

Minutes

Jefferson County Commission

Thursday, June 29, 2017

A meeting of the Jefferson County Commission was held on Thursday, June 29, 2017 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 Josh Compton, Caleb Hudson, Patricia Noland, Peter Onoszko 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 29, 2017 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the June 15, 2017 Regular Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Onoszko to approve Purchase Orders in the amount of \$15,045.79 to include Purchase Order Nos. 52664 and 52808.

Motion by Ms. Tabb to approve Purchase Order No. 52490 in the amount of \$6,080.00 for the County Clerk's Office. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Noland to approve the Payroll for June 15, 2017 in the amount of \$240,438.42. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078526	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 131.88	\$ 131.88
078527	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
078527	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
078527	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
078527	425	BOLAND SERVICES		\$ -	\$ 1,003.00	\$ 1,003.00
078527	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
078528	424	J.C.EHRLICH		\$ -	\$ 32.00	\$ 32.00
078528	425	J.C.EHRLICH		\$ -	\$ 622.00	\$ 622.00
078529	440	ALEXANDRA BEAULIEU		\$ -	\$ 45.01	\$ 45.01
078530	PAYROLL	ROGER GOODWIN		\$ -	\$ 112.29	\$ 112.29
078531	402	SALLY GRAN		\$ -	\$ 15.00	\$ 15.00
078532	425	HIRERIGHT		\$ -	\$ 71.36	\$ 71.36
078533	402	SPIRIT OF JEFFERSON		\$ -	\$ 97.30	\$ 97.30
078534	425	JEFFERSON COUNTY SOLID		\$ -	\$ 182.89	\$ 182.89
078535	425	JEFFERSON RENTAL		\$ -	\$ 333.75	\$ 333.75
078536	424	LTBP DRYWALL		\$ -	\$ 600.00	\$ 600.00
078537	PAYROLL	CHRISTINE MILLER		\$ -	\$ 531.75	\$ 531.75
078538	424	NORVAC LOCK TECHNOLOGY		\$ -	\$ 147.50	\$ 147.50
078539	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 170.00	\$ 170.00
078539	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 394.00	\$ 394.00
078540	425	POTOMAC EDISON/OH		\$ -	\$ 35.13	\$ 35.13
078540	425	POTOMAC EDISON/OH		\$ -	\$ 105.47	\$ 105.47
078540	425	POTOMAC EDISON/OH		\$ -	\$ 771.69	\$ 771.69
078541	698	SHERIFF OF JEFFERSON CO		\$ -	\$ 296,981.00	\$ 296,981.00
078542	405	THOMSON REUTER - WEST		\$ -	\$ 1,255.50	\$ 1,255.50
078542	405	THOMSON REUTER - WEST		\$ -	\$ 423.00	\$ 423.00
078543	401	WV ST TREASURER'S OFFICE		\$ -	\$ 4,800.00	\$ 4,800.00
078544	405	WVCORP		\$ -	\$ 5,000.00	\$ 5,000.00
TOTAL					\$ 314,558.52	\$ 314,558.52

Motion by Mr. Compton to approve the Accounts Payable for June 22, 2017 in the amount of \$314,558.52. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078547	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 5,308.56	\$ 5,308.56
078548	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,357.73	\$ 1,357.73

078549	717	ANGELA L BANKS		\$ -	\$ 57.40	\$ 57.40
078550	PAYROLL	BOOTH AND MCCARTHY		\$ -	\$ 231.00	\$ 231.00
078551	425	BOLAND SERVICES		\$ -	\$ 2,081.36	\$ 2,081.36
078551	425	BOLAND SERVICES		\$ -	\$ 616.00	\$ 616.00
078552	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
078553	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
078554	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
078555	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
078556	413	CASTO & HARRIS INC		\$ -	\$ 355.70	\$ 355.70
078556	413	CASTO & HARRIS INC		\$ -	\$ 2,100.00	\$ 2,100.00
078557	405	MARCIA L. CHANDLER		\$ -	\$ 635.25	\$ 635.25
078558	440	DAVID M. CARTER		\$ -	\$ 126.26	\$ 126.26
078559	PAYROLL	COLONIAL LIFE		\$ -	\$ 307.65	\$ 307.65
078560	402	COMPILED TECHNOLOGIES LL	52490	\$ 6,080.00	\$ -	\$ 6,080.00
078561	425	DODSON'S SEPTIC		\$ -	\$ 285.00	\$ 285.00
078562	401	FEDEX		\$ -	\$ 86.20	\$ 86.20
078562	405	FEDEX		\$ -	\$ 15.33	\$ 15.33
078563	PAYROLL	ROGER GOODWIN		\$ -	\$ 34.63	\$ 34.63
078563	440	ROGER GOODWIN		\$ -	\$ 126.26	\$ 126.26
078564	717	GUTTMAN OIL CO		\$ -	\$ 2,378.67	\$ 2,378.67
078564	717	GUTTMAN OIL CO		\$ -	\$ 3,242.88	\$ 3,242.88
078564	717	GUTTMAN OIL CO		\$ -	\$ 2,897.51	\$ 2,897.51
078565	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
078566	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,010.46	\$ 2,010.46
078567	401	SPIRIT OF JEFFERSON		\$ -	\$ 59.98	\$ 59.98
078567	401	SPIRIT OF JEFFERSON		\$ -	\$ 33.74	\$ 33.74
078567	401	SPIRIT OF JEFFERSON		\$ -	\$ 33.74	\$ 33.74
078568	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 25,000.00	\$ 25,000.00
078569	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
078570	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,435.00	\$ 5,435.00
078571	712	LANGUAGE LINE SERVICES		\$ -	\$ 85.67	\$ 85.67
078572	403	MATTHEW BENDER & CO		\$ -	\$ 82.08	\$ 82.08
078572	406	MATTHEW BENDER & CO		\$ -	\$ 142.43	\$ 142.43
078572	406	MATTHEW BENDER & CO		\$ -	\$ 89.08	\$ 89.08
078573	711	BARBARA J. MILLER		\$ -	\$ 204.00	\$ 204.00
078574	PAYROLL	GAIL MCMILLION		\$ -	\$ 462.53	\$ 462.53
078575	PAYROLL	JASON MICKEY		\$ -	\$ 436.00	\$ 436.00
078576	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
078577	712	MILLER'S SUPPLIES AT WOR		\$ -	\$ 916.00	\$ 916.00
078578	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00

078579	ALLOC	JEFF CO PARKS &		\$ -	\$ 30,575.03	\$ 30,575.03
078580	PAYROLL	WILLIAM POLK		\$ -	\$ 384.37	\$ 384.37
078581	424	WILLIAM POLK		\$ -	\$ 101.65	\$ 101.65
078582	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 170.00	\$ 170.00
078583	717	RICE TIRES CO		\$ -	\$ 292.50	\$ 292.50
078584	704	WV REGIONAL JAIL &		\$ -	\$ 134,810.50	\$ 134,810.50
078585	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,764.02	\$ 10,764.02
078585	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,025.42	\$ 46,025.42
078585	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.98	\$ 3.98
078585	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.94	\$ 0.94
078585	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.82	\$ 2.82
078585	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,312.27	\$ 43,312.27
078586	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,757.21	\$ 48,757.21
078586	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.49	\$ 1.49
078586	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 536.90	\$ 536.90
078586	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,423.53	\$ 1,423.53
078587	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 22,068.05	\$ 22,068.05
078587	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,631.54	\$ 15,631.54
078588	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
078588	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,090.00	\$ 3,090.00
078589	425	TRENARY SERVICE CO		\$ -	\$ 4,800.00	\$ 4,800.00
078590	700	LARRY THOMPSON		\$ -	\$ 9.01	\$ 9.01
078591	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 33,943.22	\$ 33,943.22
078592	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 90,966.21	\$ 90,966.21
078592	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 34,112.46	\$ 34,112.46
078592	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.44	\$ 1.44
078592	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 3.85	\$ 3.85
078592	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 13,503.96	\$ 13,503.96
078592	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 6,752.01	\$ 6,752.01
078593	700	WILLIAM WALTERS		\$ -	\$ 21.81	\$ 21.81
078594	412	EMILY WELLS		\$ -	\$ 101.75	\$ 101.75
078595	404	W.B. MASON CO. INC		\$ -	\$ 14.43	\$ 14.43
078596	424	CHARLES WISE		\$ -	\$ 117.69	\$ 117.69
TOTAL						\$ 609,265.26
TOTAL				\$ 6,080.00	\$ 603,185.26	\$ 609,265.26

Motion by Ms. Tabb to approve the Accounts Payable for June 29, 2017 in the amount of \$609,265.26. Motion seconded and unanimously approved.

MANUAL CHECKS

ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
6/23/2017	628	SHERIFF OF JEFFERSON CO	\$ 442,509.83
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
6/23/2017	1627	MILLER'S SUPPLIES AT WORK	\$ 3,000.00
6/23/2017	1628	ZMM ARCHITECTS	\$ 450.00
6/23/2017	1629	BM PAINTING	\$ 23,573.68
6/23/2017	1630	WINCHESTER FLOORING	\$ 645.00
6/16/2017	1631	G & TRIPLE T LLC	\$ 450.00
TOTAL			\$ 470,628.51

Motion by Ms. Tabb to approve the Manual Checks for June 22, 2017 in the amount of \$470,628.51. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Cathryn Jackson, resident and member of the Westridge Hills Owners Association – spoke regarding her concerns for public safety in the Westridge Hills development due to lack of police presence and the increase in drug related overdose deaths and home robberies.

David Tabb, resident – provided the Commission with an update on his multiple cases against them.

PRESENTATIONS

1. Public Hearing – Zoning Map Amendment for property designated as Tax District Harpers Ferry, Map 9, Parcel 58.1 – Harpers Ferry Holdings, LLC.

Mr. Paul J. Raco, representative for the landowner, presented the Commission with information regarding the zoning amendment, noting the amendment was compatible with the Envision Jefferson 2035 Comprehensive Plan. President Onoszko then opened the floor for public comment; however, no public comment was received.

- **Motion by Mr. Onoszko to place the zoning map amendment for property designated as Tax District Harpers Ferry, Map 9, Parcel 58.1 – Harpers Ferry Holdings, LLC on the July 6, 2017 Regular Meeting agenda for decision. Motion seconded and unanimously approved.**

2. Angela Banks, Assessor – requested approval of a part-time employee.

- **Motion by Ms. Tabb to approve the hire of Denise Barnhart as a part-time employee for the Assessor’s Office effective July 11, 2017. Motion seconded and unanimously approved.**

3. Jacqueline Shadle, County Clerk – requested the approval of the Depository Bonds for fiscal year 2017-2018.

- **Motion by Ms. Tabb to approve the depository bonds for FY17-18 as presented and authorize the President of the Commission to sign the associated resolutions. Motion seconded and unanimously approved.**

4. Interviews and Appointments to the Jefferson County Parks and Recreation – three 3-year terms ending June 30, 2020.

- **Motion by Ms. Tabb to appoint Paul Marshall and Dale Manuel and reappoint David Hill to the Jefferson County Parks and Recreation Commission each for a term of three years ending June 30, 2020. Motion seconded and unanimously approved.**

5. Martin Burke, Chair, Jefferson County Historic Landmarks Commission – requested a contribution of \$10,000 to an agency endowed fund, Our History, Our Community Fund, at Eastern WV Community Foundation.

- Commissioners Tabb, Noland, and Compton each stated that while they appreciate the work done by Mr. Burke on behalf of the Historic Landmarks Commission, they could not support funding the \$10,000 contribution at this time due to budget constraints. Commissioner Onoszko encouraged Mr. Burke to return periodically in the hopes the budget would eventually improve

6. Jennifer Myers, Director, Jefferson County Parks and Recreation – request to designate the month of July as Parks and Recreation month.
 - **Motion by Mr. Onoszko to designate the month of July as Parks and Recreation month. Motion seconded and unanimously approved.**
7. Jeffrey Polczynski, Director, Jefferson County Emergency Communications – requested the approval of part-time employment for the position of Public Safety Dispatcher II.
 - **Motion by Ms. Tabb to approve the employment of Brandon Potts as a part-time Public Safety Dispatcher II within the Jefferson County Emergency Communications department. Motion seconded and unanimously approved.**
8. Peter Dougherty, Sheriff
 - a. Requested approval of new hire
 - **Motion by Ms. Noland to approve the hire of Joseph Moffett as a sheriff's deputy within the Sheriff's Department, effective July 3, 2017. Motion seconded and unanimously approved.**
 - b. Requested an adjustment of pay to meet the new scale minimum.
 - **Motion by Ms. Tabb to approve the Animal Control Officer's increase to the new salary minimum of \$31,048.21 – Grade II, Step A, for David Boyle. Motion seconded and unanimously approved.**
9. Jefferson County Emergency Services – requested a discussion of funding for DOA's.
 - **Motion by Ms. Noland to enter into Executive Session to receive legal counsel. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to authorize Mr. Cochran to draft a letter to Chief Earl Cogle and authorize the President of the Commission to sign the letter. Motion seconded and unanimously approved.**
10. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues

UNFINISHED BUSINESS

11. Discuss qualifications of Public Service District Board Appointees.

- **Motion by Mr. Compton to file a case in Circuit Court to determine the residency requirements for Public Service District Board appointees per Chapter 16 of the West Virginia Code, specifically regarding Mr. William Strider's ability to serve. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Tabb opposing.**

12. Review of quotes received for PSD independent audit

- **Motion by Mr. Compton to accept the bid from Valestra, Harr & Scherer for the 2016-2017 audit for the Jefferson County Public Service District not to exceed \$10,000. Motion seconded and passes on a vote of 3-2 with Commissioner Noland and Tabb opposing.**

COUNTY ADMINISTRATOR REPORTS

➤ Request for refrigerator for Magistrates

- **Motion by Mr. Compton to deny the request to purchase a new refrigerator for the magistrates. Motion seconded and unanimously approved.**

There being no further business, motion by Ms. Noland to adjourn at 10:10 pm. Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully Submitted
Jessica D. Carroll
Administrative Assistant