

Minutes

Jefferson County Commission

Thursday, June 18, 2015

A meeting of the Jefferson County Commission was held on Thursday, June 18, 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, and Jane Tabb. Walter Pellish was absent with notification. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, June 18, 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 June 4, 2015 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the Regular Payroll for June 4, 2015 in the amount of \$236,421.48. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074474	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,000.00	\$ 4,000.00
074475	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,023.26	\$ 1,023.26
074476	405	MYOSHIA BRIGHT		\$ -	\$ 138.00	\$ 138.00
074477	425	B-K OFFICE SUPPLY INC		\$ -	\$ 2,097.00	\$ 2,097.00
074478	405	SHANNON BURLETT		\$ -	\$ 138.00	\$ 138.00

074479	402	CSSI-COMPLETE SYSTEM SPR		\$ -	\$ 1,720.50	\$ 1,720.50
074480	405	LAUREN CROWTHER		\$ -	\$ 138.00	\$ 138.00
074481	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
074482	405	NATHAN COCHRAN		\$ -	\$ 138.00	\$ 138.00
074483	717	FISHER AUTO PARTS		\$ -	\$ 729.91	\$ 729.91
074484	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 8,091.85	\$ 8,091.85
074485	405	STEPHEN V GROH		\$ -	\$ 138.00	\$ 138.00
074486	402	SALLY GRAN		\$ -	\$ 15.00	\$ 15.00
074487	405	CHARLES B HOWARD		\$ -	\$ 138.00	\$ 138.00
074488	711	HIRERIGHT		\$ -	\$ 41.70	\$ 41.70
074489	401	RICOH USA, INC		\$ -	\$ 37.90	\$ 37.90
074489	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
074489	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074489	405	RICOH USA, INC		\$ -	\$ 92.13	\$ 92.13
074489	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074489	425	RICOH USA, INC		\$ -	\$ 30.03	\$ 30.03
074489	433	RICOH USA, INC		\$ -	\$ 33.60	\$ 33.60
074489	440	RICOH USA, INC		\$ -	\$ 35.59	\$ 35.59
074489	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
074489	712	RICOH USA, INC		\$ -	\$ 36.21	\$ 36.21
074490	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,515.19	\$ 1,515.19
074491	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 53.20	\$ 53.20
074491	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 208.52	\$ 208.52
074491	404	JEFFERSON PUBLISH CO INC		\$ -	\$ 3,963.50	\$ 3,963.50
074492	425	JEFFERSON RENTAL		\$ -	\$ 291.11	\$ 291.11
074493	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 18,629.12	\$ 18,629.12
074494	405	PATSY KIDWELL		\$ -	\$ 138.00	\$ 138.00
074495	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 81.33	\$ 81.33
074496	405	RALPH A LORENZETTI JR		\$ -	\$ 138.00	\$ 138.00
074497	405	LYDIA LEHMAN		\$ -	\$ 138.00	\$ 138.00
074498	405	LYNDSEY W. MATSCHAT		\$ -	\$ 133.34	\$ 133.34
074499	405	LYNDSEY W. MATSCHAT		\$ -	\$ 138.00	\$ 138.00
074500	412	JUDITH A MATLICK		\$ -	\$ 222.36	\$ 222.36
074501	405	JENNIFER E. MAY-SANNER		\$ -	\$ 138.00	\$ 138.00
074502	405	JONELLE MAY		\$ -	\$ 138.00	\$ 138.00
074503	424	NEOPOST USA INC	52287	\$ 660.00	\$ -	\$ 660.00
074504	ALLOC	JEFF CO PARKS &		\$ -	\$ 23,043.06	\$ 23,043.06
074505	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 19.90	\$ 19.90
074506	403	POSTMASTER CHARLES TOWN		\$ -	\$ 98.00	\$ 98.00
074507	405	LECTOR DENISE RIDEOUTT		\$ -	\$ 138.00	\$ 138.00

074508	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
074508	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
074509	405	HASSAN RASHEED		\$ -	\$ 138.00	\$ 138.00
074510	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 19.06	\$ 19.06
074511	405	BRANDON C.H. SIMS		\$ -	\$ 577.54	\$ 577.54
074512	405	BRANDON C.H. SIMS		\$ -	\$ 138.00	\$ 138.00
074513	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 13,850.21	\$ 13,850.21
074513	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 8,848.48	\$ 8,848.48
074514	717	S & S MOTOR PARTS		\$ -	\$ 609.13	\$ 609.13
074515	GRANT	TPS - TOWN POLICE SUPPL		\$ -	\$ 35,000.00	\$ 35,000.00
074515	700	TPS - TOWN POLICE SUPPL		\$ -	\$ 2,462.50	\$ 2,462.50
074516	425	CAPITAL TRISTATE		\$ -	\$ 4,012.76	\$ 4,012.76
074517	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 227.00	\$ 227.00
074518	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
074519	425	U S PAVING LLC		\$ -	\$ 2,400.00	\$ 2,400.00
074520	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 25,581.51	\$ 25,581.51
074521	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 655.77	\$ 655.77
074522	405	WV PROS.ATTYS ASSOC/WVPA		\$ -	\$ 2,325.00	\$ 2,325.00
074523	412	WPS WORD PROCESSING SRVC		\$ -	\$ 6,180.07	\$ 6,180.07
074524	428	XEROX BUSINESS SRVCS LLC		\$ -	\$ 1,595.00	\$ 1,595.00
074525	405	NEIL ZAHRADNIK		\$ -	\$ 138.00	\$ 138.00
TOTAL						\$ 200,173.34
TOTAL				\$ 660.00	\$ 199,513.34	\$ 200,173.34

Motion by Mr. Bell to approve the Accounts Payable for June 11, 2015 in the amount of \$200,173.34. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074528	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,315.32	\$ 4,315.32
074529	412	COMCAST		\$ -	\$ 103.63	\$ 103.63
074529	425	COMCAST		\$ -	\$ 615.04	\$ 615.04
074530	424	AT&T/IL		\$ -	\$ 2.00	\$ 2.00
074531	413	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 164.16	\$ 164.16
074532	425	B-K OFFICE SUPPLY INC		\$ -	\$ 1,015.85	\$ 1,015.85
074533	424	BOLAND SERVICES	52629	\$ 270.00	\$ -	\$ 270.00
074533	425	BOLAND SERVICES	52654	\$ 1,325.00	\$ -	\$ 1,325.00
074533	425	BOLAND SERVICES		\$ -	\$ 408.26	\$ 408.26
074534	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85

074535	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
074536	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074537	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074538	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
074539	717	RUSSELL BLACKFORD		\$ -	\$ 15.00	\$ 15.00
074540	425	CITY OF CHARLES TOWN		\$ -	\$ 6,600.00	\$ 6,600.00
074541	424	CHARLES TOWN UTILITIES		\$ -	\$ 55.94	\$ 55.94
074541	425	CHARLES TOWN UTILITIES		\$ -	\$ 839.99	\$ 839.99
074542	PAYROLL	COLONIAL LIFE		\$ -	\$ 516.18	\$ 516.18
074543	425	CUSTOM CONTRACTING, INC.	52658	\$ 12,151.00	\$ -	\$ 12,151.00
074544	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 72.60	\$ 72.60
074545	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
074545	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
074546	425	FIDELITY ENGINEERING	52657	\$ 4,905.00	\$ -	\$ 4,905.00
074546	425	FIDELITY ENGINEERING		\$ -	\$ 978.25	\$ 978.25
074546	425	FIDELITY ENGINEERING		\$ -	\$ 1,280.00	\$ 1,280.00
074547	717	FISHER AUTO PARTS	52656	\$ 7,083.00	\$ -	\$ 7,083.00
074548	GRANT	FRIENDS OF BLACKWATER		\$ -	\$ 1,000.00	\$ 1,000.00
074549	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,085.00	\$ 3,085.00
074550	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 205.12	\$ 205.12
074551	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
074552	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
074553	403	MINUTEMAN PRESS		\$ -	\$ 207.80	\$ 207.80
074554	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074555	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074556	712	OFFICEMAX		\$ -	\$ 75.03	\$ 75.03
074557	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 37.00	\$ 37.00
074557	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 791.76	\$ 791.76
074558	424	POTOMAC EDISON/OH		\$ -	\$ 1,407.71	\$ 1,407.71
074558	425	POTOMAC EDISON/OH		\$ -	\$ 2,825.29	\$ 2,825.29
074558	425	POTOMAC EDISON/OH		\$ -	\$ 12,732.86	\$ 12,732.86
074559	403	LAURA STORM		\$ -	\$ 143.75	\$ 143.75
074560	GRANT	RCS SECURITY		\$ -	\$ 1,401.60	\$ 1,401.60
074561	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
074561	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
074561	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
074561	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
074561	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
074561	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
074561	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41

074561	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
074561	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
074561	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
074562	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
074562	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 383.04	\$ 383.04
074562	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 732.00	\$ 732.00
074562	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 56.00	\$ 56.00
074562	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 491.96	\$ 491.96
074562	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 377.00	\$ 377.00
074563	405	SPECIALTY BUS SUPPLIES	52683	\$ 1,114.11	\$ -	\$ 1,114.11
074563	401	SPECIALTY BUS SUPPLIES		\$ -	\$ 446.00	\$ 446.00
074564	408	STATE TAX DEPARTMENT		\$ -	\$ 11,642.21	\$ 11,642.21
074565	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,151.66	\$ 42,151.66
074565	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.94	\$ 3.94
074565	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.92	\$ 0.92
074565	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,858.06	\$ 9,858.06
074565	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,283.26	\$ 39,283.26
074565	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.63	\$ 2.63
074566	425	SHENANDOAH VALLEY WATER		\$ -	\$ 582.35	\$ 582.35
074567	700	DUSTIN TABLER		\$ -	\$ 91.46	\$ 91.46
074568	424	TREARY SERVICE CO		\$ -	\$ 190.00	\$ 190.00
074570	401	AMAZON		\$ -	\$ 143.48	\$ 143.48
074570	401	EMBASSY SUITES		\$ -	\$ 160.95	\$ 160.95
074570	401	SPRINT		\$ -	\$ 109.62	\$ 109.62
074570	402	EZ NETTOOLS		\$ -	\$ 34.95	\$ 34.95
074570	402	MONROE SYSTEMS FOR BUSIN		\$ -	\$ 135.07	\$ 135.07
074570	402	STAPLES		\$ -	\$ 849.95	\$ 849.95
074570	403	BAYMONT INN & SUITES		\$ -	\$ 450.00	\$ 450.00
074570	403	SHOPLET		\$ -	\$ 30.38	\$ 30.38
074570	403	SPRINT		\$ -	\$ 54.81	\$ 54.81
074570	405	NATIONAL DISTRICT ATTORN		\$ -	\$ 395.00	\$ 395.00
074570	406	MOUNTAINEER RESORT		\$ -	\$ 534.00	\$ 534.00
074570	406	STAPLES		\$ -	\$ 29.85	\$ 29.85
074570	415	FRONTIER		\$ -	\$ 84.07	\$ 84.07
074570	415	SPRINT		\$ -	\$ 108.54	\$ 108.54
074570	424	FRONTIER		\$ -	\$ 1,205.77	\$ 1,205.77
074570	424	SPRINT		\$ -	\$ 54.81	\$ 54.81
074570	425	BATTERY MART		\$ -	\$ 12.95	\$ 12.95
074570	425	D L MORGAN JR INC		\$ -	\$ 1,335.60	\$ 1,335.60
074570	425	GRAINGER		\$ -	\$ 261.66	\$ 261.66

074570	425	SSC-SOUTHERN STATES		\$ -	\$ 922.32	\$ 922.32
074570	425	THE HOME DEPOT		\$ -	\$ 417.52	\$ 417.52
074570	425	84 LUMBER		\$ -	\$ 79.04	\$ 79.04
074570	428	AMAZON		\$ -	\$ 204.73	\$ 204.73
074570	428	BEST BUY		\$ -	\$ 572.36	\$ 572.36
074570	428	CDW GOVERNMENT		\$ -	\$ 689.88	\$ 689.88
074570	428	CDW GOVERNMENT		\$ -	\$ 403.57	\$ 403.57
074570	428	DELL		\$ -	\$ 2,093.64	\$ 2,093.64
074570	428	SPRINT		\$ -	\$ 109.62	\$ 109.62
074570	433	B K OFFICE SUPPLY		\$ -	\$ 78.05	\$ 78.05
074570	433	SPRINT		\$ -	\$ 54.81	\$ 54.81
074570	439	B K OFFICE SUPPLY		\$ -	\$ 14.35	\$ 14.35
074570	439	SPRINT		\$ -	\$ 54.81	\$ 54.81
074570	440	SPRINT		\$ -	\$ 54.81	\$ 54.81
074570	GRANT	MOTOROLA, INC		\$ -	\$ 40,500.00	\$ 40,500.00
074570	700	CHEMIMAGE CORP		\$ -	\$ 700.00	\$ 700.00
074570	700	CHILIS RESTAURANT		\$ -	\$ 19.81	\$ 19.81
074570	700	EMBLEM ENTERPRISES		\$ -	\$ 494.32	\$ 494.32
074570	700	GAL		\$ -	\$ 6,400.00	\$ 6,400.00
074570	700	GOWERS FEED INC		\$ -	\$ 182.36	\$ 182.36
074570	700	GRACIE ACADEMY		\$ -	\$ 1,790.00	\$ 1,790.00
074570	700	IACP		\$ -	\$ 490.00	\$ 490.00
074570	700	JEFFERSON URGENT CARE		\$ -	\$ 300.00	\$ 300.00
074570	700	LAWMEN SUPPLY CO.		\$ -	\$ 220.00	\$ 220.00
074570	700	MOTOROLA, INC		\$ -	\$ 45.80	\$ 45.80
074570	700	RIVER CITY FARM & PET SU		\$ -	\$ 66.51	\$ 66.51
074570	700	SPRINT		\$ -	\$ 1,177.35	\$ 1,177.35
074570	700	SSC-SOUTHERN STATES		\$ -	\$ 34.96	\$ 34.96
074570	700	VANCES LAW ENFORCEMENT		\$ -	\$ 1,284.00	\$ 1,284.00
074570	711	AMAZON		\$ -	\$ 114.64	\$ 114.64
074570	711	CDW GOVERNMENT		\$ -	\$ 256.04	\$ 256.04
074570	711	CHANNING BETE CO		\$ -	\$ 789.05	\$ 789.05
074570	711	SPRINT		\$ -	\$ 186.82	\$ 186.82
074570	711	WHALE OF A WASH		\$ -	\$ 14.00	\$ 14.00
074570	712	BWI PARKING		\$ -	\$ 40.00	\$ 40.00
074570	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
074570	712	MORGAN AWARDS		\$ -	\$ 495.50	\$ 495.50
074570	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 200.00	\$ 200.00
074570	712	PARIS LV CASINO		\$ -	\$ 152.32	\$ 152.32
074570	712	SOUTH WEST		\$ -	\$ 407.00	\$ 407.00

074570	712	SPRINT		\$ -	\$ 861.33	\$ 861.33
074570	712	STAPLES		\$ -	\$ 190.04	\$ 190.04
074570	712	THE HOME DEPOT		\$ -	\$ 163.99	\$ 163.99
074570	712	WAL-MART		\$ -	\$ 26.40	\$ 26.40
074570	716	DAYS END FARM HORSE RESC		\$ -	\$ 200.00	\$ 200.00
074570	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 113.00	\$ 113.00
074570	716	HILLSIDE VETERINARY HOSPITAL		\$ -	\$ 278.62	\$ 278.62
074570	716	KURANDA USA INC		\$ -	\$ 1,138.34	\$ 1,138.34
074570	716	RADIO SHACK		\$ -	\$ 158.99	\$ 158.99
074570	716	THE HOME DEPOT		\$ -	\$ 8.46	\$ 8.46
074570	717	GRAINGER		\$ -	\$ 143.56	\$ 143.56
074570	717	SHELL OIL		\$ -	\$ 40.62	\$ 40.62
074570	900	SPRINT		\$ -	\$ 112.52	\$ 112.52
074571	405	THOMSON REUTER - WEST	52685	\$ 2,215.99	\$ -	\$ 2,215.99
074572	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 166.50	\$ 166.50
074573	412	WPS WORD PROCESSING SRVC		\$ -	\$ 950.98	\$ 950.98
074574	404	WV TAX DEPUTIES ASSOC		\$ -	\$ 35.00	\$ 35.00
TOTAL						\$ 265,472.06
TOTAL				\$ 29,064.10	\$ 236,407.96	\$ 265,472.06

Motion by Mr. Manuel to approve the Accounts Payable for June 18, 2015 in the amount of \$265,472.06. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Motion by Ms. Noland to approve the Manual Checks for June 11, 2015 in the amount of \$60,562.36. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the Manual Checks for June 18, 2015 in the amount of \$6,016.80. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Rose Ann Glover, resident – expressed her concerns regarding the All Good Music Festival and stated the applicants of the festival should not be given any further time extensions to submit the necessary items documents for their zoning certificate.

Mark Dyck, resident and representative for the All Good Music Festival – provided the Commission with an update on the BZA requirements fulfilled by the All Good Music Festival applicants and stated there would be no development of the festival location until the applicants were granted a zoning certificate.

PRESENTATIONS

1. Jennifer Maghan, County Clerk – requested the approval of Depository Bonds for Fiscal Year 2015-2016.
 - **Motion by Mr. Manuel to approve the Depository Bonds for FY16 as presented by Ms. Maghan. Motion seconded and unanimously approved.**

2. Ralph Lorenzetti, Prosecuting Attorney – requested a change of employment status for Shannon Burlett from temporary to permanent.
 - **Motion by Ms. Noland to approve the employment status change for Shannon Burlett from temporary to permanent, at a salary of \$28,671.27. Motion seconded and unanimously approved.**

3. Laura Storm, Circuit Clerk – requested approval to fill a vacancy in the Circuit Clerk’s Office.
 - **Motion by Ms. Noland to approve the hiring of Edith “Eddie” Cooper as a full time Deputy Clerk in the Circuit Clerk’s Office at a starting salary of \$28,600 Grade II, Step D, and, upon completion of the probationary period will be raised up to \$30,000 Grade II, Step E. Motion seconded and unanimously approved.**

4. Eleanor Finn, League of Women Voters – provided the Commission and audience with the League’s Annual Observation Review, noting the improvements the Commission has made in the past year and suggestions for additional improvements.
 - **Motion by Mr. Bell to direct staff to write a letter of gratitude to Ms. Finn and the League of Women Voters for their observations. Motion seconded and unanimously approved.**

5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.

6. Roger Goodwin, Chief County Engineer and Jennie Brockman, Director of Planning and Zoning – presented the Commission with the proposed Planning and Zoning Land Development Fee Increase.
 - **Motion by Mr. Manuel to approve the original proposed 10% increase for Land Development Fees as presented during the June 4, 2015 meeting. Motion seconded but fails on a vote of 1-3 with Mr. Bell, Ms. Tabb, and Ms. Noland opposing.**

- **Motion by Ms. Noland to adopt the fee schedule as presented by the Departments of Engineering and Planning and Zoning. Motion withdrawn, second withdrawn.**
 - It was the consensus of the Commission to readdress this item at a later meeting.
7. Roger Goodwin, Chief County Engineer
- a. Personnel Requisition for Temporary Building Inspector Position
 - **Motion by Mr. Manuel to approve the hiring of Ronald Garza for the Temporary Building Inspector position within the Engineering Department as presented. Motion seconded and unanimously approved.**
 - b. Personnel Requisition for Building Permits Technician Position
 - **Motion by Ms. Tabb to approve the hiring of Randall Rodriguez for the Building Permits Technician position within the Engineering Department as presented. Motion seconded and unanimously approved.**
8. Interview and Appointment to the Jefferson County Board of Health for one five-year term ending June 30, 2020.
- **Motion by Ms. Tabb to appoint John Bresland to the Jefferson County Board of Health for one five-year term ending June 30, 2020. Motion seconded and unanimously approved.**
9. Interviews and Appointments to the Jefferson County Emergency Services Agency Board for two three-year terms for Citizen Representatives ending June 30, 2018.
- Ms. Noland offered her nomination for Eric Smith and Chris Conroy.
 - Mr. Manuel offered his nomination for Bob Aitcheson.
 - Mr. Bell offered his nomination for Steve Sowers.
 - **After voting, Chris Conroy received the majority vote and was reappointed as a citizen representative on the Jefferson County Emergency Services Agency Board for one three year term ending June 30, 2018.**

- It was the consensus of the Commission to table the appointment of the second citizen representative until the July 2, 2015 Regular County Commission Meeting when all Commissioners would be present.
10. Interviews and Appointments to the Jefferson County Parks and Recreation Commission for four three-year terms ending June 30, 2018.
- Mr. Bell offered his nomination for Bill Manning, Toni Milbourne, Ann Mountz, and Sarah Smith.
 - Mr. Manuel offered his nomination for Ann Nawaz and Jim Lee.
 - **After receiving the majority votes, Sarah Smith, Ann Mountz, Jim Lee, and Toni Milbourne were appointed to the Jefferson County Park and Recreation Commission for a term of three years each to expire on June 30, 2018.**
11. Interviews and Appointments to the Jefferson County Board of Zoning Appeals – one three-year term ending January 1, 2018 as an alternate.
- **Motion by Ms. Noland to appoint Jeff Bresee to the Jefferson County Board of Zoning Appeals for one three year term as an alternate, ending January 1, 2018. Motion seconded and unanimously approved.**
12. The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.
13. Fred Blackmer, Twin Oaks Subdivision, LLC. – requested a Zoning Map Amendment Petition
- **Motion by Mr. Manuel to enter into Executive Session to receive legal advice. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to accept the petition subject to submittal of required support documents and fees, schedule a joint public hearing between the County Commission and the Planning Commission within 60 days and request the Planning Commission to advise regarding the application’s consistency with the current Comprehensive Plan. Motion seconded and unanimously approved.**

14. Text Amendment to Jefferson County Zoning Ordinance, “Appendix C, Principal Permitted Uses Table,” to change Cultural Facilities from Not Permitted to Permitted within Residential Growth District.

- **Motion by Ms. Noland to initiate a public hearing for a text amendment of the Jefferson County Zoning Ordinance to modify Appendix C to change the NP to P on the permitted uses table for Cultural Facilities in Residential Growth Districts. Motion seconded and unanimously approved.**

15. Ronda Lehman, Blue Ridge Watershed Coalition – provided the Commission and the audience with an update concerning funds provided for a water monitoring program in 2012 and shared information concerning the water quality on the Blue Ridge.

NEW BUSINESS

16. Request that all Jefferson County component units be placed on an equitable basis when receiving wage and benefits from the County Budget.

- **Motion by Mr. Manuel to direct counsel to work with the County Finance Director to draft several plans to make component units equitable. Motion seconded but withdrawn.**
- **Motion by Mr. Manuel to postpone this item until the July 2, 2015 regularly scheduled County Commission meeting. Motion seconded and unanimously approved.**

17. Request that the Jefferson County Commission seek injunctive relief against the All Good Festival if they fail to meet all of the BZA standards necessary to hold the festival in Jefferson County by the end of business on June 18, 2015.

- **Motion by Mr. Manuel to strongly request Jennifer Brockman, Director of Planning and Zoning, deny the All Good Music Festival application for a Zoning Certificate if the applicants have not met all of the obligations outlined by the BZA by the end of business on June 18, 2015. Motion seconded and fails on a vote of 1-3 with Mr. Bell, Ms. Noland, and Ms. Tabb opposing.**

FINANCIAL DIRECTOR REPORTS

Mr. Stanton provided the Commission with a review of Budget to Actual as of May 31, 2015.

COUNTY ADMINISTRATOR REPORTS

Discuss Road Summit

- Locations/Priorities – The Commissioners decided to focus on Rt. 51, Summit Point Road, Cattail Run Road/Old Rt. 9, Rt. 340
- Invite/Size of Van - The Commission requested invitations be extended to all local legislators.
- Time – The Commission stated they'd like to start the road summit at 9:00 am and possibly host lunch for the legislators and WVDOT staff who attend.

WVACO Membership – Ms. Grove asked the Commission if they'd like to continue their membership with WVACO, with dues costing \$6,500 for FY16. The Commission stated they were indeed interested in continuing their membership and authorized payment of the dues.

\$500 Pay Raise – Ms. Grove stated the \$500 employee pay raise would not appear on the employee paychecks until the second pay of July.

First County Commission Meeting of July – Ms. Grove asked the Commission if they wanted to cancel the first County Commission meeting in July due to the July 4th holiday, but the Commission decided they wanted to proceed with the July 2, 2015 meeting.

COUNTY COMMISSION REPORTS

Patsy Noland

- Attended a Health Department meeting concerning mental hygiene and drug/alcohol abuse in the area.

Jane Tabb

- Attended a Farmland Protection Board meeting.
- Attended multiple ESA meetings.
- Attended a Women Investing in Shepherd meeting.
- Reminded the Commission and the public of the summer meals for children program supported by Senator Unger.
- Mentioned a compliment letter for the Engineering Department employees.

Dale Manuel

- Attended Bark in the Park.
- Attended the Ranson Days car show.
- Attended a Parks Master Plan meeting.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a Parks and Recreation meeting.
- Reminded listeners of a pancake supper at the Ranson Civic Center.

Eric Bell

- Attended Bark in the Park.
- Attended a Drug Court presentation.
- Met with the WV Legislature in DC.
- Attended a Region 7 Workforce WV meeting in Romney.

18. The Commission meeting adjourned at 3:31 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant