

Minutes
Jefferson County Commission
Thursday, November 29, 2012

A meeting of the Jefferson County Commission was held on Thursday, November 29, 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, Dale Manuel, Frances Morgan and Walt Pellish. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Acting Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the November 29, 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 November 15, 2012 regular meeting with noted corrections. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Morgan to approve Purchase Orders in the amount of \$49,357.25 being P. O. Nos. 49656, 51163, 51165, 51169, 51170, 51172, 50210, 49991, 49994, 49995, 50212, 50214, 50215, 49802, 50004, 50162, 50211, 50217, 50219, 49655, 49657, 49658, 49660, 49661, 49662, 49663, 49964, 49665, 49667, 49669, 49670, 49672, 50111. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

ALLOCATIONS						
	ALLOC	KIWANIS CLUB OF			\$ 1,500.00	\$ 1,500.00

PAYROLL						
	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 14.36	\$ 94,694.62
	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 108.05	\$ 1,829.75
TOTAL						\$ 96,524.37

PAYROLL	\$ 96,524.37
ALLOCATION	\$ 1,500.00
TOTALS	\$ 98,024.37

- **Motions by Mr. Manuel to approve the accounts payable for November 22, 2012 in the amount of \$98,024.37. Motion seconded by Ms. Morgan and unanimously approved.**

DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
PAYROL L	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,767.62	\$ 3,767.62
425	COMCAST		\$ -	\$ 349.95	\$ 349.95
712	AT&T/GA		\$ -	\$ 104.37	\$ 104.37
700	AUTOZONE		\$ -	\$ 554.63	\$ 554.63
717	AUTOZONE		\$ -	\$ 206.99	\$ 206.99
425	ABH SERVICES, INC.	50216	\$ 90.00	\$ -	\$ 90.00
425	ABH SERVICES, INC.	50218	\$ 90.00	\$ -	\$ 90.00
ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,814.27	\$ 1,814.27
413	APPLE VALLEY OFF.PRODUCT	49966	\$ 197.27	\$ -	\$ 197.27
424	AMERICAN TRUCK SERVICES	50107	\$ 5,448.00	\$ -	\$ 5,448.00
PAYROL L	REBECCA F. BURNS		\$ -	\$ 53.54	\$ 53.54
440	B-K OFFICE SUPPLY INC	50220	\$ 730.68	\$ -	\$ 730.68
425	BOLAND SERVICES	50207	\$ 1,101.00	\$ -	\$ 1,101.00
712	BIDDLE CONSULTING GROUP	49807	\$ 607.99	\$ -	\$ 607.99
439	JENNIFER M. BROCKMAN		\$ -	\$ 251.14	\$ 251.14
401	BEAN & BEAN ATTYS AT LAW		\$ -	\$ 1,600.00	\$ 1,600.00
PAYROL L	WHITNEY BARRETT		\$ -	\$ 41.28	\$ 41.28
712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
712	LYNN CARROLL		\$ -	\$ 418.88	\$ 418.88
401	CHOICE STAFFING, INC.		\$ -	\$ 1,000.35	\$ 1,000.35
440	CHOICE STAFFING, INC.		\$ -	\$ 1,301.07	\$ 1,301.07
PAYROL L	COLONIAL LIFE		\$ -	\$ 756.42	\$ 756.42
PAYROL L	REBECCA CHALK		\$ -	\$ 20.08	\$ 20.08
717	DONALD B. RICE TIRE CO.	50205	\$ 515.12	\$ -	\$ 515.12
PAYROL L	HIGHMARK INC		\$ -	\$ 597.60	\$ 597.60
425	84 LUMBER	50206	\$ 2,114.06	\$ -	\$ 2,114.06
405	FEDEX		\$ -	\$ 338.67	\$ 338.67
717	FISHER AUTO PARTS	50209	\$ 1,553.60	\$ -	\$ 1,553.60
415	GENERAL COUNTY FUND-J FE		\$ -	\$ 23,787.12	\$ 23,787.12
413	STEPHANIE GROVE		\$ -	\$ 7.77	\$ 7.77
428	GLOBAL DATA CONSULTANTS		\$ -	\$ 197.50	\$ 197.50
424	GRIFFITH ENERGY SERVICE		\$ -	\$ 1,590.84	\$ 1,590.84
425	GRIFFITH ENERGY SERVICE		\$ -	\$ 9,213.99	\$ 9,213.99

425	GRIFFITH ENERGY SERVICE		\$ -	\$ 64.95	\$ 164.95
716	HILLSIDE VETERINARY HOSP	51167	\$ 40.00	\$ -	\$ 40.00
716	HILLSIDE VETERINARY HOSP	51171	\$ 50.00	\$ -	\$ 50.00
909	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,814.27	\$ 1,814.27
424	JEFFERSON PUBLISH CO INC	50213	\$ 59.98	\$ -	\$ 59.98
439	JEFFERSON PUBLISH CO INC	49960	\$ 107.14	\$ -	\$ 107.14
405	THE JOURNAL	50052	\$ 681.00	\$ -	\$ 681.00
712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
PAYROL L	NANCY KARPOWICZ		\$ -	\$ 37.90	\$ 37.90
PAYROL L	RALPH A LORENZETTI JR		\$ -	\$ 65.54	\$ 65.54
712	LANGUAGE LINE SERVICES		\$ -	\$ 217.44	\$ 217.44
700	LES'S AUTO REPAIR	49659	\$ 90.00	\$ -	\$ 90.00
402	MATTHEW BENDER & CO	49993	\$ 100.94	\$ -	\$ 100.94
405	MATTHEW BENDER & CO	50054	\$ 1,006.62	\$ -	\$ 1,006.62
412	JUDITH A MATLICK		\$ -	\$ 100.23	\$ 100.23
PAYROL L	COMPTROLLER OF MARYLAND		\$ -	\$ 782.56	\$ 782.56
PAYROL L	MERRI MCINTYRE		\$ -	\$ 30.44	\$ 30.44
PAYROL L	VICTORIA MYERS		\$ -	\$ 32.76	\$ 32.76
PAYROL L	KAREN OLDEN		\$ -	\$ 32.56	\$ 32.56
ALLOC	JEFF CO PARKS &		\$ -	\$ 19,049.75	\$ 19,049.75
402	PIFER OFFICE SUPPLY, INC	49990	\$ 161.46	\$ -	\$ 161.46
700	ROMULO QUEZADA		\$ -	\$ 53.20	\$ 53.20
700	RAY ALLEN MFG,LLC.	49666	\$ 99.95	\$ -	\$ 99.95
401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
413	SHEPHERDSTOWN CHRONICLE	49992	\$ 728.64	\$ -	\$ 728.64
405	SPECIALTY BUS SUPPLIES	50050	\$ 1,947.48	\$ -	\$ 1,947.48
405	STAPLES CREDIT PLAN	50051	\$ 636.83	\$ -	\$ 636.83
704	ST/WV REGIONAL JAIL &	50065	\$ 105,847.20	\$ -	\$ 105,847.20
PAYROL L	SHERIFF OF JEFFERSON CO		\$ -	\$ 14.36	\$ 14.36
PAYROL	SHERIFF OF JEFFERSON CO		\$ -	\$ 108.05	\$ 108.05

L					
PAYROL L	SHERIFF OF JEFFERSON CO		\$ -	\$ 32,156.99	\$ 32,156.99
PAYROL L	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 11,508.78	\$ 11,508.78
PAYROL L	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 17,601.59	\$ 17,601.59
PAYROL L	DONITA SCOTT		\$ -	\$ 36.32	\$ 36.32
975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
ALLOC	ST ANDREWS MOUNTAIN		\$ -	\$ 4,000.00	\$ 4,000.00
ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 22,678.27	\$ 22,678.27
700	VANCE OUTDOORS, INC.	49671	\$ 8.00	\$ -	\$ 8.00
405	WEST PAYMENT CENTER	49635	\$ 2,214.88	\$ -	\$ 2,214.88
717	WILLIAMS MOTOR PARTS, IN	50161	\$ 306.50	\$ -	\$ 306.50
PAYROL L	WV PUB EMP RETIRE SYS		\$ -	\$ 33.39	\$ 33.39
PAYROL L	WV PUB EMP RETIRE SYS		\$ -	\$ 10.73	\$ 10.73
PAYROL L	WV PUB EMP RETIRE SYS		\$ -	\$ 25,907.92	\$ 25,907.92
PAYROL L	WV PUB EMP RETIRE SYS		\$ -	\$ 80,602.36	\$ 80,602.36
716	WV BOARD VETERINARY MED	51168	\$ 50.00	\$ -	\$ 50.00
413	LOCKE WYSONG		\$ -	\$ 12.21	\$ 12.21
413	JEAN L ROBERTS		\$ -	\$ 6.66	\$ 6.66
413	JAMES EDDY		\$ -	\$ 22.20	\$ 22.20
413	CHARLES HENRY		\$ -	\$ 3.33	\$ 3.33
413	NORA DRISH		\$ -	\$ 24.98	\$ 24.98
413	MARY R. RING		\$ -	\$ 24.98	\$ 24.98
413	PAUL WILT		\$ -	\$ 17.76	\$ 17.76
413	VIVIAN HENRY		\$ -	\$ 8.33	\$ 8.33
413	GARY HENRY		\$ -	\$ 6.66	\$ 6.66
413	CATHRYN JACKSON		\$ -	\$ 7.77	\$ 7.77
413	ANITA FLESHMAN		\$ -	\$ 26.64	\$ 26.64
413	ROBERT GRAF SR.		\$ -	\$ 26.64	\$ 26.64
413	ELIZABETH COYLE		\$ -	\$ 26.64	\$ 26.64
413	MELINDA MAYE		\$ -	\$ 22.20	\$ 22.20
413	REBECCA JONES		\$ -	\$ 9.99	\$ 9.99
413	DEVON ENGLE		\$ -	\$ 22.20	\$ 22.20
413	DEBORAH LONGO		\$ -	\$ 14.43	\$ 14.43
413	LAUREN JONES		\$ -	\$ 27.75	\$ 27.75
413	JENNIFER SCHULTZ		\$ -	\$ 29.42	\$ 29.42
413	JENNIFER JONES		\$ -	\$ 20.54	\$ 20.54
413	DEBORAH ROYALTY		\$ -	\$ 31.64	\$ 31.64
413	ANGELA BREEDEN		\$ -	\$ 19.43	\$ 19.43

413	KELLI MOFFETT		\$ -	\$ 3.89	\$ 3.89
413	PETER FRICKE		\$ -	\$ 23.31	\$ 23.31
413	LORNA FRYE		\$ -	\$ 16.37	\$ 16.37
413	BRIAN HIGGS		\$ -	\$ 50.00	\$ 50.00
413	KELLE MOULTON-BALL		\$ -	\$ 50.00	\$ 50.00
413	CATHY KERNS		\$ -	\$ 17.76	\$ 17.76
413	JEAN GARRETSON		\$ -	\$ 50.00	\$ 50.00
413	TRACY BALL		\$ -	\$ 50.00	\$ 50.00
413	TERESA FORSYTH		\$ -	\$ 16.65	\$ 16.65
413	CAROLYN WATSON		\$ -	\$ 50.00	\$ 50.00
413	LORENA NATHAN		\$ -	\$ 50.00	\$ 50.00
413	SANDRA CHRISTIAN		\$ -	\$ 50.00	\$ 50.00
413	EUPHEMIA KALLAS		\$ -	\$ 50.00	\$ 50.00
413	AGNES JONES		\$ -	\$ 50.00	\$ 50.00
413	LORRAINE GOFF		\$ -	\$ 22.20	\$ 22.20
413	JEFFERSON ACADEMY		\$ -	\$ 200.00	\$ 200.00
					\$ 398,800.68
			\$ 126,584.34	\$ 272,216.34	\$ 398,800.68

- **Motion by Ms. Morgan to approve the accounts payable for November 29, 2012 in the amount of \$39,880.68. Motion seconded by Mr. Manuel and unanimously approved.**

Ms. Morgan expressed her concern that the postponed Public Hearing regarding the BCT Bank request was reported in the Journal as being held this evening, Thursday, November 29, 2012. The Journal representative present at the meeting agreed to post on the Journal website that the meeting had been postponed.

PUBLIC COMMENT:

- Eleanor Finn, League of Women Voters, read a statement from the League expressing their concerns regarding the Counties Public Hearing and Public Input procedures for the 340 Study.
- David Tabb left a list of questions for the Commission after receiving the West Virginia County Commission pamphlet.

PRESENTATIONS:

1. Bill Polk, Maintenance Director - Approval of Cleaning Bids. Mr. Polk reported that a savings of \$30,000-\$40,000 could be realized if cleaning service was reduced to a Monday, Wednesday, Friday schedule. He felt that three day a week service would be sufficient to meet the needs of County. Ms. Morgan expressed her concern that a Virginia based company would not hire local workers. Mr. Polk assured the Commission that he had received only one bid from a Martinsburg Company and one bid from a local company for just floor cleaning. Mr. Polk will encourage Covenant Building Maintenance to hire local residents.
 - **Motion by Mr. Manuel to approve the cleaning bid submitted by Covenant Building Maintenance for the cleaning and floor maintenance of the county buildings. Motion seconded by Ms. Morgan**

and unanimously approved.

2. Commission decision on the Petition for Closing Unused Road, Street & Travel Ways from Martin and Brenda Lookingbill. Ms. Noland reported that there had been no negative comments regarding the closing of this right away. Mr. Lookingbill assured the Commissioners that landscaping would be done to improve the appearance of the area.
 - o **Motion by Mr. Manuel to approve the closing of the unused road, street, travel way or alley beginning at Washington Street and extending in a southerly direction to a point 255.83 feet from Washington Street due to fact that it has never been opened or traveled. Motion seconded by Mr. Pellish and unanimously approved.**
3. Roger Goodwin, Chief County Engineer.
 - a. Bond reduction and/ or release for the THZ Enterprises, LLC – Maddex Farm Subdivision, Phase III (PC File #05-05).
 - o Postponed
 - b. Bond reduction and/ or release for the THZ Enterprises, LLC – Maddox Farm Subdivision, Phase IV (PC File #06-07).
 - o Postponed
 - c. Hardship Exemption - The purpose of this hearing request is for the County Commission to consider a request for a hardship exemption from residential impact fees for Ms. Karen Valentine. The procedures for this hearing request are set forth in the Jefferson County, WV Impact Fee Procedures Ordinance.
 - o **Motion by Mr. Manuel to grant the discounted amount, as explained by Mr. Goodwin, for the hardship exemption based on the financial requirements set forth in the Impact Fee Procedures Ordinance, Section (1) (D) (4) (g). Motion seconded by Ms. Morgan and unanimously approved.**
4. Approval of 2013 Holiday Schedule for Jefferson County.
 - o **Motion by Mr. Manuel to approve the 2013 Holiday Schedule for Jefferson County as presented. Motion seconded by Ms. Widmyer and unanimously approved.**

THE COUNTY COMMISSION OF JEFFERSON COUNTY

P.O. Box 250
124 East Washington Street
Charles Town, WV 25414

Phone: 304-728-3284 www.jeffersoncountywv.org Fax: 304-725-7916

JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2013

New Year's Day	Tuesday, January 1, 2013
Martin Luther King's Day	Monday, January 21, 2013
President's Day	Monday, February 18, 2013
Memorial Day	Monday, May 27, 2013
West Virginia Day	Thursday, June 20, 2013
Independence Day	Thursday, July 4, 2013
Labor Day	Monday, September 2, 2013
Columbus Day	Monday, October 14, 2013
Veteran's Day	Monday, November 11, 2013
Thanksgiving Day	Thursday, November 28, 2013
Day after Thanksgiving	Friday, November 29, 2013
Christmas Eve	½ Day, Tuesday, December 24, 2013

Christmas Day
New Years Eve

Wednesday, December 25, 2013
½ Day, Tuesday, December 31, 2013

IN ADDITION TO THE DAYS LISTED ABOVE, THE COMMISSION WILL OBSERVE AS HOLIDAYS, ANY NATIONAL, STATE OR OTHER ELECTION DAY THROUGHOUT THE COUNTY, AND ALL DAYS WHICH MAY BE APPOINTED OR RECOMMENDED BY THE GOVERNOR, OF THIS STATE, OR THE PRESIDENT OF THE UNITED STATES, AS DAYS OF THANKSGIVING, OR FOR THE GENERAL CESSATION OF BUSINESS, ANY DAY OR PART THEREOF DESIGNATED BY THE GOVERNOR AS TIME OFF, WITHOUT CHARGE AGAINST ACCRUED ANNUAL LEAVE, FOR STATE EMPLOYEES STATEWIDE MAY ALSO BE TIME OFF FOR COUNTY EMPLOYEES IF THE COUNTY COMMISSION ELECTS TO DESIGNATE THE DAY OR PART THEREOF AS TIME OFF, WITHOUT CHARGE AGAINST ACCRUED ANNUAL LEAVE FOR COUNTY EMPLOYEES. ANY ENTIRE OR PART STATE WIDE DAY OFF DESIGNATED BY THE GOVERNOR MAY, FOR ALL COURTS, BE TREATED AS IF IT WERE A LEGAL HOLIDAY, AS PROVIDED FOR IN 2-2-1 OF THE WEST VIRGINIA CODE, AS AMENDED.

Date: _____

PRESIDENT, JEFFERSON COUNTY COMMISSION

Ms. Noland stated since the meeting schedule had been changed to the first and third Thursday of each month there would be a meeting scheduled for December 20, 2012. Did the Commission wish to change to the first and second week for the month of December as they usually take off the last two weeks of the month?

- **Motion by Mr. Pellish to change the meeting schedule for December to the first and second weeks of December. Motion seconded by Mr. Manuel. After much discussion regarding the changing of meeting dates and its impact on the citizens, Mr. Pellish withdrew his motion and Mr. Manuel withdrew his second.**

5. Commission took a break at 10:24 am
Commission reconvened at 10:34 am.
6. Request for a move from a Grade IV, Step L to a Grade V, Step A for Lynn Carroll during her temporary assignment as Interim Deputy Director from Dispatcher effective November 18, 2012 along with the permission to advertize the position of Deputy Director.
 - **Motion by Ms. Widmyer to move Lynn Carroll's pay grade from Grade IV, Step L to a Grade V, Step A during her temporary assignment as Interim Deputy Director effective as of November 18, 2012. Motion seconded by Ms. Morgan and unanimously approved.**
 - **Motion by Ms. Widmyer to authorize Mr. Polczynski to advertize for the position of Deputy Director. Motion seconded by Mr. Manuel and unanimously approved.**

NEW BUSINESS:

7. The Commission members each shared their priorities for the upcoming Legislative Session:
 - Ms. Morgan – Marc Train, Overt Gender Bias in the State Code.
 - Mr. Manuel – Transfer Tax Issues, Marc Train.
 - Ms. Widmyer – Support of Senator Snyder & Delegate Doyle for the amending of Article 36 of the State Code, Expanding Medicaid coverage to receive Federal Funding.
 - Mr. Pellish – Becoming more active protecting County from the Chesapeake Bay Legislation.
 - Ms. Noland - Regional Jail – containment or reduction of county costs, Marc Train.
- **Motion by Mr. Manuel that the Commission set three (3) priorities to present at the Legislative Session in the following order of priority**
 - **Marc Train**
 - **Transfer Tax – Regional Jail Center**
 - **Unfunded Mandates – such as Chesapeake Bay Cleanup, inability to bid election ballots and election materials.**
- **Motion seconded by Mr. Pellish.**
- **Motion by Ms. Morgan to amend motion to include support of Senator Snyder and Delegate Doyle in amending Article 36 B as a fourth (4th) priority. Amended motion seconded by Ms. Widmyer and unanimously approved.**

8. Todd Fagan, Director of GIS. Presentation of the West Virginia Technical Assistance Grants Program and the West Virginia Broadband Mapping Program Grant for acceptance by the County Commission of the grant funding.
 - o **Motion by Mr. Manuel to accept WV Broadband Mapping Grant in the amount of \$30,000 with required 25% County match (\$7,500) and pledge in-kind services (\$8,875); and issue an RFP seeking contractual services toward Enterprise Content and Online Public Land Records Management System and to accept WV Broadband Mapping Grant in the amount of \$30,000 with required 25% County match (\$7,500) and pledge in-kind services (\$8,875); and issue an RFP seeking contractual services toward Public Land Records Digitization and Archive. Motion seconded by Mr. Pellish and unanimously approved.**

9. Daniel Lutz, owner of Feagan’s Mill and Wheatland Village. Mr. Lutz is requesting the assistance of the County Commission in the preservation of the last complete intact and operable 18th Century Grist Mill. Mr. Lutz shared the history of Feagan’s Mill with the Commissioners and his desire to open the 1740’s Mill to the public. Mr. Lutz is having some issues in regard to the fact that the mill is listed in a Flood Plain. He explained that if he could not resolve this issue, he would regrettably sell the mill, have it dismantled, and moved out of the County. Members of the Planning & Zoning Commission have been working with Mr. Lutz on Site Plan and Building Permit process, but have no authority over FEMA or in removing a property from a Flood Plain. They have explained to Mr. Lutz that he will have to hire an engineer to make a report to FEMA regarding the Flood Plain issue. The Commissioners expressed their desire to have this valuable piece of history remain in the County but explained that their hands are tied also regarding FEMA and the Flood Plain issue. Ms. Brockman explained that if a property is in a flood plain the County has no choice but to enforce the flood plain regulation or it will jeopardize the insurance program for the entire County. The Commissioners requested that members of the Planning and Zoning Commission contact their representatives in FEMA, arrange a meeting for Mr. Lutz, and have staff attend it with him to see how this issue could best be resolved.

10. Commission took a short break at 12:25 pm.
Commission reconvened at 12:34 pm.

FINANCIAL DIRECTOR REPORTS:

- Paul Shroyer, Director of Financial Management, requested approval of Budget Revision #9.

At a regular session of the Jefferson County Commission, held on the 29th Day of November, 2012, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimated (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure of obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number #9 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by Mr. Manuel, and duly seconded by Ms. Morgan the vote was as follows:

Dale Manuel Yes

Frances Morgan	<u>Yes</u>
Patsy Noland	<u>Yes</u>
Walter Pellish	<u>Yes</u>
Lyn Widmyer	<u>Yes</u>

Whereupon, Commissioner Noland declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patsy Noland, President of the Jefferson County Commission, is authorized to affix her signature to the attached “Request for Revision to Approved Budget” to be sent to the State Auditor for approval.

Patsy Noland, President
Jefferson County Commission

- Proposed Capital Project List and Five Year Budget as of November 2012. Mr. Shroyer presented the Proposed Capital Project List and Five Year Budget as of November 2012 to the Commissioners and answered questions regarding status of projects and carryover to the next year and subsequent years. It was thought that this list should be presented quarterly for review and status update on projects. Ms. Keyser stated that there is a four page Capital Project Cost Sheet that provides an analysis of the project, and although a project might be on the list, the department has to come before the Commission with cost justification and to complete a presentation. It still requires the Commission approval to move forward. The Commissioners agreed to look at the list and come in with their priorities and work together to come up with a master priority list.

COUNTY ADMINISTRATOR REPORTS:

- December 5th there will be an OSHA & Safety Training for Elected Official, Department Managers, Maintenance and Park & Recreation this is being presented by the WV Workers Compensation Carrier.

COUNTY COMMISSION REPORTS:

Commissioner Manuel:

Attended the ESA Meeting.
Extended an invitation to the Santa Toy Shop Reception on December 13th by the Kiwanis.
Invited the Commissioners to the Leeds Corbin Benefit.

Commissioner Morgan:

Workforce Investment Conference Call.
Participated in Certifying the Vote.
Attended a meeting of Healthier Jefferson County.
Telamon Community Action Board Meeting.
Engaged in the Farmland Protection Farm Monitoring.
Announced that on Nov 30th, 7pm, (at the White Church) – a presentation on the Geo-Explorer Project.

Commissioner Noland:

Attended a CVB Meeting.
Meet with Amy, at the Council on Aging.

Commissioner Pellish:

Received two lovely Birthday Calls.
Visited, unannounced, the Animal Control Center.

Commissioner Widmyer:

Attended the Water Advisory Committee Meeting.
Attended a Board Meeting for Community Ministries Meeting.
Meet with the Eastern Panhandle Trailblazers.
Attended the Eastern Panhandle Economic Outlook Conference.
Attended a lecture sponsored by the Scarborough Society – Jeanne Mozier was the speaker.

County Administrator Report (continued)

- Briel Building/Liberty Building – Continuing negotiations.
 - **Motion by Ms. Morgan to go into Executive Session to discuss property acquisition in accordance with WV Code §6-9A-4(9), to consider matters involving or affecting the purchase, sale or lease of property, in regard to 201 N. George Street , Charles Town, WV. Motion seconded by Mr. Pellish and unanimously approved.**
 - Ms. Morgan wanted once more to go on record in stating that the Journal was incorrect in their reporting of the Public Hearing this evening and hopes that word gets out the meeting has been postponed until sometime in January of 2013.
 - **Motion by Mr. Manuel to come out of Executive Session. Motion seconded by Ms. Morgan and unanimously approved.**
 - **Motion by Mr. Manuel to permit Ms. Keyser to continue negotiations with regards to the Briel Building and to make a formal offer. Motion seconded by Mr. Pellish.**
 - **Motion by Ms. Morgan to table the motion. Motion dies for lack of second.**
 - **Original motion approved on a vote of 4-1 with Ms. Morgan opposing.**

Motion by Mr. Manuel to adjourn at 1:33. Motion seconded by Ms. Widmyer and unanimously approved.

PATRICIA A. NOLAND, PRESIDENT

