

# Minutes

## Jefferson County Commission

Thursday, May 30, 2013

A meeting of the Jefferson County Commission was held on Thursday, May 30, 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 30, 2013 meeting is available through the Jefferson County Commission Office.)

### PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

### APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Noland to approve Purchase Orders in the amount of \$11,707.68 to include P. O. Nos. 51599, 51603, 51604, 51618, 51620, 51582, 51584, 52101, 52103, and 52104. Motion seconded and unanimously approved.**

### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069987	712	AT&T/GA		\$ -	\$ 186.98	\$ 186.98
069988	424	B-K OFFICE SUPPLY INC	51579	\$ 807.85	\$ -	\$ 807.85
069988	712	B-K OFFICE SUPPLY INC	49880	\$ 169.80	\$ -	\$ 169.80
069989	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
069990	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,569.56	\$ 5,569.56
069991	425	EASTERN LIFT TRUCK CO	51580	\$ 1,019.17	\$ -	\$ 1,019.17
069992	404	J & S BUSINESS FORMS LLC	52102	\$ 2,569.32	\$ -	\$ 2,569.32
069993	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,911.67	\$ 1,911.67
069993	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,671.60	\$ 1,671.60
069994	405	JEFFERSON PUBLISH CO INC	50395	\$ 108.00	\$ -	\$ 108.00
069995	439	JEFFERSON CO FAIR ASSOC	50333	\$ 175.00	\$ -	\$ 175.00
069996	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
069997	412	JUDITH A MATLICK		\$ -	\$ 597.68	\$ 597.68
069998	405	JENNIFER E. MAY-SANNER		\$ -	\$ 138.00	\$ 138.00
069999	700	RONALD J. MOLTERE		\$ -	\$ 13.20	\$ 13.20
070000	701	MAACO	51482	\$ 900.00	\$ -	\$ 900.00
070001	405	JONELLE MAY		\$ -	\$ 138.00	\$ 138.00
070002	PAYROLL	HIGHMARK WV		\$ -	\$ 165,259.53	\$ 165,259.53
070002	PAYROLL	HIGHMARK WV		\$ -	\$ 296.94	\$ 296.94
070003	405	NATL DIST ATTORNEYS ASSO	50394	\$ 375.00	\$ -	\$ 375.00
070004	712	NAEMD	51607	\$ 50.00	\$ -	\$ 50.00
070005	405	PAMELA PATTERSON	50393	\$ 128.25	\$ -	\$ 128.25

070006	401	SANDRA SLUSHER MCDONALD		\$ -	\$ 47.95	\$ 47.95
070007	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
070008	402	WV STATE AUDITOR**	51616	\$ 525.00	\$ -	\$ 525.00
070009	700	WEST VIRGINIA UNIFORM-52	51483	\$ 461.53	\$ -	\$ 461.53
070010	716	ZOETIS	50364	\$ 497.50	\$ -	\$ 497.50
<b>TOTAL</b>						<b>\$ 196,697.86</b>
<b>TOTAL</b>				<b>\$ 7,786.42</b>	<b>\$ 188,911.44</b>	<b>\$ 196,697.86</b>

**DEPT TOTALS**

DEPT		NAME				DEPT AMTS
401/COM		CO. COMMISSION				\$ 9,686.87
402/CCLK		CO. CLERK				\$ 525.00
404/TAX		TAX OFFICE				\$ 2,569.32
405/PA		PROS ATTY				\$ 887.25
412/AG		AG AGT				\$ 597.68
424/CTHS		COURT HOUSE				\$ 807.85
425/OB		OTHER BUILDING				\$ 1,019.17
439/PZ		PLANNING ZONING				\$ 175.00
700/SHRF		SHERIFF DEPT				\$ 474.73
701/SHRF		SHERIFF DEPT				\$ 900.00
712/911		911 COMMUNICATION				\$ 1,406.78
716/A/C		ANIMAL CONTROL				\$ 497.50
975/CO		CO. CLERK / CAPITAL OUTLAY				\$ 2,441.41
PAYROLL		PAYROLL				\$ 174,709.30
<b>TOTALS</b>						<b>\$ 196,697.86</b>

**Motion by Tabb to approve the accounts payable for May 30, 2013 in the amount of \$196,697.86. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

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

**PRESENTATIONS:**

1. Roger Goodwin, Chief Engineer – Sheridan Estates Subdivision – Bonding Agreement.

The Jefferson County Engineering Department has been working with a new developer interested in taking over the Sheridan Estates Subdivision (JCPC file no's. 00-33 & 05-26) and completing the remaining site work. The initial developer defaulted on the bonding agreement and the county called in the bond and is holding \$972,616.00 in an escrow account at the Bank of Charles Town. However, if the county can come to agreement with the new developer, the new developer will be able to take ownership of the subdivision, transfer the common areas to the HOA, complete the repairs and site improvements in Phase 1, build out the remaining residential lots and complete the site improvements in Phase 2. Thereby, relieving the county of the responsibility of completion of the site work and resolving the related legal issues in doing so. The developer is seeking an agreement with the County Commission as an assurance that the County Commission will enter into the attached bonding and surety agreements with the developer, upon the developer obtaining ownership of the Sheridan Estates Subdivision.

Upon unanimous consensus of the Commission, Ms. Eula Odom, President of the Sheridan Estates Homeowners Association was permitted to comment. Ms. Odom stated the board of directors meet with a representative of Dan Ryan and are in agreement with moving in this direction, but would like an assurance the streets will be repaired. If Dan Ryan is unable to complete the purchase, the Homeowners Association will come to the County. Tom Cardamome, Vice President of the Sheridan Estates Homeowners would like continuity throughout the phases.

- **Motion by Ms. Noland to authorize the County Commission president to now execute the Agreement Pertaining to Effective Date of Execution of DR Acquisitions, LLC/Sheridan Estates Bond Agreement; and subsequently execute the additional bonding and surety agreements upon the developer demonstrating they have taken ownership of the subdivision and have posted the necessary bond surety. Motion seconded and unanimously approved.**

2. **The Commission recessed for break at 11:15**

**The Commission reconvened from break at 11:30**

3. Regional Jail Summit – The purpose of the Summit was to look at ways to reduce jail costs to the County and municipalities within the County. Mr. Joe DeLong with the WV Regional Jail and Correctional Facilities Authority was present to answer questions and share information with the participants. Participants included Mayors and Police Chiefs from the five (5) municipalities, County Magistrates, Judges, State Police representative, Sheriff and a Deputy Sheriff, Attorneys from the Prosecutors Office, the Prosecuting Attorney, Victim Advocate, County Administrator and the County Commissioners. Presentations were made by Patsy Noland, County Commissioner and Gail Boober, Magistrate.

The following is a detailed list of participants:

Joe DeLong – Director WV State Regional Jail & Correctional Facilities Authority.

Sergeant C. C. Motron – WV State Police

Chief Chris Kutcher – Charles Town Police

Chief David Ranson – Shepherdstown Police

Chief William Roper – Ranson Police

Gail Boober – Magistrate, Jefferson County

Mary P. Rissler – Magistrate, Jefferson County

William E. Senseny – Magistrate, Jefferson County

Mayor Jim Auxer – Shepherdstown

Sheriff Pete Dougherty – Jefferson County

Jessie Jones – Deputy Sheriff, Jefferson County

Debbie Young – Victims Advocate

Ralph Lorenzetti – Prosecuting Attorney, Jefferson County

Charles Howard – Prosecuting Attorney’s Office – Jefferson County

Jennifer May Sanner - Prosecuting Attorney’s Office – Jefferson County

Hassan Rasheed - Prosecuting Attorney’s Office – Jefferson County

Brandy Sims - Prosecuting Attorney’s Office – Jefferson County

Kim Crockett - Prosecuting Attorney’s Office – Jefferson County

Kathryn Moore – Intern, Prosecuting Attorney’s Office – Jefferson County

Brooklyn Kiley – Intern, Prosecuting Attorney’s Office – Jefferson County

Adam Strider, Intern, Prosecuting Attorney’s Office – Jefferson County

Judge David H. Sanders – Jefferson County

Debbie Keyser – County Administrator, Jefferson County

Commissioner Dale Manuel

Commissioner Patsy Noland  
Commissioner Walt Pellish  
Commissioner Jane Tabb  
Commissioner Lyn Widmyer

No action was taken at this time.

With there being no further business to come before the Commission, Commissioner Manuel adjourned the meeting at 2:00 p.m.

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DALE MANUEL, PRESIDENT

Respectively submitted,  
Cynthia C. Schott  
Executive Assistant

