

Minutes

Jefferson County Commission

Thursday, February 18, 2016

A meeting of the Jefferson County Commission was held on Thursday, February 18, 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 18, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the February 2, 2016 BORE Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the February 4, 2016 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the February 4, 2016 BORE Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 9, 2016 BORE Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

| 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 |

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|--------------|---------|--------------------------|--|--|----------------------|----------------------|
| 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 11, 2016 in the amount of \$309,957.88. Motion seconded and unanimously approved.

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|-------|--------------------------|-------|-------|-------------|--------------|
| 075908 | 428 | ACCURATE SYSTEMS INC | | \$ - | \$ 4,200.00 | \$ 4,200.00 |
| 075909 | 424 | AT&T/IL | | \$ - | \$ 12.68 | \$ 12.68 |
| 075910 | 717 | AUTOZONE | | \$ - | \$ 164.42 | \$ 164.42 |
| 075911 | ALLOC | AHA/ART&HUMANITIES ALLNC | | \$ - | \$ 490.84 | \$ 490.84 |
| 075912 | 413 | APPLE VALLEY OFF.PRODUCT | | \$ - | \$ 192.09 | \$ 192.09 |
| 075913 | 425 | B-K OFFICE SUPPLY INC | | \$ - | \$ 31.95 | \$ 31.95 |
| 075914 | 424 | BOLAND SERVICES | | \$ - | \$ 270.00 | \$ 270.00 |
| 075914 | 425 | BOLAND SERVICES | | \$ - | \$ 1,325.00 | \$ 1,325.00 |
| 075915 | 425 | DAYCON | | \$ - | \$ 65.35 | \$ 65.35 |
| 075916 | 424 | J.C.EHRLICH | | \$ - | \$ 30.00 | \$ 30.00 |
| 075916 | 425 | J.C.EHRLICH | | \$ - | \$ 603.00 | \$ 603.00 |
| 075917 | 401 | RICOH USA, INC | | \$ - | \$ 95.87 | \$ 95.87 |
| 075917 | 403 | RICOH USA, INC | | \$ - | \$ 58.14 | \$ 58.14 |
| 075917 | 404 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 075917 | 405 | RICOH USA, INC | | \$ - | \$ 135.93 | \$ 135.93 |
| 075917 | 406 | RICOH USA, INC | | \$ - | \$ 29.07 | \$ 29.07 |
| 075917 | 425 | RICOH USA, INC | | \$ - | \$ 35.79 | \$ 35.79 |

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|--------|---------|--------------------------|--|------|---------------|---------------|
| 075917 | 433 | RICOH USA, INC | | \$ - | \$ 37.70 | \$ 37.70 |
| 075917 | 440 | RICOH USA, INC | | \$ - | \$ 65.70 | \$ 65.70 |
| 075917 | 700 | RICOH USA, INC | | \$ - | \$ 58.14 | \$ 58.14 |
| 075917 | 712 | RICOH USA, INC | | \$ - | \$ 235.90 | \$ 235.90 |
| 075918 | 717 | INTERSTATE ALL BATTERY | | \$ - | \$ 654.35 | \$ 654.35 |
| 075919 | ALLOC | JEFFERSON COUNTY HISTORI | | \$ - | \$ 726.82 | \$ 726.82 |
| 075920 | 712 | THE JOURNAL | | \$ - | \$ 102.70 | \$ 102.70 |
| 075921 | 405 | LYNDSEY W. MATSCHAT | | \$ - | \$ 43.20 | \$ 43.20 |
| 075922 | 405 | MATTHEW BENDER & CO | | \$ - | \$ 294.31 | \$ 294.31 |
| 075923 | 711 | BARBARA J. MILLER | | \$ - | \$ 91.00 | \$ 91.00 |
| 075924 | PAYROLL | VICTORIA MYERS | | \$ - | \$ 2,790.07 | \$ 2,790.07 |
| 075925 | 401 | MAXIM REPORTING LLC | | \$ - | \$ 250.00 | \$ 250.00 |
| 075926 | 424 | CIARA MICK | | \$ - | \$ 34.22 | \$ 34.22 |
| 075927 | 424 | NEOPOST MIDATLANTIC | | \$ - | \$ 366.58 | \$ 366.58 |
| 075928 | 712 | NORFOLK SOUTHERN CORP | | \$ - | \$ 12.00 | \$ 12.00 |
| 075929 | ALLOC | JEFF CO PARKS & | | \$ - | \$ 11,053.41 | \$ 11,053.41 |
| 075930 | 402 | PIFER OFFICE SUPPLY, INC | | \$ - | \$ 13.50 | \$ 13.50 |
| 075930 | 404 | PIFER OFFICE SUPPLY, INC | | \$ - | \$ 29.92 | \$ 29.92 |
| 075931 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 195.33 | \$ 195.33 |
| 075932 | 403 | LAURA STORM | | \$ - | \$ 351.54 | \$ 351.54 |
| 075933 | 402 | RECORD MANAGEMENT SOLUTN | | \$ - | \$ 35.00 | \$ 35.00 |
| 075934 | 717 | RICE TIRES CO | | \$ - | \$ 804.68 | \$ 804.68 |
| 075935 | 402 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 88.00 | \$ 88.00 |
| 075935 | 404 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 737.00 | \$ 737.00 |
| 075935 | 406 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 58.00 | \$ 58.00 |
| 075935 | 428 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 392.00 | \$ 392.00 |
| 075936 | 405 | STAPLES CREDIT PLAN | | \$ - | \$ 78.26 | \$ 78.26 |
| 075937 | 704 | WV REGIONAL JAIL & | | \$ - | \$ 105,281.50 | \$ 105,281.50 |
| 075938 | 405 | BRANDON C.H. SIMS | | \$ - | \$ 6.50 | \$ 6.50 |
| 075941 | 401 | AMAZON | | \$ - | \$ 264.08 | \$ 264.08 |
| 075941 | 401 | MARRIOTT | | \$ - | \$ 287.89 | \$ 287.89 |
| 075941 | 401 | SPRINT | | \$ - | \$ 54.84 | \$ 54.84 |
| 075941 | 401 | WVIPAY.COM | | \$ - | \$ 225.00 | \$ 225.00 |
| 075941 | 402 | EZ NETTOOLS | | \$ - | \$ 34.95 | \$ 34.95 |
| 075941 | 403 | SHOPLET | | \$ - | \$ 48.96 | \$ 48.96 |
| 075941 | 403 | SPRINT | | \$ - | \$ 54.84 | \$ 54.84 |
| 075941 | 405 | LEGAL DIRECTORIES PUBLIS | | \$ - | \$ 37.74 | \$ 37.74 |
| 075941 | 412 | COMCAST | | \$ - | \$ 105.75 | \$ 105.75 |
| 075941 | 413 | PANHANDLE PRINTING AND D | | \$ - | \$ 240.88 | \$ 240.88 |
| 075941 | 415 | FRONTIER | | \$ - | \$ 84.54 | \$ 84.54 |

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|--------|-------|--------------------------|--|------|--------------|--------------|
| 075941 | 415 | SPRINT | | \$ - | \$ 108.63 | \$ 108.63 |
| 075941 | 424 | FRONTIER | | \$ - | \$ 11,009.54 | \$ 11,009.54 |
| 075941 | 424 | ROACH ENERGY | | \$ - | \$ 754.17 | \$ 754.17 |
| 075941 | 424 | SPRINT | | \$ - | \$ 54.84 | \$ 54.84 |
| 075941 | 425 | AMAZON | | \$ - | \$ 59.99 | \$ 59.99 |
| 075941 | 425 | ANDY'S PIZZA | | \$ - | \$ 46.11 | \$ 46.11 |
| 075941 | 425 | APPLEBEES | | \$ - | \$ 56.98 | \$ 56.98 |
| 075941 | 425 | BIEDLIER ELECTRIC MOTOR | | \$ - | \$ 8.12 | \$ 8.12 |
| 075941 | 425 | COMCAST | | \$ - | \$ 1,044.26 | \$ 1,044.26 |
| 075941 | 425 | DEANS LAWNMOWER SHOP | | \$ - | \$ 22.75 | \$ 22.75 |
| 075941 | 425 | GRAINGER | | \$ - | \$ 68.22 | \$ 68.22 |
| 075941 | 425 | HIGH REACH COMPANY | | \$ - | \$ (13.43) | \$ (13.43) |
| 075941 | 425 | IHOP | | \$ - | \$ 54.06 | \$ 54.06 |
| 075941 | 425 | INTERSTATE ALL BATTERY | | \$ - | \$ 1,279.84 | \$ 1,279.84 |
| 075941 | 425 | JEFFERSON COUNTY P.S.D | | \$ - | \$ 165.78 | \$ 165.78 |
| 075941 | 425 | JEFFERSON UTILITIES, INC | | \$ - | \$ 559.76 | \$ 559.76 |
| 075941 | 425 | KINGS NEW YORK PIZZA | | \$ - | \$ 106.32 | \$ 106.32 |
| 075941 | 425 | PIZZA CITY | | \$ - | \$ 123.58 | \$ 123.58 |
| 075941 | 425 | ROACH ENERGY | | \$ - | \$ 552.99 | \$ 552.99 |
| 075941 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 722.00 | \$ 722.00 |
| 075941 | 425 | THE HOME DEPOT | | \$ - | \$ 306.40 | \$ 306.40 |
| 075941 | 425 | VALLEY HARDWARE | | \$ - | \$ 7.48 | \$ 7.48 |
| 075941 | 425 | WAL-MART | | \$ - | \$ 17.60 | \$ 17.60 |
| 075941 | 425 | WEISS BROS OF HAGERSTOWN | | \$ - | \$ 4,142.26 | \$ 4,142.26 |
| 075941 | 425 | 84 LUMBER | | \$ - | \$ 39.50 | \$ 39.50 |
| 075941 | 428 | AMAZON | | \$ - | \$ 26.00 | \$ 26.00 |
| 075941 | 428 | AMAZON | | \$ - | \$ 257.94 | \$ 257.94 |
| 075941 | 428 | BARRACUDE NETWORKS INC | | \$ - | \$ 1,298.00 | \$ 1,298.00 |
| 075941 | 428 | BEST BUY | | \$ - | \$ 211.99 | \$ 211.99 |
| 075941 | 428 | NAME CHEAP.COM | | \$ - | \$ 94.00 | \$ 94.00 |
| 075941 | 428 | SPRINT | | \$ - | \$ 109.62 | \$ 109.62 |
| 075941 | 428 | STAPLES | | \$ - | \$ 4.74 | \$ 4.74 |
| 075941 | 433 | SPRINT | | \$ - | \$ 54.84 | \$ 54.84 |
| 075941 | 439 | SPRINT | | \$ - | \$ 54.84 | \$ 54.84 |
| 075941 | 440 | ASFPM | | \$ - | \$ 140.00 | \$ 140.00 |
| 075941 | 440 | SPRINT | | \$ - | \$ 54.84 | \$ 54.84 |
| 075941 | GRANT | RECON ROBOTICS | | \$ - | \$ 13,632.99 | \$ 13,632.99 |
| 075941 | 700 | COMFORT INN | | \$ - | \$ 199.02 | \$ 199.02 |
| 075941 | 700 | DENNYS | | \$ - | \$ 15.14 | \$ 15.14 |
| 075941 | 700 | DOLLAR GENERAL | | \$ - | \$ 9.54 | \$ 9.54 |

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|--------------|---------|--------------------------|--|------|----------------------|----------------------|
| 075941 | 700 | FOOD LION | | \$ - | \$ 77.57 | \$ 77.57 |
| 075941 | 700 | JOHN E. REID AND ASSOC | | \$ - | \$ 420.00 | \$ 420.00 |
| 075941 | 700 | MARRIOTT | | \$ - | \$ 14.77 | \$ 14.77 |
| 075941 | 700 | OUTBACK | | \$ - | \$ 33.36 | \$ 33.36 |
| 075941 | 700 | RUBY TUESDAY | | \$ - | \$ 24.50 | \$ 24.50 |
| 075941 | 700 | SPRINT | | \$ - | \$ 1,304.93 | \$ 1,304.93 |
| 075941 | 700 | SUBWAY | | \$ - | \$ 11.15 | \$ 11.15 |
| 075941 | 700 | TRACTOR SUPPLY CO | | \$ - | \$ 97.98 | \$ 97.98 |
| 075941 | 711 | ANDY'S PIZZA | | \$ - | \$ 184.99 | \$ 184.99 |
| 075941 | 711 | DULLES GREENWAY QPS | | \$ - | \$ 4.30 | \$ 4.30 |
| 075941 | 711 | KINGS NEW YORK PIZZA | | \$ - | \$ 16.70 | \$ 16.70 |
| 075941 | 711 | MARRIOTT | | \$ - | \$ 242.04 | \$ 242.04 |
| 075941 | 711 | NFPA NATINAL FIRE PROTEC | | \$ - | \$ 165.00 | \$ 165.00 |
| 075941 | 711 | SHEETZ | | \$ - | \$ 83.23 | \$ 83.23 |
| 075941 | 711 | SPRINT | | \$ - | \$ 599.97 | \$ 599.97 |
| 075941 | 711 | SPRINT | | \$ - | \$ 186.91 | \$ 186.91 |
| 075941 | 711 | STAPLES | | \$ - | \$ 73.98 | \$ 73.98 |
| 075941 | 711 | WAL-MART | | \$ - | \$ 544.35 | \$ 544.35 |
| 075941 | 711 | WEIS MARKETS | | \$ - | \$ 428.05 | \$ 428.05 |
| 075941 | 712 | AMAZON | | \$ - | \$ 275.58 | \$ 275.58 |
| 075941 | 712 | FRONTIER | | \$ - | \$ 10,144.70 | \$ 10,144.70 |
| 075941 | 712 | NATIONAL ACADEMY OF EMD | | \$ - | \$ 100.00 | \$ 100.00 |
| 075941 | 712 | SPRINT | | \$ - | \$ 449.36 | \$ 449.36 |
| 075941 | 712 | WAL-MART | | \$ - | \$ 27.82 | \$ 27.82 |
| 075941 | 716 | ALPHA TECH PET INC | | \$ - | \$ 141.12 | \$ 141.12 |
| 075941 | 716 | BLUE RIDGE VETERINARY | | \$ - | \$ 69.00 | \$ 69.00 |
| 075941 | 716 | GALLS | | \$ - | \$ 1,255.60 | \$ 1,255.60 |
| 075941 | 716 | GREENLAWN MEMORIAL PARK | | \$ - | \$ 298.00 | \$ 298.00 |
| 075941 | 716 | TRACTOR SUPPLY CO | | \$ - | \$ 14.96 | \$ 14.96 |
| 075941 | 716 | USPS US POSTAL SERVICE | | \$ - | \$ 19.99 | \$ 19.99 |
| 075941 | 717 | FISHER AUTO PARTS | | \$ - | \$ 849.57 | \$ 849.57 |
| 075941 | 900 | SPRINT | | \$ - | \$ 145.89 | \$ 145.89 |
| 075942 | ALLOC | JEFFERSON CO CONVENTION | | \$ - | \$ 12,271.07 | \$ 12,271.07 |
| 075943 | 405 | THOMSON REUTER - WEST | | \$ - | \$ 2,282.45 | \$ 2,282.45 |
| 075944 | PAYROLL | DEBRA A. YOUNG | | \$ - | \$ 584.52 | \$ 584.52 |
| | | | | | | |
| TOTAL | | | | | | \$ 205,000.66 |
| TOTAL | | | | | \$ 205,000.66 | |

Motion by Ms. Tabb to approve the Accounts Payable for February 18, 2016 in the amount of \$205,000.66. Motion seconded and unanimously approved.

PUBLIC COMMENT:

No public comments were presented during this meeting.

PRESENTATIONS

1. Resolution in Support of Senate Bill 298 – the “Brunch Bill” to allow West Virginia dining establishments serve alcohol prior to 1:00 pm on Sundays.
 - **Motion by Mr. Manuel to approve the Resolution in Support of Senate Bill 298 as presented. Motion seconded and unanimously approved.**
 - **Motion by Mr. Pellish to amend the Resolution to include that the approval of Senate Bill 298 would have a positive impact on both the State and local budgets. Motion seconded and unanimously approved.**
2. Tom Trumble, Chair, Jefferson County Board of Health – FY2017 Budget Presentation.
3. Lynn Fields, Probate Office – Requested the approval of the Order to Reopen Estate and Appoint Executrix for the Estate of Margaret F. Spahitz, deceased.
 - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve the Order to reopen the Estate and appoint Ann Spahitz Mackey as the Executrix for the Estate of Margaret F. Spahitz. Motion seconded and unanimously approved.**
 - **Motion by Mr. Manuel to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
5. Public Hearing – FY16 HOME Investment Partnership Program – Approval of Resolution to participate in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2016 to June 30, 2017.

President Noland opened the hearing at 11:02 am. Nancy Strine, Community Development Administrator for the City of Martinsburg, provided a description of the

HOME Investment Partnership Program and the services it provides for the Panhandle. President Noland then opened the floor for public comment; however, no public comments were made during the hearing, and Commissioner Noland closed the floor.

- **Motion by Mr. Manuel to approve the Resolution for the County Commission of Jefferson County, West Virginia authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2016 to June 30, 2017. Motion seconded and unanimously approved.**

6. Roger Goodwin, Chief County Engineer

a. Presentation of Calendar Year 2015 Annual Report for the Office of Impact Fees

- **Motion by Mr. Pellish to approve the 2015 Annual Report for the Office of Impact Fees as presented. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to approve the annual inflationary adjustments to the impact fees for residential structures but stay the impact fee rates for commercial structures. Motion seconded but fails on a vote of 1-4 with Mr. Bell, Ms. Noland, Mr. Pellish, and Ms. Tabb opposing.**
- **Motion by Mr. Pellish to stay the annual inflationary adjustments to the impact fees. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing. .**

b. Presentation of the FY17 Capital Improvement Plan for the Office of Impact Fees

- **Motion by Mr. Pellish to approve the FY 2017 Capital Improvement Plan for the Office of Impact Fees as presented. Motion seconded and unanimously approved.**

7. Jennifer Brockman, Director of Planning and Zoning and Michelle Gordon, Finance Director – Discussion of FY17 Budget/Personnel Matters.

- **Motion by Mr. Bell to enter into Executive Session to discuss personnel matters. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

8. Nathan Cochran, Assistant Prosecuting Attorney – Discussion of case no. CK-19-2015-AA-4.

- **Motion by Mr. Manuel to enter into Executive Session to discuss pending litigation. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
9. The Commission recessed for lunch at 1:00 pm.
The Commission reconvened at 1:30 pm.

NEW BUSINESS

10. Determination of the line item for payment of Leadership West Virginia tuition.
- **Motion by Mr. Pellish to pay Commissioner Noland’s tuition for Leadership West Virginia from the Training and Education line item. Motion seconded and unanimously approved.**
11. Request to use JCC Meeting Room on Sunday, February 28, 2016
- **Motion by Mr. Manuel to postpone a decision on this item until speaking with legal counsel. Motion seconded and unanimously approved.**
 - **Motion by Mr. Pellish to deny the use of the JCC meeting room by Arthur Cridler on Sunday, February 28, 2016. Motion seconded and passes on a vote of 4-1 with Mr. Bell opposing.**
12. Legislative Updates - Commissioners Manuel and Noland provided the audience with updates on House Bill 4145, which would eliminate a requirement for concealed carry permits, and Senate Bill 298, which would allow West Virginia dining establishments to serve alcohol prior to 1:00 pm on Sundays.

COUNTY ADMINISTRATOR REPORTS

- Government Sponsorship of Old Charles Town Public Library – Ms. Grove updated the Commission on the process for sponsoring the Old Charles Town Library on becoming a public library, stating it would be a joint project between the Cities of Charles Town and Ranson, Board of Education, and the county and would require a five-member board.
 - **Motion by Mr. Manuel to direct the County Administrator to pursue designating the Charles Town Library as a public library. Motion seconded and unanimously approved.**
- Discussion of dates for Mass Events Ordinance public hearing – Ms. Grove discussed with the Commission the potential dates for the Mass Events Ordinance and suggested

the evening of March 17, 2016 as it works best for staff in the Planning and Zoning department; however, it was the consensus of the Commission that there was no rush to address this item.

- **Motion by Mr. Bell to delay the Mass Events Ordinance until the middle of July. Motion seconded and unanimously approved.**

➤ P-card rebate update - Ms. Grove stated the P-card rebate for last quarter was \$2,365.86.

13. Public Hearing – Proposed amendments to Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Text Amendments.

Jennie Brockman, Director of Planning and Zoning, provided background information regarding the proposed amendments, stating they were needed to clarify that zoning map amendment petitions may be submitted to either the Planning Commission or the County Commission and that amendments that required a public hearing could be held by either body.

Ms. Noland opened the floor for public comment; however, no public comments were provided on this topic. The public hearing was closed at 1:38 pm, and Ms. Noland stated the record would remain open for two weeks to allow time for written comment.

14. Jennifer Brockman, Director of Planning and Zoning

a. Discuss amending various section of the Zoning and Land Development Ordinance (File #ZTA15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting campgrounds in certain Rural and Commercial zoning districts.

- **Motion by Ms. Tabb to schedule a work session concerning this topic once the budget process has been completed. Motion seconded and unanimously approved.**

b. Update on Planning Commission Text Amendments – Possible Executive Session related to LESA/Conditional Use Permit and Cluster Subdivision Provision Modifications.

- **Motion by Mr. Bell to enter into Executive Session to receive legal counsel. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to come out of Executive Session. Motion seconded and unanimously approved.**

15. The Commission recessed at 2:30 pm.
The Commission reconvened at 7:00 pm.

16. Public Budget Forum – Budget FY17

President Noland opened the meeting at 7:01 pm and described to the audience the budget process, stating the Commission was currently hearing budget request from County departments and contingency agencies but had not yet made any funding decisions. Michelle Gordon, Jefferson County Finance Director, provided more detailed information regarding County revenue and expenditures and projections for the FY17 budget year. President Noland then opened the floor for public comment, which was provided by the following:

1. Morgan Spillman, resident – spoke about Mountain Cats TNR, a group whose been working to reduce the feral cat population in Jefferson County. Ms. Spillman stated Mountain Cats TNR needs more participation from the county and municipal governments regarding the issue of feral cats as they pose a serious public health issue to the community.
2. Jody Welty, resident – spoke in support of increase funding for the local libraries, as she believes libraries are the heart of the community.
3. Ann Mountz, resident and Vice President of the Jefferson County Parks and Recreation Commission – reiterated the importance of Parks and Recreation in relationship to the development, health, and wellness of the Community. Ms. Mountz also stated that it would be increasingly difficult to continue to provide the same level of service without a sufficient level of funding.
4. Charlotte Mountz, resident – also provided support for Parks and Recreation, stating that the programs provided by Parks and Recreation help kids learn new things, meet new people, and make new friends.
5. Patty Kovak, resident – spoke in support of Mountain Cats TNR, stating the group needs financial help to reach their goals.
6. Kathleen Hintz, resident and member of the Bolivar/Harpers Ferry Library Board – stated the need for additional funding for libraries was very great, and more consideration should be given for agencies that provide services to the public.
7. Robert McEachern, resident – voiced his support for the local libraries, and stated the libraries needed funding for more books.
8. Reva Mickey, resident and member of the Jefferson County Democratic Association – spoke in strong support of Jefferson County Parks and Recreation, stating that Parks and Recreation programs often provide young teens with parental guidance which may be missing in their everyday lives.

9. Lyn Widmyer, resident and member of the League of Women Voters – stated the Commission needs to reexamine the level of funding provided for fire and ambulance service as it isn't sustainable for the future.
10. Peter Fricke, resident and member of the Jefferson County Planning Commission – spoke on behalf of the Middleway Conservancy Association and asked that the Commission consider providing additional funding to the Jefferson County Historic Landmarks Commission.
11. Eleanor Finn, resident and member of the League of Women Voters – reminded the Commissioners to keep an eye on their Coal Severance account.
12. John Cummings, resident – stated local libraries are the pillar of our education and they need more financial support to sustain their high level of service.
13. Kay Bresee, resident and member of the Jefferson County Animal Welfare Society – spoke on behalf of the Animal Welfare Society and thanked the Commission for their continued support.
14. Dottie Kracke, resident – spoke on behalf of Mountain Cats TNR and the Animal Welfare Society and asked the Commission to assist with funding projects to better the lives of the animals and citizens of Jefferson County.
15. Rachel Combs, resident – spoke in support of Mountains Cats TNR and Jefferson County Parks and Recreation.
16. Hali Taylor, resident and director of the Shepherdstown Library – thanked the Commission for their continued support of the local libraries.
17. Joyce Garrison, resident – also spoke in support of Mountain Cats TNR and requested the Commission consider providing financial support to the cause.
18. Joe Thompson, resident – requested the Commission consider allocating money for increased police presence in the Shannondale neighborhood.

There being no further comments, the Commissioners thanked everyone for providing their input and urged them to continue to participate in the budget process by attending or viewing the webcast meetings online.

COUNTY COMMISSION REPORTS

Dale Manuel

- Attended the opening of the Bus Garage.
- Attended the Shepherdstown Fire Company Superbowl dinner.
- Attended the Citizen's Fire Company Pancake Day.
- Spoke at a Retired Federal Employees function.
- Attended a PSD meeting.
- Attended the budget presentations.
- Attended the Board of Review and Equalization hearings.
- Attended a Council on Aging meeting.
- Attended a Water Advisory Committee meeting.
- Attended the Animal Welfare Society dinner at Hollywood Casino.

Patsy Noland

- Attended the budget presentations.
- Attended the Board of Review and Equalization hearings.
- Attended the opening of the Bus Garage.
- Attended the WVACO Legislative Conference in Charleston.
- Attended a CVB meeting.
- Attended a Council on Aging meeting.

Eric Bell

- Attended the opening of the Bus Garage.
- Attended the budget presentations.
- Attended the Board of Review and Equalization hearings.
- Attended the WVACO Legislative Conference in Charleston.
- Attended Juvenile Drug Court activities.

Jane Tabb

- Attended the budget presentations.
- Attended the Board of Review and Equalization hearings.
- Attended an ESA special meeting.
- Attended an ESA regular meeting.
- Attended a PSD special meeting.
- Attended a Fire and Rescue Association meeting.
- Attended a Farmland Protection Board meeting.

Walt Pellish

- Attended a legal symposium at Shepherd University.

17. The meeting was adjourned at 8:40 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant