

Minutes
Jefferson County Commission
Thursday, March 21, 2013

A meeting of the Jefferson County Commission was held on Thursday, March 21, 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 Patricia Noland, Lyn Widmyer, Dale Manuel, Jane Tabb. Walt Pellish was absent with notice. Also present were Debbie Keyser, County Administrator, and Jimmy Eddie, Bailiff. Cynthia Schott, Administrative Assistant. (An audio tape of the March 21, 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 March 5, 2013 Special Meeting with noted time change. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Ms. Widmyer to approve the minutes of the March 5, 2013 Budget Work Session with noted day change. Motion seconded by Ms. Tabb and unanimously approved.

Motion by Ms. Noland to approve the minutes of the March 7, 2013 Special Session with the approved wording change by Ms. Widmyer. Motion seconded by Ms. Tabb and unanimously approved.

Motion by Ms. Noland to approve the minutes of the March 4, 2013 Budget Work Session as presented. Motion seconded by Ms. Tabb and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders for March 21, 2013 in the amount of \$110,800.55 being P. O. Nos. 49865, 49867, 51332, 51335, 51213, 50067, 50068, 51338, 51333, 51334, 51337, 51339, 51340, 51343, 51346, 51348, 51349, 51351, 50319, 50382, 50384, 50296, and 52097. Motion seconded by Ms. Tabb and unanimously approved.

Mr. Manuel drew attention to PO # 50068 in the amount of \$90,475.20, our cost to the WV Regional Jail for incarceration.

APPROVAL OF ACCOUNTS PAYABLE

- **Motion by Ms. Tabb to approve the accounts payable for March 14, 2013 in the amount of \$240,092.42. Motion seconded by Ms. Widmyer and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069419	424	AT&T/IL		\$ -	\$ 0.43	\$ 0.43
069420	700	AUTOZONE		\$ -	\$ 75.97	\$ 75.97
069421	425	ALLIANCE ELECTRIC LLC	51317	\$ 1,440.00	\$ -	\$ 1,440.00
069421	425	ALLIANCE ELECTRIC LLC	51327	\$ 315.00	\$ -	\$ 315.00
069422	413	APPLE VALLEY OFF.PRODUCT	49966	\$ 62.30	\$ -	\$ 62.30
069423	425	B-K OFFICE SUPPLY INC	51328	\$ 515.25	\$ -	\$ 515.25
069423	439	B-K OFFICE SUPPLY INC	50318	\$ 187.64	\$ -	\$ 187.64
069423	716	B-K OFFICE SUPPLY INC	50350	\$ 317.00	\$ -	\$ 317.00
069424	424	BOLAND SERVICES	51231	\$ 270.00	\$ -	\$ 270.00

069424	425	BOLAND SERVICES	51117	\$ 991.00	\$ -	\$ 991.00
069425	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
069426	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 23.08	\$ 23.08
069426	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 461.54	\$ 461.54
069426	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
069427	402	COMPLETE SYSTEM SUPPORT	50269	\$ 5,300.00	\$ -	\$ 5,300.00
069428	424	CHARLES TOWN UTILITY BRD		\$ -	\$ 46.25	\$ 46.25
069428	425	CHARLES TOWN UTILITY BRD		\$ -	\$ 715.54	\$ 715.54
069429	712	CDW-GOVERNMENT INC	51214	\$ 816.00	\$ -	\$ 816.00
069430	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
069431	425	DAYCON	51318	\$ 2,139.46	\$ -	\$ 2,139.46
069432	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
069433	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
069433	425	J.C.EHRLICH		\$ -	\$ 601.28	\$ 601.28
069434	717	FISHER AUTO PARTS		\$ -	\$ 1,687.26	\$ 1,687.26
069435	700	JOSEPH FORMAN		\$ -	\$ 115.00	\$ 115.00
069436	700	GALLS,AN ARAMARK CO	50136	\$ 433.74	\$ -	\$ 433.74
069437	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 34,382.07	\$ 34,382.07
069438	717	GUY'S BUICK-GMC TRUCK IN	50411	\$ 321.37	\$ -	\$ 321.37
069439	425	GRAINGER, INC	51336	\$ 46.14	\$ -	\$ 46.14
069440	433	JESSICA GORMONT		\$ -	\$ 115.00	\$ 115.00
069441	406	GLOBAL SCIENCE & TECH	49864	\$ 702.22	\$ -	\$ 702.22
069442	402	SALLY GRAN		\$ -	\$ 15.00	\$ 15.00
069443	428	GLOBAL DATA CONSULTANTS		\$ -	\$ 82.50	\$ 82.50
069444	412	MICHAEL HARMAN		\$ -	\$ 410.50	\$ 410.50
069445	700	STEVEN HOLZ		\$ -	\$ 115.00	\$ 115.00
069446	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,050.00	\$ 2,050.00
069447	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 120.76	\$ 120.76
069448	700	JEFF CO DEPUTY SHERIFF'S	51294	\$ 840.00	\$ -	\$ 840.00
069449	402	JEFFERSON PUBLISH CO INC	50272	\$ 353.08	\$ -	\$ 353.08
069449	404	JEFFERSON PUBLISH CO INC	52094	\$ 141.75	\$ -	\$ 141.75
069450	401	THE JOURNAL		\$ -	\$ 358.94	\$ 358.94
069451	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
069452	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,908.00	\$ 4,908.00
069452	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
069453	712	LANGUAGE LINE SERVICES		\$ -	\$ 37.64	\$ 37.64
069454	402	LEXISNEXIS/MATTHEW BENDE	50273	\$ 111.96	\$ -	\$ 111.96
069454	401	LEXISNEXIS/MATTHEW BENDE		\$ -	\$ 111.96	\$ 111.96
069455	712	PRIORITY DISPATCH	51219	\$ 429.00	\$ -	\$ 429.00
069456	716	HOME DEPOT CREDIT SERVIC		\$ -	\$ 22.73	\$ 22.73
069457	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
069458	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
069459	712	NAEMD	49823	\$ 630.00	\$ -	\$ 630.00
069460	402	PIFER OFFICE SUPPLY, INC	50274	\$ 34.72	\$ -	\$ 34.72
069461	425	PRECISION POWER LLC	51316	\$ 1,486.72	\$ -	\$ 1,486.72
069462	425	REESE'S NURSERY&LANDSCAP	51326	\$ 880.00	\$ -	\$ 880.00
069463	405	TRACY P. RICE, CCR	50381	\$ 669.90	\$ -	\$ 669.90
069464	403	RECORD MANAGEMENT SOLUTN	49887	\$ 30.00	\$ -	\$ 30.00
069465	403	SOFTWARE SYSTEMS, INC	49897	\$ 24.00	\$ -	\$ 24.00
069465	424	SOFTWARE SYSTEMS, INC	49897	\$ 1,106.00	\$ -	\$ 1,106.00
069465	716	SOFTWARE SYSTEMS, INC	50353	\$ 1,275.94	\$ -	\$ 1,275.94
069465	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 117.00	\$ 117.00
069465	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 271.00	\$ 271.00
069465	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 487.00	\$ 487.00
069465	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 15.92	\$ 15.92
069465	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 753.00	\$ 53.00

069465	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 70.00	\$ 70.00
069465	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 61.00	\$ 61.00
069465	716	SOFTWARE SYSTEMS, INC		\$ -	\$ 366.00	\$ 366.00
069466	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,988.74	\$ 41,988.74
069466	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 101.66	\$ 101.66
069466	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,819.90	\$ 9,819.90
069466	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
069466	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,256.74	\$ 40,256.74
069466	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.12	\$ 118.12
069467	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 84.30	\$ 84.30
069467	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 19.72	\$ 19.72
069468	401	STAPLES CREDIT PLAN		\$ -	\$ 421.17	\$ 421.17
069468	412	STAPLES CREDIT PLAN		\$ -	\$ 185.68	\$ 185.68
069468	424	STAPLES CREDIT PLAN		\$ -	\$ 84.13	\$ 84.13
069468	439	STAPLES CREDIT PLAN		\$ -	\$ 421.18	\$ 421.18
069468	700	STAPLES CREDIT PLAN		\$ -	\$ 1,143.52	\$ 1,143.52
069468	712	STAPLES CREDIT PLAN		\$ -	\$ 772.07	\$ 772.07
069469	700	ROBERT S. SELL		\$ -	\$ 377.17	\$ 377.17
069470	425	SHENANDOAH VALLEY WATER		\$ -	\$ 732.50	\$ 732.50
069471	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 15,364.02	\$ 15,364.02
069472	401	CYNTHIA SCHOTT		\$ -	\$ 7.41	\$ 7.41
069473	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
069474	424	VERIZON		\$ -	\$ 1,133.03	\$ 1,133.03
069475	GRANT	VANCE OUTDOORS, INC.	48570	\$ 642.00	\$ -	\$ 642.00
069476	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.77	\$ 672.77
069476	716	WM OF WEST VIRGINIA, INC		\$ -	\$ 95.93	\$ 95.93
069477	700	WEST VIRGINIA UNIFORM-52	51296	\$ 156.00	\$ -	\$ 156.00
069478	701	WV SIGNAL & LIGHT, INC.	51293	\$ 4,355.00	\$ -	\$ 4,355.00
069479	PAYROLL	WVCORP		\$ -	\$ 28,546.25	\$ 28,546.25
069480	717	WHOLESALE TIRES, INC.	51329	\$ 99.63	\$ -	\$ 99.63
TOTAL						\$ 240,092.42
TOTAL				\$ 27,122.82	\$ 212,969.60	\$ 240,092.42

- **Motion by Mr. Manuel to approve the accounts payable for March 21, 2013 in the amount of \$87,176.76. Motion seconded by Ms. Widmyer and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONU M	POAMT	NOAMT	CHECK AMOUNT
069483	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,004.25	\$ 1,004.25
069484	406	BERKELEY PRINTING/DESIGN	49863	\$5,879.80	\$ -	\$ 5,879.80
069485	717	CREAMERS WRECKER SVC	51342	\$ 65.00	\$ -	\$ 65.00
069486	425	DAYCON	51344	\$ 71.64	\$ -	\$ 71.64
069487	405	FEDEX		\$ -	\$ 77.77	\$ 77.77
069487	700	FEDEX		\$ -	\$ 66.21	\$ 66.21
069488	401	RICOH USA, INC		\$ -	\$ 237.34	\$ 237.34
069488	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
069488	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
069488	405	RICOH USA, INC		\$ -	\$ 168.63	\$ 168.63
069488	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
069488	425	RICOH USA, INC		\$ -	\$ 30.36	\$ 30.36
069488	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
069488	440	RICOH USA, INC		\$ -	\$ 134.47	\$ 134.47
069488	700	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
069488	712	RICOH USA, INC		\$ -	\$ 162.26	\$ 162.26

069489	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,004.25	\$ 1,004.25
069490	712	MORGAN TROPHIES AWARDS	51212	\$ 18.00	\$ -	\$ 18.00
069491	401	DALE MANUEL		\$ -	\$ 13.80	\$ 13.80
069492	406	NATIONAL BAND & TAG CO	49861	\$1,063.20	\$ -	\$ 1,063.20
069493	ALLOC	JEFF CO PARKS &		\$ -	\$ 10,544.63	\$ 10,544.63
069494	ALLOC	POTOMAC HEADWATERS		\$ -	\$ 1,000.00	\$ 1,000.00
069495	425	POTOMAC EDISON/OH		\$ -	\$ 3,342.56	\$ 3,342.56
069496	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
069496	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
069496	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069496	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
069496	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069496	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
069496	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069496	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069496	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
069496	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
069497	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43.80	\$ 43.80
069497	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 187.30	\$ 187.30
069497	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 140.80	\$ 140.80
069498	425	SHERWIN-WILLIAMS	51330	\$ 39.54	\$ -	\$ 39.54
069499	405	BRANDON C.H. SIMS		\$ -	\$ 152.30	\$ 152.30
069500	401	STAPLES		\$ -	\$ 51.96	\$ 51.96
069500	425	STAPLES		\$ -	\$ 214.98	\$ 214.98
069501	425	TRENARY SERVICE CO	51345	\$ 89.00	\$ -	\$ 89.00
069503	401	UNITED BANKCARD CENTER		\$ -	\$ 59.95	\$ 59.95
069503	401	UNITED BANKCARD CENTER		\$ -	\$ 5,323.60	\$ 5,323.60
069503	401	UNITED BANKCARD CENTER		\$ -	\$ 58.90	\$ 58.90
069503	401	UNITED BANKCARD CENTER		\$ -	\$ 336.51	\$ 336.51
069503	401	UNITED BANKCARD CENTER		\$ -	\$ 456.50	\$ 456.50
069503	402	UNITED BANKCARD CENTER		\$ -	\$ 165.00	\$ 165.00
069503	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
069503	405	UNITED BANKCARD CENTER		\$ -	\$ 191.40	\$ 191.40
069503	405	UNITED BANKCARD CENTER		\$ -	\$ 623.15	\$ 623.15
069503	405	UNITED BANKCARD CENTER		\$ -	\$ 619.97	\$ 619.97
069503	406	UNITED BANKCARD CENTER		\$ -	\$ 199.00	\$ 199.00
069503	412	UNITED BANKCARD CENTER		\$ -	\$ 445.56	\$ 445.56
069503	415	UNITED BANKCARD CENTER		\$ -	\$ 74.79	\$ 74.79
069503	424	UNITED BANKCARD CENTER		\$ -	\$ 23,048.10	\$ 23,048.10
069503	424	UNITED BANKCARD CENTER		\$ -	\$ 97.89	\$ 97.89
069503	425	UNITED BANKCARD CENTER		\$ -	\$ 149.54	\$ 149.54
069503	425	UNITED BANKCARD CENTER		\$ -	\$ 41.07	\$ 41.07
069503	425	UNITED BANKCARD CENTER		\$ -	\$ 136.90	\$ 136.90
069503	425	UNITED BANKCARD CENTER		\$ -	\$ 445.34	\$ 445.34
069503	425	UNITED BANKCARD CENTER		\$ -	\$ 249.53	\$ 249.53
069503	428	UNITED BANKCARD CENTER		\$ -	\$ 20.00	\$ 20.00
069503	433	UNITED BANKCARD CENTER		\$ -	\$ 247.00	\$ 247.00
069503	439	UNITED BANKCARD CENTER		\$ -	\$ 20.00	\$ 20.00
069503	439	UNITED BANKCARD CENTER		\$ -	\$ 300.00	\$ 300.00

069503	439	UNITED BANKCARD CENTER		\$ -	\$ 242.92	\$ 242.92
069503	439	UNITED BANKCARD CENTER		\$ -	\$ 30.76	\$ 30.76
069503	439	UNITED BANKCARD CENTER		\$ -	\$ 790.00	\$ 790.00
069503	439	UNITED BANKCARD CENTER		\$ -	\$ 175.00	\$ 175.00
069503	440	UNITED BANKCARD CENTER		\$ -	\$ 59.95	\$ 59.95
069503	700	UNITED BANKCARD CENTER		\$ -	\$ 20.09	\$ 20.09
069503	700	UNITED BANKCARD CENTER		\$ -	\$ 959.56	\$ 959.56
069503	700	UNITED BANKCARD CENTER		\$ -	\$ 150.00	\$ 150.00
069503	700	UNITED BANKCARD CENTER		\$ -	\$ 635.93	\$ 635.93
069503	700	UNITED BANKCARD CENTER		\$ -	\$ 40.94	\$ 40.94
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 4.23	\$ 4.23
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 12.53	\$ 12.53
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 118.51	\$ 118.51
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 155.99	\$ 155.99
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 425.00	\$ 425.00
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 165.00	\$ 165.00
069503	711	UNITED BANKCARD CENTER		\$ -	\$ 616.16	\$ 616.16
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 630.00	\$ 630.00
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 49.00	\$ 49.00
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 77.97	\$ 77.97
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 151.05	\$ 151.05
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 3,757.96	\$ 3,757.96
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 1,027.60	\$ 1,027.60
069503	712	UNITED BANKCARD CENTER		\$ -	\$ 513.80	\$ 513.80
069503	716	UNITED BANKCARD CENTER		\$ -	\$ 154.83	\$ 154.83
069504	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 12,553.13	\$ 12,553.13
069505	405	WEST PAYMENT CENTER	49635	\$2,059.88	\$ -	\$ 2,059.88
TOTAL						\$ 87,176.76
TOTAL				\$9,286.06	\$ 77,890.70	\$ 87,176.76

PUBLIC COMMENT:

Jennifer Brockman, Director of Planning & Zoning – Introduced J. T. Redmon the new Office Manager/Project Manager in the Planning & Zoning Department.

John Case, representing the Shepherdstown Friends (Quakers) - Presented the Commission with a resolution to urge our Governor, State Legislature, The President of the United States and Congress to immediately pursue all necessary and reasonable restrictions on the sale of Firearms.

David Tabb, resident – Spoke regarding the Tabb Timer and the citizens need to be more involved in County Government.

Tom Trumble, with the Jefferson County Board of Health - Introduced the newly hired Board of Health Administrator, George Bernardino.

PRESENTATIONS:

1. Laura Storm, Circuit Clerk – Requesting approval of the hiring of Lillian G. Alicea Anderson to a full-time position as Deputy Clerk with the Circuit Clerks office. Ms. Anderson’s salary will be a Grade-II Step-C - \$28,500 with full

benefits afforded to Jefferson County Commission employees. This position has previously been approved by the County Commission and the funds are within the Circuit Clerk's budget.

- **Motion by Ms. Noland to approve the hiring of Lillian G. Alicea Anderson to a full-time position as Deputy Clerk within the Circuit Clerks office at Grade-II Step-C with a starting salary of \$28,000 with full benefits as afforded to Jefferson County employees effective March 18, 2013. Motion seconded by Ms. Tabb and unanimously approved.**

2. Angela Banks, Assessor, presented the following exonerations for approval:

NOTICE OF EXONERTION:

Angela Banks, County Assessor, requested exonerations for Deborah K. & Derwin Layton, in the amount of \$ 247.36.

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Deborah K & Derwin Layton	Charles Town	Real Estate	8639	\$247.36

- **Motion by Ms. Widmyer to approve exonerations for Deborah K. & Derwin Layton in the amount of \$247.36, being Ticket No. 8639. Motion seconded by Ms. Tabb and unanimously approved.**

Angela Banks, County Assessor, requested APPORTIONMENT OF JOINTLY OWNED MOTOR VEHICLES

I, Angela Banks, Assessor of Jefferson County, having been presented with a certified copy of a final divorce order entered under provisions of section fifteen, article two, chapter forty-eight of the West Virginia Code, do hereby apportion the assessment of the taxes for Tax Year 2012 owed on jointly owned motor vehicles involved in the divorce order and awarded exclusively to be titled, one or more in the name of the husband and one or more in the name of the wife as follows:

SECTION I

TICKET # 311162 DISTRICT : MIDDLE WAY DISTRICT TICKET TOTAL: \$1,347.20
NAME 1: LAURA J. BOWMAN

MAKE	MODEL	YEAR	VEHICLE IDENTIFICATION	ASSESSED VALUE	CLASS	RATE	TAXES DUED
Cirj	Trir	2004	46YHG2332X31066440	1700	3	.023108	39.29
FORD	F-150	1994	1FTEF14Y3RN800751	1400	3	.023108	32.35
LEXUS	ES-V6	1996	JT8BF12G7T0130013	1400	3	.023108	32.35
			SUBTOTAL 1				103.99

NAME 2: ELEX D. BOWMAN

MAKE	MODEL	YEAR	VEHICLE IDENTIFICATION	ASSESSED VALUE	CLASS	RATE	TAXES DUE
EBY	TRIR	2004	4A2LG242342010128	3900	3	.023108	90.12
FORD	F-250	2010	1FTSX2B5XAEA39742	13700		.023108	316.58
FORD	F-350	2011	1FT8X3D62BEB00119	23100	3	.023108	533.80
HUDSON	TRIR	1985	10HHSE165F1000579	100	3	.023108	2.31
OTH PERS	RACE HORSE		10HHSE165F1000579	13000	3	.023108	300.40
			SUBTOTAL 2				1,243.21

OTHER PERSONAL PROPERTY OWNED JOINTLY

DESCRIPTION	CLASS	RATE	TAXES DUE
		SUBTOTAL	
	SAME AS FACE AMOUNT OF TICKET TOTAL =	GRAND TOTAL	\$1,347.20

SECTION II:

Filed with the County Commission this 21 day of March 2013.

SECTION III:

The County Commission of Jefferson County does hereby order the apportionment of the assessment of taxed as determined and set forth by the county assessor in Section I of this notice.

- **Motion by Ms. Tabb to approve apportionment of the assessment of taxes as determined and set forth by the county assessor in Section I of this notice. Motion seconded by Ms. Noland and unanimously approved.**

3. Cheryl Keyrouze - Communication Outreach, Jefferson County - Requesting funding to help cover the transportation cost for Jefferson County citizens to travel to Charleston WV for Jefferson County Day at the Capital. Ms. Keyrouze stated the Development Authority has chosen not to contribute this year to the event as they have in the past, but the Jefferson County Convention and Visitors Bureau voted to contribute \$1,500 towards the transportation, if the County Commission will match it. Ms. Keyrouze stated the cost of the bus is \$2,295 and she would be happy for the Commission to split the cost with the CVB. Ms. Keyrouze requested the Commission make this expenditure a line item on the budget as it is requested every year. Ms. Keyrouze stated at the least she would like to see the Commission pass a resolution saying they support transportation to Charleston yearly for Jefferson County Day.

- **Motion by Ms. Noland to appropriate half the cost for the bus transportation to Charleston for the Jefferson County Day. Motion seconded by Ms. Widmyer and unanimously approved.**

NEW BUSINESS:

4. Approval of the Community Participation Grant Resolution for the Jefferson County Commission – Office of Homeland Security and Emergency Management in the amount of \$3,000.

**JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV
RESOLUTION**

The Jefferson County Commission met on the 21st day of March, 2013 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Dale Manuel, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and to act as the administrator of grant funds pursuant to provisions of the Community Participation Program in the amount of \$3,000. The funds from this project will be used for the purchase of equipment for technology for the Office of Homeland Security and Emergency Management of Jefferson County.

Dated: _____

DALE MANUEL PRESIDENT
JEFFERSON COUNTY COMMISSION

- **Motion by Ms. Tabb to approve the Community Participation Grant Resolution for the Jefferson County Commission – Homeland Security and Emergency Management in the amount of \$3,000 and to authorize the President of the Commission to affix his signature to the appropriate document. Motion seconded by Ms. Widmyer and unanimously approved.**

5. Approval of the Community Participation Grant Resolution for Good Shepherd Interfaith Caregivers in the amount of \$10,000.

JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV
RESOLUTION

The Jefferson County Commission met on the 21st day of March, 2013 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Dale Manuel, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and to act as the administrator of grant funds pursuant to provisions of the Community Participation Program in the amount of \$10,000. This project is to assist in the capital improvements for maintenance work and home repairs for seniors to live safely in their homes and to expand programs by providing emergency evening and weekend transportation for clients of the Good Shepherd Interfaith Volunteer Caregivers.

Dated: _____

DALE MANUEL PRESIDENT
JEFFERSON COUNTY COMMISSION

- **Motion by Mr. Manuel to approve the Community Participation Grant Resolution for the Good Shepherd Interfaith Volunteer Caregivers in the amount of \$10,000 and to authorize the President of the Commission to affix his signature to the appropriate document. Motion seconded by Ms. Noland and unanimously approved.**

6. Approval of Community Participation Grant Resolution for the Jefferson County Black History Preservation Society – Webb/Blessing House in the amount of \$3,000.

JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV
RESOLUTION

The Jefferson County Commission met on the 21st day of March, 2013 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Dale Manuel, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and to act as the administrator of grant funds pursuant to provisions of the Community Participation Program in the amount of \$3,000. This project is to assist in the emergency measures of preserving and stabilizing the historic Webb/Blessing's House for the Jefferson County Black History Preservation Society.

Dated: _____

DALE MANUEL, PRESIDENT

JEFFERSON COUNTY COMMISSION

- **Motion by Ms. Widmyer to approve the Community Participation Grant Resolution for the Jefferson County Black History Preservation Society – Webb/Blessing House in the amount of \$3,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded by Ms. Tabb and unanimously approved.**

7. Approval of Community Participation Grant Resolution for the African American Community Association – Fisherman’s Hall in the amount of \$2,000.

JEFFERSON COUNTY COMMISSION
CHARLES TOWN, WV
RESOLUTION

The Jefferson County Commission met on the 21st day of March, 2013 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Dale Manuel, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and to act as the administrator of grant funds pursuant to provisions of the Community Participation Program in the amount of \$2,000. The funds from this project will be used for the preservation and rehabilitation of the Fisherman’s Hall.

Dated: _____

DALE MANUEL PRESIDENT
JEFFERSON COUNTY COMMISSION

- **Motion by Ms. Tabb to approve the Community Participation Grant Resolution for the African American Community Association – Fisherman’s Hall in the amount of \$2,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded by Ms. Widmyer and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS:

8. Debbie Keyser, County Administrator – Presented the Jefferson County Compensation Study Guidelines, which in the past had been referred to as the Jacob Study. The guidelines are a brief summary to address issues and questions which have come about and were not addressed in the Jacob Study. These include issues such as when new employees are eligible for an increase and how to deal with market adjustments. A portion of the guidelines deal with policy and procedures.

- **Motion by Mr. Manuel to approve the Jefferson County Compensation Guidelines as presented by Ms. Keyser. Motion seconded by Ms. Widmyer and unanimously approved.**

PRESENTATIONS (continued)

9. Randy Funkhouser, Charles Town Horse Breeders Protection Association. Mr. Funkhouse stated his reason to come before the Commissioners today is to make them aware of proposed legislation - SB 455 known as The Wheeling Survival Act. Mr. Funkhouser stated this bill is a grave concern to the horsemen industry by cutting racing days from 220 to 150 days. Mr. Funkhouser believes the effects on the economic impact to Jefferson County would be great.

10. Roger Ramey, Hollywood Casino at Charles Town Races & Slots – Mr. Ramey stated the reason for coming before the Commission today is for the annual update. Mr. Ramey introduced Al Britton, the General Manager for

Hollywood Casino at Charles Town Races & Slots. Mr. Britton stated the bill Mr. Funkhouser presented is an industry bill, not a Penn National Bill. Mr. Britton stated Hollywood Casino at Charles Town Races & Slots has seen a 15% -17% reduction in VLT revenue due to competition in the surrounding area. Maryland Live will be opening table games April 11, 2013. A full blown Casino in Baltimore and National Harbor, outside of DC; their primary markets, are also on line to open. The goal of Penn National is not to drop racing to 150 days. They will negotiate with the Charles Town HBPA the number of racing days as they have in the past, but would like some flexibility though. Mr. Britton stated Charles Town numbers are healthy; they have every intention of competing and staying healthy, Penn National is trying to be pro-active in looking ahead and recommends the County Commission should too.

11. Interview and Appointment to the Harpers Ferry/Bolivar PSD for and unexpired term ending June 30, 2014.

- **Motion by Ms. Widmyer to appoint Dr. Edmund C. Stazyk to the Harpers Ferry/Bolivar PSD for the unexpired term ending June 30, 2014. Motion seconded by Ms. Noland and unanimously approved.**

12. The Commission took a break at 10:46 a.m.
The Commission reconvened at 11:00 a.m.

13. Lynn Fields, Deputy Clerk, Probate – Ms. Fields stated she is requesting the closure of the estates of Joseph Klunder and Hugh Hoover. The two estates did not make the deadline for the last Quarterly Review. Ms. Fields explained one of the estates is quite large and would like to make disbursements to the heirs. The other estate is asking for closure due to tax purposes. Ms. Fields further stated all requirements and deadlines have been met and all interested parties have been notified with no objections.

- **Motion by Ms. Widmyer to close estates as recommended by the Probate Clerk. Motion seconded by Ms. Tabb and unanimously approved.**

14. Ms. Keyser stated the budget was put on the agenda as a place holder. As the budget was approved there is no action needed. Ms. Keyser stated she and Ms. McDonald are working on filling out the budget forms for the state in Mr. Shroyer's absence. Ms. Tabb inquired as to the change in funding for Public Transit; she didn't understand why it was increased by \$1,000. It was the consensus of the Commissioners all budgets were to remain at the same funding level as last year. Ms. Keyser was directed to make the appropriate change.

15. Legislative Updates

A. Ms. Noland reported:

- SB521 - Regional Jail Bills – Creating an amnesty program for certain individuals driving on an expired license to keep them out of jail and cut down on jail costs. This move was spearheaded by the Justice Reinvestment Legislation.
- SB522 - Collection and process of Court fees – fees which could create additional revenue for regional jails.
- HB2857 - Process of filling vacancies of certain offices – they are looking at 60 days for filling the vacancies.
- SB529- Granting County Commissions advised and consent authority in discharging certain county employees.
- SB159 - Providing Elected County Officials receive raises based on the Consumer Price Index.
- HB2812 - Relating to the valuation of motor vehicles for purposes of ad valorem property taxes: requiring antique motor vehicles not used for general transportation to be assigned an appraised value of \$5,000 and requiring the assessed value for all motor vehicles to be at least \$420.

B. Dale Manuel reported:

- Gun bill – made it out of the House preempts Municipal government in their ability to control fire arms inside of their boundaries. The Association took an unfavorable approach.
- Any work on public buildings you would have to use USA made products.
- New education levies would have to include some allocation for libraries.
- Discussed with the organization protecting the monies allocated from Gambling Industries. The bill

discussed today 455 has not moved.

C. Lyn Widmyer reported:

- HB 2916 Eliminated the Tax Credit Program on National Registered Listed home.

COUNTY ADMINISTRATORS REPORT

- Commission meeting calendar for June & July 2013. Due to holiday schedule there would be a month between meetings. It was the consensus of the Commission to meet June 27, 2013.
- New assignments to Boards, Commissions - Ms. Noland request another Commissioner replace her on the Telamon Board as it conflicts with another meeting she is assigned to. Ms. Widmyer volunteered to take her place.
- Ms. Keyser requested a recommendation to put in a ceiling mike for public comments at a cost of \$792. Ms. Noland recommended purchasing a ceiling mike. It was the consensus of the Commission to move forward with purchasing the ceiling mike.
- April 15-16 there will a representative from ING speaking to the employees in different locations.
- April 11 – Ethics and Robert Rules workshop will be held in the lower level of the Library.
- May 7, WV Humanities Council for England will have a speaker, more information to follow.
- IT update – Mr. Pellish requested Ms. Keyser wait until the April Commission meeting to address this issue.
- No update for Space Needs.

16. Stephanie Grove, Assistant Prosecuting Attorney, Executive Session regarding back pay for Deputy Sheriffs assigned to care for K-9's.

- **Motion by Ms. Noland to enter into an Executive Session with regard to pending litigation, pursuant to WV Code §6-9A-4. Motion seconded by Ms. Tabb and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session and reconvene Regular Session. Motion seconded by Ms. Tabb and unanimously approved.**
- **Ms. Noland stated as a result of discussion in Executive Session, move to pay back pay to the four (4) canine handlers totaling \$44,148.19. Motion seconded by Ms. Tabb and unanimously approved.**

COUNTY COMMISSIONER REPORTS:

Commissioner Widmyer:

- Attended all the Budget Meetings.
- Attended the Hagerstown, Eastern Panhandle Metropolitan Organization Planning Meeting.
- Jefferson County Landmarks Commission Meeting.
- Eastern Panhandle Transportation Authority Meeting.
- Attended the Eastern Panhandle Transportation Authority Meeting.

Commissioner Tabb:

- Attended all Budget Workshops.
- Went to Morgantown - WV Dairy Cattle Show.

Commissioner Noland:

- Attended all Budget Work Sessions
- Attended Partnership for Affordable Housing Meeting.
- Attended Region 9 Air Quality Meeting.
- Attended the WV Association of Counties Conference.
- Attended the Convention and Visitors Bureau Meeting.
- Attended the Council on Aging Meeting.

Commissioner Manuel:

- Attended all Budget Work Sessions.
- Attended the WV Association of Counties Conference.
- Attended the Council on Aging.
- Attended the Eastern Panhandle Transportation Authority.
- Attended the JC Emergency Services Agency Meeting.
- Attended the Parks & Recreation Meeting.

17. Commission broke for lunch at 12:15 p.m.

Commission broke for lunch at 1:30 p.m.

18. Roger Goodwin, Chief Engineer – Bond Construction Release

A. Complete release of the construction Bond security for Philip N. McDonald- McLucky, LLC (File #S11-16) – Letter of Credit #1769 with the First Bank of Strasburg, Virginia.

- **Motion by Ms. Noland to authorize a complete release of the remaining \$51,935.00 construction bond amount for Philip N. McDonald-McLucky LLC (File #S11-16). Motion seconded by Ms. Tabb and unanimously approved.**

B. Complete release of the Construction Bond security for THZ Enterprises, LLC- Maddex Farm Subdivision, Phase III (PC File #05-05) – Letter of Credit #1236-4401 with United Bank, Martinsburg, WV.

- **Motion by Ms. Tabb to authorize a complete release of the remaining \$145,573.00 construction bond amount for THZ Enterprises, LLC – Maddex Farm Subdivision, Phase III (PC File #05-05). Motion seconded by Mr. Manuel and unanimously approved.**

- i. Ms. Widmyer inquired if the HOA is aware of the release. Upon unanimous consent of the Commission, Mr. Richard Sussmann, with Property Manager People, representing Maddex Farm HOA addressed the Commission. Mr. Sussmann stated there were no objections to this release or the release on Phase IV (PC File # 06-07).

C. Complete release of the Construction Bond security for THZ Enterprises, LLC-Maddex Farm Subdivision, Phase IV (PC File #06-07) - Letter of Credit #1200 with United Bank, Martinsburg, WV.

- **Motion by Ms. Widmyer to authorize a complete release of the remaining \$103,621.00 construction bond amount for THZ Enterprises, LLC – Maddex Farm Subdivision, Phase IV (PC File #06-07). Motion seconded by Ms. Noland and unanimously approved.**

19. Jennifer Brockman, Director of Planning & Zoning

A. Approval of Job Offer for vacant Planning Clerk Position – Ms. Brockman stated this position had been approved April 22, 2013. They now have a candidate. This candidate will come in at a Grade III, Step D.

- **Motion by Ms. Noland to approve the recommendation of the Director of Planning and Zoning to hire the preferred applicant to fill the vacant Planning Clerk position for the Departments of Planning and Zoning in accordance with the Department of Planning’s budgeted position. Motion seconded by Ms. Tabb and unanimously approved.**

B. Approval to use Temporary Part Time Contract Employee – Due to the number of extra meetings being held by the Planning Department, Ms. Brockman requested the use of Jennifer Snyder on an as needed basis for no more than 10 hours a week and no more than five (5) or six (6) weeks until the new hire can come on board. Ms. Gran, Finance, informed Ms. Brockman it would not be difficult to add her back on the payroll.

- **Motion by Ms. Noland to approve Jennifer Snyder as a temporary part-time hire for the Planning and Zoning Department. Motion was seconded by Ms. Widmyer and unanimously approved.**

20. Fred Blackmer, former Jefferson County resident. Mr. Blackmer stated he is doing administrative work for many of the petitioners in the Mannings Project. Mr. Blackmer believes this is the initial process of submitting the

application and request and for starting the clock for a Public Hearing to begin. This is the process of County Commission review and public testimony prior to making a determination as to whether there will be a vote for the residents of Mannings' on their Incorporation. The goal is to start the clock on the WV Code process of scheduling a hearing in the no less than ten (10) days, no more than thirty (30) days. Mr. Blackmer stated the petitioners are people who signed the petition, the land-owners petition; to begin the process for a vote of the residents of Manning's on Incorporation. Concern was expressed by the Commissioners as to the validity of the petition as this petition came before the Commission five (5) years ago. Stephanie Grove, Commission Legal Counsel, stated she believes once a petition had been acted upon and an order entered, the petition is no longer valid and a new petition must be presented. Mr. Manuel inquired if this petition could be recertified? Ms. Grove believes you can recertify that the freeholders still live in the area.

Ms. Grove explained the process for verification – The County Clerk has one petitioner verify it is a true and accurate petition. This means the signatures are true and accurate; and everyone who signed it is in favor of the petition. The County Clerk makes sure thirty percent of the freeholders signed the petition and do in fact live there. The County does not verify the petitioners are still in favor of the petition.

Ms. Grove stated the role of the Commission is ministerial, one of a fact finder. The Commission determines the petition meets all the requirements. This is what the public hearing is for.

- **Motion by Ms. Widmyer to follow the legal counsel of our attorney and recommend to the applicant they have to meet anew the requirement for thirty percent of the registered voters and at such time return to the Commission and request a public hearing. Motion dies for the lack of a second.**
 - Ms. Grove believes you have to hold a public hearing to determine the petition does not comply with the requirements of section two of the code.
- **Motion by Ms. Widmyer to direct the applicant to update and resubmit a petition meeting state code for the percentage of voters and at such time return to us with a request for a public hearing. Motion dies for the lack of a second.**
- **Motion by Ms. Noland to schedule a public hearing within the required time frame, later rather than sooner. Motion seconded by Ms. Tabb.**
 - **Mr. Manuel amended the motion to include the public meeting must be held in the designated area at Blue Ridge School. Ms. Noland accepted the amendment. Motion is approved on a vote of 3-1 with Ms. Widmyer opposing.**
 - **Ms. Widmyer requested the record reflect she opposes the motion due to the fact the petition has not been updated since 2009.**

Ms. Grove stated the County Commission must hold a public hearing to determine if the petition meets the requirements of section one and two. Section one deals with how they will address the amenities they must provide as a corporation. Section two deals with the sufficiency of the petition. According to case notes you must hold a public hearing as the petition is valid based on prima fascia evidence.

- Ms. Widmyer requested written comments, as part of the Public Hearing record, from the Health Department, PSD and Planning Commission to talk about the implications for the extension of services.
- Ms. Noland suggested we accept written comments.
- Mr. Manuel inquired, if at the Public Hearing, it would be appropriate to ask those individuals that are residents in the area that is impacted, to let us know who they are so we know the opinions of those being impacted the most.
- Ms. Widmyer believes everyone in the County is impacted by this.
- Ms. Grove stated it is the responsibility of the petitioner to place the class two advertisement announcing the day, time and location of the Public Hearing.

Motion by Ms. Widmyer to adjourn. Motion seconded by Ms. Noland and unanimously approved.

