Stars and the WVU Extension Service, the generosity of several individual sponsors allows the ride to send all the donated money directly to the 4-H program. The ride participants whole-heartedly thank everyone who donated time, money and resources to make this event possible.



If you think that you can be Outspoken for 4-H and you want to prove it on the roads through West Virginia's hometowns, then you need to be at the starting line next June. Contact the ride coordinator James Grantham, at outspokenfor4h@gmail.com for more information.

The riders were:

Rachel Alvarez - Fairmont, WV, Jeff Brandenburg - Middleway, WV, Roxanne Bumgardner - Mt. Clare, WV, Corey Burkett - Romney, WV, Jason Burnside - Hepzibah, WV, Cindy Carr - Harmon, WV, Ted Clements - Bluefield, WV, Alex Dunaway - Washington, PA, Jenny Eaton - Harpers Ferry, WV, Andrew Evans - Middleway, WV, Andrea Garton - Jane Lew, WV, Paul Garton - Jane Lew, WV, James Grantham - Middleway, WV, Alec James - New Manchester, WV, John Jeff - Lewisville, NC, Mary Ann Kuykendall - Romney, WV, Katie McDonald - Greensburg, PA, Chris Smith - Conover, NC, David Spiker - Jane Lew, WV, Scott Sudduth - Charles Town, WV, Janelle White - Kingwood, WV, Cindy Woodbury - West Friendship, MD

The crew members were:

Susan Brandenburg - Middleway, WV, Tyler Brandenburg - Middleway, WV, Ashley Brown - Princeton WV, Patti Brown - Princeton WV, Marilyn Dague - Moundsville, WV, Doris Dunaway - Washington, PA, Jordan Hayes - Short Gap, WV, Krista Jeff - Lewisville, NC, Walls Rhonda - Athens WV, Caroline Smith - Conover, NC, Barbara Teter - Elkins WV, Larel Teter - Elkins WV, Shay Teter - Elkins WV

What is the Revolution of Responsibility? It's a movement for positive change in every community in America. 4-H youth are a living breathing, culture-changing revolution for doing the right thing, breaking through obstacles and pushing our country forward by making a measurable difference right where they live. That takes uncommon commitment. To learn more, go to: <http://www.4-h.org/about/revolution/>

Got a story to tell about your own Revolution?

Strong Families Eat Together



Keep it FUN! Keep it SIMPLE! Just KEEP it!

Family mealtime is much more than something good to eat! It nourishes the body, mind, and soul. Sharing foods in a pleasant, social environment is healthy for families in many ways. The whole family benefits from family mealtime by:

Having better nutrition – Studies show that people eat more balanced meals and a variety of foods when they eat with family or friends.

Improving family communication – Time to share ideas, thoughts, and feelings builds relationships. Research shows that children who often hear adult conversation improve vocabulary, reading test scores, and speaking skills.

Fostering family traditions – Foods and memories created around the family table help shape and give meaning to our cultural heritage.

Teaching life skills – Children learn cooking skills, appreciation for foods, and other important life skills.

Family mealtime benefits children's intellectual, physical, and emotional development. They can learn by:

- Watching adults using such skills as table manners, conversation, sharing, etc.
- Making healthful food choices
- Regulating portion sizes according to their own feelings of hunger and fullness
- Practicing fine motor and coordination skills such as pouring, scooping, and serving
- Sharing, taking turns, and socializing, which builds self-confidence and self-esteem
- Taking responsibility in setting the table, preparing food, and cleaning up



Here are a few creative examples of ways families can make time for each other:

1. Turn off the television during mealtime.
2. Plan ahead every week to anticipate work, school, and other activities that may affect mealtime.
3. Be flexible about the time of family meals. Maybe breakfast is the one meal when everyone can be together.
4. Get creative about where you eat together. Ball practice? Pack a "picnic" dinner or "tailgate."
5. Share the responsibilities of shopping, preparing, serving, and cleaning up. If possible, get into a routine of shared tasks.
6. Plan simple and quick meals. Together, make a list of easy family favorites to keep on hand for extra hectic days.
7. Have a potluck meal with neighbors or friends to share the cooking and the fun.

~Adapted from Family Mealtime by: Elaine Bowen, Extension Specialist-Nutrition Education



Pink Luncheon & Purse Auction

To Benefit

West Virginia Breast & Cervical Cancer Diagnostic & Treatment Fund

The Fund created by the 1996 WV Legislature, helps pay for diagnostic and treatment services for West Virginia women who do not have health insurance and may not be able to afford breast and cervical cancer screening. The WV Legislature allows the WV Breast and Cervical Cancer Coalition to raise money through donations to continue to help the women of West Virginia and Jefferson County.



October 28, 2012, 1 to 4 p.m.
The Inn at Charles Town,
Tickets \$20

Sponsored by Jefferson County
Community Educational Outreach Service
Check made payable to JCCCEOS

If you are interested in purchasing a ticket,
please call
304/728-7413 or 304/725-0180 (leave message)

Donations of purses or items for door prizes
are welcome.

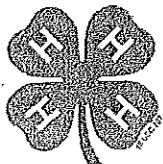


Shay McNeil

Shay McNeil
Extension Agent 4-H Youth Development
Jefferson County

4-H Report

September & October 2012



NATIONAL OCTOBER 7-13, 2012 4-H WEEK

Come celebrate with us and kick-off National 4-H week at 4-H Big Day on October 7th - 2-5 p.m., at the Jefferson County Fairgrounds

I am approaching my one year anniversary as the Jefferson County 4-H Extension Agent. It's perfect timing because a new 4-H year is also upon us. I thoroughly enjoyed the culmination of the 2011/2012 4-H year, and getting to see all the 4-H exhibits and livestock shows at the Jefferson County Fair. After a year of learning, I've got some ideas, so, GET READY! Now, it's time to look forward, set new goals, and continue to "make the best, better"!



Find US On Facebook:
WVU Jefferson County
Extension Service



Follow us on Twitter
@ Jefferson_WV_4H

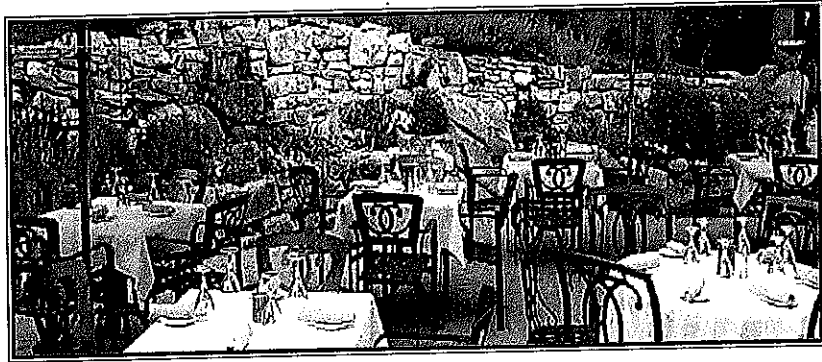
What's Inside:

Calendar of Events	2	Fall Arts & Crafts Festival	3	State 4-H Livestock Judging	4	Revolution of Responsibility	6
Save the Date	2	Officers Training	3	Jefferson County 4-H Food Fight	5	Strong Families Eat Together	7
Camp Frame Beef BBQ	2	State 4-H Days Results	4	James Staley Scholarship	6	Pink Luncheon & Purse Auction	7
Here Comes Big Day!	3	Poster Contest Results	4	Outspoken for 4-H	6	Club News	8

All financial contributions support and help sustain GSIVC in Jefferson County.

5th Annual

TASTES FROM AROUND THE WORLD



Good Shepherd Caregivers' Charity Event!

You are cordially invited to join us for a fabulous indoor/outdoor event featuring finely prepared international delicacies from four countries and over 15 different complementary wines carefully selected by:

BAVARIAN'S WINE EXPERT, DAVID ASAM
& MASTER CHEF WOLFGANG VOMEND

October 3, 2012 * 6:30 p.m.

Bavarian Inn, Shepherdstown, WV

\$60 per person or \$100 per couple

RSVP today—call (304) 876-3325!

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

Week Ending Date	Week Ending September 15, 2012
To be Deposited on:	September 21, 2012
Amount Played	65,673,713.06
Amount Won	59,002,131.85
Amount Promo	225,395.00
MWAP Contribution	<u>4,724.01</u>
Adjusted Gross Terminal Revenue	<u>6,441,462.20</u>
Administrative Costs @ 4%	257,658.49
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>6,183,803.71</u>
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>
Adjusted Net Terminal Revenue	<u>6,183,803.71</u>
Racetrack @ 46.50% / 42%	2,875,468.73
Lottery Fund @ 30% / 0%	1,855,141.09
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	432,866.26
Workers' Compensation Debt Reduction @ 7% / 0%	432,866.26
Employee Pension Fund @ 1% / .5%	61,838.04
Greyhound Development @ .75%	46,378.53
Thoroughbred Development @ .75%	46,378.53
Racing Commission @ 1%	61,838.04
County/Municipality @ 2%	123,676.08
3% Funds:	
Tourism Promotion Fund @ 1.375%	85,027.30
Development Office Promotion Fund @ .375%	23,189.26
Research Challenge Fund @ .5%	30,919.02
Capitol Renovation and Improvement Fund @ .6875%	42,513.65
2004 Capitol Complex Parking Garage Fund @ .0625%	3,864.88
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	30,919.02
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>30,919.02</u>
	<u>6,183,803.71</u>

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

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 8.19%	CHARLES TOWN 41.20%	HARPERS FERRY 2.24%	RANSON 34.78%	SHEPHERDS TOWN 13.59%
Week Ending:								
07/07/12	\$ 161,637.92	\$ 161,637.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/14/12	\$ 129,458.04	\$ 129,458.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/21/12	\$ 130,037.00	\$ 130,037.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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
09/08/12	\$ 148,058.80	\$ 74,029.40	\$ 74,029.40	\$ 6,063.01	\$ 30,500.11	\$ 1,658.26	\$ 25,747.42	\$ 10,060.60
09/15/12	\$ 123,676.08	\$ 61,838.04	\$ 61,838.04	\$ 5,064.54	\$ 25,477.27	\$ 1,385.17	\$ 21,507.27	\$ 8,403.79
Subtotal	\$ 1,497,724.72	\$ 1,204,894.10	\$ 292,830.62	\$ 23,982.84	\$ 120,646.21	\$ 6,559.40	\$ 101,846.48	\$ 39,795.69

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT
FY 2009

FY 2009		FY 2010		FY 2011		FY 2012		FY 2013	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/5/2008 *	169,912.56	7/4/2009 *	128,262.42	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	09/08/2012	74,029.40
09/13/2008	79,729.93	09/12/2009	86,286.92	09/11/2010	82,969.36	09/10/2011	84,845.80	09/15/2012	61,838.04
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

TOTALS	4403564.04	4041141.56	4016541.01	4124906.8	1204894.1
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Table Game Revenue

Date	Amount	Date	Amount	Date	Amount
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	August, 2012	133,245.83
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		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2011-2012	271909.47

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03
August, 2011	412,421.76
September, 2011	331,125.75
October, 2011	372,821.82
November, 2011	363,356.61
December, 2011	421,529.79
January, 2012	413,438.04
February, 2012	428,310.03
March, 2012	455,536.38
April, 2012	383,586.78
May, 2012	413,715.39
June, 2012	387,706.12
Total 2011-2012	4,808,702.50

<u>Date</u>	<u>Amount</u>
July, 2012	415,990.92
August, 2012	399,737.49
Total 2011-2012	815,728.41