

## Minutes

### Jefferson County Commission

Thursday, July 7, 2016

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A meeting of the Jefferson County Commission was held on Thursday, July 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, Patricia Noland, Walter Pellish, and Jane Tabb. Also present were Sandy McDonald, Deputy County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, July 7, 2016 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

#### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076699	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
076700	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
076701	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
076701	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
076702	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,431.70	\$ 6,431.70
076703	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
076704	413	ESS ELECTION SYSTEMS &	52483	\$ 10,085.75	\$ -	\$ 10,085.75
076704	413	ESS ELECTION SYSTEMS &	52484	\$ 5,600.00	\$ -	\$ 5,600.00
076705	PAYROLL	ALEXANDRA BEAULIEU		\$ -	\$ 2,290.83	\$ 2,290.83
076706	PAYROLL	THE HARTFORD		\$ -	\$ 4,518.66	\$ 4,518.66
076706	PAYROLL	THE HARTFORD		\$ -	\$ 2,266.95	\$ 2,266.95
076707	405	WILLIAM HENDERSON		\$ -	\$ 18.87	\$ 18.87
076708	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
076708	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
076708	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
076708	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21

076708	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
076708	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
076708	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
076708	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
076708	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
076708	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
076709	717	INTERSTATE ALL BATTERY		\$ -	\$ 223.45	\$ 223.45
076710	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 29,500.00	\$ 29,500.00
076711	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 369,668.50	\$ 369,668.50
076712	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 191.18	\$ 191.18
076713	PAYROLL	MAZZITTI & SULLIVAN EAP		\$ -	\$ 936.00	\$ 936.00
076714	PAYROLL	HIGHMARK WV		\$ -	\$ 174,368.59	\$ 174,368.59
076715	PAYROLL	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
076716	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,806.36	\$ 1,806.36
076717	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
076718	424	POTOMAC EDISON/OH		\$ -	\$ 1,846.83	\$ 1,846.83
076718	425	POTOMAC EDISON/OH		\$ -	\$ 14,614.35	\$ 14,614.35
076719	401	PANHANDLE PRINTING&DESIG		\$ -	\$ 1,562.08	\$ 1,562.08
076720	ALLOC	EASTERN PANHANDLE REGION		\$ -	\$ 19,794.26	\$ 19,794.26
076721	425	RCS SECURITY		\$ -	\$ 618.00	\$ 618.00
076722	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
076723	717	RICE TIRES CO		\$ -	\$ 479.92	\$ 479.92
076724	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
076725	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
076726	425	SHERWIN-WILLIAMS		\$ -	\$ 58.65	\$ 58.65
076727	424	SOFTWARE SYSTEMS, INC.		\$ -	\$ 21,803.53	\$ 21,803.53
076728	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
076729	405	THOMSON REUTER - WEST		\$ -	\$ 2,656.50	\$ 2,656.50
076730	401	WV ASSOCIATION/COUNTIES		\$ -	\$ 6,500.00	\$ 6,500.00
076731	405	WV STATE BAR		\$ -	\$ 2,250.00	\$ 2,250.00
076732	ALLOC	WVU		\$ -	\$ 3,700.00	\$ 3,700.00
076733	424	WV DIVISION OF LABOR		\$ -	\$ 50.00	\$ 50.00
076733	425	WV DIVISION OF LABOR		\$ -	\$ 150.00	\$ 150.00
076734	401	WV ST TREASURER'S OFFICE		\$ -	\$ 4,800.00	\$ 4,800.00
076735	PAYROLL	WV COUNTIES GROUP		\$ -	\$ 153,738.00	\$ 153,738.00
076736	PAYROLL	WVCORP		\$ -	\$ 37,152.75	\$ 37,152.75
076737	402	XEROX CORPORATION		\$ -	\$ 1,266.28	\$ 1,266.28
<b>TOTAL</b>						<b>\$ 1,061,718.88</b>
<b>TOTAL</b>				<b>\$ 15,685.75</b>	<b>\$ 1,046,033.13</b>	<b>\$ 1,061,718.88</b>

**Motion by Ms. Noland to approve the Accounts Payable for July 7, 2016 in the amount of \$1,061,718.88. Motion seconded and unanimously approved.**

### **APPROVAL OF PAYROLL**

**Motion by Ms. Tabb to approve the Payroll for June 30, 2016 in the amount of \$242,793.96. Motion seconded and unanimously approved.**

### **PUBLIC COMMENT:**

David Tabb, resident – shared with the Commission his efforts to assist those who are suffering from the flooding in southern West Virginia.

Eleanor Finn, resident and member of the League of Women Voters – urged the Commission to carefully consider items discussed in Executive Session. Ms. Finn also commented on the results of a space needs study in relation to the Briel Building.

### **PRESENTATIONS**

1. Lynn Fields, Deputy Probate Clerk – approval to appoint Sheriff Dougherty as Administrator of the Estate of Tillman Carmichael, Deceased
  - **Motion by Mr. Manuel to approve the appointment of Sheriff Dougherty as Administrator of the Estate of Tillman Carmichael, Deceased. Motion seconded and unanimously approved.**
2. Michelle Gordon, Finance Director – Review and Approval of Internal Budget Revisions #10-22.
  - **Motion by Ms. Noland to approve Internal Budget Revisions #10-20, excluding #18, as presented by Ms. Gordon. Motion seconded and unanimously approved.**
  - **Motion by Mr. Noland to approve Internal Budget Revision #22 as presented by Ms. Gordon. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to approve Internal Budget Revision #21 as presented by Ms. Gordon. Motion seconded and unanimously approved.**

3. Nathan Cochran, Assistant Prosecuting Attorney – continuation of discussion regarding the appointment of new Commissioner – Mr. Pellish recused himself from the discussion of this topic as he was considered a candidate at the time. Mr. Cochran stated he had yet to receive any correspondence from the Attorney General regarding the appointment of a Commissioner to replace Mr. Bell. Mr. Cochran stated his letter to the Attorney General asked for opinions regarding political party affiliation, magisterial district requirements, and the length of the appointment.
4. Robert Rodecker, Attorney for Kay, Casto, and Chaney – Cable Franchise Agreement Conference Call
  - It was the consensus of the Commission to reschedule this item for a future meeting to allow Mr. Rodecker additional time to prepare the agreement.
5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
6. Nathan Cochran, Assistant Prosecuting Attorney
  - a. Review/discuss Inter-Government Agreement between the Commission, the Sheriff's Department, and the Corporation of Bolivar
    - It was the consensus of the Commission to reschedule this item for a future meeting after the Corporation of Bolivar had time to discuss the inter-government agreement.
  - b. Memorandum of Understanding between the Department of Homeland Security Federal Management Agency Mount Weather Emergency Operations Center Emergency Services Division and Rescue and Jefferson County.
    - It was the consensus of the Commission to reschedule this item for a future meeting.
  - c. Update on Briel Building Foreclosure
    - **Motion by Mr. Manuel to enter into Executive Session to discuss property negotiations. Motion seconded and unanimously approved.**
    - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**
  - d. Memorandum of Understanding with APUS

- **Motion by Mr. Manuel to approve of the memorandum of understanding with APUS as presented by Mr. Cochran and authorize the president of the Commission to sign the appropriate documents. Motion seconded and unanimously approved.**

e. Vision Internet Website Contract Renewal

- It was the consensus of the Commission to reschedule this item for a future meeting.

7. Interview and Appointment to the Jefferson County Emergency Services Agency – one 3-year term as Citizen Representative ending June 30, 2019.

- It was the consensus of the Commission to reschedule this item for a future meeting when Dr. Jason Turner, Citizen Representative applicant, would be available for an interview.

**COUNTY ADMINISTRATOR REPORTS**

- Meet the Commissioners – Ms. McDonald reminded the Commission of their “Meet Your Commissioners” event on Thursday, July 21, 2016 at 7pm at Friendship Fire Company.

**COUNTY COMMISSION REPORTS**

Patricia Noland

- Fielded multiple phone calls regarding noise from fireworks.

Jane Tabb

- Viewed the Sam Michaels Park fireworks from Jefferson High School.
- Took part in the July 4<sup>th</sup> parade in Shepherdstown.
- Attended a Public Service District meeting.
- Attended a Farmland Protection Board Easement Committee meeting.

Dale Manuel

- Attended the fireworks display at Sam Michaels Park.
- Took part in the July 4<sup>th</sup> parade in Shepherdstown.
- Attended the July 4<sup>th</sup> banquet at Morgan’s Grove Park.

8. The Commission meeting was adjourned at 10:25 am on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

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PATRICIA A. NOLAND,  
PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant