

**Minutes**  
**Jefferson County Commission**  
**Thursday, September 27, 2012**

A meeting of the Jefferson County Commission was held on Thursday, September 27, 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, Dale Manuel, Lyn Widmyer, 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 27, 2012 meeting is available through the Jefferson County Commission Office.)

**PLEDGE OF ALLEGIANCE**

Commissioner Manuel led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Motion by Ms. Morgan to approve the Minutes of the September 20, 2012 regular meeting as amended. Motion seconded by Mr. Manuel and unanimously approved.

**APPROVAL OF PURCHASE ORDERS**

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$37,352.16 being P. O. Nos. 50146, 49891, 49869, 49785, 49817, 50143, 50144, and 50147. Motion seconded by Ms. Widmyer and unanimously approved.

**APPROVAL OF ACCOUNTS PAYABLE**

Motion by Ms. Morgan to approve the accounts payable for September 27, 2012 in the amount of \$433,919.75. Motion seconded by Mr. Pellish and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
068243	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,876.36	\$ 3,876.36
068244	712	AT&T/GA		\$ -	\$ 260.16	\$ 260.16
068245	425	ALLIANCE ELECTRIC LLC	50104	\$ 900.00	\$ -	\$ 900.00
068246	700	BRUCES 24 WRECKER SERVIC	49644	\$ 309.28	\$ -	\$ 309.28
068247	425	BATTERY MART	50144	\$ 79.50	\$ -	\$ 79.50
068248	425	B-K OFFICE SUPPLY INC	50137	\$ 585.41	\$ -	\$ 585.41
068248	439	B-K OFFICE SUPPLY INC	49958	\$ 665.78	\$ -	\$ 665.78
068249	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
068250	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
068251	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
068252	PAYROLL	VA DEPT OF TAXATION		\$ -	\$ 1,230.81	\$ 1,230.81
068253	402	COMPLETE SYSTEM SUPPORT	49971	\$ 12,238.00	\$ -	\$ 12,238.00
068254	425	CDW-GOVERNMENT INC	50138	\$ 125.49	\$ -	\$ 125.49
068255	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
068256	439	CHRISTINE CHALMERS		\$ -	\$ 12.78	\$ 12.78

068257	440	CHOICE STAFFING, INC.		\$ -	\$ 1,377.00	\$ 1,377.00
068258	PAYROLL	COLONIAL LIFE		\$ -	\$ 1,070.52	\$ 1,070.52
068259	405	DELL MARKETING LP	50033	\$ 1,099.38	\$ -	\$ 1,099.38
068260	425	DAYCON	50108	\$ 918.71	\$ -	\$ 918.71
068261	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 58.70	\$ 58.70
068262	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
068263	433	D & S CONSTRUCTION	50858	\$ 2,365.50	\$ -	\$ 2,365.50
068264	PAYROLL	HIGHMARK INC		\$ -	\$ 615.60	\$ 615.60
068265	401	EXPRESSWAY OFFICE SOLUTN		\$ -	\$ 124.13	\$ 124.13
068266	401	FEDEX		\$ -	\$ 24.90	\$ 24.90
068266	700	FEDEX		\$ -	\$ 103.94	\$ 103.94
068267	700	GALLS,AN ARAMARK CO	49654	\$ 2,836.65	\$ -	\$ 2,836.65
068268	716	HILLSIDE VETERINARY HOSP	51162	\$ 179.71	\$ -	\$ 179.71
068269	424	HASLER INC.	50073	\$ 321.00	\$ -	\$ 321.00
068270	412	MICHAEL HARMAN		\$ -	\$ 305.34	\$ 305.34
068271	425	HERITAGE ROOFING, INC.	50142	\$ 94.10	\$ -	\$ 94.10
068272	700	INTERNATIONAL POLYGRAPH	49647	\$ 600.00	\$ -	\$ 600.00
068273	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 1,635.00	\$ 1,635.00
068274	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
068275	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,175.48	\$ 4,175.48
068275	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
068276	GRANT	JC BLACK HISTORY		\$ -	\$ 1,540.00	\$ 1,540.00
068277	440	JOSEPH KENT		\$ -	\$ 147.50	\$ 147.50
068278	700	LAW ENFORCEMENT EQUIP CO	49642	\$ 130.00	\$ -	\$ 130.00
068279	405	MATTHEW BENDER & CO	50039	\$ 66.89	\$ -	\$ 66.89
068279	700	MATTHEW BENDER & CO	49643	\$ 318.01	\$ -	\$ 318.01
068280	406	MONROE SYS FOR BUSINESS	49853	\$ 53.14	\$ -	\$ 53.14
068281	402	MR PRINT	49978	\$ 111.96	\$ -	\$ 111.96
068282	700	MIDWEST RADAR & EQUIPMEN	49648	\$ 900.00	\$ -	\$ 900.00
068283	PAYROLL	COMPTRROLLER OF MARYLAND		\$ -	\$ 782.56	\$ 782.56
068284	711	BARBARA J. MILLER		\$ -	\$ 133.76	\$ 133.76
068284	711	BARBARA J. MILLER		\$ -	\$ 82.80	\$ 82.80
068285	711	TERRI MEHLING		\$ -	\$ 82.80	\$ 82.80
068286	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
068287	401	NAT'L ASSN OF COUNTIES		\$ -	\$ 839.00	\$ 839.00
068288	425	NEOPOST MIDATLANTIC		\$ -	\$ 484.74	\$ 484.74
068289	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
068290	404	PIFER OFFICE SUPPLY, INC	52082	\$ 62.08	\$ -	\$ 62.08
068291	424	POTOMAC EDISON/OH		\$ -	\$ 3,176.63	\$ 3,176.63
068291	425	POTOMAC EDISON/OH		\$ -	\$ 15,763.80	\$ 15,763.80

068292	716	REVIVAL ANIMAL HEALTH	51160	\$ 1,139.68	\$ -	\$ 1,139.68
068293	700	JOHN E. REID & ASSOC	49651	\$ 1,680.00	\$ -	\$ 1,680.00
068294	424	RECYCLING EQUIPMENT CORP	50105	\$ 7,850.00	\$ -	\$ 7,850.00
068295	700	SOFTWARE SYSTEMS, INC	49639	\$ 239.00	\$ -	\$ 239.00
068295	716	SOFTWARE SYSTEMS, INC	49639	\$ 111.68	\$ -	\$ 111.68
068296	404	SPECIALTY BUS SUPPLIES	52080	\$ 809.19	\$ -	\$ 809.19
068297	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 34.37	\$ 34.37
068297	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 103.40	\$ 103.40
068297	PAYROLL	STATE DPT O/TAX & REVENU		\$ -	\$ 29,332.74	\$ 29,332.74
068298	704	ST/WV REGIONAL JAIL &	50063	\$ 102,040.80	\$ -	\$ 102,040.80
068299	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 20.26	\$ 20.26
068299	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 72.63	\$ 72.63
068299	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ (41.14)	\$ (41.14)
068299	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 85.26	\$ 85.26
068299	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
068299	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,724.84	\$ 9,724.84
068299	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ (147.48)	\$ (147.48)
068299	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 34,875.09	\$ 34,875.09
068300	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,530.19	\$ 39,530.19
068300	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ (350.35)	\$ (350.35)
068300	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 70.43	\$ 70.43
068300	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.84	\$ 118.84
068301	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,541.91	\$ 9,541.91
068301	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,593.46	\$ 14,593.46
068302	PAYROLL	DONITA SCOTT		\$ -	\$ 72.64	\$ 72.64
068303	700	ROBERT S. SELL		\$ -	\$ 178.50	\$ 178.50
068304	700	TPS TOWN POLICE SUPPLY	49645	\$ 549.00	\$ -	\$ 549.00
068305	716	TEVA	49640	\$ 351.00	\$ -	\$ 351.00
068306	700	3 PIGS TRAINING SOLUTION	49652	\$ 100.00	\$ -	\$ 100.00
068307	403	VITAL SIGNS	49890	\$ 450.00	\$ -	\$ 450.00
068308	716	VALLEY PET CEMETERY	51161	\$ 810.00	\$ -	\$ 810.00
068309	405	WEST PAYMENT CENTER	49635	\$ 2,005.86	\$ -	\$ 2,005.86
068310	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 130.22	\$ 130.22
068310	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 101,576.02	\$ 101,576.02
068311	700	WV SHERIFFS ASSOCIATION	49649	\$ 1,600.00	\$ -	\$ 1,600.00
068312	405	WV STATE BAR	50038	\$ 600.00	\$ -	\$ 600.00
068313	700	WEST VIRGINIA UNIFORM-52	49653	\$ 305.96	\$ -	\$ 305.96
068314	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 133.20	\$ 133.20
068315	412	WPS,INC	50028	\$ 199.65	\$ -	\$ 199.65
068316	700	WV SIGNAL & LIGHT, INC.	49650	\$ 7,664.00	\$ -	\$ 7,664.00

<b>TOTAL</b>						<b>\$ 433,919.75</b>
<b>TOTAL</b>				<b>\$ 153,466.41</b>	<b>\$ 280,453.34</b>	<b>\$ 433,919.75</b>

**PUBLIC COMMENT:**

**Jennifer Myers, Director, Jefferson County Parks and Recreation,** introduced the new Community Center Manager, Tim Lykins.

**David Tabb** gave his comments regarding Jefferson County Emergency Management and Homeland Security.

**Peter Corum** expressed his concern regarding Planning and Zoning’s request to hire a 2-year temporary full-time employee on the FY2014 Comprehensive Plan.

**PRESENTATIONS:**

- Angela Banks, Assessor, presented the following exoneration for approval:**

**NOTICE OF EXONERATION:**

Angela Banks, County Assessor, requested exoneration for RG Contracting & Construction in the amount of \$165.40. Motion by Ms. Morgan to approve the exoneration of \$165.40 for Ticket No. 316197. Motion seconded by Mr. Manuel and unanimously approved.

<b>Name</b>	<b>District</b>	<b>Type</b>	<b>Ticket No.</b>	<b>Amount</b>
RG Contracting & Construction	Shepherdstown	Personal Property	316197	\$165.40

**PRESENTATIONS :**

- Lt. Tom Hansen requested approval to hire a replacement Crossing Guard for Shepherdstown Elementary School.**

Motion by Mr. Pellish to authorize Lt. Tom Hansen to hire Heather Sue Henry Maddex as a replacement Crossing Guard for Shepherdstown Elementary School. Motion seconded by Ms. Widmyer and unanimously approved.

- Teresa Hendricks requested approval to hire a Tax Deputy.**

Motion by Ms. Morgan to authorize Teresa Hendricks to hire Rebeka L. Turner as a Tax Deputy. Motion seconded by Mr. Pellish and unanimously approved.

**UNFINISHED BUSINESS:**

- Review and Revisions to the Agenda Policy (Debbie Keyser):**

Motion by Mr. Pellish to approve the Agenda Policy as amended, subject to approval of revisions. Motion seconded by Mr. Manuel and unanimously approved.

**NEW BUSINESS:**

- 3. Discussion regarding changing the County Commission meeting days from every Thursday to every first and third Thursday. (PN)**

Motion by Mr. Pellish to approve changing the Commission meeting days from every Thursday to every first and third Thursday, with the understanding that the second and fourth Thursdays may be used to discuss more comprehensive issues, if necessary, with the change being implemented on December 1, 2012. Motion seconded by Mr. Manuel and carried 3 to 2 with Ms. Morgan and Ms. Widmyer voting “no.”

- 4. Debbie Keyser requested approval to advertise for a replacement Administrative Assistant in the County Commission Office.**

Motion by Mr. Pellish to approve and authorize Ms. Keyser to advertise for a replacement Administrative Assistant for the County Commission Office and to contract with an employment agency, if needed, to utilize temporary help approximately two days a week until a replacement is found. Motion seconded by Ms. Noland and unanimously approved.

**PRESENTATIONS continued:**

**Item No. 7 on the Agenda, Mary Newlin of the Juvenile Drug Court’s request for \$1,500 for the nutritional program was removed from the Agenda.**

- 5. Jennifer Maghan, County Clerk, requested approval of the FY2012 Jefferson County Financial Statement for publication.**

Motion by Ms. Morgan to approve the publication of the FY2012 Jefferson County Financial Statement by the County Clerk. Motion seconded by Mr. Manuel and unanimously approved.

- 6. Jennifer Brockman, Director of Planning and Zoning, requested approval to hire a 2-year full-time temporary Comprehensive Plan Planner and approve a budget revision for FY2013 to support this position.**

Motion by Ms. Morgan to authorize Ms. Brockman to hire a 2-year full-time temporary Comprehensive Plan Planner. Motion seconded by Ms. Widmyer and unanimously approved.

**The Commission took a 10 minute break at 10:45 a.m.  
The Commission reconvened its regular meeting at 10:50 a.m.**

**FINANCIAL DIRECTOR’S REPORT:**

- Request for approval of Budget Revision #7.**

Motion by Mr. Manuel to approve Budget Revision #7, budget revision for the temporary Comprehensive Plan Planner as presented by Paul Shroyer. Motion seconded by Ms. Widmyer and unanimously approved.

**PRESENTATIONS continued:**

- 7. Members of the Sheridan Unit Owners Association, Inc. stated their concerns about the status of the unfinished subdivision work in connection with the existing bond agreement between Sheridan LLC and the County Commission of Jefferson County dated September 22, 2003.**

Sheridan Unit Owners, Eula Odom, President of the Homeowners Association, Roger Goodwin, Chief County Engineer and Stephanie Grove, Assistant Prosecuting Attorney discussed the problem.

Since it was the consensus of the County Commission, motion was made by Ms. Widmyer that the front streets in the Sheridan Subdivision should be paved before winter, and in order to achieve that the homeowners in Sheridan should sign a statement stating they concur with using bond money to update and repair their streets, and they release the County of

liability. Motion seconded by Ms. Morgan.

Mr. Pellish amended the motion to add that no work will be implemented until legal counsel has an opportunity to do further research, i.e. what liabilities the County Commission could incur, and receive Commission approval before work is completed. Amended motion unanimously approved.

- 8. Ed Hannon and Doug Pittinger of the Jefferson County Emergency Services Agency updated the Commission on the status of the hiring process for three positions in the Emergency Services Agency. They will offer positions to two EMS candidates this week.**

#### **COUNTY ADMINISTRATOR REPORTS:**

##### **County Administrator Debbie Keyser:**

- Ms. Keyser reminded the Commissioners to review and edit the Policy Booklet distributed to them.
- Attended a Telephone Committee meeting.
- Attended a meeting conducted by Bill Polk, Maintenance Director, at the Maintenance Facility.

#### **COUNTY COMMISSION REPORTS:**

##### **Commissioner Widmyer:**

- Attended a WV DOH meeting regarding US Rt. 340 South alignment.
- Attended an Eastern Panhandle Trailblazers' meeting.

##### **Commissioner Manuel:**

- Attended a WV DOH meeting regarding US Rt. 340 South alignment.
- Participated at Shepherd University with the League of Women Voters to register college students to vote.
- Will participate in the "Meet and Greet the Commissioners" this evening at Skipper's.
- Reminded the Commission about the Mountain Heritage Festival this weekend.

##### **Commissioner Pellish:**

- Attended the Patriot's Path Golf outing with Bill Polk.

##### **Commissioner Morgan:**

- Participated in two Workforce in Government conference calls.
- Attended a choral concert in Shepherdstown.
- Attended a Healthier Jefferson County meeting.
- Attended a WV DOH meeting regarding US Rt. 340 South alignment.
- Attended the Good Shepherd Interfaith Volunteer Caregivers' picnic.
- Will attend a public workshop regarding US Rt. 340 gateway this evening.

##### **Commissioner Noland:**

- Attended the Charles Town Heritage Festival.
- Attended a WV DOH meeting regarding US Rt. 340 South alignment.
- Attended a Personnel Committee meeting.
- Will participate in the "Meet and Greet the Commissioners" this evening at Skipper's.
- Announced the upcoming annual 4-H Clubs' food fight – the 4-Hers collect food for those in need.

**Motion by Mr. Pellish to convene an Executive Session regarding retiree health care by authority of WV Code §6-9A-4. Motion seconded by Mr. Manuel. The Commission took a 10 minute break and following the break**

**convened the Executive Session. Upon conclusion of the Executive Session, there being no further business, the regular meeting was adjourned until Thursday next, October 4, 2012 at 9:30 a.m.**

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PATRICIA A. NOLAND, PRESIDENT



