

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, DECEMBER 20, 2012**  
**10:00 A.M.**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**APPROVAL OF PURCHASE ORDERS**

**APPROVAL OF ACCOUNTS PAYABLE**

**PUBLIC COMMENT**

**PRESENTATIONS:**

1.     **10:15 a.m.     Matt Mullenex, Region 9**  
          - Update on the Broadband Survey - Discussion
  
2.     **10:30 a.m.     Robert Shirley, Sheriff**  
          - Approval of New Hire - Animal Control Officer - Discussion/Action
  
3.     **10:45 a.m.     Roger Goodwin, Chief County Engineer**  
          - Complete release of the Construction Bond security for WV Hunter,  
          LLC/National Land Partners, LLC - Waterside Reserve Subdivision (File #05-  
          19) Letter of Credit #598 with First United Bank & Trust, Oakland, Maryland -  
          Discussion/Action  
          - Complete release of the Construction Bond security for Jefferson Reality,  
          LLC - Country Roads Market (File #S11-08) - Letter of Credit #318 with the  
          Bank of Charles Town, Charles Town, WV - Discussion/Action

**UNFINISHED BUSINESS:**

4.     **Motion by Mr. Manuel that the Commission set three priorities to present at the Legislative Session in the following order of priority Marc Trains, Transfer Tax - Regional Jail Center and Unfunded Mandates such as Chesapeake Bay Cleanup. Inability to bid election ballots and election materials. Motion seconded by Mr. Pellish**  
          **Amended motion by Ms. Morgan to include support of Senator Snyder and Delegate Doyle in amending Article 36 B as a fourth priority. Motion seconded by Ms. Widmyer and unanimously approved.**  
          **Commission must vote on the main motion. - Discussion/Action**

## **NEW BUSINESS:**

5. Prepare a letter to the WV Department of Highways regarding a hazardous situation on the new Rt 9 and Rt 115 (DM) - Discussion/Action
6. Prepare a letter to the WV Department of Highways concerning Cattail Road (LW) - Discussion/Action
7. Decision to approve the additional Half Day for County Offices on December 24<sup>th</sup>, 2012 under the Proclamation of the Governor - Discussion/Action
8. Approval to reappoint Ben Money to the Property Safety Board as Fire Chief representative - Discussion/Action

## **DIRECTOR OF PLANNING AND ZONING MONTHLY UPDATE**

- Comprehensive Plan monthly update - Discussion

## **FINANCIAL DIRECTOR REPORTS**

- Reallocation of Coal Severance Order to create new account - Discussion/Action
- Order to transfer \$500,000 to the Capital Outlay Fund to cover planned capital Projects - Discussion/Action
- Budget Analysis for the General County Fund for the month ending October 31, 2012 - Discussion/Action
- Approval of Internal Budget Revision 106 & 108 - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

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

## **COUNTY COMMISSION REPORTS**

**Presentation by Patsy Noland, Commission President**

9. **ADJOURN**

## **CORRESPONDENCE:**

Reminder - Jefferson County Offices will close on noon Monday, December 24<sup>th</sup>, 2012 and be closed Tuesday, December 25, 2012 in observance of the Christmas Holiday.

Reminder - Jefferson County Offices will close on noon Monday, December 31, 2012 and be

closed Tuesday, January 1, 2013 in observance of the New Year's Day.

Letter received from the Public Service Commission concerning Wireless E-911 fees in the amount of \$195,943.79.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending December 1<sup>st</sup> & 8<sup>th</sup>, 2012 received from the West Virginia Lottery.

Invitation to Citizens Fire Company Annual Membership Recognition Banquet on February 2, 2013 at the Moose Lodge of Charles Town beginning at 5:30 p.m.

Valley Views December 2012 Newsletter received from the Potomac Valley Audubon Society received.

Letter received from West Virginia Department of Revenue State Tax Department concerning Tax year 2011 Jefferson County Monitoring Report.

Letter received from Jefferson County Historic Landmarks Commission concerning the proposed cell silo near Leetown.

Letter received from Good Shepherd Interfaith Volunteer Caregivers.

Donation request received from Martinsburg-Berkeley County Public Libraries.

Letter received from The Land Trust of the Eastern Panhandle concerning an easement at Claymont, in Jefferson County.

Holiday Greetings sent from the Maintenance Department.

Holiday Greetings sent from West Virginia Association of Counties.

Resignation received from Robert Murto of the Jefferson County Emergency Services Agency.

November 2012 issue of the County Line Newsletter received from the West Virginia Association of Counties.

Notice of Public Hearing scheduled Thursday, January 10<sup>th</sup>, 2012 at 7:00 p.m. on Zoning Map Amendment (Rezoning) for property designated as Tax District; Charles Town, Map: 13, Parcel: 7. This property is located on the south side of WV Route 51 near Tuscowilla Hills entrance approximately 2 miles west of Charles Town and is a total of 34.27 acres. This property is currently zoned Rural and a request has been made by the owner, Jefferson Asphalt Products, Inc. to change the zoning to Residential/Light Industrial/Commercial.

Notice of Public Hearing scheduled Thursday, January 10<sup>th</sup>, 2012 on Zoning Map Amendment

**(Rezoning) for property designated as Tax District; Shepherdstown, Map: 8, Parcel: part of 5. This property is located on the northeast side of alternate Route 45 (Potomac Farms Drive and to the south side of Route 45 (Martinsburg Pike) and is a total of 8.07 acres. This property is currently zoned Residential Growth and a request has been made by the owner, John D. Lowe, III, to change the zoning to Residential/Light Industrial/Commercial. This hearing will start immediately upon the conclusion of the hearing scheduled before it.**

**Reminder - Public Hearing on Petition to remove Executor of the Blanche V. Nelson Estate on Tuesday, January 2<sup>nd</sup>, 2013 at 10:00 a.m.**

*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, December 6, 2012**

A meeting of the Jefferson County Commission was held on Thursday, December 6, 2012 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Lyn Widmyer, Dale Manuel, Frances Morgan and Walt Pellish. Also present were Debbie Keyser, County Administrator, Jimmy Eddie, Bailiff, Cynthia Schott, Temporary Administrative Assistant. (An audio tape of the December 6, 2012 meeting is available through the Jefferson County Commission Office.)

**PLEDGE OF ALLEGIANCE**

Commissioner Morgan led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Motion by Mr. Manuel to approve the minutes of the November 29, 2012 regular meeting with noted correction. Motion seconded by Ms. Morgan and unanimously approved.

**APPROVAL OF PURCHASE ORDERS**

Motion by Mr. Pellish to approve Purchase Orders in the amount of \$18,991.47 being P. O. Nos. 50284, 50289, 49996, 49997, 40000, 50286, 52128, 49796, 49801, 49819, 50204, 50285, 50287, 50288, 52085, 52086. Motion seconded by Mr. Manuel and unanimously approved.

**APPROVAL OF ACCOUNTS PAYABLE**

Motion by Mr. Manuel to approve the accounts payable for December 6, 2012 in the amount of \$374,848.66. Motion seconded by Ms. Morgan and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
068763	712	APCO INTERNATIONAL INC	49802	\$ 1,679.00	\$ -	\$ 1,679.00
068764	425	ABH SERVICES, INC.		\$ -	\$ 13,990.00	\$ 13,990.00
068765	716	ALPHA TECH PET	51163	\$ 181.02	\$ -	\$ 181.02
068765	716	ALPHA TECH PET	51169	\$ 982.50	\$ -	\$ 982.50
068766	412	BARDANE PUBLIC HEALTH CT		\$ -	\$ 383.00	\$ 383.00
068767	701	BATTERY MART	49664	\$ 267.88	\$ -	\$ 267.88
068768	425	B-K OFFICE SUPPLY INC	50211	\$ 515.25	\$ -	\$ 515.25
068769	424	SUSAN L. BUCK PH.D	50212	\$ 2,676.00	\$ -	\$ 2,676.00
068770	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
068771	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
068772	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
068773	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
068774	413	CASTO & HARRIS INC	49995	\$ 25,961.61	\$ -	\$ 25,961.61

068775	424	CHARLES TOWN UTILITY BRD		\$ -	\$ 67.20	\$ 67.20
068775	425	CHARLES TOWN UTILITY BRD		\$ -	\$ 779.49	\$ 779.49
068776	402	CLERK OF CO. COMMISSION	49998	\$ 17.94	\$ -	\$ 17.94
068777	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
068778	413	CHARLES TOWN COPYING SRV	49994	\$ 432.72	\$ -	\$ 432.72
068779	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
068780	425	DAYCON	50217	\$ 454.14	\$ -	\$ 454.14
068781	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
068782	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,611.84	\$ 5,611.84
068783	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
068783	425	J.C.EHRLICH		\$ -	\$ 609.82	\$ 609.82
068784	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,669.35	\$ 1,669.35
068784	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,917.03	\$ 1,917.03
068785	711	HIRERIGHT	50004	\$ 124.65	\$ -	\$ 124.65
068785	401	HIRERIGHT		\$ -	\$ 26.30	\$ 26.30
068786	401	RICOH USA, INC		\$ -	\$ 51.51	\$ 51.51
068786	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
068786	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
068786	405	RICOH USA, INC		\$ -	\$ 97.08	\$ 97.08
068786	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
068786	425	RICOH USA, INC		\$ -	\$ 29.85	\$ 29.85
068786	433	RICOH USA, INC		\$ -	\$ 30.96	\$ 30.96
068786	440	RICOH USA, INC		\$ -	\$ 38.21	\$ 38.21
068786	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
068786	712	RICOH USA, INC		\$ -	\$ 45.04	\$ 45.04
068787	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,685.00	\$ 1,685.00
068788	700	JEFF CO DEPUTY SHERIFF'S	50111	\$ 1,200.00	\$ -	\$ 1,200.00
068789	700	JEFFERSON CO HEALTH DEPT	49661	\$ 300.00	\$ -	\$ 300.00
068790	424	THE JOURNAL	50208	\$ 84.81	\$ -	\$ 84.81
068791	425	JEFFERSON COUNTY SOLID	53045	\$ 46.61	\$ -	\$ 46.61
068792	451	JEFFERSON CO PLANNING &		\$ -	\$ 1,262.21	\$ 1,262.21
068793	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,668.00	\$ 4,668.00
068793	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
068794	717	JASPER ENGINE&TRANSMISSN	50210	\$ 1,799.00	\$ -	\$ 1,799.00
068795	700	KUSTOM SIGNALS, INC	49660	\$ 105.00	\$ -	\$ 105.00
068796	716	LES LAUNDRY	49656	\$ 1,755.25	\$ -	\$ 1,755.25
068797	PAYROLL	HIGHMARK WV		\$ -	\$ 167,486.76	\$ 167,486.76
068798	ALLOC	MEALS ON WHEELS OF		\$ -	\$ 5,000.00	\$ 5,000.00
068799	700	MP&B MORGANTOWN PRINTING	49662	\$ 385.00	\$ -	\$ 385.00
068800	412	SHAY MCNEIL		\$ -	\$ 81.00	\$ 81.00
068800	412	SHAY MCNEIL		\$ -	\$ 298.48	\$ 298.48

068801	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
068802	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
068803	712	NAEMD	49816	\$ 50.00	\$ -	\$ 50.00
068804	716	NORTON EMBROIDERY INC	51172	\$ 450.80	\$ -	\$ 450.80
068805	402	PIFER OFFICE SUPPLY, INC	49991	\$ 121.90	\$ -	\$ 121.90
068806	700	FORENSIC PSYCHOLOGY CNTR	49667	\$ 750.00	\$ -	\$ 750.00
068807	424	POTOMAC EDISON/OH		\$ -	\$ 1,707.14	\$ 1,707.14
068807	425	POTOMAC EDISON/OH		\$ -	\$ 12,011.80	\$ 12,011.80
068808	701	ROCIC	49669	\$ 300.00	\$ -	\$ 300.00
068809	425	RCS SECURITY		\$ -	\$ 174.00	\$ 174.00
068810	402	RECORD MANAGEMENT SOLUTN	49696	\$ 35.00	\$ -	\$ 35.00
068810	403	RECORD MANAGEMENT SOLUTN	49887	\$ 30.00	\$ -	\$ 30.00
068811	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,300.00	\$ 6,300.00
068812	701	SOFTWARE SYSTEMS, INC	49655	\$ 879.86	\$ -	\$ 879.86
068813	700	SUPERIOR AUTO BODY	49670	\$ 1,174.22	\$ -	\$ 1,174.22
068814	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,976.10	\$ 9,976.10
068814	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 85.26	\$ 85.26
068814	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
068814	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 35,776.58	\$ 35,776.58
068814	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.84	\$ 118.84
068814	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,049.45	\$ 41,049.45
068815	402	STAPLES CREDIT PLAN		\$ -	\$ 150.74	\$ 150.74
068815	700	STAPLES CREDIT PLAN		\$ -	\$ 904.51	\$ 904.51
068815	711	STAPLES CREDIT PLAN		\$ -	\$ 59.98	\$ 59.98
068815	712	STAPLES CREDIT PLAN		\$ -	\$ 601.32	\$ 601.32
068816	700	WALTER F STEPHENS, JR IN	49672	\$ 133.40	\$ -	\$ 133.40
068817	425	SPECTRUM FIRE PROTECTION	50219	\$ 200.00	\$ -	\$ 200.00
068818	425	CAPITAL TRISTATE	50162	\$ 1,914.45	\$ -	\$ 1,914.45
068819	700	TOTAL ID SOLUTIONS	49657	\$ 890.00	\$ -	\$ 890.00
068820	700	TELTRONIC	49663	\$ 450.00	\$ -	\$ 450.00
068820	712	TELTRONIC	49818	\$ 3,942.20	\$ -	\$ 3,942.20
068821	424	TRENARY SERVICE CO	50215	\$ 208.50	\$ -	\$ 208.50
068822	700	TEES	49665	\$ 825.00	\$ -	\$ 825.00
068823	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
068824	700	VITAL SIGNS	49658	\$ 1,425.00	\$ -	\$ 1,425.00
068825	716	VALLEY PET CEMETERY	51165	\$ 353.98	\$ -	\$ 353.98
068826	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 670.85	\$ 670.85
068826	716	WM OF WEST VIRGINIA, INC		\$ -	\$ 95.66	\$ 95.66
068827	716	WV BOARD VETERINARY MED	51170	\$ 150.00	\$ -	\$ 150.00
068828	424	WINCHESTER SECURITY LLC	50214	\$ 230.00	\$ -	\$ 230.00
068829	402	XEROX CORPORATION	49705	\$ 1,384.20	\$ -	\$ 1,384.20

068829	439	XEROX CORPORATION	49952	\$ 523.71	\$ -	\$ 523.71
<b>TOTAL</b>						<b>\$ 374,848.66</b>
<b>TOTAL</b>				<b>\$ 55,390.60</b>	<b>\$ 319,458.06</b>	<b>\$ 374,848.66</b>

Ms. Morgan requested that the Purchase Card (P Card) rebated amount be added to the Accounts Payable on a quarterly basis so the Commission can review the savings.

**PUBLIC COMMENT:**

- Eleanor Finn - spoke regarding Construction Bond Release, Homeowner Associations and Developers.
- David Tabb – shared his opinions regarding Flood Plain issues and office space availability for the Jefferson County Commission.

**PRESENTATIONS:**

1. Robert Shirley, Sheriff - Request to hire Special Deputy/Trip Guard as part of a funded position. Glen Kincaid, if hired, would join a list of other like officers and called upon as needed.
  - **Motion by Mr. Manuel to approve the hire of Glen Kincaid as a Special Deputy/Trip Guard. Motion seconded by Mr. Pellish and unanimously approved.**

**UNFINISHED BUSINESS:**

2. Discussion in regards to the continued interest of the Commission for an appointed member to the Eastern Regional Airport Authority. Based on §8-29-4 the 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.
  - **The consensus of the Commission was to appointment a member to the Airport Authority as quickly as possible. Although three (3) letters of interest have been submitted, the Commission felt it was important to advertize the position. Appointment to the Airport Authority will be put on the agenda in two weeks with the intent of filling the position.**

**NEW BUSINESS:**

3. Beverly Reinhart requested use of the County Commission meeting room on December 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> from 9 am till 4 pm for a Due Process Hearing by the Jefferson County Schools.
  - **Motion by Mr. Manuel to allow the Jefferson County Schools to use the County Commission meeting room on December 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> from 9 am till 4 pm for a Due Process Hearing. Motion seconded by Ms. Widmyer and unanimously approved.**
4. Approval of Employment of Cynthia Schott as Administrative Assistant for the Jefferson County Commission office effective December 10, 2012.
  - **Motion by Mr. Pellish to approve the hiring of Cynthia Schott as Administrative Assistant for the Jefferson County Commission with a pay raise in 90 days. Motion seconded by Ms. Widmyer and unanimously approved.**

## COUNTY ADMINISTRATOR REPORTS

- Ms. Keyser reported that the Nichelle Hosby, Executive Administrative Assistant, recorded presentations from local non-profit organizations. Each organization had the opportunity to speak and educate the public about their mission. This will be aired on the cable channel for the next six months, as well as the Jefferson County Commission Website. Agencies which were not able to attend will be given another opportunity to record their non-profits. Ms. Widmyer requests a deadline for Community Grant submissions. Mr. Manuel would like to have letters mailed out to all the agencies.
- Ms. Widmyer requested a list of all the meetings that the County Commission sponsored and held in 2012.
- Three (3) vendors responded to the RFP for an IT Director. Ms. Keyser will make her recommendation at the December 20, 2012 County Commission Meeting. Mr. Pellish requested a copy of the RFP if they could be distributed electronically.
- Ms. Hosby has located wireless speakers for \$150 which is compatible with the existing sound system.
- OSHA & Safety Training was completed on Wednesday, December 5, 2012. There were 23 attendees.
- Ms. Keyser thanked the Commissioners for their contributions and willingness to cook breakfast on December 20, 2012 for the Employee Holiday Breakfast. The breakfast will take place at 7:45 at the maintenance building.
- JCESA has allocated \$26,000 toward the EMS Fee. They would like to spend \$14,000 of their money to have SSI come in and work with Marty Freeman. They will be going through the land and tax records to try to determine the most effective way to implement an emergency fee. They will be working in the basement of the Hunter House as they will need to use the AS400. They may need additional funding from the Commission above the \$26,000 for software should the County decide to continue this project.

### PRESENTIONS (continued)

5. Roger Goodwin, Department of Engineering.
  - a. Complete release of the Construction Bond security for Middleway Volunteer Fire Company, Inc. (File #S11-06), Letter of Credit #314 with the Bank of Charles Town, West Virginia.
    - **Motion by Ms. Widmyer to authorize a complete release of the remaining \$433,664.00 Construction Bond amount for Middleway Volunteer Fire Company, Inc. (File #S12-06). Motion seconded by Mr. Manuel and unanimously approved.**
  - b. 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.
    - **Motion by Mr. Pellish to authorize a partial release of \$141,592.00 from the Construction Bond amount for Automated Merchandising Systems, Inc. – AMS Building Expansion (File #S12-05). Motion seconded by Mr. Manuel and unanimously approved.**
  - c. Authorization of Staff to call any Letter of Credit that is due that has not been renewed by the close of business on Monday, January 7, 2012. If any Letter of Credit is called, the County Commission is informed of the action.
    - **Motion by Mr. Manuel to authorize staff to call any Letter of Credit that is due and has not been renewed by the close of business on Monday, January 7, 2012. Motion seconded by Ms. Widmyer and unanimously approved.**

Discussion ensued regarding Releasing of Bonds and communications with HOA's Mr. Goodwin assured the Commission that if an HOA has any issues, which are within our purview, these issues are resolved before the bond is released. Mr. Pellish wanted to clarify that the County is not an enforcement arm of HOAs. We can at best facilitate communication between Developers and HOAs.

## FINANCIAL DIRECTOR

6. Paul Shroyer, Budget Revision and Budget Analysis.
  - Budget Revision – Internal Budget Revision #107. Request by County Clerk for reallocation of current budget, no additional funding required.
    - Motion by Ms. Widmyer to approves Budget Revision #107 in the amount of 3,150.00 moving funds from the County Clerk’s office Maintenance & Repair-Equipment to Building & Equipment Rents. Motion seconded by Mr. Manuel and unanimously approved.
  - Budget Analysis for General County Fund for the month ending October 31, 2012 for the Fiscal year ending June 30, 2013.
    - It was the consensus of the Commission to postpone this item until the December 20, 2012 meeting.

**COUNTY COMMISSIONER REPORTS:**

**Commissioner Manuel:**

- ❖ Attended the Community Choir Performance at Washington High School National Honor Society. Proceeds were donated to the Coat Fund and Meals on Wheels.
- ❖ Attended the Eastern Panhandle Legislative Summit at the Blue Ridge Community and Technical College.
- ❖ ESA Special Meeting to discuss possible Budget Cuts.
  - Shared with the Commissioners that there is a problem at the intersection of the new Rt. 9 and 115 at the top of the Blue Ridge, it has been added to the December 20<sup>th</sup> agenda. Ms. Widmyer shared that Cattail Rd and Rt. 9 is also an issue she would like to look at. Mr. Manuel suggested that the Commission hold a “Road Summit” inviting the DOH to come and look at some of our road issues the first of the year.

**Commissioner Morgan:**

- ❖ Attended a lecture at the Shepherd University Byrd Center given by Professor Staley on the History of Shepherdstown.
- ❖ Attended a presentation of the Middleway Conservancy Record Preservation and the GEO Explorer Project.
- ❖ Attended the Charles Town/Ranson Christmas Parade.
- ❖ Attended the Legislative Priorities Meeting for the Eastern Panhandle.
- ❖ Attended the Bolivar Town Council Meeting where Elizabeth Blake was honored for all the years she had attended Bolivar Town Council Meetings.
- ❖ Attended Farmland Protection Informational Meeting at NCTC.

**Commissioner Noland:**

- ❖ Attended the Charles Town/Ranson Parade.
- ❖ Attended the presentation at the Development Authority by a Site Selection Professional.
- ❖ Attended a meeting with the Affordable Housing Committee.

**Commissioner Pellish:**

- ❖ Played “A Jolly ol’ Elf” at the Shepherd University Friends of Music event.
- ❖ Attended a presentation at the Development Authority by a Site Selection Professional.

**Commissioner Widmyer:**

- ❖ Attended the Shepherdstown Christmas Parade.
- ❖ Attended the Legislative Priorities Meeting for the Eastern Panhandle.
- ❖ Attended the presentation at the Development Authority by a Site Selection Professional.

7. The Commission took a break 10:27  
The Commission reconvened at 10:30
8. Stephanie Grove, Assistant Prosecuting Attorney.
  - Discussion of settlement negotiations in Public Service District Case (PSD) #12-0513.
  - Discussion on the continuing negotiations of the Briel/Liberty Building.
    - Motion by Mr. Manuel to enter in Executive Session regarding a personnel matter pursuant to §6-9A-4, and 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.
    - Motion by Mr. Manuel to conclude the Executive Session and reconvene the regular meeting of the County Commission. Motion seconded by Mr. Pellish and unanimously approved.
      - a. No action was taken regarding 8a, PSD #12-0513.
      - b. Motion by Mr. Pellish to authorize our County Administrator to proceed with negotiations with regard to the Briel/Liberty Building as discussed in Executive Session. Motion seconded by Mr. Manuel and passes on a vote of 4-1 with Ms. Morgan opposing.

#### **PUBLIC HEARING ON FY13HOME PROGRAM – 11AM**

9. Patricia McMillan, City of Martinsburg HOME Administrator. Ms. McMillan is requesting the Commission to approve Resolution renewing its participation in the Eastern panhandle HOME Consortium of West Virginia for FY 2013-2014. Ms. McMillan provided an overview of the HOME Consortium program and the program outcomes for the Eastern Panhandle HOME Consortium over the past five (5) years. Ms. McMillan requested public comment on the use of the FY 2013 HOME funds in Jefferson County.

Ms. McMillan, HOME Administrator restated this was a Public Hearing seeking public comment and input and to notify the public that it is the intention of the City of Martinsburg, as the lead entity for the HOME Consortium, to apply for FY 2013 HOME Investment Partnership Funding. This would be an opportunity for the public to bring up the specific housing needs of Jefferson County and how they think the HOME funds could best address those needs.

#### **PUBLIC COMMENTS**

1. Annette van Hilst

- a. **Motion by Mr. Manuel to approve the Resolution renewing participation in the Eastern Panhandle HOME Consortium of West Virginia for the FY 2013-2014. Motion seconded by Mr. Pellish and unanimously approved.**

#### **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 6th day of December, 2012.

**BY:**

\_\_\_\_\_

President, Jefferson County Commission

**ATTEST**

\_\_\_\_\_

Jennifer S. Maghan, County Clerk

- Although there was no action to be taken on agenda item 8a, discussion of settlement negotiations in

Public Service District Case (PSD) #12-0513, a concerned citizen, Ms. Heidi Parker was allowed to comment.

**There being no further business, the meeting was adjourned at 11:24 on a motion by Ms. Morgan and seconded by Mr. Manuel. Motion unanimously approved.**

---

PATRICIA A. NOLAND, PRESIDENT

UNAPPROVED MINUTES

**PURCHASE ORDERS TO BE APPROVED  
DECEMBER 20, 2012**

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
ASSESSOR	49856	\$ 625.77	Pifer Office Supply, Inc	Office Supplies
JC304	50300	\$ 626.25	Accurate Systems	VOIP Consult
CENTRAL GARAGE	50203	\$ 337.03	NAPA	Vechile Material/Supplies
	50297	\$ 125.00	All Star Auto Glass	Remove Back Glass
	50302	\$ 1,402.52	Fisher Auto Parts	Vechile Parts/Labor
	50307	\$ 322.80	Donald B. Rice	Tires
CIRCUIT CLERK	49895	\$ 484.00	Coast to Coast Computer Products	Computer Toner
	49897	\$ 6,890.00	Software Systems, Inc.	Service/Printing
JEFFERSON COUNTY COMMISSION	51229	\$ 89,840.80	WV Regional Jail	December Billing
	51230	\$ 548.18	Insight Audio/Visual Services	Speakers - Library (public hearings)
COUNTY CLERK	50000	\$ 5,251.00	ES&S	Coding - M100 Automark ERM
	50001	\$ 3,353.86	Casto & Harris	Election Day Kits/M100 Add. Shipping
	50254	\$ 829.84	Shepherdstown Chronicle	Sample Ballot/Polling Place Publication
	50255	\$ 630.00	Complete System Support, Inc.	Certificate Forms
	50256	\$ 218.36	Spirit of Jeffeson	Notices - M.E. Kavanaugh, Cave, Corbin
	50257	\$ 105.71	Pifer Office Supply	Office Supply

	50258	\$ 154.40	The Spirit	Notices - M. Dean/E. Jackson/G. Maye/F. Bernett
COURTHOUSE	50299	\$ 165.00	NFPA	Membership
	50301	\$ 8,400.00	Trailer Enterprises	Equipment Trailer - Hauling Lift
	50303	\$ 1,120.00	Winchester Security	Service Call replace power supply
	51231	\$ 1,620.00	Boland	Service Contract - Courthouse
ENGINEERING	50224	\$ 100.00	Assoc. of State Flood Plain Mang.	Membership Renewal x2
GSI	50860	\$ 7,100.00	ESRI, Inc.	ArcGIS Software
JCECC	49797	\$ 245.00	Eddy Woodworking	Repair locks on file cabinets
	49800	\$ 1,500.00	Panhandle Accident	Background check - Brown
	50112	\$ 750.00	Division of Justice & Communtiy	Tuition - Poebe Leber
	51228	\$ 139.00	Morgan Awards LLC	Awards
OTHER BUILDINGS	50293	\$ 1,375.84	Kone	Elevator Safety Repair
	50294	\$ 334.65	Grainger	Air Filters
	50296	\$ 136.60	Fidelity Power Systems	Generator Service Call
	50304	\$ 1,247.50	RCS Security	Camers & Installation
	50308	\$ 128.85	Grainger	Brush Rollers
	50309	\$ 147.70	Battery Mart	Batteries
	51232	\$ 144.00	Fidelity Power Systems	Generator Service Call
PROSECUTING ATTORNEY OFFICE	50056	\$ 1,437.98	Specialty Business Supplies	Office Supplies
	50057	\$ 1,800.00	WVPAA	Winter Meeting - 9 Registrations
GRAND TOTAL		\$ 139,637.64		

# AGENDA REQUEST FORM

Name: Matthew Mullenax

Department or Entity: Transportation Planner/GIS Analyst

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

Date Requested – 1<sup>st</sup> Choice: 12/20/12

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

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

Subject: Update on the Broadband Survey

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 attached? **No**

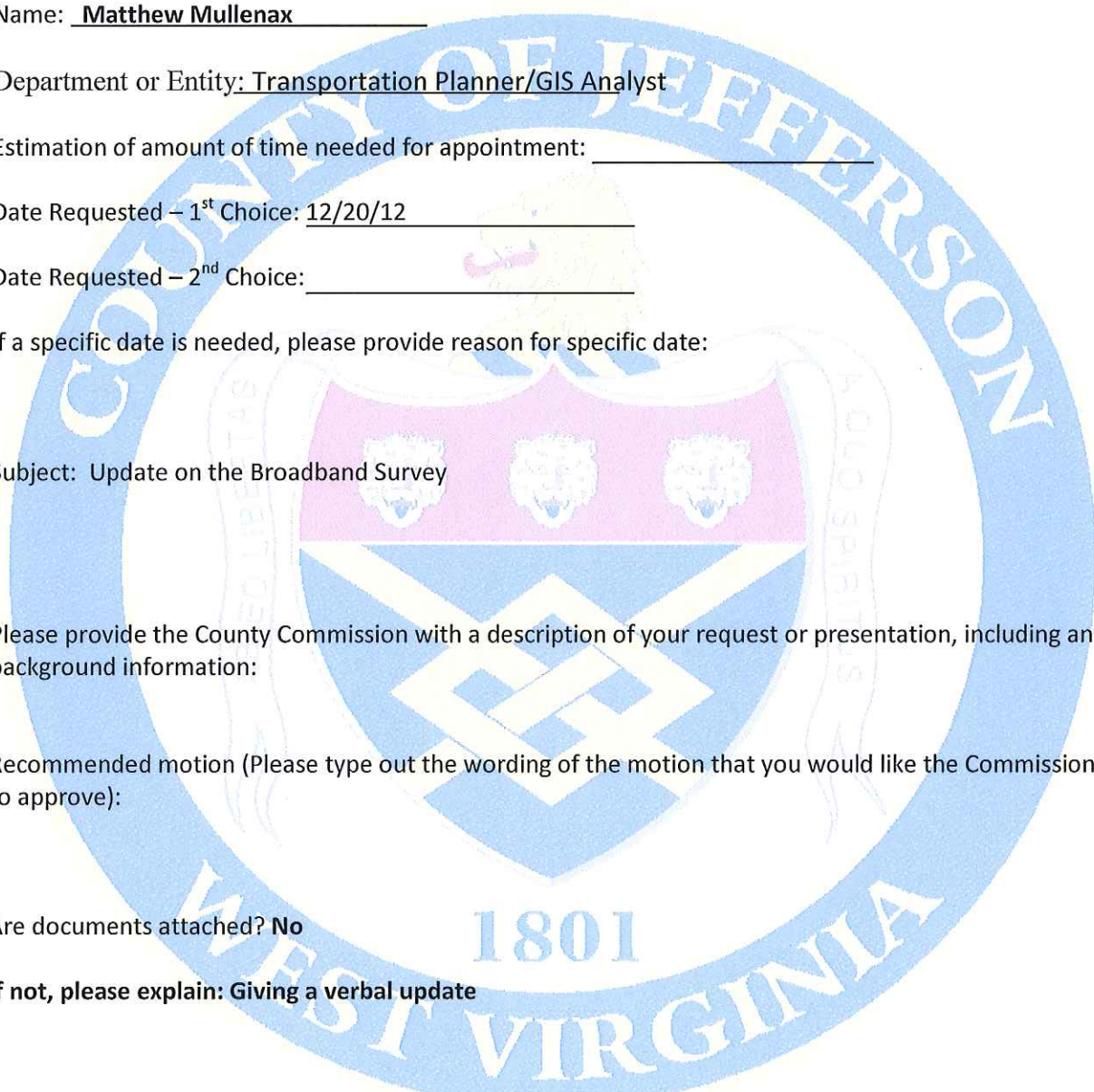
If not, please explain: **Giving a verbal update**

Is a projector needed? **No**

**Contact information:**

Email Address:

Phone number: 304-267-5118



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

Name: Robert Shirley

Department or Entity: Animal Control

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

Date Requested - 1<sup>st</sup> Choice: 12/20/2012

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

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

Subject:

New Hire

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

Animal Control was provided a new officer with the budget in July. We would like to fill this position with Dorothy Turley. She has worked in a veterinarian's office for many years and is well suited for the position.

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 Dorothy Turley as an Animal Control Officer.

Attachments:

JEFFERSON COUNTY

Personnel Requisition

Department Name Animal Control Date 12/7/12 Date Needed ASAP

Job Title Animal Control Officer Salary 29,886.46 Criminal History Check  Yes  No

Suggested Recruitment Source(s) \_\_\_\_\_

Applicants Interviewed By \_\_\_\_\_ Position Reports To \_\_\_\_\_

Minimum Education Required \_\_\_\_\_

Minimum Experience Required \_\_\_\_\_

Job Duties \_\_\_\_\_

Budget Information

Addition  Replacement  Explain or For Whom \_\_\_\_\_

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 40

Approvals

Elected Official Approval [Signature] Date \_\_\_\_\_

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

County Commission Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

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

**AGENDA REQUEST FORM**

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: December 20, 2012

Date Requested – 2<sup>nd</sup> 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 WV Hunter, LLC/National Land Partners, LLC - Waterside Reserve Subdivision (File #05-19) – Letter of Credit #598 with First United Bank & Trust, Oakland, Maryland.

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 \$139,942.00 construction bond for WV Hunter, LLC/National Land Partners LLC – Waterside Reserve Subdivision (File #05-19).

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

PRESIDENT

*Patsy Noland*

December 20, 2012

VICE PRESIDENT

*Dale Manuel*

Ms. D. Dawn White

COMMISSIONER

*Frances Morgan*

Commercial Loan Officer

First United Bank & Trust

COMMISSIONER

*Walt Pellish*

P. O. Box 9

Oakland, Maryland 21550

COMMISSIONER

*Lyn Widmyer*

RE: Irrevocable Letter of Credit #598 dated January 4, 2011 Construction Bond Surety for WV Hunter LLC/National Land Partners, LLC – Waterside Reserve Subdivision (File #05-19).

Dear Ms. White:

The Jefferson County Commission authorizes a complete release of the remaining \$139,942.00 from the construction bond for WV Hunter, LLC/National Land Partners, LLC – Waterside Reserve Subdivision (File #05-19). This project is located on the west side of Mission Road North (Route 9/5) just north of its intersection with Route 9. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Irrevocable Letter of Credit #598, originally issued in the amount of \$139,942.00. 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

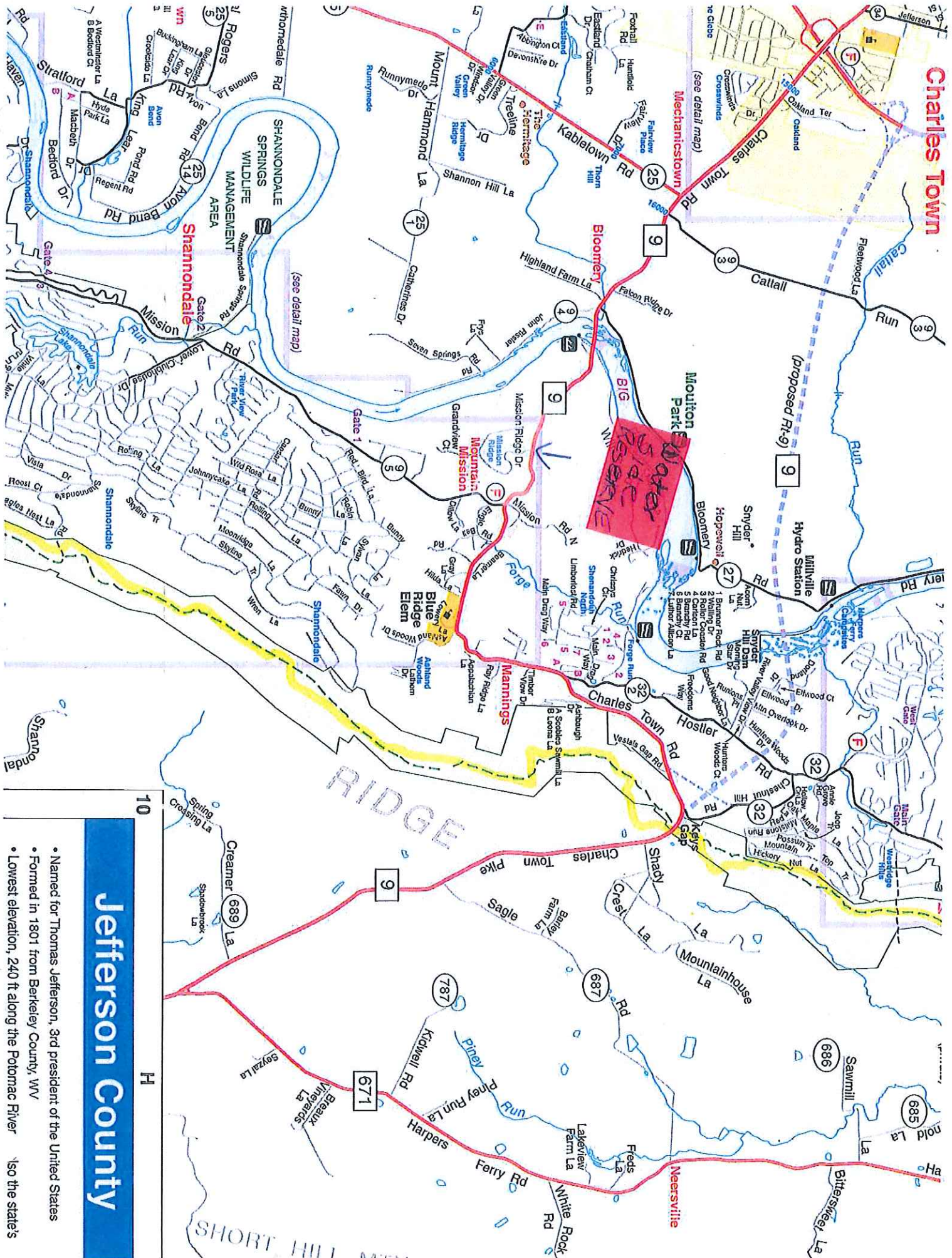
PAN:rfb

cc: Mr. L. Hunter Wilson, Vice President  
WV Hunter LLC  
471 B&O Overpass Road  
Hedgesville, WV 25427  
Department of Engineering

County Administrator  
*Debbie Keyser*

Deputy County Administrator  
*Sandy Slusher McDonald*

# Charles Town



## Jefferson County

- Named for Thomas Jefferson, 3rd president of the United States
- Formed in 1801 from Berkeley County, WV
- Lowest elevation, 240 ft along the Potomac River

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H

SHORT HILL

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

### BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 12 / 04 / 12

J.C.P.C. File No. 05 - 19

Consultant/Engineer/Firm Name: APPALACHIAN SURVEYS

Mailing Address: P.O. BOX 342

City: CHARLES TOWN State: WV Zip: 25414

Contact Person: MIKE SHEPP Phone: 304-724-5008

Project/Subdivision Name: WATERSIDE RESERVE

Section/Phase: ENTIRE SUBDIVISION WATERSIDE & BENCON HILL 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: ALL ITEMS ON "PUNCH LIST" COMPLETE OR REMOVED BY "REO-LINE" REVISION

RECOMMEND RELEASE OF BOND

Approved for:

BOND RELEASE

By [Signature]      12/10/12  
County Engineer      Date

Original Bond Amt. \$ 404,037 + 15% Cont. \$ 60,704<sup>2</sup> = Total Original Bond Amt. \$ 465,678

Total Current Bond Amount \$ 132,042.00

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

= Approved for Revised Bond Amount \$ 0.00

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

Signature: [Signature] Date: 12 / 10 / 12

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

AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: December 20, 2012

Date Requested – 2<sup>nd</sup> 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 Jefferson Reality, LLC – Country Roads Market (File #S11-08) - Letter of Credit #318 with the 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 \$96,067.00 construction bond amount for Jefferson Reality, LLC – Country Roads Market (File #S11-08).

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

PRESIDENT

*Patsy Noland*

VICE PRESIDENT

*Dale Manuel*

December 20, 2012

COMMISSIONER

*Frances Morgan*

Mr. Aaron J. Howell  
Assistant Vice President

COMMISSIONER

*Walt Pellish*

Bank of Charles Town  
P. O. Box 906

COMMISSIONER

*Lyn Widmyer*

Charles Town, West Virginia 25414

RE: Irrevocable Letter of Credit #318 dated April 10, 2012 Construction Bond Surety for Jefferson Reality, LLC – Country Roads Market (File #S11-08).

Dear Mr. Howell:

The Jefferson County Commission authorizes a complete release of the remaining \$96,067.00 from the construction bond for Jefferson Reality, LLC – Country Roads Market (File #S11-08). This project is located on the north side of Route 51- Middleway Pike 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 #318, originally issued in the amount of \$96,067.00. 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. Antonio Colandrea  
Jefferson Reality, LLC  
62 Orchard Drive  
Ranson, West Virginia 25438  
Mr. Randall Litwin  
Lavelle & Associates  
5732 Industry Lane  
Frederick, MD 21704  
Department of Engineering

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](mailto:engineering@jeffersoncountywv.org)

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 11 / 28 / 12 J.C.P.C. File No. S11 - 08

Consultant/Engineer/Firm Name: LAVELLE & ASSOC.

Mailing Address: 5732 INDUSTRY LANE

City: FREDERICK State: MD Zip: 21704

Contact Person: RANDALL LITWIN Phone: 301+695-9722

Project/Subdivision Name: COUNTRY ROADS MARKET (MIDDLEWAY)

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: ALL THIRD PARTY CERTIFICATIONS RECEIVED

RECOMMEND RELEASE OF BOND

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

Original Bond Amt. \$ 81,067 + 15% Cont. \$ 15,000 = Total Original Bond Amt. \$ 96,067

Total Current Bond Amount \$ 96,067.00

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

= Approved for Revised Bond Amount \$ 0.00

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

Signature: [Signature] Date: 12 / 11 / 2012

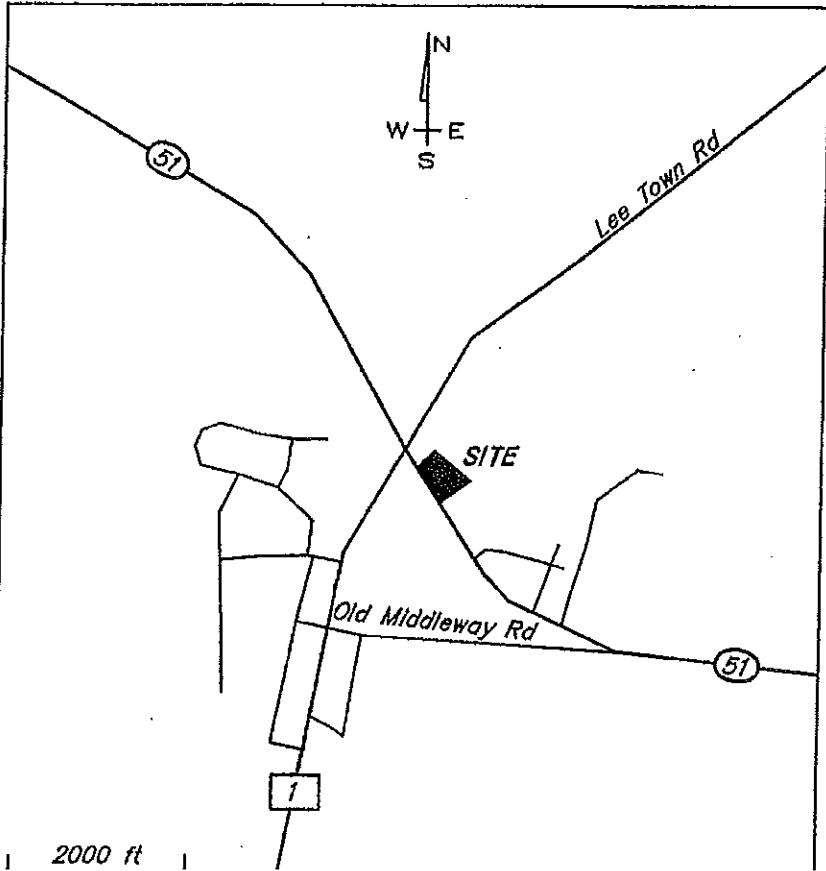
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# AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

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

Date Requested – 1<sup>st</sup> Choice: 12/20/12

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

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

Subject: Motion by Mr. Manuel that the Commission set three priorities to present at the Legislative Session in the following order of priority Marc Trains, Transfer Tax - Regional Jail Center and Unfunded Mandates such as Chesapeake Bay Cleanup and Inability to bid election ballots and election materials. Motion seconded by Mr. Pellish.

Amended motion by Ms. Morgan to include support of Senator Snyder and Delegate Doyle in amending Article 36 B as a fourth priority. Motion seconded by Ms. Widmyer and unanimously approved.

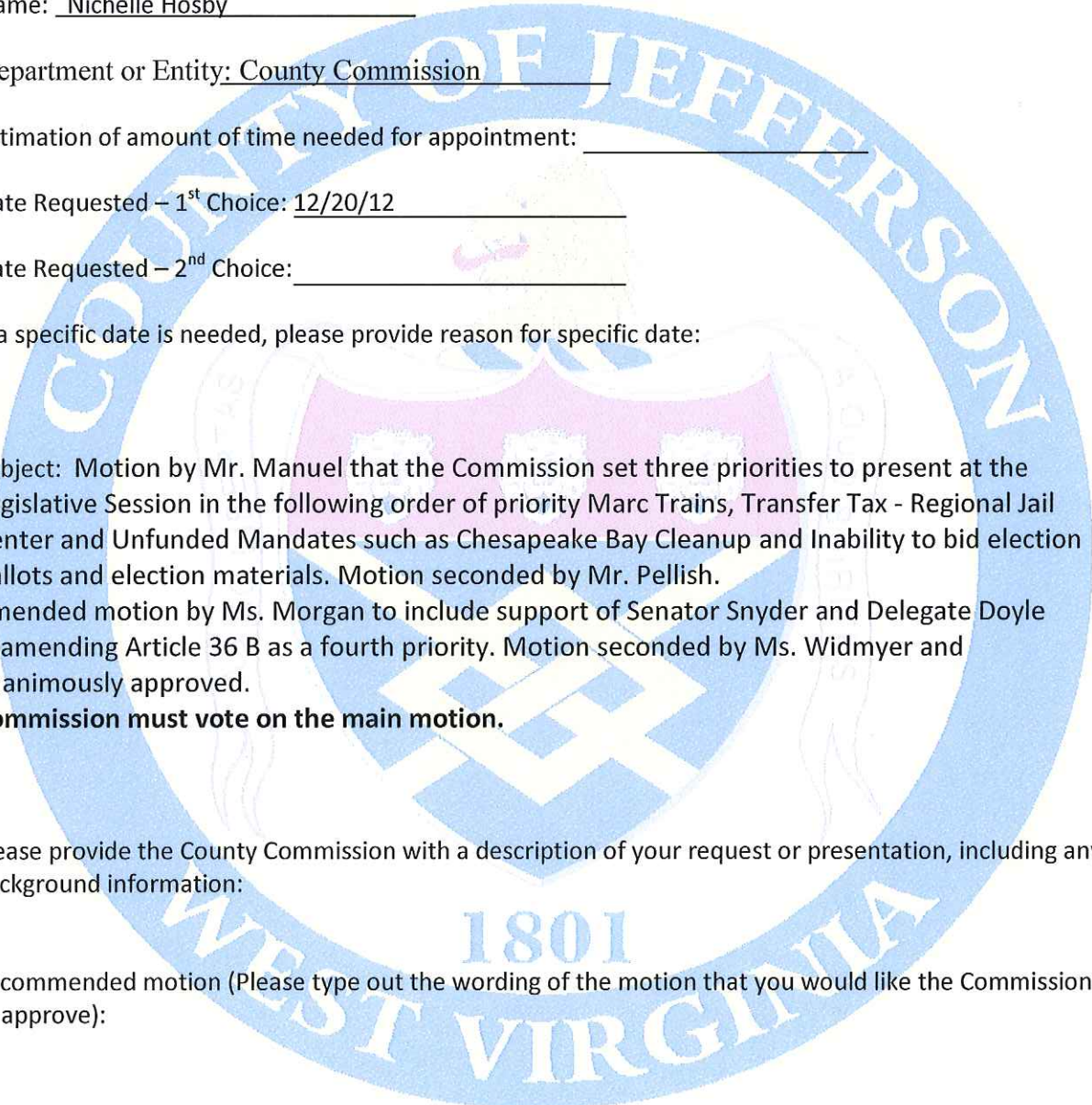
**Commission must vote on the main motion.**

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 attached? No

If not, please explain: Request



## Nichelle Hosby

---

**From:** Cynthia Schott [cschott@jeffersoncountywv.org]  
**Sent:** Tuesday, December 11, 2012 9:38 AM  
**To:** 'Nichelle Hosby'  
**Subject:** Motion that needs to be added to the agenda - vote was only taken on the amended motion, not the original motion

1. 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 (4<sup>th</sup>) priority. Amended motion seconded by Ms. Widmyer and unanimously approved.**

**AGENDA REQUEST FORM**  
www.jeffersoncountywv.org



Name: Dale Manuel, Commissioner

Department or Organization: County Commission

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

Date Requested – 1<sup>st</sup> Choice: December 20, 2012

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

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

Subject (Wording to be placed on agenda): **Prepare a letter to the WV Department of Highways regarding a hazardous situation on the new Rt. 9 and 115**

Please provide the County Commission with a description of your request or presentation, including any background information: **hazardous situation on the new Rt. 9 and 115 – 2 issues lighting and engineering**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):  
**Motion to prepare a letter and send it to the WV Department of Highways regarding a hazardous situation on the new Rt. 9 and 115 and ask that this be taken care of as soon as possible**

Are documents attachments? Yes            No

If not, explain:

Is a projector needed? Yes            No

Contact information:

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

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

# AGENDA REQUEST FORM

Name: Lyn Widmyer

Department or Entity: Commissioner

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

Date Requested – 1<sup>st</sup> Choice: 12/20/12

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

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

Subject: Prepare a letter to the WV Department of Highways concerning Cattail Road

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 attached? No

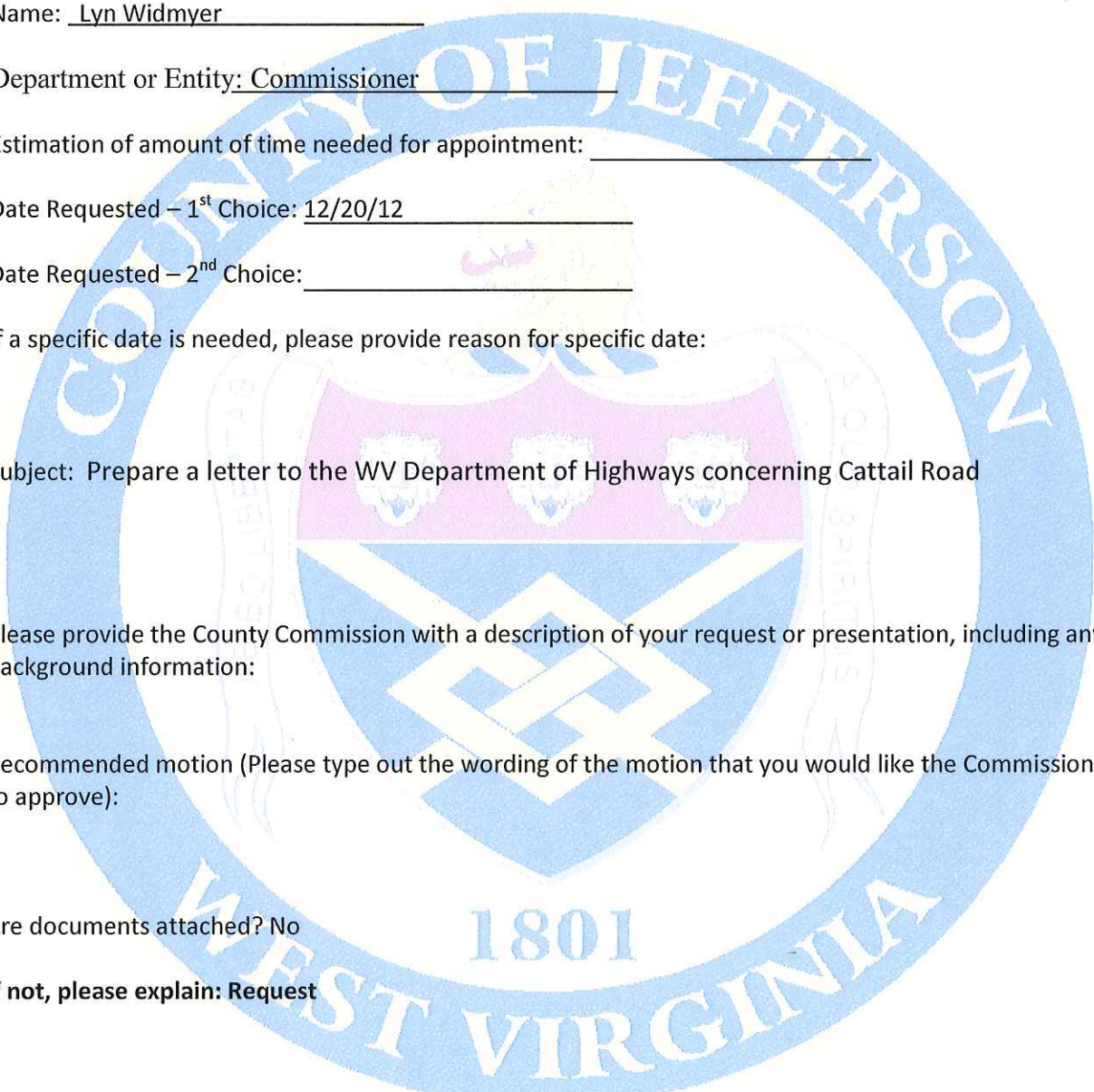
If not, please explain: Request

Is a projector needed? No

**Contact information:**

Email Address:

Phone number: 804-767-5118



# AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

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

Date Requested – 1<sup>st</sup> Choice: 12/20/12

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

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

Subject: Decision to approve the additional Half- Day for County Offices on December 24<sup>th</sup>, 2012 under the Proclamation of the Governor

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 attached? Yes

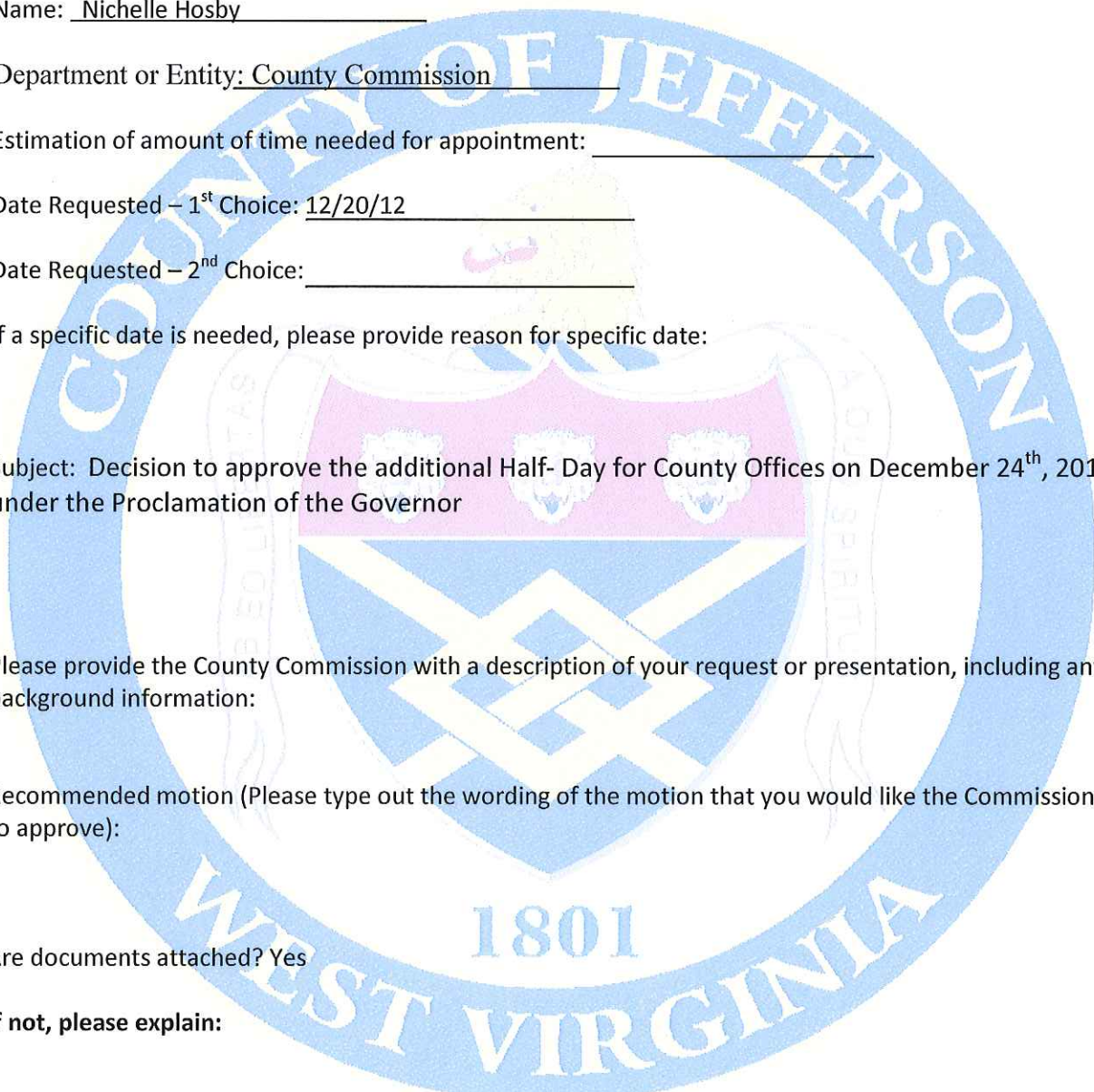
If not, please explain:

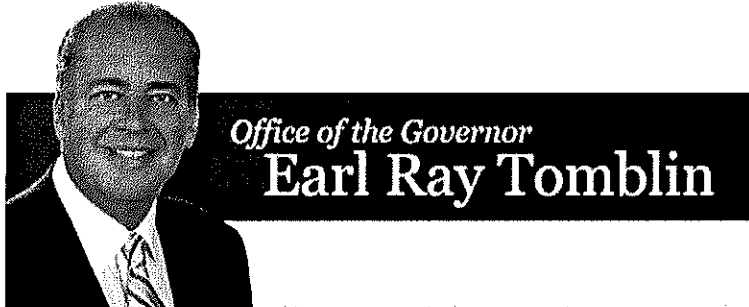
Is a projector needed?

**Contact information:**

Email Address:

Phone number: 304-267-5118





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## Governor Tomblin Announces Additional Half-Day Off for State Employees on Christmas Eve

12/12/2012

CHARLESTON, W.Va. --Gov. Earl Ray Tomblin filed a proclamation declaring public employees of the State of West Virginia will be excused from a half-day of work, Monday, Dec. 24, 2012. State rules require public employees receive Monday afternoon off from work when Christmas Day occurs on a Tuesday. The governor's proclamation results in a full day off on this upcoming Christmas Eve.

Additional time off for state employees on Christmas Eve will not be attributed to annual leave. The governor's proclamation has no effect on private business, local government or others not employed by the State of West Virginia. The proclamation does not affect the work requirements of public employees who may be called to duty to safeguard the health, safety and welfare of West Virginians. County commissions may designate the day as time off for county employees without impacting employees' annual leave. The courts may treat the day as if it were a legal holiday. To read the full proclamation in its entirety, [click here](#).

### Contact Information

Amy Shuler Goodwin  
304-558-4977

### Media

#### Press Releases

[2012](#)

[2011](#)

[2010](#)

#### Audio & Video

#### Columns

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**STATE OF WEST VIRGINIA**  
**EXECUTIVE DEPARTMENT**

**At Charleston**

**A PROCLAMATION**

**By the Governor**

**WHEREAS**, according to W. Va. Code St. R. § 143-1-14.1.b, when Christmas Day occurs on a Tuesday, the employees of this State shall be given time off on the last half of the scheduled workday immediately preceding Christmas Day; and

**WHEREAS**, in recognition of the hard work accomplished by the employees of this State throughout the year Two Thousand Twelve, and in acknowledgement of the holiday season, it is fitting that the public employees of the State of West Virginia be permitted to generally cease business for the entire workday of Monday, the twenty-fourth day of December, Two Thousand Twelve, to spend an extended and enjoyable holiday with their loved ones.

**NOW, THEREFORE, I, EARL RAY TOMBLIN**, pursuant to W. Va. Code § 2-2-1 and by virtue of the authority vested in me as the Governor of the State of West Virginia, do hereby **PROCLAIM** and **ORDER** that the public employees of this State may be excused from their work duties on Monday, the twenty-fourth day of December, Two Thousand Twelve, without charge against accrued annual leave; and do further

**PROCLAIM** that the aforementioned **ORDER** shall not affect private businesses, local governments and other entities and individuals not employed by the State of West Virginia; nor shall it affect the work requirements of those public employees who may be called to duty to safeguard the health, safety, and welfare of West Virginia's citizenry and compensated in accordance with the legislative rules established by the West Virginia Division of Personnel; however, in accordance with W. Va. Code § 2-2-1(c), county commissions may designate Monday, the twenty-fourth day of December, Two Thousand Twelve, as a day of time off for county employees without charge against accrued annual leave, and the courts may treat the day as if it were a legal holiday.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.



**DONE** at the Capitol in the City of Charleston, State of West Virginia, this the eleventh day of December, in the year of our Lord, Two Thousand Twelve, and in the One Hundred Fiftieth year of the State.

*Earl Ray Tomblin*  
GOVERNOR

By the Governor

*Natalie E. Bennett*  
SECRETARY OF STATE

# AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

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

Date Requested – 1<sup>st</sup> Choice: 12/20/12

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

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

Subject: Approval to reappoint Ben Money to the Property Safety Board as Fire Chief Representative

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 attached? Yes

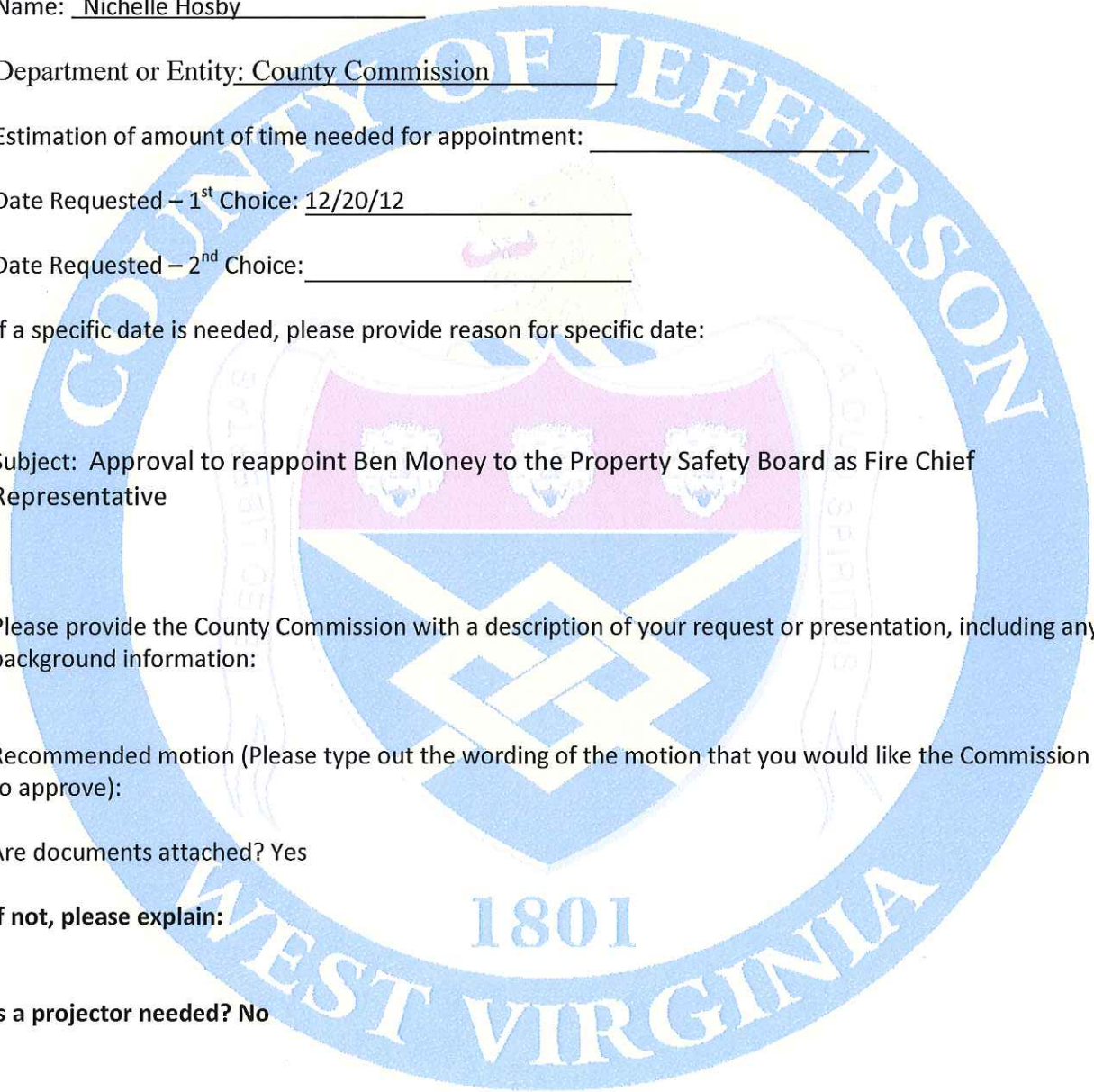
If not, please explain:

Is a projector needed? No

**Contact information:**

Email Address:

Phone number:



## Roger Goodwin

---

**From:** Fire Chief <firechief@citizensfirecompany.com>  
**Sent:** Wednesday, December 12, 2012 8:35 PM  
**To:** rgoodwin@jeffersoncountywv.org  
**Subject:** Property safety

Roger,

I apologize for taking so long to get back to you. I would like to continue to serve the community on the Property Safety Board. If I need to send an official letter please let me know. Thank you

Benjamin Money  
Fire Chief  
Citizens Fire Company  
Charles Town WV 25414  
Station 304-725-2814  
Cell 540-771-4384

JEFFERSON COUNTY PROPERTY SAFETY ORDINANCE  
ENFORCEMENT AGENCY

County Health Officer  
1948 Wiltshire Road Suite 1  
Kearneysville, WV 25430

Jefferson County Chief Engineer  
Roger Goodwin  
P.O. Box 338  
Charles Town, WV 25414  
304-728-3228  
email: [rgoodwin@jeffersoncountywv.org](mailto:rgoodwin@jeffersoncountywv.org)

Bobby Shirley, Sheriff of Jefferson County (Non-voting member)  
P.O. Box 9  
Charles Town, WV 25414  
304-728-3205  
email: [jcsheriff@citlink.net](mailto:jcsheriff@citlink.net)

Ben Money, Fire Chief  
Citizen's Fire Company  
1.5 year term                      Appointed by: County Commission  
Exp: 12/19/12

Fred Blackmer  
191 Wild Hare Road  
Harpers Ferry, WV 25425  
h: 725-6754  
email: [fredblackmer@aol.com](mailto:fredblackmer@aol.com)  
2 year term                      Appointed by: County Commission  
Exp: 2/8/2013

*— Vacant*

Melinda Keuroglan  
563 Shenandoah River Drive  
Harpers Ferry, WV 25425  
h: 728-2174  
2 year term                      Appointed by: County Commission  
Exp: 2/8/2013

# AGENDA REQUEST FORM

Name: Jennie Brockman

Department or Entity: Director of Planning and Zoning

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1<sup>st</sup> Choice: 12/20/12

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

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

Subject: Comprehensive Plan update

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 attached?

If not, please explain: No – regularly scheduled monthly update

Is a projector needed? No

**Contact information:**

Email Address:

Phone number: 304-267-5118

## AGENDA REQUEST FORM

Name: Paul Shroyer

Department or Entity: Financial Management

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

Date Requested – 1<sup>st</sup> Choice: 12/20/12

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

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

**Subject:**

- Reallocation of Coal Severance Order to create new account
- Order to transfer \$500,000 to the Capital Outlay Fund to cover planned capital Projects
- Budget Analysis for the General County Fund for the month ending October 31, 2012
- Approval of Internal Budget Revision 106 & 108

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 attached? Yes

**If not, please explain:**

**Is a projector needed? No**

**Contact information:**

Email Address:

Phone number:



State of West Virginia  
OFFICE OF THE STATE TREASURER  
CHARLESTON, WV 25305

John D. Perdue  
State Treasurer

1-800-422-7498  
304-558-5000  
www.wvsto.com

Danny Ellis  
Assistant State Treasurer

**MEMORANDUM**

To: All Coal-Producing County Commissions

From: John D. Perdue  
State Treasurer

Date: October 15, 2012

Subject: Coal County Reallocation Severance Tax to Coal-Producing Counties

The West Virginia Legislature enacted Senate Bill 1002 on August 5, 2011. The legislation allocates a percentage of coal severance taxes to coal-producing counties for economic development and infrastructure projects. As you are no doubt aware, there are various restrictions on where these moneys may be deposited, how they may be used and the reporting required.

A copy of Senate Bill 1002 is attached for your convenience. Here are some brief highlights of the legislation:

- The bill created a new W. Va. Code §11-13A-6a, allocating up to \$20 million each year.
- The allocation is determined by dividing the moneys available by the number of tons of coal mined in the state during the preceding quarter and then multiplying that amount by the number of tons of coal removed from the ground in the county during the preceding quarter.
- The moneys are not permitted to be deposited into a county's general revenue fund. The County Commission must establish a special account titled "(Name of County) Coal County Reallocated Severance Tax Fund" for the deposit of these distributions.
- Beginning December 31, 2013 and on December 1 of each year thereafter, a written report must be made to the Joint Committee on Government and Finance listing the projects for which moneys were expended and detailing the expenditures.

Congratulations on being a recipient of these distributions.

The initial distribution will be paid by check sometime in October 2012. We will be in contact with you to explore the possibility of making all future coal county reallocation severance tax distributions through direct deposit.

If you have further questions, please feel free to contact Sherri Sullivan ([sherri.sullivan@wvsto.com](mailto:sherri.sullivan@wvsto.com)) or Bryan Archer ([bryan.archer@wvsto.com](mailto:bryan.archer@wvsto.com)) of my Office via email or at 1-800-422-7498 or 304-558-5000.

Enclosure: 1

(brettjones@waynecountywv.org); Webster County Commission (webstercocomm@msn.com);  
Webster County Commission (webstercoclerk@frontiernet.net); Wirt County Commission  
(wirtcountycommission@yahoo.com); Wood County Commission  
(mrhodes@woodcountywv.com); Wood County Commission (seufer@woodcountywv.com)

2 attachments

Coal County Reallocation Severance Tax Intro Letter.pdf (269.6 KB) , Senate Bill 1002.htm (14.6  
KB)

--Forwarded Message Attachment--

ENROLLED

COMMITTEE SUBSTITUTE

FOR

COMMITTEE SUBSTITUTE

FOR

Senate Bill No. 1002

(BY SENATORS KESSLER (ACTING PRESIDENT) AND HALL,

BY REQUEST OF THE EXECUTIVE)

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[Passed August 5, 2011; in effect ninety days from passage.]

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AN ACT to amend the Code of West Virginia, 1931, as amended, by adding thereto a new section, designated §11-13A-6a, relating to reallocating and dedicating five percent of coal severance tax revenues up to \$20 million annually to the coal-producing counties of origin to be phased in over a five-year period after accounting for the revenues dedicated to other funds; establishing state and local coal county reallocated severance tax funds and providing for distribution of the moneys to the county commissions by the State Treasurer; establishing amounts each coal-producing county to receive; requiring the creation of local funds into which moneys to be deposited; requiring moneys be expended solely for economic development projects and infrastructure projects; providing definitions; providing restrictions on the expenditure of moneys; providing duties of State Tax Commissioner; requiring report of expenditures to Joint Committee on Government and Finance; providing audits of distributed funds when authorized by the Joint

Committee on Government and Finance; and authorizing legislative and emergency rules.

*Be it enacted by the Legislature of West Virginia:*

That the Code of West Virginia, 1931, as amended, be amended by adding thereto a new section, designated §11-13A-6a, to read as follows:

**ARTICLE 13A. SEVERANCE AND BUSINESS PRIVILEGE TAX ACT.**

§11-13A-6a. Reallocation and dedication of percentage of severance tax for benefit of coal-producing counties; phase-in period; permissible uses of distributed revenues; duties of State Treasurer and State Tax Commissioner; audits; rulemaking.

(a) The purpose of this section is to provide for the reallocation and dedication of a portion of the tax attributable to the severance of coal imposed by section three of this article for the use and benefit of the various counties of this state in which the coal upon which that tax is imposed was located at the time it was severed from the ground. Those

counties are referred to in this section as the coal-producing counties or, in the singular, as a coal-producing county.

(b)(1) Effective July 1, 2012, one percent of the tax attributable to the severance of coal imposed by section three of this article is dedicated and shall be distributed for the use and benefit of the coal-producing counties as provided in this section. Effective July 1, 2013, two percent of the tax attributable to the severance of coal imposed by section three of this article is dedicated and shall be distributed for the use and benefit of the coal-producing counties as provided in this section. Effective July 1, 2014, three percent of the tax attributable to the severance of coal imposed by section three of this article is dedicated and shall be distributed for the use and benefit of the coal-producing counties as provided in this section. Effective July 1, 2015, four percent of the tax attributable to the severance of coal imposed by section three of this article is dedicated and shall be distributed for the use and benefit of the coal-producing counties as provided in this section. Effective July 1, 2016, and thereafter, five percent of the tax attributable to the severance of coal imposed by section three of this article is dedicated and shall be

distributed for the use and benefit of the coal-producing counties as provided in this section.

(2) In no fiscal year may the proceeds dedicated in subdivision (1) of this subsection exceed the sum of \$20 million.

(3) For purposes of this subsection, the tax attributable to the severance of coal imposed by section three of this article does not include the thirty-five one hundredths of one percent additional severance tax on coal imposed by the state for the benefit of counties and municipalities as provided in section six of this article.

(c) The amounts of the tax dedicated in subsection (b) of this section shall be deposited, from time to time, into a special fund known as the Coal County Reallocated Severance Tax Fund, which is hereby established in the State Treasury, as the proceeds are received by the State Tax Commissioner.

(d) The net proceeds of the deposits made into the Coal County Reallocated Severance Tax Fund shall be allocated among and distributed quarterly to the coal-producing counties by the State Treasurer in the manner specified in this section. On or

before each distribution date, the State Treasurer shall determine the total amount of moneys that will be available for distribution to the respective counties entitled to the moneys on that distribution date. The amount to which a coal-producing county is entitled from the Coal County Reallocated Severance Tax Fund shall be determined in accordance with subsection (e) of this section. After determining as set forth in subsection (e) of this section the amount each coal-producing county is entitled to receive from the fund, a warrant of the State Auditor for the sum due to each coal-producing county shall be issued and a check drawn thereon making payment of that amount shall thereafter be distributed to each such coal-producing county by hand, mail commercial delivery or electronic transmission.

(e) The amount to which a coal-producing county is entitled from the Coal County Reallocated Severance Tax Fund shall be determined by:

(1) Dividing the total amount of moneys in the fund then available for distribution by the total number of tons of coal mined in this state during the preceding quarter; and

(2) Multiplying the quotient thus obtained by the number of tons of coal removed from the ground in the county during the preceding quarter.

(f)(1) No distribution made to a county under this section may be deposited into the county's general revenue fund. The county commission of each county receiving a distribution under this section shall establish a special account to be known as the "(Name of County) Coal County Reallocated Severance Tax Fund" into which all distributions made to that county under this section shall be deposited.

(2) Moneys in the county's coal county reallocated severance tax fund shall be expended by the county commission solely for economic development projects and infrastructure projects.

(3) For purposes of this section:

(A) "Economic development project" means a project in the state which is likely to foster economic growth and development in the area in which the project is developed for commercial, industrial, community improvement or preservation or other proper purposes.

(B) "Infrastructure project" means a project in the state which is likely to foster infrastructure improvements including, but not limited to, post-mining land use, any water or wastewater facilities or any part thereof, storm water systems, steam, gas, telephone and telecommunications, broadband development, electric lines and installations, roads, bridges, railroad spurs, drainage and flood control facilities, industrial park development or buildings that promote job creation and retention.

(4) A county commission may not expend any of the funds available in its coal county reallocated severance tax fund for personal services, for the costs of issuing bonds, or for the payment of bond debt service, and shall direct the total funds available in its coal county reallocated severance tax fund to project development, which may include the costs of architectural and engineering plans, site assessments, site remediation, specifications and surveys, and any other expenses necessary or incidental to determining the feasibility or practicability of any economic development project or infrastructure project.

(g) On or before December 31, 2013, and December 1 of each year thereafter, the county commission of each county receiving a distribution of funds under this section shall deliver to the Joint Committee on Government and Finance a written report setting forth the specific projects for which those funds were expended during the next preceding fiscal year, a detailed account of those expenditures, and a showing that the expenditures were made for the purposes required by this section.

(h) An audit of any funds distributed under this section may be authorized at any time by the Joint Committee on Government and Finance to be conducted by the Legislative Auditor at no cost to the county commission or county commissions audited.

(i) The State Tax Commissioner shall propose for promulgation legislative rules pursuant to article three, chapter twenty-nine-a of this code for the administration of the provisions of this section, and is authorized to promulgate emergency rules for those purposes pursuant to that article.

## COUNTY COMMISSION ORDER

### New Financial Fund Created

WHEREAS, WV Code 11-13A-6a allocates a portion of Coal Severance Taxes to be distributed to counties for the purpose of funding "Economic Development Projects" and requires the funding be accounted for in a separate fund named "Jefferson County Coal County Reallocated Severance Tax Fund" and designated to be Fund #039 by the WV State Auditor's Office ; the Jefferson County Commission voted as follows to create the required fund:

<b><u>Commissioners:</u></b>	Present & voted yes	Present & voted no	Absent
Patsy Noland, Commission President			
Dale Manuel, Commissioner			
Frances Morgan, Commissioner			
Walt Pellish, Commissioner			
Lyn Widmyer, Commissioner			

**THEREFORE; BY ORDER OF THE COUNTY COMMISSION**, the Clerk of the County Commission and Sheriff's Bookkeeping Department are authorized to establish separate financial accounting funds in each department, establish a separate bank account for the restricted funds and obtain needed checks and related supplies for the respective offices to comply with provisions set forth in the State Code reference above.

**Signed and authorized by:**

---

**Patsy Noland, President Jefferson County Commission**

**Copies:**

	<b>File copy</b>
	<b>Finance Department</b>
	<b>Sheriff's Bookkeeping</b>

**COUNTY COMMISSION ORDER**

WHEREAS, the County Commission of Jefferson County, is committed to capital improvements in the county and to providing funding for specific capital projects approved by the County Commission; the County Commission by the following vote does Authorize and Order \$500,000 be transferred to the Capital Outlay Fund to cover the cost of planned capital projects.

<b><u>Commissioners:</u></b>	Present & voted yes	Present & voted no	Absent
Patsy Noland, Commission President			
Dale Manuel, Commissioner			
Frances Morgan, Commissioner			
Walt Pellish, Commissioner			
Lyn Widmyer, Commissioner			

By the vote as entered above, Jennifer Maghan, Clerk of the County Commission, is authorized and directed to transfer \$500,000 from the General County Fund to the Capital Outlay Fund.

**Signed and authorized by:**

\_\_\_\_\_  
Patsy Noland, President Jefferson County Commission

**Copies:**

	<b>File copy</b>
	<b>Finance Department</b>
	<b>Sheriff's Bookkeeping</b>

# 6

**AGENDA REQUEST FORM**

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



Name: Paul Shroyer

Department or Organization: County Commission

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

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

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

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

Subject (Wording to be placed on agenda): **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	614,372.00	253,323.53	49.25%	619,387.81	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	115,358.00	3,652.94	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%	213,397.62	40,397.62
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	301-009	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	189,000.00	20,401.51	12.07%	184,000.00	(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 Pcess	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	12,600.00	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)



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	26,952,016.33	8,568,430.29		21,711,107	4,287,242

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

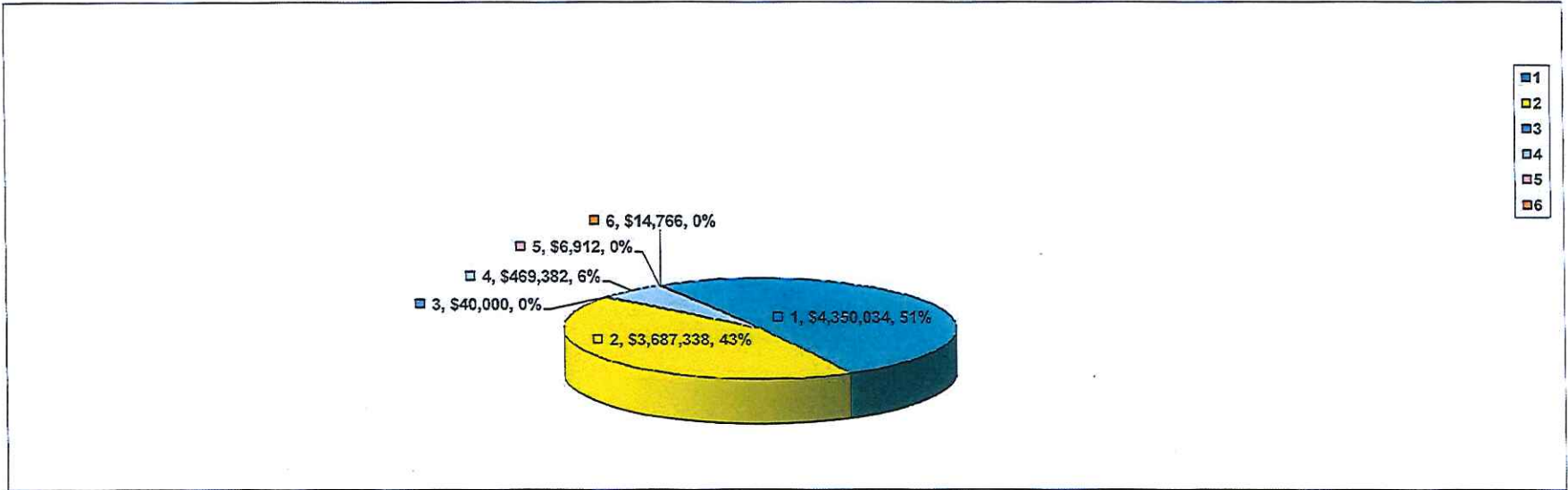
<u>Fund Name</u>	<u>Fund Number</u>	<u>Ending Cash Balance</u>
General County Fund	001	5,361,377.19
Coal Severance	002	\$ 328,080.86
Dog & Kennel	003	22,530.14
General School	004	0.00
Magistrate Court	005	2,753.52
Worthless Check	006	22,340.27
E-911 Fees	007	0.00
Home Confinement	008	22,108.03
Federal 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	131,543.48					
408	Statewide Computer Network	14,427.14					
412	Agricultural Agent	46,157.49					
413	County Election, Employees	45,697.27					
415	Magistrate Court, Other cost	307.60					
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





Four red gift boxes of various sizes are arranged on a white background. Each box is wrapped in red paper and tied with a white ribbon in a bow. The boxes are positioned behind the text, with one large box at the top left, a medium box in the middle, and two smaller boxes at the bottom.

Jefferson County Offices will close at noon of Monday, December 24, 2012 and will be closed all day on Tuesday, December 25, 2012 in observance of the Christmas Holiday.



Jefferson County Offices will close at noon of Monday, December 31, 2012 and will be closed all day on Tuesday, January 1, 2013 in observance of New Year's Day.

Public Service Commission  
Of West Virginia

201 Brooks Street, P. O. Box 812  
Charleston, West Virginia 25323



Phone: (304) 340-0300  
FAX: (304) 340-0325

December 11, 2012

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

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$195,943.79 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office**. This amount is your County's share of the fees remitted to the Public Service Commission for the months of September, October, and November 2012. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in blue ink that reads "Sandra Mitchell/kp".

Sandra Mitchell  
Budget & Finance Manager

SM:kp

**RECEIVED**

DEC 14 2012

Jefferson County Commission

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

Week Ending Date	Week Ending December 1, 2012
<b>To be Deposited on:</b>	December 7, 2012
<b>Amount Played</b>	59,367,653.40
<b>Amount Won</b>	53,344,781.23
<b>Amount Promo</b>	204,070.00
<b>MWAP Contribution</b>	<u>3,600.80</u>
<b>Adjusted Gross Terminal Revenue</b>	<u>5,815,201.37</u>
<b>Administrative Costs @ 4%</b>	0.00
<b>Excess Lottery Fund @ 4%</b>	<u>232,608.04</u>
<b>Net Terminal Revenue</b>	<u>5,582,593.33</u>
<b>Surcharge @ 10%</b>	558,259.34
<b>State Share Excess @ 58%</b>	323,790.42
<b>Track Share of Capital Reinvestment @ 42%</b>	<u>234,468.92</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	225090.16
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	9378.76
<b>Adjusted Net Terminal Revenue</b>	<u>5,024,333.99</u>
<b>Racetrack @ 46.50% / 42%</b>	2,110,220.28
<b>Lottery Fund @ 30% / 0%</b>	0.00
<b>Excess Lottery Fund @ 0% / 41%</b>	2,059,976.94
<b>Race Track Purses @ 7% / 14% / 8%</b>	401,946.72
<b>Workers' Compensation Debt Reduction @ 7% / 0%</b>	0.00
<b>Employee Pension Fund @ 1% / .5%</b>	25,121.67
<b>Greyhound Development @ .75%</b>	37,682.50
<b>Thoroughbred Development @ .75%</b>	37,682.50
<b>Racing Commission @ 1%</b>	50,243.34
<b>County/Municipality @ 2%</b>	100,486.68
<b>3% Funds:</b>	
<b>Tourism Promotion Fund @ 1.375%</b>	69,084.59
<b>Development Office Promotion Fund @ .375%</b>	18,841.25
<b>Research Challenge Fund @ .5%</b>	25,121.67
<b>Capitol Renovation and Improvement Fund @ .6875%</b>	34,542.30
<b>2004 Capitol Complex Parking Garage Fund @ .0625%</b>	3,140.21
<b>1% Funds:</b>	
<b>State Capitol Complex Parking Garage @ 1%</b>	0.00
<b>Cultural Facilities and Capitol Resources @ .5%</b>	25,121.67
<b>Capitol Dome and Capitol Improvements @ .5% / 1%</b>	<u>25,121.67</u>
	<u>5,024,333.99</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	\$ 6,083.01	\$ 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
12/01/12	\$ 100,486.68	\$ 50,243.34	\$ 50,243.34	\$ 4,114.93	\$ 20,700.26	\$ 1,125.45	\$ 17,474.63	\$ 6,828.07
Subtotal	\$ 2,795,046.96	\$ 1,853,555.22	\$ 941,491.74	\$ 77,108.19	\$ 387,894.59	\$ 21,089.41	\$ 327,450.80	\$ 127,948.75

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	11/24/2012	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	12/01/2012	50,243.34
12/06/2008	55,696.68	12/05/2009	51,006.51	12/04/2010	53,215.08	12/03/2011	59,429.94		
12/13/2008	60,178.04	12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44		
12/20/2008	52,189.19	12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32		
12/27/2008	72,205.91	12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62		
01/03/2009	96,504.65	01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00		
01/10/2009	53,286.62	01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40		

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

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**TOTALS 4403564.04**

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**4041141.56**

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**4016541.01**

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**4124906.8**

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**1853555.22**

Table Game Revenue

<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94	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		
<b>Total 2010-2011</b>	<b>1297391.7</b>	<b>Total 2011-2012</b>	<b>1602900.84</b>	<b>Total 2011-2012</b>	<b>525923.89</b>

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

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

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

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

Week Ending Date	Week Ending December 8, 2012
<b>To be Deposited on:</b>	<b>December 14, 2012</b>
Amount Played	56,990,565.19
Amount Won	50,918,975.79
Amount Promo	191,761.00
MWAP Contribution	<u>3,559.52</u>
<b>Adjusted Gross Terminal Revenue</b>	<b><u>5,876,268.88</u></b>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>235,050.76</u>
<b>Net Terminal Revenue</b>	<b><u>5,641,218.12</u></b>
Surcharge @ 10%	564,121.82
State Share Excess @ 58%	327,190.66
Track Share of Capital Reinvestment @ 42%	<u>236,931.16</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	227453.91
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	9477.25
<b>Adjusted Net Terminal Revenue</b>	<b><u>5,077,096.30</u></b>
Racetrack @ 46.50% / 42%	2,132,380.45
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,081,609.50
Race Track Purses @ 7% / 14% / 8%	406,167.70
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	25,385.48
Greyhound Development @ .75%	38,078.22
Thoroughbred Development @ .75%	38,078.22
Racing Commission @ 1%	50,770.96
County/Municipality @ 2%	101,541.92
<b>3% Funds:</b>	
Tourism Promotion Fund @ 1.375%	69,810.07
Development Office Promotion Fund @ .375%	19,039.11
Research Challenge Fund @ .5%	25,385.48
Capitol Renovation and Improvement Fund @ .6875%	34,905.04
2004 Capitol Complex Parking Garage Fund @ .0625%	3,173.19
<b>1% Funds:</b>	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	25,385.48
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>25,385.48</u>
	<b><u>5,077,096.30</u></b>

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

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 8.19%	CHARLES TOWN 41.20%	HARPERS FERRY 2.24%	RANSON 34.78%	SHEPHERDS TOWN 13.59%
Week Ending:								
07/07/12	\$ 161,637.92	\$ 161,637.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/14/12	\$ 129,458.04	\$ 129,458.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/21/12	\$ 130,037.00	\$ 130,037.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/28/12	\$ 137,164.44	\$ 137,164.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/04/12	\$ 132,931.16	\$ 132,931.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/11/12	\$ 134,212.88	\$ 134,212.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/18/12	\$ 133,861.76	\$ 110,241.90	\$ 23,619.86	\$ 1,934.47	\$ 9,731.38	\$ 529.08	\$ 8,214.99	\$ 3,209.94
08/25/12	\$ 132,419.80	\$ 66,209.90	\$ 66,209.90	\$ 5,422.59	\$ 27,278.48	\$ 1,483.10	\$ 23,027.80	\$ 8,997.93
09/01/12	\$ 134,266.84	\$ 67,133.42	\$ 67,133.42	\$ 5,498.23	\$ 27,658.97	\$ 1,503.79	\$ 23,349.00	\$ 9,123.43
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	\$ 124,866.16	\$ 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
12/01/12	\$ 100,486.68	\$ 50,243.34	\$ 50,243.34	\$ 4,114.93	\$ 20,700.26	\$ 1,125.45	\$ 17,474.63	\$ 6,828.07
12/08/12	\$ 101,541.92	\$ 50,770.96	\$ 50,770.96	\$ 4,158.14	\$ 20,917.64	\$ 1,137.27	\$ 17,658.14	\$ 6,899.77
Subtotal	\$ 2,896,588.88	\$ 1,904,326.18	\$ 992,262.70	\$ 81,266.33	\$ 408,812.23	\$ 22,226.68	\$ 345,108.94	\$ 134,848.52

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	11/24/2012	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	12/01/2012	50,243.34
12/06/2008	55,696.68	12/05/2009	51,006.51	12/04/2010	53,215.08	12/03/2011	59,429.94	12/08/2012	50,770.96
12/13/2008	60,178.04	12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44		
12/20/2008	52,189.19	12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32		
12/27/2008	72,205.91	12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62		
01/03/2009	96,504.65	01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00		
01/10/2009	53,286.62	01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40		

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

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TOTALS 4403564.04

4041141.56

4016541.01

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4124906.8

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1904326.18

Table Game Revenue

<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94	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		
<b>Total 2010-2011</b>	<b>1297391.7</b>	<b>Total 2011-2012</b>	<b>1602900.84</b>	<b>Total 2011-2012</b>	<b>525923.89</b>

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

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

Citizens Fire Company Annual  
Membership Recognition Banquet

Citizens Fire Company, Inc. of Charles  
Town, West Virginia cordially invites  
you and a guest to join us for our  
Annual Banquet to recognize those  
who have committed themselves and  
served this organization throughout the  
year of 2012.

The Banquet will be held on Saturday,  
February 2, 2013 at the Moose Lodge  
of Charles Town, located on Rt. 115  
North, Ranson WV.

Social Hour	5:30pm
Dinner	6:30 pm
Awards	7:30pm
Dance	9:00pm

Please RSVP to 304-725-2814

You may leave a message....

By January 26, 2013

# Potomac Valley Audubon Society

# VALLEY VIEWS

Volume 31, Issue 4

December 2012

## White-throated Sparrow

*Wil Hershberger*

During the winter bird-feeding season, a typical visitor to many feeders is the handsome White-throated Sparrow. These ground-feeding birds like to stay near brush and scratch at seeds and debris on the ground with a hopping motion. They are fond of white millet, black-oil sunflower seed, and natural grass and weed seeds. They typically occur in groups and often stay together all day and night. One aspect of their behavior is puzzling — as night is falling the entire group will start giving call notes as they settle into their night roosts. No one is certain what function this calling serves. It would seem to be a mistake to advertise to the predators in the area where you are going to spend the night. But, call they do, as do Northern Cardinals.



© Wil Hershberger

White-throated Sparrows are songbirds and therefore learn the songs that they sing from adults. Even though they certainly hear their parents singing—yes females sing too—they typically learn the nuances of the songs in the area where they will hold a territory for their first breeding season. You may have noticed that there are two color forms of the White-throated Sparrow, a white-striped form (WS) and a tan-striped form (TS). Interestingly, there is a marked difference in the behaviors of these two forms. The WS form sings more often during the day than the TS form. Males and females of the WS form sing but only males of the tan-striped form sing. WS males are more aggressive and spend little time caring for young. TS

males invest much more time caring for young and defending their mate from other males. WS females sing to defend their territory, just as the males do, until they are incubating eggs. Their songs are often shorter and the notes more variable in pitch than those of WS males. In 96% of mated pairs one is a WS form and the other is the TS form. This pairing keeps the WS/TS ratio fairly constant from year to year with WS males being more numerous than TS males by about 2:1. Two-thirds of all pairs are WS males and TS females.

An individual male White-throated sparrow sings only one song type his entire life. There are about 15 different song patterns that have been found throughout the range of the White-throated Sparrow with 80% being one of two forms—one that starts on a lower pitch and proceeds to a higher pitch and the inverse, higher to lower pitched songs.

Sometime in late January or early February you will start to hear the gorgeous song of White-throated Sparrows drifting on the morning's crisp, still air. "Oh sweet, Canada, Canada, Canada," they seem to say, as if longing for their summer homes to the north. This sweet song can be heard even in early May as some stragglers remain in our area.

Listening to the liquid, golden notes of the White-throated Sparrow drifting over a sphagnum bog in the north woods is pure magic!

[http://www.natureimagesandsounds.com/assets/WTSP\\_BOG\\_NY.mp3](http://www.natureimagesandsounds.com/assets/WTSP_BOG_NY.mp3)

## Birdseed Sale

Many thanks to all of our customers! We sold over 16 thousand pounds of birdseed and will be sending kids to camps with the profits. Many thanks also to our Birdseed Crew: John & Nancy Ostrowski for receiving orders and computerizing them, Wayne Braunstein for Order Form design, and Al Davis, David Miller and Susan Jones for pick-up day assistance. Thanks are also in order for Marvin and Judy Gower (Gower's Williamsport) and John Bir (Gower's Ranson) for all the many details that go along with our birdseed sale! Don't forget ... all seed needs to be picked up by April 1, 2013, and call me if you have questions or comments: Diana Mullis - 304-267-3482 - [dianamullis@aol.com](mailto:dianamullis@aol.com)

*Potomac Valley Audubon Society is people dedicated to preserving, restoring, and enjoying the natural world through education and action.*

## Reflections on PVAS

*Bob Reynolds, PVAS President*

There is an expression in organizational development that "the most important dollar is the first dollar." This truism reflects the fact that it takes a tangible expression of support to kick-start new initiatives and that others follow when someone leads.

While PVAS has diversified funding support for its programs and services, none of this support would be realized without the support PVAS receives from donors during our Annual Appeal. For PVAS, the donor support we receive during our Annual Appeal is our "first dollar" – the funding that gets us started. This core funding provides our heartbeat, and allows us to write the grants, provide the matching funds, design programs, and coordinate the volunteers necessary for us to provide community services.

In addition the donor support we receive during our Annual Appeal also provides the venture capital - the first dollar - PVAS needs to initiate new services. For instance, our volunteer leaders are currently designing a major new initiative to promote family-focused backyard birding in our four county region. A proposal will be presented to our PVAS Board of Directors in January, and the Board will have to grapple with a decision about investing in this initiative. Donor support during our current Annual Appeal will be a major determinant in the Board's decision.

The PVAS 2012 Annual Appeal will be in the mail shortly. The accompanying Annual Report demonstrates that PVAS is a vibrant healthy organization providing a wide range of nature-focused services in our community. YOU make this possible. We are gratified by your past support, and we hope we merit your support again this year.

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## View from the Eagle's Nest

*Sandy Sagalkin*

For those of you that go on PVAS bird trips, you will notice that starting in mid-September through mid-November, most of our trips were to hawk-watch sites. There was a reason for this: I have tried to schedule bird trips on the basis of which birds happen to be migrating through our region at a particular time of the year. In the fall, I like to focus on raptors. I also wanted to make this the year that I learned my hawks at a distance – which means learning the shapes, flight characteristics, time of the month, and general color scheme of birds, rather than focusing on details we might look at when identifying songbirds. This additional information is necessary because we have to make judgments regarding an identification in a matter of the few seconds we can observe the raptor flying by at a rapid speed a half-mile away.

Our local trips were to the Washington Monument in Washington County, MD and Snicker's Gap in Virginia. If you were keeping an eye on the new PVAS Birder's Blog at <http://wvbird.org/blog>, you would have read about the incredible day we had at the Washington Monument when three Merlins hung around the monument for about 15 minutes. This long time is a rare occurrence; most Merlins do not hang around long enough for one to get a clear look at them, let alone to watch "Merlin" antics for 15 minutes.

Snickers Gap can be a difficult place to watch hawks. Sometimes the hawks appear as little more than black specks in the distance, but at other times they fly right overhead. We had some good but not memorable days at Snickers Gap. It is always a pleasure to go to a hawk watch site in mid-September at the height of the Broad-winged Hawk migration when large "kettles" of these raptors circle overhead, riding updrafts or thermals, before gliding off in single file like school children on a field trip, searching for their next thermal.

Cape May is always the high point for me in the fall. It is the best place I know of to watch hawks (other than trekking to Veracruz). Cape May, NJ acts as a funnel along the eastern seaboard, channeling raptors coming from the north over the Cape May Point Hawk Watch Platform. It is like watching an air show as hundreds or even thousands of hawks fly over often with wondrous aerial displays. We had seven PVASers on the trip plus my wife's sister and brother-in-law. Even though the wind came from the south, not the most favorable conditions for hawk watching, we saw most of the raptors we had wanted to see, including all of the birds in the falcon family. The day before our trip, favorable winds from the north brought in over 1800 Sharp-shinned hawks, over 400 Merlins, and a bevy of other raptors.

The capstone of my season of hawk watching was at Waggoner's Gap in early November, mentioned in another article. It's hard having the most destructive hurricane of the century named after you, but after Hurricane Sandy quit, the Golden Eagles, Northern Goshawks, Red-tailed Hawks, and other raptors broke loose over the ridge that is the hawk watch, breaking previous records by miles.

This will be my last article until February. In the meantime, get ready for the Christmas Bird Counts.

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## PVAS Birder's Blog



If you are a birder, interested in becoming a birder, or just interested in backyard birding, then check the new PVAS Birder's Blog, at <http://wvbird.org/blog>. It is a newly designed blog on which PVAS members can post information on the site and post comments. You can also add images and video and conduct searches for topics of interest.

Do you

- want to buy a new pair of binoculars but can't decide what to buy? Ask on the blog.
- want to know what the best field guides are? Just ask.
- want to know what that finch-like bird with a splash of yellow on the wings and tail is and doesn't look quite right to be an American Goldfinch? Ask the experts.

The blog is also the place to report recent trips, interesting sightings, review new optics, add images or videos, and general comments. Unlike the WVListserve, you do not have to confine your remarks to West Virginia sightings or trips.

Although the general public can browse all the content on this blog, only PVAS members can create posts or comments. To

become a member check out the main Potomac Valley Audubon Society web page at <http://www.potomacaudubon.org/member>. PVAS' members who wish to contribute to this blog can contact Matt Orsie ([wvbirdner@comcast.net](mailto:wvbirdner@comcast.net)) or Wil Hershberger ([Wil@natureimagesandsounds.com](mailto:Wil@natureimagesandsounds.com)) for a user account and you'll receive a short document on how to post entries and comments.

## Potomac Valley Master Naturalists Hold Annual Meeting

About 45 members, family, and friends attended the Potomac Valley Master Naturalists annual meeting, pot-luck, and silent auction on November 10, 2012 at Orchard House. Ten Master Naturalist students who had completed their initial 64 hours of coursework and 30 volunteer hours received their WVDNR certificates and new membership pins. They are Kris O'Brien (from the 2010 class), Joette Borzik, Stephanie Diamond, Karen Eddleman, Linda Mercer, Tom Tsakeris (2011 class), Tanner Haid, Jennifer Jones, Mary Lynn Robinson, and Marie Van Valkenburgh (2012 class). Sandra Bloom, Laura Lee Clark, Debbie Crouse, Carol Del Colle, Eldon Winston and Virginia Winston were recognized for 5 years of active membership and service. Thirty-three Master Naturalists, who have already completed their class and volunteer hours for this year, were recognized with their new 2013 active membership card. All PVMN members have until December 31 to complete their recertification for 2012.

Members bid on a number of silent auction items that help provide scholarship funds for next year's class. "Hot" items that saw a flurry of bids included a telescope, several books, and a cardinal wind chime. This year's auction raised \$676.00, topping last year's total of \$528.

## Become A Master Naturalist In 2013!

Persons interested in becoming a West Virginia Master Naturalist are invited and encouraged to apply for the next Potomac Valley chapter class which begins in March 2013. Applications for the class as well as scholarship applications must be postmarked by January 14, 2013, and applicants are notified of the status of their acceptance into the program by the end of January. Each class is limited to 20 students, but candidates may take up to 2 years to complete the program. Applications can be downloaded at [www.PotomacAudubon.org/masternat](http://www.PotomacAudubon.org/masternat). Scholarship applications are also available there. Questions should be addressed to Melanie Snyder at [littleowl48@hotmail.com](mailto:littleowl48@hotmail.com).

## Board of Directors Meeting

The PVAS Board will meet at 7 pm on January 17, 2013, in room 156, Instructional West, at the National Conservation and Training Center (NCTC). PVAS members are invited to attend.

## Ode to Volunteers

*Kristin Alexander, PVAS Executive Director*

We've often written about how much we rely on and value volunteers. This time of year our reliance is particularly apparent.

The event committee (Jane Vanderhook, Alice Barkus, Susan Brookreson, Gretchen Meadows, and Diana Mullis) pulled off yet another wonderful event at Wild Goose Farm. Not only do these ladies know how to throw a wonderful party, they are fantastic cooks who donate all of the food and beverages, keeping PVAS' expenses incredibly low and making these events effective fundraisers. Through their generosity and the generosity of our invitees (even those who can't attend), this event made nearly \$6780, which will be used to support PVAS programs.

There are many examples of these volunteers. Sandy Sagalkin organizes numerous birding trips every month. Joette Borzik is developing a land management plan for our new Stauffer's Marsh Nature Preserve. Dan Cogswell has developed and manages a database that helps us track our members and donors. Don Henry edits and publishes this newsletter, which Wayne Braunstein did for many years prior. Kelly Heldreth organizes the non-birding field trips. Peter Smith continues to do PVAS' publicity. Wil Hershberger and Sandy Bloom manage the Potomac Valley Nature Photographers and Writers, respectively. Diana Mullis organizes the birdseed sale each year with other volunteer support. Tim Murphy and Joe Gentile have spearheaded land management at Yankauer and Eidolon respectively for years. Kathy Bilton manages our heads-up notifications. Gary and Diane Sylvester who will do just about anything and everything we ask of them, from hay rides to chain saw work to parking lot maintenance. Melanie Snyder and Susan Jones co-chair the Master Naturalist committee. The list goes on and on and on and on! This list is just a tiny (yes, TINY!) sampling of how volunteers contribute to the life force of PVAS. It doesn't even include the many ways our board members contribute, or our program volunteers, or... Again, the list goes on.

I hesitate even writing this because I've had to leave out so many people who contribute in critical ways. We would truly have to take up the entire newsletter if we were to list everyone and how they contribute.

PVAS has a strong history of amazing volunteers, and it makes us the strong and active organization we are. I am humbled by the many and varied ways volunteers give. Please accept my sincere thanks for you volunteers have done for PVAS over the years.



*Volunteers at Wild Goose Farm*

### No Valley Views in January

The next issue will be in February.  
Watch the website for announcements  
in the meantime!

## Golden Eagle Day at Waggoner's Gap

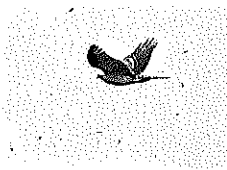
The Potomac Valley Audubon Society introduced the PVAS Master Birder program this year. We decided to initiate the program this fall with a Raptor Workshop, consisting of one evening of classroom time and four field trips. Three of the trips were to the Snicker's Gap Hawk Watch site in northern Virginia and a fourth trip was to Waggoner's Gap, just north of Carlisle, PA. We had 12 participants in the pilot running of this workshop. Further workshops in the Master Birder program will include waterfowl, warblers, shorebirds, sparrows, gulls and bird song. Additional workshops are still in the discussion stage.

The PVAS raptor class held its fourth and final field trip of the season by visiting Waggoner's Gap hawk watch site in Pennsylvania. The conditions were perfect for hawk migration with overcast conditions, snow showers, brisk NW winds 10-20 mph, and temperatures in the low 40's. The class was not disappointed. After an hour and half drive from Spring Mills, WV, to the rock out cropping overlooking the Cumberland Valley, we were never without a bird in the sky for more than 45 seconds the rest of the day. The Waggoner's Gap, started in 1952, site is one of the premier hawk watching locations in the east. On the day of our visit, a new single day record was set for Golden Eagles with 50. (We saw 36 during our time there.) On our first arrival the first birds seen were 4 Golden Eagles flying in concert. Wow, what a start! About 5 minutes after that our first Northern Goshawk came flying by. We stayed from 10am until 3:30pm. Also of note were Pine Siskins, Common Loons (71) and a few gulls. It will be a day to remember for all.

Raptor totals seen while we were there:

- Bald Eagle -- 12
- Northern Harrier -- 3
- Sharp-shinned Hawk --52
- Cooper's Hawk -- 4
- Northern Goshawk -- 6
- Red-shouldered Hawk -- 13
- Red-tailed Hawk -- 304
- Golden Eagle -- 36
- Peregrine Falcon -- 1

-- Matt Orsie



## New PVAS Hiking Club

The Adult and Family Services Committee has started a new PVAS Hiking Club. Dave Michener and Bob Floren co-chair the club, and they hope to be able to offer hikes monthly. Initially, the walks will be in the "easy" to "moderate" range in difficulty and last for a couple of hours. The idea is to give members a chance to get some fresh air and exercise in some of the scenic areas in our coverage area. The club will offer a hike at Murphy's Farm at Harper's Ferry in December and a hike to Maryland Heights in the spring.

## Potomac Valley Nature Writing Group

Potomac Valley Nature Writing Group was formed in 2009 to promote the art and appreciation of nature writing. We meet September through May to discuss a monthly book selection. Members can also participate by contributing reviews, comments or sharing their own writing online at the PVNWG blogspot. This season's author lineup is as follows.

December 2012/January 2013.....Henry Beston, *Outermost House*  
 February 2013.....Edward Abbey, *Desert Solitaire*  
 March 2013.....Gretel Erlich, *The Solace of Open Spaces*  
 April 2013.....David Carroll, *Swampwalker's Journal*  
 May 2013.....Tom Brown, *Nature Observation and Tracking*

For more details; email [pvnaturewriters@gmail.com](mailto:pvnaturewriters@gmail.com) or visit <http://potomacvalleynaturewritinggroup.blogspot.com/>

## Harpers Ferry Hike Set for December 8

The Potomac Valley Audubon Society will sponsor a hike at Murphy's Farm in the Harpers Ferry National Historical Park on Saturday, December 8, 2012. Participants will meet at the Harper's Ferry National Historical Park Visitor Center, which is on shoreline drive off U.S. 340, just west of Harpers Ferry.

The hike will be free and anyone with an interest is welcome to come along. The hike will last about 1 1/2 hours and is about 2 1/2 miles of easy to moderate walking, without any steep terrains. Pre-registration is not required. Children will be welcome.

Hikers will pass by civil war earthworks, a Shenandoah overlook and John Brown's fort.

Participants should wear sturdy footwear, dress appropriately for the prevailing weather conditions, and bring along water.

There is a \$10 Park entry fee or ask about an annual pass. Seniors can buy a Golden Age Passport for lifetime entrance to national parks and refuges.

For more information, contact Bob Floren at [bobbythebobcat@comcast.net](mailto:bobbythebobcat@comcast.net) or 804-398-8052.

## Harpers Ferry Birdwalk on December 12

The Potomac Valley Audubon Society will sponsor a bird walk at Harpers Ferry for Wednesday, December 12. Participants will meet at 8:00 a.m. in the parking area on Shenandoah Street just below the intersection with Route 340. The walk is free and anyone with an interest is welcome to come along, regardless of their birding skills. No pre-registration is required. Children are welcome.

The walk will focus on the riverfront, wetlands, and old canal areas of Virginius Island. Likely species to be sighted include herons, ducks, woodpeckers, kinglets, wrens, Yellow-rumped Warblers, sparrows, and perhaps raptors. About three miles of level walking will be involved. A portion of the walk will be along a railroad track. Consequently, our safety protocol requires pre-registration

for this trip. To pre-register, contact Deb Hale at [304-535-2346](tel:304-535-2346) or [debhale72@gmail.com](mailto:debhale72@gmail.com).

Participants should wear sturdy footwear and dress appropriately for prevailing weather conditions. Binoculars will be available for anyone who needs them.

The trip may be cancelled in the event of bad weather. Various trip details could also change depending on weather or recent bird sightings.

## Upcoming Christmas Bird Counts

The two local Christmas Bird Counts (CBC) are rapidly approaching and birders of all levels of interest and expertise are encouraged to participate. Beginners may wish to spend some time counting the birds at their feeders or in their neighborhoods and reporting those to the compiler, our own Bob Dean. If more involvement is wanted, part or all of the day may be spent surveying a sector of the count circle with a team in the field.

The CBC program was begun at the turn of the last century in New York City as a competition between the new breed of binocular birders and the traditional collectors who shot birds to confirm their identity. The binocular crowd won and the rest, as somebody said, is history. Local birders Clark Miller of Inwood and Dorothy Caperton of Charles Town started the Charles Town (1952) and Inwood (1953) counts.

This year the Charles Town count will be held on Saturday, December 15, and the Inwood count will be held on Saturday January 5. Those wishing to participate are encouraged to contact Bob soon so that he can get all of the teams organized ahead of time.

You can reach him by phone at 304 754-3042 or email him at [bobdean52@gmail.com](mailto:bobdean52@gmail.com)



© Wil Hershberger

## Bird Friendly Coffee

As someone who loves both birds and coffee, I have always looked for ways to use coffee dollars to support conservation values. Many Central and South American coffee plantations are in areas used by wintering migratory birds that we enjoy watching during their breeding seasons here, and there are similar bird habitat issues for coffee plantations in other parts of the world. Management practices on those plantations can greatly affect the habitat value they provide for both migratory and resident bird species, affecting population health in all parts of their ranges.

But how does one choose among the thousands of coffee sources and many coffee labeling efforts? Fortunately, for those who do not wish to spend the considerable time needed to wade through all the details, there is a simple tool for finding coffee that is grown in ways that provide high-quality habitat for songbirds – the Smithsonian Migratory Bird Center's Bird-Friendly Coffee certification and label-

ing program. Currently, there are no businesses within the PVAS area that consistently stock Bird-Friendly Certified coffee. So, for now, you can read all about it and find mail order sources or nearby retail locations to purchase certified coffee at <http://nationalzoo.si.edu/scbi/migratorybirds/coffee/default.cfm>.

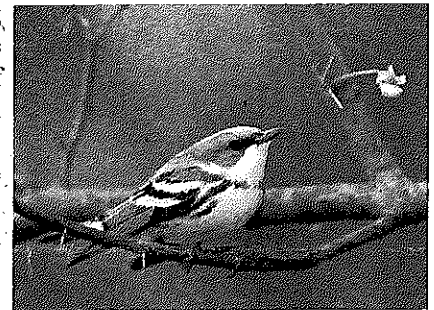
The PVAS Conservation Services Committee is working with local coffee retailers and roasters to provide local sources for Bird-Friendly Certified coffee, and we will update the membership when local sources become available. For those who would like to learn about how Bird-Friendly Certification compares to some other common certifications, check this web site: <http://www.birds.cornell.edu/roundrobin/2012/10/09/making-sense-of-coffee-labels-shade-grown-organic-fair-trade-bird-friendly/>. The site provides the Cornell Laboratory of Ornithology's analysis of the bird conservation value of several common coffee certification programs, as well as links to more detailed analyses.

-- Heather McSharry

## Cerulean Blues Author to Speak

Katie Fallon, the author of the nonfiction book, *Cerulean Blues, A Personal Search for a Vanishing Songbird*, will be our speaker for the PVAS meeting

on May 8, 2013. Katie is one of the founders of the Avian Conservation Center of Appalachia, near Morgantown. She has taught Creative Writing at WVU and Virginia Tech and published many articles on environmental issues. Since the publication of *Cerulean Blues*, in October 2011, Katie has been a popular speaker throughout the Appalachian region.



© Wil Hershberger

The book details the life history of the Cerulean Warbler, the fastest declining warbler species in the US. These tiny blue and white warblers nest high in deciduous trees where they pick insects from leaves. They arrive at breeding territories at the end of April, and start their migration to South America in late August. Today there are eighty percent fewer of these birds than forty years ago. Much of their decline is attributed to forest destruction here and in their wintering grounds. Thirty-five percent of the world's population of this species breed here in West Virginia. In *Cerulean Blues*, the author documents the efforts of many people in the US and in South America to conserve the birds. While the species' decline is disturbing, Katie's descriptions of the passion and determination of the people fighting to save this bird are encouraging.

The Eidolon Preserve in Morgan County, managed by PVAS, is part of the conservation effort for the Ceruleans. Each spring several pairs of these beautiful birds nest high in the mature trees on the preserve. The males sing persistently on territory, so if you learn the song, you will know that they are present, but actually seeing them is a challenge. Be prepared to catch just a glimpse as they move from one tree to another.

continued on page 6

*continued from page 5*

For more information about Katie Fallon, go to her website <http://www.katiefallon.com>. On the publications page, I recommend that you read her excellent article "Hill of the Sacred Eagles," which was a finalist for *Terrain.org's* creative fiction contest in the fall of 2011. A link to that complete article is provided on the page.

Katie Fallon's presentation will be one of the highlights of the PVAS celebration of International Migratory Bird Day this spring. Katie will also join us for a bird walk in the morning on May 9. Her book is available now online or at local bookstores. She will also have copies to sell and sign at the May meeting. I hope you will enjoy reading *Cerulean Blues* and meeting Katie Fallon in May.

## Upcoming Events

To save paper, there is no calendar insert this month. Upcoming events are listed below. Check the PVAS website [www.PotomacAudubon.org](http://www.PotomacAudubon.org) for details and registration.

- Dec. 3, 9:30-11am: Wee Naturalists, "Snowflakes and Snowbirds"
- Dec. 6, 9:30-11am: Wee Naturalists, "Snowflakes and Snowbirds"
- Dec. 8, 10am-1pm: Outdoor Explore, "Give Chase"
- Dec. 8, 10-11:30am: Harpers Ferry Hike at Murphy's Farm
- Dec. 12, 8-11am: Harpers Ferry Bird Walk
- Dec. 12: NO PVAS MEETING THIS MONTH
- Dec. 14, 7-9pm: Potomac Valley Nature Photographers (NCTC)
- Dec. 15: Christmas Bird Count in Charles Town
- Jan. 5: Christmas Bird Count in Inwood
- Jan. 9, 7-9pm: PVAS lecture by Wil Hershberger (NCTC)
- Jan. 12, 10am-1pm: Outdoor Explore, "Winter Dens"
- Jan. 12, 10am-2pm: Natural History Workshop, "Backyard Birding"
- Jan. 18, 8-11pm: Outdoor Explore, "Pictures in the Sky"
- Jan. 25, 7-9pm: Potomac Valley Nature Photographers Potluck (location TBA)
- Feb. 15-18: The Great Backyard Bird Count

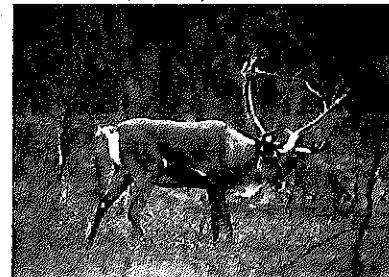
## School Program Update

Most of our school programs for the fall have been completed, and we'll take a break until the first of the year. The watershed program was conducted for students at Ranson and Shepherdstown Elementary School. Fourth grade students at Tomahawk Intermediate School and St. Joseph's Parish School are continuing with their year-long version of the program. About 75 students have visited Yankauer Preserve this fall, but over 590 students from six schools invited PVAS into their classroom for an "in-school" field trip. PVAS began this program about two years ago with grants from the Eastern West Virginia Community Foundation and the WV Division of Natural Resources, that covered increased bus transportation costs. About 50 preschools and a loving adult have participated in monthly Wee Naturalist programs at Yankauer Preserve. Master Naturalists participated in the Jefferson County 6<sup>th</sup> grade Science Olympiad, which was attended by over 500 students.

## FEATURE CREATURE REINDEER (a.k.a. Caribou)

- Reindeer, unlike Donner and Blitzen, are not "tiny"; they may reach 600 pounds!
- They use huge, paddle-shaped hooves, not "prancing little hooves", for shoveling deep snow to uncover lichens.
- Their migrations can cover 1600 miles, farther than those of any other land mammal, but only Santa's can fly to rooftops!
- During mosquito swarms a reindeer may lose a pint of blood in 48 hours.
- Their range is mostly Arctic and sub-Arctic; a remnant population also persists in the Selkirk Mountains of Idaho and Washington; but at the North Pole? Only those that work in the toy shop!

Source: "Earth Almanac" by Ted Williams, *Audubon*, November-December 2012, p. 43



FWS photo

## United Way/CFC Fund Drives

The annual fundraising campaigns of the United Way of the Eastern Panhandle and the Combined Federal Campaign (CFC) are underway. Both campaigns will last into the winter.

Because PVAS is an IRS-qualified non-profit agency, individuals who contribute to either United Way or CFC can designate all or part of those contributions to PVAS, if they wish.

To designate United Way contributions to PVAS, look for the section of the United Way contribution form that asks how you want your donation invested and indicate that you want to make a "Restricted Contribution" to "Potomac Valley Audubon Society, PO Box 578, Shepherdstown, WV."

To designate CFC contributions to PVAS, enter PVAS's CFC number (29061) on the CFC form that you file with your employing agency.

Please note that United Way and CFC deduct a percentage from all designated contributions to cover their administrative costs.

If you have any questions, please contact Kristin Alexander at [Kristin@PotomacAudubon.org](mailto:Kristin@PotomacAudubon.org) or 304-676-3397.

## Eidolon Nature Preserve Fall 2012 Hunting and Hiking Schedule

The land now known as the Eidolon Nature Preserve has been hunted by neighboring families for generations, and when Marguerite Zapoleon willed the land to the Nature Conservancy, she stipulated that hunting should be allowed to continue there. Accordingly, and also in the interest of maintaining a healthy forest and viable animal populations, the Nature Conservancy and PVAS are permitting hunting on the property.

To balance the safety of hikers and the interests of deer hunters, we ask all visitors to observe the following rules during deer season:

- Hunters must be licensed by the state and follow all applicable state laws and regulations.
- For their part, hikers should exercise appropriate caution during hunting season and wear at least one item of blaze orange clothing.
- In accordance with state law, no hunting will be permitted on Sundays.
- The Eidolon Nature Preserve will close its trails to hikers for the entire first week of the firearm season for buck deer (November 19 through 24 this year), on the last day of buck season, December 1, and during two the antlerless deer seasons in December.
- On all other days during the firearm seasons for deer, the trails will be open to hikers from 10 am until 3 pm only.

Please see the schedule below for specifics.

### 2012 Eidolon Fall Hunting and Hiking Schedule

- Saturday, December 1  
**Last day of firearm season for buck deer; trails closed to hikers all day**
- Sunday, December 2 through Wednesday, December 12  
No hunting
- Thursday, December 13 through Saturday, December 15  
**First antlerless deer hunting season; trails closed to hikers every day**
- Sunday, December 16 through Thursday, December 27  
No hunting
- Friday, December 28 and Saturday, December 29  
**Beginning of second antlerless deer hunting season; trails closed to hikers both days**
- Sunday, December 30  
No hunting
- Monday, December 31  
**Last day of antlerless deer hunting season; trails closed to hikers all day**

**"This Race is For the Birds!"**

April 20, 2013

USFWS National Conservation Training Center  
Register at [Active.com](http://Active.com)

### JOIN PVAS TODAY!

ALL of your dues will stay here to support local PVAS efforts and help us grow! And here's what you'll get:

- Access to a wide variety of PVAS programs and events for adults and children, including field trips, special events, workshops and courses, and environmental projects.
- A subscription to Valley Views, the PVAS newsletter
- E-mail alerts about events and programs of special interest
- Satisfaction of supporting conservation efforts, youth and adult nature education, individual and family recreation, and a wide array of programs in your community.

To become a local member, send in the form below and enclose a check for \$20 (\$15 for seniors and students). Make the check out to "PVAS." This fee covers membership for everyone in your household for one year.

#### Membership Form

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Phone (optional): \_\_\_\_\_  
E-mail: \_\_\_\_\_

*To save postage costs, PVAS regularly sends its newsletter by e-mail. You can be assured that we do not share email addresses with anyone. If you would prefer to receive the newsletter by U.S. mail check here: \_\_\_\_\_*

**Clip and mail this form to:**

**Membership Chair, PVAS**  
**PO Box 578**  
**Shepherdstown, WV 25443**

**Thank you for your support!**



### If you'd rather join the National Audubon Society:

Some people prefer National Audubon Society membership, which includes a subscription to the Society's Audubon magazine. To become a National member, go to the Society's website at [www.audubon.org](http://www.audubon.org) and click on "join." If you join National Audubon and reside in Berkeley, Jefferson or Morgan counties in West Virginia, or in Washington County Maryland, you will automatically become a member of PVAS and have access to our events, an e-mail copy of newsletter and e-mail alerts. However almost all of your dues payments will go to the National Audubon Society; only a small percentage will go to PVAS.

#### RED TEXT - DOT ALERT

If red text or a red dot appears on your mailing label, your membership may have expired and this could be your last issue of Valley Views. Take action to renew your Local membership. If you are a National Audubon Society member, the National Society will notify you directly when your membership is up for renewal.



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<http://www.potomacaudubon.org> Jefferson County Commission DATED MATERIALS

A proud partner of the United Way of the Eastern Panhandle and the Combined Federal Campaign.



MAIL TO:  
  
Jefferson County Commission  
100 E Washington Street  
Charles Town, WV 25414



481072 0001



December 2012

Printed on 100% post-consumer waste recycled paper

Volume 31, Issue 4

The Potomac Valley Audubon Society meets at 7:00 p.m. on the second Wednesday of each month, September through April. Programs are free and open to the public. For additional information about PVAS or its programs and activities, please call any of the board members listed her or see <http://www.potomacaudubon.org>. PVAS serves the Eastern Panhandle of West Virginia and neighboring Washington County, Maryland.

**PVAS BOARD**  
The PVAS Board meets every other month on the first Thursday of the month (Sept.-June). Meeting location will be announced prior to meetings. These meetings are open to all PVAS members.

**PVAS Officers and Board Members**

- President: Bob Reynolds (2015) .....robert.reynolds40@gmail.com
- Vice President: Gary Heichel (2015) ..... GaryIris.Heichel@frontier.com
- Secretary: Mina Goodrich (2013) ..... larrymina@peoplepc.com
- Treasurer: Lex Miller (2014).....pamandlex@frontiernet.net
- Board Members-at-Large:
  - Don Briggs (2015) ..... 1donaldbriggs@gmail.com
  - Clark Dixon (2013) ..... dixonconsultants@aol.com
  - Leigh Jenkins (2013).....jenkinsleigh@hotmail.com
  - Heather McSharry (2014) ..... heather\_micsharry@yahoo.com
  - Sandy Sagalkin (2015).....monsansagalkin@myactiv.net
  - Lou Scavnicky (2015)..... captainlou@comcast.net
  - Kathy Stolzenburg (2013)..... kstolzenburg@gmail.com
  - Jane Vanderhook (2013)..... janehook@frontiernet.net
- Ex Officio Board Member:** Peter Smith ..... pvsmith@frontiernet.net
- Emeritus Board Member:** Jean Neely .....jeaneely@comcast.net
- Special Contacts**
  - Executive Director: Kristin Alexander (304-676-3397) .....Kristin@PotomacAudubon.org
  - Program Director: Ellen Murphy (304-676-3397)..... Ellen@PotomacAudubon.org
  - Web Master: Kathy Bilton.....kathy@fred.net
  - PVAS Wildlife Rescue Coord: Diana Mullis (304-267-3482)..... dianamullis@aol.com



# STATE OF WEST VIRGINIA

## Department of Revenue State Tax Department

Earl Ray Tomblin  
Governor

Craig A. Griffith  
State Tax Commissioner

---

November 28, 2012

Ms. Angela Banks  
Assessor of Jefferson County  
104 E. Washington Street  
Charles Town, West Virginia 25414

Dear Ms. Banks:

The Property Valuation Training and Procedures Commission (PVC) met on November 14, 2012 to review the results of the monitoring activity for Tax Year 2011. During the meeting it was brought to the attention of the PVC that the Jefferson County Assessor's Office has had deficiencies in the last seven tax years that materially affect value.

As Chairman of the PVC, I am requesting that you make arrangements for you, or a knowledgeable member of your staff, to attend a meeting of the PVC on Wednesday, January 16, 2013 in Flatwoods at the Days Inn. In addition, I am requesting that you provide the members of the PVC with your written detailed future plans to address the deficiencies identified in the attached report that will bring your office into compliance with the standards established by the PVC. In order for the plan to be reviewed prior to the January 16<sup>th</sup> meeting, you should forward the information to the below indicated address no later than January 7, 2013.

I will, by copy of this letter, notify the president of your county commission that your office is not in compliance with assessment standards established by the PVC and that you, or a knowledgeable member of your staff, are being requested to appear before the PVC to provide the members with your future plans to address the deficiencies identified in the attached report and to bring your county into compliance with assessment standards established by the PVC.

**RECEIVED**

DEC 5 2012

**Jefferson County Commission**

Property Tax Division  
P. O. Box 2389  
Charleston, WV 253282389  
Phone (304) 558-3940 FAX (304) 558-1843

Ms. Angela Banks  
Assessor of Jefferson County  
November 28, 2012  
Page Two

Should you have questions regarding this matter, please feel free to contact me.

Sincerely,



Jeff Amburgey  
Chairman  
Property Valuation Training  
and Procedures Commission

JA/aj

Attachment

cc: Members, Property Valuation Training and Procedures Commission  
President, Jefferson County Commission  
Superintendent, Jefferson County Schools  
Mayor, All Municipalities, Jefferson County  
Craig A. Griffith, State Tax Commissioner

TAX YEAR 2011

JEFFERSON COUNTY MONITORING REPORT

Dated: November, 2012

- I. MAPPING—Not Applicable
- II. DRAFTING—Not Applicable
- III. REAL ESTATE
  - A. The quality of the data collection, as evidenced by a physical review of randomly selected parcels of real property, meets acceptable standards.
  - B. The procedures used by the Jefferson County assessor's office to develop land tables, neighborhoods, and modifiers to maintain current market value appraisal does not meet acceptable standards.

**INSTRUCTION**

**The Jefferson County Assessor is instructed to immediately begin a study to update the land tables for commercial and agriculture property. The Assessor is further instructed to immediately begin and implement a study of residential and commercial current cost modifiers. Support documentation must accompany both studies.**

- C. The entry and validation of sales data, as evidenced by a review of real property transfers, does meet acceptable standards.
  - D. The procedures used by the Jefferson County assessor to achieve appraisal uniformity between sold and unsold properties meet acceptable standards.
  - E. The appraisal of real property in Jefferson County is on schedule according to the timetable provided in the county valuation plan.
- IV. APPRAISAL EVALUATION
    - The appraisal/sales ratio study meets acceptable standards.



December 5, 2012

Ms. Sarah Farley  
EBI Consulting  
6876 Susquehanna Trail South  
York, PA 17403

Ms. Farley,

At the last meeting of the Jefferson County Historic Landmarks Commission, the Commission again discussed the proposed cell silo near Leetown, FR# 11-947-JF-4. As you know, the JCHLC had previously asked that the proposed silo to be lowered by twenty feet in order to completely obstruct its visibility from Prato Rio (General Charles Lee House) – a Jefferson County Historic Landmark and National Register listed property. At the meeting, two new points were added to our discussion of the project. The first of these was the assertion by Verizon Wireless that collocation could not be achieved at the lower height suggested by the JCHLC. The second was the fact that the Jefferson County Planning Department had already approved the silo at the proposed height. After discussion, the Commission decided that the silo at its proposed height would be acceptable if collocation could be guaranteed at the proposed 120-foot height.

The JCHLC understands that cell communication is an important service to the citizens of Jefferson County. The Commission wants to promote that service with a minimal effect on our historic resources.

Sincerely,

A handwritten signature in black ink that reads 'Martin Burke'.

Martin Burke  
Chairman, Jefferson County Historic Landmarks Commission

**RECEIVED**

cc:

Dr. Shirley Burns, Ph.D. - WV Division of Culture & History  
✓Mr. Steve Barney -Jefferson County Planning Department

DEC 6 2012

Jefferson County Commission

MAIN OFFICE  
P.O. Box 1882  
7311 Martinsburg Pike  
Shepherdstown, WV 25443



P: (304) 876-3325  
F: (304) 876-1645

www.gsivc.org

Good Shepherd Interfaith Volunteer  
**CAREGIVERS**  
A Faith In Action Program

## “Gift of Hope”

November 28, 2012

Dear neighbor,

I am offering you a chance to share a “Gift of Hope” by donating to our annual appeal campaign. Your gift will enable us to provide volunteers and various resources to local residents in need. Here are some common needs we hear at Good Shepherd:



*I have kidney failure. Can you take me to dialysis? I have a lung disease. Do you have a hospital bed I can use? I'm in a wheelchair and can't get down my steps. Could you build me a ramp? Please, Good Shepherd, can you help me? I'm afraid! I don't remember the last time I ate. Can you take me to the grocery store?*

Please help assure an aging senior will get to and from their dialysis treatment even on holidays and weekends.

Let us bring comfort to those who are lonely and frightened and have no one else to call for help.

As the Executive Director, I am asking you to send a meaningful gift of hope, knowing your donation is the reason Good Shepherd Caregivers can provide our many services without a charge to those who need them the most.

Warmest regards,

*Paula*

Paula Marrone-Reese

**RECEIVED**

DEC 4 2012

**Jefferson County Commission**



# Good Shepherd Caregivers

*A Neighbor's Independence Depends on You!*

CFC # 36613

## 22 Years of Volunteer Caregiving: 1990-2012

- MISSION**      *A Faith in Action* program providing non-medical volunteer caregiving to home-based older adult and/or disabled Jefferson County residents to promote independence, security and well-being.
- GOALS**        To enhance independence, dignity, security and quality of life among the homebound, regardless of income or family situation ♦ To create a stronger, more caring community in Jefferson County by mobilizing resources and support from faith congregations and the wider community ♦ To reach out to our neighbors in need, filling the gaps left by formal support services
- HISTORY**      Good Shepherd is the oldest *Faith in Action* program in West Virginia ♦ "Many different faiths – One common goal" ♦ Incorporated in 1990 when 3 local individuals, 8 faith communities, and 1 civic organization saw a need for "friendly and neighborly acts of kindness" ♦ Seed funding from The Robert Wood Johnson Foundation with matching community support ♦ Caregivers' Business Council formed in 1998 to encourage local corporate giving ♦ Guild of Honor established in 2000 to recognize cumulative philanthropy greater than \$500
- FREE SERVICES**      Transportation to and from medical appointments, grocery stores, and hair salons ♦ Yard work ♦ Reassurance phone calls ♦ Household chores ♦ Fix-it projects ♦ Snow removal ♦ Meal preparation ♦ Visits ♦ Medical equipment loan program
- COALITION**      Educational resources and technical support from the National Volunteer Caregiving Network ♦ Collaboration with 28 health and social service agencies ♦ Funding from faith organizations, community members, civic organizations, and foundations

### FY12 PROGRAM SUMMARY

Factoids: Average hourly monetary value of volunteer time is \$21.79/hr. (<http://www.independentsector.org>), taking into consideration our nearness to Metro area; allowable vehicle expense is 51 cents/mile.

130	volunteers	22,205	service hours
236	care receivers	94,504	miles logged
5,811	caregiving services	\$125,000	WorkCamp materials

**IMPACT: Monetary value of volunteer service to Jefferson County is \$657,044!**

**Paula Marrone-Reese**  
Executive Director  
[director@gsivc.org](mailto:director@gsivc.org)



**FAITH  
IN ACTION**





# The Land Trust of the Eastern Panhandle

December, 2012

Dear Land Trust Supporter:

The Land Trust of the Eastern Panhandle just concluded its largest conservation easement, protecting 264 acres around the Washington family home, Claymont, in Jefferson County. Next year we will join a new conservation easement insurance program. These two developments show the impact of contributions to the Land Trust and the need for continued support.

The Claymont easement protects the land around the Claymont Mansion, built by George Washington's grand-nephew, Bushrod Corbin Washington, in 1811. The main funding for the easement came from the National Park Service's American Battlefield Protection Program, with the Land Trust drawing on donations to cover its share of the costs of processing the easement. The Jefferson County Farmland Protection Board co-holds the easement.

With the addition of the Claymont easement, the Land Trust has 45 easements, protecting 4,627 acres of farmland and forests in the Panhandle. The Land Trust obtained funding for eight of these from the American Battlefield Protection Program.

The other important development is the beginning of the insurance program of the national Land Trust Alliance. While the Land Trust will have to pay an annual premium for each conservation easement held, it will be insured for legal costs of up to \$500,000 in defending a challenge to an easement. This will substantially augment the Land Trust's existing legal defense fund and should help serve as a deterrent to easement violations.

We need your support to continue to be able to undertake new commitments such as these. Our board members do most of the work, so we do not incur staff costs, but we still have expenses in developing easements and being able to defend them.

Please mail your contribution to the address below or call Grant Smith (304-876-2583), Bonnie Stubblefield (304-274-2350) or Gavin Perry (304-876-3960) to volunteer your time or get additional information about the Land Trust.

Sincerely yours,

Grant Smith  
President

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DEC 10 2012

**Jefferson County Commission**

Encl: Claymont Easement Press Release

Post Office Box 2240 ☘ Martinsburg, West Virginia 25402-2240  
(304) 262-1800 ☘ [www.landtrustepwv.org](http://www.landtrustepwv.org)

## **Battlefield Funding Protects 264 Acres Around Claymont Mansion**

With the help of the National Park Service's American Battlefield Protection Program (ABPP), the Claymont Society acted October 26 to protect from development the 264 acres around the Washington family home, Claymont Mansion, on Huyett Road south of Charles Town.

The Society, the Land Trust of the Eastern Panhandle and the Jefferson County Farmland Protection Board signed a deed placing a conservation easement on the property. Under the easement, the Society retains ownership of the land but cannot place any permanent structures on the 264 acres other than a limited number of small buildings to support agricultural activities.

In return for doing this, the Society received payment from the ABPP for half the value of the easement with the Society donating the other half of the value. The value of a conservation easement is the difference in the value of the land when it can be developed and when it cannot.

Claymont is the second Washington family home in Jefferson County that has had the land around it protected by a conservation easement funded in part by the ABPP. In 2007, the ABPP joined with the Jefferson County Farmland Protection Board, the US Department of Agriculture's Natural Resources Conservation Service, the Land Trust of the Eastern Panhandle and The Nature Conservancy to preserve 219 acres around Harewood, located on the Middleway Pike northwest of Claymont.

Both Claymont and Harewood were involved in the 1864 Battle of Summit Point, when Confederate forces attacked Union positions around Claymont at the beginning of General Sheridan's Shenandoah campaign.

George Washington's brother, John Augustine Washington, had owned the Claymont property in the 1700s, and George Washington's grand-nephew, Bushrod Corbin Washington, built the 34-room Claymont Mansion in 1811. It faces another Washington family home, Blakeley, which was built by John Augustine Washington III on the other side of Huyett Road.

The Claymont Society owns a total of 343 acres. Exempted from the conservation easement are a small area immediately around the Claymont Mansion and a larger area in the southwest corner of the property containing a barn/dormitory building and houses built in the 20<sup>th</sup> century. Nothing will be built to obstruct the view of the Claymont Mansion from Huyett Road.

Founded in 1974, the Claymont Society for Continuous Education is a non-profit educational organization with a mission of providing education and a place of learning and promoting a way of life responsible towards nature. It leases a section of farmland to a farmer who is producing organic vegetables for sale at farmers' markets, and it plans to lease additional areas for such operations.

With the addition of the easement on the Claymont property, the Land Trust of the Eastern Panhandle and the Jefferson County Farmland Protection Board have protected eight properties using ABPP funding, covering a total of 857 acres. The ABPP continues to have money available to protect land in federally-recognized Civil War battlefields. In Jefferson County, they are Harpers Ferry, Shepherdstown, Summit Point and Smithfield Crossing (Middleway).

The Washington-based Civil War Trust assisted in obtaining funding from the ABPP for the first six battlefield easements in Jefferson County. For the Claymont easement, it is contributing to the stewardship fund of the Land Trust of the Eastern Panhandle to insure that money is available to enforce the easement in the future, if necessary.

connections

from 



Artist Geoff Greenleaf is constantly inspired by the world around him. Combining observation and imagination, his charming illustrations are an authentic blend of the past and present. The restful snow scenes, cozy homes, and familiar traditions are reminiscent of his New England upbringing and the winters he spent there as a child. Geoff creates moments that stir up twinkling memories and a sense of home within us all.

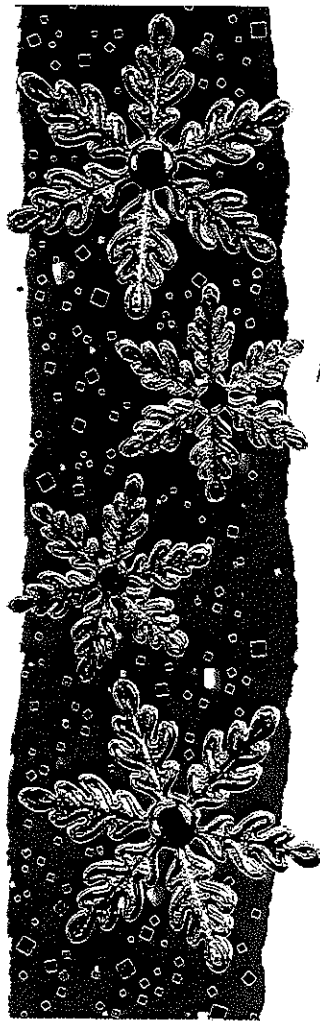
*Geoff Greenleaf*



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May your home be filled with the joy of  
family and friends this holiday season.  
Hope your days are full of holiday sparkle!

*Crystal*

*Patti*

*Kathy*

*Jack*

**WVACO**  
WEST VIRGINIA ASSOCIATION OF COUNTIES

together  
WE'RE STRONGER



Robert A Murto  
887 Cherry Run Road  
Harpers ferry, WV 25425

To: Jefferson County Commission  
124 East Washington Street,  
PO Box 250,  
Charles Town, WV 25415

December 7, 2012

Dear Members of the Jefferson County Commission,

It has been an honor to serve on the Jefferson County Emergency Services Agency Board since August 2011. I am submitting my resignation effective January 1, 2013. My term was set to expire in November 2013 (public). I will be out of the state for much of 2013 and I will not be able to carry out the responsibilities as a board member.

Thank You for the opportunity to serve my community.

Sincerely,

*Robert A. Murto*

Cc: Director Pittinger, President JCESA Alan Williams

**RECEIVED**

DEC 10 2012

**Jefferson County Commission**



**WVU PRESENTS 2013 ECONOMIC OUTLOOK FOR WEST VIRGINIA**

Presenters from the WVU College of Business and Economics provided projections for 2013 and beyond, both globally and statewide. A large audience was told that the recession was not quite as severe here, noting that West Virginia's highs generally are not as high and our lows are not as low as other states. Key descriptors that must be taken into consideration for West Virginia's economic forecast include:

- Total population of 1.8 million
- Median age of 41.50 (4 years more than national average)
- 16% of population age 65 and older  
41% of population earned high school diploma
- 10.5% of population has a Bachelor's Degree
- Median household income in 2011 was

Government at all levels is still the largest employer in WV at 20% followed by the category of trade, transportation and utilities with education and health care running a close third. A major driver of the health care industry that is projected to grow is our aging population plus our high rate of obesity and smoking. In other words, the "bad" factors are driving the "good" employment rate.

Mark Muchow, State Director of Revenue, reviewed the "fiscal headwinds" facing West Virginia:

▶ 1/3 of our state budget comes from federal revenue (Medicaid, Transportation, etc.)

▶ lottery competition in surrounding states, retirement of "baby boomers" and a senior citizen population increase; transfer payments such

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**NEWLY ELECTED COUNTY OFFICIALS INVITED TO PREP SCHOOL**

*December 12, 2012 at Bridgeport Conference Center, Harrison County*

The Newly Elected County Officials Prep School, a service of the West Virginia Association of Counties, is provided at no cost to newly elected officials to help them prepare to take office with confidence in January. The one-day workshop is designed to cover the basics, especially the "pitfalls" that can inadvertently create conflict and controversy if a newly-elected official is not made aware of them.

This year, over 90 will hear former County Commissioner John Sorrenti's tips for getting along in the courthouse followed by basic information about personnel and employment issues that will help our new county officials get off on the right foot with employees.

County Government 101 will cover Budgeting Basics by Local Government Services Director Ora Ash and A Property Tax Primer presented by Jerry Knight, WVACo Property Tax Consultant. The always important subject of Ethics will be presented by Theresa Kirk, Director of the State Ethics Commission. Mark Sorsaia, Putnam County Prosecutor, will add real-life Ethics examples with his presentation, "When Good People Do Stupid Things."

Dealing with the media is an important component of county office and tips for dealing with the media will be provided by Rudi Raynes-Kidder. While she currently serves as Executive Director of the WV Sheriffs Association, she has a background as a reporter and broadcaster for WCHS/WVAH Television in Charleston.

The day will conclude with Senator William Laird IV, a past WVACo president, discussing how and the Legislature will now become very important in their lives and responsibilities. WVACo Executive Director Patti Hamilton will provide lobbying tips and explain the Association's role in the legislative process.

The Prep School is held in a central location at no charge to newly elected officials to make it as inexpensive as possible to attend. According to the State Auditor, there is nothing in code that prohibits covering expenses, but there is no requirement to do so.

**THE President's View**

*With Thanksgiving quickly approaching, and the Christmas season already begun in many area stores, I sit here and try to compile a list of the many things I am thankful for. I could not begin without being thankful for our Lord and Savior Jesus Christ and the many blessings he has bestowed on me, my family and friends. I am thankful for my many friends in our WVACo family. Over the past 20 plus years I have been very fortunate to work with a group of outstanding elected officials who put service above self on a daily basis while conducting business in their respective offices. I am thankful for Patti, Kathy, Crystal, Jack*

**Continued to Page 2**

## WVACO Board of Directors

### PRESIDENT

Jeff Waybright Jackson County Clerk 373-2268

### IMMEDIATE PAST PRESIDENT

Jerry Berry Summers County Commission 468-7100

### VICE PRESIDENTS

Chris Kessler Marshall County Assessor 845-1490  
 Betsy Castle Preston County Circuit Clerk 329-0047  
 Donnie Tenney Upshur County Commissioner 472-0535  
 Donnie Evans Monroe County Clerk 772-3096  
 Michael Sparks McDowell County Prosecutor 235-0350  
 Jim Childers Greenbrier County Sheriff 647-6613

### COMMISSIONERS

Larry Barnhart Pleasants County 684-3542  
 Nancy Cartrill Cabell County 526-8634  
 Mike Taylor Randolph County 636-2057  
 Patrick Boyle Lewis County 269-8200

### COUNTY CLERKS

Sue Morgan Pleasants County 684-3542  
 Janice Cosco Marion County 367-5445  
 Diana Cromley Mason County 675-1997  
 Jamie Six Wood County 424-1850

### ASSESSORS

Steve Keadle Greenbrier County 647-6613  
 Cheryl Romano Harrison County 624-8510  
 Helen Phillips Upshur County 472-4650  
 Artene Mossor Ritchie County 643-2164

### CIRCUIT CLERKS

Donnie Kopp Harrison County 624-8729  
 Brenda Miller Ohio County 234-3611  
 Sue Ann Zickeloose Boone County 369-7321  
 Virginia Sine Berkeley County 264-1918

### PROSECUTING ATTORNEYS

Rick Staton Wyoming County 732-8000  
 Chris Chiles Cabell County 526-8653  
 Gerald Hough Gilmer County 462-7007  
 Leckta Poling Barbour County 457-1811

### SHERIFFS

Vince Shambaugh Morgan County 258-1067  
 Tom McComas Cabell County 526-8663  
 John Hawkins Barbour County 457-2352  
 Steve Tanner Raleigh County 265-9195

### DIRECTOR EMERITUS

Dana Lynch Webster County Assessor 847-2110  
 Barbara Core Marion County Circuit Clerk 367-5360  
 John Gruzinskas Marshall County Sheriff 843-1552  
 Jean Friend Monongalia County Circuit Clerk 291-7240  
 David "Bugs" Slover Wyoming County Circuit Clerk 722-8000  
 Bob Pasley Wayne County Commissioner 272-6350



## The County Line

WEST VIRGINIA ASSOCIATION OF COUNTIES  
 2211 WASHINGTON STREET, EAST  
 CHARLESTON, WV 25311

TELEPHONE (304) 346-0591 | FAX (304) 346-0592  
 EMAIL: WVACO@WVACO.ORG | WEBSITE: WW.WVCOUNTIES.ORG

WVACO's County Line is published monthly by the  
 WV Association of Counties. It is mailed to county officials, legislators,  
 Affiliated members, & other interested parties.

Patti Hamilton EXECUTIVE DIRECTOR  
 Kathy Yates MEMBER SERVICES COORDINATOR  
 Crystal Young EXECUTIVE ASSISTANT  
 Jack C McClung LEGAL COUNSEL

## THE President's View

*(and who can forget Mary) for their hard work, organization skills, and of course their friendship. I am also thankful that we have concluded all the Special, Primary and General elections for a while. I'm really going to miss all those uplifting and positive campaign commercials..(NOT). But on a more serious note concerning this past election, I want to tell you about a very special voter in Jackson County; a man by the name of Robert Brotherton, the father of retired Circuit Clerk Keith Brotherton. Robert Brotherton went off to serve his country in World War II and before departing for Europe, his mother gave him a Gideon pocket bible which he carried in this shirt pocket at all times. While engaged with the enemy and trying to assist his fallen comrades, a bullet entered in his chest, breaking ribs and puncturing his lung and after many days in the hospital, the doctor attending to Mr. Brotherton explained to him what had happened, and how he had truly received a miracle. You see, the bullet which broke the ribs and punctured the lung first passed through the Bible Mr. Brotherton always carried in his shirt pocket. The Bible deflected the bullet, which would have hit his heart, and ultimately saved his life. Mr. Brotherton had said how thankful he was to the Gideons for providing the bible, and for a mother who loved him and cared enough about him to give him the bible before he left for war. I said all of that to finally say this. On election day Mr. Brotherton was transferred from the hospital to a local nursing home. Mr. Brotherton, a man who loved his country, and voted in every election, asked a family member on Tuesday if there was any way he could vote. Upon receiving the call from the nursing home, I dispatched my ballot commissioners to the nursing home so Mr. Brotherton could vote. He voted his ballot, signed the proper paperwork, and the commissioners returned shortly thereafter. His vote was counted on Election day. On Friday morning I received a call from a family member telling me that Mr. Brotherton had passed away that morning, but was so thankful that he was able to cast his ballot one last time. As you can imagine, I was overcome with emotion, but told the family it was I who was thankful to be in a position to help a true patriot cast his vote. I'm sure that many of you may have similar stories from your many years of service, and during this Holiday Season may we all take time to give thanks for all of our*

*blessings. As we gather together with family and friends may we remind one another that we live in the greatest country on earth, with freedoms that others would love to have, and so often we take for granted. May God bless you all, the great state of West Virginia and the United States of America.*

Jeff Waybright



**WOOD County** - Situated in the Ohio River near Parkersburg, Blennerhassett Island was the lavish home of Harman Blennerhassett, a wealthy Irish Aristocrat, and his wife Margaret. The couple settled on the island in 1798 and built a magnificent mansion and estate. An authentic replica has been reconstructed on-site. The island is accessible via ferry. A springtime special event is Rendezvous on the River in May as muzzleloaders gather to recreate early 19th century frontier life.



- ▶ total severance taxes from coal, oil & gas are decreasing; foreign exports are the key to growth
- ▶ WV has \$900 million in reserve (rainy day funds)
- ▶ Workers compensation should be solvent by 2016

There were several graphs presented that broke down numbers by county. In the five-year projections (2012-2017), Jefferson County is projected highest in real gross county product while Mingo is the lowest. Total employment growth is expected to be highest in Putnam and lowest in McDowell. Personal income growth forecast is highest in Putnam and lowest in Mingo. This and a great deal of other information is available by going to [www.bber.wvu.edu](http://www.bber.wvu.edu) and clicking on WV Economic Outlook 2013.

NATIONAL ASSOCIATION OF COUNTIES

Counties Care for America



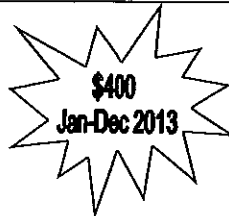
By being a member of NACO, a county can save tax dollars and staff time through the cooperative purchasing program, research information, grant opportunities, technical assistance, prescription discount program and funding from legislation. Additionally, counties benefit because NACO:

- brings county officials together for networking
- helps counties share information
- advocates county issues
- represents counties before national leaders promotes county government

NACO's membership includes counties from across the United States and represents 3/4 of all counties and over 85% of the nation's population. Membership is an investment in your county's future because the association works to ensure that counties have the resources, skills and support needed to successfully lead their communities into the future.

Renew your membership....

Sign up now....



Contact Kathy  
304-346-0591  
Or  
[kathy@wvaco.org](mailto:kathy@wvaco.org)

**2013**  
**AFFILIATE**  
**MEMBERSHIP**

Tell the vendors you work with!  
Send them to Kathy!



## How's Your WV—COUNTY IQ? Answers on Page 7

1. What is the county seat of Wyoming County?  
(a) Mullins (b) Pineville  
(c) Oceana (d) Glen Fork
2. What is the county seat of Braxton County?  
(a) Bulltown (b) Sutton  
(c) Gassaway (d) Flatwoods
3. What is the county seat of Hampshire County?  
(a) Kirby (b) Capon Bridge  
(c) Donaldson (d) Romney
4. What is the county seat of Barbour County?  
(a) Union (b) Junior  
(c) Belington (d) Philippi
5. Davis is the county seat of Tucker County.  
(a) True (b) False
6. West Union is the county seat of Doddridge County.  
(a) True (b) False
7. The county seat of Grant County is Petersburg.  
(a) True (b) False

## CYBER SECURITY TIPS



### How can you protect your password?

When you choose a password that's difficult to guess, you have to make sure not to leave it someplace for people to find. Writing it down and leaving it in your desk, next to your computer, or, worse, taped to your computer, is just making it easy for someone who has physical access to your office. Don't tell anyone your passwords, and watch for attackers trying to trick you through phone calls or email messages requesting that you reveal your passwords.

Also, many programs offer the option of "remembering" your password, but these programs have varying degrees of security protecting that information. Some programs, such as email clients, store the information in clear text in a file on your computer. This means that anyone with access to your computer can discover all of your passwords and can gain access to your information. For this reason, always remember to log out when you are using a public computer (at the library, an internet cafe, or even a shared computer at your office). Other programs, such as Apple's Keychain and Palm's Secure Desktop, use strong encryption to protect the information. These types of programs may be viable options for managing your passwords if you find you have too many to remember.

There's no guarantee that these techniques will prevent an attacker from learning your password, but they will make it more difficult.



# Calendar of Events

- DECEMBER 12, 2012** WVACo New County Officials Prep School  
Bridgeport Conference Center, Harrison
- FEBRUARY 24-27, 2013** CCA Legislative Annual Conference  
Charleston, Kanawha County
- MARCH 10-12, 2013** WVACo ANNUAL CONFERENCE  
Charleston Embassy Suites, Kanawha County
- MAY 19-20, 2013** CCA Spring Board Meeting  
The Blennerhassett, Wood County
- JUNE 9-11, 2013** WVACo Spring Board Meeting  
Shepherdstown, Jefferson County
- SEPTEMBER 15-17, 2013** WVSA Annual Conference  
Glade Springs, Raleigh County

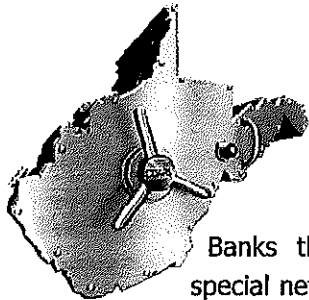


## LEGISLATIVE INTERIM CALENDAR

DECEMBER 10-12  
JANUARY 7-9



FEBRUARY 13 LEGISLATURE CONVENES



### CDARS— Smart Bankers & Smart Investors

The Security of Multi-Million Dollar  
FDIC Insurance

Banks that offer CDARS are members of a special network—the Promontory Network. When an investor makes a large deposit with a Network member, that bank uses the CDARS service to place those funds into CDs issued by other members of the Network. This occurs in increments below the standard FDIC insurance maximum to ensure that both principal and interest are eligible for FDIC protection. Other Network members do the same thing with their customers' funds. With help from a sophisticated matching systems, banks exchange funds with other members of the Network. These exchanges, which occur on a dollar-for-dollar basis, bring the full amount of customer deposits back to each originating bank. As a result, you can make the full amount of the public unit's deposit available for lending in the local community (money stays local!) and your public unit clients can access FDIC insurance coverage from many banks while working directly with just you.



## MEMBER PROFILE:

**JERRY BERRY**  
Summers County Commission



**Years in office:** 12

**Education:** Concord College, Central Piedmont Community College

**My favorite sport is:** College Football

**The hardest thing I have done:** bury my best friend, Mecot Camara who was killed in the marine barracks bombing in Beirut

**You would be surprised to know:** I am a Highway Bridge carpenter and a crane operator apprentice.

**I'm most proud of:** My Son, Jordan

**My favorite meal is:** Everything! It is easier to say my least favorite, pickled corn!

**The last book I read was:** Decision Points

**Three people (living or dead) I'd invite to dinner:** My dad, who passed away when I was 7. Thomas Jefferson and Abe Lincoln.

**My favorite movie is:** Gran Torino

**My favorite music is:** everything except Rap

**My pet peeve is:** People with "can't do" attitudes

**My motto is:** Live life to the fullest because one day your life will flash before your eyes; make sure it's worth watching.



## RECIPE OF THE MONTH

### Baked Potato Salad

Mary Rader  
KANAWHA COUNTY

- 8 large potatoes
- 1/2 cup chopped onions
- 1/2 lb. velveeta cheese
- 1 1/2 cup mayonnaise
- 1/2 lb. fried bacon
- slice stuffed olives about 6 or 8

Cook diced potatoes (not till real done). Mix onion, cheese and mayonnaise in a 9 x 13 casserole pan. Put bacon and sliced olives on top and back uncovered at 350 degrees for one hour. Can add diced green peppers.

*"Retire from work but not from living." M K Soni*

**PROGRAMS OFFERED TO REGIONAL JAIL  
INMATES SAVE MONEY FOR COUNTIES**

Legislation passed in the 2011 Legislative session allowed the Regional Jail Authority to grant five days of good time for successful completion of one of the rehabilitation programs offered:

Domestic Violence, Parenting, Substance Abuse, Life Skills, Alcohol Abuse, and Anger Management. A maximum of 30 days good time may be granted for successful completion of all six programs. Each inmate is charged \$25 per class, due upon enrollment. In its first full fiscal year, the program has allowed 1,784 inmates to reduce their sentences by 8,920 days, resulting in a \$435,296 savings for counties. The fee charged per class has resulted in \$37,115 additional income for jail operations which helps to defray costs to counties.

**LEGAL HOLIDAYS FOR STATE OF WV**

December 24th	1/2 day holiday
December 25	full day holiday
December 31st	1/2 day holiday
January 1st	full day holiday

**HAPPY HOLIDAYS!**

**CONGRATULATIONS.....**

Congratulations to Adell Chandler, Cabell County Circuit Clerk, who is retiring November 30<sup>th</sup> after 23 years as Circuit Clerk. Thank you, Adell, for your service to Cabell County and for the many years you served as a WVACO Board Member!

Congratulations to Larry Naake, retiring Executive Director of NACo. Thank you for your service to counties in Washington, DC! Congratulations to Matt Chase who has taken over the leadership of NACo, carrying on the strong legacy left by Larry and adding new and innovative ideas for a strong future for county government!

**2013 IRS  
Reimbursement Rate**

**Beginning January 1, 2013,  
the IRS mileage  
reimbursement rate will be  
56.5 cents per mile.**



**A LOOK  
at the  
BUDGET**

**FY 2013  
BUDGET ITEMS**



**Employer Contributions to PERS  
will increase from 14% to 14.5%  
Effective July 1, 2013**



**PEIA Premiums will remain  
the same; several changes  
in co-pay and benefits.**



**Regional Jail per diem will  
decrease from \$48.80 to \$48.25  
Effective July 1, 2013**



**WVACO Dental Vision  
Benefit Plan  
Contributions will remain the  
Same at \$22 Single - \$63 Family**

**JOIN US...**



**NEW COUNTY OFFICIALS**

**PREP SCHOOL**

**December 12, 2012  
Bridgeport Conference Center**

Call us at 304-346-0591 or  
email us at [wvaco@wvaco.org](mailto:wvaco@wvaco.org)

*"Retirement is wonderful. It's doing nothing without worrying about getting caught at it."* GENE PERRET

# LET UNCLE SAM REWARD YOU

## FOR INVESTING FOR RETIREMENT

NRM-031540 8 (04/12)

The federal government wants you to invest for retirement. So, it's giving you an incentive — the Saver's Credit. A tax credit is available to public employees with incomes as high as \$57,500. In fact, you may qualify for a tax credit that's equal to half of what you invest for retirement. For example:

- If you earn \$20,000 a year, contribute \$25 per week (\$1,300 per year), and file a Joint return, you may be eligible for a tax credit of \$650 — *half of what you invested!*

This chart helps you find out if you qualify for the Saver's Tax Credit in 2012.

### Filing Status/Adjusted Gross Income for 2012

Amount of Credit	Joint	Married Filing Separately	Single
50% of first \$2,000 deferred	\$0 to \$34,500	\$0 to \$25,875	\$0 to \$17,250
20% of first \$2,000 deferred	\$34,501 to \$37,500	\$25,876 to \$28,125	\$17,251 to \$18,750
10% of first \$2,000 deferred	\$37,501 to \$57,500	\$28,126 to \$43,125	\$18,751 to \$28,750

Your Nationwide Retirement Specialist will be glad to help. Neither Nationwide nor any of its representatives may offer legal or tax advice, but we can help you find ways to invest more for retirement.

*Investing involves market risk, including possible loss of principal.*

### CONTACT ME, I CAN HELP.

Jennifer Disrud  
540-505-4406  
disrudj@nationwide.com

Source: IRS Issue IR-2011-103

Nationwide Retirement Solutions, Inc. and Nationwide Life Insurance Company have endorsement relationships with the National Association of Counties, The United States Conference of Mayors, and the International Association of Firefighters-Financial Corporation. More information about the endorsement relationships may be found online at [www.nisfou.com](http://www.nisfou.com).

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Retirement Specialists are registered representatives of Nationwide Investment Services Corporation, member FINRA.

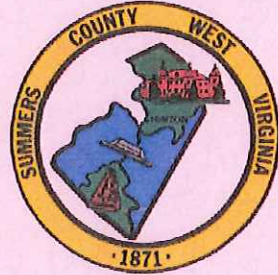


On Your Side®

"I am retired. Goodbye Tension—Hello Pension." UNKNOWN



## ANNUAL MEETING TO FEATURE COUNTY SEALS TO HELP CELEBRATE COUNTY CULTURE



Does your county have a county seal? If so, we will put it on display at the 2013 Annual Meeting, March 10-12 at Embassy Suites in Charleston, Kanawha County as part of our "Celebrate County Culture" theme.

And what if your county doesn't have a county seal?

How about having a contest to have one designed?

Your county could ask Art classes, West Virginia History classes, and others to design a county seal and then the winner could be selected and the seal adopted as the county's "official" seal. If needed, WVACO can supply you with information that you can provide to your local schools, organizations, and others who might be interested in coming up with the winning symbol of your county's past, present and future!





## PEIA WEIGHT MANAGEMENT PROGRAM

LOSING WEIGHT IS HARD,  
BUT IT'S WORTH IT.

It takes discipline, support and a willingness to change your lifestyle for good. Even a modest weight loss of 10% can lower your risk for heart disease, diabetes and high blood pressure. It can make activities of daily living easier like walking, tying your shoe laces, carrying the groceries, and playing with the kids. It can also help to improve sleep, lessen joint pain and alleviate depression.

To be eligible for the weight management program:

- ▶ You must have PEIA Preferred Provider Plan Coverage
- ▶ You must have a body mass index of 25 or greater: or
- ▶ A waist measurement of 35 inches or greater (for women) or 40 inches or greater (for men)
- ▶ You must be ready to make permanent lifestyle changes and have the approval of your physician or nurse practitioner.

This program uses the services of exercise and nutrition professionals, in conjunction with professional phone consultants, to help you make the necessary lifestyle changes so that you may lose weight and improve your health. PEIA has developed a network of over 60 participating facilities (the listing may be found on the PEIA website) who have agreed to provide the required program services while also accepting our fee schedule. These facilities meet our health and safety standards, maintain the appropriate equipment, and offer accessible hours of operation.



CALL TOLL FREE 1-866-688-7493 or enroll on the web by visiting the PEIA website: [www.peia.wv.gov](http://www.peia.wv.gov), click on the link for health and wellness programs and weight management.



### Congratulations to Monroe County

for winning the WVU Extension Summer Steps county challenge. Nineteen walkers walked 1,000 miles, the equivalent of walking from Union to Key Largo. The Monroe team is pictured here with Senators Bill Laird and Ron Miller, the Monroe County Commission and County Clerk, and their local extension agents. They won a LiveWellWV plaque for the courthouse and the county will receive a free walkability assessment from Extension experts.



*Monroe County Courthouse*

### Test your WV-IQ: Answers for the quiz on page 3

1. (b) Pineville
2. (b) Sutton
3. (d) Romney
4. (d) Philippi
5. (b) False, Parsons
6. (a) True
7. (a) True



 **Direct to You**

November has proven challenging for West Virginia's counties as well as for other states that took the brunt of Hurricane Sandy. Coupled with Election Day, it put the "crisis" in crisis management. I thought it would be an appropriate time to review basic crisis management and public relations tips:

- (1) keep the public informed – people respond more positively to bad news than to uncertainty or unanswered questions
- (2) keep the media informed; know your media contact people and let them know the person in your county who is the primary source for facts (not platitudes, rumors or canned statements)
- (3) meet one-on-one with other community leaders and work together
- (4) develop internal and external communication tools that will work in a crisis and don't forget the new tools of social media such as Facebook and Twitter
- (5) public relations and media relations are most of all about relationship-building that should be developed continually, prior to any crisis that might occur

*"Look up and not down. Look forward and not back. Look out and not in. Lend a hand."*

*Man without a Country; Edward Everett Hale*

*Our thanks and gratitude go out to all the hard-working county officials, emergency services personnel, and many others who worked together to get West Virginia's counties back to normal.*

*Patti*

**Does your county  
have a County Seal?**



In honor of  
**Celebrating County Culture**  
we would like to encourage your county  
to display the county seal at our  
**ANNUAL CONFERENCE.**

If your county does not have a seal.....

- Have a County Seal Contest
- Have the local high school students create

JEFFERSON COUNTY COMMISSION  
PUBLIC HEARING NOTICE

The Jefferson County Commission has scheduled a public hearing on a Zoning Map Amendment (Rezoning) for property designated as Tax District: Charles Town, Map: 13, Parcel: 7. This property is located on the south side of WV Route 51 near the Tuscowilla Hills entrance approximately 2 miles west of Charles Town and is a total of 34.27 acres. This property is currently zoned Rural and a request has been made by the owner, **Jefferson Asphalt Products, Inc.**, to change the zoning to Residential/Light Industrial/Commercial.

You may provide oral or written comments at the hearing to be held on **Thursday, January 10, 2013, at 7:00 pm, in the Charles Town Library meeting room at 200 East Washington Street**, at the side entrance on Samuel Street. Please note that a separate Public Hearing on another rezoning request is scheduled to begin upon completion of this public hearing. In addition, you may also provide written comments to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or mail to P.O. Box 250, Charles Town, WV 25414, or fax (304) 725-7916.

By Order of the Jefferson County Commission  
Patsy Noland, President

Legal Class II  
Run

Dec 26, <sup>2012</sup> & Jan 2, 2013

JEFFERSON COUNTY COMMISSION  
PUBLIC HEARING NOTICE

The Jefferson County Commission has scheduled a public hearing on a Zoning Map Amendment (Rezoning) for property designated as Tax District: Shepherdstown, Map: 8, Parcel: part of 5. This property is located on the northeast side of Alt. Route 45 (Potomac Farms Drive) and to the south side of Route 45 (Martinsburg Pike) and is a total of 8.07 acres. This property is currently zoned Residential Growth and a request has been made by the owner, **John D. Lowe, III**, to change the zoning to Residential/Light Industrial/Commercial.

You may provide oral or written comments at the hearing to be held on **Thursday, January 10, 2013, in the Charles Town Library meeting room at 200 East Washington Street**, at the side entrance on Samuel Street. Please note that the County Commission hearing for a previous agenda item will begin at 7:00 pm and that the hearing for the John D. Lowe, III rezoning request will start immediately upon the conclusion of the hearing scheduled before it. In addition, you may also provide written comments to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or mail to P.O. Box 250, Charles Town, WV 25414, or fax (304) 725-7916.

By Order of the Jefferson County Commission  
Patsy Noland, President

*Legal class II*

*Run - Dec. 26, 2012 & Jan 2, 2013*

**NOTICE OF SPECIAL SESSION  
COUNTY COMMISSION OF JEFFERSON COUNTY**

**The County Commission of Jefferson County will hold a Special Session on Tuesday, January 2, 2013 at 10:00 a.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.**

**The purpose of the session is a Petition to remove Executor of the Blanch V. Nelson estate.**

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