

Minutes

Jefferson County Commission

Thursday, April 16, 2015

A meeting of the Jefferson County Commission was held on Thursday, April 16, 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 16, 2015 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the April 2, 2015 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

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

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the Purchase Orders for April 16, 2015 in the amount of \$38,959.21 to include Purchase Order numbers 52655, 52336, and 52338. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Regular Payroll for April 9, 2015 in the amount of \$228,144.40. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074114	425	COMCAST		\$ -	\$ 189.90	\$ 189.90
074115	405	MYOSHIA BRIGHT		\$ -	\$ 12.00	\$ 12.00
074116	405	MARCIA LYNN CHANDLER		\$ -	\$ 94.00	\$ 94.00
074117	425	DODSON'S SEPTIC		\$ -	\$ 255.00	\$ 255.00
074118	GRANT	DELL MARKETING LP		\$ -	\$ 1,614.90	\$ 1,614.90
074119	405	FEDEX		\$ -	\$ 86.01	\$ 86.01
074119	428	FEDEX		\$ -	\$ 119.05	\$ 119.05
074119	700	FEDEX		\$ -	\$ 61.43	\$ 61.43
074120	717	GUTTMAN OIL CO		\$ -	\$ 8,107.00	\$ 8,107.00
074121	405	LYNDSEY W. MATSCHAT		\$ -	\$ 195.54	\$ 195.54
074122	403	PIFER OFFICE SUPPLY, INC		\$ -	\$ 59.71	\$ 59.71
074123	405	PAMELA PATTERSON		\$ -	\$ 319.55	\$ 319.55
074124	424	POTOMAC EDISON/OH		\$ -	\$ 2,170.04	\$ 2,170.04
074124	425	POTOMAC EDISON/OH		\$ -	\$ 21,509.39	\$ 21,509.39
074125	405	LECTOR DENISE RIDEOUTT		\$ -	\$ 12.00	\$ 12.00
074126	717	RICE TIRES CO		\$ -	\$ 422.64	\$ 422.64
074127	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 383.04	\$ 383.04
074127	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 491.96	\$ 491.96
074128	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,097.42	\$ 42,097.42
074128	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,845.32	\$ 9,845.32
074128	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,595.10	\$ 39,595.10
074129	405	SKILL PATH SEMINARS		\$ -	\$ 61.84	\$ 61.84
074130	405	SKILL PATH SEMINARS		\$ -	\$ 199.00	\$ 199.00
074131	405	SKILL PATH SEMINARS		\$ -	\$ 199.00	\$ 199.00
074132	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 5,922.56	\$ 5,922.56
074132	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 14,257.65	\$ 14,257.65
074133	405	THOMSON REUTER - WEST	52685	\$ 295.50	\$ -	\$ 295.50
074134	402	XEROX CORPORATION	52468	\$ 1,560.47	\$ -	\$ 1,560.47
TOTAL						\$ 150,137.02
TOTAL				\$ 1,855.97	\$ 148,281.05	\$ 150,137.02

Motion by Mr. Bell to approve the accounts payable for April 9, 2015 in the amount of \$150,137.02. Motion unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074136	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,000.00	\$ 4,000.00
074137	425	COMCAST		\$ -	\$ 233.63	\$ 233.63
074138	424	AT&T/IL		\$ -	\$ 1.32	\$ 1.32
074139	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 524.44	\$ 524.44
074140	405	ADC LEGAL SYSTEMS, INC.		\$ -	\$ 1,254.00	\$ 1,254.00
074141	401	AVALANCHE SERVICES		\$ -	\$ 595.00	\$ 595.00
074142	425	BERKELEY CLUB BEVERAGES		\$ -	\$ 12.96	\$ 12.96
074143	402	WV ASSOC OF COUNTY CLERK		\$ -	\$ 650.00	\$ 650.00
074144	424	CHARLES TOWN UTILITIES		\$ -	\$ 48.34	\$ 48.34
074144	425	CHARLES TOWN UTILITIES		\$ -	\$ 907.00	\$ 907.00
074145	700	DIV OF JUSTICE & COMMUNT		\$ -	\$ 1,500.00	\$ 1,500.00
074146	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 41.85	\$ 41.85
074147	ALLOC	EASTERN WV REGIONAL		\$ -	\$ 11,428.00	\$ 11,428.00
074148	717	FISHER AUTO PARTS		\$ -	\$ 1,127.65	\$ 1,127.65
074149	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 28,514.20	\$ 28,514.20
074150	412	MICHAEL HARMAN		\$ -	\$ 509.91	\$ 509.91
074151	401	HIRERIGHT		\$ -	\$ 74.40	\$ 74.40
074152	700	JEANNA HOLLER		\$ -	\$ 13.64	\$ 13.64
074153	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 776.57	\$ 776.57
074154	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 163.00	\$ 163.00
074155	401	THE JEFFERSON CENTER		\$ -	\$ 81.60	\$ 81.60
074156	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
074157	ALLOC	*JEFFERSON CO EMERGENCY		\$ -	\$ 300,000.00	\$ 300,000.00
074158	402	MR PRINT		\$ -	\$ 124.38	\$ 124.38
074159	451	THOMAS MARSHALL		\$ -	\$ 100.00	\$ 100.00
074160	451	THOMAS & PATRICIA MILLS		\$ -	\$ 100.00	\$ 100.00
074161	406	NATIONAL BAND & TAG CO		\$ -	\$ 1,220.00	\$ 1,220.00
074162	424	NEOPOST USA INC.		\$ -	\$ 330.00	\$ 330.00
074163	425	OFFICEMAX		\$ -	\$ 169.35	\$ 169.35
074164	GRANT	JEFF CO PARKS &		\$ -	\$ 74,250.00	\$ 74,250.00
074165	ALLOC	JEFF CO PARKS &		\$ -	\$ 11,810.02	\$ 11,810.02
074166	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 188.72	\$ 188.72
074167	425	POTOMAC EDISON/OH		\$ -	\$ 4,595.45	\$ 4,595.45
074168	700	WILLIAM POTTER		\$ -	\$ 22.15	\$ 22.15
074169	424	ROACH OIL COMPANY		\$ -	\$ 1,812.95	\$ 1,812.95
074169	425	ROACH OIL COMPANY		\$ -	\$ 2,349.91	\$ 2,349.91

074170	405	TRACY P. RICE, RPR		\$ -	\$ 1,003.95	\$ 1,003.95
074171	425	RCS SECURITY		\$ -	\$ 743.86	\$ 743.86
074172	402	RECORD MANAGEMENT SOLUTN	52467	\$ 35.00	\$ -	\$ 35.00
074172	403	RECORD MANAGEMENT SOLUTN	51476	\$ 30.00	\$ -	\$ 30.00
074173	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 51.30	\$ 51.30
074174	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 377.00	\$ 377.00
074174	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
074174	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 732.00	\$ 732.00
074174	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 56.00	\$ 56.00
074174	700	SOFTWARE SYSTEMS, INC		\$ -	\$ 37.50	\$ 37.50
074175	405	SPECIALTY BUS SUPPLIES	52683	\$ 2,003.74	\$ -	\$ 2,003.74
074176	405	STAPLES CREDIT PLAN	52684	\$ 610.03	\$ -	\$ 610.03
074177	425	SHERWIN-WILLIAMS		\$ -	\$ 53.70	\$ 53.70
074178	425	SHENANDOAH VALLEY WATER		\$ -	\$ 564.15	\$ 564.15
074179	401	TISCHLERBISE, INC.		\$ -	\$ 962.00	\$ 962.00
074180	425	THOMPSON GAS		\$ -	\$ 868.69	\$ 868.69
074181	700	TOC/TACTICAL OPERATIONS		\$ -	\$ 100.00	\$ 100.00
074182	425	TRENARY SERVICE CO		\$ -	\$ 140.00	\$ 140.00
074183	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 227.00	\$ 227.00
074185	401	UNITED BANKCARD CENTER		\$ -	\$ 9.00	\$ 9.00
074185	401	UNITED BANKCARD CENTER		\$ -	\$ 109.62	\$ 109.62
074185	401	UNITED BANKCARD CENTER		\$ -	\$ 1,041.56	\$ 1,041.56
074185	402	UNITED BANKCARD CENTER		\$ -	\$ 708.57	\$ 708.57
074185	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
074185	403	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
074185	403	UNITED BANKCARD CENTER		\$ -	\$ 94.94	\$ 94.94
074185	405	UNITED BANKCARD CENTER		\$ -	\$ 328.00	\$ 328.00
074185	405	UNITED BANKCARD CENTER		\$ -	\$ 139.28	\$ 139.28
074185	412	UNITED BANKCARD CENTER		\$ -	\$ 212.95	\$ 212.95
074185	413	UNITED BANKCARD CENTER		\$ -	\$ 705.61	\$ 705.61
074185	415	UNITED BANKCARD CENTER		\$ -	\$ 83.95	\$ 83.95
074185	424	UNITED BANKCARD CENTER		\$ -	\$ 108.54	\$ 108.54
074185	424	UNITED BANKCARD CENTER		\$ -	\$ 95.24	\$ 95.24
074185	424	UNITED BANKCARD CENTER		\$ -	\$ 10,372.78	\$ 10,372.78
074185	425	UNITED BANKCARD CENTER		\$ -	\$ 510.10	\$ 510.10
074185	425	UNITED BANKCARD CENTER		\$ -	\$ 43.89	\$ 43.89
074185	425	UNITED BANKCARD CENTER		\$ -	\$ 55.91	\$ 55.91
074185	425	UNITED BANKCARD CENTER		\$ -	\$ 11.94	\$ 11.94
074185	425	UNITED BANKCARD CENTER		\$ -	\$ 142.51	\$ 142.51
074185	428	UNITED BANKCARD CENTER		\$ -	\$ 1,332.50	\$ 1,332.50

074185	428	UNITED BANKCARD CENTER		\$ -	\$ 2,995.06	\$ 2,995.06
074185	428	UNITED BANKCARD CENTER		\$ -	\$ 14,721.75	\$ 14,721.75
074185	428	UNITED BANKCARD CENTER		\$ -	\$ 109.62	\$ 109.62
074185	428	UNITED BANKCARD CENTER		\$ -	\$ 448.08	\$ 448.08
074185	433	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
074185	439	UNITED BANKCARD CENTER		\$ -	\$ 15.00	\$ 15.00
074185	439	UNITED BANKCARD CENTER		\$ -	\$ 107.28	\$ 107.28
074185	439	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
074185	439	UNITED BANKCARD CENTER		\$ -	\$ 605.00	\$ 605.00
074185	440	UNITED BANKCARD CENTER		\$ -	\$ 150.00	\$ 150.00
074185	440	UNITED BANKCARD CENTER		\$ -	\$ 5.75	\$ 5.75
074185	440	UNITED BANKCARD CENTER		\$ -	\$ 178.00	\$ 178.00
074185	440	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
074185	440	UNITED BANKCARD CENTER		\$ -	\$ 17.25	\$ 17.25
074185	451	UNITED BANKCARD CENTER		\$ -	\$ 44.30	\$ 44.30
074185	700	UNITED BANKCARD CENTER		\$ -	\$ 834.27	\$ 834.27
074185	700	UNITED BANKCARD CENTER		\$ -	\$ 61.69	\$ 61.69
074185	700	UNITED BANKCARD CENTER		\$ -	\$ 1,232.16	\$ 1,232.16
074185	700	UNITED BANKCARD CENTER		\$ -	\$ 111.00	\$ 111.00
074185	700	UNITED BANKCARD CENTER		\$ -	\$ 1,090.00	\$ 1,090.00
074185	700	UNITED BANKCARD CENTER		\$ -	\$ 344.73	\$ 344.73
074185	700	UNITED BANKCARD CENTER		\$ -	\$ 95.98	\$ 95.98
074185	711	UNITED BANKCARD CENTER		\$ -	\$ 741.86	\$ 741.86
074185	711	UNITED BANKCARD CENTER		\$ -	\$ 186.82	\$ 186.82
074185	711	UNITED BANKCARD CENTER		\$ -	\$ 186.93	\$ 186.93
074185	712	UNITED BANKCARD CENTER		\$ -	\$ 5,958.30	\$ 5,958.30
074185	712	UNITED BANKCARD CENTER		\$ -	\$ 429.00	\$ 429.00
074185	712	UNITED BANKCARD CENTER		\$ -	\$ 388.43	\$ 388.43
074185	712	UNITED BANKCARD CENTER		\$ -	\$ 391.85	\$ 391.85
074185	716	UNITED BANKCARD CENTER		\$ -	\$ 338.00	\$ 338.00
074185	716	UNITED BANKCARD CENTER		\$ -	\$ 10.00	\$ 10.00
074185	716	UNITED BANKCARD CENTER		\$ -	\$ 1,276.37	\$ 1,276.37
074185	716	UNITED BANKCARD CENTER		\$ -	\$ 525.00	\$ 525.00
074185	716	UNITED BANKCARD CENTER		\$ -	\$ 105.00	\$ 105.00
074185	716	UNITED BANKCARD CENTER		\$ -	\$ 105.00	\$ 105.00
074185	716	UNITED BANKCARD CENTER		\$ -	\$ 105.00	\$ 105.00
074185	900	UNITED BANKCARD CENTER		\$ -	\$ 112.52	\$ 112.52
074186	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 13,111.03	\$ 13,111.03
074187	405	THOMSON REUTER - WEST	52685	\$ 2,215.99	\$ -	\$ 2,215.99
074188	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 619.04	\$ 619.04

074189	PAYROLL	WV BUREAU OF EMPLOYMENT		\$ -	\$ 2,547.26	\$ 2,547.26
TOTAL						\$ 527,594.52
TOTAL				\$ 4,894.76	\$ 522,699.76	\$ 527,594.52

Motion by Mr. Manuel to approve the accounts payable for April 16, 2015 in the amount of \$527,594.52. Motion unanimously approved.

MANUAL CHECKS

- **Motion by Mr. Bell to approve the Manual Checks for April 17, 2015 in the amount of \$258,983.34. Motion seconded and unanimously approved.**

PUBLIC COMMENT:

Jeff Leeper, resident – requested the Commission discuss with the Emergency Services Agency the qualifications for waivers/exemptions from the Ambulance Service Fee so the process is uniform and equitable.

PRESENTATIONS

1. Pete Dougherty, Sheriff
 - a. Hire of Replacement Deputy
 - **Motion by Mr. Manuel to approve the hiring of Connor O’Shea as Deputy. Motion seconded and unanimously approved.**
 - b. Approval of Hourly Rate for Trip Guards
 - **Motion by Mr. Manuel to approve the 25% increase to the hourly rate for Trip Guards. Motion seconded and unanimously approved.**
 - c. Approval of additions to the part-time bailiff and trip guard lists.
 - **Motion by Ms. Noland to approve the appointments of Jeffrey Sager and Doug Pittinger as bailiffs and trip guards effective April 30, 2015 contingent upon their successful completion of firearms training as set by the Sheriff’s Office. Motion seconded and unanimously approved.**
2. Jennifer Maghan, County Clerk – requested the approval to hire a deputy clerk to fill a vacant position within the County Clerk’s Office.

- **Motion by Mr. Manuel to approve the hiring of Arabia Anderson as a Deputy Clerk at a salary of \$27,582.91, effective April 27, 2015. Motion seconded and unanimously approved.**
- 3. Peggy Smith, Mayor of Charles Town, and Annette Gavin, CEO of the Jefferson County CVB – requested the approval to use the Jefferson County Courthouse for the John Brown Walking Tour from Harpers Ferry.
 - **Motion by Ms. Noland to approve the use of the Jefferson County Courthouse for the John Brown Walking Tour, beginning May 23, 2015 and ending November 1, 2015. Motion seconded and unanimously approved.**
- 4. John Reisenweber, Director of the Jefferson County Development Authority – requested the approval of the Resolution of Participation and Cooperation for the Local Economic Development Grant in the amount of \$30,000.
 - **Motion by Ms. Noland to approve the Resolution of Support for the Development Authority’s application for the Local Economic Development grant of \$30,000 from the WV Development Office. Motion seconded and unanimously approved.**
- 5. The Commission recessed for break at 10:30 am.
The Commission reconvened at 10:45 am.
- 6. Lynn Fields, Deputy Probate Clerk – requested the Quarterly Review to approve and close estates that have met the necessary requirements for closure.
 - **Motion by Ms. Noland to enter into session as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve and close the following estates for this quarter as listed in the attached document provided by the Probate Office. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of session as a Fiduciary Review Board. Motion seconded and unanimously approved.**
- 7. Judy Matlick, WVU Jefferson County Extension Service – requested funding in the amount of \$1078 to temporarily increase the hours of a part-time employee to cover the maternity leave of the office secretary.
 - **Motion by Mr. Manuel to transfer \$1078 to the Jefferson County Fee Account at WVU Extension for salary for the program assistant who will be filling in for Secretary April Blaker for eight weeks. Motion seconded and unanimously approved.**

8. Ross Morgan, Chief of the Shepherdstown Fire Department – requested a discussion on Computer Aided Dispatch and the “Quickest Route” feature.
9. **Interviews and Appointments to the Jefferson County Development Authority Board of Directors for four three-year terms ending April 5, 2018.**
 - Mr. Manuel offered his nominations to David Manthos and Michael Chapman.
 - Ms. Noland offered her nominations to Debra Lee Hovatter, James Ruland, and Eric Lewis.
 - **After receiving the majority votes, Eric Lewis, Michael Chapman, Debra Lee Hovatter, and James Ruland were appointed to the Development Authority Board of Directors each for one three-year term expiring April 5, 2018.**
10. Barb Miller, Director of Homeland Security and Emergency Management – requested the approval to hire a Deputy Director/Planner/Program Manager.
 - **Motion by Ms. Tabb to approve the hire of Sandee LoBoda Niles for the position of Deputy Director/Planner/Program Manager for Homeland Security and Emergency Management at a Grade IV, Step A. Motion seconded and unanimously approved.**
11. Dale Manuel – discuss the process toward establishing water and sewer impact fees in Jefferson County.
 - **Motion by Mr. Manuel to direct staff to begin researching the process toward establishing water and sewer impact fees or potential alternatives in Jefferson County. Motion seconded and unanimously approved.**
12. Discuss Road Summit with the WV Division of Highways which includes a tour of problem sites on county roads.
 - **Motion by Mr. Manuel to direct staff to contact the WV Division of Highways and local legislature to establish a date for a Road Summit in Jefferson County including a tour of problem sites on county roads. Motion seconded and unanimously approved.**
13. Amend the Ordinance to Reconstitute the Jefferson County Emergency Services Agency to include Emergency Services Agency Medical Director as an ex-officio, non-voting member of the board.

- **Motion by Ms. Tabb to direct staff to make the necessary amendments to the Ordinance to be reviewed and voted upon by the Commission during the next regularly scheduled meeting. Motion seconded and unanimously approved.**
14. Request for Exoneration/Modification of the Ambulance Fee Bill for Charles Town Associates of Charles Town, LP also known as Charles Towers Apartments.
- **Motion by Ms. Noland to deny the exoneration/modification of the Ambulance Fee Bill for Charles Town Associates of Charles Town, LP, also known as Charles Towers Apartments. Motion seconded and unanimously approved.**
15. Approval of Resolution and Contract – Community Participation Grant Program for the Jefferson County Parks and Recreation in the amount of \$6,000
- **Motion by Ms. Noland to approve Resolution and contract for the Community Participation Grant Program for the Jefferson County Parks and Recreation in the amount of \$6,000 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**
16. Approval of Resolution and grant application – Virginia Lodge #1
- **Motion by Mr. Manuel to approve the Resolution and grant application for the Virginia Lodge #1 in the amount of \$3,000 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**
17. Decisions on the following:
- Amend Section 20.104, “Exceptions,” of the Jefferson County Subdivision and Land Development Regulations, subsection “C,” to “exempt” public utilities and private utility firms processing easements from these Regulations (STA15-02)
 - Amend Section 24.300, “Waivers,” of the Jefferson County Subdivision and Land Development Regulations to change the last sentence of the introductory paragraph stating, “No process or procedural waivers shall be granted” to “Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval” (STA15-03)
 - Amend the definition of “days” from business days to calendar days in Section 26.200 of the Jefferson County Subdivision and Land Development Regulations (STA15-01)

- **Motion by Ms. Tabb to approve the proposed amendments for Sections 20.104, 24.300, and 26.200 of the Jefferson County Subdivision and Land Development Regulations as presented by staff. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Clarification of Impact Fee Commercial Rate – Ms. Grove asked the Commission for clarification on the Impact Fee Commercial Rate given the recent reduction of the County impact fees. The Commission stated the Commercial Impact Fee would continue to be reduced by 99% of the *new* fees to be enacted May 1, 2015 as decided by the Commission during the April 2, 2015 County Commission Meeting.
- Implementation of \$500.00 pay raise for next fiscal year – Ms. Grove asked the Commission if they wanted to provide the \$500 pay raise to employees hired within the last quarter. The Commission asked Ms. Grove to clarify whether they intended to provide the pay raise in July 2015 or January 2016 prior to making a decision regarding employment eligibility for the raise.
- Determination of manner in which monetary allocation to volunteer fire departments should be distributed – Ms. Grove asked whether the Commission planned to provide the monetary allocation directly to the volunteer fire departments or through the ESA. The Commission stated they wished to provide the allocation directly to the volunteer fire departments, and Ms. Grove stated they would need to draft a contract with each individual fire department prior to disbursement.
- Update on Bolivar Urban Growth Boundary – Ms. Grove stated the Planning Commission will need to hold a public hearing on the Bolivar Urban Growth Boundary prior to the Commission’s public hearing on the same matter. Ms. Grove also stated the Commission Office would need to advertise the hearing for two weeks prior to the hearing.

COUNTY COMMISSION REPORTS

Patsy Noland

- Stated Amy Goodwin, WV Director of Tourism, is in Jefferson County for the weekend to collect footage for a film on the WV tourism industry.

Jane Tabb

- Attended a PSD meeting.
- Attended an LEPC meeting.
- Attended an ESA special meeting.
- Attended a Farmland Protection Board meeting.
- Attended an Extension Service meeting.

Dale Manuel

- Volunteered at the Sam Michael's Bingo function.
- Attended the Boys and Girls Club dinner honoring Pat Murphy.
- Attended a Jefferson Center meeting.
- Attended a WAC field trip to Millville Quarry.
- Attended a Parks and Recreation meeting.

Eric Bell

- Attended a Board of Health meeting.
- Met with the Circuit Court judges to discuss space needs.
- Attended an EPBA meeting.

Walt Pellish

- Attended a Solid Waste Authority meeting.

18. The Commission meeting adjourned at 12:33 on a motion by Mr. Bell. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant