

Minutes
Jefferson County Commission
Thursday, October 25, 2012

A meeting of the Jefferson County Commission was held on Thursday, October 25, 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, Lyn Widmyer, Frances Morgan and Walt Pellish. Also present were Debbie Keyser, County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddie, Bailiff. Cynthia Schott, Temporary Administrative Assistant. (An audio tape of the October 25, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

Approval of the October 18, 2012 minutes deferred till the November 1, 2012 agenda.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$7,031.22 being P. O. Nos. 50859, 51037, 51038, 50180, 50181, 50183, 50182, 52083, 52084. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable for October 25, 2012 in the amount of \$ 455,381.24. Motion seconded by Mr. Pellish and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
068461	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,840.04	\$ 3,840.04
068462	712	AT&T/GA		\$ -	\$ 198.35	\$ 198.35
068463	425	BATTERY MART	50173	\$ 167.40	\$ -	\$ 167.40
068464	425	B-K OFFICE SUPPLY INC	50164	\$ 2,514.00	\$ -	\$ 2,514.00
068465	425	BONDED APPLICATORS OF MD	50751	\$ 1,400.00	\$ -	\$ 1,400.00
068466	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
068467	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
068468	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
068469	413	CASTO & HARRIS INC	49984	\$ 789.15	\$ -	\$ 789.15
068470	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
068471	405	MARCIA L. CHANDLER, RPR	50046	\$ 2,033.00	\$ -	\$ 2,033.00
068472	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
068473	440	CHOICE STAFFING, INC.		\$ -	\$ 1,306.13	\$ 1,306.13
068474	PAYROLL	COLONIAL LIFE		\$ -	\$ 1,070.52	\$ 1,070.52
068475	425	DODSON'S SEPTIC	50175	\$ 520.00	\$ -	\$ 520.00

068476	425	DAYCON	50166	\$ 777.35	\$ -	\$ 777.35
068476	425	DAYCON	50178	\$ 811.38	\$ -	\$ 811.38
068477	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
068478	413	ESS ELECTION SYSTEMS &	49982	\$ 9,847.00	\$ -	\$ 9,847.00
068479	405	EASTERN PANHANDLE BAR	50041	\$ 175.00	\$ -	\$ 175.00
068480	717	FISHER AUTO PARTS	50179	\$ 425.28	\$ -	\$ 425.28
068481	ALLOC	GOOD SHEPHERD INTERFAITH		\$ -	\$ 20,000.00	\$ 20,000.00
068482	425	GRAINGER, INC	50172	\$ 464.36	\$ -	\$ 464.36
068483	440	HERALD MAIL	51036	\$ 78.70	\$ -	\$ 78.70
068484	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,685.00	\$ 1,685.00
068485	405	JEFFERSON PUBLISH CO INC	50043	\$ 117.00	\$ -	\$ 117.00
068485	439	JEFFERSON PUBLISH CO INC	49955	\$ 58.24	\$ -	\$ 58.24
068485	440	JEFFERSON PUBLISH CO INC	51039	\$ 33.26	\$ -	\$ 33.26
068485	451	JEFFERSON PUBLISH CO INC	49956	\$ 134.60	\$ -	\$ 134.60
068486	440	THE JOURNAL	51035	\$ 73.29	\$ -	\$ 73.29
068487	425	JEFFERSON COUNTY SOLID	53045	\$ 65.49	\$ -	\$ 65.49
068488	ALLOC	JEFF CO COMMUN MINISTERIE		\$ -	\$ 4,500.00	\$ 4,500.00
068489	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
068490	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,823.00	\$ 4,823.00
068490	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
068491	424	KONE INC.	50177	\$ 327.75	\$ -	\$ 327.75
068491	425	KONE INC.	50177	\$ 1,154.25	\$ -	\$ 1,154.25
068492	401	SUSANNE O. KOENING		\$ -	\$ 25.00	\$ 25.00
068493	405	MATTHEW BENDER & CO	50045	\$ 1,006.90	\$ -	\$ 1,006.90
068493	401	MATTHEW BENDER & CO		\$ -	\$ 101.94	\$ 101.94
068494	712	MOTOROLA INC	49817	\$ 31,356.51	\$ -	\$ 31,356.51
068495	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 782.56	\$ 782.56
068496	412	SHAY MCNEIL		\$ -	\$ 157.28	\$ 157.28
068497	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
068498	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
068499	402	PIFER OFFICE SUPPLY, INC	49981	\$ 35.94	\$ -	\$ 35.94
068499	403	PIFER OFFICE SUPPLY, INC	49892	\$ 123.33	\$ -	\$ 123.33
068500	712	PSTC	49814	\$ 549.00	\$ -	\$ 549.00
068501	425	RCS SECURITY		\$ -	\$ 390.00	\$ 390.00
068502	ALLOC	SHEPHERDSTOWN COMMUNITY		\$ -	\$ 3,000.00	\$ 3,000.00
068503	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 392.00	\$ 392.00
068503	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 450.00	\$ 450.00
068503	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 29.92	\$ 29.92
068504	405	SPECIALTY BUS SUPPLIES	50042	\$ 1,618.48	\$ -	\$ 1,618.48
068505	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 26.24	\$ 26.24
068505	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 113.06	\$ 113.06

068505	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 29,790.02	\$ 29,790.02
068506	704	ST/WV REGIONAL JAIL &	50064	\$ 101,894.40	\$ -	\$ 101,894.40
068507	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 56.48	\$ 56.48
068507	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 15.74	\$ 15.74
068507	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 35,650.90	\$ 35,650.90
068507	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 104.69	\$ 104.69
068507	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 29.20	\$ 29.20
068507	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,941.10	\$ 9,941.10
068508	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 53.16	\$ 53.16
068508	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,528.96	\$ 40,528.96
068508	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 146.86	\$ 146.86
068509	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,501.48	\$ 9,501.48
068509	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,531.61	\$ 14,531.61
068510	712	SEN COMMUNICATIONS	49790	\$ 144.36	\$ -	\$ 144.36
068510	712	SEN COMMUNICATIONS	49792	\$ 29.92	\$ -	\$ 29.92
068511	ALLOC	SAIL - SHEPHERDSTOWN ARE		\$ -	\$ 5,000.00	\$ 5,000.00
068512	425	THOMPSON GAS		\$ -	\$ 333.89	\$ 333.89
068513	425	TML COPIERS & DIGITAL	50174	\$ 295.33	\$ -	\$ 295.33
068514	712	UPS		\$ -	\$ 47.51	\$ 47.51
068515	717	WILLIAMS MOTOR PARTS, IN	52068	\$ 925.00	\$ -	\$ 925.00
068516	712	WV ENHANCED 911 COUNCIL	49795	\$ 248.11	\$ -	\$ 248.11
068517	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 101.31	\$ 101.31
068517	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 102,736.97	\$ 102,736.97
068518	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 133.20	\$ 133.20
068519	717	WHOLESALE TIRES, INC.	50165	\$ 343.12	\$ -	\$ 343.12
TOTAL						\$ 455,381.24
TOTAL				\$ 160,536.90	\$ 294,844.34	\$ 455,381.24

PUBLIC COMMENT:

- David Zunker – Newly appointed CEO of the Jefferson County Convention and Visitor’s Bureau was introduced and shared his background in the Tourism & Hospitality industry and his vision for promoting the Eastern Panhandle.
- Mark Dyck, read a letter to the Commission Members expressing his desire to see the proposed zoning ordinances adopted.

- David Tabb requested an update on safety issues related to the ongoing construction on Rt. 340
- Susan Pellish presented the County Commissioners with festival passes to the Conservation Film Festival and encouraged all to attend.
- Marylee Cunningham, Potomac Terrace HOA President, expressed the associations desire to see proposed zoning changes wait until the Comprehensive Plan is in place.

PRESENTATIONS:

1. Jennifer Brockman, Director of Planning and Zoning requested the Commission appoint members to the Comprehensive Plan Steering Committee. Each Commissioner appointed two members from their district as follows:
 - Ms. Morgan, Middleway District – Peter Fricke and Pam Parziale.
 - Mr. Pellish, Shepherdstown District – Daniel Hayes and William Mcleod.
 - Ms. Noland, Kabletown District – Peter Dougherty and Warren Mickey.
 - Mr. Manuel, Charles Town District – David Mills and Suzanne Malesic.
 - Ms. Widmyer, Harpers Ferry District – Ellen May and Kathy Knight.
 - **Motion by Ms. Morgan to nominate three (3) at large members to the Comprehensive Plan Steering Committee by going down the remaining candidates and voting on them. Motion seconded by Mr. Manuel and unanimously approved. At large members elected to sit on the Comprehensive Plan Steering Committee are as follows:**
 - **Mark Dyck, Charles Town District.**
 - **Jim Gibson, Harpers Ferry District.**
 - **Janis Schlitz, Shepherdstown District.**
2. Interviews and appointment to the Jefferson County Emergency Services Agency. There is currently one (1) vacant EMS position and two (2) citizen positions for terms ending November 2, 2015 and one (1) unexpired term ending November 2, 2014 to be filled.
 - Russel Kitchner , Maura Sherrill, Joseph Malcom and Ed Boober, although not in attendance, expressed a desire to serve. Mr. Reese Clabaugh shared with the Commissioners his background and experience and how he felt he could contribute to the agency. The following names were nominated for full term positions:
 - Mr. Manuel nominated Russel Kitchner and Ed Boober.
 - Ms. Morgan nominated Maura Sherrill.
 - Mr. Pellish nominated Reese Clabaugh.
 - Motion by Mr. Manuel to appoint the following Citizens to the Jefferson County Emergency Services Agency. Motion seconded by Ms. Morgan:
 - Russell Kitchner (Harpers Ferry District) with a vote of 4-1, and Ed Boober (Middleway District) with a vote of 4-1, were reappointed to the Jefferson County Emergency Services Agency.
 - Maura Sherrill (Charles Town Distirct), with a vote of 3-1, was appointed to fill the unexpired term.
 - **Motion by Ms. Morgan to nominate Mr. John Considine, (Charles Town District) to the Jefferson County Emergency Services Board as an EMS representative. Motion seconded by Mr. Manuel and unanimously approved.**
3. The Commission took short break at 10:56 a.m.
The Commission reconvened at 11:10 a.m.

4. Requested from Lynn Fields, Deputy Clerk, to approve November 27, 2012 to hear the amended Petition to Remove Executor from the Printz Estates and Appoint Curator and the response to amend Petition to Remove Executor and Appoint Curator; Petition to Remove Executor of the Blanch V. Nelson Estate.
 - **Motion by Mr. Manuel and second by Ms. Morgan to set Tuesday November 27, 2012 at 10 a.m. to hear the amended Petition to Remove Executor from the Printz Estates and Appoint Curator and the response to amend Petition to Remove Executor and Appoint Curator; Petition to Remove Executor of the Blanch V. Nelson Estate. Approved 4-1 on the Printz Petition, Ms. Widmyer recused herself on recommendation from Counsel. Approved unanimously on Blanch V. Nelson Estate.**

UNFINISHED BUSINESS:

5. Request for County Commission direction related to Public Hearing input received related to New Commercial and Industrial Zoning Categories. Decision must be made as to what to do with zoning request. Steve Barney submitted three (3) options for the Commission to consider as an alternative to move forward without waiting for the Comprehensive Plan to be approved.
 - **Motion by Ms. Morgan to postpone approving the new Commercial and Industrial Zoning categories until the work on the Comprehensive Plan begins and to incorporate them into the Comprehensive Plan. Second by Mr. Manuel. Motion passes on a vote of 3-2 with Ms. Noland and Mr. Pellish opposing the motion.**

FINANCIAL DIRECTOR REPORT:

6. Budget Analysis for the General County Fund for the Month Ending September 31, 2012. Paul Shroyer, Director of Financial Management, presented the Budget Analysis for the General County Fund for the month ending September 30, 2012. Only action taken was in regard to the Shepherdstown Battlefield Account.
 - **Motion by Ms. Morgan to rename the Shepherdstown Battlefield fund to the Jefferson County Veterans Park Memorial Fund. Motion seconded by Mr. Manuel. Motion passes on a vote of 4-1 with Mr. Pellish opposing the motion.**

COUNTY ADMINISTRATOR REPORTS:

7. New Program to Implement – Duty Chief Program, an improved safety procedure in the County. This program will require 10 pagers, one for each of the Duty Chiefs, at a cost of \$393.42 each for a total cost of \$3, 942.20. Ms. Keyser requested a consensus to purchase and then ratify next week when the purchase order comes through. A consensus was granted to Ms. Keyser from the Commission.
8. Commissioner’s Top Project Listing: Ms. Keyser passed out a packet with the updated Priority Project listing. Ms. Keyser indicated that everything highlighted in yellow is in progress. Everything highlighted in green is completed.
9. IT Presentation: Ms. Keyser presented her report on the needs of IT improvements in the County. This will be put on a future agenda.

COUNTY COMMISSIONER REPORTS:

Commissioner Widmyer:

- Attended the J. R. Clifford Project in support of Commissioner Manuel.
- Attended the Groundbreaking of the new addition to the Harpers Ferry Middle School.
- Attended two functions for the First Lady of WV, one at the CVB and one at lunch with the Democratic Women.
- Invited fellow Commissioner to attend a walk on Saturday morning from Potomac Street extended, from Harpers Ferry to Matt Knotts (Tree) Zip line.

Commissioner Pellish:

- Served as the Commission Representative in a Mediation Case.
- Planning Commission Meeting.

Commissioner Morgan:

- Attended both the League of Women Voters and the NAACP Forum.
- Attended the Investiture of Gina Groh.
- Attended the First Ladies Visit.
- Attended the Freedom Run Banquet.
- Attended the J. R. Clifford Project – A New Home for Liberty.
- Attended the Harpers Ferry Middle School Groundbreaking.

Commissioner Noland:

- Attended the Investiture of Gina Groh on Friday.
- Visited with the First Lady of WV on Tuesday at the CVB.
- Attended the League of Women’s Forum on Thursday.

Commissioner Manuel:

- Attended a regular ESA Meeting on the 18th.
- Attended the Investiture of Gina Groh on the 19th.

There being no further business, the meeting was adjourned at 12:41pm on a motion by Mr. Manuel and a second by Mr. Pellish.

PATRICIA A. NOLAND, PRESIDENT

