

Minutes

Jefferson County Commission

Thursday, July 7, 2011

A meeting of the Jefferson County Commission was held on Thursday, July 7, 2011 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Dale Manuel, Frances Morgan, Lyn Widmyer and Walt Pellish; Tim Boyde, County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddy, Bailiff. (An audio tape of this July 7, 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

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

By unanimous consent it was agreed to postpone approval of the June 30, 2011 meeting minutes until the Order approving the zoning map amendment for Shenandoah Professional Center, LLC has been received from legal counsel and reviewed by the Commissioners.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Pellish to approve Purchase Orders in the amount of \$37, 547.26, being purchase order numbers 49356, 49357, 49355, 52907, 48698, 52911, 52912, 52913, 52914, 49326, 52901, 52900, 53199, 53198, 53042, 53041, 53039, 53038, 53037, 53036, 49554, 49564, 48392, 48393, 53035, 52847 and 52935. 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 \$933,841.64. Motion seconded by Ms. Widmyer and unanimously approved.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS:

- 1. Approval of Contract and Resolution for the Victims of Crime Act (VOCA) Grant** in the amount of \$59,381.00 and to authorize the President of the Commission to affix her signature to the appropriate documents.

Motion by Ms. Morgan to approve the Contract and Resolution for the Victims of Crime Act (VOCA) Grant in the amount of \$59,381.00 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded by Mr. Manuel and unanimously approved.

JEFFERSON COUNTY COMMISSION
124 E WASHINGTON ST
CHARLES TOWN, WV 25414-1072

Jennifer S Mashan
JEFFERSON County 11:16:59 AM
Instrument No 2011019213
Date Recorded 07/12/2011
Document Type RESNC
Pages Recorded 1
Book-Page 1096-317

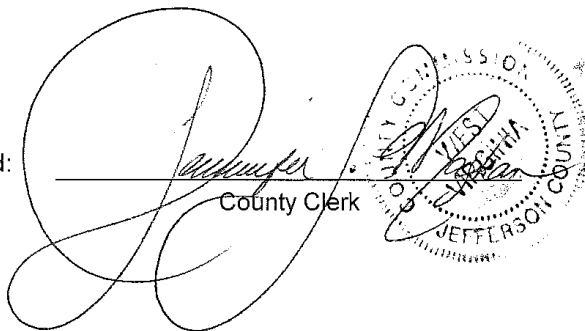
RESOLUTION

The Commission of Jefferson County met on July 7, 2011 (date)
with a quorum present and passed the following resolution.

Be it resolved that the Commission hereby authorizes Patsy Noland, President
of Jefferson County Commission to act on its behalf to enter into a contractual
agreement with the Division of Justice and Community Services to receive and
administer grant funds pursuant to provisions of the Victims of Crime Act (VOCA) grant
program.

Signed: _____

County Clerk

A large, stylized handwritten signature in black ink is written over a horizontal line. To the right of the signature is a circular official seal. The seal contains the text "JEFFERSON COUNTY COMMISSION" around the perimeter and "WEST VIRGINIA" in the center. The signature appears to be "Jennifer S Mashan".

PRESENTATIONS:

2. **Laura Rattenni, Circuit Clerk – approval for re-hire of Melinda Maye, effective July 5, 2011 to work in the Circuit Clerk’s Office temporarily part-time at the rate of \$13.00 per hour with no benefits.**

Motion by Ms. Morgan to approve the re-hire of Melinda Maye, effective July 5, 2011 to work in the Circuit Clerk’s Office temporarily part-time at the rate of \$13.00 per hour with no benefits. Motion seconded by Mr. Manuel and unanimously approved.

3. **Senator Herb Snyder – presented a \$10,000.00 grant to Jefferson County Emergency Services to be used to purchase teleconferencing equipment and a \$10,000.00 grant to Jefferson County Animal Welfare Society to aid in its Spay and Neuter Program.**

UNFINISHED BUSINESS:

4. **Motion by Ms. Morgan to approve the FY 2012 Non-Profit Budget Request with the Commission’s recommended additions. Motion seconded by Mr. Manuel and unanimously approved.**

5. **Mark Schiavone, Director, Capital Planning and Management – approve FY 2012 Impact Fee Fundable Projects List.**

Motion by Mr. Manuel to approve the FY 2012 Impact Fee Fundable Projects List as presented by Mr. Schiavone. Motion seconded by Ms. Morgan and unanimously approved.

NEW BUSINESS continued

6. **Motion by Mr. Pellish to approve the Policy Neutral Zoning Ordinance Amendments as presented. Motion seconded by Ms. Morgan and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS:

- Mr. Boyde reported that he met with Commissioner Pellish and a representative of Highmark Blue Cross/Blue Shield and will be submitting a report to the Commission.
- He reported that the Commission is in receipt of 50% of the brokerage fee from the sale of the Lot 18 building.

COUNTY COMMISSION REPORTS:

Commissioner Widmyer:

- Attended a work session on State Law, Ethics and Parliamentary Procedure in Harpers Ferry, West Virginia.
- Attended a Jefferson County Public Service District meeting.

Commissioner Manuel:

- Provided the Commission with an update on Moulton Park.
- Attended a Jefferson County Partnership for Affordable Housing meeting.
- Invited the Commissioners to Big Screen Movie Night at Sam Michael’s Park on August 13, 2011 to see “Yogi Bear.”

Commissioner Morgan:

- Attended a Jefferson County Board of Health meeting.
- Announced that there will be a free concert by the Navy Band on Camp Hill on July 9, 2011.

Commissioner Pellish:

- Attended a Planning Commission meeting last week.

Commissioner Noland:

- Attended the fireworks at Sam Michael’s Park.
- Attended a Jefferson County Partnership for Affordable Housing meeting.

Motion by Mr. Pellish to adjourn the meeting. Motion seconded by Mr. Manuel and unanimously approved. The meeting was adjourned at 11:00 a.m.

Upon rising the meeting was adjourned until Thursday next, July 14, 2011 at 9:30 a.m.

PATRICIA A. NOLAND, PRESIDENT