

Minutes

Jefferson County Commission

Thursday, November 20, 2014

A meeting of the Jefferson County Commission was held on Thursday, November 20, 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, and Lyn Widmyer. Walt Pellish 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 20, 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 from the October 30, 2014 Regular Meeting and Joint Work Session with the Planning Commission to Review the Draft 2014 Comprehensive Plan as amended. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the Minutes from the November 6, 2014 Regular Meeting as presented. Motion seconded and unanimously approved.

Motion by Ms. Widmyer to approve the Minutes from the November 6, 2014 Public Hearing on the Draft 2014 Comprehensive Plan as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Minutes from the November 10, 2014 General Election Canvass as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Minutes from the November 13, 2014 Work Session on the 2014 Draft Comprehensive Plan as presented. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Widmyer to approve the Payroll for November 6, 2014 in the amount of \$241,347.72. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073299	406	BANK OF CHARLES TOWN		\$ -	\$ 51.30	\$ 51.30
073300	ALLOC	BLUE RIDGE FIRE CO.		\$ -	\$ 43,375.00	\$ 43,375.00
073301	424	B-K OFFICE SUPPLY INC		\$ -	\$ 253.70	\$ 253.70
073301	425	B-K OFFICE SUPPLY INC		\$ -	\$ 253.70	\$ 253.70
073302	413	CASTO & HARRIS INC		\$ -	\$ 137.51	\$ 137.51
073303	424	CHARLES TOWN UTILITIES		\$ -	\$ 65.98	\$ 65.98
073303	425	CHARLES TOWN UTILITIES		\$ -	\$ 860.10	\$ 860.10
073304	405	MARCIA LYNN CHANDLER		\$ -	\$ 784.00	\$ 784.00
073305	440	DAVID M. CARTER		\$ -	\$ 16.00	\$ 16.00
073306	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
073307	428	CREATIVE FORMS & CONCEPT		\$ -	\$ 411.60	\$ 411.60
073308	425	DAYCON		\$ -	\$ 849.62	\$ 849.62
073309	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
073309	425	J.C.EHRLICH		\$ -	\$ 573.35	\$ 573.35
073310	717	FISHER AUTO PARTS		\$ -	\$ 564.84	\$ 564.84
073311	717	FLEETPRIDE		\$ -	\$ 61.53	\$ 61.53
073312	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 24,824.91	\$ 24,824.91
073313	440	ROGER GOODWIN		\$ -	\$ 16.00	\$ 16.00
073314	413	STEPHANIE GROVE		\$ -	\$ 13.44	\$ 13.44
073315	402	SALLY GRAN		\$ -	\$ 80.12	\$ 80.12
073315	413	SALLY GRAN		\$ -	\$ 6.16	\$ 6.16
073316	405	MARY K. HURLEY		\$ -	\$ 60.00	\$ 60.00
073317	413	JEFFERSON PUBLISH CO INC		\$ -	\$ 30.46	\$ 30.46
073318	433	LYLE SIGNS, INC.		\$ -	\$ 301.41	\$ 301.41
073319	405	MATTHEW BENDER & CO		\$ -	\$ 330.18	\$ 330.18
073320	717	MILLER'S CHRYSLER JEEP		\$ -	\$ 187.20	\$ 187.20
073321	405	NMS NATIONAL MEDICAL SRV		\$ -	\$ 46.00	\$ 46.00
073322	405	JEFFREY N. POULIN		\$ -	\$ 96.32	\$ 96.32
073323	424	POTOMAC EDISON/OH		\$ -	\$ 1,396.14	\$ 1,396.14
073323	425	POTOMAC EDISON/OH		\$ -	\$ 1,890.87	\$ 1,890.87
073323	425	POTOMAC EDISON/OH		\$ -	\$ 10,785.14	\$ 10,785.14
073324	424	ROACH OIL COMPANY		\$ -	\$ 99.59	\$ 99.59
073324	425	ROACH OIL COMPANY		\$ -	\$ 1,819.43	\$ 1,819.43
073325	413	SHEPHERDSTOWN CHRONICLE		\$ -	\$ 809.60	\$ 809.60
073326	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 91.50	\$ 91.50
073326	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 673.00	\$ 673.00
073327	405	SPECIALTY BUS SUPPLIES	52683	\$ 1,283.77	\$ -	\$ 1,283.77

073328	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 12,431.03	\$ 12,431.03
073328	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 14,286.79	\$ 14,286.79
073329	717	THOMASSEN AUTO GROUP		\$ -	\$ 464.24	\$ 464.24
073330	425	CAPITAL TRISTATE		\$ -	\$ 1,424.31	\$ 1,424.31
073331	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
073332	413	LOCKE WYSONG		\$ -	\$ 19.04	\$ 19.04
073333	405	WV PROS.ATTYS ASSOC/WVPA		\$ -	\$ 2,000.00	\$ 2,000.00
073334	PAYROLL	WVCORP		\$ -	\$ 198.00	\$ 198.00
073335	439	XEROX CORPORATION	52329	\$ 706.00	\$ -	\$ 706.00
073336	413	JEAN L ROBERTS		\$ -	\$ 8.96	\$ 8.96
073337	413	JAMES EDDY		\$ -	\$ 17.92	\$ 17.92
073338	413	CHARLES HENRY		\$ -	\$ 4.48	\$ 4.48
073339	413	NORA DRISH		\$ -	\$ 25.20	\$ 25.20
073340	413	MARY R. RING		\$ -	\$ 23.52	\$ 23.52
073341	413	PAUL WILT		\$ -	\$ 17.92	\$ 17.92
073342	413	VIVIAN HENRY		\$ -	\$ 11.20	\$ 11.20
073343	413	GARY HENRY		\$ -	\$ 5.60	\$ 5.60
073344	413	CATHRYN JACKSON		\$ -	\$ 9.52	\$ 9.52
073345	413	ANITA FLESHMAN		\$ -	\$ 20.16	\$ 20.16
073346	413	ROBERT GRAF SR.		\$ -	\$ 23.52	\$ 23.52
073347	413	ELIZABETH COYLE		\$ -	\$ 22.40	\$ 22.40
073348	413	MELINDA MAYE		\$ -	\$ 17.92	\$ 17.92
073349	413	DEVON ENGLE		\$ -	\$ 16.24	\$ 16.24
073350	413	DEBORAH LONGO		\$ -	\$ 19.04	\$ 19.04
073351	413	JENNIFER COGLE		\$ -	\$ 14.00	\$ 14.00
073352	413	DEBORAH ROYALTY		\$ -	\$ 29.68	\$ 29.68
073353	413	ANGELA BREEDEN		\$ -	\$ 14.00	\$ 14.00
073354	413	PETER FRICKE		\$ -	\$ 27.44	\$ 27.44
073355	413	KIMBERLY HAMILTON		\$ -	\$ 16.80	\$ 16.80
073356	413	CATHERINE KERNS		\$ -	\$ 16.24	\$ 16.24
073357	413	TERESA FORSYTH		\$ -	\$ 8.96	\$ 8.96
073358	413	JANICA SPIES		\$ -	\$ 9.52	\$ 9.52
073359	413	SHARON HALL		\$ -	\$ 11.76	\$ 11.76
073360	413	LORETTA JONES		\$ -	\$ 19.60	\$ 19.60
073361	413	ARABIA ANDERSON		\$ -	\$ 19.60	\$ 19.60
073362	413	LORA MOFFETT		\$ -	\$ 17.92	\$ 17.92
073363	413	JOHN SHOEDEL		\$ -	\$ 50.00	\$ 50.00
073364	413	DANIELLE FRENCH		\$ -	\$ 50.00	\$ 50.00
073365	413	CATHERINE DINGES		\$ -	\$ 50.00	\$ 50.00
073366	413	RENEE SMITH		\$ -	\$ 50.00	\$ 50.00

TOTAL						\$ 132,108.78
TOTAL				\$ 1,989.77	\$ 130,119.01	\$ 132,108.78

Motion by Ms. Noland to approve the Accounts Payable for November 13, 2014 in the amount of \$132,108.78. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073370	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,352.80	\$ 4,352.80
073371	412	COMCAST		\$ -	\$ 98.63	\$ 98.63
073371	425	COMCAST		\$ -	\$ 610.24	\$ 610.24
073372	424	AT&T/IL		\$ -	\$ 0.50	\$ 0.50
073373	717	AUTOZONE		\$ -	\$ 662.14	\$ 662.14
073374	425	B-K OFFICE SUPPLY INC		\$ -	\$ 135.80	\$ 135.80
073375	424	BOLAND SERVICES	52629	\$ 270.00	\$ -	\$ 270.00
073375	425	BOLAND SERVICES	52367	\$ 1,325.00	\$ -	\$ 1,325.00
073376	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
073377	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
073378	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
073379	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
073380	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
073381	PAYROLL	VA DEPT OF TAXATION		\$ -	\$ 192.55	\$ 192.55
073382	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
073383	403	COAST TO COAST COMPUTER		\$ -	\$ 908.54	\$ 908.54
073384	PAYROLL	COLONIAL LIFE		\$ -	\$ 516.18	\$ 516.18
073385	405	KIMBERLEY CROCKETT		\$ -	\$ 127.00	\$ 127.00
073386	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
073387	405	FEDEX		\$ -	\$ 40.50	\$ 40.50
073388	405	STEPHEN V GROH		\$ -	\$ 127.00	\$ 127.00
073389	405	STEPHANIE GROVE		\$ -	\$ 127.00	\$ 127.00
073390	717	GUTTMAN OIL CO		\$ -	\$ 13,111.59	\$ 13,111.59
073391	405	CHARLES B HOWARD		\$ -	\$ 127.00	\$ 127.00
073392	412	MICHAEL HARMAN		\$ -	\$ 570.64	\$ 570.64
073393	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
073394	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 282.49	\$ 282.49
073395	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 51.78	\$ 51.78
073395	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 54.00	\$ 54.00
073396	413	THE JOURNAL		\$ -	\$ 31.48	\$ 31.48
073397	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
073398	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00

073399	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,820.00	\$ 5,820.00
073400	405	RALPH A LORENZETTI JR		\$ -	\$ 127.00	\$ 127.00
073401	712	LANGUAGE LINE SERVICES		\$ -	\$ 168.10	\$ 168.10
073402	405	LYNDSEY W. MATSCHAT		\$ -	\$ 127.00	\$ 127.00
073403	712	MOTOROLA INC	52253	\$ 55,466.16	\$ -	\$ 55,466.16
073404	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 683.34	\$ 683.34
073405	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
073406	413	MONACO TECHNOLOGY		\$ -	\$ 1,525.00	\$ 1,525.00
073407	413	NORVAC LOCK TECHNOLOGY		\$ -	\$ 200.00	\$ 200.00
073408	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
073409	424	NEOPOST USA INC.		\$ -	\$ 538.74	\$ 538.74
073409	424	NEOPOST USA INC.		\$ -	\$ 79.98	\$ 79.98
073410	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 96.76	\$ 96.76
073411	405	PAMELA PATTERSON		\$ -	\$ 534.05	\$ 534.05
073412	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
073412	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
073412	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
073412	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
073412	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
073412	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
073412	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
073412	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
073412	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
073412	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
073413	717	RICE TIRES CO		\$ -	\$ 413.12	\$ 413.12
073413	717	RICE TIRES CO		\$ -	\$ 546.84	\$ 546.84
073414	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 393.08	\$ 393.08
073414	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 481.92	\$ 481.92
073415	704	ST/WV REGIONAL JAIL &		\$ -	\$ 114,642.00	\$ 114,642.00
073416	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,054.78	\$ 48,054.78
073416	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31.44	\$ 31.44
073416	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 7.36	\$ 7.36
073416	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,238.72	\$ 11,238.72
073416	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 47,878.20	\$ 47,878.20
073416	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 63.99	\$ 63.99
073417	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 33,132.15	\$ 33,132.15
073417	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 15.28	\$ 15.28
073418	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 11,066.22	\$ 11,066.22
073418	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,273.86	\$ 16,273.86
073419	405	BRANDON C.H. SIMS		\$ -	\$ 127.00	\$ 127.00

073420	425	SHENANDOAH VALLEY WATER		\$ -	\$ 537.17	\$ 537.17
073421	GRANT	TPS TOWN POLICE SUPPLY		\$ -	\$ 1,770.00	\$ 1,770.00
073423	401	UNITED BANKCARD CENTER		\$ -	\$ 20.46	\$ 20.46
073423	401	UNITED BANKCARD CENTER		\$ -	\$ 225.00	\$ 225.00
073423	401	UNITED BANKCARD CENTER		\$ -	\$ 185.92	\$ 185.92
073423	401	UNITED BANKCARD CENTER		\$ -	\$ 348.78	\$ 348.78
073423	401	UNITED BANKCARD CENTER		\$ -	\$ 90.12	\$ 90.12
073423	402	UNITED BANKCARD CENTER		\$ -	\$ 4,283.95	\$ 4,283.95
073423	402	UNITED BANKCARD CENTER		\$ -	\$ 49.90	\$ 49.90
073423	402	UNITED BANKCARD CENTER		\$ -	\$ 219.00	\$ 219.00
073423	402	UNITED BANKCARD CENTER		\$ -	\$ 429.00	\$ 429.00
073423	403	UNITED BANKCARD CENTER		\$ -	\$ 178.00	\$ 178.00
073423	403	UNITED BANKCARD CENTER		\$ -	\$ 1,787.17	\$ 1,787.17
073423	403	UNITED BANKCARD CENTER		\$ -	\$ 54.77	\$ 54.77
073423	405	UNITED BANKCARD CENTER		\$ -	\$ 150.00	\$ 150.00
073423	405	UNITED BANKCARD CENTER		\$ -	\$ 1,521.00	\$ 1,521.00
073423	415	UNITED BANKCARD CENTER		\$ -	\$ 83.82	\$ 83.82
073423	424	UNITED BANKCARD CENTER		\$ -	\$ 12,073.56	\$ 12,073.56
073423	424	UNITED BANKCARD CENTER		\$ -	\$ 108.42	\$ 108.42
073423	424	UNITED BANKCARD CENTER		\$ -	\$ 476.35	\$ 476.35
073423	424	UNITED BANKCARD CENTER		\$ -	\$ 23.92	\$ 23.92
073423	425	UNITED BANKCARD CENTER		\$ -	\$ 363.11	\$ 363.11
073423	425	UNITED BANKCARD CENTER		\$ -	\$ 13.98	\$ 13.98
073423	425	UNITED BANKCARD CENTER		\$ -	\$ 631.25	\$ 631.25
073423	425	UNITED BANKCARD CENTER		\$ -	\$ 357.00	\$ 357.00
073423	425	UNITED BANKCARD CENTER		\$ -	\$ 1,168.05	\$ 1,168.05
073423	425	UNITED BANKCARD CENTER		\$ -	\$ 283.91	\$ 283.91
073423	428	UNITED BANKCARD CENTER		\$ -	\$ 233.35	\$ 233.35
073423	428	UNITED BANKCARD CENTER		\$ -	\$ 109.54	\$ 109.54
073423	433	UNITED BANKCARD CENTER		\$ -	\$ 54.77	\$ 54.77
073423	439	UNITED BANKCARD CENTER		\$ -	\$ 54.77	\$ 54.77
073423	439	UNITED BANKCARD CENTER		\$ -	\$ 25.41	\$ 25.41
073423	440	UNITED BANKCARD CENTER		\$ -	\$ 34.27	\$ 34.27
073423	440	UNITED BANKCARD CENTER		\$ -	\$ 147.44	\$ 147.44
073423	451	UNITED BANKCARD CENTER		\$ -	\$ 593.16	\$ 593.16
073423	700	UNITED BANKCARD CENTER		\$ -	\$ 99.00	\$ 99.00
073423	700	UNITED BANKCARD CENTER		\$ -	\$ 1,220.28	\$ 1,220.28
073423	700	UNITED BANKCARD CENTER		\$ -	\$ 195.00	\$ 195.00
073423	700	UNITED BANKCARD CENTER		\$ -	\$ 71.52	\$ 71.52
073423	700	UNITED BANKCARD CENTER		\$ -	\$ 529.23	\$ 529.23

073423	700	UNITED BANKCARD CENTER		\$ -	\$ 337.50	\$ 337.50
073423	700	UNITED BANKCARD CENTER		\$ -	\$ 95.98	\$ 95.98
073423	700	UNITED BANKCARD CENTER		\$ -	\$ 114.48	\$ 114.48
073423	711	UNITED BANKCARD CENTER		\$ -	\$ 53.98	\$ 53.98
073423	711	UNITED BANKCARD CENTER		\$ -	\$ 14.88	\$ 14.88
073423	711	UNITED BANKCARD CENTER		\$ -	\$ 110.00	\$ 110.00
073423	711	UNITED BANKCARD CENTER		\$ -	\$ 186.70	\$ 186.70
073423	712	UNITED BANKCARD CENTER		\$ -	\$ 43.95	\$ 43.95
073423	712	UNITED BANKCARD CENTER		\$ -	\$ 119.90	\$ 119.90
073423	712	UNITED BANKCARD CENTER		\$ -	\$ 56.68	\$ 56.68
073423	712	UNITED BANKCARD CENTER		\$ -	\$ 11,266.72	\$ 11,266.72
073423	712	UNITED BANKCARD CENTER		\$ -	\$ 200.00	\$ 200.00
073423	712	UNITED BANKCARD CENTER		\$ -	\$ 110.00	\$ 110.00
073423	712	UNITED BANKCARD CENTER		\$ -	\$ 50.00	\$ 50.00
073423	716	UNITED BANKCARD CENTER		\$ -	\$ 9.99	\$ 9.99
073423	716	UNITED BANKCARD CENTER		\$ -	\$ 125.00	\$ 125.00
073423	900	UNITED BANKCARD CENTER		\$ -	\$ 123.55	\$ 123.55
073424	425	VALLEY HARDWARE COMPANY		\$ -	\$ 41.92	\$ 41.92
073425	405	THOMSON REUTER - WEST	52685	\$ 2,425.64	\$ -	\$ 2,425.64
073426	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 35.54	\$ 35.54
073426	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 26,299.67	\$ 26,299.67
073426	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 81,820.94	\$ 81,820.94
073426	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 11.42	\$ 11.42
073427	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
073428	405	NEIL ZAHRADNIK		\$ -	\$ 127.00	\$ 127.00
TOTAL						\$ 537,477.44
TOTAL				\$ 59,486.80	\$ 477,990.64	\$ 537,477.44

Motion by Ms. Noland to approve the Accounts Payable for November 20, 2014 in the amount of \$537,477.44. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Robert Denton, resident and member of the Jefferson County Water Advisory Committee – requested the Commission consider approving an expansion of the WAC work plan to include community outreach and a coordination taskforce to spread information to Jefferson County stakeholders.

PRESENTATIONS

1. Angie Banks, Assessor – requested the approval of the following Exonerations/Split Tickets:

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
James Miller	Shepherdstown	Personal Property	315820	\$536.04

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

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Jane Snyder	Shepherdstown	Personal Property	316308	\$195.16

- **Motion by Mr. Manuel to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Marlon Moran	Harpers Ferry	Real Estate	10261	\$1,902.12

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

2. Nikki Painter, Elections Clerk – requested the certification of the results of the November 4, 2014 General Election.

- **Motion by Ms. Noland to certify the results of the constitutional amendment from the November 4, 2014 General Election. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to certify the results of the November 4, 2014 General Election for all offices. Motion seconded and unanimously approved.**

3. Good Shepherd Interfaith Volunteer Caregivers – requested the waiver of a \$100 Board of Zoning Appeals Review of Variance Fee.

- **Motion by Mr. Manuel to waive the \$100 Board of Zoning Appeals Review of Variance Fee for Good Shepherd Interfaith Volunteer Caregivers. Motion seconded and unanimously approved.**

4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.

5. Roger Goodwin, Chief County Engineer - requested the approval to accept the proposal of Winchester Environmental Consultants, Inc. for asbestos inspection of the

property related to Property Safety Enforcement Agency Case 12-001 and to provide funding for the work.

- **Motion by Mr. Manuel to accept the proposal of Winchester Environmental Consultants, Inc. in the amount of \$400.00 for the asbestos inspection for Property Safety Enforcement Agency Case 12-001; and to provide funding for the work. Motion seconded and unanimously approved.**
 - **Motion by Ms. Widmyer to amend Mr. Manuel’s main motion to select local company Global Environmental & Remediation, LLC as the winning bidder for this project in the amount \$406.00. Motion seconded and unanimously approved.**
6. Pete Kelley, Jefferson County Emergency Services Agency Board President – requested a review of the JCESA Bylaws.
- **Motion by Ms. Noland to amend Article 3, Section B of the JCESA Bylaws to clarify “conflict of interest” to state “pecuniary interest.” Motion seconded and unanimously approved.**
 - **Motion by Ms. Widmyer to state that background documents and materials shall be made available with the agenda and posted to the JCESA website. Motion seconded and unanimously approved.**
 - **Motion by Ms. Widmyer to add the following statement under subsection ‘D – Meetings:’ “Votes cannot be taken by phone or e-mail outside of a regularly scheduled or emergency meeting.” Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to send the Jefferson County Emergency Services Agency Bylaws to legal counsel for their review. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

7. Reconsider the decision of May 29, 2014 to require appointees to sign Jefferson County Code of Ethics forms.
- **Motion by Ms. Widmyer to approve the language added to the “welcome letter” of the Open Meetings Act/Ethics Training Packet in place of the Code of Ethics cover letter. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Ambulance Fee Revenue Sharing – it was the consensus of the Commission to further discuss the Ambulance Fee Ordinance during the next regularly scheduled meeting.
9. Set Priorities for Jefferson County Legislative Summit – the following were listed as Jefferson County Commission’s top legislative priorities for the new year and would be discussed during the Jefferson County Legislative Summit on Tuesday, December 2, 2014:
 - Development of a regional in-patient mental health facility to serve county residents in the Eastern Panhandle.
 - Consolidation of Fire and Emergency Medical Service fees.
 - Protection and preservation of the horse racing industry.
 - Legislation for infrastructure and consolidation of facilities for sustainable water and sewer.

COUNTY ADMINISTRATOR REPORTS

- P-Card Rebate – Ms. Keyser stated the County received a rebate check from the local government P-Card program in the amount of \$3,888.00 due to increased use of the p-cards by multiple departments.
- Website Update – Ms. Keyser stated she has been working with Tom Reilly, IT Consultant and the Vision Internet vendors to possibly move up the “go live” date for the new County website. Ms. Keyser also stated she has been working with the department heads and elected officials to develop a “How Do I?” link on the webpage with some of the most commonly asked questions from the public to develop a quick reference guide for users of the website.
- Meet Your Commissioner – Ms. Keyser notified the Commission it was time to schedule another “Meet Your Commissioner” event for the public. It was the consensus of the Commission to schedule this meeting in mid-March once the budget had been discussed. The Commission also directed staff to contact the administrators of the Harpers Ferry Middle School to inquire about the possibility of using their facilities to host the meeting.
- Jefferson County Legislative Summit Update – Ms. Keyser reminded the Commission the Jefferson County Legislative Summit would take place on Tuesday, December 2, 2014 from 9:00 – 10:30 a.m. and Senator John Unger, Delegate Stephen Skinner, and Patti Hamilton, Director of the West Virginia Association of Counties would be in attendance.
- Ambulance Fee Update – Ms. Keyser stated \$638,193 in ambulance fee payments have been collected to date, with \$375,000 distributed to the Jefferson County Emergency Services Agency and \$263,193 in the Ambulance Fee bank account. Ms. Keyser also thanked staff for their continued assistance with the ambulance fee collection.

- Comprehensive Plan Scheduling – It was the consensus of the Commission to hold a Land Use Map Work Session on Wednesday, December 3, 2014 at 7:00 p.m. and a work session on the Draft 2014 Comprehensive Plan redlines on Thursday, December 11, 2014 at 9:30 a.m.

COUNTY COMMISSIONERS' REPORTS

Jane Tabb

- Attended a Farmland Protection Board meeting.
- Attended an Emergency Services Agency meeting.

Dale Manuel

- Attended the Adult Drug Court presentation at the Courthouse.
- Attended an Emergency Services meeting.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a Water Advisory Committee meeting.

Patsy Noland

- Attended a Region 9 meeting.
- Attended a Council on Aging meeting,

Lyn Widmyer

- Attended an Eastern Panhandle Trailblazers Group meeting.

10. The Commission meeting was adjourned at 12:10 p.m. on a motion by Mr. Manuel.
Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant