

## Minutes

### Jefferson County Commission

Thursday, August 29, 2013

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A meeting of the Jefferson County Commission was held on Thursday, August 29, 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, Executive Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the August 29, 2013 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Noland led the Pledge of Allegiance.

President Manuel informed the audience agenda items: #3a – IT Update/IT Position, #4 – Bidding Contract, #7 – Request by Planning Commission to the County Commission to reconsider their motion of 10/25/2012 regarding the Proposed Zoning Ordinance Text Amendment related to new Commercial & Industrial Zoning categories and Minor Amendments to the Jefferson County Zoning and Land Development Ordinance Sections 2.2, 4.10, 4A.5, 5.7, 5.8, 8.5, 8.14,(new), 8.15(new), 9.5, 10.5, 11.1, 12.2, and Appendix C (Agricultural Use and Other Amendments) and #8 – Follow-up discussion regarding contracting the position of the Financial Consultant for the Jefferson County Commission. These items will appear on the September 5, 2013 due to the absence of Commissioner Tabb at today's meeting.

#### **APPROVAL OF MINUTES**

**Motion by Ms. Noland to approve the Minutes of the August 15, 2013 County Commission Meeting with noted correction. Motion seconded and unanimously approved.**

#### **APPROVAL OF PURCHASE ORDERS**

**Motion by Ms. Widmyer to approve Purchase Orders in the amount of \$108,420.55 to include P.O. Nos. 50369, 50370, 51872, 51873, 51447, 51448, 50071, 51865, 51867, 51871, 51874, 51868, 51869, 51870, 51649, 51510, 51509 and 51512 Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070538	424	ACCURATE SYSTEMS INC	51856	\$ 1,486.75	\$ -	\$ 1,486.75
070538	425	ACCURATE SYSTEMS INC	51856	\$ 1,617.00	\$ -	\$ 1,617.00
070539	412	COMCAST		\$ -	\$ 80.50	\$ 80.50
070539	425	COMCAST		\$ -	\$ 443.03	\$ 443.03
070540	425	A. F. MCCORMICK	51860	\$ 390.00	\$ -	\$ 390.00
070541	413	APPLE VALLEY OFF.PRODUCT	51630	\$ 66.13	\$ -	\$ 66.13
070542	405	DR GREGORY ALLEN		\$ -	\$ 15.98	\$ 15.98
070543	424	B-K OFFICE SUPPLY INC	51848	\$ 952.00	\$ -	\$ 952.00
070543	712	B-K OFFICE SUPPLY INC	51700	\$ 323.40	\$ -	\$ 323.40
070544	425	BOLAND SERVICES	51847	\$ 262.00	\$ -	\$ 262.00
070545	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
070546	425	CITY OF CHARLES TOWN	51854	\$ 180.00	\$ -	\$ 180.00
070547	425	CT CARPET ONE FLOOR&HOME	51853	\$ 161.97	\$ -	\$ 161.97
070548	700	BRANDON CONWAY		\$ -	\$ 2,296.00	\$ 2,296.00
070549	405	CRASSTEAMS MID-ATLANTIC	51645	\$ 500.00	\$ -	\$ 500.00
070550	712	CASEY JO CHARLES		\$ -	\$ 89.25	\$ 89.25
070551	425	APPLE VALLEY TIRE	51855	\$ 120.00	\$ -	\$ 120.00
070552	425	DODSON'S SEPTIC	51852	\$ 260.00	\$ -	\$ 260.00
070553	425	DAYCON	51863	\$ 90.04	\$ -	\$ 90.04
070554	225	DELTA DENTAL OF WV		\$ -	\$ 5,820.47	\$ 5,820.47
070555	712	PAMELA DORSEY		\$ -	\$ 89.25	\$ 89.25
070556	712	KAREN ECHEMENT		\$ -	\$ 7.45	\$ 7.45
070557	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,937.63	\$ 1,937.63
070557	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,666.00	\$ 1,666.00
070558	425	GRAINGER, INC	51845	\$ 2,816.36	\$ -	\$ 2,816.36
070558	425	GRAINGER, INC	51859	\$ 155.99	\$ -	\$ 155.99
070559	402	SALLY GRAN		\$ -	\$ 69.00	\$ 69.00
070560	717	GUTTMAN OIL CO		\$ -	\$ 18,202.93	\$ 18,202.93
070561	425	IDVILLE, INC		\$ -	\$ 205.00	\$ 205.00
070562	712	ITSAVVY LLC	49835	\$ 168.93	\$ -	\$ 168.93
070563	402	JEFFERSON PUBLISH CO INC	51790	\$ 158.38	\$ -	\$ 158.38
070563	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 51.18	\$ 51.18
070564	712	THE JOURNAL	51699	\$ 163.80	\$ -	\$ 163.80
070565	425	JOHN DEERE FINANCIAL		\$ -	\$ 614.88	\$ 614.88
070566	717	JERRY'S FORD/LINCOLN/MER	51851	\$ 179.26	\$ -	\$ 179.26
070567	404	JOYCE A. JOHNS	52110	\$ 4,000.00	\$ -	\$ 4,000.00
070568	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 39.90	\$ 39.90

070569	712	JULIE LIPSCOMB		\$ -	\$ 89.25	\$ 89.25
070570	403	MATTHEW BENDER & CO	51445	\$ 758.89	\$ -	\$ 758.89
070570	405	MATTHEW BENDER & CO	51642	\$ 321.01	\$ -	\$ 321.01
070570	405	MATTHEW BENDER & CO	51647	\$ 3,725.15	\$ -	\$ 3,725.15
070571	402	PIFER OFFICE SUPPLY, INC	51792	\$ 19.76	\$ -	\$ 19.76
070571	406	PIFER OFFICE SUPPLY, INC	51414	\$ 12.50	\$ -	\$ 12.50
070572	712	SHERRY PUCKETT		\$ -	\$ 89.25	\$ 89.25
070573	425	RCS SECURITY	51787	\$ 462.50	\$ -	\$ 462.50
070574	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
070574	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
070574	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
070574	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
070574	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
070574	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
070574	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
070574	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
070574	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
070574	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
070575	404	SOFTWARE SYSTEMS, INC	52111	\$ 3,078.59	\$ -	\$ 3,078.59
070575	700	SOFTWARE SYSTEMS, INC	51511	\$ 73.53	\$ -	\$ 73.53
070576	408	STATE TAX DEPARTMENT		\$ -	\$ 16,103.69	\$ 16,103.69
070577	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 27,298.56	\$ 27,298.56
070578	405	STONEWALL RESORT	51644	\$ 3,948.00	\$ -	\$ 3,948.00
070579	717	SNAP ON TOOLS	51857	\$ 999.00	\$ -	\$ 999.00
070580	424	TRENARY SERVICE CO	51846	\$ 2,860.00	\$ -	\$ 2,860.00
070580	425	TRENARY SERVICE CO	51846	\$ 1,368.00	\$ -	\$ 1,368.00
070580	425	TRENARY SERVICE CO	51861	\$ 218.50	\$ -	\$ 218.50
070581	405	WEST PAYMENT CENTER	51638	\$ 2,309.41	\$ -	\$ 2,309.41
070582	415	WV STATE AUDITOR**		\$ -	\$ 11,090.00	\$ 11,090.00
070583	405	WV STATE BAR	51648	\$ 2,000.00	\$ -	\$ 2,000.00
070584	401	WALMART BUSINESS/GEMB		\$ -	\$ 91.43	\$ 91.43
070585	PAYROLL	WV COUNTIES GROUP		\$ -	\$ 120,779.50	\$ 120,779.50
070586	PAYROLL	WVCORP		\$ -	\$ 28,522.25	\$ 28,522.25
070587	439	XEROX CORPORATION	50339	\$ 610.28	\$ -	\$ 610.28
<b>TOTAL</b>						<b>\$ 275,107.42</b>
<b>TOTAL</b>				<b>\$ 36,817.13</b>	<b>\$ 238,290.29</b>	<b>\$ 275,107.42</b>

- **Motion by Ms. Noland to approve the accounts payable for August 22, 2013 in the amount of \$275,107.42. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
070590	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 6,273.43	\$ 6,273.43
070591	712	AT&T/GA		\$ -	\$ 244.87	\$ 244.87
070592	406	ANGELA L BANKS		\$ -	\$ 69.00	\$ 69.00
070593	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
070594	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
070595	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
070596	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
070597	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
070598	PAYROLL	COLONIAL LIFE		\$ -	\$ 731.19	\$ 731.19
070599	GRANT	DELL MARKETING LP		\$ -	\$ 2,889.82	\$ 2,889.82
070600	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
070601	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 3,235.00	\$ 3,235.00
070602	712	JEFFERSON PUBLISH CO INC	51698	\$ 31.42	\$ -	\$ 31.42
070603	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
070604	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
070604	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 4,793.00	\$ 4,793.00
070605	440	HAINES KIMBLE		\$ -	\$ 97.00	\$ 97.00
070606	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 846.91	\$ 846.91
070607	424	MICROMAIN CORPORATION	51784	\$ 595.00	\$ -	\$ 595.00
070608	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
070609	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
070610	402	PIFER OFFICE SUPPLY, INC	51793	\$ 39.80	\$ -	\$ 39.80
070611	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
070612	GRANT	RCS SECURITY		\$ -	\$ 388.80	\$ 388.80
070613	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 49,514.08	\$ 49,514.08
070613	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,580.02	\$ 11,580.02
070613	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 111.10	\$ 111.10
070613	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 25.98	\$ 25.98
070613	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 129.54	\$ 129.54
070613	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 52,021.87	\$ 52,021.87
070614	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 69.93	\$ 69.93
070614	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 165.39	\$ 165.39
070614	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 49,020.04	\$ 49,020.04
070615	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,957.89	\$ 16,957.89
070615	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 25,935.59	\$ 25,935.59
070616	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 196.42	\$ 196.42
070616	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 60.96	\$ 60.96
070616	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 39,149.96	\$ 39,149.96
070616	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 126,149.10	\$ 126,149.10

070617	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 249.75	\$ 249.75
070618	412	WPS,INC	50025	\$ 186.91	\$ -	\$ 186.91
<b>TOTAL</b>						<b>\$ 395,174.99</b>
<b>TOTAL</b>				<b>\$ 853.13</b>	<b>\$ 394,321.86</b>	<b>\$ 395,174.99</b>

**Motion by Mr. Pellish to approve the accounts payable for August 29, 2013 in the amount of \$395,174.99. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Joy Lewis introduced herself to the Commission as the new Regional Representative for Governor Tomblin. Ms. Lewis invited the Commission to contact her at time.

Jennifer Brockman, Director of Planning & Zoning gave an update to the Commission on the activities of the 2035 Envision Steering Committee. Ms. Brockman stated 200 surveys were completed at the Fair and 100 on line surveys were completed. Ms. Brockman also stated a special “Stake Holders” meeting will take place September 27, 2013.

**PRESENTATIONS:**

1. Approval of Contract and Resolution for a Community Participation Grant Program for the Jefferson County Parks and Recreation Youth Program to purchase equipment in the amount of \$4,000.
  - **Motion by Mr. Manuel to approve the Community Participation Grant Program Resolution for the Jefferson County Parks and Recreation Youth Program for equipment in the amount of \$4,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**
  
2. Nikki Painter, Chief Deputy of Elections updated the Commission regarding the pricing of the electronic polling books for elections. Ms. Painter stated the cost of the polling books would be \$114,000. The County is able to obtain a five (5) year interest free loan from the Secretary of State’s office for \$78,829.00 leaving a balance of \$34,220.59 for the County to pay up front. Ms. Painter stated the electronic poll books would reduce confusion over where voters are registered to vote on the day of elections and poll workers are able to check voters in on Election Day in a more efficient manner, saving time for the voter.
  - **Motion by Mr. Manuel to enter into the agreement and work with the balance of**

**\$34,220.59. Motion seconded and approved on a vote of 4-1 with Mr. Pellish opposing, citing budget restraints at the present moment, and the fact this is not an election year.**

3. Financial Directors Report – Ms. McDonald stated adjustments needed to be made to the State/Federal Grants funds for the period ending June 30, 2012 as per the State Auditors recommendation. In the past there have been issues with getting the grants into the correct accounts. We now need to take them from the incorrect accounts and put into the correct account to make the corrections.

- **Motion by Mr. Pellish to approve the recommended adjustments to the State/Federal Grants funds for the period ending June 30, 2012 as per State Auditor to show correct deposits to the correct Federal/State Grant accounts. Motion seconded and unanimously approved.**

4. Debbie Keyser, County Administrator & Sandy McDonald, Deputy Administrator continued the Financial Analysis Presentation update. Ms. Keyser stated although there has been a slight decrease in revenue, there has been an increase in expenditures. Ms. Keyser pointed out areas in which the budget has increased substantially and presented options for percentage cuts to the budget. Ms. Keyser made the following recommendations in regard to the budget and requested permission to move forward:

- a) Develop a regional jail team to look at and make recommendations for cutting jail cost to the County. It was the consensus of the Commission for Ms. Keyser to move forward.
- b) Ms. Keyser stated the County is paying \$900,000 in overtime. Ms. Keyser requested the Compensation team review overtime costs and return to the County Commission with recommendations. It was the unanimous consent of the Commission for Ms. Keyser to move forward.
- c) Ms. Keyser recommended the County return to having one department overseeing the vehicle/fleet in the County. Ms. Keyser recommended one department over see all the vehicles in the county, reviewing purchases, maintenance, repairs and disposal of vehicles. Ms. Keyser stated she believed this should fall under the Maintenance Department.
- d) Ms. Keyser recommended the County have one department responsible for purchasing of office supplies in order to see a cost savings.
- e) Ms. Keyser stated a Wellness proposal will be forthcoming. Although this won't have an immediate impact, in the long run it will cut down on health care costs.

- f) Ms. McDonald stated a CD coming due and the tax office would like to know if it should be renewed or rolled over. The Capital Outlay is down to \$400,000. It was the recommendation of the Deputy Administrator to rollover the CD. It was the decision of the Commission to rollover the CD without objection.
- g) Ms. McDonald spoke regarding ECivis. The ECivis contract is due for renewal and recommended to the Commission to not renew the contract. The service is not being utilized as the criteria are difficult to meet.

- **Motion by Ms. Noland to not renew the ECivis contract. Motion seconded and unanimously approved/.**

- 5. Debbie Keyser, IT Service Contract Metro Ethernet, Ms. Keyser introduced Tom Reilly who explained the advantages of contracting with the Metro Ethernet. Mr. Reilly stated the speed will be 10 megs of service up, and 10 megs of service down. Presently we have 1.5. This will also come in at savings over what we are now spending.

- Motion by Ms. Noland to approve the contract for Metro Ethernet and to move forward. Motion seconded and unanimously approved.

- 6. Pete Dougherty, Sheriff of Jefferson County, requesting approval to hire a new Deputy to replace Deputy Harrison. Sheriff Dougherty stated this position is a budgeted position, yet this new hire will come in a significantly lower salary. Sheriff Dougherty requested a start date of September 16, 2013.

- **Motion by Mr. Manuel to approve the hire of a replacement Deputy to begin on September 16, 2013. Motion seconded and unanimously approved.**

## **COUNTY ADMINISTRATOR REPORT**

Ms. Keyser announced the Jefferson Public Library is hosting a “Love Your Heart Walk”.

Ms. Keyser informed the Commission Frontier and Comcast are being scheduled for September 19, 2013 at 3 p.m. It was the consensus of the Commission to invite Region 9 to attend the meeting and give a brief review of their findings. Mr. Pellish requested Comcast and Frontier present their understanding of what the issues with Broadband are.

Ms. Keyser stated, Berkeley County has requested Jefferson’s salary information; Ms. Keyser has agreed and requested their salary information to build our compensation.

Ms. Keyser gave an update about the County Commission Association and corrected a statement made at the last Commission meeting. The dues for the County Commission Association are

\$3,900 not \$6, 000. We pay 839.00 to NACO, and since we are members of the County Commission Association we receive a refund of \$419.50. If we do receive a refund from the County Commission Association we will have to pay the 50% we were afforded. As this has never happened before, the County Commission Association will be taking this to their board.

Ms. Keyser reported on the PERS Retirement Conference she attended. The County needs to document when someone is out on Workers Comp, as that time counts toward their years of service. The amount a retiree can earn has changed from \$15,000 to \$20,000. This has been a good invest year resulting in a slight drop in price to the pension costs.

Ms. Keyser stated that on September 19<sup>th</sup>, the Internet Policy will be presented.

OPEC Study not completed last year as Mr. Shroyer became ill. Ms. Keyser stated she will be putting together an RFP and sending it out. This is an Audit finding that must be followed through on.

Ms. Keyser stated she has interviewed for the Financial Director Position. Ms. Keyser inquired of the Commissioners if they would like to interview this applicant. The applicant has not shared with his employer that he is investigating a new position, so please keep his name confidential.

Ms. Keyser announced that Ms. Schott is resigning from her position.

## **COUNTY COMMISSIONERS REPORTS**

Dale Manuel:

- Participated in the African-American Cultural Parade.
- Attended the Deputy Reserve Graduation.
- Spent many hours at the fair.
- Attended a Water Advisory meeting at the fair booth.
- Attended the Jefferson County Emergency Services Meeting.
- Attended a special meeting of the Jefferson County Emergency Services.
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Patsy Noland:

- Busy with the Fair all week.
- Meet with the Chairmen of the Board and staff of Region 9 as the Director resigned.
- Attended a committee meeting with Partnership for Affordable Housing.

Walt Pellish:

- Attended a Development Authority Meeting.
- Spent many hours at the fair.

Lyn Widmyer:

- Participated in the African-American Cultural Parade.
- Attended the Fair.

- Attended the Historic Landmarks Committee meeting.
  - Attended the HPMO meeting.
  - Attended an ice cream social at Harpers Ferry to discuss ideas about the town's future.
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- The Commission meeting was adjourned at 11:50 a.m. on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

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DALE MANUEL, PRESIDENT

Respectfully submitted  
Cynthia C. Schott  
Executive Administrative Assistant