

Minutes

Jefferson County Commission

Thursday, April 30, 2015

A meeting of the Jefferson County Commission was held on Thursday, April 30, 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 30, 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 April 16, 2015 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the April 21, 2015 Special Session Minutes. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Regular Payroll for April 23, 2015 in the amount of \$226,962.52. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074192	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,315.32	\$ 4,315.32
074193	412	COMCAST		\$ -	\$ 103.63	\$ 103.63
074193	425	COMCAST		\$ -	\$ 619.84	\$ 619.84
074194	413	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 218.64	\$ 218.64
074195	424	BOLAND SERVICES	52629	\$ 270.00	\$ -	\$ 270.00
074195	425	BOLAND SERVICES	52654	\$ 1,325.00	\$ -	\$ 1,325.00
074196	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074197	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
074198	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074199	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074200	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
074201	402	CSSI-COMPLETE SYSTEM SPR		\$ -	\$ 1,629.00	\$ 1,629.00
074202	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
074203	PAYROLL	COLONIAL LIFE		\$ -	\$ 516.18	\$ 516.18
074204	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
074205	425	DAYCON		\$ -	\$ 2,188.75	\$ 2,188.75
074206	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
074207	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
074207	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
074208	451	STEPHEN V GROH		\$ -	\$ 659.17	\$ 659.17
074209	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
074210	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 188.43	\$ 188.43
074211	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 142.92	\$ 142.92
074211	711	JEFFERSON PUBLISH CO INC		\$ -	\$ 44.86	\$ 44.86
074212	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
074213	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
074214	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
074214	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
074215	712	LANGUAGE LINE SERVICES		\$ -	\$ 199.45	\$ 199.45
074216	412	SHAY MCNEIL		\$ -	\$ 119.48	\$ 119.48
074217	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074218	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074219	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 31.78	\$ 31.78
074220	424	WILLIAM POLK		\$ -	\$ 58.03	\$ 58.03
074221	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
074221	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
074221	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
074221	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
074221	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90

074221	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
074221	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
074221	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
074221	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
074221	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
074222	717	RICE TIRES CO		\$ -	\$ 903.04	\$ 903.04
074223	704	ST/WV REGIONAL JAIL &		\$ -	\$ 95,679.75	\$ 95,679.75
074224	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,715.98	\$ 41,715.98
074224	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 5.02	\$ 5.02
074224	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.18	\$ 1.18
074224	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,756.12	\$ 9,756.12
074224	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 38,883.90	\$ 38,883.90
074224	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.55	\$ 3.55
074225	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.87	\$ 1.87
074225	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 29,648.53	\$ 29,648.53
074226	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,020.74	\$ 10,020.74
074226	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,736.37	\$ 14,736.37
074227	717	NAPA AUTO PARTS		\$ -	\$ 148.60	\$ 148.60
074228	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.84	\$ 1.84
074228	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 5.71	\$ 5.71
074228	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 77,141.35	\$ 77,141.35
074228	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 24,795.53	\$ 24,795.53
074229	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
074230	717	WILLIAMS AUTO PARTS		\$ -	\$ 186.59	\$ 186.59
074231	439	XEROX CORPORATION	52329	\$ 570.70	\$ -	\$ 570.70
TOTAL						\$ 380,030.37
TOTAL				\$ 2,165.70	\$ 377,864.67	\$ 380,030.37

Motion by Mr. Bell to approve the Accounts Payable for April 23, 2015 in the amount of \$380,030.37. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074233	700	AUTOZONE		\$ -	\$ 131.47	\$ 131.47
074233	717	AUTOZONE		\$ -	\$ 309.06	\$ 309.06
074234	403	BANK OF CHARLES TOWN		\$ -	\$ 53.86	\$ 53.86
074235	406	ANGELA L BANKS		\$ -	\$ 137.00	\$ 137.00
074236	406	ANGELA L BANKS		\$ -	\$ 59.80	\$ 59.80
074237	405	MYOSHIA BRIGHT		\$ -	\$ 40.25	\$ 40.25

074238	425	B-K OFFICE SUPPLY INC		\$ -	\$ 1,048.50	\$ 1,048.50
074239	406	ELIZABETH JUNE BOWERS		\$ -	\$ 91.00	\$ 91.00
074240	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
074241	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
074242	402	CSSI-COMPLETE SYSTEM SPR		\$ -	\$ 115.00	\$ 115.00
074243	405	MARCIA LYNN CHANDLER		\$ -	\$ 520.00	\$ 520.00
074244	405	LAUREN CROWTHER		\$ -	\$ 26.16	\$ 26.16
074245	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 5,982.84	\$ 5,982.84
074246	405	FEDEX		\$ -	\$ 69.18	\$ 69.18
074247	406	RHONDA FIELDS		\$ -	\$ 137.00	\$ 137.00
074248	PAYROLL	GUARDIAN		\$ -	\$ 1,948.84	\$ 1,948.84
074248	PAYROLL	GUARDIAN		\$ -	\$ 1,725.60	\$ 1,725.60
074249	717	GUTTMAN OIL CO		\$ -	\$ 10,965.95	\$ 10,965.95
074250	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
074250	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
074250	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074250	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
074250	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074250	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074250	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074250	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074250	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
074250	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074251	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 49.98	\$ 49.98
074252	PAYROLL	HIGHMARK WV		\$ -	\$ 170,604.09	\$ 170,604.09
074253	406	VANDA NELSON		\$ -	\$ 91.00	\$ 91.00
074254	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 576.50	\$ 576.50
074254	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 33.32	\$ 33.32
074255	405	PAMELA PATTERSON		\$ -	\$ 189.00	\$ 189.00
074256	405	LECTOR DENISE RIDEOUTT		\$ -	\$ 40.25	\$ 40.25
074257	425	RCS SECURITY		\$ -	\$ 134.70	\$ 134.70
074257	425	RCS SECURITY		\$ -	\$ 1,382.45	\$ 1,382.45
074258	413	SECRETARY OF STATE'S OFF		\$ -	\$ 420.00	\$ 420.00
074259	425	TML COPIERS & DIGITAL	52630	\$ 313.75	\$ -	\$ 313.75
074260	405	THOMSON REUTER - WEST	52685	\$ 766.50	\$ -	\$ 766.50
074261	403	WALZ GROUP, LLC		\$ -	\$ 872.26	\$ 872.26
TOTAL						\$ 209,261.20
TOTAL				\$ 1,080.25	\$ 208,180.95	\$ 209,261.20

Motion by Mr. Manuel to approve the Accounts Payable for April 30, 2015 in the amount of \$209,261.20. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Motion by Ms. Noland to approve the Manual Checks for April 23, 2015 in the amount of \$2,416.00. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Rose Ann Glover, resident – urged the Commission not to sponsor or endorse the All Good Festival for the purpose of obtaining an alcohol permit as she believes the County does not have enough resources to deal with the drug and traffic issues potentially created by the festival goers.

Doug Rockwell, resident – also spoke against the Commission sponsoring or endorsing the All Good Festival due to the liability concerns.

Brian Smith, resident – spoke about his concerns regarding the All Good, calling it a “potential for disaster,” and stated the Commission has an obligation to protect the citizens of the County.

David Tabb, resident – provided the audience with an update on his numerous grievances against the County Commission.

Bob Aitcheson, resident – stated the Commission would be condoning “illegal conduct” such as drug trafficking and public intoxication should they chose to endorse the All Good Music Festival.

PRESENTATIONS

1. Jennifer Myers, Director of Jefferson County Parks and Recreation – requested a monetary match to construct a walking trail at James Hite Park as part of Phase I Development.
 - **Motion by Mr. Manuel to support the construction of the perimeter trail at James Hite Park and provide the \$20,000 match for the project. Motion seconded and passes on a vote of 4-1 with Mr. Bell opposing.**
2. Interviews and Appointments to the Jefferson County Development Authority Board of Directors – one unexpired term ending April 5, 2017.
 - **Motion by Mr. Manuel to appoint David Manthos to the Jefferson County Development Authority Board of Directors for one unexpired term ending April 5, 2017. Motion seconded and unanimously approved.**
3. Christopher Stroech and Robert Martin, counsel for the All Good Music Festival and Campout – requested a letter of endorsement from the County Commission for the WVBCA permit for the All Good Music Festival.

- **Motion by Mr. Manuel to postpone action on the endorsement/sponsorship until the plans drafted by the Health Department, Sheriff's Office, and Department of Transportation in relation to the All Good Festival have been submitted to the County Commission for review. Motion seconded and fails on a vote of 1-4 with Mr. Bell, Ms. Tabb, Ms. Noland, and Mr. Pellish opposing.**
 - **Motion by Mr. Pellish to endorse the issuance of a WVABCA permit for the All Good Music Festival and Campout to be held July 9-11, 2015 and to request the oversight and presence of the WVABCA at the event. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**
4. Roger Goodwin, Chief County Engineer – requested the authorization for the Engineering Staff to take the necessary action to hire a part-time/full-time building inspector.
- **Motion by Mr. Manuel to authorize the Engineering Staff to advertise for a temporary part-time/full-time building inspector at the cost of of \$30,000 while a building inspector is on medical leave. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Lynn Fields, Deputy Probate Clerk – requested the scheduling of a hearing for the Petition to Resign/Appointment of Alternate Administrator in the Estate of Victoria Stambaugh.
- It was the consensus of the Commission to schedule a hearing for the Petition to Resign/Appointment of Alternate Administrator in the Estate of Victoria Stambaugh during the May 21, 2015 Regular County Commission Meeting.
7. John Reisenweber, Director, Jefferson County Development Authority – requested permission to fill the Program Manager position vacancy.
- **Motion by Mr. Pellish to approve the advertisement of the Program Manager vacancy at the Jefferson County Development Authority. Motion seconded and unanimously approved.**
8. Tim Stanton, Finance Director

Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY16

- **Motion by Mr. Pellish to adopt Option #6 for the Highmark Medical Insurance Renewal for FY16, effective July 1, 2016. Motion seconded and unanimously approved.**

Review of Delta Dental Renewal for FY16

- **Motion by Mr. Manuel to renew the County dental insurance with Delta Dental for FY16. Motion seconded and unanimously approved.**

Review of Vision Insurance Renewal Options and Selection of Plan for FY16

- **Motion by Ms. Noland to adopt Plan #2 with the National Vision Administrators for FY16. Motion seconded and unanimously approved.**

Approval of Budget Revision

- Motion by Ms. Noland to approve State Budget Revision #11 as presented by Mr. Stanton. Motion seconded and unanimously approved.

NEW BUSINESS

9. Draft Mass Gathering Ordinance Update

- It was the consensus of the Commission to schedule a work session on the Mass Gathering Ordinance during a regularly scheduled County Commission meeting.

10. Appointment to the Partnership for Affordable Housing Board of Directors as a County Commission representative.

- It was the consensus of the Commission to request staff to research whether the appointment to the Partnership for Affordable Housing Board of Directors had to be advertised or if they could simply appoint the PAH's designee.

COUNTY ADMINISTRATOR REPORTS

Update on Implementation of \$500.00 pay raise for next fiscal year

- **Motion by Ms. Noland to provide a \$500.00 pay raise in FY16 to current employees who have worked for the county longer than three months as of July 1, 2015.**

Review of Job Description of Finance Director

- **Motion by Ms. Tabb to approve the updated job description for the Finance Director as presented by Ms. Grove. Motion seconded and unanimously approved.**

Review of Job Description of Deputy County Administrator

- It was the consensus of the Commission to request Ms. Grove clarify the role of the Deputy County Administrator in relation to the IT department and provide the Commissioners with the revised job description at the next regular meeting.

Discussion of Road Summit and Legislative Summit – Save the Date - Ms. Grove requested the Commission review their availability for a Road Summit this summer and a Legislative Summit in early fall. Mr. Manuel suggested staff contact Paul Mattox, Commissioner of Highways, and select a few dates when he'd be available for a tour of the problematic Jefferson County roads. Ms. Tabb also suggested the possibility of lunch during the legislative summit in the fall.

Open Enrollment – Ms. Grove stated open enrollment would take place on May 20, 2015 and would be mandatory for all employees.

Space Needs

- **Motion by Mr. Bell to go into Executive Session to discuss Space Needs. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

COUNTY COMMISSION REPORTS

Patsy Noland

- Attended the WVACO Regional Wrap-Up.
- Participated in a NACO telephone conference call.
- Participated in a conference call regarding Courthouse Facilities.
- Attended a Drug Abuse Summit in Martinsburg with Senator Capito.
- Attended the Quarterly Partnership Luncheon.

Jane Tabb

- Attended a Park Service Survey.
- Attended a Recognition Program at her grandson's 1st grade class.

Dale Manuel

- Attended the WVACO Regional Wrap Up.

- Attended the Lay of the Levy for FY16.
- Attended a Community Corrections board meeting.
- Attended a Drug Abuse Summit in Martinsburg with Senator Capito.
- Attended a Planning Commission Stakeholders meeting.
- Attended the Keep Jefferson Beautiful/Adopt-a-Highway meeting.

Eric Bell

- Attended the WVACO Regional Wrap Up.
- Attended an EPTA board meeting.
- Attended a meeting with Tom Trumble, President of the Board of Health.
- Attended the Lay of the Levy for FY16.
- Attended a Community Corrections board meeting.

Walt Pellish

- Attended a Development Authority meeting.
- Attended the Keep Jefferson Beautiful/Adopt – a – Highway meeting.
- Began round 10 of chemotherapy.

11. The Commission meeting adjourned at 2:03 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant