

Minutes

Jefferson County Commission

Tuesday, September 13, 2016

A special session of the Jefferson County Commission was held on Tuesday, September 13, 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 Tuesday, September 13, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the September 1, 2016 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the Payroll for September 8, 2016 in the amount of \$245,962.73. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077000	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,330.33	\$ 1,330.33
077001	406	ANGELA L BANKS		\$ -	\$ 76.50	\$ 76.50
077002	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077003	PAYROLL	ELIZABETH JUNE BOWERS		\$ -	\$ 120.44	\$ 120.44

077004	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
077005	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077006	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077007	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
077008	405	MARCIA LYNN CHANDLER		\$ -	\$ 79.00	\$ 79.00
077009	712	JESSICA GORMONT		\$ -	\$ 165.00	\$ 165.00
077010	PAYROLL	CHARLES HESS		\$ -	\$ 1,487.17	\$ 1,487.17
077011	401	RICOH USA, INC		\$ -	\$ 40.95	\$ 40.95
077011	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077011	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077011	405	RICOH USA, INC		\$ -	\$ 99.95	\$ 99.95
077011	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077011	425	RICOH USA, INC		\$ -	\$ 29.83	\$ 29.83
077011	440	RICOH USA, INC		\$ -	\$ 72.38	\$ 72.38
077011	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077011	712	RICOH USA, INC		\$ -	\$ 61.22	\$ 61.22
077012	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 175,000.00	\$ 175,000.00
077013	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,969.89	\$ 1,969.89
077014	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 37.02	\$ 37.02
077015	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 616.90	\$ 616.90
077016	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,320.00	\$ 5,320.00
077017	PAYROLL	NICOLE NOBREGA		\$ -	\$ 2,905.20	\$ 2,905.20
077018	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
077019	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
077020	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 28.99	\$ 28.99
077021	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077022	428	OFFICEMAX		\$ -	\$ 699.00	\$ 699.00
077023	ALLOC	JEFF CO PARKS &		\$ -	\$ 29,958.04	\$ 29,958.04
077024	712	JEFFREY POLCZYNSKI		\$ -	\$ 101.50	\$ 101.50
077025	405	PAMELA PATTERSON		\$ -	\$ 123.00	\$ 123.00
077026	424	POTOMAC EDISON/OH		\$ -	\$ 2,745.88	\$ 2,745.88
077026	425	POTOMAC EDISON/OH		\$ -	\$ 22,583.11	\$ 22,583.11
077026	425	POTOMAC EDISON/OH		\$ -	\$ 61.40	\$ 61.40
077027	428	PROFOUND LOGIC SOFTWARE		\$ -	\$ 713.01	\$ 713.01
077028	712	MARK PANGLE		\$ -	\$ 101.50	\$ 101.50
077029	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,259.00	\$ 6,259.00
077030	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 117.69	\$ 117.69
077031	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,705.66	\$ 10,705.66
077031	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,776.58	\$ 45,776.58
077031	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,742.43	\$ 44,742.43

077032	405	BRANDON C.H. SIMS		\$ -	\$ 9.49	\$ 9.49
077033	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 289.75	\$ 289.75
077034	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,910.00	\$ 2,910.00
077035	425	CAPITAL TRISTATE		\$ -	\$ 19.34	\$ 19.34
077035	425	CAPITAL TRISTATE		\$ -	\$ 116.25	\$ 116.25
077035	425	CAPITAL TRISTATE		\$ -	\$ 257.60	\$ 257.60
077035	425	CAPITAL TRISTATE		\$ -	\$ 144.21	\$ 144.21
077035	425	CAPITAL TRISTATE		\$ -	\$ 213.07	\$ 213.07
077035	425	CAPITAL TRISTATE		\$ -	\$ 1.72	\$ 1.72
077035	425	CAPITAL TRISTATE		\$ -	\$ 1,225.05	\$ 1,225.05
077036	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 33,258.26	\$ 33,258.26
077037	PAYROLL	LISA WALTERS		\$ -	\$ 2,819.22	\$ 2,819.22
077038	412	EMILY WELLS		\$ -	\$ 241.27	\$ 241.27
077039	402	XEROX CORPORATION		\$ -	\$ 460.22	\$ 460.22
077039	402	XEROX CORPORATION		\$ -	\$ 364.47	\$ 364.47
077039	402	XEROX CORPORATION		\$ -	\$ 409.59	\$ 409.59
077039	440	XEROX CORPORATION		\$ -	\$ 551.10	\$ 551.10
TOTAL					\$ 400,143.15	\$ 400,143.15

Motion by Ms. Tabb to approve the Accounts Payable for September 8, 2016 in the amount of \$400,143.15. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
9/9/2016	432	JOHN STEVENS	\$ 125.99
HOME DETETION			
008			
Date	Check #	VENDOR	Amount
09/09/16	542	UNITED BANK	\$ 54.93
09/09/16	543	CDA	\$ 948.75
09/09/16	544	3M ELECTRONIC MONITORING	\$ 3,350.00

ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
09/09/16	596	UNITED BANK	\$ 410.00
09/09/16	597	UNITED BANK	\$ 129.95
09/09/16	598	SHEPHERDSTOWN CHRONICLE	\$ 546.00
09/09/16	599	DLT SOLUTION	\$ 794.29
BARDANE			
244			
Date	Check #	VENDOR	Amount
09/09/16	600	UNITED BANK	\$ 586.29
09/09/16	601	POTOMAC EDISON	\$ 3,101.54
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
09/09/16	1511	UNITED BANK	\$ 3,208.98
09/09/16	1512	G & TRIPLE T LLC	\$ 775.00
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
09/09/16	1056	SHERIFF JEFFERSON CO -SCHOOL	\$ 108,326.99
09/09/16	1057	SHERIFF JEFFERSON CO - LAW	\$ 3,059.60
09/09/16	1058	SHERIFF JEFFERSON CO - PARKS	\$ 8,324.10
09/09/16	1059	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 921.30
TOTAL			\$ 134,663.71

Motion by Ms. Tabb to approve the Manual Checks for September 9, 2016 in the amount of \$134,664.71. Motion seconded and unanimously approved.

PUBLIC COMMENT:

No public comment was provided during this session.

PRESENTATIONS

1. Amendments of 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.

Ms. Brockman reviewed the amendments to the Campground Ordinance suggested by the Commission during the May 5, 2016 County Commission meeting. The following additional changes were discussed:

- Public access to the campground allowable at the discretion of the facility/property owner.
 - Facility/property owner must apply for a Seasonal Use Permit if ticket sales for the planned event exceed maximum capacity of the campground.
 - Addition of “amenities” listed under the definitions.
 - **Motion by Mr. Manuel to change the minimum setback limit from an existing property line from 50 feet to 100 feet. Motion seconded and fails on a vote of 2-3 with Ms. Noland, Ms. Tabb, and Mr. Pellish opposing.**
 - **Motion by Mr. Manuel to change the vegetative buffer from a 10 feet screen to a 25 feet screen. Motion seconded and fails on a vote of 1-4 with Mr. Onoszko, Ms. Noland, Ms. Tabb, and Mr. Pellish opposing.**
 - **Motion by Ms. Noland to eliminate item #7 from the Development Guidelines which states, “Campsites within 100 feet of the Potomac or Shenandoah Rives shall be limited to tent camping,” as items #8 and #9 in the Development Guidelines address floodplain areas and proximity to the rivers. Motion seconded and passes on a vote of 3-1 with Mr. Manuel opposing.**
 - It was the consensus of the Commission to review the latest changes to the Campground Ordinance for final approval during a regularly scheduled County Commission meeting.
2. The Commission recessed for break at 10:30 a.m.
The Commission reconvened at 10:40 a.m.

3. Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance to replace the current nontraditional zoning ordinance with the traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process. The proposed text amendment also includes a recommendation to Section 5.7; and proposed amending various sections related to rural land use throughout the Ordinance. The purpose of this request is to provide an overview of the recommended amendment and possibly schedule a public hearing to be held by the County Commission (File #ZTA16-01).
 - It was the consensus of the Commission to direct Ms. Grove to work with Ms. Brockman to schedule a public hearing on the issue listed above during a future Commission meeting.
4. The Commission recessed for break at 11:15 a.m.
The Commission reconvened at 11:30 a.m.
5. Continued discussion on the restructuring plan for Engineering, Planning, Zoning, GIS/Addressing, and Impact Fees.
 - Mr. Goodwin provided the Commission with a continued discussion regarding the restructuring plan for the consolidation of the Departments of Engineering, Planning, Zoning, GIS/Addressing, and Impact Fees. Mr. Goodwin recommended Ms. Brockman, Director of Planning and Zoning, be reclassified as County Planner which would result in a reduction of salary from \$97,252.00 to \$73,649.00 annually; however, Ms. Brockman requested the Commission consider her thirty years of planning experience when considering her reduction of salary.
 - **Motion by Mr. Manuel to reclassify Ms. Brockman to a Grade 5, Step O with a salary of \$82,761.83. Motion seconded and passes on a vote of 4-1 with Mr. Pellish opposing.**
 - **Motion by Mr. Pellish to enter into Executive Session to discuss personnel matters. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Pellish to proceed with the restructuring plan as presented by Mr. Goodwin with all salary changes to become effective on January 1, 2017. Motion seconded and unanimously approved.**

6. Nikki Painter, Chief Deputy of Elections
 - a. Requested approval of poll workers and alternates for the 2016 General Election
 - **Motion by Ms. Tabb to approve the poll workers and alternates for the 2016 General Election as presented by Ms. Painter. Motion seconded and unanimously approved.**
 - b. Modify the Limit for Election Budget Expenditures for the Current County Clerk
 - **Motion by Mr. Manuel to approve the spending of over 50% of the Elections budget prior to January 1, 2017 to pay for expenses related to the 2016 General Election. Motion seconded and unanimously approved.**
7. Michelle Gordon, Finance Director – requested the approval to transfer \$400,000 from Investment Account to Capital Outlay Checking.
 - **Motion by Ms. Tabb to approve the transfer of \$400,000 from the Bank of Charles Town ICS Account ending in 575 to BB&T Capital Outlay Checking Account ending in 9739. Motion seconded and unanimously approved.**
8. The Commission meeting was adjourned at 1:50 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant