

Minutes
Jefferson County Commission
Thursday, March 29, 2012

A meeting of the Jefferson County Commission was held on Thursday, March 29, 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, Nichelle Hosby, Executive Assistant and Jimmie Eddy, Bailiff. (An audio tape of this March 29, 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 Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES:

Motion by Mr. Manuel to approve the March 13, 2012 Special Session Minutes with additional corrections. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to approve the March 22, 2012 Special Session Minutes as presented. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Mr. Manuel to approve the March 21, 2012 Special Session Minutes as presented. Motion seconded by Ms. Morgan and unanimously approved.

APPROVAL OF PURCHASE ORDERS:

Motion by Ms. Morgan to approve Purchase Orders with spelling corrections in the amount of \$11,419.78 being purchase order numbers: 51008, 41547, 51046, 51120, 51122, 51125, 51123, 51124. Motion seconded by Ms. Widmyer and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE:

Motion by Ms. Morgan to approve the accounts payable in the amount of \$403,431.08. Motion seconded by Ms. Widmyer and unanimously approved.

PUBLIC COMMENT:

David Tabb reported on the publication notices for the Public Hearing on the Budget and on the visit of the Supreme Court Justices being in the County.

PRESENTATIONS:

1. Roger Goodwin, Chief County Engineer requested to amend the FY 2012 Capital Improvement Plan (CIP) for Citizen's Fire Company.

Mr. Goodwin reported that an error had occurred when the amounts requested (\$154,900.00) did not match the contract amount (\$159,100.00). Citizen's paid the difference of \$4,200.00 to Todd Electric for the Generator Project from their general account. They are now asking for reimbursement at the recommendation of the Jefferson County Emergency Services Agency.

Motion by Ms. Morgan to move to amend the FY 2012 CIP for Citizen's Fire Company from the original amount of \$154,900 to \$159,100. Motion seconded by Mr. Manuel and unanimously approved.

2. Ken Lowe, Jr. of the Charles Town HBPA reported on the Economic Impact Study of Live Year Round Thoroughbred Racing and Breeding with Jefferson County and the State of West Virginia.

Mr. Lowe read a resolution he requested to be signed. The Commission agreed to read and support the resolution at the Commission's next scheduled meeting to be held on Thursday, April 12, 2012.

Senator Herb Snyder was present and gave comment.

3. Interviews and appointments were held for the Development Authority for (4) three year terms ending on April 5, 2015 and (1) City of Charles Town representative term ending April 5, 2015.

Mike Chapman, Eric Lewis and Joshua Householder were present and gave comments.

Nominations were made for Bryan Derrickson, Mike Chapman, Eric Lewis, Joshua Householder and Debra Hovatter.

	Widmyer	Morgan	Pellish	Manuel	Noland
Debra Hovatter	X	X	X	X	X
Debra Hovatter	X	X	X	X	X
Mike Chapman			X	X	X
Joshua Householder	X	X	X	X	X
Bryan Derrickson	X	X			
Eric Lewis	X	X	X	X	X

Motion by Mr. Manuel to approve the appointment of Joe Consentini to the Development Authority as recommended by the City of Charles Town for a three year term ending on April 5, 2015. Motion seconded by Ms. Widmyer and unanimously approved.

Motion by Mr. Manuel to appoint Joshua Householder, Eric Lewis, Debra Hovatter and Michael Chapman to the Development Authority Board for three year terms ending April 5, 2015.

Motion by Ms. Morgan to amend original motion to read “Motion by Mr. Manuel to appoint those individuals who received the majority of the votes. Motion to amend seconded by Mr. Manuel and unanimously approved.

Motion by Mr. Manuel to approve the Minutes of the March 29, 2012 Regular Meeting as amended. Motion seconded by Ms. Morgan and unanimously approved.

The Commission took a short break at 10:40 a.m.
The Commission reconvened at 10:54 a.m.

4. Barbara Miller, Director of Jefferson County Homeland Security and Emergency Management requested approval of the Jefferson County COOP (Continuity of Operations Plan).



Promulgation Statement-Resolution

WHEREAS the changing threat environment and recent emergencies, including localized natural disasters, technological emergencies and military or terrorist attack-related incidents have shifted awareness to the need for Continuity of Operations Planning (COOP) capabilities that will enable Jefferson County to continue their essential functions across a broad spectrum of emergencies.

WHEREAS it is the policy of Jefferson County to have in place a comprehensive and effective program to ensure continuity of essential county functions under all circumstances.

And WHEREAS planning for continuity of operations must be a cooperative effort to avert or minimize the effects of natural, technological, and/or man-made disasters, protect lives and property, and restore the stricken area to its pre-disaster status with a minimum of social and economic disruption.

SO AS A RESULT, pursuant to the State Emergency Services Act (West Virginia Code, Chapter 15, Article 5, as amended), Jefferson County has established Jefferson County Homeland Security and Emergency Management (JCHSEM), and that the JCHSEM is, to the limits of its capabilities, responsible for disaster preparedness and recovery activities within Jefferson County.

NOW THEREFORE IT IS RESOLVED, ORDERED and DETERMINED, that the Jefferson County Commission does hereby approve and adopt the Jefferson County Continuity of Operations Plan, which is filed in the Jefferson County Commission in Charles Town, WV and the Jefferson County Homeland Security and Emergency Management in Kearneysville, WV, and which is incorporated herein by this reference.

Passed and Adopted by the Jefferson County Commission, State of West Virginia, this 29th Day of March, 2012.

3/29/2012

Date

County Commission President

3/29/12

Date

Barbara J. Miller, CEM, CFM
Jefferson County Emergency Manager

Motion by Ms. Widmyer to approve the 2012 Jefferson County Continuity of Operations Plan. Motion seconded by Mr. Manuel ad unanimously approved.

5. Paul Shroyer, Director of Financial Management reported on the Budget Analysis for the month end of February 2012 and reported that he submitted the FY2013 Budget to the State as well as responded to the Audit Findings.

6. Stephanie Grove, Assistant Prosecuting Attorney reported that there is no new information on the Employment Agreement for Director of Capital Planning and Management and that due to computer issues she was not able to present an update on the Transition Plan.

Ms. Grove stated that an Executive Session was needed to discuss personnel matters under WV Code §6-9A-4. The Commission consented to move this to last item on the agenda before lunch.

7. Lyn Widmyer, Commissioner reported on issues regarding to seeking grants and having a Grant Administrator.

Paul Shroyer was present and gave comment.

8. Bill Polk, Director of Maintenance requested approval of a Court Security Grant application and manpower resolution.

COUNTY COMMISSION OF JEFFERSON COUNTY
FY2012 COURT SECURITY FUND GRANT
MANPOWER RESOLUTION

WHEREAS, the County Commission of Jefferson County is aware of the continued need to provide up to date security for Jefferson County's court system; and
WHEREAS, the County Commission of Jefferson County considers the safety of court officials, employees and the general public a top priority; and
WHEREAS, the County Commission of Jefferson County is applying for the Fiscal Year 2012 Court Security Fund grant in order to aid with the security needs of Jefferson County; and
THEREFORE, BE IT RESOLVED, that the County Commission of Jefferson County assures that sufficient manpower will be used to operate and manage all equipment requested in the Fiscal Year 2012 Court Security Fund Grant application.

Date

Patsy A. Noland, President
County Commission of Jefferson County

Motion by Ms. Morgan to approve the 2012 Court Security Grant Fund Grant application and the

manpower resolution. Motion seconded by Mr. Pellish and unanimously approved.

NEW BUSINESS:

- 9. Approval of Grant Contract, Resolution and Letter Agreement - Freedom's Run - \$8,400

JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV

RESOLUTION

The County Commission of Jefferson County, met on March 29, 2012 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Eastern Area Health Education Center to promote Freedom's Run, a community walking and running event that includes the medical community, local parks, West Virginia University, and a local heritage team. The project will include magazine and newspaper advertising, design services, promotions, and equipment purchases and rentals with funds made available through the Governor's Community Participation Grant program in the amount of \$8,400.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes Patricia A. Noland, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor's Community Participation Grant Program.

Signed: _____
COUNTY CLERK

11LEDA0496

Motion by Ms. Widmyer to approve the Grant Contract, Resolution and Letter of Agreement for Freedom's Run in the amount of \$8,400 and to authorize the President to affix her signature to the appropriate documents. Motion seconded by Mr. Manuel and unanimously approved.

COUNTY ADMINISTRATOR REPORTS:

Sandra Slusher McDonald, Interim County Administrator:

- Reported that she will schedule interviews for the County Administrator position.
- Reminded the Commission that they will Lay the Levy on Tuesday, April 17, 2012 at 10:00 a.m.
- Reminded the Commission that they will not meet on Thursday, April 5, 2012.
- Reminded the Commission of the Water Advisory Signage Dedication on Saturday, March 31, 2012 at Morgan's Grove Park beginning at 10:00 a.m.
- Reported that Saturday, March 31 marks her 25th year with the County.
- Reported that the Council of Government meeting will be held the 25th of April 2012.

COUNTY COMMISSIONER REPORTS:

Commissioner Widmyer:

- Reported on a Coalition of Health Care Providers meeting.
- Attended an Eastern Panhandle Trailblazers meeting.

Commissioner Manuel:

- Attended a Public Hearing on the Budget.
- Attended the Economic Development Roundtable discussion with Senator Manchin.
- Attended a reception for the Justices of the Supreme Court.
- Attended the approval of the FY 2013 Budget meeting.
- Attended the Teen Court meeting.

Commissioner Morgan:

- Attended the American Restorative Justice meeting.
- Attended the Economic Development Roundtable discussion with Senator Manchin.
- Attended the Community Dinner at the Baptist Church.
- Participated on a Farmland Protection Board monitoring project.

Commissioner Pellish:

- Attended the Economic Development Roundtable discussion with Senator Manchin.
- Attended the Celebration of Gordon & Associates.

Commissioner Noland:

- Attended the Public Hearing on the budget.
- Attended the Economic Development Roundtable discussion with Senator Manchin.

- Attended the American Restorative Justice meeting.
- Attended the Inpatient Residential Treatment Pod meeting at the Barvarian Inn.
- Attended the Supreme Court reception.
- Attended the finalization of the FY2013 Budget meeting.
- Attended the emergency drill with Barb Miller.

NEW BUSINESS CONTINUED:

10. Jennifer Brockman, Director of Planning and Zoning requested approval of Job offer for 2012 Summer Planning Intern.

Motion by Mr. Manuel to approve the recommendation of the Director of Planning and Zoning to hire Olivia Nolan to fill the 2012 Summer Intern position in accordance with the Department of Planning budgeted position and to have a background check performed. Motion seconded by Ms. Widmyer and unanimously approved.

11. Motion by Mr. Manuel to enter into Executive Session to discuss personnel matters under WV Code §6-9A-4. Motion seconded by Mr. Pellish and was approved 4-1 with Ms. Widmyer voting no.

Motion by Mr. Manuel to exit Executive Session. Motion seconded by Ms. Morgan and unanimously approved.

12. Approval of employment to hire a Human Resource Manager.

Motion by Ms. Morgan to hire Debbie Keyser as the Human Resource Manager at a Grade 7, Step B. Motion seconded by Mr. Manuel and unanimously approved.

The Commission recessed at 12:51 p.m.

The Commission reconvened at 1:40 p.m.

13. Sally Gran, Chief Deputy Clerk gave a brief presentation on the Health Care and reported on the survey from employees concerning the Health Care Options.

Ms. Gran asked that the survey results be part of the record.

2013 Health Care Plan Employee Survey		Agree	Disagree	Neutral	Not answered	Total
1. HRA will Remain the at \$1,000.00 payable 1/1/2013	Item 1	99	10	9	4	122

2. Current deductible will increase from \$350 to \$750.	Item 2	21	82	17	2	122
3. Current family deductible will increase from \$700 to \$1,500.	Item 3	10	69	38	5	122
4. 3 Tiers EE only, Employee +1, Family	Item 4	81	7	30	4	122
5. Employee must begin contributing at \$38, \$285., & \$425.	Item 5	51	47	19	5	122
6. New and improved employee participation wellness program	Item 6	46	18	52	6	122

The following department heads and elected officials or representatives were present and made comments from their department meetings:

Jennie Brockman	Department of Planning and Zoning
Barb Miller	Homeland Security and Emergency Management
Teresa Jenkins	Tax Office
Kim Crocket	Prosecuting Attorney's Office
Laura Rattenni	Circuit Clerks Office
Debbie Lowe	Sheriff's Office
Jeff Polzynski	Communications (911)
Roger Goodwin	Engineering Department
Jennifer Maghan	County Clerk's Office
Todd Fagen	GIS Department
Bill Polk	Maintenance Department
Angie Banks	Assessor's Office

The Commission requested Ms. Gran to come up with a graduated plan from \$30 and up to be presented or emailed to each commissioner prior to the April 12th Commission meeting.

Motion by Mr. Manuel to adjourn. Motion seconded by Mr. Pellish and unanimously approved.

Revised 4/13/12

There being no further business, the Commission adjourn until Thursday Next, April 12, 2012 at 9:30 a.m.

PATRICIA A. NOLAND, PRESIDENT