

Minutes
Jefferson County Commission
Thursday, December 20, 2012

A meeting of the Jefferson County Commission was held on Thursday, December 20, 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, County Administrator, Cynthia Schott, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the December 20, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Morgan led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the December 6, 2012 regular meeting with noted correction. Motion seconded by Mr. Manuel and unanimously approved.

President Noland requested a moment of silence in honor of the community of Newton Connecticut.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$139,637.64 being P. O. Nos. 49856, 50300, 50203, 50297, 50302, 50307, 49895, 49897, 51229, 51230, 50000, 50001, 50254, 50255, 50256, 50257, 50299, 50301, 50303, 51231, 50244, 50860, 49797, 49800, 50112, 51228, 50293, 50294, 50296, 50304, 50308, 50309, 51232, 50056, and 50057. Motion seconded by Mr. Pellish and unanimously approved.

Mr. Manuel noted that \$89, 840.80 of the \$139,637.64 was paid to the Regional Jail.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Manuel to approve the accounts payable for December 13, 2012 in the amount of \$69,958.63. Motion seconded by Mr. Pellish and unanimously approved.

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|------|-----------------------|-------|-------------|-------------|--------------|
| 068831 | 424 | AT&T/IL | | \$ - | \$ 0.31 | \$ 0.31 |
| 068832 | 700 | AUTOZONE | | \$ - | \$ 108.90 | \$ 108.90 |
| 068832 | 717 | AUTOZONE | | \$ - | \$ 246.53 | \$ 246.53 |
| 068833 | 425 | B-K OFFICE SUPPLY INC | 50288 | \$ 840.25 | \$ - | \$ 840.25 |
| 068833 | 425 | B-K OFFICE SUPPLY INC | 50295 | \$ 63.90 | \$ - | \$ 63.90 |
| 068833 | 440 | B-K OFFICE SUPPLY INC | 50221 | \$ 1,142.39 | \$ - | \$ 1,142.39 |
| 068834 | 424 | BOLAND SERVICES | 52062 | \$ 7,958.00 | \$ - | \$ 7,958.00 |
| 068834 | 424 | BOLAND SERVICES | 52062 | \$ 3,212.00 | \$ - | \$ 3,212.00 |
| 068834 | 424 | BOLAND SERVICES | 52829 | \$ 270.00 | \$ - | \$ 270.00 |
| 068834 | 425 | BOLAND SERVICES | 51117 | \$ 991.01 | \$ - | \$ 991.01 |
| 068835 | 700 | GEORGE BRADSHAW | | \$ - | \$ 2,440.00 | \$ 2,440.00 |
| 068836 | 425 | CITY OF CHARLES TOWN | 50287 | \$ 40.00 | \$ - | \$ 40.00 |
| 068837 | 401 | CHOICE STAFFING, INC. | | \$ - | \$ 1,333.80 | \$ 1,333.80 |

| | | | | | | |
|--------------|---------|---------------------------|-------|---------------------|---------------------|---------------------|
| 068837 | 440 | CHOICE STAFFING, INC. | | \$ - | \$ 2,192.06 | \$ 2,192.06 |
| 068838 | 425 | 84 LUMBER | 50298 | \$ 1.89 | \$ - | \$ 1.89 |
| 068839 | 717 | GUY'S BUICK-GMC TRUCK IN | 50284 | \$ 169.00 | \$ - | \$ 169.00 |
| 068840 | 425 | GRAINGER, INC | 50285 | \$ 25.20 | \$ - | \$ 25.20 |
| 068841 | 433 | JESSICA GORMONT | | \$ - | \$ 161.00 | \$ 161.00 |
| 068842 | 402 | SALLY GRAN | | \$ - | \$ 30.00 | \$ 30.00 |
| 068842 | 402 | SALLY GRAN | | \$ - | \$ 25.81 | \$ 25.81 |
| 068843 | 717 | GUTTMAN OIL CO | | \$ - | \$ 14,365.97 | \$ 14,365.97 |
| 068844 | 428 | GLOBAL DATA CONSULTANTS | | \$ - | \$ 432.50 | \$ 432.50 |
| 068845 | 424 | GRIFFITH ENERGY SERVICE | | \$ - | \$ 1,817.42 | \$ 1,817.42 |
| 068846 | 425 | JEFF CO PUBLIC SER DEPT | | \$ - | \$ 153.80 | \$ 153.80 |
| 068847 | 404 | JEFFERSON PUBLISH CO INC | 52086 | \$ 4,642.54 | \$ - | \$ 4,642.54 |
| 068847 | 413 | JEFFERSON PUBLISH CO INC | 49996 | \$ 756.04 | \$ - | \$ 756.04 |
| 068847 | 413 | JEFFERSON PUBLISH CO INC | 50002 | \$ 81.10 | \$ - | \$ 81.10 |
| 068848 | 425 | JEFFERSON UTILITIES INC | | \$ - | \$ 499.76 | \$ 499.76 |
| 068849 | 413 | JEFFERSON COUNTY SCHOOLS | 49997 | \$ 1,155.00 | \$ - | \$ 1,155.00 |
| 068850 | 717 | JASPER ENGINE&TRANSMISSN | 50289 | \$ 2,756.00 | \$ - | \$ 2,756.00 |
| 068851 | 712 | LANGUAGE LINE SERVICES | | \$ - | \$ 58.16 | \$ 58.16 |
| 068852 | 712 | MORGAN TROPHIES AWARDS | 49796 | \$ 17.00 | \$ - | \$ 17.00 |
| 068853 | 424 | VERIZON BUSINESS | | \$ - | \$ 1,137.54 | \$ 1,137.54 |
| 068854 | 401 | FRANCES B. MORGAN | | \$ - | \$ 41.64 | \$ 41.64 |
| 068855 | 402 | PIFER OFFICE SUPPLY, INC | 49999 | \$ 63.43 | \$ - | \$ 63.43 |
| 068855 | 403 | PIFER OFFICE SUPPLY, INC | 49896 | \$ 7.25 | \$ - | \$ 7.25 |
| 068855 | 404 | PIFER OFFICE SUPPLY, INC | 52085 | \$ 128.52 | \$ - | \$ 128.52 |
| 068856 | 401 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 147.50 | \$ 147.50 |
| 068856 | 402 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 88.00 | \$ 88.00 |
| 068856 | 403 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 792.00 | \$ 792.00 |
| 068856 | 404 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 2,745.74 | \$ 2,745.74 |
| 068856 | 406 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 70.00 | \$ 70.00 |
| 068857 | 711 | SOFTWARE COMPUTER GROUP | 53192 | \$ 150.00 | \$ - | \$ 150.00 |
| 068858 | 425 | SHENANDOAH VALLEY WATER | | \$ - | \$ 666.65 | \$ 666.65 |
| 068859 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 9,861.08 | \$ 9,861.08 |
| 068860 | 425 | CAPITAL TRISTATE | 50204 | \$ 2,311.94 | \$ - | \$ 2,311.94 |
| 068861 | 425 | THOMPSON GAS | | \$ - | \$ 591.29 | \$ 591.29 |
| 068862 | 424 | TRENARY SERVICE CO | 50286 | \$ 2,947.67 | \$ - | \$ 2,947.67 |
| 068863 | 403 | UNITED SYSTEMS & SOFTWARE | | \$ - | \$ 199.00 | \$ 199.00 |
| 068864 | 425 | VALLEY HARDWARE COMPANY | 50158 | \$ 22.04 | \$ - | \$ 22.04 |
| | | | | | | |
| | | | | | | |
| TOTAL | | | | | | \$ 69,958.63 |
| TOTAL | | | | \$ 29,752.17 | \$ 40,206.46 | \$ 69,958.63 |

Motion by Ms. Morgan to approve the accounts payable for December 20, 2012 in the amount of \$413,934.35.

Motion seconded by Mr. Pellish and unanimously approved.

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-----------|--------------|--------------|
| 068867 | PAYROLL | AMERICAN FAMILY LIFE ICU | | \$ - | \$ 3,725.38 | \$ 3,725.38 |
| 068868 | 425 | COMCAST | | \$ - | \$ 349.95 | \$ 349.95 |
| 068869 | ALLOC | AHA/ART&HUMANITIES ALLNC | | \$ - | \$ 2,231.92 | \$ 2,231.92 |
| 068870 | 712 | B-K OFFICE SUPPLY INC | 49798 | \$ 56.98 | \$ - | \$ 56.98 |
| 068871 | PAYROLL | BUREAU F/CHILD SUPPORT | | \$ - | \$ 49.85 | \$ 49.85 |
| 068872 | 406 | ELIZABETH JUNE BOWERS | | \$ - | \$ 31.53 | \$ 31.53 |
| 068873 | PAYROLL | BUREAU F/CHILD SPRT ENF | | \$ - | \$ 212.31 | \$ 212.31 |
| 068874 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 461.54 | \$ 461.54 |
| 068875 | 712 | LORI BROWN | | \$ - | \$ 66.05 | \$ 66.05 |
| 068876 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 23.08 | \$ 23.08 |
| 068877 | PAYROLL | VA DEPT OF TAXATION | | \$ - | \$ 992.14 | \$ 992.14 |
| 068878 | PAYROLL | CHILD SUPPORT ENFORCE AG | | \$ - | \$ 27.69 | \$ 27.69 |
| 068879 | PAYROLL | COLONIAL LIFE | | \$ - | \$ 756.42 | \$ 756.42 |
| 068880 | PAYROLL | DIVERSIFIED COLLECTION | | \$ - | \$ 154.83 | \$ 154.83 |
| 068881 | PAYROLL | HIGHMARK INC | | \$ - | \$ 594.00 | \$ 594.00 |
| 068882 | 401 | FEDEX | | \$ - | \$ 32.60 | \$ 32.60 |
| 068882 | 405 | FEDEX | | \$ - | \$ 59.11 | \$ 59.11 |
| 068883 | 717 | FLEETPRIDE | 51233 | \$ 44.20 | \$ - | \$ 44.20 |
| 068884 | 415 | GENERAL COUNTY FUND-J FE | | \$ - | \$ 22,171.93 | \$ 22,171.93 |
| 068885 | 440 | HEWETT & ASSOCIATES | 50223 | \$ 85.00 | \$ - | \$ 85.00 |
| 068886 | PAYROLL | ING NATIONAL TRUST | | \$ - | \$ 1,685.00 | \$ 1,685.00 |
| 068887 | ALLOC | JEFFERSON COUNTY HISTORI | | \$ - | \$ 2,231.92 | \$ 2,231.92 |
| 068888 | 439 | JEFFERSON PUBLISH CO INC | 49962 | \$ 97.02 | \$ - | \$ 97.02 |
| 068888 | 401 | JEFFERSON PUBLISH CO INC | | \$ - | \$ 142.92 | \$ 142.92 |
| 068889 | ALLOC | BOYS & GIRLS CLUB | | \$ - | \$ 2,000.00 | \$ 2,000.00 |
| 068890 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 40.00 | \$ 40.00 |
| 068890 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 4,693.00 | \$ 4,693.00 |
| 068891 | 405 | DANIEL M. JAMES | | \$ - | \$ 159.84 | \$ 159.84 |
| 068892 | 717 | J & K PRECISION AUTO CAR | 50305 | \$ 18.95 | \$ - | \$ 18.95 |
| 068893 | 401 | MATTHEW BENDER & CO | | \$ - | \$ 118.94 | \$ 118.94 |
| 068894 | 425 | MAGAHA, INC. | 50306 | \$ 35.90 | \$ - | \$ 35.90 |
| 068895 | PAYROLL | COMPTROLLER OF MARYLAND | | \$ - | \$ 782.56 | \$ 782.56 |
| 068896 | 425 | HOME DEPOT CREDIT SERVIC | | \$ - | \$ 0.49 | \$ 0.49 |
| 068897 | PAYROLL | HELEN M. MORRIS, TRUSTEE | | \$ - | \$ 150.00 | \$ 150.00 |
| 068898 | PAYROLL | NATIONWIDE RETIREMENT | | \$ - | \$ 774.00 | \$ 774.00 |
| 068899 | 712 | NAEMD | 49819 | \$ 100.00 | \$ - | \$ 100.00 |
| 068900 | ALLOC | JEFF CO PARKS & | | \$ - | \$ 23,435.13 | \$ 23,435.13 |
| 068901 | 403 | PROGRESSIVE PRINTING | 49898 | \$ 78.00 | \$ - | \$ 78.00 |
| 068902 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 1,920.90 | \$ 1,920.90 |
| 068903 | 401 | RICOH USA, INC./GA | | \$ - | \$ 252.73 | \$ 252.73 |
| 068903 | 403 | RICOH USA, INC./GA | | \$ - | \$ 287.58 | \$ 287.58 |

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|--------|---------|--------------------------|-------|----------|--------------|--------------|
| 068903 | 404 | RICOH USA, INC./GA | | \$ - | \$ 123.90 | \$ 123.90 |
| 068903 | 405 | RICOH USA, INC./GA | | \$ - | \$ 423.90 | \$ 423.90 |
| 068903 | 406 | RICOH USA, INC./GA | | \$ - | \$ 123.90 | \$ 123.90 |
| 068903 | 425 | RICOH USA, INC./GA | | \$ - | \$ 48.10 | \$ 48.10 |
| 068903 | 433 | RICOH USA, INC./GA | | \$ - | \$ 197.41 | \$ 197.41 |
| 068903 | 440 | RICOH USA, INC./GA | | \$ - | \$ 197.41 | \$ 197.41 |
| 068903 | 700 | RICOH USA, INC./GA | | \$ - | \$ 295.90 | \$ 295.90 |
| 068903 | 712 | RICOH USA, INC./GA | | \$ - | \$ 267.08 | \$ 267.08 |
| 068904 | 405 | STAPLES CREDIT PLAN | 50055 | \$ 29.98 | \$ - | \$ 29.98 |
| 068905 | 408 | STATE TAX DEPARTMENT | | \$ - | \$ 13,089.04 | \$ 13,089.04 |
| 068906 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 8.89 | \$ 8.89 |
| 068906 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 2.48 | \$ 2.48 |
| 068906 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 9,784.32 | \$ 9,784.32 |
| 068906 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 35,088.73 | \$ 35,088.73 |
| 068906 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 85.26 | \$ 85.26 |
| 068906 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 23.78 | \$ 23.78 |
| 068906 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 7.37 | \$ 7.37 |
| 068906 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 118.84 | \$ 118.84 |
| 068906 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 39,815.63 | \$ 39,815.63 |
| 068907 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 29,766.21 | \$ 29,766.21 |
| 068907 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 103.40 | \$ 103.40 |
| 068907 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 3.83 | \$ 3.83 |
| 068908 | PAYROLL | WV DEPUTY SHRF RETIREMEN | | \$ - | \$ 10,127.47 | \$ 10,127.47 |
| 068908 | PAYROLL | WV DEPUTY SHRF RETIREMEN | | \$ - | \$ 15,489.02 | \$ 15,489.02 |
| 068909 | 717 | TRI STATE TIRES | 51236 | \$ 68.00 | \$ - | \$ 68.00 |
| 068910 | 401 | UNITED BANKCARD CENTER | | \$ - | \$ 351.83 | \$ 351.83 |
| 068910 | 402 | UNITED BANKCARD CENTER | | \$ - | \$ 69.90 | \$ 69.90 |
| 068910 | 402 | UNITED BANKCARD CENTER | | \$ - | \$ 219.00 | \$ 219.00 |
| 068910 | 402 | UNITED BANKCARD CENTER | | \$ - | \$ 4.24 | \$ 4.24 |
| 068910 | 402 | UNITED BANKCARD CENTER | | \$ - | \$ 50.00 | \$ 50.00 |
| 068910 | 403 | UNITED BANKCARD CENTER | | \$ - | \$ 44.87 | \$ 44.87 |
| 068910 | 403 | UNITED BANKCARD CENTER | | \$ - | \$ 38.61 | \$ 38.61 |
| 068910 | 405 | UNITED BANKCARD CENTER | | \$ - | \$ 200.00 | \$ 200.00 |
| 068910 | 405 | UNITED BANKCARD CENTER | | \$ - | \$ 1,125.00 | \$ 1,125.00 |
| 068910 | 412 | UNITED BANKCARD CENTER | | \$ - | \$ 446.97 | \$ 446.97 |
| 068910 | 413 | UNITED BANKCARD CENTER | | \$ - | \$ 104.99 | \$ 104.99 |
| 068910 | 413 | UNITED BANKCARD CENTER | | \$ - | \$ 1,054.69 | \$ 1,054.69 |
| 068910 | 415 | UNITED BANKCARD CENTER | | \$ - | \$ 74.98 | \$ 74.98 |
| 068910 | 424 | UNITED BANKCARD CENTER | | \$ - | \$ 98.13 | \$ 98.13 |
| 068910 | 424 | UNITED BANKCARD CENTER | | \$ - | \$ 17,795.48 | \$ 17,795.48 |
| 068910 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 911.54 | \$ 911.54 |
| 068910 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 483.06 | \$ 483.06 |
| 068910 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 133.53 | \$ 133.53 |
| 068910 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 57.40 | \$ 57.40 |

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|--------------|---------|-------------------------|-------|--------------------|----------------------|----------------------|
| 068910 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 68.38 | \$ 68.38 |
| 068910 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 98.02 | \$ 98.02 |
| 068910 | 428 | UNITED BANKCARD CENTER | | \$ - | \$ 47.06 | \$ 47.06 |
| 068910 | 428 | UNITED BANKCARD CENTER | | \$ - | \$ 488.00 | \$ 488.00 |
| 068910 | 433 | UNITED BANKCARD CENTER | | \$ - | \$ 148.39 | \$ 148.39 |
| 068910 | 433 | UNITED BANKCARD CENTER | | \$ - | \$ 105.00 | \$ 105.00 |
| 068910 | 433 | UNITED BANKCARD CENTER | | \$ - | \$ 175.00 | \$ 175.00 |
| 068910 | 439 | UNITED BANKCARD CENTER | | \$ - | \$ 175.00 | \$ 175.00 |
| 068910 | 439 | UNITED BANKCARD CENTER | | \$ - | \$ 10.50 | \$ 10.50 |
| 068910 | 439 | UNITED BANKCARD CENTER | | \$ - | \$ 381.92 | \$ 381.92 |
| 068910 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 129.94 | \$ 129.94 |
| 068910 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 77.00 | \$ 77.00 |
| 068910 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 268.36 | \$ 268.36 |
| 068910 | 711 | UNITED BANKCARD CENTER | | \$ - | \$ 596.11 | \$ 596.11 |
| 068910 | 712 | UNITED BANKCARD CENTER | | \$ - | \$ 200.80 | \$ 200.80 |
| 068910 | 712 | UNITED BANKCARD CENTER | | \$ - | \$ 2,272.36 | \$ 2,272.36 |
| 068910 | 716 | UNITED BANKCARD CENTER | | \$ - | \$ 519.43 | \$ 519.43 |
| 068911 | ALLOC | JEFFERSON CO CONVENTION | | \$ - | \$ 27,898.97 | \$ 27,898.97 |
| 068912 | 405 | WEST PAYMENT CENTER | 49635 | \$ 2,043.88 | \$ - | \$ 2,043.88 |
| 068913 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 24,811.40 | \$ 24,811.40 |
| 068913 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 3.89 | \$ 3.89 |
| 068913 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 12.10 | \$ 12.10 |
| 068913 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 77,190.93 | \$ 77,190.93 |
| 068914 | PAYROLL | WV CPRB/LOAN DIVISION | | \$ - | \$ 133.20 | \$ 133.20 |
| 068915 | 401 | WINCHESTER STAR | | \$ - | \$ 924.00 | \$ 924.00 |
| 068916 | PAYROLL | WVCORP | | \$ - | \$ 28,546.25 | \$ 28,546.25 |
| 068916 | PAYROLL | WVCORP | | \$ - | \$ (3,127.00) | \$ (3,127.00) |
| 068917 | 413 | SARAH SHADLE | | \$ - | \$ 50.00 | \$ 50.00 |
| | | | | | | |
| TOTAL | | | | | | \$ 413,934.35 |
| TOTAL | | | | \$ 2,657.91 | \$ 411,276.44 | \$ 413,934.35 |

PUBLIC COMMENT:

Kathy Knight – In lieu of the current tragedy in Connecticut, Ms. Knight spoke to the issue of mental health, her personal experience living with a child who has Asperger’s and the country’s lack of resources for help.

Eleanor Finn – Thanked the Commissioners for their hard work through the year on behalf of the County.

David Tabb – Spoke on accountability for choices made in regard to the shootings in Connecticut and the Open Meeting Statute.

Jennifer Brockman, Director of Planning and Zoning introduced Chris Whittaker, the new Comprehensive Plan Planner.

PRESENTATIONS:

- Matt Mullenax - Update on Broadband Survey.
- Robert Shirley, Sheriff – Approval of New Hire, Animal Control Officer.
 - **Motion by Ms. Morgan to approve the hire of Dorothy Turley for the position as an Animal Control Officer as budgeted for in July. Motion seconded by Mr. Manuel and unanimously approved.**
- Needed vote by Commission on main motion from December 6, 2012 meeting.
 - **Motion by Mr. Manuel that the Commission set three priorities to present at the Legislative Session in the following order of priority Marc Trains, Transfer Tax – (such as) – Regional Jail Center and Unfunded Mandates (such as) Chesapeake Bay Cleanup, inability to bid election ballots and election materials. Motion seconded by Mr. Pellish.**
 - **Amended motion by Ms. Morgan to include support of Senator Snyder and Delegate Doyle in amending Article 36B as a fourth priority. Motion seconded by Ms. Widmyer and unanimously approved.**
 - **Motion by Mr. Pellish to vote on the original motion made by Mr. Manuel setting three priorities and adding Ms. Morgan’s amendment including a fourth priority. Motion seconded by Ms. Morgan and unanimously approved.**

Ms. Widmyer requested the record reflect this subject was discussed at length at the December 6, 2012 by the Commissioners.

- Roger Goodwin, Department of Engineering – Bond Reduction/Release.
 - Complete release of the Construction Bond security for WV Hunter, LLC/National Land Partners, LLC – Waterside Reserve Subdivision (File#05-19). Letter of Credit #598 with First United Bank & Trust, Oakland, Maryland.
 - **Motion by Mr. Manuel to authorize a complete release of the remaining \$139,942.00 construction bond for WV Hunter, LLC/National Land Partners LLC – Waterside Reserve Subdivision (File #05-19). Motion seconded by Ms. Morgan and unanimously approved.**
 - Complete release of the Construction Bond security for Jefferson Reality, LLC-Country Roads Market (File #S11-08) – Letter of Credit #318 with the Bank of Charles Town, Charles Town, WV.
 - **Motion by Mr. Pellish to authorize the complete release of the remaining \$96,067.00 construction bond amount for Jefferson Reality, LLC-Country Roads Market (File #S11-08). Motion seconded by Ms. Widmyer and unanimously approved.**

NEW BUSINESS:

- Prepare a letter to the WV Department of Highways regarding a hazardous situation on the new Rt. 9 and Rt. 115 along with concerns at Cattail Road.
 - As a point of order, Ms. Widmyer requested that Agenda items 5 & 6 be combined as they are related. Consensus of the Commission to combine the two agenda items.
 - Lack of night lighting, grade and sight issues at the intersection of Route 9 & 115 and the lack of acceleration lane at Cattail Rd are a few of the road issues facing Jefferson County. These issues

have been brought to the Commissioners attention from constituents through emails, phone calls and personal discussions. Mr. Manuel suggested a “Road Summit”, while the legislature is in session, would be to the benefit of the County. He believes Senator Unger and Senator Snyder would be very good liaisons. This would entail inviting engineers from the WVDOH to discuss road concerns and take a “field trip” to show the WVDOH the actual areas of concern. It was the consensus of the Commission to schedule the “Road Summit” for the fourth (4th) Thursday in January. This will give the Commission time to set their priorities in place before they meet with the WVDOH.

- **Motion by Mr. Manuel to send a letter to the WV Department of Highways to inform them of problem areas and hazardous situations and to attach emails from constituents to alert them to our concerns. Motion seconded by Ms. Morgan and unanimously approved.**

- The Commission took a break at 10:58.
The Commission reconvened at 11:06.
- Approval of half day off on December 24, 2012.
 - **Motion by Mr. Manuel to acknowledge the Governors Proclamation and grant a half day off on December 24, 2012. Motion seconded by Ms. Widmyer and unanimously approved.**
- Approval to reappoint Ben Money to the Property Safety Enforcement Board as Fire Chief Representative.
 - **Motion by Mr. Manuel to reappoint Ben Money to the Property Safety Enforcement Board as Fire Chief Representative. Motion seconded by Ms. Morgan and unanimously approved.**

DIRECTOR OF PLANNING AND ZONING MONTHLY UPDATE

- Ms. Brockman reported to the Commission that the Mayor of Harpers Ferry has requested the assistance from the Planning Commission staff to review their Site Plan Criteria. Ms. Brockman is asking permission from the Commission to allow her to review the Sight Plan Criteria for Harpers Ferry. Ms. Brockman is willing to do this on her own time as it should only take a few hours. Ms. Brockman feels comfortable under the AICP Code of Ethics that providing support to smaller communities in the County is appropriate. It was the consensus of the Commission to have Ms. Brockman and/or her staff assist Harpers Ferry during working hours. Should this take more than 5-6 hours Ms. Brockman will direct the Mayor to come to the Commission.
- Board of Zoning Appeals. Ms. Brockman reported that the Board of Zoning Appeals has openings for members. She will be advertising for new members.
- Update on Comprehensive Plan. Ms. Brockman reported the Comprehensive Plan Steering Committee has met twice in order to get to know one another. The new Comprehensive Plan Planner came to the first meeting of the Steering Committee. The following has been decided by the Comprehensive Plan Steering Committee;
 - A series of Bag & Learn Lunches have been scheduled starting January 9, 2013 and running through February. There will be brief presentations by different County agencies and organizations to try to get all the Steering Committee Members on the same level of information of what is happening in Jefferson County.
 - The group went over the 2004 Comp Plan Implementation Recommendations and review what was implemented and what was not.
 - The Steering Committee has agreed to meeting monthly.
 - There will be Public Input meetings held February 2nd, 4th and 6th. These meetings will be held throughout the County.
 - **Motion by Mr. Manuel to meet formally with the Comprehensive Plan Steering Committee on January 10 or 31, 2013 to show the Committee that Commission is interested in the process and there to support them. Motion seconded by Ms. Noland. Motion fails on a vote of 3-2 with Ms. Widmyer, Ms. Morgan and Mr. Pellish voting against.**
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- Ms. Brockman suggested a meeting with the Steering Committee would be more effective if it was held sometime in March after the Public Input Meetings.

FINANCIAL DIRECTOR REPORTS

Reallocation of Coal Severance order to create a new account called the Jefferson County Coal Reallocation fund. Money must be used for Economic Development. The County must report at the end of the year how the money was spent.

- **Motion by Mr. Manuel to create a Jefferson County Coal Reallocation Fund for Economic Development. Motion seconded by Mr. Pellish and unanimously approved.**

Transfer of \$500,000 from Coal Severance Fund to the Capital Outlay Fund.

- **Motion by Mr. Manuel to transfer \$500,000 from the Coal Severance Fund to the Capital Outlay Fund. Motion seconded by Mr. Pellish and unanimously approved.**

Budget Analysis for the General County Fund for the month ending October 31, 2012. Mr. Shroyer went over General County Fund for the month ending October 31, 2012 and answered questions posed by the Commissioners.

Approval of Internal Budget Revision #106 & #108.

- **Motion by Mr. Manuel to approve Internal Budget Revision #106 in the amount of \$10,000. Reallocation of \$8,000 from the Sheriff's Department Material and Supplies to Contracted Services and \$2,000 from the Sheriff's Department Procurement of Uniforms to Maintenance & Repair of Equipment. Motion seconded by Mr. Pellish and unanimously approved.**
- **Motion by Mr. Manuel to approve Internal Budget Revision #108 in the amount of \$6,400. \$3,200 from the Engineering Department's Overtime line item, \$2,000 from Engineering Department's Ads & Legal Publications line item and \$1,200 from the Engineering Department's Contracted Services line item to the Engineering Department's Part-time Extra Help line item. Motion seconded by Ms. Morgan and unanimously approved.**

Note – Internal Budget Revision #6 was held up and just now made it to the Commission. Budget Revision #7 has already been done, which is why Budget Revision #7 is skipped here.

COUNTY ADMINISTRATORS REPORT

- ❖ List of meetings attended by Commissioners – Ms. Keyser called attention to the handout prepared by Ms. McDonald tallying the number of meetings that the Commissioners had attended over the past year. The tally of 69 meetings only covered County Commission Meetings, Public Hearings and Special Meetings. It did not include the meetings that each Commissioner attended for the committees where they were liaisons for the Commission or meetings with constituents.
- ❖ Community Grants – Ms. Keyser reported that letters explaining the time line and how to apply for the Community Grants would be going out to organizations January 7, 2012. It was thought that since the grant process won't start until the new fiscal year, the letters didn't need to go out as early.
- ❖ Ms. Keyser shared that many County Courthouses were going to be ringing bells 26 times at 9:30 Friday morning, in memory of those killed in Newton Connecticut. The Commission request that a moment of silence be observed before the bells were rung as asked by the Governor of Connecticut.
- ❖ IT RFP – Ms. Keyser reported that she had received three (3) responses to her RFP for an IT Recruiting Company but only two (2) who came in for an interview. The companies have requested that we not put out competitive information, so, Ms. Keyser referred to the companies as Company 1 and Company 2. Ms. Keyser shared her impressions of both companies and recommended to the Commission that Company One, in her opinion, meets the need of the County better.
 - **Motion by Ms. Morgan to hire Company 1 as the IT Recruiting Company. Motion seconded by Mr. Manuel and unanimously approved.**

COUNTY COMMISSION REPORTS:

Commissioner Manuel:

- Represented the Commission at the Kiwanis Santa Toy Shop Reception.
- Attended the Driswood Elementary School (4th grade) Christmas Concert.
- Attended the Leeds Corbin Benefit.
- Attended the ESA Meeting.
- Attended the Jefferson County Council on Aging Meeting.
- Attended the Daily Companions Inc. Luncheon.
- Attended a Teen Court Meeting.
- “Flipped” pancakes at the Jefferson County Employee Holiday Breakfast.

Commissioner Morgan:

- Attended the Farmland Protection Board Meeting.
- “Flipped” pancakes at the Jefferson County Employee Holiday Breakfast.

Commissioner Noland:

- Attended the Daily Companions Inc. Luncheon.
- Attended the Jefferson County Council on Aging Meeting.
- Spoke to the Leadership Jefferson Class.
- “Flipped” pancakes at the Jefferson County Employee Holiday Breakfast.

Ms. Noland thanked Ms. Keyser for a very successful employee Holiday Celebration that morning and for her success in all of the employee programs that she has worked so hard on over the past year.

Commissioner Pellish:

- Attended the Development Authority Meeting.
- Attended the Arts & Humanities Council Reception.
- “Played a Jolly Ol’ Elf” at the Jefferson County Employee Holiday Breakfast.

Commissioner Widmyer:

- Attended the Water Advisory Committee.
- Attended Mike Laurenson Swearing In.
- Attended an Open House at Claymont.
- Attended Millville Quarry Neighborhood Advisory Committee Meeting.
- “Flipped” pancakes at the Jefferson County Employee Holiday Breakfast.

Ms. Noland, as President of the Commission, presented Ms. Morgan with a painting of the Jefferson County Courthouse and thanked her on behalf of the Commission for her service to the County as a Commissioner. Ms. Widmyer gave a special thanks to Ms. Morgan for always maintaining the courage of her convictions.

COUNTY ADMINISTRATORS REPORT (continued)

- Briel/Liberty Building
 - **Motion by Mr. Manuel to enter 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 recused herself from the Executive Session).**
 - No action was taken.
 - **Motion by Mr. Manuel to conclude the Executive Session and reconvene the regular meeting of the**

County Commission. Motion seconded by Mr. Pellish and unanimously approved.

The Commission meeting was adjourned immediately following the conclusion of the Executive Session on a motion by Mr. Manuel. Motion was seconded by Mr. Pellish and unanimously approved.

PATRICIA A. NOLAND, PRESIDENT

