

Minutes
Jefferson County Commission
Thursday, September 13, 2012

A meeting of the Jefferson County Commission was held on Thursday, September 13, 2012 in the County Commission meeting room in 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, County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the September 13, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Morgan led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the September 6, 2012 regular meeting as amended.
 Motion seconded by Mr. Manuel and unanimously approved.

Motion by Mr. Manuel to approve the Minutes of the September 6, 2012 Public Hearing as amended.
 Motion seconded by Ms. Morgan and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Morgan to approve the Purchase Orders in the amount of \$18,991.47, being P. O. Nos. 50857, 49852, 50099, 50095, 50103, 49979, 50105, 49718, 50097, 50098, 50101, 50102, 52069, 50033, 50035, 50036 and 52077.
 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 \$273,589.46 for September 13, 2012. Motion seconded by Mr. Manuel and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
068136	424	AT&T/IL		\$ -	\$ 0.50	\$ 0.50
068137	700	AUTOZONE		\$ -	\$ 241.75	\$ 241.75
068138	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 2,444.16	\$ 2,444.16
068139	425	B-K OFFICE SUPPLY INC	50086	\$ 608.98	\$ -	\$ 608.98
068140	424	BOLAND SERVICES	50077	\$ 225.00	\$ -	\$ 225.00
068140	424	BOLAND SERVICES	52829	\$ 270.00	\$ -	\$ 270.00
068140	425	BOLAND SERVICES	51117	\$ 991.01	\$ -	\$ 991.01
068141	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
068142	PAYROLL	BUREAU F/CHILD SPprt ENF		\$ -	\$ 212.31	\$ 212.31

068143	439	JENNIFER M. BROCKMAN		\$ -	\$ 15.00	\$ 15.00
068144	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
068145	425	CITY OF CHARLES TOWN	50089	\$ 300.00	\$ -	\$ 300.00
068146	424	CHARLES TOWN UTILITY BRD		\$ -	\$ 67.20	\$ 67.20
068146	425	CHARLES TOWN UTILITY BRD		\$ -	\$ 799.18	\$ 799.18
068147	405	MARCIA L. CHANDLER, RPR	50032	\$ 423.00	\$ -	\$ 423.00
068148	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
068149	425	DODSON'S SEPTIC	50087	\$ 260.00	\$ -	\$ 260.00
068150	424	DAYCON	50092	\$ 1,605.65	\$ -	\$ 1,605.65
068150	425	DAYCON	50079	\$ 564.67	\$ -	\$ 564.67
068151	717	DEAN'S LAWNMOWER SHOP	50106	\$ 6.60	\$ -	\$ 6.60
068152	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 24.80	\$ 24.80
068153	227	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
068154	413	ESS ELECTION SYSTEMS &	49972	\$ 150.00	\$ -	\$ 150.00
068155	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
068155	425	J.C.EHRLICH		\$ -	\$ 600.71	\$ 600.71
068156	405	HR DIRECT	50037	\$ 33.50	\$ -	\$ 33.50
068157	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,635.00	\$ 1,635.00
068158	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 152.53	\$ 152.53
068159	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,444.16	\$ 2,444.16
068160	402	JEFFERSON PUBLISH CO INC	49970	\$ 264.28	\$ -	\$ 264.28
068161	712	JEFFERSON MEMORIAL HOSPT	50994	\$ 90.00	\$ -	\$ 90.00
068162	425	JEFFERSON UTILITIES INC		\$ -	\$ 499.76	\$ 499.76
068163	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
068163	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,175.48	\$ 4,175.48
068164	717	JASPER ENGINE&TRANSMISSN	50084	\$ 1,899.00	\$ -	\$ 1,899.00
068165	712	LANGUAGE LINE SERVICES		\$ -	\$ 54.12	\$ 54.12
068166	712	VERIZON BUSINESS		\$ -	\$ 1,131.64	\$ 1,131.64
068167	425	V.E. MAUCK PLUMBING SPPL	50081	\$ 674.58	\$ -	\$ 674.58
068168	717	MILLER'S CHRYSLER JEEP	50100	\$ 47.45	\$ -	\$ 47.45
068169	424	JEFF MARTIN SPECIALTY	50090	\$ 892.58	\$ -	\$ 892.58
068170	227	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
068171	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
068172	ALLOC	JEFF CO PARKS &		\$ -	\$ 25,663.63	\$ 25,663.63
068173	404	PIFER OFFICE SUPPLY, INC	52078	\$ 17.00	\$ -	\$ 17.00

068174	405	PAMELA PATTERSON	50034	\$ 42.35	\$ -	\$ 42.35
068175	425	POTOMAC EDISON/OH		\$ -	\$ 3,212.31	\$ 3,212.31
068176	428	PROFOUND LOGIC SOFTWARE		\$ -	\$ 658.90	\$ 658.90
068177	425	ROY'S GLASS SERVICE	49930	\$ 5,222.00	\$ -	\$ 5,222.00
068178	700	MARK RENNER		\$ -	\$ 32.51	\$ 32.51
068179	403	LAURA STORM		\$ -	\$ 189.82	\$ 189.82
068180	425	RCS SECURITY		\$ -	\$ 240.00	\$ 240.00
068181	403	RECORD MANAGEMENT SOLUTN	49887	\$ 30.00	\$ -	\$ 30.00
068182	425	RCS SECURITY		\$ -	\$ 456.00	\$ 456.00
068183	404	SHERIFF OF JEFFERSON CO	52079	\$ 58.87	\$ -	\$ 58.87
068184	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 544.00	\$ 544.00
068184	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 332.00	\$ 332.00
068184	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 599.00	\$ 599.00
068184	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 753.00	\$ 753.00
068184	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 70.00	\$ 70.00
068185	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
068185	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 85.26	\$ 85.26
068185	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 35,155.89	\$ 35,155.89
068185	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,803.00	\$ 9,803.00
068186	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,277.94	\$ 40,277.94
068186	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.84	\$ 118.84
068187	401	STAPLES CREDIT PLAN		\$ -	\$ 397.63	\$ 397.63
068187	406	STAPLES CREDIT PLAN		\$ -	\$ 406.11	\$ 406.11
068187	412	STAPLES CREDIT PLAN		\$ -	\$ 174.45	\$ 174.45
068187	700	STAPLES CREDIT PLAN		\$ -	\$ 817.81	\$ 817.81
068187	712	STAPLES CREDIT PLAN		\$ -	\$ 364.41	\$ 364.41
068188	711	SOFTWARE COMPUTER GROUP	53192	\$ 150.00	\$ -	\$ 150.00
068189	425	SHENANDOAH VALLEY WATER		\$ -	\$ 691.50	\$ 691.50
068190	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 14,442.19	\$ 14,442.19
068191	GRANT	TRENARY SERVICE CO		\$ -	\$ 8,801.60	\$ 8,801.60
068192	425	U S PAVING LLC	50078	\$ 2,500.00	\$ -	\$ 2,500.00
068193	402	UNITED BANKCARD CENTER		\$ -	\$ 27.78	\$ 27.78
068193	402	UNITED BANKCARD CENTER		\$ -	\$ 179.44	\$ 179.44

068193	402	UNITED BANKCARD CENTER		\$ -	\$ 160.20	\$ 160.20
068193	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
068193	403	UNITED BANKCARD CENTER		\$ -	\$ 448.89	\$ 448.89
068193	403	UNITED BANKCARD CENTER		\$ -	\$ 466.10	\$ 466.10
068193	405	UNITED BANKCARD CENTER		\$ -	\$ 674.00	\$ 674.00
068193	405	UNITED BANKCARD CENTER		\$ -	\$ 295.00	\$ 295.00
068193	412	UNITED BANKCARD CENTER		\$ -	\$ 444.70	\$ 444.70
068193	415	UNITED BANKCARD CENTER		\$ -	\$ 77.04	\$ 77.04
068193	424	UNITED BANKCARD CENTER		\$ -	\$ 24,123.97	\$ 24,123.97
068193	424	UNITED BANKCARD CENTER		\$ -	\$ 39.94	\$ 39.94
068193	424	UNITED BANKCARD CENTER		\$ -	\$ 23.77	\$ 23.77
068193	424	UNITED BANKCARD CENTER		\$ -	\$ 97.77	\$ 97.77
068193	425	UNITED BANKCARD CENTER		\$ -	\$ 186.41	\$ 186.41
068193	425	UNITED BANKCARD CENTER		\$ -	\$ 68.62	\$ 68.62
068193	428	UNITED BANKCARD CENTER		\$ -	\$ 545.00	\$ 545.00
068193	428	UNITED BANKCARD CENTER		\$ -	\$ 163.92	\$ 163.92
068193	433	UNITED BANKCARD CENTER		\$ -	\$ 24.85	\$ 24.85
068193	439	UNITED BANKCARD CENTER		\$ -	\$ 16.00	\$ 16.00
068193	440	UNITED BANKCARD CENTER		\$ -	\$ 93.49	\$ 93.49
068193	700	UNITED BANKCARD CENTER		\$ -	\$ 767.40	\$ 767.40
068193	700	UNITED BANKCARD CENTER		\$ -	\$ 313.99	\$ 313.99
068193	700	UNITED BANKCARD CENTER		\$ -	\$ 54.45	\$ 54.45
068193	700	UNITED BANKCARD CENTER		\$ -	\$ 165.56	\$ 165.56
068193	700	UNITED BANKCARD CENTER		\$ -	\$ 319.96	\$ 319.96
068193	711	UNITED BANKCARD CENTER		\$ -	\$ 443.88	\$ 443.88
068193	711	UNITED BANKCARD CENTER		\$ -	\$ 103.00	\$ 103.00
068193	711	UNITED BANKCARD CENTER		\$ -	\$ 497.44	\$ 497.44
068193	712	UNITED BANKCARD CENTER		\$ -	\$ 3,525.09	\$ 3,525.09
068193	712	UNITED BANKCARD CENTER		\$ -	\$ 158.77	\$ 158.77
068193	712	UNITED BANKCARD CENTER		\$ -	\$ 25.00	\$ 25.00
068193	712	UNITED BANKCARD CENTER		\$ -	\$ 27.50	\$ 27.50
068194	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 30,551.94	\$ 30,551.94

068195	PAYROLL	WVCORP		\$ -	\$ 28,546.25	\$ 28,546.25
068196	402	XEROX CORPORATION	49705	\$ 1,433.39	\$ -	\$ 1,433.39
068196	439	XEROX CORPORATION	49952	\$ 635.69	\$ -	\$ 635.69
TOTAL						\$ 273,589.46
TOTAL				\$ 19,395.60	\$ 254,193.86	\$ 273,589.46

PUBLIC COMMENT:

Matt Knott expressed safety concerns regarding the proposed installation of a traffic light at the intersection of US Rt. 340 and Bakerton Road.

David Tabb also expressed safety concerns regarding the proposed installation of the traffic light.

Tom Taylor expressed his safety concerns regarding the proposed traffic light.

PRESENTATIONS:

- 1. Dennis Frye, Historian and Author**, presented to the Commission his recent books entitled September Suspense: Lincoln’s Union in Peril and Harpers Ferry Under Fire.
- Jenni Vincent of Region 9’s request for approval of Proclamation for Eastern Panhandle Clean Air Connection and release of funding allocation to the Jefferson County Convention and Visitors Bureau.**

Ms. Vincent explained that the Eastern Panhandle Clean Air Connection is a publicly-funded joint venture between Jefferson and Berkeley counties and provided background information on the organization.

Motion by Mr. Manuel to approve a Proclamation for the Eastern Panhandle Clean Air Connection declaring September 17 – 23, 2012 as National Pollution Prevention Week. Motion seconded by Mr. Pellish and unanimously approved.

- 3. Annette Gavin, Chair of Convention and Visitors Bureau Board’s request for release of funding allocation.**

Ms. Gavin spoke briefly about what the CVB has accomplished so far and what its goals are for the future. She was excited the CVB had contracted with David Zucker to be the new CEO and was confident he would move projects forward.

Motion by Mr. Pellish to approve the release of previously approved funds in the amount of \$150,000 to the Jefferson County Convention and Visitors Bureau on condition that the monies are tracked by the CVB. Motion seconded by Ms. Morgan and unanimously approved.

- 4. Jennifer Myers, Director of Parks and Recreation, request to approve a Resolution authorizing Jefferson County Parks and Recreation to apply to the State of West Virginia for funding in the amount of \$80,000. The funding would be taken out of the Land and Water Conservation Fund. The monies would be used for the development and construction of a Picnic Pavilion at Sam Michael’s Park and expansion of the Sam**

Michael's Park playground to include ADA equipment.

Motion by Ms. Widmyer to approve a Resolution authorizing Jefferson County Parks and Recreation to apply on the County Commission's behalf and submit an application to the State of West Virginia requesting funding in the amount of \$80,000 out of the Land and Water Conservation Fund to be used for the development and construction of a Picnic Pavilion located at Sam Michael's Park and expansion of the Sam Michael's Park playground to include ADA equipment. Motion seconded by Mr. Manuel and unanimously approved.

5. David Tabb commented on two items:

- **Agenda Policy Changes** – Mr. Tabb expressed his opinion that no changes should be made to the Agenda Policy until a public hearing is held and the public has had the opportunity to comment. He stated that no background information has been released to the public regarding the proposed changes.
- **Proposed purchase by the Commission of the Briel/Liberty Building** – Mr. Tabb stated the Briel Building is actually listed as the Liberty Building on the lease with the County Commission and for that reason he had difficulty locating the lease. He also commented that the lease was marked “not for public view.” Mr. Tabb additionally advised he has not seen an appraisal for the property. He requested no further action be taken to lease or purchase the Briel/Liberty Building until all issues can be resolved.

The Commission took a 10-minute break at 10:58 a.m.

The Commission reconvened its regular meeting at 11:00 a.m.

6. Interview and Appointment to the Jefferson County Farmland Protection Board for a four-year term ending September 7, 2016.

Elizabeth Wheeler, Executive Director, and Elizabeth McDonald, President of the JC Farmland Protection Board were present for the nomination and appointment.

There was only one applicant for the above-referenced position, Russ Quinn, a farmer in Jefferson County.

Motion by Ms. Morgan to appoint Russ Quinn to the Jefferson County Farmland Protection Board (Farm Bureau) position for a four-year term ending September 7, 2016. Motion seconded by Mr. Manuel and unanimously approved.

The farmer-at-large position will be readvertised.

7. Jennifer Brockman, Director of Planning and Zoning requested a discussion of placement of signage of certain county-owned properties.

This item was held due to Ms. Brockman's absence with notice.

Nikki Painter, Deputy Clerk of Elections, requested approval of the list of potential poll workers.

Motion by Mr. Manuel to approve the list of poll workers as presented by Ms. Painter. Motion seconded by Mr. Pellish and unanimously approved.

- 8. Bob Orndorff, Stephanie Harrington, Manager Electric Transmission Project Communications and Wayne Briggs, Project Manager from Dominion Power utilized a Power Point presentation to describe Dominion's current project in the Mt. Storm – Doubs area of Jefferson County.**

They explained there are approximately ninety-nine (99) miles of existing transmission lines in the Mt. Storm – Doubs area that are old and Dominion is in the process of rebuilding them. The process was described step-by-step. Ms. Harrington and Mr. Briggs stated that Dominion officials have spoken to all affected property owners and taking every precaution to be safe and to provide homeowners with specifics about the project.

Ms. Morgan left the meeting at 12:00 p.m.

UNFINISHED BUSINESS

- 9. Debbie Keyser, County Administrator, requested approval of the revised Agenda Policy.**

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

- 10. Approval of FY2013 County Commission Community Grants.**

This item was held over until next week's Agenda to allow the Commissioners to better prepare for discussion and possible action.

- 11. Request by HEPMPO for a recommendation from the County Commission with regard to the installation of a traffic signal at the intersection of US Rt. 340 and Bakerton Road. - Discussion/Action.**

Motion by Mr. Manuel to endorse the installation of a traffic signal at US Rt. 340 and Bakerton Road as an interim solution. Motion seconded by Mr. Pellish and unanimously approved (4 – 0).

FINALCIAL DIRECTOR'S REPORTS

- Request approval of State Budget Revision #6.**

Motion by Mr. Manuel to approve State Budget Revision #6 as presented. Motion seconded by Mr. Pellish and unanimously approved.

- Budget analysis for month ending July 31, 2012.**

Mr. Shroyer provided an analysis of the budget for the month ending July 31, 2012 and answered Commissioners' questions. Discussed funding of the Capital Outlay Fund.

COUNTY ADMINISTRATOR'S REPORTS

- Ms. Keyser inquired if the Commission preferred Option 1) a one-year renewal of the maintenance contract for the AS400, or Option 2) the Commissioners wish to replace the AS400 at a cost of \$108,254, plus maintenance. Motion by Mr. Pellish to approve Option 2. Motion seconded by Mr. Manuel and carried 3 – 1.**

Mr. Pellish left the meeting at 12:25 p.m.

- Attended the Homeland Security and Emergency Management Full Scale Regional Exercise hosted by Barbara Miller, Director.
- Attended a 1.5 hour meeting with a Committee designated to resolve the distribution of fire company funds.
- Advised that the Wear Your Favorite Football Jersey and Chili Cook off Day has been changed to October 10, 2012.
- Stated that wellness points are being tallied to determine the first quarter winner. Ms. Keyser is modifying/improving the point system. The first quarter winner will be announced shortly.
- Officials from Loudoun Co. are visiting here on September 20, 2012. Ms Keyser will be visiting Loudoun Co. on September 27, 2012.
- Regarding eCivis software which was approved last week, contract signing has been completed and Sandy McDonald, Deputy County Administrator, will be attending training this coming week.
- Sally Gran and Ms. Keyser met with representatives for ING, the State Treasurer's Deferred Compensation Plan. Ms. Keyser requested approval to have representatives from ING make a presentation to county employees during the day, and an evening session at 6:00 or 7:00 p.m. to allow employees to attend with their spouses.

By unanimous consent the Commissioners agreed to authorize Ms. Keyser to invite ING representatives here to speak to county employees.

- Attended a Courthouse Committee meeting.
- Reminded the Commission that September 27, 2012 is "Meet Your Commissioners Day."
- Requested approval of the proposed contract with RCS for maintenance of security hardware.

Motion by Mr. Manuel to approve and authorize the contract with RCS for maintenance of existing security hardware to be executed. Motion seconded by Ms. Noland and carried 2 – 1.

COUNTY COMMISSIONERS' REPORTS

Commissioner Widmyer:

- Attended a public hearing regarding proposed zoning changes.
- Attended the 10th Anniversary celebration of the Farmland Protection Board.
- Attended a Jefferson County Public Service Commission meeting.
- Will be attending a Water Advisory Committee meeting (WAC) on September 17, 2012.
- Attended a public hearing regarding US Rt. 340 South.

Commissioner Manuel:

- Attended a public hearing regarding proposed zoning changes.
- Attended the Elks Run Watershed Group Organizational meeting.
- Will be attending the senior picnic for the Council on Aging at the Ranson Civic Center on September 14, 2012.

Commissioner Noland:

- Attended a public hearing regarding proposed zoning changes.
- Attended a Region 9 meeting.

- Will be attending a CCAWV legislative summit this weekend on Sunday, September 16, 2012 and Monday, September 17, 2012 in Charles Town, WV.

There being no further business, motion by Mr. Manuel to adjourn the meeting. Motion seconded by Ms. Noland and unanimously approved. The meeting was adjourned until Thursday, September 20, 2012.

PATRICIA A. NOLAND, PRESIDENT