

Minutes

Jefferson County Commission

Thursday, August 4, 2011

A meeting of the Jefferson County Commission was held on Thursday, August 4, 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, and Debbie Stellato, Administrative Assistant. (An audio tape of this August 4, 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

Motion by Mr. Manuel to approve the Minutes of the July 28, 2011 meeting as amended. Motion seconded by Ms. Morgan and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$18,732.07, being purchase order numbers: 52974, 53084, 52848, 52921, 53207, 53223, 53175, 53173, 53174, 53032, 53086, 53087, 52966, 52967, 53089, 49529 and 49528. Motion seconded by Ms. Widmyer and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE:

Motion by Ms. Widmyer to approve the accounts payable in the amount of \$249,741.93. Motion seconded by Ms. Morgan and unanimously approved.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS:

7. Community Participation Grant Program – Approval of pass thru Grant Contract, Resolution and Agreement for Briggs Animal Adoption Center \$20,000 –

Motion by Ms. Morgan to approve the Community Participation Grant Program pass thru Grant Contract, Resolution and Agreement for Briggs Animal Adoption Center in the amount of \$20,000. Motion seconded by Ms. Noland and unanimously approved.

JEFFERSON COUNTY COMMISSION

CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on August 4, 2011 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Briggs Animal Adoption Center. The project will include the enclosure of an existing pavilion and the purchase of computers and related equipment to improve office technology systems with funds made available through the Governor's Community Participation Grant program in the amount of \$20,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor's Community Participation Grant Program.

Date:

Signed:

COUNTY CLERK

11LEDA0131

8. **Community Participation Grant Program – Approval of pass thru Grant Contract, Resolution and Agreement for Animal Welfare Society \$10,000 -**

Motion by Mr. Manuel to approve the Community Participation Grant Program pass thru Grant Contract, Resolution and Agreement for the Animal Welfare Society in the amount of \$10,000. Motion seconded by Mr. Pellish and unanimously approved.

JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on August 4, 2011 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Animal Welfare Society. The project will include the construction of an addition, concrete work to improve storm drainage and other improvements, with funds made available through the Governor's Community Participation Grant program in the amount of \$10,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor's Community Participation Grant Program.

Date:

Signed:

COUNTY CLERK

11LEDA0130

9. Community Participation Grant Program – Approval of pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Fisherman’s Hall \$4,500 -

Motion by Mr. Pellish to approve the Community Participation Grant Program pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Fisherman’s Hall in the amount of \$4,500. Motion seconded by Ms. Morgan and unanimously approved.

JEFFERSON COUNTY COMMISSION

CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on August 4, 2011 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Black History Preservation Society to continue restoration of the historic Fisherman’s Hall with funds made available through the Governor’s Community Participation Grant program in the amount of \$4,500.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor’s Community Participation Grant Program.

Signed:

COUNTY CLERK

10LEDA0352

10. Community Participation Grant Program – Approval of pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Star Lodge/Locke House \$2,000 -

Motion by Ms. Morgan to approve the Community Participation Grant Program pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Star Lodge/Locke House in the amount of \$2,000. Motion seconded by Mr. Manuel and unanimously approved.

JEFFERSON COUNTY COMMISSION

CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on August 4, 2011 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Black History Preservation Society to continue restoration of the historic Star Lodge/Locke House with funds made available through the Governor’s Community Participation Grant program in the amount of \$2,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor’s Community Participation Grant Program.

Signed:

COUNTY CLERK

10LEDA0801

11. Community Participation Grant Program – Approval of pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Star Lodge/Locke House \$17,400 –

Motion by Mr. Manuel to approve the Community Participation Grant Program pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Star Lodge/Locke House in the amount of \$17,400. Motion seconded by Ms. Morgan and unanimously approved.

JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on August 4, 2011 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Black History Preservation Society to continue restoration of the historic Star Lodge/Locke House. The project will include sidewalk repairs, new windows, electrical upgrades and additional improvements with funds made available through the Governor’s Community Participation Grant program in the amount of \$17,400.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor’s Community Participation Grant Program.

Signed:

COUNTY CLERK

11LEDA0500

12. Community Participation Grant Program – Approval of pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Webb-Blessing House \$17,400 -

Motion by Ms. Morgan to approve the Community Participation Grant Program pass thru Grant Contract, Resolution and Agreement for Jefferson County Black History Preservation Society – Webb-Blessing House in the amount of \$17,400. Motion seconded by Ms. Widmyer and unanimously approved.

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on August 4, 2011 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Black History Preservation Society to continue restoration of the Webb-Blessing House in Charles Town with funds made available through the Governor's Community Participation Grant program in the amount of \$17,400.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor's Community Participation Grant Program.

Signed:

COUNTY CLERK

11LEDA0495

PRESENTATIONS:

1. Rhonda Fields, County Assessor’s Office (for Angie Banks, Assessor) - request for exonerations -

Requested exoneration for Donna Long in the amount of \$618.51. Motion by Ms. Morgan to approve exoneration of \$618.51 for Donna Long, Ticket No. 302914. Motion seconded by Mr. Manuel and unanimously approved.

Requested exoneration for Eliseo Navarrete in the amount of \$177.04. Motion by Mr. Manuel to approve exoneration of \$177.04 for Eliseo Navarrete, Ticket No. 306029. Motion seconded by Mr. Pellish and unanimously approved.

Requested exoneration for Jennifer L. Ingram in the amount of \$24.92. Motion by Ms. Morgan to approve exoneration of \$24.92 for Jennifer L. Ingram, Ticket No. 315550. Motion seconded by Mr. Pellish and unanimously approved.

Requested exoneration for Kenneth Kennedy in the amount of \$6.80. Motion by Ms. Morgan to approve exoneration of \$6.80 for Kenneth Kennedy, Ticket No. 315639. Motion seconded by Mr. Manuel and unanimously approved.

Requested exoneration for Robert A. Smith in the amount of \$11.34. Motion by Ms. Morgan to approve exoneration of \$11.34 for Robert A. Smith, Ticket No.304298. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket #	Amount
Donna Long	Charles Town	Personal Property	302914	618.51
Eliseo Navarrete	CTC	Personal Property	306029	177.04
Jennifer L. Ingram	Shepherdstown	Personal Property	315550	24.92
Kenneth Kennedy	Shepherdstown	Personal Property	315639	6.80
Robert A. Smith	Charles Town	Personal Property	304298	11.34

NEW BUSINESS continued:

13. Tim Boyde, County Administrator – request for approval of revised Purchasing Card Procedures –

Motion by Mr. Manuel to approve the revised Purchasing Card Procedures as recommended by Mr. Boyde. Motion seconded by Ms. Widmyer and unanimously approved.

14. Discuss topics and date for Council of Governments Roundtable Meeting.

The next Council of Governments Roundtable meeting will be Wednesday, September 7, 2011 beginning at 5:00 p.m. in the County Commission Meeting Room.

Topics to be discussed will be: 1) the relationship of transportation fees proposed by the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) on economic development; and 2) the relationship of proposed impact fees on economic development.

PRESENTATIONS continued:

2. Tim Boyde, County Administrator and Ed Slonaker, Morgan Financial Group – request for decision on renewal of Health Insurance –

Background presented by Mr. Boyde and options presented by Mr. Slonaker. Recommendation by Mr. Boyde that the Commission approve the Option 2 SB Plus Plan.

Motion by Mr. Pellish to accept Mr. Boyde's recommendation and approve the Option 2 SB Plus Plan. Motion seconded by Ms. Morgan and unanimously approved.

**3. The Commission took a 10-minute break at 11:00 a.m.
The Commission reconvened the meeting at 11:10 a.m.**

4. Interviews and Appointments to the following:

1) Jefferson County Parks and Recreation Commission –

Applicants: Ann Nawaz
Jill Nau
Joan O'Dell

None of the applicants were present.

Nominees: Ann Nawaz by Ms. Morgan
Jill Nau by Ms. Widmyer

Commission voted 4 to 1 to appoint Ann Nawaz to the Parks and Recreation Commission for the unexpired term ending June 30, 2012. Ms. Widmyer voted for Jill Nau.

2) Jefferson County Emergency Services Agency –

Applicant: Cheryl Beuing
Russell Kitchner
Robert A. Murto
Jason Carlson
Frank McCluskey (not eligible because of residency)

The following applicants were present and spoke about their qualifications to be appointed to the ESA:

Russell Kitchner
Robert Murto

Nominees: Russell Kitchner by Ms. Morgan
Robert Murto by Mr. Pellish
Jason Carlson by Mr. Manuel

Commission voted 3 to 2 to appoint Robert Murto to the Jefferson County Emergency Services Agency for the unexpired term ending November 2, 2013. Ms. Widmyer and Ms. Morgan voted for Mr. Kitchner and Mr. Manuel voted for Jason Carlson.

5. Jeff Polczynski, Communications Director – overview of Computer Aided Dispatch (CAD) -

Mr. Polczynski presented the Commissioners with an overview of how Computer Aided Dispatch (CAD) works and how it is beneficial to emergency communications. He requested that the Commission authorize him to send a Request for Proposal to vendors with bids to be submitted to the Commission for discussion and/or action. Mr. Manuel requested that Mr. Polczynski speak to the vendors and ask them to come together with their equipment and provide a demonstration to the Commissioners of how CAD works.

6. Todd Fagan, Addressing Coordinator – provided an overview of the GIS Address Compliance Program currently in effect and described what his office will be doing in the future to insure compliance. Mr. Fagan will be holding a press conference on Tuesday, August 16, 2011 from 10:30 a.m. to 12:00 noon to inform the public of addressing compliance issues and enforcement.

Motion by Ms. Morgan to accept Mr. Fagan’s timetable and recommendations with regard to the Address Compliance Program. Motion seconded by Mr. Pellish and unanimously approved.

COUNTY ADMINISTRATOR REPORTS:

County Administrator Tim Boyde:

- Reported that he met with U.S. Customs & Border Patrol personnel.
- Mr. Boyde updated the Commission on the state of the columns at the County Courthouse.
- Reported that Don Jacobs completed his face-to-face discussions with personnel of the County Clerk’s Office.
- Mr. Boyde continues to receive resumes for the position of Chief Financial Officer.
- Mr. Boyde is continuing to research a lease or sale of the Briel building and is investigating other properties that have been brought to his attention.
- Reported on the status of the Building Commission.

Commissioner Widmyer:

- Attended a Parks and Recreation Facilities meeting.
- Attended the third Phase II Watershed Implementation meeting.

Commissioner Manuel:

- Attended a Parks and Recreation Facilities meeting.
- Attended the Jefferson County Animal Welfare yard sale.
- Attended a Partnership for Affordable Housing meeting.

Commissioner Morgan:

- Attended the Jefferson County Historical Society Annual Picnic.

Commissioner Pellish:

- Nothing to report this week.

Commissioner Noland:

- Attended a Partnership for Affordable Housing meeting.

There being no further business Mr. Pellish made a motion to adjourn. Mr. Manuel seconded the motion and it was unanimously approved.

Upon rising at 1:05 p.m. the meeting was adjourned until Thursday next, August 11, 2011 at 9:30 a.m.

PATRICIA A. NOLAND, PRESIDENT