

Minutes

Jefferson County Commission

Thursday, February 4, 2016

A meeting of the Jefferson County Commission was held on Thursday, February 4, 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, Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, February 4, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Bell led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the January 21, 2016 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the January 21, 2016 Public Hearing Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the January 28, 2016 Board of Review and Equalization/Approval of Employment Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the January 28, 2016 Payroll in the amount of \$241,761.74. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075795	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,668.58	\$ 3,668.58
075796	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
075797	406	ANGELA L BANKS		\$ -	\$ 72.00	\$ 72.00
075798	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
075799	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
075800	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
075801	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
075802	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
075803	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
075804	PAYROLL	COLONIAL LIFE		\$ -	\$ 385.42	\$ 385.42
075805	717	GUTTMAN OIL CO		\$ -	\$ 7,799.72	\$ 7,799.72
075806	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
075807	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,510.00	\$ 5,510.00
075808	PAYROLL	JOSEPH KENT		\$ -	\$ 639.35	\$ 639.35
075809	712	LANGUAGE LINE SERVICES		\$ -	\$ 192.40	\$ 192.40
075810	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
075811	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
075812	428	OFFICEMAX		\$ -	\$ 3,431.43	\$ 3,431.43
075813	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 6.50	\$ 6.50
075814	405	TRACY P. HERRON-RICE RPR		\$ -	\$ 503.10	\$ 503.10
075815	425	RCS SECURITY		\$ -	\$ 510.00	\$ 510.00
075816	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
075816	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
075816	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
075816	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
075816	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
075816	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
075816	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
075816	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
075816	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
075816	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
075817	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
075817	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 737.00	\$ 737.00
075817	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 58.00	\$ 58.00
075817	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 392.00	\$ 392.00
075818	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,554.92	\$ 10,554.92
075818	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,130.80	\$ 45,130.80

075818	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 6.24	\$ 6.24
075818	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.46	\$ 1.46
075818	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4.08	\$ 4.08
075818	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,114.06	\$ 44,114.06
075819	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 943.12	\$ 943.12
075819	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,588.74	\$ 31,588.74
075819	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.23	\$ 2.23
075819	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,035.00	\$ 3,035.00
075820	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,878.81	\$ 16,878.81
075820	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 11,955.80	\$ 11,955.80
075821	PAYROLL	MARY K. THOMPSON		\$ -	\$ 392.73	\$ 392.73
075822	405	THOMSON REUTER - WEST		\$ -	\$ 2,757.45	\$ 2,757.45
075823	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2.47	\$ 2.47
075823	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 7.40	\$ 7.40
075823	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 73,325.99	\$ 73,325.99
075823	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 24,442.00	\$ 24,442.00
075824	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 3,688.89	\$ 3,688.89
075824	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1,639.54	\$ 1,639.54
TOTAL						\$ 313,734.07
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Motion by Mr. Bell to approve the Accounts Payable for January 28, 2016 in the amount of \$313,734.07. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR			NOAMT	CHECK AMOUNT
075826	712	AT&T/GA			\$ 35.33	\$ 35.33
075827	401	ERIC BELL			\$ 180.00	\$ 180.00
075828	PAYROLL	KIMBERLY D BURKE			\$ 1,793.19	\$ 1,793.19
075829	425	B-K OFFICE SUPPLY INC			\$ 79.08	\$ 79.08
075829	425	B-K OFFICE SUPPLY INC			\$ 487.80	\$ 487.80
075830	425	BOLAND SERVICES			\$ 924.00	\$ 924.00
075831	425	MERIDITH R BLACKFORD			\$ 35.52	\$ 35.52
075832	403	CASTO & HARRIS INC			\$ 1,133.46	\$ 1,133.46
075833	712	FRONTIER WV, INC			\$ 380.00	\$ 380.00
075834	425	DAYCON			\$ 217.00	\$ 217.00
075835	425	DEAN'S LAWNMOWER SHOP			\$ 49.85	\$ 49.85
075836	PAYROLL	DELTA DENTAL OF WV			\$ 6,184.68	\$ 6,184.68
075837	401	FEDEX			\$ 110.86	\$ 110.86

075837	700	FEDEX			\$ 36.90	\$ 36.90
075838	425	FIRE SAFETY EQUIP			\$ 369.00	\$ 369.00
075839	425	FIDELITY POWER SYSTEMS			\$ 1,247.10	\$ 1,247.10
075840	717	FLEETPRIDE			\$ 191.48	\$ 191.48
075841	405	FPF TRAINING LLC			\$ 400.00	\$ 400.00
075842	PAYROLL	THE HARTFORD			\$ 2,279.65	\$ 2,279.65
075842	PAYROLL	THE HARTFORD			\$ 4,480.44	\$ 4,480.44
075843	401	RICOH USA, INC			\$ 29.06	\$ 29.06
075843	403	RICOH USA, INC			\$ 58.14	\$ 58.14
075843	404	RICOH USA, INC			\$ 29.07	\$ 29.07
075843	405	RICOH USA, INC			\$ 87.21	\$ 87.21
075843	406	RICOH USA, INC			\$ 29.07	\$ 29.07
075843	425	RICOH USA, INC			\$ 29.07	\$ 29.07
075843	433	RICOH USA, INC			\$ 29.07	\$ 29.07
075843	440	RICOH USA, INC			\$ 29.07	\$ 29.07
075843	700	RICOH USA, INC			\$ 58.14	\$ 58.14
075843	712	RICOH USA, INC			\$ 29.07	\$ 29.07
075844	GRANT	JEFFERSON DAY REPORT CNT			\$ 676.60	\$ 676.60
075845	GRANT	JEFFERSON DAY REPORT CNT			\$ 34,613.40	\$ 34,613.40
075846	403	THE JEFFERSON CENTER			\$ 100.00	\$ 100.00
075847	412	JUDITH A MATLICK			\$ 306.51	\$ 306.51
075848	404	MONROE SYS FOR BUSINESS			\$ 187.96	\$ 187.96
075849	GRANT	MINGHINI'S			\$ 29,934.98	\$ 29,934.98
075850	PAYROLL	HIGHMARK WV			\$ 169,749.53	\$ 169,749.53
075851	PAYROLL	MILLENIUUM INSURANCE GROU			\$ 600.00	\$ 600.00
075852	PAYROLL	NATIONAL VISION ADMIN.			\$ 1,799.26	\$ 1,799.26
075853	402	PIFER OFFICE SUPPLY, INC			\$ 77.34	\$ 77.34
075853	403	PIFER OFFICE SUPPLY, INC			\$ 62.38	\$ 62.38
075854	425	WILLIAM POLK			\$ 61.54	\$ 61.54
075855	425	PATRIOT FIRE AND SECURIT			\$ 255.00	\$ 255.00
075856	424	POTOMAC EDISON/OH			\$ 1,626.76	\$ 1,626.76
075856	425	POTOMAC EDISON/OH			\$ 16,059.52	\$ 16,059.52
075857	405	BRANDON C.H. SIMS			\$ 324.00	\$ 324.00
075858	700	ALLAN THOMAS			\$ 69.76	\$ 69.76
075859	PAYROLL	HOPE THOMPSON			\$ 2,250.00	\$ 2,250.00
075860	425	WM OF WEST VIRGINIA, INC			\$ 647.25	\$ 647.25
075861	401	WV STATE AUDITOR**			\$ 17,300.00	\$ 17,300.00
075862	PAYROLL	WV COUNTIES GROUP			\$ 150,625.50	\$ 150,625.50
075863	402	XEROX CORPORATION			\$ 2,357.86	\$ 2,357.86
075863	402	XEROX CORPORATION			\$ 1,323.63	\$ 1,323.63

TOTAL					\$ 452,031.09	\$ 452,031.09

Motion by Mr. Bell to approve the Accounts Payable for February 4, 2016 in the amount of \$452,031.09. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
2/5/2016	417	LEWIS CO. CIRCUIT CLERK	\$ 46.21
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
2/5/2016	572	KNIGHT CONSULTING	\$ 100.00
BARDANE			
244			
Date	Check #	VENDOR	Amount
2/5/2016	586	POTOMAC EDISON	\$ 4,517.36
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
2/5/2016	1028	SHERIFF JEFFERSON CO -SCHOOL	\$ 74,122.15
2/5/2016	1029	SHERIFF JEFFERSON CO - LAW	\$ 1,451.49
2/5/2016	1030	SHERIFF JEFFERSON CO - PARKS	\$ 5,695.72
2/5/2016	1031	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 626.25

TOTAL			\$ 86,559.18

Motion by Mr. Bell to approve the Manual Checks for February 5, 2016 in the amount of \$86,559.18. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Debbie Royalty, resident and President of the League of Women Voters – stated she was happy to see the County would be holding a Community Budget Forum and said the League would be happy to assist with the event.

Gary Phalen, resident and member of the Planning Commission – suggested the Commission start holding meetings with the cities and municipalities to ensure communication remains open. Mr. Phalen also stated he would like to see the Commission take an official stance on the Brunch Bill.

David Tabb, resident – spoke about his dissatisfaction regarding the handling of Snow Storm Jonas.

Pete Dougherty, Sheriff – informed the Commission that Jefferson County was one of 14 jurisdictions admitted into a high intensity drug trafficking area. The Sheriff also provided a visual demonstration of the bulletproof and stab proof vests for the K-9s.

PRESENTATIONS

1. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management
 - a. Provided the Commission & audience with an update regarding Snow Storm Jonas (January 22 – January 29, 2016)
 - b. Requested approval to post vacant Deputy Director/Planner/Program Manager position.
 - **Motion by Ms. Tabb to approve the posting of the position for the Jefferson County Homeland Security and Emergency Management Deputy Director/Planner/Program Manager, which is an Exempt position, as a Step A, Grade IV position. Motion seconded and unanimously approved.**

2. Jennifer Brockman, Director, Jefferson County Planning and Zoning
 - a. Recommendation from the Planning Commission to the County Commission to amend Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Text Amendments. The purpose of the request is to schedule a public hearing to be held by the County Commission.
 - **Motion by Mr. Manuel to schedule a public hearing to receive input on the proposed redlines edits to the Jefferson County Subdivision Regulations (File#ZTA15-03) on Thursday, February 18 at 1:30 pm. Motion seconded and unanimously approved.**
 - b. Recommendation from the Planning Commission to the County Commission to amend the draft proposed Mass Event Regulations (ZTA14-02). The purpose of this request is to schedule a public hearing to be held by the County Commission.
 - **Motion by Mr. Manuel to schedule a public hearing to receive input on the proposed redlined edits to the Jefferson County Mass Event Regulations (ZTA14-02) at a date to later be determined. Motion seconded and unanimously approved.**
3. Nathan Cochran, Assistant Prosecuting Attorney – provided the Commission with an update on Case No. CK-19-2015-AA-4.
 - **Motion by Mr. Bell to enter into Executive Session to discuss pending litigation. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to direct counsel to proceed as directed with regard to Judge Lorensen’s assignment in Civil Action 15-AA-4.**
4. Discuss amending various section of the Zoning and Land Development Ordinance (File# ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts.
 - It was the consensus of the Commission to discuss this item during the February 18, 2016 Regular County Commission meeting.
5. Request to hold Community Budget Forum on the County Budget in February (DM)

- **Motion by Mr. Manuel to schedule the County Budget Forum on Thursday, February 18, 2016 at 7:00 pm. Motion seconded and unanimously approved.**

6. Discussion of appointees to the Regional Airport Authority (EB).

- **Motion by Mr. Bell to advertise for the vacant position on the Regional Airport Authority Board. Motion seconded and unanimously approved.**

7. Legislative Updates – Commissioner Noland and Commissioner Manuel reported on multiple House and Senate Bills, including the following:

- The Brunch Bill, which would allow dining establishments to serve alcohol before 1:00 p.m. on Sundays.
- Senate Bill 300, which would charge \$1.00 per wireless subscriber.
- Senate Bill 424, which would allow fire companies to charge up to \$5,000 for the containment of structure fires.

COUNTY COMMISSION REPORTS

Patsy Noland

- Visited the EOC during Snowstorm Jonas.
- Attended a CVB budget meeting.
- Attended the Board of Review and Equalization.
- Attended a Courthouse Security meeting.
- Attended a Public Service District meeting.

Dale Manuel

- Attended the public hearing on the campground ordinance.
- Attended the Board of Review and Equalization.
- Attended the end of the filing period at the Elections department.
- Attended an Affordable Housing meeting.
- Attended a Public Service District meeting.

Eric Bell

- Visited the EOC during Snowstorm Jonas.
- Attended the Board of Review and Equalization.
- Attended Juvenile Drug Court.

Walt Pellish

- Attended a Public Service District forum.

Jane Tabb

- Attended an Extension Service meeting.
- Attended a Public Service District forum.

- Stated she'd be attending a Fire and Rescue Association meeting at the request of the President of the Fire and Rescue Association.

AFTERNOON SESSION (BOARD OF REVIEW AND EQUALIZATION)

8. The meeting was adjourned at 2:30 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant