

# Minutes

## Jefferson County Commission

Thursday, January 30, 2014

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A meeting of the Jefferson County Commission was held on Thursday, January 30, 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 30, 2014 meeting is available through the Jefferson County Commission Office.)

### PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

### APPROVAL OF MINUTES

**Motion by Ms. Tabb to approve the Regular Meeting Minutes of January 16, 2014. Motion seconded and unanimously approved.**

**Motion by Mr. Manuel to approve the Regular Meeting Minutes of January 23, 2014 with noted correction. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the Public Hearing Minutes of January 23, 2014. Motion seconded and unanimously approved.**

### APPROVAL OF PURCHASE ORDERS

**Motion by Mr. Manuel to approve Purchase Orders in the amount of \$13,851.70 to include P.O. Nos. 51820, 52205, 50245, 50003, 52011, 52012, 52013, 52014, 52202, 52203, and 52206 Motion seconded and unanimously approved.**

### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
071522	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 6,451.92	\$ 6,451.92
071523	402	ACS GOVERNMENT SYSTEMS	51813	\$ 200.00	\$ -	\$ 200.00

071524	412	COMCAST		\$ -	\$ 80.50	\$ 80.50
071524	425	COMCAST		\$ -	\$ 448.03	\$ 448.03
071525	712	AT&T/GA		\$ -	\$ 64.88	\$ 64.88
071526	413	APPLE VALLEY OFF.PRODUCT	51630	\$ 43.00	\$ -	\$ 43.00
071527	406	ANGELA L BANKS		\$ -	\$ 68.00	\$ 68.00
071528	425	B-K OFFICE SUPPLY INC	52200	\$ 253.70	\$ -	\$ 253.70
071529	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
071530	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
071531	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
071532	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
071533	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
071534	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
071535	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
071536	403	CASTO & HARRIS INC	51461	\$ 889.68	\$ -	\$ 889.68
071537	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
071538	717	CREAMERS WRECKER SVC	52204	\$ 85.00	\$ -	\$ 85.00
071539	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
071540	PAYROLL	COLONIAL LIFE		\$ -	\$ 731.19	\$ 731.19
071541	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 51.75	\$ 51.75
071542	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
071543	425	GRAINGER, INC	52201	\$ 154.62	\$ -	\$ 154.62
071544	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,960.00	\$ 2,960.00
071545	401	INSIGHT A/V SERVICES	52298	\$ 62.49	\$ -	\$ 62.49
071546	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
071547	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
071547	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,328.00	\$ 5,328.00
071548	405	MATTHEW BENDER & CO	51839	\$ 492.74	\$ -	\$ 492.74
071549	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 841.63	\$ 841.63
071550	412	SHAY MCNEIL		\$ -	\$ 75.54	\$ 75.54
071550	412	SHAY MCNEIL		\$ -	\$ 50.00	\$ 50.00
071551	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
071552	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
071553	402	PIFER OFFICE SUPPLY, INC	51819	\$ 224.45	\$ -	\$ 224.45
071554	405	PAMELA PATTERSON	51838	\$ 257.95	\$ -	\$ 257.95
071555	425	RCS SECURITY		\$ -	\$ 414.00	\$ 414.00
071556	401	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,668.00	\$ 6,668.00
071557	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
071557	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
071557	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
071557	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90

071557	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
071557	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
071557	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
071557	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
071557	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
071557	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
071558	403	SOFTWARE SYSTEMS, INC	51439	\$ 394.88	\$ -	\$ 394.88
071558	424	SOFTWARE SYSTEMS, INC	51439	\$ 450.00	\$ -	\$ 450.00
071559	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 47,783.04	\$ 47,783.04
071559	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,175.18	\$ 11,175.18
071559	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 136.28	\$ 136.28
071559	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31.88	\$ 31.88
071559	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 159.42	\$ 159.42
071559	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 47,420.07	\$ 47,420.07
071560	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 165.19	\$ 165.19
071560	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.52	\$ 2.52
071560	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,745.75	\$ 48,745.75
071561	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 18,198.55	\$ 18,198.55
071561	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 27,833.09	\$ 27,833.09
071562	425	THOMPSON GAS		\$ -	\$ 309.09	\$ 309.09
071563	413	UPS		\$ -	\$ 14.73	\$ 14.73
071564	405	THOMSON REUTER - WEST	51638	\$ 1,167.75	\$ -	\$ 1,167.75
071565	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 8.29	\$ 8.29
071565	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2.57	\$ 2.57
071565	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 39,244.30	\$ 39,244.30
071565	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 126,453.16	\$ 126,453.16
071566	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 249.75	\$ 249.75
<b>TOTAL</b>						<b>\$ 412,603.77</b>
<b>TOTAL</b>				<b>\$ 4,676.26</b>	<b>\$ 407,927.51</b>	<b>\$ 412,603.77</b>

**Motion by Ms. Widmyer to approve the Accounts Payable for January 30, 2014 in the amount of \$412,603.77. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Randy Funkhouser, President of the Horseman’s Benevolent and Protective Association – spoke regarding Senate Bill 385 and the devastation it would bring to the horse racing industry and the County if passed.

## PRESENTATIONS

1. Pete Dougherty, Sheriff - requested the approval to appoint additional bailiffs to be able to reduce or eliminate the possibility of overtime being paid to existing bailiffs.
  - **Motion by Ms. Noland to approve the appointments of Arthur Cridler, Charles Pickett, and Kerry Scott as additional bailiffs for the Sheriff's Department. Motion seconded and unanimously approved.**
2. Laura Storm, Circuit Clerk - spoke with the Commission regarding Adult Drug Court and the limited costs to the County.
3. Ronda Eddy, Executive of the Berkeley/Jefferson Day Report Center – provided the Commission with a status update and discussion of an upcoming grant application for Community Corrections funding for FY15 and information on current Criminal Justice Board membership requirements.
4. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
5. Lynn Fields, Deputy Probate Clerk – requested the Commission schedule hearing dates and times for the following probate issues:
  - a. Estate of Blanche V. Nelson; Re-Examine the Petition to Remove Executor Larry Slaughter.
    - It was the consensus of the Commission to hold a public hearing on this matter on Thursday, February 20, 2014.
  - b. Estate of Gayle Botts Duncan; Verified Petition to Compel Amended Appraisal; Accounting; And to Remove The Executor, Daniel D. Duncan
    - It was the consensus of the Commission to hold a public hearing on this matter on Thursday, February 20, 2014.
  - c. Estate of Charles Francis Printz, and Estate of Bethel H. Printz; Motion to Dismiss Amended Petition to Remove Executor and Appoint Curator.
    - It was the consensus of the Commission to hold a public hearing on this matter on Thursday, March 6, 2014.
6. Tom Reilly, IT Consultant, Accurate Systems – gave a presentation to the Commission to discuss the County's current and future IT needs. Mr. Reilly also spoke about the accomplishments and improvements that have been made within the County's IT Department since September and outlined the projects the IT

department would be completing over the course of 2014. Mr. Riley also provided the Commission with a cost analysis of in-house IT services versus contracted IT services and presented his opinion that it's most cost-effective for the County to have both in-house and contracted IT services.

7. Stephanie Grove, Assistant Prosecuting Attorney – requested by the Commission to provide a litigation update.
  - **Motion by Ms. Noland to enter into Executive Session, citing §6-9A-4. Motion seconded and unanimously approved.**

### **NEW BUSINESS**

8. Commissioner Dale Manuel – requested the Commission approve the hiring of a lobbyist to defend against Governor Tomblin's Senate Bill 385 which would cut 15% of the County's Lottery and Table Games appropriations for the next two years. Commissioner Manuel also stated it was essential to involve the municipalities in this request, as the Bill would have direct consequences for many of the citizens of the County.
  - **Motion by Mr. Manuel to hire a lobbyist at a future date to defend against Senate Bill 385, not to exceed \$10,000. Motion seconded and unanimously approved.**
9. Dannie Wall, League of Women Voters – requested the approval of the use of the Commission Meeting Room at the Old Charles Town Library for two League of Women Voters events taking place on the evenings of March 3<sup>rd</sup> and March 24<sup>th</sup>.
  - **Motion by Ms. Widmyer to approve the use of the Commission Meeting Room by the League of Women Voters on March 3<sup>rd</sup> and March 24<sup>th</sup>. Motion seconded and unanimously approved.**

### 10. Legislative Updates

- Senate Bill 373 – initiated by Senator Unger, this water distribution systems bill would regulate water standards and ensure all West Virginians have access to clean drinking water.
- Classification/Compensation Bill – 18 counties in West Virginia, including Jefferson, Berkeley, and Morgan, are not eligible this first year because these counties do not have any new revenue identifiable by the Auditor's office.

- MARC Surcharge – no money in the Governor’s budget to provide to the MARC system, which will result in an average increase of \$460 annually per commuter.

11. The Commission recessed for lunch at 12:30 pm.

The Commission reconvened at 1:30 pm for the Board of Review and Equalization at the Jefferson County Courthouse located at 100 East Washington Street, Charles Town West Virginia, 25414.

14. Roundtable Discussion – Brainstorming/Suggestions for Budget Cuts, including Elected Officials, Department Managers, and Contingency Agencies Tim Stanton, Finance Director, began the discussion by providing the attendees with a recap of the County’s current financial situation. At the time of the meeting, the County still need to find \$900,000 to balance the FY14 budget. Mr. Stanton also stated it was important for the County to build its reserves by generating new sources of revenue. Many of the County’s employees provided their suggestions on ways to improve the budget and emphasized the need for cooperation and teamwork among the departments and elected officials.

The Commission meeting was adjourned at 4:05 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

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WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

