

# Minutes

## Jefferson County Commission

Thursday, July 16, 2015

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A meeting of the Jefferson County Commission was held on Thursday, July 16, 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 16, 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 July 2, 2015 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

### APPROVAL OF PAYROLL

**Motion by Mr. Manuel to approve the Regular Payroll for July 2, 2015 in the amount of \$229,752.10. Motion seconded and unanimously approved.**

### APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074663	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,000.00	\$ 4,000.00
074664	425	COMCAST		\$ -	\$ 233.63	\$ 233.63
074664	425	COMCAST		\$ -	\$ 189.90	\$ 189.90
074665	712	AT&T/GA		\$ -	\$ 43.45	\$ 43.45
074666	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,203.91	\$ 1,203.91

074667	424	CHARLES TOWN UTILITIES		\$ -	\$ 49.19	\$ 49.19
074667	425	CHARLES TOWN UTILITIES		\$ -	\$ 830.85	\$ 830.85
074668	403	COAST TO COAST COMPUTER		\$ -	\$ 3,366.95	\$ 3,366.95
074669	700	BRANDON CONWAY		\$ -	\$ 335.50	\$ 335.50
074670	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 78.55	\$ 78.55
074671	406	GLOBAL SCIENCE & TECH		\$ -	\$ 895.00	\$ 895.00
074672	700	ALBERT HOCKMAN		\$ -	\$ 335.50	\$ 335.50
074673	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
074673	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
074673	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074673	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
074673	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074673	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074673	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074673	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074673	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
074673	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074674	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 121,380.16	\$ 121,380.16
074675	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,783.57	\$ 1,783.57
074676	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 170.10	\$ 170.10
074676	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 197.04	\$ 197.04
074677	425	JEFFERSON RENTAL		\$ -	\$ 307.50	\$ 307.50
074678	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 25,000.00	\$ 25,000.00
074679	403	MATTHEW BENDER & CO		\$ -	\$ 905.36	\$ 905.36
074679	406	MATTHEW BENDER & CO		\$ -	\$ 158.16	\$ 158.16
074680	GRANT	MINGHINI'S		\$ -	\$ 3,658.50	\$ 3,658.50
074681	700	ROBIN MAHONY		\$ -	\$ 25.81	\$ 25.81
074682	406	THE OBSERVER		\$ -	\$ 287.50	\$ 287.50
074683	ALLOC	JEFF CO PARKS &		\$ -	\$ 27,124.52	\$ 27,124.52
074684	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 29.34	\$ 29.34
074684	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 31.66	\$ 31.66
074685	424	POTOMAC EDISON/OH		\$ -	\$ 2,160.33	\$ 2,160.33
074685	425	POTOMAC EDISON/OH		\$ -	\$ 14,671.28	\$ 14,671.28
074686	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
074686	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 60.00	\$ 60.00
074687	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
074687	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 72.54	\$ 72.54
074687	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 938.70	\$ 938.70
074687	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 56.00	\$ 56.00
074687	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 377.00	\$ 377.00

074688	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,001.53	\$ 10,001.53
074688	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,433.38	\$ 3,433.38
074689	428	STORAGE NETWORKS	52342	\$ 12,665.00	\$ -	\$ 12,665.00
074690	425	CAPITAL TRISTATE		\$ -	\$ 3,317.79	\$ 3,317.79
074691	403	UNITED SYSTEMS & SOFTWARE		\$ -	\$ 242.00	\$ 242.00
074692	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 30,112.59	\$ 30,112.59
074693	406	AWVA-ASSOC OF WV ASSESSR		\$ -	\$ 100.00	\$ 100.00
074694	717	WHOLESALE TIRES, INC.		\$ -	\$ 8.97	\$ 8.97
074695	402	XEROX CORPORATION		\$ -	\$ 1,401.32	\$ 1,401.32
074695	439	XEROX CORPORATION		\$ -	\$ 528.62	\$ 528.62
<b>TOTAL</b>						<b>\$ 273,237.67</b>
<b>TOTAL</b>				<b>\$ 12,665.00</b>	<b>\$ 260,572.67</b>	<b>\$ 273,237.67</b>

**Motion by Ms. Noland to approve the accounts payable for July 9, 2015 in the amount of \$273,237.67. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074698	424	AT&T/IL		\$ -	\$ 3.88	\$ 3.88
074699	700	AUTOZONE		\$ -	\$ 109.49	\$ 109.49
074700	717	ALL STAR AUTO GLASS		\$ -	\$ 210.00	\$ 210.00
074701	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
074701	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
074702	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074703	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
074704	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074705	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074706	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
074707	425	CHARLES TOWN UTILITIES		\$ -	\$ 977.00	\$ 977.00
074708	405	MARCIA LYNN CHANDLER		\$ -	\$ 88.55	\$ 88.55
074708	405	MARCIA LYNN CHANDLER		\$ -	\$ 523.60	\$ 523.60
074709	424	CENTRAL ELEVATOR		\$ -	\$ 160.00	\$ 160.00
074709	425	CENTRAL ELEVATOR		\$ -	\$ 480.00	\$ 480.00
074710	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
074711	425	DAYCON		\$ -	\$ 2,214.29	\$ 2,214.29
074712	413	ESS ELECTION SYSTEMS &		\$ -	\$ 10,401.68	\$ 10,401.68
074713	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
074713	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
074714	717	FISHER AUTO PARTS		\$ -	\$ 290.82	\$ 290.82

074715	ALLOC	GENERAL COUNTY FUND-J FE		\$ -	\$ 19,294.53	\$ 19,294.53
074716	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,085.00	\$ 3,085.00
074717	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 166.90	\$ 166.90
074718	401	JEFFERSON CENTER		\$ -	\$ 408.00	\$ 408.00
074719	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,750.00	\$ 5,750.00
074720	717	JASPER ENGINE&TRANSMISSN		\$ -	\$ 2,745.00	\$ 2,745.00
074721	405	MATTHEW BENDER & CO		\$ -	\$ 1,987.81	\$ 1,987.81
074722	412	JUDITH A MATLICK		\$ -	\$ 70.15	\$ 70.15
074723	GRANT	MASTER SRVC MID-ATLANTIC		\$ -	\$ 50,000.00	\$ 50,000.00
074724	412	SHAY MCNEIL		\$ -	\$ 145.79	\$ 145.79
074725	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074726	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074727	425	POTOMAC EDISON/OH		\$ -	\$ 2,839.22	\$ 2,839.22
074728	425	RCS SECURITY		\$ -	\$ 125.00	\$ 125.00
074729	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00
074730	704	ST/WV REGIONAL JAIL &		\$ -	\$ 76,138.50	\$ 76,138.50
074731	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,989.18	\$ 10,989.18
074731	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,988.16	\$ 46,988.16
074731	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,078.32	\$ 46,078.32
074732	425	SHERWIN-WILLIAMS		\$ -	\$ 153.17	\$ 153.17
074733	425	SPECTRUM FIRE PROTECTION		\$ -	\$ 365.00	\$ 365.00
074734	425	SHENANDOAH VALLEY WATER		\$ -	\$ 613.15	\$ 613.15
074735	717	S & S MOTOR PARTS		\$ -	\$ 832.84	\$ 832.84
074736	425	TRENNY SERVICE CO		\$ -	\$ 7,009.76	\$ 7,009.76
074739	401	SPRINT		\$ -	\$ 109.62	\$ 109.62
074739	401	STAPLES		\$ -	\$ 74.19	\$ 74.19
074739	401	USPS US POSTAL SERVICE		\$ -	\$ 164.00	\$ 164.00
074739	402	CNA INSURANCE CO		\$ -	\$ 50.00	\$ 50.00
074739	402	EZ NETTOOLS		\$ -	\$ 34.95	\$ 34.95
074739	402	FEDEX		\$ -	\$ 23.59	\$ 23.59
074739	402	THE RESORT AT GLADESPRIN		\$ -	\$ 251.88	\$ 251.88
074739	402	THE RESORT AT GLADESPRIN		\$ -	\$ 364.11	\$ 364.11
074739	402	THE RESORT AT GLADESPRIN		\$ -	\$ 364.11	\$ 364.11
074739	403	ACT WEST VIRGINIA UNIV		\$ -	\$ 175.00	\$ 175.00
074739	403	BLACKWATER FALLS STATE P		\$ -	\$ 160.00	\$ 160.00
074739	403	CVS		\$ -	\$ 49.98	\$ 49.98
074739	403	DELL		\$ -	\$ 1,039.96	\$ 1,039.96
074739	403	HP DIRECT		\$ -	\$ 423.98	\$ 423.98
074739	403	SHOPLET		\$ -	\$ 1,802.98	\$ 1,802.98
074739	403	SPRINT		\$ -	\$ 54.81	\$ 54.81

074739	403	STAPLES		\$ -	\$ 129.94	\$ 129.94
074739	403	UCR - SPARE PARTS WAREHO		\$ -	\$ 85.14	\$ 85.14
074739	406	BLACKWATER FALLS STATE P		\$ -	\$ 160.00	\$ 160.00
074739	415	FRONTIER		\$ -	\$ 84.07	\$ 84.07
074739	415	SPRINT		\$ -	\$ 108.54	\$ 108.54
074739	424	FRONTIER		\$ -	\$ 20,158.04	\$ 20,158.04
074739	424	SPRINT		\$ -	\$ 54.81	\$ 54.81
074739	424	4 IMPRINT		\$ -	\$ 1,450.54	\$ 1,450.54
074739	425	GRAINGER		\$ -	\$ 629.88	\$ 629.88
074739	425	LOWES		\$ -	\$ 436.72	\$ 436.72
074739	425	THE HOME DEPOT		\$ -	\$ 64.33	\$ 64.33
074739	425	THE HOME DEPOT		\$ -	\$ 10.29	\$ 10.29
074739	425	THE HOME DEPOT		\$ -	\$ 327.14	\$ 327.14
074739	425	WAL-MART		\$ -	\$ 70.40	\$ 70.40
074739	425	4 TEAM CORP		\$ -	\$ 39.95	\$ 39.95
074739	425	84 LUMBER		\$ -	\$ 169.81	\$ 169.81
074739	428	BATTERY MART		\$ -	\$ 37.95	\$ 37.95
074739	428	DOUBLE RADIUS INC		\$ -	\$ 510.09	\$ 510.09
074739	428	SPRINT		\$ -	\$ 109.62	\$ 109.62
074739	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 20,934.31	\$ 20,934.31
074739	433	SPRINT		\$ -	\$ 54.81	\$ 54.81
074739	439	SPIRIT OF JEFFERSON		\$ -	\$ 43.52	\$ 43.52
074739	439	SPRINT		\$ -	\$ 54.81	\$ 54.81
074739	439	SPRINT		\$ -	\$ 352.99	\$ 352.99
074739	439	STAPLES		\$ -	\$ 15.99	\$ 15.99
074739	439	USPS US POSTAL SERVICE		\$ -	\$ 98.00	\$ 98.00
074739	439	VISTA PRINT		\$ -	\$ 46.99	\$ 46.99
074739	440	AMERICAN SOC CIVIL ENGIN		\$ -	\$ 270.00	\$ 270.00
074739	440	BLACKWATER FALLS STATE P		\$ -	\$ 170.24	\$ 170.24
074739	440	BLACKWATER FALLS STATE P		\$ -	\$ 228.00	\$ 228.00
074739	440	PAYPAL		\$ -	\$ 749.50	\$ 749.50
074739	440	PRINT-O-STAT		\$ -	\$ 2,053.00	\$ 2,053.00
074739	440	SHELL OIL		\$ -	\$ 32.60	\$ 32.60
074739	440	SHELL OIL		\$ -	\$ 26.85	\$ 26.85
074739	440	SPRINT		\$ -	\$ 54.81	\$ 54.81
074739	440	SPRINT		\$ -	\$ 169.05	\$ 169.05
074739	700	EAT-N-PARK		\$ -	\$ 25.07	\$ 25.07
074739	700	ELITE K-9 INC		\$ -	\$ 369.25	\$ 369.25
074739	700	ENH. PROMOS		\$ -	\$ 220.20	\$ 220.20
074739	700	GAL		\$ -	\$ 908.00	\$ 908.00

074739	700	GAL		\$ -	\$ 5,000.00	\$ 5,000.00
074739	700	GINO'S PIZZA		\$ -	\$ 20.31	\$ 20.31
074739	700	GOWERS FEED INC		\$ -	\$ 95.98	\$ 95.98
074739	700	HOLIDAY INN		\$ -	\$ 73.14	\$ 73.14
074739	700	MCDONALDS		\$ -	\$ 4.34	\$ 4.34
074739	700	OTL ENTERPRISES		\$ -	\$ 98.10	\$ 98.10
074739	700	PETCO		\$ -	\$ 88.74	\$ 88.74
074739	700	SPRINT		\$ -	\$ 61.99	\$ 61.99
074739	700	SPRINT		\$ -	\$ 1,122.54	\$ 1,122.54
074739	700	STAPLES		\$ -	\$ 964.75	\$ 964.75
074739	700	TURKEY HILL		\$ -	\$ 46.80	\$ 46.80
074739	700	USPS US POSTAL SERVICE		\$ -	\$ 98.00	\$ 98.00
074739	700	WENDY'S		\$ -	\$ 8.30	\$ 8.30
074739	711	AMAZON		\$ -	\$ 29.98	\$ 29.98
074739	711	BLACKWATER FALLS STATE P		\$ -	\$ 228.00	\$ 228.00
074739	711	CANAAN VALLEY RESORT LOD		\$ -	\$ 249.00	\$ 249.00
074739	711	CANAAN VALLEY RESORT LOD		\$ -	\$ 249.00	\$ 249.00
074739	711	LOWES		\$ -	\$ 353.42	\$ 353.42
074739	711	PAYPAL		\$ -	\$ 50.00	\$ 50.00
074739	711	SPRINT		\$ -	\$ 186.82	\$ 186.82
074739	711	STAPLES		\$ -	\$ 127.95	\$ 127.95
074739	711	STAPLES		\$ -	\$ 133.35	\$ 133.35
074739	711	WAL-MART		\$ -	\$ 58.12	\$ 58.12
074739	712	DELL		\$ -	\$ 6,772.59	\$ 6,772.59
074739	712	DELL		\$ -	\$ 1,871.94	\$ 1,871.94
074739	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
074739	712	MEDICAL PRIORITY CONSULT		\$ -	\$ 375.00	\$ 375.00
074739	712	NETMOTION		\$ -	\$ 14,209.22	\$ 14,209.22
074739	712	RADIO SHACK		\$ -	\$ 16.95	\$ 16.95
074739	712	SPRINT		\$ -	\$ 1,280.49	\$ 1,280.49
074739	712	STAPLES		\$ -	\$ 305.93	\$ 305.93
074739	712	XYBIX SYSTEMS INC.		\$ -	\$ 461.80	\$ 461.80
074739	716	PANHANDLE PRINTING AND D		\$ -	\$ 238.26	\$ 238.26
074739	717	APOLLO OIL LLC		\$ -	\$ 1,618.10	\$ 1,618.10
074739	717	GTS - WELCO		\$ -	\$ 143.25	\$ 143.25
074739	900	SPRINT		\$ -	\$ 112.52	\$ 112.52
074740	PAYROLL	WV BUREAU OF EMPLOYMENT		\$ -	\$ 1,594.44	\$ 1,594.44
<b>TOTAL</b>						<b>\$ 409,512.76</b>
<b>TOTAL</b>				<b>\$ -</b>	<b>\$ 409,512.76</b>	<b>\$ 409,512.76</b>

**Motion by Mr. Manuel to approve the accounts payable for July 19, 2015 in the amount of \$409,512.76. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

<b>MAGISTRATE COURT</b>			
<b>005</b>			
Date	Check #	VENDOR	Amount
6/17/2015	320	<b>MARY PAUL RISSLER</b>	\$ 223.38
<b>ASSESSOR VALUATION</b>			
<b>056</b>			
Date	Check #	VENDOR	Amount
6/10/2015	551	<b>GLOBAL SCIENCE &amp; TECH</b>	\$ 12,119.52
<b>FARMLAND PROTECTION BOARD</b>			
<b>057</b>			
Date	Check #	VENDOR	Amount
6/17/2015	266	<b>JEFFERSON CO FARMLAND PROT.</b>	\$ 61,266.67
<b>BARDANE</b>			
<b>244</b>			
Date	Check #	VENDOR	Amount
6/17/2015	573	<b>JEFFERSON CO P.S.D</b>	\$ 146.11
<b>TOTAL</b>			<b>\$ 73,755.68</b>

**Motion by Ms. Noland to approve the Manual Checks for July 17, 2015 in the amount of \$73,755.68. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Jacqueline Milliron, resident – spoke regarding her support of sewer impact fees in relation to consolidation of sewer services in Jefferson County.

Eleanor Finn, resident – spoke regarding her concerns over the Jefferson County Public Service District’s Special Meeting scheduled between two public workshops, and stated the League of Women Voters strongly supports a County Commission led consolidation meeting between the County utility providers. Ms. Finn also expressed her regrets over Mr. Stanton’s departure from the County.

David Tabb, resident – stated again the Commission is not following the rules, which sets a poor example for other elected officials.

**PRESENTATIONS**

1. Angie Banks, Assessor – presented the following Exonerations:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Michele Burdette	PP	Harpers Ferry	306909	\$334.50

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

2. Ed Hannon, Deputy Director, Jefferson County Emergency Services Agency – introduced Denise Pouget, newly hired Director for the JCESA. Mr. Hannon also provided the Commission with a report on the medical services rendered at the All Good Festival.
3. Nikki Painter, Chief Deputy of Elections and Voter Registration – requested a discussion regarding the possibility of upgrading current election equipment and the costs associated with the upgrade.
4. Interviews/Appointment to the Regional Airport Authority for one three-year term ending July 2, 2018.

- **Motion by Mr. Manuel to appoint Jared Esselman to the Regional Airport Authority for one three year term to end July 2, 2018. Motion seconded and unanimously approved.**

5. The Commission recessed for break at 11:00 am.  
The Commission reconvened at 11:15 am.
6. Roger Goodwin, Chief County Engineer – requested the acceptance of contractor’s bid to proceed with the work necessary to remediate the property in Property Safety Enforcement Agency Case 12-002 – Williams.

- **Motion by Ms. Noland to allow staff to move forward with contracting with Remac America, Inc. to carrying out the work required for Property Safety Case 12-002 (Williams) as presented. Motion seconded and unanimously approved.**

7. Lynn Fields, Probate Office

- a. Requested the Commission schedule a public hearing on the Petition to Remove Co-Executor Mark E. Hicks from the Estate of Joann V. Hicks, deceased.

- **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to set a public hearing on the Petition to Remove Co-Executor Mark E. Hicks from the Estate of Joann V. Hicks, deceased during the September 3, 2015 Regular Meeting. Motion seconded and unanimously approved.**

b. July Quarterly Review

- **Motion by Ms. Noland to approve and close estates that have met the necessary requirements for closure, as presented by Ms. Fields and attached as an appendix to these minutes. Motion seconded and unanimously approved.**

8. Tim Stanton, Finance Director – provided the Commission with a discussion of the follow items:

- Review of Budget to Actual Variances as of June 30, 2015
- Review of Policy Number 308 Fund Balance Policy
- Review GASB45 actuarial study, and clarification on County’s Post-Retirement Health Benefits.

Budget Revision #1 of the General Fund for FY16

- **Motion by Mr. Manuel to approve State Budget Revision #1 of the General Fund for FY16 as presented. Motion seconded and unanimously approved.**

Budget Revision #1 of the Coal Severance Fund for FY16

- **Motion by Ms. Noland to approve State Budget Revision #1 of the Coal Severance Fund for FY16 as presented. Motion seconded and unanimously approved.**

9. Request that all Jefferson component units be placed on an equitable basis when receiving wage and benefits from the County Budget.
  - **Motion by Mr. Manuel for Jefferson County component units be treated equitably when receiving wage and benefits from the County budget, to be accomplished within a nine month period. Motion seconded and fails on a vote of 1-4 with Mr. Bell, Ms. Tabb, Ms. Noland, and Mr. Pellish opposing.**
10. Set date and time for a meeting to discuss the consolidation of sewer services in Jefferson County.
  - Ms. Grove stated she was hoping to plan the consolidation meeting for the first regular County Commission meeting in August, provided all parties interested were available to attend.
11. Approval of Resolution and Contract – Community Participation Grant Program for the Blue Ridge Mountain Volunteer Fire Company in the amount of \$3,000.
  - **Motion by Mr Manuel to approve the Resolution and contract for the Community Participation Grant Program for the Blue Ridge Mountain Volunteer Fire Company in the amount of \$3,000 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**
12. Approval of Resolution and Contract – Community Participation Grant Program for Citizens Fire Company in the amount of \$5,000.
  - **Motion by Ms. Noland to approve the Resolution and contract for the Community Participation Grant Program for the Citizens Fire Company in the amount of \$5,000 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

### **COUNTY ADMINISTRATOR REPORTS**

Revised Absence Time with Pay Policy – Ms. Grove explained the changes made to the County’s Absence Time with Pay Policy, including a revision of holiday and overtime pay, expanded military leave section, and a section regarding suspected misuse of leave.

- **Motion by Ms. Tabb to approve the revised Absence Time with Pay Policy as presented by Ms. Grove. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to amend the revised Absence Time with Pay policy to strike “their regular rate of pay” and restore “a rate of time and one half”**

**under the Holiday Pay section. Motion seconded but fails on a vote of 1-4 with Mr. Bell, Ms. Tabb, Ms. Noland, and Mr. Pellish opposing.**

- Revise leave accrual rates for employees – It was the consensus of the Commission to review the revised leave accrual rates for employees during the next regular meeting.

Ratification of vote made on July 2, 2015 to advertise for the position of Finance Director

- **Motion by Mr. Manuel to ratify the vote made on July 2, 2015 to advertise for the position of Finance Director. Motion seconded and unanimously approved.**

Maintenance Department and Solid Waste Authority – Ms. Grove stated the Maintenance Department and the Jefferson County Solid Waste Authority were hoping to enter into a contract in which the Jefferson County Maintenance Department would provide service on two vehicles belonging to the Solid Waste Authority and in turn, the Solid Waste Authority would no longer charge the Maintenance Department for disposal of tires. Ms. Grove stated this contract would come before the Commission during one of the August meetings.

All Good Festival Report – Ms. Grove stated Barbara Miller, Director of Jefferson County Homeland Security and Emergency Management, would be working with the Sheriff's Department, Communications, JCESA, and other involved agencies to compile a comprehensive report regarding the All Good Festival, and once completed, it would come before the Commission for discussion.

## **COUNTY COMMISSION REPORTS**

Patsy Noland

- Attended a Region 9 meeting.
- Attended a 4H meeting.
- Attended a CVB meeting.
- Attended the All Good Festival and provided a positive report on her experience.

Jane Tabb

- Attended a Farmland Protection Board meeting.
- Hosted Fresh Feast on the Farm.

Dale Manuel

- Attended a PSD meeting.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a Water Advisory Committee meeting field trip to the Ranson Community Garden.

Eric Bell

- Attended Juvenile Drug Court hearings.
- Reported on his vacation to Canada.
- Briefly attended the All Good Festival.

Walt Pellish

- Attended an Executive Committee meeting with the Development Authority.
- Provided a report on his health status, and stated there was no growth and he'd be starting a new form of chemotherapy in the coming weeks.

13. The Commission meeting adjourned at 12:27 pm 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