

Minutes

Jefferson County Commission

Thursday, October 3, 2013

A meeting of the Jefferson County Commission was held on Thursday, October 3, 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, Jessica Carroll, Executive Administrative Assistant Candidate, and Jimmy Eddie, Bailiff. (An audiotape of the October 3, 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 Mr. Manuel to approve the Regular Minutes of the September 19, 2013 Commission Meeting with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Widmyer to approve the Minutes of September 19, 2013 Public Hearing as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Minutes of September 25, 2012 Special Session with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Widmyer to approve Purchase Orders in the amount of \$8,758.35 to include P.O. Nos. 51677, 51694, 51695, 51697, 51799, 51800, 50240, 51904, 51906, 51908, 51909, 51910, 50345, 51655 and 51657. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070742	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,089.44	\$ 4,089.44
070743	428	ACS GOVERNMENT SYSTEMS		\$ -	\$ 13,420.25	\$ 13,420.25
070744	412	COMCAST		\$ -	\$ 80.50	\$ 80.50
070744	425	COMCAST		\$ -	\$ 443.03	\$ 443.03
070745	712	AT&T/GA		\$ -	\$ 57.38	\$ 57.38

070746	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 2,302.61	\$ 2,302.61
070747	425	B-K OFFICE SUPPLY INC	51875	\$ 266.00	\$ -	\$ 266.00
070747	425	B-K OFFICE SUPPLY INC	51896	\$ 515.25	\$ -	\$ 515.25
070748	425	BOLAND SERVICES	51879	\$ 1,391.00	\$ -	\$ 1,391.00
070749	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
070750	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
070751	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
070752	717	BLUE GRENADE	51902	\$ 650.00	\$ -	\$ 650.00
070753	GRANT	BRWC-BLUE RIDGE WATERSHE		\$ -	\$ 10,000.00	\$ 10,000.00
070754	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
070755	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
070756	716	BOBBY SCHWARTZ LIVESTOCK	51886	\$ 100.00	\$ -	\$ 100.00
070757	115	BERKELEY/JEFFERSON DAY		\$ -	\$ 5,625.00	\$ 5,625.00
070758	PAYROLL	VA DEPT OF TAXATION		\$ -	\$ 704.48	\$ 704.48
070759	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
070760	975	COMPLETE SYSTEM SUPPORT	51797	\$ 6,425.00	\$ -	\$ 6,425.00
070761	405	MARCIA L. CHANDLER, RPR	51651	\$ 84.70		\$ 84.70
070762	700	CHIEF	51522	\$ 776.17	\$ -	\$ 776.17
070763	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
070764	PAYROLL	COLONIAL LIFE		\$ -	\$ 487.46	\$ 487.46
070765	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
070766	717	DONALD B. RICE TIRE CO.	51876	\$ 519.36	\$ -	\$ 519.36
070767	716	NANCY DOYLE	51513	\$ 190.57	\$ -	\$ 190.57
070768	700	GALLS,LLC/QUATERMASTER L	51514	\$ 951.90	\$ -	\$ 951.90
070768	716	GALLS,LLC/QUATERMASTER L	51514	\$ 628.70	\$ -	\$ 628.70
070769	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 15,512.53	\$ 15,512.53
070770	425	GRAINGER, INC	51882	\$ 136.34	\$ -	\$ 136.34
070770	425	GRAINGER, INC	51898	\$ 366.42	\$ -	\$ 366.42
070771	716	HILLSIDE VETERINARY HOSP	50367	\$ 192.35	\$ -	\$ 192.35
070772	404	TERESA HENDRICKS		\$ 29.72		\$ 29.72
070773	712	BROOKE HESS		\$ -	\$ 128.80	\$ 128.80
070774	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 3,385.00	\$ 3,385.00
070775	716	JEFFERSON CO HEALTH DEPT	50372	\$ 1,005.00	\$ -	\$ 1,005.00
070776	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,302.61	\$ 2,302.61
070777	700	JEFFERSON PUBLISH CO INC	51517	\$ 333.34	\$ -	\$ 333.34
070777	405	JEFFERSON PUBLISH CO INC	51656	\$ 81.00		\$ 81.00
070778	425	JEFFERSON RENTAL	51881	\$ 131.20	\$ -	\$ 131.20
070779	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
070780	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
070780	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,793.00	\$ 4,793.00

070781	717	JERRY'S FORD/LINCOLN/MER	51900	\$ 327.44	\$ -	\$ 327.44
070782	700	LAW ENFORCEMENT SYS INC	51518	\$ 395.00	\$ -	\$ 395.00
070783	405	RALPH A LORENZETTI JR		\$ -	\$ 103.45	\$ 103.45
070784	700	MATTHEW BENDER & CO	51520	\$ 335.11	\$ -	\$ 335.11
070785	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 558.86	\$ 558.86
070786	405	JENNIFER E. MAY-SANNER		\$ -	\$ 31.93	\$ 31.93
070787	716	MATILDA BAY FARM	51885	\$ 375.00	\$ -	\$ 375.00
070788	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
070789	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
070790	700	NO RULES LETTERING 2013	51519	\$ 500.00	\$ -	\$ 500.00
070791	ALLOC	JEFF CO PARKS &		\$ -	\$ 24,177.37	\$ 24,177.37
070792	404	PIFER OFFICE SUPPLY, INC	52114	\$ 349.21	\$ -	\$ 349.21
070793	712	JEFFREY POLCZYNSKI		\$ -	\$ 174.80	\$ 174.80
070794	405	PAMELA PATTERSON	51652	\$ 292.60	\$ -	\$ 292.60
070795	700	RAY ALLEN MFG,LLC.	51521	\$ 1,082.80	\$ -	\$ 1,082.80
070796	704	ST/WV REGIONAL JAIL &	52143	\$ 108,369.50	\$ -	\$ 108,369.50
070797	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 25.98	\$ 25.98
070797	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,075.16	\$ 10,075.16
070797	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 111.10	\$ 111.10
070797	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 85.70	\$ 85.70
070797	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 20.04	\$ 20.04
070797	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,079.02	\$ 43,079.02
070797	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,900.55	\$ 40,900.55
070797	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 129.54	\$ 129.54
070797	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 68.86	\$ 68.86
070798	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 33.99	\$ 33.99
070798	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 110.26	\$ 110.26
070798	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 30,789.10	\$ 30,789.10
070799	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,434.22	\$ 16,434.22
070799	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,745.42	\$ 10,745.42
070800	700	TSSI/TACTICAL & SURVIVAL	51515	\$ 1,135.26	\$ -	\$ 1,135.26
070801	717	SNAP ON TOOLS	51857	\$ 999.00	\$ -	\$ 999.00
070802	716	SLEEPNG FOX FARM	51883	\$ 751.30	\$ -	\$ 751.30
070803	700	TELTRONIC	51516	\$ 268.99	\$ -	\$ 268.99
070804	717	TRI STATE TIRES		\$ 78.00		\$ 78.00
070805	717	TRENARY SERVICE CO	51880	\$ 113.00	\$ -	\$ 113.00
070806	716	TEVA/TOTAL EQUINE VET AS	51884	\$ 1,454.00	\$ -	\$ 1,454.00
070807	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 28,782.59	\$ 28,782.59
070808	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 101.01	\$ 101.01
070808	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 31.35	\$ 31.35

070808	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 82,081.07	\$ 82,081.07
070808	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,473.59	\$ 25,473.59
070809	405	WV STATE BAR	51653	\$ 300.00	\$ -	\$ 300.00
070810	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
070811	412	WPS,INC	50024	\$ 212.92	\$ -	\$ 212.92
070812	PAYROLL	WV COUNTIES GROUP		\$ -	\$ 120,779.50	\$ 120,779.50
TOTAL						\$ 634,208.27
TOTAL				\$ 132,113.15	\$ 502,095.12	\$ 634,208.27

Motion by Ms. Tabb to approve the accounts payable for September 26, 2013 in the amount of \$634,208.27. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070814	428	ACCURATE SYSTEMS INC		\$ -	\$ 6,000.00	\$ 6,000.00
070815	412	BARDANE PUBLIC HEALTH CT		\$ -	\$ 383.00	\$ 383.00
070816	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 16,250.00	\$ 16,250.00
070817	439	JENNIFER M. BROCKMAN		\$ -	\$ 100.00	\$ 100.00
070817	439	JENNIFER M. BROCKMAN		\$ -	\$ 93.23	\$ 93.23
070818	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
070819	428	CDW-GOVERNMENT INC		\$ -	\$ 160.39	\$ 160.39
070820	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
070820	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 16,250.00	\$ 16,250.00
070821	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 79.80	\$ 79.80
070822	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,820.59	\$ 5,820.59
070823	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 3,425.00	\$ 3,425.00
070824	405	FEDEX		\$ -	\$ 19.23	\$ 19.23
070825	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,945.16	\$ 1,945.16
070825	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,672.80	\$ 1,672.80
070826	428	GLOBAL DATA CONSULTANTS		\$ -	\$ 1,622.50	\$ 1,622.50
070827	700	THOMAS HANSEN		\$ -	\$ 76.50	\$ 76.50
070828	412	MICHAEL HARMAN		\$ -	\$ 226.07	\$ 226.07
070829	700	KATHY HERTELENDY		\$ -	\$ 178.50	\$ 178.50
070830	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 31,964.75	\$ 31,964.75
070831	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 452,363.25	\$ 452,363.25
070832	405	LYNDSEY W. LEATHERMAN		\$ -	\$ 250.00	\$ 250.00
070833	PAYROLL	HIGHMARK WV		\$ -	\$ 184,933.11	\$ 184,933.11
070834	412	SHAY MCNEIL		\$ -	\$ 358.19	\$ 358.19
070835	ALLOC	JEFF CO PARKS &		\$ -	\$ 72,229.00	\$ 72,229.00
070836	406	PIFER OFFICE SUPPLY, INC	51417	\$ 97.90	\$ -	\$ 97.90

070837	700	WILLIAM POTTER		\$ -	\$ 178.50	\$ 178.50
070838	700	ROMULO QUEZADA		\$ -	\$ 11.16	\$ 11.16
070839	GRANT	EASTERN PANHANDLE REGION		\$ -	\$ 1,150.00	\$ 1,150.00
070840	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 16,250.00	\$ 16,250.00
070841	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 16,250.00	\$ 16,250.00
070842	412	STAPLES CREDIT PLAN		\$ -	\$ 32.94	\$ 32.94
070842	424	STAPLES CREDIT PLAN		\$ -	\$ 30.48	\$ 30.48
070842	712	STAPLES CREDIT PLAN		\$ -	\$ 109.70	\$ 109.70
070843	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
070844	700	LARRY VANGOSEN		\$ -	\$ 178.50	\$ 178.50
070845	405	WEST PAYMENT CENTER	51638	\$ 133.50	\$ -	\$ 133.50
070846	ALLOC	WVU		\$ -	\$ 5,500.00	\$ 5,500.00
TOTAL						\$ 849,904.08
TOTAL				\$ 231.40	\$ 849,672.68	\$ 849,904.08

Motion by Ms. Noland to approve the accounts payable for October 3, 2013 in the amount of \$849,904.08. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Ralph Lorenzetti, Prosecuting Attorney for Jefferson County - introduced Lindsay Leatherman as the new Assistant Prosecutor.

Martin Burke, resident – spoke regarding his concerns about the noise levels in Summit Point.

- Mr. Manuel noted for the record: “At the last County Commission meeting, the Commission made a request of the Sheriff to work with Counsel to come up with a noise ordinance that was enforceable. The Sheriff believes that the current noise ordinance is difficult if not impossible to enforce, so that is happening as we speak.”

PRESENTATIONS:

1. The Honorable John Unger, West Virginia Senator presented a Community Participation Grant to the Homeless Collation in the amount of \$20,000.
2. The Honorable Stephen Skinner, West Virginia House of Delegates presented a Community Participation Grant to the Friends of Blackwater, JR Clifford Project in the amount of \$1,000.

3. Angie Banks, County Assessor – Exonerations

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Todd Pillo	Charles Town Municipality	Personal Property	306213	\$513.26

- **Motion by Ms. Noland to approve the Exoneration for Todd Pillo as presented by the Assessor. Motion seconded and unanimously approved.**

4. Laura Storm, Circuit Clerk – requested the approval of the hiring of Tracey Lee Rizk and Meghan Ann Watson to the full-time position as Deputy Clerk within the County Clerk’s office effective September 30, 2013. The salary will be \$30,000 with full benefits afforded to Jefferson County Commission employees. These positions are already approved positions, and Ms. Storm stated that she has the money within her budget and is not requesting any additional funds from the Commission.

- **Motion by Mr. Manuel to approve the hiring of Tracey Lee Rizk and Meghan Ann Watson to the full-time position of Deputy Clerk with a starting salary of \$30,000. Motion dies for lack of a second.**

- Under unanimous consent from the Commission, Teresa Hendricks, Tax Office, was permitted to speak in order to clarify Ms. Storm’s comments regarding the salaries of the employees within Ms. Hendricks’ office.

- **Motion by Ms. Widmyer to move approval of the hiring of two positions at a salary that is consistent with the compensation guidelines of the Jefferson County Commission. Motion seconded and unanimously approved.**

5. Jennifer Maghan, County Clerk – as discussed at the September 19, 2013 Commission Meeting, the grant amount from the State for the electronic poll books was less than originally reported. The County Clerk’s office does not have \$23,000 in their budget to compensate for the shortfall from the State. The total amount the County would be required to pay would be \$57,049.

- **Motion by Mr. Manuel to take the additional \$23,000 from the Capital Fund for the purchase of electronic poll books. Motion seconded but fails on a vote of 2-3 with Ms. Noland, Mr. Pellish, and Ms. Tabb opposing.**

6. The Commission recessed for break at 11 a.m.
The Commission reconvened from break at: 11:15 am

7. Lynn Fields, Probate Clerk – Ms. Fields requested to admit to record a letter from Carroll M. Crawford regarding the Estate of Elva N. Crawford.

- **The Commission entered into Special Session as a Fiduciary Board to discuss probate matters.**
- **Motion by Ms. Noland to admit to record the letter from Carroll M. Crawford regarding the Estate of Elva N. Crawford. Motion seconded and unanimously approved.**

Lynn Fields, Probate Clerk – David DeJarnett, Esquire, is requesting a date for the public hearing on the Printz Estate.

- Ms. Widmyer stated for the record that she recused herself from the prior hearing on the Printz Estate due to friendship ties and familiarity with the case. Ms. Widmyer will also be recusing herself from the upcoming hearing on the Printz Estate.

- **Upon unanimous consent, the Commission selected Tuesday, October 29th at 9 a.m. as the tentative date for the public hearing on the Printz Estate. It was agreed that Thursday, November 14th would be the alternate date for the hearing.**

8. Roger Goodwin, Chief County Engineer – requested the approval of the invoicing for the project management costs incurred by the Engineering Department staff in managing the Mission Ridge Subdivision site improvements project and to make payment from the bond escrow account in the amount of remaining balance and to close the escrow account.

- Mr. Goodwin’s presentation was moved to the following Commission meeting due to scheduling conflicts.

9. Jennifer Brockman, Director of the Department of Planning and Zoning, requesting approval to move forward with the consideration of the Zoning Administrator candidates for the purpose of making a recommendation to the County Commission for a start date in October, 2013, to fill the vacant Zoning Administrator position for the Department of Zoning in accordance with the Department of Zoning’s budgeted position.

- **Motion by Ms. Widmyer to move forward with filling the vacant Zoning Administrator Position. Motion seconded. Motion withdrawn. Second withdrawn.**
- **Motion by Mr. Pellish to enter into Executive Session to discuss matters of personnel and contract negotiations, citing §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 of employee requests an open meeting.” Motion seconded and unanimously approved. Motion withdrawn. Second withdrawn. It was the consensus of the Commission that they would enter into Executive Session after completing the remainder of the items on the agenda.

Jennifer Brockman, Director of the Department of Planning and Zoning - requested the Commission’s endorsement of the proposed text amendments to WV Code 8A for the purposes of allowing staff to forward the proposed amendments to the County’s State Senators and Delegates for their review and consideration.

- **Motion by Ms. Widmyer that §5-7C be changed to read as follows: “The locally adopted regulations related to the major subdivision or land development approval process may separate the approval process into several steps, including, but not limited to, a Concept Plan, a Preliminary Plat, Construction Documents and a Final Plat. If multiple steps are proposed for a major subdivision or land development approval process, the locally adopted regulations may limit the public hearing process to the Concept Plan and Preliminary Plan and authorize the later stages to be administratively reviewed.” Motion dies for lack of a second.**
- **It was the consensus of the Commission to permit the Departments of Planning and Zoning to forward their proposed amendments to WV Code 8A to the County’s State Senators and Delegates for their review and consideration.**

NEW BUSINESS:

10. Interviews and Appointments to Boards and Commissions – Sheriff’s Civil Service Commission – 1 Four- year- term ending September 9, 2017.

- **Motion by Ms. Widmyer to nominate Mr. Rosario for the Sheriff’s Civil Service. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

11. Approval of employment for Jefferson County Commission of Jessica Carroll as Executive Administrative Assistant to replace Cindy Schott as a Grade 3 – Step A.

- **Motion by Ms. Tabb to approve the hiring of Jessica Carroll as Grade 3 – Step A commencing September 30, 2013. Motion seconded and unanimously approved.**

12. Approval of employment for Jefferson County Commission of Tim Stanton as Finance Director at Grade 7 – Step F.

- **Motion by Mr. Pellish to approve the hiring of Tim Stanton as Finance Director at Grade 7 – Step F. Motion seconded and unanimously approved.**

13. Potential hiring of one full-time and one part-time IT employee.

- **Ms. Keyser stated she was still conducting interviews for both IT positions and had no current recommendations.**

COUNTY ADMINSTRATOR REPORTS

Web Demos - Ms. Keyser noted she attended two demonstrations for the new Jefferson County website. She stated she would be scheduling another date for the demonstrations so anyone who was unable to attend last time would have another chance to do so.

December 3rd Legislative Summit - Ms. Keyser reminded the Commissioners of the December 3rd Legislative Summit to be held in Berkeley County and gave a short list of the items that will be on the agenda for the Summit. Commissioner Manuel suggested the Commission have its own legislative forum within Jefferson County as the Commission no longer belongs to the organization that is sponsoring the December 3rd summit. Commissioner Widmyer requested that if Jefferson County were to have its own legislative forum, the date should be prior to the December 3rd Summit if possible.

Chili Cook-off - Ms. Keyser reminded the Commission of the County Employee Chili Cook-off taking place on Wednesday, October 9th from 11:30 – 2pm.

Request to use Courthouse - Ms. Keyser notified the Commission of a request from Shepherd University for a one-time use of the courthouse for a college course. This would require the Sheriff to provide a bailiff. The University has agreed to reimburse the Sheriff's department to cover the cost of retaining a bailiff for the evening. A budget revision would be needed in order for the funds to go back into the Sheriff's budget as opposed to the general fund. The Commissioners gave their consent for the one-time use of the courthouse. The Commissioners also agreed to the budget revision in this instance and others to allow donations to be put back into the Sheriff's budget.

Contract with Leslie Smith – Ms. Keyser notified the Commission that the contract for Leslie Smith was not on the agenda for the current meeting. Due to complications with Ms. Smith acquiring the insurance that is required of her per the amended contract, Ms. Keyser asked the Commissioners if they would like to strike the insurance clause from Ms. Smith's contract in order to expedite the process. It was the consensus of the Commission to discuss this matter with Counsel before taking any further action.

COUNTY COMMISSIONER'S REPORTS

Lyn Widmyer:

- Attended the Leo Meeting on the Work Investment Board.
- Attended the 40th anniversary celebration for the Shepherdstown Daycare Center.

Dale Manuel:

- Attended the Charles Town Festival.
- Attended the Contract for the Hiring of the Financial Consultant Meeting.
- Attended a Safety and Security Meeting.
- Attended the Mountain Heritage Arts and Crafts Festival.

Patsy Noland:

- Attended the Mountain Heritage Arts and Crafts Festival.
- Spoke to a college government class at Shepherd University.
- Attended a meeting to review the candidates to be interviewed for the Region 9 Executive Director position.
- Attended a 4-H Leaders Meeting.
- Will be attending the West Virginia Association of Counties board meeting.

Walt Pellish:

- Attended meetings regarding the Development Authority.

Jane Tabb:

- Attended a Farmland Protection Board Easement committee meeting.
- Attended a Homeland Security meeting.
- Spoke at Shepherd University for the Entrepreneur Forum.

The Commission meeting was adjourned at 12:36 p.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

