

# Minutes

## Jefferson County Commission

Thursday, July 3, 2014

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A meeting of the Jefferson County Commission was held on Thursday, July 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, Jane Tabb, Lyn Widmyer and Walt Pellish. Also present were Debbie Keyser, County Administrator; Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, July 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 minutes for the June 19, 2014 Regular Meeting as presented. Motion seconded and unanimously approved with Mr. Pellish abstaining.**

### APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Noland to approve Purchase Orders in the amount of \$35,766.39 to include Purchase Order Numbers 51952, 52626, 51475, 51476, 52582, 52462, 52465, 52466, 52629, 52631, 52627, and 52630. Motion seconded and unanimously approved.**

### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072470	412	COMCAST		\$ -	\$ 80.50	\$ 80.50
072470	425	COMCAST		\$ -	\$ 442.07	\$ 442.07
072471	712	AT&T/GA		\$ -	\$ 52.71	\$ 52.71
072472	406	BERKELEY PRINTING/DESIGN	52306	\$ 926.76	\$ -	\$ 926.76
072473	717	BATTERY MART	52625	\$ 51.95	\$ -	\$ 51.95

072474	425	B-K OFFICE SUPPLY INC	52618	\$ 1,074.00	\$ -	\$ 1,074.00
072474	440	B-K OFFICE SUPPLY INC	52579	\$ 2,213.82	\$ -	\$ 2,213.82
072474	712	B-K OFFICE SUPPLY INC	52543	\$ 68.29	\$ -	\$ 68.29
072474	712	B-K OFFICE SUPPLY INC	52544	\$ 305.82	\$ -	\$ 305.82
072474	712	B-K OFFICE SUPPLY INC	52547	\$ 442.00	\$ -	\$ 442.00
072475	717	BLUE WOLF SALES & SERVIC	52396	\$ 643.61	\$ -	\$ 643.61
072476	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
072477	425	CITY OF CHARLES TOWN	52223	\$ 6,600.00	\$ -	\$ 6,600.00
072478	405	MARCIA LYNN CHANDLER	52679	\$ 781.00	\$ -	\$ 781.00
072479	700	CDW-GOVERNMENT LLC	51977	\$ 1,768.58	\$ -	\$ 1,768.58
072480	425	DAYCON	52623	\$ 1,162.29	\$ -	\$ 1,162.29
072481	712	FEDEX		\$ -	\$ 30.99	\$ 30.99
072482	425	FIDELITY ENGINEERING	52620	\$ 386.95	\$ -	\$ 386.95
072483	700	GALLS,LLC/QUATERMASTER L	51978	\$ 1,614.40	\$ -	\$ 1,614.40
072483	700	GALLS,LLC/QUATERMASTER L	51978	\$ 396.00	\$ -	\$ 396.00
072484	440	ROGER GOODWIN		\$ -	\$ 142.24	\$ 142.24
072485	712	GLOBAL DATA CONSULTANTS	52251	\$ 10,000.00	\$ -	\$ 10,000.00
072486	716	HILLSIDE VETERINARY HOSP	51950	\$ 444.54	\$ -	\$ 444.54
072487	402	JEFFERSON PUBLISH CO INC	52463	\$ 224.92	\$ -	\$ 224.92
072487	404	JEFFERSON PUBLISH CO INC	52408	\$ 4,342.54	\$ -	\$ 4,342.54
072487	404	JEFFERSON PUBLISH CO INC	52409	\$ 54.00	\$ -	\$ 54.00
072488	700	JEFFERSON URGENT CARE LL	51984	\$ 300.00	\$ -	\$ 300.00
072489	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
072490	406	MATTHEW BENDER & CO	51407	\$ 146.16	\$ -	\$ 146.16
072491	440	MAPPING SERVICES	52581	\$ 100.00	\$ -	\$ 100.00
072492	700	NET MOTION WIRELESS		\$ -	\$ 8,634.38	\$ 8,634.38
072493	700	NO RULES LETTERING 2013	51980	\$ 900.00	\$ -	\$ 900.00
072494	406	PIFER OFFICE SUPPLY, INC	52303	\$ 20.00	\$ -	\$ 20.00
072495	440	PRINT-O-STAT	52578	\$ 1,956.00	\$ -	\$ 1,956.00
072496	402	PRESTO DIRECT, INC.	52457	\$ 47.00	\$ -	\$ 47.00
072497	700	ROCIC	51979	\$ 300.00	\$ -	\$ 300.00
072498	403	SOFTWARE SYSTEMS, INC	51474	\$ 619.00	\$ -	\$ 619.00
072498	403	SOFTWARE SYSTEMS, INC	51474	\$ 122.00	\$ -	\$ 122.00
072499	704	ST/WV REGIONAL JAIL &	52776	\$ 113,049.75	\$ -	\$ 113,049.75
072500	700	SUPERIOR AUTO BODY	51981	\$ 1,000.00	\$ -	\$ 1,000.00
072501	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 74.26	\$ 74.26
072501	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 17.36	\$ 17.36
072501	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 59.40	\$ 59.40
072502	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.55	\$ 1.55
072502	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,453.47	\$ 31,453.47

072503	712	SEN COMMUNICATIONS	52545	\$ 1,278.40	\$ -	\$ 1,278.40
072503	712	SEN COMMUNICATIONS	52548	\$ 300.90	\$ -	\$ 300.90
072503	712	SEN COMMUNICATIONS	52556	\$ 405.00	\$ -	\$ 405.00
072504	405	BRANDON C.H. SIMS		\$ -	\$ 138.00	\$ 138.00
072505	717	TRI COUNTY RENTAL INC	52624	\$ 190.95	\$ -	\$ 190.95
072506	700	TASER INTERNATIONAL	51982	\$ 2,165.75	\$ -	\$ 2,165.75
072507	401	TISCHLERBISE, INC.	52580	\$ 16,630.00	\$ -	\$ 16,630.00
072508	712	TELTRONIC	52575	\$ 2,769.50	\$ -	\$ 2,769.50
072509	424	TRENARY SERVICE CO	52619	\$ 1,049.50	\$ -	\$ 1,049.50
072509	425	TRENARY SERVICE CO	52622	\$ 7,755.50	\$ -	\$ 7,755.50
072510	403	VITAL SIGNS	51471	\$ 450.00	\$ -	\$ 450.00
072511	412	WPS,INC	50017	\$ 5,909.87	\$ -	\$ 5,909.87
072512	433	WVU GIS TECH CENTER	51385	\$ 520.00	\$ -	\$ 520.00
072513	439	XEROX CORPORATION	52328	\$ 728.91	\$ -	\$ 728.91
<b>TOTAL</b>						<b>\$ 234,722.59</b>
<b>TOTAL</b>				<b>\$ 192,215.66</b>	<b>\$ 42,506.93</b>	<b>\$ 234,722.59</b>

**Motion by Ms. Widmyer to approve the Accounts Payable for June 26, 2014 in the amount of \$234,722.59. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072516	428	ACCURATE SYSTEMS INC		\$ -	\$ 3,000.00	\$ 3,000.00
072517	425	COMCAST		\$ -	\$ 184.90	\$ 184.90
072518	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,921.63	\$ 1,921.63
072519	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 14,625.00	\$ 14,625.00
072520	405	MYOSHIA BRIGHT		\$ -	\$ 302.40	\$ 302.40
072521	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
072522	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
072523	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
072524	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
072525	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
072526	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
072527	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
072528	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
072528	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 14,625.00	\$ 14,625.00
072529	440	DAVID M. CARTER		\$ -	\$ 314.78	\$ 314.78
072530	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
072531	428	CONTROL SYSTEMS		\$ -	\$ 1,170.50	\$ 1,170.50
072532	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 46.00	\$ 46.00

072533	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
072534	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,826.21	\$ 5,826.21
072535	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 2,568.75	\$ 2,568.75
072536	425	84 LUMBER		\$ -	\$ 343.91	\$ 343.91
072537	ALLOC	EASTERN WV REGIONAL		\$ -	\$ 11,428.00	\$ 11,428.00
072538	PAYROLL	GUARDIAN		\$ -	\$ 1,914.68	\$ 1,914.68
072538	PAYROLL	GUARDIAN		\$ -	\$ 1,731.85	\$ 1,731.85
072539	405	STEPHEN V GROH		\$ -	\$ 269.36	\$ 269.36
072540	405	STEPHANIE GROVE		\$ -	\$ 268.80	\$ 268.80
072541	717	GUTTMAN OIL CO		\$ -	\$ 13,716.46	\$ 13,716.46
072542	405	CHARLES B HOWARD		\$ -	\$ 299.04	\$ 299.04
072543	405	HR DIRECT	52680	\$ 54.34	\$ -	\$ 54.34
072544	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 3,015.00	\$ 3,015.00
072545	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 33,223.50	\$ 33,223.50
072546	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 361,890.50	\$ 361,890.50
072547	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,921.63	\$ 1,921.63
072548	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 35.38	\$ 35.38
072549	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,308.00	\$ 5,308.00
072550	405	RALPH A LORENZETTI JR		\$ -	\$ 306.88	\$ 306.88
072551	413	LORTON DATA	52464	\$ 119.08	\$ -	\$ 119.08
072552	405	LYNDSEY W. MATSCHAT		\$ -	\$ 51.82	\$ 51.82
072553	405	GAIL MCMILLION		\$ -	\$ 266.56	\$ 266.56
072554	405	JENNIFER E. MAY-SANNER		\$ -	\$ 282.24	\$ 282.24
072555	405	JONELLE MAY		\$ -	\$ 264.32	\$ 264.32
072556	PAYROLL	HIGHMARK WV		\$ -	\$ 164,313.84	\$ 164,313.84
072557	412	SHAY MCNEIL		\$ -	\$ 300.72	\$ 300.72
072558	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
072559	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
072560	405	OGLEBAY		\$ -	\$ 3,779.04	\$ 3,779.04
072561	ALLOC	JEFF CO PARKS &		\$ -	\$ 20,177.08	\$ 20,177.08
072561	ALLOC	JEFF CO PARKS &		\$ -	\$ 62,332.25	\$ 62,332.25
072562	405	HASSAN RASHEED		\$ -	\$ 266.56	\$ 266.56
072563	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 14,625.00	\$ 14,625.00
072564	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 14,625.00	\$ 14,625.00
072565	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,246.98	\$ 10,246.98
072565	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,814.74	\$ 43,814.74
072565	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,478.22	\$ 42,478.22
072566	405	BRANDON C.H. SIMS		\$ -	\$ 229.66	\$ 229.66
072567	717	THOMASSEN AUTO GROUP	52628	\$ 43.22	\$ -	\$ 43.22
072568	405	TERESA TRITELLI		\$ -	\$ 296.24	\$ 296.24

072569	424	US POSTAL SERVICE		\$ -	\$ 7,000.00	\$ 7,000.00
072571	401	UNITED BANKCARD CENTER		\$ -	\$ 243.80	\$ 243.80
072571	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
072571	402	UNITED BANKCARD CENTER		\$ -	\$ 37.47	\$ 37.47
072571	402	UNITED BANKCARD CENTER		\$ -	\$ 980.10	\$ 980.10
072571	403	UNITED BANKCARD CENTER		\$ -	\$ 261.82	\$ 261.82
072571	403	UNITED BANKCARD CENTER		\$ -	\$ 92.16	\$ 92.16
072571	405	UNITED BANKCARD CENTER		\$ -	\$ 483.98	\$ 483.98
072571	415	UNITED BANKCARD CENTER		\$ -	\$ 79.53	\$ 79.53
072571	424	UNITED BANKCARD CENTER		\$ -	\$ 15,744.63	\$ 15,744.63
072571	424	UNITED BANKCARD CENTER		\$ -	\$ 110.19	\$ 110.19
072571	424	UNITED BANKCARD CENTER		\$ -	\$ 326.23	\$ 326.23
072571	425	UNITED BANKCARD CENTER		\$ -	\$ 31.25	\$ 31.25
072571	425	UNITED BANKCARD CENTER		\$ -	\$ 59.49	\$ 59.49
072571	425	UNITED BANKCARD CENTER		\$ -	\$ 85.32	\$ 85.32
072571	425	UNITED BANKCARD CENTER		\$ -	\$ 34.90	\$ 34.90
072571	425	UNITED BANKCARD CENTER		\$ -	\$ 471.56	\$ 471.56
072571	428	UNITED BANKCARD CENTER		\$ -	\$ 22,203.35	\$ 22,203.35
072571	433	UNITED BANKCARD CENTER		\$ -	\$ 308.46	\$ 308.46
072571	433	UNITED BANKCARD CENTER		\$ -	\$ 264.00	\$ 264.00
072571	439	UNITED BANKCARD CENTER		\$ -	\$ 29.82	\$ 29.82
072571	440	UNITED BANKCARD CENTER		\$ -	\$ 48.10	\$ 48.10
072571	440	UNITED BANKCARD CENTER		\$ -	\$ 145.60	\$ 145.60
072571	440	UNITED BANKCARD CENTER		\$ -	\$ 178.20	\$ 178.20
072571	451	UNITED BANKCARD CENTER		\$ -	\$ 62.70	\$ 62.70
072571	700	UNITED BANKCARD CENTER		\$ -	\$ 204.00	\$ 204.00
072571	700	UNITED BANKCARD CENTER		\$ -	\$ 921.30	\$ 921.30
072571	700	UNITED BANKCARD CENTER		\$ -	\$ 22.64	\$ 22.64
072571	700	UNITED BANKCARD CENTER		\$ -	\$ 1,190.00	\$ 1,190.00
072571	700	UNITED BANKCARD CENTER		\$ -	\$ 632.93	\$ 632.93
072571	700	UNITED BANKCARD CENTER		\$ -	\$ 37.05	\$ 37.05
072571	700	UNITED BANKCARD CENTER		\$ -	\$ 95.98	\$ 95.98
072571	700	UNITED BANKCARD CENTER		\$ -	\$ 42.36	\$ 42.36
072571	700	UNITED BANKCARD CENTER		\$ -	\$ 60.44	\$ 60.44
072571	700	UNITED BANKCARD CENTER		\$ -	\$ 205.57	\$ 205.57
072571	700	UNITED BANKCARD CENTER		\$ -	\$ 936.62	\$ 936.62
072571	700	UNITED BANKCARD CENTER		\$ -	\$ 92.00	\$ 92.00
072571	711	UNITED BANKCARD CENTER		\$ -	\$ 772.33	\$ 772.33
072571	711	UNITED BANKCARD CENTER		\$ -	\$ 50.00	\$ 50.00
072571	711	UNITED BANKCARD CENTER		\$ -	\$ 577.95	\$ 577.95

072571	711	UNITED BANKCARD CENTER		\$ -	\$ 502.60	\$ 502.60
072571	711	UNITED BANKCARD CENTER		\$ -	\$ 648.20	\$ 648.20
072571	712	UNITED BANKCARD CENTER		\$ -	\$ 2,782.98	\$ 2,782.98
072571	712	UNITED BANKCARD CENTER		\$ -	\$ 7.96	\$ 7.96
072571	712	UNITED BANKCARD CENTER		\$ -	\$ 141.18	\$ 141.18
072571	712	UNITED BANKCARD CENTER		\$ -	\$ 3,125.45	\$ 3,125.45
072571	712	UNITED BANKCARD CENTER		\$ -	\$ 149.60	\$ 149.60
072571	712	UNITED BANKCARD CENTER		\$ -	\$ 359.69	\$ 359.69
072571	717	UNITED BANKCARD CENTER		\$ -	\$ 111.09	\$ 111.09
072571	717	UNITED BANKCARD CENTER		\$ -	\$ 52.91	\$ 52.91
072571	717	UNITED BANKCARD CENTER		\$ -	\$ 2,165.48	\$ 2,165.48
072572	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 24,020.34	\$ 24,020.34
072573	401	WV ASSOCIATION/COUNTIES		\$ -	\$ 6,500.00	\$ 6,500.00
072573	401	WV ASSOCIATION/COUNTIES		\$ -	\$ 80.00	\$ 80.00
072574	ALLOC	WVU		\$ -	\$ 3,488.75	\$ 3,488.75
072575	401	WV ST TREASURER'S OFFICE		\$ -	\$ 4,800.00	\$ 4,800.00
072576	PAYROLL	WVCORP		\$ -	\$ 134,733.50	\$ 134,733.50
072577	PAYROLL	WVCORP		\$ -	\$ 32,606.50	\$ 32,606.50
072578	405	NEIL ZAHRADNIK		\$ -	\$ 243.04	\$ 243.04
<b>TOTAL</b>						<b>\$ 1,144,126.42</b>
<b>TOTAL</b>				<b>\$ 216.64</b>	<b>\$ 1,143,909.78</b>	<b>\$ 1,144,126.42</b>

**Motion by Ms. Tabb to approve the Accounts Payable for July 3, 2014 in the revised amount of \$940,535.92 as only the first month's payment has been distributed to JCESA as opposed to the quarterly payment. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Walt Pellish, Commission President – provided an update on his health, stating on July 7, he would undergo a three week course of radiation toward his continued cancer treatment.

Eleanor Finn, resident – spoke about the proposed Shepherdstown Bike Path and urged the Commission to support the project so the County could receive the benefits of increased tourism, safety, and wellness as result of the bike path.

David Tabb, resident – spoke regarding his feelings on the proposed Bike Path, stating he believes less money should be spent on Parks and Recreation while more consideration should be given to JCESA, the Fire Companies, and other volunteer agencies within the County.

Linda Shea, resident – spoke concerning her feelings on the annexation of the property owned by Michael Patrick Bean in the Corporation of Shepherdstown.

**PRESENTATIONS**

1. Pete Dougherty, Sheriff – notified the Commission of a \$3,000 donation from the West Virginia Thoroughbred Breeders Association to help defray some of the costs incurred in the seizure of horses in animal cruelty cases. Dr. Doug Allara presented the \$3,000 check, and Susan Schram, member of the WVTBA, thanked the Animal Control office for their hard work.
2. Angie Banks, Assessor – requested the approval of the following split ticket:

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Craig Boyd	Ranson Corp.	Personal Property	313421	113.46
Crystal Boyd				68.07

- **Motion by Ms. Noland to approve the split tickets as presented by the Assessor. Motion seconded and unanimously approved.**
3. Julie Shank, Town Attorney for the Corporation of Shepherdstown – requested the approval and confirmation of the annexation by the Corporation of Shepherdstown of two (2) parcels of real estate consisting of 0.702 acre and identified as Parcel 108 on Tax Map 8-B, and of 0.168 acre and identified as Parcel 109 on Tax Map 8-B, both of which are located in Shepherdstown District, Jefferson County, West Virginia, owned by Michael Patrick Bean.
    - **Motion by Mr. Manuel to approve, confirm, and order the annexation by the Corporation of Shepherdstown of two (2) parcels of real estate consisting of 0.702 acre and identified as Parcel 108 on Tax Map 8-B, and of 0.168 acre and identified as Parcel 109 on Tax Map 8-B, both of which are located in Shepherdstown District, Jefferson County, West Virginia, owned by Michael Patrick Bean, and being the same real estate conveyed to Michael Patrick Bean, by deed dated February 3, 2012, of record in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 1104, at page 261. Motion seconded and unanimously approved.**
  4. Jeffrey Polczynski, Director of Communications – requested the approval to reinstate the Reduction in Force administrative assistant employee for the Emergency Communications Center.
    - **Motion by Mr. Manuel to approve the reinstatement of the administrative assistant position within the Emergency Communications Center. Motion seconded and unanimously approved.**

5. The Commission recessed for break at 10:30 am.  
The Commission reconvened at 10:45 am.
6. Interviews and Appointments
  - a. Jefferson County Community Criminal Justice Board
    - It was the consensus of the Commission to interview the two applicants for the “at-large” vacancies on the Community Criminal Justice Board but decided to postpone any further action on this item until the regularly scheduled July 17, 2014 meeting.
  - b. Jefferson County Parks and Recreation Commission
    - Mr. Manuel offered his nomination to Daniel McVicar and Ranale Jones.
    - Ms. Noland offered her nomination for Byron Royal.
    - **Motion by Mr. Manuel to close nominations and appoint Daniel McVicar, Ranale Jone, and Byron Royal to the Jefferson County Parks and Recreation Commission for one three-year term each, ending June 30, 2017. Motion seconded and unanimously approved.**
  - c. Harpers Ferry/Bolivar Public Service District
    - **Motion by Ms. Tabb to reappoint Edmund Stazyk to the Harpers Ferry/Bolivar Public Service District for one six-year term ending June 30, 2020. Motion seconded and unanimously approved.**
  - d. Summit Point Library Committee
    - **Motion by Mr. Manuel to reappoint Carol Del Colle to the Summit Point Library Committee for one five-year term ending June 30, 2019. Motion seconded and unanimously approved.**
  - e. Jefferson County Solid Waste Authority
    - **Motion by Ms. Noland to reappoint Pete Vila to the Jefferson County Solid Waste Authority for one four-year term ending June 30, 2018. Motion seconded and unanimously approved.**
  - f. Jefferson County Board of Health

- **Motion by Ms. Widmyer to appoint Lorena Nathan to the Jefferson County Board of Health for one five-year term ending June 30, 2019. Motion seconded and unanimously approved.**
- g. Eastern Panhandle Regional Planning and Development Council
- **Motion by Ms. Noland to reappoint John Reisenweber to the Eastern Panhandle Regional Planning and Development Council for one two-year term ending June 30, 2014. Motion seconded and unanimously approved.**
7. Martin Burke, President of the Jefferson County Historic Landmarks Commission – updated the Commission on the activities of the Historic Landmarks Commission in conjunction with the Civil War Trust, Inc, including the purchase of the Lowe and Cornfeld tracts in Shepherdstown and the purchase of the Allstadt/Gibson property near Harpers Ferry.
8. Commissioner Lyn Widmyer – requested the Commission designate funds in support of the proposed bike path between Shepherdstown Middle School and Morgan’s Grove Park.
- **Motion by Ms. Widmyer to designate no more than \$30,000 from the Capital Outlay account to provide contingency funds in the event there are unexpected cost overruns incurred during the design and construction phase of the Shepherdstown Bike Path. Motion seconded and unanimously approved.**
9. Roger Goodwin, Chief County Engineer – requested the complete bond release of the U.S. Coast Guard Office Building Project.
- **Motion by Ms. Noland to authorize a complete release of the remaining \$464,224.00 from the construction bond amount for ARC-FD JV, LLC AKA U.S. Coast Guard Office Building Project (File #S13-04).**
10. Ordinance to Dissolve and Reconstruct the Jefferson County Emergency Services Agency Board.
- The Commission discussed the thirty edits to the Ordinance as presented by Commissioner Tabb. Stephanie Grove, Assistant Prosecuting Attorney, also provided her input on the suggested edits. Once finished, it was the consensus of the Commission to direct legal staff to complete all edits and provide a clean copy for final action at a future Commission meeting.

## NEW BUSINESS

11. Approval of Resolution and Contract – Community Participation Grant Program for the Contemporary American Theater Festival in the amount of \$5,000.
  - **Motion by Mr. Manuel to approve the resolution and application for the Community Participation Grant Program for the Contemporary American Theater Festival in the amount of \$5,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**
  
12. Approval of Resolution and Contract – Community Participation Grant Program – Jefferson County Sheriff Reserves in the amount of \$2,500.
  - **Motion by Ms. Noland to approve the resolution and application for the Community Participation Grant Program for the Jefferson County Sheriff Reserves in the amount of \$2,500 and authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**
  
13. Approval of Resolution and Contract – Community Participation Grant Program – EVAK K9 Search and Rescue in the amount of \$5,000.
  - **Motion by Ms. Widmyer to approve the resolution and application for the Community Participation Grant Program for the EVAK K9 Search and Rescue in the amount of \$5,000 and authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**
  
14. Acknowledgement of the appointment of David Mills, City Manager for the City of Charles Town to the Jefferson County Economic Development Authority as the Representative for the City of Charles Town.
  - **Motion by Ms. Tabb to have David Mills replace Ann Paonessa as the representative for the City of Charles Town on the Jefferson County Economic Development Authority Board and thank Ms. Paonessa for her service. Motion seconded and unanimously approved.**

## **FINANCIAL DIRECTOR REPORTS**

- Approval of Budget Transfers
  - **Motion by Mr. Manuel to approve Internal Budget Revision #20 for adjustments to the Commission’s budget, the Sheriff’s budget, the Circuit Clerk’s budget, and the Maintenance Department’s budget as presented. Motion seconded and unanimously approved.**
  - **Motion by Mr. Manuel to approve State Budget Revision #30 to move monies from the Commission budget to the Regional Jail budget and the State Computer Network as presented. Motion seconded and unanimously approved.**
  - **Motion by Ms. Widmyer to approve State Budget Revision #2 to reallocate \$38,409 of expenditures within the Coal Severance Fund to eliminate any negative budget balance. Motion seconded and unanimously approved.**
- Discussion on Highmark’s proposed elimination of 19 employees from HRA plan.
  - It was the consensus of the Commission to pay out the unused balance to the employees whose old HRA accounts would soon be terminated.

## **COUNTY ADMINISTRATOR REPORTS**

- Update on Ambulance Fees – Ms. Keyser stated the Commission office had selected GST as the data base and software vendor to facilitate the billing of the ambulance service fee. She stated GST is the same software provider for the County Assessor’s office and would cost \$9,300. Ms. Keyser also stated the printing and stuffing of the envelopes will total \$14,120, for a grand total of \$23,420, and anticipate the fee would be ready to send to the public in approximately four weeks.
- New HRA – Ms. Keyser stated Ameriflex would be the new HRA provider for the County and was waiting on Highmark to submit the deductible amounts before passing the information on to employees.
- Wellness Meeting and Fireworks – Ms. Keyser stated the first Wellness Program meeting would be Tuesday, July 8 at 4:00 p.m. and reminded everyone of the Fourth of July fireworks at Sam Michael’s Park on Saturday, July 5<sup>th</sup>.

## **COUNTY COMMISSIONERS' REPORTS**

Dale Manuel

- Attended a Regional Jail Authority meeting, and informed the Commission of a presentation by Joe DeLong which centered on securing more money for the salaries of correctional officers, as the turnover rate for the Eastern Panhandle is particularly high.

15. The Commission meeting was adjourned at 3:17 pm.

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WALT PELLISH, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant