

Minutes

Jefferson County Commission

Thursday, February 14, 2013

A meeting of the Jefferson County Commission was held on Thursday, February 14, 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 February 14, 2013 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Widmyer to approve the Minutes of the January 17, 2013 Regular Meeting Minutes with noted correction. Motion seconded by Ms. Noland and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Pellish to approve Purchase Orders in the amount of \$24,030.87 being P. O. Nos. 50348, 50349, 50351, 51285, 51369, 49902, 50270, 50005, 51268, 50401, 49961, 50376, 50377, 503798, 50379, 50380, 50131, 50130, 50133, 50135 and 51289. Motion seconded by Ms. Tabb and unanimously approved.

Ms. Widmyer asked for clarification on purchase order # 50133 in the amount of \$1,275.00 for auto supplies. Ms. Widmyer was confused as to why auto supplies were coming out of a department budget due to the Central Garage. Mr. Shroyer explained it was for special equipment for police cruisers.

APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069230	428	ACS GOVERNMENT SYSTEMS	50268	\$ 200.00	\$ -	\$ 200.00
069231	424	AT&T/IL		\$ -	\$ 1.57	\$ 1.57
069232	440	ASSOC ST.FLOODPLAIN MNGR	50227	\$ 220.00	\$ -	\$ 220.00
069233	712	USA MOBILITY WIRELESS,IN		\$ -	\$ 207.00	\$ 207.00
069234	425	BIEDLERS ELEC MOTOR REP	50402	\$ 70.21	\$ -	\$ 70.21
069235	406	ANGELA L BANKS		\$ -	\$ 94.00	\$ 94.00
069236	425	B-K OFFICE SUPPLY INC	51287	\$ 828.00	\$ -	\$ 828.00
069237	424	BOLAND SERVICES	51231	\$ 270.00	\$ -	\$ 270.00
069237	425	BOLAND SERVICES	51117	\$ 991.01	\$ -	\$ 991.01
069238	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85

069239	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
069240	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
069241	451	STEVE BARNEY		\$ -	\$ 93.05	\$ 93.05
069242	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
069243	700	BLADE-TECH INDUSTRIES	50132	\$ 76.63	\$ -	\$ 76.63
069244	424	CHARLES TOWN UTILITY BRD		\$ -	\$ 56.02	\$ 56.02
069244	425	CHARLES TOWN UTILITY BRD		\$ -	\$ 768.27	\$ 768.27
069245	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
069246	425	COVENANT BUILDING MAINT	51280	\$ 176.80	\$ -	\$ 176.80
069247	GRANT	DELL MARKETING LP	51251	\$ 2,586.82	\$ -	\$ 2,586.82
069248	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
069249	433	D & S CONSTRUCTION	50864	\$ 427.40	\$ -	\$ 427.40
069250	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,611.84	\$ 5,611.84
069251	425	DIAMOND ELECTRIC	51288	\$ 112.50	\$ -	\$ 112.50
069252	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 22,129.20	\$ 22,129.20
069253	424	GLOBALSTAR USA	51279	\$ 1,653.21	\$ -	\$ 1,653.21
069254	401	GLOBAL DATA CONSULTANTS		\$ -	\$ 220.00	\$ 220.00
069254	405	GLOBAL DATA CONSULTANTS		\$ -	\$ 1,980.00	\$ 1,980.00
069254	440	GLOBAL DATA CONSULTANTS		\$ -	\$ 430.00	\$ 430.00
069255	716	HILLSIDE VETERINARY HOSP	50352	\$ 40.45	\$ -	\$ 40.45
069256	424	HASLER INC.	50073	\$ 79.98	\$ -	\$ 79.98
069257	425	IDVILLE, INC	51370	\$ 158.70	\$ -	\$ 158.70
069258	440	INTERNAT'L CODE COUNCIL	50225	\$ 125.00	\$ -	\$ 125.00
069259	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,050.00	\$ 2,050.00
069260	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 197.01	\$ 197.01
069261	424	THE JOURNAL	50405	\$ 86.90	\$ -	\$ 86.90
069262	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
069263	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,773.00	\$ 4,773.00
069263	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
069264	401	DEBBIE KEYSER		\$ -	\$ 26.07	\$ 26.07
069265	712	LANGUAGE LINE SERVICES		\$ -	\$ 169.88	\$ 169.88
069266	412	JUDITH A MATLICK		\$ -	\$ 159.93	\$ 159.93
069267	425	HOME DEPOT CREDIT SERVIC		\$ -	\$ 34.91	\$ 34.91
069267	716	HOME DEPOT CREDIT SERVIC		\$ -	\$ 285.02	\$ 285.02
069268	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
069269	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
069270	402	PIFER OFFICE SUPPLY, INC	50266	\$ 85.72	\$ -	\$ 85.72
069270	402	PIFER OFFICE SUPPLY, INC	50271	\$ 30.78	\$ -	\$ 30.78
069270	403	PIFER OFFICE SUPPLY, INC	49900	\$ 33.33	\$ -	\$ 33.33
069271	440	POSTMASTER CHARLES TOWN	50226	\$ 88.00	\$ -	\$ 88.00
069272	701	PREMIER COMPUTER SERVICE	50134	\$ 75.00	\$ -	\$ 75.00
069273	700	ROMULO QUEZADA		\$ -	\$ 15.93	\$ 15.93
069274	GRANT	RCS SECURITY		\$ -	\$ 320.90	\$ 320.90
069275	404	SHERIFF OF JEFFERSON CO	52092	\$ 23.25	\$ -	\$ 23.25
069276	404	SHERIFF OF JEFFERSON CO	52093	\$ 17.94	\$ -	\$ 17.94
069277	404	SPECIALTY BUS SUPPLIES	52091	\$ 232.00	\$ -	\$ 232.00
069278	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,474.12	\$ 9,474.12
069278	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,509.94	\$ 40,509.94
069278	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
069278	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 101.66	\$ 101.66
069278	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.12	\$ 118.12

069278	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 38,000.04	\$ 38,000.04
069279	401	STAPLES CREDIT PLAN		\$ -	\$ 50.98	\$ 50.98
069279	700	STAPLES CREDIT PLAN		\$ -	\$ 784.08	\$ 784.08
069279	712	STAPLES CREDIT PLAN		\$ -	\$ 206.95	\$ 206.95
069280	425	SHERWIN-WILLIAMS	51283	\$ 47.36	\$ -	\$ 47.36
069281	700	WALTER F STEPHENS, JR IN	50129	\$ 42.50	\$ -	\$ 42.50
069282	711	SOFTWARE COMPUTER GROUP	53192	\$ 150.00	\$ -	\$ 150.00
069282	711	SOFTWARE COMPUTER GROUP	53192	\$ 150.00	\$ -	\$ 150.00
069283	425	SHENANDOAH VALLEY WATER		\$ -	\$ 664.55	\$ 664.55
069284	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 12,722.44	\$ 12,722.44
069285	401	SVC#313		\$ -	\$ 100.00	\$ 100.00
069286	425	CAPITAL TRISTATE	51242	\$ 4,504.93	\$ -	\$ 4,504.93
069287	401	UNITED BANKCARD CENTER		\$ -	\$ 580.13	\$ 580.13
069287	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
069287	402	UNITED BANKCARD CENTER		\$ -	\$ 1,356.90	\$ 1,356.90
069287	403	UNITED BANKCARD CENTER		\$ -	\$ 82.34	\$ 82.34
069287	403	UNITED BANKCARD CENTER		\$ -	\$ 37.20	\$ 37.20
069287	405	UNITED BANKCARD CENTER		\$ -	\$ 1,180.00	\$ 1,180.00
069287	412	UNITED BANKCARD CENTER		\$ -	\$ 445.56	\$ 445.56
069287	413	UNITED BANKCARD CENTER		\$ -	\$ 19.14	\$ 19.14
069287	415	UNITED BANKCARD CENTER		\$ -	\$ 74.79	\$ 74.79
069287	424	UNITED BANKCARD CENTER		\$ -	\$ 39,699.88	\$ 39,699.88
069287	424	UNITED BANKCARD CENTER		\$ -	\$ 5.15	\$ 5.15
069287	424	UNITED BANKCARD CENTER		\$ -	\$ 106.95	\$ 106.95
069287	424	UNITED BANKCARD CENTER		\$ -	\$ 165.23	\$ 165.23
069287	425	UNITED BANKCARD CENTER		\$ -	\$ 69.94	\$ 69.94
069287	425	UNITED BANKCARD CENTER		\$ -	\$ 98.54	\$ 98.54
069287	425	UNITED BANKCARD CENTER		\$ -	\$ 79.77	\$ 79.77
069287	425	UNITED BANKCARD CENTER		\$ -	\$ 15.94	\$ 15.94
069287	425	UNITED BANKCARD CENTER		\$ -	\$ 28.53	\$ 28.53
069287	425	UNITED BANKCARD CENTER		\$ -	\$ 45.40	\$ 45.40
069287	428	UNITED BANKCARD CENTER		\$ -	\$ 424.00	\$ 424.00
069287	433	UNITED BANKCARD CENTER		\$ -	\$ 87.62	\$ 87.62
069287	433	UNITED BANKCARD CENTER		\$ -	\$ 232.50	\$ 232.50
	433	UNITED BANKCARD CENTER		\$ -	\$ 520.00	\$ 520.00
069287	439	UNITED BANKCARD CENTER		\$ -	\$ 367.15	\$ 367.15
069287	439	UNITED BANKCARD CENTER		\$ -	\$ 37.09	\$ 37.09
069287	439	UNITED BANKCARD CENTER		\$ -	\$ 15.00	\$ 15.00
069287	700	UNITED BANKCARD CENTER		\$ -	\$ 309.50	\$ 309.50
069287	700	UNITED BANKCARD CENTER		\$ -	\$ 342.10	\$ 342.10
069287	700	UNITED BANKCARD CENTER		\$ -	\$ 154.54	\$ 154.54
069287	711	UNITED BANKCARD CENTER		\$ -	\$ 174.00	\$ 174.00
069287	711	UNITED BANKCARD CENTER		\$ -	\$ 185.32	\$ 185.32
069287	711	UNITED BANKCARD CENTER		\$ -	\$ 391.48	\$ 391.48
069287	712	UNITED BANKCARD CENTER		\$ -	\$ 3,526.97	\$ 3,526.97
069287	716	UNITED BANKCARD CENTER		\$ -	\$ 525.00	\$ 525.00
069288	424	VERIZON		\$ -	\$ 1,133.03	\$ 1,133.03
069289	401	WV ETHICS REPORTER, INC		\$ -	\$ 189.00	\$ 189.00
069290	440	WV CODE OFFICIALS ASSOC	50228	\$ 120.00	\$ -	\$ 120.00
069291	439	XEROX CORPORATION	49952	\$ 89.00	\$ -	\$ 89.00

TOTAL						\$	211,367.38
TOTAL				\$ 13,793.42	\$ 197,573.96	\$	211,367.38

Motion by Ms. Noland to approve the accounts payable for February 14, 2013 in the amount of \$211,367.68. Motion seconded by Mr. Manuel and unanimously approved.

PUBLIC COMMENT:

Kathy Knight, resident – shared her perception of what she has been told by residents regarding the appointing of the Sheriff. Public input and a transparent process.

Chris Andrews, resident & Coordinator for Campaign For Liberty – stressed to the Commission his belief one of the most important duties of a Sheriff is to stand up to anyone or thing that threatens a citizens rights. He hopes this will be a characteristic of who they appoint for sheriff. He also requested public meetings during this process

David Tabb, resident – thanked the Commission for holding the Board of Review and Equalization back in the courthouse where he believes meetings should be held. Mr. Tabb also encouraged the Commission to have an open process for appointing the Sheriff.

Reese Clabaugh, resident – expressed his interest in the process for the appointment of the Sheriff.

PRESENTATIONS:

1. Doug Pittinger, Director of Jefferson County Emergency Services Agency, Ed Hannon, Deputy Director and Marty Freeman, Business Manager – 2013-2014 Budget presentation.

Mr. Pittinger, Ed Hannon and Marty Freeman, on behalf of the Board of Directors of the Jefferson County Emergency Services Agency, presented a power point presentation outlining their budget needs for 2013-2014 and justification for funding. Included in the presentation was a proposal for instituting Fire/Emergency fees to help fund the needs of the JCESA. This would enable JCESA to hire nine new employees, who would be cross-trained, and would increase response time in the county. JCESA also expressed their desire to have the CAD system in place as it would help not only with call response, but it is integral in gathering statistical data, and assisting with improved response time and safety.

2. The Commission recessed for break at 10:50 a.m.
The Commission reconvened at 11:05 a.m.
3. Paul Shroyer, Financial Director

Budget Workshop – Mr. Shroyer presented seven (7) options for budget scenarios for the Commission to consider in developing the budget. Ms. Widmyer and Ms. Tabb requested meeting with each of the Department Managers and Elected Officials to understand their budget process and budget requests. The Commission would also like a spreadsheet with expenditures outlined in the same manner the revenues have been. Ms. Noland would also like to see a breakdown of the Capital Outlay account.

Ms. Noland expressed her concern over the hiring of an IT Director. Ms. Noland has been researching the costs and believes contracting the IT service would be more cost effective. Ms. Noland passed a handout to the Commissioners detailing her research. This will be revisited during the budgeting process.

Mr. Manuel expressed his desire to have a starting point in regard to the budget process. With that in mind

- **Mr. Manuel moved to use option four (4) as a starting point which would include funding JCESA at 2.1 million and the salary step proposal with JCESA getting the same step increase as the Development Authority & Park & Recreation. Motion seconded by Ms. Widmyer and approved on a vote of 4-1 with Mr. Pellish opposing.**

Funding for the 480 Bike Path. Mr. Shroyer understood that \$25,000 was coming from Contributions and \$50,000 out of Coal Severance. It was the consensus of the Commission to move forward in that manner.

Budget Revision #11 – Additional Grant Fund of \$1,850.00 for Animal Control.

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 14th Day of February, 2013, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission doe hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number #11 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by Mr. Manuel, and duly seconded by Ms. Tabb the vote was as follows:

Dale Manuel	Yes
Patsy Noland	Yes
Walt Pellish	Yes
Jane Tabb	Yes
Lyn Widmyer	Yes

Whereupon, Commissioner Manuel declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Dale Manuel, President of the Jefferson County Commission, is authorized to affix his signature to the attached “Request for Revision to Approved Budget: to be sent to the State Auditor for approval.

Dale Manuel, President
Jefferson County Commission

UNFINISHED BUSINESS

4. Process for appointing Sheriff – Mr. Manuel inquired from Ms. Keyser if the names of those who had applied for the Sheriff position been put on the Website? It was the consensus of the Commission that all names of applicants are posted on the website in good faith of being transparent. Mr. Pellish requested an email with the names and resumes of those that had applied. It was decided Ms. Keyser would set up dates for public interviewing of applicants, understanding Executive Sessions might be possible. It was the consensus of the Commission to drop the public hearing idea and encourage residents to email or write the Commissioners with their thoughts on candidates.
5. Debbie Keyser, County Administrator & Bill Polk, Maintenance Director – Space Needs
 - **Motion by Ms. Tabb to enter into Executive Session in accordance to §6-9A-(2) (9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That act does not become subject to disclosure as a result of executive session. Motion seconded by Mr. Manuel and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded by Ms. Noland and unanimously approved.**

With there being no further business, motion by Ms. Tabb to adjourn. Motion seconded by Ms. Noland and unanimously approved.

Dale Manuel, PRESIDENT

