

## **Minutes**

### **Jefferson County Commission**

**Thursday, May 21, 2015**

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A meeting of the Jefferson County Commission was held on Thursday, May 21, 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 21, 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 30, 2015 Regular Meeting Minutes. Motion seconded and unanimously approved.**

**Motion by Mr. Bell to approve the May 07, 2015 Regular Meeting Minutes. Motion seconded and unanimously approved.**

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

**Motion by Ms. Noland to approve the Purchase Orders for May 21, 2015 in the amount of \$22,852.00 to include Purchase Order Nos. 52656, 52585, and 52657. Motion seconded and unanimously approved.**

#### **APPROVAL OF PAYROLL**

**Motion by Ms. Noland to approve the Special Payroll for May 14, 2015 in the amount of \$15,601.62. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074311	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,000.00	\$ 4,000.00
074312	424	AT&T/IL		\$ -	\$ 3.13	\$ 3.13
074313	425	B-K OFFICE SUPPLY INC		\$ -	\$ 46.14	\$ 46.14
074314	425	BERKELEY CLUB BEVERAGES		\$ -	\$ 12.96	\$ 12.96
074315	716	BLUE SPRUCE FARM		\$ -	\$ 4,809.00	\$ 4,809.00
074316	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 52.75	\$ 52.75
074317	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 815.16	\$ 815.16
074317	412	JEFFERSON PUBLISH CO INC		\$ -	\$ 31.02	\$ 31.02
074318	425	JEFFERSON COUNTY SOLID		\$ -	\$ 30.02	\$ 30.02
074319	700	GLEN KILMER		\$ -	\$ 12,845.00	\$ 12,845.00
074320	700	GLEN KILMER AND THE LAW		\$ -	\$ 22,362.48	\$ 22,362.48
074321	712	LANGUAGE LINE SERVICES		\$ -	\$ 86.73	\$ 86.73
074322	700	LINE-X OF HAGERSTOWN		\$ -	\$ 125.00	\$ 125.00
074323	402	JENNIFER S. MAGHAN		\$ -	\$ 68.00	\$ 68.00
074324	402	GAIL MAGAHA		\$ -	\$ 68.00	\$ 68.00
074325	717	MILLER'S CHRYSLER JEEP		\$ -	\$ 206.70	\$ 206.70
074326	424	NEOPOST MIDATLANTIC	52287	\$ 62.16	\$ -	\$ 62.16
074327	712	OFFICEMAX		\$ -	\$ 243.70	\$ 243.70
074328	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 9.30	\$ 9.30
074328	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 96.54	\$ 96.54
074329	424	WILLIAM POLK		\$ -	\$ 65.99	\$ 65.99
074330	402	ALICE N. PAINTER		\$ -	\$ 68.00	\$ 68.00
074331	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 610.00	\$ 610.00
074332	403	LAURA STORM		\$ -	\$ 41.46	\$ 41.46
074333	424	ROACH OIL COMPANY		\$ -	\$ 465.11	\$ 465.11
074333	425	ROACH OIL COMPANY		\$ -	\$ 722.86	\$ 722.86
074334	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 18.66	\$ 18.66
074335	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
074335	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 762.50	\$ 762.50
074335	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 56.00	\$ 56.00
074335	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 377.00	\$ 377.00
074336	405	SPECIALTY BUS SUPPLIES	52683	\$ 2,744.62	\$ -	\$ 2,744.62
074337	405	STAPLES CREDIT PLAN	52684	\$ 215.71	\$ -	\$ 215.71
074338	704	ST/WV REGIONAL JAIL &		\$ -	\$ 81,542.50	\$ 81,542.50
074339	717	SUPERIOR AUTO BODY		\$ -	\$ 6,747.96	\$ 6,747.96
074340	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 809.36	\$ 809.36
074340	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,460.70	\$ 3,460.70

074340	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 6,434.21	\$ 6,434.21
074341	425	SHENANDOAH VALLEY WATER		\$ -	\$ 563.98	\$ 563.98
074342	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4,320.37	\$ 4,320.37
074342	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 21,603.51	\$ 21,603.51
074343	425	CAPITAL TRISTATE		\$ -	\$ 126.30	\$ 126.30
074344	700	VINCENT TIONG		\$ -	\$ 12.66	\$ 12.66
074345	700	ALLAN THOMAS		\$ -	\$ 4,752.00	\$ 4,752.00
074346	700	DUSTIN TABLER		\$ -	\$ 3,696.00	\$ 3,696.00
074347	700	ALLAN THOMAS,DUSTIN		\$ -	\$ 13,133.52	\$ 13,133.52
074348	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 227.00	\$ 227.00
074350	428	UNITED BANKCARD CENTER	52338	\$ 10,634.21	\$ -	\$ 10,634.21
074350	122	UNITED BANKCARD CENTER		\$ -	\$ 67.50	\$ 67.50
074350	401	UNITED BANKCARD CENTER		\$ -	\$ 42.97	\$ 42.97
074350	401	UNITED BANKCARD CENTER		\$ -	\$ 109.62	\$ 109.62
074350	402	UNITED BANKCARD CENTER		\$ -	\$ 800.00	\$ 800.00
074350	402	UNITED BANKCARD CENTER		\$ -	\$ 675.00	\$ 675.00
074350	402	UNITED BANKCARD CENTER		\$ -	\$ 166.40	\$ 166.40
074350	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
074350	403	UNITED BANKCARD CENTER		\$ -	\$ 205.17	\$ 205.17
074350	403	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
074350	405	UNITED BANKCARD CENTER		\$ -	\$ 94.04	\$ 94.04
074350	405	UNITED BANKCARD CENTER		\$ -	\$ 17.16	\$ 17.16
074350	405	UNITED BANKCARD CENTER		\$ -	\$ 39.95	\$ 39.95
074350	406	UNITED BANKCARD CENTER		\$ -	\$ 57.75	\$ 57.75
074350	424	UNITED BANKCARD CENTER		\$ -	\$ 11,127.94	\$ 11,127.94
074350	424	UNITED BANKCARD CENTER		\$ -	\$ 108.54	\$ 108.54
074350	424	UNITED BANKCARD CENTER		\$ -	\$ 122.45	\$ 122.45
074350	424	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 432.00	\$ 432.00
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 14.90	\$ 14.90
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 58.43	\$ 58.43
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 454.33	\$ 454.33
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 256.14	\$ 256.14
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 59.90	\$ 59.90
074350	425	UNITED BANKCARD CENTER		\$ -	\$ 93.84	\$ 93.84
074350	428	UNITED BANKCARD CENTER		\$ -	\$ 310.86	\$ 310.86
074350	428	UNITED BANKCARD CENTER		\$ -	\$ 308.27	\$ 308.27
074350	428	UNITED BANKCARD CENTER		\$ -	\$ 109.62	\$ 109.62
074350	433	UNITED BANKCARD CENTER		\$ -	\$ 22.50	\$ 22.50
074350	433	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81

074350	439	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
074350	439	UNITED BANKCARD CENTER		\$ -	\$ 65.00	\$ 65.00
074350	440	UNITED BANKCARD CENTER		\$ -	\$ 165.00	\$ 165.00
074350	440	UNITED BANKCARD CENTER		\$ -	\$ 54.81	\$ 54.81
074350	440	UNITED BANKCARD CENTER		\$ -	\$ 165.00	\$ 165.00
074350	451	UNITED BANKCARD CENTER		\$ -	\$ 95.82	\$ 95.82
074350	700	UNITED BANKCARD CENTER		\$ -	\$ 95.98	\$ 95.98
074350	700	UNITED BANKCARD CENTER		\$ -	\$ 132.68	\$ 132.68
074350	700	UNITED BANKCARD CENTER		\$ -	\$ 59.95	\$ 59.95
074350	700	UNITED BANKCARD CENTER		\$ -	\$ 445.35	\$ 445.35
074350	700	UNITED BANKCARD CENTER		\$ -	\$ 1,080.00	\$ 1,080.00
074350	700	UNITED BANKCARD CENTER		\$ -	\$ 150.00	\$ 150.00
074350	700	UNITED BANKCARD CENTER		\$ -	\$ 3,883.68	\$ 3,883.68
074350	700	UNITED BANKCARD CENTER		\$ -	\$ 1,177.35	\$ 1,177.35
074350	700	UNITED BANKCARD CENTER		\$ -	\$ 31.23	\$ 31.23
074350	700	UNITED BANKCARD CENTER		\$ -	\$ 239.97	\$ 239.97
074350	700	UNITED BANKCARD CENTER		\$ -	\$ 45.00	\$ 45.00
074350	700	UNITED BANKCARD CENTER		\$ -	\$ 64.20	\$ 64.20
074350	700	UNITED BANKCARD CENTER		\$ -	\$ 69.82	\$ 69.82
074350	701	UNITED BANKCARD CENTER		\$ -	\$ 12,150.20	\$ 12,150.20
074350	701	UNITED BANKCARD CENTER		\$ -	\$ 416.84	\$ 416.84
074350	701	UNITED BANKCARD CENTER		\$ -	\$ 1,769.24	\$ 1,769.24
074350	711	UNITED BANKCARD CENTER		\$ -	\$ 124.26	\$ 124.26
074350	711	UNITED BANKCARD CENTER		\$ -	\$ 186.82	\$ 186.82
074350	711	UNITED BANKCARD CENTER		\$ -	\$ 29.99	\$ 29.99
074350	711	UNITED BANKCARD CENTER		\$ -	\$ 159.95	\$ 159.95
074350	711	UNITED BANKCARD CENTER		\$ -	\$ 170.94	\$ 170.94
074350	712	UNITED BANKCARD CENTER		\$ -	\$ 150.00	\$ 150.00
074350	712	UNITED BANKCARD CENTER		\$ -	\$ 157.29	\$ 157.29
074350	712	UNITED BANKCARD CENTER		\$ -	\$ 741.00	\$ 741.00
074350	712	UNITED BANKCARD CENTER		\$ -	\$ 144.84	\$ 144.84
074350	712	UNITED BANKCARD CENTER		\$ -	\$ 239.70	\$ 239.70
074350	712	UNITED BANKCARD CENTER		\$ -	\$ 27.78	\$ 27.78
074350	712	UNITED BANKCARD CENTER		\$ -	\$ 524.70	\$ 524.70
074350	712	UNITED BANKCARD CENTER		\$ -	\$ 814.00	\$ 814.00
074350	712	UNITED BANKCARD CENTER		\$ -	\$ 845.84	\$ 845.84
074350	712	UNITED BANKCARD CENTER		\$ -	\$ 5,099.85	\$ 5,099.85
074350	716	UNITED BANKCARD CENTER		\$ -	\$ 486.06	\$ 486.06
074350	716	UNITED BANKCARD CENTER		\$ -	\$ 16.75	\$ 16.75
074350	716	UNITED BANKCARD CENTER		\$ -	\$ 159.73	\$ 159.73

074350	716	UNITED BANKCARD CENTER		\$ -	\$ 257.80	\$ 257.80
074350	716	UNITED BANKCARD CENTER		\$ -	\$ 26.49	\$ 26.49
074350	716	UNITED BANKCARD CENTER		\$ -	\$ 279.00	\$ 279.00
074350	717	UNITED BANKCARD CENTER		\$ -	\$ 1,068.00	\$ 1,068.00
074350	900	UNITED BANKCARD CENTER		\$ -	\$ 135.91	\$ 135.91
074351	439	XEROX CORPORATION	52329	\$ 566.17	\$ -	\$ 566.17
<b>TOTAL</b>						<b>\$ 260,992.44</b>
<b>TOTAL</b>				<b>\$ 14,222.87</b>	<b>\$ 246,769.57</b>	<b>\$ 260,992.44</b>

**Motion by Ms. Tabb to approve the Accounts Payable for May 14, 2015 in the amount of \$260,992.44. Motion seconded.**

**Motion by Mr. Manuel to amend Ms. Tabb's main motion by removing purchase order #52684, with the new amount to be approved at \$260,776.73. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074354	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,315.32	\$ 4,315.32
074355	413	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 114.88	\$ 114.88
074356	425	B-K OFFICE SUPPLY INC		\$ -	\$ 105.28	\$ 105.28
074357	717	BRUCE'S AUTO REPAIR		\$ -	\$ 69.95	\$ 69.95
074358	424	BOLAND SERVICES	52629	\$ 270.00	\$ -	\$ 270.00
074358	425	BOLAND SERVICES	52654	\$ 1,325.00	\$ -	\$ 1,325.00
074359	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074360	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
074361	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074362	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074363	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
074364	424	CHARLES TOWN UTILITIES		\$ -	\$ 62.63	\$ 62.63
074364	425	CHARLES TOWN UTILITIES		\$ -	\$ 845.83	\$ 845.83
074365	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
074366	PAYROLL	COLONIAL LIFE		\$ -	\$ 516.18	\$ 516.18
074367	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
074368	425	DAYCON		\$ -	\$ 1,736.74	\$ 1,736.74
074369	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
074370	433	DUNCAN-PARNELL INC		\$ -	\$ 795.00	\$ 795.00
074371	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
074371	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
074372	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 20,093.22	\$ 20,093.22

074373	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,065.00	\$ 3,065.00
074374	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 191.11	\$ 191.11
074375	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
074376	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
074377	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 41.08	\$ 41.08
074378	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074379	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074380	424	NEOPOST USA INC.		\$ -	\$ 87.98	\$ 87.98
074381	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 31.93	\$ 31.93
074382	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
074382	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
074382	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
074382	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
074382	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
074382	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
074382	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
074382	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
074382	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
074382	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
074383	717	RICE TIRES CO		\$ -	\$ 795.52	\$ 795.52
074384	404	SPECIALTY BUS SUPPLIES		\$ -	\$ 862.11	\$ 862.11
074385	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,759.26	\$ 42,759.26
074385	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,000.14	\$ 10,000.14
074385	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4.32	\$ 4.32
074385	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.00	\$ 1.00
074385	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,793.53	\$ 39,793.53
074385	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.05	\$ 3.05
074386	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.60	\$ 1.60
074386	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,579.22	\$ 31,579.22
074387	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 17,720.61	\$ 17,720.61
074387	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 12,050.02	\$ 12,050.02
074388	424	SOFTWARE SYSTEMS, INC.		\$ -	\$ 21,076.74	\$ 21,076.74
074389	425	TRI COUNTY RENTAL INC		\$ -	\$ 109.90	\$ 109.90
074390	405	THOMSON REUTER - WEST	52685	\$ 2,215.99	\$ -	\$ 2,215.99
074391	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4.91	\$ 4.91
074391	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,378.99	\$ 25,378.99
074391	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 78,956.62	\$ 78,956.62
074391	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.58	\$ 1.58
074392	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
074393	412	WPS,INC		\$ -	\$ 139.78	\$ 139.78

TOTAL						\$ 335,353.30
TOTAL				\$ 3,810.99	\$ 331,542.31	\$ 335,353.30

**Motion by Ms. Noland to approve the accounts payable for May 21, 2015 in the amount of \$335,353.30. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

**Motion by Mr. Bell to approve the Manual Checks for May 14, 2015 in the amount of \$236,211.32. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the Manual Checks for May 21, 2015 in the amount of \$4,204.81. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Eleanor Finn, resident and member of the League of Women Voters – spoke regarding her concerns over Executive Session for space needs, and invited the Commission to attend a discussion on historic preservation in Shepherdstown at the Byrd Legislative Center.

**PRESENTATIONS**

1. Tim Stanton, Finance Director
  - a. EAP Review – Mr. Stanton suggested the Commission change Employee Assistance Program providers from UniCare to Mazitti and Sullivan.
    - **Motion by Mr. Pellish to support the recommended change of EAP provider to Mazitti and Sullivan for full and part-time Jefferson County employees as presented by Mr. Stanton. Motion seconded and unanimously approved.**
  - b. Budget Revision
    - **Motion by Mr. Manuel to approve Internal Budget Revision #14 for the County Clerk’s office as presented by Mr. Stanton. Motion seconded and unanimously approved.**
  - c. Request for new accounting fund

- Mr. Stanton stated he would like the Commission to consider creating a new, restricted accounting fund for donations received by the Animal Control department which would ensure the funds do not roll over into the fund balance of the General Fund at the end of the Fiscal Year.
- **Motion by Mr. Manuel to approve the creation of a restricted fund for donations received for animal welfare purposes. Motion seconded and unanimously approved.**

2. Stephanie Grove, County Administrator

a. Discussion on removing the Development Authority from Jefferson County Payroll

- It was the consensus of the Commission to direct legal counsel to research this topic further in order to better advise the Commission of their options in this matter. The Commission also requested a uniform policy be created regarding the treatment of all County component units.

b. County Administrator Reports

County Employee Insurance – Ms. Grove informed the Commission that because of various federal regulations, the health insurance would remain on a calendar year contract instead of adjusting to a fiscal year contract at the beginning of this fiscal year. However, Ms. Grove recommended that the Commission reconsider adjusting the contract during budget deliberations for Fiscal Year 2017.

Fire Chiefs Meeting – Ms. Grove stated she had attended a local fire chiefs meeting and received good feedback from the chiefs regarding a number of issues, including cooperation with the ESA and disbursement of the County’s monetary allocation to each department.

Personnel Issue – Ms. Grove stated a personnel issue within the Prosecuting Attorney’s Office had resolved itself as the employee in question has resigned effective at the end of May.

- **Motion by Mr. Bell to enter into Executive Session to discuss personnel matters. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

c. Space Needs

- Ms. Grove stated she met with Mr. Polk, Director of Maintenance, to discuss options for providing a suitable space for an additional judge on the 2<sup>nd</sup> floor of the St. Margaret's building.
3. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
  4. Public Hearing on the Petition to Resign and Appointment of Alternate Administrator in the Estate of Victoria Stambaugh, deceased.
    - **Motion by Ms. Noland to enter into session as a Fiduciary Review Board. Motion seconded and unanimously approved.**
    - **Motion by Ms. Noland to accept the resignation of Ms. Arielle Lyle as the Administratrix of the Estate of Victoria Stambaugh and to appoint Mr. Kevin Lyle as the new Administrator of the Estate. Motion seconded and unanimously approved.**
    - **Motion by Ms. Tabb to come out of session as a Fiduciary Review Board. Motion seconded and unanimously approved.**
  5. Martin Burke, President of the Jefferson County Historic Landmarks Committee – requested matching funds for WV Historic Preservation Development Grant to replace roof on Snow Hill/Poor Farm in Kearneysville, WV
    - Mr. Burke requested this item be rescheduled for the June 4, 2015 Regular County Commission meeting.

### **NEW BUSINESS**

6. Ambulance Fee Exoneration – Request waiver of Late Fees for Michael Carroll
  - **Motion by M r. Manuel to approve the waiver of late fees on the Jefferson County Ambulance Service fee for Michael Carroll, resident. Motion seconded and unanimously approved.**
7. Request for Appointment to the Partnership for Affordable Housing Board
  - It was the consensus of the Commission to contact Annette Van Hilst, Secretary of the Partnership for Affordable Housing Board, and advise her that the PAH Board has the power to appoint whomever they see fit for the position and also notify her of the Commission's policy on appointments to boards, commissions, and committees.

### **COUNTY COMMISSION REPORTS**

Patsy Noland

- Attended a Region 9 meeting.
- Attended a CVB meeting and reported on some of the upcoming activities in Jefferson County, including a Doobie Brother concert at Hollywood Casino and the first Annual Charles Town Cannons Golf Tournament.

Jane Tabb

- Attended Health Insurance Open Enrollment.
- Attended a Leadership Jefferson Module.
- Attended an ESA meeting.
- Attended a fundraiser at the Ranson Civic Center.
- Attended a Farmland Protection Board meeting.

Dale Manuel

- Attended Health Insurance Open Enrollment.
- Attended a Planning Commission meeting.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a Water Advisory Committee meeting.
- Attended the Sam Michael's Park Master Plan meeting.

Eric Bell

- Attended Health Insurance Open Enrollment.
- Traveled to Charleston with staff from the Day Report Center for a presentation on the Community Correction grant.
- Attended a Board of Health meeting.
- Attended the Salute to Armed Forces event in downtown Charles Town.

Walt Pellish

- Attended a Development Authority meeting.
- Participated in two radio shows.

8. The Commission meeting adjourned at 12:23 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 Assistant