

Minutes

Jefferson County Commission

Thursday, July 11, 2013

A meeting of the Jefferson County Commission was held on Thursday, July 11, 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 Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the July 11, 2013 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the Minutes of the June 13, 2013 County Commission Meeting with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Minutes of the June 27, 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 \$89,355.49 to include P.O. Nos. 51403, 51404, 51590, 51742, 51750, 51438, 51439, 51629, 51743, 51666, 51668, 50009, 50010, 51286, 51331, 51743, 51745, 51746, 51747, 51751, 50339, 50340, 51638, 51639, 51640, 49836, and 49831.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070202	425	ALLIANCE ELECTRIC LLC	51591	\$ 315.00	\$ -	\$ 315.00
070203	412	BARDANE PUBLIC HEALTH CT		\$ -	\$ 383.00	\$ 383.00
070204	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 16,250.00	\$ 16,250.00
070205	439	B-K OFFICE SUPPLY INC	50335	\$ 20.25	\$ -	\$ 20.25
070206	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
070207	PAYROLL	BUREAU F/CHILD SPprt ENF		\$ -	\$ 212.31	\$ 212.31
070208	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54

070209	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
070210	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
070211	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 290.31	\$ 290.31
070212	425	CITY OF CHARLES TOWN	51740	\$ 20.00	\$ -	\$ 20.00
070213	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
070213	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 16,250.00	\$ 16,250.00
070214	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
070215	700	BRANDON CONWAY		\$ -	\$ 335.50	\$ 335.50
070216	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
070217	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,842.42	\$ 5,842.42
070218	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 3,425.00	\$ 3,425.00
070219	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,922.57	\$ 1,922.57
070219	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,652.40	\$ 1,652.40
070220	425	GRAINGER, INC	51578	\$ 142.81	\$ -	\$ 142.81
070221	412	MICHAEL HARMAN		\$ -	\$ 336.15	\$ 336.15
070222	700	ALBERT HOCKMAN		\$ -	\$ 335.50	\$ 335.50
070223	700	INTERNATIONAL POLYGRAPH	51493	\$ 200.00	\$ -	\$ 200.00
070224	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,910.00	\$ 2,910.00
070225	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 31,964.75	\$ 31,964.75
070226	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 452,363.25	\$ 452,363.25
070227	402	JEFFERSON PUBLISH CO INC	51628	\$ 164.94	\$ -	\$ 164.94
070227	439	JEFFERSON PUBLISH CO INC	50337	\$ 72.96	\$ -	\$ 72.96
070227	440	JEFFERSON PUBLISH CO INC	50234	\$ 33.74	\$ -	\$ 33.74
070228	439	THE JOURNAL	50338	\$ 34.68	\$ -	\$ 34.68
070229	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,843.00	\$ 4,843.00
070229	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
070230	405	RALPH A LORENZETTI JR		\$ -	\$ 213.00	\$ 213.00
070231	412	JUDITH A MATLICK		\$ -	\$ 685.31	\$ 685.31
070232	PAYROLL	HIGHMARK WV		\$ -	\$ 183,309.45	\$ 183,309.45
070233	412	SHAY MCNEIL		\$ -	\$ 942.13	\$ 942.13
070234	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
070235	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
070236	ALLOC	JEFF CO PARKS &		\$ -	\$ 72,229.00	\$ 72,229.00
070237	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 16,250.00	\$ 16,250.00
070238	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 16,349.00	\$ 16,349.00
070238	986	SOFTWARE SYSTEMS, INC		\$ -	\$ 26,572.00	\$ 26,572.00
070239	405	SPECIALTY BUS SUPPLIES	51637	\$ 510.08	\$ -	\$ 510.08
070239	700	SPECIALTY BUS SUPPLIES	51496	\$ 153.15	\$ -	\$ 153.15
070240	704	ST/WV REGIONAL JAIL &	51720	\$ 82,276.80	\$ -	\$ 82,276.80
070241	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 16,250.00	\$ 16,250.00
070242	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,746.26	\$ 44,746.26

070242	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,464.88	\$ 10,464.88
070242	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 25.98	\$ 25.98
070242	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 111.10	\$ 111.10
070242	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,552.64	\$ 44,552.64
070242	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 129.54	\$ 129.54
070243	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
070244	712	TELTRONIC	51711	\$ 405.00	\$ -	\$ 405.00
070245	717	TRI STATE TIRES	51741	\$ 68.00	\$ -	\$ 68.00
070246	424	TRENARY SERVICE CO	51581	\$ 1,495.48	\$ -	\$ 1,495.48
070247	716	VALLEY PET CEMETERY	50366	\$ 402.00	\$ -	\$ 402.00
TOTAL						\$ 1,073,697.66
TOTAL				\$ 86,314.89	\$ 987,382.77	\$ 1,073,697.66

Motion by Mr. Manuel to approve the accounts payable for July 3, 2013 in the amount of \$1,073,697.66. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070249	405	MYOSHIA BRIGHT		\$ -	\$ 287.02	\$ 287.02
070250	401	CO COMMISSIONERS ASSOC		\$ -	\$ 3,900.00	\$ 3,900.00
070251	405	LAURENCE R CROFFORD		\$ -	\$ 248.03	\$ 248.03
070252	424	CHARLES TOWN UTILITIES		\$ -	\$ 93.71	\$ 93.71
070252	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,900.32	\$ 1,900.32
070253	428	CDW-GOVERNMENT INC		\$ -	\$ 3,082.25	\$ 3,082.25
070254	405	JAMES CASIMIRO III		\$ -	\$ 275.72	\$ 275.72
070255	401	CHOICE STAFFING, INC.		\$ -	\$ 187.00	\$ 187.00
070256	405	KIMBERLEY CROCKETT		\$ -	\$ 287.02	\$ 287.02
070257	425	COVENANT BUILDING MAINT		\$ -	\$ 11,827.43	\$ 11,827.43
070258	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 105.55	\$ 105.55
070259	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
070259	425	J.C.EHRLICH		\$ -	\$ 604.00	\$ 604.00
070260	424	84 LUMBER		\$ -	\$ 32.49	\$ 32.49
070260	425	84 LUMBER		\$ -	\$ 252.91	\$ 252.91
070261	717	FISHER AUTO PARTS		\$ -	\$ 850.99	\$ 850.99
070262	425	GRAINGER, INC	51744	\$ 55.98	\$ -	\$ 55.98
070263	405	STEPHEN V GROH		\$ -	\$ 233.91	\$ 233.91
070264	405	CHARLES B HOWARD		\$ -	\$ 273.46	\$ 273.46
070265	428	CHARLOTTE HERNANDEZ		\$ -	\$ 149.99	\$ 149.99
070266	700	KATHY HERTELENDY		\$ -	\$ 203.72	\$ 203.72
070267	425	IDVILLE, INC		\$ -	\$ 338.16	\$ 338.16
070268	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06

070268	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
070268	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
070268	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
070268	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
070268	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
070268	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
070268	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
070268	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
070268	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
070269	401	THE JOURNAL		\$ -	\$ 248.03	\$ 248.03
070270	425	JEFFERSON COUNTY SOLID	53045	\$ 7.04	\$ -	\$ 7.04
070271	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
070272	717	J & K PRECISION AUTO CAR	51748	\$ 54.95	\$ -	\$ 54.95
070273	405	RALPH A LORENZETTI JR		\$ -	\$ 124.30	\$ 124.30
070274	405	GAIL MCMILLION		\$ -	\$ 245.21	\$ 245.21
070275	405	JENNIFER E. MAY-SANNER		\$ -	\$ 242.95	\$ 242.95
070276	405	JONELLE MAY		\$ -	\$ 242.95	\$ 242.95
070277	424	POTOMAC EDISON/OH		\$ -	\$ 1,876.73	\$ 1,876.73
070277	425	POTOMAC EDISON/OH		\$ -	\$ 2,174.67	\$ 2,174.67
070277	425	POTOMAC EDISON/OH		\$ -	\$ 12,298.25	\$ 12,298.25
070278	ALLOC	EASTERN PANHANDLE REGION		\$ -	\$ 19,794.26	\$ 19,794.26
070279	425	RCS SECURITY		\$ -	\$ 510.00	\$ 510.00
070280	402	RECORD MANAGEMENT SOLUTN	49696	\$ 35.00	\$ -	\$ 35.00
070281	405	HASSAN RASHEED		\$ -	\$ 248.03	\$ 248.03
070282	424	SHERWIN-WILLIAMS		\$ -	\$ 57.32	\$ 57.32
070283	425	SHENANDOAH VALLEY WATER		\$ -	\$ 678.25	\$ 678.25
070284	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,932.37	\$ 11,932.37
070285	405	ADAM STRIDER		\$ -	\$ 242.95	\$ 242.95
070286	425	CAPITAL TRISTATE		\$ -	\$ 873.14	\$ 873.14
070287	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 199.00	\$ 199.00
070288	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
070289	425	VALLEY HARDWARE COMPANY		\$ -	\$ 11.82	\$ 11.82
070289	700	VALLEY HARDWARE COMPANY		\$ -	\$ 215.64	\$ 215.64
070290	424	VERIZON		\$ -	\$ 1,131.32	\$ 1,131.32
070291	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 671.47	\$ 671.47
070291	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 204.54	\$ 204.54
070291	716	WM OF WEST VIRGINIA, INC		\$ -	\$ 95.75	\$ 95.75
070292	PAYROLL	WV BUREAU OF EMPLOYMENT		\$ -	\$ 10,080.10	\$ 10,080.10
070293	717	WHOLESALE TIRES, INC.	51749	\$ 53.25	\$ -	\$ 53.25
070294	405	DEBRA A. YOUNG		\$ -	\$ 248.03	\$ 248.03

TOTAL						\$ 91,309.91
TOTAL			\$ 206.22	\$ 91,103.69		\$ 91,309.91

Motion by Ms. Tabb to approve the accounts payable for July 11, 2013 in the amount of \$91,309.91. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Mr. David Tabb, resident – Informed the County Commission about a law suit he has filed against the County.

Mr. George Rutherford, NAACP – Spoke in support of the Resolution opposing the Harrison Plant Intra-Company sale.

Ms. Newman, resident – Spoke in support of the Resolution opposing the Harrison Plant Intra-Company sale.

Ms. Patience Wait, resident – Spoke in support of the Resolution opposing the Harrison Plant Intra-Company sale.

Mr. Charles H. Friddle, IV, Director of External Affairs, FirstEnergy – Addressed the Resolution opposing the Intra-Company sale of the Harrison Plant paragraph by paragraph explaining why the Commission should not adopt the Resolution.

Mr. Robert Aticheson resident – Addressed the Jefferson County Emergency Services Agency – Emergency Fee Ordinance and the language regarding Ambulance Fees.

PRESENTATIONS:

1. Angie Banks, Assessor - Exonerations

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Deborah & Derwin Layton	Charles Town	Real Estate	8659	\$130.40

- **Motion by Ms. Noland to approve the Exoneration for Deborah & Derwin Layton as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Verdine O Jr. & Deborah Palmer	Kabletown	Real Estate	18593	\$338.04

- **Motion by Ms. Tabb to approve the Exoneration for Verdine O. Jr. & Deborah Palmer as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Lyle C. Tabb	Middleway	Personal Property	20785	\$5,425.12

- **Motion by Mr. Manuel to approve the Exoneration for Lyle C. Tabb as presented by the Assessor. Motion seconded and approved on a vote of four Commissioners, Ms. Noland, Ms. Widmyer, Mr. Manuel and Mr. Pellish. Ms. Tabb abstained.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
James M. & Angela Joynt	Kabletown	Real Estate	17603	\$176.36

- **Motion by Mr. Manuel to approve the Exoneration for James M. & Angela Joynt, ticket number 16603 in the amount of \$176.36. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
James M. & Angela Joynt	Kabletown	Real Estate	17598	149.42
James M. & Angela Joynt	Kabletown	Real Estate	17596	144.52
James M. & Angela Joynt	Kabletown	Real Estate	17605	186.16

- **Motion by Ms. Widmyer to approve the Exoneration for James M. & Angela Joynt, ticket number 17598 in the amount of \$149.42. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve the Exoneration for James M. & Angela Joynt, ticket number 17596 in the amount of \$144.52. Motion seconded and unanimously approved.**
- **Motion by Ms. Widmyer to approve the Exoneration for James M. & Angela Joynt, ticket number 17605 in the amount of \$186.16. Motion seconded and unanimously approved.**

2. William Madert, Director Jefferson County Solid Waste Authority, gave an update on the Transfer Station. Mr. Madert expressed concern the of the economic viability of the Transfer Station due to a certificate of need to proceed with permitting and construction of the Resource Recovery Facility in Martinsburg.
3. Mr. Matthew Piepenburg, Public Service District Engineering Technician requested the transfer of approximately ¼ acre of TP02000200010004 to the Jefferson County Public Service District to be used to upgrade an existing pump station in the Burr Industrial Park, Industrial Blvd.

- **Motion by Ms. Tabb to approve the transfer of ¼ acre of TP 02000200010004 to the Jefferson County Public Service District for \$1.00. Motion seconded and unanimously approved.**

- 4. Stephanie Grove, Assistant Prosecuting Attorney informed the Commissioners should they receive a request for Discovery during the October Tax Appeals, the Commission must hire a Discovery Commissioner. Ms. Grove inquired if it is the desire of the Commission to take this under consideration. It was the consensus of the Commission to move forward with Ms. Grove researching a Discovery Commissioner including the cost.

- 5. FirstEnergy Resolution for possible adoption as edited by legal counsel.
 - **Motion by Ms. Widmyer to adopt the resolution opposing FirstEnergy’s proposed intra-company sale of the Harrison Power Plant as edited and direct the President to affix his signature to the document. Motion seconded and approved on a vote of 3-2 with Ms. Noland and Mr. Pellish opposing.**

- 6. **The Commission recessed for break at 10:39**
The Commission reconvened from break at 10:50

- 7. Pete Dougherty, Jefferson County Sheriff, requested permission to hire an Animal Control Officer for a vacant position. It was the consensus of the Commission to wait until after the budget workshop to address this matter.
Due to a unanimous vote, later in the day to freeze hiring until October, request to hire an Animal Control Officer was denied.
 Sheriff Dougherty stated he would like to come before the Commission to give an update on the activities of the Sheriff Department. Mr. Manuel stated he would like to work with the Sheriff’s Department on reducing jail costs by looking at the possibility of an ankle bracelet program in place of incarceration.

COUNTY ADMINISTRATOR REPORT

Ms. Keyser informed the Commission the State Auditor’s office is conducting P Card audit at this time. Ms. Keyser has requested the auditors review our internal controls.

Ms. Keyser reminded the Commission July 25th is the Meet Your Commissioner evening at Morgan’s Grove Park.

Ms. Keyser reminded the Commission the Governor’s Blue Ribbon Highway meeting is this evening from 4-7pm in Martinsburg.

It was the unanimous consent of the Commission to hold the IT discussion until the budget workshop.

The Commission broke for lunch at 12:00 p.m.
The Commission reconvened from lunch at 1:30 p.m.

- 8. John Reisenweber, Director of Development Authority – The Jefferson County Commission held a Public Hearing on May 30, 2013 regarding the proposed revised Commercial Impact Fee Ordinance. The record was held open for two weeks to allow the public to comment. No

comments have been received and the tow week period has expired. The Development Authority is coming before the Commission for possible adoption of the revised Commercial Impact Fee Ordinance.

- **Motion by Ms. Tabb to adopt the revised Commercial Impact Fee Ordinance reducing Commercial Impact Fees by 99.5% as of July 11, 2013. Motion seconded and approved on a vote of 4-1 with Ms. Widmyer opposing.**
9. Jefferson County Emergency Service Agency Proposed Fee Ordinance – 2nd reading of proposed Fee Ordinance allowing for review and edits. Mr. Manuel stated he would like to propose three (3) amendments.
- **Motion by Mr. Manuel to reinstate the word ambulance throughout the ordinance and strike the word emergency as it is used in reference to the proposed fee. Motion fails for lack of second.**
 - **Mr. Manuel stated he is withdrawing all three (3) proposed amendments.**
 - **Ms. Widmyer requested the ordinance be left open for another 30 days to adjust the ordinance to reflect strictly an ambulance fee.**
 - **Motion by Mr. Manuel to reinstate the word ambulance throughout the ordinance and strike the word emergency as it is used in reference to the proposed fee. Motion seconded and approved on a vote of 4-1 with Mr. Pellish opposing. It was the decision of the Commission to leave the ordinance open for another 30 days to leave open for amendments and review the fee structure.**
 - **Ms. Widmyer requested the JCESA staff to prepare a budget reflective of the ambulance fees.**
 - **Motion by Ms. Tabb to amend page two (2) to reflect agricultural buildings are exempt from the fee. Motion seconded and unanimously approved.**

FINANCE DIRECTOR

Approval of Internal Budget Revision #124 – Circuit Clerk – to move \$3,759 of available funds as follows: \$499 from Material/Supplies, \$2,000 from Part-time/extra help and \$1,260 from Maintenance/Repair to increase Contracted Services to \$3,260 and Computer Services to \$499.

- **Motion by Ms. Noland to approve Internal Budget Revision #124 budget as presented. Motion seconded and unanimously approved.**

Ms. Brockman, Director of Planning and Zoning requested a budget amendment to allow the development of an Access Management study and Draft Ordinance for US 340 South. In December 2012, the County Commission transferred \$13,661 to the Department of Planning budget for the purpose of a focused effort on US 340 South. One goal for this corridor with input from the HEPMPO staff and the WV DOH planning staff is how to minimize the access points and potential future traffic lights along this stretch of road when the widening occurs. There is a provision in state law which allows a local government to draft an access management ordinance for adoption locally that would be a tool for DOH to use during its design and permitting processes. The planning Commission was advised the County could chose to utilize the HEPMPO consultants through a contract with the HEPMPO, but that \$13,661 was not likely to be sufficient. At that point money was set aside from the Department of Planning Professional Services FY 13 budget to allow a total of \$20,000 to be dedicated to such a study; however, at the time the FY 14 budget was being prepared the plan was to encumber those funds prior to the end of the Fiscal Year and the \$20,000 was therefore not put in the FY 14 budget. Based on the input received from HEPMO and WV DOH, a request was made to the HEPMPO consultants to draft a scope of work that would address these access management issues. A draft scope of work estimated to cost approximately \$20,000. These

funds were not encumbered prior to the end of June. Before the Department of Planning is requesting the County Commission reinstate the \$13,661 US 340 South fund, plus \$6,339 out of the remaining budgeted amount in the Professional services line for a total of \$20,000 additional fund in the Department of Planning FY 14 Budget dedicated solely to this project. If the funding is approved, staff will pursue this proposed Scope of Work and bring it back to the County Commission for their approval when it is finalized.

- **It was the consensus of the Commission to wait on this until the Comprehensive Plan is further along in the process before addressing this issue.**

Budget Workshop:

Ms. Keyser presented the Commission with the state of the County financially as they enter into the new fiscal year. Ms. Keyser passed out an analysis for year end for 2013. What departments were budgeted and what they actually used. From the cash stand point, the County is only carrying over of \$3,255,487. We are spending approximately a million more than we are bringing in. Until the revenue starts coming in the County needs to be very careful with spending. There are five payrolls and six bill runs coming in until the tax revenue begins to come in. The last bill run was high. There is approximately only 1.8 million to get the County through till October.

- **Motion by Mr. Manuel to put a hiring freeze into effect until October. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to institute a freeze on spending for any non-critical items until October. Any expenditure of a cost of \$5,000 or greater must come before the Commission for approval. Motion seconded and unanimously approved.**

COUNTY COMMISSIONERS REPORTS

Jane Tabb:

- Attended the meeting with Commissioner of Agriculture Walt Helmick.
- Participated in the 4th of July Parade in Shepherdstown.
- Traveled to Washington D.C. for a lobbying event.

Patsy Noland:

- Attended the meeting with Commissioner of Agriculture Walt Helmick.
- Attended the Affordable Housing Partnership meeting.
- Attended her granddaughters Softball tournament in Stanford VA.

Lyn Widmyer:

- Participated in the 4th of July Parade in Shepherdstown.

Walt Pellish:

- Attended the meeting with Commissioner of Agriculture Walt Helmick.
- Attended a Development Authority Executive Committee meeting.
- Attended a Planning Commission meeting.

Dale Manuel:

- Attended the meeting with Commissioner of Agriculture Walt Helmick.

- Visited the Leetown playground and also surveyed the Hite Road project.
- Attended Tee Court.
- Attended the Affordable Housing Partnership meeting.

Space Needs- Executive Session

• **Motion by Mr. Manuel to enter into Executive Session to consider matters involving the purchase, sale or lease of real property, as permitted by §6-9A-4-9. Motion seconded and unanimously approved.**

• **Motion by Mr. Manuel to come out of Executive Session. Motion seconded and unanimously approved.**

- The Commission meeting was adjourned at 4:00 p.m. on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectively submitted
Cynthia C. Schott
Administrative Assistant