

Minutes

Jefferson County Commission

Thursday, May 23, 2013

A meeting of the Jefferson County Commission was held on Thursday, May 23, 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 and Lyn Widmyer. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the May 23, 2013 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Widmyer to approve the Minutes of the May 16, 2013 County Commission Meeting as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$8,717.95 to include P. O. Nos. 50364, 61616, 49912, 51579, 50235, 50236, 51580, 50333, 50393, 50894, 50395, 50397, 51481, 51482, 51483, and 52102, Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069906	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,856.56	\$ 3,856.56
069907	GRANT	ANIMAL WELFARE SOCIETY		\$ -	\$ 9,120.00	\$ 9,120.00
069908	425	COMCAST		\$ -	\$ 353.08	\$ 353.08
069909	716	ALPHA TECH PET	50361	\$ 1,132.42	\$ -	\$ 1,132.42
069910	405	MYOSHIA BRIGHT		\$ -	\$ 138.00	\$ 138.00
069911	402	B-K OFFICE SUPPLY INC	51612	\$ 177.00	\$ -	\$ 177.00
069911	712	B-K OFFICE SUPPLY INC	51608	\$ 2,415.00	\$ -	\$ 2,415.00
069912	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
069913	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
069914	402	KATRINA BLOOMER		\$ -	\$ 57.00	\$ 57.00
069915	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
069916	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
069917	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 362.88	\$ 362.88

069918	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
069919	405	LAURENCE R CROFFORD		\$ -	\$ 138.00	\$ 138.00
069920	440	DAVID M. CARTER		\$ -	\$ 104.00	\$ 104.00
069921	402	CHARLES TOWN COPYING SRV	51615	\$ 892.50	\$ -	\$ 892.50
069922	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
069923	405	JAMES CASIMIRO III		\$ -	\$ 138.00	\$ 138.00
069924	PAYROLL	COLONIAL LIFE		\$ -	\$ 729.10	\$ 729.10
069925	424	DAYCON	51570	\$ 27.53	\$ -	\$ 27.53
069926	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
069927	700	PETER DOUGHERTY		\$ -	\$ 222.54	\$ 222.54
069927	700	PETER DOUGHERTY		\$ -	\$ 339.98	\$ 339.98
069928	425	EASTERN LIFT TRUCK CO	51577	\$ 280.06	\$ -	\$ 280.06
069929	405	FEDEX		\$ -	\$ 58.85	\$ 58.85
069929	700	FEDEX		\$ -	\$ 67.94	\$ 67.94
069929	712	FEDEX		\$ -	\$ 190.44	\$ 190.44
069929	716	FEDEX		\$ -	\$ 13.78	\$ 13.78
069930	433	TODD FAGAN		\$ -	\$ 19.66	\$ 19.66
069931	700	GALLS,AN ARAMARK CO	51307	\$ 3,309.70	\$ -	\$ 3,309.70
069931	700	GALLS,AN ARAMARK CO	51307	\$ 273.80	\$ -	\$ 273.80
069932	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 29,379.56	\$ 29,379.56
069933	424	GRAINGER, INC	51572	\$ 133.19	\$ -	\$ 133.19
069934	440	ROGER GOODWIN		\$ -	\$ 104.00	\$ 104.00
069935	433	JESSICA GORMONT		\$ -	\$ 17.75	\$ 17.75
069936	433	GEOGRAPHIC INFO SERVICES	50863	\$ 7,784.12	\$ -	\$ 7,784.12
069937	405	CHARLES B HOWARD		\$ -	\$ 138.00	\$ 138.00
069938	716	HILLSIDE VETERINARY HOSP	50363	\$ 194.08	\$ -	\$ 194.08
069939	412	MICHAEL HARMAN		\$ -	\$ 534.49	\$ 534.49
069940	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,920.00	\$ 2,920.00
069941	700	THE JOURNAL	51313	\$ 473.51	\$ -	\$ 473.51
069942	712	JEFFERSON CO FAIR ASSOC	51595	\$ 225.00	\$ -	\$ 225.00
069943	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
069943	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,783.00	\$ 4,783.00
069944	405	PATSY KIDWELL		\$ -	\$ 138.00	\$ 138.00
069945	401	SUSANNE O. KOENING		\$ -	\$ 30.00	\$ 30.00
069946	405	RALPH A LORENZETTI JR		\$ -	\$ 138.00	\$ 138.00
069947	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 782.56	\$ 782.56
069948	424	MINGHINI'S	51355	\$ 5,173.08	\$ -	\$ 5,173.08
069949	405	GAIL MCMILLION		\$ -	\$ 138.00	\$ 138.00
069950	402	JENNIFER S. MAGHAN		\$ -	\$ 57.00	\$ 57.00
069951	402	GAIL MAGAHA		\$ -	\$ 57.00	\$ 57.00
069952	440	MICHAEL MONAGHAN		\$ -	\$ 97.00	\$ 97.00

069953	717	MILLER'S CHRYSLER JEEP	51567	\$ 250.90	\$ -	\$ 250.90
069954	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
069955	405	HARRY A. MILMAN, PH.D		\$ -	\$ 1,700.00	\$ 1,700.00
069956	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
069957	405	NATL DIST ATTORNEYS ASSO	50396	\$ 75.00	\$ -	\$ 75.00
069958	700	ENHANCED PRINTING & PROM	51315	\$ 369.47	\$ -	\$ 369.47
069959	402	PIFER OFFICE SUPPLY, INC	51614	\$ 114.47	\$ -	\$ 114.47
069960	428	PROFOUND LOGIC SOFTWARE		\$ -	\$ 675.37	\$ 675.37
069961	405	LECTOR DENISE RIDEOUTT		\$ -	\$ 138.00	\$ 138.00
069962	425	RCS SECURITY	51573	\$ 2,250.00	\$ -	\$ 2,250.00
069963	405	HASSAN RASHEED		\$ -	\$ 138.00	\$ 138.00
069964	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
069964	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
069964	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069964	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
069964	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069964	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
069964	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069964	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069964	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
069964	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
069965	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 178.00	\$ 178.00
069965	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 118.50	\$ 118.50
069965	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 753.00	\$ 753.00
069965	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 70.00	\$ 70.00
069966	405	SPECIALTY BUS SUPPLIES	50392	\$ 1,370.92	\$ -	\$ 1,370.92
069966	700	SPECIALTY BUS SUPPLIES	51312	\$ 211.86	\$ -	\$ 211.86
069967	405	STAPLES CREDIT PLAN	50391	\$ 162.98	\$ -	\$ 162.98
069968	704	ST/WV REGIONAL JAIL &	50070	\$ 80,080.80	\$ -	\$ 80,080.80
069969	701	SUPERIOR AUTO BODY	51310	\$ 2,523.21	\$ -	\$ 2,523.21
069970	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,570.30	\$ 10,570.30
069970	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.14	\$ 3.14
069970	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.74	\$ 0.74
069970	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,197.14	\$ 45,197.14
069970	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 101.66	\$ 101.66
069970	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
069970	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.10	\$ 2.10
069970	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,817.71	\$ 43,817.71
069970	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.12	\$ 118.12
069971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,195.08	\$ 31,195.08
069971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.12	\$ 1.12

069971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 103.40	\$ 103.40
069972	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,966.48	\$ 15,966.48
069972	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,439.67	\$ 10,439.67
069973	712	SEN COMMUNICATIONS	51597	\$ 125.00	\$ -	\$ 125.00
069973	712	SEN COMMUNICATIONS	51598	\$ 25.00	\$ -	\$ 25.00
069974	405	BRANDON C.H. SIMS		\$ -	\$ 295.00	\$ 295.00
069974	405	BRANDON C.H. SIMS		\$ -	\$ 233.91	\$ 233.91
069974	405	BRANDON C.H. SIMS		\$ -	\$ 138.00	\$ 138.00
069975	401	SANDRA SLUSHER MCDONALD		\$ -	\$ 59.91	\$ 59.91
069976	405	DEBORAH STELLATO		\$ -	\$ 138.00	\$ 138.00
069977	405	TERESA TRITELLI		\$ -	\$ 138.00	\$ 138.00
069978	712	PANHANDLE ACCIDENT RECON	51596	\$ 1,500.00	\$ -	\$ 1,500.00
069979	716	VALLEY PET CEMETERY	50360	\$ 367.00	\$ -	\$ 367.00
069980	405	WEST PAYMENT CENTER	49635	\$ 3,008.63	\$ -	\$ 3,008.63
069981	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 3.58	\$ 3.58
069981	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.15	\$ 1.15
069981	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 80,527.59	\$ 80,527.59
069981	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,883.87	\$ 25,883.87
069982	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
069983	700	WV SIGNAL & LIGHT, INC.	51314	\$ 494.00	\$ -	\$ 494.00
069984	425	WINCHESTER SECURITY,LLC	51575	\$ 170.00	\$ -	\$ 170.00
069985	405	DEBRA A. YOUNG		\$ -	\$ 138.00	\$ 138.00
TOTAL						\$ 444,340.43
TOTAL				\$ 115,590.23	\$ 328,750.20	\$ 444,340.43

Motion by Tabb to approve the accounts payable for May 23, 2013 in the amount of \$444,340.43. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – Shared his views on the job the County Commissioners are doing.

Peter Onoszko, resident – Spoke regarding agenda item #2, Rezoning Development Plans for Rezoning Applications. Mr. Onoszko expressed his views on the importance of property rights of homeowners.

PRESENTATIONS:

1. Jennifer Brockman, Director of Planning & Zoning, Presentation of Ranson’s 2012 Comprehensive Plan recommendations and approval. The Planning staff invited David Mills, with the City of Ranson, for a detailed presentation to the County Commission regarding their Comprehensive Plan development process, recommendations, and implementation tools. The City of Ranson recently completed their 2012 Comprehensive Plan and a complete rewrite of their Zoning Ordinances. Subsequent to the approval of these two documents, the City Council voted to rezone the entire city based on the recommendations of the Plan to a type of zoning

referred to as Smart Code and/or Form Based Code. This type of zoning permits development to occur in a manner that allows a mixture of uses with varying densities, a traditional grid street system, and a mixture of public and private amenities. It is based on a system of Sectors that are detailed in the Comprehensive Plan representing various geographic areas where various types of development patterns are permitted to occur. Specifically, Mr. Mills spoke to how the changes in the City zoning will interface with the County zoning and discussed options for addressing future development within the Urban Growth Area boundaries.

2. Lyn Widmyer, Commissioner – Rezoning Development Plans for Rezoning Applications to Residential-Light Industrial-Commercial Zone and/or Commercial-Industrial Zone. Ms. Widmyer stated rezoning requests for these two zones has raised considerable public concern because property owners are not required to show a plan for how the property will be developed at time of rezoning. Neighbors have correctly raised issues about traffic, lighting and the effect on the character of their neighborhood. None of these concerns can be addressed because the applicant is not required to show any development plans.

- **Motion by Ms. Widmyer to request the Planning Commission to report back on a possible amendment to the Residential-Light Industrial-Commercial Zone and the Commercial-Industrial Zone to require that a rezoning application be accompanied by a development plan that protects neighborhoods. The requirements of the development plan should be the same as the Planning Commission proposed to be part of rezoning applications for the Planning Neighborhood District:**
 - i. **Graphic illustration of locations of proposed land uses; landscaping areas, pedestrian amenities; Interconnectivity of roads, trails, sidewalks and adjacent parcels; open space areas of undisturbed tree canopy; passive or active recreational areas; setbacks for buildings, parking, drive aisles and other features associated with the proposed development.**
 - ii. **Proposed square footage of development type and proposed residential densities.**
 - iii. **Proposed building heights.**
 - iv. **Any requested modifications to the standards of the Zoning Ordinance or the Subdivision and Land Development Regulations.****Motion seconded and unanimously approved.**

3. Sheriff Pete Dougherty - Jefferson County Sheriff's Department, requesting permission to add names to the trip guard pool. This request will not affect the budget, but will increase the pool of people to elevate the need for deputies to run transport calls.

- **Motion by Ms. Tabb to approve the addition of Robert M. Amick, Robin J. Mahony and John T. Mills to the trip guard list. Motion seconded and unanimously approved.**

Ms. Keyser stated one of the gentleman works for the 911 Communication Center and is under the same EIN number. Hours worked between the Sheriff's Dept. and 911 will need to be monitored so they do not become full time with the benefits afforded full time employees.

4. **The Commission recessed for break at 11:05**
The Commission reconvened from break at 11:17

COUNTY ADMINISTRATOR REPORT

Ms. Keyser stated the renewal date for WV Corp is July 1, 2013. Ms. Keyser is concerned there is not enough time to adequately go through all the material to put an RFP out before July 1, 2013. Ms. Keyser stated Steve Groh is working with WV Corp to resolve some of the issues the County has been having with them and would like direction from the Commission as to how to precede. It was the consensus of the Commission, to have Mr. Groh continue to work towards resolving these issues, and to begin the process of getting the RFP together to go out to bid.

Ms. Keyser reported Steve Barney will be leaving the department of Planning and Zoning. Ms. Keyser requested permission for the Ms. Brockman to move forward advertising this position.

- **Motion by Mr. Manuel to allow Ms. Brockman to move forward in advertising the position in the Planning and Zoning Department. Motion seconded and unanimously approved.**

Ms. Keyser reported the Division of Culture and History has called inquiring if Jefferson County will be participating in the anniversary celebration in Charleston. Ms. Keyser stated Ms. McDonald has contacted all the schools and was unable to find anyone to participate.

Ms. Keyser reported IT is moving forward.

Ms. Keyser requested permission to hire a part time temporary help for the Jefferson County Commission office on Monday, Thursday and Friday

- **Motion by Ms. Noland to approve temporary office help, three days a week or more if needed, for the County Commission Office. Motion seconded and unanimously approved.**

Ms. Keyser requested permission to advertise for an Administrative Assistant to fill the vacancy at the County Commission office.

- **Motion by Mr. Manuel to advertise for the Administrative Assistant for the County Commission office. Motion seconded and unanimously approved.**

Ms. Keyser recommended promotion for Ms. Schott to the open position of Executive Assistant in the County Commission office at a salary of \$34,946.63. This is a budgeted position.

- **Motion by Mr. Pellish to approve the promotion of Ms. Schott to Executive Assistant in the County Commission office at a salary of \$34,946.63. Motion seconded and unanimously approved.**

Ms. Widmyer requested a job description be brought to the Commission.

COUNTY COMMISSIONERS REPORTS

Dale Manuel:

- Attended an ESA meeting at Station 11.
- Attended the NAACP sponsored Public Hearing regarding utility rates.

Patsy Noland:

- Met with citizens and firefighters regarding the JCESA and her Firefighter/Paramedics/EMTS proposal.
- Went on a “field trip” related to the ESA proposal.
- Attended the Convention and Visitors Bureau Search Committee meeting.
- Attended the NAACP sponsored Public Hearing regarding utility rates.

Walt Pellish:

- Attended the Development Authority meeting.

Jane Tabb:

- Met with a constituent regarding the JCESA proposal.
- Participated in Farm tours.

Lyn Widmyer:

- Met with the Engineering department staff regarding building permits.
- Attended a Pan Tran meeting.
- Attended the NAACP sponsored Pubic Hearing regarding utility rates.

- **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.**

The Commission meeting was adjourned at 11:46 a.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectively submitted
Cynthia C. Schott
Administrative Assistant

