

Minutes

Jefferson County Commission

Thursday, May 17, 2012

A meeting of the Jefferson County Commission was held on Thursday, May 17, 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, Lyn Widmyer and Walt Pellish (Commissioner Morgan was absent with notice.); Debbie Keyser, Interim County Administrator, Debbie Stellato, Administrative Assistant, Jimmy Eddie, Bailiff. (An audio tape of this May 17, 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 10, 2012 regular meeting as presented. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$12,816.44, being purchase order numbers: 53295, 53299, 49118, 49728, 51024, 51026, 51025, 49724, 49725, 49727, 49726, 50791 and 49723. 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 \$198,052.32 Motion seconded by Mr. Pellish and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
067211	700	AUTOZONE		\$ -	\$ 96.94	\$ 96.94
067212	700	USA MOBILITY WIRELESS,IN		\$ -	\$ 195.54	\$ 195.54
067213	425	ABH SERVICES, INC.	49717	\$ 306.00	\$ -	\$ 306.00
067214	425	ALLIANCE ELECTRIC LLC	49722	\$ 45.00	\$ -	\$ 45.00
067215	440	KIRBY F.AND LINDA R.ADAM		\$ -	\$ 84.56	\$ 84.56
067216	425	BATTERY MART	51206	\$ 77.70	\$ -	\$ 77.70
067217	405	MYOSHIA BRIGHT		\$ -	\$ 127.00	\$ 127.00
067218	424	B-K OFFICE SUPPLY INC	49716	\$ 1,022.50	\$ -	\$ 1,022.50
067219	424	BOLAND SERVICES	52829	\$ 270.00	\$ -	\$ 270.00
067219	425	BOLAND SERVICES	51116	\$ 991.01	\$ -	\$ 991.01

067220	413	CASTO & HARRIS INC	49674	\$ 520.43	\$ -	\$ 520.43
067220	413	CASTO & HARRIS INC	51060	\$ 3,398.59	\$ -	\$ 3,398.59
067221	405	LAURENCE R CROFFORD		\$ -	\$ 127.00	\$ 127.00
067222	424	CHARLES TOWN UTILITY BRD		\$ -	\$ 76.97	\$ 76.97
067222	425	CHARLES TOWN UTILITY BRD		\$ -	\$ 790.95	\$ 790.95
067223	440	DAVID M. CARTER		\$ -	\$ 39.55	\$ 39.55
067224	405	JAMES CASIMIRO III		\$ -	\$ 127.00	\$ 127.00
067225	405	LAUREN CROWTHER		\$ -	\$ 127.00	\$ 127.00
067226	403	KONICA MINOLTA	50885	\$ 605.23	\$ -	\$ 605.23
067227	424	DAYCON	49715	\$ 783.33	\$ -	\$ 783.33
067228	425	84 LUMBER	49713	\$ 21.63	\$ -	\$ 21.63
067229	712	RENDELL FORD		\$ -	\$ 109.25	\$ 109.25
067230	424	FRONTIER		\$ -	\$ 16,176.09	\$ 16,176.09
067230	712	FRONTIER		\$ -	\$ 6,889.06	\$ 6,889.06
067231	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 17,561.85	\$ 17,561.85
067232	424	GUY'S BUICK-GMC TRUCK IN	51209	\$ 321.78	\$ -	\$ 321.78
067233	440	ROGER GOODWIN		\$ -	\$ 23.32	\$ 23.32
067234	405	STEPHEN V GROH		\$ -	\$ 127.00	\$ 127.00
067235	405	STEPHANIE GROVE		\$ -	\$ 127.00	\$ 127.00
067236	405	CHARLES B HOWARD		\$ -	\$ 127.00	\$ 127.00
067237	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 211.00	\$ 211.00
067238	402	JEFFERSON PUBLISH CO INC	49677	\$ 348.16	\$ -	\$ 348.16
067239	425	JEFFERSON COUNTY SOLID	53045	\$ 16.59	\$ -	\$ 16.59
067240	425	JEFFERSON UTILITIES INC		\$ -	\$ 499.76	\$ 499.76
067241	405	PATSY KIDWELL		\$ -	\$ 127.00	\$ 127.00
067242	405	RALPH A LORENZETTI JR		\$ -	\$ 127.00	\$ 127.00
067243	712	LANGUAGE LINE SERVICES		\$ -	\$ 112.51	\$ 112.51
067244	425	LONG FENCE	51082	\$ 5,460.00	\$ -	\$ 5,460.00
067245	405	GAIL MCMILLION		\$ -	\$ 127.00	\$ 127.00
067246	405	JENNIFER E. MAY-SANNER		\$ -	\$ 127.00	\$ 127.00
067247	413	MAXLOCK LOCKSMITH SERVIC	51059	\$ 115.00	\$ -	\$ 115.00
067248	405	JONELLE MAY		\$ -	\$ 127.00	\$ 127.00
067249	424	MATCO TOOLS	49714	\$ 51.95	\$ -	\$ 51.95
067250	413	MONACO TECHNOLOGY	51061	\$ 1,510.00	\$ -	\$ 1,510.00
067251	402	PIFER OFFICE SUPPLY, INC	49678	\$ 25.95	\$ -	\$ 25.95
067251	402	PIFER OFFICE SUPPLY, INC	49679	\$ 62.98	\$ -	\$ 62.98
067251	403	PIFER OFFICE SUPPLY, INC	50883	\$ 174.81	\$ -	\$ 174.81
067251	404	PIFER OFFICE SUPPLY, INC	50789	\$ 446.26	\$ -	\$ 446.26
067252	425	POTOMAC EDISON		\$ -	\$ 2,441.01	\$ 2,441.01
067253	405	LECTOR DENISE RIDEOUTT		\$ -	\$ 127.00	\$ 127.00
067254	405	TRACY P. RICE, CCR	49614	\$ 234.00	\$ -	\$ 234.00

067255	405	HASSAN RASHEED		\$ -	\$ 127.00	\$ 127.00
067256	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 3,872.29	\$ 3,872.29
067256	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 57.50	\$ 57.50
067256	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 989.00	\$ 989.00
067256	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 744.00	\$ 744.00
067256	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 73.00	\$ 73.00
067257	405	SPECIALTY BUS SUPPLIES	49615	\$ 854.52	\$ -	\$ 854.52
067258	704	ST/WV REGIONAL JAIL &	51010	\$ 102,236.00	\$ -	\$ 102,236.00
067259	405	BRANDON C.H. SIMS		\$ -	\$ 127.00	\$ 127.00
067260	425	SHENANDOAH VALLEY WATER		\$ -	\$ 688.30	\$ 688.30
067261	425	CAPITAL TRISTATE	51132	\$ 2,259.74	\$ -	\$ 2,259.74
067262	425	THOMPSON GAS		\$ -	\$ 556.71	\$ 556.71
067263	405	TERESA TRITELLI		\$ -	\$ 127.00	\$ 127.00
067264	401	UNITED BANKCARD CENTER		\$ -	\$ 66.97	\$ 66.97
067264	402	UNITED BANKCARD CENTER		\$ -	\$ 90.99	\$ 90.99
067264	402	UNITED BANKCARD CENTER		\$ -	\$ 598.00	\$ 598.00
067264	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
067264	403	UNITED BANKCARD CENTER		\$ -	\$ 203.15	\$ 203.15
067264	424	UNITED BANKCARD CENTER		\$ -	\$ 1,077.44	\$ 1,077.44
067264	424	UNITED BANKCARD CENTER		\$ -	\$ 111.62	\$ 111.62
067264	424	UNITED BANKCARD CENTER		\$ -	\$ 20.00	\$ 20.00
067264	424	UNITED BANKCARD CENTER		\$ -	\$ 126.38	\$ 126.38
067264	425	UNITED BANKCARD CENTER		\$ -	\$ 35.04	\$ 35.04
067264	425	UNITED BANKCARD CENTER		\$ -	\$ 108.07	\$ 108.07
067264	425	UNITED BANKCARD CENTER		\$ -	\$ 62.93	\$ 62.93
067264	428	UNITED BANKCARD CENTER		\$ -	\$ 149.95	\$ 149.95
067264	439	UNITED BANKCARD CENTER		\$ -	\$ 2,271.94	\$ 2,271.94
067264	439	UNITED BANKCARD CENTER		\$ -	\$ 854.70	\$ 854.70
067264	440	UNITED BANKCARD CENTER		\$ -	\$ 675.00	\$ 675.00
067264	451	UNITED BANKCARD CENTER		\$ -	\$ 15.00	\$ 15.00
067264	700	UNITED BANKCARD CENTER		\$ -	\$ 938.24	\$ 938.24
067264	700	UNITED BANKCARD CENTER		\$ -	\$ 74.74	\$ 74.74
067264	700	UNITED BANKCARD CENTER		\$ -	\$ 477.24	\$ 477.24
067264	700	UNITED BANKCARD CENTER		\$ -	\$ 350.49	\$ 350.49
067264	711	UNITED BANKCARD CENTER		\$ -	\$ 77.00	\$ 77.00
067264	711	UNITED BANKCARD CENTER		\$ -	\$ 643.70	\$ 643.70
067264	711	UNITED BANKCARD CENTER		\$ -	\$ 68.85	\$ 68.85
067264	712	UNITED BANKCARD CENTER		\$ -	\$ 780.80	\$ 780.80
067264	712	UNITED BANKCARD CENTER		\$ -	\$ 2,205.15	\$ 2,205.15
067264	712	UNITED BANKCARD CENTER		\$ -	\$ 85.00	\$ 85.00
067264	712	UNITED BANKCARD CENTER		\$ -	\$ 72.74	\$ 72.74

067264	712	UNITED BANKCARD CENTER		\$ -	\$ 663.60	\$ 663.60
067264	712	UNITED BANKCARD CENTER		\$ -	\$ 884.80	\$ 884.80
067264	716	UNITED BANKCARD CENTER		\$ -	\$ 288.20	\$ 288.20
067265	425	VALLEY HARDWARE COMPANY	51087	\$ 14.11	\$ -	\$ 14.11
067266	424	WILLIAMS MOTOR PARTS, IN	50951	\$ 221.75	\$ -	\$ 221.75
067266	700	WILLIAMS MOTOR PARTS, IN	50951	\$ 139.58	\$ -	\$ 139.58
067267	425	WINCHESTER EQUIPMENT CO	51201	\$ 481.73	\$ -	\$ 481.73
067268	405	WV PROS.ATTYS ASSOC/WVPA	49616	\$ 2,185.00	\$ -	\$ 2,185.00
067269	402	XEROX CORPORATION	49326	\$ 119.89	\$ -	\$ 119.89
067269	402	XEROX CORPORATION	49676	\$ 1,587.80	\$ -	\$ 1,587.80
067269	439	XEROX CORPORATION	52941	\$ 682.46	\$ -	\$ 682.46
067270	405	DEBRA A. YOUNG		\$ -	\$ 127.00	\$ 127.00
067271	413	BETHEL METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
067272	413	CAMP HILL WESLEY UNITED		\$ -	\$ 150.00	\$ 150.00
067273	413	CHARLES TOWN BAPTIST		\$ -	\$ 100.00	\$ 100.00
067274	413	COVENANT BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
067275	413	FIRST BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
067276	413	KABLETOWN METHODIST CHRC		\$ -	\$ 150.00	\$ 150.00
067277	413	LEETOWN METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
067278	413	SHEPHERDSTOWN FIRE DEPT		\$ -	\$ 200.00	\$ 200.00
067279	413	BLUE RIDGE MTN VOL FIRE		\$ -	\$ 100.00	\$ 100.00
067280	413	OAKLAND METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
067281	413	JEFFERSON COUNTY COUNCIL		\$ -	\$ 100.00	\$ 100.00
067282	413	COUNTRY DAY SCHOOL		\$ -	\$ 200.00	\$ 200.00
067283	413	TRINITY EPISCOPAL CHURCH		\$ -	\$ 100.00	\$ 100.00
067284	413	FELLOWSHIP BIBLE CHURCH		\$ -	\$ 200.00	\$ 200.00
067285	413	SUMMIT PT BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
TOTAL						\$ 198,052.32
TOTAL				\$ 127,591.48	\$ 70,460.84	\$ 198,052.32

PUBLIC COMMENT

Maria Lorensen submitted an Agenda Request for May 31, 2012. Ms. Lorensen stated that Margaret Cogswell would appear before the Commission on May 31, 2012 to speak about Hospice of the Panhandle and partnership on tax bonds. She invited the Commissioners to a groundbreaking for the new Hospice facility on Wednesday, June 13, 2012 at 5:15 p.m. on old Rt. 9 at the Berkeley/Jefferson County line.

Kathy Knight commented on Customs and Border Patrol option #4 for Koonce Road . She also commented on a letter from Earl L. Jackson, Jr. (copy included in the May 17, 2012 Agenda Packet) regarding fire and ambulance fees.

David Tabb commented on the WV State Transportation Department’s STIP letter (copy included in Agenda Packet);

Earl Jackson letter; the Planning Commission meeting regarding the Rt. 340 Corridor and the timeline for public viewing of Commission correspondence.

PRESENTATIONS:

- 1. Pamela Jean Games-Neely, Berkeley County Prosecutor and President of the Community Elections Board, and Ralph Lorenzetti, Jefferson County Prosecutor,** introduced Jason Castillo, the new Director of the Berkeley/Jefferson Day Report Center.

Motion by Mr. Manuel to convene as a Board of Canvassers for the purpose of certifying the results of the canvassing of ballots held on Monday, May 14 and Tuesday, May 15, 2012. Motion seconded by Mr. Pellish and unanimously approved. The Board convened at 10:05 a.m.

Jennifer Maghan, County Clerk, submitted a Certification document to the Canvassers. Ms. Maghan advised the Canvassers that no candidate complaints had been received and all Canvassers signed the Certification except Ms. Morgan who was absent with notice.

Motion by Mr. Manuel to end the session as a Board of Canvassers and reconvene the regular meeting of the Jefferson County Commission. Motion seconded by Ms. Noland and unanimously approved. The Commissioners reconvened the regular Commission meeting at 10:15 a.m.

Items no. 2 and no. 3 were stricken from the Agenda to be heard at a later date.

- 2. Jennifer Maghan, County Clerk,** request to establish a break room for the Courthouse Staff.

The Commission has no problem with the break room as long as there is no stove. Motion by Mr. Pellish for the Clerk to establish a break room in the designated area and expend up to \$1,000.00 for the project. Motion seconded by Mr. Manuel and unanimously approved.

- 3. Debbie Keyser, Interim County Administrator,** in place of Paul Shroyer, Director of Financial Management, requested that the Commission approve Budget Revision No. 8 (line item adjustment).

**The Commission took a short break at 10:58 a.m.
The Commission reconvened the meeting at 11:00 a.m.**

Paul Shroyer was present and explained in more detail Budget Revision No. 8.

Motion by Mr. Manuel to approve Budget Revision No. 8 as presented. Motion seconded by Mr. Pellish and unanimously approved.

- 4. Stephanie Grove, Assistant Prosecuting Attorney, and Roger Goodwin, Chief County Engineer,** appeared to request that the Commission set a date for a public hearing concerning the draft amendment to the Impact Fee Ordinance that addresses the affordable housing component required to be implemented by July 1, 2012 and to set a date for a County Commission full discussion work session as soon as possible.

Motion by Ms. Widmyer to schedule a work session on Thursday, May 31, 2012 in the afternoon to discuss the draft amendment followed by a public hearing two weeks later. Motion seconded by Mr. Manuel and unanimously approved. Motion by Ms. Widmyer to invite representatives of the Board of Education to the work session. The Commission voted unanimously to approve Ms. Widmyer's motion and directed Ms. Keyser to send a letter to the

Board of Education stressing the importance of its input in this decision.

The Commission took a short break at 10:35 a.m.

The Commission reconvened the meeting at 10:39 a.m.

Mr. Manuel reported that members of the Jefferson County Emergency Services Agency wanted to know if a Commissioner that has authority to appoint an individual to a Board be a voting member of that Board? The Commissioners directed Ms. Grove to research the question and send a letter containing her findings to the JCESA.

- 5. Angela Banks, County Assessor**, introduced Victoria Myers and recognized her for receiving the 2012 Geospatial Professional of the Year Award.

COUNTY ADMINISTRATOR REPORTS

Interim County Administrator Debbie Keyser:

- Reported that the Jefferson County Parks & Recreation Commission voted to give Jefferson County employees a free membership and a 60% discount on park programs for the employees and their immediate families.
- Reported that Moulton Park will open on Friday, May 18, 2012 instead of Saturday, May 19, 2012.
- Reminded the Commissioners about the MARC train meeting on Saturday, May 19, 2012 in the Commission Meeting Room.
- Requested the Commission's thoughts on the fact that she has a component agency (JCESA) that is interested in putting in a drug and alcohol policy. The JCESA has an old policy that Doug Pittinger is updating with a 5-page draft policy. She'd like to include them in the County's EAP program as long as they pay their own fees. The Commission did not have a problem with this as long as the JCESA paid their own costs and fees.

Note from Commissioner Widmyer: She noted that the Commission had received a letter from John Allen, President of the Historic Landmarks Commission, stating that Historic Landmarks is not in favor of the landscaping plans submitted for the Courthouse and would prefer a new plan. (Copy of letter in Agenda Packet.)

Commissioner Pellish:

- Attended a Jefferson County Development Authority meeting.
- Attended a Jefferson County Planning Commission meeting.
- Reported that he has heard some negative comments from employees regarding open enrollment.
- Participated in the 2012 Primary Election Canvass on both days.

Commissioner Widmyer:

- Participated in the 2012 Primary Election Canvass on both days.
- Attended the MARC proposed schedule change meeting.
- Attended the Grand Opening of the Eastern Panhandle Consumer Protection Office in Martinsburg, WV.
- Attended a Jefferson County Planning Commission meeting.
- Attended a Parks & Recreation Commission meeting.

Commissioner Manuel:

- Participated in the 2012 Primary Election Canvass on both days.
- Attended an Equal Housing Subcommittee meeting.
- Attended a Jefferson County Emergency Services Agency meeting.

- Attended a Jefferson Center meeting.
- Attended a Jefferson County Council on Aging meeting.
- Attended Attorney General McGraw's mortgage workshop in the new Eastern Panhandle Consumer Protection Office in Martinsburg, WV
- **Commissioner Noland:**
 - Participated in the 2012 Primary Election Canvass on both days.
 - Attended a Courthouse Committee meeting.
 - Attended a Jefferson County Partnership for Affordable Housing meeting.

There being no further business, motion by Mr. Manuel to adjourn the meeting. Motion seconded by Ms. Noland and unanimously approved. Upon rising, the meeting was adjourned at 11:30 a.m. until Thursday, May 31, 2012 at 9:30 a.m. There is no Commission meeting next Thursday, May 24, 2012.

PATRICIA A. NOLAND, PRESIDENT

