

Minutes

Jefferson County Commission

Thursday, April 22, 2010

A meeting of the Jefferson County Commission was held on Thursday, April 22, 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, Tim Boyde, County Administrator and Laura Kuhn.

Commissioner Morgan was absent.

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

1. PLEDGE OF ALLEGIANCE
2. MOTION BY MS. NOLAND to approve the Minutes of the Regular Session held Thursday, April 15, 2010 at the Old Charles Town Library meeting room as amended. Motion seconded by Mr. Manuel and unanimously approved.
3. MOTION BY MR. MANUEL to approve the Minutes of the Public Hearing held Thursday, April 15, 2010 at the Old Charles Town Library meeting room. Motion seconded by Ms. Noland and unanimously approved.
4. MOTION BY MS. NOLAND to approve the Minutes of the Special Session held March 24, 2010 at the Old Charles Town Library meeting room. Motion seconded by Ms. Widmyer and unanimously approved.
5. MOTION BY MS. NOLAND to approve Purchase Orders in the amount of \$129,684.48 for 48026, 48338, 47931, 48129, 48366, 48337, 48340, 48343, 48214, 48215, 48216, 48217, 48222, 48061, 48336, 48339, 48341, 48342, 48344, 47958, 48232, 47735, 47736, 47737, 47738, 47739, 48228, 48229, 48230, 48231, 48345. Motion seconded by Mr. Manuel and unanimously approved after receiving further information from Barbara Miller on two purchase orders from her department.
6. MOTION BY MS. NOLAND to approve the accounts payable in the amount of \$15,112.95. Motion seconded by Mr. Manuel and unanimously approved.
7. NO PUBLIC COMMENT was received.

8. TIM BOYDE, County Administrator, reported on the status of the ADA ramp at the Hunter House.

Mr. Boyde informed the Commission that he was reviewing the travel and purchase order policies.

Mr. Boyde reported on a time change for the ethics presentation to 7:00 p.m.

Mr. Boyde reported on employee benefits and plans for a benefit fair in the Fall.

9. MS. NOLAND REPORTED on a Water Advisory Committee meeting and an open house held at Community Ministries.
10. MR. MANUEL REPORTED on an open house held at Community Ministries, testing of election equipment, a Development Authority meeting, a Parks and Recreation Commission meeting, and a Jefferson County Council on Aging meeting.
11. MS. WIDMYER REPORTED on a meeting concerning the unavailability of West Virginia Public Television in the Eastern Panhandle.
12. RANDALL REID-SMITH, Commissioner of the West Virginia Division of Culture and History presented the Commission with a framed commemoration of the border between West Virginia and Virginia. Delegate John Doyle was present.
13. J. MICHAEL CASSELL, ESQ. and Curtis Myers, from Cambridge, LLC made a presentation concerning affordable housing. Mark Schiavone provided comment.
14. BARBARA MILLER REQUESTED approval of a contract with JH Consulting, LLC. Motion by Mr. Manuel to approve the contract with JH Consulting, LLC. Motion was seconded by Ms. Noland and unanimously approved.
15. BARBARA MILLER REPORTED on the expense of the winter storm that occurred in February 2010 which grand total was \$682,848.13.
16. MARK SCHIAVONE PROVIDED an update on the budget.
17. MARK SCHIAVONE PROVIDED an update on OPEB.
18. STEPHANIE GROVE DISTRIBUTED her to do list. Ms. Grove reported on her work on a criminal case and the need for locality pay. Ms. Grove reported on contract reviews she had performed for various departments and a resolution concerning farmland protection easements. Ms. Grove reported on the Board of Review and Equalization lawsuits.

19. STEPHANIE GROVE INTRODUCED the Civil Division Administrative Assistant Lauren Crowther.

20. JENNIFER MAGHAN REQUESTED approval of a release of securities. Motion by Mr. Manuel to approve the release of securities subject to legal review. Motion was seconded by Ms. Noland and unanimously approved.

Ms. Maghan requested to advertise for a full-time and part-time position in her office. The Commission asked Ms. Maghan to place the matter on the agenda next week.

Ms. Maghan provided an election update.

Ms. Maghan introduced Cory and Kenny Mitchell and Alex Dorman, children of her employees who were participating in Take Your Child to Work Day.

21. SHERIFF BOBBY SHIRLEY REQUESTED the waiver of the subdivision fee for subdividing the firing range from the Jefferson County Fire and Rescue Association Training Facility. Motion by Mr. Surkamp to approve the waiver of the subdivision fee for subdividing the firing range from the Jefferson County Fire and Rescue Association Training Facility. Motion was seconded by Mr. Manuel and unanimously approved.

22. MOTION BY MR. MANUEL to approve the new appointment of Phillip Osborne Drish to the Jefferson County Deputy Sheriff Reserve. Motion seconded by Ms. Noland and unanimously approved.

23. NO LEGISLATIVE UPDATE was provided.

24. MOTION BY MR. MANUEL to approve the request from Bakerton Fire Department to implement billing for services. Motion was seconded by Ms. Noland and unanimously approved.

25. MOTION BY MR. SURKAMP to approve the request for use of the County Meeting Room from the Tusawilla-Locust Hill Garden Club for the Annual Flower Show. Motion was seconded by Mr. Manuel and unanimously approved.

26. MOTION BY MS. NOLAND to approve the temporary employment of Deborah Stellato in the County Commission department. Motion was seconded by Mr. Manuel and unanimously approved.

27. MOTION BY MS. NOLAND to approve the employment of Denise Lambiotte as the Animal Control Supervisor. Motion was seconded by Mr. Manuel and unanimously approved.

28. MS. NOLAND INTRODUCED her grandson Coby Grimes, who was participating in Take Your Child to Work Day.

The Commission recessed for lunch at 11:40 a.m. and reconvened at 1:30 p.m.
Commissioner Surkamp was absent for the afternoon session.

29. MOTION BY MR. MANUEL to approve the contract with Downstream Strategies as the consultant to implement the National Fish and Wildlife Foundation Grant as recommended by Jennifer Brockman. Motion was seconded by Ms. Noland and unanimously approved.

30. A WORK SESSION WAS conducted to discuss proposed changes to fees for the Department of Planning and Zoning and the Engineering Department. Jennifer Brockman, Jennifer Snyder, Seth Rivard, Roger Goodwin and Rebecca Burns were present for the work session.

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

LYN WIDMYER, COMMISSION PRESIDENT