

# Minutes

## Jefferson County Commission

Thursday, September 29, 2011

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A meeting of the Jefferson County Commission was held on Thursday, September 29, 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 September 29, 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. Ms. Widmyer asked the Commissioners to take a minute and offer their prayers and thoughts for Paul Rosa in the hospital.

### **APPROVAL OF MINUTES**

Motion by Ms. Morgan to approve the Minutes of the September 22, 2011 meeting as presented. Motion seconded by Mr. Pellish and unanimously approved. (Commissioner Widmyer abstained from voting as she was absent from the September 22, 2011 meeting.)

### **APPROVAL OF PURCHASE ORDERS**

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$58,884.48, being purchase order numbers: 48822, 48823, 50528, 53216, 53217, 53219, 50558, 53261, 53260, 53177, 50557, 50555, 50556, 50425, 50426, 50560 and 50554. 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 \$402,245.111. Motion seconded by Mr. Pellish and unanimously approved.

### **PUBLIC COMMENT**

There was no public comment.

### **PRESENTATIONS:**

#### **1. Angie Banks, County Assessor:**

##### **NOTICE OF APPORTIONMENT OF JOINTLY OWNED 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 \$419.14, Ticket No. 310963, for the following. Motion unanimously approved.

NAME	HUSBAND/WIFE	ASSESSED VALUE	TAXES DUE
Shawn P. Wilt	Husband	\$8,800.00	\$199.37
Shawn P. Wilt	Husband	\$4,600.00	\$104.22
Monique G. Wilt	Wife	\$5,100.00	\$115.55
<b>TOTAL TAXES DUE:</b>			<b>\$419.14</b>

**NEW BUSINESS:**

**2. Request that the \$100,000 in the Cement Mill Property Acquisition Fund be reallocated to a Hite Road Development Fund (DM) – Discussion/Action.**

Motion by Mr. Manuel to move the \$100,000 in the Cement Mill Property Acquisition Fund to a Hite Road Development Fund contingent upon successful negotiations with the West Virginia Department of Highways to pave the road to the entrance to the park. Motion seconded by Mr. Pellish for discussion purposes.

Following discussion, motion postponed by Mr. Manuel until after the Commission has had an opportunity to view a presentation regarding the status of the Hite Road project.

**3. Highlights of the 2011 WVDOT/MPO/FHWA Transportation Planning Conference, September 20-22, 2011 (LW) – Discussion.**

Ms. Widmyer reported that some of the topics discussed were tourism, the Hatfield/McCoy Trail System, Coal Heritage Highway Trail, public funding and transportation infrastructure. Ms. Widmyer stated that another meeting is scheduled in the future and she will obtain the date and advise the Commission.

**PRESENTATIONS:**

**4. J. Michael Cassell, Esquire, speaking on behalf of his client Curtis Myers and Cambridge, LLC** offered his clients’ support to the Commission in the Commission’s efforts to develop an affordable housing component in the Impact Fee Ordinance. Mr. Cassell spoke of the need for a lower Impact Fee in connection with the sale of Cambridge’s manufactured homes and vowed to do whatever was required to assist in reducing the fee.

**5. Building Commission interviews and appointments:**

**Beverly Hughes**, having submitted her Resume in response to the vacancy notice, introduced herself to the Commission and explained why she felt she would be qualified to serve on the Building Commission.

Mr. Manuel made a motion to appoint Beverly Hughes to a position on the Building Commission contingent upon legal counsel’s review of any perceived problems that might be associated with Ms. Hughes’ position as a substitute teacher. Ms Widmyer seconded the motion and the motion was carried 4 to 1 with Ms. Morgan voting against. The Commissioners appointed Ms. Hughes to fill the unexpired term ending July 27, 2016.

**The Commission took a break at 10:30 a.m.**  
**The Commission reconvened the meeting at 10:45 a.m.**

**Jud Romine**, having submitted his Resume in response to the vacancy notice, also introduced himself to the Commission and offered his qualifications to serve on the Building Commission.

Motion by Mr. Pellish to appoint Jud Romine to a position on the Building Commission contingent upon legal counsel's review of any perceived problems that might be associated with Mr. Romine's previous employment with Shepherd and Marshall Universities. Motion seconded by Ms. Noland and carried 3 to 2 with Ms. Morgan and Ms. Widmyer voting against, Ms. Widmyer voting no due to the fact that an individual with a background in education had previously been appointed. The Commissioners appointed Mr. Romine to fill the unexpired term ending July 27, 2015.

**6. Belinda Rollins, Director of Pan Tran - request for approval of a Proclamation designating October as Public Transit Month.**

Mr. Manuel made a motion to approve the Resolution designating October as Public Transit Month. Mr. Pellish seconded the motion and it was unanimously approved.

**PROCLAMATION**  
**Jefferson County Public Transit Month**  
**October 2011**

WHEREAS, the Eastern Panhandle Transit Authority consistently self-monitors to serve Jefferson County with honesty and integrity;

WHEREAS, transit provides critical access to jobs, health care and other services for thousands of Eastern Panhandle residents every day-for example, last fiscal year the Eastern Panhandle Transit Authority drove 340,027 miles to provide transportation for 172,216 passengers;

WHEREAS, the Eastern Panhandle Transit Authority seeks to continuously improve both its service and its scope, seeking to provide services to progressively more citizens in the Eastern Panhandle;

WHEREAS, the Eastern Panhandle Transit Authority's transit system helps ease traffic congestion, improves air quality, reduces gasoline consumption, creates economic opportunity, and enhances our residents quality of life; and

WHEREAS, the aging of the nation's baby boom generation necessitates that we develop increasingly reliable and accessible mobility options;

NOW, THEREFORE, WE, The Jefferson County Commission, do hereby proclaim October as Jefferson County Public Transit Month, and we encourage all Eastern Panhandle residents this month to consider utilizing our wonderful transit system as a clean and convenient way to get where they are going.

Approved this 29th day of September 2011.

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Patsy Noland, President

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Dale Manuel, Vice President

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Frances Morgan, Commissioner

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Walter Pellish, Commissioner

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Lyn Widmyer, Commissioner

**7. G.T. Schramm, Hospice Board Chairman** – request approval of Resolution – Hospice – “Building the Dream”

Reverend Schramm offered a brief overview of the Hospice program “Building the Dream.”

Motion by Mr. Pellish to approve the Resolution in support of Hospice – “Building the Dream.” Mr. Manuel seconded the motion and it was unanimously approved.

**RESOLUTION ON BEHALF OF HOSPICE OF THE PANHANDLE  
COUNTY COMMISSION OF JEFFERSON COUNTY**

*WHEREAS*, Hospice of the Panhandle, a not-for-profit organization that has served patients and families in Jefferson, Berkley, Morgan and Hampshire counties for more than 30 years;

*WHEREAS*, Hospice of the Panhandle employs more than 120 nurses, nursing assistants, chaplains, social workers and administrative staff who provide services for patients and families and greatly contribute to the local economy;

*WHEREAS*, Hospice of the Panhandle serves some 220 patients and families per day in their homes, in hospitals and in nursing homes;

*WHEREAS*, Hospice of the Panhandle has engaged in a building project for the region called “Building the Dream,” which will offer the next level of care to its patients and families through the construction of a 14-bed hospice house and main offices;

*WHEREAS*, Hospice of the Panhandle’s “Building the Dream” will create approximately 128 temporary construction and 30 full-time permanent jobs;

*WHEREAS*, Hospice of the Panhandle has raised \$2.65 million for the project, with a ground-breaking goal of \$3 million;

*WHEREAS*, the Jefferson County Commission has recognized the importance of Hospice of the Panhandle’s mission in donating \$10,000 to “Building the Dream;”

***NOW, THEREFORE BE IT RESOLVED***, that the County Commission of Jefferson County, does respectfully request that the Governor of the State of West Virginia allocate \$200,000 for “Building the Dream” from the Governor’s Contingency Fund.

Approved this 29th day of September, 2011

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Patsy Noland, President

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Frances Morgan, Commissioner

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Lyn Widmyer, Commissioner

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Dale Manuel, Vice President

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Walt Pellish, Commissioner

**NEW BUSINESS continued:**

- 8. Doug Pittinger, Jefferson County Emergency Services Agency** - request for the amount of \$25,000 to purchase a Lifepak12 Cardiac Monitor for Ambulance 11.

Motion by Mr. Manuel to allocate \$25,000 to the Jefferson County Emergency Services Agency to purchase a Lifepak12 Cardiac Monitor for Ambulance 11 and to deduct the \$25,000 from the County's Coal Severance Fund. Ms. Widmyer seconded the motion and it was unanimously approved.

- 9. Item No. 10 on the Agenda (request by the JCESA for disbursement of annual funds for the building home mortgage account in the amount of \$81,000) does not require action by the Commission.**

**PRESENTATIONS continued:**

- 10. Mark Schiavone, Director of Planning and Management**, gave a Power Point presentation and explained how the receipt and placement of the Hollywood Casino table games monies are handled.

- 11. Commissioners discussed the meeting schedule for the weeks in which a holiday appears for the 4<sup>th</sup> quarter 2011.** It was unanimously decided that there would be no Commission meeting on Thursday, December 22, 2011 or Thursday, December 29, 2011 (the last two weeks in December 2011). Meetings will resume on Thursday, January 5, 2011.

**COUNTY ADMINISTRATOR REPORTS:**

**County Administrator Tim Boyde:**

- Reported that he is working on a lot of different initiatives, but probably the most important is that he has a meeting scheduled next Friday with the County Administrator and the Director of Emergency Services of Loudoun County to discuss the Mutual Aid Agreement and its current status. He stated that he has had some conversations with the Governor's office in Virginia and they are looking at some solutions. The parties are endeavoring to resolve the matter on a local level. Mr. Boyd will be meeting with these individuals next Friday in Purcellville and the hope is that it will bring the parties closer to a resolution.

**NOTE: By unanimous consent the Commission opted to schedule a working lunch next Thursday, October 6, 2011 to discuss future Agenda topics.**

**COUNTY COMMISSIONER REPORTS:**

**Commissioner Widmyer:**

- Attended the official launch of the Canal Town Partnership.
- Attended a Solid Waste Authority meeting.
- Attended a Jefferson County Emergency Services Agency meeting with fire company chiefs regarding the fire/EMS fee.
- Attended a League of Women Voters meeting.

**Commissioner Manuel:**

- Attended the Mt. Heritage Arts and Crafts Festival.
- Attended the retirement party for Nancy Dopson at Emergency Communications.
- Attended the Jefferson County Emergency Services Agency and fire company chiefs' meeting.

**Commissioner Morgan:**

- Attended the Mt. Heritage Arts and Crafts Festival.
- Attended the Jefferson County Emergency Services Agency and fire company chiefs' meeting.
- Attended the luncheon for the 2011 Women of Distinction.

**Commissioner Pellish:**

- Attended the luncheon for the 2011 Women of Distinction.

**Commissioner Noland:**

- Attended the Mt. Heritage Arts and Crafts Festival.
- Attended a Drug Task Force meeting in Martinsburg, West Virginia.
- Attended the Jefferson County Emergency Services Agency and fire company chiefs' meeting.

There being no further business, motion by Ms. Widmyer to adjourn the meeting. Motion seconded by Mr. Pellish and unanimously approved.

Upon rising at 12:25 p.m. the meeting was adjourned until Thursday next, October 6, 2011.

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PATRICIA A. NOLAND, PRESIDENT

