

# Minutes

## Jefferson County Commission

Thursday, June 14, 2012

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A meeting of the Jefferson County Commission was held on Thursday, June 14, 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, Frances Morgan and Walt Pellish, Debbie Keyser, Interim County Administrator, Debbie Stellato, Administrative Assistant, Jimmy Eddie, Bailiff. (An audio tape of this June 14, 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 Ms. Morgan to approve the Minutes of the June 7, 2012 regular meeting as amended. Motion seconded by Mr. Manuel and unanimously approved.

### APPROVAL OF PURCHASE ORDERS

Motion by Ms. Morgan to approve Purchase Orders of June 14, 2012 in the amount of \$132,553.38, being purchase order numbers: 50850, 50851, 50853, 49689, 49694, 51012, 49749, 49748, 49753, 48186, 49812, 50989, 51028, 49746, 50711, 50713, 49620, 49621, 49622, 49623, 49720, 49747, 49754, 53145, and 53146. Motion seconded by Mr. Manuel and unanimously approved.

### APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Manuel to approve the accounts payable for June 14, 2012 in the amount of \$191,286.95. Motion seconded by Ms. Morgan and unanimously approved.

067477	712	USA MOBILITY WIRELESS,IN		\$ -	\$ 410.71	\$ 410.71
067478	425	ABH SERVICES, INC.	49755	\$ 90.00	\$ -	\$ 90.00
067479	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 2,940.62	\$ 2,940.62
067480	425	B-K OFFICE SUPPLY INC	49742	\$ 508.50	\$ -	\$ 508.50
067481	424	BOLAND SERVICES	52829	\$ 270.00	\$ -	\$ 270.00
067481	425	BOLAND SERVICES	51116	\$ 991.01	\$ -	\$ 991.01
067482	712	BUSINESS TELECOM PRODUCT	49118	\$ 1,239.30	\$ -	\$ 1,239.30
067483	402	CLERK OF CO. COMMISSION	49691	\$ 99.43	\$ -	\$ 99.43
067484	405	CLAYMAN & ASSOCIATES PLL	49619	\$ 617.00	\$ -	\$ 617.00
067485	711	CERVIS TECHNOLOGIES	53194	\$ 1,500.00	\$ -	\$ 1,500.00
067486	425	DAYCON	49741	\$ 784.35	\$ -	\$ 784.35

067487	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 30.75	\$ 30.75
067488	433	D & S CONSTRUCTION	50849	\$ 1,676.90	\$ -	\$ 1,676.90
067489	424	FLEETPRIDE	49750	\$ 48.20	\$ -	\$ 48.20
067490	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 26,473.12	\$ 26,473.12
067491	405	CHARLES B HOWARD		\$ -	\$ 525.59	\$ 525.59
067492	440	INSTITUTE OF TRANSPORT	51026	\$ 455.00	\$ -	\$ 455.00
067493	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,940.62	\$ 2,940.62
067494	402	JEFFERSON PUBLISH CO INC	49692	\$ 154.40	\$ -	\$ 154.40
067494	404	JEFFERSON PUBLISH CO INC	50793	\$ 5,151.22	\$ -	\$ 5,151.22
067494	413	JEFFERSON PUBLISH CO INC	49692	\$ 86.62	\$ -	\$ 86.62
067494	451	JEFFERSON PUBLISH CO INC	50707	\$ 145.64	\$ -	\$ 145.64
067494	451	JEFFERSON PUBLISH CO INC	50710	\$ 49.82	\$ -	\$ 49.82
067494	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 145.12	\$ 145.12
067495	425	JEFFERSON COUNTY SOLID	53045	\$ 15.00	\$ -	\$ 15.00
067496	439	JEFFERSON COUNTY SCHOOLS	50714	\$ 60.00	\$ -	\$ 60.00
067497	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 70.04	\$ 70.04
067498	712	LANGUAGE LINE SERVICES		\$ -	\$ 10.27	\$ 10.27
067499	412	JUDITH A MATLICK		\$ -	\$ 136.53	\$ 136.53
067500	712	PRIORITY DISPATCH	50998	\$ 375.00	\$ -	\$ 375.00
067501	433	MSAG DATA CONSULTANTS IN	50848	\$ 3,500.00	\$ -	\$ 3,500.00
067502	424	VERIZON BUSINESS		\$ -	\$ 1,137.54	\$ 1,137.54
067503	439	MANPOWER	50708	\$ 553.90	\$ -	\$ 553.90
067504	401	PATRICIA A NOLAND		\$ -	\$ 527.77	\$ 527.77
067505	ALLOC	JEFF CO PARKS &		\$ -	\$ 30,876.46	\$ 30,876.46
067506	402	PIFER OFFICE SUPPLY, INC	49688	\$ 1,140.72	\$ -	\$ 1,140.72
067507	403	POSTMASTER CHARLES TOWN	50889	\$ 86.00	\$ -	\$ 86.00
067507	439	POSTMASTER CHARLES TOWN	50712	\$ 86.00	\$ -	\$ 86.00
067508	433	PRINT-O-STAT	50852	\$ 88.68	\$ -	\$ 88.68
067509	405	FORENSIC PSYCHOLOGY CENT	49618	\$ 1,925.00	\$ -	\$ 1,925.00
067510	439	PICTOMETRY INTERNATIONAL	50694	\$ 1,600.00	\$ -	\$ 1,600.00
067510	MISC	PICTOMETRY INTERNATIONAL		\$ -	\$ 15,600.00	\$ 15,600.00
067511	GRANT	PROPAC	53197	\$ 29,749.00	\$ -	\$ 29,749.00
067512	413	SHEPHERDSTOWN CHRONICLE	49687	\$ 1,963.28	\$ -	\$ 1,963.28
067513	425	SPECTRUM FIRE PROTECTION	49740	\$ 200.00	\$ -	\$ 200.00
067514	424	TRI COUNTY RENTAL INC	49752	\$ 20.95	\$ -	\$ 20.95
067515	712	TELTRONIC	49117	\$ 458.00	\$ -	\$ 458.00
067517	401	UNITED BANKCARD CENTER		\$ -	\$ 729.93	\$ 729.93
067517	401	UNITED BANKCARD CENTER		\$ -	\$ 179.12	\$ 179.12
067517	401	UNITED BANKCARD CENTER		\$ -	\$ 899.96	\$ 899.96
067517	402	UNITED BANKCARD CENTER		\$ -	\$ 952.30	\$ 952.30
067517	402	UNITED BANKCARD CENTER		\$ -	\$ 299.00	\$ 299.00

067517	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
067517	403	UNITED BANKCARD CENTER		\$ -	\$ 24.84	\$ 24.84
067517	403	UNITED BANKCARD CENTER		\$ -	\$ 134.40	\$ 134.40
067517	405	UNITED BANKCARD CENTER		\$ -	\$ 95.97	\$ 95.97
067517	412	UNITED BANKCARD CENTER		\$ -	\$ 443.04	\$ 443.04
067517	413	UNITED BANKCARD CENTER		\$ -	\$ 29.66	\$ 29.66
067517	413	UNITED BANKCARD CENTER		\$ -	\$ 950.50	\$ 950.50
067517	413	UNITED BANKCARD CENTER		\$ -	\$ 44.35	\$ 44.35
067517	415	UNITED BANKCARD CENTER		\$ -	\$ 79.65	\$ 79.65
067517	424	UNITED BANKCARD CENTER		\$ -	\$ 546.23	\$ 546.23
067517	424	UNITED BANKCARD CENTER		\$ -	\$ 116.51	\$ 116.51
067517	424	UNITED BANKCARD CENTER		\$ -	\$ 44.85	\$ 44.85
067517	424	UNITED BANKCARD CENTER		\$ -	\$ 415.00	\$ 415.00
067517	424	UNITED BANKCARD CENTER		\$ -	\$ 11.91	\$ 11.91
067517	425	UNITED BANKCARD CENTER		\$ -	\$ 76.06	\$ 76.06
067517	428	UNITED BANKCARD CENTER		\$ -	\$ 73.49	\$ 73.49
067517	433	UNITED BANKCARD CENTER		\$ -	\$ 141.00	\$ 141.00
067517	433	UNITED BANKCARD CENTER		\$ -	\$ 148.00	\$ 148.00
067517	433	UNITED BANKCARD CENTER		\$ -	\$ 125.00	\$ 125.00
067517	433	UNITED BANKCARD CENTER		\$ -	\$ 141.00	\$ 141.00
067517	439	UNITED BANKCARD CENTER		\$ -	\$ 828.72	\$ 828.72
067517	440	UNITED BANKCARD CENTER		\$ -	\$ 209.68	\$ 209.68
067517	440	UNITED BANKCARD CENTER		\$ -	\$ 83.32	\$ 83.32
067517	440	UNITED BANKCARD CENTER		\$ -	\$ 83.32	\$ 83.32
067517	451	UNITED BANKCARD CENTER		\$ -	\$ 486.61	\$ 486.61
067517	700	UNITED BANKCARD CENTER		\$ -	\$ 39.85	\$ 39.85
067517	700	UNITED BANKCARD CENTER		\$ -	\$ 564.05	\$ 564.05
067517	700	UNITED BANKCARD CENTER		\$ -	\$ 944.85	\$ 944.85
067517	700	UNITED BANKCARD CENTER		\$ -	\$ 121.47	\$ 121.47
067517	711	UNITED BANKCARD CENTER		\$ -	\$ 819.25	\$ 819.25
067517	711	UNITED BANKCARD CENTER		\$ -	\$ 392.23	\$ 392.23
067517	711	UNITED BANKCARD CENTER		\$ -	\$ 213.08	\$ 213.08
067517	711	UNITED BANKCARD CENTER		\$ -	\$ 1,450.29	\$ 1,450.29
067517	712	UNITED BANKCARD CENTER		\$ -	\$ 3,531.69	\$ 3,531.69
067517	712	UNITED BANKCARD CENTER		\$ -	\$ 69.94	\$ 69.94
067517	712	UNITED BANKCARD CENTER		\$ -	\$ 49.72	\$ 49.72
067517	716	UNITED BANKCARD CENTER		\$ -	\$ 102.59	\$ 102.59
067518	424	VALLEY HARDWARE COMPANY	51130	\$ 3.99	\$ -	\$ 3.99
067519	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 36,757.69	\$ 36,757.69
067520	425	WINCHESTER SECURITY LLC	49743	\$ 170.00	\$ -	\$ 170.00
067521	405	DEBRA A. YOUNG		\$ -	\$ 113.83	\$ 113.83

TOTAL						\$ 191,286.95
TOTAL			\$ 55,862.91	\$ 135,424.04		\$ 191,286.95

**PUBLIC COMMENT**

**Kathy Knight** commented on zoning in the neighborhoods and the public hearing regarding the Rt. 340 Corridor proposed plans.

**UNFINISHED BUSINESS**

- 1. Debbie Keyser, Interim County Administrator, requests approval of the amended County Administrator Job Description/Recruitment Announcement...**

Motion by Ms. Widmyer to go forward immediately with advertising the County Administrator position and Recruitment Announcement. Motion seconded by Mr. Pellish and unanimously approved.

**NEW BUSINESS**

- 2. Request for approval of Grant Contract Agreement for Victims of Crime Act (VOCA) in the amount of \$59,381.00.**

Motion by Mr. Manuel to approve the Grant Contract Agreement for Victims of Crime Act (VOCA) in the amount of \$59,381.00. Motion seconded by Mr. Pellish and unanimously approved.

**RESOLUTION**

The County **Commission of Jefferson County** met on \_\_\_\_ (Date) with a quorum present and passed the following resolution.

Be it resolved that the **County Commission** hereby authorizes **Patsy Noland, President of Jefferson County Commission** to act on its behalf to enter into a contractual agreement with the Division of Justice and Community Services to receive and administer grant funds pursuant to provisions of the Victims of Crime Act (VOCA) grant program.

Signed: \_\_\_\_\_  
County Clerk

## COUNTY ADMINISTRATOR REPORTS

### **Interim County Administrator, Debbie Keyser:**

- Advised the Commissioners that Employee Performance Reviews are pouring in to her now.
- Reported that she has had several meetings with the Jefferson County Emergency Services Agency regarding personnel issues and obtaining a new server. JCESA has much the same problem as Planning & Zoning and IT is working on retrieving information that was lost. New servers have been ordered for JCESA and the Planning & Zoning Department.
- A large vinyl banner with the County Seal has been ordered for use when taking pictures. Should have the banner within the next couple of weeks.
- Reminder that there is a public hearing regarding Impact Fees scheduled for next Thursday, June 21, 2012 at 7:00 p.m.
- Reminder that Wednesday, June 20, 2012 is a holiday and the Commission will not meet on Thursday, July 5, 2012 due to the 4<sup>th</sup> of July holiday.

## PRESENTATIONS

- 3. Barbara Miller, Director of Homeland Security and Emergency Management**, introduced Kevin Sneed and Robin Mumford from the WV Division of Homeland Security and Emergency Management and Mitigation Division.

- Mr. Sneed and Mr. Mumford presented the FEMA (Federal Emergency Management Agency) Community Rating System of the National Flood Insurance Program with Jefferson County now certified as a Class 8. This will give residents of Jefferson County who purchase flood insurance a 10% discount on their policies which has been 5% since 2006. The increase in discount is due to the higher standards that Jefferson County Government has adopted for its management of its regulatory floodplain.

The County's local CRS Committee consists of Barbara Miller, CRS Coordinator, Roger Goodwin, County Engineer and Mason Carter, Floodplain Coordinator. All members of this group have earned the "Certified Floodplain Manager from the Association of Floodplain Managers.

- FEMA requires that all communities develop an All-Hazards Risk Assessment and Mitigation Plan in order to be eligible for funding, both pre and post disaster. This plan is also a requirement for the county's Community Rating System of the National Flood Insurance Program.

Ms. Miller presented a Contract and Proposal from J.H. Consulting in the amount of \$8,900.00, The documents were previously reviewed by Stephanie Grove, Assistant Prosecutor, and the funds are in the budget of the Homeland Security and Emergency Management Department.

Ms. Miller requested that the Commission approve the Contract for the All-Hazards Risk Assessment and Mitigation Plan with J.H. Consulting in the amount of \$8,900.00

Motion by Mr. Manuel to approve the Contract for the All-Hazards Risk Assessment and Mitigation Plan as recommended by Barbara Miller. Motion seconded by Mr. Pellish and unanimously approved.

## **COUNTY COMMISSION REPORTS**

### **Commissioner Morgan:**

- Attended a Farmland Protection Board Meeting.
- Attended a Community Criminal Justice Board Meeting.
- Attended the groundbreaking for the new Hospice Facility.

### **Commissioner Pellish:**

- Commissioner was out of town all week. Nothing to report.

### **Commissioner Widmyer:**

- Attended the groundbreaking for the new Hospice Facility.
- Attended a meeting with the Arts Community and the Jefferson County Development Authority.
- Attended the public hearing regarding the Rt. 340 Corridor Plan as a private citizen.

### **Commissioner Manuel:**

- Attended the Jefferson County Council on Aging Senior Picnic.
- Attended the Mountain Heritage Arts and Crafts Festival.
- Attended the Shepherdstown Library Brownsfield meeting.
- Attended a Planning Commission Meeting.
- Attended the groundbreaking for the new Hospice Facility.

### **Commissioner Noland:**

- Attended the Jefferson County Council on Aging Senior Picnic.
- Attended the groundbreaking for the new Hospice Facility.

## **UNFINISHED BUSINESS**

### **4. Request by Ms. Keyser to approve the amended List of County Commission Priorities and Projects.**

Motion by Ms. Morgan to approve the List as a working draft. Motion seconded by Mr. Manuel.

After discussion, motion by Ms. Morgan to approve the List as presented but with a different name. Motion seconded by Mr. Manuel and unanimously approved.

**The Commission took a short break at 10:25 a.m.**

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**The Commission reconvened 10:40 a.m.**

## **PRESENTATIONS continued**

### **5. Paul Shroyer, Director of Financial Management:**

- **Requested approval of Internal Budget Revisions Nos. 1018 – 1024.**

**IBR No. 1018** is a request by the Assessor, Angela Banks, for a redistribution of \$16,000 from the Assessor FICA Expense account to the Assessor Salary/Wages account; no additional funding is required.

- **IBR No. 1019** is a request from the Extension Office for a redistribution of \$800 from the Ag Agent Travel account to the Maintenance, Repair & Equipment account; no additional funding is required.
- **IBR No. 1020** is a request by the County Clerk for a redistribution of \$1,500 from the Professional

Services account to the Dues and Subscriptions account; no additional funding is required.

- **IBR No. 1021** is a request by the County Clerk for a redistribution of \$13,500 from the Equipment Rental account to the Maintenance & Repair & Equipment - \$5,000 and the Legal Publications account - \$5,000; no additional funding is required.
- **IBR No. 1022** is a request by the County Clerk for a redistribution of \$1,200 from the Group Insurance account to the Overtime account; no additional funding is required.
- **IBR No. 1023** is a request by the Prosecuting Attorney for a redistribution of \$14,800 from current budget funding to several other accounts to be named; no additional funding is required.

Motion by Ms. Morgan to approve IBR Nos. 1019, 1020, 1021 and 1024 as presented by Mr. Shroyer and that a discussion of IBR Nos. 1018, 1022 and 1023 be held over until next week's Agenda. Motion seconded by Mr. Manuel and unanimously approved.

- **IBR No. 1024** is a request by the Assessor, Angela Banks, for redistribution of \$800 from the Equipment Repair account to the Materials and Supplies account; no additional funding is required.

Mr. Pellish moved to direct Mr. Shroyer to develop a budgetary policy with a second by Mr. Manuel adding that the policy state where monies can and cannot be moved and that this item be held over for next week's Agenda. Motion was unanimously approved.

6. **Sergeant Jeffrey Quinn, United States Army**, presented the Commission with the United States and West Virginia flags which were flown on an aircraft during combat in Afghanistan. He also gave the Commission two framed and signed photographs of the crew.

7. **Roger Goodwin, Chief County Engineer**

- Request for approval of Bond reduction and/or a complete release of the Construction Bond security for Summit Point Automotive Research Center, LLC - StaSIS Grading Plan (File #S10-08) Cash in Escrow with the Bank of Charles Town, Charles Town, West Virginia.

Motion by Ms. Morgan to approve the complete release of the Construction Bond security for Summit Point Automotive Research Center, LLC for Summit Point Automotive Research Center, LLC - StaSIS Grading Plan (File #S10-08) Cash in Escrow with the Bank of Charles Town, Charles Town, West Virginia.

- Request for approval of the complete release of the Construction Bond Security for McDonald's Corporation - Lot 2 Maddox Square Shopping Center (File #S11-18) Performance Bond No.404002723 with Safeco Insurance Company of America, Seattle, Washington.

Motion by Mr. Manuel to approve the complete release of the Construction Bond Security for McDonald's Corporation - Lot 2 Maddox Square Shopping Center (File #S11-18) Performance Bond No.404002723 with Safeco Insurance Company of America, Seattle, Washington. Motion seconded by Ms. Widmyer and unanimously approved.

- Request for partial release of the Construction Bond security for Summit Point Automotive Research Center LLC - Summit Point Tactical Training Center, Phase II (File #S11-11) - Letter of Credit #313 with the Bank of Charles Town, Charles Town, West Virginia.

Motion by Mr. Pellish for the partial release of the Construction Bond security for Summit Point Automotive Research Center LLC - Summit Point Tactical Training Center, Phase II (File #S11-11) Letter of Credit #313 with the Bank of Charles Town, Charles Town, West Virginia. Motion seconded by Mr. Manuel and unanimously approved.

8. **Mark Hofe, Chief Probation Officer of the 23rd Judicial Circuit's request** that the Commission purchase tables and chairs for the Juvenile Drug Court.

Mr. Hofe did not appear, however, the Commissioners discussed different options for obtaining the tables and chairs. Mr. Manuel made a motion to table this item and have Mr. Shroyer review and submit a cost for the package and that this item be placed on next week's Agenda. Mr. Pellish seconded the motion and it was unanimously approved.

There being no further business, motion by Ms. Morgan to adjourn the meeting. Motion seconded by Ms. Widmyer and unanimously approved. Upon rising at 11:37 a.m. the meeting was adjourned Thursday, June 14, 2012 at 7:00 p.m. when the Commission will commence a Public Hearing regarding the Capriotti property rezoning. Next regular meeting will be June 21, 2012 at 9:30 a.m.

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PATRICIA A. NOLAND, PRESIDENT