

Minutes

Jefferson County Commission

Thursday, February 20, 2014

A meeting of the Jefferson County Commission was held on Thursday, February 20, 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. Commissioner Lyn Widmyer was absent due to illness. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the Thursday, February 20, 2014 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. Noland to approve the Special Session Minutes of January 23, 2014. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Board of Review and Equalization Minutes of January 30, 2014. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the Board of Review and Equalization Minutes of February 4, 2014. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the Board of Review and Equalization Minutes of February 6, 2014. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Regular Meeting Minutes of February 6, 2014. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$104,602.99 to include Purchase Order Numbers 52276, 51823, 52326, 52274, 52275, 51378, 52277, 52279, 51840, and 51841. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$51,701.67 to include Purchase Order Numbers 52285, 52015, 52280, 52281, and 52286. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------------|-------------|--------------|
| 071589 | 712 | APCO INTERNATIONAL INC | 51684 | \$ 190.00 | \$ - | \$ 190.00 |
| 071590 | 428 | ACCURATE SYSTEMS INC | | \$ - | \$ 6,000.00 | \$ 6,000.00 |
| 071591 | 700 | ROBERT AMICK | | \$ - | \$ 15.89 | \$ 15.89 |
| 071592 | ALLOC | AHA/ART&HUMANITIES ALLNC | | \$ - | \$ 1,542.01 | \$ 1,542.01 |
| 071593 | 425 | BATTERY MART | 52273 | \$ 211.50 | \$ - | \$ 211.50 |
| 071594 | PAYROLL | BUREAU F/CHILD SUPPORT | | \$ - | \$ 49.85 | \$ 49.85 |
| 071595 | PAYROLL | BUREAU FOR CHILD SUPPORT | | \$ - | \$ 28.85 | \$ 28.85 |
| 071596 | PAYROLL | BUREAU F/CHILD SPRT ENF | | \$ - | \$ 212.31 | \$ 212.31 |
| 071597 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 461.54 | \$ 461.54 |
| 071598 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 119.54 | \$ 119.54 |
| 071599 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 530.77 | \$ 530.77 |
| 071600 | 406 | CASTO & HARRIS INC | 51427 | \$ 1,034.10 | \$ - | \$ 1,034.10 |
| 071601 | PAYROLL | CHILD SUPPORT ENFORCE AG | | \$ - | \$ 27.69 | \$ 27.69 |
| 071602 | PAYROLL | DIVERSIFIED COLLECTION | | \$ - | \$ 154.83 | \$ 154.83 |
| 071603 | 405 | CHARLES B HOWARD | | \$ - | \$ 422.06 | \$ 422.06 |
| 071604 | 401 | RICOH USA, INC | | \$ - | \$ 29.06 | \$ 29.06 |
| 071604 | 403 | RICOH USA, INC | | \$ - | \$ 58.14 | \$ 58.14 |
| 071604 | 404 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 071604 | 405 | RICOH USA, INC | | \$ - | \$ 87.21 | \$ 87.21 |
| 071604 | 406 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 071604 | 425 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 071604 | 433 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 071604 | 440 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 071604 | 700 | RICOH USA, INC | | \$ - | \$ 58.14 | \$ 58.14 |
| 071604 | 712 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 071605 | PAYROLL | ING NATIONAL TRUST | | \$ - | \$ 2,960.00 | \$ 2,960.00 |
| 071606 | ALLOC | JEFFERSON COUNTY HISTORI | | \$ - | \$ 1,542.01 | \$ 1,542.01 |
| 071607 | 401 | JEFFERSON PUBLISH CO INC | | \$ - | \$ 111.88 | \$ 111.88 |
| 071608 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 40.00 | \$ 40.00 |
| 071608 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 5,328.00 | \$ 5,328.00 |
| 071609 | 401 | LEWIS CO CIRCUIT CLERK | | \$ - | \$ 41.79 | \$ 41.79 |
| 071610 | 406 | MONROE SYS FOR BUSINESS | 51428 | \$ 88.27 | \$ - | \$ 88.27 |
| 071610 | 406 | MONROE SYS FOR BUSINESS | 51429 | \$ 100.70 | \$ - | \$ 100.70 |
| 071611 | 711 | BARBARA J. MILLER | | \$ - | \$ 153.00 | \$ 153.00 |

| | | | | | | |
|--------|---------|--------------------------|-------|-------------|--------------|--------------|
| 071612 | PAYROLL | HELEN M. MORRIS, TRUSTEE | | \$ - | \$ 150.00 | \$ 150.00 |
| 071613 | PAYROLL | NATIONWIDE RETIREMENT | | \$ - | \$ 749.00 | \$ 749.00 |
| 071614 | 424 | NEOPOST USA INC. | | \$ - | \$ 79.98 | \$ 79.98 |
| 071615 | ALLOC | JEFF CO PARKS & | | \$ - | \$ 16,191.13 | \$ 16,191.13 |
| 071616 | 402 | PIFER OFFICE SUPPLY, INC | 51822 | \$ 473.85 | \$ - | \$ 473.85 |
| 071616 | 403 | PIFER OFFICE SUPPLY, INC | 51464 | \$ 66.62 | \$ - | \$ 66.62 |
| 071617 | 405 | PROGRESSIVE PRINTING | 51830 | \$ 120.00 | \$ - | \$ 120.00 |
| 071618 | 424 | POTOMAC EDISON/OH | | \$ - | \$ 2,172.29 | \$ 2,172.29 |
| 071618 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 19,239.66 | \$ 19,239.66 |
| 071618 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 3,722.19 | \$ 3,722.19 |
| 071619 | 403 | SOFTWARE SYSTEMS, INC | 51460 | \$ 338.94 | \$ - | \$ 338.94 |
| 071619 | 403 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 91.50 | \$ 91.50 |
| 071619 | 403 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 619.00 | \$ 619.00 |
| 071620 | 405 | SPECIALTY BUS SUPPLIES | 51639 | \$ 1,683.78 | \$ - | \$ 1,683.78 |
| 071621 | 405 | STAPLES CREDIT PLAN | 51640 | \$ 73.95 | \$ - | \$ 73.95 |
| 071622 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 116.32 | \$ 116.32 |
| 071622 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 10,551.02 | \$ 10,551.02 |
| 071622 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 45,114.62 | \$ 45,114.62 |
| 071622 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 27.20 | \$ 27.20 |
| 071622 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 135.27 | \$ 135.27 |
| 071622 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 43,674.56 | \$ 43,674.56 |
| 071623 | 401 | STAPLES CREDIT PLAN | | \$ - | \$ 42.49 | \$ 42.49 |
| 071623 | 425 | STAPLES CREDIT PLAN | | \$ - | \$ 21.99 | \$ 21.99 |
| 071624 | 711 | SOFTWARE COMPUTER GROUP | 50010 | \$ 150.00 | \$ - | \$ 150.00 |
| 071625 | 425 | SHENANDOAH VALLEY WATER | | \$ - | \$ 709.40 | \$ 709.40 |
| 071626 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 8,551.23 | \$ 8,551.23 |
| 071627 | 712 | TELTRONIC | 52232 | \$ 460.00 | \$ - | \$ 460.00 |
| 071628 | 424 | TRENARY SERVICE CO | 52271 | \$ 6,763.49 | \$ - | \$ 6,763.49 |
| 071628 | 424 | TRENARY SERVICE CO | 52271 | \$ 3,600.00 | \$ - | \$ 3,600.00 |
| 071629 | 401 | UNITED BANKCARD CENTER | | \$ - | \$ 199.00 | \$ 199.00 |
| 071629 | 401 | UNITED BANKCARD CENTER | | \$ - | \$ 199.00 | \$ 199.00 |
| 071629 | 402 | UNITED BANKCARD CENTER | | \$ - | \$ 67.25 | \$ 67.25 |
| 071629 | 402 | UNITED BANKCARD CENTER | | \$ - | \$ 34.95 | \$ 34.95 |
| 071629 | 403 | UNITED BANKCARD CENTER | | \$ - | \$ 531.67 | \$ 531.67 |
| 071629 | 405 | UNITED BANKCARD CENTER | | \$ - | \$ 449.00 | \$ 449.00 |
| 071629 | 405 | UNITED BANKCARD CENTER | | \$ - | \$ 489.00 | \$ 489.00 |
| 071629 | 412 | UNITED BANKCARD CENTER | | \$ - | \$ 46.50 | \$ 46.50 |
| 071629 | 415 | UNITED BANKCARD CENTER | | \$ - | \$ 227.77 | \$ 227.77 |
| 071629 | 424 | UNITED BANKCARD CENTER | | \$ - | \$ 69.98 | \$ 69.98 |
| 071629 | 424 | UNITED BANKCARD CENTER | | \$ - | \$ 110.08 | \$ 110.08 |

| | | | | | | |
|--------------|---------|--------------------------|-------|---------------------|----------------------|----------------------|
| 071629 | 424 | UNITED BANKCARD CENTER | | \$ - | \$ 39,392.53 | \$ 39,392.53 |
| 071629 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 26.99 | \$ 26.99 |
| 071629 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 90.97 | \$ 90.97 |
| 071629 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 44.74 | \$ 44.74 |
| 071629 | 428 | UNITED BANKCARD CENTER | | \$ - | \$ 281.02 | \$ 281.02 |
| 071629 | 439 | UNITED BANKCARD CENTER | | \$ - | \$ 36.94 | \$ 36.94 |
| 071629 | 440 | UNITED BANKCARD CENTER | | \$ - | \$ 195.08 | \$ 195.08 |
| 071629 | 451 | UNITED BANKCARD CENTER | | \$ - | \$ 226.60 | \$ 226.60 |
| 071629 | 451 | UNITED BANKCARD CENTER | | \$ - | \$ 40.38 | \$ 40.38 |
| 071629 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 39.88 | \$ 39.88 |
| 071629 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 172.76 | \$ 172.76 |
| 071629 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 18.85 | \$ 18.85 |
| 071629 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 79.99 | \$ 79.99 |
| 071629 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 825.00 | \$ 825.00 |
| 071629 | 711 | UNITED BANKCARD CENTER | | \$ - | \$ 12.00 | \$ 12.00 |
| 071629 | 712 | UNITED BANKCARD CENTER | | \$ - | \$ 346.07 | \$ 346.07 |
| 071629 | 712 | UNITED BANKCARD CENTER | | \$ - | \$ 5,991.55 | \$ 5,991.55 |
| 071629 | 712 | UNITED BANKCARD CENTER | | \$ - | \$ 610.45 | \$ 610.45 |
| 071629 | 716 | UNITED BANKCARD CENTER | | \$ - | \$ 8.70 | \$ 8.70 |
| 071629 | 716 | UNITED BANKCARD CENTER | | \$ - | \$ 10.99 | \$ 10.99 |
| 071629 | 717 | UNITED BANKCARD CENTER | | \$ - | \$ 35.00 | \$ 35.00 |
| 071630 | PAYROLL | UNICARE EAP | | \$ - | \$ 322.20 | \$ 322.20 |
| 071631 | ALLOC | JEFFERSON CO CONVENTION | | \$ - | \$ 19,275.15 | \$ 19,275.15 |
| 071632 | 424 | VERIZON BUSINESS/TX | | \$ - | \$ 1,138.90 | \$ 1,138.90 |
| 071633 | 717 | NAPA AUTO PARTS | | \$ - | \$ 544.92 | \$ 544.92 |
| 071634 | 424 | WINCHESTER EQUIPMENT CO | 52272 | \$ 1,178.92 | \$ - | \$ 1,178.92 |
| 071635 | 425 | WM OF WEST VIRGINIA, INC | | \$ - | \$ 672.01 | \$ 672.01 |
| 071636 | 440 | WV CODE OFFICIALS ASSOC | 50246 | \$ 120.00 | \$ - | \$ 120.00 |
| 071636 | 440 | WV CODE OFFICIALS ASSOC | 50247 | \$ 150.00 | \$ - | \$ 150.00 |
| 071637 | PAYROLL | WVCORP | | \$ - | \$ 28,522.25 | \$ 28,522.25 |
| 071638 | PAYROLL | WVCORP | | \$ - | \$ 1,383.00 | \$ 1,383.00 |
| | | | | | | |
| | | | | | | |
| TOTAL | | | | | | \$ 291,681.08 |
| TOTAL | | | | \$ 16,804.12 | \$ 274,876.96 | \$ 291,681.08 |

Motion by Ms. Tabb to approve the Accounts Payable for February 13, 2014 in the amount of \$291,681.08. Motion seconded and unanimously approved.

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------------|-------|--------------------------|-------|--------------------|---------------------|---------------------|
| 071640 | 424 | AT&T/IL | | \$ - | \$ 0.33 | \$ 0.33 |
| 071641 | 700 | AUTOZONE | | \$ - | \$ 7.98 | \$ 7.98 |
| 071641 | 717 | AUTOZONE | | \$ - | \$ 837.56 | \$ 837.56 |
| 071642 | 712 | FRONTIER WV, INC | | \$ - | \$ 380.00 | \$ 380.00 |
| 071643 | 424 | CHARLES TOWN UTILITIES | | \$ - | \$ 60.96 | \$ 60.96 |
| 071643 | 425 | CHARLES TOWN UTILITIES | | \$ - | \$ 863.32 | \$ 863.32 |
| 071644 | 405 | FEDEX | | \$ - | \$ 35.48 | \$ 35.48 |
| 071645 | 717 | FISHER AUTO PARTS | | \$ - | \$ 618.97 | \$ 618.97 |
| 071646 | 425 | GRAINGER, INC | 52284 | \$ 27.92 | \$ - | \$ 27.92 |
| 071647 | 717 | GUTTMAN OIL CO | | \$ - | \$ 14,203.78 | \$ 14,203.78 |
| 071648 | 424 | GRIFFITH ENERGY SERVICE | | \$ - | \$ 2,705.00 | \$ 2,705.00 |
| 071648 | 425 | GRIFFITH ENERGY SERVICE | | \$ - | \$ 6,221.97 | \$ 6,221.97 |
| 071649 | 425 | JEFF CO PUBLIC SER DEPT | | \$ - | \$ 187.42 | \$ 187.42 |
| 071650 | 425 | JEFFERSON UTILITIES INC | | \$ - | \$ 559.76 | \$ 559.76 |
| 071651 | 717 | J & K PRECISION AUTO CAR | 52282 | \$ 54.95 | \$ - | \$ 54.95 |
| 071652 | 712 | LANGUAGE LINE SERVICES | | \$ - | \$ 87.10 | \$ 87.10 |
| 071653 | 401 | DALE MANUEL | | \$ - | \$ 312.32 | \$ 312.32 |
| 071654 | ALLOC | JEFF CO PARKS & | | \$ - | \$ 10,000.00 | \$ 10,000.00 |
| 071654 | ALLOC | JEFF CO PARKS & | | \$ - | \$ 8,000.00 | \$ 8,000.00 |
| 071654 | ALLOC | JEFF CO PARKS & | | \$ - | \$ 5,000.00 | \$ 5,000.00 |
| 071655 | 404 | SHERIFF OF JEFFERSON CO | 52125 | \$ 57.59 | \$ - | \$ 57.59 |
| 071656 | 425 | CAPITAL TRISTATE | | \$ - | \$ 2,058.42 | \$ 2,058.42 |
| 071657 | 424 | TRENARY SERVICE CO | 52283 | \$ 73.20 | \$ - | \$ 73.20 |
| 071658 | 405 | THOMSON REUTERS - WEST | 51638 | \$ 2,151.45 | \$ - | \$ 2,151.45 |
| 071659 | 402 | XEROX CORPORATION | 51632 | \$ 541.47 | \$ - | \$ 541.47 |
| | | | | | | |
| TOTAL | | | | | | \$ 55,046.95 |
| TOTAL | | | | \$ 2,906.58 | \$ 52,140.37 | \$ 55,046.95 |

Motion by Ms. Noland to approve the Accounts Payable for February 20, 2014 in the amount of 55,046.95. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Walt Pellish, Commission President – spoke on form letter e-mails currently circulating regarding JCESA and the proposed budget cuts. Mr. Pellish also urged the public to consider the source of their information, as there has been a lot of confusion regarding the numbers for the FY15 budget.

Gary Cogle, Sr., resident – spoke regarding his concerns over the county’s financial situation.

Jeff Plautz, county resident and Treasurer for the Independent Fire Company in Ranson – spoke regarding the effect the proposed JCESA budget cuts would have on the local fire companies.

Josh Smith, county resident, Chief of the Bakerton Fire Company and President of the Jefferson County Fire and Rescue Association – spoke regarding his concerns about the proposed JCESA budget cuts and the impact on the local fire companies.

PRESENTATIONS

1. Don Orser, resident - requested a discussion to address the Assessor's lack of access to a part of Tyler Technologies' Integrated Assessment System 4.0 CAMA Market Valuation module.
 - Steve Groh, Assistant Prosecuting Attorney, stated that due to separation of powers, the Commission cannot direct the Assessor to do her job in any capacity.
2. Bob Aitcheson, resident – requested the Commission adopt a Mass Gathering ordinance and also a Zoning Ordinance text amendment which would delete the existing Section 9.8 Seasonal Uses, as Mr. Aitcheson does not believe Section 9.8 is compatible with the Comprehensive Plan.
 - No action was taken on this item; however, Mr. Manuel stated he would work with the Planning Commission to add these items to their agenda over the coming months.
3. Clarence Hough, resident – requested approval of the transfer of Impact Fee from Parcel 9A 0003 to Parcel 11 0008.
 - **Motion by Mr. Manuel to approve the transfer of Impact Fee from Parcel 9A 0003 to Parcel 11 0008. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:30
The Commission reconvened at 10:45.
5. Interviews and Appointments to the Eastern Panhandle Transit Authority for two unexpired terms ending January 31, 2015.
 - **Motion by Mr. Manuel to appoint Brent Wolfingbarger and Jennie Brockman to the Eastern Panhandle Transit Authority each for one unexpired term ending January 31, 2015. Motion seconded and unanimously approved.**
6. Debbie Young, Victim Advocate for the Prosecuting Attorney's Office – requested approval of a VOCA Grant application.

- **Motion by Ms. Noland to approve the VOCA Grant application as presented. Motion seconded and unanimously approved.**

7. Jennifer Brockman, Director of Planning and Zoning – requested action on the landowner-initiated petition to amend the County Zoning Map for a 107 acre property owned by Ann, James, and Ernest Hunter, designated as Tax District: Middleway (07), Map 1, Parcel: 2, located on the north side of Route 115 (Old Route 9/Charles Town Road) approximately 700 feet southeast of the Berkeley/Jefferson County line.

- **Motion by Mr. Manuel to approve the rezoning request from Rural/Residential to Light Industrial for the Hunter family property. Motion seconded and unanimously approved.**

8. Tim Stanton, Finance Director

Budget Summary by Department

- Mr. Stanton stated after yesterday’s budget work session (02/19/2014), the FY15 budget had been reduced by slightly over \$1 million dollars and believes the Commission is on track for a balanced budget for FY15.

General Fund Report

- Mr. Stanton stated he included the General Fund report from last week so it would be a public document. He stated the Operating Fund had a balance of approximately \$2 million dollars and the Capital Outlay Fund had a balance of approximately \$5 million dollars.

State Budget Revisions

- **Motion by Mr. Manuel to approve Budget Revision #22 in the amount of \$40,000 by adjusting the Sheriff’s Office salaries to actual. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve Budget Revision #23 in the amount of \$55,009 by adjusting the Commission and Technology Department budgets to be more consistent with actual expenditures. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Budget Revision #24 in the amount of \$21,516 from the Assessor’s Valuation Fund to offset Budget Transfer #19. Motion seconded and unanimously approved.**

Internal Budget Revisions

- **Motion by Ms. Noland to approve Internal Budget Revision #5. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to approve Internal Budget Revision #6. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Internal Budget Revision #7. Motion seconded and unanimously approved.**

NEW BUSINESS

9. Signing of Letter to Governor Tomblin regarding Senate Bill 385.
 - Mr. Pellish requested Ms. Noland to read the letter for the benefit of the public, and the present Commissioners signed the letter to the Governor.
10. Tom Reilly, IT Consultant – Provided documents to the Commission with his recommendation on the Software Vendor used for the collection of the Ambulance Fee.
 - There was no discussion/action for this item, as it was solely informational. Ms. Keyser stated she would file the information for our records.
11. Legislative Updates
 - Senate Bill 385 – Commissioner Noland stated there was no movement on SB385 and the bill had to come out of Committee by Friday, February 21. Commissioner Manuel stated he believed it was important to stay vigilant with this bill because there is still the possibility of action.
 - Senate Bill 373 – Clean Water Bill – currently in House judiciary.
 - Gasoline Bill – Senator Snyder is attempting to get this bill out of Committee.
 - 1% Municipal Sales Tax – currently on the agenda and will be moving.
 - Future Fund – currently on the agenda and will also be moving.
 - Juror Information Bill, Pre-Trial Release Bill, Prescription for OTC Drugs – all of these bills are moving.

COUNTY ADMINISTRATOR REPORTS

- Shepherdstown Bike Path Grant – Ms. Keyser stated the grant for the Shepherdstown Bike Path had been approved, and the Commission is committed

to paying \$39,000. Ms. Keyser stated she would work with Tim Stanton, Finance Director, to discuss options for the funding of the payment.

- Lobbyist Contract – Ms. Keyser stated she received a copy of the contract for the hiring of a lobbyist to protect against Senate Bill 385 and requested President Pellish affix his signature to the contract documents.
- Broker of Record – Ms. Keyser asked the Commission if they would be interested in having staff develop an RFP for the County’s Broker of Record. The Commission agreed, and Ms. Keyser stated she would bring the RFP forward for approval once it had been completed.
- Technology Tour – Ms. Keyser asked the Commission if they would be interested in a Technology Tour for the downtown and Bardane campuses to see the IT improvements that have been made since September. The Commission agreed and decided to meet with Ms. Keyser, Mr. Reilly, and Mr. Polczynski on Thursday, February 27th at 10 am.
- Budget Session Schedule – Ms. Keyser reminded the Commission of the upcoming Budget Session meetings to be held on Friday, February 21st, Monday, February 24th, and Tuesday, February 25th if needed.
- **Motion by Mr. Manuel to enter into Executive Session to discuss possible litigation, citing §6-9A-4. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

COUNTY COMMISSIONERS’ REPORTS

Jane Tabb

- Attended a County IT meeting.
- Attended a Farmland Protection Board meeting.
- Attended a Fire & Rescue Association meeting.
- Catered a Valentine’s Day dinner.

Walt Pellish

- Attended a Development Authority Board meeting.
- Stated Shepherd University will be undertaking a project to reinvigorate their business school.

Patricia Noland

- Attended a BORE hearing.
- Attended the Budget Work Session.
- Attended the WVACO Conference of Counties in Charleston.

Dale Manuel

- Participated in a legislative conference call.
- Attended an Affordable Housing meeting.
- Attended the WVACO Conference of Counties in Charleston.

12. The Commission recessed for lunch at 12:15 pm.
The Commission reconvened at 1:30 pm.

13. Estate of Blanche V. Nelson – Re-Examine the Petition to Remove Executor Larry Slaughter

- Testimony was given by Larry Slaughter and petitioner Stephen Slaughter. No exhibits were entered into record and no witnesses were called to speak for either side.
- **Motion by Ms. Noland to remove Larry Slaughter as the Executor of the Estate of Blanche V. Nelson. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to appoint Stephen Slaughter as the new Executor of the Estate of Blanche V. Nelson. Motion seconded and unanimously approved.**

14. Estate of Gayle Botts Duncan – Verified Petition to Compel Amended Appraisement; Accounting; and to Remove the Executor, Daniel D. Duncan

- It was the consensus of Mr. Camilletti and Mr. Scales, counsel for the parties involved with the Duncan Estate, to request the Commission to refer the Estate to a fiduciary commissioner.
- **Motion by Mr. Manuel to accept the recommendation from the combined counsel and assign the Duncan Estate to a fiduciary commissioner. Motion seconded and unanimously approved.**

15. The Commission meeting was adjourned at 2:15 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

