

Minutes

Jefferson County Commission

Thursday, March 31, 2016

A meeting of the Jefferson County Commission was held on Thursday, March 31, 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 Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Commissioner Eric Bell 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, March 31, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the March 17, 2016 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the March 22, 2016 Special Session Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the Payroll for March 24, 2016 in the amount of \$229,801.90. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
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076094	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,613.80	\$ 3,613.80
076095	406	BERKELEY PRINTING/DESIGN		\$ -	\$ 3,024.50	\$ 3,024.50
076096	PAYROLL	KIMBERLY D BURKE		\$ -	\$ 1,935.44	\$ 1,935.44
076097	424	BONDED APPLICATORS OF MD		\$ -	\$ 1,115.00	\$ 1,115.00
076098	425	BOLAND SERVICES		\$ -	\$ 616.00	\$ 616.00
076099	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
076100	PAYROLL	BUREAU F/CHILD SPprt ENF		\$ -	\$ 212.31	\$ 212.31
076101	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
076102	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
076103	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
076104	405	MARCIA LYNN CHANDLER		\$ -	\$ 885.00	\$ 885.00
076105	PAYROLL	LYNN COSTELLO		\$ -	\$ 1,155.48	\$ 1,155.48
076106	PAYROLL	COLONIAL LIFE		\$ -	\$ 385.42	\$ 385.42
076107	402	CREATIVE FORMS & CONCEPT		\$ -	\$ 38.02	\$ 38.02
076108	PAYROLL	KAREN ECHEMENT		\$ -	\$ 39.15	\$ 39.15
076109	717	GUTTMAN OIL CO		\$ -	\$ 8,029.73	\$ 8,029.73
076110	425	G & TRIPLE T. LLC		\$ -	\$ 587.36	\$ 587.36
076111	425	JEFFERSON COUNTY SOLID		\$ -	\$ 5.53	\$ 5.53
076112	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
076113	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,510.00	\$ 5,510.00
076114	PAYROLL	KATHRYN KING		\$ -	\$ 774.86	\$ 774.86
076115	712	LANGUAGE LINE SERVICES		\$ -	\$ 65.60	\$ 65.60
076116	PAYROLL	JENNIFER S. MAGHAN		\$ -	\$ 4,500.00	\$ 4,500.00
076117	PAYROLL	MAZZITTI & SULLIVAN EAP		\$ -	\$ 936.00	\$ 936.00
076118	PAYROLL	HIGHMARK WV		\$ -	\$ 166,670.17	\$ 166,670.17
076119	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
076120	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
076121	425	OFFICEMAX		\$ -	\$ 54.42	\$ 54.42
076122	425	POTOMAC EDISON/OH		\$ -	\$ 156.59	\$ 156.59
076123	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
076123	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
076123	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
076123	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
076123	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
076123	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
076123	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
076123	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
076123	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
076123	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
076124	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 181.28	\$ 181.28

076125	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,810.10	\$ 42,810.10
076125	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 5.16	\$ 5.16
076125	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.20	\$ 1.20
076125	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,012.08	\$ 10,012.08
076125	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,326.11	\$ 41,326.11
076125	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.37	\$ 3.37
076126	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 922.78	\$ 922.78
076126	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 30,253.10	\$ 30,253.10
076126	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.84	\$ 1.84
076126	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,052.74	\$ 1,052.74
076127	403	WV ASSOC OF CIRCUIT CLER		\$ -	\$ 350.00	\$ 350.00
076128	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,677.52	\$ 14,677.52
076128	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,396.51	\$ 10,396.51
076129	712	SEN COMMUNICATIONS		\$ -	\$ 25.00	\$ 25.00
076130	717	S & S MOTOR PARTS		\$ -	\$ 449.96	\$ 449.96
076131	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,985.00	\$ 2,985.00
076132	700	LARRY THOMPSON		\$ -	\$ 35.28	\$ 35.28
076133	405	THOMSON REUTER - WEST		\$ -	\$ 2,636.95	\$ 2,636.95
076134	403	WV ASSOCIATION/COUNTIES		\$ -	\$ 225.00	\$ 225.00
076135	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 23,672.22	\$ 23,672.22
076135	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2.04	\$ 2.04
076135	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 6.13	\$ 6.13
076135	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 71,016.56	\$ 71,016.56
076136	PAYROLL	WVCORP		\$ -	\$ 39,608.50	\$ 39,608.50
076137	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4,069.41	\$ 4,069.41
076137	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1,808.64	\$ 1,808.64
TOTAL					\$ 504,123.47	\$ 504,123.47

Motion by Ms. Tabb to approve the Accounts Payable for March 24, 2016 in the amount of \$504,123.47. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076139	712	AT&T/GA		\$ -	\$ 49.45	\$ 49.45
076140	403	BANK OF CHARLES TOWN		\$ -	\$ 54.37	\$ 54.37
076141	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 15,625.00	\$ 15,625.00
076142	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
076143	712	CHRISTOPHER CROSS		\$ -	\$ 230.00	\$ 230.00
076144	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00

076144	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 15,625.00	\$ 15,625.00
076145	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,094.44	\$ 6,094.44
076146	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 2,568.75	\$ 2,568.75
076147	712	GREENSIDE PSYCHOLOGICAL		\$ -	\$ 590.00	\$ 590.00
076148	PAYROLL	THE HARTFORD		\$ -	\$ 2,241.55	\$ 2,241.55
076148	PAYROLL	THE HARTFORD		\$ -	\$ 4,519.12	\$ 4,519.12
076149	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 29,500.00	\$ 29,500.00
076150	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
076151	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 157.36	\$ 157.36
076151	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 36.00	\$ 36.00
076152	425	JEFFERSON COUNTY SOLID		\$ -	\$ 49.77	\$ 49.77
076153	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 25,000.00	\$ 25,000.00
076153	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 776.10	\$ 776.10
076154	401	LAW OFFICE OF KATHY M.		\$ -	\$ 890.19	\$ 890.19
076155	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,766.56	\$ 1,766.56
076156	PAYROLL	KAREN OLDEN		\$ -	\$ 383.41	\$ 383.41
076157	ALLOC	JEFF CO PARKS &		\$ -	\$ 62,277.75	\$ 62,277.75
076158	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 3.45	\$ 3.45
076159	712	LAURA POPE		\$ -	\$ 230.00	\$ 230.00
076160	712	JEFFREY POLCZYNSKI		\$ -	\$ 230.00	\$ 230.00
076161	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 3,410.00	\$ 3,410.00
076162	425	RCS SECURITY		\$ -	\$ 618.00	\$ 618.00
076162	GRANT	RCS SECURITY		\$ -	\$ 2,165.40	\$ 2,165.40
076163	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 15,625.00	\$ 15,625.00
076164	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 15,625.00	\$ 15,625.00
076165	ALLOC	WVU		\$ -	\$ 3,700.00	\$ 3,700.00
076166	PAYROLL	DEBRA A. YOUNG		\$ -	\$ 443.76	\$ 443.76
TOTAL					\$ 221,724.35	\$ 221,724.35

Motion by Ms. Noland to approve the Accounts Payable for March 31, 2016 in the amount of \$221,724.35. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
03/25/16	421	JOHN STEVENS	\$ 196.98

3/25/2016	422	LEWIS CO. CIRCUIT CLERK	\$ 49.19
ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
03/25/16	579	PIFER	\$ 1,999.00
03/25/16	580	AWVA TREASURER	\$ 525.00
TOTAL			\$ 2,770.17

Motion by Ms. Tabb to approve the Manual Checks for March 25, 2016 in the amount of \$2,770.17. Motion seconded and unanimously approved.

SHERIFF C/O			
246			
Date	Check #	VENDOR	Amount
4/1/2016	1500	NATION WIDE CAPITAL LLC	\$ 180,107.60

Motion by Mr. Manuel to approve the Manual Checks for April 1, 2016 in the amount of \$180,107.60. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Eleanor Finn, resident and President of the Historic Shepherdstown Commission– invited the Commission to the public reception for the Historic Shepherdstown Commission from 1-3pm on Saturday, April 2, noting two new exhibits to be displayed this year.

Peter Fricke, resident and member of the Middleway Conservancy – spoke in favor of the long range work plan for the Jefferson County Historic Landmarks Commission, noting local, designated historic areas provide tourism revenue for the county and bolster community and quality of life for Jefferson County residents.

PRESENTATIONS

1. Pete Dougherty, Sheriff

- a. Requested approval of the Court Security Grant
 - **Motion by Mr. Manuel to approve the application for the 2016-2017 Court Security Grant in the amount of \$8,440.00 and authorize the Commission President to sign the application and associated documents. Motion seconded and unanimously approved.**
- b. Requested approval to post Neighborhood Watch signs on County installed road signs.
 - **Motion by Mr. Pellish to approve the Sheriff to post neighborhood watch signs on County installed road signs. Motion seconded and unanimously approved.**
- c. Requested approval to transfer a 2005 Dodge Durango to the Jefferson County Emergency Services Agency.
 - **Motion by Ms. Tabb to approve the transfer of a 2005 Dodge Durango from the Sheriff's Department to the Jefferson County Emergency Services Agency. Motion seconded and unanimously approved.**
2. Shay McNeil, WVU Extension Service Employee – along with the Jefferson County 4-H Youth Advisory Board, Ms. McNeil and several members of the Youth Advisory Board provided the Commission with a presentation about the Jefferson County 4-H program.
3. Martin Burke, Chair, Jefferson County Historic Landmarks Commission – presented the Commission with the Historic Landmarks Commission's 2016-2020 Long Range Work Plan.
4. The Commission recessed for break at 10:30 am.
The Commission reconvened at 10:45 am.
5. Bill Polk, Director of Maintenance – requested approval to place several items from storage in the Sheriff's auction to be held June 10, 2016.
 - **Motion by Mr. Pellish to place the Courthouse stone, Courthouse flagpoles, Dodge work truck, and excess furniture and supplies in the Sheriff's auction on June 10, 2016. Motion seconded and unanimously approved.**
6. Todd Fagan, Director, Jefferson County GIS and Addressing – requested consideration of Amendment #4 to the E-9-1-1 Addressing Ordinance 01-2002.
 - **Motion by Mr. Manuel to schedule a public hearing concerning the proposed amendment to the Addressing Ordinance in preparation for**

subsequent adoption of any amendment. Motion seconded and unanimously approved.

7. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Requested approval of the bylaws for the Jefferson County Emergency Services Agency.
 - **Motion by Ms. Noland to approve the revised bylaws for the Jefferson County Emergency Services Agency which were amended on March 15, 2016. Motion seconded and unanimously approved.**
 - b. Update on 15-AA-4 and 16-AA-2.
 - **Motion by Mr. Pellish to enter into Executive Session to discuss pending litigation. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Possible motion to rescind and reappoint appointments made to the Jefferson County Planning Commission on March 17, 2016.
 - **Motion by Ms. Tabb to rescind the appointments made to the Jefferson County Planning Commission on March 17, 2016. Motion seconded and unanimously approved.**
 - Mr. Pellish offered his nomination for Wade Louthan, Gary Phalen, and Jay Ware.
 - Ms. Tabb offered her nomination for Peter Fricke.
 - Wade Louthan received five votes (Bell, Manuel, Noland, Tabb, and Pellish)
 - Jay Ware received three votes (Bell, Tabb, Pellish)
 - Peter Fricke received three voters (Manuel, Noland, Tabb)
 - Gary Phalen received three votes (Bell, Noland, Pellish)
 - Mr. Manuel chose to vote for only two nominees as opposed to three. As a result, Ms. Noland changed her vote from Mr. Fricke to Mr. Ware.

- **After receiving the majority vote, Mr. Louthan, Mr. Ware, and Mr. Phalen were each appointed to the Jefferson County Planning Commission for a term of three years.**

9. Set time to Lay the Levy on Tuesday, April 19, 2016.

- It was the consensus of the Commission to Lay the Levy at 10:00 am on Tuesday, April 19, 2016. The Commission will receive public comments regarding the budget during and in advance of the April 19, 2016 meeting to Lay the Levy.

10. Legislative Updates

- Commissioner Noland stated the Brunch Bill was signed by the Governor and would be on the ballot for the 2016 General Election in November.

FINANCIAL DIRECTOR REPORTS

➤ Approval of 2016 Internal Budget Revision #3 General Fund

- **Motion by Ms. Tabb to approve Internal Budget Revision #3 of the General Fund. Motion seconded and unanimously approved.**

➤ Approval of 2016 Internal Budget Revision #4 of the General Fund

- **Motion by Ms. Tabb to approve Internal Budget Revision #4 of the General Fund. Motion seconded and unanimously approved.**

➤ Approval of 2016 Internal Budget Revision #1 of the Capital Outlay Fund

- **Motion by Mr. Manuel to approve Internal Budget Revision #1 of the Capital Outlay Fund. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

Region 9 Meeting – Ms. Grove stated she attended a Region 9 meeting specifically for County Administrators and City Managers and was impressed by the staff and hopes to attend these meetings on a quarterly basis.

APUS Tuition Program – Ms. Grove notified the Commission she had been in touch with APUS representatives to discuss partnering with the University to offer a 5% reduction in tuition for County employees. This partnership would also include free books for those who take advantage of the program. Ms. Grove also talked about the possibility of creating a tuition reimbursement program; however, she stated this potential program would need to be discussed with the Finance Director as it would require a financial commitment from the Commission.

COUNTY COMMISSION REPORTS

Dale Manuel

- Attended the ribbon cutting for the Quality Inn Solar Panel roof.
- Attended the special session on the draft levy estimate.
- Attended a Day Report Center meeting.
- Attended the Potter's Bowl in Shepherdstown.
- Attended the League of Women Voters social.

Patsy Noland

- Attended the ribbon cutting for the Quality Inn Solar Panel roof.
- Attended the special session on the draft levy estimate.
- Attended a Leadership West Virginia class.

Jane Tabb

- Attended the special session on the draft levy estimate.
- Visited with a constituent to discuss a Planning and Zoning issue.
- Attended a Dairy Show planning meeting in Morgantown.

Walt Pellish

- Attended the ribbon cutting for the Quality Inn Solar Panel roof, stating that this partnership demonstrates that economic growth and environmental protection aren't mutually exclusive.
- Attended the special session on the draft levy estimate.

11. The meeting was adjourned at 11:47 am on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant