

Minutes

Jefferson County Commission

Thursday, March 3, 2016

A meeting of the Jefferson County Commission was held on Thursday, March 3, 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, March 3, 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 Mr. Manuel to approve the February 11, 2016 Board of Review and Equalization Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the February 16, 2016 Board of Review and Equalization Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the February 18, 2016 Regular Meeting Minutes as amended. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Bell to approve the February 25, 2016 Payroll in the amount of \$233,189.66. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR		NOAMT	CHECK AMOUNT
075947	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ 3,634.02	\$ 3,634.02
075948	425	BLUE RIDGE GARAGE DOORS		\$ 187.50	\$ 187.50
075949	PAYROLL	BUREAU F/CHILD SUPPORT		\$ 49.85	\$ 49.85
075950	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ 212.31	\$ 212.31
075951	PAYROLL	BUREAU OF CHILD SUPPORT		\$ 461.54	\$ 461.54
075952	PAYROLL	BUREAU OF CHILD SUPPORT		\$ 119.54	\$ 119.54
075953	PAYROLL	BUREAU OF CHILD SUPPORT		\$ 530.77	\$ 530.77
075954	716	DAVID BOYLE		\$ 505.34	\$ 505.34
075955	405	RAYMOND E. BOYCE JR.		\$ 50.22	\$ 50.22
075956	425	CITY OF CHARLES TOWN		\$ 20.00	\$ 20.00
075957	PAYROLL	LAUREN CROWTHER		\$ 862.25	\$ 862.25
075958	PAYROLL	COLONIAL LIFE		\$ 385.42	\$ 385.42
075959	401	KAREN ECHEMENT		\$ 512.51	\$ 512.51
075960	415	GENERAL COUNTY FUND-J FE		\$ 13,948.05	\$ 13,948.05
075961	711	GUEST SERVICES		\$ 125.20	\$ 125.20
075962	717	GUTTMAN OIL CO		\$ 6,424.33	\$ 6,424.33
075963	428	GLOBAL DATA CONSULTANTS		\$ 2,100.12	\$ 2,100.12
075964	401	JEFFERSON PUBLISH CO INC		\$ 81.30	\$ 81.30
075965	GRANT	JEFFERSON DAY REPORT CNT		\$ 835.80	\$ 835.80
075966	712	ROBERT E. JONES III		\$ 1,000.00	\$ 1,000.00
075967	PAYROLL	JEFFERSON SECURITY BANK		\$ 5,510.00	\$ 5,510.00
075968	425	KONE INC.		\$ 306.16	\$ 306.16
075969	712	LANGUAGE LINE SERVICES		\$ 129.43	\$ 129.43
075970	424	JULIA LEWIS		\$ 35.78	\$ 35.78
075971	412	JUDITH A MATLICK		\$ 206.11	\$ 206.11
075972	PAYROLL	ELIZABETH MALONEY		\$ 220.34	\$ 220.34
075972	PAYROLL	ELIZABETH MALONEY		\$ 1,939.08	\$ 1,939.08
075973	PAYROLL	JASON MICKEY		\$ 804.00	\$ 804.00
075974	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ 150.00	\$ 150.00
075975	700	ROBIN MAHONY		\$ 3.91	\$ 3.91
075976	PAYROLL	DONNA MASON		\$ 2,250.00	\$ 2,250.00
075977	PAYROLL	NATIONWIDE RETIREMENT		\$ 749.00	\$ 749.00
075978	428	OFFICEMAX		\$ 375.13	\$ 375.13
075979	402	PIFER OFFICE SUPPLY, INC		\$ 48.96	\$ 48.96
075980	440	PITTSNOGLE, LLC		\$ 5,782.00	\$ 5,782.00
075981	700	DOUGLAS PITTINGER		\$ 31.57	\$ 31.57
075981	700	DOUGLAS PITTINGER		\$ 12.41	\$ 12.41

075982	403	LAURA STORM		\$ 73.44	\$ 73.44
075983	401	RICOH USA, INC./GA		\$ 252.73	\$ 252.73
075983	403	RICOH USA, INC./GA		\$ 287.58	\$ 287.58
075983	404	RICOH USA, INC./GA		\$ 123.90	\$ 123.90
075983	405	RICOH USA, INC./GA		\$ 423.90	\$ 423.90
075983	406	RICOH USA, INC./GA		\$ 123.90	\$ 123.90
075983	425	RICOH USA, INC./GA		\$ 48.10	\$ 48.10
075983	433	RICOH USA, INC./GA		\$ 197.41	\$ 197.41
075983	440	RICOH USA, INC./GA		\$ 197.41	\$ 197.41
075983	700	RICOH USA, INC./GA		\$ 295.90	\$ 295.90
075983	712	RICOH USA, INC./GA		\$ 267.08	\$ 267.08
075984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 10,148.50	\$ 10,148.50
075984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 43,393.38	\$ 43,393.38
075984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 4.34	\$ 4.34
075984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 1.02	\$ 1.02
075984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 2.81	\$ 2.81
075984	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 41,427.09	\$ 41,427.09
075985	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 1.54	\$ 1.54
075985	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 32,564.93	\$ 32,564.93
075985	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 922.78	\$ 922.78
075985	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 2,985.00	\$ 2,985.00
075986	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ 18,151.98	\$ 18,151.98
075986	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ 12,857.62	\$ 12,857.62
075987	405	BRANDON C.H. SIMS		\$ 214.27	\$ 214.27
075988	401	SANDRA SLUSHER MCDONALD		\$ 57.57	\$ 57.57
075989	700	JEFFERY SAGER		\$ 4.80	\$ 4.80
075990	405	THOMSON REUTER - WEST		\$ 942.50	\$ 942.50
075991	PAYROLL	WV PUB EMP RETIRE SYS		\$ 1.71	\$ 1.71
075991	PAYROLL	WV PUB EMP RETIRE SYS		\$ 5.14	\$ 5.14
075991	PAYROLL	WV PUB EMP RETIRE SYS		\$ 73,502.24	\$ 73,502.24
075991	PAYROLL	WV PUB EMP RETIRE SYS		\$ 24,500.78	\$ 24,500.78
075992	404	WV TAX DEPUTIES ASSOC		\$ 35.00	\$ 35.00
075993	700	WV STATE POLICE		\$ 6.50	\$ 6.50
075994	PAYROLL	WV PUB EMP RETIRE SYS		\$ 4,060.66	\$ 4,060.66
075994	PAYROLL	WV PUB EMP RETIRE SYS		\$ 1,804.76	\$ 1,804.76
TOTAL					\$ 320,488.22
TOTAL				\$ 320,488.22	

Motion by Ms. Tabb to approve the Accounts Payable for February 25, 2016 in the amount of \$320,488.22. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075996	712	AT&T/GA		\$ -	\$ 31.81	\$ 31.81
075997	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 859.27	\$ 859.27
075998	425	B-K OFFICE SUPPLY INC		\$ -	\$ 64.36	\$ 64.36
075999	PAYROLL	KATRINA BLOOMER		\$ -	\$ 2,633.58	\$ 2,633.58
076000	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
076001	413	THE CHAPMAN PRINTING CO		\$ -	\$ 66.70	\$ 66.70
076002	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
076003	428	CREATIVE FORMS & CONCEPT		\$ -	\$ 504.98	\$ 504.98
076004	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,161.91	\$ 6,161.91
076005	405	EASTERN PANHANDLE BAR		\$ -	\$ 225.00	\$ 225.00
076006	PAYROLL	KAREN ECHEMENT		\$ -	\$ 870.40	\$ 870.40
076007	402	SALLY GRAN		\$ -	\$ 15.00	\$ 15.00
076008	PAYROLL	THE HARTFORD		\$ -	\$ 4,500.62	\$ 4,500.62
076008	PAYROLL	THE HARTFORD		\$ -	\$ 2,254.25	\$ 2,254.25
076009	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 361,890.42	\$ 361,890.42
076010	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,272.36	\$ 1,272.36
076011	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 156.74	\$ 156.74
076012	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 15,542.91	\$ 15,542.91
076013	404	MONROE SYS FOR BUSINESS		\$ -	\$ 274.16	\$ 274.16
076013	406	MONROE SYS FOR BUSINESS		\$ -	\$ 155.73	\$ 155.73
076014	713	MIDDLEWAY FIRE CO		\$ -	\$ 50,000.00	\$ 50,000.00
076015	PAYROLL	HIGHMARK WV		\$ -	\$ 168,979.68	\$ 168,979.68
076016	PAYROLL	JASON MICKEY		\$ -	\$ 74.44	\$ 74.44
076017	PAYROLL	MILLENIUUM INSURANCE GROU		\$ -	\$ 600.00	\$ 600.00
076018	405	NDAA-NATL DIST ATTYS ASS		\$ -	\$ 75.00	\$ 75.00
076019	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,780.44	\$ 1,780.44
076020	ALLOC	JEFF CO PARKS &		\$ -	\$ 19,350.11	\$ 19,350.11
076021	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 52.31	\$ 52.31
076022	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
076023	405	BRANDON C.H. SIMS		\$ -	\$ 250.00	\$ 250.00
076024	PAYROLL	ROBERT S. SELL		\$ -	\$ 2,250.00	\$ 2,250.00
076024	PAYROLL	ROBERT S. SELL		\$ -	\$ 1,576.24	\$ 1,576.24
076025	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 21,481.74	\$ 21,481.74
076026	401	WV ASSOCIATION/COUNTIES		\$ -	\$ 225.00	\$ 225.00
076026	403	WV ASSOCIATION/COUNTIES		\$ -	\$ 225.00	\$ 225.00
076027	405	WV FRIS		\$ -	\$ 50.00	\$ 50.00

TOTAL						\$ 675,721.08
TOTAL					\$ 675,721.08	

Motion by Mr. Bell to approve the Accounts Payable for March 3, 2016 in the amount of \$675,496.08 due to the removal of an invoice from the County Commission Department (401). Motion seconded and unanimously approved.

MANUAL CHECKS

MAGISTRATE COURT			
005			
Date	Check #	VENDOR	Amount
2/26/2016	328	SHERIFF OF JEFFERSON CO	\$ 3,750.00
FARMLAND PROTECTION BOARD			
057			
Date	Check #	VENDOR	Amount
2/12/2016	278	JEFFERSON CO FARMLAND PROT.	\$ 35,319.13
TOTAL			\$ 39,069.13

Motion by Mr. Bell to approve the Manual Checks for February 26, 2016 in the amount of \$39,069.13. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – updated the Commission on pending litigation, urged them not to take the decoupling bill lightly, and also stated he’d be requesting FEMA not reimburse the County for snow removal.

Paul Rosa, resident – spoke in support of applicant Jared Esselman for the Regional Airport Authority Board.

Danny Lutz, resident – voiced irritation with the Commission for not participating in Mr. Lutz request for an emergency meeting to discuss potential legislation that would harm the local horse racing and breeding industry in Jefferson County.

Nancy McBride, resident- spoke regarding the Estate of Patrinka Kelch.

David Crosby, resident – spoke regarding the Estate of Patrinka Kelch, specifically the preservation of Shepherd’s Mill located on Ms. Kelch’s property

Richard Holtzeger, resident – also spoke regarding the Estate of Patrinka Kelch, claiming that Ms. Kelch was adamant about repaying her debts.

Sarah Green, resident – spoke regarding the Estate of Patrinka Kelch and the preservation of Shepherd’s Mill.

Dr. Doug Allara, resident and President of the WV Thoroughbred Breeders Association – spoke regarding concerns over the legislature creating great instability within the horse racing and breeding community.

Jeff Gilleas, resident – also shared his concerns regarding the decoupling of racing from gaming in Jefferson County.

PRESENTATIONS

1. Randy Funkhouser, Charles Town Horseman’s Benevolent Protective Agency – provided the Commission with an update on current legislative bills affecting the thoroughbred racing and breeding industries in Jefferson County.
2. Ronda Eddy, Director, Jefferson Day Report Center
 - a. Provided the Commission with a presentation from Unicare of WV, Inc. to discuss substance use treatment provided by WV Medicaid.
 - b. Requested the reappointment of Mark Hofe, Chief Probation Officer, as an ex-officio, non-voting member to the Community Criminal Justice Board.
 - **Motion by Mr. Manuel to approve the reappointment to Mark Hofe, Chief Probation Officer, as an ex-officio, non-voting member of the Community Criminal Justice Board. Motion seconded and unanimously approved.**
3. Interviews and appointment to the Regional Airport Authority – one unexpired term ending June 30, 2016.
 - **Motion by Mr. Bell to appoint Jared Eselman to the Regional Airport Authority for one unexpired term ending June 30, 2016. Motion seconded and unanimously approved.**

4. Interviews/Appointments to the Jefferson County Water Advisory Committee – three three-year terms ending January 31, 2019.
 - **Motion by Mr. Manuel to reappoint Susan Stahele to the Jefferson County Water Advisory Committee each for one three-year term ending January 31, 2019. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Lynn Fields, Probate Office – requested approval to probate in solemn form.
 - **Motion by Ms. Noland to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to approve the copy of the Last Will and Testament of Glen C. Diddinger for probate in solemn form. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to recess as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Interviews/Appointment to the North Eastern Regional EMS Board, Inc. for one unexpired term ending October 31, 2016.
 - **Motion by Ms. Tabb to appoint Ed Hannon to the NEREMS, Inc. Board for one unexpired term ending October 31, 2016. Motion seconded and unanimously approved.**
8. Interviews/Appointments to the Property Safety Enforcement Agency – two 2-year citizen representative terms and one 1.5 year term for Fire Chief.
 - **Motion by Mr. Manuel to reappoint Dan Fritsch for 1.5 years as Fire Chief to the Property Safety Enforcement Agency and also reappoint Richard Myers for two years as a citizen representative. Motion seconded and unanimously approved.**
9. Roger Goodwin, Chief County Engineer – requested the partial construction bond release for Middleway Dollar General.
 - **Motion by Mr. Bell to authorize a partial release of \$221,850.00 from the construction bond amount for Cross Development, LLC/CD DG Middleway, LLC – Middleway Dollar General (File #S15-04). Motion seconded and unanimously approved.**

10. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management – requested approval of the contract with J.H. Consulting, LLC to update the Jefferson County Emergency Operations Plan and the Jefferson County Continuity of Operations Plan (COOP), with the addition of cyber security annex.

- **Motion by Mr. Manuel to approve the contract with J.H. Consulting, LLC in the amount of \$8,500 to update the Jefferson County Emergency Operations Plan and the Jefferson County Government Continuity of Operations Plan. Motion seconded and unanimously approved.**

NEW BUSINESS

11. Consideration of a Resolution opposing several bills that will negatively affect the horse racing industry and the County’s economy, including but not limited to the decoupling bill HB702.

- **Motion by Mr. Manuel to approve the Resolution opposing legislation that would negatively impact the thoroughbred horse racing and breeding industries in Jefferson County. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to amend the Resolution to replace “promises” with “public compact.” Motion seconded and unanimously approved.**
- **Motion by Mr. Bell to include with the Resolution the economic impact statement provided by the Horseman’s Benevolent and Protective Agency. Motion seconded and unanimously approved.**

12. Discuss sending letter of opposition to legislature regarding Senate Bill 403 which would disband the local Extension Service Committee.

- **Motion by Ms. Tabb to send a letter to the legislature noting the County Commission’s opposition to Senate Bill 403. Motion seconded and unanimously approved.**

13. Discuss restructuring of County Commission Departments – Planning, Zoning, Engineering, and GIS

- **Motion by Mr. Pellish to approve the combination of the Planning, Zoning, Engineering, and GIS departments under Roger Goodwin, Chief County Engineer. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**

14. Discuss funding of electronic poll books for 2016 Primary Election

- **Motion by Mr. Bell to approve the funding of the electronic poll books and voting equipment for the 2016 Primary Election in the amount of \$178,488 for FY16, to be taken from the Capital account. Motion seconded and unanimously approved.**

15. Legislative Updates – Commissioners Noland, Manuel, and Bell provided updates on various house and senate bills, including the Brunch Bill and a bill that would potentially give County Commission authority over roads and infrastructure.

COUNTY ADMINISTRATOR REPORTS

➤ Space Needs

- **Motion by Mr. Bell to enter into Executive Session to discuss space needs. Motion seconded and unanimously approved.**

COUNTY COMMISSION REPORTS

Patsy Noland

- Attended budget work sessions.
- Attended the County Budget Forum.

Dale Manuel

- Attended budget work sessions.
- Attended the County Budget Forum.

Eric Bell

- Attended Adult Drug Court & Juvenile Drug Court proceedings.
- Attended budget work sessions.
- Attended County Budget Forum.

Walt Pellish

- Attended budget work sessions.
- Attended the County Budget Forum.
- Will be participating in a radio show to speak regarding the Brunch Bill.

Jane Tabb

- Attended budget work sessions.
- Attended the County Budget Forum.

16. The meeting was adjourned at 12:23 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant