

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, DECEMBER 6, 2012
9:30 A.M.

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

Revised 12/4/12 at 10:38 a.m.

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. Robert Shirley, Sheriff
- Approval to hire a Special Deputy/Trip Guard - Discussion/Action

2. 10:00 a.m. Roger Goodwin, Chief County Engineer
- Complete release of the Construction Bond security for Middleway Volunteer Fire Company, Inc. (File #S11-06) - Letter of Credit #314 with Bank of Charles Town - Discussion/Action
- Partial release of the Construction Bond security for Automated Merchandising Systems, Inc. - AMS Building Expansion (File #S12-05) - Cash-in-Escrow with United Bank - Discussion/Action
- Authorize Staff to call any Letter of Credits that are due that have been renewed by the close of business on Monday, January 7, 2012 - Discussion/Action

3. 10:30 a.m. **Break**

4. 10:45 a.m. Paul Shroyer, Finance Director
- Approval of Internal Budget Revision #107 - Discussion/Action
- Budget Analysis for the General County Fund for the month ending October 31, 2012 - Discussion/Action

5. 11:00 a.m. Patricia McMillan, City of Martinsburg HOME Administrator - Public Hearing on FY13 HOME Program
- Request the Commission approve Resolution renewing its participation in the Eastern Panhandle HOME Consortium of West Virginia for FY2013-2014 - Discussion/Action
6. 11:15 a.m. Stephanie Grove, Assistant Prosecuting Attorney
- Discussion of settlement negotiations in PSD Case # 12-0513, Possible Executive Session - Discussion/Action

UNFINISHED BUSINESS:

7. Discuss appointment to the Eastern Regional Airport Authority - Discussion/Action

NEW BUSINESS:

8. Approval of County Commission Meeting Room request from Jefferson County Schools for the purpose of a Due Process Hearing - Discussion/Action
9. Approval of Employment - Cynthia Schott, Administrative Assistant - Jefferson County Commission office

COUNTY ADMINISTRATOR REPORTS

- Briel Building/Liberty Building - Continuing negotiations, Possible Executive Session - Discussion/Action

COUNTY COMMISSION REPORTS

9. **ADJOURN**

CORRESPONDENCE:

Invite from Stacy Dugan of Morgan County Commission to attend a presentation on Tax Exonerations on Thursday, December 6, 2012 at 4:00 p.m.

Letter resigning from serving on the Harpers Ferry/Bolivar Public Service District received from Frank Donadio.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending November 17th & 24th, 2012 received from the West Virginia Lottery.

Letter received from Sarah Dore concerning the care her dog received at the Animal Control.

Minutes received from the Harpers Ferry/Bolivar Public Service District from April 2012 - October 2012.

Letter received from the County Council of Berkeley County regarding remitting Business and Occupation Taxes to the City of Martinsburg.

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, November 29, 2012

A meeting of the Jefferson County Commission was held on Thursday, November 29, 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, Cynthia Schott, Acting Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the November 29, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the November 15, 2012 regular meeting with noted corrections. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Morgan to approve Purchase Orders in the amount of \$49,357.25 being P. O. Nos. 49656, 51163, 51165, 51169, 51170, 51172, 50210, 49991, 49994, 49995, 50212, 50214, 50215, 49802, 50004, 50162, 50211, 50217, 50219, 49655, 49657, 49658, 49660, 49661, 49662, 49663, 49964, 49665, 49667, 49669, 49670, 49672, 50111. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

ALLOCATIONS						
	ALLOC	KIWANIS CLUB OF			\$ 1,500.00	\$ 1,500.00

PAYROLL						
	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 14.36	\$ 94,694.62
	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 108.05	\$ 1,829.75
TOTAL						\$ 96,524.37

PAYROLL	\$ 96,524.37
ALLOCATION	\$ 1,500.00
TOTALS	\$ 98,024.37

- o **Motions by Mr. Manuel to approve the accounts payable for November 22, 2012 in the amount of \$98,024.37. Motion seconded by Ms. Morgan and unanimously approved.**

DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
PAYROL L	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,767.62	\$ 3,767.62
425	COMCAST		\$ -	\$ 349.95	\$ 349.95
712	AT&T/GA		\$ -	\$ 104.37	\$ 104.37
700	AUTOZONE		\$ -	\$ 554.63	\$ 554.63
717	AUTOZONE		\$ -	\$ 206.99	\$ 206.99
425	ABH SERVICES, INC.	50216	\$ 90.00	\$ -	\$ 90.00
425	ABH SERVICES, INC.	50218	\$ 90.00	\$ -	\$ 90.00
ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,814.27	\$ 1,814.27
413	APPLE VALLEY OFF.PRODUCT	49966	\$ 197.27	\$ -	\$ 197.27
424	AMERICAN TRUCK SERVICES	50107	\$ 5,448.00	\$ -	\$ 5,448.00
PAYROL L	REBECCA F. BURNS		\$ -	\$ 53.54	\$ 53.54
440	B-K OFFICE SUPPLY INC	50220	\$ 730.68	\$ -	\$ 730.68
425	BOLAND SERVICES	50207	\$ 1,101.00	\$ -	\$ 1,101.00
712	BIDDLE CONSULTING GROUP	49807	\$ 607.99	\$ -	\$ 607.99
439	JENNIFER M. BROCKMAN		\$ -	\$ 251.14	\$ 251.14
401	BEAN & BEAN ATTYS AT LAW		\$ -	\$ 1,600.00	\$ 1,600.00
PAYROL L	WHITNEY BARRETT		\$ -	\$ 41.28	\$ 41.28
712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
712	LYNN CARROLL		\$ -	\$ 418.88	\$ 418.88
401	CHOICE STAFFING, INC.		\$ -	\$ 1,000.35	\$ 1,000.35
440	CHOICE STAFFING, INC.		\$ -	\$ 1,301.07	\$ 1,301.07
PAYROL L	COLONIAL LIFE		\$ -	\$ 756.42	\$ 756.42
PAYROL L	REBECCA CHALK		\$ -	\$ 20.08	\$ 20.08
717	DONALD B. RICE TIRE CO.	50205	\$ 515.12	\$ -	\$ 515.12
PAYROL L	HIGHMARK INC		\$ -	\$ 597.60	\$ 597.60
425	84 LUMBER	50206	\$ 2,114.06	\$ -	\$ 2,114.06
405	FEDEX		\$ -	\$ 338.67	\$ 338.67
717	FISHER AUTO PARTS	50209	\$ 1,553.60	\$ -	\$ 1,553.60
415	GENERAL COUNTY FUND-J FE		\$ -	\$ 23,787.12	\$ 23,787.12
413	STEPHANIE GROVE		\$ -	\$ 7.77	\$ 7.77
428	GLOBAL DATA CONSULTANTS		\$ -	\$ 197.50	\$ 197.50
424	GRIFFITH ENERGY SERVICE		\$ -	\$ 1,590.84	\$ 1,590.84
425	GRIFFITH ENERGY SERVICE		\$ -	\$ 9,213.99	\$ 9,213.99

425	GRIFFITH ENERGY SERVICE		\$ -	\$ 64.95	\$ 164.95
716	HILLSIDE VETERINARY HOSP	51167	\$ 40.00	\$ -	\$ 40.00
716	HILLSIDE VETERINARY HOSP	51171	\$ 50.00	\$ -	\$ 50.00
909	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,814.27	\$ 1,814.27
424	JEFFERSON PUBLISH CO INC	50213	\$ 59.98	\$ -	\$ 59.98
439	JEFFERSON PUBLISH CO INC	49960	\$ 107.14	\$ -	\$ 107.14
405	THE JOURNAL	50052	\$ 681.00	\$ -	\$ 681.00
712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
PAYROL L	NANCY KARPOWICZ		\$ -	\$ 37.90	\$ 37.90
PAYROL L	RALPH A LORENZETTI JR		\$ -	\$ 65.54	\$ 65.54
712	LANGUAGE LINE SERVICES		\$ -	\$ 217.44	\$ 217.44
700	LES'S AUTO REPAIR	49659	\$ 90.00	\$ -	\$ 90.00
402	MATTHEW BENDER & CO	49993	\$ 100.94	\$ -	\$ 100.94
405	MATTHEW BENDER & CO	50054	\$ 1,006.62	\$ -	\$ 1,006.62
412	JUDITH A MATLICK		\$ -	\$ 100.23	\$ 100.23
PAYROL L	COMPTROLLER OF MARYLAND		\$ -	\$ 782.56	\$ 782.56
PAYROL L	MERRI MCINTYRE		\$ -	\$ 30.44	\$ 30.44
PAYROL L	VICTORIA MYERS		\$ -	\$ 32.76	\$ 32.76
PAYROL L	KAREN OLDEN		\$ -	\$ 32.56	\$ 32.56
ALLOC	JEFF CO PARKS &		\$ -	\$ 19,049.75	\$ 19,049.75
402	PIFER OFFICE SUPPLY, INC	49990	\$ 161.46	\$ -	\$ 161.46
700	ROMULO QUEZADA		\$ -	\$ 53.20	\$ 53.20
700	RAY ALLEN MFG,LLC.	49666	\$ 99.95	\$ -	\$ 99.95
401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
413	SHEPHERDSTOWN CHRONICLE	49992	\$ 728.64	\$ -	\$ 728.64
405	SPECIALTY BUS SUPPLIES	50050	\$ 1,947.48	\$ -	\$ 1,947.48
405	STAPLES CREDIT PLAN	50051	\$ 636.83	\$ -	\$ 636.83
704	ST/WV REGIONAL JAIL &	50065	\$ 105,847.20	\$ -	\$ 105,847.20
PAYROL L	SHERIFF OF JEFFERSON CO		\$ -	\$ 14.36	\$ 14.36
PAYROL	SHERIFF OF JEFFERSON CO		\$ -	\$ 108.05	\$ 108.05

L					
PAYROL L	SHERIFF OF JEFFERSON CO		\$ -	\$ 32,156.99	\$ 32,156.99
PAYROL L	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 11,508.78	\$ 11,508.78
PAYROL L	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 17,601.59	\$ 17,601.59
PAYROL L	DONITA SCOTT		\$ -	\$ 36.32	\$ 36.32
975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
ALLOC	ST ANDREWS MOUNTAIN		\$ -	\$ 4,000.00	\$ 4,000.00
ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 22,678.27	\$ 22,678.27
700	VANCE OUTDOORS, INC.	49671	\$ 8.00	\$ -	\$ 8.00
405	WEST PAYMENT CENTER	49635	\$ 2,214.88	\$ -	\$ 2,214.88
717	WILLIAMS MOTOR PARTS, IN	50161	\$ 306.50	\$ -	\$ 306.50
PAYROL L	WV PUB EMP RETIRE SYS		\$ -	\$ 33.39	\$ 33.39
PAYROL L	WV PUB EMP RETIRE SYS		\$ -	\$ 10.73	\$ 10.73
PAYROL L	WV PUB EMP RETIRE SYS		\$ -	\$ 25,907.92	\$ 25,907.92
PAYROL L	WV PUB EMP RETIRE SYS		\$ -	\$ 80,602.36	\$ 80,602.36
716	WV BOARD VETERINARY MED	51168	\$ 50.00	\$ -	\$ 50.00
413	LOCKE WYSONG		\$ -	\$ 12.21	\$ 12.21
413	JEAN L ROBERTS		\$ -	\$ 6.66	\$ 6.66
413	JAMES EDDY		\$ -	\$ 22.20	\$ 22.20
413	CHARLES HENRY		\$ -	\$ 3.33	\$ 3.33
413	NORA DRISH		\$ -	\$ 24.98	\$ 24.98
413	MARY R. RING		\$ -	\$ 24.98	\$ 24.98
413	PAUL WILT		\$ -	\$ 17.76	\$ 17.76
413	VIVIAN HENRY		\$ -	\$ 8.33	\$ 8.33
413	GARY HENRY		\$ -	\$ 6.66	\$ 6.66
413	CATHRYN JACKSON		\$ -	\$ 7.77	\$ 7.77
413	ANITA FLESHMAN		\$ -	\$ 26.64	\$ 26.64
413	ROBERT GRAF SR.		\$ -	\$ 26.64	\$ 26.64
413	ELIZABETH COYLE		\$ -	\$ 26.64	\$ 26.64
413	MELINDA MAYE		\$ -	\$ 22.20	\$ 22.20
413	REBECCA JONES		\$ -	\$ 9.99	\$ 9.99
413	DEVON ENGLE		\$ -	\$ 22.20	\$ 22.20
413	DEBORAH LONGO		\$ -	\$ 14.43	\$ 14.43
413	LAUREN JONES		\$ -	\$ 27.75	\$ 27.75
413	JENNIFER SCHULTZ		\$ -	\$ 29.42	\$ 29.42
413	JENNIFER JONES		\$ -	\$ 20.54	\$ 20.54
413	DEBORAH ROYALTY		\$ -	\$ 31.64	\$ 31.64
413	ANGELA BREEDEN		\$ -	\$ 19.43	\$ 19.43

413	KELLI MOFFETT		\$ -	\$ 3.89	\$ 3.89
413	PETER FRICKE		\$ -	\$ 23.31	\$ 23.31
413	LORNA FRYE		\$ -	\$ 16.37	\$ 16.37
413	BRIAN HIGGS		\$ -	\$ 50.00	\$ 50.00
413	KELLE MOULTON-BALL		\$ -	\$ 50.00	\$ 50.00
413	CATHY KERNS		\$ -	\$ 17.76	\$ 17.76
413	JEAN GARRETSON		\$ -	\$ 50.00	\$ 50.00
413	TRACY BALL		\$ -	\$ 50.00	\$ 50.00
413	TERESA FORSYTH		\$ -	\$ 16.65	\$ 16.65
413	CAROLYN WATSON		\$ -	\$ 50.00	\$ 50.00
413	LORENA NATHAN		\$ -	\$ 50.00	\$ 50.00
413	SANDRA CHRISTIAN		\$ -	\$ 50.00	\$ 50.00
413	EUPHEMIA KALLAS		\$ -	\$ 50.00	\$ 50.00
413	AGNES JONES		\$ -	\$ 50.00	\$ 50.00
413	LORRAINE GOFF		\$ -	\$ 22.20	\$ 22.20
413	JEFFERSON ACADEMY		\$ -	\$ 200.00	\$ 200.00
					\$ 398,800.68
			\$ 126,584.34	\$ 272,216.34	\$ 398,800.68

- **Motion by Ms. Morgan to approve the accounts payable for November 29, 2012 in the amount of \$39,880.68. Motion seconded by Mr. Manuel and unanimously approved.**

Ms. Morgan expressed her concern that the postponed Public Hearing regarding the BCT Bank request was reported in the Journal as being held this evening, Thursday, November 29, 2012. The Journal representative present at the meeting agreed to post on the Journal website that the meeting had been postponed.

PUBLIC COMMENT:

- Eleanor Finn, League of Women Voters, read a statement from the League expressing their concerns regarding the Counties Public Hearing and Public Input procedures for the 340 Study.
- David Tabb left a list of questions for the Commission after receiving the West Virginia County Commission pamphlet.

PRESENTATIONS:

1. Bill Polk, Maintenance Director - Approval of Cleaning Bids. Mr. Polk reported that a savings of \$30,000-\$40,000 could be realized if cleaning service was reduced to a Monday, Wednesday, Friday schedule. He felt that three day a week service would be sufficient to meet the needs of County. Ms. Morgan expressed her concern that a Virginia based company would not hire local workers. Mr. Polk assured the Commission that he had received only one bid from a Martinsburg Company and one bid from a local company for just floor cleaning. Mr. Polk will encourage Covenant Building Maintenance to hire local residents.
 - **Motion by Mr. Manuel to approve the cleaning bid submitted by Covenant Building Maintenance for the cleaning and floor maintenance of the county buildings. Motion seconded by Ms. Morgan**

and unanimously approved.

2. Commission decision on the Petition for Closing Unused Road, Street & Travel Ways from Martin and Brenda Lookingbill. Ms. Noland reported that there had been no negative comments regarding the closing of this right away. Mr. Lookingbill assured the Commissioners that landscaping would be done to improve the appearance of the area.
 - o **Motion by Mr. Manuel to approve the closing of the unused road, street, travel way or alley beginning at Washington Street and extending in a southerly direction to a point 255.83 feet from Washington Street due to fact that it has never been opened or traveled. Motion seconded by Mr. Pellish and unanimously approved.**

3. Roger Goodwin, Chief County Engineer.
 - a. Bond reduction and/ or release for the THZ Enterprises, LLC – Maddex Farm Subdivision, Phase III (PC File #05-05).
 - o Postponed

 - b. Bond reduction and/ or release for the THZ Enterprises, LLC – Maddox Farm Subdivision, Phase IV (PC File #06-07).
 - o Postponed

 - c. Hardship Exemption - The purpose of this hearing request is for the County Commission to consider a request for a hardship exemption from residential impact fees for Ms. Karen Valentine. The procedures for this hearing request are set forth in the Jefferson County, WV Impact Fee Procedures Ordinance.
 - o **Motion by Mr. Manuel to grant the discounted amount, as explained by Mr. Goodwin, for the hardship exemption based on the financial requirements set forth in the Impact Fee Procedures Ordinance, Section (1) (D) (4) (g). Motion seconded by Ms. Morgan and unanimously approved.**

4. Approval of 2013 Holiday Schedule for Jefferson County.
 - o **Motion by Mr. Manuel to approve the 2013 Holiday Schedule for Jefferson County as presented. Motion seconded by Ms. Widmyer and unanimously approved.**

THE COUNTY COMMISSION OF JEFFERSON COUNTY

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

Phone: 304-728-3284 www.jeffersoncountywv.org Fax: 304-725-7916

JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2013

New Year's Day	Tuesday, January 1, 2013
Martin Luther King's Day	Monday, January 21, 2013
President's Day	Monday, February 18, 2013
Memorial Day	Monday, May 27, 2013
West Virginia Day	Thursday, June 20, 2013
Independence Day	Thursday, July 4, 2013
Labor Day	Monday, September 2, 2013
Columbus Day	Monday, October 14, 2013
Veteran's Day	Monday, November 11, 2013
Thanksgiving Day	Thursday, November 28, 2013
Day after Thanksgiving	Friday, November 29, 2013
Christmas Eve	½ Day, Tuesday, December 24, 2013

Christmas Day
New Years Eve

Wednesday, December 25, 2013
½ Day, Tuesday, December 31, 2013

IN ADDITION TO THE DAYS LISTED ABOVE, THE COMMISSION WILL OBSERVE AS HOLIDAYS, ANY NATIONAL, STATE OR OTHER ELECTION DAY THROUGHOUT THE COUNTY, AND ALL DAYS WHICH MAY BE APPOINTED OR RECOMMENDED BY THE GOVERNOR, OF THIS STATE, OR THE PRESIDENT OF THE UNITED STATES, AS DAYS OF THANKSGIVING, OR FOR THE GENERAL CESSATION OF BUSINESS, ANY DAY OR PART THEREOF DESIGNATED BY THE GOVERNOR AS TIME OFF, WITHOUT CHARGE AGAINST ACCRUED ANNUAL LEAVE, FOR STATE EMPLOYEES STATEWIDE MAY ALSO BE TIME OFF FOR COUNTY EMPLOYEES IF THE COUNTY COMMISSION ELECTS TO DESIGNATE THE DAY OR PART THEREOF AS TIME OFF, WITHOUT CHARGE AGAINST ACCRUED ANNUAL LEAVE FOR COUNTY EMPLOYEES. ANY ENTIRE OR PART STATE WIDE DAY OFF DESIGNATED BY THE GOVERNOR MAY, FOR ALL COURTS, BE TREATED AS IF IT WERE A LEGAL HOLIDAY, AS PROVIDED FOR IN 2-2-1 OF THE WEST VIRGINIA CODE, AS AMENDED.

Date: _____

PRESIDENT, JEFFERSON COUNTY COMMISSION

Ms. Noland stated since the meeting schedule had been changed to the first and third Thursday of each month there would be a meeting scheduled for December 20, 2012. Did the Commission wish to change to the first and second week for the month of December as they usually take off the last two weeks of the month?

- **Motion by Mr. Pellish to change the meeting schedule for December to the first and second weeks of December. Motion seconded by Mr. Manuel. After much discussion regarding the changing of meeting dates and its impact on the citizens, Mr. Pellish withdrew his motion and Mr. Manuel withdrew his second.**

5. Commission took a break at 10:24 am
Commission reconvened at 10:34 am.

6. Request for a move from a Grade IV, Step L to a Grade V, Step A for Lynn Carroll during her temporary assignment as Interim Deputy Director from Dispatcher effective November 18, 2012 along with the permission to advertize the position of Deputy Director.
 - **Motion by Ms. Widmyer to move Lynn Carroll's pay grade from Grade IV, Step L to a Grade V, Step A during her temporary assignment as Interim Deputy Director effective as of November 18, 2012. Motion seconded by Ms. Morgan and unanimously approved.**
 - **Motion by Ms. Widmyer to authorize Mr. Polczynski to advertize for the position of Deputy Director. Motion seconded by Mr. Manuel and unanimously approved.**

NEW BUSINESS:

7. The Commission members each shared their priorities for the upcoming Legislative Session:
 - Ms. Morgan – Marc Train, Overt Gender Bias in the State Code.
 - Mr. Manuel – Transfer Tax Issues, Marc Train.
 - Ms. Widmyer – Support of Senator Snyder & Delegate Doyle for the amending of Article 36 of the State Code, Expanding Medicaid coverage to receive Federal Funding.
 - Mr. Pellish – Becoming more active protecting County from the Chesapeake Bay Legislation.
 - Ms. Noland - Regional Jail – containment or reduction of county costs, Marc Train.
- **Motion by Mr. Manuel that the Commission set three (3) priorities to present at the Legislative Session in the following order of priority**
 - **Marc Train**
 - **Transfer Tax – Regional Jail Center**
 - **Unfunded Mandates – such as Chesapeake Bay Cleanup, inability to bid election ballots and election materials.**
- **Motion seconded by Mr. Pellish.**
- **Motion by Ms. Morgan to amend motion to include support of Senator Snyder and Delegate Doyle in amending Article 36 B as a fourth (4th) priority. Amended motion seconded by Ms. Widmyer and unanimously approved.**

8. Todd Fagan, Director of GIS. Presentation of the West Virginia Technical Assistance Grants Program and the West Virginia Broadband Mapping Program Grant for acceptance by the County Commission of the grant funding.
 - o **Motion by Mr. Manuel to accept WV Broadband Mapping Grant in the amount of \$30,000 with required 25% County match (\$7,500) and pledge in-kind services (\$8,875); and issue an RFP seeking contractual services toward Enterprise Content and Online Public Land Records Management System and to accept WV Broadband Mapping Grant in the amount of \$30,000 with required 25% County match (\$7,500) and pledge in-kind services (\$8,875); and issue an RFP seeking contractual services toward Public Land Records Digitization and Archive. Motion seconded by Mr. Pellish and unanimously approved.**

9. Daniel Lutz, owner of Feagan’s Mill and Wheatland Village. Mr. Lutz is requesting the assistance of the County Commission in the preservation of the last complete intact and operable 18th Century Grist Mill. Mr. Lutz shared the history of Feagan’s Mill with the Commissioners and his desire to open the 1740’s Mill to the public. Mr. Lutz is having some issues in regard to the fact that the mill is listed in a Flood Plain. He explained that if he could not resolve this issue, he would regrettably sell the mill, have it dismantled, and moved out of the County. Members of the Planning & Zoning Commission have been working with Mr. Lutz on Site Plan and Building Permit process, but have no authority over FEMA or in removing a property from a Flood Plain. They have explained to Mr. Lutz that he will have to hire an engineer to make a report to FEMA regarding the Flood Plain issue. The Commissioners expressed their desire to have this valuable piece of history remain in the County but explained that their hands are tied also regarding FEMA and the Flood Plain issue. The Commissioners requested that members of the Planning and Zoning Commission contact their representatives in FEMA, arrange a meeting for Mr. Lutz, and attend it with him to see how this issue could best be resolved.

10. Commission took a short break at 12:25 pm.
Commission reconvened at 12:34 pm.

FINANCIAL DIRECTOR REPORTS:

- Paul Shroyer, Director of Financial Management, requested approval of Budget Revision #9.

At a regular session of the Jefferson County Commission, held on the 29th Day of November, 2012, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimated (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 of obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number #9 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 Mr. Manuel, and duly seconded by Ms. Morgan the vote was as follows:

Dale Manuel	<u>Yes</u>
Frances Morgan	<u>Yes</u>
Patsy Noland	<u>Yes</u>

Walter Pellish Yes
Lyn Widmyer Yes

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 her 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

- Proposed Capital Project List and Five Year Budget as of November 2012. Mr. Shroyer presented the Proposed Capital Project List and Five Year Budget as of November 2012 to the Commissioners and answered questions regarding status of projects and carryover to the next year and subsequent years. It was thought that this list should be presented quarterly for review and status update on projects. Ms. Keyser stated that there is a four page Capital Project Cost Sheet that provides an analysis of the project, and although a project might be on the list, the department has to come before the Commission with cost justification and to complete a presentation. It still requires the Commission approval to move forward. The Commissioners agreed to look at the list and come in with their priorities and work together to come up with a master priority list.

COUNTY ADMINISTRATOR REPORTS:

- December 5th there will be an OSHA & Safety Training for Elected Official, Department Managers, Maintenance and Park & Recreation this is being presented by the WV Workers Compensation Carrier.

COUNTY COMMISSION REPORTS:

Commissioner Manuel:

Attended the ESA Meeting.
Extended an invitation to the Santa Toy Shop Reception on December 13th by the Kiwanis.
Invited the Commissioners to the Leeds Corbin Benefit.

Commissioner Morgan:

Workforce Investment Conference Call.
Participated in Certifying the Vote.
Attended a meeting of Healthier Jefferson County.
Telemond Community Action Board Meeting.
Engaged in the Farmland Protection Farm Monitoring.
Announced that on Nov 30th, 7pm, (at the White Church) – a presentation on the Geo-Explorer Project.

Commissioner Noland:

Attended a CVB Meeting.
Meet with Amy, at the Council on Aging.

Commissioner Pellish:

Received two lovely Birthday Calls.
Visited, unannounced, the Animal Control Center.

Commissioner Widmyer:

Attended the Water Advisory Committee Meeting.
Attended a Board Meeting for Community Ministries Meeting.
Meet with the Eastern Panhandle Trailblazers.
Attended the Eastern Panhandle Economic Outlook Conference.
Attended a lecture sponsored by the Scarborough Society – Jeanne Mozier was the speaker.

County Administrator Report (continued)

- Briel Building/Liberty Building – Continuing negotiations.
 - **Motion by Ms. Morgan to go into Executive Session to discuss property acquisition in accordance with WV Code §6-9A-4(9), to consider matters involving or affecting the purchase, sale or lease of property, in regard to 201 N. George Street , Charles Town, WV. Motion seconded by Mr. Pellish and unanimously approved.**
 - Ms. Morgan wanted once more to go on record in stating that the Journal was incorrect in their reporting of the Public Hearing this evening and hopes that word gets out the meeting has been postponed until sometime in January of 2013.
 - **Motion by Mr. Manuel to come out of Executive Session. Motion seconded by Ms. Morgan and unanimously approved.**
 - **Motion by Mr. Manuel to permit Ms. Keyser to continue negotiations with regards to the Briel Building and to make a formal offer. Motion seconded by Mr. Pellish.**
 - **Motion by Ms. Morgan to table the motion. Motion dies for lack of second.**
 - **Original motion approved on a vote of 4-1 with Ms. Morgan opposing.**

Motion by Mr. Manuel to adjourn at 1:33. Motion seconded by Ms. Widmyer and unanimously approved.

PATRICIA A. NOLAND, PRESIDENT

	A	B	C	D	E
1	PURCHASE ORDERS TO BE APPROVED				
2	December 6, 2012				
3	DEPARTMENT	PURCHASE ORDER #	AMOUNT	VENDOR	DESCRIPTION
4					
5	CENTRAL GARAGE	50284	\$ 169.00	Guy's Buick - GMC	Knob & Mirror
6		50289	\$ 2,756.00	Jasper	Engine for S01752
7					
8	COUNTY CLERK'S OFFICE	49996	\$ 756.04	Jefferson Publishing Co. - Spirit	Sample ballots - Public Test
9		49997	\$ 1,155.00	Jefferson County Schools	Polling Place Fees
10		49999	\$ 48.49	Pifer Office Supply	Office Supplies
11					
12	COURTHOUSE	50286	\$ 2,947.67	Trenary Service Company	Labor, Materials 2 Zone Damper System
13					
14	EXTENSION OFFICE	52128	\$ 200.00	WPS	Put Scanning on Computers
15					
16	JCECC	49796	\$ 17.00	Morgan Awards	Engraved plaque - Brooke Hess
17		49801	\$ 2,895.55	Specialty Business Supplies, Inc	Police/Fire Cards
18		49819	\$ 100.00	IAEMD	Emd-Q Re-Certification Laura Pope
19					
20	OTHER BUILDINGS	50204	\$ 2,311.94	Capital Tristate	Electrical Supplies
21		50285	\$ 25.20	Grainger	Band Saw Blade
22		50287	\$ 40.00	City of Charles Town	Alarm Calls
23		50288	\$ 840.25	BK Office Supplies	Computer/Copy Paper
24					
25	SHERIFF TAX OFFICE	52085	\$ 128.52	Pifer	Office Supplies
26		52086	\$ 4,642.54	Jefferson Publishing Co. Spirit	Sheriff's Tax Sale
27					
28					
29					
30	GRAND TOTAL		\$ 18,991.47		



AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Robert Shirley

Department or Organization: Jefferson County Sheriff's Office

Estimation of amount of time needed for appointment: 5 minutes

Date Requested - 1st Choice: November 29, 2012

Date Requested - 2nd Choice: December 8, 2012

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

Subject (Wording to be placed on agenda):

Hire Special Deputy / Trip Guard

Please provide the County Commission with a description of your request or presentation, including any background information: *I would like to hire Glen Kincaid as a Special Deputy / Trip Guard. This is a funded - as needed - position. He will go on a list of other like officers to be called upon as needed.*

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 Glen Kincaid as Special Deputy / Trip Guard.

Are documents attachments? Yes No

If not, explain:

Is a projector needed? Yes No

Contact Information:

Email address: dlowe@jeffersoncountywv.org

Phone number: 304-728-3389

JEFFERSON COUNTY

Personnel Requisition

Department Name JCSO Date Nov 26, 2012 Date Needed Asap

Job Title Trip Guard / Salary 12.30/hr Criminal History Check Yes No

Suggested Recruitment Source(s) Special Deputy

Applicants Interviewed By _____ Position Reports To _____

Minimum Education Required _____

Minimum Experience Required _____

Job Duties _____

Budget Information

Addition Replacement Explain or For Whom Name added to list

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 [Signature] Date 11/29/12

Department Head Approval _____ Date _____

County Commission Approval _____ Date _____

Comments _____

2A

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

Name: Roger Goodwin

Department or Entlty: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: December 6, 2012

Date Requested – 2nd Choice: _____

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

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of the Construction Bond security for Middleway Volunteer Fire Company, Inc. (File #S11-06) - Letter of Credit #314 with Bank of Charles Town, Charles Town, West Virginia.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of the remaining \$433,664.00 construction bond amount for Middleway Volunteer Fire Company, Inc. (File #S12-06).

- Attachments: Bond Release Letter
 Bond Release Request Report
 Site Map



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Patsy Noland

VICE PRESIDENT
Dale Manuel

COMMISSIONER
Frances Morgan

COMMISSIONER
Walt Pellish

COMMISSIONER
Lyn Widmyer

December 6, 2012

Mr. Aaron J. Howell
Assistant Vice President

Bank of Charles Town
P. O. Box 906

Charles Town, West Virginia 25414

RE: Irrevocable Letter of Credit #314 dated December 23, 2011 Construction Bond
Surety for the Middleway Volunteer Fire Company, Inc. (File #S11-06).

Dear Mr. Howell:

The Jefferson County Commission authorizes a complete release of the remaining \$433,664.00 from the construction bond for the Middleway Volunteer Fire Company, Inc. (File #S11-06). This project is located on the south side of Cedar Hollow Lane just east of its intersection with Leetown Road (Route 1). The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Letter of Credit #314, originally issued in the amount of \$433,664.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President
Jefferson County Commission

PAN:rfb

cc: Mr. Michael T. Mood, President
Middleway Volunteer Fire Company, Inc.
P. O. Box 1
Summit Point, West Virginia 25446
Dave Trostle
Frederick Seibert & Associates
128 South Potomac Street,
Hagerstown, MD 21740
Department of Engineering

Acting County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Slusher McDonald

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

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

Email: engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 10 / 24 / 12

J.C.P.C. File No. S 11 - 06

Consultant/Engineer/Firm Name: FREDERICK SEIBERT & ASSOC.

Mailing Address: 128 SOUTH POTOMAC STREET

City: HAGERSTOWN State: MD Zip: 21740

Contact Person: JASON COTTON DAVE TROSTLE Phone: 301 + 791 - 3650

Project/Subdivision Name: MIDDLEWAY VOLUNTEER FIRE COMPANY

Section/Phase: _____ Lots: _____

Review Comments:

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

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

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

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: RECEIVED REMAINING THIRD PARTY INSPECTIONS ON 11/15/12

RECOMMEND RELEASE OF BOND

Approved for:
BOND RELEASE
By: [Signature] Date: 11/27/12
County Engineer

Original Bond Amt. \$ 360,934.00 + 15% Cont. \$ 72,729 = Total Original Bond Amt. \$ 433,664

Total Current Bond Amount \$ 433,664.00

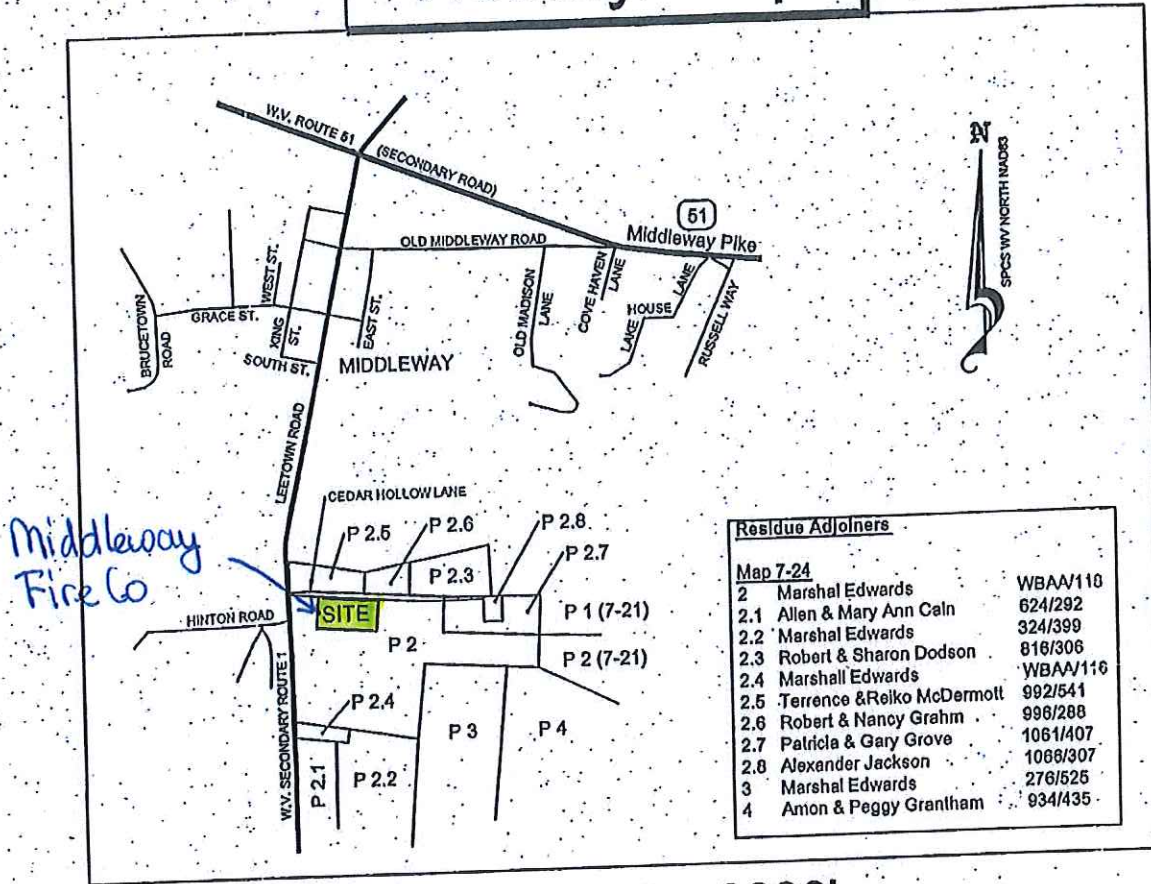
Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: JOSEPH W. KEPT Title: L.D.I.

Signature: [Signature] Date: 11 / 27 / 12

Vicinity Map



Residue Adjolners		
Map 7-24		
2	Marshal Edwards	WBAA/110
2.1	Allen & Mary Ann Cain	624/292
2.2	Marshal Edwards	324/399
2.3	Robert & Sharon Dodson	816/306
2.4	Marshall Edwards	WBAA/116
2.5	Terrence & Reiko McDermott	992/541
2.6	Robert & Nancy Graham	996/288
2.7	Patricia & Gary Grove	1061/407
2.8	Alexander Jackson	1068/307
3	Marshal Edwards	276/525
4	Amon & Peggy Grantham	934/435

SCALE: 1" = 2000'

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

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: December 6, 2012

Date Requested – 2nd Choice: _____

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

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Partial release of the Construction Bond security for Automated Merchandising Systems, Inc. – AMS Building Expansion (File #S12-05) – Cash-in-Escrow with United Bank, Charles Town, West Virginia.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a partial release of \$141,592.00 from the construction bond amount for Automated Merchandising Systems, Inc. – AMS Building Expansion (File #S12-05).

Attachments: Bond Release Letter
Bond Release Request Report
Site Map



JEFFERSON COUNTY COMMISSION

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

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

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PRESIDENT
Patsy Noland

VICE PRESIDENT
Dale Manuel

December 6, 2012

COMMISSIONER
Frances Morgan

Mr. Devin McCreery
Market President

COMMISSIONER
Walt Pellish

United Bank
106 West Washington Street
Charles Town, West Virginia 25414

COMMISSIONER
Lyn Widmyer

RE: Cash in Escrow dated October 22, 2012, Construction Bond Surety for Automated Merchandising Systems, Inc. – AMS Building Expansion (File #S12-05).

Dear Mr. McCreery:

The Jefferson County Commission authorizes a partial release of \$141,592.00 from the construction bond for Automated Merchandising Systems, Inc. – AMS Building Expansion (File#S12-05). This project is located at 255 West Burr Boulevard, Lot 19 Burr Industrial Park. Work remaining includes but is not limited to the following:

1. Silt fence
2. Curb & gutter
3. Bond contingency amount

In summary, you are hereby authorized to reduce the amount of the above referenced Cash in Escrow, originally issued in the amount of \$192,605.00 to \$51,013.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President
Jefferson County Commission

PAN:rfb

cc: Ms. Sharon T. Shull, President
Automated Merchandising Systems, Inc.
255 West Burr Boulevard
Kearneysville, WV 25430
Mr. Peter F. Kubic
Kubic Construction, Inc.
241 Edmond Drive
Kearneysville, WV 25430
Department of Engineering

Acting County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Slusher McDonald

Email: engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 11 / 27 / 12 J.C.P.C. File No. 512 - 05

Consultant/Engineer/Firm Name: WILLIAM H. GORDON

Mailing Address: 301 N. MILDRED ST.

City: CHARLES TOWN State: WV Zip: 25414

Contact Person: JASON GERHART OR PETE KUBIC Phone: 304-925-8956

Project/Subdivision Name: AMS EXPANSION

Section/Phase: _____ Lots: _____

Review Comments:

The bond release/reduction is Approved as ^{REVISED} Submitted. The bond release/reduction request is Denied.

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

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

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: BOND ON SILT FENCE TO REMAIN. FULL CONTINGENCY TO REMAIN

RECOMMEND REDUCTION OF BOND

Approved for:
BOND REDUCTION
 BY [Signature] 11/30/12
County Engineer Date

Original Bond Amt. \$ 167,482⁰⁰ + 15% Cont. \$ 25,122⁰⁰ = Total Original Bond Amt. \$ 192,605

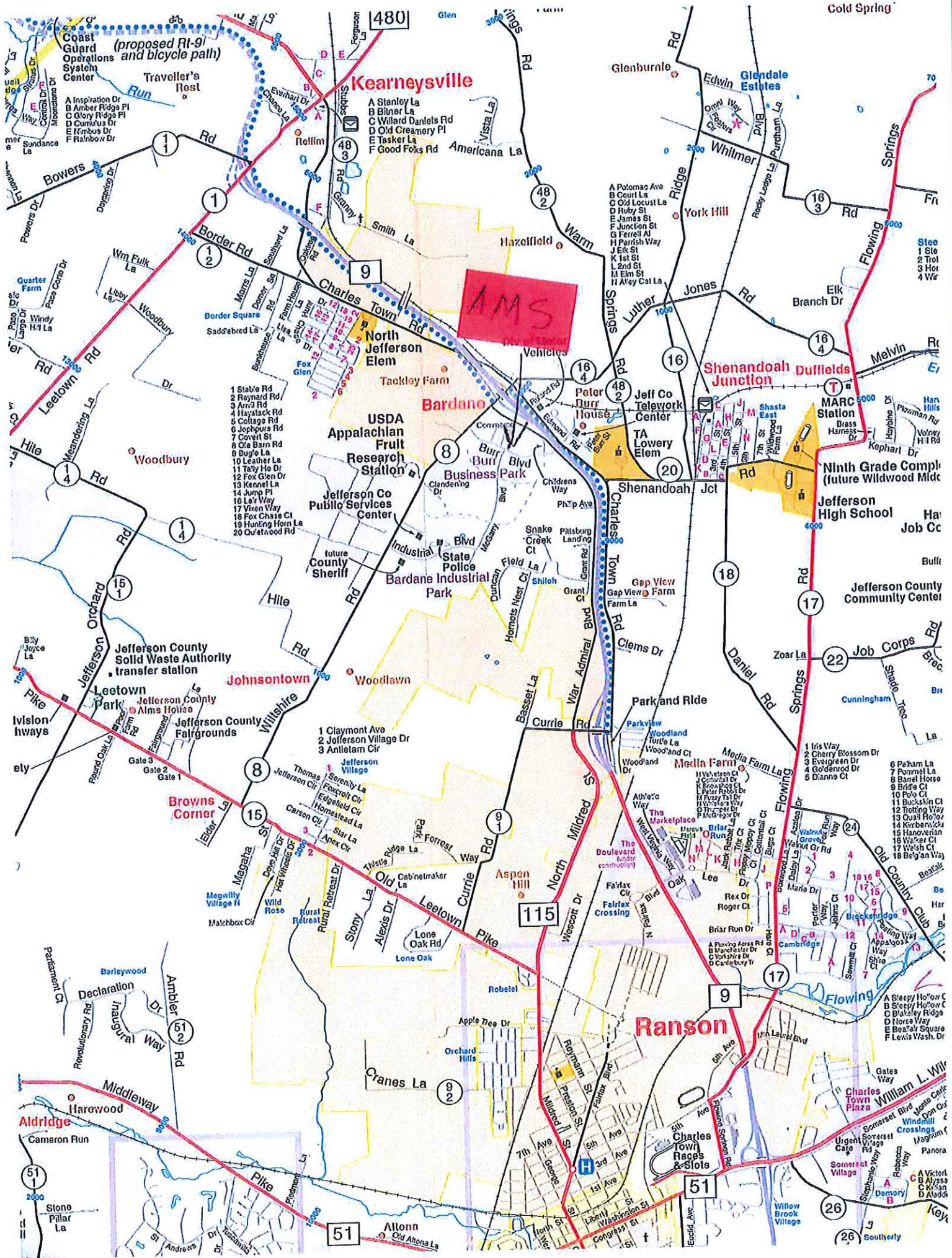
Total Current Bond Amount \$ 192,605.00

Cost of Work Remaining \$ 25,890.00 + Contingency Amount \$ 25,123.00

= Approved for Revised Bond Amount \$ 51,013.00

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

Signature: [Signature] Date: 11 / 30 / 12



480

Kearneysville

9

AMS

North Jefferson Elem

Bardane

USDA Appalachian Fruit Research Station

Jefferson Co Public Services Center

Jefferson County Solid Waste Authority transfer station

Jefferson County Fairgrounds

Johnsontown

Woodlawn

1 Claymont Ave
2 Jefferson Village Dr
3 Antietam Cir

Jefferson Village

1 Soterly La
2 Foxcroft Cir
3 Edgeland Cir
4 Homestead La
5 Star La
6 Apex Cir

115

North Middled St

Currie Rd

War Admiral Blvd

Shenandoah Jct

Shenandoah Rd

Charles Town Rd

Clems Dr

Parkand Ride

Media Farm

Media Farm Ln

Flowing Springs

Flowing Springs

Flowing Springs

Flowing Springs

Flowing Springs

Flowing Springs

Ranson

Charles Town Races & Slots

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William L. Wilf

Charles Town Plaza

Urgent Care

Somerset Villages

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

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: December 6, 2012

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: Since the County Commission has a new meeting schedule we would like to get authorization from the Commission to call any Letter of Credits that have not been renewed by the January 15, 2013 deadline. This will give staff the time needed to prepare the necessary paperwork to call any Letter of Credits that have not been renewed.

Subject: Letter of Credits securing construction bonds.

Please provide the County Commission with a description of your request or presentation, including any background information: Ask the Commission to allow Staff to call on any Letter of Credits that have not been renewed by Monday, January 7, 2013.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize Staff to call any Letter of Credits that are due that have not been renewed by the close of business on Monday, January 7, 2013.

Attachments:

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Paul Shroyer

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: December 6, 2012

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda): **Budget Revision IRB#107**

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: _____

Jefferson County, West Virginia
Department of Financial Management
Budget Revision for Fiscal Year Ending June 30, 2013

Budget Line No.	Approved Budget	Requested Additions	Requested Reduction	Revised Budget	
001-413-02-219-000	0	3,150.00		3,150.00	0
001-413 02-216-000	28,000.00		3,150.00	24,850.00	0
					0
					0
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					0
Totals	0	0	0	0	0

Name of requesting department: Electric - 413
 Date Requested: 11/14/2012
 Approving signature: 

Date Submitted to County Commission: _____
 Date Approved: _____
 Authorizing Signature: _____

JEFFERSON COUNTY COMMISSION
 STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS
 ELECTIONS COUNTY CLERK
 AS OF 11/2012

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-413-01-103-000-GG-000 ELEC CO CLK SALARY/WAGES	40221.05	1546.96	13922.64		26298.41	34.61
001-413-01-104-000-GG-000 ELEC CO CLK FICA EXPENSE	8438.19	426.17	1139.66		7298.53	13.50
001-413-01-104-001-GG-000 ELEC CO CLK MEDICARE EXP	1973.46	99.69	266.60		1706.86	13.50
001-413-01-105-000-GG-000 ELECTION CO CLK GROUP INS	16734.72	1475.48	7377.40		9357.32	44.08
001-413-01-106-000-GG-000 ELEC CO CLK RETIREMENT	6750.95	216.57	1949.13		4801.82	28.87
001-413-01-108-001-GG-000 ELEC CO CLK OVERTIME	8000.00	930.00	930.00		7070.00	11.62
001-413-01-108-002-GG-000 ELEC COCLK P/TIME EX HELP	87879.00	52019.00	52839.00		35040.00	60.12
001-413-02-212-000-GG-000 ELEC CO CLK PRINTING	650.00				650.00	
001-413-02-214-000-GG-000 ELEC CO CLK TRAVEL	3750.00	64.94	64.94		3685.06	1.73
001-413-02-216-000-GG-000 ELEC CO CLK MAIN/REP EQUI	28000.00	139.47	10561.31	-139.47	17578.16	37.22
001-413-02-219-000-GG-000 ELEC CO CLK BLD/EQUIP RNT		1900.00	1900.00		-1900.00	
001-413-02-220-000-GG-000 ELEC CO CLK ADS/LEGAL PUB	4750.00				4750.00	
001-413-03-341-000-GG-000 ELEC CO CLK MAT/SUPPLIES	65000.00	1991.20	2184.35	-709.00	63524.65	2.26
TOTALS FOR GENERAL FUND	272147.37	60809.48	93135.03	-848.47	179860.81	33.91

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Paul Shroyer

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: December 6, 2012

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda): **Budget Analysis for General County Fund for the month ending October 31, 2012 for Fiscal year ending June 30, 2013**

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: _____

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

Attachments

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

Jefferson County Commission
Budget Analysis Narrative for October 2012 Financials

Overall Budget Revenues

Overall, current revenues for the General County Fund are projected to be under budgeted revenues by approximately \$339,599.

Individual Revenue Items Expected to Exceed Budget

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

		<u>Positive Variance</u>
Line #14	Property Transfer Taxes	\$83,935
Line #17	Wine and Liquor Tax	\$16,074
Line #18	Hotel-Motel Occupancy Tax	\$84,331
Line #22	Federal Grants	\$143,420
Line #27	County Clerk's Earnings	\$50,069
Line #53	Reimbursements, Local	\$235,890

Individual Revenue Items Expected to be under Budget

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

		<u>Negative Variance</u>
Line #13	Ad Valorem Taxes	(\$218,245)
Line #15	Oil & Gas Severance Tax	(\$20,000)
Line #37	E911 Fees	(\$89,203)
Line #49	Tables Games	(\$147,638)
Line #51	Video Lottery	(\$298,549)

Overall Budget Expenditures

Overall estimated expenditures are expected to be under budget by \$4,287,242 on a Cash Basis.

Ending Cash Balance June 30, 2013

The ending "Cash Balance" on June 30, 2013 is estimated to be \$3,901,309.

Estimated Cost verses Estimated Revenues or reimbursements

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

	<u>Estimated Income</u>	<u>Estimated Expense</u>	<u>Shortfall</u>
E-911 Center	\$1,220,797	\$1,747,062	(\$526,265)
Regional Jail	\$362,897	\$1,112,959	(\$699,823)

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

Current Budget	Totals	Estimated totals for the FYE June 30, 2013	
Budgeted Revenues	\$25,952,016	Project revenues including carryover	25,612,416
Budgeted Expenditures	(25,952,016)	Less: Estimated expenditures	(21,711,107)
Budgeted surplus/(shortfall)	(\$0)	Estimated Fund Balance 6/30/2012 (CASH BASIS)	3,901,309
		Less: Estimated end of year accounts payable, Outstanding encumbrances.	(300,000)
		Estimated ending fund balance-Accrual Accounting Basis for Audit Purposes	3,601,309

Current Year Budget & Estimated Revenues

Col (a)	Column (a)	Column (b)	Column (c)	Column (d)	Col. (e)	Column (g)	Column (h)
Line No.	Accts	Revenue Classification	Budgeted revenues-FY Ending 6/30/2013	Actual YTD revenues as of 10/31/2012	C/Y YTD Revenues as a % of total budget	Estimated revenues-FYE 6/30/2013	YTD Trend for revenues is estimate over or (under) Budget
	Equity and Fund Balance Accounts						
	299	Unrestricted fund balance June 30, 2012	4,224,497.00				
1	301-000	Public Utility Taxes	514,372.00	253,323.53	49.25%	519,387.81	5,015.81
2	301-001	Ad Valorem Taxes-Current	9,817,610.00	5,394,353.92	54.95%	9,877,086.75	59,476.75
3	301-002	Ad Valorem Taxes-1st Prior Year	650,000.00	393,835.58	60.59%	642,619.85	(7,380.15)
4	301-003	Ad Valorem Taxes-2nd Prior Year	115,356.00	3,552.94	3.08%	35,333.05	(80,022.95)
5	301-004	Ad Valorem Taxes-3rd Prior Year	28,000.00	368.35	1.32%	9,598.09	(18,401.91)
6	301-005	Ad Valorem Taxes-4th & Other PY	1,300.00	105.83	8.14%	144.44	(1,155.56)
7	301-006	Supplimental taxes	173,000.00	71,060.84	41.08%	213,397.52	40,397.52
8	301-007	Land Sale Surplus	2,000.00	0.00	0.00%		
9	301-008	Delinquent & Nonentered Land	39,000.00	15,245.17	39.09%	105,848.93	66,848.93
10	301-009	Redemptions-State Auditor	0.00				
11	301-099	Tax Discounts	0.00	(129,018.63)		(214,607.74)	85,589.11
12	302	Interest and Publication Fees on Taxes	344,000.00	123,223.51	35.82%	277,584.06	(66,415.94)
13		Total all tax years, interest, publication fees minus discounts	11,684,638.00	6,126,051.04		11,466,392.77	(218,245.23)
14	304	Property Transfer Taxes	335,000.00	155,551.00	46.43%	418,934.77	83,934.77
15	306	Oil and Gas Severance Tax	20,000.00	0.00	0.00%	20,000.00	0.00
16	307	Horse Racing	18,000.00	5,926.41	32.92%	15,336.32	(2,663.68)
17	308	Wine and Liquor Tax	12,000.00	28,074.42	233.95%	28,074.42	16,074.42
18	309	Hotel Occupancy Tax	500,000.00	218,308.64	43.66%	584,331.31	84,331.31
19	317	License Decal Fee	100.00	20.00	20.00%	87.06	(12.94)
20	318	Permits-Building	169,000.00	20,401.51	12.07%	164,000.00	(5,000.00)
21	319	Permits-Misc	0.00	112.00	100.00%	112.00	112.00
22	322	Federal Grants	60,000.00	34,959.61	58.27%	60,000.00	0.00
23	323	State Grants	0.00	6,196.57		6,196.57	6,196.57
24	325	Federal Payment in Lieu of Taxes	16,000.00	0.00		0.00	(16,000.00)
25	329	Sheriff's Service of Poces	18,000.00	6,700.00	37.22%	20,748.39	2,748.39
26	330-000	Sheriff's Earnings	11,000.00	5,801.37	52.74%	19,199.54	8,199.54
27	330-001	Sheriff's Earnings-Arrest Fees	12,500.00	3,309.00	26.47%	10,296.11	(2,203.89)
28	331	County Clerks Earnings	170,000.00	65,454.25	38.50%	220,068.57	50,068.57
29	331-002	County Clerks Earnings-Preservation Fund	1,200.00	531.30	44.28%	1,736.68	536.68
30	332	Circuit Clerks Earnings	83,000.00	24,305.00	29.28%	76,192.94	(6,807.06)
31	333	Prosecuting Attorney Earnings	1,000.00	220.00	22.00%	470.50	(529.50)
32	334	Accidents Reports	3,000.00	1,160.00	38.67%	3,461.44	461.44
33	336	Map Sales	4,500.00	2,377.00	52.82%	6,940.24	2,440.24
34	340	Rents, Magistrate Court	45,000.00	15,200.00	33.78%	45,600.00	600.00
35	340-001	Rents, County Farm House	1,200.00	200.00	16.67%	600.00	(600.00)

36	340-002	Rent-County Farm	700.00	193.74	27.68%	387.48	(312.52)
37	346-000	E-911 Fees	1,310,000.00	352,164.25	26.88%	1,220,797.22	(89,202.78)
38	346-001	EMG Comm-Signs	500.00	451.00	90.20%	3,946.25	3,446.25
39	348	Franchise Fees	350,000.00	90,738.30	25.93%	347,676.09	(2,323.91)
40	350	IRP Fees	8,000.00	5,703.58	71.29%	10,858.11	2,858.11
41	362	Jail Cost Reimb-RJA	100,000.00	100,594.35	100.59%	100,594.35	594.35
42	365-000	Interest-GCF	16,000.00	3,281.82	20.51%	9,800.22	(6,199.78)
43	365-001	Interest-County Clerk	800.00	132.95	16.62%	446.78	(353.22)
44	365-002	Interest-Circuit Clerk	1,200.00	285.28	23.77%	701.97	(498.03)
45	365-004	Interest-State Fees	1,400.00	251.68	17.98%	560.37	(839.63)
46	365-005	Interest-Racing Fees	240.00	4.27	1.78%	8.24	(231.76)
47	365-006	Interest-Video Lottery	2,500.00	1,567.78	62.71%	5,259.15	2,759.15
48	366	Miscellaneous Revenue	20.00	11.76	58.80%	37.92	17.92
49	367	Sheriffs Commission	12,000.00	11,915.42	99.30%	11,915.42	(84.58)
50	370	Table Games	1,800,000.00	529,317.22	29.41%	1,652,362.32	(147,637.68)
51	373-000	Video Lottery	4,000,000.00	1,567,468.26	39.19%	3,701,450.36	(298,549.64)
52	373-001	Video Lottery-Local	100,000.00	34,724.52	34.72%	107,265.75	7,265.75
53	382-000	Reimbursements-Local	147,242.00	149,681.22	101.66%	383,132.44	235,890.44
54	382-001	Reimbursements-Circuit Clerk	18,000.00	5,575.11	30.97%	15,856.53	(2,143.47)
55	394-000	Reimbursements-General School	310,000.00	262,303.05	84.61%	262,303.65	(47,696.35)
56	399	Transfers-AVF	383,779.00	131,643.48	34.30%	383,779.00	0.00
58	Budgeted & Estimated Revenues		21,727,519.00	9,968,868.16	45.88%	21,387,919.25	(339,599.75)
59	Prior Year Unrestricted Carryover		4,224,497.00			4,224,497.00	
60	Estimated Funds Available-Total		25,952,016.00			25,612,416.25	

Current Year Budget & Estimated Expenditures

	Column (a)	Column (b)	Column (c)	Column (d)	Column (e)	Column (g)	
61	Dept.	Expenditure Classification	Budgeted Expenditures Current FY	YTD expenditures as of 10/31/2012	YTD Expenditures as a % of total budget	Estimated Total expenditures- FYE 6/2013	YTD expenditures are estimated to be Under or (over) Budget
62	401	County Commission	3,914,522.62	1,095,754.77	27.99%	2,851,948.40	1,062,574.22
63	402	County Clerk	927,137.52	303,779.81	32.77%	855,265.98	71,871.54
64	403	Circuit Clerk	658,186.30	224,174.25	34.06%	578,044.76	80,141.54
65	404	Sheriff-Treasurer	598,124.75	193,064.79	32.28%	529,452.32	68,672.43
66	405	Prosecuting Attny	1,791,854.55	599,477.29	33.46%	1,587,277.30	204,577.25
67	406	Assessor	629,223.67	209,833.58	33.35%	629,223.67	0.00
68	407	Assessor-AVF	383,779.44	131,643.48	34.30%	383,779.44	0.00
69	408	Statewide Computer Network	47,772.00	14,427.14	30.20%	47,366.42	405.58
70	412	Agricultural Agent	138,211.03	46,167.49	33.40%	131,236.60	6,974.43
71	413	County Election	272,147.37	45,697.27	16.79%	143,808.45	128,338.92
72	415	Magistrate Court, Other cost	4,100.00	307.30	7.50%	3,207.81	892.19
73	424	Courthouse	1,301,635.35	436,083.92	33.50%	1,301,635.35	0.00
74	425	Other Buildings	753,000.00	271,193.93	36.02%	753,000.00	0.00
75	428	Data Processing	94,500.00	21,423.75	22.67%	35,700.44	58,799.56
76	429	Regional Development Authority	19,854.00	19,794.26	99.70%	15,610.30	4,243.70
77	431	Economic Development	464,324.93	175,762.62	37.85%	403,792.71	60,532.22
78	433	GIS Addressing Dept	312,562.02	79,412.59	25.41%	211,089.25	101,472.77
79	439	Planning & Zoning	419,599.71	132,309.99	31.53%	401,803.54	17,796.17
80	440	Engineering	770,611.06	251,635.47	32.65%	770,611.06	0.00
81	442	Federal Grants	0.00	25,000.00	100.00%	25,000.00	0.00
82	443	State Grants	0.00	21,333.00	100.00%	21,333.00	0.00
83	451	Zoning	163,372.34	51,766.82	31.69%	144,043.79	19,328.55
84	700	Law Enforcement	3,201,318.33	1,060,273.09	33.12%	2,940,739.47	260,578.86
85	701	Service of Process	18,000.00	150.00	0.83%	240.04	17,759.96
86	704	Regional Jail Cost	1,200,000.00	411,920.80	34.33%	1,112,959.15	87,040.85
87	711	Emergency Services	262,079.01	62,782.01	23.96%	186,983.45	75,095.56
88	712	Communication Center	2,034,831.89	635,056.34	31.21%	1,747,062.09	287,769.80

89	715	JCESA Contribution	2,187,500.00	1,307,250.00	59.76%	2,187,500.00	0.00
90	716	Animal Control	325,953.91	86,837.18	26.64%	257,145.91	68,808.00
91	717	Central Garage	318,082.93	123,068.38	38.69%	318,082.93	0.00
92	800	Local Health Department-Contributions	10,000.00	5,000.00	50.00%	10,000.00	0.00
93	808	Solid Waste Authority-Contribution	35,000.00	35,000.00	100.00%	35,000.00	0.00
94	900	Parks & Recreation-Contribution	488,040.60	220,383.14	45.16%	488,040.60	0.00
95	903	Arts & Humanities-Contribution	25,000.00	8,896.46	35.59%	25,000.00	0.00
96	909	Historical Commission-Contribution	25,000.00	8,896.46	35.59%	25,000.00	0.00
97	911	Visitors Center-Hotel/Motel Taxes	250,000.00	111,205.77	44.48%	250,000.00	0.00
98	916	Libraries-Contributions	240,000.00	120,000.00	50.00%	240,000.00	0.00
99	953	Public Transit-Contributions	13,823.00	6,911.50	50.00%	13,823.00	0.00
100	975	Capital Outlay-County Clerk	29,300.00	9,765.64	33.33%	29,300.00	0.00
101	976	Capital Outlay-Circuit Clerk	20,000.00	5,000.00	25.00%	20,000.00	0.00
102	986	Co Comm-Capital Outlay	1,603,568.00		0.00%	0.00	1,603,568.00
		Total estimated expenditures and uses	25,952,016.33	8,568,430.29		21,711,107	4,287,242

Listing of County Governmental and Special Revenue Funds
as of October 31, 2012

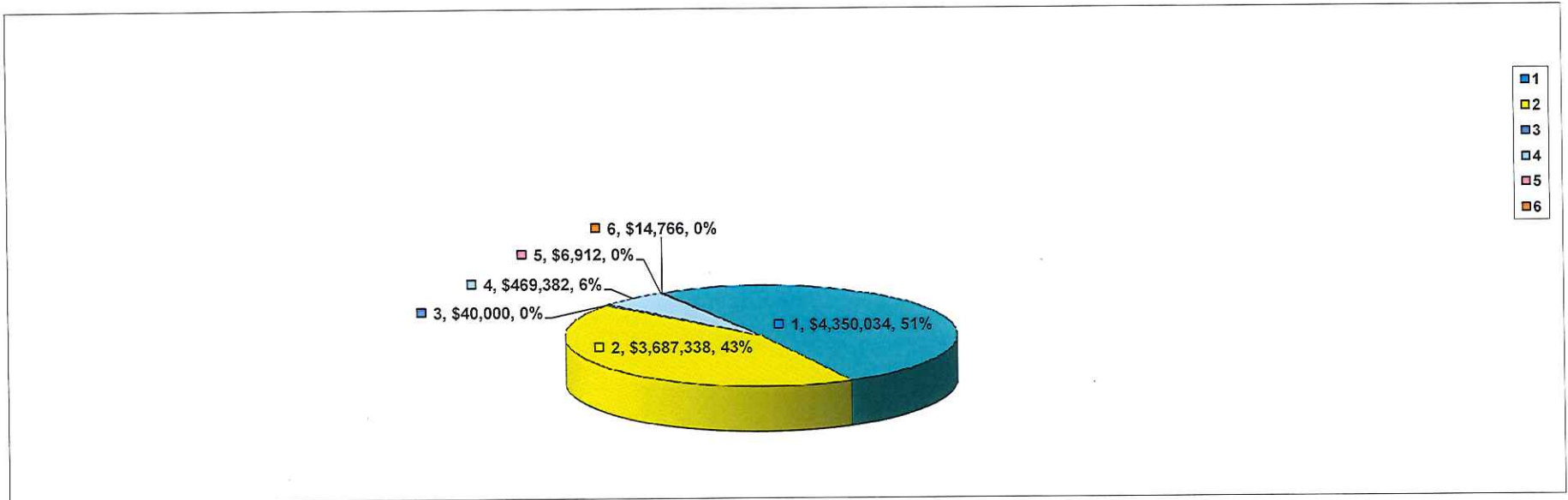
<u>Fund Name</u>	<u>Fund Number</u>		<u>Ending Cash Balance</u>
General County Fund	001		5,361,377.19
Coal Severance	002	\$	328,080.86
Dog & Kennel	003		22,530.14
General School	004		0.00
Magistrate Court	005		2,753.52
Worthless Check	006		22,340.27
E-911 Fees	007		0.00
Home Confinement	008		22,108.03
Federal Grants	009		(51,042.19)
State Grants	010		16,958.13
Flood Mitigation	023		34,958.62
Assessor Valuation	056	\$	377,999.54
Farmland Protection	057		1.01
Sheriff's Concealed Weapons	059		44,479.88
Votes Registration	063		0.09
Unemployment Compensation	068		17,140.79
Jury & Witness	071		31,598.91
Law Enforcement Forfeiture	073		27,505.51
Pros Attny Forfeiture	074		6,328.59
Sub Division Bond Forfeiture	075		172.22
Teen Court	077		706.05
Bardane Public Health Center	244		150,627.09
Emergency Services Cap Out	245		1,725.48
County Capital Outlay	246		5,547,193.04
Parks & Recreation	247		580,557.92
Shepherdstown Battlefeild	248		91,151.88
Impact Fees	249		<u>900,017.87</u>
 Total governmental and special revenue funds		\$	<u><u>13,537,270.44</u></u>

Listing of Other State and Agency Funds held by Sheriff

<u>Fund Name</u>	<u>Fund Number</u>		<u>Ending Cash Balance</u>
DMV	311	\$	5.00
Criminal Charges	312		82.00
Court Reporter	313		(207.00)
State Fines	314		200.00
State Police	315		(1,365.00)
State Current-Taxes	316		0.00
Tax Lien	364		99,051.96
Delinquent and Nonentered Lan	365		3,068.35
Board of Health	366		1,497,239.61
WVDeputy Sheriff's Retirement	369		1.00
School Current-Taxes	373		0.00
School Excess Levy-Taxes	374		0.00
School Debt Service-Taxes	376		0.00
Bolivar Current-Taxes	378		0.00
Charles Town Current-Taxes	379		0.00
Harpers Ferry Current-Taxes	380		0.00
Ranson Current-Taxes	381		0.00
Shepherdstown Current-Taxes	382		0.00
			<hr/>
Total agency funds			<u>1,598,075.92</u>
			<hr/>
Net Balances of all Bank Accounts held by the Sheriff as Treasurer			<u>15,135,346.36</u>

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

The Chart and financial data represent YTD budget data of expenditures from the General County Fund.



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

General County Fund-Expenditure Summary by Government Activity-Year to date totals							
	General Government	Public Safety	Health & Sanitation	Culture & Recreation	Social Services	Capital Outlay	
Color Coding	Section #1	Section #2	Section #3	Section #4	Section #5	Section #6	
Grand total YTD	8,568,430.29	\$4,350,034	\$3,687,338	\$40,000	\$469,382	\$6,912	\$14,766

	Percentage of gross expenditures >>	50.77%	43.03%	0.47%	5.48%	0.08%	0.17%
401	County Commission	1,095,754.77					
402	County Clerk	303,779.81					
403	Circuit Clerk	224,174.25					
404	Sheriff-Treasurer	193,064.79					
405	Prosecuting Attny	599,477.29					
406	Assessor	209,833.58					
407	Assessor-AVF	131,643.48					
408	Statewide Computer Network	14,427.14					
412	Agricultural Agent	46,157.49					
413	County Election, Employees	45,687.27					
415	Magistrate Court, Other cost	307.30					
424	Courthouse	436,083.92					
425	Other Buildings	271,193.93					
428	Data Processing, Employee Wages	21,423.75					
429	Regional Development Authority	19,794.26					
431	Economic Development	175,762.62					
433	GIS Addressing Dept	79,412.59					
439	Planning & Zoning, Employee Salaries	132,309.99					
440	Engineering, Employee Salaries	251,635.47					
442	Federal Grants	25,000.00					
443	State Grants	21,333.00					
451	Zoning	51,766.82					
700	Law Enforcement, Employee Salaries		1,060,273.09				
701	Service of Process, Employee Salaries		150.00				
704	Charges by other Gov't-Regional Jail Cost		411,920.80				
711	Emergency Services, Employee Salaries		62,782.01				
712	Communication Center		635,056.34				
715	Emergency Services Agency		1,307,250.00				
716	Animal Control, Salary Supplement		86,837.18				
717	Central Garage		123,068.38				
800	Local Health Department-Contributions			5,000.00			
801	Mental health			0.00			
808	Solid Waste Authority			35,000.00			
900	Parks & Recreation				220,383.14		
903	Arts & Humanities Contributions				8,896.46		
909	Historical Commission				8,896.46		
911	Other Gov't -Contrib to Visitors Center				111,205.77		
916	Other Gov't-Contrib to Libraries				120,000.00		
953	Other Gov't-Contrib to Public Transit					6,911.50	
975	Capital Outlay-County Clerk						9,765.64
976	Capital Outlay-Circuit Clerk						5,000.00

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Patricia McMillan

Department or Organization: City of Martinsburg HOME Administrator

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: December 6, 2012 11:00 a.m.

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda): - **Public Hearing on FY13 HOME Program**
- **Request the Commission approve Resolution renewing its participation in the Eastern Panhandle HOME Consortium of West Virginia for FY 2013-2014**

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

Will provide an overview of the HOME Program and program outcomes for the Eastern Panhandle HOME Consortium over the past 5 years. Request that members of the public offer comments and suggestions on use of FY2013 HOME funds in Jefferson County

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

Motion to approve Resolution

Are documents attachments? Yes **XX** No

If not, explain:

Is a projector needed? Yes No **XX**

**JEFFERSON COUNTY COMMISSION, JEFFERSON COUNTY, WEST VIRGINIA
FY 2013 HOME INVESTMENT PARTNERSHIP PROGRAM**

Notice is hereby given by the Jefferson County Commission that it will hold a public hearing on **Thursday, December 6, 2012 at 11:00 a.m.**, prevailing time, in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia. The Jefferson County Commission Chambers are accessible to persons with physical disabilities. If special arrangements need to be made to accommodate citizens in order for them to participate in the public hearing, please call **Sandy Slusher McDonald, Deputy County Administrator, at 304-728-3284** to make those arrangements.

The purpose of this public hearing is to discuss the specific housing needs of Jefferson County, WV. The Jefferson County Commission is a member of the Eastern Panhandle HOME Consortium of West Virginia which consists of the City of Martinsburg, Berkeley County, part of Jefferson County and part of Morgan County, West Virginia. The HOME Consortium is eligible to receive a HOME Investment Partnership Grant in FY 2013. The U.S. Department of Housing and Urban Development will be notifying the City of Martinsburg in the future of the amount of HOME funds that will be available for FY 2013. In order to receive those funds, the member jurisdictions in the Eastern Panhandle HOME Consortium must develop a program for the use of HOME funds as a part of the City of Martinsburg's FY 2013 Consolidated Annual Action Plan. The HOME Consortium will be preparing their HOME Program and they intend to afford citizens, local agencies, and interested parties the opportunity to become involved in the planning process.

The following general types of activities are eligible for funding under the HOME program: Homeowner Rehabilitation, including repair, rehabilitation or reconstruction of owner occupied houses; Homebuyer Activities, including funds for purchase and/or rehabilitation of existing houses or new construction of houses for homebuyers; Rental Housing, including acquisition and/or rehabilitation of existing rental housing or new construction of rental housing; and Tenant Based Rental Assistance, including financial assistance for rent, security deposits and under certain conditions, utility deposits for tenants. All HOME funds must be used for persons and households that meet the HUD income guidelines and definition of low- and moderate-income.

Notice is also hereby given that the JEFFERSON COUNTY COMMISSION is accepting proposals for the use of its portion of the HOME Consortium funds for FY 2013 beginning December 3, 2012. Application packets, instructions and information are available on an open basis. All interested applicants are encouraged to contact the Jefferson County Commission office, in order to obtain the application packet and to address any questions. **Please contact Sandy Slusher McDonald at 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284.**

All interested citizens are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the housing needs of Jefferson County and the use of HOME funds to address those needs. Written comments may be addressed to **Sandy Slusher McDonald, Deputy County Administrator, 124 E. Washington Street, Charles Town, WV 25414 or 304-728-3284**

Patricia Noland, President
Jefferson County Commission

RESOLUTION

A RESOLUTION OF THE County Commission OF Jefferson County, West Virginia AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2013 TO JUNE 30, 2014.

WHEREAS, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as "HOME"); and

WHEREAS, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

WHEREAS, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low and moderate income residents; and

WHEREAS, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, City of Charles Town, City of Ranson, City of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan, Town of Paw Paw, Town of Bath West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to seek annual funding; and

WHEREAS, the Jefferson County Commission entered into a three (3) year Housing Consortium Cooperation Agreement with an annual renewal clause for participation in the HOME Consortium for the Eastern Panhandle; and

WHEREAS, the U.S. Department of Housing and Urban Development is expected to award the HOME Consortium of the Eastern Panhandle a HOME grant upon request and consideration for Fiscal Year 2013-2014; and

WHEREAS, the Jefferson County Commission recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY THAT:

1. Jefferson County will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, City of Charles Town, City of Ranson, City of Shepherdstown, Town of Bolivar, Town of Harpers Ferry, County of Morgan, Town of Paw Paw, Town of Bath West Virginia, in a Consortium for participation in the HOME Program; and
2. The President of the Jefferson County Commission is hereby authorized to enter into a one-year Cooperation Agreement for the period of July 1, 2013 to June 30, 2014 with the other members which form the Eastern Panhandle HOME Consortium of West Virginia; and

3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve funding of the Eastern Panhandle HOME Consortium of West Virginia for the above Fiscal Year 2013 HOME Investment Partnership Program.

Adopted this _____ day of _____, 2012.

BY:

President, Jefferson County Commission

ATTEST:

Jennifer S. Maghan, County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Debbie Keyser, County Administrator

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: December 6, 2012

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda): **Discuss appointment to the Eastern Regional Airport Authority**

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

Discuss if the Commission is still interested in making an appointment to the Eastern Regional Airport Authority. County shall have one vote for each \$5,000 contributed to the authority and number of votes shall be determined at the end of each fiscal year and such determination shall govern for the ensuing fiscal year §8-29-4

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: _____

7A

Apps Attached

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

AGENDA REQUEST FORM

Name: Stephanie Grove

Department or Entity: Assistant Prosecuting Attorney

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1st Choice: 7/19/2012

Date Requested – 2nd Choice: _____

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

Subject: Statutory Requirements for the Eastern Regional Airport Authority
~~Legal Dept for County Farms Discussion~~

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

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

Attachments:

		<h1>West Virginia Legislature</h1>					
<small>2ND SESSION OF THE 80TH LEGISLATURE</small>							
Senate	House	Joint	Bill Status	WV Code	Audits/ Reports	Educational	Contact

WEST VIRGINIA CODE

CHAPTER 8. MUNICIPAL CORPORATIONS.**ARTICLE 29. INTERGOVERNMENTAL RELATIONS -- REGIONAL AIRPORTS.**PART I. AUTHORITIES AUTHORIZED; ORGANIZATION OF AUTHORITIES;
OPERATION OF AIRPORTS; DEFINITIONS.**§8-29-1. Regional airport authorities authorized; definitions.**

Any two or more municipalities, any two or more contiguous counties, or any county or two or more contiguous counties and one or more municipalities located therein or partly therein, of this state, are hereby authorized to create and establish one or more authorities for the purpose of acquiring, establishing, constructing, equipping, improving, financing, maintaining and operating a regional airport or airports, as the case may be, for the use of aircraft: *Provided*, That no such municipality or county shall participate in such authority unless and until the governing body or county court so provides. As used in this article, the terms "airport" and "aircraft" shall have the meanings ascribed to them in section one, article two-a, chapter twenty-nine of this code, the term "contiguous counties" means two or more counties which constitute a compact territorial unit within an unbroken boundary wherein one county touches at least one other county, but does not require that each county touch all of the other counties so combining, and the term "authority" means a regional airport authority created pursuant to the provisions of this article.

§8-29-2. Authorities to be public corporations.

Each authority when created and established, and the members thereof, shall constitute a public corporation and as such, shall have perpetual succession, may contract and be contracted with, sue and be sued, and have and use a common seal.

§8-29-3. Authorities empowered and authorized to acquire, operate, etc., airports and develop industrial parks; state aeronautics commission.

Each authority is hereby empowered and authorized to acquire, establish, construct, equip, improve, finance, maintain and operate a regional airport or landing field and appurtenant facilities so located to best serve the region in which they are located, including, but not limited to, industrial parks. Each authority shall be subject to the jurisdiction of the state aeronautics commission to the same extent as a state or municipal airport.

§8-29-4. Management of authority vested in members; appointment and terms of members; vote of members; valuation of property contributed to an authority; participation by additional municipalities or counties without state.

The management and control of each authority, its property, operations, business and affairs shall be lodged in a board of not less than five nor more than twenty-one individuals who shall be known as members of the authority and who shall be appointed for terms of three years each by the municipalities and county courts contributing moneys or property to the authority. However, the first board shall be comprised of one member appointed by each participating municipality and one member appointed by each participating county court, and any such member shall serve a term of one year, beginning as of the date the authority is created. No more than three members shall serve from one county on the first board.

Each municipality or county shall have one vote for each five thousand dollars it has contributed to the authority in the form of moneys or property. When property is contributed, the contributing municipality or county court and the authority shall agree in writing at the time the contribution is made as to the fair market value of such property, which valuation shall determine the number of votes to be allocated to the municipality or county on the basis thereof. For the fiscal year during which any authority is formed, the number of votes to which any municipality or county shall be entitled shall be determined as of the time of formation of the authority and shall govern until the end of that fiscal year, even though additional moneys or property are contributed during that fiscal year. Thereafter, the number of votes shall be determined at the end of each fiscal year and such determination shall govern for the ensuing fiscal year, even though additional moneys or property are contributed during that fiscal year. Subsequent to its formation, any authority may permit any municipality or county without this state to participate in the affairs of the authority, to appoint members of the authority in the same manner, and to have

such vote or votes beginning as of the next ensuing fiscal year, as prescribed by law with respect to the original participating municipalities or counties or any combination thereof.

§8-29-5. Substitution of members.

If any member of an authority die, or resign, or be removed, or for any other reason cease to be a member of the authority, the municipality or the county court (or other similar body in the case of an out-of-state participating county) which such member represented shall appoint another individual to fill the unexpired portion of the term of such member.

§8-29-6. Qualification of members.

All members of the board of each authority shall be residents of the municipality or county which said members represent.

§8-29-7. Compensation of members.

No member of the board of an authority shall receive any compensation, whether in form of salary, per diem allowance or otherwise, for or in connection with his services as such member. Each member shall, however, be entitled to reimbursement by the authority for all reasonable and necessary expenses actually incurred in connection with the performance of his duties as such member.

PART II. GENERAL POWERS OF AUTHORITIES.

§8-29-8. Powers of authorities generally.

Each authority is hereby given plenary power and authority as follows:

- (1) To make and adopt all necessary bylaws and rules for its organization and operations not inconsistent with law;
- (2) To elect its own officers, to appoint committees and to employ and fix the compensation for personnel necessary for its operation;
- (3) To enter into contracts with any person, including both public and private corporations, or governmental department or agency, and generally to do any and all things necessary or convenient for the purpose of acquiring, establishing, constructing, equipping, improving, financing, maintaining and operating a public airport to best serve the region in which it is located, including the development of an industrial park in the same general area;
- (4) To delegate any authority given to it by law to any of its officers, committees, agents or employees;
- (5) To apply for, receive and use grants-in-aid, donations and contributions from any source or sources, including, but not limited to, the federal government and any department or agency thereof, and this state subject to any constitutional and statutory limitations with respect thereto, and to accept and use bequests, devises, gifts and donations from any person;
- (6) To acquire lands and hold title thereto in its own name;
- (7) To purchase, own, hold, sell and dispose of personal property and to sell, lease or otherwise dispose of any real property which it may own;
- (8) To borrow money and execute and deliver negotiable notes, mortgage bonds, other bonds, debentures and other evidences of indebtedness therefor, and give such security therefor as shall be requisite, including giving a mortgage or deed of trust on its airport properties and facilities or assigning or pledging the gross or net revenues therefrom;
- (9) To raise funds by the issuance and sale of revenue bonds in the manner provided by the applicable provisions of article sixteen of this chapter, it being hereby expressly provided that for the purpose of the issuance and sale of revenue bonds, each authority is a "governing body" as that term is used in said article only;
- (10) To establish, charge and collect reasonable fees and charges for services or for the use of any part of its property or facilities, or for both services and such use;
- (11) To expend its funds in the execution of the powers and authority herein given;
- (12) To apply for, receive and use loans, grants, donations, technical assistance and contributions from any regional or area commissions that may be established; and
- (13) To prescribe by bylaw the manner of financial participation by members.

PART III. CONTROL OF VEHICULAR AND
PEDESTRIAN TRAFFIC NEAR AIRPORTS.

§8-29-9. Rules and regulations to control vehicular and pedestrian traffic within quarter mile of airport; violation of rule and regulation a misdemeanor; penalty.

The county court of the county in which any such airport or the major portion thereof is located is hereby empowered and authorized, upon request of the authority, to adopt and promulgate rules and regulations to: (1) Control the movement and disposition of vehicular and pedestrian traffic within one-fourth mile of any building or installation of any such airport, (2) regulate and control vehicular parking within such areas by the installation of parking meters or by other methods, and (3) impose reasonable charges for the use of the parking space so metered or otherwise allocated, so as to provide maximum opportunity for the public use thereof.

Violation of any such rule and regulation shall constitute a misdemeanor and the offender, upon conviction in the manner provided by law, may be fined not less than two dollars nor more than ten dollars for each such violation.

Justices of the peace shall have concurrent jurisdiction with the circuit courts and with statutory courts of record having criminal jurisdiction for the trial of offenses under this section.

PART IV. INDEBTEDNESS; FUNDS; EMINENT DOMAIN; EXEMPTION
FROM TAXATION; DISPOSITION OF SURPLUSES.

§8-29-10. Indebtedness of authorities.

Each authority may incur any proper indebtedness and issue any obligations and give any security therefor which it may deem necessary and advisable in connection with carrying out its purposes as hereinbefore mentioned.

No indebtedness or obligation incurred by an authority shall give any right against any member of the governing body of any of said municipalities, or the county court (or other similar body in the case of an out-of-state participating county) of any of said counties, or any member of the board of the authority. No indebtedness of any nature of an authority shall constitute an indebtedness of any municipality or county or the governing body of any such municipality or the county court (or other similar body in the case of an out-of-state participating county) of any such county, or be a charge against any property of any municipality or county. The rights of creditors of an authority shall be solely against the authority as a corporate body and shall be satisfied only out of property held by it in its corporate capacity.

§8-29-11. Agreements in connection with obtaining funds.

Each authority may, in connection with obtaining moneys or property for its purposes, enter into any agreement with any person, including the federal government, or any department, agency or subdivision thereof, containing such provisions, covenants, terms and conditions as the authority may deem advisable.

§8-29-12. Authorities to have right of eminent domain.

Whenever it shall be deemed necessary by an authority, in connection with the exercise of its powers herein conferred, to take or acquire any lands, structures or buildings or other rights, either in fee or as easements, for the purposes herein set forth, the authority may purchase the same directly or through its agents from the owner or owners thereof, or failing to agree with the owner or owners thereof, the authority may exercise the power of eminent domain in the manner provided for condemnation proceedings in chapter fifty-four of this code, and such purposes are hereby declared to be public uses for which private property may be taken or damaged: **Provided**, That under no circumstances shall an authority have the right of immediate entry.

§8-29-13. Property, bonds and obligations of authorities exempt from taxation.

Each authority shall be exempt from the payment of any taxes or fees to the state or any subdivisions thereof or any municipalities or to any officer or employee of the state or of any subdivision thereof or of any municipality.

The property of each authority shall be exempt from all municipal and county taxes. Bonds, notes, debentures and other evidences of indebtedness of the authority are declared to be issued for a public purpose and to be public instrumentalities, and, together with interest thereon, shall be exempt from taxation.

§8-29-14. Authorities may lease facilities.

Each authority may lease its airport and all or any part of the appurtenances and facilities therewith to any available lessee, subject to all constitutional and statutory limitations with respect thereto, at such rental and upon such terms and conditions as the authority deems proper. The leases shall be subordinate to any mortgage or deed of trust executed by the authority.

An authority may lease land, the original taking of which was necessary for airport purposes, for economic development purposes compatible with, but not necessarily associated with, airport activities.

§8-29-15. Disposition of surplus of authorities.

If an authority should realize a surplus, whether from operating the airport or leasing it for operation, over and above the amount required for the equipping, improvement, maintenance and operation of the airport and for meeting all required payments on its obligations, it shall set aside such reserve for future equipping, improvements, maintenance, operations and contingencies as it shall deem proper and shall then apply the residue of such surplus, if any, to the payment of any recognized and established obligations not then due, and after all such recognized and established obligations have been paid off and discharged in full, the authority shall, at the end of each fiscal year, set aside the reserve for future equipping, improvements, maintenance, operations and contingencies, as aforesaid, and then pay the residue of such surplus, if any, to the municipalities and counties in direct proportion to their contribution of moneys and property.

§8-29-16. Contributions to authorities; funds and accounts of authorities.

Contributions of moneys may be made to authorities from time to time by the participating municipalities and counties, and persons that shall desire to do so. All such moneys and all other moneys received by an authority shall be deposited in such banking institution or banking institutions as the authority may direct and shall be withdrawn therefrom in such manner as the authority may direct. Each authority shall keep strict account of all of its receipts and expenditures and shall each quarter make a quarterly report thereon to the municipalities and counties which have made contributions of moneys or property, and such report shall contain an itemized account of its receipts and disbursements during the preceding quarter. Such report shall be made within sixty days after the termination of the quarter. Within sixty days after the end of each fiscal year, each authority shall make an annual report containing a summary of its receipts and disbursements for the preceding fiscal year, and publish the same as a Class II-0 legal advertisement in compliance with the provisions of article three, chapter fifty- nine of this code, and the publication area for such publication shall be the municipalities and counties, as provided in section one of this article. The books, records and accounts of each authority shall be subject to audit and examination by the office of the state tax commissioner and by any other proper public official or body in the manner provided by law.

§8-29-17. Participation.

The municipalities and counties or any one or more of them participating therein, jointly or severally, are hereby empowered and authorized to appoint members of the said authorities and to contribute to the cost of acquiring, establishing, constructing, equipping, improving, and maintaining and operating the said regional airports and appurtenant facilities.

Any of the municipalities or counties as provided in section one of this article is hereby empowered and authorized to convey or transfer to the authorities property of any kind heretofore acquired by the municipalities or counties for airport purposes.

PART V. DISSOLUTION OF AUTHORITIES; WORKMEN'S COMPENSATION; CONSTRUCTION.

§8-29-18. Dissolution of authority; disposition of assets after payment of debts.

In the event full and adequate provision is made for the payment of all of the debts of an authority, the participating municipalities or counties or any combination thereof which have contributed at least sixty percent of the total value of all moneys and property (the value of which property is determined as specified in section four of this article) contributed to the authority by the participating municipalities and counties may by resolution provide for the dissolution of the authority and for (1) the conveyance of the real and tangible personal property contributed to it to those participating municipalities and counties which contributed the same, (2) equitable distribution among the contributing municipalities and counties of any real and tangible personal property purchased or condemned by the authority or of the proceeds of sale thereof, or the fair value thereof, and (3) the equitable distribution of all moneys on hand to the participating municipalities and counties in direct proportion to the contribution of moneys by them.

§8-29-19. Employees to be covered by workmen's compensation.

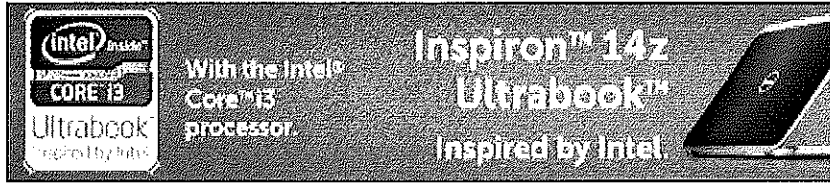
All eligible employees of any authority shall be deemed to be within the workmen's compensation statute of this state and premiums on their compensation shall be paid by the authority as required by law.

§8-29-20. Liberal construction of article.

The purposes of this article are to provide for the acquisition, establishment, construction, equipping, improvement, financing, maintenance and operation of regional airports in a prudent and economical manner, and this article shall be

liberally construed as giving to any authority created and established hereunder full and complete power reasonably required to give effect to the purposes hereof. The provisions of this article are in addition to and not in derogation of any power granted to or vested in municipalities and county courts under any constitutional, statutory or charter provisions which may now or hereafter be in effect.

Note: WV Code updated with legislation passed through the 2011 4th Special Session



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Airport Authority getting new members

Controversy continues over how number of appointees Council gets

July 9, 2012

By John McVey, Journal staff writer , journal-news.net

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MARTINSBURG - The Eastern West Virginia Regional Airport Authority can expect at least one new face on its board at its meeting at 6 p.m. Tuesday, the first of the new fiscal year.

Berkeley County Council appointee Robert L. "Bob" Burkhardt resigned last month for health reasons. He has been replaced by Richard Talbott.

Burkhardt's term on the Airport Authority would have expired at the end of June, so Talbott will serve a full three-year term.

Berkeley County Council also decided at its June 7 meeting to appoint four more members to the Airport Authority along with its three usual appointees.

Under the statute creating airport authorities, jurisdictions like the County Council can appoint one member for each \$5,000 contribution. Historically, the county has allocated \$15,000 for three members on the authority.

Councilwoman Elaine Mauck argued that because the County Council is contributing \$22,500 in addition to its usual \$15,000 allocation, the council should appoint four more members.

County Council allotted \$22,500 this fiscal year to help offset the Airport Authority's loss of funding from the National Guard Bureau, which had amounted to \$45,000 a year. The NGB payment

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accounted for about 20 percent of the Airport Authority's total operating budget.

The Airport Authority had a joint-use agreement with NGB for the West Virginia Air National Guard's 167th Airlift Wing's use of the Eastern Regional Airport. That agreement expired June 30, 2011.

NGB initially offered the Airport Authority a five-year joint-use agreement that would have paid the authority \$45,000 the first year, but the payment would have been reduced annually until it would have been \$1 in the fifth year.

Fact Box

FAST FACTS

The Eastern W.Va. Regional Airport's regularly scheduled monthly meeting for July is at 6 p.m. Tuesday in the airport's second-floor conference room at 170 Aviation Way, Martinsburg. The Airport Authority's meeting in the first month of each quarter is held in the evening. Usually, the Airport Authority meets at 8 a.m. on the first Tuesday of each month. This month's meeting was pushed back a week because of the Independence Day holiday.

Agenda items include nomination and election of officers; airport lease/rents/fees; and airport improvement report/runway regulator degradation.

For more information,

call 304-263-2106.

The Airport Authority rejected that offer and tried to negotiate a better deal.

NGB then made a counter offer of \$1 a year for five years.

After more negotiations, the Airport Authority finally accepted that deal. The new agreement was retroactive to the beginning of the last fiscal year.

With the loss of NGB funds, the Airport Authority appealed to the county and Martinsburg City Council for extra funds to offset the loss.

State code is not completely clear on whether the additional \$22,500 entitles County Council to an additional four appointees or if their current appointees are entitled to more than one vote, according to some officials.

The County Council's legal counsel, Norwood Bentley, argued that state code does not authorize the County Council to appoint four more members because it allocated the additional funds.

County Council also has contributed \$12,000 as its share of matching funds for a federal Airport Improvement Program, which it allotted this fiscal year also.

That brings the County Council's total contribution this fiscal year to \$49,500. That amount would give the county at least nine appointees.

County Administrator Deborah Hammond said in a recent telephone interview that County Council is interviewing candidates for the four additional seats on the Airport Authority, but that a time frame for appointing the additional members has not been set.

Martinsburg City Council also has allocated the same total amount as the county - \$49,500 - to the Airport Authority this fiscal year in the same categories: \$15,000 for three members; \$12,000 for Airport Improvement Program matching funds; and \$22,500 to help offset the loss of NGB funds.

However, City Council has no intention of appointing any more members.

"City Manager Mark Baldwin and I have talked about this and on the advice of our city attorney (Kin Sayre) and statements by Norwood Bentley, whom I trust, I have decided not to add members," Martinsburg Mayor George Karos said quite emphatically in a telephone interview Friday.

Although justified, Karos said City Council considers the \$22,500 a one-time, emergency contribution, not an on-going budget line item that will continue after this fiscal year.

According to state code, Airport Authority members are appointed to three-year terms.

"What do I do? Appoint (four) people and then take them off after one year?" Karos asked rhetorically. "We're standing our ground on this."

Sayre agreed that adding members under these circumstances would create problems.

"The two entities (Berkeley County and Martinsburg) have over the years pegged their permanent financing to the number of members," Sayre said in a telephone interview Friday, "and not looked at additional funds as buying additional seats."

Karos added that this issue is expected to be discussed during a joint County Council and City Council meeting planned for the near future.

The city also is looking to fill one of its three seats on the Airport Authority. Former Councilman Rodney Woods had served on the authority, but when he decided not to seek re-election to the council, he resigned his spot on the authority.

In a related matter, the Jefferson County Commission decided earlier this year to pay \$5,000 to have a member on the Airport Authority beginning this fiscal year. Commissioners appointed the executive director of the Jefferson County Development Authority, John Reisenweber, as their member.

The Airport Authority is a regional organization encompassing Berkeley, Jefferson and Morgan counties as well as the municipalities in those counties.

State code says that the appointee must be a resident of the jurisdiction from which he or she is appointed. Effectively, the Jefferson County Commission's appointee must live in Jefferson County.

Reisenweber does not. He lives in Berkeley County.

Jefferson County Commission President Patsy Noland said in a recent telephone interview that commissioners were waiting for clarification on the residency issue.

"We haven't got an answer yet," she said. "We hope to get an answer before our next meeting (Thursday)."

Noland suggested talking with Stephanie Grove, the assistant Jefferson County prosecutor who acts as the commission's legal counsel, but Grove did not return a telephone call.

Jefferson County did take part in the Airport Authority in the past, but dropped its membership, officials have said.

In a telephone conversation Friday, Reisenweber said he was appointed because he was pushing for Jefferson County's participation in the Airport Authority and because he is the Development Authority's executive, but he does not believe he has to be the commissioners' appointee.

"Jefferson County should be represented on the Airport Authority - Jefferson County should have a voice on the board of this incredibly valuable asset," he said. "It wasn't necessary for me to be appointed, but it's too important to not have a representative, a liaison on the Airport Authority."

Reisenweber said the appointee should be someone with good business sense and who has the aviation knowledge and skills to contribute to the conversation.

- Staff writer John McVey can be reached at 304-263-3381, ext. 128 or jmcvey@journal-news.net

FAST FACTS

The Eastern W.Va. Regional Airport's regularly scheduled monthly meeting for July is at 6 p.m. Tuesday in the airport's second-floor conference room at 170 Aviation Way, Martinsburg. The Airport Authority's meeting in the first month of each quarter is held in the

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Agenda items include nomination and election of officers; airport lease/rents/fees; and airport improvement report/runway regulator degradation.

For more information,
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To the Members of the Jefferson County Commission:

I would like to be appointed as the Jefferson County Representative to the Airport Authority for the EWWRA. I have the following qualifications:

1. I am a private pilot and have had my airplane in a hangar at the EWWRA since 1992.
2. Presently, I am the President of Chapter 1071 of the Experimental Aircraft Association. The association was given permission by the Airport Authority to build a row of hangars and a meeting place on the airport.
3. I have been an educator for 48 years and started the elementary guidance program in Berkeley County Schools in 1970. I have also been an elementary classroom teacher, elementary principal, elementary guidance counselor, junior high guidance counselor, and a school social worker during my educational career. As an educator, I have had to deal with many different types of individuals in many different situations. I feel I am a good listener and try to look at all sides of an issue before making a decision. I retired this month and would have all the time needed to represent our county.

If the commission would like, I am most willing to meet with you and answer any questions you might have.

Thank you for considering my request.

Sincerely yours,



Donna Howe Callar, Ph. D.
1334 West Washington Street
Harpers Ferry, WV 25425
304-535-2367
DCallar@AOL.com

RECEIVED

JUN 28 2012

Jefferson County Commission

George Cornwell
198 Huntfield Lane, Eastland
Charles Town, WV 25414

304-728-4527 home
703-869-4483 work

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

April 23, 2012

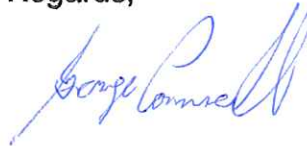
Dear Mrs. Noland,

I am writing to express my interest in the Jefferson County appointment to the Eastern Regional Airport Authority. I have 23 years of educational and professional experience in the aviation industry as an airline pilot and feel I could represent the county's interests with proficiency.

Airports serve their region as a major job generator, and now is a perfect time for the county to take advantage of an opportunity to be involved with the affairs of the airport.

Please call me with any questions, and I look forward to meeting with the entire Commission.

Regards,



George Cornwell

RECEIVED

APR 25 2012

Jefferson County Commission

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

NAME: DONALD R. SUTHERLAND
HOME ADDRESS: 866 WARM SPRINGS ROAD, SHENANDOAH JUNCTION, WV 25442
HOME TELEPHONE NUMBER: (304) 876-3592
WORK ADDRESS: N/A
WORK PHONE NUMBER: N/A
MOBILE PHONE NUMBER: (304) 886-3970 (BEST FOR CONTACTING)
E-MAIL ADDRESS: anthropologist1941@yahoo.com
MAGISTERIAL DISTRICT: SHEPHERDSTOWN
PARTY AFFILIATION (Building Commission applicants only) _____
OCCUPATION: RETIRED ARCHAEOLOGIST/ENVIRONMENTAL PROTECTION SPECIALIST (FEDERAL)
LENGTH OF RESIDENCY IN JEFFERSON COUNTY: 32 YEARS
EDUCATION: HIGH SCHOOL _____
COLLEGE PH.D
TRADE OR BUSINESS SCHOOL _____

LIST QUALIFICATIONS FOR THIS POSITION:

PRIVATE/COMMERCIAL PILOT CERTIFICATE. AIRCRAFT OWNER, AIRCRAFT BASED AT EASTERN WV REGIONAL AIRPORT (MARTINSBURG). HAVE BEEN FLYING OUT OF MARTINSBURG AIRPORT SINCE 1981. COMPLETELY FAMILIAR WITH FAA REGULATIONS AND AIRPORT ENVIRONMENTS. AS FEDERAL EMPLOYEE, WORKED IN AN ADMINISTRATIVE/REGULATORY FUNCTION.

NAME OF BOARD, COMMITTEE OR COMMISSION APPLYING FOR:

EASTERN WV REGIONAL AIRPORT AUTHORITY - BOARD REPRESENTATIVE FOR JEFFERSON COUNTY,

ORGANIZATION MEMBERSHIPS & POSITIONS HELD: PIKESIDE FLYING CLUB (CLUB HAS NO OFFICERS). NO OTHER LOCAL MEMBERSHIPS. NATIONAL MEMBERSHIP IN AOPA (AIRPLANE OWNERS AND PILOT'S ASSOCIATION) AND SOCIETY FOR AMERICAN ARCHAEOLOGY (PROFESSIONAL ORGANIZATION).

Signature: Donald R. Lutterick Date: 6/13/2012

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Beverly Reinhardt

Department or Organization: Jefferson County Schools

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: December 6, 2012

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda): **Request to use County Commission meeting Room on December 10th 11th and 12th, 2012 from 9am til 4pm for a Due Process Hearing**

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

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

Are documents attachments? Yes No
If not, explain:

Is a projector needed? Yes No

Contact information:
Email address: _____
Phone number: _____

*Room is available
PLC will need it
4pm
12/11/12
@4pm*

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: December 10, 11, 12, 2012
Meeting Time: 9:00 to 4:00
Organization Name: Jefferson County Schools
Purpose of Meeting: Due Process Hearing

Please attach a brief description of your organization. (You may attach other printed materials.)

Please check the boxes on all that apply to your organization:

- Has previously used the library
- Is a not-for-profit organization
- Can provide a certificate of insurance
- Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): Ann Ebersole

Signature of Person Making Request: Ann Ebersole Date: 11/26/12

Contact Person: Beverly Reinhardt - 304-728-9236
(If other than the representative signing above)

Representative's Address: 110 Mordington Ave
Charles Town WV 25414

Telephone: 304-728-9242 Fax: 304-724-9071
cebersol@access.k12.wv.us

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Debbie Keyser, County Administrator

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: December 6, 2012

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda): **Approval of Employment of Cynthia Schott as Administrative Assistant for the Jefferson 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):
Motion to approve the employment of Cynthia Schott as an Administrative Assistant for the Jefferson County Commission effective December 7, 2012

Are documents attachments? Yes No
If not, explain:

Is a projector needed? Yes No

Contact information:
Email address: _____
Phone number: _____

JEFFERSON COUNTY

Personnel Requisition

Department Name County Commission Date 12/6/2012 Date Needed 12/7/2012

Job Title Administrative Assistant Salary \$ 26,585.94 AFTER 90 days \$ 27,582.91 Criminal History Check Yes No

Suggested Recruitment Source(s) advertisements in local papers, web and alerts

Applicants Interviewed By Debbie Keyser Position Reports To _____

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

Job Duties: Serves the public through answering telephone calls, greeting visitors to the County Commission office and responding to inquiries from County offices and members of the public. Takes and records minutes of meetings, prepares minutes, reports and agendas for meetings of the County Commission, other County departments and committees, other special meetings and attends night meetings; ensures the accurate and timely entry and indexing of County Commission minutes into Law Order books.

Budget Information

Addition Replacement Explain or For Whom Debbie Stellato

Position Budgeted Yes No Proposed Salary _____ Date of Hire _____

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

Safety/Security _____ Hours Per Week _____

Approvals

Elected Official Approval _____ Date _____

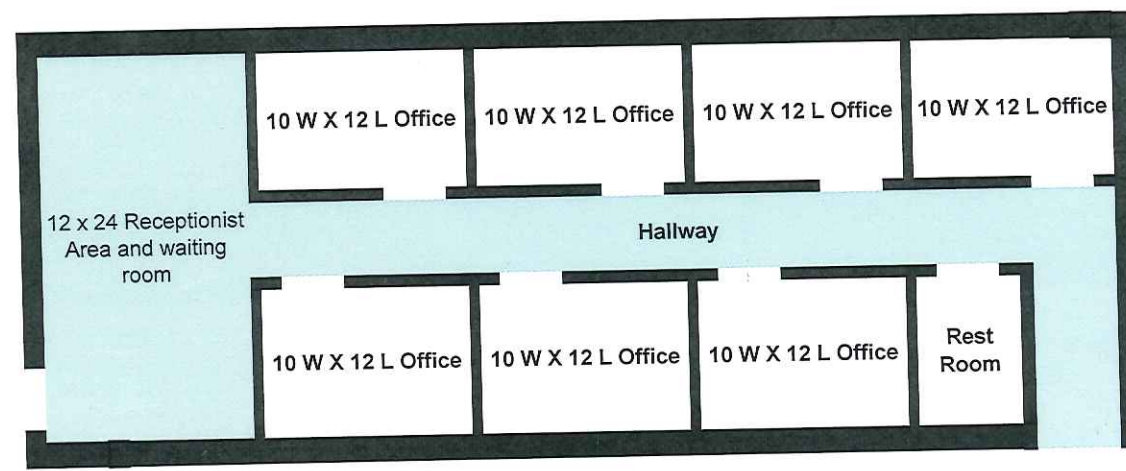
Department Head Approval _____ Date _____

County Commission Approval _____ Date _____

Comments _____

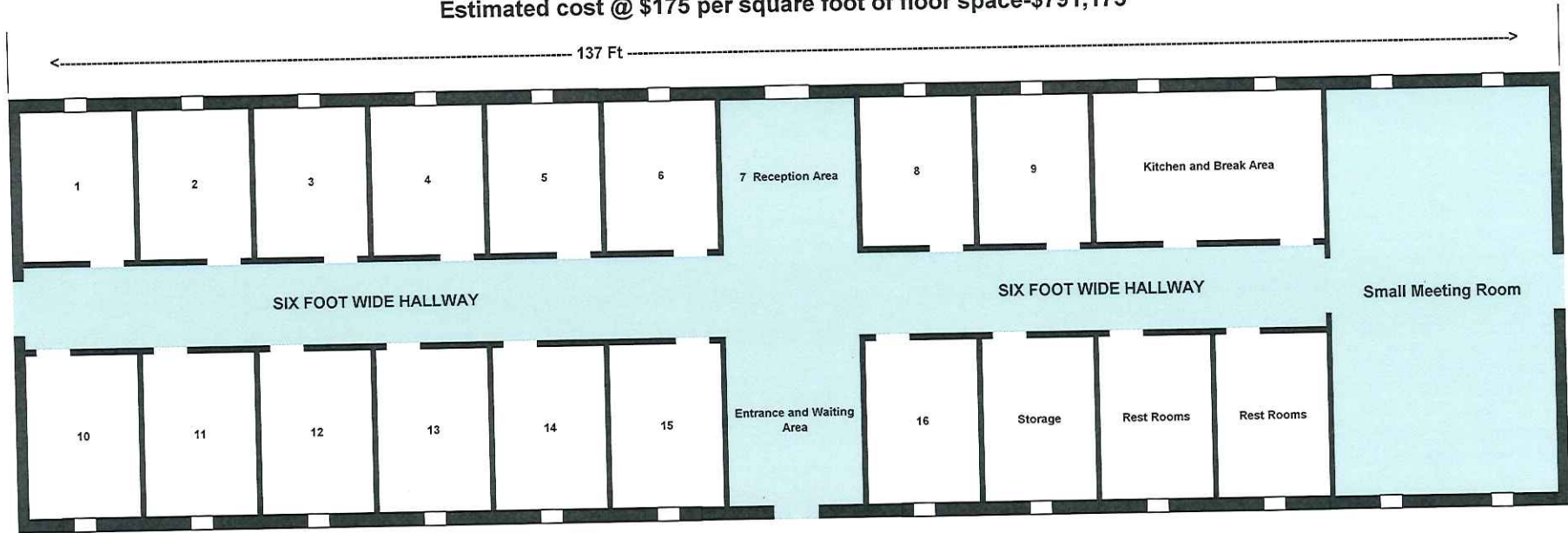
COUNTY ADMINISTRATOR REPORTS

Proposed Office Layout-Briel Bldg Suite 102-Old Dr Office County Commission Offices



- 1 Each office would be 10' deep and 12' wide
- 2 Some office would be enclosed and some would be cubical

Proposed Office Building-Commission Offices
137 by 33 feet with total square footage of 4,521
Estimated cost @ \$175 per square foot of floor space-\$791,175



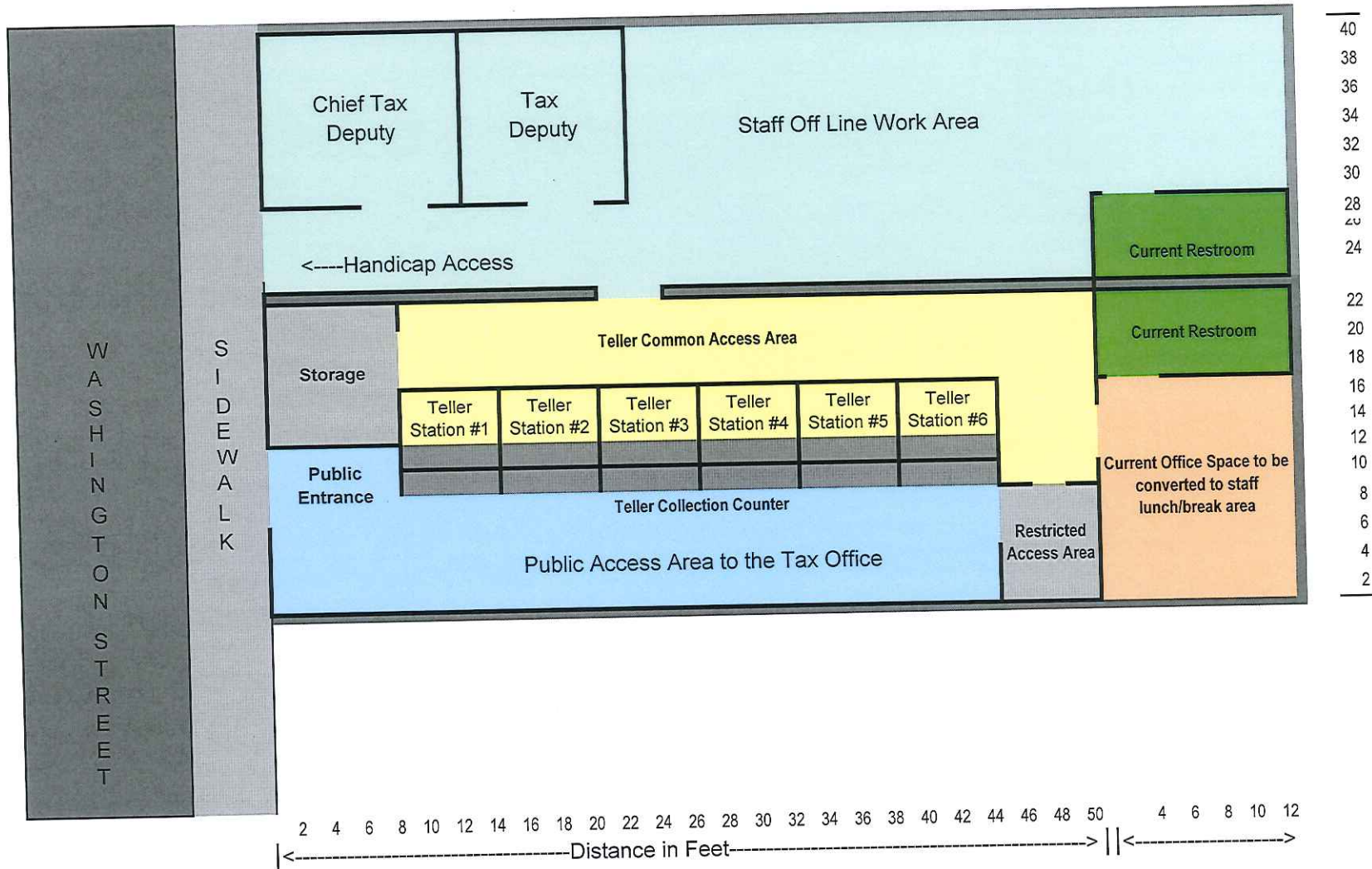
Each office would be 10' wide and 12' deep of useable space

20 X 33 Conference Room

Partial Funding for this building could come the sale of Hunter House

A Building of this size would provide office space or (16) office, meeting room, storage, Kitchen and break area & restrooms

Proposed Layout for the Jefferson County Sheriff's Tax Office
 Capital Improvement Plan
 Fiscal Year Ending June 30, 2013



County Office Expansion - Potential Estimated Options

Prosecutor currently occupies 5700 sq feet
Assessor currently occupies 3443 sq feet
Tax office currently occupies 1603 sq feet
County Commission staff occupies 1600 sq feet

Remodeling Costs	\$95/Sq Foot
Build Out Costs	\$125 Sq Foot
Demolition Costs	\$15/Sq Foot
New Construction Costs	\$195/Sq Foot

** Reflect prevailing wages

Jefferson County Space Occupied and Future Needs Assessment

		Space requirements					
		Current Space Occupied			Additional space needs (5) years	Please add any comments needed to clarify additional space needs	
Department Name	Dept Number	Number of Employees	Employee Work Area	Public Access			Public Records or Storage
Circuit Judges	300	8	1235	3348	182	No reply	
County Commission	401	4	1205	0	352	1000 Additional space need for staff and office space for County Commissioners.	
IT-Computer Tech	401	1	437	0	94	No reply	
Count Clerk-Public records	402	15	3011	0	2532	1400 Part of space currently occupied by Assessor's Office.	
Circuit Clerk	403	11	1305	60	1439	No reply	
Sheriff's Tax Office	404	8	943	186	474	1400 Currently need additional space and office reconfiguration to better serve the public.	
Prosecuting Attorney	405	19	5049	487	1403	1390 Estimated 20% increase in space needs in the next (5) years	
Assessor	406	14	2635	200	608	1000 Suite #100 and #101 at Briel if purchased	
Co Extension Office	412	6	982	0	0	No reply	
Maintenance Department	424	13	8527		6107	No reply	
Development Authority	431	5	1115	0	116	No reply	
GIS Addressing	433	4	729	0	108	0 No additional space needs anticipated in the next (5) years	
Planning and Zoning	439	7	1407	0	252	No reply	
Engineering	440	9	2541	0	743	No reply	
Law Enforcement	700	36	6479	182	5222	No reply	
Bailiff's Office		18	475	0	0	No reply	
Emergency Services/Homeland Security	711	3	597	110	180	No reply	
E-911 Center	712	35	2579	0	192	No reply	
JCESA	715	26	5774	224	658	No reply	
Animal Control	716	4	3114	80	272	No reply	
Family Court		3	912	1355	34	0 Wish list would be for (2) more conference rooms.	
Health Department	BOH	9	3902	351	541	No reply	
Magistrate Court	Mag	10	2047	187	525	No reply	
Community Center	Parks	5	640	17360	570	No reply	
Probation			1643	471	72	No reply	
Day Reporting Center			804	0	11	No reply	
Juvenile Drug Court		2	391	0	0	No reply	
Red Cross		3	748	0	177	No reply	
State Lab		3	878	0	25	0 No additional space needs anticipated in the next (5) years	
State District Office		5	1594	0	152	No reply	



Morgan County Commission

77 Fairfax Street, Room 101
Berkeley Springs, West Virginia 25411
304-258-8540

-COMMISSIONERS-

BRENDA J. HUTCHINSON
5154 MILO SCHOOL ROAD
GREAT CACAPON
WV 25422
304-947-7713

STACY A. DUGAN
401 S. LAUREL AVENUE
BERKELEY SPRINGS
WV 25411
304-258-9648

BRADLEY J. CLOSE
380 DRY RUN ROAD
BERKELEY SPRINGS
WV 25411
304-258-3795

MEMORANDUM

To: Berkeley County Council
Jefferson County Commission

From: Stacy Dugan, Morgan County Commission

Date: November 27, 2012

RE: Tax Exonerations

On Thursday, December 6, 2012 at 4:00 pm, Mr. Jan Mudrinch, Assistant Director at the WV Tax Office Legal Division will be speaking to the Commission about the responsibilities regarding tax exonerations and case law. You're welcome to attend.

Thank you,

Stacy Dugan
President
Morgan County Commission
304-676-7144

November 13, 2012

To: Robert Hardy, Mayor of Bolivar, WV, Major James Addy, Harpers Ferry/Bolivar PSD Board of Directors

From: Frank Donadio, Executive Board Member, Harpers Ferry Bolivar PSD

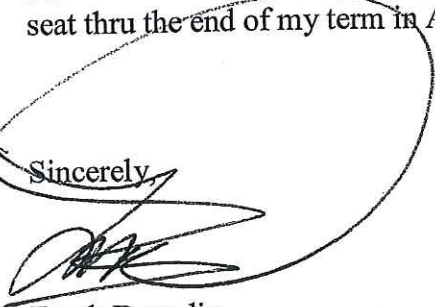
Re: Resignation Letter

I must announce today that myself and our family have purchased a new home and have moved to the Charles Town area on November 3rd, 2012.

I will therefore be resigning my seat on the Harpers Ferry/Bolivar PSD prior to the regularly scheduled meeting on November 14th. We will be maintaining our current property in Bolivar as a rental home.

Pursuant to WV code, the board will be appointing an interim member that will fill my seat thru the end of my term in April 2014.

Sincerely,


Frank Donadio
Bolivar town Council
Bolivar-Harpers Ferry PSD

RECEIVED

NOV 29 2012

Jefferson County Commission

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

Week Ending Date	Week Ending
	November 17, 2012
To be Deposited on:	November 26, 2012
Amount Played	62,405,060.44
Amount Won	56,212,466.06
Amount Promo	205,914.00
MWAP Contribution	<u>4,142.00</u>
Adjusted Gross Terminal Revenue	<u>5,982,538.38</u>
Administrative Costs @ 4%	239,301.54
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>5,743,236.84</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>5,743,236.84</u>
Racetrack @ 46.50% / 42%	2,670,605.13
Lottery Fund @ 30% / 0%	1,722,971.09
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	804,053.16
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	57,432.36
Greyhound Development @ .75%	43,074.28
Thoroughbred Development @ .75%	43,074.28
Racing Commission @ 1%	57,432.36
County/Municipality @ 2%	114,864.72
3% Funds:	
Tourism Promotion Fund @ 1.375%	78,969.51
Development Office Promotion Fund @ .375%	21,537.14
Research Challenge Fund @ .5%	28,716.18
Capitol Renovation and Improvement Fund @ .6875%	39,484.75
2004 Capitol Complex Parking Garage Fund @ .0625%	3,589.52
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	28,716.18
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>28,716.18</u>
	<u>5,743,236.84</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	\$ 10,060.80
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
10/27/12	\$ 116,147.08	\$ 58,073.54	\$ 58,073.54	\$ 4,756.22	\$ 23,926.30	\$ 1,300.85	\$ 20,197.98	\$ 7,892.19
11/03/12	\$ 113,090.60	\$ 56,545.30	\$ 56,545.30	\$ 4,631.06	\$ 23,296.66	\$ 1,266.61	\$ 19,666.46	\$ 7,684.51
11/10/12	\$ 112,221.92	\$ 56,110.96	\$ 56,110.96	\$ 4,595.49	\$ 23,117.72	\$ 1,256.88	\$ 19,515.39	\$ 7,625.48
11/17/12	\$ 114,864.72	\$ 57,432.36	\$ 57,432.36	\$ 4,703.71	\$ 23,662.13	\$ 1,286.49	\$ 19,974.97	\$ 7,805.06
Subtotal	\$ 2,562,782.56	\$ 1,737,423.02	\$ 825,359.54	\$ 67,596.96	\$ 340,048.12	\$ 18,488.05	\$ 287,060.03	\$ 112,166.38

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2009

FY 2010

FY 2011

FY 2012

FY 2013

Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/5/2008 *	169,912.56	7/4/2009 *	128,262.42	07/03/2010	115,402.58	7/1-2/2011	69,824.12	07/07/2012	161,637.92
07/12/2008	176,592.38	07/11/2009	168,815.08	07/10/2010	205,731.64	07/09/2011	171,717.28	07/14/2012	129,458.04
07/19/2008	160,344.08	07/18/2009	160,652.98	07/17/2010	161,386.76	07/16/2011	143,019.52	07/21/2012	130,037.00
07/26/2008	162,982.74	07/25/2009	158,869.08	07/24/2010	160,368.28	07/23/2011	146,508.00	07/28/2012	137,164.44
08/02/2008	178,171.04	08/01/2009	174,493.08	07/31/2010	157,802.08	07/30/2011	144,510.28	08/04/2012	132,931.16
08/09/2008	123,538.04	08/08/2009	138,408.80	08/07/2010	136,494.98	08/06/2011	151,495.28	08/11/2012	134,212.88
08/16/2008	82,482.89	08/15/2009	81,222.14	08/14/2010	78,376.68	08/13/2011	117,350.38	08/18/2012	110,241.90
08/23/2008	76,426.18	08/22/2009	76,260.31	08/21/2010	76,199.02	08/20/2011	71,614.12	08/25/2012	66,209.90
08/30/2008	89,459.86	08/29/2009	80,472.92	08/28/2010	72,460.03	08/27/2011	63,432.14	09/01/2012	67,133.42
09/06/2008	91,644.46	09/05/2009	80,798.15	09/04/2010	76,362.84	09/03/2011	80,837.76	09/08/2012	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	10/27/2012	58,073.54
11/01/2008	68,352.42	10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98	11/03/2012	56,545.30
11/08/2008	70,823.02	11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	70,673.88	11/10/2012	56,110.96
11/15/2008	65,565.50	11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36
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

1737423.02

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	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02
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	525923.89

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
September, 2012	382,597.20
October, 2012	379,446.06
Total 2011-2012	1,577,771.67

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

Week Ending Date	Week Ending	Week Ending	Week Ending
	November 24, 2012 Before 3BM	November 24, 2012 After 3BM	November 24, 2012 FY13
To be Deposited on:	November 30, 2012	November 30, 2012	November 30, 2012
Amount Played	0.00	0.00	70,912,450.82
Amount Won	0.00	0.00	63,568,133.80
Amount Promo	0.00	0.00	182,706.00
MWAP Contribution	<u>0.00</u>	<u>0.00</u>	<u>4,099.36</u>
Adjusted Gross Terminal Revenue	<u>0.00</u>	<u>0.00</u>	<u>7,157,511.66</u>
Administrative Costs @ 4%	0.00	0.00	1,542.58
Excess Lottery Fund @ 4%	<u>0.00</u>	<u>0.00</u>	<u>284,757.88</u>
Net Terminal Revenue	<u>4,047,964.67</u>	<u>2,823,246.53</u>	<u>6,871,211.20</u>
Surcharge @ 10%	0.00	282,324.65	282,324.65
State Share Excess @ 58%	0.00	163,748.30	163,748.30
Track Share of Capital Reinvestment @ 42%	<u>0.00</u>	<u>118,576.35</u>	<u>118,576.35</u>
Track Share of Capital Reinvestment @ 42% - 96%	0.00	113833.30	113833.30
Track Share of Capital Reinvestment @ 42% - 4%	0.00	4743.05	4743.05
Adjusted Net Terminal Revenue	<u>4,047,964.67</u>	<u>2,540,921.88</u>	<u>6,588,886.55</u>
Racetrack @ 46.50% / 42%	1,882,303.57	1,067,187.19	2,949,490.76
Lottery Fund @ 30% / 0%	1,214,389.43	0.00	1,214,389.43
Excess Lottery Fund @ 0% / 41%	0.00	1,041,777.96	1,041,777.96
Race Track Purses @ 7% / 14% / 8%	566,715.05	203,273.75	769,988.80
Workers' Compensation Debt Reduction @ 7% / 0%	0.00	0.00	0.00
Employee Pension Fund @ 1% / .5%	40,479.64	12,704.61	53,184.25
Greyhound Development @ .75%	30,359.74	19,056.91	49,416.65
Thoroughbred Development @ .75%	30,359.74	19,056.91	49,416.65
Racing Commission @ 1%	40,479.64	25,409.22	65,888.86
County/Municipality @ 2%	80,959.28	50,818.44	131,777.72
3% Funds:			
Tourism Promotion Fund @ 1.375%	55,659.51	34,937.68	90,597.19
Development Office Promotion Fund @ .375%	15,179.87	9,528.46	24,708.33
Research Challenge Fund @ .5%	20,239.82	12,704.61	32,944.43
Capitol Renovation and Improvement Fund @ .6875%	27,829.76	17,468.84	45,298.60
2004 Capitol Complex Parking Garage Fund @ .0625%	2,529.98	1,588.08	4,118.06
1% Funds:			
State Capitol Complex Parking Garage @ 1%	0.00	0.00	0.00
Cultural Facilities and Capitol Resources @ .5%	20,239.82	12,704.61	32,944.43
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>20,239.82</u>	<u>12,704.61</u>	<u>32,944.43</u>
	<u>4,047,964.67</u>	<u>2,540,921.88</u>	<u>6,588,886.55</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
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
10/27/12	\$ 116,147.08	\$ 58,073.54	\$ 58,073.54	\$ 4,756.22	\$ 23,926.30	\$ 1,300.85	\$ 20,197.98	\$ 7,892.19
11/03/12	\$ 113,090.60	\$ 56,545.30	\$ 56,545.30	\$ 4,631.06	\$ 23,296.66	\$ 1,266.61	\$ 19,666.46	\$ 7,684.51
11/10/12	\$ 112,221.92	\$ 56,110.96	\$ 56,110.96	\$ 4,595.49	\$ 23,117.72	\$ 1,256.88	\$ 19,515.39	\$ 7,625.48
11/17/12	\$ 114,864.72	\$ 57,432.36	\$ 57,432.36	\$ 4,703.71	\$ 23,662.13	\$ 1,286.49	\$ 19,974.97	\$ 7,805.06
11/24/12	\$ 131,777.72	\$ 65,888.86	\$ 65,888.86	\$ 5,396.30	\$ 27,146.21	\$ 1,475.91	\$ 22,916.14	\$ 8,954.30
Subtotal	\$ 2,694,560.28	\$ 1,803,311.88	\$ 891,248.40	\$ 72,993.26	\$ 367,194.33	\$ 19,963.96	\$ 309,976.17	\$ 121,120.68

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	10/27/2012	58,073.54
11/01/2008	68,352.42	10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98	11/03/2012	56,545.30
11/08/2008	70,823.02	11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	70,673.88	11/10/2012	56,110.96
11/15/2008	65,565.50	11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36
11/22/2008	63,883.80	11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86
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

1803311.88

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	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02
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	525923.89

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
<u>Total 2011-2012</u>	<u>4,808,702.50</u>

<u>Date</u>	<u>Amount</u>
July, 2012	415,990.92
August, 2012	399,737.49
September, 2012	382,597.20
October, 2012	379,446.06
<u>Total 2011-2012</u>	<u>1,577,771.67</u>

Jefferson Commission
P.O. Box 250

RECEIVED

Charles Town, WV 25414

NOV 30 2012

Attn: Walt Pelletier

Jefferson County Commission

My name is Sarah Dore, 308 W. 3rd Ave
Ranson, WV 25438

I am writing to you about the most wonderful care my dog Jesse got at the Animal Control. They were wonderful with her and she is a loving dog. I fell all fell in love with her and took great care of her when I was a wound patient in Willow Tree Manor Nursing Home for 4 months. I would call to find out her she was and I missed her something terrible. Denise have been great and made sure I had food for the dog and if there was anything she could do for me. I truly are grateful for all they they have done for me and my dog. Please see that they get the funding they need. Should you say further please please call me at 304-596-7504.

Sincerely
Sarah Dore
308 W. 3rd Ave
Ranson WV

Harpers Ferry/ Bolivar PSD
P. O. BOX 235
192 LAKE QUIGLEY DRIVE
HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE OCTOBER MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON OCTOBER 17, 2012.

The meeting was called to order at 8:30 a.m.

Those in attendance were:

James A. Addy-Chairman
Robert Hardy-Treasurer
Frank Donadio-Secretary

James Williams-Operations Manager
David Tennant-Plant Operator
Richard Klein-Alpha & Associates

Motion by Mr. Hardy, seconded by Mr. Donadio to approve the September minutes, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the September regular checking account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Donadio to approve the September construction account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the September security deposit account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the September capital replacement account financial statement, approved.

Mr. Klein discussed DEP invoice #25 for Alpha in the amount of \$7,020.00.

Motion by Mr. Hardy, seconded by Mr. Addy to approve DEP invoice #25 for the amount of \$7,020.00, approved.

Motion by Mr. Donadio, seconded by Mr. Hardy to pay Alpha \$1,402.50 owed to Alpha from the District, approved.

Mr. Klein discussed that we have \$1,314.00 left over from engineering account. The District to approve amendment #8.

Motion by Mr. Hardy, seconded by Mr. Donadio for amendment #8 in the amount of \$1,314.00, approved.

Mr. Klein discussed Alpha invoice #56 for the amount of \$1,314.00.

Motion by Mr. Doandio, seconded by Mr. Addy for Alpha invoice #56 in the amount of \$ 1,314.99, approved.

Mr. Klein discussed DEP outlay request #26 for the amount of \$ 1,314.00.

Motion by Mr. Donadio, seconded by Mr. Hardy for DEP outlay request # 26 in the amount of \$ 1.314.00, approved.

Mr. Klein also discussed the Liquidated Damages invoices with the Board. See attached sheet.

Mr. Hardy discussed the sewer plants average daily flow to the plant, which is 200,000 GPD. Mr. Hardy talked about the BCT property in Bolivar possibly being developed and the potential of land development on the KOA side of Route 340. Also talked about the SWAN Group thinking about starting up the Hilltop Hotel project.

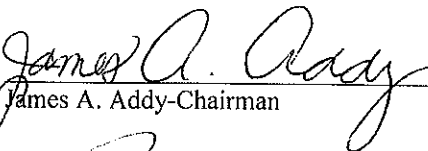
Mr. Klein added that we try and get a flow projection from the SWAN Group and to write a letter to BCT and see what their plans are for the property in Bolivar and flow projections.

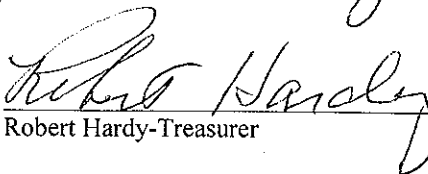
Motion by Mr. Hardy, seconded by Mr. Donadio to write a letter to BCT to find out what their plans are for the project and flow projections, approved.

Mr. Hardy wants to see the totals of the COLA pay increases to the operations staff, that were given in January 2012 but not able to give out until the funds were available.

Mr. Tennant discussed the sewer adjustment for:
Mr. Reed in the amount of \$52.33
Mr. Reed's adjustment was approved.

The meeting adjourned at 9:21


James A. Addy-Chairman


Robert Hardy-Treasurer

Frank Donadio-Secretary

Harpers Ferry/ Bolivar PSD
P. O. BOX 235
192 LAKE QUIGLEY DRIVE
HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE SEPTEMBER MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON SEPTEMBER 12, 2012.

The meeting was called to order at 8:30 a.m.

Those in attendance were:

James A. Addy-Chairman
Robert Hardy-Treasurer

James Williams-Operations Manager
David Tennant-Plant Operator
Richard Klein-Alpha & Associates

Motion by Mr. Hardy, seconded by Mr. Donadio to approve the August minutes, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the August regular checking account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Donadio to approve the August construction account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the August security deposit account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the August capital replacement account financial statement, approved.

Mr. Klein discussed general invoices #28 for Alpha in the amount of \$654.50.

Motion by Mr. Hardy, seconded by Mr. Addy to approve Alpha general invoice #28 for the amount of \$654.50, approved.

Mr. Klein discussed invoice #5 for Phase II project in the amount of \$1691.50

Motion by Mr. Hardy, seconded by Mr. Donadio to approve invoice #5 for Phase II project in the amount of \$1691.50, approved.

Mr. Klein also discussed that on 8-30-2012 the WVDEP approved the new Quincey air compressor, and that it has been ordered. The new air compressor will be installed by the operations staff. Mr. Klein was also told on 8-30-2012 by Mr. Tingley of WVDEP that there is still \$8,000.00 remaining in the construction account. Mr. Klein discussed DEP outlay request #25 in the amount of \$7020.00.

Motion by Mr. Hardy, seconded by Mr. Donadio to approve the DEP outlay request #25 in the amount of \$7020.00 , approved.

Mr. Klein discussed the liquidated damages from the two months of income that was lost due to delays that are owed the District.

Mr. Addy read the letter from Mr. Rockefeller to tsry and help us on the phase I project to help speed things

up. We will send a letter back to his office thanking them for their help in the matter.

The Board members all signed the final interim rate paperwork, for the 19a emergency rate increase.

Mr. Tennant discussed the sewer adjustments for:

Mr. Milbourne in the amount of \$32.07

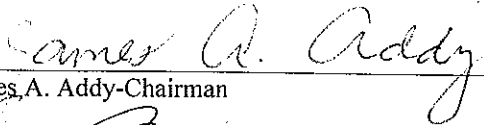
Mr. Woods in the amount of \$33.76

Mrs. Nash in the amount of \$21.94

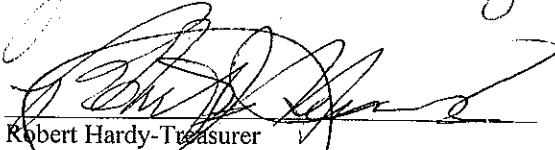
Mr. Hughes in the amount of \$55.89

All of the above sewer adjustments were approved and signed.

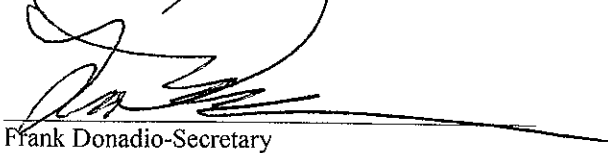
The meeting adjourned at 8:51



James A. Addy-Chairman



Robert Hardy-Treasurer



Frank Donadio-Secretary

Harpers Ferry/ Bolivar PSD

P. O. BOX 235
192 LAKE QUIGLEY DRIVE
HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE AUGUST MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON AUGUST 8, 2012.

The meeting was called to order at 8:30 a.m.

Those in attendance were:

James A. Addy-Chairman
Robert Hardy-Treasurer
Frank Donadio-Secretary

James Williams-Operations Manager
David Tennant-Plant Operator
Richard Klein-Alpha & Associates

Motion by Mr. Hardy, seconded by Mr. Addy to approve the July minutes, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the July regular checking account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the July construction account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the July security deposit account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the July capital replacement account financial statement, approved.

Mr. Klein discussed general invoices #27 for Alpha in the amount of \$561.00.

Motion by Mr. Hardy, seconded by Mr. Addy to approve Alpha general invoice #27 for the amount of \$561.00, approved.

Mr. Klein discussed invoice #4 for Phase II project in the amount of \$4,810.50.

Motion by Mr. Hardy, seconded by Mr. Donadio to approve invoice #4 for Phase II project in the amount of \$4,810.50, approved.

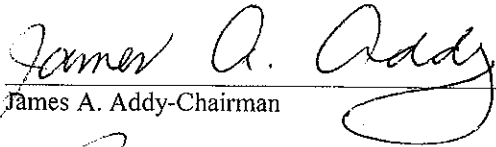
Mr. Klein discussed the new Quincy air compressor, we still need more documentation to meet the Buy American criteria. Still need to get more information on where it was built and assembled.

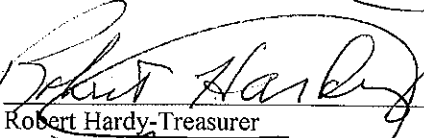
Motion by Mr. Hardy, seconded by Mr. Donadio to accept the 5.41% 19A emergency rate increase, as per Mr. Kunkle checking out the report, approved.

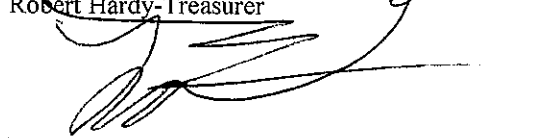
Mr. Addy thanked the operations staff for all the work done on the sewer issue on Gilmore Street with the illegal sewer connection.

Mr. Williams discussed the line of credit that we are seeking, we are still waiting on word from BCT. Also discussed the 19A emergency rate increase

The meeting adjourned at 8:49


James A. Addy-Chairman


Robert Hardy-Treasurer


Frank Donadio-Secretary

Harpers Ferry/ Bolivar PSD
P. O. BOX 235
192 LAKE QUIGLEY DRIVE
HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE JULY MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON JULY 11, 2012.

The meeting was called to order at 8:30 a.m.

Those in attendance were:

James A. Addy-Chairman
Robert Hardy-Treasurer
Frank Donadio-Secretary

James Williams-Operations Manager
David Tennant-Plant Operator
Richard Klein-Alpha & Associates

Motion by Mr. Hardy, seconded by Mr. Addy to approve the June minutes, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the June regular checking account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the June construction account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the June security deposit account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the June capital replacement account financial statement, approved.

Mr. Klein discussed general invoices #26 for Alpha in the amount of \$935.00.

Motion by Mr. Hardy, seconded by Mr. Addy to approve Alpha general invoice #26 for the amount of \$935.00, approved.

Mr. Klein discussed invoice #3 for Phase II project in the amount of \$3,852.61.

Motion by Mr. Hardy, seconded by Mr. Donadio to approve invoice #3 for Phase II project in the amount of \$3,852.61, approved.

Mr. Klein also discussed the news on the compressor and that we have picked out one and are waiting for approval from DEP that it will meet the Buy American criteria.

Motion by Mr. Hardy, seconded by Mr. Donadio to approve the purchase of the proposed compressor pending DEP approval, approved.

Mr. Klein discussed the Phase II project, Alpha is in the process of getting prices for process equipment going to Kunkle, DEP and SRF. Also discussed were the liquidated damages for Phase I project, and how long it may be until we will be able to collect on them. We discussed our current need of a rate increase, and the pending 19A emergency rate case that is ongoing.

The Board discussed maybe sending a letter to Mr. Snyder to see if he could be of any assistance to us in

speeding up the rate increase process.

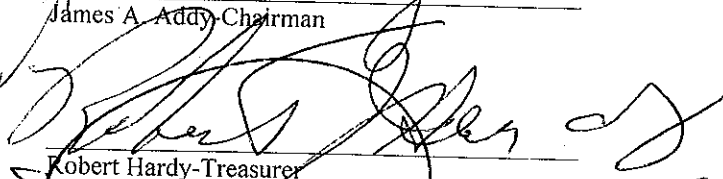
Motion by Mr. Hardy, seconded by Mr. Donadio to write a letter to the WV PSC to try and get our rate case moving, approved.

Mr. Tennant discussed sewer adjustments for:
Keith Kain in the amount of \$1,361.63 for broken water pipe
Andrea Demyan in the amount of \$30.78 for broken water pipe
Floyd L Staubs in the amount of \$171.72 for broken water pipe

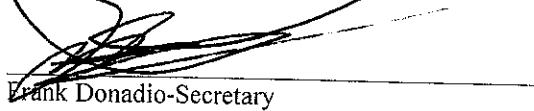
Meeting adjourned at 9:04.



James A. Addy-Chairman



Robert Hardy-Treasurer



Frank Donadio-Secretary

Harpers Ferry/ Bolivar PSD
P. O. BOX 235
192 LAKE QUIGLEY DRIVE
HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE JUNE MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON JUNE 13, 2012.

The meeting was called to order at 8:30 a.m.

Those in attendance were:

James A. Addy-Chairman
Robert Hardy-Treasurer
Frank Donadio-Secretary

James Williams-Operations Manager
David Tennant-Plant Operator
Richard Klein-Alpha & Associates

Motion by Mr. Hardy, seconded by Mr. Addy to approve the June minutes, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the June regular checking account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the June construction account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the June security deposit account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the June capital replacement account financial statement, approved.

Mr. Addy read the letters from Mrs. Capito and Mr. Rockefeller in response to our letter from us to try and expedite the ARRA audit.

Mr. Klein discussed general invoices #25 for Alpha in the amount of \$467.50

Motion by Mr. Hardy, seconded by Mr. Addy to approve Alpha general invoice #25 for the amount of \$467.50, approved.

Mr. Klein also discussed the air compressor buy American issue, he got a price to replace it for \$18,990.00. Which all involved think is too high of a price. Mr. Klein looked into us just keeping the old compressor and paying the difference, but that is nto acceptable to the WV DEP. Will look into contacting Siemans and see if we can use a cheaper compressor, without a dryer, that will meet their specifications.

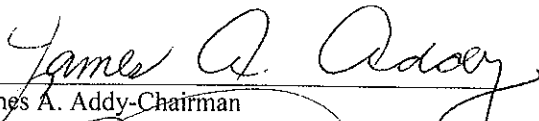
Motion by Mr. Donadio, seconded by Mr. Hardy to spend up to \$5000.00 on new compressor as long as the press manufacturer says it doesn't need a dryer, approved.

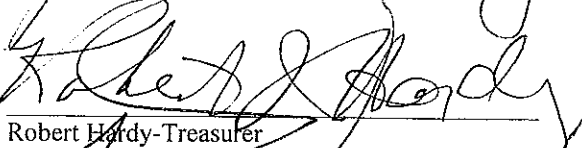
Mr. Klein also discussed phase II project is in progress, and waiting for the NPS information on their flow to the plant.

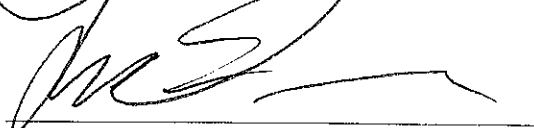
Mr. Tennant discussed the letters of engagement that were received from several PSC approved CPA's. With J.C. Kunkle & Associates being the lowest of all the bids.

Motion by Mr. Hardy, seconded by Mr. Donadio to accept the bid for our annual audit from J.C. Kunkle & Associates, approved.

The meeting adjourned at 9:04


James A. Addy-Chairman


Robert Hardy-Treasurer


Frank Donadio-Secretary

Harpers Ferry/ Bolivar PSD
P. O. BOX 235
192 LAKE QUIGLEY DRIVE
HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE MAY MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON MAY 9, 2012.

The meeting was called to order at 8:30 a.m.

Those in attendance were:

James A. Addy-Chairman

Robert Hardy-Treasurer

Frank Donadio-Secretary

John Bailey-Bill Bailey Insurance Co.

James Williams-Operations Manager

David Tennant-Plant Operator

Richard Klein-Alpha & Associates

Motion by Mr. Hardy, seconded by Mr. Addy to approve the April minutes, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the April regular checking account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the April construction account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the April security deposit account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the April capital replacement account financial statement, approved.

Mr. Bailey discussed our insurance policy and ways to try and lower our insurance costs. We talked about lowering coverage and some cut backs.

Motion by Mr. Hardy, seconded by Mr. Donadio to keep our old policy and not make any changes, approved.

Mr. Williams discussed his concern over the phase II project being started and completed. This project will assure the funds and plant being kept up to date, and rates in place to keep the plant and lift stations operation going smooth and funds available to update the small grinder stations. Mr. Williams also discussed having operator and board member lunches every six months. To sit down and talk with other plant operators and board members about problems and solutions.

Motion by Addy, seconded by Mr. Donadio to reaffirm the Districts commitment to the phase II project, approved.


Mr. Klein discussed Alpha general invoice # 24 in the amount of \$374.00.

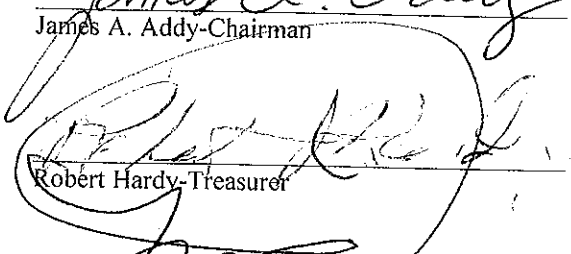
Motion by Mr. Hardy, seconded by Mr. Addy to approve Alpha general invoice #24 for \$374.00, approved.


Mr. Klein also discussed the ARRA audit, there is still no word.

Motion by Mr. Hardy, seconded by Mr. Addy to give Mr. Tennant authority to approve three sewer adjustments after determining with the water company if justified, approved.

The meeting adjourned at 9:30


James A. Addy-Chairman


Robert Hardy-Treasurer


Frank Donadio-Secretary

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Harpers Ferry/ Bolivar PSD

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HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524

Jefferson County Commission

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE APRIL MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON APRIL 11, 2012.

The meeting was called to order at 8:30 a.m.

Those in attendance were:

James A. Addy-Chairman
Robert Hardy-Treasurer
Frank Donadio-Secretary
John Kunkle-J.C. Kunkle & Associates, A.C.

James Williams-Operations Manager
David Tennant-Plant Operator
Richard Klein-Alpha & Associates
Mr. Bailey-Bill Bailey Insurance Agency

Motion by Mr. Hardy, seconded by Mr. Addy to approve the March minutes, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the March regular checking account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the March construction account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the March security deposit account financial statement, approved.

Motion by Mr. Hardy, seconded by Mr. Addy to approve the March capital replacement account financial statement, approved.

Mr. Klein discussed general invoices #25 for Alpha in the amount of \$280.00.

Motion by Mr. Hardy, seconded by Mr. Addy to approve Alpha general invoice #205 for the amount of \$280.00, approved.

Mr. Klein also discussed the asset management plan, it was approved on March 20th and WVDEP suggests that we proceed with the project.

Mr. Klein discussed the ARRA audit, we have no official to date. On this matter the Bond Company knows that they will have to replace the belt press air compressor. As per the Buy American requirements for the phase I project. The extra cost incurred by the District for engineering and the new compressor are to come out of the liquidated damages. The phase I project will not be totally complete until the compressor issue is settled.

Motion by Mr. Donadio, seconded by Mr. Hardy to have Mr. Addy send a letter to Congresswoman Capito in an attempt to try and speed up this process and bring the project to a close, approved.

Mr. Williams discussed the need for the District to seek a sewer rate increase, Mr. Kunkle of Districts accounting firm discussed the rate analysis that they did on the matter. discussed where the Districts expenses from 2008 through 2011 and projected through 2012. His conclusion is for the District to pursue a 12%

emergency sewer rate increase.

Motion By Mr. Addy, seconded by Mr. Donadio to proceed with the 12% emergency rate increase, approved.

The Board discussed possible ways to cut costs and to see how we can cut back in any areas.

Motion by Mr. Hardy, seconded by Mr. Donadio to review our expenses every two years and seek increases in sewer rates as needed, approved.

ja ^{Barley}
Mr. Dailey of Bill Bailey Insurance Agency discussed our insurance rates, and the reason that they are much higher than before. Our rates have increased \$1600.00 per quarter. This is due to the new belt press equipment and building, and our flood insurance that we had to add. He will send us an itemized report on our insurance coverage, at that point together we will look into any area that we may be able to trim coverage to save if possible.

Mr. Tennant discussed sewer adjustments for Darrell Le Jeune in the amount of \$52.49 and for Kai Kamerow in the amount of \$2.43, both where approved.

The meeting adjourned at 9:51 a.m.

James A. Addy
James A. Addy-Chairman

Robert Hardy
Robert Hardy-Treasurer

Frank Donadio
Frank Donadio-Secretary

HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT
CASH FLOW ANALYSIS

	FY11	FY12 thru 3/14/2012	Rule 42
Cash received from customers	\$ 372,575	\$ 285,272	\$ 372,929
Other income	7,356	502	5,344
	<u>379,931</u>	<u>285,774</u>	<u>378,273</u>
Operation and maintenance expenses	304,166	243,460	255,185
Taxes other than income taxes	9,311	6,532	9,807
	<u>313,477</u>	<u>249,992</u>	<u>264,992</u>
Cash flow available for debt service	66,454	35,782	113,281
Debt service	<u>53,896</u>	<u>54,717</u>	<u>96,106</u>
Cash surplus/deficit	<u>\$ 12,558</u>	<u>\$ (18,935)</u>	<u>\$ 17,175</u>
Coverage ratio	<u>123%</u>	<u>65%</u>	<u>118%</u>

Notes

Revenues are stable and consistent with Rule 42 rate analysis.

Operating expenses are approximately \$70K greater than Rule 42 rate analysis.

Collecting	6K
Pumping	16K
Treatment	10K
Billing	7K
Admin	<u>31K</u>
Total	<u>70K</u>

Expenses with most significant increase.

Collecting maintenance	5K
Pumping maintenance	8K
Treatment maintenance	5K
Billing fees	7K
Professional fees	20K
Employee benefits	10K
Other	<u>15K</u>
Total	<u>70K</u>

County Council of Berkeley County

NORWOOD BENTLEY
LEGAL DIRECTOR



400 W. STEPHEN STREET, SUITE 201A
MARTINSBURG, WV 25401
PHONE: (304) 267-5009
FAX: (304) 267-5049

November 27, 2012

Floyd M. Sayre, III, Esquire
Bowles Rice
101 South Queen Street
Martinsburg, West Virginia 25401

Re: City of Martinsburg Business and Occupation Tax

Dear Kin:

The former Berkeley County Commission and the Jefferson County Commission established the Criminal Justice Board which operates in both counties. The main office is located in Martinsburg. For some reason, the previous executive director sought and obtained a business license from the City of Martinsburg and the Board or its Day Reporting Center has been remitting Business and Occupation Taxes to the City since its inception. Clearly, the Board was established pursuant to statutory authority spelled out in West Virginia Code §62-11C-6 (through section 9). The Board is the creature of the governing bodies of the two counties and it is contemplated that Morgan County will join with Berkeley and Jefferson in the near future.

Since it is a governmental entity, the Criminal Justice Board should not be paying B&O or other taxes to Martinsburg or any other municipality or political subdivision of the State. Accordingly, the Board, Jefferson County and Berkeley County request that the City of Martinsburg reimburse the Board and or its Day Reporting Center all taxes paid to it as a result of this mistake on the part of the former executive director.

Please refer this request to the appropriate City officers and thank you for your assistance with this matter.

Very truly yours,


Norwood Bentley

cc: Berkeley County Council
Jefferson County Commission
Criminal Justice Board

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NOV 30 2012

lrsayrereb&otax

Jefferson County Commission