

Minutes
Jefferson County Commission
Thursday, June 13, 2013

A meeting of the Jefferson County Commission was held on Thursday, June 13, 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, Executive Assistant and Jimmy Eddie, Bailiff. (An audio tape of the June 13, 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. Noland to approve the Minutes of the June 6, 2013 County Commission Meeting with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Widmyer to approve Purchase Orders in the amount of \$24,456.70 to include P. O. Nos. 51401, 50202, 51713, 51716, 51717, 51624, 51625, 51240, 51587, 51588, 50026, 51374, 50007, 50398, 50399, 50400, 51490, 51491, 51492, 52107 and 51341. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070067	412	COMCAST		\$ -	\$ 215.44	\$ 215.44
070068	424	AT&T/IL		\$ -	\$ 0.16	\$ 0.16
070069	700	AUTOZONE		\$ -	\$ 339.42	\$ 339.42
070070	413	APPLE VALLEY OFF.PRODUCT	51627	\$ 72.85	\$ -	\$ 72.85
070071	424	B-K OFFICE SUPPLY INC	51586	\$ 343.50	\$ -	\$ 343.50
070071	439	B-K OFFICE SUPPLY INC	50332	\$ 266.03	\$ -	\$ 266.03
070071	439	B-K OFFICE SUPPLY INC	50334	\$ 95.47	\$ -	\$ 95.47
070072	406	CASTO & HARRIS INC	51400	\$ 977.95	\$ -	\$ 977.95
070073	402	COMPLETE SYSTEM SUPPORT	51621	\$ 655.00	\$ -	\$ 655.00
070074	700	CHIEF	51484	\$ 1,526.72	\$ -	\$ 1,526.72
070075	401	CHOICE STAFFING, INC.		\$ -	\$ 247.50	\$ 247.50
070076	711	CERVIS TECHNOLOGIES, LLC	50006	\$ 1,500.00	\$ -	\$ 1,500.00
070076	711	CERVIS TECHNOLOGIES, LLC	50006	\$ 250.00	\$ -	\$ 250.00
070077	401	CONTEMPORARY AMERICAN		\$ -	\$ 1,000.00	\$ 1,000.00

070078	439	DELL MARKETING LP	50331	\$ 1,061.59	\$ -	\$ 1,061.59
070079	433	D & S CONSTRUCTION	51373	\$ 3,114.50	\$ -	\$ 3,114.50
070080	712	KAREN ECHEMENT		\$ -	\$ 29.79	\$ 29.79
070081	717	FISHER AUTO PARTS		\$ -	\$ 1,008.67	\$ 1,008.67
070081	717	FISHER AUTO PARTS		\$ -	\$ 50.00	\$ 50.00
070082	402	SALLY GRAN		\$ -	\$ 15.00	\$ 15.00
070083	717	GUTTMAN OIL CO		\$ -	\$ 18,790.49	\$ 18,790.49
070084	716	HILLSIDE VETERINARY HOSP	50365	\$ 149.78	\$ -	\$ 149.78
070085	700	HUNTZMAN ENTERPRISES	51489	\$ 1,029.00	\$ -	\$ 1,029.00
070086	439	INSIGHT A/V SERVICES	50321	\$ 584.86	\$ -	\$ 584.86
070087	451	JEFFERSON PUBLISH CO INC	50330	\$ 154.84	\$ -	\$ 154.84
070087	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 35.38	\$ 35.38
070088	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
070089	700	GLENDON KINCAID		\$ -	\$ 6.55	\$ 6.55
070090	712	LANGUAGE LINE SERVICES		\$ -	\$ 65.59	\$ 65.59
070091	716	HOME DEPOT CREDIT SERVIC		\$ -	\$ 663.76	\$ 663.76
070092	711	BARBARA J. MILLER		\$ -	\$ 230.00	\$ 230.00
070093	402	JENNIFER S. MAGHAN		\$ -	\$ 57.00	\$ 57.00
070094	700	ROBIN MAHONY		\$ -	\$ 6.66	\$ 6.66
070095	424	NEOPOST MIDATLANTIC	51585	\$ 536.74	\$ -	\$ 536.74
070096	402	NEW EDGE AWARDS	51617	\$ 2,799.90	\$ -	\$ 2,799.90
070097	402	PIFER OFFICE SUPPLY, INC	51619	\$ 108.58	\$ -	\$ 108.58
070098	403	POSTMASTER CHARLES TOWN	51437	\$ 88.00	\$ -	\$ 88.00
070098	439	POSTMASTER CHARLES TOWN	50336	\$ 88.00	\$ -	\$ 88.00
070099	712	FORENSIC PSYCHOLOGY CNTR	51717	\$ 800.00	\$ -	\$ 800.00
070100	716	SOFTWARE SYSTEMS, INC	51485	\$ 1,280.11	\$ -	\$ 1,280.11
070100	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 391.50	\$ 391.50
070100	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
070100	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 487.00	\$ 487.00
070100	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 753.00	\$ 753.00
070100	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 70.00	\$ 70.00
070100	700	SOFTWARE SYSTEMS, INC		\$ -	\$ 30.50	\$ 30.50
070100	986	SOFTWARE SYSTEMS, INC		\$ -	\$ 3,580.00	\$ 3,580.00
070101	700	SPECIALTY BUS SUPPLIES	51486	\$ 1,331.03	\$ -	\$ 1,331.03
070102	425	SHERWIN-WILLIAMS		\$ -	\$ 11.48	\$ 11.48
070103	711	SOFTWARE COMPUTER GROUP	53192	\$ 150.00	\$ -	\$ 150.00
070104	712	SEN COMMUNICATIONS	51600	\$ 512.58	\$ -	\$ 512.58
070104	712	SEN COMMUNICATIONS	51719	\$ 125.00	\$ -	\$ 125.00
070105	425	SHENANDOAH VALLEY WATER		\$ -	\$ 675.30	\$ 675.30
070106	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 199.00	\$ 199.00
070108	402	UNITED BANKCARD CENTER		\$ -	\$ 783.00	\$ 783.00

070108	402	UNITED BANKCARD CENTER		\$ -	\$ 983.88	\$ 983.88
070108	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
070108	403	UNITED BANKCARD CENTER		\$ -	\$ 36.00	\$ 36.00
070108	403	UNITED BANKCARD CENTER		\$ -	\$ 77.81	\$ 77.81
070108	405	UNITED BANKCARD CENTER		\$ -	\$ 1,083.14	\$ 1,083.14
070108	405	UNITED BANKCARD CENTER		\$ -	\$ 829.97	\$ 829.97
070108	405	UNITED BANKCARD CENTER		\$ -	\$ 200.00	\$ 200.00
070108	412	UNITED BANKCARD CENTER		\$ -	\$ 444.97	\$ 444.97
070108	415	UNITED BANKCARD CENTER		\$ -	\$ 74.72	\$ 74.72
070108	424	UNITED BANKCARD CENTER		\$ -	\$ 102.12	\$ 102.12
070108	424	UNITED BANKCARD CENTER		\$ -	\$ 19.88	\$ 19.88
070108	424	UNITED BANKCARD CENTER		\$ -	\$ 174.75	\$ 174.75
070108	424	UNITED BANKCARD CENTER		\$ -	\$ 66.59	\$ 66.59
070108	424	UNITED BANKCARD CENTER		\$ -	\$ 23,943.20	\$ 23,943.20
070108	425	UNITED BANKCARD CENTER		\$ -	\$ 31.24	\$ 31.24
070108	425	UNITED BANKCARD CENTER		\$ -	\$ 16.05	\$ 16.05
070108	425	UNITED BANKCARD CENTER		\$ -	\$ 7.90	\$ 7.90
070108	425	UNITED BANKCARD CENTER		\$ -	\$ 40.18	\$ 40.18
070108	425	UNITED BANKCARD CENTER		\$ -	\$ 135.37	\$ 135.37
070108	428	UNITED BANKCARD CENTER		\$ -	\$ 493.82	\$ 493.82
070108	428	UNITED BANKCARD CENTER		\$ -	\$ 20.00	\$ 20.00
070108	433	UNITED BANKCARD CENTER		\$ -	\$ 228.00	\$ 228.00
070108	433	UNITED BANKCARD CENTER		\$ -	\$ 236.90	\$ 236.90
070108	433	UNITED BANKCARD CENTER		\$ -	\$ 228.00	\$ 228.00
070108	439	UNITED BANKCARD CENTER		\$ -	\$ 79.00	\$ 79.00
070108	439	UNITED BANKCARD CENTER		\$ -	\$ 511.33	\$ 511.33
070108	439	UNITED BANKCARD CENTER		\$ -	\$ 18.00	\$ 18.00
070108	439	UNITED BANKCARD CENTER		\$ -	\$ 36.00	\$ 36.00
070108	439	UNITED BANKCARD CENTER		\$ -	\$ 195.00	\$ 195.00
070108	440	UNITED BANKCARD CENTER		\$ -	\$ 90.77	\$ 90.77
070108	451	UNITED BANKCARD CENTER		\$ -	\$ 66.87	\$ 66.87
070108	700	UNITED BANKCARD CENTER		\$ -	\$ 23.31	\$ 23.31
070108	700	UNITED BANKCARD CENTER		\$ -	\$ 198.70	\$ 198.70
070108	700	UNITED BANKCARD CENTER		\$ -	\$ 158.11	\$ 158.11
070108	700	UNITED BANKCARD CENTER		\$ -	\$ 887.97	\$ 887.97
070108	700	UNITED BANKCARD CENTER		\$ -	\$ 1,171.52	\$ 1,171.52
070108	700	UNITED BANKCARD CENTER		\$ -	\$ 150.50	\$ 150.50
070108	711	UNITED BANKCARD CENTER		\$ -	\$ 162.88	\$ 162.88
070108	711	UNITED BANKCARD CENTER		\$ -	\$ 104.94	\$ 104.94
070108	712	UNITED BANKCARD CENTER		\$ -	\$ 3,596.68	\$ 3,596.68
070108	712	UNITED BANKCARD CENTER		\$ -	\$ 26.48	\$ 26.48

070108	712	UNITED BANKCARD CENTER		\$ -	\$ 106.80	\$ 106.80
070108	716	UNITED BANKCARD CENTER		\$ -	\$ 298.13	\$ 298.13
070108	716	UNITED BANKCARD CENTER		\$ -	\$ 95.98	\$ 95.98
070108	717	UNITED BANKCARD CENTER		\$ -	\$ 95.00	\$ 95.00
070108	986	UNITED BANKCARD CENTER		\$ -	\$ 5,217.99	\$ 5,217.99
070109	425	VALLEY HARDWARE COMPANY		\$ -	\$ 4.20	\$ 4.20
070110	424	VERIZON		\$ -	\$ 1,132.71	\$ 1,132.71
070111	717	NAPA AUTO PARTS		\$ -	\$ 273.77	\$ 273.77
070112	700	WEST VIRGINIA UNIFORM-52	51487	\$ 344.20	\$ -	\$ 344.20
070113	711	WV EMER MANAGMENT COUNCI	50008	\$ 50.00	\$ -	\$ 50.00
070114	402	XEROX CORPORATION	49705	\$ 1,168.60	\$ -	\$ 1,168.60
TOTAL						\$ 95,705.86
TOTAL				\$ 21,164.83	\$ 74,541.03	\$ 95,705.86

Motion by Ms. Tabb to approve the accounts payable for June 13, 2013 in the amount of \$95,705.86. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Ralph Lorenzetti, Prosecuting Attorney - Honored Larry Crawford on his retirement as an Assistant Prosecutor for Jefferson County for the past 23 years. Mr. Crawford was presented with a drawing of the Jefferson County Courthouse by a local artist.

David Tabb, resident – gave an update on how he believes the Commission is conducting business.

PRESENTATIONS:

1. Laura Storm, Circuit Clerk – Approve the hiring of Morgan Creamer for a part-time position in the Circuit Clerks office beginning June 25, 2013.
 - **Motion by Ms. Widmyer to approve the hiring of Morgan Creamer as a part-time Deputy/File Clerk in the Circuit Clerks office, with no benefits, at a pay rate of \$8.50 an hour, starting on June 25, 2013. Motion seconded and unanimously approved.**

2. Jeffrey Polczynski, ENP Director of Communications – In order to implement a new part-time call-taker program, Mr. Polczynski is requesting approval to employ four (4) individuals as Public Safety Dispatcher I on a part-time basis to supplement full-time staff, alleviating overtime.
 - **Motion by Ms. Noland to approve the hiring of Casey Charles, Sherry Puckett, Pamela Dorsey and Julie Lipscomb as part-time Public Safety Dispatcher I. Motion seconded and unanimously approved.**

3. Adopt Resolution by MVB Bank, Inc. to qualify as County Depository for the Fiscal Year ending June 30, 2014.
 - **Motion by Ms. Noland to adopt the Resolution by MVB Bank, Inc. to qualify as a County Depository for the Fiscal Year ending June 30, 2014, subject to review by Council. Motion seconded and unanimously approved.**
4. Stephanie Grove, Assistant Prosecuting Attorney
 - Requesting ratification of the formal order denying the Manning's Petition for Incorporation, as directed by the Commission.
 - **Motion by Ms. Tabb that the Jefferson County Commission ratify the formal order denying the Manning's Petition for Incorporation for the reasons stated therein, adding the issue, loss of Video Lottery income, as mentioned in letters from the Mayors of Shepherdstown and Ranson. Motion seconded and unanimously approved.**
 - Presentation of First Energy Resolution for possible adoption. Ms. Patience Wait requested the County Commission adopt a resolution opposing First Energy's proposed intra-company sale of the Harrison Power Plant. The Commission referred the resolution to counsel for review. The appropriate changes were made – the resolution is coming before the Commission for possible adoption. Mr. Manuel requested unanimous consent from the Commission to allow Ms. Wait to answer any questions the Commissioners might have.
 - **Motion by Mr. Manuel to hold the resolution opposing First Energy's proposed intra-company sale of the Harrison Power Plant for two weeks allowing First Energy the opportunity to come before the Commission. Motion seconded and unanimously approved.**

As a "housekeeping" item for Ms. Grove, Mr. Pellish requested legal counsel contact the Attorney General's Office regarding the proper language which should be added to the Jefferson County Emergency Services Agency Fee Ordinance. Ms. Grove stated she is writing an opinion letter and will ask the Attorney General's Office to offer an opinion on her findings.

FINANCE DIRECTOR

Approval of Internal Budget Revision #118 – Law Enforcement to move \$4,000 from Salary and Wages, \$110,000 from Circuit Court Bailiffs, \$25,000 from Uniforms, \$5,000 from Trip Guards, \$5,000 from Materials/Supply and \$5,000 from Building/Equipment Rental to \$22,500 – DUI Grant, \$31,500 – Overtime, \$38,400 – Retirement WVDSR, \$3,000 – Training/Education, \$2,000 – Contracted Services and \$6,600 to Group Insurance.

- **Motion by Ms. Noland to approve Internal Budget Revision #118 – Law Enforcement budget as presented. Motion seconded and unanimously approved.**

Approval of Internal Budget Revision #119 – Animal Control to move \$2,500 from Dog Warden Salary and Wages to Dog Warden Overtime.

- **Motion by Ms. Noland to hold over Internal Budget Revision #119 – Animal Control until the meeting of June 27, 2013. Motion seconded and unanimously approved.**

Approval of Internal Budget Revision #120 – Courthouse to move \$500 from Water/Sewer, \$5,500 – Travel, \$4,500 – Maintenance/Repair Equipment, \$500 – Building/Equipment Repair, \$1,500 from Ads/Legal Publications, \$1,000 – Dues and Subscription, \$10,500 – Professional Services, \$7,000 – Contracted Services and \$20,000 – Materials/Supplies to

\$45,000 – Telephone, \$1,500 – Electricity, \$1,000 Fuel Oil and \$3,500 – Maintenance/Repair Building.

- **Motion by Mr. Manuel to approve Internal Budget Revision #120 – Courthouse as presented. Motion seconded and unanimously approved.**

Upon unanimous consent of the Commission, it was approved to defer Internal Budget Revisions #121 – Other Buildings and #122 – Central Garage until the June 27, 2013 County Commission meeting.

Approval of State Budget Revision # 3 – Coal Severance FY2013 moving \$31,278 from County Commission (986) to County Commission (401).

- **Motion by Ms. Widmyer to adopt the following resolution. Motion seconded and unanimously approved.**

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 16th day of June, 2013, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate Budget for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # BR003 to the Coal Severance County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by Widmyer and duly seconded by Mr. Manuel the vote was as follows:

Dale Manuel	Yes
Patsy Noland	Yes
Walt Pellish	Yes
Jane Tabb	Yes
Lyn Widmyer	Yes

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached “Request for Revision to Approved Budget” to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

Approval of State Budget Revision #11 – General Fund – moving \$53,000 from Courthouse and \$21,635 from County Commission to \$20,000 – Sheriff-Law Enforcement, \$1,635 - Visitor’s Bureau, \$25,000 – Central Garage and \$28,000 – Other Buildings.

- **Motion by Mr. Manuel to adopt the following resolution. Motion seconded and unanimously approved.**

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 16th day of June, 2013, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate Budget for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # BR011 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by Ms. Widmyer and duly seconded by Mr. Manuel the vote was as follows:

Dale Manuel	Yes
Patsy Noland	Yes
Walt Pellish	Yes
Jane Tabb	Yes
Lyn Widmyer	Yes

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached “Request for Revision to Approved Budget” to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

Ms. Tabb expressed her concern that money is being taken from Capital Outlay to pay for the dog handlers. Ms. Tabb does not believe this is a Capital Outlay expenses and does not wish to this happen in the future, this is not believed to be sound budgeting. Ms. Noland and Mr. Manuel concurred.

COUNTY ADMINISTRATOR REPORT

Barbara Miller, Homeland Security and Emergency Services, found a potential grant for \$4000 with no matching money required. The timeline for this grant is very short. Ms. Keyser requested at the June 6th Commission meeting for the Commissioners to allow Ms. Miller to move forward with trying to obtain the grant with a consensus and ratifying the consensus with a vote at the next Commission meeting. It was the consensus of the Commission to allow Ms. Miller to move forward with trying to obtain the grant.

Ms. Keyser requests the Commission ratify the consensus of the Commission at the June 6, 2013 meeting.

- **Motion by Mr. Manuel to ratify the consensus of the Commission on June 6, 2013 to allow Ms.**

Miller to move forward with trying to obtain a grant for \$4,000. Motion seconded and unanimously approved.

Ms. Keyser stated the Commission had scheduled July 18th for the “Meet Your Commissioners” evening. It has come to her attention this date conflicts with a joint meeting of the Commission and the Envision 2035 Committee. Ms. Keyser requested the Commissioners check to see if July 25, 2013 would work instead.

Ms. Keyser reminded the Commissioners the offices are closed on June 20, 2013 for West Virginia Day.

Processing of Payroll – Ms. Keyser stated payroll is coming in on Sunday, June 30, 2013 to process payroll for the first payroll of the new FY 2013-2014. Due to the fact that Thursday, July 4th is not only payday, it is a federal holiday and checks cannot be dated on a federal holiday. A manager has expressed concerns about the processing of this payroll, as any employees that are on call for Friday or Saturday would have to come in fill out their timesheets on Sunday. It was recommended the employees can call in to payroll with their time and follow up with the paperwork on Monday, having their manager sign off on it.

- It was the consensus of the Commission to proceed in this manner and to use this approach in the future should the calendar fall in this manner again. Ms. Noland recommended this become a policy.

5. The Commission recessed for break at 10:33.
The Commission reconvened from break at 10:44.
6. Sheriff Pete Dougherty informed the Commission that in honor of the 150th Anniversary of West Virginia, Lt. Hansen came up with the idea to design a commemorative badge to be worn by the Sheriff’s Deputies for the year. Sheriff Dougherty and Lt. Tom Hansen presented the County Commission with a Ceremonial Sesquicentennial Badge for their support of the Sheriff’s Department.
7. Sheriff Peter Dougherty – Swearing in of Special Deputies. Sheriff Dougherty stated due to the approval of the Special Deputy program approved at the last Commission meeting, Special Deputies from varying jurisdictions in the County are here at the meeting today to be sworn in. Judge Sanders was present to swear in the Special Deputies.
8. The Commission recessed for break at 11:10.
The Commission reconvened from break at 11:19.

COUNTY COMMISSIONERS REPORTS

Jane Tabb:

- Attended the West Virginia Association of Counties Spring Board meeting on Monday.
- Attended a Farmland Protection Board meeting.
- Attended the Public Service District meeting.
- Reminder – Farm Day is this Saturday.

Patsy Noland:

- Attended the West Virginia Association of Counties Spring Board meeting on Sunday, Monday and Tuesday.

Lyn Widmyer:

- Attended the Board of Health Board meeting.
- Attended the West Virginia Association of Counties Spring Board meeting.

- Attended the Planning Commission meeting.
- Attended the League of Women Voters Transportation meeting.

Walt Pellish:

- Attended a Development Executive Committee meeting.
- Attended the Planning Commission meeting.

Dale Manuel:

- Attended the West Virginia Association of Counties Spring Board meeting Monday and Tuesday.
- Attended a Day Report meeting.
- Attended the League of Women Voters Transportation meeting.
- Reminder – the Mountain Heritage Festival is this weekend and the Kiwanis Club will be selling ice cream as a fundraiser.

9. Employee Performance Review – Executive Session.

- **Motion by Ms. Widmyer to enter into Executive Session pursuant to §6-9A-4(A), matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting. Motion seconded and unanimously approved.**
- **Motion by Ms. Widmyer to come out of Executive Session. Motion seconded and unanimously approved.**

The Commission meeting was adjourned at 12:25p.m. on a motion by Ms. Widmyer. Motion was seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectively submitted
Cynthia C. Schott
Administrative Assistant

