

Minutes

Jefferson County Commission

Thursday, July 17, 2014

A meeting of the Jefferson County Commission was held on Thursday, July 17, 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; however, Commissioner Noland and Commissioner Pellish each had to leave the meeting at 12:30 pm for prior commitments. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, July 17, 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 July 3, 2014 Regular Meeting as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$53,060.26 to include Purchase Order Numbers 52634, 52636, 51477, 52224, 52225, 52467, 52468, 52470, 52471, 52472, 52637, 52641, 52643, 52635, 52639, 52640, 52329, 52682, 52683, 52684, 52685, 52687, and 52632. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Tabb to approve the Payroll for June 19, 2014 in the amount of \$374,163.72. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Payroll for July 3, 2014 in the amount of \$365,586.61. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072582	ALLOC	BLUE RIDGE FIRE CO.		\$ -	\$ 10,000.00	\$ 10,000.00
072583	424	B-K OFFICE SUPPLY INC	52631	\$ 4,266.33	\$ -	\$ 4,266.33
072583	425	B-K OFFICE SUPPLY INC	52633	\$ 16.28	\$ -	\$ 16.28
072584	ALLOC	BAKERTON FIRE DEPT		\$ -	\$ 10,000.00	\$ 10,000.00
072585	716	BLUE RIDGE VETERINARY	51953	\$ 230.50	\$ -	\$ 230.50
072586	ALLOC	CITIZENS FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
072587	424	CHARLES TOWN UTILITIES		\$ -	\$ 51.74	\$ 51.74
072587	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,074.29	\$ 1,074.29
072588	700	BRANDON CONWAY		\$ -	\$ 274.50	\$ 274.50
072589	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
072590	428	DELL MARKETING LP		\$ -	\$ 34,038.34	\$ 34,038.34
072591	413	ESS ELECTION SYSTEMS &	52466	\$ 15,207.30	\$ -	\$ 15,207.30
072592	424	J.C.EHRLICH		\$ -	\$ 34.00	\$ 34.00
072592	425	J.C.EHRLICH		\$ -	\$ 537.75	\$ 537.75
072593	717	FISHER AUTO PARTS		\$ -	\$ 385.19	\$ 385.19
072594	700	ALBERT HOCKMAN		\$ -	\$ 274.50	\$ 274.50
072595	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
072595	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
072595	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072595	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
072595	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072595	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072595	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072595	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072595	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
072595	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072596	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 263.86	\$ 263.86
072597	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 223.52	\$ 223.52
072598	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
072599	413	JEFFERSON COUNTY SCHOOLS	52465	\$ 1,155.00	\$ -	\$ 1,155.00
072600	ALLOC	MIDDLEWAY FIRE CO		\$ -	\$ 10,000.00	\$ 10,000.00
072601	424	POTOMAC EDISON/OH		\$ -	\$ 1,837.14	\$ 1,837.14
072601	425	POTOMAC EDISON/OH		\$ -	\$ 12,457.08	\$ 12,457.08
072601	425	POTOMAC EDISON/OH		\$ -	\$ 2,084.31	\$ 2,084.31
072602	428	PROFOUND LOGIC SOFTWARE		\$ -	\$ 675.37	\$ 675.37
072603	402	RECORD MANAGEMENT SOLUTN	52469	\$ 35.00	\$ -	\$ 35.00
072603	403	RECORD MANAGEMENT SOLUTN	51476	\$ 30.00	\$ -	\$ 30.00
072604	717	RICE TIRES CO	52626	\$ 477.84	\$ -	\$ 477.84
072605	413	SHEPHERDSTOWN CHRONICLE	52462	\$ 1,426.92	\$ -	\$ 1,426.92

072606	403	SOFTWARE SYSTEMS, INC	51475	\$ 619.00	\$ -	\$ 619.00
072607	405	SPECIALTY BUS SUPPLIES	51639	\$ 673.59	\$ -	\$ 673.59
072608	405	STAPLES CREDIT PLAN	51640	\$ 478.88	\$ -	\$ 478.88
072609	704	ST/WV REGIONAL JAIL &		\$ -	\$ 107,887.00	\$ 107,887.00
072610	401	STAPLES CREDIT PLAN		\$ -	\$ 29.23	\$ 29.23
072610	712	STAPLES CREDIT PLAN		\$ -	\$ 84.87	\$ 84.87
072611	425	SHENANDOAH VALLEY WATER		\$ -	\$ 540.15	\$ 540.15
072612	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 15,264.16	\$ 15,264.16
072613	425	CAPITAL TRISTATE		\$ -	\$ 1,029.84	\$ 1,029.84
072614	401	TISCHLERBISE, INC.	52582	\$ 6,644.00	\$ -	\$ 6,644.00
072615	425	TRENARY SERVICE CO	52627	\$ 493.00	\$ -	\$ 493.00
072616	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 227.00	\$ 227.00
072617	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
072618	716	VALLEY PET CEMETERY	51952	\$ 357.00	\$ -	\$ 357.00
072619	405	THOMSON REUTER - WEST		\$ -	\$ 1,485.00	\$ 1,485.00
072620	717	NAPA AUTO PARTS		\$ -	\$ 159.58	\$ 159.58
072621	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.01	\$ 672.01
072622	406	AWVA-ASSOC OF WV ASSESSR	52431	\$ 100.00	\$ -	\$ 100.00
072623	PAYROLL	WV BUREAU OF EMPLOYMENT		\$ -	\$ 3,505.71	\$ 3,505.71
	412	MICHAEL WITHROW		\$ -	\$ 71.16	\$ 71.16
072625	402	XEROX CORPORATION		\$ -	\$ 1,485.82	\$ 1,485.82
072625	439	XEROX CORPORATION		\$ -	\$ 294.08	\$ 294.08
TOTAL						\$ 266,925.35
TOTAL				\$ 32,210.64	\$ 234,714.71	\$ 266,925.35

Motion by Ms. Tabb to approve the Accounts Payable for July 10, 2014 in the amount of \$266,925.35. Motion seconded and unanimously approved.

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072628	424	AT&T/IL		\$ -	\$ 0.49	\$ 0.49
072629	440	B-K OFFICE SUPPLY INC	52579	\$ 55.58	\$ -	\$ 55.58
072630	424	BOLAND SERVICES	52629	\$ 270.00	\$ -	\$ 270.00
072630	425	BOLAND SERVICES	52367	\$ 1,325.00	\$ -	\$ 1,325.00
072631	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
072632	PAYROLL	BUREAU FOR CHILD SUPPORT		\$ -	\$ 28.85	\$ 28.85
072633	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
072634	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
072635	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
072636	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77

072637	413	CASTO & HARRIS INC	52475	\$ 115.33	\$ -	\$ 115.33
072638	425	CHARLES TOWN UTILITIES		\$ -	\$ 977.00	\$ 977.00
072639	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
072640	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
072641	405	FEDEX		\$ -	\$ 24.91	\$ 24.91
072641	405	FEDEX		\$ -	\$ 63.67	\$ 63.67
072641	428	FEDEX		\$ -	\$ 30.85	\$ 30.85
072641	700	FEDEX		\$ -	\$ 53.73	\$ 53.73
072642	717	FLEETPRIDE	52638	\$ 85.44	\$ -	\$ 85.44
072643	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 30,157.60	\$ 30,157.60
072644	401	RICOH USA, INC		\$ -	\$ 224.53	\$ 224.53
072644	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
072644	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072644	405	RICOH USA, INC		\$ -	\$ 662.86	\$ 662.86
072644	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072644	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072644	433	RICOH USA, INC		\$ -	\$ 53.43	\$ 53.43
072644	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072644	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
072644	712	RICOH USA, INC		\$ -	\$ 384.47	\$ 384.47
072645	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 3,015.00	\$ 3,015.00
072646	402	JEFFERSON PUBLISH CO INC	52476	\$ 153.46	\$ -	\$ 153.46
072646	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 322.18	\$ 322.18
072647	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,308.00	\$ 5,308.00
072648	401	DEBBIE KEYSER		\$ -	\$ 16.60	\$ 16.60
072649	440	MS LORI A. SIMMONS	52581	\$ -	\$ 100.00	\$ 100.00
072650	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
072651	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
072652	402	PIFER OFFICE SUPPLY, INC	52473	\$ 43.79	\$ -	\$ 43.79
072653	405	PAMELA PATTERSON	52686	\$ 149.00	\$ -	\$ 149.00
072654	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,974.00	\$ 6,974.00
072655	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 292.00	\$ 292.00
072655	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
072655	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,011.70	\$ 1,011.70
072655	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
072656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,442.24	\$ 44,442.24
072656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,393.76	\$ 10,393.76
072656	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,124.03	\$ 43,124.03
072657	425	TML COPIERS & DIGITAL	52630	\$ 313.75	\$ -	\$ 313.75
072658	424	WV DIVISION OF LABOR	52642	\$ 50.00	\$ -	\$ 50.00

072658	425	WV DIVISION OF LABOR	52642	\$ 150.00	\$ -	\$ 150.00
TOTAL						\$ 153,140.34
TOTAL				\$ 2,711.35	\$ 150,428.99	\$ 153,140.34

Motion by Ms. Widmyer to approve the Accounts Payable for July 17, 2014 in the amount of \$153,140.34. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Jacqueline Milliron, resident – expressed her concerns regarding the current state of the Jefferson County Public Service District.

Patricia Burke, resident – stated she believes the Jefferson County Public Service District needs to be more transparent in regards to rates and increases for water and sewer services.

Jennie Brockman, Director of Planning and Zoning – stated a Public Hearing on the Draft Envision Jefferson 2035 Comprehensive Plan would be held on Tuesday, July 22nd at 7:00 p.m. in the County Commission meeting room. She also stated staff would be holding an “open house” from 5:30 – 7:00 pm prior to the Public Hearing to answer questions from the public, and written comments would be accepted until 5:00 pm on Monday, July 28, 2014.

Walt Pellish, Commission President – stated he would need to leave the meeting at noon in order to continue his radiation treatment.

PRESENTATIONS

1. Pete Dougherty, Sheriff – requested the approval to add Bill Walters to the list of eligible trip guards.
 - **Motion by Mr. Manuel to approve the addition of Bill Walters to the Trip Guard list. Motion seconded and unanimously approved.**
2. Ralph Lorenzetti, Prosecuting Attorney - requested the approval of an Employee Salary Change from a Step D, Grade IV to a Step E, Grade IV.
 - **Motion by Mr. Manuel to approve the salary change of Teresa Tritelli from a Step D, Grade IV to a Step E, Grade IV. Motion seconded and passes on a vote of 4-1 with Mr. Pellish opposing.**
3. Paul Rosa, resident – requested the Commission consider reinstalling the safety bollard in front of the Jefferson County Courthouse.
4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.

5. Interviews and Appointment to the Jefferson County Planning Commission for one unexpired term ending March 31, 2016.
 - Ms. Widmyer offered her nomination for Mr. Peter Fricke.
 - Ms. Noland offered her nomination for Mr. Ron Thomas.
 - Mr. Fricke received three votes (Commissioner Widmyer, Manuel, and Tabb)
 - Mr. Thomas received two votes (Commissioners Noland and Pellish)
 - After receiving the majority vote, Mr. Fricke was appointed to the Jefferson County Planning Commission for one unexpired term ending March 31, 2016.

6. Interviews and Appointments to the Jefferson County Community Criminal Justice Board for five (5) three-year terms ending July 3, 2017.
 - Ms. Noland offered her nomination for Joann Strider Christian and Debra Cornwell for the “at-large” positions.
 - Ms. Tabb offered her nomination for Dr. John Aldis for the “at-large” position.
 - Ms. Strider Christian received two votes (Commissioners Noland and Pellish)
 - Ms. Cornwell received four votes (Commissioners Widmyer, Manuel, Noland, and Tabb)
 - Dr. Aldis received four votes (Commissioners Widmyer, Manuel, Pellish, and Tabb)
 - After receiving the majority votes, Debra Cornwell and Dr. John Aldis were appointed to the Jefferson County Community Criminal Justice Board as “at-large” members each for one three-year term ending July 3, 2017.
 - **Motion by Mr. Manuel to appoint Joann Strider Christian as a victim’s advocate representative on the Jefferson County Community Criminal Justice Board for one three-year term ending July 3, 2017. Motion seconded and unanimously approved.**

- **Motion by Mr. Manuel to appoint Leona Cook as a mental health care services representative to the Jefferson County Community Criminal Justice Board for one three-year term ending July 3, 2014.**
7. Lynn Fields, Deputy Probate Clerk – requested a quarterly review to approve estates opened since last quarter and close the estates that have met all statutory requirements.
 - **Motion by Ms. Noland to enter into session as a Fiduciary Review Board to discuss probate matters. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve the estates opened since last quarter and close the estates that have met all statutory requirements. Motion seconded and unanimously approved.**
 8. Barb Miller, Director of Homeland Security and Emergency Management – requested the approval of the hiring of the Administrative Assistant/Public Information Officer/Volunteer Coordinator for Jefferson County Homeland Security and Emergency Management.
 - **Motion by Ms. Noland to approve the hiring of Brandon C. Vallee as the Administrative Assistant/Public Information Officer/Volunteer Coordinator for the Jefferson County Department of Homeland Security and Emergency Management at a Grade II, Step A. Motion seconded and unanimously approved.**
 9. Stephanie Grove, Assistant Prosecuting Attorney – provided the Commission with a discussion on the Jefferson County Emergency Services building mortgage. The Commission requested legal draft a letter to the JCESA concerning this matter to be reviewed during a later County Commission meeting.

UNFINISHED BUSINESS

10. Debbie Keyser, County Administrator – requested the approval of the Memorandum of Understanding between the County Commission and the Broker of Record for FY 2014-2015 as reviewed and approved by legal counsel.
 - **Motion by Ms. Widmyer to approve the Memorandum of Understanding between the County Commission and the Broker of Record for FY 2014-2015 as presented with a provision in the cover letter stating the contract will be reviewed by the Commission on an annual basis. Motion seconded and unanimously approved.**
11. Approval of Requests for Proposal for Information Technology Support Services.

- **Motion by Ms. Tabb to approve both of the RFPs for IT Support Services and to send them both out for bid but remove any comments in the RFPs that would jeopardize the employment of current IT staff. Motion seconded passes on a vote of 4-1 with Ms. Widmyer opposing.**
 - **Motion by Ms. Widmyer to amend letter “F” under “Services Required” in both RFPs to state: “Must have level of expertise in troubleshooting issues with AS400 and will attempt to reduce reliance on outside vendors for troubleshooting issues for AS400 hardware and software issues.” Motion seconded and passes on a vote of 4-1 with Mr. Pellish opposing.**
 - **Motion by Ms. Widmyer to amend the IT RFPs to include the following language: “The contract shall cover three years from the time of signature. The contract may be renewed at the expiration of the original term at the request of the County and the renewal may for up to three additional one-year periods.” Motion seconded. Motion withdrawn.**
- It was the consensus of the Commission to place Ms. Widmyer’s request concerning County contracts on a future agenda for further discussion and consideration, including a review by legal counsel.
12. Review of Code of Ethics and cover to be signed by current and newly appointed boards, commissions, and committees members.
- It was the consensus of the Commission to remove the following sentence from the Code of Ethics: “Failure to sign the Code of Ethics document may affect your future reappointment” as this sentence is included in the cover letter sent in conjunction with the Code of Ethics.

NEW BUSINESS

13. Approval of Resolution and Contract – Community Participation Grant for the Saint Andrews Mountain Community Center in the amount of \$2,000.
- **Motion by Mr. Manuel to approve the Resolution and contract for the Community Participation Grant for the Saint Andrews Mountain Community Center in the amount of \$2,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**
14. Approval of Resolution and Contract Documents for the Court Security Grant in the amount of \$32,998.
- **Motion by Ms. Tabb to enter into a contractual agreement with the Division of Justice and Community Services to receive and administer**

grant funds for the 2014 Court Security Grant Program and to authorize the President's signature on the Resolution and Contract Documents. Motion seconded and unanimously approved.

15. Discussion of Comprehensive Plan Approval Process.

- **Motion by Ms. Tabb to enter into Executive Session, citing §6-9A-4. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

16. Discussion of invoice for dues for membership of the County Commissioners' Association of West Virginia for 2014-2015 in the amount of \$3,900.

- **Motion by Ms. Noland to not pay the dues for membership of the CCAWV for 2014-2015 and to no longer be a member of the CCAWV. Motion seconded and passes on a vote of 4-1 with Ms. Widmyer opposing.**

17. Discussion of the August 21, 2014 Regularly Scheduled Jefferson County Commission meeting during Fair Week.

- **Motion by Ms. Widmyer to cancel the August 21, 2014 Regularly Scheduled County Commission meeting. Motion seconded and unanimously approved.**

18. Appointment of Gail Boober as ex-officio Magistrate for the Community Criminal Justice Board

- **Motion by Mr. Manuel to appoint Gail Boober as the ex-officio Magistrate for the Jefferson County Community Criminal Justice Board. Motion seconded and unanimously approved.**

19. Scheduling of an Impact Fee Work Session on Thursday, July 24, 2014 at 9:30 am.

- It was the consensus of the Commission to meet at 9:30 am on Thursday, July 24 to hold a work session regarding the current status of the County impact fees. The Commission directed staff to pass this information to the impact fee stakeholders so they may send a representative to the work session if they wished. It was also the consensus of the Commission to continue discussion/action of any unresolved Public Service District agenda items after the conclusion of the impact fee work session.

20. Approval of the use of County facilities and the use of bailiffs for the production of "The Anvil" play.

- It was the consensus of the Commission to approve the use of county facilities and bailiffs for the production of “The Anvil.”

21. The Commission broke for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.

22. AGENDA CONTINUED

FINANCIAL DIRECTOR REPORTS

- **Motion by Mr. Manuel to approve Internal Budget Revision #1 to adjust the budgets for the Commission, the Engineering Department, and the E911 Department. Motion seconded and unanimously approved.**
- **Motion by Ms. Widmyer to approve State Budget Revision #1 of the General Fund for the adjustment of the salaries of the elected officials. Motion seconded and passes on a vote of 2-1 with Ms. Tabb opposing.**
- **Motion by Mr. Manuel to approve State Budget Revision #2 of the General Fund for the carry forward balance. Motion seconded and unanimously approved.**
- **Motion by Ms. Widmyer to approve State Budget Revision #1 of the Coal Severance Fund. Motion seconded and unanimously approved.**

23. Discussion between the Jefferson County Commission and the Jefferson County Public Service District for the PSD to update the Commission on the following:

- PSD Projects
- PSD Funding Sources
- PSD Citizens Communication

In attendance were:

- Sue Lawton, General Manager of the Jefferson County Public Service District
- Cam Seacrest, Bond Counsel
- Wayne Morgan, Thrasher Engineering
- Bill Strider, JCPSD Board Member
- Peter Appignani, JCPSD Board Member
- Commissioners Widmyer, Manuel, and Tabb

Mr. Morgan gave an overview of the water and sewer projects and answered questions regarding the projects from the Commission, noting that the sewer project had been tabled for the moment. Possible funding options were discussed by Mr. Seacrest, Ms. Lawton, and the JCPSD board members. Ms. Lawton also

stated updates regarding the water and sewer projects would available to the public via the JCPSD website and a note would be placed on the PSD bills stating customers could also call the office for more information.

24. WV Infrastructure and Jobs Development Council review of funding requests from Jefferson County Public Service District

- Mr. Manuel requested unanimous consent to direct staff to draft a letter to the WV Infrastructure and Jobs Development Council for review of the funding requests from the Jefferson County Public Service District for discussion/action during the July 24, 2014 Commission meeting as to not miss the deadline for consideration. Unanimous consent was granted from all Commissioners.

25. Begin preparation to institute an impact fee for the proposed Public Service District sewer project.

- Stephanie Grove, Assistant Prosecuting Attorney, provided the Commission with a discussion of the possibility of implementing an impact fee for water and sewer needs.

COUNTY ADMINISTRATOR REPORTS

- Ameriflex Contract Update – Ms. Keyser stated the Ameriflex Contract was in the agenda packet as an update and the HRA claims forms and information had been disbursed to all County employees.
- Purchase Order form and Potential Policy Changes – Ms. Keyser stated Commission staff Stanton and McDonald were currently working in conjunction with County Clerk staff to revise the current purchase order form and policy, and these changes would be presented to the Commission at a later date.
- Update on the Collection of the Ambulance Fee and Approval of Contract Pending Legal Review – Ms. Keyser stated WV Corp, insurance carrier for the County, had reviewed the contract with Global Science and Technology (GST) but still needed to be reviewed by in-house legal staff in order to move forward.
 - **Motion by Mr. Manuel to approve the contract with GST, provider of the database and software for the collection of the ambulance fee, pending in-house legal review. Motion seconded and unanimously approved.**
 - It was the consensus of the Commission to amend the contract to state the contract will be reviewed after a three year period.

- Ordinance to Dissolve and Reconstruct the Jefferson County Emergency Services Agency Board Update – Ms. Keyser stated the Ordinance would be on the agenda for final approval during the July 31, 2014 regularly scheduled Commission meeting.

COUNTY COMMISSIONERS' REPORTS

Dale Manuel – stated the Fourth of July fireworks at Sam Michael's Park were a tremendous success, and Jefferson County Parks and Recreation would continue to fundraise in order to be able to hold this event annually.

26. The Commission meeting was adjourned at 3:33 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant