

**Minutes**  
**Jefferson County Commission**  
**Thursday, February 2, 2012**

*Revised 2/8/12 at 3:05 p.m.*

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A meeting of the Jefferson County Commission was held on Thursday, February 2, 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 Sandy Slusher McDonald, Interim County Administrator, Nichelle Hosby, Executive Assistant and Jimmy Eddy, Bailiff. (An audio tape of the February 2, 2012 meeting is available through the Jefferson County Commission Office.)

**PLEDGE OF ALLEGIANCE**

Commissioner Morgan led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Motion by Ms. Morgan to approve the Minutes of the January 26, 2012 regular meeting as amended. Motion seconded by Mr. Pellish and unanimously approved.

**APPROVAL OF PURCHASE ORDERS**

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$19,453.69, being purchase order numbers: 50677, 50678, 50679, 50680, 50666, 50941, 50971, 53188, 53187, 50924, 50933, 50934, 50695, 50728, 50491, 50492, 50494, 50497, 50498, 50500, 50501, 50940. 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 \$202,881.11. Motion seconded by Mr. Manuel and unanimously approved.

**PUBLIC COMMENT:**

**Kathy Knight** thanked Mr. Manuel for making Tim Boyde's exit memo public, commented on Stephanie Grove's cover letter, the Development Authorities request for \$30,000 and the Re-Charting of Parks and Recreation.

**David Tabb** reported that he was going to run for Assessor, the maintenance request for \$50,000 and Tim Boyde's exit memo.

**PRESENTATIONS:**

- 1. Resolution of Appreciation was presented to Doug Evans, Emergency Medical Technician of the Jefferson County Emergency Services Agency.**

Doug Evans was present and gave comment.

**RESOLUTION IN RECOGNITION OF DOUG EVANS 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, Doug Evans was appointed by the Jefferson County Commission to the Jefferson County Ambulance Authority in August 1999 and served in his capacity as a Volunteer;

WHEREAS, Doug Evans 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 Doug Evans as the result of his involvement, dedication and loyalty to the Jefferson County Emergency Services Agency;

THEREFORE, the Jefferson County Commission hereby recognizes Doug Evans 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:

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Patricia Noland, Commissioner

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Dale Manuel, Commissioner

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Frances Morgan, Commissioner

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Lyn Widmyer, Commissioner

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Walt Pellish, Commissioner

DATED THIS 2<sup>ND</sup> DAY OF FEBRUARY, 2012

Resolution in Support of the Hagerstown Eastern Panhandle Metropolitan Organization was read discussed.

Motion by Ms. Morgan to approve the Resolution of support of the Hagerstown Eastern Panhandle Metropolitan Organization. Motion seconded by Ms. Widmyer and unanimously approved.

RESOLUTION IN SUPPORT OF THE HAGERSTOWN EASTERN PANHANDLE METROPOLITAN ORGANIZATION

Whereas, the Jefferson County Commission met on Thursday, January 26, 2012 with a quorum present voted to oppose federal legislation making 200,000 the minimum population for metropolitan planning organizations; and

Whereas, Senate Bill 1813, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), proposes to dissolve the Metropolitan Planning Organizations that serve areas with population under 200,000; and

Whereas, Jefferson County, West Virginia, is part of the Hagerstown Eastern Panhandle Metropolitan Planning Organization which would be dissolved under the proposal to eliminate existing Metropolitan Planning Organizations under the 200,000 population threshold; and

Whereas, the Metropolitan Planning Organizations are an essential part of the transportation decision making process and eliminating areas with less than 200,000 people would shift more power to the State agencies which have less understanding of the needs of local metropolitan areas;

NOW THEREFORE, BE IT RESOLVED, that we, the County Commissioners of Jefferson County, West Virginia support the Hagerstown Eastern Panhandle Metropolitan Organization in opposing federal legislation making 200,000 the minimum population for metropolitan planning organization.

By Order of the Jefferson County Commission

Dated this 2<sup>nd</sup> Day of February, 2012

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Patricia 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

- 2. Paul Shroyer, Director of Financial Management**, presented a budget timeline, internal budget revision #001 and internal budget revision #002.

Motion by Mr. Manuel to approve budget revision #001. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Mr. Manuel to approve budget revision #002. Motion seconded by Ms. Morgan and unanimously approved.

- 3. Bill Polk, Maintenance Director and Paul Shroyer, Director of Financial Management** presented a PowerPoint request for approval of \$50,000 for the completion of the new maintenance building.

**Additional comments were provided by: Assessor Angie Banks, Sheriff Bobby Shirley and Doug Pittinger, Director of Emergency Services Agency.**

Motion by Mr. Pellish to approve the request of \$50,000 to complete the new maintenance building. Motion seconded by Mr. Manuel and unanimously approved.

**The Commission took a short break at 10:50 a.m.**

**The Commission reconvened the meeting at 11:00 a.m.**

- 4. Paul Marshall, Jefferson County Parks and Recreation Commissioner** presented a PowerPoint presentation on Re-Charting Parks and Recreation as a multi-governmental organization.

The Commission agreed to include discussion at the Council of Governments Roundtable meeting.

- 5. Jennifer Maghan, County Clerk** gave an update on the West Virginia Election Calendar.

#### **UNFINISHED BUSINESS:**

- 6. Decision on the Petition of William E. Knode and Jo Ann Knode to vacate unused streets and alley as shown on Map of Trussell's Addition, situated in Shepherdstown District, Jefferson County, West Virginia under §7-1-3h West Virginia Code.**

Unanimous consent to hold this matter over for one week in order to have the minutes and a legal opinion.

- 7. Review and possible action on Tim Boyde's exit memo regarding Restructuring County Government.**

Stephanie Grove, Assistant Prosecuting Attorney was present and gave comment.

Motion by Mr. Manuel that the Capital Planning and Impact Fee department be eliminated, and the position of director be abolished, and the functions of the director be addressed under a contractual agreement on an as needed basis. Further, the assistant director in charge of impact fee collection and her duties be shifted to the Engineering department. Lastly, the current IT personnel would report to the Finance officer and continue to provide technical support. Motion seconded by Mr. Pellish.

Subsidiary motion by Mr. Manuel that the proposed county reorganization plan be held over for a two week period to allow Commissioners and staff to evaluate its content. After that the plan would be ripe for

discussion, deliberation and action. Motion seconded by Mr. Pellish.

Amended motion by Ms. Widmyer to hold motion over for four weeks. Motion seconded by Ms. Morgan. Motion failed 2-3 with Mr. Manuel, Mr. Pellish and Ms. Noland voting no.

Vote on subsidiary motion passed with a 3-2 vote with Ms. Widmyer and Ms. Morgan voting no.

**8. Increase the Development Authority budget by \$30,000.**

Paul Shroyer, Director of Financial Management was present and gave comment.

Motion by Mr. Pellish to approve an increase of \$17,000 to the Development Authority budget. Motion seconded by Ms. Noland and failed 2-3 with Mr. Manuel, Ms. Morgan and Ms. Widmyer voting no.

**9. Legislative updates** where provided by Mr. Manuel.

**10. Stephanie Grove, Assistant Prosecuting Attorney,** gave a legal update on pending litigations.

***Request for decision regarding the Zoning Map Amendment (Rezoning) Petition for Map 15, Parcels 47 & 56 also known as the Hott Property.***

***Motion by Ms. Morgan to accept the withdrawal of the requested rezoning petition for Map 15, Parcels 47 & 56 also known as the Hott Property.*** Motion seconded by Mr. Pellish and unanimously approved.

**COUNTY ADMINISTRATOR REPORTS:**

**Interim County Administrator Sandy Slusher McDonald:**

- Reported on the Department Head meeting
- Reported that iPads have arrived and a Policy will be forthcoming.
- Reported that the agenda next week is light.
- Reported on the meeting with Mr. Shroyer and Ms. Maghan.

**COUNTY COMMISSION REPORTS:**

**Commissioner Morgan:**

- Attended a meeting with Senator Snyder and Delegate Doyle.
- Attended the informational meeting at Independent and Friendship Fire Halls concerning Fire Fees.
- Attended the Commission Special meeting.
- Attended the Board of Review and Equalization meeting.

**Commissioner Pellish:**

- **Represented the Commissioner at a legal proceeding.**

**Commissioner Widmyer:**

- Attended the Commissions Special meeting.
- Attended the Solid Waste Authority meeting.
- Attended a NIMS training.
- Requested that Sandy call a special department head meeting.

**Commissioner Manuel:**

- Attended the Commission Special meeting.
- Attended the Jefferson County Emergency Services Agency informational meeting at the Friendship Fire Hall.
- Attended the Affordable Housing meeting.
- Attended the Board of Review and Equalization.

**Commissioner Noland:**

- Attended the Commission Special meeting.
- Attended a Partnership for Affordable Housing meeting.
- Attended a 4-H Leadership meeting.
- Attended the Extension Services meeting.
- Attended the Board of Review and Equalization.

There being no further business the regular Commission meeting adjourned at the end of the Executive Session until Thursday next, February 9, 2012.

**PRESENTATIONS continued:**

**11. Board of Review and Equalization**

The Commission convened at 1:30 p.m. as the Board of Review and Equalization.

There being no further business the Board of Review and Equalization adjourned at 1:33 p.m. until Tuesday next, February 7, 2012 at 1:30 p.m.

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PATRICIA A. NOLAND, PRESIDENT