

Minutes

Jefferson County Commission

Thursday, January 16, 2014

A meeting of the Jefferson County Commission was held on Thursday, January 16, 2014 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 Steve Ruble, Bailiff. (An audio tape of the Thursday, January 16, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

COUNTY COMMISSION ORGANIZATION

Assignment to Boards, Commissions & Organizations Calendar Year 2014	
<i>Organization</i>	<i>Commissioner 2014</i>
Affordable Housing	Manuel
Air Quality Control Board (Region 9)	Pellish
Approval of Bills	Tabb
Board of Health	Widmyer
Building Repair/Courthouse Committee	Manuel/Widmyer
Community Corrections Committee - Day Report Center	Manuel/Widmyer
Development Authority	Pellish
E-911 Council	Manuel
Eastern Panhandle Transportation Board	Manuel
Extension Service	Tabb
Farm and Protection Board	Tabb
Jefferson County Convention & Visitors Bureau	Noland/Pellish

Jefferson County Emergency Services Agency / Fire & Rescue	Tabb
Historic Landmarks Commission	Widmyer
Home and Security	Tabb/Manuel
Legislative Liaison	Noland/Manuel
Local Emergency Planning Committee	Tabb
Mental Health Center	Pros. Atty/Pellich
MPO Interstate Council	Widmyer
Pan Tran	Widmyer
Parks and Recreation	Manuel/Widmyer
Planning Commission	Manuel
Public Service District Liaison	Tabb/Noland
Region 9	Noland
Roundtable/Council of Government	
Solid Waste Authority	Pellich
Telamon Board	Widmyer
Water Advisory Committee	Manuel/Widmyer
Workforce Investment Act Liaison	Widmyer

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Budget Work Session Minutes of January 9, 2014. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$111,624.50 to include P.O. Nos. 51925, 51927, 51928, 51929, 51463, 51817, 52269, 50244, 51827, 51547, 51528, 51549, 51550, and 52124. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071441	424	AT&T/IL		\$ -	\$ 0.33	\$ 0.33
071442	700	AUTOZONE		\$ -	\$ 77.71	\$ 77.71
071442	717	AUTOZONE		\$ -	\$ 284.08	\$ 284.08
071443	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,516.89	\$ 1,516.89

071444	406	ANGELA L BANKS		\$ -	\$ 83.80	\$ 83.80
071445	424	BOLAND SERVICES	51763	\$ 270.00	\$ -	\$ 270.00
071445	425	BOLAND SERVICES	51764	\$ 991.01	\$ -	\$ 991.01
071446	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
071447	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
071448	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
071449	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
071450	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
071451	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
071452	424	CHARLES TOWN UTILITIES		\$ -	\$ 55.94	\$ 55.94
071452	425	CHARLES TOWN UTILITIES		\$ -	\$ 844.90	\$ 844.90
071453	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
071454	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 24.80	\$ 24.80
071455	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
071456	428	DOUBLE RADIUS	52229	\$ 684.40	\$ -	\$ 684.40
071457	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
071457	425	J.C.EHRLICH		\$ -	\$ 601.76	\$ 601.76
071458	717	FISHER AUTO PARTS		\$ -	\$ 867.09	\$ 867.09
071459	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 16,692.25	\$ 16,692.25
071460	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 1,899.36	\$ 1,899.36
071460	425	GRIFFITH ENERGY SERVICE		\$ -	\$ 3,358.31	\$ 3,358.31
071461	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,960.00	\$ 2,960.00
071462	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 186.20	\$ 186.20
071463	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,516.89	\$ 1,516.89
071464	402	JEFFERSON PUBLISH CO INC	51816	\$ 174.08	\$ -	\$ 174.08
071465	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
071466	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
071466	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,328.00	\$ 5,328.00
071467	700	GLENDON KINCAID		\$ -	\$ 23.53	\$ 23.53
071468	712	LANGUAGE LINE SERVICES		\$ -	\$ 145.98	\$ 145.98
071469	716	MP&B MORGANTOWN PRINTING	51926	\$ 96.00	\$ -	\$ 96.00
071470	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
071471	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
071472	405	NATIONAL MEDICAL SERVICE	51835	\$ 875.00	\$ -	\$ 875.00
071473	405	NDAA-NATL DIST ATTYS ASS	51836	\$ 75.00	\$ -	\$ 75.00
071474	405	NDAA-NATL DIST ATTYS ASS	51834	\$ 595.00	\$ -	\$ 595.00
071475	424	NEOPOST USA INC.	51762	\$ 330.00	\$ -	\$ 330.00
071476	ALLOC	JEFF CO PARKS &		\$ -	\$ 15,927.35	\$ 15,927.35
071477	402	PIFER OFFICE SUPPLY, INC	51818	\$ 4.77	\$ -	\$ 4.77
071478	403	POSTMASTER CHARLES TOWN	51462	\$ 88.00	\$ -	\$ 88.00

071479	403	RECORD MANAGEMENT SOLUTN	51438	\$ 30.00	\$ -	\$ 30.00
071480	717	RICE TIRES CO	52198	\$ 413.12	\$ -	\$ 413.12
071481	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 658.00	\$ 658.00
071481	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
071481	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 834.05	\$ 834.05
071481	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
071481	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,200.00	\$ 1,200.00
071482	405	SPECIALTY BUS SUPPLIES	51639	\$ 912.12	\$ -	\$ 912.12
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 7.02	\$ 7.02
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.64	\$ 1.64
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,466.48	\$ 10,466.48
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,753.08	\$ 44,753.08
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 19.48	\$ 19.48
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 83.32	\$ 83.32
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4.69	\$ 4.69
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 95.37	\$ 95.37
071483	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,792.36	\$ 42,792.36
071484	711	SOFTWARE COMPUTER GROUP	50010	\$ 150.00	\$ -	\$ 150.00
071485	425	SHENANDOAH VALLEY WATER		\$ -	\$ 388.00	\$ 388.00
071486	ALLOC	SAFE HAVEN CHILD ADVOCAC		\$ -	\$ 3,000.00	\$ 3,000.00
071487	425	CAPITAL TRISTATE		\$ -	\$ 1,242.59	\$ 1,242.59
071488	425	TML COPIERS & DIGITAL	51765	\$ 313.75	\$ -	\$ 313.75
071489	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
071489	403	UNITED BANKCARD CENTER		\$ -	\$ 28.34	\$ 28.34
071489	405	UNITED BANKCARD CENTER		\$ -	\$ 438.00	\$ 438.00
071489	405	UNITED BANKCARD CENTER		\$ -	\$ 515.39	\$ 515.39
071489	424	UNITED BANKCARD CENTER		\$ -	\$ 188.22	\$ 188.22
071489	424	UNITED BANKCARD CENTER		\$ -	\$ 27.46	\$ 27.46
071489	424	UNITED BANKCARD CENTER		\$ -	\$ 5,502.56	\$ 5,502.56
071489	424	UNITED BANKCARD CENTER		\$ -	\$ 109.86	\$ 109.86
071489	425	UNITED BANKCARD CENTER		\$ -	\$ 215.30	\$ 215.30
071489	425	UNITED BANKCARD CENTER		\$ -	\$ 15.77	\$ 15.77
071489	425	UNITED BANKCARD CENTER		\$ -	\$ 400.49	\$ 400.49
071489	428	UNITED BANKCARD CENTER		\$ -	\$ 13.98	\$ 13.98
071489	428	UNITED BANKCARD CENTER		\$ -	\$ 548.00	\$ 548.00
071489	433	UNITED BANKCARD CENTER		\$ -	\$ 932.78	\$ 932.78
071489	433	UNITED BANKCARD CENTER		\$ -	\$ 418.47	\$ 418.47
071489	439	UNITED BANKCARD CENTER		\$ -	\$ 36.00	\$ 36.00
071489	439	UNITED BANKCARD CENTER		\$ -	\$ 74.53	\$ 74.53
071489	439	UNITED BANKCARD CENTER		\$ -	\$ 13.45	\$ 13.45

071489	439	UNITED BANKCARD CENTER		\$ -	\$ 43.58	\$ 43.58
071489	439	UNITED BANKCARD CENTER		\$ -	\$ 15.00	\$ 15.00
071489	440	UNITED BANKCARD CENTER		\$ -	\$ 160.20	\$ 160.20
071489	451	UNITED BANKCARD CENTER		\$ -	\$ 76.69	\$ 76.69
071489	451	UNITED BANKCARD CENTER		\$ -	\$ 151.30	\$ 151.30
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 283.83	\$ 283.83
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 465.75	\$ 465.75
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 40.00	\$ 40.00
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 319.35	\$ 319.35
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 450.00	\$ 450.00
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 105.27	\$ 105.27
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 95.98	\$ 95.98
071489	700	UNITED BANKCARD CENTER		\$ -	\$ 101.74	\$ 101.74
071489	711	UNITED BANKCARD CENTER		\$ -	\$ 120.00	\$ 120.00
071489	711	UNITED BANKCARD CENTER		\$ -	\$ 336.48	\$ 336.48
071489	712	UNITED BANKCARD CENTER		\$ -	\$ 149.27	\$ 149.27
071489	712	UNITED BANKCARD CENTER		\$ -	\$ 2,485.78	\$ 2,485.78
071489	716	UNITED BANKCARD CENTER		\$ -	\$ 64.60	\$ 64.60
071489	716	UNITED BANKCARD CENTER		\$ -	\$ 428.64	\$ 428.64
071490	425	VALLEY HARDWARE COMPANY		\$ -	\$ 6.78	\$ 6.78
071491	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 18,961.13	\$ 18,961.13
071492	403	VITAL SIGNS	51458	\$ 450.00	\$ -	\$ 450.00
071493	424	VERIZON BUSINESS/TX		\$ -	\$ 1,138.90	\$ 1,138.90
071494	405	THOMSON REUTER - WEST	51638	\$ 2,266.47	\$ -	\$ 2,266.47
071495	717	NAPA AUTO PARTS		\$ -	\$ 65.60	\$ 65.60
071496	712	WV ENHANCED 911 COUNCIL	49840	\$ 50.00	\$ -	\$ 50.00
071497	716	WV BOARD VETERINARY MED	51930	\$ 62.50	\$ -	\$ 62.50
071498	PAYROLL	WV BUREAU OF EMPLOYMENT		\$ -	\$ 401.00	\$ 401.00
071499	402	XEROX CORPORATION	51632	\$ 525.75	\$ -	\$ 525.75
TOTAL						\$ 206,475.78
TOTAL				\$ 9,356.97	\$ 197,118.81	\$ 206,475.78

Motion by Ms. Tabb to approve the accounts payable for January 16, 2014 in the amount of \$206,475.78. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Paul Rosa, resident – requested the Commission take no precipitous action to create and enforce a mass gathering ordinance for Jefferson County.

Martin Burke, resident – expressed his concerns and frustrations regarding the current sound ordinance.

Sheriff Pete Dougherty – informed the Commission the funding for the East Ridge Health Services facility in Berkeley County has been discontinued, and as a result, publically intoxicated citizens would now be taken to the area jails. Sheriff Dougherty also informed the Commission he has been appointed as the Sheriff’s Association representative for the State Mental Health task force.

PRESENTATIONS

1. Angie Banks, Assessor – requested the approval of one erroneous assessment, two apportionments of tax tickets, and one exoneration.

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Westcott, LLC.	Ranson Corporation	Commercial Real Estate	25551	\$34,524.66

- **Motion by Ms. Noland to approve the Correction of Erroneous Assessment for Westcott, LLC. in the amount of \$34,524.66 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Julie Polczynski	Charles Town	Personal Property	303748	91.12
Jeffery Polczynski				51.40

- **Motion by Ms. Tabb to approve the Split Ticket for Julie Polczynski and Jeffery Polczynski as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Robin See	Middleway	Personal Property	312707	73.95
Richard See				143.27

- **Motion by Ms. Widmyer to approve the Split Ticket for Robin See and Richard See as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Williams A. Pineda	Ranson Municipality	Personal Property	314224	\$64.66

- **Motion by Ms. Tabb to approve the Exoneration for Williams A. Pineda as presented by the Assessor. Motion seconded and unanimously approved.**
2. Jennifer Myers, Director of Jefferson County Parks and Recreation – requested the approval of the Land and Water Conservation Fund Grant Application and Resolution.
 - **Motion by Mr. Manuel to approve the Land and Water Conservation Fund Grant Application and Resolution. Motion seconded and unanimously approved.**
 3. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 4. Patricia McMillian, City of Martinsburg HOME Administrator – participated in a Public Hearing on the FY2014 HOME Program to assess the specific housing needs for Jefferson County. Ms. McMillian also requested the approval of Resolution renewing the Commission’s participation in the Eastern Panhandle HOME Consortium of West Virginia for FY2014.
 - After Ms. McMillian gave an overview of the services and activities offered through the Eastern Panhandle HOME Consortium of West Virginia, Commissioner Pellish opened the floor for anyone wishing to speak. The following gave public comment:

Marie Gallazi, Director of the Partnership for Affordable Housing – discussed the services offered through the Partnership for Affordable Housing, including credit counseling and assistance for non-English speaking citizens.

Rosella Kern, Vice President of the Partnership for Affordable Housing – stated the Partnership is working to develop a community network of resources to research and build affordable housing within the County. Ms. Kern also stated the Partnership provides rental assistance for those in need.

Rick Schuman – contractor/developer in Ranson – stated how difficult it is to build and provide affordable housing in Ranson due to the high costs of flood insurance, the cost of building, and the sharp contrast of locality pay and low wages within the County.

Ms. Keyser also distributed a letter to the Commission from Annette van Hilst regarding her position on affordable housing in Jefferson County.

- **Motion by Ms. Noland to approve the Resolution to renew the Commission’s participation in the Eastern Panhandle HOME Consortium of West Virginia for FY2014. Motion seconded and unanimously approved.**
5. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fee Program Specialist - requested the modification of the FY14 Capital Improvement Plan Generator Project for the Middleway Volunteer Fire Company from the previously approved amount of \$50,000 to \$68,420 to compensate for a larger generator to handle the additional operational needs of future sprinkler system and bids as received.
- **Motion by Mr. Manuel to approve the modification of the Middleway Volunteer Fire Company Generator project from \$50,000 to \$68,420 to handle the additional operational capacity requirements for the current FY14 Capital Improvement Plan. Motion seconded and unanimously approved.**
6. Jennifer Brockman, Director of Planning and Zoning - requested the approval of the Proposed Zoning Ordinance Text Amendment (ZTA 12-01) to establish additional commercial and industrial zoning district categories, and related changes to the ordinance; including changed to the following sections of the Zoning and Land Development Ordinance: 4.4, 4.6, 4.10, 4.11, 5.1, 5.4, 5.6, 5.7, 5.8, 5.10, 6.3, 6.5, 8.1, 8.9, 8.12, 12.2, 12.3; Appendices A, B, and C; and the addition of the new Sections 5.11, 5.12, 5.12, 5.14, 5.15, 5.16, and 5.17.
- **Motion by Mr. Pellish to approve the Proposed Zoning Ordinance Text Amendment to establish additional commercial and industrial zoning district categories. Motion seconded for discussion.**
 - **Motion by Mr. Manuel to postpone action on this item until 7:00 pm on Thursday, January 23, 2014. Motion seconded and unanimously approved.**

NEW BUSINESS

7. Dale Manuel, County Commissioner – requested a discussion of fire fees, including the method and location of collection.
- Marty Freeman, Business Manager for the Jefferson County Emergency Services Agency Board, presented the Commission with a timeline and breakdown of costs for the implementation of the fire fees. It was the consensus of the Commission to schedule a joint work session between the County Commission, the Finance Director, the Assessor, and the Sheriff’s Tax office to further discuss the method of implementation and location of collection of the fire fees.
8. Stacy Dugan, Morgan County Commissioner – requested a letter of support from the Jefferson County Commission for funding from excess Lottery revenue for bonds to fund improvements to Cacapon State Park and Beech Fork State Park.

- **Motion by Ms. Noland to send a letter of support to Governor Tomblin for funding from the excess Lottery Revenue for bonds to fund improvements to Cacapon State Park and Beech Fort Park. Motion seconded and unanimously approved.**

9. Jane Tabb, County Commissioner – requested a discussion on the possibility of renovating the 3rd floor of the Judicial Building to create enough space to move the Prosecuting Attorney’s offices from the rented Briel building back to the Judicial Building.

- Bill Polk, Director of Maintenance, spoke with the Commissioners and advised them the renovation would not be possible without removing the courtroom from the 3rd floor of the judicial building. Mr. Polk also stated the Commission would most likely need to invest in a building for County employees in the future as space needs continue to grow.

10. Legislative Updates

- Mr. Manuel notified the Commission there were no legislative updates for the week.

FINANCIAL DIRECTOR REPORTS

- Budget Update – Mr. Stanton gave a cash update to the Commission, stating there was currently \$3.1 million dollars in the General Fund. Mr. Stanton also stated the State has approved \$1,085,000 in budget reductions to date with \$1,081,830 still pending approval from the State for a total of \$2,167,667 in total budget reductions. Mr. Stanton noted the County is still looking to eliminate another \$1.2 million dollars from the current County budget, and provided the Commission with another \$610,000 dollars in reductions pending approval from the elected officials.
- 7 Year Expenditure/Revenue Trend – Mr. Stanton provided the Commission with 7 Year Expenditure/Revenue Trend graphs for each department as requested during a prior Commission meeting, and stated he would do additional research on the figures in effort to assist the Commission in making informed decisions with regards to the FY2015 budget.
- Budget Charge for FY2015 – Mr. Stanton provided the Commission with a spreadsheet showing each department’s approved 2013 budgets, the dollar amount of the revisions submitted by each department, and the percentage of reduction made, and answered the Commissioners’ questions regarding further reductions to be made per department according to the FY2015 Budget Charge.

COUNTY ADMINISTRATOR REPORTS

- Discussion of Current Website – Ms. Keyser updated the Commission on the current status of the County website, stating \$20,000 had been budgeted to develop a new website for the County and a vendor has been selected. The Commission gave their consent to allow Ms. Keyser to give a presentation to the Commission demonstrating the current website versus a new website.
- Upcoming Agenda Presentation- Ms. Keyser stated Laura Storm, Circuit Clerk, would be on the agenda for the January 30, 2014 Commission meeting to discuss her research on Adult Drug Court and the associated costs for budgeting.
- Ms. Keyser notified the Commission a bill needs to be paid from the Capital Outlay fund for Mr. Polczynski's CAD project. She stated she would ask Mr. Polczynski for a schedule of payments needed for the remainder of the CAD project.
- Meet Your Commissioners – Ms. Keyser reminded the Commissioners about the upcoming "Meet Your Commissioners" event to be held January 30, 2014 at 5:00 pm at the Blue Ridge Mountain Volunteer Fire Company.
- Board of Review and Equalization – Ms. Keyser reminded the Commission of the upcoming dates for the Board of Review and Equalization to be held at the Courthouse.
- Updated Agenda Request Form - Ms. Keyser stated the Agenda Request Forms have been updated and improved and were currently available on the County website.

COUNTY COMMISSIONERS' REPORTS

Lyn Widmyer

- Attended a Workforce Investment Board meeting.
- Attended a Board of Health meeting.
- Participated in a march and event in honor of Dr. Martin Luther King Jr.
- Attended a HEPMO meeting where Matt Mullenax was appointed as director.
- Attended the Storer College breakfast regarding the acquisition of land by the Civil War Trust and the National Parks Conservation Association.

Dale Manuel

- Attended a Teen Court meeting and stated things were progressing smoothly.
- Attended a Planning Commission meeting with Commissioner Pellish.
- Attended a 9-1-1 Advisory meeting.
- Attended a Parks and Recreation meeting.

Patsy Noland

- Spoke at a Storer College breakfast regarding the acquisition of land by the Civil War Trust and the National Park Conservation Association.
- Attended a CBB meeting where Matt Knott gave a presentation on the proposed expansion of his property and business.

Walt Pellish

- Updated the Commission on his health status, noting he is on a “chemo holiday,” and would be undergoing another PET scan in two months to decide how to proceed.
- Attended a Children of Uganda performance at the Frank Center in Shepherdstown.
- Announced an important meeting of the Development Authority taking place on Friday, January 18th regarding the possibility of natural gas in Jefferson County.

Jane Tabb

- Attended an Easement Committee meeting for the Farmland Protection Board.
- Attended a Farmland Protection Board meeting.
- Attended a Homeland Security meeting and announced the Homeland Security Department would be holding a “Media Day” on February 4, 2014.

11. Karen Olden, Probate Office – presented the Probate quarterly review and requested the Commission close/approve Estates.

- **Motion by Ms. Noland to approve closure of the open Estates for the quarter. Motion seconded and unanimously approved.**

The Commission meeting was adjourned at 1:00 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

