

Agenda Packet:

<http://www.jeffersoncountywv.org/2010%20agenda%20packets/2010-03-25%20Agenda%20Packet.pdf>

Archived Meeting:

http://media.jeffersoncountywv.org/camera/archived_meeting.php

Minutes

Jefferson County Commission

Thursday, March 25, 2010

A meeting of the Jefferson County Commission was held on Thursday, March 25, 2010 at the Old Charles Town Library meeting room located at 200 E. Washington Street, Charles Town, WV 25414. The meeting was attended by Lyn Widmyer, President, and Commissioners: Dale Manuel, Patsy Noland, Frances Morgan and Jim Surkamp and Tim Boyde, County Administrator.

The Meeting was called to order at 9:30 a. m. by Commissioner Widmyer.

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE for Michael Pittinger
3. MOTION BY MR. MANUEL to approve the Minutes of the Budget Work Session held Wednesday, March 10, 2010 at the Old Charles Town Library meeting room. Motion seconded by Ms. Morgan and unanimously approved.
4. MOTION BY MR. MANUEL to approve the Minutes of the Regular Session held on Thursday, March 11, 2010 at the Old Charles Town Library meeting room as amended. Motion seconded by Ms. Morgan and unanimously approved.
5. MOTION BY MR. MANUEL to approve the Minutes of the Small Cities Block Grant meeting held on Tuesday, March 16, 2010 at the Jefferson County Extension office meeting room as amended. Motion seconded by Ms. Morgan and unanimously approved.

6. MOTION BY MR. MANUEL to approve the Minutes of the Budget FY2011 public hearing held on Wednesday, March 17, 2010 at the Old Charles Town Library meeting room.
7. MOTION BY MS. NOLAND to approve Purchased Orders in the amount of \$15,777.64 for: 47623, 47624, 47625, 48189, 48191, 48095, 48097, 48100, 47954, 47725, 47726, 47727, 47728, 47729, 47731, 47732. Purchase Order 47776 was denied. Motion seconded by Ms. Morgan and unanimously approved.
8. MOTION BY MS.MORGAN to approve the accounts payable in the amount of \$279,612.97. Motion seconded by Mr. Manuel and unanimously approved.
9. ANGIE BANKS the Assessor was present to discuss the split ticket of Bonnie K. Miller and Charles G. Miller.

Name:	Vehicle:	Assessed Value:	Taxes Due:
Bonnie K. Miller	2001 Durango	\$3,200	\$68.61
Charles G. Miller	1999 F150	\$4,000	\$85.75
Charles G. Miller	2003 F350	\$11,700	\$250.85
Charles G. Miller	2005 F350	\$14,300	\$306.59
Charles G. Miller	2005 Trailer	\$1,200	\$25.73
Charles G Miller	2006 Pace	\$1,200	\$25.73

MOTION BY MORGAN to approve the tax ticket as present by Assessor Angie Banks. Motion seconded by Manuel and unanimously approved. Ms. Banks announced that the new Assessor's website will be up and running on Friday, March 26, 2010.

10. MARY JO BROWN the Governor's representative was present to assist in presenting Ed Smith with the Mountaineer Award. Senator Herb Snyder and Delegate Tiffany Lawrence were present and gave comments. Ed Smith gave comments.
11. NO PUBLIC COMMENT was made.
12. TIM BOYDE the County Administrator reported that Joe Sacchet would not be present for his appointment and that he would give an update on his behalf.
13. MS. NOLAND REPORTED that she attended the WV Department of Tourism meeting and the Budget meetings.
14. MR. MANUEL REPORTED that he participated at the March for Meals. Mr. Manuel reported that the Jefferson Center will open on April1, 2010.

15. MR. SURKAMP REPORTED that he attended a Bakerton Fire Department meeting.
16. MS. MORGAN REPORTED that she attended the Planning Commission meeting and a Civil War Trails meeting. Ms. Morgan reported the dates for upcoming PATH Interveners meetings.
17. MS. WIDMYER REPORTED that the Hagerstown Eastern Panhandle Metropolitan Organization will meet on March 31, 2010.
18. APPOINTMENTS TO THE PLANNING COMMISSION were made for a three-year term ending March 31, 2013.

Appointed to the Planning Commission for a three-year term are:

- Stephan Alemar
- Morgan Etters
- Wm. Kelly Baty

Appointment to the Planning Commission for an unexpired term ending March 31, 2011 is:

- Daniel B. Hayes

19. APPOINTMENTS TO THE DEVELOPMENT AUTHORITY were made for a three-year ending April 5, 2013.

Appointed to the Development Authority for a three-year term are:

- Paul Espinosa
- P. David Mills
- Helen Dettmer
- Ira Hale

The Commission took a 10 minute break at 10:51 a. m.

The Commission reconvened at 11:01 a. m.

20. ROGER ETHIER REPORTED on the collaborative Mountain Water Monitoring System with the Jefferson County Planning Commission, Water Advisory Committee, Health Department and Shepherd University.
John Maxey, Jennifer Brockman and Bill Zaleski were present and gave comments.
Mr. Ethier requested \$3,600 to be approved from the Planning Commission to contribute to the funding of the project.

Motion by Ms. Morgan to accept the proposal of the Mountain Water Monitoring System as outlined and approve the request of \$3,600, subject to a memorandum of understanding that the data is public information and a work plan consisting of hours and a time line. Motion seconded by Mr. Surkamp and unanimously approved.

21. TIM BOYDE REPORTED that the Day Report Center has amended their request for funds to \$34,102.00 after a Commission meeting in Berkeley County.

Motion by Ms. Morgan to approve the reduction of funds allocated to Berkeley/Jefferson Day Report Center to \$34,102.00. Motion seconded by Noland and unanimously approved.

22. JENNIFER MAGHAN REPORTED that a notice of public testing for the new election machines will be forthcoming.

23. MR. BOYDE REPORTED there will be no Executive Session.

24. MS. NOLAND REPORTED on the following legislative issues:

- English as a second language
- Health care Bill

25. KIRK DAVIS REPORTED on the Substantial Completion for the Jefferson County Emergency Service Agency and the Change Order that requires authorization and signature of the President of the Commission.

Motion by Ms. Morgan to approve the Substantial Completion of the Jefferson County Emergency Service Agency Building and authorize the President of the Commission to affix her signature upon the appropriate Change Order. Motion was seconded by Manuel and unanimously approved.

Mr. Davis reported that the contract for ADA ramp for the Hunter House came in \$30,000 less than budgeted and is in for review with Stephanie Grove.

Mr. Davis reported on Delta services.

26. LIEUTENANT HANSEN REPORTED on behalf of Sheriff Shirley a request to hire Cassie Lea Johnson to the Deputy Reserves.

Motion by Ms. Noland to appoint Cassie Lea Johnson is hired to serve in the Deputy Reserves. Motion seconded by Mr. Manuel and unanimously approved.

27. STEPHANIE GROVE DISTRIBUTED her to do list to the Commission. Ms. Grove reported that she has several contracts to review as well as a copier lease for the Planning Commission. Ms. Grove reported that she is doing research for the County Clerk, Jennifer Maghan concerning poll workers.

The Commission recessed for lunch at 12:10.

The Commission reconvened at 1:15 p.m.

IN RE: MARK SCHIAVONE, DIRECTOR OF CAPITAL PLANNING AND MANAGEMENT

- APPROVAL OF ADJUSTMENTS TO FISCAL YEAR 2008 AND FISCAL YEAR 2009 FINANCIAL REPORTS

Mark Schiavone, Director of Capital Planning and Management appeared before the Commission to request approval of adjustments to the fiscal year 2008-2009 financial reports. Mr. Schiavone provided an explanation of adjustments and reported on the management letter that will accompany the adjustments when submitted to the West Virginia State Auditor's office.

Motion by Noland, second by Manuel to approve the adjustments and authorize the Commission President's signature upon the 2008 and 2009 fiscal year financial reports and representation letter to the WV State Auditor's Office. Motion carried.

- **ASSESSOR'S OFFICE BUDGET LINE ITEM TRANSFER**

Mr. Schiavone reported this agenda item was taken up during the March 18, 2010 session.

IN RE: ROGER GOODWIN – CHIEF COUNTY ENGINEER

- **BOND REDUCTION AND/OR RELEASE**

Roger Goodwin, Chief County Engineer appeared before the Commission to request approval of a complete bond release of a cash in escrow account for Summit Point Tactical Training Center.

Mr. Goodwin provided the Commission a site map detailing the work plan at the Summit Point Tactical Training Center.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Noland, second by Morgan to approve the complete release of a cash in escrow agreement in the amount of \$60,000.00 for William H. Schott Inter Vivos Trust – Summit Point Tactical Training Center. Motion carried.

IN RE: JENNIFER BROCKMAN, DIRECTOR OF PLANNING AND ZONING AND ROGER GOODWIN, CHIEF COUNTY ENGINEER

- **PROPOSED LAND DEVELOPMENT FEE CHANGES**

Jennifer Brockman, Planning and Zoning Director appeared before the Commission and reported on the Planning Commission's review and recommendations of the proposed Land Development fee changes and requested the Commission's direction on how to proceed.

Mr. John Maxey, Planning Commission member was present for comments. Mr. Maxey provided the Commission an overview of his recommendations for the proposed Land Development fee changes.

The Commission agreed by consensus to authorize Ms. Brockman and the Planning Commission to proceed with a public workshop to apprise the public of the proposed Land Development fee changes and then schedule a public hearing to receive comments from the public.

The Commission discussed numerous amendments they wish to have included in the draft proposed Land Development fee changes prior to public review.

IN RE: JENNIFER BROCKMAN, DIRECTOR OF PLANNING AND ZONING

- **JEFFERSON COUNTY PLANNING COMMISSION 2009 ANNUAL REPORT TO COUNTY COMMISSION**

Mr. John Maxey, Planning Commission member appeared before the Commission to provide a report on the Planning Commission 2009 annual report.

Mr. Maxey reported on the amendments to the annual report made by Planning Commission members.

Mr. Maxey reported on the Planning Commission's upcoming objectives and goals and expressed concerns with legal representation provided by the County. Mr. Maxey reported that Planning Commission members agreed by consensus that additional legal representation should be provided.

Ralph Lorenzetti, Prosecuting Attorney was present for comments.

IN RE: APPROVAL OF PURCHASE ORDER

Motion by Widmyer, second by Morgan to approve Purchase Order #48191 totaling \$510.00. Motion carried.

IN RE: PROCEDURAL REQUEST

Commissioner Surkamp requested that Tim Boyde, County Administrator proceed with advertising for the vacancy to the E-911 Advisory Committee.

IN RE: PRIORITIES FOR THE UPCOMING QUARTER

Commissioner Noland expressed her priorities to be: implementation of the overtime and personnel policies and management and organization of budget procedures.

Commissioner Manuel expressed his priorities to be: management and organization of budget procedures and to conduct a workshop with Parks and Recreation officials in order to do a needs assessment of activities and services.

Commissioner Surkamp expressed his priorities to be: implementation of the personnel/employee policy, implementation of a purchasing policy and to conduct a workshop with IT personnel in order to conduct an IT needs assessment.

Commissioner Morgan expressed her priorities to be: management and organization of budget procedures, research additional insurance options for county needs, Emergency Service Agency management to insure a unity between Fire and EMS agencies throughout the County, addressing county building and maintenance issues, Parks and Recreation land acquisition and to improve management practices within county departments.

Commissioner Manuel also expressed an interest in conducting County Department performance audits.

Commissioner Widmyer expressed her priorities to be: improving the structure of county departments and personnel, improving webcam capabilities and upgrading the county website.

Tim Boyde, County Administrator discussed ways to improve financial management and budget procedures.

The Commission recessed at 2:00 p.m. The Commission reconvened at 3:00 p.m.

IN RE: BUDGET WORK SESSION – APPROVAL OF FISCAL YEAR 2011 BUDGET

Commissioner Manuel requested unanimous consent to allow Jay Watson to appear before the Commission for a budget request on behalf of the county's seven fire departments. The Commission consented.

Mr. Watson appeared before the Commission to request reconsideration of funding allocation for the county's seven volunteer fire departments. Mr. Watson reported on the needs and operational expenditures for the seven volunteer departments.

Motion by Manuel, second by Surkamp to restore \$70,000.00; \$10,000.00 for each volunteer department with Tim Boyde, County Administrator and Mark Schiavone, Capital Planning and Management Director to ascertain which account funding shall be allocated.

Motion by Morgan to table this matter until the closing of the Fiscal Year 2010 budget. Commissioner Morgan's motion died due to lack of a second.

Original motion by Manuel, second by Surkamp to restore \$10,000.00 for each volunteer fire department totaling \$70,000.00 with Tim Boyde, County Administrator and Mark Schiavone, Capital Planning and Management Director to ascertain which account funding shall be allocated. Motion failed by a 2-3 vote. Commissioners Widmyer, Morgan and Surkamp voted no.

Motion by Surkamp, second by Manuel that re-allocation of fire department funding be the first priority after the close of the fiscal year 2010 budget.

The Commission discussed the need for volunteer services within Jefferson County to ensure public safety and welfare and expressed concerns with the importance of funding the County's fire departments.

Commissioner Surkamp withdrew his motion.

Motion by Manuel, second by Surkamp to allocate \$10,000.00 to each of the seven volunteer fire departments in Jefferson County with available funds that exceeds current fiscal year expenditures. Motion carried by a 4-1 vote. Commissioner Morgan voted no.

Mark Schiavone, Capital Planning and Management Director appeared before the Commission to request approval of the fiscal year 2011 budget. Mr. Schiavone reported on the specifications of the fiscal year 2011 budget that will be submitted to the WV State Auditor's office for review and approval.

Motion by Morgan, second by Noland to approve the fiscal year 2011 budget as presented by Mr. Schiavone. Motion carried by a 4-1 vote. Commissioner Surkamp voted no.

Mr. Schiavone reported on future budget management procedures that have been implemented at the request of the Commission.

IN RE: ADJOURN

Motion by Manuel, second by Morgan to adjourn the March 25, 2010 County Commission meeting at 3:54 p.m. Motion carried.

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

LYN WIDMYER, COMMISSION PRESIDENT