

# Minutes

## Jefferson County Commission

Thursday, October 17, 2013

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A meeting of the Jefferson County Commission was held on Thursday, October 17, 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, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the October 17, 2013 meeting is available through the Jefferson County Commission Office.)

### PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

### APPROVAL OF MINUTES

**Motion by Mr. Pellish to approve the Regular Minutes of October 3, 2013 Commission Meeting. Motion seconded and unanimously approved.**

### APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Noland to approve Purchase Orders in the amount of \$3,108.52 to include P.O. Nos. 51452, 51877, 51888, 51889, 51891, 51892, 51893, 51895, 51897, 51911, 51912, 51913, 51914, and 51915. Motion seconded and unanimously approved.**

### APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT     | NOAMT     | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-----------|-----------|--------------|
| 070849 | 440     | ASCE/AMERICAN SOCIET OF  | 50240 | \$ 235.00 | \$ -      | \$ 235.00    |
| 070850 | 425     | BERKELEY-MOUNTAINEER     | 51908 | \$ 475.00 | \$ -      | \$ 475.00    |
| 070851 | 425     | B-K OFFICE SUPPLY INC    | 51909 | \$ 561.25 | \$ -      | \$ 561.25    |
| 070851 | 425     | B-K OFFICE SUPPLY INC    | 51910 | \$ 437.66 | \$ -      | \$ 437.66    |
| 070851 | 712     | B-K OFFICE SUPPLY INC    | 51694 | \$ 139.50 | \$ -      | \$ 139.50    |
| 070852 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ -      | \$ 49.85  | \$ 49.85     |
| 070853 | PAYROLL | BUREAU FOR CHILD SUPPORT |       | \$ -      | \$ 28.85  | \$ 28.85     |
| 070854 | PAYROLL | BUREAU F/CHILD SPprt ENF |       | \$ -      | \$ 212.31 | \$ 212.31    |
| 070855 | 401     | THE BLACK DOG COFFEE CO  |       | \$ -      | \$ 490.00 | \$ 490.00    |
| 070856 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -      | \$ 461.54 | \$ 461.54    |

|        |         |                          |       |             |               |               |
|--------|---------|--------------------------|-------|-------------|---------------|---------------|
| 070857 | 439     | BREAKTHROUGH ACHIEVEMENT | 50345 | \$ 2,177.68 | \$ -          | \$ 2,177.68   |
| 070858 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -        | \$ 119.54     | \$ 119.54     |
| 070859 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -        | \$ 530.77     | \$ 530.77     |
| 070860 | ALLOC   | BERKELEY/JEFFERSON DAY   |       | \$ -        | \$ 106,290.00 | \$ 106,290.00 |
| 070861 | GRANT   | CITIZENS FIRE COMPANY    |       | \$ -        | \$ 10,000.00  | \$ 10,000.00  |
| 070862 | 424     | CHARLES TOWN UTILITIES   |       | \$ -        | \$ 49.05      | \$ 49.05      |
| 070862 | 425     | CHARLES TOWN UTILITIES   |       | \$ -        | \$ 806.83     | \$ 806.83     |
| 070863 | 405     | MARCIA L. CHANDLER, RPR  | 51657 | \$ 169.75   | \$ -          | \$ 169.75     |
| 070864 | PAYROLL | CHILD SUPPORT ENFORCE AG |       | \$ -        | \$ 27.69      | \$ 27.69      |
| 070865 | 425     | COVENANT BUILDING MAINT  |       | \$ -        | \$ 11,827.43  | \$ 11,827.43  |
| 070866 | PAYROLL | DIVERSIFIED COLLECTION   |       | \$ -        | \$ 154.83     | \$ 154.83     |
| 070867 | GRANT   | EASTERN PANHANDLE TRAIL- |       | \$ -        | \$ 2,000.00   | \$ 2,000.00   |
| 070868 | 425     | FIDELITY ENGINEERING     | 51906 | \$ 352.11   | \$ -          | \$ 352.11     |
| 070869 | GRANT   | FRIENDS OF BLACKWATER    |       | \$ -        | \$ 2,000.00   | \$ 2,000.00   |
| 070870 | 401     | HIRERIGHT                |       | \$ -        | \$ 15.40      | \$ 15.40      |
| 070871 | 401     | RICOH USA, INC           |       | \$ -        | \$ 29.06      | \$ 29.06      |
| 070871 | 403     | RICOH USA, INC           |       | \$ -        | \$ 58.14      | \$ 58.14      |
| 070871 | 404     | RICOH USA, INC           |       | \$ -        | \$ 29.07      | \$ 29.07      |
| 070871 | 405     | RICOH USA, INC           |       | \$ -        | \$ 87.21      | \$ 87.21      |
| 070871 | 406     | RICOH USA, INC           |       | \$ -        | \$ 29.07      | \$ 29.07      |
| 070871 | 425     | RICOH USA, INC           |       | \$ -        | \$ 29.07      | \$ 29.07      |
| 070871 | 433     | RICOH USA, INC           |       | \$ -        | \$ 29.07      | \$ 29.07      |
| 070871 | 440     | RICOH USA, INC           |       | \$ -        | \$ 29.07      | \$ 29.07      |
| 070871 | 700     | RICOH USA, INC           |       | \$ -        | \$ 58.14      | \$ 58.14      |
| 070871 | 712     | RICOH USA, INC           |       | \$ -        | \$ 29.07      | \$ 29.07      |
| 070872 | PAYROLL | ING NATIONAL TRUST       |       | \$ -        | \$ 3,460.00   | \$ 3,460.00   |
| 070873 | ALLOC   | JEFFERSON CO EMERGENCY   |       | \$ -        | \$ 213,500.00 | \$ 213,500.00 |
| 070874 | 402     | JEFFERSON PUBLISH CO INC | 51800 | \$ 198.68   | \$ -          | \$ 198.68     |
| 070874 | 403     | JEFFERSON PUBLISH CO INC | 51449 | \$ 74.25    | \$ -          | \$ 74.25      |
| 070874 | 406     | JEFFERSON PUBLISH CO INC | 51409 | \$ 216.00   | \$ -          | \$ 216.00     |
| 070874 | 401     | JEFFERSON PUBLISH CO INC |       | \$ -        | \$ 577.14     | \$ 577.14     |
| 070875 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -        | \$ 5,273.00   | \$ 5,273.00   |
| 070875 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -        | \$ 40.00      | \$ 40.00      |
| 070876 | 717     | JERRY'S FORD/LINCOLN/MER | 51907 | \$ 296.84   | \$ -          | \$ 296.84     |
| 070877 | PAYROLL | HELEN M. MORRIS, TRUSTEE |       | \$ -        | \$ 150.00     | \$ 150.00     |
| 070878 | 700     | SHARON MOSKOWITZ         |       | \$ -        | \$ 143.64     | \$ 143.64     |
| 070879 | 401     | NAT'L ASSN OF COUNTIES   |       | \$ -        | \$ 965.00     | \$ 965.00     |
| 070880 | PAYROLL | NATIONWIDE RETIREMENT    |       | \$ -        | \$ 749.00     | \$ 749.00     |
| 070881 | GRANT   | JEFF CO PARKS &          |       | \$ -        | \$ 4,000.00   | \$ 4,000.00   |
| 070882 | 402     | PIFER OFFICE SUPPLY, INC | 51799 | \$ 61.50    | \$ -          | \$ 61.50      |

|              |         |                           |       |                    |                      |                      |
|--------------|---------|---------------------------|-------|--------------------|----------------------|----------------------|
| 070882       | 402     | PIFER OFFICE SUPPLY, INC  | 51801 | \$ 12.95           | \$ -                 | \$ 12.95             |
| 070882       | 403     | PIFER OFFICE SUPPLY, INC  | 51450 | \$ 124.75          | \$ -                 | \$ 124.75            |
| 070883       | 424     | POTOMAC EDISON/OH         |       | \$ -               | \$ 2,100.65          | \$ 2,100.65          |
| 070883       | 425     | POTOMAC EDISON/OH         |       | \$ -               | \$ 13,028.16         | \$ 13,028.16         |
| 070884       | 405     | TRACY P. RICE, RPR        | 51655 | \$ 204.05          | \$ -                 | \$ 204.05            |
| 070885       | 425     | RCS SECURITY              |       | \$ -               | \$ 174.00            | \$ 174.00            |
| 070886       | 402     | RECORD MANAGEMENT SOLUTN  | 51631 | \$ 35.00           | \$ -                 | \$ 35.00             |
| 070886       | 403     | RECORD MANAGEMENT SOLUTN  | 51438 | \$ 30.00           | \$ -                 | \$ 30.00             |
| 070887       | PAYROLL | RETIREE HLTH BENEFIT TRS  |       | \$ -               | \$ 6,668.00          | \$ 6,668.00          |
| 070888       | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -               | \$ 111.10            | \$ 111.10            |
| 070888       | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -               | \$ 25.98             | \$ 25.98             |
| 070888       | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -               | \$ 44,229.28         | \$ 44,229.28         |
| 070888       | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -               | \$ 10,344.12         | \$ 10,344.12         |
| 070888       | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -               | \$ 42,459.40         | \$ 42,459.40         |
| 070888       | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -               | \$ 129.54            | \$ 129.54            |
| 070889       | 712     | SEN COMMUNICATIONS        | 51696 | \$ 44.88           | \$ -                 | \$ 44.88             |
| 070890       | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -               | \$ 8,365.33          | \$ 8,365.33          |
| 070891       | 425     | THOMPSON GAS              |       | \$ -               | \$ 238.75            | \$ 238.75            |
| 070892       | 712     | TELTRONIC                 | 51697 | \$ 458.00          | \$ -                 | \$ 458.00            |
| 070893       | 403     | UNITED SYSTEMS & SOFTWARE |       | \$ -               | \$ 212.00            | \$ 212.00            |
| 070894       | 424     | US POSTAL SERVICE         |       | \$ -               | \$ 20,000.00         | \$ 20,000.00         |
| 070895       | PAYROLL | UNICARE EAP               |       | \$ -               | \$ 322.20            | \$ 322.20            |
| 070896       | 425     | WM OF WEST VIRGINIA, INC  |       | \$ -               | \$ 671.47            | \$ 671.47            |
| 070896       | 716     | WM OF WEST VIRGINIA, INC  |       | \$ -               | \$ 95.75             | \$ 95.75             |
| 070897       | 712     | WV ENHANCED 911 COUNCIL   | 51695 | \$ 253.53          | \$ -                 | \$ 253.53            |
|              |         |                           |       |                    |                      |                      |
| <b>TOTAL</b> |         |                           |       |                    |                      | <b>\$ 520,062.95</b> |
| <b>TOTAL</b> |         |                           |       | <b>\$ 6,558.38</b> | <b>\$ 513,504.57</b> | <b>\$ 520,062.95</b> |

**Motion by Ms. Tabb to approve the accounts payable for October 10, 2013 in the amount of \$520,062.95. Motion seconded and unanimously approved.**

| CHCKNO | DEPT  | VENDOR                   | PONUM | POAMT     | NOAMT     | CHECK AMOUNT |
|--------|-------|--------------------------|-------|-----------|-----------|--------------|
| 070899 | 424   | AT&T/IL                  |       | \$ -      | \$ 0.15   | \$ 0.15      |
| 070900 | 700   | AUTOZONE                 |       | \$ -      | \$ 417.81 | \$ 417.81    |
| 070901 | 413   | APPLE VALLEY OFF.PRODUCT | 51630 | \$ 74.70  | \$ -      | \$ 74.70     |
| 070902 | 424   | BOLAND SERVICES          | 51763 | \$ 270.00 | \$ -      | \$ 270.00    |
| 070902 | 425   | BOLAND SERVICES          | 51764 | \$ 991.01 | \$ -      | \$ 991.01    |
| 070903 | GRANT | DELL MARKETING LP        |       | \$ -      | \$ 864.73 | \$ 864.73    |

|        |       |                          |       |             |              |              |
|--------|-------|--------------------------|-------|-------------|--------------|--------------|
| 070904 | 424   | J.C.EHRLICH              |       | \$ -        | \$ 34.00     | \$ 34.00     |
| 070904 | 425   | J.C.EHRLICH              |       | \$ -        | \$ 606.94    | \$ 606.94    |
| 070905 | 425   | 84 LUMBER                |       | \$ -        | \$ 291.37    | \$ 291.37    |
| 070906 | 402   | FEDEX                    |       | \$ -        | \$ 74.67     | \$ 74.67     |
| 070906 | 700   | FEDEX                    |       | \$ -        | \$ 48.89     | \$ 48.89     |
| 070907 | 717   | GUTTMAN OIL CO           |       | \$ -        | \$ 12,846.90 | \$ 12,846.90 |
| 070908 | 712   | HIGH PERFORMANCE CABLING | 51678 | \$ 83.88    | \$ -         | \$ 83.88     |
| 070909 | GRANT | HARPERS FERRY HISTORIC   |       | \$ -        | \$ 6,538.50  | \$ 6,538.50  |
| 070910 | 425   | JEFF CO PUBLIC SER DEPT  |       | \$ -        | \$ 174.10    | \$ 174.10    |
| 070911 | 425   | JEFFERSON UTILITIES INC  |       | \$ -        | \$ 559.76    | \$ 559.76    |
| 070912 | 412   | JUDITH A MATLICK         |       | \$ -        | \$ 238.67    | \$ 238.67    |
| 070913 | 711   | BARBARA J. MILLER        |       | \$ -        | \$ 138.00    | \$ 138.00    |
| 070914 | 424   | NEOPOST USA INC.         | 51762 | \$ 330.00   | \$ -         | \$ 330.00    |
| 070915 | 404   | SHERIFF OF JEFFERSON CO  | 52117 | \$ 17.94    | \$ -         | \$ 17.94     |
| 070916 | 405   | SPECIALTY BUS SUPPLIES   | 51639 | \$ 2,227.12 | \$ -         | \$ 2,227.12  |
| 070917 | 405   | STAPLES CREDIT PLAN      | 51640 | \$ 70.76    | \$ -         | \$ 70.76     |
| 070918 | 425   | SHERWIN-WILLIAMS         |       | \$ -        | \$ 313.49    | \$ 313.49    |
| 070919 | 425   | SHENANDOAH VALLEY WATER  |       | \$ -        | \$ 534.70    | \$ 534.70    |
| 070920 | 425   | CAPITAL TRISTATE         |       | \$ -        | \$ 900.38    | \$ 900.38    |
| 070921 | 425   | TML COPIERS & DIGITAL    | 51765 | \$ 313.75   | \$ -         | \$ 313.75    |
| 070923 | 401   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 131.88    | \$ 131.88    |
| 070923 | 402   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 438.00    | \$ 438.00    |
| 070923 | 402   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 402.00    | \$ 402.00    |
| 070923 | 402   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 402.00    | \$ 402.00    |
| 070923 | 402   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 402.00    | \$ 402.00    |
| 070923 | 402   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 69.90     | \$ 69.90     |
| 070923 | 402   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 9.13      | \$ 9.13      |
| 070923 | 403   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 590.09    | \$ 590.09    |
| 070923 | 403   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 73.25     | \$ 73.25     |
| 070923 | 405   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 95.34     | \$ 95.34     |
| 070923 | 412   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 451.37    | \$ 451.37    |
| 070923 | 415   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 75.80     | \$ 75.80     |
| 070923 | 424   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 110.28    | \$ 110.28    |
| 070923 | 424   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 24,202.45 | \$ 24,202.45 |
| 070923 | 424   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 20.67     | \$ 20.67     |
| 070923 | 424   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 10.94     | \$ 10.94     |
| 070923 | 424   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 126.07    | \$ 126.07    |
| 070923 | 425   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 29.95     | \$ 29.95     |
| 070923 | 425   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 29.46     | \$ 29.46     |
| 070923 | 425   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 307.93    | \$ 307.93    |

|        |         |                         |       |             |              |              |
|--------|---------|-------------------------|-------|-------------|--------------|--------------|
| 070923 | 425     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 62.85     | \$ 62.85     |
| 070923 | 425     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 295.72    | \$ 295.72    |
| 070923 | 425     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 73.65     | \$ 73.65     |
| 070923 | 433     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 10.20     | \$ 10.20     |
| 070923 | 433     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 364.00    | \$ 364.00    |
| 070923 | 433     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 31.18     | \$ 31.18     |
| 070923 | 439     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 33.00     | \$ 33.00     |
| 070923 | 439     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 27.60     | \$ 27.60     |
| 070923 | 439     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 47.69     | \$ 47.69     |
| 070923 | 440     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 204.40    | \$ 204.40    |
| 070923 | 440     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 160.20    | \$ 160.20    |
| 070923 | 440     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 155.00    | \$ 155.00    |
| 070923 | 440     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 13.56     | \$ 13.56     |
| 070923 | 700     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 1,250.16  | \$ 1,250.16  |
| 070923 | 700     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 750.00    | \$ 750.00    |
| 070923 | 700     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 305.00    | \$ 305.00    |
| 070923 | 700     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 825.56    | \$ 825.56    |
| 070923 | 700     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 1,400.00  | \$ 1,400.00  |
| 070923 | 700     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 145.58    | \$ 145.58    |
| 070923 | 700     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 26.71     | \$ 26.71     |
| 070923 | 700     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 403.24    | \$ 403.24    |
| 070923 | 711     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 8.20      | \$ 8.20      |
| 070923 | 711     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 292.00    | \$ 292.00    |
| 070923 | 711     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 59.77     | \$ 59.77     |
| 070923 | 712     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 3,838.15  | \$ 3,838.15  |
| 070923 | 712     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 368.16    | \$ 368.16    |
| 070923 | 712     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 100.00    | \$ 100.00    |
| 070923 | 712     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 151.42    | \$ 151.42    |
| 070923 | 716     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 10.15     | \$ 10.15     |
| 070923 | 716     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 280.18    | \$ 280.18    |
| 070923 | 716     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 178.26    | \$ 178.26    |
| 070923 | 717     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 63.40     | \$ 63.40     |
| 070923 | 717     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 55.75     | \$ 55.75     |
| 070923 | 717     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 138.66    | \$ 138.66    |
| 070923 | 717     | UNITED BANKCARD CENTER  |       | \$ -        | \$ 44.00     | \$ 44.00     |
| 070924 | 425     | VALLEY HARDWARE COMPANY |       | \$ -        | \$ 11.65     | \$ 11.65     |
| 070925 | 424     | VERIZON BUSINESS/TX     |       | \$ -        | \$ 1,136.99  | \$ 1,136.99  |
| 070926 | 405     | WEST PAYMENT CENTER     | 51638 | \$ 2,043.88 | \$ -         | \$ 2,043.88  |
| 070927 | 717     | NAPA AUTO PARTS         |       | \$ -        | \$ 49.90     | \$ 49.90     |
| 070928 | PAYROLL | WV BUREAU OF EMPLOYMENT |       | \$ -        | \$ 10,405.11 | \$ 10,405.11 |

|              |  |  |  |                    |                     |                     |
|--------------|--|--|--|--------------------|---------------------|---------------------|
|              |  |  |  |                    |                     |                     |
| <b>TOTAL</b> |  |  |  |                    |                     | <b>\$ 82,761.66</b> |
| <b>TOTAL</b> |  |  |  | <b>\$ 6,423.04</b> | <b>\$ 76,338.62</b> | <b>\$ 82,761.66</b> |

**Motion by Mr. Manuel to approve the accounts payable for October 17, 2013 in the amount of \$82,761.66. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Eleanor Finn, resident – spoke regarding her concerns about the hiring of the Financial Consultant.

David Tabb, resident – spoke regarding his opinion on the performance of the Commission.

Jennifer Myers, Director of Parks and Recreation – introduced David Kling, Assistant Director of Parks and Recreation.

Ronda Eddy, Director of the Day Report Center – introduced herself as the new Director of the Berkeley/Jefferson Day Report Center. She also introduced Georgio Perotti, Community Service Supervisor for Jefferson County and Richard Barron, Community Service Supervisor for Berkeley County.

**PRESENTATIONS:**

1. Angie Banks, Assessor – Exonerations

| NAME         | DISTRICT           | TYPE              | TICKET NO. | AMOUNT   |
|--------------|--------------------|-------------------|------------|----------|
| Jeanne Blake | Ranson Corporation | Personal Property | 313397     | \$249.60 |

- **Motion by Ms. Noland to approve the Exoneration for Jeanne Blake as presented by the Assessor. Motion seconded and unanimously approved.**

2. Laura Storm, Circuit Clerk – renewed her request for the approval of the hiring of Tracey Lee Rizk and Meghan Ann Watson to the full-time position as Deputy Clerks within the County Clerk’s office effective September 30, 2013. The salary will be \$30,000 with full benefits afforded to Jefferson County Commission employees. These positions are already approved positions, and Ms. Storm stated she has the money within her budget and is not requesting any additional funds from the Commission.

- After discussion, the Commission reiterated to Ms. Storm their original motion during the October 3, 2013 Commission Meeting, which granted approval of the hiring of two Deputy Clerks at a salary which is consistent with the Compensation

Guidelines set forth by the Jefferson County Commission. Their position still stands. No further action was taken.

3. Jeffery Polczynski, Director of Communications – requested the approval of the contractual documents with Spillman Technologies, Inc. for the Integrated Public Safety Information Systems. Mr. Polczynski also requested to have the President of the Commission ratify the contract documents between the County Commission and Spillman Technologies, Inc.

- **Motion by Ms. Widmyer for the President of the Commission to approve and ratify the contract documents between the County Commission and Spillman Technologies, Inc. for the purchase of the Computer-Aided Dispatch, Records Management, and Mobile Data Systems for the public safety agencies of Jefferson County. Motion seconded and unanimously approved.**

4. Barbara Miller, Director of Homeland Security & Emergency Management – requested the approval of the Memorandums of Understanding with the Jefferson County Board of Education to use Jefferson County schools in the event of emergency.

- **Motion by Ms. Widmyer to approve the Memorandums of Understanding with the Jefferson County Board of Education as presented. Motion seconded and unanimously approved.**

5. Elizabeth McDonald, President of the Jefferson County Farmland Protection Board – requested the approval of the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program and the Natural Resources Conservation Service of one conservation easement on the property in Jefferson County owned by Mr. William C. Donley.

- **Motion by Ms. Tabb to approve the deed of conservation easement from property owner William C. Donley for 60.23 acres as presented by Ms. McDonald. Motion seconded and unanimously approved.**

6. The Commission recessed for break at 10:45 a.m.  
The Commission reconvened at 10:55 am

7. Lynn Fields, Probate Clerk – requested the approval of estates opened since last quarter. Ms. Fields also requested the approval of the closure of estates that have met all requirements.

- **Motion by Ms. Tabb to approve the estates opened since last quarter and to approve the closure of the estates that have met all requirements as presented by Ms. Fields. Motion seconded and unanimously approved.**

8. Interviews & Appointments – Jefferson County Board of Zoning Appeals for one unexpired term ending January 1, 2014.
- Matt Knott, candidate, spoke with the Commission about his interest in serving on the Jefferson County Board of Zoning Appeals.
  - Mr. Pellish offered his nomination for Matt Knott while Ms. Widmyer offered her nomination for Mr. Hynes, who was unable appear in person. Matt Knott was appointed with a majority vote of 4-1.

9. Interviews & Appointments – Jefferson County Enhanced E-9-1-1 Board – 1 three year term ending September 1, 2016.

- **Motion by Ms. Noland to nominate David Kimmel to the Enhanced E-9-1-1 Board. Motion seconded and unanimously approved.**

10. Roger Goodwin, Chief County Engineer – requested the approval of the invoicing for the project management costs incurred by the Engineering Department staff in managing the Mission Ridge Subdivision site improvements project and to make payment from the bond escrow account in the amount of remaining balance and to close the escrow account.

- **Motion by Ms. Tabb to approve the invoicing in the amount of \$656.42 and to close the escrow account. Motion seconded and unanimously approved.**

Roger Goodwin, Chief County Engineer – requested the approval of the complete release of the Construction Bond security for Hardy Cellular Telephone Company – Mountain Mission Telecommunications Facility/Kenneth Wilt Property (File #S10-11) – Performance Bond No. 105564190 with Travelers Casualty and Surety Company of America, Naperville, Illinois.

- **Motion by Ms. Noland to approve the complete release of the Construction Bond security for Hardy Cellular Telephone Company in the amount of \$181,873.00. Motion seconded and unanimously approved.**

#### UNFINISHED BUSINESS

11. Jennifer Brockman, Director of the Department of Planning and Zoning - requested approval to continue to move forward with the consideration of the Comprehensive Plan Planner/ Zoning Administrator candidates for the purpose of making a recommendation to the County Commission for a start date in November, 2013, to fill the vacant Zoning Administrator position for the Department of Zoning in accordance with the Department of Zoning’s budgeted position and contingent upon the accessibility of the funding from the temporary Comprehensive Plan Planner position. Ms. Brockman also asked the

Commission to terminate the contract for the temporary Comprehensive Plan Planner position in November once a candidate had been chosen for the permanent Comprehensive Plan Planner/Zoning Administrator position.

- **Motion by Mr. Pellish to approve Ms. Brockman’s request to continue to move forward with hiring of a Comprehensive Plan Planner/Zoning Administrator. Motion seconded and unanimously approved.**

12. Contract with Leslie Smith for Financial Consultant – This item was on the agenda as a place holder should the topic need to be addressed. No action was needed.

### **NEW BUSINESS:**

13. Approval of Resolution – Community Participation Grant Program for the Western Potomac Economic Partnership in the amount of \$25,000.

- **Motion by Mr. Manuel to approve the resolution of the Community Participation Grant Program for the Western Potomac Economic Partnership in the amount \$25,000. Motion seconded and passes on a vote of 4-1 with Mr. Pellish opposing.**

### **DEPUTY COUNY ADMINISTRATOR REPORT:**

Sandy McDonald, Deputy Administrator – claim regarding Linda Hill v Matt Knott, et al is now complete and the claim was defended under the Public Officials Coverage – land use endorsement. The deductible is \$10,000 and the amount spent on the claim was \$3,702.02 which is now due. Planning and Zoning budgets do not have a court costs line item. The Planning Commission professional services budget line item is budgeted for the professional facilitator for the Comprehensive Plan public meetings and the consultant/professional expertise related to the US 340 South planning effort. Ms. McDonald recommended the deductible be taken from the County Commission professional services budget line item.

- **Motion by Ms. Tabb to allow the deductible amount of \$3,702.02 to be taken out of the professional services line item in the County Commission budget. Motion seconded and unanimously approved.**

### **COUNTY ADMINISTRATOR REPORTS**

Ms. Keyser requested the approval of the hiring of one full-time IT employee at a Grade IV, Step E per the compensation guidelines established by the Jefferson County Commission.

- **Motion by Mr. Pellish to approve the hiring of one full-time employee at a Grade IV, Step E. Motion seconded and unanimously approved.**

Ms. Keyser requested the approval of the hiring of one part-time IT employee at \$19.00/hr. for 20 hours a week.

- **Motion by Ms. Noland to approve the hiring of one part-time IT employee at \$19.00/hr for a 20 hour work week. Motion seconded and unanimously approved.**

Ms. Keyser requested the approval of the hiring of Lyndsay Ward Leatherman, Esquire, within the Prosecuting Attorney's Office, at a Grade VI, Step B.

- **Motion by Ms. Tabb to approve the hiring of Lyndsay Ward Leatherman, Esquire, as a Grade V, Step B. Motion seconded and unanimously approved.**

- New ShoreTel Phone System – Ms. Keyser notified the Commission the installation of a new phone system within the downtown campus is almost complete. She also gave instructions to the Commissioners on checking their new voicemail boxes.
- First Day of Employment for Financial Director – Ms. Keyser noted October 25<sup>th</sup> as the first day of employment for the new Financial Director. Ms. Keyser is currently in the process of arranging orientation meetings with department managers and elected officials and asked the Commissioners to notify her if they would like to meet personally with the new Financial Director.
- Victim Advocate Group Funding – Mrs. Keyser notified the Commission of a delay in the partial funding of the victim advocate group employee salaries due to the federal government shutdown.
- Work Session on Planning and Zoning Text Amendments – Ms. Keyser notified the Commission of an upcoming work session concerning the text amendments proposed by the Department of Planning and Zoning. This work session is scheduled to immediately follow the regular Commission Meeting on Thursday, November 7<sup>th</sup>, 2013.
- Jefferson County Legislative Summit Update – Ms. Keyser updated the Commission on the potential dates for the Jefferson County Legislative Summit. Due to scheduling conflicts among the legislature, the Commission directed staff to select and confirm another date for the Summit prior to the Berkeley County December 3<sup>rd</sup> Summit.
- GIS Document Imaging System – Todd Fagan, Director of GIS, asked Ms. Keyser to update the Commission on his document imaging system project. Mr. Fagan, along with Tom Riley, will be scheduling a final content management system presentation and vendor recommendation for the Commission in November. Ms. Keyser also listed the funding sources for this project, and noted that the Board of Health will meet and make their approval of the project on November 1.

- Board of Assessments – Ms. Keyser reminded the Commission of an upcoming Board of Assessments meeting on Thursday, October 24 at 9:30 a.m.
- CCAWV Registration – Ms. Keyser reminded the Commission of the upcoming CCAWV Berkeley County Legislative Summit and asked the Commissioners who wished to attend to please complete the registration form so Ms. Keyser could confirm their attendance.
- Project Listing – Ms. Keyser gave a project list to the Commission and asked the Commissioners to contact her if they had any changes or requests.
- New County Commission Website – Ms. Keyser stated that the team is continuing to move forward with the RFP for the new website, and they have a vendor. She also stated that some elected officials will be adding their information to the new County website so everything will be accessible and available in one place.

## **COUNTY COMMISSIONER’S REPORTS**

### Jane Tabb

- Attended PSD Meeting and work session.
- Coordinated the Leadership Jefferson Agricultural Module through the Chamber of Commerce.
- Attended the Eastern Panhandle Businessman’s Association meeting.
- Attended Farmland Protection Board meeting.
- Attended Solid Waste Authority State Conference in Canaan Valley.

### Walt Pellish

- Attended Development Authority meeting.
- Met with Mr. Risenweber and a potential client to discuss business opportunities for the county.
- Attended the Eastern Panhandle Businessman’s Association meeting.

### Patsy Noland

- Attended WVACO meeting to establish the legislative priorities for the county.
- Participated in the hiring interviews for the new Region 9 director.
- Attended CBB Meeting.
- Attended Jefferson County Council on Aging meeting.

### Lyn Widmyer

- Participated in Freedom’s Run in Shepherdstown.
- Attended kickoff meeting for the Impact Fees Recalculation.
- Attended Hagerstown/Eastern Panhandle/Metropolitan Planning Organization meeting.
- Attended a Historic Landmarks Committee meeting to discuss the landscape options for the courtyard of the Court House.

Dale Manuel

- Attended the Community Sentencing Day Reporting Center meeting.
- Attended the Public Hearing on the minor Zoning Amendments.
- Attended the Special Session for the Leslie Smith contract.
- Attended the kickoff meeting for the Impact Fees Recalculation.
- Attended a Teen Court Meeting and participated in the interview process for the director of the Teen Court.
- Attended an ESA Meeting.
- Attended the Jefferson Center meeting.
- Attended the Jefferson County Council on Aging meeting.
- Attended the E-9-1-1 Advisory meeting.
- Attended the Parks and Recreation meeting.

14. The Commission recessed for lunch at 12:00 p.m.

The Commission reconvened at 1:30 pm.

15. Roger Goodwin, Chief County Engineer – Property Safety Enforcement Agency – Hearing on Case 12-001 (Bierer) – Property located at 169 Daisy Lane, Walnut Grove Subdivision, Charles Town Tax District, Map 4C, Parcel 32 Deed Book 737, Page 340. The Property Safety Enforcement Agency filed a Petition/Complaint on July 24, 2013, with the County Clerk’s office petitioning the County Commission to order the property owner in Property Safety Enforcement Agency Case 12-001 (Bierer), to bring the property into compliance with the Property Safety Ordinance. The property owner was served with the Petition/Complaint to bring the property into compliance with the Property Safety Ordinance. The Order states that the dwelling/structure is to be demolished within 45 calendar days of receipt of the Order by the property owner. If the property owner brings the property into compliance, then the case will be dismissed. However, if the property owner fails to comply, then the County Commission will seek an order which is filed by the Prosecuting Attorney’s Office from the Circuit Court allowing Jefferson County to demolish the dwelling/structure. Mr. Goodwin requested the Commission to find the property in violation of the Property Safety Enforcement Ordinance and allow the Order to be issued to the property owner as presented.

- **Motion by Mr. Manuel to find the property in violation of the Property Safety Enforcement Ordinance and to issue the Order to the property owner as presented. Motion seconded and unanimously approved.**

16. Roger Goodwin, Chief County Engineer – Property Safety Enforcement Agency – Hearing on Case 12-002 (Williams & Yastrezemski) Property located at 111 Fairway Drive, Sleepy Hollow Estates Subdivision Harpers Ferry Tax District, Map 11B, Parcel 15 Deed Book 927, Page 532 - The Property Safety Enforcement Agency filed a Petition/Complaint on August 16, 2013, with the County Clerk’s office petitioning the County Commission to order the property owner in Property Safety Enforcement Agency Case 12-002 (Williams & Yastrezemski), to bring the property into compliance

with the Property Safety Ordinance. The property owner was served with the Petition/Complaint to bring the property into compliance with the Property Safety Ordinance. The Order states that the dwelling/structure is to be demolished within 45 calendar days of receipt of the Order by the property owner. If the property owner brings the property into compliance, then the case will be dismissed. However, if the property owner fails to comply, then the County Commission will seek an order which is filed by the Prosecuting Attorney's Office from the Circuit Court allowing Jefferson County to demolish the dwelling/structure. Mr. Goodwin requested the Commission to find the property in violation of the Property Safety Enforcement Ordinance and allow the Order to be issued to the property owner as presented.

- **Motion by Ms. Noland to find the property in violation of the Property Safety Enforcement Ordinance and to issue the Order to the property owner as presented. Motion seconded and unanimously approved.**

The Commission meeting was adjourned at 2:15 p.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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DALE MANUEL, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Executive Administrative Assistant