

Minutes

Jefferson County Commission

Thursday, April 7, 2016

A meeting of the Jefferson County Commission was held on Thursday, April 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 Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Commissioner Bell was absent with prior notice. Also present were Sandy McDonald, Deputy County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, April 7, 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 March 31, 2016 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076169	ALLOC	AHA/ART&HUMANITIES ALLNC			\$ 842.48	\$ 842.48
076170	406	BERKELEY GLASS			\$ 1,334.00	\$ 1,334.00
076171	PAYROLL	BUREAU F/CHILD SUPPORT			\$ 49.85	\$ 49.85
076172	PAYROLL	BUREAU F/CHILD SPVRT ENF			\$ 212.31	\$ 212.31
076173	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 461.54	\$ 461.54
076174	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 119.54	\$ 119.54
076175	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 530.77	\$ 530.77
076176	PAYROLL	LYNN COSTELLO			\$ 1,094.52	\$ 1,094.52
076177	712	CHRISTOPHER CROSS			\$ 155.50	\$ 155.50
076178	PAYROLL	NATHAN COCHRAN			\$ 471.87	\$ 471.87

076179	PAYROLL	TERESA HENDRICKS			\$ 2,250.00	\$ 2,250.00
076180	PAYROLL	JENNILEE HARTMAN			\$ 2,365.79	\$ 2,365.79
076181	401	RICOH USA, INC			\$ 29.06	\$ 29.06
076181	403	RICOH USA, INC			\$ 58.14	\$ 58.14
076181	404	RICOH USA, INC			\$ 29.07	\$ 29.07
076181	405	RICOH USA, INC			\$ 87.21	\$ 87.21
076181	406	RICOH USA, INC			\$ 29.07	\$ 29.07
076181	425	RICOH USA, INC			\$ 29.07	\$ 29.07
076181	433	RICOH USA, INC			\$ 29.07	\$ 29.07
076181	440	RICOH USA, INC			\$ 29.07	\$ 29.07
076181	700	RICOH USA, INC			\$ 58.14	\$ 58.14
076181	712	RICOH USA, INC			\$ 29.07	\$ 29.07
076182	ALLOC	JEFFERSON COUNTY HISTORI			\$ 1,247.51	\$ 1,247.51
076183	PAYROLL	JEFFERSON SECURITY BANK			\$ 5,510.00	\$ 5,510.00
076184	712	SARAH LANNING			\$ 155.50	\$ 155.50
076185	405	LYNDESEY W. MATSCHAT			\$ 51.84	\$ 51.84
076186	PAYROLL	HELEN M. MORRIS, TRUSTEE			\$ 150.00	\$ 150.00
076187	PAYROLL	MILLENIUM INSURANCE			\$600.00	\$600.00
076188	PAYROLL	NATIONWIDE RETIREMENT			\$ 749.00	\$ 749.00
076189	428	OFFICEMAX			\$ 1,327.79	\$ 1,327.79
076190	ALLOC	JEFF CO PARKS &			\$ 18,972.09	\$ 18,972.09
076191	424	POTOMAC EDISON/OH			\$ 2,010.45	\$ 2,010.45
076191	425	POTOMAC EDISON/OH			\$ 21,340.58	\$ 21,340.58
076192	425	RCS SECURITY			\$ 382.50	\$ 382.50
076193	402	RECORD MANAGEMENT SOLUT			\$ 30.00	\$ 30.00
076194	PAYROLL	RETIREE HLTH BENEFIT TRS			\$ 6,841.00	\$ 6,841.00
076195	404	SHERIFF OF JEFFERSON CO			\$ 19.88	\$ 19.88
076196	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 92,600.04	\$ 92,600.04
076197	712	WILLIAM SCHWEITZER			\$ 155.50	\$ 155.50
076198	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 114.75	\$ 114.75
076199	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 2,985.00	\$ 2,985.00
076200	PAYROLL	MARY K. THOMPSON			\$ 853.94	\$ 853.94
076201	ALLOC	JEFFERSON CO CONVENTION			\$ 21,062.09	\$ 21,062.09
076202	425	WM OF WEST VIRGINIA			\$ 647.25	\$ 647.25
TOTAL					\$ 188,101.85	\$ 188,101.85

Motion by Ms. Tabb to approve the Accounts Payable for April 7, 2016 in the amount of \$188,101.85. Motion seconded and unanimously approved.

MANUAL CHECKS

ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
4/1/2016	581	WVAGP	\$ 90.00
BARDANE			
244			
Date	Check #	VENDOR	Amount
4/8/2016	590	POTOMAC EDISON	\$ 5,296.01
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
4/8/2016	1036	SHERIFF JEFFERSON CO -SCHOOL	\$ 96,928.38
4/8/2016	1037	SHERIFF JEFFERSON CO - LAW	\$ 1,451.31
4/8/2016	1038	SHERIFF JEFFERSON CO - PARKS	\$ 7,448.18
4/8/2016	1039	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 817.31
TOTAL			\$ 112,031.19

Motion by Ms. Tabb to approve the Manual Checks for April 8, 2016 in the amount of \$112,031.19. Motion seconded and unanimously approved.

PUBLIC COMMENT

Eleanor Finn, resident and member of the League of Women Voters – requested the Commission provide more information regarding the consolidation of the Planning and Zoning, Engineering, and GIS/Addressing offices. Ms. Finn also questioned why a budget summary was not yet available on the County website.

PRESENTATIONS

1. Pete Dougherty, Sheriff – requested approval of new hire for an Administrative Assistant to replace Evelyn Partlow, former Administrative Assistant, who retired on March 17, 2016.
 - **Motion by Mr. Manuel to approve the hire of Diane Brown as administrative assistant, effective April 26, 2016, with a starting salary of \$25,600 to increase to \$26,600 after successful completion of the probationary period. Motion seconded and unanimously approved.**
2. Interviews and Appointments to the Jefferson County Development Authority – five three-year terms for Citizen Representatives and two three-year terms for City/Municipality Representatives (Harpers Ferry and Bolivar).

Commissioner Tabb recused herself from voting on this item as her son was one of the applicants.

Commissioner Noland stated they'd postpone the city/municipality appointments until they received notification from Bolivar and Harpers Ferry regarding their choices for representatives.

- Dale Manuel offered his nomination for Samantha Brown.
- Walt Pellish offered his nomination for Charles Ellison, Tony Roberts, Neil McLaughlin, Lyle Tabb and Harry Wilkins.

After receiving the majority votes, Charles Ellison, Tony Roberts, Neil McLaughlin, Lyle Tabb and Harry Wilkins were each reappointed for a three year term ending April 5, 2019.

3. Roger Goodwin, Chief County Engineer
 - a. Impact Fees – Affordable Housing Discount Amendment
 - **Motion by Ms. Tabb to schedule a public hearing on the amendment to the Affordable Housing Discount provision of the Impact Fee Procedure Ordinance at 1:30 pm on June 2, 2016. Motion seconded and unanimously approved.**
 - b. Building Code of Appeals – Appointment of Board Members

- **Motion by Mr. Manuel to advertise for five positions on the Building Code of Appeals Board under the Department of Engineering. Motion seconded and unanimously approved.**
- c. Burch Manor Subdivision (JCPC File No. 02-12) – Closing of Bonding Bank Escrow Account
- **Motion by Ms. Tabb to authorize the invoicing of charges for staff’s time against the Burch Manor Subdivision project (JCPC File No. 02-12), and the acceptance of partial reimbursement and the closing of the bank escrow account, as presented. Motion seconded and unanimously approved.**
- d. Clear Field Estates (JCPC File No. 00-32) – Storm Drainage Easement – Engineer-of-Record Proposal
- **Motion by Ms. Tabb to accept the proposal presented and approve allowing staff to proceed with completing the storm drainage easement work and authorize the invoicing of charges for staff’s time against the Clear Field Subdivision (JCPC File No. 00-32) project and the acceptance of partial reimbursement and then close the bank escrow account. Motion seconded and unanimously approved.**
- e. Smith Mountain View Estates (JCPC File No. 02-06) – Lot Corners Certification – Surveyor’s Proposal
- **Motion by Ms. Noland to accept the proposal of Edward L. Johnson, Jr., as presented and approve allowing staff to proceed with completing the lot corner certification work. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:10 am.
The Commission reconvened at 10:20 am.

NEW BUSINESS

5. Discuss SB298 – the “Brunch Bill”- and its possible placement on the 2016 General Election Ballot
- **Motion by Mr. Pellish to place SB298 on the ballot for the 2016 General Election ballot in November. Motion seconded and unanimously approved.**
6. Discuss scheduling a work session for the amendments to the various sections 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. Public hearing was held on January 21, 2016.

- It was the consensus of the Commission to hold a work session on the campground amendments at 1:30 pm on Thursday, May 5, 2016. Ms. Tabb requested staff provide the original recommendations submitted by the Campground Committee and prepare sections of the Comprehensive Plan that relate to campgrounds.

FINANCIAL DIRECTOR REPORTS

- **Motion by Ms. Tabb to approve the transfer of \$200,000 to the Capital Outlay checking account to cover the cost of the payments for the remainder of the CAD project and the new electronic poll books. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to approve the FY15 revised Audit Statement and release for publication. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

Ambulance Fee Update – Ms. McDonald stated for 2015, \$696,400 had been collected with delinquent fees still being collected for the two prior years. Ms. McDonald also stated Ms. Swiger would be sending out the 2016 bills in the middle of July.

COUNTY COMMISSION REPORTS

Patsy Noland

- Participated in a Courthouse Facilities Improvements conference call.
- Reminded the Commission about the WVACO Fall Board Meeting in June and stated she would be attending.
- Stated the Leadership West Virginia class would be in Berkeley and Jefferson counties from April 20-22.

Dale Manuel

- Attended a PSD meeting.
- Attended a Parks and Recreation meeting.
- Reminded the Commission about the Day Report Center dinner and auction on April 10.

Walt Pellish

- Participated in a few radio shows.
- Gave commendation to the Jefferson County Development Authority for their work on the Natural Gas Study.

Jane Tabb

- Hosted an Audubon Society farm tour on composting.
- Attended the WV Thoroughbred Breeders Award Ceremony.

- Discussed the Agri-business Associates Degree at Blue Ridge CTC.
- 7. The meeting was adjourned at 11:05 am on a motion by Ms. Noland. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant