

Minutes
Jefferson County Commission
Thursday, March 07, 2013

A meeting of the Jefferson County Commission was held on Thursday, March 7, 2013 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 Dale Manuel, Patsy Noland, Walter Pellish, Jane Tabb and Lyn Widmyer. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the March 7, 2013 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the Minutes of the February 19, 2013 Board of Review & Equalization Meeting. Motion seconded by Ms. Tabb and unanimously approved.

Motion by Ms. Tabb to approve the Minutes of the February 20, 2013 Budget Workshop. Motion seconded by Ms. Noland and unanimously approved.

Motion by Ms. Noland to approve the Minutes of the February 21, 2013 Regular Meeting with the Addendum Ms. Widmyer requested. Motion seconded by Mr. Manuel and unanimously approved. Ms. Widmyer requests the Minutes reflect her reason for voting against the reduction of Commercial Impact Fee Pilot Project. Ms. Widmyer would like the following statement added “she prefers to await implementation of the EMS fees before removing Impact Fees for Fire & Ambulance”.

Motion by Ms. Noland to approve the Minutes of the February 21, 2013 Special Session, Envision 2035 and Jefferson County Joint Meeting. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Mr. Manuel to approve the Minutes of the February 22, 2013 Budget Workshop Meeting. Motion seconded by Ms. Noland and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$21,302.03 being P. O. Nos. 50350, 50353, 49864, 50411, 49823, 51214, 51229, 50272, 50273, 51316, 51317, 51318, 51324, 51326, 51327, 51328, 50318, 50381, 48570, 50136, 51293, 51294, 51296, 52094. Motion seconded by Ms. Tabb and unanimously approved.

Mr. Manuel questioned the cost of \$2,640.00 for plant bed maintenance. What exactly does this cover? Ms. Keyser stated she will talk to Mr. Polk and determine the specifics.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Tabb to approve the accounts payable for February 28, 2013 in the amount of \$568,864.50. Motion seconded by Mr. Manuel and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069336	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,703.54	\$ 3,703.54
069337	ALLOC	ANIMAL WELFARE SOCIETY		\$ -	\$ 10,000.00	\$ 10,000.00
069338	712	AT&T/GA		\$ -	\$ 115.26	\$ 115.26
069339	712	ROBERT AMICK		\$ -	\$ 102.00	\$ 102.00
069340	425	BIEDLERS ELEC MOTOR REP	51322	\$ 24.12	\$ -	\$ 24.12
069341	424	B-K OFFICE SUPPLY INC	50406	\$ 2,338.00	\$ -	\$ 2,338.00
069341	425	B-K OFFICE SUPPLY INC	50410	\$ 515.25	\$ -	\$ 515.25
069341	433	B-K OFFICE SUPPLY INC	50865	\$ 275.96	\$ -	\$ 275.96
069342	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
069343	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
069344	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
069345	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
069346	439	BREAKTHROUGH ACHIEVEMENT	50317	\$ 4,160.24	\$ -	\$ 4,160.24
069347	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
069348	425	CONTROL SYSTEMS	50408	\$ 2,727.50	\$ -	\$ 2,727.50
069349	PAYROLL	COLONIAL LIFE		\$ -	\$ 756.42	\$ 756.42
069350	425	COVENANT BUILDING MAINT	51320	\$ 76.63	\$ -	\$ 76.63
069351	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 31.40	\$ 31.40
069352	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
069353	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,696.04	\$ 5,696.04
069354	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,696.55	\$ 1,696.55
069354	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,962.57	\$ 1,962.57
069354	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ (4.63)	\$ (4.63)
069355	717	GUY'S BUICK-GMC TRUCK IN	50409	\$ 349.00	\$ -	\$ 349.00
069355	717	GUY'S BUICK-GMC TRUCK IN	51323	\$ 26.91	\$ -	\$ 26.91
069356	402	GLOBAL RECOVERY SERVICES		\$ -	\$ 2,500.00	\$ 2,500.00
069357	ALLOC	HARPERS FERRY HISTORICAL		\$ -	\$ 500.00	\$ 500.00
069358	712	HAMPTON INN & SUITES	51217	\$ 187.58	\$ -	\$ 187.58
069359	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,050.00	\$ 2,050.00
069360	401	INSIGHT A/V SERVICES		\$ -	\$ 75.00	\$ 75.00
069361	424	JEFFERSON PUBLISH CO INC	51321	\$ 59.98	\$ -	\$ 59.98
069361	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 83.88	\$ 83.88
069362	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
069363	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
069363	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,773.00	\$ 4,773.00
069364	PAYROLL	COMPROLLER OF MARYLAND		\$ -	\$ 782.56	\$ 782.56
069365	711	BARBARA J. MILLER		\$ -	\$ 460.00	\$ 460.00
069366	440	MICHAEL MONAGHAN		\$ -	\$ 97.00	\$ 97.00
069367	PAYROLL	HIGHMARK WV		\$ -	\$ 169,713.99	\$ 169,713.99
069368	712	RENEE B. MEADOR	51216	\$ 500.00	\$ -	\$ 500.00
069369	712	RENEE B. MEADOR	51215	\$ 500.00	\$ -	\$ 500.00
069370	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
069371	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
069372	403	PIFER OFFICE SUPPLY, INC	49901	\$ 13.56	\$ -	\$ 13.56
069372	406	PIFER OFFICE SUPPLY, INC	49862	\$ 188.97	\$ -	\$ 188.97
069373	700	TERRY PALMER		\$ -	\$ 12.39	\$ 12.39
069374	700	ROMULO QUEZADA		\$ -	\$ 6.36	\$ 6.36
069375	403	LAURA STORM		\$ -	\$ 37.68	\$ 37.68
069375	717	LAURA STORM		\$ -	\$ 73.00	\$ 73.00

069376	425	RCS SECURITY	51319	\$ 75.00	\$ -	\$ 75.00
069376	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
069377	704	ST/WV REGIONAL JAIL &	49673	\$ 102,870.40	\$ -	\$ 102,870.40
069378	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
069378	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,348.88	\$ 41,348.88
069378	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,670.18	\$ 9,670.18
069378	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.62	\$ 2.62
069378	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.62	\$ 0.62
069378	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 101.66	\$ 101.66
069378	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.12	\$ 118.12
069378	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,041.62	\$ 39,041.62
069378	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.74	\$ 1.74
069379	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 103.40	\$ 103.40
069379	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.93	\$ 0.93
069379	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 28,697.64	\$ 28,697.64
069380	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,308.77	\$ 9,308.77
069380	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,236.88	\$ 14,236.88
069381	712	DAVE SWAN	49822	\$ 40.00	\$ -	\$ 40.00
069382	425	THOMPSON GAS		\$ -	\$ 398.91	\$ 398.91
069383	425	VALLEY HARDWARE COMPANY	50290	\$ 8.65	\$ -	\$ 8.65
069384	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2.98	\$ 2.98
069384	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 0.96	\$ 0.96
069384	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 76,562.22	\$ 76,562.22
069384	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 24,609.33	\$ 24,609.33
069385	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 133.20	\$ 133.20
069386	425	WINCHESTER SECURITY,LLC	50404	\$ 1,303.00	\$ -	\$ 1,303.00
069387	717	DOUG WRIGHT		\$ -	\$ 10.00	\$ 10.00
TOTAL						\$ 568,864.50
TOTAL				\$ 116,240.75	\$ 452,623.75	\$ 568,864.50

**Motion by Ms. Widmyer to approve the accounts payable for March 7, 2013 in the amount of \$75,147.76.
Motion seconded by Ms. Noland and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069390	412	BARDANE PUBLIC HEALTH CT		\$ -	\$ 383.00	\$ 383.00
069391	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
069392	425	COVENANT BUILDING MAINT		\$ -	\$ 11,827.43	\$ 11,827.43
069393	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 52.75	\$ 52.75
069394	425	84 LUMBER		\$ -	\$ 1,278.72	\$ 1,278.72
069395	425	GRAINGER, INC	51325	\$ 52.58	\$ -	\$ 52.58
069396	717	GUTTMAN OIL CO		\$ -	\$ 12,093.86	\$ 12,093.86
069397	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 915.23	\$ 915.23
069398	439	HIRERIGHT		\$ -	\$ 37.20	\$ 37.20
069399	712	JEFFERSON PUBLISH CO INC	51220	\$ 27.00	\$ -	\$ 27.00
069400	412	SHAY MCNEIL		\$ -	\$ 108.38	\$ 108.38
069401	424	POTOMAC EDISON/OH		\$ -	\$ 1,817.85	\$ 1,817.85
069401	425	POTOMAC EDISON/OH		\$ -	\$ 18,398.16	\$ 18,398.16
069402	402	RECORD MANAGEMENT SOLUTN	49696	\$ 35.00	\$ -	\$ 35.00
069403	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,300.00	\$ 6,300.00
069404	403	SOFTWARE SYSTEMS, INC	49897	\$ 700.65	\$ -	\$ 700.65
069404	424	SOFTWARE SYSTEMS, INC	49897	\$ 122.00	\$ -	\$ 122.00
069405	408	STATE TAX DEPARTMENT		\$ -	\$ 11,536.68	\$ 11,536.68

069406	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 19.72	\$ 19.72
069406	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 84.30	\$ 84.30
069407	711	SOFTWARE COMPUTER GROUP	53192	\$ 150.00	\$ -	\$ 150.00
069408	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
069409	425	CAPITAL TRISTATE		\$ -	\$ 966.51	\$ 966.51
069410	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 199.00	\$ 199.00
069411	401	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
069412	700	VANCE OUTDOORS, INC.	51295	\$ 22.00	\$ -	\$ 22.00
069413	405	WEST PAYMENT CENTER	49635	\$ 833.25	\$ -	\$ 833.25
069414	700	NAPA AUTO PARTS		\$ -	\$ 159.00	\$ 159.00
069414	717	NAPA AUTO PARTS		\$ -	\$ 657.39	\$ 657.39
069415	717	BENJAMIN S. WILLIAMS		\$ -	\$ 70.30	\$ 70.30
069416	402	XEROX CORPORATION	49705	\$ 1,430.74	\$ -	\$ 1,430.74
069416	439	XEROX CORPORATION	49952	\$ 605.45	\$ -	\$ 605.45
TOTAL						\$ 75,147.76
TOTAL				\$ 3,978.67	\$ 71,169.09	\$ 75,147.76

PUBLIC COMMENT:

Cheryl Keyrouse, Chair for Communication Outreach for Jefferson County Day – FYI April 8 will be requesting \$1,000 for the bus to Charleston for Jefferson County Day at the Capital along with the CVB and Development Authority. Ms. Keyrouse also suggested the Commission make this request a line item in the budget as the Committee comes every year with the same request.

David Tabb, resident - Public Notice to be placed in front of the timer reading "please protect the Tabb timer protected by the Freedom of Speech".

PRESENTATIONS:

1. Quentein Lavallee, Troop 82 - Presentation of Resolution for achieving rank of Eagle Scout

RESOLUTION IN RECOGNITION OF QUENTEIN LAVALLEE FOR RECEIVING RANK OF EAGLE SCOUT

WHEREAS, the Jefferson County Commission would like to commend Quentein Lavallee for his dedication and perseverance in obtaining his rank of Eagle Scout;

WHEREAS, Quentein Lavallee continues to be a valuable Scout to Troop 82 in Charles Town, W.V.;

WHEREAS, Quentein Lavallee has earned a significant honor in achieving the rank of Eagle Scout;

WHEREAS, the Jefferson County Commission recognizes that other Scouts of Jefferson County will benefit from the knowledge and example shown by Quentein Lavallee as the result of his involvement, dedication and loyalty to Troop 82;

THEREFORE, the Jefferson County Commission hereby recognizes Quentein Lavallee for his service as a loyal and dedicated member to Troop 82 and in appreciation for his service to make the world a better place for the citizens of Jefferson County, West Virginia.

By ORDER of the Jefferson County Commission:

Patricia Noland, Commissioner

Dale Manuel, Commissioner

Jane Tabb, Commissioner

Lyn Widmyer, Commissioner

Walt Pellish, Commissioner

DATED THIS 7TH DAY OF MARCH, 2013

- Motion by Mr. Pellish to adopt Resolution to recognize Quentein Lavallee for receiving rank of Eagle Scout. Motion seconded by Ms. Tabb and unanimously approved.

Scott Allen Bolger, Troop 1760 - Presentation of Resolution for achieving rank of Eagle Scout

RESOLUTION IN RECOGNITION OF SCOTT ALLEN BOLGER
FOR RECEIVING RANK OF EAGLE SCOUT

WHEREAS, the Jefferson County Commission would like to commend Scott Allen Bolger for his dedication and perseverance in obtaining his rank of Eagle Scout;

WHEREAS, Scott Allen Bolger continues to be a valuable Scout to Troop 1760 in Charles Town, W.V.;

WHEREAS, Scott Allen Bolger has earned a significant honor in achieving the rank of Eagle Scout;

WHEREAS, the Jefferson County Commission recognizes that other Scouts of Jefferson County will benefit from the knowledge and example shown by Scott Allen Bolger as the result of his involvement, dedication and loyalty to Troop 1760;

THEREFORE, the Jefferson County Commission hereby recognizes Scott Allen Bolger for his service as a loyal and dedicated member to Troop 1760 and in appreciation for his service to make the world a better place for the citizens of Jefferson County, West Virginia.

By ORDER of the Jefferson County Commission:

Patricia Noland, Commissioner

Dale Manuel, Commissioner

Jane Tabb, Commissioner

Lyn Widmyer, Commissioner

Walt Pellish, Commissioner

DATED THIS 7TH DAY OF MARCH, 2013

- **Motion by Ms. Noland to adopt Resolution to recognize Scott Allen Bolger for receiving rank of Eagle Scout. Motion seconded by Mr. Pellish and unanimously approved.**

NEW BUSINESS

2. Legislative Updates:
 - a. Patsy Noland reported on Legislative Updates she felt would impact the County.
 - SB 146 - Collecting unpaid magistrate court charges through income tax refund withholding.
 - SB 423 - Providing certain convicted persons reduction in sentence.
 - HB 2726 - Reforming aspects of the criminal justice system to improve public safety and address prison overcrowding and sentence abuse problems.
 - SB 2747 - Open Governmental Proceedings.
 - SB 362 - Proceeds from County excise tax on transfer of real estate property to regional jails.
 - SB 367 - Creating Citizens elected County Official Compensation Commission.
 - b. Dale Manuel reported on Legislative Updates he felt would impact the County.
 - Regional Jail Surplus - opportunities to work with the surplus money.
 - SB - requires a ratepayer on the PS board, has made it out of the Senate and into the House. Would make it mandatory to place one rate payer on the PS Board.
 - SB 103 - passed out of transportation and infrastructure committee – create the amount of money to be utilized by the CSX for the commuters – has to do with a tax credit which would insure rail service for our commuters.
 - Bills on Property Tax Caps - feels they are unconstitutional and will not move.
 - Delegate Hunts Bill - if a person or corporation proves to the BORE there is an error in their taxes the County would be responsible for representation and any expenses incurred by the tax payer. Mr. Manuel does not believe it will not make it out of the Finance Committee.
 - Election Bills - stake holders are being solicited as how these will affect them.
3. Trina Bartlett, West Virginia School of Nursing – Final results and recommendations for Community Assessment. Ms. Bartlett came to report on the findings of the Community Needs Assessment which focused on what is needed for a healthy community. The outcome was based on numerous forms of data and gave a comprehensive look of the health of the community and what services the community should focus on for a healthy community. Ms. Bartlett informed the Commission the full report is available on line with the recommendations.
4. Tom Trumble – Introduction of New Health Department Administrator. Mr. Trumble telephoned the Commission office and requested to be rescheduled so members of the Health Department Board can attend.
5. The Commission recessed for break at 10:35 a.m.
The Commission reconvened at 10:47 a.m.

UNFINISHED BUSINESS

6. Discussion and Possible Action regarding the landowner-initiated petition to amend the County Zoning Map (Rezoning) for property designated as Tax District: Harpers Ferry, Map: 7, Parcel: 18. This property is located on the south side of US Route 340 on Campground Road approximately a half mile east of its intersection with Old Taylor Lane 3 and is a total of 3.94 acres. This property is currently zoned Residential Growth and a request has been made by the owners, the Aitcheson Family Trust and Federica Adkinson, to change the zoning to Residential/Light Industrial/Commercial. (Public Hearing was held January 31, 2013).
 - a. Ms. Brockman, Director of Planning and Zoning, stated the Planning Commission had held a Public Hearing as did the County Commission. It is the recommendation of both the Planning Commission and the Planning and Zoning Department to approve the zoning request as it is consistent with the

Comprehensive Plan

- b. Ms. Annette van Hilst, spoke on behalf of the applicant. Ms. van Hilst stated the National Park Service has never approached the applicants regarding an easement whereas they have obtained easements from many properties on the other side. Ms. van Hilst stated the message sent was that this parcel is not important to the Park Service. Ms. van Hilst stated this area is already a mixed use area with single family dwellings and many businesses. The heaviest traffic use is generated by the KOA Campground and any traffic for this property would have to come in through Campground Road.
 - c. Mr. Manuel expressed concern regarding large signage obstructing the vista. Mr. Aitcheson stated he did not believe any of the owners of this property would want to do anything which would be detrimental to the community.
 - d. Ms. Widmyer expressed many concerns regarding the rezoning of this property. Ms. Widmyer stated this is the fifth (5th) rezoning in the Harpers Ferry vicinity despite the many comments and concerns of citizens. Ms. Widmyer does not understand why we do not use the Conditional Use Permit option instead of rezoning as it would enable citizens and property owners requesting alternative use of their property the ability to negotiate and all have a voice. Ms. Widmyer stressed she did not believe the County is doing a very good job of balancing private property rights and public interest.
 - **Motion by Mr. Pellish to approve the proposed Zoning Map Amendment for a 3.94 acre property owned by the Aitcheson Family Trust and Frederica Adkinson, designated as Tax District: Harpers Ferry, Map: 7, Parcel: 18, from Residential Growth zoning to Residential/ Light Industrial/Commercial zoning, based on the following findings of fact:**
 1. **The request is consistent with the 2004 Comprehensive Plan.**
 - **Motion seconded by Ms. Tabb and approved on a vote of 4-1 with Ms. Widmyer opposing.**
7. Lynn Fields, Probate Clerk – Petition for Probate in Solemn Form the Last Will and Testament of John T. Geary, deceased. Mr. David Camilletti, Attorney for the Petitioner, Timothy Wilmer, stated he had originally drawn up the Will for John T. Geary. When Mr. Geary passed away, Timothy Wilmer, Executor, could only find a *copy* of the Will, not the original. Mr. Camilletti stated Mr. Geary’s Estate is very small and no one has contested. Ms. Fields concurred no one has contested the Will.
- **Motion by Ms. Noland to admit Mr. Geary’s Last Will and Testament to probate. Motion seconded by Mr. Pellish and unanimously carried.**
8. Jason Castillo, Day Report Center – requesting approval of the Berkeley/Jefferson Day Report Center Grant and the Cash Match in the amount of \$106,290.00 to run the Jefferson County Day Report Center. The Day Report Center is requesting \$106,290.00 from both Jefferson & Berkeley County and \$196,000.00 from a State Grant. 2014 is the end of the grant cycle for the Day Report Center and the last year for the match. There was concern from the Commissioners as to where the money will come from to pay the match. Ms. Keyser stated Coal Severance would be where the funding would come from.
- **Motion by Mr. Manuel to commit to our portion, \$106,290 of the Community Sentencing Program grant match. Motion seconded by Ms. Tabb and unanimously approved.**
9. Roger Goodwin, Chief Engineer, presented the FY 2014 Impact Fee Capital Improvement Plan. Mr. Goodwin stated the presentation of the Capital Improvement Plan traditionally follows that of the Annual Report for the Office of Impact Fees.
- **Motion by Ms. Tabb to approve the FY 2014 Capital Improvement Plan for the Office of Impact fees as presented. Motion seconded by Mr. Manuel and unanimously approved.**

10. Jesse Jones, Chief of Staff Sheriff's Department requested to the appointment of the following to the Deputy Reserve: Clinton Blevins, Jan Didawick, Keith Faulconer, Joshua Foster, James Hoffman, Austin Hovermale, Charles Houser, Robert Juarez, Michael Lagana, Benjamin Seibert, Adina White-Trammel and Robert Young.

- **Motion by Ms. Noland to approve the following to the Deputy Reserve Program: Clinton Blevins, Jan Didawick, Keith Faulconer, Joshua Foster, James Hoffman, Austin Hovermale, Charles Houser, Robert Juarez, Michael Lagana, Benjamin Seibert, Adina White-Trammel and Robert Young. Motion seconded by Ms. Tabb and unanimously approved.**

11. Interviews and appointments to Boards and Commissions.

a. Jefferson County Farmland Protection Board for an unexpired term ending September 7, 2016. Mr. Robert Glen applied for the position and was in attendance. Mr. Glenn introduced himself and gave a brief account of his background.

- **Motion by Ms. Tabb to appoint Mr. Glenn to the Farmland Protection Board. Motion seconded by Ms. Noland and unanimously approved.**

b. Historic Landmarks Commission for two (2), three (3) year terms ending March 6, 2016.

Ms. Carmen Creamer, who was unable to attend, requested reappointment to a three (3) year term ending March 6, 2016.

- **Motion by Ms. Tabb to reappoint Ms. Creamer to a three (3) year term ending March 6, 2016. Motion seconded by Ms. Widmyer and unanimously approved.**

Mr. Curt Mason was in attendance. Mr. Mason introduced himself and gave a brief account of his background.

- **Motion by Ms. Widmyer to appoint Mr. Mason to a three (3) year term ending March 6, 2016. Motion seconded by Mr. Manuel and unanimously approved.**

NEW BUSINESS (continued)

12. Jeffrey A. Polczynski, ENP, Director of Communications requested the hiring of a full-time Public Safety Dispatcher to fill a vacancy left by a resignation in the 9-1-1- Center.

- **Motion by Mr. Manuel to approve the hiring of a full-time Public Safety Dispatcher to fill the vacancy in the 9-1-1- Center left by a resignation. Motion seconded by Ms. Widmyer and unanimously approved.**

13. Chief Cory Parker & Patty Turner of Loudoun County and Chris Cross, Jefferson County 911 Communications were rescheduling by Debbie Keyser due to working overtime hours from the snow.

FINANCIAL DIRECTOR REPORT

1. Paul Shroyer, Financial Director

A. Presentation of Budget Analysis of the General County Fund ending January 31, 2013. Mr. Shroyer

stated the budget analysis ending January 31, 2013 is based on the year to date cost and revenue through January. Estimated revenue for the County is \$21,300,000 (does not include carryover of 4.2 million). Estimated available revenue for the year is \$25,500,000. Projected budget revenue is 25.9 million. Projected budgeted expenditures is 25.9 million, the estimated expenditures is 22.5 million with a projected carryover of three million.

- B. Capital Outlay Fund – Mr. Shroyer stated this is the five year plan for the money put aside in the Capital Outlay Fund. Mr. Shroyer stated he has arranged the projects together by year as the Commission has not prioritized the projects. Mr. Shroyer went through some of the projects which have been started.

COUNTY ADMINISTRATOR REPORT

- Ms. Keyser stated ING has scheduled a presentation for May and she would like to invite employees from the City of Charles Town. It was recommended Ms. Keyser should also invite Ranson employees.
- Ms. Keyser informed the Commission a vendor meeting for VoIP had eight vendors present. The County will have to have a more sophisticated Metro Line for data; it will fall under the \$250,000 allocated for the VOip in the Capital Outlay Fund. A Capital Project sheet will come before the Commission in the next couple of weeks.
- We continue to fall further behind in our IT issues; we will be requesting funding to update some of our servers.
- Ms. Keyser stated she and Jeff Polczynski have reviewed many recordings and have discovered some technical issues between some of the airways. A long meeting was held with Loudoun County. Loudoun and Jefferson Counties are working to correct them.
- Jefferson County Compensation Study will be forthcoming.
- Annarundal Mills is opening April 11, 2013 for the slots.
- Ms. Keyser has requested John Reisenweber to put together the Economic Outlook Presentation and ask the panel used by the Planning & Zoning Lunch and Learn to be part of the discussion.
- April 11, 2013 Roberts Rules of Order and Ethics workshop will take place.

COUNTY COMMISSIONERS REPORTS

- Dale Manuel:
 - Attended the Special Session of March 21st - Joint Meeting of County Commission and Envision 2035 Comprehensive Plan Steering Committee.
 - Attended the Special Session of March 20th - Budget Workshop.
 - Meet with ESA Leadership regarding the fee structure.
 - Attended the Meet Your Commissioner at Black Dog Coffee.
 - Participated in the Legislative Conference Call.
 - Attended the Potter's Bowl for the Shepherdstown Caregivers.
 - Attended the Teen Court Meeting.
 - Attended the Steering Committee Agriculture/Economic Development Meeting.
 - Attended the Special Session of February 22nd – Budget Workshop.
 - Attended the Special Session of March 5th – Appointment of Sheriff.

- Patsy Noland:
 - Attended the Special Session of March 21st – Joint Meeting of County Commission and Envision 2035

Comprehensive Plan Steering Committee.

- Attended the Special Session of March 20th – Budget Workshop.
- Attended the Special Session of February 22nd – Budget Workshop.
- Attended the Meet Your Commissioner at Black Dog Coffee.

- Walt Pellish:

- Attended the Special Session of March 21st – Joint Meeting of County Commission and Envision 2035 Comprehensive Plan Steering Committee.
- Attended the Special Session of March 20th – Budget Workshop.
- Attended the Special Session of February 22nd – Budget Workshop.
- Attended the Meet Your Commissioner at Black Dog Coffee.

- Jane Tabb:

- Attended the Special Session of March 21st – Joint Meeting of County Commission and Envision 2035 Comprehensive Plan Steering Committee.
- Attended the Special Session of March 20th – Budget Workshop.
- Attended the Special Session of February 22nd – Budget Workshop.
- Attended the Public Service District Meeting.

- Lyn Widmyer:

- Attended the Special Session of March 21st – Joint Meeting of County Commission and Envision 2035 Comprehensive Plan Steering Committee.
- Attended the Special Session of March 20th – Budget Workshop.
- Attended the Special Session of February 22nd – Budget Workshop.
- Attended the Meet Your Commissioner at Black Dog Coffee.

COUNTY ADMINISTRATOR REPORT (continued)

Space needs/building options

- **Motion by Ms. Noland to enter into Executive Session in accordance to §6-9A-(2) (9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That act does not become subject to disclosure as a result of executive session. Motion seconded by Ms. Tabb and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded by Ms. Tabb and unanimously approved.**

14. The Commission broke for lunch at 12:20 pm.
The Commission reconvened at 1:45 pm.

BUDGET WORK SESSION

The Commission reviewed the revisions presented by Mr. Shroyer.

1. Mr. Shroyer stated the Sheriff Department removed \$200,000 from their budget. They have had litigation running for 2-3 years. Mr. Shroyer told them to take the funding out, but leave the line item in. They also took money from overtime.
2. If we assume that the expenditures in the budget comes in under budget, as it has in the prior years, we estimate the 2013 will be \$4m less than budgeted. In 2012, the budget came in \$3m less than the budget projected. If we assume that in the 2014 year we spend \$2m less than budgeted, that would put the County in the black by \$700,000. With the \$1.3m added to that it would put the County 2 million in the black.
3. Non-County entities are included in the budget for \$3.2m. They include Economic Development, JCESA, Arts & Humanities, Parks & Recreation, Solid Waste, Public Transportation, Senior Center, and Historical Society. These are entities that are not constitutionally mandated by State Code for us to fund. Funding for Arts & Humanities and the Historical Society is a pass-through from the Hotel Motel Tax.

Mr. Shroyer was instructed by the Commission to revise the budget with the following changes:

1. Take out all new positions – no new hires.
2. Only add one step increase for all departments, including JCESA.
3. One step added for JCESA.
4. Eliminate the 1.3 million depreciation transfer and put it in the carryover.

Mr. Shroyer will bring back the revised budget to be debated on Tuesday, March 19 with the final budget being approved at the March 21, 2013 Commission meeting.

The Commission meeting was adjourned at 2:45 pm on a motion by Ms. Noland and a second by Mr. Manuel.

DALE MANUEL, PRESIDENT

