

Minutes

Jefferson County Commission

Thursday, May 2, 2013

A meeting of the Jefferson County Commission was held on Thursday, May 2, 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, and Jane Tabb. Lyn Widmyer was absent with notice. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the May 2, 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 April 04, 2013 County Commission Meeting with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Minutes of the April 16, 2013 Special Session, Laying of the Levy. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Minutes of the April 18, 2013 County Commission Meeting. Motion seconded and approved on a vote by Ms. Noland, Mr. Pellish and Mr. Manuel. Ms. Tabb abstained as she was absent for the April 18, 2013 meeting.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Pellish to approve Purchase Orders in the amount of \$14,101.38 to include P. O. Nos., 51398, 49904, 51609, 51610, 50279, 50280, 50282, 51611, 51565, 51566, 52133, 52135, 50866, 51371, 51558, 51560, 51561, 51562, 51564, 50388, 50389 and 50328. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Noland to approve the accounts payable for April 25, 2013 in the amount of \$411,423.47. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069715	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,792.24	\$ 3,792.24
069716	406	ASSESSOR OF JEFFERSON CO	51399	\$ 45.51	\$ -	\$ 45.51
069717	439	AMERICAN PLANNING ASSOC	50325	\$ 195.00	\$ -	\$ 195.00
069718	425	COMCAST		\$ -	\$ 449.90	\$ 449.90
069719	425	A. F. MCCORMICK	51367	\$ 1,105.00	\$ -	\$ 1,105.00
069720	439	B-K OFFICE SUPPLY INC	50327	\$ 127.27	\$ -	\$ 127.27
069721	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85

069722	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
069723	716	BLUE RIDGE VETERINARY	50358	\$ 153.20	\$ -	\$ 153.20
069724	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
069725	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
069726	439	BREAKTHROUGH ACHIEVEMENT	50326	\$ 1,177.84	\$ -	\$ 1,177.84
069727	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 290.31	\$ 290.31
069728	404	CASTO & HARRIS INC	52100	\$ 492.14	\$ -	\$ 492.14
069729	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
069730	712	CDW-GOVERNMENT INC	49827	\$ 1,749.48	\$ -	\$ 1,749.48
069730	712	CDW-GOVERNMENT INC	49828	\$ 875.25	\$ -	\$ 875.25
069731	717	CREAMERS WRECKER SVC	51366	\$ 180.00	\$ -	\$ 180.00
069732	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
069733	403	COAST TO COAST COMPUTER	51431	\$ 335.00	\$ -	\$ 335.00
069734	PAYROLL	COLONIAL LIFE		\$ -	\$ 756.42	\$ 756.42
069735	425	DAYCON	51553	\$ 659.14	\$ -	\$ 659.14
069736	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 108.05	\$ 108.05
069737	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
069738	700	GALLS,AN ARAMARK CO	51306	\$ 440.50	\$ -	\$ 440.50
069738	716	GALLS,AN ARAMARK CO	51299	\$ 514.25	\$ -	\$ 514.25
069739	716	HILLSIDE VETERINARY HOSP	50354	\$ 189.98	\$ -	\$ 189.98
069739	716	HILLSIDE VETERINARY HOSP	50359	\$ 233.43	\$ -	\$ 233.43
069740	412	MICHAEL HARMAN		\$ -	\$ 429.40	\$ 429.40
069741	700	HITS, INC.	51303	\$ 250.00	\$ -	\$ 250.00
069742	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,065.00	\$ 2,065.00
069743	401	INSIGHT A/V SERVICES		\$ -	\$ 754.58	\$ 754.58
069744	712	THE JOURNAL	49876	\$ 439.23	\$ -	\$ 439.23
069745	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
069746	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,818.00	\$ 4,818.00
069746	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
069747	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 41.79	\$ 41.79
069748	700	MIDWEST RADAR & EQUIPMEN	51302	\$ 990.00	\$ -	\$ 990.00
069749	712	MORGAN AWARDS	51593	\$ 102.00	\$ -	\$ 102.00
069750	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 782.56	\$ 782.56
069751	425	HOME DEPOT CREDIT SERVIC		\$ -	\$ 1,090.63	\$ 1,090.63
069752	711	BARBARA J. MILLER		\$ -	\$ 138.00	\$ 138.00
069753	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
069754	425	NORVAC LOCK TECHNOLOGY	51554	\$ 217.50	\$ -	\$ 217.50
069755	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
069756	716	NATIONAL ANIMAL CNRL ASS	50357	\$ 125.00	\$ -	\$ 125.00
069757	716	NORTON EMBROIDERY INC	51297	\$ 149.40	\$ -	\$ 149.40
069758	404	PIFER OFFICE SUPPLY, INC	52099	\$ 514.61	\$ -	\$ 514.61
069758	406	PIFER OFFICE SUPPLY, INC	51397	\$ 116.65	\$ -	\$ 116.65
069759	GRANT	EASTERN PANHANDLE REGION		\$ -	\$ 5,826.22	\$ 5,826.22
069760	403	SOFTWARE SYSTEMS, INC	51432	\$ 499.00	\$ -	\$ 499.00
069760	701	SOFTWARE SYSTEMS, INC	51305	\$ 617.34	\$ -	\$ 617.34
069761	405	SPECIALTY BUS SUPPLIES	50387	\$ 1,437.12	\$ -	\$ 1,437.12
069762	405	STAPLES CREDIT PLAN	50386	\$ 293.96	\$ -	\$ 293.96
069763	704	ST/WV REGIONAL JAIL &	50069	\$ 104,968.80	\$ -	\$ 104,968.80
069764	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,697.02	\$ 9,697.02

069791	PAYROLL	CONSOLIDATED PUBLIC		\$ -	\$ 270.40	\$ 270.40
069792	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,590.76	\$ 5,590.76
069793	405	FEDEX		\$ -	\$ 26.64	\$ 26.64
069793	700	FEDEX		\$ -	\$ 23.64	\$ 23.64
069794	433	TODD FAGAN		\$ -	\$ 53.79	\$ 53.79
069795	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,929.19	\$ 1,929.19
069795	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,681.15	\$ 1,681.15
069796	425	GES PROPERTY PROS LLC	51368	\$ 1,450.00	\$ -	\$ 1,450.00
069797	402	JEFFERSON PUBLISH CO INC	50283	\$ 27.00	\$ -	\$ 27.00
069797	424	JEFFERSON PUBLISH CO INC	51559	\$ 47.98	\$ -	\$ 47.98
069798	712	PRIORITY DISPATCH	49826	\$ 730.00	\$ -	\$ 730.00
069799	PAYROLL	HIGHMARK WV		\$ -	\$ 165,705.00	\$ 165,705.00
069800	412	SHAY MCNEIL		\$ -	\$ 438.44	\$ 438.44
069801	405	KAREN MARTIN		\$ -	\$ 247.85	\$ 247.85
069802	424	NEOPOST USA INC.	50073	\$ 330.00	\$ -	\$ 330.00
069803	403	PIFER OFFICE SUPPLY, INC	51434	\$ 52.04	\$ -	\$ 52.04
069804	712	LAURA POPE		\$ -	\$ 48.00	\$ 48.00
069804	712	LAURA POPE		\$ -	\$ 20.90	\$ 20.90
069805	717	CHRISTINA POPE		\$ -	\$ 46.00	\$ 46.00
069806	425	RCS SECURITY		\$ -	\$ 348.00	\$ 348.00
069807	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
069808	425	THOMPSON GAS		\$ -	\$ 369.13	\$ 369.13
069809	425	TML COPIERS & DIGITAL	50174	\$ 525.58	\$ -	\$ 525.58
069810	412	WVU PRINTING SERVICES	52132	\$ 216.00	\$ -	\$ 216.00
069811	405	DEBRA A. YOUNG		\$ -	\$ 314.14	\$ 314.14
TOTAL						\$ 195,088.04
TOTAL				\$ 3,616.44	\$ 191,471.60	\$ 195,088.04

PUBLIC COMMENT:

Jennifer Brockman, Director of Planning and Zoning introduced Alex Beaulieu, the new Planning Clerk and Clay Raines, the Planning & Zoning and GIS/Addressing shared summer Intern.

PRESENTATIONS:

1. Jennifer Maghan, County Clerk – Requesting approval of employment (replacement) for Deputy Clerk at a salary of \$30,000 to be effective May 3, 2013.
 - Motion by Mr. Pellish to approve the employment of the new hire for the County Clerk’s Office at a salary of \$30,000 to be effective May 3, 2013. Motion seconded and unanimously approved.

2. Interviews & Appointments to the Development Authority – Approval to reappoint Karan Townsend to the Development Authority for a three (3) year term ending April 5, 2016 at the request and as a representative of the Town of Harpers Ferry.

- **Motion by Mr. Pellish to not approve the recommendation to the Development Authority as a representative of the Town of Harpers Ferry. Motion seconded.**

Ms. Grove, Legal Counsel, explained the County Commission is the appointing authority and the Municipalities are required by State Code to submit three (3) names for consideration. Three (3) names were not submitted for consideration and it is the feeling of Mr. Pellish the Commission should have the ability to choose a representative from a selection of three (3) applicants.

- **Mr. Pellish withdrew his motion. Ms. Noland withdrew her second.**
- **It was the consensus of the Commission to request from the Town of Harpers Ferry a list of three (3) candidates for consideration for appointment as their representative.**

3. John Reisenweber, on behalf of the Jefferson County Development Authority Board of Directors – Requesting approval of a Resolution of Participation and Cooperation for the Local Economic Development Grant Program in the amount of \$31,008.00 and for the signature by the President of the Jefferson County Commission and the County Clerk.

**WEST VIRGINIA
CERTIFIED DEVELOPMENT COMMUNITY (CDC)
PROGRAM
RESOLUTION OF PARTICIPATION AND COOPERATION**

Whereas, the governing body of Jefferson County is interested in the economic well-being of its citizenry and the community at-large; and,

Whereas, the governing body is prepared to support appropriate efforts within the community to promote economic development; and,

Whereas, the West Virginia Chamber of Commerce and the West Virginia Development Office sponsor a program that is specifically designed to help West Virginia communities become better prepared for economic development; and

Whereas, The County Commission has consistently funded the Jefferson County Development Authority since 1980, and this year's budgeted amount well exceeds the required \$31,008.00 match; and

Whereas, it is a requirement of the Local Economic Development Grant Program to provide evidence of local match;

THEREFORE, BE IT RESOLVED that the County Commission of Jefferson County wishes to continue its participation in the Certified Development Community Program, and that the leadership of the community fully realizes this program requires dedicated effort; and,

BE IT FUTHER RESOLVED that the program requires the existence of a Local Economic Development Organization, and this governing body designates the Jefferson County Development Authority as representing our community for the purpose of participating in this program.

BE IT FURTHER RESOLVED, that evidence is hereby provided to the West Virginia Development Office that more than sufficient matching funds have been provided to the Jefferson County Development Authority by the Jefferson County Commission.

This resolution is in full effect upon its adoption this 2nd day of May, 2013.

Signed:

Dale Manuel, President

Attested:

Jennifer S. Maghan, County Clerk

- **Motion by Mr. Manuel to approve the resolution of support for the Jefferson County Development Authority’s application for the local Economic Development grant of \$31,008.00 from the West Virginia Development Office, and for the President and the County Clerk to affix their signature to the Resolution. Motion seconded and unanimously approved.**

John Reisenweber on behalf of the Jefferson County Development Authority Board of Directors – Requesting permission to hire a Program Director to replace Whitney Barrett.

- **Motion by Ms. Noland to approve advertising for a Program Director for the Jefferson County Development Authority. Motion seconded and unanimously approved.**

John Reisenweber on behalf of the Jefferson County Development Authority Board of Directors – Requesting permission from the County Commission to advertize for four (4) additional seats on the Jefferson County Development Authority Board.

- **Motion by Mr. Pellish to approve the advertizing for four (4) additional seats on the Jefferson County Development Authority Board. Motion seconded and unanimously approved.**

John Reisenweber on behalf of the Jefferson County Development Authority Board of Directors – Presentation of Commercial Impact Fee Language.

- **Motion by Ms. Tabb to set the public hearing on the Revised Commercial Impact Fee Languge Draft Ordinance 2013-1, as soon as manageable. Motion Seconded.**
- **Motion by Ms. Noland to amend the motion to include changing the document to read – “reducing the fee by 99.5%”. Motion to amend seconded and unanimously approved.**
- **Vote on the main motion as amendment unanimously approved.**

4. Roger Goodwin, Chief Engineer – Requesting a complete release of the Construction Bond security for D & D, L.C. – Dairy Queen Maddex Square Shopping Center (PC File #S06-02) – Letter of Credit #700061429 with Community Bank, Staunton, Virginia.

- **Motion by Ms. Tabb to authorize a complete release of the remaining \$233,846.00 construction bond amount for D & D, L.C. - Dairy Queen Maddex Square Shopping Center (PC File #S06-02). Motion seconded and unanimously approved.**

Roger Goodwin, Chief Engineer – Impact Fee Schedule Update, request for Proposals. After presentation of the FY 2013-2014 Impact Fees Capital Improvement Plan to the County Commission on March 7, 2013, the County Commission directed the Chief Engineer to draft a Request for Proposals to hire a consultant to recalculate the impact fees for the four impact fee entities and to update the fee schedules. The attached Request for Proposals is presented for approval and publication of the Request For Proposal legal advertisement. The four Impact Fee entities are: Schools, Parks & Recreation, Law Enforcement and Fire & Emergency Medical Services.

- **Motion by Ms. Tabb to approve the request for proposal for the recalculation of the Impact Fees and Fee Schedules Update and request School Board to pay 50% of the fee associated with the School Board portion of the cost of the contract work. Motion seconded and unanimously approved.**

5. The Commission recessed for break at 11:05
The Commission reconvened from break at 11:17
6. Pete Dougherty, Jefferson County Sheriff – Requesting approval of the hiring of two (2) Bailiffs to fill two (2) vacancies which are budgeted positions. The recommended applicants are Kathleen Hertelendy and John Grove.
 - **Motion by Ms. Noland to approve the hiring of Kathleen Hertelendy and John Grove to the two (2) budgeted positions of Bailiff. Motion seconded and unanimously approved.**

Pete Dougherty, Jefferson County Sheriff – Requesting approval of the hiring of an Administrative Assistant II to fill a vacant budgeted position. The recommended applicant is Jennifer Lemon.

- **Motion by Ms. Noland to approve the hiring of Jennifer Lemon to the budgeted position of Administrative Assistant II at the pay of \$25,600. Motion seconded and unanimously approved.**
7. Debbie Keyser & Sally Gran, Health Care Presentation– Ms. Keyser and Ms. Gran presented a power point presentation highlighting medical facts for 2012 for our group, the Affordable Health Care Act and its impact to the County, 2013 Health Care results and recommendations, Update on HRA's and the 2014 To Do's. Ms. Keyser stated they were requesting approval to move forward with Open Enrollment.
 - **Motion by Mr. Pellish for employee contribution to remain at the current level of \$38.00 per month for an individual, \$285.00 per month for employee plus one (1) and \$425.00 per month for employee plus family. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Recommendation pertaining to the Jefferson County Emergency Services Agency – Commissioner Noland presented a power point presentation to outline her recommendations pertaining to Jefferson County Emergency Services Agency funding. Ms. Noland stated this recommendation is strictly a concept. Ms. Noland believes the recommended fees can be put to better use in funding emergency services instead of continuing to grow the administration of the Jefferson County Emergency Services Agency. Ms. Noland recognizes there are legal issues which must be addressed and this recommendation is strictly a starting point.

Mr. Pellish requested a comparison of staffing as it now exists and staffing under this proposal. Mr. Manuel agreed with Mr. Pellish in seeing a comparison of the staffing. Mr. Pellish and Ms. Tabb believe this is a concept they would like to explore further in order to maximize resources and provide services to the citizens.

Mr. Pellish inquired as to what Ms. Noland believed to be the next steps in her proposal? Ms. Noland stated she believed the following issues needed to be addressed:

1. Legal issues regarding an ordinance to collect an Emergency Fee needed to be resolved,
2. Realistically identifying what the salaries would be
3. Identifying how the program would work.

Mr. Manuel reminded the Commissioners they have the ability to amend the present ordinance if they are unhappy with the Jefferson County Emergency Services Agency Board.

9. Approval of Community Participation Grant Program Resolution for the Jefferson County Parks & Recreation in the amount of \$4,000.

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

The Jefferson County Commission met on the 2nd day of May, 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 Grant Program in the amount of \$4,000. This project is to assist the Jefferson County Parks and Recreation. The funds from this project will be used to purchase equipment for Youth Programs.

Dated:

DALE MANUEL, PRESIDENT
JEFFERSON COUNTY COMMISSION

**ATTESTED:
County Clerk**

- **Motion by Ms. Noland to approve the Community Participation Grant Program Resolution for the Jefferson County Parks and Recreation in the amount of \$4,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

FINANCIAL DIRECTOR REPORT

Approval of Internal Budget Revision #110 – Circuit Clerk’s Office. Budget revision request is to add funds to the over budgeted line items – Contracted Services and Ads/Legal Publications.

- **Motion by Ms. Tabb to approve Internal Budget Revision #110 as presented for the Circuit Clerk and to authorize the President to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

Approval of Internal Budget Revision #111 County Clerk’s Office. Budget revision request to move \$5,000 from the County Clerk’s part-time extra help line item to increase the County Clerk’s overtime line item.

- **Motion by Ms. Noland to approve Internal Budget Revision #111 as presented for the County Clerk and to authorize the President to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

Approval to close inactive bank account – Fund 068 bank account held with Bank of Charles Town (BCT), created in 1998 used to reimburse unemployment compensation. The last check written from this account was 2005. The balance of \$17,150 does not cover the quarterly amount due to Workforce WV Unemployment. The funds will be transferred to the account #001-382-MM-000 - refunds and reimbursements.

- **Motion by Ms. Tabb to approve the closure of bank account with the Bank of Charles Town fund 068 - unemployment compensation and to authorize the President of the Commission to affix his**

signature to the appropriate documents. Motion seconded and unanimously approved.

COUNTY ADMINISTRATOR REPORT

Financial Director Job Description – Mr. Manuel recommended the Financial Director’s job description be held over to a future meeting so Ms. Keyser can incorporate the suggestions from the Commissioners into an updated draft for review. Ms. Keyser stated she would have it ready for the May 16, 2013 meeting.

Teen Court/Smoot Building – Ms. Keyser defined the discussion between Ms. Rohn and herself, on behalf of the Commission, for the use of the Smoot Building for Teen Court. Ms. Keyser recommended a lease of no more than four (4) months should the Commission find another use for the building. In regard to insurance, it is required by our insurance policy that the County be included on the Teen Court insurance. Ms. Keyser spoke with United Way, who sponsors Teen Court and stated there is not a problem including them on their policy for Teen Court. There was unanimous consent of the Commission to enter into a contract with Teen Court for the use of the Smoot Building for four months and cover the cost of the utilities for the four months.

State Workers Compensation Board– Requested the use of one of our rooms for Workers Comp hearings. It was the consensus of the Commission to allow the State Workers Compensation Board to use the Courthouse Meeting Room for their hearings with the Commission Meeting room as a backup should the Courthouse be in use. This is all with the understanding County Commission business takes precedence.

Request to place Hollywood Casino at the Charles Town Race Track on a future agenda. Hollywood Casino is requesting a letter of endorsement from the Jefferson County Commission to expand selling beer outside for a special event. It was the consensus of the Commission to allow this request to be placed on a future agenda.

COUNTY COMMISSIONERS REPORTS

Dale Manuel:

- Attended the Fee Presentation of the Jefferson County Emergency Services Agency to the Volunteer Fire Companies.
- Attended the Affordable Housing meeting, with a subcommittee meeting on personnel.

Patsy Noland:

- Attended the Fee Presentation of the Jefferson County Emergency Services Agency to the Volunteer Fire Companies.
- Attended the Affordable Housing meeting, with a subcommittee meeting on personnel.
- Attended a personal meeting for the Jefferson County Visitors and Convention Bureau.

Walt Pellish:

- Attended Development Authority meeting, along with a subsequent meeting of the Development Authority and a gas company to research the possibility of getting natural gas in the County.
- Attended the Solid Waste Authority.

Jane Tabb:

- Attended the Fee Presentation of the Jefferson County Emergency Services Agency to the Volunteer Fire Companies.
- Companies.
- Attended a meeting at the Middleway Historic District.
- Attended the Public Comment sessions for the Farmland Protection Board Strategic Plan.
- Attended the Homeland Security & Emergency Management Services Partnership luncheon.
- Attended the Steering Committee meeting for the Homeland Security & Emergency Management Services.

Stephanie Grove, Prosecuting Attorney – Sheriff’s Department, Canine Handler back pay.

- **Motion by Ms. Noland to go into Executive Session to discuss personal/legal issues pursuant to §6-9A-4A. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve back pay for a total of two (2) years plus interest for the canine handlers at the Sheriff’s Department. Motion seconded and unanimously approved.**

The Commission meeting was adjourned at 12:46 a.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectively submitted
Cynthia C. Schott
Administrative Assistant

