

Minutes

Jefferson County Commission

Thursday, January 9, 2014

A meeting of the Jefferson County Commission was held on Thursday, January 9, 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 Jimmy Eddie, Bailiff. (An audio tape of the Thursday, January 9, 2014 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. Manuel to approve the Regular Meeting Minutes of January 2, 2014 with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$2,094.08 to include P.O. Nos. 52198, 51458, 51816, 51834, and 51835. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071404	425	B-K OFFICE SUPPLY INC	52197	\$ 1,421.51	\$ -	\$ 1,421.51
071405	405	MARCIA L. CHANDLER, RPR	51833	\$ 716.10	\$ -	\$ 716.10
071406	428	CDW-GOVERNMENT LLC	52217	\$ 532.50	\$ -	\$ 532.50
071406	428	CDW-GOVERNMENT LLC	52218	\$ 264.57	\$ -	\$ 264.57
071407	425	COVENANT BUILDING MAINT		\$ -	\$ 11,827.43	\$ 11,827.43

071408	GRANT	CHEERS SCHOOL FAMILY		\$ -	\$ 2,000.00	\$ 2,000.00
071409	425	DAYCON	52195	\$ 1,553.06	\$ -	\$ 1,553.06
071410	717	DONALD B. RICE TIRE CO.	52194	\$ 569.68	\$ -	\$ 569.68
071411	GRANT	GOOD SHEPHERD INTERFAITH		\$ -	\$ 2,000.00	\$ 2,000.00
071412	405	STEPHEN V GROH		\$ -	\$ 138.00	\$ 138.00
071413	405	CHARLES B HOWARD		\$ -	\$ 138.00	\$ 138.00
071414	412	MICHAEL HARMAN		\$ -	\$ 182.84	\$ 182.84
071415	401	RICOH USA, INC		\$ -	\$ 496.99	\$ 496.99
071415	403	RICOH USA, INC		\$ -	\$ 116.28	\$ 116.28
071415	404	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
071415	405	RICOH USA, INC		\$ -	\$ 411.75	\$ 411.75
071415	406	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
071415	425	RICOH USA, INC		\$ -	\$ 75.39	\$ 75.39
071415	433	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
071415	440	RICOH USA, INC		\$ -	\$ 297.61	\$ 297.61
071415	700	RICOH USA, INC		\$ -	\$ 145.35	\$ 145.35
071415	712	RICOH USA, INC		\$ -	\$ 522.61	\$ 522.61
071416	405	RALPH A LORENZETTI JR		\$ -	\$ 138.00	\$ 138.00
071417	405	LYNDSEY W. LEATHERMAN		\$ -	\$ 68.93	\$ 68.93
071418	405	MATTHEW BENDER & CO	51831	\$ 848.51	\$ -	\$ 848.51
071419	712	MOTOROLA INC	49839	\$ 55,466.16	\$ -	\$ 55,466.16
071420	406	PIFER OFFICE SUPPLY, INC	51426	\$ 18.73	\$ -	\$ 18.73
071421	424	POTOMAC EDISON/OH		\$ -	\$ 2,004.03	\$ 2,004.03
071421	425	POTOMAC EDISON/OH		\$ -	\$ 16,548.38	\$ 16,548.38
071421	425	POTOMAC EDISON/OH		\$ -	\$ 3,042.46	\$ 3,042.46
071422	402	RECORD MANAGEMENT SOLUTN	51631	\$ 35.00	\$ -	\$ 35.00
071423	401	LESLIE D SMITH		\$ -	\$ 10,665.43	\$ 10,665.43
071424	712	SPECIALTY BUS SUPPLIES	51691	\$ 497.00	\$ -	\$ 497.00
071425	405	STAPLES CREDIT PLAN	51640	\$ 289.95	\$ -	\$ 289.95
071426	704	ST/WV REGIONAL JAIL &	52220	\$ 90,903.00	\$ -	\$ 90,903.00
071427	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42.16	\$ 42.16
071427	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9.86	\$ 9.86
071428	401	STAPLES CREDIT PLAN		\$ -	\$ 206.70	\$ 206.70
071428	412	STAPLES CREDIT PLAN		\$ -	\$ 140.81	\$ 140.81
071429	425	SHERWIN-WILLIAMS		\$ -	\$ 1,016.45	\$ 1,016.45
071430	405	BRANDON C.H. SIMS		\$ -	\$ 92.00	\$ 92.00
071430	405	BRANDON C.H. SIMS		\$ -	\$ 13.94	\$ 13.94
071431	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,610.45	\$ 10,610.45
071432	425	THOMPSON GAS		\$ -	\$ 315.41	\$ 315.41
071433	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 212.00	\$ 212.00

071434	PAYROLL	UNICARE EAP		\$ -	\$ 644.40	\$ 644.40
071435	712	PANHANDLE ACCIDENT RECON	51680	\$ 1,500.00		\$ 1,500.00
071436	405	WV PROS.ATTYS ASSOC/WVPA	51832	\$ 600.00	\$ -	\$ 600.00
071437	GRANT	WEBB-BLESSING HOUSE		\$ -	\$ 3,000.00	\$ 3,000.00
071438	402	XEROX CORPORATION	51632	\$ 761.24	\$ -	\$ 761.24
071438	439	XEROX CORPORATION	50339	\$ 512.90	\$ -	\$ 512.90
TOTAL						\$ 223,787.99
TOTAL				\$ 156,489.91	\$ 67,298.08	\$ 223,787.99

Motion by Ms. Tabb to approve the accounts payable for January 9, 2014 in the amount of \$223,787.99. Motion seconded and unanimously approved.

PUBLIC COMMENT:

There were no speakers during the Public Comment portion of the meeting.

PRESENTATIONS

1. Tim Stanton, Jefferson County Finance Director
 Provided the Commissioners with a discussion of the current budget, reminding them of the 1.2 million dollars still required for an adequate fund balance and the \$700,000 needed for a balanced budget for FY2014.
 - A. General County Fund Budget Revisions
 - **Motion by Ms. Noland to approve Budget Revision #14 from the adjustment of the health insurance budget in the amount of \$108,997. Motion seconded and unanimously approved.**
 - **Motion by Mr. Manuel to approve Budget Revision #15 from the adjustment of revenue lines in the amount of \$35,124. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to approve Budget Revision #16 from non-profit organizations and component units in the amount of \$416,505. Motion seconded and unanimously approved.**
 - **Motion by Mr. Manuel to approve Budget Revision #17 from the County Assessor (406) in the amount of \$94,186. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to approve Budget Revision #18 to fund General Fund operation expenditures from the Coal Severance Fund in the amount of \$427,000. Motion seconded and unanimously approved.**
- **Motion by Ms. Widmyer to approve Budget Revision #19 from the adjustment of the Coal Severance Fund in the amount of \$26,353. Motion seconded and unanimously approved.**

B. Presentation of County Employee Health Insurance Options for July 1, 2014.

Mr. Stanton presented the Commission with four options for changes in the County's employee benefits package, effective July 1, 2014. For each option, Mr. Stanton explained the changes in deductible, co-pay, and drug costs. He also provided the Commission with a breakdown of the potential cost increase or cost savings associated with each option. The Commission requested Mr. Stanton and Ms. Keyser conduct further research on the County health care insurance options to be discussed at a future meeting.

C. Recommended Budget Charge for FY15

Mr. Stanton presented the Commission with the recommended Budget Charge for FY15. In effort to reduce and reform the FY15 budget, Mr. Stanton recommended the County use Target-Based Budgeting, a budgeting method that is recommended by the Government Finance Officers Association. Using the Target-Based Budgeting method will result in \$5.9 million dollars in net budget savings in the target packages.

- **Motion by Ms. Widmyer to approve the recommended Budget Charge for FY15 as presented and forward to all Elected Officials, Departments Heads, and Directors of Component Units. Motion seconded and unanimously approved.**
2. Jane Tabb, Commissioner – requested the Commission set a budget goal to segregate gambling revenue from the budget for onetime expenses only.
- After discussion, President Pellish directed Ms. Keyser to schedule a Resolution for approval on the agenda in March to formally establish Ms. Tabb's budget goal.

COUNTY ADMINISTRATOR REPORTS

Discussion of Capital Outlay Policy

- **Motion by Ms. Noland to approve the Capital Outlay Policy (#307) as presented with the following amendments: omit “Finance Director” from the Investment Limit section and change “unanimous consent” to “unanimous vote” in the first paragraph. Motion seconded and unanimously approved.**
- Regional Jail Team Meeting – Ms. Keyser stated she held a Regional Jail Team meeting on Wednesday, noting the members are currently working to gather numbers and statistics in attempt to find savings. Ms. Keyser noted the great need for a mental health facility within the tri-county area, and also stated there would be a formal presentation from the Regional Jail Team before the Commission within a few months.
- Contract Sheets for Departments – Ms. Keyser notified the Commission she developed sheets for each of the department heads to record of all current contracts so they may be easily accessed during budget presentations.
- Distribution of Timeline of Last Year’s Budget and Data Processing Budget – Ms. Keyser distributed documents verifying last year’s budget number and budget input.

COUNTY COMMISSIONERS’ REPORTS

- President Pellish suggested the County Commissioners’ Reports portion of the meeting not be used to list all the meetings and events attended by the Commissioners but only report on information that may be of value to the other Commissioners and the public.

Lyn Widmyer

- Attended the Telemon meeting and discovered they do not require a Commissioner to sit on the board and would like to discuss the possibility of appointing a citizen representative.
- Commended the Board of Health for working with Asbury United Methodist Church to hold a warming center for the public during the Polar Vortex.

Dale Manuel

- Participated in a Legislative conference call and updated the Commission on key issues for the State and the County.

Patsy Noland

- Attended Partnership for Affordable Housing Meeting and notified the Commission she will have the Executive Director of the Partnership for Affordable Housing come before the Commission to discuss whether or not the Commission was still interested in pursuing the efforts put forth by the Partnership for Affordable Housing.

Walt Pellish

- Spoke of a recent Martinsburg Journal article in which the Governor of West Virginia emphasized the need for economic development within the state.
- Notified the other Commissioners that Commissioner Manuel expressed interest in being appointed as the Commission liaison for the Planning Commission and they will be attending the next meeting together.

The Commission meeting was adjourned at 11:31 am on a motion by Ms. Noland. Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant