

Minutes
Jefferson County Commission
Thursday, April 12, 2012

A meeting of the Jefferson County Commission was held on Thursday, April 12, 2012 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Dale Manuel, Lyn Widmyer, Walt Pellish and Frances Morgan. Also present were Sandy Slusher McDonald, Interim County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddy, Bailiff. (An audio tape of the April 12, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the Special Session on March 13, 2012 as presented. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Mr. Manuel to approve the Minutes of the Special Session on March 21, 2012 as presented. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Mr. Manuel to approve the Minutes of the regular Commission meeting on March 22, 2012 as presented. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Morgan to approve the Minutes of the Special Session on March 22, 2012 as presented. Motion seconded by Ms. Widmyer and unanimously approved.

Motion by Ms. Morgan to approve the Minutes of the Special Session on March 27, 2012 as presented. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Ms. Widmyer to approve the Minutes of a second Special Session on March 27, 2012 as presented. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to approve the Minutes of the regular Commission meeting on March 29, 2012 as amended. Motion seconded by Mr. Pellish and approved.

APPROVAL OF PURCHASE ORDERS.

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$36,467.47, being purchase order numbers: 50880, 51048, 51050, 51052, 50472, 41548, 49115, 50985, 50996, 51049, 51126, 51128, 51140, 51144, 51019, 51145, 50952, 51134, 51135, 51139, 51146, 51179, 50703, 50744, 50786, 50787, 51133, 51136, 51138, 51141, 51143 and 53141. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to reconsider the Commission meeting Minutes of March 29, 2012. Motion seconded by Mr. Manuel and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Manuel to approve the April 5, 2012 accounts payable in the amount of \$571,668.08. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to approve the April 12, 2012 accounts payable in the amount of \$220,757.00. Motion seconded by Ms. Widmyer and unanimously approved.

Nichelle Hosby, Executive Assistant, introduced Hope Clemmons from Job Corps, a new intern in the County Commission Office.

PUBLIC COMMENT:

James Wiltshire asked the Commission for its assistance in repairing the old bridge near the nature park in Bolivar.

Eleanor Finn commented negatively on the Commission's discussion of the possible purchase of the Briel Building.

Fred Blackmer spoke about Morgan's Grove Market and the Town Run in Shepherdstown.

PRESENTATIONS:

1. **Jennifer Maghan, County Clerk**, discussed the Secretary of State's Order regarding the correction to the instructions for selecting candidates at large to the National Convention on the Republican Ballot and requested that the Commission acknowledge the Order.

Motion by Mr. Manuel to acknowledge the Secretary of State's Order as outlined by the County Clerk. Motion seconded by Ms. Widmyer and unanimously approved.

2. Pursuant to a request by Ken Lowe on behalf of the Charles Town Horse Breeders' Protective Association, **Mr. Manuel** made a motion that the Commission sign the Resolution and send it to those parties outlined in the Resolution. Motion seconded by Ms. Widmyer and unanimously approved.
3. **Debbie Keyser, Human Resources Manager and Sally Gran, Chief Deputy Finance Clerk**, presented options to the Commission regarding employee health insurance benefits and requested that the Commission make a decision on the benefits that the County will provide beginning July 1, 2012.

Motion by Mr. Manuel to adopt Guardian as the carrier for employee optical insurance. Motion seconded by Ms. Widmyer and unanimously approved.

Motion by Mr. Pellish to adopt Delta Dental as the carrier for employee dental insurance. Motion seconded by Ms. Widmyer and unanimously approved.

Motion by Ms. Widmyer to adopt Unicare for the employee assistance program (EAP). Motion seconded by Mr. Manuel and unanimously approved.

Motion by Mr. Pellish to make no changes to the employee life insurance, ADD and optional coverages until September, 2012. Motion seconded by Mr. Widmyer and unanimously approved.

Motion by Ms. Widmyer to review a new wellness program and submit comments to Ms. Keyser and Ms.

Gran by April 20, 2012. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Mr. Pellish to approve Option #3. Motion seconded by Ms. Morgan and approved 4 to 1, with Mr. Manuel voting against.

Mr. Manuel moved to amend the previous motion to assess the amount of the premium on a sliding scale. No second and the motion failed.

Motion by Mr. Manuel to raise the amount of all HRA's to \$1,500.00. Motion seconded by Ms. Morgan but failed 4 to 1 with only Mr. Manuel voting for the motion.

Motion by Ms. Widmyer to make the amount of the HRA \$1,500.00 for families and keep the \$1,000.00 for single coverage. Motion seconded by Mr. Manuel.

Motion to amend the previous motion to add removal of the \$3,000.00 cap. Motion failed.

Motion by Ms. Morgan to retain the \$1,000.00 HRA for single coverage and retain the \$3,000.00 cap. Mr. Manuel seconded the motion and it was unanimously approved.

Motion by Ms. Morgan that a meeting to explain the change in benefits for employees be mandatory during open enrollment. Ms. Widmyer seconded the motion and it was approved unanimously.

The Commission broke for a 10-minutes recess at 11:00 a.m.

The Commission reconvened at 11:05 a.m.

- 4. Paul Shroyer, Director of Financial Management,** presented several items for discussion and approval.

Motion by Mr. Manuel to approve Budget Revision #006. Ms. Morgan seconded the motion and it was unanimously approved.

Motion by Ms. Widmyer to approve Budget Revision #1006. Motion seconded by Mr. Pellish and unanimously approved.

The matter of funding Friends of Happy Retreat per the request will be taken up at the time other funding is considered by the Commission.

Audit reports by the State auditors for fiscal years ended June 30, 2010 and June 30, 2011 will be discussed when State personnel come to the County to do an exit interview.

Mr. Shroyer reported that approval of the Levy Estimate (Budget) has been received from Glen B. Gainer, III, West Virginia State Auditor.

Mr. Shroyer provided a fiscal analysis of funds needed to hire two new bailiffs for the Court Security Grant. Upon discussion by the Commission it was decided to take action at a later date.

- 5. Stephanie Grove, Assistant County Prosecutor,** advised the Commissioners about the legality of conferring with residents outside of Commission meetings (ex parte communication) and updated the Commission regarding the Transition Plan.
- 6. Victoria Slater-Madert, Children's Home Society** requested the Commission to support its West Virginia Division of Justice and Community Services, Justice Assistance Grant.

Motion by Mr. Manuel to support the West Virginia Division of Justice and Community Services, Justice Assistance Grant. Motion seconded by Ms. Widmyer and unanimously approved.

7. **Discussion of the purchase of the Briel Building and to set a date for Public Hearing** was withdrawn from the Agenda by Ms. Noland.

NEW BUSINESS:

8. Motion by Ms. Morgan to reappoint Harold Slaughter, Jr. to the Berkeley/Jefferson Criminal Justice Board. Motion seconded by Mr. Manuel and it was unanimously approved.

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY REPORTS:

Reports were submitted by the Engineering Department, Jefferson County Emergency Services Agency and Homeland Security and Emergency Management.

**The Commission took a 10-minute break at 12:12 p.m.
The Commission reconvened at 12:20 p.m.**

COUNTY ADMINISTRATOR REPORTS:

Interim County Administrator, Sandy Slusher McDonald:

- Ms. McDonald provided an update on the installation of Wi-Fi in the Commission Meeting Room.
- Reminder to Commissioners that two interviews for the position of County Administrator are scheduled for Tuesday, April 17, 2012 at 10:30 a.m. and 2:00 p.m.
- Additional reminder that the Council of Governments Roundtable is scheduled for Wednesday, April 25, 2012 at 5:00 p.m. in the Commission Meeting Room.

COUNTY COMMISSIONER REPORTS

Commissioner Morgan:

- Attended a lecture on the history of James Rumsey
- Attended a Board Meeting for the Berkeley/Jefferson Day Report Center
- Attended the Watershed Signage Event in Shepherdstown, WV
- Participated in interviews of candidates for County Commissioner
- Attended a Farmland Protection Board Meeting and participated in monitoring

Commissioner Pellish:

- Attended a Planning Committee Meeting
- Spent many hours with the Jefferson County Development Authority and visited a potential new business

Commissioner Widmyer:

- Attended a Jefferson County Public Service District Meeting
- Attended the Watershed Signage Event in Shepherdstown, WV
- Attended the Welcome event for the new Appalachian Trail Director in Harpers Ferry, WV
- Attended a Continuing Education program relating to Mt. Vernon at Shepherd University

Commissioner Manuel:

- Participated in interviews of candidates for County Commissioner
- Attended a Candidates Forum

Commissioner Noland:

- Visited a potential new business for Jefferson County

PRESENTATIONS continued:

1. **Bill Polk, Maintenance Director**, advised that he submitted his Quarterly Report.

He commented on the old bridge in Bolivar bought up by Dixie Wiltshire during Public Comments. Mr. Polk suggested letting Lee Corbin work with Jefferson County Parks and Recreation and the church near the bridge to ascertain if repairs can be made.

Mr. Polk provided an IT update and informed the Commission that he is still waiting for Frontier to get back to him on the telephones.

In addition, he provided a brief update on the Courthouse project, then turned things over to personnel from the Nicolock Company who provided a Power Point presentation which showcased different landscaping designs for the front of the Courthouse.

There being no further business, motion by Mr. Manuel to adjourn the meeting until the evening at 7:00 p.m. for the Community Informational Meeting regarding fire fees. Motion seconded by Mr. Pellish and the meeting was adjourned until the evening at 7:00 p.m.

PATRICIA A. NOLAND, PRESIDENT