

Minutes
Jefferson County Commission
Thursday, March 8, 2012

A meeting of the Jefferson County Commission was held on Thursday, March 8, 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, Walt Pellish and Frances Morgan. Also present were Sandy Slusher McDonald, Interim County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddy, Bailiff. (An audio tape of the March 8, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

Before commencement of the regular meeting, Ms. Morgan asked the community to take a minute to remember Ernie Rudolph, founder of the Summit Point Baseball League, who passed away over the weekend.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Minutes of the March 1, 2012 regular meeting as amended. Motion seconded by Mr. Pellish and unanimously approved. Ms. Morgan abstained from voting as she was absent from this meeting.

APPROVAL OF PURCHASE ORDERS,

Motion by Ms. Morgan to approve Purchase Orders in the amount of \$45,138.41, being purchase order numbers 50682, 50685, 50982, 51041, 53197, 51085, 51079, 51082, 51084, 51086, 50503, 50504, 50506 and 50894. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable in the amount of \$172,542.21. Motion seconded by Mr. Manuel and unanimously approved.

PUBLIC COMMENT:

Ted Schiltz voiced his concerns about applicants for the Planning Commission.

Kathy Loftin also voiced concerns about Planning Commission applicants.

John Maxey suggested that the Commission strive for diversity of applicants to the Planning Commission as set forth in the West Virginia Code and include at least one member with an agricultural background.

Kathy Knight complimented the Planning and Zoning Departments for the informative Public Hearings regarding the Rt. 340 corridor and the well put together proposed plans for the corridor.

David Tabb complimented Jennifer Brockman for the transparency in the Rt. 340 work; Rt. 340 and Koontz Road; and the status of his Supreme Court cases.

PRESENTATIONS:

1. **Stephanie Grove, Assistant Prosecuting Attorney**, discussion of an Employment Agreement for the Director of Capital Planning and Management.

Mark Schiavone was present and requested an Executive Session for this matter pursuant to West Virginia Code §6-9A-4. Motion by Ms. Morgan to enter into an Executive Session pursuant to WV Code §6-9A-4. Motion seconded by Mr. Manuel and unanimously approved. The Commission entered into an Executive Session at 9:55 a.m. The Commission ended the Executive Session at 10:20 a.m. and reconvened the regular meeting.

2. **Paul Shroyer, Director of Financial Management** prepared and presented a preliminary budget for the Commission's review and discussion. With regard to the Capital Outlay Budget the Commission elected to vote at next week's meeting on the procedures/basis for funding future capital improvements.
3. **Jennifer Maghan, County Clerk**, in place of Nikki Painter, Chief Deputy of Voter Registration, presented the list of possible Poll Workers and Alternates for approval by the Commission.

Motion by Mr. Manuel to approve the list of Poll Workers and Alternates as presented by the County Clerk. Motion seconded by Ms. Widmyer and unanimously approved.

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

The Commission reconvened the regular meeting at 10:55 a.m.

4. **Interviews and appointments for the Jefferson County Planning Commission (2) three year terms.**

William McLeod, Gene Taylor (reapplying) and Daniel Lutz came before the Commission and set forth their qualifications and goals for the Planning Commission. Matthew Knott also applied but could not be present at this meeting.

The Commissioners asked Ms. Grove to research the types of backgrounds required by the State in order to serve as a member of the Planning Commission. The nominations will be held open until a report is received from Ms. Grove at next week's meeting.

Historic Landmarks Commission (2) three year terms.

Martin Burke reapplied for another term and offered his qualifications. Another applicant, **Eric S. Hendricks-Jenkins** was not present but sent an application for appointment.

Mr. Manuel nominated Martin Burke and Eric Hendricks-Jenkins to fill the two three-year terms on the Historic Landmarks Commission. Motion seconded by Ms. Morgan and unanimously approved.

5. **Sally Gran, Finance Chief Deputy Clerk, and Debbie Keyser, Human Resources Consultant**, updated the Commission on their research regarding employee health insurance. Ms. Gran and Ms. Keyser requested more time to review several other options and asked that the Commission schedule a final workshop. Subsequent to the workshop, Ms. Gran and Ms. Keyser will report their findings and recommendations to the Commission at the meeting on Thursday, March 22, 2012. The workshop will be scheduled and Ms. Gran and Ms. Keyser will be placed on the Agenda for Thursday, March 22, 2012.

6. Mr. Manuel updated the Commission on pending legislation.

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY REPORTS:

- The Department of Planning and Zoning submitted a written report.

COUNTY ADMINISTRATOR REPORTS:

Interim County Administrator, Sandra Slusher McDonald:

- Reminder of the March 13, 2012 budget work session beginning at 1:00 p.m.
- Reminder of the US Rt. 340 Corridor public meeting tonight at 7:00 p.m.

COUNTY COMMISSIONER REPORTS:

Commissioner Morgan:

- Attended the Commission's Budget Work Session on Wednesday, March 7, 2012.
- Attended two National Park Service meetings regarding the Cement Mill property.

Commissioner Pellish:

- Attended the Commission's Budget Work Session on Wednesday, March 7, 2012.
- Attended a Jefferson County Emergency Services Agency workshop.
- Spoke on two radio shows.

Commissioner Widmyer:

- Attended the Commission's Budget Work Session on Wednesday, March 7, 2012.
- Attended a National Corn Growers Association meeting.
- Attended the NACO Conference in Washington, DC.

Commissioner Manuel:

- Attended the Commission's Budget Work Session on Wednesday, March 7, 2012.
- Attended an Affordable Housing Partnership meeting.
- Attended the Jefferson County Council on Aging pancake breakfast. Reported that the JCCOA will also sponsor an Easter dinner.

Commissioner Noland:

- Attended the Commission's Budget Work Session on Wednesday, March 7, 2012.
- Attended the NACO Conference in Washington, DC.
- Attended a Jefferson County Emergency Services Agency workshop.

There being no further business, motion by Mr. Manuel to adjourn the meeting. Motion seconded by Ms. Widmyer and unanimously approved. Upon rising, the meeting was adjourned until Thursday next, March 15, 2012 at 9:30 a.m.

PATRICIA A. NOLAND, PRESIDENT

