

Minutes

Jefferson County Commission

Thursday, March 20, 2014

A meeting of the Jefferson County Commission was held on Thursday, March 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 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 20, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Regular Meeting Minutes of March 6, 2014. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Tabb to approve Purchase Orders in the amount of \$88,032.43 to include Purchase Order Numbers 51931, 51932, 51933, 51936, 51938, 51940, 51941, 51943, 52296, 51465, 52428, 49841, 52292, 52017, 52018, 52293, 52294, 52295, 52351, 52356, 51961, 51962, 51963, 51964, and 51965. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071743	439	AMERICAN PLANNING ASSOC	50347	\$ 256.00	\$ -	\$ 256.00
071743	451	AMERICAN PLANNING ASSOC	50347	\$ 256.00	\$ -	\$ 256.00
071744	440	ASSOC ST.FLOODPLAIN MNGR	50250	\$ 240.00	\$ -	\$ 240.00
071745	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 753.11	\$ 753.11
071746	716	ALPHA TECH PET	51935	\$ 141.13	\$ -	\$ 141.13

071747	425	B-K OFFICE SUPPLY INC	52288	\$ 358.00	\$ -	\$ 358.00
071748	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
071749	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
071750	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
071751	716	BLUE RIDGE VETERINARY	51934	\$ 100.00	\$ -	\$ 100.00
071751	716	BLUE RIDGE VETERINARY	51937	\$ 94.94	\$ -	\$ 94.94
071752	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
071753	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
071754	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
071755	413	CASTO & HARRIS INC	52311	\$ 225.00	\$ -	\$ 225.00
071756	424	CHARLES TOWN UTILITIES		\$ -	\$ 166.42	\$ 166.42
071756	425	CHARLES TOWN UTILITIES		\$ -	\$ 888.49	\$ 888.49
071757	402	CLERK OF CO. COMMISSION	51827	\$ 55.98	\$ -	\$ 55.98
071758	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
071759	425	COVENANT BUILDING MAINT		\$ -	\$ 11,827.43	\$ 11,827.43
071760	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
071761	717	FISHER AUTO PARTS		\$ -	\$ 316.32	\$ 316.32
071762	425	GRAINGER, INC	52349	\$ 5.28	\$ -	\$ 5.28
071763	402	SALLY GRAN		\$ -	\$ 15.00	\$ 15.00
071764	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 3,162.10	\$ 3,162.10
071764	425	GRIFFITH ENERGY SERVICE		\$ -	\$ 4,876.24	\$ 4,876.24
071765	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,960.00	\$ 2,960.00
071766	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 753.11	\$ 753.11
071767	404	JEFFERSON PUBLISH CO INC	52126	\$ 141.75	\$ -	\$ 141.75
071768	ALLOC	JEFFERSON COUNTY SOLID		\$ -	\$ 14,058.05	\$ 14,058.05
071769	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,328.00	\$ 5,328.00
071769	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
071770	405	RALPH A LORENZETTI JR		\$ -	\$ 488.32	\$ 488.32
071771	712	PRIORITY DISPATCH	51687	\$ 429.00	\$ -	\$ 429.00
071772	717	MILLER'S CHRYSLER JEEP	52297	\$ 71.24	\$ -	\$ 71.24
071772	717	MILLER'S CHRYSLER JEEP	52350	\$ 71.24	\$ -	\$ 71.24
071773	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
071774	406	N.A.D.A. APPRAISAL GUIDE	52301	\$ 180.00	\$ -	\$ 180.00
071775	424	NEOPOST MIDATLANTIC	52287	\$ 75.68	\$ -	\$ 75.68
071776	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
071777	712	NAEMD/IAEMD	51685	\$ 250.00	\$ -	\$ 250.00
071778	ALLOC	JEFF CO PARKS &		\$ -	\$ 7,907.68	\$ 7,907.68
071779	406	PIFER OFFICE SUPPLY, INC	52299	\$ 114.10	\$ -	\$ 114.10
071780	401	POTOMAC EDISON/OH		\$ -	\$ 264.65	\$ 264.65
071780	424	POTOMAC EDISON/OH		\$ -	\$ 2,073.54	\$ 2,073.54

071780	425	POTOMAC EDISON/OH		\$ -	\$ 3,080.80	\$ 3,080.80
071780	425	POTOMAC EDISON/OH		\$ -	\$ 19,256.88	\$ 19,256.88
071781	405	TRACY P. RICE, RPR	51842	\$ 188.65	\$ -	\$ 188.65
071782	403	RECORD MANAGEMENT SOLUTN	51438	\$ 30.00	\$ -	\$ 30.00
071783	404	SHERIFF OF JEFFERSON CO	52127	\$ 69.25	\$ -	\$ 69.25
071784	403	SOFTWARE SYSTEMS, INC	51439	\$ 394.88	\$ -	\$ 394.88
071784	424	SOFTWARE SYSTEMS, INC	51439	\$ 450.00	\$ -	\$ 450.00
071785	405	SPECIALTY BUS SUPPLIES	51639	\$ 1,119.25	\$ -	\$ 1,119.25
071786	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 25.98	\$ 25.98
071786	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 111.10	\$ 111.10
071786	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,169.72	\$ 45,169.72
071786	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,563.88	\$ 10,563.88
071786	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,995.48	\$ 43,995.48
071786	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 128.97	\$ 128.97
071787	711	SOFTWARE COMPUTER GROUP	50010	\$ 150.00	\$ -	\$ 150.00
071788	440	SHERIFF OF JEFFERSON CO	50251	\$ 83.44	\$ -	\$ 83.44
071789	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 12,209.05	\$ 12,209.05
071790	717	THOMASSEN AUTO GROUP	52348	\$ 13.13	\$ -	\$ 13.13
071791	425	CAPITAL TRISTATE		\$ -	\$ 77.82	\$ 77.82
071792	401	TISCHLERBISE, INC.	50249	\$ 7,800.00	\$ -	\$ 7,800.00
071793	425	THOMPSON GAS		\$ -	\$ 393.72	\$ 393.72
071794	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 9,413.91	\$ 9,413.91
071795	424	VERIZON BUSINESS/TX		\$ -	\$ 1,138.90	\$ 1,138.90
071796	717	NAPA AUTO PARTS		\$ -	\$ 164.12	\$ 164.12
071797	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.01	\$ 672.01
071798	412	WPS,INC	50012	\$ 550.80	\$ -	\$ 550.80
071799	413	REVA MICKEY		\$ -	\$ 50.00	\$ 50.00
071800	413	GARY DUNGAN		\$ -	\$ 50.00	\$ 50.00
						\$ 218,779.92
				\$ 13,914.74	\$ 204,865.18	\$ 218,779.92

Motion by Mr. Manuel to approve the Accounts Payable for March 13, 2014 in the amount of \$218,779.92. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071802	428	ACCURATE SYSTEMS INC		\$ -	\$ 6,000.00	\$ 6,000.00
071803	412	COMCAST		\$ -	\$ 80.50	\$ 80.50
071803	425	COMCAST		\$ -	\$ 447.06	\$ 447.06
071804	424	AT&T/IL		\$ -	\$ 0.32	\$ 0.32

071805	700	AUTOZONE		\$ -	\$ 13.49	\$ 13.49
071805	717	AUTOZONE		\$ -	\$ 426.16	\$ 426.16
071806	700	MATTHEW ARMEL		\$ -	\$ 1,334.00	\$ 1,334.00
071807	425	B-K OFFICE SUPPLY INC	52352	\$ 73.91	\$ -	\$ 73.91
071808	424	BOLAND SERVICES	51763	\$ 270.00	\$ -	\$ 270.00
071808	425	BOLAND SERVICES	51764	\$ 991.01	\$ -	\$ 991.01
071809	716	BOUNDTREE MEDICAL	51552	\$ 151.96	\$ -	\$ 151.96
071810	402	COTT SYSTEMS	52313	\$ 120.00	\$ -	\$ 120.00
071811	433	DELL MARKETING LP	51378	\$ 2,797.96	\$ -	\$ 2,797.96
071812	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 44.00	\$ 44.00
071813	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
071813	425	J.C.EHRLICH		\$ -	\$ 534.89	\$ 534.89
071814	425	FIDELITY ENGINEERING	52167	\$ 841.00	\$ -	\$ 841.00
071815	717	FLEETPRIDE	52355	\$ 53.00	\$ -	\$ 53.00
071816	717	GUY'S BUICK-GMC TRUCK IN	52354	\$ 200.00	\$ -	\$ 200.00
071817	717	GUTTMAN OIL CO		\$ -	\$ 16,358.29	\$ 16,358.29
071818	716	HILLSIDE VETERINARY HOSP	51942	\$ 179.92	\$ -	\$ 179.92
071819	425	OX PAPERBOARD CO		\$ -	\$ 35.00	\$ 35.00
071820	700	CHARLES HESS		\$ -	\$ 60.00	\$ 60.00
071821	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
071821	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
071821	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071821	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
071821	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071821	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071821	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071821	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071821	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
071821	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
071822	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 184.96	\$ 184.96
071823	700	JEFFERSON PUBLISH CO INC	51960	\$ 141.28	\$ -	\$ 141.28
071824	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
071825	717	J & K PRECISION AUTO CAR	52353	\$ 72.15	\$ -	\$ 72.15
071826	712	LANGUAGE LINE SERVICES		\$ -	\$ 539.23	\$ 539.23
071827	405	LYNDSEY W. MATSCHAT		\$ -	\$ 204.00	\$ 204.00
071828	402	PIFER OFFICE SUPPLY, INC	52312	\$ 186.50	\$ -	\$ 186.50
071829	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
071829	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
071829	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
071829	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90

071829	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
071829	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
071829	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
071829	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
071829	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
071829	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
071830	700	ROBERT RJASKO		\$ -	\$ 60.00	\$ 60.00
071831	403	SOFTWARE SYSTEMS, INC	51466	\$ 239.00	\$ -	\$ 239.00
071831	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 292.00	\$ 292.00
071831	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
071831	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 957.50	\$ 957.50
071831	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
071832	425	SHERWIN-WILLIAMS		\$ -	\$ 303.32	\$ 303.32
071833	425	SHENANDOAH VALLEY WATER		\$ -	\$ 511.10	\$ 511.10
071834	425	THOMPSON GAS		\$ -	\$ 228.37	\$ 228.37
071836	428	UNITED BANKCARD CENTER	52221	\$ 472.36	\$ -	\$ 472.36
071836	GRANT	UNITED BANKCARD CENTER	52011	\$ 149.99	\$ -	\$ 149.99
071836	GRANT	UNITED BANKCARD CENTER	52011	\$ 649.99	\$ -	\$ 649.99
071836	GRANT	UNITED BANKCARD CENTER	52012	\$ 103.51	\$ -	\$ 103.51
071836	GRANT	UNITED BANKCARD CENTER	52012	\$ 556.49	\$ -	\$ 556.49
071836	GRANT	UNITED BANKCARD CENTER	52013	\$ 41.77	\$ -	\$ 41.77
071836	GRANT	UNITED BANKCARD CENTER	52013	\$ 1,184.68	\$ -	\$ 1,184.68
071836	GRANT	UNITED BANKCARD CENTER	52014	\$ 279.93	\$ -	\$ 279.93
071836	711	UNITED BANKCARD CENTER	50003	\$ 5,261.32	\$ -	\$ 5,261.32
071836	401	UNITED BANKCARD CENTER		\$ -	\$ 49.00	\$ 49.00
071836	401	UNITED BANKCARD CENTER		\$ -	\$ 199.00	\$ 199.00
071836	401	UNITED BANKCARD CENTER		\$ -	\$ 396.54	\$ 396.54
071836	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
071836	403	UNITED BANKCARD CENTER		\$ -	\$ 581.92	\$ 581.92
071836	403	UNITED BANKCARD CENTER		\$ -	\$ 222.71	\$ 222.71
071836	405	UNITED BANKCARD CENTER		\$ -	\$ 80.00	\$ 80.00
071836	405	UNITED BANKCARD CENTER		\$ -	\$ 1,020.00	\$ 1,020.00
071836	405	UNITED BANKCARD CENTER		\$ -	\$ 594.41	\$ 594.41
071836	412	UNITED BANKCARD CENTER		\$ -	\$ 38.61	\$ 38.61
071836	415	UNITED BANKCARD CENTER		\$ -	\$ 1.54	\$ 1.54
071836	424	UNITED BANKCARD CENTER		\$ -	\$ 49.00	\$ 49.00
071836	424	UNITED BANKCARD CENTER		\$ -	\$ 20,140.91	\$ 20,140.91
071836	424	UNITED BANKCARD CENTER		\$ -	\$ 9.30	\$ 9.30
071836	424	UNITED BANKCARD CENTER		\$ -	\$ 110.08	\$ 110.08
071836	425	UNITED BANKCARD CENTER		\$ -	\$ 52.79	\$ 52.79

071836	425	UNITED BANKCARD CENTER		\$ -	\$ 307.44	\$ 307.44
071836	425	UNITED BANKCARD CENTER		\$ -	\$ 110.99	\$ 110.99
071836	425	UNITED BANKCARD CENTER		\$ -	\$ 110.36	\$ 110.36
071836	425	UNITED BANKCARD CENTER		\$ -	\$ 264.83	\$ 264.83
071836	425	UNITED BANKCARD CENTER		\$ -	\$ 78.90	\$ 78.90
071836	433	UNITED BANKCARD CENTER		\$ -	\$ 202.54	\$ 202.54
071836	439	UNITED BANKCARD CENTER		\$ -	\$ 25.00	\$ 25.00
071836	439	UNITED BANKCARD CENTER		\$ -	\$ 25.31	\$ 25.31
071836	440	UNITED BANKCARD CENTER		\$ -	\$ 92.00	\$ 92.00
071836	440	UNITED BANKCARD CENTER		\$ -	\$ 663.52	\$ 663.52
071836	443	UNITED BANKCARD CENTER		\$ -	\$ 67.59	\$ 67.59
071836	700	UNITED BANKCARD CENTER		\$ -	\$ 1,696.48	\$ 1,696.48
071836	700	UNITED BANKCARD CENTER		\$ -	\$ 51.10	\$ 51.10
071836	700	UNITED BANKCARD CENTER		\$ -	\$ 834.91	\$ 834.91
071836	700	UNITED BANKCARD CENTER		\$ -	\$ 345.00	\$ 345.00
071836	700	UNITED BANKCARD CENTER		\$ -	\$ 87.34	\$ 87.34
071836	700	UNITED BANKCARD CENTER		\$ -	\$ 199.00	\$ 199.00
071836	700	UNITED BANKCARD CENTER		\$ -	\$ 600.00	\$ 600.00
071836	711	UNITED BANKCARD CENTER		\$ -	\$ 284.27	\$ 284.27
071836	711	UNITED BANKCARD CENTER		\$ -	\$ 48.69	\$ 48.69
071836	712	UNITED BANKCARD CENTER		\$ -	\$ 148.67	\$ 148.67
071836	712	UNITED BANKCARD CENTER		\$ -	\$ 2,275.64	\$ 2,275.64
071836	716	UNITED BANKCARD CENTER		\$ -	\$ 125.00	\$ 125.00
071836	716	UNITED BANKCARD CENTER		\$ -	\$ 125.00	\$ 125.00
071836	716	UNITED BANKCARD CENTER		\$ -	\$ 404.94	\$ 404.94
071836	716	UNITED BANKCARD CENTER		\$ -	\$ 40.99	\$ 40.99
071836	716	UNITED BANKCARD CENTER		\$ -	\$ 125.00	\$ 125.00
071836	717	UNITED BANKCARD CENTER		\$ -	\$ 50.00	\$ 50.00
071837	405	THOMSON REUTER - WEST	51638	\$ 2,281.45	\$ -	\$ 2,281.45
071838	413	REVA MICKEY		\$ -	\$ 50.00	\$ 50.00
071839	413	GARY DUNGAN		\$ -	\$ 50.00	\$ 50.00
TOTAL						\$ 82,282.28
TOTAL				\$ 17,299.18	\$ 64,983.10	\$ 82,282.28

Motion by Ms. Tabb to approve the Accounts Payable for March 20, 2014 in the amount of \$82,282.28. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Walt Pellish, Commissioner – provided the public with an update regarding his health status, stating he had a very positive report from his oncologist.

Paul Rosa, resident – spoke regarding the follow-up steps which need to be taken since the Commission voted to reconstitute the Jefferson County Emergency Services Board. Mr. Rosa also commented on the need for regular ethics and Robert’s Rules of Order training for the various boards, commissions, and committees.

David Tabb, resident – provided the Commission with an update on his opinions regarding the Commission and their responsibilities.

PRESENTATIONS

1. John Reisenweber, Director of the Jefferson County Economic Development Authority – requested the approval of the Resolution of Participation and Cooperation for the Local Economic Development Grant Program.
 - **Motion by Mr. Manuel to approve the Resolution of Participation and Cooperation for the Local Economic Development Grant Program. Motion seconded and unanimously approved.**
2. Nikki Painter, County Clerk’s Office – Elections Department – requested the approval of poll workers for the May 13, 2014 Primary Election.
 - **Motion by Ms. Widmyer to approve the poll workers for the May 13, 2014 Primary Election. Motion seconded and unanimously approved.**
3. Interviews and Appointment to the Jefferson County Historic Landmarks Commission for one (1) three-year term ending March 6, 2017.
 - **Motion by Ms. Widmyer to appoint Sara Lambert to the Historic Landmarks Commission for one (1) three year term ending March 6, 2017. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:20
The Commission reconvened at 10:35.
5. Tom Reilly, IT Consultant – provided the Commission with an update of the technological improvements that have occurred in the last month on the Downtown and Bardane campuses over the past month and discussed future projects.
6. Barb Miller, Jefferson County Homeland Security and Emergency Management Director and Lawrence “Jeff” Jefferies, WVU Healthcare-Jefferson Medical Center – requested the approval of the State Homeland Security Grant Proposal in the amount of \$53,000.

- **Motion by Ms. Tabb to approve the State Homeland Security Grant Proposal in the amount of \$53,000 as presented. Motion seconded and unanimously approved.**
7. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fee Specialist
- A. Presented the Commission with the Calendar Year 2013 Annual Report for the Office of Impact Fees and requested a discussion of the annual inflationary adjustments to the impact fees.
- **Motion by Mr. Manuel to approve the 2013 Annual Report for the Office of Impact Fees as presented. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to stay the annual inflationary adjustments to the impact fee. Motion seconded and unanimously approved.**
- B. Presented the Commission with the FY15 Capital Improvement Plan for the Office of Impact Fees.
- **Motion by Mr. Manuel to approve the FY15 Capital Improvement Plan for the Office of Impact Fees as presented. Motion seconded and unanimously approved.**
8. Jennifer Brockman, Director of Planning and Zoning – requested the approval to schedule a Public Hearing on the proposed text amendment to Section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses.
- **Motion by Mr. Manuel to approve the request to schedule a Public Hearing on the proposed text amendment to Section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses. Motion seconded and unanimously approved.**
9. Bill Polk, Director of Maintenance – requested approval of the FY14 Court Security Fund Grant Application.
- **Motion by Ms. Noland to approve the FY14 Court Security Grant Fund Application as presented. Motion seconded and unanimously approved.**
10. City of Charles Town/Economic Development Authority Board – requested the Commission appoint Ann Paonessa to the Development Authority Board to fill the

vacant seat from Mr. Joe Cosentini's resignation for one unexpired term ending April 5, 2015 or until a new City Manager for the City of Charles Town has been hired.

- **Motion by Mr. Manuel to appoint Ann Paonessa to the Development Authority Board for one unexpired term ending April 5, 2015 or until a new City Manager for the City of Charles Town has been hired. Motion seconded and unanimously approved.**

11. Talitha Davis, resident – requested the use of the Jefferson County Commission Meeting Room on Thursday, May 1, 2014.

- **Motion by Mr. Manuel to deny Ms. Davis' request to use the Jefferson County Commission Meeting Room as her request does not comply with the Jefferson County Commission Meeting Room Use Policy. Motion seconded and unanimously approved.**

12. Debbie Keyser, County Administrator – requested the approval of the Job Description for the Fee Collector position.

- **Motion by Mr. Manuel to approve the Job Description of Fee Collector as amended by expanding the job description to include back up support to the Commission Office staff. Motion seconded and unanimously approved.**

13. Legislative Updates

- Senate Bill 307 – Authorizes community corrections and pre-trial release programs.
- Municipal Firearms Bill – citizens with a concealed weapon permit may be allowed to carry concealed firearms on property where children are present (schools, parks, etc.)
- Removal of Hand Canvassing – will be electronically operated henceforth.
- Salary Increase for teachers and service personnel.
- Future Fund – severance taxes placed into a guarded fund for a predetermined amount of time, to be spent on education, infrastructure, etc.
- Confidentiality/Protection for Grand Juror Information.
- Pregnant Women Fairness Act.
- Salary Increase for State Police and Lab Technicians.
- Raise Minimum Wage over a period of two years.
- Salary Bill – 12% raise for all elected officials.

COUNTY ADMINISTRATOR REPORTS

- Impact Fee Meeting & Potomac Edison Headquarters Tour – Ms. Keyser reminded the Commission of an upcoming Impact Fee Recalculation meeting scheduled for Friday, April 11th at 10:30 am but stated the Impact Fee Meeting conflicted with an invitation to view the Potomac Edison Headquarters in Williamsport, Maryland. It was the consensus of the Commission to attend the Impact Fee Recalculation meeting.
- Rescheduling of ZTA 12-01 – Ms. Keyser asked the Commission if they would like to reschedule the review of Ms. Brockman’s Zoning Ordinance Text Amendment to establish addition commercial and industrial zoning district categories, as budget deliberations had delayed further action on this item. It was the consensus of the Commission to meet on Thursday, March 27 to readdress this item.
- Broker of Record RFP Update – Ms. Keyser stated the RFP for the Broker of Record had been advertised and is currently posted on the County Commission website. She stated the RFPs were due in April, at which time she would present them to the Commission.

14. The Commission recessed for lunch at 12:05 pm.
The Commission reconvened at 1:30 pm.

15. Peter Fricke, Middleway Conservancy and Lucas Elser, Northern WV Brownfield Assistance Center – provided the Commission with a briefing on the Brownfield, Abandoned and Dilapidated (BAD) Buildings Program Grant and the role the County Commission and County Agencies are expected to play in support of the grant.

16. Stephen Groh, Assistant Prosecuting Attorney – spoke with the Commission regarding the Jefferson County Emergency Services Agency Ambulance Fee Ordinance and the restructuring of the Jefferson County Emergency Services Board.

- **Motion by Ms. Tabb to enter into Executive Session citing §6-9A-4 (A). Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

○ Interviews and Appointments to the Jefferson County Service District

- **Motion by Ms. Widmyer to appoint Todd Milliron to the Jefferson County Public Service District for one unexpired term ending December 1, 2019. Motion dies for lack of a second.**

- It was the consensus of the Commission to table this decision until March 27, 2014. The Commission also requested Mr. Milliron have his name added to his Public Service District bill in order to confirm he's a qualified rate paying customer of the PSD.

17. Tim Stanton, Finance Director – requested the approval of the Fiscal Year 2015 Budget.

- Mr. Stanton began his presentation with Budget Revision #25 by making an adjustment to the Fund Balance for FY14 which will be disbursed into the Contingency line item.

- **Motion by Ms. Noland to approve Budget Revision #25 as presented by Mr. Stanton. Motion seconded and unanimously approved.**

- Mr. Stanton stated after he adjusted the budget for the eliminated HRA accounts, the County was left with a \$90,020 favorable budget variance. Mr. Stanton reminded the Commission of the potential risks they needed to take into consideration before allocating the surplus. These risks include the reduction of money budgeted for the regional jail bill, the reduction of money budgeted for phone costs, and the State's approval of a 12% salary increase for all elected officials. Mr. Stanton also reminded the Commission of the administrative position at the 911 Communications Center which was eliminated for FY15, the elimination of cell phone contracts under the Communications budget for FY15, and the 50% reduction of the Historic Landmarks Commission budget for FY15, which barely provides enough funding for the Historic Landmarks Commission to remain operational.

- **Motion by Mr. Manuel to reduce the Libraries budget by 10% as opposed to the originally agreed upon 15%. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to increase the Historic Landmarks Committee budget by \$5,000. Motion seconded and passes on a vote of 4-1 with Ms. Tabb opposing.**
- **Motion by Ms. Widmyer to fund package #1 in the amount of \$20,000 for the IT department for purposes of hiring an additional part-time employee. Motion dies for lack of a second.**
- **Motion by Mr. Manuel to restore \$20,000 to the Parks and Recreation budget to restore the Parks Manager position to full-time. Motion seconded but fails on a vote of 2-3 with Ms. Noland, Mr. Pellish, and Ms. Tabb opposing.**
- **Motion by Ms. Tabb to move remaining money from the original \$90,000 surplus into a financial stabilization fund. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**

- **Motion by Mr. Manuel to increase the 911 Fee to \$5.20 and use the increase in revenue to restore the Administrative Assistant position at the 911 Emergency Communications Center. Motion seconded and fails on a vote of 1-4 with Ms. Widmyer, Ms. Noland, Mr. Pellish and Ms. Tabb opposing.**
- **Motion by Ms. Widmyer to reduce the Maintenance cleaning contract by \$48,000 and use those funds to restore the Administrative Assistant position at the 911 Emergency Communications Center. Motion seconded and fails on a vote of 1-4 with Mr. Manuel, Ms. Noland, Mr. Pellish, and Ms. Tabb opposing.**
- **Motion by Ms. Tabb to formally adopt the Fiscal Year 2015 Budget as presented with amendments. Motion seconded and unanimously approved.**

COUNTY COMMISSIONERS' REPORTS

Jane Tabb

- Attended an Agricultural Forum.
- Attended a JCESA meeting.
- Attended an LEPC meeting.
- Attended various budget meetings.
- Attended the Community Forum on the budget.

Walt Pellish

- Attended a Development Authority meeting.
- Attended various budget meetings.
- Attended the Community Forum on the budget.

Patricia Noland

- Attended a CVB meeting
- Attended a Council on Aging meeting.
- Attended a Region 9 meeting.
- Attended various budget meetings.
- Attended the Community Forum on the budget.

Dale Manuel

- Attended the Middleway Fire Company's Meatloaf Dinner.
- Attended a Planning Commission meeting.
- Attended a Day Report Center meeting.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a Parks and Recreation meeting.

- Attended a tour of the Avanti building to address County space needs.
- Attended various budget meetings.
- Attended the Community Forum on the budget.

Lyn Widmyer

- Attended a Community Ministries meeting.
- Attended the Good Shepherd Caregiver's Card Party.
- Attended various budget meetings.
- Attended the Community Forum on the budget.

18. The Commission meeting was adjourned at 4:32 pm on a motion by Mr. Manuel.
Motion seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant