

Minutes

Jefferson County Commission

Thursday, March 06, 2014

A meeting of the Jefferson County Commission was held on Thursday, March 06, 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 Jimmy Eddie, Bailiff. (An audio file of the Thursday, March 06, 2014 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. Manuel to approve the Board of Review and Equalization Minutes of February 18, 2014. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Regular Meeting Minutes of February 20, 2014 with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Board of Review and Equalization Minutes of February 25, 2014. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$17,018.56 to include Purchase Order Numbers 50249, 51685, 51687, 52287, 52221, 52288, and 50347. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071662	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,301.28	\$ 4,301.28
071663	412	COMCAST		\$ -	\$ 80.50	\$ 80.50
071663	425	COMCAST		\$ -	\$ 447.06	\$ 447.06
071664	712	AT&T/GA		\$ -	\$ 49.11	\$ 49.11
071665	413	APPLE VALLEY OFF.PRODUCT	51630	\$ 60.90	\$ -	\$ 60.90
071666	425	B-K OFFICE SUPPLY INC	52279	\$ 253.70	\$ -	\$ 253.70
071666	425	B-K OFFICE SUPPLY INC	52280	\$ 716.00	\$ -	\$ 716.00
071667	424	BOLAND SERVICES	51763	\$ 270.00	\$ -	\$ 270.00
071667	425	BOLAND SERVICES	51764	\$ 991.01	\$ -	\$ 991.01
071667	425	BOLAND SERVICES	52281	\$ 189.00	\$ -	\$ 189.00
071668	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
071669	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
071670	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
071671	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
071672	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
071673	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
071674	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
071675	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
071676	425	CONTROL SYSTEMS	52286	\$ 540.50	\$ -	\$ 540.50
071677	PAYROLL	COLONIAL LIFE		\$ -	\$ 487.46	\$ 487.46
071678	402	COTT SYSTEMS	51823	\$ 165.07	\$ -	\$ 165.07
071679	425	COVENANT BUILDING MAINT		\$ -	\$ 11,827.43	\$ 11,827.43
071680	425	DELL MARKETING LP	52270	\$ 673.79	\$ -	\$ 673.79
071681	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 22.00	\$ 22.00
071682	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
071683	433	ESRI	51377	\$ 7,100.00	\$ -	\$ 7,100.00
071684	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
071684	425	J.C.EHRLICH		\$ -	\$ 532.42	\$ 532.42
071685	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 19,564.79	\$ 19,564.79
071686	424	GLOBALSTAR USA	52275	\$ 1,807.71	\$ -	\$ 1,807.71
071687	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,960.00	\$ 2,960.00
071688	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 208.66	\$ 208.66
071689	425	JEFFERSON COUNTY SOLID	51761	\$ 30.02	\$ -	\$ 30.02
071690	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
071691	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
071691	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,328.00	\$ 5,328.00
071692	PAYROLL	COMPROLLER OF MARYLAND		\$ -	\$ 526.97	\$ 526.97
071693	405	MARRIOTT INTERNATIONAL	51841	\$ 210.27	\$ -	\$ 210.27
071694	440	MICHAEL MONAGHAN		\$ -	\$ 97.00	\$ 97.00

071695	717	MILLER'S CHRYSLER JEEP	52285	\$ 256.67	\$ -	\$ 256.67
071696	227	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
071697	227	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
071698	GRANT	JEFF CO PARKS &		\$ -	\$ 20,000.00	\$ 20,000.00
071699	402	PIFER OFFICE SUPPLY, INC	51824	\$ 17.98	\$ -	\$ 17.98
071700	405	TRACY P. RICE, RPR	51840	\$ 402.35	\$ -	\$ 402.35
071701	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
071702	403	RECORD MANAGEMENT SOLUTN	51438	\$ 30.00	\$ -	\$ 30.00
071703	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
071703	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
071703	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
071703	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
071703	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
071703	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
071703	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
071703	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
071703	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
071703	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
071704	717	RICE TIRES CO	52276	\$ 154.04	\$ -	\$ 154.04
071705	403	SOFTWARE SYSTEMS, INC	51439	\$ 789.76	\$ -	\$ 789.76
071705	424	SOFTWARE SYSTEMS, INC	51439	\$ 900.00	\$ -	\$ 900.00
071705	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,857.00	\$ 1,857.00
071705	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,067.50	\$ 1,067.50
071706	408	STATE TAX DEPARTMENT		\$ -	\$ 10,701.08	\$ 10,701.08
071707	704	ST/WV REGIONAL JAIL &	52326	\$ 99,395.00	\$ -	\$ 99,395.00
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.56	\$ 3.56
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.84	\$ 0.84
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,252.62	\$ 45,252.62
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 97.22	\$ 97.22
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 22.74	\$ 22.74
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,583.24	\$ 10,583.24
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,140.15	\$ 44,140.15
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 112.17	\$ 112.17
071708	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.36	\$ 2.36
071709	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.27	\$ 1.27
071709	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 32,058.48	\$ 32,058.48
071709	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 107.33	\$ 107.33
071710	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 12,110.05	\$ 12,110.05
071710	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 18,521.28	\$ 18,521.28
071711	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4.22	\$ 4.22

071711	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.31	\$ 1.31
071711	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 26,079.46	\$ 26,079.46
071711	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 84,033.61	\$ 84,033.61
071712	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
071713	424	WINCHESTER SECURITY,LLC	52277	\$ 300.00	\$ -	\$ 300.00
071713	425	WINCHESTER SECURITY,LLC	52277	\$ 3,210.00	\$ -	\$ 3,210.00
TOTAL						\$ 487,367.65
TOTAL				\$ 118,463.77	\$ 368,903.88	\$ 487,367.65

Motion by Ms. Tabb to approve the Accounts Payable for February 27, 2014 in the amount of \$487,367.65. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071715	425	B-K OFFICE SUPPLY INC	52289	\$ 126.85	\$ -	\$ 126.85
071716	975	CSSI-COMPLETE SYSTEM SPR	51797	\$ 6,425.00	\$ -	\$ 6,425.00
071717	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
071718	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 24.80	\$ 24.80
071719	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,894.07	\$ 5,894.07
071720	REFUND	FBI		\$ -	\$ 12,965.88	\$ 12,965.88
071721	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,740.54	\$ 1,740.54
071721	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,972.93	\$ 1,972.93
071722	402	JEFFERSON PUBLISH CO INC	51821	\$ 89.50	\$ -	\$ 89.50
071722	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 30.46	\$ 30.46
071723	712	JEFFERSON PUBLISH CO INC	51681	\$ 33.00	\$ -	\$ 33.00
071724	425	JEFFERSON COUNTY SOLID	52290	\$ 55.30	\$ -	\$ 55.30
071725	712	JEFFERSON MEMORIAL CENTE	51686	\$ 40.00	\$ -	\$ 40.00
071726	412	JUDITH A MATLICK		\$ -	\$ 144.64	\$ 144.64
071727	PAYROLL	HIGHMARK WV		\$ -	\$ 188,017.98	\$ 188,017.98
071728	712	NORFOLK SOUTHERN CORP		\$ -	\$ 12.00	\$ 12.00
071729	425	Comfort Design, Inc.	52291	\$ 190.00	\$ -	\$ 190.00
071730	402	PIFER OFFICE SUPPLY, INC	51826	\$ 41.68	\$ -	\$ 41.68
071730	406	PIFER OFFICE SUPPLY, INC	52300	\$ 132.72	\$ -	\$ 132.72
071731	402	RECORD MANAGEMENT SOLUTN	51631	\$ 35.00	\$ -	\$ 35.00
071732	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,668.00	\$ 6,668.00
071733	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 292.00	\$ 292.00
071733	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
071733	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 866.00	\$ 866.00
071733	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
071734	405	STAPLES CREDIT PLAN	51640	\$ 86.41	\$ -	\$ 86.41

071735	401	STAPLES CREDIT PLAN		\$ -	\$ 159.55	\$ 159.55
071735	712	STAPLES CREDIT PLAN		\$ -	\$ 92.99	\$ 92.99
071736	405	BRANDON C.H. SIMS		\$ -	\$ 380.62	\$ 380.62
071737	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 212.00	\$ 212.00
071738	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
071739	405	THOMSON REUTERS - WEST	51638	\$ 892.25	\$ -	\$ 892.25
071740	402	XEROX CORPORATION	51632	\$ 1,204.67	\$ -	\$ 1,204.67
071740	439	XEROX CORPORATION	50339	\$ 500.90	\$ -	\$ 500.90
TOTAL						\$ 231,228.94
TOTAL				\$ 9,853.28	\$ 221,375.66	\$ 231,228.94

Motion by Ms. Noland to approve the Accounts Payable for March 6, 2014 in the amount of \$231,228.94. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Josh Smith, resident and President of the Bakerton Fire Company – presented the Commission with a Fire Fee Proposal/Petition and requested their signatures.

Linda Rippeon, resident – spoke regarding her concerns about the expansion of the Tusawilla Hills Sewer Treatment Plant and the effect it has had on her home life.

Jennifer Miller, resident – spoke regarding her concerns about the expansion of the Tusawilla Hills Sewer Treatment Plant and the lack of transparency from the City of Charles Town’s Utility Board.

- o It was the consensus of the Commission to forward Ms. Rippeon and Ms. Miller’s comments to the Planning and Zoning Department and the City of Charles Town.

PRESENTATIONS

1. Angie Banks, Assessor – Exonerations

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Westridge Hills Owners Association	Harpers Ferry	Real Estate	14734 – 14741	327.16

- Motion by Mr. Manuel to approve the Exoneration for the Westridge Hills Owners Association as presented by the Assessor. Motion seconded and unanimously approved.
2. Pete Dougherty, Sheriff – requested approval of additional deputy reserves, bailiffs, and trip guards.

- **Motion by Mr. Manuel to approve the additional deputy reserve applicants as presented. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to approve Robin Mahoney to be included in the list of approved bailiffs. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve the additional trip guards to the approved trip guard list. Motion seconded and unanimously approved.**
3. Jennifer Myers, Director of the Jefferson County Parks and Recreation Commission – provided the Commission with an update on the Land and Water Conservation Fund Program and requested the approval of both the design of the Veteran’s Memorial Pavilion and the resolution to accept the LWCF grant in the amount of \$40,000.
 - **Motion by Mr. Manuel to approve the design of the Veteran’s Memorial Pavilion to be built at Sam Michael’s Park and also approve the Resolution to accept the Land and Water Conservation Fund grant in the amount of \$40,000. Motion seconded and unanimously approved.**
 4. The Commission recessed for break at 10:30
The Commission reconvened at 10:45.
 5. Barb Miller, Director of Jefferson County Homeland Security and Emergency Management – requested the approval of the State Homeland Security Grant in the amount of \$2,328.00.
 - **Motion by Ms. Noland to approve the State Homeland Security Grant proposal in the amount of \$2,328.00, as presented. Motion seconded and unanimously approved.**
 6. Lynn Fields, Deputy Probate Clerk – requested the Commission schedule a hearing date and time for a Petition for replacing Michael Bir as Executor of the Doreen Bir Estate.
 - Mr. Manuel directed staff to work with Ms. Fields to schedule a time convenient for all parties.
 7. Annette Gavin, Jefferson County CVB and John Reisenweber, Director of the Jefferson County Development Authority – discussed the offer from the West Virginia Department of Highways to sell the Route 340 property, leased to the CVB, to the Jefferson County Commission for \$1.00. Ms. Gavin and Mr. Reisenweber also requested the County Commission accept this offer and convey the property to the CVB with a kickback clause to the Commission.

- **Motion by Ms. Noland to accept the WVDOH offer to purchase the Route 340 property for \$1.00 and convey the property to the CVB. Motion seconded and unanimously approved.**
8. Stephen Groh, Assistant Prosecuting Attorney –lead a discussion with the Commission regarding the Jefferson County Emergency Services Agency Ordinance and Board Reorganization. Mr. Groh also discussed how to proceed legally with the implementation and collection of the Fire Fee.
- **Motion by Mr. Manuel to reconstitute the JCESA Board to include the following: one member appointed by Fire & Rescue, one Fire Department representative, one Emergency Services representative, four citizen representatives, and one County Commission representative. Motion seconded. Motion withdrawn. Second withdrawn.**
 - **Motion by Mr. Manuel to restructure the JCESA Board to include the following: one Fire Department representative, one Emergency Services representative, three citizen representatives, and one County Commission representative. Motion seconded and unanimously approved.**
 - **Motion by Ms. Widmyer to amend Mr. Manuel’s motion to include an additional citizen representative to the JCESA Board. Motion dies for lack of a second.**
- The Commission directed Mr. Groh to draft an ordinance regarding the reconstitution of the JCESA Board. The Commission also requested Mr. Groh provide them with a list of steps which need to be taken in order to proceed with the implementation and collection of the proposed ambulance and fire fees.
9. The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.

NEW BUSINESS

10. Legislative updates
- Classification/Compensation Bill – moved to floor of the House, where it was amended to include a 12% across the board pay increase.
 - 1% Sales Tax Bill – died in Committee.
 - Senate Bill 373 – moving, amended by the House Finance Committee.
 - Possible NRA Bill(s) which would curtail the County’s control of its properties with regards to individual gun rights.

- House Bill 359 – would eliminate hand canvassing, passed the Senate and currently on the House calendar.
 - Gaming Bill 4333 – needs to be watched carefully because the language in the bill is unclear.
11. Sandy Slusher McDonald, Deputy County Administrator – requested the approval of the Resolution and application for a Community Participation Grant Program for the EVAK K9 Search and Rescue in the amount of \$5,000.
- **Motion by Ms. Tabb to approve the Resolution and application for a Community Participation Grant Program for the EVAK K9 Search and Rescue in the amount of \$5,000, as presented. Motion seconded and unanimously approved.**
12. Approval of the Inter-Governmental Agreement Creating the Berkeley/Jefferson Day Report Center.
- **Motion by Mr. Manuel to approve the Inter-Governmental Agreement Creating the Berkeley/Jefferson Day Report Center. Motion seconded and unanimously approved.**
13. Debbie Royalty, League of Women Voters – requested the approval of the use of the Jefferson County Commission meeting room for a Candidate Forum.
- **Motion by Ms. Noland to approve the use of the Jefferson County Commission meeting room by the League of Women Voters for a Candidate Forum on the evening of April 9, 2014. Motion seconded and unanimously approved.**

FINANCE DIRECTOR REPORTS

- It was the consensus of the Commission to hold the Financial Director Reports until Friday, March 7, 2014 during the scheduled Budget Deliberation session.

COUNTY ADMINISTRATOR REPORTS

- Community Forum for FY15 Budget – Ms. Keyser reminded the Commission of the Community Forum for the FY15 Budget to be held on Thursday, March 13 at 7 pm. This meeting will allow the public to provide the Commission with their feedback and input regarding the FY15 Budget.

- Budget Deliberation Meeting – Ms. Keyser reminded the Commission of the Budget Deliberation Meeting to be held Friday, March 7 at 9:30 am. This meeting will be held so the Commission may finish making decisions concerning the FY15 Budget.

COUNTY COMMISSIONERS' REPORTS

Jane Tabb

- Attended a PSD meeting.
- Attended the JCESA/County Commission joint meeting.
- Attended various budget meetings.
- Attended the Technology Tour for the Downtown and Bardane campuses.

Walt Pellish

- Attended various budget meetings.
- Attended the Technology Tour for the Downtown and Bardane campuses.

Patricia Noland

- Attended a CVB meeting.
- Attended the JCESA/County Commission joint meeting.
- Attended various budget meetings.
- Attended the Technology Tour for the Downtown and Bardane campuses.

Dale Manuel

- Attended a Planning Commission meeting.
- Attended Pancake Day at the Citizen's Fire Company.
- Participated in a Legislative Conference Call.
- Attended the JCESA/County Commission joint meeting.
- Attended various budget meetings.
- Attended the Potter's Bowl.

Lyn Widmyer

- Attended the Commodity Classic in San Antonio, Texas.
- Attended the JCESA/County Commission joint meeting.
- Attended various budget meetings.

14. SPECIAL SESSION: Hearing on a Probate Matter – Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator for the Estates of Charles Francis Printz and Bethel H. Printz.

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State held at the Jefferson County Commission Meeting Room on the lower floor of the Old Charles Town Library at 200 E. Washington Street, on Thursday, March 06, 2014 beginning at 1:30 pm.

Hearing on Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator for the Estates of Charles Francis Printz and Bethel H. Printz.

PRESENT:

Walt Pellish, President
Jane Tabb, Vice President
Dale Manuel, Commissioner
Patsy Noland, Commissioner
Lyn Widmyer, Commissioner
Steve Groh, Assistant Prosecuting Attorney
David DeJarnett, Esq., counsel for Mr. Charles Printz, Jr.
John Hussell, Esq., counsel for Ms. Marybeth Printz
Frank Hill, Fiduciary Commissioner
Debbie Keyser, County Administrator
Lynn Fields, Deputy Probate Clerk
Jessica Carroll, Administrative Assistant

SPECIAL NOTE: Ms. Widmyer stated she would recuse herself from this hearing upon the advice of counsel, as she has prior knowledge of the matter.

- No witnesses were called and no exhibits were entered into record.
 - **After each side presented their case, motion by Ms. Noland to enter into Executive Session, citing §6-9A-4 – Attorney-Client Privilege. Motion seconded and unanimously approved.**
 - **Motion by Mr. Manuel to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to grant the Motion to Dismiss the Amended Petition to Remove Executor and Appoint Curator. Motion seconded and unanimously approved.**
 - Mr. Hussell noted his objection for the record.
15. The Commission meeting was adjourned at 2:47 pm. on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

