

Minutes

Jefferson County Commission

Thursday, May 9, 2013

A meeting of the Jefferson County Commission was held on Thursday, May 9, 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 May 9, 2013 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

PRESENTATIONS:

1. Delegate Stephen Skinner spoke to the Commission regarding the billing issues with First Energy, the electric company serving the Eastern Panhandle. Customers are seeing large increases in electric bills due to the fact meters have not been read for many months and have only been estimated. Once the actual meter reading is read the bill reflects the difference between the actual cost and the under-estimated cost. Delegate Skinner related that the Public Service Commission (PSC) has not declined to open an investigation; they have not gotten to the point of making a decision yet. Delegate Skinner is recommending to customers to write the PSC and request an investigation. Delegate Skinner also recommended the County Commission write a letter to the PSC, on behalf of the residents, that they open an investigation of the billing practices.

- **Motion by Mr. Manuel that the County Commission work with Delegate Skinner and our Legal Counsel to draft a letter to the Public Service Commission asking and supporting your request of an investigation, with all the Commissioners signing the letter. Motion seconded and unanimously approved.**

APPROVAL OF MINUTES:

Motion by Ms. Widmyer to approve amendments to the County Commission meeting minutes of April 18, 2013. Motion is seconded and fails on a vote of 3-2 with Ms. Tabb, Ms. Noland, Mr. Pellish opposing.

Motion by Ms. Noland to approve the minutes of the May 2, 2013 County Commission meeting with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS:

Motion by Ms. Tabb to approve Purchase Orders in the amount of \$7,663.35 to include P. O. Nos. 51606, 51608, 51612, 51569, 51571, 50329 and 50390. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE:

CHCKN O	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
069814	GRANT	AFRICAN AMERICAN COMMUNI		\$ -	\$ 24,400.00	\$ 24,400.00
069815	413	APPLE VALLEY OFF.PRODUCT	49966	\$ 73.59	\$ -	\$ 73.59
069816	425	BIEDLERS ELEC MOTOR REP	51563	\$ 20.57	\$ -	\$ 20.57
069817	425	B-K OFFICE SUPPLY INC	51560	\$ 699.25	\$ -	\$ 699.25
069817	425	B-K OFFICE SUPPLY INC	51566	\$ 653.25	\$ -	\$ 653.25
069818	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
069819	PAYROLL	BUREAU F/CHILD SPprt ENF		\$ -	\$ 212.31	\$ 212.31
069820	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
069821	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
069822	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 290.31	\$ 290.31
069823	402	WV ASSOC OF COUNTY CLERK	50282	\$ 650.00	\$ -	\$ 650.00
069824	424	CHARLES TOWN UTILITY BRD		\$ -	\$ 128.62	\$ 128.62
069824	425	CHARLES TOWN UTILITY BRD		\$ -	\$ 742.91	\$ 742.91
069825	405	MARCIA L. CHANDLER, RPR	50389	\$ 577.50	\$ -	\$ 577.50
069826	425	CREAMERS WRECKER SVC	51568	\$ 65.00	\$ -	\$ 65.00
069827	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
069828	425	COVENANT BUILDING MAINT		\$ -	\$ 11,827.43	\$ 11,827.43
069829	424	DAYCON	51565	\$ 200.56	\$ -	\$ 200.56
069829	425	DAYCON	51562	\$ 1,362.06	\$ -	\$ 1,362.06
069830	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
069831	717	DONALD B. RICE TIRE CO.	51561	\$ 584.00	\$ -	\$ 584.00
069832	433	D & S CONSTRUCTION	50866	\$ 706.88	\$ -	\$ 706.88
069833	712	LEIH DAFFRON		\$ -	\$ 229.50	\$ 229.50
069834	433	DUNCAN & PARNELL	51371	\$ 795.00	\$ -	\$ 795.00
069835	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
069835	425	J.C.EHRLICH		\$ -	\$ 604.78	\$ 604.78
069836	424	84 LUMBER		\$ -	\$ 139.02	\$ 139.02
069837	717	FISHER AUTO PARTS		\$ -	\$ 629.57	\$ 629.57
069838	711	GUEST SERVICES		\$ -	\$ 125.20	\$ 125.20
069839	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
069839	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
069839	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
069839	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
069839	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
069839	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
069839	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
069839	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07

069839	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
069839	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
069840	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,945.00	\$ 2,945.00
069841	402	JEFFERSON PUBLISH CO INC	51611	\$ 294.26	\$ -	\$ 294.26
069842	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,818.00	\$ 4,818.00
069842	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
069843	425	V.E. MAUCK PLUMBING SPPL	51558	\$ 627.25	\$ -	\$ 627.25
069844	700	RONALD J. MOLTERE		\$ -	\$ 11.75	\$ 11.75
069845	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
069846	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
069847	424	NEOPOST USA INC.		\$ -	\$ 79.98	\$ 79.98
069848	402	PIFER OFFICE SUPPLY, INC	50279	\$ 314.68	\$ -	\$ 314.68
069848	402	PIFER OFFICE SUPPLY, INC	50280	\$ 1,637.25	\$ -	\$ 1,637.25
069848	406	PIFER OFFICE SUPPLY, INC	51398	\$ 606.11	\$ -	\$ 606.11
069849	712	LAURA POPE		\$ -	\$ 20.90	\$ 20.90
069850	424	POTOMAC EDISON/OH		\$ -	\$ 1,724.46	\$ 1,724.46
069850	425	POTOMAC EDISON/OH		\$ -	\$ 17,672.15	\$ 17,672.15
069851	GRANT	EASTERN PANHANDLE REGION		\$ -	\$ 7,602.67	\$ 7,602.67
069852	405	TRACY P. RICE, CCR	50388	\$ 608.30	\$ -	\$ 608.30
069853	402	RECORD MANAGEMENT SOLUTN	49696	\$ 35.00	\$ -	\$ 35.00
069854	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,916.00	\$ 6,916.00
069855	403	SOFTWARE SYSTEMS, INC	49897	\$ 392.00	\$ -	\$ 392.00
069855	403	SOFTWARE SYSTEMS, INC	49904	\$ 262.74	\$ -	\$ 262.74
069855	424	SOFTWARE SYSTEMS, INC	49897	\$ 452.88	\$ -	\$ 452.88
069856	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 101.66	\$ 101.66
069856	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
069856	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,664.72	\$ 9,664.72
069856	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,325.04	\$ 41,325.04
069856	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 38,676.51	\$ 38,676.51
069856	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.12	\$ 118.12
069857	424	SHERWIN-WILLIAMS		\$ -	\$ 30.86	\$ 30.86
069858	425	SHENANDOAH VALLEY WATER		\$ -	\$ 724.05	\$ 724.05
069859	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 24,972.47	\$ 24,972.47
069860	424	CAPITAL TRISTATE		\$ -	\$ 633.11	\$ 633.11
069861	712	TELTRONIC	51609	\$ 2,350.00	\$ -	\$ 2,350.00
069862	700	CLIFFORD E. TAYLOR		\$ -	\$ 12.94	\$ 12.94
069863	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 199.00	\$ 199.00
069864	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
069865	451	VITAL SIGNS	50328	\$ 406.00	\$ -	\$ 406.00
069866	424	VERIZON		\$ -	\$ 1,130.95	\$ 1,130.95
069867	717	NAPA AUTO PARTS		\$ -	\$ 703.71	\$ 703.71

069868	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.77	\$ 672.77
069868	716	WM OF WEST VIRGINIA, INC		\$ -	\$ 95.93	\$ 95.93
069869	412	WPS,INC	52133	\$ 212.92	\$ -	\$ 212.92
TOTAL						\$ 217,237.39
TOTAL				\$ 14,587.05	\$ 202,650.34	\$ 217,237.39

- **Motion by Ms. Tabb to approve the accounts payable for May 9, 2013 in the amount of \$217,237.39. Motion seconded.**
- **Ms. Tabb requested clarification of a check made out to “Guest Services” under reimbursement/Per Diem. Ms. Tabb withdrew her motion, Ms. Noland withdrew her second. Ms. Fields was contacted for an explanation.**
- **Motion by Ms. Tabb to approve the accounts payable for May 9, 2013 in the amount of \$217,237.39. Motion seconded and unanimously approved.**

PUBLIC COMMENT:

David Tabb, resident – Spoke on his experience with First Energy. Mr. Tabb stated although he was overcharged, First Energy resolved his issue in hours.

Patience Wait, resident – Requested the Commission adopt a resolution regarding the Harrison Plant Transfer. Ms. Wait will deliver a copy of the resolution understanding the Commission will make changes as they deem necessary.

Paula Hardy, resident – Spoke regarding the incorrect billing of her Church by First Energy. Although the problem was corrected, she believes it shows a management issue.

Angie Banks, resident – Spoke regarding her daughter’s issues with incorrect billing by First Energy. Ms. Banks stated it puts an unfair burden on customers.

PRESENTATIONS (continued):

2. VoIP Presentation – Bill Polk & Tom Reilly presented a power point presentation outlining their recommendation for the installation and implementation of a Voice Over IP telephone system for the County. After the review of seven (7) proposals from various vendors, the VoIP Committee selected two (2) vendors to meet with. After reviewing their proposals, seeing demonstrations of their products and having their questions answered, the VoIP Committee selected ShoreTel. This selection was based on cost, quality of service and best fit for the County.

- **Motion by Ms. Tabb to approve the proposal from IPC Technologies to provide the ShoreTel Voice Over IP telephone system and to approve the quote from CDWG for the replacement of network switches, as recommended by the VoIP Committee with the funding coming from the Capital Fund and the Coal Severance Fund. Motion seconded and unanimously approved.**

Ms. Widmyer requested the VoIP Committee develop a procedure for evaluating the VoIP system in one year, based on cost analysis and performance.

3. Mike Manley, Software Systems, Inc. – Mr. Manley outlined what he believed to be the crucial issues the Commission faces with their IT and explained how the County had gotten to this point with their IT challenges.

Mr. Manley believes the crucial issues facing the County are failures in infrastructure, lack of bandwidth, network integrity and a lack of policies and procedures for use of IT.

Ms. Keyser was asked, after meeting with Mr. Manley, county staff and elected officials and reading Mr. Manley's report, what her recommendations were, based on priorities. Ms. Keyser listed the following: Hardware costs at \$12,000, Firewall at a cost of \$8,000, Back-up storage for the Commission, Engineering, and GIS/Addressing server at a cost of \$25,000 and training on the budgetary accounting and payroll abilities at a cost of \$3,000. Ms. Keyser stated based on the quotes Mr. Manley has provided, this work should cost approximately \$48,000. Ms. Keyser stated there is \$50,000 in the IT budget to deal with these issues.

- **Motion by Ms. Noland to proceed with the recommendation outlined by Ms. Keyser and implement the recommendations, not to exceed \$48,000. Motion seconded and unanimously approved.**

Ms. Widmyer expressed her concern the Commission was not putting this work out for bid. Ms. Keyser stated everything must integrate with the AS400 and Software Systems, Inc. is the vendor for that system. As these issues are at an emergency state, Software Systems, who is already under contract, would be fixing emergency problems. It was felt by the majority of the Commissioners this was a case were the Commission was fixing emergency issues with an existing vendor and was permissible. Ms. Keyser will confirm with legal counsel this is permissible. Ms. Widmyer requested Software Systems, Inc. provide a detailed explanation of the work to be performed along with specific costs. Ms. Widmyer also requested a copy of the contract between Software Systems and the Commission. Mr. Pellish requested from Mr. Manley a one page summary of what the next step ought to be to look at the broader picture of policy and procedures as the Commission moves forward in the future.

A discussion ensued regarding the direction of the IT Department and if an IT Director or a short term contracted IT person should be hired to pull together the IT direction for the County. It was Mr. Manley's feeling this would be beneficial if the right person is put in the position. He did not believe the County needed a permanent IT Director at this point in time, but someone to help direct the Commission in the future of the needs of the IT department. It was the consensus of the Commission to place on the May 16, 2013, agenda, the discussion of hiring either an IT Director or short-term contracted service for IT direction.

4. Interviews and Appointments – Home Consortium Board, three (3) – three (3) year terms ending June 30, 2016.
 - **Motion by Ms. Noland to reappoint the three candidates, Ms. Annette van Hilst, Ms. Katie See and Mr. Dale Manuel to a three year term ending June 30, 2016. Motion seconded and unanimously approved.**

NEW BUSINESS

5. Approval of Resolution – Community Participation Grant Program for the Contemporary American Theater Festival in the amount of \$5,000.

JEFFERSON COUNTY COMMISSION CHARLES TOWN, WV

RESOLUTION

The Jefferson County Commission met on the 16TH day of May, 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 \$5,000. The funds from this project will be used to further expand the reach and visibility of the Contemporary American Theater Festival.

Dated : _____

DALE MANUEL
PRESIDENT
JEFFERSON COUNTY COMMISSION

ATTESTED: _____
County Clerk

- **Motion by Ms. Widmyer to approve the Community Participation Grant Program Resolution for the Contemporary American Theatre Festival in the amount of \$5,000, and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**
6. Approval to send a letter of endorsement to the West Virginia Alcohol Beverage Control Administration in support of the “Non-intoxicating Beer Floor Plan Extension” under a tented area at Hollywood Casino for a special event.
- **Motion by Ms. Noland to approve the letter of support to the West Virginia Alcohol Beverage Control Administration and to allow the president to affix his signature on the letter for the “Non-intoxicating Beer Floor Plan Extension”. Motion seconded and unanimously approved.**
7. The Commission recessed for break at: 11:10 a.m.
The Commission reconvened at: 11:20 a.m.

COUNTY ADMINISTRATOR REPORT:

Ms. Keyser requested the Commission approve, per our policy, to allow Sandy McDonald to perform the duties of Paul Shroyer, due to his retirement, through July 31, 2013 for the necessary budget adjustments needed for the first payroll in July.

- **Motion by Mr. Manuel to approve a temporary job assignment, in compliance with our policy, to Sandy McDonald effective May 9, 2013, through July 31, 2013. Motion seconded and unanimously approved.**

COUNTY COMMISSIONERS REPORTS:

Dale Manuel:

- Attended the Mannings Public Hearing.
- Attended the presentation by Senator Rockefeller to the WWII hero Mr. Mayer.
- Attended the Teen Court meeting.
- Announced a Public meeting, May 21st, with Allegheny Energy Supply, LLC, regarding re-licensing the Millville Hydroelectric Project.
- Announced the Jefferson County Community Choir – spring 2013 concert on May 13th with proceeds going to the “Cougars go to College” fund.

Patsy Noland:

- Attended the Mannings Public Hearing.

- Have been working on the proposal for the alternative for paid Firefighters/Paramedics/EMTS.
- Met with various firefighters.
- Attended a 4-H meeting.
- Requested a postponement of the Public Hearing on the Jefferson County Emergency Services Agency Fee Schedule until there is a second option for the public to hear. Ms. Noland will request this as an agenda item.

Walt Pellish:

- Attended the Mannings Public Hearing.
- Attended Town Hall meeting held by the Attorney General.

Jane Tabb

- Attended the presentation by Senator Rockefeller to the WWII hero Mr. Mayer.
- Attended the PSD meeting.
- Attended the Farmland Protection Board Easement Committee meeting.
- Attended the Mannings Public Hearing.
- Met with Volunteer Fire Fighters.

Lyn Widmyer:

- Attended the NAACP Forum regarding Potomac Edison.
- Attended an all-day retreat for Community Ministries.
- Attended the League of Women's Voters State Conference.
- Talked with the Director of the Regional Jail regarding inmates picking up litter on the roadsides. Ms. Widmyer would like to invite him to come and speak to the Commission.
- Ms. Widmyer requested we come up with someone to represent Jefferson County in the parade for the 250 Anniversary per the Governor's request. It was decided the schools would be contacted regarding band participation.

COUNTY ADMINISTRATORS REPORT (continued):

- **Motion by Ms. Noland to enter into Executive Session pursuant to §6-9A-4(6), possible litigation. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out Executive Session.**
- **Motion by Ms. Noland to approve back pay, overtime and benefits in the amount of \$27,569.17 to the Emergency Management non-exempt employees. Motion seconded and unanimously approved.**

The Commission meeting was adjourned at 12:36 a.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectively submitted
 Cynthia C. Schott
 Administrative Assistant

