

Minutes
Jefferson County Commission
Thursday, February 16, 2012

A meeting of the Jefferson County Commission was held on Thursday, February 16, 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 16, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the February 7, 2012 Board of Review and Equalization as amended. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Ms. Morgan to approve the Minutes of the February 9, 2012 Board of Review and Equalization as presented. Motion seconded by Mr. Manuel and unanimously approved

Motion by Mr. Manuel to approve the Minutes of the February 9, 2012 regular meeting 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 \$128,361.33, being purchase order numbers: 50871, 50872, 51005, 51006, 50979, 50978, 50974, 50670, 50671, 50961, 50967, 50970, 51386, 50963, 50965, 50924, 50962, 50968, 50967, 50733, 50734, 50735, 50969. 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 \$436,366.27. Motion seconded by Ms. Widmyer and unanimously approved.

PUBLIC COMMENT:

Kathy Knight reported on the outstanding job of the Planning Commission and the Assessor.

Ted Shiltz commented on the Planning Commissions meeting and the Zoning Amendments.

Daniel Lutz commented on the Development Authority and the Farmland Protection agent.

Rhonda Lehman reported on Blue Ridge Watershed Coalition.

Jennifer Brockman reported on the Planning Commission meeting.

PRESENTATIONS:

1. **Sally Gran, Finance Chief Deputy Clerk and Debbie Keyser, Human Resource Consultant** requested a date and time for a presentation on health care, wellness, and EAP during a work session.

The Commission agreed to hold a work session on Wednesday, February 22, 2012 at 9:00 a.m.

2. **Gary Wine, Berkeley County Council IT Director**, presented the report of the IT Review Committee for the Commission's review.
3. **Ann Paonessa, Jefferson County Development Authority Board member** introduced John Reisenweber, the new Executive Director as a Grade VII, step C and informed the Commission of applicability of the County's policy for Compensation During Temporary Assignment for JCDA Research Assistant and the Administrative Assistant.

Present from the Board were Mark Dyck and Annette Gavin.

NEW BUSINESS

4. Lieutenant Colbert on behalf of Sheriff Shirley requested approval of William Carper and Robbie Roberts as fill-in Deputies for Jefferson County Sheriff's Office while current deputies are on active duty with the Guard, Reserves or Coast Guard.

Motion by Mr. Manuel to approve Robbie Roberts and William Carper as fill-in deputies for the Jefferson County Sheriff's Office while current deputies are on active duty. Motion seconded by Mr. Pellish and unanimously approved.

5. A discussion was held on the process of hiring a County Administrator.

Unanimous consent to close the acceptance of application on March 15, 2012.

**The Commission took a short break at 10:30 a.m.
The Commission reconvened the meeting at 10:40 a.m.**

6. **Paul Shroyer, Finance Director** discussed budget projections on line item Central Garage, Budget Revisions, Budget Analysis and the allocation of funds from the Shepherdstown Battlefield account located at Bank of Charles Town.

Motion by Mr. Manuel to approve Budget Revision BR004. Motion seconded by Ms. Morgan and unanimously approved.

No action was taken regarding the Shepherdstown Battlefield account.

7. **Paul Shroyer, Finance Director** discussed the AS/400 Security Policy.

Motion by Ms. Morgan to authorize the County Administrator and Paul Shroyer to contact Software Systems to set up a process to create a separate Library after the County Clerk has completed the closure of financials on a monthly basis. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Mr. Pellish for County Administrator to act as the Interim Security Officer. Motion seconded by Mr. Manuel and unanimously approved.

PRESENTATIONS CONTINUED

8. A discussion was held on the Capital Improvement Plan to include the feasibility of purchasing the Briel Building to address some of the county space needs.

UNFINISHED BUSINESS:

9. Reorganization Topics were discussed.

There was no executive session held.

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 Ms. Noland and was passed 3-2 with Ms. Widmyer and Ms. Morgan voting no.

Mr. Manuel moves a 30-day plan implemented to transition the assistant director in charge of impact fee collections to the Engineering department and the IT personnel under the direction of the Finance Officer and to begin the process of contractual Impact Fee Director. Motion seconded by Mr. Pellish.

Amended Motion by Mr. Pellish to include the language that implementation of the motion would begin after developing a plan to treat impacted employees fairly and observe federal and state regulations. Motion passed 3-2 with Ms. Morgan and Ms. Widmyer voting no.

Motion by Ms. Widmyer to rename the Engineering Department to the Department of Engineering and Watershed Protection. Motion seconded by Ms. Morgan.

The Commission agreed to hold this motion over for two weeks.

The Commission discussed the option of civil counsel being directly under the County Commission.

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

COUNTY ADMINISTRATOR REPORTS:

Interim County Administrator Sandy Slusher McDonald:

- Reported that the Courthouse wall and drain work will begin on Monday, February 20th, 2012.
- Reminded the Commission that County Offices will be closed on Monday, February 20, 2012.
- Reminded the Commission of the Wellness, Health Care and Employee Assistance Program work session on Wednesday, February 22, 2012.

COUNTY COMMISSION REPORTS:

Commissioner Morgan:

- Reported on the National Park Service and the Shepherdstown Battlefield.
- Attended the Farmland Protection Board meeting.
- Attended the Historic Landmarks Commission meeting.
- Attended the Board of Review and Equalization meeting.
- Reported that a Quartet was at the South Jefferson Public Library.

Commissioner Widmyer:

- Attended the Water Advisory Committee meeting.
- Attended the Jefferson Council on Aging meeting.
- Attended the Parks and Recreation meeting.

Commissioner Manuel:

- Attended the Jefferson Council on Aging meeting.
- Attended the Parks and Recreation meeting.
- Participated in the Legislative Update conference call.
- Attended the Board of Review and Equalization.
- Attended the Jefferson Center meeting.

Commissioner Noland:

- Attended the West Virginia Association of Counties Conference.
- Attended the Board of Review and Equalization.

There being no further business the regular Commission meeting adjourned until Thursday next, February 23, 2012 at 9:30 a.m..

PATRICIA A. NOLAND, PRESIDENT