

## **Minutes**

### **Jefferson County Commission**

**Thursday, February 19, 2015**

---

A meeting of the Jefferson County Commission was held on Thursday, February 19, 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, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, Interim County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, February 19, 2015 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Manuel led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Mr. Manuel to approve the January 29, 2015 Regular Meeting Minutes with noted correction. Motion unanimously approved.**

**Motion by Ms. Noland to approve the February 3, 2015 Board of Review and Equalization Minutes as presented. Motion unanimously approved.**

**Motion by Mr. Manuel to approve the February 4, 2015 Special Session Minutes with noted corrections. Motion unanimously approved.**

**Motion by Ms. Noland to approve the February 5, 2015 Regular Meeting and Board of Review and Equalization Minutes as presented/amended. Motion unanimously approved.**

**Motion by Mr. Bell to approve the February 6, 2015 Special Session Minutes with noted corrections. Motion unanimously approved.**

**Motion by Mr. Pellish to approve the February 10, 2015 Board of Review and Equalization Minutes as presented. Motion unanimously approved.**

**Motion by Mr. Manuel to approve the February 12, 2015 Board of Review and Equalization Minutes with noted correction. Motion unanimously approved.**

**APPROVAL OF PURCHASE ORDERS**

**Motion by Ms. Noland to approve a Purchase Order in the amount of \$5,250.00 to include Purchase Order number 52542.**

**APPROVAL OF PAYROLL**

**Motion by Ms. Noland to approve the Special Payroll for February 4, 2015 in the amount of \$2,203.41. Motion unanimously approved.**

**Motion by Ms. Tabb to approve the Special Payroll for February 6, 2015 in the amount of \$605.88. Motion unanimously approved.**

**Motion by Mr. Manuel to approve the Regular Payroll for February 12, 2015 in the amount of \$229,024.88. Motion unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073785	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,000.00	\$ 4,000.00
073786	424	AT&T/IL		\$ -	\$ 2.13	\$ 2.13
073787	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 78.84	\$ 78.84
073788	425	B-K OFFICE SUPPLY INC		\$ -	\$ 1,959.05	\$ 1,959.05
073789	717	BRUCE'S AUTO REPAIR		\$ -	\$ 33.48	\$ 33.48
073789	717	BRUCE'S AUTO REPAIR		\$ -	\$ 250.86	\$ 250.86
073790	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
073791	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
073792	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
073793	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
073794	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
073795	401	CASTO & HARRIS INC		\$ -	\$ 217.54	\$ 217.54
073796	424	CHARLES TOWN UTILITIES		\$ -	\$ 48.34	\$ 48.34
073796	425	CHARLES TOWN UTILITIES		\$ -	\$ 851.58	\$ 851.58

073797	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
073798	403	COAST TO COAST COMPUTER		\$ -	\$ 155.00	\$ 155.00
073799	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
073800	425	DELL MARKETING LP		\$ -	\$ 1,266.63	\$ 1,266.63
073801	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
073802	717	GUTTMAN OIL CO		\$ -	\$ 8,981.08	\$ 8,981.08
073803	440	GLOBAL ENVIRONMENTAL &		\$ -	\$ 382.00	\$ 382.00
073804	440	HEWETT & ASSOCIATES		\$ -	\$ 115.00	\$ 115.00
073805	405	MARY K. HURLEY		\$ -	\$ 84.70	\$ 84.70
073806	700	INTERNATIONAL POLYGRAPH		\$ -	\$ 1,200.00	\$ 1,200.00
073807	PAYROLL	VOYA FINANCIAL		\$ -	\$ 2,590.00	\$ 2,590.00
073808	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 119.02	\$ 119.02
073808	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 182.28	\$ 182.28
073809	401	THE JOURNAL		\$ -	\$ 547.21	\$ 547.21
073810	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
073811	711	BARBARA J. MILLER		\$ -	\$ 204.00	\$ 204.00
073812	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
073813	700	ROBIN MAHONY		\$ -	\$ 8.47	\$ 8.47
073814	406	N.A.D.A. APPRAISAL GUIDE		\$ -	\$ 180.00	\$ 180.00
073815	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
073816	GRANT	JEFF CO PARKS &		\$ -	\$ 30,000.00	\$ 30,000.00
073817	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 388.58	\$ 388.58
073817	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 7.85	\$ 7.85
073818	424	POTOMAC EDISON/OH		\$ -	\$ 1,620.70	\$ 1,620.70
073818	425	POTOMAC EDISON/OH		\$ -	\$ 17,319.77	\$ 17,319.77
073818	425	POTOMAC EDISON/OH		\$ -	\$ 4,387.84	\$ 4,387.84
073819	700	WILLIAM POTTER		\$ -	\$ 13.87	\$ 13.87
073820	424	ROACH OIL COMPANY		\$ -	\$ 2,305.90	\$ 2,305.90
073820	425	ROACH OIL COMPANY		\$ -	\$ 3,308.36	\$ 3,308.36
073821	425	RCS SECURITY		\$ -	\$ 2,445.60	\$ 2,445.60
073821	425	RCS SECURITY		\$ -	\$ 212.50	\$ 212.50
073822	402	RECORD MANAGEMENT SOLUTN	52467	\$ 35.00	\$ -	\$ 35.00
073822	403	RECORD MANAGEMENT SOLUTN	51476	\$ 30.00	\$ -	\$ 30.00
073823	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00
073824	717	RICE TIRES CO		\$ -	\$ 506.71	\$ 506.71
073825	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
073825	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 383.04	\$ 383.04
073825	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 732.00	\$ 732.00
073825	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 56.00	\$ 56.00
073825	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 491.96	\$ 491.96

073825	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 377.00	\$ 377.00
073826	405	SPECIALTY BUS SUPPLIES	52683	\$ 1,622.16	\$ -	\$ 1,622.16
073827	405	STAPLES CREDIT PLAN	52684	\$ 70.47	\$ -	\$ 70.47
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 90.90	\$ 90.90
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,275.38	\$ 42,275.38
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 21.54	\$ 21.54
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 92.12	\$ 92.12
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 388.64	\$ 388.64
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,887.02	\$ 9,887.02
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,178.99	\$ 40,178.99
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 57.34	\$ 57.34
073828	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 467.38	\$ 467.38
073829	401	STAPLES CREDIT PLAN		\$ -	\$ 114.32	\$ 114.32
073830	425	SHERWIN-WILLIAMS		\$ -	\$ 33.00	\$ 33.00
073831	425	SHENANDOAH VALLEY WATER		\$ -	\$ 611.00	\$ 611.00
073832	201	SHERIFF OF JEFFERSON CO		\$ -	\$ 7,144.48	\$ 7,144.48
073832	401	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,782.90	\$ 3,782.90
073833	425	CAPITAL TRISTATE		\$ -	\$ 489.05	\$ 489.05
073834	425	TML COPIERS & DIGITAL	52630	\$ 313.75	\$ -	\$ 313.75
073835	700	TOC/TACTICAL OPERATIONS		\$ -	\$ 200.00	\$ 200.00
073836	402	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 227.00	\$ 227.00
073837	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
073838	401	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
073839	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 655.77	\$ 655.77
073840	402	XEROX CORPORATION	52468	\$ 1,170.65	\$ -	\$ 1,170.65
073840	439	XEROX CORPORATION	52329	\$ 864.89	\$ -	\$ 864.89
<b>TOTAL</b>						<b>\$ 241,022.95</b>
<b>TOTAL</b>				<b>\$ 4,106.92</b>	<b>\$ 236,916.03</b>	<b>\$ 241,022.95</b>

**Motion by Ms. Noland to approve the accounts payable for February 12, 2015 in the amount of \$241,022.95. Motion unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073844	717	AUTOZONE		\$ -	\$ 1,067.03	\$ 1,067.03
073845	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 664.33	\$ 664.33
073846	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 72.05	\$ 72.05
073847	425	B-K OFFICE SUPPLY INC		\$ -	\$ 112.42	\$ 112.42

073848	424	BOLAND SERVICES	52629	\$ 270.00	\$ -	\$ 270.00
073848	425	BOLAND SERVICES	52367	\$ 1,325.00	\$ -	\$ 1,325.00
073849	413	CASTO & HARRIS INC		\$ -	\$ 459.50	\$ 459.50
073850	425	COVENANT BUILDING MAINT		\$ -	\$ 258.40	\$ 258.40
073851	GRANT	CONTEMPORARY AMERICAN		\$ -	\$ 5,000.00	\$ 5,000.00
073852	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
073852	425	J.C.EHRLICH		\$ -	\$ 604.44	\$ 604.44
073852	425	J.C.EHRLICH		\$ -	\$ 1,650.00	\$ 1,650.00
073853	405	FEDEX		\$ -	\$ 68.87	\$ 68.87
073853	700	FEDEX		\$ -	\$ 109.53	\$ 109.53
073854	717	FISHER AUTO PARTS		\$ -	\$ 242.06	\$ 242.06
073855	GRANT	FISHERMAN'S HALL		\$ -	\$ 2,000.00	\$ 2,000.00
073856	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 189.97	\$ 189.97
073857	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 983.71	\$ 983.71
073858	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 149.18	\$ 149.18
073858	404	JEFFERSON PUBLISH CO INC		\$ -	\$ 165.60	\$ 165.60
073859	GRANT	THE JOURNAL		\$ -	\$ 141.99	\$ 141.99
073860	GRANT	JEFFERSON RENTAL		\$ -	\$ 795.00	\$ 795.00
073861	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
073862	712	NORFOLK SOUTHERN CORP		\$ -	\$ 12.00	\$ 12.00
073863	424	NEOPOST USA INC.		\$ -	\$ 79.98	\$ 79.98
073864	712	OFFICEMAX		\$ -	\$ 121.85	\$ 121.85
073865	ALLOC	JEFF CO PARKS &		\$ -	\$ 14,960.29	\$ 14,960.29
073866	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 57.50	\$ 57.50
073866	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 310.98	\$ 310.98
073867	704	ST/WV REGIONAL JAIL &		\$ -	\$ 115,848.25	\$ 115,848.25
073869	401	UNITED BANKCARD CENTER		\$ -	\$ 200.00	\$ 200.00
073869	401	UNITED BANKCARD CENTER		\$ -	\$ 225.00	\$ 225.00
073869	401	UNITED BANKCARD CENTER		\$ -	\$ 99.80	\$ 99.80
073869	401	UNITED BANKCARD CENTER		\$ -	\$ 109.62	\$ 109.62
073869	402	UNITED BANKCARD CENTER		\$ -	\$ 78.25	\$ 78.25
073869	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
073869	403	UNITED BANKCARD CENTER		\$ -	\$ 358.87	\$ 358.87
073869	403	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
073869	405	UNITED BANKCARD CENTER		\$ -	\$ 136.91	\$ 136.91
073869	405	UNITED BANKCARD CENTER		\$ -	\$ 125.00	\$ 125.00
073869	406	UNITED BANKCARD CENTER		\$ -	\$ 329.94	\$ 329.94
073869	415	UNITED BANKCARD CENTER		\$ -	\$ 83.95	\$ 83.95
073869	424	UNITED BANKCARD CENTER		\$ -	\$ 108.54	\$ 108.54
073869	424	UNITED BANKCARD CENTER		\$ -	\$ 11,368.05	\$ 11,368.05

073869	425	UNITED BANKCARD CENTER		\$ -	\$ 1,409.94	\$ 1,409.94
073869	425	UNITED BANKCARD CENTER		\$ -	\$ 47.89	\$ 47.89
073869	425	UNITED BANKCARD CENTER		\$ -	\$ 784.12	\$ 784.12
073869	425	UNITED BANKCARD CENTER		\$ -	\$ 920.38	\$ 920.38
073869	428	UNITED BANKCARD CENTER		\$ -	\$ 109.62	\$ 109.62
073869	428	UNITED BANKCARD CENTER		\$ -	\$ 10,858.19	\$ 10,858.19
073869	428	UNITED BANKCARD CENTER		\$ -	\$ 16,231.55	\$ 16,231.55
073869	433	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
073869	433	UNITED BANKCARD CENTER		\$ -	\$ 14.00	\$ 14.00
073869	439	UNITED BANKCARD CENTER		\$ -	\$ 115.29	\$ 115.29
073869	439	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
073869	439	UNITED BANKCARD CENTER		\$ -	\$ 26.82	\$ 26.82
073869	439	UNITED BANKCARD CENTER		\$ -	\$ 150.00	\$ 150.00
073869	440	UNITED BANKCARD CENTER		\$ -	\$ 547.91	\$ 547.91
073869	440	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
073869	440	UNITED BANKCARD CENTER		\$ -	\$ 130.00	\$ 130.00
073869	GRANT	UNITED BANKCARD CENTER		\$ -	\$ 8,511.56	\$ 8,511.56
073869	451	UNITED BANKCARD CENTER		\$ -	\$ 68.22	\$ 68.22
073869	700	UNITED BANKCARD CENTER		\$ -	\$ 474.11	\$ 474.11
073869	700	UNITED BANKCARD CENTER		\$ -	\$ 267.30	\$ 267.30
073869	700	UNITED BANKCARD CENTER		\$ -	\$ 303.60	\$ 303.60
073869	700	UNITED BANKCARD CENTER		\$ -	\$ 1,232.16	\$ 1,232.16
073869	700	UNITED BANKCARD CENTER		\$ -	\$ 200.00	\$ 200.00
073869	700	UNITED BANKCARD CENTER		\$ -	\$ 535.79	\$ 535.79
073869	700	UNITED BANKCARD CENTER		\$ -	\$ 157.38	\$ 157.38
073869	700	UNITED BANKCARD CENTER		\$ -	\$ 86.38	\$ 86.38
073869	700	UNITED BANKCARD CENTER		\$ -	\$ 207.85	\$ 207.85
073869	711	UNITED BANKCARD CENTER		\$ -	\$ 186.82	\$ 186.82
073869	711	UNITED BANKCARD CENTER		\$ -	\$ 1,152.00	\$ 1,152.00
073869	711	UNITED BANKCARD CENTER		\$ -	\$ 24.81	\$ 24.81
073869	712	UNITED BANKCARD CENTER		\$ -	\$ 6,082.00	\$ 6,082.00
073869	712	UNITED BANKCARD CENTER		\$ -	\$ 95.42	\$ 95.42
073869	716	UNITED BANKCARD CENTER		\$ -	\$ 35.00	\$ 35.00
073869	716	UNITED BANKCARD CENTER		\$ -	\$ 5.12	\$ 5.12
073869	716	UNITED BANKCARD CENTER		\$ -	\$ 691.04	\$ 691.04
073869	716	UNITED BANKCARD CENTER		\$ -	\$ 612.30	\$ 612.30
073869	716	UNITED BANKCARD CENTER		\$ -	\$ 11.01	\$ 11.01
073869	717	UNITED BANKCARD CENTER		\$ -	\$ 99.62	\$ 99.62
073869	717	UNITED BANKCARD CENTER		\$ -	\$ 27.00	\$ 27.00
073869	900	UNITED BANKCARD CENTER		\$ -	\$ 159.30	\$ 159.30

073870	425	VALLEY HARDWARE COMPANY		\$ -	\$ 8.08	\$ 8.08
073871	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 16,608.33	\$ 16,608.33
073872	405	THOMSON REUTER - WEST	52685	\$ 2,215.99	\$ -	\$ 2,215.99
073873	716	WV BOARD VETERINARY MED		\$ -	\$ 250.00	\$ 250.00
073874	716	WV BOARD VETERINARY MED		\$ -	\$ 250.00	\$ 250.00
<b>TOTAL</b>						<b>\$ 233,691.71</b>
<b>TOTAL</b>				<b>\$ 3,810.99</b>	<b>\$ 229,880.72</b>	<b>\$ 233,691.71</b>

**Motion by Mr. Bell to approve the accounts payable for February 19, 2015 in the amount of \$232,691.71. Motion unanimously approved.**

**PUBLIC COMMENT:**

Bob Aitcheson, resident – requested the Commission vote in favor of Mr. Manuel’s motion to hold a public hearing regarding the Commission’s potential endorsement/support of an alcohol permit from the WVABCA for the All Good Music Festival.

Ramona Wesling, resident – urged the Commission not to consider privatizing ambulance service in Jefferson County and also spoke in support of restoring impact fee funding for the local volunteer fire departments.

Chris Stroeck, resident and attorney for All Good – stated the Commission has already acted through the Board of Zoning Appeals to approve the occurrence of the All Good Festival, also stated promoters were currently working with the WVABCA as a condition of the permit for the festival and reminded Commissioners the festival would still be taking place with or without a beer and wine permit from the WVABCA.

David Tabb, resident – provided the Commission with an update on his feelings regarding the current proceedings in the County and urged citizens to challenge their property assessments from the Assessor’s office.

John Barile, resident – urged the Commission to consider holding a public hearing to allow residents to voice their concerns regarding the potential granting of a beer and wine permit to the promoters of the All Good Festival.

**PRESENTATIONS**

1. Angie Banks, Assessor

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Nicholas Langevin	Harpers Ferry	Personal Property	307739	74.07
Angela Langevin				77.58

- **Motion by Ms. Noland to approve the Split Ticket as presented by the Assessor. Motion unanimously approved.**

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Louise and Elise Asonovich	Middleway	Personal Property	310976	136.38

- **Motion by Ms. Noland to approve the Exoneration as presented. Motion unanimously approved.**
2. Ralph Lorenzetti, Prosecuting Attorney
    - a. Request approval of new hires.
      - **Motion by Ms. Noland to approve the hiring of two Assistant Prosecuting Attorneys: Nathan Cochran at a Level VII, Step D, and Lydia Lehman at a Level VI, Step B. Motion unanimously approved.**
    - b. Request re-use of space in Magistrate Building
      - **Motion by Mr. Manuel to assess the space needs in the Prosecutor’s Office and look into the possibility of installing a door in the hallway to create a separate space for the victim advocate employees. Motion unanimously approved.**
  3. Bill Polk, Director of Maintenance
    - a. Request relocation of the oil tank in the back parking lot behind the Mason Building.
      - **Motion by Mr. Manuel to approve the removal of an unregistered oil tank located behind the Mason Building in the amount of \$12,151.00. Motion unanimously approved.**
    - b. Request approval of the Test Hole Drilling Agreement between the Jefferson County Commission and the West Virginia Department of Highways.
      - **Motion by Ms. Tabb to approve the Test Hole Drilling Agreement between the Jefferson County Commission and the West Virginia Department of Highways as presented by Mr. Polk. Motion unanimously approved.**
  4. Debra Young, Jefferson County Victim Assistance Program – requested approval of the VOCA grant application.

- **Motion by to Mr. Manuel approve the VOCA grant application as presented by Ms. Young and to provide matching funds for the grant. Motion unanimously approved.**
5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
  6. Roger Goodwin, Chief County Engineer – Impact Fees Recalculation Project – Presentation of Final Reports
    - **Motion by Ms. Tabb to accept the Impact Fees Recalculation Report for Parks and Recreation, EMS, and Law Enforcement. Motion seconded and unanimously approved.**
    - **Motion by Ms. Tabb to accept the Impact Fees Recalculation Report for Schools. Motion seconded and unanimously approved.**
    - **Motion by Mr. Manuel to allow the school representatives and other parties to speak on how a reduction in impact fees would affect local schools. Motion seconded but fails on a vote of 1-4 with Mr. Bell, Ms. Tabb, Ms. Noland, and Mr. Pellish opposing.**
    - **Motion by Mr. Pellish to reduce Single Family & Mobile Home impact fees to 70% of the proposed recalculation amount, reduce Multi-Family dwelling impact fees to 70% of the proposed recalculation amount, and reduce Townhome and Duplex impact fees to 70% of the *current* fee amount, with an effective date of March 1, 2015. Motion seconded and passes on a vote of 3-2 with Ms. Tabb and Mr. Manuel opposing.**
  7. Jennifer Brockman, Director of Planning and Zoning
    - a. Requested a total refund of the zoning variance fee for Judy Golden as Staff found zoning variance unnecessary after the fee was deposited.
      - **Motion by Mr. Manuel to approve a full refund of the \$100.00 zoning variance fee to be returned to Judy Golden, as presented. Motion seconded and unanimously approved.**
    - b. Recommendation from the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 404.69 acre +/- acre property owned by Standard Land Company, LLC, designated as Tax District: Harpers Ferry (04), Map: 11, Parcel:24.1, located on the east side of Millville Road (Route 27), ½ mile south of the intersection with Route 340 in Harpers Ferry for the purpose of setting a public hearing to be held by the County Commission.

- **Motion by Ms. Noland to schedule a Public Hearing on the Proposed Zoning Map Amendment for a 404.69 acre property owned by Standard Land Company, LLC, designated as Tax District: Harpers Ferry (04), Map: 11, Parcel:24.1, located on the east side of Millville Road (Route 27), ½ mile south of the intersection with Route 340 in Harpers Ferry on March 19, 2015 at 7:00 pm. Motion seconded and unanimously approved.**
8. Barb Miller, Director of Homeland Security and Emergency Management
- a. Requested the approval to post the position of Deputy Director/Planner/Program Manager at \$40,996.80.
- **Motion by Mr. Manuel to approve the posting of the Deputy Director/Planner/Program Manager at \$40,996.80. Motion seconded and unanimously approved.**
- b. Requested the approval of a pass-through grant proposal for Jefferson County Schools for \$45,400.
- **Motion by Mr. Manuel to approve the pass-through grant proposal for Jefferson County Schools for a Bi-Directional Amplifier Repeater for the new bus garage and radios. Motion seconded and unanimously approved.**
9. The Commission recessed for lunch at 12:30 pm.  
The Commission reconvened at 1:30 pm.
10. Interviews and Appointments to the Community Criminal Justice Board (Day Report Center) for one unexpired term ending July 3, 2017.
- **Motion by Mr. Manuel to appoint Eric Bell as a member-at-large of the Community Criminal Justice Board for one unexpired term ending July 3, 2017. Motion seconded and unanimously approved.**

**NEW BUSINESS**

11. Discuss County Administrator Position – Decision.
- **Motion by Ms. Noland to appoint Stephanie Grove as County Administrator at a Grade VIII, Step A with a salary of \$97,375.00. Motion seconded and unanimously approved.**
12. Explore options for privatizing ambulance service

- It was the consensus of the Commission to schedule an evening work session with representatives from the fire departments to discuss options for efficient allocation of limited EMS funds and resources.
13. Discussion on the possibility of holding a public hearing on allowing the All Good Music Festival to obtain an alcohol permit.
- **Motion by Mr. Manuel to schedule a public hearing to allow citizens to provide input regarding the County Commission’s sponsorship/endorsement of an alcohol permit from the WVABCA for the All Good Music Festival. Motion seconded but fails on a vote of 1-4 with Mr. Bell, Ms. Tabb, Ms. Noland, and Mr. Pellish opposing.**
14. Discussion of the County Commission’s use of Robert’s Rules for small boards
- **Motion by Mr. Pellish to return to the “formal” Robert’s Rules of Order and require a second for all motions. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**
15. Request for Ambulance Fee Exoneration – Eli Sizemore, Jr.
- **Motion by Ms. Noland to deny the ambulance fee exoneration for Eli Sizemore, Jr. as presented by the Ambulance Fee Collector. Motion seconded and unanimously approved.**
16. Legislative Updates – Mr. Manuel and Ms. Noland provided the Commission and the audience with an update on the status of various house and senate bills which may be of interest or impact to the County.

**COUNTY ADMINISTRATOR REPORTS**

- Board of Review and Equalization Reminder – Ms. Grove reminded the Commission of the final BORE hearings to be held at 1:30 pm on Friday, February 20, 2015.
  - Budget Deliberations – Ms. Grove reminded the Commission they’d begin budget deliberations on Monday, February 23 at 9:30 am and would continue throughout the week as needed.
  - Personnel Committee – Ms. Grove informed the Commission she is part of an ad hoc personnel committee for ESA employees, and they’ve been making progress on issues between ESA employees and board members.
17. Public Hearing – Proposed Zoning Map Amendment for a 0.98 acre property owned by David N. Slusher, designated as Tax District: Kabletown (06), Map:11, Parcel: 3.2,

located on the southwest corner of the Route 340/Straithmore Farm Lane/Wheatland Road intersection – Planning and Zoning File #Z14-02.

Ms. Tabb opened the public hearing at 1:33 pm and comments were made by the following:

Chad Wallen, representing Mr. David N. Slusher – stated Mr. Slusher was hoping to rezone his property from rural to general commercial and provided the reasoning behind Mr. Slusher’s rezoning request.

There being no further public comments, Ms. Tabb closed the public hearing at 1:38 pm and stated the record would remain open for two weeks to allow time for written comment.

18. Tim Stanton, Finance Director – presented the Commission with a Budget Review for January of FY15.

- **Motion by Mr. Manuel to approve Budget Revision #10 to transfer funds from Contingencies to the Engineering budget. Motion seconded and unanimously approved.**

19. Ronda Eddy, Jefferson Day Report Center – requested the approval of the Community Correction Grant

- **Motion by Mr. Manuel to approve the County Cash Match for Community Corrections Grant in the amount of \$100,000. Motion seconded and unanimously approved.**

## **COUNTY COMMISSIONER REPORTS**

Patsy Noland

- Attended the WVACO Conference of the Counties in Charleston, WV.
- Attended multiple budget and BORE meetings.
- Attended a Council on Aging meeting.
- Attended a JCCVB meeting.

Jane Tabb

- Attended an ESA meeting.
- Attended multiple budget and BORE meetings.
- Attended an LEPC meeting.

Dale Manuel

- Attended a Planning Commission meeting.
- Attended the Animal Welfare Center’s benefit dinner.
- Attended multiple budget and BORE meetings.

Eric Bell

- Attended a Board of Health meeting.
  - Attended a Shepherdstown Fire Hall meeting.
  - Attended multiple budget and BORE meetings.
20. The Commission meeting was adjourned at 3:28 pm on a motion by Mr. Manuel. Motion was unanimously approved.

---

JANE M. TABB, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant