

# Minutes

## Jefferson County Commission

Thursday, November 21, 2013

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A meeting of the Jefferson County Commission was held on Thursday, November 21, 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, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the November 21, 2013 meeting is available through the Jefferson County Commission Office.)

### PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

### APPROVAL OF MINUTES

**Motion by Ms. Widmyer to approve the Board of Assessment Appeals Minutes of October 24, 2013. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the Regular Meeting Minutes of November 7, 2013 with noted correction. Motion seconded and unanimously approved.**

**Motion by Mr. Manuel to approve the Work Session Minutes of November 14, 2013. Motion seconded and unanimously approved.**

### APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Noland to approve Purchase Orders in the amount of \$129,875.68 to include P.O. Nos. 51894, 51919, 51920, 519420, 52166, 51453, 51457, 52226, 50242, 52163, 52164, 52165, 52167, 52169, 52170, 52171, 52172, 52153, 51660, 51661, 51663, 51531, 51533, 51534, 51535, 51537, 51538, 51539, 52119, 52120, and 52122 with the exception of #51532 in the amount of \$24,558.00 for funds from Capital Outlay to West Virginia Signal and Light for new vehicle interior components. Motion seconded and unanimously approved.**

### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071084	GRANT	ANIMAL WELFARE SOCIETY		\$ -	\$ 60,880.00	\$ 60,880.00

071085	424	AT&T/IL		\$ -	\$ 0.55	\$ 0.55
071086	700	AUTOZONE		\$ -	\$ 258.27	\$ 258.27
071086	717	AUTOZONE		\$ -	\$ 96.76	\$ 96.76
071087	425	B-K OFFICE SUPPLY INC	52160	\$ 169.35	\$ -	\$ 169.35
071088	402	CSSI-COMPLETE SYSTEM SPR	51808	\$ 17.35	\$ -	\$ 17.35
071089	424	CENTRAL ELEVATOR	52155	\$ 160.00	\$ -	\$ 160.00
071090	425	DAYCON	52162	\$ 1,117.48	\$ -	\$ 1,117.48
071091	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 41.75	\$ 41.75
071092	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
071092	425	J.C.EHRLICH		\$ -	\$ 606.38	\$ 606.38
071093	425	FIDELITY ENGINEERING	52157	\$ 228.75	\$ -	\$ 228.75
071094	425	GRAINGER, INC	52156	\$ 143.28	\$ -	\$ 143.28
071095	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 775.85	\$ 775.85
071095	425	GRIFFITH ENERGY SERVICE		\$ -	\$ 458.16	\$ 458.16
071096	401	HIRERIGHT		\$ -	\$ 103.30	\$ 103.30
071097	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 168.07	\$ 168.07
071098	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
071099	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5.00	\$ 5.00
071100	424	KONE INC.		\$ -	\$ 11,000.00	\$ 11,000.00
071101	711	BARBARA J. MILLER		\$ -	\$ 291.00	\$ 291.00
071102	424	NEOPOST USA INC.	51762	\$ 79.98	\$ -	\$ 79.98
071103	402	PIFER OFFICE SUPPLY, INC	51806	\$ 55.56	\$ -	\$ 55.56
071104	425	POTOMAC EDISON/OH		\$ -	\$ 5,326.94	\$ 5,326.94
071105	425	RCS SECURITY	52161	\$ 985.00	\$ -	\$ 985.00
071106	403	RECORD MANAGEMENT SOLUTN	51438	\$ 30.00	\$ -	\$ 30.00
071107	403	SOFTWARE SYSTEMS, INC	51439	\$ 745.48	\$ -	\$ 745.48
071107	424	SOFTWARE SYSTEMS, INC	51439	\$ 900.00	\$ -	\$ 900.00
071108	405	STAPLES CREDIT PLAN	51640	\$ 156.98	\$ -	\$ 156.98
071109	425	SHERWIN-WILLIAMS		\$ -	\$ 196.98	\$ 196.98
071110	711	SOFTWARE COMPUTER GROUP	50010	\$ 150.00	\$ -	\$ 150.00
071111	425	SHENANDOAH VALLEY WATER		\$ -	\$ 653.40	\$ 653.40
071112	425	CAPITAL TRISTATE		\$ -	\$ 637.13	\$ 637.13
071113	700	VINCENT TIONG		\$ -	\$ 319.50	\$ 319.50
071114	424	VERIZON BUSINESS/TX		\$ -	\$ 1,136.99	\$ 1,136.99
071115	717	NAPA AUTO PARTS		\$ -	\$ 157.16	\$ 157.16
071116	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 671.47	\$ 671.47
071117	425	WINCHESTER SECURITY,LLC	52158	\$ 2,182.00	\$ -	\$ 2,182.00
<b>TOTAL</b>						<b>\$ 91,499.63</b>
<b>TOTAL</b>				<b>\$ 7,121.21</b>	<b>\$ 84,378.42</b>	<b>\$ 91,499.63</b>

**Motion by Ms. Tabb to approve the accounts payable for November 14, 2013 in the amount of \$91,499.63. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071120	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,268.52	\$ 4,268.52
071121	412	COMCAST		\$ -	\$ 82.50	\$ 82.50
071121	425	COMCAST		\$ -	\$ 443.03	\$ 443.03
071122	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,781.05	\$ 1,781.05
071123	413	APPLE VALLEY OFF.PRODUCT	51630	\$ 67.25	\$ -	\$ 67.25
071124	424	BOLAND SERVICES	51763	\$ 270.00	\$ -	\$ 270.00
071124	425	BOLAND SERVICES	51764	\$ 991.01	\$ -	\$ 991.01
071125	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
071126	712	BIDDLE CONSULTING GROUP	51677	\$ 599.00	\$ -	\$ 599.00
071127	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
071128	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
071129	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
071130	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
071131	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
071132	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
071133	PAYROLL	COLONIAL LIFE		\$ -	\$ 487.46	\$ 487.46
071134	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
071135	401	FEDEX		\$ -	\$ 31.05	\$ 31.05
071135	405	FEDEX		\$ -	\$ 55.91	\$ 55.91
071135	700	FEDEX		\$ -	\$ 238.58	\$ 238.58
071136	712	FEDEX		\$ -	\$ 75.03	\$ 75.03
071137	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 24,460.48	\$ 24,460.48
071138	425	GRAINGER, INC	52168	\$ 11.80	\$ -	\$ 11.80
071139	405	STEPHANIE GROVE		\$ -	\$ 203.40	\$ 203.40
071140	716	HILLSIDE VETERINARY HOSP	51918	\$ 54.27	\$ -	\$ 54.27
071141	700	KATHY HERTELENDY		\$ -	\$ 14.63	\$ 14.63
071142	401	RICOH USA, INC		\$ -	\$ 41.00	\$ 41.00
071143	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 3,460.00	\$ 3,460.00
071144	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,781.05	\$ 1,781.05
071145	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,328.00	\$ 5,328.00
071145	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
071146	700	GLENDON KINCAID		\$ -	\$ 30.56	\$ 30.56
071147	712	LANGUAGE LINE SERVICES		\$ -	\$ 97.48	\$ 97.48
071148	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 505.14	\$ 505.14
071149	440	MICHAEL MONAGHAN		\$ -	\$ 337.55	\$ 337.55
071150	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00

071151	401	PATRICIA A NOLAND		\$ -	\$ 32.71	\$ 32.71
071152	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
071153	ALLOC	JEFF CO PARKS &		\$ -	\$ 18,701.03	\$ 18,701.03
071154	403	PIFER OFFICE SUPPLY, INC	51456	\$ 37.28	\$ -	\$ 37.28
071155	700	ROMULO QUEZADA		\$ -	\$ 6.88	\$ 6.88
071156	GRANT	EASTERN PANHANDLE REGION		\$ -	\$ 71.88	\$ 71.88
071157	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
071158	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
071158	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
071158	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
071158	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
071158	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
071158	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
071158	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
071158	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
071158	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
071158	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
071159	405	SPECIALTY BUS SUPPLIES	51639	\$ 2,367.08	\$ -	\$ 2,367.08
071160	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 34.22	\$ 34.22
071160	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,908.58	\$ 10,908.58
071160	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 25.98	\$ 25.98
071160	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 111.10	\$ 111.10
071160	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,643.14	\$ 46,643.14
071160	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 8.00	\$ 8.00
071160	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 69.78	\$ 69.78
071160	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 47,275.82	\$ 47,275.82
071160	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 129.54	\$ 129.54
071161	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 16.62	\$ 16.62
071161	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 32,321.05	\$ 32,321.05
071161	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 110.26	\$ 110.26
071162	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 17,312.82	\$ 17,312.82
071162	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 11,319.87	\$ 11,319.87
071163	405	SECRETARY OF STATE'S OFF	51662	\$ 52.00	\$ -	\$ 52.00
071164	716	TEVA/TOTAL EQUINE VET AS	51921	\$ 75.00	\$ -	\$ 75.00
071166	401	UNITED BANKCARD CENTER		\$ -	\$ 463.69	\$ 463.69
071166	402	UNITED BANKCARD CENTER		\$ -	\$ 39.99	\$ 39.99
071166	402	UNITED BANKCARD CENTER		\$ -	\$ 49.90	\$ 49.90
071166	402	UNITED BANKCARD CENTER		\$ -	\$ 21.44	\$ 21.44
071166	402	UNITED BANKCARD CENTER		\$ -	\$ 15.99	\$ 15.99
071166	403	UNITED BANKCARD CENTER		\$ -	\$ 160.00	\$ 160.00

071166	405	UNITED BANKCARD CENTER		\$ -	\$ 662.84	\$ 662.84
071166	405	UNITED BANKCARD CENTER		\$ -	\$ 399.95	\$ 399.95
071166	405	UNITED BANKCARD CENTER		\$ -	\$ 341.39	\$ 341.39
071166	405	UNITED BANKCARD CENTER		\$ -	\$ 208.47	\$ 208.47
071166	412	UNITED BANKCARD CENTER		\$ -	\$ 451.98	\$ 451.98
071166	415	UNITED BANKCARD CENTER		\$ -	\$ 75.88	\$ 75.88
071166	424	UNITED BANKCARD CENTER		\$ -	\$ 24,134.78	\$ 24,134.78
071166	424	UNITED BANKCARD CENTER		\$ -	\$ 109.86	\$ 109.86
071166	424	UNITED BANKCARD CENTER		\$ -	\$ 10.60	\$ 10.60
071166	424	UNITED BANKCARD CENTER		\$ -	\$ 76.32	\$ 76.32
071166	425	UNITED BANKCARD CENTER		\$ -	\$ 22.93	\$ 22.93
071166	425	UNITED BANKCARD CENTER		\$ -	\$ 35.82	\$ 35.82
071166	425	UNITED BANKCARD CENTER		\$ -	\$ 169.01	\$ 169.01
071166	428	UNITED BANKCARD CENTER		\$ -	\$ 174.24	\$ 174.24
071166	433	UNITED BANKCARD CENTER		\$ -	\$ 67.89	\$ 67.89
071166	439	UNITED BANKCARD CENTER		\$ -	\$ 147.34	\$ 147.34
071166	439	UNITED BANKCARD CENTER		\$ -	\$ 14.76	\$ 14.76
071166	440	UNITED BANKCARD CENTER		\$ -	\$ 119.78	\$ 119.78
071166	440	UNITED BANKCARD CENTER		\$ -	\$ 187.96	\$ 187.96
071166	440	UNITED BANKCARD CENTER		\$ -	\$ 669.05	\$ 669.05
071166	440	UNITED BANKCARD CENTER		\$ -	\$ 75.00	\$ 75.00
071166	451	UNITED BANKCARD CENTER		\$ -	\$ 223.96	\$ 223.96
071166	700	UNITED BANKCARD CENTER		\$ -	\$ 643.17	\$ 643.17
071166	700	UNITED BANKCARD CENTER		\$ -	\$ 233.69	\$ 233.69
071166	700	UNITED BANKCARD CENTER		\$ -	\$ 50.00	\$ 50.00
071166	700	UNITED BANKCARD CENTER		\$ -	\$ 619.32	\$ 619.32
071166	700	UNITED BANKCARD CENTER		\$ -	\$ 189.70	\$ 189.70
071166	700	UNITED BANKCARD CENTER		\$ -	\$ 85.00	\$ 85.00
071166	700	UNITED BANKCARD CENTER		\$ -	\$ 77.45	\$ 77.45
071166	700	UNITED BANKCARD CENTER		\$ -	\$ 883.80	\$ 883.80
071166	711	UNITED BANKCARD CENTER		\$ -	\$ 273.42	\$ 273.42
071166	711	UNITED BANKCARD CENTER		\$ -	\$ 477.00	\$ 477.00
071166	711	UNITED BANKCARD CENTER		\$ -	\$ 486.86	\$ 486.86
071166	711	UNITED BANKCARD CENTER		\$ -	\$ 101.99	\$ 101.99
071166	711	UNITED BANKCARD CENTER		\$ -	\$ 110.00	\$ 110.00
071166	712	UNITED BANKCARD CENTER		\$ -	\$ 171.27	\$ 171.27
071166	712	UNITED BANKCARD CENTER		\$ -	\$ 14.00	\$ 14.00
071166	712	UNITED BANKCARD CENTER		\$ -	\$ 3,830.19	\$ 3,830.19
071166	712	UNITED BANKCARD CENTER		\$ -	\$ 477.88	\$ 477.88
071166	716	UNITED BANKCARD CENTER		\$ -	\$ 86.99	\$ 86.99

071166	716	UNITED BANKCARD CENTER		\$ -	\$ 602.78	\$ 602.78
071166	716	UNITED BANKCARD CENTER		\$ -	\$ 525.00	\$ 525.00
071166	716	UNITED BANKCARD CENTER		\$ -	\$ 221.80	\$ 221.80
071166	717	UNITED BANKCARD CENTER		\$ -	\$ 133.00	\$ 133.00
071166	717	UNITED BANKCARD CENTER		\$ -	\$ 40.00	\$ 40.00
071166	717	UNITED BANKCARD CENTER		\$ -	\$ 27.41	\$ 27.41
071167	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 22,263.13	\$ 22,263.13
071168	405	THOMSON REUTER - WEST	51638	\$ 2,257.72	\$ -	\$ 2,257.72
071169	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 40.05	\$ 40.05
071169	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 12.43	\$ 12.43
071169	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 24,723.54	\$ 24,723.54
071169	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 79,674.72	\$ 79,674.72
071170	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
071171	700	WV STATE POLICE	51536	\$ 88.00	\$ -	\$ 88.00
<b>TOTAL</b>						<b>\$ 406,939.31</b>
<b>TOTAL</b>				<b>\$ 6,870.41</b>	<b>\$ 400,068.90</b>	<b>\$ 406,939.31</b>

**Motion by Ms. Widmyer to approve the accounts payable for November 21, 2013 in the amount of \$406, 939. 31. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Bob Aitcheson, resident – spoke regarding his concerns on the BZA’s decision to permit the All Good music festival to be held in Jefferson County.

Doug Rockwell, resident – spoke regarding the BZA’s failure to follow proper procedure when granting the variance to allow the All Good music festival to be held in Jefferson County for five days.

Eleanor Finn, resident– spoke regarding the need for transparency when appointing applicants to various Boards, Commissions, and Committees.

Martin Burke – spoke regarding the current noise ordinance and the fact that “periodic” and “stand alone events” were omitted from the published ordinance. Mr. Burke also spoke a second time and urged the Commission to not allow the All Good music festival to come to Jefferson County.

Cathy Vance – requested the Commission not make any decisions on the proposed new zoning categories until the 2014 Comprehensive Plan is completed.

Dan Kovack, resident – spoke regarding the proposed All Good music festival and stated the county does not have the infrastructure to support such a large event.

Terry Courtwright, resident – spoke regarding the potential noise and traffic issues that may arise from the All Good music festival.

## **PRESENTATIONS**

1. Pete Dougherty, Sheriff – requested the approval to hire Joseph Grantham for the vacant position of Deputy
  - **Motion by Ms. Tabb to not approve the hiring of Joseph Grantham for the position of Deputy. Motion seconded. Motion withdrawn.**
    - After discussion, it was the consensus of the Commission to revisit this request after acquiring more information on the current financial situation of the County.
2. Debbie Keyser, County Administrator – requested the review and approval of the amended Meeting Room Policy.
  - **Motion by Mr. Manuel to approve the amended Meeting Room Policy to state: “All meetings shall be open to the public with the exception of political parties meeting as a caucus and the groups under their umbrellas as recognized by the state of West Virginia.” Motion seconded and passes on a vote of 3-2 with Mr. Pellish and Ms. Tabb opposing.**
3. The Commission recessed for break at: 10:30 am.  
The Commission reconvened from break at: 10:40 am.
4. Ralph Lorenzetti, Prosecuting Attorney and Victoria Slater-Madert, Safe Haven Child Advocacy Center – requested local matching funds award of \$5,000 from the Jefferson County Commission to be used as a portion of matching funds for West Virginia Division of Justice and Community Services grant.
  - **Motion by Mr. Manuel to approve budget award request for FY 2014 in the amount of \$5,000 for the Safe Haven Child Advocacy Center to be taken from the “Other Contributions” account from the County and/or the “Forfeitures” account from the Prosecuting Attorney’s Office if funds allow. Motion seconded and unanimously approved.**
5. Interviews and Appointments to the Jefferson County Farmland Protection Board for one three-year term ending September 7, 2016 representing a Farmer-at-Large.
  - **Motion by Ms. Tabb to appoint David Ober to the Jefferson County Farmland Protection Board for one three-year term ending September 7, 2016 representing a Farmer-at-Large. Motion seconded and unanimously approved.**

6. Alan Davis, Deputy County Administrator for the Berkeley County Commission – spoke to the Commission about the future possibility of consolidating the 9-1-1 centers in Jefferson, Berkeley, and Morgan counties and other ventures as appropriate.
7. Lynn Fields, Deputy Probate Clerk – requested the approval to close estates that did not meet the deadline for the last quarterly review.
  - o Commissioner Manuel struck the gavel to indicate the Commission would be acting as a Fiduciary Board in order to make a motion to fulfill Ms. Fields’ request.
    - **Motion by Ms. Noland to approve the closure of estates as presented. Motion seconded and unanimously approved.**
8. Ann Coulter and Lynn Yellot, Eastern Panhandle Single Payer Action Network – spoke to the Commission about Single Payer Medicare for All and distributed literature on their topic.
9. S. Chris Anders, State Coordinator for the Campaign for Liberty – requested the approval of the Resolution for the Adoption of a Non-Discriminatory Policy in the use of County Property.
  - o Commissioner Manuel stated this item had already been addressed earlier in the meeting, so there would be no need for action on Mr. Anders’ request.
10. The Commission recessed for lunch at 12:30.  
The Commission reconvened at 1:30.
11. Norwood Bentley, Esquire – attended the County Commission meeting to participate in a discussion on legal matters regarding personnel issues/possible litigation.
  - **Motion by Ms. Noland to enter into Executive Session, citing State 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.**
12. Roger Goodwin, Chief County Engineer
  - A. Requested the approval of the complete release of the remaining \$135,608.00 from the construction bond for Waterfront Group WV, LLC/Mark Adkins – Rock Ferry Station Subdivision, Lots 1-7, 16 & 15-43 (File #04-20)

- **Motion by Ms. Tabb to approve the complete release of the reaming \$135,608.00 from the construction bond for Waterfront Group WV, LLC/Mark Adkins – Rock Ferry Station Subdivision, Lot 1-7, 16 & 15-43. Motion seconded and unanimously approved.**

B. Requested the approval of the partial release of \$1,511,536.00 from the construction bond amount for Hospice of the Panhandle, Inc. (File #S10-05)

- **Motion by Ms. Widmyer to approve the partial release of \$1,511,536.00 from the construction bond amount for Hospice of the Panhandle, Inc. Motion seconded and unanimously approved.**

13. Jennifer Brockman, Director of Planning and Zoning

A. Updated the Commission on the status of the 2014 Comprehensive Plan.

B. On October 10, 2013, the Jefferson County Commission held a Public Hearing to consider public input regarding proposed Minor Amendments to the Jefferson County Zoning and Land Development Ordinance Sections 2.2, 4.10, 4A.5, 5.7, 5.8, 8.5, 8.14 (new), 8.15 (new), 9.5, 10.5, 11.1, 12.2 and Appendix C (Agricultural Use and Other Amendments). The record was held open until October 24, 2013 for additional written comments, and the Planning and Zoning staff developed a matrix which summarizes all of the comments received with proposed staff responses to each comment for Commission consideration.

- It was the consensus of the Commission to postpone further action on this item until the next County Commission meeting scheduled for Thursday, December 5, 2013.

**UNFINISHED BUSINESS**

14. Jennifer Brockman, Director of Planning and Zoning – Follow up to Potential Amendments to WV Code 8A - On October 5, 2013, Jefferson County Planning Staff presented an overview of potential proposed amendments to WV Code 8A intended to continue to develop local processes that would reduce barriers to development, streamline processes, and improve the clarity of the processes. In particular, the Department of Planning and Zoning staff has reviewed provisions of WV Code 8A, Article 4 Subdivision and Land Development Ordinance, and developed a few proposed amendments that they believe would help prevent some unnecessary delays that may have inadvertently been created by the language in 8A. Staff has drafted a slightly revised version of the amendments based on input from the County Commission, and two timelines have been provided to demonstrate how the amendments will affect the time required to process the application.

- This item was postponed for discussion. It will be addressed at a later date which has yet to be determined.

### **NEW BUSINESS:**

15. Debbie Keyser, County Administrator – requested the review and approval of the amended Appointment to County Boards, Committees, and Commissions Policy.

- **Motion by Mr. Manuel to approve the amended Appointments to County Boards, Committees, and Commissions Policy to state: “Applicants must submit their applications and/or letters of interest no later than noon on the Monday prior to the scheduled interviews and appointments. Current members whose terms are expiring are asked to continue to serve until the Commission has appointed a replacement for the advertised position(s).” Motion seconded and unanimously approved.**

### **FINANCIAL DIRECTOR REPORTS**

Due to illness, Mr. Tim Stanton, Jefferson County Financial Director, was unable to attend the November 21 Commission meeting. Ms. Debbie Keyser, County Administrator, provided the Commission with the financial recommendations for the current budget period. They are as follows:

1. Implement a hiring freeze for all new and replacement positions.
2. Avoid implementing new services which require additional personnel until current available funds are determined.
3. Avoid purchasing any items until purchase orders are approved by the Commission.
4. Avoid spending money for any service that is not absolutely necessary.
5. Each department head and elected official should stay within their budget line items and submit potential savings to Mr. Stanton prior to the December 5<sup>th</sup> financial presentation.

### **COUNTY ADMINISTRATOR REPORTS**

- Impact Fee Study Reimbursement – Ms. Keyser stated the School Board has reimbursed the County for \$19,500 for their share of the Impact Fee study.
- Council of Governors Meeting for Envision 2035 – Ms. Keyser notified the Commission of an interest from other municipalities to be involved in Envision 2035. Jennie Brockman, Director of Planning and Zoning, suggested they hold a Council of Governors meeting to involve the interested municipalities in a discussion of the land to be annexed prior to rezoning for Envision 2035. The Commission agreed to the Council of Governors meeting, but requested a draft of the land use map be available to the attendees for discussion during the meeting.

- Meeting with Elected Officials – Ms. Keyser stated the Elected Officials have expressed interest in having quarterly roundtable meetings with the Commission. The Commission agreed but requested a list of topics they’d like to discuss for each quarter.
- VoIP RFP Summary Report – Ms. Keyser notified the Commission of the VoIP Summary, stating 290 phones had been installed in the buildings on the main campus and the Bardane campus, with 24 more installations until completion. Ms. Keyser also provided the Commissioners with a breakdown of the VoIP overages as requested during the October 31<sup>st</sup> County Commission meeting.
- IT Department Update – Ms. Keyser updated the Commission on the happenings of the IT Department. She stated the new IT employees have been introduced to most of the other County employees, and they are in the process of reviewing the current ticketing system in effort to create a more efficient method of providing technical support. In addition to developing a new backup process for the County files, the IT department is also involved in the documentation of passwords and procedures and will be reviewing the County’s network security.
- Website RFP Update – Ms. Keyser stated the IT Squad was currently reviewing ideas and proposals for a new County website, and would be presenting those ideas before the Commission at a later meeting once the County had a firmer understanding of the current budget issues.
- Proposal to Use Health Department Building as Cold/Hot Weather Shelter – Ms. Keyser notified the Commission of the Health Department’s request to use the Health Department building as a cold/hot weather shelter. Ms. Keyser notified the Commission she would be denying the request but would add the item to a future agenda for further discussion at the Commission’s request.

## **COUNTY COMMISSIONER’S REPORTS**

### Jane Tabb

- Attended the CEOS Achievement Banquet.
- Attended a Farmland Protection Board meeting.
- Attended the West Virginia State Dairy Show Board meeting in Morgantown.
- Attended the Farmland Protection Board farm monitoring visits.
- Met Lady Fairfax at the Black Dog Coffee Roasting Company
- Presented “Making Cornbread from Scratch” to Mrs. Potter’s 1<sup>st</sup> grade class at North Jefferson Elementary.

### Dale Manuel

- Attended the Shepherdstown Fire Department’s Fall Sportsmen’s Bash.
- Attended the November 12 Jefferson County Legislative Summit.
- Met with Tim Stanton, Jefferson County Financial Director.

- Attended the Leadership Jefferson Luncheon.
- Attended a Day Reporting Center meeting.
- Attended a Water Advisory Committee meeting.
- Attended a Teen Court meeting.
- Attended an Emergency Services Agency Board meeting.

The Commission meeting was adjourned at 3 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

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DALE MANUEL, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant