

# Minutes

## Jefferson County Commission

Thursday, August 18, 2011

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A meeting of the Jefferson County Commission was held on Thursday, August 18, 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 August 18, 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 Morgan led the Pledge of Allegiance.

### APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the August 18, 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 \$164,717.76, being purchase order numbers: 53975, 48820, 52923, 52924, 52925, 53224, 53245, 53209, 53249, 53108, 53111, 53254, 53258, 53112, 53102, 53103, 53104, 53105, 53106, 53107, 53109, 52942, 52940, 50418, 5311049532, and 48116. 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 \$383,234.14. Motion seconded by Mr. Pellish and unanimously approved.

### PUBLIC COMMENT

**Joe Hankins** of the Jefferson County Public Service District commented on the recent order regarding the Flowing Springs Wastewater Plant.

**Patience Wait** introduced the Commission to a newly-formed citizens group called “The Coalition for Reliable Power.”

**Keryn Newman** spoke about the goals of “The Coalition for Reliable Power” and its plans to advocate for electric customers and landowners on energy issues throughout West Virginia.

### NEW BUSINESS:

#### **1. Tim Boyde – Request for approval of Purchase Order Policy.**

Motion by Mr. Manuel to approve the Purchase Order Policy as presented by Mr. Boyde. Motion seconded by

Mr. Pellish and unanimously approved.

2. **Tim Boyde – Request for approval of Eastern Panhandle Transportation Authority Resolution to receive funding of \$15,000 from the 2004 Governor’s Community Participation Grant Program toward the upcoming transportation plan for the entire U.S. 340 corridor.**

Motion by Mr. Manuel to approve and authorize the President to execute the Resolution for the Eastern Panhandle Transportation Authority to receive funding of \$15,000 from the 2004 Governor’s Community Participation Grant Program toward the upcoming transportation plan for the entire U.S. 340 corridor. Motion seconded by Mr. Pellish and unanimously approved.

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**County Commission of Jefferson County  
Charles Town, West Virginia**

**RESOLUTION**

Whereas, the Eastern Panhandle Transportation Authority has been awarded funding from the Fiscal Year 2004 Governor’s Community Participation Grant Program for \$50,000 to develop a comprehensive plan to improve transportation in Berkeley, Jefferson and Morgan Counties; and

Whereas, the Jefferson County Commission would be pleased to accept the designation of \$15,000 from the Eastern Panhandle Transportation Authority toward the upcoming transportation plan for the entire US 340; and

Whereas, the funds we receive from the organization will help provide the local match for a \$100,000 transportation study plan for the entire US 340 Corridor; and

Whereas, one of the critical elements of this plan will be to look at intersections along US 340 and explore ways to make them safer;

Whereas, according to regional traffic projections, the US 340 Corridor will become increasingly congested and movement on the highways will be reduced to stop and go traffic by 2035; and

Therefore be it resolved, the Jefferson County Commission is in support of this grant program and recognizes the importance of the entire US 340 Corridor to the future of Jefferson County and helping us make sure it remains safe.

August 18<sup>th</sup>, 2011

County Commission of Jefferson County

Patricia A. Noland, President

**PRESENTATIONS continued:**

3. **Charlene Gilliam, Manager of West Virginia External Affairs for FirstEnergy** introduced the Commissioners to First Energy and offered background regarding the relationship between Potomac Edison, Allegheny Power and FirstEnergy. Charlie Friddle, Director of West Virginia External Affairs for FirstEnergy was not able to attend this meeting as previously scheduled.

**The Commission took a 10-minute break at 10:20 a.m.**

**The Commission reconvened the meeting at 10:30 a.m.**

4. **Jennifer Brockman, Director of Planning and Zoning and Steve Barney, Zoning Administrator** explained the proposed amendments to:

- Article 12 of the Jefferson County Zoning and Land Development Ordinance (March 2011)
- (2 proposed amendments) 2008 Subdivision and Land Development Regulations (as amended 2010)
- Article 4A of the Jefferson County Zoning and Land Development Ordinance (March 2011)

Ms. Brockman inquired as to whether the Commission wanted to hold a public hearing on the proposed amendments and, if so, whether all four amendments should be discussed at one public hearing. The Commission expressed its desire to schedule a public hearing on all four proposed amendments on Thursday, September 15, 2011 beginning at 7:00 p.m.

Motion by Ms. Morgan to approve the scheduling of a Public Hearing on Thursday, September 15, 2011 beginning at 7:00 p.m. to receive citizens' comments on the four proposed amendments presented by Ms. Brockman and Mr. Barney. Motion seconded by Mr. Pellish and unanimously approved.

At Ms. Widmyer's request, Ms. Brockman gave a brief overview of the Final/Fourth Quarterly Report of the FY11 Work Plan for the Department of Planning and Zoning.

**COUNTY ADMINISTRATOR REPORTS:**

**County Administrator Tim Boyde:**

- Mr. Boyde reported that a CAD (Computer Assisted Dispatch) demonstration has been scheduled for Tuesday, August 23, 2011 from 10 a.m. to 12:00 p.m. and requested the Commissioners to advise him as soon as possible if they would attend. A second demonstration is scheduled for Thursday, September 1, 2011 in the afternoon, but that it will be mostly a work session.
- By invitation, Mr. Boyde visited the Free Clinic. The Clinic thanked the Jefferson County Commission for the recent funding.
- Reported that Todd Fagan, Director, GIS/Addressing, held a press conference to inform the public of the criteria for residence addresses and the need for compliance.
- Mr. Boyde inquired if the Commission would meet on Thursday, September 8, 2011 after Labor Day weekend. The unanimous consensus of the Commission was that a meeting would be held on September 8, 2011.
- Reported that the Jefferson County Emergency Services Agency had requested a \$25,000 lump sum payment from the Commission. Mr. Boyde recommended that the Commission reimburse the JCESA for costs and not issue the lump sum payment. The Commissioners agreed and asked Mr. Boyde to send a letter to the JCESA to that effect.

**COUNTY COMMISSIONER REPORTS:**

**Commissioner Widmyer:**

- Nothing to report this week.

**Commissioner Morgan:**

- Attended an Historic Landmarks Commission meeting.

**Commissioner Manuel:**

- Attended the GIS/Addressing Department Press Conference.
- Attended a joint meeting of the Jefferson County Emergency Services Agency, volunteer fire companies, Emergency Medical Services and the County Commission.
- Attended a Home Consortium quarterly meeting.
- Attended a meeting at the Jefferson Center for the Disabled.
- Reminder that the African American Heritage Festival Parade is Saturday, August 20, 2011 and that the Jefferson County Fair will be starting next week.

**Commissioner Pellish:**

- Clarified his position on Jeff Polczynski's requested purchase of CAD equipment for the E-911 Center.

**Commissioner Noland:**

- Attended a meeting at the Jefferson Center for the Disabled.
- Attended a Council on Aging meeting.

There being no further business, Mr. Manuel made a motion to adjourn the meeting. Mr. Pellish seconded the motion and it was unanimously approved. The meeting was adjourned at 11:55 a.m.

Upon rising the meeting was adjourned until Thursday, September 1, 2011 at 9:30 a.m. The Commission will not meet on August 25, 2011.

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PATRICIA A. NOLAND, PRESIDENT

