

Minutes

Jefferson County Commission

Thursday, May 15, 2014

A meeting of the Jefferson County Commission was held on Thursday, May 15, 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 Eddy, Bailiff. (An audio file of the Thursday, May 15, 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 minutes for the May 1, 2014 Regular Meeting as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Tabb to approve Purchase Orders in the amount of \$49,391.26 to include Purchase Order Numbers 51947, 51948, 52430, 52251, 52445, 52446, 52390, 52214, 51966, 51967, 51968, 51969, 51972, 51975, 51976, and 52402. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|-------|--------------------------|-------|-----------|-------------|--------------|
| 072084 | 717 | AUTOZONE | | \$ - | \$ 434.00 | \$ 434.00 |
| 072085 | ALLOC | AHA/ART&HUMANITIES ALLNC | | \$ - | \$ 1,407.60 | \$ 1,407.60 |
| 072086 | 425 | B-K OFFICE SUPPLY INC | 52382 | \$ 981.00 | \$ - | \$ 981.00 |
| 072086 | 425 | B-K OFFICE SUPPLY INC | 52386 | \$ 644.99 | \$ - | \$ 644.99 |

| | | | | | | |
|--------|---------|--------------------------|-------|-------------|--------------|--------------|
| 072087 | PAYROLL | BUREAU F/CHILD SUPPORT | | \$ - | \$ 49.85 | \$ 49.85 |
| 072088 | PAYROLL | BUREAU FOR CHILD SUPPORT | | \$ - | \$ 28.85 | \$ 28.85 |
| 072089 | PAYROLL | BUREAU F/CHILD SPRT ENF | | \$ - | \$ 212.31 | \$ 212.31 |
| 072090 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 461.54 | \$ 461.54 |
| 072091 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 119.54 | \$ 119.54 |
| 072092 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 530.77 | \$ 530.77 |
| 072093 | 413 | CASTO & HARRIS INC | 52323 | \$ 4,517.42 | \$ - | \$ 4,517.42 |
| 072094 | 424 | CHARLES TOWN UTILITIES | | \$ - | \$ 137.97 | \$ 137.97 |
| 072094 | 425 | CHARLES TOWN UTILITIES | | \$ - | \$ 865.81 | \$ 865.81 |
| 072095 | 712 | CDW-GOVERNMENT LLC | 49841 | \$ 442.70 | \$ - | \$ 442.70 |
| 072095 | 401 | CDW-GOVERNMENT LLC | | \$ - | \$ 30.98 | \$ 30.98 |
| 072095 | 428 | CDW-GOVERNMENT LLC | | \$ - | \$ 864.44 | \$ 864.44 |
| 072096 | 716 | AMANDA COMPTON EDT/LVT/R | 51945 | \$ 345.00 | \$ - | \$ 345.00 |
| 072097 | PAYROLL | CHILD SUPPORT ENFORCE AG | | \$ - | \$ 27.69 | \$ 27.69 |
| 072098 | 425 | COVENANT BUILDING MAINT | | \$ - | \$ 11,827.43 | \$ 11,827.43 |
| 072099 | 425 | DODSON'S SEPTIC | 52388 | \$ 260.00 | \$ - | \$ 260.00 |
| 072100 | PAYROLL | DIVERSIFIED COLLECTION | | \$ - | \$ 154.83 | \$ 154.83 |
| 072101 | 425 | 84 LUMBER | | \$ - | \$ 140.55 | \$ 140.55 |
| 072102 | 425 | GRAINGER, INC | 52391 | \$ 6.98 | \$ - | \$ 6.98 |
| 072103 | 401 | RICOH USA, INC | | \$ - | \$ 29.06 | \$ 29.06 |
| 072103 | 403 | RICOH USA, INC | | \$ - | \$ 58.14 | \$ 58.14 |
| 072103 | 404 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 072103 | 405 | RICOH USA, INC | | \$ - | \$ 87.21 | \$ 87.21 |
| 072103 | 405 | RICOH USA, INC | | \$ - | \$ 41.00 | \$ 41.00 |
| 072103 | 406 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 072103 | 425 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 072103 | 433 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 072103 | 440 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 072103 | 700 | RICOH USA, INC | | \$ - | \$ 58.14 | \$ 58.14 |
| 072103 | 712 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 072104 | PAYROLL | ING NATIONAL TRUST | | \$ - | \$ 2,850.00 | \$ 2,850.00 |
| 072105 | ALLOC | JEFFERSON COUNTY HISTORI | | \$ - | \$ 1,407.60 | \$ 1,407.60 |
| 072106 | 401 | JEFFERSON PUBLISH CO INC | | \$ - | \$ 61.40 | \$ 61.40 |
| 072107 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 5,323.00 | \$ 5,323.00 |
| 072107 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 40.00 | \$ 40.00 |
| 072108 | 401 | LEWIS CO CIRCUIT CLERK | | \$ - | \$ 44.06 | \$ 44.06 |
| 072109 | 405 | LYNDSEY W. MATSCHAT | | \$ - | \$ 165.31 | \$ 165.31 |
| 072110 | 406 | MONROE SYS FOR BUSINESS | 52429 | \$ 125.71 | | \$ 125.71 |
| 072111 | PAYROLL | HELEN M. MORRIS, TRUSTEE | | \$ - | \$ 150.00 | \$ 150.00 |
| 072112 | PAYROLL | NATIONWIDE RETIREMENT | | \$ - | \$ 749.00 | \$ 749.00 |

| | | | | | | |
|--------------|---------|--------------------------|-------|---------------------|----------------------|----------------------|
| 072113 | 712 | NAEMD/IAEMD | 52234 | \$ 50.00 | \$ - | \$ 50.00 |
| 072114 | 424 | NEOPOST USA INC. | 52380 | \$ 330.00 | \$ - | \$ 330.00 |
| 072115 | ALLOC | JEFF CO PARKS & | | \$ - | \$ 14,779.77 | \$ 14,779.77 |
| 072116 | 402 | PIFER OFFICE SUPPLY, INC | | \$ - | \$ 169.18 | \$ 169.18 |
| 072117 | 402 | RECORD MANAGEMENT SOLUTN | 51631 | \$ 35.00 | \$ - | \$ 35.00 |
| 072117 | 403 | RECORD MANAGEMENT SOLUTN | 51438 | \$ 30.00 | \$ - | \$ 30.00 |
| 072118 | PAYROLL | RETIREE HLTH BENEFIT TRS | | \$ - | \$ 6,974.00 | \$ 6,974.00 |
| 072119 | GRANT | SHERIFF OF JEFFERSON CO | | \$ - | \$ 2,156.00 | \$ 2,156.00 |
| 072120 | 403 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 619.00 | \$ 619.00 |
| 072120 | 403 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 213.50 | \$ 213.50 |
| 072121 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 25.98 | \$ 25.98 |
| 072121 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 10,073.60 | \$ 10,073.60 |
| 072121 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 43,073.78 | \$ 43,073.78 |
| 072121 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 111.10 | \$ 111.10 |
| 072121 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 40,601.67 | \$ 40,601.67 |
| 072121 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 128.97 | \$ 128.97 |
| 072122 | 412 | STAPLES CREDIT PLAN | | \$ - | \$ 136.95 | \$ 136.95 |
| 072123 | 711 | SOFTWARE COMPUTER GROUP | 50010 | \$ 150.00 | \$ - | \$ 150.00 |
| 072124 | 425 | SHENANDOAH VALLEY WATER | | \$ - | \$ 563.75 | \$ 563.75 |
| 072125 | 405 | SELBY VETERINARY SERVICE | 52212 | \$ 585.00 | \$ - | \$ 585.00 |
| 072126 | 425 | TRI COUNTY RENTAL INC | 52374 | \$ 19.75 | \$ - | \$ 19.75 |
| 072127 | 425 | CAPITAL TRISTATE | | \$ - | \$ 453.07 | \$ 453.07 |
| 072128 | 425 | TML COPIERS & DIGITAL | 52381 | \$ 313.75 | \$ - | \$ 313.75 |
| 072129 | 425 | TRENARY SERVICE CO | 52393 | \$ 154.00 | \$ - | \$ 154.00 |
| 072130 | 424 | US POSTAL SERVICE | | \$ - | \$ 20,000.00 | \$ 20,000.00 |
| 072131 | PAYROLL | UNICARE EAP | | \$ - | \$ 322.20 | \$ 322.20 |
| 072132 | ALLOC | JEFFERSON CO CONVENTION | | \$ - | \$ 17,594.97 | \$ 17,594.97 |
| 072133 | 716 | VALLEY EQUINE ASSOC/V.E. | 51939 | \$ 4.46 | \$ - | \$ 4.46 |
| 072133 | 716 | VALLEY EQUINE ASSOC/V.E. | 51939 | \$ 570.00 | \$ - | \$ 570.00 |
| 072134 | 425 | WM OF WEST VIRGINIA, INC | | \$ - | \$ 672.01 | \$ 672.01 |
| 072135 | 412 | WVU DIGITAL DOC & COPIER | 50020 | \$ 215.70 | \$ - | \$ 215.70 |
| 072136 | 402 | XEROX CORPORATION | 51632 | \$ 1,462.62 | \$ - | \$ 1,462.62 |
| 072136 | 439 | XEROX CORPORATION | 50339 | \$ 511.93 | \$ - | \$ 511.93 |
| | | | | | | |
| TOTAL | | | | | | \$ 198,958.01 |
| TOTAL | | | | \$ 11,756.01 | \$ 187,202.00 | \$ 198,958.01 |

Motion by Ms. Noland to approve the Accounts Payable for May 8, 2014 in the amount of \$198,958.01. Motion seconded and unanimously approved.

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|---------|---------------------------|-------|--------------|--------------|--------------|
| 072138 | 428 | ACCURATE SYSTEMS INC | | \$ - | \$ 6,000.00 | \$ 6,000.00 |
| 072139 | 425 | COMCAST | | \$ - | \$ 295.50 | \$ 295.50 |
| 072140 | 424 | AT&T/IL | | \$ - | \$ 0.10 | \$ 0.10 |
| 072141 | 413 | APPLE VALLEY OFF.PRODUCT | 51630 | \$ 78.80 | \$ - | \$ 78.80 |
| 072142 | 425 | DEHAVEN BERKELEY SPRINGS | | \$ - | \$ 91.70 | \$ 91.70 |
| 072143 | 424 | J.C.EHRLICH | | \$ - | \$ 34.00 | \$ 34.00 |
| 072143 | 425 | J.C.EHRLICH | | \$ - | \$ 535.41 | \$ 535.41 |
| 072144 | 405 | EASTERN PANHANDLE BAR | 52213 | \$ 200.00 | \$ - | \$ 200.00 |
| 072145 | 717 | FISHER AUTO PARTS | | \$ - | \$ 781.43 | \$ 781.43 |
| 072146 | 700 | GALLS,LLC/QUATERMASTER L | 51970 | \$ 84.15 | \$ - | \$ 84.15 |
| 072147 | 717 | GUTTMAN OIL CO | | \$ - | \$ 18,577.09 | \$ 18,577.09 |
| 072148 | 425 | JEFF CO PUBLIC SER DEPT | | \$ - | \$ 173.73 | \$ 173.73 |
| 072149 | 424 | THE JOURNAL | 52392 | \$ 101.66 | \$ - | \$ 101.66 |
| 072150 | 425 | JEFFERSON UTILITIES INC | | \$ - | \$ 559.76 | \$ 559.76 |
| 072151 | 700 | GLENDON KINCAID | | \$ - | \$ 6.01 | \$ 6.01 |
| 072152 | 700 | ROBIN MAHONY | | \$ - | \$ 115.58 | \$ 115.58 |
| 072153 | 712 | NAEMD/IAEMD | 51689 | \$ 120.00 | \$ - | \$ 120.00 |
| 072154 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 2,875.16 | \$ 2,875.16 |
| 072155 | 716 | PATTERSON VETERINRY SPPL | 51944 | \$ 200.25 | \$ - | \$ 200.25 |
| 072156 | 405 | SPECIALTY BUS SUPPLIES | 51639 | \$ 906.42 | \$ - | \$ 906.42 |
| 072156 | 700 | SPECIALTY BUS SUPPLIES | 51974 | \$ 142.26 | \$ - | \$ 142.26 |
| 072157 | 405 | STAPLES CREDIT PLAN | 51640 | \$ 39.97 | \$ - | \$ 39.97 |
| 072158 | 700 | WALTER F STEPHENS, JR IN | 51973 | \$ 207.30 | \$ - | \$ 207.30 |
| 072159 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 22,011.39 | \$ 22,011.39 |
| 072160 | 700 | THOMASSEN AUTO GROUP | 51971 | \$ 137.00 | \$ - | \$ 137.00 |
| 072161 | 403 | UNITED SYSTEMS & SOFTWARE | | \$ - | \$ 226.85 | \$ 226.85 |
| 072163 | GRANT | UNITED BANKCARD CENTER | 52015 | \$ 48,117.80 | \$ - | \$ 48,117.80 |
| 072163 | GRANT | UNITED BANKCARD CENTER | 52016 | \$ 27.14 | \$ - | \$ 27.14 |
| 072163 | GRANT | UNITED BANKCARD CENTER | 52017 | \$ 54.86 | \$ - | \$ 54.86 |
| 072163 | 402 | UNITED BANKCARD CENTER | | \$ - | \$ 34.95 | \$ 34.95 |
| 072163 | 403 | UNITED BANKCARD CENTER | | \$ - | \$ 164.77 | \$ 164.77 |
| 072163 | 405 | UNITED BANKCARD CENTER | | \$ - | \$ 89.99 | \$ 89.99 |
| 072163 | 405 | UNITED BANKCARD CENTER | | \$ - | \$ 206.88 | \$ 206.88 |
| 072163 | 405 | UNITED BANKCARD CENTER | | \$ - | \$ 255.00 | \$ 255.00 |
| 072163 | 405 | UNITED BANKCARD CENTER | | \$ - | \$ 81.83 | \$ 81.83 |
| 072163 | 412 | UNITED BANKCARD CENTER | | \$ - | \$ 39.58 | \$ 39.58 |

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|--------|-----|------------------------|--|------|--------------|--------------|
| 072163 | 415 | UNITED BANKCARD CENTER | | \$ - | \$ 77.45 | \$ 77.45 |
| 072163 | 424 | UNITED BANKCARD CENTER | | \$ - | \$ 110.52 | \$ 110.52 |
| 072163 | 424 | UNITED BANKCARD CENTER | | \$ - | \$ 20,768.25 | \$ 20,768.25 |
| 072163 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 113.73 | \$ 113.73 |
| 072163 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 19.95 | \$ 19.95 |
| 072163 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 386.56 | \$ 386.56 |
| 072163 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 34.93 | \$ 34.93 |
| 072163 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 117.29 | \$ 117.29 |
| 072163 | 425 | UNITED BANKCARD CENTER | | \$ - | \$ 44.96 | \$ 44.96 |
| 072163 | 428 | UNITED BANKCARD CENTER | | \$ - | \$ 698.42 | \$ 698.42 |
| 072163 | 433 | UNITED BANKCARD CENTER | | \$ - | \$ 87.00 | \$ 87.00 |
| 072163 | 439 | UNITED BANKCARD CENTER | | \$ - | \$ 99.00 | \$ 99.00 |
| 072163 | 439 | UNITED BANKCARD CENTER | | \$ - | \$ 64.99 | \$ 64.99 |
| 072163 | 439 | UNITED BANKCARD CENTER | | \$ - | \$ 25.90 | \$ 25.90 |
| 072163 | 440 | UNITED BANKCARD CENTER | | \$ - | \$ 497.00 | \$ 497.00 |
| 072163 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 210.00 | \$ 210.00 |
| 072163 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 314.34 | \$ 314.34 |
| 072163 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 1,390.00 | \$ 1,390.00 |
| 072163 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 246.82 | \$ 246.82 |
| 072163 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 341.91 | \$ 341.91 |
| 072163 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 48.74 | \$ 48.74 |
| 072163 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 86.38 | \$ 86.38 |
| 072163 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 56.53 | \$ 56.53 |
| 072163 | 700 | UNITED BANKCARD CENTER | | \$ - | \$ 2,419.94 | \$ 2,419.94 |
| 072163 | 711 | UNITED BANKCARD CENTER | | \$ - | \$ 81.32 | \$ 81.32 |
| 072163 | 711 | UNITED BANKCARD CENTER | | \$ - | \$ 60.09 | \$ 60.09 |
| 072163 | 711 | UNITED BANKCARD CENTER | | \$ - | \$ 185.52 | \$ 185.52 |
| 072163 | 711 | UNITED BANKCARD CENTER | | \$ - | \$ 878.12 | \$ 878.12 |
| 072163 | 712 | UNITED BANKCARD CENTER | | \$ - | \$ 234.30 | \$ 234.30 |
| 072163 | 712 | UNITED BANKCARD CENTER | | \$ - | \$ 2,489.85 | \$ 2,489.85 |
| 072163 | 712 | UNITED BANKCARD CENTER | | \$ - | \$ 1,408.23 | \$ 1,408.23 |
| 072163 | 716 | UNITED BANKCARD CENTER | | \$ - | \$ 89.10 | \$ 89.10 |
| 072163 | 716 | UNITED BANKCARD CENTER | | \$ - | \$ 244.16 | \$ 244.16 |
| 072163 | 716 | UNITED BANKCARD CENTER | | \$ - | \$ 327.00 | \$ 327.00 |
| 072163 | 716 | UNITED BANKCARD CENTER | | \$ - | \$ 213.20 | \$ 213.20 |
| 072163 | 716 | UNITED BANKCARD CENTER | | \$ - | \$ 60.00 | \$ 60.00 |
| 072163 | 716 | UNITED BANKCARD CENTER | | \$ - | \$ 89.10 | \$ 89.10 |
| 072163 | 716 | UNITED BANKCARD CENTER | | \$ - | \$ 445.35 | \$ 445.35 |
| 072163 | 717 | UNITED BANKCARD CENTER | | \$ - | \$ 55.00 | \$ 55.00 |
| 072164 | 717 | NAPA AUTO PARTS | | \$ - | \$ 190.51 | \$ 190.51 |

| | | | | | | |
|--------|--|--|--------------|--------------|--|---------------|
| TOTALS | | | | | | \$ 138,885.78 |
| TOTALS | | | \$ 50,417.61 | \$ 88,468.17 | | \$ 138,885.78 |

Motion by Mr. Manuel to approve the Accounts Payable for May 15, 2014 in the amount of \$138,885.78. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Walt Pellish, Commission President – commended all of the citizens who ran for office in the Primary Election and congratulated the winners. Mr. Pellish also stated he was disappointed in the citizens of Jefferson County, as only 13% of eligible voters cast their ballots.

Jennifer Maghan, Jefferson County Clerk – provided the Commission with an update on the canvassing for the provisional and absentee ballots and spoke regarding the poor voter turnout, stating she believes social media should play a role in informing and encouraging people to vote.

PRESENTATIONS

1. Angie Banks, Assessor – requested the approval of the following Exoneration:

| NAME | DISTRICT | TYPE | TICKET # | AMOUNT |
|-------------|--------------|-------------------|----------|----------|
| Todd Fraser | Charles Town | Personal Property | 301812 | \$149.53 |

- **Motion by Mr. Manuel to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

- Ms. Banks also presented the Commission with the Certification of Oaths for the Real and Personal Property Books, requesting the signatures of each Commissioner.

2. Lieutenant Dave Colbert for Sheriff Pete Dougherty

- A. Requested the approval to add Rob Amick, current Trip Guard, to the approved Bailiff list.

- **Motion by Ms. Widmyer to approve the addition of Rob Amick to the approved Bailiff list. Motion seconded and unanimously approved.**

- B. Ratification of the motion made on May 1, 2014 to approve the WV Homeland Security Grant in the amount of \$220,000 and to authorize President Pellish to affix his signature to the grant documents.

- **Motion by Mr. Manuel to ratify the motion made on May 1, 2014 to approve the WV Homeland Security Grant in the amount of \$220,000 and to authorize President Pellish to affix his signature to the grant documents. Motion seconded and unanimously approved.**
3. Kellie Boles and Gary Hornbaker, Blue Ridge Cattlemens Association – requested the approval to hold a “Beef for Father’s Day” promotion on the grounds of the Jefferson County Courthouse.
 - **Motion by Ms Noland to allow the Blue Ridge Cattlemens Association, the West Virginia Department of Agriculture, and the West Virginia Beef Industry Council to hold a “Beef for Father’s Day” promotion to promote local farm products on June 12, 2014 from 11:00 am – 1:00 pm on the green space behind Hunter House. Motion seconded and unanimously approved.**
 4. Interviews and Appointment to the Jefferson County Community Criminal Justice Board for two (2) three-year terms ending March 19, 2017.
 - **Motion by Mr. Manuel to reappoint Carolyn Zdziera as the domestic violence victims’ advocate for the Jefferson County Community Criminal Justice Board until June 30, 2014, at which time the Board positions will be re-advertised. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to request a victim’s advocate from the Prosecuting Attorney’s office to fill the vacant board position as a non-voting member until June 30, 2014. Motion seconded and unanimously approved.**
 5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 6. Interviews and Appointments to the Jefferson County Development Authority for two (2) three-year terms ending April 5, 2017.
 - Commissioner Manuel offered his nomination for Andrew Skinner.
 - Commissioner Tabb offered her nomination for Michael Shepp.
 - Commissioner Pellish offered his nomination for Terry Walker.

Andrew Skinner received three votes: one from Commissioner Manuel, one from Commissioner Widmyer, and one from Commissioner Tabb.

Michael Shepp received three votes: one from Commissioner Noland, one from Commissioner Pellish, and one from Commissioner Tabb.

Terry Walker received four votes: one from Commissioner Widmyer, one from Commissioner Manuel, one from Commissioner Noland, and one from Commissioner Pellish.

Andrew Skinner won the “tie-breaker” with three votes (Commissioner Widmyer, Commissioner Manuel, and Commissioner Tabb) to Mr. Shepp’s two votes (Commissioner Noland and Commissioner Pellish).

After receiving the majority votes, Andrew Skinner and Terry Walker were each appointed to the Development Authority for one (1) three-year term expiring April 5, 2017.

7. Tim Stanton, Finance Director

Mr. Stanton provided the Commission with an update on the current balances of the General and Capital Outlay funds and an analysis of the revenue and expenditures heading into FY15. Mr. Stanton also reviewed with the Commission the State Auditor’s document for the Consideration of Increased Salaries of County Officials.

- A. Requested the approval of State Budget Revision #27 to increase the Dog Warden’s budget for a \$1,000.00 award received from the United States Pony Club for the care of neglected horses.
 - **Motion by Mr. Manuel to approve State Budget Revision #27 as presented. Motion seconded and unanimously approved.**
- B. Requested the approval of Internal Budget Revision #12 in the Assessor’s budget for the transfer of funds from equipment repair to contracted services.
 - **Motion by Ms. Tabb to approve Internal Budget Revision #12 as presented. Motion seconded and unanimously approved.**
- C. Requested the approval of Internal Budget Revision #13 in the Circuit Clerk’s Office to remove funds to cover deficits in other expenditure lines.
 - **Motion by Ms. Widmyer to approve Internal Budget Revision #13 as presented. Motion seconded and unanimously approved.**
- D. Hotel/Motel Distribution and Amendment to the Ordinance
 - **Motion by Mr. Manuel to amend the Hotel/Motel Occupancy Tax disbursement in the following manner: 50.00% of the receipts received to be disbursed to the Visitor’s Bureau, 2.00% to be disbursed to Arts and Humanities, 2.96% to be disbursed to the Historic Landmarks**

Commission, and 45.04% to be disbursed to Parks and Recreation, effective July 1, 2014. Motion seconded and unanimously approved.

8. Tom Reilly, Information Technology Consultant

A. Presented the Commission with his monthly update regarding the IT arena on the Downtown and Bardane campuses, noting the XP update is currently underway and the IT department has seen an uptick in IT service tickets.

B. Requested the approval and signature of the Storage Area Network contract per the technology presentation given during the April 3, 2014 Regular Meeting.

- **Motion by Ms. Widmyer to approve the Storage Area Network contract with Global Data Consultants and authorize the President of the Commission to affix his signature to the contract documents. Motion seconded and unanimously approved.**

9. Marshall Demeritt, EMS Chief for the Shepherdstown Fire Department – presented a staffing proposal for the Jefferson County Emergency Services Agency and requested the Commission provide their support of their staffing proposal and pass along their support of this proposal to the Jefferson County Emergency Services Agency Board.

- The Commission thanked Mr. Demeritt for his proposal, and stated he should take his information before the JCESA Board in an effort to keep the lines of communication open between all parties.

10. Jennifer Brockman, Director of Planning and Zoning

A. Requested action regarding a proposed text amendment to section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses.

- **Motion by Ms. Tabb to approve the proposed text amendment to Section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses, effective immediately. Motion seconded and unanimously approved.**

B. Requested action regarding the Corporation of Shepherdstown's proposed Growth Management Boundary under WV Code Section 8-6-4a.

- **Motion by Ms. Widmyer to approve the Corporation of Shepherdstown's proposed Growth Management Boundary under WV Code Section 8-6-4a. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

11. Commissioner Lyn Widmyer – presented the Commission with a Code of Ethics to be distributed and signed by all applicants of County Commission appointed Boards, Commissions, and Committees.
 - Ms. Grove stated she believe the document was appropriate, but Mr. Groh suggested the Code of Ethics also state that those who violate the Code of Ethics may also be subject to fines and jail time, per WV State Code 6B-1-1.
 - **Motion by Ms. Widmyer to move adoption of the Code of Ethics with changes as recommended by legal staff. Motion seconded.**
 - **Motion by Mr. Manuel to amend Ms. Widmyer’s original motion by changing “personal” to “pecuniary” in the fourth paragraph of the Code of Ethics and strike “...unless I have made my personal interest a matter of public record” and change “Seek no gifts or favors” to “Seek or accept no gifts or favors.” Motion seconded and unanimously approved.**
 - Ms. Grove stated she would add the code sections to Ms. Widmyer’s document and attempt to clarify terms so they would read as “plain English.”
 - **Motion by Mr. Manuel to hold over the final decision on this topic until the next scheduled County Commission meeting to allow legal staff time to revise the Code of Ethics document per the preceding discussion. Motion seconded and unanimously approved.**
12. Approval of Employment – Administrative Assistant/Fee Collector for the County Commission Office.
 - **Motion by Ms. Noland to approve the hiring of Carol Swiger as Administrative Assistant/Fee Collector for the County Commission Office at a Grade II, Step A. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- P-Card Rebate – Ms. Keyser notified the Commission of a \$1,510.09 P-Card rebate for the last quarter and stated she hoped the rebate would continue to grow.
- Broker of Record – Ms. Keyser stated she, Mr. Staton and Sally Gran have made a selection for the new Broker of Record for the County health insurance and possibly the vision and dental benefits. She asked if the Commission would like a presentation and make the decision or if the team could move forward with their selection. The Commission gave unanimous consent for Ms. Keyser to move forward.

- Annual Audit – Ms. Keyser stated she received a call from the State Auditor’s Office and they’re available to conduct their audit on the County sometime next week at a cost of \$34,600 if the Commission gives consent to move forward.
 - **Motion by Ms. Tabb to proceed with the annual audit, as it’s an ongoing expense. Motion seconded and unanimously approved.**
- Open Enrollment Meetings – Ms. Keyser stated she and Sally Gran held multiple open enrollment meetings earlier in the week to assist employees in understanding the changes to their benefits packages. She also stated she was able to arrange for dental benefits to be separate from medical benefits and would be notifying employees of this change.
- Wellness Presentation/IT RFP – Ms. Keyser stated she was currently working on both a wellness presentation and the IT RFP and would have them both prepared to present at the next County Commission meeting.

COUNTY COMMISSIONERS’ REPORTS

Jane Tabb

- Attended the ribbon cutting for the Sam Michael’s Park wedding venue.
- Attended a PSD meeting.
- Attended a Fair Board meeting.
- Attended “Celebrate Extension Day” at the Jefferson County Fair Grounds.
- Attended the Breeder’s Classic Dinner at Hollywood Casino at Charles Town Races.

Walt Pellish

- Attended the groundbreaking for Advanced Asphalt Technologies.
- Spoke about the School Board reaching an agreement to purchase the Versace building to be used as a bus garage.

Patsy Noland

- Attended Election Night at the Courthouse.
- Attended the ribbon cutting for the Sam Michael’s Park wedding venue.
- Attended a “Healthier Jefferson” meeting at the Hospital.
- Attended the groundbreaking for Advanced Asphalt Technologies.

Dale Manuel

- Attended the ribbon cutting for the Sam Michael’s Park wedding venue.
- Attended a PSD meeting.
- Attended a Planning Commission meeting.
- Attended an Affordable Housing meeting.
- Attended the Shepherdstown Book Drive.
- Attended the Ranson Festival.
- Attended a Parks and Recreation Special Meeting.
- Attended Election Night at the Courthouse.

Lyn Widmyer

- Attended a Telemon meeting.
- Attended Election Night at the Courthouse.

13. The Commission meeting was adjourned at 1:25 pm on a motion by Mr. Manuel.
Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant