

Minutes

Jefferson County Commission

Thursday, July 30, 2015

A meeting of the Jefferson County Commission was held on Thursday, July 30, 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 30, 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 July 16, 2015 Regular Meeting Minutes. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the Regular Payroll for July 16, 2015 in the amount of \$251,933.65. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074742	412	COMCAST		\$ -	\$ 103.63	\$ 103.63
074742	425	COMCAST		\$ -	\$ 615.19	\$ 615.19
074743	413	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 109.74	\$ 109.74
074744	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
074745	GRANT	EVAK K9		\$ -	\$ 3,800.00	\$ 3,800.00

074746	700	FEDEX		\$ -	\$ 220.29	\$ 220.29
074747	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 67.48	\$ 67.48
074747	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 120.66	\$ 120.66
074748	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 17,491.00	\$ 17,491.00
074749	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
074750	717	J & K PRECISION AUTO CAR		\$ -	\$ 64.95	\$ 64.95
074751	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
074751	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
074752	712	LANGUAGE LINE SERVICES		\$ -	\$ 152.22	\$ 152.22
074753	PAYROLL	MAZZITTI & SULLIVAN EAP		\$ -	\$ 936.00	\$ 936.00
074754	401	PATRICIA A NOLAND		\$ -	\$ 32.69	\$ 32.69
074755	424	NEOPOST MIDATLANTIC		\$ -	\$ 265.08	\$ 265.08
074756	403	PIFER OFFICE SUPPLY, INC		\$ -	\$ 79.17	\$ 79.17
074756	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 30.32	\$ 30.32
074756	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 80.86	\$ 80.86
074757	425	POTOMAC EDISON/OH		\$ -	\$ 98.73	\$ 98.73
074758	425	ROACH OIL COMPANY		\$ -	\$ 1,716.22	\$ 1,716.22
074759	425	RCS SECURITY		\$ -	\$ 456.00	\$ 456.00
074760	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
074760	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
074760	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
074760	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
074760	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
074760	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
074760	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
074760	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
074760	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
074760	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
074761	717	THOMASSEN AUTO GROUP		\$ -	\$ 25.36	\$ 25.36
074762	425	THOMPSON GAS		\$ -	\$ 573.35	\$ 573.35
074763	425	TML COPIERS & DIGITAL		\$ -	\$ 313.75	\$ 313.75
074764	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
074765	424	WV DIVISION OF LABOR		\$ -	\$ 50.00	\$ 50.00
074765	425	WV DIVISION OF LABOR		\$ -	\$ 100.00	\$ 100.00
TOTAL						\$ 52,142.36

Motion by Ms. Tabb to approve the accounts payable for July 23, 2015 in the amount of \$52,142.36. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074768	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 6,156.87	\$ 6,156.87
074769	425	COMCAST		\$ -	\$ 189.90	\$ 189.90
074770	712	AT&T/GA		\$ -	\$ 52.02	\$ 52.02
074771	713	BLUE RIDGE FIRE CO.		\$ -	\$ 10,000.00	\$ 10,000.00
074772	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074773	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
074774	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074775	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
074776	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074777	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
074778	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
074779	PAYROLL	COLONIAL LIFE		\$ -	\$ 719.37	\$ 719.37
074780	717	GUTTMAN OIL CO		\$ -	\$ 14,650.83	\$ 14,650.83
074781	412	MICHAEL HARMAN		\$ -	\$ 427.79	\$ 427.79
074782	713	INDEPENDENT FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
074783	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,085.00	\$ 3,085.00
074784	GRANT	JEFF CO BOARD O/EDUCATIO		\$ -	\$ 45,378.41	\$ 45,378.41
074785	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 616.90	\$ 616.90
074786	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
074787	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,750.00	\$ 5,750.00
074788	404	JOYCE A. JOHNS		\$ -	\$ 4,200.00	\$ 4,200.00
074789	405	RALPH A LORENZETTI JR		\$ -	\$ 416.72	\$ 416.72
074790	401	MENARD CONSULTING, INC.		\$ -	\$ 2,500.00	\$ 2,500.00
074791	ALLOC	MIDDLEWAY FIRE CO		\$ -	\$ 10,000.00	\$ 10,000.00
074792	GRANT	MASTER SRVC MID-ATLANTIC		\$ -	\$ 4,000.00	\$ 4,000.00
074793	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074794	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074795	GRANT	JEFF CO PARKS &		\$ -	\$ 6,000.00	\$ 6,000.00
074796	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 75.18	\$ 75.18
074797	429	EASTERN PANHANDLE REGION		\$ -	\$ 19,794.26	\$ 19,794.26
074798	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,086.46	\$ 46,086.46
074798	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,778.32	\$ 10,778.32
074798	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,816.57	\$ 43,816.57
074799	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,725.09	\$ 48,725.09
074800	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 17,095.72	\$ 17,095.72
074800	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 24,135.09	\$ 24,135.09
074801	717	THOMASSEN AUTO GROUP		\$ -	\$ 93.09	\$ 93.09
074802	425	TREARY SERVICE CO		\$ -	\$ 4,080.12	\$ 4,080.12
074803	405	THOMSON REUTER - WEST		\$ -	\$ 5,433.98	\$ 5,433.98

074804	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 653.10	\$ 653.10
074805	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 114,920.44	\$ 114,920.44
074805	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 38,306.86	\$ 38,306.86
074806	415	WV STATE AUDITOR**		\$ -	\$ 11,445.00	\$ 11,445.00
074807	711	WV EMER MANAGMENT COUNCI		\$ -	\$ 75.00	\$ 75.00
074808	PAYROLL	WV CPRB/LOAN DIVISION		\$ -	\$ 249.75	\$ 249.75
074809	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 292.04	\$ 292.04
074809	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 129.80	\$ 129.80
TOTAL						\$ 524,741.61
TOTAL				\$ -	\$ 524,741.61	\$ 524,741.61

Motion by Ms. Noland to approve the accounts payable for July 30, 2015 in the amount of \$524,741.61. Motion seconded and unanimously approved.

PUBLIC COMMENT:

No public comment was provided during this meeting.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Cheryl Phelps	PP	CTC	306151	\$162.63

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Robert Smith	PP	CTD	304263	\$87.16

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Douglas Fargo	PP	CTD	301687	\$65.96

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Christopher and Melissa Bugaj	PP	CTD	300903	\$325.08

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Don J. Orser	RE	Kabletown	18605	\$146.05

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Mary Jean Hartman, Trustee for Ivy Brook LLC	RE	CTD	3445	\$1,133.06

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Laura Johnson	PP	CTC	305754	\$89.74
Bobby Johnson				\$28.04

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

2. John Reisenweber, Director, Jefferson County Development Authority – introduced the Commission to Lyn Goodwin, newly hired Program Manager, and Matt Coffe, newly hired Business Coach.
3. Bill Polk, Director of Maintenance
 - a. Replacement of Outdated Postage Machine
 - **Motion by Mr. Manuel to approve the purchase of a new postage machine and contract necessary up to \$12,000. Motion seconded but withdrawn.**

- **Motion by Mr. Manuel to postpone decision on this item until the next regularly scheduled County Commission meeting to be held on August 6, 2015. Motion seconded and unanimously approved.**
- b. Cleaning Contract
- **Motion by Mr. Manuel to postpone decision on this item until the next regularly scheduled County Commission meeting to be held on August 6, 2015. Motion seconded and unanimously approved.**
- c. Courthouse Roof Renovation Update – Mr. Polk stated rotten/deteriorated wood sheathing was discovered while completing current repairs to the Courthouse roof and would need to be reinforced. As a result, change orders for the scope of work for the Courthouse would be coming before the Commission.
- d. Old School House at Poor Farm – Mr. Polk provided the Commission with a discussion on the Old School House, stating he spoke with both Martin Burke of the Historic Landmarks Commission and Sheriff Pete Dougherty, and requested the Commission offer guidance on which direction to take in regards to the property.
- **Motion by Mr. Manuel to request Maintenance staff to research the cost associated with the repair and rehabilitation of the Old School House at Poor Farm in effort to make the space useable for the Jefferson County Animal Control office. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
5. Martin Burke, Chair, Jefferson County Historic Landmarks Commission – requested 50% matching funds for Historic Preservation Development Grant from WV Archives and History Commission to replace roof on Snow Hill/Poor Farm Kearneysville, WV.
- **Motion by Mr. Manuel to provide the Jefferson County Historic Landmarks Commission with matching funds for the Historic Preservation Development Grant , up to \$10,000, for replacement of the roof on Snow Hill. Motion seconded.**
 - **Motion by Mr. Pellish to amend Mr. Manuel’s motion and provide the Historic Landmarks Commission with \$14,685 for the replacement of the roof on Snow Hill, to come from the Contingency Fund. Motion seconded and passes on a vote of 4-1 with Ms. Tabb opposing.**
6. Ronda Eddy, Director, Jefferson County Day Report Center

- a. Requested the Commission approve the appointment of Dan Dulyea, Berkeley County Council nominee, to the Jefferson County Community Criminal Justice Board.
 - **Motion by Mr. Manuel to approve the appointment of Dan Dulyea, Berkeley County Council nominee, to the Jefferson County Community Criminal Justice Board. Motion seconded and unanimously approved.**
- b. Approval of Resolution and Contract – Community Corrections Grant for \$150,000.
 - **Motion by Mr. Manuel to approve the Resolution and contract for the Community Corrections Grant (16-CC-07) in the amount of \$150,000 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**
7. 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.
 - Due to a scheduling conflict, this item was postponed until the August 6, 2015 regularly scheduled meeting.
8. 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.
 - It was the consensus of the Commission to delay action on this item until the next regularly scheduled meeting on August 6, 2015 to allow legal counsel time to research the matter.
9. Roger Goodwin, Chief County Engineer – requested approval to reallocate budgeted compensation for three positions in the Engineering Department.
 - **Motion by Ms. Noland to approve the compensation adjustments in the Engineering Department as presented to include the following: Impact Fee Specialist – Grade IV, Step D; Lead Building Inspector – Grade IV, Step N; and Ordinance Compliance Officer – Grade III, Step H, effective September 1, 2015. Motion seconded and unanimously approved.**
10. Jennifer Brockman, Director of Planning and Zoning
 - a. Provided the Commission with a recommendation from the Planning Commission regarding the proposed text amendment to Appendix C, Principal Permitted Uses Table of the Jefferson County Zoning and Land Development Ordinance, regarding Cultural Facilities (ZTA 15-01)

- o It was the consensus of the Commission to schedule a public hearing on this matter during the afternoon session of a regularly scheduled County Commission meeting.
- b. Provided the Commission with a recommendation from the Planning Commission regarding the Bolivar Urban Growth Boundary

UNFINISHED BUSINESS

11. Review GASB 45, actuarial study, and clarification on County's Post-Retirement Health Benefits.
 - **Motion by Mr. Pellish to include the 21 employees eligible for PEIA post-retiree healthcare in the GASB 45 actuarial study in the amount of \$1,477,030. Motion seconded and unanimously approved.**

NEW BUSINESS

12. Approval/Signature of Resolution conveying Deed from West Virginia Department of Transportation, Division of Highways to the Jefferson County Commission for the Jefferson County Convention and Visitor Bureau.
 - **Motion by Ms. Noland to approve the Resolution conveying the Deed to the Jefferson County Commission for the JCCVB and authorize the President of the Commission to sign the appropriate documents. Motion seconded and unanimously approved.**
 - **Motion by Mr. Pellish to transfer the lease to the Jefferson County Convention and Visitor Bureau for \$1.00 per year for a time period of 100 years. Motion seconded and unanimously approved.**
13. Request to use the JCC meeting room on Saturday, September 12, 2015 from 9:00 a.m. to 12:00 p.m. to hold a "Running for Office" workshop.
 - **Motion by Ms. Tabb to approve the use of the Jefferson County meeting room on Saturday, September 12, 2015 to hold a "Running for Office" workshop. Motion seconded and unanimously approved.**
14. Request to schedule an agenda appointment with WV State Police Captain Widmyer to discuss the All Good Festival during the August 6, 2015 County Commission meeting.
 - **Motion by Mr. Manuel to invite WV State Police Captain Widmyer to be present during Barb Miller's after action report on the All Good Festival, to**

be given during a regularly scheduled County Commission meeting in September. Motion seconded and unanimously approved.

COUNTY ADMINISTRATOR REPORTS

2nd County Commission Meeting in August – Ms. Grove stated the second County Commission meeting in August would be held during the week of the County Fair. It was the consensus of the Commission to cancel the second County Commission in August and reconvene on September 6, 2015.

Uncompensated Absences Report – Ms. Grove stated she had received the Uncompensated Absences report from the county departments and elected officials and would be discussing it during the August 6, 2015 County Commission meeting.

All Good Festival After-Action Report – Ms. Grove stated Ms. Barb Miller, Director of Jefferson County Homeland Security and Emergency Management, would be providing a comprehensive after-action report on the All Good Festival during a County Commission meeting in September.

Ambulance Fee Report – Ms. Grove stated \$36,030 in ambulance fees have been collected so far for 2015.

COUNTY COMMISSION REPORTS

Patsy Noland

- Attended a tour of the burned buildings in Harper Ferry.
- Stated she'd be attending the State Auditor's In-Service Training in Morgantown on August 9-11.

Jane Tabb

- Attended a PSD work session and business meeting.
- Attended an ESA meeting.
- Attended an LEPC meeting.
- Attended a Farmland Protection Board Easement meeting.
- Attended the Farm Bureau Chamber of Commerce picnic.

Dale Manuel

- Attended a PSD work session.
- Attended a tour of the burned buildings in Harpers Ferry.

Eric Bell

- Attended Juvenile Drug Court sessions and graduation.
- Attended a tour of the burned buildings in Harpers Ferry.
- Stated he will be attending the State Auditor's In-Service training in Morgantown on August 9-11.

Walt Pellish

- Appeared as a guest speaker at an Eastern Panhandle Homebuilders' Association meeting.
- Stated the foreign exchange student he and his wife hosted last year had returned for another visit.

15. The Commission meeting adjourned at 1:22 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant