

## **Minutes**

### **Jefferson County Commission**

**Thursday, August 31, 2017**

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A meeting of the Jefferson County Commission was held on Thursday, August 31, 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, August 31, 2017 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. Noland to approve the August 17, 2017 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

#### **APPROVAL OF PURCHASE ORDERS**

**Motion by Ms. Tabb to approve the Purchase Orders for August 31, 2017 in the amount of \$25,067.55 to include Purchase Order Nos. 52666, 52691, and 52810. Motion seconded and unanimously approved.**

#### **APPROVAL OF PAYROLL**

**Motion Mr. Compton to approve the payroll for August 24, 2017 in the amount of \$258,319.15. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078861	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,334.60	\$ 4,334.60
078862	425	BLUE RIDGE GARAGE DOORS		\$ -	\$ 147.00	\$ 147.00
078863	PAYROLL	BOOTH AND MCCARTHY		\$ -	\$ 231.00	\$ 231.00
078864	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
078865	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
078866	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
078867	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
078868	PAYROLL	LYNN COSTELLO		\$ -	\$ 2,606.29	\$ 2,606.29
078869	PAYROLL	COLONIAL LIFE		\$ -	\$ 205.10	\$ 205.10
078870	424	COMFORT ZONE HEATING&CLN		\$ -	\$ 958.62	\$ 958.62
078871	401	FEDEX		\$ -	\$ 52.69	\$ 52.69
078872	717	FLEETPRIDE		\$ -	\$ 5.42	\$ 5.42
078873	717	GUTTMAN OIL CO		\$ -	\$ 3,154.37	\$ 3,154.37
078873	717	GUTTMAN OIL CO		\$ -	\$ 3,372.59	\$ 3,372.59
078873	717	GUTTMAN OIL CO		\$ -	\$ 2,797.54	\$ 2,797.54
078873	717	GUTTMAN OIL CO		\$ -	\$ 3,157.59	\$ 3,157.59
078874	PAYROLL	STACI HOVERMALE		\$ -	\$ 156.78	\$ 156.78
078875	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
078876	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,360.00	\$ 5,360.00
078877	712	LANGUAGE LINE SERVICES		\$ -	\$ 57.89	\$ 57.89
078878	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
078879	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 331.98	\$ 331.98
078880	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
078881	425	POTOMAC EDISON/OH		\$ -	\$ 931.30	\$ 931.30
078881	425	POTOMAC EDISON/OH		\$ -	\$ 34.99	\$ 34.99
078881	425	POTOMAC EDISON/OH		\$ -	\$ 105.46	\$ 105.46
078882	425	RCS SECURITY		\$ -	\$ 295.00	\$ 295.00
078883	717	RICE TIRES CO		\$ -	\$ 413.12	\$ 413.12
078883	717	RICE TIRES CO		\$ -	\$ 455.40	\$ 455.40
078884	704	WV REGIONAL JAIL &		\$ -	\$ 128,827.50	\$ 128,827.50
078885	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 71.79	\$ 71.79
078885	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 34,693.40	\$ 34,693.40
078885	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 925.28	\$ 925.28
078886	425	SHERWIN-WILLIAMS		\$ -	\$ 10.86	\$ 10.86
078887	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 11,449.71	\$ 11,449.71
078887	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,164.34	\$ 16,164.34
078888	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,090.00	\$ 3,090.00

078888	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
078889	425	TRENARY SERVICE CO		\$ -	\$ 4,800.00	\$ 4,800.00
078889	425	TRENARY SERVICE CO		\$ -	\$ 465.00	\$ 465.00
078889	425	TRENARY SERVICE CO		\$ -	\$ 636.00	\$ 636.00
078889	425	TRENARY SERVICE CO		\$ -	\$ 255.00	\$ 255.00
078889	425	TRENARY SERVICE CO		\$ -	\$ 610.00	\$ 610.00
078890	712	WV ENHANCED 911 COUNCIL		\$ -	\$ 265.68	\$ 265.68
078891	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 9,381.09	\$ 9,381.09
078891	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 5,275.42	\$ 5,275.42
078891	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 57,747.69	\$ 57,747.69
078891	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 23,505.34	\$ 23,505.34
078891	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 61.75	\$ 61.75
078891	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 150.95	\$ 150.95
<b>TOTAL</b>					<b>\$ 331,102.63</b>	<b>\$ 331,102.63</b>

**Motion by Ms. Noland to approve the Accounts Payable for August 24, 2017 in the amount of \$331,102.63. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

<b>ASSESSOR VALUATION</b>			
<b>O56</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
08/25/17	<b>639</b>	<b>MILLER'S SUPPLIES AT WORK</b>	\$ 219.00
08/25/17	<b>640</b>	<b>CARLSON SOFTWARE</b>	\$ 175.00
08/25/17	<b>641</b>	<b>GLOBAL SCIENCE &amp; TECH</b>	\$ 2,100.00
08/25/17	<b>642</b>	<b>DLT</b>	\$ 832.34
<b>TOTAL</b>			<b>\$ 3,326.34</b>

**Motion by Ms. Tabb to approve the Manual Checks for August 25, 2017 in the amount of \$3,326.34. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Danny Lutz, resident – spoke in favor of the fireworks ordinance and stated that “personal freedoms” shouldn’t override a person’s right to protect their livelihood.

Nancy Lutz, resident – also spoke in favor of the fireworks ordinance and provided some suggestions as to what she’d like to see in the ordinance.

Ronda Eddy, Director, Jefferson Day Report Center – notified the Commission of International Overdose Awareness Day.

David Tabb, resident – updated the Commission on his various cases against them.

**PRESENTATIONS**

1. Angela Banks, Assessor – requested the approval of the following exonerations:

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Paul Dailey, Jr.	PP	MD	311668	\$401.71

- **Motion by Ms. Noland to approve Exoneration No. 311668 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Henry & Lector Rideoutt	PP	MD	312776	\$117.46

- **Motion by Mr. Compton to approve Exoneration No. 312776 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Andrew D. Lowe	RE	Shepherdstown	28119	\$2,238.79

- **Motion by Ms. Noland to approve Exoneration No. 28119 as presented by the Assessor. Motion seconded and unanimously approved.**

2. Peter Dougherty, Sheriff – requested the approval of employment of Kraig Chadler.

- **Motion by Mr. Compton to approve the hire of Kraig Chandler as a Sheriff's Deputy to fill an existing vacancy, effective September 18, 2017. Motion seconded and unanimously approved.**
3. Barbara J. Miller, Director, Jefferson County Homeland Security and Emergency Management
    - a. Requested the approval of the 2017 Emergency Operations Plan.
      - **Motion by Ms. Tabb to approve the 2017 Emergency Operations Plan and authorize the President of the Commission to sign the Resolution. Motion seconded and unanimously approved.**
    - b. Spoke to the Commission about an opportunity for all county residents to participate in the Jefferson County Homeland Security and Emergency Management's 2017 Preparedness Survey.
    - c. Presentation of Emergency Manager Certifications for Barbara Miller, Steve Allen, and Brandon Vallee.
  4. Interviews and Appointments to the Jefferson County Board of Health – one three-year term ending June 30, 2020.
    - After realizing the sole applicant for the Board of Health vacancy did not meet the statutory requirements for appointment, it was the consensus of the Commission to postpone this item until other applicants had come forward.
  5. Interviews and Appointments to the Jefferson County Community Criminal Justice Board – three three-year terms ending July 3, 2020.
    - The sole applicant for the vacant at-large position on the Jefferson County Community Criminal Justice Board did not receive a nomination to be appointed.
  6. The Commission recessed for break at 8:00 pm.  
The Commission reconvened at 8:15 pm.
  7. Interviews and Appointments to the Harpers Ferry-Bolivar Public Library Board – one unexpired term ending June 30, 2019.
    - Commissioner Compton offered his nomination for Jodi Welty Robinson. There being no other nominations, Ms. Welty Robinson was appointed to the Harpers Ferry-Bolivar Public Library Board for one unexpired term ending June 30, 2019.

8. Interviews and Appointments to the Local Infrastructure Planning Team for the WV Division of Highways Rt. 340 Improvements Project.
  - **Motion by Mr. Onoszko to appoint Mike Chapman to the Local Infrastructure Planning Team for the WV Division of Highways Rt. 340 Improvements Project and select Commissioner Noland as the County Commission designee to the Local Infrastructure Planning Team. Motion seconded and unanimously approved.**
9. Nathan Cochran, Assistant Prosecuting Attorney
  - Discussion of PSD Dissolution Appeal for the PSC decision, acquisition of PSD assets, and related issues – Mr. Cochran stated he did not have any updates regarding the PSD.
  - Discussion of proposed Fireworks Ordinance – Mr. Cochran presented a draft fireworks ordinance to the Commission for their review and edits. It was the consensus of the Commission to publish the draft on the County website for public input, and the draft would be discussed further during the September 21, 2017 regularly scheduled County Commission meeting.
10. Review and approval of window renovation project for the Courthouse and the Hunter House.
  - **Motion by Ms. Tabb to accept the bid from Minghini’s General Contractors, Inc. and develop a formal contract to be approved by legal and the County Commission before work on the project commences. Motion seconded and passes on a vote of 4-1 with Commissioner Compton opposing.**
11. Ratification of the approval of the WV Community Corrections Grant
  - **Motion by Ms. Tabb to ratify the approval of the WV Community Corrections Grant Program Application and authorize the President of the County Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**
12. Re-appointment of Brandon Potts as a Full-Time Public Safety Dispatcher
  - **Motion by Mr. Compton to approve the appointment of Brandon Potts as a full-time Public Safety Dispatcher II at a Grade III, Step C. Motion seconded and unanimously approved.**

13. Approval of the State Audit Engagement Letter

- **Motion by Ms. Tabb to approve the State Audit Engagement Letter as presented. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Update on Ethics Training – Ms. Grove stated the State had again refused her request for in-person training on Ethics, Robert’s Rules, and the Open Meetings Act. She stated she was hoping to hire a private individual to conduct the training, though it would cost approximately \$1000-1500.
- **Motion by Ms. Noland to approve the use of funds to hire John Sorrenti to conduct county-wide training on Ethics, Robert’s Rules, and the Open Meetings Act. Motion seconded and unanimously approved.**
- Legislative Update – Regional Jails – Ms. Grove informed the Commission the legislature has discussed the possibility of eliminating the Regional Jail Authority which could possibly lead to a larger regional jail bill.

14. There being no further business, motion by Mr. Compton to adjourn at 9:18 pm. Motion was seconded and unanimously approved.

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PETER ONOSZKO, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant