

Minutes
Jefferson County Commission
Thursday, August 23, 2012

A meeting of the Jefferson County Commission was held on Thursday, August 23, 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, Lyn Widmyer, Dale Manuel, Frances Morgan and Walt Pellish. Also present were Debbie Keyser, Interim County Administrator, Debbie Stellato, Administrative Assistant and Charles Ruble, Bailiff. (An audio tape of the August 23, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

PRESENTATIONS:

- 1. Senators Herb Snyder and John Unger and Delegates Tiffany Lawrence and John Doyle** participated in a photo session with Governor's Community Participation Grant recipients. Organizations represented included Jefferson Memorial Hospital, Convention and Visitors Bureau, Eastern Panhandle Trailblazers, Jefferson County Parks and Recreation, Jefferson County Animal Welfare Society, Citizens Fire Company, Contemporary American Theater Festival, Freedom Run, African American Association, African American Preservation Society, Jefferson County Commission and Good Shepherd Interfaith Volunteer Caregivers.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the Minutes of the August 9, 2012 regular meeting as presented. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Morgan to hold over the Minutes of the August 16, 2012 regular meeting and place same on the September 6, 2012 agenda for approval. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve the Purchase Orders in the amount of \$2,287.98, being P. O. Nos. 50072, 52047, 49889, 50073 and 52031. 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 \$182,043.24 for August 23, 2012. Motion seconded by Ms. Widmyer and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
067994	425	COMCAST		\$ -	\$ 346.96	\$ 346.96
067995	424	AT&T/IL		\$ -	\$ 1.27	\$ 1.27
067996	425	ABH SERVICES, INC.	50074	\$ 90.00	\$ -	\$ 90.00
067997	425	BIEDLERS ELEC MOTOR REP	50080	\$ 14.83	\$ -	\$ 14.83
067997	425	BIEDLERS ELEC MOTOR REP	52039	\$ 191.88	\$ -	\$ 191.88
067998	425	B-K OFFICE SUPPLY INC	52040	\$ 736.12	\$ -	\$ 736.12
067999	712	BUSINESS TELECOM PRODUCT	51002	\$ 132.00	\$ -	\$ 132.00
068000	440	CHOICE STAFFING, INC.		\$ -	\$ 1,270.69	\$ 1,270.69
068001	717	DONALD B. RICE TIRE CO.	52035	\$ 1,383.68	\$ -	\$ 1,383.68
068002	PAYROLL	HIGHMARK INC		\$ -	\$ 615.60	\$ 615.60
068003	717	FISHER AUTO PARTS	52034	\$ 1,380.41	\$ -	\$ 1,380.41
068004	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 24,585.08	\$ 24,585.08
068005	424	GRAINGER, INC	52045	\$ 177.26	\$ -	\$ 177.26
068005	425	GRAINGER, INC	50082	\$ 19.35	\$ -	\$ 19.35
068006	717	GUTTMAN OIL CO		\$ -	\$ 18,807.22	\$ 18,807.22
068007	412	MICHAEL HARMAN		\$ -	\$ 158.74	\$ 158.74
068008	402	JEFFERSON PUBLISH CO INC	49969	\$ 312.08	\$ -	\$ 312.08
068008	404	JEFFERSON PUBLISH CO INC	52073	\$ 104.00	\$ -	\$ 104.00
068008	406	JEFFERSON PUBLISH CO INC	49848	\$ 555.75	\$ -	\$ 555.75
068009	425	JEFFERSON COUNTY SOLID	53045	\$ 16.85	\$ -	\$ 16.85
068010	717	JASPER ENGINE&TRANSMISSN	52036	\$ 1,179.00	\$ -	\$ 1,179.00
068011	717	JERRY'S FORD/LINCOLN/MER	50075	\$ 46.99	\$ -	\$ 46.99
068012	404	JOYCE A. JOHNS	52074	\$ 4,000.00	\$ -	\$ 4,000.00
068013	424	KONE INC.	52033	\$ 409.65	\$ -	\$ 409.65
068014	425	MILLER & ANDERSON INC.	52042	\$ 2,974.88	\$ -	\$ 2,974.88
068015	717	MILLER'S CHRYSLER JEEP	50076	\$ 33.80	\$ -	\$ 33.80
068016	406	NADA USED CAR GUIDE	49851	\$ 30.00	\$ -	\$ 30.00
068017	439	OLIVIA NOLAN		\$ -	\$ 10.55	\$ 10.55
068018	402	PIFER OFFICE SUPPLY, INC	49706	\$ 71.76	\$ -	\$ 71.76
068018	402	PIFER OFFICE SUPPLY, INC	49968	\$ 45.92	\$ -	\$ 45.92
068018	404	PIFER OFFICE SUPPLY, INC	50797	\$ 256.06	\$ -	\$ 256.06
068018	406	PIFER OFFICE SUPPLY, INC	49849	\$ 296.79	\$ -	\$ 296.79
068019	425	RCS SECURITY	52043	\$ 358.50	\$ -	\$ 358.50
068020	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
068020	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
068020	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
068020	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
068020	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
068020	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
068020	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41

068020	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
068020	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
068020	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
068021	404	SOFTWARE SYSTEMS, INC	52075	\$ 3,167.16	\$ -	\$ 3,167.16
068022	405	SPECIALTY BUS SUPPLIES	50031	\$ 2,104.90	\$ -	\$ 2,104.90
068023	405	STAPLES CREDIT PLAN	49636	\$ 366.68	\$ -	\$ 366.68
068024	704	ST/WV REGIONAL JAIL &	50062	\$ 109,848.80	\$ -	\$ 109,848.80
068025	700	SHERWIN-WILLIAMS	51129	\$ 36.90	\$ -	\$ 36.90
068026	424	*SHANNON BUSINESS SYSTEM	52038	\$ 2,375.00	\$ -	\$ 2,375.00
068027	425	TML COPIERS & DIGITAL		\$ -	\$ 18.42	\$ 18.42
068028	717	TRI STATE TIRES	52048	\$ 14.00	\$ -	\$ 14.00
068029	424	TRENARY SERVICE CO	52037	\$ 515.24	\$ -	\$ 515.24
068030	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 764.56	\$ 764.56
TOTAL						\$ 182,043.24
TOTAL				\$ 133,246.24	\$ 48,797.00	\$ 182,043.24

PUBLIC COMMENT:

Kathy Knight endorsed William McLeod to fill the vacant position on the Jefferson County Planning Commission.

David Tabb stated William McLeod’s resume was very impressive; inquired as to why nothing was being done by the US 340 Corridor Committee; he felt the cancellation of the August 30, 2012 Commission meeting was not noticed properly; and stated his opinion regarding the performance of an employee.

Commissioner Noland stopped him at this point and advised him Public Comment is not the forum for personal attacks for County employees.

PRESENTATIONS continued:

2. The Commission introduced **Ms. Linda Ott** and commended her for forty-five (45) years of service at CVS providing valuable service and friendship to the residents of Jefferson County. Ms. Ott commented on her years working at the CVS store in the Hilldale Shopping Center, Charles Town. A picture was taken with Mr. and Mrs. Ott and the Commissioners. Commissioner Noland advised her that a Resolution would be sent to her in the mail.
3. **Jennifer Maghan, County Clerk**, provided an update on the cost of a potential purchase of electronic polling machines and an explanation of how they would be faster and more efficient than the system now in use. Mr. Willie G. Wesley, Jr., Senior Customer Service Manager for Election Systems & Software (SS&S) gave a demonstration of polling machines and reviewed their many capabilities providing voter statistics. Mr. Wesley offered to lend two epolling machines and two printers to the County to use in a pilot program during early voting this year at a cost of \$750 for poll worker training plus \$.025 cents per registered voter, or approximately \$850.00.

Motion by Mr. Manuel that the County Clerk take steps to obtain the epoll books for the County. The Clerk should determine when and where is the most efficient place to put the new procedure into effect.

Ms. Morgan amended the motion to state the County would organize a pilot program and utilize a few machines during early voting this year.

Mr. Manuel amended his original motion to authorize a pilot program to be implemented during early voting this year using two epolling machines and two printers at the cost quoted by Mr. Wesley. The amended motion was unanimously approved.

The Commission took a short break at 11:10 a.m.

The Commission reconvened the meeting at 11:17 a.m.

4. Interviews and Appointments to the (1) Board of Health – one unexpired term ending June 30, 2017, and (2) Planning Commission – one unexpired term ending March 31, 2014.

Planning Commission:

William McLeod, applicant, spoke about himself to the Commission and his reasons for wanting to be a member of the Planning commission.

James P. Phillips, applicant, also spoke about himself and his reasons for wanting to join the Planning Commission.

Nominations were made. Motion by Ms. Morgan to close nominations. Motion seconded by Mr. Pellish and unanimously approved.

James Phillips was chosen to fill the unexpired seat on the Planning Commission by a vote of 3 to 2.

Board of Health:

Joseph P. Osterman, PhD., applicant, advised the Commission of his qualifications to sit on the Board of Health and his goals, if appointed.

Robert M. Johnson, DDS, MPH, applicant, also spoke about his qualifications and his goals for the Board, if appointed.

Mr. Manuel requested unanimous consent to hold over the nominations for the Board of Health for two weeks should there be others interested in applying. There was unanimous consent to readvertise the vacancy and place applicants on the agenda in three weeks (Sept. 13, 2012).

5. Work Session to inform the County Commission of the Planning Commission's recommendation regarding the US 340 East Gateway Corridor Plan.

Jennifer Brockman, Director of Planning and Zoning and Seth Rivard, Planner advised the Commission of the Planning Commission's recommendation with regard to the US 340 East Gateway Corridor Plan. Mr. Rivard explained their proposal via Power Point presentation. Steve Barney, Zoning Administrator, was also present. Ms. Brockman suggested that a public work session be scheduled for sometime during the week of September 17, 2012 and that a public hearing be set for September 27, 2012. She will coordinate the scheduling with Ms.

Keyser.

6. Approval of a one-time request from the American Conservation Film Festival for funding in the amount of \$4,000 for this year's first annual *Producers Campus*, a workshop for conservation filmmakers.

Motion by Mr. Manuel to move the request for a \$4,000 grant into the County Commission Community grant requests and make a decision within that context. Motion seconded by Ms. Noland.

During discussion the Commission cited its policy of setting a deadline to receive funding requests and supporting documents. The deadline has passed and the request should not be considered. Mr. Manuel agreed and withdrew his motion. This item was deleted from the agenda. A letter will be sent to the American Conservation Film Festival stating this decision and suggesting that since this is a tourism related item they should contact the Jefferson County Convention and Visitors Bureau or AHA! For funding.

7. Request for approval of contract with eCivis pertaining to researching, maintaining and reporting of grants.

Motion by Ms. Noland to enter into a three-year contract with eCivis pertaining to research, maintenance and reporting of grants contingent upon determining the source of funding. Motion seconded by Mr. Manuel and unanimously approved.

8. Approval of FY2013 budget allocations.

By unanimous consent, it was decided that each Commissioner would review the list of proposed allocations, write down his or her suggestions and bring them to the Commission meeting in two weeks (September 6, 2012) for discussion and/or action.

COUNTY ADMINISTRATOR REPORTS:

Interim County Administrator:

- Ms. Keyser presented a proposed Memorandum of Understanding between the County Commission and Jefferson County Emergency Services Agency regarding fiscal responsibility by fire companies. Ms. Keyser asked the Commissioners to review the Memorandum and advise her of any changes.
- Ms. Keyser prepared and submitted a draft of Commissioner's Top Project Listings. Ms. Keyser asked the Commissioners to review the document and submit their changes, additions or comments to her for revision.
- Met with a representative of the Solid Waste Authority.

Mr. Pellish commented that the Commission should look into holding another recycling event, possibly next year. Ms. Widmyer suggested the County needs a free hazardous waste recycling.

- Ms. Keyser suggested a date of September 27, 2012 to hold a "Meet Your Commissioners" event. The Commission agreed to the date and time as recommended.

COUNTY COMMISSIONER REPORTS:

Commissioner Widmyer:

- Attended a work session with the other Commissioners and representatives of the WVDOT regarding US 340.
- Attended a public meeting with representatives of the WVDOT in Bolivar, WV regarding US 340.
- Coordinated with the NAACP in the Martin Delany celebration. Commented that the County Maintenance Department

did an excellent job assisting with the festival. A formal letter will be sent to the Department.

- Attended the Jefferson County Fair.
- Commented that HEPMPO occasionally amends their Transportation Improvement Program (CHIP) and the next meeting will be regarding a traffic light at the Bakerton Road intersection with US 340. Ms. Widmyer suggested the Commission spread the word to residents as this is a topic they may be interested in.

Commissioner Manuel:

- Participated in the African American Parade and Festival.
- Attended the Jefferson County Fair.
- Attended Senator Rockefeller's tourism meeting.
- Attended the public meeting in Bolivar, WV with representatives of the WVDOT regarding US 340.

Commissioner Pellish:

- Attended the Jefferson County Fair.
- Attended a Jefferson County Development Authority meeting.
- Visited Summit Point with Barbara Scott and saw some of the things she is doing to benefit the area.

Commissioner Morgan:

- Attended the public meeting with representatives of the WVDOT in Bolivar, WV regarding US 340.
- Attended the Martin Delany Birthday Celebration.
- Attended an American Conservation Film Festival film.
- Attended the joint NAACP/National Park Service annual remembrance of the Niagara Movement.
- Attended a Board of Health meeting.
- Attended the Job Corps Community Relations luncheon.

Commissioner Noland:

- Spent most of the week at the Jefferson County Fair.
- Participated in County Administrator applicant interviews.

There being no further business, motion by Mr. Manuel to adjourn the meeting. Motion seconded by Ms. Widmyer and unanimously approved. Upon rising at 1:10 p.m., the meeting was adjourned until Thursday, September 6, 2012.

PATRICIA A. NOLAND, PRESIDENT

