

Minutes
Jefferson County Commission
Thursday, April 26, 2012

A meeting of the Jefferson County Commission was held on Thursday, April 26, 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 26, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

Commissioner Widmyer spoke to a third grade class at T. A. Lowrey last week and promised them that she would say hello for all the Commissioners and anyone who wants to chime in. I forgot to do that and in one of the thank you notes from Jayden said “P.S. How come you never say hello to us on Thursday?” I would like to correct that mistake and say hello the Mrs. Milirons third grade class at T. J. Lowrey. The Commissioners all said hello.

Commissioner Manuel said a special hello to his grandchild, Bella, who is in that class and just wanted to let her know that Grandpa’s at work enjoying his job.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Minutes of the April 17, 2012 Special Session as presented. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Morgan to approve the Minutes of the April 19, 2012 regular meeting as amended. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS,

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$65,268.31, being purchase order numbers 50687, 50898, 51147, 51148, 51149, 51150, 51151, 51152, 51155, 53294, 53297, 51053, 51054, 51192, 51018, 51020, 51021, 51022, 51023, 51190, 51194, 51195, 50704, 50745, 50896, 50899, 50900, 50901 and 50897. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable in the amount of \$528,306.33. Motion seconded by Ms. Widmyer and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
067047	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,549.73	\$ 4,549.73
067048	425	COMCAST		\$ -	\$ 137.27	\$ 137.27

067049	712	AT&T/GA		\$ -	\$ 375.26	\$ 375.26
067050	425	ABH SERVICES, INC.	51191	\$ 90.00	\$ -	\$ 90.00
067051	424	AUDITHEAD, LLC	51182	\$ 1,155.50	\$ -	\$ 1,155.50
067052	405	ADC LEGAL SYSTEMS, INC.	49612	\$ 1,074.00	\$ -	\$ 1,074.00
067053	PAYROLL	AMERICAN GENERAL FINANCE		\$ -	\$ 100.00	\$ 100.00
067054	424	B-K OFFICE SUPPLY INC	51184	\$ 928.00	\$ -	\$ 928.00
067055	425	BOLAND SERVICES	51187	\$ 380.00	\$ -	\$ 380.00
067056	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
067057	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
067058	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
067059	404	CASTO & HARRIS INC	50788	\$ 475.75	\$ -	\$ 475.75
067060	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
067061	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
067062	PAYROLL	COLONIAL LIFE		\$ -	\$ 1,161.08	\$ 1,161.08
067063	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
067064	405	CYNDI DANNER		\$ -	\$ 55.78	\$ 55.78
067065	PAYROLL	DOUG EVANS		\$ -	\$ 212.49	\$ 212.49
067066	425	FIRE SAFETY EQUIP	51186	\$ 225.00	\$ -	\$ 225.00
067067	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 7,660.21	\$ 7,660.21
067067	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,689.50	\$ 1,689.50
067068	424	GUTTMAN OIL CO		\$ -	\$ 19,283.65	\$ 19,283.65
067069	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,110.00	\$ 1,110.00
067070	439	JEFFERSON PUBLISH CO INC	50702	\$ 146.84	\$ -	\$ 146.84
067071	425	JEFFERSON COUNTY SOLID	53045	\$ 59.35	\$ -	\$ 59.35
067072	425	JEFFERSON RENTAL	51188	\$ 137.76	\$ -	\$ 137.76
067073	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
067074	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,295.48	\$ 4,295.48
067074	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
067075	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 755.34	\$ 755.34
067076	700	RONALD J. MOLTERE		\$ -	\$ 14.03	\$ 14.03
067077	PAYROLL	MD CHILD SUPPORT ACCOUNT		\$ -	\$ 18.46	\$ 18.46
067078	PAYROLL	HIGHMARK WV		\$ -	\$ 140,988.35	\$ 140,988.35
067079	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
067080	406	N.A.D.A. APPRAISAL GUIDE	53298	\$ 75.00	\$ -	\$ 75.00
067081	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
067082	712	NORTON EMBROIDERY INC	50997	\$ 656.00	\$ -	\$ 656.00
067083	425	POTOMAC EDISON		\$ -	\$ 8,448.25	\$ 8,448.25
067084	700	ROMULO QUEZADA		\$ -	\$ 10.85	\$ 10.85
067085	425	RCS SECURITY	51185	\$ 357.60	\$ -	\$ 357.60
067086	425	RCS SECURITY		\$ -	\$ 846.00	\$ 846.00
067087	405	STAPLES CREDIT PLAN	49613	\$ 31.46	\$ -	\$ 31.46

067088	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 103.40	\$ 103.40
067088	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 28,355.06	\$ 28,355.06
067088	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 1.29	\$ 1.29
067089	704	ST/WV REGIONAL JAIL &	51009	\$ 91,451.20	\$ -	\$ 91,451.20
067090	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,479.14	\$ 9,479.14
067090	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.02	\$ 3.02
067090	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.84	\$ 0.84
067090	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 33,993.69	\$ 33,993.69
067090	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
067090	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 85.26	\$ 85.26
067091	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.84	\$ 118.84
067091	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.48	\$ 2.48
067091	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 38,335.63	\$ 38,335.63
067092	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 8,617.64	\$ 8,617.64
067093	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 13,179.87	\$ 13,179.87
067094	712	TELTRONIC	49108	\$ 150.00	\$ -	\$ 150.00
067095	700	CLIFFORD E. TAYLOR		\$ -	\$ 9.93	\$ 9.93
067096	425	TRI STATE TIRES	51189	\$ 22.00	\$ -	\$ 22.00
067097	405	WEST PAYMENT CENTER	50419	\$ 1,234.71	\$ -	\$ 1,234.71
067098	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.31	\$ 1.31
067098	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 24,192.38	\$ 24,192.38
067099	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4.22	\$ 4.22
067099	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 77,953.23	\$ 77,953.23
067100	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 133.20	\$ 133.20
067101	413	REVA MICKEY		\$ -	\$ 50.00	\$ 50.00
067102	413	GARY DUNGAN		\$ -	\$ 50.00	\$ 50.00
TOTAL						\$ 528,306.33
TOTAL				\$ 98,650.17	\$ 429,656.16	\$ 528,306.33

PUBLIC COMMENT:

Eleanor Finn – commented on the proposed deadline for applicants and those wishing to be reappointed to Boards and Commissions to submit their Resumes and background information to the Commission before their interview.

David Tabb – commented on various items, including his relationship with members of the Supreme Court, his dog and the Rt. 340 corridor.

PRESENTATIONS:

1. **Jennifer Brockman, Director of the Planning and Zoning Department**, submitted the Third Quarter report of the Planning and Zoning Departments, Planning Commission and Board of Zoning Appeals Report and discussed the Department’s FY2012 Work Plan.

2. **Jennifer Maghan, County Clerk**, requested that the Commission approve a plan to convert the former mail room located in the County Courthouse into a break room/ kitchen area for the County Clerk's Office.

The request is being reviewed by the Courthouse Committee to see if the conversion is feasible. They will advise the Commission who will then make a decision. No decision will be made until the Commission receives the report from the Courthouse Committee.

3. **Mike Wiley of Beallair Homes, LLC** requested that the County Commission consider and approve the First Amendment to the Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions and Restrictions for Beallair Phase 2 Subdivision.

Motion by Ms. Widmyer to have Staff review the current policy on tolling and releasing of property and submit their suggestions to the Commission for consideration. Motion seconded by Mr. Pellish and carried 4 to 1 with Ms. Morgan voting against.

COUNTY ADMINISTRATOR REPORTS:

Interim County Commissioner Sandra Slusher McDonald:

- Reminder of the Maintenance Department's Open House at the new facility on May 2, 2012 from 11:00 a.m. to 3:00 p.m.
- Advised that the Election Calendar is in the Agenda Packets.

Commissioner Widmyer:

- Attended the APUS Solar Array Ribbon Cutting.
- Participated in the Council of Governments Roundtable.

Commissioner Manuel:

- Visited the Charles Town Farmers' Market.
- Attended an Eastern Panhandle Transportation Authority meeting.
- Attended the NAACP forum for State Legislators.
- Participated in the Council of Governments Roundtable.

Commissioner Morgan:

- Visited the Charles Town Farmers' Market.
- Attended the NAACP forum for State Legislators.
- Attended the APUS Solar Array Ribbon Cutting.
- Meeting with Berkeley/Jefferson Day Report Center Board.
- Participated in the Council of Governments Roundtable.
- Attended the 10th Anniversary Celebration of the Children First Child Development Center.
- Meeting with Congresswoman Capito.

Commissioner Pellish:

- Participated in the Council of Governments Roundtable.

- Attended the APUS Solar Array Ribbon Cutting.
- Meeting with Congresswoman Capito.

Commissioner Noland:

- Attended the 10th Anniversary Celebration of the Children First Child Development Center.
- Attended the APUS Solar Array Ribbon Cutting.
- Participated in the Council of Governments Roundtable.

4. Randy Hilton and Robin Thomas of Friends of Happy Retreat request for funding in the amount of \$5,000.00. Ms. Thomas provided a brief history of the annual Homes Tour and described ways in which it helps tourism and business in Jefferson County.

Motion by Ms. Morgan to allocate \$5,000.00 to Friends of Happy Retreat from the County's Coal Severance Fund. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Mr. Manuel to amend the original motion and delay action on the motion until the 2.5% monies are considered at the end of July, 2012. Motion seconded by Ms. Noland. Mr. Manuel withdrew his amendment and Ms. Noland withdrew her second.

Original motion amended by Mr. Manuel to fund the \$5,000.00 immediately, but allocate the funds out of the 2.5% monies. Mr. Pellish seconded the motion. Motion carried 4 to 1 with Ms. Morgan voting against.

5. Paul Shroyer, Director of Financial Management, presented several items for discussion/action:

- **IT Help Desk Policy and Transition Plan for the IT Department:** Mr. Shroyer provided details of the proposed IT Help Desk Policy and Transition Plan for the IT Department. He proposed that an intern should handle the It Help Desk.

Motion by Ms. Morgan to approve the IT Help Desk and the IT Staff Policy as recommended by Mr. Shroyer subject to review by the Legal Department and Human Resources Manager. Mr. Manuel seconded the motion and it was unanimously approved.

- **Capital Project Evaluation and Cost Sheet Packet (forms):**

Discussion regarding streamlining the forms, adding wording and sending the packet to Department Heads, Electeds, Stakeholders, Circuit Judges and Magistrates for review and comment.

- **Budget Revisions:**

- IBR #1009: Motion by Mr. Manuel to approve IBR #1009 as presented. Motion seconded by Ms. Widmyer and unanimously approved.

- IBR #1010: Motion by Mr. Widmyer to approve IBR #1010 as presented. Motion seconded by Mr. Manuel and unanimously approved.

- IBR #1011: Motion by Ms. Morgan to approve IBR #1011 as presented. Motion seconded by Mr. Manuel and unanimously approved.

- **Unclaimed Property:**

Request by Mr. Shroyer that the Commissioners sign a Resolution authorizing the Interim County Commissioner, Sandra Slusher McDonald, to retrieve the unclaimed property as the authorized representative for Jefferson County.

Motion by Ms. Noland that the Commissioners sign a Resolution authorizing the Interim County Commissioner, Sandra Slusher McDonald, to retrieve the unclaimed property as the authorized representative for Jefferson County. Motion seconded by Ms. Morgan and unanimously approved.

6. John Reisenweber, Director of the Jefferson County Development Authority, requested that the Commission approve the proposed settlement with the State of West Virginia 2009 Ag Development Grant.

Motion by Mr. Pellish to approve the proposed settlement with the State of West Virginia 2009 Ag Development Grant. Motion seconded by Mr. Manuel and unanimously approved.

John Reisenweber request to reconfigure and renovate the Jefferson County Development Authority Office. Mr. Shroyer was directed to forward forms to Mr. Reisenweber to fill out with regard to capital improvement projects. He should complete the forms and return them to the Commission for review so that the Commission can make a decision based on the information contained in the form.

7. Stacie Rohn, FOCUS, request that the Commission ratify and approve the West Virginia Justice Assistance Grant.

Motion by Ms. Morgan to ratify and approve the West Virginia Justice Assistance Grant. Motion seconded by Mr. Pellish and unanimously approved.

8. John Skoglin of CBRE, Inc. request that the Commissioners visit the Kodak facility in Middleway, West Virginia and consider a possible purchase. He described the potential benefits for the surrounding community.

Motion by Mr. Pellish to authorize John Reisenweber, Director of the Jefferson County Development Authority, to sign a non-disclosure statement, work with Mr. Skoglin to thoroughly investigate the property and environmental conditions. Motion seconded by Ms. Morgan and unanimously approved.

NEW BUSINESS:

9. Stephanie Grove, Assistant Prosecuting Attorney, request for an Executive Session to discuss personnel issues.

Motion by Ms. Morgan to enter into an Executive Session for the purpose of discussing personnel issues pursuant to WV Code §6-9A-4. Motion seconded by Mr. Pellish and unanimously approved.

Upon adjournment of the Executive Session the Commission reconvened its regular meeting.

Motion by Ms. Widmyer to appoint Debbie Keyser, Human Resources Manager, as Acting County Administrator, effective Monday, April 30, 2012. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Morgan to adjourn the Commission meeting. Motion seconded by Mr. Pellish and adjourned by Ms. Noland at 1:18 p.m.

Upon rising the Commission recessed until Thursday, May 3, 2012 at 9:30 a.m.

PATSY A. NOLAND, PRESIDENT

: