

Minutes

Jefferson County Commission

Thursday, April 5, 2018

A meeting of the Jefferson County Commission was held on Thursday, April 5, 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, April 5, 2018 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the March 29, 2018 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079855	712	AT&T/GA		\$ -	\$ 108.17	\$ 108.17
079856	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
079857	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
079858	412	JADA BENNETT		\$ -	\$ 358.81	\$ 358.81
079859	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
079860	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
079861	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
079861	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
079862	P/R DED	CHARLES TOWN GNRL HOSPTA		\$ -	\$ 252.56	\$ 252.56
079863	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00

079864	413	ESS ELECTION SYSTEMS &		\$ -	\$ 1,300.00	\$ 1,300.00
079865	P/R DED	ALEXANDRA BEAULIEU		\$ -	\$ 694.18	\$ 694.18
079866	425	FIDELITY POWER SYSTEMS		\$ -	\$ 595.80	\$ 595.80
079867	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 1,021.50	\$ 1,021.50
079868	405	STEPHEN V GROH		\$ -	\$ 207.04	\$ 207.04
079869	717	GUTTMAN OIL CO		\$ -	\$ 3,985.86	\$ 3,985.86
079869	717	GUTTMAN OIL CO		\$ -	\$ 3,460.21	\$ 3,460.21
079869	717	GUTTMAN OIL CO		\$ -	\$ 3,428.01	\$ 3,428.01
079869	717	GUTTMAN OIL CO		\$ -	\$ 3,664.64	\$ 3,664.64
079870	P/R DED	TIM HELMAN		\$ -	\$ 2,671.83	\$ 2,671.83
079871	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 26,500.00	\$ 26,500.00
079872	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 468,558.50	\$ 468,558.50
079873	712	SPIRIT OF JEFFERSON		\$ -	\$ 36.00	\$ 36.00
079874	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 37,502.50	\$ 37,502.50
079875	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,225.00	\$ 5,225.00
079876	P/R DED	PATSY KIDWELL		\$ -	\$ 318.30	\$ 318.30
079877	424	KONE INC.		\$ -	\$ 532.46	\$ 532.46
079878	P/R DED	JASON MICKEY		\$ -	\$ 464.71	\$ 464.71
079879	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
079880	404	MILLER'S SUPPLIES AT WOR		\$ -	\$ 876.00	\$ 876.00
079881	700	MORGAN COUNTY SHERIFF		\$ -	\$ 300.00	\$ 300.00
079882	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
079883	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
079884	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 406.00	\$ 406.00
079885	P/R DED	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
079886	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
079887	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 14.00	\$ 14.00
079888	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 71.98	\$ 71.98
079889	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
079890	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,905.50	\$ 10,905.50
079890	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,629.88	\$ 46,629.88
079890	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 36,418.46	\$ 36,418.46
079891	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,800.25	\$ 9,800.25
079891	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,941.86	\$ 6,941.86
079892	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 113.25	\$ 113.25
079893	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,230.00	\$ 2,230.00
079893	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 215.00	\$ 215.00
079894	405	SUSIE SCHRAM		\$ -	\$ 231.75	\$ 231.75
079895	425	CAPITAL TRISTATE		\$ -	\$ 170.49	\$ 170.49
079895	425	CAPITAL TRISTATE		\$ -	\$ 25.12	\$ 25.12
079895	425	CAPITAL TRISTATE		\$ -	\$ 9.63	\$ 9.63

079895	425	CAPITAL TRISTATE		\$ -	\$ 333.36	\$ 333.36
079895	425	CAPITAL TRISTATE		\$ -	\$ 201.60	\$ 201.60
079895	425	CAPITAL TRISTATE		\$ -	\$ 3.74	\$ 3.74
079895	425	CAPITAL TRISTATE		\$ -	\$ 9.67	\$ 9.67
079896	GRANT	TNVC TACTICAL NIGHT	48583	\$ 44,190.00	\$ -	\$ 44,190.00
079897	403	VITAL SIGNS		\$ -	\$ 475.00	\$ 475.00
079898	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 5,099.25	\$ 5,099.25
079898	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,781.41	\$ 2,781.41
079898	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 11,112.35	\$ 11,112.35
079898	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 27,163.46	\$ 27,163.46
079899	ALLOC	WVU WEST VIRGINIA UNIV		\$ -	\$ 3,700.00	\$ 3,700.00
079900	404	W.B. MASON CO. INC		\$ -	\$ 126.00	\$ 126.00
079901	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
079901	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
079901	402	XEROX CORPORATION		\$ -	\$ 282.62	\$ 282.62
079901	402	XEROX CORPORATION		\$ -	\$ 352.42	\$ 352.42
079901	402	XEROX CORPORATION		\$ -	\$ 407.06	\$ 407.06
079901	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
079901	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
079901	405	XEROX CORPORATION		\$ -	\$ 380.80	\$ 380.80
079901	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
079901	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
079901	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
079901	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
079901	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
079901	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
079901	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
TOTAL						\$ 932,883.28
TOTAL				\$ 44,190.00	\$ 888,693.28	\$ 932,883.28

Motion by Ms. Noland to approve the Accounts Payable for April 5, 2018 in the amount of \$932,883.28. Motion seconded and unanimously approved.

MANUAL CHECKS

HOME DETETION			
008			
Date	Check #	VENDOR	Amount

04/06/18	599	UNITED BANKCARD	\$ 55.44
04/06/18	600	ATTENTI	\$ 1,525.00
ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
04/06/18	676	UNITED BANKCARD	\$ 1,931.90
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
04/06/18	1132	SHERIFF JEFFERSON CO -SCHOOL	\$ 105,950.77
04/06/18	1133	SHERIFF JEFFERSON CO - LAW	\$ 1,383.99
04/06/18	1134	SHERIFF JEFFERSON CO - PARKS	\$ 8,141.48
04/06/18	1135	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 893.50
TOTAL			\$ 119,882.08

Motion by Ms. Tabb to approve the Manual Checks for April 6, 2018 in the amount of \$119, 882.08. Motion seconded and unanimously approved.

PUBLIC COMMENT

David Tabb, resident – stated he met a nice group of people with whom he could associate and stated he would like to share with the Commission what was discussed but then sat silent for a minute and a half.

PRESENTATIONS

1. Angie Banks, Assessor
 - a. Requested approval of the following Exoneration:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Ernest Himes	PP	Ranson Corp	313943	\$31.34

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 313943 as presented. Motion seconded and unanimously approved.**
2. Interviews and Appointments to the Jefferson County Development Authority Board of Directors – four three-year terms ending April 5, 2021.
 - **Motion by Mr. Compton to reappoint Eric Lewis, Ben Martz, Mike Chapman, and Jim Ruland to the Jefferson County Development Authority Board of Directors each for a three year term ending April 5, 2021. Motion seconded and unanimously approved.**
 3. Elizabeth Wheeler, Jefferson County Farmland Protection Board – requested approval of the purchase of two agricultural conservation easements.
 - **Motion by Ms. Tabb to approve the purchases by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program and the Natural Resources Conservation Service of one conservation easement on the property in Jefferson County owned by Edward L. Boyd and Sons, Inc. (Property EEE), and one conservation easement on the property in Jefferson County owned by Kevin S. Carter, Linda L. Dean, Freda L. Mullaney, and William A. Knighten, Jr. (Property ZZ). Motion seconded and unanimously approved.**
 4. Roger Goodwin, Chief County Engineer – requested the acceptance of Excavator’s Proposal for the Bardane Industrial Park Waste Water Treatment Plant Lagoon Decommissioning & Sinkhole Remediation Project.
 - **Motion by Ms. Tabb to accept the proposal from Gantt’s Excavating & Contractors, Inc. in the amount of \$3,382.00 to provide temporary sediment and erosion control measures. Motion seconded and unanimously approved.**
 5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 6. Lynn Fields, Probate – requested review of the Petition for Removal of Executor in the Estate of Iris L. Chrisman, Deceased.

- Let the record reflect Ms. Tabb recused herself from this matter and left the room for the vote as she had a conflict.
- **Motion by Mr. Onoszko to authorize the appointment of a Fiduciary Commissioner to review the Petition for Removal of Executor in the Estate of Iris L. Chrisman, deceased, pending the availability of a local fiduciary commissioner. 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, related issues and order approving Purchase Agreement between the JCPSD and Charles Town – Mr. Cochran stated there were no updates regarding the PSD at that time.
- Discussion of Fire Suppression Contract for 911 Center – Mr. Cochran stated he was still working on this item and was not yet ready to present it to the Commission.
- Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action - Possible Executive Session
- Discussion of proposed contract for Judicial elevator upgrade
- Discussion of WV Supreme Court Docket #17-0095
- **Motion by Mr. Compton to enter into Executive Session to receive legal advice regarding Jefferson County Civil Action #17-C-282; proposed contract for Judicial elevator upgrade; and discussion of WV Supreme Court Docket #17-0095. Motion seconded and unanimously approved.**

8. Michelle Gordon, Finance Director – Ambulance Fee Billing Rate Structure
Ms. Gordon reviewed the commercial billing rate structure and the Commission made a few additional amendments, including a minimum small business commercial rate of \$85 and a minimum \$150 rate for schools that have not reported their square footage. The Commission scheduled a public hearing on the amendments to the commercial rate structure of the Emergency Ambulance Service Fee Ordinance for April 19, 2018 at 1:30 pm.

9. The Commission recessed for lunch at 11:30 pm.
The Commission reconvened at 1:30 pm.

UNFINISHED BUSINESS

10. Discussion of Courthouse Storm Windows

- **Motion by Mr. Compton to place the Courthouse storm windows on the exterior of the building. Motion dies for lack of a second.**

NEW BUSINESS

11. Region 9 Broadband Planning Grant

- **Motion by Ms. Noland to authorize Region 9 staff to move forward with the Broadband Planning Grant for Jefferson County. Motion seconded and unanimously approved.**

FINANCE DIRECTOR REPORTS

- Review and Approval of Revision to the Hotel Occupancy Tax Ordinance – Ms. Gordon requested to postpone discussion on this action until the April 19, 2018 regularly scheduled meeting.
- Review of FY18 Budget-to-Actual as of 02-28-2018.

COUNTY ADMINISTRATOR REPORTS

- PSD Audit – Ms. Grove stated she was trying to determine availability for Perry and Associates to appear before the Commission to answer questions regarding the PSD forensic audit. The Commission informed Ms. Grove they'd be amenable to having a special session if representatives weren't available during the upcoming regular meeting dates.
- Set date and time for Meet Your Commissioners Event – The Commission agreed to hold a "Meet Your Commissioners" event on Thursday, May 3, 2018 at 6pm at Citizen's Fire Company pending the availability of the fire hall.

12. JCESA CPR/AED Training for the Jefferson County Commission

13. The Commission meeting was adjourned at 2:45 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

