

# Minutes

## Jefferson County Commission

Thursday, June 5, 2014

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A meeting of the Jefferson County Commission was held on Thursday, June 5, 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, Jane Tabb, and Lyn Widmyer. President Pellish was absent with notice. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, June 5, 2014 meeting is available through the Jefferson County Commission Office.)

### PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

### APPROVAL OF MINUTES

**Motion by Mr. Manuel to approve the minutes for the May 29, 2014 Regular Meeting with noted correction. Motion seconded and unanimously approved.**

### APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Noland to approve Purchase Orders in the amount of \$11,470.38 to include Purchase Order Numbers 51406, 52547, 52578, 52579, 51384, 51385, 52608, 52609, 52612, and 52406. Motion seconded and unanimously approved.**

### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072306	425	BLUE RIDGE GARAGE DOORS	52611	\$ 125.00	\$ -	\$ 125.00
072307	425	B-K OFFICE SUPPLY INC	52394	\$ 537.00	\$ -	\$ 537.00
072307	425	B-K OFFICE SUPPLY INC	52399	\$ 507.40	\$ -	\$ 507.40
072307	433	B-K OFFICE SUPPLY INC	51382	\$ 931.98	\$ -	\$ 931.98
072307	712	B-K OFFICE SUPPLY INC	52555	\$ 405.00	\$ -	\$ 405.00

072308	425	BOLAND SERVICES	51764	\$ 898.00	\$ -	\$ 898.00
072308	425	BOLAND SERVICES	51764	\$ 898.00	\$ -	\$ 898.00
072309	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
072310	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
072311	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
072312	424	BURKE ST. TRIMMINGS LLC	52369	\$ 3,345.00	\$ -	\$ 3,345.00
072313	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
072314	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
072315	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
072316	403	CASTO & HARRIS INC	51469	\$ 1,431.95	\$ -	\$ 1,431.95
072317	413	THE CHAPMAN PRINTING CO	52454	\$ 42.67	\$ -	\$ 42.67
072318	424	CHARLES TOWN UTILITIES		\$ -	\$ 102.82	\$ 102.82
072318	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,106.16	\$ 1,106.16
072319	405	MARCIA LYNN CHANDLER	52677	\$ 329.70	\$ -	\$ 329.70
072320	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
072321	440	DAVID M. CARTER		\$ -	\$ 161.00	\$ 161.00
072322	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
072323	405	KIMBERLEY CROCKETT		\$ -	\$ 212.80	\$ 212.80
072324	711	CERVIS TECHNOLOGIES, LLC	52020	\$ 1,500.00	\$ -	\$ 1,500.00
072325	425	DAYCON	52395	\$ 918.96	\$ -	\$ 918.96
072326	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
072327	433	D & S CONSTRUCTION	51381	\$ 3,012.50	\$ -	\$ 3,012.50
072328	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,691.36	\$ 5,691.36
072329	404	J & S BUSINESS FORMS LLC	52405	\$ 3,013.09	\$ -	\$ 3,013.09
072330	PAYROLL	GUARDIAN		\$ -	\$ 1,701.70	\$ 1,701.70
072330	PAYROLL	GUARDIAN		\$ -	\$ 1,933.11	\$ 1,933.11
072331	425	GRAINGER, INC	52614	\$ 108.90	\$ -	\$ 108.90
072331	717	GRAINGER, INC	52614	\$ 52.39	\$ -	\$ 52.39
072332	440	ROGER GOODWIN		\$ -	\$ 115.00	\$ 115.00
072333	412	MICHAEL HARMAN		\$ -	\$ 818.16	\$ 818.16
072334	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 2,850.00	\$ 2,850.00
072335	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 193.28	\$ 193.28
072335	402	JEFFERSON PUBLISH CO INC	52453	\$ 151.82	\$ -	\$ 151.82
072335	413	JEFFERSON PUBLISH CO INC	52447	\$ 135.00	\$ -	\$ 135.00
072335	413	JEFFERSON PUBLISH CO INC	52450	\$ 3,187.44	\$ -	\$ 3,187.44
072335	424	JEFFERSON PUBLISH CO INC	52613	\$ 129.10	\$ -	\$ 129.10
072336	425	JEFFERSON UTILITIES INC	52605	\$ 425.00	\$ -	\$ 425.00
072337	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,308.00	\$ 5,308.00
072338	433	LYLE SIGNS, INC.	51379	\$ 918.00	\$ -	\$ 918.00
072339	412	JUDITH A MATLICK		\$ -	\$ 513.60	\$ 513.60

072340	712	PRIORITY DISPATCH	52235	\$ 375.00	\$ -	\$ 375.00
072341	439	MICHAEL MONAGHAN		\$ -	\$ 97.00	\$ 97.00
072342	PAYROLL	HIGHMARK WV		\$ -	\$ 180,062.13	\$ 180,062.13
072343	717	MILLER'S CHRYSLER JEEP	52615	\$ 102.90	\$ -	\$ 102.90
072344	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
072345	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
072346	424	NEOPOST USA INC.	52610	\$ 79.98	\$ -	\$ 79.98
072347	402	PIFER OFFICE SUPPLY, INC	52448	\$ 166.38	\$ -	\$ 166.38
072347	402	PIFER OFFICE SUPPLY, INC	52449	\$ 300.63	\$ -	\$ 300.63
072347	402	PIFER OFFICE SUPPLY, INC	52451	\$ 65.65	\$ -	\$ 65.65
072347	404	PIFER OFFICE SUPPLY, INC	52404	\$ 660.70	\$ -	\$ 660.70
072348	402	POSTMASTER CHARLES TOWN	52455	\$ 92.00	\$ -	\$ 92.00
072349	425	RCS SECURITY	52607	\$ 265.20	\$ -	\$ 265.20
072350	402	RECORD MANAGEMENT SOLUTN	51631	\$ 35.00	\$ -	\$ 35.00
072350	403	RECORD MANAGEMENT SOLUTN	51438	\$ 30.00	\$ -	\$ 30.00
072351	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,974.00	\$ 6,974.00
072352	403	SOFTWARE SYSTEMS, INC	51439	\$ 324.47	\$ -	\$ 324.47
072352	424	SOFTWARE SYSTEMS, INC	51439	\$ 450.00	\$ -	\$ 450.00
072353	704	ST/WV REGIONAL JAIL &	52576	\$ 108,659.00	\$ -	\$ 108,659.00
072354	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,327.52	\$ 43,327.52
072354	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,132.98	\$ 10,132.98
072354	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,543.82	\$ 41,543.82
072355	401	STAPLES CREDIT PLAN		\$ -	\$ 266.83	\$ 266.83
072355	412	STAPLES CREDIT PLAN		\$ -	\$ 72.70	\$ 72.70
072355	712	STAPLES CREDIT PLAN		\$ -	\$ 13.86	\$ 13.86
072356	401	CAROL SWIGER		\$ -	\$ 20.38	\$ 20.38
072357	712	SEN COMMUNICATIONS	52239	\$ 601.80	\$ -	\$ 601.80
072357	712	SEN COMMUNICATIONS	52549	\$ 40.00	\$ -	\$ 40.00
072357	712	SEN COMMUNICATIONS	52550	\$ 40.00	\$ -	\$ 40.00
072357	712	SEN COMMUNICATIONS	52551	\$ 75.00	\$ -	\$ 75.00
072357	712	SEN COMMUNICATIONS	52554	\$ 134.64	\$ -	\$ 134.64
072358	425	TRENARY SERVICE CO	52606	\$ 350.67	\$ -	\$ 350.67
072359	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
072360	405	THOMSON REUTER - WEST	51638	\$ 692.25	\$ -	\$ 692.25
072360	405	THOMSON REUTER - WEST	52216	\$ 1,459.20	\$ -	\$ 1,459.20
072361	412	WVU-OFFICE TECHNOLOGY	50022	\$ 852.47	\$ -	\$ 852.47
072362	402	XEROX CORPORATION	51632	\$ 1,987.68	\$ -	\$ 1,987.68
<b>TOTAL</b>						<b>\$ 448,369.31</b>
<b>TOTAL</b>				<b>\$ 140,844.52</b>	<b>\$ 307,524.79</b>	<b>\$ 448,369.31</b>

**Motion by Ms. Noland to approve the Accounts Payable for June 5, 2014 in the amount of \$448,369.31. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Ronda Eddy, Executive Director of the Jefferson Day Report Center – informed the Commission she had submitted the Community Corrections Grant before the subcommittee in Charleston, and invited the Commission to the Governor’s Substance Abuse Task Force meeting to be held on Monday, June 16<sup>th</sup> from 10-12 pm at DHHR in Berkeley County.

Ed Slonaker, Broker of Record for Jefferson County – stated the current process of selecting a new broker of record is not in the best interest of tax payers or county employees.

David Tabb, resident – spoke regarding his agreement with the County Commission and stated he has been raising funds for the erection and maintenance of an American flag outside of the County Commission meeting room.

**PRESENTATIONS**

1. Roger Goodwin, Chief County Engineer
  - A. Requested the approval of the agreement with United Bank, Inc. for the completion of the subdivision site work at Summit View Estates Subdivision
    - **Motion by Mr. Manuel to approve staff to work with United Bank, Inc. to complete the remaining site work at the Summit View Estates Subdivision (JCPC File No. 03-21) in exchange for the Jefferson County Commission returning the construction bond/surety funds being held in an escrow account, in the amount of \$250,000 to United Bank, Inc. and that all work shall be fully complete to the satisfaction of the Chief County Engineer before the funds are returned. Motion seconded and unanimously approved.**
  - B. Requested the complete bond release for Suzanne L. Walls – Walls Nursery
    - **Motion by Ms. Noland to authorize a complete release of \$11,501.00 from the construction bond amount for Suzanne A. Walls – Walls Nursery. Motion seconded and unanimously approved.**
  - C. Requested a complete bond release for Summit Point Baptist Church.
    - **Motion by Ms. Widmyer to authorize a complete release of \$38,189.00 from the construction bond amount for Summit Point Baptist Church. Motion seconded and unanimously approved.**
  - D. Requested a partial bond release for the U.S. Coast Guard Office Building Project.

- **Motion by Mr. Manuel to authorize a partial release of \$650,882.00 from the construction bond amount for ARC-FD JV, LLC AKA U.S. Coast Guard Office Building Project. Motion seconded and unanimously approved.**
- E. Requested the tolling of bonding request for Quail Ridge Subdivision, Section II, Phase III, Lots 129-159.
- **Motion by Ms. Noland to authorize the Commission and Staff to accept and execute the Tolling of Bonding Agreement with the owner/developer of the Quail Ridge Subdivision, Section II, Phase III, Lots 129-159. Motion seconded and unanimously approved.**
- F. Requested the approval to call Letter of Credits that have not been renewed by July 15, 2014.
- **Motion by Ms. Noland to authorize staff to call any Letter of Credits that are due that have not been renewed by close of business on Monday, July 7, 2014. Motion seconded and unanimously approved.**
2. Elizabeth Wheeler, Farmland Protection Board – requested the approval of the purchase of one Agricultural Conservation Easement.
- **Motion by Ms. Tabb to approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program and the Natural Resources Conservation Service of one conservation easement on the property in Jefferson County owned by the following persons: William M. Nicewarner and Deloris M. Nicewarner. Motion seconded and unanimously approved.**

The Commission recessed for break at 10:30 am.

The Commission reconvened at 10:45.

3. Final Decision on the Jefferson County Emergency Ambulance Service Fee Ordinance
- **Motion by Mr. Manuel to accept the Jefferson County Emergency Ambulance Service Fee Ordinance and move it before the body for discussion. Motion seconded.**
    - It was the consensus of the Commission to add the following for clarity: *“If a commercial enterprise is conducted in a residential unit and the commercial enterprise is not a separate addressable unit, the owner will pay the single higher commercial rate for that address.”*

- It was the consensus of the Commission that property owners will receive a single bill which denotes multiple units.
  - It was the consensus of the Commission to add a comment which states the Ambulance Fee is to cover the annual operating costs of the JCESA and does not negate the payment required for each use of ambulance services.
  - It was the consensus of the Commission to remove the word “initially” from Section 11 and rename Section 11 “Use of Funds.”
  - It was the consensus of the Commission to add the following to Section 11: “...provided that such paramedics and EMTs may be cross trained to also fight fires.”
  - **Motion by Mr. Manuel to approve the amendments made to the Jefferson County Emergency Ambulance Service Fee Ordinance. Motion seconded unanimously approved.**
  - **Motion by Mr. Manuel to approve the Jefferson County Emergency Ambulance Service Fee as amended. Motion seconded and unanimously approved.**
4. Tim Stanton, Finance Director – provided the Commission with a budget overview and requested the approval of multiple internal and state budget revisions.
- A. Requested the approval of Internal Budget Revision #14 in the amount of \$60 to fund a deficit in Emergency Services Computer Hardware.
- **Motion by Mr. Manuel to approve Internal Budget Revision #14 as presented. Motion seconded and unanimously approved.**
- B. Requested approval of Internal Budget Revision #15 in the amount of \$3,500 to transfer funds within the Engineering Department to obtain a balanced budget at the end of the fiscal year.
- **Motion by Ms. Widmyer to approve Internal Budget Revision #15 as presented. Motion seconded and unanimously approved.**
- C. Requested approval of Internal Budget Revision #16 in the amount of \$4,200 for the County Clerk’s Office to cover deficit in ads/legal.
- **Motion by Mr. Manuel to approve Internal Budget Revision #16 as presented. Motion seconded and unanimously approved.**

D. Requested approval of Internal Budget Revision #17 in the amount of \$2,500 for the GIS/Addressing Office to fund the purchase of ArcGIS Network Analyst License.

- **Motion by Ms. Noland to approve Internal Budget Revision #17 as presented. Motion seconded and unanimously approved.**

E. Requested the approval of Internal Budget Revision #18 in the amount of \$106,005.39 for the Sheriff's Office to fund the cost of contracted deputy services.

- **Motion by Ms. Noland to approve Internal Budget Revision #18 as presented. Motion seconded and unanimously approved.**

F. Requested the approval of State Budget Revision #28 in the amount of \$281 for the County's Clerk's Office.

- **Motion by Mr. Manuel to approve State Budget Revision #28 as presented. Motion seconded and unanimously approved.**

G. Requested the approval of State Budget Revision #29 in the amount of \$41,583 for the Sheriff's Office to increase overtime wages with an offsetting increase to revenue.

- **Motion by Ms. Widmyer to approve State Budget Revision #29 as presented. Motion seconded and unanimously approved.**

### **NEW BUSINESS**

5. Barb Miller, Director of Homeland Security and Emergency Management – requested the approval of the contract with J.H. Consulting in the amount of \$5,000 to update the Jefferson County COOP and to develop and carry out a table top exercise for Government Department Heads.

- **Motion by Ms. Widmyer to approve the contract with J.H. Consulting to update the Jefferson County COOP and to develop and carry out a table top exercise for County Government Department Heads, as presented. Motion seconded and unanimously approved.**

6. Establishment of a date/time for the WVDOH Road Summit for Jefferson County.

- **Motion by Mr. Manuel to direct staff to contact local delegation and representatives from the WVDOH to schedule the WVDOH Road Summit for Jefferson County in early fall of 2014. Motion seconded and unanimously approved.**

7. Establishment of a date/time for the Jefferson County Public Service District to provide the Commission with a presentation outlining the \$15 million dollar sewer project, including the impact this project may have on the ratepayers.
  - **Motion by Ms. Tabb to request available Public Service District staff and board members to make a presentation to the Commission on the \$40 million dollar sewer project, including the impact this project may have on the ratepayers, to be held in mid-July. Motion seconded and unanimously approved.**
8. Approval of Contract for the Jefferson County Website.
  - **Motion by Ms. Tabb to approve the contract for the Jefferson County website as presented pending legal review. Motion seconded and unanimously approved.**
9. Approval of Contract for the Broker of Record.
  - Upon unanimous consent, the Commission decided to delay action on this item until President Pellish could be in attendance.
10. Approval of Requests for Proposal for Information Technology Support Services.
  - Upon recommendation from Ms. Keyser, the Commission gave unanimous consent to hold this item over for discussion/action until the regularly scheduled June 19, 2014 County Commission meeting.
11. The Commission broke for lunch at 12:30 pm.  
The Commission reconvened at 1:30 pm.
12. Patti Hamilton, West Virginia Association of Counties – provided the Commission with a legislative update and an update on the association.

## **COUNTY ADMINISTRATOR REPORTS**

Code of Ethics for Current Boards, Commissions, and Committee Members – Ms. Keyser submitted a draft of the notification letter to be sent to current boards, commissions, and committee members regarding the Code of Ethics and asked the Commission to review the document and submit any changes via e-mail prior to the June 19, 2014 Commission meeting.

Software for Ambulance Fee Collection – Ms. Keyser stated she has spoken with the Assessor and the Commission staff is investigating the option of utilizing less expensive

software currently used by the Assessor's office for the data collection and implementation of the Ambulance fee.

## **COUNTY COMMISSIONERS' REPORTS**

Jane Tabb

- Attended the Public Hearing on the JCESA Board Reorganization.
- Attended the "Touch a Truck" event in association with the Development Authority.

Patsy Noland

- Attended the Public Hearing on the JCESA Board Reorganization.
- Provided the Commission with an update on the John Brown tours and encouraged county employees to participate.

Dale Manuel

- Attended the Public Hearing on the JCESA Board Reorganization.
- Attended a PSD meeting.
- Attended an Affordable Housing meeting.

Lyn Widmyer

- Attended the Public Hearing on the JCESA Board Reorganization.

13. The Commission meeting was adjourned at 2:40 pm on a motion by Mr. Noland.  
Motion was seconded and unanimously approved.

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WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

