

Minutes
Jefferson County Commission
Thursday, September 6, 2012

A meeting of the Jefferson County Commission was held on Thursday, September 6, 2012 in the County Commission meeting room in 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 September 6, meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Minutes of the August 16, 2012 regular meeting as presented. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to approve the Minutes of the August 23, 2012 regular meeting as amended. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Pellish to approve Purchase Orders in the amount of \$14,303.24, being P. O. nos. 50084, 50091, 49970, 49972, 49975, 50077, 50090, 49784, 49807, 50079, 50078, 50081, 50086, 50087, 50089, 50092 and 50032. Motion seconded by Mr. Manuel and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable in the amount of \$564,914.48 for August 30, 2012. Motion seconded by Mr. Pellish and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
068034	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 5,920.95	\$ 5,920.95
068035	712	AT&T/GA		\$ -	\$ 184.33	\$ 184.33
068036	402	BANK OF CHARLES TOWN	49974	\$ 48.40	\$ -	\$ 48.40
068037	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
068038	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
068039	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
068040	712	BUSINESS TELECOM PRODUCT	49809	\$ 55.75	\$ -	\$ 55.75
068041	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
068042	717	CREAMERS WRECKER SVC	50083	\$ 65.00	\$ -	\$ 65.00
068043	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
068044	PAYROLL	COLONIAL LIFE		\$ -	\$ 1,605.78	\$ 1,605.78

068045	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
068046	425	EXPRESSWAY OFFICE SOLUTN	50085	\$ 41.06	\$ -	\$ 41.06
068047	401	FEDEX		\$ -	\$ 155.95	\$ 155.95
068047	405	FEDEX		\$ -	\$ 22.12	\$ 22.12
068048	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,135.00	\$ 1,135.00
068049	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 105.34	\$ 105.34
068050	440	THE JOURNAL	51033	\$ 94.48	\$ -	\$ 94.48
068051	425	JEFFERSON COUNTY SOLID	53045	\$ 34.90	\$ -	\$ 34.90
068052	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
068053	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,235.48	\$ 4,235.48
068053	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
068054	PAYROLL	COMPTRROLLER OF MARYLAND		\$ -	\$ 1,187.34	\$ 1,187.34
068055	PAYROLL	HIGHMARK WV		\$ -	\$ 8.32	\$ 8.32
068055	PAYROLL	HIGHMARK WV		\$ -	\$ 168,220.85	\$ 168,220.85
068056	717	MILLER'S CHRYSLER JEEP	50072	\$ 270.40	\$ -	\$ 270.40
068057	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
068058	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
068059	402	PIFER OFFICE SUPPLY, INC	49973	\$ 24.50	\$ -	\$ 24.50
068059	403	PIFER OFFICE SUPPLY, INC	49889	\$ 175.71	\$ -	\$ 175.71
068060	424	POTOMAC EDISON/OH		\$ -	\$ 1,949.99	\$ 1,949.99
068060	425	POTOMAC EDISON/OH		\$ -	\$ 12,898.51	\$ 12,898.51
068061	425	RCS SECURITY	50088	\$ 72.90	\$ -	\$ 72.90
068062	408	STATE TAX DEPARTMENT		\$ -	\$ 14,427.14	\$ 14,427.14
068063	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 155.10	\$ 155.10
068063	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 46,478.20	\$ 46,478.20
068063	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 69.31	\$ 69.31
068064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 34.94	\$ 34.94
068064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 37,929.18	\$ 37,929.18
068064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 125.34	\$ 125.34
068064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,576.28	\$ 10,576.28
068064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
068064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 85.26	\$ 85.26
068065	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,007.24	\$ 45,007.24
068065	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.84	\$ 118.84
068065	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 70.40	\$ 70.40
068066	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 22,305.76	\$ 22,305.76
068066	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,584.57	\$ 14,584.57
068067	712	SEN COMMUNICATIONS	49808	\$ 41.40	\$ -	\$ 41.40
068068	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
068069	717	THOMASSEN FORD MERCURY	52047	\$ 100.12	\$ -	\$ 100.12

068070	712	TEK TIME SYSTEMS	49806	\$ 885.00	\$ -	\$ 885.00
068071	712	VITAL SIGNS	49804	\$ 39.50	\$ -	\$ 39.50
068072	405	WEST PAYMENT CENTER	49635	\$ 4,016.39	\$ -	\$ 4,016.39
068073	425	WINCHESTER EQUIPMENT CO	52031	\$ 141.75	\$ -	\$ 141.75
068074	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 248.55	\$ 248.55
068074	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 152,720.95	\$ 152,720.95
068075	412	WVU		\$ -	\$ 2,250.00	\$ 2,250.00
068075	412	WVU		\$ -	\$ 8,000.00	\$ 8,000.00
068076	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 199.80	\$ 199.80
068077	424	DAVID WEISS		\$ -	\$ 74.99	\$ 74.99
TOTAL						\$ 564,914.48
TOTAL				\$ 6,107.26	\$ 558,807.22	\$ 564,914.48

Motion by Ms. Morgan to approve the accounts payable in the amount of \$666,766.09 for September 6, 2012. Motion by Mr. Manuel and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
068107	ALLOC	ANIMAL WELFARE SOCIETY		\$ -	\$ 50,000.00	\$ 50,000.00
068108	425	ABH SERVICES, INC.		\$ -	\$ 14,175.00	\$ 14,175.00
068109	413	APPLE VALLEY OFF.PRODUCT	49966	\$ 51.08	\$ -	\$ 51.08
068110	412	BARDANE PUBLIC HEALTH CT		\$ -	\$ 383.00	\$ 383.00
068111	406	ANGELA L BANKS		\$ -	\$ 69.00	\$ 69.00
068112	712	LORI BROWN		\$ -	\$ 255.00	\$ 255.00
068113	401	CO COMMISSIONERS ASSOC		\$ -	\$ 275.00	\$ 275.00
068114	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
068115	440	CHOICE STAFFING, INC.		\$ -	\$ 1,255.50	\$ 1,255.50
068116	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,633.04	\$ 5,633.04
068117	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,677.30	\$ 1,677.30
068117	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,924.56	\$ 1,924.56
068118	401	RICOH USA, INC		\$ -	\$ 121.30	\$ 121.30
068118	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
068118	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
068118	405	RICOH USA, INC		\$ -	\$ 110.09	\$ 110.09
068118	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
068118	425	RICOH USA, INC		\$ -	\$ 30.74	\$ 30.74
068118	433	RICOH USA, INC		\$ -	\$ 86.78	\$ 86.78
068118	440	RICOH USA, INC		\$ -	\$ 85.98	\$ 85.98
068118	700	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21

068118	712	RICOH USA, INC		\$ -	\$ 271.23	\$ 271.23
068119	439	JEFFERSON PUBLISH CO INC	49957	\$ 27.00	\$ -	\$ 27.00
068119	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 53.42	\$ 53.42
068120	402	PIFER OFFICE SUPPLY, INC	49976	\$ 35.70	\$ -	\$ 35.70
068121	700	ROMULO QUEZADA		\$ -	\$ 234.02	\$ 234.02
068122	402	RECORD MANAGEMENT SOLUTN	49696	\$ 35.00	\$ -	\$ 35.00
068123	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,300.00	\$ 6,300.00
068124	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 13,516.00	\$ 13,516.00
068125	404	SHERIFF OF JEFFERSON CO	52076	\$ 63.34	\$ -	\$ 63.34
068126	401	SOUTH JEFFERSON PUBLIC		\$ -	\$ 10,000.00	\$ 10,000.00
068127	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 144,401.00	\$ 144,401.00
068127	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 30,322.00	\$ 30,322.00
068128	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 6,250.00	\$ 6,250.00
068128	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 21,333.00	\$ 21,333.00
068129	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 25,000.00	\$ 25,000.00
068129	AUDIT	SHERIFF OF JEFFERSON CO		\$ -	\$ 152,570.00	\$ 152,570.00
068130	GRANT	TRENARY SERVICE CO		\$ -	\$ 27,996.32	\$ 27,996.32
068131	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 199.00	\$ 199.00
068132	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
068133	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 150,000.00	\$ 150,000.00
TOTAL						\$ 666,766.09
TOTAL				\$ 212.12	\$ 666,553.97	\$ 666,766.09

Approval of Revised Agenda Policy – Discussion/Action.

By unanimous consent of the Commissioners this item was held over until next Thursday, September 12, 2012.

PUBLIC COMMENT

Kathy Knight commented on several topics, including the proposed Agenda Policy, executive sessions and the public hearing this evening.

Matt Knott commented on how proposed changes to existing zoning would negatively affect his business in Harpers Ferry, West Virginia.

Eleanor Finn, speaking for the League of Women Voters of Jefferson County, commended the Commission for its decision to test the effectiveness of the epoll machines at November 8, 2012 early voting.

David Tabb requested to be placed on the Commission’s agenda and stated his position on the agenda process.

Patience Wait and Keryn Newman, members of the STOP PATH group, thanked the Commission, the Prosecuting Attorney’s Office and the citizens of Jefferson County for their support and assistance in helping to defeat PATH. Due to the perseverance of all involved state law has been changed regarding advance notification to homeowners of any action proposed to be taken by PATH.

PRESENTATIONS:

1. Angie Banks, Assessor, presented the following exonerations for approval:

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for **David Appell** in the amount of \$957.83. Motion by Ms. Morgan to approve the exoneration of \$957.83 for Ticket No. 2477. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
David Appell	Charles Town	Real Estate	2477	\$957.83

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for **Ruth Whitlock** in the amount of \$522.24. Motion by Ms. Morgan to approve the exoneration of \$522.24 for Ruth Whitlock, Ticket No. 316718. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
Ruth Whitlock	Shepherdstown	Personal Property	316718	\$522.24

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for **Rebecca K. Briggs, Briggs Welding & Repair**, in the amount of \$964.10. Motion by Mr. Manuel to approve the exoneration of \$964.10 for Rebecca K. Briggs, Briggs Welding & Repair, Ticket No. 313335. Motion seconded by Mr. Pellish and unanimously approved.

Name	District	Type	Ticket No.	Amount
Rebecca K. Briggs, Briggs Welding & Repair	Ranson Corp.	Personal Property	313335	\$964.10

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for **Jerry D. D'Angelo**, in the amount of \$81.51. Motion by Ms. Morgan to approve the exoneration of \$81.51 for Jerry D. D'Angelo, Ticket No. 313502. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
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Jerry D. D'Angelo	Ranson Corp.	Personal Property	313502	\$81.51
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NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for **Jill Black, Treasurer, Mecklenburg Recreation Association Inc.**, in the amount of \$87.82. Motion by Ms. Morgan to approve the exoneration of \$87.82 for Jill Black, Treasurer, Mecklenburg Recreation Association Inc., Ticket No. 28238. Motion seconded by Ms. Widmyer and unanimously approved.

Name	District	Type	Ticket No.	Amount
Jill Black, Treasurer, Mecklenburg Recreation Association Inc.	Shepherdstown	Real Estate	23238	\$87.82

2. Robert Shirley, Sheriff:

- **Request for approval to hire James Cummings as a part-time Bailiff.**

Motion by Mr. Manuel to authorize Sheriff Shirley to hire James Cummings as a part-time Bailiff. Motion seconded by Ms. Morgan and unanimously approved.

- **Request for approval to hire Joe Jacobs as an Animal Control Officer.**

Motion by Ms. Widmyer to authorize Sheriff Shirley to hire Joe Jacobs as an Animal Control Officer. Motion seconded by Mr. Manuel and unanimously approved.

3. Laura Storm, Circuit Clerk, request to move Melinda Maye from part-time to full-time employment.

Motion by Ms. Morgan to authorize Ms. Storm to move Melinda Maye from part-time to full-time employment. Motion seconded by Mr. Manuel and unanimously approved.

NEW BUSINESS:

- 4. Amending sign ordinance requirements to allow smaller commercial business signs without added cost of permits and staff review. (LW)**

By unanimous consent the Commissioners agreed to hold this agenda item. Jennifer Brockman, Director of the Planning and Zoning Department, commented she could research this on a limited scope (not the entire ordinance) and make a recommendation. In the meantime residents and business owners may request a waiver of fees from the County Commission.

PRESENTATIONS continued:

- 5. Jennifer Maghan, County Clerk, request to approve removal of Ronald “Ronnie” Bell from the General Elections Ballot.**

The Commission determined neither it nor the County Clerk had authority to take such action. There is a special process in Circuit Court for possible removal and Ms. Maghan informed the Commission that a meeting had been scheduled to speak

with Judge Sanders about the matter.

The Commission took a 10-minute break at 10:20 a.m.

The Commission reconvened the meeting at 10:30 a.m.

6. Approval of FY2013 County Commission Community Grants.

The Commissioners each stated their preferences for funding for certain organizations and the amount to be allocated. These amounts are the first draft of FY2013 budget allocations and will be reviewed and placed on next week's agenda for further discussion.

- Motion by Ms. Morgan to allocate **\$10,000** to the **Jefferson County Animal Welfare Society**. Motion seconded by Ms. Noland and unanimously approved.
- Motion by Ms. Morgan to allocate **\$500** to **Books for Babies**. Mr. Manuel seconded the motion which failed by a vote of 3 to 2.
- Motion by Mr. Manuel to allocate **\$2,000** to **Boys and Girls Club of the Eastern Panhandle**. Motion seconded by Mr. Pellish and unanimously approved.
- Motion by Ms. Morgan to allocate **\$3,000** to **CASA**. Motion seconded by Mr. Manuel and unanimously approved.
- Motion by Ms. Morgan to allocate **\$1,000** to **Certified Arts Community Funding (AHA)**. Motion seconded by Mr. Pellish which failed by a vote of 3 to 2 as it already has a revenue source.
- Motion by Ms. Morgan to allocate **\$2,000** to the **Charles Town Race Track Chaplaincy**. Motion seconded by Mr. Manuel and unanimously approved.
- Motion to allocate **\$3,000** to **Community Alternatives to Violence**. Motion seconded by Ms. Noland and unanimously approved.
- Motion by Ms. Morgan to allocate **\$1,000** to the **Duffields Station Center (train station)**. Motion seconded by Mr. Manuel which failed by a vote of 3 to 2.
- Motion by Mr. Manuel to allocate **\$4,000** to the **Eastern Panhandle Conservation District**. Motion seconded by Ms. Noland and unanimously approved.
- Motion by Ms. Noland to allocate **\$25,000** to the **Eastern Panhandle Free Clinic**. Motion seconded by Mr. Pellish and unanimously approved.
- **Eastern Panhandle Transit Authority** was deleted from the list of requests for funding as it is already a line item in a county account.
- Motion by Ms. Morgan to allocate **\$1,000** to **For the Love of Children/Outdoor Education (FLOC)**. Motion failed for lack of a second.
- Motion by Mr. Pellish to allocate **\$3,000** to **Freedom's Run**. Motion seconded by Ms. Morgan and carried 3 to 2.
- Motion by Ms. Morgan to allocate **\$20,000** to **Good Shepherd Interfaith Volunteer Caregivers**. Motion seconded by Mr. Manuel and unanimously approved.
- Motion by Ms. Morgan to allocate **\$500** to the **Harpers Ferry Historical Association**. Motion seconded by Mr. Pellish and carried 3 to 2.
- Motion by Ms. Noland to allocate **\$10,000** to **Hospice of the Panhandle**. Motion seconded by Mr. Manuel and unanimously approved.
- Motion by Ms. Noland to allocate **\$4,000** to **Jefferson County Community Ministries**. Motion seconded by Ms. Widmyer and unanimously approved.
- Motion by Mr. Manuel to allocate **\$1,500** to **Kiwanis Club of Charles Town for Toys for Tots program**. This organization did not submit a written request for funding, therefore motion was denied.
- Motion by Ms. Widmyer to allocate **\$5,000** to **Meals on Wheels**. Motion seconded by Ms. Morgan and unanimously approved.
- Motion by Ms. Morgan to allocate **\$2,500** to **NAACP of Jefferson County**. Motion seconded by Mr. Manuel and unanimously approved.
- Motion by Ms. Noland to allocate **\$7,200** to **Ranson Parks and Recreation**. Motion seconded by Ms. Morgan and unanimously approved.
- Motion by Ms. Morgan to allocate **\$1,000** to **Potomac Headwaters RC&D**. Motion seconded by Mr. Manuel and carried 4 to 1.
- Motion by Ms. Morgan to allocate **\$3,000** to **Safe Haven Child Advocacy Ctr./Children's Home Society**. Motion

seconded by Mr. Manuel and unanimously approved.

- Motion by Mr. Pellish to allocate **\$5,000** to **Shepherdstown Area Independent Living (SAIL)** as a one time only funding to promote its program. Motion seconded by Ms. Widmyer and carried 4 to 1.
- Motion by Ms. Morgan to allocate **\$3,000** to the **Shepherdstown Community Club (Men's Club)**. Motion seconded by Mr. Manuel and carried 3 to 2.
- Motion by Ms. Widmyer to allocate **\$15,000** to **Shepherdstown Day Care**. Motion seconded by Ms. Morgan and unanimously approved.
- Motion by Mr. Manuel to allocate **\$4,000** to **St. Andrews Mountain Community Ctr., LLC** to be specifically utilized for heating and air conditioning costs in order to keep the library open. Motion by seconded by Ms. Widmyer and unanimously approved.

7. **Elizabeth Wheeler, Executive Director of the Farmland Protection Board, and Elizabeth McDonald, President, request for approval of the purchase by Farmland Protection Board of one conservation easement 147.62 acres on the property in Jefferson County owned by Dianna Gray, individual and as Co-Executrix of the Estate of Hugh Hoover, and Steven Helms, individual and as Co-Executor of the Estate of Hugh Hoover with a cost to JCFPB of \$250,000.**

Motion by Ms. Morgan to approve Farmland Protection Board's purchase of the easement presented by Ms. Wheeler. Motion seconded by Ms. Widmyer and unanimously approved.

8. **Review of Civil Counsel job description/job duties by Ralph Lorenzetti, Prosecuting Attorney, and Stephanie Grove, Assistant Prosecuting Attorney.**

Mr. Lorenzetti requested the Commission table this matter for now. He explained he is anticipating upcoming personnel changes and he would prefer to wait until the FY2013-2014 budgeting process for a clean transition. The Commission agreed by unanimous consent.

9. **Discussion on the Agriculture Task Force (WP).**

Mr. Pellish, who requested the agenda topic, stated he was withdrawing his request.

10. **Approval of a Resolution for the Land and Water Conservation Fund application.**

The Commission unanimously agreed to hold this item over until next week's Agenda.

COUNTY ADMINISTRATOR REPORTS

Interim County Administrator, Debbie Keyser:

- Reported that the appraisal of the Briel Building is scheduled for September 17, 2012. After that we should have a report within five to ten days.
- Reported that she has an RCS contract reflecting current services which she will be giving to Stephanie Grove to review.
- Made the Commission aware that two requests have been received from the EAP and she has established drug testing with Jefferson Memorial Hospital at a cost of \$35 per test, if needed by the EAP.
- Reported that she has an ADA request for accommodation which has been completed.
- Requested that the Commissioners approve Carolyn Zdziera to interview non-profit organizations requesting funding. She stated that these meetings could be recorded on the webcam by Debbie Stellato for a 10-20 minute presentation each, highlighting their benefit to the community. These presentations can be aired on several occasions for the public to view at their pleasure. The Commissioners agreed this was a good idea.
- Reminded the Commission that CGS would be filming a county video on September 10 - 12, 2012.
- Stated that Sandy McDonald, Deputy County Administrator, is going to be working with Community Ministries on the homeless grant.
- Submitted 25 policies to the Commissioners for review/edits.

COUNTY COMMISSIONER REPORTS

Commissioner Morgan:

- Attended the Jefferson County Fair.
- Attended a history lecture at the Elmwood Cemetery in Shepherdstown on early families in Shepherdstown.
- Attended CVB's farewell luncheon for John Whisenant at the Bavarian Inn.
- Attended a Farmland Protection Board meeting.
- Attended Senator Manchin's meeting.
- Attended a Telecom Community Action meeting.
- Reminder of the Grand Opening of the Middleway Fire Department is Saturday, September 8, 2012.

Commissioner Pellish:

- Attended CVB's farewell luncheon for John Whisenant at the Bavarian Inn.
- Attended the Jefferson County Fair.
- Attended Senator Manchin's meeting.

Commissioner Manuel:

- Attended the Jefferson County Fair.
- Attended Sheriff Shirley's forum at his headquarters in Kearneysville, WV.
- Attended Senator Manchin's meeting.
- Will be participating in Homeland Security and Emergency Management's exercise on Saturday, September 8, 2012.

Commissioner Widmyer:

- Attended the Jefferson County Fair.
- Attended CVB's farewell luncheon for John Whisenant at the Bavarian Inn.
- Attended a Solid Waste Authority meeting.
- Attended a Jefferson County Public Service District meeting.

Commissioner Noland:

- Attended a Partnership for Affordable Housing meeting.
- Attended the Jefferson County Fair.

FINANCIAL DIRECTOR REPORTS

- **Approval of Internal Budget Revisions Nos. 104 and 105.**

Motion by Mr. Manuel to approve IBR No. 104 requesting a redistribution of current budget funding in the GIS Department. Motion seconded by Ms. Widmyer and unanimously approved.

Motion by Ms. Morgan to approve IBR No. 105 bringing current year allocation in Assessor's budget in line with anticipated current year expenditures. Motion seconded by Ms. Widmyer and unanimously approved.

- **Approval of State Budget Revision No. 6.**

This item held over until Thursday, September 13, 2012.

- **Recommendation for account funding for the approved eCivis contract.**

Motion by Mr. Manuel to fund the eCivis contract out of the Coal Severance Fund. Motion seconded by Ms. Widmyer and unanimously approved.

- **Recommendation by Mr. Shroyer to set up a separate account for grant funds received for the WV Eastern Panhandle Transportation Authority.**

Motion by Ms. Widmyer to distribute the State funds when received to the 340S Plan for the Planning Department. After a short discussion Ms. Widmyer withdrew her motion. It was agreed this matter would be placed on the agenda for Thursday, September 13, 2013.

Motion by Ms. Morgan to convene an Executive Session to discuss personnel matters, pursuant to §6-9A-4 of the West Virginia Code. Motion seconded by Mr. Pellish and unanimously approved. The Commission convened an Executive Session at 12:20 p.m.

**The regular meeting of the Commission was recessed until 1:30 p.m.
The regular meeting of the Commission reconvened at 1:38 p.m.**

Motion by Ms. Morgan to engage Debbie Keyser, Interim County Administer, as the new Jefferson County Administrator, Grade A, Step 1 at an annual salary of \$97,765, effective this date, Thursday, September 6, 2012. Motion seconded by Mr. Manuel and unanimously approved.

At 1:42p.m. the Commission commenced a work session regarding potential amendments to the Zoning Ordinance text concerning the creation of new commercial and industrial zoning categories and related changes. Jennifer Brockman, Director, Planning and Zoning Department, and Steve Barney, Zoning Administrator, presented a power point and participated in the discussion to prepare the Commissioners for this evening's public hearing on the same topic.

There being no further business, the meeting was adjourned until Thursday, September 13, 2012.

PATRICIA A. NOLAND

