

Minutes

Jefferson County Commission

Thursday, January 2, 2014

A meeting of the Jefferson County Commission was held on Thursday, January 2, 2014 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 Willie Potter, Bailiff. (An audio tape of the Thursday, January 2, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

The Boy Scouts, visiting for the session, led the Pledge of Allegiance.

COUNTY COMMISSION ORGANIZATION

A. Selection of President

Ms. Widmyer nominated Mr. Manuel as President of the Jefferson County Commission for 2014, however, Commissioner Manuel declined the nomination.

Ms. Noland nominated Mr. Pellish as President of the Jefferson County Commission for 2014.

- **Motion by Ms. Tabb to close nominations. Motion seconded and unanimously approved, with Commissioner Pellish approved to serve as the President of the Jefferson County Commission for 2014.**

B. Selection of Vice President

Mr. Manuel nominated Ms. Widmyer to serve as Vice President of the Jefferson County Commission for 2014.

Ms. Noland nominated Ms. Tabb to serve as Vice President of the Jefferson County Commission for 2014, with a second from Mr. Pellish.

- **Commissioner Tabb approved to serve as the Vice President of the Jefferson County Commission for 2014 on a vote of 3-2 with Ms. Tabb receiving votes from herself, Ms. Noland, and Mr. Pellish. Ms. Widmyer received votes from herself and Mr. Manuel.**

APPROVAL OF MINUTES

**Motion by Mr. Manuel to approve the Regular Meeting Minutes of December 19, 2013.
Motion seconded and unanimously approved.**

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$99,327.42 to include P.O. Nos. 52194, 51680, 52220, 52195, 52197, 51832, 51833, and 51831. Motion seconded and unanimously approved contingent upon further research and verification of Purchase Order Nos. 51680 (Communications) and 51833 (Prosecuting Attorney's Office).

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071326	406	ASSESSOR OF JEFFERSON CO	51425	\$ 95.26	\$ -	\$ 95.26
071327	428	ACS GOVERNMENT SYSTEMS	51807	\$ 192.06	\$ -	\$ 192.06
071328	412	COMCAST		\$ -	\$ 80.50	\$ 80.50
071328	425	COMCAST		\$ -	\$ 454.36	\$ 454.36
071329	425	BATTERY MART	52183	\$ 107.50	\$ -	\$ 107.50
071330	425	B-K OFFICE SUPPLY INC	52154	\$ 631.70	\$ -	\$ 631.70
071330	425	B-K OFFICE SUPPLY INC	52189	\$ 77.44	\$ -	\$ 77.44
071331	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
071332	405	MARCIA L. CHANDLER, RPR	51665	\$ 245.00	\$ -	\$ 245.00
071333	425	APPLE VALLEY TIRE	52159	\$ 208.25	\$ -	\$ 208.25
071334	425	DODSON'S SEPTIC	52179	\$ 265.00	\$ -	\$ 265.00
071335	717	DONALD B. RICE TIRE CO.	52184	\$ 129.84	\$ -	\$ 129.84
071336	424	DEL MARTIN INC.	52192	\$ 360.48	\$ -	\$ 360.48
071337	405	FEDEX		\$ -	\$ 77.88	\$ 77.88
071337	700	FEDEX		\$ -	\$ 354.20	\$ 354.20
071338	700	GALLS,LLC/QUATERMASTER L	51544	\$ 3,038.09	\$ -	\$ 3,038.09
071338	716	GALLS,LLC/QUATERMASTER L	51544	\$ 726.75	\$ -	\$ 726.75
071339	425	GRAINGER, INC	52181	\$ 668.78	\$ -	\$ 668.78
071339	425	GRAINGER, INC	52191	\$ 143.52	\$ -	\$ 143.52
071340	406	GLOBAL SCIENCE & TECH	51424	\$ 480.00	\$ -	\$ 480.00
071341	716	RICHARD GLEASON	51540	\$ 665.00	\$ -	\$ 665.00
071342	700	JEFF CO DEPUTY SHERIFF'S	51542	\$ 1,380.00	\$ -	\$ 1,380.00
071343	717	JASPER ENGINE&TRANSMISSN	51849	\$ 1,899.00	\$ -	\$ 1,899.00
071344	717	J & K PRECISION AUTO CAR	52190	\$ 196.89	\$ -	\$ 196.89

071345	412	JUDITH A MATLICK		\$ -	\$ 231.70	\$ 231.70
071346	700	RONALD J. MOLTERE		\$ -	\$ 27.70	\$ 27.70
071347	700	MAXIM REPORTING LLC	51541	\$ 615.55	\$ -	\$ 615.55
071348	716	MATILDA BAY FARM	51924	\$ 602.00	\$ -	\$ 602.00
071349	424	NFPA	52187	\$ 165.00	\$ -	\$ 165.00
071350	700	ENHANCED PRINTING & PROM	51543	\$ 210.62	\$ -	\$ 210.62
071351	402	PIFER OFFICE SUPPLY, INC	51812	\$ 139.82	\$ -	\$ 139.82
071351	402	PIFER OFFICE SUPPLY, INC	51815	\$ 31.50	\$ -	\$ 31.50
071352	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
071352	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
071352	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
071352	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
071352	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
071352	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
071352	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
071352	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
071352	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
071352	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
071353	712	SPECIALTY BUS SUPPLIES	51692	\$ 1,457.00	\$ -	\$ 1,457.00
071354	700	SUPERIOR AUTO BODY	51545	\$ 2,000.00	\$ -	\$ 2,000.00
071355	711	SOFTWARE COMPUTER GROUP	50010	\$ 150.00	\$ -	\$ 150.00
071356	425	SPECTRUM FIRE PROTECTION	52186	\$ 365.00	\$ -	\$ 365.00
071357	425	STANLEY ACCESS TECH.	51864	\$ 466.40	\$ -	\$ 466.40
071357	425	STANLEY ACCESS TECH.	52182	\$ 308.00	\$ -	\$ 308.00
071358	700	THOMASSEN AUTO GROUP	51546	\$ 188.88	\$ -	\$ 188.88
071358	717	THOMASSEN AUTO GROUP	52180	\$ 144.47	\$ -	\$ 144.47
071359	424	TRENARY SERVICE CO	52185	\$ 89.00	\$ -	\$ 89.00
071359	424	TRENARY SERVICE CO	52188	\$ 442.24	\$ -	\$ 442.24
071360	716	TEVA/TOTAL EQUINE VET AS	51923	\$ 357.00	\$ -	\$ 357.00
071361	716	VALLEY PET CEMETERY	51922	\$ 276.00	\$ -	\$ 276.00
071362	405	THOMSON REUTER - WEST	51638	\$ 464.25	\$ -	\$ 464.25
071363	700	WV SIGNAL & LIGHT, INC.	51532	\$ 12,000.00	\$ -	\$ 12,000.00
071363	701	WV SIGNAL & LIGHT, INC.	51532	\$ 12,558.00	\$ -	\$ 12,558.00
071364	402	DONALD WATTS	51814	\$ 27.00	\$ -	\$ 27.00
TOTAL						\$ 48,392.54
TOTAL				\$ 44,568.29	\$ 3,824.25	\$ 48,392.54

Motion by Ms. Tabb to approve the accounts payable for December 26, 2013 in the amount of \$48,392.54. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071367	712	AT&T/GA		\$ -	\$ 69.67	\$ 69.67
071368	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 14,300.00	\$ 14,300.00
071369	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
071370	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
071371	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
071372	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
071373	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
071374	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
071375	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
071376	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
071376	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 14,300.00	\$ 14,300.00
071377	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
071378	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
071379	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,916.51	\$ 5,916.51
071380	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,740.54	\$ 1,740.54
071380	PAYROLL	GUARDIAN - APPLETON		\$ -	\$ 1,980.64	\$ 1,980.64
071381	717	GUTTMAN OIL CO		\$ -	\$ 10,430.83	\$ 10,430.83
071382	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,960.00	\$ 2,960.00
071383	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 24,293.25	\$ 24,293.25
071384	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 530,063.25	\$ 530,063.25
071385	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 292.64	\$ 292.64
071386	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
071386	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,328.00	\$ 5,328.00
071387	PAYROLL	HIGHMARK WV		\$ -	\$ 189,966.33	\$ 189,966.33
071388	717	MILLER'S CHRYSLER JEEP	52193	\$ 62.21	\$ -	\$ 62.21
071389	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
071390	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
071391	ALLOC	JEFF CO PARKS &		\$ -	\$ 63,155.50	\$ 63,155.50
071392	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 14,300.00	\$ 14,300.00
071393	403	SOFTWARE SYSTEMS, INC	51439	\$ 502.16	\$ -	\$ 502.16
071393	424	SOFTWARE SYSTEMS, INC	51439	\$ 471.60	\$ -	\$ 471.60
071394	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 14,300.00	\$ 14,300.00
071395	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 105.90	\$ 105.90
071395	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 24.76	\$ 24.76
071395	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,047.32	\$ 45,047.32
071395	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,535.28	\$ 10,535.28
071395	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,114.76	\$ 43,114.76
071395	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 122.67	\$ 122.67

071396	975	SUMMIT COMMUNITY BANK		\$ -	\$ 2,081.69	\$ 2,081.69
071397	717	THOMASSEN AUTO GROUP	52199	\$ 20.82	\$ -	\$ 20.82
071398	717	TRI STATE TIRES	52196	\$ 50.00	\$ -	\$ 50.00
071399	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.01	\$ 672.01
071400	ALLOC	WVU		\$ -	\$ 5,500.00	\$ 5,500.00
TOTAL						\$ 1,015,371.64
TOTAL				\$ 1,106.79	\$ 1,014,264.85	\$ 1,015,371.64

Motion by Mr. Manuel to approve the accounts payable for January 2, 2014 in the amount of \$1,015,371.64. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Ronda Eddy, director of the Jefferson/Berkeley Day Report Center – spoke regarding the Community Corrections Grant Application process and the upcoming deadline for the grant application.

David Tabb, resident – updated the Commission on his feelings regarding their performance.

Paul Rosa, resident – spoke regarding his concerns over the content of the Public Comment portion of the County Commission meetings and also gave his opinion regarding the current budget.

Johanna Grodzicki, resident – spoke regarding her concerns over ambulance and fire fees and appointments to the Jefferson County Emergency Services Agency.

PRESENTATIONS

1. Pete Dougherty, Sheriff

A. Provided the Commission with a thorough discussion and demonstration of the Home Confinement Program with the assistance of Sergeant Fletcher, the overseer of the Home Confinement Program.

B. Proposed possible revisions to the current county noise ordinance. Stephanie Grove, Assistant Prosecuting Attorney will provide an updated Noise Ordinance for consideration as a result of the discussion.

C. Discussed the costs associated with animal neglect and abuses cases handled by the Humane Officer.

2. Interviews and Appointments to the Jefferson County Board of Zoning Appeals for two three-year terms ending January 1, 2017 and three alternate positions ending January 1 2015, 2016, and 2017 respectively.

- o Ms. Widmyer offered her nomination for Mr. Ted Schiltz.

- Ms. Tabb offered her nomination for Mr. Matt Knott.
- Mr. Manuel offered his nomination for Mr. J. Tyler Quynn.
- **After a vote, Mr. Knott and Mr. Quynn were each reappointed to the Jefferson County Board of Zoning Appeals for one three-year term ending January 1, 2017.**
- **After a vote, Mr. Ted Schiltz was appointed as an alternate to the Jefferson County Board of Zoning Appeals for one three-year term ending January 1, 2017. This leaves two alternate positions to be filled.**

Interviews and Appointments to the Jefferson County Emergency Services Agency for three three-year terms ending November 2, 2016 as follows: two Citizen Representatives and One EMS Representative.

- **Motion by Ms. Noland to appoint Christopher Conroy to the JCESA as a Citizen Representative of the Shepherdstown District for one three-year term ending November 2, 2016. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to appoint Bob Aitcheson to the JCESA as a Citizen Representative of the Kabletown District for one three-year term ending November 2, 2016. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to appoint Tim O’Neal to the JCESA as an EMS Representative for one three-year term ending November 2, 2016. Motion seconded and unanimously approved.**

This leaves one unfilled Citizen Representative position (Harpers Ferry District)

3. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
4. Barbara Miller, Director of Homeland Security – requested the approval of the 2013 Jefferson County Emergency Operations Plan.
 - **Motion by Ms. Tabb to approve the 2013 Jefferson County Emergency Operations Plan as presented. Motion seconded and unanimously approved.**
5. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Program Specialist – requested the approval of the modification of the Middleway Volunteer Fire Company Generator project from \$50,000 to \$68,420 to handle the additional operational capacity requirements for the current FY 2014 Capital Improvement Plan.

- This item was postponed until the January 16, 2014 Commission meeting to allow staff to include documentation for the requested increase in funds.

6. Jennifer Brockman, Director of Planning and Zoning

- A. Requested the approval of the Revised Version of the Proposed Minor Amendments (ZTA 13-01) to the Jefferson County Zoning and Land Development Ordinance (dated 12-19-13) effective immediately.

- **Motion by Mr. Pellish to approve the Revised Version of the Proposed Minor Amendments (ZTA 13-01) to the Jefferson County Zoning and Land Development Ordinance as presented to be effective immediately. Motion seconded and unanimously approved.**

- B. Requested the approval of the Proposed Zoning Ordinance Text Amendment (ZTA 12-01) to establish additional commercial and industrial zoning district categories, and related changes to the ordinance; including changed to the following sections of the Zoning and Land Development Ordinance: 4.4, 4.6, 4.10, 4.11, 5.1, 5.4, 5.6, 5.7, 5.8, 5.10, 6.3, 6.5, 8.1, 8.9, 8.12, 12.2, 12.3; Appendices A, B, and C; and the addition of the new Sections 5.11, 5.12, 5.12, 5.14, 5.15, 5.16, and 5.17.

- It was the consensus of the Commission to delay action on this item until the following Commission meeting scheduled for Thursday, January 16, 2014.

UNFINISHED BUSINESS

7. Lyn Widmyer, Commissioner – there was a discussion to clarify the role of voting and non-voting County Commission Liaisons to various boards, committees, and commissions. The assignment to the various boards and committees will take place at the regularly scheduled Jan. 16th meeting
8. Jane Tabb, Commissioner – requested the Commission set a budget goal to segregate gambling revenue for one-time expenses only.
- It was the consensus of the Commission to hold this discussion during the upcoming budget work session to be held on Thursday, January 9, 2014.
9. Debbie Keyser, County Administrator – requested the Commission discuss and approve the revised Capital Outlay Policy #307 as presented.
- Ms. Keyser stated she would like to hold this item until the following Commission meeting as she is waiting for further information from counsel.

NEW BUSINESS

10. Jeffrey Polczynski, Director of Communications – requested the approval of the compensation during temporary assignment of Public Safety Dispatcher Merri McIntyre while she fulfills the position of the Supervising Public Safety Dispatcher.

- **Motion by Mr. Manuel to approve the compensation of Merri McIntyre while she temporarily fulfills the position of the Supervising Public Safety Dispatcher. Motion seconded and unanimously approved. Total financial impact \$222.00.**

FINANIAL DIRECTOR REPORTS

Tim Stanton, Jefferson County Financial Director – provided the Commission with a review of the FY 2014 budget revisions as approved during the December 19, 2013 Commission meeting. Mr. Stanton also provided the Commission with a financial overview for the remainder of the current fiscal year, stating that while there has been a vast improvement in the County’s finances over the last several weeks, the County is still \$1.2 million dollars away from obtaining an adequate fund balance and \$700,000 short of having a FY14 balanced budget.

COUNTY ADMINISTRATOR REPORTS

- Rescheduling of the Duncan Public Hearing (Probate) – Ms. Keyser notified the Commission of the need to reschedule the Duncan Public Hearing on Probate Matters. It was the consensus of the Commission to reschedule the Public Hearing for Thursday, January 16th at 1:30 pm.
- Worker’s Compensation Injuries – Ms. Keyser notified the Commission of two employee injuries occurring in the past two weeks.
- Budget Meeting with Department Heads and Elected Officials – Ms. Keyser notified the Commission of the Strategic Planning/Budget meeting with the Department Heads, scheduled for Friday, January 10th from 9am – 12pm.

The Commission meeting was adjourned at 1:37pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted

Jessica D. Carroll
Administrative Assistant