

## Minutes

### Jefferson County Commission

Thursday, April 3, 2014

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A meeting of the Jefferson County Commission was held on Thursday, April 3, 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 file of the Thursday, April 3, 2014 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Noland led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Mr. Manuel to approve the Special Session Minutes of March 13, 2014 - Community Forum for FY15 Budget with noted correction. Motion seconded and unanimously approved.**

**Motion by Ms. Widmyer to approve the Regular Meeting Minutes of March 20, 2014. Motion seconded and unanimously approved.**

#### **APPROVAL OF PURCHASE ORDERS**

**Motion by Ms. Tabb to approve Purchase Orders in the amount of \$23,292.96 to include Purchase Order Numbers 52303, 53269, 51379, 51380, 52364, 52367, 52368, 52327, and 52210. Motion seconded and unanimously approved.**

#### **APPROVAL OF ACCOUNTS PAYABLE**

| CHCKNO | DEPT  | VENDOR                   | PONUM | POAMT | NOAMT     | CHECK AMOUNT |
|--------|-------|--------------------------|-------|-------|-----------|--------------|
| 071901 | 712   | AT&T/GA                  |       | \$ -  | \$ 68.41  | \$ 68.41     |
| 071902 | ALLOC | AHA/ART&HUMANITIES ALLNC |       | \$ -  | \$ 856.88 | \$ 856.88    |

|        |         |                          |       |             |               |               |
|--------|---------|--------------------------|-------|-------------|---------------|---------------|
| 071903 | ALLOC   | BOLIVAR/HARPERS FERRY    |       | \$ -        | \$ 14,300.00  | \$ 14,300.00  |
| 071904 | 425     | B-K OFFICE SUPPLY INC    | 52360 | \$ 1,455.87 | \$ -          | \$ 1,455.87   |
| 071905 | 425     | CITY OF CHARLES TOWN     | 52366 | \$ 20.00    | \$ -          | \$ 20.00      |
| 071906 | 717     | CREAMERS WRECKER SVC     | 52365 | \$ 85.00    | \$ -          | \$ 85.00      |
| 071907 | 425     | OLD CHARLES TOWN LIBRARY |       | \$ -        | \$ 1,500.00   | \$ 1,500.00   |
| 071907 | ALLOC   | OLD CHARLES TOWN LIBRARY |       | \$ -        | \$ 14,300.00  | \$ 14,300.00  |
| 071908 | 425     | COVENANT BUILDING MAINT  |       | \$ -        | \$ 11,827.43  | \$ 11,827.43  |
| 071909 | 425     | DAYCON                   | 52357 | \$ 2,010.31 | \$ -          | \$ 2,010.31   |
| 071910 | PAYROLL | DELTA DENTAL OF WV       |       | \$ -        | \$ 5,848.95   | \$ 5,848.95   |
| 071911 | 415     | GENERAL COUNTY FUND-J FE |       | \$ -        | \$ 22,706.36  | \$ 22,706.36  |
| 071912 | PAYROLL | GUARDIAN - APPLETON      |       | \$ -        | \$ 1,726.94   | \$ 1,726.94   |
| 071912 | PAYROLL | GUARDIAN - APPLETON      |       | \$ -        | \$ 1,957.87   | \$ 1,957.87   |
| 071913 | 425     | GRAINGER, INC            | 52361 | \$ 92.88    | \$ -          | \$ 92.88      |
| 071914 | ALLOC   | JEFF CO DEVELOPMENT AUTH |       | \$ -        | \$ 24,293.25  | \$ 24,293.25  |
| 071915 | ALLOC   | JEFFERSON CO EMERGENCY   |       | \$ -        | \$ 103,063.25 | \$ 103,063.25 |
| 071916 | ALLOC   | JEFFERSON COUNTY HISTORI |       | \$ -        | \$ 856.88     | \$ 856.88     |
| 071917 | 402     | JEFFERSON PUBLISH CO INC | 52314 | \$ 236.88   | \$ -          | \$ 236.88     |
| 071917 | 401     | JEFFERSON PUBLISH CO INC |       | \$ -        | \$ 40.30      | \$ 40.30      |
| 071918 | 412     | JUDITH A MATLICK         |       | \$ -        | \$ 235.76     | \$ 235.76     |
| 071919 | PAYROLL | HIGHMARK WV              |       | \$ -        | \$ 186,394.32 | \$ 186,394.32 |
| 071920 | 717     | MILLER'S CHRYSLER JEEP   | 52362 | \$ 51.29    | \$ -          | \$ 51.29      |
| 071921 | 405     | NMS NATIONAL MEDICAL SRV | 52209 | \$ 2,494.46 | \$ -          | \$ 2,494.46   |
| 071922 | 712     | NENA                     | 52248 | \$ 137.00   | \$ -          | \$ 137.00     |
| 071923 | 402     | OFFICE SERVICES          | 52316 | \$ 174.80   | \$ -          | \$ 174.80     |
| 071924 | 412     | OFFICEMAX                | 50019 | \$ 58.12    | \$ -          | \$ 58.12      |
| 071925 | ALLOC   | JEFF CO PARKS &          |       | \$ -        | \$ 8,997.24   | \$ 8,997.24   |
| 071925 | ALLOC   | JEFF CO PARKS &          |       | \$ -        | \$ 63,155.50  | \$ 63,155.50  |
| 071926 | 404     | PIFER OFFICE SUPPLY, INC | 52400 | \$ 184.20   | \$ -          | \$ 184.20     |
| 071927 | 425     | WILLIAM POLK             |       | \$ -        | \$ 31.57      | \$ 31.57      |
| 071928 | 717     | RICE TIRES CO            | 52358 | \$ 372.88   | \$ -          | \$ 372.88     |
| 071929 | ALLOC   | SHEPHERDSTOWN PUB LIBRAR |       | \$ -        | \$ 14,300.00  | \$ 14,300.00  |
| 071930 | 403     | SOFTWARE SYSTEMS, INC    | 51439 | \$ 312.26   | \$ -          | \$ 312.26     |
| 071930 | 424     | SOFTWARE SYSTEMS, INC    | 51439 | \$ 450.00   | \$ -          | \$ 450.00     |
| 071930 | 403     | SOFTWARE SYSTEMS, INC    |       | \$ -        | \$ 619.00     | \$ 619.00     |
| 071930 | 403     | SOFTWARE SYSTEMS, INC    |       | \$ -        | \$ 2,361.57   | \$ 2,361.57   |
| 071931 | ALLOC   | SOUTH JEFFERSON PUBLIC   |       | \$ -        | \$ 14,300.00  | \$ 14,300.00  |
| 071932 | 405     | PSYCHOLOGICAL CONSULTING | 52207 | \$ 500.00   | \$ -          | \$ 500.00     |
| 071933 | 712     | TRI-STATE                |       | \$ -        | \$ 50.00      | \$ 50.00      |
| 071934 | 712     | UPS                      |       | \$ -        | \$ 7.17       | \$ 7.17       |
| 071935 | PAYROLL | UNICARE EAP              |       | \$ -        | \$ 322.20     | \$ 322.20     |

|              |       |                          |       |                     |                      |                      |
|--------------|-------|--------------------------|-------|---------------------|----------------------|----------------------|
| 071936       | ALLOC | JEFFERSON CO CONVENTION  |       | \$ -                | \$ 10,711.00         | \$ 10,711.00         |
| 071937       | 406   | AWVA-ASSOC OF WV ASSESSR | 51405 | \$ 600.00           | \$ -                 | \$ 600.00            |
| 071938       | ALLOC | WVU                      |       | \$ -                | \$ 5,500.00          | \$ 5,500.00          |
| 071939       | 412   | WPS,INC                  | 50021 | \$ 245.00           | \$ -                 | \$ 245.00            |
| 071940       | 402   | XEROX CORPORATION        | 51632 | \$ 1,271.18         | \$ -                 | \$ 1,271.18          |
| 071940       | 439   | XEROX CORPORATION        | 50339 | \$ 502.27           | \$ -                 | \$ 502.27            |
| <b>TOTAL</b> |       |                          |       |                     |                      | <b>\$ 521,586.25</b> |
| <b>TOTAL</b> |       |                          |       | <b>\$ 11,254.40</b> | <b>\$ 510,331.85</b> | <b>\$ 521,586.25</b> |

**Motion by Mr. Manuel to approve the Accounts Payable for April 3, 2014 in the amount of \$521,586.25. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Charles Cheezum, resident – spoke regarding his time as a Customer Liaison for the Jefferson County Public Service District and emphasized the importance of appointing a rate paying customer of the District who would represent the best interests of the people.

Craig Daniels, resident – spoke regarding the impending appointment to the Jefferson County Public Service District Board and stated the Board needed a rate paying member in order to be fair and balanced.

**PRESENTATIONS**

1. Nikki Painter, Election Clerk from the County Clerk’s Office – requested the approval to hire an employee in the Elections Department.
  - **Motion by Mr. Manuel to approve the hiring of a full time employee in the Elections Department at a Grade II, Step A-C to allow for proper training before and during the Primary Election in May. Motion seconded and unanimously approved.**
  
2. Doug Perks and Katie See, Charles Town Historic Landmarks Commission – requested the approval of the relocation of the Martin Delany highway marker to the 100 block of North George Street.
  - **Motion by Ms. Widmyer to endorse the relocation of the Martin Delany highway marker from East Washington Street to the 100 block of North George Street. Motion seconded and unanimously approved.**
  
3. Interviews and Appointments to the Jefferson County Public Service District for one unexpired term ending December 1, 2019.
  - Ms. Widmyer offered her nomination of Mr. Roger Forshee.
  - Ms. Tabb offered her nomination of Mr. Carroll Stottlemeyer.

- Ms. Noland offered her nomination for Mr. Richard Weese.

After discussion, it came to light Mr. Stottlemeyer would be unavailable for three months of the year due to travel. As a result, Ms. Tabb withdrew her nomination of Mr. Stottlemeyer.

- Mr. Forshee received two votes – one vote from Ms. Widmyer, one vote from Mr. Manuel.
  - Mr. Weese received three votes – one vote from Ms. Noland, one vote from Mr. Pellish, and one vote from Ms. Tabb.
  - **After receiving the majority vote, Mr. Weese was appointed to the Jefferson County Public Service District Board for one unexpired term ending December 1, 2019.**
4. The Commission recessed for break at 10:50  
The Commission reconvened at 11:05.
5. Interviews and Appointments to the Jefferson County Planning Commission for three (3) three-year terms ending March 31, 2017.
- **Motion by Ms. Widmyer to defer the appointments to the Jefferson County Planning Commission for two weeks to allow time for applicants from the Harpers Ferry magisterial district. Motion dies for lack of a second.**
    - Mr. Manuel offered his nomination of Mr. McLeod.
    - Ms. Tabb offered her nomination of Mr. Michael Chapman, Mr. Donnie Fisher, and Mr. Richard Childs.
    - Mr. McLeod received two votes – one from Ms. Widmyer, one from Mr. Manuel.
    - Mr. Chapman received four votes – one from Mr. Manuel, one from Ms. Noland, one from Mr. Pellish, and one from Ms. Tabb.
    - Mr. Fisher received four votes – one from Ms. Widmyer, one from Ms. Noland, one from Mr. Pellish, and one from Ms. Tabb.
    - Mr. Childs received five votes – one from each Commissioner.

- **After receiving the majority vote, Mr. Chapman, Mr. Fisher, and Mr. Childs were each appointed to the Jefferson County Planning Commission for one three-year term ending March 31, 2017.**
6. Robin Kees, State Director of the Telamon Corporation – provided the Commission with a presentation on the services offered to citizens through the Telamon Corporation, including transitional housing for veterans and substance abuse rehabilitation patients, credit and budget counseling, and first-time homebuyer classes.
  7. Tom Reilly, IT Consultant, and Debbie Keyser, County Administrator.
    - A. Provided the Commission with an update on the proposal for a new County website.
      - **Motion by Ms. Widmyer to approve the steps needed to proceed with a new County website, as presented. Motion seconded and unanimously approved.**
    - B. Provided the Commission with a discussion of IT Virtualization.
      - **Motion by Ms. Widmyer to move forward with the actions recommended by staff to proceed with the IT Virtualization project. Motion seconded and unanimously approved.**
    - C. Provided the Commission with a discussion on the replacement of Computers with Windows XP.
      - **Motion by Ms. Widmyer to move approval of the actions recommended by staff to proceed with the replacement of computers with Windows XP. Motion seconded and unanimously approved.**
  8. Ronda Eddy, Executive Director of the Day Report Center – requested the approval of the Community Corrections Grant application for FY15.
    - Ralph Lorenzetti, Prosecuting Attorney and Steve Groh, Assistant Prosecuting Attorney - updated the Commission on the Community Corrections grant issue, and stated that because Berkeley County would no longer be a part of the Day Report Center, Jefferson County must be the fiscal agent of the Day Report Center. Additionally, there is possibility the Day Report Center may not be considered a separate legal entity. Ms. Eddy needs a legal ruling regarding whether or not the Day Report Center can be a separate legal entity before proceeding with her grant application. The Commission directed staff to look further into this issue and report back with their findings before making a decision.

## NEW BUSINESS

9. Jane Tabb, County Commissioner – requested a discussion of the Fire Department Allocation and Distribution Methodology for 2014-2015.
  - It was the consensus of the Commission to table further discussion/action on this item until the following County Commission meeting to be held April 17, 2014.
  
10. Jane Tabb, County Commissioner – requested a discussion of the Ambulance Fee in reference to apartment buildings.
  - **Motion by Ms. Tabb for apartment buildings to be considered “commercial” for Ambulance Fee Collection. Motion seconded.**
  - **Motion by Mr. Manuel to amend the main motion so it is only applicable to subsidized housing facilities. Motion seconded.**
  - **Motion by Mr. Manuel to postpone further discussion/action on this item until Thursday, April 10, 2014. Motion seconded and unanimously approved.**
  
11. Set Date and Time to Lay the Levy
  - **Motion by Ms. Noland to Lay the Levy on Tuesday, April 15, 2014 at 10 am. Motion seconded and unanimously approved.**
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12. Resolution to Declare April as Fair Housing Month in Jefferson County, West Virginia.
  - **Motion by Mr. Manuel to approve the Resolution to declare April as Fair Housing Month in Jefferson County as presented. Motion seconded and unanimously approved.**
  
13. Jefferson County Health Department – requested the approval of the use of the Jefferson County Commission meeting room on the evening of Friday, April 25, 2014.
  - **Motion by Ms. Tabb to approve the Jefferson County Health Department’s use of the County Commission meeting room on the evening of Friday, April 25, 2014. Motion seconded and unanimously approved.**
  
14. The Commission recessed for lunch at 1:00 pm.

The Commission reconvened at 1:45 pm.

### **FINANCE DIRECTOR REPORTS**

- **Motion by Mr. Manuel to approve Internal Budget Revision #9 to re-class computers from supplies to computer hardware for the Department of Homeland Security and Emergency Management. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve Internal Budget Revision #10 to transfer funds within the Dog Warden Budget to fund a position that was overlooked when preparing the FY14 Budget. Motion seconded and unanimously approved.**
- **Motion by Ms. Widmyer to approve State Budget Revision #26 to transfer money from the Sheriff's budget to fund the Dog Warden position that was overlooked for FY14 and transfer money from Contingencies into the Elections-County Clerk department to fund the impending Elections Department hire. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to move \$25,000 from the General Fund to the Coal Severance Fund to cover VoIP overages, with the next payment to the Coal Severance fund being transferred back to the General Fund. Motion seconded and unanimously approved.**

### **COUNTY ADMINISTRATOR REPORTS**

- Fee Collector/Administrative Assistant Position – Ms. Keyser stated the job opening for the fee collector/administrative assistant has been advertised. Ms. Keyser also stated she and Sandy McDonald, Deputy County Administrator, had a conference call with SSI to discuss the details of the software and equipment needed for the collection of the ambulance fee.
- Ordinances for JCESA Board and Ambulance Fee – Ms. Keyser stated Mr. Groh was working to make the final changes to the ordinances for the JCESA Board and the Ambulance Fee and they would be back on the agenda for the April 17, 2014 Commission meeting.
- CAD Update – Ms. Keyser stated Mr. Polczynski and his team are on track to go live with CAD during the week of September 8-12, 2014.
- Office Supplies Memo – Ms. Keyser stated she was working with Mr. Polk to draft a memo regarding office supply savings to be distributed to each County department upon completion.

- Riff Policy - Ms. Keyser stated she was working on a County Riff Policy and would be submitting it for approval at a later date.
- Wheelchair Ramp – Ms. Keyser notified the Commission of the new wheelchair ramp outside of the library and thanked the Maintenance department for their hard work.
- County Benefits – Ms. Keyser stated she was anticipating a full agenda for the April 17, 2014 Commission meeting, and she hoped to finalize the healthcare benefits on April 17<sup>th</sup> so she could proceed with open enrollment.
- Continuation of ZTA 12-01 – Ms. Keyser asked the Commission if they would like to meet on Thursday, April 10 in order to continue the discussion on the Zoning Text Amendment to establish new commercial zoning categories. It was the consensus of the Commission to meet on Thursday, April 10<sup>th</sup>.
- Cell Phone Justification – Ms. Keyser stated she has asked all department heads to write a justification of their need for a County cell phone. Ms. Keyser stated these justifications would come before the Commission for their review.

## **COUNTY COMMISSIONERS' REPORTS**

### Jane Tabb

- Attended a BAD Buildings Meeting.
- Attended the Development Authority Business Coach presentation.
- Attended the Middleway Pancake Supper to support Community Ministries.
- Monitored Farmland Protection Board properties.
- Attended the National Farm Bureau Radio Show Program when they used the Development Authority conference room for their show.

### Walt Pellish

- Attended meetings with business representatives from the area to discuss the revival of the Shepherd University Business School.

### Dale Manuel

- Attended the Independent Fire Company Gun Bash.
- Attended an Impact Fee meeting with Roger Goodwin.
- Attended an Affordable Housing meeting.

### Lyn Widmyer

- Attended the Jefferson County Cultural Connection Group presentation on “Building Community Bridges.”

15. Ginny Fite, President of the Arts and Humanities Alliance of Jefferson County – presented the Commission with AHA’s annual report for the previous fiscal year, and

stated that the Arts and Humanities Alliance of Jefferson County would now be known as JAC, or the Jefferson Arts Council. Ms. Fite described the new direction in which she hoped to steer the Jefferson Arts Council, outlining the Council's goals for the year.

16. Jennifer Brockman, Director of Planning and Zoning

A. Requested the approval of the new lease agreement for the Xerox color copier for the Departments of Planning and Zoning.

- **Motion by Mr. Manuel to approve the lease agreement for the acquisition of a new Xerox color copier for the Departments of Planning and Zoning. Motion seconded and unanimously approved.**

B. Requested the approval to fill the vacant budgeted position of Project/Office Manager Possible Executive Session §6-9A-4 (2)(A): "Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee requests an open meeting."

- **Motion by Ms. Widmyer to authorize the filling of the vacant budgeted position of Project/Office Manager. Motion seconded and unanimously approved.**

17. Jennifer Myers, Director of Jefferson County Parks and Recreation – requested a waiver of all fees and bonding for the construction of the Veteran's Memorial Pavilion being constructed at Sam Michael's Park.

- **Motion by Mr. Manuel to waive all fees and bonding for the construction of the Veteran's Memorial Pavilion being constructed at Sam Michael's Park. Motion seconded and unanimously approved.**

18. The Commission meeting was adjourned at 3:05 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

