

Minutes

Jefferson County Commission

Thursday, October 16, 2014

A meeting of the Jefferson County Commission was held on Thursday, October 16, 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, Walt Pellish, and Jane Tabb. Commissioner Lyn Widmyer was absent with prior notice. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, October 16, 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 Ms. Noland to approve the minutes for the October 1, 2014 Public Hearing as presented. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the minutes for the October 2, 2014 Regular Meeting as presented. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Tabb to approve the Payroll for October 9, 2014 in the amount of \$237,728.41. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073083	428	ACCURATE SYSTEMS INC		\$ -	\$ 3,200.00	\$ 3,200.00
073084	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
073085	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31

073086	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
073087	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
073088	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
073089	424	CHARLES TOWN UTILITIES		\$ -	\$ 92.77	\$ 92.77
073089	425	CHARLES TOWN UTILITIES		\$ -	\$ 853.36	\$ 853.36
073090	425	THE CONSERVATION FUND		\$ -	\$ 500.00	\$ 500.00
073091	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
073092	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 22.00	\$ 22.00
073093	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
073094	405	EMBASSY SUITES		\$ -	\$ 151.00	\$ 151.00
073095	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
073095	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
073095	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073095	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
073095	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073095	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073095	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073095	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073095	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
073095	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073096	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
073097	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 64.14	\$ 64.14
073098	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,790.00	\$ 5,790.00
073099	717	JERRY'S LEESBURG FORD		\$ -	\$ 162.81	\$ 162.81
073100	403	MATTHEW BENDER & CO		\$ -	\$ 230.10	\$ 230.10
073101	406	MONROE SYS FOR BUSINESS		\$ -	\$ 194.19	\$ 194.19
073102	711	BARBARA J. MILLER		\$ -	\$ 138.00	\$ 138.00
073102	711	BARBARA J. MILLER		\$ -	\$ 92.00	\$ 92.00
073103	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
073104	404	TONI MILBOURNE		\$ -	\$ 600.00	\$ 600.00
073105	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
073106	424	POTOMAC EDISON/OH		\$ -	\$ 2,159.87	\$ 2,159.87
073106	425	POTOMAC EDISON/OH		\$ -	\$ 12,678.06	\$ 12,678.06
073107	717	ROACH OIL COMPANY		\$ -	\$ 1,204.69	\$ 1,204.69
073108	425	RCS SECURITY		\$ -	\$ 606.00	\$ 606.00
073109	402	RECORD MANAGEMENT SOLUTN	52467	\$ 35.00	\$ -	\$ 35.00
073109	403	RECORD MANAGEMENT SOLUTN	51476	\$ 30.00	\$ -	\$ 30.00
073110	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,974.00	\$ 6,974.00
073111	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 325.25	\$ 325.25
073111	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 481.92	\$ 481.92

073112	405	SPECIALTY BUS SUPPLIES	52683	\$ 1,047.69	\$ -	\$ 1,047.69
073113	405	STAPLES CREDIT PLAN	52684	\$ 63.71	\$ -	\$ 63.71
073114	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,045.92	\$ 44,045.92
073114	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,301.08	\$ 10,301.08
073114	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,046.55	\$ 43,046.55
073115	405	BRANDON C.H. SIMS		\$ -	\$ 435.12	\$ 435.12
073116	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 7,284.17	\$ 7,284.17
073116	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 738.75	\$ 738.75
073117	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 227.00	\$ 227.00
073118	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
073119	401	VITAL SIGNS		\$ -	\$ 10.00	\$ 10.00
073120	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.01	\$ 672.01
073121	405	WV STATE BAR		\$ -	\$ 100.00	\$ 100.00
073122	412	WPS,INC		\$ -	\$ 680.58	\$ 680.58
073123	GRANT	WVU HEALTHCARE		\$ -	\$ 52,496.40	\$ 52,496.40
073124	402	XEROX CORPORATION	52468	\$ 1,415.02	\$ -	\$ 1,415.02
073124	439	XEROX CORPORATION	52329	\$ 551.60	\$ -	\$ 551.60
TOTAL						\$ 225,603.26
TOTAL				\$ 3,143.02	\$ 222,460.24	\$ 225,603.26

Motion by Ms. Tabb to approve the Accounts Payable for October 9, 2014 in the amount of \$225,603.26. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073126	424	AT&T/IL		\$ -	\$ 0.72	\$ 0.72
073127	425	B-K OFFICE SUPPLY INC		\$ -	\$ 1,074.00	\$ 1,074.00
073127	712	B-K OFFICE SUPPLY INC		\$ -	\$ 25.30	\$ 25.30
073128	424	BOLAND SERVICES	52629	\$ 270.00	\$ -	\$ 270.00
073128	425	BOLAND SERVICES	52367	\$ 1,325.00	\$ -	\$ 1,325.00
073129	413	CASTO & HARRIS INC		\$ -	\$ 85.44	\$ 85.44
073130	402	CSSI-COMplete SYSTEM SPR	52479	\$ 16,956.00	\$ -	\$ 16,956.00
073131	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
073132	ALLOC	FRIENDSHIP FIRE COMPANY		\$ -	\$ 43,375.00	\$ 43,375.00
073133	717	FISHER AUTO PARTS		\$ -	\$ 277.90	\$ 277.90
073134	700	THOMAS HANSEN		\$ -	\$ 112.81	\$ 112.81
073135	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 182.28	\$ 182.28
073136	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
073137	712	LANGUAGE LINE SERVICES		\$ -	\$ 1,180.42	\$ 1,180.42
073138	712	MORGAN AWARDS LLC		\$ -	\$ 16.00	\$ 16.00

073139	401	NAT'L ASSN OF COUNTIES		\$ -	\$ 965.00	\$ 965.00
073140	424	NEOPOST USA INC.		\$ -	\$ 330.00	\$ 330.00
073141	425	RCS SECURITY		\$ -	\$ 619.20	\$ 619.20
073142	425	SHENANDOAH VALLEY WATER		\$ -	\$ 579.50	\$ 579.50
073143	425	CAPITAL TRISTATE		\$ -	\$ 1,440.69	\$ 1,440.69
073145	401	UNITED BANKCARD CENTER		\$ -	\$ 30.69	\$ 30.69
073145	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
073145	403	UNITED BANKCARD CENTER		\$ -	\$ 26.95	\$ 26.95
073145	406	UNITED BANKCARD CENTER		\$ -	\$ 99.00	\$ 99.00
073145	413	UNITED BANKCARD CENTER		\$ -	\$ 24.25	\$ 24.25
073145	415	UNITED BANKCARD CENTER		\$ -	\$ 83.74	\$ 83.74
073145	424	UNITED BANKCARD CENTER		\$ -	\$ 253.44	\$ 253.44
073145	424	UNITED BANKCARD CENTER		\$ -	\$ 23,133.38	\$ 23,133.38
073145	424	UNITED BANKCARD CENTER		\$ -	\$ 15.45	\$ 15.45
073145	425	UNITED BANKCARD CENTER		\$ -	\$ 470.96	\$ 470.96
073145	425	UNITED BANKCARD CENTER		\$ -	\$ 154.20	\$ 154.20
073145	425	UNITED BANKCARD CENTER		\$ -	\$ 621.80	\$ 621.80
073145	425	UNITED BANKCARD CENTER		\$ -	\$ 26.99	\$ 26.99
073145	428	UNITED BANKCARD CENTER		\$ -	\$ 848.00	\$ 848.00
073145	439	UNITED BANKCARD CENTER		\$ -	\$ 31.02	\$ 31.02
073145	439	UNITED BANKCARD CENTER		\$ -	\$ 150.00	\$ 150.00
073145	439	UNITED BANKCARD CENTER		\$ -	\$ 61.00	\$ 61.00
073145	439	UNITED BANKCARD CENTER		\$ -	\$ 148.39	\$ 148.39
073145	439	UNITED BANKCARD CENTER		\$ -	\$ 8.47	\$ 8.47
073145	440	UNITED BANKCARD CENTER		\$ -	\$ 109.00	\$ 109.00
073145	440	UNITED BANKCARD CENTER		\$ -	\$ 178.20	\$ 178.20
073145	440	UNITED BANKCARD CENTER		\$ -	\$ 270.00	\$ 270.00
073145	451	UNITED BANKCARD CENTER		\$ -	\$ 99.50	\$ 99.50
073145	700	UNITED BANKCARD CENTER		\$ -	\$ 75.21	\$ 75.21
073145	700	UNITED BANKCARD CENTER		\$ -	\$ 92.36	\$ 92.36
073145	700	UNITED BANKCARD CENTER		\$ -	\$ 123.37	\$ 123.37
073145	700	UNITED BANKCARD CENTER		\$ -	\$ 630.26	\$ 630.26
073145	700	UNITED BANKCARD CENTER		\$ -	\$ 359.21	\$ 359.21
073145	700	UNITED BANKCARD CENTER		\$ -	\$ 33.94	\$ 33.94
073145	700	UNITED BANKCARD CENTER		\$ -	\$ 192.00	\$ 192.00
073145	700	UNITED BANKCARD CENTER		\$ -	\$ 826.60	\$ 826.60
073145	700	UNITED BANKCARD CENTER		\$ -	\$ 149.99	\$ 149.99
073145	711	UNITED BANKCARD CENTER		\$ -	\$ 94.34	\$ 94.34
073145	711	UNITED BANKCARD CENTER		\$ -	\$ 28.47	\$ 28.47
073145	711	UNITED BANKCARD CENTER		\$ -	\$ 185.00	\$ 185.00

073145	711	UNITED BANKCARD CENTER		\$ -	\$ 44.99	\$ 44.99
073145	712	UNITED BANKCARD CENTER		\$ -	\$ 143.05	\$ 143.05
073145	712	UNITED BANKCARD CENTER		\$ -	\$ 174.20	\$ 174.20
073145	712	UNITED BANKCARD CENTER		\$ -	\$ 2,431.96	\$ 2,431.96
073145	716	UNITED BANKCARD CENTER		\$ -	\$ 56.88	\$ 56.88
073146	PAYROLL	WV BUREAU OF EMPLOYMENT		\$ -	\$ 6,671.25	\$ 6,671.25
TOTAL						\$ 115,046.06
TOTAL				\$ 18,551.00	\$ 96,495.06	\$ 115,046.06

Motion by Mr. Manuel to approve the Accounts Payable for October 16, 2014 in the amount of \$115,046.06. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – provided the Commission with an update on his feelings about multiple County related topics.

PRESENTATIONS

1. Jennifer Myers, Director of Jefferson County Parks and Recreation – requested the release of the remaining funds in the Parks and Recreation Land Improvement account for Phase I development of James Hite Park.
 - **Motion by Mr. Manuel to approve the release of the remaining funds in the Parks and Recreation Land Improvement account for Phase I development of James Hite Park. Motion seconded and unanimously approved.**

2. Franklin Greenwalt, Citizen – requested a waiver of \$150.00 fee for a Board of Zoning Appeals Review of Variance.
 - **Motion by Ms. Noland to approve the request to waive the fee for a Board of Zoning Appeals Review of Variance and associated Building Permit fees, with the exception of the costs for two legal advertisements. Motion seconded and unanimously approved.**

3. Lynn Fields, Deputy Probate Clerk – requested the approval of estates opened since the last quarterly review and to close the estates that have met all statutory requirements.
 - **Motion by Ms. Noland to approve the newly opened estates and the closure of estates that have met all statutory requirements for this quarter. Motion seconded and unanimously approved.**

NEW BUSINESS

4. Request from the Maryland Geocaching Society to use the County Commission meeting room on Saturday, November 22, 2014 from 8:00 am – 10:00 am.
 - **Motion by Ms. Noland to approve the use of the County Commission meeting room by the Maryland Geocaching Society on Saturday, November 22, 2014 from 8-10 am. Motion seconded and unanimously approved.**
5. Possible appointment of two additional members to the Jefferson County Building Commission.
 - **Motion by Ms. Tabb to approve the advertisement of the two vacancies, and once qualified applicants have come forward, appoint two additional members to the Jefferson County Building Commission. Motion seconded and unanimously approved.**

FINANCIAL DIRECTOR REPORTS

- Approval/Signature of FY14 Audit Engagement Letter
 - **Motion by Ms. Tabb to approve the FY14 Audit Engagement Letter and authorize the President of the Commission to sign the appropriate documents. Motion seconded and unanimously approved.**
- State Budget Revision #5
 - **Motion by Mr. Manuel to approve State Budget Revision #5 as presented by Mr. Stanton. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Ambulance Fee Update – Ms. Keyser stated \$344,100 in ambulance fees have been collected to date. She also stated the Commission office has hired part-time help for the next two weeks to expedite the process of entering checks into the GST database.
- Community Communications Discussion – Ms. Keyser stated she believes more public outreach is needed beyond the County website and legal advertisements in the local newspapers, so she is hoping to form a Communications Committee with help from the different departments and contingent agencies, including the Development Authority and the Convention and Visitor's Bureau. Ms. Keyser hopes to explore the possibilities of Facebook, Twitter, and possibly a smart phone application so citizens may stay aware of

the happenings in the County. Ms. Keyser also stated that, ideally, the launch of these social media sites would coincide with the launch of the new County website.

- Website Update – Ms. Keyser provided the Commission with a timeline of the progression of the new website with a final live launch estimated to occur in June 2015.
- FOIA Policy – Ms. Keyser provided the Commission with a copy of the FOIA policy to which she has made some changes. She asked the Commission to review the policy and e-mail her with any changes or suggestions, and she'd plan to place the policy on a future agenda for discussion/action.
- Chili Day and Cookie Exchange – Ms. Keyser stated that Chili Day was very successful this year with a total of fourteen contributors, and she thanked staff for their participation. Ms. Keyser also stated there was some interest in having a holiday cookie exchange in December and more information on that event would be forthcoming.
- Domestic Violence Awareness Month – Ms. Keyser reminded the Commission that October is Domestic Violence Month and stated two representatives from the Shenandoah Women's Center would be present during the October 30, 2014 Regular Meeting to present the Commission with a Proclamation on the issue.
- Pending Litigation – Ms. Keyser stated legal counsel needed to meet with the Commission to provide an update on pending litigation. It was decided the Commission would meet on Thursday, October 23, 2014 at 12:30 pm prior to the Impact Fee workshop to discuss this matter in Executive Session.
- Email and Internet Outage – Ms. Keyser stated the downtown campus was without e-mail, internet, and access to shared drives on Tuesday, October 14 due to a power outage which caused a failure of the AS400. Ms. Keyser stated IT staff was working with SSI to hopefully prevent another occurrence.

COUNTY COMMISSIONERS' REPORTS

Jane Tabb

- Attended a PSD meeting.
- Attended a JCESA special meeting.
- Attended a Farmland Protection Board meeting.
- Attended an Extension Service Committee meeting.
- Attended Middleway Days.
- Participated in the Leadership Jefferson Ag Module.

Walt Pellish

- Attended "Meet Your Commissioners" at John's Diner.

Patsy Noland

- Attended “Meet Your Commissioners” at John’s Diner.
- Attended the WVACO Fall Board Meeting in Morgantown.
- Attended a Region 9 meeting.
- Participated in a NACO Northeast Caucus Conference Call.
- Attended a 4-H Leaders meeting.

Dale Manuel

- Attended “Meet Your Commissioners” at John’s Diner.
- Attended a Parks and Recreation special meeting.
- Attended a Parks and Recreation regular meeting.
- Attended Employee Chili Day.
- Attended a Day Report Center meeting.
- Attended a Senior Center meeting.
- Attended a Jefferson Center meeting.
- Attended Middleway Days.
- Attended a Planning Commission meeting.
- Attended an E911 Advisory Board meeting.
- Attended the NAACP candidate forum.
- Attended a tour of the Stevenson Building.
- Attended the Sam Michael’s preschool fieldtrip to the Bakerton Fire Company.

6. The Commission meeting was adjourned at 11:02 a.m. on a motion by Mr. Manuel.
Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant