

Minutes

Jefferson County Commission

Thursday, April 2, 2015

A meeting of the Jefferson County Commission was held on Thursday, April 2, 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, April 2, 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 Ms. Noland to approve the March 16, 2015 Public Hearing Minutes. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the March 17, 2015 Public Hearing Minutes. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the March 19, 2015 Regular Meeting Minutes. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the March 19, 2015 Public Hearing Minutes. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the March 26, 2015 Public Hearing Minutes. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Regular Payroll for March 26, 2015 in the amount of \$226,056.39. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074032	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,315.32	\$ 4,315.32
074033	717	AUTOZONE		\$ -	\$ 109.49	\$ 109.49
074034	425	B-K OFFICE SUPPLY INC		\$ -	\$ 1,184.56	\$ 1,184.56
074035	717	BRUCE'S AUTO REPAIR		\$ -	\$ 53.50	\$ 53.50
074036	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074037	406	MONICA BENNETT		\$ -	\$ 138.00	\$ 138.00
074038	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
074039	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074040	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074041	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
074042	402	CLERK OF CO. COMMISSION		\$ -	\$ 26.60	\$ 26.60
074043	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
074044	712	CPI COMPUTR PROJECT F/IL		\$ -	\$ 1,716.00	\$ 1,716.00
074045	PAYROLL	COLONIAL LIFE		\$ -	\$ 516.18	\$ 516.18
074046	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
074047	406	RHONDA FIELDS		\$ -	\$ 138.00	\$ 138.00
074048	451	STEPHEN V GROH		\$ -	\$ 683.59	\$ 683.59
074049	451	JUDY R. GOLDEN		\$ -	\$ 100.00	\$ 100.00
074050	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
074051	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 211,890.50	\$ 211,890.50
074052	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 40.30	\$ 40.30
074052	424	JEFFERSON PUBLISH CO INC		\$ -	\$ 96.60	\$ 96.60
074053	424	THE JOURNAL		\$ -	\$ 298.56	\$ 298.56
074054	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
074055	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
074056	405	JENNIFER E. MAY-SANNER		\$ -	\$ 83.36	\$ 83.36
074057	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074058	700	ROBIN MAHONY		\$ -	\$ 15.97	\$ 15.97
074059	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074060	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 178.25	\$ 178.25
074060	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 163.94	\$ 163.94
074061	700	WILLIAM POTTER		\$ -	\$ 48.28	\$ 48.28
074062	425	RCS SECURITY		\$ -	\$ 618.00	\$ 618.00

074063	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.62	\$ 3.62
074063	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.84	\$ 0.84
074063	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,720.84	\$ 9,720.84
074063	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,565.24	\$ 41,565.24
074063	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.55	\$ 2.55
074063	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 38,783.67	\$ 38,783.67
074064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 30,186.59	\$ 30,186.59
074064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,132.51	\$ 2,132.51
074064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.34	\$ 1.34
074064	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 204.56	\$ 204.56
074065	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,557.27	\$ 10,557.27
074065	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,525.34	\$ 15,525.34
074066	405	TERESA TRITELLI		\$ -	\$ 275.50	\$ 275.50
074067	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.32	\$ 1.32
074067	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4.12	\$ 4.12
074067	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 76,732.06	\$ 76,732.06
074067	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 24,663.92	\$ 24,663.92
074068	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
074069	700	WILLIAM WALTERS		\$ -	\$ 18.01	\$ 18.01
TOTAL						\$ 485,176.33
TOTAL				\$ -	\$ 485,176.33	\$ 485,176.33

Motion by Ms. Noland to approve the accounts payable for March 26, 2015 in the amount of \$485,176.33. Motion unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074071	712	AT&T/GA		\$ -	\$ 32.84	\$ 32.84
074072	406	BERKELEY PRINTING/DESIGN		\$ -	\$ 1,081.00	\$ 1,081.00
074073	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 14,625.00	\$ 14,625.00
074074	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074075	PAYROLL	BUREAU F/CHILD SPprt ENF		\$ -	\$ 212.31	\$ 212.31
074076	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074077	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
074078	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074079	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
074080	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
074081	425	CDW-GOVERNMENT LLC		\$ -	\$ 689.14	\$ 689.14
074082	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00

074082	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 14,625.00	\$ 14,625.00
074083	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
074084	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
074085	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,982.63	\$ 5,982.63
074086	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 2,568.75	\$ 2,568.75
074087	PAYROLL	GUARDIAN		\$ -	\$ 1,939.49	\$ 1,939.49
074087	PAYROLL	GUARDIAN		\$ -	\$ 1,709.90	\$ 1,709.90
074088	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
074088	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
074088	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074088	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
074088	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074088	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074088	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074088	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074088	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
074088	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074089	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
074090	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 33,223.50	\$ 33,223.50
074091	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 84.58	\$ 84.58
074091	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 33.00	\$ 33.00
074092	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 25,000.00	\$ 25,000.00
074093	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
074094	433	LYLE SIGNS, INC.		\$ -	\$ 334.72	\$ 334.72
074095	406	MONROE SYS FOR BUSINESS		\$ -	\$ 183.10	\$ 183.10
074096	PAYROLL	HIGHMARK WV		\$ -	\$ 168,244.11	\$ 168,244.11
074097	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074098	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074099	712	OFFICEMAX		\$ -	\$ 288.52	\$ 288.52
074100	ALLOC	JEFF CO PARKS &		\$ -	\$ 62,332.25	\$ 62,332.25
074101	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 188.85	\$ 188.85
074101	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 17.44	\$ 17.44
074101	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 15.69	\$ 15.69
074102	712	LAURA POPE		\$ -	\$ 355.00	\$ 355.00
074103	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00
074104	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 14,625.00	\$ 14,625.00
074105	704	ST/WV REGIONAL JAIL &		\$ -	\$ 102,647.75	\$ 102,647.75
074106	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 14,625.00	\$ 14,625.00
074107	425	THOMPSON GAS		\$ -	\$ 741.84	\$ 741.84
074108	424	TREINARY SERVICE CO		\$ -	\$ 570.26	\$ 570.26

074109	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
074110	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 655.77	\$ 655.77
074111	ALLOC	WVU		\$ -	\$ 3,488.75	\$ 3,488.75
TOTAL						\$ 501,553.50
TOTAL				\$ -	\$ 501,553.50	\$ 501,553.50

Motion by Mr. Manuel to approve the accounts payable for April 2, 2015 in the amount of \$501,553.50. Motion unanimously approved.

APPROVAL OF MANUAL CHECKS

Motion by Mr. Bell to approve the Manual Checks for March 26, 2015 in the amount of \$70,870. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the Manual Checks for April 2, 2015 in the amount of \$870.00. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Scott Sudduth, resident and President of the Jefferson County Board of Education – stated he and the school board were in support of a reduction of impact fees but urged the Commission to make a reasonable decision based on the information provided in the 2015 TischlerBise Recalculation Report.

Jessica Gettman, resident and general manager of the Harpers Ferry KOA – voiced her concerns regarding the campground’s inclusion in the Bolivar Urban Growth Boundary, stating that she and her staff were opposed to being included in the Bolivar UGB because Bolivar was not providing the KOA with any services or benefits such as water, sewer, or infrastructure.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Bryan Lewis	2014 Personal Property	Middleway	312031	61.12

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

2. Pete Dougherty, Sheriff
 - a. Requested approval of a grant application in the amount of \$35,000 to aid in the purchase of new outer carrier ballistic vests for the Jefferson County Sheriff's Deputies.
 - **Motion by Mr. Manuel to approve the application of the Homeland Security Grant in the amount of \$35,000 and authorize the President of the Commission to affix her signature to the associated documents. Motion seconded and unanimously approved.**
 - b. Requested the approval of Deputy First Class designation for Deputy Douglas Fletcher and an associated salary increase of \$1,000.
 - **Motion by Ms. Noland to approve the designation change of Deputy First Class for Deputy Douglas Fletcher. Motion seconded and unanimously approved.**
3. Bolivar Corporation – requested the approval and establishment of the Bolivar Urban Growth Boundary.
 - o It was the consensus of the Commission to hold a public hearing regarding the Bolivar Urban Growth Boundary, scheduled for Thursday, April 30, 2015 during the Regular County Commission meeting.
4. Annette Gavin, Jefferson County Convention and Visitor's Bureau – presented the Commission with the JCCVB's FY16 Budget pending MAPP approval.
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Interviews and Appointments to the Jefferson County Planning Commission – two three-year terms ending March 31, 2018.
 - **Motion by Mr. Pellish to reappoint Gene Taylor and Stephen Stolipher to the Jefferson County Planning Commission each for one three-year term ending March 31, 2018. Motion seconded and unanimously approved.**
7. Decision on the consideration of Impact Fee funding levels.
 - **Motion by Mr. Manuel to adopt and approve the Impact Fees as the amounts outlined and recommended in the most recent TischlerBise recalculation report. Motion seconded but fails on a vote of 2-3 with Ms. Tabb, Ms. Noland, and Mr. Pellish opposing.**

- **Motion by Mr. Pellish to reestablish the Impact Fees as discussed and voted upon during the February 19, 2015 Regular County Commission Meeting. Motion seconded.**
 - **Motion by Ms. Tabb to amend Mr. Pellish’s motion to set the 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, effective May 1, 2015. Motion seconded and unanimously approved.**
8. Jennie Brockman, Director of Planning and Zoning
- a. Requested a total refund of the zoning variance fee for Thomas and Patricia Mills as Staff found the zoning variance unnecessary after the fee was deposited.
 - **Motion by Mr. Manuel to approve a full refund of the \$100.00 zoning variance fee be returned to Thomas and Patricia Mills. Motion seconded and unanimously approved.**
 - b. Requested a total refund of the zoning variance fee for Thomas Marshall as Staff found the zoning variance unnecessary after the fee was deposited.
 - **Motion by Ms. Tabb to approve a full refund of \$100.00 zoning variance fee be returned to Thomas Marshall. Motion seconded and unanimously approved.**
 - c. Requested the permission to hire a Zoning Administrator to fill the vacant position.
 - **Motion by Mr. Manuel to approve the hiring of A. David Simon as the County Zoning Administrator with a state date of May 4, 2015 at a Grade V, Step B with a move to Step C after a successful six month probationary period. Motion seconded and unanimously approved.**
9. Dr. David Didden, Jefferson County Health Department – requested the approval of dental services provided through the Jefferson County Health Department.
- **Motion by Ms. Tabb to approve the dental services provided through the Jefferson County Health Department. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Decision on the Land owner 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).

- **Motion by Ms. Tabb to approve the rezoning from Rural/Residential to Residential – Light Industrial – Commercial 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) having found the rezoning consistent with the 2014 Comprehensive Plan. Motion seconded and unanimously approved.**

11. Approval of the Jefferson County Commission Ambulance Fee Privacy Policy and Credit Card Security Policies.

- **Motion by Mr. Bell to approve the Jefferson County Commission Ambulance Fee Privacy Policy and Credit Card Security Policy as presented. Motion seconded and unanimously approved.**

12. Set time to Lay the Levy on Tuesday, April 21, 2015

- It was the consensus of the Commission to Lay the Levy at 10:00 am on Tuesday, April 21, 2015.

13. Approval of Resolution and grant application for the Jefferson County Solid Waste Authority.

- **Motion by Ms. Tabb to approve the Resolution and grant application for the Jefferson County Solid Waste Authority in the amount of \$2,500 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

14. Approval of Resolution and grant application for Good Shepherd Interfaith Volunteer Caregivers.

- **Motion by Ms. Noland to approve the Resolution and grant application for the Good Shepherd Interfaith Volunteer Caregivers in the amount of \$4,000 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

15. Approval of Agreement with Xerox Government Systems, Inc.

- **Motion by Mr. Bell to approve the Agreement in the amount \$1,595 and to authorize the President to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

16. Request to use the County Commission meeting room on Wednesday, April 29, 2015 from 6:30 – 8:30 pm to promote the Adopt-a-Highway Program.

- **Motion by Mr. Manuel to approve the use of the Jefferson County Commission meeting room on Wednesday, April 29, 2015 from 6:30-8:30 pm to promote the Adopt-a-Highway Program. Motion seconded and unanimously approved.**

17. 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.

FINANCIAL DIRECTOR REPORTS

➤ Internal Budget Revisions

- **Motion by Ms. Noland to approve Internal Budget Revisions #11, #12, and #13 as presented by Mr. Stanton. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Special Session – Ms. Grove stated the Commission needed to schedule a special session regarding an update on pending litigation before the 14th of April. It was the consensus of the Commission to schedule the Special Session for 10:00 am on Monday, April 6, 2015.
- Supply Kits for Elections – Ms. Grove stated Ms. Nikki Painter in the Elections department has developed her own supply kits for the polling locations rather than purchasing them from the Secretary of States’s Office. Ms. Grove complemented Ms. Painter’s efforts, stating the new kits are user-friendly, comprehensive, and cost effective.
- CLE Class – Ms. Grove stated she attended a free CLE class on unclaimed property in Martinsburg last week.
- ESA Selection Committee for New Director – Ms. Grove stated she was asked to be a part of an ESA Selection Committee for the new ESA Director; however, she did not feel comfortable agreeing to serve on the Committee until she had the Commission’s approval. It was the consensus of the Commission to allow Ms. Grove to serve on the ESA Selection Committee for their new director.

- Ambulance Fee Update – Ms. Grove stated approximately \$716,013 has been collected in Ambulance Fee money to date. She also stated the delinquent notices have been printed and the Jefferson County Council on Aging will be stuffing the envelopes for a small fee.

COUNTY COMMISSION REPORTS

Patsy Noland

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

Jane Tabb

- Attended a Farmland Protection Board monitoring visit.
- Stated she was looking for farms to participate in Farm Day on June 20, 2015.

Dale Manuel

- Attended the public hearings on Standard Land, LLC and the proposed amendments to the Subdivision and Land Use Development regulations.
- Attended the WV Thoroughbred Breeder's Dinner.
- Attended a tour of Hite Road Park.
- Attended an Affordable Housing meeting.

Eric Bell

- Attended a Fire Chief meeting.
- Attended an Eastern Panhandle Business Association meeting.

Walt Pellish

- Attended a Development Authority meeting.
- Stated he had a CAT scan scheduled for Tuesday and would proceed with round 8 of chemotherapy.

18. The Commission meeting adjourned at 12:23 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted

Jessica D. Carroll
Administrative Assistant