

Minutes

Jefferson County Commission

Thursday, February 23, 2012

A meeting of the Jefferson County Commission was held on Thursday, February 23, 2012 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, West Virginia. Present were Commissioners Patricia Noland, Dale Manuel, Frances Morgan, Lyn Widmyer and Walt Pellish; Sandy McDonald, Interim County Administrator, Debbie Stellato, Administrative Assistant and Jimmie Eddy, Bailiff. (An audio tape of this February 23, 2012 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 Widmyer led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the February 14, 2012 Minutes of the Board of Review and Equalization as presented. Motion seconded by Ms. Morgan and unanimously approved. (Ms. Noland abstained from voting as she was absent from this appeal hearing.)

Motion by Ms. Morgan to approve the February 16, 2012 Minutes of the regular Commission meeting as amended. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Ms. Morgan to approve the February 16, 2012 Board of Review and Equalization Minutes as presented. Motion seconded by Mr. Pellish unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$30,857.37, being purchase order numbers: 50839, 50873, 50980, 50673, 51017, 51065, 51066, 51062, 51064, 50699, 50736, 50737, 48569, 48568 and 50781. 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 \$129,005.91. Motion seconded by Mr. Manuel and unanimously approved.

PUBLIC COMMENT

There was no public comment.

Ms. Widmyer informed the Commission that Mike Ball, who was the Air Quality Controller for Region 9, passed away yesterday after a long illness. She remembered him as a kind, honorable and dedicated man who will be missed.

NEW BUSINESS:

- 1. **Legislative Updates.** Mr. Manuel updated the Commission on pending legislation.
- 2. **Review of iPad Policy.** Sandra McDonald, Interim County Administrator, provided the Commissioners with a proposed iPad Policy and asked that they review the document and advise her of any revisions to be made.

Ms. Widmyer recommended that a Public Access Policy be prepared for the Commission’s review. She further suggested that Meeting Agenda Packets be placed at the back of the room for members of the public who do not have access to a computer. Ms. Widmyer also stated that items should not be placed on the Commission Agenda until Staff is in possession of all supporting documentation.

Ms. Morgan recommended archiving files.

PRESENTATIONS:

3. Angie Banks, County Assessor: Exonerations.

Angie Banks, County Assessor, requested exoneration for Jerome Lademan in the amount of \$124.20. Motion by Ms. Morgan to approve exoneration of \$124.20 for Jerome Lademan, Ticket No. 305817. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket #	Amount
Jerome Lademan	CTC	Personal Property	305817	\$124.20

COUNTY ADMINISTRATOR REPORTS

Sandra Slusher McDonald, Interim County Administrator:

- Reported that paving for Lot 18 was being done on this date.
- Reported that Item #6 on the Agenda, Sue Lawton on behalf of the Jefferson County Public Service District, was removed from the Agenda as the JCPSD missed the deadline to apply for the Small Cities Block Grant for water system improvements for Glen Haven and Cavaland subdivisions.

COUNTY COMMISSIONER REPORTS

Commissioner Widmyer:

- Attended a pancake breakfast at the Citizens Fire Department and attended a pancake dinner at the Middleway Fire Department.
- Attended a Jefferson County Emergency Services Agency meeting.
- Attended a work session on Jefferson County employee health costs.
- Attended a Board of Review and Equalization meeting.

Commissioner Manuel:

- Attended a Board of Equalization and Review meeting.
- Participated in a phone call with legislators to obtain updates on pending legislation.
- Traveled to Charleston, West Virginia to participate in Jefferson County Day at the Legislature.
- Met with Governor Tomblin and representatives of the Department of Highways regarding paving for the Hite Road property.
- Attended a Jefferson County Emergency Services Authority meeting.
- Attended a work session on Jefferson County employee health costs.

Commissioner Morgan:

- Attended a Board of Equalization and Review meeting.
- Attended the Middleway Fire Department banquet.

Commissioner Pellish:

- Reported that the new Executive Director of the Jefferson County Development Authority is now on board.
- Attended a pancake dinner at the Citizens Fire Company.
- Attended a Board of Equalization and Review meeting.

Commissioner Noland:

- Attended a Board of Equalization and Review meeting.
- Attended a Jefferson County Emergency Services Agency meeting.
- Attended a work session on Jefferson County employee health costs.

PRESENTATIONS continued:

4. Debra Young of the Victim Assistance Program - request for review and approval of the VOCA Grant for Jefferson County Victim Assistance Program.

Motion by Mr. Manuel to support and approve the VOCA Grant. Motion seconded by Mr. Pellish and unanimously approved.

The Commissioners took a break at 10:15 a.m.

The Commissioners reconvened the meeting at 10:30 a.m.

5. Ronda Lehman, Chairperson, Blue Ridge Watershed Coalition and John Maxey gave a Power Point presentation to the Commission and explained what the Coalition is currently working on and its plans and goals for the future. Ms. Lehman requested funds in the amount of \$15,000 from the Commission to match the \$10,000 allocated by Senator Unger and Governor Tomblin for the purchase of peak flow stream monitoring equipment. The Commission agreed that the matter of funding would be considered during budget discussions.

6. Paul Shroyer, Director of Financial Management requested approval for two Budget Revisions:

- **State Level Budget Revision BR005** – Motion by Ms. Morgan to approve Budget Revision BR005. Motion seconded by Mr. Manuel and unanimously approved.
- **Budget Analysis 2012** – Mr. Shroyer provided a budget analysis to the Commission.
- **Internal Budget Revision #1003** – Motion by Ms. Morgan to approve Internal Budget Revision #1003.

Motion seconded by Mr. Manuel and unanimously approved.

The Commission directed Staff to schedule a budget workshop for March 7, 2012 and set a public hearing for the week of March 12, 2012 and to advertise the events in a timely manner.

7. Roger Goodwin, Chief County Engineer, requested:

- **a reduction or release of the construction bond security for Kanawha Scales Systems, Inc. – Summit Point Automotive Center, LLC/STaSIS (File #S10-08) – Letter of Credit #00228-52-0009237 Branch Banking and Trust of Greensboro, North Carolina.**

Motion by Ms. Morgan to approve the complete release of the construction bond security for Kanawha Scales Systems, Inc. – Summit Point Automotive Center, LLC/STaSIS (File #S10-08) as recommended by Mr. Goodwin. Motion seconded by Mr. Manuel and unanimously approved.

- **Kirby and Linda Adams – request for refund of building permit fee – Permit #10-408.**

Motion by Ms. Morgan to approve the refund of the building permit fee – Permit #10-408 – in the amount of \$84.56 to Kirby and Linda Adams. Motion seconded by Mr. Manuel and unanimously approved.

8. Stephanie Grove, Assistant Prosecuting Attorney, Transition Plan for Reorganization Update.

Ms. Grove provided a proposed Transition Plan for Reorganization to the Commissioners for their review.

Motion by Mr. Manuel to hold any decision over until the next meeting to allow the Commissioners time to review the document. Motion seconded by Mr. Pellish and unanimously approved.

At Ms. Grove's suggestion, motion by Mr. Manuel for the Commission to enter into an Executive Session regarding a personnel issue. Motion seconded by Mr. Pellish and unanimously approved.

There being no further business there was unanimous consent by the Commissioners that upon termination of the Executive Session the regular meeting be adjourned until Thursday next, March 1, 2012.

PATRICIA A. NOLAND, PRESIDENT

