

Minutes
Jefferson County Commission
Thursday, January 27, 2011

A meeting of the Jefferson County Commission was held on Thursday, January 27, 2011 at the Old Charles Town Library meeting room located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patsy Noland, Lyn Widmyer, Dale Manuel, Frances Morgan and Walter Pellish; Tim Boyde, County Administrator, Nichelle Hosby, Executive Assistant, and Richard Barron, Bailiff. (An audio tape of this January 27, 2011 meeting is available through the Jefferson County Commission Office.)

The meeting was called to order at 11:20 a.m. by Commissioner Noland.

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

No public comment was given.

PRESENTATIONS:

1. Interviews and Appointments to the Jefferson County Development Authority

Commissioner Noland reported that Lee Snyder has withdrawn his interest in the Development Authority.

Joshua Householder was present and gave comment.

Motion by Ms. Morgan to approve the appointment of Joshua Householder to the Jefferson County Development Authority for an unexpired term ending April 5, 2012. Motion seconded by Mr. Manuel and unanimously approved.

2. Presentation of Strategic Plan by Troy Truax of Delta Development

Michael Alvarez thanked the Commission for granting the resources to complete the Strategic Plan.

Troy Truax, of Delta Development gave a brief overview of the Strategic Plan.

Doug Pittinger and Pete Kelly were both present. Comment was made by Mr. Pittinger.

The Commission commended the Emergency Services Agency and Mr. Truax on a speedy and well written Plan.

The Commission tasked Mr. Boyde in assisting the Emergency Service Agency on what are the next steps.

3. **Mark Schiavonne, Director of Capital Planning & Management –Annual Impact Fee Report**

Mark Schiavonne, Director of Capital Planning & Management gave a brief overview of the Annual Impact Fee Report.

By unanimous consent the Commission agreed schedule a work session to discuss the Impact Fees.

4. **Public Hearing – Amend the County Zoning Map to Consider Urban Growth Boundaries for Harpers Ferry and Bolivar**

Motion by Ms. Widmyer to postpone and reschedule the Public Hearing to amend the County Zoning Map to consider Urban Growth Boundaries for Harpers and Ferry and Bolivar to a later date due to inclement weather. Motion seconded by Mr. Pellish and unanimously approved.

The Commission agreed to hold the hearing on February 17, 2011 at 7:00 p.m.

5. **Legal Update – Stephanie Grove, Assistant Prosecuting Attorney**

Ms. Grove distributed her to do list.

Ms. Grove reported on her discussions with Sheriff Shirley regarding Human Rights case.

Ms. Grove reported that an Executive Session was needed to discuss pending litigation (Peters verses Wood County Commission).

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

The Commission recessed for break at 12:50 p.m.

Motion by Ms. Morgan to come out of Executive Session. Motion seconded by Mr. Manuel and unanimously approved.

6. **Global Data**

Ian Jarvis of Global Data gave a presentation on Network Assessment and Vulnerability Analysis.

7. **Mike Thompson, Esquire – Board of Review and Equalization Tutorial**

Mike Thompson, Esquire gave a tutorial on the Board of Review and Equalization.

Assessor Angie Banks and Assistant Prosecuting Attorney Stephanie Grove were present and gave comment.

8. **Approval of Employment – Charles R. Field, Sr. as a Part-time Bailiff**

Motion by Mr. Manuel to approve the hiring of Charles R. Field, Sr. as a part-time bailiff. Motion seconded by Mr. Pellish and unanimously approved.

9. Set Date and Time to hold a Public Hearing regarding the Proposed Wireless Telecommunications Facilities Ordinance Draft

Tim Boyde, County Administrator presented the Commission with the date of February 24, 2011 as the date to hold the public hearing for the Proposed Wireless Telecommunication Facility Ordinance Draft.

Unanimous consent to hold the public hearing on February 24, 2011 at 7:00 p.m.

10. Appointments to the Water Advisory Committee

Unanimous consent to hold the appointments over until February 3, 2011 at the next Commission meeting.

11. Water Advisory Committee report from Commissioner Widmyer

Commissioner Widmyer gave a report on the Water Advisory Committee.

Ms. Widmyer stated that she extended an invitation to the Committee to have a roundtable discussion to review their work plan, mission statement and web program.

COUNTY ADMINISTRATOR REPORTS:

- The County Administrator's Report will be postponed and placed on next week's Agenda.

COUNTY COMMISSION REPORTS:

Commissioner Morgan:

- Reported that her meetings were cancelled due to inclement weather

Commissioner Pellish:

- Reported on the Planning Commission meeting he attended.
- Reported on the meeting he attended concerning possible purchasing Happy Retreat with the Cities of Ranson and Charles Town.

Commissioner Widmyer:

- Reported that she attended the Water Advisory Committee meeting she attended.
- Reported that she also attended the meeting concerning Happy Retreat.

Commissioner Manuel:

- Reported that he participated in a Legislative Conference Call with Association of Counties.
- Reported that he attended a Judicial Space meeting with Judge Yoder, Magistrates and the Prosecutor on space needs.
- Reported that he attended the Homeland Security and Emergency Management meeting about Animals in Disaster.

- Reported that he attended a Parks and Recreation Commission meeting concerning preparing for the Budget.

Commissioner Noland:

- Reported that she will be attending the County Commissioner's Association of Counties meeting.

APPROVAL OF MINUTES:

Motion by Ms. Morgan to approve the revised Minutes of the January 20, 2011 meeting as amended. Motion seconded by Mr. Manuel and unanimously approved.

APPROVAL OF PURCHASE ORDERS:

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$37,527.79, being purchase order numbers: 48951, 48952, 492250, 48793, 48794, 48662, 48669, 48672, 48678, 49245, 49364, 49252, 49249, 49244, 49248 and 49246. Motion seconded by Ms. Morgan and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable in the amount of \$261,944.67. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Ms. Morgan to adjourn the meeting. Motion seconded by Mr. Manuel and the meeting was adjourned at 4:45 p.m.

Upon rising the Commission recessed until Tuesday afternoon next beginning at 1:30 o'clock p.m. sitting as a Board of Review and Equalization.

PATRICIA NOLAND, PRESIDENT