

Minutes

Jefferson County Commission

Thursday, December 19, 2013

A meeting of the Jefferson County Commission was held on Thursday, December 19, 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 Thursday, December 19, 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 Regular Meeting Minutes of December 5, 2013 with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Widmyer to approve Purchase Orders in the amount of \$48,483.11 to include P.O. Nos. 51922, 51923, 51924, 51540, 51424, 51849, 52180, 52190, 51691, 51692, 51812, 52187, 52188, 52192, 52217, 52218, 52219, 52229, 52230, 52231, 50243, 51813, 52178, 51864, 52154, 52159, 52179, 52181, 52182, 52183, 52184, 52186, 52191, 51665, 51532, 51541, 51542, 51543, 51544, 51545, and 51546. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071238	712	APCO INTERNATIONAL INC	51673	\$ 856.00	\$ -	\$ 856.00
071239	428	ACCURATE SYSTEMS INC		\$ -	\$ 11,400.00	\$ 11,400.00
071240	425	B-K OFFICE SUPPLY INC	52165	\$ 417.00	\$ -	\$ 417.00

071240	425	B-K OFFICE SUPPLY INC	52173	\$ 1,198.25	\$ -	\$ 1,198.25
071241	439	BREAKTHROUGH ACHIEVEMENT	50346	\$ 2,192.80	\$ -	\$ 2,192.80
071242	424	CHARLES TOWN UTILITIES		\$ -	\$ 153.04	\$ 153.04
071242	425	CHARLES TOWN UTILITIES		\$ -	\$ 888.85	\$ 888.85
071243	405	CLAYMAN & ASSOCIATES,PLL	51664	\$ 1,995.00	\$ -	\$ 1,995.00
071244	425	COVENANT BUILDING MAINT		\$ -	\$ 11,827.43	\$ 11,827.43
071245	425	84 LUMBER		\$ -	\$ 80.96	\$ 80.96
071246	717	FISHER AUTO PARTS		\$ -	\$ 778.00	\$ 778.00
071247	425	GRAINGER, INC	52174	\$ 199.50	\$ -	\$ 199.50
071248	717	GUTTMAN OIL CO		\$ -	\$ 15,627.72	\$ 15,627.72
071249	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 1,671.26	\$ 1,671.26
071249	425	GRIFFITH ENERGY SERVICE		\$ -	\$ 301.55	\$ 301.55
071250	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 169.12	\$ 169.12
071251	402	JEFFERSON PUBLISH CO INC	51810	\$ 168.48	\$ -	\$ 168.48
071252	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
071253	403	MATTHEW BENDER & CO	51459	\$ 216.10	\$ -	\$ 216.10
071254	717	MILLER'S CHRYSLER JEEP	52176	\$ 297.64	\$ -	\$ 297.64
071255	402	PIFER OFFICE SUPPLY, INC	51809	\$ 104.13	\$ -	\$ 104.13
071255	404	PIFER OFFICE SUPPLY, INC	52121	\$ 377.20	\$ -	\$ 377.20
071256	424	POTOMAC EDISON/OH		\$ -	\$ 1,613.59	\$ 1,613.59
071256	425	POTOMAC EDISON/OH		\$ -	\$ 2,276.11	\$ 2,276.11
071256	425	POTOMAC EDISON/OH		\$ -	\$ 13,476.89	\$ 13,476.89
071257	425	RCS SECURITY	52175	\$ 211.80	\$ -	\$ 211.80
071258	711	SOFTWARE COMPUTER GROUP	50010	\$ 150.00	\$ -	\$ 150.00
071259	425	SHENANDOAH VALLEY WATER		\$ -	\$ 523.85	\$ 523.85
071260	425	CAPITAL TRISTATE		\$ -	\$ 2,296.53	\$ 2,296.53
071261	425	THOMPSON GAS		\$ -	\$ 239.24	\$ 239.24
071262	403	UNITED SYSTEMS & SOFTWAR		\$ -	\$ 212.00	\$ 212.00
071263	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
071264	424	VERIZON BUSINESS/TX		\$ -	\$ 1,136.99	\$ 1,136.99
071265	405	THOMSON REUTER - WEST	51638	\$ 485.50	\$ -	\$ 485.50
071266	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 671.47	\$ 671.47
071267	402	DONALD WATTS	51811	\$ 35.00	\$ -	\$ 35.00
071268	439	XEROX CORPORATION	50339	\$ 675.31	\$ -	\$ 675.31
TOTAL						\$ 95,484.07
TOTAL				\$ 9,579.71	\$ 85,904.36	\$ 95,484.07

Motion by Ms. Tabb to approve the accounts payable for December 12, 2013 in the amount of \$95,484.07. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071271	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,268.52	\$ 4,268.52
071272	428	ACCURATE SYSTEMS INC		\$ -	\$ 6,000.00	\$ 6,000.00
071273	700	AUTOZONE		\$ -	\$ 27.68	\$ 27.68
071274	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,719.46	\$ 1,719.46
071275	413	APPLE VALLEY OFF.PRODUCT	51630	\$ 79.00	\$ -	\$ 79.00
071276	424	BOLAND SERVICES	51763	\$ 270.00	\$ -	\$ 270.00
071276	425	BOLAND SERVICES	51764	\$ 991.01	\$ -	\$ 991.01
071277	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
071278	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
071279	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
071280	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
071281	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
071282	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
071283	PAYROLL	VA DEPT OF TAXATION		\$ -	\$ 610.46	\$ 610.46
071284	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
071285	PAYROLL	COLONIAL LIFE		\$ -	\$ 487.46	\$ 487.46
071286	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
071287	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
071287	425	J.C.EHRLICH		\$ -	\$ 603.02	\$ 603.02
071288	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 20,349.57	\$ 20,349.57
071289	711	GUEST SERVICES		\$ -	\$ 125.20	\$ 125.20
071290	405	HR DIRECT	51829	\$ 60.77	\$ -	\$ 60.77
071291	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 3,460.00	\$ 3,460.00
071292	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,719.46	\$ 1,719.46
071293	425	JEFFERSON COUNTY SOLID	51761	\$ 5.00	\$ -	\$ 5.00
071294	712	DR ROBERT JONES		\$ -	\$ 1,000.00	\$ 1,000.00
071295	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
071295	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,328.00	\$ 5,328.00
071296	700	GLENDON KINCAID		\$ -	\$ 18.47	\$ 18.47
071297	712	LANGUAGE LINE SERVICES		\$ -	\$ 51.83	\$ 51.83
071298	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 515.08	\$ 515.08
071299	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
071300	405	STANLEY T. MORTENSEN		\$ -	\$ 759.36	\$ 759.36
071301	406	N.A.D.A. APPRAISAL GUIDE	51421	\$ 80.00	\$ -	\$ 80.00
071302	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
071303	ALLOC	JEFF CO PARKS &		\$ -	\$ 18,054.31	\$ 18,054.31
071304	403	PIFER OFFICE SUPPLY, INC	51455	\$ 17.90	\$ -	\$ 17.90
071304	406	PIFER OFFICE SUPPLY, INC	51423	\$ 28.32	\$ -	\$ 28.32

071305	425	RCS SECURITY		\$ -	\$ 564.00	\$ 564.00
071306	GRANT	RCS SECURITY		\$ -	\$ 6,131.25	\$ 6,131.25
071307	403	RECORD MANAGEMENT SOLUTN	51438	\$ 30.00	\$ -	\$ 30.00
071308	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,103.00	\$ 1,103.00
071308	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
071308	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 2,568.85	\$ 2,568.85
071308	405	SOFTWARE SYSTEMS, INC		\$ -	\$ 30.50	\$ 30.50
071308	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
071309	408	STATE TAX DEPARTMENT		\$ -	\$ 13,340.89	\$ 13,340.89
071310	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,916.86	\$ 45,916.86
071310	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.42	\$ 2.42
071310	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10.36	\$ 10.36
071310	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 55.56	\$ 55.56
071310	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,738.66	\$ 10,738.66
071310	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 13.00	\$ 13.00
071310	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 62.34	\$ 62.34
071310	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 7.09	\$ 7.09
071310	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,029.01	\$ 45,029.01
071311	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 32,506.31	\$ 32,506.31
071311	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 71.22	\$ 71.22
071311	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.74	\$ 3.74
071312	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 18,796.57	\$ 18,796.57
071312	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 12,290.05	\$ 12,290.05
071313	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 8,857.50	\$ 8,857.50
071314	401	TISCHLERBISE, INC.		\$ -	\$ 2,636.00	\$ 2,636.00
071316	401	UNITED BANKCARD CENTER		\$ -	\$ 19.00	\$ 19.00
071316	401	UNITED BANKCARD CENTER		\$ -	\$ 97.00	\$ 97.00
071316	402	UNITED BANKCARD CENTER		\$ -	\$ 219.00	\$ 219.00
071316	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
071316	402	UNITED BANKCARD CENTER		\$ -	\$ 91.17	\$ 91.17
071316	402	UNITED BANKCARD CENTER		\$ -	\$ 114.89	\$ 114.89
071316	403	UNITED BANKCARD CENTER		\$ -	\$ 359.08	\$ 359.08
071316	405	UNITED BANKCARD CENTER		\$ -	\$ 103.00	\$ 103.00
071316	405	UNITED BANKCARD CENTER		\$ -	\$ 85.81	\$ 85.81
071316	405	UNITED BANKCARD CENTER		\$ -	\$ 87.50	\$ 87.50
071316	405	UNITED BANKCARD CENTER		\$ -	\$ 382.70	\$ 382.70
071316	405	UNITED BANKCARD CENTER		\$ -	\$ 199.99	\$ 199.99
071316	415	UNITED BANKCARD CENTER		\$ -	\$ 75.88	\$ 75.88
071316	424	UNITED BANKCARD CENTER		\$ -	\$ 109.86	\$ 109.86
071316	424	UNITED BANKCARD CENTER		\$ -	\$ 16,530.18	\$ 16,530.18

071316	425	UNITED BANKCARD CENTER		\$ -	\$ 49.24	\$ 49.24
071316	425	UNITED BANKCARD CENTER		\$ -	\$ 311.03	\$ 311.03
071316	425	UNITED BANKCARD CENTER		\$ -	\$ 118.99	\$ 118.99
071316	425	UNITED BANKCARD CENTER		\$ -	\$ 21.61	\$ 21.61
071316	428	UNITED BANKCARD CENTER		\$ -	\$ 1,272.09	\$ 1,272.09
071316	433	UNITED BANKCARD CENTER		\$ -	\$ 36.69	\$ 36.69
071316	433	UNITED BANKCARD CENTER		\$ -	\$ 106.97	\$ 106.97
071316	439	UNITED BANKCARD CENTER		\$ -	\$ 38.15	\$ 38.15
071316	439	UNITED BANKCARD CENTER		\$ -	\$ 49.82	\$ 49.82
071316	439	UNITED BANKCARD CENTER		\$ -	\$ 406.00	\$ 406.00
071316	451	UNITED BANKCARD CENTER		\$ -	\$ 51.66	\$ 51.66
071316	700	UNITED BANKCARD CENTER		\$ -	\$ 4.10	\$ 4.10
071316	700	UNITED BANKCARD CENTER		\$ -	\$ 22.95	\$ 22.95
071316	700	UNITED BANKCARD CENTER		\$ -	\$ 113.00	\$ 113.00
071316	700	UNITED BANKCARD CENTER		\$ -	\$ 175.77	\$ 175.77
071316	700	UNITED BANKCARD CENTER		\$ -	\$ 1,351.73	\$ 1,351.73
071316	700	UNITED BANKCARD CENTER		\$ -	\$ 1,659.28	\$ 1,659.28
071316	700	UNITED BANKCARD CENTER		\$ -	\$ 299.94	\$ 299.94
071316	700	UNITED BANKCARD CENTER		\$ -	\$ 243.87	\$ 243.87
071316	700	UNITED BANKCARD CENTER		\$ -	\$ 169.41	\$ 169.41
071316	700	UNITED BANKCARD CENTER		\$ -	\$ 49.95	\$ 49.95
071316	700	UNITED BANKCARD CENTER		\$ -	\$ 65.00	\$ 65.00
071316	711	UNITED BANKCARD CENTER		\$ -	\$ 79.00	\$ 79.00
071316	711	UNITED BANKCARD CENTER		\$ -	\$ 442.10	\$ 442.10
071316	711	UNITED BANKCARD CENTER		\$ -	\$ 2,916.00	\$ 2,916.00
071316	712	UNITED BANKCARD CENTER		\$ -	\$ 3,648.55	\$ 3,648.55
071316	712	UNITED BANKCARD CENTER		\$ -	\$ 358.37	\$ 358.37
071316	716	UNITED BANKCARD CENTER		\$ -	\$ 471.40	\$ 471.40
071316	717	UNITED BANKCARD CENTER		\$ -	\$ 258.72	\$ 258.72
071317	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 21,493.23	\$ 21,493.23
071318	405	THOMSON REUTER - WEST	51638	\$ 2,151.45	\$ -	\$ 2,151.45
071319	717	NAPA AUTO PARTS		\$ -	\$ 625.69	\$ 625.69
071320	716	WM OF WEST VIRGINIA, INC		\$ -	\$ 127.81	\$ 127.81
071321	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 12.25	\$ 12.25
071321	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 3.80	\$ 3.80
071321	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 26,288.73	\$ 26,288.73
071321	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 84,707.93	\$ 84,707.93
071322	424	WV DIVISION OF LABOR	52177	\$ 50.00	\$ -	\$ 50.00
071323	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
071324	404	WV TAX DEPUTIES ASSOC	52123	\$ 40.00	\$ -	\$ 40.00

TOTAL						\$ 439,001.23
TOTAL				\$ 3,803.45	\$ 435,197.78	\$ 439,001.23

Motion by Ms. Widmyer to approve the accounts payable for December 19, 2013 in the amount of \$439,001.23. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Ed Boober, Citizen Representative for the Jefferson County Emergency Services Agency – spoke regarding his concerns over the proposed budget reductions for the JCESA and the impact to staff.

Brenda Engle, EMS Representative for the Jefferson County Emergency Services Agency – spoke requesting the Commission to consider longer terms for JCESA board members.

Ed Hannan, Employee of the Jefferson County Emergency Services Agency – read a letter from Doug Pittinger, Director of the JCESA, regarding the proposed budget reductions for JCESA and the effects the reductions would have on the agency and the County.

Paul Rosa, resident and former board member of the JCESA – spoke regarding the reasons for limited board terms.

PRESENTATIONS

1. Leslie Smith, Independent Contractor for the County – gave the Commission a Financial Presentation with her findings and recommendations for FY2014 and the upcoming budget.
2. Interviews and Appointments to the Jefferson County Emergency Services Agency Board for three (3) three-year terms ending November 2, 2016.
 - **Motion by Mr. Manuel to delay action on this item until the January 2nd, 2014 Commission meeting to allow time for more applicants and research the request to consider longer terms for board members. Motion seconded and unanimously approved.**
3. Roger Goodwin, Chief County Engineer
 - A. Requested partial release of the Escrow Agreement for DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26) – Cash in Escrow with the Bank of Charles Town, Charles Town, West Virginia originally in the amount of \$972,616.00

- **Motion by Ms. Widmyer to approve Thursday, January 9th, 2014 at 1:30 pm as the date and time for the Duncan public hearing. Motion seconded and unanimously approved.**

9. Lyn Widmyer, County Commissioner – requested a discussion to clarify the role of voting and non-voting County Commission liaisons to various boards, commissions, and committees.

- It was the consensus of the Commission to continue this discussion at a future meeting during the assignment of Commissioner Liaisons to the various boards, commissions, and committees, to be postponed until the current budget issues are resolved.

COUNTY ADMINISTRATOR REPORTS

- HRA Short Plan Year – Ms. Keyser updated the Commission on the HRA Short Plan Year and stated she’s continuing to research their options and will report back at a later date.
- Process for Policies – Ms. Keyser asked the Commission for clarification on the process of submitting policies for their review prior to scheduled Commission meetings. It was the consensus of the Commission to allow Ms. Keyser to submit policies for review via e-mail. The Commission may also present amendments to these policies via e-mail; however, any debate or discussion concerning departmental policies must be addressed during the County Commission meetings.
- PCard Rebate – Ms. Keyser notified the Commission of a PCard Rebate in the amount of \$1,548 and expressed hopes to increase this amount each year.
- Elected Officials Roundtable – Ms. Keyser notified the Commission the elected officials are open to having quarterly roundtable meetings. It was the consensus of the Commission to schedule the first roundtable meeting after more progress had been made on the current budget. The Commission also requested staff to arrange a meeting with the department heads and elected officials for discussion of the current budget.

10. The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.

FINANCE DIRECTOR REPORTS

11. Tim Stanton, Finance Director

A. Internal Budget Revisions/Potential Cost Savings List

- **Motion by Mr. Pellish to approve Internal Budget Revision #1 for Public Utilities in the amount of \$544,424. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve Internal Budget Revision #2 for Unencumbered Balance carry forward in the amount of \$3,483,539. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Internal Budget Revisions #3 for Equipment Rent and Library Rent in the amount of \$20,000. Motion seconded and unanimously approved.**

B. General County Fund Budget Revisions

- **Motion by Ms. Widmyer to approve Budget Revision #3 from Animal Control (716) in the amount of \$13,500. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve Budget Revision #4 from the Maintenance Department (425) and the Central Garage (717) in the amount of \$80,000. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to approve Budget Revision #5 from Homeland Security & Emergency Management (711) in the amount of \$1,800. Motion seconded and unanimously approved.**
- **Motion by Ms. Widmyer to approve Budget Revision #6 from the Engineering Department (440) in the amount of \$16,145. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve Budget Revision #7 from the adjustment in health insurance budget in the amount of \$207,570. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Budget Revision #8 from the Emergency Communications Department (712) in the amount of \$69,564. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to approve Budget Revision #9 from the GIS Department (433) in the amount of \$24,165. Motion seconded and unanimously approved.**

- **Motion by Ms. Widmyer to approve Budget Revision #10 from the Parks and Recreation Department (900) in the amount of \$18,147. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Budget Revision #11 from the Extension Agent (412) in the amount of \$3,473. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve Budget Revision #12 from the Commission Office (401) in the amount of \$45,900. Motion seconded and unanimously approved.**
- **Motion by Ms. Widmyer to approve Budget Revision #13 from the Planning and Zoning Department (439) in the amount of \$26,695. Motion seconded and unanimously approved.**
- **Motion by Ms. Widmyer to approve Budget Revision #14 from the Contingency account in the amount of \$786,448. Motion seconded and unanimously approved.**

C. Potential Savings List

- It was the consensus of the Commission to approve the budget reduction for Contribution to the Airport Authority in the amount of \$6,500.
- It was the consensus of the Commission to approve the budget reduction for Contribution to the Economic Development Authority in the amount of \$15,343.
- It was the consensus of the Commission to approve the budget reduction for the Jefferson County Emergency Services Agency in the amount of \$32,500 (12% of the operating budget, less staff salaries and benefits).
- It was the consensus of the Commission to approve the budget reduction for the Fire Departments in the amount of \$25,600 (12% of the remaining allocation).
- It was the consensus of the Commission to approve the budget reduction for Maintenance Electricity in the amount of \$7,500, which requires the approval of the Energy Policy.
- It was the consensus of the Commission to approve the budget reduction for Contribution to Senior Citizens in the amount of \$6,300.

- It was the consensus of the Commission to approve the budget reduction for Contribution to Public Transportation (PanTran) in the amount of \$6,850.
- It was the consensus of the Commission to approve the budget reduction for Contribution to Solid Waste Authority in the amount of \$15,312.
- It was the consensus of the Commission to approve the budget reduction for Contribution to Partnership for Affordable Housing in the amount of \$40,000.
- It was the consensus of the Commission to deny the approval of the 50% reduction of the HRA funding for FY2014 in the amount of \$80,000.
- It was the consensus of the Commission to approve the budget reduction for the Library Capital funding in the amount of \$15,600.
- It was the consensus of the Commission to approve the budget reduction for Commissioner Contributions in the amount of \$245,000.
- It was the consensus of the Commission to shift \$494,808 from the Coal Severance fund into the General Operating fund.

D. New Jefferson County Finance Department Policies and Procedures

1. Purchase Order Policy (#305)

- **Motion by Mr. Pellish to approve the Purchase Order policy (#305) with amendments submitted by Ms. Keyser to include exceptions regarding work related emergencies. Motion seconded and unanimously approved.**

2. Capital Outlay Fund Policy (#307)

- **Motion by Mr. Manuel to delay action on this policy until a draft copy with changes has been submitted to the Commission. Motion seconded and unanimously approved**

3. Fund Balance Policy (#308)

- **Motion by Mr. Manuel to approve the Fund Balance policy (#308) with the following amendment: “Should the unencumbered balance rise above the amount stated in the policy, fifty percent of the excess amount will be placed into a Rainy Day Fund.” Motion seconded and unanimously approved.**

4. Balanced Budget Policy (#309)
 - **Motion by Ms. Tabb to approve the Balanced Budget policy (#309) as presented. Motion seconded and unanimously approved.**
5. Annual Budgets (#310)
 - **Motion by Ms. Noland to approve the Annual Budgets policy (#310) with the following amendment submitted by Ms. Tabb: “It is the responsibility of the Finance Director to arrange for Department budget presentations to the County Commission, offer budget counsel and draft a budget that reflects the decisions of the County Commission.” Motion seconded and unanimously approved.**
6. Financial Reserve Policy (#311)
 - **Motion by Ms. Widmyer to approve the Financial Reserve policy (#311) as presented. Motion seconded and unanimously approved.**
7. Contingency Account #01-699 (#312)
 - **Motion by Ms. Noland to approve the Contingency Account #01-699 policy (#312) as presented. Motion seconded and unanimously approved.**
8. Financial Plan (#313)
 - **Motion by Mr. Manuel to approve the Financial Plan policy (#313) with the following amendment submitted by Ms. Widmyer: “The financial plan shall be available for public review on the County Commission website.” Motion seconded and unanimously approved.**
9. Financial Sustainability of Benefits (#314)
 - **Motion by Ms. Widmyer to approve the Financial Sustainability of Benefits policy (#314) as presented. Motion seconded and unanimously approved.**
10. Debt Service (#315)

- **Motion by Ms. Tabb to approve the Debt Service policy (#315) as presented. Motion seconded and unanimously approved.**

11. Energy Policy (#602)

- **Motion by Ms. Tabb to approve Energy Policy (#602) with Ms. Noland’s addition of “energy efficient space heaters” under the “Space Heaters” usage guidelines. Motion seconded and unanimously approved.**

12. Recommendation for Current Open Positions

- **Motion by Mr. Manuel to enact a hiring freeze for all positions within the County. Motion seconded and unanimously approved.**
- **Motion by Ms. Widmyer to amend Mr. Manuel’s original motion by including the following: “The only exception will deal with essential personnel as defined by the County Commission.” Motion dies for lack of a second.**
 - It was the consensus of the Commission to request Mr. Stanton provide them with weekly expenditure reports and monthly revenue reports as they continue their work on the budget.

COUNTY COMMISSIONER’S REPORTS

Jane Tabb

- Attended a Fair Board meeting.
- Attended a Farmland Protection Board meeting.
- Attended a Tri-County Extension meeting.

Dale Manuel

- Participated in the Kiwanis Santa’s Toy Shop reception and distribution.
- Attended a WAC meeting.
- Attended an ESA meeting.
- Attended a Jefferson Center meeting.
- Attended a JCCOA meeting.

The Commission meeting was adjourned at 4:10 pm on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

DALE MANUEL, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant