



NOTICE OF  
JEFFERSON COUNTY COMMISSION MEETING  
THURSDAY, MAY 9, 2013  
9:30 A.M.

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

**REVISED**  
**AGENDA**

**REVISED MAY 7, 2013 12:35 P.M.,**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- **April 18, 2013 Minutes, Consideration to Amend**
- May 2, 2013 Minutes

APPROVAL OF PURCHASE ORDERS

- May 9, 2013

APPROVAL OF ACCOUNTS PAYABLE

- May 9, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:30 a.m. Delegate Stephen Skinner, Update Commission on First Energy Issues - Discussion/Action
2. 9:45 a.m. Bill Polk, Director of Maintenance, Tom Reilly, VoIP Committee - Approval of Vendor Recommendation for the VoIP - Discussion/Action
3. 10:15 a.m. Mike Manley, Software Systems, Inc. - IT Recommendations and Estimated Associated Costs - Discussion/Action
4. 11:15 a.m. Break
5. 11:20 a.m. Interviews & Appointments - Home Consortium Board - Three (3), three year terms ending June 30, 2016 - Discussion/Action

NEW BUSINESS:

6. Approval of Resolution - Community Participation Grant Program for the Contemporary

American Theater Festival in the amount of \$5,000 - Discussion/Action

7. Approval to send letter of endorsement to the West Virginia Alcohol Beverage Control Administration in support of the "Non-intoxication Beer Floor Plan Extension" for Hollywood Casino at the Charles Town Races - Discussion/Action

#### COUNTY ADMINISTRATOR REPORTS

- Temporary Job Assignment - Paul Shroyer's Duties - Discussion/Action
- Fair Labor Standards Act, Possible Litigation - Discussion/Action (*Possible Executive Session*)
- Possible Litigation under §6-9A-4(6) - Discussion/Action (*Possible Executive Session*)

#### COUNTY COMMISSION REPORTS

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

- ADJOURN

#### CORRESPONDENCE:

Letter on behalf of Governor Tomblin, requesting a representative from the County to participate in the 150<sup>th</sup> Birthday (of West Virginia) Celebration Parade, June 22, 2013.

Notice of Ethics and Fraud Prevention and Detection training - June 25, 2013.

Memo from Roger Goodwin, Chief Engineer, regarding notice of construction bond (s) and security for the Bavarian Inn, Inc. - Bavarian Inn Poolside Facilities.

Letter of Introduction from Jim Stevenson, Executive Director of Day Report Center.

Jefferson County Homeland Security & Emergency Management Newsletter April, 2013.

Potomac Valley Audubon Society, Valley News - Volume 31, Issue 8 - May 2013.

For the Love of Children - 2012 Annual Report - in County Commission office for review.

West Virginia Lottery Weekly Settlement for Charles Town, week ending April 27, 2013.

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

# Minutes

## Jefferson County Commission

Thursday, April 18, 2013

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A meeting of the Jefferson County Commission was held on Thursday, April 18, 2013 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Dale Manuel, Patsy Noland, Walter Pellish, and Lyn Widmyer. Jane Tabb was absent with notice. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the April 18, 2013 meeting is available through the Jefferson County Commission Office.)

Commissioner Manuel opened the April 18, 2013 County Commission with a moment of silence for the Community of Boston.

### PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

### APPROVAL OF MINUTES

**Motion by Ms. Noland to approve the Minutes of the April 4, 2013 County Commission Meeting. Motion seconded. After discussion of the minutes, Ms. Noland moved to withdraw her motion to approve the minutes. Motion seconded and unanimously approved. It was the consensus of the Commission to have the April 4, 2013 minutes resubmitted at the May 2, 2013 meeting.**

Commissioner Widmyer requested a letter from the National Park Service, regarding purchase negotiations on the Aitcheson Family Trust & Federica Adkinson property, be added to the minutes of the January 31, 2013 Public Hearing on the rezoning of this property. Commissioner Manuel suggested the request be added to a subsequent agenda for review by the Commission and directed staff to place the request on a future agenda.

### APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$131,409.48 being P. O. Nos. 50354, 50355, 50356, 50357, 50358, 50359, 50373, 51297, 51298, 51299, 51397, 51364, 51366, 51557, 51431, 51432, 51433, 49827, 49828, 49876, 49877, 51593, 50069, 50232, 52134, 51350, 51367, 51368, 51553, 51554, 51555, 50325, 50326, 50327, 50386, 50387, 51300, 51301, 51302, 51303, 51305, 51306, 52099, 52100, and 51556. Motion seconded and unanimously approved.

### APPROVAL OF ACCOUNTS PAYABLE

**Motion by Mr. Manuel to approve the accounts payable for April 11, 2013 in the amount of \$235,076.92. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069608	700	AUTOZONE		\$ -	\$ 343.16	\$ 343.16
069608	717	AUTOZONE		\$ -	\$ 600.33	\$ 600.33

069609	425	BATTERY MART	51358	\$ 292.55	\$ -	\$ 292.55
069610	425	B-K OFFICE SUPPLY INC	51361	\$ 687.00	\$ -	\$ 687.00
069611	424	BOLAND SERVICES	51231	\$ 270.00	\$ -	\$ 270.00
069611	425	BOLAND SERVICES	51117	\$ 991.01	\$ -	\$ 991.01
069611	425	BOLAND SERVICES	51363	\$ 2,304.81	\$ -	\$ 2,304.81
069612	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
069613	412	APRIL BLAKER		\$ -	\$ 23.73	\$ 23.73
069614	PAYROLL	BUREAU F/CHILD SPprt ENF		\$ -	\$ 212.31	\$ 212.31
069615	439	JENNIFER M. BROCKMAN		\$ -	\$ 461.50	\$ 461.50
069616	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
069617	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
069618	424	CHARLES TOWN UTILITY BRD		\$ -	\$ 89.52	\$ 89.52
069618	425	CHARLES TOWN UTILITY BRD		\$ -	\$ 793.60	\$ 793.60
069619	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
069620	425	COVENANT BUILDING MAINT		\$ -	\$ 11,827.43	\$ 11,827.43
069621	425	DODSON'S SEPTIC	51362	\$ 520.00	\$ -	\$ 520.00
069622	425	DAYCON	51356	\$ 968.41	\$ -	\$ 968.41
069623	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
069624	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
069624	425	J.C.EHRLICH		\$ -	\$ 603.38	\$ 603.38
069625	425	84 LUMBER		\$ -	\$ 100.70	\$ 100.70
069626	717	FISHER AUTO PARTS		\$ -	\$ 912.36	\$ 912.36
069627	425	GRAINGER, INC	51359	\$ 136.06	\$ -	\$ 136.06
069628	433	JESSICA GORMONT		\$ -	\$ 196.62	\$ 196.62
069628	433	JESSICA GORMONT		\$ -	\$ 152.00	\$ 152.00
069629	428	GLOBAL DATA CONSULTANTS		\$ -	\$ 1,595.00	\$ 1,595.00
069630	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 2,028.85	\$ 2,028.85
069630	425	GRIFFITH ENERGY SERVICE		\$ -	\$ 4,174.47	\$ 4,174.47
069631	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,025.00	\$ 2,025.00
069632	712	ITSAVVY LLC	49874	\$ 2,707.20	\$ -	\$ 2,707.20
069633	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 813.45	\$ 813.45
069634	402	JEFFERSON PUBLISH CO INC	50276	\$ 115.74	\$ -	\$ 115.74
069634	451	JEFFERSON PUBLISH CO INC	50312	\$ 143.80	\$ -	\$ 143.80
069634	451	JEFFERSON PUBLISH CO INC	50322	\$ 154.84	\$ -	\$ 154.84
069635	425	JEFFERSON COUNTY SOLID	53045	\$ 67.15	\$ -	\$ 67.15
069636	425	JEFFERSON UTILITIES INC		\$ -	\$ 659.94	\$ 659.94
069637	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,848.00	\$ 4,848.00
069637	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
069638	712	LANGUAGE LINE SERVICES		\$ -	\$ 103.22	\$ 103.22
069639	412	JUDITH A MATLICK		\$ -	\$ 436.48	\$ 436.48
069640	711	TERRI MEHLING		\$ -	\$ 153.12	\$ 153.12
069641	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
069642	406	N.A.D.A. APPRAISAL GUIDE	51396	\$ 215.00	\$ -	\$ 215.00
069643	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
069644	712	NAEMD	49824	\$ 150.00	\$ -	\$ 150.00
069644	712	NAEMD	49825	\$ 150.00	\$ -	\$ 150.00
069645	712	NAYLOR LLC	49873	\$ 199.00	\$ -	\$ 199.00
069646	402	PIFER OFFICE SUPPLY, INC	50277	\$ 219.90	\$ -	\$ 219.90
069647	716	CHRISTINA POPE		\$ -	\$ 322.00	\$ 322.00
069648	424	POTOMAC EDISON/OH		\$ -	\$ 3,167.07	\$ 3,167.07
069648	425	POTOMAC EDISON/OH		\$ -	\$ 36,002.25	\$ 36,002.25

069649	425	POTOMAC EDISON/OH		\$ -	\$ 5,083.42	\$ 5,083.42
069650	425	REESE'S NURSERY&LANDSCAP	51326	\$ 880.00	\$ -	\$ 880.00
069651	425	RCS SECURITY	51352	\$ 187.50	\$ -	\$ 187.50
069652	402	RECORD MANAGEMENT SOLUTN	49696	\$ 35.00	\$ -	\$ 35.00
069652	403	RECORD MANAGEMENT SOLUTN	49887	\$ 30.00	\$ -	\$ 30.00
069653	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,916.00	\$ 6,916.00
069654	425	RCS SECURITY		\$ -	\$ 54.00	\$ 54.00
069655	403	SOFTWARE SYSTEMS, INC	49897	\$ 392.00	\$ -	\$ 392.00
069655	424	SOFTWARE SYSTEMS, INC	49897	\$ 450.00	\$ -	\$ 450.00
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 101.66	\$ 101.66
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,802.64	\$ 9,802.64
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,914.50	\$ 41,914.50
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,207.61	\$ 39,207.61
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.12	\$ 118.12
069657	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4,580.20	\$ 4,580.20
069657	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,071.18	\$ 1,071.18
069657	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 7,928.62	\$ 7,928.62
069658	401	STAPLES CREDIT PLAN		\$ -	\$ 485.70	\$ 485.70
069658	412	STAPLES CREDIT PLAN		\$ -	\$ 141.06	\$ 141.06
069658	424	STAPLES CREDIT PLAN		\$ -	\$ 158.15	\$ 158.15
069658	700	STAPLES CREDIT PLAN		\$ -	\$ 1,129.69	\$ 1,129.69
069658	711	STAPLES CREDIT PLAN		\$ -	\$ 721.92	\$ 721.92
069658	712	STAPLES CREDIT PLAN		\$ -	\$ 1,098.01	\$ 1,098.01
069659	403	WV ASSOC OF CIRCUIT CLER	51430	\$ 100.00	\$ -	\$ 100.00
069660	425	SHERWIN-WILLIAMS		\$ -	\$ 268.40	\$ 268.40
069661	711	SOFTWARE COMPUTER GROUP	53192	\$ 150.00	\$ -	\$ 150.00
069662	405	BRANDON C.H. SIMS		\$ -	\$ 720.94	\$ 720.94
069663	425	SHENANDOAH VALLEY WATER		\$ -	\$ 645.25	\$ 645.25
069664	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 18,148.07	\$ 18,148.07
069665	425	CAPITAL TRISTATE		\$ -	\$ 446.57	\$ 446.57
069666	425	THOMPSON GAS		\$ -	\$ 862.93	\$ 862.93
069667	712	TELTRONIC	49878	\$ 458.00	\$ -	\$ 458.00
069668	700	US CAVALRY	51304	\$ 41.97	\$ -	\$ 41.97
069669	403	UNITED SYSTEMS & SOFTWAR		\$ -	\$ 199.00	\$ 199.00
069670	424	VERIZON		\$ -	\$ 1,130.95	\$ 1,130.95
069671	717	NAPA AUTO PARTS		\$ -	\$ 292.46	\$ 292.46
069672	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.77	\$ 672.77
069672	716	WM OF WEST VIRGINIA, INC		\$ -	\$ 95.93	\$ 95.93
069673	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 51.30	\$ 51.30
069674	405	WV PROS.ATTYS ASSOC/WVPA	50385	\$ 1,925.00	\$ -	\$ 1,925.00
069675	402	XEROX CORPORATION	49705	\$ 1,155.14	\$ -	\$ 1,155.14
069675	439	XEROX CORPORATION	49952	\$ 548.53	\$ -	\$ 548.53
<b>TOTAL</b>						<b>\$ 235,076.92</b>
<b>TOTAL</b>				<b>\$ 16,645.61</b>	<b>\$ 218,431.31</b>	<b>\$ 235,076.92</b>

**Motion by Ms. Noland to approve the accounts payable for April 18, 2013 in the amount of \$158,939.49. Motion**

seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069677	424	AT&T/IL		\$ -	\$ 0.99	\$ 0.99
069678	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,464.09	\$ 1,464.09
069679	406	ANGELA L BANKS		\$ -	\$ 91.00	\$ 91.00
069680	402	B-K OFFICE SUPPLY INC	50275	\$ 1,020.00	\$ -	\$ 1,020.00
069680	712	B-K OFFICE SUPPLY INC	51592	\$ 23.85	\$ -	\$ 23.85
069681	406	MONICA BENNETT		\$ -	\$ 91.00	\$ 91.00
069682	406	ELIZABETH JUNE BOWERS		\$ -	\$ 91.00	\$ 91.00
069683	401	DELL MARKETING LP	50067	\$ 5,170.02	\$ -	\$ 5,170.02
069684	700	SCOTT DEMORY		\$ -	\$ 69.00	\$ 69.00
069685	406	RHONDA FIELDS		\$ -	\$ 91.00	\$ 91.00
069686	700	JOSEPH FORMAN		\$ -	\$ 184.00	\$ 184.00
069687	700	JOSEPH FORMAN		\$ -	\$ 207.00	\$ 207.00
069688	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 35,290.60	\$ 35,290.60
069689	402	SALLY GRAN		\$ -	\$ 26.84	\$ 26.84
069690	717	GUTTMAN OIL CO		\$ -	\$ 18,444.01	\$ 18,444.01
069691	433	GEOGRAPHIC INFO SERVICES	50863	\$ 3,159.56	\$ -	\$ 3,159.56
069692	700	STEVEN HOLZ		\$ -	\$ 184.00	\$ 184.00
069693	700	STEVEN HOLZ		\$ -	\$ 207.00	\$ 207.00
069694	700	TREY HOCKMAN		\$ -	\$ 69.00	\$ 69.00
069695	700	BRANDEN HAYNES		\$ -	\$ 69.00	\$ 69.00
069696	401	RICOH USA, INC		\$ -	\$ 27.61	\$ 27.61
069696	405	RICOH USA, INC		\$ -	\$ 14.65	\$ 14.65
069696	425	RICOH USA, INC		\$ -	\$ 0.17	\$ 0.17
069696	433	RICOH USA, INC		\$ -	\$ 37.87	\$ 37.87
069696	440	RICOH USA, INC		\$ -	\$ 13.97	\$ 13.97
069696	712	RICOH USA, INC		\$ -	\$ 17.65	\$ 17.65
069697	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,464.09	\$ 1,464.09
069698	717	J & K PRECISION AUTO CAR	51365	\$ 54.95	\$ -	\$ 54.95
069699	424	KONE INC.	50177	\$ 327.75	\$ -	\$ 327.75
069699	425	KONE INC.	50177	\$ 1,154.25	\$ -	\$ 1,154.25
069700	ALLOC	JEFF CO PARKS &		\$ -	\$ 15,373.00	\$ 15,373.00
069701	402	PIFER OFFICE SUPPLY, INC	50278	\$ 15.81	\$ -	\$ 15.81
069702	700	ROMULO QUEZADA		\$ -	\$ 34.89	\$ 34.89
069703	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
069703	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
069703	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069703	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
069703	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069703	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
069703	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069703	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069703	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
069703	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
069704	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 943.53	\$ 943.53
069704	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
069704	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 6,481.38	\$ 6,481.38
069704	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 753.00	\$ 753.00
069704	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 70.00	\$ 70.00

069704	700	SOFTWARE SYSTEMS, INC		\$ -	\$ 601.06	\$ 601.06
069704	716	SOFTWARE SYSTEMS, INC		\$ -	\$ 244.00	\$ 244.00
069705	406	RACHEL SILVIOUS		\$ -	\$ 91.00	\$ 91.00
069706	712	UPS		\$ -	\$ 22.38	\$ 22.38
069708	402	UNITED BANKCARD CENTER		\$ -	\$ 987.84	\$ 987.84
069708	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
069708	402	UNITED BANKCARD CENTER		\$ -	\$ 115.42	\$ 115.42
069708	403	UNITED BANKCARD CENTER		\$ -	\$ 177.34	\$ 177.34
069708	405	UNITED BANKCARD CENTER		\$ -	\$ 128.92	\$ 128.92
069708	406	UNITED BANKCARD CENTER		\$ -	\$ 272.00	\$ 272.00
069708	412	UNITED BANKCARD CENTER		\$ -	\$ 445.56	\$ 445.56
069708	415	UNITED BANKCARD CENTER		\$ -	\$ 74.79	\$ 74.79
069708	424	UNITED BANKCARD CENTER		\$ -	\$ 23,230.96	\$ 23,230.96
069708	424	UNITED BANKCARD CENTER		\$ -	\$ 10.85	\$ 10.85
069708	424	UNITED BANKCARD CENTER		\$ -	\$ 103.89	\$ 103.89
069708	425	UNITED BANKCARD CENTER		\$ -	\$ 65.22	\$ 65.22
069708	425	UNITED BANKCARD CENTER		\$ -	\$ 136.75	\$ 136.75
069708	425	UNITED BANKCARD CENTER		\$ -	\$ 263.10	\$ 263.10
069708	425	UNITED BANKCARD CENTER		\$ -	\$ 10.97	\$ 10.97
069708	428	UNITED BANKCARD CENTER		\$ -	\$ 184.85	\$ 184.85
069708	428	UNITED BANKCARD CENTER		\$ -	\$ 49.99	\$ 49.99
069708	428	UNITED BANKCARD CENTER		\$ -	\$ 170.40	\$ 170.40
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 90.00	\$ 90.00
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 50.00	\$ 50.00
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 230.65	\$ 230.65
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 170.00	\$ 170.00
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 340.00	\$ 340.00
069708	439	UNITED BANKCARD CENTER		\$ -	\$ 59.66	\$ 59.66
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 108.67	\$ 108.67
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 91.19	\$ 91.19
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 474.00	\$ 474.00
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 29.73	\$ 29.73
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 1,529.85	\$ 1,529.85
069708	700	UNITED BANKCARD CENTER		\$ -	\$ 23.82	\$ 23.82
069708	700	UNITED BANKCARD CENTER		\$ -	\$ 402.51	\$ 402.51
069708	700	UNITED BANKCARD CENTER		\$ -	\$ 319.70	\$ 319.70
069708	711	UNITED BANKCARD CENTER		\$ -	\$ 1,474.21	\$ 1,474.21
069708	711	UNITED BANKCARD CENTER		\$ -	\$ 655.98	\$ 655.98
069708	712	UNITED BANKCARD CENTER		\$ -	\$ 108.64	\$ 108.64
069708	712	UNITED BANKCARD CENTER		\$ -	\$ 4,141.15	\$ 4,141.15
069708	712	UNITED BANKCARD CENTER		\$ -	\$ 30.50	\$ 30.50
069708	712	UNITED BANKCARD CENTER		\$ -	\$ 372.65	\$ 372.65
069708	716	UNITED BANKCARD CENTER		\$ -	\$ 350.84	\$ 350.84
069708	716	UNITED BANKCARD CENTER		\$ -	\$ 49.01	\$ 49.01
069708	717	UNITED BANKCARD CENTER		\$ -	\$ 270.40	\$ 270.40
069709	425	VALLEY HARDWARE COMPANY	51284	\$ 16.59	\$ -	\$ 16.59
069710	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 18,301.18	\$ 18,301.18
069711	405	WEST PAYMENT CENTER	49635	\$ 2,043.88	\$ -	\$ 2,043.88
069712	401	WV ST TREASURER'S OFFICE		\$ -	\$ 4,800.00	\$ 4,800.00
<b>TOTAL</b>						<b>\$ 158,939.49</b>

TOTAL				\$ 12,986.66	\$ 145,952.83	\$ 158,939.49
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**PUBLIC COMMENT:** There were no requests to address the Commission today from the public.

**PRESENTATIONS:**

1. Stacie Rohn, Teen Court – Update on Teen Court and a request to occupy the vacant Smoot Building for training and Teen Court Sessions.
  - It was the feeling of the Commission Teen Court could use the Smoot Building, with the understanding the Commission might have to use it in the future. Ms. Keyser will draw up a contract between the Teen Court and the County Commission, take Ms. Rohn on a tour of the building and review specifics of our agreement with our liability insurance to insure coverage. Ms. Rohn will return to the County Commission for final approval after the completion of those tasks.
  
2. Roger Goodwin, Chief Engineer – Complete release of the Construction Bond security for Jefferson Rentals, LLC – Lot 6 Burr Industrial Park (file #S03-18) – Cash-in-Escrow Agreement with United Bank, Charles Town, West Virginia.
  - **Motion by Ms. Widmyer to authorize the complete release of the remaining \$29, 039.00 construction bond amount for Jefferson Rentals, LLC – Lot 6 Burr Industrial Park (File # SO3-18). Motion seconded and unanimously approved.**
  
3. Cynthia Schott, Administrative Assistant – update on Robert’s Rules of Order training. Ms. Schott requested permission from the Commission to make the following changes to the recording of the minutes due to her training at the Robert’s Rules of Order workshop.
  - a. Record motions and votes – moving away from the “transcribing” of events.
  - b. Not recording the name of the person who made the second to a motion, only noting a second was made.
  - c. Including the name and position of the person recording and submitting the minutes for approval.

Ms. Widmyer requested the opposing Commissioner’s reasoning be reflected in the minutes. It was the consensus of the Commission these changes were acceptable.
  
4. Lynn Fields, Probate Office – Review to close estates that have met the deadlines/requirements; and to approve estates opened since the last quarterly review.
  - **Motion by Ms. Noland to convene as a Fiduciary Review Board. Motion was seconded and unanimously approved.**
  - **Motion by Ms. Noland to accept the documentation as presented by Ms. Fields, Probate Clerk. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to come out of session as a Fiduciary Review Board and resume the Regular meeting. Motion seconded and unanimously approved.**

**NEW BUSINESS**

Ms. Widmyer expressed her disappointment that the Manning's Public Hearing would be taking place when she was unavailable. She stated she believed the Public Hearing could have been rescheduled as Mr. Blackmer was willing to allow the Commission 60 days to hold the Public Hearing. Ms. Widmyer understands a recording will be made for her but feels it is not the same as being there in person.

5. Approval of Community Participation Grant Program Resolution – Friends of Black Water in the amount of \$1,000.00.

### JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

#### RESOLUTION

The Jefferson County Commission met on the 18<sup>th</sup> day of April, 2013 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Dale Manuel, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$1,000. The funds from this project will be used for the J.R. Clifford Project - "A New Home for Liberty: Human Rights, Slavery and the Creation of West Virginia" program and materials for the Friends of Blackwater.

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

DALE MANUEL, PRESIDENT  
JEFFERSON COUNTY COMMISSION

- **Motion by Ms. Widmyer to approve the Community Participation Grant Program Resolution for the Friends of Black Water in the amount of \$1,000, and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

#### 6. Legislative Updates:

- a. Patsy Noland reported on Legislative Updates she felt would impact the County.
  - SB 371 – Governor's Prison Overcrowding bill passed through the legislature.
  - SB 103- Commuter Rail bill has passed. Senator Snyder deserves tremendous credit for getting this accomplished.
  - SB 62 – Public Service District Rate Payer – not sure if this made it through.
  - SB 521 – Driving Revoke bill – not sure is this made it through.
- b. Dale Manuel reported on Legislative Updates he felt would impact the County.
  - Home Rule bill – did pass, was altered to some extent.
  - Magistrate bill – was shot down. The modified Magistrate equalization of the pay will get on the special session.
- c. Lyn Widmyer inquired as to the progress of the bill affecting tax credits for renovation/restoration of structures on the Historic Register. It was not clear at this point. Ms. Widmyer will research the outcome of the bill.

Mr. Manuel suggested once the Delegation has returned from the Legislative Session, the Commission invite

them to give a firsthand update on the session.

7. The Commission recessed for break at 10:25 a.m.  
The Commission reconvened at 10:35 a.m.

### **COUNTY ADMINISTRATOR REPORT**

- Ms. Keyser apologized to the Commission on behalf of Commission Office Staff for being remiss to send out reminder notices regarding meetings. In the future an email will be sent on Friday afternoon with reminders of the upcoming week's meeting schedule.
- Ms. Keyser requested a meeting of the Commissioners and the Commission Office Staff to clarify the Commissioners' expectations of the staff.
- Ms. Keyser thanked Ms. Gran for her efforts in setting up meetings for employee to attend ING regarding retirement planning.
- Ms. Keyser informed the Commission interviews are being held to fill the position of Deputy Director at the 911-Communications Center. Ms. Keyser is conducting the interviews.
- Ms. Keyser informed the Commission a letter has been sent to all Department Heads and Elected Officials regarding the deadlines for financial issues to expedite the closing of FY 2012-2013. Ms. Keyser reminded the Commission a meeting on June 13, 2013 has been scheduled to review invoices so they can be processed before the end of the fiscal year.
- Ms. Keyser informed the Commission incorrect figures were entered for the Circuit Clerk's budget. This will leave the Circuit Clerk with a shortfall of approximately \$40, 0000 for FY 2013-2014. After the start of the new FY 2013-2014, an internal budget revision will be submitted. Should the Circuit Clerk's office need additional funds, they can come from the Contingency Fund.
- Ms. Keyser recommended the budget issues stated above should be dealt with at the first County Commission meeting in the new fiscal year.
- Ms. Keyser informed the Commission the final health costs have been received. The employee health care will increase by 9.35% instead of the estimated 20%. This will relate to approximately a \$223,000.00 savings to the County. The increase breaks down to 1.35% for the Obama Care tax and 8% for medical claims.
- Ms. Keyser informed the Commission the dental insurance increase will be 5.7%.
- Ms. Keyser informed the Commission life insurance will remain at the same rates.
- IT Update – Ms. Keyser informed the Commission a meeting was held with Mike Manley, Software Solutions, Inc., Elected Officials, Department Heads, VoIP representative, Sandy McDonald and Charlotte Hernandez to discuss the current IT issues. Mr. Manley will make a presentation to the County Commission with his recommendations and estimated associated costs.
- Ms. Keyser informed the Commission, Loudoun County has signed the permanent Mutual Aid agreement.
- Internal Budget Revision # 110 – Circuit Clerks Office has been withdrawn till a future date.
- Ms. Keyser informed the Commissioners the Financial Director Job Description has been included in their packet. She has requested the Commissioners review the document and forward to her any changes they would like to see made. Once all the Commissioners changes have been received, Ms. Keyser will compile them and present them at a future Commission meeting to move forward in hiring a Financial Director.

### **COUNTY COMMISSIONERS REPORTS**

Dale Manuel:

- Participated in two (2) Legislative Conference Calls.
- Attended the School Board meeting to appoint the new members.

- Spoke at the Eastern Panhandle Association meeting.
- Attended the Animal Welfare Society Groundbreaking.
- Participated in the Water Advisory Commission meeting fieldtrip at Craftworks.
- Attended the meeting to Lay the Levy.
- Attended the Emergency Services Association meeting.
- Attended the Jefferson Center meeting.
- Attended the Council on Aging.
- Attended the Parks and Recreation meeting.

Patsy Noland:

- Attended the Council on Aging meeting.
- Attended the personal committee meeting with the Jefferson County Convention and Visitors Bureau.
- Attended the Region 9 meeting.
- Attended several personal committee meetings for different boards.

Walt Pellish:

- Attended the Development Authority meeting.

Lyn Widmyer:

- Attended the Literacy Council Brain Games
- Attended the Board of Health meeting.
- Attended the meeting to Lay the Levy.
- Attended the Roberts Rules of Order workshop.
- Participated in a 5k for Hospice of Winchester.
- Is working on prioritizing list for trash pick up through the regional jail.

The Commission meeting was adjourned at 11:17 a.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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DALE MANUEL, PRESIDENT

Respectively submitted  
Cynthia C. Schott  
Administrative Assistant

# Minutes

## Jefferson County Commission

Thursday, April 18, 2013

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A meeting of the Jefferson County Commission was held on Thursday, April 18, 2013 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Dale Manuel, Patsy Noland, Walter Pellish, and Lyn Widmyer. Jane Tabb was absent with notice. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the April 18, 2013 meeting is available through the Jefferson County Commission Office.)

Commissioner Manuel opened the April 18, 2013 County Commission with a moment of silence for the Community of Boston.

### PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

### APPROVAL OF MINUTES

**Motion by Ms. Noland to approve the Minutes of the April 4, 2013 County Commission Meeting. Motion seconded. After discussion of the minutes, Ms. Noland moved to withdraw her motion to approve the minutes. Motion seconded and unanimously approved. It was the consensus of the Commission to have the April 4, 2013 minutes resubmitted at the May 2, 2013 meeting.**

Commissioner Widmyer requested a letter from the National Park Service, regarding purchase negotiations on the Aitcheson Family Trust & Federica Adkinson property, be added to the minutes of the January 31, 2013 Public Hearing on the rezoning of this property. Commissioner Manuel suggested the request be added to a subsequent agenda for review by the Commission and directed staff to place the request on a future agenda.

### APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$131,409.48 being P. O. Nos. 50354, 50355, 50356, 50357, 50358, 50359, 50373, 51297, 51298, 51299, 51397, 51364, 51366, 51557, 51431, 51432, 51433, 49827, 49828, 49876, 49877, 51593, 50069, 50232, 52134, 51350, 51367, 51368, 51553, 51554, 51555, 50325, 50326, 50327, 50386, 50387, 51300, 51301, 51302, 51303, 51305, 51306, 52099, 52100, and 51556. Motion seconded and unanimously approved.

### APPROVAL OF ACCOUNTS PAYABLE

**Motion by Mr. Manuel to approve the accounts payable for April 11, 2013 in the amount of \$235,076.92. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069608	700	AUTOZONE		\$ -	\$ 343.16	\$ 343.16
069608	717	AUTOZONE		\$ -	\$ 600.33	\$ 600.33

069609	425	BATTERY MART	51358	\$ 292.55	\$ -	\$ 292.55
069610	425	B-K OFFICE SUPPLY INC	51361	\$ 687.00	\$ -	\$ 687.00
069611	424	BOLAND SERVICES	51231	\$ 270.00	\$ -	\$ 270.00
069611	425	BOLAND SERVICES	51117	\$ 991.01	\$ -	\$ 991.01
069611	425	BOLAND SERVICES	51363	\$ 2,304.81	\$ -	\$ 2,304.81
069612	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
069613	412	APRIL BLAKER		\$ -	\$ 23.73	\$ 23.73
069614	PAYROLL	BUREAU F/CHILD SPprt ENF		\$ -	\$ 212.31	\$ 212.31
069615	439	JENNIFER M. BROCKMAN		\$ -	\$ 461.50	\$ 461.50
069616	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
069617	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
069618	424	CHARLES TOWN UTILITY BRD		\$ -	\$ 89.52	\$ 89.52
069618	425	CHARLES TOWN UTILITY BRD		\$ -	\$ 793.60	\$ 793.60
069619	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
069620	425	COVENANT BUILDING MAINT		\$ -	\$ 11,827.43	\$ 11,827.43
069621	425	DODSON'S SEPTIC	51362	\$ 520.00	\$ -	\$ 520.00
069622	425	DAYCON	51356	\$ 968.41	\$ -	\$ 968.41
069623	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
069624	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
069624	425	J.C.EHRLICH		\$ -	\$ 603.38	\$ 603.38
069625	425	84 LUMBER		\$ -	\$ 100.70	\$ 100.70
069626	717	FISHER AUTO PARTS		\$ -	\$ 912.36	\$ 912.36
069627	425	GRAINGER, INC	51359	\$ 136.06	\$ -	\$ 136.06
069628	433	JESSICA GORMONT		\$ -	\$ 196.62	\$ 196.62
069628	433	JESSICA GORMONT		\$ -	\$ 152.00	\$ 152.00
069629	428	GLOBAL DATA CONSULTANTS		\$ -	\$ 1,595.00	\$ 1,595.00
069630	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 2,028.85	\$ 2,028.85
069630	425	GRIFFITH ENERGY SERVICE		\$ -	\$ 4,174.47	\$ 4,174.47
069631	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,025.00	\$ 2,025.00
069632	712	ITSAVVY LLC	49874	\$ 2,707.20	\$ -	\$ 2,707.20
069633	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 813.45	\$ 813.45
069634	402	JEFFERSON PUBLISH CO INC	50276	\$ 115.74	\$ -	\$ 115.74
069634	451	JEFFERSON PUBLISH CO INC	50312	\$ 143.80	\$ -	\$ 143.80
069634	451	JEFFERSON PUBLISH CO INC	50322	\$ 154.84	\$ -	\$ 154.84
069635	425	JEFFERSON COUNTY SOLID	53045	\$ 67.15	\$ -	\$ 67.15
069636	425	JEFFERSON UTILITIES INC		\$ -	\$ 659.94	\$ 659.94
069637	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,848.00	\$ 4,848.00
069637	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
069638	712	LANGUAGE LINE SERVICES		\$ -	\$ 103.22	\$ 103.22
069639	412	JUDITH A MATLICK		\$ -	\$ 436.48	\$ 436.48
069640	711	TERRI MEHLING		\$ -	\$ 153.12	\$ 153.12
069641	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
069642	406	N.A.D.A. APPRAISAL GUIDE	51396	\$ 215.00	\$ -	\$ 215.00
069643	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
069644	712	NAEMD	49824	\$ 150.00	\$ -	\$ 150.00
069644	712	NAEMD	49825	\$ 150.00	\$ -	\$ 150.00
069645	712	NAYLOR LLC	49873	\$ 199.00	\$ -	\$ 199.00
069646	402	PIFER OFFICE SUPPLY, INC	50277	\$ 219.90	\$ -	\$ 219.90
069647	716	CHRISTINA POPE		\$ -	\$ 322.00	\$ 322.00
069648	424	POTOMAC EDISON/OH		\$ -	\$ 3,167.07	\$ 3,167.07
069648	425	POTOMAC EDISON/OH		\$ -	\$ 36,002.25	\$ 36,002.25

069649	425	POTOMAC EDISON/OH		\$ -	\$ 5,083.42	\$ 5,083.42
069650	425	REESE'S NURSERY&LANDSCAP	51326	\$ 880.00	\$ -	\$ 880.00
069651	425	RCS SECURITY	51352	\$ 187.50	\$ -	\$ 187.50
069652	402	RECORD MANAGEMENT SOLUTN	49696	\$ 35.00	\$ -	\$ 35.00
069652	403	RECORD MANAGEMENT SOLUTN	49887	\$ 30.00	\$ -	\$ 30.00
069653	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,916.00	\$ 6,916.00
069654	425	RCS SECURITY		\$ -	\$ 54.00	\$ 54.00
069655	403	SOFTWARE SYSTEMS, INC	49897	\$ 392.00	\$ -	\$ 392.00
069655	424	SOFTWARE SYSTEMS, INC	49897	\$ 450.00	\$ -	\$ 450.00
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 101.66	\$ 101.66
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,802.64	\$ 9,802.64
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,914.50	\$ 41,914.50
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,207.61	\$ 39,207.61
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.12	\$ 118.12
069657	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4,580.20	\$ 4,580.20
069657	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,071.18	\$ 1,071.18
069657	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 7,928.62	\$ 7,928.62
069658	401	STAPLES CREDIT PLAN		\$ -	\$ 485.70	\$ 485.70
069658	412	STAPLES CREDIT PLAN		\$ -	\$ 141.06	\$ 141.06
069658	424	STAPLES CREDIT PLAN		\$ -	\$ 158.15	\$ 158.15
069658	700	STAPLES CREDIT PLAN		\$ -	\$ 1,129.69	\$ 1,129.69
069658	711	STAPLES CREDIT PLAN		\$ -	\$ 721.92	\$ 721.92
069658	712	STAPLES CREDIT PLAN		\$ -	\$ 1,098.01	\$ 1,098.01
069659	403	WV ASSOC OF CIRCUIT CLER	51430	\$ 100.00	\$ -	\$ 100.00
069660	425	SHERWIN-WILLIAMS		\$ -	\$ 268.40	\$ 268.40
069661	711	SOFTWARE COMPUTER GROUP	53192	\$ 150.00	\$ -	\$ 150.00
069662	405	BRANDON C.H. SIMS		\$ -	\$ 720.94	\$ 720.94
069663	425	SHENANDOAH VALLEY WATER		\$ -	\$ 645.25	\$ 645.25
069664	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 18,148.07	\$ 18,148.07
069665	425	CAPITAL TRISTATE		\$ -	\$ 446.57	\$ 446.57
069666	425	THOMPSON GAS		\$ -	\$ 862.93	\$ 862.93
069667	712	TELTRONIC	49878	\$ 458.00	\$ -	\$ 458.00
069668	700	US CAVALRY	51304	\$ 41.97	\$ -	\$ 41.97
069669	403	UNITED SYSTEMS & SOFTWAR		\$ -	\$ 199.00	\$ 199.00
069670	424	VERIZON		\$ -	\$ 1,130.95	\$ 1,130.95
069671	717	NAPA AUTO PARTS		\$ -	\$ 292.46	\$ 292.46
069672	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.77	\$ 672.77
069672	716	WM OF WEST VIRGINIA, INC		\$ -	\$ 95.93	\$ 95.93
069673	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 51.30	\$ 51.30
069674	405	WV PROS.ATTYS ASSOC/WVPA	50385	\$ 1,925.00	\$ -	\$ 1,925.00
069675	402	XEROX CORPORATION	49705	\$ 1,155.14	\$ -	\$ 1,155.14
069675	439	XEROX CORPORATION	49952	\$ 548.53	\$ -	\$ 548.53
<b>TOTAL</b>						<b>\$ 235,076.92</b>
<b>TOTAL</b>				<b>\$ 16,645.61</b>	<b>\$ 218,431.31</b>	<b>\$ 235,076.92</b>

**Motion by Ms. Noland to approve the accounts payable for April 18, 2013 in the amount of \$158,939.49. Motion**

seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069677	424	AT&T/IL		\$ -	\$ 0.99	\$ 0.99
069678	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,464.09	\$ 1,464.09
069679	406	ANGELA L BANKS		\$ -	\$ 91.00	\$ 91.00
069680	402	B-K OFFICE SUPPLY INC	50275	\$ 1,020.00	\$ -	\$ 1,020.00
069680	712	B-K OFFICE SUPPLY INC	51592	\$ 23.85	\$ -	\$ 23.85
069681	406	MONICA BENNETT		\$ -	\$ 91.00	\$ 91.00
069682	406	ELIZABETH JUNE BOWERS		\$ -	\$ 91.00	\$ 91.00
069683	401	DELL MARKETING LP	50067	\$ 5,170.02	\$ -	\$ 5,170.02
069684	700	SCOTT DEMORY		\$ -	\$ 69.00	\$ 69.00
069685	406	RHONDA FIELDS		\$ -	\$ 91.00	\$ 91.00
069686	700	JOSEPH FORMAN		\$ -	\$ 184.00	\$ 184.00
069687	700	JOSEPH FORMAN		\$ -	\$ 207.00	\$ 207.00
069688	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 35,290.60	\$ 35,290.60
069689	402	SALLY GRAN		\$ -	\$ 26.84	\$ 26.84
069690	717	GUTTMAN OIL CO		\$ -	\$ 18,444.01	\$ 18,444.01
069691	433	GEOGRAPHIC INFO SERVICES	50863	\$ 3,159.56	\$ -	\$ 3,159.56
069692	700	STEVEN HOLZ		\$ -	\$ 184.00	\$ 184.00
069693	700	STEVEN HOLZ		\$ -	\$ 207.00	\$ 207.00
069694	700	TREY HOCKMAN		\$ -	\$ 69.00	\$ 69.00
069695	700	BRANDEN HAYNES		\$ -	\$ 69.00	\$ 69.00
069696	401	RICOH USA, INC		\$ -	\$ 27.61	\$ 27.61
069696	405	RICOH USA, INC		\$ -	\$ 14.65	\$ 14.65
069696	425	RICOH USA, INC		\$ -	\$ 0.17	\$ 0.17
069696	433	RICOH USA, INC		\$ -	\$ 37.87	\$ 37.87
069696	440	RICOH USA, INC		\$ -	\$ 13.97	\$ 13.97
069696	712	RICOH USA, INC		\$ -	\$ 17.65	\$ 17.65
069697	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,464.09	\$ 1,464.09
069698	717	J & K PRECISION AUTO CAR	51365	\$ 54.95	\$ -	\$ 54.95
069699	424	KONE INC.	50177	\$ 327.75	\$ -	\$ 327.75
069699	425	KONE INC.	50177	\$ 1,154.25	\$ -	\$ 1,154.25
069700	ALLOC	JEFF CO PARKS &		\$ -	\$ 15,373.00	\$ 15,373.00
069701	402	PIFER OFFICE SUPPLY, INC	50278	\$ 15.81	\$ -	\$ 15.81
069702	700	ROMULO QUEZADA		\$ -	\$ 34.89	\$ 34.89
069703	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
069703	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
069703	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069703	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
069703	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069703	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
069703	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069703	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069703	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
069703	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
069704	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 943.53	\$ 943.53
069704	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
069704	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 6,481.38	\$ 6,481.38
069704	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 753.00	\$ 753.00
069704	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 70.00	\$ 70.00

069704	700	SOFTWARE SYSTEMS, INC		\$ -	\$ 601.06	\$ 601.06
069704	716	SOFTWARE SYSTEMS, INC		\$ -	\$ 244.00	\$ 244.00
069705	406	RACHEL SILVIOUS		\$ -	\$ 91.00	\$ 91.00
069706	712	UPS		\$ -	\$ 22.38	\$ 22.38
069708	402	UNITED BANKCARD CENTER		\$ -	\$ 987.84	\$ 987.84
069708	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
069708	402	UNITED BANKCARD CENTER		\$ -	\$ 115.42	\$ 115.42
069708	403	UNITED BANKCARD CENTER		\$ -	\$ 177.34	\$ 177.34
069708	405	UNITED BANKCARD CENTER		\$ -	\$ 128.92	\$ 128.92
069708	406	UNITED BANKCARD CENTER		\$ -	\$ 272.00	\$ 272.00
069708	412	UNITED BANKCARD CENTER		\$ -	\$ 445.56	\$ 445.56
069708	415	UNITED BANKCARD CENTER		\$ -	\$ 74.79	\$ 74.79
069708	424	UNITED BANKCARD CENTER		\$ -	\$ 23,230.96	\$ 23,230.96
069708	424	UNITED BANKCARD CENTER		\$ -	\$ 10.85	\$ 10.85
069708	424	UNITED BANKCARD CENTER		\$ -	\$ 103.89	\$ 103.89
069708	425	UNITED BANKCARD CENTER		\$ -	\$ 65.22	\$ 65.22
069708	425	UNITED BANKCARD CENTER		\$ -	\$ 136.75	\$ 136.75
069708	425	UNITED BANKCARD CENTER		\$ -	\$ 263.10	\$ 263.10
069708	425	UNITED BANKCARD CENTER		\$ -	\$ 10.97	\$ 10.97
069708	428	UNITED BANKCARD CENTER		\$ -	\$ 184.85	\$ 184.85
069708	428	UNITED BANKCARD CENTER		\$ -	\$ 49.99	\$ 49.99
069708	428	UNITED BANKCARD CENTER		\$ -	\$ 170.40	\$ 170.40
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 90.00	\$ 90.00
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 50.00	\$ 50.00
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 230.65	\$ 230.65
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 170.00	\$ 170.00
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 340.00	\$ 340.00
069708	439	UNITED BANKCARD CENTER		\$ -	\$ 59.66	\$ 59.66
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 108.67	\$ 108.67
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 91.19	\$ 91.19
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 474.00	\$ 474.00
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 29.73	\$ 29.73
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 1,529.85	\$ 1,529.85
069708	700	UNITED BANKCARD CENTER		\$ -	\$ 23.82	\$ 23.82
069708	700	UNITED BANKCARD CENTER		\$ -	\$ 402.51	\$ 402.51
069708	700	UNITED BANKCARD CENTER		\$ -	\$ 319.70	\$ 319.70
069708	711	UNITED BANKCARD CENTER		\$ -	\$ 1,474.21	\$ 1,474.21
069708	711	UNITED BANKCARD CENTER		\$ -	\$ 655.98	\$ 655.98
069708	712	UNITED BANKCARD CENTER		\$ -	\$ 108.64	\$ 108.64
069708	712	UNITED BANKCARD CENTER		\$ -	\$ 4,141.15	\$ 4,141.15
069708	712	UNITED BANKCARD CENTER		\$ -	\$ 30.50	\$ 30.50
069708	712	UNITED BANKCARD CENTER		\$ -	\$ 372.65	\$ 372.65
069708	716	UNITED BANKCARD CENTER		\$ -	\$ 350.84	\$ 350.84
069708	716	UNITED BANKCARD CENTER		\$ -	\$ 49.01	\$ 49.01
069708	717	UNITED BANKCARD CENTER		\$ -	\$ 270.40	\$ 270.40
069709	425	VALLEY HARDWARE COMPANY	51284	\$ 16.59	\$ -	\$ 16.59
069710	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 18,301.18	\$ 18,301.18
069711	405	WEST PAYMENT CENTER	49635	\$ 2,043.88	\$ -	\$ 2,043.88
069712	401	WV ST TREASURER'S OFFICE		\$ -	\$ 4,800.00	\$ 4,800.00
<b>TOTAL</b>						<b>\$ 158,939.49</b>

TOTAL				\$ 12,986.66	\$ 145,952.83	\$ 158,939.49
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**PUBLIC COMMENT:** There were no requests to address the Commission today from the public.

**PRESENTATIONS:**

1. Stacie Rohn, Teen Court – Update on Teen Court and a request to occupy the vacant Smoot Building for training and Teen Court Sessions.
  - It was the feeling of the Commission Teen Court could use the Smoot Building, with the understanding the Commission might have to use it in the future. Ms. Keyser will draw up a contract between the Teen Court and the County Commission, take Ms. Rohn on a tour of the building and review specifics of our agreement with our liability insurance to insure coverage. Ms. Rohn will return to the County Commission for final approval after the completion of those tasks.
  
2. Roger Goodwin, Chief Engineer – Complete release of the Construction Bond security for Jefferson Rentals, LLC – Lot 6 Burr Industrial Park (file #S03-18) – Cash-in-Escrow Agreement with United Bank, Charles Town, West Virginia.
  - **Motion by Ms. Widmyer to authorize the complete release of the remaining \$29, 039.00 construction bond amount for Jefferson Rentals, LLC – Lot 6 Burr Industrial Park (File # SO3-18). Motion seconded and unanimously approved.**
  
3. Cynthia Schott, Administrative Assistant – update on Robert’s Rules of Order training. Ms. Schott requested permission from the Commission to make the following changes to the recording of the minutes due to her training at the Robert’s Rules of Order workshop.
  - a. Record motions and votes – moving away from the “transcribing” of events.
  - b. Not recording the name of the person who made the second to a motion, only noting a second was made.
  - c. Including the name and position of the person recording and submitting the minutes for approval.

Ms. Widmyer requested the opposing Commissioner’s reasoning be reflected in the minutes. It was the consensus of the Commission these changes were acceptable.
  
4. Lynn Fields, Probate Office – Review to close estates that have met the deadlines/requirements; and to approve estates opened since the last quarterly review.
  - **Motion by Ms. Noland to convene as a Fiduciary Review Board. Motion was seconded and unanimously approved.**
  - **Motion by Ms. Noland to accept the documentation as presented by Ms. Fields, Probate Clerk. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to come out of session as a Fiduciary Review Board and resume the Regular meeting. Motion seconded and unanimously approved.**

**NEW BUSINESS**

Ms. Widmyer expressed her disappointment that the Manning's Public Hearing would be taking place when she was unavailable. She stated she believed the Public Hearing could have been rescheduled as Mr. Blackmer was willing to allow the Commission 60 days to hold the Public Hearing. Ms. Widmyer understands a recording will be made for her but feels it is not the same as being there in person.

5. Approval of Community Participation Grant Program Resolution – Friends of Black Water in the amount of \$1,000.00.

### JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

#### RESOLUTION

The Jefferson County Commission met on the 18<sup>th</sup> day of April, 2013 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Dale Manuel, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$1,000. The funds from this project will be used for the J.R. Clifford Project - "A New Home for Liberty: Human Rights, Slavery and the Creation of West Virginia" program and materials for the Friends of Blackwater.

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

DALE MANUEL, PRESIDENT  
JEFFERSON COUNTY COMMISSION

- **Motion by Ms. Widmyer to approve the Community Participation Grant Program Resolution for the Friends of Black Water in the amount of \$1,000, and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

#### 6. Legislative Updates:

- a. Patsy Noland reported on Legislative Updates she felt would impact the County.
  - SB 371 – Governor's Prison Overcrowding bill passed through the legislature.
  - SB 103- Commuter Rail bill has passed. Senator Snyder deserves tremendous credit for getting this accomplished.
  - SB 62 – Public Service District Rate Payer – not sure if this made it through.
  - SB 521 – Driving Revoke bill – not sure is this made it through.
- b. Dale Manuel reported on Legislative Updates he felt would impact the County.
  - Home Rule bill – did pass, was altered to some extent.
  - Magistrate bill – was shot down. The modified Magistrate equalization of the pay will get on the special session.
- c. Lyn Widmyer inquired as to the progress of the bill affecting tax credits for renovation/restoration of structures on the Historic Register. It was not clear at this point. Ms. Widmyer will research the outcome of the bill.

Mr. Manuel suggested once the Delegation has returned from the Legislative Session, the Commission invite

them to give a firsthand update on the session.

7. The Commission recessed for break at 10:25 a.m.  
The Commission reconvened at 10:35 a.m.

### **COUNTY ADMINISTRATOR REPORT**

- Ms. Keyser apologized to the Commission on behalf of Commission Office Staff for being remiss to send out reminder notices regarding meetings. In the future an email will be sent on Friday afternoon with reminders of the upcoming week's meeting schedule.
- Ms. Keyser requested a meeting of the Commissioners and the Commission Office Staff to clarify the Commissioners' expectations of the staff.
- Ms. Keyser thanked Ms. Gran for her efforts in setting up meetings for employee to attend ING regarding retirement planning.
- Ms. Keyser informed the Commission interviews are being held to fill the position of Deputy Director at the 911-Communications Center. Ms. Keyser is conducting the interviews.
- Ms. Keyser informed the Commission a letter has been sent to all Department Heads and Elected Officials regarding the deadlines for financial issues to expedite the closing of FY 2012-2013. Ms. Keyser reminded the Commission a meeting on June 13, 2013 has been scheduled to review invoices so they can be processed before the end of the fiscal year.
- Ms. Keyser informed the Commission incorrect figures were entered for the Circuit Clerk's budget. This will leave the Circuit Clerk with a shortfall of approximately \$40, 0000 for FY 2013-2014. After the start of the new FY 2013-2014, an internal budget revision will be submitted. Should the Circuit Clerk's office need additional funds, they can come from the Contingency Fund.
- Ms. Keyser recommended the budget issues stated above should be dealt with at the first County Commission meeting in the new fiscal year.
- Ms. Keyser informed the Commission the final health costs have been received. The employee health care will increase by 9.35% instead of the estimated 20%. This will relate to approximately a \$223,000.00 savings to the County. The increase breaks down to 1.35% for the Obama Care tax and 8% for medical claims.
- Ms. Keyser informed the Commission the dental insurance increase will be 5.7%.
- Ms. Keyser informed the Commission life insurance will remain at the same rates.
- IT Update – Ms. Keyser informed the Commission a meeting was held with Mike Manley, Software Solutions, Inc., Elected Officials, Department Heads, VoIP representative, Sandy McDonald and Charlotte Hernandez to discuss the current IT issues. Mr. Manley will make a presentation to the County Commission with his recommendations and estimated associated costs.
- Ms. Keyser informed the Commission, Loudoun County has signed the permanent Mutual Aid agreement.
- Internal Budget Revision # 110 – Circuit Clerks Office has been withdrawn till a future date.
- Ms. Keyser informed the Commissioners the Financial Director Job Description has been included in their packet. She has requested the Commissioners review the document and forward to her any changes they would like to see made. Once all the Commissioners changes have been received, Ms. Keyser will compile them and present them at a future Commission meeting to move forward in hiring a Financial Director.

### **COUNTY COMMISSIONERS REPORTS**

Dale Manuel:

- Participated in two (2) Legislative Conference Calls.
- Attended the School Board meeting to appoint the new members.

- Spoke at the Eastern Panhandle Association meeting.
- Attended the Animal Welfare Society Groundbreaking.
- Participated in the Water Advisory Commission meeting fieldtrip at Craftworks.
- Attended the meeting to Lay the Levy.
- Attended the Emergency Services Association meeting.
- Attended the Jefferson Center meeting.
- Attended the Council on Aging.
- Attended the Parks and Recreation meeting.

Patsy Noland:

- Attended the Council on Aging meeting.
- Attended the personal committee meeting with the Jefferson County Convention and Visitors Bureau.
- Attended the Region 9 meeting.
- Attended several personal committee meetings for different boards.

Walt Pellish:

- Attended the Development Authority meeting.

Lyn Widmyer:

- Attended the Literacy Council Brain Games
- Attended the Board of Health meeting.
- Attended the meeting to Lay the Levy.
- Attended the Roberts Rules of Order workshop.
- Participated in a 5k for Hospice of Winchester.
- Is working on prioritizing list for trash pick up through the regional jail.

The Commission meeting was adjourned at 11:17 a.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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DALE MANUEL, PRESIDENT

Respectively submitted  
 Cynthia C. Schott  
 Administrative Assistant

# Minutes

## Jefferson County Commission

Thursday, May 2, 2013

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A meeting of the Jefferson County Commission was held on Thursday, May 2, 2013 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Lyn Widmyer was absent with notice. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the May 2, 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 April 04, 2013 County Commission Meeting with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Minutes of the April 16, 2013 Special Session, Laying of the Levy. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Minutes of the April 18, 2013 County Commission Meeting. Motion seconded and approved on a vote by Ms. Noland, Mr. Pellish and Mr. Manuel. Ms. Tabb abstained as she was absent for the April 18, 2013 meeting.

### APPROVAL OF PURCHASE ORDERS

Motion by Mr. Pellish to approve Purchase Orders in the amount of \$14,101.38 to include P. O. Nos., 51398, 49904, 51609, 51610, 50279, 50280, 50282, 51611, 51565, 51566, 52133, 52135, 50866, 51371, 51558, 51560, 51561, 51562, 51564, 50388, 50389 and 50328. Motion seconded and unanimously approved.

### APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Noland to approve the accounts payable for April 25, 2013 in the amount of \$411,423.47. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069715	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,792.24	\$ 3,792.24
069716	406	ASSESSOR OF JEFFERSON CO	51399	\$ 45.51	\$ -	\$ 45.51
069717	439	AMERICAN PLANNING ASSOC	50325	\$ 195.00	\$ -	\$ 195.00
069718	425	COMCAST		\$ -	\$ 449.90	\$ 449.90
069719	425	A. F. MCCORMICK	51367	\$ 1,105.00	\$ -	\$ 1,105.00
069720	439	B-K OFFICE SUPPLY INC	50327	\$ 127.27	\$ -	\$ 127.27
069721	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85

069722	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
069723	716	BLUE RIDGE VETERINARY	50358	\$ 153.20	\$ -	\$ 153.20
069724	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
069725	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
069726	439	BREAKTHROUGH ACHIEVEMENT	50326	\$ 1,177.84	\$ -	\$ 1,177.84
069727	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 290.31	\$ 290.31
069728	404	CASTO & HARRIS INC	52100	\$ 492.14	\$ -	\$ 492.14
069729	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
069730	712	CDW-GOVERNMENT INC	49827	\$ 1,749.48	\$ -	\$ 1,749.48
069730	712	CDW-GOVERNMENT INC	49828	\$ 875.25	\$ -	\$ 875.25
069731	717	CREAMERS WRECKER SVC	51366	\$ 180.00	\$ -	\$ 180.00
069732	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
069733	403	COAST TO COAST COMPUTER	51431	\$ 335.00	\$ -	\$ 335.00
069734	PAYROLL	COLONIAL LIFE		\$ -	\$ 756.42	\$ 756.42
069735	425	DAYCON	51553	\$ 659.14	\$ -	\$ 659.14
069736	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 108.05	\$ 108.05
069737	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
069738	700	GALLS,AN ARAMARK CO	51306	\$ 440.50	\$ -	\$ 440.50
069738	716	GALLS,AN ARAMARK CO	51299	\$ 514.25	\$ -	\$ 514.25
069739	716	HILLSIDE VETERINARY HOSP	50354	\$ 189.98	\$ -	\$ 189.98
069739	716	HILLSIDE VETERINARY HOSP	50359	\$ 233.43	\$ -	\$ 233.43
069740	412	MICHAEL HARMAN		\$ -	\$ 429.40	\$ 429.40
069741	700	HITS, INC.	51303	\$ 250.00	\$ -	\$ 250.00
069742	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,065.00	\$ 2,065.00
069743	401	INSIGHT A/V SERVICES		\$ -	\$ 754.58	\$ 754.58
069744	712	THE JOURNAL	49876	\$ 439.23	\$ -	\$ 439.23
069745	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
069746	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,818.00	\$ 4,818.00
069746	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
069747	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 41.79	\$ 41.79
069748	700	MIDWEST RADAR & EQUIPMEN	51302	\$ 990.00	\$ -	\$ 990.00
069749	712	MORGAN AWARDS	51593	\$ 102.00	\$ -	\$ 102.00
069750	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 782.56	\$ 782.56
069751	425	HOME DEPOT CREDIT SERVIC		\$ -	\$ 1,090.63	\$ 1,090.63
069752	711	BARBARA J. MILLER		\$ -	\$ 138.00	\$ 138.00
069753	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
069754	425	NORVAC LOCK TECHNOLOGY	51554	\$ 217.50	\$ -	\$ 217.50
069755	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
069756	716	NATIONAL ANIMAL CNRL ASS	50357	\$ 125.00	\$ -	\$ 125.00
069757	716	NORTON EMBROIDERY INC	51297	\$ 149.40	\$ -	\$ 149.40
069758	404	PIFER OFFICE SUPPLY, INC	52099	\$ 514.61	\$ -	\$ 514.61
069758	406	PIFER OFFICE SUPPLY, INC	51397	\$ 116.65	\$ -	\$ 116.65
069759	GRANT	EASTERN PANHANDLE REGION		\$ -	\$ 5,826.22	\$ 5,826.22
069760	403	SOFTWARE SYSTEMS, INC	51432	\$ 499.00	\$ -	\$ 499.00
069760	701	SOFTWARE SYSTEMS, INC	51305	\$ 617.34	\$ -	\$ 617.34
069761	405	SPECIALTY BUS SUPPLIES	50387	\$ 1,437.12	\$ -	\$ 1,437.12
069762	405	STAPLES CREDIT PLAN	50386	\$ 293.96	\$ -	\$ 293.96
069763	704	ST/WV REGIONAL JAIL &	50069	\$ 104,968.80	\$ -	\$ 104,968.80
069764	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,697.02	\$ 9,697.02

069764	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,463.00	\$ 41,463.00
069764	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.98	\$ 2.98
069764	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.70	\$ 0.70
069764	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 88.96	\$ 88.96
069764	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 20.80	\$ 20.80
069764	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 38,942.85	\$ 38,942.85
069764	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.99	\$ 1.99
069764	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 102.75	\$ 102.75
069765	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,151.12	\$ 31,151.12
069765	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 98.79	\$ 98.79
069765	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.06	\$ 1.06
069766	700	WALTER F STEPHENS, JR IN	51300	\$ 106.90	\$ -	\$ 106.90
069767	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 12,023.45	\$ 12,023.45
069767	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 18,388.70	\$ 18,388.70
069768	425	TRENNARY SERVICE CO	51555	\$ 322.00	\$ -	\$ 322.00
069769	716	TOMAHAWK LIVE TRAP, LLC	50356	\$ 241.15	\$ -	\$ 241.15
069770	405	WEST PAYMENT CENTER	49635	\$ 591.79	\$ -	\$ 591.79
069771	403	WV ASSOCIATION/COUNTIES	51433	\$ 468.00	\$ -	\$ 468.00
069772	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 3.40	\$ 3.40
069772	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.09	\$ 1.09
069772	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 77,972.62	\$ 77,972.62
069772	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,062.69	\$ 25,062.69
069773	700	WEST VIRGINIA UNIFORM-52	51301	\$ 291.48	\$ -	\$ 291.48
069774	716	WV BOARD VETERINARY MED	50373	\$ 365.00	\$ -	\$ 365.00
069775	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
069776	401	WV BUREAU OF EMPLOYMENT		\$ -	\$ 5,059.03	\$ 5,059.03
069777	412	WPS,INC	52130	\$ 129.78	\$ -	\$ 129.78
069778	716	WV SIGNAL & LIGHT, INC.	51298	\$ 1,392.85	\$ -	\$ 1,392.85
069778	717	WV SIGNAL & LIGHT, INC.	51557	\$ 1,703.80	\$ -	\$ 1,703.80
069779	717	WHOLESALE TIRES, INC.	51364	\$ 106.00	\$ -	\$ 106.00
069780	716	WHITE LIGHT COMPUTING,IN	50355	\$ 1,190.00	\$ -	\$ 1,190.00
069781	402	XEROX CORPORATION	49705	\$ 455.22	\$ -	\$ 455.22
	PAYROLL					\$ 411,423.47
	PAYROLL			\$ 126,557.57	\$ 284,865.90	\$ 411,423.47

**Motion by Ms. Tabb to approve the accounts payable for May 2, 2013 in the amount of \$195,088.04. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONU M	POAMT	NOAMT	CHECK AMOUNT
069783	712	AT&T/GA		\$ -	\$ 92.69	\$ 92.69
069784	412	BARDANE PUBLIC HEALTH CT		\$ -	\$ 383.00	\$ 383.00
069785	439	JENNIFER M. BROCKMAN		\$ -	\$ 283.66	\$ 283.66
069786	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
069787	413	CASTO & HARRIS INC	50281	\$ 92.84	\$ -	\$ 92.84
069788	712	LYNN CARROLL		\$ -	\$ 18.89	\$ 18.89
069789	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
069790	412	CAMPBELL BUSINESS MACHIN	52129	\$ 145.00	\$ -	\$ 145.00

069791	PAYROLL	CONSOLIDATED PUBLIC		\$ -	\$ 270.40	\$ 270.40
069792	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,590.76	\$ 5,590.76
069793	405	FEDEX		\$ -	\$ 26.64	\$ 26.64
069793	700	FEDEX		\$ -	\$ 23.64	\$ 23.64
069794	433	TODD FAGAN		\$ -	\$ 53.79	\$ 53.79
069795	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,929.19	\$ 1,929.19
069795	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,681.15	\$ 1,681.15
069796	425	GES PROPERTY PROS LLC	51368	\$ 1,450.00	\$ -	\$ 1,450.00
069797	402	JEFFERSON PUBLISH CO INC	50283	\$ 27.00	\$ -	\$ 27.00
069797	424	JEFFERSON PUBLISH CO INC	51559	\$ 47.98	\$ -	\$ 47.98
069798	712	PRIORITY DISPATCH	49826	\$ 730.00	\$ -	\$ 730.00
069799	PAYROLL	HIGHMARK WV		\$ -	\$ 165,705.00	\$ 165,705.00
069800	412	SHAY MCNEIL		\$ -	\$ 438.44	\$ 438.44
069801	405	KAREN MARTIN		\$ -	\$ 247.85	\$ 247.85
069802	424	NEOPOST USA INC.	50073	\$ 330.00	\$ -	\$ 330.00
069803	403	PIFER OFFICE SUPPLY, INC	51434	\$ 52.04	\$ -	\$ 52.04
069804	712	LAURA POPE		\$ -	\$ 48.00	\$ 48.00
069804	712	LAURA POPE		\$ -	\$ 20.90	\$ 20.90
069805	717	CHRISTINA POPE		\$ -	\$ 46.00	\$ 46.00
069806	425	RCS SECURITY		\$ -	\$ 348.00	\$ 348.00
069807	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
069808	425	THOMPSON GAS		\$ -	\$ 369.13	\$ 369.13
069809	425	TML COPIERS & DIGITAL	50174	\$ 525.58	\$ -	\$ 525.58
069810	412	WVU PRINTING SERVICES	52132	\$ 216.00	\$ -	\$ 216.00
069811	405	DEBRA A. YOUNG		\$ -	\$ 314.14	\$ 314.14
<b>TOTAL</b>						<b>\$ 195,088.04</b>
<b>TOTAL</b>				<b>\$ 3,616.44</b>	<b>\$ 191,471.60</b>	<b>\$ 195,088.04</b>

**PUBLIC COMMENT:**

Jennifer Brockman, Director of Planning and Zoning introduced Alex Beaulieu, the new Planning Clerk and Clay Raines, the Planning & Zoning and GIS/Addressing, shared summer Intern.

**PRESENTATIONS:**

1. Jennifer Maghan, County Clerk – Requesting approval of employment (replacement) for Deputy Clerk at a salary of \$30,000 to be effective May 3, 2013.
  - Motion by Mr. Pellish to approve the employment of the new hire for the County Clerk’s Office at a salary of \$30,000 to be effective May 3, 2013. Motion seconded and unanimously approved.

2. Interviews & Appointments to the Development Authority – Approval to reappoint Karan Townsend to the Development Authority for a three (3) year term ending April 5, 2016 at the request and as a representative of the Town of Harpers Ferry.

- **Motion by Mr. Pellish to not approve the recommendation to the Development Authority as a representative of the Town of Harpers Ferry. Motion seconded.**

Ms. Grove, Legal Counsel, explained the County Commission is the appointing authority and the Municipalities are required by State Code to submit three (3) names for consideration. Three (3) names were not submitted for consideration and it is the feeling of Mr. Pellish the Commission should have the ability to choose a representative from a selection of three (3) applicants.

- **Mr. Pellish withdrew his motion. Ms. Noland withdrew her second.**
- **It was the consensus of the Commission to request from the Town of Harpers Ferry a list of three (3) candidates for consideration for appointment as their representative.**

3. John Reisenweber, on behalf of the Jefferson County Development Authority Board of Directors – Requesting approval of a Resolution of Participation and Cooperation for the Local Economic Development Grant Program in the amount of \$31,008.00 and for the signature by the President of the Jefferson County Commission and the County Clerk.

**WEST VIRGINIA  
CERTIFIED DEVELOPMENT COMMUNITY (CDC)  
PROGRAM  
RESOLUTION OF PARTICIPATION AND COOPERATION**

Whereas, the governing body of Jefferson County is interested in the economic well-being of its citizenry and the community at-large; and,

Whereas, the governing body is prepared to support appropriate efforts within the community to promote economic development; and;

Whereas, the West Virginia Chamber of Commerce and the West Virginia Development Office sponsor a program that is specifically designed to help West Virginia communities become better prepared for economic development; and

Whereas, The County Commission has consistently funded the Jefferson County Development Authority since 1980, and this year's budgeted amount well exceeds the required \$31,008.00 match; and

Whereas, it is a requirement of the Local Economic Development Grant Program to provide evidence of local match;

**THEREFORE, BE IT RESOLVED** that the County Commission of Jefferson County wishes to continue its participation in the Certified Development Community Program, and that the leadership of the community fully realizes this program requires dedicated effort; and,

**BE IT FURTHER RESOLVED** that the program requires the existence of a Local Economic Development Organization, and this governing body designates the Jefferson County Development Authority as representing our community for the purpose of participating in this program.

**BE IT FURTHER RESOLVED**, that evidence is hereby provided to the West Virginia Development Office that more than sufficient matching funds have been provided to the Jefferson County Development Authority by the Jefferson County Commission.

This resolution is in full effect upon its adoption this 2<sup>nd</sup> day of May, 2013.

Signed:

\_\_\_\_\_  
Dale Manuel, President

Attested:

\_\_\_\_\_  
Jennifer S. Maghan, County Clerk

- **Motion by Mr. Manuel to approve the resolution of support for the Jefferson County Development Authority's application for the local Economic Development grant of \$31,008.00 from the West Virginia Development Office, and for the President and the County Clerk to affix their signature to the Resolution. Motion seconded and unanimously approved.**

John Reisenweber on behalf of the Jefferson County Development Authority Board of Directors – Requesting permission to hire a Program Director to replace Whitney Barrett.

- **Motion by Ms. Noland to approve advertising for a Program Director for the Jefferson County Development Authority. Motion seconded and unanimously approved.**

John Reisenweber on behalf of the Jefferson County Development Authority Board of Directors – Requesting permission from the County Commission to advertize for four (4) additional seats on the Jefferson County Development Authority Board.

- **Motion by Mr. Pellish to approve the advertizing for four (4) additional seats on the Jefferson County Development Authority Board. Motion seconded and unanimously approved.**

John Reisenweber on behalf of the Jefferson County Development Authority Board of Directors – Presentation of Commercial Impact Fee Language.

- **Motion by Ms. Tabb to set the public hearing on the Revised Commercial Impact Fee Languge Draft Ordinance 2013-1, as soon as manageable. Motion Seconded.**
- **Motion by Ms. Noland to amend the motion to include changing the document to read – “reducing the fee by 99.5%”. Motion to amend seconded and unanimously approved.**
- **Vote on the main motion as amendment unanimously approved.**

4. Roger Goodwin, Chief Engineer – Requesting a complete release of the Construction Bond security for D & D, L.C. – Dairy Queen Maddex Square Shopping Center (PC File #S06-02) – Letter of Credit #700061429 with Community Bank, Staunton, Virginia.

- **Motion by Ms. Tabb to authorize a complete release of the remaining \$233,846.00 construction bond amount for D & D, L.C. - Dairy Queen Maddex Square Shopping Center (PC File #S06-02). Motion seconded and unanimously approved.**

Roger Goodwin, Chief Engineer – Impact Fee Schedule Update, request for Proposals. After presentation of the FY 2013-2014 Impact Fees Capital Improvement Plan to the County Commission on March 7, 2013, the County Commission directed the Chief Engineer to draft a Request for Proposals to hire a consultant to recalculate the impact fees for the four impact fee entities and to update the fee schedules. The attached Request for Proposals is presented for approval and publication of the Request For Proposal legal advertisement. The four Impact Fee entities are: Schools, Parks & Recreation, Law Enforcement and Fire & Emergency Medical Services.

- **Motion by Ms. Tabb to approve the request for proposal for the recalculation of the Impact Fees and Fee Schedules Update and request School Board to pay 50% of the fee associated with the School Board portion of the cost of the contract work. Motion seconded and unanimously approved.**

5. The Commission recessed for break at 11:05  
The Commission reconvened from break at 11:17
6. Pete Dougherty, Jefferson County Sheriff – Requesting approval of the hiring of two (2) Bailiffs to fill two (2) vacancies which are budgeted positions. The recommended applicants are Kathleen Hertelendy and John Grove.
  - **Motion by Ms. Noland to approve the hiring of Kathleen Hertelendy and John Grove to the two (2) budgeted positions of Bailiff. Motion seconded and unanimously approved.**

Pete Dougherty, Jefferson County Sheriff – Requesting approval of the hiring of an Administrative Assistant II to fill a vacant budgeted position. The recommended applicant is Jennifer Lemon.

- **Motion by Ms. Noland to approve the hiring of Jennifer Lemon to the budgeted position of Administrative Assistant II at the pay of \$25,600. Motion seconded and unanimously approved.**
7. Debbie Keyser & Sally Gran, Health Care Presentation– Ms. Keyser and Ms. Gran presented a power point presentation highlighting medical facts for 2012 for our group, the Affordable Health Care Act and its impact to the County, 2013 Health Care results and recommendations, Update on HRA’s and the 2014 To Do’s. Ms. Keyser stated they were requesting approval to move forward with Open Enrollment.
    - **Motion by Mr. Pellish for employee contribution to remain at the current level of \$38.00 per month for an individual, \$285.00 per month for employee plus one (1) and \$425.00 per month for employee plus family. Motion seconded and unanimously approved.**

## NEW BUSINESS

8. Recommendation pertaining to the Jefferson County Emergency Services Agency – Commissioner Noland presented a power point presentation to outline her recommendations pertaining to Jefferson County Emergency Services Agency funding. Ms. Noland stated this recommendation is strictly a concept. Ms. Noland believes the recommended fees can be put to better use in funding emergency services instead of continuing to grow the administration of the Jefferson County Emergency Services Agency. Ms. Noland recognizes there are legal issues which must be addressed and this recommendation is strictly a starting point.

Mr. Pellish requested a comparison of staffing as it now exists and staffing under this proposal. Mr. Manuel agreed with Mr. Pellish in seeing a comparison of the staffing. Mr. Pellish and Ms. Tabb believe this is a concept they would like to explore further in order to maximize resources and provide services to the citizens.

Mr. Pellish inquired as to what Ms. Noland believed to be the next steps in her proposal? Ms. Noland stated she believed the following issues needed to be addressed:

1. Legal issues regarding an ordinance to collect an Emergency Fee needed to be resolved,
2. Realistically identifying what the salaries would be,
3. Identifying how the program would work.

Mr. Manuel reminded the Commissioners they have the ability to amend the present ordinance if they are unhappy with the Jefferson County Emergency Services Agency Board.

9. Approval of Community Participation Grant Program Resolution for the Jefferson County Parks & Recreation in the amount of \$4,000.

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

The Jefferson County Commission met on the 2<sup>nd</sup> day of May, 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 Grant Program in the amount of \$4,000. This project is to assist the Jefferson County Parks and Recreation. The funds from this project will be used to purchase equipment for Youth Programs.

Dated:

DALE MANUEL, PRESIDENT  
JEFFERSON COUNTY COMMISSION

ATTESTED:  
County Clerk

- **Motion by Ms. Noland to approve the Community Participation Grant Program Resolution for the Jefferson County Parks and Recreation in the amount of \$4,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

**FINANCIAL DIRECTOR REPORT**

Approval of Internal Budget Revision #110 – Circuit Clerk’s Office. Budget revision request is to add funds to the over budgeted line items – Contracted Services and Ads/Legal Publications.

- **Motion by Ms. Tabb to approve Internal Budget Revision #110 as presented for the Circuit Clerk and to authorize the President to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

Approval of Internal Budget Revision #111 County Clerk’s Office. Budget revision request to move \$5,000 from the County Clerk’s part-time extra help line item to increase the County Clerk’s overtime line item.

- **Motion by Ms. Noland to approve Internal Budget Revision #111 as presented for the County Clerk and to authorize the President to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

Approval to close inactive bank account – Fund 068 bank account held with Bank of Charles Town (BCT), created in 1998, used to reimburse unemployment compensation. The last check written from this account was 2005. The balance of \$17,150 does not cover the quarterly amount due to Workforce WV Unemployment. The funds will be transferred to the account #001-382-MM-000 - refunds and reimbursements.

- **Motion by Ms. Tabb to approve the closure of bank account with the Bank of Charles Town fund 068 - unemployment compensation and to authorize the President of the Commission to affix his**

**signature to the appropriate documents. Motion seconded and unanimously approved.**

## **COUNTY ADMINISTRATOR REPORT**

Financial Director Job Description – Mr. Manuel recommended the Financial Director’s job description be held over to a future meeting so Ms. Keyser can incorporate the suggestions from the Commissioners into an updated draft for review. Ms. Keyser stated she would have it ready for the May 16, 2013 meeting.

Teen Court/Smoot Building – Ms. Keyser defined the discussion between Ms. Rohn and herself, on behalf of the Commission, for the use of the Smoot Building for Teen Court. Ms. Keyser recommended a lease of no more than four (4) months should the Commission find another use for the building. In regard to insurance, it is required by our insurance policy that the County be included on the Teen Court insurance. Ms. Keyser spoke with United Way, who sponsors Teen Court and stated there is not a problem including them on their policy for Teen Court. There was unanimous consent of the Commission to enter into a contract with Teen Court for the use of the Smoot Building for four months and cover the cost of the utilities for the four months.

State Workers Compensation Board – Requested the use of one of our rooms for Workers Comp hearings. It was the consensus of the Commission to allow the State Workers Compensation Board to use the Courthouse Meeting Room for their hearings with the Commission Meeting room as a backup should the Courthouse be in use. This is all with the understanding County Commission business takes precedence.

Request to place Hollywood Casino at the Charles Town Race Track on a future agenda. Hollywood Casino is requesting a letter of endorsement from the Jefferson County Commission to expand selling beer outside for a special event. It was the consensus of the Commission to allow this request to be placed on a future agenda.

## **COUNTY COMMISSIONERS REPORTS**

Dale Manuel:

- Attended the Fee Presentation of the Jefferson County Emergency Services Agency to the Volunteer Fire Companies.
- Attended the Affordable Housing meeting, with a subcommittee meeting on personal.

Patsy Noland:

- Attended the Fee Presentation of the Jefferson County Emergency Services Agency to the Volunteer Fire Companies.
- Attended the Affordable Housing meeting, with a subcommittee meeting on personnell.
- Attended a personal meeting for the Jefferson County Visitors and Convention Bureau.

Walt Pellish:

- Attended Development Authority meeting, along with a subsequent meeting of the Development Authority and a gas company to research the possibility of getting natural gas in the County.
- Attended the Solid Waste Authority.

Jane Tabb:

- Attended the Fee Presentation of the Jefferson County Emergency Services Agency to the Volunteer Fire Companies.

- Companies.
- Attended a meeting at the Middleway Historic District.
- Attended the Public Comment sessions for the Farmland Protection Board Strategic Plan.
- Attended the Homeland Security & Emergency Management Services Partnership luncheon.
- Attended the Steering Committee meeting for the Homeland Security & Emergency Management Services.

Stephanie Grove, Prosecuting Attorney – Sheriff's Department, Canine Handler back pay.

- **Motion by Ms. Noland to go into Executive Session to discuss personal/legal issues pursuant to §6-9A-4A. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve back pay for a total of two (2) years plus interest for the canine handlers at the Sheriff's Department. Motion seconded and unanimously approved.**

The Commission meeting was adjourned at 12:46 a.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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DALE MANUEL, PRESIDENT

Respectively submitted  
 Cynthia C. Schott  
 Administrative Assistant

**PURCHASE ORDERS TO BE APPROVED**

**May 09, 2013**

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
COMMUNICATIONS	51606	\$ 1,490.00	Public Safety Training Consultants	Staff Training
	51608	\$ 2,415.00	BK Office Supply	Crosscut Shredder
COUNTY CLERK	51612	\$ 177.00	BK Office Supply	File Cabinet
COURTHOUSE	51569	\$ 197.70	BK Office Supply	Paper
JC304- VoIP	51571	\$ 2,310.00	Accurate Systems, Inc.	VoIP Consultant Services
PLANNING & ZONING	50329	\$ 500.00	Cummings Data Analysis, LLC	V2 License Access Data
PROSECUTOR'S OFFICE	50390	\$ 573.65	Marcial Chandler, RPR	Court Reporting
<b>GRAND TOTAL</b>		<b>\$ 7,663.35</b>		

**AGENDA REQUEST FORM**

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



Name: Delegate Stephen Skinner

Department or Organization: House of Delegates

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: 05/09/2013

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

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

Subject(Wording to be placed on agenda): Update Commission on First Energy issues  
\_\_\_\_\_

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

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

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

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

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

Contact information:

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

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

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: Bill Polk & Tom Reilly

Department or Entity: Maintenance Dept/VoIP Committee

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: May 9, 2013

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

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

Subject: Voice Over IP Telephone System – Approval of Vendor Recommendation

Please provide the County Commission with a description of your request or presentation, including any background information: **The VoIP Committee will be presenting their vendor recommendation to the Commission for the installation and implementation of a Voice Over IP telephone system for the County. A total of 7 RFP's were received from various vendors. After review, the VoIP Committee narrowed the field to two vendors. These two vendors met with the Committee to review their proposals, provide a demo of their products and answer questions. After the vendor meetings and demo, the VoIP Committee made their final selection.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Move to approve the proposal from IPC Technologies to provide the ShoreTel Voice Over IP telephone system and to also approve the quote from CDW-G for the replacement of network switches, as recommended by the VoIP Committee.**

Attachments:

- **VoIP Analysis**
- **5 Year Operating Cost Chart**
- **VoIP Break Even Chart**
- **Project Cost Sheet**
- **Capital Projects Evaluation Sheet**
- **CDW-G – Network Switches Quote**
- **Articles on ShoreTel Installations in Butler County, Ohio and Hidalgo County, Texas**

Jefferson County Commission

# VoIP Analysis

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Version 1.0: April 25, 2013

Presented by: Thomas Reilly, Accurate Systems, Inc. & Jefferson County VoIP Committee

## Proposed Solution For: VOIP PROJECT

### Solution details

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ShoreTel – IPC Technologies

Simplicity – All County sites are the same system, model and software. Easy to use and manage.

Redundant=Reliable-Single image architecture with fully redundant, remotely survivable systems configured for all sites. No single point of failure and not dependant on WAN. N+1 Concept, if a controller fails then other can take over the work load.

Growth-ShoreTel system grows in a Lego-type approach up to 20,000 phones. Jefferson County will never have to worry about a fork-lift upgrade to a larger system.

User-Friendly – Employee's have various degrees of acceptance on new technology, a traditional handset for some and pc software with a handset for others. Desktop phones feature buttons are labeled, simple to use and intuitive. All phones have a high-quality speakerphone with a jack that is compatible with Bluetooth headsets. Message waiting lamps are visible from 360 degrees.

#### Highlights

- ✓ Simple 4 digit dialing between all of the County employees
- ✓ Conference calls on the fly
- ✓ Conference Bridge that the County Controls and manages
- ✓ Unified Communication- Visual representation of the call status for others within the system
- ✓ Chat- Allows employees to chat with each other via the software communicator
- ✓ Voice mail for all
- ✓ Caller ID
- ✓ Auto attendant
- ✓ Call Recording
- ✓ Paging
- ✓ Music on hold
- ✓ Mobility

Installation & Support-IPC will be installing all locations and will not be outsourcing. Warranty support 24/7 365 days.

Network- ShoreTel helps with reducing the monthly overhead cost of a Metro-E product in all of our locations.

### Product FIT

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Jefferson County has a distributed workforce. Thirty plus buildings throughout the County and over 230 personnel. The ShoreTel systems allows for growth with any and all of these office complexes. ShoreTel's modular design allows the County to grow and expand without having to replace existing equipment. Simply add new equipment to existing system and add new phones and users.

## **Vendor References**

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**UNITED BANK – Locations in Maryland, VA, WV and DC**

**Contact:** Anna Burdge, Telecom Manager, UB, Charleston, WV 304-720-4598.

**Installation Date:** June, 2001

**System Description:** 90+ locations, 4000 stations

**THE VERIZON CENTER – WASHINGTON SPORTS – 1500+ phone installation**

601 F Street, NW

Washington, DC 20004

**Contact:** Gordon Armstrong – IT Director 202-661-5000 [garmstrong@washsports.com](mailto:garmstrong@washsports.com)

**AMERICAN CHEMISTRY COUNCIL – 300 Phones with several remote offices in the US**

700 2<sup>nd</sup> St. NE

Washington, DC

**Contact:** Gwen Obermann 202-249-6155 [Gwendolyn\\_Oberman@americanchemistry.com](mailto:Gwendolyn_Oberman@americanchemistry.com)

**MCNAMEE HOSEA – law firm – offices in Greenbelt and Annapolis, MD – 90 stations**

Lexi Suter – COO [asuter@mhlawyers.com](mailto:asuter@mhlawyers.com)

(301) 441-2420

**DOW LOHNES – law firm – HQ in DC + Atlanta office – 300+ telephones**

Joe Craven [JCraven@dowlohnes.com](mailto:JCraven@dowlohnes.com)

(202) 776-2950

## **VoIP Component Requirement**

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VoIP RFP – ShoreTel System

Switch RFP – HP Procurve Switches

Metro-E – Connectivity to Public Service

B-Top Fiber - Connection to 911 Center

Shoreware Server – Server for Software

PRI- Turn off old systems and move to new PRI Circuit

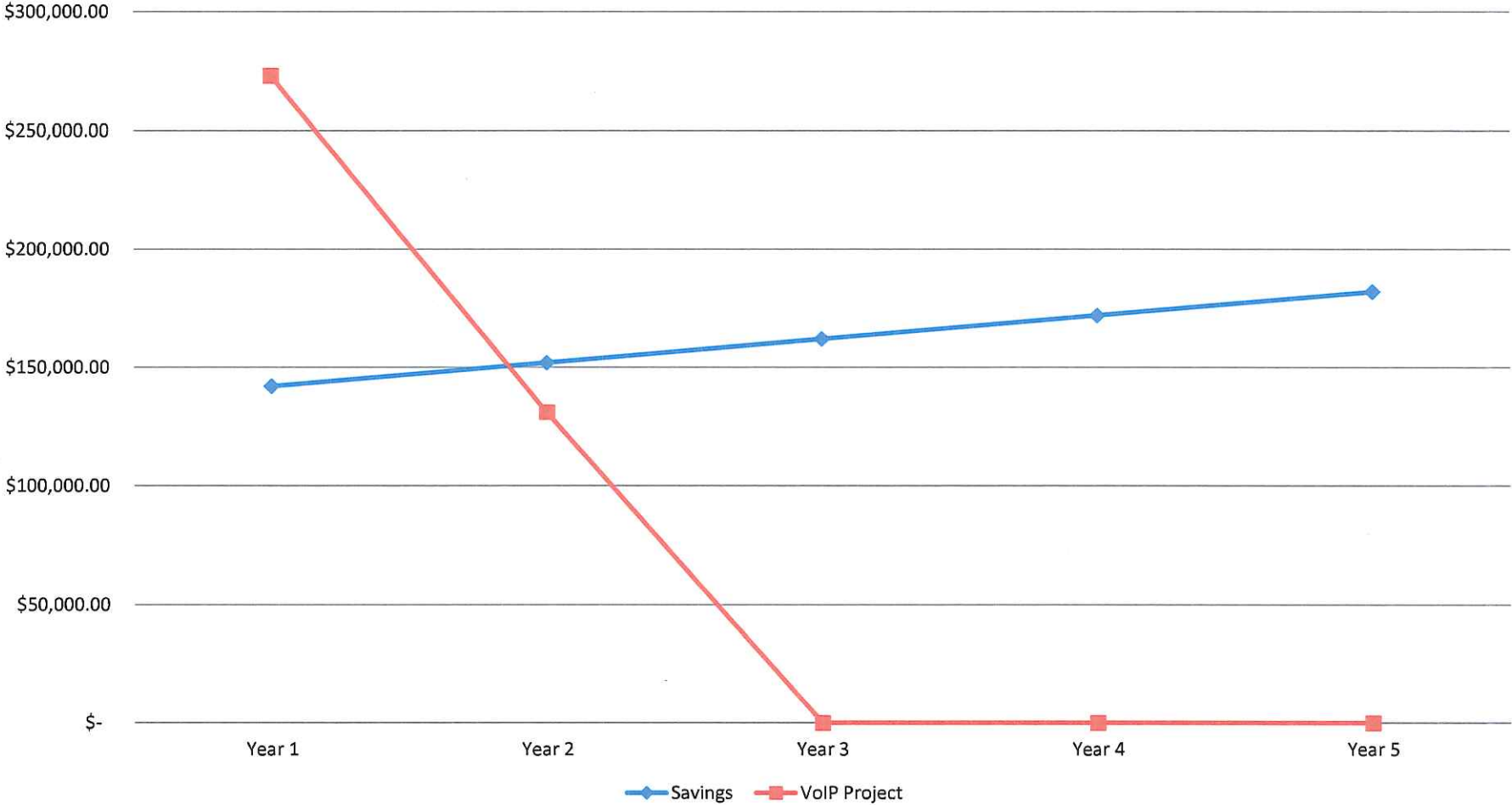
ISP Services – May need additional Internet Service

## 5 Year Operating Cost Savings of \$911,550.56

■ VoIPTelephony ■ Do Nothing



### VoIP Break Even



**Project Cost Sheet**  
**Jefferson County, West Virginia**

**Project Name:**

Note: Use only this page if all cost can be presented on one page. Otherwise use the tabs at the bottom of the page to access a full page to list Planning Cost, In house labor cost, Contract Labor Cost, and Hardware and Material Cost. The cost from those pages will carry forward to this page. This worksheet has a total of (5) pages for listing various cost.

**Planning Cost:**

	Activity:	Hourly rate	Hours req	Cost
1				
2				
3				
4				
5				
6				
<b>Total from Planning Cost Page:</b>				0

**In house labor cost:**

	Position	Hourly rate	Hours req	Cost
1				
2				
3				
4				
5				
6				
<b>Total from In House Labor Page:</b>				944

**Contract Labor Cost:**

	Company Name:			Cost
1				
2				
3				
4				
5				
6				
<b>Total from Contract Labor Page:</b>				44,665

**Hardware & Materials Cost:**

	Item description:	Item cost	Items Req'd	Cost
1				
2				
3				
4				
5				
6				
<b>Total from Contract Labor Page:</b>				243,632

<b>Total Project Cost</b>			\$	289,241
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**Project Cost Sheet  
Jefferson County, West Virginia**

<b>Total In House Labor Cost</b>				\$	0
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<b>In house labor cost:</b>					
	<b>Position</b>	<b>Hourly rate</b>	<b>Hours req</b>		<b>Cost</b>
1	IT Support Staff				
2					
3					
4					
5					
6					
7					
8					
9					
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11					
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40					

**Project Cost Sheet  
Jefferson County, West Virginia**

<b>Total Contract Labor Cost</b>					\$ <b>44,665</b>
<b>Contract Labor Cost:</b>					
	<b>Company Name:</b>				<b>Cost</b>
1	IPC Technologies (Install)				34,900
2	IPC Technologies (Training)				9,765
3					
4					
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7					
8					
9					
10					
11					
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40					

**Project Cost Sheet  
Jefferson County, West Virginia**

<b>Total cost Hardware &amp; Materials</b>				<b>\$ 228,784.44</b>
<b>Hardware &amp; Materials Cost:</b>				
	<b>Item description:</b>	<b>Item cost</b>	<b>Items Req'd</b>	<b>Cost</b>
1	ShoreTel Appliances			23,846.40
2	Handset Type #1 ShoreTel IP115	\$114.48		18,087.84
3	Handset Type #2 ShoreTel IP230	\$186.48		25,547.76
4	Handset Type #1 ShoreTel IP265	\$265.68		3,719.52
5	Conference Room Phone ShoreTel IP655	\$500.40		7,005.60
6	Side Car ShoreTel 24 button	\$215.28		2,152.80
7	HeadSets Plantronics	\$250.00		10,000.00
8	Application E911 Notification	\$1,584.00		1,584.00
9	Operator License	\$428.40		428.40
10	Communicator	\$0.00		0.00
11	VM Licensing - Ext & Voice Mail	\$144.00		34,560.00
12	Ext Only	\$100.80		8,366.40
13	Distributed Voice Services	\$716.40		716.40
14	Remote Licensing	\$356.40		1,782.00
15	Mobility Router	\$5,400.00		5,400.00
16	Mobility Support	\$3,800.00		3,800.00
17	Mobility Install	\$2,400.00		2,400.00
18	SA100 Conferencing Unit with 20 Audio	\$7,500.00		7,500.00
19	User Guide	\$172.80		172.80
20	Warranty 5 Year 24/7	\$50,775.00		50,775.00
21	Shipping	\$1,215.00		1,215.00
22	Misc	\$165.00		165.00
23	Extra Discount from IPC	-\$25,889.92		-25,889.92
24				
25	CDW-G (RFP Switches)	\$40,449.44		40,449.44
26	CDW	\$5,000.00		5,000.00
27				
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Capital Projects Evaluation Sheet

Project Name: Voice Over IP Telephone Project

This worksheet list various considerations to be made in the process of approving expenditures from the Capital Outlay Fund. Any part of a consideration used to rate the capital project request submitted will be assigned a point value between (0) and (5) for rating the value of the project. The total value of the various consideration rated will be a consideration in the approval of all Capital Projects. Rating should be supported by the attached narrative. This form is formatted in Excel Software, if you need to change the wording in any cell of a Consideration to make a better point about your propose project, please free to change this form.

**Consideration #1: Cost Reduction of Current Operations:**

The cost of this project would be recovered in cost savings in (2) years?	The cost of this project would be recovered in cost savings in (3) years?	The cost of this project would be recovered in cost savings in (4) years?	The cost of this project would be recovered in cost savings in (5) years?		
Rating by Submitter	0	0	0		Total
5	0	0	0		5
Rating by Commission				Total	
				0	

**Consideration #2: Needed replacement for a current capital asset:**

Asset has been in service for (3) years, served it's useful life, and needs replaced.	Asset has been in service for (4) years, served it's useful life, and needs replaced.	Asset has been in service for (5) years, served it's useful life, and needs replaced.	Asset has been in service more than (5) years, served it's useful life, and needs replaced.		
Rating by submitter					Total
0	0	0	5		5
Rating by Commission				Total	
				0	

**Consideration #3: New technology to better serve the public.**

This project would provide better access to county records for the public through computer technology.	This project would allow for quicker service to the public through computer technology.	This project would provide for a larger data base of information for public access.	This project is would reduce the time required to access and evaluate data.		
Rating by submitter					Total
5	5	0	0		10
Rating by Commission				Total	
				0	

Project Name:

**Consideration #4: Capital Improvement Project-Office Space:**

Additional office space is needed due to additional Staff requirements.	Changes are needed in current office space to provide for more service contact points with the public.	Changes are needed in current office space to provide better traffic flow for the public "in" and "out" of the office service area.	Volume of work handled by the department has increased to the point additional space is needed.		
Rating by submitter					Total
0	0	0	0		0
Rating by Commission				Total	
				0	

**Consideration #5: Additional Office Space needed due to county growth:**

Additional office space in needed to relocate Complete departments	Consolidated departments in one location would provide better service to the public.	Some reduction in operation cost could be realized in a consolidated office complex.	Smaller office building could be sold to cover part of the cost of a larger office complex.		
Rating by submitter					Total
0	0	0	0		0
Rating by Commission				Total	
				0	

**Consideration #6: New Capital Asset needed due to county growth, Equipment:**

Additional equipment is needed to service additional buildings and real property	Additional equipment will allow department to provide quicker service to our customers.	Assets needed at two locations.	Increase departmental activity requires the addition of an additional asset.		
Rating by submitter					Total
0	5	5	5		15
Rating by Commission				Total	
				0	



# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
DJMH097	9812966	3/28/2013

**BILL TO:**  
 JEFFERSON COUNTY COMMISSION  
 100 E WASHINGTON ST

**SHIP TO:**  
 JEFFERSON COUNTY COMMISSION  
 Attention To: THOMAS RIELY  
 100 E WASHINGTON ST

Accounts Payable  
 CHARLES TOWN , WV 25414-1072

CHARLES TOWN , WV 25414-1072  
 Contact: THOMAS  
 RIELY 304.876.1200

Customer Phone #304.728.3279  
 Customer P.O. # HP QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
GINA RUMMO 866.819.6501		FEDEX Ground	Net 30 Days-Govt State/Local	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
14	2097930	HP 1910-24G-POE 365W Mfg#: JE007A#ABA Contract: MARKET	590.03	8,260.42
12	1704134	HP 2910-48G-POE+ AL Mfg#: J9148A#ABA Contract: MARKET	2,525.54	30,306.48
2	1933819	HP NETWORKING 630 REDUNDANT EXT PWR Mfg#: J9443A#ABA Contract: MARKET	941.27	1,882.54
SUBTOTAL				40,449.44
FREIGHT				0.00
TAX				0.00
				US Currency

**TOTAL** ↗ 40,449.44

CDW Government  
 230 North Milwaukee Ave.  
 Vernon Hills, IL 60061

Fax: 847.990.8174

**Please remit payment to:**  
 CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515



#### GOVERNMENT SERVICES SUCCESS STORY

## Butler County, Ohio Turns to ShoreTel to Replace Outdated PBX Telephony System

### CHALLENGE:

- Butler County, Ohio had an outdated NEC PBX system that was becoming unreliable and increasingly costly to maintain.

### SOLUTION:

- ShoreTel provided the county with an end-to-end solution, including ShoreGear voice switches and ShorePhone IP telephones. The county's telephone system still includes some of the NEC gear, and the county can complete the deployment in phases as time and budgets allow.

### BENEFITS:

- Butler County can now manage its telephone system in-house rather than having to depend on—and pay—an outside provider.
- Employee productivity is enhanced with rich telephone system features.
- The distributed nature of the ShoreTel system means disaster recovery is simplified.

### ShoreTel Provides County with Reliability, Simplified Management, and Enhanced Employee Productivity

Strategically located in the center of the eastern United States between Cincinnati and Dayton, Ohio, Butler County is at the center of a population of 2.8 million people. The area features world-class air service from two international airports within 30 miles, 11 interchanges on major interstate highways, and reasonably-priced office, commercial, and industrial space. Twelve Fortune 500 companies and seven Fortune 1000 companies are headquartered in the Cincinnati - Dayton region of Butler County, and a total of 40,000 working scientists and engineers live within a 50 mile radius of the county.

Butler County services include the Sheriff's department, clerk of courts, engineering, and others, including services provided specifically for the state of Ohio. Butler County was using an outdated NEC phone system, one that was costly to maintain and utilized outdated technology. At the time, the county was also in the process of moving one of its sites, a remote real estate office which provides property appraisals,

so the organizations network team decided it was time to look at replacing the NEC PBX system with a new Voice over IP (VoIP) solution.

"We needed a more cost-effective phone system with more features so that we could improve county communications and end-user productivity," said Tom Line, Network Engineer for Butler County. "Our goal was to try and get a system that would help us be more responsive to callers and send fewer of those calls into voice mail."

The county evaluated systems from Avaya, Cisco, InterTel, Nortel and ShoreTel. The county was specific in its requirements, prioritizing reliability, cost-effectiveness, scalability, and solution features. Butler County thoroughly evaluated every system, viewing demonstrations, talking to customer references, and testing products in their own facility. One by one, Avaya, Cisco, InterTel and Nortel were crossed off the short list and ShoreTel came out on top.



"ShoreTel just plain does what it's supposed to do, and now we're able to easily manage the system in house. ShoreTel really let their engineers think 'out of the box' and they have built a landmark product."

**Tom Line**  
Network Engineer  
Butler County, Ohio

"Cisco needed us to replace a lot of our equipment, Avaya had a solution that would keep us at the mercy of a service provider, InterTel didn't scale well enough to support a county, and Nortel didn't work well during the demo," said Mike Felerski, Network Architect for Butler County.

"In addition to meeting our reliability and scalability needs, ShoreTel has allowed us to transition from our old phone system in phases, which is imperative since funding for the county is controlled by so many disparate organizations. ShoreTel was also going to be easy to integrate with our existing NEC system, which meant our users would be able to use their old telephones to access the new ShoreTel voice mail system."

Adds Line, "Unlike the other solutions we evaluated, ShoreTel has been built from the ground up to be a VoIP system with all the advantages, plus the reliability of a big PBX. ShoreTel just plain does what it's supposed to do, and now we're able to easily manage the system in house. Right from the evaluation phase, we were impressed at how easy it was to get the ShoreTel system up and running without any outside help. ShoreTel really let their engineers think 'out of the box' and they have built a landmark product. Other vendors were completely constrained by their ties to old telephone technology or trying to sell overpriced network products and services as part of the package."

### Unified Phone System

ShoreTel provided Butler County with ShoreTel ShoreGear-T1 voice switches, ShoreGear-120/24 voice switches, and ShoreTel ShorePhone IP telephones. Because of the distributed architecture of the modular ShoreTel system, disaster recovery is much simpler, and even though Butler County still has a mix of IP and PBX equipment, it still looks like one phone system in terms of management and customer service.

"We started deploying ShoreTel with one remote office and 12 users at the beginning," said Line. "We had the ShoreTel system working in less than one afternoon. It was easy to integrate with our legacy phone system right from the start.

Soon after the first office was deployed as an evaluation, we moved quickly, adding the Auditors' office, and since then we've brought the entire Auditor's office onto the ShoreTel system, including real estate, finance, G.I.S., Information Services, and the entire Treasurer's Office. We initially deployed a mix of IP and analog telephones but when we saw the extra features, reliability, high quality speaker phones, and ease of maintenance with the ShoreTel IP phones, we quickly made ShoreTel IP phone sets our standard."

### Phone System Management Brought In-House

ShoreWare Director, ShoreTel's browser-based management interface, allows Butler County's IT personnel to access the system from anywhere on the network. Through this browser, every site and feature can be managed,

including the voice mail, automated attendant and desktop applications. When a new user is added, an administrator simply clicks "add new" and enters the user's name. Then, the centralized database and voice switches are automatically updated, and for the user, a new mailbox is created and the automated attendant dial-by-name and number feature and online directories are updated—all in a matter of seconds. Moves and changes are just as easy.

"The ShoreTel system is very easy to maintain, and it's actually fun to install it," said Felerski. "It's also a snap to move an employee or make changes to the system."

### Rich Feature Set Improves Productivity

ShoreWare Personal Call Manager was easily integrated with Butler County's Novell GroupWise e-mail system so employees can choose to receive an e-mail notification when a voicemail is received or actually have a copy of the voicemail arrive in the email as a WAV file. "This was seen as a major benefit to many people and departments," says Line. "Voicemails can now be transferred via email or archived. This is seen as a great convenience to employees who are dealing with complicated projects or



"In addition to meeting our reliability and scalability needs, ShoreTel has allowed us to transition from our old phone system in phases, which is imperative since funding for the county is controlled by so many disparate organizations."

**Mike Felerski**  
Network Engineer  
Butler County, Ohio

difficult people. The thing that employees like best, however, is being able to quickly type in a name, hit ENTER on the keyboard, and the phone dials itself. When the phonebooks arrive at the loading dock, they just sit there now."

With ShoreTel's e-mail integration, employees can also manage their e-mail and voice mail centrally and efficiently right from their desktop. With the ShoreTel solution, employees spend less time navigating complex telephone systems and more time performing job-related duties.

In addition to productivity enhancements, Butler County now has a way to record their phone-based activities, according to Felerski. "It's helpful that employees can see the last numbers they've called, and it's even more useful that the system keeps track of that. With the ShoreTel system, we have a record of every call that an employee has made and if there's ever a dispute, those records are very useful."

Butler County employees can also control the way their phones work, and features like Follow Me Find Me allows them to have calls track them down wherever they are—at their desk, on their cell phone, or even at home if they choose.

Finally, ShoreTel's ShoreWare Auto-Attendant provides 24-hour automated call answering and routing capabilities for Butler County, and outgoing prompts can be customized and linked to the time of day and/or day of week. Individual groups

can also have their own menus with unique greetings and options.

"We use Auto-Attendant to direct calls from the outside to the right people," said Felerski. "We're able to easily change any of the features as well. Depending on how a department wants to handle their incoming calls at any particular time, the ShoreTel system meets those needs. With Auto-Attendant, both our auditors' office and treasurer's office have noticed that even at tax time, when calls increase, they still need fewer operators with the ShoreTel solution than they did with the old system. One operator is able to handle more calls now than in the past."

### Very Happy With Its Switch To ShoreTel

"Butler County is very happy with its decision to go with a ShoreTel VoIP telephony system. "ShoreTel just plain works! It's reliable, and the features and capabilities are so much better than our old phone system," said Line. "Every time someone has an opportunity to try one of the ShorePhones, they want to keep it. Everybody loves the ShoreTel system. For those of us in the network department, there's nothing better than a system that is easy to deploy, simple to manage, and robust enough to satisfy every user. ShoreTel is such a system and we're glad we made the switch. ShoreTel has made the departments we serve happy and made us look good!"

### About ShoreTel

ShoreTel is a provider of business communication solutions whose brilliantly simple unified communications platforms, applications and mobile UC solutions promise a new rhythm of workforce engagement and collaboration. With costly complexity eliminated by design from its award winning, all-in-one IP phone system, UC and contact center solution, and its industry leading hosted business phone system, workers enjoy a freedom and self-reliance that other providers can't match. Users have full control to engage and collaborate, no matter the time, place or device, for the lowest cost and demand on IT resources in the industry. ShoreTel is headquartered in Sunnyvale, California, and has regional offices and partners worldwide. For more information, visit [shoretel.com](http://shoretel.com) or [shoretel.com](http://shoretel.com)



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+1 (646) 230-5000 Tel. +1 (646) 230-5001 Fax for ShoreTel Sky

+800 408 33133 Freephone +44 (1628) 826300 Tel.

+61 (0)2 9959 8000 Tel.

EMEA  
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# HIDALGO COUNTY TEXAS

## COUNTY GOVERNMENT SUCCESS STORY

# Hidalgo County shines with Texas-sized savings from ShoreTel

Located in Southern Texas and with a population close to 750,000, Hidalgo County is one of the fastest growing counties in the nation and covers almost 1,600 square miles. County government is divided into four precincts, overseeing 20 cities and employing more than 2,800 government workers.

### CHALLENGE:

- Reduce skyrocketing communications costs and take control of a sprawling phone system that was costly and time-consuming to maintain, and did not offer modern features such as voicemail and call forwarding.

### SOLUTION:

- The ShoreTel UC system comprising about 1,500 ShorePhone™ IP 560 Telephones, 100 ShoreGear® Voice Switches, and four voicemail servers.

### BENEFITS:

- Massive cost savings—from \$900,000 a year down to about \$400,000.
- Centralized control and management saves money and time.
- Feature-rich capabilities, including voicemail, customizable call handling modes and workgroups help ensure all citizens' calls are answered promptly.
- Built-in redundancy and the reliability of a distributed architecture help keep communications running in the event of an emergency.

Just like its namesake, Miguel Hidalgo—widely considered the father of Mexico—Hidalgo County government in Texas is dedicated to looking out for the best interests of its citizens. Hidalgo is one of the fastest growing counties in the United States, yet it's also one of the poorest, challenging county leadership to provide an increasing number of excellent public services despite shrinking budgets.

This need for fiscal responsibility led Hidalgo County IT staff to examine possible cost savings by replacing its aging and costly communications system. Hidalgo government takes pride in its communications policy of accessibility and responsiveness, so deploying a platform that improves connectivity, streamlines collaboration and reduces expenditures was one of the IT group's key objectives.

In 2002, Hidalgo was paying about \$900,000 a year for a traditional phone service that offered no centralized management features and lacked the ability to monitor or control additional lines. By 2004, with offices and departments throughout the large

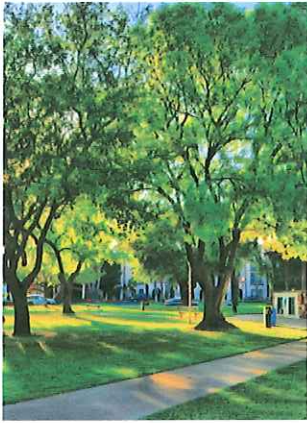
county, and a new office building almost ready to go live, only a lengthy and costly audit could help staff determine which lines were active and what they were costing.

### Citizens Deserved Friendly Response

Furthermore, the old system did not provide voicemail or transfer capabilities, and there was no central directory of staff telephone numbers.

"Operators did not know the phone numbers for transferring callers," explained Renán Ramirez, Chief Information Officer for Hidalgo County. "So if someone dialed the wrong department looking for license plate information, whoever answered the phone would not know where to transfer the call. This resulted in a lot of complaints from residents who felt they were getting the runaround."

At the same time, Ramirez's IT department team was in the process of streamlining the IT network, which had begun to sprawl after five years of unprecedented growth. Since they were already working with



"The equipment arrived and was deployed very quickly—within a month it felt as though we had been running it for years."

**Renán Ramirez**  
Chief Information Officer  
Hidalgo County

another provider, they decided to pilot a 26-phone voice-over-IP (VoIP) solution, but were discouraged by that system's complex management demands.

"Our telephone engineer suggested we take a look at the ShoreTel Unified Communications (UC) system, since it did not require specially certified experts to manage," Mr. Ramirez said. "During the demonstration, the ShoreTel UC system came up very quickly and was obviously simple to manage. Having full control of the phone system was vital for our ability to quickly expand, and we were confident the simplified management of the ShoreTel system would help to reduce our skyrocketing phone costs."

### **ShoreTel Slashed Costs By More Than 60 Percent**

Hidalgo County began with an implementation of 800 ShorePhone™ IP 560 Telephones, expanding to more than 1500 phones, about 100 ShoreGear® Voice Switches, and four voicemail servers. A small number of users at remote locations are using ShoreTel Softphones from their PCs. The servers and voice switches are distributed for built-in redundancy, improving the reliability of the UC system in this hurricane-prone region.

"ShoreTel was very responsive and very agile," Mr. Ramirez said. "The equipment arrived and was deployed very quickly—within a month it felt as though we had been running it for years."

Even more impressive, Mr. Ramirez added, were the incredible cost savings: "The costs to Hidalgo County for the phone system went down from about \$900,000 a year in 2002, to about \$400,000 a year since deployment in 2006. These massive savings are because now we can handle changes in-house, and make calls through the network using ShoreTel's least cost call routing feature, instead of having to go long distance across the county."

The first deployment of the ShoreTel UC system was in the County Commissioner's office of Precinct No. 1. At that time, staff had to write notes to each other because the precinct did not have voicemail, yet alone presence information. "With the

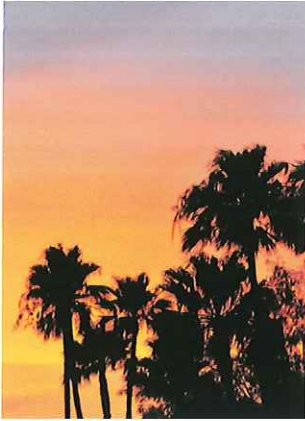
ShoreTel UC system, the receptionist uses ShoreWare® Operator Call Manager and simply drags incoming calls into the right voicemail box," Mr. Ramirez said. "This makes sure a message gets through, even if the user forgets to set their call handling modes."

### **Four-Digit Dialing Builds Sense Of Community**

Today, almost the entire county has been converted over to the ShoreTel UC system, with about 40 workgroups set up, each with a direct dial number and four-digit dialing. Furthermore, all directories are now accessed on the phone itself, eliminating the need for paper directories and giving staff instant access to up-to-date, accurate information. "Before ShoreTel, some internal departments had to dial the whole number and in some cases were calling long distance across the county to their own department," Mr. Ramirez said. "Four-digit dialing is now part of the culture and has resulted in a much stronger sense of community. In some departments people refer to each other by their extension numbers."

ShoreTel's workgroup capabilities enable the county to establish, monitor and manage call queues, forecast peaks in traffic to ensure appropriate staffing levels, and ensure calls are answered in a timely manner. Auto-attendant scripts in both English and Spanish route calls to the correct department, and Eli Gracia, the county's telecommunications manager, can log into any workgroup and monitor the queue or use Crystal Report Writer to generate reports from the Call Detail Reporting database on the ShoreTel server.

"I can see the number of calls coming into a workgroup and determine if more users need to be logged into the workgroup to handle the load," Mr. Gracia said. "The system offers us unprecedented transparency, and it's incredibly easy to use. For instance, I have set up hunt groups so that if no one answers from a workgroup, the call will route to a live person in a hunt group. I've also set up after-hours messages to help connect callers to the right departments for leaving messages after-hours."



"The system offers us unprecedented transparency, and it's incredibly easy to use."

**Eli Gracia**

Telecommunications Manager  
Hidalgo County

## ShoreTel Reliability Survives Hurricane Alley

For Hidalgo County CIO, Mr. Ramirez, one of the largest benefits of the ShoreTel UC system is the control his team now has over county communications. Since the system is easy to manage, he has only had to allocate one member of his seven-person team to manage the phone system, and any issues are diagnosed and resolved quickly and easily. This ability to address issues efficiently and make changes in real time has translated into real cost and time savings, he said.

The reliability of the ShoreTel UC system also is a huge benefit in this hurricane-prone county. Since the distributed architecture is not server-dependent but based on voice switches, and therefore not prone to the kinds of hardware failures inherent with servers, Mr. Ramirez said his team has seen exceptional, hands-free reliability. The county is expected to be the first line of defense in case of an emergency or natural disaster, and the ShoreTel UC system has enabled staff to develop a disaster plan for communications that enables them to publish an emergency number for citizens to call for information, quickly set up a command center if necessary, and create a custom auto-attendant with options in both English and Spanish to quickly route callers to the correct department.

Scalability is also important to help deal with the enormous growth the county has seen in the past few years, and to deal with the kinds of spikes in traffic that they receive at certain times, such as during an election or after a hurricane. "It is easy to set up a phone bank and add say 20 extensions for one month, then remove them later," Mr. Ramirez said. "We were able to relocate about 60 users in one day, and have been able to respond quickly after a hurricane caused devastating flood damage. ShoreTel has given us the flexibility and reliability we need to be both responsive to the citizens of Hidalgo County, and fiscally responsible."

This flexibility means that as the county continues to grow, Ramirez' staff can quickly get phone service to new sites, and convert existing sites. Working with their ShoreTel reseller, Lee Gonzalez from Lava Concepts and Consulting, Hidalgo plans to add another 26 sites throughout the county to the ShoreTel system, and expand its capabilities. "The responsiveness of ShoreTel has given us confidence to go after new features and enhancements," Mr. Ramirez said. "We're evaluating the potential benefits of implementing a fax server and switching to ShoreTel Converged Conferencing, which will help us drive down costs even further. The benefits of ShoreTel are truly Texas-sized."

## About ShoreTel

ShoreTel is a provider of business communication solutions whose brilliantly simple unified communications platforms, applications and mobile UC solutions promise a new rhythm of workforce engagement and collaboration. With costly complexity eliminated by design from its award winning, all-in-one IP phone system, UC and contact center solution, and its industry leading hosted business phone system, workers enjoy a freedom and self-reliance that other providers can't match. Users have full control to engage and collaborate, no matter the time, place or device, for the lowest cost and demand on IT resources in the industry. ShoreTel is headquartered in Sunnyvale, California, and has regional offices and partners worldwide. For more information, visit [shoretel.com](http://shoretel.com) or [shoretelsky.com](http://shoretelsky.com)



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AGENDA REQUEST FORM

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



Name: Mike Manley

Department or Organization: Software Systems, Inc.

Estimation of amount of time needed for appointment: 60 minutes

Date Requested – 1<sup>st</sup> Choice: 05/09/2013

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

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

Subject(Wording to be placed on agenda): IT recommendations and associated costs

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

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

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

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

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

Contact information:

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

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

On April 10th, I and two members of my staff met with the elected officials (or their representatives) and the department heads. I am pleased to report that they related a minimal number of problems for an organization of your size. Most of their issues were related to slow Internet access, and e-mail problems.

We also asked them about projects they would like to see implemented. A summary of our discussions is:

- Tax Office - connection problems.
- Sheriff's Law Enforcement - Computer Aided Dispatch, secure access to the "Weapons" system, Wifi access in the parking lot, shared drive for the Sheriff's Department, and VPN access for logs and incident reports.
- County Clerk's Office - training for Budgetary Accounting and Payroll software.
- Circuit Clerk - additional connections for summer Law students in the courtroom, and a number of other projects already underway.
- Engineering - security level on Outlook calendars, buying and installing new computers, bonding database concerns, automatic backups, Impact fee implement on new server.
- Homeland Security - security issues, some data not being backed up, 30 PC's in the EOC need replaced next year.
- Planning - have new server to implement, backup and recovery, control over web site content. County Administrator - overall IT direction, standards, policies and procedures, staffing level, new web site, and Commission videos.
- Engineering - future Internet solutions, archives, backups, stability, two RFP's for content management system and secure archive for documents, push updates for computers and two outstanding RFP's for content management and document scanning.
- Maintenance - work orders, MICROMAIN dropping connections, expand MICROMAIN to allow work order request and follow-up, VOIP project.
- 911 - currently working on a number of projects.

Most of these issues will require a minimal amount of effort to resolve. Several of the enhancements are already in progress.

In order to get a better understand of the Commission's vision, I would like to recommend that the following be priorities for the Commission:

- Employee computing policies
- IT policies and procedures
- Inventory/documentation of all computing components
- Multiple year plan (including increased utilization of existing resources)

In the short term, there are several operational items must be addressed to correct the immediate problems.

- Network stability
- Internet speed/bandwidth
- Security and anti-virus
- Disk Storage for various departments
- Backup and recovery
- Training
- Incident reporting and tracking (of computing/IT problems)
- Outstanding RFP's and their implementation
- New Web site
- County Commission video recordings

#### Recommendations:

- Implement the new fiber and switches (part of the VOIP implementation)
- Implement a firewall device to combine the multiple Internet connections
- Inventory all computing equipment and review/standardize anti-virus, etc.
- Implement new Network Storage and Backup hardware and migrate all data from existing servers
- Address the training issues with the Budgetary Accounting and Payroll software
- Expand usage of the existing problem reporting system
- Review all outstanding RFP's in an effort to coordinate functionality
- Develop a planned approach for an updated Web site
- Explore the various options for displaying Commission videos to the public

#### Estimated Costs:

- Hardware costs are included in the response to the RFP's for the new fiber and switches. Implementation of the new network configuration is estimated at \$12,000 (unless included in the RFP).
- The recommended firewall device and associated implementation is estimated to be under \$8,000.
- Inventory of all computing equipment and standardization of anti-virus, etc. is estimated to be a 300 hour project. Portions of this activity may be performed by County personnel.
- Network Storage and Backup hardware and implementation is estimated at \$25,000, while eliminating a number of existing servers.
- Training on Budgetary Accounting and Payroll software is estimated at \$3,000.
- Expanding usage of existing problem reporting system is an internal function, utilizing County personnel.
- Review all outstanding RFP's is estimated at \$1,500.
- Develop a planned approach for an updated Web site is primarily an internal function, but associated consulting is estimated at less than \$2,000.
- Exploring the various options for Commission videos could primarily be performed by County personnel, while inviting input from other companies.

Note that there is significant overlap in several of the above. The equipment inventory, implementation of the firewall, implementation of the new fiber and switches, and implementation of the network storage all require working with each computer on the network. If these activities could all be performed at the same time, a significant cost savings would be achieved.

There are other projects that the County has in progress. The first two items above (network stability and bandwidth) are critical precursors to all those other projects. The recommended network storage will provide a basis for the Document Content Management system the County is considering, and will result in a corresponding reduction in the cost of the associated proposals.

Due to the sensitive nature of some of these issues (including security concerns) an expanded (confidential) version of this summary is provided to the Commission. Disclosing all these details to the public would compromise the integrity of the County's computing infrastructure.

## AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1<sup>st</sup> Choice: May 16, 2013

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

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

Subject: Interview and Appointment to HOME Consortium Board  
(3) Three year terms ending June 30, 2016

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

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

Are documents attached?

If not, please explain:

Is a projector needed?

Contact information:

Email Address:

Phone number:

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, May 16, 2013, or as soon thereafter as the Commission may decide:

**HOME Consortium Council - (3) Three year terms ending June 30, 2016**

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

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

**SPIRIT OF JEFFERSON:**

**PLEASE ADVERTISE ON:**

**April 24, May 1 & 8, 2013**

**THANKS - JEFFERSON COUNTY COMMISSION**

## Nichelle Hosby

---

**From:** Patricia E. McMillan [PMcMillan@cityofmartinsburg.org]  
**Sent:** Monday, April 22, 2013 3:07 PM  
**To:** 'Katie See'  
**Cc:** nhosby@jeffersoncountywv.org  
**Subject:** RE: Home Consortium Appointment -will continue

Thanks, Katie! Glad you can still serve.

### **Pat**

Patricia E. McMillan  
Community Development Director  
City of Martinsburg  
232 North Queen Street  
Martinsburg, WV 25401  
Tel 304-264-2131 x 278  
Fax 304-264-2136  
[pmcmillan@cityofmartinsburg.org](mailto:pmcmillan@cityofmartinsburg.org)

---

**From:** Katie See [<mailto:katie@charlestownwv.us>]  
**Sent:** Monday, April 22, 2013 3:03 PM  
**To:** Patricia E. McMillan  
**Cc:** [nhosby@jeffersoncountywv.org](mailto:nhosby@jeffersoncountywv.org)  
**Subject:** RE: Home Consortium Appointment -dates

Hi Nichelle and Pat,

I am still interested in serving on the Consortium! Let me know if you need anything else from me. Thanks!

Katie

---

**From:** Patricia E. McMillan [<mailto:PMcMillan@cityofmartinsburg.org>]  
**Sent:** Monday, April 22, 2013 11:03 AM  
**To:** Katie See  
**Subject:** FW: Home Consortium Appointment -dates

Hi, Katie – just re-read this – should have sent to you.

### **Pat**

Patricia E. McMillan  
Community Development Director  
City of Martinsburg  
232 North Queen Street  
Martinsburg, WV 25401  
Tel 304-264-2131 x 278  
Fax 304-264-2136  
[pmcmillan@cityofmartinsburg.org](mailto:pmcmillan@cityofmartinsburg.org)

---

**From:** Nichelle Hosby [<mailto:nhosby@jeffersoncountywv.org>]  
**Sent:** Monday, April 22, 2013 10:38 AM

**To:** Patricia E. McMillan  
**Subject:** RE: Home Consortium Appointment -dates

Good Morning! I am not sure I am advertising at this moment. If you can see if Katy is still interested, she can shoot me a note and I will give to the Commission.

Working to serve you better,

*Nichelle Adams Hosby*

Executive Administrative Assistant  
P.O. Box 250  
124 E. Washington Street  
Charles Town, WV 25414  
P: 304-728-3284  
F: 304-725-7916

Customers don't expect you to be perfect. They do expect you to fix things when they go wrong.  
*Donald Porter, V.P. British Airways*

---

**From:** Patricia E. McMillan [<mailto:PMcMillan@cityofmartinsburg.org>]  
**Sent:** Monday, April 22, 2013 10:07 AM  
**To:** 'Nichelle Hosby'  
**Subject:** RE: Home Consortium Appointment -dates

Hi, Nichelle – appointments are for 3 years from July 1, 2013 through June 30, 2016.

Who are they appointing?

**Pat**

Patricia E. McMillan  
Community Development Director  
City of Martinsburg  
232 North Queen Street  
Martinsburg, WV 25401  
Tel 304-264-2131 x 278  
Fax 304-264-2136  
[pmcmillan@cityofmartinsburg.org](mailto:pmcmillan@cityofmartinsburg.org)

---

**From:** Nichelle Hosby [<mailto:nhosby@jeffersoncountywv.org>]  
**Sent:** Monday, April 22, 2013 9:56 AM  
**To:** Patricia E. McMillan  
**Subject:** Home Consortium Appointment

Ms. McMillan,

Can you please tell me when the term expires? I plan to have the Commission do the appointment on May 16, 2013.

## Nichelle Hosby

---

**From:** Patricia E. McMillan [PMcMillan@cityofmartinsburg.org]  
**Sent:** Tuesday, April 23, 2013 10:16 AM  
**To:** nhosby@jeffersoncountywv.org  
**Subject:** VanHilst - yes to reappointment to HOME Council

**Importance:** High

Nichelle – here you are. Thanks,

### **Pat**

Patricia E. McMillan  
Community Development Director  
City of Martinsburg  
232 North Queen Street  
Martinsburg, WV 25401  
Tel 304-264-2131 x 278  
Fax 304-264-2136  
[pmcmillan@cityofmartinsburg.org](mailto:pmcmillan@cityofmartinsburg.org)

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**From:** Annette Van Hilst [<mailto:annette@vanhilst.net>]  
**Sent:** Tuesday, April 23, 2013 10:11 AM  
**To:** Patricia E. McMillan  
**Subject:** Re: Reappointment to HOME consortium council  
**Importance:** High

yes, if you will have me!!!

On Apr 23, 2013, at 9:24 AM, Patricia E. McMillan <[pmcmillan@cityofmartinsburg.org](mailto:pmcmillan@cityofmartinsburg.org)> wrote:

Annette – the Jefferson County Commission needs to appoint its representatives to the HOME Consortium Council.

Are you willing to be reappointed and serve a 3 year term beginning July 1, 2013 and ending June 30, 2016?

Thanks,

### **Pat**

Patricia E. McMillan  
Community Development Director  
City of Martinsburg  
232 North Queen Street  
Martinsburg, WV 25401  
Tel 304-264-2131 x 278  
Fax 304-264-2136  
[pmcmillan@cityofmartinsburg.org](mailto:pmcmillan@cityofmartinsburg.org)

Annette van Hilst R.A.  
The Crossroads Group  
[agvh@frontiernet.net](mailto:agvh@frontiernet.net)

tel: 304 876 6984 Cell: 571 428 7054

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



Name: Sandy Slusher McDonald, Deputy County Administrator

Department or Organization: County Commission

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

Date Requested – 1<sup>st</sup> Choice: May 16, 2013

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

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

Subject (Wording to be placed on agenda): **Approval of Resolution – Community Participation Grant Program for the Contemporary American Theater Festival in the amount of \$5,000 – Discussion/Action**

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

**Grant Resolution for the Governor's Community Participation Grant in the amount of \$5,000 for the Contemporary American Theater Festival – Pass Through Grant**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):  
**Motion to approve Community Participation Grant Program Resolution for the Contemporary American Theater Festival in the amount of \$5,000 and to authorize the President of the Commission to affix his signature to the appropriate documents**

Are documents attachments? Yes  No  
If not, explain:

Is a projector needed? Yes No

Contact information:  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_

# JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

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## **RESOLUTION**

The Jefferson County Commission met on the 16<sup>TH</sup> day of May, 2013 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Dale Manuel, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$5,000. The funds from this project will be used to further expand the reach and visibility of the Contemporary American Theater Festival.

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

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



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

13LEDA0104

# Community Participation Grant Program

Deadline: April 30, 2013

Fiscal Year 2013

Grantee: Jefferson County Commission  
 Project Title: Contemporary American Theater Festival -  
 2012/2013 Season

Project Number: 13LEDA0104  
 Amount: \$5,000

## Section 1: Grantee (Local Governing Agency)

GOVERNING AGENCY NAME:	JEFFERSON COUNTY COMMISSION		
CONTACT PERSON:	SANDY McDONALD	E-MAIL:	SANDY@JEFFERSONCOUNTY.ORG
		PHONE:	304/728.3282

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

## Section 2: Subgrantee (Nonprofit Organization)

NONPROFIT ORGANIZATION:	Contemporary American Theater Festival		
EXECUTIVE DIRECTOR:	JAMES McNEEL	E-MAIL:	JMCNEEL@SHEPHERD.EDU
ADDRESS:	P.O. Box 429	CITY:	SHEPHERDSTOWN
		ZIP:	25443
PHONE:	304.876.5246	WEBSITE:	WWW.CATF.ORG

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

## Section 3: Project Details

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

DESCRIPTION OF PROJECT:
TO GENERATE LOCAL ECONOMIC IMPACT IN JEFFERSON COUNTY BY INCREASING THEATER TOURIST ATTENDANCE FOR THE FESTIVAL'S 23RD SEASON IN JULY 2013. (See attached).

### PROJECT LOCATION:

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

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

## Section 4: Funding Summary

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

	AMOUNT	SOURCE GRANT, BANK LOAN, FUNDRAISING, ETC.	STATUS PENDING, APPROVED, ONGOING, ETC.	DOCUMENTATION LETTER, RESOLUTION, ETC.
GRANT FUNDS REQUESTED	\$ 5000			
LOCAL FUNDS (10% REQUIRED MATCH)	\$ 500	Fundraising	Approved	letter from CATF.
OTHER FUNDS	\$			
OTHER FUNDS	\$			
OTHER FUNDS	\$			
TOTAL PROJECT COST	\$ 5,500			

## Section 5: Assurances and Signature

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

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

SCOPE OF PROJECT Cont'd.

13LEDA0104

Contemporary American Theater Festival, Inc.

Grants funds will be used to further expand the reach and visibility of the Contemporary American Theater Festival in a targeted manner that encourages and increases economic development. Each summer, over 12,000 seats are sold at the annual festival, 65% of which coming from visitors to Jefferson County from more than 50 miles away. While here, these "theater tourists" spend, on average, at least two nights in local accommodations, shop in local businesses, and eat in local restaurants. The results of which are \$2.1 million in total spending over four weeks. The proposed project will be used on marketing and promotion through out-of-state advertising, including the expansion of the organization's video and new media apparatus. Efforts will be made to reach new audiences and further inform and expand their experience while visiting in a way that ensures longer and return visits. Special focus will be made on the Baltimore/DC metropolitan area as well as nationally. This will take the form of branding, marketing, website development, media expansion, and direct advertising.



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248326132  
Dec. 23, 2011 LTR 4168C E0  
55-0711349 000000 00

00017599  
BODC: TE

CONTEMPORARY AMERICAN THEATRE  
FESTIVAL INC  
PO BOX 429  
SHEPHERDSTOWN WV 25443-0429



019837

Employer Identification Number: 55-0711349  
Person to Contact: John Kennedy  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Dec. 14, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 1992.

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

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

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.



# Business Entity Details

## Main

Name: CONTEMPORARY AMERICAN THEATER FESTIVAL, INC.			Organization Number: 139206	
Type: C	Sec Type:	City: SHEPHERDSTOWN	Class: N	Ch Type: D
Eff Date: 9/23/1991	Fil Date: 9/23/1991	Term Date:	Term Reason:	AW/Term:
CH County: Jefferson	Ch State: WV	Bus Purp: 7111	Ex Acres: 0	Term Yrs:
Auth Shrs: 0	Cap Stck: 0.0000	Status: Active	Par Val: 0.0000	MGMT:

## Addresses

Principal Office Address:	Name:	Addr1: 92 WEST CAMPUS DRIVE, CENTER FOR CONTEMPORARY ARTS	Addr2: SHEPHERD UNIVERSITY	City: SHEPHERDSTOWN	State: WV	Zip: 25443
Notice of Process Address:	Name: JAMES MCNEEL	Addr1: PO BOX 429	Addr2:	City: SHEPHERDSTOWN	State: WV	Zip: 25443
Mailing Address:	Name:	Addr1: PO BOX 429	Addr2:	City: SHEPHERDSTOWN	State: WV	Zip: 25443
Mailing Address:	Name:	Addr1:	Addr2:	City:	State:	Zip:

## Officers

Incorporator:	Name: CLARENCE E.	Addr1: 119 S. COLLEGE ST.	Addr2:	City: MARTINSBURG	State: WV	Zip: 25401
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MARTIN, III,  
ESQUIRE

President:	Name: JENNY EWING ALLEN	Addr1: P O BOX 2046	Addr2: City: SHEPHERDSTOWN	State: WV	Zip: 25443
Vice- President:	Name: STEPHEN SKINNER	Addr1: 2000 RIDGE ROAD	Addr2: City: SHENANDOAH JUNCTION	State: WV	Zip: 25442
Secretary:	Name: MICHAEL PROFFITT	Addr1: 129 MOUNTAIN SIDE RD.	Addr2: City: HARPERS FERRY	State: WV	Zip: 25425
Treasurer:	Name: BRIDGET M COHEE	Addr1: 700 MILLRACE DR	Addr2: City: MARTINSBURG	State: WV	Zip: 25401
Director:	Name: ED HERENDEEN, PRODUCING DIRECTOR	Addr1: PO BOX 429	Addr2: City: SHEPHERDSTOWN	State: WV	Zip: 25443
Director:	Name: PEGGY MCKOWEN, ASSOCIATE PRODUCING DIRECTOR	Addr1: PO BOX 429	Addr2: City: SHEPHERDSTOWN	State: WV	Zip: 25443

## DBAs

No Records Found.

## Names

No Records Found.

## Mergers

No Records Found.

## Subsidiaries

No Records Found.

## Amendments

No Records Found.

## Dissolutions

No Records Found.

## Annual Reports

<b>Filing For</b>	<b>Date Filed</b>
2013	10/16/2012
2012	8/1/2011
2011	3/3/2010
2010	6/5/2009
2009	11/12/2008
2008	10/17/2007
2006	7/22/2005
2005	4/13/2005
2004	8/16/2004
2003	10/11/2002
2001	5/9/2001
1999	
1998	
1997	
1996	

### With this information, you can...

#### Purchase Certificate of Existence

If you would like to purchase a Certificate of Existence for this business entity, select the button to the left to add the certificate to your shopping cart. You will be assessed a \$10.00 fee for each certificate. Click the Shopping Cart link in the upper right corner to complete your order.

Grantee: Jefferson County Commission  
Project Title: Contemporary American Theater Festival - 2012/2013 Season

Project Number: 13LEDA0104  
Amount: \$5,000

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

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

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

Name: Dale Manuel Title: President

Signature: Dale Manuel Date: 4/29/13

**Mayor or County Commission President**  
**ORIGINAL SIGNATURE REQUIRED-USE BLUE INK**

Name: JAMES K. McNEEL Title: MANAGING DIRECTOR

Signature: [Signature] Date: 1/28/2013

**Executive Director, Nonprofit Organization**  
**ORIGINAL SIGNATURE REQUIRED-USE BLUE INK**

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



# AGENDA REQUEST FORM

Name: Chris Parker

Department or Entity: Hollywood Casino

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1<sup>st</sup> Choice: May 9, 2013

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

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

Subject: Approval to send a letter of endorsement to the West Virginia Alcohol Beverage Control Administration in support of the “Non-intoxicating Beer Floor Plan Extension”

Please provide the County Commission with a description of your request or presentation, including any background information: The Price is Right Show will be held at Hollywood Casino on June 28-30, 2013 in a tented area and the WVABCA would like an endorsement from the County Commission allowing the sale of beer under the tented area.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): move to approve the letter of support to the WVABCA and to allow the president to affix his signature on the letter for the “Non-intoxicating Beer Floor Plan Extension”

Are documents attached? Yes

If not, please explain:

Is a projector needed? No

Contact information: Chris Parker

Email Address: Chris.Parker@pngaming.com

Phone number: 304-724-4616

Attn: Jefferson County Commissioners  
C/O Nichelle Hosby  
May 1, 2013

Re: Request for Letter of Endorsement from County Commissioner(s) on official letterhead for the 'Non-intoxicating Beer Floor Plan Extension' for The Price is Right outdoor Tented event at Hollywood Casino

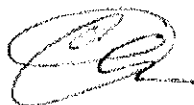
To our Commissioners:

Beginning Friday June 28 through Sunday June 30, Hollywood Casino at Charles Town Races will be bringing the *Price is Right* game show to Charles Town. There will be 5 shows with up to 1500 visitors attending each show.

The event will be held in a large temporary tented area in the parking lot adjacent to the West Garage that is being built specifically for the show. The show area will include stage, dressing rooms, seats, and an area for food and beverage sales. All of this will be enclosed by a fence, so only those with admission tickets will have access. Attendance to the event will be 21+ only.

In the concessions area of the enclosed event, we are planning to offer beer for sale, along with soft drinks. As required by the West Virginia Alcohol Beverage Control Association (WVABCA) we are requesting a letter from the County Commissioner(s), on official letterhead, made out to the West Virginia Alcohol Beverage Control Administration endorsing our proposed "Non-intoxicating Beer Floor Plan Extension" which will be the beer sales in the tent. We would like this letter by Friday May 10, 2013 if possible.

Thanks for your support! Please feel free to call or email if questions.



Chris Parker  
Director of Marketing  
Hollywood Casino Charles Town Races  
304-724-4616  
Chris.Parker@pngaming.com

**WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION**

**REQUEST FOR NONINTOXICATING BEER FLOOR PLAN EXTENSION**

**CONSUMPTION "ON PREMISE"**

Name of Establishment (DBA): Hollywood Casino Charles Town Races

County: Jefferson Phone No.: 304-724-4614

License Number: \_\_\_\_\_

**1. Name of Event:**

The Price is Right Game Shows

**2. Dates of Event (month/day/year) Start:** 6/28/13 **End:** 6/30/13

**3. Distance to nearest residence** \_\_\_\_\_ **Distance to nearest church** \_\_\_\_\_

Operation days and times must be listed below. Please provide details and information regarding the event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Licensed Area To Be Extended:**

List complete information in the form of a diagram (on the second page), giving measured dimensions of the proposed area for extension and a description of how the area is to be designated as a containment area (fenced area) for patrons of the establishment. Please provide details and information regarding the event.

**5. County and/or Municipal Consent:**

Licenses must obtain a letter of endorsement on official letterhead for the "NonIntoxicating Beer Floor Plan Extension" from one of the following:

- a. If held outside of a municipality, the letter must be signed by at least one County Commissioner.
- b. If held within a municipality, the letter must be signed by the Mayor or City Manager.

**6. Special Rules: (See attached "NonIntoxicating Beer Floor Plan Extension" Requirements)**

I, \_\_\_\_\_, have received a copy of Rules & Requirements for the "NonIntoxicating Beer Floor Plan Extension".

\* Must submit plan detailing the addition of staff/security for each event.

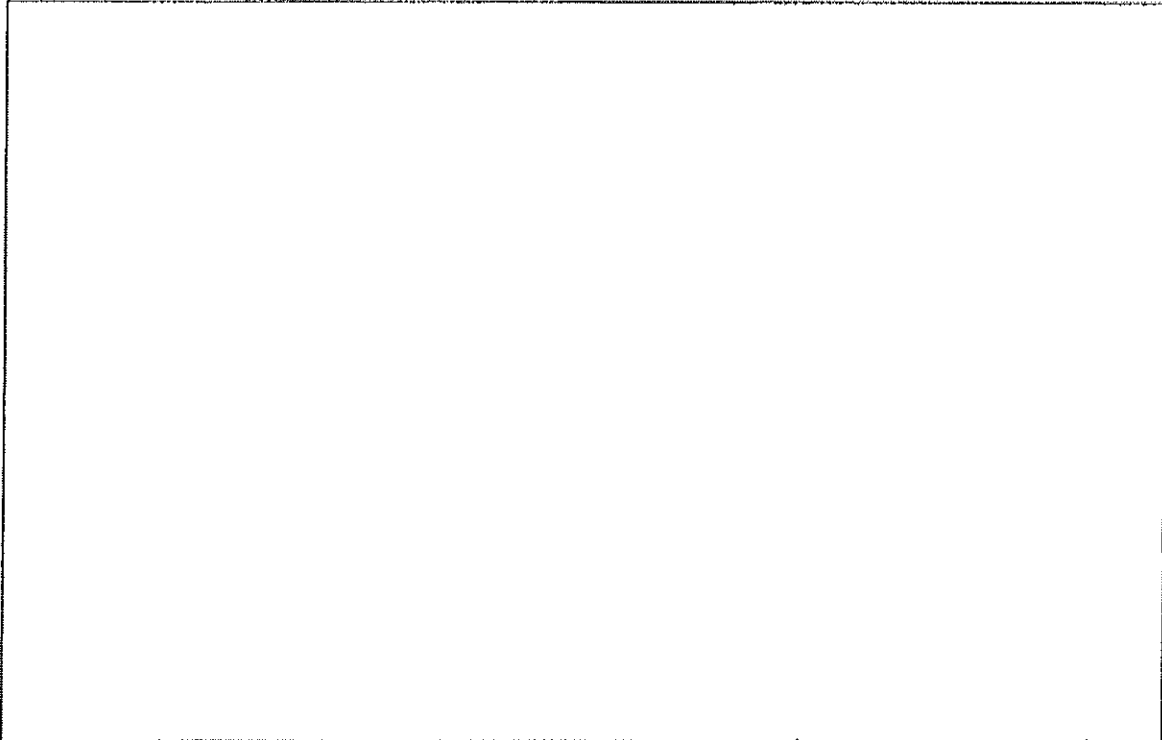
# NONINTOXICATING BEER FLOOR PLAN EXTENSION

Floor plan extension must show the exact area and measurements of the "Nonintoxicating Beer Floor Plan Extension" area in relationship to the licensed establishment.

Keep one (1) copy at the licensed premises.

(Provide Dimensions)

*\*  
Map  
of area*



I, \_\_\_\_\_ (please print), have received and read the requirements and attest to the fact that all preceding information is true and accurate and that all individuals and/or controlling members listed on the license are aware of the Request for Nonintoxicating Beer Floor Plan.

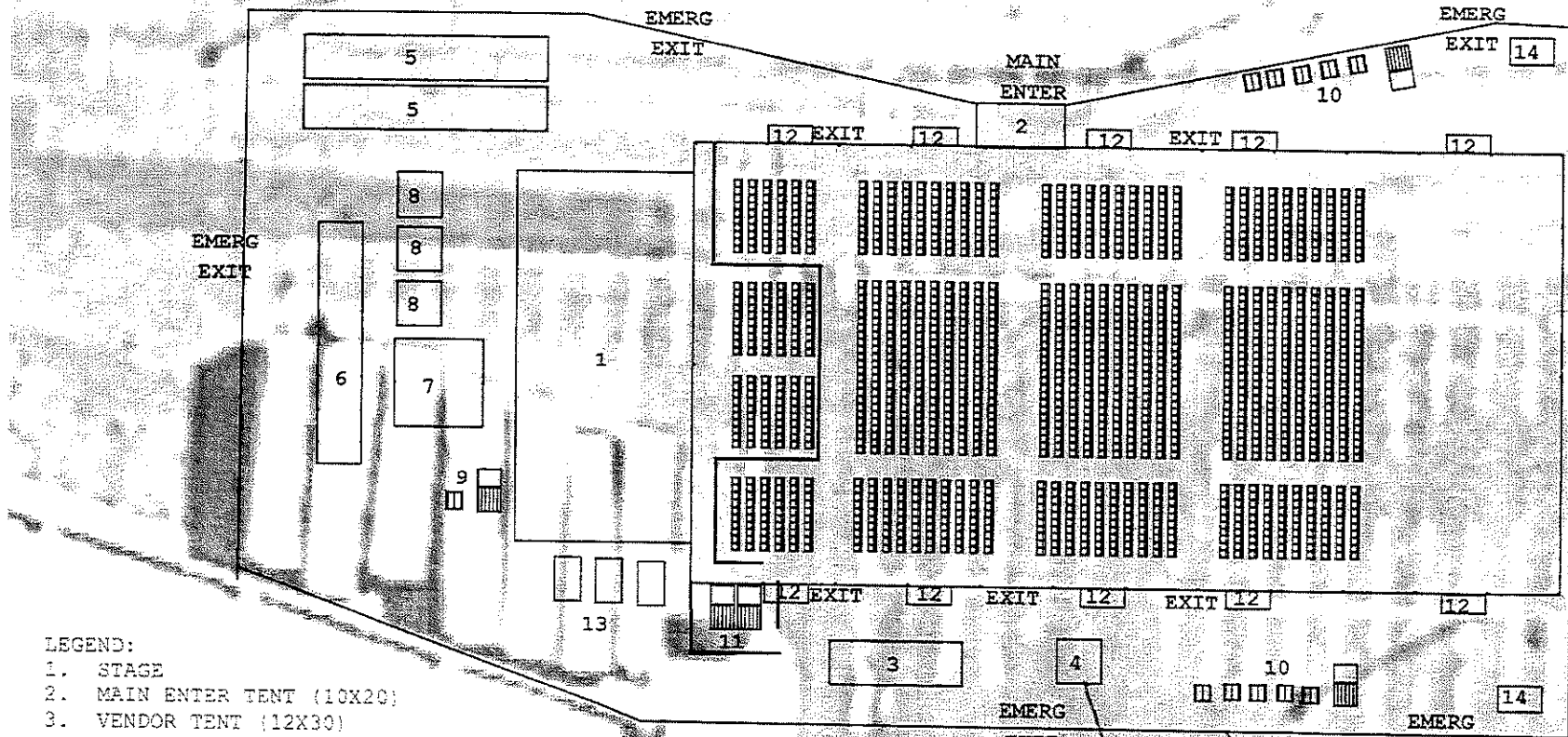
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

MAIL COMPLETED FORM TO:

West Virginia Alcohol Beverage Control Administration  
ATTN: Licensing Department  
322 70<sup>th</sup> Street, SE  
Charleston, WV 25304-2900

ABCA-192FP.EXT



**LEGEND:**

1. STAGE
2. MAIN ENTER TENT (10X20)
3. VENDOR TENT (12X30)
4. VENDOR TENT (10X10)
5. BOX TRAILERS
6. TALENT BUS
7. GREEN ROOM (20X20)
8. DRESSING ROOM (10X10)
9. TALENT P-JONS
10. P-JONS
11. VIP P-JONS
12. A/C UNITS
13. GENERATORS (SOUND & AUX)
14. GENERATORS (A/C)
15. PARKING GARAGE

**SITE ADDRESS**  
**HOLLYWOOD CASINO**  
**CHARLES TOWN, WV**

**Event Site Services, LLC**  
 Date of Event: 6/27-30/2013  
 Project: PRICE IS RIGHT EVENT  
 Customer: DSL SOUND  
 Designed by: Rick Seymour



*The Culture Center*  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

**Randall Reid-Smith, Commissioner**

Phone 304.558.0220 • [www.wvculture.org](http://www.wvculture.org)  
Fax 304.558.2779 • TDD 304.558.3562

EEO/AA Employer

April 24, 2013

Patricia A Noland  
Jefferson County Courthouse  
100 E Washington Street  
PO Box 250  
Charles Town, WV 25414

Dear Ms. Noland,

On behalf of Governor Earl Ray Tomblin and First Lady Joanne Jaeger Tomblin, the West Virginia Sesquicentennial Commission kindly asks for your assistance in selecting a representative from your county to participate in the 150<sup>th</sup> Birthday Celebration Parade on June 22, 2013, during the sesquicentennial birthday celebrations in Charleston.

Our goal is to have representatives from all 55 counties. We are seeking community and civic groups, military and law enforcement organizations, middle school and high school bands, as well as youth organizations. We hope you will share this letter, along with the enclosed registration form, with the group you select to represent your county in the parade.

We believe the 150<sup>th</sup> Birthday Celebration Parade is a wonderful way to show pride in our state and in our counties, and we look forward to meeting your selected group. The group should complete the attached application and return it to the Sesquicentennial Commission no later than **May 31, 2013**. Please feel free to call or email me should you have any questions. I can be reached at 304-558-0220 or [randall.reidsmith@wv.gov](mailto:randall.reidsmith@wv.gov).

Thank you in advance for your assistance!

Sincerely,

A handwritten signature in blue ink, appearing to read "Randall", with a stylized flourish at the end.

Randall Reid-Smith, Commissioner  
West Virginia Sesquicentennial Commission  
West Virginia Division of Culture and History



**West Virginia's 150<sup>th</sup> Birthday Celebration Parade**  
Saturday, June 22, 2013

**PARADE APPLICATION**

----- Please Print Clearly -----

NAME OF ORGANIZATION:

---

MAILING ADDRESS:

---

---

(City) (State) (Zip)

ORGANIZATION CONTACT PERSON:

---

TELEPHONE NUMBERS:

---

(Cell) (Work) (Home)

EMAIL ADDRESS:

---

PLEASE CHECK THE APPROPRIATE BOX:  Marching Unit  Band  Other \_\_\_\_\_

APPROXIMATE NUMBER OF PARTICIPANTS IN GROUP: \_\_\_\_\_

DO YOU HAVE A FLOAT? \_\_\_\_\_ (indicate size/total length of float) \_\_\_\_\_ ft.

DOES THE FLOAT HAVE MUSIC/TYPE OF MUSIC ON FLOAT? (#Musicians/PA System)

---

---

WILL YOU HAVE A VEHICLE IN THE PARADE? \_\_\_\_\_ IF SO, DESCRIBE HOW WILL IT BE DECORATED.

---

---

---

---

---

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR GROUP. INCLUDE GROUP LEADER, PRESIDENT, ETC.

---

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(Continue on reverse side if necessary)

**Guidelines:**

- One entry will be accepted from each county.
- Late entries will not be accepted.
- Selections must be nominated by the County Commission, and proof of nomination must accompany application.
- Walk-ons will not be permitted. All participants must register.
- Parade will be held rain or shine.
- Political floats, signs or banners will not be permitted.
- The Sesquicentennial Commission reserves the right to deny any group who does not comply with the guidelines.

**Applications can be mailed or emailed to:**

**Route**

The WV Sesquicentennial Commission  
c/o Division of Culture and History  
Attn: Commissioner Randall Reid Smith  
1900 Kanawha Boulevard East  
Building 9  
Charleston, WV 25305

[randall.reidsmith@wv.gov](mailto:randall.reidsmith@wv.gov)

***All applications must be received by May 31, 2013***

If you have any questions, please call: (304) 558-0220

**Notice**  
**Jefferson County Commission**  
**Ethics and Fraud Prevention and Detection**

The County Commission of Jefferson County will host a training on Tuesday, June 25, 2013 at 7:00 p.m. in the County Commission Meeting Room, 200 E. Washington Street, Charles Town, West Virginia 25414.

The purpose of the training will be on Ethics and Fraud Prevention and Detection. This training will be provided by the West Virginia Ethics Commission and the West Virginia State Auditor's Office.

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

**JEFFERSON COUNTY, WEST VIRGINIA**

**Engineering Department**

116 East Washington Street  
P.O. Box 716  
Charles Town, West Virginia 25414

*Rec'd  
5/3/13*

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

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

---

MEMORANDUM

TO: SANDY SLUSHER McDONALD, DEPUTY COUNTY ADMINISTRATOR  
JEFFERSON COUNTY COMMISSION

FROM: ROGER L. GOODWIN, CHIEF COUNTY ENGINEER *RLG/rfb*  
ENGINEERING DEPARTMENT

DATE: MAY 3, 2013

SUBJECT: BAVARIAN INN, INC. - FILE #S13-01

Please find enclosed the construction bond(s) and security for the following project(s):

Bavarian Inn, Inc. – Bavarian Inn Poolside Facilities (File #S13-01), which is secured by Letter of Credit #300036965-4401 with United Bank, Martinsburg, West Virginia in the amount of \$77,810.00.

The bond(s) is in compliance with the County Bonding Policy. If you have any questions, please give me a call.

RLG:rfb



## Berkeley Jefferson Day Report Center

*Serving Berkeley, Jefferson and Morgan Counties*



406 South Raleigh Street  
Martinsburg, WV 25401  
Phone (304) 267-5000 ext 3961  
Fax: (304)-596-2047

# MEMORANDUM

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To: Jefferson County Commission

From: Jim Stevenson, Executive Director of Day Report Center

RE: Introduction

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This memorandum is to introduce myself to you as the new Executive Director of the Berkeley/Jefferson Day Report Center. I look forward to working with you and meeting you when time permits. Please feel free to contact me with any questions or concerns that you may have for me regarding the DRC.

I'm open to meeting in person if your schedule permits. Please feel free to contact me at 304-267-5000 ext. 3960, or e-mail at [jstevenson@berkeleywv.org](mailto:jstevenson@berkeleywv.org)

**RECEIVED**

MAY 2 2013

**Jefferson County Commission**



April, 2013

## Disaster Ready Kids-2013 Program June 1-September 30

Jefferson County Homeland Security and Emergency Management is sponsoring the "Disaster Ready Kids Program- 2013." The program will teach children in Jefferson County about safety, and what to do during storms and disasters.

For more info, go to our website at [www.jeffersoncountywv.org/homeland-security.html](http://www.jeffersoncountywv.org/homeland-security.html), then click on Disaster Ready Kids Program on the right.

We have booklets and materials that are age-appropriate for children's groups. If your group of children is over the age of 9, we can show them how to put together a Family Disaster Supply Kit or a Pet Disaster Supply Kit.

There is no cost to participate in this program.

Our staff or a volunteer will come to your facility and read and discuss your chosen book. The only requirements are that you have adults there to be responsible for the children while the activities are taking place, that you let us know how many children to prepare for (ballpark number), and that you work with us to schedule a time that works well for both organizations.

We are scheduling for the 2013 summer season—June 1 through September 30, 2013. If you have questions please contact Jessica Owens at 304-724-8914 or email to [jowens@jeffersoncountywv.org](mailto:jowens@jeffersoncountywv.org) as soon as possible.

If you would like to schedule a session, please fill out the form on our website and return it by either mail or fax. We need at least a two-week notice to schedule your activity.

Some of our classic favorites include:

**Two Bobbies**—This is a true story of Hurricane Katrina, friendship and survival. Bobbie and Bob Cat are the best of friends. When their hometown of New Orleans was struck by Hurricane Katrina, many lost everything, but not Bobbi and Bob Cat. (Ages 4-8)

**Miss Twiggley's Tree**: This book teaches young people about helping each other during a flooding event. Funny Miss Twiggley lived in a tree with a dog named Puss and a color TV.

**Jefferson County Commissioners:**

Dale Manuel, President

Walt Pellish, V. President

Patsy Noland

Jane Tabb

Lyn Widmyer

**Jefferson County Homeland Security and Emergency Management Steering Committee:**

John Sherwood, Chair

Ed Smith, Vice Chair Fire and Rescue Representative

Jeff Jeffries, Health Representative

Katherine Dunbar, Good Shepherd Inter-Faith Caregivers

Mason Carter, Jefferson County Department of Engineering

Jeffrey Polczynski, ENP, Jefferson County Emergency Communications Center

Jane Tabb, County Commission Representative

Kelly Parsons, Nichols, DeHaven & Associates

Pete Dougherty, Jefferson County Sheriff

Chuck Ellison, Frontier Communications, Utility Representative.

John Reisenwebber, Jefferson County Development Authority

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

Holly Morgan-Frye, Shepherd University Service Learning Program

**Staff:**

Barbara Miller, CEM, CFM Director

Terri Mehling, Planner/Program Manager/Deputy Director

Jessica Owens, Administrative Assistant, Public Information Officer and Volunteer Coordinator

## JCHSEM to participate in Bark In The Park on June 1

Bark in the Park will be held at Jefferson Memorial Park in Charles Town from 10 a.m.—2 p.m. on Saturday, June 1st. JCHSEM will have a booth at the event to talk to residents about the importance of including their pets in their family disaster plan and about what kinds of items pets need in the family's disaster kit! The event is sponsored by the Animal Welfare Society of Jefferson County.

- 10:00 The Blessing of the Animals
- 10:15 Interactive Dog Walk
- 10:30 Raffle and Dog Games
- 10:45 Demonstrations
- 11:15 Biscuit Walk
- 11:45 Lunch/Dog Games
- Noon Demonstrations
- 12:15 Group Dog Games
- 12:30 Canine Contests
- 1:00 Fashion Show
- 1:15 Canine Contests
- 1:45 Pledge and Raffle Winners Announced



## C.E.R.T. Class Graduates



On May 2, a new C.E.R.T. class graduated. Shown in the picture L to R: Tim Clarke, Lane Donley, Kyle Williams, Annie Wheat, Jessica Owens, Debra Clingan, Marty Capps, Amy Capps, and Steven Shaffer. C.E.R.T.s are trained in Disaster Preparedness, Fire Safety, Disaster Medical Operations, Crime Prevention and Terrorism Awareness, Emergency Planning for People with Special Needs, Animals in Disaster, Light Search and Rescue, Disaster Mental Health, and participate in a final exercise and test. Congratulations!!

## Jefferson County StormReady...Still!



L to R: Jessica Owens, JCHSEM Administrative Assistant/PIO/Volunteer Coordinator; Sandy McDonald, Jefferson County Commission Deputy Administrator; Jane Tabb, Jefferson County Commissioner; Terri Mehling, JCHSEM Deputy Director/Program Manager/Planner; Barbara Miller, JCHSEM Director; and Kyle Struckman, National Weather Service, Sterling, VA.

Jefferson County received the following letter, dated April 16, 2013:

“It is with great pleasure that NOAA’s National Weather Service recognizes Jefferson County as Storm-Ready. This recognition clearly shows your dedication to providing the residents of Jefferson County exceptional preparedness for weather events. Your ability to monitor weather conditions, receive National Weather Service watches and warnings, and disseminate life-saving information to the public is exceptional. I would like to specifically commend your Director of Emergency Management, Barbara Miller, who has been a driving force in maintaining the level of excellence needed for StormReady recognition. Together with the Jefferson County Homeland Security and Emergency Management staff, their initiative and hard work in training citizens and government agency workers, as well as maintaining strong ties with the National Weather Service, has been instrumental maintaining Jefferson County’s StormReady status. As a StormReady community, Jefferson County is authorized to use the StormReady logo in brochures or other county documents. Your current StormReady recognition will be valid for three years, expiring in March, 2016. We recommend the county apply for renewed recognition three months prior. Finally, if Jefferson County is a participant in the National Flood Insurance Program, the county continues to be eligible for additional ISO community rating system points. It is recommended that StormReady recognition be applied during the next ISO rating, if applicable. Again, congratulations, on this notable achievement. The National Weather Service is proud to have you as a part of the growing StormReady family. Our office looks forward to continuing to work closely with Jefferson County to safeguard its people from weather events. Sincerely, James E. Lee, Meteorologist-In-Charge.”



## Jefferson County EOC during the activation for Project Newton, the Veterans Administration's Exercise



Chief Dep. Jesse Jones kept the EOC secure!



Emergency Support Function Reps in place!



EOC Staff working the scenario!



Todd Lake at the Press Conference!



Sheriff Pete Dougherty represents Jefferson County



Debra Palmer from Eastern Panhandle Red Cross

Project Newton's scenario was that a military plane had crashed into the VA Center in Martinsburg. As such, Jefferson County was accepting medical surge into Jefferson Memorial Hospital and some of our responders were assisting Berkeley County. The Family Assistance Center was requested by the VA Center to be set up at Shepherd University and was done by the Eastern Panhandle Chapter of the American Red Cross.



## Jefferson LEPC to host Mass Fatalities Conference October 29-30, 2013

The Jefferson County Local Emergency Planning Committee will host the 2013 Mass Fatalities Conference in beautiful and historic Harpers Ferry, WV on October 29-30, 2013. This conference will bring together various disciplines from across West Virginia and our partners in Virginia, Maryland, and Washington, D.C. to explore past incidents, discuss lessons learned and define best practices to enhance future response and decision-making in these complex disasters. The presentations given during this conference will be led by speakers with extensive disaster response background to include United Flight 93 on 9/11, Pentagon 9/11, Hurricane Katrina, the Sago Mine disaster, the Haiti Earthquake, and the Cameron mine explosion. Registration is \$169 per person. You can get the Early Bird Discount rate of \$145 if you register prior to June 30th. Registration, hotel information, speakers bios and opportunities for both vendors and sponsors can be found on the L.E.P.C.'s conference website at :  
<http://www.jeffersonlepc.org/>

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## West Virginia State Emergency Response Commission to host WV LEPC/SERC Conference in August

The 19th annual West Virginia LEPC/SERC Conference will be held August 26-28, 2013 at The Charleston Marriott, Charleston, WV. Watch for additional information on the WV Division of Homeland Security and Emergency Management's website or contact Melissa Buckley at 304-558-5380 or [sa.d.Buckley@wv.gov](mailto:sa.d.Buckley@wv.gov)

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## 2013 Exercises

February 27-Concept and Operations Meeting for the 2013 WV Homeland Security Region 3 Exercises- Ponderosa in Moorefield.

March 25-Tabletop Exercise, Operation Newton, AT the Veteran's Administration in Martinsburg

April 4-Full Scale Exercise, Operation Newton, Veteran's Administration, Martinsburg

April 8-Mini Exercises at the Jefferson County Health Department with School Nurses

April 26-Jefferson County Local Emergency Planning Committee's Tabletop Exercise

May, Date/Place To Be Announced-WV Homeland Security Region 3 Tabletop Exercise

July, Date/Place To Be Announced-WV Homeland Security Region 3 Functional Exercise

September 14-WV Homeland Security Region 3 Full Scale Exercise

### Jefferson County LEPC Table Top Exercise on April 26



## Jefferson County Homeland Security and Emergency Management-Committees

### **Steering Committee, John Sherwood, Chair**

The Steering Committee works with the JCHSEM Director to guide the activities of JCHSEM. A fourteen-member Steering Committee is made up of public and private representation. JCHSEM is a Department within the Jefferson County Commission, who has overall responsibility for the department and its employees. The Jefferson County Commission appoints all members to the steering committee. This committee meets on the 4<sup>th</sup> Tuesday of February, March, May, June, August, September and holds a Nov/Dec meeting at 9:00 a.m. in the JCHSEM EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced. The Quarterly Partnership meetings held in January, April, July, and October also serve as the Steering Committee meetings for those months.

### **Public Awareness, Education and Training Committee, Kelly Parsons, Chair**

Any interested person can serve on this committee. The Public Awareness, Education and Training Committee is responsible to communicate the organization's activities to the public and to build support for JCHSEM's programs. They work with the Director and other staff to keep the entire community focused on the objectives of JCHSEM, the opportunities for additional involvement and support by updating citizens and businesses about what the partners are doing and how the community will and is benefiting from these efforts. Additionally, they are responsible to assist the program manager in setting up speaking engagements and public awareness events. This committee meets on the 2<sup>nd</sup> Wednesday of each month except December at 9:00 a.m. in the EOC at 28 Industrial Blvd., Kearneysville unless otherwise announced.

### **Partnership and Volunteer Development Committee, Holly Morgan-Frye, Chair**

Any interested person can serve on this committee. The Partnership Development committee assists the staff in identification and recruitment of potential partners and what they have to offer in community preparedness. This committee will be responsible for activities to promote partnership or membership development and recruitment of volunteers. This committee meets quarterly in the EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced. at 8:30 a.m. on the last Monday of January, April, July and October.

### **Risk Assessment and Mitigation Planning Committee, Jeff Jefferies, Chair**

Any interested person may serve on this committee. The Risk Assessment/Mitigation Planning Committee will examine the community's risks and vulnerability to all hazards and assess the community's vulnerability to those risks. Additionally, they will look at specific buildings, infrastructure, etc. to determine which are most susceptible to risks. A Risk Assessment and Mitigation Plan was completed and adopted by the Jefferson County Commission, all Jefferson County municipalities, WVOHSEM, and Federal Emergency Management Agency in July, 2003; updated the original document in 2008. The 2013 Plan is now being developed. This committee meets on an "as needed basis". Please call the office at 728-3329 for exact dates and times.

### **Counter Terrorism Committee, Barbara Miller, Director, Chair**

Membership to this sub-committee of the Risk Assessment and Mitigation Planning Committee is limited to members of law enforcement, emergency management, homeland security, emergency communications, Red Cross, schools, health care, fire companies, ambulance authority/EMS, and government, due to sensitive homeland security issues. The committee works on issues of planning and training for counter terrorism or human-caused disasters. Meetings are held on the 2<sup>nd</sup> Tuesday of the month at the EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced.

If you are interested in joining any of our committees, contact either [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org) or [tmehling@jeffersoncountywv.org](mailto:tmehling@jeffersoncountywv.org)

**Jefferson County Homeland  
Security and Emergency  
Management**

28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430

Barbara Miller, Director  
Phone: 304-728-3290  
E-mail: [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org)

Terri Mehling, Dep. Director, Planner and  
Program Manager  
Phone 304-728-3329  
Email: [tmehling@jeffersoncountywv.org](mailto:tmehling@jeffersoncountywv.org)

Jessica Owens, Administrative Assistant,  
Public Information Officer and Volunteer  
Coordinator  
Phone 304-724-8914  
Email:

Fax: 304-728-3320

**PUBLIC SAFETY; PUBLIC TRUST**

The Jefferson County Commission's Homeland Security and Emergency Management Department is responsible for the coordination of preparedness, planning, response, recovery and mitigation of disasters and large emergencies in Jefferson County, West Virginia. Volunteer and community participation is encouraged and welcome. We currently have committees on Risk Assessment and Mitigation Planning; Public Awareness, Education and Training; Counter Terrorism; Partnership Development and Retention; and a Steering Committee that acts as an advisory group. We are responsible for the Citizen Corps/CERT, StormReady, Community Rating System, Resilient Neighbor Network and Project Impact programs. JCHSEM is also responsible for the Jefferson County R.A.C.E.S group.



## **Meetings & Events**

### **May, 2013**

- 2—C.E.R.T. Test, Final Exercise, and Graduation, Jefferson County EOC 6-9 p.m.
- 8—Public Awareness, Education and Training Committee Meeting at Jefferson County EOC at 0900
- 8—Local Emergency Planning Committee Meeting at the Quality Inn and Conference Center, Harpers Ferry, Noon
- 14—Counter Terrorism Committee Meeting at Jefferson County EOC
- 21—JCHSEM Steering Committee Meeting at Jefferson County EOC at 0900
- 27—Memorial Day Holiday, Office is Closed

### **June, 2013**

- 1—Bark in the Park,

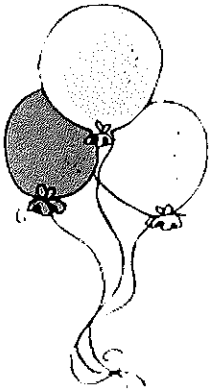
# VALLEY VIEWS

Potomac  
Valley  
Audubon  
Society

Volume 31, Issue 8

May 2013

## Congratulations, Peter Smith!



PVAS Past-President Peter Smith received the "Spirit of the Panhandle Award" on April 12, 2013. The award is presented biannually by the Eastern West Virginia Community Foundation to three outstanding volunteers who serve the Eastern Panhandle of West Virginia.

Peter was recognized for his outstanding service to PVAS as President, Past-President, and PVAS Reorganization Committee, and Public Relations Chair. Under Peter's presidency, PVAS acquired three of its four properties, and he spearheaded the administrative and legal responsibilities of

each. From helping to reorganize PVAS' organizational structure (necessary after expanding our partnership with The Nature Conservancy to include Eidolon) to developing the content of the new PVAS website, to tirelessly tracking PVAS donations, members, program numbers and other details, his attention to detail and hard work is impressive.

Even though his term on the Board has expired, Peter continues to do press releases, solicit sponsors for events, oversee construction projects at the Eidolon Preserve, and provide his expertise and experience as needed.

In addition of all of his PVAS work, Peter has been actively engaged with several other organizations since moving to Jefferson County, contributing his time, publicity expertise, and organizational skills. He has been involved with Friends of the Shepherdstown Library, the Shepherdstown Men's Club, Shepherdstown Rotary, Two Rivers Giving Circle, Meals on Wheels in Jefferson County, and Shepherdstown Semi-Quincentennial (250<sup>th</sup> Anniversary) Celebration Organization.

We are so pleased that Peter has been recognized for his incredible service to the community! PVAS has been a very fortunate recipient of his talents and dedication, and sincerely thank him for increasing and improving the capacity of PVAS and other organizations that serve the citizens of the Eastern Panhandle. Congratulations, Peter!

## Annual Meeting on June 1

This year's PVAS annual meeting will be held the evening of Saturday, June 1 at the Yankauer Nature Preserve. The event will begin at 6:30 p.m. with a potluck supper. Afterwards, we will recognize outstanding PVAS volunteers and the annual meeting will be called to order for the election of new Board Members.

All PVAS members are encouraged to attend, and children are welcome. For the potluck supper, please bring a dish to share. Those whose last names begin with the letters A-H are asked to bring vegetables or fruit; I-L, a dessert; M-R, a protein dish; and S-Z, a starch dish. Please bring your own dishes, flatware, and cups to reduce waste. PVAS will provide water and lemonade.

For more information, contact Kristin Alexander at 304-676-3397 or [Kristin@PotomacAudubon.org](mailto:Kristin@PotomacAudubon.org).

## PVAS Receives Two New Watershed Grants

The generosity of the Chesapeake Bay Trust means that PVAS will be able to expand our Watershed Education Program to Washington County MD schools during the 2013-14 school year and offer a teacher training session for elementary teachers in West Virginia, Maryland, and Pennsylvania. Together, these two grants total over \$31,000!

In Washington County sixteen classes of fifth or fourth grade students will participate in a 10-hour program that will feature the construction and planting of a rain garden at each participating school. Students will grow native grasses in their classroom as part of the curriculum and plant the grass in their rain garden. Cacapon Institute will help create and install the gardens, and members of the Antietam Creek Watershed Alliance have offered to help in a number of ways.

A second grant will be used for a day of training in watershed information and activities for interested teachers and a sailing trip on the Chesapeake Bay on board the Schooner Sultana. Bus transportation from this area will be provided for the day long trip. Details about both of these grant opportunities will be made available to teachers.

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

## Election of Board Members

Each year, PVAS holds elections of its Board of Directors. There are thirteen board positions called for in the PVAS bylaws. Four of the positions are officers, and the remainder serve as at-large members. Election of board members is staggered so that approximately one-third of the seats are up for election each year. The term of office for all board members is three years with a maximum of two consecutive terms; however, a person that serves two consecutive terms and is elected as an officer may extend their board membership/officer position by one additional term by unanimous decision of the board.

With the retirement from the PVAS Board of Mina Goodrich and Kathy Stolzenburg this June, PVAS will have five Board vacancies and the office of Board Secretary to be filled by election at our Annual Meeting on June 1.

We are fortunate to have four current or former PVAS Board members eligible and willing to be nominated to the Board – Leigh Jenkins, Jane Vanderhook, Clark Dixon, and Wil Hershberger. For the two remaining positions, Tanner Haid and Amanda Whitmore have been nominated.

In summary, the 2013 Nominations are:

Board term of 2013-2014: Leigh Jenkins and Clark Dixon

Board term of 2013-2016: Tanner Haid, Jane Vanderhook,  
and Wil Hershberger

Officer term of Secretary, 2013-2016: Amanda Whitmore

The slate of candidates is as follows:

### Board Candidates:

**Clark Dixon, At-Large Board Member:** Clark is retired from the National Park Service with 34 years of supervisory and management experience as Supervisory Park Ranger, Nature Center Director, Park Manager (superintendent), and Regional Program Manager. As a Park Manager and Superintendent he oversaw four National Parks during his career. Since retirement in 2003, Clark has taken up other pursuits including substitute teaching in Jefferson County, WV schools. Clark has served over 45 years (youth and adult) in leadership roles with the Boy Scouts of America and has served other youth organizations in varied adult leadership positions.

**Tanner Haid, At-Large Board Member:** Tanner resides in Harper's Ferry and is a recent Shepherd University graduate who majored in Environmental Studies. Tanner is employed by the Cacapon Institute as their Urban Forestry Coordinator. Tanner's background also includes two field seasons with the USGS Aquatic Ecology Lab, employment as Land Steward at CraftWorks at Cool Spring, and six years experience as a whitewater river guide.

**Wil Hershberger, At-Large Board Member:** Wil has been president of PVAS and the Frederick County Chapter of the Maryland Ornithological Society. Wil is a founder of the

Potomac Valley Nature Photographers and co-owner, with his wife Donna, of Nature Images and Sounds, LLC. Wil has co-taught Birding 101/201 classes offered by PVAS since its inception 27 years ago and has led many outings for the chapter. He is an award-winning photographer, and his images have been published in books, calendars, magazines, newspapers, newsletters, and more. He also records voices of birds, frogs, insects, and other animals and has nearly 2,000 recordings archived at the Macaulay Library of Natural Sounds, Cornell University, Ithaca, NY. Wil co-authored the book, "The Songs of Insects," with Lang Elliott in 2007. Wil is currently sub-committee chair of the Grassland Birds Initiative of the PVAS Conservation Committee and principle developer of the online and in-person presentations of the Backyard Naturalist Program.

**Leigh Jenkins, At-Large Board Member:** Leigh has lived fulltime in Morgan County, WV since 1989, after moving there from the Washington, D.C. area. She was raised in El Paso, Texas where she was an active member of the Trans-Pecos Audubon Society. She worked as an Environmental Specialist for Gifford-Hill and Company, a cement corporation, in Texas before moving to the Washington, D.C. area. She presently teaches Advanced Placement Biology and Advanced Placement Environmental Science, as well as Advanced Biology, at Berkeley Springs High School in Berkeley Springs, West Virginia. She is a member of the Morgan County Master Gardeners and also active in the Potomac Valley Master Naturalist Program. She holds a Bachelor of Science in Sociology from Texas A & M University and a Master of Arts in Sociology from the University of Texas at El Paso. She returned to Shepherd College in 1994 to receive her teaching certification in Biology and is currently a candidate for a Master of Arts degree in Science Education/Curriculum and Instruction at Shepherd University.

**Jane Vanderhook, At-Large Board Member:** Jane is retired from a career as a Computer Systems Software Designer. She previously served on the PVAS Board as Treasurer from 2004 to 2008. She is an active community volunteer and has served on the boards of Jefferson County Youth Soccer League, Country Day School and her homeowners' association. She holds a degree in Experimental Psychology. She is currently the chair of the PVAS Youth Services Committee.

### Officer Candidate:

**Amanda Whitmore, Secretary:** A native of Shepherdstown, Amanda now lives in Boonsboro with her husband and year-old son Eli. Amanda graduated from Shepherd University in 2004 majoring in Environmental Studies, and in 2010 earned her MA in Historic Preservation from Eastern Michigan University. Amanda is currently employed by the National Park Service at Gettysburg as Volunteer Coordinator. As a PVAS volunteer this past year Amanda worked closely with Sandy Sagalkin and drafted the Board-approved PVAS Proposal for the Backyard Naturalist Program.

## Director's Report

by Kristin Alexander, Executive Director of PVAS

Everyone warned me that life would change once a child came into our lives. So true! Sure, we're doing a lot more laundry than ever before, and the work/life balance is an interesting juggling act. But it's more than those things. You begin to rediscover the tiny little details in the world around you.



I'm up a lot earlier than I used to be. While I admit that makes me a little bleary eyed, I'm also able to enjoy the dawn chorus of birds – especially now that it's warm enough to have the windows open at night. And as we begin to introduce JJ to new words and experiences, we are rediscovering the small details we take for granted as adults: the softness of daffodil petals, how cold the water is in a spring stream, the deafening volume of spring peepers, the infinite variety of textures in tree bark, and the intricate patterns of lichen on rocks. (Of course we're also suddenly more aware of how many sharp objects there are in the woods, from sticks to thorns, but that's part of the adventure!)

Last spring we were a little preoccupied with JJ's arrival and I admit I wasn't as tuned in to spring as I normally am. Perhaps it is my year's hiatus from spring that is making me appreciate it more this year, perhaps it was the extra long winter, or perhaps it's enjoying the season through a child's eyes. Whatever the cause, we're so glad to welcome spring's arrival!

## Annual Appeal Thanks!



This year's annual appeal was successfully concluded at the end of March. The appeal raised more than ever, closing at \$35,859.25. This is about \$1,600 more than last year's record-breaking appeal, and we are truly grateful for the generosity of our members and friends.

We have a busy year planned, and your support will help us accomplish our goals. As you'll see in this newsletter, we are sponsoring MANY events for International Migratory Bird Day, extending our 4<sup>th</sup> grade watershed program into Washington County, launching the new Grassland Birds Initiative, planning for the infrastructure of Stauffer's Marsh, and developing a new Backyard Naturalist program. We wouldn't dare take on all of these projects without your generous support. Thank you, and we look forward to keeping you posted on how we put your funds to good use throughout the year!

## PVAS Meeting to Feature Author of *Cerulean Blues*

Katie Fallon, author of *Cerulean Blues, A Personal Search for a Vanishing Songbird*, will be the featured speaker at the PVAS monthly meeting May 8, 2013 at 7 p.m. at the National Conservation Training Center. The talk will be part of PVAS's celebration of International Migratory Bird Day.

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

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

On May 9, Katie will join a PVAS-sponsored bird walk at PVAS's Eidolon Nature Preserve in Morgan County, starting at 8 a.m. The walk is free and open to the public. For more information, contact Sandy Sagalkin at 240-291-6465 or [monsansagalkin@myactv.net](mailto:monsansagalkin@myactv.net).

(Also see "International Migratory Bird Day" on page 7)

## Nursery Open House Will Benefit PVAS

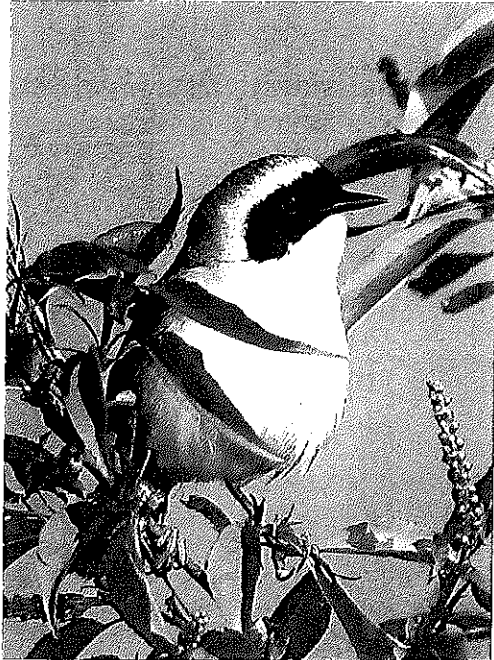
The Winston Gardens Native Plant Nursery has once again pledged to donate to PVAS 15 percent of the proceeds from its upcoming spring Open House Plant Sale. The donation will be used to support the Stauffer's Marsh Nature Preserve. The Open House will be held the weekend of May 4 and 5, from 10:00 a.m. to 3:00 p.m. each day. Light refreshments will be served and a door prize will be offered.

Operated by noted area landscape designer Virginia Winston and her husband Eldon, it specializes in trees and shrubs that are native to this region and typically offers more than two dozen different species for sale. These range from popular favorites like Sugar Maples and Redbuds to hard-to-find species like Fringe Tree, Witch Hazel, and Black Haw Viburnum.

The nursery is located in northeastern Berkeley County, at 1121 Hollida Lane, one mile off Swan Pond Road. For directions and a full list of the plants available, go to the Nursery's website at [www.winstongardens.com](http://www.winstongardens.com), or call the Winstons at 304-267-6924.

## Common Yellowthroat

by Wil Hershberger



Common Yellowthroat, ©Wil Hershberger

One of my favorite experiences of spring is the arrival of the Common Yellowthroat (*Geothlypis trichas*). Once quiet, marshes and bramble thickets now ring with the explosive and expressive songs of this masked-bandit of spring. Males arrive in our area in late April and immediately select and defend a territory, proclaimed by the continuous singing throughout the day. When the females arrive, about a week after the males, they are courted in earnest. After she selects a mate, he will follow her around the territory closely, perhaps defending her from other neighboring males. She selects the nest site and builds the nest herself. There are very few records of males assisting with this effort. She will complete her task in 4-5 days, using coarse grasses to construct the cup of the nest and finer materials to line the interior. Later in the season she will complete a nest in as little as 2 days! Nests are placed within a few inches of the ground, but that placement can be a problem in wetland situations. If the water level rises, the nest could be inundated. About 2 days after the nest lining is complete, four eggs are laid over four to five days, with each egg being laid in the morning. The female incubates the eggs herself for about 12 days. The helpless young are brooded by the female and are able to leave the nest at 8 days old. At this stage they remain near the nest for several days and are fed by the parents. A few days later, the male takes over the feeding chores while the female begins a new nest. The young will be capable of short flights around 12-14 days after hatching. These little guys mature very quickly.

The male defends his territory and attracts females with his song. He learns only one song that he sings for the rest of his life. There are slight variations from one rendition of the song to the next in the number of syllables that he adds or deletes from the ending. Typically, the song starts out softly and crescendos to an expressive explosion of notes that you would not expect from such a small bird.

Here is a link to one of my recordings of Common Yellowthroat song that I captured in Frederick County, MD on July 1, 2000: <http://tinyurl.com/COYE-SONG>.

Male Common Yellowthroats also perform a flight display complete with a special flight song. Each male has just one flight song that is given throughout the breeding season. These flight songs and displays are given rarely, just a few times a day, and appear to be a response to the presence of a predator. It has been observed that flight song rate increases when a person is in the territory of a male Common Yellowthroat. The male starts his flight song from an elevated perch and continues singing as he flies a distance of about 20 feet. During the flight, the male flutters his wings and bobs his tail up and down, creating an undulating appearance to the flight. The direction of this flight display is typically away from the territory rather than toward it. It is believed that the male is trying to attract the attention of the predator and lead it way from the nest. The special song given during the flight display could act as a warning to the female that a predator is in or near their territory. I have yet to record this amazing flight song even though I have witnessed it a number of times. Here is a link to a recording of this amazing flight song that my friend Lang Elliott recorded in New York: <http://tinyurl.com/COME-FLIGHT>

Next time you find yourself in an area where you can hear Common Yellowthroats singing, stay a while and watch for the special flight song and display. However, there certainly is nothing like hearing the first "Wich-i-ty, wich-i-ty, wich-i-ty, wich" of spring. The marshes and thickets, after a long and quiet winter, are now finally alive — alive with birdsong.

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## Nature Writing Group

Potomac Valley Nature Writing Group formed in 2009 to promote the art and appreciation of nature writing. We meet September through May to discuss a monthly book selection. Members can also participate by contributing reviews, comments or sharing their own writing online at the PVNWG blogspot. In April we read David Carroll's *Swampwalker's Journal*--and held our meeting at Altona Marsh. In May we become students of Tom Brown and his *Nature Observation and Tracking*, skills to practice during our summer hiatus. For more details, email [pvnaturewriters@gmail.com](mailto:pvnaturewriters@gmail.com) or visit <http://potomacvalleynaturewritinggroup.blogspot.com/>.

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## Thanks to Race Sponsors!

By the time you get this newsletter, this year's April 20 **Race for the Birds** will be over. A full account will appear in the June issue of Valley Views. Here, as we put this newsletter together in mid-April, we want to recognize the race sponsors for their generous contributions.

This year's leading "Platinum" Level sponsor (contributing \$1,000 or more) is Hoxton Financial, Inc., the Shepherdstown-based wealth management firm. The accompanying photo shows, from left to right, Potomac Valley Audubon Executive Director Kristin Alex-



ander and Hoxton Financial team members Stacy Lindberg, Leota Trainor, Jessie Gleason, Amanda Runkles, and Allison Nasteff.

This year's other sponsors are as follows:

#### Gold Level (\$500 or more)

Martinsburg Journal; The Observer newspaper; Friends of Mark Benedict; Shepherd University Wellness Center; Shepherdstown Chronicle; Spirit of Jefferson Newspaper; Two Rivers Treads; U.S. Fish & Wildlife Service National Conservation Training Center.

#### Silver Level (\$250 or more)

Associated Oral and Maxillofacial Surgeons; Chick-fil-A of Martinsburg; HypnoCoffee Coffee Roaster-Coffee Bar; Jefferson Security Bank; Progressive Printing.

#### Bronze Level (\$100 or more)

AC&T Co., Inc.; Bavarian Inn; Bistro 112; Susan and Joe Brookreson; Caribbean Islands Travel Service; Clissy Funkhouser-FunkyCPA.com; D'Accord Boutique; Davitt McAteer & Associates; Dickinson & Wait Craft Gallery; Domestic; Edward Jones Investments, Shepherdstown; Grapes and Grains Gourmet; Hau Ink; Lynne Wiseman@ERA.com, Realtor; Mellow Moods Café; Mountain View Solar; Potomac-Mecklenburg Garden Club; Shepherdstown Pharmacy; Shepherdstown Sweet Shop.

As always, PVAS appreciates the strong community support for this event. You can express your appreciation as well by supporting these businesses and organizations, and by thanking them for their sponsorship the next time you see them.

## The Wildflower Festival Was Wild!

Over 80 individuals and families attended our annual Wildflower Festival on April 6, even though the wildflowers tended to be shy this year! The cold spring temperatures delayed the appearance of most flowers, but PVAS volunteers focused on the advent of spring in their guided hikes. The absence of foliage created amazing sunlight and shadows along the trail and it was a beautiful day for a walk in the woods.

Family activities were available at the Pavilion and a special StoryWalk® was featured on the Cedar Loop. This new activity combined a woods walk with reading the children's book, *Miss Rumphius*, posted page by page on the trail. Members of the community had written special poems for the day which were posted along the Kingfisher Trail. Photographer S.J. Brown displayed some of her animal photographs and everyone enjoyed refreshments.



A special thank you goes to all the volunteers who helped make the day a success: Mary Duke, Kathryn Henry, Kathy Bilton, and Diana Pavlik led hikes, Flo Wilbik and Emily Gross helped with activities, Kendra Adkins coordinated the poetry walk, and Jan Hummer coordinated the StoryWalk®. We couldn't have done it without you!



Wildflower Festival

## It's Almost Time For Camp!

Audubon Discovery Camp sessions at both Yankauer Nature Preserve and the Peter Burr Farm are filling up, evidence that another fun camp season is almost here! If you have not registered, there is still time, but don't wait. Some sessions are already full, but we do take waiting lists for those. There is no fee for the waiting list. While there are no guarantees, we try hard to accommodate those on the list.

Teens in high school are invited to our Digital Nature Photo Camp that will be held at the Shepherd University Center for Contemporary Arts, June 17-21. Campers in the program will learn the basics of digital photography and composition techniques for taking the best pictures, even if they have never held a camera! A Nikon 35mm digital SLR camera will be provided to each camper to use during the week and all the photos taken will remain with campers after the camp is over.

A \$50 deposit will secure your child's spot in a session with the balance due in May. T-shirts will be available for pre-order online and will cost \$10. Sizes range from Youth XS to Adult XL. Our shirt "mascot" this year is a frog on a kiwi green shirt. Audubon Discovery Camp has been offered since 2003. Registration for all camp sessions is at [www.PotomacAudubon.org/discovercamp](http://www.PotomacAudubon.org/discovercamp).

## Outdoor Explore! Is Open To Families

Our Outdoor Explore! events for 6 to 9 year olds will continue for two more months, thanks to a grant from the WV Division of Natural Resources. These special outings have given younger children the experience of free exploring in a variety of natural areas around the area. But now these outings are open to families as well as kids!

In May, there will be an early morning birding adventure at Yankauer Preserve called "Bagels and Birds." Get up early on Saturday, May 11 (7:00 a.m.!) to spend time at Yankauer Nature Preserve exploring the trails for birds and listening for their early morning songs. Bird banding will be taking place that morning so you might even have the chance to hold a bird for a few moments before releasing it! Bagels and juice will be provided to give you early morning energy.

On June 8th, explore Flowing Springs Park together as you explore the stream and search for insects in the grass, the trees, and the water. For a change of pace, look for animal scat and dens. Insect nets, magnifying glasses and wading boots will be provided, although you may prefer your own river shoes. Bring a snack for mid-morning.

There is a small fee for each child age 6-9 (none for parents) and registration for both events can be completed on the PVAS website, [www.PotomacAudubon.org](http://www.PotomacAudubon.org). For more information, contact Ellen Murphy at [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org) or 304-676-8739.

## Spring Egg Hunt

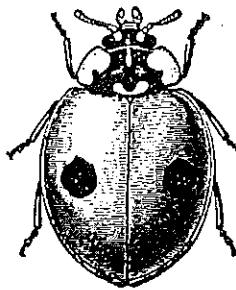


It was a chilly day for our 6<sup>th</sup> Annual Spring Egg Hunt, but 19 preschoolers and their families didn't mind! On Sunday March 24, they descended on Yankauer to search for eggs hidden along the Cedar Loop. These eggs were painted to resemble wild bird eggs, rather than the traditional bright and pastel colors, but the sharp-eyed children didn't have any trouble finding them. On clean-up, only 7 were found (and 2 others later in the week!) Two "special" eggs

made of marble, were also hidden and they lucky finders received a special basket with a chocolate-peanut butter egg, "frog" eggs, a magnifying glass, and nature-shaped cookie cutters.

All the children also had the opportunity to participate in egg and spoon races, a penguin egg race (using huge plastic eggs), reading egg-themed books, and a guessing game focused on other animals that lay eggs. Finally, each child could decorate a sugar cookie as part of their snack. Susan Fluharty and Diana Mullis provided the cookies for the event, Melanie Snyder and son Owen and the Mark Madison family hid the eggs with the assistance of several members of Alpha Phi Omega service fraternity from Shepherd University. Thanks to everyone who helped make the day a super success!

## What Kind of Insect is That?



Kindergarten students have often asked "What kind of insect is that?" when PVAS staff have visited their classroom this spring. "Insectigations" is one of our most popular warm-weather school programs. Students at Rosemont Elementary and Opequon Elementary Schools in Martinsburg have been discovering that all insects have three body parts, six legs, and an exoskeleton. They have been searching

their schoolyards for interesting bugs. This is just one of the school programs that PVAS presents during the spring semester, although our Watershed Programs are winding down (with final field trips to the Potomac River or one of its tributaries.) We've served over 900 students through school programs this school year and almost 1100 more through the watershed program! If your school or class is thinking they should arrange for a program, but just haven't made the call, don't wait! Our program dates usually fill quickly and we don't want you to miss out. You can contact Ellen Murphy at 304-676-8739 or [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org).

## Noted Scientist To Speak at Shepherd May 10

As part of the International Migratory Bird Day celebrations this year, PVAS and Shepherd University are co-sponsoring a talk featuring Dr. Eric Dinerstein of the World Wildlife Fund. The talk, which is free and open to the public, will be at 7:00 p.m. at Reynolds Hall on May 10.

Dr. Dinerstein is the Vice-President and Lead Scientist for the Fund's Conservation Science Program. The American Association for the Advancement of Science has described Dr. Dinerstein as "a die-hard adventurer who has traveled the world practicing conservation on the frontlines - working on everything from snow leopards in northern India to tigers in Nepal to fruit bats in Costa Rica. He led the first team to identify every ecoregion on the planet and define the most biologically important of those, a framework called the Global 200 that now guides World Wildlife Fund's fieldwork in more than 100 countries."

Dr. Dinerstein's new book, *The Kingdom of Rarities*, focuses on environmental factors that have led to unique habitats that harbor critically rare animal and plant species, and on conservation measures that can enhance these species' chances for survival.

Prior to Dr. Dinerstein's talk, there will be a "Meet the Author" reception at the Bistro 112 Restaurant on German Street from 5:30 to 6:30 p.m. Admission will be \$15 for the general public and \$5 for students. The event will feature heavy hors d'oeuvres and cash bar. Students must show IDs at the door. Reception tickets can be purchased at [www.potomacaudubon.org/imbd.html](http://www.potomacaudubon.org/imbd.html). Pre-registration is required.

Questions can be directed to Sandy Sagalkin at 240-291-6465 or [monsansagalkin@myactv.net](mailto:monsansagalkin@myactv.net) or Ed Snyder at 304-876-5428 or [esnyder@shepherd.edu](mailto:esnyder@shepherd.edu).

## International Migratory Bird Day

PVAS and other organizations have teamed up to put together a special series of local events in May to mark the 21st anniversary of International Migratory Bird Day. Initiated in 1993 by the Smithsonian Migratory Bird Center and the Cornell Laboratory of Ornithology, IMBD aims to promote greater understanding and appreciation of the importance of migratory birds in North, Central and South America.

All but one of our events will be free, and anyone with an interest is invited to participate. Fuller details are available on the PVAS website at [www.potomacaudubon.org](http://www.potomacaudubon.org), and online registration is available there for events that require it. For more information about specific events, contact Sandy Sagalkin at [monsansagalkin@myactv.net](mailto:monsansagalkin@myactv.net) or 240-291-6465 unless otherwise noted.

The schedule of these events follows below.

**Saturday, May 4: Antietam Battlefield/Snavely Ford bird walk.** Meet at 7:30 a.m. at the Burnside Bridge parking area. Free and no pre-registration required. Co-sponsored by PVAS and the Washington County Bird Club. For more info contact Nancy Kirschbaum at 240-347-7751 or [nancyk500@comcast.net](mailto:nancyk500@comcast.net).

**Saturday, May 4: Introduction to Birding.** A brief, PVAS-sponsored overview of the subject for non-birders, people would like to become birders, or for those who simply don't have the time to commit to PVAS's full "Birding 101" course. Will start at 8:00 a.m. and include classroom time at Shepherd University and field experience along the C&O Canal across from Shepherdstown. Free but participation is limited to 20 people and pre-registration is essential.

**Monday, May 6: Bird Walk on the C&O Canal, across from Shepherdstown.** Meet at 7:30 a.m. at the large C&O Canal parking lot on River Road, just south of the railroad bridge. Free and no pre-registration required.

**Tuesday, May 7: Birding at the Sleepy Creek Wildlife Management Area,** in Berkeley and Morgan counties. Meet at 7:30 a.m. at the Eagle Mart Plaza parking lot, south of Hedgesville on Route 9. Free and no pre-registration required.

**Wednesday, May 8: Bird walk at Stauffer's Marsh,** in Berkeley County's Back Creek Valley. Meet at 7:30 a.m. at the marsh, which is located on one-half mile south of Shanghai, on the east side of Back Creek Valley Road (County Route 7). Free and no pre-registration required.

**Wednesday, May 8: PVAS program at the National Conservation Training Center.** 7:00 p.m. in Room 105, Instructional East Building. The speaker will be Katie Fallon, author of the non-fiction book *Cerulean Blues: A Personal Search for a Vanishing Songbird*. Free and open to the public.

**Thursday, May 9: Bird walk at the Eidolon Nature Preserve in Morgan County.** Walk will begin at 8:00 a.m. and be led by author Katie Fallon. The focus will be on the Preserve's warblers,

particularly its Cerulean warblers. Free and no pre-registration required.

**Friday, May 10: Evening reception and talk in Shepherdstown with Dr. Eric Dinerstein, Vice President and Lead Scientist of the World Wildlife Fund's Conservation Science Program.** Reception will be held at the Bistro 112 restaurant on German Street from 5:30-6:30 p.m. and will feature a cash bar and heavy hors d'oeuvres. Admission to the reception will be \$15 for the general public and \$5 for students. Reception tickets can be purchased at [www.potomacaudubon.org/IMBD.html](http://www.potomacaudubon.org/IMBD.html). Talk will follow at 7:00 p.m. at Reynolds Hall on King Street. Admission to the talk will be free. Co-sponsored by PVAS and Shepherd University. (See separate article.)

**Saturday and Sunday, May 11-12: Fourth Annual Ruth Ann Dean Memorial Birdathon.** Teams and individuals will compete to identify the highest numbers of bird species they find in the area within any 24-consecutive-hour-period during the weekend. Free and open to anyone who is interested, but all must pre-register. This year, those who participate are encouraged to seek pledges from neighbors and friends to help raise funds for PVAS's new Grassland Birds Initiative. (See separate article.)

**Saturday, May 11: "Big Sit" at Shepherdstown's Rumsey Memorial Park.** 8:00 a.m. to 12 noon. An adjunct to the Birdathon, this will be a friendly gathering to see how many bird species can be identified from a 50-foot diameter circle in the Park. A great family activity and an easy way to learn about birds in our area. Free and no pre-registration required. Binoculars will be available. The park is located at the end of Mill Street, overlooking the Potomac River.

**Sunday, May 12: Mother's Day Bird walk** at Shannondale Springs Wildlife Management Area. Meet at 1:00 p.m. at the parking area near the Area's boat launch site off Mission Road. Free and no pre-registration required.



Eastern Towhee  
© Wil Hershberger

## Natural History Workshop Update

Natural History Workshops, sponsored by Potomac Valley Master Naturalists (PVMN), help current Master Naturalists maintain their currency, but all workshops are open to the public.



This spring, we have had several including Project Wild Aquatic, Exploring Vernal Pools, and History and Ecology of the Chesapeake Bay. A Geology Trip around the Charles Town area had to be postponed until later this year.

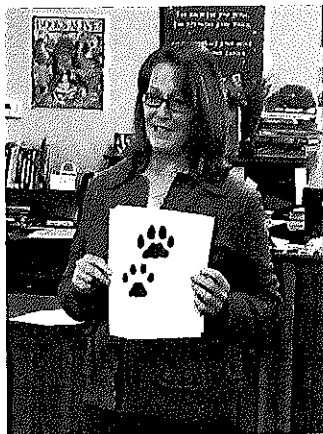
Coming up in June, you can learn more about Dragonflies of WV and in December, the Natural History of Fish. A workshop on Backyard Birding, originally scheduled in January will also be rescheduled.

All of PVMN's workshops feature some formal instruction and then a field component so that participants can readily apply what they have just learned in class. There are no tests and the instructors are ready and willing to answer any questions. Registration is open now for both of these workshops at [www.PotomacAudubon.org](http://www.PotomacAudubon.org).

Additional workshops for Master Naturalists will be offered at the West Virginia Master Naturalists Annual Weekend in Tucker County. This year's event is scheduled for August 16-18. More information on meeting can be found at <http://mnofwv.org/>.



*Clark Dixon leading the Vernal Pools class*



*Marilee Cunningham at the Shepherdstown Library*

## Save June 8th for a Champagne Garden Party!

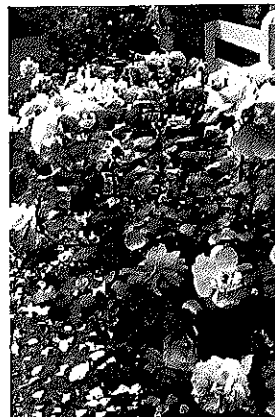
On June 8th from 1-4pm, Alice and Neal Barkus of Shepherdstown are generously hosting a champagne garden party to benefit PVAS. PVAS members and friends are invited to explore their beautiful gardens and orchard, and enjoy a delicious "champagne lunch."



*The Barkus' garden*

We will have a large event tent for the day for shelter from sun (and to ensure it doesn't rain). Our wonderful event volunteers will be preparing a delicious lunch, accompanied by wine, beer, champagne and lemonade.

Tickets are \$45/person. Those who pay \$150 for two people will be recognized as Donors, those who pay \$250 for two will be recognized as Patrons, and those who pay \$500 or more for two will be recognized as Supporters. Invitations will be sent out shortly!



Pre-reservations are required. If you do not receive an invitation or prefer to purchase a ticket on line, you may do so on our website at [www.potomacaudubon.org](http://www.potomacaudubon.org). To request a paper invitation with mail-in rsvp card, contact Kristin Alexander at 304-676-3397 or [Kristin@PotomacAudubon.org](mailto:Kristin@PotomacAudubon.org). RSVP's must be received by May 23<sup>rd</sup>. We hope to see you there!

## Register Now for Birdathon

PVAS is now accepting registrations for its third annual Ruth Ann Dean Birdathon, which will be held the weekend of May 11-12. The Birdathon is an annual event intended to cap a week of activities commemorating International Migratory Bird Day (see separate story).

The Birdathon is named in honor of Ruth Ann Dean, who was a founding member and ardent supporter of PVAS, a Board member in the early years, and an avid birder.

It is open to anyone with an interest, regardless of experience or expertise at birding. People can participate as part of a team or as individuals. Either way, the goal is to identify the highest numbers of bird species you can find within PVAS's territory in any 24-consecutive-hour-period during the weekend.

PVAS's territory includes the Jefferson, Berkeley and Morgan counties in West Virginia, and Washington County in Maryland.

There is no entry fee, and registration is easy. To register and to get full information about how the Birdathon works, go to the PVAS website at [www.potomacaudubon.org/IMBD.html](http://www.potomacaudubon.org/IMBD.html) or contact the event coordinator, Sandy Sagalkin, at [monsansagalkin@myactv.net](mailto:monsansagalkin@myactv.net) or 240-291-6465.

This year, those who participate will be encouraged to seek pledges from neighbors and friends to help raise funds for PVAS's Grassland Birds Initiative (GBI). The GBI seeks to protect the habitat of birds that make their home in grasslands in our area. These birds are declining at a rapid rate and include Eastern Meadowlarks, Loggerhead Shrikes, Eastern Bluebird and other species. The GBI works cooperatively with landowners to encourage land management practices that lead to enhanced opportunities for successful nesting. For further information about the GBI, see [www.potomacaudubon.org/GBI](http://www.potomacaudubon.org/GBI).

A trophy will be given to the team with the highest number of species identified and other prizes will be awarded to participants for raising money for the GBI. To be eligible for awards or prizes, teams must raise a minimum of \$75 for the GBI.

Last year's winning Birdathon team was the "White-eyed Weary-o's", who identified 117 different bird species in a 24-hour period. Overall, 149 different species were identified by all participants.

## Art Show to Include Yankauer Flowers

Marian Buckner is a long time member of PVAS and an enthusiastic fan of the Yankauer Preserve. The wildflowers and other natural scenes at the Preserve often show up in her paintings.

Beginning May 9th, she will exhibit more than 20 new oil and watercolor paintings at The Bridge Gallery in Shepherdstown. Included will be several small paintings of wildflowers blooming in their natural habitat at the Yankauer Nature Preserve.

The Opening Reception on Saturday, May 11, 5-7 pm, is open to the public.

Her working title is, "Remembering: Flowers, Meadows, and Woodlands." Flower paintings include those of earlier floral gifts from family members.

The Bridge Gallery is located on Route 230 (on the left) just outside of Shepherdstown, not far from O'Hurley's store, telephone (304) 876-2300.

### Feeding Birds in the Spring ... and year round

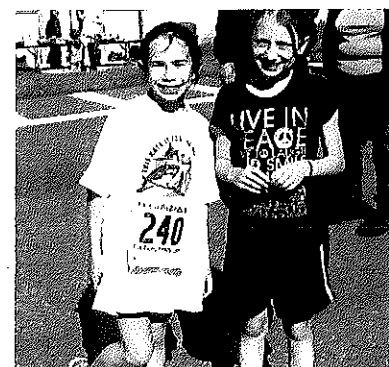
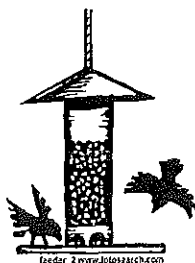
Our seed eating feathered friends (not to mention other feeder visitors) benefit from the seed provided by bird feeders year round (of course, not all birds eat seed). The need is obvious during winter's bad weather and cold, but less obvious in other seasons.

In spring, birds returning from far-away places have depleted their reserves and benefit from our fast food offerings, as do our year-round locals who are busy building nests at a time when spring rains cause most seeds to sprout.

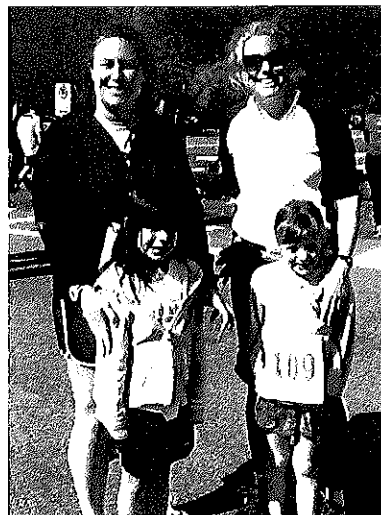
Summer is full of the stress of feeding baby birds (at least once every 30 minutes), and a quick snack for mom and pop is welcome and beneficial.

And when fall comes again, feeders help our migrants get ready for their long journeys and also to assist those passing through.

Right now, spring has sprung, and it's time to put out those humming bird feeders!



*Race for the Birds participants  
April 2013*



## Birding Trip to Claymont May 21

PVAS is sponsoring a birding field trip to a new venue—the historic Claymont property outside Charles Town—on Tuesday May 21, beginning 7:00 a.m. and lasting about four hours. It is free and open to anyone with an interest, regardless of birding skills. Children are welcome but must be accompanied by an adult.

Pre-registration is required, as the group size will be limited to 16 participants. Register on the PVAS website at [www.potomacaudubon.org](http://www.potomacaudubon.org) or contact trip leader, Joette Borzik, at 240-440-4221 or [pep4223@comcast.net](mailto:pep4223@comcast.net).

Participants should plan to meet the field trip leader on the Claymont entrance road where a wetland meets the access driveway. The entrance is located at 667 Huyett Road and is marked by a street sign that says “Claymont Mansion.”

The group will look for birds in the wetland near the entrance, then park vehicles and begin a 2-3 mile hike on the Claymont property. The trip will involve moderate hiking, and will be focused on observing song birds, raptors, woodpeckers, sparrows, and other wildlife. Hearing the chorus of breeding song birds will be one of the trip highlights.

This field trip will be conducted rain or shine. Participants should dress appropriately for the prevailing weather and bring drinking water, trail snacks, and insect repellent. Those who need loaner binoculars should let the trip leader know ahead of time.

The approximately 300 acre Claymont property is home to the historic Claymont mansion. The mansion, which was built in 1820 by George Washington’s grand-nephew, Bushrod Washington, is the largest of the Washington family homes and is listed on the National Register of Historic Places. The property is owned and managed by the Claymont Society for Continuous Education and is used to host seminars and retreats for the public. The property has recently been entered into a conservation easement that ensures it will be protected from development.

## Eastern Shore Birding Trip

PVAS is sponsoring a one-day birding trip to the Bombay Hook National Wildlife Refuge and other spots along the Delaware shore on Saturday, May 18. The Bombay Hook Refuge encompasses 15,978 acres that are mostly tidal salt marsh.

Other sites to be visited will include Taylor’s Gut and the Mispillion River, where Red Knots may be found. May is a good time to witness the spring shorebird migration, and those species will be the main focus of this trip. But other birds will be included.

Anyone with an interest is welcome to come along. Children are welcome. There is no fee except for travel expenses and entry fees into Bombay Hook.

Because accommodations fill up fast on the Eastern Shore, those planning to join the trip should make their room reservations as soon as possible.

The trip will be led by local birder Sandy Sagalkin. He will be traveling to Delaware on May 17 and staying overnight at the Dover Days Inn; other participants may wish to do the same. The Inn is located at 272 North DuPont Highway in Dover; the phone number is 302-674-8002. There are other lodging opportunities in and around Dover.

In any case, trip participants should plan to meet at the Days Inn at 6:30 a.m. on the 18th.

Participants should wear comfortable walking or hiking boots; bring along bug spray to ward off ticks, mosquitoes and gnats; bring water and, as necessary, a hat, sunscreen or rain gear. Binoculars will be available for those who need them.

For further information contact Sandy at 240-291-6465 or [monsansagalkin@myactv.net](mailto:monsansagalkin@myactv.net). There may be opportunities for carpooling.

## Mountain Laurel Walk at Eidolon

PVAS will sponsor a Mountain Laurel walk at its Eidolon Nature Preserve in Morgan County on Saturday, May 18. There is no fee, and anyone with an interest is invited to attend. No pre-registration is required.

The walk will be led by the Preserve’s caretaker, Joe Gentile and will offer an opportunity to see the Preserve’s large and impressive stand of Mountain Laurel shrubs, which bloom spectacularly at this time of year.

Plan to arrive at the Preserve at 10:00 a.m. Wear sturdy walking shoes or boots, dress appropriately for the prevailing weather, and bring water and bug spray.

Directions to the Preserve are on the PVAS website at [www.potomacaudubon.org](http://www.potomacaudubon.org). For more information contact Peter Smith at 304-876-1139 or [pvsmitth@frontiernet.net](mailto:pvsmitth@frontiernet.net).



Jean Neely and Wil Hershberger of the PVAS Birding Committee display the new banner for our new conservation effort

## Harpers Ferry Hike Set for May 2

Hikers of all ages are invited to join veteran hiker Bob Floren for a PVAS-sponsored hike along the trails of the South School House Ridge section of the Harpers Ferry National Historical Park on Thursday, May 2.

Lasting about 1.5 hours, the hike will wind through forest and fields and offer panoramic views and opportunities to see Civil War sites and ghostly ruins.

Everyone is welcome, and no pre-registration is required. Participants must be able to walk about 2.5 miles over generally even ground.

The hike is free but entry to the NHP parking lot will cost \$10 unless you have an annual or lifetime pass.

Meet at 9:00 a.m. in Harpers Ferry NHP parking lot on Shoreline Drive, off US. Routh 340. The hiking group will carpool from there to the trailhead because of limited parking at the trailhead site.

Participants should wear sturdy hiking shoes or boots, dress appropriately for prevailing weather conditions, and bring along insect repellent and sun protection as needed.

The hike will take place rain or shine, but it will be cancelled in the event of severe weather. For more information, contact Bob at 804-398-8052 or [bobbythebobcat@comcast.net](mailto:bobbythebobcat@comcast.net).

## Shannondale Springs Birding Trip

PVAS will sponsor a birding trip to the Shannondale Springs Wildlife Management Area, on the east bank of the Shenandoah River in Jefferson County, on Wednesday, May 22. The trip is free and anyone with an interest is welcome to come along, regardless of birding skills. Children are welcome. No pre-registration is required.

Participants should meet at 7:30 a.m. at the WMA parking area by the boat launch site, off Mission Road.

The 1,361-acre Shannondale Springs property is managed by the West Virginia Division of Natural Resources and includes a mixture of forest, brush land and open fields covering rolling hills.

Possible species to be sighted include breeding spring migrants, Bald Eagles, Red-tailed and Red-shouldered Hawks, vultures, Great Blue Herons, waterfowl, and woodpeckers.

The trip will involve walking about two miles over mostly level ground, although some hilly, uneven terrain will be encountered. Participants should wear sturdy footwear, dress appropriately for prevailing weather conditions, and bring along water. Binoculars will be available for anyone who needs them.

The trip may be cancelled in the event of bad weather.

For more info, contact Jim Farley at [jamesfarley@frontiernet.net](mailto:jamesfarley@frontiernet.net) or 540-686-2056.

### JOIN PVAS TODAY!

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

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

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

#### Membership Form

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

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

**Clip and mail this form to:**

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

**Thank you for your support!**

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

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

#### RED TEXT - DOT ALERT

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



Potomac Valley Audubon Society  
 P O Box 578  
 Shepherdstown, WV 25443  
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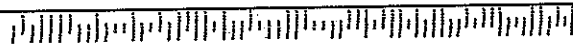
A proud partner of the United Way of the Eastern Panhandle and the Combined Federal Campaign.



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MAIL TO:

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



May 2013

Printed on 100% post-consumer waste recycled PCF paper

Volume 31, Issue 8

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

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

**PVAS Officers and Board Members**

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



# Potomac Valley Audubon Society

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

## Calendar of Pending Events

Full information and registration can be found online.

- May 2: Harpers Ferry Hike.** 9:00-10:30 a.m. Hike along the trails of the South School House Ridge section of the Harpers Ferry National Historical Park. Contact Bob Floren at 804-398-8052 or [bobbythebobcat@comcast.net](mailto:bobbythebobcat@comcast.net).
- May 4: Antietam Battlefield/Snavely Ford Bird Walk.** 7:30-9:30 a.m. An easy 2 mile walk. For more info contact Nancy Kirschbaum at 240-347-7751 or [nancyk500@comcast.net](mailto:nancyk500@comcast.net).
- May 4: Introduction to Birding.** 8:00-11:00 a.m. A 3-hour introduction to the basics of birds, first in a classroom at Shepherd University and then along the C&O Canal. Registration required. Call Sandy Sagalkin at 240-291-6465 or [monsansagalkin@myactv.net](mailto:monsansagalkin@myactv.net)
- May 4-5: Winston Gardens Native Plant Nursery annual spring Open House Plant Sale.** 10:00 a.m. to 3:00 p.m. each day. 1121 Hollida Lane, one mile off Swan Pond Road, in northeastern Berkeley County. [www.winstongardens.com](http://www.winstongardens.com). Or call the Winstons at 304-267-6924.
- May 6: C&O Canal Bird Walk.** 7:30-10:30 a.m. Contact Lynne Wiseman at 304-676-2725 or [lewiseman@aol.com](mailto:lewiseman@aol.com).
- May 6 and May 8: Wee Naturalists.** 9:30 a.m.-11:00 a.m., ages 3-5 with a parent attending. Meet at Yankauer Nature Preserve. Fee of \$5 per child/adult team. Space is limited and pre-registration is required at [www.PotomacAudubon.org](http://www.PotomacAudubon.org). Contact Ellen Murphy at 304-676-8739 or [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org).
- May 7: Bird Walk at Sleepy Creek WMA.** 7:30-11:00 a.m. Contact Sandy Sagalkin at 240-291-6465 or [monsansagalkin@myactv.net](mailto:monsansagalkin@myactv.net)
- May 8: Bird Walk at Stauffer's Marsh.** 7:30-10:30 a.m. Contact Jim Farley at 540-686-2056 or [jamesfarley@frontiernet.net](mailto:jamesfarley@frontiernet.net).
- May 8: PVAS Program at the National Conservation Training Center.** 7:00 p.m. in a room to be determined. The speaker will be Katie Fallon, author of the non-fiction book *Cerulean Blues: A Personal Search for a Vanishing Songbird*, Free and open to the public.
- May 9: Bird Walk at Eidolon Nature Preserve.** 8:00-11:00 a.m. Join Katie Fallon for a bird walk. Contact Sandy Sagalkin at 240-291-6465 or [monsansagalkin@myactv.net](mailto:monsansagalkin@myactv.net).
- May 10: Reception and Presentation by Eric Dinerstein.** 5:30 p.m. Reception. Presentation at 7:00 p.m. at Shepherd University. Contact Sandy Sagalkin at 240-291-6465 or [monsansagalkin@myactv.net](mailto:monsansagalkin@myactv.net)
- May 11: Outdoor Explore For Families: Bagels and Birds.** 7:00 a.m.-10 a.m., ages 6-9. Get up early to explore the trails at Yankauer Preserve and listen for bird songs as a family. Bird Banding will be conducted that day. Wear sturdy shoes and dress for the weather. Bagels and juice will be available for early morning energy. Contact Ellen Murphy at [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org) or 304-676-8739. Pre-registration is required, \$5/child. For details and registration, go to [www.potomacaudubon.org](http://www.potomacaudubon.org).
- May 11: Big Sit at Rumsey Memorial Park, Shepherdstown.** 8:00 a.m.-12 noon. Contact Jean Neely at 304-876-2410 or [jeaneely@comcast.net](mailto:jeaneely@comcast.net)

**May 11-12: Ruthann Dean Memorial Birdathon.** Teams will compete to identify the highest numbers of bird species they find anywhere in any 24-consecutive-hour-period during the May 11-12 weekend. Contact Sandy Sagalkin, at [monsansagalkin@myactv.net](mailto:monsansagalkin@myactv.net) or 240-291-6465.

**May 12: Mother's Day Bird Walk at Shannondale Springs WMA.** 1:00-3:30 p.m. Contact Sandy Sagalkin at 240-291-6465 or [monsansagalkin@myactv.net](mailto:monsansagalkin@myactv.net).

**May 18: Bird Trip to Bombay Hook and Other Eastern Shore Locations.** 6:00 a.m.-3:00 p.m. Contact Sandy Sagalkin at 240-291-6465 or [monsansagalkin@myactv.net](mailto:monsansagalkin@myactv.net).

**May 18: Mountain Laurel Walk at the Eidolon Nature Preserve** in Morgan County, led by Joe Gentile. Meet at 10:00 a.m. at the preserve. Anyone with an interest is welcome to participate. Directions to the Preserve are on the PVAS website.

**May 21: Bird Walk at Claymont Mansion.** 7:00-11:00 a.m. Registration required. Contact Joette Borzik, at 240-440-4221 or [pep4223@comcast.net](mailto:pep4223@comcast.net)

**May 22: Bird Walk at Shannondale Springs WMA.** 7:30-10:30 a.m. Contact Jim Farley at 540-686-2056 or [jamesfarley@frontiernet.net](mailto:jamesfarley@frontiernet.net).

**June 1: PVAS Annual Meeting and Picnic.** All PVAS members and friends are invited to attend this potluck supper, meeting, and volunteer recognition at Yankauer Preserve. Children are welcome! Attendees are asked to bring a dish to share. Those whose last names begin with the letters A-H are asked to bring vegetables or fruit; I-L a dessert; M-R a protein dish; and S-Z a starch dish.

**June 8: Outdoor Explore: Up The Creek.** 9:00 a.m.-12 noon., ages 6-9. Explore Flowing Springs Park. Wear sturdy shoes, dress for the weather and bring insect repellent. Bring a snack for mid-morning. Contact Ellen Murphy at [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org) or 304-676-8739. Pre-registration is required, \$5/child. For details and registration, go to [www.potomacaudubon.org](http://www.potomacaudubon.org).

**June 15: Natural History Workshop—Dragonflies of WV.** 9:00 a.m.-4:00 p.m. at CraftWorks, 1469 Lloyd Road, Charles Town. The class will be led by Sue Olcott, Project Leader for WV Dragonfly and Damselfly Atlas. Wear sturdy shoes and dress for the weather. Bring insect repellent and lunch. Contact Ellen Murphy at [Ellen@PotomacAudubon.org](mailto:Ellen@PotomacAudubon.org) or 304-676-8739. Pre-registration is required at [www.PotomacAudubon.org](http://www.PotomacAudubon.org)

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

Week Ending Date	Week Ending April 27, 2013
<b>To be Deposited on:</b>	May 3, 2013
Amount Played	70,768,687.53
Amount Won	63,713,907.91
Amount Promo	266,823.00
MWAP Contribution	<u>4,075.50</u>
<b>Adjusted Gross Terminal Revenue</b>	<u><b>6,783,881.12</b></u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>271,355.24</u>
<b>Net Terminal Revenue</b>	<u><b>6,512,525.88</b></u>
Surcharge @ 10%	651,252.58
State Share Excess @ 58%	377,726.50
Track Share of Capital Reinvestment @ 42%	<u>273,526.08</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	<i>262585.04</i>
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	<i>10941.04</i>
<b>Adjusted Net Terminal Revenue</b>	<u><b>5,861,273.30</b></u>
Racetrack @ 46.50% / 42%	2,461,734.79
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,403,122.02
Race Track Purses @ 7% / 14% / 8%	468,901.86
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	29,306.37
Greyhound Development @ .75%	43,959.55
Thoroughbred Development @ .75%	43,959.55
Racing Commission @ 1%	58,612.74
County/Municipality @ 2%	117,225.48
<b>3% Funds:</b>	
Tourism Promotion Fund @ 1.375%	80,592.51
Development Office Promotion Fund @ .375%	21,979.77
Research Challenge Fund @ .5%	29,306.37
Capitol Renovation and Improvement Fund @ .6875%	40,296.25
2004 Capitol Complex Parking Garage Fund @ .0625%	3,663.30
<b>1% Funds:</b>	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>58,612.74</u>
	<u><b>5,861,273.30</b></u>

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

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

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 8.19%	CHARLES TOWN 41.20%	HARPERS FERRY 2.24%	RANSON 34.78%	SHEPHERDS TOWN 13.59%
Revised % (after 2/9/2013)				7.93%	39.90%	2.17%	33.68%	16.32%
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	\$ 7,806.06
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	\$ 20,154.46	\$ 9,786.05
03/30/13	\$ 115,135.96	\$ 57,567.98	\$ 57,567.98	\$ 4,565.14	\$ 22,969.62	\$ 1,249.23	\$ 19,388.90	\$ 9,395.09
04/06/13	\$ 126,217.68	\$ 63,108.84	\$ 63,108.84	\$ 5,004.53	\$ 25,180.43	\$ 1,369.46	\$ 21,255.06	\$ 10,299.36
04/13/13	\$ 113,698.60	\$ 56,849.30	\$ 56,849.30	\$ 4,508.15	\$ 22,682.87	\$ 1,233.63	\$ 19,146.84	\$ 9,277.81
04/20/13	\$ 110,864.24	\$ 55,432.12	\$ 55,432.12	\$ 4,395.77	\$ 22,117.41	\$ 1,202.88	\$ 18,669.54	\$ 9,046.52
04/27/13	\$ 117,225.48	\$ 58,612.74	\$ 58,612.74	\$ 4,647.99	\$ 23,386.48	\$ 1,271.90	\$ 19,740.77	\$ 9,565.60
<b>Subtotal</b>	<b>\$ 5,180,729.32</b>	<b>\$ 3,046,396.40</b>	<b>\$ 2,134,332.92</b>	<b>\$ 173,075.59</b>	<b>\$ 870,713.77</b>	<b>\$ 47,344.30</b>	<b>\$ 735,017.49</b>	<b>\$ 308,181.77</b>

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	03/30/2013	57,567.98
04/04/2009	75,968.30	04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22	04/06/2013	63,108.84
04/11/2009	75,964.94	04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98	04/13/2013	56,849.30
04/18/2009	80,598.22	04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34	04/20/2013	55,432.12
04/25/2009	75,571.46	04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08	04/27/2013	58,612.74
05/02/2009	73,957.05	05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66		
05/09/2009	76,697.22	05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30		
05/16/2009	71,925.70	05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92		
05/23/2009	81,395.43	05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36		
05/30/2009	82,161.55	05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24		
06/06/2009	74,895.74	06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44		
06/13/2009	67,327.23	06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86		
06/20/2009	75,500.53	06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12		
06/27/2009	67,354.10	06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30		
6/30/2009 ***	32,059.58	06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40		

<b>TOTALS</b>	<b>4403564.04</b>	<b>4041141.56</b>	<b>4016541.01</b>	<b>4124906.8</b>	<b>3046396.4</b>
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Table Game Revenue

<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62
May, 2011	130,492.02	April, 2012	127,862.26		
June, 2011	121,576.41	May, 2012	137,905.13		
		June, 2012	129,235.38		
<b>Total 2010-2011</b>	<b>1297391.7</b>	<b>Total 2011-2012</b>	<b>1602900.84</b>	<b>Total 2011-2012</b>	<b>1210366.33</b>

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

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

<b>Date</b>	<b>Amount</b>
July, 2012	415,990.92
August, 2012	399,737.49
September, 2012	382,597.20
October, 2012	379,446.06
November, 2012	403,331.79
December, 2012	440,033.75
January, 2013	397,951.05
February, 2013	381,857.07
Msrch, 2013	447,100.86
<b>Total 2011-2012</b>	<b>3,648,046.19</b>