

Minutes

Jefferson County Commission

Thursday, September 23, 2010

A meeting of the Jefferson County Commission was held on Thursday, September 23, 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 and Dale Manuel; Tim Boyde, County Administrator and Debbie Stellato, Administrative Assistant. Commissioners Jim Surkamp and Frances Morgan were absent. (An audio tape of this September 23, 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.

Motion by Ms. Noland to approve the minutes of September 16, 2010 as amended, seconded by Mr. Manuel and was unanimously approved. (An audio tape of the September 16, 2010 meeting is available through the Jefferson County Commission Office.)

Motion by Mr. Manuel to approve the minutes, as amended, of the August 31, 2010 Special Session with the Jefferson County Commission sitting as a Board of Canvassers, seconded by Ms. Noland and was unanimously approved. (An audio tape of the August 31, 2010 special session is available through the Jefferson County Commission Office.)

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$23,917.57 being purchase order numbers: 48871, 48293, 48294, 48500, 48502, 48720, 48722, 48865, 48187, 48887, 48864, 48868, 48869, 48870, 4887248629. Motion seconded by Mr. Manuel and was unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Manuel to approve \$462,870.77 in accounts payable. Motion seconded by Ms. Noland and was unanimously approved.

PUBLIC COMMENT

Martha H. Zimmerman of Charles Town voiced her objections to the water rate hike by Jefferson Utilities, Inc. and requested that the Jefferson County Commission intervene on behalf of the citizens of Jefferson County.

Following Ms. Zimmerman's comments, Ms. Widmyer suggested that Mr. Boyde appoint a staff person to put together a history of Jefferson Utilities' rate increases to be presented to the Commission.

COUNTY ADMINISTRATOR REPORTS

County Administrator Tim Boyde:

- (1) Reported that since two commissioners were absent from the meeting, to save repetition, it was agreed by the three commissioners present that the budget and personnel sessions should be tabled until next week when all commissioners could be present.
- (2) Reported that Ed Sloanaker would be making a presentation on a long term disability policy at the September 30, 2010 meeting, explaining the pros and cons, costs, etc.
- (3) Reported that an Attorney John Stump would like to address the Commission and schedule a briefing session on Monday, October 18, 2010, at 3:00 p.m. regarding the "TIFF" tax zone.
- (4) That the West Virginia Risk Pool will be having its Board Meeting on September 28, 2010 and asked that we send a representative. Mark Schiavone volunteered to attend.
- (5) Reported that at the meeting with the Department Heads they offered their input into the proposed Policies and Procedures, and they approved of the proposed Policies and Procedures unanimously and would urge the Commission to approve them.
- (6) Reported that next Wednesday he will participate in a conference call with regard to the Lifestyles Return Program. One of the items discussed will be a schedule kicking off the program.
- (7) Reported that the office copiers have been checked in all departments and most are in good shape and maintenance agreements are in place.
- (8) Reported that this morning the following documents were given to the Commissioners for review:
 - (a) Legal opinion regarding Claymont from Stephanie Grove, Esq.
 - (b) Revised salary scale
 - (c) Supporting documents for Item 11C – Request to Expand Part-time Position

COUNTY COMMISSIONER REPORTS

Commissioner Patricia Noland:

- (1) Reported that this past Sunday and Monday she attended a meeting of the County Commissioners' Association of West Virginia in Pipestem, WV.

Commissioner Dale Manuel:

- (2) Reported that on September 18, 2010 he attended the Charles Town Heritage Day Festival, and noted that it was well attended by Jefferson County residents as well as two of the Washington brothers, Charles and George.
- (3) Reported that on September 18, 2010 he was one of the judges for the "Pink Hat Contest" held at the Charles Town Races. The Pink Hat Contest was held in support of breast cancer and research.
- (4) Reported that on September 20, 2010 he attended the Grand Opening of Skipper's and noted that Paul Espinosa was the cow pie eating champion.
- (5) Reported that on September 20, 2010 he attended the dedication of the opening of Route 9, along with Governor Manchin and Congresswoman Capito.
- (6) Reported that on September 21, 2010 he attended the Governor's 35th Star Reception where Mr. and Mrs. Walker were honored, among others.

- (7) Reported that on September 21, 2010 he attended the Blue Ridge Mt. Watershed Plan Meeting and observed that public participation was encouraged and that the meeting was well attended by a cross section of citizens. Themes of the meeting were (1) Property Rights, and (2) being realistic while protective of a most valuable resource.

Commissioner Lyn Widmyer:

- (1) Reported that on September 18, 2010 she participated in the Washington Homes Tour.
- (2) Reported that on September 20, 2010 she attended Governor Manchin’s ribbon cutting ceremony for the dedication of Route 9.
- (3) Reported that she attended a Community Ministries meeting and noted that three churches will be opened to homeless this winter.
- (4) Reported that on September 22, 2010 she met with the Regional Planning and Development Councils from around the state.
- (5) Reported that Senator Herb Snyder may come and talk to the Commission in November 2010 regarding the Chesapeake Bay Watershed and other issues.

PRESENTATIONS

- (1) Angela Banks, Assessor, requested exoneration for Christina F. Harrison in the amount of \$20.00. Her vehicle was inadvertently assessed in two different counties.

Motion by Ms. Noland to approve exoneration of \$20.00 for Christina F. Harrison, ticket no. 22169. as presented by Angela Banks, Assessor. Motion seconded by Mr. Manuel and was unanimously approved.

Name	District	Type	Ticket #	Amount
Christina F. Harrison	Charles Town	Personal Property	22169	20.00

- (2) Peter Fricke of the Farmland Protection Board presented his request for advice regarding Farmland Protection Board’s staffing options. Upon completion of his presentation, Mr. Boyde, County Administrator, explained that the Board should make this request of the Development Authority, who would be the agency to handle this matter since no Jefferson County employees are involved. The Commissioners concurred.

Mr. Boyde and the Commissioners inquired if he was prepared to go forward with the request to approve easement. Mr. Fricke advised that he was not, as the paperwork had been held up by several government agencies. The Commission directed that Mr. Fricke be placed on the September 30, 2010 agenda with his easement request if he had obtained the proper documentation by that date.

The Commission took a 5-minute break at 10:35 a.m.

- (3) John Maxey of the Jefferson County Planning Commission, and Jennifer Brockman, Director of Planning and Zoning, offered a Power Point presentation to illustrate their

request to initiate rezoning of certain federal lands and ask the Commission to schedule a Public Hearing on the matter.

Motion by Ms. Noland to schedule a date for the Public Hearing at next Thursday's meeting, September 30, 2010 and to place John Maxey's request on the September 30, 2010 agenda. Motion seconded by Mr. Manuel and was unanimously approved.

- (4) Jennifer Maghan, County Clerk, presented the Financial Statement of Jefferson County for fiscal year ending June 30, 2010 and explained that it has been published and is available for public review.

Ms. Maghan requested that the "Voter Expectations for the Maintenance Department" discussed at last Thursday's Commission meeting be included in these minutes. (See attached.)

1. Attached, please find the "Voter Expectations for the Maintenance Department" as discussed during the commission meeting last week.
2. Please review the Financial Statement for Fiscal Year ending June 2009. The copy required by law to be published by our local newspaper will be fulfilled by the first issue of October in the Spirit of Jefferson Advocate. The complete copy can be found online at Jeffersoncountyclerkwv.com

Should the Commissioners or members of the public have questions regarding the County's financial statement, please present them in writing or by email to the County Clerk. jmaghan@jeffersoncountyclerkwv.com

Preparation of Elections

Expectations for the Maintenance Department

A time line will and detailed truck route will always be provided well in advance of an election to allow for planning of personnel and resources.

The following tasks are requested of the Maintenance Department

- Remove benches and tables from the old county commission meeting room.
- Pickup early voting/election night supplies and equipment from Bardane and deliver to the courthouse. (Approx. 1 week prior to early voting)
- Pickup trucks from the rental facility.

- Deliver election equipment to precincts the day before the election. (approx 8am-2pm)
- Pickup election equipment from the precincts and return trucks to the rental facility the day after the election.
- After canvass and certification return election equipment and supplies to Bardane.
- Put tables and benches back into the old county commission room.

(5) Mark Schiavone requested the Commission to approve the Resolution regarding Budget Revision 003 to the General Fund.

Motion by Mr. Manuel to approve the Resolution of Budget Revision 003 to the General Fund as presented by Mr. Schiavone. Motion seconded by Ms. Noland and was unanimously approved.

RESOLUTION

At a regular session of the Jefferson County Commission, held 23rd September, 2010, the following order was made and entered:

SUBJECT: The revision of the General Fund (Fund 001) Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered:

RESOLVED That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 003, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Mr. Manuel, and duly seconded by Ms. Noland, the vote thereon was as follows:

Dale Manuel	Yes
Patricia Noland	Yes
Lyn Widmyer	Yes

(Commissioners Surkamp and Morgan were absent.)

WHEREUPON, Lyn Widmyer, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and F. Mark Schiavone is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

The Commission took a 10-minutes break at 11:10.

- (6) Request by Valley Health to use the Commission Meeting Room on November 23, 2010 from 9:00 a.m. to 12:00 noon to conduct a Health Needs Assessment.

Motion by Mr. Manuel to approve the use of the Commission Meeting Room by Valley Health on November 23, 2010 from 9:00 a.m. to 12:00 noon. Motion seconded by Ms. Noland and was unanimously approved.

- (7) Request by NAACP Jefferson County to use the Commission Meeting Room on October 4, 2010 at 7:00 p.m. to host a forum with the 2nd Congressional District candidates.

Motion by Ms. Noland to approve the use of the Committee Meeting Room by NAACP Jefferson County on October 4, 2010 at 7:00 p.m. to host a forum with the 2nd Congressional District candidates. Mr. Manuel seconded the motion and was unanimously approved.

- (8) Doug Pittinger of the Emergency Services Agency - request for approval of fire company contracts FY2011.

There was a brief discussion to amend guidelines that were previously discussed by the Jefferson County Emergency Services Agency.

Mr. Pittinger explained that the officials of the fire companies would not be meeting until next Tuesday, September 28, 2010 and that it may require more than one meeting. He requested that any decision by the Commission be put on hold for two weeks. The Commissioners agreed and directed that this matter be placed on the Agenda for the October 7, 2010 meeting.

Motion by Mr. Manuel to adjourn the meeting. Second by Ms. Noland and the meeting was adjourned.

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

LYN WIDMYER, PRESIDENT