

# Jefferson County Commission

Thursday, September 9, 2010

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A meeting of the Jefferson County Commission was held on Thursday, September 9, 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 Patsy Noland, Frances Morgan, Jim Surkamp and Dale Manuel, Sandy Slusher McDonald, Deputy County Administrator, Nichelle Hosby and Debbie Stellato. (An audio tape of the September 9, 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 September 2, 2010.**

Motion by Ms. Morgan to approve the minutes of September 2, 2010 as amended. Mr. Manuel seconded the motion and was unanimously approved. (An audio tape of the September 9, 2010 meeting is available through the Jefferson County Commission Office.)

## APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$81,740.64, being purchase order numbers 48283, 48292, 48498, 48715, 48716, 48717, 47787, 47788, 48890, 48891, 48892, 48853.

Motion seconded by Ms. Morgan and was unanimously approved.

## APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Noland to approve \$53,316.38 in accounts payable. Motion seconded by Mr. Manuel was unanimously approved.

Ms. Morgan gave a brief thanks to all the citizens who helped with the special election.

## PUBLIC COMMENT (General)

No public comment was given.

## COUNTY ADMINISTRATOR REPORTS

### **Deputy County Administrator Sandy Slusher McDonald:**

No new information provided.

## COUNTY COMMISSION REPORTS

### **Commissioner Noland:**

- (1) Reported on the Day Report Continental Breakfast meeting.

### **Commissioner Manuel:**

- (1) Reported on the Day Report Continental Breakfast meeting.
- (2) Reported on the Labor Day Picnic held at Morgan's Grove Park.
- (3) Extended the invitation to the Jefferson County Council on Aging Senior Picnic held on Friday, September 10, 2010 between the hours of 11 a.m. – 2 p.m. at the Ranson Civic Center.

### **Commissioner Morgan:**

- (1) Reported that she attended the Farmland Protection Board meeting.
- (2) Reported on the Day Report Continental Breakfast meeting.
- (3) Reported on the James Packard-Gomez hearing she attended.

**Commissioner Surkamp:**

- (1) Reported that he attended meetings previously mentioned.

**Commissioner Widmyer:**

- (1) Reported on the Public Service District meeting she attended.
- (2) Reported on the meeting invitation by Delegate John Doyle to meet with Delegate Tiffany Lawrence and WV Commerce Secretary Kelley Goes regarding the Brownfield Old Standard Quarry Development.

**PRESENTATIONS**

- (1) The Jefferson County Commission presented a Resolution to the Jefferson County Black History Preservation Society recognizing Friday, September 10<sup>th</sup>, 2010 as the 10<sup>th</sup> Anniversary of the group.

James Taylor, James Tolbert, George Rutherford and Don Hough were present and gave comments.

- (2) Alana C. Hartman, WV Department of Environmental Protection, reported a brief update on the WV Watershed Implementation Plan for the Chesapeake Bay Total Maximum Daily Load.

Ms. Hartman invited the Commission to future meetings pertaining to the Chesapeake Bay Initiatives and new employees.

- (3) Motion by Mr. Manuel to approve exoneration due to erroneous assessments as presented by Angela Banks, Assessor. Motion seconded by Ms. Morgan and was unanimously approved.

Name	District	Type	Ticket #	Amount
Toni Harrison	Harpers Ferry	Personal Property	307414	\$3.33 ½ yr or \$6.66 full yr

Motion by Ms. Noland to approve exoneration due to erroneous assessments as presented by Angela Banks, Assessor. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket #	Amount
Roger C. Mattei, III & Susan Flannery	Ranson	Personal Property	313963	124.90

Motion by Ms. Morgan to approve exoneration due to erroneous assessments as presented by Angela Banks, Assessor. Motion seconded by Ms. Noland and unanimously approved.

Name	District	Type	Ticket #	Amount
Elizabeth S. Beamer	Kabletown	Real Estate	15838	661.59

Motion by Mr. Manuel to approve exoneration due to erroneous assessments as presented by Angela Banks, Assessor. Motion seconded by Ms. Noland and unanimously approved.

Name	District	Type	Ticket #	Amount
Frederick & Linda Tepper	Charles Town	Real Estate	6553	574.29

**The commission took a 5 minute break at 10:30 a.m.**

**(4) Peter Appignani – Jefferson County Organization of Homeowners Association**

Mr. Appignani introduced Elliott Simon, Nance Briscoe and Susanne Malesic as members.

Mr. Appignani reported on various concerns from Homeowner Associations.

Ms. Briscoe reported on law enforcement not assisting Associations concerning traffic concerns.

Sheriff Bob Shirley reported on laws governing their office on what law enforcement is prohibited from doing.

Mr. Appignani reported that no information has been received from FEMA regarding funds for snow removal.

Unanimous consent for Barb Miller, Director of Homeland Security to inquire with FEMA concerning disaster relief funds.

**(5) Sheriff Shirley – Approval of Employment of Clifford Taylor:**

Sheriff Shirley reported on the increase of back to back trips for transporting to various locations local /non local and the need for an additional Trip Guard or Bailiff.

Motion by Mr. Surkamp to approve the hiring of Clifford Eugene Taylor as a Trip Guard and substitute Bailiff. Motion seconded by Mr. Manuel and was unanimously approved.

**(6) Jennifer Maghan – County Clerk Report:**

Ms. Maghan reported that she was in Charleston at the Supreme Court.

Ms. Maghan reported that the poll workers list would be presented for approval on Thursday, September 16, 2010.

**(7) Kirk Davis – Capital Projects Manager –Water Advisory Committee Clean Water Grant:**

Mr. Davis reported that the recycling day held by the Water Advisory Committee was part of a grant and that funds would not be available for 6-8 weeks. However, the invoice has come in and must be paid within thirty days.

Mr. Davis reported that the Water Advisory Committee is requesting the Commission pay the invoice in the amount of \$39,592.44 and that the funds will be returned to the Commission once the grant funds are received.

Motion by Mr. Manuel to approve a cash advance to the Water Advisory Committee in the amount of \$39,592.44 prior to the State’s payment of the Clean Water Grant. Motion seconded by Ms. Noland and was unanimously approved.

**(8) Stephanie Grove – Assistant Prosecuting Attorney:**

Ms. Grove distributed her to do list.

Ms. Grove reported that the schedule of Personnel Policies has been addressed and that the Commission will begin receiving one Policy a week.

Ralph Lorenzetti, Prosecuting Attorney reported on the possible need of an expert Attorney assisting with STOP PATH.

**(9) Mark Schiavone – Director of Capital Planning**

Mr. Schiavone reported on the budget revisions as a result of the August 19, 2010 Commission meeting.

Motion by Ms. Noland to approve the resolution regarding budget revision 002 to the General Fund. Motion seconded by Mr. Manuel and was unanimously approved.

Mr. Schiavone requested to add two Fire and Emergency Services projects to the FY2011 Impact Fee Fundable list.

Motion by Mr. Manuel to approve placement of two projects requested by the Emergency Services Agency on the FY2011 approved Capital Improvement Plan projects for funding using Impact Fees. Motion seconded by Ms. Morgan and was unanimously approved.

**(10) Approval of Grant Resolutions for Community Participation Grant Program:**

Motion by Ms. Morgan to approve the Grant Resolutions for Community Participation for Camp Frame 4-H Association, Jefferson County Memorial Park Pool and Eastern Area Health Education Center – Freedom’s Run. Motion seconded by Mr. Manuel and was unanimously approved.

**JEFFERSON COUNTY COMMISSION  
CHARLES TOWN, WV**

***RESOLUTION***

**WHEREAS,** The Jefferson County Commission has agreed to assist the Camp Frame 4-H Association to purchase plastic mattresses and other equipment and supplies as funds permit with funds made available through the Governor’s Community Participation Grant program in the amount of \$5,000.

**NOW, THEREFORE BE IT RESOLVED,** that the Jefferson County Commission does hereby accept the conditions of the contract between the West Virginia Development Office and the Jefferson County Commission and does hereby authorize the signatures of the President of the Commission.

\_\_\_\_\_  
LYN WIDMYER  
PRESIDENT  
JEFFERSON COUNTY COMMISSION

DATED: \_\_\_\_\_

# JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

## *RESOLUTION*

**WHEREAS,** The Jefferson County Commission has agreed to assist the Jefferson County Memorial Park Pool to purchase pool vacuum system, exterior lighting, window frames, repair of the accessible entry ladder, and deck furniture with funds made available through the Governor's Community Participation Grant program in the amount of \$6,500.

**NOW, THEREFORE BE IT RESOLVED,** that the Jefferson County Commission does hereby accept the conditions of the contract between the West Virginia Development Office and the Jefferson County Commission and does hereby authorize the signatures of the President of the Commission.

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LYN WIDMYER  
PRESIDENT  
JEFFERSON COUNTY COMMISSION

DATED: \_\_\_\_\_

# JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

## *RESOLUTION*

**WHEREAS,** The Jefferson County Commission has agreed to assist the Eastern Area Health Education Center to promote Freedom's Run, a community walking and running event that includes the medical community, local parks, West Virginia University, and a local heritage team. The project will include magazine and newspaper advertising, design services, promotions, and equipment purchases and rentals with funds made available through the Governor's Community Participation Grant program in the amount of \$2,000.

**NOW, THEREFORE BE IT RESOLVED,** that the Jefferson County Commission does hereby accept the conditions of the contract between the West Virginia Development Office and the Jefferson County Commission and does hereby authorize the signatures of the President of the Commission.

\_\_\_\_\_  
LYN WIDMYER  
PRESIDENT  
JEFFERSON COUNTY COMMISSION

DATED: \_\_\_\_\_

**(11) Approval of Grant Application and Resolution for the Community Participation Grant Program – National Humane Education Society – Briggs Animal Adoption Center:**

Motion by Ms. Noland to approve the application and Resolution for the Community Participation Grant program for Briggs Animal Adoption Center and to authorize the president to affix her signature on the required documents. Motion seconded by Ms. Widmyer and was unanimously approved.

# JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

## **RESOLUTION**

The Jefferson County Commission met on the 9<sup>th</sup> day of September, 2010 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Lyn Widmyer, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and to act as the administrator of grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$10,000. The funds from this project will be used for the construction of a parking lot at the Briggs Animal Adoption Center.

Dated: \_\_\_\_\_

\_\_\_\_\_  
LYN WIDMYER  
PRESIDENT  
JEFFERSON COUNTY COMMISSION

**(12) Revised Meeting Room Policy:**

Sandy Slusher McDonald presented the revised meeting room policy.

Ms. Widmyer recommended changing the meeting room name from Old Charles Town Library meeting room to County Commission meeting room. Ms. Morgan objected.

Ms Noland raised the question of the meeting room and lower level of the Library not being secured after night meetings.

The Commission agreed to add the following policy; a \$40 deposit will be required for those agencies that use the meeting room after business hours. The \$40 would be returned if the building has been secured and the keys have been returned, however if the building is left unsecure this could lead to loss of future usage.

Unanimous consent to hold over this matter until the amendments can be presented on September 16, 2010.

**(13) Legislative Issues:**

Ms. Noland reminded the Commission that Constitution Day is September 17, 2010 and that a Resolution is needed.

Ms. Noland reported that the County Commissioners' Association of West Virginia Fall Board and Legislative Committee meeting is September 19-20, 2010.

Commission reconvened at 1:30 p.m. Commissioner Morgan arrived at 1:42 p.m.

**(14) Budget Work Session - Review of Allocations Requested from Non-Profits:**

After review and discussion of the list of non-profit organizations that requested funding from the Commission, the Commissioners opted to allocate funds as follows:

<b>Entity</b>	
Eastern Panhandle Free Clinic	\$15,000.00
Animal Welfare Society	\$15,000.00
Community Ministries	\$ 4,000.00
NAACP	\$ 2,500.00
Kiwanis	\$ 1,500.00
Good Shepherd Interfaith Volunteer Caregivers	\$15,000.00
Friends in Action	\$ 2,500.00
Shepherdstown Day Care Center	\$10,000.00
Safe Haven Child Advocacy Center	\$ 5,000.00
Meals on Wheels	\$ 6,500.00
Boys & Girls Club	\$ 5,000.00 /1
Books for Babies	\$ 500.00
CASA	\$ 5,000.00 /2
RTCA (Race Track Chaplaincy of America)	\$ 3,000.00
Potomac Headwaters RC&D	\$ 1,000.00
Eastern Panhandle Conservation District	\$ 2,000.00
	<b>\$93,500.00</b>

**Notes**

/1 Requirement that funds be used for summer program scholarships only. Must receive names of Beneficiaries.

/2 No listing for CASA request for FY 2011 but previously funded.

Motion was made by Mr. Manuel and seconded by Ms. Morgan to approve the allocation of funds as cited above and was unanimously approved.

Discussion followed. Ms. Widmyer suggested that for next year's review Staff organize the non-profits' information in a format that can be more quickly and easily reviewed and analyzed.

Ms. Morgan suggested that the Commission insist on and Staff follow up on receiving financial information for all non-profit organizations seeking funding.

Mr. Manuel moved to adjourn the meeting, Ms. Widmyer seconded the motion and it was unanimously approved.

The meeting was adjourned at 2:30 p.m.

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

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LYN WIDMYER, COMMISSION PRESIDENT

