

**SPECIAL SESSION
JEFFERSON COUNTY COMMISSION**

FRIDAY DECEMBER 15, 2017

located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

**JEFFERSON COUNTY COMMISSION
LEGISLATIVE SUMMIT - 2017**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- December 7, 2017

APPROVAL OF ACCOUNTS PAYABLE

- December 14, 2017

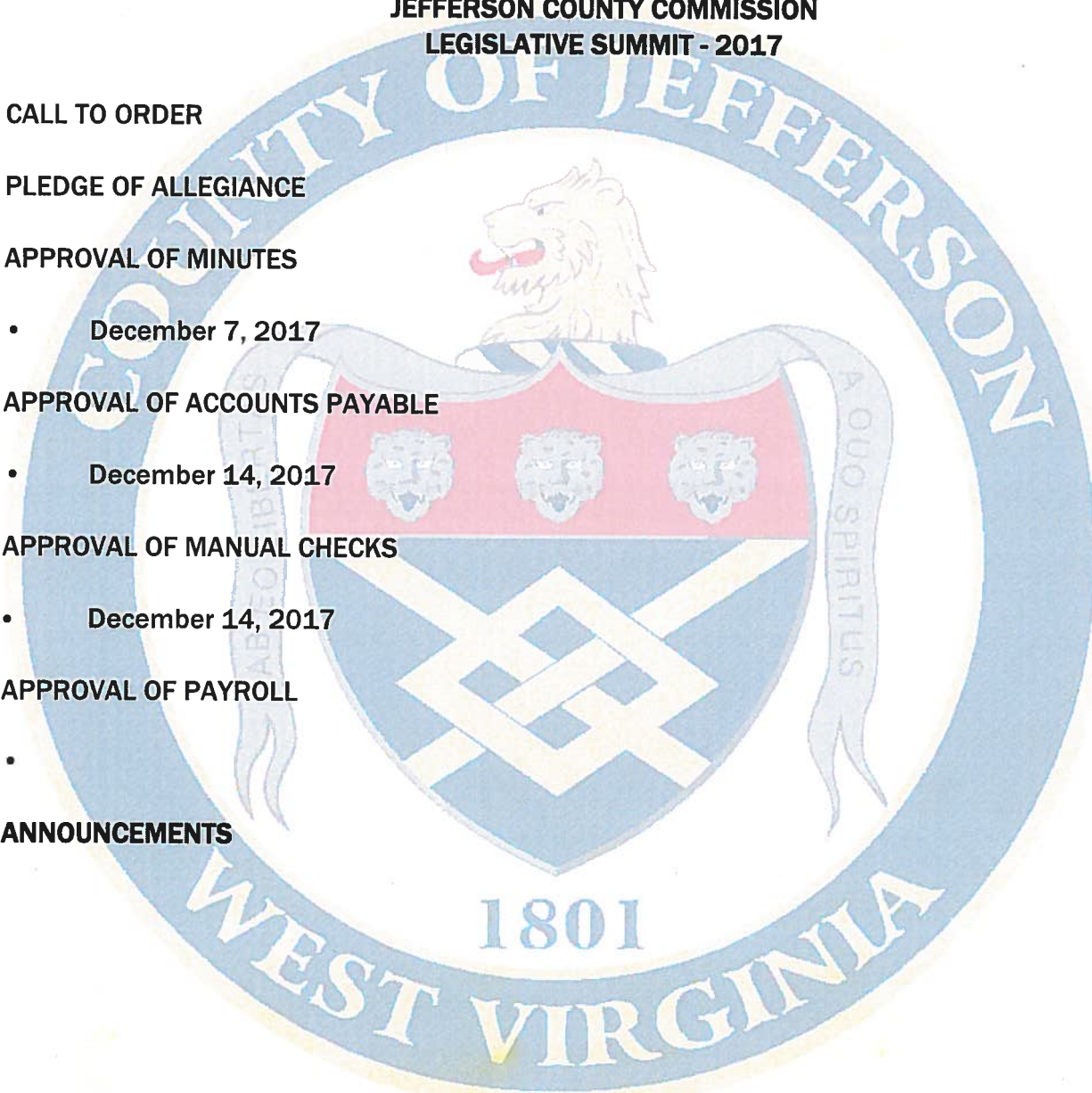
APPROVAL OF MANUAL CHECKS

- December 14, 2017

APPROVAL OF PAYROLL

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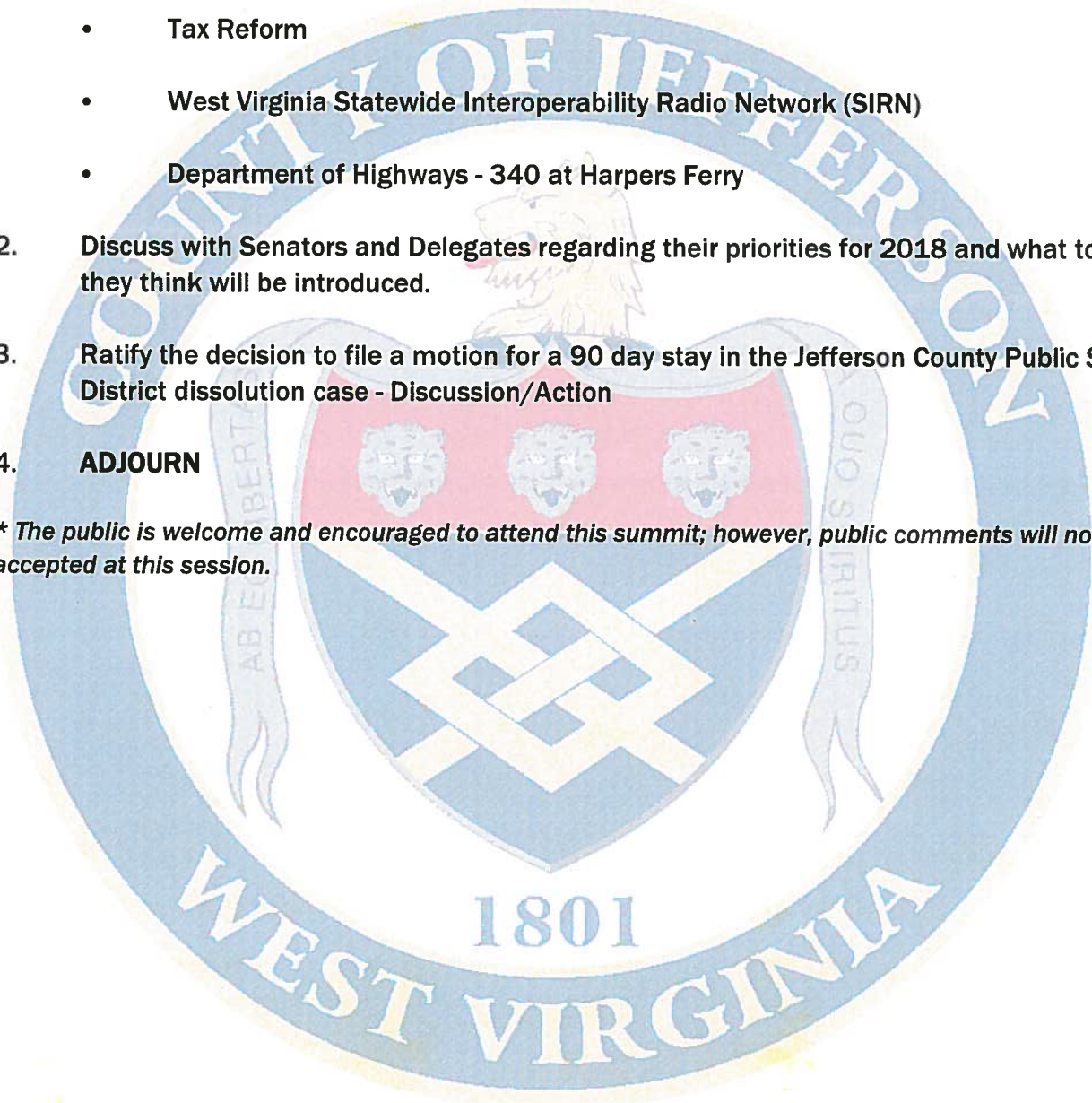
ANNOUNCEMENTS



WELCOME & INTRODUCTION OF SENATORS AND DELEGATES

- Legislation regarding the transport and storage of unclaimed, deceased bodies
 - Tax Reform
 - West Virginia Statewide Interoperability Radio Network (SIRN)
 - Department of Highways - 340 at Harpers Ferry
2. Discuss with Senators and Delegates regarding their priorities for 2018 and what topics they think will be introduced.
 3. Ratify the decision to file a motion for a 90 day stay in the Jefferson County Public Service District dissolution case - Discussion/Action
 4. **ADJOURN**

** The public is welcome and encouraged to attend this summit; however, public comments will not be accepted at this session.*



MINUTES

Jefferson County Commission

Thursday, December 7, 2017

A meeting of the Jefferson County Commission was held on Thursday, December 7, 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, and Peter Onoszko and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jacqueline Shadle, County Clerk, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, December 7, 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 Mr. Compton to approve the November 30, 2017 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the December 7, 2017 Purchase Order in the amount of \$17,240.00 to include Purchase Order Nos. 52668 and 52669. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for November 30, 2017 in the amount of \$261,032.61. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

				\$	\$	\$
079350	P/R DED	SHANNON BURLETT		-	2,250.00	2,250.00
079351	413	CASTO & HARRIS INC		-	122.02	122.02
079352	405	MARCIA L. CHANDLER		-	154.00	154.00
079353	425	OLD CHARLES TOWN LIBRARY		-	1,500.00	1,500.00
079354	P/R DED	DELTA DENTAL OF WV		-	6,430.70	6,430.70
079355	401	FEDEX		-	152.77	152.77
079355	402	FEDEX		-	30.80	30.80
079355	700	FEDEX		-	200.90	200.90
079356	404	J & S BUSINESS FORMS LLC		-	240.23	240.23
079357	405	TRACY P.HERRON-RICE RPR		-	73.15	73.15
079358	P/R DED	THE HARTFORD		-	2,336.80	2,336.80
079358	P/R DED	THE HARTFORD		-	4,260.88	4,260.88
079359	405	TIM HELMAN		-	127.00	127.00
079360	405	MATTHEW HARVEY		-	522.46	522.46
079361	405	MATTHEW HARVEY		-	127.00	127.00
079362	403	JEFFERSON CENTER		-	100.00	100.00
079363	P/R DED	DEBBIE LOWE		-	2,180.15	2,180.15
079364	700	MOTOROLA INC	48576	22,545.47	-	22,545.47
079364	700	MOTOROLA INC	48576	70,656.13	-	70,656.13
079365	P/R DED	RYAN MILBOURNE		-	857.23	857.23
079366	P/R DED	HIGHMARK WV		-	187,296.40	187,296.40
079367	P/R DED	MILLENIUUM INSURANCE GROU		-	750.00	750.00
079368	P/R DED	NATIONAL VISION ADMIN.		-	1,786.32	1,786.32
079369	700	WILLIAM POTTER		-	41.39	41.39
079370	P/R DED	RETIREE HLTH BENEFIT TRS		-	6,126.00	6,126.00
079371	404	SHERIFF OF JEFFERSON CO		-	20.63	20.63

				\$	\$	\$
079372	404	SOFTWARE SYSTEMS, INC		\$	2,555.00	2,555.00
079372	406	SOFTWARE SYSTEMS, INC		\$	52.00	52.00
079372	428	SOFTWARE SYSTEMS, INC		\$	158.00	158.00
079373	712	SEN COMMUNICATIONS		\$	17.50	17.50
079374	P/R DED	SHERIFF OF JEFFERSON CO		\$	113.25	113.25
079375	P/R DED	WENDY SCHUTZ		\$	2,250.00	2,250.00
079376	700	SELEX ES INC	48577	\$	10,520.00	10,520.00
079376	700	SELEX ES INC	48577	\$	49,300.00	49,300.00
079377	405	WV PROS.ATTYS ASSOC/WVPA		\$	200.00	200.00
079377	405	WV PROS.ATTYS ASSOC/WVPA		\$	200.00	200.00
079377	405	WV PROS.ATTYS ASSOC/WVPA		\$	200.00	200.00
079378	700	MARGARET R.SMITH-WALKER		\$	3,000.00	3,000.00
079379	402	XEROX CORPORATION		\$	462.95	462.95
079379	402	XEROX CORPORATION		\$	301.80	301.80
079379	402	XEROX CORPORATION		\$	365.13	365.13
079380	405	NEIL ZAHRADNIK		\$	127.00	127.00
TOTAL						\$ 380,981.21
TOTAL				\$ 153,021.60	\$ 227,959.61	\$ 380,981.21

Motion by Ms. Noland to approve the Accounts Payable for December 7, 2017 in the amount of \$380,981.21. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
12/8/2017	451	EASTRIDGE HEALTH SYSTEM	\$ 1,900.00

HOME DETENTION

008			
Date	Check #	VENDOR	Amount
12/08/17	586	3M ELECTRONIC MONITORING	\$ 1,935.00
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
12/8/2017	658	UNITED BANKCARD	\$ 4.00
SHERIFF C/O			
246			
Date	Check #	VENDOR	Amount
12/8/2017	1655	GUY'S BUICK GMC TRUCK	\$ 29,880.00
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
12/8/2017	1116	SHERIFF JEFFERSON CO -SCHOOL	\$ 104,286.07
12/8/2017	1117	SHERIFF JEFFERSON CO - LAW	\$ 1,818.73
12/8/2017	1118	SHERIFF JEFFERSON CO - PARKS	\$ 8,013.57
12/8/2017	1119	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 878.37
TOTAL			\$ 148,715.74

Motion by Ms. Tabb to approve the Manual Checks for December 8, 2017 in the amount of \$148,715.74. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Eleanor Finn, resident and member of the League of Women Voters – requested the Commission consider holding another “Budget 101” forum prior to budget deliberations and also asked whether the Commission would continue holding “Meet Your Commissioners” events.

Peter Dougherty, Sheriff – thanked long time employees Chief Deputy Tax Officer Sue Turner and Chief Deputy/Chief of Staff Jesse Jones for their service to the County.

PRESENTATIONS

1. Rob Amick – requested exoneration of a late fee for his ambulance fee.
 - o Ms. Grove informed the Commission this matter would be handled internally and needed no action on the part of the Commission.
2. Roger Goodwin, Chief County Engineer
 - a. Approval to modify the 2018 Jefferson County Office of Impact Fee Capital Improvement Plan regarding the revision to the Board of Education land request for fiscal year 2018
 - **Motion by Ms. Noland to revise the FY18 CIP regarding the Board of Education’s request from \$2,00,000 to \$3,000,000 for the purchase of land for a new school complex to include but not limited to new Elementary, Middle, and High Schools located in the City of Ranson. Motion seconded and unanimously approved.**
 - b. Letter of Credits securing construction bonds
 - **Motion by Ms. Tabb to authorize Staff to call any Letter of Credits that are due that have not been renewed by the close of business on Friday, January 5, 2018. Motion seconded and unanimously.**
 - c. Complete release of Irrevocable Letter of Credit #4519294-4401 with United Bank, Shepherdstown, WV construction bond security for CTSS, LLC – Charles Town Self Storage Expansion (File #S16-01)
 - **Motion by Ms. Noland to authorize a complete release of Irrevocable Letter of Credit #4519294-4401 with United Bank in the amount of \$15,000.00 construction bond amount for CTSS, LLC – Charles Town Self Storage Expansion (File#S16-01). Motion seconded and unanimously approved.**
 - d. Complete release of Irrevocable Letter of Credit #388 with BCT, Charles Town, WV construction bond security for Burr Business Park Lot 23 – Quinn Enterprises, LLC (File #S17-09)

Motion by Ms. Tabb to authorize a complete release of Irrevocable Letter of Credit #558 with BCI in the amount of \$79,195.00 construction bond amount

3. Michelle Gordon, Finance Director

a. Review and approval of FY2018 State Budget Revision 2 for the Coal Severance Fund

- **Motion by Ms. Noland to approve FY18 State Budget Revision #2 for the Coal Severance Fund. Motion seconded and unanimously approved.**

b. Review and Approval of FY2018 State Budget Revision 5 for the General Fund

- **Motion by Mr. Onoszko to approve FY18 State Budget Revision #5 for the General Fund. Motion seconded and unanimously approved.**

c. Continued discussion of Ambulance Fee Billing Rate Structure

d. FY19 Budget Charge for Departments

- Ms. Gordon received input from the Commission regarding the restructuring of the Ambulance Fee and the FY19 Budget Charge for departments for the upcoming budget season.

4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.

5. Lynn Fields, Probate – presented a report of claims against the estate of Michael Landon Profitt, deceased.

- **Motion by Ms. Noland to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve the report of claims as filed by Fiduciary Commissioner, David DeJarnett, against the Estate of Michael Landon Profitt, decease. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to recess as a Fiduciary Review Board. Motion seconded and unanimously approved.**

legal review and accompanying purchase order for purchase and maintenance of recorders for the 911 Center.

- **Motion by Mr. Compton to approve the contract and accompanying purchase order with Carolina Recording systems for the purchase and maintenance of recorders in the 911 Center. Motion seconded and unanimously approved.**

7. Nathan Cochran, Assistant Prosecuting Attorney

-Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issue

- Discussion of Jefferson County Civil Action No. 2017-C-282

- **Motion by Mr. Onoszko to enter into Executive Session to receive legal advice. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Appointment to the Eastern Panhandle Regional Planning and Development Council

- **Motion by Ms. Noland to appoint Nicholas Diehl, Executive Director of the Jefferson County Development Authority Board, to the Eastern Panhandle Regional Planning and Development Council. Motion seconded and unanimously approved.**

9. Request for Exoneration/Modification of the Ambulance Fee for Thelma Tucker

- Ms. Grove stated this matter had been resolved and required no action on the part of the Commission.

COUNTY ADMINISTRATOR REPORTS

- Set date and time for a Public Hearing on the proposed amendments to the Jefferson County Subdivision and Land Development Regulations (File #STA16-01) which includes revisions to Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat; and Section 1.5, Recordation of Final Plats for Minor and Major Subdivision.

○ It was the consensus of the Commission to schedule a public hearing on the above

Commission meeting beginning at 1:30 pm.

- Report on Communications Center Outage – Ms. Grove stated she would present the Commission with a full report on the outage at a later date, as she was still compiling information about the causes of the outage.
- Discussion of legislative priorities to be presented during the December 15, 2017 Legislative Work Session - the Commission discussed topics of concern they'd like to see addresses during the Legislative Work Session, including tax reform, the Harpers Ferry span of Rt. 340, the West Virginia Statewide Interoperability Radio Network (SIRN) and legislation regarding the transport and storage of deceased, unclaimed bodies.
- Upcoming Dates – Ms. Grove reminded the Commission about Barb Miller's retirement celebration on Wednesday, December 13, 2017 from 2-4pm and the Employee Holiday Luncheon on Tuesday, December 19, 2017 from 12-2pm.

10. There being no further business, motion by Mr. Compton to adjourn at 1:13 pm. Motion was seconded and unanimously approved.

Respectfully Submitted
Jessica D. Carroll
Administrative Assistant

PETER ONOSZKO, PRESIDENT