

Minutes

Jefferson County Commission

Thursday, October 31, 2013

A meeting of the Jefferson County Commission was held on Thursday, October 31, 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, Walter Pellish, Jane Tabb and Lyn Widmyer. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant, and Jimmy Eddie, Bailiff. (An audiotape of the October 31, 2013 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Pellish to approve the Public Hearing Minutes of October 10, 2013. Motion seconded and unanimously approved.

Motion by Ms. Widmyer to approve the Special Session Minutes of October 11, 2013. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the Regular Meeting Minutes of October 17, 2013 with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Pellish to approve Purchase Orders in the amount of \$172,814.27 to include P.O. Nos. 51418, 51419, 52147, 51916, 51802, 51805, 52226, 50241, 51807, 50011, 49838, 51679, 51721, 51723, 52144, 52146, 52148, 52149, 52150, 52152, 52153, 51658, 51659, 51523, 51524, 51525, 51526, 51528, 51529, 51530, 52116, 52118. Motion seconded and unanimously approved.

- Commissioner Tabb had a question about PO #51916. Ms. Keyser stated the purchase order was for AEDs for all the buildings on campus as recommended by the Safety Committee. Ms. Tabb asked Ms. Keyser about the source of the funding for the AEDs, and Ms. Keyser recommended the money come from Coal Severance but stated the Commissioners would make a final decision on the funding once the budget revision was ready for approval.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070931	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,113.60	\$ 4,113.60
070932	412	COMCAST		\$ -	\$ 80.50	\$ 80.50
070932	425	COMCAST		\$ -	\$ 443.03	\$ 443.03
070933	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 2,026.45	\$ 2,026.45
070934	425	B-K OFFICE SUPPLY INC	51913	\$ 834.25	\$ -	\$ 834.25
070935	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
070936	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
070937	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
070938	716	BLUE RIDGE VETERINARY	51889	\$ 855.50	\$ -	\$ 855.50
070939	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
070940	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
070941	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 27.69	\$ 27.69
070941	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
070942	716	BOBBY SCHWARTZ LIVESTOCK	51893	\$ 225.00	\$ -	\$ 225.00
070943	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
070944	401	CO COMMISSIONERS ASSOC		\$ -	\$ 300.00	\$ 300.00
070945	PAYROLL	COLONIAL LIFE		\$ -	\$ 487.46	\$ 487.46
070946	405	KIMBERLEY CROCKETT		\$ -	\$ 538.07	\$ 538.07
070947	425	DAYCON	51914	\$ 1,291.16	\$ -	\$ 1,291.16
070948	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 22.00	\$ 22.00
070949	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
070950	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 26,308.45	\$ 26,308.45
070951	716	HILLSIDE VETERINARY HOSP	51895	\$ 458.66	\$ -	\$ 458.66
070952	412	MICHAEL HARMAN		\$ -	\$ 539.03	\$ 539.03
070953	700	BRANDON HAYNES		\$ -	\$ 253.00	\$ 253.00
070954	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 3,460.00	\$ 3,460.00
070955	401	INSIGHT A/V SERVICES		\$ -	\$ 360.00	\$ 360.00
070956	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,026.45	\$ 2,026.45
070957	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 3,200.76	\$ 3,200.76
070958	425	JEFFERSON RENTAL	51911	\$ 123.00	\$ -	\$ 123.00
070959	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,303.00	\$ 5,303.00
070959	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
070960	717	JERRY'S FORD/LINCOLN/MER	51915	\$ 104.87	\$ -	\$ 104.87
070961	712	LANGUAGE LINE SERVICES		\$ -	\$ 383.55	\$ 383.55
070962	403	MATTHEW BENDER & CO	51452	\$ 216.10	\$ -	\$ 216.10
070963	PAYROLL	COMPTRROLLER OF MARYLAND		\$ -	\$ 519.17	\$ 519.17
070964	716	MATILDA BAY FARM	51888	\$ 210.00	\$ -	\$ 210.00

070965	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
070966	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
070967	ALLOC	JEFF CO PARKS &		\$ -	\$ 21,277.73	\$ 21,277.73
070968	716	PIGS ANIMAL SANCTUARY	51891	\$ 70.00	\$ -	\$ 70.00
070969	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
070969	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
070969	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
070969	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
070969	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
070969	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
070969	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
070969	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
070969	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
070969	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
070970	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 618.00	\$ 618.00
070970	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,000.00	\$ 1,000.00
070970	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 88.00	\$ 88.00
070970	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 771.50	\$ 771.50
070970	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 805.00	\$ 805.00
070970	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
070970	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 506.62	\$ 506.62
070970	700	SOFTWARE SYSTEMS, INC		\$ -	\$ 91.50	\$ 91.50
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 26.80	\$ 26.80
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,492.26	\$ 44,492.26
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 75.18	\$ 75.18
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 17.58	\$ 17.58
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,405.48	\$ 10,405.48
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.58	\$ 114.58
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 133.74	\$ 133.74
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 59.43	\$ 59.43
070971	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,116.31	\$ 43,116.31
070972	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 29.52	\$ 29.52
070972	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 111.53	\$ 111.53
070972	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,430.42	\$ 31,430.42
070972	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,074.24	\$ 11,074.24
070972	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 16,937.14	\$ 16,937.14
070973	425	TRI COUNTY RENTAL INC	51912	\$ 755.40	\$ -	\$ 755.40
070974	716	TEVA/TOTAL EQUINE VET AS	51890	\$ 205.00	\$ -	\$ 205.00
070975	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 25,330.63	\$ 25,330.63
070976	716	VALLEY PET CEMETERY	51917	\$ 464.00	\$ -	\$ 464.00

070977	716	VALLEY EQUINE ASSOC/V.E.	51892	\$ 407.00	\$ -	\$ 407.00
070978	405	WEST PAYMENT CENTER	51638	\$ 1,254.50	\$ -	\$ 1,254.50
070979	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 88.63	\$ 88.63
070979	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 27.50	\$ 27.50
070979	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 83,798.95	\$ 83,798.95
070979	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 26,006.66	\$ 26,006.66
070980	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
070981	401	WVCORP		\$ -	\$ 3,702.02	\$ 3,702.02
070982	402	XEROX CORPORATION	51632	\$ 1,001.58	\$ -	\$ 1,001.58
070982	439	XEROX CORPORATION	50339	\$ 523.15	\$ -	\$ 523.15
TOTAL						\$ 386,841.43
TOTAL				\$ 8,999.17	\$ 377,842.26	\$ 386,841.43

Motion by Ms. Widmyer to approve the accounts payable for October 24, 2013 in the amount of \$386,841.43. Motion seconded, but after a question from Ms. Tabb regarding check number 070950, both the original motion and the second were withdrawn. Motion by Mr. Manuel to hold approval of accounts payable for October 24, 2013 until the end of the Commission meeting. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the accounts payable for October 24, 2013 in the amount of \$386.841.43. Motion seconded and unanimously approved.

For the record, check number 070950 in the amount of \$26,308.45 was a Magistrate cost for assistance with regional jail bills.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070987	428	ACCURATE SYSTEMS INC		\$ -	\$ 3,816.00	\$ 3,816.00
070988	712	AT&T/GA		\$ -	\$ 31.35	\$ 31.35
070989	403	BANK OF CHARLES TOWN	51454	\$ 57.09	\$ -	\$ 57.09
070990	440	REBECCA F. BURNS		\$ -	\$ 22.09	\$ 22.09
070991	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
070992	717	COURTNEY & SONS TOWING	51725	\$ 50.00	\$ -	\$ 50.00
070993	425	DAYCON	51724	\$ 55.44	\$ -	\$ 55.44
070993	425	DAYCON	52151	\$ 53.56	\$ -	\$ 53.56
070994	712	KAREN ECHEMENT		\$ -	\$ 7.45	\$ 7.45
070995	717	FISHER AUTO PARTS		\$ -	\$ 979.43	\$ 979.43
070996	717	FLEETPRIDE	51722	\$ 63.60	\$ -	\$ 63.60
070997	428	GLOBAL DATA CONSULTANTS		\$ -	\$ 29,566.31	\$ 29,566.31
070998	700	STEVEN HOLZ		\$ -	\$ 46.00	\$ 46.00
070999	700	ALBERT HOCKMAN		\$ -	\$ 46.00	\$ 46.00
071000	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00

071001	717	MILLER'S CHRYSLER JEEP	52145	\$ 45.34	\$ -	\$ 45.34
071002	424	NEOPOST USA INC.	51762	\$ 502.84	\$ -	\$ 502.84
071003	402	PIFER OFFICE SUPPLY, INC	51803	\$ 64.89	\$ -	\$ 64.89
071003	403	PIFER OFFICE SUPPLY, INC	51451	\$ 16.89	\$ -	\$ 16.89
071004	712	SHERIFF OF JEFFERSON CO		\$ -	\$ 5,466.85	\$ 5,466.85
071005	428	SHERIFF OF JEFFERSON CO		\$ -	\$ 7,879.99	\$ 7,879.99
071006	712	SHERIFF OF JEFFERSON CO		\$ -	\$ 5,484.80	\$ 5,484.80
071007	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 111.53	\$ 111.53
071007	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,430.42	\$ 31,430.42
071007	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 29.52	\$ 29.52
071008	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,937.14	\$ 16,937.14
071008	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 11,074.24	\$ 11,074.24
071009	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
071010	716	SLEEPNG FOX FARM	51887	\$ 25.00	\$ -	\$ 25.00
071011	700	THOMASSEN AUTO GROUP	51527	\$ 98.04	\$ -	\$ 98.04
071012	401	WV STATE AUDITOR**		\$ -	\$ 17,100.00	\$ 17,100.00
071013	401	WVCORP		\$ -	\$ 5,000.00	\$ 5,000.00
071014	402	XEROX CORPORATION	51632	\$ 734.41	\$ -	\$ 734.41
TOTAL						\$ 149,876.55
TOTAL				\$ 1,767.10	\$ 148,109.45	\$ 149,876.55

Motion by Ms. Tabb to approve the accounts payable for October 31, 2013 in the amount of \$149,876.55. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Debbie Keyser, County Administrator – introduced Tim Stanton as the new Finance Director for the Jefferson County Commission.

Debbie Keyser, County Administrator – introduced TinaDawn Stratton as the new part-time IT specialist.

Rhonda W – spoke regarding her concerns over being asked to leave the October 24th Jefferson County Democratic Association meeting.

Peter Onoszko, resident – spoke regarding his concerns over the meeting room policy rules in relation to public meetings.

Patricia Rucker, resident – spoke regarding her concerns over violation of the meeting room policy rules.

Regina Smith, resident – spoke regarding her eviction from the October 24th Jefferson County Democratic Association meeting.

Terry Courtwright, resident – spoke regarding his outrage over being dismissed from the October 24th Jefferson County Democratic Association meeting, as he does not belong to any partisan party.

Reese Clabaugh, resident - spoke regarding his disappointment over the events that occurred during the October 24th Jefferson County Democratic Association meeting.

Dan Kovack, resident – voiced his feelings over being asked to leave the October 24th Jefferson County Democratic Association meeting and questioned whether the Commission had previously voted to declare the meeting private.

PRESENTATIONS:

1. Pete Dougherty, Sheriff
 - A. Requested the approval of the addition of two Reserves for the Jefferson County Reserve Chaplain Program.
 - **Motion by Ms. Tabb to approve the addition of Jason Powell and John Unger II to the Jefferson County Reserve Chaplain Program. Motion seconded and unanimously approved.**
 - B. Requested the approval to add Mr. Glen Kincaid to the Bailiff list. Mr. Kincaid is currently an approved Special Deputy/Trip Guard, and his addition to the Bailiff list would not impact the budget.
 - **Motion by Mr. Pellish to approve the addition of Glen Kincaid to the Bailiff list. Motion seconded and unanimously approved.**
 - C. Requested the Commission enter into Executive Session to discuss a personnel issue involving a legal situation.
 - **Motion by Ms. Tabb to enter into Executive Session, citing Code §6-9 A-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 approved.**
2. Bill Polk, Director of Maintenance
 - A. Provided the Commission with an update on the Courthouse Landscaping Project with assistance from Mr. Martin Burke of the Historic Landmarks Committee. After a meeting of the Historic Landmarks Committee was called to discuss the different landscaping options for the court yard of the Courthouse, it was the consensus of the Committee to request approval from the Commission to move forward with “Option A,” which would declutter the face of the Courthouse, provide for new shrubbery around the perimeter of the court yard, resurface the concrete walkways, and replace current seating with benches more suited to fit the historic nature of the Courthouse.

- **Motion by Ms. Widmyer to proceed with Option A for the Courthouse Landscaping Project. Motion seconded and unanimously approved.**
- B. Provided the Commission with an update on the VoIP Project and Funding. Mr. Polk noted the project was near completion but there were \$109,106.56 in overages that would need to be approved to be paid.
- **Motion by Mr. Manuel to approve \$109,106.56 to be paid from Coal Severance for the VoIP Project after the submission of a cost assessment and summation of overages. Motion seconded and unanimously approved.**
- C. Requested the approval of the 11th Cycle Courthouse Facilities Improvement Authority Grant, which will provide funding for renovations to the Jefferson County Courthouse.
- **Motion by Ms. Tabb to approve the 11th Cycle Courthouse improvement grant application through the Courthouse Facilities Improvement Authority. Motion seconded and unanimously approved.**
3. The Commission recessed for break at 11:00 am.
The Commission reconvened at 11:10 am.
4. Barbara Miller, Director of Homeland Security and Emergency Management – requested the approval to submit the 2013 Emergency Management Planning Grant, which pays up to half of the JCHSEM staff’s salaries and up to \$5,500 of JCHSEM’s required planning projects.
- **Motion by Ms. Tabb to approve the 2013 Emergency Management Planning Grant application in the amount of \$112,132.00. Motion seconded and unanimously approved.**
5. Roger Goodwin, Chief County Engineer
- A. The Engineering Department and the Planning Department staff, with help from Region 9 and Delta Development, completed a final draft of the proposed stormwater management ordinance and related text amendments to the Subdivision and Land Development Regulations. The ordinance adds stormwater runoff quality control (pollution reduction) requirements to the existing stormwater runoff quantity control regulations, in order to reduce stormwater runoff pollution to the Chesapeake Bay resulting from land development in Jefferson County. Mr. Goodwin requested the Commission adopt the new Stormwater Management Ordinance and the associated text amendments to the 2008 Jefferson County Subdivision and Land Development Regulations.

- **Motion by Ms. Widmyer to amend Article 3, Section B5 to include “The Chief County Engineer may also at their discretion grant waivers and modifications to the water control requirements for *minor subdivisions and minor site plans...*” Motion seconded but fails on a vote of 2-2 with Mr. Pellish and Ms. Tabb opposing.**
 - **Motion by Ms. Tabb to adopt the new Stormwater Management Ordinance and the associated text amendments to the 2008 Jefferson County Subdivision and Land Development Regulations to become effective no sooner than January 1, 2014. Motion seconded and unanimously approved.**
- B. Requested the complete release of the Construction Bond security for The National Education Humane Society AKA Briggs Animal Adoption Center Maintenance Building (File #S12-01)
- **Motion by Ms. Widmyer to approve the complete release of the remaining \$31,408.00 from the construction bond for the maintenance building only for The National Education Humane Society AKA Briggs Animal Adoption Center (File #S12-01). Motion seconded and unanimously approved.**
6. Jennifer Brockman, Director of Planning and Zoning – requested the 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 Mr. Manuel to delay action on this item until the Commission meeting to be held Thursday, November 21, 2013. Motion seconded and unanimously approved.**
7. Todd Fagan, Director of GIS – County staff is near selection of vendors to provide document scanning and electronic content management systems in order to better serve the public, reduce staff research time, and increase overall efficiency. Mr. Fagan requested approval of the grant application as presented, request \$30,000 WVTAGP funds and pledge the requisite matching County funds of \$5,000 to support digital archive and e-Government access to County records.
- **Motion by Ms. Widmyer to approve the grant application as presented with \$30,000 in WVTAGP funds and to pledge the requisite matching County funds of \$5,000. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Carolyn Zdziera – requested the Commission proclaim October as Domestic Violence Awareness Month.

- **Motion by Ms. Tabb to proclaim October and November as Domestic Violence Awareness month. Motion seconded and unanimously approved.**

COUNTY ADMININSTRATOR REPORTS

- Top Project Listing – Ms. Keyser notified the Commission of a chart within the agenda packet which outlines the top project listings from all departments. She asked the Commissioners to review the list and contact her if they had any other items to add.
- Meet Your Commissioners Schedule – Ms. Keyser notified the Commission of a need to hold another “Meet Your Commissioners” event within the county but stated the meeting should be postponed due the amount of appointments already scheduled for the month of November. It was the consensus of the Commission to hold the “Meet Your Commissioners” event in January.
- Jefferson County Legislative Summit Update – Ms. Keyser notified the Commission of the November 12th date for the Jefferson County Legislative Summit. She also stated she is currently compiling a list of concerns and priorities to be addressed during this summit from the department heads and elected officials. She requested the Commission contact her if there were other items they’d like to add.
- Amendments to the Boards, Commissions, and Committees Appointment Policy – Ms. Keyser gave the Commission copies of the amended Boards, Commissions, and Committees Appointment Policy and asked the Commissioners to review the changes. She stated this topic would be on the agenda during the November 21 Commission meeting.
- Update on Printz Hearing – Ms. Keyser reminded the Commission that the Public Hearing on the Printz Estate, originally scheduled for 9am on Thursday, November 14, was cancelled and will be rescheduled pending a request from Ms. Lynn Fields, Deputy Probate Clerk.
- Regional Jail Team Meeting – Ms. Keyser informed the Commission of her attendance of a Regional Jail Team meeting, and stated the team is currently working to compile statistics and will be meeting again in early November.

The Commission recessed for lunch at 12:30.

The Commission reconvened at 1:30.

13. Peter Mulford, President of the United Way – requested the approval to extend the lease agreement between the Teen Court and the Jefferson County Commission and allow continued use of the Smoot Building.

- **Motion by Mr. Manuel to approve the Teen Court Contract, which provides free use of the Jefferson County Commission’s Smoot Building, to be**

extended for one year with a 60 day kick out provision and waive the \$800 fee. Motion seconded and unanimously approved.

14. Personnel Issue/Possible Litigation – Possible Executive Session

- **Motion by Mr. Pellish to enter into Executive Session, citing Code §6-9 A-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 approved.**

COUNTY COMMISSIONER’S REPORTS

Jane Tabb

- Attended an Extension Service Committee meeting.

Lyn Widmyer

- Attended an Envision 2035 meeting.
- Attended events at Artomatic Jefferson.
- Attended the Paws and Claws dinner and auction for the Animal Welfare Society.

Dale Manuel

- Attended a Water Advisory Committee meeting.
- Attended a Parks and Recreation Committee meeting.
- Attended the Teen Court interviews for Executive Officer.
- Attended a Special Meeting of the Jefferson County ESA for the funding of the fire stations
- Attended a Board of Assessments hearing.
- Attended the Paws and Claws dinner and auction for the Animal Welfare Society.
- Attended a Day Reporting Center meeting.
- Attended a Special Meeting of the Jefferson County ESA
- Attended Parks and Recreation, Planning/Zoning, Engineering interdepartmental meeting to discuss Hite Road Park.

The Commission meeting was adjourned at 2:17 pm on a motion by Ms. Tabb. Motion seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

