

**AGENDA  
JEFFERSON COUNTY COMMISSION  
THURSDAY, NOVEMBER 1, 2012  
9:30 A.M.**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- October 18, 2012 - Regular Meeting
- October 25, 2012 - Regular Meeting
- October 25, 2012 - Public Hearing

**APPROVAL OF PURCHASE ORDERS**

**APPROVAL OF ACCOUNTS PAYABLE**

**PUBLIC COMMENT**

**PRESENTATIONS:**

1. 9:45 a.m. Angie Banks, Assessor  
- Exonerations - Discussion/Action
2. 10:00 a.m. Barbara Miller, Director of Homeland Security and Emergency Management  
- New Hire - Discussion/Action
3. 10:15 a.m. Break
4. 10:30 a.m. William Madert, Jefferson County Solid Waste Authority  
- Up coming Public Service Commission Hearing - Discussion
5. 10:45 a.m. Debbie Keyser, County Administrator  
- IT Proposal - Discussion/Action
6. 11:30 a.m. Stephanie Grove, Assistant Prosecuting Attorney  
- Settlement Agreement with Deputy Windle - Possible Executive Session -  
Discussion/Action

**NEW BUSINESS:**

7. New program to implement- Duty Chief Program, an improved safety procedure in the County. This program will require 10 pagers, one for each of the Deputy Chiefs, at a cost of \$393.22 each for a total cost of \$3,942.20. Ms. Keyser requested a consensus to purchase and then ratify next week when the purchase order comes through. A consensus was granted to Ms. Keyser from the Commission - Discussion/Action.

**COUNTY ADMINISTRATOR REPORTS**

- Discussion on Briel Building Contract - Discussion/Action

**COUNTY COMMISSION REPORTS**

8. ADJOURN

**DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- Jefferson County Homeland Security and Emergency Management

**CORRESPONDENCE:**

Notice County Commission Offices will be closed for Election Day on Tuesday, November 6, 2012.

Notice County Commission Offices will be closed for Veteran's Day on Monday, November 12, 2012.

Reminder County Commission meeting schedule change to the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of every month to take effect beginning December 1<sup>st</sup>, 2012.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending October 13<sup>th</sup> & 20<sup>th</sup>, 2012 received from the West Virginia Lottery.

Notice of Public Hearing on Zoning Map Amendment (Rezoning) for property designated as Tax District: Harpers Ferry, Map: 7, Parcels: 24 and 26. These properties are located on the north side of Route 340 (William L. Wilson Freeway) and to the south side of Route 340/15 (Washington Court) and are a total of 2.39 acres. This property is currently zoned Rural and a request has been made by the owner, the Bank of Charles Town, to change the zoning to Residential/Light Industrial Commercial.

Thank you letter received from Charles Town Chaplaincy Services in regards to the allocation from the County Commission.

Thank you letter received from Eastern Panhandle Free Clinic in regards to the allocation from the County Commission.

*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, October 18, 2012**

A meeting of the Jefferson County Commission was held on Thursday, October 18, 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, Lyn Widmyer, Dale Manuel, 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 October 18, 2012 meeting is available through the Jefferson County Commission Office.)

**PLEDGE OF ALLEGIANCE**

Commissioner Pellish led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Motion by Ms. Widmyer to approve the Minutes of the October 4, 2012 regular meeting as presented. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to approve the Minutes of the October 4, 2012 Public Hearing regarding the Rt. 340 East Gateway Corridor. Motion seconded by Mr. Pellish and unanimously approved.

**APPROVAL OF PURCHASE ORDERS**

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$146,286.84 being P. O. Nos. 50165, 50179, 52068, 49892, 49982, 49984, 50064, 50170, 50163, 49790, 49795, 49814, 50164, 50166, 50172, 50173, 50174, 50175, 50176, 50178, 50041, 50042, 50043, 50045, 50046, 50177 and 49956. Motion seconded by Ms. Morgan and unanimously approved.

**APPROVAL OF ACCOUNTS PAYABLE**

Motion by Mr. Pellish to approve the accounts payable for October 11, 2012 in the amount of \$340,077.22. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Ms. Widmyer to approve the accounts payable for October 18, 2012 in the amount of \$161,658.35. Motion seconded by Ms. Manuel and unanimously approved.

CHCKNO	DEPT	VENDOR	PONU M	POAMT	NOAMT	CHECK AMOUNT
068417	425	COMCAST		\$ -	\$ 349.94	\$ 349.94
068418	424	AT&T/IL		\$ -	\$ 0.41	\$ 0.41
068419	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 2,079.49	\$ 2,079.49
068420	700	MATTHEW ARMEL		\$ -	\$ 100.00	\$ 100.00
068421	424	BOLAND SERVICES	52829	\$ 270.00	\$ -	\$ 270.00
068421	425	BOLAND SERVICES	51117	\$ 991.01	\$ -	\$ 991.01
068422	PAYROLL	LAURENCE R CROFFORD		\$ -	\$ 7.71	\$ 7.71
068423	424	CHARLES TOWN UTILITY BRD		\$ -	\$ 60.21	\$ 60.21

068423	425	CHARLES TOWN UTILITY BRD		\$ -	\$ 790.95	\$ 790.95
068424	405	DELL MARKETING LP	50040	\$ 1,072.07	\$ -	\$ 1,072.07
068425	425	DAYCON	50169	\$ 41.92	\$ -	\$ 41.92
068426	405	FEDEX		\$ -	\$ 21.74	\$ 21.74
068426	700	FEDEX		\$ -	\$ 49.05	\$ 49.05
068427	433	TODD FAGAN		\$ -	\$ 155.00	\$ 155.00
068428	717	FISHER AUTO PARTS	50109	\$ 7,000.00	\$ -	\$ 7,000.00
068429	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 20,980.55	\$ 20,980.55
068430	717	GUTTMAN OIL CO		\$ -	\$ 17,734.61	\$ 17,734.61
068431	412	MICHAEL HARMAN		\$ -	\$ 72.18	\$ 72.18
068432	425	IDVILLE, INC	49869	\$ 100.00	\$ -	\$ 100.00
068433	428	IBM CORPORATION		\$ -	\$ 1,407.00	\$ 1,407.00
068434	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 305.05	\$ 305.05
068435	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,079.49	\$ 2,079.49
068436	425	JEFFERSON UTILITIES INC		\$ -	\$ 499.76	\$ 499.76
068437	716	JOHN DEERE FINANCIAL	50160	\$ 74.96	\$ -	\$ 74.96
068438	700	LAW ENFORCEMENT SYS INC	49642	\$ 130.00	\$ -	\$ 130.00
068439	712	LANGUAGE LINE SERVICES		\$ -	\$ 61.40	\$ 61.40
068440	412	JUDITH A MATLICK		\$ -	\$ 1,136.03	\$ 1,136.03
068441	425	HOME DEPOT CREDIT SERVIC		\$ -	\$ 27.52	\$ 27.52
068442	405	NATL DIST ATTORNEYS ASSO	50047	\$ 75.00	\$ -	\$ 75.00
068443	712	NAEMD	48184	\$ 100.00	\$ -	\$ 100.00
068444	ALLOC	JEFF CO PARKS &		\$ -	\$ 21,834.69	\$ 21,834.69
068445	425	POTOMAC EDISON/OH		\$ -	\$ 2,364.86	\$ 2,364.86
068446	425	REESE'S NURSERY&LANDSCAP	51108	\$ 800.00	\$ -	\$ 800.00
068447	ALLOC	RANSON PARKS/REC COMMSSN		\$ -	\$ 7,200.00	\$ 7,200.00
068448	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
068448	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
068448	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
068448	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
068448	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
068448	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
068448	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
068448	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
068448	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
068448	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
068449	405	STAPLES CREDIT PLAN	50044	\$ 22.98	\$ -	\$ 22.98
068450	425	SHENANDOAH VALLEY WATER		\$ -	\$ 677.65	\$ 677.65
068451	425	SOUTHERN REFRIGERATION	50171	\$ 55.47	\$ -	\$ 55.47
068452	425	THOMPSON GAS		\$ -	\$ 891.28	\$ 891.28
068454	401	UNITED BANKCARD CENTER		\$ -	\$ 641.68	\$ 641.68

068454	402	UNITED BANKCARD CENTER		\$ -	\$ 9.85	\$ 9.85
068454	402	UNITED BANKCARD CENTER		\$ -	\$ 15.71	\$ 15.71
068454	403	UNITED BANKCARD CENTER		\$ -	\$ 1,979.20	\$ 1,979.20
068454	405	UNITED BANKCARD CENTER		\$ -	\$ 193.00	\$ 193.00
068454	412	UNITED BANKCARD CENTER		\$ -	\$ 444.70	\$ 444.70
068454	413	UNITED BANKCARD CENTER		\$ -	\$ 93.78	\$ 93.78
068454	415	UNITED BANKCARD CENTER		\$ -	\$ 77.04	\$ 77.04
068454	424	UNITED BANKCARD CENTER		\$ -	\$ 135.00	\$ 135.00
068454	424	UNITED BANKCARD CENTER		\$ -	\$ 98.94	\$ 98.94
068454	424	UNITED BANKCARD CENTER		\$ -	\$ 24,511.29	\$ 24,511.29
068454	425	UNITED BANKCARD CENTER		\$ -	\$ 297.00	\$ 297.00
068454	425	UNITED BANKCARD CENTER		\$ -	\$ 23.51	\$ 23.51
068454	425	UNITED BANKCARD CENTER		\$ -	\$ 72.26	\$ 72.26
068454	425	UNITED BANKCARD CENTER		\$ -	\$ 19.94	\$ 19.94
068454	425	UNITED BANKCARD CENTER		\$ -	\$ 185.01	\$ 185.01
068454	428	UNITED BANKCARD CENTER		\$ -	\$ 90.84	\$ 90.84
068454	433	UNITED BANKCARD CENTER		\$ -	\$ 359.00	\$ 359.00
068454	439	UNITED BANKCARD CENTER		\$ -	\$ 170.00	\$ 170.00
068454	439	UNITED BANKCARD CENTER		\$ -	\$ 408.90	\$ 408.90
068454	439	UNITED BANKCARD CENTER		\$ -	\$ 150.00	\$ 150.00
068454	440	UNITED BANKCARD CENTER		\$ -	\$ 160.20	\$ 160.20
068454	440	UNITED BANKCARD CENTER		\$ -	\$ 438.00	\$ 438.00
068454	440	UNITED BANKCARD CENTER		\$ -	\$ 351.88	\$ 351.88
068454	700	UNITED BANKCARD CENTER		\$ -	\$ 399.00	\$ 399.00
068454	700	UNITED BANKCARD CENTER		\$ -	\$ 34.20	\$ 34.20
068454	700	UNITED BANKCARD CENTER		\$ -	\$ 230.52	\$ 230.52
068454	700	UNITED BANKCARD CENTER		\$ -	\$ 212.12	\$ 212.12
068454	700	UNITED BANKCARD CENTER		\$ -	\$ 109.97	\$ 109.97
068454	711	UNITED BANKCARD CENTER		\$ -	\$ 180.00	\$ 180.00
068454	711	UNITED BANKCARD CENTER		\$ -	\$ 84.80	\$ 84.80
068454	712	UNITED BANKCARD CENTER		\$ -	\$ 715.52	\$ 715.52
068454	712	UNITED BANKCARD CENTER		\$ -	\$ 329.51	\$ 329.51
068454	712	UNITED BANKCARD CENTER		\$ -	\$ 3,515.68	\$ 3,515.68
068454	716	UNITED BANKCARD CENTER		\$ -	\$ 338.05	\$ 338.05
068454	716	UNITED BANKCARD CENTER		\$ -	\$ 307.60	\$ 307.60
068454	716	UNITED BANKCARD CENTER		\$ -	\$ 54.98	\$ 54.98
068454	717	UNITED BANKCARD CENTER		\$ -	\$ 204.06	\$ 204.06
068454	717	UNITED BANKCARD CENTER		\$ -	\$ 862.14	\$ 862.14
068455	716	UNIVERSITY OF MISSOURI		\$ -	\$ 450.00	\$ 450.00
068456	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 25,993.68	\$ 25,993.68
068457	405	WEST PAYMENT CENTER	49635	\$ 2,864.19	\$ -	\$ 2,864.19

068458	PAYROLL	RUSSELL WILLIAMS		\$ -	\$ 7.71	\$ 7.71
<b>TOTAL</b>						\$ 161,658.35
<b>TOTAL</b>				\$ 13,597.60	\$ 148,060.75	\$ 161,658.35

**PUBLIC COMMENT:**

- **Eula Odom, Sheridan Estates HOA President**, spoke about discrepancies, in her opinion, contained in the October 11, 2012 letter/proposal from attorney Steven Mathias regarding unfinished construction at Sheridan Estates.
- **Tom Cardamone, Sheridan Estates HOA Vice President**, commented on the unfinished construction at Sheridan Estates.
- **David Tabb, resident of Jefferson County**, opined regarding perceived safety issues relating to ongoing construction on Rt. 340.

**PRESENTATIONS:**

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

**NOTICE OF EXONERATION:**

Angela Banks, County Assessor, requested exonerations for Jim Blok/Apple Blossom Meadows Subd. Lot Owners Assn., Inc. in the amounts of \$99.36 and \$18.50 for Ticket Nos. 17884 and 17885, respectively.

Name	District	Type	Ticket No.	Amount
Jim Blok/Apple Blossom Meadows Subd. Lot Owners Assn., Inc.	Kabletown	Real Estate	17884	\$99.36
			17885	\$18.50

**NOTICE OF EXONERATION:**

Angela Banks, County Assessor, requested exoneration for Remac America/Mark Soresi in the amount of \$2,957.70 for Ticket No. 310500.

Name	District	Type	Ticket No.	Amount
Remac America/Mark Soresi	Kabletown	Real Estate	310500	\$2,957.70

Motion by Mr. Manuel to approve two (2) exonerations for Jim Blok/Apple Blossom Meadows Subd. Lot Owners Assn., Inc. in the amounts of \$99.36 and \$18.50, being Ticket Nos. 17884 and 17885, respectively. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Morgan to approve exoneration for Remac America/Mark Soresi in the amount of \$2,957.70, being Ticket No. 310500. Motion seconded by Ms. Widmyer and unanimously approved.

2. **Patricia Smith, Department of Juvenile Services** explained the purpose and goals of the newly-formed Jefferson County Youth Reporting Center and requested financial assistance from the Commission.

The Commission requested Ms. Smith to calculate the amount of financial assistance she estimates would be needed at this time to purchase computers and return to the Commission with a definite figure.

**COUNTY ADMINISTRATOR REPORTS:**

- Attending a Jefferson County Emergency Services Agency meeting this evening.
  - Held Human Resources Managers Performance Review Training and Goal-Setting Training.
  - With the Commission's permission, on November 15, 2012 Paul Shroyer will be on the Agenda to participate in a preliminary budget meeting. Department managers financial training will be held on November 14, 2012 and we should have a full list of capital outlay projects that will be all inclusive by that date. Have set four (4) Wednesdays in January 2013 for the management team to work on the budget
  - The AS400 upgrade has been completed which will give the County another five (5) years with the memory that was installed.
3. **Roger Goodwin, Chief County Engineer** requested the complete release of the construction bond security for Sur-Loc Flooring Systems, LLC – Sur-Lock Flooring at Burr Business Park (File #S11-10) – Letter of Credit #316 with The Bank of Charles Town, Charles Town, West Virginia.

Motion by Mr. Manuel to approve the complete release of the \$219,088.00 construction bond security for Sur-Loc Flooring Systems, LLC – Sur-Lock Flooring at Burr Business Park (File #S11-10) – Letter of Credit #316 with The Bank of Charles Town, Charles Town, West Virginia as presented by Mr. Goodwin. Motion seconded by Mr. Pellish and unanimously approved.

**Roger Goodwin requested** a decision by the Commission on the tolling provisions of the Jefferson County Land Development Site Improvements Bonding and Bond Surety Policy as amended May 31, 2012.

Motion by Ms. Widmyer to ask staff to reconsider this proposed policy in three (3) areas:

- 1) To consider 50% as the total number of lots that would be eligible;
- 2) To consider how the Commission can assure that amenities that have been promised at time of subdivision approval, that the appropriate amenities are connected to the lots that are being tolled; and
- 3) That Mr. Goodwin review the testimony of the EPHOA and give the Commission a response.

Motion died for lack of a second.

Motion by Mr. Manuel that the proposed policy be resubmitted to Mr. Goodwin and his staff to review, rework and insert reasonable figures under fifty percent (50%), as in their professional opinion are based on fact and would protect the consumer in terms of the associated amenities. Motion seconded by Ms. Noland and passed 4 to 1 with Ms. Morgan opposing the motion.

4. **The Commission took a short break at 10:45 a.m.**  
**The Commission reconvened at 10:55 a.m.**

5. **Stephanie Grove, Assistant Prosecuting Attorney requested** the County Commission approve language, as presented by Ms. Grove, eliminating a loophole in the affordable housing discount impact fee ordinance to prevent exemptions within five (5) years of receipt of an affordable housing discount.

Motion by Mr. Manuel to move the 5-year look-back period into the ordinance for purposes of the public hearing. Motion seconded by Ms. Morgan and unanimously approved.

6. **Lynn Fields, Deputy Probate Clerk, requested** that the Commission in its capacity as a Fiduciary Review Board, close or approve the estates presented by Ms. Fields since the last regularly scheduled quarterly meeting.

Motion by Ms. Morgan to convene as a Quarterly Fiduciary Review Board. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Ms. Morgan to approve closure of the Estates presented by Ms. Fields. Motion seconded by Mr. Manuel and unanimously approved.

7. **Grant Smith of the Land Trust of the Eastern Panhandle on behalf of Elizabeth Wheeler of the Jefferson County Farmland Protection Board requested** that the Jefferson County Commission approve the purchase by the Jefferson County Farmland Protection Board and the NPS/American Battlefield Protection Program of one conservation easement on property in Jefferson County owned by The Claymont Society for Continuous Education, Inc.

Motion by Ms. Morgan to approve the purchase by the Jefferson County Farmland Protection Board and the NPS/American Battlefield Protection Program of one conservation easement on property in Jefferson County owned by The Claymont Society for Continuous Education, Inc. Motion seconded by Mr. Manuel and unanimously approved.

8. **DR Acquisitions, LLC requested** the proposal contained in numbered paragraphs 1, 2, 3 and 4 in the letter dated October 11, 2012 from Stephen M. Mathias, Esq. of Bowles Rice McDavid Graf & Love, PLLC regarding Sheridan Subdivision, be approved.

Motion by Ms. Morgan to approve, in principle, the four (4) points presented in the October 11, 2012 letter, subject to review of the fine details at some point. Motion seconded by Mr. Manuel. Friendly amendment by Mr. Pellish that specifies the streets be identified instead of the "front section" wording and that the lot numbers be corrected. Motion with amendment unanimously approved.

9. **Barbara Miller, Director of Homeland Security and Emergency Management requested** the County Commission to approve and submit the 2012 Community Resilience Innovation Challenge Grant Application for Jefferson County Homeland Security and Emergency Management in the amount of \$31,800.00.

Motion by Mr. Manuel to approve and submit the 2012 Community Resilience Innovation Challenge Grant Application for Jefferson County Homeland Security and Emergency Management in the amount of \$31,800.00. Motion seconded by Ms. Widmyer and unanimously approved.

10. **Neil Barkus, Esq. of Steptoe & Johnson requested** an Executive Session to update the Commission regarding pending litigation. **Stephanie Grove, Esq. also requested this Executive Session to discuss upcoming mediation in the Windle pre-suit claim.**

Motion by Ms. Morgan to enter into an executive session regarding a personnel matter pursuant to WV Code §6-9A-4. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Morgan to conclude the executive session and reconvene the regular meeting of the County Commission. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Ms. Morgan that the Commission authorize Commissioner Pellish to conclude settlement negotiations. Motion seconded by Mr. Manuel and unanimously approved.

No action necessary with regard to the Windle matter.

**Ms. Keyser stated that with regard to Communications Policy versus Communications Guidelines** she had understood it was the Commission's wish that she develop a policy outlining all the things that constitute a meeting of the Commission, etc. It was given to Stephanie Grove to review and she was of the legal opinion that guidelines should not be made into a policy.

**The Commission broke for lunch at 12:40 p.m.  
The Commission reconvened at 1:30 P.M.**

**11. Ms. Brockman presented an update to the Commissioners on the 2014 Comprehensive Plan.**

Motion by Ms. Widmyer that the Commission allow Ms. Brockman to conduct interviews for the position of Comprehensive Plan Planner and recommend a candidate to the Commission. Ms. Morgan seconded the motion and it was unanimously approved.

**Ms. Brockman requested the scheduling of a public hearing to be held by the County Commission regarding the recommendation of the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 2.39 acre property owned by the Bank of Charles Town, designated s Tax District: Harpers Ferry, Map: 7, Parcels: 24 and 26.**

Motion by Mr. Manuel to set a date for a public hearing in the evening approximately thirty (30 ) days from this date regarding the landowner-initiated petition to amend the County Zoning Map for a 2.39 acre property owned by the Bank of Charles Town, designated as Tax District: Harpers Ferry, Map: 7, Parcels: 24 and 26, and direct Ms. Keyser to review possible dates and schedule the hearing. Motion seconded by Mr. Pellish and unanimously approved.

**Ms. Brockman requested appointment of Envision 2035 (2014 Comprehensive Plan) Steering Committee Members by the County Commission.**

By general consensus, in order to allow the Commissioners time to interview the applicants, the Commission agreed to continue this item until next week's meeting and place it on the Agenda next week as an actionable item.

**Ms. Brockman and the County Commission reviewed comments received by the public on and after September 6, 2012 regarding Proposed Zoning Text Amendments related to New Commercial and Industrial Zoning Categories and requested direction from the County Commission so that a revised draft can be prepared for consideration at a future meeting.**

Motion by Ms. Morgan to postpone these items for consideration after the Comprehensive Plan process is completed. Motion seconded by Ms. Widmyer. Motion not voted on.

Motion by Mr. Manuel to hold this motion over until next week's Agenda for decision. Motion passes 3 to 2.

**DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS:**

Jefferson County Historic Landmarks Commission

**COUNTY COMMISSIONER REPORTS:**

**Commissioner Morgan:**

- Attended a Jefferson County Board of Health meeting.
- Attended a meeting at the Berkeley/Jefferson Day Report Center.
- Attended a Historic Landmarks Commission meeting.
- Attended Middeway Days event.

**Commissioner Widmyer:**

- Participated in the Freedom's Run 5k run.
- Attended Middeway Days event.
- Attended a WV DOT Corridor Management Handbook meeting.
- Attended a Jefferson county Parks and Recreation meeting.

**Commissioner Manuel:**

- Attended Middeway Days event.
- On October 15, 2012 attended a Teen Court Organizational meeting.
- On October 17, 2012 attended a regular Teen Court meeting - Operations Manual approved, first case to be heard in mid-January 2013.
- Attended a Jefferson County Parks and Recreation meeting.

**Commissioner Noland:**

- Attended a Jefferson County Convention and Visitors' Bureau meeting with new CEO.
- Attended a Jefferson County Council on Aging meeting.
- Attended a Regional Jail Summit.

Magistrate Gail Boober and the Commission discussed how the Magistrates and County Commission can work together to reduce monthly regional jail costs.

There being no further business, the meeting was adjourned until Thursday, October 25, 2012 at 9:30 a.m.

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PATRICIA A. NOLAND, PRESIDENT

**Minutes**  
**Jefferson County Commission**  
**Thursday, October 25, 2012**

A meeting of the Jefferson County Commission was held on Thursday, October 25, 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, Lyn Widmyer, Frances Morgan and Walt Pellish. Also present were Debbie Keyser, County Administrator, Debbie Stellato, Administrative Assistant, Jimmy Eddie, Bailiff and Cynthia Schott, Temporary Administrative Assistant. (An audio tape of the October 25, 2012 meeting is available through the Jefferson County Commission Office.)

**PLEDGE OF ALLEGIANCE**

Commissioner Manuel led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Approval of the October 18, 2012 minutes were deferred to the November 1, 2012 agenda.

**APPROVAL OF PURCHASE ORDERS**

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$7,031.22 being P. O. Nos. 50859, 51037, 51038, 50180, 50181, 50183, 50182, 52083, 52084. Motion seconded by Mr. Pellish and unanimously approved.

**APPROVAL OF ACCOUNTS PAYABLE**

Motion by Ms. Morgan to approve the accounts payable for October 25, 2012 in the amount of \$ 455,381.24. Motion seconded by Mr. Pellish and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
068461	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,840.04	\$ 3,840.04
068462	712	AT&T/GA		\$ -	\$ 198.35	\$ 198.35
068463	425	BATTERY MART	50173	\$ 167.40	\$ -	\$ 167.40
068464	425	B-K OFFICE SUPPLY INC	50164	\$ 2,514.00	\$ -	\$ 2,514.00
068465	425	BONDED APPLICATORS OF MD	50751	\$ 1,400.00	\$ -	\$ 1,400.00
068466	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
068467	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
068468	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
068469	413	CASTO & HARRIS INC	49984	\$ 789.15	\$ -	\$ 789.15
068470	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
068471	405	MARCIA L. CHANDLER, RPR	50046	\$ 2,033.00	\$ -	\$ 2,033.00
068472	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
068473	440	CHOICE STAFFING, INC.		\$ -	\$ 1,306.13	\$ 1,306.13
068474	PAYROLL	COLONIAL LIFE		\$ -	\$ 1,070.52	\$ 1,070.52
068475	425	DODSON'S SEPTIC	50175	\$ 520.00	\$ -	\$ 520.00

068476	425	DAYCON	50166	\$ 777.35	\$ -	\$ 777.35
068476	425	DAYCON	50178	\$ 811.38	\$ -	\$ 811.38
068477	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
068478	413	ESS ELECTION SYSTEMS &	49982	\$ 9,847.00	\$ -	\$ 9,847.00
068479	405	EASTERN PANHANDLE BAR	50041	\$ 175.00	\$ -	\$ 175.00
068480	717	FISHER AUTO PARTS	50179	\$ 425.28	\$ -	\$ 425.28
068481	ALLOC	GOOD SHEPHERD INTERFAITH		\$ -	\$ 20,000.00	\$ 20,000.00
068482	425	GRAINGER, INC	50172	\$ 464.36	\$ -	\$ 464.36
068483	440	HERALD MAIL	51036	\$ 78.70	\$ -	\$ 78.70
068484	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,685.00	\$ 1,685.00
068485	405	JEFFERSON PUBLISH CO INC	50043	\$ 117.00	\$ -	\$ 117.00
068485	439	JEFFERSON PUBLISH CO INC	49955	\$ 58.24	\$ -	\$ 58.24
068485	440	JEFFERSON PUBLISH CO INC	51039	\$ 33.26	\$ -	\$ 33.26
068485	451	JEFFERSON PUBLISH CO INC	49956	\$ 134.60	\$ -	\$ 134.60
068486	440	THE JOURNAL	51035	\$ 73.29	\$ -	\$ 73.29
068487	425	JEFFERSON COUNTY SOLID	53045	\$ 65.49	\$ -	\$ 65.49
068488	ALLOC	JEFF CO COMMUN MINISTERIE		\$ -	\$ 4,500.00	\$ 4,500.00
068489	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
068490	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,823.00	\$ 4,823.00
068490	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
068491	424	KONE INC	50177	\$ 327.75	\$ -	\$ 327.75
068491	425	KONE INC	50177	\$ 1,154.25	\$ -	\$ 1,154.25
068492	401	SUSANNE O. KOENING		\$ -	\$ 25.00	\$ 25.00
068493	405	MATTHEW BENDER & CO	50045	\$ 1,006.90	\$ -	\$ 1,006.90
068493	401	MATTHEW BENDER & CO		\$ -	\$ 101.94	\$ 101.94
068494	712	MOTOROLA INC	49817	\$ 31,356.51	\$ -	\$ 31,356.51
068495	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 782.56	\$ 782.56
068496	412	SHAY MCNEIL		\$ -	\$ 157.28	\$ 157.28
068497	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
068498	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
068499	402	PIFER OFFICE SUPPLY, INC	49981	\$ 35.94	\$ -	\$ 35.94
068499	403	PIFER OFFICE SUPPLY, INC	49892	\$ 123.33	\$ -	\$ 123.33
068500	712	PSTC	49814	\$ 549.00	\$ -	\$ 549.00
068501	425	RCS SECURITY		\$ -	\$ 390.00	\$ 390.00
068502	ALLOC	SHEPHERDSTOWN COMMUNITY		\$ -	\$ 3,000.00	\$ 3,000.00
068503	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 392.00	\$ 392.00
068503	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 450.00	\$ 450.00
068503	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 29.92	\$ 29.92
068504	405	SPECIALTY BUS SUPPLIES	50042	\$ 1,618.48	\$ -	\$ 1,618.48
068505	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 26.24	\$ 26.24
068505	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 113.06	\$ 113.06

068505	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 29,790.02	\$ 29,790.02
068506	704	ST/WV REGIONAL JAIL &	50064	\$ 101,894.40	\$ -	\$ 101,894.40
068507	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 56.48	\$ 56.48
068507	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 15.74	\$ 15.74
068507	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 35,650.90	\$ 35,650.90
068507	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 104.69	\$ 104.69
068507	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 29.20	\$ 29.20
068507	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,941.10	\$ 9,941.10
068508	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 53.16	\$ 53.16
068508	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,528.96	\$ 40,528.96
068508	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 146.86	\$ 146.86
068509	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,501.48	\$ 9,501.48
068509	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,531.61	\$ 14,531.61
068510	712	SEN COMMUNICATIONS	49790	\$ 144.36	\$ -	\$ 144.36
068510	712	SEN COMMUNICATIONS	49792	\$ 29.92	\$ -	\$ 29.92
068511	ALLOC	SAIL - SHEPHERDSTOWN ARE		\$ -	\$ 5,000.00	\$ 5,000.00
068512	425	THOMPSON GAS		\$ -	\$ 333.89	\$ 333.89
068513	425	TML COPIERS & DIGITAL	50174	\$ 295.33	\$ -	\$ 295.33
068514	712	UPS		\$ -	\$ 47.51	\$ 47.51
068515	717	WILLIAMS MOTOR PARTS, IN	52068	\$ 925.00	\$ -	\$ 925.00
068516	712	WV ENHANCED 911 COUNCIL	49795	\$ 248.11	\$ -	\$ 248.11
068517	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 101.31	\$ 101.31
068517	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 102,736.97	\$ 102,736.97
068518	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 133.20	\$ 133.20
068519	717	WHOLESALE TIRES, INC.	50165	\$ 343.12	\$ -	\$ 343.12
<b>TOTAL</b>						\$ <b>455,381.24</b>
<b>TOTAL</b>				\$ <b>160,536.90</b>	\$ <b>294,844.34</b>	\$ <b>455,381.24</b>

**PUBLIC COMMENT:**

- David Zunker – Newly appointed CEO of the Jefferson County Convention and Visitor’s Bureau was introduced and shared his background in the Tourism & Hospitality industry and his vision for promoting the Eastern Panhandle.
- Mark Dyck read a letter to the Commission Members expressing his desire to see the proposed zoning ordinances adopted.

- David Tabb requested an update on safety issues related to the ongoing construction on Rt. 340.
- Susan Pellish presented the County Commissioners with festival passes to the Conservation Film Festival and encouraged all to attend.
- Marylee Cunningham, Potomac Terrace HOA President, expressed the Association's desire to see proposed zoning changes implemented after the Comprehensive Plan is in place.

**PRESENTATIONS:**

1. Jennifer Brockman, Director of Planning and Zoning requested the Commission appoint members to the Comprehensive Plan Steering Committee. Each Commissioner appointed two members from their district as follows:
  - Ms. Morgan, Middleway District – Peter Fricke and Pam Parziale.
  - Mr. Pellish, Shepherdstown District – Daniel Hayes and William Mcleod.
  - Ms. Noland, Kabletown District – Peter Dougherty and Warren Mickey.
  - Mr. Manuel, Charles Town District – David Mills and Suzanne Malesic.
  - Ms. Widmyer, Harpers Ferry District - Ellen May and Kathy Knight.
  - **Motion by Ms. Morgan to nominate three (3) at large members to the Comprehensive Plan Steering Committee by going down the remaining candidates and voting on them. Motion seconded by Mr. Manuel and unanimously approved. At large members elected to sit on the Comprehensive Plan Steering Committee are as follows:**
    - **Mark Dyck, Charles Town District.**
    - **Jim Gibson, Harpers Ferry District.**
    - **Janis Schlitz, Shepherdstown District.**
2. Interviews and appointment to the Jefferson County Emergency Services Agency. There is currently one (1) vacant EMS position and two (2) citizen positions for terms ending November 2, 2015 and one (1) unexpired term ending November 2, 2014 to be filled.
  - Russel Kitchner, Maura Sherrill, Joseph Malcom and Ed Boober, although not in attendance, expressed a desire to server. Mr. Reese Clabaugh shared with the Commissioners his background and experience and how he felt he could contribute to the agency. The following names were nominated for full term positions:
    - Mr. Manuel nominated Russell Kitchner and Ed Boober.
    - Ms. Morgan nominated Maura Sherrill.
    - Mr. Pellish nominated Reese Clabaugh.
      - **Motion by Mr. Manuel to appoint the following Citizens to the Jefferson County Emergency Services Agency. Motion seconded by Ms. Morgan:**
        - **Russell Kitchner (Harpers Ferry District) with a vote of 4-1, and Ed Boober (Middleway District) with a vote of 4-1, (Ms. Morgan opposing the motion), were reappointed to the Jefferson County Emergency Services Agency.**
        - **Maura Sherrill (Charles Town District), with a vote of 3-2 (Ms. Noland and Mr. Pellish opposing the motion), was appointed to fill the unexpired term.**
      - **Motion by Ms. Morgan to nominate Mr. John Considine, (Charles Town District) to the Jefferson County Emergency Services Board as an EMS representative. Motion seconded by Mr. Manuel and unanimously approved.**

3. The Commission took a short break at 10:56 a.m.  
The Commission reconvened at 11:10 a.m.
4. Request from Lynn Fields, Deputy Probate Clerk, to approve November 27, 2012 to hear the amended Petition to Remove Executor from the Printz Estates and Appoint Curator and the response to amend Petition to Remove Executor and Appoint Curator; Petition to Remove Executor of the Blanch V. Nelson Estate.
  - **Motion by Mr. Manuel and second by Ms. Morgan to set Tuesday, November 27, 2012 at 10 am to hear the amended Petition to Remove Executor from the Printz Estates and Appoint Curator and the response to amend Petition to Remove Executor and Appoint Curator; Petition to Remove Executor of the Blanch V. Nelson Estate. Approved 4-1, Ms. Widmyer recused herself on recommendation from Council.**

#### **UNFINISHED BUSINESS:**

5. Request for County Commission direction related to Public Hearing input received related to New Commercial and Industrial Zoning Categories. Decision must be made as to what to do with zoning request. Steve Barney submitted three (3) options for the Commission to consider as an alternative to move forward without waiting for the Comprehensive Plan to be approved.
  - **Motion by Ms. Morgan to postpone approving the new Commercial and Industrial Zoning categories until the work on the Comprehensive Plan begins and to incorporate them into the Comprehensive Plan. Second by Mr. Manuel. Motion passes on a vote of 3-2 with Ms. Noland and Mr. Pellish opposing the motion.**

#### **FINANCIAL DIRECTOR REPORTS:**

6. Budget Analysis for the General County Fund for the Month Ending September 30, 2012. Paul Shroyer, Director of Financial Management, presented the Budget Analysis for the General County Fund for the month ending September 30, 2012. Only action taken was in regard to the Shepherdstown Battlefield Account.
  - **Motion by Ms. Morgan to rename the Shepherdstown Battlefield fund to the Jefferson County Veterans Park Memorial fund. Motion seconded by Mr. Manuel. Motion passes on a vote of 4-1 with Mr. Pellish opposing the motion.**

#### **COUNTY ADMINISTRATOR REPORTS:**

7. New Program to Implement – Duty Chief Program, an improved safety procedure in the County. This program will require 10 pagers, one for each of the Duty Chiefs, at a cost of \$393.42 each for a total cost of \$3, 942.20. Ms. Keyser requested a consensus to purchase and then ratify next week when the purchase order comes through. A consensus was granted to Ms. Keyser from the Commission.
8. Commissioner's Top Project Listing: Ms. Keyser passed out a packet with the updated Priority Project listing. Ms. Keyser indicated that everything highlighted in yellow is in progress. Everything highlighted in green is completed.
9. IT Presentation: Ms. Keyser presented her report on the needs of IT improvements in the County. This will be

put on a future agenda.

### **COUNTY COMMISSIONER REPORTS:**

#### **Commissioner Widmyer:**

- Attended the J. R Clifford Project in support of Commissioner Manuel.
- Attended the Groundbreaking of the new addition to the Harpers Ferry Middle School.
- Attended two functions for the First Lady of WV, one at the CVB and one at lunch with the Democratic Women.
- Invited fellow Commissioners to attend a walk on Saturday morning from Potomac Street extended, from Harpers Ferry to Matt Knotts (Tree) Zip line.

#### **Commissioner Pellish:**

- Served as the Commission Representative in a Mediation Case.
- Planning Commission Meeting.

#### **Commissioner Morgan:**

- Attended both the League of Women Voters and the NAACP Forum.
- Attended the Investiture of Gina Groh.
- Attended the First Ladies Visit.
- Attended the Freedom Run Banquet.
- Attended the J. R. Clifford Project - A New Home for Liberty.
- Attended Harpers Ferry Middle School Groundbreaking.

#### **Commissioner Noland:**

- Attended the Investiture of Gina Groh on Friday.
- Visited with the First Lady of WV on Tuesday at the CVB.
- Attended the League of Women's Forum on Thursday.

#### **Commissioner Manuel:**

- Attended a regular ESA Meeting on the 18<sup>th</sup>.
- Attended the Investiture of Gina Groh on the 19<sup>th</sup>.
- On the 20<sup>th</sup> and 21<sup>st</sup>, participated in the J.R. Clifford Project – A New Home for Liberty, about the birth of WV as a State.
- Attended the NAACP Candidates Forum.

There being no further business, the meeting was adjourned at 12:41 pm on a motion by Mr. Manuel and a second by Mr. Pellish.

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PATRICIA A. NOLAND, PRESIDENT

**SPECIAL SESSION:**

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

At a Special Session of the County Commission of said County and State held at the Jefferson County Commission Meeting Room on the lower floor of the Old Charles Town Library at 200 E. Washington Street, on Thursday, October 25, 2012 beginning at 7:00 p.m.

**PUBLIC MEETING RE: Public input for the following amendments to the Impact Fee Ordinance: An amendment providing for an affordable housing discount to the Impact Fee schedule as required by W. Va. Code §7-20-7a.**

At 7:00 p.m. Ms. Noland opened the hearing for public comment.

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

Also present: Sandy Slusher McDonald, Deputy County  
Administrator  
Nichelle Adams Hosby, Executive Assistant  
Stephanie Grove, Assistant Prosecuting Attorney  
Roger Goodwin, Chief County Engineer

Stephanie Grove gave a brief overview of the Impact Fee Affordable Housing Discount.

Residents present who made comments were: J. Michael Cassell, Curt Myers and Mark Dyck

Ms. Noland concluded the Public Hearing at 7:20 p.m.

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PATRICIA A. NOLAND,  
PRESIDENT

## PURCHASE ORDERS TO BE APPROVED

November 1, 2012

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
ASSESSOR	49854	\$ 175.00	IAAO	Membership Dues
CENTRAL GARAGE	50186	\$ 818.24	Donald B. Rice	Tires
CIRCUIT CLERK	49884	\$ 3,151.70	Casto & Harris, Inc.	File Folders
	50884	\$ 3,056.80	Casto & Harris, Inc.	File Folders
	49894	\$ 101.94	Matthew Bender & Co., Inc.	WV Code 12 RV7
COUNTY CLERK	49985	\$ 450.00	ACS Creative Forms	W-2's, 1099's , Envelopes
	49986	\$ 168.00	Charles Town Copy	Printed Poll Workers Manuals
	49987	\$ 374.21	Casto & Harris	Election Supplies
COURTHOUSE	50188	\$ 1,151.32	BK Office Supplies, Inc.	12 US & 12 WV Flags
ENGINEERING	50220	\$ 730.68	BK Office Supplies, Inc.	Office supplies - ink, binders, folders, etc
OTHER BUILDINGS	50184	\$ 1,140.10	BK Office Supplies, Inc.	Copy paper
	50187	\$ 1,022.83	Daycon	Cleaning Supplies
	50190	\$ 1,727.52	Trenary Service Company	HVAC Labor
	50191	\$ 790.25	RCS Security	1200 Magnetic lock, keypad KT300 Controller

	50192	\$ 847.00	Alliance Electric	Service Call
PROSECUTING ATTORNEY	50049	\$ 165.00	NDAА	2012 NDAА Membership Dues
	50048	\$ 4,550.00	Paul F. Kradel, ED.D	Competency Evaluation
<b>GRAND TOTAL</b>		<b>\$ 20,420.59</b>	Printed at 11:15 a.m. on 10/29/12	

**AGENDA REQUEST FORM**

www.jeffersoncountyvva.org



Name: Angie Banks

Department or Organization: Assessor

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

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

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

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

Subject(Wording to be placed on agenda): 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):

Are documents attachments? Yes \_\_\_\_\_ No X

If not, explain: Documents will be presented at Commission Meeting

Is a projector needed? Yes \_\_\_\_\_ No X

Contact information:

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

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

**AGENDA REQUEST FORM**

Name: Barbara Miller

Department or Entity: Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 15 minutes

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

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

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

Subject: **New Hire**

**Please provide the County Commission with a description of your request or presentation, including any background information:** This hire is our department’s administrative assistant/public information officer/volunteer coordinator. The Commission approved for this position to be filled at its July 26, 2012 meeting. The recommended candidate is Jessica A. Owens. Ms. Owens has a BA from Roanoke College in Political Science and an MA from James Madison University, also in Political Science. Her college internships included working with Northern Shenandoah Valley (VA) Regional Commission on an All-Hazards Mitigation Plan and inclusion of a response to an emergency evacuation of the DC area to that region and she served as a Legislative and Press intern on Capitol Hill, where her responsibilities included daily press clips, assistance with a senator’s radio show, conducting tours, and providing news updates regarding the intelligence community. Ms. Owens has successfully passed our testing procedures, a telephone interview and a personal interview for this position. While 86% of her background investigation is complete and cleared, we are still waiting for one additional report. Additionally, this employee (as are all in our department) is required to live in either Jefferson or an adjoining county due to the need for this person to get into the Emergency Operations Center quickly when it is activated (in job description and discussed at the interview). The candidate has expressed that she is ready to move at her own expense as soon as she knows for certain that she has the job. Your motion should reflect both of these pending issues.

**Recommended motion:** (Please type out the wording of the motion that you would like the Commission to approve): I move to hire Jessica A. Owens as the Administrative Assistant/Public Information Officer/Volunteer Coordinator for Jefferson County Homeland Security and Emergency Management at the rate of \$35,152 annually, pending a positive outcome of her background investigation and proof that she is living in Jefferson or an adjoining county. This is a Salary Exempt position.

Attachments:

JEFFERSON COUNTY

Personnel Requisition

Department Name Homeland Security and Emergency Management Date 07/12/12 Date Needed ASAP  
Job Title Administrative Assistant Public Information Office/Volunteer Coordinator Salary 35,152.00 Criminal History Check  Yes  No  
Suggested Recruitment Source(s) Spirt; Journal; Linked in; Emergency Managers' List Serve  
Applicants Interviewed By Director Miller and County Administrator/HR Position Reports To JCHSEM Director  
Minimum Education Required High School graduate or equivalent (At least an Associates Degree is preferred)

Minimum Experience Required Three to five years experience. Must reside in Jefferson County or the adjoining area.  
Must successfully complete annual training/certification requirements and NIMS requirements.  
Must successfully pass a criminal background check. A valid drivers license is required for this position.

Job Duties See attached Job Description.

Budget Information

Addition  Replacement  Explain or For Whom Jennifer Maggio  
Position Budgeted  Yes  No Proposed Salary \$35,152 Date of Hire \_\_\_\_\_  
Is Position: Full-Time  Regular Part-Time  On-Call Occasional  Temporary   
Safety/Security \_\_\_\_\_ Hours Per Week \_\_\_\_\_ Exempt position \_\_\_\_\_

Approvals

Elected Official Approval \_\_\_\_\_ Date \_\_\_\_\_  
Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_  
County Commission Approval \_\_\_\_\_ Date \_\_\_\_\_  
Comments \_\_\_\_\_

**APPROVED**

JUL 26 2012

The County Commission  
of Jefferson County  
Charles Town, WV

<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: William Madert billymadert@gmail.com 304 707 7123

Department or Entity: Jefferson County Solid Waste Authority

Estimation of amount of time needed for appointment: 10-20 mins

Date Requested – 1<sup>st</sup> Choice: Nov. 1, 2012

Date Requested – 2<sup>nd</sup> Choice: Nov. 8, 2012

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

**A afternoon time slot would be preferred.**

Subject: **Up Coming Public Service Commission Hearing**

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

**Would like to update the Commission on legal action that we have taken, regarding a proposed waste handling facility in Berkeley County. If the facility is opened it could negatively impact our ability to operate.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **None**

Attachments: **None**

**AGENDA REQUEST FORM**

www.jeffersoncountywv.org



Name: Debbie Keyser

Department or Organization: County Administrator

Estimation of amount of time needed for appointment: 45 min

Date Requested – 1<sup>st</sup> Choice: 11/1/12

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

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

Subject(Wording to be placed on agenda): IT Proposal

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):  
\_\_\_\_\_  
\_\_\_\_\_

Are documents attachments? Yes  No \_\_\_\_\_  
If not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is a projector needed? Yes \_\_\_\_\_ No

Contact information:  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_

## IT Summary of Presentation

What is the current status of our IT function?

What is our vision?

What is the right solution to obtain our vision?

Contractor?

Hiring of an employee?

Combination of both?

Determine next action steps based on outcome of meeting decision.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**AGENDA REQUEST FORM**

**Name:** Stephanie Grove

**Department or Entity:** Legal

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

**Date Requested – 1<sup>st</sup> Choice:** 11/01/12

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

**If a specific date is needed, please provide reason for specific date: This date is needed to discuss a settlement offer reached as a result of mediation and quickly conclude the litigation in question.**

**Subject:** Settlement Agreement with Deputy Windle--Discussion/Action, Possible Executive Session

**Please provide the County Commission with a description of your request or presentation, including any background information:** A presentation on the terms of a settlement agreement arrived at during the course of mediation.

**Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):** Move that the County Commission accept the terms of the settlement agreement as discussed with Deputy Windle.

**Attachments:**

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Debbie Keyser

Department or Organization: County Administrator

Estimation of amount of time needed for appointment: 45 min

Date Requested – 1<sup>st</sup> Choice: 11/1/12

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

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

Subject(Wording to be placed on agenda): New program to implement - Duty Chief Program, an improved safety procedure in the County. This program will require 10 pagers, one for each of the Deputy Chiefs at a cost of \$393.22 each for at total of \$3,942.20.

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): motion to ratify decision on 10/25/12.

Are documents attachments? Yes  No \_\_\_\_\_

If not, explain: \_\_\_\_\_

Is a projector needed? Yes \_\_\_\_\_ No

Contact information:  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town, West Virginia 25414

## REQUISITION

No. 49818

VENDOR:

TELTRONIC

DELIVER TO:

EMERGENCY  
COMMUNICATIONS

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
10	MOTOROLA MINITOR V PAGERS	393. <sup>22</sup>		3,932. <sup>20</sup>
	SHIPPING			10. <sup>00</sup>
	TOTAL			3,942. <sup>20</sup>
	001-712-02-216-000-PS-911			

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

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

  
Signature

10/24/12  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Jefferson County Homeland Security and Emergency Management**  
28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430

**Jefferson County Homeland Security and Emergency Management**  
**Quarterly Report to the Jefferson County Commission**  
**July-September, 2012**

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**Jefferson County Commissioners:**

**Palay Holand, President**

**Dale Manuel, Vice President**

**Frances Morgan**

**Lyn Widmyer**

**Wall Pellish**

**Jefferson County Homeland Security and Emergency Management Steering Committee:**

**John Sherwood, Chair-Chamber of Commerce Representative**

**Amy Jones, Vice Chair-Health Department Representative**

**Katherine Dunbar, Non-Governmental Organization Representative, Good Shepherd Caregivers**

**Mason Carter, Jefferson County Department of Engineering Representative**

**Jeffrey A. Polczynski, EPN, Jefferson County Emergency Communications Center Representative**

**Kelly Parsons, Private Industry Representative, Nichols, Dellaven & Associates**

**Ed Smith, Fire and Rescue Representative**

**Sheriff Bobby Shirley, Law Enforcement Representative**

**Paul Espinosa, Utilities Representative, Frontier Communications**

**Lano Donley, Jefferson County Development Authority Representative**

**Sanford "Sandy" Green, WV Region 3 Homeland Security Area Liaison**

**Holly Morgan Frye, Education Representative, Shepherd University**

**Lorraine "Lori" Kelly, American Red Cross Representative**

**Dale Manuel, County Commission Representative**

**Staff:**

**Barbara J. Miller, CEM, CFM**  
Director  
304-728-3290-Office  
304-289-4227-Mobile  
bmiller@jeffersoncountywv.org

**Torri Mohling, Planner/Program Manager/Deputy Director**  
304-728-3329-Office  
304-279-8233-Mobile  
tmohling@jeffersoncountywv.org

**Jennifer D. Maggio, Administrative Assistant, Public Information Officer and Volunteer Coordinator**  
304-724-3914-Office  
304-279-8135-Mobile  
jmaggio@jeffersoncountywv.org

**Fax: 304-728-3320**

Projects Completed:

- June 29-July 6, Emergency Operations Center Activated for Derecho
- Public Assistance/Reimbursement Meetings with FEMA/Local Agencies
- Quarterly Partnership Meeting-Presentation about Derecho at Bavarian Inn
- Booth at Jefferson County Fair on Aug. 19-26.
- Regional Functional (July) and Full Scale (September) Exercises on the Jennings Randolph Lake Dam (flooding, haz-mat, EOC/ICS Interface, EOC activation )
- Family Disaster Preparedness Night (September 26)
- Presentation on Senior Citizen Preparedness at Jefferson Co Council on Aging (September)
- Presentation to Boy Scouts at Summit Point on Preparedness (September)
- MOUs with Jefferson County Schools (renewed)
- Director selected as 2012 West Virginia Emergency Manager of the Year by WV Emergency Management Council
- Community Rating System meetings, completed application/yearly activities, approved by ISO

- Credentialing Equipment Purchases and Grant with Mineral County Closed
- Met with representative of the National Weather Service regarding new products regarding weather

Projects Working on Now:

- Filling position of Public Information Officer/Administrative Assistant/Volunteer Coordinator
- Risk Assessment and Mitigation Plan (Update for 2013)
- Mass Fatalities Plan (Working with the JC Department of Health)



**Jefferson County Homeland Security and Emergency Management  
28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430**

**Jefferson County Commissioners:**

**Patay Noland, President**

**Dale Manuel, Vice President**

**Frances Morgan**

**Lyn Widmyer**

**Walt Pelfah**

**Jefferson County Homeland Security and Emergency Management Steering Committee:**

**John Sherwood, Chair-Chamber of Commerce Representative**

**Amy Jones, Vice Chair-Health Department Representative**

**Katherine Dunbar, Non-Governmental Organization Representative, Good Shepherd Caregivers**

**Mason Carter, Jefferson County Department of Engineering Representative**

**Jeffrey A. Polczynski, EPH, Jefferson County Emergency Communications Center Representative**

**Kelly Parsons, Private Industry Representative, Nichols, Bellhaven & Associates**

**Ed Smith, Fire and Rescue Representative**

**Sheriff Bobby Shirley, Law Enforcement Representative**

**Paul Espinosa, Utilities Representative, Frontier Communications**

**Lane Donley, Jefferson County Development Authority Representative**

**Sanford "Sandy" Green, WV Region 3 Homeland Security Area Liaison**

**Holly Morgan Frye, Education Representative, Shepherd University**

**Lorraine "Lori" Kelly, American Red Cross Representative**

**Dale Manuel, County Commission Representative**

**Staff:**

**Barbara J. Miller, CEM, CFM  
Director  
304-728-3290-Office  
304-282-4227-Mobile  
bmillier@jeffersoncountywv.org**

**Terrl Mohling, Planner/Program Manager/  
Deputy Director  
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304-279-8222-Mobile  
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**Jennifer D. Maggio, Administrative Assistant,  
Public Information Officer and Volunteer Coordinator  
304-724-8514-Office  
304-279-8125-Mobile  
jmaggio@jeffersoncountywv.org**

**Fax: 304-728-3320**

Mass Fatalities Conference October, 2013 (with JC Department of Health/LEPC)

Resilient Neighbors Network

Writing Grant Application for 2012 Emergency Management Planning Grant

Writing Grant Application for 2012 Community Resilience Innovation Challenge Grant

Emergency Response Guidebooks to each Emergency Response Agency

Regional Improvement Plan/Training and Exercise Training/Workshops

Training by Potomac Edison with Emergency Responders (hosted by JCHSEM) for Safety with Electrical lines/situations.

Working with Jefferson County Schools, State Police and National Guard on PCII (Protected Critical Infrastructure Information) Project involving school's system structural information)

Things the County Commission Should be Aware of:

Quarterly Partnership Meeting on October 30 at Noon at NCTC

Community Emergency Response Team Training Oct/Nov.

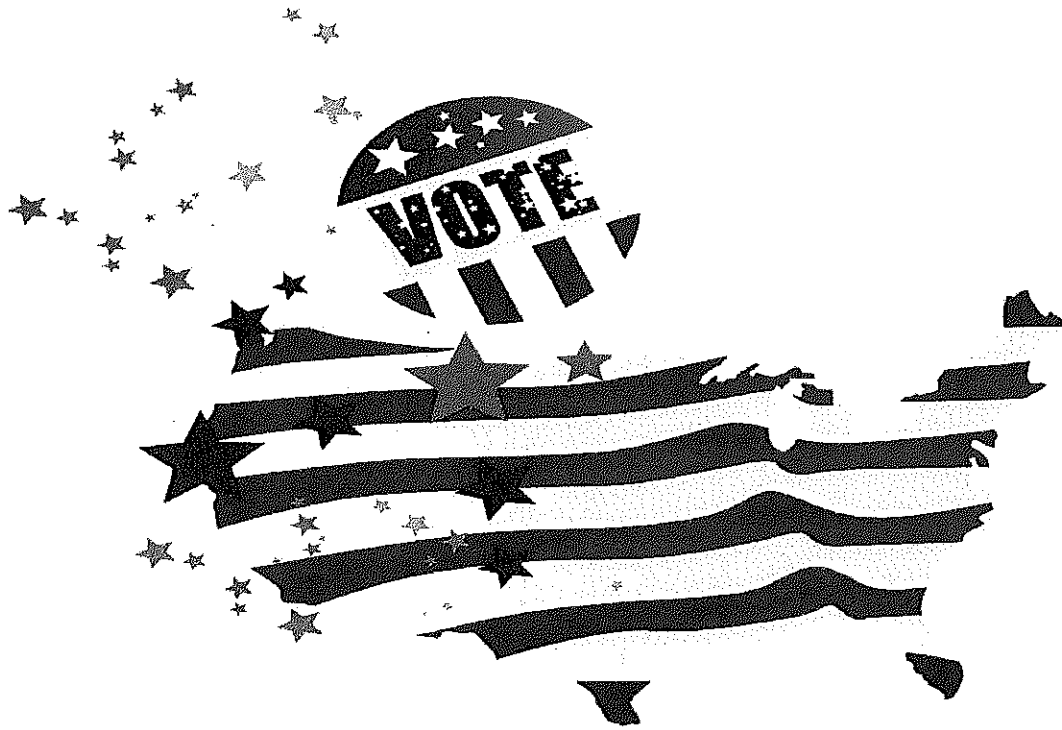
Seeking grant funding to pay for Animals in Disaster shelter training.

Seeking grant funding for a Faith-Based / Volunteers Project

Grant application for EMPG (Emergency Management Planning Grant) due in November.

Strategic planning for FY-2014 has begun.

Relationship building with The Salvation Army to assist Jefferson County during disasters/large emergencies.



Jefferson County Offices will be  
closed on  
Election Day  
Tuesday, November 6, 2012.



Jefferson County Offices will be  
closed on  
Veteran's Day  
Monday, November 12, 2012.

# **NOTICE JEFFERSON COUNTY COMMISSION MEETING SCHEDULE CHANGE**

A decision was made at the regular County Commission meeting on Thursday, September 27<sup>th</sup>, 2012 that effective December 1<sup>st</sup>, 2012, the Jefferson County Commission will begin a new regular Commission meeting schedule. The Commission will hold its regular meeting at 9:30 a.m. on the first and third Thursday of every month.

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

Week Ending Date	Week Ending October 13, 2012
<b>To be Deposited on:</b>	October 19, 2012
Amount Played	64,890,637.79
Amount Won	58,348,540.70
Amount Promo	213,608.00
MWAP Contribution	<u>4,511.27</u>
<b>Adjusted Gross Terminal Revenue</b>	<u>6,323,977.82</u>
Administrative Costs @ 4%	252,959.12
Excess Lottery Fund @ 4%	<u>0.00</u>
<b>Net Terminal Revenue</b>	<u>6,071,018.70</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>
<b>Adjusted Net Terminal Revenue</b>	<u>6,071,018.70</u>
Racetrack @ 46.50% / 42%	2,823,023.70
Lottery Fund @ 30% / 0%	1,821,305.64
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	849,942.62
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	60,710.18
Greyhound Development @ .75%	45,532.64
Thoroughbred Development @ .75%	45,532.64
Racing Commission @ 1%	60,710.18
County/Municipality @ 2%	121,420.36
<b>3% Funds:</b>	
Tourism Promotion Fund @ 1.375%	83,476.51
Development Office Promotion Fund @ .375%	22,766.32
Research Challenge Fund @ .5%	30,355.09
Capitol Renovation and Improvement Fund @ .6875%	41,738.25
2004 Capitol Complex Parking Garage Fund @ .0625%	3,794.39
<b>1% Funds:</b>	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	30,355.09
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>30,355.09</u>
	<u>6,071,018.70</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	\$ 23,619.88	\$ 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
09/22/12	\$ 113,993.80	\$ 56,996.90	\$ 56,996.90	\$ 4,668.05	\$ 23,482.72	\$ 1,276.73	\$ 19,823.52	\$ 7,745.88
09/29/12	\$ 123,222.80	\$ 61,611.40	\$ 61,611.40	\$ 5,045.97	\$ 25,383.90	\$ 1,380.10	\$ 21,428.44	\$ 8,372.99
10/06/12	\$ 125,430.40	\$ 62,715.20	\$ 62,715.20	\$ 5,136.37	\$ 25,838.66	\$ 1,404.82	\$ 21,812.35	\$ 8,523.00
10/13/12	\$ 121,420.36	\$ 60,710.18	\$ 60,710.18	\$ 4,972.17	\$ 25,012.59	\$ 1,359.91	\$ 21,115.00	\$ 8,250.51
Subtotal	\$ 1,981,792.08	\$ 1,446,927.78	\$ 534,864.30	\$ 43,805.40	\$ 220,364.08	\$ 11,980.96	\$ 186,025.79	\$ 72,688.07

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	09/22/2012	56,996.90
09/27/2008	79,735.73	09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80	09/29/2012	61,611.40
10/04/2008	75,186.22	10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64	10/06/2012	62,715.20
10/11/2008	77,139.04	10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	70,866.90	10/13/2012	60,710.18
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

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TOTALS **4403564.04**

**4041141.56**

**4016541.01**

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**4124906.8**

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**1446927.78**

Table Game Revenue

<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>
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	September, 2012	127,532.40
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		
<b>Total 2010-2011</b>	<b>1297391.7</b>	<b>Total 2011-2012</b>	<b>1602900.84</b>	<b>Total 2011-2012</b>	<b>399441.87</b>

**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
<b>Total 2011-2012</b>	<b>4,808,702.50</b>

<u>Date</u>	<u>Amount</u>
July, 2012	415,990.92
August, 2012	399,737.49
September, 2012	382,597.20
<b>Total 2011-2012</b>	<b>1,198,325.61</b>

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

<b>Week Ending Date</b>	Week Ending October 20, 2012
<b>To be Deposited on:</b>	October 26, 2012
<b>Amount Played</b>	64,538,866.76
<b>Amount Won</b>	57,826,489.60
<b>Amount Promo</b>	214,912.00
<b>MWAP Contribution</b>	<u>4,435.14</u>
<b>Adjusted Gross Terminal Revenue</b>	<u>6,493,030.02</u>
<b>Administrative Costs @ 4%</b>	259,721.19
<b>Excess Lottery Fund @ 4%</b>	<u>0.00</u>
<b>Net Terminal Revenue</b>	<u>6,233,308.83</u>
<b>Surcharge @ 10%</b>	0.00
<b>State Share Excess @ 58%</b>	0.00
<b>Track Share of Capital Reinvestment @ 42%</b>	<u>0.00</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	0.00
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	0.00
<b>Adjusted Net Terminal Revenue</b>	<u>6,233,308.83</u>
<b>Racetrack @ 46.50% / 42%</b>	2,898,488.61
<b>Lottery Fund @ 30% / 0%</b>	1,869,992.67
<b>Excess Lottery Fund @ 0% / 41%</b>	0.00
<b>Race Track Purses @ 7% / 14% / 8%</b>	872,663.24
<b>Workers' Compensation Debt Reduction @ 7% / 0%</b>	0.00
<b>Employee Pension Fund @ 1% / .5%</b>	62,333.08
<b>Greyhound Development @ .75%</b>	46,749.82
<b>Thoroughbred Development @ .75%</b>	46,749.82
<b>Racing Commission @ 1%</b>	62,333.08
<b>County/Municipality @ 2%</b>	124,666.16
<b>3% Funds:</b>	
<b>Tourism Promotion Fund @ 1.375%</b>	85,708.00
<b>Development Office Promotion Fund @ .375%</b>	23,374.91
<b>Research Challenge Fund @ .5%</b>	31,166.54
<b>Capitol Renovation and Improvement Fund @ .6875%</b>	42,854.00
<b>2004 Capitol Complex Parking Garage Fund @ .0625%</b>	3,895.82
<b>1% Funds:</b>	
<b>State Capitol Complex Parking Garage @ 1%</b>	0.00
<b>Cultural Facilities and Capitol Resources @ .5%</b>	31,166.54
<b>Capitol Dome and Capitol Improvements @ .5% / 1%</b>	<u>31,166.54</u>
	<u>6,233,308.83</u>

WEST VIRGINIA LOTTERY

First Benchmark

Charles Town

County / City Split

Fiscal Year 2013

Charles Town  
 1999 Net Terminal Revenue \$ 45,603,174  
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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
09/22/12	\$ 113,993.80	\$ 56,996.90	\$ 56,996.90	\$ 4,668.05	\$ 23,482.72	\$ 1,276.73	\$ 19,823.52	\$ 7,745.88
09/29/12	\$ 123,222.80	\$ 61,611.40	\$ 61,611.40	\$ 5,045.97	\$ 25,383.90	\$ 1,380.10	\$ 21,428.44	\$ 8,372.99
10/06/12	\$ 125,430.40	\$ 62,715.20	\$ 62,715.20	\$ 5,136.37	\$ 25,838.66	\$ 1,404.82	\$ 21,812.35	\$ 8,523.00
10/13/12	\$ 121,420.36	\$ 60,710.18	\$ 60,710.18	\$ 4,972.17	\$ 25,012.59	\$ 1,359.91	\$ 21,115.00	\$ 8,250.51
10/20/12	\$ 124,666.16	\$ 62,333.08	\$ 62,333.08	\$ 5,105.08	\$ 25,681.23	\$ 1,396.26	\$ 21,679.44	\$ 8,471.07
Subtotal	\$ 2,106,458.24	\$ 1,509,260.86	\$ 597,197.38	\$ 48,910.48	\$ 246,045.31	\$ 13,377.22	\$ 207,705.23	\$ 81,159.14

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	09/22/2012	56,996.90
09/27/2008	79,735.73	09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80	09/29/2012	61,611.40
10/04/2008	75,186.22	10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64	10/06/2012	62,715.20
10/11/2008	77,139.04	10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	70,866.90	10/13/2012	60,710.18
10/18/2008	80,668.26	10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08
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

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TOTALS 4403564.04

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4041141.56

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4016541.01

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4124906.8

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1509260.86

Table Game Revenue

<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>
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	September, 2012	127,532.40
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		
<b>Total 2010-2011</b>	<b>1297391.7</b>	<b>Total 2011-2012</b>	<b>1602900.84</b>	<b>Total 2011-2012</b>	<b>399441.87</b>

**Table Game Revenue Distribution - Jefferson County School Board**

<b>Date</b>	<b>Amount</b>
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
<b>Total 2011-2012</b>	<b>4,808,702.50</b>

<b>Date</b>	<b>Amount</b>
July, 2012	415,990.92
August, 2012	399,737.49
September, 2012	382,597.20
<b>Total 2011-2012</b>	<b>1,198,325.61</b>

JEFFERSON COUNTY COMMISSION  
PUBLIC HEARING NOTICE

The Jefferson County Commission has scheduled a public hearing on a Zoning Map Amendment (Rezoning) for property designated as Tax District: Harpers Ferry, Map: 7, Parcels: 24 and 26. These properties are located on the north side of Route 340 (William L. Wilson Freeway) and to the south side of Route 340/15 (Washington Court) and are a total of 2.39 acres. This property is currently zoned Rural and a request has been made by the owner, the Bank of Charles Town, to change the zoning to Residential/Light Industrial/Commercial.

You may provide oral or written comments at the hearing, **7:00 p.m., Thursday, November 29, 2012, in the Charles Town Library meeting room at 200 East Washington Street**, at the side entrance on Samuel Street. In addition, you may also provide written comments to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or mail to P.O. Box 250, Charles Town, WV 25414, or fax (304) 725-7916.

By Order of the Jefferson County Commission  
Patsy Noland, President



# Charles Town Chaplaincy Services

Chaplain Pete Crisswell

**Phone Office**  
304-725-4028  
Cell Phone 304-268-9774

**Mailing Address**

Charles Town RTCA Council  
PO Box 1377  
Charles Town WV 25414

**President**

\*Dr. Henry Christie  
304-725-9622

**Vice President**

\*M. Victoria White  
304-279-3235

**Treasurer**

\*Tom Newcomer  
304-886-6048

**Secretary**

\*

**HBPA Rep.**

PNGI Rep.  
Roger Ramey

**Community Rep.**

\*Denotes executive  
Council member

October 24, 2012

Attn:  
Sandy McDonald  
Jefferson County Commission  
P.O. Box 250  
Charles Town, WV 25414

Received  
OCT 25 2012  
Jefferson County Commission

Dear Mrs. McDonald,

Thank you for your thoughtful and generous contribution of \$2,000.00 to the Charles Town Race Track Chaplaincy.

The Chaplaincy office continues to make its presence known to all individuals at the race track. We are here to help everyone who calls or comes to our office for help in everyday situations. We owe much of our success to your generosity.

Your contribution is helping us to reach our goals and we thank you again.

Sincerely,

Tom Newcomer  
TN/pw

# Eastern Panhandle Free Clinic

1212 North Mildred St. • Ranson, WV 25438

Phone 304-724-6091 • Fax 304-725-7204

**October 17, 2012**

**Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414**

**Dear Commissioners:**

**I wish to thank you for your support of the Eastern Panhandle Free Clinic with your recent \$25,000.00 donation. In these times when there are so many people in need and so many worthwhile organizations to support, I am so grateful that you have chosen to continue to support our work in providing health care to so many people in need in our local community.**

**You support helps us keep people healthy so they can work, helps us provide care to people deemed disabled but in the 25 month window when that have no health coverage, and helps us to provide care to the many who have lost jobs and their health insurance coverage. Overall your support is helping us have a healthier community and it saves lives.**

**On behalf of our board, staff and patients, thank you for this generous donation.**

**Warmest regards,**



**Michele Goldman  
Executive Director**

**RECEIVED**

OCT 19 2012

Jefferson County Commission