

## Minutes

### Jefferson County Commission

Thursday, September 1, 2016

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A meeting of the Jefferson County Commission was held on Thursday, September 1, 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, 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, September 1, 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 Ms. Tabb to approve the Regular Meeting Minutes for August 18, 2016 with noted correction. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076933	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,935.54	\$ 3,935.54
076934	717	AUTOZONE		\$ -	\$ 96.49	\$ 96.49
076935	402	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 125.42	\$ 125.42
076936	717	ADVANCE AUTO PARTS		\$ -	\$ 42.24	\$ 42.24
076937	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
076938	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
076939	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
076940	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
076941	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
076942	405	MARCIA LYNN CHANDLER		\$ -	\$ 304.15	\$ 304.15

076943	PAYROLL	COLONIAL LIFE		\$ -	\$ 385.42	\$ 385.42
076944	424	J.C.EHRLICH		\$ -	\$ 31.00	\$ 31.00
076944	425	J.C.EHRLICH		\$ -	\$ 609.00	\$ 609.00
076945	401	FEDEX		\$ -	\$ 51.01	\$ 51.01
076945	700	FEDEX		\$ -	\$ 36.34	\$ 36.34
076946	717	FLEETPRIDE		\$ -	\$ 51.00	\$ 51.00
076947	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 17,138.49	\$ 17,138.49
076948	PAYROLL	STEPHANIE GROVE		\$ -	\$ 1,461.20	\$ 1,461.20
076949	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
076950	717	GUTTMAN OIL CO		\$ -	\$ 10,317.28	\$ 10,317.28
076951	717	INTERSTATE ALL BATTERY		\$ -	\$ 576.20	\$ 576.20
076952	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 23.14	\$ 23.14
076953	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
076954	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,420.00	\$ 5,420.00
076955	PAYROLL	KATHRYN KING		\$ -	\$ 3,000.00	\$ 3,000.00
076956	712	LANGUAGE LINE SERVICES		\$ -	\$ 123.85	\$ 123.85
076957	412	JUDITH A MATLICK		\$ -	\$ 111.78	\$ 111.78
076958	PAYROLL	JENNIFER S. MAGHAN		\$ -	\$ 609.92	\$ 609.92
076959	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
076960	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 240.00	\$ 240.00
076960	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 44.50	\$ 44.50
076960	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 251.00	\$ 251.00
076960	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 75.70	\$ 75.70
076961	401	PATRICIA A NOLAND		\$ -	\$ 275.40	\$ 275.40
076962	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
076963	405	PANHANDLE PSYCHOLOGICAL		\$ -	\$ 1,800.00	\$ 1,800.00
076964	717	RICE TIRES CO		\$ -	\$ 113.85	\$ 113.85
076964	717	RICE TIRES CO		\$ -	\$ 585.00	\$ 585.00
076964	717	RICE TIRES CO		\$ -	\$ 478.08	\$ 478.08
076965	698	SHERIFF OF JEFFERSON CO		\$ -	\$ 594,000.00	\$ 594,000.00
076966	408	STATE TAX DEPARTMENT		\$ -	\$ 15,644.18	\$ 15,644.18
076967	704	WV REGIONAL JAIL &		\$ -	\$ 112,567.25	\$ 112,567.25
076968	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,755.18	\$ 45,755.18
076968	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,700.66	\$ 10,700.66
076968	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 159.58	\$ 159.58
076968	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 37.32	\$ 37.32
076968	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 139.34	\$ 139.34
076968	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,575.69	\$ 45,575.69
076969	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 32,732.22	\$ 32,732.22
076969	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 938.00	\$ 938.00

076969	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 66.96	\$ 66.96
076970	425	SHERWIN-WILLIAMS		\$ -	\$ 17.91	\$ 17.91
076971	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,637.05	\$ 10,637.05
076971	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,017.07	\$ 15,017.07
076972	401	SANDRA MCDONALD		\$ -	\$ 203.04	\$ 203.04
076973	GRANT	MARY SELL		\$ -	\$ 137.50	\$ 137.50
076974	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,960.00	\$ 2,960.00
076975	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 162.17	\$ 162.17
076975	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 66,007.00	\$ 66,007.00
076975	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 24,752.65	\$ 24,752.65
076975	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 60.81	\$ 60.81
076976	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2,451.26	\$ 2,451.26
076976	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4,902.52	\$ 4,902.52
076977	PAYROLL	LISA WALTERS		\$ -	\$ 202.11	\$ 202.11
<b>TOTAL</b>					<b>\$ 1,037,590.66</b>	<b>\$ 1,037,590.66</b>

**Motion by Ms. Tabb to approve the Accounts Payable for August 25, 2016 in the amount of \$1,037,590.66. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076979	712	AT&T/GA		\$ -	\$ 55.04	\$ 55.04
076980	402	BANK OF CHARLES TOWN		\$ -	\$ 48.40	\$ 48.40
076981	PAYROLL	KIMBERLY D BURKE		\$ -	\$ 3,000.00	\$ 3,000.00
076982	425	BERKELEY GLASS INC*		\$ -	\$ 64.14	\$ 64.14
076982	425	BERKELEY GLASS INC*		\$ -	\$ 851.00	\$ 851.00
076982	425	BERKELEY GLASS INC*		\$ -	\$ 495.00	\$ 495.00
076983	712	BIDDLE CONSULTING GROUP		\$ -	\$ 599.00	\$ 599.00
076984	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
076985	ALLOC	CITIZENS FIRE COMPANY		\$ -	\$ 75,000.00	\$ 75,000.00
076986	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
076987	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,314.61	\$ 6,314.61
076988	711	EVERBRIDGE		\$ -	\$ 3,500.00	\$ 3,500.00
076989	PAYROLL	THE HARTFORD		\$ -	\$ 2,228.85	\$ 2,228.85
076989	PAYROLL	THE HARTFORD		\$ -	\$ 4,505.02	\$ 4,505.02
076990	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
076991	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 255.14	\$ 255.14
076992	PAYROLL	HIGHMARK WV		\$ -	\$ 173,213.80	\$ 173,213.80

076993	PAYROLL	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
076994	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 192.90	\$ 192.90
076994	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 630.90	\$ 630.90
076994	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 693.79	\$ 693.79
076995	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,773.66	\$ 1,773.66
076996	425	RCS SECURITY		\$ -	\$ 668.75	\$ 668.75
076997	PAYROLL	WVCORP		\$ -	\$ 3,069.00	\$ 3,069.00
<b>TOTAL</b>					<b>\$ 289,147.92</b>	<b>\$ 289,147.92</b>

**Motion by Ms. Noland to approve the Accounts Payable for September 1, 2016 in the amount of \$289,147.92. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

<b>COAL SEVERANCE</b>			
<b>002</b>			
Date	Check #	VENDOR	Amount
5/26/2016	431	<b>LEWIS CO. CIRCUIT CLERK</b>	\$ 43.62
<b>FARMLAND PROTECTION BOARD</b>			
<b>057</b>			
Date	Check #	VENDOR	Amount
5/19/2016	276	<b>JEFFERSON CO FARMLAND PROT.</b>	\$ 72,863.60
<b>SHERIFF'S CAPITAL O/L</b>			
<b>246</b>			
Date	Check #	VENDOR	Amount
5/26/2016	1505	<b>ZMM ARCHITECTS &amp; ENG</b>	\$ 6,720.00
<b>TOTAL</b>			<b>\$ 79,627.22</b>

**Motion by Ms. Noland to approve the Manual Checks for August 26, 2016 in the amount of \$79,627.22. Motion seconded and unanimously approved.**

**APPROVAL OF PAYROLL**

**Motion by Mr. Manuel to approve the Payroll for August 25, 2016 in the amount of \$245,900.29. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Lyn Widmyer, resident – spoke in support of Mr. Manuel’s prospective motion to hold a public hearing on the restructuring of the Engineering, Planning & Zoning, and GIS/Addressing departments and suggested the Commission also hold a work session on the restructuring to allow for added public knowledge and input.

David Tabb, resident – stated the Commission rarely “follows the rules” and provided an update on his multiple issues with the Commission’s actions.

**PRESENTATIONS**

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Timothy Babson	PP	Ranson Corp.	00026825	\$458.98
Rhiannon Babson				\$233.82

- **Motion by Ms. Tabb to approve the Split Ticket as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
John Moore	PP	Kabletown	310316	\$292.85
Robin Moore				\$126.51

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Francis Storrow	PP	Shepherdstown	316509	\$229.60
Elizabeth Storrow				\$215.54

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Sheila Bach	PP	Kabletown	309088	\$100.74

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Kenneth and Sandra Stroech	PP	Middleway	312799	\$346.74

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Charles and Susan Hite	PP	Harpers Ferry	307505	\$68.31

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Rondal and Reba Wine	PP	Harpers Ferry	308819	\$96.06

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Ellen Hoffman	PP	Shepherdstown Corp.	317020	\$66.74

- **Motion by Mr. Manuel to approve the Exoneration as presented. Motion seconded and unanimously approved.**
2. Tanner Haid, Cacapon Institute – provided the Commission and the audience with a discussion on the Commission’s 2011 Urban Tree Canopy Goal/Plan and a discussion of the WV Project CommuniTree Program.
  3. Robert Allen, Citizen – requested an extension of a building permit deadline for his property in order to bypass the imposition of the Impact Fee.
    - **Motion by Ms. Tabb to waive the imposition of impact fees for new construction at 473 Valley View Road, Harpers Ferry, provided a completed building permit application for new construction is provided to the appropriate department by January 1, 2017. Motion seconded and unanimously approved.**
  4. Interviews and Appointments to the Jefferson County Farmland Protection Board – three four-year terms ending September 7, 2020.
    - **Motion by Ms. Tabb to reappoint David Ober, Russell Quinn, and Robert Glen to the Jefferson County Farmland Protection Board each for a four year term ending on September 7, 2020. Motion seconded and unanimously approved.**
  5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
  6. Bill Polk, Director of Maintenance
    - a. Retirement Announcement for Larry Collier & request to advertise for vacant Maintenance Helper position.
      - **Motion by Mr. Manuel to accept the retirement announcement for Larry Collier, effective October 14, 2016 and advertise for the vacant Maintenance Helper position. Motion seconded and unanimously approved.**
    - b. Request to advertise for vacant Custodial position.

- **Motion by Mr. Manuel to approve the advertisement of a vacant custodial position within the Maintenance Department. Motion seconded and unanimously approved.**
7. Roger Goodwin, Chief County Engineer – Provided the Commission with a discussion on the Engineering, Planning, Zoning, and GIS/Addressing Department Restructuring Plan
- **Motion by Mr. Manuel to postpone this item until the next regularly scheduled meeting. Motion seconded and fails on a vote of 1-4 with Mr. Onoszko, Ms. Noland, Ms. Tabb, and Mr. Pellish opposing.**
  - **Motion by Mr. Pellish to approve Mr. Goodwin’s report as presented to allow him to move forward with implementing the reorganization. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**
8. Nathan Cochran, Assistant Prosecuting Attorney
- a. Update on new building purchase at 120 South George Street
    - Mr. Cochran notified the Commission that they closed on the Gray Building located at 120 South George Street on Wednesday, August 31, 2016 from American Public University Systems.
  - b. Update on WV State Fire Commission Meeting on August 19, 2016
    - **Motion by Ms. Noland to enter into Executive Session to discuss potential litigation. Motion seconded and unanimously approved.**
  - c. Discussion of the JCCVB letter to potential sponsors regarding support of the “Brunch Bill” education and outreach campaign
    - Mr. Cochran stated the Commission was prohibited from providing any financial support to the JCCVB for their Brunch Bill campaign; however, the Commission requested Annette Gavin, Executive Director of the JCCVB, provide language for a Resolution of Support for the referendum on the Brunch Bill.
  - d. Approval of Resolution Concerning the Commencement of Cable Renewal Procedures
    - **Motion by Ms. Tabb to approve the Resolution Concerning the Commencement of Cable Renewal Procedures as presented by Mr. Cochran. Motion seconded and unanimously approved.**

## NEW BUSINESS

9. Request to hold a public hearing concerning the restructuring of the Department of Engineering, Planning, Zoning, GIS/Addressing, and Impact Fees
  - **Motion by Mr. Manuel to hold a public hearing regarding the restructuring of the Department of Engineering, Planning, Zoning, GIS/Addressing, and Impact Fees. Motion seconded but fails on a vote of 1-4 with Mr. Onoszko, Ms. Noland, Ms. Tabb, and Mr. Pellish opposing.**
  - **Motion by Mr. Pellish to strike Mr. Manuel’s item from the agenda as it was previously discussed and voted down during a prior meeting and improperly raised during the current meeting. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**
10. Discussion on the best use of the Gray Building (120 S. George Street)
  - It was the consensus of the Commission to hold a special session on this topic on Thursday, September 8, 2016 at 9:30 a.m.
11. Request of a letter of endorsement by the County Commission for the Mountain Heritage Arts and Crafts Festival, September 23-25, 2016 for the Fairs and Festivals licenses.
  - **Motion by Ms. Noland to approve the letter of endorsement for the Mountain Heritage Arts and Crafts Festival to obtain their Fairs and Festivals license and to authorize the President of the Commission to affix her signature to the appropriate document. Motion seconded and unanimously approved.**
12. Discuss scheduling a date, time, and location for the next “Meet Your Commissioners” event.
  - It was the consensus of the Commission to hold the next “Meet Your Commissioners” event at the Shepherdstown Fire Hall in the month of October; however, the Commission decided to select a date and time certain during the next regularly scheduled meeting after review of their calendars.

## COUNTY ADMINISTRATOR REPORTS

- Update on Dispatching Matter – Ms. Grove notified the Commission she has been working with local fire chiefs and the Jefferson County Director of Communications to mediate and solve issues related to Computer Aided Dispatch (CAD).

## **COUNTY COMMISSION REPORTS**

### Patricia Noland

- Attended the annual State Auditor's In-Service Training
- Scored multiple 4-H projects at the Jefferson County Fair.
- Participated in two conference calls with NACO & CIFA.
- Attended the closing of the newly acquired Gray Building.

### Jane Tabb

- Attended the Kent Cartridge ribbon cutting.
- Participated in the WV Dairy Show at Jackson's Mill.
- Participated in the Dairy Show at the WV State Fair.
- Spent last week participating in multiple activities at the Jefferson County Fair.
- Attended the WVDOH public hearing on the expansion of Rt. 340.
- Reported that JCESA has received a \$960,000 grant for continued training and education.

### Dale Manuel

- Participated in the NAACP African American Heritage Parade and Festival.
- Attended the Jefferson County Fair.
- Attended a WAC meeting at the Jefferson County Fair.
- Attended the Harpers Ferry Job Corp Open House.
- Sold tickets at the Fair Carnival for Kiwanis.
- Attended the WVDOH work session and public hearing on the expansion of Rt. 340.

### Walt Pellish

- Participated in two radio shows to discuss Commission business and promote the passage of the Brunch Bill

### Peter Onoszko

- Attended an EPTA meeting.
- Attended an informal meeting with the Jefferson County Board of Education and Dr. Bondy Shay Gibson, Schools Superintendent.
- Met with Bill Polk, Director of Maintenance, to learn more about the daily functions of the County's maintenance department.
- Attended the WVDOH public hearing on the expansion of Rt. 340.

13. The Commission meeting was adjourned at 12:10 pm on a motion by Mr. Pellish.  
Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,  
PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant