

**Minutes**  
**Jefferson County Commission**  
**Thursday, July 28, 2011**

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A meeting of the Jefferson County Commission was held on Thursday, July 28, 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 28, 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 Pellish led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

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

**APPROVAL OF PURCHASE ORDERS**

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$42,060.15, being purchase order numbers: 53153, 50412, 52917, 53204, 53248, 53065, 49560, 49544, 49387, 53253, 53072, 53073, 53077, 53078, 49439, 52987, 52988, 52990, 49438, 53079, 53080, and 53089. 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 \$462,240.48. Motion seconded by Mr. Pellish and unanimously approved.

**PUBLIC COMMENT**

Thomas Cardamone offered comments regarding Koonce Road.  
David Tabb offered comments regarding Koonce Road.

**PRESENTATIONS:**

- 1. Angie Banks, County Assessor: (a) exonerations and, (b) explanation of vehicle values.**

**NOTICE OF APPORTIONMENT OF JOINTLY OWNER MOTOR VEHICLES**

Upon presentation by Angela Banks, Assessor, motion by Ms. Morgan, second by Mr. Manuel to approve the Notice of Apportionment of Jointly Owned Motor Vehicles filed by a certified copy of a final divorce order entered under provisions of section fifteen, article two, chapter forty-eight of the West Virginia Code, in the amount of

\$380.52 for the following:

NAME	HUSBAND/WIFE	ASSESSED VALUE	TAXES DUE
Robert Main	Husband	\$ 6,000.00	\$158.55
Ann M. Roina	Wife	\$ 8,400.00	\$ 221.97
<b>TOTAL TAXES DUE:</b>			<b>\$ 380.52</b>

Angie Banks, County Assessor, requested exoneration for Kerstin Budlong in the amount of \$18.12. Motion by Mr. Manuel to approve exoneration of \$18.12 for Kerstin Budlong, Ticket No. 300926. Motion seconded by Mr. Pellish and unanimously approved.

Angie Banks, County Assessor, requested exoneration for Erdem I. Ergin in the amount of \$176.72. Motion by Ms. Morgan to approve exoneration of \$176.72 for Erdem I. Ergin, Ticket No. 307217. Motion seconded by Mr. Manuel and unanimously approved.

Angie Banks, County Assessor, requested exoneration for Dorothy M. Lewis in the amount of \$117.81. Motion by Ms. Morgan to approve exoneration of \$117.81 for Dorothy M. Lewis, Ticket No. 17891. Motion seconded by Ms. Widmyer and unanimously approved.

Name	District	Type	Ticket #	Amount
Kerstin Budlong	Charles Town	Personal Property	300926	\$18.12
Erdem I. Ergin	Harpers Ferry	Personal Property	307217	\$176.72
Dorothy M. Lewis	Kabletown	Real Estate	17891	\$117.81

Ms. Banks explained the reasons for the increase in vehicle assessments for 2011.

**2. Bill Polk, Maintenance Director and Sheriff Shirley –**

Request to transfer authority and administrative operations of Animal Control personnel from Bill Polk, Maintenance Director, to the Jefferson County Sheriff’s Department.

Motion by Ms. Widmyer to approve the transfer of authority and administrative operations of Animal Control personnel from Bill Polk, Maintenance Director, to the Jefferson County Sheriff’s Department, with staff to prepare a Resolution setting forth the reasons for the transfer, and to authorize the President to execute the Resolution on behalf of the Commission. Motion seconded by Ms. Morgan and carried 4 to 1, with Mr. Pellish voting “against.”

**Bill Polk, Maintenance Director –**

- (a) Request for approval of employment of a full-time auto mechanic in the Maintenance Department.

Motion by Mr. Manuel to approve the employment of Douglas Wright as a full-time auto mechanic in the Maintenance Department working a 40 hour work week with a starting salary of \$40,900.00. Motion seconded by Mr. Pellish and carried 3 to 2, with Ms. Widmyer and Ms. Morgan voting “against.”

(b) Request for approval of employment of a full-time carpenter in the Maintenance Department.

Motion by Mr. Pellish to approve the employment of Leonard Thomas as a full-time carpenter in the Maintenance Department working a 40 hour work week with a starting salary of \$40,900.00. Motion seconded by Mr. Manuel and carried 3 to 2, with Ms. Widmyer and Ms. Morgan voting “against.”

**3. Roger Goodwin, Chief County Engineer** – Request that the County Commission approve the potential hire of a Land Development Inspector for the Engineering Department and authorize placement of ads in the appropriate media in order to fill the position.

Motion by Mr. Pellish to authorize Mr. Goodwin to place ads in the appropriate media for the potential hire of a Land Development Inspector for the Engineering Department. Motion seconded by Mr. Manuel and unanimously approved.

**The Commission took a 5-minute break at 10:45 a.m.**  
**The Commission reconvened the meeting at 10:52a.m.**

#### **COUNTY ADMINISTRATOR REPORTS:**

##### **County Administrator Tim Boyde:**

- Mr. Boyde requested to remove the health insurance discussion from this week’s agenda and stated that a proposal would be presented to the Commission by Ed Slonaker next week.
- Reported that he had received several inquiries with regard to the ad that was placed soliciting properties for potential new office space for the County government. He is responding to the inquiries and scheduling visits to the properties.
- Reported that he had received several resumes for the position of Chief Financial Officer. He is holding them until all resumes are in.
- He reported that he is continuing negotiations with the insurance companies and the building lease as directed by the Commission.
- Within the next week or two, Todd Fagan will come before the Commission to discuss the next phase of the addressing process and talk about enforcing the ordinance. Mr. Boyde and Mr. Fagan are presently attempting to schedule a press conference.
- Advised that Jeff Polczynski will offer an overview of CAD, the Computer Assisted Dispatch system at next week’s meeting.
- Last year the County purchased four new vehicles and they arrived yesterday, Wednesday, July 27, 2011 – the new Homeland Security vehicle and several maintenance vehicles.
- He announced that Todd Fagan has been elected Vice President of the West Virginia GIS Association.
- Reported that he worked on the Capital Improvement Plan and will have that information to the Commission shortly.

#### **PRESENTATIONS continued:**

**6. Kristen Ringstaff, William H. Gordon Associates, Inc. – presentation on behalf of U.S. Customs and Border Protection re: proposed closure of Koonce Road along the front of the U.S. Customs Facility in Harpers Ferry.**

Mark Dyck of William H. Gordon Associates, Inc. advised the Commission about the intentions of U.S. Customs and Border Protection with regard to the closure of Koonce Road. Chris White of U.S. Customs and Border Protection assured residents that no homes were located in the vicinity of the work to be done.

Ms. Morgan made a motion that the Commission allow the residents attending this meeting to offer their comments. Ms. Widmyer seconded the motion. Ms. Morgan closed the motion. The motion failed 2 to 3, with Mr. Manuel, Ms. Noland and Mr. Pellish voting “against.”

Mr. Manuel made a motion that the Commission send a letter to the West Virginia Division of Highways suggesting that they hold a public hearing on the Koonce Road closing. Ms. Widmyer seconded the motion. Mr. Manuel closed the motion and it was unanimously approved.

**7. Mark Schiavone, Director of Capital Planning and Management – request approval of increasing the impact fee fundable amount for the Citizens Fire Company generator from \$100,000 to \$154,900.**

Motion by Ms. Widmyer to approve increasing the impact fee fundable amount for the Citizens Fire Company generator from \$100,000 to \$154,900. Motion seconded by Mr. Manuel and unanimously approved.

**Mark Schiavone – request approval of Revision of the General Fund (Fund 001).**

Motion by Mr. Manuel to approve the revision of the General Fund (Fund 001) as presented. Motion seconded by Mr. Pellish and unanimously approved.

**NEW BUSINESS:**

**8. Review the Capital Outlay Account and the County Commission Other Contribution Account and discuss priorities for the distribution of funds in these accounts, including designating a fund reserve as savings. (LW)**

The Commissioners discussed the Capital Outlay Account and the Other Contribution Account and methods of determining priorities for the distribution of funds in these accounts. No action was taken. Mr. Boyde will continue to work on a draft of the Capital Improvement Plan for the Commission’s review.

**COUNTY COMMISSIONER REPORTS:**

**Commissioner Widmyer:**

- Attended the Sustainability Summit hosted by the American Public University (APU).
- Attended a work session on funding the Jefferson County Emergency Services Agency.
- Attended the Volunteer Recognition luncheon hosted by Homeland Security.

**Commissioner Manuel:**

- Attended a Parks & Recreation Commission meeting.

**Commissioner Morgan:**

- Attended the Volunteer Recognition luncheon hosted by Homeland Security.

- Attended the Sustainability Summit hosted by the American Public University (APU).
- Attended an Historic Landmarks Commission meeting.

**Commissioner Pellish:**

- By invitation, attended an event called “Energy Express” where he read to children at Ranson Elementary School.
- Attended a Planning Commission meeting.

**Commissioner Noland:**

- Attended a Rotary Club meeting.
- Escorted Governor Tomblin on a tour of the County Courthouse.

**The Commission broke for lunch at 12:15 p.m.**

**The Commission reconvened the meeting at 1:45 p.m.**

**AFTERNOON SESSION**

**Mark Schiavone, Director of Capital Planning and Management – Work Session on Impact Fees**

Presentation by Mark Schiavone.

Public Comments By: Gary Kable, Board of Education  
Susan Walls, Superintendent of Schools  
Adam Shively, Realtor, Keller Williams, 4 State Real Estate, LLC  
Jimmy Pierson, Parks & Recreation Commission  
Jenifer Myers, Interim Director, Parks & Recreation Commission  
Lt. Tom Hansen, Jefferson County Sheriff’s Department

Motion by Ms. Morgan to adjourn the meeting. Motion seconded by Ms. Noland and unanimously approved. Upon rising at 3:20 p.m. the meeting was adjourned until Thursday next, August 4, 2011 at 9:30 a.m.

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PATRICIA A. NOLAND, PRESIDENT

