

**Minutes**  
**Jefferson County Commission**  
**Thursday, January 23, 2014**

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A meeting of the Jefferson County Commission was held on Thursday, January 23, 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 Terry Palmer, Bailiff. (An audio tape of the Thursday, January 23, 2014 meeting is available through the Jefferson County Commission Office.)

**PLEDGE OF ALLEGIANCE**

Commissioner Manuel led the Pledge of Allegiance.

**APPROVAL OF PURCHASE ORDERS**

**Motion by Mr. Manuel to approve Purchase Orders in the amount of \$3,270.15 to include Purchase Order Nos. 51461, 51819, 52138, 52200, 52201, 51838, and 51839. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071501	428	ACCURATE SYSTEMS INC		\$ -	\$ 6,000.00	\$ 6,000.00
071502	700	ASR-APPAREL SEWN RIGHT	51547	\$ 816.89	\$ -	\$ 816.89
071503	428	CDW-GOVERNMENT LLC	52219	\$ 479.14	\$ -	\$ 479.14
071504	405	FEDEX		\$ -	\$ 46.98	\$ 46.98
071504	700	FEDEX		\$ -	\$ 53.63	\$ 53.63
071505	700	GALLS,LLC/QUATERMASTER L	51548	\$ 502.00	\$ -	\$ 502.00
071506	717	GUTTMAN OIL CO		\$ -	\$ 14,088.22	\$ 14,088.22
071507	440	INTERNAT'L CODE COUNCIL	50244	\$ 125.00	\$ -	\$ 125.00
071508	428	IPSWITCH, INC	52231	\$ 2,366.45	\$ -	\$ 2,366.45
071509	700	JEFFERSON CO HEALTH DEPT	51550	\$ 210.00	\$ -	\$ 210.00
071510	404	JEFFERSON PUBLISH CO INC	52124	\$ 1,134.86	\$ -	\$ 1,134.86
071510	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 64.14	\$ 64.14

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071511	403	MATTHEW BENDER & CO	51463	\$ 127.43	\$ -	\$ 127.43
071512	405	NDAА-NATL DIST ATTYS ASS	51837	\$ 125.00	\$ -	\$ 125.00
071513	700	SIRCHIE	51551	\$ 71.61	\$ -	\$ 71.61
071514	716	SPECIALTY BUS SUPPLIES	51925	\$ 138.00	\$ -	\$ 138.00
071515	704	ST/WV REGIONAL JAIL &	52269	\$ 97,320.25	\$ -	\$ 97,320.25
071516	700	TPS TOWN POLICE SUPPLY	51549	\$ 8,682.75	\$ -	\$ 8,682.75
071517	716	TREASURER OF VIRGINIA	51927	\$ 125.00	\$ -	\$ 125.00
071518	716	TEVA/TOTAL EQUINE VET AS	51928	\$ 323.50	\$ -	\$ 323.50
071519	716	VALLEY PET CEMETERY	51929	\$ 565.00	\$ -	\$ 565.00
<b>TOTAL</b>						<b>\$ 133,365.85</b>
<b>TOTAL</b>				<b>\$ 113,112.88</b>	<b>\$ 20,252.97</b>	<b>\$ 133,365.85</b>

**Motion by Ms. Tabb to approve the Accounts Payable for January 23, 2014 in the amount of \$133,365.85. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

No one addressed the Commission during the Public Comment portion of the meeting.

**PRESENTATIONS**

1. Angie Banks, Assessor – provided the Commission with an explanation of the Assessment increase, noting the Assessor’s Office issued over 4,000 letters to land and home owners within the County this year. Ms. Banks stated the main reason for the 3% overall increase in property value was due to an increase in sales.
2. Peter Fricke, Middleway Conservancy Associations, Inc. – requested Commission support for an application for an EPA Green Infrastructure Technical Assistance Grant.
  - **Motion by Ms. Tabb to provide a letter to the Middleway Conservancy Association, Inc. in support of the application for an EPA Green Infrastructure Technical Assistance Grant.**
  - **Motion by Mr. Manuel to amend Ms. Tabb’s original motion by stating if the grant application is successful, Ms. Tabb shall be appointed as a representative to the Middleway Conservancy’s team of residents and stakeholders. Motion seconded and unanimously approved.**
3. Barb Miller, Director of Homeland Security and Emergency Management
  - A. Requested the approval of the State Homeland Security Grant Proposal to replace 20 laptop computers in the Jefferson County Emergency Operations Center.

- **Motion by Ms. Tabb to approve the State Homeland Security Grant proposal in the amount of \$50,000 as presented. Motion seconded and unanimously approved.**
- B. Requested the approval of the recommended appointments/reappointments to the Jefferson County Homeland Security and Emergency Management Steering Committee.
- **Motion by Ms. Noland to approve the recommended appointments/reappointments to the Jefferson County Homeland Security and Emergency Management Steering Committee as presented. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:30 am.  
The Commission reconvened at 10:45 am.

### **BUDGET WORK SESSION**

5. Todd Fagan, Director of GIS/Addressing – requested Commission approval and funding of two related projects: Enterprise Content Management System (CMS) and Document Imaging (Scan) for multiple departments in partnership with the local Board of Health.
- **Motion by Ms. Widmyer to approve the projects as presented and commit Capital Outlay funding of \$120,000 to support digital archive and e-Government access to County land development and other public records. Motion dies for lack of a second.**
6. Tim Stanton, Finance Director
- Budget Discussion – Mr. Stanton gave a summary of the County’s current cash balance, stating there is approximately \$3 million dollars in the General Fund and approximately \$5 million dollars in the Capital Fund. Mr. Stanton also gave a recap of the \$2 million dollars in budget cuts that have been made over the last two months, leaving a goal to reduce the budget in the amount of \$1,148,062.
  - **Motion by Ms. Widmyer to approve Internal Budget Revision #6 in the amount of \$4,500 to fund the purchase of desktop computers in the Homeland Security department. Motion seconded and unanimously approved.**
  - General County Budget Reductions

- **Motion by Ms. Tabb to approve Budget Revision #20 in the amount of \$72,623 from an adjustment in the health insurance budget based on actual enrollment. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve Budget Reduction #21 in the amount of \$126,652 from the County Clerk's budget and the Elections budget. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Budget Reduction #22 in the amount of \$10,434 from the Assessor's Office. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to direct staff arrange a joint meeting between the County Commission, Finance Director, department heads, elected officials, and component unit directors to discuss the remaining reductions to be made in effort to balance the FY14 budget. Motion seconded and unanimously approved.**

## **NEW BUSINESS**

7. Patsy Noland, County Commissioner – requested a discussion to determine the most cost-effective method to provide IT support to County Government.
  - It was the consensus of the Commission to wait until Tom Reilly, IT Consultant, provided the Commission with his report on the current and future IT support needs of the County before making any final decisions regarding in-house IT services.
8. Legislative Updates
  - Governor Tomblin's Senate Bill 385, which would decrease the County's Lottery appropriations by 15% over the next two years. Commissioner Manuel proposed the idea of hiring a lobbyist to protect against this Bill.
  - Senator Snyder's Gasoline Bill – hasn't moved, attempting to find out about differential in gas prices in West Virginia. Commissioner Manuel stated he would research further to find out if there would be any increase in cost to the County as the County does not pay taxes on gasoline for County vehicles.
  - Juror Information Bill – is moving, with Circuit Clerks' support.
  - Small Business Emergency Act – created to help protect and assist small businesses affected by the chemical spill in Kanawah County, but does not specify funding sources at this time.

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- Proposed Bill which would raise minimum wage to \$7.85 per hour with the possibility of increasing to \$8.25 per hour – currently under consideration, but has yet to come before the Committee.

### **COUNTY ADMINISTRATOR REPORTS**

- Payment for CAD Project – Ms. Keyser notified the Commission of a letter to the Bank of Charles Town authorizing Teresa Hendricks, Chief Deputy Tax Officer, to receive \$700,000 from the Sheriff’s Capital Outlay account for payment for the CAD Project.
  - **Motion by Mr. Manuel to authorize the President of the Commission to sign the letter to the bank of Charles Town approving the withdrawal of \$700,00 from the Sheriff’s Capital Outlay account. Motion seconded and unanimously approved.**
- East Ridge Health Facility Update – Ms. Keyser stated she had spoken with Sheriff Dougherty regarding the closure of East Ridge Health Facility in Berkeley County and noted he is still researching local options for those suffering from substance abuse and mental health issues. Ms. Keyser stated there would be meetings involving the local mayors and police staff to discuss this issue, and she would update the Commissioners as the details were confirmed.
- Public Hearing/Workshop – Ms. Keyser reminded the Commissioners of the 6:00 pm Public Hearing on a rezoning request for the Hunter family property and the workshop to immediately follow regarding the new proposed zoning categories.

### **COUNTY COMMISSIONER’S REPORTS**

Jane Tabb

- Volunteered at the “Maintain, Don’t Gain” Weigh-Out Party.

Walt Pellish

- Attended a Development Authority meeting regarding the possibility of bringing natural gas to Jefferson County.

Patsy Noland

- Attended a Development Authority meeting regarding the possibility of bringing natural gas to Jefferson County.

Lyn Widmyer

- Played Pickball at Sam Michael’s Park, an event sponsored by the Jefferson County Parks and Recreation Commission.

Dale Manuel

- Participated in the weekly Legislative Conference Call.

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The Commission meeting was called to recess at 11:54 am by President Pellish. The evening session was to reconvene at 6 pm.

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WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant