

Minutes

Jefferson County Commission

Thursday, June 2, 2016

A meeting of the Jefferson County Commission was held on Thursday, June 2, 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, June 2, 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. Bell to approve the May 16, 2016 Minutes of the Canvass for the 2016 Primary Election as presented. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the May 19, 2016 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the May 25, 2016 Minutes for the Certification of the Primary Election as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for May 19, 2016 in the amount of \$246,046.11. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076471	406	ANGELA L BANKS		\$ -	\$ 60.80	\$ 60.80
076472	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
076472	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
076473	413	CASTO & HARRIS INC		\$ -	\$ 2,933.24	\$ 2,933.24
076474	PAYROLL	COLONIAL LIFE		\$ -	\$ 385.42	\$ 385.42
076475	413	DODSON'S SEPTIC		\$ -	\$ 200.00	\$ 200.00
076475	425	DODSON'S SEPTIC		\$ -	\$ 285.00	\$ 285.00
076476	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,319.20	\$ 6,319.20
076477	PAYROLL	THE HARTFORD		\$ -	\$ 4,593.12	\$ 4,593.12
076477	PAYROLL	THE HARTFORD		\$ -	\$ 2,292.35	\$ 2,292.35
076478	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 77.32	\$ 77.32
076478	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 27.74	\$ 27.74
076478	413	THE SPIRIT OF JEFFERSON		\$ -	\$ 2,596.02	\$ 2,596.02
076479	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
076480	712	LANGUAGE LINE SERVICES		\$ -	\$ 169.42	\$ 169.42
076481	PAYROLL	GAIL MCMILLION		\$ -	\$ 2,250.00	\$ 2,250.00
076482	PAYROLL	HIGHMARK WV		\$ -	\$ 175,908.24	\$ 175,908.24
076483	413	MONACO TECHNOLOGY		\$ -	\$ 1,575.00	\$ 1,575.00
076484	404	TONI MILBOURNE		\$ -	\$ 850.00	\$ 850.00
076485	PAYROLL	MILLENIUM INSURANCE GROU		\$ -	\$ 600.00	\$ 600.00
076486	424	MILLER'S SUPPLIES AT WOR		\$ -	\$ 699.80	\$ 699.80
076487	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,827.96	\$ 1,827.96
076488	401	PATRICIA A. NOLAND		\$ -	\$ 369.44	\$ 369.44
076489	428	OFFICEMAX		\$ -	\$ 2,004.44	\$ 2,004.44
076489	428	OFFICEMAX		\$ -	\$ 685.85	\$ 685.85
076490	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 9.84	\$ 9.84
076491	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
076492	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 118.50	\$ 118.50

076492	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 737.00	\$ 737.00
076492	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 58.00	\$ 58.00
076492	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 392.00	\$ 392.00
076493	PAYROLL	LISA WALTERS		\$ -	\$ 716.76	\$ 716.76
076494	PAYROLL	TAMMY YOKLEY		\$ -	\$ 2,250.00	\$ 2,250.00
TOTAL					\$ 213,617.46	\$ 213,617.46

Motion by Mr. Bell to approve the Accounts Payable for May 26, 2016 in the amount of \$213,617.46. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076497	712	AT&T/GA		\$ -	\$ 40.83	\$ 40.83
076498	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 82.83	\$ 82.83
076499	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
076500	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
076501	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
076502	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
076503	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
076504	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
076505	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
076506	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
076507	440	DAVID M. CARTER		\$ -	\$ 178.50	\$ 178.50
076508	711	CERVIS TECHNOLOGIES, LLC		\$ -	\$ 1,500.00	\$ 1,500.00
076509	712	DENISE COOK		\$ -	\$ 80.25	\$ 80.25
076510	405	FEDEX		\$ -	\$ 143.20	\$ 143.20
076510	700	FEDEX		\$ -	\$ 152.13	\$ 152.13
076511	425	FIDELITY POWER SYSTEMS		\$ -	\$ 381.45	\$ 381.45
076512	440	ROGER GOODWIN		\$ -	\$ 127.50	\$ 127.50
076513	405	STEPHEN V GROH		\$ -	\$ 127.00	\$ 127.00
076514	405	CHARLES B HOWARD		\$ -	\$ 173.00	\$ 173.00
076515	712	RICHARD HAHN		\$ -	\$ 80.25	\$ 80.25
076516	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
076517	401	THE JOURNAL		\$ -	\$ 860.76	\$ 860.76
076518	425	JEFFERSON COUNTY SOLID		\$ -	\$ 29.23	\$ 29.23
076519	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,460.00	\$ 5,460.00
076520	405	RALPH A LORENZETTI JR		\$ -	\$ 127.00	\$ 127.00
076521	PAYROLL	SARAH LANNING		\$ -	\$ 1,893.78	\$ 1,893.78

076522	405	LYNDSEY W. MATSCHAT		\$ -	\$ 173.00	\$ 173.00
076523	403	MATTHEW BENDER & CO		\$ -	\$ 79.08	\$ 79.08
076524	405	GAIL MCMILLION		\$ -	\$ 127.00	\$ 127.00
076525	440	MICHAEL MONAGHAN		\$ -	\$ 115.50	\$ 115.50
076526	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
076527	712	MOBILE WIRELESS, LLC		\$ -	\$ 16,929.00	\$ 16,929.00
076528	401	PATRICIA A NOLAND		\$ -	\$ 400.68	\$ 400.68
076529	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
076530	425	OFFICEMAX		\$ -	\$ 50.56	\$ 50.56
076531	424	REESE'S NURSERY&LANDSCAP		\$ -	\$ 96.00	\$ 96.00
076532	403	LAURA STORM		\$ -	\$ 210.60	\$ 210.60
076533	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
076534	401	RICOH USA, INC./GA		\$ -	\$ 505.46	\$ 505.46
076534	403	RICOH USA, INC./GA		\$ -	\$ 575.16	\$ 575.16
076534	404	RICOH USA, INC./GA		\$ -	\$ 247.80	\$ 247.80
076534	405	RICOH USA, INC./GA		\$ -	\$ 847.80	\$ 847.80
076534	406	RICOH USA, INC./GA		\$ -	\$ 247.80	\$ 247.80
076534	425	RICOH USA, INC./GA		\$ -	\$ 96.20	\$ 96.20
076534	433	RICOH USA, INC./GA		\$ -	\$ 394.82	\$ 394.82
076534	440	RICOH USA, INC./GA		\$ -	\$ 394.82	\$ 394.82
076534	700	RICOH USA, INC./GA		\$ -	\$ 591.80	\$ 591.80
076534	712	RICOH USA, INC./GA		\$ -	\$ 534.16	\$ 534.16
076535	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 2,849.94	\$ 2,849.94
076536	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,006.56	\$ 10,006.56
076536	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,786.28	\$ 42,786.28
076536	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,903.60	\$ 39,903.60
076537	712	WILLIAM SCHWEITZER		\$ -	\$ 44.42	\$ 44.42
076538	428	STORAGE NETWORKS	52339	\$ 22,555.00	\$ -	\$ 22,555.00
076539	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,985.00	\$ 2,985.00
076540	428	WVNET		\$ -	\$ 200.00	\$ 200.00
076541	402	XEROX CORPORATION		\$ -	\$ 806.71	\$ 806.71
076541	402	XEROX CORPORATION		\$ -	\$ 518.06	\$ 518.06
076541	439	XEROX CORPORATION		\$ -	\$ 536.55	\$ 536.55
076542	405	DEBRA A. YOUNG		\$ -	\$ 127.00	\$ 127.00
076543	405	NEIL ZAHRADNIK		\$ -	\$ 127.00	\$ 127.00
TOTAL						\$ 171,026.54
TOTAL				\$ 22,555.00	\$ 148,471.54	\$ 171,026.54

Motion by Mr. Manuel to approve the Accounts Payable for June 2, 2016 in the amount of \$171,026.54. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Danny Lutz, resident – expressed disappointment that none of the Commissioners attended his Jefferson Forum with representatives from Frontier Communications.

Jennifer Maghan, County Clerk – spoke against the auction of the 1863 rock that was donated to the County Commission and removed from the courtyard of the Courthouse over two years ago.

PRESENTATIONS

1. Angela Banks, Assessor – requested the approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Potomac Edison Co.	Real Estate	CTD	5364	\$1408.64

- **Motion by Mr. Bell to approve the Exoneration as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Potomac Edison Co.	Real Estate	CTD	5351	\$1401.00

- **Motion by Ms. Tabb to approve the Exoneration as presented by Ms. Banks. Motion seconded and unanimously approved.**

2. Pete Dougherty, Sheriff – Approval of Reserves

- **Motion by Ms. Tabb to approve the following in the Sheriff’s Reserves: Jaymee Craker, Gerald Craker, and Robert Peterson Sr. Motion seconded and unanimously approved.**

3. Dr. David Didden, Jefferson County Health Department, and Michele Goldman, Eastern Panhandle Care Clinic – provided the Commission with a brief on the closing of the Care Clinic in Ranson and the impact it may have on Jefferson County public health.

4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
5. Bill Polk and Laura Kuhn, Jefferson County Maintenance Department – requested the approval of the Architectural Services Contract with ZMM Architects & Engineers for the Renovation of the 3rd floor of the Judicial Building
 - **Motion by Mr. Bell to enter into an architectural contract with ZMM Architects & Engineers to provide architectural services to complete the 3rd floor renovation of the Judicial Building in order to accommodate the new Circuit Judge. Motion seconded and unanimously approved.**
6. Roger Goodwin, Chief County Engineer
 - a. Letter of Credits securing construction bonds
 - **Motion by Ms. Tabb to authorize staff to call any Letter of Credits that are due that have not been renewed by the close of business on Wednesday, July 6, 2016. Motion seconded and unanimously approved.**
 - b. Partial Release of construction bond security for APOARC, LLC – Summit Point Tactical Training Center, Phase 4 (File #S13-03)
 - **Motion by Mr. Manuel to authorize a partial release of \$73,797.00 from the construction bond amount for SPARC, LLC – Summit Point Tactical Training Center, Phase 4 (File #S13-03). Motion seconded and unanimously approved.**
 - c. Sink Hole Mitigation Proposal – Bardane Industrial Park
 - **Motion by Mr. Bell to accept the proposal from GeoConcepts Engineering Inc. in the amount of \$6,000 and the proposal from Kable Excavating, Inc. in the amount of \$5,200; and to budget \$15,000 total for the sinkhole mitigation project. Motion seconded and unanimously approved.**
 - d. Appointment of Members to the Building Code Board of Appeals
 - **Motion by Ms. Tabb to appoint the following to the Building Code Board of Appeals: Pete Kubic, Tim Offut, Sara Lambert, Alicia McCormick, and Tim McClenahan each for a two year term. Motion seconded and unanimously approved.**
 - e. Building Permit Applications Discussion

7. Paul Marshall, Jefferson County Parks and Recreation Commission – requested the County Commission revisit the imposed spending restrictions on the JCPRC use of impact fees collected for Parks and Recreation.
 - **Motion by Mr. Bell to deny the request to lift the imposed spending restrictions on the Jefferson County Parks and Recreation’s use of impact fee monies.**
 - **Motion by Mr. Manuel to delay action on this item until receiving more information from Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fee Specialist. Motion seconded and unanimously approved.**
8. The Commission recessed for lunch at 12:15 pm.
The Commission reconvened at 1:30 pm.

NEW BUSINESS

9. Discuss scheduling a date, time, and location for “Meet the Commissioners”
 - It was the consensus of the Commission to meet at 7:00 pm on Thursday, July 21, 2016 at the Harpers Ferry Train Station for a meet and greet with constituents.
10. Renew the Annual Mutual Aid Agreement between the City of Martinsburg and Jefferson County
 - **Motion by Ms. Tabb to approve the annual Mutual Aid Agreement with the City of Martinsburg as presented. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Discussion of specific parcels to be leased to the Jefferson County Animal Welfare Society
 - **Motion by Mr. Manuel to proceed with a long term lease for the Animal Welfare Society. Motion seconded.**
 - **Motion by Ms. Tabb to amend Mr. Manuel’s main motion to extend and “square off” the leased parcels to allow for a clear boundary line. Motion seconded and unanimously approved.**

- Impact of 3% raise for GIS Director and Planning and Zoning Director regarding the Departmental Reorganization

- It was the consensus of the Commission to provide the 3% raise for the GIS Director and Planning and Zoning Director for FY17.

- Approval of FMLA Policy

- **Motion by Mr. Bell to approve the revised FMLA Policy as presented by Ms. Grove. Motion seconded and unanimously approved.**

- Review of Hotel/Motel Code Changes and discussion of possible public hearing

- **Motion by Mr. Bell to accept the changes to the Hotel/Motel Ordinance in compliance with the changes to State Code and schedule a public hearing on the changes on the afternoon of June 16, 2016. Motion seconded and unanimously approved.**

11. Public Hearing - Proposed Amendment to Affordable Housing Discount as of April 26, 2016 – Impact Fee Procedures Ordinance

President Noland called the hearing to order at 1:31 pm. Roger Goodwin, Chief County Engineer, provided the Commission with background information on the amendment, which would allow the Assessor to assess accessory agricultural dwelling units on agricultural property separately from the land value. President Noland then opened the floor for public comment. Comments were made by the following:

- Paul Raco, local land consultant, speaking on behalf of Leslie Kromer, owner of Majestic Reigns Stables – recommended the adoption of the amendment for the benefit of farmhands and requested the Commission take action as quickly as possible.

There being no further comments:

- **Motion by Mr. Bell to close the public hearing and suspend the normal procedure of leaving the record open for two weeks and take up the amendment for action immediately. Motion seconded and unanimously approved.**
- **Motion by Mr. Bell to adopt the amendment as presented, effective June 20, 2016. Motion seconded and unanimously approved.**

COUNTY COMMISSION REPORTS

Dale Manuel

- Attended the Go Girl 5k Run at Driswood.
- Attended levy meetings at City Hall.
- Attended Open Enrollment.
- Attended the Certification of the Primary Election results.
- Attended the Star Lodge Fish Fry.
- Attended a meeting on the renovation of the 3rd floor of the judicial center.
- Attended an Affordable Housing meeting.

Patsy Noland

- Attended Open Enrollment.
- Attended the Certification of the Primary Election results.
- Attended a meeting on the renovation of the 3rd floor of the judicial center.

Jane Tabb

- Attended a Homeland Security meeting.
- Attended a Continuity of Operations Plan meeting.
- Attended Open Enrollment.
- Attended the Certification of the Primary Election results.
- Attended the Kindergarten Graduation of her grandson.
- Attended a retirement party for Kim Walls.

Eric Bell

- Attended juvenile drug court proceedings.
- Attended adult drug court proceedings.
- Attended the Certification of the Primary Election results.
- Attended a meeting with Dr. Gibson from the Board of Education.

Walt Pellish

- Attended a Development Authority meeting.
- Attended a Board of Health meeting.
- Participated in a radio show.

12. The meeting was adjourned at 1:36 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted

Jessica D. Carroll
Administrative Assistant