

Minutes

Jefferson County Commission

Thursday, August 6, 2015

A meeting of the Jefferson County Commission was held on Thursday, August 6, 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, August 6, 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 July 30, 2015 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

PURCHASE ORDERS

Motion by Ms. Tabb to approve the August 6, 2015 Purchase Orders in the amount of \$5,380 to include P.O. number 52659. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074811	425	COMCAST		\$ -	\$ 233.76	\$ 233.76
074812	401	ERIC BELL		\$ -	\$ 138.00	\$ 138.00
074813	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074814	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31

074815	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074816	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074817	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 715.38	\$ 715.38
074818	402	CSSI-COMPLETE SYSTEM SPR		\$ -	\$ 715.00	\$ 715.00
074819	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 22.00	\$ 22.00
074820	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,117.45	\$ 6,117.45
074820	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 0.21	\$ 0.21
074821	413	GENEVIEVE HUGHES		\$ -	\$ 76.00	\$ 76.00
074822	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
074822	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
074822	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074822	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
074822	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074822	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074822	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074822	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074822	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
074822	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
074823	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,085.00	\$ 3,085.00
074824	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 120,630.16	\$ 120,630.16
074825	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 292.16	\$ 292.16
074826	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,570.00	\$ 5,570.00
074827	717	JASPER ENGINE&TRANSMISSN		\$ -	\$ 1,967.00	\$ 1,967.00
074828	405	LYNDSEY W. MATSCHAT		\$ -	\$ 75.32	\$ 75.32
074829	406	MONROE SYS FOR BUSINESS		\$ -	\$ 101.10	\$ 101.10
074830	GRANT	MINGHINI'S		\$ -	\$ 31,882.50	\$ 31,882.50
074831	PAYROLL	HIGHMARK WV		\$ -	\$ 170,904.29	\$ 170,904.29
074832	717	MILLER'S CHRYSLER JEEP		\$ -	\$ 74.30	\$ 74.30
074833	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074834	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074835	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,796.32	\$ 1,796.32
074836	413	ALICE N. PAINTER		\$ -	\$ 76.00	\$ 76.00
074837	424	POTOMAC EDISON/OH		\$ -	\$ 2,252.98	\$ 2,252.98
074837	425	POTOMAC EDISON/OH		\$ -	\$ 14,037.57	\$ 14,037.57
074837	425	POTOMAC EDISON/OH		\$ -	\$ 2,924.38	\$ 2,924.38
074838	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
074839	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00
074840	717	RICE TIRES CO		\$ -	\$ 1,303.48	\$ 1,303.48
074841	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 3,576.73	\$ 3,576.73
074842	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,922.45	\$ 2,922.45

074842	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 5,603.96	\$ 5,603.96
074843	405	SHERIFF OF FREDERICK CO		\$ -	\$ 40.00	\$ 40.00
074844	GRANT	THOMPSON GAS		\$ -	\$ 673.30	\$ 673.30
074845	425	TRENARY SERVICE CO		\$ -	\$ 95.40	\$ 95.40
074846	402	XEROX CORPORATION		\$ -	\$ 1,092.24	\$ 1,092.24
074846	439	XEROX CORPORATION		\$ -	\$ 542.03	\$ 542.03
TOTAL						\$ 388,901.68

Motion by Ms. Noland to approve the accounts payable for August 6, 2015 in the amount of \$388,901.68. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

HOME DETETION			
008			
Date	Check #	VENDOR	Amount
08/07/15		UNITED BANK	\$ 54.81
BARDANE			
244			
Date	Check #	VENDOR	Amount
8/7/2015		POTOMAC EDISON	\$ 3,005.64
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
8/7/2015	1004	SHERIFF JEFFERSON CO -SCHOOL	\$ 116,918.78
8/7/2015	1005	SHERIFF JEFFERSON CO - LAW	\$ 2,581.86
8/7/2015	1006	SHERIFF JEFFERSON CO - PARKS	\$ 8,763.02
8/7/2015	1007	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 963.43
TOTAL			\$ 132,287.54

Motion by Ms. Noland to approve the Manual Checks for August 6, 2015 in the amount of \$132,287.54. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Jessica Forbes, resident – provided the Commission with an executive summary of her experience with the All Good Festival and its impact on the Quail Run community.

Eleanor Finn, resident – requested updates regarding the County website and Meet Your Commissioners events and thanked the Commission for their letter of appreciation regarding Ms. Finn’s County Commission observation report.

Denise Pouget, Director, Jefferson County Emergency Services Agency – updated the Commission on her first month as Director of the JCESA.

PRESENTATIONS

1. Angie Banks, Assessor – requested the approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Elizabeth Sonnick	PP	CT	304296	\$96.58

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Paul & Lynn Rocco	PP	CTC	306195	\$210.30

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Timothy Smith	RE	Middleway	22892	\$1,513.48

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
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Dallas Hack	PP	Kabletown	309819	\$238.86
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- **Motion by Mr. Bell to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
LabSpace, LLC	RE	CTD	3882	\$6,032.70

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Delage Landen Operational	RE	HF	308984	\$13.16

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

2. Pete Dougherty, Sheriff

- a. Requested the appointment of Fish and Wildlife SORT Team members as Special Deputies.

- **Motion by Mr. Manuel to appoint the following Fish and Wildlife SORT Team members as Special Deputies: Federal Wildlife Zone Officer David Nicely, and Federal Wildlife Officers John Starcher, Brett Hartwig, Jay Perez, Amanda Hardaswick, Gabriel Harper, Darin Dick, Chad Coles, Chris Pancila, Matt Byrer, and Braian Escabi. Motion seconded and unanimously approved.**

- b. Promotions – Sheriff Dougherty requested the promotions of the following: Victor Lupis to the rank of Lieutenant, Kevin Boyce to the rank of Sergeant, and Brandon Haynes and Joe Foreman to the rank of Corporal.

- **Motion by Mr. Bell to approve the promotions as presented by Sheriff Dougherty following the retirement of Lieutenant Hansen, effective Sunday, August 23, 2015. Motion seconded and unanimously approved.**

- c. All Good Festival Update – provided the Commission with an update on the All Good Festival in terms of the financial impact on the County.

3. Bill Polk, Director of Maintenance

- a. Replacement of Outdated Postage Machine
 - **Motion by Mr. Manuel to approve the purchase of a new Hasler postage machine and contract in the amount of \$12,565. Motion seconded and unanimously approved.**
- b. Cleaning Contract
 - **Motion by Mr. Manuel to approve the hire of three full-time custodial employees within the Jefferson County Maintenance Department at a cost of \$112,000 total including salary and County benefits and to allow Mr. Polk to move forward with the advertising process for these positions. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
5. Jennifer Myers, Director, Jefferson County Park and Recreation – requested permission to over-spend in the park improvement category from the Jefferson County Parks and Recreation Impact Fee Account to complete construction at James Hite Park.
 - **Motion by Ms. Noland to go into Executive Session to receive legal counsel. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to grant Jefferson County Parks and Recreation the permission to over-spend in the park improvement category from the Jefferson County Parks and Recreation Impact Fee Account to complete construction at James Hite Park. Motion seconded and unanimously approved.**
 - **Motion by Mr. Pellish to amend Ms. Tabb’s motion to add that all incoming impact fee money for Parks and Recreation go toward replenishing the park improvement category. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**
6. Bridget Cohee, Esq. – was scheduled to provide the Commission with an update on litigation concerning the following cases – 3:13-cv-95 and 3:13-cv-156.
 - **Motion by Mr. Manuel to enter into Executive Session. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

7. Dr. Bondy Shay Gibson, Superintendent of Jefferson County Schools – requested the Commission approve the December 12, 2015 date for the Jefferson County Board of Education Special Election for the Excess Levy.
 - **Motion by Mr. Bell to remove the Special Election item from the agenda and place it on the September 3, 2015 agenda for discussion/action in order to be in compliance with the Open Meetings Act. Motion seconded.**
 - **Motion by Ms. Tabb to schedule the Special Election item for discussion/action during a Special Meeting to be held on Thursday, August 13, 2015. Motion seconded and unanimously approved.**
8. Discussion on Planning Commission outstanding ordinances – Jennie Brockman, Director of Planning and Zoning, provided the Commission with an update on various outstanding ordinances including the Mass Gathering Ordinance and the Campground Ordinance. It was the consensus of the Commission to request Ms. Brockman to provide monthly updates to the Commission regarding pending items within the Planning Commission and Board of Zoning Appeals.
9. Approval of State Budget Revision #2 of the General Fund for FY16
 - **Motion by Mr. Bell to approve State Budget Revision #2 of the General Fund for FY16 as presented. Motion seconded and unanimously approved.**
10. Approval of Resolution and Contract – Community Participation Grant Program for the Jefferson County Solid Waste Authority in the amount of \$2,500.
 - **Motion by Ms. Noland to approve Resolution and contract for the Community Participation Grant Program for the Jefferson County Solid Waste Authority in the amount of \$2,500 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**
11. Approval of Resolution and Contract – Community Participation Grant Program for the Good Shepherd Interfaith Volunteer Caregivers in the amount of \$4,000.
 - **Motion by Mr. Bell to approve Resolution and contract for the Community Participation Grant Program for the Good Shepherd Interfaith Volunteer Caregivers in amount of \$4,000 and to authorize the President of the**

Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.

12. Appointment of Laura Whittington, Bolivar Town Administrator, to the Jefferson County Development Authority as the representative of Bolivar.

- **Motion by Mr. Manuel to appoint Laura Whittington to the Jefferson County Development Authority as the representative for Bolivar. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

Ambulance Late Fee Course of Action

- **Motion by Mr. Bell to enter into Executive Session to receive legal counsel. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

Uncompensated Absences Report – Ms. Grove updated the Commission on issues with uncompensated absences, particularly accrual rates for employees who work non-traditional or flex schedules and carry-over of vacation hours. Ms. Grove stated she was hoping for cooperation with the elected officials regarding this issue and would be revising the compensated absences policy again to clarify employee accrual rates and carry-over of hours for those employees who work non-traditional flex schedules.

COUNTY COMMISSION REPORTS

Patsy Noland

- Attended a 4H Leadership Meeting to start planning for the Fair.

Jane Tabb

- Attended a PSD meeting.
- Attended a Fair Superintendent meeting.
- Held a Farm Day Appreciation lunch.
- Updated the Commission and audience on items of interest at JCESA.

Dale Manuel

- Attended a PSD meeting.
- Attended an Affordable Housing meeting.
- Reminded the Commission and audience that Applebee's was having an Animal Welfare benefit that night.

Eric Bell

- Attended a PSD meeting.
- Continued efforts in assisting Harpers Ferry with cleanup from the fire.

13. The Commission meeting adjourned at 3:26 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant