

Minutes

Jefferson County Commission

Thursday, January 13, 2011

A meeting of the Jefferson County Commission was held on Thursday, January 13, 2011 at the Old Charles Town Library meeting room located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Lyn Widmyer, Patsy Noland, Dale Manuel, Frances Morgan and Walter Pellish; Tim Boyde, County Administrator and Debbie Stellato, Administrative Assistant. (An audio tape of this January 13, 2011 meeting is available through the Jefferson County Commission Office.)

The meeting was called to order at 9:30 a.m. by Commissioner Noland.

PLEDGE OF ALLEGIANCE

Following the Pledge of Allegiance the Commission and those present observed a moment of silence in honor of those who lost their lives or were wounded recently in Tucson, Arizona.

APPROVAL OF MINUTES:

Motion by Ms. Morgan to approve the Minutes of the January 6, 2011 meeting as amended. Motion seconded by Mr. Manuel and unanimously approved.

APPROVAL OF PURCHASE ORDERS:

Motion by Ms. Morgan to approve Purchase Orders in the amount of \$22,276.79, being purchase order numbers: by48792, 48663, 49148, 49149, 49303, 49235, 49233, 49234, 49236, 49238, 48946, 49128, 48917, 48918, 48919, 48920, 48922, 48923, 48925, 49227, 49228. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable in the amount of \$301,411.63. Motion seconded by Mr. Manuel and unanimously approved.

NEW BUSINESS:

1. Appointment to the Eastern Panhandle HOME Consortium Council to fill vacancy term ending June 30, 2013.

Motion by Ms. Morgan to appoint Commissioner Noland to fill the vacancy on the HOME Consortium Council. Motion seconded by Mr. Manuel. Discussion followed regarding the correct procedure for filling the vacancy. It was the consensus of the Commissioners that the position be advertised for two weeks and that the appointee be seated by April 20, 2011. Motion was withdrawn by Ms. Morgan.

Motion by Ms. Widmyer to appointment Commissioner Noland to fill the HOME Consortium vacancy in the interim. Motion seconded by Ms. Morgan and unanimously approved.

PRESENTATIONS:

2. Angela Banks, Assessor - Exoneration

Angela Banks, Assessor, requested exoneration for Charles B. Howard LC in the amount of \$710.46. Charles B. Howard LC (#95318) was out of business July 2009.

Motion by Ms. Morgan to approve exoneration of \$710.46 for Charles B. Howard LC. Ticket No. 305672. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket #	Amount
Charles B. Howard LC	Charles Town	Personal Property	305672	\$710.46

NEW BUSINESS continued:

3. Approval of Sabrina Vasquez as Full Time Pubic Safety Dispatcher II.

Motion by Ms. Widmyer to approve the employment of Sabrina Vasquez as full time Public Safety Dispatcher II. Motion seconded by Mr. Manuel and unanimously approved.

4. Funding for Copier for Parks and Recreation Commission (DM).

Motion by Mr. Manuel to approve \$3,276.00 for the lease of a new copier for the Parks and Recreation Commission for 2011. Each year thereafter the lease amount will be included in the Parks and Recreation Commission Budget. Motion seconded by Ms. Morgan and unanimously approved.

PRESENTATIONS continued:

5. Tish Appignani - Request the Commission to officially designate a Jefferson County Sesquicentennial Commission with the CVB as the anchor organization.

Presentations by Tish Appignani, Lois Turco and Dennis Frye of the National Park Service.

Motion by Ms. Morgan to designate a Sesquicentennial Commission as a free standing Commission with CVB as the anchor organization. Motion seconded by Mr. Manuel.

Mr. Pellish amended the motion by adding the appointment of Ms. Morgan to the Steering Committee. Amended motion seconded by Mr. Manuel and unanimously approved.

6. Cheryl L. Keyrouze - West Virginia Outreach of Jefferson County requested funding for a Jefferson County Day at the Capitol, Charleston, WV.

Motion by Mr. Pellish that the Jefferson County Commission approve a \$1,000.00 contribution toward expenses for Jefferson County Day at the Capitol in Charleston, West Virginia. Motion seconded by Mr. Manuel and unanimously approved.

The Commission took a 10 minute break at 10:33 a.m.

The Commission resumed the meeting at 10:41 a.m.

7. **Amy Owen of the Eastern West Virginia Community Foundation initiated a discussion on how the Foundation might serve Jefferson County's Public Funds and its charitable support.**

During discussion, the Commissioners agreed that three options should be considered:

1. The Commission itself could screen the requests for funds;
2. Utilize the WV Community Foundation to screen the requests for funds; or
3. Utilize volunteer groups to screen the requests for funds.

It was the further consensus of the Commissioners that this matter should be placed on the meeting Agenda for the following week for additional discussion.

8. **Stephanie Grove presented a legal update and requested an Executive Session to discuss pending litigation.**

Motion by Ms. Morgan to enter into Executive Session. Motion seconded by Mr. Manuel and unanimously approved.

Commission entered into Executive Session at 11:25 a.m.

Commission ended the Executive Session at 11:55 a.m.

Commission resumed regular meeting at 11:55 a.m.

9. **Jennifer Brockman, Director of Planning and Zoning requested the Commission to consider "pre-setting the 3rd Thursday every two months throughout 2011 beginning in January to work on the various amendments to the Subdivision Regulations and Zoning Ordinance.**

Following discussion the consensus of the Commissioners was to place a "tentative hold" on the 3rd Thursday of each month, beginning in February 2011, in the event a work session is necessary.

10. **Jim Taylor, Chief Operating Officer of Briggs Animal Adoption Center offered a presentation on the operation of Briggs and the National Humane Education Society.**

Connie Graf of Spay Today explained the operation of that organization.

Annie Roina and Jeff Bresee from the Animal Welfare Society offered insight into how the Society operates and cooperates with other agencies.

NEW BUSINESS continued:

11. **Discussion regarding the Contract of Lease for the Bardane Public Health Center.**

Motion by Ms. Morgan to approve the renewal of the Contract of Lease for the Bardane Public Health Center. Motion seconded by Mr. Manuel and unanimously approved.

COUNTY ADMINISTRATOR REPORTS:

- Mr. Boyde reported that it will be necessary to reschedule the public hearing on the proposed Amendments to Article 4B, Wireless Telecommunication Facilities and Related Sections of the Jefferson County Zoning and Land Development Ordinance.
- Reported that on January 21, 2011 at 3:00 p.m. he will meet with Judge Yoder and Magistrate Boober to discuss courthouse space.

The Commission suggested that Mr. Boyde advertise the meeting so that all judicial officers can attend.

COUNTY COMMISSION REPORTS:

Commissioner Widmyer:

- Ms. Widmyer advised that Bill Willingham is resigning as Director of Community Ministries to take care of his wife. She suggested that the Commission send him a "thank you" letter when he resigns.

Commissioner Manuel:

- Reported that he attended a Health Insurance Exchange meeting.

Commissioner Morgan:

- Reported that she attended a Board of Health meeting.
- Reported that she attended a Farmland Protection Board meeting.
- Reported that she attended a Community Criminal Justice Board meeting.

Commissioner Pellish:

- Reported that he attended a Planning Commission meeting.

Commissioner Noland:

Advised that she will be submitting her weekly reports in writing.

- Reported that she attended a Farmers' Market Committee meeting.
- Reported that she attended a Convention Visitors Bureau meeting.

Motion by Mr. Manuel to adjourn the meeting. Motion seconded by Ms. Morgan and the meeting was adjourned at 12:35 p.m.

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

PATRICIA NOLAND, PRESIDENT