

Minutes
Jefferson County Commission
Thursday, August 2, 2012

A meeting of the Jefferson County Commission was held on Thursday, August 2, 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 Dale Manuel, (presiding), Lyn Widmyer, Frances Morgan and Walt Pellish. Patsy Noland was absent with notice. Also present were Debbie Keyser, Interim County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the August 2, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the July 24, 2012 Work Session as presented. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Morgan to approve the Minutes of the July 26, 2012 regular meeting as amended. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Morgan to approve the Purchase Orders in the amount of \$22,175.49, being P. O. Nos. 52059, 52058, 52029, 52059, 52062, 49966, 49967, 49783, 49810, 49945, 52049, 52053, 52061, 52052, 49953 and 520547. 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 \$645,435.06 for August 2, 2012. Motion seconded by Mr. Pellish and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
067856	700	AUTOZONE		\$ -	\$ 159.25	\$ 159.25
067856	717	AUTOZONE		\$ -	\$ 287.82	\$ 287.82
067857	425	ABH SERVICES, INC.	49944	\$ 90.00	\$ -	\$ 90.00
067857	425	ABH SERVICES, INC.		\$ -	\$ 14,175.00	\$ 14,175.00
067858	412	BARDANE PUBLIC HEALTH CT		\$ -	\$ 383.00	\$ 383.00
067859	717	BATTERY MART	52051	\$ 39.95	\$ -	\$ 39.95
067860	425	B-K OFFICE SUPPLY INC	49941	\$ 1,116.00	\$ -	\$ 1,116.00
067860	425	B-K OFFICE SUPPLY INC	52028	\$ 43.00	\$ -	\$ 43.00
067861	717	AMERIGAS PROPANE LP	49920	\$ 720.34	\$ -	\$ 720.34
067862	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85

067863	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
067864	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
067865	GRANT	BRIGGS ANIMAL ADOPTION		\$ -	\$ 20,000.00	\$ 20,000.00
067866	GRANT	BLUE RIDGE MOUNTAIN LIBR		\$ -	\$ 2,976.70	\$ 2,976.70
067867	425	CITY OF CHARLES TOWN	52050	\$ 20.00	\$ -	\$ 20.00
067867	425	CITY OF CHARLES TOWN	52060	\$ 40.00	\$ -	\$ 40.00
067868	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
067869	440	DAVID M. CARTER		\$ -	\$ 30.00	\$ 30.00
067870	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
067871	712	CPI COMPUTR PROJECT F/IL	49780	\$ 1,560.00	\$ -	\$ 1,560.00
067872	440	CHOICE STAFFING, INC.		\$ -	\$ 612.56	\$ 612.56
067873	425	DAYCON	49940	\$ 701.98	\$ -	\$ 701.98
067874	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
067875	717	DONALD B. RICE TIRE CO.	52055	\$ 91.85	\$ -	\$ 91.85
067876	439	FRED PRYOR SEMINARS	49950	\$ 256.00	\$ -	\$ 256.00
067877	717	FLEETPRIDE	52054	\$ 36.41	\$ -	\$ 36.41
067878	GRANT	GOOD SHEPHERD INTERFAITH		\$ -	\$ 5,000.00	\$ 5,000.00
067879	401	RICOH USA, INC		\$ -	\$ 29.19	\$ 29.19
067879	403	RICOH USA, INC		\$ -	\$ 58.12	\$ 58.12
067879	404	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
067879	405	RICOH USA, INC		\$ -	\$ 58.12	\$ 58.12
067879	406	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
067879	425	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
067879	433	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
067879	440	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
067879	700	RICOH USA, INC		\$ -	\$ 87.18	\$ 87.18
067879	712	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
067880	428	IPSWITCH, INC	49916	\$ 2,491.00	\$ -	\$ 2,491.00
067881	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,110.00	\$ 1,110.00
067882	401	INSIGHT A/V SERVICES		\$ -	\$ 225.00	\$ 225.00
067883	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 427,000.00	\$ 427,000.00
067884	440	JEFFERSON PUBLISH CO INC	51034	\$ 62.70	\$ -	\$ 62.70
067884	451	JEFFERSON PUBLISH CO INC	50719	\$ 212.02	\$ -	\$ 212.02
067885	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,260.48	\$ 4,260.48
067885	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
067886	405	RALPH A LORENZETTI JR		\$ -	\$ 765.62	\$ 765.62
067887	439	MANPOWER	49951	\$ 443.12	\$ -	\$ 443.12
067888	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
067889	401	PATRICIA A NOLAND		\$ -	\$ 359.21	\$ 359.21
067890	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
067891	439	MAUREEN O. NOLAN		\$ -	\$ 32.75	\$ 32.75

067892	406	PIFER OFFICE SUPPLY, INC	49847	\$ 25.11	\$ -	\$ 25.11
067893	712	PSYCHOLOGICAL HEALTH ASS	49782	\$ 400.00	\$ -	\$ 400.00
067894	424	POTOMAC EDISON/OH		\$ -	\$ 1,950.66	\$ 1,950.66
067894	425	POTOMAC EDISON/OH		\$ -	\$ 11,747.39	\$ 11,747.39
067895	424	RCS SECURITY	49943	\$ 187.50	\$ -	\$ 187.50
067895	425	RCS SECURITY	49943	\$ 724.60	\$ -	\$ 724.60
067895	425	RCS SECURITY		\$ -	\$ 402.00	\$ 402.00
067896	443	RCS SECURITY		\$ -	\$ 19,335.00	\$ 19,335.00
067897	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 85.26	\$ 85.26
067897	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
067897	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,737.48	\$ 9,737.48
067897	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 34,920.56	\$ 34,920.56
067898	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,323.51	\$ 39,323.51
067898	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.84	\$ 118.84
067899	401	SANDRA SLUSHER MCDONALD		\$ -	\$ 37.74	\$ 37.74
067900	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
067901	GRANT	TREARY SERVICE CO		\$ -	\$ 33,010.00	\$ 33,010.00
067902	405	WEST PAYMENT CENTER	49635	\$ 1,810.27	\$ -	\$ 1,810.27
067903	440	WV CODE OFFICIALS ASSOC	51032	\$ 75.00	\$ -	\$ 75.00
TOTAL						\$ 645,435.06
TOTAL				\$ 11,146.85	\$ 634,288.21	\$ 645,435.06

PUBLIC COMMENT:

Wendy Whitehair Lochner requested that the Commission move the Public Hearing scheduled for Thursday, August 16, 2012 at 2:30 p.m. with regard to a proposed Zoning Ordinance Text Amendment to the evening so that citizens that work during the day could attend.

Joyce Dailey of the Shorekeepers of Jefferson County, West Virginia, LLC also requested that the Public Hearing scheduled for Thursday, August 16, 2012 at 2:30 p.m. be moved to the evening so concerned citizens could attend.

Earl Jackson commented that he had searched the West Virginia Code and advised the Commission of his findings regarding when the Commission was required to hold public hearings.

David Tabb advised he had heard nothing from the Commission about what it did for the residents during the June 30, 2012 emergency. He further stated he believes all County employees should be trained in emergency services. Mr. Tabb also mentioned that the Rt. 340 Corridor Citizens Committee has done nothing in quite a while.

PRESENTATIONS:

- Angela Banks, Assessor presented the following for approval:**

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Jhan Duobert in the amount of \$583.53. Motion by Ms. Morgan to approve the exoneration of \$583.53 for Jhan Duobert for Ticket No. 8168. Motion seconded by Mr. Pellish and unanimously approved.

Name	District	Type	Ticket No.	Amount
Jhan Duobert	Charles Town Municipality	Real Estate	8168	\$583.53

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Buddy E. Harding and Elizabeth A. Harding in the amount of \$30.92. Motion by Ms. Morgan to approve the exoneration of \$30.92 for Buddy E. and Elizabeth A. Harding for Ticket No. 313698. Motion seconded by Mr. Pellish and unanimously approved.

Name	District	Type	Ticket No.	Amount
Buddy E. and Elizabeth A. Harding	Corp. of Ranson	Personal Property	313698	\$30.92

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Peggy Freeman in the amount of \$49.32. Motion by Mr. Pellish to approve the exoneration of \$49.32 for Peggy Freeman for Ticket No. 300101. Motion seconded by Ms. Widmyer and unanimously approved.

Name	District	Type	Ticket No.	Amount
Peggy Freeman	Bolivar	Personal Property	300101	\$49.32

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Mary C. McNees in the amount of \$286.54. Motion by Mr. Pellish to approve the exoneration of 286.54 for Mary C. McNees for Ticket No. 303106. Motion seconded by Ms. Widmyer and unanimously approved.

Name	District	Type	Ticket No.	Amount
Mary C. McNees	Charles Town	Personal Property	303106	\$286.54

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Dottie Virts in the amount of \$57.77. Motion by Ms.

Morgan to approve the exoneration of \$57.77 for Dottie Virts for Ticket No 312998. Motion seconded by Ms. Widmyer and unanimously approved.

Name	District	Type	Ticket No.	Amount
Dottie Virts	Middleway	Personal Property	312998	\$57.77

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Robert J. Zalner in the amount of \$231.08. Motion by Ms. Morgan to approve the exoneration of \$231.08 for Robert J. Zalner for Ticket No. 19953. Motion seconded by Mr. Pellish and unanimously approved.

Name	District	Type	Ticket No.	Amount
Robert J. Zalner	Kabletown	Real Estate	19953	\$231.08

2. **Michele Morrison from Blue Ridge Community and Technical College** explained about the grant she is writing for the National Science Foundation Scholarships in Science, Technology, Engineering and Mathematics (S-STEM). The goal is to bring awareness and educational opportunities to high school and college age women in the technological fields of Technology, Cyber Security, Engineering and Mechatronics. Ms. Morrison requested the Commission write a letter of support for the college’s grant.

Motion by Ms. Morgan to review/edit and send the letter later, but approve it now. Motion seconded by Ms. Widmyer and unanimously approved.

3. **Sheriff Shirley** requested that the Commission approve the hiring of a new deputy, Sharon Moskowitz. He introduced Ms. Moskowitz and she briefly told the Commission about herself and her qualifications.

Motion by Mr. Pellish to approve the hiring of a new deputy, Sharon Moskowitz, by Sheriff Shirley. Motion seconded by Ms. Widmyer and unanimously approved.

4. **Jennifer Brockman, Director of Planning and Zoning, brought three items before the Commission:**

- Planning Commission recommendation regarding US 340 East (Gateway Corridor Plan) and Request for Public Hearing. –

The Commissioners agreed that a workshop will be scheduled for August 23, 2012 at 1:30 p.m. to discuss the US 340 Gateway Plan. Either at or after this workshop a date for a public hearing on the matter will be set for sometime in late September. The Planning and Zoning Department will submit the draft US 340 Plan to the Commission by August 9, 2012 for their review before the workshop.

The Commissioners agreed that on August 16, 2012 at 1:30 p.m. a workshop will be scheduled to discuss the new commercial zoning categories.

- **Request for joint Planning Commission and County Commission meeting to discuss a proposed timeline and Work Plan for the 2014 Comprehensive Plan.**

It was suggested a Joint Planning Commission and County Commission meeting should occur to discuss a proposed

timeline and Work Plan for the 2014 Comprehensive Plan be scheduled for September 13, 2012 at 7:00 p.m. Ms. Brockman and Ms. Keyser will confer and confirm. Ms. Widmyer suggested Ms. Brockman prepare an analysis of the strengths and weaknesses of the current Plan.

- **There was discussion about the Fourth Quarterly/Annual Report of the Planning Commission and the Zoning Department, Planning Commission and Board of Zoning Appeals Report and a discussion of the FY2012 Work Plan.**

Ms. Widmyer recommended readvertising the vacancy on the Planning Commission and suggested it should be done as soon as possible.

Mr. Manuel suggested rescheduling the Thursday, August 16, 2012 public hearing from 2:30 p.m. to 7:00 p.m. on September 6, 2012. The 1:30 p.m. workshop will not change.

The Commission broke at 10:27 a.m.

The Commission reconvened at 10:42 a.m.

5. Paul Shroyer, Director of Financial Management, requested approval of :

- **State level budget revision #1 (to correct the actual budget with the State Auditor's Office).**

Motion by Ms. Morgan to approve State level budget revision #1. Motion seconded by Mr. Pellish and unanimously approved.

State level budget revision #2 (re: DUI grant to law enforcement).

Motion by Mr. Manuel to approve State level budget revision #2. Motion seconded by Ms. Widmyer and unanimously approved.

State level budget #3 will be held over until next week due to the absence of Lt. Tom Hansen who will provide information regarding the revision.

6. Ratify decision to approve \$15,000 from the unencumbered fund for the Blue Ridge Mountain Watershed Coalition.

Motion by Mr. Pellish to ratify the previously approved \$15,000 from the unencumbered fund for the Blue Ridge Mountain Watershed Coalition. Motion seconded by Ms. Morgan and carried 3 – 1, with Mr. Manuel voting against.

Ms. Widmyer suggested that when the funds are sent to Blue Ridge a letter be included expressing the Commission's sympathy for the passing of Ed Burns and what a great friend and asset he was to the Watershed Coalition and to Jefferson County.

5. Continued: Request by Mr. Shroyer for approval of :

- **State level budget revision #4 (re: taking funds out of the capital outlay account and transferring to another account).**

Motion by Mr. Pellish to approve State level budget revision #4. Motion seconded by Ms. Morgan and carried 3 – 1, with Mr. Manuel voting against.

- **Internal budget revision #101 (re: change of classification and salary for PA office employee).**

Motion by Mr. Manuel to approve Internal budget revision #101. Motion seconded by Mr. Pellish and unanimously approved.

- **Internal budget revision #102 (re: transfer of funds from uniforms line item to maintenance and equipment).**

Motion by Ms. Widmyer to approve Internal budget revision #102. Motion seconded by Mr. Pellish and unanimously approved.

- **Internal budget revision #103 (re: correction to budget for retiree insurance, contractual services, worker's comp and professional services).**

Motion by Ms. Morgan to approve Internal budget revision #103. Motion seconded by Mr. Pellish and unanimously approved.

COUNTY ADMINISTRATOR REPORTS

Interim County Administrator: Debbie Keyser

- Reminder of Ipad training after the Commission.
- Reported that she will be attending the CCAWV Annual Training and In-Service Seminar from Monday, August 6 to Wednesday, August 8, 2012 at the Mountaineer Casino & Resort in Chester, West Virginia.
- Announced that on October 16 & 17, 2012 there will be a Human Resource meeting.
- Will meet with the Jefferson County Emergency Services Agency on August 13, 2012 to discuss the Blue Ridge Mountain Fire Company and distribution of funds.
- Reminder that all Performance Reviews are due back to her from Department Heads by August 20, 2012.
- Announced that the new Jefferson County Employee Newsletter will be distributed tomorrow.
- Met with Department Heads regarding the Grants Policy.

COUNTY COMMISSIONER REPORTS

Commissioner Morgan:

- Inquired if the public hearing on August 9, 2012 at 1:30 p.m. regarding the tolling/bond issue shouldn't be in the evening.
- Announced that Workforce West Virginia is having an open house on August 8, 2012 from 1:00 p.m. two 2:00 p.m. in Martinsburg, WV at the old GM building.
- Announced that on Tuesday, August 7, 2012 at 7:00 p.m. there will be a demonstration of flower arranging over the centuries in the County Commission meeting room.
- Attended Ed Burns' funeral.
- Attended an Ice Cream Social in Middleway.
- Attended a CATF play.
- Attended a Jefferson County Historical Society picnic.

Commissioner Pellish:

- Reported that he visited the newly renovated Jefferson County Development Authority office and it was magnificent. Commented that Bill Polk did an excellent job of renovation.
- Stated the he is pleased with Human Resources progress.

Commissioner Widmyer:

- No report – son has been visiting from Santiago, Chile.

Commissioner Manuel:

- Attended a children's performance of the Hunchback of Notre Dame and the children were wonderful.
- Attended an Impact Fee meeting.

- Attended a Jefferson County Partnership for Affordable Housing meeting.

There being no further business, motion by Mr. Pellish to adjourn the meeting. Motion seconded by Ms. Widmyer and unanimously approved. Upon rising at 11:10 a.m. the meeting was adjourned until Thursday next, August 9, 2012 at 9:30 a.m.

DALE MANUEL, VICE PRESIDENT

