

Minutes
Jefferson County Commission
Thursday, January 5, 2012

A meeting of the Jefferson County Commission was held on Thursday, January 5, 2012 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, Frances Morgan and Walt Pellish. Also present were Tim Boyde, County Administrator, Debbie Stellato, Administrative Assistant, Nichelle Hosby, Executive Assistant and Jimmy Eddy, Bailiff. (An audio tape of the January 5, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Morgan led the Pledge of Allegiance.

COUNTY C OMISSION ORGANIZATION

- A. Selection of President – Commissioner Pellish nominated Ms. Noland and Commissioner Widmyer nominated Mr. Manuel for President. Commissioner Noland was approved to serve as President by a vote of 3 to 2, with Ms. Widmyer and Ms. Morgan voting “no.”
- B. Selection of Vice President – Commissioner Noland nominated Mr. Manuel and Ms. Widmyer nominated Ms. Morgan for Vice President. Commissioner Manuel was approved to serve as Vice President by a vote of 4 to 1, with Ms. Widmyer voting “no.”
- C. Committee Assignments as listed below:

| <i>Organization</i> | <i>Commissioner 2012</i> |
|---------------------------------|-------------------------------------|
| Affordable Housing | Noland/Manuel |
| Air Quality Control Board | Noland |
| Approval of Bills | Pellish/Widmyer |
| Board of Health | Morgan |
| Building Repair | Manuel/Widmyer |
| Community Corrections Committee | Morgan/Manuel |
| Court House Committee | Noland |
| Development Authority | Pellish |
| E-911 Council | Manuel |
| Extension Service | Noland |
| Farmers Market Committee | Noland/Manuel |

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| Farmland Preservation Board | Morgan/Pellish |
| Jefferson County Convention & Visitors Bureau | Noland/Pellish |
| Jefferson County Emergency Services Agency / Fire & Rescue | Manuel |
| Historic Landmarks Commission | Morgan |
| Homeland Security | Manuel |
| Legislative Liaison | Noland/Manuel |
| Local Emergency Planning Committee | Manuel |
| Mental Health Center | Prosecuting Attorney |
| MPO Interstate Council | Manuel |
| Parks and Recreation | Widmyer/Manuel |
| Planning Commission* | Pellish |
| Public Service District Liaison | Widmyer/Noland |
| Region 9 | Noland |
| Roundtable/Council of Government | Noland |
| Solid Waste Authority | Widmyer |
| Telemon Board | Morgan |
| Water Advisory Committee | Widmyer/Manuel |
| Workforce Investment Act Liaison | Morgan |

Mr. Pellish was approved to serve on the Planning Commission by a vote of 3 to 2, with Ms. Morgan and Ms. Widmyer voting “no.”

Mr. Manuel made a motion that the list of Commissioner assignments for 2012 be approved as negotiated. Ms. Widmyer seconded the motion and it was unanimously approved.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Minutes of the December 15, 2011 meeting as amended. Motion seconded by Ms. Widmyer and unanimously approved.

Motion by Ms. Morgan to approve the Minutes of the December 14, 2011 Public Hearing as presented. Motion seconded by Mr. Manuel and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Morgan to approve Purchase Orders in the amount of \$76,024.31, being purchase order numbers: 52982, 52983, 52984, 52985, 53285, 53286, 53287, 50463, 49111, 49112, 49113, 50655, 50654, 50657, 50772, 50804, 50806, 50809, 50812, 50818, 50821, 50822, 49114, 50813, 50617, 50774, 50798, 50799, 50800, 50801, 50803, 50811, 50771, 50689, 50722, 50723, 50808, 48587, 48566, and 50777. Motion seconded by Mr. Manuel and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the December 22, 2011 accounts payable in the amount of \$11,360.54. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Morgan to approve the December 29, 2011 accounts payable in the amount of \$541,099.82. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Ms. Morgan to approve the January 5, 2012 accounts payable in the amount of \$720,255.44. Motion seconded by Mr. Pellish and unanimously approved.

PUBLIC COMMENT:

David Tabb commented on an Ethics Committee report and tax code changes.

Kathy Knight commented on the US Rt. 340 corridor project.

PRESENTATIONS:

1. **Angela Banks, County Assessor** discussed changes to the West Virginia Code for Board of Review and the Office of the Assessor (SB 401) and its implementation by the Jefferson County Assessor's Office.

The Commission took a recess at 10:37 a.m.

The Commission reconvened the meeting at 10:45 a.m.

2. **Peter Chakmakian, attorney for William E. Knode and Jo Ann Knode** presented their Petition to vacate unused streets and alleys on the Knode property and requested that the Commission schedule a public hearing on the Petition.

Motion by Mr. Manuel to schedule a public hearing date. Ms. Morgan seconded the motion and it was unanimously approved. The Commissioners agreed to schedule the public hearing for Thursday, January 26, 2012 at 11:00 a.m. during the regular Commission meeting.

Motion by Ms. Morgan directing Staff to undertake the preparation of a notice similar to the Notice of Public Hearing to be prepared by Mr. Chakmakian, adding the statement that "the record will be held open and written comments will be accepted by the Commission until the date of the hearing." Motion seconded by Mr. Pellish and unanimously approved.

3. **Jennifer Brockman, Director of Planning and Zoning** spoke about the upcoming US 340 Public Meeting and the purpose for the request for a joint public hearing between the Jefferson County Planning Commission and the Jefferson County Commission.

Motion by Ms. Widmyer that the County Commission schedule a joint work session between the Jefferson County Planning Commission and the Jefferson County Commission to hear final recommendations to the US 340 Gateway Corridor Plan. Ms. Morgan seconded the motion and the motion was approved 4 to 1 with Mr. Pellish voting "no."

4. **Barbara Miller, Director of Homeland Security and Emergency Management** informed the Commission that her agency was chosen to receive a \$30,000.00 grant for a Pets Sheltering Trailer and supplies. She explained that no matching funds were required.

Motion by Ms. Morgan to approve the grant in the amount of \$30,000.00 for a Pets Sheltering Trailer and

supplies. Motion seconded by Mr. Manuel and unanimously approved.

- 5. Rebecca Burns of the Engineering Department, substituting for Roger Goodwin, Chief County Engineer** advised that the topic of Letters of Credit securing construction bonds was now moot.

Ms. Burns recommended the tolling of the Construction Bond for the Jackson Woods Subdivision, Lots 1 – 12 (File #06-28).

Motion by Mr. Manuel to authorize the Commission to execute a document approving tolling of the Construction Bond for the Jackson Woods Subdivision, Lots 1 – 12 (File #06-28). Mr. Pellish seconded the motion and it was approved 4 to 1 with Ms. Morgan voting “no.”

UNFINISHED BUSINESS

- 6. Request by Tim Boyde, County Administrator for approval of the proposed Sexual Harassment Policy.**

Unanimous consent to have the Sexual Harassment Policy placed on the January 12, 2012 agenda with corrections for review and approval.

7. Review of the 2012 Board of Review and Equalization Notice was discussed.

Motion by Ms. Morgan to approve the Board of Review and Equalization Notice. Mr. Pellish seconded the motion and was unanimously approved.

8. Tim Boyde represented Jeff Polczynski, Director of Emergency Communication request for approval of a no-cost internship for an administrative assistant.

Motion by Ms. Morgan to approve the no-cost internship of Ms. Tabatha Jenkins for the Emergency Communications Center for a minimum of 150 hours. Mr. Manuel seconded the motion and unanimously approved.

Mr. Boyde requested on behalf of Mr. Polczynski, Director of Emergency Communication that Pamela Dudash receive compensation during temporary assignment as Acting Supervisor Public Safety Dispatcher.

Motion by Mr. Manuel to temporarily place Pamela Dudash at Grade IV, Step G (80 hour) during her temporary assignment as an Acting Supervising Public Safety Dispatcher. Motion second by Ms. Morgan and unanimously approved.

9. Nichelle Hosby, Executive Assistant gave a brief overview of the proposal to revitalize the Commission meeting room.

The Commission requested that a policy be written concerning the usage of the I Pads.

Motion by Mr. Pellish to approve the revitalization plan as presented. Ms. Morgan seconded the motion.

The Commission agreed to hold over for final approval until Thursday, January 12, 2012 when a total cost is presented.

10. Approval to increase the Public Service District Board membership from three to five members was withdrawn by Mr. Manuel and will be placed on the Thursday, January 12, 2012 agenda.

11. Request to use the County Commission meeting room by the Poverty Initiative at Union Theological Seminary was discussed.

Motion by Ms. Morgan to approve the usage of the meeting room by the Union Poverty Initiative at Union Theological Seminary. Motion seconded by Mr. Manuel and unanimously approved.

12. A Resolution designed for Paul Rosa was presented in appreciation for his serving on the Jefferson County Emergency Services Agency.

RESOLUTION IN RECOGNITION OF PAUL ROSA FOR HIS SERVICE ON THE JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

WHEREAS, the Jefferson County Commission formed the Jefferson County Ambulance Authority in November 1995,

WHEREAS, the Jefferson County Ambulance Authority, now known as the Jefferson County Emergency Services Agency, is comprised of volunteers of Jefferson County citizens who are knowledgeable and committed to serving and protecting the residents in Jefferson County, WV;

WHEREAS, Paul Rosa was appointed by the Jefferson County Commission to the Jefferson County Ambulance Authority in December 3, 2001 and served in his capacity as a Volunteer;

WHEREAS, Paul Rosa was a valuable asset to Jefferson County as a member of the Jefferson County Emergency Services Agency by providing his knowledge and applying his professional expertise in order to preserve and protect the residents of Jefferson County, WV;

WHEREAS, the Jefferson County Commission recognizes that the people of Jefferson County have benefited from the knowledge and expertise provided by Paul Rosa as the result of his involvement, dedication and loyalty to the Jefferson County Emergency Services Agency;

THEREFORE, the Jefferson County Commission hereby recognizes Paul Rosa for his years of service as a loyal and dedicated member of the Jefferson County Emergency Services Agency and in appreciation for his service to the citizens of Jefferson County, West Virginia.

By ORDER of the Jefferson County Commission:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Motion by Ms. Widmyer to approve the Resolution for Paul Rosa with some language amendments and to

allow the appropriate signatures to be affixed. Motion seconded by Mr. Manuel and unanimously approved.

13. A Resolution for Active WV 2015: WV Physical Activity Plan was received by Patty Hamilton.

A Resolution by the County Commission of Jefferson County, WV

January 19, 2012

Whereas, the citizens of Jefferson County are vitally important to our community; and

Whereas, the goal of this day is to support the announcement and subsequent implementation of **Active WV 2015: WV Physical Activity Plan**; and

Whereas, increased physical activity can improve the mental and physical well being of those in our area and the quality of life in our state; and

Whereas, a population engaged in a physically active lifestyle can help to combat the epidemic levels of obesity and chronic diseases among state and local residents; and

Whereas, all sectors of our communities must cooperate to support activities necessary to increase physical activity including: Health Care; Public Health; Education; Business & Industry; Mass Media; Parks, Recreation, Fitness and Sports; Transportation; and Volunteer & Non-Profit; and

Whereas, all those who live, work or play in West Virginia can be a part of increasing physical activity by supporting physical activity at school, in the community and within families.

NOW, THEREFORE, BE IT RESOLVED by the County Commission of Jefferson County, that **January 19, 2012** be noted as:

WV Physical Activity Day

Be Wild. Be Wonderful. Be Active.

APPROVED AND ADOPTED by the County Commission/Council on January 5, 2012.

President

ATTEST: _____ Clerk/Secretary _____

Motion by Ms. Widmyer to approve the Resolution of WV Physical Activity Day and to allow the appropriate signatures to be affixed on the document. Motion seconded by Mr. Manuel and unanimously approved.

14. A department head quarterly report was received from Mark Schiavone, Director of Capital Management.

15. A quarterly report was received from the Water Advisory Committee.

COUNTY COMMISSIONER REPORTS

Commissioner Widmyer:

- Attended a Water Advisory Committee meeting.

Commissioner Manuel:

- Reminded all to eat at Applebee's this evening. 20% of the proceeds will go to the Animal Welfare Society.
- Distributed maps from Senator Herb Snyder regarding the Congressional Redistricting.
- Requested that a letter be sent to the Maryland Transit Authority regarding the proposal to stop the last Marc train and that there is a Town Hall meeting scheduled January 7, 2012.

Commissioner Pellish:

- No new information to report.

Commissioner Noland:

- Attended a Partnership for Affordable Housing meeting and asked staff to check if we have a laser printer that the county could issue them.

Commissioner Morgan:

- Attended the groundbreaking ceremony for Middleway Fire Company.
Attended a Telemon Community Action Board meeting.

COUNTY ADMINISTRATOR REPORTS

County Administrator Tim Boyde reported:

- That work would begin on the Columns next week.
- Boxwoods at the Courthouse would be removed.
- Department Heads evaluations have been completed.
- Insurance Broker reported that the numbers are high with an increase of 20%.
- Had a meeting with Judges Yoder and Sanders.
- Paul Shroyer will be presenting a preliminary budget.
- Department Heads have received their budget packets.

There being no further business, motion by Mr. Manuel to adjourn. Motion seconded by Ms. Noland and unanimously approved. Upon rising at 12:20 p.m. the meeting was adjourned until Thursday, January 12, 2011.

PATRICIA A. NOLAND, PRESIDENT