

Jefferson County Commission

Thursday, September 2, 2010

A meeting of the Jefferson County Commission was held on Thursday, September 2, 2010 at the Old Charles Town Library meeting room located at 200 E. Washington Street, Charles Town, WV 25414. Present were Lyn Widmyer, President, Commissioners Frances Morgan, Patsy Noland, Jim Surkamp and Dale Manuel, Tim Boyde, County Administrator, Nichelle Hosby and Debbie Stellato. (An audio tape of the August 19, 2010 meeting is available through the Jefferson County Commission Office.)

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

PLEDGE OF ALLEGIANCE.

APPROVAL OF MINUTES.

Jefferson County Commission Regular Meeting Minutes of August 19, 2010.

Motion by Mr. Manuel to approve the minutes of August 19, 2010 as amended. Motion seconded by Mr. Manuel and unanimously approved. (An audio tape of the August 19, 2010 meeting is available through the Jefferson County Commission Office.)

Vote on the following motion from August 19, 2010.

Motion to amend by Mr. Manuel to approve a drawdown of all the dollars from the insurance accounts and move that money over to a separate account to finance the two and a half percent increases. Motion seconded by Ms. Morgan and was approved 3-2. Mr. Surkamp and Ms. Morgan voted no. (An audio tape of the August 9, 2010 meeting is available through the Jefferson County Commission Office.)

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Morgan to approve Purchase Orders in the amount of \$31,174.00 being purchase order numbers: 47347, 48291, 48290, 48481, 48650, 48495, 48708, 48714, 48900, 48901, 48902, 48837, 48841, 48378, 48835, 48836, 48774, 48771, 48838, 48839, 48840, 48846, 47397, 48626, 47398, 48267, 48268, 48269, 48535, 48536, 48537, 48538, 48594, 47395, 48848, 48849. Motion seconded by Mr. Manuel and was unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve \$268,751.31 in accounts payable. Motion seconded by Mr. Manuel and was unanimously approved.

PUBLIC COMMENT (General)

Ms. Budge Blake congratulated the County and Planning Commission on how fast they shared information regarding the Old Standard Quarry Brownfield Development. Ms. Blake requested the Commission to obtain a copy of the Public Service District executive session per section 16 of the West Virginia code.

Mr. Bob Dubose reported that a cold weather shelter for men will be established this winter and that a board is being set up to establish additional shelters later. Mr. Dubose requested a Commissioner to serve and be appointed to this board.

Mr. Dubose requested funding for a play to bring back before the Commission as this was previously tabled.

Lynn Welsh requested funding for the Summit Point Library.

Jennifer Syron reported on Chapel View and a \$300 assessment.

COUNTY ADMINISTRATOR REPORTS

County Administrator Tim Boyde:

- (1) Reported on a meeting with Homeland Security.
- (2) Reported that we are broadcasting live due to assistance from three Job Corp Interns working with IT.
- (3) Reported that the meeting room policy will be ready for review on September 9, 2010.
- (4) Reported that he will not be present at the next Commission meeting as he will be attending Leadership Jefferson.

COUNTY COMMISSIONER'S REPORTS

Ms. Morgan

- (1) Reported on the Courthouse Committee meeting she attended.
- (2) Reported on the Planning Commission meeting she attended.
- (3) Reported on the Civil War Trails meeting she attended.
- (4) Reported on the departure dinner for Kellie Boles given by Peter Fricke and his wife.

Mr. Surkamp

- (1) Reported on the Public Service District meeting he attended.

Ms. Noland

- (1) Reported on the walk-through of the Farmers Market.

- (2) Reported on the Convention and Visitor's Bureau meeting she attended.
- (3) Reported on the Art Show at Charles Town scheduled for November 12- 13, 2010.
- (4) Reported on the Partnership for Affordable Housing meeting she attended.

Mr. Manuel

- (1) Reported on the Opening of the Youth Football League.
- (2) Reported on the African American Heritage Festival.
- (3) Reported on Fair week.
- (4) Reported on the cell tower tour meeting that he attended.
- (5) Reported on the Canvass.

Ms. Widmyer

- (1) Reported on the Eastern Panhandle Trailblazers meeting she attended.
- (2) Reported on the Roundtable of Impact Fees discussion she attended.
- (3) Reported that Sandy Slusher McDonald was elected as the West Virginia State Fireman Association Financial Secretary.

PRESENTATIONS

- (1) Stephen Skinner requested that the Arts and Humanities Alliance (AHA) serve as the convener to develop and submit the certified Arts Community Application for the county.

Motion by Mr. Manuel to authorize the Arts and Humanities Alliance to develop and submit the certified Arts Community Application for Jefferson County on behalf of the Jefferson County Commission. Motion seconded by Mr. Surkamp and was unanimously approved.

Paul Pritchard introduced Lois Tourko and Liz Wheeler and requested funding for the Arts and Humanities Alliance.

Peggy McKowen requested funding for the Contemporary American Theater Festival.

The Commission took a five minute break at 11:03 a.m.

- (2) Laura Rattenni, Circuit Clerk reported on the difference of pay equity in the Circuit Clerks office and requested an additional 2.5 % increase to her salary and wage line item in her budget.

Angela Banks, Assessor reported on salaries in her department.

The Commission requested that policies be established to:

- 1) How an employee goes from one step to another.
- 2) Process for department heads/elected officials seeking a reclassification of an employee or seeking a modification to a job description.
- 3) How the pay and classification system recognizes the different work week hours. (35 verses 40 hours)
- 4) Uniformity to employee evaluations for department heads/elected officials.

Motion by Mr. Manuel to table this item until the afternoon budget discussion. Motion seconded by Ms. Noland and approved 3-2. Mr. Surkamp and Ms. Morgan voted no.

- (3) **Noventri:**

Charlotte Hernandez-Velez requested permission to obtain two interns from the Harpers Ferry Job Corps to assist with the possibilities of operating the Governmental Cable Channel 17.

Unanimous consent to use interns from the Harpers Ferry Job Corps.

Andrew Hoffman and Timothy Rollins gave a presentation on what the County Commission Cable Channel could look like and what it is capable of doing.

Unanimous consent to discuss this item during budget discussion in the afternoon.

(4) Kirk Davis – Capital Projects Manager

Unanimous consent to remove this item from today's agenda.

(5) Interviews and Appointments to the Farmland Protection Board.

Liz Uible was present and gave comment.

Nomination by Ms. Morgan to appoint Liz Uible to the Farmland Protection Board for a Four-year term ending September 7, 2014.

Unanimous consent to appoint Liz Uible to the Farmland Protection Board for a Four-year term ending September 7, 2014.

(6) Appointments to the Enhanced 911 Board:

Motion by Mr. Surkamp to reappoint Craig Simpson, Chief William Roper, Lt. Thomas Hansen and Dr. Henry Christie to the Enhanced 911 Board. Motion seconded by Mr. Manuel and was unanimously approved.

(7) Thomas Bayuzik – Executive Director, Development Authority:

Mr. Bayuzik requested consideration of an Impact Fee/Fee Committee to include M. Dyck, A. Paonessa, Dave Mills and Development Authority staff.

Mr. Bayuzik provided an update concerning heritage and cultural activities.

Mr. Bayuzik requested funding assistance from the table games revenue to help start a revolving loan fund.

The Commission tabled this discussion until the afternoon budget discussion.

(8) Jennifer S. Maghan – County Clerk:

Ms. Maghan reminded the Commission that the Certification of Results at 4:05 p.m.

Ms. Maghan reported that the election calendar and poll worker list will be provided at the Thursday, September 9, 2010 meeting.

Ms. Maghan requested that the following amendments be added to the August 19th, 2010 minutes:

- (1) That the election equipment was held at the Courthouse over the weekend of the election and that it was returned to the storage building in Kearneysville on Monday.
- (2) That the James Packard-Gomez documentation of events be added.

(9) Water Advisory Committee:

Dan Riss distributed a proposal to form a Watershed Association and requested to schedule a workshop on September 25, 2010 from 10:00 a.m. to 2:00 p.m. to facilitate interest in the association.

(10) Doug Pittinger – Jefferson County Emergency Service Agency:

Mr. Pittinger requested \$25,000 funding to hire a consultant to complete a five year plan for the Emergency Services.

(11) Stephanie Grove – Assistant Prosecuting Attorney – Legal Update and Report:

Ms. Grove distributed her to do list.

Ms. Grove reported that she will be out on the 7th and 8th of September, 2010 as she will be at the Supreme Court.

Ms. Grove reported that she is drafting a temporary Construction Easement.

Ms. Grove will respond to Mr. Boyde by tomorrow concerning Personnel Policies.

Ralph Lorenzetti, Prosecuting Attorney asked for steps to get clarity regarding pay increases.

(12) Reinstatement of James Hayden as Public Safety Dispatcher II, Communications:

Motion by Mr. Manuel to reinstate James Hayden as a Public Safety Dispatcher II. Motion seconded by Mr. Surkamp and was unanimously approved.

(13) Resolution to recognize Friday, September 10, 2010 as the 10th Anniversary of the Jefferson County Black History Preservation Society:

Motion by Mr. Manuel to adopt the Resolution to recognize Friday, September 10, 2010 as the 10th Anniversary of the Jefferson County Black History Preservation Society with the change in the date to reflect 2000 instead of 2010. Motion seconded by Mr. Surkamp and was unanimously approved.

Commission reconvened at 2:00 p.m.

(14) Roger Goodwin, Chief County Engineer, presented an update on the bonding policy and responded to comments and questions previously submitted by the public at an informal public hearing. Also present were members of the Bonding Committee, Mike Wiley, Tim Pownell and Carla Coffee who offered their expertise and knowledge.

Motion by Ms. Morgan, seconded by Mr. Surkamp, to approve the bonding policy for site development with the two minor changes as recommended by staff and was unanimously approved.

Restated motion by Mr. Surkamp that the contents of the memorandum of August 20, 2010 entitled "Bonding Policy" whereby, those items that can be put on the bond estimate and treated as administrative matters, in the discretion of the Chief Engineer, be approved. Motion seconded by Ms. Morgan and was unanimously approved.

(15) Kirk Davis, Capital Projects Manager, reported on the Shepherdstown Battlefield progress. Project has reached the negotiation stage.

Motion by Ms. Morgan to constitute a committee consisting of Kirk Davis, Ed Dunleavy, Martin Burke and a volunteer from the Jefferson County Commission (Mr. Surkamp volunteered for the committee) for the purpose of negotiations. Motion seconded by Mr. Surkamp and was unanimously approved.

Budget Work Session:

- Motion by Mr. Manuel that the savings realized by the change in our insurance provider of \$100,000.00 and the remaining balance in the insurance scrape account of \$90,000.00 be set aside in a salary account to be distributed in accord with approved policies of pay raises and position classification. Motion seconded by Ms. Noland and approved 3 – 2 with Mr. Surkamp and Ms. Morgan voting "no."
- Mr. Manuel moved that the table game revenues anticipated in this fiscal year be allocated as follows:

The first \$500,000.00 to be used to fill the \$500,000.00 hole in the revenue side

of the budget.

Further, that any additional dollars produced this fiscal year be deposited in the Capital Building Fund.

Motion was not seconded and the Commission moved on to the next item.

- Motion by Ms. Morgan to allocate \$25,000.00 from the Coal Severance Fund to the Emergency Services Agency to fund the study of the ESA's 5-year plan. Motion seconded by Mr. Manuel and was unanimously approved.
- Mr. Surkamp moved that the \$13,000.00 required for the Noventri cable station creation, i.e., cable channel and intern position to support the cable channel be taken from the capital account. Motion seconded by Ms. Morgan and was unanimously approved.
- Mark Schiavone explained that the fire companies would be getting \$4,000.00 less monies this fiscal year than in previous years, down from \$65,000.00 to \$61,000.00. The matter will be revisited and reevaluated in January, 2011.

Ronald Fletcher, President of the Citizens Fire Company, expressed the fire company's disappointment for the loss of the \$4,000.00 and the fact that the company would not receive \$16,000.00 of the \$61,000.00 right away due to certain requirements.

Ms. Widmyer commenced with her choices for allocations, but stated that she did not wish to put them to a vote at this meeting. Her suggestions are as follows:

- \$100,000.00 to \$150,000.00 to JCDA for a partnership with Shepherd University and local banks to create jobs.
- Mr. Surkamp interjected that it was his belief that the IT Committee should not be put on a budget.
- Ms. Morgan requested that President Widmyer form a plan for structuring the budget allocation discussions and voting in an orderly fashion, and not vote on further allocations at this meeting, but schedule a special meeting to discuss and vote on the allocations.
- Ms. Widmyer's second item was the \$100,000.00 for a US 340 traffic management plan. The Commission only need put up \$5,000.00 as matching funds.
- Third on Ms. Widmyer's list was an allocation of \$10,000.00 to South Jefferson Library because it has no extra funding as do other libraries in the county. Mr. Manuel mentioned that the Blue Ridge Library was also in need of funding and should be considered.
- Ms. Widmyer agreed with Ms. Noland that an elevator is needed for the Mason Building.
- Ms. Widmyer also reported that the electronics recycling event was a huge success and the sponsors were worried they would go over the amount of their grant. Ms. Widmyer stated that she would like to work with WAC next time on the grant.
- Mr. Manuel suggested that \$150,000.00 be moved into a special segregated account for future emergencies and that said account be titled "Rainy Day Fund."
- Mr. Manuel also suggested putting funds into the Hite Road project, at least enough to complete Phase I. Ms. Noland suggested possibly using some of the monies from the table games for this purpose.

Ms. Widmyer asked Mark Schiavone to bring certain financial documents with him to the next meeting and to advise the Commission as to the amount of money held in cash reserves that can be allocated.

Jennifer Maghan, County Clerk, read the results of the August 28, 2010 voting. Ms. Morgan moved that the Commission certify the results of the canvass of August 31, 2010 as submitted by the County Clerk. Motion was seconded by Mr. Manuel and was unanimously approved.

Following the certification, the meeting was adjourned.

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

LYN WIDMYER, COMMISSION PRESIDENT