

Minutes

Jefferson County Commission

Thursday, May 16, 2013

A meeting of the Jefferson County Commission was held on Thursday, May 16, 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 May 16, 2013 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

PRESENTATIONS:

1. Senator Snyder, Senator Unger, Delegate Lawrence and Delegate Skinner appeared before the Commission to update them on the past Legislative Session. The Senator's and Delegate's shared what they believed to be important legislation for the Eastern Panhandle. This included education reform, commuter rail access, a rate paying customer on the PSD, maternity benefits for dependents, a children's poverty initiative, help for volunteer fire departments to pay for worker's compensation premiums and justice reinvestment. Upcoming legislative issues which will impact the Eastern Panhandle include a Blue Ribbon Commission on Highways looking at ways to pay for maintenance and new roads and commuter rail access expanding.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the Minutes of the May 2, 2013, Manning Public Hearing approved.

Motion by Ms. Noland to approve the Minutes of the May 9, 2013 Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Manuel to approve Purchase Orders in the amount of \$106,620.87 to include P. O. Nos. 50360, 50361, 50363, 51567, 51595, 51596, 51597, 51613, 51614, 51615, 50070, 51572, 51372, 51573, 51575, 51576, 51577, 50331, 50391, 50392, 51307, 51310, 51312, Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069872	424	AT&T/IL		\$ -	\$ 0.34	\$ 0.34
069873	700	AUTOZONE		\$ -	\$ 436.96	\$ 436.96

069874	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,939.51	\$ 1,939.51
069875	701	BATTERY MART	51480	\$ 82.90	\$ -	\$ 82.90
069876	424	B-K OFFICE SUPPLY INC	51569	\$ 197.70	\$ -	\$ 197.70
069876	701	B-K OFFICE SUPPLY INC	51309	\$ 67.00	\$ -	\$ 67.00
069877	424	BOLAND SERVICES	51231	\$ 270.00	\$ -	\$ 270.00
069877	425	BOLAND SERVICES	51117	\$ 991.01	\$ -	\$ 991.01
069878	425	CITY OF CHARLES TOWN	51574	\$ 80.00	\$ -	\$ 80.00
069879	405	MARCIA L. CHANDLER, RPR	50390	\$ 573.65	\$ -	\$ 573.65
069880	439	CUMMINGS DATA ANALYSIS L	50329	\$ 500.00	\$ -	\$ 500.00
069881	440	DELL MARKETING LP	50232	\$ 1,232.42	\$ -	\$ 1,232.42
069882	711	GUEST SERVICES		\$ -	\$ 125.20	\$ 125.20
069883	717	GUTTMAN OIL CO		\$ -	\$ 18,524.87	\$ 18,524.87
069884	700	JOHN GROVE		\$ -	\$ 67.54	\$ 67.54
069885	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 229.08	\$ 229.08
069886	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,939.51	\$ 1,939.51
069887	412	JEFFERSON PUBLISH CO INC	52136	\$ 25.38	\$ -	\$ 25.38
069887	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 417.74	\$ 417.74
069888	425	JEFFERSON UTILITIES INC		\$ -	\$ 459.58	\$ 459.58
069889	712	LANGUAGE LINE SERVICES		\$ -	\$ 65.57	\$ 65.57
069890	424	HOME DEPOT CREDIT SERVIC		\$ -	\$ 11.96	\$ 11.96
069891	700	MP&B MORGANTOWN PRINTING	51311	\$ 95.00	\$ -	\$ 95.00
069892	712	ONCE UPON A FIND	49877	\$ 2,121.00	\$ -	\$ 2,121.00
069893	ALLOC	JEFF CO PARKS &		\$ -	\$ 20,364.83	\$ 20,364.83
069894	712	PSTC	51606	\$ 1,490.00	\$ -	\$ 1,490.00
069895	425	POTOMAC EDISON/OH		\$ -	\$ 4,753.13	\$ 4,753.13
069896	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 354.20	\$ 354.20
069896	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,514.50	\$ 1,514.50
069896	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,871.21	\$ 1,871.21
069897	401	STAPLES CREDIT PLAN		\$ -	\$ 330.61	\$ 330.61
069897	412	STAPLES CREDIT PLAN		\$ -	\$ 35.93	\$ 35.93
069897	424	STAPLES CREDIT PLAN		\$ -	\$ 30.43	\$ 30.43
069897	439	STAPLES CREDIT PLAN		\$ -	\$ 174.94	\$ 174.94
069897	700	STAPLES CREDIT PLAN		\$ -	\$ 1,348.11	\$ 1,348.11
069897	711	STAPLES CREDIT PLAN		\$ -	\$ 294.20	\$ 294.20
069897	712	STAPLES CREDIT PLAN		\$ -	\$ 469.07	\$ 469.07
069897	716	STAPLES CREDIT PLAN		\$ -	\$ 585.65	\$ 585.65
069898	711	SOFTWARE COMPUTER GROUP	53192	\$ 150.00	\$ -	\$ 150.00
069899	712	SEN COMMUNICATIONS	51605	\$ 15.00	\$ -	\$ 15.00
069899	712	SEN COMMUNICATIONS	51610	\$ 125.00	\$ -	\$ 125.00
069901	402	UNITED BANKCARD CENTER		\$ -	\$ 15.20	\$ 15.20
069901	402	UNITED BANKCARD CENTER		\$ -	\$ 1,875.86	\$ 1,875.86

069901	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
069901	402	UNITED BANKCARD CENTER		\$ -	\$ 54.32	\$ 54.32
069901	405	UNITED BANKCARD CENTER		\$ -	\$ 87.22	\$ 87.22
069901	405	UNITED BANKCARD CENTER		\$ -	\$ 240.00	\$ 240.00
069901	412	UNITED BANKCARD CENTER		\$ -	\$ 444.97	\$ 444.97
069901	415	UNITED BANKCARD CENTER		\$ -	\$ 74.72	\$ 74.72
069901	424	UNITED BANKCARD CENTER		\$ -	\$ 29.97	\$ 29.97
069901	424	UNITED BANKCARD CENTER		\$ -	\$ 23,918.65	\$ 23,918.65
069901	424	UNITED BANKCARD CENTER		\$ -	\$ 102.87	\$ 102.87
069901	424	UNITED BANKCARD CENTER		\$ -	\$ 27.90	\$ 27.90
069901	424	UNITED BANKCARD CENTER		\$ -	\$ 272.05	\$ 272.05
069901	424	UNITED BANKCARD CENTER		\$ -	\$ 22.84	\$ 22.84
069901	424	UNITED BANKCARD CENTER		\$ -	\$ 171.73	\$ 171.73
069901	425	UNITED BANKCARD CENTER		\$ -	\$ 498.09	\$ 498.09
069901	425	UNITED BANKCARD CENTER		\$ -	\$ 57.05	\$ 57.05
069901	433	UNITED BANKCARD CENTER		\$ -	\$ 128.10	\$ 128.10
069901	433	UNITED BANKCARD CENTER		\$ -	\$ 148.00	\$ 148.00
069901	433	UNITED BANKCARD CENTER		\$ -	\$ 125.00	\$ 125.00
069901	433	UNITED BANKCARD CENTER		\$ -	\$ 54.59	\$ 54.59
069901	433	UNITED BANKCARD CENTER		\$ -	\$ 184.10	\$ 184.10
069901	439	UNITED BANKCARD CENTER		\$ -	\$ 1,019.68	\$ 1,019.68
069901	440	UNITED BANKCARD CENTER		\$ -	\$ 163.13	\$ 163.13
069901	440	UNITED BANKCARD CENTER		\$ -	\$ 265.93	\$ 265.93
069901	440	UNITED BANKCARD CENTER		\$ -	\$ 560.00	\$ 560.00
069901	440	UNITED BANKCARD CENTER		\$ -	\$ 277.70	\$ 277.70
069901	700	UNITED BANKCARD CENTER		\$ -	\$ 991.83	\$ 991.83
069901	700	UNITED BANKCARD CENTER		\$ -	\$ 462.38	\$ 462.38
069901	700	UNITED BANKCARD CENTER		\$ -	\$ 851.97	\$ 851.97
069901	700	UNITED BANKCARD CENTER		\$ -	\$ 50.00	\$ 50.00
069901	700	UNITED BANKCARD CENTER		\$ -	\$ 149.49	\$ 149.49
069901	700	UNITED BANKCARD CENTER		\$ -	\$ 1,614.72	\$ 1,614.72
069901	700	UNITED BANKCARD CENTER		\$ -	\$ 464.21	\$ 464.21
069901	711	UNITED BANKCARD CENTER		\$ -	\$ 217.80	\$ 217.80
069901	711	UNITED BANKCARD CENTER		\$ -	\$ 396.90	\$ 396.90
069901	711	UNITED BANKCARD CENTER		\$ -	\$ 160.00	\$ 160.00
069901	711	UNITED BANKCARD CENTER		\$ -	\$ 50.00	\$ 50.00
069901	711	UNITED BANKCARD CENTER		\$ -	\$ 119.79	\$ 119.79
069901	712	UNITED BANKCARD CENTER		\$ -	\$ 10.96	\$ 10.96
069901	712	UNITED BANKCARD CENTER		\$ -	\$ 176.66	\$ 176.66
069901	712	UNITED BANKCARD CENTER		\$ -	\$ 3,807.41	\$ 3,807.41
069901	712	UNITED BANKCARD CENTER		\$ -	\$ 159.99	\$ 159.99

069901	712	UNITED BANKCARD CENTER		\$ -	\$ 1,050.15	\$ 1,050.15
069901	712	UNITED BANKCARD CENTER		\$ -	\$ 935.10	\$ 935.10
069901	716	UNITED BANKCARD CENTER		\$ -	\$ 499.25	\$ 499.25
069901	717	UNITED BANKCARD CENTER		\$ -	\$ 63.47	\$ 63.47
069902	424	VALLEY HARDWARE COMPANY		\$ -	\$ 6.65	\$ 6.65
069903	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 24,243.85	\$ 24,243.85
TOTAL						\$ 131,697.93
TOTAL				\$ 8,016.06	\$ 123,681.87	\$ 131,697.93

Motion by Ms. Noland to approve the accounts payable for May 16, 2013 in the amount of \$131,697.93. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Dr. Robert Jones, resident – Expressed concerns over Commissioner Noland’s proposal for the Jefferson County Emergency Services Agency (JCESA).

Chad Pittinger, resident – Is opposed to the postponing of the JCESA Public Hearing.

David Tabb, resident – Gave an update on his views of the Jefferson County Commission.

Fred Blackmer, former resident – Spoke in favor of moving the Mannings Petition forward to a vote of the citizens.

Ed Smith, resident & member of the Independent Fire Company – Is opposed to Commissioner Noland’s proposal for the JCESA.

Joseph G. Thompson, resident – Is opposed to the Commission accepting the Mannings Petition.

Paul Ashbaugh, resident – defended his actions in obtaining signatures for the Mannings Petition.

Ed Fowler, resident – Is opposed to the postponing of the JCESA Public Hearing.

Rev. Ronald Grubb, MSN, resident and member of Shepherdstown Fire Department – Is opposed to Commissioner Noland’s proposal for the JCESA.

Ed Hannon, Deputy Chief of the JCESA – Requested agenda item 12 - Commissioner Noland’s request to postpone the Public Hearing for the JCESA, be moved to after agenda item 16, the JCESA’s feedback on Commissioner Noland’s proposal for the JCESA.

Donnie Engle, resident – Is opposed to Commissioner Noland’s proposal for the JCESA.

Briana Hannon, resident – Is opposed to the postponing of the JCESA Public Hearing.

Johanna Grodzicki, resident – Is opposed to the postponing of the JCESA Public Hearing and Commissioner Noland’s proposal for the JCESA.

Tamara Trafford, resident – Is opposed to the postponing of the JCESA Public Hearing and Commissioner Noland’s proposal for the JCESA.

Pete Kelly, resident – Is opposed to the postponing of the JCESA Public Hearing.

Ed Boober, resident – Is opposed to the postponing of the JCESA Public Hearing and is concerned with aspects of Commissioner Noland’s proposal for the JCESA.

John Maxey, resident & business owner – – Is opposed to the Commission accepting the Mannings Petition and the postponing of the JCESA Public Hearing.

PRESENTATIONS (Continued):

2. Laura Storm, Circuit Clerk – Requesting approval of the hiring of Lisa Renee Walters to a full-time position as Deputy Clerk within my office effective May 13, 2013. Her grade will be a II E with a salary of \$30,000 with full benefits afforded to Jefferson County Commission employees. This position has previously been approved by the Commission and the funds are within the budget so no additional monies are being requested.
 - Motion by Mr. Pellish to approve the hiring of Lisa Renee Walters to a full-time position as Deputy Clerk within the Circuit Clerks office. Her grade will be II E with a salary of \$30,000 with full benefits as afforded to Jefferson County Commission employees effective May 13, 2013. Motion seconded and approved on a vote of 4-1 with Ms. Noland opposing.
3. Roger Goodwin, Chief Engineer – Summit View Estates Subdivision (JCP File 03-21) – Bond/Surety Call-in Request.
2. 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.**

3. 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.**

4. The Commission recessed for break at 11:05
The Commission reconvened from break at 11:17
5. 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.**
6. 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 direction Jefferson County Emergency Services Agency is going.

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 to begin in case the Commission finds 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 – 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 personal.

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 personnell.
- 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

