

# Minutes

## Jefferson County Commission

Thursday, November 7, 2013

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A meeting of the Jefferson County Commission was held on Thursday, November 7, 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 Jane Tabb. Commissioner Widmyer was absent with prior notice. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddie, Bailiff. (An audiotape of the November 7, 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 Mr. Pellish to approve the Regular Meeting Minutes of October 31, 2013 with noted corrections. Motion seconded and unanimously approved.**

### APPROVAL OF PURCHASE ORDERS

**Motion by Mr. Manuel to approve Purchase Orders in the amount of \$4,985.86 to include P.O. Nos. 52155, 52156, 52157, 52158, 52158, 52160, 52160, 52161, and 52162. Motion seconded and unanimously approved.**

### APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT       | NOAMT     | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------------|-----------|--------------|
| 071017 | 440     | ACCURATE SYSTEMS INC     | 50241 | \$ 3,196.00 | \$ -      | \$ 3,196.00  |
| 071018 | 700     | ASR-APPAREL SEWN RIGHT   | 51526 | \$ 391.63   | \$ -      | \$ 391.63    |
| 071019 | 412     | BARDANE PUBLIC HEALTH CT |       | \$ -        | \$ 383.00 | \$ 383.00    |
| 071020 | 425     | B-K OFFICE SUPPLY INC    | 52146 | \$ 225.57   | \$ -      | \$ 225.57    |
| 071020 | 425     | B-K OFFICE SUPPLY INC    | 52150 | \$ 1,027.95 | \$ -      | \$ 1,027.95  |
| 071021 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ -        | \$ 49.85  | \$ 49.85     |
| 071022 | PAYROLL | BUREAU FOR CHILD SUPPORT |       | \$ -        | \$ 28.85  | \$ 28.85     |
| 071023 | PAYROLL | BUREAU F/CHILD SPprt ENF |       | \$ -        | \$ 212.31 | \$ 212.31    |
| 071024 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -        | \$ 461.54 | \$ 461.54    |
| 071025 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -        | \$ 119.54 | \$ 119.54    |

|        |         |                          |       |              |              |              |
|--------|---------|--------------------------|-------|--------------|--------------|--------------|
| 071026 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -         | \$ 530.77    | \$ 530.77    |
| 071027 | 413     | CASTO & HARRIS INC       | 51802 | \$ 193.44    | \$ -         | \$ 193.44    |
| 071028 | 424     | CHARLES TOWN UTILITIES   |       | \$ -         | \$ 69.34     | \$ 69.34     |
| 071028 | 425     | CHARLES TOWN UTILITIES   |       | \$ -         | \$ 849.92    | \$ 849.92    |
| 071029 | 425     | OLD CHARLES TOWN LIBRARY |       | \$ -         | \$ 1,500.00  | \$ 1,500.00  |
| 071030 | PAYROLL | CHILD SUPPORT ENFORCE AG |       | \$ -         | \$ 27.69     | \$ 27.69     |
| 071031 | 425     | COVENANT BUILDING MAINT  |       | \$ -         | \$ 11,827.43 | \$ 11,827.43 |
| 071032 | PAYROLL | DIVERSIFIED COLLECTION   |       | \$ -         | \$ 154.83    | \$ 154.83    |
| 071033 | 717     | DONALD B. RICE TIRE CO.  | 52147 | \$ 968.44    | \$ -         | \$ 968.44    |
| 071034 | PAYROLL | DELTA DENTAL OF WV       |       | \$ -         | \$ 5,865.15  | \$ 5,865.15  |
| 071035 | 425     | 84 LUMBER                |       | \$ -         | \$ 265.46    | \$ 265.46    |
| 071036 | 425     | FIRE SAFETY EQUIP        | 51721 | \$ 2,171.75  | \$ -         | \$ 2,171.75  |
| 071037 | 425     | FIDELITY ENGINEERING     | 52148 | \$ 3,150.00  | \$ -         | \$ 3,150.00  |
| 071038 | 717     | FISHER AUTO PARTS        |       | \$ -         | \$ 775.21    | \$ 775.21    |
| 071039 | 700     | GALLS,LLC/QUATERMASTER L | 51524 | \$ 784.87    | \$ -         | \$ 784.87    |
| 071039 | 700     | GALLS,LLC/QUATERMASTER L | 51524 | \$ 73.44     | \$ -         | \$ 73.44     |
| 071040 | PAYROLL | GUARDIAN - APPLETON      |       | \$ -         | \$ 1,758.98  | \$ 1,758.98  |
| 071040 | PAYROLL | GUARDIAN - APPLETON      |       | \$ -         | \$ 2,003.23  | \$ 2,003.23  |
| 071041 | 425     | GRAINGER, INC            | 52144 | \$ 589.67    | \$ -         | \$ 589.67    |
| 071042 | 405     | STEPHANIE GROVE          |       | \$ -         | \$ 600.07    | \$ 600.07    |
| 071043 | 402     | SALLY GRAN               |       | \$ -         | \$ 21.75     | \$ 21.75     |
| 071044 | 717     | GUTTMAN OIL CO           |       | \$ -         | \$ 17,567.11 | \$ 17,567.11 |
| 071045 | 712     | GLOBAL DATA CONSULTANTS  | 49838 | \$ 10,000.00 | \$ -         | \$ 10,000.00 |
| 071046 | 711     | HIRERIGHT                | 50011 | \$ 91.40     | \$ -         | \$ 91.40     |
| 071047 | 700     | INTERNATIONAL POLYGRAPH  | 51529 | \$ 200.00    | \$ -         | \$ 200.00    |
| 071048 | 401     | RICOH USA, INC           |       | \$ -         | \$ 29.06     | \$ 29.06     |
| 071048 | 403     | RICOH USA, INC           |       | \$ -         | \$ 58.14     | \$ 58.14     |
| 071048 | 404     | RICOH USA, INC           |       | \$ -         | \$ 29.07     | \$ 29.07     |
| 071048 | 405     | RICOH USA, INC           |       | \$ -         | \$ 87.21     | \$ 87.21     |
| 071048 | 406     | RICOH USA, INC           |       | \$ -         | \$ 29.07     | \$ 29.07     |
| 071048 | 425     | RICOH USA, INC           |       | \$ -         | \$ 29.07     | \$ 29.07     |
| 071048 | 433     | RICOH USA, INC           |       | \$ -         | \$ 29.07     | \$ 29.07     |
| 071048 | 440     | RICOH USA, INC           |       | \$ -         | \$ 29.07     | \$ 29.07     |
| 071048 | 700     | RICOH USA, INC           |       | \$ -         | \$ 58.14     | \$ 58.14     |
| 071048 | 712     | RICOH USA, INC           |       | \$ -         | \$ 29.07     | \$ 29.07     |
| 071049 | PAYROLL | ING NATIONAL TRUST       |       | \$ -         | \$ 3,460.00  | \$ 3,460.00  |
| 071050 | 401     | INSIGHT A/V SERVICES     |       | \$ -         | \$ 150.00    | \$ 150.00    |
| 071051 | 402     | JEFFERSON PUBLISH CO INC | 51805 | \$ 228.20    | \$ -         | \$ 228.20    |
| 071052 | 700     | JEFFERSON URGENT CARE LL | 51528 | \$ 300.00    | \$ -         | \$ 300.00    |
| 071053 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -         | \$ 40.00     | \$ 40.00     |

|        |         |                           |       |              |               |               |
|--------|---------|---------------------------|-------|--------------|---------------|---------------|
| 071053 | PAYROLL | JEFFERSON SECURITY BANK   |       | \$ -         | \$ 5,323.00   | \$ 5,323.00   |
| 071054 | 425     | KONE INC.                 | 52149 | \$ 1,482.00  | \$ -          | \$ 1,482.00   |
| 071055 | 700     | GLENDON KINCAID           |       | \$ -         | \$ 22.50      | \$ 22.50      |
| 071056 | 401     | LEWIS CO CIRCUIT CLERK    |       | \$ -         | \$ 44.71      | \$ 44.71      |
| 071057 | 405     | MATTHEW BENDER & CO       | 51659 | \$ 1,733.48  | \$ -          | \$ 1,733.48   |
| 071058 | PAYROLL | HIGHMARK WV               |       | \$ -         | \$ 187,693.29 | \$ 187,693.29 |
| 071059 | PAYROLL | HELEN M. MORRIS, TRUSTEE  |       | \$ -         | \$ 150.00     | \$ 150.00     |
| 071060 | 404     | TONI MILBOURNE            | 52118 | \$ 600.00    | \$ -          | \$ 600.00     |
| 071061 | 700     | ROBIN MAHONY              |       | \$ -         | \$ 7.91       | \$ 7.91       |
| 071062 | 425     | NORVAC LOCK TECHNOLOGY    | 52153 | \$ 437.00    | \$ -          | \$ 437.00     |
| 071063 | PAYROLL | NATIONWIDE RETIREMENT     |       | \$ -         | \$ 749.00     | \$ 749.00     |
| 071064 | 404     | PIFER OFFICE SUPPLY, INC  | 52116 | \$ 372.60    | \$ -          | \$ 372.60     |
| 071064 | 406     | PIFER OFFICE SUPPLY, INC  | 51418 | \$ 260.52    | \$ -          | \$ 260.52     |
| 071064 | 406     | PIFER OFFICE SUPPLY, INC  | 51419 | \$ 160.80    | \$ -          | \$ 160.80     |
| 071065 | 425     | PRECISION POWER LLC       | 51904 | \$ 2,935.80  | \$ -          | \$ 2,935.80   |
| 071066 | 424     | POTOMAC EDISON/OH         |       | \$ -         | \$ 2,005.07   | \$ 2,005.07   |
| 071066 | 425     | POTOMAC EDISON/OH         |       | \$ -         | \$ 11,375.33  | \$ 11,375.33  |
| 071067 | 425     | RCS SECURITY              | 51723 | \$ 370.29    | \$ -          | \$ 370.29     |
| 071068 | GRANT   | RCS SECURITY              |       | \$ -         | \$ 1,200.00   | \$ 1,200.00   |
| 071069 | 402     | RECORD MANAGEMENT SOLUTN  | 51631 | \$ 35.00     | \$ -          | \$ 35.00      |
| 071070 | PAYROLL | RETIREE HLTH BENEFIT TRS  |       | \$ -         | \$ 6,668.00   | \$ 6,668.00   |
| 071071 | 704     | ST/WV REGIONAL JAIL &     | 52226 | \$ 88,090.45 | \$ -          | \$ 88,090.45  |
| 071072 | 700     | SUPERIOR AUTO BODY        | 51530 | \$ 546.46    | \$ -          | \$ 546.46     |
| 071073 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 25.98      | \$ 25.98      |
| 071073 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 10,364.00  | \$ 10,364.00  |
| 071073 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 44,314.80  | \$ 44,314.80  |
| 071073 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 111.10     | \$ 111.10     |
| 071073 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 42,642.93  | \$ 42,642.93  |
| 071073 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 129.54     | \$ 129.54     |
| 071074 | 401     | STAPLES CREDIT PLAN       |       | \$ -         | \$ 202.89     | \$ 202.89     |
| 071074 | 412     | STAPLES CREDIT PLAN       |       | \$ -         | \$ 34.98      | \$ 34.98      |
| 071075 | PAYROLL | SHERIFF OF JEFFERSON CO   |       | \$ -         | \$ 8,908.93   | \$ 8,908.93   |
| 071076 | 425     | TRENNY SERVICE CO         | 52152 | \$ 535.00    | \$ -          | \$ 535.00     |
| 071077 | 405     | MARGIE THOMAS             |       | \$ -         | \$ 368.95     | \$ 368.95     |
| 071078 | 403     | UNITED SYSTEMS & SOFTWARE |       | \$ -         | \$ 212.00     | \$ 212.00     |
| 071079 | PAYROLL | UNICARE EAP               |       | \$ -         | \$ 322.20     | \$ 322.20     |
| 071080 | 700     | VALLEY VETERINAY EMERGNC  | 51525 | \$ 514.71    | \$ -          | \$ 514.71     |
| 071081 | 405     | WV PROS.ATTYS ASSOC/WVPA  | 51658 | \$ 250.00    | \$ -          | \$ 250.00     |
| 071082 | 402     | XEROX CORPORATION         | 51632 | \$ 1,302.47  | \$ -          | \$ 1,302.47   |
| 071082 | 439     | XEROX CORPORATION         | 50339 | \$ 505.51    | \$ -          | \$ 505.51     |

|              |  |  |                      |                     |  |                      |
|--------------|--|--|----------------------|---------------------|--|----------------------|
|              |  |  |                      |                     |  |                      |
| <b>TOTAL</b> |  |  |                      |                     |  | <b>\$ 495,730.56</b> |
| <b>TOTAL</b> |  |  | <b>\$ 123,724.45</b> | <b>\$372,006.11</b> |  | <b>\$ 495,730.56</b> |

**Motion by Ms. Tabb to approve the Account Payable for November 7, 2013 in the amount of \$495,730.56. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Walt Pellish, Commissioner – updated the Commission and the public on his chemotherapy treatment.

Peter Corum, resident – spoke regarding his concerns over bond waivers.

**PRESENTATIONS:**

1. Angie Banks, Assessor – Exonerations

| NAME             | DISTRICT  | TYPE              | TICKET NO. | AMOUNT  |
|------------------|-----------|-------------------|------------|---------|
| Angelique Dotson | Kabletown | Personal Property | 309621     | \$98.14 |

- **Motion by Ms. Tabb to approve the Exoneration for Angelique Dotson as presented by the Assessor. Motion seconded and unanimously approved.**

| NAME                 | DISTRICT      | TYPE              | TICKET NO. | AMOUNT   |
|----------------------|---------------|-------------------|------------|----------|
| Rodney Poindexter    | Shepherdstown | Personal Property | 316121     | \$210.28 |
| Kimberley Poindexter | Shepherdstown | Personal Property |            | \$55.46  |

- **Motion by Ms. Noland to approve the Split Ticket for Rodney Poindexter and Kimberley Poindexter as presented by the Assessor. Motion seconded and unanimously approved.**

2. Interviews and Appointments to the North Eastern Regional EMS, Inc. for one two-year term ending October 31, 2015

- **Motion by Ms. Noland to appoint Pete Kelley to the North Eastern Regional EMS, Inc. for one two-year term ending October 31, 2015. Motion seconded and unanimously approved.**

3. Todd Fagan, Director of GIS – requested the approval of the application for additional grant funding under the West Virginia Assistance Grants Program (WVTGAP) and WV Broadband Mapping Program (WVBMP)
  - **Motion by Mr. Pellish to approve the grant application as presented, request \$29,360 in WVTAGP funds and pledge the requisite matching County funds of \$5,000 and in-kind match of hardware infrastructure (\$25,000) to support digital archive and e-Government access to County records with the understanding the grant match could be withdrawn if necessary. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:10 am.  
The Commission reconvened at 10:25.
5. Lynn Fields, Deputy Probate Clerk – requested the approval of December 10, 2013 as the hearing date for the Printz Estate.
  - It was the consensus of the Commission to hold the Printz Estate hearing on December 10, 2013.
6. Jennifer Myers – requested a waiver from the construction bonding process for Hite Road Park – Site Plan File #S11-15.
  - **Motion by Mr. Manuel to waive the construction bonding process for Hite Road Park. Motion seconded and unanimously approved.**

### **NEW BUSINESS**

7. Dale Manuel, President of the Jefferson County Commission – requested his fellow Commissioners appoint him to the Criminal Corrections Justice Board/Day Report Center as a member at large representing Jefferson County.
  - **Motion by Mr. Pellish to appoint Commissioner Manuel to the Criminal Corrections Justice Board/Day Report Center as a member at large representing Jefferson County. Motion seconded and unanimously approved.**
8. Debbie Keyser , County Administrator– requested the approval of the Employee Internet Use Monitoring and Filtering Policy.
  - **Motion by Ms. Noland to approve the Employee Internet Use Monitoring and Filtering Policy with noted correction to strike “Human Resource Director” from the last line of the policy to avoid potential confusion. Motion seconded and unanimously approved.**

## **COUNTY ADMINISTRATOR REPORTS**

- Personnel Issue/Possible Litigation – Ms. Keyser updated the Commission, stating the personnel issue would be addressed during the regular meeting on November 21, 2013 and Mr. Norwood Bentley, Esq. would also be attending to participate in the discussion.
- Work Session on Proposed Zoning and Land Development Ordinance Text Amendments – Ms. Keyser reminded the Commission of a work session scheduled for Thursday, November 14<sup>th</sup> at 9:30 am to review the proposed zoning and land development ordinance text amendments as presented by the Department of Planning and Zoning. This work session was scheduled to prepare the Commission for a public hearing on the same topic, which will occur at 7 pm on Thursday, November 21<sup>st</sup>. Ms. Keyser also suggested Tim Stanton, Financial Director, give the Commission an update on the current financial state of the County immediately following the work session.
- Legislative Summit Update and Suggestion – Ms. Keyser reminded the Commission of the upcoming Legislative Summit, scheduled for 1:30 pm on Tuesday, November 12<sup>th</sup>. Ms. Keyser recommended a working lunch to begin at noon the day of the summit to allow the Commission time to discuss and create a list of their top priorities to present before the legislature. The earlier start time would also allow the elected officials to present their legislative concerns to the Commission prior to the arrival of the legislature. The Commission agreed to convene at noon on Tuesday, November 12<sup>th</sup>.

## **COUNY COMMISSIONER'S REPORTS**

### Jane Tabb

- Attended a Homeland Security Partnership Meeting.
- Assisted teaching a Dining with Diabetes class.
- Gave commendation to the Engineering staff regarding a letter from Sheridan Estates.

### Walt Pellish

- Spoke about an article in the Jefferson Spirit regarding the growth and development of APUS and their relationship with the Jefferson County Development Authority.

### Patsy Noland

- Gave an update on the surgery for her broken arm and noted she missed a few meetings due to her recovery.

### Dale Manuel

- Attended an Affordable Housing Committee meeting.
- Reminded the Commission and the public of the Jefferson County Animal Welfare night at Applebee's.

The Commission meeting was adjourned at 10:43 a.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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DALE MANUEL, PRESIDENT

Respectfully Submitted

Jessica Carroll

Administrative Assistant