

Minutes
Jefferson County Commission
Thursday, November 1, 2012

A meeting of the Jefferson County Commission was held on Thursday, November 1, 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, Jimmy Eddie, Bailiff, Cynthia Schott, Temporary Administrative Assistant. (An audio tape of the November 1, 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 Mr. Manuel to approve the minutes of the October 18, 2012 regular meeting as presented. Motion seconded by Ms. Widmyer and unanimously approved.

Motion by Ms. Morgan to approve the minutes of the October 25, 2012 regular meeting as amended. Motion seconded by Mr. Manuel and unanimously approved as amended.

Motion by Mr. Manuel to approve the minutes of the October 25, 2012 Public Hearing as presented. Motion seconded by Ms. Morgan and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Morgan to approve Purchase Orders in the amount of \$20,420.59 being P. O. Nos. 49854, 50186, 49884, 50884, 49894, 49985, 49986, 49987, 50188, 50220, 50184, 50187, 50190, 50191, 50192, 50049, and 50048. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Pellish to approve the accounts payable for November 1, 2012 in the amount of \$228, 791.67. Motion seconded by Mr. Manuel and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
068521	428	ACS GOVERNMENT SYSTEMS		\$ -	\$ 2,750.00	\$ 2,750.00
068522	440	ASCE/AMERICAN SOCIET OF	51038	\$ 235.00	\$ -	\$ 235.00
068523	425	ABH SERVICES, INC.	50185	\$ 90.00	\$ -	\$ 90.00
068523	425	ABH SERVICES, INC.		\$ -	\$ 14,175.00	\$ 14,175.00
068524	700	ALL STAR AUTO GLASS	50182	\$ 175.00	\$ -	\$ 175.00
068525	412	BARDANE PUBLIC HEALTH CT		\$ -	\$ 383.00	\$ 383.00
068526	425	B-K OFFICE SUPPLY INC	50183	\$ 628.50	\$ -	\$ 628.50

068527	425	CITY OF CHARLES TOWN	50189	\$ 20.00	\$ -	\$ 20.00
068528	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
068529	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,716.92	\$ 5,716.92
068530	401	EMBASSY SUITES		\$ -	\$ 161.00	\$ 161.00
068531	ALLOC	EASTERN PANHANDLE		\$ -	\$ 4,000.00	\$ 4,000.00
068532	425	FIRE SAFETY EQUIP	50181	\$ 1,033.00	\$ -	\$ 1,033.00
068533	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,690.31	\$ 1,690.31
068533	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,953.46	\$ 1,953.46
068534	425	GRAINGER, INC	50180	\$ 338.95	\$ -	\$ 338.95
068535	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 1,590.84	\$ 1,590.84
068535	425	GRIFFITH ENERGY SERVICE		\$ -	\$ 9,213.99	\$ 9,213.99
068536	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 4,058.82	\$ 4,058.82
068536	439	JEFFERSON PUBLISH CO INC		\$ -	\$ 13.30	\$ 13.30
068537	401	DEBBIE KEYSER		\$ -	\$ 299.04	\$ 299.04
068538	433	MSAG DATA CONSULTANTS IN	50859	\$ 3,600.00	\$ -	\$ 3,600.00
068539	PAYROLL	HIGHMARK WV		\$ -	\$ 170,753.34	\$ 170,753.34
068540	404	HELEN MILBOURNE	52084	\$ 600.00	\$ -	\$ 600.00
068541	401	PATRICIA A NOLAND		\$ -	\$ 12.38	\$ 12.38
068542	712	NAEMD	49815	\$ 50.00	\$ -	\$ 50.00
068543	425	NEOPOST-MID ATLANTIC		\$ -	\$ 78.00	\$ 78.00
068544	402	PIFER OFFICE SUPPLY, INC	49983	\$ 68.08	\$ -	\$ 68.08
068544	404	PIFER OFFICE SUPPLY, INC	52083	\$ 220.77	\$ -	\$ 220.77
068545	401	QUILL CORPORATION		\$ -	\$ 9.79	\$ 9.79
068546	425	RCS SECURITY		\$ -	\$ 402.00	\$ 402.00
068547	405	BRANDON C.H. SIMS		\$ -	\$ 53.77	\$ 53.77
068548	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,441.41	\$ 2,441.41
068549	700	BENJAMIN S. WILLIAMS		\$ -	\$ 276.00	\$ 276.00
068550	440	WV STATE FIRE COMMISSION	51037	\$ 200.00	\$ -	\$ 200.00
TOTAL						\$ 228,791.67
TOTAL				\$ 7,259.30	\$ 221,532.37	\$ 228,791.67

PUBLIC COMMENT:

- Laura Storm, Circuit Clerk, introduced Weston Goodell. In working towards his Eagle Scout Award, Mr. Goodell made cushions for all the chairs and benches in the County Court Room. The Firm of Skinner & Skinner underwrote the entire cost of the project. Mr. Manuel asked that Mr. Goodell receive a Resolution from the Commission, signed by the entire Commission.
- Mr. David Tabb shared with the Commissioners his concern about various issues in the county.

PRESENTATIONS:

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

NOTICE OF EXONERTION:

Angela Banks, County Assessor, requested exonerations for Huntfield Community Association, in the amount of \$70.74 for ticket No. 8480.

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Huntfield Community Association	Charles Town	Real Estate	8480	\$70.74

- **Motion by Ms. Morgan to approve exonerations for Huntfield Community Association in the amount of \$70.74, being Ticket No. 8480. Motion seconded by Mr. Pellish and unanimously approved.**

NOTICE OF EXONERTION:

Angela Banks, County Assessor, requested exonerations for Huntfield Community Association, in the amount of \$435.26 for ticket No. 8481.

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Huntfield Community Association	Charles Town	Real Estate	8481	\$435.26

- **Motion by Ms. Widmyer to approve exonerations for Huntfield Community Association in the amount of \$ 435.26, being Ticket No. 8481. Motion seconded by Ms. Morgan and unanimously approved.**

NEW BUSINESS:

2. Duty Chief Program. Ms. Keyser, County Administrator, requested ratification of the purchase of ten (10) pagers for the Deputy Chief’s Program at a cost of \$393.22 per pager for a total cost of \$3,942.20.

- **Motion by Mr. Manuel to approve the pagers for the Deputy Chief Program and allocate the \$3,942.20 for the needed pagers. Motion seconded by Ms. Widmyer and unanimously approved**

PRESENTATIONS – (contuined)

3. Barbara Miller, Director of Homeland Security and Emergency Management. New Hire Approval.
 - **Motion by Ms. Widmyer to hire Jessica Owens for the position of Public Information Officer at the rate of \$35,152.00 annually with benefits, pending the outcome of the background check. Motion seconded by Ms. Morgan and unanimously approved.**

Barbara Miller spoke about the preparations her office and the County implemented as a result of the impact of Hurricane Sandy.

4. The Commission took a short break at 9:55 a.m.

The Commission reconvened at 10:15 a.m.

5. William Madert, Jefferson County Solid Waste Authority, Upcoming Public Service Commission Hearing.

Mr. Madert, Recycling Coordinator with the Jefferson County Solid Waste Authority, updated the Commission regarding the proposed waste recycling facility to be built in Berkeley County. Jefferson County Solid Waste Authority has filed a petition with the Public Service Commission to intervene. The Commission was asked to consider providing support for the Jefferson County Solid Waste Authority by speaking on their behalf at the Public Hearing before the Public Service Commission.

6. Debbie Keyser, County Administrator, IT Proposal

Ms. Keyser went over the four (4) options in the IT Proposal with the Commissioners. After discussion the Commissioners reached a consensus that option 3-C, a “temp to hire” an IT Director, would best serve the challenges of dealing with technology issues in the County.

COUNTY ADMINISTRATOR REPORTS:

- Discussion on Briel Building Contract – Ms. Keyser stated that the agenda item should read that Keller Williams Realty has asked if the County would like a realtor to represent the County at no charge. Ms. Keyser will put on the next agenda, if desired by the Commissioners.
- Ms. Keyser passed out a sample (first draft) of a user friendly budget.
- Requested opinions regarding Public Hearings for December.
- Ms. Keyser developed a Jefferson County Thank You Note.

COUNTY COMMISSIONER REPORTS:

Commissioner Widmyer:

- Attended the Special Session on Affordable Housing.
- Attended the preview of the American Conservation Film Festival.
- Attended the Harpers Ferry Walk in the Park.

Commissioner Morgan:

- Attended the Special Session on Affordable Housing.
- Attended Harpers Ferry Walk in the Park.
- Attended the celebration of the Rain Garden at the Mountain Community Center.

Commissioner Noland:

- Attended the Special Session on Affordable Housing
- Attended the EOC to sign the Declaration of Emergency

Commissioner Pellish:

- Attended the Special Session on Affordable Housing.

Commissioner Manuel:

- Attended the Special Session on Affordable Housing.
- Shared that the Hite Road and Route 9 Ribbon Cutting scheduled for November 2, 2012 has been suspended.

PRESENTATIONS (continued)

7. Stephanie Grove, Assistant Prosecuting Attorney, Settlement Agreement with Deputy Windle
- **Motion by Ms. Widmyer to enter into an Executive Session with regard to pending litigation, pursuant to WV Code §6-9A-4. Motion seconded by Ms. Morgan and unanimously approved.)**
 - **Motion by Ms. Morgan to come out of executive session and come back into regular session. Motion seconded by Mr. Manual and unanimously approved.**
 - **Motion by Ms. Widmyer to approve the settlement of the Windel case and to pay the amount of \$20,000 in back wages, plus expenses. Motion seconded by Mr. Manual and unanimously approved.**

There being no further business, the meeting was adjourned at 11:42 on a motion by Mr. Manuel and seconded by Mr. Pellish. Motion unanimously approved.

PATRICIA A. NOLAND, PRESIDENT

