

## **Minutes**

### **Jefferson County Commission**

**Thursday, May 3, 2018**

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A meeting of the Jefferson County Commission was held on Thursday, May 3, 2018 during the first quarterly session 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 Jacqueline Shadle, County Clerk; Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, May 3, 2018 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 April 17, 2018 Lay the Levy Minutes with noted correction. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the April 19, 2018 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.**

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

**Motion by Ms. Tabb to approve the Purchase Orders for May 3, 2018 to include Purchase Order No. 52826 in the amount of \$11,500. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079954	425	BOLAND SERVICES		\$ -	\$ 465.00	\$ 465.00
079955	700	DIV OF JUSTICE & COMMUNT		\$ -	\$ 4,500.00	\$ 4,500.00
079956	440	D & S CONSTRUCTION		\$ -	\$ 2,023.00	\$ 2,023.00
079957	424	J.C.EHRLICH		\$ -	\$ 32.00	\$ 32.00
079957	425	J.C.EHRLICH		\$ -	\$ 675.00	\$ 675.00
079958	428	FEDEX		\$ -	\$ 111.06	\$ 111.06
079958	700	FEDEX		\$ -	\$ 52.49	\$ 52.49
079958	716	FEDEX		\$ -	\$ 16.31	\$ 16.31
079959	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
079960	700	GLOBAL RECOVERY SERVICES		\$ -	\$ 31.50	\$ 31.50
079960	700	GLOBAL RECOVERY SERVICES		\$ -	\$ 2,337.28	\$ 2,337.28
079961	425	OX PAPERBOARD CO		\$ -	\$ 35.00	\$ 35.00
079962	712	AISHA HITE		\$ -	\$ 82.50	\$ 82.50
079963	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
079964	424	THE JOURNAL		\$ -	\$ 475.60	\$ 475.60
079965	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 935.30	\$ 935.30
079965	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 12,374.78	\$ 12,374.78
079966	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
079967	712	LANGUAGE LINE SERVICES		\$ -	\$ 190.46	\$ 190.46
079968	712	MOTOROLA SOLUTIONS, INC		\$ -	\$ 458.00	\$ 458.00
079968	712	MOTOROLA SOLUTIONS, INC		\$ -	\$ 458.00	\$ 458.00
079969	P/R DED	JASON MICKEY		\$ -	\$ 44.61	\$ 44.61
079970	405	COURTNEY S. MOORE		\$ -	\$ 20.71	\$ 20.71
079970	405	COURTNEY S. MOORE		\$ -	\$ 62.13	\$ 62.13
079971	ALLOC	JEFF CO PARKS &		\$ -	\$ 2,500.00	\$ 2,500.00
079972	717	RICE TIRES CO		\$ -	\$ 508.72	\$ 508.72
079973	704	WV REGIONAL JAIL &		\$ -	\$ 151,989.00	\$ 151,989.00
079974	406	W.B. MASON CO. INC		\$ -	\$ 36.32	\$ 36.32
079975	GRANT	MARGARET R.SMITH- WALKER		\$ -	\$ 3,000.00	\$ 3,000.00
079976	712	JUILANNE WIEGAND		\$ -	\$ 82.50	\$ 82.50
<b>TOTAL</b>					<b>\$ 184,912.91</b>	<b>\$ 184,912.91</b>

**Motion by Ms. Tabb to approve the Accounts Payable for April 26, 2018 in the amount of \$184,912.91. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079979	712	AT&T/GA		\$ -	\$ 156.22	\$ 156.22
079980	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,128.56	\$ 1,128.56
079981	425	BONDED APPLICATORS OF MD		\$ -	\$ 3,250.00	\$ 3,250.00
079982	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
079983	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
079984	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
079985	P/R DED	RUSSELL BURGESS		\$ -	\$ 3,789.35	\$ 3,789.35
079986	413	CASTO & HARRIS INC		\$ -	\$ 807.68	\$ 807.68
079986	413	CASTO & HARRIS INC		\$ -	\$ 55.53	\$ 55.53
079987	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
079988	P/R DED	CHARLES TOWN GNRL HOSPTA		\$ -	\$ 252.56	\$ 252.56
079989	P/R DED	DELTA DENTAL OF WV		\$ -	\$ 6,337.28	\$ 6,337.28
079990	717	GUTTMAN OIL CO		\$ -	\$ 3,408.59	\$ 3,408.59
079990	717	GUTTMAN OIL CO		\$ -	\$ 3,357.07	\$ 3,357.07
079990	717	GUTTMAN OIL CO		\$ -	\$ 4,002.88	\$ 4,002.88
079990	717	GUTTMAN OIL CO		\$ -	\$ 4,304.76	\$ 4,304.76
079991	P/R DED	THE HARTFORD		\$ -	\$ 3,917.54	\$ 3,917.54
079992	P/R DED	THE HARTFORD		\$ -	\$ 2,381.25	\$ 2,381.25
079993	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,671.12	\$ 1,671.12
079994	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 1,293.50	\$ 1,293.50
079995	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,225.00	\$ 5,225.00
079996	P/R DED	LYNDSEY W. MATSCHAT		\$ -	\$ 54.99	\$ 54.99

079997	P/R DED	HIGHMARK WV		\$ -	\$ 188,096.81	\$ 188,096.81
079998	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
079999	P/R DED	MILLENIUIM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
080000	401	NAT'L ASSN OF COUNTIES		\$ -	\$ 965.00	\$ 965.00
080001	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
080002	P/R DED	NATIONAL VISION ADMIN.		\$ -	\$ 1,752.68	\$ 1,752.68
080003	ALLOC	JEFF CO PARKS &		\$ -	\$ 25,414.35	\$ 25,414.35
080004	403	LAURA STORM		\$ -	\$ 188.58	\$ 188.58
080004	403	LAURA STORM		\$ -	\$ 30.00	\$ 30.00
080005	P/R DED	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
080006	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,054.46	\$ 46,054.46
080006	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,770.82	\$ 10,770.82
080006	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 34,685.09	\$ 34,685.09
080007	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,188.58	\$ 6,188.58
080007	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 8,736.80	\$ 8,736.80
080008	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,230.00	\$ 2,230.00
080008	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 215.00	\$ 215.00
080009	P/R DED	TRAVIS STELY		\$ -	\$ 2,250.56	\$ 2,250.56
080010	425	CAPITAL TRISTATE		\$ -	\$ 7.48	\$ 7.48
080010	425	CAPITAL TRISTATE		\$ -	\$ 249.34	\$ 249.34
080010	425	CAPITAL TRISTATE		\$ -	\$ 443.55	\$ 443.55
080011	700	LARRY THOMPSON		\$ -	\$ 11.61	\$ 11.61
080012	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 28,214.03	\$ 28,214.03
080013	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,941.36	\$ 10,941.36
080013	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 26,745.40	\$ 26,745.40
080013	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,796.37	\$ 2,796.37
080013	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 5,126.70	\$ 5,126.70
080014	402	XEROX CORPORATION		\$ -	\$ 376.31	\$ 376.31
080014	402	XEROX CORPORATION		\$ -	\$ 320.57	\$ 320.57
080014	402	XEROX CORPORATION		\$ -	\$ 456.73	\$ 456.73

<b>TOTALS</b>				<b>\$ 459,061.85</b>	<b>\$ 459,061.85</b>
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**Motion by Ms. Tabb to approve the Accounts Payable for May 3, 2018 in the amount of \$459,061.85. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

<b>COAL SEVERANCE</b>			
<b>002</b>			
Date	Check #	VENDOR	Amount
4/27/2018	457	<b>EASTRIDGE HEALTH SYSTEM</b>	\$ 1,400.00
<b>ASSESSOR VALUATION</b>			
<b>056</b>			
Date	Check #	VENDOR	Amount
04/27/18	678	<b>MILLER'S SUPPLIES AT WORK</b>	\$ 185.31
4/27/2018	679	<b>BLUE MOUNTAIN INC</b>	\$ 14,800.00
4/27/2018	680	<b>MONROE SYSTEM FOR BUSINESS</b>	\$ 574.00
<b>TOTAL</b>			<b>\$ 16,959.31</b>

**Motion by Ms. Tabb to approve the Manual Checks for April 27, 2018 in the amount of \$16,959.31. Motion seconded and unanimously approved.**

<b>MANUAL CHECK</b>						
<b>COAL SEVERANCE</b>						
<b>002</b>						
Date	Check #	VENDOR				Amount
5/4/2018	458	<b>LEWIS CO. CIRCUIT CLERK</b>				\$ 50.67

**Motion by Mr. Compton to approve the Manual Checks for May 4, 2018 in the amount of \$50.67. Motion seconded and unanimously approved.**

**PAYROLL APPROVAL**

**Motion by Ms. Noland to approve the Payroll for April 19, 2018 in the amount of \$252,369.31. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

David Tabb, resident – spoke about his multiple issues with the County Commission.

Danny Lutz, resident – questioned an apparent \$2 million dollar budget differential between what the Commission had posted online and what the State had on record for Jefferson County.

Eleanor Finn, resident – provided comments regarding her concerns over illuminated and electronic signage in the County.

Annette Gavin, Director, JCCVB – urged the Commission to consider how the commercial ambulance fee increase may have a negative impact on the tourism and hospitality industries in the County.

**PRESENTATIONS**

1. Angie Banks, Assessor

a. Requested approval of the following Exoneration:

<b>NAME</b>	<b>TYPE</b>	<b>DISTRICT</b>	<b>TICKET #</b>	<b>AMOUNT</b>
Charles Frye	PP	Ranson Corp	313812	\$233.64

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 313812 as presented. Motion seconded and unanimously approved.**

2. Susan McFadden, Vice President Kabletown CEOS Club, Member of County CEOS Council – requested proclamation for CEOS week, May 20 – May 26, 2018 in Jefferson County

- **Motion by Ms. Tabb to proclaim the week of May 20 – May 26, 2018 as CEOS Week in Jefferson County. Motion seconded and unanimously approved.**

3. Jess Chambers and Damien Hinck, Hollywood Casino – requested letter of endorsement for a floor plan extension for a beer garden to be held in conjunction with the September BBQ competition.

- **Motion by Ms. Noland to approve and sign a letter of endorsement to the WVABCA for Hollywood Casino’s floor plan extension to allow a beer garden during the September BBQ competition. Motion seconded and unanimously approved.**

4. The Commission recessed for break at 10:30 am.  
The Commission reconvened at 10:45 am.

5. Charles F. Printz, Jr., Esquire – requested an annexation without an election - Corporation of Shepherdstown

- **Motion by Ms. Tabb to approve the proposed Order Approving and Confirming the Annexation to the Corporation of Shepherdstown of Three Contiguous Parcels of Real Estate Containing 8.726 Acres in the Aggregate and Identified as Parcels 43, 43.1, and 43.2 on Tax Map 8, all of which are presently located in Shepherdstown District, Jefferson County, West Virginia, owned by George Kalathas, as provided by West Virginia Code § 8-6-3 and 8-6-4 (Annexation without Election.) Motion seconded and unanimously approved.**

6. **Roger Goodwin, Chief County Engineer**

- a. Smith Mountain View Estates (JCPC File No. 02-06) 15’ Easement Plat for Lot 4 – Surveyor’s Invoice Payment

- **Motion by Ms. Noland to pay the invoice (Job Number MVE) dated February 20, 2018, from Peter H. Lorenzen, Professional Surveyor, in the amount of \$400.00 from the bond escrow account for the Smith Mountain View Estates Subdivision. Motion seconded and unanimously approved.**

b. Approval to advertise for bids – Bardane Industrial Park Waste Water Treatment Plant – Lagoon Decommissioning & Sinkhole Remediation Project

- **Motion by Ms. Noland to approve issuing a Request for Bids for the purpose of hiring a contractor to complete the work required under the Bardane Industrial Park – Waste Water Treatment Plant Lagoon Decommissioning and Sinkhole Mitigation Project. Motion seconded and unanimously approved.**

7. Todd Fagan, GIS/Addressing Office – requested approval of Credit Card Merchant Processing Proposal for Land Development Applications

- **Motion by Mr. Onoszko to approve the Elavon proposal to provide merchant processing services for the Engineering, Planning, and Zoning Department, including the purchase of software and credit card terminals. Motion seconded and unanimously approved.**

8. Nathan Cochran, Assistant Prosecuting Attorney

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

-Discussion of Jefferson County Civil Action #17-C-282

- Discussion of Fire Suppression Contract for 911 Center

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

## **FINANCE DIRECTOR REPORTS**

- Review Highmark Medical Insurance Renewal Options and Selection of Plan for FY2019
  - **Motion by Mr. Onoszko to accept WV Highmark Medical Insurance Renewal Option #1 as presented. Motion seconded and unanimously approved.**
- Review Delta Dental Renewal for FY2019

- **Motion by Ms. Noland to accept the Delta Dental renewal plan for FY19 as presented. Motion seconded and unanimously approved.**
- Review and approval of WVCORP Insurance Renewal for FY2019
  - **Motion by Mr. Onoszko to accept the WVCorp Insurance Renewal for FY19. Motion seconded and unanimously approved.**
- Decision - Amendments to the Jefferson County Emergency Ambulance Service Fee Ordinance with regards to the Commercial Fee rate structure - it was the consensus of the Commission to postpone a decision on this item and discuss it further during the May 17, 2018 regularly scheduled Commission meeting.

### **COUNTY ADMINISTRATOR REPORTS**

- Road Summit Priorities – Ms. Grove stated the Road Summit would take place on June 14, 2018. Representatives from the WVDOH would arrive at approximately 9:30 am, and together with the Commission would travel the County in transportation provided by the EPTA to view problem areas and discuss priorities. The morning session will be followed with a working lunch and a discussion on the MARC train issue later in the day. Ms. Grove asked the Commissioners to contact her via e-mail regarding their priorities for the summit, though the short list includes Rt.340 and a second exit out of Shannondale.
  - Primary Election Canvass – Ms. Grove informed the Commission the primary election canvass would take place on Monday, May 14 at 9:30 am in the small courtroom in the Jefferson County Courthouse.
9. Public Hearing - Proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA17-01. The text amendment, in accordance with WV Code 8A and Article 12 of the Zoning Ordinance, proposes revisions to Article 10 Provisions for Signs. The primary purpose of this amendment is to create provisions to allow electronic signs in Jefferson County. The amendment also includes reorganization of existing text for clarification.

Ms. Beaulieu gave an explanation of the amendment, and Mr. Compton opened the floor for public comment. Comments were made by the following:

Charlotte Bennet, resident – spoke on behalf of the Leetown United Methodist Church in favor of illuminated/animated signage as it's helpful to draw visitors and volunteers to the church.

There being no further comment, Mr. Compton stated the record would remain open for two weeks to allow time for written comment, with a final decision to be made during the May 17, 2018 regularly scheduled County Commission meeting.

10. The Commission meeting was adjourned at 1:47 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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JOSHUA COMPTON, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

