

Minutes

Jefferson County Commission

Thursday, October 20, 2011

A meeting of the Jefferson County Commission was held on Thursday, October 20, 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, Lyn Widmyer, and Nichelle Hosby, and Walt Pellish. Commissioner Morgan was absent with notice. Also present were Tim Boyde, County Administrator, Debbie Stellato, Administrative Assistant, Nichelle Hosby, Executive Assistant and Jimmy Eddy, Bailiff. (An audio tape of this October 20, 2011 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Minutes of the **October 20, 2011 regular meeting** as amended. Motion seconded by Mr. Pellish and approved 4 – 0. Ms. Widmyer abstained from voting as she was not present at the meeting.

Motion by Ms. Widmyer to approve the Minutes of the **October 11, 2011 Election Canvass** as presented. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$ 47,049.56, being purchase order numbers: 52978, 50443, 50444, 50446, 50447, 50449, 50450, 50536, 53252, 50583, 50587, 53263, 50588, 50586, 50582, 50589, 50590, 50592, 48562, 48563, 48564, 48565, 49535 and 50591. Motion seconded by Mr. Pellish and unanimously approved.

Pursuant to request of the Jefferson County Emergency Communication, motion by Mr. Manuel to approve an additional \$500.00 in Purchase Orders for registration for dispatcher training for ten (10) individuals. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$47,049.56 (including \$500.00 for registration for dispatcher training). Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE:

Motion by Ms. Widmyer to approve the accounts payable in the amount of \$ 241,001.04. Motion seconded by Mr. Manuel and unanimously approved.

PUBLIC COMMENT:

Tom Cardamone, HOA Sheridan Subdivision, commented on the revocation of the construction bond for Sheridan Subdivision.

Jennifer Syron offered her comments on home business and the cottage industry amendment.

Ed Burns, pointed out a needed correction on Page 2, Item No. 5 of the October 13, 2011 Minutes.

PRESENTATIONS:

1. Certification of October 4, 2011 Special General Election Results. (See separate Minutes for October 4, 2011).

COUNTY COMMISSION REPORTS:

Commissioner Widmyer:

- Attended a Hagerstown-Eastern Panhandle Metro Planning Organization (HEPMPO) meeting.
- Attended a Water Advisory Committee meeting.
- Attended the Shenandoah River Cleanup.
- Attended a group discussion sponsored by the Convention and Visitors' Bureau.

Commissioner Manuel:

- Attended the Freedom's Run Banquet sponsored by the NAACP.
- Attended a Jefferson County Emergency Services Authority meeting.
- Attended a Jefferson County Council on Aging meeting.
- Attended a Council of Governments meeting.
- Attended a Parks & Recreation meeting.

Commissioner Pellish:

- Attended a Jefferson County Development Authority meeting.
- Attended the Horsemen and Breeders Professional Association dinner at the Hollywood Casino.

Commissioner Noland:

- Attended a Jefferson County Council on Aging meeting.
 - Attended a Council of Governments meeting.
 - Attended a group discussion sponsored by the Convention and Visitors' Bureau.
2. **Paulette Sprinkle, Executive Director of the Jefferson County Convention Visitors Bureau** gave a presentation on the economic impact of tourism in the past year
 3. **Tish Appignani with the Convention Visitors Bureau** introduced John Whisenant, the Director of the Tennessee Tourism Roundtable, who has been recently hired by the JCCVB to evaluate the agency and offer suggestions to boost tourism in Jefferson County. Mr. Whisenant explained the goals of the CVB.

The commission took a ten minute break at 10:44 a.m. and reconvened at 10:55 a.m.

4. **Presentation of Proclamation for October as Domestic Violence Awareness Month** was presented by Tim Boyde, County Administrator.

Ralph Lorenzetti, Prosecuting Attorney requested that the Commission sign the Proclamation as Carolyn

Zdziera was absent due to a Community Alternative to Violence Luncheon she was hosting.

Motion by Mr. Manuel to approve October as Domestic Violence Awareness Month and to allow all Commissioners the opportunity to affix their signatures. Motion seconded by Mr. Pellish and unanimously approved.

5. **Lynn Fields, Deputy Probate Clerk** presented estates opened since the last quarterly meeting for approval and waivers of accounting that have been fully probated to be closed.

Motion by Mr. Manuel to enter into session as a Review Board. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Widmyer to approve the Accountings/Waivers, to close estates and to approve estates opened since the last quarterly hearing as recommended by Staff. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Mr. Manuel to exit as a Board of Review and to return to Regular Session. Motion seconded by Ms. Widmyer and unanimously approved.

6. **Ms. Widmyer** commented on the department head report written by Jennifer Brockman, Director of Planning and Zoning.

Ms. Noland recommended staff begin working on their comprehensive plan.

County Administrator Reports

Tim Boyde, County Administrator:

- He is working with Loudoun County on the Mutual Aid Agreement and gave an update.
- Reported that he will be presenting additional Policy and Procedures.

The Commission took an 8 minute break at 11:10 a.m. and reconvened at 11:18 a.m.

7. **Ed Smith and Ronald Fletcher, PR Committee**, gave an update on the 5-yr plan and requested \$25,000 to pay for a PR firm to create PowerPoint's and literature.

Motion by Mr. Manuel to allocate \$10,000 to the PR Committee.
Motion failed, no second.

Ed Burns gave comment.

Motion by Mr. Pellish to allocate up to \$3,000 to the PR Committee for a PR Firm with a scope of work and an initial product. Motion seconded by Ms. Widmyer.

Motion to amend by Mr. Manuel to allocate \$8,000 to the PR Committee.
Motion failed, no second.

Vote on the main motion passes 4-0 to allocate up to \$3,000 to the PR Committee.

8. **Roger Goodwin and Becky Burns of Engineering** requested tolling for Harvest Hills Subdivision, Phase II,

Section 1, Lots 51-71, Lots 405-419 & Residue – File #07-01.

Motion by Mr. Manuel to authorize the Commission and staff to accept and execute the Tolling of Bonding Agreement with the owner/developer of the Harvest Hill Subdivision, Phase II, Section 1, single Family Lots 51-71, Lots 405-419 and Residue – File #07-01. Motion seconded by Mr. Pellish and unanimously approved.

Roger Goodwin and Becky Burns requested in the Bond for Sheridan Estates Subdivision.

Motion by Mr. Pellish to authorize the staff to call in the Construction Bond and associated Letter of Credit #95701458400003 in the amount of \$972,616.00 for the Sheridan Estates Subdivision – File #00-33 and proceed with Option No. 1 and/or Option No. 2 as outlined in the Memorandum dated October 11, 2011 from Roger Goodwin, Chief County Engineer. Motion seconded by Ms. Widmyer and unanimously approved.

9. Tim Boyde, County Administrator stated that an Executive Session was needed to discuss personnel issues.

Motion by Mr. Manuel to enter into Executive Session. Motion seconded by Ms. Widmyer and unanimously approved.

Motion by Mr. Manuel to exit Executive Session. Motion seconded by Ms. Widmyer and unanimously approved.

There being no further business, motion by Mr. Manuel to adjourn. Motion seconded by Ms. Morgan and unanimously approved. Upon rising the meeting was adjourned until Thursday next, October 27, 2011.

PATRICIA A. NOLAND, PRESIDENT