

Minutes

Jefferson County Commission

Thursday, October 5, 2017

A meeting of the Jefferson County Commission was held on Thursday, October 5, 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 Jacki Shadle, County Clerk, Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, October 5, 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. Onoszko to approve the September 21, 2017 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the Purchase Orders for October 5, 2017 in the amount of \$16,058.00 to include Purchase Order Nos. 52822 and 52667. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the Payroll for September 21, 2017 in the amount of \$248,496.74. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079005	PAYROLL	SCOTT DEMORY		0	1837.26	1837.26
079006	PAYROLL	KATHRYN KING		\$ -	\$ 2,250.00	\$ 2,250.00
079007	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 12,231.26	\$ 12,231.26
079007	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 17,267.70	\$ 17,267.70
079008	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 5,410.39	\$ 5,410.39
079008	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 9,919.12	\$ 9,919.12
079008	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 55,564.36	\$ 55,564.36
079008	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 22,731.03	\$ 22,731.03
079008	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 33.20	\$ 33.20
079008	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 81.15	\$ 81.15
TOTAL					\$ 127,325.47	\$ 127,325.47

Motion by Ms. Tabb to approve the Accounts Payable for September 28, 2017 in the amount of \$127,325.47. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079011	712	AT&T/GA		\$ -	\$ 197.62	\$ 197.62
079012	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,370.35	\$ 1,370.35
079013	440	ARLENE AND JAE ANDERSON		\$ -	\$ 150.00	\$ 150.00
079014	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
079015	440	DOUGLAS AND MARIE BURGES		\$ -	\$ 62.10	\$ 62.10
079016	P/R DED	BOOTH AND MCCARTHY		\$ -	\$ 237.67	\$ 237.67
079017	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
079018	412	JADA BENNETT		\$ -	\$ 486.32	\$ 486.32
079019	P/R DED	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
079020	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
079021	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54

079022	405	RAYMOND E. BOYCE		\$ -	\$ 53.50	\$ 53.50
079023	413	CASTO & HARRIS INC	52491	\$ 5,375.25	\$ -	\$ 5,375.25
079024	425	CITY OF CHARLES TOWN		\$ -	\$ 40.00	\$ 40.00
079024	425	CITY OF CHARLES TOWN		\$ -	\$ 80.00	\$ 80.00
079025	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
079025	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
079026	428	CONDUENT GOV SYSTEMS LLC	52340	\$ 12,354.61	\$ -	\$ 12,354.61
079027	P/R DED	DELTA DENTAL OF WV		\$ -	\$ 6,430.91	\$ 6,430.91
079028	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
079029	440	ROGER GOODWIN		\$ -	\$ 31.81	\$ 31.81
079030	412	GREATAMERICA FINANCL SVC		\$ -	\$ 736.31	\$ 736.31
079031	425	G & TRIPLE T. LLC		\$ -	\$ 215.00	\$ 215.00
079031	425	G & TRIPLE T. LLC		\$ -	\$ 269.00	\$ 269.00
079032	P/R DED	THE HARTFORD		\$ -	\$ 2,368.55	\$ 2,368.55
079032	P/R DED	THE HARTFORD		\$ -	\$ 4,234.72	\$ 4,234.72
079033	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 26,500.00	\$ 26,500.00
079034	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 488,558.50	\$ 488,558.50
079035	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
079036	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,029.14	\$ 2,029.14
079037	425	JEFFERSON COUNTY SOLID		\$ -	\$ 277.31	\$ 277.31
079038	405	BOYS & GIRLS CLUB		\$ -	\$ 25.00	\$ 25.00
079039	440	JEFFERSON RENTAL		\$ -	\$ 1,805.91	\$ 1,805.91
079039	440	JEFFERSON RENTAL		\$ -	\$ 1,744.12	\$ 1,744.12
079040	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 37,502.50	\$ 37,502.50
079041	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,995.00	\$ 5,995.00
079042	403	MATTHEW BENDER & CO		\$ -	\$ 288.31	\$ 288.31
079043	P/R DED	MAZZITTI & SULLIVAN EAP		\$ -	\$ 936.00	\$ 936.00
079044	P/R DED	JONELLE MAY		\$ -	\$ 1,618.92	\$ 1,618.92
079045	P/R DED	HIGHMARK WV		\$ -	\$ 186,095.79	\$ 186,095.79
079046	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
079047	P/R DED	MILLENIUUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
079048	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
079049	404	KAREN NICK		\$ -	\$ 25.12	\$ 25.12
079050	P/R DED	NATIONAL VISION ADMIN.		\$ -	\$ 1,774.28	\$ 1,774.28

079051	P/R DED	PATRICIA A. NOLAND		\$ -	\$ 240.82	\$ 240.82
079052	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
079053	ALLOC	JEFF CO PARKS &		\$ -	\$ 30,859.17	\$ 30,859.17
079054	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
079055	P/R DED	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
079056	P/R DED	RICE TIRES CO		\$ -	\$ 372.88	\$ 372.88
079057	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
079058	704	WV REGIONAL JAIL &		\$ -	\$ 133,604.25	\$ 133,604.25
079059	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
079060	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,990.86	\$ 10,990.86
079060	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,994.84	\$ 46,994.84
079060	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,050.49	\$ 44,050.49
079061	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 113.25	\$ 113.25
079062	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
079062	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,090.00	\$ 3,090.00
079063	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 34,258.66	\$ 34,258.66
079064	ALLOC	WVU WEST VIRGINIA UNIV		\$ -	\$ 3,700.00	\$ 3,700.00
079065	700	WILLIAM WALTERS		\$ -	\$ 8.25	\$ 8.25
079066	P/R DED	LISA WALTERS		\$ -	\$ 905.99	\$ 905.99
079067	412	EMILY WELLS		\$ -	\$ 275.01	\$ 275.01
079068	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
079068	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
079068	402	XEROX CORPORATION		\$ -	\$ 367.42	\$ 367.42
079068	402	XEROX CORPORATION		\$ -	\$ 380.32	\$ 380.32
079068	402	XEROX CORPORATION		\$ -	\$ 302.49	\$ 302.49
079068	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
079068	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
079068	405	XEROX CORPORATION		\$ -	\$ 380.80	\$ 380.80
079068	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
079068	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
079068	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
079068	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
079068	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
079068	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
079068	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57

TOTAL						\$ 1,262,191.72
TOTAL			\$ 17,729.86	\$ 1,244,461.86		\$ 1,262,191.72

Motion by Mr. Compton to approve the Accounts Payable for October 5, 2017 in the amount of \$1,262,191.72. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
OO2			
Date	Check #	VENDOR	Amount
10/06/17	448	RONALD PEARSE ED.D	\$ 150.00
HOME DETETION			
OO8			
Date	Check #	VENDOR	Amount
10/06/17	580	3M ELECTRONIC MONITORING	\$ 2,085.00
10/06/17	581	UNITED BANKCARD CENTER	\$ 55.25
ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
10/06/17	647	MONROE SYSTEMS FOR BUS.	\$ 134.00
10/06/17	648	UNITED BANK	\$ 431.21
10/06/17	649	ESRI	\$ 3,939.72
10/06/17	650	BERKELEY PRINTING & DESIGN	\$ 366.12
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
10/06/17	1649	SPIRIT OF JEFFERSON	\$ 50.14

IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
10/06/17	1108	SHERIFF JEFFERSON CO -SCHOOL	\$ 151,141.35
10/06/17	1109	SHERIFF JEFFERSON CO - LAW	\$ 2,577.36
10/06/17	1110	SHERIFF JEFFERSON CO - PARKS	\$ 11,392.77
10/06/17	1111	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 1,248.68
10/6/2017	114	EUGENE ABELOW	\$ 5,700.00
TOTAL			\$ 179,271.60

Motion by Ms. Noland to approve the Manual Checks for October 7, 2017 in the amount of \$179,271.60. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Linda Ballard, member of the Marshall Holley Mason American Legion Auxiliary Unit 102 – read the Commission a follow-up letter regarding the removal of the Confederate plaque on the front of the Courthouse.

David Tabb, resident – voiced his frustration concerning multiple issues, including his various court cases against the Jefferson County Commission.

Paul Rosa, resident – spoke in support of Stacie Rohn from the Boys & Girls Club and made comments regarding the Board of Health appointee and the Courthouse plaque issue.

Eleanor Finn, member of the League of Women Voters – informed the Commission and the audience about upcoming civic education forums hosted by the League of Women Voters.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Peter Stephens	PP	CTD	304391	\$44.64

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 304391 as presented. Motion seconded and unanimously approved.**

2. Peter Dougherty, Sheriff

- Approval of Vehicle Donations – requested the approval of the transfer of a 2009 Ford Explorer (01421) to Friendship Fire Company
 - **Motion by Mr. Compton to approve the transfer of the 2009 Ford Explorer (01421) from the Sheriff’s Office to Friendship Fire Company. Motion seconded and unanimously approved.**
- New Hires
 - **Motion by Ms. Tabb to approve the hire of Christian Hockman and Robin Mahoney for the position of Deputy, effective October 29, 2017. Motion seconded and unanimously approved.**
- Bailiffs
 - **Motion by Ms. Noland to approve the hire of David Sayampanathan and Kathryn Demory as Bailiffs/Trip Guards. Motion seconded and unanimously approved.**
- Grants
 - **Motion by Ms. Noland to approve the grant application for the purchase of radios. Motion seconded and unanimously approved.**
 - **Motion by Mr. Onoszko to approve the grant application for the purchase of night vision goggles and mobile license plate readers. Motion seconded and unanimously approved.**
- Transfer
 - **Motion by Ms. Tabb to approve the transfer of \$30,000 from Law Enforcement Salaries to Materials and Supplies. Motion seconded and unanimously approved.**

3. Stacie Rohn and Lisa Craiger, Boys and Girls Club of the Eastern Panhandle – provided the Commission and the audience with a update and stated they’ll be celebrating their twentieth year in December of this year.

4. Emily Wells, WVU Extension Service – requested approval to reclassify an employee from a 35 hour work week to a 40 hour work week.

- **Motion by Mr. Compton to approve the reclassification of April Blaker, Administrative Assistant for the WVU Extension Service, from a 35 hour work week to a 40 hour work week. Motion seconded and unanimously approved.**

5. John Reisenweber, Jefferson County Development Authority

- Request for Permission to Use Coal Severance Funds for Electrical Upgrades to Burr Business Park

- **Motion by Ms. Noland to approve the JCDA request to spend up to \$7,500 of its coalbed/methane severance funds to perform electrical upgrades in Burr Park. Motion seconded and unanimously approved.**

- Request for Executive Session to discuss consideration of an economic development proposal.

- **Motion by Mr. Onoszko to enter into Executive Session to discuss a potential economic development proposal. Motion seconded and unanimously approved.**

- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

- **Motion by Mr. Onoszko to approve the PILOT program as presented. Motion seconded and unanimously approved.**

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

7. Interviews and Appointments to the Jefferson County Board of Health – one five-year term ending June 30, 2022.

- **Motion by Ms. Tabb to appoint Damien Hinck to the Jefferson County Board of Health for one five-year term ending June 30, 2022. Motion seconded and unanimously approved.**

8. Alexandra Beaulieu, Zoning Administrator for the Office of Planning and Zoning – Requested a refund of \$100.00 for the overpayment of a Conditional Use Permit for Dollar General Corporation.

- **Motion by Ms. Tabb to provide a \$100.00 refund to the Dollar General Corporation due to the overpayment of a Conditional Use Permit Fee. Motion seconded and unanimously approved.**

9. Roger Goodwin, Chief County Engineer

- Requested a Complete Construction Bond Release for Whale of a Wash/HDW, LLC. – Whale of a Wash Laundromat Addition (File #S16-05) – Letter of Credit No. 10001947-4401 with United Bank, Martinsburg, WV
 - **Motion by Ms. Noland to authorize a complete release of the remaining \$37,652.00 from the construction bond for Whale of a Wash/HDW, LLC – Whale of a Wash Addition (File #S16-05). Motion seconded and unanimously approved.**
- Approval to hire an Appraiser to provide a restricted appraisal report of the Jefferson County Crossing Apartment Complex – Phase 2, located in Ranson, for purposes of determining qualification for the Impact Fees Affordable Housing Discount
 - **Motion by Ms. Noland to accept the quote from Professional Appraisal Corporation, in the amount of \$2,500.00, to complete a restricted appraisal report of the Jefferson Crossing Apartment Complex for purposes of determining qualification for the Affordable Housing Discount under the Impact Fees Procedures Ordinance, contingent upon reimbursement of the cost by the developer. Motion seconded and unanimously approved.**

10. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues – Possible Executive Session
- Consideration of Agreement with the City of Charles Town to Acquire the Assets of Jefferson County Public Service District
- Discussion of EEOC Complaint Charge No. 533-2016-00519 – Possible Executive Session.
 - **Motion by Mr. Compton to enter into Executive Session to receive legal advice regarding contractual and personnel matters. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Onoszko to approve the purchase agreement with the City of Charles Town regarding the Jefferson County Public Service District asset acquisition pending approval of the agreement by the City of Ranson. Motion seconded and passes on a vote of 3-2 with Ms. Noland and Ms. Tabb opposing.**

- **Motion by Ms. Noland to authorize the President of the Commission to sign the response to EEOC Complaint Charge No. 533-2016-00519. Motion seconded and unanimously approved.**
- Report on status of City of Charles Town v. Mary Esta Burton Hilleary Trust, et al. (Civil Action #17-P-83)

11. Acknowledgement of the Assessor’s Certificate of Compliance

- **Motion by Ms. Noland to acknowledge and approve the Assessor’s Certificate of Compliance as presented. Motion seconded and unanimously approved.**

12. Court House Commemorative Plaque Committee

- **Motion by Mr. Onoszko to rescind the decision taken on September 7, 2017 to create a commemorative Courthouse plaque committee. Motion seconded and passes on a vote of 3-2 with Ms. Noland and Ms. Tabb opposing.**

FINANCIAL DIRECTOR REPORTS

- Review of RFP for Centralized/Integrated Governmental Financial Management System
- **Motion by Mr. Onoszko approve the request for proposals for a centralized/integrated governmental financial management system as presented by Ms. Gordon. Motion seconded and unanimously approved.**
- Ambulance Fee Analysis

COUNTY ADMINISTRATOR REPORTS

- Canvass for the Special Election – Ms. Grove stated the Canvass for the October 7, 2017 Road Bond Referendum would be held at 9:30 am on Friday, October 13, 2017.
- WVACO Fall Board Meeting & Gift – Ms. Grove stated the WVACO would be holding their fall board meeting at the Clarion Inn in Shepherdstown on October 14, 15, and 16 and asked the Commission for authorization to spend up to \$500 to include an item (sample bags from Mountaineer Popcorn) in the attendees’ gift bags. The Commission provided their consent.
- Legislative Summit – Ms. Grove provided the Commission with the availability of local legislature for the upcoming legislative summit in November. It was the

consensus of the Commission to attempt to schedule the Summit for 1:30 pm on Thursday, November 30.

- Ambulance Fee – Ms. Grove stated 68.8% of the ambulance fee had been collected to date, and the \$5.00 late charge was now in effect.

13. There being no further business, motion by Mr. Compton to adjourn at 2:04 pm. Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully Submitted
Jessica D. Carroll
Administrative Assistant