

Minutes

Jefferson County Commission

Thursday, September 22, 2011

A meeting of the Jefferson County Commission was held on Thursday, September 22, 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 and Walt Pellish; Tim Boyde, County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddy, Bailiff. Commissioner Widmyer was absent with prior notice. (An audio tape of this September 22, 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 September 15, 2011 regular Commission meeting as presented. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Mr. Manuel to approve the Minutes of the September 15, 2011 Public Hearing as presented. Motion seconded by Ms. Morgan and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$34,525.21 being Purchase Order Nos.: 52977, 53160, 53159, 52998, 50415, 49563, 53246, 52892, 50520, 50522, 50553, 50527, 50524, 50523, 50521, 50423, 50422, 50424, 52999, 53000, 53001, 53002, 53003, 53006, 53005, 53004, 53007 and 50526. 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 \$446,687.29. Motion seconded by Mr. Manuel and unanimously approved.

PUBLIC COMMENT

Ralph Lorenzetti, Jefferson County Prosecuting Attorney, commented on preparations being made by his office for the move to new offices in the Briel Building.

David Tabb requested that the Commission change the continuation of the September 15, 2011 hearing scheduled for 10:30 a.m. on September 29, 2011 to an evening meeting. It was Mr. Tabb's opinion that more residents could attend in the evening.

PRESENTATIONS:

1. **Bill Polk, Maintenance Director** offered an update on the status of the proposed repairs to the Courthouse columns by Minghini Construction Company. Upon the Commission’s recommendation, work on the columns will commence immediately following the election on October 4, 2011.

Mr. Polk also provided a status report on progress of the work at the County’s new maintenance building.

2. **Fred Blackmer and Peter Corum** presented for acceptance by the Commission a Zoning Amendment Petition for the former Town Run Commons and Morgan Grove Market site in Shepherdstown, West Virginia. Motion by Ms. Morgan to accept the Petition for filing and to refer the Petition to the Planning Commission, contingent upon the Petition being in proper legal form and the required fee having been paid. Mr. Manuel seconded the motion.

Mr. Pellish offered an amendment to the motion stating that the County Commission should schedule a public hearing on the Petition within sixty days (60) from the date of its acceptance by the Commission. Mr. Manuel seconded the amendment to the motion. Upon voting the amendment was carried 4 to 1 with Ms. Morgan voting against.

A vote then was taken on the original motion as amended and the amended motion was carried 4 to 1 with Ms. Morgan voting against.

The Commission took a 10-minute break at 10:30 a.m.

The Commission reconvened the meeting at 10:40a.m.

3. **Julie Siler, President, AHA!** - request that the Commission approve a total of \$24,000.00 in budget requests for FY12. The Commission found that the request was not submitted on a timely basis; therefore, no action was taken.

NEW BUSINESS:

4. **Set date for Council of Governments Roundtable meeting.**

After discussion, it was unanimously decided to hold the next Council of Governments Roundtable Meeting on Wednesday, October 19, 2011 beginning at 5:00 p.m. in the County Commission Meeting Room.

5. **Jennifer Maghan, County Clerk:**

- Formally presented the Jefferson County, West Virginia Financial Statements for the Fiscal Year Ended June 30, 2011 to the Commission
- Ms. Maghan requested a budget increase to pay for an Election Maintenance Agreement for Hardware/Firmware support and fees to Elections 413 in the amount of \$12, 552.25. Motion by Ms. Morgan to approve the \$12,552.25 for the Election Maintenance Agreement for Hardware/Firmware support and fees to Elections 413. Mr. Manuel seconded the motion and the motion was unanimously approved.

COUNTY ADMINISTRATOR REPORTS:

County Administrator Tim Boyde:

- Reported that he has been revising County policies on sexual harassment and the Family Leave Act (FMLA). He advised that the revised policies have been transmitted to the Legal Department for review

and comment. He reported that the proposed policies should be before the Commission around mid-November 2011 for final approval.

- Mr. Boyde announced that:
 - There will be a meeting on October 26, 2011 regarding Ethics and Roberts Rules of Procedure
 - Tom Bayuzik will provide an economic development outlook on October 6, 2011
 - Also on October 6 an update on Regional Jail costs will be provided to the Commission
 - Don Jacobs will be here on October 12, 2011 to train the Department Heads on employee performance and classification.

COUNTY COMMISSIONER REPORTS:

Commissioner Manuel:

- Attended the Sam Michael's Community Yard Sale
- Attended the Jefferson County Emergency Services Agency meeting
- Attended the Hospice luncheon
- Toured the County's new maintenance facility
- Attended a Parks & Recreation Commission meeting
- Announced that this weekend is the Mt. Heritage Craft Fair and that the Kiwanas will be dipping ice cream!

Commissioner Morgan:

- Participated in a conference call with members of the Workforce Investment Group
- Attended the Inaugural Blood Drive at St. Andrews Mt. Community Center
- Attended a Farmland Protection Board meeting
- Attended the Hospice luncheon
- Attended an Historic Landmarks Commission meeting

Commissioner Pellish:

- Attended the celebration of the 225th birthday of Charles Town
- Judged a Pink Hat Contest at the Hollywood Casino
- Had dinner and toured the Eastern Panhandle Free Clinic

Commissioner Noland:

- Attended the celebration of the 225th birthday of Charles Town
- Attended a FEMA technology presentation
- Attended the Hospice luncheon
- Attended a Jefferson County Council on Aging meeting
- Announced that brochures are now available on the Partnership for Affordable Housing website www.pahwv.org

The Commission recessed for lunch at 11:30 a.m.

The Commission reconvened at 1:30 p.m.

6. Community Alternatives to Violence, organizer for Jefferson County Non-Profits, hosted a Workshop to discuss new activities, collaboration efforts to serve citizens of Jefferson County and introduce new organizations. Organizations represented were:

- Old Opera House Theatre
- Birthright
- Community Alternatives to Violence
- Jefferson County Community Ministries
- Shenandoah Women’s Center
- Eastern Panhandle Free Clinic
- Eastern Panhandle Community Foundation
- Jefferson County Homeless Coalition
- Hospitality Center at the Charles Town Presbyterian Church
- Animal Welfare Society of Jefferson County
- Charles Town Horsemen and Benevolent Association
- Appalachian Trail Conservancy
- Good Shepherd Caregivers
- Jefferson County Council on Aging
- Meals on Wheels
- Boys & Girls Clubs of the Eastern Panhandle
- Boy Scouts of America
- CASA of the Eastern Panhandle
- Harpers Ferry Job Corps
- Young Lives

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

Upon rising at 3:50 p.m. the meeting was adjourned until Thursday next, September 29, 2011.

PATRICIA A. NOLAND, PRESIDENT

