

Minutes
Jefferson County Commission
Thursday, July 12, 2012

A meeting of the Jefferson County Commission was held on Thursday, July 12, 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, Frances Morgan and Walt Pellish. Also present were Debbie Keyser, Interim county Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the July 12, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Minutes of the June 28, 2012 regular meeting as amended. Motion seconded by Mr. Pellish and unanimously approved. (Ms. Widmyer abstained from voting due to her absence from the June 28, 2012 meeting.).

Motion by Ms. Morgan to approve the Minutes of the June 28, 2012 Special Session/Public Hearing as presented. Motion seconded by Mr. Pellish and unanimously approved. (Ms. Widmyer abstained from voting due to her absence from the June 28, 2012 special session/public hearing.).

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve amended Purchase Orders in the amount of \$48,792.23, being purchase order numbers: 49843, 49844, 49923, 49882, 49696, 49705, 49706, 49709, 49916, 49769, 49770, 49775, 49776, 53192, 49924, 48181, 50990, 49761, 49766, 49768, 49772, 49774, 49921, 49922, 49925, 49948, 49949, 50120, 49630, 49631, 50743, 49721 and 49744. (Purchase order 49771 in the amount of \$207.60 was deleted from the list.). 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 \$1,226,879.25 for July 5, 2012. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Mr. Manuel to approve the accounts payable in the amount of \$88,696.72 for July 12, 2012. Motion seconded by Ms. Widmyer and unanimously approved.

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
067694	700	USA MOBILITY WIRELESS,IN		\$ -	\$ 178.00	\$ 178.00
067695	425	ABH SERVICES, INC.		\$ -	\$ 14,175.00	\$ 14,175.00
067696	700	MATTHEW ARMEL		\$ -	\$ 115.00	\$ 115.00
067697	439	B-K OFFICE SUPPLY INC	50718	\$ 69.58	\$ -	\$ 69.58

067697	712	B-K OFFICE SUPPLY INC	48182	\$ 752.50	\$ -	\$ 752.50
067698	424	CHARLES TOWN UTILITY BRD		\$ -	\$ 96.51	\$ 96.51
067698	425	CHARLES TOWN UTILITY BRD		\$ -	\$ 1,592.67	\$ 1,592.67
067699	412	CAMPBELL BUSINESS MACHIN	53145	\$ 1,418.41	\$ -	\$ 1,418.41
067700	428	DELL MARKETING LP	50716	\$ 4,034.45	\$ -	\$ 4,034.45
067701	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,654.20	\$ 5,654.20
067702	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
067702	425	J.C.EHRLICH		\$ -	\$ 490.72	\$ 490.72
067703	428	GLOBAL DATA CONSULTANTS		\$ -	\$ 320.00	\$ 320.00
067704	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 108.04	\$ 108.04
067705	425	JEFFERSON COUNTY SOLID	53045	\$ 5.12	\$ -	\$ 5.12
067706	405	DANIEL M. JAMES		\$ -	\$ 213.12	\$ 213.12
067707	403	MATTHEW BENDER & CO	49888	\$ 54.49	\$ -	\$ 54.49
067707	401	MATTHEW BENDER & CO		\$ -	\$ 801.83	\$ 801.83
067708	412	JUDITH A MATLICK		\$ -	\$ 369.14	\$ 369.14
067709	711	BARBARA J. MILLER		\$ -	\$ 305.00	\$ 305.00
067710	424	VERIZON BUSINESS		\$ -	\$ 1,131.64	\$ 1,131.64
067711	401	NAT'L ASSN OF COUNTIES		\$ -	\$ 400.00	\$ 400.00
067712	402	PIFER OFFICE SUPPLY, INC	52026	\$ 98.59	\$ -	\$ 98.59
067713	440	PRINT-O-STAT	51027	\$ 1,956.00	\$ -	\$ 1,956.00
067714	405	PAMELA PATTERSON	49632	\$ 28.50	\$ -	\$ 28.50
067715	433	PICTOMETRY INTERNATIONAL	50854	\$ 2,749.50	\$ -	\$ 2,749.50
067716	402	RECORD MANAGEMENT SOLUTN	49711	\$ 35.00	\$ -	\$ 35.00
067716	403	RECORD MANAGEMENT SOLUTN	49886	\$ 30.00	\$ -	\$ 30.00
067716	403	RECORD MANAGEMENT SOLUTN	50871	\$ 30.00	\$ -	\$ 30.00
067717	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 145.00	\$ 145.00
067717	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 240.50	\$ 240.50
067717	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 495.00	\$ 495.00
067717	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,342.20	\$ 1,342.20
067717	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 73.00	\$ 73.00
067717	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 206.12	\$ 206.12
067717	700	SOFTWARE SYSTEMS, INC		\$ -	\$ 274.50	\$ 274.50
067718	408	STATE TAX DEPARTMENT		\$ -	\$ 10,144.88	\$ 10,144.88
067719	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 102.07	\$ 102.07
067719	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 28.46	\$ 28.46
067720	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.60	\$ 114.60
067721	401	STAPLES CREDIT PLAN		\$ -	\$ 748.26	\$ 748.26
067721	406	STAPLES CREDIT PLAN		\$ -	\$ 25.55	\$ 25.55
067721	439	STAPLES CREDIT PLAN		\$ -	\$ 299.98	\$ 299.98

067721	712	STAPLES CREDIT PLAN		\$ -	\$ 547.62	\$ 547.62
067722	425	SHENANDOAH VALLEY WATER		\$ -	\$ 702.35	\$ 702.35
067723	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,827.82	\$ 10,827.82
067724	424	SOFTWARE SYSTEMS, INC.		\$ -	\$ 19,527.74	\$ 19,527.74
067725	425	THOMPSON GAS		\$ -	\$ 689.85	\$ 689.85
067726	700	VINCENT TIONG		\$ -	\$ 115.00	\$ 115.00
067727	425	TML COPIERS & DIGITAL	53046	\$ 313.75	\$ -	\$ 313.75
067728	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 187.00	\$ 187.00
067729	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
067730	405	WEST PAYMENT CENTER	50419	\$ 2,043.70	\$ -	\$ 2,043.70
067731	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 96.98	\$ 96.98
067731	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 177.80	\$ 177.80
067732	711	WV EMER MANAGMENT COUNCI	53193	\$ 50.00	\$ -	\$ 50.00
067733	425	WV DIVISION OF LABOR	49926	\$ -	\$ 50.00	\$ 50.00
067734	402	XEROX CORPORATION	49676	\$ 1,557.78	\$ -	\$ 1,557.78
TOTAL						\$ 88,696.72
TOTAL				\$ 15,227.37	\$ 73,469.35	\$ 88,696.72

PUBLIC COMMENT:

Cathy Vance commented on issues regarding Bakerton Road and US Rt. 340.

Nancy Lutz commented on the recent storm and inquired as to why it took so long for government officials to advise residents of what to do and where to go for assistance.

Daniel Lutz also commented on the recent storm and the length of time it took officials to notify residents where to go for assistance.

David Tabb presented the Commission with a copy of his “book.” He requested that the Commission prepare a list of what they did to help the residents during the recent storm and recommended that the Commission compile a list of services available in an emergency and put together an emergency plan for the public. Mr. Tabb also suggested that the Commission rein in its spending.

PRESENTATIONS:

- 1. Angela Banks, County Assessor, requested part-time help in the Assessor’s Office for data entry and opening mail.**

Motion by Ms. Widmyer to approve part-time help for the Assessor’s Office as requested by Ms. Banks. Motion seconded by Ms. Morgan and unanimously approved.

- 2. Barbara Miller, Director of Homeland Security and Emergency Management** updated the Commission on steps taken to repair damage and assist residents during and after the recent storm. She cited many agencies and individuals for their help, including, among others, mayors of the municipalities, personnel at the Blue Ridge Mountain Power Site, fire and rescue personnel (who also delivered water to farmers’ animals), emergency services personnel, certain retail stores that provided ice and water to citizens without electricity, and the various power companies for their round-the-clock

work to restore power to the county.

Ms. Miller stated that during this time, the county had huge public information problems and most information had to be transmitted by word of mouth. She stressed that the county needs a CAD system, backup generators for the fire companies and more trained public information providers.

3. **Bobby Orndorff of Dominion Power** who was going to talk about Dominion Power Transmission Line Upgrades in Jefferson County could not be present at this meeting therefore item will be rescheduled.
4. **Steve Barney, Zoning Administrator, standing in for Jennifer Brockman, Director of Planning and Zoning, requested that the County Commission schedule a public hearing on potential amendments to the Zoning Ordinance text regarding the creation of new commercial and industrial zoning categories and related amendments.**

The Commission directed that Debbie Keyser and Steve Barney work together to schedule a work session and subsequent public hearing on the described potential amendments and related issues. Ms. Widmyer suggested that one topic for discussion at the work session should be the integrity of the neighborhoods to be affected. Ms. Widmyer also suggested that members of the Planning Commission should be invited to the work session.

5. **The Commission took a short break at 10:45 a.m.
The Commission reconvened at 10:55 a.m.**
6. **Becky Burns, Bonding Administrator, requested a reduction or complete release of the remaining construction bond in the amount of \$113,525.00 for Michael A Lowry -Rock Spring Church (File #S05-13).**

Motion by Ms. Widmyer to approve the complete release of the remaining construction bond in the amount of \$113,525.00 for Michael A. Lowry- Rock Springs Church (File #S05-13). Motion seconded by Mr. Pellish and unanimously approved.

7. **Lynn Fields, Deputy Clerk, Probate Office:**

Motion by Ms. Morgan to convene as a Fiduciary Board. Motion seconded by Mr. Manuel and unanimously approved.

Ms. Fields requested:

- **Approval of estates opened since last quarter; closure/approval of accounts and waivers; and**

Motion by Mr. Manuel to approve the estates opened since last quarter and the closure and approval of accounts and waivers as presented by Ms. Fields. Motion seconded by Mr. Pellish and unanimously approved.

- **Review of Petition to Remove Executor of Printz Estate to determine whether the Petition contains sufficient information to schedule a hearing.** (Ms. Widmyer recused herself because she is acquainted with one of the parties).

David DeJarnett, Esq. representing Charles F. Printz, Jr., Executor of the Estate of Bethel H. Printz, stated that the Petitioner, MaryBeth Printz, filed a Petition containing insufficient facts. Mr. Printz requests that an Order be filed requiring the Petitioner to file another, more complete Petition for review.

Staci Criswell, Esq. representing the Petitioner MaryBeth Printz, had no objection to providing more complete facts and stated that she would also agree to conduct informal discovery. She would like to have a curator appointed in the meantime.

Motion by Ms. Morgan that an Order should be prepared and executed requiring the Petitioner to file a Petition containing sufficient facts with which the Commission, sitting as a Fiduciary Board, would be able to form an opinion and make a ruling in this matter. Motion seconded by Mr. Pellish and unanimously approved.

The Commission, sitting as a Fiduciary Board, adjourned and reconvened its regular meeting.

8. Interviews and appointments to Boards and Commissions:

- Summit Point Library - One (1) 5-year term ending 06/30/2017.

Motion by Ms. Morgan to reappoint Ed Urzan to the 5-year term ending 06/30/2017. Motion seconded by Mr. Manuel and unanimously approved.

- Harpers Ferry/Bolivar Public Service District - One (1)-year term ending 06/30/2017.

Motion by Mr. Manuel to reappoint Mayor Robert Hardy to the 6-year term ending 06/30/2017. Motion seconded by Ms. Morgan and unanimously approved.

- Solid Waste Authority - One (1) 4-year term ending 06/30/2016.

Motion by Ms. Widmyer to reappoint Bill Weston to the 4-year term ending 06/30/2016. Motion seconded by Mr. Manuel and unanimously approved.

- Jefferson county Board of Health - One (1) 5-year term ending 06/30/2017.

There were two applicants for the position on the Board of Health - Robert Johnson, DDS, MPH (presently serving) and Anna Mary Walsh.

Dr. Johnson was present and presented his qualifications to be reappointed to the Board of Health.

Anna Mary Walsh explained why she is interested in serving on the Board of Health.

Ms. Morgan nominated Ms. Walsh and made a motion to appoint Ms. Walsh to serve on the Jefferson County Board of Health for the 5-year term ending 06/30/2017. Motion seconded by Mr. Manuel and unanimously approved.

- Jefferson County Parks and Recreation Commission - Four (4) 3-year terms ending 06/30/2015.

There were four positions available and only three applicants, Ann Newaz, Toni Milbourne and Ann Mounts.

Motion by Ms. Morgan to reappoint Ann Newaz and Toni Milbourne to serve two of the four 3-year terms on the Jefferson County Parks and Recreation Commission ending 06/30/2015. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Morgan to appoint Ann Mountz to serve one of the four 3-year terms ending 06/30/2015 on the Jefferson County Parks and Recreation Commission. Motion seconded by Mr. Pellish and unanimously approved.

Mr. Keyser will readvertise the one unfilled position.

- Jefferson County Farmland Protection Board - One unexpired term ending 09/07/2014 (Soil Conservation).

There was only one applicant for appointment to the unexpired term, Nick Kercheval. Mr. Kerchaval presented his qualifications to the Commission.

Motion by Ms. Morgan to appoint Nick Kerchaval to serve out the one unexpired term on the Farmland Protection Board ending 09/07/2014. Motion seconded by Mr. Manuel and unanimously approved.

All appointments having been made, motion by Mr. Manuel to close nominations. Motion seconded by Ms. Morgan and unanimously approved.

9. Paul Shroyer, Financial Director, presented items as follows:

- **Approval of Capital Outlay Fund #246 Policy and Procedures.**

Motion by Ms. Morgan to approve the Capital Outlay Fund #246 Policy and Procedures as presented by Mr. Shroyer with the addition with the insertion of the date it was adopted and the language that "projects costing less than\$10,000.00 may not be charged." Motion seconded by Mr. Pellish and unanimously approved.

- **Approval of Internal Budget Revisions Nos. 1027 through 1044.**

#1027 for the Circuit Clerk's Department.

Motion by Mr. Manuel to approve IBR #1027. Motion seconded by Ms. Morgan and unanimously approved.

#1028 for additional equipment for the Planning and Zoning Department.

Motion by Ms. Widmyer to approve IBR #1028. Motion seconded by Ms. Morgan and unanimously approved.

#1029 for additional audit costs (professional services) for the County Commission.

Motion by Ms. Morgan to approve IBR #1029. Motion seconded by Mr. Manuel and unanimously approved.

#1030 - duplicate of Circuit Clerk's other revision. Other revision is okay.

#1031 - wages and retirement - Tax Office

Motion by Ms. Morgan to approve IBR #1031. Motion seconded by Ms. Widmyer and unanimously approved.

#1032 for Prosecuting Attorney's needs, additional professional services (discussed at last meeting).

Motion by Ms. Morgan to approve IBR #1032. Motion seconded by Mr. Manuel and unanimously approved.

#1033 for Extension Agent.

Motion by Mr. Manuel to approve IBR #1033. Motion seconded by Ms. Morgan and unanimously approved.

#1034 for Elections.

Motion by Ms. Morgan to approve IBR #1034. Motion seconded by Mr. Manuel and unanimously approved.

#1035 for Courthouse maintenance charges. (424)

Motion by Mr. Manuel to approve IBR #1035. Motion seconded by Ms. Noland and unanimously approved.

#1036 for economic development. (431)

Motion by Ms. Morgan to approve IBR #1036. Motion seconded by Mr. Manuel and unanimously approved.

#1037 for Planning Department extra help.

Motion by Ms. Morgan to approve IBR #1037. Motion seconded by Ms. Widmyer and unanimously approved.

#1038 for Engineering - cost of retirement.

Motion by Ms. Morgan to approve IBR #1038. Motion seconded by Ms. Noland and unanimously approved.

#1039 - \$500 adjustment for Zoning Department

Motion by Ms. Morgan to approve IBR #1039. Motion seconded by Mr. Manuel and unanimously approved.

#1040 for law enforcement- maintenance and repair of autos; additional equipment.

Motion by Ms. Morgan to approve IBR #1040. Motion seconded by Mr. Manuel and unanimously approved.

#1041 for police uniforms.

Motion by Mr. Manuel to approve IBR #1041. Motion seconded by Ms. Widmyer and unanimously approved.

#1042 for JCEMS.

Motion by Ms. Morgan to approve IBR #1042. Motion seconded by Mr. Manuel and unanimously approved.

#1043 for E-911 for supplies.

Motion by Mr. Manuel to approve IBR #1043. Motion seconded by Ms. Widmyer and unanimously approved.

#1044 for other buildings. (425)

Motion by Mr. Manuel to approve IBR #1044. Motion seconded by Mr. Pellish and unanimously approved.

Mr. Shroyer advised that the budget for June 30, 2012 has been prepared but some invoices have come in late. It was his recommendation to vote now on the invoices and put them on the agenda for ratification next week.

Issue #1: IBR #1047 Supplement - need \$22,000 moved into the HRA account.

Motion by Mr. Manuel to approve IBR #1047. Motion seconded by Mr. Pellish and unanimously approved.

Issue #2: Journal Voucher Adjustment - HRA account balance back into the balance sheet.

Motion by Ms. Morgan to approve Issue #2 as presented by Mr. Shroyer. Motion seconded by Mr. Manuel and unanimously approved.

Issue #3: Tax Office - IBR #1045.

Motion by Ms. Morgan to approve Issue #3 - IBR #1045. Motion seconded by Mr. Manuel and unanimously approved.

Issue #4: Moving funds from Capital Outlay account to Coal Severance Fund IBR #1046.

Motion by Mr. Pellish to approve IBR #1046. Motion seconded by Mr. Manuel and unanimously approved.

Issue #5: General voucher issues.

Motion by Mr. Pellish to approve Issue #5 - general voucher issues as presented by Mr. Shroyer. Motion seconded by Mr. Manuel and approved 4 - 1, with Ms. Widmyer voting against.

The Commission took a short break at 12:35 p.m.

The Commission reconvened at 12:40 p.m.

10. Todd Fagan, Director, GIS/Addressing.

Mr. Fagan presented a Power Point describing several Commission departments' plan to scan, archive, index and share land development records in a common records management system. His presentation explained how Document

Management works, why it is needed and how it can be funded. Mr. Fagan estimated the cost for the Content Management System would be approximately \$150,000 and recommended that the Commission consider this Capital Project among the Commission's priorities.

The Commission broke for lunch at 1:40p.m.

The Commission reconvened its meeting at 2:00 p.m.

11. Stephanie Grove, Assistant Prosecuting Attorney, requested an Executive Session regarding the Deputy Windle personnel matter, pursuant to W Code §6-9A-4.

Motion by Ms. Widmyer to enter into an Executive Session pursuant to W Code §6-9A-4. Motion seconded by Ms. Morgan and unanimously approved. The Commission entered into Executive Session at 2:17 p.m.

Motion by Mr. Manuel to adjourn the Executive Session and reconvene the Commission's regular meeting. Motion seconded by Mr. Pellish and unanimously approved. The Commission reconvened its regular meeting at 2:47 p.m.

Motion by Mr. Pellish to authorize legal counsel to settle with Deputy Windle Notice of Claim. Motion seconded by Mr. Manuel and unanimously approved.

UNFINISHED BUSINESS

12. Set a date and time for a Public Hearing on the Briel Building.

By unanimous consent, Debbie Keyser was directed to obtain information as to after what period of time the Commission will lose its lease money; find out what the "drop dead" date is to purchase the building and obtain information about the potential tenant that wants to lease space in the building.

Motion by Ms. Noland to schedule a public hearing on July 26, 2012 with regard to the possible purchase of the Briel Building and to schedule a meeting with Mr. Shroyer and Bill Polk, Maintenance Director prior to the public hearing on July 24, 2012. Motion seconded by Mr. Pellish and approved 3 to 2, with Ms. Widmyer and Ms. Morgan voting against.

13. Hiring of outside counsel, possible Executive Session.

Staff was directed to put this item on the Agenda next week and advertise it without the word "outside."

NEW BUSINESS

14. Set a date and time for a Public Hearing on Tolling Policy and Amendments.

Ms. Keyser suggested that the Public Hearing be scheduled for Thursday, August 9, 2012 at 1:30 p.m. The Commissioners approved the date and time by unanimous consent.

15. Approval of the Resolution for the Community Participation Grant in the amount of \$2,000 for the Friends of Blackwater.

Motion by Ms. Morgan to approve the Resolution and to authorize the President of the Commission to execute the Resolution for the Community Participation Grant in the amount of \$2,000 for the Friends of Blackwater. Motion seconded by Mr. Manuel and unanimously approved.

RESOLUTION

The Jefferson County Commission met on the 12th day of July, 2012 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, 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 to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$2,000. The funds from this project will be used for the Civil War Educational programs and materials for the Friends of Blackwater.

Dated: July 12, 2012

PATRICIA A. NOLAND, PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED:

County Clerk

12LEDA0387

16. Approval of the Mutual Aid Agreement between the City of Martinsburg and Jefferson County.

Motion by Ms. Widmyer to approve the Mutual Aid Agreement between the City of Martinsburg and Jefferson County and to authorize the President of the Commission to execute the Agreement. Motion seconded by Mr. Manuel and unanimously approved.

17. Approval of Contract for the Court Security Fund in the amount of \$45,062.

Motion by Mr. Manuel to approve the Contract for the Court Security Fund. Motion seconded by Mr. Pellish and unanimously approved.

18. Request approval to hire Lori Brown as a Public Safety Dispatcher at a beginning salary of \$35,152.

Motion by Ms. Morgan to approve Jeff Polzynski, E911 Emergency Communications Director, to hire Lori Brown as a Public Safety Dispatcher at a beginning salary of \$35,152, with the starting date to be determined by the Director of Communications. Motion seconded by Mr. Pellish and unanimously approved.

COUNTY ADMINISTRATOR REPORTS

Debbie Keyser, Interim County Administrator:

- Presented a notice from WVACO regarding the "Live Well WV" program and asked if the Commission would be interested in joining. the Commissioners agreed to join by unanimous consent.
- Ms. Keyser suggested July 19, 2012 as the date for the Commission to make a decision on the request for rezoning of the Capriotti property. Commission agreed by unanimous consent.
- Ms. Keyser passed around a draft policy and requested the Commission to review same and if any corrections need to be made Ms. Keyser will make them and place it on next week's Agenda for approval.
- Ms. Keyser informed the Commission that a workshop with the Jefferson County Emergency Services Agency and representatives from the fire companies has been scheduled for July 19, 2012 at 11:00 a.m. regarding distribution of funds and fire fees.
- Advised that some computer problems had been encountered within the Sheriff's Tax Office and the County Clerk's Office.
- Informed the Commission that repairs to the Hunter House are proceeding following the damage caused by the recent storm.

- John Reisenweber gave Ms. Keyser two dates when he would be able to meet with the Commission on behalf of the Development Authority and they will work to schedule a meeting.
- Water Authority will be on the agenda for next week to provide an update as per the Commission's request.

COUNTY COMMISSIONER REPORTS

Commissioner Morgan:

- Attended the Shepherdstown Street Fest.
- Attended a jazz concert in Harpers Ferry.
- Attended a celebration by the Shepherdstown residents commemorating the planting of the B Line marker.
- Attended a Farmland Protection Board meeting.
- Attended the monthly meeting of the Berkeley/Jefferson Day Care Center.

Commissioner Pellish:

- Attended the Shepherdstown Street Fest.
- Attended the CVB seminar on tourism in Jefferson County.
- Attended a Planning Commission meeting,

Commissioner Manuel:

- Attended the CVB seminar on tourism in Jefferson County.
- Traveled to the 911 Emergency Communications Center during the recent storm and signed the Emergency Declaration.
- Attended a meeting with the Governor and others at the Air Guard in Martinsburg regarding Storm Damage and Relief Assessment.
- Attended a Teen Court meeting at the Ranson Police Department.

Commissioner Widmyer:

- Attended the Harpers Ferry 4th of July celebration.

Commissioner Noland:

- Attended the CVB seminar on tourism in Jefferson County.
- Attended her two granddaughters' softball tournaments in Richmond, VA.
- Will be attending the Grand Opening of the Juvenile Drug Court on July 20, 2012.

There being no further business, motion by Mr. Manuel to adjourn the meeting. Motion seconded by Ms. Morgan and unanimously approved. Upon rising at 3:35 p.m. the meeting was adjourned until Thursday next, July 19, 2012.

PATRICIA A. NOLAND

