

Minutes

Jefferson County Commission

Thursday, January 17, 2013

A meeting of the Jefferson County Commission was held on Thursday, January 17, 2013 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 Dale Manuel, Patsy Noland, Walter Pellish, Jane Tabb and Lyn Widmyer. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the January 17, 2013 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Ms. Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the Minutes of the January 2, 2013 Special Session with noted correction. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Tabb to approve the Minutes of the January 3, 2013 regular meeting with noted correction. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Tabb to approve the Minutes of the January 10, 2013 Public Hearing regarding Jefferson Asphalt as presented. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Noland to approve the Minutes of the January 10, 2013 Public Hearing regarding John D. Lowe, III as presented. Motion seconded by Ms. Widmyer and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$104,959.94 being P. O. Nos. 51261, 51290, 50291, 51254, 51256, 50260, 50262, 50263, 50310, 21251, 51257, 51221, 51222, 50292, 51243, 51245, 51247, 51248, 51249, 51250, 51252, 51253, 51255, 51258, 49963, 50311, 50058, 50060, and 52088. Motion seconded by Mr. Pellish and unanimously approved.

Ms. Tabb inquired as to why we are paying \$10,137.41 for materials on the VOIP System when an RFP hasn't gone out. Ms. Keyser will research.

APPROVAL OF ACCOUNTS PAYABLE

| CHKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------------|------|--------------------------|-------|----------------------|--------------------|----------------------|
| 068919 | 440 | ASSOC ST.FLOODPLAIN MNGR | 50224 | \$ 100.00 | \$ - | \$ 100.00 |
| 068920 | 717 | ALL STAR AUTO GLASS | 50297 | \$ 125.00 | \$ - | \$ 125.00 |
| 068921 | 425 | BATTERY MART | 50309 | \$ 147.70 | \$ - | \$ 147.70 |
| 068922 | 413 | CASTO & HARRIS INC | 50001 | \$ 3,353.86 | \$ - | \$ 3,353.86 |
| 068923 | 402 | COMPLETE SYSTEM SUPPORT | 50255 | \$ 630.00 | \$ - | \$ 630.00 |
| 068924 | 403 | COAST TO COAST COMPUTER | 49895 | \$ 484.00 | \$ - | \$ 484.00 |
| 068925 | 700 | DIV CRIMINAL JUSTICE SVC | 50112 | \$ 750.00 | \$ - | \$ 750.00 |
| 068926 | 717 | DONALD B. RICE TIRE CO. | 50307 | \$ 322.80 | \$ - | \$ 322.80 |
| 068927 | 413 | ESS ELECTION SYSTEMS & | 50000 | \$ 5,251.00 | \$ - | \$ 5,251.00 |
| 068928 | 712 | EDDY WOOD WORKING | 49797 | \$ 245.00 | \$ - | \$ 245.00 |
| 068929 | 425 | FIDELITY ENGINEERING | 50296 | \$ 136.60 | \$ - | \$ 136.60 |
| 068929 | 425 | FIDELITY ENGINEERING | 51232 | \$ 144.00 | \$ - | \$ 144.00 |
| 068930 | 717 | FISHER AUTO PARTS | 50302 | \$ 1,402.52 | \$ - | \$ 1,402.52 |
| 068931 | 425 | GRAINGER, INC | 50294 | \$ 334.65 | \$ - | \$ 334.65 |
| 068931 | 425 | GRAINGER, INC | 50308 | \$ 128.85 | \$ - | \$ 128.85 |
| 068932 | 412 | MICHAEL HARMAN | | \$ - | \$ 277.56 | \$ 277.56 |
| 068933 | 402 | JEFFERSON PUBLISH CO INC | 50256 | \$ 218.36 | \$ - | \$ 218.36 |
| 068933 | 402 | JEFFERSON PUBLISH CO INC | 50258 | \$ 154.40 | \$ - | \$ 154.40 |
| 068934 | 425 | JEFFERSON COUNTY SOLID | 53045 | \$ 13.43 | \$ - | \$ 13.43 |
| 068935 | 712 | DR ROBERT JONES | | \$ - | \$ 1,000.00 | \$ 1,000.00 |
| 068936 | 425 | KONE INC. | 50293 | \$ 1,375.84 | \$ - | \$ 1,375.84 |
| 068937 | 712 | MORGAN TROPHIES AWARDS | 51228 | \$ 139.00 | \$ - | \$ 139.00 |
| 068938 | 424 | NFPA | 50299 | \$ 165.00 | \$ - | \$ 165.00 |
| 068939 | 402 | PIFER OFFICE SUPPLY, INC | 50257 | \$ 105.71 | \$ - | \$ 105.71 |
| 068939 | 406 | PIFER OFFICE SUPPLY, INC | 49856 | \$ 625.86 | \$ - | \$ 625.86 |
| 068940 | 425 | RCS SECURITY | 50304 | \$ 1,247.50 | \$ - | \$ 1,247.50 |
| 068941 | 403 | SOFTWARE SYSTEMS, INC | 49897 | \$ 392.00 | \$ - | \$ 392.00 |
| 068941 | 424 | SOFTWARE SYSTEMS, INC | 49897 | \$ 450.00 | \$ - | \$ 450.00 |
| 068942 | 405 | SPECIALTY BUS SUPPLIES | 50056 | \$ 1,437.98 | \$ - | \$ 1,437.98 |
| 068943 | 704 | ST/WV REGIONAL JAIL & | 51229 | \$ 89,840.80 | \$ - | \$ 89,840.80 |
| 068944 | 424 | TRAILER ENTERPRISES | 50301 | \$ 8,400.00 | \$ - | \$ 8,400.00 |
| 068945 | 712 | PANHANDLE ACCIDENT RECON | 49800 | \$ 1,500.00 | \$ - | \$ 1,500.00 |
| 068946 | 405 | WEST PAYMENT CENTER | 49635 | \$ 651.50 | \$ - | \$ 651.50 |
| 068947 | 717 | WILLIAMS MOTOR PARTS, IN | 50203 | \$ 337.03 | \$ - | \$ 337.03 |
| 068948 | 405 | WV PROS.ATTYS ASSOC/WVPA | 50057 | \$ 1,800.00 | \$ - | \$ 1,800.00 |
| 068949 | 424 | WINCHESTER SECURITY LLC | 50303 | \$ 1,120.00 | \$ - | \$ 1,120.00 |
| 068950 | 439 | CHRISTOPHER WHITTAKER | | \$ - | \$ 910.28 | \$ 910.28 |
| | | | | | | |
| TOTAL | | | | | | \$ 125,718.23 |
| TOTAL | | | | \$ 123,530.39 | \$ 2,187.84 | \$ 125,718.23 |

Motion by Ms. Noland to approve the accounts payable for December 27, 2012 in the amount of \$125,718.23. Motion seconded by Mr. Manuel and unanimously approved.

| CHKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|------|-----------------------|-------|-------------|-------|--------------|
| 068992 | 425 | ALLIANCE ELECTRIC LLC | 51237 | \$ 1,433.00 | \$ - | \$ 1,433.00 |
| 068993 | 425 | B-K OFFICE SUPPLY INC | 51238 | \$ 1,150.50 | \$ - | \$ 1,150.50 |

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|--------|---------|--------------------------|-------|-------------|--------------|--------------|
| 068994 | 424 | BOLAND SERVICES | 51231 | \$ 270.00 | \$ - | \$ 270.00 |
| 068994 | 425 | BOLAND SERVICES | 51117 | \$ 991.01 | \$ - | \$ 991.01 |
| 068995 | 405 | LAURENCE R CROFFORD | | \$ - | \$ 127.00 | \$ 127.00 |
| 068996 | 424 | CHARLES TOWN UTILITY BRD | | \$ - | \$ 149.38 | \$ 149.38 |
| 068996 | 425 | CHARLES TOWN UTILITY BRD | | \$ - | \$ 782.14 | \$ 782.14 |
| 068997 | 405 | JAMES CASIMIRO III | | \$ - | \$ 127.00 | \$ 127.00 |
| 068998 | 440 | CHOICE STAFFING, INC. | | \$ - | \$ 1,280.81 | \$ 1,280.81 |
| 068999 | 428 | CORE BTS INC. | 51291 | \$ 6,044.11 | \$ - | \$ 6,044.11 |
| 069000 | 405 | KIMBERLEY CROCKETT | | \$ - | \$ 127.00 | \$ 127.00 |
| 069001 | 425 | COVENANT BUILDING MAINT | | \$ - | \$ 11,827.43 | \$ 11,827.43 |
| 069002 | 425 | DAYCON | 51234 | \$ 1,359.18 | \$ - | \$ 1,359.18 |
| 069003 | 425 | DEHAVEN BERKELEY SPRINGS | | \$ - | \$ 82.55 | \$ 82.55 |
| 069004 | 424 | J.C.EHRLICH | | \$ - | \$ 34.00 | \$ 34.00 |
| 069004 | 425 | J.C.EHRLICH | | \$ - | \$ 604.18 | \$ 604.18 |
| 069005 | PAYROLL | HIGHMARK INC | | \$ - | \$ 590.40 | \$ 590.40 |
| 069006 | 425 | EXPRESSWAY OFFICE SOLUTN | 51246 | \$ 17.99 | \$ - | \$ 17.99 |
| 069007 | 717 | FLEETPRIDE | 51244 | \$ 13.58 | \$ - | \$ 13.58 |
| 069008 | 405 | STEPHEN V GROH | | \$ - | \$ 127.00 | \$ 127.00 |
| 069009 | 405 | STEPHANIE GROVE | | \$ - | \$ 127.00 | \$ 127.00 |
| 069010 | 717 | GUTTMAN OIL CO | | \$ - | \$ 13,759.20 | \$ 13,759.20 |
| 069011 | 405 | CHARLES B HOWARD | | \$ - | \$ 127.00 | \$ 127.00 |
| 069012 | 424 | HASLER INC. | 50073 | \$ 330.00 | \$ - | \$ 330.00 |
| 069013 | 401 | HIRERIGHT | | \$ - | \$ 26.30 | \$ 26.30 |
| 069014 | 425 | IDVILLE, INC | 51292 | \$ 376.26 | \$ - | \$ 376.26 |
| 069015 | 401 | RICOH USA, INC | | \$ - | \$ 29.06 | \$ 29.06 |
| 069015 | 403 | RICOH USA, INC | | \$ - | \$ 58.14 | \$ 58.14 |
| 069015 | 404 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 069015 | 405 | RICOH USA, INC | | \$ - | \$ 87.21 | \$ 87.21 |
| 069015 | 406 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 069015 | 425 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 069015 | 433 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 069015 | 440 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 069015 | 700 | RICOH USA, INC | | \$ - | \$ 58.14 | \$ 58.14 |
| 069015 | 712 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 069016 | ALLOC | JEFFERSON CO BD OF HEALT | | \$ - | \$ 2,500.00 | \$ 2,500.00 |
| 069017 | 425 | JEFF CO PUBLIC SER DEPT | | \$ - | \$ 208.45 | \$ 208.45 |
| 069018 | ALLOC | JEFF CO DEVELOPMENT AUTH | | \$ - | \$ 5,000.00 | \$ 5,000.00 |
| 069018 | ALLOC | JEFF CO DEVELOPMENT AUTH | | \$ - | \$ 31,977.25 | \$ 31,977.25 |
| 069019 | 404 | JEFFERSON PUBLISH CO INC | 52087 | \$ 700.62 | \$ - | \$ 700.62 |
| 069020 | 425 | JEFFERSON UTILITIES INC | | \$ - | \$ 559.76 | \$ 559.76 |
| 069021 | GRANT | JC BLACK HISTORY | | \$ - | \$ 12,840.22 | \$ 12,840.22 |
| 069022 | 405 | RALPH A LORENZETTI JR | | \$ - | \$ 127.00 | \$ 127.00 |
| 069023 | 403 | MATTHEW BENDER & CO | 49899 | \$ 118.94 | \$ - | \$ 118.94 |
| 069024 | 412 | JUDITH A MATLICK | | \$ - | \$ 311.44 | \$ 311.44 |
| 069025 | 424 | VERIZON BUSINESS | | \$ - | \$ 1,133.03 | \$ 1,133.03 |
| 069026 | 406 | N.A.D.A. APPRAISAL GUIDE | 49858 | \$ 105.00 | \$ - | \$ 105.00 |
| 069027 | 712 | NENA | 51227 | \$ 130.00 | \$ - | \$ 130.00 |
| 069028 | 402 | PIFER OFFICE SUPPLY, INC | 49991 | \$ 71.02 | \$ - | \$ 71.02 |
| 069028 | 406 | PIFER OFFICE SUPPLY, INC | 49857 | \$ 129.98 | \$ - | \$ 129.98 |
| 069029 | 424 | POTOMAC EDISON/OH | | \$ - | \$ 1,845.49 | \$ 1,845.49 |
| 069029 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 17,210.67 | \$ 17,210.67 |

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|--------|---------|--------------------------|-------|-------------|---------------|---------------|
| 069062 | 700 | FEDEX | | \$ - | \$ 48.35 | \$ 48.35 |
| 069063 | 415 | GENERAL COUNTY FUND-J FE | | \$ - | \$ 20,700.75 | \$ 20,700.75 |
| 069064 | PAYROLL | ING NATIONAL TRUST | | \$ - | \$ 1,920.00 | \$ 1,920.00 |
| 069065 | ALLOC | JEFFERSON COUNTY HISTORI | | \$ - | \$ 1,352.34 | \$ 1,352.34 |
| 069066 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 40.00 | \$ 40.00 |
| 069066 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 4,773.00 | \$ 4,773.00 |
| 069067 | 405 | DANIEL M. JAMES | | \$ - | \$ 53.28 | \$ 53.28 |
| 069068 | 424 | KONE INC. | 50177 | \$ 327.75 | \$ - | \$ 327.75 |
| 069068 | 425 | KONE INC. | 50177 | \$ 1,154.25 | \$ - | \$ 1,154.25 |
| 069069 | 711 | BARBARA J. MILLER | | \$ - | \$ 142.80 | \$ 142.80 |
| 069070 | 412 | SHAY MCNEIL | | \$ - | \$ 8.25 | \$ 8.25 |
| 069070 | 412 | SHAY MCNEIL | | \$ - | \$ 58.28 | \$ 58.28 |
| 069071 | PAYROLL | HELEN M. MORRIS, TRUSTEE | | \$ - | \$ 150.00 | \$ 150.00 |
| 069072 | PAYROLL | NATIONWIDE RETIREMENT | | \$ - | \$ 774.00 | \$ 774.00 |
| 069073 | 711 | JESSICA OWENS | | \$ - | \$ 142.80 | \$ 142.80 |
| 069074 | ALLOC | JEFF CO PARKS & | | \$ - | \$ 14,199.60 | \$ 14,199.60 |
| 069075 | 402 | PIFER OFFICE SUPPLY, INC | 50259 | \$ 57.84 | \$ - | \$ 57.84 |
| 069075 | 402 | PIFER OFFICE SUPPLY, INC | 50264 | \$ 36.09 | \$ - | \$ 36.09 |
| 069076 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 1,986.63 | \$ 1,986.63 |
| 069077 | 700 | ROMULO QUEZADA | | \$ - | \$ 12.17 | \$ 12.17 |
| 069078 | PAYROLL | RETIREE HLTH BENEFIT TRS | | \$ - | \$ 6,300.00 | \$ 6,300.00 |
| 069079 | 401 | RICOH USA, INC./GA | | \$ - | \$ 252.73 | \$ 252.73 |
| 069079 | 403 | RICOH USA, INC./GA | | \$ - | \$ 287.58 | \$ 287.58 |
| 069079 | 404 | RICOH USA, INC./GA | | \$ - | \$ 123.90 | \$ 123.90 |
| 069079 | 405 | RICOH USA, INC./GA | | \$ - | \$ 423.90 | \$ 423.90 |
| 069079 | 406 | RICOH USA, INC./GA | | \$ - | \$ 123.90 | \$ 123.90 |
| 069079 | 425 | RICOH USA, INC./GA | | \$ - | \$ 48.10 | \$ 48.10 |
| 069079 | 433 | RICOH USA, INC./GA | | \$ - | \$ 197.41 | \$ 197.41 |
| 069079 | 440 | RICOH USA, INC./GA | | \$ - | \$ 197.41 | \$ 197.41 |
| 069079 | 700 | RICOH USA, INC./GA | | \$ - | \$ 295.90 | \$ 295.90 |
| 069079 | 712 | RICOH USA, INC./GA | | \$ - | \$ 267.08 | \$ 267.08 |
| 069080 | 401 | SHERIFF OF JEFFERSON CO | | \$ - | \$ 500,000.00 | \$ 500,000.00 |
| 069081 | 405 | STAPLES CREDIT PLAN | 50059 | \$ 56.25 | \$ - | \$ 56.25 |
| 069082 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 23.78 | \$ 23.78 |
| 069082 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 101.66 | \$ 101.66 |
| 069082 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 9,839.22 | \$ 9,839.22 |
| 069082 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 1.14 | \$ 1.14 |
| 069082 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 4.88 | \$ 4.88 |
| 069082 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 42,071.40 | \$ 42,071.40 |
| 069082 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 118.84 | \$ 118.84 |
| 069082 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 3.34 | \$ 3.34 |
| 069082 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 40,469.87 | \$ 40,469.87 |
| 069083 | 717 | THOMASSEN FORD MERCURY | 51259 | \$ 86.37 | \$ - | \$ 86.37 |
| 069084 | 401 | UNITED BANKCARD CENTER | | \$ - | \$ 1,001.60 | \$ 1,001.60 |
| 069084 | 402 | UNITED BANKCARD CENTER | | \$ - | \$ 818.00 | \$ 818.00 |
| 069084 | 402 | UNITED BANKCARD CENTER | | \$ - | \$ 34.95 | \$ 34.95 |
| 069084 | 403 | UNITED BANKCARD CENTER | | \$ - | \$ 816.00 | \$ 816.00 |
| 069084 | 403 | UNITED BANKCARD CENTER | | \$ - | \$ 23.94 | \$ 23.94 |
| 069084 | 405 | UNITED BANKCARD CENTER | | \$ - | \$ 265.60 | \$ 265.60 |
| 069084 | 412 | UNITED BANKCARD CENTER | | \$ - | \$ 446.97 | \$ 446.97 |
| 069084 | 415 | UNITED BANKCARD CENTER | | \$ - | \$ 74.98 | \$ 74.98 |

| | | | | | | |
|--------------|---------|--------------------------|-------|---------------------|----------------------|----------------------|
| 069084 | 424 | UNITED BANKCARD CENTER | | \$ - | \$ 7,081.28 | \$ 7,081.28 |
| 069084 | 424 | UNITED BANKCARD CENTER | | \$ - | \$ 98.13 | \$ 98.13 |
| 069084 | 424 | UNITED BANKCARD CENTER | | \$ - | \$ 239.98 | \$ 239.98 |
| 069084 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 12.57 | \$ 12.57 |
| 069084 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 27.45 | \$ 27.45 |
| 069084 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 103.62 | \$ 103.62 |
| 069084 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 123.09 | \$ 123.09 |
| 069084 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 873.10 | \$ 873.10 |
| 069084 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 927.97 | \$ 927.97 |
| 069084 | 428 | UNITED BANKCARD CENTER | | \$ - | \$ 20.00 | \$ 20.00 |
| 069084 | 433 | UNITED BANKCARD CENTER | | \$ - | \$ 526.14 | \$ 526.14 |
| 069084 | 433 | UNITED BANKCARD CENTER | | \$ - | \$ 134.51 | \$ 134.51 |
| 069084 | 439 | UNITED BANKCARD CENTER | | \$ - | \$ 32.85 | \$ 32.85 |
| 069084 | 440 | UNITED BANKCARD CENTER | | \$ - | \$ 160.20 | \$ 160.20 |
| 069084 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 232.23 | \$ 232.23 |
| 069084 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 152.73 | \$ 152.73 |
| 069084 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 285.65 | \$ 285.65 |
| 069084 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 100.54 | \$ 100.54 |
| 069084 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 36.72 | \$ 36.72 |
| 069084 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 526.22 | \$ 526.22 |
| 069084 | 711 | UNITED BANKCARD CENTER | | \$ - | \$ 13.95 | \$ 13.95 |
| 069084 | 711 | UNITED BANKCARD CENTER | | \$ - | \$ 5.29 | \$ 5.29 |
| 069084 | 711 | UNITED BANKCARD CENTER | | \$ - | \$ 110.00 | \$ 110.00 |
| 069084 | 711 | UNITED BANKCARD CENTER | | \$ - | \$ 1,728.05 | \$ 1,728.05 |
| 069084 | 712 | UNITED BANKCARD CENTER | | \$ - | \$ 63.74 | \$ 63.74 |
| 069084 | 712 | UNITED BANKCARD CENTER | | \$ - | \$ 4,267.66 | \$ 4,267.66 |
| 069084 | 712 | UNITED BANKCARD CENTER | | \$ - | \$ 362.55 | \$ 362.55 |
| 069084 | 712 | UNITED BANKCARD CENTER | | \$ - | \$ 39.99 | \$ 39.99 |
| 069084 | 717 | UNITED BANKCARD CENTER | | \$ - | \$ 1,518.40 | \$ 1,518.40 |
| 069085 | 425 | VALLEY HARDWARE COMPANY | 50201 | \$ 16.72 | \$ - | \$ 16.72 |
| 069086 | ALLOC | JEFFERSON CO CONVENTION | | \$ - | \$ 16,904.28 | \$ 16,904.28 |
| 069087 | 405 | WEST PAYMENT CENTER | 49635 | \$ 2,043.88 | \$ - | \$ 2,043.88 |
| 069088 | PAYROLL | WV BUREAU OF EMPLOYMENT | | \$ - | \$ 12,308.35 | \$ 12,308.35 |
| 069089 | 413 | KABLETOWN METHODIST CHRC | 50265 | \$ 3.92 | \$ - | \$ 3.92 |
| | | | | | | |
| | | | | | | |
| TOTAL | | | | | | \$ 717,110.50 |
| TOTAL | | | | \$ 10,883.07 | \$ 706,227.43 | \$ 717,110.50 |

Motion by Ms. Noland to approve the accounts payable for January 17, 2013 in the amount of \$ 717,110.50. Motion seconded by Mr. Pellish and unanimously approved.

PUBLIC COMMENT:

David Tabb, Jefferson County Resident – Offered his services as interim Sheriff forgoing any type of compensation.

Jennifer Syron, Eastern Panhandle Homeowners’ Association – Spoke of her concern regarding the Commission granting permission of a tolling amendment for one developer.

Kathy Knight, Member Steering Committee - Comprehensive Plan – Ms. Knight commented on adding additional members to the Comprehensive Plan Steering Committee.

PRESENTATIONS:

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

NOTICE OF EXONERATION:

Angela Banks, County Assessor, requested exoneration for Jana Croson, in the amount of \$40.78 for ticket No.301374.

| NAME | DISTRICT | TYPE | TICKET NO. | AMOUNT |
|-------------|-----------------|---------------------------|-------------------|---------------|
| Jana Croson | Charles Town | Personal Property 2011 | 301374 | \$40.78 |

- **Motion by Ms. Noland to approve exoneration for Jana Croson in the amount of \$40.78, being Ticket No. 301374. Motion seconded by Ms. Tabb and unanimously approved.**

NOTICE OF EXONERATION:

Angela Banks, County Assessor, requested exoneration for Richard Roy Greist in the amount of \$134.49 for ticket No. 27240.

| NAME | DISTRICT | TYPE | TICKET NO. | AMOUNT |
|--------------------|-----------------|-------------|-------------------|---------------|
| Richard Roy Greist | Shepherdstown | Real Estate | 27240 | 134.49 |

- **Motion by Ms. Widmyer to approve exoneration for Richard Roy Greist in the amount of \$134.49 being Ticket No. 27240. Motion seconded by Ms. Tabb and unanimously approved.**

Angela Banks, County Assessor, requested exoneration for Sarah Van Meter in the amount of \$23.12 for ticket No. 304651.

| NAME | DISTRICT | TYPE | TICKET NO. | AMOUNT |
|-----------------|-----------------|---------------------------|-------------------|---------------|
| Sarah Van Meter | Charles Town | Personal Property 2012 | 304651 | \$23.12 |

- **Motion by Ms. Tabb to approve exoneration for Sarah Van Meter in the amount of \$23.12, being Ticket No. 304651. Motion seconded by Mr. Pellish and unanimously approved.**

2. Appointment of Jessie Jones as Interim Manager of the Sheriff’s Department until a new Sheriff is appointed.
- **Motion by Ms. Noland to approve Jessie Jones as the Interim Manager of the Sheriff’s Department until a new Sheriff is appointed. Motion seconded by Ms. Tabb and unanimously approved.**

3. Katie Willard, Department of Environmental Protection. Ms. Willard introduced herself as the District Environmental Coordinator for the Youth Environmental Program. Ms Willard works out of Romney and covers the 8 counties in the Eastern Panhandle. Ms. Willard conducts environmental education and outreach, working with children trying to get them involved in the community in environmental projects. Ms. Willard brought copies of the “Operation Wildflower” 2013 calendar, which a Jefferson County student won the contest for the front cover.
4. Appoint liaison to Solid Waste Authority – Jane Tabb. Ms. Tabb is concerned about the appearance of a Conflict of Interest as her family conducted business with the Solid Waste Authority at one point. Although they no longer do, Ms. Tabb feels it would be in the best interest of the Commission if another Commissioner replaces her as the Commission representative. Mr. Pellish agreed to be the liaison from the Commission to the Solid Waste Authority.
5. Scheduling of Special Session on Tuesday, January 22, 2013 at 11am for the purpose of additional appointments to the Jefferson County Envision Jefferson 2035 Steering Committee.

As the deadline for applicants for the Jefferson County Envision Jefferson Steering Committee did not close until January 16, 2013, Ms. Tabb did not have time to review the applications. Ms. Widmyer was concerned about the time requirement for giving notice.

- **Motion by Ms. Tabb to work on the appointment of two (2) new members to the Comprehensive Plan Steering Committee along with the budget work session on January 24, 2013 at 9:30 am. Motion seconded by Ms. Widmyer and unanimously approved.**

Ms. Widmyer requested that the meeting policy be amended to included the fifth (5th) Thursdays where there are five (5) Thursdays. Mr. Manuel asked that this request be put on the agenda for consideration. It was the consensus of the Commission to meet on January 31, 2013.

6. Interviews and Appointments to the following Board:
 - a) Jefferson County Emergency Services Agency – Filling an unexpired term due to the resignation of Robert Murto. The unexpired term ends 11/02/2013.

- The following citizen(s) expressed interest in filling the unexpired term: Sean M. Guerra.

Without objection, Mr. Manuel allowed the representatives from the Jefferson County Emergency Services Agency to speak. Doug Pittinger, Director, Jefferson County Emergency Services Agency, requested the Agency appointment be put on hold for 30 days. As there was only one applicant, they would like to repost the position. It was the consensus of the Commission to repost the ad for the position. No other action was taken.

- b) Jefferson County Parks & Recreation Commission for an unexpired term ending June 30, 2015.

- The following citizen(s) expressed interest in filling the unexpired term: Patrick S. Schneble.

- **Motion by Ms. Widmyer to approve Patrick S. Schneble to the unexpired term ending June 30, 2013 on the Jefferson County Parks and Recreation Commission. Motion seconded by Ms. Noland and unanimously approved.**

- c) Jefferson County Property Safety Enforcement Agency for a term ending February 8, 2015 representing citizens.

➤ The following citizen(s) expressed interest in filling the term ending February 8, 2015:
Melinda L. Keuroglan.

- **Motion by Ms. Tabb to approve the unexpired term ending February 8, 2015 on the Jefferson County Property Safety Enforcement Agency. Motion seconded by Ms. Noland and unanimously approved.**

7. The Commission took a break at: 10:40.
The Commission reconvened at: 10:50.

8. Discussion of process for filling Sheriff's vacancy.

Counsel stated there is no requirement the Democratic Executive Committee be involved in filling the Sheriff position. It is the County Commission's responsibility to appoint a Sheriff from the same party that held the seat. There is no process outlined in the code, it is up to the County Commission to design the process. There have been questions about a Special Election. The Secretary of State has been called as has the Attorney General's Office. Mr. Pellish feels strongly that a Special Election should be held, to allow the voters to elect the Sheriff, regardless of party. Ms. Widmyer inquired if a Special Election were to be held, would this carry through for a full term or only until the next election? Ms. Noland also expressed her concern over the timing of holding an election and then the person having to run again the following year. After speaking with the Attorney General's Office, Ms. Grove shared that there is conflicting code in one article. One code (which address the Sheriff), states the Commission appoints a replacement to fill the seat until the next election, while the other code states that a vacancy of more than one year has to hold an election. The Attorney General has offered to do a formal opinion. Ms. Widmyer requested that Ms. Grove also research if the Sheriff is elected, would the term be till the next election or for a full term. The consensus of the Commission is to take no action until an opinion from the Attorney General's Office is received. Ms. Noland inquired as to a time frame for filling the seat. Ms. Grove stated there is no time frame in the code. The process is not defined. Ms. Grove recommended that the seat should be filled as quickly as possible. The Commission is showing good faith by researching the legal requirements.

Due to a (hopefully) quick response, Ms. Tabb recommended that the Commission meet on January 31st to address this issue. It was the consensus of the Commission to hold a regular County Commission meeting January 31, 2013.

9. Interview and Appointments to the Water Advisory Committee. The following terms to be filled – three (3), three (3) year terms ending January 31, 2016 and one (1) unexpired term ending January 31, 2015.
 - a) The following citizen(s) expressed interest in filling open seats on the Water Advisory Committee: Susan Staehle, Roger Ethier, Lawrence Johnson, & Dick Latterell. Mr. Manuel opened nominations from the floor, none were forthcoming.
 - **Ms. Widmyer nominated Susan Staehle, Roger Ethier and Dick Latterell to fill a three year terms, ending January 31, 2016.**
 - **Ms. Noland nominated Lawrence Johnson, Dick Latterell and Susan Staehle to fill a three year terms, ending January 31, 2016.**

Mr. Pellish stated that he questioned the need for the Water Advisory Committee at this point. They have fulfilled the purpose for which they were created. Ms. Widmyer stated the Committee has come before the Commission with their program and the Commission had approved it.

➤ **Susan Staehle, Mr. Johnson and Dr. Latterell were elected to a three year term ending**

January 31, 2016 with the majority of the vote.

➤ **Roger Ethier was elected to fill the one year unexpired term ending January 31, 2015.**

10. Lynn Fields, Deputy Probate Clerk – Quarterly review for approval of wills/estates opened since last quarterly review; and for approval and closure of accountings and waivers.

▪ **Motion by Ms. Noland to enter into session as a Fiduciary Board. Motion seconded by Mr. Manuel and unanimously approved.**

Ms. Fields, Deputy Probate Clerk appeared before the Commission for presentation of accounts and waivers for review of the Commission. The time of the Commission was taken up this day with examination of sundry fiduciary accounts.

▪ **Motion by Mr. Manuel to accept and authorize the President’s signature upon all such fiduciary accounts as presented by Ms. Fields. Motion seconded by Ms. Noland and unanimously approved.**

▪ **Motion by Ms. Noland to come out of session as a Fiduciary Board. Motion seconded by Mr. Manuel and unanimously approved.**

11. Mike Wiley, Beallair Homes, LLC – Request for the County Commission’s consideration of the First Amendment to the Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions and Restrictions Beallair Phase II Subdivision.

Mr. Pellish asked Mr. Wiley to confirm this request was “a one shot deal,” a one-time release of 13 lots. Mr. Wiley assured the Commission it was.

▪ **Motion by Mr. Pellish to approve the First Amendment to Agreement regarding Bonding Obligations and Declaration of Covenants, Conditions and Restrictions Beallair Phase 2 Subdivision submitted by Beallair Homes, LLC, and request same to be recorded in the Clerk’s office after the President’s signature and notarization thereon. Motion seconded by Ms. Noland and approved on a vote of 4-1 with Ms. Widmyer opposing.**

Ms. Widmyer asked that the record reflect that she feels very troubled by the precedent this has set for other tolled subdivisions.

12. Steve Rawlings, West Virginia Risk Pool. Update on the West Virginia Risk Pool. Mr. Rawlings presented a power-point highlighting the state of the West Virginia Risk Pool and answered questions posed by the Commission.

13. Cheryl Keyrouze, Director of Eastern Panhandle Transit Authority. Update on the Eastern Panhandle Transit Authority. Ms. Keyrouze shared her insights as to the state of the Eastern Panhandle Transit Authority and what she is doing to bring the Authority into a healthy, productive enterprise. Ms. Keyrouze invited the Commission to two events that will be taking place. February 27, 2012, from 9-1 at the Martinsburg Regional Airport, the Authority will host a public charette to learn what is wanted by the public, in public transportation, in the future. February 6, 2012, 11-2 Open house.

14. Daniel P. Lutz, Jr., Feagan’s Mill. Mr. Lutz updated the Commission on his attempt to remove Feagan’s Mill from floodplain designation. Mr. Lutz complimented staff members Mr. Barney and Mr. Carter in their efforts to assist him.

15. The Commission took a break at: 12:30

The Commission reconvened at: 12:40

16. Jennifer Brockman, Director of Planning & Zoning – Monthly update on the Comprehensive Plan Steering Committee (Envision 2035).

Ms. Brockman passed out a flyer advertising the dates and locations for the Public Input Workshops for the creation of the 2014 Comprehensive Plan, “Envision Jefferson 2035”. Ms Brockman also handed out a memo with all the activities of the Steering Committee up to this point and highlighting what they will be addressing as a committee in the next month.

Ms. Brockman was hoping that Ms. Tabb’s appointed members would be in place by January 22nd so they could attend the next Steering Committee meeting. It was recommended that those on the list to be appointed be invited to attend the meeting to observe.

Ms. Brockman recommended to the Commission they meet with the Steering Committee the end of March, after the public meetings. This would allow the Committee to process what they had heard. Mr. Manuel stressed he did not want to wait that long, he felt it was important, before the Committee went too far along in the process, they understood where the Commission stands. Ms. Widmyer expressed her interest in hearing what the Committee heard at the public input meetings. Ms. Noland and Ms. Tabb share Mr. Manuel’s desire to meet with the Steering Committee as soon as possible. Mr. Pellish stated he was flexible. Ms. Brockman agreed to set a meeting with Steering Committee February 21, 2013.

17. Barbara Miller, Director of Homeland Security and Emergency Management

- a) Approval of contract with J. H. Consulting, LLC to review/revise/develop certain annexes in the Jefferson County Emergency Operations Plan and Resource Manual Additions, per the RFP advertised on the County Website. J. H. Consulting was the low bidder at \$11,000.

▪ **Motion by Ms. Noland to approve the contract with J. H. Consulting, LLC in the amount of \$11,000 for the Jefferson County Emergency Operations Plan and Resource Manual. Motion seconded by Mr. Pellish and unanimously approved.**

- b) Approval of the recommendations put forth by the Jefferson County Homeland Security and Emergency Management Steering Committee for appointees for the term of 2013-2015. The appointment recommendations are as follows:

- Sheriff/Sheriff representative, reappointment (Law Enforcement).
- D. Mason Carter, reappointment (Eastern Panhandle Chapter, American Red Cross).
- Kelly Parsons, reappointment, (Nichols, DeHaven and Associates – Private Sector).
- Lawrence “Jeff” Jefferies, new appointment (Jefferson Memorial Hospital, Health).
- Holly Morgan Frye, reappointment (Shepherd University, Education).
- John Reisenwebber, new appointment (Jefferson County Development Authority, Business).
- Chuck Ellison, new appointment (Frontier Communications, Utilities).

▪ **Motion by Mr. Pellish to approve the following representatives for a term of two (2) years to the Jefferson County Homeland Security and Emergency management Steering Committee. Sheriff representative, D. Mason Carter, Kelly Parsons, Lawrence “Jeff” Jefferies, Holly Morgan Frye, John Reisenwebber and Chuck Ellison. Motion seconded by Ms. Tabb and unanimously approved.**

- c) After Action Report/Improvement Plan from the Super Storm Sandy activation.

Ms. Miller directed the Commission to the After Action Report included in the Agenda Packet and offered to answer any question the Commission might have. The Commissioners commended Ms. Miller for an excellently prepared and informative report. The Commission also praised Ms. Miller and her staff for a job professionally done during Super Storm Sandy.

- **Motion by Ms. Tabb to accept the After Action Report as presented. Motion seconded by Ms. Noland and unanimously accepted.**

UNFINISHED BUSINESS:

18. County Commission 2013 First Quarter Priorities.

Ms. Keyser handed out and went over the Top Project Listing.

Commissioners Priorities List:

Lyn Widmyer:

- Transportation Meeting with DOH.
- Develop a user friendly citizen's budget for the website.
- Develop a bidding contract policy based on State Code.
- Establish date in February for First Annual Economic Outlook for Jefferson County.
- Schedule two more "Meet your Commissioner" event prior to fiscal year-end.
- Develop a budget which meets the County's needs, addresses potential decrease in revenue, 911Center fee structure and Emergency Fees for Fire and rescue. Recommendations by 3/2/2013.

Dale Manuel:

- Creating a "Rainy Day" Fund for operating or emergency expenses.
- CAD System.
- Space Needs.
- Comprehensive Plan that promotes economic growth.
- Find out what the ROI is for the CVB.
- Fire/Ambulance Fees.
- Help with the Hite facility.

Jane Tabb:

- Review Planning/Zoning Process.
- Review of Impact Fees.
- Budget Process.

Commissioners were in consensus that the above are added to the Priority/Project List.

COUNTY ADMINISTRATOR REPORTS

- Briel Building – The contract is in and we are still waiting to hear back.
- Employee Service Awards – Sample letter was passed out for review. Tentative date for awards will be February 7, 2013
- At the February 7, 2013 County Commission meeting, Employee Service Awards will be awarded.
- The Ethics Committee and Robert's Rules of Order will be presented at a meeting on April 11, 2013.
- Reminder of a Public Hearing to be held January 31, 2013 for the Aitcheson Family Trust.
- Reminder of budget work session to be held on Thursday, January 24, 2013.
- Update on IT. Ms. Keyser stated there were three (3) candidates that interviewed for the position. Each candidate had their strengths. There was one candidate that stood out. From strategic thinking to manual labor she believes he posses the skill set we are looking for. Salary may have to be raised. Ms. Keyser invited any of the Commissioners to sit down with the candidate. Mr. Pellish accepted the invitation. Ms. Keyser inquired how

the Commission like would to proceed. The Commissioners felt confident letting the Administrator make the final decision.

COUNTY COMMISSIONERS REPORTS

- Dale Manuel:
 - Attended the Policy Review Meeting with the County Administrator.
 - Attended the Public Hearing for Jefferson Asphalt and John D. Lowe, III.
 - Attended the ESA meeting.
 - Attended the Comprehensive Plan Steering Committee Lunch & Learn on education.
 - Attended the parks and Recreation Meeting.
- Patsy Noland:
 - Attended the Public Hearing for Jefferson Asphalt and John D. Lowe, III.
 - Attended the Homeland Security & Emergency Services Luncheon.
- Walt Pellish:
 - Meet with Congresswomen Shelly Moore Capito.
 - Attended the Development Authority Meeting.
 - Coffee with Paul Rosa.
 - Attended the Public Hearing for Jefferson Asphalt and John D. Lowe, III.
- Jane Tabb:
 - Attended the Farmland Protection Board Meeting.
 - Meet with Representative of Congresswomen Shelly Moore Capito.
 - Attended the Homeland Security & Emergency Services Luncheon.
 - Attended the Public Hearing for Jefferson Asphalt and John D. Lowe, III.
- Lyn Widmyer:
 - Attended the NAACP Meeting.
 - Attended the Comprehensive Plan Steering Committee Lunch & Learn on the arts.
 - Attended the Freedom March – Remembrance of Martin Luther King and the 150 anniversary of the signing of the Emancipation Proclamation at Wright Denny Intermediate School.
 - Attended the Historic Landmarks Commission meeting.
 - Attended the Public Hearing for Jefferson Asphalt and John D. Lowe, III

The Commission meeting was adjourned at 2:50 pm on a motion by Mr. Pellish and a second by Ms. Tabb.

Dale Manuel, PRESIDENT

