

## Minutes

### Jefferson County Commission

Thursday, June 7, 2018

---

A meeting of the Jefferson County Commission was held on Thursday, June 7, 2018 during the second 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, June 7, 2018 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

#### APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Tabb to approve the Purchase Orders for June 7, 2018 to include purchase order no. 52670 in the amount of \$14,970.00. Motion seconded and unanimously approved.**

#### APPROVAL OF MINUTES

**Motion by Ms. Noland to approve the May 31, 2018 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080185	712	AT&T/GA		\$ -	\$ 187.10	\$ 187.10
080186	401	BEST BEST & KRIEGER LLP		\$ -	\$ 35.50	\$ 35.50
080187	412	JADA BENNETT		\$ -	\$ 209.66	\$ 209.66

080188	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
080188	425	CITY OF CHARLES TOWN		\$ -	\$ 60.00	\$ 60.00
080189	402	WV ASSOC OF COUNTY CLERK		\$ -	\$ 650.00	\$ 650.00
080190	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
080191	711	CERVIS TECHNOLOGIES, INC		\$ -	\$ 1,500.00	\$ 1,500.00
080192	P/R DED	DELTA DENTAL OF WV		\$ -	\$ 6,220.53	\$ 6,220.53
080193	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 3,390.00	\$ 3,390.00
080193	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 67.50	\$ 67.50
080194	P/R DED	ROGER GOODWIN		\$ -	\$ 244.78	\$ 244.78
080195	P/R DED	LYN GOODWIN		\$ -	\$ 106.53	\$ 106.53
080196	405	CLAUDETTE M.GAUJOT-TURNE		\$ -	\$ 103.95	\$ 103.95
080197	P/R DED	THE HARTFORD		\$ -	\$ 2,368.55	\$ 2,368.55
080198	P/R DED	THE HARTFORD		\$ -	\$ 3,995.52	\$ 3,995.52
080199	P/R DED	VICTOR C LUPIS III		\$ -	\$ 970.02	\$ 970.02
080200	P/R DED	HIGHMARK WV		\$ -	\$ 181,693.52	\$ 181,693.52
080201	P/R DED	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
080202	P/R DED	NATIONAL VISION ADMIN.		\$ -	\$ 1,731.70	\$ 1,731.70
080203	403	POSTMASTER CHARLES TOWN		\$ -	\$ 120.00	\$ 120.00
080204	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
080205	P/R DED	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
080206	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,321.50	\$ 1,321.50
080206	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,220.00	\$ 1,220.00
080207	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 113.25	\$ 113.25
080208	401	SOFTWARE SYSTEMS, INC.		\$ -	\$ 21,584.13	\$ 21,584.13
080209	425	CAPITAL TRISTATE		\$ -	\$ 51.17	\$ 51.17
080209	425	CAPITAL TRISTATE		\$ -	\$ 60.89	\$ 60.89
080209	425	CAPITAL TRISTATE		\$ -	\$ 231.22	\$ 231.22
080210	413	V.G. REED & SON, INC.		\$ -	\$ 59.22	\$ 59.22
080211	424	WV DIVISION OF LABOR		\$ -	\$ 90.00	\$ 90.00
080211	425	WV DIVISION OF LABOR		\$ -	\$ 360.00	\$ 360.00
080212	717	WHOLESALE TIRES, INC.		\$ -	\$ 121.44	\$ 121.44
080213	412	EMILY WELLS		\$ -	\$ 378.78	\$ 378.78
080214	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32

080214	402	XEROX CORPORATION		\$ -	\$ 398.56	\$ 398.56
080214	402	XEROX CORPORATION		\$ -	\$ 486.97	\$ 486.97
080214	402	XEROX CORPORATION		\$ -	\$ 366.56	\$ 366.56
080214	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
080214	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
080214	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
080214	405	XEROX CORPORATION		\$ -	\$ 463.52	\$ 463.52
080214	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
080214	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
080214	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
080214	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
080214	440	XEROX CORPORATION		\$ -	\$ 580.22	\$ 580.22
080214	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
080214	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
080214	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
<b>TOTAL</b>					<b>\$ 241,892.79</b>	<b>\$ 241,892.79</b>

**Motion by Ms. Noland to approve the Accounts Payable for June 7, 2018 in the amount of \$241,892.79. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

<b>MAGISTRATE COURT</b>			
<b>005</b>			
Date	Check #	VENDOR	Amount
6/8/2018	338	<b>WILLIAM SENSENEY</b>	\$ 804.24
<b>HOME DETETION</b>			
<b>008</b>			
Date	Check #	VENDOR	Amount
6/8/2018	606	<b>ATTENTI</b>	\$ 1,510.00
06/08/18	607	<b>UNITED BANK</b>	\$ 55.88
06/08/18	608	<b>CDA INC</b>	\$ 1,275.75

<b>ASSESSOR VALUATION</b>			
<b>O56</b>			
Date	Check #	VENDOR	Amount
6/8/2018	684	<b>MILLER'S SUPPLIES AT WORK</b>	\$ 435.00
<b>IMPACT FEES</b>			
<b>249</b>			
Date	Check #	VENDOR	Amount
6/8/2018	1140	<b>SHERIFF JEFFERSON CO -SCHOOL</b>	\$ 186,954.38
6/8/2018	1141	<b>SHERIFF JEFFERSON CO - LAW</b>	\$ 3,363.90
6/8/2018	1142	<b>SHERIFF JEFFERSON CO - PARKS</b>	\$ 14,204.64
6/8/2018	1143	<b>SHERIFF JEFFERSON CO - FIRE/EMS</b>	\$ 1,551.95
<b>TOTAL</b>			<b>\$ 210,155.74</b>

**Motion by Mr. Onoszko to approve the Manual Checks for June 8, 2018 in the amount of \$210,155.74. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

David Tabb, resident – questioned why Commission staff was purchasing products from Amazon instead of local businesses and criticized the Jefferson County Department of Homeland Security and Emergency Management for being “reactive instead of proactive” during the recent flooding due to heavy rains.

Steve Allen, Director, JCHSEM and Allen Keyser, Director, JCESA – provided an update for the Commission and the audience regarding local flooding and the teamwork shown across multiple county departments in keeping residents safe.

## PRESENTATIONS

1. Angie Banks, Assessor

a. Requested approval of the following Exoneration:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Charles Laughlin II	PP	MD	312326	\$65.78

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 312326 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Charles Laughlin II	PP	MD	312720	\$58.74

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 312720 as presented. Motion seconded and unanimously approved.**

2. Michelle Gordon, Finance Director

o Budget Revisions

- **Motion by Ms. Tabb to approve FY18 Internal Budget Revision 2 for the General Fund. Motion seconded and unanimously approved.**

o Ambulance Fee Analysis

- **Motion by Mr. Compton to approve the Emergency Ambulance Service Fee Ordinance as amended on May 31, 2018 with an effective date of July 1, 2018. Motion seconded and unanimously approved.**

3. Roger Goodwin, Chief County Engineer

a. Letter of Credits securing construction bonds

- **Motion by Mr. Compton to authorize staff to call any Letter of Credits that are due that have not been renewed by the close of business on Friday, July 6, 2018. Motion seconded and unanimously approved.**

b. Appointment of Zoning Administrator

- **Motion by Ms. Noland to appoint Jennifer Brockman as the Acting Zoning Administrator for up to twelve weeks during the time period that Alex Beaulieu is on maternity leave in late summer 2018. Motion seconded and unanimously approved.**

c. Complete release of the \$10,000.00 site stability bond/Tolling of Bond Agreement for Dan Ryan Builders West Virginia, LLC for the Quail Ridge Subdivision, Section II, Phase III, Lots 129-159.

- **Motion by Mr. Onoszko to authorize a complete release of \$10,000.00 from Letter of Credit #70002906 with SunTrust Bank as security for the site stability bond/Tolling of Bond Agreement for Dan Ryan Builders West Virginia, LLC – Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (File #05-55). Motion seconded and unanimously approved.**

d. Approval to Advertise for Bids – Smith Mountain View Estates Site Work

- **Motion by Mr. Compton to approve issuing an Advertisement for Bids for the purpose of hiring a contractor to complete the work required under the Smith Mountain View Estates Subdivision – Site Work (JCPC File No. 02-06). Motion seconded and unanimously approved.**

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

5. Matt Harvey, Prosecuting Attorney – requested the approval of employment for two assistant prosecuting attorneys.

- **Motion by Ms. Noland to approve the hire of Alyssa Luke and Catherine Moore as Assistant Prosecuting Attorneys in the Prosecuting Attorney's Office. Motion seconded and unanimously approved.**

6. 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 insurance coverage for volunteers and community service participants
- Discussion of the collection of the overdue ambulance fees

## **NEW BUSINESS**

7. Discuss Fireworks Ordinance
  - **Motion by Ms. Noland to approve the Fireworks Ordinance draft as presented. Motion seconded for discussion. Motion withdrawn.**
8. Existing leases for county owned buildings and land – it was the consensus of the Commission to delay discussion on this item until the next regularly scheduled Commission meeting.

## **COUNTY ADMINISTRATOR REPORTS**

- Discuss a policy regarding fairs and festivals sponsored or endorsed by the governing body of the county wherein the fair or festival is to be conducted.
    - **Motion by Mr. Onoszko to approve the Fairs and Festivals Policy as presented by Ms. Grove for the purpose of allowing the County Administrator to provide letters of endorsement to individuals and/or organizations seeking a liquor license from the WVABCA for their event. Motion seconded and unanimously approved.**
  - Discuss PSD Audit – Ms. Grove stated the auditor was not available until July, so this item would be added to a later agenda for discussion.
  - Discuss CVB Land
    - **Motion by Ms. Noland to authorize the transfer of the land upon which the CVB is located to the Jefferson County Building Commission and recorded in Deed Book 1165, page 391 and authorize the President or the County Administrator to sign the Resolution and authorize the transfer of the Deed to the Jefferson County Convention and Visitor's Bureau. Motion seconded and unanimously approved.**
9. The Commission meeting was adjourned at 11:48 am on a motion by Ms. Noland. Motion was seconded and unanimously approved.

---

JOSHUA COMPTON, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

