

Minutes

Jefferson County Commission

Thursday, August 1, 2013

A meeting of the Jefferson County Commission was held on Thursday, August 1, 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 August 1, 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 July 18, 2013 County Commission Meeting. Motion seconded and unanimously approved, with Ms. Noland abstaining.

Motion by Ms. Tabb to approve the Minutes of the July 18, 2013 Joint meeting of the Envision 2035 Steering Committee and the County Commission. Motion seconded and unanimously approved, with Ms. Noland abstaining.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Pellish to approve Purchase Orders in the amount of \$33,368.45 to include P.O. Nos., 50368, 51503, 51777, 51778, 51781, 51783, 51435, 51441, 51442, 51444, 51702, 71789, 51776, 51780, 51784, 50012, 51772, 51773, 51774, 51785, 51779, 51641, 51643, 51498, 51499, 51500, 51501, 51502, 51504, 51505, 51506, and 51508.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070359	424	ACCURATE SYSTEMS INC	51766	\$ 1,802.50	\$ -	\$ 1,802.50
070359	425	ACCURATE SYSTEMS INC	51766	\$ 4,919.97	\$ -	\$ 4,919.97
070360	412	COMCAST		\$ -	\$ 80.50	\$ 80.50
070360	425	COMCAST		\$ -	\$ 559.97	\$ 559.97

070361	700	AUTOZONE		\$ -	\$ 106.23	\$ 106.23
070361	717	AUTOZONE		\$ -	\$ 98.93	\$ 98.93
070362	425	ALLIANCE ELECTRIC LLC	51752	\$ 292.50	\$ -	\$ 292.50
070363	413	APPLE VALLEY OFF.PRODUCT	51630	\$ 74.70	\$ -	\$ 74.70
070364	425	B-K OFFICE SUPPLY INC	51753	\$ 1,012.00	\$ -	\$ 1,012.00
070364	425	B-K OFFICE SUPPLY INC	51767	\$ 515.25	\$ -	\$ 515.25
070365	424	BOLAND SERVICES	51763	\$ 270.00	\$ -	\$ 270.00
070365	425	BOLAND SERVICES	51764	\$ 991.01	\$ -	\$ 991.01
070366	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
070367	425	CONTROL SYSTEMS	51770	\$ 300.50	\$ -	\$ 300.50
070367	425	CONTROL SYSTEMS	51771	\$ 83.00	\$ -	\$ 83.00
070368	717	DONALD B. RICE TIRE CO.	51756	\$ 405.32	\$ -	\$ 405.32
070369	712	FEDEX		\$ -	\$ 11.91	\$ 11.91
070370	717	GUTTMAN OIL CO		\$ -	\$ 19,010.62	\$ 19,010.62
070371	712	THE JOURNAL	51703	\$ 38.27	\$ -	\$ 38.27
070372	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
070373	424	KONE INC.	50177	\$ 327.75	\$ -	\$ 327.75
070373	425	KONE INC.	50177	\$ 1,154.25	\$ -	\$ 1,154.25
070374	712	LANGUAGE LINE SERVICES		\$ -	\$ 59.41	\$ 59.41
070375	402	LEXISNEXIS/MATTHEW BENDE	51635	\$ 108.99	\$ -	\$ 108.99
070376	712	NAEMD	51602	\$ 100.00	\$ -	\$ 100.00
070377	424	NEOPOST USA INC.	51762	\$ 330.00	\$ -	\$ 330.00
070378	402	PIFER OFFICE SUPPLY, INC	43619	\$ 26.35	\$ -	\$ 26.35
070378	404	PIFER OFFICE SUPPLY, INC	52108	\$ 131.53	\$ -	\$ 131.53
070378	406	PIFER OFFICE SUPPLY, INC	51408	\$ 510.75	\$ -	\$ 510.75
070379	712	PSYCHOLOGICAL HEALTH ASS	51705	\$ 800.00	\$ -	\$ 800.00
070380	424	RCS SECURITY	51755	\$ 297.30	\$ -	\$ 297.30
070380	425	RCS SECURITY	51755	\$ 1,948.08	\$ -	\$ 1,948.08
070380	425	RCS SECURITY		\$ -	\$ 348.00	\$ 348.00
070381	403	SOFTWARE SYSTEMS, INC	49897	\$ 228.52	\$ -	\$ 228.52
070381	403	SOFTWARE SYSTEMS, INC	51439	\$ 166.36	\$ -	\$ 166.36
070381	424	SOFTWARE SYSTEMS, INC	49897	\$ 450.00	\$ -	\$ 450.00
070382	704	ST/WV REGIONAL JAIL &	51828	\$ 88,376.80	\$ -	\$ 88,376.80
070383	413	SECRETARY OF STATE'S OFF	51788	\$ 660.00	\$ -	\$ 660.00
070384	717	THOMASSEN FORD MERCURY	51768	\$ 52.26	\$ -	\$ 52.26
070385	425	TML COPIERS & DIGITAL	51765	\$ 567.48	\$ -	\$ 567.48
070386	425	T-N-T HAULING	51760	\$ 1,217.73	\$ -	\$ 1,217.73
070387	712	TELTRONIC	49832	\$ 5,686.24	\$ -	\$ 5,686.24
070388	424	TRENARY SERVICE CO	51757	\$ 432.50	\$ -	\$ 432.50

070388	424	TRENARY SERVICE CO	51775	\$ 89.00	\$ -	\$ 89.00
070389	425	VITAL SIGNS	51754	\$ 225.00	\$ -	\$ 225.00
070390	424	WINCHESTER EQUIPMENT CO	51759	\$ 626.79	\$ -	\$ 626.79
070391	425	WV DIVISION OF LABOR	51758	\$ 150.00	\$ -	\$ 150.00
070392	402	XEROX CORPORATION	49705	\$ 1,469.22	\$ -	\$ 1,469.22
070392	439	XEROX CORPORATION	50339	\$ 550.81	\$ -	\$ 550.81
TOTAL						\$ 139,044.30
TOTAL				\$ 117,388.73	\$ 21,655.57	\$ 139,044.30

Motion by Mr. Manuel to approve the accounts payable for July 25, 2013 in the amount of \$139,044.30. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070395	712	AT&T/GA		\$ -	\$ 215.69	\$ 215.69
070396	413	APPLE VALLEY OFF.PRODUCT	51630	\$ 55.50	\$ -	\$ 55.50
070397	412	BARDANE PUBLIC HEALTH CT		\$ -	\$ 383.00	\$ 383.00
070398	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
070399	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
070400	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
070401	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
070402	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
070403	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 290.31	\$ 290.31
070404	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 598.23	\$ 598.23
070405	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
070406	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
070407	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
070408	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,887.10	\$ 5,887.10
070409	712	KAREN ECHEMENT		\$ -	\$ 7.46	\$ 7.46
070410	717	FLEETPRIDE	51782	\$ -	\$ 21.40	\$ 21.40
070411	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,952.69	\$ 1,952.69
070411	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,679.60	\$ 1,679.60
070412	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,910.00	\$ 2,910.00
070413	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,843.00	\$ 4,843.00
070413	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
070414	PAYROLL	HIGHMARK WV		\$ -	\$ 185,744.94	\$ 185,744.94
070415	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
070416	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
070417	406	PIFER OFFICE SUPPLY, INC	51413	\$ 51.78	\$ -	\$ 51.78

070418	401	PSTC		\$ -	\$ 298.00	\$ 298.00
070419	GRANT	RCS SECURITY		\$ -	\$ 703.20	\$ 703.20
070420	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,307.56	\$ 10,307.56
070420	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,072.92	\$ 44,072.92
070420	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 25.98	\$ 25.98
070420	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 111.10	\$ 111.10
070420	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,243.54	\$ 42,243.54
070420	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 129.54	\$ 129.54
070421	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
070422	412	WVU		\$ -	\$ 5,500.00	\$ 5,500.00
TOTAL						\$ 323,481.17
TOTAL				\$ 107.28	\$ 323,373.89	\$ 323,481.17

Motion by Ms. Tabb to approve the accounts payable for August 1, 2013 in the amount of \$323,481.17. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Mr. Ralph Lorenzetti, Prosecuting Attorney informed the Commission due to the loss of an attorney, he will need to fill the position.

Mr. Doug Rockwell, resident – spoke regarding his concern in obtaining information from the Jefferson County Emergency Services Agency.

Mr. Bob Aitcheson, resident – spoke regarding his concern in obtaining information from the Jefferson County Emergency Services Agency.

Eleanor Finn, League of Women Voters, thanked the Commissioners for holding the Meet and Greet. Ms. Finn also requested if a meeting is not to be held, please post for the public. Ms. Finn also expressed concern about the loss of internet service in the County.

Mr. Carson Bise, Consultant for the Department of Engineering, Impact Fees – explained he has a flight out this afternoon, but is in the audience should there be any questions.

PRESENTATIONS:

1. The Honorable Tiffany Lawrence, West Virginia House of Delegates, presented three (3) Community Participation Program Grants to the Ranson Police Department in the amount of \$7,000, Jefferson County Homeland Security in the amount of \$3,000 the Black History Preservation Society in the amount of \$3,000 and \$2,000 for the Historic Fisherman’s Hall. Lawrence presented the grants at the County Commission meeting, as the County is the fiscal agent for the Community Participation Grants.

2. Angie Banks, Assessor - Exonerations

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Sandra K. Nichols	Middleway	Personal Property	312157	\$79.44

- **Motion by Ms. Tabb to approve the Exoneration for Sandra K. Nichols as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
William M. Shifflett	Middleway	Personal Property	312834	\$21.04

- **Motion Ms. Noland to approve the Exoneration for William M. Shifflett as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Rebecca J. Fritts	Charles Town	Personal Property	301843	\$67.76

- **Motion by Ms. Tabb to approve the Exoneration for Rebecca J. Fritts as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Carl D. Long	Charles Town	Personal Property	302895	184.58

- **Motion by Ms. Widmyer to approve the Exoneration for Carl D. Long as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
James W. Nicewarner	Harpers Ferry	Personal Property	308178	\$200.94

- **Motion by Ms. Widmyer to approve the Exoneration for James W. Nicewarner as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Gary Walsh	Shepherdstown	Personal Property	316813	\$11.68

- **Motion by Ms. Noland to approve the Exoneration for James W. Nicewarner as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Phillip & Dorothy Newkirk	Shepherdstown	Personal Property	316174	\$35.05

- **Motion by Ms. Widmyer to approve the Exoneration for James W. Nicewarner as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Ronald & Paige Phifer	Kabletown	Personal Property	310504	\$25.70

- **Motion by Ms. Tabb to approve the Exoneration for Ronald & Paige Phifer as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Vickie L. Robinette	Charles Town Municipality	Personal Property	306297	\$183.12

- **Motion by Ms. Tabb to approve the Exoneration for Ronald & Paige Phifer as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Chris M. & Frances A. Kief	Charles Town	Personal Property	302660	\$121.50

- **Motion by Ms. Tabb to approve the Exoneration for Chris & Frances A. Kief as presented by the Assessor. Motion seconded and unanimously approved.**

NOTICE OF APPORTIONMENT OF JOINTLY OWNED MOTOR VEHICLES

WEST VIRGINIA CODE § 11-5-14

PTD 11/99

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON

I, Angela L. Banks, Assessor of **Jefferson County**, having been presented with a certified copy of a final divorce order entered under provisions of section fifteen, article two, chapter forty-eight of the West Virginia Code, do hereby apportion the assessment of the taxes for Tax year _____ owned on jointly owned motor vehicles involved in the divorce order and awarded exclusively to be titled, one or more in the name of the husband and one or more in the name of the wife as follows:

SECTION I:

Ticket Number: **307708** District: **Harpers Ferry District** Ticket Total: **\$322.42**

NAME 1: Charlene E. Jarvis

<i>Make</i>	<i>Model</i>	<i>Year</i>	<i>Vehicle Identification</i>	<i>Assessed Value</i>	<i>Class</i>	<i>Rate</i>	<i>Taxes Due</i>
Dodge	Nitro	2007	1D8GU28K37W601819	5800	3	2.3364	\$135.51

NAME 2: Richard K. Jarvis

<i>Make</i>	<i>Model</i>	<i>Year</i>	<i>Vehicle Identification</i>	<i>Assessed Value</i>	<i>Class</i>	<i>Rate</i>	<i>Taxes Due</i>
Dodge	Ram	2007	1D7HU18P57S182359	8000	3	2.3364	\$186.91

SECTION II:

Filed with the County Commission this 1st day of August 2013.

- **Motion by Ms. Tabb to order the apportionment of the assessment of taxes as determined and set forth by the County Assessor. Motion seconded and unanimously approved.**
3. Marie Galazzi, Partnership for Affordable Housing – requesting permission for The Partnership for Affordable Housing, a non-profit organization, to use the Library Meeting room the third Saturday of every month to hold a home buyer education class from 8:30-4:30. These classes are open to the public.
 - **Motion by Ms. Noland to approve the use of the Library Meeting room the third Saturday of the month from 8:30 am – 4:30 pm, if not needed for County Business, by The Partnership for Affordable Housing for home buyer education classes. Motion seconded and unanimously approved.**

4. Annette Gavin, Director of the Jefferson County Convention and Visitor's Bureau appeared before the Commission at their request to update the Commission on the return on investment from the County Commission in the amount of \$150,000. A condition of this allocation of funds was for tracking of the spending. Ms. Gavin introduced herself as the new Director of the Jefferson County Convention and Visitor's Bureau. Ms. Gavin spoke about CVB funding sources, such as Hotel Motel Funds and the Mapp program, (Matching Advertising Partnership Program). Ms. Gavin stated the only money spent from the \$150,000 has been a deposit with Paramore for website strategy, design and development, media planning and buying and strategy. The CVB is working on branding the County and the Board is cautious to spend money until a clear message and branding campaign has been decided on.

5. **The Commission recessed for break at 10:40.**
The Commission reconvened from break at 10:50.

6. David Hammer, Esq. representing the Charles Town Horsemen Benevolent Protective Agency (HBPA) appeared before the Commission to update them on the legislative activities of the HBPA. Mr. Hammer reviewed for the Commission what the mission of the HBPA is. Mr. Hammer spoke about the restructuring of PNGI Racetrack. PNGI is going to split into two companies, the Licensee (Operation) Company the second a Property Company. This could affect the income of the State, County and Municipalities causing a dramatic reduction in the base we receive money from, reducing the video lottery income. Mr. Hammer requested the County write to the Attorney General, Patrick Morsey, Governor Tomlin, Cabinet Secretary Robert Kiss, House Finance Chairman, Brent Boggs and the Senate Finance Chairman, Roman Prezioso and ask the question "will there be any reduction of net terminal revenue of the payments made from the operating company to the property company".
 - **Motion by Ms. Widmyer to place this item on a subsequent agenda. Motion seconded and unanimously approved.**

7. Daniel Lutz, Feagan's Mill – Mr. Lutz came before the Commission to express concern over the inability to get information and direction as how to comply with regulations to move forward with Feagan's Mill from the Engineering Department. Mr. Lutz requests the County Commission direct the Department of Engineering to be open, forth coming and specific with the requirements that they are making of people trying to operate in Jefferson County. Mr. Goodwin, Chief Engineer explained the process his department has taken to help Mr. Lutz with his complicated project. The Commissioners encouraged Mr. Lutz to meet with Mr. Goodwin to move forward with his project.

8. Bill Polk, Director of Maintenance updated the Commission on the Courthouse as requested by Commissioner Widmyer. Mr. Polk stated new flags poles have arrived. The flag poles were purchased with grant money. The Commission must now decide where to place them at the Courthouse along with a decision regarding landscaping. Ms. Widmyer requested the Historic Landmarks Commission provide recommendations for the landscaping. It was the desire of the Commission to move forward with the flag poles and landscaping at the Courthouse.

- **It was the unanimous consent of the Commission to set a time frame of 60 days for the recommendation of the Historic Landmarks Commission to be brought back before the Commission.**

Mr. Polk reported that paint samples have sent to a variety of manufactures to determine what type of paint will adhere to the existing paint. Mr. Polk informed the Commission a grant is being prepared to the painting and window sills at the Courthouse, further work on the grant is on hold as we are waiting for reports from architects with their recommendations.

NEW BUSINESS:

9. Approval of Contract and Resolution – Community Participation Grant Program for the Jefferson County Animal Welfare Society in the amount of \$20,000.

- **Motion by Ms. Noland to approve the Community Participation Grant Program Resolution for the Jefferson County Animal Welfare Society in the amount of \$20,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

10. Approval of Contract and Resolution – Community Participation Grant Program for the Jefferson County Homeland Security to purchase equipment in the amount of \$3,000.

- **Motion by Ms. Tabb to approve the Community Participation Grant Program Resolution for the Jefferson County Homeland Security in the amount of \$3,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

11. Approval of Contract and Resolution – Community Participation Grant Program Resolution for the Jefferson County Black History Preservation Society – Webb/Blessing House in the amount of \$3,000.

- **Motion by Ms. Widmyer to approve the Community Participation Grant Program Resolution for the Jefferson County Black History Preservation Society in the amount of \$3,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

12. Commissioner Noland expressed concern over the difficulties with the budget this year. She would like to propose contracting with an individual to come in and work with the finances. Due to the confidentiality of contract negotiations, Ms. Noland requested the Commission enter into Executive Session.

- **Motion by Ms. Noland to enter in Executive Session stating WV Code §6-9A-4(2)(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.**

- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORT

Ms. Keyser requested the revised PCard Policy which was approved July 18, 2013 be ratified today.

- **Motion by Ms. Noland to ratify the vote from July 18, 2013 with regard to the policy and procedures related to the PCard. Motion seconded and unanimously approved.**

Ms. Keyser requested permission to schedule three events this year, at no cost to the County. They include 1) wear your favorite sport team jersey and chili day, 2) the Christmas breakfast and 3) a soup day near the end of winter to welcome Spring. It was the consensus of the Commission to move forward with the proposed events.

Ms. Keyser informed the Commission they will be invited to an Executive CAD presentation. Date to be announced.

Ms. Keyser inquired if the Commission would like a letter to East Ridge Health Systems in support of a facility for pregnant women and mental health issues. Mr. Manuel recommended a letter be written and the Commissioners have the ability to sign it, if they so choose.

Mr. Manuel requested having a “Meet Your Commissioner” gathering on the Blue Ridge Mountain. The Commissioners were in agreement.

FINANCE DIRECTOR

13. General County Budget Revision # 1 and Resolution – This budget revision requests a correction to line item #808 – Solid Waste Authority. This budget adjustment is to correct the amount that was supposed to be budgeted in that line item. The correction removes the \$36,750 from line item #801- Mental Health and will place it in the Solid Waste Authority line item where it is supposed to be.

- **Motion by Ms. Noland to approve State Budget Revision #1 General County Fund and Resolution and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

14. Approval of Internal Budget Revision #1 – Central Garage – withdrawn.

15. Approval of Internal Budget Revision #2 – Group Health Insurance – removed until a future agenda

Budget Workshop:

Future Financial Analysis – Debbie Keyser and Sandy McDonald presented a power point presentation (along with a printed copy) outlining three (3) areas of concern in regard to the budget along with recommendations for elevating short term budget constraints. Ms. Keyser and Ms. McDonald presented recommendations for moving forward with budgeting issues by looking at a history of how the County is allocating funds. Due to time constraints, Ms. Keyser and Ms. McDonald were unable to complete the entire presentation and will come back before the Commission at the August 15, 2013 meeting.

The Commission broke for lunch at 12:35
The Commission reconvened at 1:35

16. Interviews and Appointments to the Jefferson County Planning Commission for one-unexpired term ending March 31, 2014 – applicants were Mr. William McLeod, Mr. Howard Feldstein and Mr. Matthew Knott. Mr. Feldstein and Mr. Knott were not in attendance. Mr. McLeod read a brief statement expressing his desire to serve on the Planning Commission and highlighting his experience. Mr. Manuel opened the floor for nominations.

- Mr. Manuel nominated Mr. William McLeod
- Mr. Pellish nominated Mr. Matthew Knott.

	Mr. William McLeod	Mr. Matthew Knott
Dale Manuel	Yes	
Patsy Noland		Yes
Walt Pellish		Yes
Jane Tabb	Yes	
Lyn Widmyer	Yes	

Mr. McLeod was appointed to the Planning Commission on a vote of 3-2 with Mr. Manuel, Ms. Tabb and Ms. Widmyer voting in favor and Ms. Noland and Mr. Pellish voting for Mr. Knott.

17. Roger Goodwin – Impact Fee Recalculation and Fee Schedule Proposal – After the 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 County Engineer to draft a Request for Proposals (RFP) to hire a consultant to recalculate the impact fees for the four impact fee entities and to update the fee schedules. A request for proposals was advertised with a proposal submission date of June 18, 2013. Under the RFP, proposals are valid until September 18, 2013. Tischler-Bise was the only proposal received in response to the RFP. The four (4) Impact Fee entities are: School, Parks & Recreation, Law Enforcement, and Fire & EMS. The bid amounts submitted by Tischler-Bise to perform the recalculation for each of the impact fee entities are as follows:

- i. Schools - \$19,500
- ii. Parks & Recreation - \$12,440
- iii. Law Enforcement - \$9,340
- iv. Fire & EMS - \$11,440
- 1. Total Bid being - \$52,720

- **Motion by Mr. Manuel to employ Tishler-Bise as the County’s vendor to complete the recalculation of the Impact Fees. Motion seconded and unanimously approved.**
- **Motion by Ms. Widmyer to ask the School Board to pay \$19,500 to recalculate the School Impact Fee. Motion seconded and unanimously approved.**

Roger Goodwin - Memorandum of Understanding between the Town of Harpers Ferry and Jefferson County Engineering Department for help in meeting the requirements of West Virginia Sate Code §15-5-20a for Floodplain Manager Training - Harpers Ferry doesn't have the technical expertise or the people to meet the requirement of the State Code. State Code allows for transfer of jurisdiction management to another jurisdiction for flood plain management. Only 10 parcels are involved in the flood plain.

- **Motion by Ms. Tabb to approve the memorandum of Understanding, effective August 1, 2013, between the town of Harpers Ferry and the Jefferson County Commission and authorize the County Commission President to execute the agreement. Motion seconded and unanimously approved.**

Roger Goodwin – Mission Ridge Subdivision (street paving & old Route 9 turn lanes at entrance) payment for work in accordance with the contract documents. The Jefferson County Engineering Department coordinated the bidding and managed the construction of the remaining site improvements at the Mission Ridge Subdivision (JCP File no. 03-03) due to the developer defaulting on their obligation to complete the work. The contractor executed an agreement with the owner, the Mission Ridge Property Owner’s Association, to complete the work. The bond funds are held by the Jefferson County Commission in an escrow account at the Bank of Charles Town (account no. 3211568), which has a balance of \$177,454.91. Jefferson Asphalt Products Company, Inc.’s final invoice amount for the work is \$176,922.85.

- **Motion by Ms. Noland to approve full and final payment to the Jefferson Asphalt Products Company, Inc. in the amount of \$176,922.85 from the escrowed bond funds. Motion seconded and unanimously approved.**

Roger Goodwin - 2013 Building Code Enforcement Ordinance – The West Virginia State legislature updated the state building code requirements effective July 1, 2013. Therefore, Jefferson County needs to amend the existing Building Code Enforcement Ordinance to adopt the versions of the building codes required by the State Fire Marshal’s Office. Updates usually occur on a 3-year cycle.

- **Motion by Mr. Manuel to adopt the Resolution and the 2013 Building Code Enforcement Ordinance. Motion seconded and unanimously approved.**

COUNTY COMMISSIONERS REPORTS

Dale Manuel:

- Attended the joint meeting of the County Commission and the Envision 2035 Steering Committee.
- Attended a Teen Court meeting.
- Attended a Property Safety meeting.
- Attended “Meet Your Commissioners” at Morgan’s Grove Park.
- Attended the Envision 2035 meeting at St. Michael’s Park.
- Attended the Marc Ridership Commuter meeting with Senator Snyder.
- Attended the Middleway Fire Company Pig Roast.
- Attended the Shepherdstown Envision 2035 meeting.
- Announced the Governor will be attending the dedication of the Hite Rd. Park.

Patsy Noland:

- Attended “Meet Your Commissioners” at Morgan’s Grove Park.
- Attended a Jefferson County Convention and Visitor’s Bureau Executive Committee meeting.
- Was involved in fair activities for the 2013 Fair.

Walt Pellish:

- Attended the Planning Commission Meeting.
- Attended “Meet Your Commissioners” at Morgan’s Grove Park.
- Appeared on the John Casey Radio Show.
- Meet with Mr. Reisenweber and an existing business at Burr Industrial Park to discuss possible future expansion.
- Attended the joint meeting of the County Commission and the Envision 2035 Steering Committee.
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Jane Tabb:

- Attended the Homeland Partnership Luncheon.
- Visited with the staff of the Jefferson County Emergency Services Agency.
- Attended “Meet Your Commissioners” at Morgan’s Grove Park.
- Attended the Envision 2035 Public Input meeting at Sam Michael’s Park.
- Hosted the Farm Day Dinner.
- Attended two Fair Meetings.
- Attended the joint meeting of the County Commission and the Envision 2035 Steering Committee.

Lyn Widmyer:

- Distributed flyers regarding the MARC Commuter Rail meeting at the train station.
- Attended “Meet Your Commissioners” at Morgan’s Grove Park.
- Attended a vendor presentation for the Content Management System.
- Attended the Marc Ridership Commuter meeting with Senator Snyder.
- Attended the State Rail Commission meeting.
- Attended the auction of the Old Standard Quarry.
- Attended the joint meeting of the County Commission and the Envision 2035 Steering Committee.

- The Commission meeting was adjourned at 3:25 p.m. on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectfully submitted
Cynthia C. Schott
Administrative Assistant