

Minutes

Jefferson County Commission

Thursday, October 2, 2014

A meeting of the Jefferson County Commission was held on Thursday, September 4, 2014 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 Dale Manuel, Patsy Noland, Jane Tabb, Lyn Widmyer and Walt Pellish. Also present were Sandy McDonald, Deputy County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, October 2, 2014 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the Minutes from the September 11, 2014 Special Session as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Minutes from the September 18, 2014 Regular Meeting as presented/with correction. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve the Purchase Orders for October 2, 2014 to include Purchase Order No. 52479 in the amount of \$16,956. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Manuel to approve the Payroll for September 25, 2014 in the amount of \$236,990.78. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072992	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,401.76	\$ 4,401.76
072993	412	COMCAST		\$ -	\$ 98.63	\$ 98.63
072993	425	COMCAST		\$ -	\$ 790.89	\$ 790.89
072994	717	AUTOZONE		\$ -	\$ 465.45	\$ 465.45
072995	424	BOLAND SERVICES		\$ -	\$ 1,436.02	\$ 1,436.02
072996	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
072997	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
072998	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
072999	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
073000	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
073001	PAYROLL	VA DEPT OF TAXATION		\$ -	\$ 156.80	\$ 156.80
073002	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
073003	PAYROLL	COLONIAL LIFE		\$ -	\$ 516.18	\$ 516.18
073004	425	DAYCON		\$ -	\$ 1,706.35	\$ 1,706.35
073005	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 46.80	\$ 46.80
073006	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
073007	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 11,673.30	\$ 11,673.30
073008	717	GUY'S BUICK-GMC TRUCK IN		\$ -	\$ 79.68	\$ 79.68
073009	717	GUTTMAN OIL CO		\$ -	\$ 17,531.33	\$ 17,531.33
073010	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
073011	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 106.62	\$ 106.62
073011	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 264.28	\$ 264.28
073012	GRANT	JEFF CO BOARD O/EDUCATIO		\$ -	\$ 45,147.40	\$ 45,147.40
073013	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
073014	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,308.00	\$ 5,308.00
073015	717	JERRY'S LEESBURG FORD		\$ -	\$ 290.96	\$ 290.96
073016	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 589.63	\$ 589.63
073017	412	SHAY MCNEIL		\$ -	\$ 36.96	\$ 36.96
073018	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
073019	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
073020	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 100.93	\$ 100.93
073020	403	PIFER OFFICE SUPPLY, INC		\$ -	\$ 22.93	\$ 22.93
073020	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 75.42	\$ 75.42
073020	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 188.75	\$ 188.75
073021	403	PROGRESSIVE PRINTING		\$ -	\$ 78.00	\$ 78.00
073022	717	RICE TIRES CO		\$ -	\$ 619.68	\$ 619.68
073023	704	ST/WV REGIONAL JAIL &		\$ -	\$ 116,813.25	\$ 116,813.25

073024	704	ST/WV REGIONAL JAIL &		\$ -	\$ 108,996.75	\$ 108,996.75
073025	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,474.66	\$ 43,474.66
073025	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,167.38	\$ 10,167.38
073025	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 18.38	\$ 18.38
073025	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 78.62	\$ 78.62
073025	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,418.96	\$ 41,418.96
073025	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 64.36	\$ 64.36
073026	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,465.96	\$ 31,465.96
073026	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31.66	\$ 31.66
073027	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,521.13	\$ 15,521.13
073027	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,554.40	\$ 10,554.40
073028	717	TRI STATE TIRES		\$ -	\$ 56.00	\$ 56.00
073029	425	TRENNY SERVICE CO		\$ -	\$ 1,254.00	\$ 1,254.00
073030	425	VALLEY HARDWARE COMPANY		\$ -	\$ 6.15	\$ 6.15
073031	405	THOMSON REUTER - WEST	52685	\$ 3,217.20	\$ -	\$ 3,217.20
073031	405	THOMSON REUTER - WEST	52685	\$ 2,427.38	\$ -	\$ 2,427.38
073032	717	NAPA AUTO PARTS		\$ -	\$ 488.76	\$ 488.76
073033	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 89.43	\$ 89.43
073033	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 79,510.80	\$ 79,510.80
073033	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,557.15	\$ 25,557.15
073033	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 28.74	\$ 28.74
073034	415	WV STATE AUDITOR**		\$ -	\$ 11,325.00	\$ 11,325.00
073035	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
073036	412	WPS,INC		\$ -	\$ 245.00	\$ 245.00
073037	428	XEROX BUSINESS SRVCS LLC		\$ -	\$ 13,822.86	\$ 13,822.86
TOTAL						\$ 615,028.76
TOTAL				\$ 5,644.58	\$ 609,384.18	\$ 615,028.76

Motion by Ms. Tabb to approve the Accounts Payable for September 25, 2014 in the amount of \$615,028.76. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073039	712	AT&T/GA		\$ -	\$ 49.99	\$ 49.99
073040	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,486.99	\$ 1,486.99
073041	413	APPLE VALLEY OFF.PRODUCT	52470	\$ 102.40	\$ -	\$ 102.40
073042	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 14,625.00	\$ 14,625.00
073043	406	ANGELA L BANKS		\$ -	\$ 34.00	\$ 34.00
073044	425	B-K OFFICE SUPPLY INC		\$ -	\$ 253.70	\$ 253.70
073045	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92

073046	413	CASTO & HARRIS INC		\$ -	\$ 3,633.34	\$ 3,633.34
073047	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
073048	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
073048	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 14,625.00	\$ 14,625.00
073049	425	CUSTOM CONTRACTING, INC.		\$ -	\$ 625.66	\$ 625.66
073050	428	DELL MARKETING LP		\$ -	\$ 1,458.56	\$ 1,458.56
073051	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,938.17	\$ 5,938.17
073052	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 2,568.75	\$ 2,568.75
073053	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
073053	425	J.C.EHRLICH		\$ -	\$ 558.57	\$ 558.57
073054	425	FIDELITY ENGINEERING		\$ -	\$ 3,245.00	\$ 3,245.00
073055	PAYROLL	GUARDIAN		\$ -	\$ 1,740.90	\$ 1,740.90
073055	PAYROLL	GUARDIAN		\$ -	\$ 1,943.29	\$ 1,943.29
073056	711	GUEST SERVICES		\$ -	\$ 125.20	\$ 125.20
073057	712	BROOKE HESS		\$ -	\$ 115.00	\$ 115.00
073058	413	INTAB		\$ -	\$ 178.62	\$ 178.62
073059	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 33,223.50	\$ 33,223.50
073060	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 361,890.00	\$ 361,890.00
073061	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 125,000.00	\$ 125,000.00
073062	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,201.87	\$ 2,201.87
073063	ALLOC	JEFFERSON COUNTY SOLID		\$ -	\$ 1,500.00	\$ 1,500.00
073064	424	JEFFERSON RENTAL		\$ -	\$ 184.00	\$ 184.00
073064	425	JEFFERSON RENTAL		\$ -	\$ 106.93	\$ 106.93
073065	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 25,000.00	\$ 25,000.00
073066	402	MATTHEW BENDER & CO		\$ -	\$ 118.43	\$ 118.43
073067	PAYROLL	HIGHMARK WV		\$ -	\$ 170,210.29	\$ 170,210.29
073068	ALLOC	JEFF CO PARKS &		\$ -	\$ 62,332.25	\$ 62,332.25
073069	ALLOC	JEFF CO PARKS &		\$ -	\$ 33,486.00	\$ 33,486.00
073070	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 182.85	\$ 182.85
073071	425	RCS SECURITY		\$ -	\$ 1,401.60	\$ 1,401.60
073072	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 14,625.00	\$ 14,625.00
073073	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 14,625.00	\$ 14,625.00
073074	401	STAPLES CREDIT PLAN		\$ -	\$ 378.06	\$ 378.06
073074	412	STAPLES CREDIT PLAN		\$ -	\$ 134.53	\$ 134.53
073075	401	STAPLES		\$ -	\$ 42.03	\$ 42.03
073076	401	TISCHLERBISE, INC.		\$ -	\$ 4,233.00	\$ 4,233.00
073077	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
073078	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 37,174.87	\$ 37,174.87
073079	ALLOC	WVU		\$ -	\$ 3,488.75	\$ 3,488.75

TOTAL						\$ 956,718.22
TOTAL			\$ 102.40	\$ 956,615.82		\$ 956,718.22

Motion by Ms. Noland to approve the Accounts Payable for October 2, 2014 in the amount of \$956,718.22. Motion seconded and unanimously approved.

PUBLIC COMMENT:

No public comments were given during this meeting.

PRESENTATIONS

1. Angie Banks, Assessor – requested the approval of the following Exonerations and Split Tickets:

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Gerald Koogle	Charles Town	Personal Property	302637	\$270.40

- **Motion by Ms. Noland to approve the Exoneration as presented. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Anthony Carson	Harpers Ferry	Personal Property	306894	305.68
Janet Carson				117.56

- **Motion by Ms. Tabb to approve the Split Ticket as presented. Motion seconded and unanimously approved.**

2. Pete Dougherty, Sheriff

- A. Requested the approval to add two individuals to the approved bailiff list.

- **Motion by Mr. Manuel to approve the addition of Cassie Johnson and Kerry Keener to the bailiff list. Motion seconded and unanimously approved.**

- B. Presentation of designating Animal Control Officers as Humane Officers.

- **Motion by Ms. Noland to approve the designation of the current Animal Control Offices as Humane Officers for a period of one year. Motion seconded and unanimously approved.**
3. Jennifer Maghan, County Clerk – requested the approval to hire a replacement Deputy Clerk at a Grade II, Step A-C.
 - **Motion by Mr. Manuel to approve the hiring of a Deputy Clerk in the County Clerk’s Office at a Grade II, Step A-C. Motion seconded and unanimously approved.**
 4. Jeffery Poffenberger, resident – requested the refund of a building permit fee as the proposed work will no longer be completed and the building permit application has been withdrawn.
 - **Motion by Ms. Widmyer to refund the building permit fee in the amount of \$95.76 to Jeffrey Poffenberger. Motion seconded and unanimously approved.**
 5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 6. Bill Polk, Director of Maintenance – requested the approval of the 12th Cycle Courthouse Improvement Grant application through the Courthouse Facilities Improvement Authority.
 - **Motion by Ms. Noland to approve the 12th Cycle Courthouse Improvement Grant application through the Courthouse Facilities Improvement Authority. Motion seconded and unanimously approved.**
 7. Tim Stanton, Finance Director
 - a. Provided a review of the August 2014 YTD Budget to Actual, stating the table games, video lottery, and hotel/motel budgets were still credible, but the Commission must be conscious of the regional jail bill budget as it has had a large increase over the past two months with the potential to cause future difficulties.
 - b. Discussion of the JCESA mortgage payment
 - **Motion by Mr. Manuel to approve the disbursement of \$81,000 for the payment of the JCESA mortgage from the Capital Outlay Fund. Motion seconded and unanimously approved.**

- c. Review of unaudited FY14 Financial Statements with Jennifer Maghan, County Clerk, and Sally Gran, Chief Deputy of Payroll and Finance.
 - **Motion by Mr. Manuel to approve the publication of FY14 unaudited financial statements. Motion seconded and unanimously approved.**
- 8. Liz Wheeler, Farmland Protection Board President – requested the approval of the revised JCFPB Program and Program Appendix.
 - **Motion by Ms. Tabb to approve the revised JCFPB Program and Program Appendix for FY15. Motion seconded and unanimously approved.**
- 9. Tim Stanton, Finance Director, and Bill Polk, Maintenance Director – discussion of building/space contract negotiations
 - **Motion by Ms. Noland to enter into Executive Session, citing §6-9A-4 to discuss property negotiations. Motion seconded and unanimously approved.**

NEW BUSINESS

- 10. Adoption of Proclamation of October as Breast Cancer Awareness Month
 - **Motion by Ms. Noland to adopt the Proclamation designating October 2nd as WV Breast Cancer Awareness Day and October as Breast Cancer Awareness Month. Motion seconded and unanimously approved.**
- 11. Acknowledgement of the appointment of Margaret Walker, Director of the Eastern Panhandle Safe Community Program, to the Jefferson County Community Criminal Justice Board as a Victim Advocate
 - **Motion by Mr. Manuel to appoint Margaret Walker to the Jefferson County Community Criminal Justice Board as a Victim Advocate. Motion seconded and unanimously approved.**
- 12. Jennifer Brockman, Director of Planning and Zoning – Envision Jefferson 2035 Comprehensive Plan Status Update and Discussion of Next Steps

Ms. Brockman stated the Planning Commission was anticipated to make a recommendation to the County Commission on the Envision Jefferson 2035 Comprehensive Plan draft on Tuesday, October 14, 2014. Ms. Brockman presented the Commission with a suggested timeline of the next steps, noting the County Commission is required to take action within 90 days after the recommended plan is forwarded to them.

- **Motion by Mr. Manuel to schedule a work session with the Planning Commission on the Envision Jefferson 2035 Comprehensive Plan Draft on Thursday, October 30, 2014 at 7:00 p.m. and hold the Public Hearing on the Envision Jefferson 2035 Comprehensive Plan Draft on Thursday, November 6, 2014 at 7:00 p.m. Motion seconded and unanimously approved.**
 - It was the consensus of the Commission to meet for their first work session after the Thursday, November 6, 2014 Public Hearing on Thursday, November 13, 2014 at 9:30 a.m. After the initial work session, the Commission would decide whether more work sessions would be needed before the final vote tentatively scheduled for December 18, 2014.

COUNTY ADMINISTRATOR REPORTS

- Ambulance Fee Update - Ms. McDonald stated \$229,150.00 in ambulance service fees had been collected to date, and the first payment had been made to the Jefferson County Emergency Services Agency. Ms. McDonald also stated the Commission office staff and staff from other departments have been working together to enter the fees into the payment data base as quickly as possible. Ms. McDonald also reminded the public the due date for the ambulance fee was extended until Friday, October 31, 2014.
- Ethics/Robert's Rules of Order Training – Ms. McDonald stated training for Ethics and Robert's Rules of Order would be held on Wednesday, November 5th with an afternoon session beginning at 1:30 p.m. and an evening session beginning at 6:30 p.m. Ms. McDonald also stated the invitation for the training had been sent to all County-appointed board, commission, and committee members and would also be sent to the public via the County alerts e-mail system.
- Open House with Senator Manchin – Ms. McDonald notified the Commission there would be an open house with Senator Manchin in Martinsburg on Thursday, October 16th from 3-5 p.m.
- Closing of Comcast Office in Jefferson County – Mr. Manuel stated he had received multiple calls from citizens regarding the closure of the Comcast customer service office in Ranson. Mr. Manuel asked the other Commissioners for a consensus to direct staff to contact Robert Rodecker to review the County's franchise agreement with Comcast in regards to the closure of the Ranson office. The Commission provided their consensus and also requested Mr. Rodecker provide a letter outlining the Commission's responsibilities as a franchise authority.

COUNTY COMMISSIONERS' REPORTS

Jane Tabb

- Attended a Farm Bureau meeting.
- Attended the Coast Guard Facility Ribbon Cutting.
- Attended David Holmes' retirement party.
- Welcomed the birth of her new grandson, Arden James Tabb.

Walt Pellish

- Attended the Coast Guard Facility Ribbon Cutting.
- Attended the Public Hearing on the Zoning Text Amendment related to Mass Gatherings/Events.

Patsy Noland

- Attended the Coast Guard Facility Ribbon Cutting.
- Attended David Holmes' retirement party.
- Attended the Public Hearing on the Zoning Text Amendment related to Mass Gatherings/Events.

Dale Manuel

- Attended the Coast Guard Facility Ribbon Cutting.
- Attended a Board of Zoning Appeals hearing.
- Helped dip ice cream for the Kiwanis Club at the Mountain Heritage Arts and Crafts Festival.
- Attended the Public Hearing on the Zoning Text Amendment related to Mass Gatherings/Events.

Lyn Widmyer

- Attended a Board of Zoning Appeals hearing.
- Attended the Public Hearing on the Zoning Text Amendment related to Mass Gatherings/Events.

13. The Commission meeting was adjourned at 12:42 pm.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant