

Minutes

Jefferson County Commission

Thursday, May 10, 2012

A meeting of the Jefferson County Commission was held on Thursday, May 10, 2012 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, West Virginia. Present were Commissioners Patricia Noland, Dale Manuel, Frances Morgan, Lyn Widmyer and Walt Pellish; Debbie Keyser, Acting County Administrator, Debbie Stellato, Administrative Assistant, Jimmy Eddie, Bailiff. (An audio tape of this May 10, 2012 meeting is available through the Jefferson County Commission Office.)

The meeting was called to order at 9:30 a.m. by Commissioner Noland.

PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Minutes of the May 3, 2012 regular meeting as amended. Motion seconded by Ms Morgan and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Widmyer to approve Purchase Orders in the amount of \$119,763.59, being purchase order numbers: 50883, 50885, 49674, 49676, 49677, 51059, 51061, 51060, 51010, 49715, 49716, 51209, 49717, 51132, 49614, 49615, 49616, 50789, 50951 and 53142. Motion seconded by Mr. Manuel and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE:

Motion by Ms. Morgan to approve the accounts payable in the amount of \$168,483.74. Motion seconded by Mr. Manuel and unanimously approved.

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------------|-----------|--------------|
| 067157 | 425 | ALLEGHENY POWER | 51197 | \$ 673.78 | \$ - | \$ 673.78 |
| 067158 | 424 | AT&T/IL | | \$ - | \$ 0.68 | \$ 0.68 |
| 067159 | 712 | USA MOBILITY WIRELESS.IN | | \$ - | \$ 406.75 | \$ 406.75 |
| 067160 | 425 | ABH SERVICES, INC. | | \$ - | \$ 90.00 | \$ 90.00 |
| 067161 | PAYROLL | AMERICAN GENERAL FINANCE | | \$ - | \$ 100.00 | \$ 100.00 |
| 067162 | 425 | BATTERY MART | 51203 | \$ 177.45 | \$ - | \$ 177.45 |
| 067163 | 425 | B-K OFFICE SUPPLY INC | 51205 | \$ 678.00 | \$ - | \$ 678.00 |
| 067164 | PAYROLL | BUREAU F/CHILD SUPPORT | | \$ - | \$ 49.85 | \$ 49.85 |
| 067165 | PAYROLL | BUREAU F/CHILD SPprt ENF | | \$ - | \$ 212.31 | \$ 212.31 |
| 067166 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 461.54 | \$ 461.54 |
| 067167 | 401 | COMPLETE SYSTEM SUPPORT | 51008 | \$ 7,595.00 | \$ - | \$ 7,595.00 |

| | | | | | | |
|--------|---------|--------------------------|-------|-------------|-------------|-------------|
| 067168 | 424 | CT CARPET ONE FLOOR&HOME | 50838 | \$ 3,195.98 | \$ - | \$ 3,195.98 |
| 067168 | 424 | CT CARPET ONE FLOOR&HOME | 51207 | \$ 432.81 | \$ - | \$ 432.81 |
| 067169 | 424 | CREAMERS WRECKER SVC | 51208 | \$ 75.00 | \$ - | \$ 75.00 |
| 067169 | 700 | CREAMERS WRECKER SVC | 51208 | \$ 190.00 | \$ - | \$ 190.00 |
| 067170 | 440 | DAVID M. CARTER | | \$ - | \$ 97.00 | \$ 97.00 |
| 067171 | PAYROLL | CHILD SUPPORT ENFORCE AG | | \$ - | \$ 27.69 | \$ 27.69 |
| 067172 | 403 | COAST TO COAST COMPUTER | 50881 | \$ 420.00 | \$ - | \$ 420.00 |
| 067173 | PAYROLL | DIVERSIFIED COLLECTION | | \$ - | \$ 154.83 | \$ 154.83 |
| 067174 | 424 | J.C.EHRLICH | | \$ - | \$ 33.00 | \$ 33.00 |
| 067174 | 425 | J.C.EHRLICH | | \$ - | \$ 549.61 | \$ 549.61 |
| 067175 | PAYROLL | HIGHMARK INC | | \$ - | \$ 601.20 | \$ 601.20 |
| 067176 | PAYROLL | DOUG EVANS | | \$ - | \$ 212.49 | \$ 212.49 |
| 067177 | 424 | FRONTIER COMMUNICATIONS | | \$ - | \$ 401.16 | \$ 401.16 |
| 067178 | 425 | GRAINGER, INC | 51199 | \$ 441.60 | \$ - | \$ 441.60 |
| 067179 | 440 | ROGER GOODWIN | | \$ - | \$ 97.00 | \$ 97.00 |
| 067180 | 700 | STEVE HOLZ | | \$ - | \$ 280.50 | \$ 280.50 |
| 067181 | 425 | IDVILLE, INC | 50472 | \$ 216.43 | \$ - | \$ 216.43 |
| 067182 | 401 | IKON OFFICE SOLUTIONS | | \$ - | \$ 29.19 | \$ 29.19 |
| 067182 | 403 | IKON OFFICE SOLUTIONS | | \$ - | \$ 58.12 | \$ 58.12 |
| 067182 | 404 | IKON OFFICE SOLUTIONS | | \$ - | \$ 29.06 | \$ 29.06 |
| 067182 | 405 | IKON OFFICE SOLUTIONS | | \$ - | \$ 58.12 | \$ 58.12 |
| 067182 | 406 | IKON OFFICE SOLUTIONS | | \$ - | \$ 29.06 | \$ 29.06 |
| 067182 | 425 | IKON OFFICE SOLUTIONS | | \$ - | \$ 29.06 | \$ 29.06 |
| 067182 | 433 | IKON OFFICE SOLUTIONS | | \$ - | \$ 29.06 | \$ 29.06 |
| 067182 | 440 | IKON OFFICE SOLUTIONS | | \$ - | \$ 29.06 | \$ 29.06 |
| 067182 | 700 | IKON OFFICE SOLUTIONS | | \$ - | \$ 87.18 | \$ 87.18 |
| 067182 | 712 | IKON OFFICE SOLUTIONS | | \$ - | \$ 29.06 | \$ 29.06 |
| 067183 | PAYROLL | ING NATIONAL TRUST | | \$ - | \$ 1,110.00 | \$ 1,110.00 |
| 067184 | 412 | JEFFERSON PUBLISH CO INC | 53143 | \$ 27.00 | \$ - | \$ 27.00 |
| 067184 | 451 | JEFFERSON PUBLISH CO INC | 50701 | \$ 235.94 | \$ - | \$ 235.94 |
| 067185 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 4,295.48 | \$ 4,295.48 |
| 067185 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 40.00 | \$ 40.00 |
| 067186 | 412 | JUDITH A MATLICK | | \$ - | \$ 620.24 | \$ 620.24 |
| 067187 | 424 | VERIZON BUSINESS | | \$ - | \$ 1,137.54 | \$ 1,137.54 |
| 067188 | PAYROLL | MD CHILD SUPPORT ACCOUNT | | \$ - | \$ 18.46 | \$ 18.46 |
| 067189 | 412 | SHAY MCNEIL | | \$ - | \$ 261.41 | \$ 261.41 |
| 067190 | PAYROLL | HELEN M. MORRIS, TRUSTEE | | \$ - | \$ 150.00 | \$ 150.00 |
| 067191 | PAYROLL | NATIONWIDE RETIREMENT | | \$ - | \$ 774.00 | \$ 774.00 |
| 067192 | 402 | PIFER OFFICE SUPPLY, INC | 49675 | \$ 46.53 | \$ - | \$ 46.53 |
| 067192 | 403 | PIFER OFFICE SUPPLY, INC | 50882 | \$ 390.94 | \$ - | \$ 390.94 |
| 067193 | 425 | RCS SECURITY | 51198 | \$ 113.75 | \$ - | \$ 113.75 |

| | | | | | | |
|--------------|---------|---------------------------|-------|---------------------|----------------------|----------------------|
| 067194 | 402 | RECORD MANAGEMENT SOLUTN | 53198 | \$ 35.00 | \$ - | \$ 35.00 |
| 067194 | 403 | RECORD MANAGEMENT SOLUTN | 50871 | \$ 62.68 | \$ - | \$ 62.68 |
| 067195 | 425 | RAJALA TECHNOLOGIES | 51204 | \$ 1,567.50 | \$ - | \$ 1,567.50 |
| 067196 | 404 | SHERIFF OF JEFFERSON CO | 50790 | \$ 45.03 | \$ - | \$ 45.03 |
| 067197 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 85.26 | \$ 85.26 |
| 067197 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 23.78 | \$ 23.78 |
| 067197 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 9,650.62 | \$ 9,650.62 |
| 067197 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 34,609.23 | \$ 34,609.23 |
| 067198 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 118.84 | \$ 118.84 |
| 067198 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 38,527.35 | \$ 38,527.35 |
| 067199 | 711 | SOFTWARE COMPUTER GROUP | 48391 | \$ 150.00 | \$ - | \$ 150.00 |
| 067200 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 12,549.44 | \$ 12,549.44 |
| 067201 | 700 | THOMASSEN FORD MERCURY | 51200 | \$ 290.58 | \$ - | \$ 290.58 |
| 067202 | 077 | TEEN COURT | | \$ - | \$ 200.00 | \$ 200.00 |
| 067203 | 403 | UNITED SYSTEMS & SOFTWARE | | \$ - | \$ 187.00 | \$ 187.00 |
| 067204 | 425 | WM OF WEST VIRGINIA, INC | | \$ - | \$ 670.85 | \$ 670.85 |
| 067204 | 716 | WM OF WEST VIRGINIA, INC | | \$ - | \$ 95.66 | \$ 95.66 |
| 067205 | 401 | WV STATE AUDITOR** | | \$ - | \$ 16,085.00 | \$ 16,085.00 |
| 067206 | 415 | WV STATE AUDITOR** | | \$ - | \$ 10,145.00 | \$ 10,145.00 |
| 067207 | 401 | WV STATE AUDITOR** | | \$ - | \$ 15,735.00 | \$ 15,735.00 |
| 067208 | 424 | WV DIVISION OF LABOR | 51202 | \$ 50.00 | \$ - | \$ 50.00 |
| 067208 | 425 | WV DIVISION OF LABOR | 51202 | \$ 100.00 | \$ - | \$ 100.00 |
| | | | | | | |
| TOTAL | | | | | | \$ 168,483.74 |
| TOTAL | | | | \$ 17,211.00 | \$ 151,272.74 | \$ 168,483.74 |

PUBLIC COMMENT

Charlotte Hernandez, IT Specialist, introduced **Leticia (“Kelli”) Santiago** the new IT intern. Ms. Hernandez reported that Ms. Santiago had been here a total of four days and had already completed four projects.

Stephen Groh, Assistant Prosecuting Attorney, provided the Commission with an update on the 340 Defense matter. He reported that the engineers for the facility have voluntarily stopped the shooting of .50 caliber rounds and that the developer is taking steps to fortify and heighten the berm. Stephanie Grove, Assistant Prosecuting Attorney, has updated the Groves.

David Tabb reported that he had attended a meeting regarding possible new bicycle trails; the ratio study for the County; CIP projects; County office space needs and the proposed remodeling of the Jefferson County Development Authority facility.

Jennifer Maghan, County Clerk reported on the primary election held on Tuesday, May 8, 2012. She stated that the election went well overall despite some difficulties with equipment and ballots and low voter turnout.

PRESENTATIONS:

Angie Banks, County Assessor: Exoneration.

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Gene P. Capriotti in the amount of \$385.16. Motion by Ms. Morgan to approve the exoneration of \$385.16 for Gene P. Capriotti, Supplemental Bill No. 0450334. Motion seconded by Mr. Manuel and unanimously approved.

| Name | District | Type | Supplemental Bill | Amount |
|-------------------|---------------|-------------------|-------------------|----------|
| Gene P. Capriotti | Harpers Ferry | Personal Property | #0450334 | \$385.16 |

- 1. Robert Shirley, Jefferson County Sheriff,** request to transfer Romulo Quesada from trip guard to part-time bailiff to fill in when full-time Bailiffs are out.

Motion by Ms. Morgan to approve Sheriff Shirley’s request to transfer Romulo Quesada from a trip guard to part-time bailiff to fill in when full-time bailiffs are out. Motion seconded by Mr. Pellish and unanimously approved.

- 2. Paul Shroyer, Director of Financial Management:**

- **Request to approve Budget Revision #7, a revision requested by the Sheriff’s Department to move \$3,000 to Animal Control from the Sheriff’s Department Account No. 700.**

Motion by Mr. Manuel to approve Budget Revision #7 as presented by Mr. Shroyer. Motion seconded by Ms. Morgan and unanimously approved.

- **Request for approval of a bookkeeping journal voucher.**

Motion by Mr. Manuel to approve the bookkeeping journal voucher as presented by Mr. Shroyer. Motion seconded by Ms. Morgan and unanimously approved.

- **Request to approve Purchase Order Use/All Purchases Policy.**

Discussion. Mr. Shroyer will attempt to locate a Greenbar Sheet that Commissioners can sign rather than signing each individual purchase order. Mr. Shroyer also advised that the County should have a written policy stating that the Commission will not pay any invoices that have gone over budget.

The Commission took a 10-minute break at 10:34 a.m.

The Commission reconvened its regular meeting at 10:42 a.m.

- 3. Ralph Lorenzetti, Prosecuting Attorney,** introduced **Family Law Judge David P. Greenberg and Probation Officer Mary Newlin.** **Judge Greenberg** spoke about the newly-formed Juvenile Drug Court that will be located in the Judicial Center and requested that the Commission authorize Ms. Newlin to utilize an office in the Judicial Center. He explained that the Court will occupy one of the Magistrates court rooms one day a week in the late afternoon and a space that was the law library for the Prosecuting Attorney’s Office. Judge Greenberg advised that

the Grand Opening of the Juvenile Drug Court is tentatively scheduled for July 20, 2012.

Motion by Mr. Manuel to authorize Judge Greenberg to proceed as per his request. Motion seconded by Ms. Widmyer and unanimously approved.

- 4. Request by Peter Chakmakian, Attorney for Daniels Forest, LLP, that the Commission approve an Agreement with the County Commission allowing Daniels Forest, LLP to post a site stability bond and to record its final plat.**

Motion by Mr. Pellish to approve an Agreement with the County Commission which would allow Daniels Forest, LLP to post a site stability bond and to record its final plat. Motion seconded by Mr. Manuel and carried 3 to 2 with Ms. Widmyer and Ms. Morgan voting against the motion.

- 5. Request by Roger Goodwin, Chief County Engineer, that the County Commission enter into an Executive Session to discuss staffing issues.**

Motion by Ms. Morgan to enter into an Executive Session pursuant to WV Code §6-9A-4 regarding staffing issues. Motion seconded by Mr. Pellish and unanimously approved. The Commission entered into Executive Session at 11:20 a.m.

Motion by Ms. Morgan to terminate the Executive Session. Motion seconded by Mr. Manuel and unanimously approved. The Commission reconvened its regular meeting at 11:30 a.m.

Motion by Mr. Manuel to authorize Mr. Goodwin, working in conjunction with the Acting County Administrator, to hire temporary staff from a temporary agency on an "as needed" basis. Motion seconded by Mr. Pellish and unanimously approved.

UNFINISHED BUSINESS:

- 6. John Reisenweber, Director of the Jefferson County Development Authority, requested that the Commission allocate up to but not more than \$17,000 towards the reorganization and renovation of the Jefferson County Development Authority offices. He advised that the Development Authority would also be using money from its own funds for this remodeling.**

Motion by Mr. Pellish to approve Mr. Reisenweber's request insofar as the monies spent do not total more than \$17,000. Motion seconded by Mr. Manuel.

Mr. Manuel proposed a friendly amendment to the motion directing that the County utilize the Coal Severance Fund for the \$17,000 to assist the Jefferson County Development Authority with its proposed renovations.

NEW BUSINESS:

- 7. Approval of Community Participation Grant Resolution for the Good Shepherd Interfaith Volunteer Caregivers in the amount of \$2,000.**

Motion by Mr. Manuel to approve the Community Grant Resolution for the Good Shepherd Interfaith Volunteer Caregivers in the amount of \$2,000. Motion seconded by Ms. Widmyer and unanimously approved.

- 8. Approval of Community Participation Grant Resolution for the Harpers Ferry Historic Town Foundation in the amount of \$15,000.**

Motion by Ms. Morgan to approve the Community Grant Resolution for the Harpers Ferry Town Foundation in the

amount of \$15,000. Motion seconded by Mr. Manuel and unanimously approved.

9. Approval of Community Participation Grant Resolution for the Blue Ridge Watershed Coalition in the amount of \$10,000.

Motion by Ms. Morgan to approve the Community Grant Resolution for the Blue Ridge Watershed Coalition in the amount of \$10,000. Motion seconded by Mr. Manuel and unanimously approved.

10. Approval of Community Participation Grant Resolution for the Cheers School Tuition Assistance Program in the amount of \$2,000.

Motion by Ms. Morgan to approve the Community Grant Resolution for the Cheers School Tuition Assistance Program in the amount of \$2,000. Motion seconded by Ms. Noland and unanimously approved.

11. Approval of Community Participation Grant Resolution for the African American Community Association – Fisherman’s Hall in the amount of \$3,000.

Motion by Mr. Manuel to approve the Community Grant Resolution for the African American Community Association – Fisherman’s Hall in the amount of \$3,000. Motion seconded by Ms. Morgan and unanimously approved.

12. Approval of the 2012 County Tour Book Agreement.

Motion by Ms. Morgan to approve the 2012 County Tour Book Agreement, a video filming to promote Jefferson County, WV. Motion seconded by Mr. Manuel and unanimously approved.

13. The Commission selected Monday, May 14, 2012 beginning at 9:30 a.m. as the date and time for the 2012 Primary Election Canvass.

14. The Commission selected Thursday, May 31, 2012 beginning at 1:30 p.m. as the date and time for a work session to discuss County Commission priorities and projects. If the morning agenda is not full the work session will be placed after the last item on the morning agenda.

15. Debbie Keyser, Acting County Administrator, requested approval of the cost of background checks for Jefferson County employees.

Motion by Mr. Manuel to approve the cost of background checks for Jefferson County employees. Motion seconded by Ms. Morgan and unanimously approved.

16. Debbie Keyser, Acting County Administrator, requested approval of the Jefferson County Drug Free Workplace Policy.

Motion by Ms. Widmyer to approve the Jefferson County Drug Free Workplace Policy. Motion seconded by Ms. Morgan and unanimously approved.

COUNY ADMINISRATOR REPORTS:

Debbie Keyser, Acting County Administrator:

- Ms. Keyser did not update the Commission on the 340 Defense issue as planned. Stephen Groh, Assistant County Prosecutor, gave a detailed briefing earlier in the meeting.

- Advised that open enrollment for health and dental insurance was scheduled to begin next week.
- Advised that training sessions for Department Heads regarding Human Resources policies will be held on May 22 and 23, 2012.

It was suggested by the Commissioners that a roundtable discussion be scheduled with Senators and representatives from the WV Department of Highways regarding the Rt. 340 Corridor and that the public be allowed to ask questions during the last one half hour of the session. Ms. Noland will ask Senator Unger what would be his preference. The Commissioners will submit their suggestions for topics to Ms. Keyser by the first of next week and Ms. Keyser will then prepare an agenda for the meeting. The possibility of a tour of the roads for the Senators and WVDOH representatives was also suggested.

COUNTY COMMISSION REPORTS:

Commissioner Morgan:

- Attended a Jefferson County Board of Health meeting.
- Attended the meeting regarding proposed new walking and biking connections between Harpers Ferry and Charles Town, WV.
- Attended the Farmers Market in Charles Town, WV.
- Attended the Middleway Pig Roast.
- Attended the 200th Anniversary Birthday Celebration for Martin Delany at the Martin Delany Learning Center.
- Attended a Community Criminal Justice meeting.
- Attended a Telemon Community Action Board meeting.
- Advised the Commission and public of the golf tournament sponsored by Telemon Corporation on Monday, June 25, 2012 at The Woods Resort.
- Attended a meeting at the Holiday Inn regarding proposed changes to the MARC train schedules.

Commissioner Widmyer:

- Attended a meeting regarding proposed walking and biking connections between Harpers Ferry and Charles Town, WV.

Commissioner Manuel:

- Attended a Town Hall meeting scheduled with Senator Manchin in Shepherdstown, WV.
- Attended a Community Chorus presentation at Washington High School.
- Attended the 2012 Primary Election returns in Charles Town, WV.

Commissioner Noland:

- Participated in a video promotion to promote Jefferson County, WV.
- Attended the 2012 Primary Election returns in Charles Town, WV.

There being no further business, motion by Mr. Manuel to adjourn the meeting. Motion seconded by Ms. Widmyer and unanimously approved. Upon rising, the meeting was adjourned at 12:20 p.m. until Thursday next, May 17, 2012 at 9:30 a.m.

PATRICIA A. NOLAND, PRESIDENT

