

Minutes

Jefferson County Commission

Thursday, March 22, 2012

A meeting of the Jefferson County Commission was held on Thursday, March 22, 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 March 22, 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 postpone approval of the March 13, 2012 Special Session Minutes until next week. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to approve the March 22, 2012 Minutes of the regular Commission meeting as amended. Motion seconded by Ms. Widmyer and unanimously approved.

APPROVAL OF PURCHASE ORDERS:

Motion by Ms. Morgan to approve Purchase Orders in the amount of \$41,435.64, being purchase order numbers: 50877, 50878, 50876, 51044, 51045, 41549, 50977, 50983, 50984, 53196, 51109, 51111, 51114, 51115, 51116, 51117, 51118 and 50784. 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 \$314,293.44. Ms. Morgan noted that of that amount nearly \$106,000.00 was for jail costs. Motion seconded by Ms. Widmyer and unanimously approved.

PUBLIC COMMENT:

David Tabb voiced his concerns about various County issues.

PRESENTATIONS:

1. Stephanie Grove, Assistant Prosecuting Attorney, presented the requested exonerations to the Commission as Angela Banks, Assessor, was out-of-town on County business.

Stephanie Grove, for Angie Banks, County Assessor, requested exoneration for Blue Ridge Acres Civic Association, Inc. in the total amount of \$1,874.80. Motion by Mr. Manuel to approve exoneration of \$1,874.80 for Blue Ridge Acres Civic Association, Inc., Ticket Nos. 10439, 10440, 10441, 10445, 10446, 10447, 10454, 10455 and 10456 as presented by Ms. Grove. Motion seconded by Ms. Widmyer and unanimously approved.

Name	District	Type	Ticket #	Amount
Blue Ridge Acres Civic Association, Inc.	Harpers Ferry	Real Estate	10439	\$24.92
Same	Same	Same	10440	\$290.00
Same	Same	Same	10441	\$312.66
Same	Same	Same	10445	\$28.88
Same	Same	Same	10446	\$284.36
Same	Same	Same	10447	\$306.58
Same	Same	Same	10454	\$27.88
Same	Same	Same	10455	\$274.44
Same	Same	Same	10456	\$300.16

Stephanie Grove, for Angie Banks, County Assessor, requested exoneration for River View Association, Inc. in the total amount of \$814.64. Motion by Ms. Morgan to approve exoneration of \$814.64 for River View Association, Inc., Ticket Nos. 5589, 5590, 5660, 5661, 5706 and 5707 as presented by Ms. Grove. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket #	Amount
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River View Association, Inc.	Harpers Ferry	Real Estate	5589	\$241.42
Same	Same	Same	5590	\$40.78
Same	Same	Same	5660	\$230.86
Same	Same	Same	5661	\$40.00
Same	Same	Same	5706	\$222.98
Same	Same	Same	5707	\$38.60

- Ms. Noland read the Commission’s Resolution in appreciation of Arnold W. Daily, Jr.’s excellent service for 15 years on the Jefferson County Planning Commission. Mr. Daily was not present.

Ms. Noland also presented a Resolution authorizing the Commission’s participation in the Eastern Panhandle HOME Consortium of West Virginia.

RESOLUTION IN RECOGNITION OF ARNOLD DAILY, JR. FOR HIS SERVICE ON THE JEFFERSON COUNTY PLANNING COMMISSION

WHEREAS, the Jefferson County Commission held the first Jefferson County Planning Commission meeting on April 27, 1967,

WHEREAS, the Jefferson County Planning Commission is comprised of volunteers within Jefferson County who are knowledgeable and committed to serving the residents in Jefferson County, WV;

WHEREAS, Arnold Daily, Jr. was appointed by the Jefferson County Commission to the Jefferson County Planning Commission in 1997 and has served in this capacity for fifteen years;

WHEREAS, Arnold Daily, Jr. was a valuable asset to Jefferson County as a member of the Jefferson County Planning Commission by providing his knowledge and applying his professional expertise in order to preserve and enhance the land of Jefferson County, WV;

WHEREAS, the Jefferson County Commission recognizes that the people of Jefferson County have benefited from the knowledge and expertise provided by Arnold Daily, Jr. as the result of his involvement, dedication and loyalty to the Jefferson County Planning Commission;

THEREFORE, the Jefferson County Commission hereby recognizes Arnold Daily, Jr. for his years of service as a loyal and dedicated member of the Jefferson County Planning Commission and in appreciation for

his service to the citizens of Jefferson County, West Virginia.

By ORDER of the Jefferson County Commission:

Dated this 22nd day of March, 2012

Patricia Noland, Commissioner

Dale Manuel, Commissioner

Frances Morgan, Commissioner

Lyn Widmyer, Commissioner

Walter Pellish

RESOLUTION

A RESOLUTION OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2012 TO JUNE 30, 2013.

WHEREAS, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as "HOME"); and

WHEREAS, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

WHEREAS, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low and moderate income residents; and

WHEREAS, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, Town of Bolivar, City of Charles Town, Town of Harpers Ferry, City of Ranson, City of Shepherdstown, County of Morgan, Town of Bath, Town of Paw Paw, West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to seek annual funding; and

WHEREAS, the Jefferson County Commission entered into a three (3) year Housing Consortium Cooperation Agreement with an annual renewal clause for participation in the HOME Consortium for the Eastern Panhandle; and

WHEREAS, the U.S. Department of Housing and Urban Development is expected to award the HOME Consortium of the Eastern Panhandle a HOME grant upon request and consideration for Fiscal Year 2012-2013; and

WHEREAS, the Jefferson County Commission recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF MORGAN COUNTY THAT:

1. Jefferson County will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, Town of Bolivar, City of Charles Town, Town of Harpers Ferry, City of Ranson, City of Shepherdstown, Morgan County, Town of Bath, Town of Paw Paw, West Virginia, in a Consortium for participation in the HOME Program; and
2. The **President** of the **Jefferson County Commission** is hereby authorized to enter into a one-year Cooperation Agreement for the period of July 1, 2012 to June 30, 2013 with the other members which form the Eastern Panhandle HOME Consortium of West Virginia; and
3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve funding of the Eastern Panhandle HOME Consortium of West Virginia for the above Fiscal Year 2012 HOME Investment Partnership Program.

Adopted this _____ day of _____, 2012.

BY: _____
Name and Title

ATTEST:

Name and Title

COUNTY DMINISTRATOR REPORTS:

Sandra Slusher McDonald, Interim County Administrator:

- Reminder that Tuesday, March 23, 2012 is LAWS Day at the Jefferson County Courthouse and Judge Sanders' will be host to the Chief Justices and high school students from Jefferson, Berkeley and Morgan counties. Parking in the County parking lot will be limited for permit holders.

COUNTY COMMISSIONER REPORTS:

Commissioner Widmyer:

- Attended the League of Women Voters breakfast.
- Attended a Water Advisory Committee meeting.
- Reminder regarding the dedication of the Watershed Signage on March 31, 2012.
- Attended a Blue Ridge Fire Company meeting.
- Walked 8 hours with the Eastern Panhandle Trailblazers.

- Attended the Commission’s insurance and budget workshop.
- Attended the Jefferson County Parks & Recreation meeting. Jennifer Myers was appointed the new Director of Parks & Rec.

Commissioner Manuel:

- Attended the forum for School Board candidates.
- Attended the League of Women Voters’ breakfast.
- Attended the Jefferson County Emergency Services Agency meeting.
- Attended the Commission’s insurance and budget workshop.
- Attended a HEPMPO meeting.
- Attended a ribbon cutting at the Hampton Inn.
- Attended the Jefferson County Parks & Recreation meeting.

Commissioner Morgan:

- Attended the League of Women Voters’ breakfast.
- Attended a Blue Ridge Fire Company meeting.
- Attended the Jefferson County Emergency Services Agency meeting.
- Participated in a Farmland Protection Board monitoring.
- Attended the Commission’s insurance and budget workshop.
- Attended a Historic Landmarks Commission meeting.
- Advised that there are 5-3 year terms coming available on the Jefferson County Development Authority.
- Commented on an article on autism in The Journal newspaper.

Commissioner Pellish:

- Attended the League of Women Voters’ breakfast.
- Worked on Jefferson County Authority matters.
- Attended the Commission’s insurance and budget workshop.
- Suggested “Take a Walk with Your County Commissioners” to allow the public to get to know the Commissioners and to advertise the new trails that Ms. Widmyer mentioned.

Commissioner Noland:

- Attended the Commission’s insurance and budget workshop.
- Attended a Jefferson County Council on Aging meeting.

The Commission took a short break at 10:25 a.m.

The Commission reconvened at 10:30 a.m.

NEW BUSINESS:

3. Motion by Ms. Morgan to cancel the regular Commission meeting on Thursday, April 5, 2012. Motion seconded by Ms. Widmyer and unanimously approved.
4. **Ms. Widmyer** opened a discussion on contract renewal by suggesting that all contracts for recurring services that are \$10,000.00 or more be reviewed and re-bid every three years at a minimum. Ms. Widmyer directed Staff to prepare a policy for reviewing and re-bidding contracts \$10,000.00 and over for recurring services. She directed Ms. Grove to prepare a list of contracts that are open-ended to the proposed policy.

PRESENTATIONS continued:

5. **Paul Shroyer, Director of Financial Management** stated that the Assessor's Valuation has previously been approved by the State of West Virginia. The Commission acknowledges that it received the approved Valuation.

The Commission directed Mr. Shroyer to prepare a Capital Outlay Budget for review and discussion.

Other Post-Employment Benefits (OPEB) were discussed in connection with the proposed budget.

6. **Re: Teen Court - Mr. Manuel** moved to authorize the President of the Commission to sign the Order to collect the fees to support the Teen Court and that the Order go into effect thirty (30) days from passage. Ms. Morgan seconded the motion and it was unanimously approved.
7. **Re: Mr. Lorenzetti's request for reclassification and compensation - Motion by Mr. Pellish** to approve the reclassification and compensation of a "legal secretary (2F)" in his department to "legal assistant (3C)" in accordance with the Classification Schedule now in place, to take effect on July 1, 2012 as outlined by Mr. Lorenzetti. Motion seconded by Mr. Manuel and passed 4 to 1 with Ms. Widmyer voting "against."
8. **Re: Roger Goodwin, Chief County Engineer, request for bond reduction and/or release for RAI Properties, LLC – Lott 44 Burr Industrial Park/DMV Office Building (File #S04-15) – Letter of Credit #246 with the Bank of Charles Town, Charles Town, West Virginia.**

Motion by Ms. Widmyer to approve the bond release as outlined by Mr. Goodwin. Motion seconded by Mr. Pellish and unanimously approved.

NEW BUSINESS continued:

9. **Request for Approval of John Reisenweber to the Eastern Panhandle Regional Planning and**

Development Council (Region 9) for an unexpired term ending June 30, 2012.

Motion by Ms. Morgan to approve the appointment of John Reisenweber to the Eastern Panhandle Regional Planning and Development Council (Region 9) for an unexpired term ending June 30, 2012. Motion seconded by Mr. Pellish and unanimously approved.

10. Re: Appointment of a County Commissioner as a liaison to the Teen Court Advisory Council.

Mr. Manuel volunteered to be liaison to the Teen Court Advisory Council and he was approved by a unanimous consensus of the Commissioners

11. Re: Approval of the Grant Contract, Resolution and Letter of Agreement for the Animal Welfare Society in the amount of \$25,000.

Motion by Ms. Widmyer to approve the Grant Contract, Resolution and Letter of Agreement for the Animal Welfare Society in the amount of \$25,000. Motion seconded by Mr. Manuel and unanimously approved.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV**

RESOLUTION

The County Commission of Jefferson County, met on March 22, 2012 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Animal Welfare Society. The project will include an addition of an isolation room and a newborn room, as well as the purchase of equipment and other improvements as funds permit, with funds made available through the Governor's Community Participation Grant program in the amount of \$25,000.

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.

Date:

Signed:

COUNTY CLERK

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12. Request to ratify the signing of the Letter of Support for the City of Ranson, WV's DOT TIGER IV Application.

Motion by Ms. Morgan to ratify the signing of the Letter of Support for the City of Ranson, WV's DOT TIGER IV Application. Motion seconded by Ms. Widmyer and unanimously approved.

There being no further business, the Commission recessed until 7:00 p.m. on this date when it will convene a Public Hearing to approve the Levy Estimate for Fiscal Year 2013 and to receive public comment concerning the county's budget.

PATRICIA A. NOLAND, PRESIDENT