

Minutes

Jefferson County Commission

Thursday, November 6, 2014

A meeting of the Jefferson County Commission was held on Thursday, November 6, 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, Lyn Widmyer and Walt Pellish. Jane Tabb 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, November 6, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

PAYROLL APPROVAL

Motion by Ms. Noland to approve the Payroll for November 6, 2014 in the amount of \$238,138.75. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073237	425	ALBAN TRACTOR CO INC		\$ -	\$ 631.25	\$ 631.25
073238	425	COMCAST		\$ -	\$ 184.90	\$ 184.90
073239	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,494.49	\$ 1,494.49
073240	404	B-K OFFICE SUPPLY INC		\$ -	\$ 318.00	\$ 318.00
073240	425	B-K OFFICE SUPPLY INC		\$ -	\$ 2,037.00	\$ 2,037.00
073241	425	BOLAND SERVICES		\$ -	\$ 1,302.00	\$ 1,302.00
073242	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
073243	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
073244	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
073245	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
073246	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
073247	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00

073248	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
073249	413	DODSON'S SEPTIC		\$ -	\$ 200.00	\$ 200.00
073250	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
073251	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,893.26	\$ 5,893.26
073252	PAYROLL	GUARDIAN		\$ -	\$ 1,734.93	\$ 1,734.93
073252	PAYROLL	GUARDIAN		\$ -	\$ 1,931.12	\$ 1,931.12
073253	425	OX PAPERBOARD CO		\$ -	\$ 35.00	\$ 35.00
073254	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
073254	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
073254	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073254	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
073254	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073254	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073254	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073254	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073254	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
073254	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073255	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
073256	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,212.96	\$ 2,212.96
073257	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 35.38	\$ 35.38
073257	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 165.88	\$ 165.88
073258	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 30,396.89	\$ 30,396.89
073259	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,820.00	\$ 5,820.00
073260	711	J.H. HARVEY CONSULTING		\$ -	\$ 2,500.00	\$ 2,500.00
073261	406	MONROE SYS FOR BUSINESS		\$ -	\$ 143.68	\$ 143.68
073262	700	MES-MARYLAND		\$ -	\$ 437.20	\$ 437.20
073263	PAYROLL	HIGHMARK WV		\$ -	\$ 167,851.71	\$ 167,851.71
073264	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
073265	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
073266	ALLOC	JEFF CO PARKS &		\$ -	\$ 33,654.74	\$ 33,654.74
073267	440	JASON POFFENBERGER		\$ -	\$ 95.76	\$ 95.76
073268	403	LAURA STORM		\$ -	\$ 14.05	\$ 14.05
073269	425	RCS SECURITY		\$ -	\$ 456.00	\$ 456.00
073269	425	RCS SECURITY		\$ -	\$ 225.00	\$ 225.00
073270	402	RECORD MANAGEMENT SOLUTN	52467	\$ 35.00	\$ -	\$ 35.00
073270	403	RECORD MANAGEMENT SOLUTN	51476	\$ 30.00	\$ -	\$ 30.00
073271	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,940.00	\$ 7,940.00
073272	700	RAY ALLEN MFG,LLC.		\$ -	\$ 15.99	\$ 15.99
073273	717	RICE TIRES CO		\$ -	\$ 477.84	\$ 477.84
073273	717	RICE TIRES CO		\$ -	\$ 546.84	\$ 546.84

073274	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,328.08	\$ 10,328.08
073274	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,161.80	\$ 44,161.80
073274	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,637.10	\$ 40,637.10
073275	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4,906.70	\$ 4,906.70
073276	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 227.00	\$ 227.00
073277	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 37,362.19	\$ 37,362.19
073278	712	PANHANDLE ACCIDENT RECON		\$ -	\$ 2,100.00	\$ 2,100.00
073279	405	THOMSON REUTER - WEST	52685	\$ 1,217.00	\$ -	\$ 1,217.00
073280	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.01	\$ 672.01
073281	402	XEROX CORPORATION	52468	\$ 1,477.63	\$ -	\$ 1,477.63
073282	413	BETHEL METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
073283	413	CAMP HILL WESLEY UNITED		\$ -	\$ 150.00	\$ 150.00
073284	413	CHARLES TOWN BAPTIST		\$ -	\$ 100.00	\$ 100.00
073285	413	COVENANT BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
073286	413	FIRST BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
073287	413	KABLETOWN METHODIST CHRC		\$ -	\$ 150.00	\$ 150.00
073288	413	LEETOWN METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
073289	413	SHEPHERDSTOWN FIRE DEPT		\$ -	\$ 200.00	\$ 200.00
073290	413	BLUE RIDGE MTN VOL FIRE		\$ -	\$ 100.00	\$ 100.00
073291	413	OAKLAND METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
073292	413	JEFFERSON COUNTY COUNCIL		\$ -	\$ 100.00	\$ 100.00
073293	413	JEFFERSON ACADEMY		\$ -	\$ 200.00	\$ 200.00
073294	413	TRINITY EPISCOPAL CHURCH		\$ -	\$ 100.00	\$ 100.00
073295	413	FELLOWSHIP BIBLE CHURCH		\$ -	\$ 200.00	\$ 200.00
073296	413	SUMMIT PT BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
TOTAL						\$ 421,208.88
TOTAL				\$ 2,759.63	\$ 418,449.25	\$ 421,208.88

Motion by Ms. Widmyer to approve the Accounts Payable for November 6, 2014 in the amount of \$421,208.88. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Walt Pellish, Commission President – commended those who ran for office in the 2014 General Election and offered congratulations to the winners. Mr. Pellish also stated that though he was happy to see the increase in percentage of those who voted this year, he’s still disappointed over half of the registered voters in Jefferson County did not cast their ballots. Mr. Pellish also provided the audience with an update on his health, stating he would not be able to attend the November 20, 2014 Commission meeting because he would be recovering from back surgery before undergoing another round of chemotherapy.

Martin Burke, resident – spoke about his concerns regarding the noise levels emanating from Summit Point Raceway and stated no commercial entities should be exempt from adhering to the County Noise Ordinance.

Charles Cheezum, resident – thanked the Commissioners who attended the Public Service District November board meeting and also expressed his concerns about the behavior of a Public Service District board member.

PRESENTATIONS

1. Pete Dougherty, Sheriff - requested the approval to add Donald Rowland to the Bailiff and Trip Guard lists and James Hoffman to the Trip Guard list.
 - **Motion by Mr. Manuel to approve the addition of Donald Rowland to the Bailiff and Trip Guard lists and James Hoffman to the Trip Guard list. Motion seconded and unanimously approved.**
2. James E. Williams, Harpers Ferry-Bolivar Public Service District – requested financial help to assist in the payment of unpaid operation expenses.
 - The Commission and legal staff informed Mr. Williams they were not permitted to grant loans and as such, could not fulfill his request.
3. Pete Kelley, Jefferson County Emergency Services Agency President – provided the Commission with a presentation of the 2013 Audit.
4. Tim Stanton, Finance Director

FY14 Internal Budget Revision #5

- **Motion by Ms. Widmyer to approve Internal Budget Revision #5 as presented by the Finance Director. Motion seconded and unanimously approved.**

FY14 State Budget Revision

- **Motion by Ms. Noland to approve State Budget Revision #6 as presented by the Finance Director. Motion seconded and unanimously approved.**

Discussion on closing fund #244 – Bardane Fund

- It was the consensus of the Commission to revisit this topic during the budget discussions in February.

NEW BUSINESS

5. Approval of Resolution and Grant Agreement for Jefferson County Parks and Recreation.

- **Motion by Mr. Manuel to approve the Resolution and grant application for the Jefferson County Parks and Recreation in the amount of \$6,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- 2014 General Election Canvass – Ms. Keyser reminded the Commission the 2014 General Election Canvass will be held on Monday, November 10, 2014 at 9:00 a.m. in the Courthouse.
- Ethics and Robert’s Rules Training – Ms. Keyser stated staff had a successful turnout for the Ethics and Robert’s Rules Training held on Wednesday, November 5, 2014. Approximately 40 members of county appointed boards, commissions, and committees attended the training.
- Sam Michael’s Veterans Memorial Pavilion Dedication – Ms. Keyser reminded the Commission of the Veterans Memorial Pavilion Dedication Ceremony to be held at Sam Michael’s Park on Friday, November 7, 2014.
- Veterans Day – Ms. Keyser reminded the Commission that all county offices would be closed on Tuesday, November 11, 2014 in observance of Veterans Day.
- Public Hearing on the Draft 2014 Comprehensive Plan – Ms. Keyser reminded the Commission of the Public Hearing on the Draft 2014 Comprehensive Plan to be held at 7:00 p.m. on Thursday, November 6, 2014.
- Ambulance Fee Update – Ms. Keyser stated approximately \$616,569 dollars have been collected from the ambulance to date, \$375,000 of which has been transferred to the Jefferson County Emergency Services Agency. Ms. Keyser also stated staff was anticipating \$7,700 in refunds to be paid to citizens who were not aware of the extension of the due date.
- Legislative Summit – Ms. Keyser provided the Commission with some potential dates in December for the Jefferson County Legislative Summit, and stated staff would contact the senators and delegates to try to coordinate a suitable date and time for all. It was also the consensus of the Commission to invite the elected officials of Jefferson, Berkeley, and Morgan Counties and Eric Bell, newly elected Commissioner for Harpers Ferry District.

COUNTY COMMISSIONERS' REPORTS

Walt Pellish

- Attended the joint meeting with the Planning Commission to review the redlined version of the 2014 Draft Comprehensive Plan.
- Attended Election Night at the Courthouse.

Patsy Noland

- Attended the joint meeting with the Planning Commission to review the redlined version of the 2014 Draft Comprehensive Plan.
- Attended a PSD meeting.
- Attended Election Night at the Courthouse.
- Attended the Robert's Rules and Ethics training session.

Dale Manuel

- Attended the joint meeting with the Planning Commission to review the redlined version of the 2014 Draft Comprehensive Plan.
- Participated as a judge for the Harpers Ferry Middle School Social Studies Fair.
- Attended a PSD meeting.
- Attended Election Night at the Courthouse.

Lyn Widmyer

- Attended the joint meeting with the Planning Commission to review the redlined version of the 2014 Draft Comprehensive Plan.
- Attended a PSD meeting.

6. The Commission recessed at 11:03 am to reconvene at 7:00 pm for the purpose of conducting a Public Hearing on the 2014 Draft Comprehensive Plan.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant