

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, March 21, 2013
9:30 A.M.

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

REVISED - 03-19-2013 1:30 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- Minutes of March 5th - Special Session
- Minutes of March 5th - Budget Work Session
- Minutes of March 7th - Special Session
- Minutes of March 14th - Budget Work Session

APPROVAL OF PURCHASE ORDERS

- March 21, 2013

APPROVAL OF ACCOUNTS PAYABLE

- March 14, 2013
- March 21, 2013

PUBLIC COMMENT

- Introduction of new Health Department Administrator - George Bernardino

PRESENTATIONS:

1. 9:45 a.m. Laura Storm, Circuit Clerk
- Hiring of Lillian G. Alicea Anderson as Deputy Clerk - Discussion/Action
2. 9:55 a.m. Angie Banks, Assessor
- Divorce/Exonerations - Discussion/Action
3. 10:05 a.m. Cherly Keyrouze, Communications Outreach of Jefferson County
- Jefferson County Day at the Capitol, April 8, 2013 requesting funding of \$1,000 for cost of transportation - Discussion/Action

4. 10:15 a.m. Randy Funkhouser, Charles Town HBPA
- Proposed legislation and its effect on the local economy - Discussion/Action
5. 10:30 a.m. Roger Ramey, Hollywood Casino at the Charles Town Race Track
- Proposed legislation and its effect on the local economy - Discussion/Action
6. 10:45 a.m. Boards - Interviews and Appointments
- Harpers Ferry - Bolivar Public Service District for unexpired term ending June 30, 2014 - Discussion/Action
7. 10:50 a.m. BREAK
8. 11:00 a.m. Lynn Fields, Probate Office
- Closing of two (2) estates – Joseph Klunder Estate and Hugu Hoover Estate
- Discussion/Action
9. 11:10 a.m. Paul Shroyer, Director of Finance
-Approval of FY 2013-2014 Budget - Discussion/Action
10. 11:30 a.m. Stephanie Grove, Assistant Prosecuting Attorney
- Back pay for Deputy Sheriffs assigned to care for K-9's - Discussion/Action
(Possible Executive Session)

NEW BUSINESS:

11. Legislative Updates
12. Approval of the Jefferson County Compensation Study Guidelines - Discussion/Action
13. Approval of Community Participation Grant Resolution for the Jefferson County Commission - Office of Homeland Security and Emergency Management in the amount of \$3,000 - Discussion/Action
14. Approval of Community Participation Grant Resolution for the Jefferson County Commission for the Good Shepherd Interfaith Volunteer Caregivers in the amount of \$10,000 - Discussion/Action
15. Approval of Community Participation Grant Resolution for the Jefferson County Commission for the Jefferson County Black History Preservation Society - Webb/Blessing House in the amount of \$3,000 - Discussion/Action
16. Approval of Community Participation Grant Resolution for the African American Community Association - Fisherman's Hall in the amount of \$2,000 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- IT Update - Discussion/Action
- Space Needs - Discussion/Action (*Possible Executive Session*)
- County Commission June/July Meeting Schedule - Discussion/Action

COUNTY COMMISSION REPORTS

17. Break for Lunch

~~~~~ AFTERNOON SESSION ~~~~~

18. 1:30 p.m. Roger Goodwin, Chief Engineer  
 - Complete release of the Construction Bond Security for Philip N. McDonald - McLucky LLC (File #S11-16) - Letter of Credit #1769 with the First Bank of Strasburg, Virginia - Discussion/Action  
 - Complete release of the Construction Bond security for THZ Enterprises, LLC- Maddex Farm Subdivision, Phase III (PC File #05-05) - Letter of Credit #1236-4401 with United Bank, Martinsburg, West Virginia - Discussion/Action  
 - Complete release of the Construction Bond security for THZ Enterprises, LLC-Maddex Farm Subdivision, Phase IV (PC File #06-07) - Letter of Credit #1200 with United Bank, Martinsburg, West Virginia.
19. 1:45 p.m. Jennifer Brockman, Director of Planning & Zoning  
 - Approval of Job Offer for Vacant Planning Clerk Position - Discussion/Action  
 - Approval to use Temporary Part Time Contract Employee - Discussion/Action
20. 2:00 p.m. Fred Blackmer  
 - Re-submission of Manning Incorporation Petition - Discussion/Action
21. ADJOURN

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

- Jefferson County Parks & Recreation Quarterly Update Report - 4<sup>th</sup> Quarter 2012
- Jefferson County GIS/Addressing Office Quarterly Update Report - 1<sup>st</sup> Quarter 2013

**CORRESPONDENCE:**

Invitation to Middleway Volunteer Fire Company's Annual Recognition Banquet - March 23, 2013.

Reminder of the Robert's Rules of Order and Ethics workshop - Thursday, April 11, 2013.

Invitation to a presentation from the Jefferson County Victim Assistance Program on April 25, 2013 at 2pm during National Crime Victims' Rights Week.

Course confirmation from Public Safety Training Consultants to be held at Jefferson County Emergency Communications building on April 22 & 23, 2013.

Notice announcing the theme for National County Government Month during April, "Smart Justice, Creating Safer Communities". (Full pamphlet available for viewing in the Commission office).

Registration form for the 13<sup>th</sup> National Watershed Conference, May 19-22, 2013.

Legal Notice from Loudoun County, Virginia regarding Public Hearing on a Comprehensive Plan Amendment regarding the Special Activity Uses Planned Land Use designation.

Letter from the Public Service Commission of West Virginia notifying the County of the disbursement of it's portion of Wireless E-911 Subscriber Fee for the months of December, 2012, January & February 2013 in the amount of \$192,289.67.

Letter from Berkeley Jefferson Day Report Center regarding re-payment of loan.

Thank you Letter from Hospice of the Panhandle for contribution in 2012.

Letter from Robert J. Hardy, Mayor of Bolivar informing Commission of the reappointment of Helen Dettmer to the Jefferson County Development Authority

Letter from Robert Hardy, Treasurer Harpers Ferry-Bolivar PSD recommending Mr. Stazyk for position of Secretary on the Districts Board of Directors.

Letter from Gary L. Phalen expressing interest in serving on the Jefferson County Planning Commission.

Letter from Deirdre J. Catterton expressing interest in serving on the Jefferson County Planning Commission.

Letter from Aaron J. Howell expressing interest in serving on the Jefferson County Planning Commission.

Letter from Earl L. Jackson, Jr. expressing interest in serving on the Jefferson County Planning Commission.

Letter from Eleanor R. Finn expressing interest in serving on the Jefferson County Planning Commission.

Letter from Jeffrey C. Bannon expressing interest in serving on the Jefferson County Planning Commission.

Letter from Elliot Simon expressing interest in serving on the Jefferson County Planning Commission.

Letter from William W. McLeod expressing interest in serving on the Jefferson County Planning Commission.

Letter from Gene Taylor expressing interest in serving on the Jefferson County Parks & Recreation Commission.

Copy of letter from C.C. Cheezum written to Sandra Squire; Executive Secretary, Public Service Commission of West Virginia regarding the practices of the Jefferson County Public Service District.

Copy of letter from Earl L. Jackson, Jr. to the Honorable David H. Sanders regarding enforcement of the WV CODE 6-9A - WV "Sunshine Law."

Jefferson County Public Service District Regular Board Meeting Minutes of February 4, 2013.

County Commissioners Association of West Virginia - Legislative Update Week 3, Volume 16, Issue 4, March 6, 2013.

County Commissioners Association of West Virginia - Legislative Update Week 4, Volume 16, Issue 5, March 13, 2013.

West Virginia Association of Counties - The County Legislative Line - Friday, March 8, 2013.

West Virginia Association of Counties - The County Legislative Line - Friday, March 15, 2013.

Jefferson County Emergency Communications Newsletter, *Under the Headset* - Winter 2013.

Eastern Panhandle Free Clinic Annual Report - July 1, 2011-June 30, 2012.

Potomac Valley Audubon Society Newsletter, Volume 31, Issue 6, March 2013.

West Virginia Association of Counties - The County Line Newsletter, February 2013.

West Virginia Lottery Weekly Settlement for Charles Town week ending March 2, 2013.

West Virginia Lottery Weekly Settlement for Charles Town week ending March 9, 2013.

*At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.*

## Minutes

### Jefferson County Commission

Thursday, March 07, 2013

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A meeting of the Jefferson County Commission was held on Thursday, March 7, 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 Dale Manuel, Patsy Noland, Walter Pellish, Jane Tabb and Lyn Widmyer. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the March 7, 2013 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

Motion by Ms. Noland to approve the Minutes of the February 19, 2013 Board of Review & Equalization Meeting. Motion seconded by Ms. Tabb and unanimously approved.

Motion by Ms. Tabb to approve the Minutes of the February 20, 2013 Budget Workshop. Motion seconded by Ms. Noland and unanimously approved.

Motion by Ms. Noland to approve the Minutes of the February 21, 2013 Regular Meeting with the Addendum Ms. Widmyer requested. Motion seconded by Mr. Manuel and unanimously approved. Ms. Widmyer requests the Minutes reflect her reason for voting against the reduction of Commercial Impact Fee Pilot Project. Ms. Widmyer would like the following statement added "she prefers to await implementation of the EMS fees before removing Impact Fees for Fire & Ambulance".

Motion by Ms. Noland to approve the Minutes of the February 21, 2013 Special Session, Envision 2035 and Jefferson County Joint Meeting. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Mr. Manuel to approve the Minutes of the February 22, 2013 Budget Workshop Meeting. Motion seconded by Ms. Noland and unanimously approved.

#### APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$21,302.03 being P. O. Nos. 50350, 50353, 49864, 50411, 49823, 51214, 51229, 50272, 50273, 51316, 51317, 51318, 51324, 51326, 51327, 51328, 50318, 50381, 48570, 50136, 51293, 51294, 51296, 52094. Motion seconded by Ms. Tabb and unanimously approved.

Mr. Manuel questioned the cost of \$2,640.00 for plant bed maintenance. What exactly does this cover? Ms. Keyser stated she will talk to Mr. Polk and determine the specifics.

**APPROVAL OF ACCOUNTS PAYABLE**

**Motion by Ms. Tabb to approve the accounts payable for February 28, 2013 in the amount of \$568,864.50. Motion seconded by Mr. Manuel and unanimously approved.**

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT       | NOAMT         | CHECK AMOUNT  |
|--------|---------|--------------------------|-------|-------------|---------------|---------------|
| 069336 | PAYROLL | AMERICAN FAMILY LIFE ICU |       | \$ -        | \$ 3,703.54   | \$ 3,703.54   |
| 069337 | ALLOC   | ANIMAL WELFARE SOCIETY   |       | \$ -        | \$ 10,000.00  | \$ 10,000.00  |
| 069338 | 712     | AT&T/GA                  |       | \$ -        | \$ 115.26     | \$ 115.26     |
| 069339 | 712     | ROBERT AMICK             |       | \$ -        | \$ 102.00     | \$ 102.00     |
| 069340 | 425     | BIEDLERS ELEC MOTOR REP  | 51322 | \$ 24.12    | \$ -          | \$ 24.12      |
| 069341 | 424     | B-K OFFICE SUPPLY INC    | 50406 | \$ 2,338.00 | \$ -          | \$ 2,338.00   |
| 069341 | 425     | B-K OFFICE SUPPLY INC    | 50410 | \$ 515.25   | \$ -          | \$ 515.25     |
| 069341 | 433     | B-K OFFICE SUPPLY INC    | 50865 | \$ 275.96   | \$ -          | \$ 275.96     |
| 069342 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ -        | \$ 49.85      | \$ 49.85      |
| 069343 | PAYROLL | BUREAU F/CHILD SPPRT ENF |       | \$ -        | \$ 212.31     | \$ 212.31     |
| 069344 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -        | \$ 461.54     | \$ 461.54     |
| 069345 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -        | \$ 23.08      | \$ 23.08      |
| 069346 | 439     | BREAKTHROUGH ACHIEVEMENT | 50317 | \$ 4,160.24 | \$ -          | \$ 4,160.24   |
| 069347 | PAYROLL | CHILD SUPPORT ENFORCE AG |       | \$ -        | \$ 27.69      | \$ 27.69      |
| 069348 | 425     | CONTROL SYSTEMS          | 50408 | \$ 2,727.50 | \$ -          | \$ 2,727.50   |
| 069349 | PAYROLL | COLONIAL LIFE            |       | \$ -        | \$ 756.42     | \$ 756.42     |
| 069350 | 425     | COVENANT BUILDING MAINT  | 51320 | \$ 76.63    | \$ -          | \$ 76.63      |
| 069351 | 425     | DEHAVEN BERKELEY SPRINGS |       | \$ -        | \$ 31.40      | \$ 31.40      |
| 069352 | PAYROLL | DIVERSIFIED COLLECTION   |       | \$ -        | \$ 154.83     | \$ 154.83     |
| 069353 | PAYROLL | DELTA DENTAL OF WV       |       | \$ -        | \$ 5,696.04   | \$ 5,696.04   |
| 069354 | PAYROLL | GUARDIAN - APPLETON      |       | \$ -        | \$ 1,696.55   | \$ 1,696.55   |
| 069354 | PAYROLL | GUARDIAN - APPLETON      |       | \$ -        | \$ 1,962.57   | \$ 1,962.57   |
| 069354 | PAYROLL | GUARDIAN - APPLETON      |       | \$ -        | \$ (4.63)     | \$ (4.63)     |
| 069355 | 717     | GUY'S BUICK-GMC TRUCK IN | 50409 | \$ 349.00   | \$ -          | \$ 349.00     |
| 069355 | 717     | GUY'S BUICK-GMC TRUCK IN | 51323 | \$ 26.91    | \$ -          | \$ 26.91      |
| 069356 | 402     | GLOBAL RECOVERY SERVICES |       | \$ -        | \$ 2,500.00   | \$ 2,500.00   |
| 069357 | ALLOC   | HARPERS FERRY HISTORICAL |       | \$ -        | \$ 500.00     | \$ 500.00     |
| 069358 | 712     | HAMPTON INN & SUITES     | 51217 | \$ 187.58   | \$ -          | \$ 187.58     |
| 069359 | PAYROLL | ING NATIONAL TRUST       |       | \$ -        | \$ 2,050.00   | \$ 2,050.00   |
| 069360 | 401     | INSIGHT A/V SERVICES     |       | \$ -        | \$ 75.00      | \$ 75.00      |
| 069361 | 424     | JEFFERSON PUBLISH CO INC | 51321 | \$ 59.98    | \$ -          | \$ 59.98      |
| 069361 | 401     | JEFFERSON PUBLISH CO INC |       | \$ -        | \$ 83.88      | \$ 83.88      |
| 069362 | 712     | DR ROBERT JONES          |       | \$ -        | \$ 1,000.00   | \$ 1,000.00   |
| 069363 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -        | \$ 40.00      | \$ 40.00      |
| 069363 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -        | \$ 4,773.00   | \$ 4,773.00   |
| 069364 | PAYROLL | COMPTROLLER OF MARYLAND  |       | \$ -        | \$ 782.56     | \$ 782.56     |
| 069365 | 711     | BARBARA J. MILLER        |       | \$ -        | \$ 460.00     | \$ 460.00     |
| 069366 | 440     | MICHAEL MONAGHAN         |       | \$ -        | \$ 97.00      | \$ 97.00      |
| 069367 | PAYROLL | HIGHMARK WV              |       | \$ -        | \$ 169,713.99 | \$ 169,713.99 |
| 069368 | 712     | RENEE B. MEADOR          | 51216 | \$ 500.00   | \$ -          | \$ 500.00     |
| 069369 | 712     | RENEE B. MEADOR          | 51215 | \$ 500.00   | \$ -          | \$ 500.00     |
| 069370 | PAYROLL | HELEN M. MORRIS, TRUSTEE |       | \$ -        | \$ 150.00     | \$ 150.00     |
| 069371 | PAYROLL | NATIONWIDE RETIREMENT    |       | \$ -        | \$ 774.00     | \$ 774.00     |
| 069372 | 403     | PIFER OFFICE SUPPLY, INC | 49901 | \$ 13.56    | \$ -          | \$ 13.56      |
| 069372 | 406     | PIFER OFFICE SUPPLY, INC | 49862 | \$ 188.97   | \$ -          | \$ 188.97     |
| 069373 | 700     | TERRY PALMER             |       | \$ -        | \$ 12.39      | \$ 12.39      |
| 069374 | 700     | ROMULO QUEZADA           |       | \$ -        | \$ 6.36       | \$ 6.36       |
| 069375 | 403     | LAURA STORM              |       | \$ -        | \$ 37.68      | \$ 37.68      |
| 069375 | 717     | LAURA STORM              |       | \$ -        | \$ 73.00      | \$ 73.00      |

|              |         |                          |       |               |               |               |
|--------------|---------|--------------------------|-------|---------------|---------------|---------------|
| 069376       | 425     | RCS SECURITY             | 51319 | \$ 75.00      | \$ -          | \$ 75.00      |
| 069376       | 425     | RCS SECURITY             |       | \$ -          | \$ 132.00     | \$ 132.00     |
| 069377       | 704     | ST/WV REGIONAL JAIL &    | 49673 | \$ 102,870.40 | \$ -          | \$ 102,870.40 |
| 069378       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -          | \$ 23.78      | \$ 23.78      |
| 069378       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -          | \$ 41,348.88  | \$ 41,348.88  |
| 069378       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -          | \$ 9,670.18   | \$ 9,670.18   |
| 069378       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -          | \$ 2.62       | \$ 2.62       |
| 069378       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -          | \$ 0.62       | \$ 0.62       |
| 069378       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -          | \$ 101.66     | \$ 101.66     |
| 069378       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -          | \$ 118.12     | \$ 118.12     |
| 069378       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -          | \$ 39,041.62  | \$ 39,041.62  |
| 069378       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -          | \$ 1.74       | \$ 1.74       |
| 069379       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -          | \$ 103.40     | \$ 103.40     |
| 069379       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -          | \$ 0.93       | \$ 0.93       |
| 069379       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -          | \$ 28,697.64  | \$ 28,697.64  |
| 069380       | PAYROLL | WV DEPUTY SHRF RETIREMEN |       | \$ -          | \$ 9,308.77   | \$ 9,308.77   |
| 069380       | PAYROLL | WV DEPUTY SHRF RETIREMEN |       | \$ -          | \$ 14,236.88  | \$ 14,236.88  |
| 069381       | 712     | DAVE SWAN                | 49822 | \$ 40.00      | \$ -          | \$ 40.00      |
| 069382       | 425     | THOMPSON GAS             |       | \$ -          | \$ 398.91     | \$ 398.91     |
| 069383       | 425     | VALLEY HARDWARE COMPANY  | 50290 | \$ 8.65       | \$ -          | \$ 8.65       |
| 069384       | PAYROLL | WV PUB EMP RETIRE SYS    |       | \$ -          | \$ 2.98       | \$ 2.98       |
| 069384       | PAYROLL | WV PUB EMP RETIRE SYS    |       | \$ -          | \$ 0.96       | \$ 0.96       |
| 069384       | PAYROLL | WV PUB EMP RETIRE SYS    |       | \$ -          | \$ 76,562.22  | \$ 76,562.22  |
| 069384       | PAYROLL | WV PUB EMP RETIRE SYS    |       | \$ -          | \$ 24,609.33  | \$ 24,609.33  |
| 069385       | PAYROLL | WV CPRB/LOAN DIVISION    |       | \$ -          | \$ 133.20     | \$ 133.20     |
| 069386       | 425     | WINCHESTER SECURITY,LLC  | 50404 | \$ 1,303.00   | \$ -          | \$ 1,303.00   |
| 069387       | 717     | DOUG WRIGHT              |       | \$ -          | \$ 10.00      | \$ 10.00      |
|              |         |                          |       |               |               |               |
|              |         |                          |       |               |               |               |
| <b>TOTAL</b> |         |                          |       |               |               | \$ 568,864.50 |
| <b>TOTAL</b> |         |                          |       | \$ 116,240.75 | \$ 452,623.75 | \$ 568,864.50 |

**Motion by Ms. Widmyer to approve the accounts payable for March 7, 2013 in the amount of \$75,147.76.  
Motion seconded by Ms. Noland and unanimously approved.**

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT     | NOAMT        | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-----------|--------------|--------------|
| 069390 | 412     | BARDANE PUBLIC HEALTH CT |       | \$ -      | \$ 383.00    | \$ 383.00    |
| 069391 | 425     | OLD CHARLES TOWN LIBRARY |       | \$ -      | \$ 1,500.00  | \$ 1,500.00  |
| 069392 | 425     | COVENANT BUILDING MAINT  |       | \$ -      | \$ 11,827.43 | \$ 11,827.43 |
| 069393 | 425     | DEHAVEN BERKELEY SPRINGS |       | \$ -      | \$ 52.75     | \$ 52.75     |
| 069394 | 425     | 84 LUMBER                |       | \$ -      | \$ 1,278.72  | \$ 1,278.72  |
| 069395 | 425     | GRAINGER, INC            | 51325 | \$ 52.58  | \$ -         | \$ 52.58     |
| 069396 | 717     | GUTTMAN OIL CO           |       | \$ -      | \$ 12,093.86 | \$ 12,093.86 |
| 069397 | 424     | GRIFFITH ENERGY SERVICE  |       | \$ -      | \$ 915.23    | \$ 915.23    |
| 069398 | 439     | HIRERIGHT                |       | \$ -      | \$ 37.20     | \$ 37.20     |
| 069399 | 712     | JEFFERSON PUBLISH CO INC | 51220 | \$ 27.00  | \$ -         | \$ 27.00     |
| 069400 | 412     | SHAY MCNEIL              |       | \$ -      | \$ 108.38    | \$ 108.38    |
| 069401 | 424     | POTOMAC EDISON/OH        |       | \$ -      | \$ 1,817.85  | \$ 1,817.85  |
| 069401 | 425     | POTOMAC EDISON/OH        |       | \$ -      | \$ 18,398.16 | \$ 18,398.16 |
| 069402 | 402     | RECORD MANAGEMENT SOLUTN | 49696 | \$ 35.00  | \$ -         | \$ 35.00     |
| 069403 | PAYROLL | RETIREE HLTH BENEFIT TRS |       | \$ -      | \$ 6,300.00  | \$ 6,300.00  |
| 069404 | 403     | SOFTWARE SYSTEMS, INC    | 49897 | \$ 700.65 | \$ -         | \$ 700.65    |
| 069404 | 424     | SOFTWARE SYSTEMS, INC    | 49897 | \$ 122.00 | \$ -         | \$ 122.00    |
| 069405 | 408     | STATE TAX DEPARTMENT     |       | \$ -      | \$ 11,536.68 | \$ 11,536.68 |

|              |         |                           |       |                    |                     |                     |
|--------------|---------|---------------------------|-------|--------------------|---------------------|---------------------|
| 069406       | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -               | \$ 19.72            | \$ 19.72            |
| 069406       | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -               | \$ 84.30            | \$ 84.30            |
| 069407       | 711     | SOFTWARE COMPUTER GROUP   | 53192 | \$ 150.00          | \$ -                | \$ 150.00           |
| 069408       | 975     | SUMMIT COMMUNITY BANK     |       | \$ -               | \$ 2,441.41         | \$ 2,441.41         |
| 069409       | 425     | CAPITAL TRISTATE          |       | \$ -               | \$ 966.51           | \$ 966.51           |
| 069410       | 403     | UNITED SYSTEMS & SOFTWARE |       | \$ -               | \$ 199.00           | \$ 199.00           |
| 069411       | 401     | UNICARE EAP               |       | \$ -               | \$ 322.20           | \$ 322.20           |
| 069412       | 700     | VANCE OUTDOORS, INC.      | 51295 | \$ 22.00           | \$ -                | \$ 22.00            |
| 069413       | 405     | WEST PAYMENT CENTER       | 49635 | \$ 833.25          | \$ -                | \$ 833.25           |
| 069414       | 700     | NAPA AUTO PARTS           |       | \$ -               | \$ 159.00           | \$ 159.00           |
| 069414       | 717     | NAPA AUTO PARTS           |       | \$ -               | \$ 657.39           | \$ 657.39           |
| 069415       | 717     | BENJAMIN S. WILLIAMS      |       | \$ -               | \$ 70.30            | \$ 70.30            |
| 069416       | 402     | XEROX CORPORATION         | 49705 | \$ 1,430.74        | \$ -                | \$ 1,430.74         |
| 069416       | 439     | XEROX CORPORATION         | 49952 | \$ 605.45          | \$ -                | \$ 605.45           |
|              |         |                           |       |                    |                     |                     |
| <b>TOTAL</b> |         |                           |       |                    |                     | <b>\$ 75,147.76</b> |
| <b>TOTAL</b> |         |                           |       | <b>\$ 3,978.67</b> | <b>\$ 71,169.09</b> | <b>\$ 75,147.76</b> |

**PUBLIC COMMENT:**

Cheryl Keyrouse, Chair for Communication Outreach for Jefferson County Day – FYI April 8 will be requesting \$1,000 for the bus to Charleston for Jefferson County Day at the Capital along with the CVB and Development Authority. Ms. Keyrouse also suggested the Commission make this request a line item in the budget as the Committee comes every year with the same request.

David Tabb, resident - Public Notice to be placed in front of the timer reading "please protect the Tabb timer protected by the Freedom of Speech".

**PRESENTATIONS:**

1. Quentein Lavallee, Troop 82 - Presentation of Resolution for achieving rank of Eagle Scout

**RESOLUTION IN RECOGNITION OF QUENTEIN LAVALLEE FOR RECEIVING RANK OF EAGLE SCOUT**

WHEREAS, the Jefferson County Commission would like to commend Quentein Lavallee for his dedication and perseverance in obtaining his rank of Eagle Scout;

WHEREAS, Quentein Lavallee continues to be a valuable Scout to Troop 82 in Charles Town, W.V.;

WHEREAS, Quentein Lavallee has earned a significant honor in achieving the rank of Eagle Scout;

WHEREAS, the Jefferson County Commission recognizes that other Scouts of Jefferson County will benefit from the knowledge and example shown by Quentein Lavallee as the result of his involvement, dedication and loyalty to Troop 82;

THEREFORE, the Jefferson County Commission hereby recognizes Quentein Lavallee for his service as a loyal and dedicated member to Troop 82 and in appreciation for his service to make the world a better place for 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 7<sup>TH</sup> DAY OF MARCH, 2013

- Motion by Mr. Pellish to adopt Resolution to recognize Quentein Lavallee for receiving rank of Eagle Scout. Motion seconded by Ms. Tabb and unanimously approved.

Scott Allen Bolger, Troop 1760 - Presentation of Resolution for achieving rank of Eagle Scout

RESOLUTION IN RECOGNITION OF SCOTT ALLEN BOLGER

FOR RECEIVING RANK OF EAGLE SCOUT

WHEREAS, the Jefferson County Commission would like to commend Scott Allen Bolger for his dedication and perseverance in obtaining his rank of Eagle Scout;

WHEREAS, Scott Allen Bolger continues to be a valuable Scout to Troop 1760 in Charles Town, W.V.;

WHEREAS, Scott Allen Bolger has earned a significant honor in achieving the rank of Eagle Scout;

WHEREAS, the Jefferson County Commission recognizes that other Scouts of Jefferson County will benefit from the knowledge and example shown by Scott Allen Bolger as the result of his involvement, dedication and loyalty to Troop 1760;

THEREFORE, the Jefferson County Commission hereby recognizes Scott Allen Bolger for his service as a loyal and dedicated member to Troop 1760 and in appreciation for his service to make the world a better place for 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 7<sup>TH</sup> DAY OF MARCH, 2013

- **Motion by Ms. Noland to adopt Resolution to recognize Scott Allen Bolger for receiving rank of Eagle Scout. Motion seconded by Mr. Pellish and unanimously approved.**

## NEW BUSINESS

2. Legislative Updates:
  - a. Patsy Noland reported on Legislative Updates she felt would impact the County.
    - SB 146 - Collecting unpaid magistrate court charges through income tax refund withholding.
    - SB 423 - Providing certain convicted persons reduction in sentence.
    - HB 2726 - Reforming aspects of the criminal justice system to improve public safety and address prison overcrowding and sentence abuse problems.
    - SB 2747 - Open Governmental Proceedings.
    - SB 362 - Proceeds from County excise tax on transfer of real estate property to regional jails.
    - SB 367 - Creating Citizens elected County Official Compensation Commission.
  - b. Dale Manuel reported on Legislative Updates he felt would impact the County.
    - Regional Jail Surplus - opportunities to work with the surplus money.
    - SB - requires a ratepayer on the PS board, has made it out of the Senate and into the House. Would make it mandatory to place one rate payer on the PS Board.
    - SB 103 - passed out of transportation and infrastructure committee – create the amount of money to be utilized by the CSX for the commuters – has to do with a tax credit which would insure rail service for our commuters.
    - Bills on Property Tax Caps - feels they are unconstitutional and will not move.
    - Delegate Hunts Bill - if a person or corporation proves to the BORE there is an error in their taxes the County would be responsible for representation and any expenses incurred by the tax payer. Mr. Manuel does not believe it will not make it out of the Finance Committee.
    - Election Bills - stake holders are being solicited as how these will affect them.
3. Trina Bartlett, West Virginia School of Nursing – Final results and recommendations for Community Assessment. Ms. Bartlett came to report on the findings of the Community Needs Assessment which focused on what is needed for a healthy community. The outcome was based on numerous forms of data and gave a comprehensive look of the health of the community and what services the community should focus on for a healthy community. Ms. Bartlett informed the Commission the full report is available on line with the recommendations.
4. Tom Trumble – Introduction of New Health Department Administrator. Mr. Trumble telephoned the Commission office and requested to be rescheduled so members of the Health Department Board can attend.
5. The Commission recessed for break at 10:35 a.m.  
The Commission reconvened at 10:47 a.m.

## UNFINISHED BUSINESS

6. Discussion and Possible Action regarding the landowner-initiated petition to amend the County Zoning Map (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 3 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. (Public Hearing was held January 31, 2013).
  - a. Ms. Brockman, Director of Planning and Zoning, stated the Planning Commission had held a Public Hearing as did the County Commission. It is the recommendation of both the Planning Commission and the Planning and Zoning Department to approve the zoning request as it is consistent with the

Comprehensive Plan

- b. Ms. Annette van Hilst, spoke on behalf of the applicant. Ms. van Hilst stated the National Park Service has never approached the applicants regarding an easement whereas they have obtained easements from many properties on the other side. Ms. van Hilst stated the message sent was that this parcel is not important to the Park Service. Ms. van Hilst stated this area is already a mixed use area with single family dwellings and many businesses. The heaviest traffic use is generated by the KOA Campground and any traffic for this property would have to come in through Campground Road.
  - c. Mr. Manuel expressed concern regarding large signage obstructing the vista. Mr. Aitcheson stated he did not believe any of the owners of this property would want to do anything which would be detrimental to the community.
  - d. Ms. Widmyer expressed many concerns regarding the rezoning of this property. Ms. Widmyer stated this is the fifth (5<sup>th</sup>) rezoning in the Harpers Ferry vicinity despite the many comments and concerns of citizens. Ms. Widmyer does not understand why we do not use the Conditional Use Permit option instead of rezoning as it would enable citizens and property owners requesting alternative use of their property the ability to negotiate and all have a voice. Ms. Widmyer stressed she did not believe the County is doing a very good job of balancing property owners rights and development rights.
    - **Motion by Mr. Pellish to approve the proposed Zoning Map Amendment for a 3.94 acre property owned by the Aitcheson Family Trust and Frederica Adkinson, designated as Tax District: Harpers Ferry, Map: 7, Parcel: 18, from Residential Growth zoning to Residential/ Light Industrial/Commercial zoning, based on the following findings of fact:**
      1. **The request is consistent with the 2004 Comprehensive Plan.**
    - **Motion seconded by Ms. Tabb and approved on a vote of 4-1 with Ms. Widmyer opposing.**
7. Lynn Fields, Probate Clerk – Petition for Probate in Solemn Form the Last Will and Testament of John T. Geary, deceased. Mr. David Camilletti, Attorney for the Petitioner, Timothy Wilmer, stated he had originally drawn up the Will for John T. Geary. When Mr. Geary passed away, Timothy Wilmer, Executor, could only find a *copy* of the Will, not the original. Mr. Camilletti stated Mr. Geary’s Estate is very small and no one has contested. Ms. Fields concurred no one has contested the Will.
- **Motion by Ms. Noland to admit Mr. Geary’s Last Will and Testament to probate. Motion seconded by Mr. Pellish and unanimously carried.**
8. Jason Castillo, Day Report Center – requesting approval of the Berkeley/Jefferson Day Report Center Grant and the Cash Match in the amount of \$106,290.00 to run the Jefferson County Day Report Center. The Day Report Center is requesting \$106,290.00 from both Jefferson & Berkeley County and \$196,000.00 from a State Grant. 2014 is the end of the grant cycle for the Day Report Center and the last year for the match. There was concern from the Commissioners as to where the money will come from to pay the match. Ms. Keyser stated Coal Severance would be where the funding would come from.
- **Motion by Mr. Manuel to commit to our portion, \$106,290 of the Community Sentencing Program grant match. Motion seconded by Ms. Tabb and unanimously approved.**
9. Roger Goodwin, Chief Engineer, presented the FY 2014 Impact Fee Capital Improvement Plan. Mr. Goodwin stated the presentation of the Capital Improvement Plan traditionally follows that of the Annual Report for the Office of Impact Fees.
- **Motion by Ms. Tabb to approve the FY 2014 Capital Improvement Plan for the Office of Impact fees as presented. Motion seconded by Mr. Manuel and unanimously approved.**

10. Jesse Jones, Chief of Staff Sheriff's Department requested to the appointment of the following to the Deputy Reserve: Clinton Blevins, Jan Didawick, Keith Faulconer, Joshua Foster, James Hoffman, Austin Hovermale, Charles Houser, Robert Juarez, Michael Lagana, Benjamin Seibert, Adina White-Trammel and Robert Young.

- **Motion by Ms. Noland to approve the following to the Deputy Reserve Program: Clinton Blevins, Jan Didawick, Keith Faulconer, Joshua Foster, James Hoffman, Austin Hovermale, Charles Houser, Robert Juarez, Michael Lagana, Benjamin Seibert, Adina White-Trammel and Robert Young. Motion seconded by Ms. Tabb and unanimously approved.**

11. Interviews and appointments to Boards and Commissions.

a. Jefferson County Farmland Protection Board for an unexpired term ending September 7, 2016. Mr. Robert Glen applied for the position and was in attendance. Mr. Glenn introduced himself and gave a brief account of his background.

- **Motion by Ms. Tabb to appoint Mr. Glenn to the Farmland Protection Board. Motion seconded by Ms. Noland and unanimously approved.**

b. Historic Landmarks Commission for two (2), three (3) year terms ending March 6, 2016.

Ms. Carmen Creamer, who was unable to attend, requested reappointment to a three (3) year term ending March 6, 2016.

- **Motion by Ms. Tabb to reappoint Ms. Creamer to a three (3) year term ending March 6, 2016. Motion seconded by Ms. Widmyer and unanimously approved.**

Mr. Curt Mason was in attendance. Mr. Mason introduced himself and gave a brief account of his background.

- **Motion by Ms. Widmyer to appoint Mr. Mason to a three (3) year term ending March 6, 2016. Motion seconded by Mr. Manuel and unanimously approved.**

### **NEW BUSINESS (continued)**

12. Jeffrey A. Polczynski, ENP, Director of Communications requested the hiring of a full-time Public Safety Dispatcher to fill a vacancy left by a resignation in the 9-1-1- Center.

- **Motion by Mr. Manuel to approve the hiring of a full-time Public Safety Dispatcher to fill the vacancy in the 9-1-1- Center left by a resignation. Motion seconded by Ms. Widmyer and unanimously approved.**

13. Chief Cory Parker & Patty Turner of Loudoun County and Chris Cross, Jefferson County 911 Communications were rescheduling by Debbie Keyser due to working overtime hours from the snow.

### **FINANCIAL DIRECTOR REPORT**

1. Paul Shroyer, Financial Director

A. Presentation of Budget Analysis of the General County Fund ending January 31, 2013. Mr. Shroyer

stated the budget analysis ending January 31, 2013 is based on the year to date cost and revenue through January. Estimated revenue for the County is \$21,300,000 (does not include carryover of 4.2 million). Estimated available revenue for the year is \$25,500,000. Projected budget revenue is 25.9 million. Projected budgeted expenditures is 25.9 million, the estimated expenditures is 22.5 million with a projected carryover of three million.

- B. Capital Outlay Fund – Mr. Shroyer stated this is the five year plan for the money put aside in the Capital Outlay Fund. Mr. Shroyer stated he has arranged the projects together by year as the Commission has not prioritized the projects. Mr. Shroyer went through some of the projects which have been started.

## **COUNTY ADMINISTRATOR REPORT**

- Ms. Keyser stated ING has scheduled a presentation for May and she would like to invite employees from the City of Charles Town. It was recommended Ms. Keyser should also invite Ranson employees.
- Ms. Keyser informed the Commission a vendor meeting for VoIP had eight vendors present. The County will have to have a more sophisticated Metro Line for data; it will fall under the \$250,000 allocated for the VOip in the Capital Outlay Fund. A Capital Project sheet will come before the Commission in the next couple of weeks.
- We continue to fall further behind in our IT issues; we will be requesting funding to update some of our servers.
- Ms. Keyser stated she and Jeff Polczynski have reviewed many recordings and have discovered some technical issues between some of the airways. A long meeting was held with Loudoun County. Loudoun and Jefferson Counties are working to correct them.
- Jefferson County Compensation Study will be forthcoming.
- Annarundal Mills is opening April 11, 2013 for the slots.
- Ms. Keyser has requested John Reisenweber to put together the Economic Outlook Presentation and ask the panel used by the Planning & Zoning Lunch and Learn to be part of the discussion.
- April 11, 2013 Roberts Rules of Order and Ethics workshop will take place.

## **COUNTY COMMISSIONERS REPORTS**

- Dale Manuel:
  - Attended the Special Session of March 21<sup>st</sup> - Joint Meeting of County Commission and Envision 2035 Comprehensive Plan Steering Committee.
  - Attended the Special Session of March 20<sup>th</sup> - Budget Workshop.
  - Meet with ESA Leadership regarding the fee structure.
  - Attended the Meet Your Commissioner at Black Dog Coffee.
  - Participated in the Legislative Conference Call.
  - Attended the Potter's Bowl for the Shepherdstown Caregivers.
  - Attended the Teen Court Meeting.
  - Attended the Steering Committee Agriculture/Economic Development Meeting.
  - Attended the Special Session of February 22<sup>nd</sup> – Budget Workshop.
  - Attended the Special Session of March 5<sup>th</sup> – Appointment of Sheriff.
  
- Patsy Noland:
  - Attended the Special Session of March 21<sup>st</sup> – Joint Meeting of County Commission and Envision 2035

Comprehensive Plan Steering Committee.

- Attended the Special Session of March 20<sup>th</sup> – Budget Workshop.
- Attended the Special Session of February 22<sup>nd</sup> – Budget Workshop.
- Attended the Meet Your Commissioner at Black Dog Coffee.

- Walt Pellish:

- Attended the Special Session of March 21st – Joint Meeting of County Commission and Envision 2035 Comprehensive Plan Steering Committee.
- Attended the Special Session of March 20th – Budget Workshop.
- Attended the Special Session of February 22nd – Budget Workshop.
- Attended the Meet Your Commissioner at Black Dog Coffee.

- Jane Tabb:

- Attended the Special Session of March 21st – Joint Meeting of County Commission and Envision 2035 Comprehensive Plan Steering Committee.
- Attended the Special Session of March 20th – Budget Workshop.
- Attended the Special Session of February 22nd – Budget Workshop.
- Attended the Public Service District Meeting.

- Lyn Widmyer:

- Attended the Special Session of March 21st – Joint Meeting of County Commission and Envision 2035 Comprehensive Plan Steering Committee.
- Attended the Special Session of March 20th – Budget Workshop.
- Attended the Special Session of February 22nd – Budget Workshop.
- Attended the Meet Your Commissioner at Black Dog Coffee.

#### COUNTY ADMINISTRATOR REPORT (continued)

Space needs/building options

- **Motion by Ms. Noland to enter into Executive Session in accordance to §6-9A-(2) (9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That act does not become subject to disclosure as a result of executive session. Motion seconded by Ms. Tabb and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded by Ms. Tabb and unanimously approved.**

14. The Commission broke for lunch at 12:20 pm.  
The Commission reconvened at 1:45 pm.

## BUDGET WORK SESSION

The Commission reviewed the revisions presented by Mr. Shroyer.

1. Mr. Shroyer stated the Sheriff Department removed \$200,000 from their budget. They have had litigation running for 2-3 years. Mr. Shroyer told them to take the funding out, but leave the line item in. They also took money from overtime.
2. If we assume that the expenditures in the budget comes in under budget, as it has in the prior years, we estimate the 2013 will be \$4m less than budgeted. In 2012, the budget came in \$3m less than the budget projected. If we assume that in the 2014 year we spend \$2m less than budgeted, that would put the County in the black by \$700,000. With the \$1.3m added to that it would put the County 2 million in the black.
3. Non-County entities are included in the budget for \$3.2m. They include Economic Development, JCESA, Arts & Humanities, Parks & Recreation, Solid Waste, Public Transportation, Senior Center, and Historical Society. These are entities that are not constitutionally mandated by State Code for us to fund. Funding for Arts & Humanities and the Historical Society is a pass-through from the Hotel Motel Tax.

Mr. Shroyer was instructed by the Commission to revise the budget with the following changes:

1. Take out all new positions – no new hires.
2. Only add one step increase for all departments, including JCESA.
3. One step added for JCESA.
4. Eliminate the 1.3 million depreciation transfer and put it in the carryover.

Mr. Shroyer will bring back the revised budget to be debated on Tuesday, March 19 with the final budget being approved at the March 21, 2013 Commission meeting.

The Commission meeting was adjourned at 2:45 pm on a motion by Ms. Noland and a second by Mr. Manuel.

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DALE MANUEL, 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 on Tuesday, March 5, 2013, beginning at 7:00 p.m.

PRESENT: Dale Manuel President  
Walter Pellish, Vice President  
Patsy Noland, Commissioner  
Jane Tabb, Commissioner  
Lyn Widmyer, Commissioner  
Debbie Keyser, County Administrator  
Cynthia Schott, Administrative Assistant

In re: Appointment of Sheriff for Jefferson County

Commissioner Manuel opened the session at 9:30 a.m.

Commissioner Tabb led the Pledge of Allegiance.

Commissioner Manuel began the session with a brief overview of the State Code requirements for appointing a Sheriff and the process the County Commission has followed in this instance for filling the Sheriff's position. Mr. Manuel stated this is not the first time Jefferson County has had to appoint a Sheriff. In the past, the Jefferson County Commission has appointed a Sheriff from within. Mr. Manuel stated this Commission has gone above and beyond what is required to make this process as transparent and open to the public as possible. Resumes have been available for citizen review at the office, and meetings have been open.

Commissioner Manuel began the interview process stating each Candidate will be:

1. Given two (2) minutes to make an opening statement explaining what they believe they can bring to the Sheriff's Office.
2. Asked a series of pre-determined questions.
3. Questioned by each individual Commissioner.
4. Given a summary explaining the Sheriff's benefits as designed by Code.

Candidates were interviewed in the following order:

Mr. Louis Brunswick  
Mr. Peter H. Dougherty  
Mr. Stephen V. Groh

The Commission took a break at 11:10 a.m.  
The Commission reconvened at 11:20 a.m.

After completion of interviews the County Commission began deliberations:

- Commissioner Noland – Anyone who has questioned the process only has to listen to the interviews to know how outstanding our choices are. This is not a lifetime appointment – they will have to run in 2014. The Commission is making a temporary appointment to this position.
- Commissioner Tabb – Stated she understands what it takes to be a candidate. It's not easy to put yourself out in front of the public. We have lots of questions having never gone through this process before. Each candidate has their own strengths.
- Commissioner Pellish – Thanked the three individuals for putting themselves out there. Believes the selection belongs in the hands of the people, but this is what we are faced with – prepared to take our responsibilities and fill the position. My criteria for a Sheriff are professionalism, management skills, ability to communicate effectually with the public and be able to make the transition smooth.
  - **Motion by Mr. Pellish to nominate Pete Dougherty.**
- Commissioner Widmyer – Thanked the candidates for their willingness to put themselves out there. Although impressed by all the Candidates, Ms. Widmyer is very impressed with the breadth of experience of Mr. Dougherty and Mr. Brunswick.
- Commissioner Manuel – Believes anyone of the three could handle the job. The question is who we feel could best handle the job. He echo's the sentiments of Mr. Pellish in what he is looking for in a Sheriff. He is looking for a manager, someone with a background in Human Resources.
- Commissioner Tabb – Is looking for a smooth transition and to uphold moral of the department.
  - **Ms. Tabb nominated Mr. Louis Brunswick**
  - **Motion by Ms. Noland to close nominations. Motion seconded by Mr. Manuel and unanimously approved.**

A vote was called on the two nominees –

|                      | <u>Louis Brunswick</u> | <u>Pete Dougherty</u> |
|----------------------|------------------------|-----------------------|
| Commissioner Tabb    | X                      |                       |
| Commissioner Pellish |                        | X                     |
| Commissioner Noland  |                        | X                     |
| Commissioner Widmyer | X                      |                       |
| Commissioner Manuel  |                        | X                     |

Commissioner Widmyer stated she would like the vote to be unanimous.

- **Mr. Manuel made a motion for a vote of confidence for Mr. Dougherty. Motion seconded by Mr. Pellish and unanimously approved. Mr. Dougherty is appointed Sheriff.**

Mr. Manuel recessed the meeting until 2 p.m. when they will reconvene to swear Mr. Dougherty into office and begin the Budget Work Session.

\_\_\_\_\_  
DALE MANUEL, COMMISSION 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 on Thursday, March 5, 2013, beginning at 2:00 p.m.

PRESENT: Dale Manuel President  
Walter Pellish, Vice President  
Patsy Noland, Commissioner  
Jane Tabb, Commissioner  
Lyn Widmyer, Commissioner  
Debbie Keyser, County Administrator  
Paul Shroyer, Director of Finance  
Cynthia Schott, Administrative Assistant

In re: BUDGET WORK SESSION FY 2014

The Budget Work Session began with the swearing in of Mr. Pete Dougherty, the newly appointed Sheriff by Jennifer Maghan, County Clerk.

Laura Storm, Circuit Clerk, presented her budget request to the Commissioners. She has revised her request somewhat from her original request. Ms. Storm stated she has included a one-step increase and has adjusted the health insurance to reflect the 20% increase.

Mr. Shroyer presented a revised budget for the 9-1-1 Communications Center. The budget has been reduced by \$10,000. Mr. Polczynski is requesting four (4) new hires. Mr. Shroyer believes that staffing in a different manner could cut costs for his department by hiring call takers instead of hiring four (4) Public Safety Dispatchers. The CAD is not included in his budget; it is in the Capital Outlay budget. Mr. Manuel requested a consensus from the Commission to ask Mr. Polczynski to revise the budget with four (4) call talkers. Mr. Pellish objected stating he believed we need to look at trying to continue operating next year in the same manner we operated this year along with no new hiring.

Mr. Shroyer went over figures for projected revenue (with the carry-over) and projected expenditures based on the request from the departments and Elected Officials.

Direction to Mr. Shroyer:

- Hold FY 2014 budget to the FY 2013 budget total.
- Hold the cost to a one-step increase.
- Take out new hires.
- Keep all contingency agency's at 2013 budgeted amount.

It was agreed if the March 7, 2013 meeting was cancelled due to snow; another meeting would be scheduled by email.

With no objection, Mr. Manuel recessed the meeting until March 7, 2013.

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 on Thursday, March 14, 2013, beginning at 9:30 p.m.

PRESENT: Dale Manuel President  
Walter Pellish, Vice President  
Patsy Noland, Commissioner  
Jane Tabb, Commissioner  
Lyn Widmyer, Commissioner  
Debbie Keyser, County Administrator  
Paul Shroyer, Director of Finance  
Cynthia Schott, Administrative Assistant

In re: BUDGET WORK SESSION FY 2014

Mr. Manuel called the meeting to order.

Mr. Pellish led the Pledge of Allegiance.

Mr. Pellish requested the permission to conduct a onetime survey.

“Do you favor the complete elimination of Impact Fees?”

Mr. Pellish – NO  
Ms. Tabb – NO  
Ms. Noland – NO  
Mr. Manuel – NO  
Ms. Widmyer – NO

Mr. Pellish stated there seems to be a campaign of misinformation in the County, implying the Commission is getting ready to do away with Impact Fees, and he wanted the responses from the Commissioners to be on record.

Mr. Shroyer presented the budget revised from March 7, 20

Adjustment made-

- Budget is being increase by \$115,000 because the cost of the Prosecuting Attorney's Office has been moved from the Capital Outlay Fund into the Budget.
- Backed out all the multiple wage steps various departments had submitted in their budgets.
- Included correct insurance costs for those departments which did not have them.

- Sheriff Department – Took out the funded position, which is in litigation, which reduced their budget.
- Brought the JCESA up to date on the Jefferson County Compensation Wage Scale.
- All departments were kept at 2013 budgeted amount.
- Eliminated the 2014 depreciation contribution to the Capital Outlay Fund.
- Eliminated the remaining 2013 depreciation account.

- **Motion by Ms. Noland to enter into Executive Session in accordance to §6-9A-4A. Motion seconded by Mr. Pellish and unanimously approved.**

- **Motion by Ms. Noland to come out of Executive Session. Motion seconded by Mr. Pellish and unanimously approved.**

- **Motion by Ms. Tabb to see a recalculated budget cutting Elected Officials budget by 1% and cutting Contingency Departments by 2% and the minor changes discussed today along with a comparison of the budget discussed today with the minor changes made. Motion seconded by Ms. Noland and unanimously approve.**

Ms. Widmyer requested Mr. Shroyer pull together a spread sheet with documentation of any department where the starting point of the budget is different and why.

- **Motion by Ms. Noland to recess the meeting until March 19, 2013. Motion seconded by Mr. Manuel and unanimously approved.**

# PURCHASE ORDERS TO BE APPROVED

March 21, 2013

| DEPARTMENT        | PURCHASE ORDER | AMOUNT       | VENDOR                          | DESCRIPTION                 |
|-------------------|----------------|--------------|---------------------------------|-----------------------------|
| ANIMAL CONTROL    |                |              |                                 |                             |
| ASSESSOR          | 49865          | \$ 132.90    | Pifer Office Supply             | Office Supplies             |
|                   | 49866          | \$ 700.00    | AWVA                            | In-Service Training Seminar |
|                   | 49867          | \$ 147.36    | Global Science & Technology     | Dell Rollers                |
| CENTRAL GARAGE    | 51332          | \$ 169.50    | Fleet Pride                     | Oil Fliters                 |
|                   | 51335          | \$ 1,347.24  | Donald B. Rice                  | Tires                       |
| COMMUNICATIONS    | 51213          | \$ 1,087.86  | Sencommunications, Inc          | Plantronics Adapter         |
| COUNTY COMMISSION | 50067          | \$ 5,290.02  | Dell, Inc                       | 3 Computers                 |
|                   | 50068          | \$ 90,475.20 | WV Regional Jail                | February Statement          |
| JC304             | 51338          | \$ 2,040.50  | Accurate Systems, Inc.          | VOiP Counsultant Services   |
| OTHER BUILDINGS   | 51333          | \$ 240.00    | Trenary Service Company         | Blower Motor                |
|                   | 51334          | \$ 618.72    | Grainger                        | Filters                     |
|                   | 51337          | \$ 162.00    | Norvac Lock Techonology         | Rekey locks - Health Dept.  |
|                   | 51339          | \$ 1,313.01  | Daycon                          | Cleaning Supplies           |
|                   | 51340          | \$ 305.02    | Biedler's Elcetice Motor Repair | Pump Motor Repair           |
|                   | 51343          | \$ 113.50    | RCS Security                    | 10 Prox Cards               |

|                              |       |                      |                                  |                                    |
|------------------------------|-------|----------------------|----------------------------------|------------------------------------|
|                              | 51346 | \$ 650.00            | Boland                           | Uninhibited Ethylene               |
|                              | 51348 | \$ 1,229.25          | BK Office Supply                 | Copy & Computer Paper              |
|                              | 51349 | \$ 235.00            | Mountain State Machine Tool, Inc | Fabricated parts for press         |
|                              | 51351 | \$ 1,240.00          | Resse's Landscape Nursery        | Labor- cleaning beds, trim, edging |
| <b>PLANNING &amp; ZONING</b> | 50319 | \$ 225.00            | Americal Planning Association    | Membership - Whittaker             |
| <b>PROSECUTOR'S OFFICE</b>   | 50382 | \$ 123.29            | Staples Credit Plan              | Office Supplies                    |
|                              | 50384 | \$ 1,937.49          | Specialty Business Supplies      | Office Supplies                    |
| <b>Sheriff - LAW</b>         |       |                      |                                  |                                    |
|                              |       |                      |                                  |                                    |
|                              |       |                      |                                  |                                    |
|                              |       |                      |                                  |                                    |
| <b>SHERIFF - TAX OFFICE</b>  | 50296 | \$ 370.04            | Pifer                            | Office Supplies                    |
|                              | 52097 | \$ 647.65            | Casto & Harris Inc.              | Tax Receipts                       |
| <b>GRAND TOTAL</b>           |       | <b>\$ 110,800.55</b> |                                  |                                    |

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: Laura Storm

Department or Entity: Circuit Clerk

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: March 14, 2013

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

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

Subject:

**Hiring of Lillian G. Alicea Anderson effective March 18, 2013**

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

**Due to the departure of a full time employee, I ask that you approve the hiring of Lillian G. Alicea Anderson to a full-time position as Deputy Clerk within the Circuit Clerks office. Her grade will be IIC with a salary of \$28,500 with full benefits afforded to Jefferson County commission employees. This position has previously been approved by the County Commission and the funds are within my budget, so no additional monies are being requested.**

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

**Approve the hiring of Lillian G. Alicea Anderson to a full-time position as Deputy Clerk within the Circuit Clerks office. Her grade will be IIC with a starting salary of \$28,500 with full benefits as afforded to Jefferson County Commission employees effective March 18, 2013.**

# AGENDA REQUEST FORM

Name: Angie Banks

Department or Entity: Assessor

Estimation of amount of time needed for appointment: 5-10 min.

Date Requested – 1<sup>st</sup> Choice: March 21, 2013

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

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

Subject: Divorce/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:

**AGENDA REQUEST FORM**

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



Name: Cheryl Keyrouze

Department or Organization: Communication Outreach of Jefferson County

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1<sup>st</sup> Choice: 3/21/13

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

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

Subject (Wording to be placed on agenda):

**Jefferson County Day at the Capitol – April 8, 2013**

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

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: CLKeyrouze@gmail.com

Phone number: 518.583.7897



**COMMUNICATION OUTREACH**  
**JEFFERSON COUNTY | WEST VIRGINIA**

Communication Outreach  
Of Jefferson County, WV  
PO Box 1382  
Shepherdstown, WV 25443

March 14, 2013

Board of Directors

Cheryl Keyrouze - President  
Chuck Ellison -- Vice President  
Tish Appignani -- Secretary  
Bill Cummings - Treasurer  
Heather Morgan -- Charles Town  
Nelson Parkinson - Ranson  
Tara Sanders Lowe -- Shepherdstown  
Bryan Clark -- Jefferson County  
Julie Siler -- Jefferson County  
Maria Catignani - Jefferson County  
Todd Coyle -- Jefferson County  
Rob Losey -- Jefferson County  
Gail Boober -- Jefferson County

*Communication Outreach of Jefferson County*

*is an all-volunteer, non-partisan, non-denominational outreach organization structured to help benefit and increase the communications between Jefferson County Residents, Local Governments and West Virginia State Government through fact finding and sharing information.*

Jefferson County Day was originated through a passed resolution in 2010 and February 21<sup>st</sup> of 2011, was the first Annual Jefferson County Day at the Capitol, in Charleston, WV.

This upcoming year, Jefferson County Day at the Capitol will be held on Monday, April 8, 2013 in the Rotunda of our beautiful Capitol Building in Charleston, WV.

We will be leaving Charles Town at 10AM on Sunday, April 7, 2013 and returning to Charles Town on April 8, 2013 at 9:30PM

Communication Outreach will be following the same itinerary/format as in years past of having a gathering on Sunday evening, the 7<sup>th</sup>, for networking and then up early in the morning on the 8<sup>th</sup>, to set up represented presentations in the Capitol's Rotunda.

At noon we will break down and the Jefferson County constituency will be free between noon - 4PM. During this time period we will be able to hear either our regarded

Citation being read and passed for us in the House of Delegates, or hear a Resolution being read for us and passed in the Senate. The Jefferson County group will also be able to meet with elected officials that represent Jefferson County organizations in one aspect or another and see how their elected officials make an impact with the way they vote and the decisions that they make.

At 4PM we will be back on the bus to Charles Town.

In support of Jefferson County Day, Communication Outreach of Jefferson County would like to ask that our County support the funding of \$1,000 to go towards the cost of transportation by bus to Charleston, WV with the understanding that not all people of Jefferson County can afford the costs associated with an overnight trip to Charleston. The expense of meals and hotel costs are up to the individual.

A five-hour bus trip is also the perfect time for people from around Jefferson County to meet, network and form partnerships to better our region.

It is the goal of Communication Outreach to bring our County and Capital closer together while introducing different Jefferson County organizations to one another.

Below you will find letters of support from some of our participants from last year:

**Shepherd University had Jose Luis Moreno represent the university for Jefferson County Day 2012 --**

**I had a great experience attending JC Day. I met a large number of people that are very committed to making Jefferson County a welcoming place for families and businesses. I was very fortunate to see first-hand our political system. I also learned how committed the people of Jefferson County are to moving their community forward in a positive direction. I feel that Shepherd University is a very important member of the Jefferson County community. I am very proud to have had the opportunity to represent Shepherd University at this event.**

**Jose Luis Moreno**

**Jose Luis Moreno  
Graduate Assistant  
Student Conduct/ Washington Gateway  
Shepherd University  
P.O. Box 5000  
Shepherdstown, WV 25443  
304.876.5729  
jmoreno@shepherd.edu**

**\*\*\***

As always I felt that the trip was well worth the effort. As you know I go as representative for many different organizations, but it is all tied together through tourism and economic development. I always enjoy the camaraderie of the group and listening to the many diversified conversations and points that the individuals have on their mind. I had the opportunity to be with Paul Espinoza and learn about the problems with copper theft in this area and how the legislators are trying to put together a bill to help stem the tide of these thefts. I was not aware of the threat to our community. I was able to make contact with several of our legislators about issues concerning two of my projects. Happy Retreat and the Burr House are key historical units in our area and we need to preserve and protect them.

I think this years trip was better than last year because the individuals that attended seemed to be better prepared for the opportunity to delve into our government and seek the information that they wanted to find out. I will be ready for another adventure next year, who knows the Governor may actually be there next year!!!!!!!

Nelson Parkinson  
[parkinsonnd@aol.com](mailto:parkinsonnd@aol.com)

\*\*\*

As I have become more interested and integrated into Jefferson County, I have also become increasingly curious about the inner workings of the government and communities that we live in. Jefferson County has been thought of as disconnected from the rest of our state of West Virginia for a variety of reasons and Jefferson County Day is an important way to help bridge that disconnect. It is important for our elected legislators to see us & hear us in person, but it is also important for those of us running businesses and those of us that want to make a difference in our County and our State to make the effort to trek up to Charleston to have a greater understanding of how and why changes are or aren't made.

Also, in our daily lives, it is sometimes hard to slow down and find time to learn and to listen to what others are passionate and knowledgeable about. I learned about Parks and Rec, Science, Politics, our Phone System Technology, Fracking, Government and much more on the bus ride and during our trip.

We had the pleasure of a visit to the Governor's Mansion, we set up booths in the State Capitol for our organization while the House and the Senate were in session and we even had a couple of hours to go across the park to the WV Museum and learn about the long history of West Virginia. I accepted a resolution in the Senate and a citation in the House recognizing the year long celebration of Shepherdstown turning 250 years old this year which was very exciting as well. My experience was extremely positive and fruitful both professionally and personally and I hope to go back again next year!

Thank you!

Tara Sanders Lowe  
Director of Advertising  
The Observer  
[tara@wvobserver.com](mailto:tara@wvobserver.com)

\*\*\*

Jefferson County Day was very productive venue for meeting and learning from others from Jefferson

County and developing new and stronger relationships, especially unanticipated ones. It made me wonder if it wouldn't be useful to have a "Jefferson County Day" in the County!

We were able to meet with our legislators formally and informally which is always useful; however it was unfortunate that being a holiday there wasn't the opportunity to possibly meet with state staff people.

I recommend the trip and hope to participate again, perhaps on a workday next time? Keep up the excellent promotional work.

Thanks,  
Joe Anderson

\*\*\*

The trip had many potential benefits for attendees in the proper context. We took part (Agriculture) because we were under represented in past years but we lacked a legislative agenda. Individuals with specific laws or problems had an invaluable opportunity to push their case forward, but we did not have such specifics to push. This made our presence less beneficial to us, and a wasted opportunity. In the years to come, individuals or groups with specific legislative agendas and special interest groups associated with Agriculture should be the Ag rep at Jefferson County Day. We were honored to participate, and would like to help with any future Ag groups who participate but in my opinion for the county to get the full effect from the event, every participant needs some specific agenda to pursue.

Sincerely  
Michael Harman

Extension Instructor - Extension Agent  
Agriculture & Natural resources  
1948 Wiltshire Road, Suite 3  
Kearneysville, WV 25430-9644  
phone 304-728-7413

\*\*\*

When you asked, I really wasn't sure what the trip was about and went along to sort of scope it out.

I felt that it gave me a chance to have an adventure with some local folks that I would not normally have had the chance to. I had some great conversations about everything from business to sustainability, and found out more about what others in the community do, think, want and need.

For the first time I felt that our business, Earth Vibe Productions, was accepted as a viable business in the area and had something of worth to offer our community.

The chance to exchange ideas and info, to network, to gain understanding and to stand united with our community gave me a wealth of confidence and validation for what I do.

And the chance to use my music as a connecting energy was a shining moment in my long career. (I've had much response about the FB photos, from people wanting to know what office I was running for to my "day work" folks emailing me just to say "Cool")

Thank you for the opportunity and I intend to encourage more of my partners to attend next year.

I've always been proud to be from WV, but now I feel more apart of, and more proud to be from, JEFFERSON COUNTY.

I came back jazzed and excited to be doing business here. And I look forward to growing.

As someone who's roots in this county go back many generations, thank you for organizing this.

I look forward to doing this again.

Todd

Todd Coyle  
Earth Vibe Productions & Events, LLC  
210 E Liberty St  
Charles Town WV 25414  
304-728-9725  
Cell 304-283-5001  
todd@earthvibeproductions.com  
www.earthvibeproductions.com  
\*\*\*

Being new to the WV business community and the political process in general, I have been very impressed with the ease of access to our representatives and key people throughout the state government. We operate an "agri-tourism" business, therefore people in the Depts. of Tourism and Agriculture are obviously very important for us to know. Visiting the Capitol gave me a great opportunity to visit with key people in these Depts. Our business, distilling, as you can imagine, is regulated quite heavily. Most regulations certainly serve good purpose, however there are a few that hold us back from building our small WV business.

The access to our lawmakers in an excursion such as this is just great and allows for a relaxed exchange of ideas with people who can make a difference. Ironically, traveling to Charleston gave me a great chance to meet and chat with many Jefferson County people that I may have never met in Jefferson County. Probably the biggest take away from the trip was an affirmation that our representatives are really in place to serve us; they are genuinely concerned with our needs and work hard to truly serve their constituents. It can become very easy to just stand back and damn the system, the laws, the perceived ignorance of our representatives, and all of the barriers to our happiness and success. This trip makes it equally easy to take part in the system, to learn, to educate and step forward to success rather than just sit idly letting others set your course.

Warm regards,  
Rob Losey  
Bloomery Plantation Distillery  
16357 Charles Town Road, Charles Town, WV 25414  
LLosey@aol.com 304-725-3036

**AGENDA REQUEST FORM**

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



Name: Randy Funkhouser

Department or Organization: Charles Town HBPA

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

Date Requested – 1<sup>st</sup> Choice: March 21

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

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

Subject (Wording to be placed on agenda):

Proposed legislation  
and its effect on the local economy

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

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

Are documents attachments? Yes  No

If not, explain:

Is a projector needed? Yes  No

Contact information:

Email address: cthbpa@yahoo.com

Phone number: 304-725-1535



CHARLES TOWN HBPA  
PO BOX 581  
CHARLES TOWN, WV 25414

PHONE (304) 725-1535

FAX (304) 728-2113

**FAX COVER SHEET**

**TO:** Nichelle (304) - 725 - 7916

**FROM:** Maria A. Catignani

**Number of pages including cover page**

**Message:** Nichelle:

Contact Patti Evans or me  
if you need addl info.

As we discussed, if Randy is  
"stuck" in Charleston, we may  
have to remove him from  
the agenda.

Thank you in advance  
for your cooperation.

Maria

**AGENDA REQUEST FORM**

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



Name: Roger Ramey

Department or Organization: Hollywood Casino at Charles Town Races & Slots

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: 03/21/2013

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

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

Subject(Wording to be placed on agenda): Proposed legislation and its effect on the economy

Guidelines: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

Contact information:

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

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

## AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County C ommission

Estimation of amount of time needed for appointment: 5 -10 min.

Date Requested – 1<sup>st</sup> Choice: March 21, 2013

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

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

Subject: Interview and appointment to the Harpers Ferry/Bolivar PSD for an unexpired term ending June 30, 2014

Please provide the County Commission with a description of your request or presentation, including any background information: There has been a vacancy since December 2012, when a member resigned.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Move to approve \_\_\_\_\_ to the Harpers Ferry/Bolivar PSD for an unexpired term ending June 30, 2014.**

Are documents attached? No

If not, please explain:

Is a projector needed? **NO**

**Contact information:**

Email Address:

Phone number:

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

---

Dear County Commissioners

3/1/2013

On behalf of the Harpers Ferry-Bolivar PSD, I would like to recommend Mr. Edmund Stazyk for the open position of Secretary on the Districts Board of Directors. I feel the Mr. Stazyk would be an asset to the PSD with his knowledge of business organization and his background in the field.

Sincerely,



Robert Hardy, Treasurer Harpers Ferry-Bolivar PSD

**RECEIVED**

MAR 04 2013

**Jefferson County Commission**

November 13, 2012

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

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

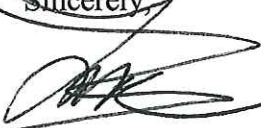
Re: Resignation Letter

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

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

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

Sincerely

  
Frank Donadio  
Bolivar town Council  
Bolivar-Harpers Ferry PSD

**RECEIVED**

NOV 29 2012

**Jefferson County Commission**



# JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT  
*Patsy Noland*

VICE PRESIDENT  
*Dale Manuel*

COMMISSIONER  
*Frances Morgan*

COMMISSIONER  
*Walt Pellish*

COMMISSIONER  
*Lyn Widmyer*

November 29, 2012

Frank Donadio  
P.O. Box 667  
Harpers Ferry, WV 25425

Dear Mr. Donadio:

The County Commission of Jefferson County has received your letter resigning from the Harpers Ferry/Bolivar Public Service District.

On behalf of the Commission, I want to thank you for your time and effort spent in serving on the Harpers Ferry/Bolivar Public Service District. 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*

HARPERS FERRY/BOLIVAR PUBLIC SERVICE DISTRICT

P.O. Box 235  
192 Lake Quigley Drive  
Harpers Ferry, WV 25425  
304-535-2390 Fax 304-535-2524

Frank Donadio  
P.O. Box 667  
Harpers Ferry, WV 25425  
h: 535-1778  
6 years 06/30/2014

James A. Addy  
Mayor of Harpers Ferry  
P.O. Box 217  
Harpers Ferry, WV 25425  
w: 535-2206 Fax: 535-6520  
6 years 06/30/2016  
Secretary

Robert J. Hardy  
Mayor of Bolivar  
1343 W. Washington Street  
Harpers Ferry, WV 25425  
h: 535-2450  
6 years 06/30/2018  
Treasurer

Staff

Ed Tennant, Administrator  
Jim Williams, Field Superintendent  
Jimmy Williams, Plant Operator  
David E. Tennant, Assistant Operator

16-13A-3

RECEIVED

Dr. James Arthur Addy

DEC 13 2012

630 Fillmore Street  
P. O. Box 34  
Harpers Ferry, WV 25425  
Phone: 304-535-2619  
Email: fillmorebb@aol.com

Jefferson County Commission

13 December, 2012

Dear Commissioner Widmyer:

As you may know, there is a vacancy on the Harpers Ferry/Bolivar PSD Commission as a result of Mr. Frank Donadio's resignation.

I am informed that Mr. John Heafer may apply for the position.

Please be advised that I as Chairman of the PSD am opposed to Mr. Heafer's appointment because of management problems when he supervised the Harpers Ferry Water Works. While I was mayor of Harpers Ferry, Mr. Heafer was insubordinate, issued fraudulent time sheets for himself and his employees; was indifferent to maintenance of the water plant infrastructure.

Previously, Mr. Heafer was involved in inappropriate personal water usage.

If Mr. Heafer is appointed, I will resign from the Commission.

Thank you for understanding my position.

Sincerely  
James A. Addy

HARPERS FERRY/BOLIVAR PUBLIC SERVICE DISTRICT

P.O. Box 235  
192 Lake Quigley Drive  
Harpers Ferry, WV 25425  
304-535-2390 Fax 304-535-2524

VACANT

6 years 06/30/2014 (Donadio Resigned 12/12)

James A. Addy  
Mayor of Harpers Ferry  
P.O. Box 217  
Harpers Ferry, WV 25425  
w: 535-2206 Fax: 535-6520  
6 years 06/30/2016  
Secretary

Robert J. Hardy  
Mayor of Bolivar  
1343 W. Washington Street  
Harpers Ferry, WV 25425  
h: 535-2450  
6 years 06/30/2018  
Treasurer

Staff

Ed Tennant, Administrator  
Jim Williams, Field Superintendent  
Jimmy Williams, Plant Operator  
David E. Tennant, Assistant Operator

**16-13A-3**



# AMERICAN UNIVERSITY

W A S H I N G T O N , D C

DEPARTMENT OF PUBLIC ADMINISTRATION AND POLICY

**RECEIVED**

February 22, 2013

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

**FEB 22 2013**

**Jefferson County Commission**

Dear Members of the Jefferson County Commission,

I am writing to express my interest in serving as a board member on the Harpers Ferry-Bolivar Public Service District (PSD). My wife and I became residents of Bolivar in June 2011. Although we are relatively new to the area, I am deeply committed to the community and would like to volunteer my time and skills to assist in shaping our community's future.

My interest in joining the PSD board is driven primarily by my desire to serve our local community. It is my home and I look forward to spending many years here. I also believe strongly in the value of local governance and its role in protecting and promoting citizens' interests. As evidence of this fact, I have devoted my career to the study of United States (US) governments, especially local governments. In fact, I hold a doctorate degree in public administration from the University of Kansas, which is widely regarded as the premier local government program in the US. I am currently a faculty member in the Department of Public Administration and Policy at American University in Washington, DC.

In addition to my academic training, I have also served as a consultant and conducted evaluations on a range of issues at the federal, state, and local levels of government. These experiences have provided me the opportunity to better understand the challenges facing local governments, and I hope to have the opportunity to bring my skills and talents to bear as member of the PSD.

I respectfully request your consideration and support in being appointed to the PSD. I have included a copy of my curriculum vitae along with this letter and am happy to answer any questions you may have. Thank you.

Sincerely,

*Edmund C. Stazyk*

Dr. Edmund C. Stazyk  
Assistant Professor

American University, School of Public Affairs  
Department of Public Administration and Policy  
4400 Massachusetts Avenue, NW 20016-8070  
Phone: 202-885-6362  
E-Mail: [stazyk@american.edu](mailto:stazyk@american.edu)

OR 1181 West Washington Street  
PO Box 713  
Harpers Ferry, WV 25425  
Phone: 440-668-5498

# Edmund C. Stazyk

## Curriculum Vitae

American University  
Department of Public Administration & Policy  
4400 Massachusetts Avenue, NW  
Ward Building, Room 342  
Washington, DC 20016-8070

Phone: (202) 885-6362  
Fax: (202) 885-2347  
E-Mail: [stazyk@american.edu](mailto:stazyk@american.edu)  
Web: [www.ecstazyk.com](http://www.ecstazyk.com)

### PROFESSIONAL EXPERIENCE

Assistant Professor, Department of Public Administration & Policy, School of Public Affairs,  
American University (Fall 2009 – Present)

### EDUCATION

Ph.D. Public Administration (with Honors), University of Kansas – Lawrence, KS (2009)  
Specializations: Organizations and Organizational Behavior, Public Management, and  
Quantitative Methods

Dissertation: *Striking a Balance: The Role of Person-Organization Fit in Shaping Employee  
Turnover Intentions and Job Satisfaction*

Committee: Sanjay K. Pandey (Chair), H. George Frederickson, John Nalbandian, Justin  
Marlowe, Jared J. Llorens, and Alesha Doan

M.P.A. University of Akron – Akron, OH (2006)  
Specializations: Public Personnel Management and Policy and Program Evaluation

B.A. Miami University – Oxford, OH (2002)  
Major: Public Administration; Minor: Classical Literature

### RESEARCH & TEACHING INTERESTS

Public administration theory, organization theory and behavior, public management, local  
government, human resource management, and ethics

### PUBLICATIONS

#### Articles

Langbein, Laura, and Edmund C. Stazyk. (Forthcoming). "Vive la Différence? The Impact of Diversity  
on the Turnover Intention of Public Employees and Performance of Public Agencies." *International  
Public Management Journal*.

Davis, Randall S., and Edmund C. Stazyk. (Forthcoming). "Making Ends Meet: How Reinvention Reforms Can Complement Public Service Motivation." *Public Administration*.

Stazyk, Edmund C. (Forthcoming). "Crowding Out Public Service Motivation? Comparing Theoretical Expectations with Empirical Findings on the Influence of Performance-Related Pay." *Review of Public Personnel Administration*, first published on July 24, 2012 as doi: 10.1177/0734371X12449839.

Stazyk, Edmund C., Sanjay K. Pandey, and Bradley E. Wright. (2011). "Understanding Affective Organizational Commitment: The Importance of Institutional Context." *American Review of Public Administration* 41(6): 603-624. **[Lead Article]**.

Stazyk, Edmund C., and Holly T. Goerdel. (2011). "The Benefits of Bureaucracy: Public Managers' Perceptions of Political Support, Goal Ambiguity, and Organizational Effectiveness." *Journal of Public Administration Research and Theory* 21(4): 645-672.

Llorens, Jared J., and Edmund C. Stazyk. (2011). "How Important Are Competitive Wages? Exploring the Impact of Relative Wage Rates on Employee Turnover in State Government." *Review of Public Personnel Administration* 31(2): 111-127. **[Lead Article]**.

Durant, Robert F., Edmund C. Stazyk, and William G. Resh. (2010). "Faithful Infidelity: 'Political Time,' George W. Bush, and the Paradox of 'Big Government Conservatism'." *Review of Public Personnel Administration* 30(4): 379-403.

## **Book Chapters**

Stazyk, Edmund C., and Raymond W. Cox III. (Forthcoming). "Enforcement of Ethics Rules: Ethics Commissions in the United States." In U. Omurgonulsen and M. K. Oktem (Eds.), *Public Service Ethics: An International Perspective* (Chapter 10).

Stazyk, Edmund C., Randall S. Davis, Pablo Sanabria, and Sarah Pettijohn. (Forthcoming). "Working in the Hollow State: Exploring the Links between Public Service Motivation, Contracting, and Collaboration." In Y. K. Dwivedi, M. A. Shareef, S. K. Pandey, and V. Kumar (Eds.), *Public Administration Reformation: Market Demand from Public Organizations*.

Frederickson, H. George, and Edmund C. Stazyk. (2010). "Myths, Markets, and the 'Visible Hand' of American Bureaucracy." In R. F. Durant (Ed.), *The Oxford Handbook of American Bureaucracy*, 349-371. New York: Oxford University Press.

Frederickson, H. George, and Edmund C. Stazyk. (2010). "Ranking US Public Affairs Educational Programmes: Searching for Quality, Finding Equilibrium?" In H. Margetts, P. 6, and C. Hood (Eds.), *Paradoxes of Modernization: Unintended Consequences of Public Policy Reform*, 63-80. Oxford: Oxford University Press.

Pandey, Sanjay K., and Edmund C. Stazyk. (2008). "Antecedents and Correlates of Public Service Motivation." In J. L. Perry and A. Hondeghem (Eds.), *Motivation in Public Management: The Call of Public Service*, 101-117. New York: Oxford University Press.

## **Reviews/Commentaries/Newsletters/Symposia**

Stazyk, Edmund C. (2013). Review of "Rethinking Public Sector Compensation: Whatever Happened to the Public Interest?" *Review of Public Personnel Administration* 33(1): 108-111.

Stazyk, Edmund C. (2012). "Creating Public Value in a Multi-Sector, Shared Power World." IRSPM Newsletter (September).

Stazyk, Edmund C. (2011). "Public Service Motivation and Person-Environment Fit." *PUBLIC* 23(May).

Stazyk, Edmund C. (2010). Review of "The Struggle to Limit Government: A Modern Political History." *Public Organization Review* 10(4): 399-401.

Durant, Robert F., Edmund C. Stazyk, and William G. Resh. (2010). "Introduction: Symposium on HRM, 'Big Government Conservatism,' and the Personnel Legacy of George W. Bush." *Review of Public Personnel Administration* 30(4): 372-378.

## **WORKS UNDER REVIEW**

Stazyk, Edmund C., and Randall S. Davis. "Taking the 'High Road': Does Public Service Motivation Alter Ethical Decision-Making Processes?" ~ Revise and Resubmit at *Public Administration*.

Davis, Randall S., and Edmund C. Stazyk. "Developing and Testing a New Goal Ambiguity Taxonomy."

Langbein, Laura, and Edmund C. Stazyk. "The Anatomy of Retention in the Federal Government: Why Should Productive Workers Stay?"

Langbein, Laura, and Edmund C. Stazyk. "For Love or Money? Pay-for-Performance in the Federal Government."

## **WORKS IN PROGRESS**

Stazyk, Edmund C. "Public Service Motivation and Job Satisfaction: The Role of Fit and Mission Valence."

Stazyk, Edmund C. "Striking a Balance: The Role of Person-Organization Fit in Shaping Employee Turnover Intentions and Job Satisfaction."

Stazyk, Edmund C., and Randall S. Davis. "Decision-Making and Public Service Motivation: Examining the Public Values Link."

Stazyk, Edmund C., and Randall S. Davis. "Exploring the Links between Work Environment, Public Values, and Citizen Participation."

Stazyk, Edmund C., Randall S. Davis, and Jiaqi Liang. "Examining the Links between Organizational Goal Ambiguity and Workforce Diversity."

Davis, Randall S., and Edmund C. Stazyk. "A Fresh Take on Affective Commitment: Applying a New Goal Ambiguity Taxonomy."

Davis, Randall S., Amanda Girth, and Edmund C. Stazyk. "Contract Performance in Federal Agencies: Assessing the Impact of Incentives on Contract Outcomes."

Davis, Randall S., Amanda Girth, and Edmund C. Stazyk. "The Social and Technical Determinants of Contract Performance: Resource Availability, Rules, Discretion, and Ethical Climate."

Durant, Robert F., and Edmund C. Stazyk. "Why Public Service Matters: Public Managers, Public Policy, and Democracy."

- **Under Contract with Palgrave Macmillan**

Frederickson, H. George, and Edmund C. Stazyk. "Sustainability Properly Understood."

Kelman, Steven, Laura Langbein, and Edmund C. Stazyk. "Diversity, Tasks, and the Performance of Public Sector Employees."

Nye, Robert, Edmund C. Stazyk, and Randall S. Davis. "Observing the Relationship between Slack Resources, Fiscal Slack, and Organizational Performance within Local Government."

## **PRESENTATIONS**

### **Academic Conferences**

"A Fresh Take on Affective Commitment: Applying a New Goal Ambiguity Taxonomy" (with Randall Davis). Forthcoming presentation during the 12<sup>th</sup> Biannual Public Management Research Conference. Madison, WI (June 20 – 22, 2013).

"Diversity, Tasks, and the Performance of Public Sector Employees" (with Steven Kelman and Laura Langbein). Forthcoming presentation during the 12<sup>th</sup> Biannual Public Management Research Conference. Madison, WI (June 20 – 22, 2013).

"The Anatomy of Retention in the Federal Government: Why Should Productive Workers Stay?" (with Laura Langbein). Presented during the 34<sup>th</sup> Annual Association for Policy Analysis and Management Research Conference. Baltimore, MD (November 8 – 10, 2012).

"Examining the Links between Organizational Goal Ambiguity and Workforce Diversity" (with Randall S. Davis and Jiaqi Liang). Presented during the 34<sup>th</sup> Annual Association for Policy Analysis and Management Research Conference. Baltimore, MD (November 8 – 10, 2012).

"The Social and Technical Determinants of Contract Performance: Resource Availability, Rules, Discretion, and Ethical Climate" (with Randall S. Davis and Amanda Girth). Presented during the 34<sup>th</sup> Annual Association for Policy Analysis and Management Research Conference. Baltimore, MD (November 8 – 10, 2012).

"Exploring the Links between Work Environment, Public Values, and Citizen Participation" (with Randall S. Davis). Presented during the Creating Public Value in a Multi-Sector, Shared-Power World Research Symposium. Minneapolis, MN (September 20 – 22, 2012).

"The Anatomy of Retention in the Federal Government: Why Should Productive Workers Stay?" (with Laura Langbein). Presented during the 70th National Conference of the Midwest Political Science Association. Chicago, IL (April 12 – 15, 2012).

"Observing the Relationship between Slack Resources, Fiscal Slack, and Organizational Performance within Local Government" (with Robert Nye). Presented during the 54<sup>th</sup> Annual Conference of the Western Social Science Association. Houston, TX (April 11 – 14, 2012).

"Viva la Différence? The Impact of Diversity on the Job Satisfaction of Public Employees and Performance of Public Agencies" (with Laura Langbein). Presented during the 33<sup>rd</sup> Annual Association for Policy Analysis and Management Research Conference. Washington, DC (November 3 – 5, 2011).

"Working in the Hollow State: Exploring the Links between Public Service Motivation, Contracting, and Collaboration" (with Randall S. Davis, Sarah Pettijohn, and Pablo Sanabria). Presented during the 11<sup>th</sup> Biannual Public Management Research Conference. Syracuse, NY (June 2 – 4, 2011).

"Viva la Différence? The Impact of Government Employee Diversity on Job Performance and Satisfaction" (with Laura Langbein). Presented during the 11<sup>th</sup> Biannual Public Management Research Conference. Syracuse, NY (June 2 – 4, 2011).

"Viva la Différence? The Impact of Government Employee Diversity on Job Performance and Satisfaction" (with Laura Langbein). Presented during the 69<sup>th</sup> National Conference of the Midwest Political Science Association. Chicago, IL (March 31 – April 3, 2011).

"Ethical Conduct: Does Public Service Motivation Change Decision Processes?" Presented during the 72<sup>nd</sup> Annual Conference of the American Society for Public Administration. Baltimore, MD (March 11 – 15, 2011).

"Diversity and Public Service Motivation: Implications for Human Capital Strategies in Government Agencies" (with David W. Pitts). Presented during the 32<sup>nd</sup> Annual Association for Policy Analysis and Management Research Conference. Boston, MA (November 4 – 6, 2010).

"Diversity, Socialization, and Public Service Motivation: Implications for Human Capital Management in Public Organizations" (with David W. Pitts). Presented during the 1<sup>st</sup> 'Off-Year' Research Conference of the Public Management Research Association (co-sponsored by the International Research Society for Public Management). Hong Kong, China (October 14 – 16, 2010).

"Faithful Infidelity: 'Political Time,' George W. Bush, and the Paradox of 'Big Government Conservatism'" (with Robert F. Durant and William G. Resh). Presented during the 2010 Annual Meeting and Exhibition of the American Political Science Association. Washington, DC (September 2 – 5, 2010).

"Public Service Motivation and Job Satisfaction: The Role of Fit and Mission Valence." Presented during the 2010 Annual Meeting of the Academy of Management. Montréal, Canada (August 6 – 10, 2010).

"Decision-Making and Public Service Motivation: Exploring the Role of Local Government Values." Presented during the 68<sup>th</sup> National Conference of the Midwest Political Science Association. Chicago, IL (April 22 – 25, 2010).

"The Management in Public Management: A Canonical Perspective" (with H. George Frederickson). Presented during the 14<sup>th</sup> International Research Society for Public Management Conference. Bern, Switzerland (April 7 – 9, 2010).

"Crowding Out Intrinsic Motivation? The Role of Performance-Related Pay." Presented during the 10<sup>th</sup> Biannual Public Management Research Conference. Columbus, OH (October 1 – 3, 2009).

"The Importance of Competitive Wage Rates: Uncovering the Impact of Public/Private Wage Differentials on Employee Turnover" (with Jared J. Llorens). Presented during the 10<sup>th</sup> Biannual Public Management Research Conference. Columbus, OH (October 1 – 3, 2009).

"Striking a Balance: The Role of Person-Organization Fit in Shaping Employee Turnover Intentions and Job Satisfaction in Local Government Employees." Presented during the International Public Service Motivation Research Conference. Bloomington, IN (June 7 – 9, 2009).

"The Role of Ethics Commissions in Ethical Management (Does the Dominance of Legalistic and Reporting Approaches to Ethics Result in Better Compliance, but Lesser Ethic Understanding?)." Presented during the 69<sup>th</sup> Annual Conference of the American Society for Public Administration. Dallas, TX (March 7 – 11, 2008).

"Are Professional Local Governments 'Leaner and Meaner'?" (with Justin Marlowe and Sanjay K. Pandey). Presented during the 69<sup>th</sup> Annual Conference of the American Society for Public Administration. Dallas, TX (March 7 – 11, 2008).

"Antecedents and Correlates of Public Service Motivation" (with Sanjay K. Pandey). Presented during the 2007 Annual Meeting of the Academy of Management. Philadelphia, PA (August 3 – 8, 2007).

"Understanding Organizational Commitment: A Public Sector Model" (with Sanjay K. Pandey and Bradley E. Wright). Presented during the 2007 Annual Meeting of the Academy of Management. Philadelphia, PA (August 3 – 8, 2007).

"Personal Characteristics of Juvenile Arrestees Involved in Acts of Prostitution" (with Tiffani Everett). Presented during the Prostitution, Sex Work, and the Commercial Sex Industry Conference. Toledo, OH (September 29 – 30, 2005).

### **Panel Chair/Discussant**

Panel Discussant, *Educational Performance: The Role of Performance Management, Motivation and Innovation*, 34<sup>th</sup> Annual Association for Policy Analysis and Management Research Conference. Baltimore, MD (November 8 – 10, 2012).

Session Chair, *Job Satisfaction*, 2010 Annual Meeting of the Academy of Management. Montréal, Canada (August 6 – 10, 2010).

Panel Discussant, *Theoretical and Conceptual Approaches towards Public Management*, 14<sup>th</sup> International Research Society for Public Management Conference. Bern, Switzerland (April 7 – 9, 2010).

### **Invited Talks**

“Sustainability: Conceptually Mapping the Search for an Intergenerational Moral Order” (with H. George Frederickson). Indiana University—Bloomington, School of Public and Environmental Affairs and the Workshop in Political Theory and Policy Analysis (November 21 – 23, 2010).

### **Professional Conferences & Meetings**

“Surveillance of Drug Abuse in Cuyahoga County, Ohio (June – December 2005).” Ohio Department of Alcohol and Drug Addiction Services Ohio Substance Abuse Monitoring (OSAM) Network Core Scientific Committee Meeting (February 3, 2006).

“Methamphetamine Use (January – June 2005). Ashtabula, Mahoning, and Columbiana Counties: An OSAM Targeted Response Initiative.” Prepared for the Ohio Department of Alcohol and Drug Addiction Services. Ohio Department of Alcohol and Drug Addiction Services Ohio Substance Abuse Monitoring (OSAM) Network Core Scientific Committee Meeting (June 24, 2005).

## **TEACHING**

American University, Department of Public Administration & Policy

- Human Resource Management Strategies/Managing Human Capital Assets (Master’s)
- The Individual and the Organization (Master’s)
- Organizational Analysis (Master’s)
- Organizational Behavior and Human Resource Management (Doctoral)
- Organization Theory (Doctoral)

University of Kansas, Department of Public Administration

- Bureaucracy, Public Administration, and the Private Sector (Undergraduate)
- Organization Theory and Behavior (Undergraduate)

University of Kansas, Office of Continuing Education

- Introduction to Public Administration (Undergraduate)

## **HONORS AND AWARDS**

SPA Scholars Program, \$5000 Research Grant (Spring 2013)

Listed *Who’s Who in America 2011*

International Faculty Travel Award, American University (2010 – 2011)

2010 Annual Meeting of the Academy of Management Best Paper Award

International Faculty Travel Award, American University (2009 – 2010)

Summer Research Fellowship, Office of Research & Graduate Studies, University of Kansas (2009)

Thomas Page and Barbara Kester Scholar, University of Kansas (2007 – 2008; 2008 – 2009)

Pi Alpha Alpha (2005)

Seasongood Fellow, Agnes and Murray Seasongood Good Government Foundation (5/2001 – 8/2001)

### **ACADEMIC SERVICE**

Committee Member, School of Public Affairs Steering Committee, American University (Spring 2013 – Present)

Doctoral Admissions Committee, Department of Public Administration and Policy, American University (Spring 2013)

Board Member, International Research Society for Public Management (Spring 2012 – Present)

Doctoral Admissions Committee, Department of Public Administration and Policy, American University (Spring 2012)

Fulbright Campus Committee, American University (October 11, 2011)

Coordinator for Student Exit Surveys, Department of Public Administration and Policy, American University (Fall 2011 – Present)

School of Public Affairs Librarian Search Committee, American University (Fall 2011 – Spring 2012)

School of Public Affairs Dissertation Fellowship Committee, American University (Spring 2011)

Veni Grant, Independent Reviewer, Netherlands Organisation for Scientific Research, Council for the Social Sciences (3/2011)

Public Policy and Administration Faculty Search Committee, Department of Public Administration and Policy, American University (Fall 2010 – Spring 2011)

Nonprofit Management Faculty Search Committee, Department of Public Administration and Policy, American University (Fall 2010 – Spring 2011)

Education Policy Committee, School of Public Affairs, American University (Fall 2009 – Present)

School of Public Affairs Dissertation Fellowship Committee, American University (Spring 2010)

Panelist, *The Effective Use of Case Studies in Teaching*, 21<sup>st</sup> Annual Ann Ferren Teaching Conference, American University (January 8, 2010)

Newsletter Editor, *Management Matters*, Public Management Research Association (Summer 2008 – Summer 2009)

Ph.D. Dissertation Committees:

- Erich Dietrich, American University (Spring 2012 – Present)
- Robert Seidner, University of Illinois – Chicago, IL (Spring 2011 – Present)
- Pablo Sanabria, American University (Fall 2010 – Summer 2012)
- Jaclyn Schede, American University (Fall 2010 – Present)

Undergraduate Student Capstone Advisor:

- Ryan Carter, American University (Fall 2011 – Spring 2012)

American University, Independent Study Instructor:

- Mandi Janis, PhD (Fall 2012)
- Sarah Towne, PhD (Fall 2012)
- Sean Standley, MPP (Summer 2011)
- Pablo Sanabria, PhD (Summer 2010)

Occasional Reviewer for:

- Academy of Management Annual Meeting
- American Review of Public Administration
- International Public Management Journal
- Journal of Health Organization and Management
- Journal of Public Administration Research and Theory
- Policy Studies Journal
- Public Administration: An International Quarterly
- Public Administration Review
- Public Management Review
- Public Organization Review
- Public Performance and Management Review
- Review of Public Personnel Administration
- State and Local Government Review

## **MEMBERSHIPS & ASSOCIATIONS**

Member of:

- Academy of Management
- American Political Science Association
- American Society for Public Administration
- Association for Public Policy Analysis and Management
- International City/County Management Association
- International Public Management Association for Human Resources
- International Research Society for Public Management
- Midwest Political Science Association
- Public Management Research Association

## **MEDIA APPEARANCES & INTERVIEWS**

Martinez, Jose. (2011, May 8). Town Warns Workers on Web Rules. *The Boston Globe* (Boston, MA).

Erb, Robin. (2005, September 30). Conference at UT Focuses on Prostitution, Sex Trade. *The Blade* (Toledo, OH).

Erb, Robin. (2006, December 29). Males Who Work as Prostitutes a Little-Known Part of Sex Industry. *The Blade* (Toledo, OH).

## **PROFESSIONAL EXPERIENCE**

Research Associate, Institute for Health and Social Policy – Akron, OH (1/2005 – 8/2006)

Projects/Grants: Substance Abuse and Mental Health Services Administration grant; Centers for Disease Control grant; National Institute on Drug Abuse grant; Administration on Aging grant; Ohio Substance Abuse Monitoring Network project; local adolescent half-way house evaluation

## **EXTRACURRICULAR ACADEMIC ACTIVITIES & COMMUNITY SERVICE**

Independent Consultant, Department of Homeland Security – Washington, DC (2/2011)

Independent Consultant, Public Management Center – Topeka, KS (6/2009 – 7/2009)

Board Member, Kansas City Curling Club – Overland Park, KS (9/2006 – 1/2009)

Independent Consultant, Cleveland Department of Health, *Substance Use and Sexual Health Assessment Survey* – Cleveland, OH (1/2006 – 8/2006)

Committee Member, Justice Management Initiative, *Case Processing Sub-Committee* – Cuyahoga County (9/2005 – 8/2006)

Committee Member, Justice Management Initiative, *Quality Assurance Workgroup* – Cuyahoga County (9/2005 – 8/2006)

**AGENDA REQUEST FORM**

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



Name: Lynn Fields

Department or Organization: Probate Office

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: March 21st, 2013

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

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

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

Please provide the County Commission with a description of your request or presentation, including any background information: to close two estates that were not eligible for closure in January Joseph Hunter estate and Hugo Hoover estate

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

Approve/Close estates

Are documents attachments? Yes  No

If not, explain:

Is a projector needed? Yes  No

Contact information:

Email address: lfields@jeffersoncountywv.org

Phone number: 304-728-3210

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

**AGENDA REQUEST FORM**

**Name:** Stephanie Grove

**Department or Entity:** Legal

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

**Date Requested – 1<sup>st</sup> Choice:** 03/21/2013

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

**If a specific date is needed, please provide reason for specific date: The matter is time sensitive and involves possible litigation. Accordingly, Commission action should occur as soon as possible.**

**Subject:** Possible Executive Session: Discussion/ Action of backpay for Deputy Sheriffs assigned to care for K-9s.

**Please provide the County Commission with a description of your request or presentation, including any background information:** This is a request to discuss reimbursement pursuant to FLSA of deputies who have been assigned a K-9 as part of their regular duties in the Sheriff's Office.

**Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):** Motion to approve back pay in the amount calculated by the Finance Office to deputy sheriffs who have been assigned K-9s.

**Attachments:**

**AGENDA REQUEST FORM**

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



Name: Debbie Keyser

Department or Organization: County Administrator

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: 03/21/2013

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

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

Subject(Wording to be placed on agenda): Approval Approval of the Jefferson County Compensation Study

Guidelines.

Please provide the County Commission with a description of your request or presentation, including any background information: Approval of the Jefferson County Compensation Study Guidelines

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

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

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

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

Contact information:

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

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

## Jefferson County Compensation Study Guidelines

March, 2013

\*\*\* D R A F T \*\*\*

The Jefferson County Compensation Study (previously known as the Jacob's Study) was developed to provide a structured process for increasing employees' salaries throughout their career in a sequential and consistent manner for all departments, including Commission and Elected employees alike. It provides an annual step increase based on the employee's salary, providing a larger increase for those at the lower end of the scale and less for those at the top end of the scale, to provide for a proportionate increase for each individual.

Annual Step Increases: The Study is designed that each employee with a Satisfactory or above employee evaluation rating is eligible for a one-step increase annually, if the one-step increase is approved by the County Commission during the budgeting process. Unless otherwise stated, an approved one step increase is effective July 1, the beginning of the fiscal year. An employee hired on or after April 1<sup>st</sup> is not eligible for the July 1<sup>st</sup> increase unless it is part of the employee's probation conditions, as approved in the employee's offer letter by the County Commission.

Longevity: At the point the employee has reached the final step in a Grade due to longevity in a position, the supervisor has the option of considering the employee red circled, meaning they no longer get an increase except for a Cost of Living adjustment to the salary chart (as granted by the Commission), or they can continue to provide an increase based on the normal increases for that Grade. The supervisor can also consider a reevaluation of their position/job duties for a reclassification, if the employee has increased job responsibilities over their long career.

Work Week Hours: The Jefferson County Compensation Study provides two different work hour categories. One is for a 70 hour week and the other is an 80 hour week. If an employee is interested in obtaining their hourly rate, use the annual salary divided by the number of hours they work (2080 for 80 hours and 1820 for 70 hours).

70 Hour Employees: The County's official hours of operation are from 9:00 a.m. to 5:00 p.m. Monday through Friday, with an unpaid hour for lunch. Therefore the typical hours of operation are 35 hours per week or 70 hours per a two-week pay period. This represents the typical hours expected for hourly or non-exempt salaried employees. Hourly or non-exempt salaried employees working above 35 hours but at or below 40 hours shall receive their regular hourly rate of pay for the additional hours. Hours above 40 shall be paid at the overtime rate. The supervisor should budget the additional hours above 70 accordingly. Comp time can be utilized per the County policy.

80 Hour Employees: Hourly or non-exempt salaried employees working 80 hours (beyond the normal open hours to the public) are to be paid based on their hourly rate for all hours worked

up to 80 hours per week. Overtime is paid above 80. Comp time can be utilized per the County policy.

Salaried exempt employees: Exempt employees are deemed to automatically be at 80 hours or as many as are needed to complete the job responsibilities, regardless of the County Office hours open to the public. Supervisors should examine the employee's job responsibilities with the Commission staff to determine if an employee is exempt or non-exempt if questions arise. Overtime is not paid for an exempt position.

Outstanding Performance: The West Virginia state code does not allow for the opportunity to provide a bonus of any type for outstanding performance since we are funded by the tax-payers. The supervisor is encouraged to provide verbal comments of appreciation, written thank you notes available through the County Administrator office, creative appreciation, or small tokens of appreciation personally funded by the supervisor.

Market Adjustments: Occasionally a job will be priced too low to be competitive and thwart efforts to hire someone outside the County government arena or to maintain an excellent long term employee. In the event a job is priced to low, documentation should be developed and presented to the Deputy Administrator for consideration of change. Documentation should include statistics from local surrounding counties, counties within the State of West Virginia, current job market prices from the local Chamber of Commerce and surrounding Chambers. If the Deputy Administrator feels a change is warranted, a presentation should be made to the County Commissioners for consideration by the supervisor, through a completed agenda request. The County Commission will consider development of a market adjustment to the salary chart during the budgeting process, as they deem appropriate.

Increase in job responsibilities: While the Jefferson County Compensation Study provides for reclassification/promotion, it suggests the only way to increase an employee is to move from one Grade to another, which is often a significant increase in salary, which is substantial for the County budget and often creates inequities among the department employees and across the County. In the event, you have an employee which takes on additional responsibilities, which increases their job description or in other words, adds value to their position, an additional one-step increase can be considered. This would entail employees which may begin supervising another employee, taking on cash management responsibilities, or cross-training to manage the office while the supervisor is out. It is important to note the increase is based on the job description and the value it brings to the County. It is not based on the individual's background or experience or related to the volume of work they produce. For example, if you hire someone with a Masters degree to be a waitress, you only pay the person based on the waitress salary and the value the waitress position brings to the restaurant. It's important to look at the position, not the person. The same would be true for increases in job responsibilities for County employees. The supervisor is responsible for providing an updated job description and meeting with the Deputy Administrator to review the job responsibilities and be vetted prior to appearing before the Commission for approval. It is recommended this process should be completed during the January/February budgeting process.

Reclassification/Promotion: This allows for an employee to move from one Grade to the next based on a promotion for significantly increased responsibilities/job title.

Salary Range: When posting an open position, the salary range can be stated between Step 1 through Step 3 of the appropriate Grade. In most instances, the employee should be hired at the Step 1 Position. However, a candidate with extensive experience may be considered for a Step 2 or Step 3 starting point, as recommended by the hiring manager and approved by the Commission.

All changes to compensation must be vetted through the Deputy County Administrator and approved by the Commission, outside the annual step increase. The supervisor/manager requesting the change in compensation for their employee is responsible for providing the agenda request to the Commission, after providing all the paperwork, new job description and analysis for the compensation request.

*Note - Elected Officials: While an elected official can make adjustments to their staff's salary as they deem appropriate within their individual budgets, it is hoped the Elected Official would use this document as a guideline and have each change in salary vetted through the Deputy Administrator and the Commission to ensure a consistent and fair approach to all employees working for the County Government.*

**AGENDA REQUEST FORM**

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



Name: Sandy Slusher McDonald, Deputy County Administrator

Department or Organization: County Commission

Estimation of amount of time needed for appointment: New Business

Date Requested – 1<sup>st</sup> Choice: March 21, 2013

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

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

Subject (Wording to be placed on agenda): **Approval of Community Participation Grant Resolution for the Jefferson County Commission – Office of Homeland Security and Emergency Management in the amount of \$3,000**

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):  
**Motion to approve the Community Participation Grant Resolution for the Jefferson County Commission – Office of Homeland Security and Emergency Management in the amount of \$3,000 and to authorize the President of the Commission to affix his signature to the appropriate documents**

Are documents attachments? Yes  No

If not, explain:

Is a projector needed? Yes No

Contact information:

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

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

# JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

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## **RESOLUTION**

The Jefferson County Commission met on the 21<sup>st</sup> day of March, 2013 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Dale Manuel, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and to act as the administrator of grant funds pursuant to provisions of the Community Participation Program in the amount of \$3,000. The funds from this project will be used for the purchase of equipment for technology for the Office of Homeland Security and Emergency Management of Jefferson County.

Dated: \_\_\_\_\_

\_\_\_\_\_  
DALE MANUEL  
PRESIDENT  
JEFFERSON COUNTY COMMISSION

ATTESTED: \_\_\_\_\_  
County Clerk

13LEDA0435

# Community Participation Grant Program

Fiscal Year 2013

Deadline: April 30, 2013

Grantee: Jefferson County Commission

Project Number: 13LEDA0435

Project Title: Jefferson County Homeland Security - Training Program  
for Animal Sheltering Post Disaster

Amount: \$3,000

## Section 1: Grantee (Local Governing Agency)

|                        |                             |                                    |        |              |
|------------------------|-----------------------------|------------------------------------|--------|--------------|
| GOVERNING AGENCY NAME: | Jefferson County Commission | email: sandy@jeffersoncountywv.org |        |              |
| CONTACT PERSON:        | Sandy McDonald              | E-MAIL:                            | PHONE: | 304-728-3284 |

Yes  No Are funds requested for a nonprofit organization? If yes, complete Section 2.

## Section 2: Subgrantee (Nonprofit Organization)

|                         |  |          |      |  |
|-------------------------|--|----------|------|--|
| NONPROFIT ORGANIZATION: |  |          |      |  |
| EXECUTIVE DIRECTOR:     |  | E-MAIL:  |      |  |
| ADDRESS:                |  | CITY:    | ZIP: |  |
| PHONE:                  |  | WEBSITE: |      |  |

Federal nonprofit certification, 501 (c) determination letter from Internal Revenue Service is attached.

Mission statement, brochure, or web page explaining the organization's mission and services provided is attached.

## Section 3: Project Details

Describe in specific terms the scope of the work to be completed and the proposed use(s) of the grant funds. A separate sheet may be attached if additional space is needed.

|                                                                                             |
|---------------------------------------------------------------------------------------------|
| DESCRIPTION OF PROJECT:                                                                     |
| These funds will be used to purchase the following technology equipment for our department: |
| (3) Kingston Technology Company 128GB Drive with flash storage                              |
| Epson digital LCD Projector                                                                 |
| Portable projection screen and a new portable audio recorder                                |

## PROJECT LOCATION:

|                                                                                    |  |
|------------------------------------------------------------------------------------|--|
| OWNER OF PROJECT SITE, PROPERTY OR BUILDING:                                       |  |
| LOCATION AND ADDRESS WHERE GRANT FUNDS WILL BE USED (SUFFICIENT TO DRIVE TO SITE): |  |

Attach a copy of the property deed if project site(s) or building(s) are owned by a nonprofit organization. Application WILL NOT be processed without a deed.

## Section 4: Funding Summary

A minimum of 10% is required as a local match. Attach commitment letters for each funding source listed below.

|                                  | AMOUNT   | SOURCE<br>GRANT, BANK LOAN,<br>FUNDRAISING, ETC. | STATUS<br>PENDING, APPROVED,<br>ONGOING, ETC. | DOCUMENTATION<br>LETTER, RESOLUTION,<br>ETC. |
|----------------------------------|----------|--------------------------------------------------|-----------------------------------------------|----------------------------------------------|
| GRANT FUNDS REQUESTED            | \$ 3000  |                                                  |                                               |                                              |
| LOCAL FUNDS (10% REQUIRED MATCH) | \$ 300   | budget line item                                 |                                               |                                              |
| OTHER FUNDS                      | \$       |                                                  |                                               |                                              |
| TOTAL PROJECT COST               | \$ 3,300 |                                                  |                                               |                                              |

## Section 5: Assurances and Signature

The Grantee hereby assures the State that it and any Subgrantee(s) shall comply with the following laws, regulations, policies, and requirements:

1. The Grantee will perform the work for which the grant was made as determined by the State.
2. The Grantee will start work on the project before the end of the fiscal year in which the grant award is made.
3. The Grantee will comply with the equal employment provision of Titles VI and VII of the 1964 Civil Rights Act and Presidential Executive orders 11246 and 11375 in its hiring practices for work to be performed using grant funds.
4. The Grantee will solicit competitive bids on any major work element exceeding \$2,500 in cost as per West Virginia Purchasing Division procedures outlined in Section 3 of the Purchasing Division handbook, authorized by the WV Code of State Rules Title 148 Series 1.
5. The Grantee will comply with the provisions of the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A for all contracts, involving, but not limited to, construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work necessary for the undertaking and completion of the project, regardless of the source of funds utilized to pay such construction contracts. Bids for such contracts shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3.
6. The Grantee will pay State prevailing wage rates on contract construction unless federal funds are included in the project, in which case, the higher of the State's or Davis-Bacon wage rates will be paid on all contract construction.
7. The Grantee shall obtain professional services, such as consulting, through a request for proposals. Architectural or engineering services shall be pursued in accordance with West Virginia Code §5G.
8. The Grantee assures no costs will be incurred or commitments made relative to a grant prior to the approval of this grant and execution of a contract with the State of West Virginia.
9. The Grantee assures project sites and buildings will be publicly owned or owned by a federally certified nonprofit organization. The use of grant funds at/for private property or private gain is prohibited.
10. The Grantee assures that any part of the project to be occupied by the general public will be made accessible to the handicapped.
11. The Grantee assures that any permits, licenses, or other requirements of particular State or Federal agencies necessary for the project's design, construction, or operation will be secured.
12. The Grantee will not subgrant any of the grant funds received to any of its officials or employees or the members of their families or to employees of the WVDEO or members of the State Legislature in any contracts awarded for work to be performed.
13. The Grantee will maintain and have available for inspection on written request by the State all records kept on the project including bid documents, copies of all contracts, contractors' payrolls, time sheets, and invoices. The Grantee further assures the State that it will schedule an audit of any grant funds to be included in its annual audit as performed by the State Tax Department.
14. The Grantee assures that it has the legal authority to apply for this grant, commit any local matching shares, authorize the person signing the grant to act as an agent for the grantee and abide by the assurances described in section 5 of this application.

Grantee: Jefferson County Commission  
Project Title: Jefferson County Homeland Security - Training Program

Project Number: 13LEDA0435  
Amount: \$3,000

15. As the grantee, the county or municipality will act as the administrator of any grant funds provided to nonprofit organizations, and will maintain fiduciary responsibility for the expenditure of funds.

**No application will be processed without the following documentation:**

- Application with Original Signature
- Resolution by Unit of Local Government
- Documentation of Local Match (Minimum 10 Percent)
- Current IRS 501(c) Determination Letter - Required for Nonprofit Organizations
- Current Certificate of Existence/Authorization from WV Secretary of State – Required for Nonprofit Organizations
- Deed to project site - Required If property is owned by a Nonprofit Organization

To the best of my knowledge, the information contained in this application is true and correct; the submission thereof has been duly authorized by the governing body; and the grantee and any subgrantee will comply with the regulations, policies, guidelines and requirements outlined by the State of West Virginia and in Section 5 of this application. If the recipient is a nonprofit organization, the county or municipality certifies that this nonprofit organization is legally authorized to receive public funds.

Name: Don Manuel Title: President

Signature: \_\_\_\_\_ Date: 3-21-13  
**Mayor or County Commission President**  
**ORIGINAL SIGNATURE REQUIRED-USE BLUE INK**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: N/A Date: \_\_\_\_\_  
**Executive Director, Nonprofit Organization**  
**ORIGINAL SIGNATURE REQUIRED-USE BLUE INK**

**West Virginia Development Office**  
**Community Development Division**  
**Community Participation Grant Program**  
1900 Kanawha Boulevard, East Building 6, Room 553  
Charleston, West Virginia 25305  
Phone: 304-558-4010 Fax: 304-558-2246  
[www.wvcommerce.org](http://www.wvcommerce.org)





**HOUSE OF DELEGATES  
WEST VIRGINIA LEGISLATURE**

BUILDING 1, ROOM 227-E  
1900 KANAWHA BLVD., EAST  
CHARLESTON, WV 25305-0470  
PHONE (304) 340-3152

TIFFANY LAWRENCE, VICE CHAIR  
COMMITTEE ON POLITICAL SUBDIVISIONS  
652 SAWGRASS DRIVE  
CHARLES TOWN, WV 25414  
PHONE: (304) 725-1800  
[www.lawrence4delegate.com](http://www.lawrence4delegate.com)  
EMAIL: [lawrencefordelegate@hotmail.com](mailto:lawrencefordelegate@hotmail.com)

Committees:  
Education  
Health & Human Resources  
Political Subdivisions

October 10, 2012

**Jefferson County Homeland Security,**

Congratulations! By now, you should have received communication (from a state agency) that the **2012-2013 Community Participation Project Grant** you requested from my office has been approved. If you haven't already, you will need to fill out the appropriate paperwork in order to receive this funding. (This is in addition to your initial request you submitted to my office during the past legislative session.)

Approved funding amount **\$3,000.**

The libraries, seniors, EMS, economic development, and public education category grants were approved and go through the agency process before being distributed.

If you have not been notified, you must contact your appropriate fiscal agent in the next few weeks. (Economic Development grants pass through the County Commission, Towns or Cities. Senior funding is processed through the county senior center. EMS funding is processed through the County Commission (unless otherwise noted.) Should you have any questions about the 2012-2013 allocations please contact me.

*Delegate Tiffany Lawrence, Room 227-E 1900 Kanawha Blvd. East Charleston, WV 25305 or feel free to email it to me at [lawrencefordelegate@hotmail.com](mailto:lawrencefordelegate@hotmail.com).*

Please feel free to contact me with any further questions.

With appreciation,

Delegate Tiffany Lawrence, 58<sup>th</sup> Delegate District-Jefferson County

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



Name: Sandy Slusher McDonald, Deputy County Administrator

Department or Organization: County Commission

Estimation of amount of time needed for appointment: New Business

Date Requested – 1<sup>st</sup> Choice: March 21, 2013

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

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

Subject (Wording to be placed on agenda): **Approval of Community Participation Grant Resolution for the Good Shepherd Interfaith Volunteer Caregivers in the amount of \$10,000**

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):  
**Motion to approve the Community Participation Grant Resolution for the Good Shepherd Interfaith Volunteer Caregivers in the amount of \$10,000 and to authorize the President of the Commission to affix his signature to the appropriate documents**

Are documents attachments? Yes  No

If not, explain:

Is a projector needed? Yes No

Contact information:

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

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

# JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

---

## **RESOLUTION**

The Jefferson County Commission met on the 21<sup>st</sup> day of March, 2013 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Dale Manuel, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provision of the Governor's Community Participation Program in the amount of \$10,000. This project is to assist in the capital improvements for maintenance work and home repairs for seniors to live safely in their homes and to expand programs by providing emergency evening and weekend transportation for clients of the Good Shepherd Interfaith Volunteer Caregivers.

Dated: \_\_\_\_\_

\_\_\_\_\_  
DALE MANUEL  
PRESIDENT  
JEFFERSON COUNTY COMMISSION

ATTESTED: \_\_\_\_\_  
County Clerk

13LEDA0105

# Community Participation Grant Program

Deadline: April 30, 2013

Fiscal Year 2013

Grantee: Jefferson County Commission  
 Project Title: Good Shepherd Caregivers -- Capital Improvements and Program Expansion

Project Number: 13LEDA0105  
 Amount: \$10,000

## Section 1: Grantee (Local Governing Agency)

|                        |                |         |                     |
|------------------------|----------------|---------|---------------------|
| GOVERNING AGENCY NAME: | Jefferson      |         |                     |
| CONTACT PERSON:        | Sandy McDonald | E-MAIL: | sandy@jeffcounty.wv |
|                        |                | PHONE:  | (304) 728-3282      |

Yes  No Are funds requested for a nonprofit organization? If yes, complete Section 2. *org*

## Section 2: Subgrantee (Nonprofit Organization)

|                         |                          |          |                          |
|-------------------------|--------------------------|----------|--------------------------|
| NONPROFIT ORGANIZATION: | Good Shepherd Caregivers |          |                          |
| EXECUTIVE DIRECTOR:     | Paula Marrone-Beece      | E-MAIL:  | director@gsivc.org       |
| ADDRESS:                | P.O. Box 1882            | CITY:    | Shepherdstown ZIP: 25443 |
| PHONE:                  | (304) 876-3325           | WEBSITE: | www.gsivc.org            |

Federal nonprofit certification, 501 (c) determination letter from Internal Revenue Service is attached.  
 Mission statement, brochure, or web page explaining the organization's mission and services provided is attached.

## Section 3: Project Details

Describe in specific terms the scope of the work to be completed and the proposed use(s) of the grant funds. A separate sheet may be attached if additional space is needed.

DESCRIPTION OF PROJECT: *Capital improvements and program expansion.*  
*Funds are for maintenance work, and home repairs for seniors to live safely in their homes. Additionally they will be used to provide emergency evening and weekend transportation for our clients.*

## PROJECT LOCATION:

OWNER OF PROJECT SITE, PROPERTY OR BUILDING: *Good Shepherd Caregivers*  
 LOCATION AND ADDRESS WHERE GRANT FUNDS WILL BE USED (SUFFICIENT TO DRIVE TO SITE):  
*7311 Martinsburg Pike, Shepherdstown, WV 25443*

Attach a copy of the property deed if project site(s) or building(s) are owned by a nonprofit organization. Application WILL NOT be processed without a deed.

## Section 4: Funding Summary

A minimum of 10% is required as a local match. Attach commitment letters for each funding source listed below.

|                                  | AMOUNT           | SOURCE<br>GRANT, BANK LOAN,<br>FUNDRAISING, ETC. | STATUS<br>PENDING, APPROVED,<br>ONGOING, ETC. | DOCUMENTATION<br>LETTER, RESOLUTION,<br>ETC. |
|----------------------------------|------------------|--------------------------------------------------|-----------------------------------------------|----------------------------------------------|
| GRANT FUNDS REQUESTED            | \$ 10000         |                                                  |                                               | <i>letter</i>                                |
| LOCAL FUNDS (10% REQUIRED MATCH) | \$ <i>1000</i>   |                                                  |                                               |                                              |
| OTHER FUNDS                      | \$               |                                                  |                                               |                                              |
| OTHER FUNDS                      | \$               |                                                  |                                               |                                              |
| OTHER FUNDS                      | \$               |                                                  |                                               |                                              |
| TOTAL PROJECT COST               | \$ <i>11,000</i> |                                                  |                                               |                                              |

Grantee: Jefferson County Commission  
Project Title: Good Shepherd Caregivers -- Capital Improvements and Expansion

Project Number: 13LEDA0105  
Amount: \$10,000

### **Section 5: Assurances and Signature**

**The Grantee hereby assures the State that it and any Subgrantee(s) shall comply with the following laws, regulations, policies, and requirements:**

1. The Grantee will perform the work for which the grant was made as determined by the State.
2. The Grantee will start work on the project before the end of the fiscal year in which the grant award is made.
3. The Grantee will comply with the equal employment provision of Titles VI and VII of the 1964 Civil Rights Act and Presidential Executive orders 11246 and 11375 in its hiring practices for work to be performed using grant funds.
4. The Grantee will solicit competitive bids on any major work element exceeding \$2,500 in cost as per West Virginia Purchasing Division procedures outlined in Section 3 of the Purchasing Division handbook, authorized by the WV Code of State Rules Title 148 Series 1.
5. The Grantee will comply with the provisions of the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A for all contracts, involving, but not limited to, construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work necessary for the undertaking and completion of the project, regardless of the source of funds utilized to pay such construction contracts. Bids for such contracts shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3.
6. The Grantee will pay State prevailing wage rates on contract construction unless federal funds are included in the project, in which case, the higher of the State's or Davis-Bacon wage rates will be paid on all contract construction.
7. The Grantee shall obtain professional services, such as consulting, through a request for proposals. Architectural or engineering services shall be pursued in accordance with West Virginia Code §5G.
8. The Grantee assures no costs will be incurred or commitments made relative to a grant prior to the approval of this grant and execution of a contract with the State of West Virginia.
9. The Grantee assures project sites and buildings will be publicly owned or owned by a federally certified nonprofit organization. The use of grant funds at/for private property or private gain is prohibited.
10. The Grantee assures that any part of the project to be occupied by the general public will be made accessible to the handicapped.
11. The Grantee assures that any permits, licenses, or other requirements of particular State or Federal agencies necessary for the project's design, construction, or operation will be secured.
12. The Grantee will not subgrant any of the grant funds received to any of its officials or employees or the members of their families or to employees of the WVDEO or members of the State Legislature in any contracts awarded for work to be performed.
13. The Grantee will maintain and have available for inspection on written request by the State all records kept on the project including bid documents, copies of all contracts, contractors' payrolls, time sheets, and invoices. The Grantee further assures the State that it will schedule an audit of any grant funds to be included in its annual audit as performed by the State Tax Department.
14. The Grantee assures that it has the legal authority to apply for this grant, commit any local matching shares, authorize the person signing the grant to act as an agent for the grantee and abide by the assurances described in section 5 of this application.
15. As the grantee, the county or municipality will act as the administrator of any grant funds provided to nonprofit organizations, and will maintain fiduciary responsibility for the expenditure of funds.

Grantee: Jefferson County Commission  
Project Title: Good Shepherd Caregivers -- Capital Improvements and Expansion

Project Number: 13LEDA0105  
Amount: \$10,000

**No application will be processed without the following documentation:**

- Application with Original Signature
- Resolution by Unit of Local Government *TELL*
- Documentation of Local Match (Minimum 10 Percent)
- Current IRS 501(c) Determination Letter - Required for Nonprofit Organizations
- Current Certificate of Existence/Authorization from WV Secretary of State - Required for Nonprofit Organizations
- Deed to project site - Required if property is owned by a Nonprofit Organization

To the best of my knowledge, the information contained in this application is true and correct; the submission thereof has been duly authorized by the governing body; and the grantee and any subgrantee will comply with the regulations, policies, guidelines and requirements outlined by the State of West Virginia and in Section 5 of this application. If the recipient is a nonprofit organization, the county or municipality certifies that this nonprofit organization is legally authorized to receive public funds.

Name: Dale Manuel Title: President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Mayor or County Commission President**  
**ORIGINAL SIGNATURE REQUIRED-USE BLUE INK**

Name: Paula Marrone Reese Title: Executive Director

Signature: Paula Marrone Reese Date: 2/22/2013  
**Executive Director, Nonprofit Organization**  
**ORIGINAL SIGNATURE REQUIRED-USE BLUE INK**

**West Virginia Development Office**  
**Community Development Division**  
**Community Participation Grant Program**  
1900 Kanawha Boulevard, East Building 6, Room 553  
Charleston, West Virginia 25305  
Phone: 304-558-4010 Fax: 304-558-2246  
[www.wvcommerce.org](http://www.wvcommerce.org)



February 22, 2013

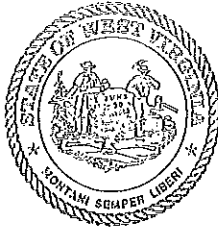
Dear Paula,

It is our pleasure to offer Good Shepherd Caregiver the local 10 % match of \$1,000.00 towards your Community Partnership Grant from Senator John Unger. We appreciate the good work that your agency does in serving the aging and disabled residents in Jefferson County. It is our pleasure to assist you.

Kind regards, -

*Helen & Harry Wilkins*

Helen & Harry Wilkins



**Natalie E. Tennant**

Secretary of State  
State of West Virginia

Office of the Secretary of State  
Building 1, Suite 157-K  
1900 Kanawha Blvd., East  
Charleston, West Virginia 25305

Telephone: (304) 558-6000  
Toll Free: 1-866-SOS-VOTE  
Fax: (304) 558-0900  
[www.wvsos.com](http://www.wvsos.com)

September 26, 2012

Paula Marrone-Reese, Executive Director  
Good Shepherd Interfaith Volunteer Caregivers  
P.O. Box 1882  
Shepherdstown, WV 25443

Dear Ms. Marrone-Reese:

I am pleased to inform you that the registration statement, fifteen dollar (\$15) registration fee, and supporting documents to renew the registration for Good Shepherd Interfaith Volunteer Caregivers as a charitable organization have been received and filed in my office, and are now a matter of public record.

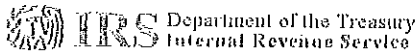
Please keep in mind that a renewal registration will need to be received on or before September 15, 2013, and that all documents required to complete the charitable registration should be received by the expiration date. If, by chance, all documents are not received, we will send you a friendly reminder and may review a brief extension period as a matter of courtesy. However, if you are aware that you will require additional time, you must request an extension, which is a one time only, nonrenewable, 90-day extension. Unfortunately, without this request, the law requires a twenty-five dollar (\$25) late filing fee for each month or part of a month thereof.

In addition, the acceptance of your application for registration does not imply endorsement, nor waive the authority of this office to monitor the operation of your charitable organization, your solicitation materials, or your professional fund-raising counsel or solicitor.

Congratulations to your entire organization on the renewal of your registration. Please know that the Secretary of State's office is truly the "People's Office" and that we are here to assist you at any time, for any reason.

Best Wishes,

Natalie E. Tennant  
Secretary of State



P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248662390  
Dec. 17, 2009 LTR 4168C E0  
55-0697743 000000 00

00017258  
BODC: TE

GOOD SHEPHERD INTERFAITH VOLUNTEER  
CAREGIVERS INC  
PO BOX 1882  
SHEPHERDSTOWN WV 25443

Employer Identification Number: 55-0697743  
Person to Contact: Mr Patterson  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Dec. 08, 2009, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 1990.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

0248662390  
Dec. 17, 2009 LTR 4168C E0  
55-0697743 000000 00  
00017259

GOOD SHEPHERD INTERFAITH VOLUNTEER  
CAREGIVERS INC  
PO BOX 1882  
SHEPHERDSTOWN WV 25443

Sincerely yours,

*Michele M. Sullivan*

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I

Internal Revenue Service  
District Director

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: **JAN 29 1998**

Good Shepherd Interfaith Volunteer  
Caregivers, Inc.  
c/o D. Frank Hill, III  
P. O. Box 1882  
Shepherdstown, WV 25443-1882

Person to Contact:  
Brett Siereveld  
Telephone Number:  
513-241-5199  
Fax Number:  
513-684-5936  
Federal Identification Number:  
55-0697743

Dear Sir:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in December 1990, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

We classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Good Shepherd Interfaith Volunteer Caregivers, Inc.  
55-0697743

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

Please direct any questions to the person identified in the letterhead above.

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in cursive script that reads "C. Ashley Bullard".

C. Ashley Bullard  
District Director

Date Recorded 09/01/2010  
Document Type DEED  
Book-Page 1083-536  
Recording Fee \$11.00  
Transfer Tax \$734.80  
HB4331 Tax \$367.40  
Additional \$25.00

THIS DEED, made and entered into this August 27<sup>th</sup>, 2010, by and among John B. Sheridan and Joan E. Sheridan, parties of the first part and hereinafter referred to as GRANTORS, and Good Shepherd Interfaith Volunteer Caregivers, Inc., a West Virginia corporation, party of the second part and hereinafter referred to as GRANTEE.

WITNESSETH: That for and in consideration of the sum of One Hundred Sixty-Seven Thousand and 00/100 Dollars (\$167,000.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the said Grantors do hereby grant, bargain, sell, and convey, and by these presents have granted, bargained, sold, and conveyed, unto the said Grantee, in fee simple, with covenants of general warranty, all of the following-described realty, together with its improvements and appurtenances, situate, lying and being in Shepherdstown District, Jefferson County, West Virginia, and more particularly described as follows:



All of Lot 29, Section A of Mecklenburg Heights Subdivision as the same is designated and described on a plat made by John Kusner, Surveyor, dated September 1, 1969, and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Plat Book 1, at page 35.

AND BEING the same real estate conveyed to Grantors by Deed dated June 30<sup>th</sup>, 2006, from Robert E. Rose, Jr., et ux., and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 1025, at Page 402.

This conveyance is made subject to and together with agreements, covenants, conditions, easements, rights, rights-of-way and restrictions of record; including, but not limited to those found in the aforesaid Clerk's office in Deed Book 382, at Page 171.

#### DECLARATION OF CONSIDERATION OR VALUE

The undersigned Grantors hereby declare, under penalty of fine and imprisonment as provided by law, that the total value or consideration paid for the realty conveyed herein is \$167,000.00.

  
\_\_\_\_\_  
John B. Sheridan  
  
\_\_\_\_\_  
Joan E. Sheridan

STATE OF Kansas  
COUNTY OF Lyon, to-wit:

Acknowledged before me this August 27, 2010, by John B. Sheridan and Joan E. Sheridan.

Affix notarial seal



Denise Britton  
Notary Public

My commission expires 1/21/2011

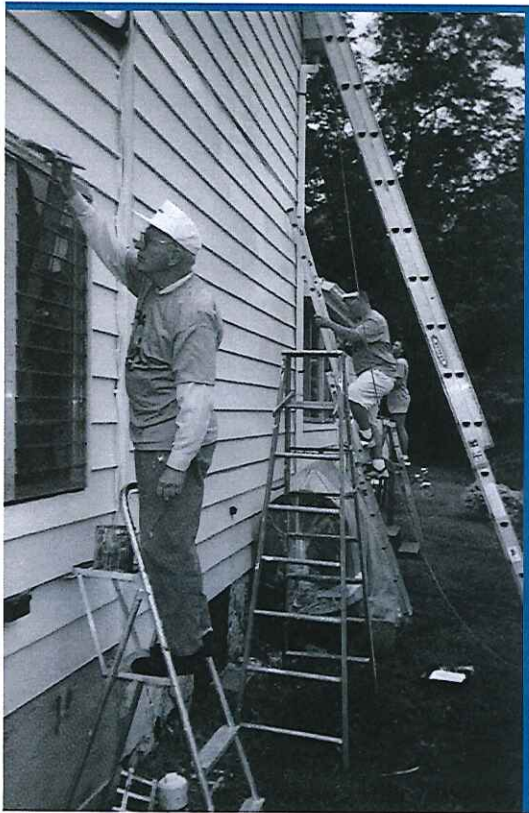
This document prepared by Randall R. Conrad, II, Esquire, THE CONRAD LAW FIRM, L.C., 55 Meridian Parkway, Suite 103, P.O. Box 738, Martinsburg, WV 25402-0738. (File #26250) After recording, return to Grantee at P.O. Box 1882, Shepherdstown, WV 25443.

## HOW WE ARE

Good Shepherd Caregivers was founded in 1990 by a group comprised of churches, individuals and the Shepherdstown Rotary.

Good Shepherd Caregivers is a 501(c)(3) nonprofit organization. We receive funding from faith communities, individuals, civic organizations, foundations, and the United Way.

Through our Faith In Action program, we welcome the participation of faith communities. Churches help further our mission by donating money, inviting us to speak and providing volunteers. We offer help to parishioners who need our services, and organizational support from parish nurses.



## GOOD SHEPHERD CAREGIVERS STRIVES TO:

- Promote independence, dignity, security, and quality of life among elderly, disabled, frail, and/or homebound residents of Jefferson County, regardless of income or family circumstances
- Create a stronger, more caring community by mobilizing resources and support from faith congregations and the wider community

### Main Office

P. O. Box 1882  
7311 Martinsburg Pike  
Shepherdstown, WV 25443  
(304) 876-3325  
Fax: (304) 876-1645

### South Jefferson Office

221 E. Washington Street  
Charles Town, WV 25414  
(304) 725-2262

### Our Website

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

### E-mail us at

[info@gsivc.org](mailto:info@gsivc.org)



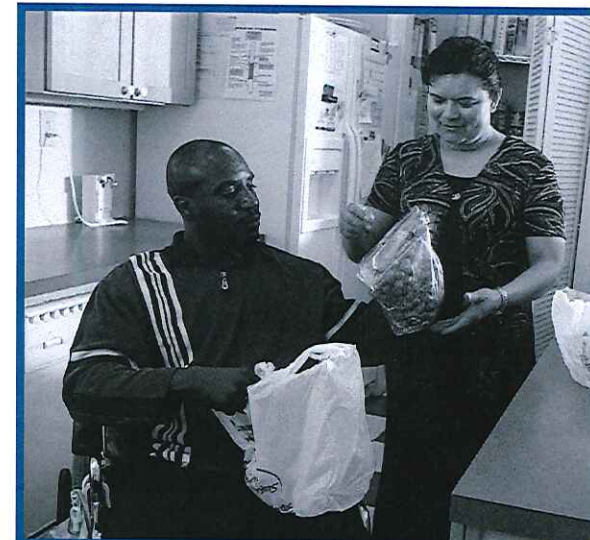
FAITH



CFC 26612



## Good Shepherd Interfaith Volunteer CAREGIVERS



A Faith In Action program providing free non-medical caregiving services to older or disabled residents of Jefferson County, West Virginia

*A Neighbor's Independence Depends On*

## OUR MISSION

Good Shepherd Caregivers, a *Faith In Action* program, provides non-medical, informal volunteer caregiving to home-based older or disabled Jefferson County residents.



## OUR SERVICES INCLUDE:

Transportation to medical appointments, grocery stores, etc.

Hand work

Household chores

Paint projects

Help with paperwork

Friendly visits

Assurance phone calls

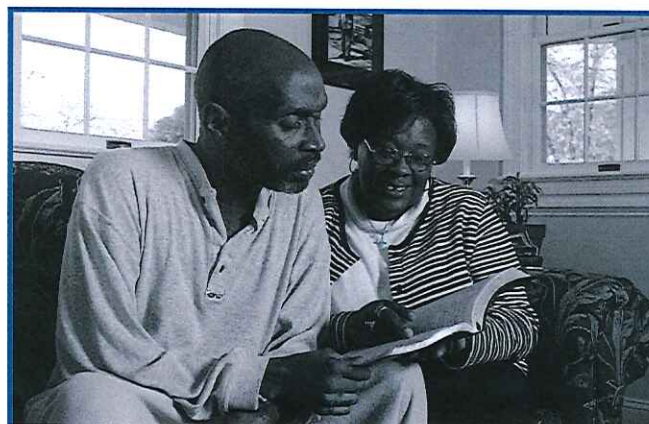
Medical equipment loan

## NEIGHBORS HELPING NEIGHBORS



I've had more fun meeting the people from Good Shepherd; they are so much more interesting than people you meet anywhere else – I don't know where they come from!

– A Care Receiver



## HOW YOU CAN HELP

### VOLUNTEER

From school children to senior citizens, volunteers of all ages can help by providing caregiving services or helping out in our offices. As a Good Shepherd volunteer, you, as little or as much time as you wish, know that your efforts make a big difference in the lives of your neighbors in Jefferson County.

### TOO BUSY TO VOLUNTEER?

Make a contribution, either directly to Good Shepherd or by designating Good Shepherd when you give to United Way.

### GET YOUR BUSINESS INVOLVED

- Gain exposure as a sponsor in a special event such as our annual golf classic or volunteer recognition celebration.
- Get a team of employees together to help Good Shepherd with a special project.
- Donate to our operating fund, or make an in-kind donation of services (such as plumbing or electrical) or goods (such as office supplies or building materials).

### SPREAD THE WORD

Invite us to speak at your church, club or neighborhood association.

**AGENDA REQUEST FORM**

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



Name: Sandy Slusher McDonald, Deputy County Administrator

Department or Organization: County Commission

Estimation of amount of time needed for appointment: New Business

Date Requested – 1<sup>st</sup> Choice: March 21, 2013

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

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

Subject (Wording to be placed on agenda): **Approval of Community Participation Grant Resolution for the Jefferson County Black History Preservation Society – Webb/Blessing House in the amount of \$3,000**

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):  
**Motion to approve the Community Participation Grant Resolution for the Jefferson County Black History Preservation Society – Webb/Blessing House in the amount of \$3,000 and to authorize the President of the Commission to affix his signature to the appropriate documents**

Are documents attachments? Yes  No

If not, explain:

Is a projector needed? Yes No

Contact information:

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

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

# JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

---

## **RESOLUTION**

The Jefferson County Commission met on the 21<sup>st</sup> day of March, 2013 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Dale Manuel, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Program in the amount of \$3,000. This project is to assist in the emergency measures of preserving and stabilizing the historic Webb/Blessing's House for the Jefferson County Black History Preservation Society.

Dated: \_\_\_\_\_

\_\_\_\_\_  
DALE MANUEL  
PRESIDENT  
JEFFERSON COUNTY COMMISSION

ATTESTED: \_\_\_\_\_  
County Clerk

13LEDA0434

# Community Participation Grant Program

Deadline: April 30, 2013

Fiscal Year 2013

Grantee: Jefferson County Commission

Project Number: 13LEDA0434

Project Title: Jefferson Co. Black History Preservation Society -

Amount: \$3,000

Rehab of Webb/Blessing House; 200th Anniversary of Martin Delany's Birth

## Section 1: Grantee (Local Governing Agency)

|                        |                             |         |                             |
|------------------------|-----------------------------|---------|-----------------------------|
| GOVERNING AGENCY NAME: | Jefferson County Commission |         |                             |
| CONTACT PERSON:        | Sandy McDonald              | E-MAIL: | sandy@jeffersoncountywv.org |

Yes  No Are funds requested for a nonprofit organization? If yes, complete Section 2.

304-728-3284

## Section 2: Subgrantee (Nonprofit Organization)

|                         |                                                           |          |                  |
|-------------------------|-----------------------------------------------------------|----------|------------------|
| NONPROFIT ORGANIZATION: | Jefferson County Black History Preservation Society, Inc. |          |                  |
| EXECUTIVE DIRECTOR:     | George Rutherford                                         | E-MAIL:  | gruther1@msn.com |
| ADDRESS:                | P.O. Box 569                                              | CITY:    | Ranson           |
|                         |                                                           | ZIP:     | 25438            |
| PHONE:                  | 304-725-9610                                              | WEBSITE: |                  |

Federal nonprofit certification, 501 (c) determination letter from Internal Revenue Service is attached.

Mission statement, brochure, or web page explaining the organization's mission and services provided is attached.

## Section 3: Project Details

Describe in specific terms the scope of the work to be completed and the proposed use(s) of the grant funds. A separate sheet may be attached if additional space is needed.

|                                                                                                        |
|--------------------------------------------------------------------------------------------------------|
| DESCRIPTION OF PROJECT:                                                                                |
| Exterior of the Webb/Blessing House painting and carpentry -                                           |
| 200th Anniversary of Martin Delany's Birth for the Jefferson County Black History Preservation Society |
| emergency measures of preserving and stabilizing the historic Webb/Blessing House                      |

### PROJECT LOCATION:

|                                                                                    |                                                     |
|------------------------------------------------------------------------------------|-----------------------------------------------------|
| OWNER OF PROJECT SITE, PROPERTY OR BUILDING:                                       | Jefferson County Black History Preservation Society |
| LOCATION AND ADDRESS WHERE GRANT FUNDS WILL BE USED (SUFFICIENT TO DRIVE TO SITE): | 303 East North St., Charles Town, WV                |

Attach a copy of the property deed if project site(s) or building(s) are owned by a nonprofit organization. Application WILL NOT be processed without a deed.

## Section 4: Funding Summary

A minimum of 10% is required as a local match. Attach commitment letters for each funding source listed below.

|                                  | AMOUNT          | SOURCE<br>GRANT, BANK LOAN,<br>FUNDRAISING, ETC. | STATUS<br>PENDING, APPROVED,<br>ONGOING, ETC. | DOCUMENTATION<br>LETTER, RESOLUTION,<br>ETC. |
|----------------------------------|-----------------|--------------------------------------------------|-----------------------------------------------|----------------------------------------------|
| GRANT FUNDS REQUESTED            | \$ 3000         |                                                  |                                               |                                              |
| LOCAL FUNDS (10% REQUIRED MATCH) | \$ 300          |                                                  |                                               | Letter                                       |
| OTHER FUNDS                      | \$              |                                                  |                                               |                                              |
| <b>TOTAL PROJECT COST</b>        | <b>\$ 3,300</b> |                                                  |                                               |                                              |

## Section 5: Assurances and Signature

**The Grantee hereby assures the State that it and any Subgrantee(s) shall comply with the following laws, regulations, policies, and requirements:**

1. The Grantee will perform the work for which the grant was made as determined by the State.
2. The Grantee will start work on the project before the end of the fiscal year in which the grant award is made.
3. The Grantee will comply with the equal employment provision of Titles VI and VII of the 1964 Civil Rights Act and Presidential Executive orders 11246 and 11375 in its hiring practices for work to be performed using grant funds.
4. The Grantee will solicit competitive bids on any major work element exceeding \$2,500 in cost as per West Virginia Purchasing Division procedures outlined in Section 3 of the Purchasing Division handbook, authorized by the WV Code of State Rules Title 148 Series 1.
5. The Grantee will comply with the provisions of the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A for all contracts, involving, but not limited to, construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work necessary for the undertaking and completion of the project, regardless of the source of funds utilized to pay such construction contracts. Bids for such contracts shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3.
6. The Grantee will pay State prevailing wage rates on contract construction unless federal funds are included in the project, in which case, the higher of the State's or Davis-Bacon wage rates will be paid on all contract construction.
7. The Grantee shall obtain professional services, such as consulting, through a request for proposals. Architectural or engineering services shall be pursued in accordance with West Virginia Code §5G.
8. The Grantee assures no costs will be incurred or commitments made relative to a grant prior to the approval of this grant and execution of a contract with the State of West Virginia.
9. The Grantee assures project sites and buildings will be publicly owned or owned by a federally certified nonprofit organization. The use of grant funds at/for private property or private gain is prohibited.
10. The Grantee assures that any part of the project to be occupied by the general public will be made accessible to the handicapped.
11. The Grantee assures that any permits, licenses, or other requirements of particular State or Federal agencies necessary for the project's design, construction, or operation will be secured.
12. The Grantee will not subgrant any of the grant funds received to any of its officials or employees or the members of their families or to employees of the WVDEO or members of the State Legislature in any contracts awarded for work to be performed.
13. The Grantee will maintain and have available for inspection on written request by the State all records kept on the project including bid documents, copies of all contracts, contractors' payrolls, time sheets, and invoices. The Grantee further assures the State that it will schedule an audit of any grant funds to be included in its annual audit as performed by the State Tax Department.
14. The Grantee assures that it has the legal authority to apply for this grant, commit any local matching shares, authorize the person signing the grant to act as an agent for the grantee and abide by the assurances described in section 5 of this application.

Grantee: Jefferson County Commission  
Project Title: Jefferson Co. Black History Preservation Society

Project Number: 13LEDA0434  
Amount: \$3,000

15. As the grantee, the county or municipality will act as the administrator of any grant funds provided to nonprofit organizations, and will maintain fiduciary responsibility for the expenditure of funds.

**No application will be processed without the following documentation:**

- Application with Original Signature
- Resolution by Unit of Local Government
- Documentation of Local Match (Minimum 10 Percent)
- Current IRS 501(c) Determination Letter - Required for Nonprofit Organizations
- Current Certificate of Existence/Authorization from WV Secretary of State – Required for Nonprofit Organizations
- Deed to project site - Required if property is owned by a Nonprofit Organization

To the best of my knowledge, the information contained in this application is true and correct; the submission thereof has been duly authorized by the governing body; and the grantee and any subgrantee will comply with the regulations, policies, guidelines and requirements outlined by the State of West Virginia and in Section 5 of this application. If the recipient is a nonprofit organization, the county or municipality certifies that this nonprofit organization is legally authorized to receive public funds.

Name: Dale Manuel Title: President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Mayor or County Commission President**  
**ORIGINAL SIGNATURE REQUIRED-USE BLUE INK**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Executive Director, Nonprofit Organization**  
**ORIGINAL SIGNATURE REQUIRED-USE BLUE INK**

**West Virginia Development Office**  
**Community Development Division**  
**Community Participation Grant Program**  
1900 Kanawha Boulevard, East Building 6, Room 553  
Charleston, West Virginia 25305  
Phone: 304-558-4010 Fax: 304-558-2246  
[www.wvcommerce.org](http://www.wvcommerce.org)



# **Juante Gebape, Inc**

**P.O. Box 43  
Ranson, WV 25438**

**February 15, 2013**

**Juante Gebape Inc will commit up to \$300 toward the restoration project at the Webb Blessing house located at 303 East North Street in Charles Town.**

  
**Julie Thomas**  
**President**

**Juante Gebape, Inc**  
P.O. Box 43  
Ranson, WV 25438

**February 15, 2013**

**Juante Gebape Inc will commit up to \$300 toward the restoration project at the Webb Blessing house located at 303 East North Street in Charles Town.**

**Julie Thomas**  
**President**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 24 2005

Employer Identification Number:  
55-0778648  
DLN:  
17053057793075  
Contact Person:  
TERRY W BREWER ID# 31227  
Contact Telephone Number:  
(877) 829-5500  
Public Charity Status:  
170(b)(1)(A)(vi)

JEFFERSON COUNTY BLACK HISTORY  
PRESERVATION SOCIETY INC  
PO BOX 569  
RANSON, WV 25438-0000

Dear Applicant:

Our letter dated MAY 8, 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

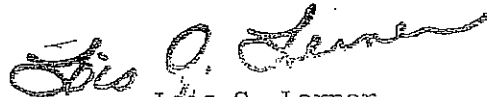
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)

## DEED

THIS DEED Made this 9<sup>th</sup> day of January, 2003, by and between  
MARILYN ECKENDORF WILSON, Grantor, party of the first part, and, THE  
JEFFERSON COUNTY BLACK HISTORY PRESERVATION SOCIETY, INC., a  
domestic non-profit, charitable organization, Grantee, party of the second part.

WHEREAS, the below-described parcel of real estate was conveyed unto  
Audrey B. Norris in fee simple by F. Dean Nichols, Substituted Trustee, by special  
warranty deed dated October 22, 1979, recorded in the Office of the Clerk of the County  
Commission of Jefferson County, West Virginia, in Deed Book 462, at Page 282;

WHEREAS, Audrey B. Norris died testate on December 28, 2000, a  
resident of Indian Hill, Hamilton County, Ohio, devising the below-described parcel of  
real estate to her niece, Marilyn Eckendorf Wilson, and her aunt, Georgia H. O'Connell,  
in equal shares, which said Will of Audrey B. Norris is duly of record in the Office of the  
Clerk of the County Commission of Jefferson County, West Virginia, in Will Book 6, at  
Page 241;

WHEREAS, Georgia H. O'Connell pre-deceased Audrey B. Norris on  
October 9, 1996, which the death certificate of Georgia H. O'Connell is of record in the  
Office of the Clerk of the County Commission;

WHEREAS, the provisions and terms of Audrey B. Norris's Will provide  
that, "In the event my dear aunt, GEORGIA O'CONNELL, shall predecease me or fail to  
survive me, then in that event I give, devise and bequeath the share that she would have  
received to my dear niece, MARILYN ECKENDORF WILSON, absolutely and in fee  
simple." Accordingly, the below-described parcel of real property devolved to Marilyn  
Eckendorf Wilson in fee simple.

NOW, THEREFORE, WITNESSETH: That for and in consideration of the sum of ten dollars (\$10.00), cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged, the said Marilyn Eckendorf Wilson, party of the first part, does hereby grant and convey, with covenants of special warranty of title, unto The Jefferson County Black History Preservation Society, Inc., party of the second part, in fee simple, the following described real estate:

All of that certain lot or parcel of real estate together with all improvements thereon and all rights, ways, and appurtenances thereunto belonging, situate in the Town of Charles Town, Jefferson County, West Virginia, and fronting 69 ½ feet on the south side of North Street and running back between parallel lines a distance of 95 ½ feet.

And Being the same parcel of real estate which was conveyed unto S.S. Dalgarn, Trustee, from Emily Jane Blessing, et. als., by deed dated March 1, 1891, and recorded in the aforesaid County Clerk's Office in Deed Book W, at Page 311, and which by adjudication of the Court by Order dated October 15, 1979, vested fee simple title in Audrey B. Norris.

AND BEING the same parcel of real estate which was conveyed unto Audrey B. Norris in fee simple, from F. Dean Nichols, Substituted Trustee, by special warranty deed dated October 22, 1979, recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 462, at Page 282.

THIS CONVEYANCE IS MADE SUBJECT, HOWEVER, to all those reservations, restrictions, easements, and other matters of record, and subject to the following covenant and restriction, which shall run with the land:

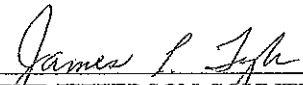
The Grantee covenants and agrees that a plaque or marker of brass or bronze shall forever exist on the property in clear view of the public with the inscription, "In Loving Memory Of Ms. Ollie Blessing, July 27, 1889 - February 18, 1983, and Dr. Audrey Blessing Norris, December 6, 1924 - December 28, 2000."

The Grantee joins herein to signify its assent to the covenants herein contained.

DECLARATION OF CONSIDERATION OR VALUE: Under the penalties of fine and imprisonment, as provided by law, Marilyn Eckendorf Wilson, whose address is 8322 Turnberry Court, Potomac, MD 20854, does hereby declare that the total consideration paid for the real estate conveyed by the document to which this declaration is appended is THIRTY THOUSAND DOLLARS (\$30,000.00).

WITNESS the following signatures and seals.

  
MARILYN ECKENDORF WILSON

  
THE JEFFERSON COUNTY BLACK  
HISTORY PRESERVATION  
SOCIETY, INC., by JAMES L. TAYLOR,  
President


CORPORATE SEAL

STATE OF Florida

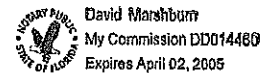
COUNTY OF Palm Beach, to-wit:

The foregoing instrument was acknowledged before me this 16th day of January, 2003, by MARILYN ECKENDORF WILSON.

AFFIX NOTARIAL SEAL

  
Notary Public

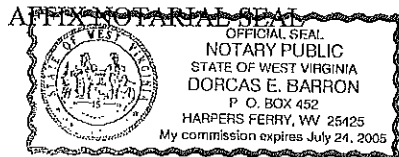
My commission expires: April 2, 2005



STATE OF WEST VIRGINIA,

COUNTY OF JEFFERSON, to-wit:

The foregoing instrument was acknowledged before me this 22nd day of  
January, 2003, by THE JEFFERSON COUNTY BLACK HISTORY PRESERVATION  
SOCIETY, INC., by JAMES L. TAYLOR, President.



Dorcas E. Barron  
Notary Public

My commission expires: July 24, 2005

This deed was prepared  
by J. Alexander Alvarez, Esq.,  
Nichols & Skinner, L.C.  
Charles Town, West Virginia, 25414.

FILE NO. RE-02-08165/deb  
Z:\N&S\Files\Jaa\Norris, Audrey.Estate\Deed to JCBHPS.wpd

JEFFERSON COUNTY, WV  
FILED  
January 22, 2003 16:42:15  
JOHN E. OTT  
COUNTY CLERK  
TRANSACTION NO: 2003001857  
Transfer Tax: \$132.00  
BOOK OF DEEDS  
Book: 00969 Page: 00449



**AGENDA REQUEST FORM**

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



Name: Sandy Slusher McDonald, Deputy County Administrator

Department or Organization: County Commission

Estimation of amount of time needed for appointment: New Business

Date Requested – 1<sup>st</sup> Choice: March 21, 2013

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

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

Subject (Wording to be placed on agenda): **Approval of Community Participation Grant Resolution for the African American Community Association – Fisherman’s Hall in the amount of \$2,000**

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):  
**Motion to approve the Community Participation Grant Resolution for the African American Community Association – Fisherman’s Hall in the amount of \$2,000 and to authorize the President of the Commission to affix his signature to the appropriate documents**

Are documents attachments? Yes  No

If not, explain:

Is a projector needed? Yes No

Contact information:

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

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

# JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

---

## **RESOLUTION**

The Jefferson County Commission met on the 21<sup>st</sup> day of March, 2013 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Dale Manuel, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and to act as the administrator of grant funds pursuant to provisions of the Community Participation Program in the amount of \$2,000. The funds from this project will be used for the preservation and rehabilitation of the Fisherman's Hall.

Dated: \_\_\_\_\_

\_\_\_\_\_  
DALE MANUEL  
PRESIDENT  
JEFFERSON COUNTY COMMISSION

ATTESTED: \_\_\_\_\_  
County Clerk

13LEDA0423

# Community Participation Grant Program

Fiscal Year 2013

Deadline: April 30, 2013

Grantee: Jefferson County Commission  
 Project Title: African American Community Assoc. -  
 Renovation of Historic Fisherman's Hall

Project Number: 13LEDA0423  
 Amount: \$2,000

## Section 1: Grantee (Local Governing Agency)

|                        |                             |         |                             |
|------------------------|-----------------------------|---------|-----------------------------|
| GOVERNING AGENCY NAME: | Jefferson County Commission | email:  | sandy@jeffersoncountywv.org |
| CONTACT PERSON:        | Sandy McDonald              | E-MAIL: |                             |
|                        |                             | PHONE:  | 304-728-3284                |

Yes  No Are funds requested for a nonprofit organization? If yes, complete Section 2.

## Section 2: Subgrantee (Nonprofit Organization)

|                         |                                                                |          |                      |
|-------------------------|----------------------------------------------------------------|----------|----------------------|
| NONPROFIT ORGANIZATION: | The African-American Community Association of Jefferson County |          |                      |
| EXECUTIVE DIRECTOR:     | JAMES A. Tolbert                                               | E-MAIL:  | STOLBER@frontier.net |
| ADDRESS:                | P.O. Box 843                                                   | CITY:    | CHARLES TOWN         |
| PHONE:                  | 304-725-7852                                                   | ZIP:     | 25414                |
|                         |                                                                | WEBSITE: |                      |

- Federal nonprofit certification, 501 (c) determination letter from Internal Revenue Service is attached.  
 Mission statement, brochure, or web page explaining the organization's mission and services provided is attached.

## Section 3: Project Details

Describe in specific terms the scope of the work to be completed and the proposed use(s) of the grant funds. A separate sheet may be attached if additional space is needed.

|                         |              |
|-------------------------|--------------|
| DESCRIPTION OF PROJECT: | SEE ATTACHED |
|                         |              |
|                         |              |
|                         |              |

## PROJECT LOCATION:

|                                                                                    |                                                            |
|------------------------------------------------------------------------------------|------------------------------------------------------------|
| OWNER OF PROJECT SITE, PROPERTY OR BUILDING:                                       | African American Community Association of Jefferson County |
| LOCATION AND ADDRESS WHERE GRANT FUNDS WILL BE USED (SUFFICIENT TO DRIVE TO SITE): | 321 West Street, Charles Town, WV                          |

Attach a copy of the property deed if project site(s) or building(s) are owned by a nonprofit organization. Application WILL NOT be processed without a deed.

## Section 4: Funding Summary

A minimum of 10% is required as a local match. Attach commitment letters for each funding source listed below.

|                                  | AMOUNT  | SOURCE<br>GRANT, BANK LOAN,<br>FUNDRAISING, ETC. | STATUS<br>PENDING, APPROVED,<br>ONGOING, ETC. | DOCUMENTATION<br>LETTER, RESOLUTION,<br>ETC. |
|----------------------------------|---------|--------------------------------------------------|-----------------------------------------------|----------------------------------------------|
| GRANT FUNDS REQUESTED            | \$ 2000 |                                                  |                                               |                                              |
| LOCAL FUNDS (10% REQUIRED MATCH) | \$ 200  | FUNDRAISING                                      |                                               |                                              |
| OTHER FUNDS                      | \$      |                                                  |                                               |                                              |
| TOTAL PROJECT COST               | \$ 2200 |                                                  |                                               |                                              |

### Section 3: Project Details

We are now working on the second floor of our renovation project. Work to be done is wiring, insulation, drywall, plumbing, painting and the final stage of the heating and air-conditioning. This money will be a supplement to the entire cost of this part of the renovation. The bid request to the contractor is for the entire scope of this phase of the renovation.

## **Section 5: Assurances and Signature**

**The Grantee hereby assures the State that it and any Subgrantee(s) shall comply with the following laws, regulations, policies, and requirements:**

1. The Grantee will perform the work for which the grant was made as determined by the State.
2. The Grantee will start work on the project before the end of the fiscal year in which the grant award is made.
3. The Grantee will comply with the equal employment provision of Titles VI and VII of the 1964 Civil Rights Act and Presidential Executive orders 11246 and 11375 in its hiring practices for work to be performed using grant funds.
4. The Grantee will solicit competitive bids on any major work element exceeding \$2,500 in cost as per West Virginia Purchasing Division procedures outlined in Section 3 of the Purchasing Division handbook, authorized by the WV Code of State Rules Title 148 Series 1.
5. The Grantee will comply with the provisions of the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A for all contracts, involving, but not limited to, construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work necessary for the undertaking and completion of the project, regardless of the source of funds utilized to pay such construction contracts. Bids for such contracts shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3.
6. The Grantee will pay State prevailing wage rates on contract construction unless federal funds are included in the project, in which case, the higher of the State's or Davis-Bacon wage rates will be paid on all contract construction.
7. The Grantee shall obtain professional services, such as consulting, through a request for proposals. Architectural or engineering services shall be pursued in accordance with West Virginia Code §5G.
8. The Grantee assures no costs will be incurred or commitments made relative to a grant prior to the approval of this grant and execution of a contract with the State of West Virginia.
9. The Grantee assures project sites and buildings will be publicly owned or owned by a federally certified nonprofit organization. The use of grant funds at/for private property or private gain is prohibited.
10. The Grantee assures that any part of the project to be occupied by the general public will be made accessible to the handicapped.
11. The Grantee assures that any permits, licenses, or other requirements of particular State or Federal agencies necessary for the project's design, construction, or operation will be secured.
12. The Grantee will not subgrant any of the grant funds received to any of its officials or employees or the members of their families or to employees of the WVDEO or members of the State Legislature in any contracts awarded for work to be performed.
13. The Grantee will maintain and have available for inspection on written request by the State all records kept on the project including bid documents, copies of all contracts, contractors' payrolls, time sheets, and invoices. The Grantee further assures the State that it will schedule an audit of any grant funds to be included in its annual audit as performed by the State Tax Department.
14. The Grantee assures that it has the legal authority to apply for this grant, commit any local matching shares, authorize the person signing the grant to act as an agent for the grantee and abide by the assurances described in section 5 of this application.

Grantee: Jefferson County Commission

Project Number: 13LEDA0423

Project Title: African American Community Assoc. - Historic Fisherman's Hall

Amount: \$2,000

15. As the grantee, the county or municipality will act as the administrator of any grant funds provided to nonprofit organizations, and will maintain fiduciary responsibility for the expenditure of funds.

**No application will be processed without the following documentation:**

- Application with Original Signature
- Resolution by Unit of Local Government
- Documentation of Local Match (Minimum 10 Percent)
- Current IRS 501(c) Determination Letter - Required for Nonprofit Organizations
- Current Certificate of Existence/Authorization from WV Secretary of State – Required for Nonprofit Organizations
- Deed to project site - Required if property is owned by a Nonprofit Organization

To the best of my knowledge, the information contained in this application is true and correct; the submission thereof has been duly authorized by the governing body; and the grantee and any subgrantee will comply with the regulations, policies, guidelines and requirements outlined by the State of West Virginia and in Section 5 of this application. If the recipient is a nonprofit organization, the county or municipality certifies that this nonprofit organization is legally authorized to receive public funds.

Name: Dale Manuel Title: President

Signature: \_\_\_\_\_ Date: 3/21/13  
~~Mayor of~~ **County Commission President**  
**ORIGINAL SIGNATURE REQUIRED-USE BLUE INK**

Name: James A. Tolbert Title: 2/28/13

Signature: James A. Tolbert Date: 2/28/13  
**Executive Director, Nonprofit Organization**  
**ORIGINAL SIGNATURE REQUIRED-USE BLUE INK**

**West Virginia Development Office**  
**Community Development Division**  
**Community Participation Grant Program**  
1900 Kanawha Boulevard, East Building 6, Room 553  
Charleston, West Virginia 25305  
Phone: 304-558-4010 Fax: 304-558-2246  
[www.wvcommerce.org](http://www.wvcommerce.org)



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 02 2004

Employer Identification Number:  
55-0750650

DLN:  
17053045703094

AFRICAN-AMERICAN COMMUNITY  
ASSOCIATION OF JEFFERSON COUNTY  
PO BOX 843  
CHARLES TOWN, WV 25414-0000

Contact Person:  
ERIC J BERTELSEN ID# 31323

Contact Telephone Number:  
(877) 829-5500

Public Charity Status:  
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated June 1999, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

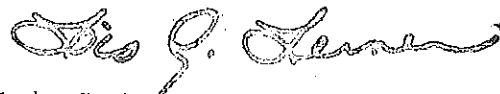
Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)

## **Background**

**The mission statement committee consists of Jim Taylor, Janet Baylor, Corrine Curtis, Kip Stowell and Shirley Tolbert. If the committee continues, Dorothy Taylor will join us.**

**The committee met on 2/1/07. We felt that our charge was to develop a mission statement that would apply directly to dissemination activities about Fisherman Hall.**

**The goal was to provide a statement that could be shared with the public, community, organizations, grant agencies and other parties in the form of brochure information, wall posters, presentations, etc.**

**We looked at the mission statement in the bylaws of the African-American Community Association of Jefferson County and a brochure that was developed for the group around 1995<sup>7</sup>. We wanted to be certain that our work would be for dissemination purposes only, not changes in policies or operation of the AAAJC, the umbrella organization. A number of vision and mission statements were looked at for non-profit organizations.**

**We developed a vision statement that we feel is a dream of what we hope to become. It is presented on the next page as is the mission statement.**

**The mission statement comes directly from the AAAJC's mission statement. It is believed that most of the suggestions from the public survey can be grouped under the mission statement as goals or strategies to carry out the mission of the AAAJC and Fisherman Hall.**

**Please recognize that these are recommendations.**

- 1. All literature contain the full name of Fisherman Hall-  
The Grand Order of Galilean Fishermen;**
- 2. The committee is willing to add the goals or strategies;**
- 3. The committee members are willing to revise the brochure;**
- 4. Members are willing to make presentations to the public;**

5. The CCS is the recommended format (samples).

### **OUR VISION FOR FISHERMAN HALL**

**To see it become an African-American historic landmark locally, state and nation-wide; to attract tourists and persons interested in the rich history of Jefferson County; and to provide a cultural center for nurturing of adults and youth.**

### **OUR MISSION**

**To establish an African-American cultural center through which a series of county-wide programs may be designed and instituted . Our areas of concern will be youth involvement and development, health and environment education, cultural awareness and historical research, documentation and dissemination.**



# Certificate

*I, Betty Ireland, Secretary of State of the State of West Virginia, hereby certify that*

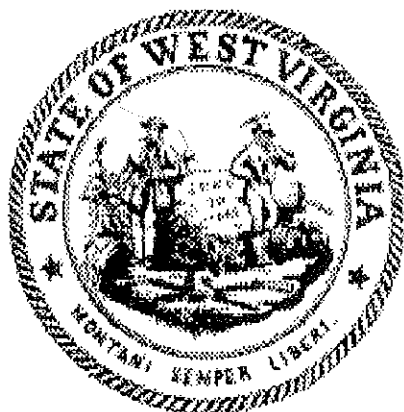
**THE AFRICAN-AMERICAN COMMUNITY ASSOCIATION OF JEFFERSON COUNTY, INC.**

was incorporated under the laws of West Virginia and a Certificate of Incorporation was issued by the West Virginia Secretary of State's Office on December 14, 1994.

I further certify that the corporation has not been revoked by the State of West Virginia nor has the West Virginia Secretary of State issued a Certificate of Dissolution to the corporation.

Accordingly, I hereby issue this

## CERTIFICATE OF EXISTENCE



*Given under my hand and the Great Seal of the State of West Virginia on this day of October 23, 2008*

*Secretary of State*

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: March 21, 2013

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

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

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of the Construction Bond security for Philip N. McDonald – McLucky LLC (File #S11-16) - Letter of Credit #1769 with the First Bank of Strasburg, Virginia.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of the remaining \$51,935.00 construction bond amount for Philip N. McDonald – McLucky LLC (File #S11-16).

Attachments: Bond Release Letter  
Bond Release Request Report  
Site Map



## JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT

*Dale Manuel*

VICE PRESIDENT

*Walt Pellish*

March 21, 2013

COMMISSIONER

*Jane Tabb*

Mr. Brian J. Hester  
Assistant Vice President

COMMISSIONER

*Patsy Noland*

First Bank  
112 West King Street  
Strasburg, Virginia 22657

COMMISSIONER

*Lyn Widmyer*

RE: Irrevocable Letter of Credit #1769 dated March 20, 2012 Construction Bond  
Surety for Philip N. McDonald – McLucky LLC (File #S11-16).

Dear Mr. Hester:

The Jefferson County Commission authorizes a complete release of the remaining \$51,935.00 from the construction bond for Philip N. McDonald – McLucky LLC (File #S11-16). This project is located on the east side of Marlowe Road-Route 340/4 just south of its intersection with U.S. Route 340 adjacent to Sheetz and Tractor Supply. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Letter of Credit #1769, originally issued in the amount of \$51,935.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Dale Manuel, President  
Jefferson County Commission

DM:rfb

cc: Mr. Philip N. McDonald  
McLucky LLC  
18 Rhodes Court  
Harpers Ferry, WV 25425  
Mr. Jason Gearhart  
William H. Gordon Associates  
301 North Mildred Street  
Charles Town, WV 25414  
Department of Engineering

County Administrator  
*Debbie Keyser*

Deputy County Administrator  
*Sandy Slusher McDonald*

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

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

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

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 02 / 11 / 2013 J.C.P.C. File No. S11 - 16

Consultant/Engineer/Firm Name: WILLIAM H. GORDON ASSOCIATES

Mailing Address: 301 NORTH MILDRED ST.

City: CHARLES TOWN State: WV Zip: 25414

Contact Person: JASON GERMART Phone: 304-725-8456

Project/Subdivision Name: MC LUCKY SITE PLAN

Section/Phase: \_\_\_\_\_ Lots: \_\_\_\_\_

Review Comments:

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

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

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

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL THIRD PARTY CERTIFICATES RECEIVED  
RECOMMEND RELEASE OF BOND

**Approved for:**  
BOND RELEASE  
By: [Signature] 03/05/13  
County Engineer Date

Original Bond Amt. \$ 36,935 + 15% Cont. \$ 15,000 = Total Original Bond Amt. \$ 51,935

Total Current Bond Amount \$ 51,935.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ \_\_\_\_\_ .00

= Approved for Revised Bond Amount \$ 0.00

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

Signature: [Signature] Date: 03 / 05 / 2013



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**AGENDA REQUEST FORM**

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: March 21, 2013

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

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

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of the Construction Bond security for THZ Enterprises, LLC – Maddex Farm Subdivision, Phase III (PC File #05-05) - Letter of Credit #1236-4401 with United Bank, Martinsburg, West Virginia.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of the remaining \$145,573.00 construction bond amount for THZ Enterprises, LLC – Maddex Farm Subdivision, Phase III (PC File #05-05).

Attachments: Bond Release Letter  
Bond Release Request Report  
Site Map

Attachments: Bond Release Letter



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PRESIDENT

*Dale Manuel*

March 21, 2013

VICE PRESIDENT

*Walt Pellish*

Mr. Timothy T. Pownell

COMMISSIONER

*Jane Tabb*

Vice President

United Bank

450 Foxcroft Avenue

COMMISSIONER

*Patsy Noland*

Martinsburg, West Virginia 25401

COMMISSIONER

*Lyn Widmyer*

RE: Irrevocable Letter of Credit #1236-4401 dated July 13, 2012 Construction Bond Surety for THZ Enterprises, LLC - Maddex Farm Subdivision, Phase III (File #05-05).

Dear Mr. Pownell:

The Jefferson County Commission authorizes a complete release of the remaining \$145,573.00 from the construction bond for THZ Enterprises, LLC - Maddex Farm Subdivision, Phase III (PC File #05-05). This project is located on the north side of Martinsburg Pike (Route 45) adjacent to the Maddex Square Shopping Center. The work appears to be 100% complete.

In summary you are hereby authorized to fully release the remaining amount of the above referenced Letter of Credit, originally issued in the amount of 400,662.00.

Please contact the Engineering Department at 304-728-3257 if you have any questions.

Sincerely,

Dale Manuel, President  
Jefferson County Commission

DM:rfb

cc: Mr. John J. Thomas, Jr., Manager  
THZ, Enterprises, LLC  
P. O. Box 131  
Charles Town, WV 25414  
Department of Engineering

County Administrator  
*Debbie Keyser*

Deputy County Administrator  
*Sandy Slusher McDonald*

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

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

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

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 10 / 19 / 2012

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

Consultant/Engineer/Firm Name: Dewberry

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: Lisa McCauley PE Phone: \_\_\_\_\_

Project/Subdivision Name: Maddox Farm

Section/Phase: Phase 3 Lots: \_\_\_\_\_

Review Comments:

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

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

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

Bonding Policy & Unit Cost Figures attached for your use.

Comments:

All site work and issues within this phase is complete on 2/21/2013

Approved for:  
Bond Release \$0.00  
By [Signature] 10/19/2012  
County Engineer Date

Original Bond Amt. \$ 348,402 + 15% Cont. \$ 52,260 = Total Original Bond Amt. \$ 400,662

Total Current Bond Amount \$ 145,573.00

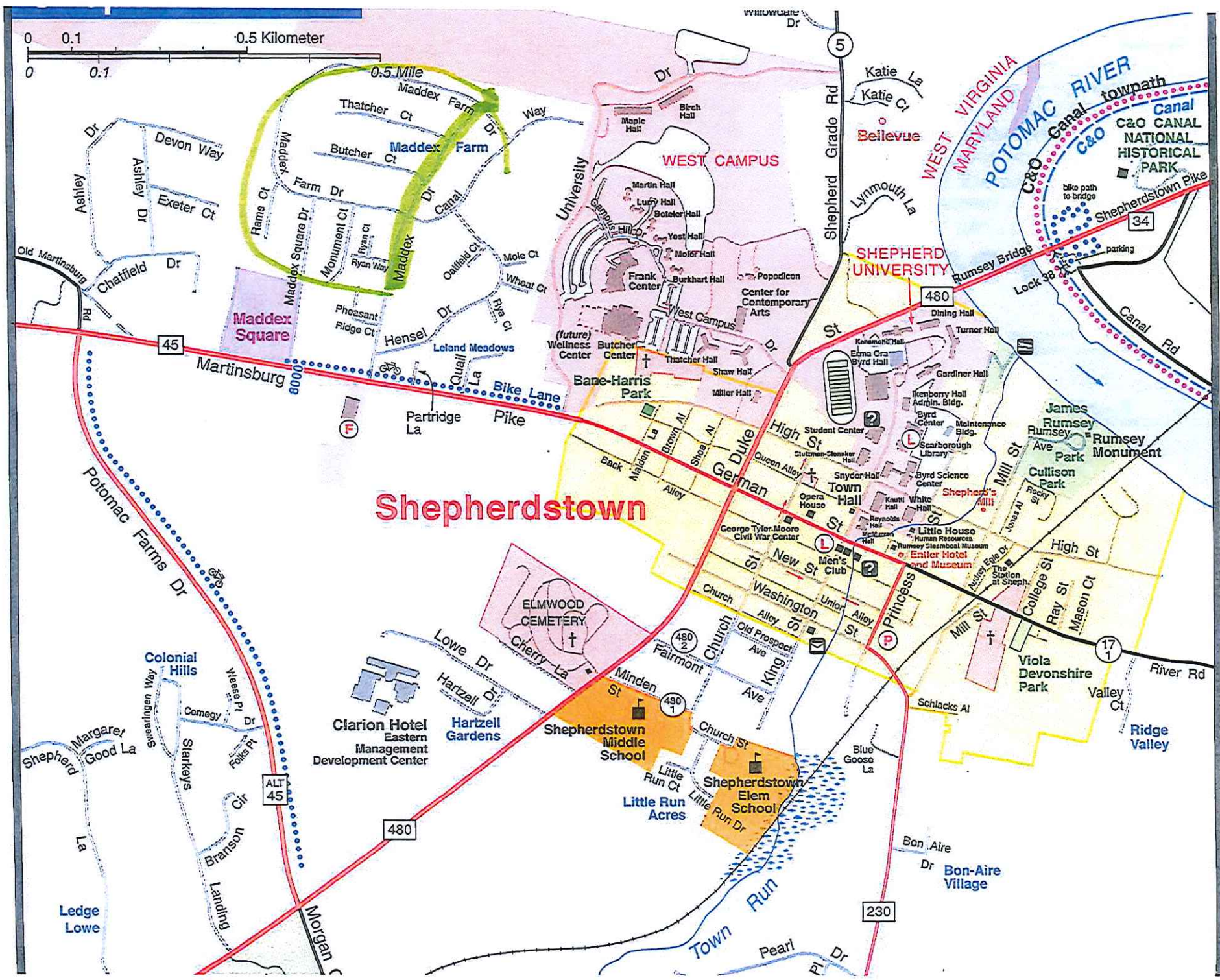
Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Jonathan Saunders, P.E. Title: County Engineer

Signature: [Signature] Date: 10 / 19 / 2012

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Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: March 21, 2013

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

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

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of the Construction Bond security for THZ Enterprises, LLC – Maddex Farm Subdivision, Phase IV (PC File #06-07) - Letter of Credit #1200 with United Bank, Martinsburg, West Virginia.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of the remaining \$103,621.00 construction bond amount for THZ Enterprises, LLC – Maddex Farm Subdivision, Phase IV (PC File #06-07).

Attachments: Bond Release Letter  
Bond Release Request Report  
Site Map



## JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT  
*Dale Manuel*

March 21, 2013

VICE PRESIDENT  
*Walt Pellish*

Mr. Timothy T. Pownell  
Vice President

COMMISSIONER  
*Jane Tabb*

United Bank  
450 Foxcroft Avenue

COMMISSIONER  
*Patsy Noland*

Martinsburg, West Virginia 25401

COMMISSIONER  
*Lyn Widmyer*

RE: Irrevocable Letter of Credit #1200 dated October 25, 2006, Construction Bond Surety for THZ Enterprises, LLC - Maddex Farm Subdivision, Phase IV, Lots 15-24, 28-52 & 120-135 & Residue (File #06-07).

Dear Mr. Pownell:

The Jefferson County Commission authorizes a complete release of the remaining \$103,621.00 from the construction bond for THZ Enterprises, LLC – Maddex Farm Subdivision, Phase IV, Lots 15-24, 28-52 & 120-135 & Residue (File #06-07). The property is located on the north side of Martinsburg, Pike (Route 45) adjacent to the Maddex Square Shopping Center. The work appears to be 100% complete.

In summary you are hereby authorized to fully release the remaining amount of the above referenced Irrevocable Letter of Credit, originally issued in the amount of \$547,991.00.

Please contact the Engineering Department at (304)-728-3257 if you have any questions.

Sincerely,

Dale Manuel, President  
Jefferson County Commission

DM:rfb

cc: Mr. John J. Thomas, Jr., Manager  
THZ Enterprises, LLC  
P. O. Box 131  
Charles Town, WV 25414  
Department of Engineering

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

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

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

**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 10 / 19 / 2012

J.C.P.C. File No. 06 - 07

Consultant/Engineer/Firm Name: Newberry

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: Lisa McCauley Phone: \_\_\_\_\_

Project/Subdivision Name: Maddex Farm

Section/Phase: Section 4 Lots: \_\_\_\_\_

Review Comments:

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

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

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

Bonding Policy & Unit Cost Figures attached for your use.

Comments:

All sitework and issues within this phase is complete as of 2/2/2013

**Approved for:**  
Bond Release 10,000  
**By:** [Signature] **Date:** 10/19/2012  
**County Engineer**

Original Bond Amt. \$ 476,514 + 15% Cont. \$ 71,472 = Total Original Bond Amt. \$ 547,991

Total Current Bond Amount \$ 103,021.00

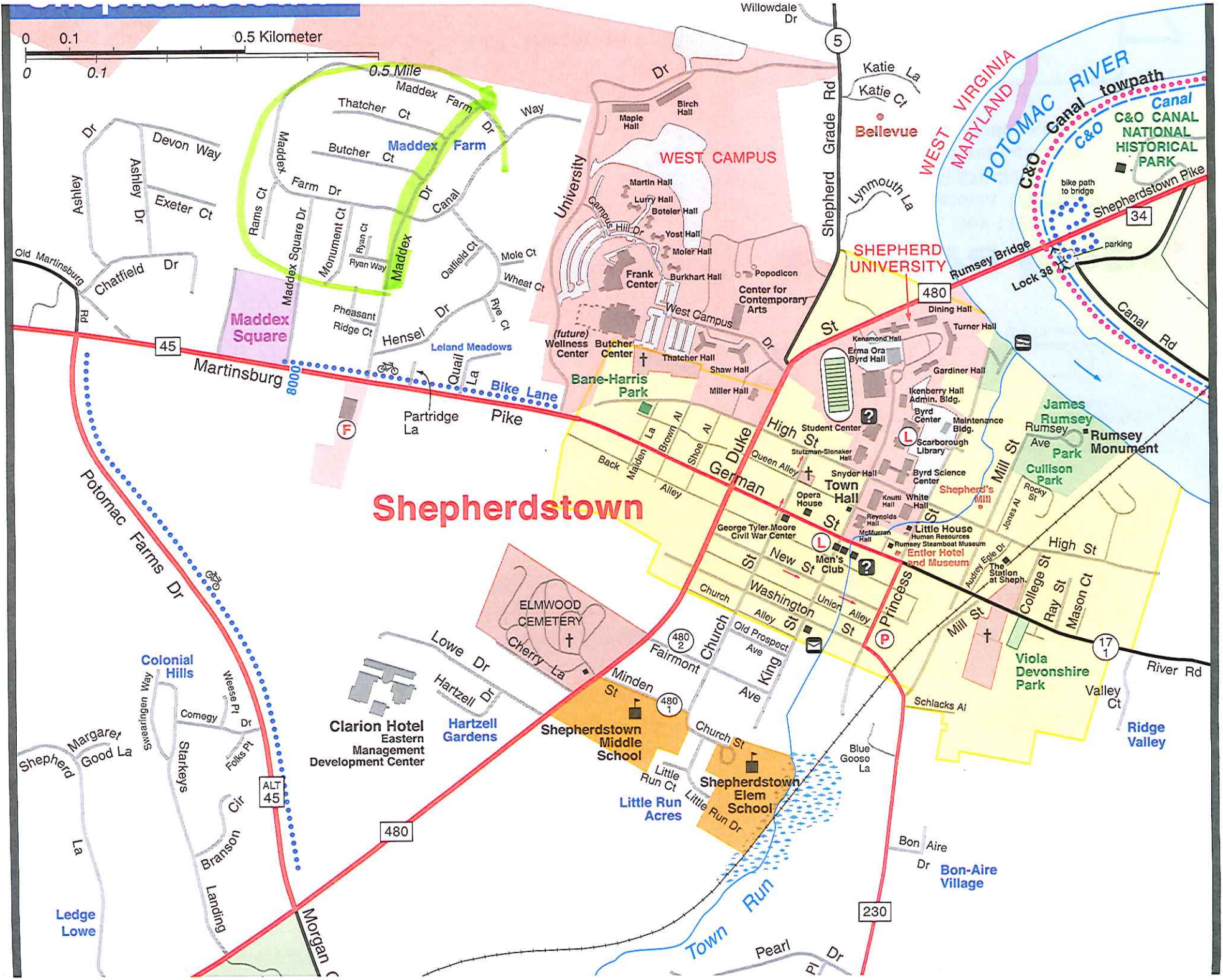
Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Jonathan Saunders, P.E. Title: County Engineer

Signature: [Signature] Date: 10 / 19 / 2012

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# Shepherdstown

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Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: no appointment required – new business item

Date Requested – 1<sup>st</sup> Choice: March 21, 2013

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

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

**Proposed start date is April 22, 2013.**

Subject: **Approval of Job Offer for Vacant Planning Clerk Position**

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

**See attached employee action form and previously approved personnel request form. Proposed start date is April 22, 2013.**

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

**I move approval of the recommendation of the Director of Planning and Zoning to hire the preferred applicant to fill the vacant Planning Clerk position for the Departments of Planning and Zoning in accordance with the Department of Planning's budgeted position.**

Attachments:

- **Employee Action Form**
- **Personnel Requisition form from Jennifer Brockman dated 11/15/12**

**Jefferson County Commission  
Employee Action Form**

|                                                                                        |                                                                                                                                                                                                                                        |                 |                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Name:                                                                         | Planning Clerk                                                                                                                                                                                                                         |                 |                                                                                                                                                                                                                                      |
| Department Number:                                                                     | 439                                                                                                                                                                                                                                    | Work Location:  | Mason Bldg                                                                                                                                                                                                                           |
| Birthdate:                                                                             |                                                                                                                                                                                                                                        | Mail Address:   |                                                                                                                                                                                                                                      |
| Social Security:                                                                       |                                                                                                                                                                                                                                        | Mail Address:   |                                                                                                                                                                                                                                      |
| Home Phone:                                                                            |                                                                                                                                                                                                                                        | Cell Phone:     |                                                                                                                                                                                                                                      |
| Salary:                                                                                | \$33,846                                                                                                                                                                                                                               | Salary:         | \$ -                                                                                                                                                                                                                                 |
| Reason:                                                                                | New Hire                                                                                                                                                                                                                               |                 | New Hire<br>Promotion<br>Temporary Assignment<br>Annual Increase                                                                                                                                                                     |
| Step:                                                                                  | D                                                                                                                                                                                                                                      | Step:           |                                                                                                                                                                                                                                      |
| Grade:                                                                                 | III                                                                                                                                                                                                                                    | Grade:          |                                                                                                                                                                                                                                      |
| Min/Mid/Max                                                                            |                                                                                                                                                                                                                                        | Min/Mid/Max     |                                                                                                                                                                                                                                      |
| From:                                                                                  | Candidate<br>Non-Exempt<br>Exempt<br>X Full-Time Perm > 1820 hrs/annual<br>Full-Time Perm 2080 hrs/annual<br>Full-Time Temp < 6 mos<br>Part-time Perm < 1040 hrs/annual<br>Part-time Temp/Intern<br>Contract<br>Termination/Retirement | To:             | Candidate<br>Non-Exempt<br>Exempt<br>Full-Time Perm > 1820 hrs/annual<br>Full-Time Perm 2080 hrs/annual<br>Full-Time Temp < 6 mos<br>Part-time Perm < 1040 hrs/annual<br>Part-time Temp/Intern<br>Contract<br>Termination/Retirement |
| From:                                                                                  | FMLA<br>Personal Unpaid<br>Active<br>Workers Comp<br>WC Rate:                                                                                                                                                                          | To:             | FMLA<br>Personal Unpaid<br>Active<br>Workers Comp<br>WC Rate:                                                                                                                                                                        |
|                                                                                        | Military<br>Personal Paid<br>Return to Work<br>WC Code                                                                                                                                                                                 |                 | Military<br>Personal Paid<br>Return to Work<br>WC Code                                                                                                                                                                               |
| Additional Info:                                                                       |                                                                                                                                                                                                                                        |                 |                                                                                                                                                                                                                                      |
| The recommended applicant is filling a position vacated by Amy Puetz in November 2012. |                                                                                                                                                                                                                                        |                 |                                                                                                                                                                                                                                      |
| <b>Effective Date:</b>                                                                 |                                                                                                                                                                                                                                        |                 |                                                                                                                                                                                                                                      |
| Co Admin/Elected Official:                                                             |                                                                                                                                                                                                                                        | HR Approval     |                                                                                                                                                                                                                                      |
| Commission Approval                                                                    |                                                                                                                                                                                                                                        | Hiring Mgr Appr |                                                                                                                                                                                                                                      |
| Hiring Mgr Notified                                                                    |                                                                                                                                                                                                                                        | Payroll Done    |                                                                                                                                                                                                                                      |

**JEFFERSON COUNTY**  
**Personnel Requisition**

Department Name Planning and Zoning Date 11/15/12 Date Needed ASAP

Job Title Planning Clerk Salary Grade III Criminal History Check Yes  No

Suggested Recruitment Source(s) Journal and County website

Applicants Interviewed By: Jennie Brockman and staff Position Reports To: Jennie Brockman

**Minimum Education Required:** High School degree (Associate's degree preferred) with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Minimum Experience Required:** Essential skills include good word processing skills, knowledge of Microsoft Office Suite, written and verbal communication skills, record keeping, researching and time management skills, a working knowledge of the Internet in support of department operations and effective customer service skills. Ability to learn common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions; use good judgment and decision making abilities, to work independently with minimum supervision, communicate professionally with people of diverse backgrounds and levels of education is required. Must be an analytical thinker and detail-oriented. NOTE: Employee will be required to work beyond normal business hours to attend regularly scheduled evening meetings and additional meetings as needed and requested by the County Planner, Project/Office Manager or Director.

**Job Duties:** Serves as Clerical support to the Planning Commission for the purpose of preparing agenda, packets and related documents for their once or twice-monthly meetings; attends Planning Commission and/or Committee meetings; operates recording and broadcasting devices; and prepares meeting minutes for approval by the Planning Commission. Provides administrative support to the County Planner; prepares correspondence for signature and perform requested tasks, as assigned. Assists the public with inquiries and provide copies of requested information and other assistance as required or requested. Answers incoming telephone calls and responds appropriately to inquiries, transcribe clear and concise messages, screen calls and route to appropriate person, record incoming calls in daily log. Prepares notices in accordance with ordinance or policy standards and prepare and post notice of meetings and public hearings; prepares calendar of meetings and deadlines for entire calendar year and ensure that all required deadlines are met. Records pertinent information into computer log, opens and maintains project files, and processes and responds to incoming documentation as required, docket each project file for upcoming Planning Commission meetings, provide detailed background research and continued assistance until project completion. Composes, transcribes types, proof-reads, copies, files and/or distributes a variety of documents (i.e., correspondence, reports, agenda, memos, meeting minutes, etc); researches adjoining property owner information and draft notification letters; administers Certification of Records for court proceedings, assemble and organize information in chronological order, copy entire file including large plats, record in detail each submission in chronological order. Performs other clerical duties as needed and instructed by the Office Manager or the Director.

---

**Budget Information**

Addition \_\_\_ Replacement  Explain or For Whom Amy Puetz resigned effective 11/30/12

Position Budgeted  Yes \_\_\_ No \_\_\_ Proposed Salary \$31,000 - \$34,000 (Grade III, Step dependent on qualifications) Date of Hire TBD

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

Safety/Security \_\_\_ Hours Per Week Non-Exempt Position 35 hours/ week plus evening meetings

---

**Approvals**

Elected Official Approval \_\_\_\_\_ Date \_\_\_\_\_

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

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

Comments \_\_\_\_\_

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: no appointment required – new business item

Date Requested – 1<sup>st</sup> Choice: March 21, 2013

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

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

Subject: **Approval to use Temporary Part Time Contract Employee**

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

**Due to the delay in filling the vacant Planning Clerk position, the administrative support staff for the Departments of Planning and Zoning has been working long hours to manage the current work load. We have determined that there is a need to provide some temporary relief in the transition period and would like to contract with a former employee on a temporary part-time basis to support the Departments and the staff. Adequate budget exists to support this position because the position has been vacant for a number of months. The former employee served as both the Office Manager and Zoning Administrator and has the skill set and knowledge of local practices related to our Department which makes her uniquely qualified to fill this position.**

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

**I move approval of the recommendation of the Director of Planning and Zoning to hire a temporary part-time Planning Clerk/administrative support person by the Departments of Planning and Zoning until such time as the position is filled in accordance with the Department of Planning's budgeted position.**

Attachments:

AGENDA REQUEST FORM

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



Name: FRED BLACKMER

Department or Organization: \_\_\_\_\_

Estimation of amount of time needed for appointment: 30 minutes

Date Requested - 1<sup>st</sup> Choice: March 21, 2013

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

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

Documents and participation dated & scheduled

Subject (Wording to be placed on agenda):

MANNING PETITION for INCORPORATION

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

Re submission of Manning INCORPORATION PETITION WITH ADDITIONAL INFORMATION

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

Schedule public hearing within 30 days

Are documents attachments?  Yes  No

If not, explain:

Is a projector needed? Yes

No

Contact information: FRED BLACKMER

Email address: FRED@Fredblackmer.com

Phone number: 304 536 3743

To the County Commission of Jefferson County, West Virginia  
**PETITION TO INCORPORATE**  
**Mannings, West Virginia as a Class IV Town**

**WHEREAS, we the undersigned, at least thirty percent of the freeholders of properties in the hereinafter described Territory, said Territory entirely within Jefferson County, West Virginia, and entirely outside of any incorporated municipality, seek incorporation to obtain the advantages of municipal self-rule.**

**We respectfully petition to incorporate the said territory through process prescribed in WV Code Chapter 8, Art 2, Bounded as shown on the accompanying map, said map having been on public display at Blue Ridge General Store, Torlone's Pizza and Public Display Board in the proposed area of incorporation.**

**ACCORDINGLY, we respectfully petition the Honorable Commissioners of the Jefferson County Commission, compliant with WV Code Chapter 8-2, to schedule a public hearing not less than ten and not more than 30 days from March 21, 2013 and required public notification as a Class II legal advertisement.**

**True and accurate copy of original signature document previously submitted**

Verification and Review Update Included

Administrative Contact information regarding this application

Paul Ashbaugh  
1100 Chestnut Hill Road  
Harpers Ferry, WV 25425  
304.725.6754

and

Fred Blackmer  
9628 Moncove lake Road  
Gap Mills, WV 24941  
304.536.3743  
[mannings@fredblackmer.com](mailto:mannings@fredblackmer.com)

Additional Documents and Exhibits

On Request or On Line

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

# MANNINGS

West Virginia's Newest Town

June 20, 2013

County Locator Map

Plat

Vision Statement

Provision of Services

JC Municipal Data

Resident Q&A





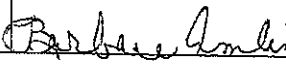
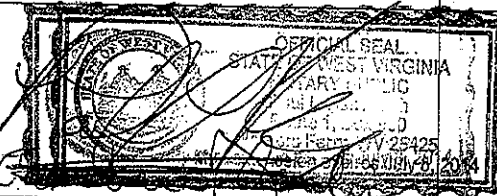
Lottery Information

Land Owner Petition


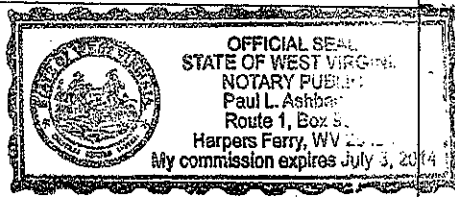
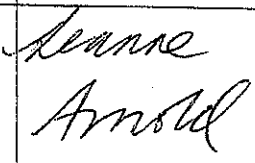
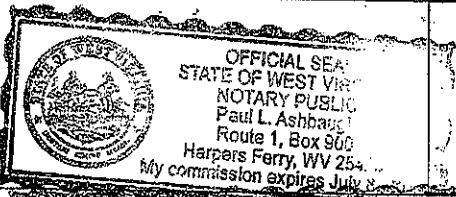
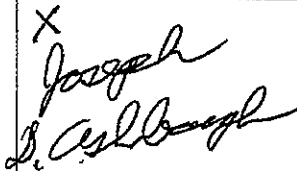
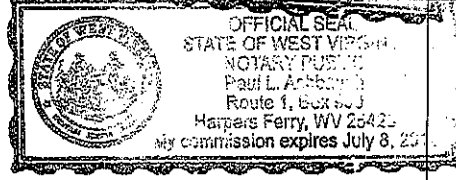
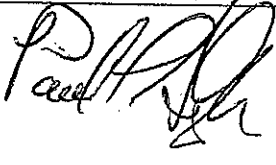
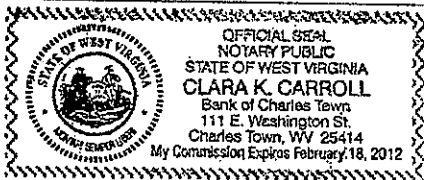


West Virginia Code Process

March 21, 2013

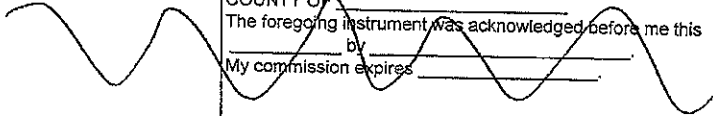

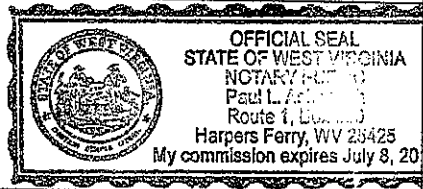



MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                | MAP | PCL  | BK  | PG  | SIGNATURE                                                                           | DATE                                                                                                                                                                                                        | SEAL                                                                                  |
|-----|---------------------|-----|------|-----|-----|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 41  | ACREE DARRELL       | 20A | 6    | 628 | 351 |    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                        |                                                                                       |
| 43  | ACREE CAROL         | 20A | 7    | 563 | 107 |    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                        |                                                                                       |
| 66  | ACREE V DARRELL III | 20A | 28   | 739 | 663 |    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                        |                                                                                       |
| 109 | AMLIN GREGORY A     | 20A | 68.2 | 424 | 276 |   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                        |                                                                                       |
| 109 | AMLIN BARBARA B     | 20A | 68.2 | 424 | 276 |  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>28</u> by <u>April - 2007</u><br>My commission expires <u>7/3/2014</u><br>Notary Public |  |

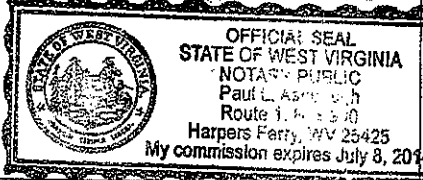
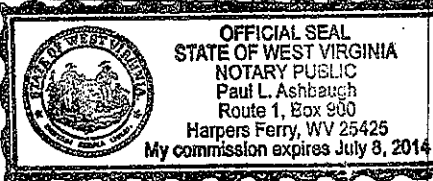
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                 | MAP | PCL | BK  | PG  | SIGNATURE                                                                              | DATE                                                                                                                                                                                                                                                       | SEAL                                                                                  |
|-----|----------------------|-----|-----|-----|-----|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 122 | ARNOLD CHRISTOPHER L | 20A | 79  | 997 | 736 |       | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>29</u> by <u>April 2007</u><br>My commission expires <u>7-8-2014</u><br><u>Paul L. Ashbaugh</u><br>Notary Public                       |    |
| 122 | ARNOLD LEANNE        | 20A | 79  | 997 | 736 |       | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>29</u> by <u>April 2007</u><br>My commission expires <u>7-8-2014</u><br><u>Paul L. Ashbaugh</u><br>Notary Public                       |    |
| 123 | ASHBAUGH JOSEPH D JR | 20A | 80  | 717 | 78  | X<br> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>12/16/08</u> by <u>Paul L. Ashbaugh</u><br>My commission expires <u>7-8-2014</u><br><u>Paul L. Ashbaugh</u><br>Notary Public           |    |
| 9   | ASHBAUGH PAUL L      | 20  | 13  | 555 | 25  |       | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>12/16/08</u> by <u>Paul L. Ashbaugh</u><br>My commission expires <u>February 18, 2012</u><br><u>Clara K. Carroll</u><br>Notary Public  |    |
| 11  | ASHBAUGH DONNA K     | 20  | 14  | 555 | 25  |     | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>12/16/08</u> by <u>Donna K. Ashbaugh</u><br>My commission expires <u>February 18, 2012</u><br><u>Clara K. Carroll</u><br>Notary Public |  |

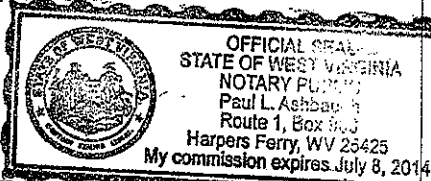
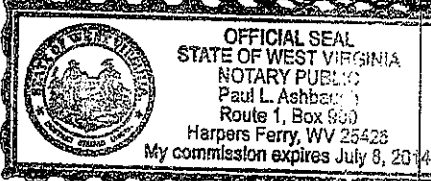
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                       | MAP | PCL  | BK   | PG  | SIGNATURE                                                                          | DATE                                                                                                                                                                                                   | SEAL                                                                                |
|-----|--------------------------------------------|-----|------|------|-----|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 107 | <del>BELL CLEVELAND<br/>EUGENE ET AL</del> | 20A | 68.1 | 935  | 264 |  | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                                    |  |
| 28  | BELL CLEVELAND<br>EUGENE ET AL             | 20  | 56   | WBII | 557 | <i>Cleveland Eugene Bell</i><br><i>X</i>                                           | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>6/10/2014</u> by <u>Paul L. Aschbach</u><br>My commission expires <u>7/18/2014</u> |  |
| 26  | BELL CLEVELAND<br>EUGENE ET AL             | 20  | 56   | WBII | 557 |  | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                                    |                                                                                     |
| 26  | BELL CLEVELAND<br>EUGENE ET AL             | 20  | 56   | WBII | 557 |  | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                                    |                                                                                     |
| 26  | BELL CLEVELAND<br>EUGENE ET AL             | 20  | 56   | WBII | 557 |  | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                                    |                                                                                     |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                                      | MAP | PCL | BK  | PG  | SIGNATURE                                     | DATE                                                                                                                                                                                                                                                               | SEAL                                                                                |
|-----|-----------------------------------------------------------|-----|-----|-----|-----|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 183 | BELL EVA MAY                                              | 21B | 20  | 452 | 726 | <i>Martha Blackett</i>                        | <p>STATE OF WEST VIRGINIA<br/> COUNTY OF <u>Jefferson</u><br/> The foregoing instrument was acknowledged before me this <u>12-6-03</u> by <u>Paul L. Ashbaugh</u><br/> My commission expires <u>7-8-2014</u></p> <p><i>Paul L. Ashbaugh</i><br/> Notary Public</p> |  |
| 57  | BIGELOW JOHN K                                            | 20A | 19  | 985 | 433 |                                               | <p>STATE OF WEST VIRGINIA<br/> COUNTY OF _____<br/> The foregoing instrument was acknowledged before me this _____ by _____<br/> My commission expires _____</p> <p>_____<br/> Notary Public</p>                                                                   |                                                                                     |
| 135 | <i>Aronhalt<br/>Mark A.<br/>Vicki L.</i><br>BOYARD WILSON | 21  | 24  | 948 | 375 | <i>Mark A. Aronhalt<br/>Vicki L. Aronhalt</i> | <p>STATE OF WEST VIRGINIA<br/> COUNTY OF <u>Jefferson</u><br/> The foregoing instrument was acknowledged before me this <u>May 6 - 2007</u> by _____<br/> My commission expires <u>7-8-2014</u></p> <p><i>Paul L. Ashbaugh</i><br/> Notary Public</p>              |  |
| 185 | BREEDEN CARRIE M                                          | 21B | 15  | 941 | 128 |                                               | <p>STATE OF WEST VIRGINIA<br/> COUNTY OF _____<br/> The foregoing instrument was acknowledged before me this _____ by _____<br/> My commission expires _____</p> <p>_____<br/> Notary Public</p>                                                                   |                                                                                     |
| 170 | BROWN GWEN                                                | 21  | 59  | 992 | 37  |                                               | <p>STATE OF WEST VIRGINIA<br/> COUNTY OF _____<br/> The foregoing instrument was acknowledged before me this _____ by _____<br/> My commission expires _____</p> <p>_____<br/> Notary Public</p>                                                                   |                                                                                     |

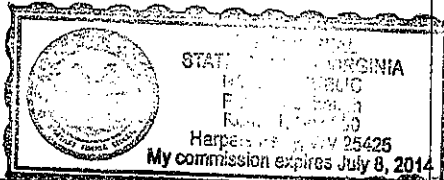

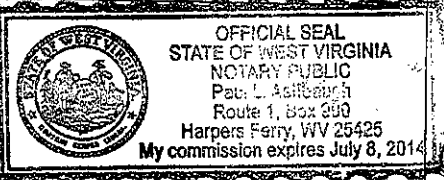
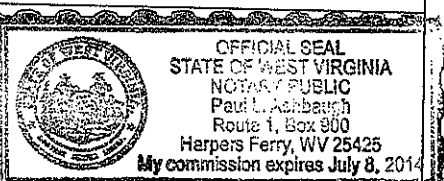
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME           | MAP | PCL | BK  | PG  | SIGNATURE          | DATE                                                                                                                                                                                                                                | SEAL                                                                                |
|-----|----------------|-----|-----|-----|-----|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 170 | BROWN SAMUEL   | 21  | 59  | 992 | 37  |                    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                       |                                                                                     |
| 172 | BROWN ROBERT H | 21  | 61  | 952 | 473 | <i>R. H. Brown</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>12</u> by <u>May 2007</u><br>My commission expires <u>7-13-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public |  |
| 173 | BROWN SUSAN E  | 21  | 62  | 832 | 657 | <i>Susan Brown</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>12</u> by <u>May 2007</u><br>My commission expires <u>7-13-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public |  |
| 81  | BRUNNER HELEN  | 20A | 43  | 432 | 185 |                    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                       |                                                                                     |
| 82  | BRUNNER ROBERT | 20A | 44  | 409 | 94  | <i>Robert</i>      | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                       |                                                                                     |

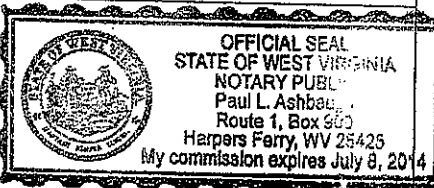
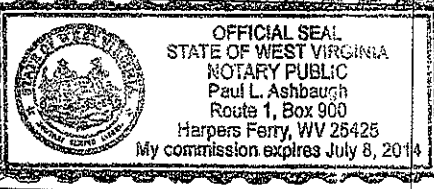
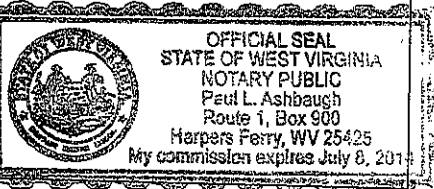

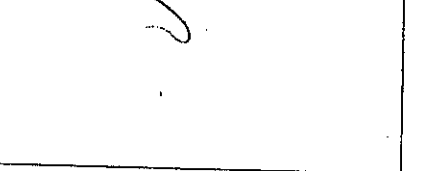
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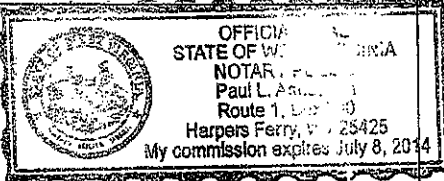
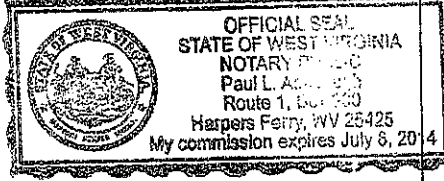
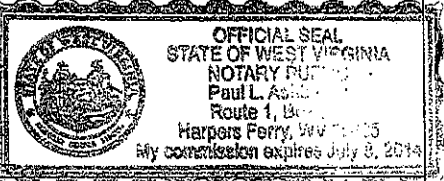
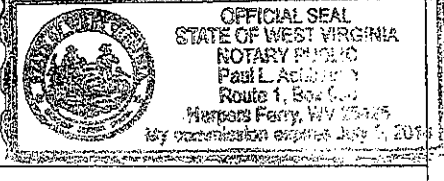
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #  | NAME             | MAP | PCL | BK  | PG  | SIGNATURE                | DATE                                                                                                                                                                                                                                             | SEAL                                                                                  |
|----|------------------|-----|-----|-----|-----|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 83 | BRUNNER JOYCE J  | 20A | 45  | 427 | 271 | <i>Robert</i>            | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                                             |                                                                                       |
| 94 | BURGESS SCOTT G  | 20A | 55  | 929 | 611 | <i>Scott Burgess</i>     | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>12</u> by <u>May 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul P. Ashbaugh</i><br>Notary Public               |    |
| 94 | KAREN L GRUBBS   | 20A | 55  | 929 | 611 | <i>Karen Grubbs</i>      | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>12</u> by <u>May 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul P. Ashbaugh</i><br>Notary Public               |    |
| 90 | BUTCHER THOMAS A | 20A | 52  | 617 | 544 | <i>Thomas A. Butcher</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>12-11-08</u> by <u>Paul P. Ashbaugh</u><br>My commission expires <u>7-8-2014</u><br><i>Paul P. Ashbaugh</i><br>Notary Public |   |
| 90 | BUTCHER MARIA R  | 20A | 52  | 617 | 544 | <i>Maria R. Butcher</i>  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>12-11-08</u> by <u>Paul P. Ashbaugh</u><br>My commission expires <u>7-8-2014</u><br><i>Paul P. Ashbaugh</i><br>Notary Public |  |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

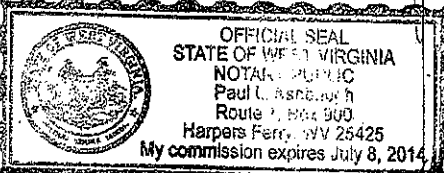
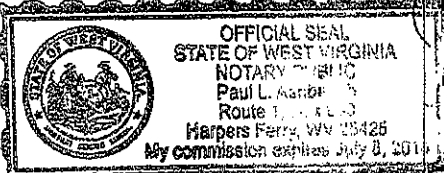
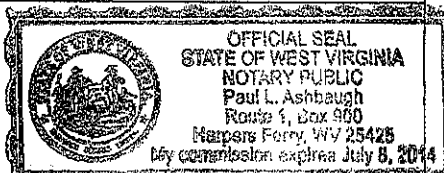
| #   | NAME                                             | MAP | PCL | BK  | PG  | SIGNATURE                                      | DATE                                                                                                                                                                                                                             | SEAL                                                                                  |
|-----|--------------------------------------------------|-----|-----|-----|-----|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 175 | Linda L. Butler<br>Butler JD<br>BUTLER JEB DAVID | 21  | 64  | 995 | 169 | <i>Linda L. Butler</i><br><i>Jeb D. Butler</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>20</u> by <u>May 2007</u><br>My commission expires <u>7/8/2014</u><br>Paul P. Ashbaugh<br>Notary Public      |    |
| 127 | W<br>CARLSON TED J ET AL                         | 20A | 84  | 762 | 58  | <i>Ted J. Carlson</i>                          | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>20</u> by <u>May 2007</u><br>My commission expires <u>7/8/2014</u><br>Paul P. Ashbaugh<br>Notary Public      |    |
| 127 | L. Douglas<br>CARLSON TED J ET AL                | 20A | 84  | 762 | 58  | <i>Linda K. Carlson</i>                        | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>20</u> by <u>May 20 - 2007</u><br>My commission expires <u>7/8/2014</u><br>Paul P. Ashbaugh<br>Notary Public |    |
| 127 | CARLSON TED J ET AL                              | 20A | 84  | 762 | 58  | <i>[Signature]</i>                             | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                    |   |
| 127 | CARLSON TED J ET AL                              | 20A | 84  | 762 | 58  | <i>[Signature]</i>                             | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                    |  |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

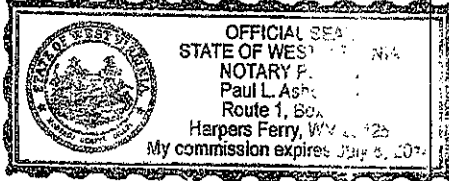
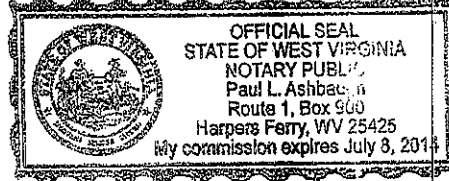
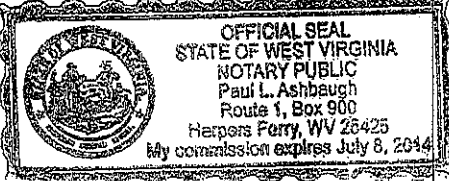
| #         | NAME                | MAP | PCL  | BK  | PG  | SIGNATURE                  | DATE                                                                                                                                                                                                                              | SEAL                                                                                 |
|-----------|---------------------|-----|------|-----|-----|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 12<br>190 | CARPER GARLAND L JR | 21B | 19   | 797 | 325 | X <i>Garland L. Carper</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>8</u> by <u>Aug - 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Adams</i><br>Notary Public  |   |
| 190       | CARPER CYNTHIA A    | 21B | 19   | 797 | 325 | X <i>Cynthia A. Carper</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>8</u> by <u>Aug - 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Adams</i><br>Notary Public  |   |
| 13<br>145 | CARPER RONALD I     | 21  | 29.1 | 484 | 567 | X <i>Ronald I. Carper</i>  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>8</u> by <u>July - 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Adams</i><br>Notary Public |   |
| 145       | CARPER DONNA J      | 21  | 29.1 | 484 | 567 | X <i>Donna J. Carper</i>   | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>8</u> by <u>July - 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Adams</i><br>Notary Public |  |
| 20        | CARTER DAVID M      | 20  | 50   | 788 | 753 |                            | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                     |                                                                                      |

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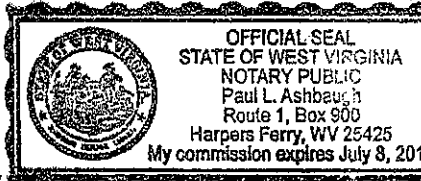

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                        | MAP | PCL  | BK   | PG  | SIGNATURE               | DATE                                                                                                                                                                                                                            | SEAL                                                                                 |
|-----|-----------------------------|-----|------|------|-----|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|     |                             |     |      |      |     |                         | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                   |                                                                                      |
| 20  | CARTER TRIXANA T            | 20  | 50   | 788  | 763 |                         |                                                                                                                                                                                                                                 |                                                                                      |
| X   | 14<br>71 CHILDRESS KERMIT L | 20A | 33   | 908  | 268 | <i>Kermit Childress</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this _____ by <u>July 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public |   |
| X   | 71 CHILDRESS DIAN G         | 20A | 33   | 908  | 268 | <i>Diane Childress</i>  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this _____ by <u>July 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public |   |
| 154 | 15<br>CLARK SCOTT A         | 21  | 36.2 | 1004 | 135 | <i>Scott Clark</i>      | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this _____ by <u>Paul L. Ashbaugh</u><br>My commission expires _____<br><i>Paul L. Ashbaugh</i><br>Notary Public    |  |
| 148 | 10<br>CLINE JASON           | 21  | 29.4 | 950  | 130 |                         | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                   |                                                                                      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                       | MAP | PCL | BK  | PG  | SIGNATURE                                | DATE                                                                                                                                                                                                  | SEAL                                                                                  |
|-----|--------------------------------------------|-----|-----|-----|-----|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 144 | Diave,<br>Cline<br>16<br>CLINE MELVIN W JR | 21  | 29  | 428 | 116 | <i>Melvin W. Cline</i><br>Notary Public  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this<br><u>3</u> by <u>July 2007</u><br>My commission expires <u>7-7-2014</u>             |    |
| 167 | CLIPP ROLAND S                             | 21  | 56  | 778 | 826 | <i>[Signature]</i><br>Notary Public      | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>_____ by _____<br>My commission expires _____                                                |                                                                                       |
| 164 | 17<br>CLIPP MARGARET R                     | 21  | 46  | 237 | 405 | <i>Margaret R Clipp</i><br>Notary Public | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this<br><u>8-5-08</u> by <u>Paul L. Ashbaugh</u><br>My commission expires <u>7-8-2014</u> |    |
| 8   | <del>COGLE DELMARE</del>                   | 20  | 12  | 407 | 601 | <i>[Signature]</i><br>Notary Public      | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>_____ by _____<br>My commission expires _____                                                |                                                                                       |
| 8   | 18<br>COGLE KATHY M                        | 20  | 12  | 407 | 601 | <i>Kathy Cogle</i><br>Notary Public      | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this<br><u>12-15-08</u> by <u>Paul L. Ashbaugh</u><br>My commission expires _____         |  |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

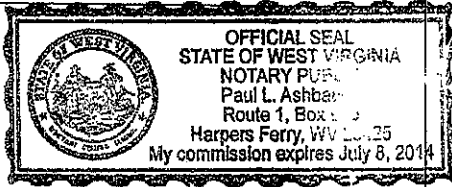
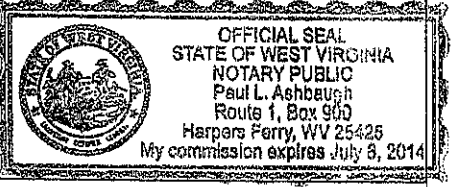
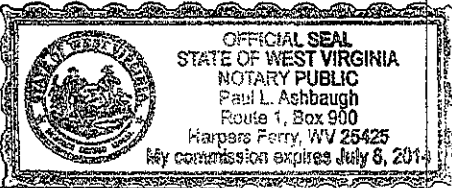
| #  | NAME             | MAP | PCL  | BK   | PG  | SIGNATURE               | DATE                                                                                                                                                                                                                             | SEAL                                                                                 |
|----|------------------|-----|------|------|-----|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|    |                  |     |      |      |     |                         | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                    |                                                                                      |
| 14 | COGLE GARRY W SR | 20  | 48.2 | 465  | 556 |                         | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                    |                                                                                      |
| 14 | COGLE BRENDA G   | 20  | 48.2 | 465  | 556 |                         | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                    |                                                                                      |
| 17 | COGLE GLENN S    | 20  | 48.5 | 985  | 308 | <i>Glenn S Cogle</i>    | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>17</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul Ashbaugh</i><br>Notary Public |   |
| 17 | COGLE PATRICIA A | 20  | 48.5 | 985  | 308 | <i>Patricia A Cogle</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>17</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul Ashbaugh</i><br>Notary Public |  |
| 13 | COGLE TIMOTHY E  | 20  | 48.1 | WB 9 | 88  |                         | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                    |                                                                                      |

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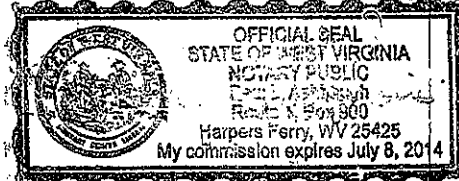
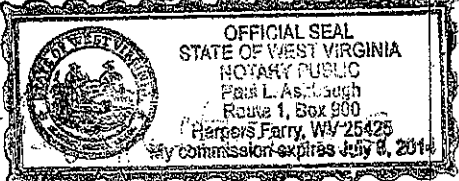
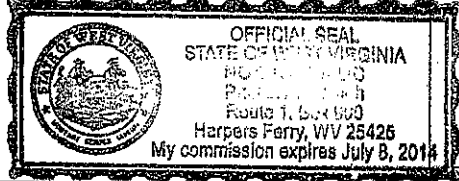
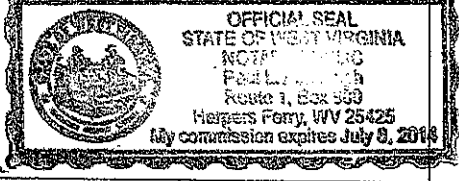
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                              | MAP | PCL  | BK   | PG  | SIGNATURE               | DATE                                                                                                                                                                                                                                | SEAL                                                                                  |
|-----|---------------------------------------------------|-----|------|------|-----|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 13  | COGLE SARAH L<br>20                               | 20  | 48.1 | WB 9 | 88  | <i>Sarah Cogle</i>      | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>17</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public |    |
| 16  | COGLE VICTOR L<br>20<br>21                        | 20  | 48.4 | 434  | 394 | <i>Victor Cogle</i>     | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>17</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public |    |
| 15  | COGLE WILLIAM G<br>20                             | 20  | 48.3 | 465  | 553 | <i>William G. Cogle</i> | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                       |                                                                                       |
| 15  | COGLE SHARON L<br>20<br>Same above                | 20  | 48.3 | 465  | 553 | <i>Sharon L. Cogle</i>  | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                       |                                                                                       |
| 132 | COOK CYNTHIA D<br>21<br>22<br><i>Cynthia Cook</i> | 21  | 22.2 | 821  | 555 | <i>Cynthia Cook</i>     | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>22</u> by <u>July 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public |  |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                | MAP | PCL  | BK  | PG  | SIGNATURE            | DATE                                                                                                                                                                                                                             | SEAL |
|-----|---------------------|-----|------|-----|-----|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 133 | COOK TEDDY R        | 21  | 22.3 | 821 | 555 | <i>Teddy R. Cook</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this<br><u>27</u> by <u>July - 2007</u><br>My commission expires <u>7/8/2014</u><br>Notary Public <i>[Signature]</i> |      |
| 31  | COOPER ROY F JR     | 20  | 58.3 | 453 | 18  |                      | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>_____ by _____<br>My commission expires _____<br>Notary Public _____                                                    |      |
| 31  | COOPER CAROLYN F    | 20  | 58.3 | 453 | 18  |                      | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>_____ by _____<br>My commission expires _____<br>Notary Public _____                                                    |      |
| 29  | COOPER ROY FRANK    | 20  | 58.1 | 693 | 23  |                      | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>_____ by _____<br>My commission expires _____<br>Notary Public _____                                                    |      |
| 28  | COOPER ROY FRANK SR | 20  | 58   | 453 | 18  |                      | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>_____ by _____<br>My commission expires _____<br>Notary Public _____                                                    |      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

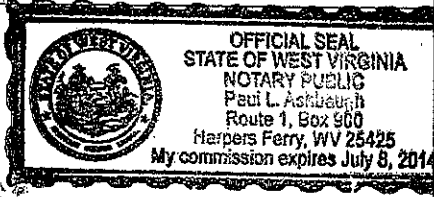
| #   | NAME               | MAP | PCL  | BK  | PG  | SIGNATURE                     | DATE                                                                                                                                                                                                                                     | SEAL                                                                                 |
|-----|--------------------|-----|------|-----|-----|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 93  | DAVIS CLIFFORD G   | 20A | 55   | 871 | 20  | <i>Cliff G. Davis</i>         | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>10</u> by <u>June - 2007</u><br>My commission expires <u>July 8, 2014</u><br><i>Paul L. Asbaugh</i><br>Notary Public |   |
| 93  | DAVIS MARGARET L   | 20A | 55   | 871 | 20  | <i>Margaret L. Davis</i>      | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>10</u> by <u>June - 2007</u><br>My commission expires <u>July 8, 2014</u><br><i>Paul L. Asbaugh</i><br>Notary Public |   |
| 191 | DESKINS STEVEN P   | 21B | 19.1 | 969 | 322 | <i>Steven P. Deskins</i><br>X | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>7</u> by <u>SEP 2007</u><br>My commission expires <u>July 8, 2014</u><br><i>Paul L. Asbaugh</i><br>Notary Public     |   |
| 191 | DESKINS GAIL M     | 21B | 19.1 | 969 | 322 | <i>Gail M. Deskins</i><br>X   | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>7</u> by <u>SEP 2007</u><br>My commission expires <u>July 8, 2014</u><br><i>Paul L. Asbaugh</i><br>Notary Public     |  |
| 178 | DILLOW ELWOOD S JR | 21B | 8.1  | 295 | 320 |                               | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                            |                                                                                      |

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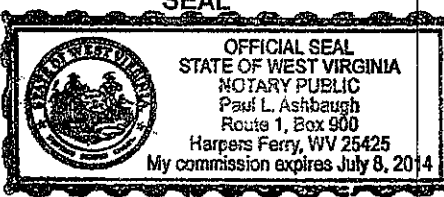
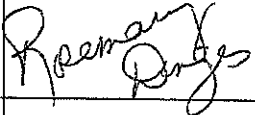
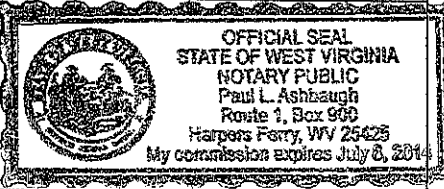

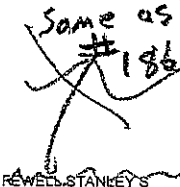
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                            | MAP | PCL  | BK  | PG   | SIGNATURE | DATE                                                                                                                                                                                                                             | SEAL |
|-----|---------------------------------|-----|------|-----|------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 219 | DILLOW JERRY L                  | 21B | 44.2 | 942 | 90   |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                             |      |
| 212 | DILLOW JERRY L SR               | 21B | 41.1 | 948 | 253  |           | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>8</u> by <u>Aug - 2007</u><br>My commission expires <u>7-8-2014</u><br><u>Paul Ashbaugh</u><br>Notary Public |      |
| 216 | DILLOW JERRY L SR               | 21B | 42.1 | 948 | 253  |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                             |      |
| 199 | DILLOW JERRY LEE                | 21B | 26   | 979 | 687  |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                             |      |
| 196 | <u>Paul L. Doniak, Ashbaugh</u> | 21B | 23   | 133 | 0052 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                             |      |

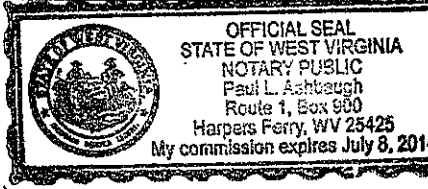
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                             | MAP | PCL | BK  | PG  | SIGNATURE                   | DATE                                                                                                                                                                                                                                    | SEAL                                                                                  |
|-----|--------------------------------------------------|-----|-----|-----|-----|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 208 | <i>Paul + Donna Ashbaugh</i><br>DILLOW JOHN WEST | 21B | 38  | 265 | 70  |                             | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public _____                                                              |                                                                                       |
| 218 | <del>DILLOW ROGER FRANKLIN</del>                 | 21B | 44  | 942 | 93  | <del>_____</del>            | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public _____                                                              |                                                                                       |
| 198 | DILLOW RONALD C                                  | 21B | 25  | 978 | 477 | <i>T</i>                    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public _____                                                              |                                                                                       |
| 197 | DILLOW RONALD C SR                               | 21B | 24  | 982 | 284 |                             | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public _____                                                              |                                                                                       |
| 215 | <i>26</i><br>DILLOW STELLA LOUISE                | 21B | 42  | 940 | 63  | <i>Stella Louise Dillow</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <i>Jefferson</i><br>The foregoing instrument was acknowledged before me this <i>17</i> by <i>June - 2007</i><br>My commission expires <i>7/8 - 2014</i><br><i>Paul L. Ashbaugh</i><br>Notary Public |  |


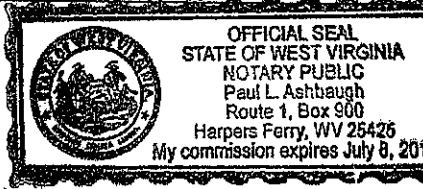


MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME              | MAP | PCL | BK  | PG   | SIGNATURE                                                                           | DATE                                                                                                                                                                                    | SEAL                                                                                |
|-----|-------------------|-----|-----|-----|------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 104 | DINGES CHARLES R. | 20A | 66  | 459 | 0014 |    | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>17</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u> |  |
| 105 | DINGES ROSEMARY   | 20A | 67  | 459 | 0014 |    | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>17</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u> |  |
| 81  | DOUGLAS GORDON A  | 20A | 22  | 936 | 74   |    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |
| 81  | DOUGLAS GORDON A  | 20A | 22  | 936 | 74   |                                                                                     | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |
| 186 | REWELL STANLEY S  | 21B | 16  | 933 | 45   |  | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |

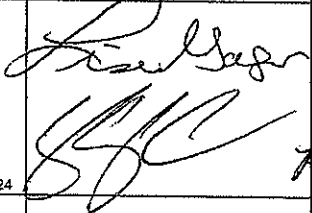
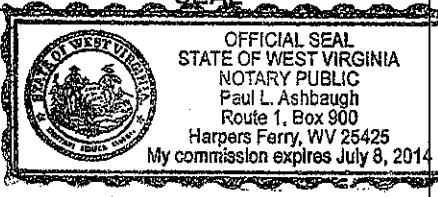

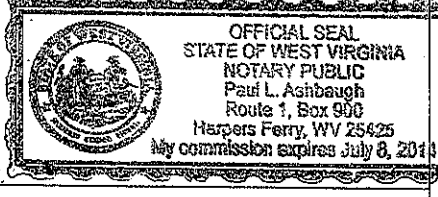
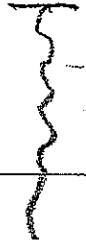


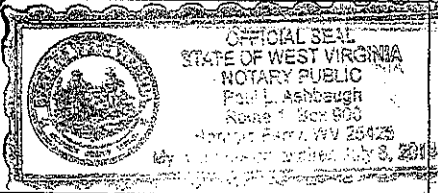
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                          | MAP | PCL | BK   | PG  | SIGNATURE                 | DATE                                                                                                                                                                                                                             | SEAL                                                                                  |
|-----|-----------------------------------------------|-----|-----|------|-----|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 186 | Parent same<br>Stawby S.<br>FEWELL PATRICIA L | 21B | 16  | 933  | 45  |                           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                             |                                                                                       |
| 3   | FIRST BORN<br>PENTECOSTAL CHURCH              | 20  | 9.2 | 682  | 96  |                           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                             |                                                                                       |
| 4   | FIRST BORN<br>PENTECOSTAL CHURCH              | 20  | 9.3 | 682  | 94  |                           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                             |                                                                                       |
| 73  | FISHER ROBERT                                 | 20A | 35  | 866  | 385 |                           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                             |                                                                                       |
| 7   | 20<br>FLORIAN DEBORAH A                       | 20  | 11  | 1008 | 435 | <i>Deborah A. Florian</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>17</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul Ashbaugh</i><br>Notary Public |  |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME               | MAP | PCL  | BK   | PG  | SIGNATURE                                                                           | DATE                                                                                                                                                                                    | SEAL                                                                                |
|-----|--------------------|-----|------|------|-----|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|     |                    |     |      |      |     |    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |
| 136 | FRALEY RONALD W SR | 21  | 23.1 | 796  | 410 |                                                                                     | Notary Public                                                                                                                                                                           |                                                                                     |
|     |                    |     |      |      |     | <i>X signed Fraley</i>                                                              | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>17</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u> |  |
| 136 | FRALEY JOYCE L     | 21  | 23.1 | 796  | 410 |                                                                                     | Notary Public                                                                                                                                                                           |                                                                                     |
|     |                    |     |      |      |     |    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |
| 254 | FRAZIER WILLIAM    | 21C | 26   | 941  | 548 |                                                                                     | Notary Public                                                                                                                                                                           |                                                                                     |
|     |                    |     |      |      |     |                                                                                     | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |
| 254 | FRAZIER SANDY      | 21C | 26   | 941  | 548 |                                                                                     | Notary Public                                                                                                                                                                           |                                                                                     |
|     |                    |     |      |      |     |  | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |
| 125 | GAGNON GREGORY R   | 20A | 82   | 1008 | 524 |                                                                                     | Notary Public                                                                                                                                                                           |                                                                                     |

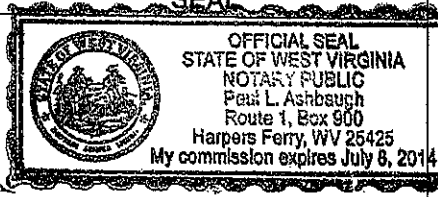
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                       | MAP | PCL | BK   | PG  | SIGNATURE                                                                           | DATE                                                                                                                                                                                    | SEAL                                                                                  |
|-----|--------------------------------------------|-----|-----|------|-----|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 125 | 30<br>Greg R.<br>GAGNON LISA M.            | 20A | 82  | 1008 | 524 |    | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>17</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u> |    |
| 12  | 31<br>GIBSON ROYCE                         | 20  | 15  | 957  | 152 |    | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>6</u> by <u>May 2007</u><br>My commission expires <u>7-8-2014</u>   |    |
| 75  | GILKESON SAMUEL T III                      | 20A | 37  | 981  | 628 |    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                       |
| 75  | GILKESON KAREN S                           | 20A | 37  | 981  | 628 |   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                       |
| 232 | 32<br>Davis<br>Charlotte A.<br>GILL JOHN E | 21C | 6   | 818  | 370 |  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>24</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u> |  |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

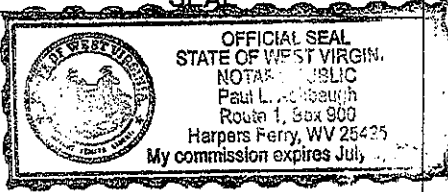
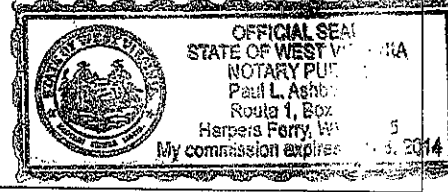
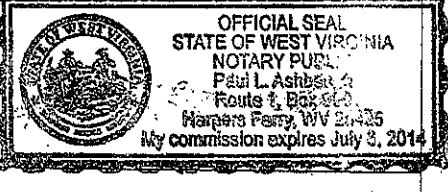
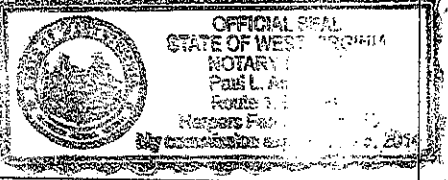
| #   | NAME              | MAP | PCL | BK   | PG  | SIGNATURE                                                                                                                                                                                                                                                           | DATE                                                                                                                                                                                                                                               | SEAL |
|-----|-------------------|-----|-----|------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 235 | GILL JOHN ELLWOOD | 21C | 7.2 | 946  | 26  | <p>Page 22</p> <p>STATE OF WEST VIRGINIA<br/> COUNTY OF _____<br/> The foregoing instrument was acknowledged before me this _____ by _____<br/> My commission expires _____</p> <p>Notary Public</p>                                                                |                                                                                                                                                                                                                                                    |      |
| 161 | GRAY MARY J       | 21  | 44  | WB T | 182 |                                                                                                                                                                                                                                                                     | <p>STATE OF WEST VIRGINIA<br/> COUNTY OF <u>Jefferson</u><br/> The foregoing instrument was acknowledged before me this <u>5</u> by <u>Aug 7-2007</u><br/> My commission expires <u>7-8-2014</u></p> <p><i>Mary J. Gray</i><br/> Notary Public</p> |      |
| 169 | GROVE JACKIE E SR | 21  | 58  | 942  | 291 | <p>STATE OF WEST VIRGINIA<br/> COUNTY OF _____<br/> The foregoing instrument was acknowledged before me this _____ by _____<br/> My commission expires _____</p> <p>Notary Public</p>                                                                               |                                                                                                                                                                                                                                                    |      |
| 169 | GROVE SHARON M    | 21  | 58  | 942  | 291 | <p>STATE OF WEST VIRGINIA<br/> COUNTY OF _____<br/> The foregoing instrument was acknowledged before me this _____ by _____<br/> My commission expires _____</p> <p>Notary Public</p>                                                                               |                                                                                                                                                                                                                                                    |      |
| 236 | HARDING WARREN D  | 21C | 8   | 470  | 726 | <p>STATE OF WEST VIRGINIA<br/> COUNTY OF <u>Jefferson</u><br/> The foregoing instrument was acknowledged before me this <u>7-10-05</u> by <u>Paul G. Ashbaugh</u><br/> My commission expires <u>7-8-2014</u></p> <p><i>Warren D. Harding</i><br/> Notary Public</p> |                                                                                                                                                                                                                                                    |      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

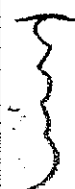


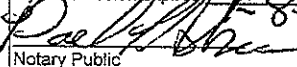

| #   | NAME               | MAP | PCL | BK   | PG  | SIGNATURE            | DATE                                                                                                                                                                                    | SEAL                                                                                |
|-----|--------------------|-----|-----|------|-----|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 236 | HARDING VICKY LYNN | 21C | 8   | 470  | 726 | <i>Vicky Harding</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>9</u> by <u>7-2007</u><br>My commission expires <u>July 8, 2014</u> |  |
| 195 | HARDY FRANK E SR   | 21B | 22  | 1001 | 683 | <i>[Signature]</i>   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |
| 195 | HARDY DIANE L      | 21B | 22  | 1001 | 683 | <i>[Signature]</i>   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |
| 87  | HIERS THEODORE D   | 20A | 49  | 811  | 76  | <i>[Signature]</i>   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |
| 87  | HIERS MARILYN J    | 20A | 49  | 811  | 76  | <i>[Signature]</i>   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |

24

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                       | MAP | PCL  | BK   | PG  | SIGNATURE                 | DATE                                                                                                                                                                                                                                  | SEAL                                                                                  |
|-----|--------------------------------------------|-----|------|------|-----|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 54  | HOLLAND DARREN M                           | 20A | 16   | 941  | 700 | <i>Darren M Holland</i>   | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>3</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public    |    |
| 55  | HOLLAND KATHLEEN M                         | 20A | 17   | 941  | 700 | <i>Kathleen M Holland</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>3</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public    |    |
| 114 | HOSTLER JERRY L                            | 20A | 72.1 | 636  | 117 | <i>Jerry L Hostler</i>    | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>3</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public    |    |
| 114 | HOSTLER BEVERLY K                          | 20A | 72.1 | 636  | 117 | <i>Beverly K Hostler</i>  | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                         |                                                                                       |
| 113 | <i>Robert K Hostler</i><br>HOSTLER LEONA M | 20A | 72   | WB W | 115 | <i>Robert K Hostler</i>   | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>12-9-08</u> by <u>Paul L. Ashbaugh</u><br>My commission expires _____<br><i>Paul L. Ashbaugh</i><br>Notary Public |  |

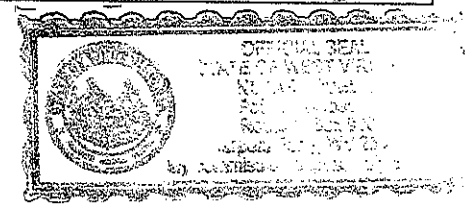
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                           | MAP | PCL  | BK  | PG  | SIGNATURE                                                                           | DATE                                                                                                                                                                                                                                                                                           | SEAL                                                                                  |
|-----|------------------------------------------------|-----|------|-----|-----|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 102 | HOSTLER NORMAN H                               | 20A | 64   | 295 | 101 |    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                                                                                           |                                                                                       |
| 102 | HOSTLER LOIS M                                 | 20A | 64   | 295 | 101 |    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                                                                                           |                                                                                       |
| 58  | HOSTLER R LEROY &<br>ROSIE<br>C/O ANNIE MARINE | 20A | 20   | 402 | 179 |                                                                                     | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                                                                                           |                                                                                       |
| 112 | HOSTLER RAYMOND R<br>EST<br>%ANNIE MARINE      | 20A | 71   | 206 | 318 |                                                                                     | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                                                                                           |                                                                                       |
| 137 | HOUGH JAMES H                                  | 21  | 23.2 | 928 | 418 |  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this _____ by <u>James Hough</u><br>My commission expires <u>8-8-2014</u><br><br>Notary Public |  |

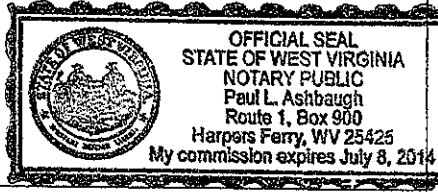
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MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

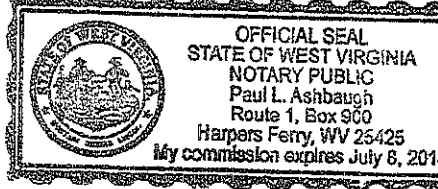
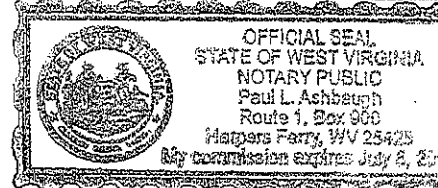
| #   | NAME               | MAP | PCL  | BK  | PG  | SIGNATURE              | DATE                                                                                                                                                                                       | SEAL                                                                                |
|-----|--------------------|-----|------|-----|-----|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 137 | HOUGH SHELLY S     | 21  | 23.2 | 928 | 418 | <i>Shelly S. Hough</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this<br><u>17</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u> |  |
| 242 | HOWELL MELISSA     | 21C | 14   | 995 | 684 |                        | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>by _____<br>My commission expires _____<br>Notary Public                          |                                                                                     |
| 91  | HUTTO GEORGE DAVID | 20A | 53   | 819 | 544 |                        | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>by _____<br>My commission expires _____<br>Notary Public                          |                                                                                     |
| 91  | HUTTO KAREN L      | 20A | 53   | 819 | 544 |                        | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>by _____<br>My commission expires _____<br>Notary Public                          |                                                                                     |
| 98  | JACOBSON SHIRLEY B | 20A | 60   | 643 | 135 |                        | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>by _____<br>My commission expires _____<br>Notary Public                          |                                                                                     |

27

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29

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                  | MAP | PCL  | BK   | PG  | SIGNATURE                 | DATE                                                                                                                                                                                                   | SEAL                                                                                 |
|-----|---------------------------------------|-----|------|------|-----|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 156 | JEFFERSON COUNTY BOARD OF EDUCATION   | 21  | 38.2 | 641  | 702 |                           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                   |                                                                                      |
| 237 | JENKINS LESTER W<br>C/O JOANNE VIANOS | 21C | 9    | 298  | 41  |                           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                   |                                                                                      |
| 189 | X JOHNSON PRESTEEN T                  | 21B | 18   | 941  | 398 | X <i>Paul L. Ashbaugh</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>6</u> by <u>May 2007</u><br>My commission expires <u>4-8-2014</u><br>Notary Public |   |
| 189 | X JOHNSON KERRA J                     | 21B | 18   | 941  | 398 | X <i>Paul L. Ashbaugh</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>JEFFERSON</u><br>The foregoing instrument was acknowledged before me this <u>6</u> by <u>May 2007</u><br>My commission expires <u>7-8-2014</u><br>Notary Public |  |
| 128 | KAETZEL MARK A                        | 20A | 83   | 1008 | 477 |                           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                   |                                                                                      |

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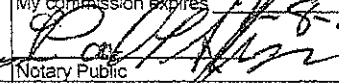
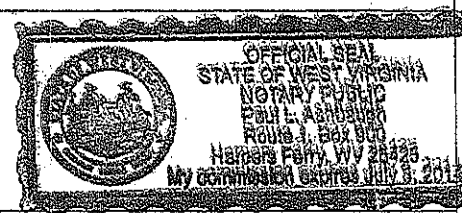

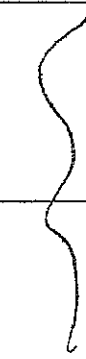

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #         | NAME           | MAP | PCL | BK   | PG  | SIGNATURE | DATE                                                                                                                                                                          | SEAL |
|-----------|----------------|-----|-----|------|-----|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 32<br>126 | KAETZEL LISA J | 20A | 83  | 1008 | 477 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 128       | KIRSCH JOHN T  | 21  | 18  | 857  | 555 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 33<br>128 | KIRSCH JULIE L | 21  | 18  | 857  | 555 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 86        | KOVACH FRANK L | 20A | 48  | 872  | 404 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 34<br>86  | KOVACH SANDY A | 20A | 48  | 872  | 404 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT



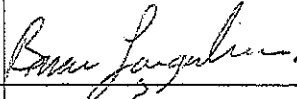

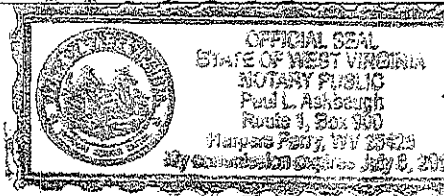
| #   | NAME              | MAP | PCL | BK   | PG  | SIGNATURE | DATE                                                                                                                                                         | SEAL |
|-----|-------------------|-----|-----|------|-----|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|     |                   |     |     |      |     |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____ |      |
| 131 | KUEBBELER FRANK A | 21  | 22  | 995  | 531 |           | Notary Public                                                                                                                                                |      |
|     |                   |     |     |      |     |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____ |      |
| 131 | KUEBBELER DONNA J | 21  | 22  | 995  | 531 |           | Notary Public                                                                                                                                                |      |
|     |                   |     |     |      |     |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____ |      |
| 158 | LALLY JESSIE      | 21  | 41  | WSII | 478 |           | Notary Public                                                                                                                                                |      |
|     |                   |     |     |      |     |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____ |      |
| 72  | LAMBERT DAVID H   | 20A | 34  | 1010 | 226 |           | Notary Public                                                                                                                                                |      |
|     |                   |     |     |      |     |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____ |      |
| 72  | LAMBERT LAURIE A  | 20A | 34  | 1010 | 226 |           | Notary Public                                                                                                                                                |      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                  | MAP | PCL  | BK  | PG  | SIGNATURE                                                                                             | DATE                                                                                                                                                                                    | SEAL                                                                                |
|-----|-----------------------|-----|------|-----|-----|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 168 | LANDMESSER CEREK      | 21  | 57   | 731 | 75  |                      | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |
| 168 | LANDMESSER CAROL R    | 21  | 57   | 731 | 75  | x Carol Landmesser  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>5</u> by <u>July 2007</u><br>My commission expires <u>17-8-2014</u> |  |
| 51  | LLOYD JEFFREY W       | 20A | 13.1 | 681 | 78  |                      | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |
| 51  | LLOYD KATHY S         | 20A | 13.1 | 681 | 78  |                     | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |
| 62  | LLOYD JEFFREY W ET UX | 20A | 24   | 622 | 125 |                    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |                                                                                     |

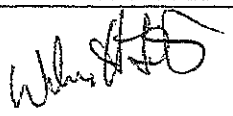
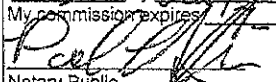

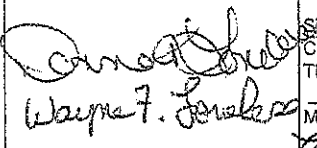


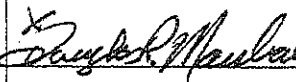


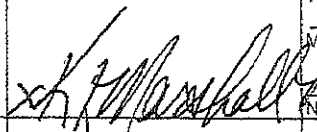
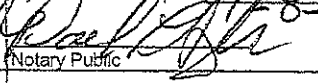

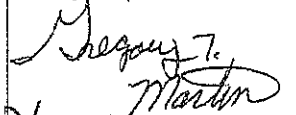
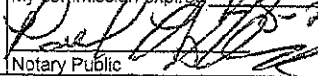

38

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #  | NAME                  | MAP | PCL  | BK  | PG  | SIGNATURE                                                                          | DATE                                                                                                                                                                                                             | SEAL                                                                                 |
|----|-----------------------|-----|------|-----|-----|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 62 | LLOYD JEFFREY W ET UX | 20A | 24   | 622 | 125 |   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                    |                                                                                      |
| 62 | LLOYD JEFFREY W ET UX | 20A | 24   | 622 | 125 |   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                    |                                                                                      |
| 22 | LONGERBEAM BRUCE      | 20  | 52   | 848 | 80  |   | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>5</u> by <u>July 2007</u><br>My commission expires <u>7-8-2014</u><br>_____<br>Notary Public |                                                                                      |
| 19 | LONGERBEAM TAMMY J    | 20  | 49.1 | 950 | 348 |  | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                    |  |
| 60 | LORD SHANE J          | 20A | 21   | 937 | 708 |                                                                                    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                    |                                                                                      |

39

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT


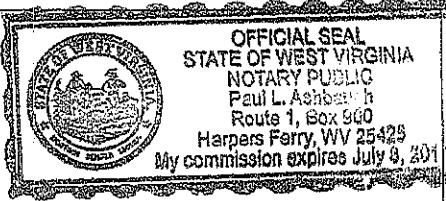


| #   | NAME                            | MAP | PCL  | BK   | PG  | SIGNATURE                                                                             | DATE                                                                                                                                                                                                                                                                                                        | SEAL                                                                                                                                                                                                                                                       |
|-----|---------------------------------|-----|------|------|-----|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 106 | 42<br>LOTZ WILSON H             | 20A | 56   | 316  | 62  |      | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>9</u> by <u>July 2007</u><br>My commission expires <u>7-8-2014</u><br><br>Notary Public               | <br>OFFICIAL SEAL<br>STATE OF WEST VIRGINIA<br>NOTARY PUBLIC<br>Paul L. Ashbaugh<br>Route 1, Box 900<br>Harpers Ferry, WV 25425<br>My commission expires July 8, 2014   |
| 251 | Dorina K<br>Loveless<br>444     | 21C | 22   | 730  | 388 | X    | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>10</u> by <u>June 2007</u><br>My commission expires <u>7-8-2014</u><br><br>Notary Public              | <br>OFFICIAL SEAL<br>STATE OF WEST VIRGINIA<br>NOTARY PUBLIC<br>Paul L. Ashbaugh<br>Route 1, Box 900<br>Harpers Ferry, WV 25425<br>My commission expires July 8, 2014   |
| 178 | 43<br>MARSHALL DOUGLAS R<br>TRS | 21  | 65   | 1000 | 50  | X    | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>15</u> by <u>July 2007</u><br>My commission expires <u>7-8-2014</u><br><br>Notary Public              | <br>OFFICIAL SEAL<br>STATE OF WEST VIRGINIA<br>NOTARY PUBLIC<br>Paul L. Ashbaugh<br>Route 1, Box 900<br>Harpers Ferry, WV 25425<br>My commission expires July 8, 2014   |
| 176 | MARSHALL KRISTEN J<br>TRS       | 21  | 65   | 1000 | 50  | X   | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>15</u> by <u>July 2007</u><br>My commission expires <u>7-8-2014</u><br><br>Notary Public             | <br>OFFICIAL SEAL<br>STATE OF WEST VIRGINIA<br>NOTARY PUBLIC<br>Paul L. Ashbaugh<br>Route 1, Box 900<br>Harpers Ferry, WV 25425<br>My commission expires July 8, 2014  |
| 165 | Gregory T.<br>MARTIN<br>444     | 21  | 46.1 | 622  | 471 | X  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>5-1-08</u> by <u>Paul L. Ashbaugh</u><br>My commission expires <u>7-8-2014</u><br><br>Notary Public | <br>OFFICIAL SEAL<br>STATE OF WEST VIRGINIA<br>NOTARY PUBLIC<br>Paul L. Ashbaugh<br>Route 1, Box 900<br>Harpers Ferry, WV 25425<br>My commission expires July 8, 2014 |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT




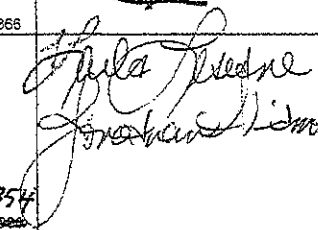
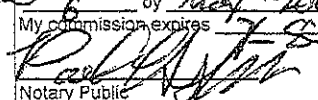

2-5-13  
40  
41

| #   | NAME                              | MAP | PCL  | BK  | PG  | SIGNATURE             | DATE                                                                                                                                                                                              | SEAL |
|-----|-----------------------------------|-----|------|-----|-----|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 165 | MARTIN DEBRA K                    | 21  | 45.1 | 622 | 471 | <i>Debra K Martin</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>5-10-13</u> by <u>Debra K Martin</u><br>My commission expires <u>7/8-2014</u> |      |
| 48  | MCLAUGHLIN JAMES M                | 20A | 9    | 468 | 444 |                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                               |      |
| 42  | MCLAUGHLIN LAURIE                 | 20A | 6.1  | 351 | 342 |                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                               |      |
| 89  | MCLAUGHLIN JENNINE<br>WOODS ET AL | 20A | 51   | 527 | 392 |                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                               |      |
| 89  | MCLAUGHLIN JENNINE<br>WOODS ET AL | 20A | 51   | 527 | 392 |                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                               |      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #  | NAME                              | MAP | PCL  | BK  | PG  | SIGNATURE                                                                           | DATE                                                                                                                                                                                                                                  | SEAL                                                                                |
|----|-----------------------------------|-----|------|-----|-----|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 89 | MCLAUGHLIN JENNINE<br>WOODS ET AL | 20A | 51   | 527 | 392 |    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                                  |                                                                                     |
| 42 | 177 MILLER DAVID L                | 21B | 8    | 882 | 242 |                                                                                     | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                                  |                                                                                     |
| 45 | 192 NEWLIN CHARLES H              | 21B | 19.2 | 512 | 755 | <i>x Charles &amp; Paul</i>                                                         | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>8</u> by <u>Aug-2007</u><br>My commission expires <u>Aug 7/8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public |  |
| 0  | 192 NEWLIN IDA C                  | 21B | 19.2 | 512 | 755 |   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                                  |                                                                                     |
| P  | 16 OAKHILL MHC LLC                | 20  | 49   | 972 | 354 |  | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                                  |                                                                                     |



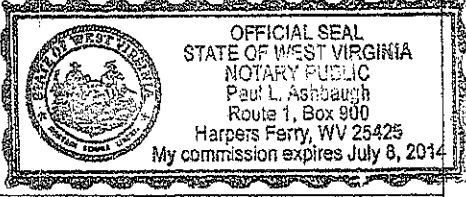
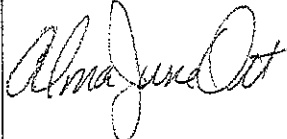
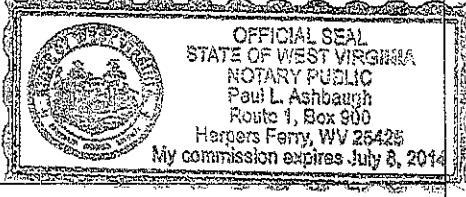

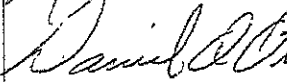
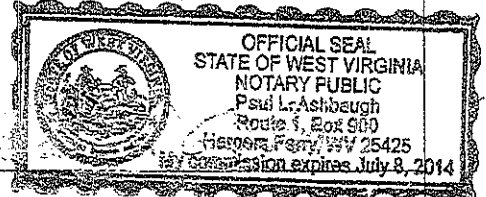

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                         | MAP       | PCL | BK          | PG  | SIGNATURE                                                                          | DATE                                                                                                                                                                                                                                                                                          | SEAL                                                                                 |
|-----|----------------------------------------------|-----------|-----|-------------|-----|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 139 | OAKHILL MHC LLC                              | 21        | 25  | 972         | 354 |   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                                                                                 |                                                                                      |
| 140 | OAKHILL MHC LLC                              | 21        | 25  | 972         | 354 |   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                                                                                 |                                                                                      |
| 141 | OAKHILL MHC LLC                              | 21        | 27  | 972         | 366 |   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                                                                                 |                                                                                      |
| 40  | SKidmore<br>Jawhan C.<br>Lesesne<br>Karla G. | 46<br>20A | 6   | 1018<br>354 | 622 |  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this _____ by <u>Maif - 2007</u><br>My commission expires <u>7-8-2014</u><br><br>Notary Public |  |
| 247 | ODEN PHILLIP N                               | 21C       | 19  | 494         | 591 |                                                                                    | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                                                                                 |                                                                                      |

43

44

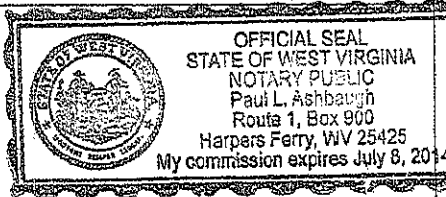
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                         | MAP | PCL  | BK  | PG  | SIGNATURE                                                                                                                                                              | DATE                                                                                                                                                                                | SEAL                                                                                 |
|-----|------------------------------|-----|------|-----|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 249 | ODEN ADELINE E               | 21C | 20.1 | 358 | 367 |                                                                                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                 |                                                                                      |
| 258 | 47<br>ODEN SAMUEL M          | 21C | 29   | 386 | 388 |                                                                                       | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this _____ by <u>July 2007</u><br>My commission expires <u>7-8-2014</u> |   |
| 115 | 49<br>OTT ALMA JUNE          | 20A | 73   | 892 | 863 |                                                                                       | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this _____ by <u>July 2007</u><br>My commission expires <u>7-8-2014</u> |   |
| 32  | OTT Sharon A.<br>49          | 20  | 59   | 524 | 426 | <br> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this _____ by <u>July 2007</u><br>My commission expires <u>7-8-2014</u> |  |
| 248 | OTT ROBERT MANNING PET<br>AL | 21C | 20   | 967 | 310 |                                                                                     | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                 |                                                                                      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                                                     | MAP | PCL  | BK  | PG   | SIGNATURE | DATE                                                                                                                                                                                      | SEAL |
|-----|--------------------------------------------------------------------------|-----|------|-----|------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 248 | <p>Paul L.<br/>Dorva K.<br/>Ashbaugh</p> <p>OTT GLADYS R. LIFE ET AL</p> | 21C | 20   | 967 | 310  |           | <p>STATE OF WEST VIRGINIA<br/>COUNTY OF _____<br/>The foregoing instrument was acknowledged before me this _____ by _____<br/>My commission expires _____<br/>_____<br/>Notary Public</p> |      |
| 248 | <p>Paul L.<br/>Dorva K.<br/>Ashbaugh</p> <p>OTT GLADYS R. LIFE ET AL</p> | 21C | 20   | 967 | 310  |           | <p>STATE OF WEST VIRGINIA<br/>COUNTY OF _____<br/>The foregoing instrument was acknowledged before me this _____ by _____<br/>My commission expires _____<br/>_____<br/>Notary Public</p> |      |
| 188 | <p><del>OTT JEFFREY E</del></p>                                          | 21B | 17.1 | 460 | 0017 |           | <p>STATE OF WEST VIRGINIA<br/>COUNTY OF _____<br/>The foregoing instrument was acknowledged before me this _____ by _____<br/>My commission expires _____<br/>_____<br/>Notary Public</p> |      |
| 23  | <p>OTT JOHN W ELWOOD<br/>HRS</p>                                         | 20  | 53   | 120 | 317  |           | <p>STATE OF WEST VIRGINIA<br/>COUNTY OF _____<br/>The foregoing instrument was acknowledged before me this _____ by _____<br/>My commission expires _____<br/>_____<br/>Notary Public</p> |      |
| 24  | <p>OTT MARY M</p>                                                        | 20  | 54   | 571 | 77   |           | <p>STATE OF WEST VIRGINIA<br/>COUNTY OF _____<br/>The foregoing instrument was acknowledged before me this _____ by _____<br/>My commission expires _____<br/>_____<br/>Notary Public</p> |      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

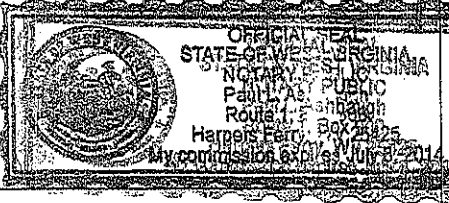
| #         | NAME                                                     | MAP | PCL | BK  | PG  | SIGNATURE             | DATE                                                                                                                                                                                                                                                | SEAL                                                                                |
|-----------|----------------------------------------------------------|-----|-----|-----|-----|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 50<br>245 | OTT MILLARD & RUBY<br>ESTATE<br>% SHEILA J AGUIRRE       | 21C | 17  | 566 | 145 | <i>Sheila J. Peck</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this<br><u>12-15-03</u> by <u>Paul L. Ashbaugh</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public |  |
| 243       | OTT MILLARD D & RUBY R<br>ESTATE<br>% SHEILA J AGUIRRE   | 21C | 15  | 216 | 216 |                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>_____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                                    |                                                                                     |
| 149       | OTT MILLARD D & RUBY R<br>ESTATE<br>C/O SHEILA J AGUIRRE | 21  | 32  | 509 | 533 |                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>_____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                                    |                                                                                     |
| 45<br>229 | OTT RICKY A                                              | 21C | 3   | 684 | 19  |                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>_____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                                    |                                                                                     |
| 46<br>227 | OTT SUSAN C                                              | 21C | 2   | 944 | 352 |                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>_____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                                    |                                                                                     |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

47

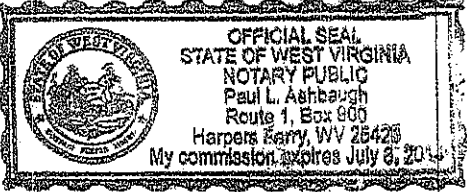
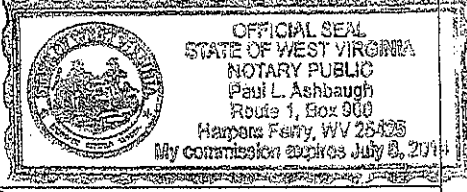
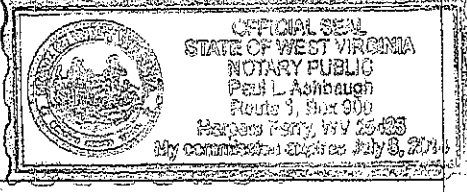
| #   | NAME             | MAP | PCL  | BK  | PG  | SIGNATURE             | DATE                                                                                                                                                                                                                            | SEAL |
|-----|------------------|-----|------|-----|-----|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 44  | OVEREND JOHN J   | 20A | 8    | 323 | 434 |                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                            |      |
| 225 | PAINTER CHARLES  | 21B | 49.1 | 357 | 319 |                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                            |      |
| 226 | PAINTER STELLA   | 21B | 50   | 357 | 324 | <i>Stella Painter</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>5</u> by <u>July-2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Baugh</i><br>Notary Public |      |
| 259 | PAINTER DONALD W | 21C | 30   | 330 | 657 | <i>Donald P</i>       | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>5</u> by <u>July-2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Baugh</i><br>Notary Public |      |
| 259 | PAINTER ANNE E   | 21C | 30   | 330 | 657 | <i>Anne Painter</i>   | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>5</u> by <u>July-2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Baugh</i><br>Notary Public |      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                | MAP | PCL  | BK  | PG  | SIGNATURE               | DATE   | SEAL                                                                                |
|-----|---------------------|-----|------|-----|-----|-------------------------|--------|-------------------------------------------------------------------------------------|
| 168 | PAINTER DONALD W JR | 21  | 47   | 926 | 534 | <i>Donald W Painter</i> | 5-7-08 |  |
| 224 | PAINTER GOLDIE      | 21B | 49   | 357 | 348 | <i>Goldie Painter</i>   |        |                                                                                     |
| 224 | PAINTER CHARLES     | 21B | 49   | 357 | 348 | <i>Charles Painter</i>  |        |                                                                                     |
| 213 | PAINTER RALPH E     | 21B | 41.2 | 566 | 160 |                         |        |                                                                                     |
| 214 | PAINTER JUDY        | 21B | 41.3 | 566 | 160 |                         |        |                                                                                     |

48

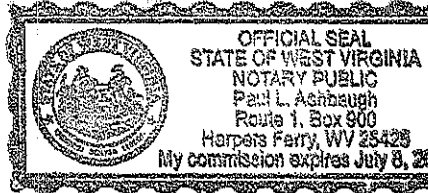
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                                    | MAP | PCL | EK  | PG  | SIGNATURE                   | DATE                                                                                                                                                                                                                                 | SEAL                                                                                |
|-----|---------------------------------------------------------|-----|-----|-----|-----|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 209 | PAINTER RALPH E JR                                      | 21B | 39  | 757 | 106 | <i>X Ralph E Painter Jr</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>29</u> by <u>July - 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L Ashbaugh</i><br>Notary Public |  |
| 210 | PAINTER TERESA A                                        | 21B | 40  | 757 | 106 | <i>X Teresa Painter</i>     | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>29</u> by <u>July - 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L Ashbaugh</i><br>Notary Public |  |
| 228 | PAINTER WALTER F & NELLIE L - EST<br>C/O BONNIE PAINTER | 21C | 2.1 | 271 | 132 | <i>X Bonnie Painter</i>     | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>15</u> by <u>July - 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L Ashbaugh</i><br>Notary Public |  |
| 228 | PAINTER WALTER F & NELLIE L - EST<br>C/O BONNIE PAINTER | 21C | 2.1 | 271 | 132 | <i>X Bonnie Painter</i>     | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                        |                                                                                     |
| 228 | PAINTER WALTER F & NELLIE L - EST<br>C/O BONNIE PAINTER | 21C | 2.1 | 271 | 132 |                             | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                        |                                                                                     |

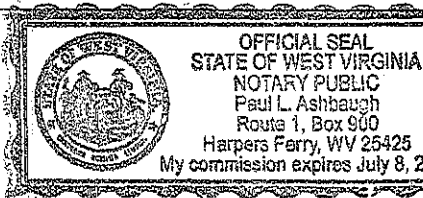
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #         | NAME                                             | MAP | PCL | BK  | PG  | SIGNATURE | DATE                                                                                                                                                                          | SEAL |
|-----------|--------------------------------------------------|-----|-----|-----|-----|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 49<br>74  | PALMER SARAH A                                   | 20A | 36  | 728 | 33  |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 50<br>244 | PENTECOSTAL FULL<br>GOSPEL CHURCH                | 21C | 16  | 158 | 1   |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 194       | PENWELL ELLA L                                   | 21B | 21  | 175 | 226 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 51<br>194 | PENWELL ROBERT H                                 | 21B | 21  | 175 | 226 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 52<br>163 | PENWELL FRANCIS F-<br>ESTATE<br>C/O KATHY WARDEN | 21  | 45  | 477 | 104 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |

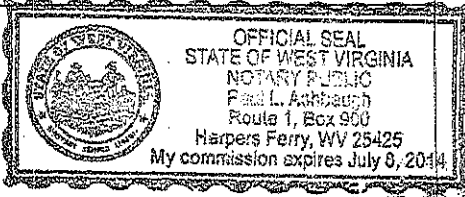
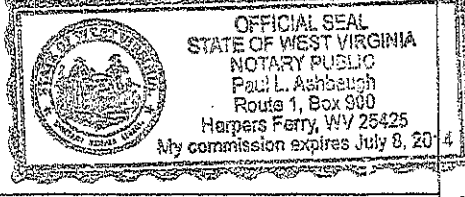
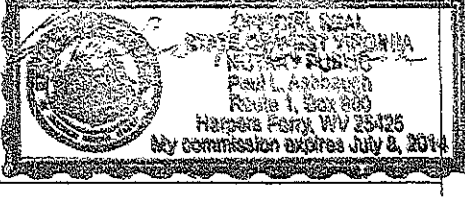
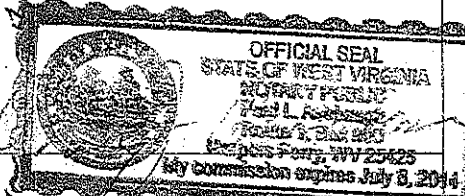
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #         | NAME                                             | MAP | PCL | BK  | PG  | SIGNATURE           | DATE                                                                                                                                                                                                                               | SEAL                                                                                  |
|-----------|--------------------------------------------------|-----|-----|-----|-----|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 163       | PENWELL FRANCIS F-<br>ESTATE<br>C/D KATHY WARDEN | 21  | 45  | 477 | 104 |                     | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                      |                                                                                       |
| 163       | PENWELL FRANCIS F-<br>ESTATE<br>C/D KATHY WARDEN | 21  | 45  | 477 | 104 |                     | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                      |                                                                                       |
| 53<br>222 | PENWELL GENEVIVE                                 | 21B | 47  | 561 | 577 |                     | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                      |                                                                                       |
| 222       | PENWELL WILLIAM O                                | 21B | 47  | 561 | 577 |                     | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                      |                                                                                       |
| 56<br>230 | PENWELL GLEN K                                   | 21C | 4   | 554 | 398 | <i>Glen Penwell</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>15</u> by <u>Jeff - 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul Ashbaugh</i><br>Notary Public |  |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

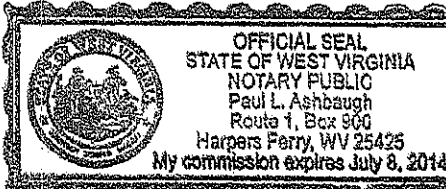
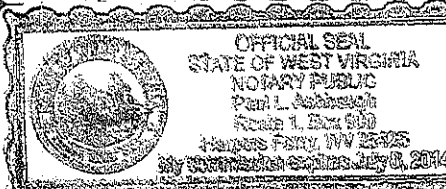
| #         | NAME                                            | MAP       | PCL  | BK  | PG  | SIGNATURE                             | DATE                                                                                                                                                                                                                                            | SEAL                                                                                  |
|-----------|-------------------------------------------------|-----------|------|-----|-----|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 54<br>223 | PENWELL KENNETH LEE                             | 21B       | 48   | 208 | 470 |                                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                                   |                                                                                       |
| 160       | PENWELL MELVIN L-<br>ESTATE                     | 21        | 43   | 160 | 427 |                                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                                   |                                                                                       |
| 160       | PENWELL MELVIN L-<br>ESTATE                     | 21        | 43   | 160 | 427 |                                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                                   |                                                                                       |
| 55<br>160 | PENWELL MELVIN L-<br>ESTATE                     | 21        | 43   | 160 | 427 |                                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                                   |                                                                                       |
| 257       | <i>Charles E<br/>Penwell</i><br>PENWELL VELMA A | 57<br>21C | 28.1 | 696 | 354 | <i>X</i><br><i>Charles E. Penwell</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <i>Toberson</i><br>The foregoing instrument was acknowledged before me this <i>12-11-03</i> by <i>Paul L. Ashbaugh</i><br>My commission expires <i>5-7-2014</i><br><i>Paul L. Ashbaugh</i><br>Notary Public |  |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

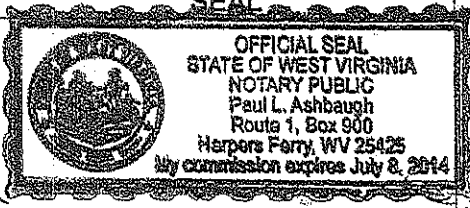
| #   | NAME              | MAP | PCL | BK   | PG  | SIGNATURE                        | DATE                                                                                                                                                                                                 | SEAL                                                                                 |
|-----|-------------------|-----|-----|------|-----|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 5   | PHILLIPS ROBERT D | 20  | 9.4 | 1004 | 195 | <i>Robert D. Phillips</i>        | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>12-17-08</u> by <u>Paul L. Ashbaugh</u><br>My commission expires <u>7-8-2014</u> |   |
| 5   | PHILLIPS FLORENCE | 20  | 9.4 | 1004 | 195 | <i>58<br/>Florence Phillips</i>  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>12-17-08</u> by <u>Paul L. Ashbaugh</u><br>My commission expires <u>7-8-2014</u> |   |
| 99  | PIERSON CHARLES D | 20A | 61  | 459  | 140 | <i>59<br/>Charles D. Pierson</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>10</u> by <u>June - 2007</u><br>My commission expires <u>7-8-2014</u>            |   |
| 100 | PIERSON ANN J     | 20A | 62  | 226  | 198 | <i>Ann J. Pierson</i>            | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>10</u> by <u>June - 2007</u><br>My commission expires <u>7-8-2014</u>            |  |
| 84  | PREVOST RONALD C  | 20A | 46  | 965  | 389 |                                  | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                                  |                                                                                      |

X

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                    | MAP | PCL | BK  | PG  | SIGNATURE                 | DATE                                                                                                                                                                                                                | SEAL                                                                                 |
|-----|-------------------------|-----|-----|-----|-----|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|     |                         |     |     |     |     |                           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                                                 |                                                                                      |
| 84  | PREVOST BEVERLEE J      | 20A | 46  | 965 | 389 |                           | Notary Public                                                                                                                                                                                                       |                                                                                      |
|     |                         |     |     |     |     |                           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                                                 |                                                                                      |
| 39  | PRICE MARY A TR         | 20A | 4   | 760 | 543 |                           | Notary Public                                                                                                                                                                                                       |                                                                                      |
| 25  | 60<br>RAGOZINE EDWARD J | 20  | 55  | 933 | 424 | <i>Edward J. Ragozine</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>3</u> by <u>Jane - 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i> |   |
| 25  | RAGOZINE BETTY L        | 20  | 55  | 933 | 424 | <i>Betty R. Ragozine</i>  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>3</u> by <u>Jane - 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i> |  |
| 200 | RAMSBURG DAVID          | 21B | 29  | 977 | 20  |                           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                                                 |                                                                                      |
|     |                         |     |     |     |     |                           | Notary Public                                                                                                                                                                                                       |                                                                                      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                    | MAP | PCL  | BK  | PG  | SIGNATURE              | DATE                                                                                                                                                                                                         | SEAL                                                                                |
|-----|-------------------------|-----|------|-----|-----|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 256 | RAMSBURG VELMA<br>RENEE | 21C | 28   | 958 | 561 | <i>+Velma Ramsburg</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this<br><u>8</u> by <u>July 7-2007</u><br>My commission expires <u>7-8-2014</u><br>Notary Public |  |
| 147 | RAY BRANDY M            | 21  | 29.3 | 945 | 78  |                        | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br><u>8</u> by <u>7</u><br>My commission expires _____<br>Notary Public                                |                                                                                     |
| 147 | RAY BRANDON L           | 21  | 29.3 | 945 | 78  |                        | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>_____ by _____<br>My commission expires _____<br>Notary Public                                      |                                                                                     |
| 206 | REGESTER NANCY M        | 21B | 36   | 397 | 71  |                        | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>_____ by _____<br>My commission expires _____<br>Notary Public                                      |                                                                                     |
| 206 | REGESTER RONALD C       | 21B | 36   | 397 | 71  |                        | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this<br>_____ by _____<br>My commission expires _____<br>Notary Public                                      |                                                                                     |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                 | MAP | PCL  | BK  | PG  | SIGNATURE               | DATE                                                                                                                                                                         | SEAL |
|-----|----------------------|-----|------|-----|-----|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|     |                      |     |      |     |     |                         | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                          |      |
| 70  | RINKER TONY A        | 20A | 32   | 929 | 365 |                         | Notary Public                                                                                                                                                                |      |
|     |                      |     |      |     |     |                         | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                          |      |
| 70  | RINKER KATHY JACKSON | 20A | 32   | 929 | 365 |                         | Notary Public                                                                                                                                                                |      |
|     |                      |     |      |     |     |                         | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                          |      |
| 63  | ROBERTS LINDA        | 20A | 25   | 807 | 157 |                         | Notary Public                                                                                                                                                                |      |
|     |                      |     |      |     |     |                         | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                          |      |
| 47  | ROBERTS LINDA L      | 20A | 10.1 | 694 | 286 |                         | Notary Public                                                                                                                                                                |      |
|     |                      |     |      |     |     | <i>Orlando Robinson</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>JEFFERSON</u><br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires <u>July 8, 2007</u> |      |
| 101 | ROBINSON ORLANDO     | 20A | 63   | 960 | 461 | <i>Orlando Robinson</i> | Notary Public                                                                                                                                                                |      |

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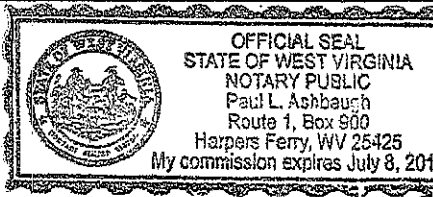
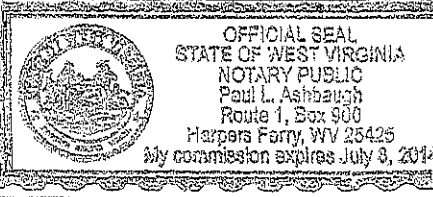
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MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                 | MAP | PCL  | BK  | PG  | SIGNATURE                 | DATE                                                                                                                                                                                    | SEAL |
|-----|----------------------|-----|------|-----|-----|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|     |                      |     |      |     |     |                           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |      |
| 35  | ROBISON MICHAEL W-TR | 20  | 61.9 | 974 | 557 |                           | Notary Public                                                                                                                                                                           |      |
|     |                      |     |      |     |     |                           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                     |      |
| 35  | ROBISON MICHAEL W-TR | 20  | 61.5 | 974 | 557 |                           | Notary Public                                                                                                                                                                           |      |
|     |                      |     |      |     |     |                           | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>22</u> by <u>July 2007</u><br>My commission expires <u>7/8-2014</u> |      |
| 174 | ROGERS PATRICIA G    | 21  | 63   | 953 | 491 | <u>Patricia H. Rogers</u> | Notary Public                                                                                                                                                                           |      |
|     |                      |     |      |     |     |                           | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>22</u> by <u>July 2007</u><br>My commission expires <u>7/8-2014</u> |      |
| 124 | ROGERS WILLIAM R     | 20A | 81   | 980 | 580 |                           | Notary Public                                                                                                                                                                           |      |
|     |                      |     |      |     |     |                           | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>22</u> by <u>July 2007</u><br>My commission expires <u>7/8-2014</u> |      |
| 124 | ROGERS JACQUELINE M  | 20A | 81   | 980 | 680 |                           | Notary Public                                                                                                                                                                           |      |
|     |                      |     |      |     |     |                           |                                                                                                                                                                                         |      |

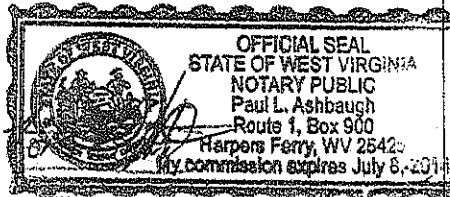
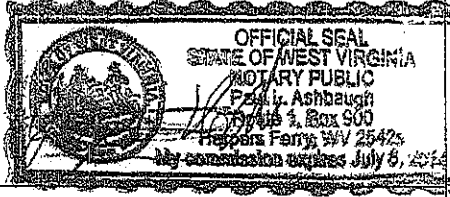

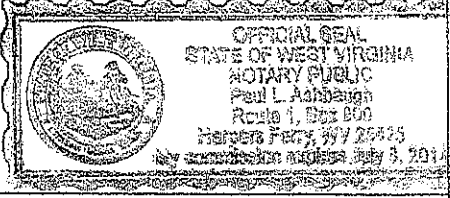
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #              | NAME                                             | MAP | PCL | BK  | PG  | SIGNATURE              | DATE                                                                                                                                                                                                                                           | SEAL                                                                                 |
|----------------|--------------------------------------------------|-----|-----|-----|-----|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 65<br>97       | SHENANDOAH NORTH<br>COMMUNITY<br>ASSOCIATION INC | 20A | 59  | 478 | 705 |                        | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br><br>Notary Public                                                                       |                                                                                      |
| 66<br>65<br>97 | SIEWICK ROBERT C                                 | 20A | 27  | 621 | 582 |                        | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br><br>Notary Public                                                                       |                                                                                      |
| 184            | SIMMONS DALE E                                   | 21B | 14  | 614 | 530 | <i>Dale E. Simmons</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>8-1-07</u> by <u>Paul L. Ashbaugh</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public |   |
| 184            | SIMMONS MARY M                                   | 21B | 14  | 614 | 530 | <i>Mary M. Simmons</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>8-1-07</u> by <u>Paul L. Ashbaugh</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public |  |
| 67<br>142      | SINGER RONALD H                                  | 21  | 28  | 972 | 352 |                        | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br><br>Notary Public                                                                       |                                                                                      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME            | MAP | PCL  | BK  | PG  | SIGNATURE | DATE                                                                                                                                                | SEAL |
|-----|-----------------|-----|------|-----|-----|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------|
|     |                 |     |      |     |     |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____ |      |
| 34  | SMITH DANIEL G  | 20  | 61.4 | 974 | 552 |           | Notary Public                                                                                                                                       |      |
| 68  |                 |     |      |     |     |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____ |      |
| 34  | SMITH BRENDA L  | 20  | 61.4 | 974 | 552 |           | Notary Public                                                                                                                                       |      |
|     |                 |     |      |     |     |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____ |      |
| 121 | SMITH DOUGLAS W | 26A | 78   | 921 | 529 |           | Notary Public                                                                                                                                       |      |
| 69  |                 |     |      |     |     |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____ |      |
| 252 | SMITH THOMAS M  | 21C | 24   | 626 | 494 |           | Notary Public                                                                                                                                       |      |
| 70  |                 |     |      |     |     |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____ |      |
| 253 | SMITH DAWN R    | 21C | 25   | 626 | 494 |           | Notary Public                                                                                                                                       |      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                                                                                 | MAP | PCL  | BK  | PG  | SIGNATURE                  | DATE                                                                                                                                                                                                                                   | SEAL                                                                                 |
|-----|------------------------------------------------------------------------------------------------------|-----|------|-----|-----|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 88  | 66<br>Koplets Frank H.                                                                               | 20A | 50   | 832 | 539 | <i>Tom Holt</i>            | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>8</u> by <u>July ~ 2007</u><br>My commission expires <u>July 8 - 2014</u><br><i>Paul Ashbaugh</i><br>Notary Public |   |
| 88  | Koplets Joyce M.                                                                                     | 20A | 50   | 832 | 539 | <i>Joyce Kop</i>           | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>8</u> by <u>July ~ 2007</u><br>My commission expires <u>July 8 - 2014</u><br><i>Paul Ashbaugh</i><br>Notary Public |   |
| 151 | STAUBS GRAFTON W                                                                                     | 21  | 34   | 793 | 443 | <i>T</i>                   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                          |                                                                                      |
| 116 | <br>STAUBS THELMA M | 20A | 73.1 |     |     | <i>Thelma &amp; Staubs</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>8</u> by <u>July 2007</u><br>My commission expires <u>July 8 - 2014</u><br><i>Paul Ashbaugh</i><br>Notary Public   |  |
| 202 | STAUBS PAMELA A                                                                                      | 21B | 31   | 829 | 423 |                            | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                          |                                                                                      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                            | MAP | PCL | BK  | PG  | SIGNATURE | DATE                                                                                                                                                                          | SEAL |
|-----|-------------------------------------------------|-----|-----|-----|-----|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 203 | STAUBS CHRISTOPHER R                            | 21B | 32  | 929 | 428 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 103 | STAUBS THELMA G                                 | 20A | 65  | 251 | 236 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 52  | SWEENEY KATHLEEN M<br>KATHLEEN SWEENEY<br>LLOYD | 20A | 14  | 587 | 467 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 171 | TATE TOMMY J                                    | 21  | 60  | 954 | 735 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 171 | TATE AVONIKA E                                  | 21  | 60  | 954 | 735 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |

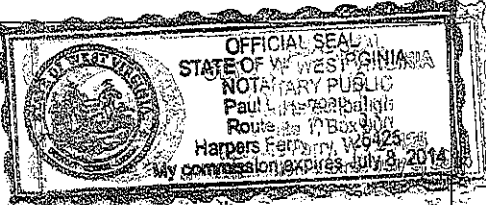
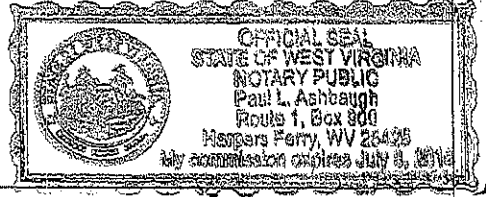
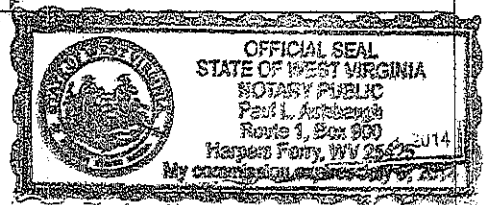
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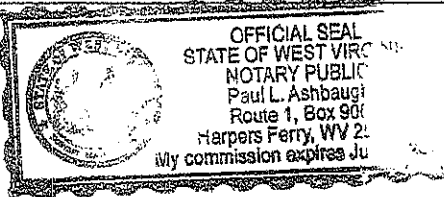
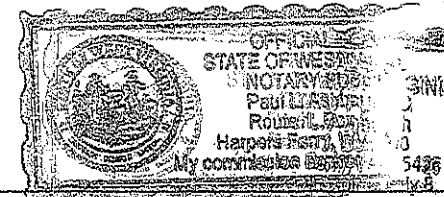
MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #         | NAME                                     | MAP | PCL | BK  | PG  | SIGNATURE | DATE                                                                                                                                                                          | SEAL |
|-----------|------------------------------------------|-----|-----|-----|-----|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 73<br>250 | THREADGILL TEDDY<br>EDWARD               | 21C | 21  | 944 | 14  |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 74<br>2   | TRUSTEES FIRSTBORN<br>PENTECOSTAL CHURCH | 20  | 9.1 | 258 | 419 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 27        | TURNER DUANE L                           | 20  | 57  | 681 | 632 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 75<br>27  | TURNER DONNA L                           | 20  | 57  | 681 | 632 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |
| 21        | TURNER RONALD L                          | 20  | 51  | 948 | 185 |           | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public |      |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #                | NAME                   | MAP | PCL  | BK  | PG  | SIGNATURE             | DATE                                                                                                                                                                                                                                           | SEAL                                                                                  |
|------------------|------------------------|-----|------|-----|-----|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 76 <sup>21</sup> | TURNER JEANNE S        | 20  | 51   | 948 | 185 |                       | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                                           |                                                                                       |
| 76               | 68<br>VAN DOREN HAL C  | 20A | 38   | 866 | 382 | <i>Hal Van Doren</i>  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>20</u> by <u>May 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public             |    |
| 77               | VAN DOREN TERRI L      | 20A | 39   | 966 | 700 | <i>Terrin</i>         | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>20</u> by <u>May 2007</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public             |    |
| 77               | VANDOREN HAROLD C      | 20A | 70.1 | 602 | 227 | -                     | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                                                           |                                                                                       |
| 255              | 69<br>VIANDS CARL F JR | 21C | 27   | 288 | 244 | <i>Carl F. Viands</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>4-1-08</u> by <u>Paul L. Ashbaugh</u><br>My commission expires <u>7-8-2014</u><br><i>Paul L. Ashbaugh</i><br>Notary Public |  |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

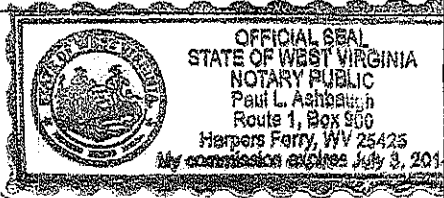
| #   | NAME               | MAP | PCL  | BK  | PG  | SIGNATURE                  | DATE                                                                                                                                                                                                                                       | SEAL                                                                                |
|-----|--------------------|-----|------|-----|-----|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 255 | VIANDS CHARLOTTE M | 21C | 27   | 288 | 244 | <i>Charlotte M. Viands</i> | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>6-15-07</u> by <u>Paul Ashbaugh</u><br>My commission expires <u>7-18-2014</u><br><i>Paul Ashbaugh</i><br>Notary Public |  |
| 134 | VIANDS JEFFREY L   | 21  | 22.4 | 864 | 417 | <i>Jeffrey L. Viands</i>   | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>6-15-07</u> by <u>Paul Ashbaugh</u><br>My commission expires <u>7-18-2014</u><br><i>Paul Ashbaugh</i><br>Notary Public |  |
| 234 | VIANDS LEWIS W JR  | 21C | 7.1  | 288 | 35  |                            | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                              |                                                                                     |
| 234 | VIANDS JENNIE J    | 21C | 7.1  | 288 | 35  |                            | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                              |                                                                                     |
| 38  | VON STEIN THOMSON  | 20A | 1    | 688 | 673 |                            | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>_____<br>Notary Public                                                              |                                                                                     |

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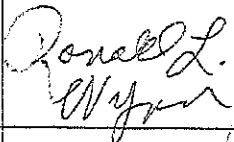
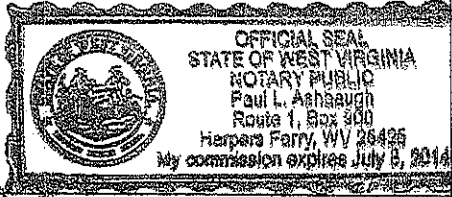
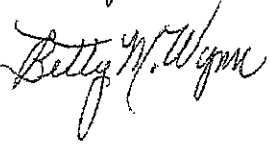
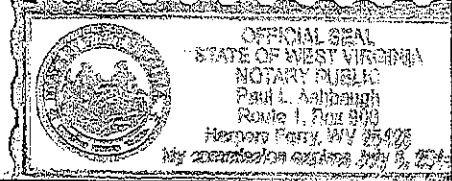
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MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                                | MAP | PCL | BK  | PG  | SIGNATURE       | DATE                                                                                                                                                                                                           | SEAL                                                                                  |
|-----|-------------------------------------|-----|-----|-----|-----|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 53  | WARD DANIEL E                       | 20A | 15  | 475 | 19  |                 | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                           |                                                                                       |
| 53  | WARD LAURIE M                       | 20A | 15  | 475 | 19  |                 | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                           |                                                                                       |
| 179 | WELLER LOTTIE V                     | 21B | 9   | 595 | 224 |                 | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                           |                                                                                       |
| 239 | WILEY CARL WEST<br>% NANCY REGISTER | 21C | 11  | 155 | 365 |                 | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____<br>Notary Public                                           |                                                                                       |
| 135 | 71<br>WILEY PHILLIP                 | 21  | 23  | 795 | 408 | Phillip m wiley | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>13</u> by <u>Phillip m wiley</u><br>My commission expires <u>7-8-2014</u><br>Notary Public |  |

MANNINGS INCORPORATION PETITION to the JEFFERSON COUNTY COURT

| #   | NAME                | MAP | PCL  | BK  | PG  | SIGNATURE                                                                         | DATE                                                                                                                                                                                   | SEAL                                                                                |
|-----|---------------------|-----|------|-----|-----|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 240 | WILEY MARY L        | 21C | 12   | 664 | 745 |  | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                    |                                                                                     |
| 55  | 77<br>WYNN RONALD L | 20A | 18   | 914 | 582 |  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>20</u> by <u>May 2007</u><br>My commission expires <u>7-8-2014</u> |  |
| 56  | WYNN BETTY M        | 20A | 18   | 914 | 582 |  | STATE OF WEST VIRGINIA<br>COUNTY OF <u>Jefferson</u><br>The foregoing instrument was acknowledged before me this <u>20</u> by <u>May 2007</u><br>My commission expires <u>7-8-2014</u> |  |
| 10  |                     | 20  | 13.1 |     |     |                                                                                   | STATE OF WEST VIRGINIA<br>COUNTY OF _____<br>The foregoing instrument was acknowledged before me this _____ by _____<br>My commission expires _____                                    |                                                                                     |

*Sheet 1*

|                   |          |                    |                                          |
|-------------------|----------|--------------------|------------------------------------------|
| # Property Owners | #Parcels | # Valid Signatures | Questionable signatures                  |
| 158               | 235      | 68                 | 10 missing, 4 questionable - see sheet 2 |

4 questionable may be admin error

|                                               |        |
|-----------------------------------------------|--------|
| Verification Review<br>(Property Tax Records) | Feb-13 |
|-----------------------------------------------|--------|

|                                        |     |     |     |
|----------------------------------------|-----|-----|-----|
| Signatures required<br>Property Owners | 30% | 34% | 37% |
| 158                                    | 47  | 54  | 58  |

*Sheet 2*

| <b>Name</b>                | <b>Variation from listing</b>                                                                                |
|----------------------------|--------------------------------------------------------------------------------------------------------------|
| Bell Eva May               | Last record: 2010                                                                                            |
| Aronhalt Mark A, Vicki L   | No record for lots                                                                                           |
| Cook Cynthia D, Teddy R    | Parcel # is 22.2 in listing, 22.3 in county record<br>Parcel #s are 66, 67 in listing, 67 0000 6002, 67 0000 |
| Dinges Charles R, Rosemary | 6001 in county record                                                                                        |
| Florian, Deborah           | Last record: 2010                                                                                            |
| Holland Darren, Kathleen   | Last record: 2011                                                                                            |
| Landmesser Carol           | Last record: 2010                                                                                            |
| Penwell Velma, Charles     | Last record: 2010<br>Ok except both Parcel #s are incorrect. Listing: 61, 62.                                |
| Peirson                    | County record: 62, 63                                                                                        |
| Ramsburg Velma Renee       | Last record: 2010                                                                                            |
| Robinson Orlando           | Parcel # is 63 in listing, 64 in county record                                                               |
| Rogers Patricia            | Last record: 2011                                                                                            |
| Wiley Phillip, Mary        | Last record: 2009                                                                                            |
| Snider                     | Last record: 2011                                                                                            |

*Verification Review*

**WV Code Incorporation Application**

**Requirements Narrative (exhibit 8)**

**CHAPTER 8. MUNICIPAL CORPORATIONS.  
ARTICLE 2. CREATION OF MUNICIPALITIES.**

**PART I. GENERAL.**

**§8-2-1. Requirements for incorporation; size and character of territory; population.**

(a) Any part of a county or counties may be incorporated as a city, depending upon the population, either as a Class I, Class II or Class III city, or as a Class IV town or village, as classified in section three, article one of this chapter if the area proposed for incorporation meets the following conditions:

- (1) The area is not currently within any municipality urban in character;

*Territory to be incorporated is not within any of the five current Jefferson County incorporated municipalities. Refer to county location map, exhibit 3.*

- (2) For areas that are more than one square mile there must be an average of not less than five hundred inhabitants or freeholders per square mile;

*Territory to be annexed is .86 square miles (550 +/- acres) Inhabitants per square mile does not apply.*

- (3) For areas less than one square mile there must be at least one hundred inhabitants or freeholders;

*The number of addressable structures in the area proposed for incorporation indicates that the minimum of one hundred inhabitants has been met.*

- (4) The total area to be incorporated must not include an amount of territory disproportionate to its number of inhabitants; and

*Inhabitants per acre is similar to the other five incorporated areas of Jefferson County. Refer to population density exhibit 4.*

- (5) The proponents of incorporation shall provide to the county commission a proposal which shall include:

- (A) A map or maps of the area to be incorporated showing the following information:

*Refer to county location map, exhibit 3.*

- (i) The present boundaries of nearby municipalities and the proposed boundaries of the area to be incorporated; and

*Boundaries of "nearby" municipalities and the proposed boundaries of Mannings are displayed in exhibit 3. Survey description is included in Plat.*

- (ii) The proposed extensions of water mains and sewer outfalls to serve the incorporated area, **if such utilities are to be operated by the municipality.** The water and sewer map must bear the seal of a registered professional engineer or a licensed surveyor.

*There are no plans for Mannings to own or operate central sewer or water systems on the date of incorporation. Provision and expansion of these services are addressed in exhibit 5, statement 9.*

(B) A statement that the area to be incorporated meets the applicable requirements of this article.

*Every effort has been made to meet WV Code requirements for initial incorporation application.*

(C) A statement setting forth the plans of the proposed municipality for providing to the area to be incorporated each major municipal service and whether the service will be provided by the municipality or by contract with a public or private entity. The plan shall:

*Specific major municipal services and how they will be provided are detailed in exhibit 6. These issues will be addressed to provide service similarly to the practice of the County and Municipal jurisdictions*

- (i) Provide for police protection, fire protection, solid waste collection, public water and sewer services and street maintenance services to the area to be incorporated on the date of incorporation;

1. *Police protection will be continued by written agreement with State, County and Municipal law enforcement agencies.*
2. *Fire protection will be through requirement of WV Code and similar practices of current Jefferson County Municipalities.*
3. *Solid waste collection will be addressed as required in WV Code and similar practices of current Jefferson County and Municipalities.*
4. *Public water and sewer services will be continued at their current level. New and/or expanded service will be provided in accordance with WV PSC, WV DEP, JC Health Department and Mannings ordinance.*
5. *Street maintenance services will begin based on funding availability.*

- (ii) A statement of the impact of the incorporation on any rural fire department providing service in the area to be incorporated and a statement of the impact of the incorporation on fire protection and fire insurance rates in the area to be incorporated; and

1. *Rural fire department impact: Mannings is currently served directly by Blue Ridge Fire Company (BRFC). It is a volunteer, non-profit corporation. BRFC funding is primarily through private donations and fund raising activity. County and Municipal jurisdictions*

*contribute to volunteer services based on budget considerations. This process is expected to include Mannings. (exhibit 7)*

2. *Fire protection and insurance rate impact: There will be no negative impact to the proposed incorporated area or surrounding areas. It is anticipated that as services and infrastructure are enhanced, fire protection will improve. Fire insurance rates will be reduced as service improvements are made.*

(iii) A statement showing how the proposed incorporation will affect the proposed municipalities finances and services.

1. *Proposed municipal finances: Finances will be considered by the Town Council. It is that body that will determine municipal needs and availability of funds. Tax rates, levy and service needs will be determined by the residents of the area to be incorporated.*
2. *Provision of major services has been detailed in exhibit 6. Additional services, amenities and funding sources will be at the discretion of residents and their elected representatives*
3. *County services will remain unchanged or enhanced.*

(b) The creation of any new municipality is prohibited if:

- (1) The area to be incorporated is within close proximity to an existing municipality and the existing municipality is capable of more effectively and efficiently providing services to the area; or

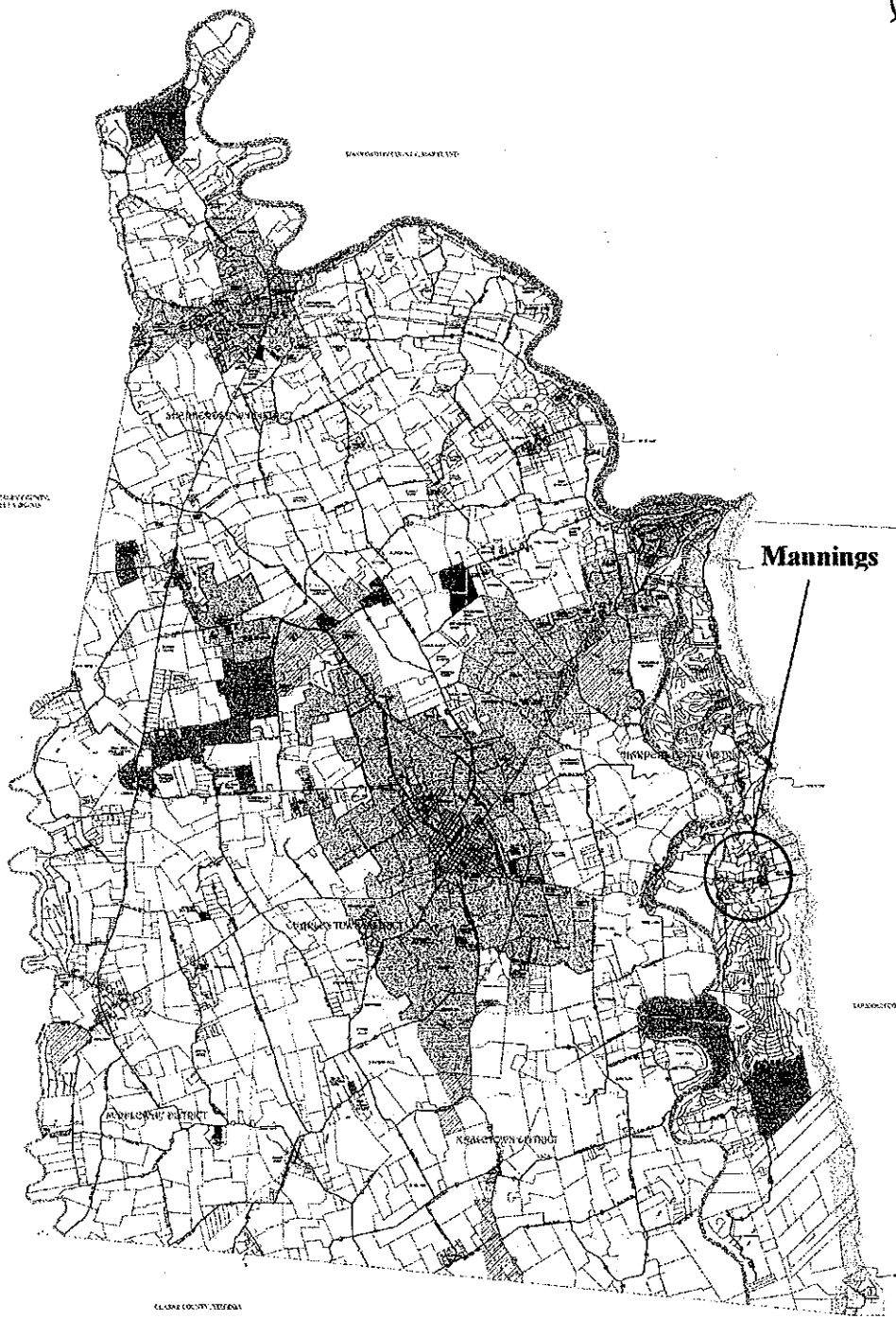
*Close proximity is not defined. The area to be incorporated is separated from any other incorporated municipality by the Shenandoah River and a minimum of 2.25 miles.*

- (2) The creation of a new municipality is not in the best interest of the county as a whole.

*This particular provision requires that there be a finding of negative impact on county residents as a group. A simple loss of some authority by County government is not sufficient. There will be no negative fiscal impact to county residents through the incorporation of Mannings. All current county taxes will continue.*

(c) It is within the reasonable discretion of the county commission to determine the exact area or portions thereof to be included or excluded in the new municipality, considering the following:

- (1) The topography of the area;
- (2) The benefits of incorporation;
- (3) The amount of uninhabited land required for parks and recreational use; and
- (4) Normal growth and development and the present and possible future uses so as to prevent hardships and inequities.



|                                                                                                                                                                                    |                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>LEGEND</b>                                                                                                                                                                      | <b>REVISIONS</b>                                                                                                                   |
| <ul style="list-style-type: none"> <li>Residential Growth</li> <li>Residential-Creosote</li> <li>Rural</li> <li>Residential-High Industrial-Commercial</li> <li>Village</li> </ul> | <ul style="list-style-type: none"> <li>12/15/04</li> <li>12/15/04</li> <li>12/15/04</li> <li>12/15/04</li> <li>12/15/04</li> </ul> |

**DISCLAIMER**

This map was prepared by Dewberry & Davis, LLC for the Jefferson County Planning & Zoning Commission. It is not intended to be used as a legal document. The map is based on the best available information and is not a guarantee of accuracy. Dewberry & Davis, LLC is not responsible for any errors or omissions on this map. The user assumes all liability for any use of this map.

# JEFFERSON COUNTY ZONING MAP WEST VIRGINIA

Prepared for the Jefferson County  
Planning & Zoning Commission

Data Compiled and Mapping furnished by:

**Dewberry & Davis, LLC**  
411 S. PARKWAY BOULEVARD  
MANSFIELD, WV 26040-1611  
PHONE: 304.728.4372  
FAX: 304.728.0865  
WWW.DEWBERRY.COM

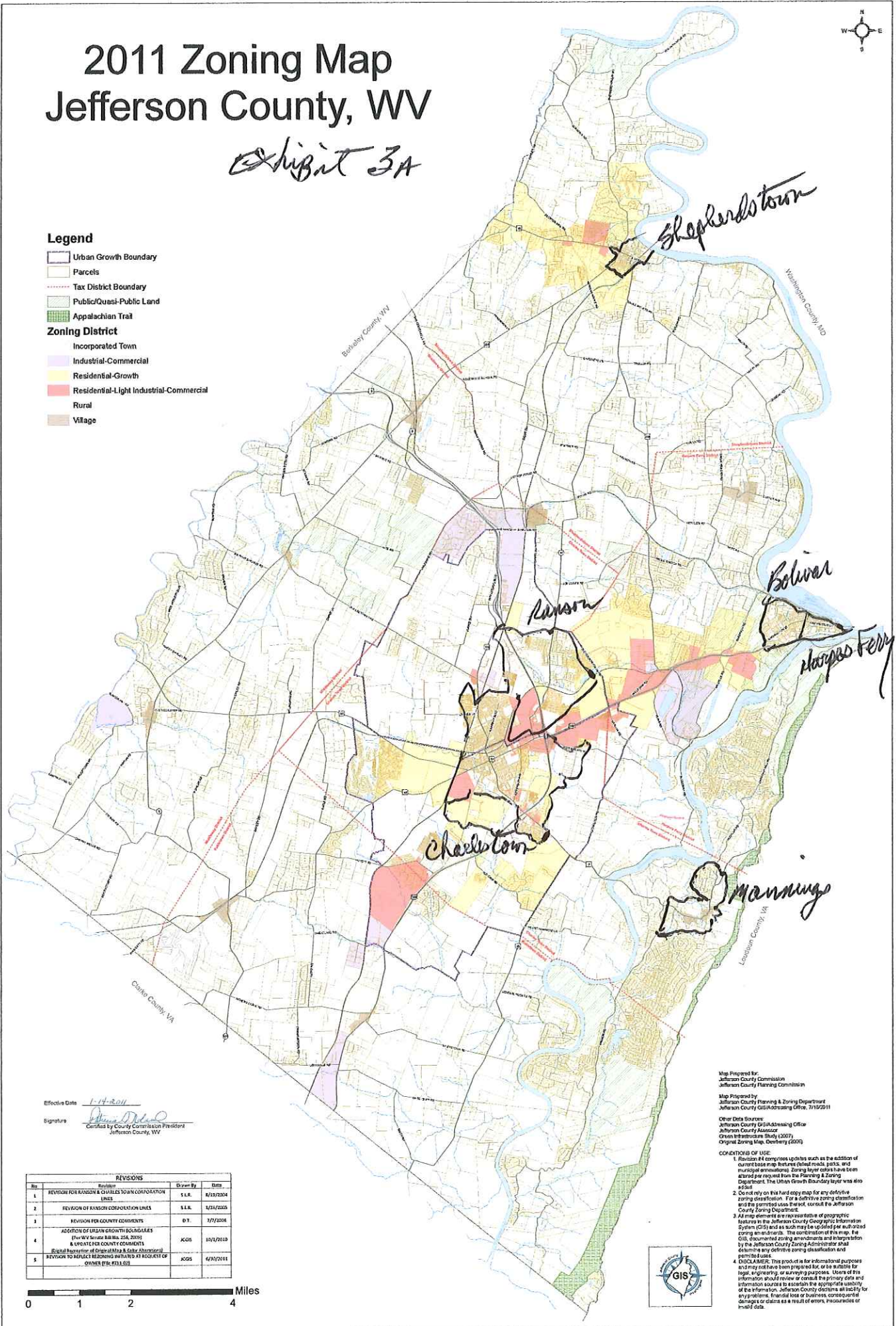
# 2011 Zoning Map Jefferson County, WV

*Exhibit 3A*



## Legend

- Urban Growth Boundary
- Parcels
- Tax District Boundary
- Public/Quasi-Public Land
- Appalachian Trail
- Zoning District**
- Incorporated Town
- Industrial-Commercial
- Residential-Growth
- Residential-Light Industrial-Commercial
- Rural
- Village



Effective Date: 1-14-2011  
 Signature: [Signature]  
 Certified by County Commission President  
 Jefferson County, WV

| REVISIONS |                                                                                                                                                              |          |            |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|
| By        | Revision                                                                                                                                                     | Drawn By | Date       |
| 1         | REVISION FOR RANSON & CHARLES TOWN CORPORATION LINES                                                                                                         | S.L.E.   | 8/19/2004  |
| 2         | REVISION OF RANSON CORPORATION LINES                                                                                                                         | S.L.E.   | 12/11/2005 |
| 3         | REVISION PER COUNTY COMMENTS                                                                                                                                 | D.T.     | 7/7/2006   |
| 4         | ADOPTION OF URBAN GROWTH BOUNDARIES (Per WV Senate Bill No. 256, 2009) & UNINCORPORATED COMMUNITY (Digital Reproduction of Original Map & Color Alterations) | JG/S     | 10/17/2010 |
| 5         | REVISION TO REFLECT REDRAWING INITIATED AT REQUEST OF OWNER (P/W/STL/ST)                                                                                     | JG/S     | 6/20/2011  |



Map Prepared for:  
 Jefferson County Commission  
 Jefferson County Planning Commission

Map Prepared by:  
 Jefferson County Planning & Zoning Department  
 Jefferson County GIS/Mapping Office, 7/19/2011

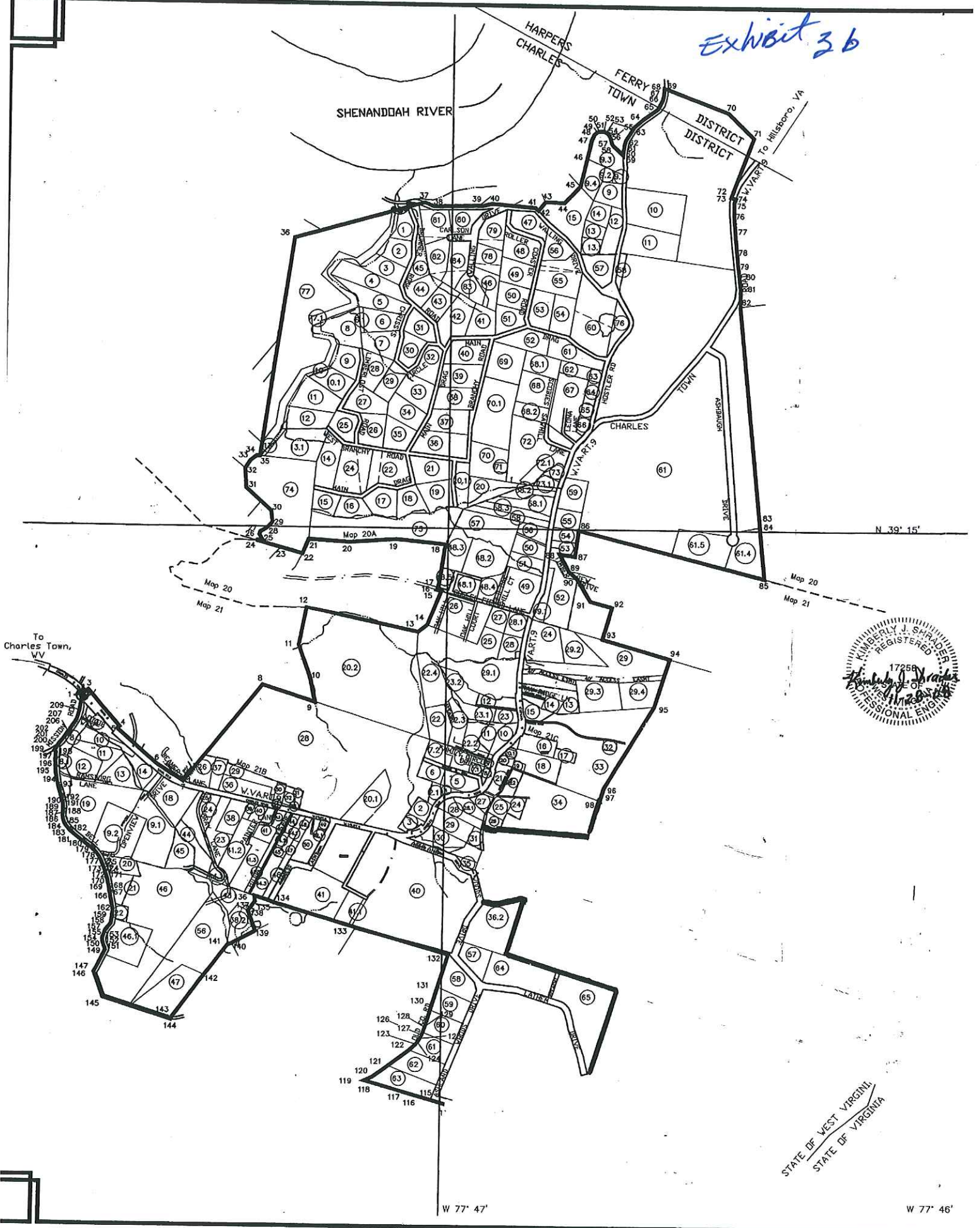
Other Data Sources:  
 Jefferson County GIS/Mapping Office  
 Jefferson County Assessor  
 Open Infrastructure Study (2007)  
 Original Zoning Map, December (2009)

**CONDITIONS OF USE:**

1. Ranson & Charles Town corporations such as the addition of current base map features (dotted roads, parks, and municipal enclosures). Zoning layer colors have been altered per request from the Planning & Zoning Department. The Urban Growth Boundary layer was also added.
2. Do not rely on this hard copy map for any definitive zoning classification. For a definitive zoning classification and the permitted uses thereof, consult the Jefferson County Zoning Ordinance.
3. All map elements are for informational purposes only and are not to be used for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the appropriate liability of the information. Jefferson County disclaims all liability for any problems, financial loss or business consequences, damages or claims as a result of errors, inaccuracies or mislead data.
4. **DISCLAIMER:** This product is for informational purposes only and may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the appropriate liability of the information. Jefferson County disclaims all liability for any problems, financial loss or business consequences, damages or claims as a result of errors, inaccuracies or mislead data.



Exhibit 3b



STATE OF WEST VIRGINIA  
STATE OF VIRGINIA

W 77° 47'

W 77° 46'

# **MANNINGS'S VISION FOR THE FUTURE**

**(exhibit 6)**

## ***THE NEED FOR A SHARED VISION***

Fostering a shared vision is a critical ingredient needed for Mannings to successfully manage community development in the 21<sup>st</sup> century. A shared vision is not to be mistaken for a uniform vision - for this would be unobtainable. Mannings is a community with citizens that have a diversity of beliefs and opinions. Ultimately, a shared vision will include compromises that are made for the best interest of all citizens, rather than a few. Although this document may be changed or amended from time to time, and must be reviewed within 10 years, the shared vision described herein is intended to endure for a period of at least 20 years.

## ***A SHARED VISION FOR MANNINGS***

The following vision statements lay down the foundation for the goals, objectives, policies and action plans established in this comprehensive plan.

### **VISION STATEMENT #1: HISTORY**

**Mannings will strive to be a community that honors its past.**

### **VISION STATEMENT #2: COMMERCE AND INDUSTRY**

**Mannings will strive to be a center of commerce and industry.**

### **VISION STATEMENT #3: DOWNTOWN**

**Mannings will strive to have a vibrant downtown.**

### **VISION STATEMENT #4: SAFETY**

**Mannings will strive to be a safe place to live.**

### **VISION STATEMENT #5: WALKABILITY**

**Mannings will strive to have alternative means of mobility to the automobile to improve upon the quality of life of its citizens.**

### **VISION STATEMENT #6: COMMUNITY PRIDE**

**Mannings will strive to have goals and programs that instill community pride.**

### **VISION STATEMENT #7: AFFORDABLE LIVING**

**Mannings will strive to be a place where our children and parents can afford to live.**

### **VISION STATEMENT #8: JOBS**

**Mannings will strive to be a community with good jobs near home.**

### **VISION STATEMENT #9: INFRASTRUCTURE**

**Mannings will strive to be a place where infrastructure keeps pace with development and new development pays its own way.**

### **VISION STATEMENT #10 BEAUTIFICATION**

**Mannings will strive to preserve and enhance the overall appearance of the Town.**

### **VISION STATEMENT #11 PLANNING**

**Mannings will strive to influence future decisions that will affect Town residents.**

### **VISION STATEMENT #12 GOVERNMENT**

**Mannings will strive to be a place where local government works efficiently and effectively.**

**☐ VISION STATEMENT #13 PARKS, TRAILS, GREENSPACE, AND RECREATION**

**Mannings will strive to be a place with ample parks, trails, green space and recreational opportunities.**

***VISION STATEMENT #1: HISTORY***

As Mannings's landscape changes in the years ahead we do not want to forget the rich history that brought our ancestors to Mannings in the first place. If we are creative and pro-active we can preserve the best of our past while enhancing our future. This will certainly involve creating new ordinances & policies, finding new financial resources, such as incentive programs, grants, fees, donations, and the use of other methods that will encourage or require property owners to preserve historic resources and/or adaptively reuse historical buildings and structures. The intent is not to create a collection of museums, but to resist the temptation to prematurely declare a building, a block, or a neighborhood obsolete and remove it. Adaptive re-use should be looked at first.

***VISION STATEMENT #2: COMMERCE AND INDUSTRY***

Mannings will strive to maintain its position as the gateway community for Jefferson County, West Virginia. Mannings will encourage existing businesses to stay and grow in the Town while attracting new businesses that offer new opportunities for jobs and local revenues. The Town of Mannings will strive to become a center of commerce and industry for new and existing businesses so new job opportunities and local revenues grow in relationship with population.

***VISION STATEMENT #3: DOWNTOWN***

The existing downtown district should continue as the historic center of business and government in Mannings. Mannings will work to maintain and enhance a vibrant downtown. The downtown will consists of businesses that focus on niche markets, provide office and retail services, cater to local residents, and provide government services. Bringing new residents and businesses to downtown, as well as finding ways to attract tourism will be top priorities. Other uses that should be supported downtown shall include cultural, recreational, non-profit and institutional uses.

***VISION STATEMENT #4: SAFETY***

Mannings will continue to combat crime and other hazards so that it can continue to be a community where families, friends, and visitors can walk, ride and drive in a safe and comfortable environment. Mannings will strive to maintain a high quality service from the police, fire and emergency service providers. Mannings will work with local, state and federal entities to prepare mitigation plans for natural and man-made calamities.

***VISION STATEMENT #5: WALKABILITY***

The Town of Mannings has traditional neighborhoods that are walkable with paths to most home sites. Mannings recognizes the importance of providing citizens with sidewalks, bike paths, and public transit. Therefore, it shall be the Town's goal to promote high quality development that utilizes design concepts that encourage walkability.

**VISION STATEMENT #6: COMMUNITY PRIDE**

Mannings will promote community pride among residents by supporting social activities and organizations, holding Town events, promoting tourism and business, improving ordinances impacting social welfare, and encouraging voting.

**VISION STATEMENT #7: AFFORDABLE LIVING**

Maintaining a complete community with diverse age, background, race, ethnicity, social status, and income is important to Mannings's overall vitality. Mannings will identify means and methods for fostering this diversity and recognize that a continuing effort will be needed to ensure that the needs and wants of all citizens are recognized and represented.

**VISION STATEMENT #8: JOBS**

Mannings has a vision for its residents to find good jobs at home. There are many Mannings residents that commute out of the community. With long commutes, the time and participation in community activities is greatly reduced. Greater potential for citizens to obtain a job with good wages necessary to live and raise a family, or to be independent, is a major part of this vision. Mannings will focus on expanding its economic base with the kind of employment that will utilize the skill levels of our citizens. Mannings also will attempt to attract companies who treat their employees with respect and are willing to train, retain, and educate them.

**VISION STATEMENT #9: INFRASTRUCTURE**

The quality of life for current and new residents and businesses of the Mannings community is dependent upon the infrastructure of the community being adequate to handle the demands of growth. As demands change, Mannings envisions that local and state government will work together to recognize what must be accomplished to provide for new or expanded infrastructure. The Town of Mannings expects new developments to pay for the majority of the new infrastructure that will be needed to support this growth. This begins with developers providing the necessary transportation infrastructure on site and working collaboratively with the Town of Mannings and other entities to improve the overall transportation systems off-site. Other infrastructure may include, but is not limited to, parks, municipal facilities, storm water facilities, community facilities, emergency services, open spaces, and various utilities. Creation and expansion of central waste water treatment and water systems are also included as key services. The Town of Mannings will collaborate with all interested parties to facilitate these improvements.

**VISION STATEMENT #10: BEAUTIFICATION**

The Town has unique neighborhoods, an established downtown, and a road network that brings a great number of people to it, or through it, during any given year. It should be a distinctive and attractive Town. Unmanaged and unattractive development can forever change the character and appeal of the Town. For some people the first and perhaps the only view of the Town that they can encounter is along the major roadway corridors. Maintaining the good, and improving the inadequate appearance of Mannings, its entrances, the natural environment, and the urban forest are important elements of the Town's overall vision.

***VISION STATEMENT #11: PLANNING***

The Town endeavors to be proactive in planning for future infrastructure, public services and land use needs to compose a better future for all Town residents. To accomplish this goal the Town will need to utilize many different policy tools, such as, but not limited to, the Comprehensive Plan. The statements and descriptive data and illustrations within the Comprehensive Plan shall serve as a guide for the Town's Planning Commission to consider and make recommendations to Town Council regarding future land use decisions that affect the Town. Although they will not be the sole basis for making decisions, the Comprehensive Plan and "Smart Code" land use concepts will help the Town focus on future needs and provide a foundation in which the Town can build.

***VISION STATEMENT #12: GOVERNMENT***

Mannings will strive to provide the best government services possible. Cooperative intergovernmental relations between Charles Town, Ranson, and Jefferson County is indispensable for creating common goals that work in the best interest of the region. Likewise, cooperation with the West Virginia Department of Transportation, Jefferson County Board of Education, Economic Development Authority, and other local, state and federal government entities is necessary. Open government that encourages participation of all citizens, and other impacted individuals and groups, enhances a government's ability to serve its public. Therefore, one of the Town's goals is to ensure that an open and fair forum is provided, so the opinions of the minority and majority are both considered when making future decisions and educating the public. The writing of new ordinances, public visioning exercises, amendments to this comprehensive plan, annexations and public improvement projects are all examples of processes that need to be evaluated to ensure that the Town's procedures accomplish this goal.

***VISION STATEMENT #13: PARKS, TRAILS, GREENSPACE, AND RECREATIONAL AREAS***

Mannings recognizes that parks, open space, trails and recreational facilities are important ingredients to local quality of life and to attracting and retaining high quality businesses. Mannings will identify and target areas for recreation areas that are interconnected with trails and parkland, beyond the required floodplain and wetland areas, and layout a strategy for green space protection with multiple purposes, including ensuring clean water, abundant clean air and healthy landscapes for our citizens and wildlife.

**WV Code Incorporation Application**

**Requirements Narrative (exhibit 8)**

**CHAPTER 8. MUNICIPAL CORPORATIONS.  
ARTICLE 2. CREATION OF MUNICIPALITIES.**

**PART I. GENERAL.**

**§8-2-1. Requirements for incorporation; size and character of territory; population.**

(a) Any part of a county or counties may be incorporated as a city, depending upon the population, either as a Class I, Class II or Class III city, or as a Class IV town or village, as classified in section three, article one of this chapter if the area proposed for incorporation meets the following conditions:

- (1) The area is not currently within any municipality urban in character;

*Territory to be incorporated is not within any of the five current Jefferson County incorporated municipalities. Refer to county location map, exhibit 3.*

- (2) For areas that are more than one square mile there must be an average of not less than five hundred inhabitants or freeholders per square mile;

*Territory to be annexed is .86 square miles (550 +/- acres) Inhabitants per square mile does not apply.*

- (3) For areas less than one square mile there must be at least one hundred inhabitants or freeholders;

*The number of addressable structures in the area proposed for incorporation indicates that the minimum of one hundred inhabitants has been met.*

- (4) The total area to be incorporated must not include an amount of territory disproportionate to its number of inhabitants; and

*Inhabitants per acre is similar to the other five incorporated areas of Jefferson County. Refer to population density exhibit 4.*

- (5) The proponents of incorporation shall provide to the county commission a proposal which shall include:

- (A) A map or maps of the area to be incorporated showing the following information:

*Refer to county location map, exhibit 3.*

- (i) The present boundaries of nearby municipalities and the proposed boundaries of the area to be incorporated; and

*Boundaries of "nearby" municipalities and the proposed boundaries of Mannings are displayed in exhibit 3. Survey description is included in Plat.*

- (ii) The proposed extensions of water mains and sewer outfalls to serve the incorporated area, **if such utilities are to be operated by the municipality.** The water and sewer map must bear the seal of a registered professional engineer or a licensed surveyor.

*There are no plans for Mannings to own or operate central sewer or water systems on the date of incorporation. Provision and expansion of these services are addressed in exhibit 5, statement 9.*

(B) A statement that the area to be incorporated meets the applicable requirements of this article.

*Every effort has been made to meet WV Code requirements for initial incorporation application.*

(C) A statement setting forth the plans of the proposed municipality for providing to the area to be incorporated each major municipal service and whether the service will be provided by the municipality or by contract with a public or private entity. The plan shall:

*Specific major municipal services and how they will be provided are detailed in exhibit 6. These issues will be addressed to provide service similarly to the practice of the County and Municipal jurisdictions*

- (i) Provide for police protection, fire protection, solid waste collection, public water and sewer services and street maintenance services to the area to be incorporated on the date of incorporation;

1. *Police protection will be continued by written agreement with State, County and Municipal law enforcement agencies.*
2. *Fire protection will be through requirement of WV Code and similar practices of current Jefferson County Municipalities.*
3. *Solid waste collection will be addressed as required in WV Code and similar practices of current Jefferson County and Municipalities.*
4. *Public water and sewer services will be continued at their current level. New and/or expanded service will be provided in accordance with WV PSC, WV DEP, JC Health Department and Mannings ordinance.*
5. *Street maintenance services will begin based on funding availability.*

- (ii) A statement of the impact of the incorporation on any rural fire department providing service in the area to be incorporated and a statement of the impact of the incorporation on fire protection and fire insurance rates in the area to be incorporated; and

1. *Rural fire department impact: Mannings is currently served directly by Blue Ridge Fire Company (BRFC). It is a volunteer, non-profit corporation. BRFC funding is primarily through private donations and fund raising activity. County and Municipal jurisdictions*

*contribute to volunteer services based on budget considerations. This process is expected to include Mannings. (exhibit 7)*

2. *Fire protection and insurance rate impact: There will be no negative impact to the proposed incorporated area or surrounding areas. It is anticipated that as services and infrastructure are enhanced, fire protection will improve. Fire insurance rates will be reduced as service improvements are made.*

(iii) A statement showing how the proposed incorporation will affect the proposed municipalities finances and services.

1. *Proposed municipal finances: Finances will be considered by the Town Council. It is that body that will determine municipal needs and availability of funds. Tax rates, levy and service needs will be determined by the residents of the area to be incorporated.*
2. *Provision of major services has been detailed in exhibit 6. Additional services, amenities and funding sources will be at the discretion of residents and their elected representatives*
3. *County services will remain unchanged or enhanced.*

(b) The creation of any new municipality is prohibited if:

- (1) The area to be incorporated is within close proximity to an existing municipality and the existing municipality is capable of more effectively and efficiently providing services to the area;  
or

*Close proximity is not defined. The area to be incorporated is separated from any other incorporated municipality by the Shenandoah River and a minimum of 2.25 miles.*

- (2) The creation of a new municipality is not in the best interest of the county as a whole.

*This particular provision requires that there be a finding of negative impact on county residents as a group. A simple loss of some authority by County government is not sufficient. There will be no negative fiscal impact to county residents through the incorporation of Mannings. All current county taxes will continue.*

(c) It is within the reasonable discretion of the county commission to determine the exact area or portions thereof to be included or excluded in the new municipality, considering the following:

- (1) The topography of the area;
- (2) The benefits of incorporation;
- (3) The amount of uninhabited land required for parks and recreational use; and
- (4) Normal growth and development and the present and possible future uses so as to prevent hardships and inequities.

| Name                 | Land Area-acres | Population (est) | Density/acre | Density Rank |
|----------------------|-----------------|------------------|--------------|--------------|
| Jefferson County     | 135,680         | 54,225           | 0.40         | 7            |
| Charles Town         | 3716            | 5264             | 1.42         | 3            |
| Ranson               | 5152            | 4440             | 0.86         | 5            |
| Bolivar              | 282             | 1045             | 3.71         | 2            |
| Shepherdstown        | 256             | 1734             | 6.77         | 1            |
| Harpers Ferry        | 340             | 286              | 0.84         | 6            |
| Mannings             | 550             | 650              | 1.18         | 4            |
| percent incorporated | 8%              | 25%              |              |              |

GIS Data 4A

**Fred Blackmer**

**From:** "Todd Fagan" <tfagan@jeffersoncountywv.org>  
**To:** "Fred Blackmer" <fred@fredblackmer.com>  
**Sent:** Tuesday, April 26, 2011 3:52 PM  
**Attach:** draft\_v2.pdf  
**Subject:** FW: Revised Mannings numbers

It looked like it was supposed to go out.

Do you have a PDF on this one?

---

**From:** Todd Fagan [mailto:tfagan@jeffersoncountywv.org]  
**Sent:** Tuesday, April 26, 2011 3:08 PM  
**To:** Fred Blackmer  
**Cc:** 'Victoria (Tori) Myers'; 'Jennifer Brockman'  
**Subject:** Revised Mannings numbers

Fred,

We revised our draft-proposed Mannings boundary per the map found at your [website](#)

There were some minor differences between that map and the Tax Assessor's parcels.

The boundary, as mapped, splits three parcels (shown attached), which resulted in ~8 acres left out of Mannings.

Unsure if that was intentional or did you mean to include all whole parcels?

Based on the map as presented and our current GIS data, here are the latest draft statistics:

Total acres ≈ 539

Total square miles ≈ 0.84

Total addressable structures ≈ 262

252 residential

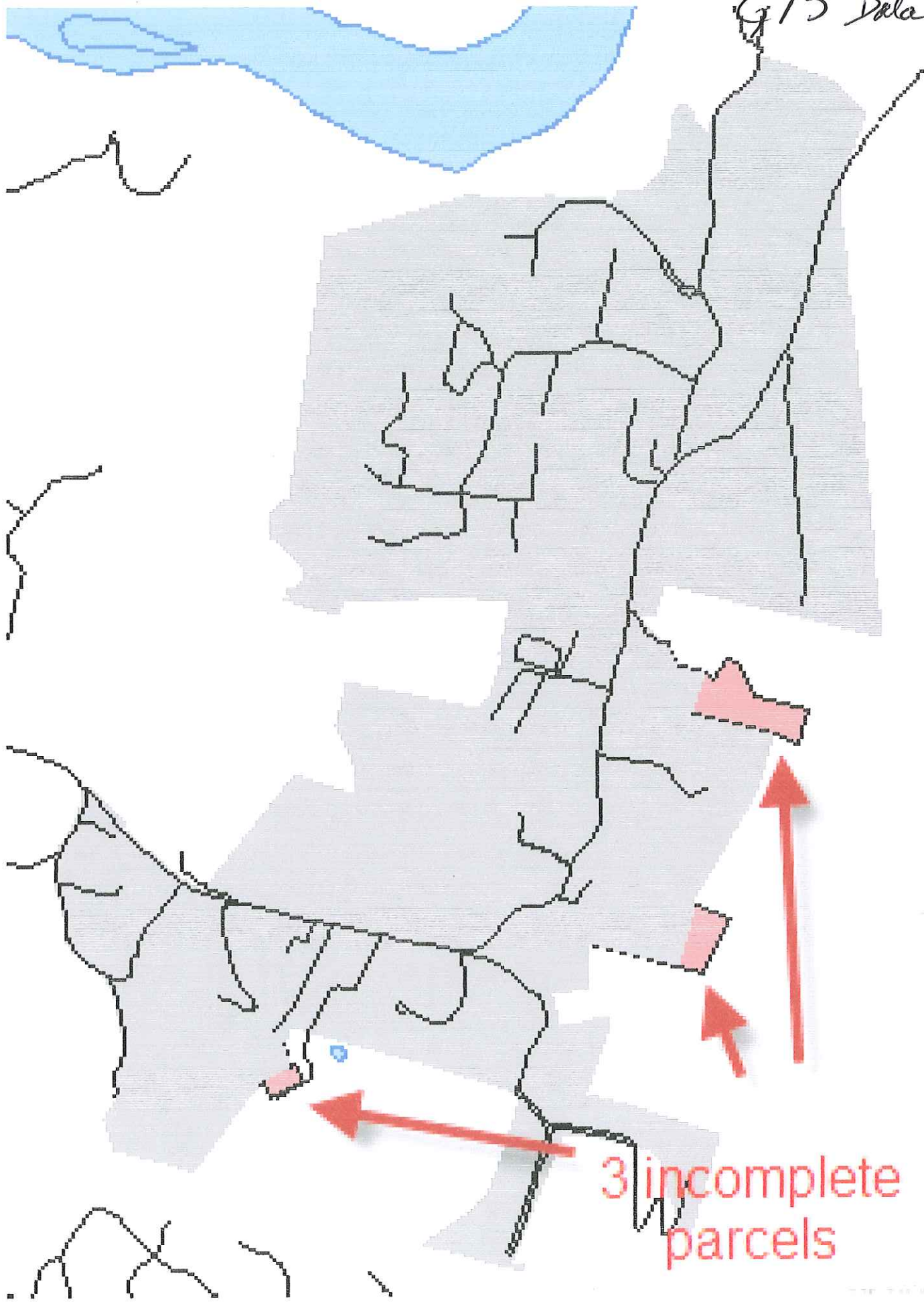
10 other (church, school, cell tower, etc)

Please let me know if you have further questions.

Todd

Todd Fagan, GISP  
GIS Specialist - GIS/Addressing Office  
Jefferson County Commission  
116 E. Washington St. Suite 201  
Charles Town, WV 25414  
Office: 304.724.6759  
Fax: 304.724.8992  
tfagan@jeffersoncountywv.org

GIS Data 4 B



3 incomplete parcels

Q-1. Post Office? Get our own, or continue to use Harpers Ferry? Build our own?

Answer: Initially, all mail will remain as it is. Current postal addresses will continue as they are. Mail delivery will remain as it is. Residents, through the local town government will be able to work with the postal service if a change is desired.

Q-2. Change in taxes? Still pay county taxes but pay additional Mannings city taxes?

Answer: There will be some change in taxes. County taxes will continue as before. Mannings town council will determine what additional money may be needed, if any. Town taxes will be base on the cost of service needed or items the residents feel that the neighborhood should have.

Q-3. What about town police? Who's rules does he/she abide by? Mannings alone? Jefferson County? State of WV? Do we make our own rules?

Answer: The issue of Mannings having its own police department will be a significant discussion item. A police officer (if created) will serve Mannings as directed by policy created by the town council. All existing County, State and Federal laws would still be in effect. There are several advantages of having a local law enforcement function. Response times may be better when law enforcement is needed. There may also be an opportunity for more personal evaluations of certain situations.

Q-4. What happens to school funding and maintenance?

Answer: Incorporation of Mannings will have no impact on the county school system. Blue Ridge Elementary may be in the incorporated area of Mannings but would still be run by the county and state Boards of Education. Current funding, maintenance and operation would remain unchanged.

Q-5. What if we try to Incorporate and cannot do it? What if it is too much financial burden on our small community? Can we un-incorporate?

Answer: Can the residents “un-incorporate” if it doesn’t work out? The simple answer is yes. It should be pointed out that the benefit and cost of incorporating will be known before the incorporation takes place. Establishment of a local town government structure and town charter are required BEFORE an incorporation takes place. These things will be know and voted on by residents of the area to be incorporated.

Q-6. Will there be impact studies on how this incorporation will affect the area? Environmental, more waste from water/sewer, shopping centers, etc.....? What kind of population increase would this cause?

Answer: There will be many discussions about what **could** happen with the incorporation of Mannings. Those conversations all end with a simple fact: **Mannings residents will determine what impact incorporation has on the neighborhood.** Residents through their own town government will set the standard for any change to the existing community. It needs to be clear that a vote to seek incorporation doesn’t mean there will be a new town full of strangers, shopping malls, sewer plants and out of control tax bills the day after your vote. It is almost the opposite. A yes vote will empower neighbors to have some say in how and what happens in their own community.

There are many questions that need to be addressed. Some of your neighbors have asked that I help provide answers. Please call or email with questions, concerns, comments and suggestions. Watch for notices of neighborhood meetings.

304.536.3983

[mannings@fredblackmer.com](mailto:mannings@fredblackmer.com)

Fred Blackmer

[www.fredblackmer.com](http://www.fredblackmer.com)

Documents available..... on line at [www.manningswv.org](http://www.manningswv.org) (and by request)

- A. West Virginia Code (laws) describe the incorporation process.....
- B. West Virginia Code (laws) Video Lottery revenue distribution.....
- C. Sample Video Lottery distribution spread sheet.

EXHIBIT 9

Municipal Video Lottery

| Town                | Population | Mannings Factor    |                      | 2011/2012       | 2011/2012       |
|---------------------|------------|--------------------|----------------------|-----------------|-----------------|
|                     |            | Current Percentage | Projected Percentage | Actual          | W/ Mannings     |
| Ranson              | 4440       | 34.78%             | 33.10%               | \$ 1,117,426.92 | \$ 1,063,363.74 |
| Charles Town        | 5259       | 41.20%             | 39.20%               | \$ 1,323,691.46 | \$ 1,259,511.24 |
| Bolivar             | 1045       | 8.19%              | 7.79%                | \$ 263,131.87   | \$ 250,273.67   |
| Shepherdstown       | 1735       | 13.59%             | 12.93%               | \$ 436,625.41   | \$ 415,526.14   |
| Harpers Ferry       | 286        | 2.24%              | 2.13%                | \$ 71,967.69    | \$ 68,495.95    |
| Mannings            | 650        |                    | 4.85%                |                 | \$ 155,672.62   |
| Total Current       | 12765      | 100.00%            |                      |                 |                 |
| Total With Mannings | 13415      |                    | 100.00%              |                 | \$ 3,212,843.36 |

3212843.36

Table created with 2011-2012 financial data with 2010 census population numbers current.



BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY  
181 Keys Gap Road  
Harpers Ferry, WV 25425  
Phone: (304) 725-8118 or (304) 728-8006  
Fax: (304) 725 4081



**TO:** FRED BLACKMER  
**FROM:** ED BURNS PRESIDENT CO 5  
**SUBJECT:** FIRE/EMS COVERAGE  
**DATE:** JANUARY 9, 2012  
**CC:** PETER PENTONY -- ATTORNEY

---

The incorporation of the Mannings area will have no impact on the level of Fire /Ems service provided by Company 5 to the area to be incorporated. Blue Ridge Company 5 welcomes the prospect of an additional local funding and support opportunity for the service of area residents.

**WV Code procedure for new**

**CHAPTER 8. MUNICIPAL CORPORATIONS.  
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- (1) The area is not currently within any municipality urban in character;
- (2) For areas that are more than one square mile there must be an average of not less than five hundred inhabitants or freeholders per square mile;
- (3) For areas less than one square mile there must be at least one hundred inhabitants or freeholders;
- (4) The total area to be incorporated must not include an amount of territory disproportionate to its number of inhabitants; and
- (5) The proponents of incorporation shall provide to the county commission a proposal which shall include:
  - (A) A map or maps of the area to be incorporated showing the following information:
    - (i) The present boundaries of nearby municipalities and the proposed boundaries of the area to be incorporated; and
    - (ii) The proposed extensions of water mains and sewer outfalls to serve the incorporated area, if such utilities are to be operated by the municipality. The water and sewer map must bear the seal of a registered professional engineer or a licensed surveyor.
  - (B) A statement that the area to be incorporated meets the applicable requirements of this article.
  - (C) A statement setting forth the plans of the proposed municipality for providing to the area to be incorporated each major municipal service and whether the service will be provided by the municipality or by contract with a public or private entity. The plan shall:
    - (i) Provide for police protection, fire protection, solid waste collection, public water and sewer services and street maintenance services to the area to be incorporated on the date of incorporation;

(ii) A statement of the impact of the incorporation on any rural fire department providing service in the area to be incorporated and a statement of the impact of the incorporation on fire protection and fire insurance rates in the area to be incorporated; and

(iii) A statement showing how the proposed incorporation will affect the proposed municipalities finances and services.

(b) The creation of any new municipality is prohibited if:

(1) The area to be incorporated is within close proximity to an existing municipality and the existing municipality is capable of more effectively and efficiently providing services to the area;  
or

(2) The creation of a new municipality is not in the best interest of the county as a whole.

(c) It is within the reasonable discretion of the county commission to determine the exact area or portions thereof to be included or excluded in the new municipality, considering the following:

(1) The topography of the area;

(2) The benefits of incorporation;

(3) The amount of uninhabited land required for parks and recreational use; and

(4) Normal growth and development and the present and possible future uses so as to prevent hardships and inequities.

Rec'd  
3-7-13

## Jefferson County Departmental Memorandum

To: Jefferson County Commission

From: Jennifer Myers

Date: February, 2013

Subject: Jefferson County Parks & Recreation Quarterly Update Report

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### 1. Projects Undertaken: (in alphabetical order)

- a. Grants
  - i. An application has been sent for a LWCF Grant in the amount of \$80,000 to construct a pavilion at Sam Michael's Park and install handicap accessible playground equipment.
  - ii. An application has been sent for "Let's All Play", National Inclusion Project in the amount of \$7,000.
- b. Moulton Park
  - i. Campsites, Parking Areas, and Signage have been completed. Maintenance Staff will re-seed and purchase additional gravel in the spring to complete the project that is being funded by the LWCF Grant.
- c. Hite Park
  - i. An SOQ has been advertised for Hite Road Park. The final bid package will go out in March.
  - ii. Project Construction Manager is being advertised.
- d. Sam Michael's Park
  - i. Cameras are currently being installed at the JCCC due to increased vandalism at the park.
  - ii. The gym lights at the JCCC need to be replaced. There are currently 10 lights out and the parts needed to repair them are no longer available. The JCPRC approved up to \$30,000 to be spend from the Capital Improvement Account to replace the lights. Bids are currently being received.

### 2. Projects Completed:

- a. Audit
  - i. Financial Audit for 2010/2011 has been completed by the State Auditor's Office. The final report will be available in March.
- b. Sam Michael's Park
  - i. Chain link fence has been installed at the dog park. The fence divides the area between the Dog Park and the Pavilion and Playground so all users can use the park safely.
  - ii. Cameras have been installed at the JCPRC Maintenance Facility. The cameras were installed due to increased vandalism at the park.

iii. Roof has been repaired on the JCCC from the storm on June 29<sup>th</sup>.

**3. Projects Proposed/Underway:**

- a. Bolivar Nature Park
  - i. Concrete bridge is deteriorating and will need to be fixed or replaced in the spring.
- b. Sam Michael's Park
  - i. JCCC storage addition

**4. Items Requiring Commission Attention:**

- a. None at this time.

Jefferson County Parks & Recreation Commission  
DIRECTOR'S REPORT  
Presented October 17, 2012

I. **Parks/Facilities Report:**

1. The bridge leading to the trail at Bolivar Nature Park is currently closed to vehicular traffic. Corbin & Myers have received estimates on repairing, replacing, and converting the driveway. Myers has contacted and met with the Catholic Church and they are willing to donate \$5,000 toward the project. Corbin will redirect the water flow and work with Job Corps this fall to get the bridge repaired. A call and email have been put into Job Corps to get a date that the project can start.
2. The fence between the dog park and pavilion is complete. Received a letter from the Anvil requesting that additional gates be put in to access the pavilion to accommodate their usage during the Mountain Heritage Arts & Craft Festival. (Attached)
3. Jefferson County Men's League started their fall season September 7th and will be playing Fridays at Leetown Park through October.
4. Maintenance department has been mowing three-four days a week to keep up with the grass. They are completing upkeep/maintenance projects and working on the park improvement list whenever possible.
5. Jefferson County Youth Football League began practices at Leetown Park September 4<sup>th</sup> and will be ending the first of November.
6. AYSO is using Morgan's Grove Park September 7<sup>th</sup> until October 27<sup>th</sup>.
7. Fall Ball is currently underway at Sam Michael's and South Jefferson Parks.
8. EPIC Soccer is currently using South Jefferson and Sam Michel's Park for games.
9. Roof has been repaired on the JCCC from the storm on June 29<sup>th</sup>. A reimbursement request in the amount of \$4200 has been submitted to FEMA and accepted. We should be receiving a reimbursement check in the next 6-8 weeks.
10. Cameras have been installed at the Maintenance Facility and will be installed in the next week or two at the JCCC. Cameras for the JCCC will be paid for out of the unencumbered balance originally slated for Concert start-up.
11. Bubbles are back in the gym floor. Lykins is checking into solutions to have the floor repaired.

5. JCPRC was awarded a EWVCF grant in the amount of \$1200.00 to offer a new program called Growing Healthy Kids at our Summer Play Camps this summer. The program has been a success. Reimbursement request has been submitted.
6. JCPRC has submitted paperwork to Senator Snyder for a \$20,000 Community Participation Grant to be used to build an addition to the back of the JCCC for storage and programming.
7. CommuniTree Grant for 12 shade trees that will be planted at Sam Michael's Park Dog Park was submitted in June and approved for funding. A tree planting is scheduled for November 3<sup>rd</sup>. Myers will need board assistance to get the word out and help plant trees.
8. LWCF grant has been submitted for 2013 funding to build a pavilion and handicap play equipment beside the playground at the JCCC. Have received confirmation from LWCF that the application was received and following up with additional information they requested.
9. A Let's All Play application has been submitted in the amount of \$7000 for 2013 camps.

**VII. Program Updates:**

1. Middle School Dance in October had 420 kids.
2. Upcoming/Current Program Running-September/October (See Attached)
3. Upcoming events include:
  - a. Halloween Happening-October 26
  - b. WVU Football Bus Trip-October 20-(Sold Out)
  - c. Chili Cook-Off & Holiday Craft Fair-November 3
  - d. Halloweeny Wee Warrior Dash-November 3 (In conjunction with FLOC, Three River Treads and Freedom's Run)
  - e. Turkey Trot (Tentatively Scheduled for November 23<sup>rd</sup>)
4. Met with JCCOA and plan to work with them to offer some bus trips in 2013.
5. New programs this fall include Toddler Learning Time, Yoga, Fitness, and more.

**VIII. Donations:**

Adam Shively and Mike Briel donated \$250 each for T-shirts to be given out to children at the Wee Warrior Dash.

**IX. Other**

1. Myers attended various meetings in September & October. (Calendar Attached)
2. Myers participated in a commercial spearheaded by the Jefferson County Commission about Jefferson County. Gave a short 30-45 second interview about parks and amenities in Jefferson County and sending pictures of events to be used in the footage.

3. Myers was asked to sit on the 2014 Comp Plan Strategic Committee. Committee meets the first Monday of each month from 2-4 p.m. through January.
4. Financial Audit was conducted in September for July 2010-June 2011. State auditor's office will be back the end of October/early November to conduct an exit interview and present findings to the Audit Committee.
5. Received an email from Tiffany King, a new resident of Jefferson County and a Public Relations Director, offering to volunteer for us and help with outreach and social media.
6. Staff attended First Aid/CPR training October 11<sup>th</sup>.
7. Myers attended HR Retreat with other county department heads October 16<sup>th</sup> and 17<sup>th</sup>.
8. Staff will be having a Team Building exercise on October 30<sup>th</sup>.
9. Myers will be attending Budget Workshop offered by the Jefferson County Commission on November 14<sup>th</sup>.
10. Myers, Corbin, and Mumaw attended the WVRPA annual conference at Blackwater Falls October 2-4<sup>th</sup>.
  - a. Bullets of the conference included:
    - i. Master Planning
    - ii. Concert/Special Events
    - iii. Foundations
    - iv. Trails
    - v. Grants
    - vi. Networking

**X. Board Assistance/Future Action Items**

1. November 3<sup>rd</sup> need Volunteers.
  - i. Wee Warrior Dash & Adult Fun Run
  - ii. Chili Cook Off/Craft Fair
  - iii. Tree Planting
2. Park Safety Plan
3. Approval of updated Registration Waiver
4. Board Meeting in November falls on November 21<sup>st</sup> (day before Thanksgiving). Suggestion to move the meeting to the 14<sup>th</sup> or 28<sup>th</sup>.
5. Adoption of a No Smoking Policy in Parks Policy (See attached)
6. Master Planning

- i. Request that this be a priority at facility meetings over the next year to complement the 2014 JC Comprehensive Plan.
- ii. Request a committee be established to include outside agencies and individuals who have a desire to assist/interest in parks and rec.

7. Needs Assessment

8. Request a finance committee be held before November 21<sup>st</sup> so CIP submission for 2013/2014 can be approved prior to the submittal due date in December.

9. Grant Writing

- i. Assist in reviewing grants on ECivis and other opportunities.

Jefferson County Parks & Recreation Commission  
DIRECTOR'S REPORT  
Presented November 14, 2012

I. **Parks/Facilities Report:**

1. All park restroom and kitchen facilities have been winterized and are closed until April. Parks will be left open on a temporary basis for citizens to use throughout the winter. If parks are not respected, the gates will be closed.
2. Softball, soccer, and little league have concluded games for the fall season. Fields will need to be seeded, fertilized and locked for the winter.
3. Cameras are currently being installed at the JCCC. There will be 12 dome cameras and 3 mobile (360) cameras installed.
4. Bubbles are back in the gym floor. Lykins is checking into solutions to have the floor repaired. He has left several messages with the flooring company with no response.
5. Several pending projects such as the bridge at Bolivar Nature Park, dog park gates, road improvements at Leetown and South Jefferson, pavilion construction, community center addition are on hold temporarily as the Park Manager is out. Myers will be looking into bidding some of the projects to get them completed this winter/spring.
6. Seasonal maintenance is finished for the year. One or two guys will be coming in twice a week to check parks for damages and complete small projects as needed.
7. SOQ (Summary of Qualifications) has been advertised for Hite Road Park. A bid package is currently being worked on.
8. There are 10 gym lights out and the parts cannot be found. The lights need to be replaced.

II. **Damage Report**

1. Damage was done to the fence at Mount Mission Park sometime during the weekend. A car ran through the fence and then the gate. A police report has been requested and WVCORP has been notified. No estimate on damage at this time. (Pictures attached)

III. **Equipment Report:**

2001 GMC needed new tires, speedometer broke, oil change. Work has been done.

IV. **Personnel Update/New Hires:**

New Hires

Cami Coulter-Event Staff

A project manager job description is being advertised and resumes will be taken through December 15<sup>th</sup> to hire someone to manage the construction at Hite Road Park.

Leeds Corbin-Park Manager is out indefinitely with a spinal cord injury. No official time estimate has been given yet. He will be in Philadelphia at McGee Rehabilitation for 6-8 weeks.

V. **Leave Request:**

Myers requests to use leave ½ day on November 20<sup>th</sup>, November 21<sup>st</sup> and December 20<sup>th</sup>-January 2<sup>nd</sup>.

Mumaw has requested to use leave November 20<sup>th</sup> and December 26<sup>th</sup>.

VI. **Report on Grant Projects:**

Contract has been signed and work has begun on the LWCF grant for \$90,000 at Moulton Park. The final request for reimbursement will be submitted once all work is completed this fall.

1. A LWCF grant has been submitted and approved for Hite Road Park in the amount of \$99,000. The contract has been received and work can begin.
2. The JCPRC was awarded the National Inclusion Grant "Let's All Play" for 2012 in the amount of \$7000.00. The reimbursement request has been submitted.
3. JCPRC was awarded \$4,000 from Community Participation Grant Program for Street Improvements. Paperwork has been submitted and approved. The project is being bid.
4. JCPRC was awarded a EWVCF grant in the amount of \$1200.00 to offer a new program called Growing Healthy Kids at our Summer Play Camps this summer. The program has been a success. Reimbursement request was submitted and has been received.
5. JCPRC has submitted paperwork to Senator Snyder for a \$20,000 Community Participation Grant to be used to build an addition to the back of the JCCC for storage and programming.
6. CommuniTree Grant for 12 shade trees that will be planted at Sam Michael's Park Dog Park was submitted in June and approved for funding. A tree planting was held November 3<sup>rd</sup>.
7. LWCF grant has been submitted for 2013 funding to build a pavilion and handicap play equipment beside the playground at the JCCC. Have received confirmation from LWCF that the application was received and following up with additional information they requested. Mr. McGarrity visited the site on Friday, November 9<sup>th</sup>.
8. A Let's All Play application has been submitted in the amount of \$7000 for 2013 camps.

**VII. Program Updates:**

1. Middle School Dance in November had 282 kids.
2. Upcoming/Current Program Running-November (See Attached)
3. Halloween Happening was held on October 26<sup>th</sup>. We had 650 people attend.
4. WVU Football Bus Trip was held on October 20<sup>th</sup>. It was Sold Out.
5. Chili Cook-Off & Holiday Craft Fair was held on November 3<sup>rd</sup>. We had 7 chili vendors and 32 crafters.
6. Halloweeny Wee Warrior Dash was held on November 3<sup>rd</sup> (In conjunction with FLOC, Three River Treads and Freedom's Run). There were 211 participants.
7. Met with JCCOA and plan to work with them to offer some bus trips in 2013.
8. New programs this fall include Toddler Learning Time, Yoga, Fitness, and more.
9. The winter/spring program guide will be distributed in Mid-December.

Upcoming events include:

Lunch with Santa-December 15<sup>th</sup>

**VIII. Donations:**

None

**IX. Other**

1. Financial Audit was conducted in September for July 2010-June 2011. State auditor's office will be back to conduct an exit interview and present findings to the Audit Committee. Date TBD.
2. Tiffany King, a new resident of Jefferson County and a Public Relations Director is volunteering and helping to streamline our social media feeds.
3. Myers attended HR Retreat with other county department heads October 16<sup>th</sup> and 17<sup>th</sup>.
4. Myers attended the Budget Workshop offered by the Jefferson County Commission on November 14<sup>th</sup>.
5. Staff received some safety training from the Jefferson County Sheriff's Department on November 7<sup>th</sup> to tell them how to deal with potential harmful situations such as vandalism, robbery, lost children, fights, etc.

6. Tree planting was held on Saturday, November 3<sup>rd</sup>. We had 29 volunteers help plant trees in the dog park.
7. Myers will participate in the 31<sup>st</sup> annual High School Business Symposium on Thursday, November 15<sup>th</sup>.
8. Park Brochure is currently being developed.

**X. Board Assistance/Future Action Items**

1. Park Safety Plan
2. Approval of updated Registration Waiver-awaiting approval from county attorney.
3. Master Planning
  - i. Request that this be a priority at facility meetings over the next year to complement the 2014 JC Comprehensive Plan.
  - ii. Request a committee be established to include outside agencies and individuals who have a desire to assist/interest in parks and rec.
4. Needs Assessment
5. Grant Writing
  - i. Assist in reviewing grants on ECivis and other opportunities.

# Jefferson County GIS/Addressing Office

## DEPARTMENTAL MEMORANDUM

**TO:** Jefferson County Commission  
Debbie Keyser, County Administrator

**FROM:** Todd Fagan, GIS Director

**DATE:** March 21<sup>st</sup>, 2013

**SUBJECT:** GIS Department Quarterly Update Report- 2013, 1<sup>st</sup> Quarter



### 1. PROJECTS COMPLETED

- a. 2013 Boundary Annexation Survey – US Census Bureau
  - i. Mapping corrections made to jurisdictions and road features in federal data
- b. Updated 2013 Zoning Map according to recent Re-zoning Amendments
- c. CMS Cost/Benefit Analysis submitted Jan 17<sup>th</sup>, 2013

### 2. PROJECTS IN PROGRESS

- a. Address Compliance Project Status – map found at [http://www.jeffersoncountywv.org/uploads/addressing/maps/addrcomp/BeforeAfter\\_parcel March2013\\_sec.pdf](http://www.jeffersoncountywv.org/uploads/addressing/maps/addrcomp/BeforeAfter_parcel March2013_sec.pdf)
  - i. project overall 62% complete in unincorporated areas (11,736 out of 18,896)
  - ii. 77% compliant on 1<sup>st</sup> field check, raised to 94% or more after letters, communication and violation notices
  - iii. 2,018 homes and businesses newly posted
  - iv. Only 29 properties have reached violation or criminal complaint stage  
{25 cases dismissed, 3 active cases (1 warrant + 2 filed), and 1 fine paid}
  - v. **Overwhelming positive results, <1% of non-compliant owners make it to Magistrate Court. 99% post their address accordingly.**
  - vi. Additional project benefits include GIS address removals (150), businesses and apartments added (40), gates/obstructions mapped (23), illegal signs removed (25), new road names created (20), road signs replaced or repaired (81) and impervious surfaces documented.
- b. Long term staff support to other departments (P&Z, ECC, etc) –
  - i. Ongoing Comprehensive Plan support, including Planning internship
  - ii. Migration of GIS data to Local Government Information Model to support CAD and internet mapping applications with Assessor's Office

### 3. COMMISSION SHOULD BE AWARE OF:

- a. Capital Outlay Request for Content Management System
  - i. RFPs to be issued March 22<sup>nd</sup>, 2013
  - ii. Upcoming Commission vote necessary to move \$15,000 (or more) into Capital Fund line item upon selection of winning bidders in CMS & Scanning projects

*Please Join Us to Recognize Our Volunteers At*

*Middleway Volunteer  
Fire Company's  
Annual Recognition Banquet*

*Saturday, March 23, 2013  
Charles Town Moose Lodge 948*

|                    |                |
|--------------------|----------------|
| <i>Social Hour</i> | <i>6:00pm</i>  |
| <i>Dinner</i>      | <i>7:00pm</i>  |
| <i>Awards</i>      | <i>8:00 pm</i> |
| <i>Dance</i>       | <i>9:00pm</i>  |

*Please RSVP by  
Wednesday, March 6, 2013  
By mail or call 304-725-0006  
Cash Bar Available*

*Middleway Volunteer Fire Company's  
Annual Recognition Banquet*

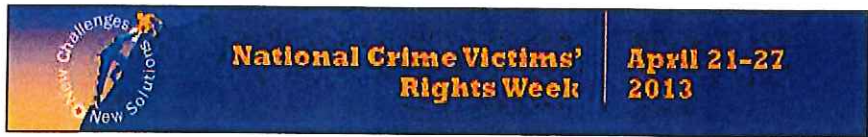
*Saturday, March 23, 2013  
Charles Town Moose Lodge 948*

*Mr. \_\_\_\_\_*  
*Will Attend \_\_\_\_\_ Number Attending \_\_\_\_\_*  
*Will Not Attend \_\_\_\_\_*



Training on Robert's Rules of Order and Ethics has been scheduled for Thursday, April 11, 2013 beginning at 7:00 p.m. in the County Commission Meeting room located in the lower level of the Old Charles Town Library.

The Training will be provided by the WV State Auditor's Office and the WV Ethic's Commission.



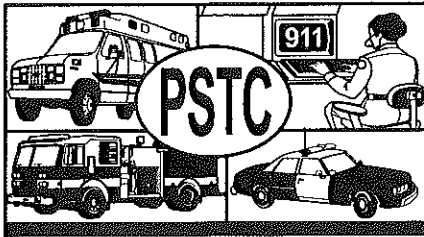
*The Jefferson County Victim Assistance Program would like you to join us for an afternoon of insight into our program*

**Place:** 201 N. George Street 2nd Floor  
Charles Town, WV 25414

**Date:** Friday April 25th

**Time:** Presentation starts at 2:00 P.M.

*After the presentations please join us for some light refreshments and the opportunity to network*



# PUBLIC SAFETY TRAINING CONSULTANTS

## COURSE CONFIRMATION LETTER

Dear Valued Customer,

*This is your final confirmation packet for the upcoming PSTC class "Progressive Supervision" & "People First Leadership" to be held in "Kearneysville, WV". See specifics of your reservations below. If you have any questions or modifications, please call us at 650-591-7911. Make sure to forward a copy of this letter to each student that will attend.*

**Billing Information:** *Payment can be made on class day or via the mail to PSTC – PO Box 5508, Redwood City, CA 94063. Payments made over 15 days from the due date are subject to a late fee. See your invoice for a due date.*

**Class Location:** **Jefferson County Emergency Communications  
28 Industrial Blvd, Suite 100  
Kearneysville, WV 25430**

**Directions:** *See the map we have included. For additional information, call Laura L. Pope and/or Lynn D. Carroll at 304-725-4734*

**Parking:** **Parking is free.**

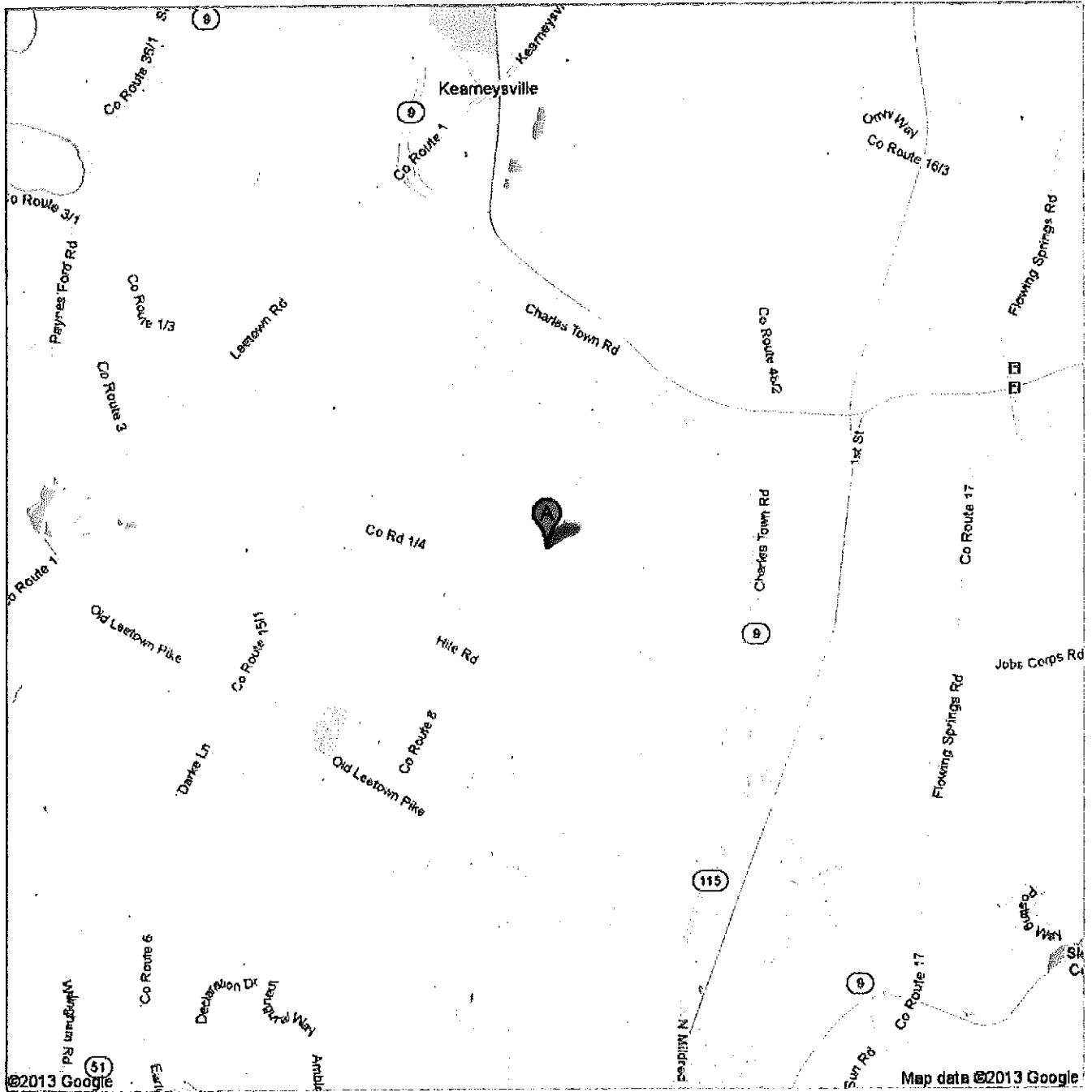
**Class Hours:** *Class starts at 8:30 AM and ends at 4:30 PM. Limited snacks will be provided. Lunch is on your own.*

**Lodging:** *The host recommends:  
Holiday Inn Express 304-725-1330  
Hampton Inn 304-725-2200*

**What to bring:** *We provide everything needed for class. You might want to bring your favorite coffee mug or water bottle. Those little paper cups never really do the job!*

| Class                   | In Kearneysville, WV on:    | Number of Reservations |
|-------------------------|-----------------------------|------------------------|
| Progressive Supervision | April 22 <sup>th</sup> 2013 | /                      |
| People First Leadership | April 23 <sup>th</sup> 2013 | /                      |

*If you have questions or experience any problems, please call PSTC at 650-591-7911.  
Cancellation Policy: Cancellations must be made two weeks prior to the class. Any agencies canceling after that point will be responsible for the entire tuition cost.*



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Map data ©2013 Google



NATIONAL

# COUNTY

GOVERNMENT MONTH



APRIL

2013

Smart Justice  
**Creating Safer  
Communities**





# 13<sup>th</sup> NATIONAL WATERSHED CONFERENCE

## A Forum: The Future of Watershed Based Natural Resource Conservation

Sponsored by the

**National Watershed Coalition**

and

**Mississippi Soil and Water  
Conservation Commission**

In cooperation with

**Mississippi USDA Natural Resources  
Conservation Service**

**May 19-22, 2013**

**Harrah's Veranda Hotel Tower and**

**Tunica Convention Center**

**Tunica, Mississippi**

**RECEIVED**

**MAR 13 2013**

**Jefferson County Commission**

## WHO WE ARE

The National Watershed Coalition (NWC) is a nonprofit coalition founded in May 1989. NWC is made up of national, regional, state, local, and tribal organizations, associations and individuals that advocate dealing with natural resource problems and issues using the watershed as the planning and operational unit. We advocate using total resource management principles in planning, and believe that the Small Watershed Program, authorized by PL 83-566, is the best management and implementation vehicle available for water and land resource management. We represent the needs of watershed project sponsors. We offer assistance on watershed planning when requested, sponsor biennial conferences, and other special resource workshops and conferences. We believe that proper care of our Nation's resources is a top national priority. Visit NWC at our website [www.watershedcoalition.org](http://www.watershedcoalition.org).

## WHO SHOULD ATTEND

Local, state, tribal, regional, and federal watershed, floodplain, and natural resources program managers and project sponsors will find the conference informative and useful as they address their unique natural resource management concerns. Local community leaders will learn what programs are available to them, and how they can be implemented. Governmental officials will hear from local program managers what works best at the local level and what needs to change. Those involved in land and water resource development, management and protection, and members of non-government organizations (NGOs) and other groups that have an interest in the watershed approach, will gain valuable insight as to the future of these beneficial watershed programs.

## PRELIMINARY AGENDA

### Sunday – May 19, 2013

- 8:00 AM Registration
- 8:45 AM Mississippi Delta Conservation, Culture and Agriculture Tour
- 12 Noon Exhibit Set-up
- 5:30 PM Chairman's Reception & Exhibitor Mixer

### Monday – May 20, 2013

- 6:45 AM Continental Breakfast
- 7:00 AM Registration
- 8:00 AM Opening General Session
- 10:00 AM Morning Networking Session & Break
- 10:30 AM Second General Session
- 11:45 AM Luncheon and Address
- 1:30 PM Concurrent Sessions 1-6 & 7-12 Evening on Your Own

### Tuesday – May 21, 2013

- 7:00 AM Continental Breakfast
- 7:00 AM Registration
- 8:00 AM Third General Session
- 10:00 AM Morning Networking session & Break
- 11:45 AM Luncheon and Address
- 1:30 PM Concurrent Sessions 13-18 & 19-24
- 6:00PM Mississippi Night –River History Museum, Cruise & River Dinner

### Wednesday – May 22, 2013

- 7:00 AM Continental Breakfast
- 8:00 AM Concurrent Sessions 25-27
- 9:30 AM Closing General Session  
NWC Awards & Recognition  
Introduction of New NWC Officers  
Conference Adjourns
- 11:30 AM NWC Board of Directors Luncheon Meeting



## PROGRAM HIGHLIGHTS

Major Watershed Program milestones have come and gone in the 20 years that have passed since the 3<sup>rd</sup> National Watershed Conference was held in Jackson, MS, May of 1993. In 2013 we return to Tunica to consider the future, seeking “new” rather than “nostalgia”. The State, the river and the delta provide a rich watershed history and a perspective born of firsthand experience. Mississippi provides the perfect backdrop for our Forum on the future of watershed based natural resource conservation.

Mississippi has been a leader in the USDA Watershed Program partnership and is home to more than 500 USDA assisted Watershed Projects. In 2000, Mississippi was one of four states to pilot a fledgling USDA Watershed Rehabilitation Program. Mississippi state and local government representatives have served in the NWC leadership for more than 25 years. The 2013 meeting affords an opportunity to both learn from their insight and enjoy their shared hospitality. The conference will provide an interactive forum to examine traditional concerns such as funding and operation and maintenance. The forum will also explore exciting new technological tools such as NRCS’s new DamWatch initiative as well as new models for delivering conservation programs and getting conservation on the ground in watersheds across the country.

Conference attendees will get the latest on conservation policy in Washington, DC from invited key note speakers which include Doug McKalip, White House Rural Council, NRCS Acting Chief Jason Weller and National Association of Conservation Districts CEO John Larson. Joseph Scanell, President, US Engineering Solutions and Stan Buman, Vice President, AGREN (invited), will share their visions for integrating information and technology into the future of watershed and conservation planning/program delivery. Bobby Whitescarver, President of Whitescarver Resource Management LLC will share his unique perspective and commitment to “Getting It on the Ground” and the importance of watershed based planning and implementation.

Our concurrent sessions present a solid line up of topics. The forum format affords attendees the opportunity to both learn from and engage our Concurrent Session speakers. Several of the sessions include an extended single topic format for more in depth coverage and interaction with presenters. A sample of the topics include successful rehabilitation projects, new technology to more efficiently address planning, improving safety, successful permitting strategies, sediment management and removal, improving project O&M, successful state/local funding strategies and capturing water quality benefits for a value added impact.

**NWC is also extremely pleased to provide a forum for USDA NRCS to preview its initial public information and demonstration of the new NRCS DamWatch initiative. Participants will not only have the opportunity to get an insider overview and background information on the DamWatch project from USES and project experts but will also be able to see the program in action and get hands on experience in using the new application!**

Our program offers an innovative and informative line up of speakers and presentations, our Mississippi hosts promise a full complement of southern hospitality. See you on the veranda in Tunica!

**Don’t miss this opportunity for professional development and personal involvement in shaping the future. Register before May 1, 2013 and receive a \$25.00 discount. To receive conference room rates at the Renaissance Hotel you must make your reservations by April 17, 2013. Don’t delay, register now!**

## WHAT YOU NEED TO KNOW TO REGISTER

### THINGS TO REMEMBER

- \* A separate form must be completed for each registrant.
- \* Credit card or purchase order registrations may be emailed to [NWC2013Tunica@gmail.com](mailto:NWC2013Tunica@gmail.com).
- \* Payment is required prior to processing.
- \* Registrations cannot be mailed or emailed after **May 10, 2013**. After this date, all registrations must occur on-site.
- \* Completed forms with payment should be mailed to: NWC, PO Box 556, Chandler OK 74834.

### FEES INCLUDE

Register early and take advantage of the discounted registration fee. Register by **May 1<sup>st</sup>** and **save \$25**. We urge you to take advantage of this money saving opportunity. All participants are required to pay the registration fee.

#### Full Registration

- \* admission to all sessions
- \* admission to the exhibits
- \* exhibitor reception (Sunday)
- \* 3 continental breakfasts
- \* 2 luncheons
- \* all breaks

#### Guest Registration

- \* meal functions at the Tunica Convention Center
- Note: Guest registration is intended for use by the spouse or guest of a registered attendee and is not intended for use by a co-worker.**

#### One-Day Registration (Monday or Tuesday)

- \* admission to sessions that day
- \* admission to the exhibits that day
- \* meal functions at the Tunica Convention Center that day

The Mississippi Delta Conservation, Culture and Agriculture Tour fee is in addition to the conference registration fee, and are payable in advance.

### CANCELLATION AND REFUND POLICY

To receive a refund, notice of cancellation must be received by NWC by the close of business **Tuesday, April 30<sup>th</sup>**. All refunds are subject to a processing fee equal to 15% of the total registration fee. There are no refunds for cancellations after **Friday, May 10<sup>th</sup>**.

### FORM OF PAYMENT

Registration fees can be paid by check, credit card, or purchase order. Please provide credit card or billing information where indicated. A copy of the purchase order, with billing instructions must accompany the registration form if payment is to be processed by purchase order. If payment is made by credit card the card holder's name, mailing address associated with the card, card number and expiration date are required.

### HOTEL RESERVATIONS

#### Conference Hotel:

Veranda Hotel Tower

#### **Regular Arrival:**

**NWC rate for May 19-21 is \$55 per night plus tax**

#### ***Weekend Early arrival Notice:***

***NWC rate for May 17 & 18 is \$119 per night plus tax***

Call **1-866-635-7095** to make your hotel reservations. Mention you are attending the National Watershed Coalition meeting to take advantage of the discounted room rates. **Reservations must be made by Wednesday, April 17<sup>th</sup>.**



**Registration**  
**13<sup>th</sup> National Watershed Conference**  
**May 19-22, 2013**  
**Harrah's Veranda Hotel Tower and Tunica Convention Center**  
**Tunica, Mississippi**

|                                     |     |           |     |
|-------------------------------------|-----|-----------|-----|
| First Name                          |     | Last Name |     |
| Organization                        |     |           |     |
| Address                             |     |           |     |
| City                                |     | State     | Zip |
| Phone                               | Fax | E-mail    |     |
| Accompanying Guest (if registering) |     |           |     |

Registration is due by **May 1, 2013**. Checks should be made payable to: **National Watershed Coalition · PO Box 556 · Chandler OK 74834**. NWC Tax ID is 84-1142882.

|                                                                                                                                                     | Before May 1  | After May 1 |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|--|
| <b>Full Registration</b><br>(Includes admission to all sessions, exhibit area, 1.reception, 2 luncheons, 3 continental breakfasts, and all breaks.) | \$400         | \$425       |  |
| <b>Guest Registration</b> (Required for attendance at meal functions.)                                                                              | \$175         | \$200       |  |
| <b>Sunday, May 19<sup>th</sup> – Mississippi Tour</b>                                                                                               | \$35          | N/A         |  |
| <b>Tuesday, May 21<sup>st</sup> – Mississippi Night</b><br>Hosted by the Mississippi Conservation Partnership                                       | complementary | N/A         |  |
| <b>Single Day Registration (circle one):</b><br>Monday, -May 20 <sup>th</sup> or Tuesday, -May 21 <sup>st</sup>                                     | \$200         | N/A         |  |
| NWC Individual Membership                                                                                                                           | \$25          | N/A         |  |
| NWC Organizational Membership                                                                                                                       | \$75          | N/A         |  |
| <b>GRAND TOTAL</b>                                                                                                                                  |               |             |  |

**Form of Payment**

Check (payable to NWC)   Enclosed      Purchase Order with Billing Instructions Attached  

Please charge my   VISA      MasterCard      Discover      Amex  

Card # \_\_\_\_\_   Expiration Date \_\_\_\_\_

Print name as it appears on card \_\_\_\_\_   Email (used for receipt) \_\_\_\_\_

Mailing address associated with card \_\_\_\_\_

\_\_\_\_\_

If you have questions about conference registration please contact Tammy Sawatzky at [NWC2013Tunica@gmail.com](mailto:NWC2013Tunica@gmail.com)  
 If you have questions about the conference program please contact Dan Sebert at [nwchdqtrs@sbcglobal.net](mailto:nwchdqtrs@sbcglobal.net).

## **SUNDAY, MAY 19, 2013**

The Mississippi Delta Conservation, Culture and Agriculture Tour.

## **MONDAY, MAY 21, 2013**

Entertainment and dining opportunities abound in Tunica. Information for an evening on your own can be found here: <http://www.harrahstunica.com> or here: <http://www.tunicatravel.com/attractions>.

## **TUESDAY, MAY 21, 2013**

**Mississippi Night – Prepare yourselves for some incredible Southern Hospitality!!**

Our destination for Mississippi night is the Tunica RiverPark and Museum.

Loaded with authentic artifacts and exhibits, the Mississippi River Museum is an extensive, interactive showcase of history, nature and culture. You can follow the trail of Spanish Conquistadors, experience the Great Flood of 1927 and enter the daily lives of the Delta's native inhabitants. Four fresh-water aquariums allow visitors to peek beneath the river's mysterious surface to see live turtles, gar and fish. Adults and kids alike can enjoy the unique adventure of the simulated diving bell.

The Tunica RiverPark allows you to interact up close with the awe-inspiring beauty of the Mississippi River. The grounds are rich with native wildlife and flora, and the stunning architectural features of the RiverPark Overlook provide breathtaking views of America's river.

We will depart from the RiverPark landing, where the Tunica Queen will take us back to a time when the country was young and the Mississippi was truly America's highway. The spacious 400-seat luxury ship will take us for a brief cruise behind remote sandbars and deep into coves where native fish and wildlife are waiting.

Following our river cruise we will return to the museum for a Mississippi style catfish dinner and time to explore and enjoy the museum!

## **SPONSORSHIP OPPORTUNITIES**

Become a conference supporter and enhance your organizations visibility. Select one of the following sponsorship options and your organization will be recognized in the conference program and with on-site signage as an event sponsor.

### **Continental Breakfast:**

Monday, Tuesday, or Wednesday  
Level 1-\$150 Level 2-\$300 Level 3-\$500

### **Refreshment Breaks:**

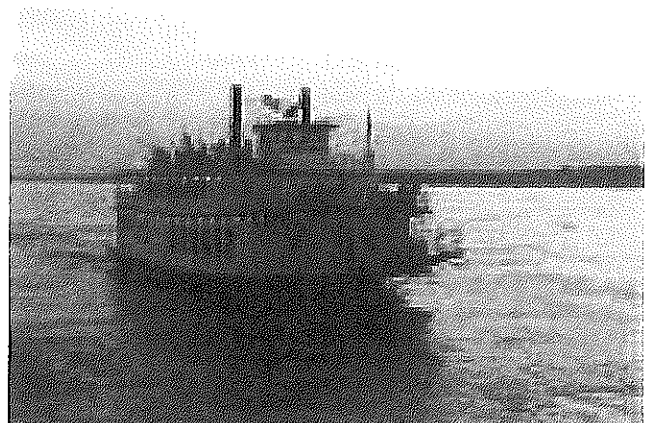
Monday or Tuesday  
Level 1-\$150 Level 2-\$300

### **Exhibitors Mixer:**

Level 1-\$150 Level 2-\$300 Level 3-\$500

## **EXHIBIT AREA**

Commercial exhibitors are those in business for profit. Government / Nonprofit are those not for profit organizations. Each exhibitor registration includes one conference registration with admission to all sessions, the exhibitor's mixer, two luncheons, three continental breakfasts and all breaks. Exhibit displays will be located near the conference meeting and meal functions. Conference attendees are encouraged to spend time visiting the exhibits. The exhibit area will be open Sunday evening and all day on Monday and Tuesday. The exhibit area will open at noon on Sunday, May 19<sup>th</sup>. All exhibits must be installed and ready for opening by 5:00 PM. No dismantling can begin before 3:30 PM on Tuesday, May 21<sup>st</sup>. All exhibits must be removed by 6:00 PM on Tuesday, May 21<sup>st</sup>. Each exhibit space will be 10' X 10' with one table and 2 chairs. Exhibitors are responsible for transporting their exhibits to the conference site in time for set-up, and return home.



**CONFERENCE SPONSORSHIP AND EXHIBITOR REGISTRATION**

**13<sup>th</sup> National Watershed Conference**

**May 19-22, 2013**

**Harrah's Veranda Hotel Tower and Tunica Convention Center**

**Tunica, Mississippi**

|                                                                                                                                                      |                          |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------|
| Conference Attendee                                                                                                                                  |                          |           |
| Company/Organization                                                                                                                                 |                          |           |
| Address                                                                                                                                              |                          |           |
| City                                                                                                                                                 | State                    | Zip       |
| E-mail                                                                                                                                               | Phone                    | Fax       |
| Booth ID Sign to Read                                                                                                                                |                          |           |
| Commercial Exhibitor – Nonmember                                                                                                                     | \$600                    | \$        |
| Commercial Exhibitor – NWC Member                                                                                                                    | \$525                    | \$        |
| Government/Nonprofit – Nonmember                                                                                                                     | \$550                    | \$        |
| Government/Nonprofit – NWC Member                                                                                                                    | \$475                    | \$        |
| Continental Breakfast Sponsor: Mon Tue Wed                                                                                                           | \$150 \$300 \$500        | \$        |
| Refreshment Breaks: Mon Tue                                                                                                                          | \$150 \$300              | \$        |
| Reception: Exhibitor's Mixer                                                                                                                         | \$150 \$300 \$500        | \$        |
| <b>GRAND TOTAL</b>                                                                                                                                   |                          | <b>\$</b> |
| <b>Form of Payment</b>                                                                                                                               |                          |           |
| Check (payable to NWC)   Enclosed <input type="checkbox"/> Purchase Order with Billing Instructions Attached <input type="checkbox"/>                |                          |           |
| Please charge my   VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Amex <input type="checkbox"/> |                          |           |
| Card # _____                                                                                                                                         | Expiration Date _____    |           |
| Print name as it appears on card                                                                                                                     | Email (used for receipt) |           |
| _____                                                                                                                                                |                          |           |
| Mailing address associated with card                                                                                                                 |                          |           |
| _____                                                                                                                                                |                          |           |

National Watershed Coalition  
PO Box 556  
Chandler OK 74834

2541480250 8004

Pre-Sorted  
First Class Mail  
U.S. Postage Paid  
New Brunswick, NJ  
Permit No. 1

JEFFERSON CO. COMM  
PO BOX 250  
CHARLES TOWN WV 25414-0250



13<sup>th</sup> National Watershed Conference  
A Forum: The Future of Watershed Based Natural  
Resource Conservation

Tunica, Mississippi



Loudoun County, Virginia

Department of Planning  
1 Harrison Street, S.E., 3<sup>rd</sup> Floor, P.O. Box 7000, MSC #62  
Leesburg, VA 20177-7000  
Telephone (703) 777-0246 • Fax (703) 777-0441

RECEIVED

MAR 08 2013

Jefferson County Commission

March 4, 2013

Debbie Keyser, County Administrator  
Jefferson County, West Virginia  
PO Box 250  
Charles Town, WV 25414-0250

Dear Ms. Keyser:

As part of the legal notice requirements contained in Section 15.2-2204 (amended) of the Code of Virginia, the following regulations must be addressed relating to notification of adjacent localities:

“When a proposed comprehensive plan or amendment thereto; a proposed change in zoning map classification; or an application for special exception for a change in use ..., involves any parcel of land located within one-half mile of a boundary of an adjoining locality of the Commonwealth, then, in addition to the advertising and written notification as required by this notice, written notice shall also be given by the local commission, or its representative, at least 10 days before the hearing to the chief administrative officer, or his designee, of such adjoining locality.”

In accordance with these regulations, this is to inform you that on **March 25, 2013** the Loudoun County Board of Supervisors will hold a public hearing on a Comprehensive Plan Amendment (CPAM) regarding the Special Activity Uses Planned Land Use designation.

On October 16, 2012 the Loudoun County Board of Supervisors initiated CPAM 2012-0003 to amend the Planned Land Use Map at the southwestern corner of Route 7 and Loudoun County Parkway as an area appropriate for Special Activities and amend corresponding text and policies of the Revised General Plan indicating this location.

This public hearing will take place at Farmwell Station Middle School, 44281 Gloucester Parkway, Ashburn, VA, on **Monday, March 25, 2013, at 6:00 p.m.** Written comments can be provided to the Loudoun County Board of Supervisors, c/o Loudoun County Department of Planning, 1 Harrison St., S.E., 3<sup>rd</sup> Floor, P.O. Box 7000, MSC #62, Leesburg, Virginia, 20177-7000 (attention: Marie Genovese).

The proposed Planned Land Use Map and policies; staff report and all attachments will be available online at <http://www.loudoun.gov/bos> after March 15, 2013. A second notification letter will be sent to you on March 20, 2013.

Should you have any questions, please do not hesitate to contact me at 703-777-0246.

Sincerely,

Marie Genovese, AICP, Project Manager

Public Service Commission  
Of West Virginia

201 Brooks Street, P. O. Box 812  
Charleston, WV 25323



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

March 5, 2013

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

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$192,289.67 representing a disbursement of Wireless E-911 subscriber fees **will be mailed directly from the West Virginia State Auditor's Office.** This amount is your County's share of the fees remitted to the Public Service Commission for the months of December 2012, and January and February 2013. The next disbursement will be in three months.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Sandra Mitchell".

Sandra Mitchell  
Budget & Finance Manager

SM:kp

Jefferson County Commission

MAR 08 2013

RECEIVED



# Berkeley Jefferson Day Report Center

*Serving Berkeley, Jefferson and Morgan Counties*



406 South Raleigh Street  
Martinsburg, WV 25401  
Phone (304) 267-5000 ext 3961  
Fax: (304)-596-2047

*Jason Castillo, Executive Director*

March 1, 2013

Jefferson County Commission  
Commission President  
P.O. Box 250  
124 East Washington St  
Charles Town, WV 25414

RE: Berkeley/Jefferson County Loan

In 2009, the Jefferson County Commission provided the Berkeley Jefferson Day Report Center a loan in the amount of \$37,500.00 to assist the Center financially. With this payment of \$5,000.00 made on March 1, 2013 the DRC has repaid \$30,000.00 and has a balance owed to the Council in the amount of \$7,500.00.

Sincerely,

Jason R. Castillo  
Executive Director  
Berkeley Jefferson Day Report Center

**RECEIVED**

MAR 05 2013

**Jefferson County Commission**

*Cc: Pamela Games-Neely, President Criminal Justice Board*



March 4, 2013

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

Dear Patsy and Commissioners,

You really made a difference to hospice patients and their families in 2012. Your generosity helped all 950 patients receive excellent and compassionate care regardless of their insurance coverage or ability to pay. You helped the bereaved get the grief support that they needed in their time of sorrow. Also, thanks to donors like you, we saw tremendous progress on our 14-bed inpatient facility that will open early next year. We had so much for which to be grateful in 2012.

You have made so much possible with your generous contribution(s) of \$10,000.00 to Hospice of the Panhandle during the past year. Your support is greatly appreciated. Without you, we could not provide the quality end-of-life care that we do.

Below is a listing of all gifts donated over the course of the year:

| Date       | Amount   | Type of Gift     |
|------------|----------|------------------|
| 10/08/2012 | 10000.00 | Capital Campaign |

---

Total: \$10,000.00

Our federal tax ID is 31-1011765. No goods or services were provided by Hospice of the Panhandle in return for the above contributions.

Many thanks for your generous donation(s). We look forward to continuing to work with you in 2013.

Sincerely,

Margaret Cogswell, CHPCA  
CEO

**RECEIVED**

MAR 08 2013

Jefferson County Commission



**Town Of Bolivar  
Est. 1825**

March 7, 2013

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

Dear Ms. Hosby,

On March 5, 2013, the Mayor and Bolivar Town Council voted to reappoint Helen Dettmer to the Jefferson County Development Authority for another term.

If you should have any further questions, please contact my office at 304-535-2476.

Sincerely,

A handwritten signature in cursive script that reads "Robert J. Hardy".

Robert J. Hardy  
Mayor of Bolivar

**RECEIVED**

MAR 11 2013

**Jefferson County Commission**

**Post Office Box 37. Harpers Ferry, WV 25425. (304) 535-2476. Fax (304) 535-1474**

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

---

Dear County Commissioners

3/1/2013

On behalf of the Harpers Ferry-Bolivar PSD, I would like to recommend Mr. Edmund Stazyk for the open position of Secretary on the Districts Board of Directors. I feel the Mr. Stazyk would be an asset to the PSD with his knowledge of business organization and his background in the field.

Sincerely,



Robert Hardy, Treasurer Harpers Ferry-Bolivar PSD

**RECEIVED**

MAR 04 2013

**Jefferson County Commission**

Gary L Phalen  
PO Box 862  
Shepherdstown, WV 25443

Received  
MAR 05 2013  
Jefferson County Commission

Tuesday, March 5

Jefferson County Commission  
Po Bo x250  
Charles Town, WV 25414

Courier: Hand Delivered

cc: Dale Manuel, President  
Walt Pellish, Vice President  
Patsy Noland  
Jane Tabb  
Lyn Widmyer

Dear Commissioners:

I am submitting my name for consideration to be appointed to the Jefferson County Planning Commission for a (3) three year term ending March 31, 2016.

I am a former Jefferson County Commissioner, during which time I represented the Commission for 2 years on the Planning Commission. I have also served on the Berkeley County Planning Commission for 1.5 years before moving back to Jefferson County. I would bring my experience as a previous Jefferson County local business man and government experience to help lead our county in addressing the issues of today – agriculture, economic development, environmental protection, heritage and tourism. We are in difficult times and need a balanced and common sense approach to move our community forward.

Your consideration would be appreciated.

Sincerely,



Gary L. Phalen

February 11, 2013

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

RE: Jefferson County Planning Commission

Dear Commissioners,

Please accept this letter as my formal letter of interest in a position on the Jefferson County Planning Commission. I have extensive experience in Land Development, not only through my years as a staff member of Loudoun County Building and Development, but throughout my job history as a residential and commercial real estate settlement attorney.

Over the past four and one half years I have had the opportunity to handle many aspects of Land Development Planning and Zoning, including but not limited to Applications for Construction Plans and Profiles, Site Plans, Site Plan Amendments, Special Exceptions, Boundary Line Adjustments, Easements, Family Subdivisions, Rezoning, Zoning Concept Plan Amendments, Proffer Amendments, Zoning Ordinance Modifications, Zoning Inspections and Permits, Zoning Verifications and Variances, etc.

Originally from Virginia, after living in and owning property in Loudoun County for over 24 years, I moved to Charles Town in 2002 (with my than four year old daughter). We have been residents of Jefferson County for the past ten years, living in Eastlands (the same subdivision as my parents, brother and nephew). As such, we have seen many changes over the years in Jefferson County, from the building of subdivisions to the extension of Hollywood races and slots.

My now 14 year old, Skyler Catterton, a Freshman at Washington High School, calls West Virginia home. I want to contribute to my community in an effort to continue to make Jefferson County a respectable and excellent place to live and work. A place where Skyler, and I (a single mother), can always and will always feel safe, secure, and comfortable - a place with learned growth measures in place thus avoiding overcrowding and deprivation of our rural farm lands, all while attracting new and younger individuals to well-developed housing and/or commercial growth in this beautiful County.

My experience in Loudoun County both living and working there, my education, my job history, and mostly my love for Jefferson County, all make me an ideal candidate for the Planning Commission of Jefferson County, West Virginia.

I appreciate your consideration and look forward to hearing from you in the near future.

Sincerely,

  
Deirdre J. Catterton  
703-431-1940

**RECEIVED**

MAR 05 2013

**Jefferson County Commission**

March 13, 2013

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

Dear Commission Members:

I am writing to express my interest in the vacancy for the Jefferson County Planning Commission. I graduated from West Virginia University with a Bachelor's Degree in December 2005. I am currently enrolled in Shepherd University's Master of Business Administration program.

I began working in Jefferson County for Bank of Charles Town in the spring of 2006. Throughout the seven years I have worked for Bank of Charles Town, I have grown to understand the importance of our local government. The knowledge I have gained, through my banking experience, can further be used to help with the issues that the Planning Commission faces on a regular basis.

In the fall of 2007, I bought a house in Jefferson County and have lived here for the past six years. I ask that you please consider this letter as my application to be appointed to the Jefferson County Planning Commission.

Thank you,



Aaron J. Howell  
181 Riparian Lane  
Ranson, WV 25438  
(O) 304-728-2482  
(C) 304-290-3059  
AHowell@Mybct.com

**RECEIVED**

MAR 14 2013

Attachment 1

**Jefferson County Commission**

---

402 South Mildred Street  
Charles Town, WV 25414  
13 March 2013

Jefferson County Commission  
ATTN.: Executive Assistant  
124 East Washington Street  
Charles Town, WV 25414

Dear MS Hosby:

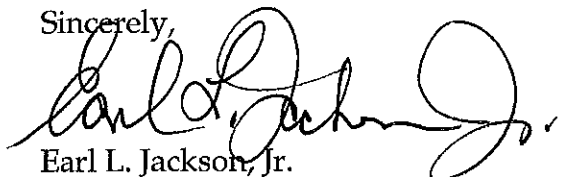
Within the next few days, I will submit my application to be appointed to one of the three vacancies on the Planning Commission. Should I be selected for one of those positions, additional knowledge of Ethics and Robert's Rules of Order would be of inestimable value. Therefore, I request to be included among those who will attend.

I would like to suggest, in view of the demonstrated lack of knowledge by the County Commission and its various Authorities, Boards, Commissions, and Committees concerning the WV "Sunshine Law", that the County Commission consider adding the necessary instruction to the agenda.

I received your welcome correspondence concerning my 5 March 201 request for access to information regarding the Envision Jefferson 2035 Steering Committee.

On 25 February 2013, I wrote to inquire as to what action, if any, had been taken by the Jefferson County Commission concerning my April 2012 suggestion that it coordinate with our legislative representatives and various other groups to have the WV Code changed to allow funding of emergency services with ad valorem taxes rather than the very inefficient voluntary fee about to be proposed once again by the Jefferson County Emergency Services Agency. What is the status of that request?

Sincerely,



Earl L. Jackson, Jr.

cc:

Hagerstown Herald-Mail  
Martinsburg Journal  
Shepherdstown Chronicle  
Spirit of Jefferson Advocate  
WV Observer

**RECEIVED**

MAR 12 2013

**Jefferson County Commission**

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

February 25, 2013

Dear Commissioners:

I am applying to fill one of the vacancies on the Jefferson County Planning Commission for a three year term ending March 31, 2016.

As you know, for more than a year and a half I have been observing County Commission meetings. I would like to move into more active participation by becoming part of the Planning Commission.

I believe The Planning Commission serves an important function in helping the County to grow in a thoughtful manner, to preserve the best historic, environmental and cultural features while encouraging economic growth and the necessary infrastructure to support that growth.

Ideally, the Planning Commission balances decisions with attention to the physical, economic and social wellbeing of the County. As a part of the most rapidly growing demographic in the County, that is retired people recently relocating here, I believe this population needs representation. There needs to be a voice for our newer retired citizens who, in addition to environmental and economic characteristics, have interest in transportation, including public transportation, services for seniors, appropriate housing .

I have attended many of the lunch/learn programs for the new Comp Plan Steering Committee, have attended Planning Commission meetings, have already signed up for the April 11 Ethics/Open meetings/Roberts Rules presentation. I am a homeowner, active in a variety of local organizations and serve on 3 local volunteer Boards of Directors.

This is an exciting time as the new Comprehensive Plan is being developed. More citizens than usual are being heard from about their visions for the County. To effectively respond to these challenges the Planning Commission needs more diversity. I am willing to do my part to help thoughtfully deliberate these issues which will have a long term effect on the quality of life in Jefferson County.

I would like to continue to contribute to my community by becoming a member of the Planning Commission.

Thank you for your consideration.

Eleanor R. Finn  
37 Butcher Court  
Shepherdstown, WV 25443  
304-876-8489

**Jeffrey C. Bannon**  
8036 Shepherdstown Pike  
Shepherdstown, WV 25443  
jeffrey.bannon@gmail.com  
304-876-1526

February 25, 2013

Dale Manuel, President  
Walt Pellish, Vice President  
Lyn Widmyer, Commissioner  
Patsy Noland, Commissioner  
Jane Tabb, Commissioner  
Jefferson County Commission  
P.O. Box 250, Charles Town, WV 25414

Dear Commissioners:

I would like to be considered for appointment as Commissioner of the Jefferson County Planning Commission. I believe that my skills and experience would be useful to the Commission and the county. My resume is attached. I recently retired from the federal service and want to spend some of my newly available time helping the county.

My wife, Terry Thorson, and I moved to a small house on two acres just outside of Shepherdstown a little over nine years ago. I love it here, and I want to contribute to this beautiful county. We need to work together to allow sensible development that supports local business, but protects the qualities that make us want to live here.

I am an attorney admitted in WV with 35 years of litigation experience; I can read and interpret regulations, statutes, and other legal documents quickly. My extensive background in technology could assist the Planning Commission and the county staff in making agendas and supporting documents available quickly and accurately. As Assistant General Counsel for Technology at the US EEOC, I was responsible for making electronic documents, such as PDF files, accessible to our legal staff.

I would welcome the opportunity to talk with you about my application.

Yours,



Jeffrey C. Bannon

**RECEIVED**

FEB 26 2013

**Jefferson County Commission**

Elliot Simon  
21 Chestnut Place  
Harpers Ferry, WV 25425  
(304) 725-9446  
[cms779@aol.com](mailto:cms779@aol.com)  
March 13, 2013

To Whom it May Concern:

It has come to my attention that the Jefferson County Commission is looking for candidates to fill vacant or expired positions on the Planning Commission. I would like to be considered for service on the Planning Commission and have attached a brief résumé for your consideration.

Yours truly,

A handwritten signature in black ink, appearing to read "Elliot Simon", with a horizontal line extending to the right.

Elliot Simon

## WILLIAM W. MCLEOD

62 VANDERVEER LANE • SHEPHERDSTOWN, WV 25443 • [wm.mcleod@ymail.com](mailto:wm.mcleod@ymail.com) (240) 678 – 9033

---

Jefferson County Commissioners  
100 E Washington St  
Charles Town, West Virginia 25414

March 14, 2013  
VIA EMAIL

Dear Respective Jefferson County Commissioners:

I am writing to you to express my interests in serving in one of the announced three Planning Commission vacancies that the Commissioners have the desire to fill.

I have expressed previously a similar interest in serving on the Planning Commission last March and August of 2012. At those times I was encourage by your Commission to reapply when there were several appointments available. This is the current status of the Planning Commission.

I believed then, as I do now that my professional background, a balanced approach towards regional planning considers agriculture, owner property rights, business incubation, and economic development to be a of value to both this Commission, but also to the residents of Jefferson County.

I am an even stronger candidate since my last bid to be appointed to the Planning Commission. I have sharpened my existing skill set by undertaking additional coursework in Geographic Information Systems (GIS), Sustainable Construction, and participated in Facilitating and Grant Writing training programs. Such facilitation skills were used effectively in recent Envision Jefferson 2035 Community workshops.

Likewise, I have used such planning, listening, and consensus building tools to be an active member of the Envision Jefferson 2035 Steering Committee, believing I serve as a valuable resource and ambassador to the future of Jefferson County.

By being appointed to serve on the Planning Commission I would compliment the existing Commission. I would work towards strengthening the viability, visibility, and desirability of Jefferson County. I plan accomplish this through marketing Jefferson County, open community dialogs that involve listening to all residents' concerns and recommendation, but also partnering programs with agencies such as the Jefferson County Development Authority, Visitors Bureau, The Jefferson Chamber of Commerce, and the Farmland Protection Board. This will indeed support the critical desired balance approach that the Community seeks.

If such a choice is necessary to needed to be made between serving on the Planning Commission or the Envision Jefferson 2035 Steering Committee, I would like to be appointed to the Planning Commission. I believe this as my diverse talents, background as a generalist, past business and past Commission leadership would be better utilized and more effective.

Thank you for consideration.

Respectfully Yours,  
William W. McLeod

## Sandy McDonald

---

**From:** genet\_25414@yahoo.com  
**Sent:** Thursday, March 07, 2013 11:52 AM  
**To:** Sandy McDonald  
**Subject:** To the County Commission

I am very interested in rejoining the Park and Rec Commission. I believe my time is up in June. Please let me know when this will be on the agenda.

Gene Taylor  
Taylor's Resources  
A 5Linx Representative  
[www.5linx.net/L546815](http://www.5linx.net/L546815)

Sandra Squire; Exec. Secty.  
Public Service Commission of West Virginia  
201 Brooks Street  
P.O. box 812  
Charleston, W.V. 25323

*Copy*

Case:12-0513-P.S.D.-42T-PC

Dear Commissioners,

My name is Charles C. Cheezum, a resident of Jefferson County and a ratepayer of the Jefferson County Public Service District. (J.C.P.S.D.) I have followed from the beginning, the attempt by the PSD to raise rates primarily to pay an ongoing debt to a Design Engineer (Pentree) who continues (for 15 Years) to provide plans for an unneeded Waste Facility. Also the PSD favors some local developers (one serves on the BOD) as well as this long time "Staff"(?) contractor (Pentree). The operational methods of this PSD to last this long without the PSC noting some failures to follow Commission rules and regulations, I say this because for 21 years I investigated fraud and possible mismanagement for the Federal Government and I am familiar with public and private firms or agencies that appear to, or do actually favor a few at the expense of many. For example, the Joint Stipulation, as prepared by the PSD House Counsel, (and Pentree) will permit the PSD to continue the same operational practices as in the past without regard to all PSC rules and regulations. The PSD will continue to circumvent or ignore rules and regulations that do not serve their present operational system.

The House Counsel (Kelsh) appears to be a learned counsel and obviously experienced in PSC matters. My experience and training is at the paralegal level. That said, I do not agree that the proposed position of Customer Liaison should be limited to that of a mere spectator. The position of Customer Liaison should sit on the BOD, no vote, but to listen and discuss and take part in the prospective discussions. A silent position (no vote) but able to determine first hand, what is proposed and how it will affect ratepayers as well as permit the PSD to operate responsibly. To approve the House Counsel's recommendation is ludicrous. To say the least, I should add, the PSD has one BOD member who is apparently doing what his Job Description requires, P. Appignani, appointed in December, 2009 appears to carefully consider all BOD matters but is usually outvoted (2-1). This continual system must be frustrating.

The approval of the Customer Liaison with a non-voting seat on the BOD should greatly assist the ratepayers to finally receive the proper service at a rate near what a majority of The State PSDs have.

It is believed the Jefferson County Commission will appoint a Customer Liaison (ratepayers) and at the next BOD vacancy (2013) select a ratepayer-PSD resident to that vacancy. That should resolve much of the misdirection presently taken. The Pen tree influence will be reduced to what that contract requires.

**RECEIVED**

MAR 13 2013

**Jefferson County Commission**

I applaud the PSC for its concern for the ratepayers (current and future) and the need for adhering to Its Rules and Regulations.

Sincerely,



C.C. Cheezum

32 Canterbury Trail

Charles Town, W.V. 25414

304 724 1705

CERTIFIED MAIL

402 South Mildred Street  
Charles Town, WV 25414  
8 March 2013

Received

MAR 08 2013

Jefferson County Commission

Honorable David H. Sanders  
Twenty-Third Judicial Circuit  
100 East Washington Street  
Charles Town, Wv 25414

Honorable Judge Sanders:

Re: WV CODE 6-9A, "Sunshine Law"

The Legislature tasked the circuit court in the county, where the public agency normally meets, jurisdiction to enforce the provisions of the WV "Sunshine Law."

On 5 June 2012, I wrote to you to state that I had recently attended a City of Charles Town public hearing concerning its proposed changes to its zoning ordinance. As there was a speaker just in front of where the citizens were seated, we could clearly hear the various citizens' presentations; however, we could not hear any of the comments of those conducting the hearing. I queried those adjacent and they could not hear either. They could only discern if it was between whether a male or female was speaking. In my opinion a public hearing, at which the citizens are not fully aware of the what is going on, should be deemed in violation of the "Sun Shine" law.

To the best of my knowledge, you took no action on that complaint.

I am informed that the City has long been aware of those serious acoustical problems, but has chosen to ignore the problem because of the large cost (estimated at \$50,000) to remedy those problems.

If the City doesn't wish to correct those acoustical problems, only one block away at Charles Town Library, the Jefferson County Commission has spent thousand to install a state of the art conference room. I would think that the Commission and the City could reach an agreement for the joint use of that modern facility.

New Subject: The Sunshine Law clearly states that a governing body may only make and enforce rules for presentation at a meeting where there is not sufficient room for all members of the public who wish to attend. The County meeting room at the Charles Town Library, to date, has been more than large enough to accommodate the public that wished to attend.

The Jefferson County Commission imposes an arbitrary four minute limit on citizens' presentations at all of its meetings and hearings. The Jefferson County Planning and Zoning imposes an arbitrary three minute limit on citizen's presentation and a ten minute limitation on "group." presentations. At both hearings which I recently attended was more than ample room for all members of the public who attended.

The public hearing held by the County Commission lasted a grand total of 45 minutes

and that by the Planning and Zoning Commission barely lasted an hour! It was my observation that most of the citizens were cut short by the arbitrary 3 or 4 minute "BLEEP."

Apparently, the Jefferson County government wants to avoid overdosing on input by its citizens! The arbitrary limits imposed by government of Jefferson County is clearly in violation of the Sunshine Law.

According to the March 20, 2012 Jefferson County Emergency Services Agency (JCESA) Meeting Minutes, a concerned citizen felt that one of the seven volunteer fire companies was being improperly operated and "requested that he be heard in Executive Session."

The JCESA President "informed the concerned citizen that due to the Ethics Act of WV Sunshine Laws, his request must be denied." The individual "declined to speak in public forum." That volunteer fire company just happens to be one of two that it has been alleged has had its funds embezzled.

Actually, the West Virginia Code Chapter 6 "Sunshine Law" Article 6-9A-4b - Exceptions states, "An executive session may be held only upon a majority affirmative vote of the members present of the governing body of a public agency." And further subparagraph 7 states, "To plan or consider an official investigation or matter relating to crime prevention or law enforcement;"

By allowing the JCESA President to rule thus, it seems obvious that the members of JCESA Board were not well versed in their responsibilities nor particularly interested in hearing from any concerned citizens who have the courage to express their opinions that public funds may not being properly administered or accounted for.

I request that you take action to insure that the government of Jefferson County and the City of Charles Town comply with the West Virginia Sunshine Law to facilitate public participation.

Further, it would seem appropriate to require that the Jefferson County Commission be tasked to provide appropriate "Sunshine Law" training to all members of staff, and the appointed members of the various county agencies, authorities, boards, commissions, offices, etc.

Sincerely,

  
Earl L. Jackson, Jr.

cc:

Chief Justice Supreme Court of Appeals of West Virginia (Certified Mail)

Jefferson County Commission

City of Charles Town

Envision Jefferson 2035 Steering and Advisory Committees (NOTE: Request that the Jefferson County Commission provide to those members)

The Martinsburg Journal

The Hagerstown Herald Mail

MAR 08 2013

# Jefferson County Public Service District

Jefferson County Public Service District  
Regular Board Meeting  
February 4, 2013

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, February 4, 2013 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 Stottlemeyer; Operations Manager, Joe Freeze; District Legal Counsel, Jim Kelsh; from Pentree Engineering, Zane Summerfield; and newly appointed liaison for the County Commission, Commissioner Jane Tabb.

## CALL TO ORDER

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

Mr. Cummins welcomed Commissioner Jane Tabb as the new County Commission liaison.

## PUBLIC COMMENTS

None.

## OLD BUSINESS

### Review Minutes of January 7 Regular Board Meeting

The minutes of the January 7, 2013 regular Board meeting were approved as presented.

**Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to accept the January 7, 2013 minutes as presented. Unanimously approved.

### Review Minutes of January 25 Special Board Meeting

The minutes of the January 25, 2013 regular Board meeting were approved as presented.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to accept the January 25, 2013 minutes as presented. Unanimously approved.

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

- Consider Approval of Rule 42 Prepared by Cox Hollida Price

Chuck Young presented the Rule 42 for the water project proposing a 70% increase in rates that would bring the rate to \$15.98 per 1000 gallons.

- Consider Approval of Policies Required for West Virginia Water Development Authority Loan
  - Confined Space Entry Program
  - Leak Detection Plan
  - Water Conservation Plan
  - Water Meter Calibration Repair and Replacement Program

The Board had a couple of minor changes to be made to the policies, but they looked good overall.

**Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to approve the Rule 42 for the water systems project as presented. Unanimously approved.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve policies as requested by the Water Development Authority including the Confined Space Entry Program, Leak Detection Plan, Water Conservation Plan, and the Water Meter Calibration Repair and Replacement Program with changes noted. Unanimously approved.

## **NEW BUSINESS**

### **Request from Boteler Link to Discuss the District's Late Fees**

Mandy Stoneberger and Dawn Imbach, the daughters of Mr. Boteler Link, requested to address the Board regarding the District's late fee policy. Ms. Stoneberger and Ms. Imbach's parents receive a late fee every month onto their bill due to the timing of Mr. Link receiving and depositing of his monthly income. His daughters questioned whether the bill due date's could be moved so they do not fall on the first couple day's of the month or the allowance of a "grace period" after the due dates. The Board sympathized with their situation, but the District must follow the statutes of the Public Service Commission which do not allow for any flexibility. Mr. Cummins volunteered to pay for Mr. Link's late fees incurred within the last year.

**Action: No action taken by the Board.**

### **Discussion of Inter-utility Cooperation and Possible Meeting**

Ms. Lawton and Mr. Kelsh met with Andy Blake and Bill Silveous from Ranson to discuss combined sewer planning efforts. The Board agrees that the strategic plans of both entities need to compliment each other as well as that of Charles Town. Staff will continue to communicate with Ranson and Charles Town.

**Action: No action taken by the Board.**

### **Presentation by Jim Kelsh on Executive Session Rules**

Due to a question on the Executive Session rules at the District's last special meeting, the Board requested that Mr. Kelsh give a quick review of the rules. Commissioner Jane Tabb suggested the Board adopt a set of bylaws if they have not already done so. Mr. Kelsh stated the Board should consider following the Roberts Rules of Order and must comply with the Sunshine Law. The Board would like Mr. Kelsh and staff to draft a set of bylaws for the March meeting.

**Action: No action taken by the Board.**

### **Consider Renewal of Generator Maintenance Agreement with Apparatus Repair & Engineering, Inc.**

The past 4 years, the District has entered into an agreement with Apparatus Repair & Engineering, Inc. (AR&E) for an annual preventative maintenance program for generators at 20 of the District's pump stations that have generators, along with the generator for the office and the portable generator. The contract is up for renewal and the Board felt it is worth renewing.

**Action: Motion made by Mr. Strider and seconded by Mr. Appignani to renew the contract with Apparatus Repair & Engineering, Inc. for generator maintenance with the annual cost of \$10,745.00. Unanimously approved.**

### **Discuss Repair of Pump Station 1-12A and Associated Manhole**

Mr. Freeze provided the Board with information and pricing on concrete relining at pump station 1-12A and its associated manhole. He received a quote from HD Waterworks using quadex cementitious materials costing \$10,275 and a cost of \$23,545 if an epoxy coating is used. The Board is awaiting the final order in the sewer rate case before making any decisions.

**Action: No action taken by the Board.**

### **Update on Statuses of Current Public Service Commission Cases**

Mr. Kelsh gave a brief update on the current cases the District is involved in at the Public Service Commission, including the sewer rate case (12-0513-PSD-42T-PC), Milliron/Parker complaint case (12-1370-PSD-C), BAN for water project soft costs (12-1116-PWD-PC), and the petition to reopen the Alternate Mainline Extension Agreement with Aspen Greens (12-1567-PSD-PC).

**Action: No action taken by the Board.**

### **Discussion of any Expenses over Budget**

There were no items over budget this month.

**Action: No action taken by the Board.**

### **Disbursements**

**Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for Public Service District water expenses in the amount of \$6,041.34. Unanimously approved.**

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for the Public Service District sewer expenses in the amount of \$132,977.44. Unanimously approved.

Approve Transfer of \$779.45 from Renewal & Replacement Account to Sewer Operating Account New Pump at Pump Station 1-12A

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$779.45 from renewal & replacement account to sewer operating account new pump at pump station 1-12A. Unanimously approved.

Approve Transfer of \$2,114.27 from Renewal & Replacement Account to Sewer Operating for Replacement of the Programmable Logic Controller (PLC) at Pump Station 1-12A

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$2,114.27 from renewal & replacement account to sewer operating account for replacement of the Programmable Logic Controller at pump station 1-12A. Unanimously approved.

Approve Transfer of \$2,968.32 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 \$2,968.32 from sewer security deposit account into sewer operating account for security deposit refunds. Unanimously approved.

Approve Transfer of \$64.14 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 \$64.14 from water security deposit account into water operating account for security deposit refunds. Unanimously approved.

General Manager's Report

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

Envision Jefferson 2035 Plan - Ms. Lawton suggested the Board review the plan and make suggestions they would like to see in the new Countywide Comprehensive Plan regarding water and sewer in the County. This item will be added to next month's agenda.

**Action:** No action taken by the Board.

Operations Manager's Report

Mr. Freeze updated the Board on activities since last month's meeting.

Pump Stations - Mr. Freeze discussed the pump station maintenance issues that staff had encountered this month including replacing Programmable Logic Controller's (PLCs) at two pump stations.

**Action:** No action taken by the Board.

Public Comment

None.

Correspondence

None.

Mr. Summerfield, Mr. Freeze, and Commissioner Tabb exited the meeting.

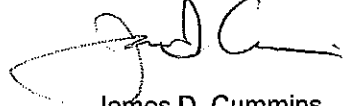
**Action:** Motion made by Mr. Strider seconded by Mr. Appignani to convene in executive session for the purpose of discussing litigation, personnel matters, and contract negotiations. Unanimously approved.

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

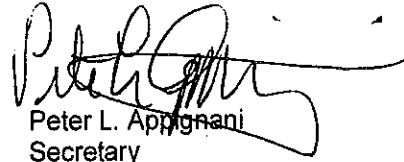
There being no further business at this time, the meeting was adjourned at 10:12PM

The next regular meeting is scheduled for Monday, March 4, 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



Please Distribute To All County Commissioners....

Volume 16, Issue 4,

March 6, 2013

## Legislative Update Week 3 ...

### A quick update on bill action this week:

The House of Delegates passed **Committee Substitute for HB 2585** today. This bill increases from five days to eight business days the amount of time in which a petition may be filed after a property owner receives notice of an increased assessment of real property. **CCAWV's Legislative Committee reviewed this bill and have no problems with it.**

There was a planned rally of citizens concerned with property tax reappraisals scheduled for noon Wednesday at the Capitol. Big push on House Floor by Republicans Wednesday morning for meaningful reappraisal reform. HB 2840 was talked about and urged the committees to take up and consider it.

HB 2467 Requiring the county to reimburse a property owner of expenses incurred in contesting a reappraisal, was on the agenda in House Political Subdivision last week. This bill would require counties to pay for ALL expenses if a landowner successfully contests the new appraisal of his or her property, including attorney fees. The committee passed this bill and it is now in House Finance Committee. **The CCAWV Legislative Committee discussed this issue and has great concerns if the bill were to pass.** Commissioners have very little control over appraisals, in fact the code requires "*clear & convincing evidence*," (ie a valid appraisal to the contrary) before commissioners sitting as the Board of Review can make a change. If this bill continues to move, it would be our position that any such costs awarded to the taxpayer should come from the PVC funds in the Assessors' office, since the Assessor is responsible for doing appraisals. It is now in House Finance.

House Constitutional Revision discussed increasing the homestead exemption last week. Speakers representing the WV Assessors' Association told the committee that they support increasing the exemption from \$20,000 to \$30,000, but they do not have suggestions for how lost revenue to the counties can be made up. They also acknowledged that some counties may be able to absorb an increase in exemption, but it also has the potential to "wipe out some county governments." No bill was taken up for consideration.

House Judiciary has 2 bills of interest on the agenda for Thursday 3/7: HB 2847 Relating to the collection of delinquent real property and personal property taxes making it clear that all delinquent taxes must be paid before current taxes can be paid; and HB 2397 Authorizing county commission to temporarily fill vacancies (30 days) in certain offices. A committee amendment will likely change the 30 days to 60 days. **CCAWV supports both of these bills.**

Senate Judiciary has SB 146 dealing with collecting unpaid magistrate court charges through income tax refund withholding. **CCAWV supports this concept.**

On Tuesday, March 5th, Senate Government Organization passed SB 435. They created a Committee Substitute for SB 435, relating to continuing the Municipal Home Rule Pilot Program Commencing July 1, 2013, the bill would allow ten (10) Class I, Class II, Class III and/or Class IV municipalities, that are current in payment of all state fees, to participate in the Municipal Home Rule Pilot Program. The municipalities participating in the Municipal Home Rule Pilot Program would not have the authority to pass an ordinance, act, resolution, rule or regulation, under the provisions of this bill, pertaining to:

- (1) The Constitutions of the United States or West Virginia;
- (2) Federal law or crimes and punishment;
- (3) Chapters sixty-a, sixty-one and sixty-two of this code or state crimes and punishment;
- (4) Pensions or retirement plans;
- (5) Annexation;
- (6) Taxation: *Provided*, That a participating municipality may enact a municipal sales tax up to one percent if it reduces or eliminates its municipal business and occupation tax;
- (7) Tax increment financing;
- (8) Environmental laws;
- (9) Extraction of natural resources; and
- (10) Persons or property outside the boundaries of the municipality: *Provided*, That this prohibition under the Municipal Home Rule Pilot Program would not affect a municipality's powers outside its boundary lines under this chapter, this code or court decisions.

**Counties were NOT amended into this bill. It is the position of the CCAWV to oppose this bill unless counties are included.**

The Following Bills were introduced this week:

# Personalized Bill Tracking List

| 3/26/2013 - 2013 Regular Session |                                                                                     | SA(Same As)/<br>SI(Similar To) |                                              | Last Action                                                                              | Committee Reference                                                                        | Notes |
|----------------------------------|-------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------|
| SB 406                           | Relating to funding assistance from Courthouse Facilities Improvement Authority     | SI HB 2404<br>SI SB 163        | 02/28/13 - To Senate Judiciary               | Senate Reference 1 - Judiciary<br>Senate Reference 2 - Finance                           |                                                                                            |       |
| SB 400                           | Relating to Municipal Home Rule Pilot Program                                       | SI HB 2404<br>SI SB 163        | 02/28/13 - To Senate Government Organization | Senate Reference 1 - Government Organization                                             | making all municipalities eligible to participate in the Municipal Home Rule Pilot Program |       |
| SB 412                           | Relating to removal of elected county conservation district supervisors from office |                                | 03/05/13 - To Senate Judiciary               | Senate Reference 1 - Agriculture and Rural Development<br>Senate Reference 2 - Judiciary |                                                                                            |       |
| SB 416                           | Requiring prisoners exhaust administrative remedies prior to bringing civil suit    | SA HB 2806                     | 03/01/13 - To Senate Judiciary               | Senate Reference 1 - Judiciary                                                           |                                                                                            |       |

| Bill Title | SA(Same As)/SI(Similar To) | Last Action | Committee Reference | Notes |
|------------|----------------------------|-------------|---------------------|-------|
|------------|----------------------------|-------------|---------------------|-------|

|         |           |                                             |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------|-----------|---------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HB 2761 | SI 58 435 | 02/28/13 - To House Government Organization | House Reference 1 - Government Organization | The purpose of this bill is to continue the Municipal Home Rule Pilot Program and the Municipal Home Rule Board until July 1, 2018. The bill provides that two current board members shall serve as ex officio nonvoting members. The bill updates the board's powers. The bill authorizes up to six additional municipalities to participate in the pilot program. The bill sets forth requirements for municipalities to participate in the pilot program. The bill sets forth powers of the municipalities participating in the pilot program. The bill provides that metro governments may not participate in the pilot program. The bill clarifies the effects of ordinances and amendments passed by the municipalities participating in the pilot program. |
|---------|-----------|---------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|         |  |                               |                               |                                                                                                                                                                                                                           |
|---------|--|-------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HB 2771 |  | 03/01/13 - To House Judiciary | House Reference 1 - Judiciary | provide that the forms used for nomination certificates for minor party or independent nominations require candidates to certify the office sought by a notary public prior to obtaining signatures of registered voters. |
|---------|--|-------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|         |  |                               |                                                              |                                                                                                                                                                                                                                                                                                                                                                                      |
|---------|--|-------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HB 2776 |  | 03/01/13 - To House Judiciary | House Reference 1 - Judiciary<br>House Reference 2 - Finance | modify the meaning of the term "member", to add a definition for the terms "retiree" and "retirement", to delete provisions relating to correction of errors, to clarify that an estimation of benefits is provided prior to the submission of a retirement application from a member, and to add a new section relating to correction of errors, and to make technical corrections. |
|---------|--|-------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|         |           |                                             |                                                                            |  |
|---------|-----------|---------------------------------------------|----------------------------------------------------------------------------|--|
| HB 2794 | SA 58 405 | 03/01/13 - To House Pensions and Retirement | House Reference 1 - Pensions and Retirement<br>House Reference 2 - Finance |  |
|---------|-----------|---------------------------------------------|----------------------------------------------------------------------------|--|

|         |           |                                                                                         |                                                                                                                        |  |
|---------|-----------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--|
| HB 2795 | SI 58 343 | 03/01/13 - To House Energy, Industry and Labor, Economic Development and Small Business | House Reference 1 - Energy, Industry and Labor, Economic Development and Small Business<br>House Reference 2 - Finance |  |
|---------|-----------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--|

|  |  |                                                                         |  |  |
|--|--|-------------------------------------------------------------------------|--|--|
|  |  | Allowing county commissions broad discretion in setting the salaries of |  |  |
|--|--|-------------------------------------------------------------------------|--|--|

Bill Title: SA(Same As)/ S(Similar To) Last Action

HB 2799 county elected officials 03/04/13 - To House House Finance Committee Reference: House Reference 1 - Finance Notes

HB 2802 Relating to the Emergency Medical Services Retirement System SA SB 418 03/04/13 - To House House Pensions and Retirement House Reference 1 - Pensions and Retirement House Reference 2 - Finance

HB 2806 Relating to administrative remedies for prisoners generally SA SB 416 03/04/13 - To House House Judiciary House Reference 1 - Judiciary

HB 2812 Relating to the valuation of motor vehicles for purposes of ad valorem property taxes 03/04/13 - To House House Roads and Transportation House Reference 1 - Roads and Transportation House Reference 2 - Finance

HB 2840 Relating to valuation and assessment of property for ad valorem property taxation 03/06/13 - To House House Judiciary House Reference 1 - Judiciary House Reference 2 - Finance

HB 2844 Creating the Jobs Impact Statement Act SI SB 39 03/06/13 - To House House Judiciary House Reference 1 - Judiciary House Reference 2 - Finance

HB 2845 Ensuring that persons convicted of felony, treason and bribery in an election are not allowed to run for any elective office 03/06/13 - To House House Judiciary House Reference 1 - Judiciary

Relating to the collection of delinquent

valuation of motor vehicles for purposes of ad valorem property taxes; requiring antique motor vehicles not used for general transportation to be assessed an appraised value of \$5,000; and requiring the assessed value for all motor vehicles to be at least \$420.

amend provisions relating to challenges to increases in valuation and assessment of property for ad valorem property taxation. The bill allows a real property owner to submit an independent appraisal of the property to the assessor; it provides for notice to an owner of an increase in the assessed value that is greater than sixty percent of the value determined by an independent appraisal. The bill also provides that the assessor bear the burden of proof to show that the value of the independent appraisal is incorrect before the board of equalization and review and that the board assess the property based on the independent appraisal if found correct. The bill also establishes burden and degree of proof necessary to challenge an assessment or appraisal of property for ad valorem property taxation to be proof by a preponderance of the evidence.

HB 2849-2013 Regular Session

| Bill Title                                                                                                      | Author                    | Last Action                                       | Committee Reference                                                          | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HB 2847<br>real property and personal property taxes                                                            | SA(Same As) S(Similar To) | 03/06/13 - To House House Judiciary               | House Reference 2 - Finance                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| HB 2849<br>Relating to audits and investigations by the chief inspector of public offices                       |                           | 03/06/13 - To House House Government Organization | House Reference 1 - Government Organization<br>House Reference 2 - Judiciary | Notwithstanding any other code provision to the contrary, the chief inspector shall establish a one time audit cost amnesty program to be conducted during the 2014 fiscal year. (b) The amnesty program shall apply only to: (1) Audits conducted by the chief inspector; and (2) Audit costs that are for fiscal years prior to the two most recent audits completed or in progress as of July 1, 2013. (c) The chief inspector shall establish procedures and forms for processing applications to the program. (d) An entity is not eligible to participate in the amnesty program unless fees related to its two most recent audits completed or in progress as of July 1, 2013, have been paid in full prior to its request for amnesty. |
| HB 2851<br>Establishing a one time audit cost amnesty program for local governments with delinquent audit costs |                           | 03/06/13 - To House House Political Subdivisions  | House Reference 1 - Political Subdivisions<br>House Reference 2 - Finance    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



Please Distribute To All County Commissioners....

Volume 16, Issue 5

March 13, 2013

## Legislative Update Week 4...

### A quick update on bill action this week:

**Homestead Exemption—HJR 11.....**The House Constitutional Revision Committee met this afternoon (March 13th) and passed an amended version of HJR 11. It is a bill to give authority to county commissions, county by county, to increase the homestead exemption. It would be a decision of the county commission to propose how much and by what method and then would require notice to the Speaker of the House and President of the Senate at least 120 days before the proposed change in the homestead exemption is voted upon by the people of the county. It eliminates the requirement from last year, that any proposal from the county go back to the legislature for approval. It would allow a county to increase or amend the county's homestead exemption, subject to local voter approval, as long as the level is never below the current \$20,000 threshold, or higher than 50% of the average home value in a county. The bill would also extend the homestead exemption after the death of a qualifying spouse to a surviving spouse who is under 65 and not totally and permanently disabled. Further the bill gives the Legislature clear plenary power to provide by general law for the application of this section of the constitution. The bill has a 2nd reference to House Finance. Last year the House passed HJR 113 which was similar and it died in the Senate. According to the lobbyist for the Assessor's Association, Assessors are neutral on this bill. CCAWV's Legislative Committee will discuss our position on this new proposal on tomorrow's conference call.

### CCAWV Bills Introduced in the Senate

Our three bills were introduced in the Senate this morning by lead sponsor Senator Art Kirkendoll....

SB 529 - Sen. Kirkendoll, Cann and Tucker - Granting county commissions advice and consent authority in discharging certain county employees. Government Organization then Judiciary

SB 530 - Sen. Kirkendoll, Cann, Jenkins and Tucker—Authorizing circuit and magistrate courts place surcharge on bail bonds to offset regional jail costs (FN) Judiciary then Finance

SB 531 - Sen. Kirkendoll, Cann, D. Hall and Tucker Providing elected county officials receive raise based on Consumer Price Index (FN) Government Organization then Finance

These bills are also being introduced in the House soon. I will send numbers as soon as they are available.

**Please call & thank all our bill sponsors and ask your Senators for support on these three bills ASAP!**

**CALL TO ACTION—Expanding Municipal Home Rule—SB 435** This bill has passed the Senate and is in House Government Organization. It is the position of CCAWV that counties should be added and given the same opportunities as cities. We need your help to get this bill amended to include counties. The response from House Gov. Org. members has been less than positive so far! **Please make calls and send emails to your House Delegates asking them to support amending counties into the Home Rule bill today.**

HB 2887—is the "Salary Bump-up" bill supported by CCAWV and WVACO. It would increase compensation, after July 1, 2013, for all county elected officials for each class of county. The bill has a single reference to House Finance. Please call members of House Finance for support.

SB 146—Collecting unpaid magistrate court charges through income tax refund withholding, passed out of Senate Judiciary and is now in Senate Finance awaiting review. CCAWV supports this bill. Please call your members in Senate Finance and encourage passage.

SB 371—The Governor's bill on Prison Overcrowding has passed out of Senate Judiciary and is now in Senate Finance. CCAWV supports the provision of this bill.

SB 360 & HB 2717—both bills deal with issuing deputy sheriffs ballistic vest upon law-enforcement certification. Both bills are being reviewed. SB 360 has passed out of Gov Org and has been sent to Senate Finance and HB 2717 is on the agenda in House Judiciary today. CCAWV is on with these bills.

SB 357 Creating Citizens Elected County Officials Compensation Commission, passed out of Senate Government Organization this week and was sent to it's second reference in Senate Finance.

SB 507 The purpose of this bill is to remove the requirement for the Consolidated Public Retirement Board to set the employer contribution rate to the Public Employees Retirement System and the State Police Retirement System by legislative rule. The bill also clarifies the funding level which affects employee contribution rates for the State Police Retirement System. I'm not sure how this bill would change the current process, wherein the employer's rate is determined by actuary recommendations to the CPR Board. The bill has a single reference to Senate Pensions.

SB 519—The bill was introduced by Senator Barnes and is the same our own CCAWV Salary Mechanism bill (SB 501), except that it would require that county commissions consider salary increases for both county elected officials and county employees at the same time and any proposed increases would have to be the same for both groups. It is also referenced to Gov Org then Finance. CCAWV's legislative committee has not yet taken a position on this bill.

The Following Bills were introduced this week:

# Personalized Bill Tracking List

| Week 2013 - 2013 Regular Session |                                                                                                 |                                |                                              |                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
|----------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| Bill                             | Title                                                                                           | SA(Same As)/<br>SI(Similar To) | Last Action                                  | Committee Reference                                                                                                                    | Notes                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
| SB 482                           | Relating to sale of voter registration lists                                                    | SA HB 2863                     | 03/14/13 - To Senate Finance                 | Senate Reference 1 - Judiciary<br>Senate Reference 2 - Finance                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| SB 483                           | Increasing fire and casualty insurance policies surcharge to benefit fire departments           | SA HB 2057                     | 03/07/13 - To Senate Banking and Insurance   | Senate Reference 1 - Banking and Insurance<br>Senate Reference 2 - Finance                                                             |                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| SB 489                           | Permitting community enhancement districts to decrease annual property assessments              |                                | 03/08/13 - To Senate Government Organization | Senate Reference 1 - Government Organization<br>Senate Reference 1 - Government Organization<br>Senate Reference 2 - Finance           | relating to permitting community enhancement districts to decrease the amounts of annual property assessments; providing a process that a community enhancement board is to use to certify the decrease to the county sheriff; requiring that any decrease be included in the tax ticket or a modified tax ticket; and specifying that the process may not be used for increases in the annual assessments. |  |  |
| SB 500                           | Authorizing certain counties levy charge on ski lift tickets to fund emergency medical services |                                | 03/12/13 - To Senate Government Organization | Senate Reference 1 - Government Organization<br>Senate Reference 2 - Judiciary                                                         |                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| SB 503                           | Requiring county commissions purchase and display POW/MIA flag                                  | SI HB 2895                     | 03/12/13 - To Senate Government Organization | Senate Reference 1 - Government Organization<br>Senate Reference 2 - Judiciary                                                         |                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| SB 507                           | Relating to PERS and State Police Retirement System contribution rates                          |                                | 03/13/13 - To Senate Pensions                | Senate Reference 1 - Pensions                                                                                                          | remove the requirement for the Consolidated Public Retirement Board to set the employer contribution rate to the Public Employees Retirement System and the State Police Retirement System by legislative rule. The bill also clarifies the funding level which affects employee contribution rates for the State Police Retirement System.                                                                 |  |  |
| SB 519                           | Providing elected county officials and employees receive raise based on Consumer Price Index    |                                | 03/13/13 - To Senate Government Organization | Senate Reference 1 - Government Organization<br>Senate Reference 2 - Finance<br>Senate Reference 1 - Transportation and Infrastructure | This is the same bill as CCAW's (SB 531) except it requires any proposed raises given to elected officials, also be given equally to all county employees.                                                                                                                                                                                                                                                  |  |  |

| Bill Title                                                                                                                                                                     | Author         | Last Action                                            | Committee Reference                                                            | Notes                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SB 521<br>Creating amnesty program for certain drivers with suspended licenses                                                                                                 | SA/Senator Toj | 03/14/13 - To Senate Transportation and Infrastructure | Senate Reference 1 - Judiciary<br>Senate Reference 2 - Judiciary               |                                                                                                                                                                                                                                                                                            |
| SB 522<br>Relating to collection and processing of certain court fees                                                                                                          |                | 03/14/13 - To Senate Judiciary                         | Senate Reference 1 - Judiciary<br>Senate Reference 2 - Finance                 |                                                                                                                                                                                                                                                                                            |
| SB 529<br>Granting county commissions advice and consent authority in discharging certain county employees                                                                     |                | 03/14/13 - To Senate Government Organization           | Senate Reference 1 - Government Organization<br>Senate Reference 2 - Judiciary |                                                                                                                                                                                                                                                                                            |
| SB 530<br>Authorizing circuit and magistrate courts (places surcharge on bail bonds to offset regional jail costs)                                                             |                | 03/14/13 - To Senate Judiciary                         | Senate Reference 1 - Judiciary<br>Senate Reference 2 - Finance                 |                                                                                                                                                                                                                                                                                            |
| SB 531<br>Providing elected county officials receive raise based on Consumer Price Index                                                                                       |                | 03/14/13 - To Senate Government Organization           | Senate Reference 1 - Government Organization<br>Senate Reference 2 - Finance   |                                                                                                                                                                                                                                                                                            |
| SB 2600<br>Creating resort area districts                                                                                                                                      |                | 03/07/13 - To House House Judiciary                    | House Reference 1 - Political Subdivisions<br>House Reference 2 - Judiciary    | authorize county commissions to create resort area districts<br>purpose of this bill is to clarify the procedure to fill a vacancy in the offices of Governor, state officials and judges, representatives in the House of Representatives and United States Senate and State Legislature. |
| HB 2857<br>Relating to vacancies for elected officials                                                                                                                         |                | 03/07/13 - To House House Judiciary                    | House Reference 1 - Judiciary<br>House Reference 2 - Finance                   |                                                                                                                                                                                                                                                                                            |
| HB 2953<br>Relating to the preparation and sale of voter registration lists                                                                                                    | SA SB 482      | 03/07/13 - To House House Judiciary                    | House Reference 1 - Judiciary<br>House Reference 2 - Finance                   |                                                                                                                                                                                                                                                                                            |
| HB 2855<br>Relating to electronic registration of voters                                                                                                                       | SA SB 477      | 03/07/13 - To House House Judiciary                    | House Reference 1 - Judiciary<br>House Reference 2 - Finance                   |                                                                                                                                                                                                                                                                                            |
| HB 2871<br>Providing that West Virginia will not participate in the REAL ID Act of 2005                                                                                        |                | 03/08/13 - To House House Judiciary                    | House Reference 1 - Judiciary<br>House Reference 2 - Finance                   |                                                                                                                                                                                                                                                                                            |
| HB 2876<br>Requiring that legislative rules be reviewed five years after initial approval by the Legislative Rule-Making Review Committee and the Legislative Auditor's Office |                | 03/08/13 - To House House Judiciary                    | House Reference 1 - Judiciary<br>House Reference 2 - Finance                   |                                                                                                                                                                                                                                                                                            |
| HB 2991<br>Requiring photograph on voter's registration card                                                                                                                   |                | 03/08/13 - To House House Judiciary                    | House Reference 1 - Judiciary<br>House Reference 2 - Finance                   |                                                                                                                                                                                                                                                                                            |
| HB 2995<br>Prohibiting the use of the name or likeness of elected or appointed officials on publicly-owned vehicles                                                            |                | 03/08/13 - To House House Judiciary                    | House Reference 1 - Judiciary                                                  |                                                                                                                                                                                                                                                                                            |

HB 2013 Regular Session

| Bill    | Title                                                                                                                                                                           | Author                                                            | Committee Reference                                                         | Notes                                                                                                                                                                                                                                                                                                                                                                           |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HB 2902 | Increasing compensation, after July 1, 2013, of elected county officials and county commissioners for each class of county                                                      | SA(Sarah As) /<br>SI(Similar To)                                  | Last Action                                                                 |                                                                                                                                                                                                                                                                                                                                                                                 |
| HB 2902 | Requiring display of POW/MIA flag on county courthouses and other government buildings                                                                                          | 03/09/13 - To House House Finance                                 | House Reference 1 - Finance                                                 | This bill is supported by CCAWV                                                                                                                                                                                                                                                                                                                                                 |
| HB 2902 | Establishing voting precincts and changing the composition of standard receiving boards                                                                                         | 03/11/13 - To House House Veterans' Affairs and Homeland Security | House Reference 1 - Veterans' Affairs<br>House Reference 2 - Finance        |                                                                                                                                                                                                                                                                                                                                                                                 |
| HB 2902 | Specifying procedures for adjusting payments to correct for an erroneous distribution of moneys dedicated, distributed or directed to a state or local governmental subdivision | 03/12/13 - To House House Judiciary                               | House Reference 1 - Judiciary<br>House Reference 2 - Finance                | The purpose of this bill is to specify procedures for adjusting payments and transferring moneys to correct for an erroneous distribution, transfer, allocation, overpayment or underpayment of moneys dedicated, distributed or directed to a state or local governmental subdivision or to a fund, entity, agency or instrumentality, under the tax code or the lottery code. |
| HB 2924 | Authorizing counties to create urban growth boundaries                                                                                                                          | 03/13/13 - To House House Political Subdivisions                  | House Reference 1 - Political Subdivisions<br>House Reference 2 - Judiciary |                                                                                                                                                                                                                                                                                                                                                                                 |
| HB 2927 | Relating to publication of list of delinquent real estate                                                                                                                       | 03/13/13 - To House House Judiciary                               | House Reference 1 - Judiciary<br>House Reference 2 - Finance                |                                                                                                                                                                                                                                                                                                                                                                                 |

3 Pages



**THE COUNTY LEGISLATIVE LINE**

**THE COUNTY LEGISLATIVE LINE**

Friday, March 8<sup>th</sup>, 2013

**Capitol Quotes:**

*"So what's it mean to be immediately administered?" Del. Cowles asking a question about an epi-pen bill "Uh...immediately." Committee attorney's response*

*"...which counsel is aware of because the Senator very graciously provided it in writing." Senate Judiciary Counsel answering a question about an amendment; the Senate is known for its "conceptual" rather than written amendments*

*"Is this to give formal authorization but it's not required because it uses the word 'may'? Del. Shott pointing out that a bill authorizing Assessors to sell their forms data to licensed appraisers for \$3 does not say "shall"*

*"That's what 'may' means to me." Counsel's response*

We are looking forward to 350 county officials joining us in Charleston on Sunday, March 10<sup>th</sup> for the 2013 Annual Meeting. Please remember to "spring forward" so you can arrive on time for a choice of three Sunday afternoon workshops from 3:00 -- 4:00:

**Health Care Reform - Are You Ready?** *Paul White, Commercial Insurance Service & WVACO Dental Plan Consultant*

**Should My County Enact A Cell Tower Ordinance?** *Ted Kula, Summers County Planning Official*

**Why Should Counties Care About Land Use Planning** - *Jesse Richardson, Jr., Lead Land Use Attorney, WVU College of Law, Land Use & Sustainable Development Law Clinic*

The Governor's prison overcrowding bills that are the result of a nearly year-long study by Justice Reinvestment of the Council for State Governments are going through committee, SB 371 & HB 2726. In order to reduce prison overcrowding and recidivism, their report and bill centers around three main recommendations:

- Reduce Substance Abuse & Dependence
- Improve Accountability
- Strengthen Community Supervision

①

I am expecting our House bill for County Officials Compensation Increase to be introduced on Friday but I'm preparing this on Thursday. Our sponsors are: Delegates Perry (lead sponsor), Phillips, Westfall, Morgan, Longstreth, Caputo, Lynch, Skinner, Stowers, Romine, and Craig. We have the 11 maximum House sponsors allowed. *Please thank and support our sponsors.* We also have several Senate sponsors signed on and that bill will go "in the hopper" and come out with a bill number sometime next week. Senator Laird is our lead sponsor, please thank him and give him our support.

A bill of interest to Assessors, SB 18, is in subcommittee. Senators Jenkins, Cann & Cole will be looking at whether Assessors should be required to use a specific method rather than the current choice of 3 that they have for valuing multifamily affordable housing. At issue is the value of the IRS tax credits.

For everyone coming to the annual meeting, there will be more legislative updates there. We are looking forward to the Celebration of County Culture. Thanks to the many counties that held a contest to have a county seal designed. Their winners along with seals from counties that already had them will be on display! Safe travels! Please plan to stay Tuesday and attend the luncheon at our beautiful WV Culture Center and visit your legislators at the Capitol.

County Clerks: The following bills aren't on the list below yet; they just came out today, March 7th. Secretary of State's bills: Relating to electronic registration of voters, SB 477 & HB 2865 / Relating to preparation & sale of voter registration lists, SB 482 & HB 2863.

**Bills of interest to counties introduced from 2/28 through 3/6:**

|                   |                                                                                                                                                     |                               |                                                |                                                                                            |                                                      |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------|
| SB 398<br>(None)  | Relating to funding assistance from Courthouse Facilities Improvement Authority                                                                     |                               | 02/28/13 - To Senate Judiciary                 | Senate Reference 1 - Judiciary<br>Senate Reference 2 - Finance                             | change definition of facilities eligible for funding |
| SB 400<br>(None)  | Relating to Municipal Home Rule Pilot Program                                                                                                       | SI HB<br>2404<br>SI SB<br>163 | 02/28/13 - To Senate Government Organization   | Senate Reference 1 - Government Organization                                               |                                                      |
| SB 423<br>(None)  | Providing certain convicted persons reduction in sentence                                                                                           |                               | 03/04/13 - To Senate Judiciary                 | Senate Reference 1 - Judiciary                                                             |                                                      |
| SB 431<br>(None)  | Relating to public employer liability for delinquent retirement contributions                                                                       | SA HB<br>2822                 | 03/04/13 - To Senate Pensions                  | Senate Reference 1 - Pensions<br>Senate Reference 2 - Finance                              |                                                      |
| SB 458<br>(None)  | Permitting PEIA health plans to operate on calendar-year basis                                                                                      |                               | 03/06/13 - To Senate Banking and Insurance     | Senate Reference 1 - Banking and Insurance<br>Senate Reference 2 - Government Organization | problem for county budgets??                         |
| HB 2758<br>(None) | Relating to eyewitness identification                                                                                                               | SA<br>SB<br>200               | 02/27/13 - To House Judiciary                  | House Reference 1 - Judiciary                                                              |                                                      |
| HB 2761<br>(None) | Relating to the Municipal Home Rule Pilot Program and the Municipal Home Rule Board                                                                 | SI<br>SB<br>435               | 02/28/13 - To House Government Organization    | House Reference 1 - Government Organization                                                |                                                      |
| HB 2767<br>(None) | Requiring the Department of Health and Human Resources to pay for properly licensed, certified, or court approved programs for adult drug offenders | SA<br>SB<br>388               | 03/01/13 - To House Health and Human Resources | House Reference 1 - Health and Human Resources<br>House Reference 2 - Judiciary            |                                                      |
| HB 2776<br>(None) | Increasing certain filing fees in certain civil actions                                                                                             |                               | 03/01/13 - To House Judiciary                  | House Reference 1 - Judiciary<br>House Reference 2 - Finance                               |                                                      |

2

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|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>HB</b><br><b>2782</b><br><u>(None)</u> | Relating generally to personal safety orders                                                                                 | SA<br>SB<br>386 | 03/01/13 - To House Judiciary                                                           | House Reference 1 - Judiciary                                                                                          |                                     |
| <b>HB</b><br><b>2795</b><br><u>(None)</u> | Reallocating and dedicating three percent of oil and gas severance tax revenues                                              | SI<br>SB<br>343 | 03/01/13 - To House Energy, Industry and Labor, Economic Development and Small Business | House Reference 1 - Energy, Industry and Labor, Economic Development and Small Business<br>House Reference 2 - Finance |                                     |
| <b>HB</b><br><b>2799</b><br><u>(None)</u> | Allowing county commissions broad discretion in setting the salaries of county elected officials                             |                 | 03/04/13 - To House Finance                                                             | House Reference 1 - Finance                                                                                            |                                     |
| <b>HB</b><br><b>2812</b><br><u>(None)</u> | Relating to the valuation of motor vehicles for purposes of ad valorem property taxes                                        |                 | 03/04/13 - To House Roads and Transportation                                            | House Reference 1 - Roads and Transportation<br>House Reference 2 - Finance                                            |                                     |
| <b>HB</b><br><b>2814</b><br><u>(None)</u> | Relating to human trafficking                                                                                                |                 | 03/04/13 - To House Judiciary                                                           | House Reference 1 - Judiciary                                                                                          |                                     |
| <b>HB</b><br><b>2815</b><br><u>(None)</u> | Clarifying and modifying the process of appointing and terminating guardians for minors                                      | SA<br>SB<br>382 | 03/05/13 - To House Judiciary                                                           | House Reference 1 - Judiciary                                                                                          |                                     |
| <b>HB</b><br><b>2822</b><br><u>(None)</u> | Holding liable any participating public employer owing delinquent retirement contributions                                   | SA<br>SB<br>431 | 03/05/13 - To House Pensions and Retirement                                             | House Reference 1 - Pensions and Retirement<br>House Reference 2 - Finance                                             |                                     |
| <b>HB</b><br><b>2824</b><br><u>(None)</u> | Relating to procedures and protections for child witnesses in domestic relations                                             | SA<br>SB<br>461 | 03/05/13 - To House Judiciary                                                           | House Reference 1 - Judiciary                                                                                          |                                     |
| <b>HB</b><br><b>2840</b><br><u>(None)</u> | Relating to valuation and assessment of property for ad valorem property taxation                                            |                 | 03/06/13 - To House Judiciary                                                           | House Reference 1 - Judiciary<br>House Reference 2 - Finance                                                           | Relating to challenges              |
| <b>HB</b><br><b>2845</b><br><u>(None)</u> | Ensuring that persons convicted of felony, treason and bribery in an election are not allowed to run for any elective office |                 | 03/06/13 - To House Judiciary                                                           | House Reference 1 - Judiciary                                                                                          |                                     |
| <b>HB</b><br><b>2847</b><br><u>(None)</u> | Relating to the collection of delinquent real property and personal property taxes                                           |                 | 03/06/13 - To House Judiciary                                                           | House Reference 1 - Judiciary<br>House Reference 2 - Finance                                                           | new section 7a on personal property |
| <b>HB</b><br><b>2851</b><br><u>(None)</u> | Establishing a one time audit cost amnesty program for local governments with delinquent audit costs                         |                 | 03/06/13 - To House Political Subdivisions                                              | House Reference 1 - Political Subdivisions<br>House Reference 2 - Finance                                              |                                     |

3

**Patti Hamilton**

**From:** "Patti Hamilton" <patti@wvaco.org>  
**To:** "WVACO Listserv - Commissioners" <commissioners@wvaco.org>; "WVACO Listserv - County Clerks" <countyclerks@wvaco.org>; "WVACO Listserv - Circuit Clerks" <circuitclerks@wvaco.org>; "WVACO Listserv - Sheriffs" <sheriffs@wvaco.org>; "WVACO Listserv - Assessors" <assessors@wvaco.org>; "WVACO Listserv - Prosecutors" <prosecutors@wvaco.org>  
**Sent:** Thursday, March 14, 2013 9:49 AM  
**Subject:** County Legislative E-Line

**THE COUNTY LEGISLATIVE LINE**

Friday, March 15<sup>th</sup>, 2013

**HAPPY ST. PATRICK'S DAY!****Capitol Quotes:****Remarks from Speakers at the WVACO Annual Meeting:**

*"Volunteer fire departments, airports, fairs & festivals, animal shelters, libraries, extension offices, senior centers, and much needed repairs on rural community centers are just a few of the things county government provides additional funding for." WVACO President Jeff Waybright in his State of the Counties address, pointing out that county government takes a burden off the Legislature when funding these additional entities*

*"We look forward to working with you in a partnership with counties." House Minority Leader Armstead*

*"Everyone wants to see it go away but we don't know how to make it up." Minority Leader Armstead referring to the personal property tax on commercial equipment & inventory*

*"Communication is the key." House Majority Leader Boggs referring to working with the minority as well as the Senate*

*"We rise above what we see in Washington." Majority Leader Boggs*

*"I truly understand that all politics is local." Sen. President Kessler referring to a famous quote from the late Tip O'Neill*

*"I support it. I've supported it in the past." President Kessler on the county officials' compensation increase*

*"I'm standing between you & Stonewall Jackson and I know from history he doesn't have much patience." Sen. Majority Leader Unger*

*"The debate that occurred there was much better than what happens in the Capitol." Sen. Unger referring to a presentation he did for a 3<sup>rd</sup> grade class, making them all "senators"*

*"I'll always be a county guy." Sen. Majority Whip Laird who is a past president of WVACO*

and a four-term Sheriff

"I would encourage you to closely monitor the calculation for the jail per diem costs and the inclusion of surplus funds." Sen. Laird referring to the almost \$25 million surplus retained by the Regional Jail Authority

"You can be what you resolve to be." General Thomas "Stonewall" Jackson, aka Doug Riley from Preston County, describing Jackson's personal motto to overcome poverty & adversity

I'm writing this on Thursday, the halfway point of this legislative session. Thanks to all who attended the 2013 Annual Meeting!

The County Officials Compensation Increase bill, HB 2887, was introduced on Friday. It is single-referenced only to House Finance, which eliminates at least one difficult step of getting it through House Political Subdivisions Committee. Please thank and support our sponsors: Delegates Perry, Phillips, Westfall, Morgan, Longstreth, Caputo, Lynch, Skinner, Stowers, Romine & Craig. I took our Senate bill to bill-drafting this week so we will have a bill on both sides but plan to try to get the House bill through the House first. Please make calls of support to members of House Finance and ask for their support of a meaningful salary increase for county officials. It's been 7 years and it's entirely county funded!

HB 507 has been introduced and it would enable the Retirement Board to set employer contribution rates *without* having to go to the Legislature for a rate change. This means the Legislature would never have a voice in the employer contribution rates that have a tremendous impact on state & county budgets.

The following bills of interest to county government were introduced in the Senate from March 7<sup>th</sup> through March 13<sup>th</sup>, 2013 in the House from March 7<sup>th</sup> through March 13<sup>th</sup>. More will follow before next Friday as I get caught up.

|                  |                                                                                                 |                  |                                                    |                                                                                         |                                                                                     |
|------------------|-------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| NR 477<br>(None) | Relating to electronic registration of voters                                                   | SA<br>HB<br>2865 | 03/07/13 - To Senate<br>Judiciary                  | Senate Reference 1 -<br>Judiciary                                                       | Sec of State bill                                                                   |
| SB 481<br>(None) | Relating to juvenile mental health treatment                                                    |                  | 03/07/13 - To Senate<br>Health and Human Resources | Senate Reference 1 -<br>Health and Human Resources<br>Senate Reference 2 -<br>Judiciary | require transport by sheriff on order of circuit ct                                 |
| SB 482<br>(None) | Relating to sale of voter registration lists                                                    | SA<br>HB<br>2863 | 03/07/13 - To Senate<br>Judiciary                  | Senate Reference 1 -<br>Judiciary<br>Senate Reference 2 -<br>Finance                    | Sec of State bill                                                                   |
| SB 483<br>(None) | Increasing fire and casualty insurance policies surcharge to benefit fire departments           | SA<br>HB<br>2057 | 03/07/13 - To Senate<br>Banking and Insurance      | Senate Reference 1 -<br>Banking and Insurance<br>Senate Reference 2 -<br>Finance        | for VFDs                                                                            |
| SB 500<br>(None) | Authorizing certain counties levy charge on ski lift tickets to fund emergency medical services |                  | 03/12/13 - To Senate<br>Government Organization    | Senate Reference 1 -<br>Government Organization<br>Senate Reference 2 -<br>Finance      | \$1                                                                                 |
| SB 503<br>(None) | Requiring county commissions purchase and display POW/MIA flag                                  | SI HB<br>2895    | 03/12/13 - To Senate<br>Government Organization    | Senate Reference 1 -<br>Government Organization<br>Senate Reference 2 -<br>Judiciary    |                                                                                     |
| SB 507<br>(None) | Relating to PERS and State Police Retirement System contribution rates                          |                  | 03/13/13 - To Senate<br>Pensions                   | Senate Reference 1 -<br>Pensions                                                        | Retirement board set employer contribution rule/eliminate need for legislative rule |
|                  |                                                                                                 |                  |                                                    | Senate Reference 1 -                                                                    |                                                                                     |

|                                |                                                                                                       |                                                                               |                                                                                                   |                                                           |
|--------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>SB 509</b><br><b>(None)</b> | Imposing statutory liens on certain fire insurance proceeds                                           | 03/13/13 - To Senate<br>Banking and Insurance                                 | Banking and Insurance<br>Senate Reference 2 -<br>Government<br>Organization                       | Remove exemption for farmers mutual insurance             |
| <b>SB 519</b><br><b>(None)</b> | Providing elected county officials and employees receive raise based on Consumer Price Index          | 03/13/13 - To Senate<br>Government Organization                               | Senate Reference 1 -<br>Government<br>Organization<br>Senate Reference 2 -<br>Finance             | County employees must also receive equal or greater raise |
| <b>SB 521</b><br><b>(None)</b> | Creating amnesty program for certain drivers with suspended licenses                                  | 03/14/13 - To House<br>Transportation and<br>Infrastructure then<br>Judiciary | Senate Reference 1 -<br>Transportation and<br>Infrastructure<br>Senate Reference 2 -<br>Judiciary |                                                           |
| <b>SB 521</b><br><b>(None)</b> | Creating amnesty program for certain drivers with suspended licenses                                  | 03/14/13 - To House<br>Transportation and<br>Infrastructure then<br>Judiciary | Senate Reference 1 -<br>Transportation and<br>Infrastructure<br>Senate Reference 2 -<br>Judiciary |                                                           |
| <b>SB 522</b><br><b>(None)</b> | Relating to collection and processing of certain court fees                                           | 03/14/13 - To House<br>Judiciary then Finance                                 | Senate Reference 1 -<br>Judiciary<br>Senate Reference 2 -<br>Finance                              |                                                           |
| <b>SB 522</b><br><b>(None)</b> | Relating to collection and processing of certain court fees                                           | 03/14/13 - To House<br>Judiciary then Finance                                 | Senate Reference 1 -<br>Judiciary<br>Senate Reference 2 -<br>Finance                              |                                                           |
| <b>SB 527</b><br><b>(None)</b> | Relating to process of filling vacancies in certain elected offices                                   | 03/14/13 - To House<br>Judiciary                                              | Senate Reference 1 -<br>Judiciary                                                                 |                                                           |
| <b>SB 527</b><br><b>(None)</b> | Relating to process of filling vacancies in certain elected offices                                   | 03/14/13 - To House<br>Judiciary                                              | Senate Reference 1 -<br>Judiciary                                                                 |                                                           |
| <b>SB 529</b><br><b>(None)</b> | Granting county commissions advice and consent authority in discharging certain county employees      | 03/14/13 - To House<br>Government Organization<br>then Judiciary              | Senate Reference 1 -<br>Government<br>Organization<br>Senate Reference 2 -<br>Judiciary           |                                                           |
| <b>SB 529</b><br><b>(None)</b> | Granting county commissions advice and consent authority in discharging certain county employees      | 03/14/13 - To House<br>Government Organization<br>then Judiciary              | Senate Reference 1<br>Government<br>Organization<br>Senate Reference 2<br>Judiciary               |                                                           |
| <b>SB 536</b><br><b>(None)</b> | Authorizing circuit and magistrate courts place surcharge on bail bonds to offset regional jail costs | 03/14/13 - To House<br>Judiciary then Finance                                 | Senate Reference 1 -<br>Judiciary<br>Senate Reference 2 -<br>Finance                              |                                                           |
| <b>SB 536</b><br><b>(None)</b> | Authorizing circuit and magistrate courts place surcharge on bail bonds to offset regional jail costs | 03/14/13 - To House<br>Judiciary then Finance                                 | Senate Reference 1 -<br>Judiciary<br>Senate Reference 2 -<br>Finance                              |                                                           |

|                                 |                                                                                                                                          |                                                                |                                                                                                            |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>SB 531</b><br><u>(None)</u>  | Providing elected county officials receive raise based on Consumer Price Index                                                           | 03/14/13 - To House<br>Government Organization<br>then Finance | Senate Reference 1 -<br>Government<br>Organization<br>Senate Reference 2 -<br>Finance                      |
| <b>SB 531</b><br><u>(None)</u>  | Providing elected county officials receive raise based on Consumer Price Index                                                           | 03/14/13 - To House<br>Government Organization<br>then Finance | Senate Reference 1 -<br>Government<br>Organization<br>Senate Reference 2 -<br>Finance                      |
| <b>SB 535</b><br><u>(None)</u>  | Relating to process for maintaining voter registration lists                                                                             | 03/14/13 - To House<br>Judiciary                               | Senate Reference 1 -<br>Judiciary                                                                          |
| <b>SB 535</b><br><u>(None)</u>  | Relating to process for maintaining voter registration lists                                                                             | 03/14/13 - To House<br>Judiciary                               | Senate Reference 1 -<br>Judiciary                                                                          |
| <b>SB 538</b><br><u>(None)</u>  | Eliminating requirement law enforcement maintain files of domestic violence orders                                                       | 03/14/13 - To House<br>Judiciary                               | Senate Reference 1 -<br>Judiciary                                                                          |
| <b>SB 538</b><br><u>(None)</u>  | Eliminating requirement law enforcement maintain files of domestic violence orders                                                       | 03/14/13 - To House<br>Judiciary                               | Senate Reference 1 -<br>Judiciary                                                                          |
| <b>HB 2863</b><br><u>(None)</u> | Relating to the preparation and sale of voter registration lists                                                                         | GA<br>SB 03/07/13 - To House<br>482 Judiciary                  | House Reference 1 -<br>Judiciary<br>House Reference 2 - Sec of State bill<br>Finance                       |
| <b>HB 2865</b><br><u>(None)</u> | Relating to electronic registration of voters                                                                                            | SA<br>SB 03/07/13 - To House<br>477 Judiciary                  | House Reference 1 -<br>Judiciary<br>Sec of State bill                                                      |
| <b>HB 2877</b><br><u>(None)</u> | Permitting the Director of the Public Employees Insurance Agency to operate any of the agency's health benefits plans on a calendar year | SA<br>SB 03/08/13 - To House<br>458 Health and Human Resources | House Reference 1 -<br>Health and Human Resources<br>House Reference 2 -<br>Finance                        |
| <b>HB 2881</b><br><u>(None)</u> | Requiring photograph on voter's registration card                                                                                        | 03/08/13 - To House<br>Judiciary                               | House Reference 1 -<br>Judiciary<br>House Reference 2 -<br>Finance                                         |
| <b>HB 2887</b><br><u>(None)</u> | Increasing compensation, after July 1, 2013, of elected county officials and county commissioners for each class of county               | 03/08/13 - To House<br>Finance                                 | House Reference 1 -<br>Finance                                                                             |
| <b>HB 2902</b><br><u>(None)</u> | Establishing voting precincts and changing the composition of standard receiving boards                                                  | 03/12/13 - To House<br>Judiciary                               | House Reference 1 -<br>Judiciary<br>House Reference 2 -<br>Finance<br>County clerks<br>legislation primary |

|                                  |                                                                                                                                                                                        |                                                           |                                                                                                 |                                                      |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <p><b>HB 2913</b><br/>(None)</p> | <p>Specifying procedures for adjusting payments to correct for an erroneous distribution of moneys dedicated, distributed or directed to a state or local governmental subdivision</p> | <p>03/12/13 - To House<br/>Judiciary</p>                  | <p>House Reference 1 -<br/>Judiciary<br/>House Reference 2 -<br/>Finance</p>                    | <p>State Tax Dept<br/>bill</p>                       |
| <p><b>HB 2924</b><br/>(None)</p> | <p>Authorizing counties to create urban growth boundaries</p>                                                                                                                          | <p>03/13/13 - To House<br/>Political<br/>Subdivisions</p> | <p>House Reference 1 -<br/>Political<br/>Subdivisions<br/>House Reference 2 -<br/>Judiciary</p> |                                                      |
| <p><b>HB 2927</b><br/>(None)</p> | <p>Relating to publication of list of delinquent real estate</p>                                                                                                                       | <p>03/13/13 - To House<br/>Judiciary</p>                  | <p>House Reference 1 -<br/>Judiciary<br/>House Reference 2 -<br/>Finance</p>                    | <p>Eliminate 2nd<br/>publication<br/>requirement</p> |



## *Under The Headset* *Jefferson County Emergency Communications Newsletter*

### **INSIDE THIS ISSUE:**

- [News From The Director](#)
- [New Faces Of The ECC](#)
- [EMD All-Stars](#)
- [Chamber of Commerce Award](#)
- [Did You Know?](#)
- [In The House](#)
- [On The Beat](#)
- [Changes Are Coming](#)
- [In The Spotlight](#)
- [Birthday Corner](#)
- [Crossword](#)

**WINTER**

**2013**

### **News From The Director** **By: Jeffrey Polczynski**

Jefferson County recently completed a major upgrade of its radio system console and recording equipment at its Emergency (9-1-1) Communications Center.

Jefferson County utilizes the Statewide Interoperable Radio Network (SIRN) and in the early morning hours of December 5<sup>th</sup>, the State of West Virginia performed a significant upgrade of the three zone master sites and 80+ radio sites throughout the state. As part of this upgrade, Jefferson County Communications updated its Motorola MCC7500 radio console equipment that the dispatcher uses to communicate to the public safety responders. Also put in place was new updated recording equipment that records all radio system audio traffic. The State of West Virginia funded the entire project and Jefferson County only expended staff hours to ensure the upgrade was completed. Motorola was onsite for several days working out issues during the upgrade. During the upgrade Director of Communications Jeffrey Polczynski worked with the system technologists performing equipment replacement and testing features of the new system.

As part of the upgrade, the County created new programming for all of the portable and mobile radios for the fire and EMS departments as well as the law enforcement agencies. In preparation for the field updates, Dispatchers Brooke Hess, Bill Schweitzer and Mark Pangle as well as Board of Education rep Larry Willingham completed over 30 hours of programming classes given by Communications Director Polczynski. These individuals gained extensive knowledge about the statewide system and learned how to program the Motorola XTS and XTL models of radio equipment used throughout the public safety fleet. They then scheduled and

*(Continued on page 8)*

## Chamber of Commerce Award

Please join us in congratulating the Jefferson County 2012 Outstanding Dispatcher of the Year, Tony Cambardella. Tony began with JCECC in 2005 as a full time dispatcher, in 2006 he was hired by the City of Hagerstown as a firefighter but remained with communications as a part-time employee. Dur-

ing the last year Tony has stepped up and helped fill in the schedule during a year that has seen numerous overtime slots. Tony has continued his professional development and during the last year took and passed his CTO class through APCO. Again, help us in congratulating Tony as the 2012 Out-

standing Dispatcher of the Year!



## EMD All-Stars

It is not an unusual occurrence for the Jefferson County Emergency Communications Center to have a number of EMD All-Stars. For the Month of August, our overall compliance to the International Academy of Emergency Medical Dispatch protocol was an amazing score of 99.42%. In that month we had a

total of 14 individual 100% compliance scores, Brooke, Daniel, David, Jim, Kathryn, Kim, Lynn, Mark, Pam, Rendell, Sarah, Shawn, Tim and Bill. In the month of September we achieved an overall total compliance to protocol of 99.31%. Brooke, Daniel, Donita, Jim, Kim, Lori, Lynn, Mark, Merri, Bill, Kathryn

and Sarah were able to maintain a perfect 100% individual compliance. Last but not least for the month of October the centers overall compliance to protocol was an outstanding 98.75%. For individual 100% compliance we had a total of 8 EMD's with a perfect score, Brooke, Christine, Donita, Kathryn, Kim, Lori, Mark and Merri.

How about we all give a big shout out to our wonderful EMD's for their hard work and dedication to doing the job right.

**By: Laura Pope**

## Shepherdstown Fire Department

The Shepherdstown Fire Department has also introduced a new piece of equipment to their department, on December 16, 2012 the 2012 Pierce Velocity Engine designated as Engine 3 was officially placed in service. This Engine has a 2,000 gallon per minute pump, 750 gallons of water, 1,000 ft of 5in supply line and 1700 ft of various pre-connect hand lines. It can also hold up to six firefighters. The new Engine is replacing their 1989 Pierce Engine after 23 years of dedicated service and has been dedicated to

the late Kenneth Shipley who joined the fire department in 1935 at the age of 16 and served up until 1951.

The Shepherdstown Fire Department looks to serving the community



### In The Spotlight With Zachery Morgan\*

\* In each issue we will conduct an interview with a Fire Line Officer, Police Officer or Communications Personnel. The person and questions will be randomly chosen.

Q. What is your name?

A. Zachery Morgan

Q. What agency are you with?

A. Shepherdstown Fire Department

Q. If someone wants to go into the same career what would your advice be?

A. I'd recommend them to go into it. Stay in school and continue your education. It takes a lot of training and a lot of

work to be a fire fighter.

Q. When you have nothing in your kitchen to eat where do you go when you're hungry?

A. I'd have to say Battle view Market in Sharpsburg Maryland.

Q. What makes you proud to do your job?

A. The satisfaction of helping the community

Q. Are you an animal person? If so

what's your favorite animal?

A. Yes I love animals. My favorite animals are pigs. I used to raise them.

Q. What's the last wild animal you saw and where?

A. A turkey in my backyard.

Q. Describe yourself in one word.

A. Unique.

## Changes Are Coming

By: Daniel Henderson

Everyone has been patiently waiting for the coming of CAD (Computer Aided Dispatch) and learning the new radio system. Honestly, there has been a lot of change since the move to the new dispatch center and we can thank Director Jeff Polczynski for it all. Jeff has been working hard to modernize the Jefferson County 911 center. Change is coming. CAD will allow for the dispatch center to dispatch faster and

give information faster to responding units. The call taker will be able to put the call in and ProQA the call within minutes and the dispatcher can get it out. ProQA is a system within CAD that will go through EMD but on the computer. It will ask the same questions as we do now but will actually show you what to ask on the computer. This will allow for critical calls to get in and out to our responders for quicker re-

sponses. The new CAD system will also allow for quicker PD dispatching and responses. The CAD system will help protect the citizens of Jefferson County.

For some dispatchers, the change will be a challenge. CAD offers the quicker calls and faster dispatches but will take a great deal of training. The dispatchers that have used CAD before will be important to help teach the dispatchers who are used to pen and paper. We will have

to work as a team and learn from each other. The days of using cards and writing everything will be over! Even the box cards and police response areas will automatically pop up and tell the dispatchers who to dispatch. For some of us, it will be a life-saver and to other it will be a life-changing event! Everyone will receive the proper training and certification in order to use CAD to its fullest potential.

## Did you know?

By: Sarah Lanning

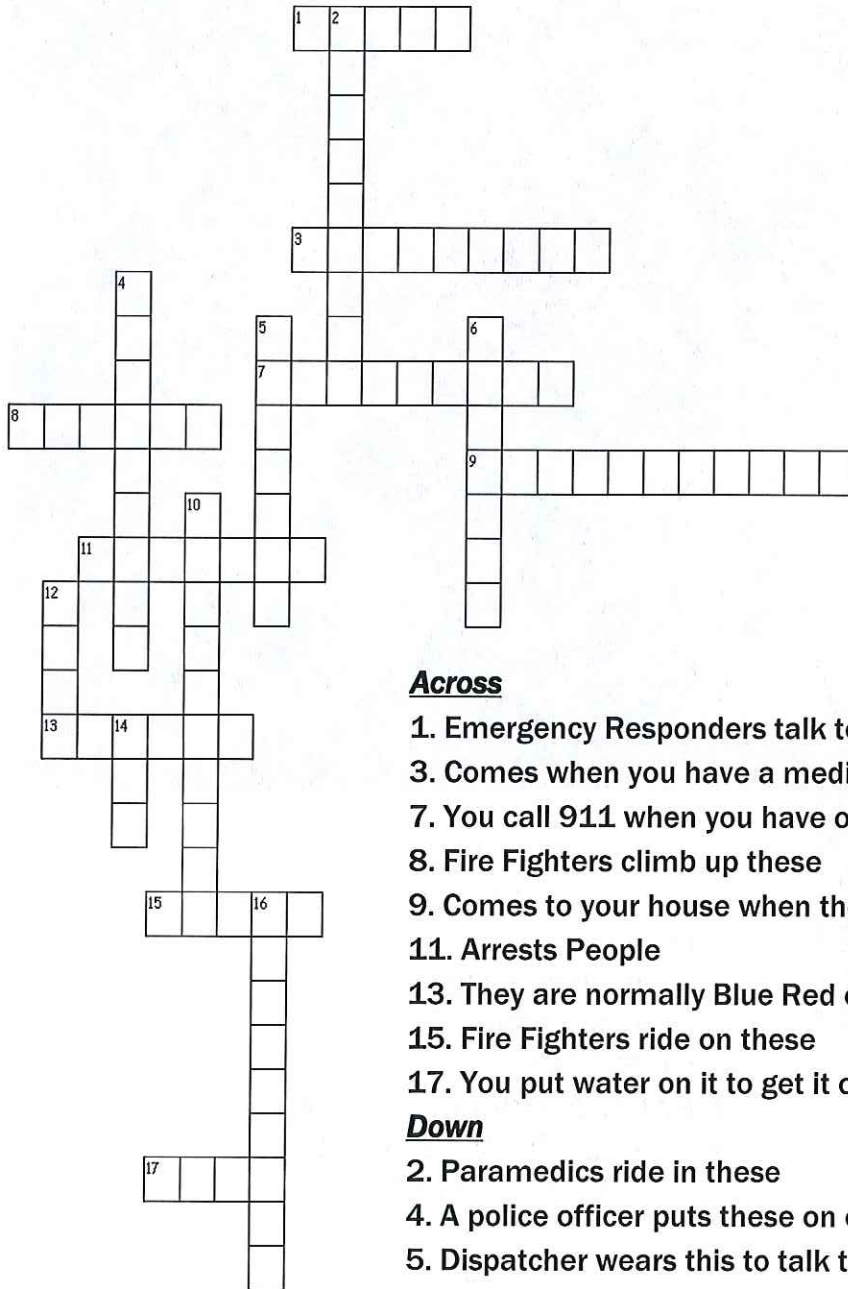
A new wellness Center has opened in Bardane....The Oasis Wellness Center. A few people, including Laura Pope and Barbara Miller had the opportunity of attending the open house wellness activity set up for County Employees in September. The open house included 2 hour and 15 minute pampering sessions, start-

ing with facials! Next was a stress-relieving acupuncture treatment followed by the roller table. The roller table has rollers that go up and down the neck and back. Finally, (Barbara's favorite part of the day) the seated massage given by Dr. Winseck. Before everyone left Dr. Winseck discussed the benefits of hav-

ing your spine aligned and whatever part of your body is ailing you, followed by healthy snacks and a goody bag loaded with some sample products and special deals. A drawing was also done for one lucky person to win another day filled with all of the above. Here is the best part...we have been told that there

will be an additional 3 to 4 open houses in the upcoming months! I don't know about anyone else but I will be there.

# Crossword



**Across**

- 1. Emergency Responders talk to each other on these
- 3. Comes when you have a medical emergency
- 7. You call 911 when you have one of these
- 8. Fire Fighters climb up these
- 9. Comes to your house when there is a fire
- 11. Arrests People
- 13. They are normally Blue Red or White
- 15. Fire Fighters ride on these
- 17. You put water on it to get it out

**Down**

- 2. Paramedics ride in these
- 4. A police officer puts these on criminal's hands
- 5. Dispatcher wears this to talk to people
- 6. Police Officers wear these
- 10. Who you talk to when you call 911
- 12. Criminals go here
- 14. Police officers have these
- 16. You type on these



**Eastern  
Panhandle  
Free Clinic**

**Charles Town Health Right**

# Annual Report

## Clinic Enhances Patient Services in 2012

**Fiscal Year 2012**

**July 1, 2011-June 30, 2012**



The Clinic added a new program which provides coordinated health care for Eastern Panhandle Free Clinic patients among the local hospital, outside medical specialists, and the Free Clinic during 2012. The

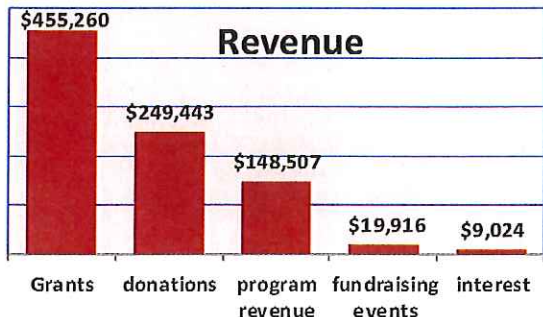
need arose as our patients were being discharged from the hospital with no system in place to ensure that they have their medications or necessary follow up referrals. Problems in care transitions are at the root of most adverse events that occur following hospital admissions or emergency room use. Fragmentation between inpatient and outpatient providers occurs when discharge plans fail to reach outpatient providers in a timely way and often lack essential information. Medications are often

not reconciled or taken by the patient appropriately, particularly with individuals with low health literacy. Barbara Gerwatosky, our "care coordinator" facilitates the development of an overall patient health care plan, provides coaching, patient education and medication reconciliation. Gale Bard our volunteer "case manager" connects patients to social services such as transportation assistance, food, shelter and assists with applying for charity care, Medicaid and Medicare.

### Inside:

|                                  |   |
|----------------------------------|---|
| Get Well, Live Well              | 2 |
| Vision Clinic                    | 2 |
| Meet EPFC Patient,<br>Lisa Moler | 2 |
| Salute to Volunteers             | 3 |
| EPFC Staff                       | 3 |
| Major Donors                     | 3 |
| Clinic Wish List                 | 4 |

## Fiscal Summary



Total revenue for FY 2012 was \$882,150 and total expenses were \$883,721, with a budget deficit of \$1,571. This is a great outcome for the year considering the lingering economic recession.

During the year we logged 10,257 patient visits valued at \$1,173,196 and there were 1,509 specialist visits. The clinic pharmacy filled 38,302 prescriptions valued at \$4,965,170.



The extent of the services that we are able to provide the community is dependent on the \$6,113,928 of in-kind donations that were received. These donations consisted of equipment, supplies, professional services, diagnostic services and medications.

The Eastern Panhandle Free Clinic provides a good return on investment. For every dollar donated we provided more than \$25 in healthcare services.

## 2012 Board of Directors

### President

Susan Sullivan-Rakoff

### Vice President

Dr. Sharon Mailey

### Secretary

J. Michael Cassell

### Treasurer

James Corey

### Medical Director

Dr. Jeffery Whyte

Daniel VanBellegem

Sarah Hinkle

Terry Walker

Dr. Phillip Ryan

Elizabeth Layne Diehl

Marion Washington

Arlene Fernandez-Anderson

*Michele Goldman*  
Executive Director

**United  
Way**



United Way  
of the Eastern Panhandle, Inc.

Partner Agency

## Get Well and Live Well Yields Positive Results

Many of the patients seen at the Clinic have chronic and severe health problems such as diabetes which has gone untreated prior to becoming a free clinic patient. It is well documented that the human suffering and expense of chronic diseases can be improved through effective care management, medication and education. Patient self-management improves patient compliance and outcomes.

The Get Well and Live Well Program was initiated to identify and manage the clinic's highest risk patients with diabetes as well as at least one other risk factor: hypertension, obesity, or elevated cholesterol. Participants in the program commit to healthy lifestyle changes when they had previously accepted a lifestyle of pain and illness, often taking 10-20+ different medications along with 1-4 types of insulin injections as often as 1-4

times daily as their fate in life. Prior to entry into the program, most patients must participate in 1-4 motivational education sessions so they fully understand their disease process and the impact that healthy lifestyle changes will make in changing the course of their disease.

The program provides screening, treatment, education, support services, and effective care management. This comprehensive approach to disease management includes: in-house medical providers, the patient education nurse, a case manager, a care coordinator, community medical providers, and community based organizations. The goal of this program is to improve the health of the patient as well as decrease the number of hospitalizations the patient may incur due to their chronic disease.

### In the first six months since the program began:

- 34 patients have enrolled
- 100% have made dietary changes
- 79% committed to increasing their activity levels
- 71% have lowered their cholesterol (65% have met goal)
- 68% have lowered their blood sugars (36% have met goal)
- 94% have met a healthy blood pressure goal
- 47% have lost weight (29% no longer obese)



*"Thank you for helping me to get glasses. It is great to be able to see."*

## EPFC Hosts Vision Clinic in 2012

Those without 20/20 vision know the frustration of not being able to see clearly without glasses. Although there are four area Optometrists willing to see EPFC patients at no charge there is usually a long waiting list to get an exam. The EPFC was fortunate to be able to host a vision clinic with The Appalachian Vision Outreach Program with the mission to help make the "working poor" of West Virginia see more clearly. A team from the West Virginia University Eye Institute gave more than 56 clinic patients comprehensive eye screenings and exams, referrals to specialists and fittings for glasses without cost. Patients were able to get glasses from Allegheny Optical for \$10.

Rebecca Coakley, director of the adult outreach project, noted, "Some patients haven't had an eye exam in 20 years. Some even have a disease, but don't have the means to get treated."

A pilot study conducted by the WVU Eye Institute and funded through the Claude Worthington Benedum Foundation looked at underserved and socio-economically isolated populations in West Virginia and found that though some had diseases like diabetic retinopathy or glaucoma, most people simply needed a new pair of eyeglasses but could not afford them.



## Meet Lisa Moler, Patient Since 2008

Lisa came to the Free Clinic when a divorce left her without health insurance. As a single mother and just re-entering the job market she could not afford healthcare for herself.

It was apparent that working low wage and part time jobs was not going to enable her to

be self-sufficient. She decided to launch her Mary Kay independent business full time. Having free health care through the free clinic gave her the opportunity to focus on her business and grow her income. This year she is on target to earn her Pink Cadillac.

Lisa recently treated EPFC staff and volunteers to a little Mary Kay pampering to show her appreciation.

*"I want to thank you for the amazing healthcare and support when I needed it, you have made such a difference in my life."* Lisa Moler

## A Salute to our Volunteers

### Medical and Dental Volunteers:

J. Jeffrey Whyte, MD, Medical Director  
 Kevin Barry, RPh, Pharmacist in Charge  
 Eric Bonnem, MD  
 Vikram Dayal, MD  
 Vettivelu Maheswaran, MD  
 Robert Michaels, MD  
 Sheila Ramirez, MD  
 Majid Shafiei, MD  
 Patricia Pickard, MD

Lisa Poland, DMD, RS  
 Robert Webb, MD

### Counseling:

Barbara June Applegren, LCSW  
 Sherri L. Philpott, MSW, LCSW  
 Robyn Harrison-Taft MA, LPC, NCC  
 Faith Hanshew MSW, resident in training

### Administrative Volunteers:

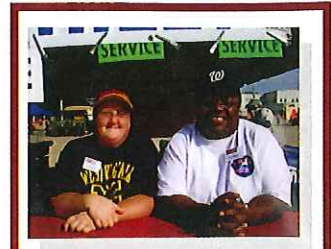
Lisa Arrinoz  
 Gale Bard BSN, RN  
 Claudia Bardot  
 Kerstin Budlong

Stephanie See  
 Dorothy Strange  
 Dionne Vanzego

### Massage:

Deborah Preston, NCTM  
 Connie McKim, NCTM

*Thank you to the 60+ specialists who see our patients in their offices and the many of volunteers who serve on committees and at events.*



*Patients volunteer to help during our many fundraising activities.*

## Employees-Our Foundation

### Management team:

Michele Goldman, BSN, RN Executive Director  
 Hadley de Moulin, Administrative Manager  
 Vicki Shean, Development Manager  
 Roberta McCauley, DNP, FNP-BC Clinical Coordinator

### Nurse Practitioner Staff:

Leona Cook, MSN, FNP-BC  
 Eugenia Johnson, DA, RN, RNP-BC  
 Roberta Whetzel, MSN, APN-BC  
 Manju Sharma, MS, ANP-C  
 Kara Jones-Schubart, DNP, RN, FNP-C

### RN Staff:

Kristi Custer, BSN, RN  
 Aline Clark, BSN, RN Patient Education  
 Barbara Gerwatosky, BSN, RN Care Coordinator



### Medial Assistants:

Samantha Neff  
 Judy Stonestreet  
 Brittany Davis

### Pharmacy:

Allison Dignazio, CPhT  
 Stacy Mayville, CPhT

### Administrative Staff:

Geri Sawyer  
 Stephanie Roelkey  
 Cindy Henneberg  
 Carol Swiger  
 Tom Kimm

## Thank You To FY 2012 Major Donors (\$1,000 and up)

Albright, Noreen  
 American Public University  
 Ashurst, Eileen  
 Berkeley County Council  
 Bringewatt, Richard  
 Charles Town Gaming, LLC  
 Charles Town HBPA  
 Charles Town Horseman's Assistance Fund  
 Charles Town Moose Lodge  
 Charles Town Rotary  
 Chicchirichi, Guy and Eleanor  
 City of Charles Town  
 City of Ranson  
 Corey, Jim and Barbara  
 Corwin-Roach, Stan and Sarah  
 Davenport, Henry  
 Dunn, Cynthia

Eastern WV Community Foundation  
 Ecolab Foundation  
 First Presbyterian Church-Martinsburg  
 Haunted Fairgrounds  
 Jefferson County Commission  
 Jones, Stan and Judy  
 Kandora, Peter and Lyons, Pamela  
 Kidwiler, George  
 Mailey, Jerry and Sharon  
 Natures Inspirations, LLC  
 Nigh, Joyce  
 Palank, Dr. Brian and Chris  
 Pike, Dr. John and Gavia, Dr. Diana  
 Roach, Scott and Linda  
 Roach, Steve and Tina  
 Royal Scott Foundation  
 Sherwood, John and Patricia

Stevens, Jane and Herbert  
 Sundback, Eric  
 The Franciscan Friars  
 The IanThom Foundation  
 Trinity Episcopal Church-Martinsburg  
 Trinity House Thrift Shop  
 Truman, Brian and Darlene  
 VanHilst, Frank and Annette  
 Walmart  
 Weese, Richard  
 Welch, Dr. Paul and Lisa  
 Willard, Henry  
 WV Breeders Classic

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### The Eastern Panhandle Free Clinic

*"a helping hand from a caring heart"*

1212 North Mildred  
Ranson, WV 25438

Phone: 304-724-6091  
Fax: 304-725-7204  
Email: [info@wvepfc.com](mailto:info@wvepfc.com)

#### FIND US ON THE WEB

[wvepfc.com](http://wvepfc.com)

[Facebook.com/wvepfc](https://www.facebook.com/wvepfc)

\*\*\*\*\*AUTO\*\*5-DIGIT 25414

Ms. Frances Morgan  
PO Box 250  
Charles Town WV 25414-0250



## Donation Wish List



The EPFC is frequently asked whether we accept donations of goods. Following is a wish list of frequently used supplies that would be greatly appreciated:

- 13 and 30 gallon trash bags
- Paper towels
- Lysol brand disinfectant wipes

- Copy paper
- Post it notes
- Ball point pens
- White out pens
- Kleenex
- Purell brand hand sanitizer
- Dry erase markers
- Yellow highlighters
- Sandwich size baggies (ziploc top)
- Lunch size brown paper bags
- Dish soap

#### For our patients:

- Healthy snacks
- Alcohol wipes
- Insulin syringes
- Pen needles for insulin syringes

#### DID YOU KNOW

38,302 prescriptions were dispensed to clinic patients at no cost to them. The retail value of these medications was nearly \$5 million.

**Opportunities exist for donations of office equipment. For more information please email [info@wvepfc.com](mailto:info@wvepfc.com)**

West Virginia residents may obtain a summary of the registration and financial documents from the Secretary of State, State Capitol, Charlestown, WV 25303. Registration does not imply endorsement.

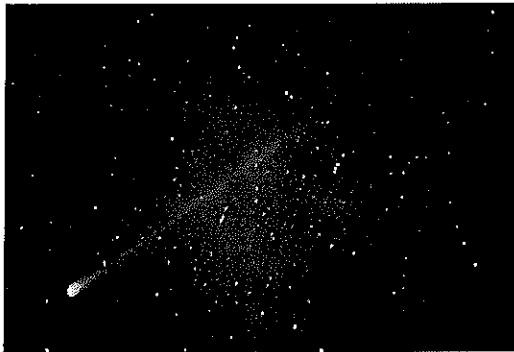
# VALLEY VIEWS

Potomac  
Valley  
Audubon  
Society

Volume 31, Issue 6

March 2013

## Comets!



Comet Hyakutake March 26, 1996  
©Wil Hershberger

Seeing bright comets is usually a once in a lifetime event. Many of us have been blessed with seeing several very bright and impressive comets. In 1996 comet Hyakutake was visible from March through June. Hyakutake was proclaimed "one of the grandest comets of the millennium." At its peak, the comet's tail stretched nearly halfway across the sky. In 1997, comet Hale-Bopp surprised everyone with its amazing display and spilt-tail appearance. Hale-Bopp was visible from July 1996 through October 1997 becoming an evening spectacle in April of 1997.

Well, keep your eye on the sky this year! There is the potential for two bright comets in 2013. The first should be visible as you read this. Comet C/2011 L4 (PanSTARRS) will be visible in the evening sky at sunset. Look west just above the setting sun starting March 6. On March 12 the comet will be just to the right and above the very thin crescent of the moon. The comet will be fading as it rises higher in the evening sky becoming visible in the darker night sky rather than the glare of the sunset. In early April the comet will be close to the Andromeda galaxy. By late April it will be difficult to see, even with binoculars.

The real spectacle may be comet C/2012 S1 (ISON) that will be visible starting in November of 2013. Early in the morning, just before sunrise look for this comet in the east in the constellation of Virgo. It will brighten rapidly to become brighter than the moon in late November. It will be getting closer to the sun at this

time as well, making it harder to see in the glare of the rising sun. On November 22, it will be to the right of the planet Mercury just above the eastern horizon around 6:10AM. At the end of November and the start of December it will be very close to the sun and at its brightest. Remember: *DO NOT LOOK AT THE SUN WITH YOUR NAKED EYES!* To see the comet at this time you will have to use welding goggles or special filters to protect your eyes from the sun. This comet will then move away from the sun and back into the morning sky during December still very bright and easily seen. By Christmas it will be high in the morning sky, best visible with binoculars, as it fades away into deep space.

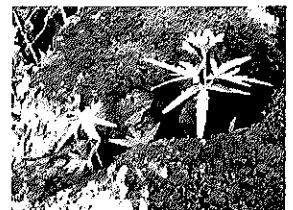
An exciting year of comets is ahead. Be sure to watch the PVAS events calendar for gatherings to view these comets.

For solar filters for your telescope or binoculars see this link:

[http://www.telescope.com/catalog/search.cmd?form\\_state=searchForm&keyword=solar+filters](http://www.telescope.com/catalog/search.cmd?form_state=searchForm&keyword=solar+filters).

## March Program: Spring Wildflowers

Our March program at the National Conservation Training Center will feature a presentation about spring wildflowers. The program will be held at 7:00 p.m. Wednesday, March 13 in Room 151 of the Instructional West Building. Admission is free and everyone is welcome to attend.



Toothwort

The presenter will be local naturalist Kathy Bilton, a former teacher and longtime PVAS member and volunteer well known for her botanical knowledge. Kathy is especially known for her decades of experience with local plants. She is currently serves as the Secretary of the Botanical Society of Washington. Since 1990, she has been a member of the Maryland-based Worthley Botany Class, an informal botany group founded by the noted biologist Elmer Worthley.

Her presentation will focus on the local spring wildflowers. She will also offer some general observations about the flora of North America, discussing the derivation of plant names and medicinal uses of plants.

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

## Reflections on PVAS

By Bob Reynolds, PVAS President

**HELP WANTED:** Board of Directors of PVAS seeks new Board members – apply within.

During our annual meeting in June the PVAS membership will be asked to elect four members and a Secretary to our Board of Directors, and now is the time to volunteer to serve on our Board.



PVAS has four primary product lines – conservation advocacy, land preservation, adult services, and youth services. Direction and oversight of our business is the responsibility of our thirteen member Board of Directors. In addition we maintain administrative and fiscal systems and employ staff to support our program services. While we ask each Board member to identify a specific area of focus, we are still spread thin.

We also ask Board members to feel the pulse of our membership, and to advocate for the expansion or development of services our members value. This year, for instance, membership interests persuaded the Board to begin planning for a new Backyard Naturalist Program as well as a Grassland Birds initiative.

Our Board meets five times a year – every other month during the academic year. Our meetings are focused and efficient – background papers are written for agenda items and distributed in advance of every meeting. We will not waste your time.

If you have a passion for one of our service areas, or expertise in administrative systems, I hope you will let us know of your willingness to serve on our Board of Directors. Our nominations process seeks to provide overall balance to our Board. For instance, at this moment we are especially in need of a Board member interested in the area of youth services.

If you will alert us to your interest in serving, I can at least guarantee a conversation and a free cup of coffee!

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## Altona Marsh – A Case Study

By Kristin Alexander, Executive Director

Altona Marsh is a rare and special place for plants and wildlife in Jefferson County. PVAS has been using the marsh, under conservation easement with The Nature Conservancy, for many years for field trips and courses.



Altona Marsh is special because it's one of the few marl marshes left in the state. Marl marshes are formed from groundwater springs that pass through limestone, resulting in a soil of wetland soils with high concentrations of calcium carbonate. According to The Nature Conservancy, only ten such wetlands remain in West Virginia and most are located in Jefferson County. Altona-Piedmont Marsh is the largest and most

significant of these marshes.

Also according to The Nature Conservancy, Altona Marsh “contains the state’s only “calcareous fen” (a limestone plant community on a layer of peat). Special soils influence the occurrence of unique and rare species, and these wetlands together are home to the largest collection of rare plants (30) in the state. In addition, they are significant as wildlife habitat, supporting breeding and migrating birds such as sandhill cranes, Virginia rails, King rails, least bitterns and wood ducks.

PVAS recently became aware of a proposal to rezone a property near the marsh, owned by Jefferson Asphalt Products, Inc., from rural to residential, light industrial and commercial. Alarmed at the implications of this change and the potential impact it could have on the marsh, the PVAS Board of Directors submitted a letter to the Jefferson County Commission to alert them to the unusual habitat that is home to rare species and the importance of the marsh to migratory birds and other wildlife. Also raised was the significance of the marsh’s unusual natural history to the state and region, and encouraging the Commission to be good stewards and take care of the rare marsh’s watershed.

PVAS was one of several groups to voice concern over the rezoning proposal. The Nature Conservancy, The Conservation Fund, and the WV Division of Natural Resources also wrote letters or testified on the marsh’s behalf.

The request to rezone the property was approved. We hope that the next owners will be good stewards of the land and that they take into consideration the impact of their development may have on the marsh and its residents.

We were, admittedly, caught off guard with this proposal to rezone the property near the marsh. PVAS has not been very engaged in issues like this one in recent years. PVAS has been working on a plan to better address such issues of environmental concern locally, regionally, and nationally. PVAS Board member Heather McSharry has been working on a draft proposal to the Board to adopt a strategy to help guide PVAS in considering actions in response to environmental issues and concerns. This issue of the marsh hit close to home, and we submitted the letter in spite of the policy being incomplete. The draft policy has now been presented to the Conservation and Action Committee and stakeholders and will be presented to the Board for consideration in the near future. It is our hope that this new policy will help guide PVAS decisions for action (or inaction) and to help us keep a better eye on conservation issues in the community in the future.

---

## “Race for the Birds” Is April 20

This year’s race will be held April 20th on the campus of the National Conservation Training Center (NCTC) near Shepherdstown. Registration is available at [www.RaceForTheBirds.org](http://www.RaceForTheBirds.org).

As in the past, the Race for the Birds will include two professionally timed races—one 4.9 miles long and another 7.7 miles long. There will also be a self-timed 2-mile community jog/walk for families and individuals who prefer a slower pace, and a 1-mile “Fun Run” for children under 10 years of age.

The 4.9- and 7.7-mile races will follow trails that wind through the forests and fields of the 538-acre NCTC campus. The 2-mile jog/walk will follow a course that will be very user-friendly for families with small children, and trail-friendly baby joggers will be appropriate and encouraged. The two races will begin at 9:00 a.m. The jog/walk will begin shortly afterwards and the children's Fun Run will be held at about 10:45 a.m. The children's Fun Run will be free.



2012 Race - courtesy of Potomac Highlands Distance Club

Fees for the other portions of the event will range from \$15 to \$25 and will include a race t-shirt while supplies last. All proceeds support PVAS programs.



2012 Fun Run

The trails on the NCTC campus are not normally open to the general public so this will be a good opportunity to visit and enjoy the facility's beautiful trail network.

For more information, go to the race website at [www.Race-ForTheBirds.org](http://www.Race-ForTheBirds.org).

Or contact the race directors, James and Suzy Munnis, at [jmunnis@earthlink.net](mailto:jmunnis@earthlink.net) or 304-876-6784.

## Race Volunteers Needed!

If you are interested in helping with the Race for the Birds event by being a race marshal, registering runners, handing out t-shirts, organizing food and drinks for runners, cleaning up after the race, or a variety of other tasks, we'd love your help on race day and leading up to the race. The race is April 20, and most volunteer responsibilities begin around 7am and are done at noon. We'd love to have your help! Volunteers receive a t-shirt and food.

Contact Kristin Alexander at [Kristin@PotomacAudubon.org](mailto:Kristin@PotomacAudubon.org) or 304-676-3397 if you are interested in helping. (You may also sign up at our website at <http://raceforthebirds.org/volunteer.html>. Please ignore last year's dates on that page. We're working on fixing that glitch. Your information will be captured accurately.) Thank you!

## Bird-Friendly Coffee

Do you love both birds and coffee? In an earlier newsletter, we provided information about how management practices on coffee plantations can greatly affect the habitat value they provide for both migratory and resident bird species, affecting population health in all parts of their ranges. The Smithsonian Migratory Bird Center's Bird-Friendly Coffee certification and labeling program provides a convenient way to find beans from plantations that provide good



bird habitat, and the PVAS Conservation Services Committee is pleased to announce that some of those beans will soon be available in the PVAS area! Shepherdstown's Hypnocoffee has ordered 2000 pounds of Smithsonian Bird-Friendly Certified coffee from Las Esmeraldas farm in El Salvador and the roasted beans should be ready for sale in early March. Please consider purchasing some of this great coffee and encouraging this local business to keep looking for certified sources.

You can read more about Bird-Friendly certified coffee at <http://nationalzoo.si.edu/scbi/migratorybirds/coffee/default.cfm>.

## Potomac Valley Master Naturalists

The Potomac Valley Master Naturalists will begin their seventh class in March at Cacapon State Park. This year's class has 14 students who will spend one Saturday a month from March through October learning about West Virginia's natural history and sharing their new knowledge through volunteer projects. Members of the 2013 class include persons from Berkeley, Morgan, and Jefferson counties as well as Frederick County Maryland.

Natural History Workshops, sponsored by PVMN, help current Master Naturalists maintain their currency, but all workshops are open to the public. In February, *Project Wild Aquatic* training was offered at NCTC with 22 attending. Many of these were public school teachers from the local area who learned techniques for incorporating aquatic based environmental education into their lesson plans. The training was led by Debbie Crouse and Ellen Murphy of PVAS and Katie Willard of WVDEP.

Two more Natural History Workshops are scheduled in April: *Exploring Vernal Pools* on April 20 and *History and Ecology of the Chesapeake Bay* on the Schooner Sultana on April 27. Registration is open now for both of these workshops at [www.PotomacAudubon.org](http://www.PotomacAudubon.org).

## Nature Writing Group



Potomac Valley Nature Writing Group formed in 2009 to promote the art and appreciation of nature writing. We meet September through May to discuss a monthly book selection. Members can also participate by contributing reviews, comments or sharing their own writing online at the PVNWG blogspot. Our 2013 Spring lineup includes Edward Abbey, *Desert Solitaire*—February; Gretel Erlich, *The Solace of Open Spaces*—March; David Carroll, *Swampwalker's Journal*—April; and Tom Brown, *Nature Observation and Tracking*—May. For more details, email [pvnaturewriters@gmail.com](mailto:pvnaturewriters@gmail.com) or visit <http://potomacvalleynaturewritinggroup.blogspot.com/>.

## The Backyard Naturalist

By Sandy Sagalkin

Do you or your family like watching birds in your backyard? If so, you are among the 70 million other Americans who watch birds, mostly in their backyards. Bird watching is one of the fastest growing recreational activities in the country and a major contributor to the economy. Would you like to improve your skills in identifying birds and their songs in your backyard and in learning how to attract them by buying the right kinds of food and feeders? Would you like help in choosing the right pair of binoculars and learning how to use them? How would you like to use your backyard as a science laboratory where you or your family can learn about common butterflies, moths, caterpillars, other insects, frogs, toads, salamanders, and conservation in general? Or learn what native plants to put into your backyard to attract birds, butterflies, and other wildlife.

PVAS is launching a major new endeavor called the *Backyard Naturalist Program*. The program will be aimed at adults and families, seniors and children, educators, and anyone else interested in learning more about nature. The PVAS website will be your own personal portal to slide and video programs dealing with different aspects of your backyard ecosystem. Our PVAS volunteers will also present these programs at libraries, PVAS monthly meetings, senior centers, nursing homes, garden clubs, and other venues, using the slide or video programs as starting points, but supplementing them with additional information and hands-on-materials, activities and demonstrations. We are also considering the possibility of certifying program participants as "Potomac Valley Audubon Society Backyard Naturalists."

The Backyard Naturalist Program will also have slide programs on how to become citizen scientists. There are several citizen science programs that provide important information to scientists that would otherwise be unavailable, such as the Great Backyard Bird Count, Project FeederWatch, and the Christmas Bird Counts. By your participation, you will be able to help scientists understand what is happening to bird populations because of habitat loss or degradation, climate change and other reasons. If you love Monarch Butterflies and are concerned about their incredible migration, we will teach you how to participate in Monarch Watch and help scientists understand the environmental factors important to their survival.

There are more parts to the program. The Backyard Naturalist Program will be phased in as time and resources allow. We will keep you posted as the program develops so you can participate and help us spread the word!

## Grassland Birds Initiative

Do you remember hearing the songs of Eastern Meadowlarks drifting over the fields and farmlands of your youth? When was the last time that you saw or heard a Northern Bobwhite? How often have you seen American Crows picking over a recently mowed field in late June?



Grassland birds are in trouble. Many species are declining so rapidly that only 20% of their 1966 populations remain today. Eastern Meadowlark, Grasshopper Sparrow, Henslow's Sparrow, Bobolink, Horned Lark, Vesper Sparrow, Northern Bobwhite Quail, and others are among these beleaguered species.

Why have these species declined so rapidly in the last 50 years? Habitat loss and changes in land management are the main factors. The loss of breeding habitat has had a tremendous impact. Once open pastures and hay fields are now converting to woodlands, housing developments, shopping centers, and roads. Land management has also changed. As recently as 30 years ago, farmers would harvest the first cutting of hay in mid-July. This allowed grassland-nesting birds the opportunity to have one successful nest per season. Now, hay is harvested in mid-June, late-July, and again in August or September. There is no chance for these birds to produce young within these short periods of time. Fencerows are now kept completely free of vegetation and fields are planted right up to the fence. When narrow strips of grass are left at the edge of a field or along a fence, predators have an easy time looking for prey. They can easily hunt these areas by zigzagging back and forth across the narrow lane. They have a harder time finding prey in larger, squarer plots of land.

For all of these reasons and more, PVAS' Conservation Committee is launching a **Grassland Birds Initiative (GBI)**. The program hopes to protect grassland-nesting birds by encouraging landowners to change their land use practices. Small areas at the ends of fields to larger tracts or entire fields, which are not being used for production, are all important to the program. Changes in land use practices include:

- Mowing high and waiting to mow later in the season, after October 20<sup>th</sup> but before March 20<sup>th</sup>.
- Not mowing at all for 4-5 years and then mowing within the dates as above.
- Refrain from mowing until July 15 to allow first nests to be successful and then mowing as high as the mower will allow.

Mowing high allows the grass clumping structure to remain intact. This clumping provides bare soil between the plants where these birds build their nests and it creates lanes within which they run around looking for food and to flee from predators.

Landowners that are truly dedicated to this cause can collaborate with the GBI and the Partners for Wildlife program of the National Resource Conservation Service by converting some acreage to warm-season grasses which are not only native but are better for these birds and other wildlife that require grassland habitats for survival. These species of grass grow later in the season and provide a bounty of nutrients for wildlife and domestic animals.

We are also working with the Land Trust of the Eastern Panhandle (LTEP) to encourage some landowners to protect their land through a conservation easement. Landowners that already have a LTEP conservation easement can also take advantage of this program. The GBI will work with these landowners to help them manage their land for grassland birds while the LTEP helps them setup the easement.

With all of the different levels that landowners can participate in the GBI, we hope that people will be excited to sign-up and set

aside acreage for these imperiled birds. Landowners have the option to earn certificates and have signs posted on their property to show that they are managing their land for grassland birds.

If you would like to get involved as a landowner or a volunteer with the GBI subcommittee, please see our website at <http://Potomacaudubon.org/GBI> or email us at [Grasslandbirdsinitiative@gmail.com](mailto:Grasslandbirdsinitiative@gmail.com).



## Rodent Poisons Kill Birds

By Nancy Kirschbaum

I have enjoyed observing Barred Owls hooting and floating from tree to tree in our wooded neighborhood near the Potomac River. Last fall, when I learned that two of them were found dead in the community—within days of each other—I suspected that they had eaten poisoned rodents.

This winter, family members in Gloucester, Massachusetts sent beautiful photos of a Snowy Owl seen there. The next day the bird was found dead.

These birds are probably victims of “second-generation anticoagulant rodenticides” found in such brand names as d-Con, Hot Shot, Generation, Talon, and Havoc. These poisons were developed because in some places, rats appeared to be developing tolerance to warfarin, a first-generation rodenticide.

For a rodent to get a lethal dose from a first-generation rodenticide it has to eat it more than once, but that’s not a problem. Leave first-generation baits out for a week and they’re just as efficient as the second generation. What makes second-generation rodenticides so non-selective is that they kill slowly, so rodents keep eating them long after they’ve ingested a lethal dose. By the time they expire, or are about to, they contain many times the lethal dose and are therefore deadly to predators, scavengers, and pets.

After a rodent eats this poison, it stumbles around for several days, making it attractive prey for owls, hawks, foxes, and other predators. In New York, rodenticides were found in 49 percent of necropsied raptors, and in San Diego, California, 92 percent. Similar contamination is seen around the world. The poisons are also being found in bird species that do not eat rodents. It may be that insects pick it up and pass it along to songbirds.

In 2008, the Environmental Protection Agency declared that second generation rodenticides posed an unreasonable risk to children, pets, and wildlife, and gave manufacturers three years to stop selling them directly to residential consumers. Three of the 29 manufacturing companies have refused to comply with the new regulation, and appealed the decision. These poisons are still being sold in stores such as Home Depot and Lowes.

The safest, and most humane, option for rodent control is still the snap trap. Please don’t buy baits containing second-generation rodenticides. If we kill off the predators in our environment, disturbing the balance of nature, the rodent population will increase dramatically with no natural controls.

To learn more, and for other options for safe and humane rodent

control, please read the full article in Audubon magazine’s Jan-Feb 2013 issue, available online here:

<http://www.audubonmagazine.org/articles/conservation/poisons-used-kill-rodents-have-safer-alternatives?page=show>

## Annual Appeal Update

We are pleased to announce that the annual appeal contributions continue to come in. As of this writing, we’re up to 138 generous donors having contributed \$31,534.24 with an impressive average donation of \$228.51.

This is very gratifying. Last year the appeal closed at \$34,182, so we’re well on our way but we have a little ways to go.

By closing the gap (and perhaps surpassing it?) we will know how to plan next year’s programs and activities. This year, as you’ve heard, we’re planning to launch the new Backyard Naturalist Program and a Grassland Birds Initiative. We don’t have grant monies in hand, yet, to launch these programs. Your contributions will help us continue our existing programs while building the foundation for these new initiatives while we seek additional funding to fuel their development and growth.

The annual appeal is our most important source of income that can be used for day- to-day operations. These daily operations allow us to reach the thousands of children and adults each year. We can’t thank you enough for your contributions (past and future) to enable staff and volunteers to do what they do so well.

So please help if you can! The formal deadline for the Annual Appeal is March 30<sup>th</sup>. No amount is too large or too small. We value each and every dollar, and promise to use it wisely in furthering our programs and mission. Thank you!

## Identifying Trees in Winter

PVAS will offer two of its always-popular winter tree-identification field trips this March. Both trips will be led by West Virginia state foresters and last about two hours. They will show how to identify trees through such clues as their branching habits and overall shape, twigs and buds, and bark.



*Beech tree in winter*

The first trip will be held along the C&O Canal across from Shepherdstown the morning of Saturday, March 16 and will be led by state forester Herb Peddicord. Participants will meet at 10:00 a.m. in the parking lot of Ferry Hill Place, the old brick mansion on the Maryland side of the Potomac River that used to be the C&O Canal Park headquarters. The entrance is on MD Route 34 just east of the Rumsey Bridge across the Potomac. In the event of bad weather, this trip will be rescheduled to March 23.

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The second trip will be held at Cacapon State Park west of Berkeley Springs on Saturday, March 23. Participants will meet at 10:00 a.m. at the Park's Nature Center. State forester Ben Kunze will lead this trip. If bad weather forces cancellation of this trip, it will be rescheduled to March 30.

There is no fee for either trip, and anyone with an interest is invited to attend. However, space will be limited for both trips and pre-registration is essential. To pre-register or get more information go to the PVAS website at [www.potomacaudubon.org](http://www.potomacaudubon.org) or contact Kelly Wolf at [kheldreth@hotmail.com](mailto:kheldreth@hotmail.com) or 304-229-6229.

Those who participate should be sure to dress appropriately for the prevailing weather and wear sturdy footwear.

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## Space Available for Birding 101

As this is being written, there's still space available in this year's "Birding 101" course for beginning birders, which will be held during April.

This will be the 28th year we've offered this course. It's taught by leading local bird experts, including Bob Dean, Matt Orsie, and Wil Hershberger. It utilizes both evening classroom sessions and daytime field trips. Participants learn everything from bird identification to birding techniques and resources to field etiquette. It focuses on bird species that are found in the Eastern Panhandle area.



The evening classroom sessions will start on Thursday, April 4 and be held each of the following three Thursdays (April 11, 18, and 25). All of these sessions will be held from 7:00 to 9:00 p.m. at the U.S. Fish and Wildlife Service's National Conservation Training Center just north of Shepherdstown.

The field trips will be held at various locations around the Panhandle from roughly 7:00 a.m. to 12 noon on the Saturdays following the Thursday evening sessions (April 6, 13, and 20 and 27).

Tuition for the full course package of four classroom sessions and four field trips is \$75. Registration is required. Online registration and more information are available on the PVAS website at [www.potomacaudubon.org](http://www.potomacaudubon.org). Or contact Ellen Murphy at 304-676-8739 or [pvasprograms@gmail.com](mailto:pvasprograms@gmail.com).

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## Wildflower Festival Set for April 6

PVAS will hold its annual spring Wildflower Festival on Saturday, April 6 at the Yankauer Nature Preserve. The festival, which is held to coincide with the peak of the spring wildflower season, will be held from 11:00 a.m. to 4:00 p.m., rain or shine. It will include guided wildflower walks through the preserve for advanced and beginner/families, children's activities and refreshments. Guided walks will leave the pavilion on the hour, though visitors are welcome to explore the trails on their own as well. Admission to all

these events will be free and everyone is welcome.

For the sixth year in a row, the festival will also include a special Poetry Walk component—poems that focus on spring themes will be posted all along the preserve's Kingfisher trail where the majority of wildflowers are found. Early to mid April is traditionally the best time to view early spring wildflowers at the preserve. Some of the wildflowers on display should include bloodroot, spring beauties, Dutchman's breeches, and rue anemone.



The trails at Yankauer are primitive, so wear sturdy walking shoes. Please leave pets at home and leave the wildflowers for all to enjoy.

For more information contact PVAS at 304-676-3397 or [kristin@potomacaudubon.org](mailto:kristin@potomacaudubon.org).

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## Poems Sought for Wildflower Festival

PVAS is once again asking local poets to submit poems that will be displayed as part of our annual Wildflower Festival (see separate story on Festival). Those who wish to submit poems are encouraged to do so by sending them via email to Shepherdstown's Four Seasons Bookstore at [4seasons@citlink.net](mailto:4seasons@citlink.net). Poems may also be dropped off at the store on German Street in person. Poems can also be sent by regular mail to Poetry Walk, c/o PVAS, PO Box 578, Shepherdstown, WV 25443.

The deadline for submissions is 5:00 p.m. Friday, March 29. For more information contact PVAS at 304-676-3397 or [kristin@potomacaudubon.org](mailto:kristin@potomacaudubon.org).

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## Three Birding Trips Set for March

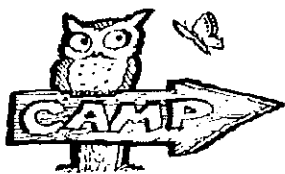
PVAS has scheduled three Jefferson County birding trips for March. All the trips are free and anyone with an interest is welcome to come along, regardless of their birding skills. Full details can be found on the PVAS website at [www.potomacaudubon.org](http://www.potomacaudubon.org). The specific dates and basic details are as follows:

**March 6: Bird walk in the South Schoolhouse Ridge Battlefield section of the Harpers Ferry National Park.** Will last two to three hours and involve about 3 miles of walking through woods and fields, with some hilly terrain. Likely species include winter visitors and year-round birds like woodpeckers and raptors. Meet at 8:00 a.m. the South Schoolhouse Ridge parking area. From Route 340 west of Harpers Ferry, turn south onto Millville Road (County Route 27) at the outdoor flea market; proceed 2 miles to parking area. If the gate is closed, pull off and park along the road. No pre-registration required. For more info, contact Deb Hale at [debhale72@gmail.com](mailto:debhale72@gmail.com) or 304-535-2346.

**March 9: Bird walk in the Shannondale Springs Wildlife Management Area**, on the east bank of the Shenandoah River in Jefferson County. Meet at 8:00 a.m. at the WMA parking area by the boat launch site. Likely species will include waterfowl, winter visitors and year-round birds. No pre-registration required. For more info contact Jim Farley at [jamesfarley@frontiernet.net](mailto:jamesfarley@frontiernet.net) or 540-686-2056.

**March 20: Birding trip to Altona Marsh west of Charles Town** in Jefferson County. Trip will begin at 8:00 a.m. Likely species will include waterfowl, winter visitors and year-round birds. Because this is a protected site and there are access issues, participants must pre-register and sign a waiver. To do this, contact Jim Farley at the email address or phone number shown above.

Children of any age will be welcome on the first two trips. For the Altona Marsh trip, children 12 and older may participate as long as they are accompanied by an adult. For each trip, participants should wear sturdy footwear, dress appropriately for prevailing weather conditions, and bring along water. Binoculars will be available for anyone who needs them. The trips may be cancelled because of bad weather.



## Summer Camp Registration Begins!

Registration for our Audubon Discovery Camp has opened! *Camp Survivor*, *Bugs-A-Billion*, and *Do You Like Spiders and Snakes?* are being offered at Yankauer Preserve in June. Sessions at the Peter Burr Farm, including *Ol' Time Arts*, are offered in July.

Most sessions are geared for children ages 6-13, but older campers have the opportunity to *Rock On!* (including an afternoon of caving) or explore *Camp, Canoe, Canal* at Yankauer, on the Shenandoah River, and hiking around Harpers Ferry. Sessions are also offered for preschoolers.

Teens, entering grades 7-12, can be a part of camp as well. Those who attend a required training can then volunteer to work as junior staff during a week at camp. The *Nature Digital Photo Camp* for teens returns this year at Shepherd University in June. Both of these sessions have limited spaces, so don't delay reserving your spot!

Most sessions will offer before/after camp care for a reasonable fee. Before and after care will be available on a pre-arranged, weekly basis and you can arrange for that at the same time you register for a camp session. It's also possible to add camp care later as family summer plans become firm.

The fee for most traditional camp sessions is \$150, but preschool camp options are less. A \$50 deposit will secure your child's spot in a session with the balance due in May. T-shirts will be available for pre-order online and will cost \$10 again this year. Sizes range from Youth XS to Adult XL. Our shirt "mascot" this year is a frog on a kiwi green shirt. Audubon Discovery Camp has been offered since 2003.

## Camp Scholarship Opportunities!

If you know a young person, or if you ARE that young person who would enjoy learning about the natural world at summer camp, we encourage you to apply for a camp scholarship from PVAS. Applications must be post-marked by Friday, April 5, 2013, so act now! Camps, locations, ages, and dates are listed below, but the PVAS web site provides even more information -- exciting camp descriptions and links to camp web pages with great photos and application details.

- **Audubon Discovery Day Camp:** our own local camp at Yankauer Nature Preserve and Peter Burr Farm Site; pre-school to grade 12; a variety of week-long sessions May 28 to July 19, 2013.
- **Oglebay Institute Junior Nature Camp:** at Dallas Pike (near Wheeling), WV; ages 10-15; July 21 - 27 and/or July 28 - August 3, 2013.
- **Burgundy Center for Wildlife Studies:** at Capon Bridge, WV; ages 11-15; June 23 - July 6; July 9 - 23; or July 30 - August 12, 2013.
- **Mountain Adventures Camp:** at Mountain Institute, Spruce Knob, WV; ages 12-17; June 16 - 22, June 23 - 29, June 30 - July 6, 2013.
- **West Virginia State Conservation Camp:** at Camp Caesar, Webster County, WV; Campers must be age 14 by January 2013 and not past age 18 on June 1; June 10 - 15, 2013.
- **Student Climate & Conservation Congress (SC3):** at the National Conservation and Training Center (NCTC), Shepherdstown, WV; Rising grades 9-12 (ages 14-18); June 23 - 29, 2013.
- **Digital Photo Camp:** at Shepherd University, Shepherdstown, WV; grades 9-12 (ages 14-18); June 17 - 21, 2013 (tentative).
- **Coastal Bird Studies for Teens:** at National Audubon's camp on Hog Island, Maine; ages 14-17; June 16-21, 2013

Please check our web site at [www.potomacaudubon.org](http://www.potomacaudubon.org) for updates or additional details as they become available. The web site provides PVAS scholarship application forms and links to the camps' web sites. You may also contact scholarship coordinator Kathryn Henry at 304-876-6681, or [dhenny@myexcel.com](mailto:dhenny@myexcel.com).

Scholarships are available for eligible young people throughout the PVAS membership area -- the WV Eastern Panhandle and Washington County, Maryland. Every year during its 31-year history, PVAS has sent youngsters to camp on scholarships. The program has been supported by our fall bird seed sale, but individual donors and additional community sources also generously help to fund our camp scholarships. PVAS thanks our bird seed customers and other loyal supporters!



## Sign Up Now for March 24 Egg Hunt



2012 Egg Hunt

PVAS will hold its fifth annual Spring Children's Egg Hunt the afternoon of Sunday, March 24 at the Yankauer Nature Preserve. Unlike traditional egg hunts, this one combines fun with an educational experience. The eggs we use are colored to resemble real eggs of wild birds. Children are challenged to find the naturally camouflaged eggs on the trail and, in the process, they discover how birds keep their eggs safe from predators. Other activities this year will include a "penguin egg walk" and an "ostrich egg balance challenge," as well as an egg-toss game.

This year's event will be for children ages 3-6. Eggs for them to collect will be hidden along trails at the preserve. At the end of the event, collected eggs will be "traded in" for a sweet treat.

This will be a family-oriented event and parents should plan to accompany their children as they walk on the trails. The hunt will be held from 2:00-3:30 p.m.

Space will be limited and pre-registration is required. The fee is \$5 per child. Registration is available at the PVAS website.

For more information, contact Ellen Murphy, PVAS's Director of Youth Programs, at 304-676-8739 or [ellen@potomacaudubon.org](mailto:ellen@potomacaudubon.org).

## Preschool Programs at Yankauer

*Wee Naturalists*, PVAS's outdoor program for preschoolers and a loving adult, returns on April 15 and 18 with "Spring Fling." The May 6<sup>th</sup> and 9<sup>th</sup> program will introduce children to "Animal Families." The morning program encourages participants to explore nature together through activities at the Yankauer pavilion, nature walks, circle games, and other activities.

Other programs for preschoolers include the *Spring Egg Hunt* on Sunday afternoon, March 24; *Out of the Nest* preschool camp, May 28-31; and *Just For Fledglings* camp for children entering Kindergarten in the fall, June 3-7. Registration for all these programs is available now on the PVAS website.

## School Programs Feature Service Projects

Several school programs in January and February featured a service-learning component designed especially for the students by Ellen Murphy. Third graders at St. Joseph's Parish School learned that teaching is sometimes harder than it looks as they helped 4-year old preschoolers at the school make a simple bird feeder. Second graders at the school made suet feeders as part of their year-long program focused on plants and animals and as preparation for the classes taking part in the Great Backyard Bird Count.

Watershed programs for fourth grade continue in Jefferson and Berkeley Counties and have begun in Morgan County, thanks to a generous grant from the Friends of Cacapon River. Reports from the teachers and parents continue to let us know how much they value this PVAS program because it combines hands-on learning that is tied tightly to the WV learning standards and includes a real-world component with the field trip to a tributary of the Potomac River. In an email, a parent reported "*Owen told me how much he LOVED watershed today. He was telling me all about density. He can't wait for the next one!*"

PVAS staff visited Back Creek Valley Elementary School for the first time ever in January and were able to present programs to all the Kindergarten, First, and Second grade classrooms. The dreary, cold weather that day didn't prevent the students from getting outside to explore their schoolyard for signs of nature. Even the principal joined in the "insect games!"

If your class (or you'd like your child's class) to take part in one of our grade-specific programs at Yankauer Preserve or in the classroom, contact Ellen at 304-676-8739 or [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org).

## Outdoor Explore! Events Continue This Spring

Several more *Outdoor Explore!* events are scheduled as the weather turns warmer. On Saturday, March 9, children can explore Eidolon Nature Preserve in Morgan County and discover the nooks and crannies where animals can hide in "Run For Cover." The event will help youngsters learn about forest habitats and the ways in which forest animals shelter and hide themselves. It will last from 10:00 a.m. to 1:00 p.m.

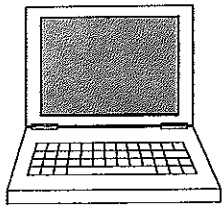


The April event will focus on hiking the Maryland Heights Trail near Harpers Ferry. Events will also take place in May and June.

The Outdoor Explore program is intended to give youngsters a better understanding and appreciation of the natural world in a safe, supervised way. Its activities include hiking, exploration of different

local habitats, plant and animal identification, and other natural science activities around the Eastern Panhandle. Each month's theme is appropriate to the time of year and habitat of the specific location. Jan Hummer, an experienced natural science educator, is leading each program session. The program is being made possible by a grant from the West Virginia Division of Natural Resources.

Each even has a small fee and registration for each event can be completed on the PVAS website. For more information, contact Ellen Murphy at [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org) or 304-676-8739.



## Staying Connected With PVAS

Once upon a time, PVAS was a local Audubon affiliate club, in the West Virginia Eastern Panhandle. We're still that, but our ability to reach out to folks who live in other areas has exploded in 2012! With the introduction of our new website and presence on other social media sites, we have entered the digital age with pizzaz!

It's only been a year since we introduced the new PVAS website, which has separate pages for many of the programs and events we offer. One of its best features is an easy-to-use, online registration system that allows us to post upcoming events and programs to a larger audience and without the use of excessive paper.

Our presence is also being established in other social media. PVAS and Potomac Valley Master Naturalists have each established a Facebook page, the Birding Group has established a birder's blog, the Potomac Valley Nature Photographers have formed a Facebook group, and the Potomac Valley Nature Writers Group continues with its blogsite. Each of these social media groups can connect interested persons all over the United States and the world with us!

If you would like to see any of the electronic sites listed above, just go to [www.PotomacAudubon.org](http://www.PotomacAudubon.org) and you'll find links to all of them. When you've found them, visit them often and become a contributor. Social media is just one of the many ways that PVAS is reaching out to our members and friends and it works best when you take part too.



### Grassland Bird Preserve

*This private land is being managed by its owner to protect valuable breeding grounds for threatened grassland birds, as well as other wildlife that require this kind of habitat for survival.*



For Information:  
[www.audubon.org/GBI](http://www.audubon.org/GBI)  
 Phone: 304.676.4307 or  
[GrasslandAudubon@sigaudubon.org](mailto:GrasslandAudubon@sigaudubon.org)

Landowner: \_\_\_\_\_

## JOIN PVAS TODAY!

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

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

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

### Membership Form

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

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

**Clip and mail this form to:**

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

**Thank you for your support!**



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

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

### Ⓜ RED TEXT - DOT ALERT

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



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Shepherdstown, WV 25443  
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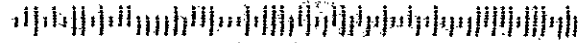
DATED MATERIALS

A proud partner of the United Way of  
the Eastern Panhandle and the Com-  
bined Federal Campaign.



MAIL TO:

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



March 2013

Printed on 100% post-consumer waste recycled paper

Volume 31 Issue 6

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

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

**PVAS Officers and Board Members**

- President: Bob Reynolds (2015) .....robert.reynolds40@gmail.com  
Vice President: Gary Heichel (2015) ..... GaryIris.Heichel@frontier.com  
Secretary: Mina Goodrich (2013) ..... larrymina@peoplepc.com  
Treasurer: Lex Miller (2014).....pamandlex@frontiernet.net  
Board Members-at-Large:  
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Clark Dixon (2013) ..... dixonconsultants@aol.com  
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Heather McSharry (2014) .....heather\_mcsharry@yahoo.com  
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Jane Vanderhook (2013)..... janehook@frontiernet.net

**Ex Officio Board Member:** Peter Smith ..... pvsmitth@frontiernet.net  
**Emeritus Board Member:** Jean Neely .....jeaneely@comcast.net

**Special Contacts**

- Executive Director: Kristin Alexander (304-676-3397) .....Kristin@PotomacAudubon.org  
Program Director: Ellen Murphy (304-676-3397)..... Ellen@PotomacAudubon.org  
Web Master: Kathy Bilton .....kathy@fred.net  
PVAS Wildlife Rescue Coord: Diana Mullis (304-267-3482)..... dianamullis@aol.com



## Potomac Valley Audubon Society Calendar of Pending Events

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

**March 2: Hike along the Appalachian Trail in the Keys Gap area.** To be led by veteran hiker Dave Michener. Meet at 9:00 a.m. in the Keys Gap parking lot on Route 9, east of the Shenandoah River at the top of the Blue Ridge, just before the Virginia state line. Hike will last about one hour over easy terrain. Free and open to hikers of all ages and abilities. For more info, contact Dave at 703- 973-6435 or [davemichener@msn.com](mailto:davemichener@msn.com).

**March 6: Bird walk in the South Schoolhouse Ridge Battlefield section of the Harpers Ferry National Park.** Will last two to three hours and involve about 3 miles of walking through woods and fields, with some hilly terrain. Likely species include winter visitors and year-round birds like woodpeckers and raptors. Meet at 8:00 a.m. the South Schoolhouse Ridge parking area. From Route 340 west of Harpers Ferry, turn south onto Millville Road (County Route 27) at the outdoor flea market; proceed 2 miles to parking area. If the gate is closed, pull off and park along the road. Free and open to the public. Children welcome. No pre-registration required. For more info, contact Deb Hale at [debhale72@gmail.com](mailto:debhale72@gmail.com) or 304-535-2346.

**March TBA: Potomac Valley Nature Writers Group:** Gretel Erlich's *The Solace of Open Spaces*. The PVNWG is open to all interested persons. Contact [pvnaturewriters@gmail.com](mailto:pvnaturewriters@gmail.com)

**March 8: Potomac Valley Nature Photographers Group.** 7:00-9:00 p.m. at NCTC. Program to be announced. Open to the public. Contact [Donna@naturesoundsandimages.com](mailto:Donna@naturesoundsandimages.com)

**March 9: Natural History Workshop—Project WET Workshop** 9:00 a.m.-4:00 p.m. at the Robert Byrd Health Science Center in Martinsburg. This hands-on and active workshop will introduce you to the program, walk you through using the curriculum, and send you away prepared to use the activities. Pre-registration is essential. See the PVAS webpage for more details. Contact Kimberly Maxwell, 304-465-1938 x 3191 or [kimberly.a.maxwell@wv.gov](mailto:kimberly.a.maxwell@wv.gov)

**March 9: Bird walk in the Shannondale Springs Wildlife Management Area,** on the east bank of the Shenandoah River in Jefferson County. Meet at 8:00 a.m. at the WMA parking area by the boat launch site. Likely species will include waterfowl, winter visitors and year-round birds. Free and open to the public. Children welcome. No pre-registration required. For more info contact Jim Farley at [jamesfarley@frontiernet.net](mailto:jamesfarley@frontiernet.net) or 540-686-2056.

**March 9: Outdoor Explore! Run For Cover!** 10:00 a.m.-1:00 p.m., ages 6-9. Explore Eidolon Nature Preserve's 350 acres of rocks and crannies, home to many animals and plants. Bring a snack for mid-morning. Contact Ellen Murphy at [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org) or 304-676-8739. Pre-registration is required, \$5/child. For details and registration, go to [www.potomacaudubon.org](http://www.potomacaudubon.org).

**March 13: PVAS Program at the National Conservation Training Center:** Wildflowers, 7:00-8:30 p.m. Admission is free and everyone is welcome to attend.

**March 16: Winter Tree identification walk.** Join WV state forester Herb Peddicord for a family winter tree-identification walk along the C&O Canal across from Shepherdstown. No fee. Registration is required. Register online at the PVAS website. Contact Kelly Wolf at [kheldreth@hotmail.com](mailto:kheldreth@hotmail.com) or 304-229-6229.

**March 20: Birding trip to Altona Marsh** west of Charles Town in Jefferson County. Trip will begin at 8:00 a.m. Likely species will include waterfowl, winter visitors and year-round birds. Because this is a protected site and there are access issues, participants must pre-register and sign a waiver. To do this, contact Jim Farley at [JamesFarley@frontiernet.net](mailto:JamesFarley@frontiernet.net) or 540-686-2056.

**March 24: Annual Spring Children's Egg Hunt at the Yankauer Nature Preserve** in Berkeley County. 2:00-3:30 p.m. For children ages 3-6 and their families. Eggs colored to resemble real wild bird eggs are hidden along the preserve's trails, and children are challenged to find them—in the process, they learn how birds keep their eggs safe from predators. There will be a small fee and pre-registration will be required. For more details, go to the PVAS website or contact Ellen Murphy at 304-676-8739 or [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org).

**April 4: Birding 101 class begins.** This popular course for beginning birders, now in its 28th year, is taught by local bird experts. It includes Thursday evening classroom sessions held at the National Conservation Training Center on April 4, 11, 18, and 25, and Saturday morning field trips to various locations in the area on April 6, 13, 20, 27. Tuition for the full course package of classroom sessions and field trips is \$75. Space is limited and registration is required. Full details and online registration are available on the PVAS website. Or contact Ellen Murphy at 304-676-8739 or [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org).

**April 6: Sixth Annual Wildflower Festival at the Yankauer Nature Preserve** in Berkeley County. 11:00 a.m.-4:00 p.m. Will include guided wildflower walks through the preserve, a wide variety of children's activities, a "Poetry Walk," and refreshments. Free and open to the public. For details, watch the PVAS website or contact Ellen Murphy at 304-676-8739 or [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org).

**April 13: Natural History Workshop—Geology of the Harpers Ferry area.** 8:00 a.m.-11:00 a.m. A three-hour exploration of key geological features in the Harpers Ferry area, led by geologist Dennis Coskren. Open to the public on a space-available basis. There will be a fee of \$10 for Master Naturalist Program members and trainees, and \$15 for members of the public. Space is limited and pre-registration is essential. See the PVAS webpage for details and pre-register there or contact Ellen Murphy at 304-676-8739 or [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org). In the event of bad weather, the workshop will be held Saturday, April 27.

**April 12-14: PVAS photography workshop** at the National Conservation Training Center outside Shepherdstown. Intensive, three-day workshop for beginners and those with some experience led by Wil Hershberger, one of the area's leading naturalists and nature photographers, and his wife, Donna. Friday evening through Sunday noon and includes both classroom instruction and field experience. Instruction will cover all aspects of nature photography focusing on 35mm format equipment (film and digital). Cost is \$150. Open to people of all ages but children under 15 must be accompanied by an adult. Enrollment is limited and pre-registration is essential. Full info and on-line registration are available on the PVAS website. Or contact Ellen Murphy at 304-676-8739 or [ellen@potomacaudubon.org](mailto:ellen@potomacaudubon.org).

**April 20: Annual "This Race is for the Birds" run-walk event at the National Conservation Training Center.** Includes 4.9- and 7.7-mile trail runs, a 2-mile jog-walk, and a special "Fun Run" for children under 10. All runners and walkers must pay a fee and register. For details, go to the event website at <http://raceforthebirds.org> or contact race directors James and Suzy Munnis at [jmunnis@earthlink.net](mailto:jmunnis@earthlink.net) or 304-876-6784. All proceeds benefit PVAS's educational programs for children.

**April 20: Natural History Workshop—Exploring Vernal Pools.** 8:00 a.m.-5:00 p.m. An all-day program that will begin with a classroom session at the National Conservation Training Center and then include field visits to a variety of vernal pools in the Eastern Panhandle area. Open to the public on a space-available basis. There will be a fee of \$10 for Master Naturalist Program members and trainees, and \$15 for members of the public. Pre-registration is essential. See the PVAS webpage for details and pre-register there or contact Ellen Murphy at 304-676-8739 or [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org).

**April 27: Natural History Workshop—Ecology and History of the Chesapeake Bay.** 10:00 a.m.-1:00 p.m. on board the schooner *Sultana* out of Chestertown, MD. This three-hour experience on the Chesapeake Bay may include raising sails, steering the ship, exploring the crew quarters, sampling marine life with a commercial fishing net, catching plankton and examining the specimens under microscopes, and conducting tests to monitor water quality. For adults only; not suitable for children or families. Open to the public on a space-available basis. \$25 for Master Naturalist Program members/students, \$35 for members of the public. Pre-registration is essential. Travel to and from Chestertown is your own responsibility. See the PVAS webpage for details and pre-register there or contact Ellen Murphy at 304-676-8739 or [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org).

**April 28: Birding trip at the Eidolon Nature Preserve** in Morgan County. Led by Janet Ardam and Jon Boone. It will be focused on Cerulean warblers in particular. Meet at 7:00 a.m. at the preserve. Anyone with an interest is welcome to participate. There will be no fee and no pre-registration is required. Directions to the Preserve are on the PVAS website.

**May 4-5: Winston Gardens Native Plant Nursery annual spring Open House Plant Sale.** 10:00 a.m. to 3:00 p.m. each day. Nursery is located at 1121 Hollida Lane, one mile off Swan Pond Road, in northeastern Berkeley County. Fifteen percent of the sale proceeds will be donated to PVAS to support the new Stauffer's Marsh Nature Preserve. For directions and a full list of the plants available, go to the Nursery's website at [www.winstongardens.com](http://www.winstongardens.com). Or call the Winstons at 304-267-6924.

# WVACO

FEBRUARY 2013

Number 200

## The County Line

### GENERAL STONEWALL JACKSON WILL BE KEYNOTE SPEAKER

*2013 Annual Meeting will Celebrate County Culture*

West Virginia's 150<sup>th</sup> birthday and the important role counties played in it will be the theme of the 2013 Annual Meeting as we Celebrate County Culture, March 10-12 at the Embassy Suites in Charleston. General Stonewall Jackson will make an appearance as the keynote speaker on Monday.

Several workshops will be held on Sunday and Monday. Sunday's workshops cover the topics of Health Care Reform and its impact on Counties, Cell Tower Ordinances, and Land Use Planning for Counties. On Monday, workshops will be offered on Historic Preservation, West Virginia History, Energy Coordination with Counties, and Media Skills.

Governor Tomblin and Senator Manchin have been invited as luncheon speakers. Other highlights include an encore presentation of *Living Monuments - West Virginia's Courthouses* and a display of County Seals, some of which were newly designed as part of a WVACO-sponsored project.



*General Jackson's "Chancellorsville" Portrait, taken at a Spotsylvania County farm on April 26, 1863, seven days before he was wounded at the Battle of Chancellorsville and General Jackson as portrayed by Aide-de-Camp Doug Riley, provided by WV Humanities Council.*

|                                 |   |
|---------------------------------|---|
| President's View, continued     | 2 |
| Logan County—Historical         | 2 |
| Cyber Security Tip              | 3 |
| NACo Legislative Conference     | 3 |
| 2013 Legislative Priorities     | 3 |
| WVACO Affiliate Membership      | 3 |
| Calendar of Events              | 4 |
| Legislative Calendar of Events  | 4 |
| Bonus Recipe of the Month       | 4 |
| Member Profile                  | 4 |
| Recipe of the Month             | 4 |
| Legislative Jargon              | 5 |
| Interim Highlights (cont.)      | 6 |
| County Wellness                 | 6 |
| Sympathy                        | 6 |
| President/Exec NACo Meeting     | 7 |
| Welcome Newly Elected Officials | 7 |
| C & I Rebate Program            | 7 |
| WVACO Annual Conference         | 7 |
| Direct to You                   | 8 |
| WVACO Leadership Meeting        | 8 |

### COUNTY OFFICIALS WORK TOGETHER FOR COMPENSATION EQUALIZATION

One of the top legislative priorities is a meaningful compensation increase for West Virginia's Elected County Officials. It has been **seven years** since County Officials received a salary increase. The previous increase became effective July 1, 2006. This year's proposal suggests an effective date of July 1, 2013.

Here are the basic facts:

- ▶ The issue of County Officials compensation goes to the Legislature because the Constitution requires that the compensation of the County's Constitutional Officers is to be prescribed by law.
- ▶ The compensation comes directly and only from county general revenue, not state funds. There is no county authority to provide any cost-of-living increases. If a county's employees are given salary increases, this does not apply to the elected county officials whose salaries are set in statute.
- ▶ County Officials are the *only* elected officials in the State who must sign an agreement to accept their salary increase. They have one opportunity to do so for the rest of their term.
- ▶ The State Auditor does an independent revenue calculation to determine whether a county has sufficient funds to implement the salary increases. If a county does not pass the revenue test, they cannot implement the salary increases. There is no statutory authority to implement a portion of the increase; it's all or nothing.
- ▶ County elected officials are like everyone else. They have mortgages, families to support, and kids to raise and educate.

## inside THE President's View



*Let the games begin! That seems to be the battle cry when the Legislature is in session. This year's session looks to be much different than what we've experienced the past few years. The House has a completely new makeup, with Republicans gaining 11 seats and bringing their total delegate count to 46, and there have also been changes in Committee Chairmanships. We have also lost some advocates on the Senate side, but for the most part, leadership remains the same.*

Continued to Page 2



### The County Line

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

TELEPHONE (304) 346-0591 | FAX (304) 346-0592  
EMAIL: [WVACO@WVACO.ORG](mailto:WVACO@WVACO.ORG) | WEBSITE: [WWW.WVCOUNTIES.ORG](http://WWW.WVCOUNTIES.ORG)

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

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

## WVACO Board of Directors

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Jeff Waybright Jackson County Clerk 373-2258

### IMMEDIATE PAST PRESIDENT

VACANT

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Betsy Castle Preston County Circuit Clerk 329-0047  
Donnie Tenney Upshur County Commissioner 472-0535  
Donnie Evans Monroe County Clerk 772-3096  
Michael Sparks Mingo County Prosecutor 235-0350  
Steve Tanner Raleigh County Sheriff 256-9195

### COMMISSIONERS

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Nancy Cartrill Cabell County 526-8634  
Mike Taylor Randolph County 636-2057  
Patrick Boyle Lewis County 269-8200

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Diana Cromley Mason County 675-1997  
Jamie Six Wood County 424-1850

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Helen Phillips Upshur County 472-4650  
Arlene Mossor Ritchie County 643-2164

### CIRCUIT CLERKS

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

### PROSECUTING ATTORNEYS

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Chris Chiles Cabell County 626-8653  
Gerald Hough Gilmer County 462-7007  
Leckta Puling Barbour County 457-1811

### SHERIFFS

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Tom McComas Cabell County 526-8663  
John Hawkins Barbour County 457-2352  
Albert F. Marano Harrison County 624-8550

### DIRECTOR EMERITUS

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Bob Pastley Wayne County Commissioner 272-635  
Jean Friend Monongalia County Circuit Clerk 291-7240

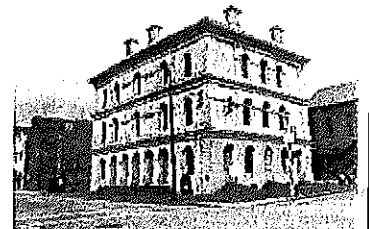
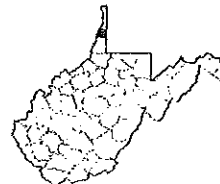
## THE President's View

*A lot of new faces to get to know, and many have no real idea what county elected officials duties and responsibilities are. Our mission is clear, we must make our presence known and present our legislative priorities in a manner that will be easily understood and try not to confuse them on our issues. It is vitally important that we are visibly seen, and that our relationships with Senators and Delegates alike are viewed in a positive manner. Please try to take time out of your busy schedules to come to Charleston and help with our lobbying efforts. A great time to make appointments with your Delegates or Senators would be while attending our Annual Conference. If you haven't made arrangements to attend, please do so. There are many opportunities to glean from one another, check out the latest tools our many vendors have to offer, and of course, get face time with our legislators. For more information contact Kathy in the WVACO office. There is much work to be done, and we all must work together to be successful. Patti, Larry and others have already been meeting and working on our legislative issues, but they cannot do it all on their own. Together we are stronger, and if we are to be successful during this session, we must remember that. Hope to see you all soon, and may God Bless You all!*

Jeff

## OHIO County -

Originally built as a US Custom House, West Virginia's Independence Hall in Wheeling served as the capitol of the Restored Government of Virginia loyal to the Union. The Constitution of West Virginia, the only state to enter the Union during Civil War, was drawn up and ratified in the courtroom. The birthplace of West Virginia statehood serves as a museum explaining creation of the state on June 20, 1863.



## CYBER SECURITY TIP



### WEAK PASSWORDS CAN BE CRACKED

- ✓ Passwords should have at least eight characters and include upper case
- ✓ Avoid words and proper names, regardless of language. Hackers use programs to guess passwords by trying every word in a dictionary.
- ✓ Don't use personal information, such as names, birth-dates, street name, etc. that someone might already know or easily obtain.
- ✓ Change passwords regularly. If you believe your system, or an online account you access, has been compromised change your password immediately.
- ✓ Use unique passwords for unique accounts.
- ✓ Make sure your work passwords are different from your personal passwords.

STOP THINK CONNECT



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Information Sharing & Analysis Center [www.msisac.org](http://www.msisac.org)

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518.266.3460



Rest in Peace, Walter Easley, who died on Feb. 14th. As a Mountaineer, Walter made the first touchdown ever in new Mountaineer Field. He went on to play for the San Francisco 49ers, including a Super Bowl win. Walter came to our Annual Meeting luncheon in 2011 when his good friend and teammate, Oliver Luck, was a guest speaker. He is shown here with DL Hamilton (Patti's sister), Oliver Luck, and Patti.

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## Join us at booth #

### County Courthouses—Living Monuments

Presented by Patricia Hamilton, Melissa Smith & Kathy Yates, WV Association of Counties.

History, Restoration, Function, and Need.

Conference Room 203 - 03/21/2013 ~ 10:00 AM to 11:00 AM

the county  
**LEGISLATIVE LINE**

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

Make sure you are getting the Friday *County Legislative E-Line* sent out on our email list-serves. We need the email address of every county official to ensure you are getting all the information. We do not publish the email address in our *Directory of County Officials* or distribute to those that request it unless you authorize it on our directory form. New 2013 directories will be available soon and will be given out at the WVACO Annual Meeting and mailed to all counties.

NATIONAL ASSOCIATION OF COUNTIES  
**NACO** The Voice of America's Counties

### Disaster-Resilience Resources

Motorola Solutions Foundation has awarded NACO an \$80,000 public safety grant to promote "County Leadership for Flood Preparedness and Community Resilience." NACO will offer county officials in flood-prone areas new information, training and assistance in 2013 and 2014.

Contact: Stephanie Osborn • 202.942.4235

"I'm 17 and I live in a small mining town in West Virginia." - HOMER HICKAM



# Calendar of Events

- 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
- OCTOBER 6-9, 2013** **WVACo Fall Board Meeting**  
Oglebay Resort, Ohio County



## LEGISLATIVE CALENDAR



- March 25, 2013 – 41<sup>st</sup> Day;** Last day to introduce bills in Senate and House
- March 31, 2013 – 47<sup>th</sup> Day;** Bills due out of committees in house of origin to ensure three full days for readings
- April 3, 2013 – 50<sup>th</sup> Day;** Last day to consider bills on 3<sup>rd</sup> reading in house of origin
- April 13, 2013 – 60<sup>th</sup> Day;** Adjournment at midnight (*WV Const. Art. VI, §22*)

### What is 511?

The West Virginia Department of Transportation's free 511 Traveler Information System provides real-time traffic information, including congestion, construction, lane closures, road conditions and severe weather information on all West Virginia interstates and other major highways. The resource is available 24 hours a day via phone by dialing 511 or online at [WV511.org](http://WV511.org). WV 511 advisories also are available from the WV 511 Drive Safe mobile app and via statewide, regional and roadway-specific Twitter feeds.

The WV 511 Drive Safe mobile app is available for iPhone and Android smartphones at [WV511.org/Mobile](http://WV511.org/Mobile), and the WV 511 Twitter feeds are available at [WV511.org/Twitter](http://WV511.org/Twitter).



## MEMBER PROFILE: NANCY DAYTON Grant County Circuit Clerk



- Years in office:** 41 years. June 1972—present
- Education:** 1970 PHS & Two Years Diplomas at So. Br. Technical Cent
- My favorite sport is:** football
- The hardest thing I have done:** have to bury my husband.
- You would be surprised to know:** that I'm a shy person.
- I'm most proud of:** my nieces and nephews
- My favorite meal is:** homefried chicken, mashed potatoes, noodles, dressing and homemade rolls
- The last book I read was:** *Painted House* by John Grisham
- Three people (living or dead) I'd invite to dinner:** my husband (deceased) my dad (deceased) and Kenny Rogers
- My favorite movie is:** *Dirty Dancing*
- My favorite music is:** Country
- My pet peeve is:** people who think they know everything and don't know anything.
- My motto is:** Enjoy life and love.

### RECIPE OF THE MONTH

#### APPLE BUTTER PIE

PENDLETON COUNTY



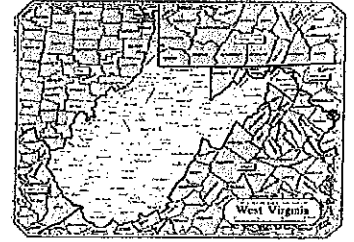
- 1 pint sweet apple butter
- 4 eggs
- 2 cups sugar
- 4 heaping T flour
- 4 pints milk
- Cinnamon to taste

Bake in 4 unbaked pie shells. (This makes 4 pies)

"Take me home, country roads....." - JOHN DENVER

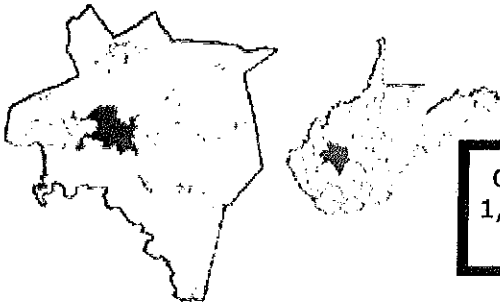
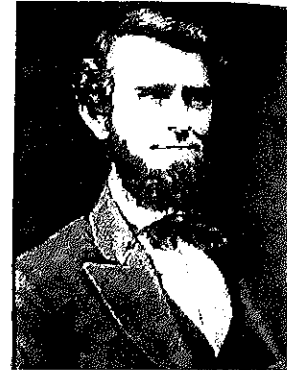
# WEST VIRGINIA

## Oh How Majestic and How Grand



President Abraham Lincoln's Proclamation of April 20, 1863, Admitting West Virginia as the 35th State in the Union on June 20, 1863.

Arthur Ingram Boreman, First Governor of West Virginia



Charleston is named the seat of government "on and after April 1, 1870." (The seat is shifted to Wheeling in 1875 but restored to Charleston permanently in 1885.)

1880 census: West Virginia's population is 618,457.



*As we celebrate the 150th birth date of our beautiful state, let's Celebrate County Culture. West Virginians are proud, proud of where we are from. We are proud of our town, our county and our state. We are proud of our culture, our heritage and our ways of life.*

***Mountaineers Are Always Free - Montani Semper Liberi***

*"Deep down, I am just a West Virginia hillbilly." BRAD PAISLEY*

2013  
ANNUAL CONFERENCE HIGHLIGHTS

Join us for many good speakers, great workshops, exhibitors and valuable networking.

Sunday

9:00—5:00 Registration Open

3:00—4:00 pm LEADERSHIP WORKSHOPS

Health Care Reform—Are you Ready?  
Paul White, Commercial Insurance Services

Should My County Enact A Cell Tower Ordinance?  
Ted Kula, Summers County Planning Official

4:00 pm Encore Showing of  
“A Living Monument—West Virginia Courthouse”  
Popcorn Included!

Monday

8:00—10:30 Registration Open

8:45 am Remarks from WVACO President  
and Legislative Leadership

9:45—10:45 Keynote Speaker  
Lt. General Thomas (Stonewall) J. Jackson

11:00 am GREAT Concurring Workshops  
The Courthouse  
A County's History & Future

Energy Speaks WV  
How the Natural Gas Industry and Local Officials  
Can Work Together

How West Virginia Really Became A Star

Media Matters!

Cyber Security

Tuesday

9:00-10:30 Business Meeting  
Legislative Presentation

10:00-3:00 Trolleys to the Capitol



COUNTY WELLNESS.....

## DENTAL HEALTH TRUTHS

Dental health contributes to general health and wellness, self-esteem and quality of life. Cost and fear are routinely cited as the largest barriers to care.

Dental care is a key to good health overall, but in the last decade research shows that preventing cavities and gum inflammation is also very good for your heart. Recent studies suggest that people who have gum disease seem to be at a higher risk for heart attacks, although no one is certain how this relationship works. There is more research underway to help understand the relationship between dental health and overall health more thoroughly, it is clear that your oral health affects your overall health.

Regular brushing and flossing of the teeth, using fluoride toothpaste and seeing a dental professional twice a year are just some of the things that people living with mental illness can do to help address their dental health needs as a part of their wellness initiative. Dental professionals can help identify problems before they become serious. If dry mouth is an issue, as it is for many individuals as a result of certain medications, a dental health provider may recommend a rinse or other oral product to relieve symptoms.

Does your County have a dental/vision plan?

**WVACO** has the plan for you  
WEST VIRGINIA ASSOCIATION OF COUNTIES

**CONTACT KATHY at  
304-346-0591 or  
kathy@wvaco.org to learn more!**

You will be glad you did!

"Come to West Virginia and we will show you how to live ....how to treat people." - Joe Manchin III

## ENERGY SPEAKS FORUMS HELD FOR COUNTY/CITY OFFICIALS

The West Virginia Association of Counties and the West Virginia Municipal League facilitated regional forums for county and city officials in counties where Marcellus Shale activity is beginning to start: Hancock, Brooke, Ohio, Harrison, Marion, Ritchie and Wood Counties will be seeing an increase in the industry activity that first began in Marshall and Wetzel Counties. The forums included information about the industry, the downstream activities that may result in manufacturing opportunities, the educational needs, and how local government officials can use the Marshall County model to develop an Energy Task Force.

According to industry statistics, production of natural gas has grown more than 40% since January, 2010 with oil and gas operations present in 53 counties. Industry has paid more than \$271 million in property taxes and more than \$230 million in severance taxes from 2009 through 2011. Projections show that natural gas severance tax could total \$118 million in 2016.

Coordination among local government, emergency services, industry, business partners, and citizens is the goal of the Energy Task Force model in Marshall County. The Marcellus Shale Policy Statement adopted by the Board of Directors of the WV Association of Counties in 2011 emphasizes this example as a means of problem-solving and communicating. The Marshall County Task Force meets regularly once a month and has a variety of participants. Minutes and attendance records are kept to ensure that issues raised are addressed. In the regional forums, the idea of creation of a task force was encouraged.



At the recent Presidents and Executive Directors meeting in Washington DC, new NACo Executive Director Matt Chase reviewed the strategic planning for NACo's future. Chase listed four Core Blocks that would be their focus:

- **Advocacy** - focusing on federal policy
- **Education** - enhancing what states are providing
- **Networking**
- **Research**

They will work towards pro-active solutions, realizing that maintaining status quo is not an option. "If we don't lead change we will be led", Chase stated. Their goal for legislative staff will be to know the policies and understand the process and the organization will continue to engage business leaders, media and the public in order to remain relevant. As the strategic plan is implemented, performance measures will include relationships, research, resources, responsiveness, and results.



### 2013 NACo Legislative Conference Washington Hilton

March 2-6

The NACo Legislative Conference is held on an annual basis in Washington, DC. This meeting brings over 2,000 elected and appointed county officials from across the country to focus on legislative issues facing county government. Attendees hear from key Administration officials and members of Congress and are offered a myriad of additional educational opportunities addressing current and hot topic issues. A day of lobbying on Capitol Hill the last day rounds out an information packed Conference that is NOT to be missed.

## BOARD Responsibilities series

*"The board governs..... the staff manages."*

**Leadership:** Volunteer leaders are responsible for the direction of the organization. The board governs, develops policy and sets a course for the future. Maintain focus on the mission and strategic goals — avoid micro-managing the organization and staff.

#### Functions (4):

- Governance
- Policy & Position Development
- Visionary—Future Focus
- Fiduciary

**Management:** Paid staff and subcontractors are responsible for the administration of the organization. The staff act as partners to the board, advancing the goals and strategies, while taking care of the daily administrative needs unique to nonprofit organizations.

*"I think family is very important in West Virginia and has long been so." - DAVID SELBY*



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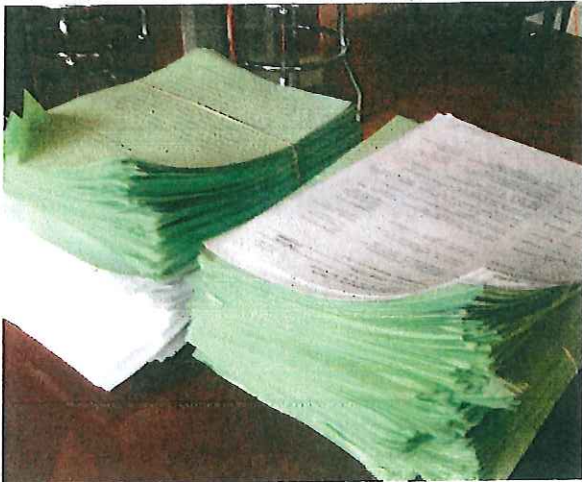
[www.wvcounties.org](http://www.wvcounties.org)



20\*\*\*\*\*MIXED AADC 450  
TIM BOYDE  
JEFFERSON COUNTY ADMINISTRATOR  
PO BOX 250  
CHARLES TOWN, WV 25414-0250



### Direct to You



*The 81<sup>st</sup> Legislative Session is underway in a big way. On the first three days of the session, over 600 bills were introduced. This is over 30% of the number of bills typically introduced in the entire 41 days that bills can be introduced in the House and Senate! I am hoping it slows down as usually approximately 25% of all bills passed have an impact on at least one county office. Of all the hundreds of bills introduced, on average only 16% of Senate bills and only 8% of House bills pass each year.*

*Patti Hamilton*



### 2013 ANNUAL CONFERENCE



**Register at [www.wvcounties.org](http://www.wvcounties.org)**

**Great Speakers**

**Great Workshops**

**Networking**

We are expecting attendance of over 350 county officials. If you haven't registered, go to <http://go.wv.gov/wvaco> or call Kathy or Crystal at 304-346-0591 for registration information.

**MARCH 10-12, 2013**

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

| Week Ending Date                                       | Week Ending<br>March 2, 2013 |
|--------------------------------------------------------|------------------------------|
| <b>To be Deposited on:</b>                             | March 8, 2013                |
| Amount Played                                          | 73,900,294.24                |
| Amount Won                                             | 66,397,858.48                |
| Amount Promo                                           | 252,186.00                   |
| MWAP Contribution                                      | <u>4,561.55</u>              |
| <b>Adjusted Gross Terminal Revenue</b>                 | <u>7,245,688.21</u>          |
| Administrative Costs @ 4%                              | 0.00                         |
| Excess Lottery Fund @ 4%                               | <u>289,827.53</u>            |
| <b>Net Terminal Revenue</b>                            | <u>6,955,860.68</u>          |
| Surcharge @ 10%                                        | 695,586.07                   |
| State Share Excess @ 58%                               | 403,439.92                   |
| Track Share of Capital Reinvestment @ 42%              | <u>292,146.15</u>            |
| <i>Track Share of Capital Reinvestment @ 42% - 96%</i> | 280460.30                    |
| <i>Track Share of Capital Reinvestment @ 42% - 4%</i>  | 11685.85                     |
| <b>Adjusted Net Terminal Revenue</b>                   | <u>6,260,274.61</u>          |
| Racetrack @ 46.50% / 42%                               | 2,629,315.34                 |
| Lottery Fund @ 30% / 0%                                | 0.00                         |
| Excess Lottery Fund @ 0% / 41%                         | 2,566,712.61                 |
| Race Track Purses @ 7% / 14% / 8%                      | 500,821.97                   |
| Workers' Compensation Debt Reduction @ 7% / 0%         | 0.00                         |
| Employee Pension Fund @ 1% / .5%                       | 31,301.37                    |
| Greyhound Development @ .75%                           | 46,952.06                    |
| Thoroughbred Development @ .75%                        | 46,952.06                    |
| Racing Commission @ 1%                                 | 62,602.74                    |
| County/Municipality @ 2%                               | 125,205.48                   |
| <b>3% Funds:</b>                                       |                              |
| Tourism Promotion Fund @ 1.375%                        | 86,078.78                    |
| Development Office Promotion Fund @ .375%              | 23,476.03                    |
| Research Challenge Fund @ .5%                          | 31,301.37                    |
| Capitol Renovation and Improvement Fund @ .6875%       | 43,039.39                    |
| 2004 Capitol Complex Parking Garage Fund @ .0625%      | 3,912.67                     |
| <b>1% Funds:</b>                                       |                              |
| State Capitol Complex Parking Garage @ 1%              | 0.00                         |
| Cultural Facilities and Capitol Resources @ .5%        | 0.00                         |
| Capitol Dome and Capitol Improvements @ .5% / 1%       | <u>62,602.74</u>             |
|                                                        | <u>6,260,274.61</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<br>ADJ. NET<br>REVENUE | TO<br>JEFFERSON<br>COUNTY | TO<br>FIVE<br>CITIES | BOLIVAR<br>8.19%<br>7.93% | CHARLES<br>TOWN<br>41.20%<br>39.90% | HARPERS<br>FERRY<br>2.24%<br>2.17% | RANSON<br>34.78%<br>33.68% | SHEPHERDS<br>TOWN<br>13.59%<br>16.32% |
|----------------------------|------------------------------|---------------------------|----------------------|---------------------------|-------------------------------------|------------------------------------|----------------------------|---------------------------------------|
| Revised % (after 2/9/2013) |                              |                           |                      |                           |                                     |                                    |                            |                                       |
| 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                           |
| 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                           |
| 01/12/13                   | \$ 100,832.60                | \$ 50,416.30              | \$ 50,416.30         | \$ 4,129.09               | \$ 20,771.52                        | \$ 1,129.33                        | \$ 17,534.79               | \$ 6,851.57                           |
| 01/19/13                   | \$ 102,423.76                | \$ 51,211.88              | \$ 51,211.88         | \$ 4,194.25               | \$ 21,099.30                        | \$ 1,147.15                        | \$ 17,811.49               | \$ 6,959.69                           |
| 01/26/13                   | \$ 93,932.52                 | \$ 46,966.26              | \$ 46,966.26         | \$ 3,846.54               | \$ 19,350.10                        | \$ 1,052.04                        | \$ 16,334.87               | \$ 6,382.71                           |
| 02/02/13                   | \$ 104,135.84                | \$ 52,067.92              | \$ 52,067.92         | \$ 4,264.36               | \$ 21,451.99                        | \$ 1,166.32                        | \$ 18,109.22               | \$ 7,076.03                           |
| 02/09/13                   | \$ 104,444.40                | \$ 52,222.20              | \$ 52,222.20         | \$ 4,277.00               | \$ 21,515.54                        | \$ 1,169.78                        | \$ 18,162.88               | \$ 7,097.00                           |
| 02/16/13                   | \$ 128,487.04                | \$ 64,243.52              | \$ 64,243.52         | \$ 5,094.51               | \$ 25,633.17                        | \$ 1,394.08                        | \$ 21,637.22               | \$ 10,484.54                          |
| 02/23/13                   | \$ 128,231.40                | \$ 64,115.70              | \$ 64,115.70         | \$ 5,084.38               | \$ 25,582.16                        | \$ 1,391.31                        | \$ 21,594.17               | \$ 10,463.68                          |
| 03/02/13                   | \$ 125,205.48                | \$ 62,602.74              | \$ 62,602.74         | \$ 4,964.40               | \$ 24,978.49                        | \$ 1,358.48                        | \$ 21,084.60               | \$ 10,216.77                          |
| Subtotal                   | \$ 4,234,746.08              | \$ 2,573,404.78           | \$ 1,661,341.30      | \$ 135,567.36             | \$ 681,990.12                       | \$ 37,080.37                       | \$ 575,713.90              | \$ 230,989.55                         |

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  | 01/05/2013 | 71,673.52  |
| 01/10/2009 | 53,286.62  | 01/09/2010 | 55,020.46  | 01/08/2011 | 54,301.30  | 01/07/2012 | 74,863.40  | 01/12/2013 | 50,416.30  |

|               |           |            |           |            |           |            |           |            |           |
|---------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|
| 01/17/2009    | 56,068.87 | 01/16/2010 | 60,551.28 | 01/15/2011 | 54,005.90 | 01/14/2012 | 58,901.92 | 01/19/2013 | 51,211.88 |
| 01/24/2009    | 71,474.63 | 01/23/2010 | 69,943.53 | 01/22/2011 | 60,924.74 | 01/21/2012 | 61,819.92 | 01/26/2013 | 46,966.26 |
| 01/31/2009    | 61,089.80 | 01/30/2010 | 48,527.75 | 01/29/2011 | 48,036.94 | 01/28/2012 | 62,898.78 | 02/02/2013 | 52,067.92 |
| 02/07/2009    | 83,539.63 | 02/06/2010 | 37,155.14 | 02/05/2011 | 60,777.44 | 02/04/2012 | 72,154.66 | 02/09/2013 | 52,222.20 |
| 02/14/2009    | 76,054.44 | 02/13/2010 | 44,334.00 | 02/12/2011 | 67,471.84 | 02/11/2012 | 66,429.04 | 02/16/2013 | 64,243.52 |
| 02/21/2009    | 91,838.41 | 02/20/2010 | 76,946.12 | 02/19/2011 | 72,018.54 | 02/18/2012 | 77,455.88 | 02/23/2013 | 64,115.70 |
| 02/28/2009    | 80,806.88 | 02/27/2010 | 72,024.40 | 02/26/2011 | 75,544.02 | 02/25/2012 | 77,611.78 | 03/02/2013 | 62,602.74 |
| 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 |            |           |

|               |                   |                   |                   |                  |                   |
|---------------|-------------------|-------------------|-------------------|------------------|-------------------|
| <b>TOTALS</b> | <b>4403564.04</b> | <b>4041141.56</b> | <b>4016541.01</b> | <b>4124906.8</b> | <b>2573404.78</b> |
|---------------|-------------------|-------------------|-------------------|------------------|-------------------|

Table Game Revenue

| <b>Date</b>            | <b>Amount</b>    | <b>Date</b>            | <b>Amount</b>     | <b>Date</b>            | <b>Amount</b>    |
|------------------------|------------------|------------------------|-------------------|------------------------|------------------|
| July/August, 2010      | 154,185.68       | July, 2011             | 141,718.01        | July, 2012             | 138,663.64       |
| September, 2010        | 94,247.84        | August, 2011           | 137,473.92        | August, 2012           | 133,245.83       |
| October, 2010          | 105,903.60       | September, 2011        | 110,375.25        | September, 2012        | 127,532.40       |
| November, 2010         | 108,717.67       | October, 2011          | 124,273.94        | October, 2012          | 126,482.02       |
| December, 2010         | 118,721.11       | November, 2011         | 121,118.87        | November, 2012         | 134,443.93       |
| January, 2011          | 106,189.21       | December, 2011         | 140,509.93        | December, 2012         | 146,677.92       |
| February, 2011         | 105,776.45       | January, 2012          | 137,812.68        | January, 2013          | 132,650.35       |
| March, 2011            | 120,927.10       | February, 2012         | 142,770.01        |                        |                  |
| April, 2011            | 130,654.61       | March, 2012            | 151,845.46        |                        |                  |
| May, 2011              | 130,492.02       | April, 2012            | 127,862.26        |                        |                  |
| June, 2011             | 121,576.41       | May, 2012              | 137,905.13        |                        |                  |
|                        |                  | June, 2012             | 129,235.38        |                        |                  |
| <b>Total 2010-2011</b> | <b>1297391.7</b> | <b>Total 2011-2012</b> | <b>1602900.84</b> | <b>Total 2011-2012</b> | <b>939696.09</b> |

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

| <b>Date</b>            | <b>Amount</b>       | <b>Date</b>            | <b>Amount</b>       |
|------------------------|---------------------|------------------------|---------------------|
| July, 2011             | 425,154.03          | July, 2012             | 415,990.92          |
| August, 2011           | 412,421.76          | August, 2012           | 399,737.49          |
| September, 2011        | 331,125.75          | September, 2012        | 382,597.20          |
| October, 2011          | 372,821.82          | October, 2012          | 379,446.06          |
| November, 2011         | 363,356.61          | November, 2012         | 403,331.79          |
| December, 2011         | 421,529.79          | December, 2012         | 440,033.75          |
| January, 2012          | 413,438.04          | January, 2013          | 397,951.05          |
| February, 2012         | 428,310.03          |                        |                     |
| March, 2012            | 455,536.38          |                        |                     |
| April, 2012            | 383,586.78          |                        |                     |
| May, 2012              | 413,715.39          |                        |                     |
| June, 2012             | 387,706.12          |                        |                     |
| <b>Total 2011-2012</b> | <b>4,808,702.50</b> | <b>Total 2011-2012</b> | <b>2,819,088.26</b> |

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

| <b>Week Ending Date</b>                                | <b>Week Ending<br/>March 9, 2013</b> |
|--------------------------------------------------------|--------------------------------------|
| <b>To be Deposited on:</b>                             | March 15, 2013                       |
| Amount Played                                          | 67,760,779.93                        |
| Amount Won                                             | 60,690,972.61                        |
| Amount Promo                                           | 212,130.00                           |
| MWAP Contribution                                      | <u>4,290.83</u>                      |
| <b>Adjusted Gross Terminal Revenue</b>                 | <b><u>6,853,386.49</u></b>           |
| Administrative Costs @ 4%                              | 0.00                                 |
| Excess Lottery Fund @ 4%                               | <u>274,135.46</u>                    |
| <b>Net Terminal Revenue</b>                            | <b><u>6,579,251.03</u></b>           |
| Surcharge @ 10%                                        | 657,925.11                           |
| State Share Excess @ 58%                               | 381,596.56                           |
| Track Share of Capital Reinvestment @ 42%              | <u>276,328.55</u>                    |
| <i>Track Share of Capital Reinvestment @ 42% - 96%</i> | 265275.41                            |
| <i>Track Share of Capital Reinvestment @ 42% - 4%</i>  | 11053.14                             |
| <b>Adjusted Net Terminal Revenue</b>                   | <b><u>5,921,325.92</u></b>           |
| Racetrack @ 46.50% / 42%                               | 2,486,956.89                         |
| Lottery Fund @ 30% / 0%                                | 0.00                                 |
| Excess Lottery Fund @ 0% / 41%                         | 2,427,743.63                         |
| Race Track Purses @ 7% / 14% / 8%                      | 473,706.07                           |
| Workers' Compensation Debt Reduction @ 7% / 0%         | 0.00                                 |
| Employee Pension Fund @ 1% / .5%                       | 29,606.63                            |
| Greyhound Development @ .75%                           | 44,409.94                            |
| Thoroughbred Development @ .75%                        | 44,409.94                            |
| Racing Commission @ 1%                                 | 59,213.26                            |
| County/Municipality @ 2%                               | 118,426.52                           |
| <b>3% Funds:</b>                                       |                                      |
| Tourism Promotion Fund @ 1.375%                        | 81,418.23                            |
| Development Office Promotion Fund @ .375%              | 22,204.97                            |
| Research Challenge Fund @ .5%                          | 29,606.63                            |
| Capitol Renovation and Improvement Fund @ .6875%       | 40,709.12                            |
| 2004 Capitol Complex Parking Garage Fund @ .0625%      | 3,700.83                             |
| <b>1% Funds:</b>                                       |                                      |
| State Capitol Complex Parking Garage @ 1%              | 0.00                                 |
| Cultural Facilities and Capitol Resources @ .5%        | 0.00                                 |
| Capitol Dome and Capitol Improvements @ .5% / 1%       | <u>59,213.26</u>                     |
|                                                        | <b><u>5,921,325.92</u></b>           |

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

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

| DATE                       | 2% OF<br>ADJ. NET<br>REVENUE | TO<br>JEFFERSON<br>COUNTY | TO<br>FIVE<br>CITIES | BOLIVAR<br>8.19%<br>7.93% | CHARLES<br>TOWN<br>41.20%<br>39.90% | HARPERS<br>FERRY<br>2.24%<br>2.17% | RANSON<br>34.78%<br>33.68% | SHEPHERDS<br>TOWN<br>13.59%<br>16.32% |
|----------------------------|------------------------------|---------------------------|----------------------|---------------------------|-------------------------------------|------------------------------------|----------------------------|---------------------------------------|
| Revised % (after 2/9/2013) |                              |                           |                      |                           |                                     |                                    |                            |                                       |
| 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                           |
| 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                           |
| 01/12/13                   | \$ 100,832.60                | \$ 50,416.30              | \$ 50,416.30         | \$ 4,129.09               | \$ 20,771.52                        | \$ 1,129.33                        | \$ 17,534.79               | \$ 6,851.57                           |
| 01/19/13                   | \$ 102,423.76                | \$ 51,211.88              | \$ 51,211.88         | \$ 4,194.25               | \$ 21,099.30                        | \$ 1,147.15                        | \$ 17,811.49               | \$ 6,959.69                           |
| 01/26/13                   | \$ 93,932.52                 | \$ 46,966.26              | \$ 46,966.26         | \$ 3,846.54               | \$ 19,350.10                        | \$ 1,052.04                        | \$ 16,334.87               | \$ 6,382.71                           |
| 02/02/13                   | \$ 104,135.84                | \$ 52,067.92              | \$ 52,067.92         | \$ 4,264.36               | \$ 21,451.99                        | \$ 1,166.32                        | \$ 18,109.22               | \$ 7,076.03                           |
| 02/09/13                   | \$ 104,444.40                | \$ 52,222.20              | \$ 52,222.20         | \$ 4,277.00               | \$ 21,515.54                        | \$ 1,169.78                        | \$ 18,162.88               | \$ 7,097.00                           |
| 02/16/13                   | \$ 128,487.04                | \$ 64,243.52              | \$ 64,243.52         | \$ 5,094.51               | \$ 25,633.17                        | \$ 1,394.08                        | \$ 21,637.22               | \$ 10,484.54                          |
| 02/23/13                   | \$ 128,231.40                | \$ 64,115.70              | \$ 64,115.70         | \$ 5,084.38               | \$ 25,582.16                        | \$ 1,391.31                        | \$ 21,594.17               | \$ 10,463.68                          |
| 03/02/13                   | \$ 125,205.48                | \$ 62,602.74              | \$ 62,602.74         | \$ 4,964.40               | \$ 24,978.49                        | \$ 1,358.48                        | \$ 21,084.60               | \$ 10,216.77                          |
| 03/09/13                   | \$ 118,426.52                | \$ 59,213.26              | \$ 59,213.26         | \$ 4,695.61               | \$ 23,626.09                        | \$ 1,284.93                        | \$ 19,943.03               | \$ 9,663.60                           |
| Subtotal                   | \$ 4,353,172.60              | \$ 2,632,618.04           | \$ 1,720,554.56      | \$ 140,262.97             | \$ 705,616.21                       | \$ 38,365.30                       | \$ 595,656.93              | \$ 240,653.15                         |

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     | 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  | 01/05/2013 | 71,673.52  |      |        |         |        |  |
| 01/10/2009 | 53,286.62  | 01/09/2010 | 55,020.46  | 01/08/2011 | 54,301.30  | 01/07/2012 | 74,863.40  | 01/12/2013 | 50,416.30  |      |        |         |        |  |

|               |                   |            |                   |            |                   |            |                  |            |                   |
|---------------|-------------------|------------|-------------------|------------|-------------------|------------|------------------|------------|-------------------|
| 01/17/2009    | 56,068.87         | 01/16/2010 | 60,551.28         | 01/15/2011 | 54,005.90         | 01/14/2012 | 58,901.92        | 01/19/2013 | 51,211.88         |
| 01/24/2009    | 71,474.63         | 01/23/2010 | 69,943.53         | 01/22/2011 | 60,924.74         | 01/21/2012 | 61,819.92        | 01/26/2013 | 46,966.26         |
| 01/31/2009    | 61,089.80         | 01/30/2010 | 48,527.75         | 01/29/2011 | 48,036.94         | 01/28/2012 | 62,898.78        | 02/02/2013 | 52,067.92         |
| 02/07/2009    | 83,539.63         | 02/06/2010 | 37,155.14         | 02/05/2011 | 60,777.44         | 02/04/2012 | 72,154.66        | 02/09/2013 | 52,222.20         |
| 02/14/2009    | 76,054.44         | 02/13/2010 | 44,334.00         | 02/12/2011 | 67,471.84         | 02/11/2012 | 66,429.04        | 02/16/2013 | 64,243.52         |
| 02/21/2009    | 91,838.41         | 02/20/2010 | 76,946.12         | 02/19/2011 | 72,018.54         | 02/18/2012 | 77,455.88        | 02/23/2013 | 64,115.70         |
| 02/28/2009    | 80,806.88         | 02/27/2010 | 72,024.40         | 02/26/2011 | 75,544.02         | 02/25/2012 | 77,611.78        | 03/02/2013 | 62,602.74         |
| 03/07/2009    | 48,837.13         | 03/06/2010 | 76,936.85         | 03/05/2011 | 74,535.34         | 03/03/2012 | 75,963.86        | 03/09/2013 | 59,213.26         |
| 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        |            |                   |
| <b>TOTALS</b> | <b>4403564.04</b> |            | <b>4041141.56</b> |            | <b>4016541.01</b> |            | <b>4124906.8</b> |            | <b>2632618.04</b> |

Table Game Revenue

| <b>Date</b>            | <b>Amount</b>    | <b>Date</b>            | <b>Amount</b>     | <b>Date</b>            | <b>Amount</b>    |
|------------------------|------------------|------------------------|-------------------|------------------------|------------------|
| July/August, 2010      | 154,185.68       | July, 2011             | 141,718.01        | July, 2012             | 138,663.64       |
| September, 2010        | 94,247.84        | August, 2011           | 137,473.92        | August, 2012           | 133,245.83       |
| October, 2010          | 105,903.60       | September, 2011        | 110,375.25        | September, 2012        | 127,532.40       |
| November, 2010         | 108,717.67       | October, 2011          | 124,273.94        | October, 2012          | 126,482.02       |
| December, 2010         | 118,721.11       | November, 2011         | 121,118.87        | November, 2012         | 134,443.93       |
| January, 2011          | 106,189.21       | December, 2011         | 140,509.93        | December, 2012         | 146,677.92       |
| February, 2011         | 105,776.45       | January, 2012          | 137,812.68        | January, 2013          | 132,660.35       |
| March, 2011            | 120,927.10       | February, 2012         | 142,770.01        |                        |                  |
| April, 2011            | 130,654.61       | March, 2012            | 151,845.46        |                        |                  |
| May, 2011              | 130,492.02       | April, 2012            | 127,862.26        |                        |                  |
| June, 2011             | 121,576.41       | May, 2012              | 137,905.13        |                        |                  |
|                        |                  | June, 2012             | 129,235.38        |                        |                  |
| <b>Total 2010-2011</b> | <b>1297391.7</b> | <b>Total 2011-2012</b> | <b>1602900.84</b> | <b>Total 2011-2012</b> | <b>939696.09</b> |

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

| <b>Date</b>            | <b>Amount</b>       | <b>Date</b>            | <b>Amount</b>       |
|------------------------|---------------------|------------------------|---------------------|
| July, 2011             | 425,154.03          | July, 2012             | 415,990.92          |
| August, 2011           | 412,421.76          | August, 2012           | 399,737.49          |
| September, 2011        | 331,125.75          | September, 2012        | 382,597.20          |
| October, 2011          | 372,821.82          | October, 2012          | 379,446.06          |
| November, 2011         | 363,356.61          | November, 2012         | 403,331.79          |
| December, 2011         | 421,529.79          | December, 2012         | 440,033.75          |
| January, 2012          | 413,438.04          | January, 2013          | 397,951.05          |
| February, 2012         | 428,310.03          |                        |                     |
| March, 2012            | 455,536.38          |                        |                     |
| April, 2012            | 383,586.78          |                        |                     |
| May, 2012              | 413,715.39          |                        |                     |
| June, 2012             | 387,706.12          |                        |                     |
| <b>Total 2011-2012</b> | <b>4,808,702.50</b> | <b>Total 2011-2012</b> | <b>2,819,088.26</b> |