

Minutes
Jefferson County Commission
Thursday, July 26, 2012

A meeting of the Jefferson County Commission was held on Thursday, July 26, 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, Frances Morgan and Walt Pellish. Also present were Debbie Keyser, Interim County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the July 26, 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 July 19, 2012 regular meeting as amended. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve amended Purchase Orders in the amount of \$52,208.11 being P. O. Nos. 49920, 49937, 49780, 49782, 50992, 49940, 49941, 49950, 49951, 49952, 49635, 49634, 49943 and 50719. 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 \$341,495.85 for July 26, 2012. Motion seconded by Mr. Pellish and unanimously approved.

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
067810	712	AT&T/GA		\$ -	\$ 337.64	\$ 337.64
067811	424	ALLIANCE ELECTRIC LLC	49927	\$ 450.00	\$ -	\$ 450.00
067812	405	DAN B. AVSTREIH, MD FACE	49634	\$ 2,975.00	\$ -	\$ 2,975.00
067813	717	ALL STAR AUTO GLASS	49938	\$ 195.00	\$ -	\$ 195.00
067814	403	BANK OF CHARLES TOWN	49885	\$ 110.00	\$ -	\$ 110.00
067815	425	B-K OFFICE SUPPLY INC	49933	\$ 1,017.00	\$ -	\$ 1,017.00
067816	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
067817	717	CREAMERS WRECKER SVC	49932	\$ 130.00	\$ -	\$ 130.00

067818	440	CHOICE STAFFING, INC.		\$ -	\$ 673.31	\$ 673.31
067819	405	DELL MARKETING LP	49946	\$ 1,341.12	\$ -	\$ 1,341.12
067820	700	DIGITAL ALLY	49637	\$ 9,468.00	\$ -	\$ 9,468.00
067821	717	DONALD B. RICE TIRE CO.	49931	\$ 1,212.54	\$ -	\$ 1,212.54
067822	413	ESS ELECTION SYSTEMS &	49710	\$ 10,042.43	\$ -	\$ 10,042.43
067823	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
067823	425	J.C.EHRLICH		\$ -	\$ 557.38	\$ 557.38
067824	425	FISHER AUTO PARTS	49928	\$ 3,325.00	\$ -	\$ 3,325.00
067824	717	FISHER AUTO PARTS	49928	\$ 1,120.20	\$ -	\$ 1,120.20
067825	700	GALLS,AN ARAMARK CO	49638	\$ 647.40	\$ -	\$ 647.40
067825	700	GALLS,AN ARAMARK CO	49638	\$ 1,262.67	\$ -	\$ 1,262.67
067826	717	GUTTMAN OIL CO		\$ -	\$ 17,767.84	\$ 17,767.84
067827	716	HILLSIDE VETERINARY HOSP	51157	\$ 551.34	\$ -	\$ 551.34
067828	401	NICHELLE HOSBY		\$ -	\$ 30.00	\$ 30.00
067829	ALLOC	JEFFERSON COUNTY SOLID		\$ -	\$ 35,000.00	\$ 35,000.00
067830	425	JEFFERSON COUNTY SOLID	53045	\$ 16.64	\$ -	\$ 16.64
067831	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
067832	425	JOHN DEERE FINANCIAL	49917	\$ 931.70	\$ -	\$ 931.70
067832	716	JOHN DEERE FINANCIAL	49917	\$ 134.91	\$ -	\$ 134.91
067833	717	JERRY'S FORD/LINCOLN/MER	49937	\$ 3,413.55	\$ -	\$ 3,413.55
067834	424	KONE INC.	50554	\$ 1,311.00	\$ -	\$ 1,311.00
067834	425	KONE INC.	50554	\$ 4,617.00	\$ -	\$ 4,617.00
067835	405	MATTHEW BENDER & CO	49633	\$ 3,630.61	\$ -	\$ 3,630.61
067836	701	MPH INDUSTRIES INC	50922	\$ 3,998.00	\$ -	\$ 3,998.00
067837	429	EASTERN PANHANDLE REGION		\$ -	\$ 19,794.26	\$ 19,794.26
067838	425	RCS SECURITY		\$ -	\$ 186.00	\$ 186.00
067839	403	SOFTWARE SYSTEMS, INC	50893	\$ 92.00	\$ -	\$ 92.00
067839	700	SOFTWARE SYSTEMS, INC	50917	\$ 1,792.00	\$ -	\$ 1,792.00
067839	976	SOFTWARE SYSTEMS, INC	50892	\$ 5,000.00	\$ -	\$ 5,000.00
067840	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 30,434.63	\$ 30,434.63
067840	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 103.40	\$ 103.40
067841	704	ST/WV REGIONAL JAIL &	52027	\$ 98,136.80	\$ -	\$ 98,136.80
067842	701	SUPERIOR AUTO BODY	50919	\$ 1,531.40	\$ -	\$ 1,531.40
067843	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,380.31	\$ 9,380.31
067844	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,346.38	\$ 14,346.38

067845	700	TPS TOWN POLICE SUPPLY	50920	\$ 349.47	\$ -	\$ 349.47
067846	717	TRI STATE TIRES	49942	\$ 48.00	\$ -	\$ 48.00
067847	701	VITAL SIGNS	50916	\$ 150.00	\$ -	\$ 150.00
067848	716	VALLEY PET CEMETERY	51158	\$ 207.00	\$ -	\$ 207.00
067849	717	WILLIAMS MOTOR PARTS, IN	51131	\$ 406.31	\$ -	\$ 406.31
067850	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,661.15	\$ 25,661.15
067851	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 79,834.67	\$ 79,834.67
067852	403	WALZ GROUP, LLC	49883	\$ 872.26	\$ -	\$ 872.26
067853	701	WV SIGNAL & LIGHT, INC.	50921	\$ 509.00	\$ -	\$ 509.00
TOTAL						\$ 396,516.32
TOTAL				\$ 160,995.35	\$ 235,520.97	\$ 396,516.32

PUBLIC COMMENT:

No public comment.

PRESENTATIONS:

1. Angela Banks, Assessor presented the following exonerations for approval:

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Darlene K. Willis in the amount of \$241.73. Motion by Mr. Manuel to approve the exoneration of \$241.73 for Ticket No. 314494. Motion seconded by Mr. Pellish and unanimously approved.

Name	District	Type	Ticket No.	Amount
Darlene K. Willis	Ranson Municipality	Personal Property	314494	\$241.73

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Harold Sill in the amount of \$6.94. Motion by Ms. Morgan to approve the exoneration of \$6.94 for Harold Sill, Ticket No. 304163. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
Harold Sill	Charles Town	Personal Property	304163	\$6.94

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Paul Hayne Hardy in the amount of \$94.74. Motion by Ms. Morgan to approve the exoneration of \$94.74 for Paul Hayne Hardy, Ticket No. 307444. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
Paul Hayne Hardy	Harpers Ferry	Personal Property	307444	\$94.74

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Joseph C. Bound in the amount of \$34.66. Motion by Mr. Manuel to approve the exoneration of \$34.66 for Joseph C. Bound, Ticket No. 300763. Motion seconded by Ms. Morgan and unanimously approved.

Name	District	Type	Ticket No.	Amount
Joseph C. Bound	Charles Town	Personal Property	300763	\$34.66

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Richard and Jessica Riner in the amount of \$182.56. Motion by Ms. Morgan to approve the exoneration of \$182.56 for Richard and Jessica Riner, Ticket No. 303883. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
Richard and Jessica Riner	Charles Town	Personal Property	303883	\$182.56

NOTICE OF EXONERATION:

Angie Banks, County Assessor, requested exoneration for Peggy Dawson in the amount of \$159.46. Motion by Ms. Morgan to approve the exoneration of \$159.46 for Richard and Jessica Riner, Ticket No. 311483. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket No.	Amount
Peggy Dawson	Middleway	Personal Property	311483	\$159.46

- 2. Martin Burke, Chairman of the Historic Landmarks Commission requested a waiver of the \$200 in processing fees charged with submission of merger parcel applications for two parcels to be merged on the Cement Mill Property.**

Motion by Ms. Morgan to authorize the waiver of \$200 in processing fees charged with the submission of merger parcel applications for two parcels to be merged on the Cement Mill Property. Motion seconded by Mr. Manuel and unanimously approved.

- 3. Fred Collins, President and Training Officer of the Blue Ridge Fire Company,** presented an update on the Fire Company's resolution to some of their past problems. He explained that some of Blue Ridge's present problems are occurring because 1) recruitment of fire fighting personnel has become difficult due to a lack of volunteers, 2) they do not have the funds to build a new station to house their vehicles and can only enlarge their present station, 3) and an agreement needs to be reached with Loudoun County to assist on the mountain. Mr. Collins stated that farther in the future Blue Ridge Fire Company would like to work in partnership with the County Commission and have the Commission consider taking over the fire company.

- 4. Barbara Miller, Director of Homeland Security and Emergency Management, by Debbie Keyser, Interim County Administrator,** requested that the Commission authorize her to advertise and fill a vacant administration assistant position in OSHEMS at a salary of \$35,152 annually.

Motion by Mr. Manuel to authorize Ms. Miller to advertise and fill a vacant administration assistant position in **JCHSEM** at a salary of \$35,152 annually. Motion seconded by Ms. Pellish and unanimously approved.

- 5. Discussion regarding whether or not to hire civil counsel for the County Commission.** The Commissioners were in agreement that they need more information before they can make a decision. They requested information such as the cost of an attorney and an assistant, or only an attorney, salaries, letter from Mr. Lorenzetti, Prosecuting Attorney, confirming that the Civil Attorney will work solely on County Commission matters and other civil legal business that the County may have in addition to County Commission business.

The Commission took a short break at 10:30 a.m.

The Commission reconvened at 10:40 a.m.

- 6. Roger Goodwin, Chief County Engineer,** requested a bond reduction or complete bond release of the remaining \$65,649 from Letter of Credit #3021586 surety for the construction bond agreement for Dan Ryan Builders – Gap View Village, Lots 1 – 26 (File #98-20).

Motion by Ms. Widmyer to authorize the complete release of the remaining \$65,649 surety for Gap View Village as presented by Mr. Goodwin. Motion seconded by Mr. Manuel and unanimously approved.

Request by Mr. Goodwin to add an additional \$25,000 to his budget to be used to hire two part-time employees to fill in when absences occur.

Motion by Ms. Morgan to authorize an additional \$25,000 be allotted to Mr. Goodwin's budget for the purpose of hiring two part-time employees to fill in when absences occur, subject to Mr. Shroyer finding an appropriate fund from which to draw the money. Motion seconded by Mr. Manuel and unanimously approved.

- 7. Discussion about cancelling a Commission meeting in August, 2012.**

Due to the upcoming Labor Day Holiday, motion by Ms. Widmyer to cancel the Commission meeting that would normally be held on Thursday, August 30, 2012. Motion seconded by Ms. Morgan and unanimously approved.

- 8. Request by Debbie Keyser to approve the draft Bonus Policy.**

Motion by Mr. Pellish to approve the Bonus Policy. Motion seconded by Mr. Manuel and unanimously approved.

- 9. Denny Barron of the Shepherdstown Fire Company discussed the audit issue.** Mr. Barron stated the Shepherdstown Fire Company files a compilation of documents, including a Form 990, which has been accepted by the Secretary of State.

He believes that this along with the West Virginia Code for auditing of charitable contributions is sufficient accounting of monies received by the fire companies. He agrees the \$61,000 allocated to the Shepherdstown Fire Company and each fire company should be audited and the results provided to the Commission.

Ron Fletcher, President of the Jefferson County Fire and Rescue Association reported that the Jefferson County Emergency Services Agency and the Jefferson County Fire and Rescue Association met on July 24, 2012. They agreed to audit and keep separate monies from the County Commission. They were unable to reach an agreement other than to distribute the \$61,000 to each of the fire companies. Moreover, they will reach a solution by 12-31-2012.

Motion by Mr. Manuel that the County Commission endorse the allocation of \$61,000 for each of seven fire companies, subject to appropriation by the JCESA to distribute among the fire companies this fiscal year. Motion seconded by Ms. Morgan and unanimously approved.

- 11. Paul Shroyer, Director of Financial Management**, opened a discussion regarding FY2013 budget allocations. Each Commissioner expressed their priorities for funding. He stated that the amount of requests for funding total \$298,500 and \$104,163 has previously been recommended for funding.

Motion by Mr. Manuel that the allocations for FY2013 remain at the \$115,000 level from last fiscal year and that the Commission review that amount at a later date. Motion seconded by Ms. Widmyer and unanimously approved.

- 12. Paul Shroyer and Bill Polk, Maintenance Director**, updated the Commission on several items:

- Mr. Polk advised that he is unable to provide a cost savings figure of the Central Garage because in FY2013 it had only been in operation for approximately one month. He will provide an update by 12-31-2012.
- Mr. Polk reported that the County's current telephone system is worn out. He briefly mentioned several other systems and stated that a representative of Accurate Systems would come before the Commission and describe the different plans for consideration by the Commission.
- Mr. Shroyer and Mr. Polk offered information regarding County space needs in conjunction with the possible purchase of the Briel Building. A suggestion was made to give the Assessor more space by possibly moving that office to the Briel Building. The County Clerk's Office and the Sheriff's Tax Office could then take over portions of the vacated Assessor's Office providing these two offices more with room. It was decided that the Commission would hold a public hearing on Thursday, August 9, 2012 for public input on the possible purchase of the Briel Building. Ms. Widmyer suggested including as a topic in the hearing the draft list of Capital Improvement Projects.

Motion by Ms. Morgan to schedule a public hearing on Thursday, August 9, 2012 at 2:30 p.m. to obtain public input on the possible purchase of the Briel Building and include the list of possible Capital Improvement Projects marked as a "Draft". Motion seconded by Mr. Pellish and unanimously approved.

The Commission took a short break at 12:10 p.m.

The Commission reconvened the meeting at 12:20 p.m.

- 13. John Whisenant of the Jefferson County Convention and Visitors Bureau (CVB)** provided a Power Point presentation on the economic impact of tourism in Jefferson County. Also commenting were John Reisenweber, Director, Jefferson County Development Authority, Shepherd Ogden, Tish Appignani, Annette Gavin, Karen Townsend and Cheryl Rubin.

- 14. John Reisenweber, Director of the Jefferson County Development Authority**, updated the Commission about possible new business prospects for Jefferson County.

The Commission broke for lunch at 2:00 p.m.

The Commission reconvened the meeting at 2:45 p.m.

- 15. Request for approval of \$200,000 from the unencumbered fund from the past fiscal year be placed in one of the**

capital accounts for capital projects (DM).

Motion by Mr. Manuel to place \$200,000 from the unencumbered fund from the past fiscal year into one of the capital accounts for capital projects. Motion seconded by Ms. Noland for purposes of discussion.

Mr. Pellish stated that of the \$200,000, \$150,000 should be allocated to the CVB and the other \$50,000 be allocated to the Jefferson County Animal Welfare Society.

Ms. Widmyer amended the motion to state that the amount in the unencumbered fund of \$233,107 be distributed as follows: \$50,000 to the Jefferson County Welfare Society, \$15,000 to the water quality monitoring study, and amounts to be determined to the South Jefferson Library, Blue Ridge Watershed Coalition, Shepherdstown Library, Frank Buckles Park, Hite Road project and \$12,000 to keep the 2-1/2 % monies at last year's level.

Ms. Noland suggested that \$150,000 be allocated to CVB and \$50,000 allocated to the Jefferson County Animal Welfare Society.

A vote was taken on Mr. Manuel's original motion and failed 4 to 1, with Ms. Widmyer, Ms. Noland, Mr. Pellish and Ms. Morgan voting against.

Motion by Mr. Pellish that \$150,000 of the \$200,000 be invested with the CVB to help establish their goals. Motion seconded by Ms. Morgan with the proviso that the CVB is aware that the Commission will be monitoring them to insure that the dollars are spent wisely

Mr. Manuel moved to amend the motion by adding \$28,000 to increase each fire department's allotment of \$61,000 to \$65,000. No second and the motion to amend dies.

Mr. Manuel moved to amend the motion by requiring before the allocation to CVB is given, a payback analysis from the CVB is required much like the Commission asked of its own Department Head with regard to the telephone system. Motion seconded by Ms. Widmyer and carried 3 to 2 with Ms. Noland and Mr. Pellish voting against.

A vote was taken on the original motion to allocate \$150,000 to the CVB in accordance with their presentation on this date. Motion carried 4 to 1 with Mr. Manuel voting against.

Motion by Ms. Widmyer to allocate \$50,000 of the \$200,000 to the Jefferson County Animal Welfare Society. Motion seconded by Mr. Pellish and carried 4 to 1 with Mr. Manuel voting against.

Motion by Ms. Widmyer to allocate \$15,000 to the Blue Ridge Watershed Coalition for their continued work on water quality and cleanup, contingent upon the \$200,000 actually being \$233,107. Mr. Pellish seconded the motion and it was carried 4 to 1 with Mr. Manuel voting against.

16. Request by South Jefferson Public Library for \$10,000 additional funding.

Mr. Manuel suggested additional funding of \$28,000 so that each fire company will receive \$65,000 instead of the proposed \$61,000.

The Commission, by general consensus, directed that the request by the South Jefferson Public library be placed on next week's agenda and Mr. Manuel's request for an additional \$28,000 funding for the fire companies be placed on the agenda in two weeks.

17. Request by Debbie Keyser for approval of the 2012-2013 Events Schedule for Jefferson County employees.

Motion by Mr. Manuel to approve the 2012-2013 Events Schedule for Jefferson County employees as presented. Motion seconded by Ms. Widmyer and unanimously approved.

18. Request by Debbie Keyser for approval of the Grant Policy.

Motion by Mr. Manuel to approve the Grant Policy as presented. Motion seconded by Mr. Pellish and unanimously approved.

COUNTY ADMINISTRATOR REPORTS

Debbie Keyser, Interim County Administrator:

- Reported that Resumes for the position of County Administrator are available in the County Commission Office for Commissioners' review.
- Reported that the County spent \$19,000 with SSI last week.
- Charlotte Hernandez-Velez is scheduling Ipad training for the Commissioners.
- Charlotte Hernandez-Velez put a link on the front page of the Commission web site so that during an emergency the public can click on it and be informed of county activities.
- Talked to the gentleman from Potomac Edison and he agreed to come and speak to the Commission in the month of August.

COUNTY COMMISSIONER REPORTS

Commissioner Morgan:

- Attended a Berkeley/Jefferson Day Report Center meeting.
- Attended a Telemon meeting.
- Attended an Open House at the new Juvenile Drug Court.
- Attended a space needs workshop.

Commissioner Pellish:

- Commissioner Pellish had nothing to report this week.

Commissioner Manuel:

- Attended an Open House at the new Juvenile Drug Court.
- Attended a space needs workshop
- Attended a special JCESA meeting regarding audit and allocations.

Commissioner Widmyer:

- Attended an Open House at the new Juvenile Drug Court.
- Attended a space needs workshop.

Commissioner Noland:

- Attended an Open House at the new Juvenile Drug Court.
- Attended a space needs workshop.

There being no further business, motion by Mr. Manuel to adjourn the meeting. Motion seconded by Mr. Pellish and unanimously approved. Upon rising at 3:35 p.m. the meeting was adjourned until Thursday, Aug. 2, 2012 at 9:30 a.m.

PATRICIA A. NOLAND

