

## **Minutes**

### **Jefferson County Commission**

**Thursday, March 19, 2015**

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A meeting of the Jefferson County Commission was held on Thursday, March 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, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, March 19, 2015 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Pellish led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Ms. Noland to approve the March 6, 2015 Special Session Minutes. Motion seconded and unanimously approved.**

**Motion by Mr. Manuel to approve the March 10, 2015 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.**

#### **APPROVAL OF PURCHASE ORDERS**

**Motion by Mr. Manuel to approve a Purchase Order in the amount of \$5,124.00 to include Purchase Order number 52654. Motion seconded and unanimously approved.**

#### **APPROVAL OF PAYROLL**

**Motion by Ms. Noland to approve the Regular Payroll for March 12, 2015 in the amount of \$232,003.01. Motion seconded and unanimously approved.**

## APPROVAL OF ACCOUNTS PAYABLE

| CHKNO  | DEPT    | VENDOR                   | PONUM | POAMT        | NOAMT        | CHECK AMOUNT |
|--------|---------|--------------------------|-------|--------------|--------------|--------------|
| 073961 | 428     | ACCURATE SYSTEMS INC     |       | \$ -         | \$ 4,000.00  | \$ 4,000.00  |
| 073962 | 424     | AT&T/IL                  |       | \$ -         | \$ 3.38      | \$ 3.38      |
| 073963 | 700     | ROBERT AMICK             |       | \$ -         | \$ 40.09     | \$ 40.09     |
| 073964 | 425     | B-K OFFICE SUPPLY INC    |       | \$ -         | \$ 67.90     | \$ 67.90     |
| 073965 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ -         | \$ 49.85     | \$ 49.85     |
| 073966 | PAYROLL | BUREAU F/CHILD SPVRT ENF |       | \$ -         | \$ 212.31    | \$ 212.31    |
| 073967 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -         | \$ 461.54    | \$ 461.54    |
| 073968 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -         | \$ 119.54    | \$ 119.54    |
| 073969 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -         | \$ 530.77    | \$ 530.77    |
| 073970 | 424     | CHARLES TOWN UTILITIES   |       | \$ -         | \$ 82.72     | \$ 82.72     |
| 073970 | 425     | CHARLES TOWN UTILITIES   |       | \$ -         | \$ 850.95    | \$ 850.95    |
| 073971 | PAYROLL | CHILD SUPPORT ENFORCE AG |       | \$ -         | \$ 27.69     | \$ 27.69     |
| 073972 | 403     | COAST TO COAST COMPUTER  |       | \$ -         | \$ 369.99    | \$ 369.99    |
| 073973 | 425     | COVENANT BUILDING MAINT  |       | \$ -         | \$ 6,478.58  | \$ 6,478.58  |
| 073973 | 425     | COVENANT BUILDING MAINT  |       | \$ -         | \$ 37.12     | \$ 37.12     |
| 073974 | 425     | DELL MARKETING LP        |       | \$ -         | \$ 1,266.63  | \$ 1,266.63  |
| 073975 | 425     | DAYCON                   |       | \$ -         | \$ 1,162.70  | \$ 1,162.70  |
| 073976 | PAYROLL | DIVERSIFIED COLLECTION   |       | \$ -         | \$ 154.83    | \$ 154.83    |
| 073977 | 433     | ESRI                     | 51387 | \$ 10,515.46 | \$ -         | \$ 10,515.46 |
| 073978 | 717     | FISHER AUTO PARTS        |       | \$ -         | \$ 1,014.47  | \$ 1,014.47  |
| 073979 | 717     | GUTTMAN OIL CO           |       | \$ -         | \$ 9,663.49  | \$ 9,663.49  |
| 073980 | PAYROLL | VOYA FINANCIAL           |       | \$ -         | \$ 3,040.00  | \$ 3,040.00  |
| 073981 | 425     | IPC TECHNOLOGIES INC.    |       | \$ -         | \$ 184.77    | \$ 184.77    |
| 073982 | 712     | JEFFERSON PUBLISH CO INC |       | \$ -         | \$ 33.00     | \$ 33.00     |
| 073983 | GRANT   | JEFFERSON DAY REPORT CNT |       | \$ -         | \$ 43,168.66 | \$ 43,168.66 |
| 073984 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -         | \$ 5,720.00  | \$ 5,720.00  |
| 073985 | 401     | LEWIS CO CIRCUIT CLERK   |       | \$ -         | \$ 41.08     | \$ 41.08     |
| 073986 | PAYROLL | HELEN M. MORRIS, TRUSTEE |       | \$ -         | \$ 150.00    | \$ 150.00    |
| 073987 | PAYROLL | NATIONWIDE RETIREMENT    |       | \$ -         | \$ 749.00    | \$ 749.00    |
| 073988 | 402     | PIFER OFFICE SUPPLY, INC |       | \$ -         | \$ 142.90    | \$ 142.90    |
| 073988 | 413     | PIFER OFFICE SUPPLY, INC |       | \$ -         | \$ 58.60     | \$ 58.60     |
| 073989 | 405     | POCKET PRESS, INC.       |       | \$ -         | \$ 40.46     | \$ 40.46     |
| 073990 | 402     | RECORD MANAGEMENT SOLUTN | 52467 | \$ 35.00     | \$ -         | \$ 35.00     |
| 073990 | 403     | RECORD MANAGEMENT SOLUTN | 51476 | \$ 30.00     | \$ -         | \$ 30.00     |
| 073991 | 717     | RICE TIRES CO            |       | \$ -         | \$ 636.68    | \$ 636.68    |
| 073992 | 402     | SOFTWARE SYSTEMS, INC    |       | \$ -         | \$ 27.00     | \$ 27.00     |

|              |         |                          |       |                     |                      |                      |
|--------------|---------|--------------------------|-------|---------------------|----------------------|----------------------|
| 073992       | 404     | SOFTWARE SYSTEMS, INC    |       | \$ -                | \$ 884.50            | \$ 884.50            |
| 073992       | 406     | SOFTWARE SYSTEMS, INC    |       | \$ -                | \$ 56.00             | \$ 56.00             |
| 073992       | 428     | SOFTWARE SYSTEMS, INC    |       | \$ -                | \$ 377.00            | \$ 377.00            |
| 073993       | 405     | STAPLES CREDIT PLAN      | 52684 | \$ 522.66           | \$ -                 | \$ 522.66            |
| 073994       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                | \$ 10,073.08         | \$ 10,073.08         |
| 073994       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                | \$ 43,071.26         | \$ 43,071.26         |
| 073994       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                | \$ 41,898.95         | \$ 41,898.95         |
| 073995       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                | \$ 3,398.67          | \$ 3,398.67          |
| 073995       | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -                | \$ 6,654.14          | \$ 6,654.14          |
| 073996       | 425     | CAPITAL TRISTATE         |       | \$ -                | \$ 3,596.96          | \$ 3,596.96          |
| 073997       | 425     | WM OF WEST VIRGINIA, INC |       | \$ -                | \$ 655.77            | \$ 655.77            |
| <b>TOTAL</b> |         |                          |       |                     |                      | <b>\$ 202,356.15</b> |
| <b>TOTAL</b> |         |                          |       | <b>\$ 11,103.12</b> | <b>\$ 191,253.03</b> | <b>\$ 202,356.15</b> |

**Motion by Ms. Noland to approve the accounts payable for March 12, 2015 in the amount of \$202,356.15. Motion unanimously approved.**

| CHCKNO | DEPT | VENDOR                   | PONUM | POAMT     | NOAMT        | CHECK AMOUNT |
|--------|------|--------------------------|-------|-----------|--------------|--------------|
| 073999 | 412  | COMCAST                  |       | \$ -      | \$ 103.63    | \$ 103.63    |
| 073999 | 425  | COMCAST                  |       | \$ -      | \$ 900.61    | \$ 900.61    |
| 074000 | 413  | APPLE VALLEY OFF.PRODUCT | 52470 | \$ 679.58 | \$ -         | \$ 679.58    |
| 074001 | 406  | BERKELEY PRINTING/DESIGN |       | \$ -      | \$ 3,080.90  | \$ 3,080.90  |
| 074002 | 424  | BOLAND SERVICES          | 52629 | \$ 270.00 | \$ -         | \$ 270.00    |
| 074002 | 425  | BOLAND SERVICES          |       | \$ -      | \$ 1,325.00  | \$ 1,325.00  |
| 074003 | 700  | ARTHUR CRIDLER           |       | \$ -      | \$ 20.24     | \$ 20.24     |
| 074004 | 424  | J.C.EHRLICH              |       | \$ -      | \$ 30.00     | \$ 30.00     |
| 074004 | 425  | J.C.EHRLICH              |       | \$ -      | \$ 603.00    | \$ 603.00    |
| 074005 | 415  | GENERAL COUNTY FUND-J FE |       | \$ -      | \$ 30,456.78 | \$ 30,456.78 |
| 074006 | 405  | MARY K. HURLEY           |       | \$ -      | \$ 84.70     | \$ 84.70     |
| 074007 | 401  | RICOH USA, INC           |       | \$ -      | \$ 139.92    | \$ 139.92    |
| 074007 | 403  | RICOH USA, INC           |       | \$ -      | \$ 58.14     | \$ 58.14     |
| 074007 | 404  | RICOH USA, INC           |       | \$ -      | \$ 29.07     | \$ 29.07     |
| 074007 | 405  | RICOH USA, INC           |       | \$ -      | \$ 147.21    | \$ 147.21    |
| 074007 | 406  | RICOH USA, INC           |       | \$ -      | \$ 29.07     | \$ 29.07     |
| 074007 | 425  | RICOH USA, INC           |       | \$ -      | \$ 33.26     | \$ 33.26     |
| 074007 | 433  | RICOH USA, INC           |       | \$ -      | \$ 52.45     | \$ 52.45     |
| 074007 | 440  | RICOH USA, INC           |       | \$ -      | \$ 90.64     | \$ 90.64     |
| 074007 | 700  | RICOH USA, INC           |       | \$ -      | \$ 58.14     | \$ 58.14     |
| 074007 | 712  | RICOH USA, INC           |       | \$ -      | \$ 120.99    | \$ 120.99    |
| 074008 | 425  | JEFF CO PUBLIC SER DEPT  |       | \$ -      | \$ 207.80    | \$ 207.80    |

|        |       |                          |       |             |              |              |
|--------|-------|--------------------------|-------|-------------|--------------|--------------|
| 074009 | 402   | JEFFERSON PUBLISH CO INC |       | \$ -        | \$ 86.22     | \$ 86.22     |
| 074010 | 425   | JEFFERSON UTILITIES INC  |       | \$ -        | \$ 559.76    | \$ 559.76    |
| 074011 | 712   | LANGUAGE LINE SERVICES   |       | \$ -        | \$ 43.39     | \$ 43.39     |
| 074012 | 424   | V.E. MAUCK PLUMBING SPPL |       | \$ -        | \$ 40.23     | \$ 40.23     |
| 074013 | 712   | OFFICEMAX                |       | \$ -        | \$ 61.30     | \$ 61.30     |
| 074014 | 404   | PIFER OFFICE SUPPLY, INC |       | \$ -        | \$ 5.49      | \$ 5.49      |
| 074015 | 424   | POTOMAC EDISON/OH        |       | \$ -        | \$ 1,804.18  | \$ 1,804.18  |
| 074015 | 425   | POTOMAC EDISON/OH        |       | \$ -        | \$ 3,591.21  | \$ 3,591.21  |
| 074015 | 425   | POTOMAC EDISON/OH        |       | \$ -        | \$ 18,861.51 | \$ 18,861.51 |
| 074016 | 424   | ROACH OIL COMPANY        |       | \$ -        | \$ 3,200.73  | \$ 3,200.73  |
| 074016 | 425   | ROACH OIL COMPANY        |       | \$ -        | \$ 3,674.48  | \$ 3,674.48  |
| 074017 | 401   | RICOH USA, INC./GA       |       | \$ -        | \$ 252.73    | \$ 252.73    |
| 074017 | 403   | RICOH USA, INC./GA       |       | \$ -        | \$ 287.58    | \$ 287.58    |
| 074017 | 404   | RICOH USA, INC./GA       |       | \$ -        | \$ 123.90    | \$ 123.90    |
| 074017 | 405   | RICOH USA, INC./GA       |       | \$ -        | \$ 423.90    | \$ 423.90    |
| 074017 | 406   | RICOH USA, INC./GA       |       | \$ -        | \$ 123.90    | \$ 123.90    |
| 074017 | 425   | RICOH USA, INC./GA       |       | \$ -        | \$ 48.10     | \$ 48.10     |
| 074017 | 433   | RICOH USA, INC./GA       |       | \$ -        | \$ 197.41    | \$ 197.41    |
| 074017 | 440   | RICOH USA, INC./GA       |       | \$ -        | \$ 197.41    | \$ 197.41    |
| 074017 | 700   | RICOH USA, INC./GA       |       | \$ -        | \$ 295.90    | \$ 295.90    |
| 074017 | 712   | RICOH USA, INC./GA       |       | \$ -        | \$ 267.08    | \$ 267.08    |
| 074018 | ALLOC | SHEPHERDSTOWN FIRE CO    |       | \$ -        | \$ 43,375.00 | \$ 43,375.00 |
| 074019 | 405   | SPECIALTY BUS SUPPLIES   | 52683 | \$ 1,178.16 | \$ -         | \$ 1,178.16  |
| 074020 | 408   | STATE TAX DEPARTMENT     |       | \$ -        | \$ 19,155.96 | \$ 19,155.96 |
| 074021 | 403   | WV ASSOC OF CIRCUIT CLER |       | \$ -        | \$ 100.00    | \$ 100.00    |
| 074022 | 405   | BRANDON C.H. SIMS        |       | \$ -        | \$ 194.35    | \$ 194.35    |
| 074023 | 425   | SHENANDOAH VALLEY WATER  |       | \$ -        | \$ 521.50    | \$ 521.50    |
| 074024 | 425   | TREARY SERVICE CO        |       | \$ -        | \$ 990.00    | \$ 990.00    |
| 074026 | 401   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 285.00    | \$ 285.00    |
| 074026 | 401   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 109.62    | \$ 109.62    |
| 074026 | 402   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 529.55    | \$ 529.55    |
| 074026 | 402   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 605.00    | \$ 605.00    |
| 074026 | 402   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 251.59    | \$ 251.59    |
| 074026 | 402   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 34.95     | \$ 34.95     |
| 074026 | 403   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 39.34     | \$ 39.34     |
| 074026 | 403   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 54.81     | \$ 54.81     |
| 074026 | 403   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 40.00     | \$ 40.00     |
| 074026 | 405   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 29.49     | \$ 29.49     |
| 074026 | 405   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 857.51    | \$ 857.51    |
| 074026 | 412   | UNITED BANKCARD CENTER   |       | \$ -        | \$ 135.74    | \$ 135.74    |

|        |     |                        |  |      |              |              |
|--------|-----|------------------------|--|------|--------------|--------------|
| 074026 | 415 | UNITED BANKCARD CENTER |  | \$ - | \$ 83.95     | \$ 83.95     |
| 074026 | 424 | UNITED BANKCARD CENTER |  | \$ - | \$ 99.00     | \$ 99.00     |
| 074026 | 424 | UNITED BANKCARD CENTER |  | \$ - | \$ 11,219.92 | \$ 11,219.92 |
| 074026 | 424 | UNITED BANKCARD CENTER |  | \$ - | \$ 108.54    | \$ 108.54    |
| 074026 | 425 | UNITED BANKCARD CENTER |  | \$ - | \$ 23.10     | \$ 23.10     |
| 074026 | 425 | UNITED BANKCARD CENTER |  | \$ - | \$ 160.57    | \$ 160.57    |
| 074026 | 425 | UNITED BANKCARD CENTER |  | \$ - | \$ 11.97     | \$ 11.97     |
| 074026 | 425 | UNITED BANKCARD CENTER |  | \$ - | \$ 571.99    | \$ 571.99    |
| 074026 | 428 | UNITED BANKCARD CENTER |  | \$ - | \$ 2,679.98  | \$ 2,679.98  |
| 074026 | 428 | UNITED BANKCARD CENTER |  | \$ - | \$ 109.62    | \$ 109.62    |
| 074026 | 428 | UNITED BANKCARD CENTER |  | \$ - | \$ 935.83    | \$ 935.83    |
| 074026 | 428 | UNITED BANKCARD CENTER |  | \$ - | \$ 2,491.00  | \$ 2,491.00  |
| 074026 | 428 | UNITED BANKCARD CENTER |  | \$ - | \$ 5,732.84  | \$ 5,732.84  |
| 074026 | 433 | UNITED BANKCARD CENTER |  | \$ - | \$ 54.81     | \$ 54.81     |
| 074026 | 439 | UNITED BANKCARD CENTER |  | \$ - | \$ 54.81     | \$ 54.81     |
| 074026 | 439 | UNITED BANKCARD CENTER |  | \$ - | \$ 68.36     | \$ 68.36     |
| 074026 | 440 | UNITED BANKCARD CENTER |  | \$ - | \$ 92.00     | \$ 92.00     |
| 074026 | 440 | UNITED BANKCARD CENTER |  | \$ - | \$ 159.99    | \$ 159.99    |
| 074026 | 440 | UNITED BANKCARD CENTER |  | \$ - | \$ 54.81     | \$ 54.81     |
| 074026 | 440 | UNITED BANKCARD CENTER |  | \$ - | \$ 89.00     | \$ 89.00     |
| 074026 | 440 | UNITED BANKCARD CENTER |  | \$ - | \$ 120.00    | \$ 120.00    |
| 074026 | 440 | UNITED BANKCARD CENTER |  | \$ - | \$ 130.00    | \$ 130.00    |
| 074026 | 440 | UNITED BANKCARD CENTER |  | \$ - | \$ 5.75      | \$ 5.75      |
| 074026 | 440 | UNITED BANKCARD CENTER |  | \$ - | \$ 125.00    | \$ 125.00    |
| 074026 | 440 | UNITED BANKCARD CENTER |  | \$ - | \$ 5.75      | \$ 5.75      |
| 074026 | 451 | UNITED BANKCARD CENTER |  | \$ - | \$ 51.66     | \$ 51.66     |
| 074026 | 700 | UNITED BANKCARD CENTER |  | \$ - | \$ 1,270.00  | \$ 1,270.00  |
| 074026 | 700 | UNITED BANKCARD CENTER |  | \$ - | \$ 225.00    | \$ 225.00    |
| 074026 | 700 | UNITED BANKCARD CENTER |  | \$ - | \$ 684.01    | \$ 684.01    |
| 074026 | 700 | UNITED BANKCARD CENTER |  | \$ - | \$ 64.71     | \$ 64.71     |
| 074026 | 700 | UNITED BANKCARD CENTER |  | \$ - | \$ 95.98     | \$ 95.98     |
| 074026 | 700 | UNITED BANKCARD CENTER |  | \$ - | \$ 7,186.78  | \$ 7,186.78  |
| 074026 | 700 | UNITED BANKCARD CENTER |  | \$ - | \$ 273.50    | \$ 273.50    |
| 074026 | 700 | UNITED BANKCARD CENTER |  | \$ - | \$ 18.38     | \$ 18.38     |
| 074026 | 700 | UNITED BANKCARD CENTER |  | \$ - | \$ 1,950.64  | \$ 1,950.64  |
| 074026 | 700 | UNITED BANKCARD CENTER |  | \$ - | \$ 1,232.16  | \$ 1,232.16  |
| 074026 | 700 | UNITED BANKCARD CENTER |  | \$ - | \$ 555.10    | \$ 555.10    |
| 074026 | 700 | UNITED BANKCARD CENTER |  | \$ - | \$ 282.00    | \$ 282.00    |
| 074026 | 700 | UNITED BANKCARD CENTER |  | \$ - | \$ 94.50     | \$ 94.50     |
| 074026 | 711 | UNITED BANKCARD CENTER |  | \$ - | \$ 309.85    | \$ 309.85    |

|              |         |                        |       |                    |                      |                      |
|--------------|---------|------------------------|-------|--------------------|----------------------|----------------------|
| 074026       | 711     | UNITED BANKCARD CENTER |       | \$ -               | \$ 29.99             | \$ 29.99             |
| 074026       | 711     | UNITED BANKCARD CENTER |       | \$ -               | \$ 46.40             | \$ 46.40             |
| 074026       | 711     | UNITED BANKCARD CENTER |       | \$ -               | \$ 186.82            | \$ 186.82            |
| 074026       | 711     | UNITED BANKCARD CENTER |       | \$ -               | \$ 378.24            | \$ 378.24            |
| 074026       | 711     | UNITED BANKCARD CENTER |       | \$ -               | \$ 165.00            | \$ 165.00            |
| 074026       | 712     | UNITED BANKCARD CENTER |       | \$ -               | \$ 4,217.08          | \$ 4,217.08          |
| 074026       | 712     | UNITED BANKCARD CENTER |       | \$ -               | \$ 650.00            | \$ 650.00            |
| 074026       | 712     | UNITED BANKCARD CENTER |       | \$ -               | \$ 599.00            | \$ 599.00            |
| 074026       | 712     | UNITED BANKCARD CENTER |       | \$ -               | \$ 753.95            | \$ 753.95            |
| 074026       | 712     | UNITED BANKCARD CENTER |       | \$ -               | \$ 5,759.04          | \$ 5,759.04          |
| 074026       | 712     | UNITED BANKCARD CENTER |       | \$ -               | \$ 118.05            | \$ 118.05            |
| 074026       | 712     | UNITED BANKCARD CENTER |       | \$ -               | \$ 2,409.00          | \$ 2,409.00          |
| 074026       | 716     | UNITED BANKCARD CENTER |       | \$ -               | \$ 248.32            | \$ 248.32            |
| 074026       | 716     | UNITED BANKCARD CENTER |       | \$ -               | \$ 555.00            | \$ 555.00            |
| 074026       | 716     | UNITED BANKCARD CENTER |       | \$ -               | \$ 785.49            | \$ 785.49            |
| 074026       | 717     | UNITED BANKCARD CENTER |       | \$ -               | \$ 1,474.25          | \$ 1,474.25          |
| 074026       | 900     | UNITED BANKCARD CENTER |       | \$ -               | \$ 159.30            | \$ 159.30            |
| 074027       | 405     | THOMSON REUTER - WEST  | 52685 | \$ 2,215.99        | \$ -                 | \$ 2,215.99          |
| 074028       | PAYROLL | WVCORP                 |       | \$ -               | \$ 134,733.50        | \$ 134,733.50        |
| 074029       | PAYROLL | WVCORP                 |       | \$ -               | \$ 32,606.50         | \$ 32,606.50         |
|              |         |                        |       |                    |                      |                      |
| <b>TOTAL</b> |         |                        |       |                    |                      | <b>\$ 368,728.89</b> |
| <b>TOTAL</b> |         |                        |       | <b>\$ 4,343.73</b> | <b>\$ 364,385.16</b> | <b>\$ 368,728.89</b> |

**Motion by Mr. Bell to approve the accounts payable for March 19, 2015 in the amount of \$368,728.89. Motion unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

**Motion by Mr. Bell to approve the Manual Checks for March 13, 2015 in the amount of \$1,360,743.53. Motion seconded and unanimously approved.**

**Motion by Mr. Bell to approve the Manual Checks for March 20, 2015 in the amount of \$19,456.64. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Eleanor Finn, resident – spoke about her feelings regarding the rezoning request from Standard Land, LLC and stated the rezoning is not compatible with the 2004 or the 2014 Comprehensive Plan. Ms. Finn also stated the rezoning would have a negative impact on traffic and the view shed.

David Tabb, resident – stated he was pleased to see such a large turnout for the Impact Fee Public Hearing and urged all citizens of Jefferson County to actively participate in local government.

## **PRESENTATIONS**

1. Bridget Cohee, Esq., Steptoe & Johnson, PLLC – provided the Commission with an update concerning pending litigation in Kilmer v. Jefferson County Commission, Civil Action No. 3:13-CV-95 and Thomas, et al. v. Jefferson County Commission, Civil Action No. 3:13-CV-156.
  - **Motion by Ms. Noland to enter into Executive Session, citing, §6-9A-4. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to authorize Ms. Cohee to proceed with action discussed in Executive Session. Motion seconded and unanimously approved.**
2. Jesse Jones, Chief of Staff, Jefferson County Sheriff's Department – requested the approval and signature of the FY16 Courthouse Security Grant and associated documents.
  - **Motion by Ms. Noland to approve the FY16 Courthouse Security Grant and authorize the President of the Commission to affix her signature to the associated documents. Motion seconded and unanimously approved.**
3. Interview and Appointment to the Jefferson County Property Safety Enforcement Agency for one two-year term ending February 8, 2017.
  - **Motion by Ms. Noland to reappoint Melinda Keuroglan to the Jefferson County Property Safety Enforcement Agency for one two-year term ending February 8, 2017. Motion seconded and unanimously approved.**
4. Interviews and Appointments to the Jefferson County Historic Landmarks Commission for two three-year terms ending March 6, 2018.
  - **Motion by Mr. Manuel to reappoint Eric Jenkins and Martin Burke to the Jefferson County Historic Landmarks Commission each for a term of three years expiring on March 6, 2018. Motion seconded and unanimously approved.**

5. Bill Polk, Director of Maintenance – requested the approval of employment for an Auto Mechanic for the Central Garage.
  - **Motion by Mr. Manuel to approve the employment of Russell Blackford as auto mechanic for the Central Garage under the Maintenance Department at a Grade IV, Step B. Motion seconded and unanimously approved.**
6. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
7. Tim Stanton, Finance Director
  - Approval of FY16 Budget
  - **Motion by Mr. Bell to approve the FY16 General Operating Fund Budget in the amount of \$26,114, 216.00 and the FY16 Coal Severance Fund in the amount of \$150,250.00. Motion seconded and unanimously approved.**
  - Review and approval of Internal Budget Transfers for FY15
  - **Motion by Mr. Manuel to approve Internal Budget Revisions #8, 9, and 10 as presented by Mr. Stanton. Motions seconded and unanimously approved.**

#### **UNFINISHED BUSINESS**

8. Amend Emergency Services Agency Reorganization Ordinance to remove Ambulance Revenue Sharing.
  - **Motion by Ms. Tabb to amend the Emergency Services Agency Reorganization Ordinance to remove Revenue Sharing. Motion seconded and unanimously approved.**
9. Amend new impact fees for residential housing to 70% of the fees in the 2015 Recalculation Study using housing unit types from the 2015 Recalculation Study.
  - Ms. Tabb stated she would delay discussion on this item until the Impact Fee Public Hearing process had concluded.
10. Discuss eliminating school impact fees and revisiting vehicle impact fees.
  - Each Commissioner provided his/her feelings on the impact fees in light of the impact fee public hearing, but action on the possible reduction or deletion of impact fees will be considered during the next Regular County Commission meeting to be held on Thursday, April 2, 2015.

## **NEW BUSINESS**

11. Rescind reduction of Impact Fees adopted February 19, 2015, and postpone consideration of impact fee funding levels until the public hearing process has been concluded.

- **Motion by Ms. Tabb to enter into Executive Session to discuss pending litigation. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to withdraw the reduction of Impact Fees set by the Jefferson County Commission on Thursday, February 19, 2015 and use the 2008 fee structure pending further action of the County Commission. Motion seconded and unanimously approved.**

12. Approval of Grant application and Resolution for Blue Ridge Mountain Volunteer Fire Department.

- **Motion by Ms. Noland to approve the Grant application and Resolution for Blue Ridge VFD and authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

13. Approval to use the Jefferson County Commission meeting room the third Wednesday of each month from 5:30 – 8:00 pm for the purpose of holding Parent Education courses through the West Virginia Family Court.

- **Motion by Ms. Noland to approve the use of the Jefferson County Commission meeting room every third Wednesday from 5:30 pm-8:00 pm to conduct Parent Education courses. Motion seconded and unanimously approved.**

14. Legislative Updates – Mr. Manuel, Mr. Bell, and Ms. Noland provided the Commission and the audience with an update on house and senate bills of interest to the County.

## **COUNTY ADMINISTRATOR REPORTS**

- **ESA Personnel Committee – Ms. Grove stated she was still working with the ESA Personnel Committee and would hopefully reach a resolution soon.**
- **County E-mail Alerts – Ms. Grove notified the Commission that approximately 700 County residents receive e-mails from the County's e-mail alerts system, with more signup requests received each day.**

- County Website – Ms. Grove stated that Vision Internet would be providing her with a prototype of the new website in early April and employees would be receiving training on the maintenance of the new website thereafter.
- P-Card Rebate – Ms. Grove stated the County received a P-card rebate of \$1,140 and had spoken with Gary Cogle, regional P-card coordinator, to inquire about an increase in spending level in order to boost the County’s quarterly rebate.
- Ambulance Fee Update and Credit/Debit Payment – Ms. Grove stated \$705,966 in ambulance fee payments have been collected to date, and the office was hoping to do a soft launch of the credit and debit card payment system at the beginning of April to coincide with the mailing of the delinquent notices.
- Public Hearing Reminders – Ms. Grove reminded the Commissioners they were scheduled to attend a public hearing at 7pm that evening on the rezoning request for Standard Land, LLC and were also scheduled for a public hearing on Thursday, March 26, 2015 at 7pm on Amendments to the Subdivision and Land Development Regulations.

15. Karen Olden, Deputy Probate Clerk

- a. Requested the approval and closure of estates that did not meet the requirements for closure at January’s quarterly review, but that need to be closed for time sensitive reasons.
  - **Motion by Ms. Noland to enter into session as a Fiduciary Review Board. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland for the approval and closure of estates that did not meet the requirements for closure at January’s quarterly review. Motion seconded and unanimously approved.**
- b. Public Hearing – Petition to Remove Ricky Crum as Executor of the Estate of Gardner Dillow and to Appoint Sheriff of Jefferson County or the Bank of Charles Town as Administrator of the above Estate
  - **Motion by Ms. Noland to appoint a Special Fiduciary Commissioner to consider the Petition to Remove Ricky Crum as Executor of the Estate of Gardner Dillow and to Appoint Sheriff of Jefferson County or the Bank of Charles Town as Administrator in the Dillow Estate. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to Appoint David DeJarnett, Esq. as the Special Fiduciary Commissioner in this matter. Motion seconded and unanimously approved.**

- **Motion by Mr. Pellish to appoint D. Frank Hill, III ,Esq. as the alternate Fiduciary Commission in this matter. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**

16. Public Hearing – Landowner initiated petition to amend the County Zoning Map 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 west side of Millville Road (Route 27), ½ mile south of the intersection with Route 340 in Harpers Ferry (Planning and Zoning File #Z14-03).

- The minutes for this public hearing have been provided separately.

## **COUNTY COMMISSION REPORTS**

Patsy Noland

- Attended a CVB meeting.
- Attended a Council on Aging meeting.

Jane Tabb

- Attended a PSD meeting.
- Attended the WV Dairy Cattle Show in Morgantown.
- Stated the monthly ESA meeting was cancelled due to lack of a quorum and also notified the Commissioners of the resignations of Marty Freeman, Administrative Assistant, and Doug Pittinger, Director.

Dale Manuel

- Attended a Planning Commission meeting.
- Attended the Adult/Juvenile Drug Court.
- Attended the Good Shepherd Potter's Bowl.
- Attended a Council on Aging meeting.
- Attended a Parks and Recreation meeting.
- Attended BINGO at Sam Michael's Park.
- Attended a Water Advisory Committee meeting.

Eric Bell

- Attended a HBPA meeting.
- Attended an EPTA meeting.
- Attended the Adult/Juvenile Drug Court.
- Traveled to Charleston to follow legislation.

Walt Pellish

➤ Attended numerous County Commission meetings.

17. The Commission meeting went into recess at 2:37 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

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JANE M. TABB, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistan