

Minutes

Jefferson County Commission

Thursday, July 18, 2013

A meeting of the Jefferson County Commission was held on Thursday, July 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, Jane Tabb and Lyn Widmyer. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Executive Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the July 18, 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 Mr. Pellish to approve the Minutes of the July 11, 2013 County Commission Meeting with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Tabb to approve revised Purchase Orders in the amount of \$143,358.25 to include P.O. Nos. 51408, 51409, 51410, 51756, 51630, 51631, 51632, 51635, 51788, 51757, 51759, 51762, 51763, 51764, 51765, 51828, 49832, 49835, 516.02, 51670, 51705, 51732, 51753, 51754, 51758, 51760, 51761, 51767, 51769, 51770, 52108, 51755 and 51766. Purchase order # 51669 removed and purchase order # 52108 changed from 135.12 to 131.52. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070297	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,152.66	\$ 4,152.66
070298	424	AT&T/IL		\$ -	\$ 0.25	\$ 0.25
070299	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,760.92	\$ 1,760.92
070300	406	ANGELA L BANKS		\$ -	\$ 69.00	\$ 69.00
070301	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85

070302	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
070303	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
070304	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 23.08	\$ 23.08
070305	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 290.31	\$ 290.31
070306	413	CASTO & HARRIS INC	51634	\$ 92.84	\$ -	\$ 92.84
070307	717	CREAMERS WRECKER SVC	51742	\$ 345.00	\$ -	\$ 345.00
070308	425	CENTRAL ELEVATOR	51746	\$ 640.00	\$ -	\$ 640.00
070309	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
070310	401	CHOICE STAFFING, INC.		\$ -	\$ 154.00	\$ 154.00
070311	PAYROLL	COLONIAL LIFE		\$ -	\$ 566.84	\$ 566.84
070312	425	COVENANT BUILDING MAINT	51331	\$ 115.63	\$ -	\$ 115.63
070313	424	DAYCON	51743	\$ 1,177.40	\$ -	\$ 1,177.40
070313	425	DAYCON	51743	\$ 660.48	\$ -	\$ 660.48
070313	425	DAYCON	51751	\$ 1,010.58	\$ -	\$ 1,010.58
070314	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
070315	717	DONALD B. RICE TIRE CO.	51590	\$ 809.08	\$ -	\$ 809.08
070316	425	FIRE SAFETY EQUIP	51747	\$ 1,800.00	\$ -	\$ 1,800.00
070317	424	THE FLAGPOLE CO	51588	\$ 991.90	\$ -	\$ 991.90
070317	GRANT	THE FLAGPOLE CO	51588	\$ 2,000.00	\$ -	\$ 2,000.00
070318	GRANT	FLORIDA SARC	50009	\$ 4,000.00	\$ -	\$ 4,000.00
070319	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 23,421.20	\$ 23,421.20
070320	406	GLOBAL SCIENCE & TECH	51404	\$ 250.00	\$ -	\$ 250.00
070321	712	HIGH PERFORMANCE CABLING	51707	\$ 25.98	\$ -	\$ 25.98
070322	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,910.00	\$ 2,910.00
070323	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 188.50	\$ 188.50
070324	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,760.92	\$ 1,760.92
070325	404	JEFFERSON PUBLISH CO INC	52109	\$ 54.00	\$ -	\$ 54.00
070325	406	JEFFERSON PUBLISH CO INC	51412	\$ 81.00	\$ -	\$ 81.00
070325	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 67.50	\$ 67.50
070326	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
070326	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,843.00	\$ 4,843.00
070327	402	MR PRINT	51629	\$ 117.20	\$ -	\$ 117.20
070328	712	MORGAN AWARDS LLC	51706	\$ 18.00	\$ -	\$ 18.00
070329	PAYROLL	COMPROLLER OF MARYLAND		\$ -	\$ 872.96	\$ 872.96
070330	711	BARBARA J. MILLER		\$ -	\$ 92.00	\$ 92.00
070331	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
070332	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
070333	402	KAREN OLDEN		\$ -	\$ 138.00	\$ 138.00
070334	ALLOC	JEFF CO PARKS &		\$ -	\$ 18,489.68	\$ 18,489.68
070335	402	PIFER OFFICE SUPPLY, INC	51633	\$ 23.82	\$ -	\$ 23.82
070335	402	PIFER OFFICE SUPPLY, INC	51636	\$ 49.98	\$ -	\$ 49.98

070335	403	PIFER OFFICE SUPPLY, INC	51436	\$ 13.56	\$ -	\$ 13.56
070335	406	PIFER OFFICE SUPPLY, INC	51411	\$ 84.08	\$ -	\$ 84.08
070336	GRANT	EASTERN PANHANDLE REGION		\$ -	\$ 600.00	\$ 600.00
070337	425	RCS SECURITY	51745	\$ 487.50	\$ -	\$ 487.50
070338	GRANT	RCS SECURITY		\$ -	\$ 1,275.00	\$ 1,275.00
070339	403	RECORD MANAGEMENT SOLUTN	49887	\$ 30.00	\$ -	\$ 30.00
070340	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,668.00	\$ 6,668.00
070341	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
070341	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
070341	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
070341	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
070341	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
070341	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
070341	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
070341	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
070341	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
070341	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
070342	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 2,517.00	\$ 2,517.00
070342	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 88.00	\$ 88.00
070342	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,889.64	\$ 1,889.64
070342	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 973.09	\$ 973.09
070342	405	SOFTWARE SYSTEMS, INC		\$ -	\$ 518.50	\$ 518.50
070342	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 70.00	\$ 70.00
070343	405	STAPLES CREDIT PLAN	51640	\$ 420.94	\$ -	\$ 420.94
070344	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,419.90	\$ 10,419.90
070344	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,553.36	\$ 44,553.36
070344	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 32.28	\$ 32.28
070344	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 138.02	\$ 138.02
070344	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 162.10	\$ 162.10
070344	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,086.28	\$ 43,086.28
070345	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,790.68	\$ 31,790.68
070345	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 122.87	\$ 122.87
070346	401	STAPLES CREDIT PLAN		\$ -	\$ 284.45	\$ 284.45
070346	406	STAPLES CREDIT PLAN		\$ -	\$ 27.22	\$ 27.22
070346	412	STAPLES CREDIT PLAN		\$ -	\$ 1,087.96	\$ 1,087.96
070346	700	STAPLES CREDIT PLAN		\$ -	\$ 25.97	\$ 25.97
070346	712	STAPLES CREDIT PLAN		\$ -	\$ 314.74	\$ 314.74
070347	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,884.90	\$ 10,884.90
070347	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,647.57	\$ 16,647.57
070348	711	SOFTWARE COMPUTER GROUP	50010	\$ 150.00	\$ -	\$ 150.00
070349	717	THOMASSEN FORD MERCURY	51750	\$ 1,578.53	\$ -	\$ 1,578.53

070351	401	UNITED BANKCARD CENTER		\$ -	\$ 133.66	\$ 133.66
070351	405	UNITED BANKCARD CENTER		\$ -	\$ 306.91	\$ 306.91
070351	405	UNITED BANKCARD CENTER		\$ -	\$ 735.00	\$ 735.00
070351	405	UNITED BANKCARD CENTER		\$ -	\$ 245.00	\$ 245.00
070351	412	UNITED BANKCARD CENTER		\$ -	\$ 444.97	\$ 444.97
070351	415	UNITED BANKCARD CENTER		\$ -	\$ 74.72	\$ 74.72
070351	424	UNITED BANKCARD CENTER		\$ -	\$ 23,560.81	\$ 23,560.81
070351	424	UNITED BANKCARD CENTER		\$ -	\$ 98.76	\$ 98.76
070351	424	UNITED BANKCARD CENTER		\$ -	\$ 1.50	\$ 1.50
070351	424	UNITED BANKCARD CENTER		\$ -	\$ 484.53	\$ 484.53
070351	424	UNITED BANKCARD CENTER		\$ -	\$ 25.67	\$ 25.67
070351	424	UNITED BANKCARD CENTER		\$ -	\$ 46.75	\$ 46.75
070351	424	UNITED BANKCARD CENTER		\$ -	\$ 87.00	\$ 87.00
070351	425	UNITED BANKCARD CENTER		\$ -	\$ 433.01	\$ 433.01
070351	425	UNITED BANKCARD CENTER		\$ -	\$ 232.58	\$ 232.58
070351	428	UNITED BANKCARD CENTER		\$ -	\$ 20.00	\$ 20.00
070351	433	UNITED BANKCARD CENTER		\$ -	\$ 44.00	\$ 44.00
070351	433	UNITED BANKCARD CENTER		\$ -	\$ 34.35	\$ 34.35
070351	433	UNITED BANKCARD CENTER		\$ -	\$ 49.95	\$ 49.95
070351	439	UNITED BANKCARD CENTER		\$ -	\$ 67.49	\$ 67.49
070351	439	UNITED BANKCARD CENTER		\$ -	\$ 49.98	\$ 49.98
070351	440	UNITED BANKCARD CENTER		\$ -	\$ 145.60	\$ 145.60
070351	440	UNITED BANKCARD CENTER		\$ -	\$ 178.00	\$ 178.00
070351	440	UNITED BANKCARD CENTER		\$ -	\$ 145.60	\$ 145.60
070351	440	UNITED BANKCARD CENTER		\$ -	\$ 320.00	\$ 320.00
070351	440	UNITED BANKCARD CENTER		\$ -	\$ 99.00	\$ 99.00
070351	700	UNITED BANKCARD CENTER		\$ -	\$ 673.12	\$ 673.12
070351	700	UNITED BANKCARD CENTER		\$ -	\$ 548.12	\$ 548.12
070351	700	UNITED BANKCARD CENTER		\$ -	\$ 88.00	\$ 88.00
070351	700	UNITED BANKCARD CENTER		\$ -	\$ 72.93	\$ 72.93
070351	700	UNITED BANKCARD CENTER		\$ -	\$ 139.50	\$ 139.50
070351	711	UNITED BANKCARD CENTER		\$ -	\$ 65.84	\$ 65.84
070351	711	UNITED BANKCARD CENTER		\$ -	\$ 387.00	\$ 387.00
070351	712	UNITED BANKCARD CENTER		\$ -	\$ 49.95	\$ 49.95
070351	712	UNITED BANKCARD CENTER		\$ -	\$ 547.68	\$ 547.68
070351	712	UNITED BANKCARD CENTER		\$ -	\$ 3,909.47	\$ 3,909.47
070351	716	UNITED BANKCARD CENTER		\$ -	\$ 197.73	\$ 197.73
070351	716	UNITED BANKCARD CENTER		\$ -	\$ 23.50	\$ 23.50
070351	717	UNITED BANKCARD CENTER		\$ -	\$ 186.59	\$ 186.59
070352	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 22,011.52	\$ 22,011.52
070353	405	WEST PAYMENT CENTER	49635	\$ 1,095.46	\$ -	\$ 1,095.46

070353	405	WEST PAYMENT CENTER	51638	\$ 4,977.15	\$ -	\$ 4,977.15
070354	406	ASSOC OF WV ASSESSORS	51403	\$ 100.00	\$ -	\$ 100.00
070355	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,567.29	\$ 25,567.29
070355	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 82,382.85	\$ 82,382.85
070356	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
070357	439	XEROX CORPORATION	49952	\$ 185.93	\$ -	\$ 185.93
070357	439	XEROX CORPORATION	50340	\$ 361.89	\$ -	\$ 361.89
TOTAL						\$ 426,871.84
TOTAL				\$ 23,747.93	\$ 403,123.91	\$ 426,871.84

- **Motion by Mr. Manuel to approve the accounts payable for July 18, 2013 in the amount of \$426,871.84. Motion seconded and unanimously approved.**

PUBLIC COMMENT:

None

PRESENTATIONS:

1. Angie Banks, Assessor - Exonerations

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Mr. Floyd Wilt	Harpers Ferry District	Personal Property	308896	\$135.51

- **Motion by Ms. Widmyer to approve the Exoneration for Mr. Floyd Wilt as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Patricia & Lynn Elspas	Harpers Ferry District	Personal Property	307298	\$142.52

- **Motion by Ms. Tabb to approve the Exoneration for Patricia & Lynn Elspas as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT

Quarterly Probate Review – Ms. Fields requested to close Estates and approve newly and opened estates for probate as listed:

Regular Term

JULY 2013

State of West Virginia, County of Jefferson, to-wit:

At a Regular Term of the County Commission of said County and State, begun and held at the Old Charles Town Library thereof, on Thursday, July 18th, 2013 beginning at 11:05 a.m.

PRESENT: Dale Manuel, President

Lyn Widmyer, Patsy Noland

Jane Tabb, and Walt Pellish, Commissioners

A list of Wills Probated, Executors qualified, Guardians, Administrators,

&c appointed since the last Regular Term of this Commission, to-wit: The April

2013 Term, thereof was this day presented to the Commission by the Clerk

thereof, examined by it, and ordered filed;

Estate of Jeanne Hancock Dodson, deceased, in Account with Mary Campise,
Executrix

Estate of Walter McKinley Jenkins, Sr., deceased, in Account with Dana S. Jenkins,
Adminitratrrix

Estate of Gladys Kienzlen, deceased, in Account with Chris Kienzlen, Executor

Estate of Marian A. Koster, deceased, in Account with Daniel I. Alquist,
Executor

Estate of Edgar Arnold McDowell, deceased, in Account with Roxanne Y.
McDowell, Executor

Estate of Howard J. Parrish, Sr., deceased, in Account with Ladoska A. Jones,

Executrix

Estate of Paul F. Propps, Jr, deceased, in Account with Victoria H. Propps, Executrix

Estate of Shirley Ann Wilt, deceased, in Account with Tiffany Dailey,
Executrix

The following Waivers of Final Settlement were this day examined by

the Commission and there being no exceptions thereto, and none appearing on

the face thereof, same are ordered approved and recorded as follows:

Estate of Edward Lacey Burns, IV, deceased, Waiver of Final Settlement,
Rosamond A. Rutledge-Burns, Executor

Estate of Thomas D. Cordis, deceased, Waiver of Final Settlement, Thomas M. Cordis,
Administrator

Estate of Wilbur Paul Chidester, deceased, Waiver of Final Settlement, Peggy P. Young,
Executrix

Estate of Barbara L. Calabrese, deceased, Waiver of Final Settlement. Kenneth
H. Sims, Executor

Estate of Edgar E. Hawkins, deceased, Waiver of Final Settlement, Joseph E.
Hawkins, Executor

Estate of Evelyn J. Johnson, deceased, Waiver of Final Settlement, Mary J.
Johnson, Administrator

Estate of Emory Alder Kable, deceased, Waiver of Final Settlement, Jennifer C. Kable
and Amy K. Fincham, Co-Executors

Estate of Peter Edward Ladnier, deceased, Waiver of Final Settlement, Charles
A. Ladnier, Administrator

Estate of Timothy Scott Long, deceased, Waiver of Final Settlement, April Dawn
Rickard, Administrator

Estate of Michael A. Lugaila, deceased, Waiver of Final Settlement, Barbara A.
Lugaila, Adminitratix

Estate of Virginia C. Nutzman, deceased, Waiver of Final Settlement, Robert L. Nutzman, Administrator

Estate of Linda Marie O'Brien, deceased, Waiver of Final Settlement, Kelly O'Brien Todd, Executrix

Estate of Josephine E. Ramsey, deceased, Waiver of Final Settlement, Donna M. Miller, Executrix

Estate of Elizabeth Shank Saum, deceased, Waiver of Final Settlement, Juliana E. Holland, Executrix

Estate of Glenda Eileen Shewbridge, deceased, Waiver of Final Settlement, Deborah K. Shewbridge, Executrix

Estate of Ella Louise Smith, deceased, Waiver of Final Settlement, Nathaniel Peterson, Administrator dbn

Estate of Mabel M. Tessier, deceased, Waiver of Final Settlement, Michael H. Durst and Martin E. Durst, Co-Executors

Estate of Geraldine E. Zaccardi, deceased, Waiver of Final Settlement, Robert W. Zaccardi and Barbara L. Zaccardi, Co-Executors

Accountings and Waivers of Final Settlement submitted from the Fiduciary

Commissioners: June K. Jovanelly, S. Andrew Arnold, Frank D. Hill, III and

David A. Dejarnett:

Estate of James Franklin Ainsworth, Jr., deceased, in Third Accounting, Patricia J. Longerbeam, Executrix

Estate of Loretta I. Green, deceased, Waiver of Final Settlement, Vilma H. Hancock, Executrix

Estate of Walter Nathaniel Harris, deceased, Waiver of Final Settlement, Anthony W. Gales, Executor

Estate of Jack Vincent Shiflett, deceased, First and Final Accounting, William R. Shiflett, Administrator cta

COUNTY ADMINISTRATOR REPORT

Ms. Keyser informed the Commission a P Card audit has been conducted resulting in a few procedural changes on the recommendation of the auditor. They are as follows:

1. A Commissioner will now sign off on the P Card invoices.
2. Staff will be required to give more of an explanation for purchases.
3. Staff will be required to produce itemized receipts.
4. A new procurement log has been designed to reflect the above changes.

Ms. Keyser stated she has amended the P Card policy and requested the consensus of the Commission to approve the amendments this week as P Card training is next week. It was the consensus of the Commission to approve the amendments to the P Card Policy with the policy coming before the Commission at the August 1, 2013 Commission meeting for the consensus to be ratified.

Ms. Keyser passed out a diagram of the IT server room. The AS400 has been moved and is working well. IT is moving forward and making progress.

Ms. Keyser reminded the Commission of the “Meet Your Commissioner” at Morgan’s Grove on August 25, 2013.

Ms. Keyser stated the August 1, 2013 Commission meeting will provide more detailed budget information to the Commission.

COUNTY COMMISSIONERS REPORTS

Jane Tabb:

- Attended a Farmland Protection Easement Committee Meeting.

Walt Pellish:

- Attended the Development Authority Board Meeting.
- Appeared on the John Case Radio show.

Lyn Widmyer:

- Attended the League of Women Voters forum regarding Mental Health issues in the County.

Dale Manuel:

- Attended the League of Women Voters forum regarding Mental Health issues in the County.
- Attended the Water Advisory Committee meeting.
- Demonstration on the Content Management
- Attended the Jefferson County Emergency Services Agency meeting.
- Attended the Jefferson Center meeting.
- Attended a Council on Aging meeting.

- Attended the Jefferson County Parks & Recreation meeting.
- The Commission meeting was adjourned at 11:50 a.m. on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectively submitted
Cynthia C. Schott
Administrative Assistant