

Minutes

Jefferson County Commission

Thursday, February 5, 2015

A meeting of the Jefferson County Commission was held on Thursday, February 5, 2015 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, Walt Pellish, and Jane Tabb. Also present were Stephanie Grove, Interim County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, February 5, 2015 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Bell to approve the Purchase Orders for February 5, 2015 to include purchase order numbers 51387 and 52333 in the amount of \$25,236.46. Motion unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Manuel to approve the Payroll for January 29, 2015 in the amount of \$234,555.11. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073765	413	APPLE VALLEY OFF.PRODUCT	52470	\$ 43.00	\$ -	\$ 43.00
073766	425	BERKELEY-MOUNTAINEER		\$ -	\$ 129.00	\$ 129.00
073766	425	BERKELEY-MOUNTAINEER		\$ -	\$ 1,486.00	\$ 1,486.00

073767	406	ANGELA L BANKS		\$ -	\$ 74.30	\$ 74.30
073768	717	BRUCE'S AUTO REPAIR		\$ -	\$ 24.00	\$ 24.00
073769	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
073770	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
073771	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,870.82	\$ 5,870.82
073772	PAYROLL	GUARDIAN		\$ -	\$ 1,915.52	\$ 1,915.52
073772	PAYROLL	GUARDIAN		\$ -	\$ 1,699.28	\$ 1,699.28
073773	424	GLOBALSTAR USA		\$ -	\$ 1,810.25	\$ 1,810.25
073774	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
073774	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
073774	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073774	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
073774	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073774	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073774	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073774	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073774	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
073774	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
073775	PAYROLL	HIGHMARK WV		\$ -	\$ 164,706.94	\$ 164,706.94
073776	401	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,457.00	\$ 7,457.00
073777	700	ROBERT S. SELL		\$ -	\$ 33.35	\$ 33.35
073778	425	TRENARY SERVICE CO		\$ -	\$ 209.00	\$ 209.00
073779	403	VITAL SIGNS		\$ -	\$ 450.00	\$ 450.00
073780	428	VISION TECHNOLOGY SOLTNS		\$ -	\$ 4,290.00	\$ 4,290.00
TOTAL						\$ 201,744.35
TOTAL				\$ 43.00	\$ 201,701.35	\$ 201,744.35

Motion by Mr. Bell to approve the Accounts Payable for February 5, 2015 in the amount of \$201,744.35. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Jeff Plautz, resident and treasurer, Independent Fire Company – provided the Commission with a report on the activities of Independent Fire Companies and stated Independent has seen a 10% reduction in donations since the County’s implementation of the Ambulance Fee.

David Tabb, resident – provided an update on his feelings regarding the actions of the Commission.

PRESENTATIONS

1. Ralph Lorenzetti, Prosecuting Attorney – requested the approval to hire Shannon Burlett as a Legal Asssitant at a Grade II, Step C.
 - **Motion by Ms. Noland to deny the employment of Shannon Burlett as a Legal Assistant in the Prosecutor’s Office at a Grade II, Step C and pay her for time worked through the end of business on February 5, 2015. Motion unanimously approved.**
2. Martin Burke, Chair of the Jefferson County Historic Landmarks Committee – requested an exemption from the 2nd half of 2014 property taxes on 1.80 acres of property.
 - It was the consensus of the Commission to take no action on this item at this time as Ms. Grove stated the property taxes should have been paid by the prior property owner at time of closing.
3. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fee Specialist
 - a. Presentation of Calendar Year 2014 Annual Report for the Office of Impact Fees.
 - **Motion by Mr. Manuel to approve the 2014 Annual Report for the Office of Impact Fees, as presented. Motion unanimously approved.**
 - **Motion by Mr. Manuel to stay the annual inflationary adjustments to the impact fees. Motion unanimously approved.**
 - b. Property Safety Enforcement Agency Case 12-001 (Bierer) – Demolition of Dwelling/Structure, Property located at 169 Daisy Lane, Walnut Grove Subdivision, Charles Town Tax District, Map 4C, Parcel 32, Deed Book 737, Page 340
 - **Motion by Mr. Manuel to accept the Proposal from Pittsnogle, LLC in the amount of \$9,974.00 contingent upon the Finance Director demonstrating to the County Commission that funding is available for this project.**
4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
5. Interviews and Appointments to the Jefferson County Community Criminal Justice Board for one unexpired term ending July 3, 2017.
 - Ms. Grove stated no applicants had come forward for this position and staff would re-advertise.

6. Interviews and Appointments to the Harpers Ferry-Bolivar Public Library Board for one unexpired term ending December 31, 2018.
 - o Ms. Noland offered her nomination for Kathleen Hintz.
 - **Motion by Ms. Tabb to appoint Kathleen Hintz to the Harpers Ferry – Bolivar Public Library Board for one unexpired term ending December 31, 2018. Motion unanimously approved.**
7. The Commission recessed for lunch at 11:45 am.
The Commission reconvened at 1:30 pm.
8. Sandy McDonald, Deputy County Administrator – approval of Resolution and grant application for Citizens Fire Company
 - **Motion by Ms. Noland to approve the Resolution and grant application for Citizens Fire Company in the amount of \$5,000 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion unanimously approved.**
9. Jefferson County Diversity Council Advisory Board – requested the use of the Jefferson County Commission meeting room during the second Thursday of each month from 6-7 p.m.
 - o It was the consensus of the Commission to request staff to contact Ms. Ardyth Gilbertson to possibly arrange a different day of the week for use of the meeting room as Thursdays are reserved for Commission business.
10. Legislative Updates – Ms. Noland and Mr. Manuel provided the audience and the Commission with updates regarding Senate and House bills which may be of interest or impact within the State and the County.
11. Board of Review and Equalization at the Jefferson County Courthouse.

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 Jefferson County Courthouse located at 100 E. Washington Street, Charles Town, WV 25414 on February 5, 2015 at 1:30 pm (An audio file of the February 5, 2015 meeting is available through the Jefferson County Commission Office.)

PRESENT: Jane Tabb, President
Patsy Noland, Vice President
Eric Bell, Commissioner
Dale Manuel, Commissioner
Angie Banks, Assessor
June Bowers, Senior Appraiser
Jessica Carroll, Administrative Assistant

RE: **2015 Board of Review and Equalization**

President Tabb called the session to order at 1:32 pm. Ms. Banks stated there were no hearings scheduled for the afternoon. Ms. Bowers stated there were two corrections for Tax Year 2015 which would need to be approved by the Commission.

Motion by Mr. Manuel to accept the key error correction for Dan Ryan Builders in Tax Year 2015 as presented by Ms. Bowers. Motion unanimously approved.

- **Motion by Mr. Manuel to accept the finished basement correction for Lewis and Rochelle Todd for Tax Year 2015 as presented by Ms. Bowers. Motion unanimously approved.**

There being no further business, Ms. Tabb stated the Board of Review and Equalization would remain in recess until Tuesday, February 10, 2015 at 1:30 pm.

COUNTY ADMINISTRATOR REPORTS

Personnel Issue – Ms. Grove notified the Commission of a terminated employee within the Maintenance Department.

- **Motion by Ms. Tabb to go into Executive Session citing §6-9A-4. Motion unanimously approved.**
- **Motion by Mr. Bell to come out of Executive Session. Motion unanimously approved.**

Schedule Reminders – Ms. Grove reminded the Commission they were to meet on Friday, February 6, 2015 to interview candidates for the County Administrator position. She also reminded the Commission of the budget presentation workshops set to begin on Wednesday, February 11, 2015 at 9:30 am.

HRA – Ms. Grove stated she would be working with Sally Gran in the Finance Office to develop letters to send to employees with funds remaining in their HRA accounts stating that employees must use these funds between March-September 30, 2015 as the accounts would be terminated October 1, 2015.

Ambulance Fee Update – Ms. Grove gave an update on the ambulance fee with the following figures: \$690,984 total monies collected to date; \$375,000 distributed to JCESA; and \$315,984 currently in the bank. Ms. Grove also notified the Commission of the JCESA Board’s approval to hire one EMT/firefighter.

COUNTY COMMISSIONER REPORTS

Walt Pellish

- Stated AT&T providers had been in the area testing cellular signals in an attempt to find a solution to the poor cellular service in downtown Charles Town and parts of Shepherdstown.
- Provided a health status update.

Patsy Noland

- Attended the Homeland Security and Emergency Management Quarterly Luncheon.
- Attended the Board of Review and Equalization.
- Attended interview sessions for the County Administrator position.

Jane Tabb

- Attended the Homeland Security and Emergency Management presentation on the Fusion Center.
- Attended a PSD meeting.

Dale Manuel

- Participated in a Legislative conference call.
- Attended a Day Report Center meeting.
- Attended the Board of Review and Equalization
- Attended interview session for the County Administrator position.

Eric Bell

- Attended a Region 9 meeting.
- Attended the Homeland Security and Emergency Management Quarterly Luncheon.
- Attended the All Good Festival meeting with County staff and the All Good promoters.

12. The Commission meeting adjourned at 1:33 pm after the Board of Review and Equalization.

JANE M.TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant