

Minutes

Jefferson County Commission

Thursday, September 4, 2014

A meeting of the Jefferson County Commission was held on Thursday, September 4, 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, September 4, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

PAYROLL APPROVAL

Motion by Mr. Manuel to approve the Payroll for August 28, 2014 in the amount of \$259,801.28. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072783	424	AT&T/IL		\$ -	\$ 0.19	\$ 0.19
072784	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
072785	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
072786	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
072787	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
072788	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
072789	402	CAT TAIL RUN HAND BKBIND	51817	\$ 1,210.75	\$ -	\$ 1,210.75
072790	413	CASTO & HARRIS INC	52478	\$ 1,397.69	\$ -	\$ 1,397.69
072791	405	MARCIA LYNN CHANDLER	52690	\$ 74.00	\$ -	\$ 74.00
072792	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
072793	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 24.80	\$ 24.80
072794	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83

072795	425	J.C.EHRLICH		\$ -	\$ 183.95	\$ 183.95
072796	412	MICHAEL HARMAN		\$ -	\$ 497.84	\$ 497.84
072797	711	HIRERIGHT		\$ -	\$ 83.25	\$ 83.25
072798	PAYROLL	ING NATIONAL TRUST		\$ -	\$ 3,040.00	\$ 3,040.00
072799	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 227.40	\$ 227.40
072800	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 126.52	\$ 126.52
072801	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
072802	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,308.00	\$ 5,308.00
072803	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 46.21	\$ 46.21
072804	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
072805	401	PATRICIA A NOLAND		\$ -	\$ 416.64	\$ 416.64
072806	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
072807	405	PAMELA PATTERSON	52689	\$ 62.70	\$ -	\$ 62.70
072808	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 673.00	\$ 673.00
072809	408	STATE TAX DEPARTMENT		\$ -	\$ 16,440.62	\$ 16,440.62
072810	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,685.50	\$ 43,685.50
072810	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,216.62	\$ 10,216.62
072810	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,959.84	\$ 41,959.84
072811	401	UNITED BANKCARD CENTER		\$ -	\$ 19.99	\$ 19.99
072811	401	UNITED BANKCARD CENTER		\$ -	\$ 853.75	\$ 853.75
072811	401	UNITED BANKCARD CENTER		\$ -	\$ 223.74	\$ 223.74
072811	401	UNITED BANKCARD CENTER		\$ -	\$ 146.00	\$ 146.00
072811	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
072811	403	UNITED BANKCARD CENTER		\$ -	\$ 26.56	\$ 26.56
072811	405	UNITED BANKCARD CENTER		\$ -	\$ 15.99	\$ 15.99
072811	405	UNITED BANKCARD CENTER		\$ -	\$ 26.69	\$ 26.69
072811	405	UNITED BANKCARD CENTER		\$ -	\$ 182.00	\$ 182.00
072811	415	UNITED BANKCARD CENTER		\$ -	\$ 80.09	\$ 80.09
072811	424	UNITED BANKCARD CENTER		\$ -	\$ 109.97	\$ 109.97
072811	424	UNITED BANKCARD CENTER		\$ -	\$ 5,108.82	\$ 5,108.82
072811	425	UNITED BANKCARD CENTER		\$ -	\$ 96.05	\$ 96.05
072811	425	UNITED BANKCARD CENTER		\$ -	\$ 15.94	\$ 15.94
072811	425	UNITED BANKCARD CENTER		\$ -	\$ 63.06	\$ 63.06
072811	425	UNITED BANKCARD CENTER		\$ -	\$ 553.59	\$ 553.59
072811	425	UNITED BANKCARD CENTER		\$ -	\$ 316.97	\$ 316.97
072811	428	UNITED BANKCARD CENTER		\$ -	\$ 956.17	\$ 956.17
072811	433	UNITED BANKCARD CENTER		\$ -	\$ 4.18	\$ 4.18
072811	439	UNITED BANKCARD CENTER		\$ -	\$ 58.34	\$ 58.34
072811	439	UNITED BANKCARD CENTER		\$ -	\$ 20.32	\$ 20.32
072811	439	UNITED BANKCARD CENTER		\$ -	\$ 288.21	\$ 288.21

072811	451	UNITED BANKCARD CENTER		\$ -	\$ 95.00	\$ 95.00
072811	451	UNITED BANKCARD CENTER		\$ -	\$ 107.00	\$ 107.00
072811	700	UNITED BANKCARD CENTER		\$ -	\$ 200.00	\$ 200.00
072811	700	UNITED BANKCARD CENTER		\$ -	\$ 813.84	\$ 813.84
072811	700	UNITED BANKCARD CENTER		\$ -	\$ 60.00	\$ 60.00
072811	700	UNITED BANKCARD CENTER		\$ -	\$ 244.53	\$ 244.53
072811	700	UNITED BANKCARD CENTER		\$ -	\$ 197.72	\$ 197.72
072811	700	UNITED BANKCARD CENTER		\$ -	\$ 16.08	\$ 16.08
072811	711	UNITED BANKCARD CENTER		\$ -	\$ 120.61	\$ 120.61
072811	712	UNITED BANKCARD CENTER		\$ -	\$ 7,004.01	\$ 7,004.01
072811	712	UNITED BANKCARD CENTER		\$ -	\$ 1,246.17	\$ 1,246.17
072811	712	UNITED BANKCARD CENTER		\$ -	\$ 71.95	\$ 71.95
072811	712	UNITED BANKCARD CENTER		\$ -	\$ 315.76	\$ 315.76
072811	712	UNITED BANKCARD CENTER		\$ -	\$ 36.98	\$ 36.98
072811	716	UNITED BANKCARD CENTER		\$ -	\$ 1,014.28	\$ 1,014.28
072811	716	UNITED BANKCARD CENTER		\$ -	\$ 47.56	\$ 47.56
072812	405	THOMSON REUTER - WEST	52685	\$ 2,151.45	\$ -	\$ 2,151.45
072813	403	WALZ GROUP, LLC	51478	\$ 697.20	\$ -	\$ 697.20
072814	412	WPS,INC	50016	\$ 155.17	\$ -	\$ 155.17
TOTAL						\$ 152,487.50
TOTAL				\$ 5,748.96	\$ 146,738.54	\$ 152,487.50

Motion by Ms. Tabb to approve the Accounts Payable for August 14, 2014 in the amount of \$152,487.50. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072878	425	COMCAST		\$ -	\$ 184.90	\$ 184.90
072879	712	AT&T/GA		\$ -	\$ 27.58	\$ 27.58
072880	402	BANK OF CHARLES TOWN		\$ -	\$ 48.40	\$ 48.40
072881	700	BATTERY MART		\$ -	\$ 188.86	\$ 188.86
072882	712	B-K OFFICE SUPPLY INC		\$ -	\$ 129.99	\$ 129.99
072883	425	BOLAND SERVICES	52651	\$ 13,800.00	\$ -	\$ 13,800.00
072884	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
072885	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
072886	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
072887	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 18.85	\$ 18.85
072888	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,961.15	\$ 5,961.15
072889	GRANT	FUTURITY	52021	\$ 5,000.00	\$ -	\$ 5,000.00
072890	700	GALLS,LLC/QUATERMASTER L		\$ -	\$ 74.00	\$ 74.00

072891	PAYROLL	GUARDIAN		\$ -	\$ 1,950.24	\$ 1,950.24
072891	PAYROLL	GUARDIAN		\$ -	\$ 1,741.65	\$ 1,741.65
072892	428	GLOBAL DATA CONSULTANTS		\$ -	\$ 28,472.55	\$ 28,472.55
072892	428	GLOBAL DATA CONSULTANTS		\$ -	\$ 5,070.53	\$ 5,070.53
072893	716	HILLSIDE VETERINARY HOSP		\$ -	\$ 162.26	\$ 162.26
072894	GRANT	HARPERS FERRY HISTORIC		\$ -	\$ 8,461.56	\$ 8,461.56
072895	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 99,691.00	\$ 99,691.00
072896	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 30.46	\$ 30.46
072896	700	JEFFERSON PUBLISH CO INC		\$ -	\$ 275.00	\$ 275.00
072897	401	THE JEFFERSON CENTER		\$ -	\$ 1,500.00	\$ 1,500.00
072898	425	MICROMAIN CORPORATION		\$ -	\$ 685.00	\$ 685.00
072899	700	MES-MARYLAND		\$ -	\$ 1,757.35	\$ 1,757.35
072900	PAYROLL	HIGHMARK WV		\$ -	\$ 167,851.70	\$ 167,851.70
072901	700	NET MOTION WIRELESS		\$ -	\$ 3,281.61	\$ 3,281.61
072902	712	OFFICEMAX		\$ -	\$ 124.20	\$ 124.20
072903	425	RCS SECURITY		\$ -	\$ 281.25	\$ 281.25
072903	425	RCS SECURITY		\$ -	\$ 75.00	\$ 75.00
072904	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,974.00	\$ 6,974.00
072905	700	RAY ALLEN MFG,LLC.		\$ -	\$ 1,097.23	\$ 1,097.23
072906	717	RICE TIRES CO		\$ -	\$ 312.24	\$ 312.24
072907	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 377.00	\$ 377.00
072907	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 88.00	\$ 88.00
072907	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 732.00	\$ 732.00
072907	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 56.00	\$ 56.00
072908	700	SUPERIOR AUTO BODY		\$ -	\$ 500.00	\$ 500.00
072909	700	TPS TOWN POLICE SUPPLY		\$ -	\$ 238.00	\$ 238.00
072910	403	UNITED SYSTEMS & SOFTWAR		\$ -	\$ 227.00	\$ 227.00
072911	716	VALLEY PET CEMETERY		\$ -	\$ 428.00	\$ 428.00
072912	405	THOMSON REUTER - WEST	52685	\$ 2,181.06	\$ -	\$ 2,181.06
072913	700	WV SHERIFFS ASSOCIATION		\$ -	\$ 1,600.00	\$ 1,600.00
072914	701	WV SIGNAL & LIGHT, INC.		\$ -	\$ 3,198.00	\$ 3,198.00
TOTAL						\$ 376,372.54
TOTAL				\$ 20,981.06	\$ 355,391.48	\$ 376,372.54

Motion by Ms. Noland to approve the Accounts Payable for September 4, 2014 in the amount of \$376,372.54. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Bob Aitcheson, resident – presented the Commission with a Bonding Ordinance for Large Events in relation to the All Good Music Festival in effort to ensure the costs associated with the festival for traffic assistance, fire protection, and emergency medical services are not incurred by the County.

Ed Hannon, JCESA – requested the Commission to allow Ms. Debbie Keyser, County Administrator, and Stephanie Grove, Assistant Prosecuting Attorney, to attend the first meeting of the newly appointed Jefferson County Emergency Services Agency Board to review Ethics and Robert’s Rules of Order materials with the new members.

Deborah Terry, resident – expressed her concerns regarding the Ambulance Services Fee and her feelings over the 12% salary increase of all but two of the elected officials of the County.

PRESENTATIONS

1. Pete Dougherty, Sheriff
 - A. Requested the approval to hire additional bailiffs.
 - **Motion by Ms. Widmyer to approve the hiring of Ronald Dantzie, Donald Dawson, Philip Drish, James Hoffman, Allen Spangler, and Matthew Stotler as bailiffs. Motion seconded and unanimously approved.**
 - B. Provided the Commission with the 2014 Sheriff’s Report.
2. Laura Storm, Circuit Clerk – requested the approval to allow Roman Pictures Company to use the County Commission meeting room in Courthouse to film a scene for one of their productions.
 - **Motion by Mr. Manuel to approve the use of the former County Commission meeting room in the Jefferson County Courthouse by Roman Pictures Company for the purpose of filming a scene for one of their productions on September 20th or 21st of 2014. Motion seconded and unanimously approved.**
3. Nikki Painter, Elections Clerk – requested the approval of the Poll Worker lists for the 2014 General Election.
 - **Motion by Ms. Noland to approve the Poll Worker lists as filed by the Democratic and Republican Executive Committees. Motion seconded and unanimously approved.**
4. Billy Madert, Jefferson County Solid Waste Authority – requested a discussion with the Commission concerning the use of “gopher” security cameras and the impact these cameras have on deterring the dumping of trash within the County.

- **Motion by Mr. Manuel to allocate \$1,500 from the Contingency Fund for the purchase of “groundhog cameras” to be used by the Solid Waste Authority and the Department of Natrual Resources to prosecute litterers within the County. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 6. Interviews and Appointment to the Jefferson County Emergency Services Agency Board - three Citizen Representative positions, with two terms expiring June 30, 2015 and one term expiring June 30, 2016.
 - Ms. Widmyer offered her nomination for Ms. Denise Carter and Mr. Bob Aitcheson.
 - Ms. Tabb offered her nomination for Mr. Christopher Conroy.
 - Ms. Denise Carter received five votes (one from each Commissioner)
 - Mr. Bob Aitcheson received four votes (Commissioners Widmyer, Manuel, Noland, and Tabb)
 - Mr. Chris Conroy received 4 votes (Commissioners Manuel, Noland, Pellish, and Tabb)
 - Ms. Widmyer requested the record reflect she did not vote for Mr. Conroy as he works directly with fire protection services outside of the Jefferson County, and she believes the Citizen Representative positions should be more consumer oriented.
 - After receiving the majority votes, Mr. Aitcheson and Mr. Conroy were each appointed for a one year term ending June 30, 2015. Ms. Carter was appointed for a two year term ending June 30, 2016.

Interviews and Appointments to the Jefferson County Emergency Services Agency Board - one fire representative and one emergency medical services representative as nominated by the Fire and Rescue Association, conveyed by President Josh Smith.

Fire Representative Nominees

1. Jack Wysong
2. Andrew Arnold
3. John Considine

- Ms. Tabb offered her nomination for Mr. Jack Wysong.
- Ms. Widmyer offered her nomination for Mr. Andrew Arnold.
- After receiving four votes (Commissioners Manuel, Noland, Pellish, and Tabb), Mr. Wysong was appointed as the fire services representative.

EMS Representative Nominees

1. Keith Kain
2. Mike Keneal
3. Pete Kelley
4.
 - Ms. Tabb offered her nomination for Mr. Pete Kelly.
 - Mr. Manuel offered his nomination for Mr. Mike Keneal.
 - After receiving a unanimous vote, Mr. Kelley was appointed as the emergency medical services representative.
7. Jeffrey Polczynski, Director of Communications – requested the approval of the full-time employment of Pamela Nicole Dorsey as a Public Safety Dispatcher II within the Emergency Communications Center.
 - **Motion by Mr. Manuel to approve the hiring of Pamela Nicole Dorsey as a full-time Public Safety Dispatcher II within the Emergency Communications Center. Motion seconded and unanimously approved.**
8. Roger Goodwin, Chief County Engineer
 - A. Requested the approval of a partial refund of impact fees pursuant to affordable housing discount.
 - **Motion by Mr. Manuel to approve the partial refund of impact fees in the amount of \$5,252.00 to Mr. James Henry, pursuant to the affordable housing discount. Motion seconded and unanimously approved.**
 - B. Requested the complete construction bond release for Charles Town Sheetz
 - **Motion by Ms. Widmyer to authorize the complete release of \$26,100.00 from the construction bond amount for R.J. Sepco, Inc./Sheetz, Inc. – Charles Town Sheetz (File #S12-02). Motion seconded and unanimously approved.**

C. Requested the approval of the Order prohibiting the issuance of building permits in Chapel View Subdivision

- **Motion by Ms. Widmyer to approve the Order prohibiting the issuance of building permits in the Chapel View Subdivision. Motion seconded and unanimously approved.**

NEW BUSINESS

9. Debbie Keyser, County Administrator – requested the approval of the document to be filed in the court house for the Jefferson County Emergency Services Fee Ordinance, which was previously approved at the June 5th, 2014 meeting.

- **Motion by Ms. Noland to approve the document to be filed in the Courthouse for the Jefferson County Emergency Services Fee Ordinance. Motion seconded and unanimously approved.**

10. Approval of Resolution and Contract of the Community Participation Grant Program for the Western Potomac Economic Partnership in the amount of \$25,000.

- **Motion by Ms. Tabb to approve the Resolution and Contract for the Community Participation Grant Program for the Western Potomac Economic Partnership in the amount of \$25,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

11. Review and Approval of the revised P-Card Procedures to match the new Purchase and Invoice Policy.

- **Motion by Mr. Manuel to approve the P-Card Procedures to increase County Administrator approval from \$250,000 to \$5,000.00 to match new Purchase and Invoice Policy as approved by the County Commission on August 7, 2014. Motion seconded and unanimously approved.**

12. Discussion between the Jefferson County Commission and the Space Needs Committee to discuss options and proposals.

- **Motion by Mr. Manuel to enter into Executive Session, citing §6-9A-4. Motion seconded and unanimously approved.**

FINANCIAL DIRECTOR REPORTS

- **Motion by Mr. Manuel to move forward with hiring a firm to do an actuarial study for the County in the amount of \$2,500. Motion seconded and unanimously approved.**

- **Motion by Ms. Widmyer to approve Internal Budget Revision #2 of the General Fund to move \$1,700 between two expenditure lines of the Elections Department. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve State Budget Revision #4 of the General Fund to correctly budget for deferred revenue that was received in FY14 that was expended in FY15. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Ambulance Fee Update – Ms. Keyser stated over the past two days, approximately \$10,665 of Ambulance Service Fee monies have been collected. Ms. Keyser stated she would be drafting another press release to address and clarify some frequently asked questions from citizens. Ms. Keyser also asked for a consensus to revise the “due by” date from September 30 to October 30, 2014.
 - **Motion by Mr. Manuel to revise the Ambulance Service Fee due date from September 30, 2014 to October 31, 2014. Motion seconded and unanimously approved.**
- County Website Update – Ms. Keyser stated she has sent out surveys to various County employees to rate the current County website and field suggestions for the new website. Ms. Keyser stated she may also send the survey to some members of the public for their feedback as well.
- Ethics & Robert’s Rules of Order – Ms. Keyser stated staff was working to secure a few dates, possibly in November, for Ethics and Robert’s Rules of Order training to be offered for all County employees and the various board, commission, and committee members.
- “New” JCESA Board – Ms. Keyser stated the first meeting for the newly appointed JCESA Board would be held on Tuesday, September 16, 2014 at 7:00 p.m. Ms. Keyser asked if the Commission would like to approve Mr. Hannon’s earlier request during Public Comment to have Ms. Keyser and Ms. Grove attend the first meeting to review Ethics and Robert’s Rules of Order materials with the new board. The Commission gave unanimous consent.
- Special Meeting – Ms. Keyser asked the Commission if they would like to hold a special session to discuss the Mass Gathering Ordinance on September 25, 2014. Commissioner Noland said she was unavailable to meet on September 25. It was decided the Commission would meet in Special Session on Thursday, September 11, 2014 to discuss the Bonding Ordinance for Large Events as submitted by Mr. Bob Aitcheson during the morning’s public comment period.

13. The Commission meeting was adjourned at 12:43 pm.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant