

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, NOVEMBER 7, 2013
9:30 A.M.**

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- October 31, 2013 Regular Meeting

APPROVAL OF PURCHASE ORDERS

- November 7, 2013

APPROVAL OF ACCOUNTS PAYABLE

- November 7, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 10:00 a.m. Interview and Appointment - North Eastern Regional EMS, Inc. for one 2-year term ending October 31, 2015 - Discussion/Action
3. 10:15 a.m. Todd Fagan, GIS/Addressing Office Director
- Approval of application for additional grant funding under the West Virginia Assistance Grants Program (WVTAGP) and WV Broadband Mapping Program (WVBMP) - Discussion/Action
4. 10:30 a.m. BREAK
5. 10:45 a.m. Lynn Fields, Probate Office
- Request to set hearing on December 10, 2013 for the Printz Estates - Discussion/Action

6. 11:00 a.m. Jennifer Myers, Director - Jefferson County Parks and Recreation
- Approval of Bonding Waiver - Hite Road Park - Discussion/Action

NEW BUSINESS:

7. Appointment to the Criminal Corrections Justice Board/Day Report Center as an at-large member representing Jefferson County - Discussion/Action (DM)
8. Approval of Employee Internet Use Monitoring and Filtering Policy - Discussion/Action (DK)

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

9. ADJOURN

CORRESPONDENCE:

Notice of Intent to Appoint on Thursday, November 21 - Jefferson County Parks and Recreation Commission - one unexpired term ending June 30, 2014.

Notice of Public Hearing, Thursday, November 21, 2013 at 7:00 pm for a proposed Zoning and Land Development Ordinance Text Amendment to establish additional commercial and industrial zoning district categories, and related changed to the Ordinance. The amendment includes changes to the following sections of the Zoning and Land Development Ordinance: 4.4; 4.6; 4.10; 4.11; 5.1; 5.4; 5.6; 5.7; 5.8; 5.10; 6.3; 6.5; 8.1; 8.9; 8.12; 12.2; 12.3; Appendices A, B, and C; and the addition of new Sections 5.11, 5.12, 5.13, 5.14, 5.15, 5.16 and 5.17.

Notice of Intent to Appoint on Thursday, December 5 - Jefferson County Public Service District - one six-year term ending December 1, 2019.

Envision Jefferson 2035 Open House Notice.

Letter from the State of West Virginia - West Virginia Regional Jail and Correctional Facility Authority - regarding the unchanged daily billing rate.

Memorandum from the United States Department of Commerce regarding the Suspension of the 2014 Boundary and Annexation Survey.

Letter from Eula Odom, President of Sheridan Estates, regarding the work of the Engineering Department.

Memorandum from NACo regarding the Release of New Presentation on the Payment in Lieu of Taxes (PILT) Program.

West Virginia Lottery Weekly Settlement for Charles Town week ending October 26, 2013.

Due to only 4 Commissioners able to be present for the Nov. 7th meeting, the Jefferson County Commission's "Meeting Room Agenda Policy" will be postponed until all Commissioners can be present.

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, October 3, 2013

A meeting of the Jefferson County Commission was held on Thursday, October 31, 2013 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Dale Manuel, Patsy Noland, Walter Pellish, Jane Tabb and Lyn Widmyer. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Executive Administrative Assistant, Jessica Carroll, Executive Administrative Assistant Applicant, and Jimmy Eddie, Bailiff. (An audiotape of the October 31, 2013 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Pellish to approve the Public Hearing Minutes of October 10, 2013. Motion seconded and unanimously approved.

Motion by Ms. Widmyer to approve the Special Session Minutes of October 11, 2013. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the Regular Meeting Minutes of October 17, 2013 with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Pellish to approve Purchase Orders in the amount of \$172,814.27 to include P.O. Nos. 51418, 51419, 52147, 51916, 51802, 51805, 52226, 50241, 51807, 50011, 49838, 51679, 51721, 51723, 52144, 52146, 52148, 52149, 52150, 52152, 52153, 51658, 51659, 51523, 51524, 51525, 51526, 51528, 51529, 51530, 52116, 52118. Motion seconded and unanimously approved.

- Commissioner Tabb had a question about PO #51916. Ms. Keyser stated the purchase order was for AEDs for all the buildings on campus as recommended by the Safety Committee. Ms. Tabb asked Ms. Keyser about the source of the funding for the AEDs, and Ms. Keyser recommended the money come from Coal Severance but stated the Commissioners would make a final decision on the funding once the budget revision was ready for approval.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070931	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,113.60	\$ 4,113.60
070932	412	COMCAST		\$ -	\$ 80.50	\$ 80.50
070932	425	COMCAST		\$ -	\$ 443.03	\$ 443.03
070933	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 2,026.45	\$ 2,026.45
070934	425	B-K OFFICE SUPPLY INC	51913	\$ 834.25	\$ -	\$ 834.25
070935	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
070936	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
070937	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
070938	716	BLUE RIDGE VETERINARY	51889	\$ 855.50	\$ -	\$ 855.50
070939	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
070940	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
070941	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 27.69	\$ 27.69
070941	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
070942	716	BOBBY SCHWARTZ LIVESTOCK	51893	\$ 225.00	\$ -	\$ 225.00
070943	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
070944	401	CO COMMISSIONERS ASSOC		\$ -	\$ 300.00	\$ 300.00
070945	PAYROLL	COLONIAL LIFE		\$ -	\$ 487.46	\$ 487.46
070946	405	KIMBERLEY CROCKETT		\$ -	\$ 538.07	\$ 538.07
070947	425	DAYCON	51914	\$ 1,291.16	\$ -	\$ 1,291.16
070948	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 22.00	\$ 22.00
070949	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
070950	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 26,308.45	\$ 26,308.45
070951	716	HILLSIDE VETERINARY HOSP	51895	\$ 458.66	\$ -	\$ 458.66
070952	412	MICHAEL HARMAN		\$ -	\$ 539.03	\$ 539.03
070953	700	BRANDON HAYNES		\$ -	\$ 253.00	\$ 253.00
070954	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 3,460.00	\$ 3,460.00
070955	401	INSIGHT A/V SERVICES		\$ -	\$ 360.00	\$ 360.00
070956	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,026.45	\$ 2,026.45
070957	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 3,200.76	\$ 3,200.76
070958	425	JEFFERSON RENTAL	51911	\$ 123.00	\$ -	\$ 123.00
070959	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,303.00	\$ 5,303.00
070959	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
070960	717	JERRY'S FORD/LINCOLN/MER	51915	\$ 104.87	\$ -	\$ 104.87
070961	712	LANGUAGE LINE SERVICES		\$ -	\$ 383.55	\$ 383.55
070962	403	MATTHEW BENDER & CO	51452	\$ 216.10	\$ -	\$ 216.10
070963	PAYROLL	COMPROLLER OF MARYLAND		\$ -	\$ 519.17	\$ 519.17
070964	716	MATILDA BAY FARM	51888	\$ 210.00	\$ -	\$ 210.00

070965	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
070966	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
070967	ALLOC	JEFF CO PARKS &		\$ -	\$ 21,277.73	\$ 21,277.73
070968	716	PIGS ANIMAL SANCTUARY	51891	\$ 70.00	\$ -	\$ 70.00
070969	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
070969	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
070969	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
070969	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
070969	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
070969	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
070969	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
070969	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
070969	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
070969	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
070970	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 618.00	\$ 618.00
070970	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,000.00	\$ 1,000.00
070970	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 88.00	\$ 88.00
070970	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 771.50	\$ 771.50
070970	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 805.00	\$ 805.00
070970	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
070970	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 506.62	\$ 506.62
070970	700	SOFTWARE SYSTEMS, INC		\$ -	\$ 91.50	\$ 91.50
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 26.80	\$ 26.80
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,492.26	\$ 44,492.26
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 75.18	\$ 75.18
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 17.58	\$ 17.58
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,405.48	\$ 10,405.48
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.58	\$ 114.58
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 133.74	\$ 133.74
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 59.43	\$ 59.43
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,116.31	\$ 43,116.31
070972	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 29.52	\$ 29.52
070972	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 111.53	\$ 111.53
070972	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,430.42	\$ 31,430.42
070972	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,074.24	\$ 11,074.24
070972	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 16,937.14	\$ 16,937.14
070973	425	TRI COUNTY RENTAL INC	51912	\$ 755.40	\$ -	\$ 755.40
070974	716	TEVA/TOTAL EQUINE VET AS	51890	\$ 205.00	\$ -	\$ 205.00
070975	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 25,330.63	\$ 25,330.63
070976	716	VALLEY PET CEMETERY	51917	\$ 464.00	\$ -	\$ 464.00

070977	716	VALLEY EQUINE ASSOC/V.E.	51892	\$ 407.00	\$ -	\$ 407.00
070978	405	WEST PAYMENT CENTER	51638	\$ 1,254.50	\$ -	\$ 1,254.50
070979	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 88.63	\$ 88.63
070979	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 27.50	\$ 27.50
070979	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 83,798.95	\$ 83,798.95
070979	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 26,006.66	\$ 26,006.66
070980	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
070981	401	WVCORP		\$ -	\$ 3,702.02	\$ 3,702.02
070982	402	XEROX CORPORATION	51632	\$ 1,001.58	\$ -	\$ 1,001.58
070982	439	XEROX CORPORATION	50339	\$ 523.15	\$ -	\$ 523.15
TOTAL						\$ 386,841.43
TOTAL				\$ 8,999.17	\$ 377,842.26	\$ 386,841.43

Motion by Ms. Widmyer to approve the accounts payable for October 24, 2013 in the amount of \$386,841.43. Motion seconded, but after a question from Ms. Tabb regarding check number 070950, both the original motion and the second were withdrawn. Motion by Mr. Manuel to hold approval of accounts payable for October 24, 2013 until the end of the Commission meeting. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the accounts payable for October 24, 2013 in the amount of \$386.841.43. Motion seconded and unanimously approved.

For the record, check number 070950 in the amount of \$26,308.45 was a Magistrate cost for assistance with regional jail bills.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070987	428	ACCURATE SYSTEMS INC		\$ -	\$ 3,816.00	\$ 3,816.00
070988	712	AT&T/GA		\$ -	\$ 31.35	\$ 31.35
070989	403	BANK OF CHARLES TOWN	51454	\$ 57.09	\$ -	\$ 57.09
070990	440	REBECCA F. BURNS		\$ -	\$ 22.09	\$ 22.09
070991	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
070992	717	COURTNEY & SONS TOWING	51725	\$ 50.00	\$ -	\$ 50.00
070993	425	DAYCON	51724	\$ 55.44	\$ -	\$ 55.44
070993	425	DAYCON	52151	\$ 53.56	\$ -	\$ 53.56
070994	712	KAREN ECHEMENT		\$ -	\$ 7.45	\$ 7.45
070995	717	FISHER AUTO PARTS		\$ -	\$ 979.43	\$ 979.43
070996	717	FLEETPRIDE	51722	\$ 63.60	\$ -	\$ 63.60
070997	428	GLOBAL DATA CONSULTANTS		\$ -	\$ 29,566.31	\$ 29,566.31
070998	700	STEVEN HOLZ		\$ -	\$ 46.00	\$ 46.00
070999	700	ALBERT HOCKMAN		\$ -	\$ 46.00	\$ 46.00
071000	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00

071001	717	MILLER'S CHRYSLER JEEP	52145	\$ 45.34	\$ -	\$ 45.34
071002	424	NEOPOST USA INC.	51762	\$ 502.84	\$ -	\$ 502.84
071003	402	PIFER OFFICE SUPPLY, INC	51803	\$ 64.89	\$ -	\$ 64.89
071003	403	PIFER OFFICE SUPPLY, INC	51451	\$ 16.89	\$ -	\$ 16.89
071004	712	SHERIFF OF JEFFERSON CO		\$ -	\$ 5,466.85	\$ 5,466.85
071005	428	SHERIFF OF JEFFERSON CO		\$ -	\$ 7,879.99	\$ 7,879.99
071006	712	SHERIFF OF JEFFERSON CO		\$ -	\$ 5,484.80	\$ 5,484.80
071007	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 111.53	\$ 111.53
071007	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,430.42	\$ 31,430.42
071007	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 29.52	\$ 29.52
071008	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,937.14	\$ 16,937.14
071008	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 11,074.24	\$ 11,074.24
071009	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
071010	716	SLEEPNG FOX FARM	51887	\$ 25.00	\$ -	\$ 25.00
071011	700	THOMASSEN AUTO GROUP	51527	\$ 98.04	\$ -	\$ 98.04
071012	401	WV STATE AUDITOR**		\$ -	\$ 17,100.00	\$ 17,100.00
071013	401	WVCORP		\$ -	\$ 5,000.00	\$ 5,000.00
071014	402	XEROX CORPORATION	51632	\$ 734.41	\$ -	\$ 734.41
TOTAL						\$ 149,876.55
TOTAL				\$ 1,767.10	\$ 148,109.45	\$ 149,876.55

Motion by Ms. Tabb to approve the accounts payable for October 31, 2013 in the amount of \$149,876.55. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Debbie Keyser, County Administrator – introduced Tim Stanton as the new Finance Director for the Jefferson County Commission.

Debbie Keyser, County Administrator – introduced TinaDawn Stratton as the new part-time IT specialist.

Rhonda W – spoke regarding her concerns over being asked to leave the October 24th Jefferson County Democratic Association meeting.

Peter Onoszko, resident – spoke regarding his concerns over the meeting room policy rules in relation to public meetings.

Patricia Rucker, resident – spoke regarding her concerns over violation of the meeting room policy rules.

Regina Smith, resident – spoke regarding her eviction from the October 24th Jefferson County Democratic Association meeting.

Terry Courtwright, resident – spoke regarding his outrage over being dismissed from the October 24th Jefferson County Democratic Association meeting, as he does not belong to any partisan party.

Reese Claybaugh, resident - spoke regarding his disappointment over the events that occurred during the October 24th Jefferson County Democratic Association meeting.

Dan Kovack, resident – voiced his feelings over being asked to leave the October 24th Jefferson County Democratic Association meeting and questioned whether the Commission had previously voted to declare the meeting private.

PRESENTATIONS:

1. Pete Dougherty, Sheriff
 - A. Requested the approval of the addition of two Reserves for the Jefferson County Reserve Chaplain Program.
 - **Motion by Ms. Tabb to approve the addition of Jason Powell and John Unger II to the Jefferson County Reserve Chaplain Program. Motion seconded and unanimously approved.**
 - B. Requested the approval to add Mr. Glen Kincaid to the Bailiff list. Mr. Kincaid is currently an approved Special Deputy/Trip Guard, and his addition to the Bailiff list would not impact the budget.
 - **Motion by Mr. Pellish to approve the addition of Glen Kincaid to the Bailiff list. Motion seconded and unanimously approved.**
 - C. Requested the Commission enter into Executive Session to discuss a personnel issue involving a legal situation.
 - **Motion by Ms. Tabb to enter into Executive Session, citing Code §6-9 A-4 (2)(A) - Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting. Motion seconded and unanimously approved.**
2. Bill Polk, Director of Maintenance
 - A. Provided the Commission with an update on the Courthouse Landscaping Project with assistance from Mr. Martin Burke of the Historic Landmarks Committee. After a meeting of the Historic Landmarks Committee was called to discuss the different landscaping options for the court yard of the Courthouse, it was the consensus of the Committee to request approval from the Commission to move forward with “Option A,” which would declutter the face of the Courthouse, provide for new shrubbery around the perimeter of the court yard, resurface the concrete walkways, and replace current seating with benches more suited to fit the historic nature of the Courthouse.

- **Motion by Ms. Widmyer to proceed with Option A for the Courthouse Landscaping Project. Motion seconded and unanimously approved.**
- B. Provided the Commission with an update on the VoIP Project and Funding. Mr. Polk noted the project was near completion but there were \$109,106.56 in overages that would need to be approved to be paid.
- **Motion by Mr. Manuel to approve \$109,106.56 to be paid from Coal Severance for the VoIP Project after the submission of a cost assessment and summation of overages. Motion seconded and unanimously approved.**
- C. Requested the approval of the 11th Cycle Courthouse Facilities Improvement Authority Grant, which will provide funding for renovations to the Jefferson County Courthouse.
- **Motion by Ms. Tabb to approve the 11th Cycle Courthouse improvement grant application through the Courthouse Facilities Improvement Authority. Motion seconded and unanimously approved.**
3. The Commission recessed for break at 11:00 am.
The Commission reconvened at 11:10 am.
4. Barbara Miller, Director of Homeland Security and Emergency Management – requested the approval to submit the 2013 Emergency Management Planning Grant, which pays up to half of the JCHSEM staff’s salaries and up to \$5,500 of JCHSEM’s required planning projects.
- **Motion by Ms. Tabb to approve the 2013 Emergency Management Planning Grant application in the amount of \$112,132.00. Motion seconded and unanimously approved.**
5. Roger Goodwin, Chief County Engineer
- A. The Engineering Department and the Planning Department staff, with help from Region 9 and Delta Development, completed a final draft of the proposed stormwater management ordinance and related text amendments to the Subdivision and Land Development Regulations. The ordinance adds stormwater runoff quality control (pollution reduction) requirements to the existing stormwater runoff quantity control regulations, in order to reduce stormwater runoff pollution to the Chesapeake Bay resulting from land development in Jefferson County. Mr. Goodwin requested the Commission adopt the new Stormwater Management Ordinance and the associated text amendments to the 2008 Jefferson County Subdivision and Land Development Regulations.

- **Motion by Ms. Widmyer to amend Article 3, Section B5 to include “The Chief County Engineer may also at their discretion grant waivers and modifications to the water control requirements for *minor subdivisions and minor site plans...*” Motion seconded but fails on a vote of 2-2 with Mr. Pellish and Ms. Tabb opposing.**
 - **Motion by Ms. Tabb to adopt the new Stormwater Management Ordinance and the associated text amendments to the 2008 Jefferson County Subdivision and Land Development Regulations to become effective no sooner than January 1, 2014. Motion seconded and unanimously approved.**
- B. Requested the complete release of the Construction Bond security for The National Education Humane Society AKA Briggs Animal Adoption Center Maintenance Building (File #S12-01)
- **Motion by Ms. Widmyer to approve the complete release of the remaining \$31,408.00 from the construction bond for the maintenance building only for The National Education Humane Society AKA Briggs Animal Adoption Center (File #S12-01). Motion seconded and unanimously approved.**
6. Jennifer Brockman, Director of Planning and Zoning – requested the endorsement of the proposed text amendments to WV Code 8A for the purposes of allowing staff to forward the proposed amendments to the County’s State Senators and Delegates for their review and consideration.
- **Motion by Mr. Manuel to delay action on this item until the Commission meeting to be held Thursday, November 21, 2013. Motion seconded and unanimously approved.**
7. Todd Fagan, Director of GIS – County staff is near selection of vendors to provide document scanning and electronic content management systems in order to better serve the public, reduce staff research time, and increase overall efficiency. Mr. Fagan requested approval of the grant application as presented, request \$30,000 WVTAGP funds and pledge the requisite matching County funds of \$5,000 to support digital archive and e-Government access to County records.
- **Motion by Ms. Widmyer to approve the grant application as presented with \$30,000 in WVTAGP funds and to pledge the requisite matching County funds of \$5,000. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Carolyn Zdziera – requested the Commission proclaim October as Domestic Violence Awareness Month.

- **Motion by Ms. Tabb to proclaim October and November as Domestic Violence Awareness month. Motion seconded and unanimously approved.**

COUNTY ADMININSTRATOR REPORTS

- Top Project Listing – Ms. Keyser notified the Commission of a chart within the agenda packet which outlines the top project listings from all departments. She asked the Commissioners to review the list and contact her if they had any other items to add.
- Meet Your Commissioners Schedule – Ms. Keyser notified the Commission of a need to hold another “Meet Your Commissioners” event within the county but stated the meeting should be postponed due the amount of appointments already scheduled for the month of November. It was the consensus of the Commission to hold the “Meet Your Commissioners” event in January.
- Jefferson County Legislative Summit Update – Ms. Keyser notified the Commission of the November 12th date for the Jefferson County Legislative Summit. She also stated she is currently compiling a list of concerns and priorities to be addressed during this summit from the department heads and elected officials. She requested the Commission contact her if there were other items they’d like to add.
- Amendments to the Boards, Commissions, and Committees Appointment Policy – Ms. Keyser gave the Commission copies of the amended Boards, Commissions, and Committees Appointment Policy and asked the Commissioners to review the changes. She stated this topic would be on the agenda during the November 21 Commission meeting.
- Update on Printz Hearing – Ms. Keyser reminded the Commission that the Public Hearing on the Printz Estate, originally scheduled for 9am on Thursday, November 14, was cancelled and will be rescheduled pending a request from Ms. Lynn Fields, Deputy Probate Clerk.
- Regional Jail Team Meeting – Ms. Keyser informed the Commission of her attendance of a Regional Jail Team meeting, and stated the team is currently working to compile statistics and will be meeting again in early November.

The Commission recessed for lunch at 12:30.

The Commission reconvened at 1:30.

13. Peter Mulford, President of the United Way – requested the approval to extend the lease agreement between the Teen Court and the Jefferson County Commission and allow continued use of the Smoot Building.

- **Motion by Mr. Manuel to approve the Teen Court Contract, which provides free use of the Jefferson County Commission’s Smoot Building, to be**

extended for one year with a 60 day kick out provision and waive the \$800 fee. Motion seconded and unanimously approved.

14. Personnel Issue/Possible Litigation – Possible Executive Session

- **Motion by Mr. Pellish to enter into Executive Session, citing Code §6-9 A-4 (2)(A) - Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting. Motion seconded and unanimously approved.**

COUNTY COMMISSIONER'S REPORTS

Jane Tabb

- Attended an Extension Service Committee meeting.

Lyn Widmyer

- Attended an Envision 2035 meeting.
- Attended events at Artomatic Jefferson.
- Attended the Paws and Claws dinner and auction for the Animal Welfare Society.

Dale Manuel

- Attended a Water Advisory Committee meeting.
- Attended a Parks and Recreation Committee meeting.
- Attended the Teen Court interviews for Executive Officer.
- Attended a Special Meeting of the Jefferson County ESA for the funding of the fire stations
- Attended a Board of Assessments hearing.
- Attended the Paws and Claws dinner and auction for the Animal Welfare Society.
- Attended a Day Reporting Center meeting.
- Attended a Special Meeting of the Jefferson County ESA
- Attended Parks and Recreation, Planning/Zoning, Engineering interdepartmental meeting to discuss Hite Road Park.

The Commission meeting was adjourned at 2:17 pm on a motion by Ms. Tabb. Motion seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectfully submitted
Jessica Carroll

PURCHASE ORDERS TO BE APPROVED**November 7, 2013**

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
COURTHOUSE	52155	\$ 160.00	Central Elevator Inspections	Annual Inspection of Elevator
OTHER BULIDINGS	52156	\$ 143.28	Grainger	Stretch Wrap
	52157	\$ 228.75	Fidelity Power Systems	Service Call for 9-1-1 Generator
	52158	\$ 2,182.00	Winchester Security	Service Call/Labor & Materials
	52160	\$ 169.35	BK Office Supply	Colored Paper
	52161	\$ 985.00	RCS Security	Cameras and Labor
	52162	\$ 1,117.48	Daycon	Cleaning Supplies
GRAND TOTAL		\$ 4,985.86		

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Angie Banks, Assessor

Department or Entity: Assessor's Office

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: November 7, 2013

Date Requested – 2nd Choice: _____

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

Subject: Exonerations

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

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

Attachments:

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jessica Carroll

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: November 7, 2013

Date Requested – 2nd Choice: _____

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

Subject: **Interviews and Appointments to the North Eastern Regional EMS, Inc. for one two-year term ending October 31, 2015.**

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **I approve _____ to be appointed to the North Eastern Regional EMS, Inc. for one two-year term ending October 31, 2015.**

Attachments: advertisement for the appointment, letter to Mr. Pete Kelley notifying him of his term's expiration, Mr. Pete Kelley's letter of interest

The Jefferson County Commission proposes to name person(s) to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, November 7, 2013, or as soon thereafter as the Commission may decide:

**North Eastern Regional EMS, Inc - one-two year term ending
October 31, 2015**

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:

October 16th & 23rd .

THANKS - JEFFERSON COUNTY COMMISSION



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Dale Manuel

VICE PRESIDENT

Walt Pellish

COMMISSIONER

Jane Tabb

COMMISSIONER

Patsy Noland

COMMISSIONER

Lyn Widmyer

October 9, 2013

Mr. Pete Kelly
PO Box 1257
Shepherdstown, WV 25443

Dear Mr. Kelly:

Please be advised that your term on the North Eastern Regional EMS, INC will expire on October 31, 2013. Until the County Commission has acted to appoint someone for another 2 years term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, November 7, 2013 or as soon thereafter as the Commission may decide.

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

For the Commission,

Debbie Keyser
County Administrator

DK/CCS

term exp: 10/31/2013

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Slusher McDonald

P. O. Box 1257
Shepherdstown, WV 25443
November 4, 2013

Jefferson County Commission
124 East Washington Street
P. O. Box 250
Charles Town, WV 25414
Attn: Commissioner Dale Manuel, President

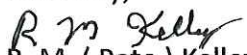
Dear Sir:

Per the letter I received from Debbie Keyser, County Administrator, (copy attached) I request that I be considered for re-appointment to the North Eastern Regional EMS. INC Board. Having served on the board I have extensive knowledge of its functions as it relates to the regional EMS programs.

I am a licensed RN and I also have an extensive personal background in the EMS field as I am certified by the WV Department of Health as an EMSARN. This certification gives me the responsibilities of being a field provider for advanced medical care. My medical career includes being the EMS director of Summit Point Raceway which provides service to the State Department Training Division, various other government agencies and the motor sport programs. I am also a volunteer member of the Shepherdstown Fire Department.

Because of my experience, I understand and assist in addressing the various EMS subjects that come before the North Eastern Regional EMS Inc. Board. The board also addresses issues of the EMS at the State level through the State Department of EMS.

Because of a prior commitment, I may not be able to attend the November 7th. meeting. I thank you for your consideration.

Sincerely,

R. M. (Pete) Kelley

CC: Commissioners Patsy Noland, Walt Pellish, Jane Tabb, Lyn Widmyer

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Todd Fagan

Department or Entity: GIS/Addressing

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: November 7th, 2013

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: **November 7th is the last possible date prior to grant submission deadline.**

Subject: **County application for additional grant funding under the West Virginia Assistance Grants Program (WVTAGP) and WV Broadband Mapping Program (WVBMP).**

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

County staff is near selection of a vendor to provide enterprise content management systems in order to better serve the public, reduce staff research time, and increase overall efficiency. The ultimate goal is an online records portal, with "Google"-like, full text indexes so staff and public may rapidly search and access permits and land development records. This 2nd round of grant funding provides an opportunity to support a secondary phase, which is enhanced online application functionality to meet needs and expectations of County citizens.

The WVTAGP has made funds available through the WV Broadband Mapping Program with one primary objective being to facilitate a project like ours. Among their stated goals are to enable adoption of online records management applications and foster e-Government solutions at the local government level. Providing advanced citizen access to Jefferson County records and applications via the internet will promote the use of broadband technologies and achieve the WVTAGP's goals.

The County's application will request funding to help complete our upcoming internet-based Land Records Management System. Staff will present the application, provide background and field Commission questions. The deadline for submission is November 8th, 2013. If approved, signatures are required immediately for inclusion in the overnight mailed materials.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Move to approve the grant application as presented, request \$29,360 in WVTAGP funds and pledge the requisite matching County funds of \$5000 and in-kind match of hardware infrastructure (\$25,000) to support digital archive and e-Government access to County land development records.**

Attachments: **Grant Application**

Application Checklist

The following must be completed and returned to WVGES by November 8, 2013

FORM	COMPLETED	WVGES USE ONLY
Form SBDD-1 Project Cover Sheet	✓	
Form SBDD-2 Certification Statement	✓	
Form SBDD-3 Program Alignment	✓	
Form SBDD-4 Project Proposal	✓	
Form SBDD-5 Project Milestones	✓	
Form SBDD-6 Project Budget	✓	
7.5% MATCH	✓	
Form SBDD-7 Coalition Statement	✓	

Form SBDD-1

**West Virginia Technical Assistance Broadband Grant Program
Project Cover Sheet**

Project Title: Jefferson County (WV) Online Public Land Records Management System – Phase II	Applicant: Jefferson County Commission
--	---

Sub-Recipient Information

Name: Jefferson County Commission	Address: PO Box 250
FEIN #: 55-6000333	DUNS #: 07-741-4548
City: Charles Town	State: West Virginia
Zip: 25414	Amount of Request: \$29,360

Principal Contact: Todd Fagan	Technical Contact: Todd Fagan
Phone: 304-728-6679	Phone: 304-728-6679
Email: tfagan@jeffersoncountywv.org	Email: tfagan@jeffersoncountywv.org

Administrative Contact: Sandy McDonald	Accounting Contact: Vivian Fields
Phone: 304-728-3282	Phone: 304-728-3208
Email: sandy@jeffersoncountywv.org	Email: vfields@jeffersoncountywv.org

Do you have any previous grant-funded project management experience?	YES	NO
If yes, briefly describe: We are currently finishing two similar projects that were partially funded from the first round of WVTABGP grants.		

WVGES USE ONLY

Amount Approved:	Sub-Award #:
Congressional District:	County:

Form SBDD-2

**West Virginia Technical Assistance Broadband Grant Program
Certification Statement**

Project Title: Jefferson County (WV) Online Public Land Records Management System – Phase II	Applicant: Jefferson County Commission
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1. I hereby certify that the proposed project is designed to address one or more of the objectives listed in the West Virginia Technical Assistance Broadband Grant application.
2. I hereby certify that no resources obtained under this grant shall be utilized for any purposes other than those necessary to achieve the goals and milestones stated in this proposal.
3. I understand that all funds must be expended within the performance period. I understand that upon grant award, my organization will register with the State of West Virginia as a vendor, and be responsible for financial reporting, in accordance with guidelines set forth in the West Virginia Broadband Grant Application package.
4. I hereby certify that this program will be administered in accordance with the policies and regulations of the American Recovery and Reinvestment Act of 2009.

Dale Manuel

County Commission President

Print Name of Authorizing Official

Title of Authorizing Official

Signature of Authorizing Official

Date

Form SBDD-3

**West Virginia Technical Assistance Broadband Grant Program
Program Alignment**

Project Title: Jefferson County (WV) Online Public Land Records Management System – Phase II	Applicant: Jefferson County Commission
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In this section, provide each broadband objective (listed below) that will be addressed by the proposed project, along with barrier(s) to adoption and beneficiaries of the project. Space is provided for projects addressing multiple objectives and beneficiaries.

Technical Assistance Objectives:

1. To develop training classes to encourage broadband use in a specific sector(s).
2. To create broadband internet applications that enhance broadband usage for any of the sectors identified in Section 1-1 of this NOFA.
3. To establish broadband internet access programs in areas of the State that are un-served and under-served to better facilitate broadband access to education, health care, e-government, libraries, law enforcement, employment opportunities, and economic development.
4. To facilitate information exchange between public and private users in one of the identified sectors found in Section 1-1 of this NOFA.
5. To perform broadband internet education and awareness for a broadband application in any of the sectors identified on page 5 of this NOFA.

Objective Number	Sector	Barrier	Beneficiary
2, 3 and 4	Local Government	Provide on-line public access to digitized archive of land development records, application/review process and related public documents indexed in an enterprise content management system	Public (FOIA), Developers, Real Estate, Businesses, County staff

Project Proposal

Project Title: Jefferson County (WV) Online Public Land Records Management System – Phase II	Applicant: Jefferson County Commission
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Geographic Range:

In this section provide the precise geographic range of your proposed project by listing the cities and counties in which the project will take place.

These government records principally cover all unincorporated areas under Jefferson County's jurisdiction. In some cases, like addressing, these records apply to each of the municipalities as well (Charles Town, Ranson, Shepherdstown, Bolivar and Harpers Ferry)

Project Proposal Statement:

In this section list the sector(s) that your project seeks to support, identify the specific barrier(s) or obstacle(s) that exists in the target sector, how your project will address the barrier(s), and the specific beneficiaries of your project. Please limit this to no more than 5 pages in Arial 11-point font.

(1) Program Goals Alignment (50 points):

Jefferson County wishes to expand the scope of an existing contracted and previously grant-funded project to provide an internet-based, enterprise application to access public land development records currently stored separately among three County departments.

Jefferson County is uniquely positioned to take full advantage of Round 2 funding due to demonstrated successes in Round 1 projects: Jefferson County (WV) Online Public Land Records Management System and Public Land Records Digitization and Archive. Altogether they provide both content and access to an Online Content Management System. All of these projects represent a significant local investment in online access to public records. Including Round 2's proposed cash and in-kind matches, Jefferson County will have invested an additional \$247,500 to provide modern infrastructure, content and internet access to staff and the public.

This project aligns most closely with program goals to increase efficiency and broadband use of records management applications in the local government sector.

The County's current project scope provides basic online access functionality to the public. Our Phase II goal is to provide enhanced "Google"-like, full-text indexing for scanned public documents, which will allow for greater search speed and accessibility to public information via a more robust and customized Public Access Module. Please refer to Form SBDD-5, "Project Milestones", for more details on specified custom software purchases and professional services.

Funding under Round 2 will allow the County Commission to enhance plans to develop an online application to archive, research, access, and complete land development records which currently exist in paper form accessible only by County staff and distributed throughout county offices in file cabinets. Online access to these records eliminates the need, in many cases, for the public to travel to the various County offices for documents. In turn, less "public counter presence" will enable public employees to improve productivity and turn their attention to other new projects that were previously unachievable.

Transparency and Citizen Engagement are a local government goal. This online application can certainly make the public aware of broadband access in Jefferson County, especially after we leverage the content management technology against other web mapping and records research applications. Digital archives and electronic databases give rise to more efficient workflows and easy access to complete government records while often providing more opportunities for staff, researchers and the public to analyze those documents in a broader context. Once implemented, the software is adaptable to other administrative processes throughout the County and will likely spread efficiencies to other departments.

(2) Project Methodology (50 points):

The principle barrier in paper document archives is citizen and staff access. Digitization and import into a Content Management System will alleviate the inaccessibility of files sequestered in file cabinets and basement storage rooms or digital files scattered across server networks and local computers. Local officials have discussed digital archiving as an e-Gov solution for some time.

Paper documents are inefficient, difficult to access, and at significant risk of loss due to fire, flood or age damage. Our original project goal is to develop an online content management system that will import legacy digitized archives and provide a framework to input future records from present day forward. Jefferson County and local Health Department are prepared at the moment to invest over \$200,000 into an Enterprise Content Management System. A Round 2 grant award of \$29,360 will eliminate the burden on Jefferson County and its taxpayers to fund the Phase II enhancement of providing faster and more accurate searching capabilities to the public.

A portion (\$18,360) of this grant award will purchase custom software modules and associated first year licensing fees. The remainder (\$11,000) will be applied to contracted professional services for approximately two weeks of application testing, customization and web deployment. Again, these expenses are detailed in SBDD-5, Project Milestones".

Milestones in this project are straightforward; 1. Purchase necessary hardware infrastructure, 2. Purchase and install necessary custom software modules and licensing, 3. Professional Services to create and test Google-like, full-text indexes and rapid search ability for public access, 4. In-kind cash for Professional Services to optimize custom functionality tailored to needs of County citizens.

(3) Projected Outcomes (40 points):

Digital archives and organized search and retrieval are best management practices that should be implemented at the local government level. An enterprise Content Management System, with advanced full-text search capabilities, will benefit the entire organization and the public by providing integrated, comprehensive searches that will quickly yield all documents related to a property query or search term. Performance metrics can report number of services and customers to evaluate return on investment.

Throughout the contract life-cycle, the grant principal contact and contract administrator will monitor milestones and delivery quality. All measures will be taken to ensure product delivered is on schedule and of the quality required in contract specifications.

(4) Community Impact (40 points):

Online permitting and records research will enable faster, more efficient public access to forms, applications, approvals, status, and correspondence related to a building or subdivision project. Developers appreciate faster and easier application processes associated with shortened regulatory review and approval times. The content management system can help promote economic development alone through removal of land development process barriers, but also show that Jefferson County and West Virginia have invested in modern technology applications to solve public needs from their local government. Every little bit helps. This investment helps our community compete in the global economy. Jobs and productivity follow when businesses and residents come to work and live in West Virginia.

While directly contributing to e-Government initiatives, the Content Management System can help many other targeted areas like agriculture, economic development, environment, emergency services, public safety and tourism. Many of these sectors have a keen interest in specific parcels, addresses and land development history or potential.

Following a successful award and implementation of the Content Management System's Public Access Module, those invested grant funds become leverage in development of subsequent technology projects.

(5) Partnerships (20 points):

The participating departments under the Jefferson County Commission have a collaborative, cost-sharing partnership with the State Public Health Department. These agencies are intrinsically involved in land development processes.

(6) 7.5% Match Requirement:

Jefferson County will provide a 17% cash match (\$5000) and \$25,000 in-kind match for hardware infrastructure as specified.

Form SBDD-5

**West Virginia Technical Assistance Broadband Grant Program
Project Milestones**

Project Title: Jefferson County (WV) Online Public Land Records Management System – Phase II	Applicant: Jefferson County Commission
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Provide a list of project milestones, with associated costs and timelines for each from program inception to conclusion.

Project Milestones:

Milestone	Begin & End Dates	Cost
Contract Award under previous Grant Project G1300018	November 22, 2013	N/A
Purchase and install necessary, in-kind hardware (servers, storage area network, VM-ware, etc)	February 3, 2014 February 18, 2014	\$25,000
Purchase and install necessary custom software modules and licensing: Full-Text Indexing Server, Named and Concurrent Licenses - \$11,970 Batch and Ad-Hoc Optical Character Recognition (OCR) - \$1,800 Year 1 Licensing and maintenance fees - \$4590	February 18, 2014 to March 2, 2014	\$18,360
2 weeks of Professional Services to create and test Google-like, full-text indexes and rapid search ability for public access	March 28, 2014 to April 11, 2014	\$11,000
In-kind cash for Professional Services to optimize custom functionality tailored to meet the needs and expectations of County citizens.	April 18, 2014 to April 25, 2014	\$5,000
Project Completion Date	May 30, 2014	Total Cost \$59,360

Project Budget

Project Title: Jefferson County (WV) Online Public Land Records Management System – Phase II	Applicant: Jefferson County Commission
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General Information			
1. Grantee Name:	Jefferson County Commission		
2. Preparers Name and Title:	Todd Fagan – GIS Director		
3. Project Name:	Jefferson County Online Public Land Records Management System (Ph II)	4. Date:	11/7/13
Boxes 5- 8 are to be completed by WV Geological Survey			
5. Grant Agreement Number:		6. Grant Amount:	
7. Period of Grant:		8. Match Amount:	

A. Personnel: (includes salary and benefits)

Position	Salary/Rate	Grant Request	In Kind Match	Cash Match	Total Cost
1.		N/A			
PERSONNEL TOTAL					N/A

B. Contractor Salaries:

Name/Service	Contract Payment	Grant Request	In Kind Match	Cash Match	Total Cost
1. CMS Vendor Professional Sevices		\$11,000		\$5,000	\$16,000
CONTRACTOR TOTAL		\$11,000		\$5,000	\$16,000

C. Office Supplies:

Item	Grant Request	In Kind Match	Cash Match	Total Cost
1.	N/A			
OFFICE SUPPLIES TOTAL				N/A

D. Office Equipment:

Item	Grant Request	In Kind Match	Cash Match	Total Cost
1.	N/A			
OFFICE EQUIPMENT TOTALS				N/A

E. Other:

Item	Grant Request	In Kind Match	Cash Match	Total Cost
1. Travel (mileage/lodging/per diem)	N/A			
2. Computer Hardware	N/A	\$25,000		
3. Computer Software	\$18,360			
4. Hospitality	N/A			
5. Facility Space	N/A			
6.	N/A			
OTHER TOTALS	\$18,360	\$25,000		\$43,360

BUDGET SUMMARY

When you have completed the budget worksheets, verify the totals transferred for each category to the spaces below.

Budget Summary	Amount
A. Personnel	0
B. Contractor	\$16,000
C. Office Supplies	0
D. Office Equipment	0
E. Other	\$43,360
Total Cost:	\$59,360
Breakdown of Costs	
Total Grant Request:	\$29,360
Total In Kind Match	\$25,000
Total Cash Match:	\$5,000

Total	\$59,360
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Grantee's Signature: _____

Date: _____

WVGES Approval Signature: _____

Date: _____

SBDD-7

West Virginia Technical Assistance Broadband Grant Program

Coalition Statement

Project Title: Jefferson County (WV) Online Public Land Records Management System – Phase II	Applicant: Jefferson County Commission
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Jefferson County Commission is the primary recipient of this proposed grant. Three departments (Planning & Zoning, Engineering, GIS/Addressing) are partnering with the local Board of Health to share the funding that will provide Enterprise Content Management Systems online. Each coalition member has similar responsibilities to participate in discovery, testing and approval of indexing and search capabilities. Project funds and grant reporting will be managed by the Commission’s Project Manager (GIS/Addressing Director) for all coalition participants. Under this proposal, no further matching contributions are required of the Board of Health, Planning & Zoning, or Engineering.

Director of Planning & Zoning:

Date:

Director of Engineering:

Date:

Director of GIS/Addressing:

Date:

Board of Health Member:

Date:

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Lynn Fields

Department or Organization: Probate

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: November 7th, 2013

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda): Set hearing date

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

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

Set hearing for 12/10/2013

Are documents attachments? Yes No

If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: lfields@jeffersoncountywv.org

Phone number: 304 728-3210 X 1609

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Myers

Department or Entity: Jefferson County Parks & Recreation

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: November 7, 2013

Date Requested – 2nd Choice: _____

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

Subject: Bonding Waiver – Hite Road Park

Please provide the County Commission with a description of your request or presentation, including any background information: The Jefferson County Parks & Recreation Commission is seeking a waiver from the bonding process for Hite Road Park (Site Plan File #S11-15). The Commission waived the construction bonding process for Sam Michael's Park on June 30, 2005 and July 14, 2005.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize the bonding process for Hite Road Park is waived.

Attachments: Excerpt from June 30, 2005 and July 14, 2005 County Commission Minutes
Site Map



6/30/2005

D. Ruffner, Sr. in the amount of \$11,375. Motion carried.

In re: PLANNING COMMISSION ACTIVITY REPORT

Sherry Kelly, Planner for the Department of Planning, Zoning and Engineering, appeared before the Commission to give the Planning Commission Activity Report.

In re: APPOINTMENT OF ALTERNATE MEMBERS TO THE BOARD OF ZONING APPEALS

No applications were received for appointment as an alternate member of the Board of Zoning Appeals.

In re: APPROVAL OF EMPLOYMENT - ROBERT AMICK - FULL-TIME PUBLIC SAFETY DISPATCHER

Motion by Tabb, second by Manuel to approve the full-time employment of Robert Amick as a Public Safety Dispatcher. Motion carried.

In re: SMITH NADENBOUSCH - INVOICE FOR EXCESS COVERAGE

The Commission discussed the invoice received from Smith Nadenbousch for excess coverage. The Commission asked the County Administrator to contact Mr. Moshier from Smith Nadenbousch to see if Mr. Moshier would be able to meet with the Commission later in the meeting to answer questions.

In re: DOUGLAS ESTEPP - JAIL PROJECT ADVISORY COMMITTEE AND SAVE AMERICA'S TREASURES PROGRAM

Douglas Esteepp appeared before the Commission to request that the Commission form a citizen's advisory committee to assist in the jail project. Mr. Esteepp also recommended that the Commission apply for grant funds through the Save America's Treasures Program and that the Commission seek National Historical Status for the Courthouse and the jail building. The Commission made no decision at this time.

In re: WILLOW SPRING FARM APARTMENTS VI - LOW-INCOME HOUSING TAX CREDIT PROGRAM

After discussion, motion by Tabb, second by Manuel to approve to send a letter of no opposition for Willow Spring Farm Apartments VI participation in the Low-Income Housing Tax Credit Program. Motion carried.

In re: ALLEN R. TAYLOR - PENNSYLVANIA HOUSE OF REPRESENTATIVES - INVITATION TO ADDRESS COMMITTEE ON JULY 11, 2005

The Commission discussed the invitation received from Allen R. Taylor from the Pennsylvania House of Representatives to address their committee on July 11, 2005. The Commission agreed to decline the invitation.

In re: PARKS AND RECREATION COMMISSION - CHARLES TOWN/RANSON LITTLE LEAGUE - WAIVER OF BONDING FOR THE CONSTRUCTION OF A BASEBALL FIELD AT SAM MICHAELS

After discussion, motion by Manuel, second by Surkamp to approve the waiver of bond for the construction of a baseball field at Sam Michael's Park with the understanding that construction would follow all County ordinances and regulations. Motion carried. The County Administrator also brought to the attention of the Commission a request received yesterday for waiver of bond for the community center. The Commission agreed to place the matter on their next agenda.

In re: APPROVAL OF EMPLOYMENT - JOSEPH GALSKY - ANIMAL CONTROL OFFICER

Motion by Tabb, second by Manuel to approve the employment of Joseph Galsky as an Animal

7/14/2005

The Commission agreed to place this matter on the agenda next week.

In re: CONFLICTS OF INTEREST POLICY - UPDATE FROM PROSECUTING ATTORNEY'S OFFICE AND CONFLICTS OF INTEREST IN MINUTES POLICY

The Commission discussed the Conflicts of Interest Policy. After discussion, motion by Surkamp, second by Corliss that the same motion of June 9th, 2005 be carried out and to vote to approve this policy effective upon receipt of a hard copy letter from the West Virginia Ethics Commission confirming the validity and then it will become our policy. Motion passed by a 3-2 vote. Commissioners Tabb and Manuel voted no.

In re: MUTUAL AID AGREEMENT - CITY OF MARTINSBURG - FIRE, EMS, SPECIALIZED RESCUES AND DISASTERS

Motion by Manuel, second by Corliss to approve the Mutual Agreement for the City of Martinsburg with the changes made. Motion carried.

In re: I-TOWN STATUS REPORT - PROSECUTING ATTORNEY'S OFFICE

The County Administrator reported that fact finding is ongoing.

In re: IMMUNITY FOR PLANNING COMMISSION MEMBERS - REPORT FROM THE PROSECUTING ATTORNEY'S OFFICE

The Commission discussed the immunity for Planning Commission members. Commissioner Corliss agreed to forward the correspondence to the Planning Commission.

In re: PUBLIC SERVICE DISTRICT - ADDITIONAL MEMBERS RESEARCH FROM THE PROSECUTING ATTORNEY'S OFFICE

The Commission acknowledged the opinion of the Prosecuting Attorney.

In re: UPDATE ON SUBDIVISION AND ZONING ORDINANCE RFP

Leslie D. Smith, County Administrator distributed the RFP Questions as compiled by Mr. Paul Raco to the Commissioners. The County Commission scheduled a workshop for Monday, July 18, 2005, at 1:00 p.m. to work on the responses.

In re: REGIONAL WATER RESOURCES POLICY COMMITTEE - NOTICE OF USGS FUNDERS MEETING

Commissioner Morgan informed the Commission that he would attend this meeting.

In re: APPOINTMENT OF MUNICIPAL MEMBER TO THE MPO INTERSTATE COUNCIL

The Commission agreed to place this matter on the agenda under Old Business at a later date.

In re: HOUSE BILL 2296 - FEES TO BE CHARGED BY SHERIFF

The Commission agreed to place this matter on the agenda for next week.

In re: WEST VIRGINIANS UNITED TO PROTECT SOCIAL SECURITY - SOCIAL SECURITY RESOLUTION

No action was taken on this matter.

In re: WEST VIRGINIA HOUSING INSTITUTE, INC - IMPACT FEES

Commissioner Morgan will respond to the West Virginia Housing Institute, Inc. by sending a letter and express that the Commission will not take action at this time.

In re: THE HISTORY CHANNEL - REQUEST TO FILM DOCUMENTARY AT COURTHOUSE

The Commission discussed the request received from the History Channel regarding filming a documentary at the Courthouse. The County Administrator will meet with the Judge and interested parties and report back to the Commission at a later date.

In re: DEWBERRY - CONTRACT AMENDMENT - SAM MICHAELS PARK RECREATION CENTER

Toni Milbourne, Member of the Jefferson County Parks and Recreation Commission made comments regarding the Contract Amendment with Dewberry regarding the Sam Michaels Park Recreation Center.

Tim Barr, Parks and Recreation Commission Director appeared before the Commission and commented on the Dewberry amendment. After discussion, motion by Manuel, second by Corliss to approve a \$20,000 Contract and Amendment with Dewberry. Motion carried.

In re: PARKS AND RECREATION COMMISSION - REQUEST FOR WAIVER OF BOND - COMMUNITY CENTER

After discussion, motion by Tabb, second by Manuel to approve the waiver of bond for the construction of the Community Center with the understanding that construction would follow all County ordinances and regulations. Motion carried.

In re: ZONING AND SUBDIVISION RFP QUESTIONS AND ANSWERS

Paul Raco, Director of Planning, Zoning and Engineering appeared before the Commission to give a detailed description of the RFP Questions. Mr. Raco also discussed Zoning and Ordinance variances.

After discussion, the Commission scheduled a work session for Monday, July 18, 2005 at 1:00 p.m. with Paul Raco.

In re: COUNTY COMMISSIONERS' ASSOCIATION - SPECIAL ASSESSMENT FOR REIMBURSEMENT INCURRED BY THE CABELL COUNTY COMMISSION IN THE SUIT REGARDING REGIONAL JAIL EXPENSE

The Commission discussed the correspondence received from the County Commissioners' Association regarding Special Assessment for reimbursement incurred by the Cabell County Commission in the suit regarding Regional Jail Expenses. No action was taken at this time, however, the Commission would like to be informed of any developments regarding this matter.

In re: EARLY ACTION COMPACT WITH THE EPA

Commissioner Tabb will acquire the contract for review and consideration for approval regarding the early action compact with the EPA.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Dale Manuel

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: November 7, 2013

Date Requested – 2nd Choice: _____

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

Subject: Appointment to Day Report Center as an at-large member representing Jefferson County.

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):

Attachments:

Jefferson County Appointees

Ralph Lorenzetti (Prosecutor)	12/16/10 - 12/31/13
Pete Dougherty (Sheriff)	12/16/10 – 12/31/13
Carolyn Zdziera (Jefferson Co.)	3/18/11 – 3/18/14
Harold Slaughter (Psychologist)	12/16/10 – 12/16/14
Mary Paul Rissler (Magistrate)	08/21/08 – 12/31/14
Sherri L. Hoff (Jefferson County Schools)	12/16/10 – 12/16/14
Ruth A. McQuade (Shepherdstown)	08/21/08 – 12/31/14
Marty Soltis (Jefferson County Schools)	08/21/08 – 12/31/14
Ann Smith (Women's Center)	03/04/11 – 03/18/14
Council Person Elaine C. Mauck	Representative

§62-11C-6. Community criminal justice boards.

(a) Each county or combination of counties or a county or counties and a Class I or II municipality that seek to establish community-based corrections services shall establish a community criminal justice board: *Provided*, That if a county has not established a community criminal justice board by July 1, 2002, the chief probation officer of that county, with the approval of the chief judge of the circuit, may apply for and receive approval and funding from the Governor's committee for any programs as authorized by the provisions of section five of this article. Any county which chooses to operate without a community criminal justice board is subject to the regulations and requirements established by the community corrections subcommittee and the Governor's committee.

(b) A community criminal justice board shall consist of no more than fifteen voting members.

(c) All members of a community criminal justice board shall be residents of the county or counties represented.

(d) A community criminal justice board shall consist of the following members:

(1) The sheriff or chief of police or, if the board represents more than one county or municipality, at least one sheriff or chief of police from the counties represented;

(2) The prosecutor or, if the board represents more than one county, at least one prosecutor from the counties represented;

(3) If a public defender corporation exists in the county or counties represented, at least one attorney employed by any public defender corporation existing in the counties represented or, if no public defender office exists, one criminal defense attorney from the counties represented;

(4) One member to be appointed by the local board of education or, if the board represents more than one county, at least one member appointed by a board of education of the counties represented;

(5) One member with a background in mental health care and services to be appointed by the commission or commissions of the county or counties represented by the board;

(6) Two members who can represent organizations or programs advocating for the rights of victims of crimes with preference given to organizations or programs advocating for the rights of victims of the crimes of domestic violence or driving under the influence;

(7) One member with a background in substance abuse treatment and services to be appointed by the commission or commissions of the county or counties represented by the board; and

(8) Three at-large members to be appointed by the commission or commissions of the county or counties represented by the board.

(e) At the discretion of the West Virginia Supreme Court of Appeals, any or all of the following people may serve on a community criminal justice board as ex officio, nonvoting members:

(1) A circuit judge from the county or counties represented;

(2) A magistrate from the county or counties represented; or

(3) A probation officer from the county or counties represented.

(f) Community criminal justice boards may:

(1) Provide for the purchase, development and operation of community corrections services;

(2) Coordinate with local probation departments in establishing and modifying programs and services for offenders;

(3) Evaluate and monitor community corrections programs, services and facilities to determine their impact on offenders;
and

(4) Develop and apply for approval of community corrections programs by the Governor's Committee on Crime, Delinquency and Correction.

(g) If a community criminal justice board represents more than one county, the appointed membership of the board, excluding any ex officio members, shall include an equal number of members from each county, unless the county commission of each county agrees in writing otherwise.

(h) If a community criminal justice board represents more than one county, the board shall, in consultation with the county commission of each county represented, designate one county commission as the fiscal agent of the board.

(i) Any political subdivision of this state operating a community corrections program shall, regardless of whether or not the program has been approved by the Governor's Committee on Crime, Delinquency and Correction, provide to the Governor's committee required information regarding the program's operations as required by legislative rule. *Note: WV Code updated with legislation passed through the 2013 1st Special Session*

The WV Code Online is an unofficial copy of the annotated WV Code, provided as a convenience. It has NOT been edited for publication, and is not in any way official or authoritative.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Debbie Keyser

Department or Entity: County Commission

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

Date Requested – 1st Choice: November 7, 2013

Date Requested – 2nd Choice: _____

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

Subject: Employee Internet Use Monitoring and Filtering Policy

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): Move approval of the Jefferson County Employee Internet Use Monitoring and Filtering Policy as presented.

Attachments: Employee Internet Use Monitoring and Filtering Policy

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Employee Internet Use Monitoring and Filtering Policy	Approved:	
Policy Number:		Author:	
Associated:			

Purpose:

The purpose of this policy is to define standards for systems that monitor and limit web use from any host within the Jefferson County Commission’s network. These standards are designed to ensure employees use the Internet in a safe and responsible manner, and ensure that employee web use can be monitored or researched during an incident. It is important that all employees understand that their computer, email, and Internet use are monitored and archived.

Policy:

Scope

This policy applies to all Jefferson County employees, contractors, vendors and agents with a County or official-owned or personally-owned computer or workstation connected to the Jefferson County Commission network.

This policy applies to all end user initiated communications between Jefferson County Commission’s network and the Internet, including web browsing, instant messaging, file transfer, file sharing, and other standard and proprietary protocols. Server to Server communications, such as SMTP traffic, backups, automated data transfers or database communications are excluded from this policy.

Web Site Monitoring

The Information Technology Employees shall monitor Internet use from all computers and devices connected to the county network. For all traffic the monitoring system must record the source IP Address, the date, the time, the protocol, and the destination site or server. Where possible, the system should record the User ID of the person or account initiating the traffic. Internet Use records must be preserved for 180 days by the IT Department. Information disposition rules apply for the destruction of the records.

Access to Web Site Monitoring Reports

Department heads or Elected Officials can have access to reports, when requested. The county IT employees and authorized IT vendors may access all reports and data if necessary to respond to a security incident. Internet Use reports that identify specific users, sites, teams, or devices will only be made available to outside entities upon written or email request to the IT Department by the County Commission or Elected Officials.

Internet Use Filtering System

The county IT employees and authorized IT vendors shall block access to Internet websites and protocols that are deemed inappropriate for the county government environment. The following protocols and categories of websites shall be blocked:

- Adult/Sexually Explicit Material
- Advertisements & Pop-Ups
- Chat and Instant Messaging (outside of VOIP)
- Gambling
- Hacking
- Illegal Drugs
- Intimate Apparel and Swimwear
- Peer to Peer File Sharing
- Personals and Dating
- Social Network Services
- SPAM, Phishing and Fraud
- Spyware
- Tasteless and Offensive Content
- Violence, Intolerance and Hate

Internet Use Filtering Rule Changes

The network administrator shall periodically review and recommend changes to web and protocol filtering rules. Changes to web and protocol filtering rules will be recorded in the Internet Use Monitoring and Filtering Policy.

Internet Use Filtering Exceptions

If a site is miscategorized, employees may request the site be un-blocked by submitting a ticket to the Information Technology help desk. An IT employee will review the request and un-block the site.

Employees may access blocked sites with permission if appropriate and necessary for business purposes. If an employee needs access to a site that is blocked and appropriately categorized, they must submit a request to the network administrator. The network administrator will track approved exceptions and report on them upon request.

Enforcement

The network administrator will periodically review Internet use monitoring and filtering systems and processes to ensure they are in compliance with this policy. The network administrator will present any evidence of policy violation to the supervisor of the employee, Human Resources, and the County Administrator who will decide if/what disciplinary action may be appropriate.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, November 21, 2013, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission - One unexpired term ending June 30, 2014

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:

November 6, 2013

November 13, 2013

THANKS - JEFFERSON COUNTY COMMISSION

[Please run ad twice: 10-30 and 11-06]

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
THURSDAY, NOVEMBER 21, 2013 AT 7:00 pm**

The County Commission of Jefferson County has scheduled a **Public Hearing for a proposed Zoning and Land Development Ordinance Text Amendment** to establish additional commercial and industrial zoning district categories, and related changes to the Ordinance. The amendment includes changes to the following sections of the Zoning and Land Development Ordinance: 4.4; 4.6; 4.10; 4.11; 5.1; 5.4; 5.6; 5.7; 5.8; 5.10; 6.3; 6.5; 8.1; 8.9; 8.12; 12.2; 12.3; Appendices A, B, and C; and the addition of new Sections 5.11, 5.12, 5.13, 5.14, 5.15, 5.16 and 5.17.

Oral or written comments can be provided at the hearing, **7:00 PM, Thursday, November 21, 2013** during the regular scheduled County Commission meeting **in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel Street.** In addition, you may provide written comments to info@jeffersoncountywv.org, or mail to PO Box 250, Charles Town, WV 25414, or fax to 304-728-8126.

Copies of the proposed text are available on the Departments of Planning and Zoning webpage within the County's website – www.jeffersoncountywv.org. Questions related to the proposed new zoning categories may be directed to the office of the Departments of Planning and Zoning at 304-728-3228 or zoning@jeffersoncountywv.org.

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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, December 5, 2013, or as soon thereafter as the Commission may decide:

Public Service District - One six year term ending December 1, 2019.

Appointee must be a residential, rate paying customer of the Jefferson County public service District.

Appointee must also be willing to attend monthly meetings at the Public Service District offices and travel to Charleston or another area in the State normally a few hours from Jefferson County for a two day Board Member Training class.

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:

November 6, 13, 20, 27 - 2013

THANKS - JEFFERSON COUNTY COMMISSION

Sandy McDonald

From: jeffersoncountycommissionalerts-owner@jeffersoncountywv.org on behalf of Jefferson County Alerts [alerts@jeffersoncountywv.org]
Sent: Monday, October 28, 2013 11:12 AM
To: jeffersoncountycommissionalerts@jeffersoncountywv.org
Subject: Envision Jefferson 2035 Open House Coming to a Library Near You

Envision Jefferson 2035 Open House

Coming to a Library Near You

Envision Jefferson 2035 (the Jefferson County 2014 Comprehensive Plan) is coming to your town in a series of open house meetings. Come learn more about the status of this 18 month project and provide your input into the Future Land Use element. Discussions will include the following:

- Reviewing the Preferred Growth Area maps created by fellow citizens
- Reviewing the Draft Vision Statement, Goals and Objectives.
- Meet and have the chance to interact with Envision Jefferson 2035 Staff and to provide your input related to the Preferred Growth Area maps.
- Provide written, verbal, and drawn input into the Envision Jefferson 2035 planning process.

The open houses will be held on

- ~~Monday, November 18, 2013~~
from 5:00 to 7:00 PM
at the South Jefferson Public Library in Summit Point;
- ~~Tuesday, November 19, 2013~~
from 4:00 to 6:00 PM
at the Old Charles Town Library in downtown Charles Town;
- ~~Wednesday, November 20, 2013~~
from 5:00 to 7:00 PM
at the Shepherdstown Public Library in downtown Shepherdstown;
- ~~Thursday, November 21, 2013~~
from 5:00 to 7:00 PM
at the Bolivar/Harpers Ferry Public Library in Bolivar; and
- ~~Saturday, November 23, 2013~~
from 9:30-11:30 AM
at the St. Andrews Mountain Community Center on Mission Road on the Mountain.

The meetings will be in an open house format, so feel free to come by for a few minutes to provide your input or stay for the whole two hours. For more information on Envision Jefferson 2035 and to keep informed about the meetings and future events, go to www.envisionjefferson2035.com. You can also find out more information by contacting project staff at envisionjefferson2035@jeffersoncountywv.org or by calling (304)728-3228.

**Thanks in advance for helping to envision a better Jefferson
County.**

*****Please do not reply to this email. If you have questions or need assistance, please email info@jeffersoncountywv.org or call the County Commission office at 304-728-3284.*****

STATE OF WEST VIRGINIA



WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

1325 VIRGINIA STREET, EAST
CHARLESTON, WV 25301-3011
(304) 558-2110
FAX: (304) 558-2115

EARL RAY TOMBLIN
Governor

JOSEPH C. THORNTON
Cabinet Secretary

October 18, 2013

RECEIVED

OCT 29 2013

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

Jefferson County Commission

Dear Mr. Manuel,

The Regional Jail Authority Board voted at the October 17th meeting to leave the inmate daily billing rate unchanged at - \$48.25 for the fiscal year starting July 1, 2014.

The Board's fiscally conservative decision is based upon the knowledge of significant reductions in our inmate population over the next twelve months. The inmate reductions are based upon:

- Implementation of Senate Bill 371 (Justice Reinvestment) to reduce prison and jail overcrowding. The legislation creates a new sentencing option that pairs intensive supervision with effective community based drug rehabilitation treatment – and requires all judicial circuits to participate in drug courts by July 1, 2016.
- The transfer of 600 Division of Corrections inmates to refurbished and expanded prison facilities. (loss of approximately \$11 million annual revenue)

We are being proactive to mitigate the financial impact of the inmate population reductions through:

- Improvements in employee scheduling, information technology, and facility security to further gain cost efficiencies.
- Revenue enhancements for inmate ancillary services and federal inmate per diem rates.

Our commitment is to partner with you - as our customers, to provide cost efficient service and effective rehabilitative programs.

Thank you for promptly paying your bills.

We appreciate your support and cooperation to maintain and improve public safety.



Joe DeLong, Executive Director

West Virginia Regional Jail Authority

1325 Virginia St. East

Charleston WV 25301

(304)558-2110



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

Suspension of the 2014 Boundary and Annexation Survey

The U. S. Census Bureau has suspended the Boundary and Annexation Survey (BAS) in fiscal year (FY) 2014, which runs from October 1, 2013 to September 30, 2014. The FY 2014 budget for the Department of Commerce and the Census Bureau reflects an effort to balance the desire to fund the many important statistical programs and services the Census Bureau provides within the current budget environment. That effort required the Census Bureau to make some difficult resource allocation decisions that unfortunately resulted in the suspension of the BAS in 2014.

What is the BAS?

The Census Bureau conducts the BAS to provide state, county, minor civil division, and local governments; as well as tribal governments the opportunity to submit changes to their legal boundaries, names, and governmental status effective on or before January 1 of the survey year. However, a subset of the 40,000 legal governments nationwide forms the core 'reporting universe' for BAS production each year. The reporting universe consists of governments known to experience boundary changes. The BAS is voluntary and every legal government has the opportunity to participate. In the 2013 BAS, 2,522 governments reported boundary updates.

The Census Bureau works closely with the U. S. Bureau of Indian Affairs to ensure that the BAS reflects official boundaries for federally recognized American Indian reservations, off-reservation trust lands, and tribal subdivisions.

What are the exceptions from the suspension?

There are two exceptions to the processing of legal boundary updates in fiscal year 2014. The Census Bureau will continue to process National Standard code changes, new incorporations, disincorporations, and name changes due to our agreement with the U. S. Geological Survey. The Census Bureau, also, maintains the Federal Information Processing Series (FIPS) codes for all federal, state and local governments separate from the BAS program as well as tribal governments. In addition, the Census Bureau will continue to process legal boundary updates as part of the Special Census Program and Geographically Updated Population Certification Program. To learn more about these programs, please visit the Census Bureau website at <http://www.census.gov>

The result of your 2013 BAS submissions

We completed the updates of all the materials submitted for the 2013 BAS before August 2013 into the MAF/TIGER database. There will be no material created such as PDF maps or BAS forms to verify your submission from 2013 BAS. We will post shapefiles containing the updates in March 2014 to the Census Bureau website.

If boundaries are submitted in FY14

With the suspension of the 2014 BAS, the Census Bureau will not solicit boundary updates from local and tribal governments. If governments submit boundary information such as annexation notifications, map submissions, and digital updates during FY14 then the Census Bureau will hold those materials in preparation of the 2015 BAS.

Contact Information

If you have any questions about this statement on the 2014 BAS, please e-mail <geo.bas@census.gov>, or visit <<http://www.census.gov/geo/partnerships/bas.html>>.

Please direct all written correspondence to:

BAS Legal Areas Team
Geographic Areas Branch
U. S. Census Bureau
Washington, DC 20233-7400

RG
BB
orig file
00-33

Sheridan Estates

Harpers Ferry, West Virginia

October 26, 2013



Roger Goodwin, PE, CFM
Jefferson County Engineering Department
116 East Washington Street, Suite 100
Charles Town, WV 25414

Dear Mr. Goodwin,

On behalf of the Sheridan Estates Home Owners Association, Inc. I wish to thank you and Ms. Rebecca Burns for the energies expended to make certain that the streets in phase one of Sheridan Estates were brought to county standard. We are fully aware that it was a challenging process from the pulling of the bond left by the previous developer to the negotiations with the new builder.

We look forward to the completion of our entire community, which of course will take time, but thanks to your concerted efforts, we can now have school bus pick up at safer locations in our community.

Sincerely,

A handwritten signature in blue ink that reads "Eula Odom".

Eula Odom
President Sheridan Estates H.O.A.

cc: BOD
Clagett Management

Clagett Management WV VA, LLC
142 North Queen Street, Martinsburg, WV 25401
304-596-6630 Fax 304-596-6635



October 31, 2013

NACo Releases New Presentation on the Payment in Lieu of Taxes (PILT) Program

Dear NACo Members and Friends:

This week NACo is releasing a new publication on the Payment in Lieu of Taxes (PILT) program. The presentation was developed in an effort to continue educating policymakers, county officials and the public about the unique nature of PILT, its history, and why PILT funding matters to over 1,850 counties in 49 states. PILT provides payments to counties and other local governments to offset losses in tax revenues due to the presence of tax-exempt federal land in their jurisdictions.

Congress has not yet allocated the \$410 million in mandatory PILT funding for FY2014, which has caused much concern for counties that have already begun the budget process for next year. Without congressional action, counties will be forced to implement budget contingency plans – making cuts to critical local government services. County officials should contact their congressional delegations to explain in detail how the elimination of PILT dollars will disrupt county operations and request swift passage of legislation to extend mandatory PILT funding for FY2014 and beyond.

To view the presentation, click [here](#).

If you have any questions regarding PILT or this presentation, please contact Ryan Yates at ryates@naco.org.

Sincerely,

Matthew D. Chase
Executive Director
National Association of Counties

NACo Resources

To view NACo's policy brief on PILT, click [here](#).

Click [here](#) to unsubscribe

National Association of Counties | Executive Director: Matthew D. Chase
25 Massachusetts Ave NW, Suite 500 | Washington, DC 20001 | Phone: 202.393.6226

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

Week Ending Date	Week Ending
	October 26, 2013
	FY14
To be Deposited on:	November 1, 2013
Amount Played	55,168,748.77
Amount Won	49,429,362.85
Amount Promo	230,386.00
MWAP Contribution	<u>3,368.85</u>
Adjusted Gross Terminal Revenue	<u>5,505,631.07</u>
Administrative Costs @ 4%	220,225.23
Excess Lottery Fund @ 4%	<u>0.00</u>
Net Terminal Revenue	<u>5,285,405.84</u>
Surcharge @ 10%	0.00
State Share Excess @ 58%	0.00
Track Share of Capital Reinvestment @ 42%	0.00
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	<i>0.00</i>
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	<i>0.00</i>
Adjusted Net Terminal Revenue	<u>5,285,405.84</u>
Racetrack @ 46.50% / 42%	2,457,713.72
Lottery Fund @ 30% / 0%	1,585,621.74
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Purses @ 7% / 14% / 8%	739,956.82
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	52,854.06
Greyhound Development @ .75%	39,640.54
Thoroughbred Development @ .75%	39,640.54
Racing Commission @ 1%	52,854.06
County/Municipality @ 2%	105,708.12
3% Funds:	
Tourism Promotion Fund @ 1.375%	72,674.33
Development Office Promotion Fund @ .375%	19,820.27
Research Challenge Fund @ .5%	26,427.03
Capitol Renovation and Improvement Fund @ .6875%	36,337.17
2004 Capitol Complex Parking Garage Fund @ .0625%	3,303.38
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	26,427.03
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>26,427.03</u>
	<u>5,285,405.84</u>

WEST VIRGINIA LOTTERY

First Benchmark
Charles Town
County / City Split
Fiscal Year 2014

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 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
6 days ending: 07/06/13	\$ 123,196.88	\$ 123,196.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/13/13	\$ 128,060.40	\$ 128,060.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/20/13	\$ 115,128.84	\$ 115,128.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/27/13	\$ 123,049.56	\$ 123,049.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/03/13	\$ 116,180.80	\$ 116,180.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/10/13	\$ 120,078.64	\$ 120,078.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/17/13	\$ 124,888.56	\$ 124,888.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/24/13	\$ 118,284.44	\$ 89,882.12	\$ 28,402.32	\$ 2,252.30	\$ 11,332.53	\$ 616.33	\$ 9,565.90	\$ 4,635.26
08/31/13	\$ 117,826.36	\$ 58,913.18	\$ 58,913.18	\$ 4,671.81	\$ 23,506.36	\$ 1,278.42	\$ 19,841.96	\$ 9,614.63
09/07/13	\$ 135,517.48	\$ 67,758.74	\$ 67,758.74	\$ 5,373.27	\$ 27,035.74	\$ 1,470.36	\$ 22,821.14	\$ 11,058.23
09/14/13	\$ 106,748.44	\$ 53,374.22	\$ 53,374.22	\$ 4,232.58	\$ 21,296.31	\$ 1,158.22	\$ 17,976.44	\$ 8,710.67
09/21/13	\$ 108,555.88	\$ 54,277.94	\$ 54,277.94	\$ 4,304.24	\$ 21,656.90	\$ 1,177.83	\$ 18,280.81	\$ 8,858.16
09/28/13	\$ 109,763.00	\$ 54,881.50	\$ 54,881.50	\$ 4,352.10	\$ 21,897.72	\$ 1,190.93	\$ 18,484.09	\$ 8,956.66
10/05/13	\$ 111,901.48	\$ 55,950.74	\$ 55,950.74	\$ 4,436.89	\$ 22,324.35	\$ 1,214.13	\$ 18,844.21	\$ 9,131.16
10/12/13	\$ 111,675.84	\$ 55,837.92	\$ 55,837.92	\$ 4,427.95	\$ 22,279.33	\$ 1,211.68	\$ 18,806.21	\$ 9,112.75
10/19/13	\$ 122,654.40	\$ 61,327.20	\$ 61,327.20	\$ 4,863.25	\$ 24,469.55	\$ 1,330.80	\$ 20,655.00	\$ 10,008.60
10/26/13	\$ 105,708.12	\$ 52,854.06	\$ 52,854.06	\$ 4,191.33	\$ 21,088.77	\$ 1,146.93	\$ 17,801.25	\$ 8,625.78
Subtotal	\$ 1,999,219.12	\$ 1,455,641.30	\$ 543,577.82	\$ 43,105.72	\$ 216,887.56	\$ 11,795.63	\$ 183,077.01	\$ 88,711.90

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
07/04/2009 *	128,262.42	07/03/2010	115,402.58	7/1-2/2011	69,824.12	07/07/2012	161,637.92	07/06/2013	123,196.88
07/11/2009	168,815.08	07/10/2010	205,731.64	07/09/2011	171,717.28	07/14/2012	129,458.04	07/13/2013	128,060.40
07/18/2009	160,652.98	07/17/2010	161,386.76	07/16/2011	143,019.52	07/21/2012	130,037.00	07/20/2013	115,128.84
07/25/2009	158,869.08	07/24/2010	160,368.28	07/23/2011	146,508.00	07/28/2012	137,164.44	07/27/2013	123,049.56
08/01/2009	174,493.08	07/31/2010	157,802.08	07/30/2011	144,510.28	08/04/2012	132,931.16	08/03/2013	116,180.80
08/08/2009	138,408.80	08/07/2010	136,494.98	08/06/2011	151,495.28	08/11/2012	134,212.88	08/10/2013	120,078.64
08/15/2009	81,222.14	08/14/2010	78,376.68	08/13/2011	117,350.38	08/18/2012	110,241.90	08/17/2013	124,888.56
08/22/2009	76,260.31	08/21/2010	76,199.02	08/20/2011	71,614.12	08/25/2012	66,209.90	08/24/2013	89,882.12
08/29/2009	80,472.92	08/28/2010	72,460.03	08/27/2011	63,432.14	09/01/2012	67,133.42	08/31/2013	58,913.18
09/05/2009	80,798.15	09/04/2010	76,362.84	09/03/2011	80,837.76	09/08/2012	74,029.40	09/07/2013	67,758.74
09/12/2009	86,286.92	09/11/2010	82,969.36	09/10/2011	84,845.80	09/15/2012	61,838.04	09/14/2013	53,374.22
09/19/2009	70,010.15	09/18/2010	67,638.78	09/17/2011	66,748.62	09/22/2012	56,996.90	09/21/2013	54,277.94
09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80	09/29/2012	61,611.40	09/28/2013	54,881.50
10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64	10/06/2012	62,715.20	10/05/2013	55,950.74
10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92
10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20
10/24/2009	67,581.66	10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06
10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98	11/03/2012	56,545.30		
11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	70,673.88	11/10/2012	56,110.96		
11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36		
11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86		
11/28/2009	72,399.98	11/27/2010	71,170.90	11/26/2011	74,140.54	12/01/2012	50,243.34		
12/05/2009	51,006.51	12/04/2010	53,215.08	12/03/2011	59,429.94	12/08/2012	50,770.96		
12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38		
12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96		
12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22		
01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00	01/05/2013	71,673.52		
01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40	01/12/2013	50,416.30		
01/16/2010	60,551.28	01/15/2011	54,005.90	01/14/2012	58,901.92	01/19/2013	51,211.88		
01/23/2010	69,943.53	01/22/2011	60,924.74	01/21/2012	61,819.92	01/26/2013	46,966.26		
01/30/2010	48,527.75	01/29/2011	48,036.94	01/28/2012	62,898.78	02/02/2013	52,067.92		
02/06/2010	37,155.14	02/05/2011	60,777.44	02/04/2012	72,154.66	02/09/2013	52,222.20		
02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04	02/16/2013	64,243.52		
02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88	02/23/2013	64,115.70		
02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78	03/02/2013	62,602.74		

03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86	03/09/2013	59,213.26
03/13/2010	71,007.37	03/12/2011	66,979.48	03/10/2012	76,808.62	03/16/2013	62,366.36
03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92	03/23/2013	59,841.02
03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36	03/30/2013	57,567.98
04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22	04/06/2013	63,108.84
04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98	04/13/2013	56,849.30
04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34	04/20/2013	55,432.12
04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08	04/27/2013	58,612.74
05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66	05/04/2013	61,102.92
05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30	05/11/2013	57,428.70
05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92	05/18/2013	61,172.80
05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36	05/25/2013	57,131.24
05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24	06/01/2013	65,920.66
06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44	06/08/2013	55,233.74
06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86	06/15/2013	54,067.52
06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12	06/22/2013	54,690.28
06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30	06/29/2013	55,991.38
06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40	06/30/2013	11,509.54

TOTALS **4041141.56**

4016541.01

4124906.8

3580645.18

1455641

Table Game Revenue

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
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	April, 2013	105,545.23		
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38		
		June, 2012	129,235.38	June, 2013	104,803.37		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2012-2013	1530462.31	Total 2013-2014	291559.85

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount	Date	Amount	Date	Amount
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22
October, 2011	372,821.82	October, 2012	379,446.06		
November, 2011	363,356.61	November, 2012	403,331.79		
December, 2011	421,529.79	December, 2012	440,033.75		
January, 2012	413,438.04	January, 2013	397,951.05		
February, 2012	428,310.03	February, 2013	381,857.07		
March, 2012	455,536.38	March, 2013	447,100.86		
April, 2012	383,586.78	April, 2013	316,635.69		
May, 2012	413,715.39	May, 2013	329,242.14		
June, 2012	387,706.12	June, 2013	314,410.11		
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	874,679.55