

Minutes

Jefferson County Commission

Thursday, July 2, 2015

A meeting of the Jefferson County Commission was held on Thursday, July 2, 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, July 2, 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 Ms. Noland to approve the June 18, 2015 Regular Meeting Minutes. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the Regular Payroll for June 18, 2015 in the amount of \$229,652.94. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074576	425	B-K OFFICE SUPPLY INC		\$ -	\$ 1,048.50	\$ 1,048.50
074577	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
074578	425	CUSTOM CONTRACTING, INC.	52658	\$ 2,736.76	\$ -	\$ 2,736.76
074579	401	FEDEX		\$ -	\$ 35.47	\$ 35.47
074579	700	FEDEX		\$ -	\$ 805.50	\$ 805.50
074580	440	ROGER GOODWIN		\$ -	\$ 165.60	\$ 165.60

074581	717	GUTTMAN OIL CO		\$ -	\$ 13,515.26	\$ 13,515.26
074582	404	JEFFERSON PUBLISH CO INC		\$ -	\$ 55.20	\$ 55.20
074583	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
074584	711	J.H. CONSULTING LLC	52344	\$ 6,700.00	\$ -	\$ 6,700.00
074585	712	LANGUAGE LINE SERVICES		\$ -	\$ 249.35	\$ 249.35
074586	716	ELAINA MAZE		\$ -	\$ 308.00	\$ 308.00
074587	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 51.54	\$ 51.54
074588	GRANT	RCS SECURITY		\$ -	\$ 10,715.70	\$ 10,715.70
074589	405	SPECIALTY BUS SUPPLIES	52683	\$ 108.90	\$ -	\$ 108.90
074590	704	ST/WV REGIONAL JAIL &		\$ -	\$ 91,240.75	\$ 91,240.75
074591	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.42	\$ 1.42
074591	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 30,639.69	\$ 30,639.69
074591	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,159.09	\$ 2,159.09
074591	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 193.11	\$ 193.11
074592	GRANT	SHERIFF OF JEFFERSON CO		\$ -	\$ 987.42	\$ 987.42
074593	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,403.55	\$ 10,403.55
074593	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,299.25	\$ 15,299.25
074594	700	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,000.00	\$ 1,000.00
074595	712	TELTRONIC		\$ -	\$ 1,832.00	\$ 1,832.00
074596	712	PANHANDLE ACCIDENT RECON		\$ -	\$ 2,100.00	\$ 2,100.00
074597	405	THOMSON REUTER - WEST	52685	\$ 1,680.75	\$ -	\$ 1,680.75
074598	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 78,286.77	\$ 78,286.77
074598	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,163.66	\$ 25,163.66
074598	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1.55	\$ 1.55
074598	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4.83	\$ 4.83
074599	412	WVU		\$ -	\$ 1,220.53	\$ 1,220.53
074599	412	WVU		\$ -	\$ 112.49	\$ 112.49
TOTAL						\$ 300,202.64
TOTAL				\$ 11,226.41	\$ 288,976.23	\$ 300,202.64

Motion by Ms. Noland to approve the accounts payable for June 25, 2015 in the amount of \$300,202.64. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074602	717	AUTOZONE		\$ -	\$ 590.15	\$ 590.15
074603	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 15,625.00	\$ 15,625.00
074604	405	MYOSHIA BRIGHT		\$ -	\$ 276.00	\$ 276.00
074605	717	BONDED APPLICATORS OF MD		\$ -	\$ 2,750.00	\$ 2,750.00

074606	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074607	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
074608	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074609	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
074610	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074611	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
074612	405	SHANNON BURLETT		\$ -	\$ 269.67	\$ 269.67
074613	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
074613	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 15,625.00	\$ 15,625.00
074614	405	LAUREN CROWTHER		\$ -	\$ 269.61	\$ 269.61
074615	425	CUSTOM CONTRACTING, INC.		\$ -	\$ 232.32	\$ 232.32
074616	405	NATHAN COCHRAN		\$ -	\$ 218.50	\$ 218.50
074617	700	DIV OF JUSTICE & COMMUNT		\$ -	\$ 1,500.00	\$ 1,500.00
074618	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,117.24	\$ 6,117.24
074619	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 2,568.75	\$ 2,568.75
074620	700	DAVID EYRE		\$ -	\$ 31.75	\$ 31.75
074621	425	FIDELITY ENGINEERING	52657	\$ 914.50	\$ -	\$ 914.50
074622	402	VIVIAN FIELDS		\$ -	\$ 21.03	\$ 21.03
074623	405	STEPHEN V GROH		\$ -	\$ 276.00	\$ 276.00
074624	717	GUTTMAN OIL CO		\$ -	\$ 3,220.75	\$ 3,220.75
074625	405	CHARLES B HOWARD		\$ -	\$ 276.00	\$ 276.00
074626	700	INTERNATIONAL POLYGRAPH		\$ -	\$ 600.00	\$ 600.00
074627	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,085.00	\$ 3,085.00
074628	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 29,500.00	\$ 29,500.00
074629	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 97.60	\$ 97.60
074629	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 157.68	\$ 157.68
074630	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,720.00	\$ 5,720.00
074631	700	ANARGYROS KEREAKES		\$ -	\$ 5,000.00	\$ 5,000.00
074632	405	RALPH A LORENZETTI JR		\$ -	\$ 271.97	\$ 271.97
074633	405	LYNDSEY W. MATSCHAT		\$ -	\$ 302.57	\$ 302.57
074634	403	MATTHEW BENDER & CO		\$ -	\$ 73.08	\$ 73.08
074634	405	MATTHEW BENDER & CO		\$ -	\$ 846.72	\$ 846.72
074635	405	JONELLE MAY		\$ -	\$ 247.25	\$ 247.25
074636	PAYROLL	HIGHMARK WV		\$ -	\$ 166,285.25	\$ 166,285.25
074637	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074638	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074639	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,799.26	\$ 1,799.26
074640	ALLOC	JEFF CO PARKS &		\$ -	\$ 62,277.75	\$ 62,277.75
074641	403	PIFER OFFICE SUPPLY, INC		\$ -	\$ 163.87	\$ 163.87
074641	403	PIFER OFFICE SUPPLY, INC		\$ -	\$ 272.16	\$ 272.16

005			
Date	Check #	VENDOR	Amount
6/24/2015	319	SHERIFF OF JEFFERSON CO	\$ 3,750.00
HOME DETENTION			
008			
Date	Check #	VENDOR	Amount
06/24/15	499	SHERIFF OF JEFFERSON CO	\$ 10,000.00
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
6/24/2015	550	SHERIFF OF JEFFERSON CO	\$ 451,504.13
VOTER REG.			
63			
Date	Check #	VENDOR	Amount
6/26/2015	317	SECRETARY OF STATE'S OFF.	\$ 211.91
TOTAL			\$ 500,384.15

Motion by Ms. Noland to approve the Manual Checks for June 26, 2015 in the amount of \$500,384.15. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Paul Rosa, resident – requested the Commission require the Jefferson County Development Authority to present a report on the outcome of the two year reduction of Commercial Impact Fees in Jefferson County. Mr. Rosa also requested the Commission hold a public hearing on the subject once the report was made available to the public.

Eleanor Finn, resident – requested the Commission table any decisions regarding Commercial Impact Fees until the Jefferson County Development Authority presented their findings to the public.

David Tabb, resident – stated the Commission consistently fails to follow “the rules” and is pleased to see other Jefferson County citizens challenging the Commission.

PRESENTATIONS

1. Angie Banks, Assessor – requested the approval of the following Exoneration and Split Ticket:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
C.T. Hardesty, III	Real Estate	Middleway	21418	\$472.30

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Catherine Mumaw	PP	Charles Town	303330	\$114.26
Michael Mumaw				\$23.56

- **Motion by Ms. Noland to approve the Split Ticket as presented by the Assessor. Motion seconded and unanimously approved.**

2. Matt Mullenax, Hagerstown – Eastern Panhandle MPO, and Cheryl Kerouze, Eastern Panhandle Transit Authority – provided the Commission with a presentation on the 2015-2020 Transit Development Plan.
3. Barbara Scott, President, Summit Point Raceway Associates, Inc. – requested the Commission provide a letter of support to state elected officials for the retention of State Department Training at Summit Point Raceway.
 - **Motion by Mr. Pellish to approve/provide a letter of support regarding the retention of US State Department Training at Summit Point Raceway. Motion seconded and unanimously approved.**
4. Barbara Miller, Director of Jefferson County Homeland Security and Emergency Management – requested the approval of the 2015 Emergency Operations Plan.

- **Motion by Mr. Manuel to approve the 2015 Emergency Operations Plan as presented. 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 – requested the complete construction bond release for Demory Farms Subdivision.
 - **Motion by Ms. Tabb to authorize a complete release of Letter of Credit #16903157-4401 in the amount of \$163,704 construction bond amount for Skyline Farms, LLC fka Cameron Run LLC – Demory Farms Subdivision, Lots 1-73 (File #04-17). Motion seconded and unanimously approved.**
 7. Interviews and appointment to the Jefferson County Emergency Services Agency Board for one three-year term as a Citizen Representative, expiring June 20, 2018.
 - Ms. Noland offered her nomination for Mr. Eric Smith.
 - Mr. Manuel offered his nomination for Mr. Bob Aitcheson.
 - Mr. Bell offered his nomination for Mr. Steve Sowers.

After receiving the majority vote, Mr. Steve Sowers was appointed a citizen representative to the JCESA Board for a three year term expiring June 30, 2018.

8. Interviews and appointment to the Regional Airport Authority
 - It was the consensus of the Commission to table this item until an interested applicant came forward.
9. John Reisenweber, Director, Jefferson County Development Authority – requested the permanent abolishment of commercial impact fees in Jefferson County.
 - **Motion by Mr. Manuel to schedule a public hearing on the potential abolishment and/or reduction of commercial impact fees in Jefferson County. Motion seconded but fails on a vote of 1-4 with Mr. Bell, Ms. Tabb, Ms. Noland, and Mr. Pellish opposing.**
 - **Motion by Ms. Tabb to request the Jefferson County Development Authority complete an updated report on the data regarding the two year reduction of commercial impact fees in Jefferson County and to continue with the current reduced commercial impact fee rates until all impact fees are ready to be reviewed or as needed. Motion seconded and unanimously approved.**

10. Nathan Cochran, Assistant Prosecuting Attorney – provided the Commission with an update on litigation for Civil Action No. 13-C-432.

- **Motion by Mr. Manuel to enter into Executive Session to discuss pending litigation. Motion seconded and unanimously approved.**
- **Motion by Mr. Bell to come out of Executive Session and direct Mr. Cochran to proceed in the direction discussed during Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

11. Pastor John Mason, Eastern Panhandle LGBTQ Alliance – requested the Commission declare July 11, 2015 as Panhandle Pride Day in Jefferson County.

- **Motion by Mr. Manuel to declare July 11, 2015 as Panhandle Pride Day in Jefferson County. Motion seconded and unanimously approved.**

12. Appointment of David Simmons to the Harpers Ferry Bolivar Public Service District Board for one unexpired term ending June 30, 2020.

- **Motion by Mr. Manuel to appoint David Simmons to the Harpers Ferry/Bolivar Public Service District Board for one unexpired term ending June 30, 2020. Motion seconded and unanimously approved.**

13. Change in Employee Assistance Program provider for JCESA Employees

- **Motion by Mr. Pellish to approve the inclusion of JCESA employees under the County's new EAP provider and make the appropriate budget revision to cover the \$750 cost of inclusion. Motion seconded and unanimously approved.**

14. Request to use the Jefferson County Commission Meeting Room – WV Department of Corrections Victim Services – on Monday, July 20, 2015 from 8:30 am – 2:00 pm.

- **Motion by Ms. Noland to approve the use of the Jefferson County Commission Meeting Room for the WV Department of Corrections Victim Services on Monday, July 20, 2015 from 8:30 am – 2:00 pm. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Update on Zoning Map Amendment for Twin Oaks Subdivision, LLC – Ms. Grove stated the Public hearing on the Zoning Map Amendment for Twin Oaks Subdivision, LLC

would be held on Tuesday, August 11, 2015 at 7:00 pm during a regularly scheduled Planning Commission meeting.

- Fire Contracts – Ms. Grove explained the changes she made to the Fire Contracts for FY16, noting improvement in the format for better clarity on the part of the Fire Departments.
 - **Motion by Mr. Bell to approve the Fire Contract agreements as presented by Ms. Grove. Motion seconded and unanimously approved.**
- Executive Session – Personnel Matter – Finance Director
 - **Motion by Mr. Pellish to enter into Executive Session to discuss personnel matters. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to come out of Executive Session and authorize the County Administrator to begin advertising for the position of Financial Director. Motion seconded and unanimously approved.**

COUNTY COMMISSION REPORTS

Jane Tabb

- Hosted Farm Day.
- Attended an LEPC meeting.
- Attended a PSD meeting.
- Attended a retirement party for Mr. Fincham, a longtime Jefferson High School teacher.
- Stated the ESA has hired a new director.

Dale Manuel

- Attended an ESA meeting regarding the All Good Festival.
- Attended a PSD meeting.
- Attended an Affordable Housing meeting.

Eric Bell

- Attended a Community Corrections Board meeting.

Walt Pellish

- Attended a Development Authority meeting.
- Reminded the audience of the Shepherdstown 4th of July parade.

15. The Commission meeting adjourned at 12:13 pm on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant