

Minutes

Jefferson County Commission

Thursday, August 7, 2014

A meeting of the Jefferson County Commission was held on Thursday, August 7, 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, August 7, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Tabb to approve Purchase Orders in the amount of \$2,094.89 to include Purchase Order Numbers 51478 and 52478. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Widmyer to approve the Accounts Payable for July 31, 2014 in the amount of \$410,720.44. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Payroll for July 31, 2014 in the amount of \$241,419.81. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Accounts Payable for August 7, 2014 in the amount of \$421,828.31. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Walt Pellish, Commission President – introduced Paco Sauvage, a foreign exchange student from France who will be living with the Pellishes for a few weeks in order to immerse himself in the English language and learn about local government in the United States.

Paco Sauvage – introduced himself to the Commission and the audience and explained he was hoping to strengthen his English while residing in the States so he would excel on the admittance exam for the university he was hoping to attend.

David Tabb, resident – provided the Commission with an update on his opinions regarding the happenings in the County.

PRESENTATIONS

1. Angie Banks, Assessor – requested the removal of two parcels from the 2014 Land Book:

- 1 Lt. Ridge Street Bluff owned by Dixie Donald Kilham – no deed book reference, no location on tax map.
- Blk 130 #45 owned by Dixie Donald Kilham – no deed book reference, no location on tax map.

- **Motion by Ms. Tabb to approve the removal of the parcels as presented by the Assessor. Motion seconded and unanimously approved.**

Requested the approval of the following exoneration and split ticket:

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Thomas Kush	Kabletown	Personal Property	309978	\$404.42

- **Motion by Ms. Noland to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Lisa M. Hamilton	CTC	Personal Property	305604	\$248.03
Aaron M. Hamilton				\$44.59

- **Motion by Ms. Tabb to approve the split ticket as presented by the Assessor. Motion seconded and unanimously approved.**
2. Pete Dougherty, Sheriff – requested the approval to add Richard Hahn, Jody Pearrell, and Richard Powell to the approved list of bailiffs.
 - **Motion by Mr. Manuel to approve the addition of Richard Hahn, Jody Pearrell, and Richard Powell to the approved bailiff list. Motion seconded and unanimously approved.**
 3. Barbara Miller, Director of Homeland Security and Emergency Management – introduced Brandon C. Vallee, newly hired Administrative Assistant/Public Information Officer/Volunteer Coordinator.
 4. Heather McIntyre, Jefferson County Chamber of Commerce – requested a letter of support for the 39th Annual Fall Mountain Heritage Arts and Crafts Festival at Sam Michael’s Park on September 26-28, 2014.
 - **Motion by Ms. Widmyer to approve a letter of support for the 39th Annual Fall Mountain Heritage Arts and Crafts Festival and to authorize the President of the Commission to affix his signature to the document. 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 to the Jefferson County Development Authority for one unexpired term ending April 5, 2017.
 - Ms. Noland offered her nomination to Michael Shepp.
 - Ms. Widmyer offered her nomination to Tara Orndorff.

Mr. Shepp received three votes (Commissioners Noland, Pellish, and Tabb)

Ms. Orndorff received two votes (Commissioners Widmyer and Manuel)

 - After receiving the majority vote, Michael Shepp was appointed to the Jefferson County Development Authority for one unexpired term ending April 5, 2017.
 7. E. Michael & Hilda M. Tetter – requested the approval of an exoneration from vehicle personal property tax due to an error in reporting.

- **Motion by Mr. Manuel to grant an exoneration of personal property tax for E. Michael and Hilda M. Tetter in the amount of \$436.51. Motion seconded and unanimously approved.**
8. Don J. Orser – requested the vacation of six erroneous tax year 2013 tax bills designated as “2012 Back Taxes.”
- **Motion by Ms. Noland to dismiss Mr. Orser’s request on the grounds of *res judicata*. Motion seconded and unanimously approved.**
9. Roger Goodwin, Chief County Engineer – requested the approval for staff to proceed with advertising for bids to complete the sitework at the Rose Hill Estates Subdivision .
- This item was removed from the agenda at the request of Roger Goodwin, Chief County Engineer.
10. Annual Performance Review of County Administrator
- **Motion by Ms. Noland to enter into Executive Session, citing §6-9A-4 (2)(A) – “Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting...” Motion seconded and unanimously approved.**
 - **Motion by Mr. Manuel to come out of Executive Session. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

11. Request the West Virginia Public Service Commission to conduct an operational/performance audit on the Jefferson County Public Service District.
- It was the consensus of the Commission to investigate this request further to discover who would be responsible for paying for the management audit for the Jefferson County Public Service District.
12. Discussion for the potential request of \$2,000 to be donated for security cameras for the purpose of capturing video of litterers.

- It was the consensus of the Commission to schedule a presentation from Billy Madert, head of the Jefferson County Solid Waste Authority, to further discuss this matter.
13. The Commission broke for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.
14. Annette Gavin, Jefferson County Convention Visitor's Bureau – provided the Commission with a presentation on the JCCVB marketing strategies to include website, all assets, and marketing campaigns.

FINANCIAL DIRECTOR REPORTS

- Revised Purchasing Policy – Mr. Stanton explained the changes made to the Purchase Order policy, explaining that staff would now only create purchase orders for approval on purchases at or above \$5,000. Invoices are to be submitted directly to Finance with a signature and account number from which the funds will be taken in order to be processed.
 - **Motion by Ms. Tabb to approve the revised Purchase Order and Invoice Policy. Motion seconded and unanimously approved.**
- Audit Engagement Letter
 - **Motion by Mr. Manuel to authorize the President of the Commission to sign the audit engagement letter for FY13, as presented. Motion seconded and unanimously approved.**
- State Budget Revision #3 –
 - **Motion by Mr. Manuel to approve State Budget Revision #3 of the General Fund in the amount of \$53,450.00 for the payment of items which were expected to be paid in FY14 and were not budgeted in FY15. Motion seconded and unanimously approved.**
- Review of Capital Outlay Fund – Mr. Stanton provided the Commissioners with a color-coded listing of the capital outlay projects, including approved projects and possible pending projects. Mr. Stanton stated he would bring this listing back for review on a regular basis.

COUNTY ADMINISTRATOR REPORTS

- Ordinance to Dissolve and Reconstruct the Jefferson County Emergency Services Agency – Ms. Keyser informed the Commission the Ordinance to Dissolve and Reconstruct the Jefferson County Emergency Services Agency was available to

the public on the County's website, and staff would be notifying the current JCESA board members and Josh Smith, President of the Fire and Rescue Association about the action take during the July 31, 2014 regular meeting. Staff would also be drafting an ad for the three citizen representatives to be appointed to the new board.

- Regular Meeting Scheduled for August 28, 2014 – Ms. Keyser stated the regular meeting scheduled for August 28, 2014 would be kept to a morning session to allow time for the Board of Zoning Appeals meeting during the same afternoon.
- Community Corrections Grant for the Jefferson Day Report Center – Ms. Keyser informed the Commission about the Community Corrections Grant received by the Jefferson Day Report Center. She stated the Commission would need to approve and sign the contract for the grant, and it would be on the agenda for ratification during the August 28, 2014 meeting.
 - **Motion by Mr. Manuel to approve the contract and Resolution for the Community Corrections grant and authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**
- Ethics and Robert's Rules Training – Ms. Keyser stated Ms. McDonald, Deputy County Administrator, would be scheduling Ethics and Robert's Rules of Order training sessions in the fall for the benefit of current boards, commissions, and committees members.

COUNTY COMMISSIONERS' REPORTS

Jane Tabb

- Attended a PSD meeting.
- Attended the Public Hearing on SB 595.

Walt Pellish

- Attended a Solid Waste Authority meeting.
- Attended the Public Hearing on SB 595.

Patsy Noland

- Attended the State Auditor's In-Service Training in Huntington, WV.
- Attended the Public Hearing on SB 595.

Dale Manuel

- Attended a PSD meeting.
- Attended the Public Hearing on SB 595.
- Attended a ribbon cutting and celebration of the new addition to the Harpers Ferry Middle School.

Lyn Widmyer

- Attended a PSD meeting.
- Attended a Historical Society picnic.

15. The Commission meeting was adjourned at 2:48 pm.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant