

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JANUARY 17, 2013
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- Special Session - January 2, 2013
- Regular Meeting - January 3, 2013
- Public Hearing - January 10, 2013

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

- December 27, 2012
- January 10, 2013
- January 17, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 10:00 a.m. Katie Willard, Department of Environmental Protection
- Introduction of myself as the Public Information Specialist for the Eastern Panhandle - Discussion
3. 10:15 a.m. Interviews and Appointments to the following Boards - Discussion/Action
- Jefferson County Emergency Services Agency - unexpired ends 11/2/13
- Jefferson County Parks and Recreation Commission - unexpired ends 6/30/15
- Jefferson County Property Safety Enforcement Agency - one term ending February 8, 2015
4. 10:30 a.m. **Break**

5. 10:45 a.m. Interview and Appointments to the Water Advisory Committee - Discussion/Action
 - (3) Three year terms ending January 31, 2016
 - (1) Unexpired term ending January 31, 2015
6. 11:00 a.m. Lynn Fields, Deputy Probate Clerk
 - Approval of quarterly review of wills/estates and approval for closure of accountings and waivers - Discussion/Action
7. 11:15 a.m. Mike Wiley, Beallair Homes, LLC
 - Request from Beallair Homes, LLC for the County Commissions consideration of the First Amendment to Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions and Restrictions Beallair Phase II Subdivision - Discussion/Action
8. 11:30 a.m. Steve Rawlings, West Virginia Risk Pool
 - Update on the WV Risk Pool - Discussion
9. 11:45 a.m. Cheryl Keyrouze, Director of Eastern Panhandle Transit Authority
 - Update on Eastern Panhandle Transit Authority - Discussion
10. 12:00 p.m. Daniel P. Lutz, Jr., Feagan's Mill
 - Appear before Commission concerning Feagan's Mill - Discussion/Action
11. 12:15 p.m. Jennifer Brockman, Director of Planning and Zoning
 - Comprehensive Plan Monthly Update - Discussion/Action
12. 12:30 p.m. Barbara Miller, Director of Homeland Security and Emergency Management
 - Approval of contract with J. H. Consulting, LLC to review/revise/develop certain annexes in the Jefferson County Emergency Operations Plan and Resource Manual Additions, per the RFP that was advertise on the County Website. J. H. Consulting was the low bidder at \$11,000. The contract was reviewed by legal - Discussion/Action
 - Approval of the recommendations put forth by the Jefferson County Homeland Security and Emergency Management Steering Committee for appointees for the term of 2013-2015. See the attached letter from John Sherwood, Chair and Barbara Miller, Director. There are also attached bios from each of the proposed appointees - Discussion/Action
 - After Action Report/Improvement Plan from the SuperStorm Sandy activation - Discussion/Action

UNFINISHED BUSINESS:

13. 2013 County Commission First Quarter Priorities - Discussion/Action

NEW BUSINESS:

14. Appoint liaison to Solid Waste Authority (JT) - Discussion/Action
15. Appoint Jesse Jones as Interim Manager of the Sheriff's department until a Sheriff can be appointed - Discussion/Action
16. Discuss setting Special Session on Tuesday, January 22, 2013 at 11:00 a.m. for the purpose of additional appointments to the Jefferson County Envision Jefferson 2035 Steering Committee - Discussion/Action
17. Discussion of process for filling Sheriff's vacancy - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Commissioner's Top Project Listing - Discussion/Action
- Briel Building, Possible Executive Session - Discussion/Action
- Discuss Budget Work Session to be held on Thursday, January 24, 2013 - Discussion/Action

COUNTY COMMISSION REPORTS**18. ADJOURN****DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- Jefferson County Emergency Services
- Jefferson County Engineering Department
- Jefferson County Homeland Security and Emergency Management
- Jefferson County Historic Landmarks Commission

CORRESPONDENCE:

Notice County Commission Offices will be closed on Monday, January 21, 2013 in observance of Martin Luther King, Jr. Day.

Notice of Special Session on Tuesday, January 22, 2013 at 11:15 a.m. in the Commission Meeting Room, the Commission will meet with Senator John Unger and the West Virginia Department of Highway to discuss safety issues at Cattail Run Rd/Rt 9 and Charles Town Rd/Rt 9 intersections.

Notice of Public Hearing scheduled Thursday, January 31, 2013 at 7:00 p.m. on Zoning Map Amendment (Rezoning) for property designated as Tax District: Harpers Ferry, Map:7, Parcel: 18. This property is located on the south side of US Route 340 on Campground Road approximately a half mile east of its intersection with Old Taylor Lane and is a total of 3.94 acres. This property is currently zoned Residential Growth and a request has been made by the owners, the Aitcheson Family Trust and Federica Adkinson, to change the zoning to Residential/light Industrial/Commercial.

Notice County Commission to convene as Board of Review and Equalization on Wednesday, January 30, 2013 at 1:30 p.m, Tuesday, February 5, 2013 at 1:30 p.m., Thursday, February 7, 2013 at 1:30 p.m. and Tuesday, February 8, 2013 at 1:30 p.m.

December 2012 issue of the County Line Newsletter received.

Letter received from the State of West Virginia Department of Revenue State Tax Department concerning Integrated Assessment.

Pamphlet received from Thompson Gas.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending December 22nd & 29th, 2012 and January 5, 2013 received from the West Virginia Lottery.

Letter received from Jefferson County Community Ministries thanking the Commission for the \$4,500 contribution.

Letter/invitation received from State Auditor, Glen B. Gainer, III concerning Regional Training Workshops.

Minutes received from the Jefferson County Public Service District's regular Board meeting on December 3, 2012.

Memorandum received from Todd Fagan, GIS concerning return on investment (ROI) for Content Management System Purchase.

Letter of Resignation received from Paul Espinosa of the Development Authority Board.

Invitation from the County Commissioners' Association of West Virginia to attend the Legislative Association Meeting and Educational Training Series on February 24 - 26, 2013 in Charleston, WV.

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.

SPECIAL SESSION:

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

At a Public Hearing of the County Commission of said County and State held at the Jefferson County Commission Meeting Room on the lower floor of the Old Charles Town Library at 200 E. Washington Street, on Wednesday, January 2, 2013 beginning at 10:00 o'clock a.m.

PUBLIC HEARING

Present were:

Patricia Noland, President
Dale Manuel, Vice President
Lyn Widmyer, Commissioner
Walt Pellish, Commissioner
Jane Tabb, Commissioner

Debbie Keyser, Jefferson County Administrator
Cynthia Schott, Administrative Assistant
Lynn Fields, Probate Office
Stephanie Grove, Esquire – Attorney for Commission

Larry Slaughter, Executor of the Blanche V. Nelson Estate

Stephen Slaughter, Petitioner
Andrew Skinner, Esq., Witness for Estate
Deborah A. Mason Roney, Witness for Mr. Stephen Slaughter

In regard: Public Hearing – Petition by Mr. Stephen Slaughter to remove Mr. Larry Slaughter as Executor of their mother's estate, Ms. Blanche V. Nelson.

Ms. Noland convened the Public Hearing at 10:00 a.m.

Ms. Noland administered the oath to Mr. Stephen Slaughter, Mr. Larry Slaughter, Mr. Andrew Skinner and Ms. Deborah A. Mason Roney.

Mr. Stephen Slaughter testified to the Commission by reading his remarks. Mr. Stephen Slaughter outlined his concerns with Mr. Larry Slaughter remaining as Executor of the Blanche V. Nelson Estate. Mr. Stephen Slaughter contends that Mr. Larry Slaughter is not working in a timely manner to close the estate and there are inaccuracies in the accounting to the Probate Office. Mr. Stephen Slaughter expressed concern at the lack of communication that Mr. Larry Slaughter has demonstrated through this process. Mr. Stephen Slaughter also has concerns that Mr. Larry Slaughter has taken his mother's home off the real estate market with no foreseen intent of putting it back on.

Mr. Larry Slaughter testified to the Commission that he believes he has honored his mother's wishes and has to the best of his knowledge given an accurate account to the probate office.

Ms. Deborah A. Mason Roney testified that she also has concerns at the lack of communication through this process from Mr. Larry Slaughter. She believes there are inaccuracies in the accounting that has been submitted to the Probate Office and she is also concerned about the length of time that closing the estate has taken considering the estate is very small.

Mr. Skinner, Esq. testified only to the fact that he had prepared the Will for Ms. Blanche V. Nelson and had not given any advice to Mr. Larry Slaughter in his capacity as Executor as it would be a conflict of interest.

After listening to the testimony of those present, it was the opinion of the Commission that the Slaughter Family should attempt to reach an amicable resolution to this situation by entering into mediation with the Fiduciary Commissioner, Mr. D. Frank Hill, Esquire.

**Motion by Mr. Manuel to direct the Slaughter's to enter into mediation with the Fiduciary Commissioner, Mr. D. Frank Hill, Esquire with a report back to the Commission within 90 days.
Motion seconded by Ms. Widmyer and unanimously approved.**

Motion by Mr. Manuel to adjourn at 11:40. Motion seconded by Mr. Pellish and unanimously approved.

PATSY A. NOLAND, PRESIDENT

Minutes
Jefferson County Commission
Thursday, January 03, 2013

A meeting of the Jefferson County Commission was held on Thursday, January 03, 2013 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Dale Manuel, Lyn Widmyer, Jane Tabb and Walt Pellish. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the January 03, 2013 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

COUNTY COMMISSION ORGANIZATION

A. Selection of President – Commissioner Widmyer nominated Mr. Manuel as President. Ms. Tabb seconded the nomination and Commissioner Manuel was approved to serve as President.

B. Selection of Vice President – Commissioner Tabb nominated Commissioner Pellish for Vice President with a second from Ms. Widmyer. Commissioner Manuel nominated Ms. Widmyer. On a vote of 4-1 with Mr. Manuel opposing, Commissioner Pellish was approved to serve as Vice President.

Commission Committee Assignments as listed below:

ORGANIZATION

COMMISSIONER - 2013

Affordable Housing	Noland/Manuel
Air Quality Control Board	Noland
Approval of Bills	Widmyer
Board of Health	Widmyer
Building Repair	Manuel/Widmyer
Community Corrections Committee	Widmyer/Manuel
Court House Committee	Manuel/Widmyer (alt)
Development Authority	Pellish
E-911 Council	Manuel

Eastern Panhandle Transportation Board	Manuel/Widmyer (alt)
Extension Service	Tabb (after input from Pros. Atty)
Farmland Protection Board	Tabb
Jefferson County Convention & Visitors Bureau	Noland /Pellish (alt)
Jefferson County Emergency Services Agency Fire & Rescue	Manuel
Historic Landmarks Commission	Widmyer
Homeland Security	Tabb/Manuel (alt)
Legislative Liaison	Noland/Manuel (alt)
Local Emergency Planning Committee	Tabb
Mental Health Center	Prosecuting Attorney
MPO Interstate Council	Manuel
Parks and Recreation	Widmyer
Planning Commission	Pellish *
Public Service District Liaison	Tabb/Noland (alt)
Region 9	Noland
Roundtable/Council of Government	Manuel
Solid Waste Authority	Tabb
Telemon Board	Noland
Water Advisory Committee	Manuel/Widmyer (alt)
Workforce Investment Act Liaison	Widmyer
Pan Tran	Widmyer

* On a vote of 4-1 Mr. Pellish was appointed to the Planning Commission. Ms. Widmyer was the opposing vote.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the Minutes of the December 20, 2012 regular meeting with noted correction. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$111,427.59 being P. O. Nos. 49857, 49858, 49899, 51291, 51292, 51235, 51219, 51227, 51234, 51237, 51238, 51239, 50113, 50114, and 52087. Motion seconded by Ms. Pellish and unanimously approved. .

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
068953	712	AT&T/GA		\$ -	\$ 198.27	\$ 198.27
068954	413	APPLE VALLEY OFF.PRODUCT	49966	\$ 179.61	\$ -	\$ 179.61
068955	412	BARDANE PUBLIC HEALTH CT		\$ -	\$ 383.00	\$ 383.00
068956	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 15,000.00	\$ 15,000.00
068957	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
068958	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
068959	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
068960	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
068961	406	CASTO & HARRIS INC	49859	\$ 54.67	\$ -	\$ 54.67
068962	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
068963	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
068963	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 15,000.00	\$ 15,000.00
068964	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
068965	440	CHOICE STAFFING, INC.		\$ -	\$ 1,361.81	\$ 1,361.81
068966	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 63.75	\$ 63.75
068967	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
068968	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,633.12	\$ 5,633.12
068969	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 3,455.75	\$ 3,455.75
068970	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,926.73	\$ 1,926.73
068970	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,680.70	\$ 1,680.70
068970	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ (0.54)	\$ (0.54)
068971	711	HIRERIGHT		\$ -	\$ 77.15	\$ 77.15
068972	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,695.00	\$ 1,695.00
068973	401	INSIGHT A/V SERVICES	51230	\$ 607.64	\$ -	\$ 607.64
068974	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 440,125.00	\$ 440,125.00
068975	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,773.00	\$ 4,773.00
068975	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
068976	401	SUSANNE O. KOENING		\$ -	\$ 30.00	\$ 30.00
068977	PAYROLL	HIGHMARK WV		\$ -	\$ 168,971.58	\$ 168,971.58
068978	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
068979	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
068980	ALLOC	JEFF CO PARKS &		\$ -	\$ 55,510.15	\$ 55,510.15
068981	413	SHEPHERDSTOWN CHRONICLE	50254	\$ 829.84	\$ -	\$ 829.84
068982	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 15,000.00	\$ 15,000.00
068983	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 15,000.00	\$ 15,000.00
068984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,950.92	\$ 9,950.92
068984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 101.66	\$ 101.66
068984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
068984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,548.78	\$ 42,548.78
068984	222	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,904.12	\$ 40,904.12
068984	222	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.84	\$ 118.84

068985	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
068986	712	UPS		\$ -	\$ 20.87	\$ 20.87
068987	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.77	\$ 672.77
068987	716	WM OF WEST VIRGINIA, INC		\$ -	\$ 95.93	\$ 95.93
068988	712	WV ENHANCED 911 COUNCIL	51226	\$ 50.00	\$ -	\$ 50.00
TOTAL						\$ 848,258.61
TOTAL				\$ 1,721.76	\$ 846,536.85	\$ 848,258.61

Motion by Ms. Noland to approve the accounts payable for January 3, 2013 in the amount of \$848,258.6. Motion seconded by Mr. Pellish and unanimously approved.

PUBLIC COMMENT:

Suzanne Maresic, Member Envision 2035 Committee (Comprehensive Plan Steering Committee) - Spoke regarding adding members to Envision 2035 Committee.

Robert Wormald, Jefferson County Business Owner - Spoke in favor of adopting the Tolling Amendments.

Mike Wiley, Property Owner, Jefferson County Business Owner – Spoke in favor of adopting the Tolling Amendments.

David Tabb, Jefferson County Resident – Wished to bring Ms. Tabb update on what he has been doing since she was last on County Commission.

Bill McCloud, Member Envision 2035 – Spoke regarding adding members to Envision 2035 Committee (Comprehensive Plan Steering Committee).

Kathy Knight, Member Envision 2035 Committee - Spoke regarding adding members to Envision 2035 Committee (Comprehensive Plan Steering Committee).

William Edwards, Jefferson County Resident – Spoke in favor of adopting the Tolling Amendments.

Jennifer Syron, Representative of Eastern Panhandle Homeowners Association – Spoke regarding Homeowner's Association concerns regarding the impact of adoption of the Tolling Amendments.

Janis Schiltz, Jefferson County Resident - Spoke regarding adding members to Envision 2035 Committee.

PRESENTATIONS:

1. Presentation of Resolution to Weston Goodell for making new seat cushions for the Jefferson County Courthouse as his Eagle Scout Project.

RESOLUTION IN RECOGNITION OF WESTON GOODELL FOR HIS SERVICE ON THE REVITALIZATION TO THE JEFFERSON COUNTY COURTHOUSE BENCHES

WHEREAS, the Jefferson County Commission would like to thank Weston Goodell for his dedication of time and talent for over a year to create cushions for all the benches and chairs in the Jefferson County Courthouse;

WHEREAS, Weston Goodell continues to be a valuable Boy Scout to Troop 161;

WHEREAS, Weston Goodell has set an example and played an integral part in helping to maintain the beauty of our Jefferson County Courthouse;

WHEREAS, the Jefferson County Commission recognizes that the people of Jefferson County will benefit from the knowledge and expertise provided by Weston Goodell as the result of his involvement, dedication and loyalty to revitalizing and providing new cushions;

THEREFORE, the Jefferson County Commission hereby recognizes Weston Goodell for his service as a loyal and dedicated member to the Boy Scott Troop 161 and in appreciation for his service to the citizens of Jefferson County, West Virginia.

By ORDER of the Jefferson County Commission:

Patricia Noland, Commissioner

Dale Manuel, Commissioner

Jane Tabb, Commissioner

Lyn Widmyer, Commissioner

Walt Pellish, Commissioner

DATED THIS 3rd DAY OF JANUARY, 2013

- **Motion by Ms. Noland to approve the Resolution as read by the Administrative Assistant. Motion seconded by Mr. Pellish and unanimously approved.**

2. Interview and appointment for the Eastern Regional Airport Authority. The following residents applied for the appointment to the Eastern Regional Airport Authority; Ms. Donna Callar, Mr. Donald Sutherland and Mr. George Cornwall. Ms. Donna Callar and Mr. Donald Sutherland introduced themselves and explained their reasons for being interested in serving on the Airport Authority. Mr. George Cornwall was unable to attend due to his work schedule.

- **Ms. Widmyer nominated Ms. Callar to represent the Jefferson County Commission on the Eastern Regional Airport Authority for the 2013 term. Ms. Noland nominated Mr. Cornwall to represent the Jefferson County Commission on the Eastern Regional Airport Authority for the 2013 term. Mr. Cornwall was appointed to the Eastern Regional Airport Authority on a vote of 3-2 (Manuel, Noland, Pellish) with Ms. Widmyer and Ms. Tabb voting for Ms. Callar.**

3. Steve Rawlings, West Virginia Risk Pool – To Be Rescheduled.

NEW BUSINESS:

4. Approval to add two members to the Comprehensive Plan Steering Committee (Envision 2035) per request by Ms. Tabb. Ms. Tabb acknowledged the comments from the Public Comment portion of the meeting, regarding the challenges of adding new members to the Steering Committee. Ms. Tabb was open to further discussion with the Commissioners and to hear their thoughts. All the Commissioners felt that the decision to allow Ms. Tabb to have a voice in the representation on the Steering Committee had been made when they learned that a new Commissioner would be joining the Commission. It was the consensus of the Commission that the Planning Commission would advertize again for interested individuals to submit their names for consideration to be placed on the Steering Committee along with those individuals that had earlier submitted their letters of interest. Ms. Tabb did request this be done in as timely a manner as possible.
5. The Commission took a break at 10:40
The Commission reconvened at 10:51

PRESENTATIONS (Continued)

6. Rodger Goodwin, Engineering – Jefferson County Bonding – Present proposed Tolling amendments to the

Jefferson County Land Development Site Improvements Bonding and Bond Surety Policy subject to the Commission's comments at the October 18, 2012 meeting. Mr. Goodwin gave a brief background as to the history of the proposed Tolling Amendments. Mr. Goodwin was directed by the Commission to draft amendments to the Bonding Policy due to a request by the Developers of Beallair. Mr. Goodwin clarified the request for amending the Bonding Policy was not initiated from the Engineering Department and is being presented at the Developers request. Mr. Michael Wiely, Vice President Beallair Homes, LLC, spoke in favor of the proposed changes to the Bonding Policy. Ms. Jennifer Syron, Representative of Eastern Panhandle Homeowners Association, shared her concerns for homeowners if these amendments are adopted. One of the main concerns expressed by the Commissioners involved this amendment resulting in a policy change. The Commission took no action at this point and directed the Engineering Department to provide more information and present a power point presentation at a later date.

7. Jennifer Brockman, Planning & Zoning – Recommendation of the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 3.94 acre property owned by the Aticheson Family Trust, designated as Tax District: Harpers Ferry, Map 7, parcel: 18, located on the south side of US Route 340 on Campground Road approximately a half mile east of its intersection with Old Taylor Lane, for the purpose of setting a Public Hearing to be held by the County Commission.

- **Motion by Ms. Noland to schedule a Public Hearing on the proposed Zoning Map Amendment for a 3.94 acre property owned by the Aticheson Family Trust, designated as Tax District: Harpers Ferry, Map 7, parcel: 18, located on the south side of US Route 340 on Campground Road approximately a half mile east of its intersection with Old Taylor Lane, on either the 2nd or 4th Thursday in the evening at the earliest convenience. Motion seconded by Mr. Manuel and approved unanimously.**

8. John Reisenweber, Development Authority –

- A. Mr. Reisenweber presented Ms. Lane Donley with a painting of the Jefferson County Courthouse in acknowledgment of her retirement and thanked her for her years of dedicated service to the Development Authority.
- B. Approval of Development Authority new by-laws by the Jefferson County Commission. Ms. Widmyer requested wording be added regarding notice to the public about meeting times and place and noted that it will be posted on the website. Mr. Reisenweber agreed to the changes and volunteered to return with the changes. It was the consensus of the Commission that a vote could be taken with the understanding that Mr. Reisenweber would add the requested information.

- **Motion by Ms. Widmyer to approve the Development Authority By-laws with noted addition. Motion seconded by Ms. Noland and unanimously approved.**



BY-LAWS JEFFERSON COUNTY DEVELOPMENT AUTHORITY

ARTICLE I NAME AND PLACE OF BUSINESS

Section 1. Name: Jefferson County Development Authority, herein after referred to as the "Authority."

Section 2. Place of Business: The principal office of the Authority shall be located in Jefferson County, West Virginia.

ARTICLE II PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS

Section 1. General: The Authority is not organized for profit but is organized exclusively for the purposes set forth in House Bill No. 367 enacted by the 1963 Session of the West Virginia Legislature and now a part of the General Laws as Article 12 of Chapter 7 of the Code of West Virginia.

Section 2. Purpose: The purposes for which the Authority is created are to promote, develop and advance the business prosperity and economic welfare of Jefferson County, its citizens and its industrial complex; to encourage and assist through loans, investments or other business transactions in the locating of new business and industry within the county and to rehabilitate and assist existing businesses and industries in the county; to stimulate and promote the expansion of all kinds of business and industrial activity which will tend to advance business and industrial development, maintain the economic stability of the county, provide maximum opportunities for employment, encourage thrift, and improve the standard of living of the citizens of the county; to cooperate and act in conjunction with other organizations, federal, state, or local, in the promotion and advancement of industrial, commercial, agricultural, and recreational developments with the county; and to furnish money and credit, land and industrial sites, technical assistance and such other aid as may be deemed requisite to approved and deserving applicants for the promotion, development and conduct of all kinds of business activity within the county. (W. Va. Code § 7-12-2).

Section 3. Powers of the Authority. The Authority shall have all of the powers given by the West Virginia Code § 7-12-1 *et seq.*

Section 4. Liberal Construction of By-Laws: It is the purpose of the Authority to provide for promotion, development and advancement of the business prosperity and economic welfare of Jefferson County, its citizens and its industrial complex, and these by-laws shall be liberally construed as giving the Authority full and complete power reasonably requested to give effect to its purpose described above. (W.Va. Code § 7-12-15).

Section 5. Compliance with Applicable Laws: The Authority shall observe and comply with all applicable local, state and federal laws, including, but not limited to the requirements of Chapter 7, Article 12 of the Code of West Virginia as amended. If a conflict arises between the provisions of these by-laws and the applicable West Virginia Code provision, the West Virginia Code provision shall govern. If any article, section or provision of these by-laws is held to be unconstitutional, all the remaining articles, sections and provisions shall nevertheless remain valid.

ARTICLE III MANAGEMENT AND MEMBERSHIP OF THE AUTHORITY

Section 1. Membership: Management and control of the Authority, its property, operations, business and affairs, shall be vested in a board of not fewer than twelve (12) and not more than twenty-one (21) persons who shall be appointed by the Jefferson County Commission and be known as members of the Authority. Each member of the Authority shall be appointed to at least one standing committee. (W.Va. Code § 7-12-3)

Section 2. Appointment of Members: The Jefferson County Commission shall appoint one member to represent the County Commission on the Authority board and, for each municipality located within the county, the County Commission shall appoint one member to represent the municipality. The city and town Council of each municipality located within the county shall submit to the County Commission the names of three persons, one of whom the County Commission shall appoint to be the municipality's representative on the board. Other members of the board shall be appointed by the County Commission and shall include representatives of business, education, industry and labor. Other persons, firms, unincorporated associations, and corporations, who reside, maintain offices, or have economic interests, as the case may be, in Jefferson County, shall be eligible to participate in and to request the County Commission to appoint members to the Authority. Members can also be drawn from citizens of a county contiguous to Jefferson County regardless of their state of residence. (W.Va. Code § 7-12-3 and § 7-12-4)

Section 3. Term of Members: Members shall be appointed for a term of three years. A member may be reappointed for such additional term or terms as the County Commission may deem proper. If a member resigns, is removed or for any other reason membership terminates during the member's term of office, a successor shall be appointed by the County Commission to fill out the remainder of the member's term. Members in office at the expiration of their respective terms shall continue to serve until a successor has been appointed and has qualified. (W.Va. Code § 7-12-3)

Section 4. Compensation of Members: No member of the Authority shall receive any compensation, whether in formal salary, per diem allowance or otherwise, in connection with his or her services as a member. Each member shall, however, be entitled to reimbursement by the Authority for any necessary expenditures in connection with the performance of his or her general duties as a member. (W.Va. Code § 7-12-5)

Section 5. Conflict of Interest: No person shall be disqualified from serving as a member of the Authority solely as a result of the person's employment with a particular business, including without limitation employment with a public utility company or bank. However, whenever a conflict of interest arises between the Authority and the member's employer, then the member must recuse himself or herself from any vote, discussion or other activity associated with the Authority or its members that created the conflict of interest. (W.Va. Code § 7-12-4 and § 7-12-5)

Section 6. Resignation or Removal of Members: If a member of the Authority resigns, the Secretary of the Authority shall immediately notify the County Commission, and request the appointment of a qualified person to fill the vacancy left by the resigning member. The County Commission may at any time remove any member of the board by an order duly entered of record and may appoint a successor member for any member so removed. (W.Va. Code § 7-12-3)

Section 7. Vacancies: If requested so to do, the members shall recommend to the County Commission the names of qualified persons for appointment to fill either pending or existing vacancies in the membership of the Authority.

Section 8. Attendance: If any member fails to attend three (3) regular consecutive meetings of the Authority without an acceptable excuse, the Executive Committee, with the concurrence of the board, may recommend to the County Commission that the offending member be removed from the board and a successor member appointed.

**ARTICLE IV
MEETINGS OF THE AUTHORITY MEMBERS**

Section 1. Time and Place: The Authority members shall meet on the third Tuesday of each month, at 3:00 p.m., at the offices of the Jefferson County Development Authority, or at a place and time otherwise designated for the meeting. If the meeting day falls on a legal holiday, the meeting shall be held the following day or on another day designated.

Section 2. Quorum: A majority of the members of the Authority constitute a quorum and no action of the Authority shall be official unless authorized by a quorum at a regular or properly called special meeting. If a quorum is not present, those present may adjourn the meeting to a later date.

Section 3. Voting: Each member of the Authority present, either in person or by phone or video conference, shall have one vote at an Authority meeting.

Section 4. Special Meetings: Special meetings of the Authority may be called by the President or by at least two (2) members upon written request to the Executive Director.

Section 5. Meeting Notice: Notice in writing of each regular or special meeting of the Authority members shall be given to each member by the Secretary by sending the Notice to the last known post office address of the member, or by electronic mail or by facsimile, at least three (3) days before the date fixed for such meeting. The notice of any special meeting shall state briefly the purpose(s) of the meeting and the nature of the business to be transacted, and no purpose or business other than that stated in the Notice shall be discussed or transacted at the special meeting. Meeting notice shall also be provided to the public in accordance with state and local requirements.

Section 6. Agenda: The Executive Director shall prepare and send to all members, at least three (3) business days before a regularly scheduled meeting date, and at least seven (7) calendar days before an irregularly scheduled meeting date, an agenda outlining the items to be discussed at the meeting. A member who wishes to include an item in the meeting agenda shall notify the Executive Director at least seven (7) calendar days prior to the regularly scheduled meeting date for the item to be included in the agenda. Any matter not disposed of at a meeting shall be included on the agenda of the next scheduled meeting.

Section 7. Meeting Format: The format for all regular meetings of the Authority members shall be as follows:

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Public Comment Period
- IV. Review/Approve Minutes
- V. Review/Approve Treasurer's Reports
- VI. Member/Staff Reports
- VII. Committee Reports
- VIII. Unfinished Business
- IX. New Business
- X. Director's Report
- XI. Adjournment

Nothing in the above format precludes adding items to or deleting specific items from the agenda, including executive sessions as authorized or required by West Virginia law. Further, the Authority may, upon its own motion, revise the schedule of business for any meeting. Items not on the posted agenda are presented and placed on a subsequent agenda for action, unless the item requires immediate action because of an emergency situation, or where the need to take immediate action came to the attention of the Authority subsequent to the posting of the agenda.

All meetings shall be conducted according to Robert's Rules of Order and in accordance with the West Virginia Open Meeting Law. (W.Va. Code § 6-9A).

ARTICLE V CONFIDENTIALITY OF EXECUTIVE SESSION

Section 1: Executive Session: An Executive Session may be called upon a majority vote of the members for purposes of discussing such matters as are authorized to be discussed in Executive Session by public agencies pursuant to West Virginia Code § 6-9A-4. No member of the Authority shall disclose any information discussed in Executive Session to any individual, organization, or corporation. Anything discussed in open session is subject to public discussion and reporting. All matters before the Authority may be discussed by members of the Authority pursuant to the West Virginia Freedom of Information Act. (W.Va. Code § 29B)

ARTICLE VI OFFICERS

Section 1. Officers: The officers of the Authority shall be a President, Vice-President, Secretary, and Treasurer, each of whom must be a member of the Authority. The offices of Secretary and Treasurer may be served by the same person, as Secretary-Treasurer.

Section 2. Election of Officers: The officers of the Authority shall be elected each year by the members at the Authority's last regular meeting of the fiscal year, i.e., the June meeting, with officers to assume their duties the first day of the new fiscal year, i.e., July 1. The officers so elected shall serve until the next annual election by the membership and until their successors are duly elected and qualified and the officers may succeed themselves. Any vacancy occurring among the officers, except for the office of President, shall be filled by appointment from the membership by the President until the next regular or special meeting of the Authority, when the members will elect a replacement to serve until the next annual election.

Section 3. Nominating Committee: A nominating committee of three (3) members shall be appointed by the President no later than sixty (60) days prior to the annual election meeting. The report of the nominating committee shall be presented to the members at the regular monthly meeting preceding the annual election meeting. Nominees shall have consented to such nomination prior to the report of the nominating committee. Nominations may be made from the floor at the annual election.

ARTICLE VII DUTIES OF OFFICERS

Section 1. President: The President shall preside as chairman at all meetings of the membership of the Authority. He shall appoint all committees as recommended by the membership and shall be an ex-officio member of all committees. The President shall appoint all committees as recommended by the membership and shall, together with the secretary, sign the minutes of all meetings of members at which the President presides. The President shall attend generally to the executive business of the Authority and exercise such powers as may be conferred upon him or her by the members, by these by-laws, or as prescribed by law. The President shall execute, and if necessary acknowledge for record, any deeds, deeds of trust, contracts, notes, bonds, agreements or other papers necessary, requisite, proper or convenient to be executed by or on behalf of the Authority when and if directed by the members of the Authority.

Section 2. Vice President: If the President is absent or for any reason is unable to discharge any of the duties of the office then the same shall be discharged by the Vice-President or in the absence of the Vice-President, by any remaining officer.

Section 3. Secretary: The Secretary of the Authority shall be its recording officer and shall, when practicable, be present at all meetings of the members, and shall keep or cause to be kept a regular record of the proceedings of such meetings for preservation in a suitable book or books. The Secretary, together with the President, shall sign the minutes of the meetings at which they are present. The Secretary shall have charge of the minute book and custodian of deeds and other important writings and papers of the Authority and shall also perform such other duties as the office may have under the law or as may be conferred from time to time by the membership. Minutes of the meetings of the Authority may be transcribed by a person other than a member of the Authority, at the discretion of the Secretary.

Section 4. Treasurer: The Treasurer shall have general charge of the funds and monies of the Authority. Checks written from the Authority's account shall be signed by such person or persons as the membership from time to time prescribes. The Treasurer shall keep or cause to be kept

proper and accurate books of accounts and receipts and vouchers for disbursement made by or through him or her and shall prepare and submit such reports and statements of the financial condition of the Authority as the members may from time to time prescribe, and shall perform such other duties as may devolve under the law or as may be conferred on him or her by the members of the Authority. Members of the Authority responsible for handling funds shall be bonded by the County Commission in accordance with an amount specified by the Authority. All funds shall be expended in accordance with the Authority's Financial Policies and Procedure Manual.

Section 5. Executive Director: The Executive Director shall devote himself entirely to the affairs of the Authority. He shall at all times be subject to the supervision of the members of the Authority in matters relating to the economic development of the County, and shall perform such duties as may be determined by the members, as long as they are associated with the affairs of the Authority.

Section 6. Disbursement of Authority Funds: The President, Vice-President, Secretary, Treasurer and Executive Director shall have the authority to receive and disburse funds of the Authority. No disbursement shall be made unless it shall have been authorized by two of these four officers. The Treasurer shall sign all disbursements, along with one other officer. In the event that the Treasurer is not able to sign for a disbursement, then any two of the remaining three officers may sign for such disbursement.

ARTICLE VIII COMMITTEES

Section 1. Standing Committees: The standing committees of this Authority shall be as follows:

- Executive Committee
- Business Development and Marketing Committee
- Governmental and Legislative Affairs Committee
- Agriculture Development Committee

Section 2. Appointment of Committees: With the exception of the Executive Committee, all of the foregoing committees and committee members, shall be appointed by the President with the approval of the membership. The President may also appoint other ad hoc committees as necessary with the approval of the membership. Such ad hoc committees shall be dissolved at the completion of the specific purpose given the ad hoc committee. Committee chairpersons may appoint members to their committee who are not members of the Authority, subject to approval of the members of the Authority.

Section 3. The Executive Committee: The President, Vice-President, Secretary, Treasurer, Executive Director, and Chairpersons of each standing committee of the Authority shall serve on the Executive Committee. Except as otherwise specifically limited by a majority vote of the Board, the Executive Committee shall be responsible for the routine business of the Authority between the regular meetings of the members and shall have all the powers of the membership, subject to, however, to the ratification and approval or later rejection by the membership. It shall have general charge of the finances and property of the Authority and shall have authority to make disbursements for necessary and routine expenses, and may grant to any committee a reasonable amount of money needed for special work, provided such amount shall not exceed the budget allowance for such work as previously approved by the Authority. The Executive Committee shall review issues that may or may not come before the members of the Authority and, if appropriate, make recommendations to the members concerning such issues.

Section 4. Business Development and Marketing Committee: It shall be the primary duty of the Business Development and Marketing Committee to develop strategies that encourage businesses to locate to Jefferson County and to assist existing businesses with efforts that attract jobs and foster growth in the community. The Committee will review and provide guidance on the Authority's business development and marketing strategies while ensuring that the Authority is appropriately targeting and effectively utilizing the opportunities that exist in the marketplace. The Committee will work to identify future opportunities to develop suitable industrial/business sites. The Committee shall have the duty to develop any and all projects toward economic improvement consistent with the West Virginia Code and deemed prudent by the Authority.

Section 5. Governmental and Legislative Affairs Committee: It shall be the primary duty of the Governmental and Legislative Affairs Committee to develop policies and act as liaison between the Authority and governmental/legislative bodies and in furtherance of the Authority's activities.

Section 6. Agriculture Development Committee: It shall be the primary duty of the Agriculture Development Committee to identify, develop and promote agriculture, and agriculture related business within the county.

ARTICLE IX

FISCAL YEAR

Section 1. Fiscal Year: The fiscal year of the Authority shall commence on July 1st of each year and continue through June 30th of the following year.

ARTICLE X AMENDMENTS

Section 1. Amendments: These by-laws may be amended at any regular or special meeting of the Authority by a two-thirds vote of the entire membership; provided however, that written notice, sent in accordance with Article IV, Section 5, describing with particularity the proposed amendment, must be given to each member at least ten (10) days prior to the regular or special meeting at which the proposed amendment will be considered.

Section 2. Approval by County Commission: By-law changes shall be submitted to members of the Jefferson County Commission for their approval within ten (10) days after the adoption by the Authority.

ARTICLE X INDEMNIFICATION

The Authority shall indemnify any past, present or future Executive Director, officer or employee of the Authority against claims arising from an act or omission of such past, present or future Executive Director, officer or employee within the scope of such individual's duties. Such indemnification shall include reasonable costs and expenses incurred in defending such claims. Nothing contained herein shall require the Authority to pay punitive damages or exemplary damages or damages arising from the commission of a crime by such individual, and the Authority shall not be required to provide for the defense or indemnification of such individual when the act or omission which caused the injury was the result of actual fraud, actual malice, gross negligence or willful misconduct of such individual, or in the event of a claim against such individual by the State of West Virginia or the Authority. The determination as to whether an individual's conduct falls within any of the above exceptions shall be made by the Authority, in consultation with the West Virginia Attorney General.

ARTICLE XI DISTRIBUTION OF ASSETS UPON DISSOLUTION

Upon the dissolution of this Authority, any and all funds and assets held by the Authority, after the payment of its obligations, shall automatically pass to and become the property of the County Commission of Jefferson County, West Virginia, to be used for such public improvements and other public purposes as said Commission shall deem proper.

Revised December 1, 2012

9. Department of Juvenile Services, Patricia Smith – Proposal for purchase of four (4) computers for students.

- **Motion by Ms. Noland for the County to provide the funds to purchase computers as requested at the cost of \$2,582.90. Motion seconded by Mr. Pellish and unanimously approved.**

NEW BUSINESS (Continued):

10. 2013 First Quarter Priorities, Lyn Widmyer – For Ms. Tabb's benefit, Ms. Widmyer explained that the Commission had made a commitment to quarterly review the Commission's priorities. As this was the 1st quarter of the year she submitted her priorities. Ms. Widmyer was agreeable to going over the list when the remaining Commissioners were prepared to do theirs. It was the consensus of the Commission to put this on the next agenda and make it a priority.
11. Approval of Board of Review and Equalization Notice

NOTICE Board of Review and Equalization

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Wednesday, January 30, 2013, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of

Jefferson County for the tax year 2013.

The Commission will continue to sit as a Board of Review and Equalization on Tuesday, February 5, 2013, at 1:30 p.m., Thursday, February 7, 2013, at 1:30 p.m., Tuesday, February 12, 2013, at 1:30 p.m., and thereafter as deemed necessary.

Persons wishing to appear before the Commission should apply to the Assessor no later than Friday, February 8, 2013, at noon, in order to complete the proper forms and to schedule a hearing date prior to the planned final date of Tuesday, February 19, 2013.

Given under my hand this 3rd day of January, 2013.

JENNIFER MAGHAN, COUNTY CLERK JEFFERSON COUNTY COMMISSION

- **Motion by Ms. Tabb to publish the dates for Board of Review. Motion seconded by Ms. Widmyer and unanimously approved.**

12. The Commission broke for lunch at 12:02.
The Commission reconvened at 1:30.

FINANCIAL DIRECTOR REPORTS

Budget Analysis for the General County Fund for the month ending November 30, 2012. Mr. Shroyer reviewed the General County Fund Analysis for the month ending November 30, 2012 and answered questions posed by the Commissioners.

JEFFERSON COUNTY EMERGENCY AGENCY

Jefferson County Emergency Services Agency, Board of Directors Presentation on Distribution of Fire Funds. Ronald Fletcher, President of the Jefferson County Fire and Rescue Association, Alan Williams, President of the Jefferson County Emergency Services Agency and Doug Picard, Past Treasurer Independent Fire Company presented a power point presentation to show the Commission how the funds that the County contributes are disbursed. It was the consensus of the Commission that the Jefferson County Emergency Services Agency was created to distribute the allocated funds. This method has been working and the Commission feels comfortable allowing it to continue to work in this manner. The Commission did stress though that accountability for how the funds were disbursed was very important and the responsibility of the JCESA, for which they concurred.

COUNTY ADMINISTRATORS REPORT:

- Loudoun County Mutual Aid is going well. Ms. Keyser has been attending monthly meetings and hopes to have a formal agreement by spring.
- FYI - January 8, 2013 – A planned power outage will take place in the area.
- “Meet Your Commissioners” event - would the Commissioners like to schedule another get together? It was the consensus of the Commissioners that they would. A tentative date for January 31, 2013 has been chosen.
- Blue Cross/Blue Shield – although not ready to give a definite number, there will likely be a 15-20% increase without any plan changes. Ms. Keyser is continuing to work on long and short term liability, along with life insurance.
- Employee Recognition – At this point there are three (3) elements;
 1. Thank you notes for Department Managers/Elected Official to acknowledge employees who have gone above and beyond in the work place. They should be distributed to employees,
 2. Service Awards – to acknowledge years of service in five (5) year increments. Years worked would be calculated at the end of the calendar year and certificates presented in the beginning of the following year. Since this would be the first time acknowledging years of service we will recognize employees at

- 5, 10, 15 and 20 years service. Anyone over 20 years service will also be acknowledged (21, 22, 23, 24 etc.). After this initial year, it will only be in five year increments. Mr. Pellish inquired about purchasing pins for years of service; he believed they would have more meaning. Ms. Keyser believes this would not be possible for us to do based on state code, but she will check with legal counsel.
3. Outstanding Performance Award – to acknowledge employees whose contributions move the County forward in some manner. Only one (1) or two (2) employees will receive this award in one year. Department Managers and Elected Officials will assist in the selection process.
 4. IT – RFP, there are between 4-5 candidates for the position. Ms. Keyser invites the Commissioners to be part of the interview process. This process should take place in about two weeks. The hope is to have the new IT person in house by the first of February.

COUNTY COMMISSION REPORTS:

Commissioner Manuel:

- Attended the Probate Hearing for the Blanche V. Nelson Estate.
- Attended the Swearing in Ceremony for Commissioner Tabb.
- Informed the Commissioners 20% of receipts at Applebee's would be donated to Animal Welfare this evening.

Commissioner Noland:

- Attended the Probate Hearing for the Blanche V. Nelson Estate.
- Had the honor of administering the Oath of Office to Ms. Tabb at her swearing in.

Commissioner Pellish:

- Attended the Probate Hearing for the Blanche V. Nelson Estate.
- Attended the Swearing in Ceremony for Commissioner Tabb.

Commissioner Tabb:

- Attended the Probate Hearing for the Blanche V. Nelson Estate.

Commissioner Widmyer:

- Attended the Probate Hearing for the Blanche V. Nelson Estate

COUNTY ADMINISTRATORS REPORT (continued)

13. Briel/Liberty Building & Employee Compensation.

- **Motion by Mr. Pellish to enter into Executive Session to discuss property acquisition in accordance with WV Code §6-9A-4(9), to consider matters involving or affecting the purchase, sale or lease of property, in regard to 201 N. George Street, Charles Town, WV and WV Code §6-9A-4(2)(A) to consider matters arising from the compensation of an employee. Motion seconded by Ms. Noland and unanimously approved.**
 - No action was taken.
- **Motion by Mr. Pellish to conclude the Executive Session and reconvene the regular meeting of the County Commission. Motion seconded by Ms. Noland and unanimously approved.**

The Commission meeting was adjourned immediately following the conclusion of the Executive Session on a motion by Mr. Pellish. Motion was seconded by Ms. Noland and unanimously approved.

PATRICIA A. NOLAND, PRESIDENT

SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at the Old Charles Town Library Ground Floor meeting room thereof on Thursday, January 10, 2013, beginning at 7:00 o'clock p.m.

PRESENT: Dale Manuel, President, Lyn Widmyer, Patsy Noland, Jane Tabb and Walt Pellish; Commissioners. Debbie Keyser, County Administrator, Stephanie Grove, Assistant Prosecuting Attorney and Cynthia Schott, Administrative Assistant.

In re: PUBLIC HEARING - AMEND THE COUNTY ZONING MAP TO CONSIDER REZONING OF PROPERTY DESIGNATED AS TAX DISTRICT: CHARLES TOWN, MAP: 13, PARCEL: 7. THIS PROPERTY IS LOCATED ON THE SOUTH SIDE OF WV 51 NEAR THE TUSCASWILLA 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/COMMERCIAL.

Commissioner Manuel opened the Public Hearing.

Jennifer Brockman, Director of Planning and Zoning, gave a brief overview of the history of the landowner-initiated, Jefferson Asphalt Products, Inc., petition to rezone. Ms. Widmyer inquired as to the notification process used by the Planning and Zoning Department to notify residents of the Public Hearing. Ms. Widmyer was concerned that residents had not had adequate notice. Ms. Brockman assured the Commissioners all legal requirements had been followed.

Annette vanHilst, R. A., The Crossroads Group, on behalf of the applicant, presented a Power Point presentation to the Commissioners. Mr. Dick Sandsbury, on behalf of the applicant, spoke regarding the marsh-land.

A sign in sheet was provided for each person wanting to speak.

Comments were made by the following:

John Maxey – Jefferson County Resident. Mr. Maxey spoke regarding his concern for the preservation of the wetlands. Mr. Maxey distributed an article from the 1990 Spirit of Jefferson concerning the protection of the wetlands. Mr. Maxey requested the rezoning be denied.

Faye Davenport – Jefferson County Resident. Ms. Davenport represented herself and her husband and spoke of their efforts to preserve the wetlands for future generations. Ms. Davenport spoke to the importance of the habitat in regard to the rare plants and animals. She requested the rezoning be denied.

John Thomas – Owner of Jefferson County Asphalt & Jefferson County Resident. Mr. Thomas assured the Commissioners that he and his family were committed to protecting the wetlands. As State Code stands, Jefferson Asphalt can continue with industrial use but he believes that in the future Jefferson Asphalt will relocate to a more appropriate location and would like to rezone to have options for land use.

William Drennen – Owner of Locust Hill Golf Course & Jefferson County Resident. Mr. Drennen stated that the marsh is important to the vitality of Locust Hill Golf Course and would like more information about what changes are being considered. Mr. Drennen also stated that as a neighboring property he had received no notice.

Sam Hansard – Jefferson County Resident. Mr. Hansard expressed his concern that he had received no notice about the rezoning even though he shares a boundary.

The following materials were received:

- Native Note – Altona-Piedmont Marsh Nature Preserve,
- West Virginia's Chesapeake Bay IMDL Final Phase II Watershed Implementation Plan,
- Letter from Amy Cimarolli, Director of Science, The Nature Conservancy,
- Article from the Spirit of Jefferson Advocate 1990,
- Ms. Faye Davenport - County Wetlands Area Protected,
- John Maxey – Watershed Implementation Plan & the letter he read to the Commissioners,
- Copy of Power Point prepared by Annette vanHilst on behalf of the applicant.

The Commission took a short break at 7:40.

The Commission reconvened at 7:45.

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

At a Special Session of the County Commission of said County and State continued and held at the Old Charles Town Library Ground Floor meeting room thereof on Thursday, January 10, 2013, beginning at 7:45 o'clock p.m.

PRESENT: Dale Manuel, President, Lyn Widmyer, Patsy Noland, Jane Tabb and Walt Pellish; Commissioners. Debbie Keyser, County Administrator, Stephanie Grove, Assistant Prosecuting Attorney and Cynthia Schott, Administrative Assistant.

In re: PUBLIC HEARING - AMEND THE COUNTY ZONING MAP TO CONSIDER REZONING OF 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 FRAMS 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 HAD BEEN MADE BY THE OWNER, JOHN D. LOWE, III, TO CHANGE THE ZONING TO RESIDENTIAL/LIGHT INDUSTRIAL/COMMERCIAL.

Jennifer Brockman, Director of Planning and Zoning, gave a brief overview of the history of the landowner-initiated, John D. Lowe, III, petition to rezone.

Mr. Richard Klein, P.E., Alpha Associates, Inc., on behalf of the applicant presented a Power Point presentation to the Commissioners.

A sign in sheet was provided for each person wanting to speak.

Comments were made by the following:

- Eleanor Finn, Jefferson County Resident. Ms. Finn felt that applicant didn't provide enough detail regarding future use of the property and is concerned about traffic issues. Ms. Finn believes that this is spot zoning and the rezoning request be denied.
- Mr. John Reisenweber, Executive Director Jefferson County Development Authority, spoke in support of the rezoning, sighting the creation of additional jobs, growth of county tax base and additional services and amenities for the residents of the area.

No decisions were made on either rezoning request. The Commission agreed to allow an additional comment period of two weeks ending January 24, 2013. Thereafter, a decision will be made.

Upon rising, the Commission recessed at 8:04 p.m. until Thursday morning next beginning at 9:30 o'clock a.m.

DALE MANUEL, COMMISSION PRESIDENT

PURCHASE ORDERS TO BE APPROVED

January 17 , 2013

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
CAPITAL OUTLAY	51261	\$ 10,137.41	High Performance Cable Corp	Materials & Fiber for VOIP JC304 Mainena
	51290	\$ 1,050.00	Accurate Systems	VOIP Consulatant - JC304 Maintenance
CENTRAL GARAGE	50291	\$ 384.95	Napa	Vehicle Supplies
	51254	\$ 812.74	Fisher Autor Parts	Vehicle Materials/Supplies
	51256	\$ 974.36	Donald B. Rice	Tires
COUNTY CLERK	50260	\$ 118.94	Lexis Nexis - Matthew Bender	WV Court Rules 2013 Ed 2 Vols
	50262	\$ 1,510.00	Monaco Technology	Election Support/Travel Expenses
	50263	\$ 209.58	Election Systems & Software	Usage Agreement/HDW Mtc Support
COUNTY COMMISSION	50310	\$ 72,370.40	WV Regional Jail	Inmate Maintenance
COURT SECURITY GRANT	21251	\$ 2,586.82	Dell	2 Precision T3600 Work Stations
COURTHOUSE	51257	\$ 3,510.00	Winchester Security	Annual Fire Alarm Inspections
JCECC	51221	\$ 129.00	BK Office Supply	Bookcase
	51222	\$ 362.62	Sencommunications, Inc	Plantronic PTT Adaptor
OTHER BUILDINGS	50292	\$ 2,464.16	Capital Tristate	Electrical Supplies
	51243	\$ 165.00	Spectrum Fire Protection	Annual Trip Test
	51245	\$ 765.03	Daycon	Cleaning Supplies
	51247	\$ 373.00	Control Systems Inc.	Service Call - 911 Center(cooling/heating)
	51248	\$ 2,019.72	84 Lumber	Building Supplies

	51249	\$ 179.00	BK Office Supply	Office Chair
	51250	\$ 339.10	Battery Mart	Batteries
	51252	\$ 238.00	Winchester Security	Labor & Material (heat detector)
	51253	\$ 139.29	RCS Security	Supplies
	51255	\$ 170.00	RCS Security	Labor - Security Service Call
	51258	\$ 1,061.65	Daycon	Cleaning Supplies
PLANNING & ZONING	49963	\$ 283.02	The Journal	Job Listing
	50311	\$ 237.00	American Planning Association	Annual Membership Dues
PROSECUTING ATTORNEY'S OFFICE	50058	\$ 1,703.05	Specialty Business Supplies	Office Supplies
	50060	\$ 460.31	Matthew Bender & Company, Inc	WV Court Rules 2013 ED
SHERIFF TAX OFFICE	52088	\$ 205.79	Pifer	Office Supplies
GRAND TOTAL		\$ 104,959.94		

AGENDA REQUEST FORM

Name: Angie Banks

Department or Entity: Assessor

Estimation of amount of time needed for appointment: 5-10 minutes

Date Requested – 1st Choice: 1/17/13

Date Requested – 2nd Choice: _____

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

Subject: Exonerations

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

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

Are documents attached?

If not, please explain:

Is a projector needed?

Contact information:

Email Address:

Phone number:

2

AGENDA REQUEST FORM

www.jeffersoncountywv.orgName: Katie WillardDepartment or Organization: WV Department of Environmental ProtectionEstimation of amount of time needed for appointment: 10 minutesDate Requested – 1st Choice: 12/20/12Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: As early on 12/20 as possible because I have another appointment in Martinsburg @ 11:00 AM. Thank you.

Subject (Wording to be placed on agenda):

Public Information Specialist for the eastern panhandle

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

Would like to introduce myself to the programs that I promote with the dep. I am the District Environmental Coordinator for the Youth Environmental Program.

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: Brochures to hand outIs a projector needed? Yes ☐ No ☒

Contact information:

Email address: katherine.c.willard@wv.govPhone number: Office: 304-822-7266 Work Cell: 304-703-7812

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: 1/17/13

Date Requested – 2nd Choice: _____

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

Subject: Interview and appointment to the Jefferson County Emergency Services Agency for an unexpired term ending November 2, 2013 representing citizens

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): **Move to approve _____ to the unexpired term ending November 2, 2013 on the Jefferson County Emergency Services Agency.**

Are documents attached? yes

If not, please explain:

Is a projector needed? no

Contact information:

Email Address:

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, January 3, 2013, or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services Agency - unexpired term ending November 2, 2013 - Citizen

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, prior to the proposed date of appointment.

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

December 19 & 26, 2012

THANKS - JEFFERSON COUNTY COMMISSION



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Patsy Noland

VICE PRESIDENT

Dale Manuel

COMMISSIONER

Frances Morgan December 11, 2012

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer Robert Murto
887 Cherry Run Road
Harpers Ferry, WV 25425

Dear Mr. Murto:

The County Commission of Jefferson County has received your letter declining reappointment to the Jefferson County Emergency Services Agency.

On behalf of the Commission, I want to thank you for your time and effort spent in serving on the Jefferson County Emergency Services Agency. Please accept this letter as a token of our appreciation for your efforts.

For the Commission,

Nichelle Adams Hosby
Executive Administrative Assistant

NAH

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Shusher McDonald

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

10/18/12

The Jefferson County Commission
ATT: Patricia Noland, Pres.
PO Box 250
Charles Town, W.V. 25414

Dear Commissioner Noland,

Please accept this letter as my request to be considered for selection to serve on the Jefferson County Emergency Services Agency.

I am furnishing a statement of my qualifications. I believe my eight years training and experience as a firefighter/EMT for F.E.M.A., Homeland Security, will qualify me to serve our county well.

The commission's favorable consideration will be appreciated.

Sincerely,

Sean M. Guerra, Senior Tech.
52 McDonald Dr.
Shepherdstown, W.V. 25443

c.c. Copy of my statement of qualifications

RECEIVED

OCT 25 2012

Jefferson County Commission

I was a member of Shepherdstown VFD
A member of Engine 90 in Berkley County
A member of Baker Heights VFD also

University of Maryland
Maryland Fire and Rescue Institute
Unofficial Student Transcript

Page 1 of 1

09/21/2012

Name: SEAN MICHAEL GUERRA

ID: XXX-XX-0205

Log Number	Class Title	Date	Grade	
DOD-022-04	CONFINED SPACE ENTRY AND RESCUE	07-31-2003	PASSED	86
DODDOA-115-04	DRIVER OPERATOR - AERIAL	12-09-2003	PASSED	80
FIRE-130-R064-2006	Emergency Vehicle Operator	12-11-2005	Passed	
FIRE-114-R041-2006	Aerial Apparatus Operator	12-19-2005	Passed	
FIRE-232-R001-2006	Aircraft Rescue Firefighting - Driver / Operator	12-19-2005	Passed	
IND-103-R010-2007	Hazardous Materials Annual Refresher	10-06-2006	Passed	
IND-103-R022-2008	Hazardous Materials Annual Refresher	05-06-2008	Passed	
IND-117-R023-2008	Confined Space Annual Refresher	05-07-2008	Passed	
FIRE-230-R007-2010	Aircraft Rescue Fire Fighter	11-20-2009	Passed	82
RES-101-R050-2011	Rescue Technician - Site Operations	02-17-2011	Passed	82
RES-202-R007-2012	Rescue Technician - Confined Space Rescue	09-29-2011	Passed	

Unofficial Student Transcript

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: 1/17/13

Date Requested – 2nd Choice: _____

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

Subject: Interview and appointment to the Jefferson County Parks and Recreation Commission for an unexpired term ending June 30, 2015 representing citizens

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): **Move to approve _____ to the unexpired term ending June 30, 2013 on the Jefferson County Parks and Recreation Commission.**

Are documents attached? *yes*

If not, please explain:

Is a projector needed? *no*

Contact information:

Email Address:

Phone number:

PARKS AND RECREATION COMMISSION

Todd McKinney
4995 Engle Moler Road
Shepherdstown, WV 25443
h: 317-414-3509
TMCKINNEY@FLOC.org
3 years 6/30/2014

Adam Shively
100 Monument Court
Shepherdstown, WV 25443
h: 240-405-5575
4StateRealEstate@gmail.com
3 years 6/30/2014

Daniel W. McVicar
28 Sunlite Drive
Charles Town, WV 25414
728-0675
dwmcvicar@frontiernet.net
3 years 6/30/2014

Toni Milbourne
P.O. Box 586
Harpers Ferry, WV 25425
h: 535-6851 w: 725-2046
3 years 6/30/2015

Ann Newaz
P.O. Box 219
Ranson, WV 25438
h: 304-725-4849
3 years 6/30/2015

 Vacant

PARKS AND RECREATION COMMISSION

Ann Mountz
60 Blue Ridge Circle
Harpers Ferry, WV 25425
h:
3 years 6/30/2015

Gene Taylor
1884 Hidden Hollow Drive
Kearneysville, WV 25430
genet_25414@yahoo.com
h:304-724-1784
c:240-432-6710
3 years 6/30/2013

Jimmy Pierson
49 Serenity Lane
Ranson, WV 25438
h.304-725-0552
c:304-616-8998
3 years 6/30/2013

Heather Morgan
29 Keys Ferry Rd, Suite 200
PO Box 426
Charles Town, WV 25414
h:304-725-2055
heather@jeffersoncountywvchamber.org
3 years 6/30/2013

Paul Marshall
409 Oakwood Drive
Shepherdstown, WV 25443
876-0551 cell-443-871-2574
pmarshall@ecologyservices.com
3 years 6/30/2013

Parks and Recreation Commission
235 Sam Michaels Lane
Shenandoah Junction, WV 25442
304-728-3207
728-9746 fax
JCPR@frontiernet.net §7-11-3

Patrick S. Schneble, MBA

174 Boxer Way | Harpers Ferry, WV 25425|schneblep@gmail.com|304.620.2111

December 03th, 2012

RE: Open Board Member Position

Dear Jefferson County Parks and Recreation Board:

Ten years of management experience in facilities and property management, civil and building construction on projects up to \$150 million in contract value with expertise in operations and maintenance, contract administration, finance, cost control and estimating is the professional experience I would bring to the Jefferson County Parks and Recreation Commission Board.

I have an Executive Masters in Business Administration (MBA) along with a Bachelors of Science degree in Construction Management and am a licensed real estate agent in WV. I am a life-long learner who is flexible and adaptable to change and I am constantly looking for ways to improve the bottom line.

A life of adventure and recreation in the outdoors is the personal experience I can bring to the board. Growing up in Michigan I spent most of my youth in the outdoors, in the woods and on the water. My passion for the outdoors and size of adventures has continued to grow since relocating to Harpers Ferry in 2003 (See resume for notable accomplishments).

I now have a 3yr old daughter and a 20 month old son. We have enrolled them in multiple activities at Parks and Rec. and appreciate the value this organization is to our community. Upon learning that there was an open position on the board with committees such as Facilities and Finance it seemed like a great opportunity to give back to the community.

I have attached my resume and reference list. I would like to discuss in greater detail the position, time commitment and expectations. Your time and consideration are most appreciated.

Sincerely,

Patrick S. Schneble

Enclosures: 1 Resume, 1 Reference List

Nichelle Hosby

From: Jennifer Myers [jmyers@jcprc.org]
Sent: Tuesday, October 16, 2012 4:22 PM
To: 'Nichelle Hosby'
Subject: FW: Board Membership

Fyi ☺

Jennifer L. Myers
Director
Jefferson County Parks & Recreation Commission
jmyers@jcprc.org
Office: (304) 728-3207



Register Online at <http://activenet9.active.com/jeffersoncountyparks/>

The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of the contents of this message is prohibited. If you have received this electronic transmission in error, please notify me by telephone at (304) 728-3207 immediately.

From: Brent Milbourne [<mailto:BMilbourne@mybct.com>]
Sent: Friday, October 12, 2012 1:52 PM
To: info@jcprc.org
Subject: Board Membership

I am curious how and when Board Members are elected/appointed to their positions. I am interested in serving on the Board.

Brent Milbourne
Assistant CFO
Bank of Charles Town
304-728-2488
bmilbourne@mybct.com

Confidentiality Notice:

This electronic message and any attachment may contain confidential and privileged information belonging to the sender or intended recipient. This information is intended only for the use of the persons or entities named therein. If you are not the intended recipient or the agent or employee responsible to deliver this message to the intended recipient, you are hereby notified that any disclosure, copying, use, distribution, or taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this transmission in error, please immediately advise the sender by reply email and delete this message from your system. Thank you for your cooperation.

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: 1/17/13

Date Requested – 2nd Choice: _____

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

Subject: Interview and appointment to the Jefferson County Property Safety Enforcement Agency for a term ending February 8, 2015 representing citizens

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): **Move to approve _____ to the term ending February 8, 2015 on the Property Safety Enforcement Agency.**

Are documents attached?

If not, please explain:

Is a projector needed?

Contact information:

Email Address:

Phone number:

**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

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

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

VACANT
2 year term Appointed by: County Commission
Exp: 2/8/2013

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

Melinda Keuroglan
286 Hite Road
Kearneysville, WV 25430-5015
(304) 728-1034

January 7, 2013

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

Re: Property Safety Enforcement Agency
Re-appointment to Board

To Whom It May Concern:

I have served as a citizen volunteer for the above referenced agency, not only for the past two years, but continuously since July 2007 and wish to be re-appointed for another two year term. Please consider my request and if confirmed acknowledge my re-appointment at your earliest convenience.

The next meeting of the Property Safety Enforcement Agency is Wednesday, January 23rd. At this meeting we elect our Board and conduct our annual meeting and I would sincerely appreciate my appointment, if possible, before that date.

Thank you for your time and cooperation.

Sincerely,

Melinda L. Keuroglan

Cc: Roger Goodwin
County Chief Engineer

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: 1/17/13

Date Requested – 2nd Choice: _____

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

Subject: Interview and appointment to the Jefferson County Water Advisory Committee for (3) terms that end January 31, 2016 and (1) unexpired term ending January 31, 2015

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): **Move to approve _____ to the terms ending January 31, 2016 on the Water Advisory Committee and _____ to the unexpired term ending January 31, 2015.**

Are documents attached?

If not, please explain:

Is a projector needed?

Contact information:

Email Address:

Phone number:

Anna Mary Walsh

Jefferson County Commission Water Advisory Committee					
Member Name	Email	Address	Phone	Term Expires	
Roger Ethier	engnerwobord@hotmail.com	P.O. Box 1392 Shepherdstown, WV 25443	304-283-6196	01/31/2013	
Mark Shields	markshield@fda.hhs.gov	82 Foster Circle Shenandoah Junction, WV 25442	301-827-6173	01/31/2014	
Larry Johnson	lwjohnson9@comcast.net	Chester Engineering 125 Burke Street Martinsburg, WV 25401	304-267-9759	01/31/2013	
Dick Latterell	latterell@frontiernet.net	P.O. Box 3609 Shepherdstown, WV 25443	304-876-6072	01/31/2013	
Victoria Eckert	vicki1538@aol.com	175 Cheney Road Harpers Ferry, WV 25425	Phone Book	01/31/2014	
Mary T. Sell	marytsell@aol.com	P.O. Box 895 Charles Town, WV 25414		01/31/2014	
Lee Snyder	lsnyder@snyderenv.com	270 Industrial Blvd. Kearneysville, WV 25430		01/31/2012	Resigned
Oscar Stine	oscarstine@frontiernet.net	7633 Flowing Springs Road Shepherdstown, WV 25443	304-876-2009	01/31/2012	Resigned
Willis E. Nowell, Jr.	willis_nowell@shannondale.org	389 Shenandoah River Drive Harpers Ferry, WV 25425	304-725-2440	01/31/2015	
Jane Arnett	jarnett@charlestownutilites.us	832 South George Street Charles Town, WV 25414	304-725-2316	01/31/2015	
Robert K. Denton Jr.	rdenton@geoconcepts-eng.com	19955 Highland Vista Dr, Suite 170 Ashburn, VA 20147	703-726-8030	01/31/2014	
Lyn Widmyer, Commissioner	lynwidmyer@gmail.com	P.O. Box 250 Charles Town, WV 25414	304-728-3284	2012	

Nichelle Hosby

From: Staehle, Susan [USA] [Staehle_Susan@bah.com]
Sent: Saturday, December 01, 2012 9:59 PM
To: nhosby@jeffersoncountywv.org
Subject: Serving on the Jefferson County Water Advisory Committee
Attachments: Staehle 2012_ and summary.doc

I am interested in serving on the Jefferson County Water Advisory Committee. Attached is my resume for your consideration.

Thank you and looking forward to hearing from you regarding opportunities to serve on this committee.

Susan Staehle
703.695.5204 or 571.239.1030

SUMMARY OF PROFESSIONAL EXPERIENCE Ms. Staehle has ten years' experience in environmental management and three years' experience with environmental cost estimation and analysis. She currently supports the Navy with environmental and encroachment management program activities. She also supported Naval Facilities Engineering Command Head Quarters with Navy Clean Water Act (CWA) program activities. Prior to supporting the Navy, she served as the Watershed Program Area Manager for the Base Operations Support Division at the U.S. Army Environmental Command and as an environmental cost analyst for USAEC Acquisition and Technology Division. She previously served as an environmental analyst for the County of San Diego, Airports Division. As part of her project experience, she has been directly involved in numerous permitting and enforcement projects and understands regulatory and policy implications as well as technical aspects of multimedia environmental management (i.e., transport and fate of contaminants, health and safety hazards, potential environmental risks). Her diverse project experience includes Clean Air Act (CAA), CWA, National Environmental Policy Act (NEPA), Resource Conservation Recovery Act (RCRA), compliance, air quality permitting, agency interface, and the environmental planning and real property issues associated with construction projects. She has extensive expertise with developing, implementing, and training for Stormwater Pollution Prevention Plans, Hazard Communication Programs, and Injury Illness Prevention Programs.

EDUCATION AND CERTIFICATIONS

- Bachelor of Science, Environmental Management, University of Maryland University College, College Park, MD (2008)
- Associate of Science, Environmental Technology, Cuyamaca College, San Diego, CA (1997)
- EPA National Pollution Discharge Elimination System Permitting (2004)
- Project Development and the Environmental Process (NEPA Policy and Permitting) (1999)
- Environmental Technology (1996)

WORK HISTORY

Booz Allen Hamilton, Inc. U.S. Chief of Naval Operations, Naval Facilities Engineering Command and Head Quarters, U.S. Army Environmental Command (USAEC) (2004 - Present)

- Support the Navy with implementing environmental and encroachment management programs for installations, testing and training missions. This includes reviewing technical reports, new or proposed rules, regulations, legislation, and Executive Orders, responding to congressional inquiries.
- Provide meeting support for Executive Steering Committees and various workgroups for environmental planning and range sustainment.
- Develop instructions, policies, guidance documents, information papers, briefs, and other supporting materials regarding the Navy's environmental, marine mammal, and encroachment programs. For example, Navy's Coastal Marine Spatial Planning Guidebook for use in regional planning efforts, DON encroachment management implementation policy, a mitigation measures template for SONAR training exercises that is used within Navy NEPA documents, Navy's Low Impact Development Policy, Installation Discharge Monitoring Report Guideline to assist installations with meeting permit reporting requirements.
- Other support efforts included managing the implementation of the Mission Compatibility Analysis Tool for DON/DOD-wide use, performing annual audits of Environmental Assessment to ensure compliance with NEPA, and researched and summarized Maryland's nutrient limit requirements, specifically to determine when Navy installation wastewater permits will be impacted by nutrient limit requirements.
- Served as a subject matter expert to Army Head Quarters offices regarding CWA compliance and watershed management issues for installations and ranges.
- Developed or updated policy and guidance documents, for example, Army/DoD perchlorate policies and sampling guidance, the Overseas Environmental Baseline Guidance Document, US Army Stormwater Guidance Manual.

- Developed tools to assist Army installations in complying with CWA and International Waste Water requirements including step-by-step procedures, protocols, guidance documents, website and discussion forums, newsletters, and answers to commonly asked questions.
- Hosted discussion groups with up to 50 participants to exchange lessons learned, best management practices, compliance and pollution prevention strategies pertaining to watershed management at installations.
- Reviewed and provided guidance on funding requirements for environmental projects based on Federal, International, and Army/DoD policies.
- Provided USAEC with meeting support and represented Army HQ position at various Government meetings, including DoD Clean Water Act Services Steering Committee meetings, Water Issues Workgroup meetings, and internal USAEC meetings.
- Responded to numerous compliance inquiries from HQDA, Army Commands, Army Service Components, Direct Reporting Units, installations, and other Army organizations. Provided guidance and technical support related to regulatory/legislative requirements, Army/DoD policy and guidance, environmental reporting requirements, environmental best management practices, and other environmental requirements.

Platinum International, Inc. Environmental Analyst, US Army Environmental Command Aberdeen, MD (2000 - 2003)

- Supported the USAEC and weapon system Program Management Offices in producing the Environmental Quality Life Cycle Cost Estimates for three-ground vehicle and three-air defense weapon systems. Also supported the US Army Secretary Acquisition Review Council in producing briefing books for Chemical Demilitarization.
- Analyzed various installations environmental compliance costs associated with the deployment of a weapon system and facilitated meetings with installation personnel, Program Management Office personnel, and Defense contractors in support of the life cycle cost analysis.
- Researched the environmental impacts and environmental compliance issues associated with the deployment of a weapon system as well as compiled state requirements data for military installations responsible for research, development, testing, construction, and operations and maintenance of weapon systems.
- Completed the Automated Cost Estimating Integrated Tools course and the Defense Systems Acquisition Management course offered by the Defense Acquisition University.

Iris Environmental Services, Air Quality Policy and Permitting, San Diego, CA (2000)

- Assisted various clients with completing and processing approximately 45 permits for Volatile Organic Compounds (VOC) for paint and adhesives application, blasting operations, and Gas Turbine (GTs) and Internal Combustion Engines (ICEs). Provided general support to Title V and synthetic minor permit applications. These efforts included extensive research and evaluation of air quality laws and regulations and manipulation of emission calculations and operating schedules to properly negotiate permit conditions with the permit engineers at the local regulating agencies.
- Developed various matrices to further assist clients with compliance options. For example, prepared a matrix to compare rules of 13 Counties throughout California for Combustion Equipment, GTs and ICEs and a matrix for technologies that control emissions of Particulate Matter and Nitrogen Oxide from GTs and ICEs.
- Represented clients at the Compliance Improvement Team, Application Committee, and the Title V workgroups sponsored by the San Diego Air District and Industry.
- Reviewed the Texas Natural Resource Conservation Commission - Emissions Banking & Trading Program for transferred emission reduction credits (ERC), surveyed companies interested in selling available credits for VOC's and Nitrogen Oxide (NOx) and submitted a report identifying potential companies willing to sell ERC's for a client who was developing a power generating facility in state of Texas.

- Developed a summary report of California statewide air quality requirements for distributed generation sources and assisted with the development of core content of the “Environmental Regulations” chapter for a report relating to the permitting of distributed generation resources.

Department of Public Works-Airports, Environmental Management, San Diego, CA (1998-2000)

- Responsible for tracking and maintaining compliance for Airport Operations and Tenant activities pertaining to fueling operations, hazardous materials use and storage, (including Underground Storage Tanks and Above Ground Storage Tanks), hazardous waste disposal, contaminated site investigations, and stormwater permit and plan implementation for eight County-owned airports.
- Provided technical support and recommendations to Airport Managers and Real Property agents for compliance with Federal, State, and local environmental laws and regulations applicable to Airport operations and Fixed Based Operators (FBOs). Primarily for CAA, CWA, NEPA and RCRA.
- Processed and obtained a Variance (similar to a permit) in accordance to air quality regulations for the County-owned Above Ground Storage Tank.
- Reviewed Airport Tenant Environmental Impact Statements for compliance with NEPA, County Airport Policy, and Leases.
- Chaired pre-construction meetings providing instruction and guidance for airport safety (FAR and OSHA), Airport Use Permits, and Leases; compliance with environmental rules and regulations for underground & above ground storage tanks, contaminated site investigations and hazardous waste storage and disposal issues, and stormwater permit requirements.
- Prepared terms and conditions for Leases and Airport Use Permits regarding compliance with the Stormwater Permit. These terms and conditions were incorporated into new and existing Leases and Airport Use Permits.
- Maintained and updated the Storm Water Pollution Prevention Plan (SWPPP) for Gillespie Field and reviewed SWPPPs for the other eight County owned airports.
- Additional responsibilities included Airport Operations and Clerical support, as well as implementing policies, continually educating and training Airport staff and Tenants for Stormwater permit requirements and addressing other environmental compliance issues discovered at any of the eight County-owned airports.

San Diego Regional Environmental Business Resource Assistance Center (REBRAC), Health and Safety Plan Project Assistant, El Cajon, CA (1999)

- Developed a Hazard Communication Program Template designed for small business owners to use and ensure compliance with OSHA laws and regulations, assisted with preparing educational and training materials for small business owners for complying with federal or state occupational health and safety regulations and represented San Diego REBRAC at various Health and Safety conferences and public meetings.

SELECT PROJECT EXPERIENCE The following projects represent qualifications associated with compliance, permitting and planning issues.

DoD Installation Watershed Impact Assessment Protocol, US Army Environmental Command (Aberdeen, MD) Supported USAEC in managing the DoD Watershed Installation Assessment Protocol support contract (LMI) to include Statement of Work development, provided technical oversight, input to document content and format, status reports, peer reviews of draft and final products, and staffing and distribution through the Army and DoD. Additional efforts included presenting the Protocol issues at DoD and Army workgroup meetings, U.S. Army organizations, client site staff, and preparing fact sheets, articles, and briefings promoting the use and benefits of utilizing this Protocol.

Automated Watershed Assessment Tool, US Army Environmental Command (Aberdeen, MD) Supported USAEC in managing the Automated Watershed Assessment Tool Software Prototype development by providing functional and technical support for software development and requirements,

coordinated working group efforts, participated in weekly development and planning meetings, prepared and distributed meeting minutes, comments, and status reports. Prepared official correspondence and ensured the distribution of the Protocol to Fort Stewart in a timely matter. Additional tasks involved participating in alpha and beta testing and performing peer reviews of draft and final products. As the Lead for the Protocol automation data entry, trained Booz Allen personnel about the automated tool and requirements, watershed philosophy, performed QA/QC of data entry and developed an issues matrix for the client to determine the best option to deliver the tool to Fort Stewart and Army-wide.

US Army Stormwater Guidance Manual, US Army Environmental Command (Aberdeen, MD) Project Manager and co-author of the US Army Stormwater Guidance Manual. This effort included informal coordination with Booz Allen personnel to develop the initial draft, providing technical, editorial, and format revisions, and research to ensure appropriate regulatory and Army requirements were incorporated. Other actions involved formal coordination for the final draft with several Army agencies and offices, such as the Army Commands, Office of the Director of Environmental Programs, Army legal and public affairs offices, and installation DPW and environmental personnel. This effort also involved incorporating and resolving comments, development of a comment matrix for tracking purposes, preparation of official U.S. Army correspondence for staffing and distribution of this document for both the formal review and final distribution. This work lead to future efforts to be performed by Booz Allen to prepare updates to this document according to new issues and upcoming permit requirements.

US Army Stormwater Workgroup, US Army Environmental Command (Aberdeen, MD) Formed an Army workgroup to determine the extent of stormwater compliance issues associated with construction contracts, share compliance resolution strategies, and reduce compliance burdens and enforcement actions. This workgroup fostered Army stakeholder involvement and allowed workgroup participants opportunities to share lessons learned. This effort included coordinating and facilitating meetings or recurring conference calls, preparing agendas, meeting minutes, and official correspondence. This work lead to the development of the Sample Garrison Command Policy and Guidance document and the Army Water Program website on Army Knowledge On-line (AKO).

US Army Stormwater Policy Memorandum, US Army Environmental Command (Aberdeen, MD) Presented issues associated with stormwater compliance associated with construction projects occurring on base to the Army WIW to gain buy-in and concurrence from Army HQ and developed a Interim Garrison Command Policy for the US Army Hawaii Garrison to use with construction contracts and later developed the Army-wide Sample Garrison Command Policy and supplemental guidance for managing stormwater compliance with construction contracts. This effort included initial draft and final document preparation, technical, editorial, and format revisions, and research to ensure appropriate regulatory requirements and contract language were incorporated. Also coordinated field reviews, incorporated/resolved comments, and prepared official U.S. Army correspondence for staffing and distribution of this document for the field review and final distribution.

CERCLIS Contaminant Verification, US Environmental Protection Agency, (Philadelphia, PA) Booz Allen Hamilton was tasked by the Hazardous Site Cleanup Division Information Management Coordinator in USEPA Region 3 to verify contaminant data recorded in EPA's Superfund system, the Comprehensive Environmental Response, Compensation, and Liability Act Information System (CERCLIS), against the source documents in which that data was originally recorded. This involved reviewing 35 sites with 979 data points and verifying the contaminant data recorded in CERCLIS against each Record of Decision (ROD), ROD Amendment, and Explanations of Significant Differences (ESD).

Air Quality Permitting, Resource Catalysts (San Diego, CA) As a subcontractor to Resource Catalysts, I assisted various clients with completing and processing air permits for Volatile Organic Compounds (VOC) and Title V permits. During the air permit applications process, conducted extensive research and

evaluation of air quality rules and regulations and manipulation of emission calculations and operating schedules in order to properly negotiate permit conditions with the permit engineers at the local regulating agency, (SDAPCD) and reduced client compliance costs.

Air Quality Permitting, Otay Water District (San Diego, CA) Worked directly with Otay Water District project managers to identify and analyze air quality regulatory issues, review application content for technical accuracy, QA/QC permit applications and cover letters, and devised strategies to overcome regulatory barriers. Finalized and processed VOC permits for thirty-seven Gas Turbine engines (GT) and Internal Combustion engines (ICE) engines. Researched and developed a database for technologies that control emissions of Particulate Matter and Nitrogen Oxide from Gas Turbine engines (GT) and Internal Combustion engines (ICE) for the Otay Water District, California.

Air Quality Compliance, Resource Catalysts (San Diego, CA) Reviewed the Texas Natural Resource Conservation Commission (TNRCC) Emissions Banking & Trading Program. This is a registry with emission reduction credits that are listed by area with transferred credits listed by original certificate number and current owner. Developed a survey format based on the registry status and contact information and surveyed each company with available credits for Volatile Organic Compounds (VOC's) and Nitrogen Oxide (NOx). Drafted a final report identifying potential companies willing to sell ERC's and submitted this report to a client who was developing a power generating facility in state of Texas.

Distributed Generation, Resource Catalysts (San Diego, CA) Assisted with the development of core content of the Siting & Environmental Committee Report chapter, which is a section in a larger report, called the "California Alliance for Distributed Energy Resources (CADER) Collaborative Report and Action Agenda" regarding air quality permitting of distributed generation resources. This effort involved a survey of more than 70 air quality agencies throughout the U.S. regarding their emissions and control technology requirements for fuel cells, gas turbines (micro and small), gas-fired engines and diesel-fired engines, operating as peakers, and baseload or combined heat and power units. The air quality requirements and survey results table was published as Appendix A of the chapter.

Managing Underground Storage Tank Upgrades, County of San Diego Airports (San Diego, CA) Served as the project lead to assist Airports Operations, Real Property staff, and Fixed Base Operators with the 1998 Underground Storage Tank Upgrade requirements and site investigation activities. This included developing compliance checklists, site inspections, and coordination efforts with County Officials, DPW, Fire Department, Regulators, construction contractors, consultants, and Tenants. Chaired pre-construction meetings providing instruction and guidance for airport safety, Airport Use Permits, and Leases; compliance with environmental rules and regulations for underground & above ground storage tanks, contaminated site investigations and hazardous waste storage and disposal and stormwater permit requirements. Devised a tracking system for monitoring contaminated property for eight county airports and provided monthly reports to Airport managers regarding the status and compliance of each site investigation. In the interest of County Airports as the property owner, reviewed all site investigation reports for each of these sites and acted as a liaison for the County Airports, Fixed Base Operators, and local regulating authorities concerning underground storage tank closure and remedial activities.

Stormwater Compliance, County of San Diego Airports (San Diego, CA) Led multiple efforts to ensure county of San Diego Compliance with the General Stormwater Permit. This included but was not limited to: Implementing and updating the Storm Water Pollution Prevention Plan (SWPPP) for Gillespie Field and review of SWPPPs for five of the eight County owned airports; Prepared terms and conditions for Leases and Airport Use Permits regarding compliance with the Stormwater Permit that were incorporated into new and existing Leases and Airport Use Permits; Performing annual comprehensive site evaluations and final report preparation and submittals, quarterly site inspections, illicit connections and illegal discharge investigations, and awareness training for implementing Best Management Practices

with airport maintenance crew and the Fixed Base Operators; Conducting weekly and monthly training sessions to Airport Staff and Airport Fixed Based Operators on stormwater permit compliance and Best Management Practices (BMP) in accordance with the permit and SWPPP.



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Patsy Noland

VICE PRESIDENT

Dale Manuel

COMMISSIONER

Frances Morgan

December 11, 2012

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer

Roger Ethier

P.O. Box 1392

Shepherdstown, WV 25443

Dear Mr. Ethier:

Please be advised that your term on the Jefferson County Water Advisory Committee will expire on January 31, 2013. Until the County Commission has acted to appoint someone for another three year term ending January 31, 2016, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, January 17, 2013 or as soon thereafter as the Commission may decide.

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

For the Commission,

Nichelle Adams Hosby

Executive Administrative Assistant

NAH

termexp

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Shusher McDonald



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Patsy Noland

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Dale Manuel

COMMISSIONER
Frances Morgan

December 11, 2012

COMMISSIONER
Walt Pellish

COMMISSIONER
Lyn Widmyer

Larry Johnson
125 Burke Street
Martinsburg, WV 25401

Dear Mr. Johnson:

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For the Commission,

Nichelle Adams Hosby
Executive Administrative Assistant

NAH
termexp

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Shusher McDonald



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Frances Morgan

December 11, 2012

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer

Dick Latterell

P.O. Box 3609

Shepherdstown, WV 25443

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

For the Commission,

Nichelle Adams Hosby

Executive Administrative Assistant

NAH

termexp

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Slusher McDonald



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COMMISSIONER

Frances Morgan

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer

December 11, 2012

Dick Latterell
P.O. Box 3609
Shepherdstown, WV 25443

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

For the Commission,

Nichelle Adams Hosby
Executive Administrative Assistant

NAH
termexp

I wish to be reappointed.

Sincerely,

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Shusher McDonald

Nichelle Hosby

From: Roger Ethier [engnerswobord@hotmail.com]
Sent: Thursday, December 27, 2012 6:12 PM
To: nichelle hosby
Subject: Request for Renewell of Appointment to WAC

For:
Nichelle Adams Hosby
Executive Assistant, Jefferson County Commission

Pls request renewell of my appointment to the Water Advisory Committee from JC Commissioners. As you are aware the appointment is scheduled to end at the end of this calendar year. Thanks

Sincerely,
Roger Ethier, December 27, 20012
PO Box 1392
Shepherdstown, WV

Cynthia Schott

From: lwjohnson9@comcast.net
Sent: Friday, December 28, 2012 2:32 PM
To: cschott@jeffersoncountywv.org
Subject: Reappointment to Water Advisory Committee

Ms. Cindy Schott,

I am requesting reappointment to the Jefferson County Water Advisory Committee. Please let me know if there is anything that

I need to fill out or submit. I can be reached at the following:

lwjohnson9@comcast.net

304-707-5142

Sincerely,
Lawrence Johnson

6

AGENDA REQUEST FORM

Name: Lynn Fields

Department or Entity: Probate/County Clerk

Estimation of amount of time needed for appointment: 10-15 minutes

Date Requested – 1st Choice: January 17th, 2012

Date Requested – 2nd Choice: _____

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

Subject: **Quarterly Review**

Please provide the County Commission with a description of your request or presentation, including any background information: **Quarterly review for approval of wills/estates opened since last quarterly review; and for approval and closure of accountings and waivers**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **To approve list of wills/estates opened since last quarterly review, and to approve accountings and waivers.**

Are documents attached? **No.**

If not, please explain: **We will provide a list of estates closer to the meeting date.**

Is a projector needed? **No.**

Contact information: **Lynn Fields X3210**

Email Address: **lfields@jeffersoncountywv.org**

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

AGENDA REQUEST FORM

Name: Mike Wiley

Department or Entity: Beallair Homes, LLC

Estimation of amount of time needed for appointment: 10 Minutes

Date Requested -- 1st Choice: April 19, 2012 January 17, 2013

Date Requested -- 2nd Choice: April 26, 2012 February 7, 2013

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

Subject: Request from Beallair Homes, LLC for the County Commission's consideration of the *First Amendment to Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions and Restrictions Beallair Phase 2 Subdivision*.

Please provide the County Commission with a description of your request or presentation, including any background information: Beallair Homes, LLC hereby respectfully requests the Jefferson County Commissioner's acceptance and approval of the attached request for subsequent recordation within the Clerk's Land Records. *See original request dated 4/18/12, exhibits outlining area of request, and minutes from 4/26/12 BCC meeting.*

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

"I hereby approve the First Amendment to Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions and Restrictions Beallair Phase 2 Subdivision submitted by Beallair Homes, LLC, and request same to be recorded in the Clerk's office after the President's signature and notarization thereon."

Attachments: Request letter, First Amendment, recorded Agreement

Patsy Noland, President
Beallair Phase 2 Tolling Agreement Amendment
April 18, 2012
Page 2 of 2

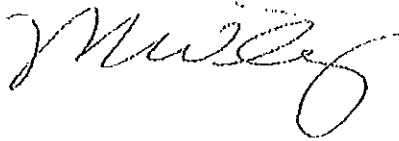
available cash for improvements. Given the consequences of the recession still impacting the Jefferson County real estate market, we believe it is likely these lender financing restrictions and land development business models will remain commonplace for some time.

With this Amendment, we acknowledge this is a one-time request, that the County will continue to retain the \$10,000 cash surety and Deed of Merger, and that any subsequent action on the Agreement would required a full release thereof, with a restoration of the Site Improvements bond at then-current prices. Therefore, we trust the enclosed will be considered favorably for approval by the Commissioners.

If you have any questions regarding any of the enclosed, please do not hesitate to contact me at your earliest convenience by telephone at (301) 695-6614 x204 or by email at mike.wiley@wormald.com.

Sincerely,

BEALLAIR HOMES, LLC



Michael T. Wiley, PE, PS
Vice President

Encl.

cc: Edward E. Wormald
Robert K. Wormald, Jr.
Tom Kozeny
Roger Goodwin, PE
Becky Burns
Stephanie Grove, Esq.
Nichelle Adams Hosby
Sandy Shusher McDonald
File: BA-2.1.1/6.2.9.2

MTW\ntw\W\BEALLAIR (BA)\Beallair Land Development\Construction Bond Forms\Phase 2 - take off draft\Tolling Request\LTR - Noland
Tolling Amendment 04-18-2012.doc

**FIRST AMENDMENT
TO
AGREEMENT REGARDING BONDING OBLIGATIONS AND
DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS**

Beallair Phase 2 Subdivision

THIS FIRST AMENDMENT TO AGREEMENT REGARDING BONDING OBLIGATIONS AND DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS (this "First Amendment to Agreement") is made and entered into as of the ____ day of _____, 2012, by **BEALLAIR HOMES, LLC** ("Declarant"), and the **COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA** (the "County Commission").

WHEREAS, Declarant entered into an agreement entitled "*AGREEMENT REGARDING BONDING OBLIGATIONS AND DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS*" (the "Agreement"); said Agreement was subsequently recorded in the Jefferson County Clerk's Office in Deed Book 1096 Page 547 on July 21, 2011; and

WHEREAS, the Agreement contains covenants associated with Declarant's Land which has been legally subdivided (the "Subdivision") into Beallair Phase 2 Subdivision consisting of eighty-four (84) single family lots (the "Lots") pursuant to and in accordance with the subdivision ordinance of Jefferson County, West Virginia in effect on July 18, 1979 (the "Subdivision Ordinance"), and as shown on that certain plat entitled "Final Plat Showing Lots 50-133 and Residue Parcel A Beallair - Phase 2" recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Plat Book 23 Page 91 (the "Final Plat"); and

WHEREAS, in accordance with Section 2 (a) (i) of the Agreement, Declarant posted a cash surety with the County Commission, in the amount of \$10,000.00 (the "Site Stability Bond"); and

WHEREAS, due to moderate improvement in the economic conditions in the homebuilding industry, the Declarant would like to offer for sale certain Lots within the Subdivision, and, accordingly, is requesting that the County Commission modify one-time only, a portion of the Agreement for those certain Lots, while retaining the provisions of the Agreement for all remaining Lots within the Subdivision, until such time as the Declarant is ready to request a termination of the Agreement, and release the remaining Lots from the terms of the Agreement, so as to commence construction of the remaining Infrastructure Improvements; and

WHEREAS, as permitted within Section 9 of the Agreement, Declarant desires to modify Section 3 of the Agreement's "*Covenant Not to Commence Construction*" and Section 4 of the Agreement's "*Covenant Prohibiting Construction of Homes or Sale or Transfer of Lots*", one time only, for Lots 77 through 89, inclusive, within the Subdivision, by releasing said Lots (the "released Lots") from the aforementioned Agreement;

WHEREAS, in consideration of the County Commission's consideration of this First Amendment, Declarant hereby agrees to comply with all provisions of the County's Bonding Policy for the released Lots as outlined in Section 2 (b) (ii) and (iii) of the Agreement, and to retain all provisions of the Agreement for the Lots that will remain (the "remaining Lots") controlled by the Agreement;

WHEREAS, the County Commission has determined that it is in the best interests of Jefferson County to modify the Agreement one-time only, to permit sale and construction for the released Lots, and retain all provisions of the Agreement for the remaining Lots, until such time as the Declarant requests termination of the Declaration, and complies with all provisions of the Bonding Policy in order to commence construction of the Infrastructure Improvements for the remaining Lots, subject to the condition that Declarant execute and record this First Amendment to Agreement which shall run with the Land and be enforceable by the County Commission.

NOW, THEREFORE, in consideration of the premises and the covenants and agreements hereinafter set forth, Declarant declares as follows:

1. **Incorporation of Recitals; Defined Terms.** The foregoing recitals are hereby incorporated into this Declaration by this reference as if fully set forth herein. Capitalized terms used herein and not defined or cross-referenced herein shall have the meanings ascribed to such terms in the Subdivision Ordinance.
2. **Binding Effect.** The terms of this Declaration shall constitute covenants running with the land and shall bind the Land described herein and inure to the benefit of and be binding upon the Declarant and all parties having any right, title or interest in the Land (or any part thereof), their heirs, successors, successors-in-title and assigns. This Declaration is not intended to supersede, modify, amend, or otherwise change the provisions of any prior instrument affecting the land burdened hereby.
3. **Amendment of Agreements.** As a concession between Declarant and the County Commission, amendments to this First Amendment to Agreement, and subsequent amendments to the Agreement will not be permitted. However, Declarant shall retain the rights of termination of the Agreement as

outlined therein by complying with the Bonding Policy and restoring the Infrastructure Bond for the remaining Lots.

4. **Declaration Shall Continue Notwithstanding Breach.** It is expressly agreed that no breach of this Declaration shall entitle the Declarant to cancel, rescind, or otherwise terminate this Declaration.
5. **Term of this Declaration.** This Declaration shall be effective as of the date first above written and shall continue in full force and effect.
6. **Term of the Previous Agreement.** All terms and provisions within the aforementioned Agreement, recorded at the Jefferson County Clerk's office, dated July 21, 2011, Book 1096, Pg. 547, shall continue in full force and effect only for the remaining Lots (lots 50-76, lots 90-133 & Residue Parcel A of the Beallair Subdivision, Phase 2).
7. **Recordation.** This First Amendment to Agreement shall be recorded in the Office of the Clerk of the Jefferson County Commission in both the name of the developer and the project name. It shall be the Declarant's responsibility to record the agreement and provide the Bonding Administrator with confirmation of such recordation in the form of the deed book and page number reference.

[SIGNATURES APPEAR ON FOLLOWING PAGES]

Beallair Phase 2

(Subdivision Name)

Jefferson County Planning Commission File No. 05-41

Robert K. Wornald, Jr., General Manager, Beallair Homes, LLC

(Applicant/Developer Name)

By: _____

Date: 4/16/12

Print Name: Robert K. Wornald, Jr. Title: General Manager

(Notary Certification Shall Be On The Same Page As The Signatures Being Notarized)

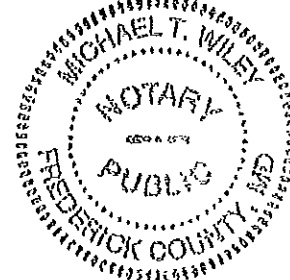
STATE OF MARYLAND, COUNTY OF FREDERICK, to wit:

I Michael T. Wiley, a Notary Public in and for the State and County aforesaid, do hereby certify that Robert K. Wornald, Jr., as General Manager of Beallair Homes, LLC whose name is signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged their signatures above (and the Corporate Seal as the genuine Seal of the said corporation).

Given under my hand this 16th day of April, 2012.

Michael T. Wiley

My Commission Expires: 10/28/2013



COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

By: _____ Date: ____/____/____

Print Name: Patricia A. Noland, President, Jefferson County Commission

(Notary Certification Shall Be On The Same Page As The Signatures Being Notarized)

STATE OF _____, COUNTY OF _____, to wit:

I _____, a Notary Public in and for the State and County
aforesaid, do hereby certify that _____
and _____, as _____
and _____, respectively of the _____,
whose names are signed to the foregoing, this day personally appeared before me in my State and
County aforesaid and acknowledged their signatures above (and the Corporate Seal as the genuine
Seal of the said corporation).

Given under my hand this _____ day of _____, 20____.

My Commission Expires: _____

ATTEST:

Jennifer S. Maghan

Clerk, County Commission of Jefferson County, WV

Beallair Community Map



E.C. PRITCHETT
DETAILED MAP 10/10/10
02.000 PC.470

25' WIDE LANDSCAPE
EXCISEMENT TO BE MAINTAINED
BY HOA (Typical)

E.C. PRITCHETT
DETAILED MAP 10/10/10
02.000 PC.470

REVISIONS

Date	Description
10/10/2008	Per J.C.P.C. Checklist

SHEET INDEX

NOTE: SEE SHEET 5
FOR LOT CURVE
& LINE TABLES.

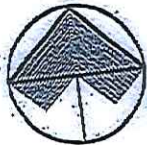
SUBJECT LOTS 77-89

NOTE: TO BE AVOIDED OFF-PIECE
MANMADE STRUCTURES
WITHIN 200' DOWNSIDE OF
ANY PIPE OUTFALL

SYMBOL KEY

UNLESS LABELED OTHERWISE,
ALL CORNERS SHOWN AS "O"
ARE TO BE SET 5/8" REBAR.
PER NOTE ON SHEET 1.
CONCRETE MONUMENTS ARE SHOWN
CONCRETE

DETAILED MAP 10/10/10
02.000 PC.470



Scale 1" = 100'

PROPOSED LOTS FOR PHASE 2
(Lots 50-133) are shown shaded.
Proposed Road Right-of-Way Widths are:
COLONEL BLACKWAY = 50', C&D-Side (CDS) = 100' DIA
LAFAYETTE STREET = 50'
ROBINSON WAY = 50' MINIMUM
POTOMAC CROSSING STREET = 50', CDS = 100' DIA
THOMAS BEALL COURT = 50', CDS = 100' DIA
CLAYMONT HILL STREET = 50'
SEAKLEY RIDGE DRIVE = 50'
BLACKBURN COURT = 50', CDS = 100' DIA
CLOVERLEA WAY = 20'



SEE INSET AT LEFT
FOR CONTINUATION

EXISTING PHASE 1
LOTS 1-45

DETAILED MAP 10/10/10
02.000 PC.470
DETAILED MAP 10/10/10
02.000 PC.470
DETAILED MAP 10/10/10
02.000 PC.470

FINAL PLAT showing
Lots 50 - B3 and Residue Parcel A
BEALL AIR - PHASE 2
HARPERS FERRY MAGISTERIAL DISTRICT

Tip 10
Deed Book 270 - Page 400 and
Deed Book 271 - Page 400
JEFERSON CO., WV
JUNE 2008
SHEET 3 OF 7

Minutes
Jefferson County Commission
Thursday, April 26, 2012

A meeting of the Jefferson County Commission was held on Thursday, April 26, in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Dale Manuel, Lyn Widmyer, Walt Pellish and Frances Morgan. Also present were Sandy Slusher McDonald, Interim County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddy, Bailiff. (An audio tape of the April 26, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

Commissioner Widmyer spoke to a third grade class at T. A. Lowrey last week and promised them that she would say hello for all the Commissioners and anyone who wants to chime in. I forgot to do that and in one of the thank you notes from Jayden said "P.S. How come you never say hello to us on Thursday?" I would like to correct that mistake and say hello the Mrs. Milirons third grade class at T. J. Lowrey. The Commissioners all said hello.

Commissioner Manuel said a special hello to his grandchild, Bella, who is in that class and just wanted to let her know that Grandpa's at work enjoying his job.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Minutes of the April 17, 2012 Special Session as presented. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Morgan to approve the Minutes of the April 19, 2012 regular meeting as amended. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$65,268.31, being purchase order numbers 50687, 50898, 51147, 51148, 51149, 51150, 51151, 51152, 51155, 53294, 53297, 51053, 51054, 51192, 51018, 51020, 51021, 51022, 51023, 51190, 51194, 51195, 50704, 50745, 50896, 50899, 50900, 50901 and 50897. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable in the amount of \$528,306.33. Motion seconded by Ms. Widmyer and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
067047	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,549.73	\$ 4,549.73
067048	425	COMCAST		\$ -	\$ 137.27	\$ 137.27

067049	712	AT&T/GA		\$ -	\$ 375.26	\$ 375.26
067050	425	ABH SERVICES, INC.	51191	\$ 90.00	\$ -	\$ 90.00
067051	424	AUDITHEAD, LLC	51182	\$ 1,155.50	\$ -	\$ 1,155.50
067052	405	ADC LEGAL SYSTEMS, INC.	49612	\$ 1,074.00	\$ -	\$ 1,074.00
067053	PAYROLL	AMERICAN GENERAL FINANCE		\$ -	\$ 100.00	\$ 100.00
067054	424	B-K OFFICE SUPPLY INC	51184	\$ 928.00	\$ -	\$ 928.00
067055	425	BOLAND SERVICES	51187	\$ 380.00	\$ -	\$ 380.00
067056	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
067057	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
067058	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
067059	404	CASTO & HARRIS INC	50788	\$ 475.75	\$ -	\$ 475.75
067060	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
067061	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
067062	PAYROLL	COLONIAL LIFE		\$ -	\$ 1,161.08	\$ 1,161.08
067063	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
067064	405	CYNDI DANNER		\$ -	\$ 55.78	\$ 55.78
067065	PAYROLL	DOUG EVANS		\$ -	\$ 212.49	\$ 212.49
067066	425	FIRE SAFETY EQUIP	51186	\$ 225.00	\$ -	\$ 225.00
067067	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 7,660.21	\$ 7,660.21
067067	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,689.50	\$ 1,689.50
067068	424	GUTTMAN OIL CO		\$ -	\$ 19,283.65	\$ 19,283.65
067069	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,110.00	\$ 1,110.00
067070	439	JEFFERSON PUBLISH CO INC	50702	\$ 146.84	\$ -	\$ 146.84
067071	425	JEFFERSON COUNTY SOLID	53045	\$ 59.35	\$ -	\$ 59.35
067072	425	JEFFERSON RENTAL	51188	\$ 137.76	\$ -	\$ 137.76
067073	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
067074	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,295.48	\$ 4,295.48
067074	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
067075	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 755.34	\$ 755.34
067076	700	RONALD J. MOLTERE		\$ -	\$ 14.03	\$ 14.03
067077	PAYROLL	MD CHILD SUPPORT ACCOUNT		\$ -	\$ 18.46	\$ 18.46
067078	PAYROLL	HIGHMARK WV		\$ -	\$ 140,988.35	\$ 140,988.35
067079	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
067080	406	N.A.D.A. APPRAISAL GUIDE	53298	\$ 75.00	\$ -	\$ 75.00
067081	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
067082	712	NORTON EMBROIDERY INC	50997	\$ 656.00	\$ -	\$ 656.00
067083	425	POTOMAC EDISON		\$ -	\$ 8,448.25	\$ 8,448.25
067084	700	ROMULO QUEZADA		\$ -	\$ 10.85	\$ 10.85
067085	425	RCS SECURITY	51185	\$ 357.60	\$ -	\$ 357.60
067086	425	RCS SECURITY		\$ -	\$ 846.00	\$ 846.00
067087	405	STAPLES CREDIT PLAN	49613	\$ 31.46	\$ -	\$ 31.46

067088	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 103.40	\$ 103.40
067088	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 28,355.06	\$ 28,355.06
067088	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 1.29	\$ 1.29
067089	704	ST/WV REGIONAL JAIL. &	51009	\$ 91,451.20	\$ -	\$ 91,451.20
067090	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,479.14	\$ 9,479.14
067090	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.02	\$ 3.02
067090	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.84	\$ 0.84
067090	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 33,993.69	\$ 33,993.69
067090	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
067090	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 85.26	\$ 85.26
067091	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.84	\$ 118.84
067091	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.48	\$ 2.48
067091	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 38,335.63	\$ 38,335.63
067092	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 8,617.64	\$ 8,617.64
067093	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 13,179.87	\$ 13,179.87
067094	712	TELTRONIC	49108	\$ 150.00	\$ -	\$ 150.00
067095	700	CLIFFORD E. TAYLOR		\$ -	\$ 9.93	\$ 9.93
067096	425	TRI STATE TIRES	51189	\$ 22.00	\$ -	\$ 22.00
067097	405	WEST PAYMENT CENTER	50419	\$ 1,234.71	\$ -	\$ 1,234.71
067098	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.31	\$ 1.31
067098	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 24,192.38	\$ 24,192.38
067099	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4.22	\$ 4.22
067099	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 77,953.23	\$ 77,953.23
067100	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 133.20	\$ 133.20
067101	413	REVA MICKEY		\$ -	\$ 50.00	\$ 50.00
067102	413	GARY DUNGAN		\$ -	\$ 50.00	\$ 50.00
TOTAL						\$ 528,306.33
TOTAL				\$ 98,650.17	\$ 429,656.16	\$ 528,306.33

PUBLIC COMMENT:

Eleanor Finn – commented on the proposed deadline for applicants and those wishing to be reappointed to Boards and Commissions to submit their Resumes and background information to the Commission before their interview.

David Tabb – commented on various items, including his relationship with members of the Supreme Court, his dog and the Rt. 340 corridor.

PRESENTATIONS:

1. **Jennifer Brockman, Director of the Planning and Zoning Department**, submitted the Third Quarter report of the Planning and Zoning Departments, Planning Commission and Board of Zoning Appeals Report and discussed the Department's FY2012 Work Plan.

2. **Jennifer Maghan, County Clerk**, requested that the Commission approve a plan to convert the former mail room located in the County Courthouse into a break room/ kitchen area for the County Clerk's Office.

The request is being reviewed by the Courthouse Committee to see if the conversion is feasible. They will advise the Commission who will then make a decision. No decision will be made until the Commission receives the report from the Courthouse Committee.

- 
3. **Mike Wiley of Beallair Homes, LLC** requested that the County Commission consider and approve the First Amendment to the Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions and Restrictions for Beallair Phase 2 Subdivision.

Motion by Ms. Widmyer to have Staff review the current policy on tolling and releasing of property and submit their suggestions to the Commission for consideration. Motion seconded by Mr. Pellish and carried 4 to 1 with Ms. Morgan voting against.

COUNTY ADMINISTRATOR REPORTS:

Interim County Commissioner Sandra Slusher McDonald:

- Reminder of the Maintenance Department's Open House at the new facility on May 2, 2012 from 11:00 a.m. to 3:00 p.m.
- Advised that the Election Calendar is in the Agenda Packets.

Commissioner Widmyer:

- Attended the APUS Solar Array Ribbon Cutting.
- Participated in the Council of Governments Roundtable.

Commissioner Manuel:

- Visited the Charles Town Farmers' Market.
- Attended an Eastern Panhandle Transportation Authority meeting.
- Attended the NAACP forum for State Legislators.
- Participated in the Council of Governments Roundtable.

Commissioner Morgan:

- Visited the Charles Town Farmers' Market.
- Attended the NAACP forum for State Legislators.
- Attended the APUS Solar Array Ribbon Cutting.
- Meeting with Berkeley/Jefferson Day Report Center Board.
- Participated in the Council of Governments Roundtable.
- Attended the 10th Anniversary Celebration of the Children First Child Development Center.
- Meeting with Congresswoman Capito.

Commissioner Pellish:

- Participated in the Council of Governments Roundtable.

- Attended the APUS Solar Array Ribbon Cutting.
- Meeting with Congresswoman Capito.

Commissioner Noland:

- Attended the 10th Anniversary Celebration of the Children First Child Development Center.
- Attended the APUS Solar Array Ribbon Cutting.
- Participated in the Council of Governments Roundtable.

4. Randy Hilton and Robin Thomas of Friends of Happy Retreat request for funding in the amount of \$5,000.00. Ms. Thomas provided a brief history of the annual Homes Tour and described ways in which it helps tourism and business in Jefferson County.

Motion by Ms. Morgan to allocate \$5,000.00 to Friends of Happy Retreat from the County's Coal Severance Fund. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Mr. Manuel to amend the original motion and delay action on the motion until the 2.5% monies are considered at the end of July, 2012. Motion seconded by Ms. Noland. Mr. Manuel withdrew his amendment and Ms. Noland withdrew her second.

Original motion amended by Mr. Manuel to fund the \$5,000.00 immediately, but allocate the funds out of the 2.5% monies. Mr. Pellish seconded the motion. Motion carried 4 to 1 with Ms. Morgan voting against.

5. Paul Shroyer, Director of Financial Management, presented several items for discussion/action:

- **IT Help Desk Policy and Transition Plan for the IT Department:** Mr. Shroyer provided details of the proposed IT Help Desk Policy and Transition Plan for the IT Department. He proposed that an intern should handle the It Help Desk.

Motion by Ms. Morgan to approve the IT Help Desk and the IT Staff Policy as recommended by Mr. Shroyer subject to review by the Legal Department and Human Resources Manager. Mr. Manuel seconded the motion and it was unanimously approved.

- **Capital Project Evaluation and Cost Sheet Packet (forms):**

Discussion regarding streamlining the forms, adding wording and sending the packet to Department Heads, Electeds, Stakeholders, Circuit Judges and Magistrates for review and comment.

- **Budget Revisions:**

- IBR #1009: Motion by Mr. Manuel to approve IBR #1009 as presented. Motion seconded by Ms. Widmyer and unanimously approved.

- IBR #1010: Motion by Mr. Widmyer to approve IBR #1010 as presented. Motion seconded by Mr. Manuel and unanimously approved.

- IBR #1011: Motion by Ms. Morgan to approve IBR #1011 as presented. Motion seconded by Mr. Manuel and unanimously approved.

- **Unclaimed Property:**

Request by Mr. Shroyer that the Commissioners sign a Resolution authorizing the Interim County Commissioner, Sandra Slusher McDonald, to retrieve the unclaimed property as the authorized representative for Jefferson County.

Motion by Ms. Noland that the Commissioners sign a Resolution authorizing the Interim County Commissioner, Sandra Slusher McDonald, to retrieve the unclaimed property as the authorized representative for Jefferson County. Motion seconded by Ms. Morgan and unanimously approved.

6. John Reisenweber, Director of the Jefferson County Development Authority, requested that the Commission approve the proposed settlement with the State of West Virginia 2009 Ag Development Grant.

Motion by Mr. Pellish to approve the proposed settlement with the State of West Virginia 2009 Ag Development Grant. Motion seconded by Mr. Manuel and unanimously approved.

John Reisenweber request to reconfigure and renovate the Jefferson County Development Authority Office. Mr. Shroyer was directed to forward forms to Mr. Reisenweber to fill out with regard to capital improvement projects. He should complete the forms and return them to the Commission for review so that the Commission can make a decision based on the information contained in the form.

7. Stacie Rohn, FOCUS, request that the Commission ratify and approve the West Virginia Justice Assistance Grant.

Motion by Ms. Morgan to ratify and approve the West Virginia Justice Assistance Grant. Motion seconded by Mr. Pellish and unanimously approved.

8. John Skoglin of CBRE, Inc. request that the Commissioners visit the Kodak facility in Middleway, West Virginia and consider a possible purchase. He described the potential benefits for the surrounding community.

Motion by Mr. Pellish to authorize John Reisenweber, Director of the Jefferson County Development Authority, to sign a non-disclosure statement, work with Mr. Skoglin to thoroughly investigate the property and environmental conditions. Motion seconded by Ms. Morgan and unanimously approved.

NEW BUSINESS:

9. Stephanie Grove, Assistant Prosecuting Attorney, request for an Executive Session to discuss personnel issues.

Motion by Ms. Morgan to enter into an Executive Session for the purpose of discussing personnel issues pursuant to WV Code §6-9A-4. Motion seconded by Mr. Pellish and unanimously approved.

Upon adjournment of the Executive Session the Commission reconvened its regular meeting.

Motion by Ms. Widmyer to appoint Debbie Keyser, Human Resources Manager, as Acting County Administrator, effective Monday, April 30, 2012. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Morgan to adjourn the Commission meeting. Motion seconded by Mr. Pellish and adjourned by Ms. Noland at 1:18 p.m.

Upon rising the Commission recessed until Thursday, May 3, 2012 at 9:30 a.m.

PATSY A. NOLAND, PRESIDENT

:

AGENDA REQUEST FORM

Name: Steve Rawlings

Department or Entity: West Virginia Risk Pool

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: 01/17/13

Date Requested – 2nd Choice: _____

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

Subject: Update on West Virginia Risk Pool

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: None required

Is a projector needed? no

Contact information:

Email Address:

Phone number:

AGENDA REQUEST FORM

Name: Cheryl Keyrouze

Department or Entity: Director of Eastern Panhandle Transit Authority

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 1/17/13

Date Requested – 2nd Choice: _____

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

Subject: Update on Eastern Panhandle Transit Authority

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:

Is a projector needed?

Contact information:

Email Address:

Phone number:

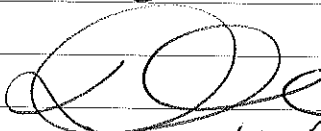
To: Jefferson County Commission

From: DANIEL P. LUTZ JR
175 WHEATLAND RD
CHARLES TOWN WV 25414

Subject: APPEAR ON Agenda of Commission
CONCERNING FEAGANS' MILL

Date: 9 January 2013

I wish to request to be included
on the nearest agenda of the Jefferson
County Commission concerning the Feagans'
Mill.


DANIEL P. LUTZ JR

304-725-0966

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Director of Planning and Zoning

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 1/17/13

Date Requested – 2nd Choice: _____

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

Subject: Comprehensive Plan Monthly 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:

Is a projector needed?

Contact information:

Email Address:

Phone number:

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Barbara Miller

Department or Entity: Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: January 17, 2013

Date Requested – 2nd Choice: _____

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

Subject:

- 1) Approval of contract with J.H. Consulting, LLC. to review/revise/develop certain annexes in the Jefferson County Emergency Operations Plan and Resource Manual Additions, per the RFP that was advertised on the County Website. J.H. Consulting was the low bidder at \$11,000. The contract was reviewed by legal.
- 2) Approval of the recommendations put forth by the Jefferson County Homeland Security and Emergency Management Steering Committee for appointees for the term of 2013-2015. See the attached letter from John Sherwood, Chair, and Barbara Miller, Director. There are also attached bios from each of the proposed appointees.
- 3) After Action Report/Improvement Plan from the SuperStorm Sandy activation.

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):

- 1) I move to approve the contract with J.H. Consulting, LLC in the amount of \$11,000 for the Jefferson County Emergency Operations Plan and Resource Manual.
- 2) I move to approve the following people for a term of 2 years to the Jefferson County Homeland Security and Emergency Management Steering Committee:
Sheriff Bobby Shirley (Representative of Law Enforcement)
D. Mason Carter (Representative of the Engineering Department)
Kelly Parsons (Representative of the private sector-Nichols, DeHaven, and Associates)
Lawrence "Jeff" Jefferies, (Representative of Health-Jefferson Memorial Hospital)
Holly Morgan Frye, (Representative of Education-Shepherd University)

John Reisenwebber, (Representative of Business- Jefferson County Development Authority)
Chuck Ellison, (Representative of Utility-Frontier Communications)

- 3) No action is required on the report.

Attachments:

- 1) Contract and proposal from J.H. Consulting, LLC
- 2) Letter from Steering Committee and attached bios
- 3) Copy of After Action Report



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

Jefferson County Commissioners:

Dale Manuel, President

Walt Peltish, Vice President

Patsy Noland

Jane Tabb

Lyn Widmyer

Jefferson County Homeland Security and Emergency Management Steering Committee:

John Sherwood, Chair-Chamber of Commerce Representative

Sandy Hite, Health Representative

Katherine Dunbar, Non-Governmental Organization Representative

Mason Carter, Jefferson County Department of Engineering Representative

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

Jane Tabb, County Commission Representative

Kelly Parsons, Private Industry Representative

Ed Smith, Fire and Rescue Representative

Sheriff Bobby Shirley, Law Enforcement Representative

Paul Espinosa, Utilities Representative

Lane Donley, Jefferson County Development Authority Representative

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

Holly Morgan Frye, Shepherd University Service Learning Program Education Representative

Lorraine "Lori" Kelly, American Red Cross Representative

Staff:

Barbara J. Miller, OEM, CFM
Director

304-728-3290-Office

204-283-4227-Mobile

bmiller@jeffersoncountywv.org

Torri Mehling, Planner/Program Manager/
Deputy Director

304-728-3229-Office

304-279-9233-Mobile

tmehling@jeffersoncountywv.org

Jessica A. Owens, Administrative Assistant/
Public Information Officer/Volunteer Coordinator

304-724-8944-Office

304-279-9135-Mobile

Fax: 304-728-3320

January 8, 2013

Jefferson County Commission

P.O. Box 250

Charles Town, WV 25414

Dear Commissioners:

At a meeting of the Jefferson County Homeland Security and Emergency Management Steering Committee this day, a motion by the body was unanimously passed to propose to you the following list of names as appointments/reappointments on this committee:

Sheriff Bobby Shirley, reappointment (Representative of Law Enforcement)

D. Mason Carter, reappointment (Engineering Department Representative)

Kelly Parsons, reappointment (Nichols, DeHaven, and Associates, Representative of the Private Sector)

Lawrence "Jeff" Jefferies, new appointment (Jefferson Memorial Hospital, Representative of Health)

Holly Morgan Frye, reappointment (Shepherd University, Representative of Education)

John Reisenwebber, Jefferson County Development Authority, new appointment (Business Representative).

Chuck Ellison, new appointment (Replacing Paul Espinosa, Frontier Communications, Utilities Representative)

Others on the Steering Committee who are not up for reappointment this year are:

John Sherwood, Chairman, (Chamber of Commerce Representative)

Lori Kelly, (Eastern Panhandle Chapter, American Red Cross Representative)

Sanford H. "Sandy" Green, (WV Homeland Security Region 3 Area Liaison)

Jeff Polczynski, (Jefferson County Emergency Communications Center Director, Communications Representative)

Katherine Dunbar, (Good Shepherd Inter-Faith Caregivers, Non-Profit Representative)

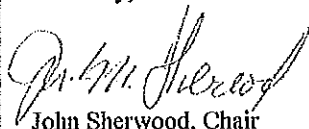
Ed Smith, (Fire and Rescue Representative)

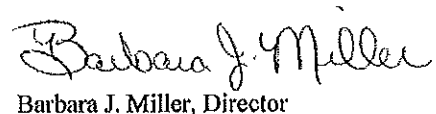
Jane Tabb, (County Commission Representative)

Per our bylaws, "The Steering Committee shall consist of fourteen members, appointed by the County Commission. Appointments shall be for a period of two years. New appointments or reappointments will be made at the first (steering committee) meeting of each calendar year."

Thank you for your support.

Sincerely,


John Sherwood, Chair


Barbara J. Miller, Director

Robert E. "Bobby" Shirley retired as a Lieutenant with the Jefferson County Sheriff's Office in 2006 after 25 years of service. Subsequently, he spent more than two years as lead security advisor for the U.S. Customs and Border Protection Advanced Training Center in Harpers Ferry. He was elected to his first term as Sheriff of Jefferson County in 2008 and was re-elected to the position in 2012.

D. Mason Carter was hired on May 6, 2002 as the Ordinance Compliance Officer by the Jefferson County Commission. In this position he enforces the land use ordinances for Jefferson County which at times requires him to prepare and present evidence and testimony in court for matters related to ordinance compliance; reviews and approves building/improvement location permit applications, ensuring the accuracy of provided information and conformance with county ordinances; assists the County Engineer with floodplain delineations and elevations and property safety investigations; and various others tasks as the job requires.

Mason was certified by FEMA in 2009 as a floodplain manager. This certification is renewable every 2 years and requires a minimum of 16 hours of floodplain management training. He sits on two committees of the Emergency Management Homeland Security which is directed by Barbara Miller. He also is a West Virginia Flood Plain Manager board member.

Mr. Carter has been a resident of Jefferson County, WV since 1978 and is an ordained minister with the International Pentecostal Church of Christ based out of London, OH. He currently serves as the Global Missions Director for the organization. He has been married to the love of his life Trixana for over 23 years.

**Kelly M. Parsons, PHR
P.O. Box 610
Charles Town, WV 25414
(304) 725-6525 ext. 124
kparsons@nicholsdehaven.com**

Employment Information:

Nichols DeHaven & Assoc. CPAs, PLLC – V.P. Firm Administration/Human Resources:
1986- Present

Education:

Graduate of Mountain State University with a Bachelor of Science degree in
Organizational Leadership Management & Development

Graduate of Hagerstown Business College with an Associate of Science degree in
Business Management

PHR (Professional of Human Resources) designation.

Civic Involvement:

Jefferson County Homeland Security and Emergency Management-
Member of Steering Committee & Animals in Disaster Committee

Society for Human Resource Management- member of National & Eastern Panhandle
Chapter

Biographical Information:

Lawrence ("Jeff") Jefferies, RN

Woodbine, Maryland

Emergency Department Clinical Coordinator

Emergency Preparedness Coordinator

Jefferson Memorial Hospital

Ranson, West Virginia

AA in Nursing, 1978 Catonsville Community College, Catonsville, Maryland

Instructor in ACLS, PALS, BLS and Disaster Life Support

Maryland ARC Disaster Nurse 1991- 2010

West Virginia ARC Disaster Nurse 2010- Present

National	Emergency Nurses Association:
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2010-2011	Nominations Committee, Chair
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2008-2011	Nominations Committee
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2000-2001	Election Process Committee
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State	Emergency Nurses Association:
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1998; 2000; 2004	President, Maryland State Council
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1997; 1999; 2003	President-Elect, Maryland State Council
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1995-1996	Chair, Governmental Affairs Committee
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2004-Present	Governmental Affairs Committee
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2000-2011	State Delegate, Maryland
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Local	Emergency Nurses Association:
2013; 2014	Metro-Baltimore Chapter President
2012; 2013	Metro-Baltimore Chapter President-Elect
1994; 2002	Mid-Maryland Chapter President
1993; 2001	Mid-Maryland Chapter President-Elect
1992; 1993	Mid-Maryland Chapter Secretary

Other:

Previous CEN, TNCC, ENPC and CATN Instructor

Speaker, 6th Annual Scientific Assembly of the Israeli Association for Emergency Medicine, Tel Aviv, Israel, March 1999

Taught Triage and Fast-track for Soroka Medical Center, Berr-Sheva, Israel, March 2000

Planning Committee for MD-ACEP Educational Program 2004-2006

Medic, Maryland Air National Guard Reserves, 1972-1979

Navy Corpsman, 1968-1972

Holly Morgan Frye

Employment

Assistant Vice President for Student Affairs
Shepherd University

- Provides leadership and supervision for all Student Affairs Division programming, communications, crisis management and disaster preparedness, student affairs staffing, and student engagement
- Serves as the Division of Student Affairs liaison to the General Studies Committee and Advancement Division
- Supervises Information Technologist, Division Staffing Specialist, Service Learning Coordinator, Community Services Coordinator, and all Programming Initiatives
- Coordinates all Orientation Programs and Activities for new students
- Directs Division communications across all departments
- Acts as the Chief of Staff for the Student Affairs Division
- Manages Division initiatives and projects as assigned by the Vice President for Student Affairs
- Advises the Vice President for Student Affairs on community issues and concerns
- Member of the Behavioral Intervention Team and Student Conduct Team
- Coordinates crisis management and disaster preparedness for the Student Affairs Division
- Responds to Division inquiries on behalf of the Vice President for Student Affairs
- Coordinates and maintains bi-weekly Division meeting schedule, Division-wide business process calendar, and Departmental events list
- Represents the Student Affairs Division in the absence of the Vice President
- Assists the Vice President and his leadership team to establish Division priorities, identify important issues confronting the Division, and develop policy recommendations and actions
- Advises student organizations including Alpha Phi Omega, Habitat for Humanity, Rotaract, Relay For Life Events and Alternative Spring Break Trips.

Personal

- Lifelong resident of Jefferson County
- Married to Jim Frye; mother of Trey, 21, and Donovan, 12
- Daughter of MaryAnn Morgan and the late D. Lee Morgan
- Member, Christ Reformed Church, Shepherdstown

Education

- BA Communications, McDaniel College
- MA College Student Development and Administration, Shepherd University

Volunteer

- Shepherdstown Rotary Club, Board of Directors
- Shepherdstown Visitor's Center, Board of Director
- 4-H Volunteer
- Jefferson County Homeland Security and Emergency Management, Steering Committee
- Volunteer Coordinator for Freedom's Run

Charles W. Ellison
P.O. Box 837
Ranson, WV 25438
(W) 304-728-2030

Shepherd College
Shepherdstown, WV
Associate Science Degree (General Business)

Homeland Security Assessment Training 2006
Communications / Leadership training 2007
Anti Terrorist Tactical and Defensive Driving Course 2007

I AM TRAINED, EXPERIENCED, AND QUALIFIED IN TELEPHONY INSTALLATION & REPAIR. ALSO TRAINED IN FIBER OPTIC TESTING AND SPLICING, BROADBAND HIGH SPEED WIRELESS & HARDLINE NETWORKING, STATIC IP, SUBNETS, VPN, CENTREX, BUDGET MANAGEMENT & SUPERVISORY SKILLS.

WIRELESS CANOPY TRAINING

WVU OSHA TRAINING

RALEIGH NC RTP TRAINED IN IT NETWORKING, IP ADDRESSING, VOICE\IP (GLOBAL KNOWLEDGE)

TRAINED IN DIGITAL CARRIER INSTALLATION (NORTEL) RALEIGH RTP

SUPERVISORY AND MANAGEMENT TRAINING PROGRAM- CITIZENS TELECOM

JAMES RUMSEY VOCATIONAL SCHOOL- CERTIFICATE IN ELECTRONICS,

ARMY NATIONAL GUARD: 157TH MP CO. (PERSONNEL & LAW ENFORCEMENT),
HONORABLY DISCHARGED

RICHWOOD HIGH SCHOOL:

RICHWOOD WV

PROFESSIONAL EXPERIENCE

CITIZENS/FRONTIER OPERATIONS MANAGER – I AM ACCOUNTABLE AND RESPONSIBLE FOR OPERATION BUDGET OF ALL OUTSIDE PLANT FACILITIES WITHIN THE WV EAST DISTRICT. RESPONSIBILITIES INCLUDE DEVELOPING AND MANAGING AN OPERATION BUDGET FOR RESIDENTIAL INSTALLATION, BUSINESS INSTALLATION, CENTRAL OFFICE DIGITAL SWITCHING, HIGH SPEED BROAD BAND INSTALLATION & INTERNET SERVICE. SUPERVISE AND COORDINATE THE USE OF ALL MAINT. CONTRACT LABOR WITHIN JEFFERSON COUNTY.

I HAVE WORKED CLOSELY WITH US STATE DEPARTMENT AND SECRET SERVICE FOR WHITE HOUSE COMMUNICATIONS. ON SEVERAL OCCASIONS

ENGINEERING & CONSTRUCTION MANAGER - I WAS ACCOUNTABLE AND RESPONSIBLE FOR ADMINISTERING AND MANAGING ALL ASPECTS OF THE NETWORK PROVISIONING DEPARTMENT. RESPONSIBILITIES INCLUDE DEVELOPING AND MANAGING A CAPITAL BUDGET AND OPERATIONAL BUDGET, OSP ENGINEERING, OSP CONSTRUCTION AND WAREHOUSING, LONG TERM STRATEGIC PLANNING AND IMPLEMENTATION OF CAPITAL PROGRAM TO ENSURE EFFICIENT AND EFFECTIVE UTILIZATION OF COMPANY MONEYS.

AWARDS RECEIVED

COMMUNICATIONS LEADERSHIP CIRCLE- CITIZENS TELECOM
PRESIDENTIAL AWARD FRONTIER COMMUNICATIONS
TWO WHITE HOUSE COMMUNICATION AWARDS- WHITE HOUSE
ON THE SPOT AWARD- CITIZENS TELECOM
EMPLOYEE RECOGNITION AWARD EASTALCO ALUMINUM CO.

CIVIC ORGANIZATIONS

MEMBER- UNITED WAY JEFFERSON/BERKLEY COUNTY
PRESIDENT JEFFERSON COUNTY CHAMBER OF COMMERCE
REPRESENTATIVE BUSINESS PARTNERS OF EDUCATION- PAGE JACKSON
ELEMENTARY - JEFFERSON COUNTY BOARD OF EDUCATION
JEFFERSON HIGH SCHOOL TEACHERS ACADEMY
ADVISOR FOR JEFFERSON COUNTY DEVELOPMENT AUTHORITY
CHAIRMAN OF WV EAST HOSPITAL INFORMATION BOARD
BOARD OF DIRECTORS OF WV STATE COMMERCE OF SAFETY AND HEALTH

INTERESTS AND ACTIVITIES

QUALITY FAMILY TIME, BICYCLING, KAYAKING, RACQUETBALL

AGENDA REQUEST FORM

Name: Commission

Department or Entity: _____

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 1/17/13

Date Requested – 2nd Choice: _____

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

Subject: 2013 County Commission First Quarter Priorities

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:

Is a projector needed?

Contact information:

Email Address:

Phone number:

Cmr. Lyn Widmyer's Proposed 2013 County Commission First Quarter Priorities

(prepared December 2012)

Complete a space needs study for Jefferson County government offices and prepare a plan to address any future space needs. *This topic has been discussed for two years without any conclusions or recommendations. The County owns a vacant building without any plans for re-use. A thoughtful strategy for addressing space needs and how to fund that strategy is badly needed.*

Initiate discussions with state to provide in-house psychiatric care in the Eastern Panhandle. *The County Commission has previously discussed this as a project; recent events have increased the urgency of this project.*

Update, improve and integrate IT functions in County Commission departments. *This is another on-going multi-year problem. Finding a solution is underway and is on track to be solved in 2013. Providing a searchable data base and scanning all County Commission documents is badly needed.*

Provide a citizen friendly explanation and guide to the County budget.

Provide support for fire and rescue services . *The issue of a fire fee needs to be addressed.*

Assure the Comp Plan Steering Committee efforts are meaningful. *The US 340 Gateway Plan was shelved because it was viewed as a "distraction" to the Comprehensive Plan update. The County Commissions actions on re-zoning requests are a far greater distraction because soon there will be nothing left to plan for given the pace of rezoning applications approved by the County Commission.*

Review the priorities for traffic improvements along US 340. *The WV DOH has asked the County Commission to prioritize road and traffic improvements in Jefferson County. A draft list of proposed road/traffic/safety improvements needed between Harpers Ferry and Charles town has been prepared. This list needs to be reviewed by the Commission.*

Require that all contracts for \$10,000 or more be reviewed and re-bid a minimum of once every 3 years. *I proposed this policy in March 2012 but no action was taken by the Commission. I remain concerned that tax dollars are paying for multi-year contracts that have never been reviewed or evaluated. All contracts should be reviewed and rebid on a regular basis to assure tax payers are getting the best services for the least expense.*

Establish a date in February for First Annual Economic Outlook for Jefferson County.

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: Jan. 17, 2013

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda): Appoint member to SWA

Please provide the County Commission with a description of your request or presentation, including any background information: I must recuse myself from ^{an} appointment due to a potential conflict of interest.

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: Vinemont@frontiernet.net

Phone number: 304.725.4325

AGENDA REQUEST FORM

Name: Debbie Keyser

Department or Entity: County Administrator

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 1/17/2013

Date Requested – 2nd Choice: _____

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

Subject: Appoint Jesse Jones as Interim Manager of the Sheriff's department until a Sheriff can be appointed

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): **move to approve Chief Jessie Jones as Interim Manager until a Sheriff can be appointed.**

Are documents attached?

If not, please explain:

Is a projector needed?

Contact information:

Email Address:

Phone number:

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 1/17/13

Date Requested – 2nd Choice: _____

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

Subject: Discuss setting Special Session on Tuesday, January 22, 2013 at 11:00 a.m. for the purpose of additional appointments to the Jefferson County Envision Jefferson 2035 Steering Committee

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:

Is a projector needed?

Contact information:

Email Address:

AGENDA REQUEST FORM

Name: Debbie Keyser

Department or Entity: County Administrator

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 1/17/13

Date Requested – 2nd Choice: _____

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

Subject: Discussion of process for filling Sheriff's vacancy

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:

Is a projector needed?

Contact information:

Email Address:

Phone number:

AGENDA REQUEST FORM

Name: Debbie Keyser

Department or Entity: County Administrator

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 1/17/13

Date Requested – 2nd Choice: _____

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

Subject: Commissioner's Top Project Listing

Briel Building, Possible Executive Session

*Discuss Budget Work Session to be held
Thursday, January 24, 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 attached?

If not, please explain:

Is a projector needed?

Contact information:

Email Address:

Phone number:

In-Progress ; Completed

Commissioner's Top Project Listing

Project	Team Leader/Members	Deadline	Comm Mtg
GIS Content Management System: --Presentation to Commission to present project, costs, and benefit analysis in preparation for next year's budget.	Leader: Todd Fagan	May 30, 2012	Completed presentation. Applied for grants. Pending RFP presentation 2-2012.
Hire a County Administrator:	Leader: Patsy Noland Member: Commission Members, Keyser and McDonald	June 30, 2012	On-going
IT Needs: Determine IT needs within the County. Provide recommendation for in-house or contract services, associated costs and plan of action.	Leader: Keyser and Shroyer	June 30, 2012	Sept. 2012
Impact Fees – Affordable Housing	Leader: Roger Goodwin	June 30, 2012	July 1, 2012
OPEB Actuarial Study: RFP to be completed and bids returned for Commission consideration.	Leader: Paul Shroyer	July 30, 2012	Sept., 2012
Impact Fees: --Ensure a long term plan is in place to protect Impact Fees --Determine how to collect --How to charge --Potential income --Proposal due to Commission Oct, 2012	Leader: Roger Goodwin and Stephanie Grove	Sept. 30, 2012	Oct., 2012
CIP Presentation – Ensure it includes all potential capital projects.	Leader: Paul Shroyer	June 30, 2012	July, 2012
Income Replacement: Review County's options to provide employees with short term disability and long term disability options, the costs, vendor comparison and date to implement, if approved.	Leader: Debbie Keyser Team Members: Sally Gran	Sept. 30, 2012	Oct., 2012

Project	Team Leader/Members	Deadline	Comm Mtg
Move AS400: Move AS400 from Hunter Building to Mason Building to protect equipment	Team Leader: Bill Polk Members: Charlotte Hernandez and Paul Shroyer	Sept. 30, 2012	Oct, 2012 AS400 is not being moved until a determination is made with building acquisition. \$138k AS400 upgrade was completed.
CAD System: Develop RFP for a Computer Aided Dispatch System to provide complete data to those responding to 911 calls. RFP should include estimated costs for budget planning.	Leader: Jeff Polczynski	Oct. 30, 2012	8-16; RFP ready to distribute; Approval by Commission RFPs due 12-2012
Space Needs Study: Provide inventory of all square footage of office space owned/leased/occupied by County gov't and affiliated agencies; Include: --Purchase of the Briel Building --Renovation of Animal Control --Cost Estimates for Judicial Center for Circuit Clerk; Bond or No Bond? --Court House space needs --Tax Office Work Stations & Storage --Utilize other outside resources as needed --Allow for privacy of citizens to discuss personal issues --Central heat and air condition unit for Hunter bldg. --Meeting Hall for citizens/Commission --Avoid damage to historical buildings Provide a 3 year plan for the use, renovation, sale and upkeep of all buildings to ensure the County is fully utilizing its spaces and dollars for County employment.	Leader: Paul Shroyer and Bill Polk	Oct. 30, 2012	Presentation completed. Pending decision on Briel Building by Commission
Grant Policy: Develop a policy to establish a standard process to ensure each grant is documented, checks are applied to the	Team Leader: Vivian Fields Members: Teresa Hendricks, Sandy		

appropriate fund, expenditures go to the proper fund, and the County is currently meeting or can meet the Grant requirements.	McDonald	Oct. 30, 2012	Nov., 2012
Polling Assignment/Budget: Determine needs and costs of machines to show polling assignment	Leader: Jennifer Maghan	July 30, 2012	Aug, 2012 Determined a trial would be completed 11/2012.
Research, determine needs analysis, costs and make recommendation for new telephone system for the County	Leader: Bill Polk		Hired Consultant to assist with RFP - Dec., 2012
Transportation Meeting with DOH to discuss/resolve two dangerous intersections. Cattail Lane and Top of Mountain/New Rt 9.	Leader: Nichelle Hosby/Dale Manuel		Scheduled Jan. 22, 2013 at 11:15 a.m. Bus tour begin at 1:30 p.m.
Develop a user-friendly citizen's budget for the website	Leader: Shroyer		
Develop a bidding contract policy based on state code	Leader: Shroyer		
Establish a date in February for First Annual Economic Outlook for Jefferson County	Leader:		
Schedule two more "Meet your Commissioner" events prior to fiscal year-end	Leader: Keyser		
Develop a budget which meets the County's needs, addresses potential decrease in revenue, 911 Center Fee structure and Emergency fees for fire and rescue. Make recommendation/provide explanation by 3-2-2012	Leader: Shroyer		

<u>Commissioner Projects:</u>	Team Leader/Members	Deadline	Comm Mtg
Tennis Bubble	TBD	TBD	TBD
Public Indoor Swimming Facility	TBD	TBD	TBD
Public Transportation for Community to get to work without cars; MARC Train, etc	TBD	TBD	TBD
Local Drug Treatment Center	TBD	TBD	TBD

Debbie Keyser responsible for meeting with each team member to review their assignment and be the liaison between the team leader and the Commission to establish dates for the presentation to the Commissioners.



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, WV 25438
dpittinger@jcesa.org
Telephone – 304-728-3287
Fax – 304-728-6221

To: Jefferson County Commission
Deborah Keyser, County Administrator

From: Douglas M. Pittinger, Director *dup*

Date: January 01, 2013

Re: JCESA Quarterly Update Report

1. Projects Undertaken:

- a. Continue to work towards the implementation of the Jefferson County Fire & EMS Five Year Plan with numerous County agencies and Software Systems, Inc.
- b. Standardize County wide Fire & EMS operational guidelines
- c. Assist the Fire & Rescue Association with developing a funding formula for disbursement of County funds to the seven volunteer departments
- d. Submitted a draft proposal to the JCESA Board for approval to adopt the County salary table

2. Projects Completed:

- a. Updated the employee handbook showing current administrative policy and operating guidelines and disbursed to all employees and Board members
- b. Developed fire company audit procedures / requirements per County Commission request
- c. 2010 -2011 audit completed and annual financial statements submitted to the County
- d. Reinstatement of the mutual aid agreement between Jefferson County and Loudon County, Virginia with assistance of the Jefferson County Administrator
- e. Acquisition of 2013 vehicle for replacement of 2002 & 2005 advance life support chase vehicle
- f. Assisted Citizens Fire Company to implement new ambulance service
- g. Placed JCESA emergency services providers at Citizens Fire and Middleway Fire
- h. Hired Business Manager for JCESA on six month contract basis
- i. Completed the hiring process of full time and part time emergency service providers as allocated in our FY 2013 Budget
- j. Composed County wide EMS purchase vendors list giving discount prices to all departments and creates uniformity in equipment and supplies as well as substantial cost savings
- k. Created new JCESA work schedules based on call demand to better utilize staffing resources

3. Projects Proposed / Underway:

- a. Develop and fund a training program for JCESA employees
- b. Continue the development of fire company funds allocation system
- c. Development of Emergency Service Fee and JCESA 2013 – 2014 Budgets

4. Projects Requiring Commission Attention:

- a. Approve ordinance required to implement an emergency services fee.
- b. Acquisition of CAD system for the 911 Center so that statistical analysis data is available for JCESA to utilize for numerous projects.

MEMORANDUM

Jefferson County, West Virginia Engineering Department

TO: Jefferson County Commission
Debbie Keyser, County Administrator

FROM: Roger Goodwin, PE, CFM
Chief County Engineer

DATE: January 3, 2013

SUBJECT: **Engineering Department Quarterly Update Report – January, 2013**

1. Projects Undertaken/Underway (in alphabetical order):

A. Bonding:

- i) Sheridan Estates Subdivision – we are holding \$972,616.00 cash bond surety in an escrow account at the Bank of Charles Town. Staff is working with a new developer interested in taking over the subdivision from the bank and completing the work. Staff drafted a new bonding agreement that contains terms and conditions ensuring timely completion of the road repairs and street paving and reposting of the full bond amount. **The bonding agreement was forwarded to the developer in early December, 2012 to review and provide comments. Once the developer has reviewed and commented on the draft bonding agreement, staff will present it to the county commission for their review and approval. Then the developer will need to take ownership of the subdivision and execute the bonding agreement.**
- ii) Mission Ridge Subdivision – the Engineering Department staff bid the work necessary to complete the street paving and the Route 9 turn lanes. **The Mission Ridge Property Owners Association, Inc. executed a contract with Jefferson Asphalt Products Co., Inc. on December 12, 2012, to complete the site work by May 15, 2013.**

- iii) Chapel View Subdivision – working on an outline of tasks necessary to bid and contract for completion of the site work for this project. However, the HOA still needs to resolve the issue of creation of the HOA and gaining ownership of the common areas.
- iv) Windmill Crossing Subdivision – working to get the developer to complete the remaining site improvements for the townhouse subdivision, create the HOA, and transfer the common areas. The initial stormwater management (SWM) as-built plans received on October 11, 2011, from W.H. Gordon Associates, Inc., indicates that the recently re-constructed SWM basin is not constructed according to the approved plans. The City of Charles Town's consulting engineer also agrees with our finding, and we are coordinating with the City of Charles Town our efforts to get the developer to address and correct the unsatisfactory work.

We then received a second SWM Basin-B as-built plan submission on May 16, 2012. While some items have been satisfactorily addressed since the first as-built submission, there remains a number of items that need fixed in order to find that the basin is constructed in accordance with the approved plans. Our office has had no response from the developer or their engineer, W.H. Gordon & Associates, Inc., since our July 17, 2012, letter to them listing the deficiencies.

Also, at the request of the developer, staff walked the townhouse site on February 28, 2012, and reviewed the project file and provided to the developer on April 10, 2012, a detailed list of work that needs completed in order to get the bond released. To date, there has been no response from the developer.

- v) Demory Farm Subdivision – met with and provided the developer's engineer, W.H. Gordon & Associates, Inc., with a list on June 25, 2012, of site improvements and issues that remained to be satisfactorily addressed. **Still waiting for all issues to be satisfactorily addressed so that the construction bond can be released.**
- vi) Waterside Reserve Subdivision – staff worked with a new developer who took over the subdivision and completed the site work. **The construction bond was released in December, 2012.**

- vii) Rock Ferry Station Subdivision – staff met with a new developer who took ownership of the subdivision and is **in the process of posting a new construction bond to ensure completion of the site improvements.**
- viii) Summit View Estates Subdivision – staff is working on gathering the information necessary to present to the County Commission a property owner's **request for the county to call-in the bond and complete the site work.**

B. Chesapeake Bay SWM Ordinance:

- i) Sent the signed agreement to Region 9 Planning & Development Council on September 28th, accepting their proposal to complete the scope of work necessary to draft a new stormwater management ordinance. **Planning & Engineering staff participated in a project kick-off meeting on December 4th with Region 9, and the project is moving forward in the 1st Phase with a gap analysis of the existing land development ordinances.**

C. Property Safety Ordinance:

- i) Case 12-001 (Bierer) – staff hired a process server and the property owner was located in Maryland and served with the Notice of Violation on December 7, 2012. **Property owner has until March 7, 2013 to bring the property into compliance.**
- ii) Case 11-002 (Hill) – the property owner has ignored requests to bring the property into compliance with the ordinance. The Property Safety Enforcement Agency filed a complaint/petition with the County Clerk's office on August 14, 2012, requesting that the County Commission order the property owner bring the property into compliance. The County Commission issued the Order on November 15, 2012 and it was served on the property owner by the County Clerk, with a compliance deadline of December 15, 2012. In response, the property owner met with the County Engineer on December 14th requesting an additional one week of time to bring the property into compliance. **The Chief County Engineer, under the authority granted by the Property Safety Ordinance, agreed to give the property owner until January 31, 2013 to comply.**

D. Impact Fees:

- i) The Impact Fees Program Specialist continues to work on putting together an office manual that outlines all the processes and information needed to administer the impact fees program. The manual will be used as a guide and to cross train other employees in the department. **The operations manual is approximately 90% complete.**
- ii) The Affordable Housing Discount ordinance amendment was adopted by the County Commission effective December 1, 2012. The Chief County Engineer, Stephanie Grove, Assistant Prosecuting Attorney, and Michelle Mason, Impact Fees Program Specialist worked together to create the forms, process steps and system necessary to process an affordable housing discount application/request; **implementation of the Affordable Housing Discount is now complete.**

E. Tolling of Bonding Amendment (One-time Partial Release of Lots):

A public hearing on an amendment to the tolling of bonding section of the bonding policy was held on August 9th. The amendment was up for consideration of adoption on the County Commission's October 18th meeting agenda. Additional questions were raised by the County Commission and the amendment was sent back to staff and the developer to address additional concerns. **Further revisions to the amendment were made and will be submitted to the County Commission in January, 2013 for their review and consideration for adoption.**

2. Projects Completed:

A. Human Resources:

- i) Completed Jefferson County Human Resources training on October 14 & 15, 2012.
- ii) Completed Jefferson County Budget Process training on November 14, 2012.
- iii) Completed West Virginia Stormwater Manual training workshop on December 5, 2012.

3. Projects Proposed:

- A. Get the land development standard construction details updated and put into a digital/AutoCAD format, to supplement the requirements of the Subdivision, Zoning, and Stormwater Management ordinances.
- B. Set up the Engineering Department web page with the stream monitoring information/links.
- C. Attending roundtable meeting on January 16th with West Virginia Department of Highways - District 5 personnel and staff from Morgan & Berkeley Counties to discuss common traffic issues and WVDOH projects.

4. Items Requiring Commission Attention:

Beginning in February, 2013, the Office of Impact Fees will present to the County Commission for review and approval, each of the impact fee entities capital improvement plan (CIP) requests for FY 2013-2014, and the impact fees annual report.

Note: The projects noted above are in addition to maintaining the daily operations of the Office of Building Permits & Inspections, the Office of Impact Fees, administering the land development bonding process, performing land development inspections, performing land development plan reviews for the Planning Commission, administering floodplain management, investigating citizen complaints and carrying out ordinance compliance efforts, and completing statutory continuing education and certification requirements, etc.

Q:\Engineering\ENGINEERING\County Commission - Quarterly Reports\2013-01-03 Engineering Quarterly Report.doc

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

Projects Completed:

October 29-31, Emergency Operations Center Activated for Super Storm Sandy

Public Assistance/Reimbursement Meetings with FEMA/Local Agencies—
Jefferson County, however, did not have enough losses to meet the FEMA
threshold and was not included in the FEMA declaration for this storm..

Filled position of Public Information Officer/Administrative Assistant/Volunteer
Coordinator. Training is ongoing.

Submitted application for 2012 Emergency Management Planning Grant.
Submitted to WVDHSEM in November.

Submitted grant application for 2012 Community Resilience Innovation
Challenge Grant. Submitted to the Rockefeller Foundation in October.

Oct/Nov Community Emergency Response Team Training Course Completed

Worked with RESA 8 and WVDHSEM to set up NIMS ICS300 and ICS400 Training
for EOC and ECC Staff/Local Emergency Responders.

Worked with Potomac Edison to set up 2 trainings for Emergency Responders
about working around power lines/electrical safety.

Developed Emergency Operations Plan RFP, received and opened bids, legal
review, Contract to County Commission on 01/16/13.

Projects Working on Now:

Risk Assessment and Mitigation Plan (Update for 2013)-In Draft

Emergency Operations Plan and Resource Manual 2013 Update

LEPC's Emergency Plan/Hazardous Materials Annex 2013 Update

Mass Fatalities Plan (Working with the JC Department of Health)

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

Resilient Neighbors Network

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

Weekly planning meetings with Counter Terrorism Committee discussing Emergency Support Functions planning for the 2013 Presidential Inauguration.

Departmental Budget and Budget Planning Meetings.

Planning/Training/Exercise Calendar for 2013.

Things the County Commission Should be Aware of:

Annual Partnership Meeting on January 16 at Noon at EPIC Buffet.

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

Seeking grant funding for a Faith-Based / Volunteers Project.

Strategic planning for FY-2014 continues.

The Jefferson County EOC will be activated with Command Staff only on the MLK Holiday for the President of the United States Inauguration.

The Jefferson County EOC will be activated for the VA Hospital's Full Scale Exercise on April 4, 2013. There will also be planning meetings, a Table Top Exercise, and a Functional Exercise between now and then.

Quarterly Report
Jefferson County Historic Landmarks Commission
October 2012 through December 31, 2012
January 5, 2013

1. Projects Undertaken

- a. Cement Mill Property
- b. Peter Burr Farm
 - i. Site Improvements
 - ii. Activities
- c. Poor House Improvements
- d. WV GeoExplorer project – coordinate and sponsor
- e. JCHLC Archives reorganization and preservation
- f. Site Reviews

2. Projects Completed

- a. Cement Mill Property
 - i. All boundary issues settled
 - ii. National Register nominations submitted
- b. Peter Burr Farm
 - i. Improvements
 - 1. Gutter installed on rear of barn
 - 2. Screening trees planted on south and west boundaries
 - ii. Activities
 - 1. Peter Burr Day October 13
 - 2. JC School 4th graders
 - 3. PBF Farm Bread Bakers – monthly program
 - 4. Reliving History – monthly program
- c. Poor House
 - i. Improvements
 - 1. Trimming of trees in yard and clearing around laundry building
- d. Submitted grant application(s) for funding WV GeoExplorer project
- e. Site Reviews
 - i. Leetown and Trough Rd cell towers
 - ii. Millville quarry expansion

3. Projects Proposed

- a. Continuous restoration and improvements at Peter Burr Farm
- b. Continuous improvements and adaptive reuse of Snow Hill (Poor Farm)
- c. Transfer of Cement Mill Property to National Park Service
- d. Countywide survey of significant barns and outbuildings
- e. Prioritized list of JC historic resources to nominate for JC Landmark status

4. Items Requiring Jefferson County Commission Attention

- a. None at this time

Submitted by
Martin Burke
Chairman, JCHLC

Historic Resources Map/Database Changes
Jefferson County Historical Landmarks Commission
December 19, 2012

CHANGE

1. Potomac Mills/Boteler's Cement Mill - identify as County Landmark (CL)
2. Philadelphia Waggon Road Potomac Crossing - identify as County Landmark (CL)
3. Battle of Shepherdstown at the Cement Mill - identify as County Landmark (CL)
4. Westwood - identify as County Landmark (CL)
5. Wayside - identify as County Landmark (CL)
6. Riggs-Stills - identify as County Landmark (CL)
7. Little Falls Lock - identify as County Landmark (CL)
8. Hopewell Mill - identify as County Landmark (CL)
9. Hendricks Farm - identify as County Landmark (CL)
10. Fertile Plain - identify as County Landmark (CL)
11. Eastwood - identify as County Landmark (CL)
12. Duffield's Depot – identify as NR property in Category I
13. River Road Resource 2- is actually log under the brick veneer - change material from "brick" to "log/brick"
14. Leetown Resource 5 - to be identified as: Mount Misery Farm House Log ca. 1800
15. Mendenhall Hall Kearneysville Pike - identify as destroyed (D) 2011
16. Oak Tree Farm identify as - Date built 1836 – Material log
17. John Ariss House – identify as Mount Eary (Locust Hill)
18. Fairfax Grant Stock Farm – Identify as Haines House
19. Pleasance – identify as Casper Walper House
20. Orchard View, Farm House, c. 1850 – identify as destroyed 2011
21. Billmyer-McQuilken House (Rock Spring) – identify as destroyed 2012
22. Shepherdstown Resource 46 – identify as destroyed 2012

DELETE

March of A P Hill from database.

This area is now included in a Potential National Register Boundary for the Battle of Shepherdstown, defined by American Battlefield Protection Program, July 2010,

Jefferson County Offices will be
closed

Monday, January 21, 2013
in observance of
Martin Luther King, Jr. Day.



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

The County Commission of Jefferson County will hold a Special Session on Tuesday, January 22, 2013 at 11:15 a.m. in the County Commission meeting room located at the Old Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

The County Commission will be meeting with Senator John Unger and the West Virginia Department of Highways to discuss safety issues at Cattail Run Rd/Rt 9 and Charles Town Rd/ Rt9 intersections.

Anyone wishing to provide written or oral comment may do so at this meeting or send comments to info@jeffersoncountywv.org.

**By Order of the County Commission of Jefferson County
Dale Manuel
President**

JEFFERSON COUNTY COMMISSION
PUBLIC HEARING NOTICE

The Jefferson County Commission has scheduled a public hearing on a Zoning Map Amendment (Rezoning) for property designated as Tax District: Harpers Ferry, Map: 7, Parcel: 18. This property is located on the south side of US Route 340 on Campground Road approximately a half mile east of its intersection with Old Taylor Lane and is a total of 3.94 acres. This property is currently zoned Residential Growth and a request has been made by the owners, the Aitcheson Family Trust and Frederica Adkinson, to change the zoning to Residential/Light Industrial/Commercial.

You may provide oral or written comments at the hearing, **7:00 p.m., Thursday, January 31, 2013, in the Charles Town Library meeting room at 200 East Washington Street**, at the side entrance on Samuel Street. In addition, you may also provide written comments to info@jeffersoncountywv.org or mail to P.O. Box 250, Charles Town, WV 25414, or fax (304) 728-8126.

By Order of the Jefferson County Commission
Dale Manuel, President

NOTICE
Board of Review and
Equalization

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Wednesday, January 30, 2013, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2013.

The Commission will continue to sit as a Board of Review and Equalization on Tuesday, February 5, 2013, at 1:30 p.m., Thursday, February 7, 2013, at 1:30 p.m., Tuesday, February 12, 2013, at 1:30 p.m., and thereafter as deemed necessary.

Persons wishing to appear before the Commission should apply to the Assessor no later than Friday, February 8, 2013, at noon, in order to complete the proper forms and to schedule a hearing date prior to the planned final date of Tuesday, February 19, 2013.

Given under my hand this 3rd day of January, 2013.

JENNIFER MAGHAN, COUNTY CLERK
JEFFERSON COUNTY COMMISSION

Class II Legal Run Jan 16 & 23, 2013

WVACO

The County Line

2012 Newly Elected Prep School (in pictures)



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inside

INTERIM HIGHLIGHTS

December's legislative interims were a little confusing for legislators due to swearing in of new delegates and senators. In the House, new delegates may take office on Dec. 1st if they are sworn in, causing departing delegates to not be allowed to participate in interim committee meetings if the new delegate was already sworn into office. In the Senate, new senators are sworn in after January 1st so it's a little less confusing. Nevertheless, there will be significant changes in both bodies but especially in the House of Delegates when the session begins on February 13th, 2013.

- Finance Subcommittee B is considering a bill that would repeal provisions of legislation that passed four years ago but does not take effect until July 1, 2013. If that legislation goes into effect, the calculation of local share for schools will change in several respects including using an assumed value for local share rather than the actual certificates of valuation reported on March 3rd. Also, it would reduce the state aid of a school system by 8% when an assessment to sales ratio study shows that the county's property tax assessment are below 54% of fair market value. This is a law we have referred to as the **"punish the assessor/punish the school board" law**. Mr. J.P. Mowery of Pendleton County Schools provided the School Boards' perspective, noting that "School boards are penalized for something they have no control over."
- Phyllis Yokum, Randolph County Assessor and President of the Association of WV Assessors, told the committee, "Assessors are heavily monitored." She explained the increase in the past few years of training and educational requirements and opportunities for Assessors and their staff. Several Assessors attended the meeting and expressed their support for repeal or at least modifications of the current legislation so school boards are not punished and they are given time for corrective action.

Jerry Knight, WVACO Property Tax Consultant, explained three statistical flaws with the legislation as it passed four years ago:

Continued to Page 7

THE President's View

Joy to the world the Lord is come! May I take this time to wish each of you a very Merry Christmas! It seems Christmas brings about a gambit of emotions. The stress of Christmas shopping, making sure everyone on our lists are taken care of, and that the gifts are just right. The joy of children and grandchildren gathering together, playing games, exchanging gifts and of course eating and eating and eating! But there are also the thoughts of Christmas's past, and of those who are no longer with us to celebrate and enjoy the love and laughter this season brings. We have all lost friends and loved ones this year, and the memories still burn deep in our hearts and minds. There have been tragedies and triumphs.

Continued to Page 2

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

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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.

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Crystal Young **EXECUTIVE ASSISTANT**
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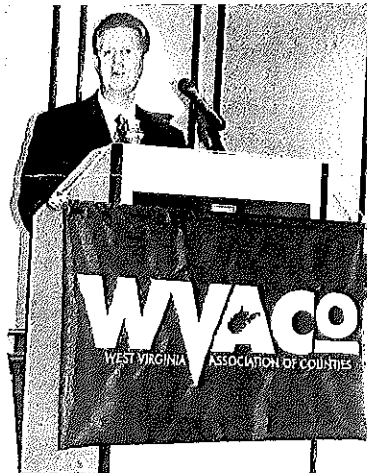
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THE

President's View

and I am so thankful that we have each other when these come our way. My prayer for each of you this Christmas is.....May we always remember the reason for the season, and may God's love and grace be with you and yours as we gather together this Holiday season. Merry Christmas to all and to all a good night!



Jeff Waybright

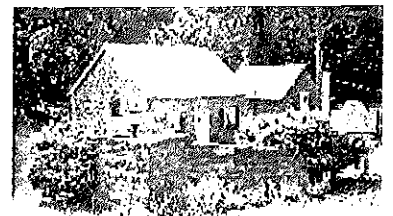
BEST WISHES TO OUR DEPARTING WVACO BOARD MEMBERS:

*Immediate Past President Jerry Berry
Past President Sheriff John Gruzinskis
Past President Assessor Dana Lynch
Vice Presidents for Sheriffs Jim Childers*

MONROE County -

The Springs Trail features 13 locations in Monroe, Summers and Greenbrier counties. One of the highlights is Salt Sulphur Springs, located along Route 219 south of Union. The old Salt Sulphur Springs Hotel still stand along with a church, bath house and springs hour.

Listed in the National Register of Historic Places. Opened as a resort in 1820. Martin Van Buren, Henry Clay, and John Calhoun among prominent guests. General Jenkins and other Confederates made their headquarters here during several campaigns. Buildings still standing include: main part of the hotel, bathhouse, spring house, chapel, store building and two cottages. It is the largest complex of stone buildings in West Virginia.



CYBER SECURITY TIP



Protect Your Portable Devices

It is important to make sure you secure your portable devices to protect both the device and the information contained on the device.

The following outlines steps you can take to protect your mobile communication device. Some of the steps are dependant upon the functionality of your device.

Use a password to access your device. If the device is used for work purposes, you should follow the password policy issued by your organization.

If the Bluetooth functionality is not used, check to be sure this setting is disabled. Some devices have Bluetooth-enabled by default. If the Bluetooth functionality is used, be sure to change the default password for connecting to a Bluetooth enabled device.

Do not open attachments from untrusted sources. Similar to the risk when using your desktop, you risk being exposed to malware when opening unexpected attachments.

Do not follow links to untrusted sources, especially from unsolicited email or text messages. Again, as with your desktop, you risk being infected with malware.

If your device is lost, report it immediately to your carrier or organization. Some devices allow the data to be erased remotely.

Review the security setting on your device to ensure appropriate protection. Be sure to encrypt data transmissions whenever possible.

For more information, please visit:

- National Webcast Initiative on Securing Mobile Devices
- MS-ISAC Cyber Security Newsletter Tips - Security of Mobile Communication Devices
- US-CERT National Cyber Security Alert System
- National Cyber Alert System - Cyber Security Tip ST06-007, Defending Cell Phones and PDAs Against Attack
- NIST Special Publication 800-124, Guidelines on Cell Phone and PDA Security
- FTC Consumer Alert - The 411 on Disposing of Your Old Cell Phone
- NASCIO - Security at the Edge - Protecting Mobile Computing Devices

WE NEED YOUR RECIPES (seriously)

We plan to have an
ANNIVERSARY EDITION of the

WVACO COUNTY COOKING

We need your favorite recipes,
We need your family recipes,
We need your cooking tips.

Please email, fax or call in your recipes to
wvaco@wvaco.org, fax 304-346-0592, or call us at
304-346-0591. WE NEED THEM!!

Renew your membership....

Sign up now....



2013

AFFILIATE

MEMBERSHIP

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

Contact Kathy
304-346-0591
Or
kathy@wvaco.org



"Families are like fudge, mostly sweet with a few nuts." - ANONYMOUS



Calendar of Events

JANUARY 13-15, 2013	WVSA Sheriffs' Training Days Inn, Braxton County
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
APRIL 13 LEGISLATURE ADJOURNS



\$10 a year

ALUMNI MEMBERSHIP

Thank you for your service to the citizens of West Virginia and to your counties. The WVACO invites you to continue to remain informed about county government by becoming an alumnae member.

**CONTACT CRYSTAL AT 304-346-0591
for more information.**



MEMBER PROFILE: ERNIE DENNISON Nicholas County Assessor



Years in office: 12

Education: Nicholas County High School Class of 1982; Appraisal Institute Chicago, IL; IAAO 101, 102, 202, & 300

My favorite sport is: College Football

The hardest thing I have done: Watching my parents grow older and fulfilling their needs to have a happy life

You would be surprised to know: I am country to the core, then again you may not be surprised

I'm most proud of: my children, Monica, Casey & Joseph

My favorite meal is: any food prepared on a wood cookstove

The last book I read was: the Bible and the WV Encyclopedia

Three people (living or dead) I'd invite to dinner: Mom, Grandma Davey and Grandpa Oren

My favorite movie is: Forrest Gump

My favorite music is: Anything that's not rap

My pet peeve is: people who condemn others when they haven't walked in their shoes

My motto is: (1) By the Grace of God go I
(2) He who angers you controls you



RECIPE OF THE MONTH

Butterfly Dip

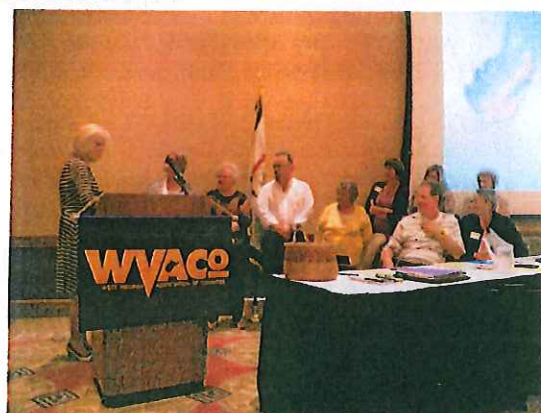
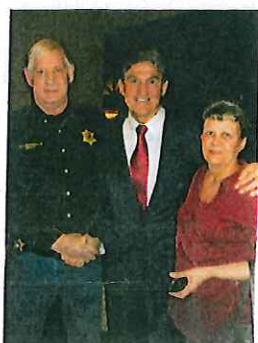
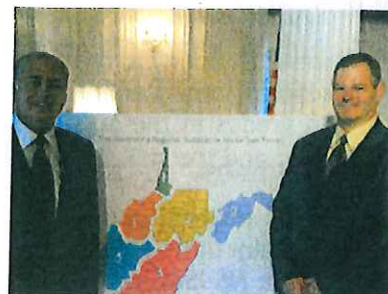
MINERAL COUNTY

- 2 8 oz. cream cheese
- 1 can crushed pineapple
- 1/3 cup chopped pecans
- 1/4 cup chopped green pepper
- 2 T green onion
- 1 tsp. season salt

Mix all ingredients together. Chill. Serve on butterfly crackers.

"Friends are the family we choose for ourselves." - Edna Buchanan

2012 in pictures



"When you look at your life, the greatest happiness are family happiness." - JOYCE BROTHERS

CYBER SECURITY CONTEST



2012-2013 Kids Safe Online

Poster Contest

The Multi-State Information Sharing and Analysis Center (MS-ISAC) is once again conducting a national K-12 Computer Safety Poster Contest to encourage young people to use the Internet safely and securely and to craft messages and images that will best resonate with their peers across the country.

The contest is open to all students in public and private schools, and youth organizations in Kindergarten - 12th grades in the 50 United States, the District of Columbia, and the U.S. Territories.

Each State is invited to conduct a poster contest for students within their state and submit up to fifteen entries to the MS-ISAC by February 28, 2013 for entry into the MS-ISAC National Poster Contest. Contact the MS-ISAC at contest@msisac.org to find out if your state is participating in this contest.

For States unable to conduct a contest, please contact the MS-ISAC at contest@msisac.org to learn how your school/youth organization can participate in this contest.

Thirteen winners will be selected and will receive the honor of having their artwork in a calendar which will be distributed throughout the country. The schools with winning entries will also receive several calendars and additional educational materials to promote cyber security within their school district.

Please read the poster contest rules carefully, as only posters that meet the contest rules will be considered.

Official Rules, Poster Topics & Technical Specifications and School Entry Form

We hope your school district or youth organization will participate in this worthwhile event and look forward to working with you!

If you have any questions, please call Asif Ismail at (518) 266-3460 or by email at contest@msisac.org



MS-ISAC
Launches
2013

Kids Safe Online
Poster Contest



A LOOK at the BUDGET

repeat reminder 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; there will NOT be significant decreases
to benefits or increases in out of pocket expenses.



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

SYMPATHY

Our sympathy goes out to Larry Barnhart, Pleasants County Commissioner, who lost his mother in December.

Our sympathy goes out to Patti L. Hamilton, WVACo Executive Director, who lost her mother Helen Hamilton on 12-12-12, the day of the Newly Elected County Officials Prep School.

Our sympathy goes out to Fayette County Prosecuting Attorney Carl Harris on the death of his sister.

"In time of test, family is best."

BURMESE PROVERB

Continued to Page 3—INTERIM HIGHLIGHTS

- (1) 54% is not a literal number and does not take into consideration the 90% confidence level so the penalty is based on a false premise statistically;
- (2) the coefficient of dispersion is not taken into consideration;
- (3) the legislation doesn't contemplate "sales chasing" that skews results

He told the committee that the State Tax Department and the Property Valuation Commission look at these statistical measures when monitoring Assessors. Practical concerns about the legislation if it is allowed to go into effect are:

- (1) It penalizes the school board in its budget so they are punished if someone else doesn't do their job such as the Assessor, the Property Valuation Commission or the State Tax Department.
- (2) There is already lots of statutory direction to monitor Assessors.
- (3) If the assessment drops below 54%, no time is allowed to take corrective action. School boards are automatically penalized.
- (4) This legislation has legal ramifications in that it moves away from the mandate established many years ago for school funding by the Recht decision.

"In order for the Assessors to do the job, they have to be given time. Corrective action requires field work and this takes time. This legislation does not allow even a grace period," Knight told the committee.

CELEBRATE COUNTY CULTURE

WVACO ANNUAL MEETING

MARCH 10-12, 2013



2013 IRS Reimbursement Rate

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

COUNTY WELLNESS.....

FOR YOUR NEW YEAR RESOLUTIONS



Eating fast doesn't allow the nerve endings in your stomach—called stretch receptors—time to recognize when the stomach is full. You then overeat, leading to weight gain, researchers say.

"So what can you do to keep yourself from shoveling down food?"

Relax before you eat. Being stressed will make you feel like you need to eat quicker, said Melanson. One solution: Remember a vacation or time when you felt particularly relaxed. This tricks your mind into remembering the sounds, tastes, and feelings of being de-stressed.

Use smaller utensils, especially smaller spoons or chopsticks. Those who do consume 70 less calories per meal, according to a University of Rhode Island at Kingston study.

Savor the first three bites. When you pay attention and analyze the texture and the taste of food, you trick your mind into believing your stomach is fuller, says Jeffrey Greeson, Ph.D., a health psychologist at Duke Integrative Medicine.

Place your utensil in your non-dominant hand (if you are right-handed put it in your left, and vice versa). You will be more deliberate with each bite, making it easier to enjoy your food.

Sip water between bites. You will stay hydrated, keeping you from confusing dehydration with hunger and slowing the bites you take.



2211 WASHINGTON STREET EAST
CHARLESTON, WV 25311-2118

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U.S. POSTAGE
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Charleston, WV
Permit No. 139



16*****MIXED AADC 450

TIM BOYDE
JEFFERSON COUNTY ADMINISTRATOR
PO BOX 250
CHARLES TOWN, WV 25414-0250



www.wvcounties.org



Direct to You



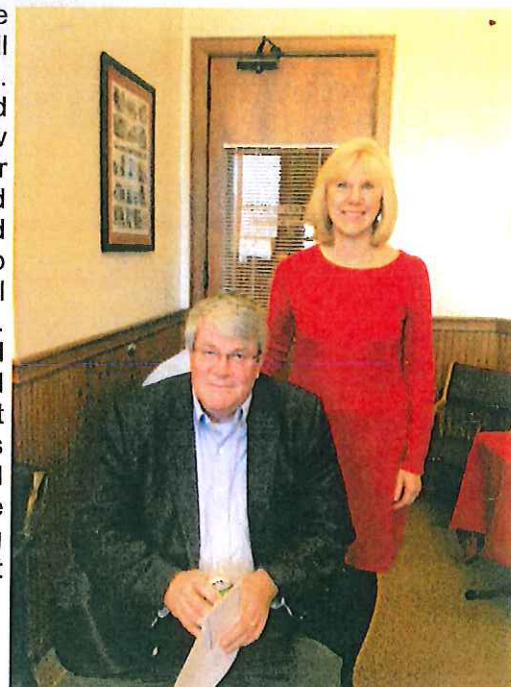
*We wish everyone a very Merry Christmas & a Happy New Year.
For those leaving office, it has been our pleasure to serve you.*

Patti

FAYETTE COUNTY

State Senator William R Laird IV is sitting in a chair presented to him at the commissioners legislative regional meeting by Patti Hamilton. The chair was in her father's library and was given to her father by Bill's father. It is the chair that Mr Laird III used in the U.S.

Senate when he was appointed to fill an unexpired term. Bill's dad and Patti's dad were law partners for several years and Mrs Hamilton had directed Patti to give the chair to Bill upon her death. The senior Mr Laird is also deceased and Patti's dad, Pat Hamilton, has a d v a n c e d Alzheimer's. We are quickly losing the "greatest generation."





STATE OF WEST VIRGINIA

Department of Revenue
State Tax Department

Earl Ray Tomblin
Governor

Craig A. Griffith
State Tax Commissioner

December 28, 2012

RECEIVED

JAN 02 2013

Honorable Members of the
Jefferson County Commission
100 E. Washington Street
P. O. Box 250
Charles Town, West Virginia 25414

Jefferson County Commission

Dear Commissioners:

As you are aware, the Property Tax Division is currently in the process of contracting with Tyler Technologies, Inc. for the purpose of upgrading the Department's existing IAS (Integrated Assessment System) Property Tax System to the Company's enhanced IASWORLD Property Tax System.

The current IAS System is over 12 years old and the upgrade to IASWORLD will provide needed capabilities for assessors' offices to perform their duties and provide a progressive improvement in property tax administration. The upgrade will provide the following enhancements:

Sales Ratio Enhancements

Currently the sales ratio program is written in COBOL and will be transitioned to Oracle. COBOL is one of the oldest programming languages and the sales ratio is the only program in IAS written in COBOL. In addition, as a part of the enhanced sales ratio program, a Mann-Whitney report and a Price Related Differential (PRD) report will be added. These reports will be vital to both the assessors and the Tax Department to measure assessment uniformity between sold and unsold properties (Mann-Whitney) and higher priced versus lower priced properties (PRD). The enhanced sales ratio program will also computerize a current manual process by the Division to exclude the outliers in the ratio report as directed by the Property Valuation Training and Procedures Commission.

Cost Table Analysis

The building/structure replacement cost tables in the current IAS system represent costs and construction practices as of 12 years ago. IASWORLD will include current construction costs and practices and cost adjustment factors, if required, for up to 4 unique geographic regions of the State.

Recalibrated Depreciation Tables for All Classes of Buildings

The current IAS depreciation tables, which measure the loss in value to a structure based on the year built and its condition, desirability and usefulness (CDU) was last updated over 12 years ago. IASWORLD will include depreciation tables calibrated to properly reflect local current market conditions for each geographic region of the State.

Updated Appraisal Manual

The West Virginia Property Appraisal Manual helps establish standards, procedures and guidelines to be followed by the State and local assessing officials when appraising real property for assessment purposes. The current manual was produced in 2000 and as part of the system upgrade to the latest release of IASWORLD, the Appraisal Manual, along with the cost and depreciation tables will be updated. As part of the update, the instructions, cost tables, depreciation and residual schedules, and a glossary of terms for residential, apartment, agricultural, commercial, and industrial buildings will be included. The text and cost tables will be updated to reflect current construction costs and methods.

E-Filing Personal Property Form

The upgrade to IASWORLD will allow the State Tax Department and county assessors the ability to implement online electronic filing by taxpayers for property tax forms to be filed with the county assessor and the State Tax Department.

In addition, with the upgrade to IASWORLD all data and application will be hosted and stored by Tyler Technologies in Dallas, TX (backup site in Yarmouth, ME) with regular backups stored in a secure online disaster recovery site. This will:

- Eliminate ongoing costs for server hardware every 5 years.
- Assure fast seamless disaster recovery within 24 hours.
- Provide regular backups from production to be stored in a secure remote data center.
- Enable access to IASWORLD from any location with an internet connection in the event of disaster with severe destruction or extended power interruption at the Charleston, WV site.

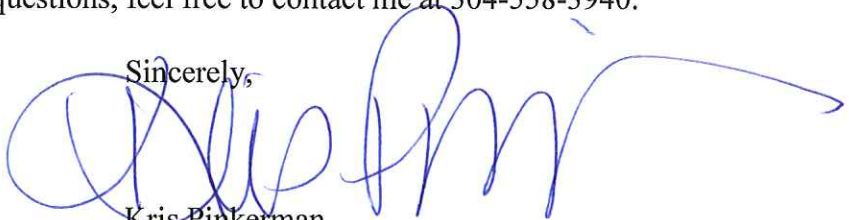
Honorable Members of the Jefferson County Commission
December 28, 2012

The State Tax Department is planning to pay some of the initial start-up costs associated with the project. Below you will find what the estimated annual cost will be for the next four years to upgrade to IASWORLD *only*. Keep in mind that your budget is affected by other services that we provide and this would remain a quarterly billing.

The estimated cost associated with the upgrade for your county will be \$7,591.

If you have any additional questions, feel free to contact me at 304-558-3940.

Sincerely,



Kris Pinkerman
Tax and Revenue Manager
Assessment Standards / User Services
Property Tax Division

KP/aj

cc: Assessor of Jefferson County

statistics from the National Transportation
natural and propane gas pipelines and
safest method of transportation. Gas
more than 60 million residential,
d industrial customers through
pipelines.



st Choice...

st technology, security and industry
pane pipelines are monitored to maintain
fety. Propane companies execute many
nsure your safety, including:

and construction, planning with local
es

ring 24 hours a day, 7 days a week
ty Management Programs for pipelines
tion and patrol, by vehicle and foot
ency Responder and Excavator Training
ms

Awareness and Damage Prevention
ms

nation and communication with police and
ficials

The National Pipeline Mapping System (NPMS) is a geographic information system (GIS) created by the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA), Office of Pipeline Safety (OPS) in cooperation with other federal and state governmental agencies and the pipeline industry to provide information about pipeline operators and their pipelines. The NPMS Web site is searchable by ZIP code or by county and state, and can display a county map that is printable.

Within the NPMS, PHMSA has developed the Pipeline Integrity Management Mapping Application (PIMMA) for use by pipeline operators and Federal, State, and Local Government officials only. The application contains sensitive pipeline infrastructure information that can be viewed via internet browser. PIMMA access cannot be given to any person who is not a direct employee of a government agency.

For a list of pipeline operators with pipelines in your area and their contact information or to apply for PIMMA access, go to **www.npms.phmsa.dot.gov**. Operators of production facilities, gas/liquid gathering pipelines and distribution pipelines, are not represented by NPMS nor are they **required to be**.

For more information regarding pipeline safety and an overview of the pipeline industry please visit the following Web sites:

Pipeline Resources and Information

- Pipeline 101 - **www.pipeline101.com**
- American Petroleum Institute (API) - **www.api.org**
- American Gas Association (AGA) - **www.aga.org**
- American Public Gas Association (APGA) - **www.apga.org**
- Dig Safely - **www.digsafely.com**
- Common Ground Alliance (CGA) - **www.commongroundalliance.com**

To view this information on the web and to take our online survey, go to **www.pipelinesafetyinfo.com**

<u>One Call Center</u>	<u>One Call #</u>	<u>One Call Web site</u>
Maryland: Miss Utility Call Center	(800) 257-7777	www.missutility.net/maryland
Advance Notice: 48 hours, but not more than 10 business days		

Miss Utility of West Virginia, Inc.	(800) 245-4848	www.muwv.org
Advance Notice: 2 days, but not more than 10 days		

<u>Agency</u>	<u>State Regulator Number</u>
Maryland Public Service Commission	410-767-8000
State Regulator Web site: http://webapp.psc.state.md.us/Intranet/home.cfm	
Public Service Commission of West Virginia	304-340-0300
State Regulator Web site: http://www.psc.state.wv.us/	

911 Telecommunication...

911 Dispatch personnel play a critical role in effective response to pipeline incidents. Knowing the companies, their contact information, and the products transported in your respective jurisdiction is important for prompt and correct responses in the case of a pipeline incident. Dispatchers actions can save lives, direct the appropriate emergency responders to the scene, and protect our nations' infrastructure from additional issues that can be caused by improper response. Follow these simple guidelines in the case of a pipeline incident:

- Gather the proper information (*if possible*): company, product, and release characteristics
- Know the appropriate response to each product
- Know the wind direction at the time
- Warn of ignition sources if possible
- Dispatch appropriate emergency responders

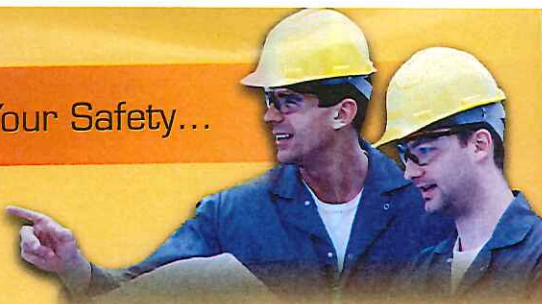
L.P. Gas/ Propane

**THOMPSON
GAS**

The Trusted Name in Propane

1-800-768-6612 24 Hour Emergency

Ensure Your Safety...



The leading cause of damage to buried pipelines is the failure to call and obtain the pipelines' exact location. Damage to pipelines – such as a scratch, gouge, crease or dent – may cause a leak.

Before you start any excavation activity on your property, you are required by state law to call 811 or your State One-Call Notification Center. Thompson Gas will mark the location of their lines at no cost to you.

Excavation activities can be as simple as planting a tree, installing landscaping, building a fence or installing a swimming pool.

811 is the federally-mandated number designated by the FCC to consolidate all local "Call Before You Dig" numbers and help save lives by minimizing damages to underground utilities. One easy phone call to 811 starts the process to get your underground pipelines and utility lines marked for **FREE**. When you call 811 from anywhere in the country, your call will be routed to your State One-Call Center. Once your underground lines have been marked for your project, you will know the approximate location of your pipelines and utility lines, and can dig safely. More information regarding 811 can be found at www.call811.com.

Recognizing a Suspected Leak...

Using your sense of sight, sound and smell will help you recognize a suspected leak. Here's what you should look for:



- Sight** - A dense white cloud of fog over a pipeline; Brown patches in otherwise green vegetation on or near a pipeline
- Smell** - An unusual smell may accompany a pipeline leak

Information for Emergency Officials...

Take whatever steps necessary to protect the public during a pipeline emergency. The following suggestions are offered only as a guide.

Secure the area around the leak.

- This could include evacuating people from homes, businesses, schools and other locations.
- This could include erecting barricades to prevent access to the emergency site.

Take steps to prevent ignition of a pipeline leak.

- This could include rerouting traffic, shutting off electricity and residential propane supply by qualified individuals.
- This could include preventing ignition sources from entering the emergency site.

Contact Thompson Gas.

- Contact Thompson Gas as quickly as possible.
- Pipeline markers provide our name, phone number and product.
- Do not operate any valves; this action could escalate the emergency.
- Thompson Gas will dispatch personnel to help and aid the response to the emergency.
- Thompson Gas personnel will take the necessary actions, such as starting and stopping pumps, opening or closing valves, and similar steps to minimize the impact of the situation

The Safety Commitment...

It is extremely unlikely a propane leak will occur, but you should always be prepared. Propane is extremely flammable and if released and contacted by any source of ignition will ignite, and possibly explode.

We are committed to protecting you, your property and the environment, and by implementing programs like these we are better equipped to detect the possibility of a leak happening prior to it actually occurring. These safety guidelines will provide you with important information to help you avoid dangerous activities that could lead to a

Pipeline Marker Information



Pipeline markers are another important precaution. Since pipelines are buried underground, pipeline markers help in their identification. Pipeline markers are found where a pipeline intersects a street, highway or railway. Be aware of pipeline markers in your neighborhood. Down the pipeline operator's name and number in case of an emergency. If pipeline markers are helpful, they provide information.

Markers DO show:

The approximate location of the pipelines
The product transported
The operator's name and emergency phone number

Markers DO NOT show:

The depth of the pipelines
The number of pipelines
The exact location of the pipelines

What you should **NOT** do if a leak occurs

- DO NOT** touch, breathe or make contact with the leak
- DO NOT** light a match, turn light switches on or off, home phone, or do anything to create a spark.
- DO NOT** attempt to stop the leak.
- DO NOT** attempt to operate any valves.
- DO NOT** drive into a leak or vapor cloud area.

What you should **DO** if a leak occurs

- DO** leave the home, building and area of the suspected leak to a safe area, heading upwind!
- DO** call 911 and the pipeline company from a safe distance
- DO** warn others to stay out of the area.

811

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

Week Ending Date	Week Ending December 22, 2012
To be Deposited on:	December 31, 2012
Amount Played	55,274,544.61
Amount Won	49,699,389.69
Amount Promo	150,598.00
MWAP Contribution	<u>3,381.02</u>
Adjusted Gross Terminal Revenue	<u>5,421,175.90</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>216,847.03</u>
Net Terminal Revenue	<u>5,204,328.87</u>
Surcharge @ 10%	520,432.90
State Share Excess @ 58%	301,851.08
Track Share of Capital Reinvestment @ 42%	<u>218,581.82</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	<i>209838.55</i>
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	<i>8743.27</i>
Adjusted Net Terminal Revenue	<u>4,683,895.97</u>
Racetrack @ 46.50% / 42%	1,967,236.31
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	1,920,397.35
Race Track Purses @ 7% / 14% / 8%	374,711.68
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	23,419.48
Greyhound Development @ .75%	35,129.22
Thoroughbred Development @ .75%	35,129.22
Racing Commission @ 1%	46,838.96
County/Municipality @ 2%	93,677.92
3% Funds:	
Tourism Promotion Fund @ 1.375%	64,403.57
Development Office Promotion Fund @ .375%	17,564.61
Research Challenge Fund @ .5%	23,419.48
Capitol Renovation and Improvement Fund @ .6875%	32,201.78
2004 Capitol Complex Parking Garage Fund @ .0625%	2,927.43
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	23,419.48
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>23,419.48</u>
	<u>4,683,895.97</u>

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

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 8.19%	CHARLES TOWN 41.20%	HARPERS FERRY 2.24%	RANSON 34.78%	SHEPHERDS TOWN 13.59%
Week Ending:								
07/07/12	\$ 161,637.92	\$ 161,637.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/14/12	\$ 129,458.04	\$ 129,458.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/21/12	\$ 130,037.00	\$ 130,037.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/28/12	\$ 137,164.44	\$ 137,164.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/04/12	\$ 132,931.16	\$ 132,931.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/11/12	\$ 134,212.88	\$ 134,212.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/18/12	\$ 133,861.76	\$ 110,241.90	\$ 23,619.86	\$ 1,934.47	\$ 9,731.38	\$ 529.08	\$ 8,214.99	\$ 3,209.94
08/25/12	\$ 132,419.80	\$ 66,209.90	\$ 66,209.90	\$ 5,422.59	\$ 27,278.48	\$ 1,483.10	\$ 23,027.80	\$ 8,997.93
09/01/12	\$ 134,266.84	\$ 67,133.42	\$ 67,133.42	\$ 5,498.23	\$ 27,658.97	\$ 1,503.79	\$ 23,349.00	\$ 9,123.43
09/08/12	\$ 148,058.80	\$ 74,029.40	\$ 74,029.40	\$ 6,063.01	\$ 30,500.11	\$ 1,658.26	\$ 25,747.42	\$ 10,060.60
09/15/12	\$ 123,676.08	\$ 61,838.04	\$ 61,838.04	\$ 5,064.54	\$ 25,477.27	\$ 1,385.17	\$ 21,507.27	\$ 8,403.79
09/22/12	\$ 113,993.80	\$ 56,996.90	\$ 56,996.90	\$ 4,668.05	\$ 23,482.72	\$ 1,276.73	\$ 19,823.52	\$ 7,745.88
09/29/12	\$ 123,222.80	\$ 61,611.40	\$ 61,611.40	\$ 5,045.97	\$ 25,383.90	\$ 1,380.10	\$ 21,428.44	\$ 8,372.99
10/06/12	\$ 125,430.40	\$ 62,715.20	\$ 62,715.20	\$ 5,136.37	\$ 25,838.66	\$ 1,404.82	\$ 21,812.35	\$ 8,523.00
10/13/12	\$ 121,420.36	\$ 60,710.18	\$ 60,710.18	\$ 4,972.17	\$ 25,012.59	\$ 1,359.91	\$ 21,115.00	\$ 8,250.51
10/20/12	\$ 124,666.16	\$ 62,333.08	\$ 62,333.08	\$ 5,105.08	\$ 25,681.23	\$ 1,396.26	\$ 21,679.44	\$ 8,471.07
10/27/12	\$ 116,147.08	\$ 58,073.54	\$ 58,073.54	\$ 4,756.22	\$ 23,926.30	\$ 1,300.85	\$ 20,197.98	\$ 7,892.19
11/03/12	\$ 113,090.60	\$ 56,545.30	\$ 56,545.30	\$ 4,631.06	\$ 23,296.66	\$ 1,266.61	\$ 19,666.46	\$ 7,684.51
11/10/12	\$ 112,221.92	\$ 56,110.96	\$ 56,110.96	\$ 4,595.49	\$ 23,117.72	\$ 1,256.88	\$ 19,515.39	\$ 7,625.48
11/17/12	\$ 114,864.72	\$ 57,432.36	\$ 57,432.36	\$ 4,703.71	\$ 23,662.13	\$ 1,286.49	\$ 19,974.97	\$ 7,805.06
11/24/12	\$ 131,777.72	\$ 65,888.86	\$ 65,888.86	\$ 5,396.30	\$ 27,146.21	\$ 1,475.91	\$ 22,916.14	\$ 8,954.30
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
12/15/12	\$ 94,044.76	\$ 47,022.38	\$ 47,022.38	\$ 3,851.13	\$ 19,373.22	\$ 1,053.30	\$ 16,354.39	\$ 6,390.34
12/22/12	\$ 93,677.92	\$ 46,838.96	\$ 46,838.96	\$ 3,836.11	\$ 19,297.65	\$ 1,049.19	\$ 16,290.59	\$ 6,365.42
Subtotal	\$ 3,084,311.56	\$ 1,998,187.52	\$ 1,086,124.04	\$ 88,953.57	\$ 447,483.10	\$ 24,329.17	\$ 377,753.92	\$ 147,604.28

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	12/15/2012	47,022.38
12/20/2008	52,189.19	12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96
12/27/2008	72,205.91	12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62		
01/03/2009	96,504.65	01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00		
01/10/2009	53,286.62	01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40		

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

TOTALS 4403564.04

4041141.56

4016541.01

4124906.8

1998187.52

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93
January, 2011	106,189.21	December, 2011	140,509.93		
February, 2011	105,776.45	January, 2012	137,812.68		
March, 2011	120,927.10	February, 2012	142,770.01		
April, 2011	130,654.61	March, 2012	151,845.46		
May, 2011	130,492.02	April, 2012	127,862.26		
June, 2011	121,576.41	May, 2012	137,905.13		
		June, 2012	129,235.38		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2011-2012	660367.82

Table Game Revenue Distribution - Jefferson County School Board

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

Date	Amount
July, 2012	415,990.92
August, 2012	399,737.49
September, 2012	382,597.20
October, 2012	379,446.06
November, 2012	403,331.79
Total 2011-2012	1,981,103.46

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

Week Ending Date	Week Ending December 29, 2012
To be Deposited on:	January 7, 2013
Amount Played	68,340,667.01
Amount Won	61,221,834.92
Amount Promo	205,246.00
MWAP Contribution	<u>4,184.65</u>
Adjusted Gross Terminal Revenue	<u>6,909,401.44</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>276,376.07</u>
Net Terminal Revenue	<u>6,633,025.37</u>
Surcharge @ 10%	663,302.55
State Share Excess @ 58%	384,715.48
Track Share of Capital Reinvestment @ 42%	<u>278,587.07</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	<i>267443.59</i>
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	<i>11143.48</i>
Adjusted Net Terminal Revenue	<u>5,969,722.82</u>
Racetrack @ 46.50% / 42%	2,507,283.58
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,447,586.40
Race Track Purses @ 7% / 14% / 8%	477,577.83
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	29,848.61
Greyhound Development @ .75%	44,772.92
Thoroughbred Development @ .75%	44,772.92
Racing Commission @ 1%	59,697.22
County/Municipality @ 2%	119,394.44
3% Funds:	
Tourism Promotion Fund @ 1.375%	82,083.69
Development Office Promotion Fund @ .375%	22,386.46
Research Challenge Fund @ .5%	29,848.61
Capitol Renovation and Improvement Fund @ .6875%	41,041.84
2004 Capitol Complex Parking Garage Fund @ .0625%	3,731.08
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	29,848.61
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>29,848.61</u>
	<u>5,969,722.82</u>

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

Charles Town
1999 Net Terminal Revenue \$ 45,603,174
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DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 8.19%	CHARLES TOWN 41.20%	HARPERS FERRY 2.24%	RANSON 34.78%	SHEPHERDS TOWN 13.59%
Week Ending:								
07/07/12	\$ 161,637.92	\$ 161,637.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/14/12	\$ 129,458.04	\$ 129,458.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/21/12	\$ 130,037.00	\$ 130,037.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/28/12	\$ 137,164.44	\$ 137,164.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/04/12	\$ 132,931.16	\$ 132,931.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/11/12	\$ 134,212.88	\$ 134,212.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/18/12	\$ 133,861.76	\$ 110,241.90	\$ 23,619.86	\$ 1,934.47	\$ 9,731.38	\$ 529.08	\$ 8,214.99	\$ 3,209.94
08/25/12	\$ 132,419.80	\$ 66,209.90	\$ 66,209.90	\$ 5,422.59	\$ 27,278.48	\$ 1,483.10	\$ 23,027.80	\$ 8,997.93
09/01/12	\$ 134,266.84	\$ 67,133.42	\$ 67,133.42	\$ 5,498.23	\$ 27,658.97	\$ 1,503.79	\$ 23,349.00	\$ 9,123.43
09/08/12	\$ 148,058.80	\$ 74,029.40	\$ 74,029.40	\$ 6,063.01	\$ 30,500.11	\$ 1,658.26	\$ 25,747.42	\$ 10,060.60
09/15/12	\$ 123,676.08	\$ 61,838.04	\$ 61,838.04	\$ 5,064.54	\$ 25,477.27	\$ 1,385.17	\$ 21,507.27	\$ 8,403.79
09/22/12	\$ 113,993.80	\$ 56,996.90	\$ 56,996.90	\$ 4,668.05	\$ 23,482.72	\$ 1,276.73	\$ 19,823.52	\$ 7,745.88
09/29/12	\$ 123,222.80	\$ 61,611.40	\$ 61,611.40	\$ 5,045.97	\$ 25,383.90	\$ 1,380.10	\$ 21,428.44	\$ 8,372.99
10/06/12	\$ 125,430.40	\$ 62,715.20	\$ 62,715.20	\$ 5,136.37	\$ 25,838.66	\$ 1,404.82	\$ 21,812.35	\$ 8,523.00
10/13/12	\$ 121,420.36	\$ 60,710.18	\$ 60,710.18	\$ 4,972.17	\$ 25,012.59	\$ 1,359.91	\$ 21,115.00	\$ 8,250.51
10/20/12	\$ 124,666.16	\$ 62,333.08	\$ 62,333.08	\$ 5,105.08	\$ 25,681.23	\$ 1,396.26	\$ 21,679.44	\$ 8,471.07
10/27/12	\$ 116,147.08	\$ 58,073.54	\$ 58,073.54	\$ 4,756.22	\$ 23,926.30	\$ 1,300.85	\$ 20,197.98	\$ 7,892.19
11/03/12	\$ 113,090.60	\$ 56,545.30	\$ 56,545.30	\$ 4,631.06	\$ 23,296.66	\$ 1,266.61	\$ 19,666.46	\$ 7,684.51
11/10/12	\$ 112,221.92	\$ 56,110.96	\$ 56,110.96	\$ 4,595.49	\$ 23,117.72	\$ 1,256.88	\$ 19,515.39	\$ 7,625.48
11/17/12	\$ 114,864.72	\$ 57,432.36	\$ 57,432.36	\$ 4,703.71	\$ 23,662.13	\$ 1,286.49	\$ 19,974.97	\$ 7,805.06
11/24/12	\$ 131,777.72	\$ 65,888.86	\$ 65,888.86	\$ 5,396.30	\$ 27,146.21	\$ 1,475.91	\$ 22,916.14	\$ 8,954.30
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
12/15/12	\$ 94,044.76	\$ 47,022.38	\$ 47,022.38	\$ 3,851.13	\$ 19,373.22	\$ 1,053.30	\$ 16,354.39	\$ 6,390.34
12/22/12	\$ 93,677.92	\$ 46,838.96	\$ 46,838.96	\$ 3,836.11	\$ 19,297.65	\$ 1,049.19	\$ 16,290.59	\$ 6,365.42
12/29/12	\$ 119,394.44	\$ 59,697.22	\$ 59,697.22	\$ 4,889.20	\$ 24,595.26	\$ 1,337.22	\$ 20,762.69	\$ 8,112.85
Subtotal	\$ 3,203,706.00	\$ 2,057,884.74	\$ 1,145,821.26	\$ 93,842.77	\$ 472,078.36	\$ 25,666.39	\$ 398,516.61	\$ 155,717.13

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	12/15/2012	47,022.38
12/20/2008	52,189.19	12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96
12/27/2008	72,205.91	12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22
01/03/2009	96,504.65	01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00		
01/10/2009	53,286.62	01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40		

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

TOTALS 4403564.04

4041141.56

4016541.01

4124906.8

2057884.74

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93
January, 2011	106,189.21	December, 2011	140,509.93		
February, 2011	105,776.45	January, 2012	137,812.68		
March, 2011	120,927.10	February, 2012	142,770.01		
April, 2011	130,654.61	March, 2012	151,845.46		
May, 2011	130,492.02	April, 2012	127,862.26		
June, 2011	121,576.41	May, 2012	137,905.13		
		June, 2012	129,235.38		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2011-2012	660367.82

Table Game Revenue Distribution - Jefferson County School Board

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

Date	Amount
July, 2012	415,990.92
August, 2012	399,737.49
September, 2012	382,597.20
October, 2012	379,446.06
November, 2012	403,331.79
Total 2011-2012	1,981,103.46

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

Week Ending Date	Week Ending January 5, 2013
To be Deposited on:	January 11, 2013
Amount Played	85,452,696.59
Amount Won	76,911,522.06
Amount Promo	241,445.00
MWAP Contribution	<u>4,184.14</u>
Adjusted Gross Terminal Revenue	<u>8,295,545.39</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>331,821.81</u>
Net Terminal Revenue	<u>7,963,723.58</u>
Surcharge @ 10%	796,372.35
State Share Excess @ 58%	461,895.96
Track Share of Capital Reinvestment @ 42%	<u>334,476.39</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	<i>321097.33</i>
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	<i>13379.06</i>
Adjusted Net Terminal Revenue	<u>7,167,351.23</u>
Racetrack @ 46.50% / 42%	3,010,287.52
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,938,613.97
Race Track Purses @ 7% / 14% / 8%	573,388.10
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	35,836.76
Greyhound Development @ .75%	53,755.13
Thoroughbred Development @ .75%	53,755.13
Racing Commission @ 1%	71,673.52
County/Municipality @ 2%	143,347.04
3% Funds:	
Tourism Promotion Fund @ 1.375%	98,551.08
Development Office Promotion Fund @ .375%	26,877.57
Research Challenge Fund @ .5%	35,836.76
Capitol Renovation and Improvement Fund @ .6875%	49,275.54
2004 Capitol Complex Parking Garage Fund @ .0625%	4,479.59
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	35,836.76
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>35,836.76</u>
	<u>7,167,351.23</u>

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

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 8.19%	CHARLES TOWN 41.20%	HARPERS FERRY 2.24%	RANSON 34.78%	SHEPHERDS TOWN 13.59%
Week Ending:								
07/07/12	\$ 161,637.92	\$ 161,637.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/14/12	\$ 129,458.04	\$ 129,458.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/21/12	\$ 130,037.00	\$ 130,037.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/28/12	\$ 137,164.44	\$ 137,164.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/04/12	\$ 132,931.16	\$ 132,931.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/11/12	\$ 134,212.88	\$ 134,212.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/18/12	\$ 133,861.76	\$ 110,241.90	\$ 23,619.86	\$ 1,934.47	\$ 9,731.38	\$ 529.08	\$ 8,214.99	\$ 3,209.94
08/25/12	\$ 132,419.80	\$ 66,209.90	\$ 66,209.90	\$ 5,422.59	\$ 27,278.48	\$ 1,483.10	\$ 23,027.80	\$ 8,997.93
09/01/12	\$ 134,266.84	\$ 67,133.42	\$ 67,133.42	\$ 5,498.23	\$ 27,658.97	\$ 1,503.79	\$ 23,349.00	\$ 9,123.43
09/08/12	\$ 148,058.80	\$ 74,029.40	\$ 74,029.40	\$ 6,063.01	\$ 30,500.11	\$ 1,658.26	\$ 25,747.42	\$ 10,060.60
09/15/12	\$ 123,676.08	\$ 61,838.04	\$ 61,838.04	\$ 5,064.54	\$ 25,477.27	\$ 1,385.17	\$ 21,507.27	\$ 8,403.79
09/22/12	\$ 113,993.80	\$ 56,996.90	\$ 56,996.90	\$ 4,668.05	\$ 23,482.72	\$ 1,276.73	\$ 19,823.52	\$ 7,745.88
09/29/12	\$ 123,222.80	\$ 61,611.40	\$ 61,611.40	\$ 5,045.97	\$ 25,383.90	\$ 1,380.10	\$ 21,428.44	\$ 8,372.99
10/06/12	\$ 125,430.40	\$ 62,715.20	\$ 62,715.20	\$ 5,136.37	\$ 25,838.66	\$ 1,404.82	\$ 21,812.35	\$ 8,523.00
10/13/12	\$ 121,420.36	\$ 60,710.18	\$ 60,710.18	\$ 4,972.17	\$ 25,012.59	\$ 1,359.91	\$ 21,115.00	\$ 8,250.51
10/20/12	\$ 124,666.16	\$ 62,333.08	\$ 62,333.08	\$ 5,105.08	\$ 25,681.23	\$ 1,396.26	\$ 21,679.44	\$ 8,471.07
10/27/12	\$ 116,147.08	\$ 58,073.54	\$ 58,073.54	\$ 4,756.22	\$ 23,926.30	\$ 1,300.85	\$ 20,197.98	\$ 7,892.19
11/03/12	\$ 113,090.60	\$ 56,545.30	\$ 56,545.30	\$ 4,631.06	\$ 23,296.66	\$ 1,266.61	\$ 19,666.46	\$ 7,684.51
11/10/12	\$ 112,221.92	\$ 56,110.96	\$ 56,110.96	\$ 4,595.49	\$ 23,117.72	\$ 1,256.88	\$ 19,515.39	\$ 7,625.48
11/17/12	\$ 114,864.72	\$ 57,432.36	\$ 57,432.36	\$ 4,703.71	\$ 23,662.13	\$ 1,286.49	\$ 19,974.97	\$ 7,805.06
11/24/12	\$ 131,777.72	\$ 65,888.86	\$ 65,888.86	\$ 5,398.30	\$ 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
12/15/12	\$ 94,044.76	\$ 47,022.38	\$ 47,022.38	\$ 3,851.13	\$ 19,373.22	\$ 1,053.30	\$ 16,354.39	\$ 6,390.34
12/22/12	\$ 93,677.92	\$ 46,838.96	\$ 46,838.96	\$ 3,836.11	\$ 19,297.65	\$ 1,049.19	\$ 16,290.59	\$ 6,365.42
12/29/12	\$ 119,394.44	\$ 59,697.22	\$ 59,697.22	\$ 4,889.20	\$ 24,595.26	\$ 1,337.22	\$ 20,762.69	\$ 8,112.85
01/05/13	\$ 143,347.04	\$ 71,673.52	\$ 71,673.52	\$ 5,870.06	\$ 29,529.49	\$ 1,605.49	\$ 24,928.05	\$ 9,740.43
Subtotal	\$ 3,347,053.04	\$ 2,129,558.26	\$ 1,217,494.78	\$ 99,712.83	\$ 501,607.85	\$ 27,271.88	\$ 423,444.66	\$ 165,457.56

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	12/15/2012	47,022.38
12/20/2008	52,189.19	12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96
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02/14/2009	76,054.44	02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04
02/21/2009	91,838.41	02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88
02/28/2009	80,806.88	02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78
03/07/2009	48,837.13	03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86
03/14/2009	96,025.39	03/13/2010	71,007.37	03/12/2011	66,979.48	03/10/2012	76,808.62
03/21/2009	79,002.82	03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92
03/28/2009	79,250.83	03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36
04/04/2009	75,968.30	04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22
04/11/2009	75,964.94	04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98
04/18/2009	80,598.22	04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34
04/25/2009	75,571.46	04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08
05/02/2009	73,957.05	05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66
05/09/2009	76,697.22	05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30
05/16/2009	71,925.70	05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92
05/23/2009	81,395.43	05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36
05/30/2009	82,161.55	05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24
06/06/2009	74,895.74	06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44
06/13/2009	67,327.23	06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86
06/20/2009	75,500.53	06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12
06/27/2009	67,354.10	06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30
6/30/2009 ***	32,059.58	06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40

TOTALS 4403564.04

4041141.56

4016541.01

4124906.8

2129558.26

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93
January, 2011	106,189.21	December, 2011	140,509.93		
February, 2011	105,776.45	January, 2012	137,812.68		
March, 2011	120,927.10	February, 2012	142,770.01		
April, 2011	130,654.61	March, 2012	151,845.46		
May, 2011	130,492.02	April, 2012	127,862.26		
June, 2011	121,576.41	May, 2012	137,905.13		
		June, 2012	129,235.38		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2011-2012	660367.82

Table Game Revenue Distribution - Jefferson County School Board

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

Date	Amount
July, 2012	415,990.92
August, 2012	399,737.49
September, 2012	382,597.20
October, 2012	379,446.06
November, 2012	403,331.79
Total 2011-2012	1,981,103.46



JEFFERSON COUNTY

COMMUNITY MINISTRIES

January 8, 2013

Dale Manuel, President
Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Dear President Manuel and members of the County Commission:

On behalf of Jefferson County Community Ministries, Inc., I would like to express our thanks for your generous gift of \$4500.00 received November 2, 2012. We are so grateful. Your concern for the less fortunate is very humbling and most welcome!

Contributions and donations such as this positively impact on our community. With your assistance and with the aid of other churches, organizations, and individuals, we are able to assist an ever-growing number of families in need of food, clothing, medication, shelter and other necessities of life.

Thank you again for your generosity.

Very truly yours,


Robert Dubose
President

Received

JAN 08 2013

Jefferson County Commission

Jefferson County Community Ministries, Inc. is a 501(c)(3) organization. No goods or services were provided in exchange for your contribution.

238 W. WASHINGTON STREET . CHARLES TOWN, WV . 25414
304-725-3186P . 304-724-6380F . INFO@JCCM.US . CFC # 62436

Scanned



State of West Virginia

Office of the State Auditor

Glen B. Gainer III

State Auditor

www.wvsao.gov

Building 1, Room W-100
Charleston, West Virginia 25305
Telephone: (304) 558-2251
FAX: (304) 558-5200

200 West Main Street
Clarksburg, West Virginia 26301
Telephone: (304) 627-2415
FAX: (304) 627-2417

January 7, 2013

To All County Officials:

Once again, my Local Government Services Division will be conducting regional training workshops for county officials. Over the last several years, we have provided detailed training to county officials on the budgeting process. Again, this year we are adding another topic to the discussion. We are seeing a growing number of embezzlement and fraud cases in our state. In an effort to help minimize this problem, we will address some key elements of prevention and detection during these workshops.

I would encourage all county officials to attend one of these workshops. I feel these workshops can be a valuable tool to all county officials and have therefore waived any registration costs. This is a great opportunity for you to meet with other county officials and some of my staff.

If you should have any questions concerning these workshops, please contact Ora Ash, Director of Local Government Services at 304-627-2415.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen B. Gainer, III".

Glen B. Gainer, III
State Auditor

RECEIVED

JAN 10 2013

Jefferson County Commission



State Auditor's 2013 Budget Preparation and Fraud/Embezzlement Prevention and Detection Regional Workshops

State Auditor Glen B. Gainer III, through his Local Government Services Division, is pleased to announce regional Budget Preparation Workshops for both county and municipal governments at convenient locations throughout West Virginia. These workshops will cover the basics of local government budget preparation in relation to preparing, approving and adopting a budget. Other related topics will include budget revisions, property tax rates and special excess levies. There will also be suggestions on the internal controls needed to prevent and detect fraud and embezzlement.

City	Type	Workshop Date/Time	Location	Deadline
Martinsburg	County	Feb. 1, 9:00 am-11:30 am	Holiday Inn, Martinsburg 301 Foxcroft Avenue, (304) 267-5500	January 24
Wheeling	County	Feb. 5, 9:00 am-11:30 am	Spring Hill Suites, Wheeling 908 National Road - (304) 232-8903	January 28
Charleston	County	Feb 12, 9:00 am-11:30 am	Holiday Inn & Suites, South 400 Second Avenue - (304) 744-4641	February 4
Beckley	County	Feb. 13, 9:00 am-11:30 am	Holiday Inn & Suites, Beckley 114 Dry Hill Road - (304) 252-2250	February 4
Bridgeport	County	Feb. 28, 9:00 am-11:30 am	Bridgeport Convention Center 300 Conference Center Way (304) 808-3000	February 21

Note: At least ten participants must register for a workshop or we may be forced to cancel.

Detach and return the registration form below no later than the deadline for the specific workshop. For questions concerning the content of the workshops, contact: Ora Ash, (304) 627-2415, ext. 5114 Email: ora.ash@wvsao.gov

2013 BUDGET PREPARATION REGIONAL WORKSHOP **Free to attend, but you must register!**

ONE NAME PER FORM

___ Mr ___ Mrs ___ Ms _____ County of: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Mail to: **Karen Drain, Admin. Support**
Budget Prep. Regional Workshop
200 West Main Street
Clarksburg, West Virginia 26301

FAX TO: 304-627-2417

___ Martinsburg, February 1	___ Beckley, February 13
___ Wheeling, February 5	___ Bridgeport, February 28
___ Charleston, February 12	

IMPORTANT: If unable to attend after registering, please call
our office at **304-627-2415** to cancel.

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting December 3, 2012

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, December 3, 2012 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Jim Cummins; Secretary, Peter Appignani; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlmyer; Operations Manager, Joe Freeze; District Legal Counsel, Jim Kelsh and from Pentree Engineering, John Tuggle.

CALL TO ORDER

Chairman Jim Cummins called the meeting to order at 7:00PM.

PUBLIC COMMENTS

None.

OLD BUSINESS

Review Minutes of November 5 Regular Board Meeting

The minutes of the November 5, 2012 regular Board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the November 5, 2012 minutes as presented. Unanimously approved.

Discuss and Consider Revised Aspen Greens Alternate Mainline Extension Agreement

Mr. Kelsh submitted the agreement to the Public Service Commission who have requested changes prior to their approval. Mr. Kelsh has made the changes which the developer of Aspen Greens has agreed too. He will resubmit the revised agreement to the Public Service Commission.

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the revised Aspen Greens Alternate Mainline Extension Agreement with the change to the hourly rate for inspection services to \$60. Unanimously approved.

Update on the Water Systems Improvement Project for Glen Haven and Cavaland

- Consider Hiring Region 9 to Administer Water Project

Ms. Lawton updated the Board on the conference call last month with the Bureau for Public Health. They have requested that the District hire Region 9 as the Administrator of the water project rather than having the District assume the role of the Administrator.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to use Region 9 as the Administrator for the water system project. Unanimously approved.

- Consider Full Environmental Review by Gwin Dobson & Foreman for Water Project

Ms. Lawton also updated the Board on the request from the Bureau for Public Health for Gwin Dobson & Forman to complete an environmental review for the water project. Matt Harper was in the audience to request approval from the Board to conduct the environmental review. He explained the two options for the review; either a categorical exclusion or an environmental report.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to move forward and enter into an agreement with Gwin Dobson & Foreman to complete option 2, a full environmental report.

NEW BUSINESS

Request from Gordon Engineers for Sewer Service and to Reevaluate EDU usage for New Apartment Complex Next to the Hampton Inn

Jefferson County Commission

Kristen Stolipher, Project Director from William H. Gordon Associates, and Michael Collier, President of Uniwest, were in the audience to request sewer service for new apartments by the Hampton Inn and for the Board to reevaluate the EDU usage for the project. The apartment complex will consist of 96 unit apartments and a pool. Mrs. Stolipher requested the District calculate .56 EDU's per unit rather than 1 EDU as other complexes they own have used. She also requested a calculation other than 1 EDU for the powder rooms, pool, and clubhouse since they will only be used a few months out of the year. After discussions, the Board agreed to .6 per EDU per unit and 2.4 EDU's for the pool area.

Mr. Tuggle informed the Board that the existing system can handle the flow for this proposed project.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the amended EDU rates not to exceed 60 EDU's for the entire complex including the pool area. Unanimously approved.

2013 Board Meeting Dates

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the 2013 Board meeting dates as presented. Unanimously approved.

Discussion of any Expenses over Budget

There were no items over budget this month.

The Finance Manager, April Williams, has been researching methods of offering the option for our customers to pay their bills online, which many of them have requested. The most promising system she found was from F&E CheckPros. Ms Williams had placed information in the Board packets for the board members comments. The Board would like to table this discussion until further investigation on the costs. If Ms. Williams can give them more information on the exact costs to the District they may wish to have this item added into the next yearly budget.

Action: No action taken by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for water expenses in the amount of \$4,595.59 and disbursements for the Public Service District expenses in the amount of \$134,621.78. Unanimously approved.

Approve Transfer of \$3,067.86 from Sewer Security Deposit Account to Sewer Operating for Security Deposit Refunds

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$3,067.86 from Sewer Security Deposit Account into Sewer Operating for Security Deposit Refunds. Unanimously approved.

Approve Transfer of \$63.98 from Water Security Deposit Account to Water Operating for Security Deposit Refunds

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$63.98 from Water Security Deposit Account into Water Operating for Security Deposit Refunds. Unanimously approved.

General Manager's Report

Ms. Lawton updated the Board on activities since last month's meeting.

Cavaland & Glen Haven Leaks – District staff has been working to find leaks in the development contributing to the high water loss.

Action: No action taken by the Board.

Public Comment

None.

Correspondence

None.

Mr. Kelsh updated the Board on a couple of items that were listed on the agenda to possibly be discussed in executive session, in public session.

Discuss Pending Petition to PSC for Approval of Bond Anticipation Note for Water Project, PSC Case No. 12-1116-PWD-PC

This case is currently before the three Public Service Commissioners for a final order. There is no deadline for an order in this case.

Discuss Sewer Rate Case, PSC Case No. 12-05130PSD-42T-PC

The Administrative Law Judge issued a recommended decision adopting the Staff recommended rate decrease, no further payments to Pentree Engineering, reducing the capacity improvement fee to \$1127, and eliminating the capacity assurance fee. Filing exceptions to the decision are due by December 1 and the Commission must issue a final order by December 31.

Discuss Heidi Parker v. JCPSD, PSC Case No. 12-1369-PSD-C

Discuss Jacquelyn Milliron v. JCPSD, PSD Case No. 12-1370-PSD-C

These two complaints have been consolidated into one case. Mr. Kelsh filed a motion to dismiss the cases in October; however the Public Service Commission denied the motion. He is filing an answer to the Public Service Commission's request for addenda's with Pentree Engineering.

Action: Motion made by Mr. Strider seconded by Mr. Appignani to convene in executive session for the purpose of discussing litigation and contract negotiations. Unanimously approved.

Mr. Appignani excused himself from the discussions on the Jefferson Utilities, Inc General Investigation case currently at the Public Service Commission.

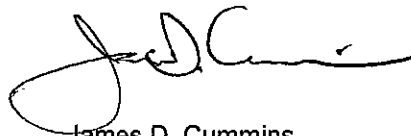
Action: Motion made by Mr. Strider and seconded by Mr. Appignani to return to public session. Unanimously approved.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to adjourn. Unanimously approved.

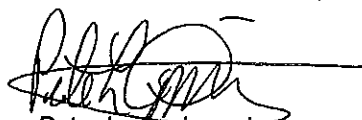
There being no further business at this time, the meeting was adjourned at 9:42PM

The next regular meeting is scheduled for Monday, January 7, 2013 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



James D. Cummins
Chairman



Peter L. Appignani
Secretary

Jefferson County GIS/Addressing Office

DEPARTMENTAL MEMORANDUM

TO: Jefferson County Commission
Debbie Keyser, County Administrator

FROM: Todd Fagan, GIS Director

DATE: January 17th, 2013

SUBJECT: Return on Investment (ROI) for Content Management System Purchase



As part of the County's pursuit of a Content Management System (CMS), the Commission requested a cost/benefit analysis to estimate the return on investment for such a capital purchase. This memo summarizes the ROI, provides background on the method used and further examines the costs and benefits associated with electronic document storage and retrieval across the organization. These results precede a planned RFP and bid selection, cooperation with the Board of Health and final capital request before the Commission later this spring.

Summary

Based on averaged results from our survey, staff currently spends just over \$11,000 per person each year performing document management-related activities. That translates into nearly \$347k total per year for the 31 people sampled. A CMS can achieve a 30% – 56% reduction in time spent doing those same tasks. The best case scenario yields an estimated \$196,000 annual savings (\$6300/per person). The worst case, or more conservative estimate, saves the County about \$105,000 annually (\$3400/per person).

	Estimated Current Cost per Year on Document Management Activities	Estimated Best Case Cost per Year	Estimated Best Case Cost Savings	Estimated Best Case Percent Reduction	Estimated Worst Case Cost per Year	Estimated Worst Case Cost Savings	Estimated Worst Case Percent Reduction
31 staff Total	\$346,986	\$151,186	\$195,800	56%	\$241,338	\$105,648	30%
Average per Person	\$11,193	\$4,877	\$6,316	56%	\$7,785	\$3,408	30%

Methods

Staff used a guide to estimate ROI developed by Ramsey County, MN. This method surveys staff on time spent doing document-related activities like locating, retrieving, filing, copying, scanning, and faxing. Time spent researching and on phone calls was also considered. These minutes per day were extrapolated to 214 working days (minus weekends, holidays and maximum leave usage) to get basic annual estimates.

Staff was also asked to estimate the best and worst case expectation for time savings. For example, I spend the most time locating and retrieving documents, but a CMS could reduce that time by 75% - 90% based on efficient and automated searching in a database vs. thumbing through multiple paper files in multiple file cabinets.

The actual time spent and both best and worst case savings scenarios were then multiplied by each staffer's salaries. This approach gives us the actual cost in estimated time spent and saved with and without a CMS. We then summed up all activities and savings scenarios among 31 people in the 5 departments expected to begin using the CMS in Phase 1. Those departments include Board of Health (5), County Admin/IT (5), Planning/Zoning (7), Engineering (10), and GIS (4).

Cost/Benefit Analysis

Based on research and available funding, staff expects a CMS capable of fulfilling our organizational needs to approach a maximum of \$150,000 initial outlay with up to 20% of that cost expected in annual support and maintenance fees. If you consider the more conservative, worst case scenario of 30% time reduction, a CMS can save up to \$105,000 in the first year. With training and a learning curve, I don't expect to realize that amount right out of the gate in the first year; however, I do think it's possible the CMS can recoup our initial investment within two or three years of implementation.

It is important to remember that a CMS, while able to save up to \$100k, can't really pocket that savings in terms of programs or staffing. The time it takes to store, access, retrieve and archive electronic documents is spread out a little bit among many people. It's really more about saving the *opportunity cost* of what staff could be doing instead of spending more time searching paper documents in multiple locations. Freeing up these little bits of time throughout the day, gives staff the opportunity to process more applications faster and with greater accuracy. Or it may help staff tackle those long neglected "other tasks" in the job jar.

The benefits of a CMS are intuitive and easy to understand, but hard to quantify. It makes sense to most that any user will be able to access all of the necessary information in a much shorter time if the data is electronic and keyword searchable. We will no longer have to rely on our memories to find all of the answers to the puzzle. If all of the relevant information for any one project, application, case, or committee were right at our fingertips with the right searches, we can fill the citizen request faster, more efficiently and with less risk for error.

This ROI method did not take into account overall reduction in paper usage. It stands to reason that a CMS will also achieve savings related to purchase of less paper and materials. However, these kinds of savings may be equally offset by future server space and IT support needs. The greatest savings will come from increased staff efficiency and less so from reduced paper costs.

Another CMS benefit is reduced storage space for paper file cabinets. Currently 3 departments in the Mason Building alone store over a million documents in 145 file cabinets. Reducing or eliminating that paper archive provides an opportunity to save the equivalent of 5 – 8 offices (1158 sq ft). Multiply that by average cost per square foot for commercial office space and you will see potential savings. Electronic archives also reduce paper file redundancy and the risk of loss due to fire or water damage. Quantifying the actual value of such a loss is near impossible, but it would clearly be devastating to County business, making it priceless.

Next Steps

Staff will revisit this analysis when it comes time for the Commission to act on the request for capital outlay to purchase a CMS following an RFP and vendor selection process. That presentation is expected to occur in late February at the earliest.

107 Hancock Court
Charles Town, WV 25414
January 3, 2013

The Honorable Dale Manuel
President
Jefferson County Commission
124 E. Washington St.
Charles Town, WV 25414

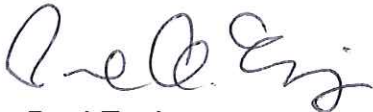
Dear Commissioner Manuel:

I am writing to tender my resignation from the Jefferson County Development Authority. I am grateful for the opportunity to have served on the JCDA, but have concluded that my service in the West Virginia House of Delegates and required absence from the county will prevent me from fulfilling my responsibilities as a member of the Authority.

I'd like to thank the Commission for your support of the JCDA and our efforts to foster economic development in Jefferson County. I'm particularly pleased that we were able to attract an executive director of John Reisenweber's caliber and am confident that with the JCDA board's support, our citizens will receive the return on investment they expect and deserve.

Thank you again for the opportunity to serve as a member of the JCDA. I look forward to the opportunity to support Jefferson County's economic development efforts in the West Virginia legislature.

Warmest regards,



Paul Espinosa

cc: Mark Dyck, President, JCDA
John Reisenweber, Executive Director, JCDA

RECEIVED

JAN 10 2013

Jefferson County Commission

CCAWV Legislative Association Meeting & Educational Training Series

Registration Form



Name

County

I plan to attend the Legislative Association Meeting & Education Training Series Program February 24-26, 2013.

_____ Please bill my county for the \$195.00
registration fee
(due and payable within 30 days of billing)

_____ My registration fee of \$195.00 is enclosed
(payable to County Commissioners Assoc WV)

Please return by mail or fax (304-346-3512) no later than February 15, 2013 to CCAWV.

Cancellation Policy: There will be no penalty for cancellations received in writing on or before February 14, 2013. February 15, 2013 and thereafter, all no-shows will be charged the full registration amount. We apologize for the need to adopt this policy, but on this date, the costs for room rentals, refreshments, etc. are incurred on your behalf even when you cancel and the Association is stuck with covering the cost. Thanks for your cooperation in this matter.



2309 Washington Street, East
Charleston, WV 25311
E-mail: info@ccawv.org
Phone: (304) 345-4639
Fax: (304) 346-3512

January 9, 2013

Attention: All County Commissioners' and Staff:

The County Commissioner' Association of West Virginia invites and encourages you to attend the CCAWV Legislative Association Meeting & Educational Training Series. The meeting is scheduled for February 24-26, 2013 at the Marriott Hotel, Charleston, WV.

The tentative schedule is as follows:

Sunday, February 24, 2013

2:00 pm – 4:00 pm CCAWV Board of Directors Meeting
4:00pm – 6:00 pm Registration
7:00 pm Group Dinner
9:00 pm – ??? Networking Room Sponsored by E.L. Robinson

Monday, February 25, 2013

9:00 am – 12:00 noon CCAWV Educational Training Series- Resources for County Government
12:00 pm – 1:30 pm Lunch
1:30 pm – 5:00 pm CCAWV Legislative Briefing & Association Business Meeting
6:30 pm – 8:30 pm CCAWV Legislative Reception at the Marriott (remember to invite your legislators)
9:00 pm - ??? Networking Opportunities Sponsored by Silling Associates

Tuesday, February 26, 2013

9:00 am-10:00 am Legislative De-Briefing
10:00 am – 1:00 pm Commissioners' Day at the Legislature (go to Capital & visit with Legislators / get introduced during 11:00 am floor session - (Lunch is on Your Own)



A registration fee of \$195 per county attendee is assessed to cover meeting costs and should be made payable to the County Commissioners' Association of WV. A block of rooms are available at \$125.00 per night by calling the Marriott @ 1-800-228-9290. **The cut-off date for the room rate is February 4, 2013.**

Please call if you have questions (304) 345-4639. We look forward to seeing you there!