

**Minutes
Jefferson County Commission
Thursday, June 6, 2013**

A meeting of the Jefferson County Commission was held on Thursday, June 6, 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 June 6, 2013 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the Minutes of the May 23, 2013 County Commission Meeting with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Minutes of the May 23, 2013 Special Session, Public Hearing on a Draft Service Fee Ordinance by the Jefferson County Emergency Services. Motion seconded and unanimously approved.

Motion by Ms. Widmyer to approve the Minutes of the May 30, 2013 County Commission Regional Jail Summit Workshop. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Minutes of Revised Commercial Impact Fee Language Draft Ordinance Public Hearing. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$37, 155.86 to include P. O. Nos., 50365, 51485, 51488, 51400, 51600, 51601, 51621, 51717, 51719, 51621, 51586, 50237, 50238, 51373, 51584, 50006, 50330, 50332, 51585, 51484, 51486, 51487, and 51489. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070013	412	BARDANE PUBLIC HEALTH CT		\$ -	\$ 383.00	\$ 383.00
070014	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
070015	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
070016	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
070017	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
070018	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 290.31	\$ 290.31

070019	424	CHARLES TOWN UTILITIES		\$ -	\$ 124.43	\$ 124.43
070019	425	CHARLES TOWN UTILITIES		\$ -	\$ 784.36	\$ 784.36
070020	986	CDW-GOVERNMENT INC	49915	\$ 1,462.99	\$ -	\$ 1,462.99
070021	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
070022	412	CAMPBELL BUSINESS MACHIN	52135	\$ 216.00	\$ -	\$ 216.00
070023	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
070024	401	CHOICE STAFFING, INC.		\$ -	\$ 247.50	\$ 247.50
070025	402	COTT SYSTEMS	51618	\$ 151.19	\$ -	\$ 151.19
070026	425	COVENANT BUILDING MAINT		\$ -	\$ 11,827.43	\$ 11,827.43
070027	433	DELL MARKETING LP	51372	\$ 3,079.09	\$ -	\$ 3,079.09
070028	424	DAYCON	51582	\$ 2,273.90	\$ -	\$ 2,273.90
070029	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
070030	425	84 LUMBER		\$ -	\$ 962.01	\$ 962.01
070031	700	GALLS,AN ARAMARK CO	51481	\$ 1,587.80	\$ -	\$ 1,587.80
070032	401	RICOH USA, INC		\$ -	\$ 403.96	\$ 403.96
070032	403	RICOH USA, INC		\$ -	\$ 138.01	\$ 138.01
070032	404	RICOH USA, INC		\$ -	\$ 425.17	\$ 425.17
070032	405	RICOH USA, INC		\$ -	\$ 279.66	\$ 279.66
070032	406	RICOH USA, INC		\$ -	\$ 34.28	\$ 34.28
070032	425	RICOH USA, INC		\$ -	\$ 32.60	\$ 32.60
070032	433	RICOH USA, INC		\$ -	\$ 80.28	\$ 80.28
070032	440	RICOH USA, INC		\$ -	\$ 141.50	\$ 141.50
070032	700	RICOH USA, INC		\$ -	\$ 168.70	\$ 168.70
070032	712	RICOH USA, INC		\$ -	\$ 294.64	\$ 294.64
070033	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,910.00	\$ 2,910.00
070034	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 69.10	\$ 69.10
070034	402	JEFFERSON PUBLISH CO INC	51620	\$ 286.34	\$ -	\$ 286.34
070034	402	JEFFERSON PUBLISH CO INC	51623	\$ 67.50	\$ -	\$ 67.50
070034	404	JEFFERSON PUBLISH CO INC	52104	\$ 5,295.66	\$ -	\$ 5,295.66
070035	440	THE JOURNAL	50233	\$ 22.72	\$ -	\$ 22.72
070036	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,743.00	\$ 4,743.00
070036	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
070037	711	J.H. HARVEY CONSULTING	50005	\$ 11,000.00	\$ -	\$ 11,000.00
070038	712	PRIORITY DISPATCH	51599	\$ 375.00	\$ -	\$ 375.00
070039	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
070040	404	TONI MILBOURNE	52103	\$ 750.00	\$ -	\$ 750.00
070041	424	NORVAC LOCK TECHNOLOGY	51583	\$ 38.35	\$ -	\$ 38.35
070042	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 774.00	\$ 774.00
070043	712	NORTON EMBROIDERY INC	51604	\$ 997.14	\$ -	\$ 997.14

070044	404	PIFER OFFICE SUPPLY, INC	52101	\$ 462.45	\$ -	\$ 462.45
070045	401	POSTMASTER CHARLES TOWN		\$ -	\$ 140.00	\$ 140.00
070045	402	POSTMASTER CHARLES TOWN	51622	\$ 88.00	\$ -	\$ 88.00
070046	424	POTOMAC EDISON/OH		\$ -	\$ 1,822.02	\$ 1,822.02
070046	425	POTOMAC EDISON/OH		\$ -	\$ 2,009.06	\$ 2,009.06
070046	425	POTOMAC EDISON/OH		\$ -	\$ 13,127.77	\$ 13,127.77
070047	425	RCS SECURITY	51350	\$ 3,868.00	\$ -	\$ 3,868.00
070048	402	RECORD MANAGEMENT SOLUTN	49696	\$ 35.00	\$ -	\$ 35.00
070048	403	RECORD MANAGEMENT SOLUTN	49887	\$ 30.00	\$ -	\$ 30.00
070049	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,668.00	\$ 6,668.00
070050	404	SHERIFF OF JEFFERSON CO	52105	\$ 49.11	\$ -	\$ 49.11
070051	404	SHERIFF OF JEFFERSON CO	52106	\$ 69.43	\$ -	\$ 69.43
070052	408	STATE TAX DEPARTMENT		\$ -	\$ 14,970.10	\$ 14,970.10
070053	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.78	\$ 23.78
070053	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,282.84	\$ 42,282.84
070053	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,888.68	\$ 9,888.68
070053	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 101.66	\$ 101.66
070053	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 118.12	\$ 118.12
070053	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,770.84	\$ 39,770.84
070054	425	SPECTRUM FIRE PROTECTION	51584	\$ 200.00	\$ -	\$ 200.00
070055	401	SANDRA SLUSHER MCDONALD		\$ -	\$ 508.95	\$ 508.95
070056	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 22,191.31	\$ 22,191.31
070057	424	CAPITAL TRISTATE		\$ -	\$ 2,161.30	\$ 2,161.30
070057	425	CAPITAL TRISTATE		\$ -	\$ 121.98	\$ 121.98
070058	712	TELTRONIC	51603	\$ 916.00	\$ -	\$ 916.00
070059	716	DOROTHY TURLEY		\$ -	\$ 161.00	\$ 161.00
070060	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
070061	401	WV STATE AUDITOR**		\$ -	\$ 17,100.00	\$ 17,100.00
070062	415	WV STATE AUDITOR**		\$ -	\$ 11,090.00	\$ 11,090.00
070063	412	WVU	52134	\$ 189.95	\$ -	\$ 189.95
070064	440	WV CODE OFFICIALS ASSOC	50236	\$ 150.00	\$ -	\$ 150.00
070065	402	XEROX CORPORATION	49705	\$ 1,600.87	\$ -	\$ 1,600.87
070065	439	XEROX CORPORATION	49952	\$ 599.24	\$ -	\$ 599.24
TOTAL						\$ 248,174.58
TOTAL				\$ 35,861.73	\$ 212,312.85	\$ 248,174.58

Motion by Ms. Tabb to approve the accounts payable for June 6, 2013 in the amount of \$248,174.58. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Todd Fagan, Director of GIS/Addressing – announced Ms. Jessica Gormont, GIS Technician has been awarded her certification as a Geographic Information Systems Professional (GISP), one of only 35 GISP’s in the State of WV.

Brian Parrish, resident – expressed his concerns of the response time by the Sheriff’s Department to a citizen being attacked.

David Tabb, resident – gave an update on how he believes the Commission is conducting business.

Eleanor Finn, resident – read a letter on behalf of the League of Women Voters of Jefferson County regarding Openness in Government.

Peter Onoszko, resident – spoke in favor of reappointing Karan Townsend to the Jefferson County Development Authority.

Jennifer Brockman, Director of Planning & Zoning – informed the Commissioners of upcoming meeting dates.

PRESENTATIONS:

1. Cam Siegrist, Bowles & Rice – Public Hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), with respect to the modification of the Berkeley County, Hardy County and Jefferson County, West Virginia, as Joint Issuers, Commercial Development Revenue Bonds, Series 2010 (Scattered Site Project) and related documents (collectively, the “Modification”), which Bonds were issued on December 22, 2010, in the original principal amount of \$9,505,000. Requesting approval of the Modification as “applicable elected representative” pursuant to Section 147(f) of the Code.

President Manuel opened the floor for Public Comment; the following residents spoke:

Mr. Tabb, resident – stated his opinion.

With there being no further comments, President Manuel closed the floor to Public Comment.

**APPROVAL OF THE ISSUANCE OF BONDS
BY APPLICABLE ELECTED REPRESENTATIVE**

WHEREAS, The County Commission of Jefferson County, West Virginia, jointly with the County Council (formerly County Commission) of Berkeley County, West Virginia and the County Commission of Hardy County, West Virginia, (collectively the “Issuers”) have proposed the reissuance of their Commercial Development Revenue Bonds (Scattered Site Project) Series 2010 (the “Bonds”) that were originally issued on December 22, 2010, in the aggregate principal amount of \$9,505,000, all of which remains outstanding as of the date hereof. The Bonds are being reissued for the purposes (collectively, the “Project”) described in the attached Notice of Public Hearing (the “Notice”). The Issuers acted together to issue the Bonds and will be working together to reissue the Bonds pursuant to the terms of a Joint Issuer Agreement adopted in accordance with the Industrial Development and Commercial Development Bond Act, Chapter 13, Article 2C, of the Code of West Virginia of 1931, as amended (the “Act”);

WHEREAS, Section 147(f) of the Internal Revenue Code of 1986, as amended, requires The County Commission of Jefferson County, West Virginia, as one of the applicable elected representatives with respect to the Bonds and the Issuers, to approve the reissuance of the Bonds after a public hearing following reasonable notice;

WHEREAS, on June 6, 2013, at or about 9:45 a.m., a public hearing was held in the Jefferson County Commission Meeting Room located in the Old Charles Town Library, 200 East Washington Street, Charles Town, West Virginia, following duly published notice thereof (see attached affidavit of publication) and all persons desiring to be heard have been heard; and

WHEREAS, it is in the public interest and for the public benefit that The County Commission of Jefferson County, West Virginia approve the reissuance of the Bonds as one of the applicable elected representatives.

NOW, THEREFORE, IT IS HEREBY DETERMINED that the reissuance of the Bonds in the aggregate principal amount of \$9,505,000 for the purposes described in the attached Notice is hereby approved by The County Commission of Jefferson County as one of the applicable elected representatives with respect to the Bonds and the Issuers pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended.

- **Motion by Ms. Noland to approve the Modification as “applicable elected representative” pursuant to Section 147(f) of the Code. Motion seconded and unanimously approved.**

2. Angie Banks, Assessor – Requesting the County Commission to sign the Certificates for the Real Estate and Personal Property books.

- **Motion by Ms. Noland to authorize the County Commissioners to affix their signatures to the Certificates for the Real Estate and Personal Property books. Motion seconded and unanimously approved.**

3. Laura Storm, Circuit Clerk – Requesting approval of gift bags for the Association of Counties Board Meeting to be held in Jefferson County from June 9-11, 2013. It is customary that the hosting county of the annual board meeting of the Association of Counties provide some type of gift bag/memento relating to their county. Black Dog gift bags have been offered as this token from Jefferson County at a cost of \$7 apiece.

- **Motion by Ms. Noland to approve funds up to \$500 to provide seventy (70) Black Dog gift bags to the attendees of the annual West Virginia Association of Counties board meeting to be held in Jefferson County on June 9-11, 2013. Motion seconded and unanimously approved.**

4. Pete Dougherty, Sheriff – Requesting permission to add to the Trip Guard and Bailiff pool. This will not affect approved budget.

- **Motion by Mr. Manuel to approve the hires of William Potter to the position of Bailiff and Trip Guard and William Carper to the position of Trip Guard. Motion seconded and unanimously approved.**

Peter Dougherty, Sheriff – Requesting approval of Special Deputies from the counties municipalities. All municipal law enforcement officers could be called on at any time to assist the Sheriff's office outside of their typical jurisdiction. To do so, they must be sworn in as Special Deputies.

- **Motion by Ms. Tabb to approve the following law enforcement officers to be sworn in as Special Deputies: Benjamin Anderson, Michael Armentrout, James Bird, John Brown, Donald Buracker, Jeremy Burkholder, Richard Cook, James Cummings, Matthew Custer, Jonathan DeSarno, James Dunn, Matthew Harper, William Henderson, Glenna Hosby-Brown, Robert James, Justin Jenkins, Dave Kelvington, Ronald Kerns, Michael King, Justin Kleiver, James Knott, Christopher Kutcher, Adam Letts, Todd Lutman, Charles Lynch, Anthony Mancine, George Manning, Lori Maraugh, John McAvoy, Travis McBride, Alissa Meeks, Jason Newlin, Patrick Norris, Jonathan Quinam, David Ransom, Mary Reagan, Robbie Roberts, William Roper, Matthew Schul, Robert Seeders, Keith Sigulinsky, Patricia Smith, Warren Spessert, Glenn Stevens, Crystal Tharp, Adam Watson, Anthony Winkle and Kendal Hudson after probationary period. Motion seconded and unanimously approved.**

5. **The Commission recessed for break at 11:00**

The Commission reconvened from break at 11:10

6. Jenny Allen came in place of James McNeel, Managing Director, Contemporary American Theater Festival to request \$5,000 support for the Annual Conference of the American Theatre Critics Association taking place July 17-21, 2013 in Shepherdstown.
- **Motion by Ms. Widmyer to approve \$1,000 towards the Annual Conference of the American Theatre Critics Association taking place in Shepherdstown. Motion seconded and unanimously approved.**
7. Ann Fern – Requesting to have the Jefferson County Courthouse open for visitors/tours for two hours on June 22, 2013 for “Come for the History; Stay for the Hauntings” A Celebration of the 150th Birthday of West Virginia.
- **Motion by Ms. Widmyer to approve the Jefferson County Courthouse be open for two hours on June 22, 2013 from 10am – noon. Motion seconded and unanimously approved.**
8. Lynn Fields, Probate – Requesting the Commission accept the resignation of James Edgar Byron, Jr., as the Executor of the Estate of James E. Byron. The Executor wishes to voluntarily resign and the successor Executor, Sally Byron BaBarre, wishes to qualify in his place. There were no objections from the Probate Office.
- **Motion by Ms. Tabb to approve the resignation of James Edward Byron, Jr. as Executor of the Estate of James E. Byron. Motion seconded and unanimously approved.**
9. Jeffrey Polczynski, ENP – Director of Communications – Requesting the signing of the System Key License Agreement (Software) between Washington County, MD and Jefferson County, West Virginia. After modifications to the original agreement and vetting by Counsel, the agreement is ready for the signature of the President of the Commission.
- **Motion by Ms. Tabb to authorize the President of the Commission to sign the System Key License Agreement (Software) in duplicate between Washington County, MD and Jefferson County, WV.**

Motion seconded and unanimously approved.

Jeffrey Polczynski, ENP – Director of Communications – Requesting the approval to hire Accurate Systems, Inc. to assist the County’s Public Safety Integrated Systems Project and to encumber funds from Capital Outlay.

- **Motion by Mr. Manuel to approve staff to retain Accurate systems, Inc. based upon the proposal submitted to lead the County’s Public Safety Integrated Systems Project and to encumber fund from Capital Outlay . Motion seconded and approved on a vote of 4-1 with Ms. Widmyer opposing.**
- **Motion by Ms. Widmyer the motion states, the approval would apply to the Accurate System proposal, items 1-4. Amended motion seconded. Amendment fails on a vote of 3-2 with Ms. Widmyer and Mr. Pellish opposing.**

Comment [JH1]: , in the amount of \$14,490.00

10. Roger Goodwin, Chief Engineer, (Becky Burns represented Mr. Goodwin) – Requesting complete release of the Construction Bond for Longfield Farm/Patricia Sanderson for the Longfield Subdivision, Lots 1-28 and Residue Tract 1, 3 and 4 (file #05-10) –Letter of Credit 311112268180 with Regal Bank & Trust, Owings Mill, Maryland.

- **Motion by Ms. Noland to authorize a complete release of the remaining \$752,257.00 from the construction bond for Longfield Farm/Patricia Sanderson – Longfield Farm Subdivision, Lots 1-28 and Residue Tract 1,3 and 4 (file #05-10) contingent upon approval and recordation of the merger deed by Jennifer M. Brockman, Director of Planning and Zoning. Motion seconded and unanimously approved.**

Roger Goodwin, Chief Engineer – Requesting complete release of Construction Bond security for Summit Point Automotive Research Center LLC – Summit Point Tactical Training Center, Phase II (file #S11-11) – Letter of Credit #313 with the Bank of Charles Town, Charles Town, West Virginia.

- **Motion by Ms. Tabb to authorize a complete release of the remaining \$167,580.00 from the construction bond for Summit Point Automotive Research Center LLC-Summit Point Tactical Training Center, Phase II (file #S1-11). Motion seconded and unanimously approved.**

Roger Goodwin, Chief Engineer – Requesting permission to allow staff to call on any Letter of Credits that have not been renewed by Monday, July 8, 2013.

- **Motion by Ms. Noland to authorize staff to call any Letters of Credit due, which have not been renewed by the close of business on Monday, July 8, 2013. Motion seconded and unanimously approved.**

FINANCE DIRECTOR

Approval of Internal Budget Revision #112 – to move \$2,500 of available funds from the Animal Control Office Fund (716) Professional Services to increase the Animal Control Office Fund (716) Overtime Budget by \$2,500. The overtime budget is over budget and a reallocation needs to be done to bring the budgeted allocation to a positive unexpended balance.

- **Motion by Ms. Widmyer to approve Internal Budget Revision #112 budget as presented. Motion seconded and unanimously approved.**

Approval of Internal Budget Revision #113 – to move \$2,800 from Prosecuting Attorney Dues/Subscriptions (405) to increase Contracted Services budget (405) by \$2,800 due to the copier lease over budget because it was an unknown amount when the FY2013 budget was requested.

- **Motion by Ms. Noland to approve Internal Budget Revision #113 as presented. Motion seconded and unanimously approved.**

Approval of Internal Budget Revision #114 – to move \$600 from the Zoning Professional Services (451) to increase Zoning Professional Services (451). Zoning Clerk was paid overtime while covering tasks of vacant Planning Clerk. Overtime budget needs to be correct to cover all costs.

- **Motion by Ms. Tabb to approve Internal Budget Revision #114 as presented. Motion seconded and unanimously approved.**

Approval of Internal Budget Revision #115 – to move \$1,238 from Planning Department , Planning Professional Services to Planning Refund Error Payment in the amount of \$200, \$38 to Contracted Services and \$1,000 to Planning Part-time/Extra Help.

- **Motion by Mr. Manuel to approve Internal Budget Revision #115 as presented. Motion seconded and unanimously approved.**

Approval of Internal Budget Revision #116 – to move a total of \$1,221.38. Due to FSLA matters the overtime line item needs to be adjusted to cover the overage. Contracted Services were over budget due to new leased copiers and other line items were over budgeted due to training and extra supplies. \$80,000 moved from Salary & Wages to Overtime. \$1,500 moved from Professional Services to Contracted Services. \$1,000 moved from Professional Services and moved to Material Supplies. \$800 moved from Train/Education and moved to Travel.

- **Motion by Ms. Noland to approve Internal Budget Revision #116 as presented. Motion seconded and unanimously approved.**

Approval of Internal Budget Revision #117 – to move a total of \$608.25. This is a county level budget revision request from Ag Agent Office to redistribute current budget funding to insure that all allocation lines are greater than anticipated expenditures for the fiscal year; no additional funding is required. This is a correction to the original budget which should have included \$500 Overtime and related cost.

- **Motion by Ms. Tabb to approve Internal Budget Revision #117 as presented. Motion seconded and unanimously approved.**

11. The Commission broke for lunch at 12:00 p.m.

The Commission reconvened from lunch at 1:30 p.m.

12. Appointments and Interviews – Appointment of a one three-year term on the Jefferson County Development Authority to represent the Corporation of Harpers Ferry.

- **Mr. Pellish nominated Karan Townsend to be reappointed to the Development Authority for a three year term ending April 5, 2016 as a representative of the Town of Harpers Ferry. Motion seconded.**
- **Ms. Widmyer nominated Mr. John Maxey to the Development Authority for a three-year term ending April 5, 2016 as a representative of the Town of Harpers Ferry.**

Ms. Karan Townsend was reappointed to the Development Authority for a three-year term ending April 15, 2016 as a representative of the Town of Harpers Ferry on a vote of 4-1 with Ms. Widmyer voting for Mr. Maxey.

13. Appointments and Interviews – Appointment of a one five-year term on the Summit Point Library Committee ending June 30, 2018. The following citizen applied, Linia Overly.

- **Motion by Ms. Tabb to reappoint Linia Overly to a five-year term on the Summit Point Library Committee ending June 30, 2018. Motion seconded and unanimously approved.**

14. Appointments and Interviews – Appointment to a one five-year term on the Jefferson County Board of Health term ending June 30, 2018. The following citizen has requested reappointment, Willis E. Nowell, Jr.

- **Motion by Ms. Widmyer to reappoint Willis E. Nowell, Jr. to a term ending June 30, 2018. Motion seconded and unanimously approved.**

15. Appointments and Interviews – Appointments to four three-year terms on the Jefferson County Parks & Recreation Board ending June 30, 2016. The following citizens have requested reappointment. Gene Taylor, Jimmy Pierson, Heather Morgan McIntyre and Paul Marshall.

- **Motion by Mr. Manuel to reappoint Gene Taylor, Jimmy Pierson, Heather Morgan McIntyre and Paul Marshall to one three-year term each, ending June 30, 2016. Motion seconded and unanimously approved.**

16. Doug Pittinger, Director of Jefferson County Emergency Services Agency (JCESA) and Ed Hannon, Deputy Director officially submitted the JCESA Fee Ordinance and requested the Commission continue to move forward with the ordinance in a timely manner.

Mr. Manuel proposed the JCESA proposal be added to three County Commission meetings for readings. The first meeting would be to let the public know we are working on and moving forward with the ordinance. The second meeting is open for amendments by the Commissioners and the third meeting would be for a final vote with the ordinance as amended. The public is welcome to come to any and all meetings to make comments.

Comment [JH2]: , during the Public Comment period of the meeting.

- **Motion by Mr. Manuel to take the version of the ordinance the JCESA makes available to the Commission for the June 27, 2013 meeting with a minimum of three subsequent readings. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORT

Barbara Miller, Homeland Security and Emergency Services, has found a potential grant for \$4000 with no matching money required. The timeline for this grant is very short. Ms. Keyser is requesting the Commission allow Ms. Miller to move forward with trying to obtain the grant with a consensus and ratifying the consensus with a vote at the next Commission meeting. It was the consensus of the Commission to allow Ms. Miller to move forward with trying to obtain the grant.

Ms. Keyser requests the Commission ratify a vote which was taken last week at the Commission meeting. The motion by Mr. Manuel was to allow Ms. Brockman to move forward in advertising the position in the Planning and Zoning Department.

- **Motion by Ms. Widmyer to ratify the motion made at May 30, 2013 by Mr. Manuel to allow Ms. Brockman to move forward with the advertising of the position for Planning and Zoning. Motion seconded and unanimously approved.**

Ms. Keyser informed the Commission that Teen Court has signed the contract and moved in June 1, 2013. The County has been placed on the United Way, Teen Court insurance policy.

Ms. Keyser informed the Commission an RFP is being worked on for a new website. Money was put in the budget for next year and hope to move forward quickly with this. Due to the complexities, we may need to have a professional look at it.

Ms. Keyser informed the Commission last payroll for this year is June 20th. Supervisors have been informed all vacation and comp time must be turned in by June 20th to Sally Gran for financial statements. June 20th is the deadline for all annual increases from supervisors to be submitted and employee performance reviews must be turned in by June 30, 2013.

Ms. Keyser reported the Financial Director Position job description has the changes submitted by the Commissioners redlined. It was the consensus of the Commission the position should be a full time position to include the oversight of the Jefferson County Emergency Services Agency fee collection included.

- **Motion by Ms. Tabb to post the job description as it will be finalized and advertise for the position with a salary range of a grade level seven within the first three steps. Motion seconded and unanimously approved.**

Ms. Keyser recommended to the Commission a Compensation Committee be formed with the two standing members – the County Administrator and Deputy County Administrator with three other team members with three (3) year terms for continuity. The Commission felt there should be an Elected Official as part of the committee with two (2) department heads which represent a spectrum of the County Departments. It was the consensus of the Commission to set the Committee up with Debbie Keyser, County Administrator, Sandy McDonald, Deputy County Administrator, Bill Polk, Director of Maintenance, Angie Banks, Assessor. A formal vote will be taken when the fifth committee member is chosen.

Commissioner's Top Project Listing, Ms. Keyser went through the current project listing and updated the Commissioners as to the status of each project. Ms. Keyser recommended removing projects which have been completed (projects in green). Ms. Widmyer requested the finished projects continue to be listed as a reference point.

IT Update – SSI and Accurate Systems are completing the tasks they have committed to and the VoIP System going in. Ms. Keyser inquired if the Commission is interested in following Mike Manley's recommendation of having a contract IT professional come in for six months to move us forward with strategic direction. It was the unanimous consent of the Commission to put this item on the agenda for June 27 for the Commissioners to decide on a plan of action for the IT direction.

Wellness Program Update – Ms. Keyser informed the Commission of the involvement of employees for the Wellness Program. Ms. Keyser announced the winners of the Wellness Challenge. First place - Roger Goodwin - Mountaineer Maniacs, second place - Barney and the Babe's, third place – Executive Monkey Mafia, and fourth place – The Mission Slim Possibles.

COUNTY COMMISSIONERS REPORTS

Jane Tabb:

- Attended the Public Hearing for the Jefferson County Emergency Services Agency.
- Attended the Public Hearing for the Jefferson County Development Authority.
- Attended a workshop at the Extension Office for value added food business.
- Attended the Jefferson County Emergency Services Agency workshop.
- Attended a workshop at the Public Service District.
- Attended the 340 Highway workshop.
- Attended the Public Service District Board meeting.
- Attended a West Virginia Promise Steering Committee meeting.

Patsy Noland:

- Attended the Public Hearing for the Jefferson County Emergency Services Agency.
- Attended the Public Hearing for the Jefferson County Development Authority.
- Attended a Personnel Committee meeting for Region 9.

- Attended a Partnership for Affordable Housing meeting.
- Attended a 4-H meeting.
- Attended the 340 DOH Meeting and Public Hearing.

Lyn Widmyer:

- Attended the Public Hearing for the Jefferson County Emergency Services Agency.
- Attended the Public Hearing for the Jefferson County Development Authority.
- Attended a HPMO meeting.
- Attended "Bark in the Park."
- Attended the unveiling of a trail kiosk in Harpers Ferry.
- Attended the 340 DOH Meeting and Public Hearing.

Walt Pellish:

- Attended the Public Hearing for the Jefferson County Emergency Services Agency.
- Attended the Public Hearing for the Jefferson County Development Authority.

Dale Manuel

- Attended the Public Hearing for the Jefferson County Emergency Services Agency.
- Attended the Public Hearing for the Jefferson County Development Authority.
- ESA Workshop at Station 11
- Attended the 340 DOH Meeting and Public Hearing.
- Attended a Partnership for Affordable Housing meeting.

The Commission meeting was adjourned at 3:20 a.m. on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectively submitted
Cynthia C. Schott
Administrative Assistant



