

Minutes

Jefferson County Commission

Thursday, August 18, 2016

A meeting of the Jefferson County Commission was held on Thursday, August 18, 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, Peter Onoszko, and Walter Pellish. Commissioner Tabb 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, August 18, 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. Pellish to approve the August 1, 2016 Special Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the August 4, 2016 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the Payroll for August 11, 2016 in the amount of \$240,455.98. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076878	712	AT&T/GA		\$ -	\$ 46.16	\$ 46.16
076879	ALLOC	BLUE RIDGE FIRE CO.		\$ -	\$ 75,000.00	\$ 75,000.00
076880	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85

076881	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
076882	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
076883	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
076884	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
076885	413	CASTO & HARRIS INC		\$ -	\$ 427.48	\$ 427.48
076886	712	CPI COMPUTR PROJECT F/IL		\$ -	\$ 1,716.00	\$ 1,716.00
076887	401	LAUREN CROWTHER		\$ -	\$ 12.94	\$ 12.94
076887	401	LAUREN CROWTHER		\$ -	\$ 31.96	\$ 31.96
076888	717	CAPITOL USED AUTO PARTS		\$ -	\$ 250.00	\$ 250.00
076889	413	ESS ELECTION SYSTEMS &	52485	\$ 8,555.54	\$ -	\$ 8,555.54
076890	717	FISHER AUTO PARTS		\$ -	\$ 237.53	\$ 237.53
076891	402	SHAKIRA L. FIELDS		\$ -	\$ 79.00	\$ 79.00
076892	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,420.00	\$ 5,420.00
076893	717	JASPER ENGINE&TRANSMISSN		\$ -	\$ 2,806.00	\$ 2,806.00
076894	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
076895	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 353.01	\$ 353.01
076896	424	NEOPOST MIDATLANTIC		\$ -	\$ 438.94	\$ 438.94
076897	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
076898	402	KAREN OLDEN		\$ -	\$ 79.00	\$ 79.00
076899	424	POTOMAC EDISON/OH		\$ -	\$ 2,343.73	\$ 2,343.73
076899	425	POTOMAC EDISON/OH		\$ -	\$ 2,892.85	\$ 2,892.85
076899	425	POTOMAC EDISON/OH		\$ -	\$ 14,961.65	\$ 14,961.65
076900	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 149.00	\$ 149.00
076900	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 791.00	\$ 791.00
076900	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
076900	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 163.50	\$ 163.50
076901	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,622.82	\$ 44,622.82
076901	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,435.88	\$ 10,435.88
076901	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,583.94	\$ 42,583.94
076902	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.75	\$ 114.75
076903	717	S & S MOTOR PARTS		\$ -	\$ 433.08	\$ 433.08
076904	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,960.00	\$ 2,960.00
076905	424	STATE FIRE MARSHAL'S OFF		\$ -	\$ 50.00	\$ 50.00
076905	425	STATE FIRE MARSHAL'S OFF		\$ -	\$ 625.00	\$ 625.00
076906	440	XEROX CORPORATION		\$ -	\$ 474.68	\$ 474.68
076907	PAYROLL	TAMMY YOKLEY		\$ -	\$ 1,950.83	\$ 1,950.83
TOTAL						\$ 223,192.82
TOTAL				\$ 8,555.54	\$ 214,637.28	\$ 223,192.82

Motion by Ms. Noland to approve the Accounts Payable for August 11, 2016 in the amount of \$223,192.82. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076909	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
076910	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
076910	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
076911	PAYROLL	LYNN COSTELLO		\$ -	\$ 2,953.25	\$ 2,953.25
076912	PAYROLL	NATHAN COCHRAN		\$ -	\$ 2,628.74	\$ 2,628.74
076913	PAYROLL	MARGARET GAINEY		\$ -	\$ 2,313.05	\$ 2,313.05
076914	711	FUTURITY LLC		\$ -	\$ 1,000.00	\$ 1,000.00
076915	PAYROLL	JERRI HERBERT		\$ -	\$ 110.43	\$ 110.43
076916	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 55.20	\$ 55.20
076916	406	THE SPIRIT OF JEFFERSON		\$ -	\$ 496.80	\$ 496.80
076917	401	THE JOURNAL		\$ -	\$ 411.38	\$ 411.38
076917	712	THE JOURNAL		\$ -	\$ 208.00	\$ 208.00
076918	GRANT	JEFFERSON COUNTY SOLID		\$ -	\$ 2,090.47	\$ 2,090.47
076919	405	LYNDSEY W. MATSCHAT		\$ -	\$ 70.74	\$ 70.74
076920	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 3.82	\$ 3.82
076921	405	PANHANDLE PSYCHOLOGICAL		\$ -	\$ 720.00	\$ 720.00
076922	PAYROLL	WILLIAM POLK		\$ -	\$ 2,096.24	\$ 2,096.24
076923	425	POTOMAC EDISON/OH		\$ -	\$ 69.77	\$ 69.77
076924	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
076925	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
076925	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
076925	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
076925	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
076925	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
076925	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
076925	440	RICOH USA, INC./GA		\$ -	\$ 394.82	\$ 394.82
076925	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
076925	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
076926	425	CAPITAL TRISTATE		\$ -	\$ 671.51	\$ 671.51
076928	401	PANERA BREAD		\$ -	\$ 72.11	\$ 72.11
076928	401	SNOWSHOE RESORT		\$ -	\$ 107.00	\$ 107.00
076928	401	SPRINT		\$ -	\$ 54.93	\$ 54.93
076928	401	VISTA PRINT		\$ -	\$ 40.22	\$ 40.22
076928	401	WATERFRONT PLACE HOTEL		\$ -	\$ 302.00	\$ 302.00
076928	403	SHOPLET		\$ -	\$ 143.30	\$ 143.30

076928	403	SHOPLET		\$ -	\$ 43.53	\$ 43.53
076928	403	SPRINT		\$ -	\$ 54.93	\$ 54.93
076928	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
076928	412	STAPLES		\$ -	\$ 169.90	\$ 169.90
076928	412	WORD PROCESSING SERVICE		\$ -	\$ 150.00	\$ 150.00
076928	415	SPRINT		\$ -	\$ 108.84	\$ 108.84
076928	424	AUTODESK STORE		\$ -	\$ 385.20	\$ 385.20
076928	424	CHARLES TOWN UTILITIES		\$ -	\$ 109.63	\$ 109.63
076928	424	FRONTIER		\$ -	\$ 10,657.31	\$ 10,657.31
076928	424	SPRINT		\$ -	\$ 142.22	\$ 142.22
076928	425	AMAZON		\$ -	\$ 435.39	\$ 435.39
076928	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,934.14	\$ 1,934.14
076928	425	COMCAST		\$ -	\$ 1,064.26	\$ 1,064.26
076928	425	GRAINGER		\$ -	\$ 113.19	\$ 113.19
076928	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 195.81	\$ 195.81
076928	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
076928	425	SHENANDOAH SPRING WATER		\$ -	\$ 640.95	\$ 640.95
076928	425	THE HOME DEPOT		\$ -	\$ 200.72	\$ 200.72
076928	425	TRENARY HVAC GROUP		\$ -	\$ 135.00	\$ 135.00
076928	425	VALLEY HARDWARE		\$ -	\$ 10.18	\$ 10.18
076928	425	WM WASTE MGNT		\$ -	\$ 645.14	\$ 645.14
076928	425	84 LUMBER		\$ -	\$ 166.19	\$ 166.19
076928	428	AMAZON		\$ -	\$ 33.38	\$ 33.38
076928	428	CDW GOVERMENT		\$ -	\$ 1,389.10	\$ 1,389.10
076928	428	CDW GOVERMENT		\$ -	\$ 517.17	\$ 517.17
076928	428	IMAGING SUPPLIES		\$ -	\$ 64.99	\$ 64.99
076928	428	INSIGHT AUDIO VISUAL		\$ -	\$ 1,759.04	\$ 1,759.04
076928	428	PCM TIGER DIRECT		\$ -	\$ 130.48	\$ 130.48
076928	428	SPRINT		\$ -	\$ 109.86	\$ 109.86
076928	440	EASTERN PANHANDLE HOME		\$ -	\$ 235.87	\$ 235.87
076928	440	FRED PRYOR SEMINARS		\$ -	\$ 199.00	\$ 199.00
076928	440	SPRINT		\$ -	\$ 164.79	\$ 164.79
076928	GRANT	GALLS		\$ -	\$ 9,021.60	\$ 9,021.60
076928	GRANT	TPS-TOWN POLICE SUPPLY		\$ -	\$ 3,260.00	\$ 3,260.00
076928	GRANT	TPS-TOWN POLICE SUPPLY		\$ -	\$ 4,429.00	\$ 4,429.00
076928	700	AMAZON		\$ -	\$ 371.48	\$ 371.48
076928	700	CLEAR PLACTIC SOLUTIONS		\$ -	\$ 171.22	\$ 171.22
076928	700	GALLS		\$ -	\$ 553.00	\$ 553.00
076928	700	GOWERS FEED INC		\$ -	\$ 174.56	\$ 174.56
076928	700	LONGHORN STEAK		\$ -	\$ 113.70	\$ 113.70

076928	700	LOS AGAVES MEXICAN RESTU		\$ -	\$ 18.50	\$ 18.50
076928	700	MICROTEL		\$ -	\$ 430.00	\$ 430.00
076928	700	MUNICIPAL EMERGENCY SRVC		\$ -	\$ 861.08	\$ 861.08
076928	700	SLEEP INN		\$ -	\$ 79.99	\$ 79.99
076928	700	SPIRIT OF JEFFERSON		\$ -	\$ 197.10	\$ 197.10
076928	700	SPRINT		\$ -	\$ 1,687.84	\$ 1,687.84
076928	700	WENDY'S		\$ -	\$ 24.93	\$ 24.93
076928	700	WV SIGNAL & LIGHT		\$ -	\$ 4,106.80	\$ 4,106.80
076928	700	WV TREASURY		\$ -	\$ 250.00	\$ 250.00
076928	711	SHELL OIL		\$ -	\$ 15.78	\$ 15.78
076928	711	SPRINT		\$ -	\$ 187.18	\$ 187.18
076928	711	WVIPAY.COM		\$ -	\$ 100.00	\$ 100.00
076928	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
076928	712	SPRINT		\$ -	\$ 1,783.85	\$ 1,783.85
076928	712	STAPLES		\$ -	\$ 31.99	\$ 31.99
076928	712	THE HOME DEPOT		\$ -	\$ 82.76	\$ 82.76
076928	712	WAL-MART		\$ -	\$ 25.82	\$ 25.82
076928	716	AMAZON		\$ -	\$ 42.04	\$ 42.04
076928	716	DAYS END FARM HORSE RESC		\$ -	\$ 100.00	\$ 100.00
076928	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 494.00	\$ 494.00
076928	716	HILLSIDE VETERNARY HOSPT		\$ -	\$ 2,890.37	\$ 2,890.37
076928	716	THE HOME DEPOT		\$ -	\$ 16.55	\$ 16.55
076929	405	THOMSON REUTER - WEST		\$ -	\$ 2,161.00	\$ 2,161.00
076929	405	THOMSON REUTER - WEST		\$ -	\$ 2,282.45	\$ 2,282.45
076930	PAYROLL	LISA WALTERS		\$ -	\$ 202.11	\$ 202.11
TOTAL					\$ 88,565.14	\$ 88,565.14

Motion by Mr. Manuel to approve the Accounts Payable for August 18, 2016 in the amount of \$88,565.14. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
8/19/2016	429	EASTRIDGE HEALTH SYSTEM	\$ 1,500.00

8/19/2016	430	JOHN STEVENS	\$ 214.38
ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
8/19/2016	591	SHEPHERDSTOWN CHRONICLE	\$ 429.00
8/19/2016	592	PRINT-O-STATE	\$ 34.52
8/19/2016	593	UNITED BANK	\$ 410.00
8/19/2016	594	GLOBAL SCIENCE & TECH	\$ 341.93
8/19/2016	595	CARLSON	\$ 175.00
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
8/19/2016	1506	LAW OFFICE OF KATHY SANTA BARBARA	\$ 495.00
8/19/2016	1507	CAPITAL TRISTATE	\$ 4,250.00
TOTAL			\$ 7,849.83

Motion by Ms. Noland to approve the Manual Checks for August 19, 2016 in the amount of \$7,849.83. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Paul Rosa, resident – expressed his support for Daniel Zappe’s interest in being appointed to the Regional Airport Authority.

David Tabb, resident – provided an update on his many grievances with the Commission.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Aaron Polen	PP	Middleway	312449	\$166.34
Kelli Polen				\$203.82

- **Motion by Ms. Noland to approve the Split Ticket No. 312449 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Eric M. Wynn	PP	Bolivar	300380	\$145.95
Katherine Wright (Wynn)				\$257.40

- **Motion by Ms. Noland to approve Split Ticket No. 300380 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Michael Anderson	PP	CTD	200000097-S	\$126.82

- **Motion by Mr. Manuel to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Brittany & Andrew Young	PP	CTC	306605	\$264.02

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Gary & Barbara Smith	PP	CTC	306310	\$272.36

- **Motion by Mr. Manuel to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Jeff S. Shepherd, Sr.	PP	CTD	304111	\$37.48

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Mary R. Heise	RE	HF	15402	\$1,438.50

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

2. Peter Dougherty, Sheriff

a. Approval of the 2015 Sheriff's Commission

- **Motion by Ms. Noland to approve the 2015 Sheriff's Commission in the amount of \$15,000.00. Motion seconded and unanimously approved.**

b. Review of the Jefferson County Sheriff's Office 2015-2016 Report

c. Approval of Bailiff/Trip Guard

- **Motion by Mr. Manuel to approve Abbie Graora as a bailiff/trip guard once she has completed firearms training. Motion seconded and unanimously approved.**

d. Funding Request for Vehicles

- **Motion by Mr. Manuel to approve adding \$70,000 to the Jefferson County Sheriff's line item for vehicles from the Contingency Fund. Motion seconded and unanimously approved.**

3. Bill Polk, Director of Maintenance

- Provided the Commission with an update/presentation on the purchase and possible renovation of property located at 120 South George Street. Brandy Sims, Assistant Prosecuting Attorney, also provided input regarding renovations to the property to suit the needs of the Prosecuting Attorney's Office staff.

- **Motion by Mr. Pellish to allow the IT Department to install Air Fiber, not to exceed \$15,000, at the property located at 120 South George Street to test connectivity. Motion seconded and unanimously approved.**

4. The Commission recessed for break at 11:30 a.m.
The Commission reconvened at 11:45 a.m.

5. Interviews and Appointments to the Regional Airport Authority – one three-year term ending July 2, 2019.

- **Motion by Mr. Manuel to appoint Daniel Zappe to the Regional Airport Authority for one three-year term ending July 2, 2019. Motion seconded and unanimously approved.**

6. Nathan Cochran, Assistant Prosecuting Attorney

a. Update on new building purchase at 120 South George Street

- **Motion by Mr. Manuel to approve the Commercial Purchase Agreement as amended and authorize Mr. Cochran to move forward with the hiring of a Surveyor for the property located at 120 South George Street in the amount of \$1,200. Motion seconded and unanimously approved.**

b. Vision Internet Website Contract Renewal

- **Motion by Mr. Pellish to approve the Maintenance Agreement Contract with Vision Internet as presented. Motion seconded and unanimously approved.**

c. Discussion of the JCCVB letter to potential sponsors regarding support of the "Brunch Bill" education and outreach campaign.

The Commission requested Mr. Cochran research whether the Commission can donate money to the JCCVB toward their education and outreach campaign on the

“Brunch Bill.” The Commission also noted they’d be willing to provide a Resolution of Support at a later date if needed.

COUNTY ADMINISTRATOR REPORTS

- Tree Planting – Ms. McDonald reminded the Commission of a tree planting ceremony and photo opportunity occurring at 9:00 am on Thursday, September 1st behind the Maintenance building on the downtown campus.
- P-Card Rebate – Ms. McDonald stated the P-card rebate for last quarter was \$2,440.90.
- Upcoming Agenda Topics – Ms. McDonald stated September 1, 2016 would be a full meeting date to include the reorganization of the Engineering, Planning/Zoning, and GIS departments and workshops on the Campground and LESA amendments; however, it was the consensus of the Commission to move the Campground and LESA workshops to a later date.
- Ambulance Fee Update – Ms. McDonald stated \$237,000 has been collected for the 2016 Ambulance Fee. Ms. McDonald also noted \$814,706 has been collected for 2015, with delinquent bills still being collected to date.

COUNTY COMMISSION REPORTS

Patricia Noland

- Stated she participated in normal Commission business.

Walt Pellish

- Stated he participated in normal Commission business.

Peter Onoszko

- Met with Michelle Gordon, Finance Director, to be brought up to speed on the County budget.
- Met with Jennifer Brockman, Director of Planning and Zoning.
- Attended a Historic Landmarks Committee meeting.

Dale Manuel

- Attended a Jefferson Center meeting.
- Attended a JCCOA meeting.
- Chaired a Day Report Center meeting.
- Attended the Kent Cartridge expansion ribbon cutting.
- Attended the Harpers Ferry/Bolivar Foundation issue preservation of a historic church.
- Attended the Peach Festival at the New Street United Methodist Church.

➤ Attended a League of Women Voters dinner.

7. The Commission meeting was adjourned at 12:02 pm on a motion by Mr. Pellish. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant