

Minutes

Jefferson County Commission

Thursday, January 8, 2015

A meeting of the Jefferson County Commission was held on Thursday, January 8, 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 Eric Bell, Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, January 8, 2015 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Bell led the Pledge of Allegiance.

COUNTY COMMISSION ORGANIZATION

A. Selection of President

- Ms. Noland offered her nomination to Jane Tabb to serve as President of the Jefferson County Commission for calendar year 2015. Hearing no other nominations, Ms. Tabb was unanimously selected as President.

B. Selection of Vice President

- Mr. Pellish offered his nomination to Patsy Noland to serve as Vice President of the Jefferson County Commission for calendar year 2015. Hearing no other nominations, Ms. Noland was unanimously selected as Vice President.

C. Committee Assignments

Organization	Commissioner 2015
Affordable Housing	Manuel
Approval of Bills	Bell
Board of Health	Bell
Building Repair & Security/Courthouse Committee	Manuel
Community Corrections/Day Report	Manuel/Bell
Development Authority	Pellish
E-911 Council	Pellish
Extension Service	Tabb
Farmland Protection Board	Tabb
Jefferson County Convention & Visitors Bureau	Noland
Jefferson County Emergency Services Agency / Fire & Rescue	Tabb
Historic Landmarks Commission	Bell
Homeland Security/Local Emerg. Planning Committee	Tabb/Manuel
Legislative Liaison	Manuel/Noland
Mental Health Center	Noland
MPO Interstate Council	Noland/Manuel
PanTran	Bell
Parks and Recreation	Manuel/Pellish
Planning Commission	Manuel
Public Service District Liaison	Tabb/Bell
Region 9	Noland/Bell
Solid Waste Authority	Pellish
Telemon Board	citizen volunteer
Water Advisory Committee	Manuel
Workforce Investment Act Liaison	Bell

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the December 11, 2014 Comprehensive Plan and Land Use Maps Workshop Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the December 18, 2014 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the Payroll for December 18, 2014 in the amount of \$232,402.84. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073563	412	COMCAST		\$ -	\$ 98.63	\$ 98.63
073563	425	COMCAST		\$ -	\$ 610.24	\$ 610.24
073564	717	AUTOZONE		\$ -	\$ 1,146.00	\$ 1,146.00
073565	425	B-K OFFICE SUPPLY INC		\$ -	\$ 85.62	\$ 85.62
073566	425	BOLAND SERVICES		\$ -	\$ 720.00	\$ 720.00
073567	716	BLUE SPRUCE FARM		\$ -	\$ 1,200.00	\$ 1,200.00
073568	700	COURTNEY & SONS TOWING		\$ -	\$ 75.00	\$ 75.00
073569	700	DAVIS & STANTON		\$ -	\$ 94.00	\$ 94.00
073570	425	FIRE SAFETY EQUIP		\$ -	\$ 100.00	\$ 100.00
073571	700	GALLS,LLC/QUATERMASTER L		\$ -	\$ 121.55	\$ 121.55
073571	700	GALLS,LLC/QUATERMASTER L		\$ -	\$ 462.50	\$ 462.50
073572	424	GES PROPERTY PROS LLC		\$ -	\$ 425.00	\$ 425.00
073572	425	GES PROPERTY PROS LLC		\$ -	\$ 2,075.00	\$ 2,075.00
073573	717	JERRY'S LEESBURG FORD		\$ -	\$ 127.50	\$ 127.50
073574	700	LAW ENFORCEMENT SYS INC		\$ -	\$ 168.00	\$ 168.00
073575	716	LAUNDRY EQUIPMENT SERVIC		\$ -	\$ 506.49	\$ 506.49
073576	412	JUDITH A MATLICK		\$ -	\$ 114.65	\$ 114.65
073577	700	MES-MARYLAND		\$ -	\$ 783.00	\$ 783.00
073578	425	M & G CARPET INSTALLATIO		\$ -	\$ 250.00	\$ 250.00
073579	716	MATILDA BAY FARM		\$ -	\$ 1,200.00	\$ 1,200.00
073580	412	SHAY MCNEIL		\$ -	\$ 192.08	\$ 192.08
073581	412	OFFICEMAX		\$ -	\$ 33.24	\$ 33.24
073582	424	PATRIOT FIRE AND SECURIT		\$ -	\$ 270.00	\$ 270.00
073583	716	SPECIALTY BUS SUPPLIES		\$ -	\$ 138.00	\$ 138.00
073584	700	WALTER F STEPHENS, JR IN		\$ -	\$ 260.25	\$ 260.25
073585	716	VALLEY PET CEMETERY		\$ -	\$ 387.00	\$ 387.00
073586	716	WV BOARD VETERINARY MED		\$ -	\$ 50.00	\$ 50.00
073587	716	WV BOARD VETERINARY MED		\$ -	\$ 50.00	\$ 50.00
073588	716	WV BOARD VETERINARY MED		\$ -	\$ 50.00	\$ 50.00

073589	716	WV BOARD VETERINARY MED		\$ -	\$ 50.00	\$ 50.00
073590	716	WV BOARD VETERINARY MED		\$ -	\$ 50.00	\$ 50.00
073591	716	WV BOARD VETERINARY MED		\$ -	\$ 50.00	\$ 50.00
TOTAL						\$ 11,943.75

Motion by Ms. Noland to approve the accounts payable for December 24, 2014 in the amount of \$11,943.75. Motion unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
73594	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 6,529.20	\$ 6,529.20
73595	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 14,625.00	\$ 14,625.00
73596	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
73597	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
73598	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
73599	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
73600	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
73601	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
73602	PAYROLL	VA DEPT OF TAXATION		\$ -	\$ 248.44	\$ 248.44
73603	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
73603	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 14,625.00	\$ 14,625.00
73604	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
73605	PAYROLL	COLONIAL LIFE		\$ -	\$ 774.27	\$ 774.27
73606	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
73607	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,870.82	\$ 5,870.82
73608	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 2,568.75	\$ 2,568.75
73609	PAYROLL	GUARDIAN		\$ -	\$ 1,915.52	\$ 1,915.52
73609	PAYROLL	GUARDIAN		\$ -	\$ 1,711.05	\$ 1,711.05
73610	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
73611	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 33,223.50	\$ 33,223.50

73612	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 361,890.50	\$ 361,890.50
73613	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 25,000.00	\$ 25,000.00
73614	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,870.00	\$ 5,870.00
73615	PAYROLL	COMPTROLLER OF MARYLAND		\$ -	\$ 1,066.66	\$ 1,066.66
73616	PAYROLL	HIGHMARK WV		\$ -	\$ 164,706.94	\$ 164,706.94
73617	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
73618	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
73619	ALLOC	JEFF CO PARKS &		\$ -	\$ 62,332.25	\$ 62,332.25
73620	425	RCS SECURITY		\$ -	\$ 618.00	\$ 618.00
73621	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 14,625.00	\$ 14,625.00
73622	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 14,625.00	\$ 14,625.00
73623	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,729.62	\$ 44,729.62
73623	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,461.10	\$ 10,461.10
73623	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,395.07	\$ 43,395.07
73624	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,657.26	\$ 46,657.26
73624	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.66	\$ 1.66
73625	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 23,533.46	\$ 23,533.46
73625	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,002.79	\$ 16,002.79
73626	405	THOMSON REUTER - WEST	52685	\$ 2,215.99	\$ -	\$ 2,215.99
73627	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 117,294.53	\$ 117,294.53
73627	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 37,702.02	\$ 37,702.02
73627	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.63	\$ 1.63
73627	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 5.08	\$ 5.08
73628	ALLOC	WVU		\$ -	\$ 3,488.75	\$ 3,488.75
73629	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 249.75	\$ 249.75
73630	PAYROLL	WVCORP		\$ -	\$ 32,606.50	\$ 32,606.50
73631	402	XEROX BUSINESS SRVCS LLC		\$ -	\$ 200.00	\$ 200.00

TOTAL						\$ 1,128,005.56
TOTAL				\$ 2,215.99	\$ 1,125,789.57	\$ 1,128,005.56

Motion by Ms. Noland to approve the accounts payable for December 31, 2014 in the amount of \$1,128,005.56. Motion unanimously approved.

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073633	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,000.00	\$ 4,000.00
073634	425	COMCAST		\$ -	\$ 189.90	\$ 189.90
073635	700	ROBERT AMICK		\$ -	\$ 10.47	\$ 10.47
073636	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 939.03	\$ 939.03
073637	413	APPLE VALLEY OFF.PRODUCT	52470	\$ 43.00	\$ -	\$ 43.00
073638	406	ANGELA L BANKS		\$ -	\$ 80.50	\$ 80.50
073639	700	JEANNA HOLLER		\$ -	\$ 180.04	\$ 180.04
073640	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
073640	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
073640	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073640	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
073640	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073640	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073640	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073640	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073640	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
073640	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073641	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,390.46	\$ 1,390.46
073642	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 151.12	\$ 151.12
073643	711	J.H. CONSULTING LLC		\$ -	\$ 5,000.00	\$ 5,000.00
073644	700	ROBIN MAHONY		\$ -	\$ 7.83	\$ 7.83
073645	ALLOC	JEFF CO PARKS &		\$ -	\$ 21,146.17	\$ 21,146.17
073646	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
073647	402	RECORD MANAGEMENT SOLUTN	52467	\$ 35.00	\$ -	\$ 35.00
073648	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,457.00	\$ 7,457.00
073649	704	ST/WV REGIONAL JAIL &		\$ -	\$ 109,720.50	\$ 109,720.50
073650	401	STAPLES CREDIT PLAN		\$ -	\$ 75.47	\$ 75.47
073651	712	TELTRONIC		\$ -	\$ 1,374.00	\$ 1,374.00
073652	403	UNITED SYSTEMS & SOFTWAR		\$ -	\$ 227.00	\$ 227.00
073653	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
073654	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 23,475.67	\$ 23,475.67
073655	402	XEROX CORPORATION	52468	\$ 1,319.78	\$ -	\$ 1,319.78

TOTAL						\$ 177,684.11
TOTAL				\$ 1,397.78	\$ 176,286.33	\$ 177,684.11

Motion by Mr. Manuel to approve the accounts payable for January 8, 2015 in the amount of \$177,684.11. Motion unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – shared historical family photographs with the Commission and spoke about his concerns over the physical state of the Courthouse.

PRESENTATIONS

2. Ralph Lorenzetti, Prosecuting Attorney – requested a discussion with the Commissioners regarding position changes and a proposed new employee for the Prosecuting Attorney’s Office.

3. Peter Chakmakian, Attorney for Arcadia Communities, Inc. – requested a time extension regarding the Tolling of Bonding Agreement expiration for the Harvest Hills Subdivision.

- Action on this item was postponed to allow time for Engineering staff and the representative from Arcadia Communities to research and provide further documentation as requested by the Commission.

4. Tamra Trafford, JCESA Employee Liaison – requested a discussion with the Commission regarding the conduct of certain JCESA board members. Ms. Trafford also requested the Commission rescind the appointments of Jack Wysong, Fire representative, and Pete Kelley, President; however, Ms. Grove stated the Commission may not have the power to remove members if not explicitly stated in the Ordinance to Dissolve and Reconstruct the Jefferson County Emergency Services Agency.

5. Interviews and Appointments to the Jefferson County Building Commission for one unexpired five-year term ending July 27, 2019.

- Ms. Noland offered her nomination for Mr. Jeff Haymaker.
- Mr. Bell offered his nomination for Mr. Kelvin Upson.
- **Mr. Haymaker received the majority vote with three votes (Commissioners Manuel, Noland, and Tabb) and was appointed to the Jefferson County Building Commission for one five year term ending July 27, 2019.**

6. Barbara Miller, Director of Jefferson County Homeland Security and Emergency Management – provided the Commission with an update on the Emergency Operations Plan Contract and the Jefferson County Government Operations Plan (COOP) Update

- **Motion by Ms. Noland to approve the contract with J.H. Consulting, LLC. in the amount of \$6,700 for the Emergency Operations Plan update. Motion unanimously approved.**
- **Motion by Mr. Manuel to approve the Jefferson County Government Continuity of Operations Plan, as presented. Motion unanimously approved.**

7. Request for compensation during temporary assignment for Sandy Slusher McDonald from Deputy County Administrator to Interim Administrator.

- **Motion by Ms. Tabb to enter into Executive Session, citing §6-9A-4 to discuss matters of personnel. Motion unanimously approved.**
 - No further action was taken on this topic, and it was the consensus of the Commission to add it to the agenda for the January 15, 2015 regular meeting.

8. Ambulance Fee Exoneration/Modification Request

- **Motion by Ms. Noland to deny the ambulance fee exoneration request for Sharon Hanson as presented by the ambulance fee collector. Motion unanimously approved.**
- **Motion by Mr. Manuel to approve the ambulance fee exoneration request for Deborah Swartz as presented by the ambulance fee collector. Motion unanimously approved.**

9. Comprehensive Plan Update – Ms. Keyser reminded the Commission of the January 9, 2015 work session on the 2014 Draft Comprehensive Plan.

10. Legislative Updates – Mr. Manuel stated he was closely monitoring a proposal for the Public Service District to no longer be regulated under the West Virginia Public Service Commission and would provide updates when available.

COUNTY ADMINISTRATOR REPORTS

➤ FOIA Policy

- **Motion by Mr. Manuel to approve the County’s FOIA policy as presented for a six-month trial period. Motion unanimously approved.**
- HRA Update – Ms. Keyser stated the County’s former HRA plan would be expiring on September 30, 2015. Any employees with a balance remaining in their accounts would need to use these monies by the deadline. Ms. Keyser stated Ms. Gran from the Finance Department would be issuing letters to all employees with remaining balances to “use it or lose it” by the September 30, 2015 deadline.
- **Motion by Ms. Tabb to approve the termination of the County’s HRA program, effective September 30, 2015. Motion unanimously approved.**

FINANCE DIRECTOR REPORTS

- Review of Proposed FY16 Budget Worksheet – it was the consensus of the Commission to approve the FY16 Budget worksheet as presented by the Mr. Stanton. The Commission also requested Mr. Stanton research the financial repercussions of a County-wide hiring freeze for FY16 during the January 15, 2015 regular meeting.
- Ambulance Fee Monies – Mr. Stanton requested the Commission’s consent to release the remaining ambulance fee monies to JCESA; however, it was the consensus of the Commission to release these funds at a later date once JCESA has begun hiring new staff.

11. The Commission recessed at 12:27 pm.
The Commission reconvened at 7:00 pm.

12. Horse Racing Summit – Round Table Discussion

SPECIAL SESSION:

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held at the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on January 8, 2015 at 7:00 pm (An audio file of the January 8, 2015 meeting is available through the Jefferson County Commission Office.)

PRESENT: Jane Tabb, President
Patsy Noland, Vice President
Eric Bell, Commissioner
Dale Manuel, Commissioner
Walt Pellish, Commissioner
Senator Herb Snyder
Delegate Stephen Skinner
Delegate Paul Espinosa

Dr. Doug Allara, President, WV Thoroughbred Breeder's Association
Phil Real, Lobbyist for the Charles Town HBPA
Carol Fulk, Lobbyist, WV Thoroughbred Breeder's Association
Carol Holden, President, WV Breeder's Classic
Terry Meyocks, National Manager, Jockey's Guild
Randy Funkhouser, President, Charles Town HBPA
Erich Zimny, Vice President of Racing Operations, Hollywood Casino at Charles
Town Races
Jessica Carroll, Administrative Assistant

RE: 2015 Horse Racing Summit

Ms. Tabb opened the meeting at 7:04 pm and welcomed the attendees and the audience. Dr. Doug Allara provided the audience with a history of Jefferson County's horse racing and breeding industries, and provided insight into the economic repercussions the County would experience should the State choose to cut purse funding. Senator Herb Snyder and Delegates Paul Espinosa and Stephen Skinner offered their legislative perspectives, agreeing that all citizens potentially impacted by a diminished purse fund should work together to present a unified front to the legislature for maximum impact. Also discussed were ways in which the community could stay informed and be involved in any new legislative developments relating to the potential reduction in purse funds. Randy Funkhouser, President of the Charles Town Horseman's Benevolent and Protective Association, presented the Commission with a Resolution to support sustained funding of purse monies. It was the consensus of the Commission to discuss the Resolution during their regularly scheduled Commission meeting for January 15, 2015. The Commission then provided their closing comments and thanked the audience and the participants for their attendance.

13. The Commission meeting adjourned at 8:42 pm.

JANE TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

