

REGULAR TERM:

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

At a Regular Term of the County Commission of said County and State continued and held at the Old Charles Town Library meeting room thereof on Thursday, March 11, 2010 beginning at 9:30 o'clock a.m.

PRESENT: Lyn Widmyer; President;
Patricia Noland, Dale Manuel,
Frances Morgan; Commissioners

In re: PLEDGE OF ALLEGIANCE

Commissioner Noland conducted the Pledge of Allegiance.

In re: APPROVAL OF MINUTES

Motion by Morgan, second by Manuel to dispense with the reading of the Minutes for the meeting held on Thursday, March 4, 2010 and to approve the Minutes as amended. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS

Motion by Manuel, second by Morgan to approve the following Purchase Orders for the week of March 11, 2010 totaling \$34,519.45:480810, 48081, 47621, 47622, 47925, 47656, 48082, 48084, 47110, 47111, 47112, 48015, 482104, 48205, 48225, 48077, 48078, 48079, 47950, 47951, 47952, 47953,47719, 47720, 47722, 47723, 47724, 48086, 48085. Motion carried.

In re: APPROVAL OF ACCOUNTS PAYABLE

Motion by Morgan, second by Manuel to approve the list of accounts payable for March 11, 2010. Motion carried.

CK #	DEPT	VENDOR	PONUM	POAMT	NOAMT	CK AMT
061003	413	ALLEGHENY POWER		\$ -	\$ 321.56	\$ 321.56
061004	440	ASCE BOOK ORDERS	47104	\$ 295.00	\$ -	\$ 295.00
061005	424	USA MOBILITY WIRELESS,IN		\$ -	\$ 89.28	\$ 89.28
061005	700	USA MOBILITY WIRELESS,IN		\$ -	\$ 195.03	\$ 195.03
061005	712	USA MOBILITY WIRELESS,IN		\$ -	\$ 432.07	\$ 432.07
061006	413	APPLE VALLEY OFF.PRO	47755	\$ 194.12	\$ -	\$ 194.12
061007	439	B-K OFFICE SUPPLY INC	47370	\$ 61.55	\$ -	\$ 61.55
061008	439	JENNIFER M. BROCKMAN		\$ -	\$ 37.11	\$ 37.11
061009	711	*CREAMERS AUTO SERVICE	48068	\$ 12.00	\$ -	\$ 12.00
061009	712	*CREAMERS AUTO SERVICE	48068	\$ 41.53	\$ -	\$ 41.53
061009	716	*CREAMERS AUTO SERVICE	48068	\$ 73.83	\$ -	\$ 73.83
061010	424	CHARLES TOWN UTILITIES		\$ -	\$ 97.90	\$ 97.90
061010	425	CHARLES TOWN UTILITIES		\$ -	\$ 790.27	\$ 790.27
061011	712	VERIZON		\$ -	\$ 380.00	\$ 380.00
061012	712	CDW-GOVERNMENT INC	46629	\$ 288.36	\$ -	\$ 288.36
061013	424	CREAMERS WRECKER SVC	48070	\$ 247.00	\$ -	\$ 247.00

061014	700	CARS/COMPLETE AUTO REPAI	48028	\$ 74.78	\$ -	\$ 74.78
061015	406	DECISIONONE CORP	47619	\$ 118.72	\$ -	\$ 118.72
061016	425	DAYCON	48071	\$ 359.31	\$ -	\$ 359.31
061017	401	DELTA DEV GROUP		\$ -	\$ 2,017.81	\$ 2,017.81
061018	424	J.C.EHRLICH		\$ -	\$ 31.00	\$ 31.00
061018	425	J.C.EHRLICH		\$ -	\$ 399.00	\$ 399.00
061019	412	FRONTIER		\$ -	\$ 435.12	\$ 435.12
061019	415	FRONTIER		\$ -	\$ 340.03	\$ 340.03
061019	424	FRONTIER		\$ -	\$ 17,085.54	\$ 17,085.54
061019	712	FRONTIER		\$ -	\$ 1,218.90	\$ 1,218.90
061020	425	GRAINGER, INC	48074	\$ 162.24	\$ -	\$ 162.24
061021	440	ROGER GOODWIN		\$ -	\$ 24.00	\$ 24.00
061022	711	GUEST SERVICES	48203	\$ 96.75	\$ -	\$ 96.75
061023	716	HILLSIDE VETERINARY	47895	\$ 57.25	\$ -	\$ 57.25
061024	433	IKON OFFICE SOLUTIONS	46764	\$ 202.35	\$ -	\$ 202.35
061024	439	IKON OFFICE SOLUTIONS	47356	\$ 1,068.70	\$ -	\$ 1,068.70
061024	401	IKON OFFICE SOLUTIONS		\$ -	\$ 299.48	\$ 299.48
061025	428	IPSWITCH, INC		\$ -	\$ 4,173.30	\$ 4,173.30
061026	402	JEFF PUBLISH CO INC	48120	\$ 370.64	\$ -	\$ 370.64
061026	712	JEFF PUBLISH CO INC	48161	\$ 25.00	\$ -	\$ 25.00
061027	401	THE JOURNAL	47107	\$ 127.37	\$ -	\$ 127.37
061028	425	JEFFERSON COUNTY SOLID	48073	\$ 236.85	\$ -	\$ 236.85
061029	440	HAINES KIMBLE		\$ -	\$ 8.39	\$ 8.39
061030	712	PRIORITY DISPATCH	47142	\$ 429.00	\$ -	\$ 429.00
061031	424	VERIZON BUSINESS		\$ -	\$ 1,127.72	\$ 1,127.72
061032	401	JOHN McCUE		\$ -	\$ 395.65	\$ 395.65
061033	ALLOC	JEFF CO PARKS &		\$ -	\$ 12,856.18	\$ 12,856.18
061034	425	LANDMARK ELEVATOR INC.	47286	\$ 240.00	\$ -	\$ 240.00
061035	424	ROACH OIL COMPANY		\$ -	\$ 2,341.57	\$ 2,341.57
061035	425	ROACH OIL COMPANY		\$ -	\$ 2,749.31	\$ 2,749.31
061036	424	RCS SECURITY	48076	\$ 525.00	\$ -	\$ 525.00
061036	425	RCS SECURITY	48076	\$ 905.80	\$ -	\$ 905.80
061037	424	ROCKWELL CONST	48075	\$ 5,700.00	\$ -	\$ 5,700.00
061037	425	ROCKWELL CONST	48075	\$ 5,246.51	\$ -	\$ 5,246.51
061038	402	RECORD MGT SOLUTN	47314	\$ 35.00	\$ -	\$ 35.00
061039	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,910.00	\$ 7,910.00
061040	424	SHENANDOAH SALES & SERV	48072	\$ 225.00	\$ -	\$ 225.00
061041	404	SHERIFF OF JEFF CO	47791	\$ 33.75	\$ -	\$ 33.75
061042	424	SMITH-NADENBOUSCH INS./C		\$ -	\$ 200.00	\$ 200.00
061043	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,808.00	\$ 1,808.00
061043	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 301.50	\$ 301.50

061043	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 714.00	\$ 714.00
061043	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 783.00	\$ 783.00
061043	700	SOFTWARE SYSTEMS, INC		\$ -	\$ 30.50	\$ 30.50
061044	401	STAPLES CREDIT PLAN		\$ -	\$ 235.65	\$ 235.65
061044	412	STAPLES CREDIT PLAN		\$ -	\$ 70.16	\$ 70.16
061044	424	STAPLES CREDIT PLAN		\$ -	\$ 495.77	\$ 495.77
061044	700	STAPLES CREDIT PLAN		\$ -	\$ 523.28	\$ 523.28
061044	712	STAPLES CREDIT PLAN		\$ -	\$ 871.08	\$ 871.08
061044	716	STAPLES CREDIT PLAN		\$ -	\$ 49.97	\$ 49.97
061045	711	SOFTWARE COMPUTER GROUP	47171	\$ 150.00	\$ -	\$ 150.00
061046	712	SEN COMMUNICATIONS	47143	\$ 125.00	\$ -	\$ 125.00
061047	424	SCOTTS AUTO BODY	48069	\$ 565.93	\$ -	\$ 565.93
061048	425	SHENANDOAH VALLEY WATER		\$ -	\$ 520.20	\$ 520.20
061049	401	HAMMER,FERRETTI,SCHIAVON		\$ -	\$ 535.00	\$ 535.00
061050	424	HAGEMEYER	48027	\$ 834.85	\$ -	\$ 834.85
061051	700	DUSTIN TABLER		\$ -	\$ 9.93	\$ 9.93
061052	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 177.00	\$ 177.00
061053	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
061054	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 15,304.97	\$ 15,304.97
061055	716	VALLEY PET CEMETERY		\$ -	\$ 246.00	\$ 246.00
061056	712	VERIZON		\$ -	\$ 6,489.38	\$ 6,489.38
061057	424	WILLIAMS MOTOR PARTS, IN	47893	\$ 21.36	\$ -	\$ 21.36
061058	425	WM OF WV, INC		\$ -	\$ 654.71	\$ 654.71
061058	716	WM OF WV, INC		\$ -	\$ 93.36	\$ 93.36
061059	440	WV CODE OFFICIALS ASSOC	47105	\$ 150.00	\$ -	\$ 150.00
061059	440	WV CODE OFFICIALS ASSOC	47106	\$ 120.00	\$ -	\$ 120.00
061060	GRANT	PAMELA HOLSTEIN-WALLACE		\$ -	\$ 1,500.00	\$ 1,500.00
061060	GRANT	PAMELA HOLSTEIN-WALLACE		\$ -	\$ 5,000.00	\$ 5,000.00
061061	413	REVA MICKEY		\$ -	\$ 100.00	\$ 100.00
061062	413	GARY DUNGAN		\$ -	\$ 100.00	\$ 100.00
TOTAL						\$ 131,990.23
TOTAL				\$ 19,420.55	\$112,569.68	\$ 131,990.23

In re: PUBLIC COMMENT

No new information was presented.

In re: COUNTY ADMINISTRATOR REPORTS

Sandy Slusher McDonald, Acting County Administrator reported that Jefferson County Parks and Recreation would not be present for the afternoon appointment.

Ms. McDonald reported that the Development Authority would not be present for the afternoon appointment.

Commissioner Morgan reported along the lines of jobs, the need for a meat processing facility in the county.

Ms. McDonald reminded the Commission that there will be public meetings next week.

Commissioner Widmyer directed staff to check on the availability of another location for the Small Cities Block Grant public hearing.

Ms. McDonald confirmed that the Extension Office conference room would be available for the Small Cities Block Grant public hearing.

Ms. McDonald reported that she would be emailing the weekly schedule.

In re: COUNTY COMMISSION REPORTS

Commissioner Noland reported on the 4-H meeting she attended.

Commissioner Noland reported on the public hearing she attended.

Commissioner Noland reported on the budget meetings she attended.

Commissioner Manuel reported on the Jefferson County Council on Aging meeting he attended.

Commissioner Manuel reported on the PanTran meeting he attended.

Commissioner Surkamp reported on the LAPC meeting he attended.

Commissioner Morgan reported on the Board of Health meeting she attended.

Commissioner Morgan reported on the National Association of Counties meeting she attended.

Commissioner Morgan reported on the Budget meeting she attended.

Commissioner Morgan reported on the Small Cities Block Grant public hearing she attended.

Commissioner Morgan reported on the Criminal Justice Board meeting she attended.

Commissioner Widmyer reported on the Teleconference she participated in for the Hagerstown Eastern Panhandle Metropolitan Planning Organization.

Commissioner Widmyer reported that she would be picking up the Small Cities Block Grant application on Friday.

In re: SHERIFF SHIRLEY – DEPARTMENT UPDATE AND INTRODUCTION OF NEW DEPUTY DOUGLAS FLETCHER

Sheriff Shirley reported that the Sheriff's department is fully staffed.

Sheriff Shirley introduced Douglas Fletcher as the newly hired Deputy.

Douglas Fletcher, Deputy Sheriff was present and gave comments.

In re: JENNIFER S. MAGHAN – COUNTY CLERK

No new information was provided.

In re: LEGISLATIVE ISSUES

Commissioner Noland reported on the following pending legislative issues:

- Senate Bill 237
- Senate Bill 231
- House Bill 333
- Senate Bill 337
- Senate Bill 401
- Senate Bill 614
- House Bill 4211
- House Bill 4008
- Senate Bill 537
- House Bill 583

Commissioner Surkamp reported on English as a second language.

Commissioner Widmyer reported on Senator Snyder's Bill concerning natural resources.

In re: REQUEST FOR USE OF COUNTY MEETING ROOM RECEIVED FROM DANIEL P. LUTZ, JR. – DISCUSSION/ACTION

Motion by Manuel, second by Morgan to approve the request from Daniel P. Lutz, Jr. to use the meeting room. Motion carried.

Commissioner Widmyer recommended that the Commission not meet Thursday, April 1, 2010.
Motion by Noland, second by Widmyer to not meet Thursday, April 1, 2010. Motion withdrawn.

The Commission took a break at 10:30 a. m.
The Commission reconvened at 10:35 a. m.

In re: STATE AUDITOR’S OFFICE – FY2008 AND FY2009 AUDIT EXIT DISCUSSION

Salli Martin, representative for State Auditor’s Office reported on the findings for the FY2008 and FY2009 Audits.

Kenny Drain, State Auditor Supervisor was present and gave comments.

Mark Schiavone, Director of Capital Planning and Management were present and gave comment.
Jennifer Maghan, County Clerk was present and gave comment.

In re: WATER ADVISORY COMMITTEE APPOINTMENTS

Motion by Surkamp, second by Morgan to appoint Mark Shields, Larry Johnson, Dick Latterell, Willis Nowell and Roger Ethier to the Water Advisory Committee.

Commissioner Noland recommended consulting with the Committee before increasing the membership.

The Commission directed staff to send a letter to the Water Advisory Committee asking for recommendations to the increase the numbers of members.

Commissioner Noland agreed to consult with Water Advisory Committee regarding the number of members.

Commissioner Morgan withdrew her second until a response is made from the Committee.

Nomination by Commissioner Noland to appoint Mark Shields to the Water Advisory Committee.

	Noland	Surkamp	Manuel	Morgan	Widmyer
Mark Shields	X	X	X	X	X

Mark Shields was appointed to the Water Advisory Committee for an unexpired term ending January 31, 2011.

Nomination by Commissioner Morgan to appoint Dick Latterell to the Water Advisory Committee.

Nomination by Commissioner Surkamp to appoint Willis Nowell to the Water Advisory Committee.

Nomination by Commissioner Widmyer to appoint Roger Ethier to the Water Advisory Committee.

Nomination by Commissioner Noland to appoint Larry Johnson to the Water Advisory Committee.

	Noland	Surkamp	Manuel	Morgan	Widmyer
Dick Latterell	X		X	X	X
Willis Nowell		X	X		
Roger Ethier	X	X	X	X	X
Larry Johnson	X	X		X	X

Dick Latterell, Roger Ethier, and Larry Johnson were reappointed to the Water Advisory Committee for a Three year expired term ending March 31, 2013.

In re: LEGAL UPDATE AND REPORT – (STEPHANIE GROVE)

Stephanie Grove, Assistant Prosecuting Attorney distributed her to do list.
 Ms. Grove reported on the Jefferson Orchards and the Rissler Case at the Supreme Court.
 Ms. Grove reported that she read the Architect report.
 The Commission directed Ms. Grove to reject the report.
 Ms. Grove reported on the Public Service District case.
 Ms. Grove reported that she needs the policy for overtime from Department Heads.
 Jeff Polczynski, Director of Communications was present and gave comments.

In re: JEFFERSON COUNTY EMERGENCY SERVICES AGENCY APPOINTMENTS

David Smith appeared before the Commission for an interview.

Nomination by Commissioner Noland to appoint Michael Mood to the Jefferson County Emergency Services Agency.

Nomination by Commissioner Surkamp to appoint Andrew Arnold to the Jefferson County Emergency Services Agency.

Nomination by Commissioner Manuel to appoint Michael Mood to the Jefferson County Emergency Services Agency.

Nomination by Commissioner Widmyer to appoint Maggie Gorman to the Jefferson County Emergency Services Agency.

Commissioner Morgan abstained.

	Noland	Surkamp	Manuel	Morgan	Widmyer
Michael Mood	X		X		
Andrew Arnold		X			
Maggie Gorman					X

Michael Mood was appointed to the Jefferson County Emergency Services Agency for One unexpired term ending November 2, 2011.

In re: HARPERS FERRY/BOLIVAR PUBLIC SERVICE DISTRICT APPOINTMENTS

By unanimous consent, the Commission agreed to appoint Frank Donadio to the Harpers/Bolivar Public Service District for an unexpired term ending June 30, 2014.

The Commission recessed for lunch at 12:05 p. m.

The Commission reconvened at 1:30 p. m.

In re: JENNIFER BROCKMAN, DIRECTOR OF PLANNING AND ZONING – PLANNING COMMISSION RECOMMENDATIONS REGARDING BAKERTON AND 340 ZONING MAP AMENDMENT

Jennifer Brockman, Director of Planning and Zoning reported on recommendations by the Planning Commission on the denial of the rezoning request regarding route 340.

Ms. Brockman recommended a public hearing be held.

The Commission directed staff to work together to set the date for a public hearing.

In re: MARK SCHIAVONE, DIRECTOR OF CAPITAL PLANNING AND MANAGEMENT- BUDGET ISSUES

Mark Schiavone, Director of Capital Planning and Management presented different scenarios on the budget.

Teresa Hendricks, Chief Deputy Tax Collector was present and gave comments.

In re: JEFFERSON COUNTY EMERGENCY SERVICES AGENCY – BUDGET DISCUSSION

Doug Pittinger, Director of the Jefferson County Emergency Services Agency gave an overview of the Jefferson County Emergency Services Agency Budget.

Pete Kelley was present and gave comments.

Mark Schiavone was present and gave comments.

In re: PARKS AND RECREATION COMMISSION – BUDGET DISCUSSION

No new information was provided.

In re: DUFFIELDS STATION, INC. – BUDGET DISCUSSION

Jack Snyder, representative of the Duffields Train Station, Inc. was present and made a request for \$5,200.00.

In re: JEFFERSON COUNTY DEVELOPMENT AUTHORITY – BUDGET DISCUSSION

No new information was provided.

The Commission received the following information:

The County Commission will be welcoming the new County Administrator, Tim Boyde, and expressing their appreciation to Sandy McDonald, Deputy County Administrator on Wednesday, March 17, 2010, 4:00 p.m. - 5:30 p.m. in the basement of the Charles Town Library.

Memorandum received from the Engineering Department concerning an acceptance of bond in the amount of \$30,040 for Cambridge Manufactured Home Development.

Memorandums received from the Department of Capital Planning and Management concerning transfers of funds.

Impact Fee Status report received for February 2010.

Correspondence received from the Historic Landmarks Commission concerning the proposed “monopine” cellular tower.

Correspondence received from the Historic Landmarks Commission supporting the work of the County's GIS/Addressing office.

Correspondence received from the West Virginia Development Office concerning the Land and Water Conservation Fund.

Correspondence received from the West Virginia Division of Culture and History concerning the proposed mountain communities' water extension.

Correspondence received from the State Tax Department concerning the budget for the Statewide Computer Network.

Correspondence received from the U.S. Census Bureau concerning the "Take 10" challenge.

Notice received of the National Animal Control Association Training Academy on May 3-7, 2010.

Legislative information received from the Association of Counties and the County Commissioners' Association.

Newsletter received from the Harpers Ferry National Historical Park.

Memorandum received from the West Virginia Development Office concerning the 2010-2014 Consolidated Action Plan.

E-911 fees received.

Weekly settlement report for the Charles Town Races and Slots received from the West Virginia Lottery.

Meeting minutes received from the Jefferson County Public Service District.

Correspondence received from Jennifer Maghan, County Clerk regarding removal of platform in the mail room.

Correspondence received from Kimberly D. Smeltzer opposing the proposed judicial center building project.

Correspondence received from Gil Narro Garcia concerning the Planning Commission agenda.

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

LYN WIDMYER, COMMISSION PRESIDENT

