



**NOTICE OF
JEFFERSON COUNTY COMMISSION MEETING
THURSDAY, APRIL 4, 2013
9:30 A.M.**

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

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- March 19, 2013 Minutes Budget Work Session
- March 21, 2013 Minutes Special Session
- March 27, 2013 Minutes Public Hearing - Budget

APPROVAL OF PURCHASE ORDERS

- April 4, 2013

APPROVAL OF ACCOUNTS PAYABLE

- March 28, 2013
- April 4, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Jeff Bannon
- Interview for Appointment to Planning Commission
2. 10:00 a.m. Shepherdstown Quakers, Adopt Gun Violence Resolution - Discussion/Action
3. 10:15 a.m. Interviews and Appointments
- Jefferson County Development Authority - Discussion/Action
- 1 - 3 year term ending April 5, 2016
- 3 - 3 year terms ending April 5, 2016 - one designee from the following
- Municipalities - Ranson, Harpers Ferry & Bolivar
4. 10:30 a.m. Ed Hannon, Jefferson County Emergency Services Agency
- Review the Ordinance and Fee presented earlier this month
- Discussion/Action
5. 11:00 a.m. **Break**

UNFINISHED BUSINESS:

- 6. Mannings - Change of venue for Public Hearing - Discussion/Action

NEW BUSINESS:

- 7. Debbie Keyser on behalf of Jennifer Brockman, Director of Planning & Zoning
- Approval of Job Offer for 2013 Summer Planning Intern - Discussion/Action
- 8. Legislative Updates

FINANCE DIRECTOR REPORT

- Debbie Keyser on behalf of Paul Shroyer, Financial Director
- Budget Revision #109 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Red Cross Blood Drive - Discussion/Action
- Regional Jail Summit - Discussion/Action
- Grievance Review Board - Discussion/Action
- Update on Finance Director Position - Discussion/Action
- IT update - Discussion/Action (*Possible Executive Session*)
- Update on Space Needs - Discussion/Action (*Possible Executive Session*)
- Update on litigation insurance coverage regarding Shirley vs. Haines
- Discussion/Action (*Possible Executive Session*)

COUNTY COMMISSION REPORTS

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Engineering Department Quarterly Update Report - April 1, 2013

- 9. **Break for Lunch**

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

- 10. 1:30 p.m. Interviews and Appointments - Planning Commission - Discussion/Action
- 3 - 3 year terms ending March 31, 2016

- 11. **ADJOURN**

CORRESPONDENCE:

April 11, 2013 - 7pm - Training on Robert's Rules of Order and Ethics.

April 16, 2013 - 10 am - Special Session - Laying of the Levy.

Invitation from the Independent Order of Odd Fellows, Virginia Lodge #1, in Harpers Ferry, to their 180th Anniversary Celebration on May 18, 2013.

Copy of letter from the Engineering Department to Ms. Wilcom-Stone, Summit View Estates Subdivision (JCPC File No. 03-21) regarding status of completion of site improvements.

Report and recommendation from Sheriff Dougherty in regard to Bank Securities and Bonding of County Bank Accounts.

Copy of letter from Delegate Paul Espinosa to The Honorable Harry Keith White, Chairman, Committee on Finance, requesting funding for Jefferson County Commission for technology if available.

Letter from City of Charles Town Historic Landmarks Commission regarding ADA compliance on a building,

Notification Letter from U.S. Department of Transportation, Federal Aviation Administration regarding preparation of an Environmental Assessment.

Second and final Notice from the Loudoun County, VA regarding the Public Hearing on a Comprehensive Plan Amendment.

Notice of FY2014 REAP COVERED ELECTRONIC DEVICES RECYCLING GRANT Application now available.

WV Association of Counties - The County Legislative Line, March 22, 2013.

WV Association of Counties - The County Legislative Line, March 26, 2013.

WV Association of Counties - The County Legislative Line, March 29, 2013.

County Commissioners Association of West Virginia, Legislative Update Week 6, March 27, 2013.

County Commissioners Association of West Virginia Newsletter, Volume 15, Number 11 - February/March 2013.

West Virginia Lottery Weekly Settlement for Charles Town, week ending March 16, 2013.

West Virginia Lottery Weekly Settlement for Charles Town, week ending March 23, 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 19, 2013, beginning at 9:00 a.m.

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

In re: BUDGET WORK SESSION FY 2014

Ms. Keyser informed the Commissioners Mr. Shroyer is unable to attend today's meeting due to health issues. The sheet passed out today is the information Mr. Shroyer presented at last meeting. The column in green is the 2013-14 proposed budget. As per the request of the Commissioners, Ms. Keyser added two columns, one showing the one percent reduction in yellow and one showing the two percent reduction in blue. The second column shows a two percent loss of revenue. Ms. Keyser stated she is concerned about the revenue number. Mr. Shroyer's revenue was \$716,000 less in a previous document. Ms. Keyser would like to research in find out what the difference is.

Mr. Manuel inquired of the Commissioners if there was any interest in looking further at the percentage reductions in the budget. Mr. Pellish and Mr. Manuel expressed they were very comfortable with the original figures Mr. Shroyer presented without the percentage reductions. Mr. Pellish stated he believed we had the option down the road of reducing spending if we don't see the revenue coming in. Mr. Pellish feels at this point we are establishing the guidelines.

Ms. Widmyer stated she is not comfortable with the \$2m "fudge factor". If we are sure the \$2m is not going to be spent, why not just budget what we expect to happen?

Mr. Pellish stated he believes we are not building in a "fudge factor". Mr. Pellish stated we are looking at past year's performances and they have historically shown a spending of history of \$2m less than budgeted.

Mr. Pellish praised Mr. Shroyer for a very professional budget presentation. Mr. Pellish believes the budget was developed with good factual data and the interviewing of department heads.

Ms. Tabb would like to see the Commissioners move to adopt the one and two percent cut. Ms. Tabb stated, although she is happy with the basic budget, she is concerned with the reduction in revenue and uncertainty regarding insurance costs. Ms. Tabb stated she believes more "belt tightening" needs to be done.

Ms. Noland expressed concern regarding the amount of funding for Data Processing. Ms. Noland stated it is the largest we have ever had.

Mr. Manuel stated he believes the figure for the libraries is incorrect.

- Motion by Mr. Pellish to approve the budget as presented by Mr. Shroyer for adoption. Motion seconded by Mr. Manuel.
- Motion by Ms. Noland to amend the motion to include the change in library figures at \$65,000 each and the verification of revenue estimate. Mr. Pellish accepted the amendment. Motion passes on a vote of 3-2 with Ms. Widmyer and Ms. Tabb opposing.

The date for a Public Hearing on the budget was discussed and it was decided Ms. Keyser would schedule a date for the Hearing and will contact the Commissioner. Mr. Manuel did request the Public Hearing be held in the evening for the residents to be able to attend.

Motion by Ms. Noland to adjourn. Motion seconded by Ms. Tabb and unanimously approved.

DALE MANUEL, PRESIDENT

Minutes
Jefferson County Commission
Thursday, March 21, 2013

A meeting of the Jefferson County Commission was held on Thursday, March 21, 2013 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Lyn Widmyer, Dale Manuel, Jane Tabb. Walt Pellish was absent with notice. Also present were Debbie Keyser, County Administrator, and Jimmy Eddie, Bailiff. Cynthia Schott, Administrative Assistant. (An audio tape of the March 21, 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 March 5, 2013 Special Meeting with noted time change. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Ms. Widmyer to approve the minutes of the March 5, 2013 Budget Work Session with noted day change. Motion seconded by Ms. Tabb and unanimously approved.

Motion by Ms. Noland to approve the minutes of the March 7, 2013 Special Session with the approved wording change by Ms. Widmyer. Motion seconded by Ms. Tabb and unanimously approved.

Motion by Ms. Noland to approve the minutes of the March 4, 2013 Budget Work Session as presented. Motion seconded by Ms. Tabb and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders for March 21, 2013 in the amount of \$110,800.55 being P. O. Nos. 49865, 49867, 51332, 51335, 51213, 50067, 50068, 51338, 51333, 51334, 51337, 51339, 51340, 51343, 51346, 51348, 51349, 51351, 50319, 50382, 50384, 50296, and 52097. Motion seconded by Ms. Tabb and unanimously approved.

Mr. Manuel drew attention to PO # 50068 in the amount of \$90,475.20, our cost to the WV Regional Jail for incarceration.

APPROVAL OF ACCOUNTS PAYABLE

- **Motion by to approve the accounts payable for March 14, 2013 in the amount of \$240,092.42. Motion seconded by Ms. Widmyer and unanimously approved.**

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069419	424	AT&T/IL		\$ -	\$ 0.43	\$ 0.43
069420	700	AUTOZONE		\$ -	\$ 75.97	\$ 75.97
069421	425	ALLIANCE ELECTRIC LLC	51317	\$ 1,440.00	\$ -	\$ 1,440.00
069421	425	ALLIANCE ELECTRIC LLC	51327	\$ 315.00	\$ -	\$ 315.00
069422	413	APPLE VALLEY OFF.PRODUCT	49966	\$ 62.30	\$ -	\$ 62.30
069423	425	B-K OFFICE SUPPLY INC	51328	\$ 515.25	\$ -	\$ 515.25
069423	439	B-K OFFICE SUPPLY INC	50318	\$ 187.64	\$ -	\$ 187.64
069423	716	B-K OFFICE SUPPLY INC	50350	\$ 317.00	\$ -	\$ 317.00
069424	424	BOLAND SERVICES	51231	\$ 270.00	\$ -	\$ 270.00

069424	425	BOLAND SERVICES	51117	\$ 991.00	\$ -	\$ 991.00
069425	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
069426	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 23.08	\$ 23.08
069426	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 461.54	\$ 461.54
069426	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
069427	402	COMPLETE SYSTEM SUPPORT	50269	\$ 5,300.00	\$ -	\$ 5,300.00
069428	424	CHARLES TOWN UTILITY BRD		\$ -	\$ 46.25	\$ 46.25
069428	425	CHARLES TOWN UTILITY BRD		\$ -	\$ 715.54	\$ 715.54
069429	712	CDW-GOVERNMENT INC	51214	\$ 816.00	\$ -	\$ 816.00
069430	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
069431	425	DAYCON	51318	\$ 2,139.46	\$ -	\$ 2,139.46
069432	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
069433	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
069433	425	J.C.EHRLICH		\$ -	\$ 601.28	\$ 601.28
069434	717	FISHER AUTO PARTS		\$ -	\$ 1,687.26	\$ 1,687.26
069435	700	JOSEPH FORMAN		\$ -	\$ 115.00	\$ 115.00
069436	700	GALLS,AN ARAMARK CO	50136	\$ 433.74	\$ -	\$ 433.74
069437	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 34,382.07	\$ 34,382.07
069438	717	GUY'S BUICK-GMC TRUCK IN	50411	\$ 321.37	\$ -	\$ 321.37
069439	425	GRAINGER, INC	51336	\$ 46.14	\$ -	\$ 46.14
069440	433	JESSICA GORMONT		\$ -	\$ 115.00	\$ 115.00
069441	406	GLOBAL SCIENCE & TECH	49864	\$ 702.22	\$ -	\$ 702.22
069442	402	SALLY GRAN		\$ -	\$ 15.00	\$ 15.00
069443	428	GLOBAL DATA CONSULTANTS		\$ -	\$ 82.50	\$ 82.50
069444	412	MICHAEL HARMAN		\$ -	\$ 410.50	\$ 410.50
069445	700	STEVEN HOLZ		\$ -	\$ 115.00	\$ 115.00
069446	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,050.00	\$ 2,050.00
069447	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 120.76	\$ 120.76
069448	700	JEFF CO DEPUTY SHERIFF'S	51294	\$ 840.00	\$ -	\$ 840.00
069449	402	JEFFERSON PUBLISH CO INC	50272	\$ 353.08	\$ -	\$ 353.08
069449	404	JEFFERSON PUBLISH CO INC	52094	\$ 141.75	\$ -	\$ 141.75
069450	401	THE JOURNAL		\$ -	\$ 358.94	\$ 358.94
069451	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
069452	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,908.00	\$ 4,908.00
069452	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
069453	712	LANGUAGE LINE SERVICES		\$ -	\$ 37.64	\$ 37.64
069454	402	LEXISNEXIS/MATTHEW BENDE	50273	\$ 111.96	\$ -	\$ 111.96
069454	401	LEXISNEXIS/MATTHEW BENDE		\$ -	\$ 111.96	\$ 111.96
069455	712	PRIORITY DISPATCH	51219	\$ 429.00	\$ -	\$ 429.00
069456	716	HOME DEPOT CREDIT SERVIC		\$ -	\$ 22.73	\$ 22.73
069457	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
069458	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
069459	712	NAEMD	49823	\$ 630.00	\$ -	\$ 630.00
069460	402	PIFER OFFICE SUPPLY, INC	50274	\$ 34.72	\$ -	\$ 34.72
069461	425	PRECISION POWER LLC	51316	\$ 1,486.72	\$ -	\$ 1,486.72
069462	425	REESE'S NURSERY&LANDSCAP	51326	\$ 880.00	\$ -	\$ 880.00
069463	405	TRACY P. RICE, CCR	50381	\$ 669.90	\$ -	\$ 669.90
069464	403	RECORD MANAGEMENT SOLUTN	49887	\$ 30.00	\$ -	\$ 30.00
069465	403	SOFTWARE SYSTEMS, INC	49897	\$ 24.00	\$ -	\$ 24.00
069465	424	SOFTWARE SYSTEMS, INC	49897	\$ 1,106.00	\$ -	\$ 1,106.00
069465	716	SOFTWARE SYSTEMS, INC	50353	\$ 1,275.94	\$ -	\$ 1,275.94
069465	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 117.00	\$ 117.00
069465	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 271.00	\$ 271.00
069465	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 487.00	\$ 487.00
069465	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 15.92	\$ 15.92
069465	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 753.00	\$ 53.00

069465	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 70.00	\$ 70.00
069465	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 61.00	\$ 61.00
069465	716	SOFTWARE SYSTEMS, INC		\$ -	\$ 366.00	\$ 366.00
069466	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,988.74	\$ 41,988.74
069466	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 101.66	\$ 101.66
069466	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,819.90	\$ 9,819.90
069466	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
069466	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,256.74	\$ 40,256.74
069466	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.12	\$ 118.12
069467	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 84.30	\$ 84.30
069467	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 19.72	\$ 19.72
069468	401	STAPLES CREDIT PLAN		\$ -	\$ 421.17	\$ 421.17
069468	412	STAPLES CREDIT PLAN		\$ -	\$ 185.68	\$ 185.68
069468	424	STAPLES CREDIT PLAN		\$ -	\$ 84.13	\$ 84.13
069468	439	STAPLES CREDIT PLAN		\$ -	\$ 421.18	\$ 421.18
069468	700	STAPLES CREDIT PLAN		\$ -	\$ 1,143.52	\$ 1,143.52
069468	712	STAPLES CREDIT PLAN		\$ -	\$ 772.07	\$ 772.07
069469	700	ROBERT S. SELL		\$ -	\$ 377.17	\$ 377.17
069470	425	SHENANDOAH VALLEY WATER		\$ -	\$ 732.50	\$ 732.50
069471	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 15,364.02	\$ 15,364.02
069472	401	CYNTHIA SCHOTT		\$ -	\$ 7.41	\$ 7.41
069473	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
069474	424	VERIZON		\$ -	\$ 1,133.03	\$ 1,133.03
069475	GRANT	VANCE OUTDOORS, INC.	48570	\$ 642.00	\$ -	\$ 642.00
069476	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.77	\$ 672.77
069476	716	WM OF WEST VIRGINIA, INC		\$ -	\$ 95.93	\$ 95.93
069477	700	WEST VIRGINIA UNIFORM-52	51296	\$ 156.00	\$ -	\$ 156.00
069478	701	WV SIGNAL & LIGHT, INC.	51293	\$ 4,355.00	\$ -	\$ 4,355.00
069479	PAYROLL	WVCORP		\$ -	\$ 28,546.25	\$ 28,546.25
069480	717	WHOLESALE TIRES, INC.	51329	\$ 99.63	\$ -	\$ 99.63
TOTAL						\$ 240,092.42
TOTAL				\$ 27,122.82	\$ 212,969.60	\$ 240,092.42

- **Motion by Mr. Manuel to approve the accounts payable for March 21, 2013 in the amount of \$87,176.76. Motion seconded by Ms. Widmyer and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONU M	POAMT	NOAMT	CHECK AMOUNT
069483	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,004.25	\$ 1,004.25
069484	406	BERKELEY PRINTING/DESIGN	49863	\$5,879.80	\$ -	\$ 5,879.80
069485	717	CREAMERS WRECKER SVC	51342	\$ 65.00	\$ -	\$ 65.00
069486	425	DAYCON	51344	\$ 71.64	\$ -	\$ 71.64
069487	405	FEDEX		\$ -	\$ 77.77	\$ 77.77
069487	700	FEDEX		\$ -	\$ 66.21	\$ 66.21
069488	401	RICOH USA, INC		\$ -	\$ 237.34	\$ 237.34
069488	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
069488	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
069488	405	RICOH USA, INC		\$ -	\$ 168.63	\$ 168.63
069488	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
069488	425	RICOH USA, INC		\$ -	\$ 30.36	\$ 30.36
069488	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
069488	440	RICOH USA, INC		\$ -	\$ 134.47	\$ 134.47
069488	700	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
069488	712	RICOH USA, INC		\$ -	\$ 162.26	\$ 162.26

069489	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,004.25	\$ 1,004.25
069490	712	MORGAN TROPHIES AWARDS	51212	\$ 18.00	\$ -	\$ 18.00
069491	401	DALE MANUEL		\$ -	\$ 13.80	\$ 13.80
069492	406	NATIONAL BAND & TAG CO	49861	\$1,063.20	\$ -	\$ 1,063.20
069493	ALLOC	JEFF CO PARKS &		\$ -	\$ 10,544.63	\$ 10,544.63
069494	ALLOC	POTOMAC HEADWATERS		\$ -	\$ 1,000.00	\$ 1,000.00
069495	425	POTOMAC EDISON/OH		\$ -	\$ 3,342.56	\$ 3,342.56
069496	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
069496	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
069496	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069496	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
069496	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069496	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
069496	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069496	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069496	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
069496	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
069497	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43.80	\$ 43.80
069497	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 187.30	\$ 187.30
069497	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 140.80	\$ 140.80
069498	425	SHERWIN-WILLIAMS	51330	\$ 39.54	\$ -	\$ 39.54
069499	405	BRANDON C.H. SIMS		\$ -	\$ 152.30	\$ 152.30
069500	401	STAPLES		\$ -	\$ 51.96	\$ 51.96
069500	425	STAPLES		\$ -	\$ 214.98	\$ 214.98
069501	425	TRENARY SERVICE CO	51345	\$ 89.00	\$ -	\$ 89.00
069503	401	UNITED BANKCARD CENTER		\$ -	\$ 59.95	\$ 59.95
069503	401	UNITED BANKCARD CENTER		\$ -	\$ 5,323.60	\$ 5,323.60
069503	401	UNITED BANKCARD CENTER		\$ -	\$ 58.90	\$ 58.90
069503	401	UNITED BANKCARD CENTER		\$ -	\$ 336.51	\$ 336.51
069503	401	UNITED BANKCARD CENTER		\$ -	\$ 456.50	\$ 456.50
069503	402	UNITED BANKCARD CENTER		\$ -	\$ 165.00	\$ 165.00
069503	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
069503	405	UNITED BANKCARD CENTER		\$ -	\$ 191.40	\$ 191.40
069503	405	UNITED BANKCARD CENTER		\$ -	\$ 623.15	\$ 623.15
069503	405	UNITED BANKCARD CENTER		\$ -	\$ 619.97	\$ 619.97
069503	406	UNITED BANKCARD CENTER		\$ -	\$ 199.00	\$ 199.00
069503	412	UNITED BANKCARD CENTER		\$ -	\$ 445.56	\$ 445.56
069503	415	UNITED BANKCARD CENTER		\$ -	\$ 74.79	\$ 74.79
069503	424	UNITED BANKCARD CENTER		\$ -	\$ 23,048.10	\$ 23,048.10
069503	424	UNITED BANKCARD CENTER		\$ -	\$ 97.89	\$ 97.89
069503	425	UNITED BANKCARD CENTER		\$ -	\$ 149.54	\$ 149.54
069503	425	UNITED BANKCARD CENTER		\$ -	\$ 41.07	\$ 41.07
069503	425	UNITED BANKCARD CENTER		\$ -	\$ 136.90	\$ 136.90
069503	425	UNITED BANKCARD CENTER		\$ -	\$ 445.34	\$ 445.34
069503	425	UNITED BANKCARD CENTER		\$ -	\$ 249.53	\$ 249.53
069503	428	UNITED BANKCARD CENTER		\$ -	\$ 20.00	\$ 20.00
069503	433	UNITED BANKCARD CENTER		\$ -	\$ 247.00	\$ 247.00
069503	439	UNITED BANKCARD CENTER		\$ -	\$ 20.00	\$ 20.00
069503	439	UNITED BANKCARD CENTER		\$ -	\$ 300.00	\$ 300.00

069503	439	UNITED BANKCARD CENTER		\$ -	\$ 242.92	\$ 242.92
069503	439	UNITED BANKCARD CENTER		\$ -	\$ 30.76	\$ 30.76
069503	439	UNITED BANKCARD CENTER		\$ -	\$ 790.00	\$ 790.00
069503	439	UNITED BANKCARD CENTER		\$ -	\$ 175.00	\$ 175.00
069503	440	UNITED BANKCARD CENTER		\$ -	\$ 59.95	\$ 59.95
069503	700	UNITED BANKCARD CENTER		\$ -	\$ 20.09	\$ 20.09
069503	700	UNITED BANKCARD CENTER		\$ -	\$ 959.56	\$ 959.56
069503	700	UNITED BANKCARD CENTER		\$ -	\$ 150.00	\$ 150.00
069503	700	UNITED BANKCARD CENTER		\$ -	\$ 635.93	\$ 635.93
069503	700	UNITED BANKCARD CENTER		\$ -	\$ 40.94	\$ 40.94
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 4.23	\$ 4.23
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 12.53	\$ 12.53
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 118.51	\$ 118.51
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 155.99	\$ 155.99
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 425.00	\$ 425.00
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 165.00	\$ 165.00
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 616.16	\$ 616.16
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 630.00	\$ 630.00
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 49.00	\$ 49.00
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 77.97	\$ 77.97
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 151.05	\$ 151.05
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 3,757.96	\$ 3,757.96
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 1,027.60	\$ 1,027.60
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 513.80	\$ 513.80
069503	716	UNITED BANKCARD CENTER		\$ -	\$ 154.83	\$ 154.83
069504	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 12,553.13	\$ 12,553.13
069505	405	WEST PAYMENT CENTER	49635	\$2,059.88	\$ -	\$ 2,059.88
TOTAL						\$ 87,176.76
TOTAL				\$9,286.06	\$ 77,890.70	\$ 87,176.76

PUBLIC COMMENT:

Jennifer Brockman, Director of Planning & Zoning – Introduced J. T. Redmon the new Office Manager/Project Manager in the Planning & Zoning Department.

John Case, representing the Shepherdstown Friends (Quakers) - Presented the Commission with a resolution to urge our Governor, State Legislature, The President of the United States and Congress to immediately pursue all necessary and reasonable restrictions on the sale of Firearms.

David Tabb, resident – Spoke regarding the Tabb Timer and the citizens need to be more involved in County Government.

Tom Trumble, with the Jefferson County Board of Health - Introduced the newly hired Board of Health Administrator, George Bernardino.

PRESENTATIONS:

1. Laura Storm, Circuit Clerk – Requesting approval of the hiring of Lillian G. Alicea Anderson to a full-time position as Deputy Clerk with the Circuit Clerks office. Ms. Anderson’s salary will be a Grade-II Step-C - \$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 the Circuit Clerk's budget.

- **Motion by Ms. Noland to approve the hiring of Lillian G. Alicea Anderson to a full-time position as Deputy Clerk within the Circuit Clerks office at Grade-II Step-C with a starting salary of \$28,000 with full benefits as afforded to Jefferson County employees effective March 18, 2013. Motion seconded by Ms. Tabb and unanimously approved.**

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

NOTICE OF EXONERTION:

Angela Banks, County Assessor, requested exonerations for Deborah K. & Derwin Layton, in the amount of \$ 247.36.

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Deborah K & Derwin Layton	Charles Town	Real Estate	8639	\$247.36

- **Motion by Ms. Widmyer to approve exonerations for Deborah K. & Derwin Layton in the amount of \$247.36, being Ticket No. 8639. Motion seconded by Ms. Tabb and unanimously approved.**

Angela Banks, County Assessor, requested APPORTIONMENT OF JOINTLY OWNED MOTOR VEHICLES

I, Angela Banks, Assessor of Jefferson County, having been presented with a certified copy of a final divorce order entered under provisions of section fifteen, article two, chapter forty-eight of the West Virginia Code, do hereby apportion the assessment of the taxes for Tax Year 2012 owed on jointly owned motor vehicles involved in the divorce order and awarded exclusively to be titled, one or more in the name of the husband and one or more in the name of the wife as follows:

SECTION I

TICKET # 311162 DISTRICT : MIDDLE WAY DISTRICT TICKET TOTAL: \$1,347.20
NAME 1: LAURA J. BOWMAN

MAKE	MODEL	YEAR	VEHICLE IDENTIFICATION	ASSESSED VALUE	CLASS	RATE	TAXES DUED
Cirj	Trir	2004	46YHG2332X31 066440	1700	3	.023108	39.29
FORD	F-150	1994	1FTEF14Y3RN800751	1400	3	.023108	32.35
LEXUS	ES-V6	1996	JT8BF12G7T0130013	1400	3	.023108	32.35
			SUBTOTAL 1				103.99

NAME 2: ELEX D. BOWMAN

MAKE	MODEL	YEAR	VEHICLE IDENTIFICATION	ASSESSED VALUE	CLASS	RATE	TAXES DUE
EBY	TRIR	2004	4A2LG242342010128	3900	3	.023108	90.12
FORD	F-250	2010	1FTSX2B5XAEA39742	13700		.023108	316.58
FORD	F-350	2011	1FT8X3D62BEB00119	23100	3	.023108	533.80
HUDSON	TRIR	1985	10HHSE165F1000579	100	3	.023108	2.31
OTH PERS	RACE HORSE		10HHSE165F1000579	13000	3	.023108	300.40
			SUBTOTAL 2				1,243.21

OTHER PERSONAL PROPERTY OWNED JOINTLY

DESCRIPTION	CLASS	RATE	TAXES DUE
		SUBTOTAL	
	SAME AS FACE AMOUNT OF TICKET TOTAL =	GRAND TOTAL	\$1,347.20

SECTION II:

Filed with the County Commission this 21 day of March 2013.

SECTION III:

The County Commission of Jefferson County does hereby order the apportionment of the assessment of taxed as determined and set forth by the county assessor in Section I of this notice.

- **Motion by Ms. Tabb to approve apportionment of the assessment of taxes as determined and set forth by the county assessor in Section I of this notice. Motion seconded by Ms. Noland and unanimously approved.**

3. Cheryl Keyrouze - Communication Outreach, Jefferson County - Requesting funding to help cover the transportation cost for Jefferson County citizens to travel to Charleston WV for Jefferson County Day at the Capital. Ms. Keyrouze stated the Development Authority has chosen not to contribute this year to the event as they have in the past, but the Jefferson County Convention and Visitors Bureau voted to contribute \$1,500 towards the transportation, if the County Commission will match it. Ms. Keyrouze stated the cost of the bus is \$2,295 and she would be happy for the Commission to split the cost with the CVB. Ms. Keyrouze requested the Commission make this expenditure a line item on the budget as it is requested every year. Ms. Keyrouze stated at the least she would like to see the Commission pass a resolution saying they support transportation to Charleston yearly for Jefferson County Day.

- **Motion by Ms. Noland to appropriate half the cost for the bus transportation to Charleston for the Jefferson County Day. Motion seconded by Ms. Widmyer and unanimously approved.**

NEW BUSINESS:

4. Approval of the Community Participation Grant Resolution for the Jefferson County Commission – Office of Homeland Security and Emergency Management in the amount of \$3,000.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV
RESOLUTION**

The Jefferson County Commission met on the 21st 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

- **Motion by Ms. Tabb to approve the Community Participation Grant Resolution for the Jefferson County Commission – 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 document. Motion seconded by Ms. Widmyer and unanimously approved.**
5. Approval of the Community Participation Grant Resolution for Good Shepherd Interfaith Caregivers in the amount of \$10,000.

JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV
RESOLUTION

The Jefferson County Commission met on the 21st 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 \$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

- **Motion by Mr. Manuel 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 document. Motion seconded by Ms. Noland and unanimously approved.**
6. Approval of Community Participation Grant Resolution for the Jefferson County Black History Preservation Society – Webb/Blessing House in the amount of \$3,000.

JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV
RESOLUTION

The Jefferson County Commission met on the 21st 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. 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

- **Motion by Ms. Widmyer 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. Motion seconded by Ms. Tabb and unanimously approved.**

7. Approval of Community Participation Grant Resolution for the African American Community Association – Fisherman’s Hall in the amount of \$2,000.

JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV
RESOLUTION

The Jefferson County Commission met on the 21st 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

- **Motion by Ms. Tabb 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. Motion seconded by Ms. Widmyer and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS:

8. Debbie Keyser, County Administrator – Presented the Jefferson County Compensation Study Guidelines, which in the past had been referred to as the Jacob Study. The guidelines are a brief summary to address issues and questions which have come about and were not addressed in the Jacob Study. These include issues such as when new employees are eligible for an increase and how to deal with market adjustments. A portion of the guidelines deal with policy and procedures.

- **Motion by Mr. Manuel to approve the Jefferson County Compensation Guidelines as presented by Ms. Keyser. Motion seconded by Ms. Widmyer and unanimously approved.**

PRESENTATIONS (continued)

9. Randy Funkhouser, Charles Town Horse Breeders Protection Association. Mr. Funkhouser stated his reason to come before the Commissioners today is to make them aware of proposed legislation - SB 455 known as The Wheeling Survival Act. Mr. Funkhouser stated this bill is a grave concern to the horsemen industry by cutting racing days from 220 to 150 days. Mr. Funkhouser believes the effects on the economic impact to Jefferson County would be great.
10. Roger Ramey, Hollywood Casino at Charles Town Races & Slots – Mr. Ramey stated the reason for coming before the Commission today is for the annual update. Mr. Ramey introduced Al Britton, the General Manager for

Hollywood Casino at Charles Town Races & Slots. Mr. Britton stated the bill Mr. Funkhouser presented is an industry bill, not a Penn National Bill. Mr. Britton stated Hollywood Casino at Charles Town Races & Slots has seen a 15% -17% reduction in VLT revenue due to competition in the surrounding area. Maryland Live will be opening table games April 11, 2013. A full blown Casino in Baltimore and National Harbor, outside of DC; their primary markets, are also on line to open. The goal of Penn National is not to drop racing to 150 days. They will negotiate with the Charles Town HBPA the number of racing days as they have in the past, but would like some flexibility though. Mr. Britton stated Charles Town numbers are healthy; they have every intention of competing and staying healthy, Penn National is trying to be pro-active in looking ahead and recommends the County Commission should too.

11. Interview and Appointment to the Harpers Ferry/Bolivar PSD for and unexpired term ending June 30, 2014.

- **Motion by Ms. Widmyer to appoint Dr. Edmund C. Stazyk to the Harpers Ferry/Bolivar PSD for the unexpired term ending June 30, 2014. Motion seconded by Ms. Noland and unanimously approved.**

12. The Commission took a break at 10:46 a.m.
The Commission reconvened at 11:00 a.m.

13. Lynn Fields, Deputy Clerk, Probate – Ms. Fields stated she is requesting the closure of the estates of Joseph Klunder and Hugh Hoover. The two estates did not make the deadline for the last Quarterly Review. Ms. Fields explained one of the estates is quite large and would like to make disbursements to the heirs. The other estate is asking for closure due to tax purposes. Ms. Fields further stated all requirements and deadlines have been met and all interested parties have been notified with no objections.

- **Motion by Ms. Widmyer to close estates as recommended by the Probate Clerk. Motion seconded by Ms. Tabb and unanimously approved.**

14. Ms. Keyser stated the budget was put on the agenda as a place holder. As the budget was approved there is no action needed. Ms. Keyser stated she and Ms. McDonald are working on filling out the budget forms for the state in Mr. Shroyer's absence. Ms. Tabb inquired as to the change in funding for Public Transit; she didn't understand why it was increased by \$1,000. It was the consensus of the Commissioners all budgets were to remain at the same funding level as last year. Ms. Keyser was directed to make the appropriate change.

15. Legislative Updates

A. Ms. Noland reported:

- SB521 - Regional Jail Bills – Creating an amnesty program for certain individuals driving on an expired license to keep them out of jail and cut down on jail costs. This move was spearheaded by the Justice Reinvestment Legislation.
- SB522 - Collection and process of Court fees – fees which could create additional revenue for regional jails.
- HB2857 - Process of filling vacancies of certain offices – they are looking at 60 days for filling the vacancies.
- SB529- Granting County Commissions advised and consent authority in discharging certain county employees.
- SB159 - Providing Elected County Officials receive raises based on the Consumer Price Index.
- HB2812 - Relating to the valuation of motor vehicles for purposes of ad valorem property taxes: requiring antique motor vehicles not used for general transportation to be assigned an appraised value of \$5,000 and requiring the assessed value for all motor vehicles to be at least \$420.

B. Dale Manuel reported:

- Gun bill – made it out of the House preempts Municipal government in their ability to control fire arms inside of their boundaries. The Association took an unfavorable approach.
- Any work on public buildings you would have to use USA made products.
- New education levies would have to include some allocation for libraries.
- Discussed with the organization protecting the monies allocated from Gambling Industries. The bill

discussed today 455 has not moved.

C. Lyn Widmyer reported:

- HB 2916 Eliminated the Tax Credit Program on National Registered Listed home.

COUNTY ADMINISTRATORS REPORT

- Commission meeting calendar for June & July 2013. Due to holiday schedule there would be a month between meetings. It was the consensus of the Commission to meet June 27, 2013.
 - New assignments to Boards, Commissions - Ms. Noland request another Commissioner replace her on the Telamon Board as it conflicts with another meeting she is assigned to. Ms. Widmyer volunteered to take her place.
 - Ms. Keyser requested a recommendation to put in a ceiling mike for public comments at a cost of \$792. Ms. Noland recommended purchasing a ceiling mike. It was the consensus of the Commission to move forward with purchasing the ceiling mike.
 - April 15-16 there will a representative from ING speaking to the employees in different locations.
 - April 11 – Ethics and Robert Rules workshop will be held in the lower level of the Library.
 - May 7, WV Humanities Council for England will have a speaker, more information to follow.
 - IT update – Mr. Pellish requested Ms. Keyser wait until the April Commission meeting to address this issue.
 - No update for Space Needs.
16. Stephanie Grove, Assistant Prosecuting Attorney, Executive Session regarding back pay for Deputy Sheriffs assigned to care for K-9's.

- **Motion by Ms. Noland to enter into an Executive Session with regard to pending litigation, pursuant to WV Code §6-9A-4. Motion seconded by Ms. Tabb and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session and reconvene Regular Session. Motion seconded by Ms. Tabb and unanimously approved.**
- **Ms. Noland stated as a result of discussion in Executive Session, move to pay back pay to the four (4) canine handlers totaling \$44,148.19. Motion seconded by Ms. Tabb and unanimously approved.**

COUNTY COMMISSIONER REPORTS:

Commissioner Widmyer:

- Attended all the Budget Meetings.
- Attended the Hagerstown, Eastern Panhandle Metropolitan Organization Planning Meeting.
- Jefferson County Landmarks Commission Meeting.
- Eastern Panhandle Transportation Authority Meeting.
- Attended the Eastern Panhandle Transportation Authority Meeting.

Commissioner Tabb:

- Attended all Budget Workshops.
- Went to Morgantown - WV Dairy Cattle Show.

Commissioner Noland:

- Attended all Budget Work Sessions
- Attended Partnership for Affordable Housing Meeting.
- Attended Region 9 Air Quality Meeting.
- Attended the WV Association of Counties Conference.
- Attended the Convention and Visitors Bureau Meeting.
- Attended the Council on Aging Meeting.

Commissioner Manuel:

- Attended all Budget Work Sessions.
- Attended the WV Association of Counties Conference.
- Attended the Council on Aging.
- Attended the Eastern Panhandle Transportation Authority.
- Attended the JC Emergency Services Agency Meeting.
- Attended the Parks & Recreation Meeting.

17. Commission broke for lunch at 12:15 p.m.

Commission broke for lunch at 1:30 p.m.

18. Roger Goodwin, Chief Engineer – Bond Construction Release

A. 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.

- **Motion by Ms. Noland to authorize a complete release of the remaining \$51,935.00 construction bond amount for Philip N. McDonald-McLucky LLC (File #S11-16). Motion seconded by Ms. Tabb and unanimously approved.**

B. 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, WV.

- **Motion by Ms. Tabb to 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). Motion seconded by Mr. Manuel and unanimously approved.**

i. Ms. Widmyer inquired if the HOA is aware of the release. Upon unanimous consent of the Commission, Mr. Richard Sussmann, with Property Manager People, representing Maddex Farm HOA addressed the Commission. Mr. Sussmann stated there were no objections to this release or the release on Phase IV (PC File # 06-07).

C. 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, WV.

- **Motion by Ms. Widmyer to 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). Motion seconded by Ms. Noland and unanimously approved.**

19. Jennifer Brockman, Director of Planning & Zoning

A. Approval of Job Offer for vacant Planning Clerk Position – Ms. Brockman stated this position had been approved April 22, 2013. They now have a candidate. This candidate will come in at a Grade III, Step D.

- **Motion by Ms. Noland to approve 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. Motion seconded by Ms. Tabb and unanimously approved.**

B. Approval to use Temporary Part Time Contract Employee – Due to the number of extra meetings being held by the Planning Department, Ms. Brockman requested the use of Jennifer Snyder on an as needed basis for no more than 10 hours a week and no more than five (5) or six (6) weeks until the new hire can come on board. Ms. Gran, Finance, informed Ms. Brockman it would not be difficult to add her back on the payroll.

- **Move to approve Jennifer Snyder as a temporary part-time hire for the Planning and Zoning Department. Motion was seconded by Ms. Widmyer and unanimously approved.**

20. Fred Blackmer, former Jefferson County resident. Mr. Blackmer stated he is doing administrative work for many of the petitioners in the Mannings Project. Mr. Blackmer believes this is the initial process of submitting the application and request and for starting the clock for a Public Hearing to begin. This is the process of County

Commission review and public testimony prior to making a determination as to whether there will be a vote for the residents of Mannings' on their Incorporation. The goal is to start the clock on the WV Code process of scheduling a hearing in the no less than ten (10) days, no more than thirty (30) days. Mr. Blackmer stated the petitioners are people who signed the petition, the land-owners petition; to begin the process for a vote of the residents of Manning's on Incorporation. Concern was expressed by the Commissioners as to the validity of the petition as this petition came before the Commission five (5) years ago. Stephanie Grove, Commission Legal Counsel, stated she believes once a petition had been acted upon and an order entered, the petition is no longer valid and a new petition must be presented. Mr. Manuel inquired if this petition could be recertified? Ms. Grove believes you can recertify that the freeholders still live in the area.

Ms. Grove explained the process for verification – The County Clerk has one petitioner verify it is a true and accurate petition. This means the signatures are true and accurate; and everyone who signed it is in favor of the petition. The County Clerk makes sure thirty percent of the freeholders signed the petition and do in fact live there. The County does not verify the petitioners are still in favor of the petition.

Ms. Grove stated the role of the Commission is ministerial, one of a fact finder. The Commission determines the petition meets all the requirements. This is what the public hearing is for.

- **Motion by Ms. Widmyer to follow the legal counsel of our attorney and recommend to the applicant they have to meet anew the requirement for thirty percent of the registered voters and at such time return to the Commission and request a public hearing. Motion dies for the lack of a second.**
 - Ms. Grove believes you have to hold a public hearing to determine the petition does not comply with the requirements of section two of the code.
- **Motion by Ms. Widmyer to direct the applicant to update and resubmit a petition meeting state code for the percentage of voters and at such time return to us with a request for a public hearing. Motion dies for the lack of a second.**
- **Motion by Ms. Noland to schedule a public hearing within the required time frame, later rather than sooner. Motion seconded by Ms. Tabb.**
 - **Mr. Manuel amended the motion to include the public meeting must be held in the designated area at Blue Ridge School. Ms. Noland accepted the amendment. Motion is approved on a vote of 3-1 with Ms. Widmyer opposing.**

Ms. Grove stated you must hold a public hearing to determine if the petition meets the requirements of section one and two. Section one deals with how they will address the amenities they must provide as a corporation. Section two deals with the sufficiency of the petition. According to case notes you must hold a public hearing as the petition is valid based on prima fascia evidence.

- Ms. Widmyer requested written comments, as part of the Public Hearing record, from the Health Department, PSD and Planning Commission to talk about the implications for the extension of services.
- Ms. Noland suggested we accept written comments.
- Mr. Manuel inquired, if at the Public Hearing, it would be appropriate to ask those individuals that are residents in the area that is impacted, to let us know who they are so we know the opinions of those being impacted the most.
- Ms. Widmyer believes everyone in the County is impacted by this.
- Ms. Grove stated it is the responsibility of the petitioner to place the class two advertisement announcing the day, time and location of the Public Hearing.

Motion by Ms. Widmyer to adjourn. Motion seconded by Ms. Noland and unanimously approved.

DALE MANUEL, PRESIDENT

PUBLIC HEARING:

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

At a Public Hearing of the County Commission of said County and State continued and held
at the Old Charles Town Library ground floor meeting room on Wednesday, March 27, 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
Sandy Slusher-McDonald, Deputy Administrator
Cynthia Schott, Administrative Assistant

Re: PUBLIC HEARING ON THE 2013-14 BUDGET

President Manuel called the Public Hearing to order at 7:10 pm.

President Manuel inquired of Ms. Schott if there was anyone wishing to address the Commission. Ms. Schott responded no, as there were no residents in attendance.

With there being no business to attend to President Manuel adjourned the Public Hearing with no objection at 7:20 pm.

DALE MANUEL, PRESIDENT

PURCHASE ORDERS TO BE APPROVED

APRIL 4, 2013

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
ASSESSOR	51396	\$ 215.00	NADA Guides	Appraisal Guides
CAPITAL OUTLAY	49913	\$ 5,312.00	Dell, Inc	VOiP - Power Supplies
	49914	\$ 1,291.81	Rack Souldutions	VOiP - Server Cabinet
CIRCUIT CLERK	51430	\$ 100.00	WV Association of Circuit Clerks	Membership 2013
COMMUNICATIONS (JCECC)	49824	\$ 150.00	NAEMD	3 EMD Recertifications
	49825	\$ 150.00	NAEMD	3 EMD Recertifications
	49826	\$ 730.00	Priority Dispatch	EMD Certifications
	49873	\$ 199.00	Naylor, LLC	Ad for Help Deptuy Director
	49874	\$ 2,707.20	IT Savvy, LLC	HP V1910-24G-PoE Switch
	49878	\$ 458.00	Teltronic	Repair TLRS
	49880	\$ 599.00	BK Office Supply	Paper Shredder
COUNTY CLERK	50275	\$ 1,020.00	BK Office Supply, Inc	Office Funiture
	50276	\$ 115.74	Spirit of Jefferson	Notice of Admin - Boyd
	50277	\$ 219.90	Piefer Office Supply	Office Materials/Supplies
COURTHOUSE	51355	\$ 5,173.08	Minghini's General Contract	Roof Leak Courthouse
EXTENSION AGENT	52132	\$ 204.00	WVU Printing Services	Post Cards
OTHER BUILDINGS	51352	\$ 187.50	RCS Security	Labor for locks not working
	51356	\$ 968.41	Daycon	Cleaning Supplies
	51358	\$ 292.55	Battery Mart	Sealed Lead Acid Batteries
	51359	\$ 136.06	Grainger	Filters

	51361	\$ 687.00	BK Office Supplies	Copy Paper
	51362	\$ 520.00	Dodson Septic Tank Cleaning	Septic Pumped - Animal Control
	51363	\$ 2,304.81	Boland	Trouble shoot VAV Units
PLANNING & ZONING	50321	\$ 584.86	Insight Audiovisual Services LLC	Upgrade to JCC Hearing Room
	50323	\$ 461.50	Jennifer Brockman	American Planning Assoc. Confrence
PROSECUTOR'S OFFICE	50385	\$ 1,925.00	WVPAI	Registration for Summer Meeting
ZONING DEPARTMENT	50312	\$ 143.80	Jefferson Publishing Company	Public Notice
	50322	\$ 154.84	Jefferson Publishing Company	Public Notice
GRAND TOTAL		\$ 27,011.06		

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

Jeffrey C. Bannon, Esq.

**Consultant and counsel on statistical proof, EEO/HR Data,
and electronic discovery**

Equitas Publishing, LLC
8036 Shepherdstown Pike
Shepherdstown, WV 25443
304-876-1526
jeffrey.bannon@gmail.com

Expertise in statistical proof, creation of litigation databases, and electronic discovery. Extensive experience in the litigation of employment discrimination actions in the federal district and appellate courts.

EMPLOYMENT HISTORY

Principal and Consultant, Equitas Publishing, October 2012 – present

Assistant General Counsel for Technology, U.S. Equal Employment Opportunity Commission, Washington, D.C., August 1999 – October 2012

Regional Attorney, District Office, EEOC, Dallas, TX, August 1989 – August 1999

Appellate Attorney, EEOC, Washington, DC, July 1982 – July 1989

Trial Attorney, EEOC, Chicago, IL, and New York, NY, November 1977 – June 1982

Adjunct Professor of Law, Southern Methodist University School of Law, Dallas, TX, Spring 1993

TECHNICAL EXPERIENCE

EEOSTAT. Wrote computer software for EEO litigation consisting of three modules: **Paycalc** calculates amounts of backpay, including compound interest, owed to victims of employment discrimination; **Square** analyzes cross-tabulated data and applies Chi Square and Fisher's Exact tests; **Avail** compares selections to an availability percentage and uses the binomial and the normal approximation to the binomial to calculate statistical significance.

EEO-1 Desktop. Wrote software to analyze employers' EEO-1 reports, comparing companies to others in similar industries and localities. Written in Delphi and SQL.

IMS/Litigation. Joined EEOC's Office of Information Technology team and developed Oracle database system to track agency's enforcement litigation.

ATS (Appellate Tracking System). Wrote software to track EEOC's appellate litigation in the U.S. Courts of Appeals and Supreme Court.

Knowledge of SAS, Oracle PL-SQL, Delphi, SQL programming languages.

PUBLICATIONS

Electronic Discovery in Employment Cases, ABA National Conference on EEO Law, La Jolla, California, March 23, 2006

Current Issues in Statistics and Employment Discrimination, Proceedings of New York University 38th Conference on Labor, June 1985

Contributor to B. Lindemann Schlei, *Sexual Harassment in Employment Law* (1992) & 1994 Supplement

Contributor to B. Lindemann, *Age Discrimination in Employment* (2000)

BAR MEMBERSHIPS

U.S. Supreme Court

U.S. Courts of Appeals for the First, Second, Third, Fifth, Sixth, Eighth, Ninth, Tenth, and Eleventh Circuits

U.S. District Court for the Northern District of Texas

U.S. District Court for the District of Connecticut

State of Connecticut

State of West Virginia

EDUCATION

J.D. with Honors, University of Connecticut School of Law, Hartford, CT, June 1977

B.A., Philosophy, Yale College, New Haven, CT, June 1973

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: John Case

Department or Organization: Shepherdstown Quakers

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: 04/04/2013

Date Requested – 2nd Choice: _____

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

Subject(Wording to be placed on agenda): Adopt Gun Violence Resolution

Please provide the County Commission with a description of your request or presentation, including any background information: Resolution to urge our Governor, State Legislators, The President of the US and Congress to immediately pursue all necessary and reasonable restrictions on sales of firearms.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):
~~Move to approve the Resolution as submitted by the Quakers of Shepherdstown.~~

Are documents attachments? Yes No _____

If not, explain: _____

Is a projector needed? Yes _____ No

Contact information:
Email address: _____
Phone number: _____

QUAKERS TAKE A POSITION AGAINST GUN VIOLENCE

Affirmed at Shepherdstown Monthly Meeting

Jan 20, 2013

Thou shalt not kill. You shall love your neighbor as your self. If anyone strikes you on the right cheek, turn to him the other cheek as well.

These are profound commandments of moral action present in the Bible. In Quaker tradition the testimonies of peace and non-violence counsel us to abhor violence of any kind. Thus we wholeheartedly support pleas for meaningful action on reasonable and rational gun-safety legislation, such as the Friends Council on Education letter of Jan 14, 2013.

Quakers include Democrats, Republicans and independents. We do not oppose gun ownership. Yet unfortunately, guns are often used to enforce one individual's will against others through violence or threats of violence. We do oppose permitting guns in public areas where there are children. We oppose access to weapons that are never appropriate for civilized use. According to the Journal of Trauma and Acute Care Surgery, 80% of all gun deaths and 87% of all child deaths by guns occur in the US.

Jesus' instruction to turn the other cheek is one of the most difficult commandments — difficult precisely because it runs counter to our instinctive nature when we are attacked by another person. Quaker testimony expresses Jesus' transcendent conviction that the answer to violence is not more violence. It is not an eye for eye, nor a tooth for a tooth. Instead it is a path that turns away from fear, hate, vengeance; that turns instead towards love, hope, forgiveness, compassion, and kindness.

Great religious leaders and philosophers throughout the ages teach essentially the same thing. We Quakers find that message in our heart to reject violence. Peaceful conflict resolution practices are an attainable ideal. When our forebears from out of the wilderness laid the foundation of the civilization they could only dream of -- they agreed, even in the mythic "Old West", to leave the guns outside the doors of civil society. In a democratic society, we affirm, under the rule of law, we will seek justice and the remedies to grievances of every kind

RESOLUTION

A RESOLUTION TO URGE OUR GOVERNOR, STATE LEGISLATORS, THE PRESIDENT OF THE UNITED STATES AND CONGRESS TO IMMEDIATELY PURSUE ALL NECESSARY AND REASONABLE RESTRICTIONS ON SALES OF FIREARMS

WHEREAS, gun violence is resulting in repeated and senseless deaths in the United States caused by not only mass murders of innocent people as at Sandy Hook Elementary School in Newtown, Connecticut and elsewhere, but also from daily shootings in our urban centers; and

WHEREAS, gun sales now involve large volumes of assault weapons suitable only for warfare killing of human beings and not for hunting; and

WHEREAS, ammunition magazines of more than ten rounds serve no legitimate civilian need but facilitate mass shootings; and

WHEREAS, increased background checks to limit sales to persons with records of criminal violence or mental instability or reinstating the ban on military-style assault weapons and high capacity ammunition magazines will not interfere with legitimate use of firearms by hunters or sportsmen, deter law enforcement efforts, the right to self defense, or otherwise interfere with rights that are defined as basic under the Second Amendment of the U.S. Constitution; and

WHEREAS, for many decades the level of gun violence in the United States has become a recurrent, unacceptable and unnecessary threat to the most fundamental rights of our citizens, the right to life, liberty and the pursuit of happiness and is destructive of domestic tranquility, a fundamental Constitutional right:

THEREFORE BE IT RESOLVED that the Elected Government of Harpers Ferry, West Virginia, strongly urges our Governor, State Legislators, the President of the United States and Congress to immediately pursue all necessary and reasonable restrictions on sales of firearms to protect the future of our children and promote a more peaceful society.

Joe Anderson, Mayor

Kevin Carden, Recorder

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 15 min.

Date Requested – 1st Choice: April 4, 2013

Date Requested – 2nd Choice: _____

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

Subject: Interview and Appointment to the Jefferson County Development Authority
(1) three year term ending April 5, 2016
(1) three year term ending April 5, 2016 as representatives from the Town of Ranson, Town of Bolivar and the Town of Harpers Ferry

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Move to approve _____ to a three year term ending April 5, 2016 to the JC Development Authority.**

Move to approve _____ to a three year term ending April 5, 2016 to the JC Development Authority at the request of Ranson, Bolivar and Harpers Ferry.

Are documents attached? Yes

If not, please explain:

Is a projector needed? No

Contact information:

Email Address:

Phone number:

DEVELOPMENT AUTHORITY

Vacant
3 years 4/5/2013 (Espinosa resigned 1/13)

Helen Dettmer
52 Carter Lane
Harpers Ferry, WV 25425
3 years 4/5/2013
Represents: BOLIVAR

P. David Mills
312 S. Mildred Street
Ranson, WV 25438
w: 725-1010
pdmills@aol.com
3 years 4/5/2013
Represents: RANSON

Karan Townsend

3 years 4/5/2013
Represents: HARPERS FERRY (RESIGNED Sept 2011, Ira Hale)

Howard Mills
P.O. Box T
Shepherdstown, WV 25443
h: 876-6860
hgmills@citlink.net
3 years 4/5/2014
Represents: SHEPHERDSTOWN

C.C. Hammann
984 Morgan Grove Road
Shepherdstown, WV 25443
h: 876-2386
oldfibre@frontiernet.net
3 years 4/5/2014

DEVELOPMENT AUTHORITY

Annette Gavin
113 Barrel Horse Drive
Charles Town, WV 25414
c: 304-279-3637
Annette.gavin@pngaming.com
3 years 4/5/2014

Mark Dyck
301 N. Mildred Street, Suite 1
Charles Town, WV 25414
w: 725-8456
mdyck@whga.com
3 years 4/5/2014

James Tolbert
P.O. Box 651
Charles Town, WV 25414
725-7852
jtolber@frontiernet.net
3 years 4/5/2014

Joshua Householder
P. O. Box 1411
Charles Town, WV 25414
office: BCT cell: 304-283-7664
jhouseholder@mybet.com
3 years 4/5/2015

Joe Consentini
P.O. Box 14
Charles Town, WV 25414
304-725-2311
3 years 4/5/2015
Represents: CHARLES TOWN

Eric Lewis
P.O. Box J
Shepherdstown, WV 25443
h: 304-876-2124
w: 304-728-6877
c: 304-279-6574
ejlewis@oll-cpas.com
3 years 4/5/2015

Michael Chapman
P.O. Box 184
Rippon WV 25441
c:304-279-6297
p: 304-728-5804 MCHAPMAN@royalvendors.com
3Years 4/5/2015

Debra Hovatter
309 Morning Calm Lane
Harpers Ferry, WV 25425
H: 304-876-6276
c: 304-216-5835 hovatter5104@comcast.net
3 years 4/5/2015

Walt Pellish
COUNTY COMMISSIONER

Scott Sudduth
1052 N. Childs Road
Kearneysville, WV 25430
724-5141
scott.sudduth@ucdc.edu
Jefferson County Board of Education Liaison

Gary Kable
133 Captain Kime Drive
Charles Town, WV 25414
725-5108
kfoto@frontiernet.net
Jefferson County Board of Education Liaison - Alternate

DEVELOPMENT AUTHORITY

John Reisenweber
Executive Director, Development Authority
P.O. Box 237
Charles Town, WV 25414
28-3255 fax# 725-3133

§7-12-3

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

NAME: Matthew Knott
HOME ADDRESS: 200 River Rock Run, Harpers Ferry WV 25425
HOME TELEPHONE NUMBER: 304-671-7199
WORK ADDRESS: 408 Alstadts Hill Rd. Harpers Ferry WV 25425
WORK PHONE NUMBER: 304-535-2688
MOBILE PHONE NUMBER: 304-671-7199
E-MAIL ADDRESS: Matt@riverriders.com
MAGISTERIAL DISTRICT: Harpers Ferry
PARTY AFFILIATION (Building Commission applicants only) _____
OCCUPATION: CEO and President of River Riders
LENGTH OF RESIDENCY IN JEFFERSON COUNTY: 38 yrs
EDUCATION: HIGH SCHOOL Jefferson
COLLEGE: BS Business with Marketing Concentration
TRADE OR BUSINESS SCHOOL: _____

LIST QUALIFICATIONS FOR THIS POSITION:

business owner for 15 years with 200 seasonal employees
past positions on boards and commissions
life long resident
interested in responsible growth in Jefferson County

NAME OF BOARD, COMMITTEE OR COMMISSION APPLYING FOR:

Economic Development Authority

ORGANIZATION MEMBERSHIPS & POSITIONS HELD: Please see attachment.

Signature: Matthew Knott Date: 3.28.2013

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

Appointments

- West Virginia Whitewater Commission Budget Committee Chairperson
- Shenandoah River Outfitters Association Treasurer
- Past Jefferson County Parks and Recreation Treasurer
- Board of Directors Jefferson County, WV Convention and Visitors Bureau

Memberships

- American Canoe Association
- American Camp Association
- Association for Experiential Education
- American Whitewater
- America Outdoors Association
- Paddlesports Industry Association
- Association for Challenge Course Technology
- International Association for Amusement Parks and Attractions

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

NAME: Laurel Drake

HOME ADDRESS: 1312 Washington St.

HOME TELEPHONE NUMBER: 304-535-6848

WORK ADDRESS: Jefferson High School

WORK PHONE NUMBER: 304-725-8491

MOBILE PHONE NUMBER: 304-702-7004

E-MAIL ADDRESS: teahorse@live.com

MAGISTERIAL DISTRICT: _____

PARTY AFFILIATION (*Building Commission applicants only*) _____

OCCUPATION: business owner of Teahorse B&B/Hostel in Harpers Ferry and teacher in Jefferson County

LENGTH OF RESIDENCY IN JEFFERSON COUNTY: 2.5 years

EDUCATION: HIGH SCHOOL _____

COLLEGE BS in math and chemistry, MA in mathematics

TRADE OR BUSINESS SCHOOL _____

LIST QUALIFICATIONS FOR THIS POSITION:

I am currently the President of the Harpers Ferry Historic Town Foundation (as of Jan. 1, 2013). I am interested in working with others on the planning and development of the great county of Jefferson County. I have 7 years experience as a high school math teacher or elementary ESL teacher which has given me a window into the educational experience of young people in this county.

NAME OF BOARD, COMMITTEE OR COMMISSION APPLYING FOR:

Jefferson County Developmental Authority

ORGANIZATION MEMBERSHIPS & POSITIONS HELD: President, Harpers Ferry Foundation

Signature: _____

Laurel Drake Date: 3-21-13

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

Received

MAR 21 2013

Jefferson County Commission

Nichelle Hosby

From: Sheila Vertino [sheilavertino@yahoo.com]
Sent: Tuesday, March 19, 2013 3:04 PM
To: Nichelle Hosby
Subject: Fw: At Large Board seat for Economic Development Commission

Hi, Nichelle. Per John Reisenweber's email below, where should I send my cover letter and bio, and is there anything else that I should include? Thank you for your help. Sheila

Sheila Kelly Vertino
Writer/Communicator
591 Steamboat Run Road
Shepherdstown, WV 25443
571-277-4192
"Why walk when you can fly?"

----- Forwarded Message -----

From: John Reisenweber <John@jcda.net>
To: Sheila Vertino <sheilavertino@yahoo.com>
Cc: "nhosby@jeffersoncountywv.org" <nhosby@jeffersoncountywv.org>
Sent: Tuesday, March 19, 2013 2:55 PM
Subject: RE: At Large Board seat for Economic Development Commission

Sheila,

I really appreciate your interest and thanks for sending this to me. Whitney told me you were working with her on Artomatic.

The deadline is noon, this Thursday---you really need to print this all out and get it to Nichelle Hosby at the County Commission office—she coordinates Board appointments.

I cced her on this email so you can contact her.

Thanks
John

From: Sheila Vertino [<mailto:sheilavertino@yahoo.com>]
Sent: Tuesday, March 19, 2013 2:52 PM
To: John Reisenweber
Cc: Whitney Burch; Shepherd Ogden
Subject: At Large Board seat for Economic Development Commission

Dear Mr. Reisenweber:

I understand that the deadline to apply to serve on the Economic Development Commission is drawing near, and so I am taking the unusual liberty of sending my application to you in an email. (The cover letter and bio are also attached above.) I look forward to meeting you in person, and thank you for your time and attention. Sheila Vertino

Cover Letter:

I am writing to apply for the At Large board seat on the Economic Development Commission. My husband and I have owned property in the Eastern Panhandle for seven years, first in Morgan County and now in Jefferson County. After my retirement this past summer, we made Shepherdstown our permanent home. Although I have had a long and varied career, my most recent position – with NAIOP, formerly the National Association of Industrial and Office Properties, from 1996 to retirement in 2012 – was closely aligned with economic development. My personal philosophy espouses a pro-business approach, grounded in smart growth principles, with respect for the agricultural heritage and unique small

towns of the County. At the same time, I believe that we must work to attract new knowledge-based industries to the area, and continue to nurture our emerging entrepreneurs and established businesses. As you'll see on my attached bio, I have a business background, professional experience in economic trends and real estate development, and a strong track record of success. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to the economic development success of Jefferson County. I would be happy to meet personally with you, either in person or over the phone. Thank you for your consideration.

Sincerely,

Sheila Kelly Vertino
Writer/Communicator
591 Steamboat Run Road
Shepherdstown, WV 25443
571-277-4192
"Why walk when you can fly?"

RECEIVED

MAR 18 2013

Jefferson County Commission

Charles W. Ellison
PO Box 837
Ranson, WV 25438
Tel: (304) 728 2030
Email: Ellison_4@yahoo.com

To Jefferson County Commissioners

I am submitting my resume for the future opening on the Jefferson County Development Authority Board.

Time is a valuable commodity in any business and when I give up my time, it is for something I believe in. I believe in Jefferson County.

I want to thank you for taking time to review my resume and qualifications.

I am currently employed as a Local manager for Frontier Communications. I would like to submit my resume to the County Commissioners to consider me for one of the upcoming open positions on the board of the Jefferson County Development Authority.

I believe my unbiased expert opinion on data communication, the back haul it takes to transfer large data, the ability to answer any questions or offer proactive suggestions to the board would be an asset to Jefferson County.

I believe I can be instrumental in sharing my knowledge with the board as they promote Jefferson County. We (Jefferson County) are in a very competitive environment. We are competing with other counties and states that are actively seeking corporations that can offer employment while contributing to our tax base.

I am willing to volunteer my time for this position. Believe me when I state, offering an unbiased opinion, it will be an expert opinion on the infrastructure and what Jefferson County can offer. Yes I am employed with Frontier Communications but that will not keep me from offering an opinion or explaining the variety networks we offer in Jefferson County have that is suitable for any corporations. We are lucky enough to have several data vendors and wireless companies.

My main concern is for Jefferson County and having the skill sets to contribute if and when a corporation may want to locate, relocate or improve their business.

I can be available to meet with you at your convenience and would appreciate an opportunity to discuss how my experience will best meet your needs.

Best Regards,

Charles Ellison

RECEIVED

MAR 19 2013

Jefferson County Commission

Charles W. Ellison
P.O. Box 837
Ranson, WV 25438
(W) 304-728-2030
(H) 304-267-4985
ellison_4@yahoo.com

Shepherd University
Shepherdstown, WV
Degree (General Business)

Jefferson County Leadership **2007/2008**

Homeland Security Assessment Training **2006**

Frontier Communications / Leadership training **2007**

Anti Terrorist Tactical and Defensive Driving Course **2007**

EXPERIENCED IN BROADBAND HIGH SPEED WIRELESS & HARDLINE NETWORKING, STATIC IP, SUBNETS, VPN, VARIOUS ROUTER CONFIGURATION, MICROSOFT APPLICATIONS AND CORPORATE DATA BACK HAUL

BINARY HEXADECIMAL, DECIMAL, BINARY NUMBERING SYSTEMS; BUDGET MANAGEMENT & SUPERVISORY SKILLS.

WIRELESS CANOPY TRAINING

WVU OSHA TRAINING

2001- RALEIGH NC RTP TRAINED IN IT NETWORKING, IP ADDRESSING, VOICE\IP (GLOBAL KNOWLEDGE)

TRAINED IN DIGITAL CARRIER INSTALLATION (NORTEL) 2000- RALEIGH RTP

JAMES RUMSEY VOCATIONAL SCHOOL- CERTIFICATE IN ELECTRONICS,

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

RICHWOOD HIGH SCHOOL:

PROFESSIONAL EXPERIENCE

PRESENT: CITIZENS /FRONTIER OPERATIONS MANAGER

My professional experience over the years in telephony has evolved from an analog base voice and data networking system to a more complex digital IT networking system. This would include using several different corporate programs such as AS400 to gather and maintain information. I am experienced with LAN/Wan networking.

My current position is overseeing the transition to more of a Digital/Binary, voice over Internet protocol, web-based program, and Dynamic/static IP applications. I currently have 26 employees under my supervision that maintains the data needs of Jefferson County and surrounding area customers.

My background also consists of Human Resources and Recruiting in the IT/ telephony environment. I am highly organized with the ability to manage multiple projects and meet deadlines.

COMPANY/UNION CONTRACT NEGOTIATING TEAM-INSTRUMENTAL IN NEGOTIATING FIVE THREE-YEAR LABOR CONTRACTS

My profession currently is an Operations Manager for a local telephone company (Frontier Communications). My daily responsibilities require me to wear many hats. I have the responsibility of 26 employees, which man four departments; (Digital switching, Business networking application, Residential customer installations, customer service concerns and also outside plant construction activities, which include overseeing projects using contract labor, along with maintaining a vehicle fleet of 28.

. This position also requires numerous conference calls, telephone, email, and interdepartmental communication, communicating with government offices, civic organizations, local press and other areas.

I have worked closely with the US State Department and Secret Service for White House communications on several occasions

My responsibilities also involve project management, dealing with out side vendors, materials, project completions, material acquisitions and various duties

This position also requires me to maintain an annual operating budget, uphold HR guidelines, concerns, policies, procedures, and hiring's, disciplinary actions. and maintain a safety program.

A W A R D S R E C E I V E D

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

C I V I C O R G A N I Z A T I O N S

MEMBER- UNITED WAY JEFFERSON/BERKLEY COUNTY
PRESIDENT JEFFERSON COUNTY CHAMBER OF COMMERCE
REPRESENTATIVE BUSINESS PARTNERS OF EDUCATION- PAGE JACKSON
ELEMENTARY - JEFFERSON COUNTY BOARD OF EDUCATION
JEFFERSON HIGH SCHOOL TEACHERS ACADEMY
CHAIRMAN OF WV EAST HOSPITAL INFORMATION BOARD

I N T E R E S T S A N D A C T I V I T I E S

QUALITY FAMILY TIME, BICYCLING, KAYAKING, RACQUETBALL

CHARLES WILSON ELLISON
PO BOX 837 RANSON WV 25438
UNITED STATES



**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

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Ed Hannon

Department or Entity: Jefferson County Emergency Service Agency

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1st Choice: April 4, 2013

Date Requested – 2nd Choice: April 18, 2013

If a specific date is needed, please provide reason for specific date: **Due to meeting target date for implementation in July we need to address this early and develop a plan of action.**

Subject: **Review the Ordinance and Fee presented early this month.**

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Recommend setting a date for public hearing followed by vote on the Ordinance at the next County Commission meeting.**

Attachments:



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

JEFFERSON COUNTY SPECIAL EMERGENCY AMBULANCE SERVICE FEE ORDINANCE

SECTION 1 - LEGISLATIVE AUTHORITY

This Ordinance concerns the imposition and collection of a special emergency ambulance service fee and is adopted under the authority of Chapter 7, Article 15, Section 17, of the Code of West Virginia, as amended.

SECTION 2 - PURPOSE

This Ordinance is enacted by the Jefferson County Commission for the purpose of staffing and maintaining an adequate emergency ambulance system within the geographic boundaries of Jefferson County, West Virginia. An adequate emergency ambulance system is necessary to promote the health and welfare of the citizens of Jefferson County. Emergency ambulance service is a public purpose and a responsibility of government for which public money may be spent.

SECTION 3 - DEFINITIONS

RESIDENTIAL UNIT – Means any place of residence, whether occupied or unoccupied, as classified by the records of the Jefferson County Assessor, including, but not limited to, single-family homes, duplexes, vacation and secondary homes, mobile homes, apartments, rental units, and personal care facilities. In the case of a structure which contains multiple dwelling units, such as duplexes and apartments, each apartment unit or duplex unit shall be deemed to be a separate residential unit.

COMMERICAL UNIT – Means any place of business including hotel/motel, industrial/warehouse, institutional, nursing homes as classified by the records of the Jefferson County Assessor.

OWNER – Means the person, firm or corporation listed in the records of the Jefferson County Assessor possessing exclusive rights and control of a property.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

USER – Means any person, firm or corporation to whom emergency ambulance transport service is made available.

EMERGENCY AMBULANCE SYSTEM – Any emergency ambulance service provided pursuant to this ordinance.

SPECIAL EMERGENCY AMBULANCE SERVICE FEE – Means the fee imposed by the Jefferson County Commission through this Ordinance and collected from the users of emergency ambulance service within Jefferson County.

SECTION 4 - RATES

Each Special Emergency Ambulance Service Fee imposed under this Ordinance shall be for emergency ambulance service provided for a Jefferson County Fiscal Year July 1 to June 30. The Special Emergency Ambulance Service Fee established by this Ordinance shall depend upon the total square footage of the building as set forth below:

	<u>Square Feet</u>	<u>Amount</u>
(a) Residential	0-1,600	\$ 55.00
	1,601-3,000	\$ 75.00
	3,001 +	\$ 85.00
(b) Commercial	0-2,500	\$ 115.00
	2,501-7,500	\$ 215.00
	7,501-20,000	\$ 520.00
	20,001-35,000	\$ 995.00
	35,001-50,000	\$1,270.00
	50,001-75,000	\$1,520.00
	75,001-100,000	\$2,220.00
	Over 100,000	\$2,200 plus .30 per sf Over 100K

Said fee may be adjusted annually upon approval of the Jefferson County Commission. The fee shall be the responsibility of the owner of the unit.

The Fee imposed under this ordinance shall be due and payable September 30 of each year. The Fee assessed and levied under the provisions of the ordinance shall be a debt due the Jefferson County Emergency Services Agency and shall be a personal obligation of the owner of the unit. Failure to pay the fee by the due date will result in delinquent status.

Delinquent fees may be, at the discretion of JCESA recovered by the JCESA through civil action filed in a court of competent jurisdiction. Such suit need not be brought in the same

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

fiscal year the fee was billed. In any suit for collection of delinquent fees, the JCESA is authorized to recover its court costs and attorney's fees and costs.

For accounts paid on or after October 1 through December 31 the fee shall increase by 15 percent. For accounts paid on or after January 1 through March 31, the fee shall increase again by 15 percent. A summary follows:

Unit Type	If Paid On or Before September 30	If Paid On or After October 1 to December 31	If Paid On or After January 1 to March 31
	Full Year	Full Year	Full Year
Residential	55	63	73
	75	86	99
	85	98	112
Commercial	115	132	152
	215	247	284
	520	598	688
	995	1,144	1,316
	1,270	1,461	1,680
	1,520	1,748	2,010
	2,220	2,553	2,936
	2,220+	2,553+	2,936+

If any person believes he or she is erroneously charged an emergency service fee, the JCESA shall provide, upon the person's request, an exoneration form. The form shall be completed and returned to the JCESA no later than September 30 of the Fiscal Year for which the fee applies. The JCESA shall, within a reasonable time, cause to be investigated any request for exoneration. The JCESA shall, at its next regular meeting after completion of the investigation, make and communicate to the County Commission its recommendation regarding the exoneration. If good cause for exoneration is found by the County Commission, said Commission shall exonerate or modify any or all imposed charges, and shall notify the person in writing of its actions. If the Commission does not exonerate or modify as requested by the applicant, an appeal may be filed with the Circuit Court of Jefferson County.

This ordinance shall be published once a week for two successive weeks in a qualified newspaper published in this county.

SECTION 5 - RATE INCREASES

The service of ambulance protection shall be continued, maintained, and improved by the Jefferson County Emergency Services Agency at the charge and expense of the owners of all residential and commercial units within the county. The fees shall be imposed, assessed and collected as set forth in this Ordinance. In the event the JCESA determines an increase in the fee imposed by this ordinance is necessary, it shall, by resolution, request the County Commission for such an increase. Procedures set for in Article 15, Chapter 7, Section 17 of the Code of West Virginia for the initial levy of such a fee shall be followed by the County Commission in the event an increase is sought.

SECTION 6 - EFFECTIVE DATE

This Ordinance shall become effective June 30, 2013. The fee assessed and levied by this ordinance shall be for services rendered from July 1, 2013 to June 30, 2014, and each fiscal year thereafter.

SECTION 7 - MANAGEMENT OF PROCEEDS

The proceeds from the imposition and collection of the Special Emergency Ambulance Service Fee shall be deposited in a special fund and used only to pay reasonable and necessary expenses actually incurred and the cost of buildings and equipment used in providing emergency ambulance service to residents of Jefferson County. The proceeds may be used to pay for, in whole or in part, the establishment, maintenance and operation of the Jefferson County Emergency Services Agency, as provided for in Senate Bill 224 (passed March 8, 2008), and Article 15, Chapter 7 of the West Virginia Code. Proceeds not expended in a given Fiscal Year will be maintained in the special fund and may be used in subsequent Fiscal Years as necessary.

SECTION 8 - BUDGET DEVELOPMENT

The Jefferson County Emergency Services Agency shall hold an annual public hearing for the purpose of receiving written or oral public comments pertaining to the operations of the JCESA within Jefferson County. This public hearing shall be advertised as a Class II legal advertisement in local newspapers within the County.

The required public hearing shall be held in conjunction with the regular January Board of Directors meeting in order to provide JCESA sufficient time to consider any improvements or changes in services and to account for said changes when submitting the annual budget request to the Jefferson County Commission.

In conjunction with the submission requirements of the Commission, JCESA shall prepare a regular JCESA budget for County Funds and shall prepare a supplemental budget detailing the upcoming Fiscal Year projections for the special emergency ambulance fund. The Board of Directors shall make recommendations to the County Commission regarding the need to change or maintain the rates charged for the upcoming year.

SECTION 9 - DATA USED FOR ASSESSMENT OF FEES

Upon completion of the annual budget for the Fund, JCESA shall request the Assessor to provide it with a list of all residential and commercial units and commercial square footage within the county to be utilized as the data base for billing the Special Emergency Ambulance Service Fee commencing the following July 1. Each residential and commercial unit shall have an account established in the name of the owner of that unit and a bill in the amount of the fee shall be delivered to that unit by US Postal Service on or after July 1 of the Fiscal Year. The Assessor will further provide monthly updates to JCESA so that the database can be maintained on a current basis.

SECTION 10 - COLLECTION OF DELINQUENT ACCOUNTS

In mid-January, letters shall be sent to all delinquent accounts as a status reminder including a notice that delinquent accounts will be submitted for collection. On or about April 1, all delinquent accounts at that point shall be submitted for collection by either internal or external agencies.

Owners of residential and commercial units will be responsible for reporting to JCESA incorrect billing information to avoid collections.

SECTION 11 - BUSINESS MANAGER

JCESA will appoint a Business Manager to manage the Fund who will report to the JCESA Director and Board of Directors and manage the day-to-day operations of billing and collection of the Fee. Funds will be allocated in the annual budget to pay reasonable and necessary expenses of running a business office.

SECTION 12 - AMENDMENTS AND SEVERABILITY

This Ordinance may, from time to time, be amended by a majority of the members of the County Commission as they deem it necessary and appropriate.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

If a court of competent jurisdiction declares any provision of this Ordinance to be void, invalid or ineffective in whole or in part, the effect of such decisions shall be limited to those provisions which are expressly declared to be void, invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully enforceable and effective.

This Ordinance shall become effective on June 30, 2013.

Approved by

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 – 1st Choice: April 4, 2013

Date Requested – 2nd Choice: April 18, 2013

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

Subject: **Approval of Job Offer for 2013 Summer Planning Intern**

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

For the last three years, Planning and Zoning, with the support of the GIS Department, have had a summer intern from Shepherd University to provide research and GIS support for specific long range planning tasks, many of which support the on-going Comprehensive Planning effort. This position is budgeted over the 2 Fiscal Years to allow for a student to be hired each summer.

Please see the attached personnel request form, which describes the tasks to be performed this year, and the resume for the proposed Summer Intern, Clayton Raines.

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 Clayton Raines to fill the 2013 Summer Intern position in accordance with the Department of Planning's budgeted position.

Attachments:

- Personnel Requisition form from Jennifer Brockman dated March 25, 2013
- Resume for Clayton Raines

JEFFERSON COUNTY

Personnel Requisition

Department Name Planning Date 3/25/13 Date Needed 4/29/13

Job Title Planning Intern Salary \$10/hr up to 35 hours/week up to 15 weeks (up to \$6,000 budgeted)

Criminal History Check Yes No

Suggested Recruitment Source(s): **Shepherd University Environmental Studies Program/GIS Class**

Applicants Interviewed By: **Jennie Brockman, JT Redmon, Jessica Gormont, Seth Rivard**

Position Reports To: **Jennie Brockman**

Minimum Education Required: **Academic coursework in research and data analysis; basic GIS concepts; statistical analysis of data; production of final reports including data analysis**

Minimum Experience Required: **Student Intern – no formal work experience required; experience doing research and data analysis preferred**

Job Duties: **Multiple tasks related to base analysis for upcoming Envision Jefferson 2035, with the following priorities:**

Priority 1: Residential Lot Inventory – analysis for the purpose of determining the number of buildable lots in approved, active subdivisions within Jefferson County. The data source will be Jefferson County GIS data and paper files, in addition to information from Charles Town and Ranson. This information will be helpful in planning for future residential growth.

Priority 2: Population Projections – analysis involving estimating future Jefferson County population growth for the year 2035. Data sources will include the 2010 Census, the American Community Survey, West Virginia University statistics, building permit data, student enrollment data, and other local sources. This information will be helpful in planning for future residential growth and public services.

Priority 3: Commercial Buildout Potential (as time allows) – analysis involving determining the acreage of undeveloped (or redevelopable) commercially zoned land in Jefferson County. The data source will be Jefferson County GIS data and paper files, in addition to information from Charles Town and Ranson. This information will be helpful in planning for future commercial growth.

Budget Information

Addition Replacement Explain or For Whom Summer Intern

Position Budgeted Yes No Proposed Salary **\$10/hour up to 35 hours/week up to 15 weeks (up to \$6,000 budgeted)** Date of Hire 4/29/13

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

Safety/Security Hours Per Week up to 40 hours/ week

Approvals

Elected Official Approval _____ Date _____

Department Head Approval _____ Date _____

County Commission Approval _____ Date _____

Comments _____

Clayton Raines

Intern Candidate

(304) 886-5923
Craines01@gmail.com

Profile

I am a graduating senior from Shepherd University, starting graduate school January of 2014, since my wife does not graduate until December. In the time I have remaining I plan on learning skills that will help me in my future career and education. This opportunity serves dual purposes as I would be gaining experience, as well as allowing me the ability to support my family. I have had my fill of retail, and while I am thankful for the flexibility and experience it has afforded me, I am ready to take the next step in my career development.

Education

Period	2008-2013	
Degree	Honors BS, Biology-Ecological Science	
Rank	Magna Cum Laude, Dean's List, Honors	
School	Shepherd University	Shepherdstown, WV

Skills

Field and Laboratory Work

- Sampling of aquatic organisms (fish, benthic macroinvertebrates, and meiofauna)
- Organism identification
- Experienced with relevant field and laboratory equipment

Computer Competency

- Arc GIS
- Microsoft Office Suite
- Adobe Photoshop
- Arduino (programming)

Communication

- Customer Service
- Held public speaking and liaison roles
- Competent orator

Work Experience

Period	2010-2012
Employer	Handpicked Consignment Company
Job Title	Sales Person and Inventory Specialist

Period	2009-2013
Employer	Boltz's Hardware
Job Title	Sales Representative and Garden Shop Manager

Related Activities

- HSTA consultant Musselman High School
- 4-H consultant
- Shepherd Environmental Organization
- FFA consultant

References

Available on request

Clayton Raines

(304) 886-5923

Craines01@gmail.com

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Angie Banks

Department or Organization: County Assessor

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: April 4, 2013

Date Requested – 2nd Choice: _____

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

Subject(Wording to be placed on agenda): Budget Revision - to redistribute current budget funding to insure that all allocation lines are greater than anticipated expenditures for the fiscal year. No additional funding require

Please provide the County Commission with a description of your request or presentation, including any background information: Request to reduce budget line # 406/216 - Assessor Maintenance /Repair by \$2,000 and increase budget line 406/212 - Assessor Printing by \$2,000.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):
~~Move to approve budget revision # 9 reducing budget line # 406/216 - Assessor Maintenance/Repair in~~
the amount of \$2,000 and increase budget line #406/212 Assessor Printing in the amount of \$2,000.

Are documents attachments? Yes No _____

If not, explain: _____

Is a projector needed? Yes _____ No

Contact information:

Email address: _____

Phone number: _____

JEFFERSON COUNTY COMMISSION
 STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS
 ASSESSOR
 AS OF 03/2013

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-406-01-101-000-GG-000 ASSR OFFICIAL SALARY	44880.00	3452.30	34523.10		10356.90	76.92
001-406-01-102-002-GG-000 ASSR SUPPLEMENT	19488.00		19488.00			100.00
001-406-01-103-000-GG-000 ASSR SALARY AND WAGES	307916.98	23685.92	236859.20		71057.78	76.92
001-406-01-104-000-GG-000 ASSR FICA EXPENSE	26522.66	1602.82	19768.48		6754.18	74.53
001-406-01-104-001-GG-000 ASSR MEDICARE EXPENSE	6202.89	374.87	4623.31		1579.58	74.53
001-406-01-105-000-GG-000 ASSR GROUP INSURANCE	87160.56	7223.24	65009.16		22151.40	74.58
001-406-01-106-000-GG-000 ASSR RETIREMENT	54569.90	3799.36	41895.08		12674.82	76.77
001-406-01-108-001-GG-000 ASSR OVERTIME	17500.00		8445.45		9054.55	48.25
001-406-01-108-002-GG-000 ASSR PARTTIME	38000.00	<i>add + 2,000</i>	31141.00		6859.00	81.95
<u>001-406-02-212-000-GG-000 ASSR PRINTING</u>	<u>5000.00</u>	5879.80	5879.80		<u>-879.80</u>	117.59
001-406-02-214-000-GG-000 ASSR TRAVEL	2000.00	199.00	553.53	700.00	746.47	62.67
<u>001-406-02-216-000-GG-000 ASSR MAINT/REPAIR EQUIP</u>	<u>6000.00</u>	<i>- 2,000</i>	250.00		<u>5750.00</u>	4.16
001-406-02-220-000-GG-000 ASSR ADS/LEGAL PUBS	3000.00		555.75		2444.25	18.52
001-406-02-222-000-GG-000 ASSR DUES/SUBSCRIPTIONS	500.00		250.00		250.00	50.00
001-406-02-230-000-GG-000 ASSR CONTRACTED SERVICES	3000.00	222.97	1936.71		1063.29	64.55
001-406-03-341-000-GG-000 ASSR MATERIAL/SUPPLIES	5982.68	2045.68	4571.30		1411.38	76.40
001-406-03-342-000-GG-000 ASSR RECORD BOOKS	1500.00				1500.00	
TOTALS FOR GENERAL FUND	629223.67	48485.96	475749.87	700.00	152773.80	75.72

Capital Outlay:

\$138,000 was added to the Capital Outlay Fund for the upgrade of the AS400. This project has been completed.

In Summary:

Our County, like many others, is faced with growth in demand for services while confronting a strained economy. There is a heightened expectation from our citizens and business community to interact and conduct business with the County utilizing modern technology and web-based capabilities. Therefore, our goal today is to review where we are, decide where we want to be based on what is best for the County and our citizens, within our financial means, and what other resources are needed and available to reach our goal.

Questions:

- What is our vision or level of service we wish to provide?
- How much money is available to dedicate to IT? Now and in the future?
- Which option or hybrid of options can get us to our vision?
- Timetable for developing an RFP for the option selected to ensure the correct vendor?
- Resources for developing RFP?
- Scheduled implementation of Option selected?

Option Charts

Below is a list of potential options for resolving our IT issues. Items highlighted in red throughout the text indicates major consideration under each option.

Option #1	Outsource Entire Function – 1 year
Rely on the vendor to provide our entire IT Needs.	
Positives	Negatives
No salaries or benefits to administer.	Still have costs associated with the consultant's salaries and benefits with a surplus fee.
Easy to terminate if they provide unsatisfactory performance.	You are relying on the vendor to be your leader. No matter how conscientious, they have a vested interest in their business first.
If an employee leaves the consulting group, it is their responsibility to fulfill our contract needs. No personnel issues.	Unless they are on-site 100% of the time, you lose the ability to call them into a meeting or pick up the phone and ask a quick question.
Expertise in many facets due to their exposure to many clients. We gain from their vast experiences.	With our size and complexities, it will take a significant amount of upfront commitment and costs to bring us in line.
This cost could drop after 6 months or a year if we wish to maintain software and hardware.	To really have this option to be successful, there must be a leader. If we don't hire someone to be a leader and set the vision, then it will be incumbent upon the Commissioners and Department Managers to set the direction.
Costs – 2 Person:	
Upgrade software and hardware	\$ 80,000
2 persons at \$10,000/month	\$240,000
Total:	\$310,000
Costs – 1 Person:	
Upgrade software and hardware	\$ 80,000
1 persons at \$10,000/month	\$120,000
Total:	\$200,000

Option #2	Outsource Entire Function; Add Consultant – 1 Year
Rely on the vendor to provide our entire IT Needs. Add a consultant to meet with the vendor and appear before the Commission several times a year to assist with setting the vision and direction, giving guidance to the vendor.	
Positives	Negatives
No salaries or benefits to administer.	Still have costs associated with the consultant's salaries and benefits with a surplus fee.
Easy to terminate if they provide unsatisfactory performance. No personnel issues.	Unless they are on-site 100% of the time, you lose the ability to call them into a meeting or pick up the phone and ask a quick question.
Expertise in many facets due to their exposure to many clients. We gain from their vast experiences.	With our size and complexities, it will take a significant amount of upfront commitment to bring us in line.
This cost could drop after 6 months or a year if we wish to maintain software and hardware.	Additional cost of adding a consultant's fees, but you have objectivity in the decisions that need to be made and you have a second opinion for an important departmental function.
Will be knowledgeable in software and hardware.	May not be able to make best recommendation if they don't understand all the nuisances to our complex environment.
This cost could drop after 6 months or a year to \$120,000 once we just have to maintain items put into place.	
Option A - 2 Person Consulting Team	
Upgrade software and hardware	\$ 80,000
2 persons at \$10,000/month	\$240,000
Consultant \$75/hr x	\$ 6,000
Total	\$380,000
Option B – 1 Person Consulting Team	
Upgrade software and hardware	\$ 80,000
1 persons at \$10,000/month	\$120,000
Consultant \$75/hr x	\$ 6,000
Total	\$206,000

Option #3	Hire in-house IT Manager/Director
Positives	Negatives
You have someone that is vested in our complexity and systems and can understand the entire picture which a consultant may not be able to do as adequately. They will have ownership.	You have a set level of expertise which will require additional training to remain competitive in the ever changing IT Market.
You have someone that is available to work or be called upon immediately as needed without additional expense.	Benefits and salaries for the County to manage. On-going cost without eliminating the position.
This person could also potentially manage the Finance function in conjunction with the IT responsibilities, which often go hand-in-hand, since Paul is here for a limited number of years.	We can't terminate without due process if there are performance problems.
Hire in-house manager and they can determine when to hire Bardane; or they complete all Bardane work as well and hire outside consultant for extensive projects.	May be difficult to find a hands-on manager to complete daily work without the desire to add additional headcount.
Option A – Hire – Advertising	
Upgrade Hardware and Software	\$80,000
Ad	\$ 600
Salary	\$ 75,000
Benefits	\$ 30,000
Total	\$185,600
Option B: - Hire Recruiting Agency – 20% to 35%	
\$105,000 = 20% fee = \$15,000	\$105,000 + 15,000 + \$80,000 = \$200,000
\$105,000 = 35% fee = \$26,250	\$105,000 + \$26,250 + \$80,000 = \$211,250
Option C: - Temp to Hire Director	
Upgrade Hardware and Software	\$80,000
\$75/hr x 40 hrs/week = \$3,000; \$13,000/month	\$78,000 (6 months)
No fee to hire after 6 months	\$40,000 Salary 6 months
	\$16,000 Benefit cost 6 months
	\$214,000
Cost is much higher on Option C because they are responsible for recruiting, benefits, training, etc.	

Option #4	Hire in-house IT Manager/Director and Bardane Support
Positives	Negatives
You have someone that is vested in our complexity and systems and can understand the entire picture which a consultant may not be able to do as adequately. They will have ownership.	You have a set level of expertise which will require additional training to remain competitive in the ever changing IT Market.
You have someone that is available to work or be called upon immediately as needed without additional expense.	Benefits and salaries for the County to manage. On-going costs without eliminating the position.
This person could also potentially manage the Finance function in conjunction with the IT responsibilities, which often go hand-in-hand, since Paul is here for a limited number of years.	We can't terminate without due process if there are performance problems.
This provides an employee for the Bardane campus (911, Sheriff Dept and CAD). Allows Jeff to have the proper time to manage his organization. Allows for JC to utilize the investment CAD offers. Support person to manage computers specific to CAD at 9-1-1 center, as well as in Fire Engines, Police Cars, Ambulances (geographically separate locations).	To hire a support person for Bardane/CAD would be a niche and take a while longer to find the best fit.
Allows for back-up for help desk support which is only being managed by one person. Vacations and sickness leave the County vulnerable.	
Hire – Advertising	
Upgrade Hardware and Software	\$ 80,000
Ad – Director	\$ 600
Salary	\$ 75,000
Benefits	\$ 30,000
Ad – Bardane Support	\$ 600
Salary	\$ 50,000
Benefits	\$ 15,000
Total:	\$251,200

MEMORANDUM

Jefferson County, West Virginia Engineering Department

TO: Jefferson County Commission
Debbie Keyser, County Administrator

FROM: Roger Goodwin, PE, CFM
Chief County Engineer

DATE: April 1, 2013

SUBJECT: **Engineering Department Quarterly Update Report – April 1, 2013**

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

A. Bonding:

- i) Sheridan Estates Subdivision – we are holding \$972,616.00 cash bond surety in an escrow account at the Bank of Charles Town. Staff is working with a new developer interested in taking over the subdivision from the bank and completing the work. Staff drafted a new bonding agreement that contains terms and conditions ensuring timely completion of the road repairs and street paving and reposting of the full bond amount. The bonding agreement was forwarded to the developer in early December, 2012 to review and provide comments. Once the developer has reviewed and commented on the draft bonding agreement, staff will present it to the county commission for their review and approval. Then the developer will need to take ownership of the subdivision and execute the bonding agreement. **The Chief County Engineer spoke with the interested developer's representative on March 28, 2013, who indicated that the developer is near working out all the issues in order to be able to take over the subdivision.**
- ii) Mission Ridge Subdivision – the Engineering Department staff bid the work necessary to complete the street paving and the Route 9 turn lanes. The Mission Ridge Property Owners Association, Inc. executed a contract with Jefferson Asphalt Products Co., Inc. on December 12, 2012, to complete the site work by May 15, 2013. **The contractor expects to begin work by the end of April.**

- vi) Rock Ferry Station Subdivision – staff met with a new developer who took over ownership of the subdivision. **The developer executed a new bond agreement and posted the bond surety in the full amount of the estimated cost to complete the site improvements.**
- vii) Summit View Estates Subdivision – staff has drafted the summary memorandum necessary to present to the County Commission a property owner's request for the county to call-in the bond and complete the site work. **Staff met with the bank that issued the surety on the bond and sent a letter on March 29, 2013 to the developer putting them on notice that they are in default, with a deadline to respond to the notice by April 19, 2013.**

B. Stormwater Management Ordinance:

- i) **Planning & Engineering staff met with Delta Development on January 22nd to review the "Gap Analysis". Staff participated in stakeholder workshops on February 5th and the presentation to the Planning Commission on March 12th. Staff met with Delta Development on March 19th to review the draft stormwater management ordinance and participated in a stakeholder's meeting the same day. The ordinance is being revised in response to comments received.**

C. Property Safety Ordinance:

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

WVDOH gave updates on projects in each county and listened to traffic safety issues and concerns.

- B. Completed the Impact Fees 2012 Annual Report and the 2013–2014 Capital Improvement Plan.
- C. Completed the 2014 FY budget process.
- D. Mountaineer Maniacs completed the Wellness Program on February 28th.

3. Projects Proposed:

- A. Met with Harpers Ferry Mayor, Joe Anderson, on January 25th to discuss an agreement for Jefferson County Engineering Department to take over management of their floodplains since Harpers Ferry cannot meet the state code requirement for continuing education and training of their floodplain manager. Chief County Engineer will draft an agreement to present to the County Commission for your consideration.
- B. Get the land development standard construction details updated and put into a digital/AutoCAD format, to supplement the requirements of the Subdivision, Zoning, and Stormwater Management ordinances.
- B. Set up the Engineering Department web page with the stream monitoring information/links.

4. Items Requiring Commission Attention:

None at this time.

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

1:30

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

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

Date Requested – 1st Choice: April 4, 2013

Date Requested – 2nd Choice: _____

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

Subject: **Interviews and appointments to the Jefferson County Planning Commission**

Please provide the County Commission with a description of your request or presentation, including any background information: Currently there are 3 – three year terms ending March 31, 2016 open for appointment.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **move to approve _____, _____ and _____ to the Jefferson County Planning Commission for a three year term ending March 31, 2016**

Are documents attached? **Yes**

If not, please explain:

Is a projector needed? **No**

Contact information:

Email Address:

Phone number:



PLANNING COMMISSION

Applicants		Magisterial District:		Attending	Time Called 3-26-13 after 4:11 pm
Karan Townsend		Harpers Ferry		LM	4:14
Eric Smith		Harpers Ferry		LM	4:11
Wade Louthan		Kabletown		Yes	4:24
Darlene Truman		Shepherdstown		Yes	4:28
Aaron Howell		Charles Town		Yes	4:29
William McLeod		Shepherdstown		Yes	4:31
Earl L. Jackson		Charles Town		Yes	4:58
Gary Phalen		Shepherdstown		No Number	
Eleanor Finn		Shepherdstown		Yes	4:37
Jeffrey Bannon		Shepherdstown		Early in the day	4:46
Elliott Simon		Harpers Ferry		LM	4:48
Deirdre Catterton		Kabletown		Yes	1:58
Jeseph Engel		Kabletown		Unknown	1:56
Current Members:		Magisterial District	Term expiring		
Wm. Kelly Baty		Kabletown	2013		
Morgan Eppers		Harpers Ferry	2013		
Eric Smith		Harpers Ferry	2013		
Daniel Hayes		Shepherdstown	2014		
JP Phillips		Kabletown	2014		
Paul Taylor		Shepherdstown	2014		
Stephen Stolipher		Kabletown	2015		
Clifford Taylor		Middleway	2015		

PLANNING COMMISSION

Wm. Kelly Baty

4704 Kabletown Rd
Charles Town, WV 25414
725-3748
3 years 3/31/2013

Morgan Etters

810 Mission Road
Harpers Ferry, WV 25425
304-728-7433
3 years 3/31/2013

Eric D. Smith

29 Crest Lane
Harpers Ferry, WV 25425
301-525-4949
Amerismith@aol.com
3 years 3/31/2013

Daniel Hayes

96 Canal Way
Shepherdstown, WV 25443
304-279-6288
3 years 3/31/2014

JP Phillips

157 Homewood Dr.
Charles Town, WV 25414
3 years 3/31/2014 (replaced Ed Burns)

Paul Taylor

134 West Burke Street
Martinsburg, WV 25401
w: 304-263-7900
f: 304-2635545
3 years 3/31/2014

Stephen Stolipher
P.O. Box 37
Rippon, WV 25441
304-283-0614
3 years 3/31/2015

Clifford (Gene) Taylor
1884 Hidden Hollow Drive
Kearneysville, WV 25430
h:724-1784 cell: 240-432-6710
3 years 3/31/2015\

Walt Pellish
County Commissioner

S8A-2-4



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Patsy Noland

VICE PRESIDENT

Dale Manuel

COMMISSIONER

Jane Tabb

February 6, 2013

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer

Eric Smith

29 Crest Lane

Harpers Ferry, WV 25425

Dear Mr. Smith:

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

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, March 21, 2013 or as soon thereafter as the Commission may decide.

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

For the Commission,

Nichelle Adams Hosby

Executive Assistant

NAH

termexp

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Shusher McDonald



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Patsy Noland

VICE PRESIDENT

Dale Manuel

COMMISSIONER

Jane Tabb

February 6, 2013

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer

Morgan Etters
810 Mission Road
Harpers Ferry, WV 25425

Dear Ms. Etters:

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

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, March 21, 2013 or as soon thereafter as the Commission may decide.

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

For the Commission,

Nichelle Adams Hosby
Executive Assistant

NAH
termexp

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Slusher McDonald



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Patsy Noland

VICE PRESIDENT
Dale Manuel

COMMISSIONER
Jane Tabb

February 6, 2013

COMMISSIONER
Walt Pellish

COMMISSIONER
Lyn Widmyer

Wm. Kelly Baty
4704 Kabletown Rd.
Charles Town, WV 25414

Dear Mr. Baty:

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

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, March 21, 2013 or as soon thereafter as the Commission may decide.

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

For the Commission,

Nichelle Adams Hosby
Executive Assistant

NAH
termexp

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Shusher McDonald

February 15, 2013

Ms. Nichelle Adams Hosby
Executive Assistant
Jefferson County, WV Commission
124 East Washington Street
P.O. Box 250
Charles Town, WV 25414

Dear Ms. Adams Hosby:

In response to your February 6, 2013 letter about my expiring position as a Jefferson County, WV Planning Commission, I offer the following.

While I appreciate the opportunity and honor to serve the last three years as a Jefferson County Planning Commissioner, I am not interested in serving another term. Moreover, I will not continue to serve until you fill the vacancy of the position. When my term expires on March 31, 2013, I will terminate my service to Jefferson County as member of the Planning Commission.

Good luck to you and the County Commission in future planning and activities in the Jefferson County, WV-- and in filling the Planning Commission vacancy.

Best regards,



William Kelly Baty
4704 Kabletown Road
Charles Town, WV 25414
304.725.3748

RECEIVED

FEB 21 2013

Jefferson County Commission

JEFFERSON COUNTY COMMISSION
APPLICATION FOR BOARDS, COMMITTEES, OR COMMISSIONS

NAME: Karan Townsend

HOME ADDRESS: 179 High Street; PO Box 1412; Harpers Ferry, WV 25425

INN TELEPHONE NUMBER: 304.932.0677

WORK ADDRESS: Same

RESTAURANT TELEPHONE NUMBER: 304.535.1860

MOBILE TELEPHONE NUMBER: 304.702.1872

E-MAIL ADDRESS: karantownsend@gmail.com

MAGISTERIAL DISTRICT:

PART AFFILIATION: Independent

OCCUPATION: Innkeeper; Educational Consultant

LENGTH OF RESIDENCY IN JC: 7 years (since February 2007)

EDUCATION: Doctorate of Education (1979); Real Estate Broker / Appraiser (1986)

LIST QUALIFICATIONS FOR THIS POSITION:

(See attached resume and references)

___ Business Owner and Resident in Lower Town, Harpers Ferry

___ Manager of Law Office 1975-1993

___ Real Estate Broker / Appraiser 1986-1993

___ Member of the JCDA Board since 2012

___ Member of Harpers Ferry Planning Commission since 2007

___ Member of JC CVB since 2007

___ Member of Harpers Ferry / Bolivar Merchant Association since 2007

___ Member of Harpers Ferry / Bolivar Historic Foundation since 2007

___ Member of Harpers Ferry Vision Steering Committee (2011-2012)

___ Additional civic & government organizations, such as the Woman's Club, Oddfellows, Trail and Town Alliance, Appalachian Trail Conservancy, etc.

NAME OF BOARD, COMMITTEE, OR COMMISSION APPLYING FOR: Planning Com.

ORGANIZATION MEMBERSHIPS & POSITIONS HELD: See above

SIGNATURE: Karan Townsend

DATE: 21 March 2013

RECEIVED

MAR 21 2013

Jefferson County Commission

**JEFFERSON COUNTY COMMISSION
APPLICATION FOR BOARDS, COMMITTEES, OR COMMISSIONS**

Education:	Doctorate of Education	University of Houston	1979
	Master of Education	University of Houston	1974
	Bachelor of Science	University of Houston	1971

Teaching/Business Experience:

2007-2012	Innkeeper/Restaurateur/Consultant	Town's Inn / English House / CEN
2002-2006	English Faculty/Consultant	Oakwood English Language Institute, Northern Virginia Community College Prince Georges Community College
2001	English Faculty/Consultant	Unit Arab Emirates University, (Aug.-Dec.)
2000-2001	Director of EFL Research/Development	New Horizons, Kuwait (August 00-July01)
1997-2000	ESL Director/English Professor	Washington Bible College, Washington ,DC
1996/2003	ESL Instructor/Consultant	EuroCentres/Diplomatic Lang. Services, VA
1993-1995	Director of ESOL/Teacher	Salzburg International Prep. School, Austria
1986-1993	Director of ESOL/Consultant	Baylor School of Medicine, TX Med. Center
1986-1993	Real Estate Consultant/Researcher	Landauer; Cushman & Wakefield, TX
1981-1993	Law Office Manager	David Townsend, Attorney-at-Law; TX
1974-1981	Program Development Specialist	University of Houston, TX
1970-1974	Public School Teacher	N. Forest I.S.D.; Pasadena I.S.D., TX

Experience Highlights:

- Extensive faculty experience as a teacher of composition in undergraduate college programs and private language schools
- Extensive English language and teacher training program development and instructional experience, serving as a professor and program development specialist in culturally diverse American, European, and Middle Eastern colleges, language schools, business, and governments
- Extensive research and development experience, serving as consultant in the USA, Europe, and the Middle East in matters regarding general education, language education, business/professional education, and interpersonal/cross-cultural relations, particularly in the area of English for Speakers of Other Languages (ESOL)
- Law, business, real estate managing and consulting (business owner)
- Innkeeper / Restaurateur (owner) of the Town's Inn in Harpers Ferry, West Virginia
- Member of Jefferson County Development Authority Board, Jefferson County Convention & Visitor Bureau Board, Harpers Ferry Planning Commission, Harpers Ferry Historic Town Foundation, Fellowship Bible Church, and numerous other community-centered non-civic organizations.

NOTE: Each reference includes primary year(s) of professional association; type of relationship; contact information

JEFFERSON COUNTY COMMISSION
APPLICATION FOR BOARDS, COMMITTEES, OR COMMISSIONS

2012 ~ Colleague in a Network of Language Schools

Mr. Daniel Spandler-Davison, Director, Columbia Education Network
200 Maryland Ave., NE; Washington, DC 20002 USA
502.275.9240; ddavison@columbiaedunet.com

2007-2012~ Co-Worker in Town & County Government / Civic Organizations

Mr. Joe Anderson, Mayor of Harpers Ferry, West Virginia
1000 Washington St.; PO Box 217; Harper's Ferry, WV 25425 USA
304.582.2377; joewa2@juno.com

2004-2007 ~ Supervisor in a Private Language School

Mr. Lane McIntyre, Owner/Director, Oakwood English Language Institute
7210 Braddock Rd.; Annandale VA 22003 USA
703.941.5790; laneoak@aol.com

2004-2007 ~ Supervisor in a Community College

Ms. Janet Gianotti, Director, Northern Virginia Community College
Community Education and Workforce Development
3001 North Beauregard Street; Alexandria, VA 22311 USA
(703) 845 6200; jgianotti@nvcc.edu

2002-2004 ~ Supervisor in a Community College

Ms. Esther Robbins, Language Studies Chair, Prince Georges Community College
301 Largo Rd.; Largo, MD 20774 USA
(301) 322 0942; robbinex@pg.cc.md.us

2001 ~ Professional Colleagues in a University (United Arab Emirates)

Dr. Kalifa, Director of University General Requirements Ms. Marily Gjerde, Teacher
United Arab Emirates University, Women's Campus, P.O. Box 17172
Al-Ain, United Arab Emirates; marilyngjerde@yahoo.com

2000-2001 ~ Professional Colleagues in a Private School (Kuwait)

Mr. Fahad Al-Othman, President; Dr. George Gjano, Director; Ms. Debi Allen, Manager
New Horizons Computer Training Center/English Training Center
P.O. Box 23339 Safat; 13094 Kuwait
(965) 244 9797; dkallen4@hotmail.com

1996-2000 ~ Professional Colleagues in a College / Seminary

Dr. Homer Heater, President of Washington Bible College/Capital Bible Seminary
6511 Princess Garden Parkway; Lanham, MD 20706
301.552.1400 (home: 972.363.0150)
Dr. Ok Cha Soh, Professor
8110 Craddock Rd.; Greenbelt MD 20770
240.271.6441; osoh@bible.edu

1993-1996 ~ Supervisor in a Private Boarding School

Mr. Ted Rowley, Owner/Director
Salzburg International Preparatory School; Salzburg, Austria
8737 Caminito Abrazo; La Jolla, CA 92037
858.731.1834; intlstudy@erols.com

1985-1993 ~ Professional Colleague in Baylor College of Medicine English Programs

Dr. Michel Sabino, Faculty; Former President of Teachers of English to Speakers of Other Languages
4411 McKinney St.; Houston TX 77023; USA
703.836.0774; sabinom@uhd.edu

March 14, 2013

Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

Eric Smith
29 Crest Lane
Harpers Ferry, WV 25425

Dear Commissioners:

I would like to formally request that you allow me to continue serving as a planning commissioner for Jefferson County for a second term. I have served the commission for the past 3 years. I have served as Vice President, and am currently the Secretary of the commission. I feel that my service to the county as provided me the experience to continue on in this role and provide a perspective that it is important when facing the many issues that come before planning.

I have over 15 years of volunteering for various boards and commissions in Maryland prior to my arrival in Jefferson County, and have been a Jefferson County resident for almost 7 years, 3 of which I have served on the planning commission.

If you would permit, I look forward to continuing to serve Jefferson County, and providing the commission the best that I have to offer.

Thank you for your time.

Sincerely,

Eric D. Smith



Secretary of Jefferson County Planning Commission

RECEIVED

MAR 21 2013

Jefferson County Commission

March 18, 2013

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

Re: Jefferson County Planning Commission Appointment

Dear County Commissioners:

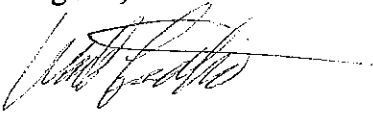
Please accept this as my request for appointment to the Jefferson County Planning Commission. I have been a long time resident of Jefferson County and have been active in the agricultural/farming industry my entire life.

Although I have always been involved in the current events in Jefferson County and throughout West Virginia, my recent involvement in the Comprehensive Plan Steering Committee has strengthened my desires to provide positive influence and direction as part of the Jefferson County Planning Commission.

I feel that my experience and background in agriculture and Jefferson County history will provide a significant benefit to the Planning Commission.

I look forward to serving on the Planning Commission and look forward to being an active participant in the positive influence of the future for Jefferson County.

Regards,



Wade Louthan

540-550-3523

Darlene Truman
PO Box 896
Shepherdstown, WV 25443

Jefferson County Commission
100 East Washington St.
Charles Town, WV 25414

Dear Sir/Madam,

It is with pleasure that I submit my application for a seat on the Planning Commission. I have spent most of my adult life in Jefferson County and have a vested interest in how our County is developed. With nearly 30 year's experience in Real Estate, most of it in our County. I believe I have a solid understanding of Real Estate Law, taxes, and the pros and cons of growth. Through my businesses I worked directly with local developers, attorneys, real estate professionals, surveyors, engineering firms, and Jefferson County offices (including Planning Commission staff).

Thank you for considering my application and I hope to have the opportunity to meet the Commission.

Sincerely yours,

Darlene Truman

Jefferson County Commission

Application for Boards, Committees or Commissions

Please type or print information

NAME: Darlene Truman

HOME ADDRESS: PO Box 896, 171 Pearl Drive, Shepherdstown, WV 25443

HOME TELEPHONE NUMBER: 304-876-3936

WORK ADDRESS: NA

WORK PHONE NUMBER: NA

MOBILE PHONE NUMBER: 304-582-8194

E-MAIL ADDRESS: Darlenetruman@comcast.net

MAGISTERIAL DISTRICT: Shepherdstown

PARTY AFFILIATION (*Building Commission applicants only*): NA

OCCUPATION: Retired

LENGTH OF RESIDENCY IN JEFFERSON COUNTY: 31 years

EDUCATION: HIGH SCHOOL Graduated 1971

COLLEGE Associates Degree

TRADE OR BUSINESS SCHOOL: NA

LIST QUALIFICATIONS FOR THIS POSITION:

Nearly 30 years experience in Real Estate. Held Real Estate License, Title Insurance Agent License, worked in property management, self-employed title abstractor, opened first non-Attorney Real Estate Title Company in WV, owned/managed Real Estate Title Companies for over 20 years, member and President of Board of Zoning Appeals (BZA), working knowledge of real estate development

NAME OF BOARD, COMMITTEE OR COMMISSION APPLYING FOR:

Planning Commission

ORGANIZATION MEMBERSHIPS & POSITIONS HELD: Former President and Charter Member of Charles Town Rotary, current Vice President of Eastern West Virginia Community Foundation, CASA Volunteer, published author, organized fundraisers for Shepherdstown Day Care and other non-profits., member of BZA.

Signature: _____ Date: _____

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

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

Aaron J. Howell

Ajhowell74@aol.com
181 Riparian Lane
Ranson, WV 25438
O (304)728-2482 C (304)290-3059

EDUCATION

Shepherd University, Shepherdstown, WV 2012-Present

- Pursuing a Masters degree in Business Administration

West Virginia University, Morgantown, WV 2001-2005

- Bachelors of Arts degree in Multidisciplinary Studies (December 2005)
- Emphasis in the areas of Business Administration, Communication Studies, and Sport and Exercise Psychology

RMA-ECU Real Estate Lending School May 2011

- Organized by the Risk Management Association Carolina – Virginias Chapter

RMA-ECU Commercial Lending School May 2010

- Organized by the Risk Management Association Carolina – Virginias Chapter

West Virginia Banking School, Charleston, WV 2007-2008

- Organized by the West Virginia Banker's Association

EXPERIENCE

Assistant Vice President – Commercial Loan Officer **Bank of Charles Town**

- Manage loan portfolio of about \$40 Million
- Attended Risk Management Associations classes on Global Cash Flow, Analyzing Business Tax Returns and Personal Financial Statements
- Assisted Credit Administration in completing Analysis
- Involved heavily in the Construction Loan process, both Commercial and Residential
- Attended classes through Risk Management Associates on the Construction Loan Process and Analyzing Construction Contractors
- Maintained all bank OREO Properties
- Reported monthly to the Board of Directors on the Sale of OREO Properties
- Aided Collections Officer in calls on delinquent accounts

Chief Deposit Officer, BCT, (up to March 2010)

- Performed credit analysis of business and personal tax returns
- Daily management of all REPO "Sweep" Accounts
- Developed Merchant Capture Program, including policies and written procedures
- Strong involvement in developing and training during the install of Teller Capture Program
- Lead Merchant Credit Card Services Program
- Responsible for all Deposit End of Month reporting that was reviewed by the Board of Directors
- Called on local businesses to bring deposits to the bank
- Met with Business Customers on a regular basis to aide them with any concerns

Assistant Branch Manager, BCT (November 2006)

- Responsible for Daily bank settlement
- Over saw all Customer Service support

Management Trainee, BCT (March 2006)

- Requisitioned supply ordering to save employees time and the bank money
- Assisted Branch Administrator in the development and testing of Disaster Recovery

ACTIVITIES AND INTERESTS

United Way of the Eastern Panhandle

2008-Present

- Responsible for setting Bank's employee campaign goals
- Campaign Member Responsible for contacting Charles Town Business
- Served on panel for Basic Needs Distribution

West Virginia University Football Team

2001-2005

- Invited Walk-on for Division I-A football team
- Earned full athletic scholarship senior season
- Team Captain and Scout Team Player of the Week Honors
- Big East Conference Champions 2003-2005
- BCS Nokia Sugar Bowl Champions 2006
- Athletic Directors Academic Honor Roll 2004-05

WILLIAM W. MCLEOD

62 VANDERVEER LANE • SHEPHERDSTOWN, WV 25443 • 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

WILLIAM W. MCLEOD

62 VANDERVEER LANE • SHEPHERDSTOWN, WV 25443 • wm.mcleod@ymail.com (240) 678 – 9033

MARKETER • STRATEGIST • RESEARCHER • FACILITATOR • ADVOCATE • PLANNER

Accomplished and results oriented leader with over 20 years professional experience in nonprofit, for profit, and quasi - public sectors involving localized and regional planning, visioning, economic development, community programming.

CORE EXPERTISE

- Marketing/Promotion
 - Research
 - Business Development
 - Public/Private Partnering
 - Community Outreach
 - Comprehensive Planning
 - Event Planning
 - Communications
 - Design
-

Design Group of Kentlands – Shepherdstown, West Virginia
Owner/Principal

2005 – Present

Established as a consortium of like-minded design professionals collaborating in competitive, innovative, and site - specific landscape design/build solutions to a diverse clientele.

- Oversee daily management of the organization, including business development, marketing management, research, but also human resource and project management
- Provide leadership in strategizing, teamwork, mediation, and consensus building, research, and project facilitation in the fleshing out of design strategies, site plans, final design solutions, timelines, written proposals, presentations, and budgets.
- Design, draft and graphically communicate alternative solutions to specific client's challenges.
- Develop, partner, maintain, and expand, and communicate with both a broad client base, members of the landscape/horticulture industry, and elected officials
- Petition, seek and obtain permits, make presentations to respective Boards, and Commissions representing clients

Winchester Conservation Commission – Winchester, Massachusetts
Chairman

2002- 2005

- Provided leadership, strategic direction in environmental, strategic, and comprehensive planning, and stewardship of complex, politically sensitive community projects and issues
- Served as point of contact and liaison for Board inquiries, community relations, and development petitions
- Partnered, nurtured, and facilitated ongoing community partnerships with outside agencies
- Strategized and authored the development of the Town's comprehensive Open Space and Recreation Plan
- Developed, and presented periodic updates, marketing and outreach materials to diverse audiences
- Researched, developed, negotiated, and modified Best Management Practices (BMPs), land acquisitions, and project timelines

Costco Wholesale – Everett, Massachusetts
Marketing – Business Development 2003 – 2005

- Developed marketing niche strategies and wrote strategic business development plans
- Initiated, advanced, and maintained community outreach marketing activities
- Researched, surveyed and interpreted socio-economic demographics,

Pembroke and Spears – Seattle, Washington
Project Manager 1999 – 2002

- Developed surveys using marketing research, and facilitated focus groups in the launching of strategic business plans and marketing positioning strategies for Internet startups, businesses, membership organizations, and grassroots crusades
- Developed, and delivered organizational presentations at tradeshow, conferences, and special events
- Served in community relations, liaison, partnering capacities on behalf of clients to community, investors, and the media

Bank of America - Seattle, Washington
Washington Mutual
Key Bank of Washington
Relationship Officer 1996 – 1999

- Cultivated, managed, and maintained diverse relationships, and partnerships comprised of high net worth individuals, business startups, and civic organizations
- Fostered and implemented open organizational communication channels amongst colleagues and clients
- Designed, and coordinated retreats and professional sales development programs
- Provided liaison, advocacy, leadership, and conflict resolution roles between financial institution and individuals, executive boards, and community based organizations

FORMAL EDUCATION:

Hagerstown Community College – Hagerstown, Maryland – Auto-CAD Coursework
Harvard Graduate School of Design – Cambridge, Massachusetts - Landscape Architecture - Certificate
Cleveland State University – Cleveland, Ohio – B.B.A. – Marketing and Finance
Edmonds Community College – Lynnwood, Washington – A.T.A. – Ornamental Horticulture and Landscape Design

TRAINING:

Microsoft Office (Access, Word, PowerPoint, and Excel)
Geographic Information System (Esri's - ArchGIS)
Computer Aided Design (AutoDesk – AutoCAD)
Prince System (Political Analysis)
Land Conservation (Massachusetts Association Conversation Commissions)
Leadership Development
Project facilitation
Charettes
Grant Research, Solicitation, Writing, and Partnering

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

Nichelle Hosby

From: Joseph Engel [joepaengel@hotmail.com]
Sent: Thursday, March 21, 2013 11:26 PM
To: nhosby@jeffersoncountywv.org
Subject: My request for an appointment to the JCPC and my offer to help

To whom it may concern:

I am writing to apply for one of the three open positions on the Jefferson County Planning Commission. If not selected I wish to offer any assistance I can to preserve the historical integrity of our county, specifically Harpers Ferry National Historical Park.

I have just come to the realization that when The Observer's "From the Editor" column covers something of interest to me I need to seek that article out. As I usually do I was reading The Observer tonight, a little at a time, and reached the article on page 10 which announced the vacancies. This gave me a glimmer of hope that the zoning was somehow able to be retracted. I read this article after a long day as I did the Editor's prelude a few days ago. If my understanding is correct & there is a potential to overturn this rezoning of the said 30 acres or at least prevent similar corruption of our precious historical resources – I want to help.

I have no experience in these types of appointments but I do have a passion for preserving history and due to my deep personal connection which I list below; I welcome the opportunity to either assist through the commission, hands on or both.

Growing up I always heard the tales of Uncle Willy & how he died at Custer's Last Stand. As I grew in age I started to grow in knowledge as well. Not only did Uncle Willy die at Little Big Horn but his body was found the closest to General Custer's body and he was the only Naval Academy student to serve in the US Calvary in that campaign. In 1990, on my way back from a cross-country trip, I convinced my friend to detour to Little Big Horn. After all on the map it was only an inch & an inch is only 30-50 miles... 200 miles later we got there & there was his marker, William Van Wyck Reilly, about 6 feet from Custer's marker.

In 1995 while restoring my great grandmothers house in Blue Ridge Summit, PA a man came by and asked if he could sweep our yard with a metal detector. He stated he'd give us whatever he found but if he found anything of real value he'd appreciate a finder's fee. I asked him what he was looking for & he said General Lee's gold Victory Cannon. I was puzzled & explained Gettysburg was about 20 miles to the east. He told me about the Battle of Monterey Pass & explained how Lee's retreat came through my back yard. I wished him luck & went back to work. A few hours later he brought a shoe box of bullets, buckles and buttons. Needless to say, I was hooked again. Now there is a tour every July 4th of the Battle of Monterey Pass, how things can change in 10 -15 years.

Thank you for your time & if I can help please let me know,

Joe


717-360-8317

Elliot Simon
21 Chestnut Place
Harpers Ferry, WV 25425
(304) 725-9446
ems779@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

Résumé
Elliot Simon
21 Chestnut Place
Harpers Ferry, WV 25425
(304) 725-9446
ems779@aol.com

March 13, 2013

Introduction

I am 58 years old and have been married to my wife Isabel for 16 years. We have lived in Jefferson County for more than 11 years. My background includes 25 years as an executive and business consultant in the transportation, travel and information technology industries. I would like to serve on the Jefferson County Planning Commission and would appreciate your consideration in that regard.

I serve on the Board of the following organizations:

- **Treasurer**, Blue Ridge Acres Civic Association (BRACA), 2003 - Present
- **Treasurer**, Eastern Panhandle Organization of Homeowners Associations (EPOHOA) 2009 - Present

I am a member of the following organizations:

- Jefferson County Chamber of Commerce
- Jefferson County Farm Bureau
- Jefferson County Historical Society
- Eastern Panhandle Business Association

Summary of Experience

- President Vital Transportation, a transportation cooperative
- General Manager Executive Transportation Group, a transportation company
- Chief Operating Officer Cabcharge North America, a financial services company
- Senior Project Manager for Aleph Computer Systems, an IT company
- Executive Vice President SummitQwest, a business and technology consulting firm
- Managing Director Extra USA, a business travel and event planning company

Education

University of Chicago, BA Liberal Arts 1976

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

Deirdre J. Catterton

Attorney at Law

159 Eastland Drive, Charles Town, WV 25414

703-431-1940 (cell)

BAR ADMISSION

WASHINGTON D.C. – March 12, 1993

MINNESOTA – October 26, 1990

U.S. DISTRICT COURT, DISTRICT OF MINNESOTA – June 10, 1991

EDUCATION

HAMLIN UNIVERSITY SCHOOL OF LAW, St. Paul, Minnesota;

August 1987 – May 1990

Juris Doctor

GEORGE MASON UNIVERSITY, Fairfax, Virginia;

September 1983 – August 1987

Masters of Public Administration

GEORGE MASON UNIVERSITY, Fairfax, Virginia;

September 1980 – August 1983

Bachelor of Arts – Government & Politics

EMPLOYMENT

Budget and FOIA Coordinator - County of Loudoun

1 Harrison Street, S.E., Leesburg, VA 20177

August 2012 - present

Coordination and preparation of the Department budget and work plans. Ensure that fiscal actions comply with appropriate budgetary and procurement policies and procedures. Approval and internal audit actions are timely with minimal material errors cited by financial reviewers. Oversee that operating and special funds and appropriate reconciliation avoid character-level overruns. Monitor and analyze department's annual operating budget on a regular basis. Advise director and division managers on expenditure trends throughout the fiscal year. Establish procedures for and provide supervision of revenue collection and transmittal and ensure established procedures are followed. Oversee management of purchase contracts. Lead the department's efforts in records retention and property records management to ensure that the department is following the prescribed records retention schedule. Regularly update the Director and Assistant Directors on budget issues. Assist with long and short term planning for the division consistent with the BOS strategic plan. Provide assistance to the Assistant Director that ensures the Division's goals are consistent with Department's and Board's priorities and objectives. Ensure that other Building and Development divisions' present long and short-term work plans meet the same criteria. Coordinate, develop and submit comprehensive management plans, budgets, and facility planning documents within designated timelines. Ensure that submissions implement the Board's strategic plan as well as the department's goals and objectives and that performance measurement and benchmarking data conform to regional/national models. Promptly handle all FOIA requests to ensure that timelines are met. Coordinate and track compliance and completion of FOIA requests with other divisions. Ensure departmental conformance with the requirements of FOIA. Assist County Administration in initiating and implementing changes to the FOIA process. Respond to the public and other departments as needed to ensure that information is accurate. Coordinate administrative requirements of the State-wide Building Code and applicable Codified Ordinances of the County dealing with the Building Code. Coordinate with Building Official and Zoning Administrator to resolve customer service issues associated with building/zoning fees. Monitor changes in State legislation that impact permitting. Other duties as required. Assist Assistant Director by ensuring operations are carried out in accordance with management plans and division policy within agreed timelines. Regularly update the Director and Assistant Directors on daily issues that arise. Attend Senior Staff and department meetings; attend division and section meetings as requested. Prepare Department's agenda items for and attend the Transportation and Land Use Committee meetings.

Full knowledge of Microsoft Office versions 2007 and 2010 (Word, Excel, and PowerPoint). Import understanding of Access.

Proficient in the following software applications:

JOBAPPS, FAMIS, LMIS, LOLA, WebLogis, Loudoun Clerk of the Circuit Court Intranet Public Access Web Service (Land Records), Bonds Admin, e-permitting, Personnel Actions, Budget Adjustments, Advertisement Requests, Performance Assessments, Request for Payment, and Travel Reimbursement.

Proficient in the following software programs:

GOV/MAX, ACR, ecivis, Pictometry, Laserfische (Community Development and Accounting, ScreeningOne, Cyborg, and elearning.

Permits Team Leader – County of Loudoun

1 Harrison Street, S.E., Leesburg, VA 20177

April 2008 – August 2012

Assisted in the preparation of the Department budget and management plans by preparing Department budget, and ensuring its accuracy as submitted to the Budget office. Coordinated with the other four Divisions in preparation of the Departmental budget, supporting work plans and performance measures. Provided the leadership that ensures the Permit/Administration Division's goals are consistent with the Department's and Board of Supervisor's priorities and objectives. Ensured that other Building and Development Divisions' present long and short-term work plans meet the same criteria. Ensured adequate process were in place and ten member staff was trained and available to provide customer service for issuing building and zoning permits and to perform all other permit requirements related to the Building Code and Zoning Ordinances. Coordinated with Building Official and Zoning Administrator to resolve customer service issues associated with building/zoning permits. Ensured staffing levels were adequate to meet the Department's mission. Assumed full responsibility for the Permit/Administration Division (including supervising twenty nine member staff) during the absence of the Assistant Director for Permit Issuance, or as assigned. Assisted Assistant Director by ensuring operations were carried out in accordance with management plans and Permit/Administration Division policy within agreed timelines. Regularly updated the Director and Assistant directors on daily issues that arose. Attended Senior Staff and department meetings; attended Division and section meetings as requested. Coordinated and tracked compliance and completion of FOIA requests with the other Divisions. Ensured Departmental conformance with the requirements of FOIA. As a member of the County's FOIA Task Force assisted the Public Information Office and County Administration in initiating and implementing changes to the FOIA process. As the Department's Custodian of Records performed duties associated with attesting to the authenticity of the Department's documentation. In the absence of the Division's Financial Specialist assisted in the submission of transmittals to the Treasurer's office. Assisted with procurement, purchasing and payroll issues involving Department staff. Managed and maintained Personnel Actions within the Department. Conducted ScreeningOne credit and background checks for the Department on new hires in positions of trust. Ensured the Division's compliance with HR rules, policies, and training requirements. As the Department's HR liaison, attended HR liaison meetings as requested. Handled Departments' issues with Bad Checks, Refees, document storage and Performance Measures. While Bonds Management was under Permits/Administration Division (2008-2010) administered the Performance Bond Program for erosion and sediment control and public improvements. Worked with the County Attorney's Office and the Bond Committee on all aspects of the program. Supervised the four member Bond Management Specialists and Managed the Program's Teleworking schedule and ensured staffing levels were adequate.

Settlement Officer/Attorney – Key Title

722 East Market Street, Ste. 101, Leesburg, VA 20176

July 2006 – 2008

Real Estate*

Settlement Officer/Attorney – Stockman Title & Escrow, Inc.,

1 South King St, Leesburg, VA 20175

August 2002 – January 2006

Real Estate*

*Conducted residential and commercial real estate settlements. Handled title issues and probate matters. Reviewed and resolved real property tax issues i.e. land-use and elderly relief matters. Daily interaction with clients, real estate agents, and lenders. Dealings with foreclosure departments at lenders and work out departments at foreclosure law firms. Reviewed titles and resolution of title related issues. Marketing and maintenance of client satisfaction. Ability to handle all aspects of settlement from pre to post closing matters, including drafting of contracts, file set up, ordering title, drafting commitments, obtaining payoffs, interacting with real estate agents, lenders, and clients, scheduling, processing, conduct closing, post closing disbursement and title policy drafting. Drafted specific closing documents. Extensive experience with every aspect of the Loudoun County Affordable Dwelling Unit Program and their staff, commencing with the drafting of contracts, handling of client disputes, and conducting settlements.

Attorney – Draper & Goldberg, PLLC/Tuscarora Title Corporation,

803 Sycolin Road, Ste. 301, Leesburg, VA 20175

January 2000 – August 2002

Real Estate

Attorney for Title Resolution Department handling all serious title issues and title claims (pre-foreclosure and post-foreclosure stage.) Responsible for the opening and administration of Probates in Maryland, Virginia, the District of Columbia and Delaware. Daily review of surveys, judgments, title examinations, title commitments, title policies, and senior and junior liens. Handled all tax and general creditor issues. Monitored staff's small claim resolution progress. Liaison between client and Title Insurer consisting of daily telephone contact and written communication. Extensive contact with foreclosure and litigation specialists, attorneys, loan processors, and settlement agents. Handled Landlord - Tenant Docket at the District of Columbia Superior Court on a bi-monthly basis. Conducted residential real estate and REO closings in Maryland, Virginia, and the District of Columbia.

EXCELLENT REFERENCES UPON REQUEST

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

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:

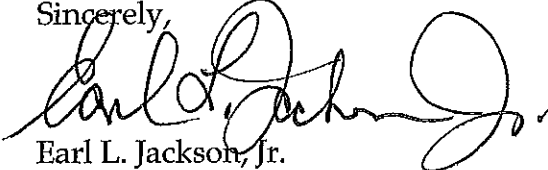
Within the next few days, I will submit my application to be appointed to one of the three vacancies on the Planning Commission. Should I be selected for one of those positions, additional knowledge of Ethics and Robert's Rules of Order would be of inestimable value. Therefore, I request to be included 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

RECEIVED

MAR 15 2013

CERTIFIED MAIL

Jefferson County Commission

402 South Mildred Street
Charles Town, WV 25414
13 March 2013

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

Ladies and Gentlemen:

I wish to apply for one of the three terms on the Planning Commission ending March 31, 2016

I was born in Phoenix, Arizona. During WWII, my father was an electrical superintendent specialized in construction of military facilities which were very remote and did not have any schools available. Therefore, I spent all of WWII as a boarding student in a Catholic orphanage, CA. The education was great. When I enrolled in public schools, I was immediately skipped ahead two grades.

I graduated from high school at age sixteen and from Del Mar Junior College in Corpus Christi, TX in 1954, I was accepted for US Navy flight training and received my wings in May of 1956. .

I was selected for Regular Navy. During my years of active duty, I had various interesting assignments. In 1956, I deployed to the Western Pacific onboard the USS KEARSARGE (CVA-33). Followed by two tours as a flight instructor, next was a year at the Defense Language Institute to learn Russian. Followed by assignment to the staff of the CinC Atlantic Fleet/CinCLANT (a NATO billet). My last tour of active duty was flying A4E attack aircraft onboard the USS ORISKANY (CVA-34) over North Vietnam. Wut of twenty-two pilots assigned, we had five pilots killed and three captured. One of those captured was John McCain. We lost twelve of our fourteen original aircraft.

Immediately after returning from that cruise, having resigned my USN commission a year earlier, I was released from active duty.

We moved to the Washington area in 1970 and leased a house in Fairfax for a year. We fell in love with the Valley and bought our present house in October 1970 and moved in May of 1971.

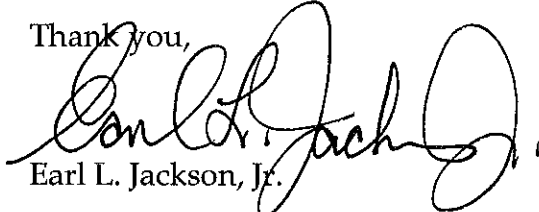
For the next five years, I commuted to Los Angeles to fly A4 and A7 aircraft with the Naval Air Reserve. After a tour as Executive Office, I assumed the duties of Commanding Officer (CO) of VA-305 at NAS Point Mugu, CA. After my change of command, I affiliated with the Naval Reserve in Norfolk. I was lucky enough to get a bonus command assignment as the CO of Tactical Air Control Squadron TWENTY-THREE. Shortly after being promoted to Captain USNR, I retired.

Thereafter, I served six years as an elected union representative for the the Air Line

Pilot Association (ALPA) members from United Air Lines (UAL) pilots based in Washington, D.C.. In 1985, I was the ALPA Strike Coordinator for the 400 plus striking UAL pilots who lived in the Washington Area (eastern PA, DL, MD, eastern WV, VA, NC, and TN).

My executive and leadership experience testifies to my unique ability to take charge and to create a culture of teamwork. I have never been reluctant to be creative, to have healthy conflicts, to excel under pressure, and to do whatever is required to get the job done effectively. You can depend on me to work very hard to represent the best interests of the citizens of Jefferson County.

Thank you,



Earl L. Jackson, Jr.

cc:

Hagerstown, Herald-Mail
Martinsburg Journal
Shepherdstown Chronicle
Spirit of Jefferson
The Shepherdstown Observer



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.

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

TO LAY THE LEVY

The County Commission of Jefferson County, will hold a Special Session on Tuesday, April 16, 2013, at 10:00 a.m. in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, (Samuel Street Entrance) Charles Town, West Virginia 25414.

The purpose of the Special Session is to officially Lay the Levy.

The public is invited to attend.

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

*Class II-O
Run on April 3rd & 10th, 2013*



Independent Order of Odd Fellows

Virginia Lodge #1

PO Box 896

Harpers Ferry, WV 25425

Mr. Dale Manuel
President, Jefferson County Commission
PO Box 250
124 E. Washington St.
Charles Town, WV 25414

Dear Mr. Manuel,

March 22, 2013

On May 18, Virginia Lodge #1, Independent Order of Odd Fellows, will celebrate its 180th anniversary in Harpers Ferry. Additionally, the lodge will dedicate its new wayside exhibit, which depicts the history of the Odd Fellows in America with emphasis on Harpers Ferry, and, the lodge building in particular.

To commemorate these events, the lodge members will have a formal dedication and unveiling of the wayside exhibit. The wayside exhibit will, for the first time in Odd Fellows history in America, recognize the historical significance of the lodge and its role in the history of Harpers Ferry. The lodge building is one of the most historically intact structures in Harpers Ferry.

Harpers Ferry was, in 1833, the ideal place. Odd Fellowship had taken hold in the northeastern United States, with Baltimore as the seat of its national leadership, and was rapidly spreading farther afield. The town at the confluence of the Shenandoah and Potomac Rivers, though in a picturesque setting, was an industrial focal point as the site of one of the two national armories, and with its numerous workmen was perfectly suited to the working class origins of the order. Moreover, the Baltimore and Ohio railroad, with direct connection to Baltimore, was about to arrive.

Thus it came about that on May 18, 1833, Grand Sire Thomas Wildey oversaw the establishment of the first Independent Order of Odd Fellows (IOOF) lodge in what was then Virginia, giving his blessing to “Virginia Lodge No. 1.” With the creation of the Grand Lodge of West Virginia in 1865 the lodge, retaining its original name, became the oldest in the new state as well.

Like the origin of order itself, the origin of the “Odd Fellows” name is not fixed in history and is therefore open to conjecture. Various theories have survived. One proposes that it was odd to find, in the 18th century, a group of people that followed noble values. Another theory states that the organization’s membership was opened to the working class, an oddity for fraternal orders at the time. Still another suggests that the name was derived from the membership being formed from tradesmen whose vocations were outside of those of the norm.

As an organization, the command of the IOOF is to "*visit the sick, relieve the distressed, bury the dead and educate the orphan.*" Specifically, the IOOF supports the following programs:

- Educational Foundation – Since 1927, has operated a revolving loan fund for qualified students and to award scholarships to deserving students. Donations of approximately \$3,500,000 have made it possible for over 3,500 students to receive low interest loans and hundreds of thousands of dollars for scholarships
- SOS Children's Village - provides a caring home for orphaned children in Cambodia
- Visual Research Foundation - provides vision care and research through the Wilmer Eye Institute
- United Nations Pilgrimage for Youth
- Relief projects - Odd Fellows and Rebekahs spend over \$775 million in relief projects annually
- The Arthritis Foundation
- Living Legacy - focuses on planting trees and enhancing our environment

Virginia Lodge No. 1 continues the proud tradition of Odd Fellowship in its historic lodge.

The lodge was revived in 1992 through the efforts of Robert L. Spencer (later Grand Master) and others. The lodge has occupied this building on Fillmore Street in Harpers Ferry since 1865. It was originally built as an armorer's dwelling around 1837-38, and was occupied by Union troops during the Civil War. Some of the soldiers' graffiti is still visible today.

Chimney damage from an artillery projectile fired in the September 1862 battle for the town bespeaks its exposed position on Camp Hill during the fighting. In the summer of that year operatives of the Mathew Brady studios used the building as background for many photographs of the elite 22nd New York State Militia regiment, which then formed part of

the town's garrison.



A member of the 22nd New York State Militia
Harpers Ferry, Va., 1862

The building in the background is the Lodge Hall for Virginia Lodge #1



IOOF Virginia Lodge #1, Harpers Ferry, today

Invitations for this event are being forwarded to the IOOF Grand Lodge of West Virginia, mayors of Bolivar and Harpers Ferry, representatives from the Appalachian Trail Conservancy, the Harpers Ferry National Historical Park, offices of U.S. Senator Joseph Manchin III, WV Senators Herb Snyder (D – Jefferson, District 16) and John Unger (D – Berkeley), Congresswoman Shelly Moore Capito (R – 2nd District), Delegate Stephen Skinner (D – 67th District) and the local media. After the dedication, hot dogs, hamburgers, snacks, and drinks will be available at a nominal cost. Additionally, we are planning to have uniformed Civil War re-enactors on site. The historic lodge will be open for visitation and tours.

We, the brothers and sisters of Virginia Lodge #1 in Harpers Ferry, would be honored if you, or a member of your staff, could join us on May 18, 2013, to commemorate this historic dedication.

Should you have any questions regarding this event, please contact me by phone or email.

Respectfully,

Douglas Craze

Secretary

IOOF Virginia Lodge #1

Harpers Ferry, WV

304-728-0469 H

304-839-5858 C

DCraze8017@gmail.com

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

Certified Return Mail Receipt #7011 1570 0001 9066 2398

March 25, 2013

Araby Homes, LLC
349 Keith Drive
Summit Point, WV 25446

Attn: Ms. Melynda S. Wilcom-Stone, Developer

Re: Summit View Estates Subdivision (JCPC File No. 03-21)

Dear Ms. Wilcom-Stone:

This letter is in regard to the status of the completion of the site improvements for the Summit View Estates Subdivision in Jefferson County, West Virginia.

Under the construction bond agreement for this project, the original bond amount was \$618,526.00. Due to partial completion of the site improvements, the current bond amount is \$250,000.00, which is secured by an irrevocable letter of credit (#0404) with United Bank, Inc., which will expire on July 15, 2013. Under the bonding agreement the deadline to complete the site improvements, including time extensions, was November 2, 2007.

Be advised that due to failure of the developer to complete the required site improvements within the specified time, a recommendation will be submitted to the County Commission to find the developer in default of the bonding agreement and to call-in the bond and bond surety.

Unless I receive a written response from you by the end of business on Friday, April 19, 2013, justifying a stay on the recommendation to call-in the bond, the Engineering Department will move forward with the recommendation to the County Commission. Be advised that time is of the essence in your responding and expressing any interest in this matter.

If you have any questions you may contact me at 304-728-3257.

Sincerely,



Rebecca Burns
Office Manager/Bonding Administrator

- C: Chris Colbert, Vice President, United Bank, Inc.
Debbie Keyser, County Administrator
Roger Goodwin, P.E., Chief County Engineer
Joe Kent, Land Development Inspector
Melynda S. Wilcom-Stone (copy via regular USPS mail service)



Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office
102 Industrial Blvd
Kearneysville, WV 25430
304-728-3205
Fax: 304-728-3299

Tax Office
PO Box 9
Charles Town, WV 25414
304-728-3220
Fax: 304-728-4034

March 26, 2013

To: County Commission
County Clerk
Prosecuting Attorney

From: Sheriff Dougherty *Phal*

Subject: Bank Securities/Bonding – County Bank Accounts

The following is an overview of the various County Bank Accounts which hold County Monies and the Securities/Bonding for each of these accounts:

Bank of Charles Town	Account balance of \$10,796,967.85 as of 2/28/13. (\$14,000,000.00 in pledged securities.)
Jefferson Security Bank	Account balance of \$233,345.71 as of 2/28/13. (\$750,000.00 in pledged securities.)
United National Bank	Account balance of \$3,087,723.97 as of 2/28/13. (\$2,500,000.00 in pledged securities, all other amounts are covered by FDIC)
BB&T	Account balance of \$672,413.27 as of 2/28/13. (\$2,000,000.00 in pledged securities.)

It is my recommendation that the pledged securities with BB&T be decreased to \$800,000.00 and that the rest remain as is.

In accordance with the memorandum dated September 28, 2006 concerning bondings of depositories, the Chief Tax Deputy will continue to monitor all accounts on a monthly basis to assure that each account is sufficiently collateralized. Should it be determined that adjustments in securities on respective accounts are needed, the banking institution will be contacted for this purpose.



HOUSE OF DELEGATES WEST VIRGINIA LEGISLATURE

BUILDING 1, ROOM 231-E
1900 KANAWHA BLVD., EAST
CHARLESTON, WV 25305-0470
PHONE (304) 340-3130
EMAIL: PAUL.ESPINOSA@WVHOUSE.GOV

PAUL ESPINOSA
107 HANCOCK COURT
CHARLES TOWN, WV 25414
(304) 728-8139 (H)
(304) 728-8139 (B)

Committees:
Education
Political Subdivisions
Roads and Transportation

March 18, 2013

The Honorable Harry Keith White
Chairman, Committee on Finance
West Virginia House of Delegates
State Capitol-Room 462 M
Charleston, WV 25305

Dear Chairman White:

I respectfully request that if funding becomes available, that the Jefferson County Commission be considered for the amount of \$ 8,000.00 for an upgrade technology project.

Thank you for your consideration of this request.

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Paul Espinosa".

Paul Espinosa
Delegate- 66th District

PE/je
Enclosure
CC: Dale Manuel, President

The City of Charles Town Historic Landmarks Commission (HLC)



March 15, 2013

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

Dear County Commissioners,

We are writing in reference to your building located at 114 East Washington Street because we understand that you have to consider how to address ADA compliance for the building. We would like to take this time to let you know that it is a contributing structure to the Downtown Charles Town Historic District and we hope you will keep this in mind as you plan for the building.

Thank you for your consideration.

Sincerely,

Jeff Whitaker
CTHLC - Chairperson

RECEIVED

MAR 18 2013

Jefferson County Commission



U.S. Department
of Transportation
**Federal Aviation
Administration**

Operations Support

1701 Columbia Avenue
College Park, Georgia 30337

March 25, 2013

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

Reference: Environmental Assessment
Washington D.C. Optimization of Airspace and Procedures in the Metroplex
Early Notification Letter

Dear Commissioner Manuel:

This notification letter is to inform you that the Federal Aviation Administration (FAA) intends to prepare an Environmental Assessment (EA) to consider the potential environmental impacts of the implementation of the Optimization of Airspace and Procedures in the Metroplex (OAPM) in the Washington DC area (DC OAPM). Attachment 1 is a copy of the Notice that will be published in major newspapers in the Washington DC area (Washington, Baltimore, and Richmond) that notifies the general public of the FAA's intent to prepare an EA.

A "Metroplex" is multiple airports in and around a busy metropolitan area. The DC OAPM would improve the efficiency of the DC Metroplex airspace by optimizing aircraft arrival and departure procedures at a number of airports, including Washington-Dulles International Airport (IAD), Ronald Reagan National Airport (DCA) and Baltimore Washington International Airport (BWI) and Richmond International Airport (RIC). The project may involve changes in aircraft flight paths and/or altitudes in certain areas, but would not require any ground disturbance or increase the number of aircraft operations within the Washington DC Metroplex airspace area.

To evaluate potential environmental impacts of the DC OAPM project, the FAA has established a General Study Area (GSA) to evaluate potential impacts of changes in aircraft routing that are proposed to occur below 10,000 feet above ground level (AGL). Enclosed is a graphic depicting the GSA for the environmental review process.

The FAA has begun preparation of the EA and intends to issue the Draft in late 2013. We welcome your input as we prepare the EA and we are sending this early notification letter for the following reasons:

1. To advise you of the initiation of the EA study;
2. To provide you an opportunity to provide any background information that you may have regarding the study area established for this EA; and
3. To provide you an opportunity to advise the FAA of any issues, concerns, policies or regulations that you may have regarding the environmental analysis that will be undertaken in the EA.

FAA will make a decision as to whether to hold public workshop(s) following publication of the Draft EA. If the decision is to hold public workshop(s), FAA will provide public notice of the public workshop(s) and the availability of the Draft EA at a future date. If applicable, the FAA plans to hold separate consultations with the appropriate Tribal Governments and their designated Tribal Historic Preservation Office in accordance with Executive Order 13175. The appropriate Tribal Governments and their designated Tribal Historic Preservation Office will be determined after the GSA is finalized.

FAA is currently working on additional details related to this project, and will be coordinating with the appropriate agencies and tribes in the near future. If you desire to provide comments and/or have any questions about the information provided, please provide them by letter or email, before April 24, 2013, at the following address:

Attn: Lee Kyker
Eastern Service Center, Operations Support Group
1701 Columbia Ave
College Park, GA 30337
Telephone: (404) 305-5587
Email: DCOAPM@faa.gov

Sincerely,



Barry A. Knight
Manager, Operations Support Group
Eastern Service Center

Attachment – Public Notice and General Study Area graphic

U.S. DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration

Notice of the Federal Aviation Administration's (FAA) intention to prepare a Draft Environmental Assessment for the Optimization of Airspace and Procedures in the Washington D.C. Metroplex (DC OAPM).

SUMMARY: The FAA is issuing this notice to advise the public it intends to prepare a Draft Environmental Assessment (EA) for the DC OAPM Metroplex, which involves flight procedure optimization for Washington-Dulles International Airport (IAD), Ronald Reagan National Airport (DCA), Baltimore Washington International Airport (BWI), Richmond International Airport (RIC) as well as numerous satellite airports. The EA will be conducted pursuant to the National Environmental Policy Act of 1969 and its implementing Regulations found at Title 40, Code of Federal Regulations, Sections 1500-1508.

The purpose of the proposed DC OAPM is to improve the efficiency of the controlled airspace (a generic term referring to airspace where air traffic control service is provided) using more current navigation technology called Area Navigation (RNAV). The FAA has not made any decisions about the final content of the EA.

SUPPLEMENTARY INFORMATION:

Air traffic procedures operating in the airspace near Washington-Dulles International Airport (IAD), Ronald Reagan National Airport (DCA), Baltimore Washington International Airport (BWI), and Richmond International Airport (RIC), (the major EA Airports), will be evaluated in the draft EA. The current procedures, which are intended to provide an orderly flow of traffic in and out of a busy metropolitan area, are dependent upon navigational aids on the ground and/or air traffic controller issued radar vectors. Ground-based navigational aids have limited capabilities, which dictate the location of a route in/out of the airspace. Radar vectors involve multiple communication transmissions between an air traffic controller and a pilot. RNAV technology is not limited to ground-based navigational aids and not subject to the same limitations. Therefore, RNAV-based procedures can direct pilots along more direct routes with predictable location and altitude information. A predictable procedure would involve less communication between an air traffic controller and a pilot; therefore reducing workload for both individuals. The application of RNAV technology for the DC Metroplex would enhance efficient use of the airspace.

Proposed Action

The EA is expected to evaluate at least two alternatives, the No Action and the proposed DC OAPM alternative (the Proposed Action). The FAA has not finalized the proposed DC OAPM at this time. The proposed DC OAPM as it is currently being configured consists of optimizing aircraft routes within the controlled airspace into and out of the DC Metroplex. The primary components of the proposed DC OAPM would include:

- **ESTABLISHING UPDATED DEPARTURE ROUTES AND/OR FIXES FROM THE EA AIRPORTS.** Aircraft departing from the EA Airports would transition to the high altitude routes using optimized routes based on RNAV technology.

- **ESTABLISHING UPDATED ARRIVAL ROUTES AND/OR FIXES INTO THE EA AIRPORTS.** Aircraft bound for the EA Airports would use optimized procedures to transition from a high altitude route to an existing approach route.

Implementation of the proposed DC OAPM is not anticipated to increase the number of aircraft operations at IAD, DCA, BWI, RIC, or satellite airports, or involve physical construction of any facilities.

General Study Area

Using radar data for the EA study airports and the initial proposed design changes, the FAA has identified a general study area in which changes to aircraft routing would occur as a result of the Proposed Action.














The general study area will be used to evaluate and compare the potential impacts of the Proposed Action and reasonable alternatives. This evaluation will occur where departing aircraft are anticipated to be at altitudes below 10,000 feet above ground level (AGL) and arriving aircraft at altitudes below 7,000 feet AGL under the Proposed or the No Action alternative. The FAA may also consider traffic flying over tribal lands, national parks or national wildlife refuges below 18,000 feet AGL to evaluate and compare the potential impacts of the Proposed Action and the No Action alternative.

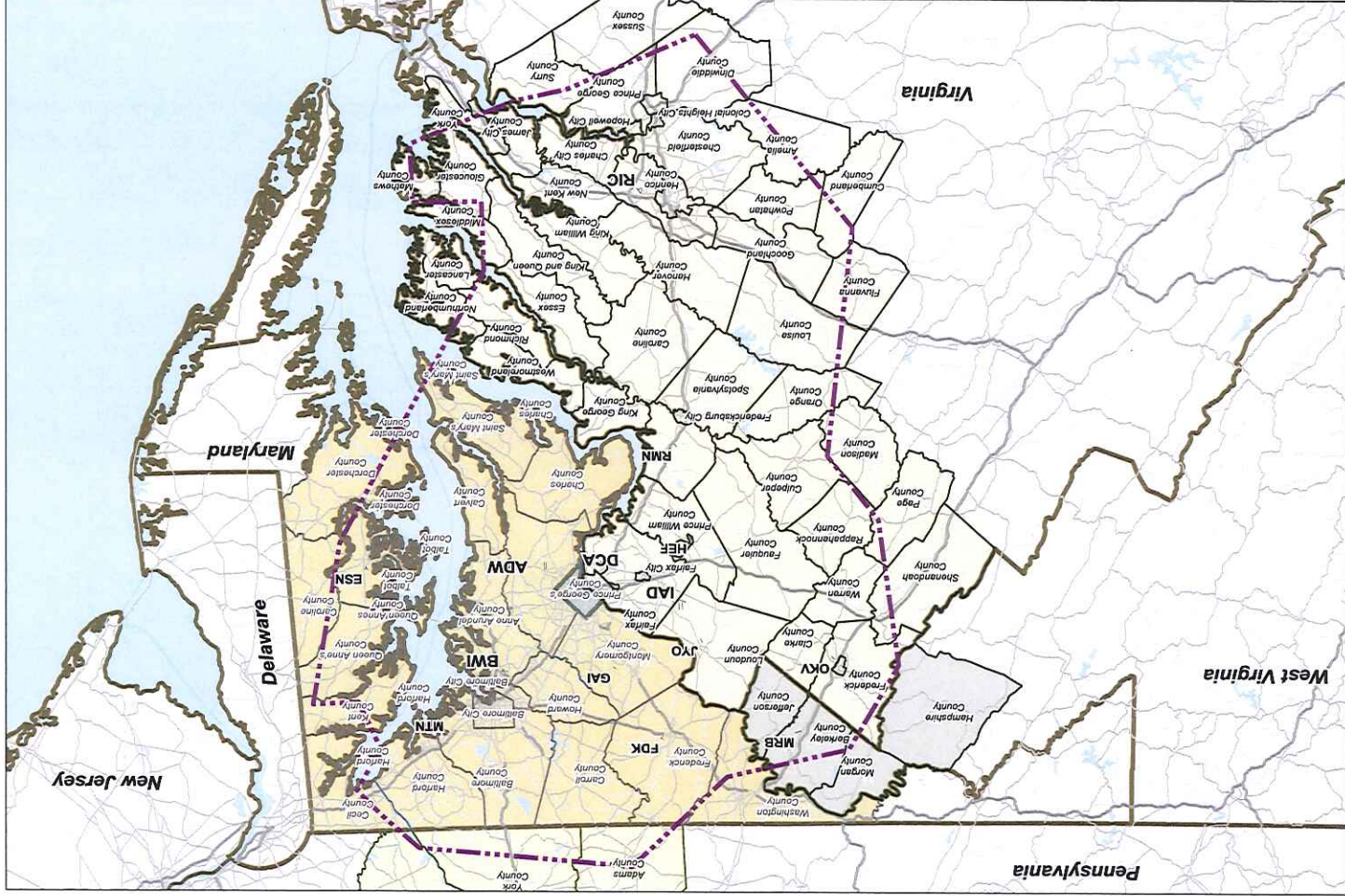
PUBLIC WORKSHOPS

FAA will make a decision as to whether to hold public workshop(s) following publication of the Draft EA. If the decision is to hold public workshop(s), FAA will provide public notice of the public workshop(s) and the availability of the Draft EA at a future date.

FOR FURTHER INFORMATION CONTACT: Federal Aviation Administration, Air Traffic Organization (ATO) Eastern Service Center, Attn: DC OAPM Environmental, 1701 Columbia Avenue, College Park, GA 30337; email at DCOAPM@faa.gov; or facsimile at 404-305-5572.

LEGEND

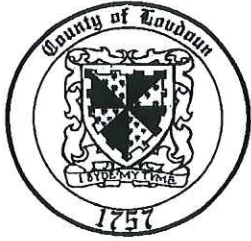
-  Generalized Study Area Boundary
-  Study Airport Runway
-  District of Columbia
-  Maryland County in Study Area
-  Pennsylvania County in Study Area
-  Virginia County in Study Area
-  West Virginia County in Study Area
-  State Boundary
-  Interstate
-  Highway
-  Secondary Road
-  Water
-  River/Stream



Sources: National Atlas of the United States of America; U.S. County and State Boundary; Rivers and Streams; and Water Bodies; Bureau of Transportation Statistics; National Transportation Atlas Database
 Prepared by: ATAC Corporation, December 2012
 FAA: NFDCAirport and Runway databases; ATAC Corporation; Study Area Boundary

- Notes:
- DCA Ronald Reagan Washington National
 - JAD Washington Dulles International
 - BWI Baltimore Washington International
 - ADW Andrews Air Force Base
 - RIC Richmond International
 - MTN Martin State
 - ESN Easton/Newnam Field
 - FDK Frederick Municipal
 - GAI Montgomery County Airpark
 - RMN Stafford Regional
 - JVO Leesburg Executive
 - HEF Manassas Regional
 - OKV Winchester Regional
 - MRB Eastern West Virginia Regional
- Projection: Lambert Conformal Conic
 Scale: 1:1,500,000

Generalized Study Area



Loudoun County, Virginia

Department of Planning

1 Harrison Street, S.E., 3rd Floor, P.O. Box 7000, MSC #62

Leesburg, VA 20177-7000

Telephone (703) 777-0246 • Fax (703) 777-0441

March 20, 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.”

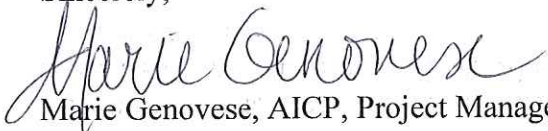
Therefore, this is the second and final reminder that on **March 25, 2013** the Loudoun County Board of Supervisors will hold a public hearing on a Comprehensive Plan Amendment (CPAM) regarding the Special Activity Uses Planned Land Use designation. The initial notice was sent on March 4, 2013.

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., 3rd 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 are available online at <http://www.loudoun.gov/bos>. Should you have any questions, please do not hesitate to contact me at 703-777-0246.

Sincerely,


Marie Genovese, AICP, Project Manager

RECEIVED

MAR 25 2013

Jefferson County Commission

**ATTENTION: FY2014 REAP COVERED ELECTRONIC
DEVICES RECYCLING GRANT APPLICATION IS NOW
AVAILABLE**

From the WVDEP REAP Recycling Grant Program

CED Recycling Grants are available to counties and municipalities for the purpose of establishing CED recycling or takeback programs, CED Collection events, and CED recycling education programs.

CED Recycling Grants are limited to a maximum of \$40,000. The first \$20,000 of a grant shall not require the grantee to provide matching funds. Any amount over the first \$20,000 of a grant must be matched.

Applications may be downloaded from the DEP website at: www.dep.wv.gov/dlr/reap/cedprogram or to receive a hard copy feel free to call (304) 926-0499 extension 1002 or 1-800-322-5530. You may also e-mail your request to lisa.i.facemyer@wv.gov. Be sure to include your name and mailing address. The applications must be postmarked no later than August 31, 2013.

If you need any additional assistance, please feel free to contact the Recycling Grant Programs at either of the numbers listed above.

Patti Hamilton

From: "Patti Hamilton" <patti@wvaco.org>
To: "WVACO Listserv - Assessors" <assessors@wvaco.org>
Sent: Thursday, March 21, 2013 4:39 PM
Subject: [wvaco_assessors] Fw: County Legislative E-Line

**THE COUNTY LEGISLATIVE LINE**

Friday, March 22nd, 2013

Happy Spring! (maybe it will arrive)

Capitol Quotes: "If the assessor doesn't assess high enough, then the school board will lose funding." State Education Dept.'s Finance Director explaining the "punish the school board" repeal bill, HB 2360

"Friday, a week ago, we lost a family member of mine. He was an all-around great guy; the sky was the limit. About 10 years ago he got hooked on prescription drugs." Sen. Green in a floor speech about substance abuse and use of public assistance funds

HB 2360 that would repeal the "punish the school board" legislation that goes into effect July 1, 2013 will pass the House this week. According to testimony in House Finance, currently 6 counties are out of compliance and are not at the "54%" level of assessed value. If the current law goes into effect, their schools would lose funding from the state school aid formula.

The Governor's prison overcrowding bill, SB 371, will pass the Senate this week. It seeks to reduce substance abuse & increase treatment, improve accountability with more supervision after release, and strengthen community supervision with greater use of community corrections and risk/needs assessment. The Board of Directors of WVACO voted to support this legislation.

The bills initiated by the County Commissioners' Association have been introduced in the House, HB 3023 provides for a discretionary cost of living compensation mechanism and HB 3024 requires advice & consent for county officials to discharge employees.

Next week is the make or break week for HB 2887, our county officials compensation increase. Bills must be out of committee in their house of origin by March 29th. It is important to contact members of House Finance and ask for their support and ask for the bill to be on their agenda next week. If your legislator is on House Finance, it's very important for them to hear from you. Please let me know if they say yes or no - I'm counting votes!

House Finance: Committee Members

Delegate White - Chair
Delegate Reynolds - Vice-Chair
Delegate Anderson - Minority Chair

Delegate Nelson - Minority Vice-Chair
Delegate Craig
Delegate Guthrie
Delegate Iaquina
Delegate Marshall
Delegate Moya
Delegate Perdue
Delegate Pethel
Delegate Phillips, L.
Delegate Phillips, R.
Delegate Poling, D.
Delegate Skaff
Delegate Williams
Delegate Andes
Delegate Ashley
Delegate Canterbury
Delegate Cowles
Delegate Evans
Delegate Gearheart
Delegate Miller, C.
Delegate Storch
Delegate Walters

The following bills of interest to county government were introduced from March 15 through March 21:

<p>HB 2963 (None)</p>	<p>Providing educators released time to serve on county commissions</p>	<p>03/19/13 - To House Education</p>	<p>House Reference 1 - Education House Reference 2 - Finance</p>	
<p>HB 2967 (None)</p>	<p>Prohibiting the publication of the identities of persons who have been issued licenses to carry a concealed deadly weapon</p>	<p>03/19/13 - To House Judiciary</p>	<p>House Reference 1 - Judiciary</p>	
<p>HB 2971 (None)</p>	<p>Creating the Uniform Real Property Electronic Recording Act</p>	<p>03/19/13 - To House Judiciary</p>	<p>House Reference 1 - Judiciary House Reference 2 - Finance</p>	
<p>HB 2975 (None)</p>	<p>Relating to the controlled substances monitoring generally</p>	<p>03/19/13 - To House Health and Human Resources</p>	<p>House Reference 1 - Health and Human Resources House Reference 2 - Judiciary</p>	
<p>HB 2980 (None)</p>	<p>Updating existing code language concerning absentee and early in-person voting</p>	<p>03/19/13 - To House Judiciary</p>	<p>House Reference 1 - Judiciary House Reference 2 - Finance</p>	<p>sec of state bill</p>
<p>HB 2988 (None)</p>	<p>Providing the West Virginia Courthouse Facilities Improvement Authority with the ability to issue bonds</p>	<p>03/19/13 - To House Finance</p>	<p>House Reference 1 - Finance</p>	
<p>HB 2993 (None)</p>	<p>Allowing counties and municipalities to levy a sales tax on food and beverages sold at restaurants</p>	<p>03/20/13 - To House Political Subdivisions</p>	<p>House Reference 1 - Political Subdivisions House Reference 2 - Finance</p>	
<p>HB 3023 (None)</p>	<p>Providing county commissioners an ongoing mechanism to consider compensation increases for elected officials</p>	<p>03/21/13 - To House Finance</p>	<p>House Reference 1 - Finance</p>	<p>County Commissioners' Assn bill</p>

HB 3024 (None)	Granting county commissions advice and consent authority with respect to the discharge of county employees	<i>03/21/13 - To House Political Subdivisions</i>	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	County Commissioners' Assn bill
HB 3032 (None)	Relating to the regulation and control of elections	<i>03/21/13 - To House Judiciary</i>	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3037 (None)	Relating to the form of trust deeds	<i>03/21/13 - To House Judiciary</i>	House Reference 1 - Judiciary	
HB 3038 (None)	Changing the way that the cost of incarcerating inmates in regional jails is collected	<i>03/21/13 - To House Judiciary</i>	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3040 (None)	Relating generally to the tax treatment of manufacturing entities	<i>03/21/13 - To House Energy, Industry and Labor, Economic Development and Small Business</i>	House Reference 1 - Energy, Industry and Labor, Economic Development and Small Business House Reference 2 - Finance	
SB 570 (None)	Cleaning up outdated language in code relating to elections	SI HB 2965	<i>03/19/13 - To Senate Judiciary</i>	Senate Reference 1 - Judiciary sec of state bill
SB 579 (None)	Updating code relating to absentee and early in-person voting	SA HB 2980	<i>03/20/13 - To Senate Judiciary</i>	Senate Reference 1 - Judiciary sec of state bill
SB 584 (None)	Creating Pretrial Release Program		<i>03/22/13 - To Senate On 1st reading 1st Reading</i>	Senate Reference 1 - Judiciary
SB 589 (None)	Establishing ethical standards for court reporters		<i>03/21/13 - To Senate Judiciary</i>	Senate Reference 1 - Judiciary

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: Tuesday, March 26, 2013 6:28 PM
Subject: County Legislative E-Line

**THE COUNTY LEGISLATIVE LINE**

Tuesday, March 26th, 2013

Catch-up on final list of introduced bills**Capitol Quotes:**

"We can get into a whole geological discussion." Del. Ireland "Preferably not." Chairman Miley, after an already very long discussion on an oil & gas industry bill

"We're not not getting money that we already have. We're not not getting money that we aren't getting." Del. McCuskey speaking to the same oil & gas industry bill

"Back when I was a young man, when this amendment was read..." Del. Hamilton, asking for an amendment to be repeated after a 90 minute discussion

"We have taken on what I have called the Constitutional folly of assigning salvage value to various species of property." Del. Lane on a bill that would give salvage value to solar energy systems

"With the gerrymandering, one of our precincts vote for one senator while one votes for another." Del. Frich explaining that she votes in a multi-precinct facility that doesn't have the same ballot for all the precincts

Monday, March 25th, was the last day to introduce bills – as I say every year, my favorite day! Once the flood of bills stops, we can get a handle on what's good and what needs to die! This is the last Legislative Line that will have a long list of bills.

Thanks to several county officials who came today to work on various issues, including the compensation increase. We are up to 14 yes votes in House Finance, enough to get it out of committee. We are rapidly filling up the "yes" column to get it out of the House. Please continue making contact with your legislators. We are expecting a large contingency of county officials on Wednesday & Thursday.

Once again....House Finance Committee Members:

Delegate White - Chair

Delegate Reynolds - Vice-Chair

Delegate Anderson - Minority Chair

Delegate Nelson - Minority Vice-Chair

Delegate Craig

- Delegate Gathrie
- Delegate Inquinta
- Delegate Marshall
- Delegate Moye
- Delegate Perdue
- Delegate Pethel
- Delegate Phillips, L.
- Delegate Phillips, R.
- Delegate Poling, D.
- Delegate Skaff
- Delegate Williams
- Delegate Andes
- Delegate Ashley
- Delegate Canterbury
- Delegate Cowles
- Delegate Evans
- Delegate Gearheart
- Delegate Miller, C.
- Delegate Storch
- Delegate Walters

The following bills of interest to counties were introduced March 22 & March 25:

<p>HB 3056 (None)</p>	<p>Providing a special method for valuation of certain wireless technology property for property taxes</p>	<p>03/22/13 - To House Judiciary</p>	<p>House Reference 1 - Judiciary House Reference 2 - Finance</p>	<p>salvage value</p>
<p>HB 3058 (None)</p>	<p>Relating to the valuation of motor vehicles for purposes of ad valorem property taxes</p>	<p>Si SB 03/22/13 - To 550 House Roads and Transportation</p>	<p>House Reference 1 - Roads and Transportation House Reference 2 - Finance</p>	<p>antique cars \$5000 appraised; regular cars minimum \$420 assessed</p>
<p>HB 3064 (None)</p>	<p>Allowing the general public to use certain certified timberland for certain recreational purposes for that property to maintain its preferential tax status as managed timberland</p>	<p>03/22/13 - To House Natural Resources</p>	<p>House Reference 1 - Natural Resources House Reference 2 - Judiciary</p>	
<p>HB 3070 (None)</p>	<p>Relating to bail bond surcharge</p>	<p>SI SB 03/22/13 - To 530 House Judiciary</p>	<p>House Reference 1 - Judiciary House Reference 2 - Finance</p>	<p>Co Commissioners Assn bill; \$50 surcharge</p>
<p>HB 3077 (None)</p>	<p>Relating to the publication requirements of the administration of estates</p>	<p>03/25/13 - To House Judiciary</p>	<p>House Reference 1 - Judiciary House Reference 2 - Finance</p>	
<p>HB 3107 (None)</p>	<p>Requiring voters to present identifying documents, issued either by the State of West Virginia or the United States Government that contain the name, address and a photograph of the person desiring to vote</p>	<p>03/25/13 - To House Judiciary</p>	<p>House Reference 1 - Judiciary House Reference 2 - Finance</p>	
<p>HB</p>			<p>House Reference 1 -</p>	

3112 <u>(None)</u>	Relating to compensation awards to victims of crimes	03/25/13 - To House Judiciary	Judiciary House Reference 2 - Finance	
HB 3117 <u>(None)</u>	Relating to voter photo identification	03/25/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3124 <u>(None)</u>	Relating to floodplain and mudslide area management	03/25/13 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 3135 <u>(None)</u>	Relating generally to voting system certification and procedures at the central counting center	03/25/13 - To House Judiciary	House Reference 1 - Judiciary	Sec of State bill
HB 3140 <u>(None)</u>	Providing a procedure for the reassessment and classification of Class III or IV real property transferred to persons to be used and occupied by the owner thereof exclusively for residential purpose	03/25/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3154 <u>(None)</u>	Relating to the expungement of certain felony convictions	03/25/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HJR 37				
The "Homestead Exemption and Property Tax Limitation Amendment of 2014" 03/25/13 - To House Constitutional Revision				
House Reference 1 - Constitutional Revision				
House Reference 2 - Finance				
HJR 38				
The "Property Tax Limitation and Homestead Exemption Amendment of 2014" 03/25/13 - To House Constitutional Revision				
House Reference 1 - Constitutional Revision				
House Reference 2 - Finance				
SB 601 <u>(None)</u>	Removing requirement certain juvenile proceedings be sealed	03/22/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	WVACO Legis Priority for Circuit Clerks; keep confidential but not sealed
SB 626 <u>(None)</u>	Creating criminal offense for law-enforcement or EMS personnel creating visual portrayal of certain victims	03/25/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary	
SB 645 <u>(None)</u>	Relating to fair and equitable property valuation	03/25/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	3 years to get in compliance
SB 646 <u>(None)</u>	Creating felony offense for DUI causing death	03/25/13 - To Senate Transportation and Infrastructure	Senate Reference 1 - Transportation and Infrastructure Senate Reference 2 - Judiciary	

SB 650 <u>(None)</u>	Updating code language relating to electronic voting systems	SA HB 3135	03/25/13 - To Senate Judiciary	Senate Reference 1 - Judiciary
SB 659 <u>(None)</u>	Requiring National Flood Insurance Program State Coordinator establish permit fees for certain project applications	SA HB 3124	03/25/13 - To Senate Government Organization	Senate Reference 1 - Government Organization

**TO: ALL MEMBERS of the WEST VIRGINIA ASSOCIATION OF
COUNTIES**

FROM: PATTI HAMILTON



**THE COUNTY LEGISLATIVE LINE
Good Friday, March 29, 2013
HAPPY EASTER!**

CAPITOL QUOTES:

"I can't remember the last time I felt so much love." Lobbyist for senior centers commenting on a gaming bill that would give them more revenue

"I have to be honest. I wasn't paying attention." Me when I was called up to answer a question about a bill in Senate Judiciary (in my defense, it was not one of the bills I was there for!)

"We appreciate your candor." Chairman Palumbo

"I've always supported it. I continue to support it." Speaker Thompson to over 30 county officials who met with him this week about the compensation bill"

No more long lists of introduced bills! This has been a busy week as committees have much longer agendas in order to get bills out of committee. Officially the last day to get bills out of committee in their house of origin is the 47th day, March 31st but since that is Easter Sunday, realistically the last day is today, Friday.

Call House Finance on Friday and ask them to run HB 2887. 304 340-3230 I cannot begin to name all the county officials who came to the Capitol on Tuesday, Wednesday & Thursday and who will be here on Friday to work on the compensation bill. While they're here they also attend other committee meetings if a bill is

on that affects them. It's been great to have the assistance.

On Wednesday we had about 35 county officials here and continued the work we had started on a tally sheet for "yes" votes for the compensation bill in the House of Delegates. We have currently as of Thursday afternoon 59 bipartisan "yes" votes and plenty of votes to get it out of Finance Committee. Those 59 votes are specific. The tally does not include some probable "yes" votes or "wafflers" that wouldn't commit. There are also still a few who haven't been contacted. We have 9 specific "no" votes. Will House Finance run the bill Friday? They have to hear from county officials by phone or email and we know a lot of calls are being made.

The big question (and obstacle) is whether or not the Senate Finance Committee will run the bill if it comes over from the House. Again, this is one of the "excuses" we get. The best we can do is try to get a bill to them and then convince the Senate to run it. Once again, thanks to the many county officials – commissioners, assessors, county clerks, sheriffs, and circuit clerks (prosecutors –where are you??), who came to the Capitol!

Just a Sampling of Bills of interest:

SB 11 – WV controlled substance schedule match Federal has passed Senate and is in House Health Committee

SB 18 – affordable housing (IRS tax credits) multifamily rental property be valued using income approach only is in Senate Finance (Assessors oppose)

SB 158 – Complete Streets Act passed Senate to House Gov Org

SB 167 – Creating WV Future Fund (with oil & gas severance) 2nd reading and also to Finance

SB 200 – Eyewitness Identification Act; passed Senate to House

Judiciary

SB 331 – Courthouse Facilities Improvement Authority issue bonds should pass Senate Friday (WVACo legislative priority)

SB 365 – Expungement; concerns about unintended consequences from prosecutors; hasn't come out of Senate Judiciary

SB 371 – Governor's prison overcrowding (justice reinvestment) bill passed Senate to House Judiciary (WVACo sent letter of support)

SB 520 – Create "Launchpad Act" (salvage value); in Senate Finance (oppose use of salvage value as economic development incentive)

SB 529 – Requiring county commission be advised before discharging employees; tabled in Senate Gov Org

SB 541 – County Officials Compensation Bill (we are working on House bill)

HB 2360 – Repeals the "punish the school board" law that goes into effect July 1, 2013; passed House and is in Senate Education (If a repeal or revisions do not pass, any county school board whose Assessor is not at 54% will lose state school aid formula revenue, effective July 1, 2013)

Assessors need to contact Senate Education members to support the repeal or revisions that were recommended by Assessors

HB 2450 – granting licensed real estate appraisers access to assessors' information for fee of \$3; passed House and is in Senate Government Organization

Assessors need to contact Senate Gov Org members to oppose

**HB 2460 – creating a new misdemeanor offense of child neglect; passed House Judiciary and is in House Finance
Prosecutors need to call House Finance Friday to get this bill out of committee**

HB 2467 – requiring county to reimburse a property owner for expenses incurred in contesting a reappraisal; in House Finance

HB 2513 – Drugged driving offenses; passed House Judiciary to House Finance (Governor's bill)

HB 2521 – expedited forfeiture; should pass House on Friday

HB 2583 – regulating sexual assault nurse examinations (SANE); passed House to Senate Gov Org

HB 2760 – uniform regulation of firearms (eliminates any municipal, county or other political subdivision regulation or ordinance); passed House to Senate Gov Org

HB 2887 – increasing compensation of County Officials; effective July 1, 2013

**HB 2902 – precinct consolidation bill when 2 or more are in one facility; passed Judiciary to House Finance
*County Clerks Call to Get Bill out of House Finance Today!***

HB 2933 – notification to prosecuting attorney of an offender's parole hearing and release; passed House to Senate Judiciary



Please Distribute To All County Commissioners....

Volume 16, Issue 7

March 27, 2013

Legislative Update Week 6... Happy Easter!

Monday, March 25th was the last day to introduce bills in the House and Senate! This week's lineup will be the last long list of new bills! This is "make it or break it" week. All bills must be out of the committees in the house of origin Friday, **March 29th** to pass without suspending rules on the floor! **Your help is needed, if we are to keep our bills moving! Please take time to make calls and visit the Capitol! Ask your Delegates & Senators for support on these CCAWV bills ASAP!**

In the House:

HB 3023—CCAWV Ongoing Salary Mechanism based on CPI or 3% - House Finance (Call members for support)

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. - House Finance. (Please call members of House Finance for support.)

HB 3024—CCAWV Advice & Consent Authority in discharging county employees—House Pol Sub then House Judiciary (Please call members of Political Subdivision for support!)

HB 3070—Surcharge on bail bonds to offset regional jail costs—To House Judiciary then House Finance (Call House Judiciary for support!)

In the Senate:

SB 529 - Granting county commissions advice and consent authority in discharging certain county employees. Government Organization then Judiciary—(Call members of Senate Gov Org for support)

SB 530 - Authorizing circuit and magistrate courts place surcharge on bail bonds to offset regional jail costs (FN) Judiciary then Finance (Call members of Senate Judiciary for support)

SB 531 - Providing elected county officials receive raise based on Consumer Price Index / or 3%—CCAWV's Ongoing Salary Mechanism Bill (FN) Government Organization then Finance (Call members of Senate Gov Org for support)

HB 3124/ SB 659—Relating to floodplain and mudslide area management. This bill would take authority and local decision away from the county level and shift to the state -- County will still be required to review and permit but state will set guidelines and/or permit fees. Bill is on agenda in House Political Subdivision tomorrow then to House Judiciary Call Political Subdivision to Oppose!

Com Sub for Com Sub SB 371—The Governor's bill on Prison Overcrowding has passed out of the Senate and is in the House. CCAWV supports the provision of this bill.

6week2013 - 2013 Regular Session					
Bill	Title	SA(Same As)/ SI(Similar To)	Last Action Subdivisions	Committee Reference	Notes
HB 3124	management				
				House Reference 1 - Education House Reference 2 - Judiciary	
HB 3133	Relating to voting by absentees		03/25/13 - To House House Education		
HB 3135	Relating generally to voting system certification and procedures at the central counting center		03/25/13 - To House House Judiciary	House Reference 1 - Judiciary	
HB 3140	Providing a procedure for the reassessment and classification of Class III or IV real property transferred to persons to be used and occupied by the owner thereof exclusively for residential purpose		03/25/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3148	Creating the "ATV and UTV Recreation Act"		03/25/13 - To House House Roads and Transportation	House Reference 1 - Roads and Transportation House Reference 2 - Finance	

6 week 2013 - 2013 Regular Session

Bill	Title	SA(Same As)/ SI(Similar To)	Last Action	Committee Reference	Notes
HB 3065	Transferring land located in the Western District, Taylor County, West Virginia, from the State of West Virginia to the Taylor County Commission		03/22/13 - To House House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 3068	Expanding the property appraisal provisions to include qualified capital additions to coal production facilities		03/22/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3070	Relating to bail bond surcharge	SI SB 530	03/22/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3076	West Virginia Buy American Act of 2013		03/25/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3077	Relating to the publication requirements of the administration of estates		03/25/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3083	Relating to definitions used in the Public Employees Retirement System		03/25/13 - To House House Pensions and Retirement	House Reference 1 - Pensions and Retirement House Reference 2 - Finance	
HB 3092	Terminating the Municipal Home Rule Pilot Program on the date of passage		03/25/13 - To House House Government Organization	House Reference 1 - Government Organization	
HB 3107	Requiring voters to present identifying documents, issued either by the State of West Virginia or the United States Government that contain the name, address and a photograph of the person desiring to vote		03/25/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3111	Relating to computing local share of public education support		03/25/13 - To House House Education	House Reference 1 - Education House Reference 2 - Finance	
HB 3117	Relating to voter photo identification		03/25/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
	Relating to floodplain and mudslide area		03/25/13 - To House House Political	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	

2013 - 2013 Regular Session

Bill	Title	SA(Same As)/ SI(Similar To)	Last Action	Committee Reference	Notes
HB 3024	Granting county commissions advice and consent authority with respect to the discharge of county employees	SA SB 529 SI SB 548	03/21/13 - To House House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 3032	Relating to the regulation and control of elections		03/21/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3037	Relating to the form of trust deeds		03/21/13 - To House House Judiciary	House Reference 1 - Judiciary	
HB 3038	Changing the way that the cost of incarcerating inmates in regional jails is collected		03/21/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3040	Relating generally to the tax treatment of manufacturing entities		03/21/13 - To House House Energy, Industry and Labor, Economic Development and Small Business	House Reference 1 - Energy, Industry and Labor, Economic Development and Small Business House Reference 2 - Finance	
HB 3048	Authorizing county commissions to hear actions for ejectment and other actions		03/22/13 - To House House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 3052	Exempting from excise taxation the transfer of real property from an individual to a wholly-owned subsidiary		03/22/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3056	Providing a special method for valuation of certain wireless technology property for property taxes		03/22/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 3053	Relating to the valuation of motor vehicles for purposes of ad valorem property taxes	SI SB 550	03/22/13 - To House House Roads and Transportation	House Reference 1 - Roads and Transportation House Reference 2 - Finance	
HE 3054	Allowing the general public to use certain certified timberland for certain recreational purposes for that property to maintain its preferential tax status as managed timberland		03/22/13 - To House House Natural Resources	House Reference 1 - Natural Resources House Reference 2 - Judiciary	

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03/27/2013

Personalized Bill Tracking List

Week 2013 - 2013 Regular Session					
Bill	Title	SA (Same As) SI (Similar To)	Last Action	Committee Reference	Notes
SB 600	Establishing one-time audit cost amnesty program for local governments with delinquent audit costs	SA HB 2851	03/22/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Finance	
SB 606	Awarding attorney fees in certain workers' compensation medical treatment cases		03/22/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
SB 614	Allowing local option election to permit Sunday hunting on private property		03/22/13 - To Senate Natural Resources	Senate Reference 1 - Natural Resources Senate Reference 2 - Judiciary	
SB 618	Creating Tax Revenue Act of 2013		03/22/13 - To Senate Finance	Senate Reference 1 - Finance	
SB 625	Relating to payment of claims against counties, school districts or municipalities	SI SB 572	03/22/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary	
SB 645	Relating to fair and equitable property valuation		03/25/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
SB 650	Updating code language relating to electronic voting systems	SA HB 3135	03/25/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	
SB 654	Increasing salaries of Division of Corrections' employees		03/25/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Finance	
SB 659	Requiring National Flood Insurance Program State Coordinator establish permit fees for certain project applications	SA HB 3124	03/25/13 - To Senate Government Organization	Senate Reference 1 - Government Organization	
HB 3023	Providing county commissioners an ongoing mechanism to consider compensation increases for elected officials	SI SB 519	03/21/13 - To House House Finance	House Reference 1 - Finance	

Com Sub for SB 522—Relating to collection and processing of certain court fees and providing for a fee of an additional **\$40 on all municipal offenses (not just moving violations) to be paid to the Regional Jail and Correctional Facility Authority Fund used for bond indebtedness.** **CCAWV supports this bill.** It is in Senate Finance.

SB 584—The purpose of this bill is authorize **pretrial release programs** to evaluate and supervise persons on pretrial release as part of a community corrections program. **CCAWV supports this effort.** The bill passed out of the Senate and ordered to the House.

Homestead Exemption—HJR 11.....No further action so far on HJR 11. It is now in House Finance and we will continue to watch it.

HB 2957—The County Home Rule Pilot Program. Would create a home rule program, same as the municipal home rule. The bill is double referenced to House Pol Sub then House Gov Org. **CCAWV supports this bill. Please call members of both committees and ask for support.**

Com Sub HB 2360 - Relating to public school support computation of local share. This bill removes provisions for using assumed assessed values for the purpose of computation and removes provisions for increasing counties' local share responsibility for funding basic foundation education formula when property assessments are not at least fifty-four percent of market value as indicated by assessment ratio study. Passed to the Senate—In Education then Senate Finance

HB 2508—increasing the initial capital investment required in a county sales tax tiff from \$25 million to \$75 million passed out of House. To Senate Finance

HB 2840 - The purpose of this bill is to 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. This bill is on the agenda in House Judiciary. **CCAWV has concerns!**

HB 2988 / SB 331—Providing the West Virginia Courthouse Facilities Improvement Authority with the ability to issue bonds has a single reference to House Finance and is **supported by CCAWV.** SB 331 is on 1st reading on the Senate Floor

HB 2945—The purpose of the bill is to improve the Volunteer Fire Department Workers' Compensation Subsidy Program by clarifying that the subsidies provided to volunteer fire departments to offset their workers' compensation premium increases apply not only to the increases attributable to their fire fighting services, but apply as well to increases attributable to the rapid response emergency medical service, ambulance service and diving service components of the services provided by the volunteer fire departments. Up for passage in the House. **CCAWV supports**

The Following Bills were introduced this week:



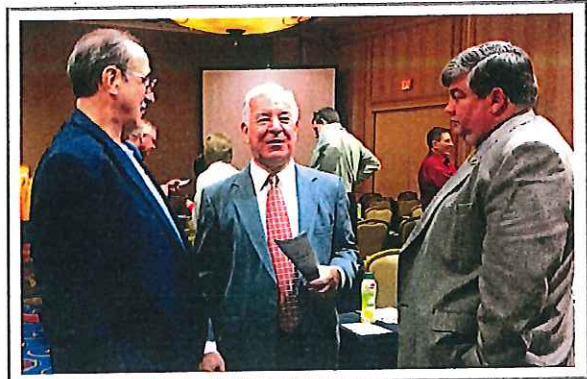
Commissioners' Corner



A publication of The County Commissioners' Association of West Virginia - Volume 15, Number 11 - February/March 2013

2013 CCA Legislative Meeting

Over 50 counties were represented by some 125 County Commissioners & Staff at the recent CCA Legislative Association Meeting held February 24-26, 2013 at the Charleston Marriott. At the Legislative meeting Monday the attendees heard from **John Stump, Steptoe & Johnson** regarding TIF and Public/Private Partnerships. **Perry Bryant, WVAHC** gave an update on the Federal Affordable Care Act. **Mark Muchow, Deputy Cabinet Secretary, WV Department of Revenue** presented a Financial Forecast for the State and Local Governments.



In attendance were two of our Congressional Delegates, **Congresswoman Shelly Moore Capito** and **Congressman Nick Joe Rahall**. They both gave great presentations from the Federal Government's prospective. We would like to thank both of them for taking the time to present to our group before returning to Washington D.C.

From our own capital we heard from **Senate President Jeffrey Kessler** and **House Speaker Richard Thompson**. They discussed legislative issues that would affect county government and gave a legislative update. The Governor's staff also gave an update regarding the Governor's agenda and answered questions for the group.

Monday evening a Legislative Reception was held and over 250 legislators and elected officials attended. We would like to thank everyone who attended for coming out to support our Association and making our reception a success.

On Tuesday morning Vivian Parsons, Executive Director of CCAWV gave a presentation about the legislative process and how to track bills of interest. Then attendees took busses to the Capitol and visited their legislators in order to promote CCA's legislative agenda.

CCAWV adds issues to Supported Proposals

The CCAWV Board of Directors met on opening day and added three new issues to our list of supported legislative proposals and one to those we oppose:

1. CCAWV will seek passage of a bill granting advice and consent authority to county commissioners for employee firings in all county offices. Current law grants advice and consent authority to commissioners on the hiring of all county employees and the effort is to require approval on firings so that proper legalities are met when firing an employee is required and thereby attempting to avoid liability lawsuits in which the county commission gets stuck paying the bill.
2. CCAWV will support passage of a bill to add a process fee to the bonding process in both circuit court and magistrate court of \$50.00 collected at the time of bonding to be used to offset county regional jail costs.
3. CCAWV voted to support the efforts of Mercer County to pass legislation to allow for permissive authority, county by county to put the issue of a "meal tax" before the county voters for passage.
4. The board also considered and opposed passage of a bill introduced this week that would create a state level "county compensation commission" that would make recommendations to the legislature regarding compensation increases for county officials. (SB 367) Instead we will continue to seek passage of the CCA proposed on-going mechanism to allow county commissions to review county official salaries every two years and make recommendation, as approved by the membership at our August annual meeting.

DIRECTOR'S DISCUSSION WITH VIVIAN PARSONS

At the writing of this newsletter we are just entering the third week of Legislative Session. The CCA is tracking some 148 bill so far, with more to come!

We had a wonderful turnout for the Annual Legislative Conference this week in Charleston. Over 125 members attended and were treated to a great lineup of guest speakers and presenters.

All levels of government were represented, Federal, State, and Local. The membership reviewed pending legislation, received updates on several areas of interest and welcomed our new contract lobbyist for the 2013 session, Mr. Jim Bowen. Jim has years of experience with the legislative process, and is well known & respected in legislative circles! CCAWV welcomes him aboard and I am personally looking forward to working with him.

We will need your help and support on all our Association positions. Remember to look for your weekly "CCAWV Legislative Lineup" where I will continue to keep you updated on legislative action through out the 60 day session.



PRESIDENT'S MESSAGE BY TIM MCCORMICK



I assume all made it back safely to your home counties after our Commissioners Legislative meetings in Charleston. Thank you to all commissioners, administrators, and councilors that attended. I truly believe it was a very worthwhile conference. Even though we heard some "gloom and doom" discussions from some of our speakers, we also heard from the Legislative Leadership that they are willing to listen to, and work with us through this legislative session.

We are now charged with moving our legislative agenda forward and helping our constituents. We have a new lobbyist in Jim Bowen who has hit the ground running. Between he and Vivian, we will be very well represented at the Capital leading the charge for our issues. But the secret weapon for moving our agenda forward is the person reading this; YOU!!!! Let's help ourselves and be visible in Charleston so our representatives know we are passionate about our cause. If you have any questions about our agenda, email or call Vivian or Jennifer and get the information you need. Stay in touch with each other, compare ideas, and lets move the County Commissioner's Association into its role as leaders for the people we represent at home, and continue to make this a better State in which to live. We have a game plan, now we have to execute and that gets done with hard work, and I know you are all capable of doing so!!

2012-2013

Board of Directors

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Tim McCormick, Ohio (234-3628)

Vice-President

Nancy Cartmill, Cabell (526-8634)

Immediate Past President

Ron Watson, Harrison (624-8500)

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John Stender, Tyler (758-2102)

Danny Greathouse, Hancock (564-3311)

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Agnes Queen, Lewis (269-8200)

Jerry Linkinoggor, Clay (587-4259)

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District 3 -- Eastern Division

Chuck Armentrout, Webster

(847-5780)

Jack Woodrum, Summers (466-7100)

Denise Scalph, Fayette (574-4290)

CCAWV

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Charleston, WV 25311

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Vivian Parsons

Executive Director

vivian@ccawv.org

Jennifer Webb

Administrative Assistant

jennifer@ccawv.org



JEFFERSON COUNTY MUSEUM

200 E. Washington St., Charles Town, WV 25414

March 26, 2013

Dale Manuel, President
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414


Dear Mr. Manuel:

On behalf of the Jefferson County Museum, I am writing to thank the County Commission for donating the two wooden hands and associated metal parts recently removed from the Jefferson County Courthouse clock. We appreciate your thinking of the museum as a repository for these items and will be delighted to add them to our collection of artifacts representing the county's history.

To complete the donation process, please sign both copies of the enclosed deed of gift; return one copy in the stamped, self-addressed envelope; and retain the other copy for your records.

Sincerely,



Jane Rissler, Curator

Enclosures

RECEIVED

MAR 28 2013

Jefferson County Commission

*The Jefferson County Museum is a 501(c)(3) nonprofit organization.
No goods or services were received in exchange for your contribution.*

*Jane Rissler, Curator
curator@jeffctywvmuseum.org*

*304-725-8628
www.jeffctywvmuseum.org*

Spotlight on a County Commission: Mason County

- **Crowning achievement:** Renovating Family Court, Magistrate Offices and New Sheriff Offices.
- **Biggest debacle or most embarrassing moment:** Hasn't happened yet.
- **Best advice for other County Commissions:** Remember you work for the people.
- **Funniest thing to ever happen at a commission meeting:** A speaker had an unzipped zipper.
- **Commission Staff:** John D. Gerlach, Administrator; Kim Harbour, Secretary



Rick Handley

Place where I grew up: Point Pleasant, WV.

Real Life Occupation: Retired teacher (35 years).

Years Experience as a County Commissioner: 16 years.

You would be surprised to know that I: Have a 4 year old son and a 6 year old daughter and 8 grandkids.

My personal philosophy: Treat people like you want to be treated

What I like most about being a County Commissioner: Being able to represent our citizens on various boards in the county and state, and telling them what a nice county we have.

What I like least about being a County Commissioner: Not being able to accomplish everything I would like to do for our citizens.

Who I would invite (living or dead) to the next County Commission meeting and what I would discuss: My late father, who also served our town as a councilman in Point Pleasant. I'd ask his advice for being a commissioner and how I could improve.



Miles Epling

Place where I grew up: Point Pleasant, WV.

Real Life Occupation: State Adjutant, The American Legion.

Years Experience as a County Commissioner: 8 years

You would be surprised to know that I: am a part time farmer.

My personal philosophy: Don't ask others to do what you haven't done yourself.

What I like most about being a County Commissioner: Helping people to get water and now working on sewage.

What I like least about being a County Commissioner: Not having funds for many projects within the county.

Who I would invite (living or dead) to the next County Commission meeting and what I would discuss: My parents, to talk about all the improvement in Mason County.



Tracy Sturgeon Doolittle

Place where I grew up: Gallipolis Ferry, WV.

Real Life Occupation: Chief Tax Deputy (23 years).

Years Experience as a County Commissioner: newly elected

You would be surprised to know that I: raise lamb and feeder calves.

What I like most about being a County Commissioner: Newly elected so it is all great!

What I like least about being a County Commissioner: Nothing yet.

Who I would invite (living or dead) to the next County Commission meeting and what I would discuss: My father, Jack Sturgeon. He loved and cared about Mason County.

County Commission Outreach

Bringing public awareness to the office of County Commissioner



Mineral County Day at the Capitol

The Mineral County Commission helped plan Mineral County Day at the capitol. The event was held at the Cultural Center and great food and entertainment was provided. Commissioners, Janice LaRue, Richard Lechliter and Jerry Whisner were there to welcome all the Senators, Delegates and other attendees. Frankfort's Middle School Teal Steel Band provided great entertainment as well.

While at the capitol the commissioners took the opportunity to meet with Governor as well as Senators Bob Williams and Dave Sypolt, along with Delegates Ruth Rowan, Allen Evans, and Gary Howell.

What a great way for Mineral County Commission to get recognized at the capitol and make the legislators aware of county government issues. Great job!



Calendar of Events

April 13, 2013
Sixtieth Day of session
Adjournment at Midnight

May 19-20, 2013
CCAWV Spring Board
Meeting The Blennerhassett
Parkersburg, WV

August 4-7, 2013
CCAWV Annual Meeting
Stonewall Resort
Lewis County, WV



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"This is a monthly publication for county commissioners and their staff, Associate members and other interested parties."

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

Week Ending Date	Week Ending March 16, 2013
To be Deposited on:	March 22, 2013
Amount Played	72,478,582.81
Amount Won	65,036,521.08
Amount Promo	219,319.00
MWAP Contribution	<u>4,414.99</u>
Adjusted Gross Terminal Revenue	<u>7,218,327.74</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>288,733.10</u>
Net Terminal Revenue	<u>6,929,594.64</u>
Surcharge @ 10%	692,959.47
State Share Excess @ 58%	401,916.49
Track Share of Capital Reinvestment @ 42%	<u>291,042.98</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	279401.26
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	11641.72
Adjusted Net Terminal Revenue	<u>6,236,635.17</u>
Racetrack @ 46.50% / 42%	2,619,386.77
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,557,020.39
Race Track Purses @ 7% / 14% / 8%	498,930.81
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	31,183.18
Greyhound Development @ .75%	46,774.76
Thoroughbred Development @ .75%	46,774.76
Racing Commission @ 1%	62,366.36
County/Municipality @ 2%	124,732.72
3% Funds:	
Tourism Promotion Fund @ 1.375%	85,753.73
Development Office Promotion Fund @ .375%	23,387.38
Research Challenge Fund @ .5%	31,183.18
Capitol Renovation and Improvement Fund @ .6875%	42,876.87
2004 Capitol Complex Parking Garage Fund @ .0625%	3,897.90
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>62,366.36</u>
	<u>6,236,635.17</u>

WEST VIRGINIA LOTTERY

First Benchmark
Charles Town
County / City Split
Fiscal Year 2013

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 8.19% 7.93%	CHARLES TOWN 41.20% 39.90%	HARPERS FERRY 2.24% 2.17%	RANSON 34.78% 33.68%	SHEPHERDS TOWN 13.59% 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
03/16/13	\$ 124,732.72	\$ 62,366.36	\$ 62,366.36	\$ 4,945.65	\$ 24,884.18	\$ 1,353.35	\$ 21,004.99	\$ 10,178.19
Subtotal	\$ 4,477,905.32	\$ 2,694,984.40	\$ 1,782,920.92	\$ 145,208.62	\$ 730,500.39	\$ 39,718.65	\$ 616,661.92	\$ 250,831.34

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -



*West Virginia State
Treasurer's Office*

**John D. Perdue
State Treasurer**

Harman	1,760.36
Harpers Ferry	2,698.81
Harrison County	7,006.91
Harrisville	1,760.36
Hartford	1,760.36
Hedgesville	1,760.36
Henderson	1,760.36
Hendricks	1,760.36
Hillsboro	1,760.36
Hinton	1,760.36
Hundred	1,760.36
Huntington	1,760.36
Hurricane	1,760.36
Huttonsville	1,760.36
laeger	1,760.36
Jackson County	7,006.91
Jane Lew	1,760.36
Jefferson County	121,636.62
Jefferson County School Board	381,857.07
Junior	1,760.36
Kanawha County	25,242.36

VIDEO LOTTERY REPORT
FY 2009

FY 2009		FY 2010		FY 2011		FY 2012		FY 2013	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/5/2008 *	169,912.56	7/4/2009 *	128,262.42	07/03/2010	115,402.58	7/1-2/2011	69,824.12	07/07/2012	161,637.92
07/12/2008	176,592.38	07/11/2009	168,815.08	07/10/2010	205,731.64	07/09/2011	171,717.28	07/14/2012	129,458.04
07/19/2008	160,344.08	07/18/2009	160,652.98	07/17/2010	161,386.76	07/16/2011	143,019.52	07/21/2012	130,037.00
07/26/2008	162,982.74	07/25/2009	158,869.08	07/24/2010	160,368.28	07/23/2011	146,508.00	07/28/2012	137,164.44
08/02/2008	178,171.04	08/01/2009	174,493.08	07/31/2010	157,802.08	07/30/2011	144,510.28	08/04/2012	132,931.16
08/09/2008	123,538.04	08/08/2009	138,408.80	08/07/2010	136,494.98	08/06/2011	151,495.28	08/11/2012	134,212.88
08/16/2008	82,482.89	08/15/2009	81,222.14	08/14/2010	78,376.68	08/13/2011	117,350.38	08/18/2012	110,241.90
08/23/2008	76,426.18	08/22/2009	76,260.31	08/21/2010	76,199.02	08/20/2011	71,614.12	08/25/2012	66,209.90
08/30/2008	89,459.86	08/29/2009	80,472.92	08/28/2010	72,460.03	08/27/2011	63,432.14	09/01/2012	67,133.42
09/06/2008	91,644.46	09/05/2009	80,798.15	09/04/2010	76,362.84	09/03/2011	80,837.76	09/08/2012	74,029.40
09/13/2008	79,729.93	09/12/2009	86,286.92	09/11/2010	82,969.36	09/10/2011	84,845.80	09/15/2012	61,838.04
09/20/2008	71,269.36	09/19/2009	70,010.15	09/18/2010	67,638.78	09/17/2011	66,748.62	09/22/2012	56,996.90
09/27/2008	79,735.73	09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80	09/29/2012	61,611.40
10/04/2008	75,186.22	10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64	10/06/2012	62,715.20
10/11/2008	77,139.04	10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	70,866.90	10/13/2012	60,710.18
10/18/2008	80,668.26	10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08
10/25/2008	64,379.44	10/24/2009	67,581.66	10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54
11/01/2008	68,352.42	10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98	11/03/2012	56,545.30
11/08/2008	70,823.02	11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	70,673.88	11/10/2012	56,110.96
11/15/2008	65,565.50	11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36
11/22/2008	63,883.80	11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86
11/29/2008	69,850.12	11/28/2009	72,399.98	11/27/2010	71,170.90	11/26/2011	74,140.54	12/01/2012	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	03/16/2013	62,366.36
03/21/2009	79,002.82	03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92		
03/28/2009	79,250.83	03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36		
04/04/2009	75,968.30	04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22		
04/11/2009	75,964.94	04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98		
04/18/2009	80,598.22	04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34		
04/25/2009	75,571.46	04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08		
05/02/2009	73,957.05	05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66		
05/09/2009	76,697.22	05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30		
05/16/2009	71,925.70	05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92		
05/23/2009	81,395.43	05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36		
05/30/2009	82,161.55	05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24		
06/06/2009	74,895.74	06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44		
06/13/2009	67,327.23	06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86		
06/20/2009	75,500.53	06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12		
06/27/2009	67,354.10	06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30		
6/30/2009 ***	32,059.58	06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40		

TOTALS 4403564.04

4041141.56

4016541.01

4124906.8

2694984.4

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93
January, 2011	106,189.21	December, 2011	140,509.93	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	February, 2013	121,636.62
April, 2011	130,654.61	March, 2012	151,845.46		
May, 2011	130,492.02	April, 2012	127,862.26		
June, 2011	121,576.41	May, 2012	137,905.13		
		June, 2012	129,235.38		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2011-2012	1061332.71

Table Game Revenue Distribution - Jefferson County School Board

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

<u>Date</u>	<u>Amount</u>
July, 2012	415,990.92
August, 2012	399,737.49
September, 2012	382,597.20
October, 2012	379,446.06
November, 2012	403,331.79
December, 2012	440,033.75
January, 2013	397,951.05
February, 2013	381,857.07
Total 2011-2012	3,200,945.33

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

Week Ending Date	Week Ending March 23, 2013
To be Deposited on:	March 29, 2013
Amount Played	70,165,475.29
Amount Won	63,006,618.21
Amount Promo	228,556.00
MWAP Contribution	<u>4,257.55</u>
Adjusted Gross Terminal Revenue	<u>6,926,043.53</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>277,041.75</u>
Net Terminal Revenue	<u>6,649,001.78</u>
Surcharge @ 10%	664,900.18
State Share Excess @ 58%	385,642.10
Track Share of Capital Reinvestment @ 42%	<u>279,258.08</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	268087.76
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	11170.32
Adjusted Net Terminal Revenue	<u>5,984,101.60</u>
Racetrack @ 46.50% / 42%	2,513,322.67
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,453,481.64
Race Track Purses @ 7% / 14% / 8%	478,728.13
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	29,920.51
Greyhound Development @ .75%	44,880.76
Thoroughbred Development @ .75%	44,880.76
Racing Commission @ 1%	59,841.02
County/Municipality @ 2%	119,682.04
3% Funds:	
Tourism Promotion Fund @ 1.375%	82,281.40
Development Office Promotion Fund @ .375%	22,440.38
Research Challenge Fund @ .5%	29,920.51
Capitol Renovation and Improvement Fund @ .6875%	41,140.70
2004 Capitol Complex Parking Garage Fund @ .0625%	3,740.06
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>59,841.02</u>
	<u>5,984,101.60</u>

WEST VIRGINIA LOTTERY

First Benchmark
Charles Town
County / City Split
Fiscal Year 2013

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 8.19% 7.93%	CHARLES TOWN 41.20% 39.90%	HARPERS FERRY 2.24% 2.17%	RANSON 34.78% 33.68%	SHEPHERDS TOWN 13.59% 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
03/16/13	\$ 124,732.72	\$ 62,366.36	\$ 62,366.36	\$ 4,945.65	\$ 24,884.18	\$ 1,353.35	\$ 21,004.99	\$ 10,178.19
03/23/13	\$ 119,682.04	\$ 59,841.02	\$ 59,841.02	\$ 4,745.39	\$ 23,876.57	\$ 1,298.55	\$ 20,154.48	\$ 9,766.05
Subtotal	\$ 4,597,587.36	\$ 2,754,825.42	\$ 1,842,761.94	\$ 149,954.01	\$ 754,376.96	\$ 41,017.20	\$ 636,816.38	\$ 260,597.39

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	03/09/2013	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	03/16/2013	62,366.36
03/21/2009	79,002.82	03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92	03/23/2013	59,841.02
03/28/2009	79,250.83	03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36		
04/04/2009	75,968.30	04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22		
04/11/2009	75,964.94	04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98		
04/18/2009	80,598.22	04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34		
04/25/2009	75,571.46	04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08		
05/02/2009	73,957.05	05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66		
05/09/2009	76,697.22	05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30		
05/16/2009	71,925.70	05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92		
05/23/2009	81,395.43	05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36		
05/30/2009	82,161.55	05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24		
06/06/2009	74,895.74	06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44		
06/13/2009	67,327.23	06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86		
06/20/2009	75,500.53	06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12		
06/27/2009	67,354.10	06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30		
6/30/2009 ***	32,059.58	06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40		

TOTALS 4403564.04

4041141.56

4016541.01

4124906.8

2754825.42

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93
January, 2011	106,189.21	December, 2011	140,509.93	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	February, 2013	121,636.62
April, 2011	130,654.61	March, 2012	151,845.46		
May, 2011	130,492.02	April, 2012	127,862.26		
June, 2011	121,576.41	May, 2012	137,905.13		
		June, 2012	129,235.38		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2011-2012	1061332.71

Table Game Revenue Distribution - Jefferson County School Board

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

<u>Date</u>	<u>Amount</u>
July, 2012	415,990.92
August, 2012	399,737.49
September, 2012	382,597.20
October, 2012	379,446.06
November, 2012	403,331.79
December, 2012	440,033.75
January, 2013	397,951.05
February, 2013	381,857.07
Total 2011-2012	3,200,945.33