

Minutes

Jefferson County Commission

Thursday, May 29, 2014

A meeting of the Jefferson County Commission was held on Thursday, May 29, 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 29, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

CERTIFICATION OF VOTE FOR UNITED STATES SENATE SEAT

Motion by Mr. Manuel to certify the vote for the United States Senate race for West Virginia. Motion seconded and unanimously approved.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the Regular Meeting Minutes from May 15, 2014 with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Special Session Minutes from the May 19, 2014 - Primary Election Canvass. Motion seconded and unanimously approved.

Motion by Ms. Widmyer to approve the Public Hearing Minutes from May 22, 2014. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$121,459.84 to include Purchase Order Numbers 52396, 51469, 52449, 52450, 52576, 52235, 52239, 52548, 52552, 52555, 52556, 52020, 52394, 52395, 52399, 52605, 52606, 52607, 52216, and 52677. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072168	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,247.44	\$ 4,247.44
072169	412	COMCAST		\$ -	\$ 80.50	\$ 80.50
072169	425	COMCAST		\$ -	\$ 447.07	\$ 447.07
072170	700	ASR-APPAREL SEWN RIGHT	51972	\$ 733.92	\$ -	\$ 733.92
072171	424	BOLAND SERVICES	51763	\$ 270.00	\$ -	\$ 270.00
072171	425	BOLAND SERVICES	51764	\$ 427.00	\$ -	\$ 427.00
072172	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
072173	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
072174	PAYROLL	BUREAU F/CHILD SPPT ENF		\$ -	\$ 212.31	\$ 212.31
072175	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
072176	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
072177	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
072178	717	BATTERY MART	52278	\$ 239.85	\$ -	\$ 239.85
072179	413	CASTO & HARRIS INC	52445	\$ 30,467.53	\$ -	\$ 30,467.53
072180	PAYROLL	VA DEPT OF TAXATION		\$ -	\$ 162.17	\$ 162.17
072181	700	CDW-GOVERNMENT LLC	51967	\$ 562.73	\$ -	\$ 562.73
072182	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
072183	PAYROLL	COLONIAL LIFE		\$ -	\$ 516.18	\$ 516.18
072184	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
072185	401	FEDEX		\$ -	\$ 108.76	\$ 108.76
072186	425	FIRE SAFETY EQUIP	52389	\$ 295.00	\$ -	\$ 295.00
072187	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 25,891.75	\$ 25,891.75
072188	413	STEPHANIE GROVE		\$ -	\$ 7.22	\$ 7.22
072189	406	GLOBAL SCIENCE & TECH	52305	\$ 56.99	\$ -	\$ 56.99
072190	424	GRIFFITH ENERGY SERVICE		\$ -	\$ 1,620.66	\$ 1,620.66
072191	716	HILLSIDE VETERINARY HOSP	51947	\$ 407.41	\$ -	\$ 407.41
072192	402	JERRI HERBERT		\$ -	\$ 91.00	\$ 91.00
072193	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,850.00	\$ 2,850.00
072194	412	JEFFERSON PUBLISH CO INC	50018	\$ 31.02	\$ -	\$ 31.02
072194	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 135.00	\$ 135.00
072195	433	JONES ARCHITECTS	51383	\$ 160.00	\$ -	\$ 160.00

072196	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 40.00	\$ 40.00
072196	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,268.00	\$ 5,268.00
072197	405	LYNDEY W. MATSCHAT		\$ -	\$ 366.80	\$ 366.80
072198	700	MIDWEST RADAR & EQUIPMEN	51966	\$ 1,080.00	\$ -	\$ 1,080.00
072199	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 526.40	\$ 526.40
072200	402	JENNIFER S. MAGHAN		\$ -	\$ 91.00	\$ 91.00
072201	402	GAIL MAGAHA		\$ -	\$ 91.00	\$ 91.00
072202	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
072203	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
072204	405	NDAА-NATL DIST ATTYS ASS	52215	\$ 195.00	\$ -	\$ 195.00
072205	700	NVCJA-N.VA CRIMINAL JSTC	51975	\$ 650.00	\$ -	\$ 650.00
072206	425	OFFICEMAX	52604	\$ 69.96	\$ -	\$ 69.96
072207	404	PIFER OFFICE SUPPLY, INC	52402	\$ 479.49	\$ -	\$ 479.49
072207	406	PIFER OFFICE SUPPLY, INC	52430	\$ 293.00	\$ -	\$ 293.00
072208	424	POTOMAC EDISON/OH		\$ -	\$ 1,714.60	\$ 1,714.60
072208	425	POTOMAC EDISON/OH		\$ -	\$ 16,600.18	\$ 16,600.18
072209	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
072209	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
072209	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
072209	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
072209	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
072209	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
072209	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
072209	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
072209	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
072209	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
072210	717	RICE TIRES CO	52397	\$ 206.56	\$ -	\$ 206.56
072211	413	SHEPHERDSTOWN CHRONICLE	52446	\$ 5,424.32	\$ -	\$ 5,424.32
072212	403	SOFTWARE SYSTEMS, INC	51439	\$ 338.26	\$ -	\$ 338.26
072212	424	SOFTWARE SYSTEMS, INC	51439	\$ 450.00	\$ -	\$ 450.00
072213	404	SPECIALTY BUS SUPPLIES	52403	\$ 249.25	\$ -	\$ 249.25
072214	408	STATE TAX DEPARTMENT		\$ -	\$ 10,458.11	\$ 10,458.11
072215	700	SUPERIOR AUTO BODY	51968	\$ 1,106.78	\$ -	\$ 1,106.78
072216	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.72	\$ 0.72
072216	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.10	\$ 3.10
072216	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,987.54	\$ 44,987.54
072216	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,521.28	\$ 10,521.28
072216	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.14	\$ 23.14
072216	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 98.96	\$ 98.96
072216	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.04	\$ 2.04

072216	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.27	\$ 114.27
072216	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,538.05	\$ 42,538.05
072217	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,204.82	\$ 31,204.82
072217	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 105.85	\$ 105.85
072217	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.10	\$ 1.10
072218	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,980.51	\$ 15,980.51
072218	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,448.81	\$ 10,448.81
072219	424	SOFTWARE SYSTEMS, INC.		\$ -	\$ 19,960.43	\$ 19,960.43
072220	GRANT	TPS TOWN POLICE SUPPLY	51976	\$ 1,757.00	\$ -	\$ 1,757.00
072220	700	TPS TOWN POLICE SUPPLY	51969	\$ 350.00	\$ -	\$ 350.00
072221	425	TRI COUNTY RENTAL INC	52398	\$ 99.95	\$ -	\$ 99.95
072222	712	UPS		\$ -	\$ 36.07	\$ 36.07
072223	425	VALLEY HARDWARE COMPANY		\$ -	\$ 7.74	\$ 7.74
072224	716	VALLEY PET CEMETERY	51948	\$ 253.00	\$ -	\$ 253.00
072225	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,638.91	\$ 25,638.91
072225	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 82,613.81	\$ 82,613.81
072225	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 3.65	\$ 3.65
072225	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.13	\$ 1.13
072226	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
072227	413	LOCKE WYSONG		\$ -	\$ 21.09	\$ 21.09
072228	405	WV PROS.ATTYS ASSOC/WVPA	52214	\$ 2,000.00	\$ -	\$ 2,000.00
072229	413	BETHEL METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
072230	413	CAMP HILL WESLEY UNITED		\$ -	\$ 150.00	\$ 150.00
072231	413	CHARLES TOWN BAPTIST		\$ -	\$ 100.00	\$ 100.00
072232	413	COVENANT BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
072233	413	FIRST BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
072234	413	KABLETOWN METHODIST CHRC		\$ -	\$ 150.00	\$ 150.00
072235	413	LEETOWN METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
072236	413	JEAN L ROBERTS		\$ -	\$ 8.88	\$ 8.88
072237	413	BARBARA L SULLIVAN		\$ -	\$ 50.00	\$ 50.00
072238	413	JAMES EDDY		\$ -	\$ 17.76	\$ 17.76
072239	413	SHEPHERDSTOWN FIRE DEPT		\$ -	\$ 200.00	\$ 200.00
072240	413	CHARLES HENRY		\$ -	\$ 3.33	\$ 3.33
072241	413	BLUE RIDGE MTN VOL FIRE		\$ -	\$ 100.00	\$ 100.00
072242	413	NORA DRISH		\$ -	\$ 24.98	\$ 24.98
072243	413	OAKLAND METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
072244	413	MARY R. RING		\$ -	\$ 23.31	\$ 23.31
072245	413	PAUL WILT		\$ -	\$ 17.76	\$ 17.76
072246	413	JEFFERSON COUNTY COUNCIL		\$ -	\$ 100.00	\$ 100.00
072247	413	VIVIAN HENRY		\$ -	\$ 11.10	\$ 11.10

072248	413	GARY HENRY		\$ -	\$ 5.55	\$ 5.55
072249	413	CATHRYN JACKSON		\$ -	\$ 7.22	\$ 7.22
072250	413	ANITA FLESHMAN		\$ -	\$ 24.42	\$ 24.42
072251	413	ROBERT GRAF SR.		\$ -	\$ 25.53	\$ 25.53
072252	413	ELIZABETH COYLE		\$ -	\$ 22.20	\$ 22.20
072253	413	MELINDA MAYE		\$ -	\$ 22.20	\$ 22.20
072254	413	REBECCA JONES		\$ -	\$ 11.10	\$ 11.10
072255	413	DEVON ENGLE		\$ -	\$ 16.65	\$ 16.65
072256	413	TRINITY EPISCOPAL CHURCH		\$ -	\$ 100.00	\$ 100.00
072257	413	DEBORAH LONGO		\$ -	\$ 16.65	\$ 16.65
072258	413	LAUREN JONES		\$ -	\$ 33.30	\$ 33.30
072259	413	JENNIFER SCHULTZ		\$ -	\$ 23.31	\$ 23.31
072260	413	JENNIFER COGLE		\$ -	\$ 17.76	\$ 17.76
072261	413	ANGELA BREEDEN		\$ -	\$ 16.65	\$ 16.65
072262	413	PETER FRICKE		\$ -	\$ 27.75	\$ 27.75
072263	413	KIMBERLY HAMILTON		\$ -	\$ 22.20	\$ 22.20
072264	413	LORNA FRYE		\$ -	\$ 17.76	\$ 17.76
072265	413	FELLOWSHIP BIBLE CHURCH		\$ -	\$ 200.00	\$ 200.00
072266	413	SUMMIT PT BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
072267	413	TERESA FORSYTH		\$ -	\$ 4.44	\$ 4.44
072268	413	JEFFERSON ACADEMY		\$ -	\$ 200.00	\$ 200.00
072269	413	KELLI TIONG		\$ -	\$ 6.11	\$ 6.11
072270	413	JANICA SPIES		\$ -	\$ 37.74	\$ 37.74
072271	413	SHARON HALL		\$ -	\$ 11.10	\$ 11.10
072272	413	LORETTA JONES		\$ -	\$ 40.52	\$ 40.52
072273	413	JACOB PERRY		\$ -	\$ 50.00	\$ 50.00
072274	413	IDZELL B. WALLACE		\$ -	\$ 50.00	\$ 50.00
072275	413	JOHN LINDBERG		\$ -	\$ 50.00	\$ 50.00
072276	413	ODBERT COURTNEY		\$ -	\$ 50.00	\$ 50.00
072277	413	KENNETH MITCHELL III		\$ -	\$ 100.00	\$ 100.00
TOTAL						\$ 411,916.95
TOTAL				\$ 48,654.02	\$ 363,262.93	\$ 411,916.95

Motion by Ms. Tabb to approve the Accounts Payable for May 22, 2014 in the amount of \$411,916.95. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072279	425	COMCAST		\$ -	\$ 184.90	\$ 184.90
072280	712	AT&T/GA		\$ -	\$ 15.81	\$ 15.81
072281	405	ABA - AMERICAN BAR ASSOC	52676	\$ 225.00	\$ -	\$ 225.00
072282	712	B-K OFFICE SUPPLY INC	52553	\$ 160.16	\$ -	\$ 160.16
072283	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
072284	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
072285	405	KIMBERLEY CROCKETT		\$ -	\$ 138.00	\$ 138.00
072285	405	KIMBERLEY CROCKETT		\$ -	\$ 212.80	\$ 212.80
072286	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 18.85	\$ 18.85
072287	413	VIVIAN FIELDS		\$ -	\$ 12.21	\$ 12.21
072288	433	JESSICA GORMONT		\$ -	\$ 142.00	\$ 142.00
072289	402	SALLY GRAN		\$ -	\$ 17.92	\$ 17.92
072289	413	SALLY GRAN		\$ -	\$ 5.55	\$ 5.55
072290	402	JEFFERSON PUBLISH CO INC	52452	\$ 151.60	\$ -	\$ 151.60
072290	403	JEFFERSON PUBLISH CO INC	51470	\$ 148.50	\$ -	\$ 148.50
072291	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
072292	712	LANGUAGE LINE SERVICES		\$ -	\$ 739.06	\$ 739.06
072293	412	JUDITH A MATLICK		\$ -	\$ 553.23	\$ 553.23
072294	711	BARBARA J. MILLER		\$ -	\$ 276.00	\$ 276.00
072295	711	BARBARA J. MILLER		\$ -	\$ 138.00	\$ 138.00
072296	401	JESSICA OWENS		\$ -	\$ 275.00	\$ 275.00
072297	711	JESSICA OWENS		\$ -	\$ 276.00	\$ 276.00
072298	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
072299	712	UPS		\$ -	\$ 196.04	\$ 196.04
072300	405	THOMSON REUTER - WEST	51638	\$ 782.25	\$ -	\$ 782.25
072301	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 161.92	\$ 161.92
072302	401	WV DEPT O/TAX AND REVENUE		\$ -	\$ 9.74	\$ 9.74
072303	412	MICHAEL WITHROW		\$ -	\$ 50.18	\$ 50.18
TOTAL						\$ 16,041.64
TOTAL				\$ 1,467.51	\$ 14,574.13	\$ 16,041.64

Motion by Ms. Noland to approve the Accounts Payable for May 29, 2014 in the amount of \$16,041.64. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Debbie Keyser, County Administrator – introduced Carol Swiger, the newly hired Fee Collector/Administrative Assistant, and gave a few details about work Carol has done in her first week as a County employee.

PRESENTATIONS

1. Pete Dougherty, Sheriff
 - A. Requested the approval to hire Joseph Grantham as a Deputy to fill an existing vacancy from the resignation of Deputy Phoebe Leber.
 - **Motion by Ms. Noland to approve the hiring of Joseph Grantham as Deputy to fill an existing vacancy, with a proposed salary of \$41,300. Motion seconded and unanimously approved.**
 - B. Requested the approval to add William Waters to the approved bailiff list.
 - **Motion by Mr. Manuel to approve the hiring of William Walters as a part-time bailiff. Motion seconded and unanimously approved.**
2. Ralph Lorenzetti, Prosecuting Attorney – requested the approval of a Summer Intern position to assist in the Victim Advocate Department and assure coverage during summer vacations and employee leave of absence.
 - Ms. Keyser informed the Commission Mr. Lorenzetti had withdrawn his request for the approval of a Summer Intern in the Victim Advocate Department.
3. Lynn Fields, Deputy Probate Clerk – requested the Commission accept the resignation of Carol Kable and Larry Fritts, Sr. as Co-Administrators cta dbn on the estate of G. Melvin Fritts, and to approve appointment of Denise Carter as replacement Administrator cta dbn.
 - **Motion by Ms. Noland to approve the resignation of Carol Kable and Larry Fritts, Sr. as the current personal representatives and approve Ms. Carter as the replacement personal representative for the estate of G. Melvin Fritts. Motion seconded and unanimously approved.**
4. Barbara Miller, Director of Homeland Security and Emergency Management – requested the approval of a pass-through grant from the Department of Homeland Security for Jefferson County Schools in the amount of \$26,000.
 - **Motion by Mr. Manuel to approve the pass-through grant from the Department of Homeland Security for Jefferson County Schools in the amount of \$26,000 for the purchase of a Raptor Identification System. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.

6. Bill Polk, Director of Maintenance
 - A. Requested a decision on bids received for Pest Control, Heating Oil, and Propane
 - **Motion by Mr. Manuel to approve the recommendation to enter into a contract with Roach Oil to be the County's heating oil provider. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to approve the recommendation to renew the contract with Thompson Propane. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to approve the recommendation to renew the contract with Ehrlich Pest Control. Motion seconded and unanimously approved.**
 - B. Requested a discussion/decision on cleaning options for the County.
 - Mr. Polk stated he was able to negotiate with Covenant Cleaning Services to reduce the County's cleaning costs to approximately \$77,000 per year, which is less than the previously discussed option of hiring two full-time employees within the Maintenance department to handle the County's cleaning needs.
 - **Motion by Ms. Widmyer to approve the recommendation for cleaning services as presented. Motion seconded and unanimously approved.**
7. Barbara Scott, SPARCS, LLC – requested a Bond Variation Approval.
 - **Motion by Ms. Tabb to approve the Bond Variation from Philadelphia Insurance Company for SPARCS, LLC in lieu of the County's standard bond form. Motion seconded and unanimously approved.**
8. Lyn Widmyer, County Commissioner – requested the approval of a Code of Ethics to be signed by all applicants for County Commission appointed Boards, Commissions, and Committees.
 - **Motion by Ms. Widmyer to approve the Code of Ethics document as reviewed by legal. Motion seconded and unanimously approved.**
 - **Motion by Ms. Widmyer to send the Code of Ethics document to current Boards/Commissions/Committees members to ask for their signatures. Motion seconded and unanimously approved.**
9. Approval of the Revised Boards and Commissions Policy.

The following changes to the Revised Board and Commissions Policy were presented:

- Under “Advertising Process,” strike the specific names of newspapers and replace with “newspapers of record.”
- Strike “*Every effort will be made...*” and replace with “*the public will have...*”
- In addition to the Building Commission, party affiliation is also applicable and necessary for appointments to the Board of Health.
- Eliminate the question regarding personal property tax and replace with: “*Are you able to produce proof of residency in Jefferson County?*”
- Replace current section on felonies and convictions with the following: “*Have you ever been convicted of any felonies? If yes, please list.*”
- Add “In the event of an absence of applicants, the Commission may take action to appoint a ‘last minute’ applicant.”
- It was the consensus of the Commission to delay action on this item until the revisions have been made and a “clean” copy has been brought forth.

10. Commissioner Lyn Widmyer – requested the assurance that the Planning Commission has one representative from each magisterial district.

- **Motion by Ms. Widmyer to establish a policy for the Planning Commission to assure there is at least one representative from each magisterial district. Motion seconded but fails on a vote of 2-3 with Ms. Noland, Mr. Pellish, and Ms. Tabb opposing.**

11. Renewal of the Mutual Aid Agreement between the City of Martinsburg and Jefferson County.

- **Motion by Ms. Widmyer to approve the renewal of the Mutual Aid Agreement between the City of Martinsburg and Jefferson County pending legal review. Motion seconded and unanimously approved.**

12. Appointment to the Jefferson County Safety Enforcement Agency Board.

- **Motion by Ms. Tabb to approve the appointment of Dan Fritsch to the Property Safety Enforcement Agency Board due to the resignation of Fire Chief Ben Money, for one unexpired term ending December 31, 2015.**

13. Approval of Resolution to enter into an agreement with the WV Department of Transportation, Division of Highways for the construction of a shared-use bike path.
 - After discussion, it was the consensus of the Commission to direct staff to write a letter to Senators Unger and Snyder, Governor Tomblin, and Delegate Skinner outlying the Commission's concerns with the potential liability of maintaining the bike path and the Commission's inability to commit to future financial obligations, and impress upon them the importance of this project, which can only be completed if the Department of Highways assumes responsibility for the maintenance of the path.

14. Commissioner Lyn Widmyer - requested the approval of a Resolution of Thanks for AHA!/Jefferson Arts Council for their development of Artomatic, the successful, month-long event which promoted local artists and artisans and attracted visitors to the County.
 - **Motion by Ms. Widmyer to approve the request for staff to prepare a Resolution of Thanks/Appreciation for the Artomatic event. Motion seconded and unanimously approved.**

15. Discussion of Broker of Record - Commissioner Noland expressed her desire to have consistency, presentations and documentation for the Commission to make decisions regarding RFPs.
 - **Motion by Mr. Pellish to advise Ms. Keyser to proceed with securing a contract with Millenium as the new Broker of Record. Motion seconded and unanimously approved.**

FINANCE DIRECTOR REPORTS

Mr. Stanton discussed with the Commission the importance of following Government Accounting Standards Board (GASB) standards. The Government Accounting Standards Board is an organization that creates accounting standards and generally accepted accounting principles that county, state, and local governments are required to follow. Mr. Stanton stated these standards require Jefferson County to be on a modified accrual basis of accounting which is especially important as we come to the end of a fiscal year. Mr. Stanton stated that it is a requirement to post the correct revenue and expenditures to the appropriate year in accordance with modified accrual basis of accounting. There was a consensus of the Commission that the County should follow GASB standards with our accounting be consistent with modified accrual basis of accounting.

COUNTY ADMINISTRATOR REPORTS

- Wellness Program – Ms. Keyser presented the Commission with a County Wellness Program for 2014-2015 and explained the types of the activities she hoped to schedule. She also stated she would like to provide some sort of incentive for those who choose to participate in the Wellness Program.
 - **Motion by Mr. Manuel to approve the 2014-2015 Wellness Program and allocate \$1,500 for the program incentive. Motion seconded and unanimously approved.**
- Audit – Ms. Keyser stated the auditors would arrive next week and would work out of the basement conference room of Hunter House until the audit was complete.
- Homeland Security - Ms. Keyser stated Barb Miller, Director of Homeland Security, and Jess Owens, Deputy Director of Homeland Security, would be in training next week, and as a result, she and Sandy McDonald would be in charge should an emergency occur.
- Ambulance Fee Update – Ms. Keyser stated she’s been working with Carol Swiger, Ambulance Fee Collector, to move forward with the implementation of the County Ambulance Fee. She thanked Teresa Hendricks and the Berkeley County Ambulance Authority for all of their assistance, and stated she has been in contact with SSI and ordered the files needed.
- Sexual Harassment/Racial Discrimination Training – Ms. Keyser stated she would like to hold a sexual harassment and racial discrimination training class on June 25. It was the consensus of the Commission that this class be mandatory.

COUNTY COMMISSIONERS’ REPORTS

Jane Tabb

- Attended the Veteran’s Memorial Pavilion Ribbon Cutting at Sam Michael’s Park.
- Attended the 2014 Primary Election Canvass.
- Attended the “Minute to Win It” Fundraiser for Jefferson County Parks and Recreation.
- Attended a Farmland Protection Board meeting.
- Attended a JCESA Board meeting.
- Attended an LEPC meeting.
- Attended a PSD meeting.
- Attended a Homeland Security meeting.
- Attended a special sermon at Zion Episcopal Church regarding farmland protection.
- Attended the Public Hearing on the Jefferson County Emergency Ambulance Service Fee Ordinance.

- Attended the Impact Fee Work Session.

Walt Pellish

- Attended the 2014 Primary Election Canvass.
- Attended the Impact Fee Work Session.
- Attended a Development Authority meeting.

Patsy Noland

- Attended the Veteran's Memorial Pavilion Ribbon Cutting at Sam Michael's Park.
- Attended the "Minute to Win It" Fundraiser for Jefferson County Parks and Recreation.
- Attended the 2014 Primary Election Canvass.
- Attended a Council on Aging meeting.
- Attended a Parks and Recreation meeting.
- Attended the Public Hearing on the Jefferson County Emergency Ambulance Service Fee Ordinance.
- Attended the Impact Fee Work Session.
- Attended the Annual Circuit Clerk's Banquet.

Dale Manuel

- Attended the Veteran's Memorial Pavilion Ribbon Cutting at Sam Michael's Park.
- Attended the 2014 Primary Election Canvass.
- Attended the Strawberry Festival in Buchannon, West Virginia.
- Attended a Water Advisory Committee meeting at the Tuscowilla Hills Sewage Treatment Plant.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a Parks and Recreation meeting.
- Attended the Public Hearing on the Jefferson County Emergency Ambulance Service Fee Ordinance.
- Attended the Impact Fee Work Session.

Lyn Widmyer

- Attended the Minute to Win It Fundraiser for the Jefferson County Parks and Recreation.
- Attended the 2014 Primary Election Canvass.
- Attended the Public Hearing on the Jefferson County Emergency Ambulance Service Fee Ordinance.
- Attended the Impact Fee Work Session.
- Attended a meeting with Senator Manchin's staff.

The Commission recessed at 12:47 pm and stated they would reconvene at 7:00 pm for the Public Hearing on the Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency.

16. Public Hearing – An Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency.

- Commissioner Manuel led the Pledge of Allegiance.
- Commissioner Pellish opened the floor for public comment at 7:02 pm. Public comments were made by the following:
 - Jack Wysong, resident and member of the Independent Fire Company – stated the Jefferson County Emergency Services Agency was originally created to provide support to the local fire companies, but over the years, the relationship has become more and more competitive. Mr. Wysong also stated he supports the Commission’s decision to dissolve the JCESA Board as it currently stands and believes it should be rebuilt from “scratch.”
 - Michael Mood, current JCESA Board member and Chief of the Middleway Fire Company – stated he understands the current board may be too large, but believes it will be difficult to accomplish anything if the new board is as small as the one proposed. Mr. Mood also stated he believes the Commission needs to look closely at those who apply for appointment to the JCESA Board, as it’s pointless to select people who do not have background knowledge or skills related to fire and/or emergency medical service.
 - Ross Morgan, resident and Chief of the Shepherdstown Fire Department – spoke in favor of the dissolution and reconstitution of the JCESA Board, as he believes it has been too large for too long.

There being no further public comment, the Commission stated the record would remain open for two weeks to allow time for written comment.

17. The Commission meeting was adjourned at 7:12 pm.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant