

Minutes

Jefferson County Commission

Thursday, April 18, 2013

A meeting of the Jefferson County Commission was held on Thursday, April 18, 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, and Lyn Widmyer. Jane Tabb was absent with notice. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the April 18, 2013 meeting is available through the Jefferson County Commission Office.)

Commissioner Manuel opened the April 18, 2013 County Commission with a moment of silence for the Community of Boston.

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the Minutes of the April 4, 2013 County Commission Meeting. Motion seconded. After discussion of the minutes, Ms. Noland moved to withdraw her motion to approve the minutes. Motion seconded and unanimously approved. It was the consensus of the Commission to have the April 4, 2013 minutes resubmitted at the May 5, 2013 meeting.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$131,409.48 being P. O. Nos. 50354, 50355, 50356, 50357, 50358, 50359, 50373, 51297, 51298, 51299, 51397, 51364, 51366, 51557, 51431, 51432, 51433, 49827, 49828, 49876, 49877, 51593, 50069, 50232, 52134, 51350, 51367, 51368, 51553, 51554, 51555, 50325, 50326, 50327, 50386, 50387, 51300, 51301, 51302, 51303, 51305, 51306, 52099, 52100, and 51556. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Manuel to approve the accounts payable for April 11, 2013 in the amount of \$235,076.92. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069608	700	AUTOZONE		\$ -	\$ 343.16	\$ 343.16
069608	717	AUTOZONE		\$ -	\$ 600.33	\$ 600.33
069609	425	BATTERY MART	51358	\$ 292.55	\$ -	\$ 292.55
069610	425	B-K OFFICE SUPPLY INC	51361	\$ 687.00	\$ -	\$ 687.00
069611	424	BOLAND SERVICES	51231	\$ 270.00	\$ -	\$ 270.00
069611	425	BOLAND SERVICES	51117	\$ 991.01	\$ -	\$ 991.01
069611	425	BOLAND SERVICES	51363	\$ 2,304.81	\$ -	\$ 2,304.81

069612	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
069613	412	APRIL BLAKER		\$ -	\$ 23.73	\$ 23.73
069614	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
069615	439	JENNIFER M. BROCKMAN		\$ -	\$ 461.50	\$ 461.50
069616	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
069617	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
069618	424	CHARLES TOWN UTILITY BRD		\$ -	\$ 89.52	\$ 89.52
069618	425	CHARLES TOWN UTILITY BRD		\$ -	\$ 793.60	\$ 793.60
069619	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
069620	425	COVENANT BUILDING MAINT		\$ -	\$ 11,827.43	\$ 11,827.43
069621	425	DODSON'S SEPTIC	51362	\$ 520.00	\$ -	\$ 520.00
069622	425	DAYCON	51356	\$ 968.41	\$ -	\$ 968.41
069623	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
069624	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
069624	425	J.C.EHRLICH		\$ -	\$ 603.38	\$ 603.38
069625	425	84 LUMBER		\$ -	\$ 100.70	\$ 100.70
069626	717	FISHER AUTO PARTS		\$ -	\$ 912.36	\$ 912.36
069627	425	GRAINGER, INC	51359	\$ 136.06	\$ -	\$ 136.06
069628	433	JESSICA GORMONT		\$ -	\$ 196.62	\$ 196.62
069628	433	JESSICA GORMONT		\$ -	\$ 152.00	\$ 152.00
069629	428	GLOBAL DATA CONSULTANTS		\$ -	\$ 1,595.00	\$ 1,595.00
069630	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 2,028.85	\$ 2,028.85
069630	425	GRIFFITH ENERGY SERVICE		\$ -	\$ 4,174.47	\$ 4,174.47
069631	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,025.00	\$ 2,025.00
069632	712	ITSAVVY LLC	49874	\$ 2,707.20	\$ -	\$ 2,707.20
069633	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 813.45	\$ 813.45
069634	402	JEFFERSON PUBLISH CO INC	50276	\$ 115.74	\$ -	\$ 115.74
069634	451	JEFFERSON PUBLISH CO INC	50312	\$ 143.80	\$ -	\$ 143.80
069634	451	JEFFERSON PUBLISH CO INC	50322	\$ 154.84	\$ -	\$ 154.84
069635	425	JEFFERSON COUNTY SOLID	53045	\$ 67.15	\$ -	\$ 67.15
069636	425	JEFFERSON UTILITIES INC		\$ -	\$ 659.94	\$ 659.94
069637	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,848.00	\$ 4,848.00
069637	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
069638	712	LANGUAGE LINE SERVICES		\$ -	\$ 103.22	\$ 103.22
069639	412	JUDITH A MATLICK		\$ -	\$ 436.48	\$ 436.48
069640	711	TERRI MEHLING		\$ -	\$ 153.12	\$ 153.12
069641	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
069642	406	N.A.D.A. APPRAISAL GUIDE	51396	\$ 215.00	\$ -	\$ 215.00
069643	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
069644	712	NAEMD	49824	\$ 150.00	\$ -	\$ 150.00
069644	712	NAEMD	49825	\$ 150.00	\$ -	\$ 150.00
069645	712	NAYLOR LLC	49873	\$ 199.00	\$ -	\$ 199.00
069646	402	PIFER OFFICE SUPPLY, INC	50277	\$ 219.90	\$ -	\$ 219.90
069647	716	CHRISTINA POPE		\$ -	\$ 322.00	\$ 322.00
069648	424	POTOMAC EDISON/OH		\$ -	\$ 3,167.07	\$ 3,167.07
069648	425	POTOMAC EDISON/OH		\$ -	\$ 36,002.25	\$ 36,002.25
069649	425	POTOMAC EDISON/OH		\$ -	\$ 5,083.42	\$ 5,083.42
069650	425	REESE'S NURSERY&LANDSCAP	51326	\$ 880.00	\$ -	\$ 880.00
069651	425	RCS SECURITY	51352	\$ 187.50	\$ -	\$ 187.50
069652	402	RECORD MANAGEMENT SOLUTN	49696	\$ 35.00	\$ -	\$ 35.00

069652	403	RECORD MANAGEMENT SOLUTN	49887	\$ 30.00	\$ -	\$ 30.00
069653	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,916.00	\$ 6,916.00
069654	425	RCS SECURITY		\$ -	\$ 54.00	\$ 54.00
069655	403	SOFTWARE SYSTEMS, INC	49897	\$ 392.00	\$ -	\$ 392.00
069655	424	SOFTWARE SYSTEMS, INC	49897	\$ 450.00	\$ -	\$ 450.00
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 101.66	\$ 101.66
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,802.64	\$ 9,802.64
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,914.50	\$ 41,914.50
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,207.61	\$ 39,207.61
069656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.12	\$ 118.12
069657	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4,580.20	\$ 4,580.20
069657	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,071.18	\$ 1,071.18
069657	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 7,928.62	\$ 7,928.62
069658	401	STAPLES CREDIT PLAN		\$ -	\$ 485.70	\$ 485.70
069658	412	STAPLES CREDIT PLAN		\$ -	\$ 141.06	\$ 141.06
069658	424	STAPLES CREDIT PLAN		\$ -	\$ 158.15	\$ 158.15
069658	700	STAPLES CREDIT PLAN		\$ -	\$ 1,129.69	\$ 1,129.69
069658	711	STAPLES CREDIT PLAN		\$ -	\$ 721.92	\$ 721.92
069658	712	STAPLES CREDIT PLAN		\$ -	\$ 1,098.01	\$ 1,098.01
069659	403	WV ASSOC OF CIRCUIT CLER	51430	\$ 100.00	\$ -	\$ 100.00
069660	425	SHERWIN-WILLIAMS		\$ -	\$ 268.40	\$ 268.40
069661	711	SOFTWARE COMPUTER GROUP	53192	\$ 150.00	\$ -	\$ 150.00
069662	405	BRANDON C.H. SIMS		\$ -	\$ 720.94	\$ 720.94
069663	425	SHENANDOAH VALLEY WATER		\$ -	\$ 645.25	\$ 645.25
069664	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 18,148.07	\$ 18,148.07
069665	425	CAPITAL TRISTATE		\$ -	\$ 446.57	\$ 446.57
069666	425	THOMPSON GAS		\$ -	\$ 862.93	\$ 862.93
069667	712	TELTRONIC	49878	\$ 458.00	\$ -	\$ 458.00
069668	700	US CAVALRY	51304	\$ 41.97	\$ -	\$ 41.97
069669	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 199.00	\$ 199.00
069670	424	VERIZON		\$ -	\$ 1,130.95	\$ 1,130.95
069671	717	NAPA AUTO PARTS		\$ -	\$ 292.46	\$ 292.46
069672	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.77	\$ 672.77
069672	716	WM OF WEST VIRGINIA, INC		\$ -	\$ 95.93	\$ 95.93
069673	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 51.30	\$ 51.30
069674	405	WV PROS.ATTYS ASSOC/WVPA	50385	\$ 1,925.00	\$ -	\$ 1,925.00
069675	402	XEROX CORPORATION	49705	\$ 1,155.14	\$ -	\$ 1,155.14
069675	439	XEROX CORPORATION	49952	\$ 548.53	\$ -	\$ 548.53
TOTAL						\$ 235,076.92
TOTAL				\$ 16,645.61	\$ 218,431.31	\$ 235,076.92

Motion by Ms. Noland to approve the accounts payable for April 18, 2013 in the amount of \$158,939.49. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069677	424	AT&T/IL		\$ -	\$ 0.99	\$ 0.99
069678	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,464.09	\$ 1,464.09

069679	406	ANGELA L BANKS		\$ -	\$ 91.00	\$ 91.00
069680	402	B-K OFFICE SUPPLY INC	50275	\$ 1,020.00	\$ -	\$ 1,020.00
069680	712	B-K OFFICE SUPPLY INC	51592	\$ 23.85	\$ -	\$ 23.85
069681	406	MONICA BENNETT		\$ -	\$ 91.00	\$ 91.00
069682	406	ELIZABETH JUNE BOWERS		\$ -	\$ 91.00	\$ 91.00
069683	401	DELL MARKETING LP	50067	\$ 5,170.02	\$ -	\$ 5,170.02
069684	700	SCOTT DEMORY		\$ -	\$ 69.00	\$ 69.00
069685	406	RHONDA FIELDS		\$ -	\$ 91.00	\$ 91.00
069686	700	JOSEPH FORMAN		\$ -	\$ 184.00	\$ 184.00
069687	700	JOSEPH FORMAN		\$ -	\$ 207.00	\$ 207.00
069688	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 35,290.60	\$ 35,290.60
069689	402	SALLY GRAN		\$ -	\$ 26.84	\$ 26.84
069690	717	GUTTMAN OIL CO		\$ -	\$ 18,444.01	\$ 18,444.01
069691	433	GEOGRAPHIC INFO SERVICES	50863	\$ 3,159.56	\$ -	\$ 3,159.56
069692	700	STEVEN HOLZ		\$ -	\$ 184.00	\$ 184.00
069693	700	STEVEN HOLZ		\$ -	\$ 207.00	\$ 207.00
069694	700	TREY HOCKMAN		\$ -	\$ 69.00	\$ 69.00
069695	700	BRANDEN HAYNES		\$ -	\$ 69.00	\$ 69.00
069696	401	RICOH USA, INC		\$ -	\$ 27.61	\$ 27.61
069696	405	RICOH USA, INC		\$ -	\$ 14.65	\$ 14.65
069696	425	RICOH USA, INC		\$ -	\$ 0.17	\$ 0.17
069696	433	RICOH USA, INC		\$ -	\$ 37.87	\$ 37.87
069696	440	RICOH USA, INC		\$ -	\$ 13.97	\$ 13.97
069696	712	RICOH USA, INC		\$ -	\$ 17.65	\$ 17.65
069697	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,464.09	\$ 1,464.09
069698	717	J & K PRECISION AUTO CAR	51365	\$ 54.95	\$ -	\$ 54.95
069699	424	KONE INC.	50177	\$ 327.75	\$ -	\$ 327.75
069699	425	KONE INC.	50177	\$ 1,154.25	\$ -	\$ 1,154.25
069700	ALLOC	JEFF CO PARKS &		\$ -	\$ 15,373.00	\$ 15,373.00
069701	402	PIFER OFFICE SUPPLY, INC	50278	\$ 15.81	\$ -	\$ 15.81
069702	700	ROMULO QUEZADA		\$ -	\$ 34.89	\$ 34.89
069703	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
069703	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
069703	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069703	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
069703	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069703	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
069703	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069703	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069703	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
069703	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
069704	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 943.53	\$ 943.53
069704	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
069704	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 6,481.38	\$ 6,481.38
069704	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 753.00	\$ 753.00
069704	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 70.00	\$ 70.00
069704	700	SOFTWARE SYSTEMS, INC		\$ -	\$ 601.06	\$ 601.06
069704	716	SOFTWARE SYSTEMS, INC		\$ -	\$ 244.00	\$ 244.00
069705	406	RACHEL SILVIOUS		\$ -	\$ 91.00	\$ 91.00
069706	712	UPS		\$ -	\$ 22.38	\$ 22.38
069708	402	UNITED BANKCARD CENTER		\$ -	\$ 987.84	\$ 987.84

069708	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
069708	402	UNITED BANKCARD CENTER		\$ -	\$ 115.42	\$ 115.42
069708	403	UNITED BANKCARD CENTER		\$ -	\$ 177.34	\$ 177.34
069708	405	UNITED BANKCARD CENTER		\$ -	\$ 128.92	\$ 128.92
069708	406	UNITED BANKCARD CENTER		\$ -	\$ 272.00	\$ 272.00
069708	412	UNITED BANKCARD CENTER		\$ -	\$ 445.56	\$ 445.56
069708	415	UNITED BANKCARD CENTER		\$ -	\$ 74.79	\$ 74.79
069708	424	UNITED BANKCARD CENTER		\$ -	\$ 23,230.96	\$ 23,230.96
069708	424	UNITED BANKCARD CENTER		\$ -	\$ 10.85	\$ 10.85
069708	424	UNITED BANKCARD CENTER		\$ -	\$ 103.89	\$ 103.89
069708	425	UNITED BANKCARD CENTER		\$ -	\$ 65.22	\$ 65.22
069708	425	UNITED BANKCARD CENTER		\$ -	\$ 136.75	\$ 136.75
069708	425	UNITED BANKCARD CENTER		\$ -	\$ 263.10	\$ 263.10
069708	425	UNITED BANKCARD CENTER		\$ -	\$ 10.97	\$ 10.97
069708	428	UNITED BANKCARD CENTER		\$ -	\$ 184.85	\$ 184.85
069708	428	UNITED BANKCARD CENTER		\$ -	\$ 49.99	\$ 49.99
069708	428	UNITED BANKCARD CENTER		\$ -	\$ 170.40	\$ 170.40
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 90.00	\$ 90.00
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 50.00	\$ 50.00
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 230.65	\$ 230.65
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 170.00	\$ 170.00
069708	433	UNITED BANKCARD CENTER		\$ -	\$ 340.00	\$ 340.00
069708	439	UNITED BANKCARD CENTER		\$ -	\$ 59.66	\$ 59.66
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 108.67	\$ 108.67
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 91.19	\$ 91.19
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 474.00	\$ 474.00
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 29.73	\$ 29.73
069708	440	UNITED BANKCARD CENTER		\$ -	\$ 1,529.85	\$ 1,529.85
069708	700	UNITED BANKCARD CENTER		\$ -	\$ 23.82	\$ 23.82
069708	700	UNITED BANKCARD CENTER		\$ -	\$ 402.51	\$ 402.51
069708	700	UNITED BANKCARD CENTER		\$ -	\$ 319.70	\$ 319.70
069708	711	UNITED BANKCARD CENTER		\$ -	\$ 1,474.21	\$ 1,474.21
069708	711	UNITED BANKCARD CENTER		\$ -	\$ 655.98	\$ 655.98
069708	712	UNITED BANKCARD CENTER		\$ -	\$ 108.64	\$ 108.64
069708	712	UNITED BANKCARD CENTER		\$ -	\$ 4,141.15	\$ 4,141.15
069708	712	UNITED BANKCARD CENTER		\$ -	\$ 30.50	\$ 30.50
069708	712	UNITED BANKCARD CENTER		\$ -	\$ 372.65	\$ 372.65
069708	716	UNITED BANKCARD CENTER		\$ -	\$ 350.84	\$ 350.84
069708	716	UNITED BANKCARD CENTER		\$ -	\$ 49.01	\$ 49.01
069708	717	UNITED BANKCARD CENTER		\$ -	\$ 270.40	\$ 270.40
069709	425	VALLEY HARDWARE COMPANY	51284	\$ 16.59	\$ -	\$ 16.59
069710	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 18,301.18	\$ 18,301.18
069711	405	WEST PAYMENT CENTER	49635	\$ 2,043.88	\$ -	\$ 2,043.88
069712	401	WV ST TREASURER'S OFFICE		\$ -	\$ 4,800.00	\$ 4,800.00
TOTAL						\$ 158,939.49
TOTAL				\$ 12,986.66	\$ 145,952.83	\$ 158,939.49

PUBLIC COMMENT: There were no requests to address the Commission today from the public.

PRESENTATIONS:

1. Stacie Rohn, Teen Court – Update on Teen Court and a request to occupy the vacant Smoot Building for training and Teen Court Sessions.
 - It was the feeling of the Commission Teen Court could use the Smoot Building, with the understanding the Commission might have to use it in the future. Ms. Keyser will draw up a contract between the Teen Court and the County Commission, take Ms. Rohn on a tour of the building and review specifics of our agreement with our liability insurance to insure coverage. Ms. Rohn will return to the County Commission for final approval after the completion of those tasks.
2. Roger Goodwin, Chief Engineer – Complete release of the Construction Bond security for Jefferson Rentals, LLC – Lot 6 Burr Industrial Park (file #S03-18) – Cash-in-Escrow Agreement with United Bank, Charles Town, West Virginia.
 - **Motion by Ms. Widmyer to authorize the complete release of the remaining \$29, 039.00 construction bond amount for Jefferson Rentals, LLC – Lot 6 Burr Industrial Park (File # SO3-18). Motion seconded and unanimously approved.**
3. Cynthia Schott, Administrative Assistant – update on Robert’s Rules of Order training. Ms. Schott requested permission from the Commission to make the following changes to the recording of the minutes due to her training at the Robert’s Rules of Order workshop.
 - a. Record motions and votes – moving away from the “transcribing” of events.
 - b. Not recording the name of the person who made the second to a motion, only noting a second was made.
 - c. Including the name and position of the person recording and submitting the minutes for approval.

Ms. Widmyer requested the opposing Commissioner’s reasoning be reflected in the minutes. It was the consensus of the Commission these changes were acceptable.

4. Lynn Fields, Probate Office – Review to close estates that have met the deadlines/requirements; and to approve estates opened since the last quarterly review.
 - **Motion by Ms. Noland to convene as a Fiduciary Review Board. Motion was seconded and unanimously approved.**
 - **Motion by Ms. Noland to accept the documentation as presented by Ms. Fields, Probate Clerk. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to come out of session as a Fiduciary Review Board and resume the Regular meeting. Motion seconded and unanimously approved.**

NEW BUSINESS

Ms. Widmyer expressed her disappointment that the Manning’s Public Hearing would be taking place when she was unavailable. She stated she believed the Public Hearing could have been rescheduled as Mr. Blackmer was willing to allow the Commission 60 days to hold the Public Hearing. Ms. Widmyer understands a recording will be made for her but feels it is not the same as being there in person.

5. Approval of Community Participation Grant Program Resolution – Friends of Black Water in the amount of \$1,000.00.

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The Jefferson County Commission met on the 18th day of April, 2013 with a quorum present and passed the following Resolution:

Be It Resolved that the County Commission of Jefferson County, West Virginia, hereby authorizes Dale Manuel, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provisions of the Community Participation Grant Program in the amount of \$1,000. The funds from this project will be used for the J.R. Clifford Project - "A New Home for Liberty: Human Rights, Slavery and the Creation of West Virginia" program and materials for the Friends of Blackwater.

Dated: _____

DALE MANUEL, PRESIDENT
JEFFERSON COUNTY COMMISSION

- **Motion by Ms. Widmyer to approve the Community Participation Grant Program Resolution for the Friends of Black Water in the amount of \$1,000, and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

6. Legislative Updates:

- a. Patsy Noland reported on Legislative Updates she felt would impact the County.
 - SB 371 – Governor’s Prison Overcrowding bill passed through the legislature.
 - SB 103- Commuter Rail bill has passed. Senator Snyder deserves tremendous credit for getting this accomplished.
 - SB 62 – Public Service District Rate Payer – not sure if this made it through.
 - SB 521 – Driving Revoke bill – not sure is this made it through.
- b. Dale Manuel reported on Legislative Updates he felt would impact the County.
 - Home Rule bill – did pass, was altered to some extent.
 - Magistrate bill – was shot down. The modified Magistrate equalization of the pay will get on the special session.
- c. Lyn Widmyer inquired as to the progress of the bill affecting tax credits for renovation/restoration of structures on the Historic Register. It was not clear at this point. Ms. Widmyer will research the outcome of the bill.

Mr. Manuel suggested once the Delegation has returned from the Legislative Session, the Commission invite them to give a firsthand update on the session.

7. The Commission recessed for break at 10:25 a.m.
The Commission reconvened at 10:35 a.m.

COUNTY ADMINISTRATOR REPORT

- Ms. Keyser apologized to the Commission on behalf of Commission Office Staff for being remiss to send out reminder notices regarding meetings. In the future an email will be sent on Friday afternoon with reminders of the upcoming week's meeting schedule.
- Ms. Keyser requested a meeting of the Commissioners and the Commission Office Staff to clarify the Commissioners' expectations of the staff.
- Ms. Keyser thanked Ms. Gran for her efforts in setting up meetings for employee to attend ING regarding retirement planning.
- Ms. Keyser informed the Commission interviews are being held to fill the position of Deputy Director at the 911-Communications Center. Ms. Keyser is conducting the interviews.
- Ms. Keyser informed the Commission a letter has been sent to all Department Heads and Elected Officials regarding the deadlines for financial issues to expedite the closing of FY 2012-2013. Ms. Keyser reminded the Commission a meeting on June 13, 2013 has been scheduled to review invoices so they can be processed before the end of the fiscal year.
- Ms. Keyser informed the Commission incorrect figures were entered for the Circuit Clerk's budget. This will leave the Circuit Clerk with a shortfall of approximately \$40,000 for FY 2013-2014. After the start of the new FY 2013-2014, an internal budget revision will be submitted. Should the Circuit Clerk's office need additional funds, they can come from the Contingency Fund.
- Ms. Keyser recommended the budget issues stated above should be dealt with at the first County Commission meeting in the new fiscal year.
- Ms. Keyser informed the Commission the final health costs have been received. The employee health care will increase by 9.35% instead of the estimated 20%. This will relate to approximately a \$223,000.00 savings to the County. The increase breaks down to 1.35% for the Obama Care tax and 8% for medical claims.
- Ms. Keyser informed the Commission the dental insurance increase will be 5.7%.
- Ms. Keyser informed the Commission life insurance will remain at the same rates.
- IT Update – Ms. Keyser informed the Commission a meeting was held with Mike Manley, Software Solutions, Inc., Elected Officials, Department Heads, VoIP representative, Sandy McDonald and Charlotte Hernandez to discuss the current IT issues. Mr. Manley will make a presentation to the County Commission with his recommendations and estimated associated costs.
- Ms. Keyser informed the Commission, Loudoun County has signed the permanent Mutual Aid agreement.
- Internal Budget Revision # 110 – Circuit Clerks Office has been withdrawn till a future date.
- Ms. Keyser informed the Commissioners the Financial Director Job Description has been included in their packet. She has requested the Commissioners review the document and forward to her any changes they would like to see made. Once all the Commissioners changes have been received, Ms. Keyser will compile them and present them at a future Commission meeting to move forward in hiring a Financial Director.

COUNTY COMMISSIONERS REPORTS

Dale Manuel:

- Participated in two (2) Legislative Conference Calls.
- Attended the School Board meeting to appoint the new members.
- Spoke at the Eastern Panhandle Association meeting.
- Attended the Animal Welfare Society Groundbreaking.
- Participated in the Water Advisory Commission meeting fieldtrip at Craftworks.
- Attended the meeting to Lay the Levy.
- Attended the Emergency Services Association meeting.
- Attended the Jefferson Center meeting.
- Attended the Council on Aging.

- Attended the Parks and Recreation meeting.

Patsy Noland:

- Attended the Council on Aging meeting.
- Attended the personal committee meeting with the Jefferson County Convention and Visitors Bureau.
- Attended the Region 9 meeting.
- Attended several personal committee meetings for different boards.

Walt Pellish:

- Attended the Development Authority meeting.

Lyn Widmyer:

- Attended the Literacy Council Brain Games
- Attended the Board of Health meeting.
- Attended the meeting to Lay the Levy.
- Attended the Roberts Rules of Order workshop.
- Participated in a 5k for Hospice of Winchester.
- Is working on prioritizing list for trash pick up through the regional jail.

The Commission meeting was adjourned at 11:17 a.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectively submitted
Cynthia C. Schott
Administrative Assistant

