

**Minutes**  
**Jefferson County Commission**  
**Thursday, March 1, 2012**

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A meeting of the Jefferson County Commission was held on Thursday, March 1, 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 and Walt Pellish. Commissioner Morgan was absent with notice. Also present were Sandy Slusher McDonald, Interim County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddy, Bailiff. (An audio tape of the March 1, 2012 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 February 23, 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 \$22,563.29, being purchase order numbers: 50840, 53290, 50975, 50976, 50981, 50674, 50675, 51069, 50944, 51073, 51070, 51071, 51077, 51072 and 51068. 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 \$299,594.36. Motion seconded by Mr. Manuel and unanimously approved.

**PUBLIC COMMENT:**

**Kathy Knight** commented negatively on the possible purchase of the Briel Building by the Commission.

**Eleanor Finn, League of Women Voters of Jefferson County** commended the Commission on their iPad Policy.

**David Tabb, Charles Town resident**, commented on his experience at the Supreme Court, the Briel Building and his new profession.

**PRESENTATIONS:**

- 1. Bill Polk, Maintenance Director** reported on the progress of the renovations at the County Courthouse. He advised that work is continuing on the structural integrity of the columns and stated that work on the retaining wall is almost completed. Mr. Polk added that in a couple of weeks a presentation will be provided to the Commission regarding the proposed landscaping.

On a different note, Ms. Widmyer requested that the County Commission meeting room at the Courthouse be

cleared of debris. Mr. Polk stated that it would be done.

2. **Gary Wine, Berkeley County Council IT Director**, provided the recommendations of the IT Review Committee. He answered questions by the Commissioners on issues such as training, outsourcing and required qualifications for an IT Director.
3. **Paul Shroyer, Finance Director, reported** on the AS/400 Security Policy and provided a cost analysis and the feasibility of purchasing the Briel Building.

Motion by Ms. Widmyer to amend the Computer Security Control Chart to read “the County Commission Security Officer and his or her designee.” Motion seconded by Mr. Manuel and unanimously approved.

Motion by Mr. Pellish to approve the Policy as amended. Motion seconded by Ms. Widmyer and unanimously approved.

**The Commission took a short break at 10:35 a.m.**

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

**NEW BUSINESS:**

4. **Request by Sheriff Shirley to hire a new Deputy.**

Motion by Mr. Manuel to authorize Sheriff Shirley to hire Phoebe Rebecca Leber as a new Deputy. Motion seconded by Mr. Pellish and unanimously approved.

**PRESENTATIONS continued:**

5. **Stephanie Grove, Assistant Prosecuting Attorney**, offered an update on the proposed Transition Plan for Reorganization and requested the Commission’s approval and execution of the Knode Property Order.

Ms. Grove reported that she has revised the proposed Transition Plan for Reorganization and added the items directed by the Commission at the last meeting.

Ms. Grove requested an Executive Session to discuss an Employment Agreement for the Director of Capital Planning and Management. It was the general consensus of the Commission that the Executive Session would be held at the end of this regular meeting.

Ms. Grove also requested approval and execution of the Knode Property Order. Ms. Widmyer recommended that a map be attached to the order to clarify the location of the property and the roads that are the subject of the Knodes’ Petition.

6. **Ms. Widmyer** led a discussion regarding the possible renaming of the Engineering Department to the Department of Engineering, Impact Fees and Watershed Protection.

Ms. Widmyer suggested that a new job description be prepared for Roger Goodwin, the County’s Chief Engineer, to take into account his additional duties. Ms. Widmyer asked the Interim County Administrator to ascertain who will be in charge of the Impact Fee Ordinances in the engineering department and bring this matter back for discussion in two weeks after the job description is revised.

7. **Sandra Slusher McDonald, Interim County Administrator**, led a discussion regarding the iPad Policy and requested its approval and adoption by the Commission.

Motion by Mr. Pellish to approve and adopt the iPad Policy recommended by Ms. McDonald. Motion seconded by Mr. Manuel and unanimously approved.

**NEW BUSINESS:**

**8. Request by Nancy Bender to use the County Commission meeting room once a month on the 2nd Saturday of each month for genealogy group meetings from 10:00 a.m. to 12:00 noon.**

Motion by Mr. Pellish to approve Nancy Bender's request to use the County Commission room once a month on the 2nd Saturday of each month from 10:00 a.m. to 12:00 noon. Motion seconded by Ms. Widmyer and unanimously approved.

Motion by Mr. Pellish to enter into an Executive Session to discuss an economic development opportunity, pursuant to West Virginia Code §6-9A-4. Motion seconded by Ms. Widmyer and at 11:30 a.m. the Commission entered into Executive Session.

The Commission terminated the Executive Session at 12:15 p.m. and reconvened the regular Commission meeting.

Motion by Mr. Pellish to authorize the Jefferson County Development Authority to negotiate a Pilot Program as discussed in Executive Session in conformance with West Virginia Code §6-9A-4. Motion seconded by Mr. Manuel and unanimously approved.

**9. Mr. Manuel updated the Commissioners on pending legislation.**

**COUNTY ADMINISTRATOR REPORTS:**

**Sandra Slusher McDonald, Interim County Administrator:**

- Reminded the Commissioners of the March 7, 2012 Budget Work Session beginning at 10:00 a.m.

**COUNTY COMMISSIONER REPORTS:**

**Commissioner Widmyer:**

- Guest at Mrs. Milliron's third grade class at T. A. Lowrey Elementary School to talk about the Jefferson County Commission leadership.
- Attended a Greenspace seminar in Shepherdstown, WV.
- Met with other Commissioners and members of the Jefferson County Emergency Services agency to discuss fee options.
- Attended the kickoff of the Shepherd University Continuing Education program.

**Commissioner Manuel:**

- Attended a Jefferson County Emergency Services Agency meeting regarding fee options.
- Attended a tabletop exercise at the Homeland Security and Emergency Management Office.

**Commissioner Pellish:**

- Worked on Jefferson County Development Authority matters.

**Commissioner Noland:**

- Attended a meeting at the Jefferson County Emergency Services Agency regarding fee options.

Motion by Mr. Pellish to enter into an Executive Session to discuss an Employment Agreement for the Director of Capital Planning and Management pursuant to West Virginia Code §6-9A-4. Motion seconded by Mr. Manuel and unanimously approved. The Commissioners unanimously agreed to adjourn the regular meeting at the end of the Executive Session.

At 12:40 p.m. the Executive Session was ended and the Commission meeting adjourned. Upon rising, the meeting was adjourned until Thursday next, March 8, 2012 at 9:30 a.m.

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PATRICIA A. NOLAND, PRESIDENT