

## Minutes

### Jefferson County Commission

Thursday, January 7, 2016

---

A meeting of the Jefferson County Commission was held on Thursday, January 7, 2016 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 Eric Bell, Patsy Noland, Walter Pellish, and Jane Tabb. Commissioner Dale Manuel was absent with prior notice. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, January 7, 2016 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Pellish led the Pledge of Allegiance.

#### COUNTY COMMISSION ORGANIZATION

a. Selection of President

- **Motion by Mr. Pellish to nominate Patricia Noland for County Commission President for 2016. Motion seconded and unanimously approved.**

b. Selection of Vice President

- **Motion by Ms. Noland to nominate Walt Pellish for County Commission Vice President for 2016. Motion seconded and unanimously approved.**

c. Committee Assignments

<b>Assignment to Boards, Commissions &amp; Organizations Calendar Year 2016</b>		
<i>Organization</i>	<i>Commissioner 2015</i>	<i>Commissioner 2016</i>
Affordable Housing	Manuel	Manuel
Approval of Bills	Bell	Bell
Board of Health	Bell	Pellish
Building Repair & Security Courthouse Committee	Manuel	Manuel
Community Corrections Committee - Day Report Center	Manuel/Bell	Manuel/Bell
Development Authority	Pellish	TBD
E-911 Council	Pellish	Pellish
Extension Service	Tabb	Tabb
Farmland Protection Board	Tabb	Tabb
Jefferson County Convention & Visitors Bureau	Noland	Noland
Jefferson County Emergency Services Agency / Fire & Rescue	Tabb	Tabb
Historic Landmarks Commission	Bell	Bell
Homeland Security/LEPC	Tabb/Manuel	Tabb
Legislative Liaison	Manuel/Noland	Manuel/Noland/Bell
Mental Health Center	Noland	Noland
MPO Interstate Council	Noland/Manuel	TBD
Pan Tran	Bell	Bell
Parks and Recreation	Manuel/Pellish	Manuel
Planning Commission	Manuel	Bell
Public Service District Liaison	Tabb/Bell	Tabb
Region 9	Noland/Bell	Noland
Solid Waste Authority	Pellish	Pellish
Telamon Board	citizen volunteer	
Water Advisory Committee	Manuel	Manuel
Workforce Investment Act Liaison	Bell	Bell

**APPROVAL OF MINUTES**

**Motion by Mr. Bell to approve the December 17, 2015 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the December 18, 2015 Special Session Minutes for the Canvass of the Special Election for the Renewal of the Excess Levy as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the December 28, 2015 Special Session Minutes to Certify the Results of the Special Election as presented. Motion seconded and unanimously approved.**

**APPROVAL OF PAYROLL**

**Motion by Ms. Tabb to approve the December 18, 2015 Payroll for Poll Workers in the amount of \$47,660.00. Motion seconded and unanimously approved.**

**Motion by Mr. Bell to approve the December 30, 2015 Payroll in the amount of \$244,856.79. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075646	PAYROLL	ALEXANDRA BEAULIEU		0	\$ 317.86	\$ 317.86
075647	412	MICHAEL HARMAN		0	\$ 673.33	\$ 673.33
075648	PAYROLL	MAZZITTI & SULLIVAN EAP		0	\$ 936.00	\$ 936.00
075649	412	SHAY MCNEIL		0	\$ 346.82	\$ 346.82
075650	717	S & S MOTOR PARTS		0	\$ 1,408.19	\$ 1,408.19
075651	700	WVCORP		0	\$ 5,000.00	\$ 5,000.00
075652	PAYROLL	WVCORP		0	\$ 39,608.50	\$ 39,608.50
<b>TOTAL</b>						<b>\$ 48,290.70</b>
<b>TOTAL</b>					<b>\$ 48,290.70</b>	

**Motion by Ms. Tabb to approve the Accounts Payable for December 23, 2015 in the amount of \$48,290.70. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075655	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 5,805.72	\$ 5,805.72
075656	406	BERKELEY PRINTING/DESIGN		\$ -	\$ 1,674.60	\$ 1,674.60
075657	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 15,625.00	\$ 15,625.00
075658	451	ROBERT E. BARRATT		\$ -	\$ 10.00	\$ 10.00
075659	425	B-K OFFICE SUPPLY INC		\$ -	\$ 240.00	\$ 240.00
075660	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
075661	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
075662	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
075663	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
075664	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
075665	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
075666	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
075667	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
075668	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
075668	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 15,625.00	\$ 15,625.00
075669	PAYROLL	COLONIAL LIFE		\$ -	\$ 578.13	\$ 578.13
075670	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 2,568.75	\$ 2,568.75
075671	405	EMBASSY SUITES		\$ -	\$ 1,224.00	\$ 1,224.00
075672	717	GUTTMAN OIL CO		\$ -	\$ 11,863.53	\$ 11,863.53
075673	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
075673	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
075673	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075673	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
075673	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075673	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075673	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075673	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075673	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
075673	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075674	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,035.00	\$ 3,035.00
075675	401	INSIGHT A/V SERVICES		\$ -	\$ 298.30	\$ 298.30
075676	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 29,500.00	\$ 29,500.00
075677	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 361,890.50	\$ 361,890.50
075678	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 137.30	\$ 137.30
075678	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 199.38	\$ 199.38

075678	404	JEFFERSON PUBLISH CO INC		\$ -	\$ 914.06	\$ 914.06
075678	413	JEFFERSON PUBLISH CO INC		\$ -	\$ 122.64	\$ 122.64
075679	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 25,000.00	\$ 25,000.00
075680	403	THE JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
075681	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,510.00	\$ 5,510.00
075682	712	PRIORITY DISPATCH		\$ -	\$ 5,250.00	\$ 5,250.00
075683	425	V.E. MAUCK PLUMBING SPPL		\$ -	\$ 53.50	\$ 53.50
075684	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
075685	PAYROLL	MILLENIUM INSURANCE GROU		\$ -	\$ 600.00	\$ 600.00
075686	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
075687	ALLOC	JEFF CO PARKS &		\$ -	\$ 62,277.75	\$ 62,277.75
075688	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 42.16	\$ 42.16
075689	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
075689	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
075689	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
075689	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
075689	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
075689	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
075689	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
075689	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
075689	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
075689	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
075690	413	SHEPHERDSTOWN CHRONICLE		\$ -	\$ 87.29	\$ 87.29
075691	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 15,625.00	\$ 15,625.00
075692	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 2,130.70	\$ 2,130.70
075693	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 15,625.00	\$ 15,625.00
075694	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,446.44	\$ 45,446.44
075694	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,628.58	\$ 10,628.58
075694	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,013.99	\$ 44,013.99
075695	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.78	\$ 2.78
075695	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,064.08	\$ 48,064.08
075695	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 424.17	\$ 424.17
075695	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4,072.47	\$ 4,072.47
075696	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 23,733.67	\$ 23,733.67
075696	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,811.31	\$ 16,811.31
075697	712	SEN COMMUNICATIONS		\$ -	\$ 601.80	\$ 601.80
075698	405	THOMSON REUTER - WEST		\$ -	\$ 1,805.75	\$ 1,805.75
075699	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 109,942.38	\$ 109,942.38
075699	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 36,647.48	\$ 36,647.48
075699	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 3.06	\$ 3.06

075699	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 9.19	\$ 9.19
075700	ALLOC	WVU		\$ -	\$ 3,700.00	\$ 3,700.00
075701	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2,137.32	\$ 2,137.32
075701	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4,808.93	\$ 4,808.93
075702	402	XEROX BUSINESS SRVCS LLC		\$ -	\$ 400.00	\$ 400.00
<b>TOTAL</b>						<b>\$ 953,303.52</b>
<b>TOTAL</b>					<b>\$ 953,303.52</b>	

**Motion by Mr. Bell to approve the Accounts Payable for December 30, 2015 in the amount of \$953,303.52. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075704	712	AT&T/GA		\$ -	\$ 12.22	\$ 12.22
075705	PAYROLL	REBECCA F. BURNS		\$ -	\$ 600.48	\$ 600.48
075706	PAYROLL	ELIZABETH JUNE BOWERS		\$ -	\$ 24.80	\$ 24.80
075707	PAYROLL	LYNN COSTELLO		\$ -	\$ 1,495.69	\$ 1,495.69
075708	PAYROLL	LAUREN CROWTHER		\$ -	\$ 1,277.40	\$ 1,277.40
075709	428	DELL MARKETING LP		\$ -	\$ 4,527.76	\$ 4,527.76
075710	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,184.68	\$ 6,184.68
075711	PAYROLL	ALEXANDRA BEAULIEU		\$ -	\$ 480.52	\$ 480.52
075712	PAYROLL	STEPHANIE GROVE		\$ -	\$ 924.25	\$ 924.25
075713	PAYROLL	CHARLES HESS		\$ -	\$ 1,470.39	\$ 1,470.39
075714	PAYROLL	THE HARTFORD		\$ -	\$ 2,254.25	\$ 2,254.25
075714	PAYROLL	THE HARTFORD		\$ -	\$ 4,410.92	\$ 4,410.92
075715	PAYROLL	DENNIS W. JENKINS		\$ -	\$ 727.18	\$ 727.18
075716	PAYROLL	LYDIA LEHMAN		\$ -	\$ 3.79	\$ 3.79
075717	PAYROLL	VICTOR C LUPIS III		\$ -	\$ 56.90	\$ 56.90
075718	405	LYNDSEY W. MATSCHAT		\$ -	\$ 78.20	\$ 78.20
075719	PAYROLL	JENNIFER S. MAGHAN		\$ -	\$ 536.35	\$ 536.35
075720	PAYROLL	HIGHMARK WV		\$ -	\$ 171,289.22	\$ 171,289.22
075721	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,806.36	\$ 1,806.36
075722	PAYROLL	BRYAN PERKINS		\$ -	\$ 162.84	\$ 162.84
075723	PAYROLL	WALTER PELLISH		\$ -	\$ 1,000.00	\$ 1,000.00
075724	405	TRACY P. HERRON-RICE RPR		\$ -	\$ 503.10	\$ 503.10
075725	425	RCS SECURITY		\$ -	\$ 48.63	\$ 48.63
075726	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 110.00	\$ 110.00
075726	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
075727	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00

075728	405	BRANDON C.H. SIMS		\$ -	\$ 92.00	\$ 92.00
075729	711	*SHERIFF OF JEFFERSON CO		\$ -	\$ 123.32	\$ 123.32
<b>TOTAL</b>						<b>\$ 207,412.25</b>

**Motion by Ms. Noland to approve the Accounts Payable for January 7, 2016 in the amount of \$207,412.25. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

<b>COAL SEVERANCE</b>			
<b>002</b>			
Date	Check #	VENDOR	Amount
12/28/2015	414	<b>JOHN STEVENS</b>	\$ 591.87
<b>ASSESSOR VALUATION</b>			
<b>056</b>			
Date	Check #	VENDOR	Amount
12/4/2015	565	<b>SHERIFF OF JEFFERSON CO</b>	\$ 5,800.00
12/28/2015	570	<b>FA O'TOOLE OFFICE</b>	\$ 734.67
<b>74</b>			
Date	Check #	VENDOR	Amount
12/28/2015	345	<b>BERKELEY CO SHERIFF'S</b>	\$ 100.00
<b>BARDANE</b>			
<b>244</b>			
Date	Check #	VENDOR	Amount
12/11/2015	583	<b>POTOMAC EDISON</b>	\$ 301.01
<b>TOTAL</b>			<b>\$ 7,527.55</b>

<b>CONCEAL WEAPONS</b>			
<b>59</b>			
Date	Check #	VENDOR	Amount
12/2/2015	781	<b>WV ST. TREASURER'S OFFICE</b>	\$ 945.00
12/4/2015	782	<b>CORP OF RANSON</b>	\$ 3,100.00
12/9/2015	783	<b>UNITED BANK</b>	\$ 411.46
12/8/2015	784	<b>CLARK CO</b>	\$ 800.00

<b>WV DEPUTY SHRF RETIREMENT</b>			
<b>369</b>			
Date	Check #	VENDOR	Amount
12/3/2015	369	<b>WV DEPUTY SHERIFF'S RETIREMENT</b>	\$ 631.00
<b>TOTAL</b>			<b>\$ 5,887.46</b>

**Motion by Mr. Bell to approve the Manual Checks for December 28, 2015 in the amount of \$5,887.46. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

No public comments were made at this meeting.

**PRESENTATIONS**

1. C. Mark Hofe, 23<sup>rd</sup> Judicial Circuit Probation Department – Annexation of former Day Report Center Space.
  - **Motion by Ms. Tabb to allow Mr. Hofe to consult with Bill Polk, Jefferson County Maintenance Director, to discuss the possibility of renovating the former Day Report Center space to better suit the Probation Department needs. Motion seconded and unanimously approved.**
  
2. Pete Dougherty, Sheriff – requested the approval of the permanent appointment of Jefferson County Animal Control Officers as Humane Officers.
  - **Motion by Ms. Tabb to approve the permanent appointment of Jefferson County Animal Control Officers as Humane Officers pursuant to WV Code**

**Chapter 7, Article 10 to include the following: Denise Lambiotte, David Boyle, Christina Pope, Christina Ebersole, and Dot Turley. Motion seconded and unanimously approved.**

3. Laura Storm, Circuit Clerk – provided a presentation to the Commission regarding the Jefferson County Jail Annex.
  - This item was rescheduled for the January 21, 2016 County Commission meeting due to Ms. Storm’s unavailability.
4. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
5. Stephanie Grove, County Administrator – provided the Commission and the audience with a guide to understanding Property Taxes.
6. Interview/Appointment to the Jefferson County Board of Zoning Appeals – one three-year term ending January 1, 2019.
  - **Motion by Mr. Bell to reappoint Jeffrey C. Bannon to the Jefferson County Board of Zoning Appeals for one three-year term ending January 1, 2019. Motion seconded and unanimously approved.**
7. Resolution in support of Stepping Up Initiative to Reduce Number of People with Mental Illness in Jails/Application to Participate in the National Summit on Reducing the Prevalence of Individuals with Mental Illness in Jails.
  - **Motion by Ms. Tabb to endorse the Resolution in support of the Stepping Up Initiative to Reduce the Number of People with Mental Illness in Jails. Motion seconded and unanimously approved.**
  - **Motion by Mr. Bell to complete the application process to potentially participate in the National Summit on Reducing the Prevalence of Individuals with Mental Illness in Jails. Motion seconded and unanimously approved.**
8. Notice for the 2016 Board of Review and Equalization
  - **Motion by Ms. Tabb to approve the notice for the 2016 Board of Review and Equalization to include the following dates: January 28, 2016 and February 2, 4, 9, 11, and 16 at 1:30 pm. Motion seconded and unanimously approved.**

**FINANCE DIRECTOR REPORTS**

- Approval of 2016 State Budget Revision #4

- **Motion by Ms. Tabb to approve 2016 State Budget Revision #4. Motion seconded and unanimously approved.**
- Approval of 2016 Internal Budget Revision 1&2
- **Motion by Ms. Tabb to approve 2016 Internal Budget Revisions 1 & 2. Motion seconded and unanimously approved.**

## **COUNTY ADMINISTRATOR REPORTS**

- In-Kind Engineering Assistance for Harpers Ferry – Ms. Grove stated she had received an e-mail from a Harpers Ferry representative requesting assistance from the Jefferson County Engineering Department with construction drawings to include the placement of a dumpster within the plans for rebuilding after last year’s fire.
  - **Motion by Ms. Tabb to authorize Engineering Staff to assist Harpers Ferry with the construction drawing for the placement of dumpster for the repair of damaged buildings. Motion seconded and unanimously approved.**
- Legal Update Civil Case No. 3:15CV138 and 15C282
  - **Motion by Ms. Tabb to enter into Executive Session to discuss pending litigation. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to come out of executive session. Motion seconded and unanimously approved.**
  - **Motion by Ms. Tabb to approve the retention of a local attorney as a legal consultant on Case No. 3:15CV138 for up to 5 hours of work. Motion seconded and unanimously approved.**

## **COUNTY COMMISSION REPORTS**

Patsy Noland

- Attended the Special Election Canvass.
- Attended the Certification of the Results for the Special Election for the Renewal of the Excess Levy.

Eric Bell

- Attended Juvenile Drug Court.
- Attended multiple Adult Drug Court functions.
- Participated in a ride-along with JCESA staff.

Walt Pellish

- Participated in two radio shows.
- Attended the Certification of the Results for the Special Election for the Renewal of the Excess Levy.
- Participated in events with the Development Authority.
- Attended a town hall meeting in Ranson held by the WV Attorney General.

Jane Tabb

- Attended a Homeland Security and Emergency Management Steering Committee.
- Attended the Certification of the Results for the Special Election for the Renewal of the Excess Levy.
- Participated in a conference call with the Farm Bureau.
- Attended a Fair Livestock meeting.

9. The meeting was adjourned at 11:50 am on a motion by Mr. Bell. Motion was seconded and unanimously approved.

---

JANE M. TABB, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant