

## Minutes

### Jefferson County Commission

Thursday, May 7, 2015

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A meeting of the Jefferson County Commission was held on Thursday, May 7, 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, May 7, 2015 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

#### APPROVAL OF PAYROLL

**Motion by Noland to approve the Regular Payroll for May 7, 2015 in the amount of \$229,679.02. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074268	425	COMCAST		\$ -	\$ 233.63	\$ 233.63
074268	425	COMCAST		\$ -	\$ 189.90	\$ 189.90
074269	712	AT&T/GA		\$ -	\$ 45.19	\$ 45.19
074270	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 977.01	\$ 977.01
074271	GRANT	ANIXTER, INC		\$ -	\$ 5,837.88	\$ 5,837.88
074272	403	BANK OF CHARLES TOWN		\$ -	\$ 204.59	\$ 204.59
074273	425	B-K OFFICE SUPPLY INC		\$ -	\$ 493.80	\$ 493.80
074274	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074275	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
074276	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074277	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074278	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77

074279	425	BATTERY MART		\$ -	\$ 21.95	\$ 21.95
074280	402	CSSI-COMPLETE SYSTEM SPR		\$ -	\$ 170.00	\$ 170.00
074281	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
074282	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
074283	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
074284	ALLOC	INDEPENDENT FIRE COMPANY		\$ -	\$ 43,375.00	\$ 43,375.00
074285	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
074286	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,446.70	\$ 1,446.70
074287	GRANT	JEFFERSON RENTAL		\$ -	\$ 462.20	\$ 462.20
074288	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 6,521.01	\$ 6,521.01
074289	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
074290	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074291	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074292	412	OFFICEMAX		\$ -	\$ 145.13	\$ 145.13
074292	712	OFFICEMAX		\$ -	\$ 63.20	\$ 63.20
074293	ALLOC	JEFF CO PARKS &		\$ -	\$ 20,000.00	\$ 20,000.00
074293	ALLOC	JEFF CO PARKS &		\$ -	\$ 22,001.49	\$ 22,001.49
074294	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 120.62	\$ 120.62
074295	424	POTOMAC EDISON/OH		\$ -	\$ 1,592.87	\$ 1,592.87
074295	425	POTOMAC EDISON/OH		\$ -	\$ 3,013.29	\$ 3,013.29
074295	425	POTOMAC EDISON/OH		\$ -	\$ 16,757.80	\$ 16,757.80
074296	402	RECORD MANAGEMENT SOLUTN	52467	\$ 35.00	\$ -	\$ 35.00
074296	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
074297	405	HASSAN RASHEED		\$ -	\$ 184.57	\$ 184.57
074298	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00
074299	717	RICE TIRES CO		\$ -	\$ 412.28	\$ 412.28
074300	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 383.04	\$ 383.04
074300	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 500.00	\$ 500.00
074300	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 491.96	\$ 491.96
074301	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,292.82	\$ 42,292.82
074301	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,891.00	\$ 9,891.00
074301	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,473.81	\$ 39,473.81
074302	717	S & S MOTOR PARTS		\$ -	\$ 519.09	\$ 519.09
074303	GRANT	THOMPSON GAS		\$ -	\$ 2,719.00	\$ 2,719.00
074304	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
074305	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 24,425.21	\$ 24,425.21
074306	425	VITAL SIGNS		\$ -	\$ 426.25	\$ 426.25
074307	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 655.77	\$ 655.77
074308	402	XEROX CORPORATION	52468	\$ 1,394.93	\$ -	\$ 1,394.93

TOTAL						\$	267,726.72
TOTAL			\$ 1,429.93	\$ 266,296.79	\$		267,726.72

**Motion by Mr. Manuel to approve the Accounts Payable for May 7, 2015 in the amount of \$267,726.72. Motion unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

**Motion by Mr. Bell to approve the Manual Checks for May 7, 2015 in the amount of \$196,475.91. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Jacqueline Milliron, resident – stated she hopes the Commission looks seriously into collecting impact fees for water and sewer services to accommodate for “responsible” growth of the County. Ms. Milliron also asked the Commission to consider what they believe to be “reasonable” rates for sewer and water services and stated she feels it’s discriminatory to charge higher sewer and water rates on those who cannot afford to live within the city limits of Charles Town or Ranson.

**PRESENTATIONS**

1. Angie Banks, Assessor – requested the signature of Certificates for the Real Estate and Personal Property Books.
2. Louise Kernan, Jefferson County Community Educational Outreach Services – requested the approval and signature of a Proclamation declaring May 17-23, 2015 as West Virginia Community Educational Outreach Service Week.
  - **Motion by Ms. Tabb to approve the Proclamation declaring May 17-23, 2015 as WV Community Educational Outreach Service Week. Motion seconded and unanimously approved.**
3. Nathan Cochran, Assistant Prosecuting Attorney – provided the Commission with an update on the following items: Jefferson County Emergency Services Agency Ordinance, review of the Memorandum of Understanding/lease agreement for the Board of Health Facility, Dog Tethering Ordinance, and Impact Fee research regarding Sewer/Water Impact Fees.
  - **Motion by Mr. Manuel to approve the amendments to the Ordinance to Dissolve and Reconstitute the Emergency Services Agency as presented by Mr. Cochran. Motion seconded and unanimously approved.**

- **Motion by Mr. Manuel to approve the lease agreement with the Jefferson County Board of Health. Motion seconded and unanimously approved.**
- 4. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
- 5. Work Session – Mass Gathering Ordinance
  - It was the consensus of the Commission to send the Mass Gathering Ordinance back to the Planning Commission for recommended revisions based on the input received at the public hearing on the most recent draft of the Mass Gathering Ordinance before taking any action on this item.

### **NEW BUSINESS**

- 6. Ambulance Fee Exoneration Request – Sandy Tomalesky
  - **Motion by Ms. Noland to permanently approve the ambulance fee exoneration for Sandy Tomalesky until such time as her area of the county is serviced by Jefferson County EMS providers, as presented by Carol Swiger, Ambulance Fee Collector. Motion seconded and unanimously approved.**
- 7. Ambulance Fee Exoneration Request – Request for waiver of late fee for Jani Harper
  - **Motion by Mr. Manuel to approve the waiver of late fee for the ambulance service fee as presented by Carol Swiger, Ambulance Fee Collector. Motion seconded and unanimously approved.**

### **COUNTY ADMINISTRATOR REPORTS**

- Review of Job Description of Deputy County Administrator
  - **Motion by Mr. Manuel to approve the changes to the Deputy County Administrator job description as presented by Ms. Grove. Motion seconded and unanimously approved.**
- Final Settlement Agreement, Thomas, et al. v. County Commission of Jefferson County, et al., Civil Action No. 3:13-CV-156 and Kilmer, et al. v. County Commission of Jefferson County, et al. Civil Action No. 3:13-CV-95.
  - **Motion by Mr. Pellish 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 accept the settlement agreements for the following cases as outlined by the documents attached as an addendum to these minutes: 3:13-CV-156 – Thomas, et al – in the amount of \$30,585.52 and 3:13-CV-95 – Kilmer, et al in the amount of \$53,362.48. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**

➤ Review of Life Insurance

- **Motion by Mr. Bell to accept the Hartford Plan Life Insurance Policy at the \$50,000 level. Motion seconded and unanimously approved.**

### **COUNTY COMMISSION REPORTS**

Patsy Noland

- Attended an Executive Committee meeting with the CVB.

Jane Tabb

- Attended an ESA Personnel Committee meeting.
- Attended a presentation at Blue Ridge CTC regarding a new “agri-business” degree.
- Attended a Farmland Protection Board easement meeting.
- Attended a Farmland Protection Board Strategic Plan meeting.
- Finalized plans for Farm Day.

Dale Manuel

- Attended a PSD meeting.
- Attended an Affordable Housing meeting.
- Attended the Sam Michael’s Preschool field trip to the Sheriff’s Office.

Eric Bell

- No Commission business to report this week.

Walt Pellish

- Attended a Keep Jefferson Beautiful meeting.
- Attended an Eastern Panhandle Business Association meeting with John Reisenweber, Director of the Jefferson County Development Authority.

8. The Commission meeting adjourned at 11:58 am on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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JANE M. TABB, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant