

## **Jefferson County Commission**

**Thursday, September 16, 2010**

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A meeting of the Jefferson County Commission was held on Thursday, September 16, 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, Tim Boyde, County Administrator, Nichelle Hosby. (An audio tape of the September 16, 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 9, 2010.**

Motion by Mr. Manuel to approve the minutes of September 9 2010 as amended. Ms. Morgan 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 Ms. Noland to approve Purchase Orders in the amount of \$103,909.06, being purchase order numbers 48508, 47344, 48501, 48718, 48993, 48773, 48379, 48857, 48858, 48855, 48859. Motion seconded by Ms. Morgan and was unanimously approved.

### **APPROVAL OF ACCOUNTS PAYABLE**

Motion by Ms. Morgan to approve \$427,501.03 in accounts payable. Motion seconded by Mr. Manuel was unanimously approved.

### **PUBLIC COMMENT (General)**

Kay Moore reported on concerns with Jefferson Utilities. Ms. Moore requested that the Commission intervene in case numbers 103929W42T and 100974WTC42.

Ms. Moore commented on the West Ridge Hills well project.

### **COUNTY ADMINISTRATOR REPORTS**

Tim Boyde reported the following:

- 1) He is currently writing policies.
- 2) There is a department head meeting on Wednesday, September 22, 2010.

- 3) He would like to place Jay Watson on the agenda to further adopt the County Seal.
- 4) On next week's agenda, there will be the discussion of the GIS office.
- 5) There will be a request for advertising for a full time position in the County Commission office next week.

## **COUNTY COMMISSION REPORTS**

### **Commissioner Morgan:**

- (1) Reported on the Planning Commission meeting she attended.

### **Commissioner Surkamp:**

- (1) Reported on a conversation pertaining to the purchase of Apple Tree Gardens.

### **Commissioner Manuel**

- (1) Reported on the Jefferson County Council on Aging Senior Picnic.
- (2) Reported on the Development Authority meeting he attended.
- (3) Reported on the Jefferson County Council on Aging meeting he attended and that Patsy Noland and Geraldine Willingham will serve as new board members.
- (4) Reported that the Jefferson Center will hold a Yard Sale on \_\_\_\_\_ - ..
- (5) Reported on the Park and Recreation meeting he attended.
- (6) Reported that there would be a Park and Recreation Summit on Saturday, September 25, 2010.

### **Commissioner Widmyer:**

- (1) Reported on the Development Authority meeting she attended.
- (2) Reported on the NAACP meeting she attended.
- (3) Reported on the Hagerstown Eastern Panhandle Metropolitan Organization meeting she attended.
- (4) Commented on the passing of Neil Carpenter with Region 9 and requested a Memorial Resolution.

### **Commissioner Noland:**

- (1) Reported on the Jefferson County Council on Aging meeting she attended.
- (2) Reported on the Jefferson County Council on Aging Senior Picnic she attended.

## **PRESENTATIONS**

### **(1) Tim Boyde presented on behalf of Barbara Miller:**

- 1) Homeland Security Grant application for a hauling trailer.

Motion by Mr. Manuel to approve the Homeland Security Trailer Grant application in the amount of \$4,000.00. Motion seconded by Ms. Morgan was unanimously approved.

- 2) Homeland Security Grant application for Homeland Security Region 3 Coordinator. Motion by Ms. Noland to approve the application for Homeland Security Region III Coordinator Grant in the amount of \$56,250.00. Motion seconded by Mr. Manuel and was unanimously approved.
- 3) Contract for Homeland Security Region III Coordinator, Pamela Holstein Wallace. Motion by Mr. Surkamp to approve the contract with Ms. Holstein Wallace from October 1, 2010 through June 30, 2011 pending grant being received. Motion seconded by Ms. Noland and was unanimously approved.

**(2) Mark Schiavone, Director of Capital Planning and Management**

Mr. Schiavone reported on the three bids for a Consultant for School Impact Fee Recalculation. Mr. Schiavone recommended TichlerBise as the Consultant to perform the School Impact Fee Recalculation.

Motion by Mr. Manuel to approve TichlerBise as the consultant to conduct School Impact Fee Calculation and to approve the allocation of funds to come from the County Commission contingency line. Motion seconded by Ms. Noland and was unanimously approved.

**(3) Jim Surkamp, Commissioner - Letter to the PSD**

Mr. Surkamp requested a letter be written to the Public Service District to ask for documents relative to Old Standard Quarry during the meetings of July 7, 2010 and August 2, 2010.

Motion by Mr. Surkamp to send a letter of request to the Public Service District requesting records pertaining to Old Standard Quarry from the meetings held on July 7, 2010 and August 2, 2010 but does not include the executive session. Motion seconded by Ms. Widmyer and was unanimously approved.

**(4) Tim Boyde, County Administrator**

Mr. Boyde gave a brief update on the West Ridge Hills test wells.

Ms. Widmyer reported that the agreement had been signed.

**(5) Jim Surkamp – Letter to Kelley Goes:**

Mr. Surkamp requested a letter be sent to Ms. Goes concerning the Old Standard Quarry.

Motion by Ms. Morgan to table this dialogue pending a legal discussion. Motion seconded by Mr. Manuel and was unanimously approved.

**(6) Jim Surkamp, Commissioner – Request for Bi-Laws for the IT Advisory Committee**

Mr. Surkamp requested to pull this topic pending submission of a work plan from the IT Advisory Committee as previously requested.

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

Nichelle Hosby reported on the changes requested to the Meeting Room Policy.

Motion by Ms. Noland to approve the revised Meeting Room Policy and to add a contact person and number. Motion seconded by Mr. Manuel and was unanimously approved.

**The Commission took a 10 min break at 10:30 a.m.**

**(8) Legislative Issues:**

Ms. Noland reported on the County Commissioner's Association of WV legislative meeting she plans to attend in Pipestem, WV.

Ms. Noland reported that the Fall Board meeting will be held October 3-5, 2010 in Barboursville, WV.

**(9) Recognition of Constitution Day – September 17, 2010:**

Ms. Noland reported on Constitution Day.

Motion by Ms. Noland to approve September 17, 2010 as Constitution Day and to authorize the President to affix her signature upon the Proclamation. Motion seconded by Ms. Morgan and was unanimously approved.

**The Commission recessed until 11:10 a.m.**

**(10) Senator Herb Snyder – Presentation of Community Partnership Grant**

Senator Snyder presented Lisa Kirkland and Kaye Bresee of the Jefferson County Animal Welfare Society a Community Partnership Grant in the amount of \$5,000 on behalf of the Governor.

Ms. Kirkland and Ms. Bresee made comments and extended an invitation to the Paws and Claws dinner that will be held on Saturday, October 30, 2010 from 6:00 p.m. – 10:00 p.m.

Senator Snyder reported on the WESPEP Grant and the Chesapeake Bay Initiative.

**(11) Jennifer Maghan – County Clerk:**

Nikki Painter, Deputy of Elections presented the Poll Workers list for the General Election.

Motion by Ms. Noland to approve the Poll Workers list as presented. Motion seconded by Ms. Morgan and was approved 4-0. Mr. Surkamp had no position.

Ms. Maghan requested an Executive Session concerning Personnel Issues.

Bill Polk, Maintenance Supervisor chose to have this discussion in open session.

Ms. Maghan reported on three areas of concern with Mr. Polk.

Comments were made by Bill Polk, Nikki Painter, Sally Gran and Tim Boyde.

The Commission requested that a written policy be drafted concerning maintenance assisting with elections.

The Commission directed that the transcript/summary be included for consideration in Mr. Polk's annual evaluation.

The Commission recessed at 1:10 p.m.

The Commission reconvened at 1:45 p.m.

**(12) Budget Work Session:**

Mark Schiavone reported on the Capital accounts for elected officials.

Motion by Mr. Surkamp to approve the Capital accounts for elected officials in the amount of \$186,400 as presented by staff. Motion seconded by Ms. Noland and was unanimously approved.

Mr. Schiavone reported on the fund request for Community Alternatives to Violence.

Mr. Boyde reported on the Community Alternatives to Violence's role in the Day Report Center.

Motion by Mr. Manuel to approve \$5,000 to Community Alternatives to Violence. Motion seconded by Ms. Morgan and was unanimously approved.

Mr. Schiavone reported on the fund request by the Claymont Society.

Kit McGinnis was present and gave comment on behalf of Claymont.

Stephanie Grove, Assistant Prosecuting Attorney was present and gave comment.

The Commission agreed to table the discussions of PATH, Non-profits and Claymont until Thursday, September 23, 2010.

**(13) Employee Policies and Procedures – Tim Boyde and Stephanie Grove:**

Tim Boyde gave an overview of the following policies:

- 1) Issue Resolutions
- 2) Hours of Operation
- 1) Accrued Leave and Flex Time

Unanimous consent to table this discussion until Thursday, September 23, 2010.

**(14) Motion by Ms. Morgan to enter into executive session. Motion seconded by Mr. Manuel and was unanimously approved. (Peters vs Wood Co.)**

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