

Minutes

Jefferson County Commission

Thursday, September 17, 2015

A meeting of the Jefferson County Commission was held on Thursday, September 17, 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, September 17, 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 Mr. Manuel to approve the September 3, 2015 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074996	425	COMCAST		\$ -	\$ 189.90	\$ 189.90
074997	413	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 111.02	\$ 111.02
074998	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074999	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
075000	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
075001	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
075002	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
075003	424	CHARLES TOWN UTILITIES		\$ -	\$ 81.05	\$ 81.05
075003	425	CHARLES TOWN UTILITIES		\$ -	\$ 875.17	\$ 875.17

075004	433	JESSICA GORMONT		\$ -	\$ 69.00	\$ 69.00
075005	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
075005	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
075005	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075005	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
075005	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075005	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075005	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075005	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075005	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
075005	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075006	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,085.00	\$ 3,085.00
075007	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 108.12	\$ 108.12
075008	425	JEFFERSON COUNTY SOLID		\$ -	\$ 20.00	\$ 20.00
075009	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 1,751.20	\$ 1,751.20
075010	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,540.00	\$ 5,540.00
075011	GRANT	MINGHINI'S		\$ -	\$ 52,282.80	\$ 52,282.80
075012	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
075013	700	ROBIN MAHONY		\$ -	\$ 5.41	\$ 5.41
075014	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
075015	712	OFFICEMAX		\$ -	\$ 121.85	\$ 121.85
075016	406	THE OBSERVER		\$ -	\$ 130.00	\$ 130.00
075017	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 320.88	\$ 320.88
075018	700	DOUGLAS PITTINGER		\$ -	\$ 9.63	\$ 9.63
075019	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
075019	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
075020	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00
075021	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,852.04	\$ 9,852.04
075021	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,125.86	\$ 42,125.86
075021	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,537.94	\$ 39,537.94
075022	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4,626.66	\$ 4,626.66
075022	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 16,486.78	\$ 16,486.78
075023	425	CAPITAL TRISTATE		\$ -	\$ 228.77	\$ 228.77
075024	425	TRENNY SERVICE CO		\$ -	\$ 165.00	\$ 165.00
TOTAL					\$ 187,650.06	
TOTAL						\$ 187,650.06

Motion by Mr. Bell to approve the Accounts Payable for September 10, 2015 in the amount of \$187,650.06. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075026	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
075027	717	AUTOZONE		\$ -	\$ 749.59	\$ 749.59
075028	425	B-K OFFICE SUPPLY INC		\$ -	\$ 243.90	\$ 243.90
075029	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
075029	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
075030	712	CHRISTOPHER CROSS		\$ -	\$ 266.00	\$ 266.00
075031	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
075032	425	DAYCON		\$ -	\$ 1,318.40	\$ 1,318.40
075033	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
075033	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
075034	ALLOC	FRIENDSHIP FIRE COMPANY		\$ -	\$ 60,000.00	\$ 60,000.00
075035	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 22,965.68	\$ 22,965.68
075036	712	BROOKE HESS		\$ -	\$ 77.00	\$ 77.00
075037	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 69.00	\$ 69.00
075038	424	THE JOURNAL		\$ -	\$ 749.40	\$ 749.40
075039	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 46.21	\$ 46.21
075040	405	LYNDSEY W. MATSCHAT		\$ -	\$ 80.50	\$ 80.50
075041	405	MATTHEW BENDER & CO		\$ -	\$ 774.44	\$ 774.44
075042	712	JEFFREY POLCZYNSKI		\$ -	\$ 266.00	\$ 266.00
075043	712	MARK PANGLE		\$ -	\$ 77.00	\$ 77.00
075044	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
075044	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
075044	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
075044	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
075044	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
075044	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
075044	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
075044	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
075044	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
075044	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
075045	424	SHEPHERDSTOWN CHRONICLE		\$ -	\$ 76.50	\$ 76.50
075046	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,149.12	\$ 1,149.12
075046	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,475.88	\$ 1,475.88
075047	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 630.94	\$ 630.94
075050	401	BAUDVILLE INC		\$ -	\$ 254.01	\$ 254.01
075050	401	HAMPTON INNS		\$ -	\$ 300.16	\$ 300.16

075050	401	OFFICE SUPPLY		\$ -	\$ 155.24	\$ 155.24
075050	401	SPRINT		\$ -	\$ 54.84	\$ 54.84
075050	401	WATERFRONT PLACE HOTEL		\$ -	\$ 16.00	\$ 16.00
075050	401	WATERFRONT PLACE HOTEL		\$ -	\$ 411.08	\$ 411.08
075050	402	EZ NETTOOLS		\$ -	\$ 34.95	\$ 34.95
075050	402	MARTINS		\$ -	\$ 23.98	\$ 23.98
075050	403	SHOPLET		\$ -	\$ 31.66	\$ 31.66
075050	403	SPRINT		\$ -	\$ 54.84	\$ 54.84
075050	405	STAPLES		\$ -	\$ 86.65	\$ 86.65
075050	405	WALGREENS		\$ -	\$ 69.63	\$ 69.63
075050	412	CAMPBELL BUSINESS MACHIN		\$ -	\$ 100.00	\$ 100.00
075050	413	CUSTOMINK LLC		\$ -	\$ 225.72	\$ 225.72
075050	415	FRONTIER		\$ -	\$ 84.34	\$ 84.34
075050	415	SPRINT		\$ -	\$ 108.63	\$ 108.63
075050	424	FRONTIER		\$ -	\$ 10,519.86	\$ 10,519.86
075050	424	SPRINT		\$ -	\$ 54.84	\$ 54.84
075050	425	AMAZON		\$ -	\$ 1,032.43	\$ 1,032.43
075050	425	BATTERY MART		\$ -	\$ 199.00	\$ 199.00
075050	425	GRAINGER		\$ -	\$ 164.59	\$ 164.59
075050	425	SHENANDOAH SPRING WATER		\$ -	\$ 728.67	\$ 728.67
075050	425	THE HOME DEPOT		\$ -	\$ 557.23	\$ 557.23
075050	425	TRENARY HVAC GROUP		\$ -	\$ 501.00	\$ 501.00
075050	425	84 LUMBER		\$ -	\$ 37.51	\$ 37.51
075050	428	BATTERY MART		\$ -	\$ 341.55	\$ 341.55
075050	428	BATTERY MART		\$ -	\$ 19.90	\$ 19.90
075050	428	NCH SOFTWARE		\$ -	\$ 127.93	\$ 127.93
075050	428	SPRINT		\$ -	\$ 109.68	\$ 109.68
075050	428	STAPLES		\$ -	\$ 233.15	\$ 233.15
075050	428	THE HOME DEPOT		\$ -	\$ 183.29	\$ 183.29
075050	428	VMWARE		\$ -	\$ 599.20	\$ 599.20
075050	428	WAL-MART		\$ -	\$ 294.01	\$ 294.01
075050	433	SPRINT		\$ -	\$ 154.83	\$ 154.83
075050	439	SPIRIT OF JEFFERSON		\$ -	\$ 51.66	\$ 51.66
075050	439	SPRINT		\$ -	\$ 54.84	\$ 54.84
075050	440	INTL CODE COUNCIL INC		\$ -	\$ 100.00	\$ 100.00
075050	440	SPRINT		\$ -	\$ 154.83	\$ 154.83
075050	451	APA - MEMBERSHIP		\$ -	\$ 95.00	\$ 95.00
075050	451	SPIRIT OF JEFFERSON		\$ -	\$ 226.88	\$ 226.88
075050	700	BOB EVANS RESTAURANT		\$ -	\$ 18.35	\$ 18.35
075050	700	BOB EVANS RESTAURANT		\$ -	\$ 19.35	\$ 19.35

075050	700	EAT-N-PARK		\$ -	\$ 15.09	\$ 15.09
075050	700	EMBLEM ENTERPRISES		\$ -	\$ 437.20	\$ 437.20
075050	700	EPOLICE SUPPLY		\$ -	\$ 26.40	\$ 26.40
075050	700	FOUNTAIN SQUARE N GARAGE		\$ -	\$ 48.00	\$ 48.00
075050	700	GOWERS FEED INC		\$ -	\$ 172.08	\$ 172.08
075050	700	HARDINGS FAMILY RESTAURA		\$ -	\$ 25.08	\$ 25.08
075050	700	HUNTZMAN ENTERPRISE		\$ -	\$ 735.00	\$ 735.00
075050	700	JIMMY G'S		\$ -	\$ 30.35	\$ 30.35
075050	700	MILLENNIUM HOTEL		\$ -	\$ 926.37	\$ 926.37
075050	700	MYNT MARTINI		\$ -	\$ 40.00	\$ 40.00
075050	700	PETCO		\$ -	\$ 101.74	\$ 101.74
075050	700	RED ROOST TAVERN		\$ -	\$ 21.14	\$ 21.14
075050	700	RED ROOST TAVERN		\$ -	\$ 21.14	\$ 21.14
075050	700	ROCK BOTTOM BREWERY		\$ -	\$ 26.15	\$ 26.15
075050	700	RUSCONI PIZZA		\$ -	\$ 10.10	\$ 10.10
075050	700	SPRINT		\$ -	\$ 1,195.28	\$ 1,195.28
075050	700	STAPLES		\$ -	\$ 902.78	\$ 902.78
075050	700	ULINE		\$ -	\$ 46.44	\$ 46.44
075050	700	WV TREASURY		\$ -	\$ 600.00	\$ 600.00
075050	711	RITE AID STORE		\$ -	\$ 32.09	\$ 32.09
075050	711	SPRINT		\$ -	\$ 186.91	\$ 186.91
075050	711	STAPLES		\$ -	\$ 163.43	\$ 163.43
075050	711	STAPLES		\$ -	\$ 30.71	\$ 30.71
075050	711	WAL-MART		\$ -	\$ 5.80	\$ 5.80
075050	711	WVIPAY.COM		\$ -	\$ 63.08	\$ 63.08
075050	712	ACCO BRANDS DIRECT		\$ -	\$ 109.15	\$ 109.15
075050	712	BIDDLE CONSULTING GROUP		\$ -	\$ 599.00	\$ 599.00
075050	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
075050	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 100.00	\$ 100.00
075050	712	SPRINT		\$ -	\$ 965.27	\$ 965.27
075050	712	SPRINT		\$ -	\$ 111.99	\$ 111.99
075050	712	STAPLES		\$ -	\$ 206.87	\$ 206.87
075050	712	WAL-MART		\$ -	\$ 26.91	\$ 26.91
075050	712	WVIPAY.COM		\$ -	\$ 150.00	\$ 150.00
075050	716	HILLSIDE VETERINARY HOSPT		\$ -	\$ 342.56	\$ 342.56
075050	716	NATIONAL ANIMAL CARE CO		\$ -	\$ 400.00	\$ 400.00
075050	717	FISHER AUTO PARTS		\$ -	\$ 130.71	\$ 130.71
075050	717	SHELL OIL		\$ -	\$ 30.04	\$ 30.04
075050	717	WVSP TRAFFICE RECORDS		\$ -	\$ 30.00	\$ 30.00
075050	900	SPRINT		\$ -	\$ 145.89	\$ 145.89

075051	425	VALLEY HARDWARE COMPANY		\$ -	\$ 31.06	\$ 31.06
TOTAL					\$ 139,073.02	
TOTAL						\$ 139,073.02

Motion by Mr. Bell to approve the Accounts Payable for September 17, 2015 in the amount of \$139,073.02 . Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
9/11/2015	410	EASTRIDGE HEALTH SYSTEM	\$ 450.00
HOME DETETION			
008			
Date	Check #	VENDOR	Amount
09/11/15	508	3M ELECTRONIC MONITORING	\$ 3,190.00
09/11/15	507	CDA	\$ 255.75
FARMLAND PROTECTION BOARD			
O57			
Date	Check #	VENDOR	Amount
9/11/2015	268	JEFFERSON CO FARMLAND PROT.	\$ 50,053.98
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
9/4/2015	123	GANTTS	\$ 55,000.00
TOTAL			\$ 108,949.73

Motion by Mr. Bell to approve the Manual Checks for September 11, 2015 in the amount of \$108,949.73. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Manuel to approve the payroll for September 10, 2015 in the amount of \$227,310.25. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Jennifer Syron, resident and President of the Chapel View Homeowner's Association – requested the Commission allow counsel for the Chapel View HOA to participate in the discussion of agenda item #2 regarding thirteen lots within the Chapel View Subdivision.

Richard Sussman, resident and Community Manager of the Chapel View HOA – spoke against agenda item #2 for the Chapel View Subdivision.

Jeff Hetrick, resident – spoke against the rezoning request from Residential Growth to General Commercial for property owned by Charles Carter on Rt. 45 and stated the Planning Department did not provide adequate notice regarding the possible rezoning.

Tracy Eastman, resident – urged the Commission to approve the Tethering Ordinance.

Judy Boykin, resident – spoke in support of the Tethering Ordinance.

Jessica Herbert, resident – spoke against the landowner initiated rezoning request from Residential Growth to General Commercial for property owned by Charles Carter on Rt. 45.

Kay Bresee, resident and President of the Jefferson County Animal Welfare Society – spoke in favor of the Tethering Ordinance and complimented Nathan Cochran, Assistant Prosecuting Attorney, on his efforts drafting the Ordinance.

Priscilla Horner, resident – spoke against Mr. Carter's rezoning request and stated she believes a rezoning from Residential Growth to General Commercial will result in more traffic on Rt. 45 which will have an adverse affect on infrastructure and the environment.

John Whittington, resident – also spoke against the rezoning request for Charles Carter's property on Rt. 45.

Andy Beale, resident and Zoning Officer for the Corporation of Shepherdstown – spoke against the rezoning request for Charles Carter's property on Rt. 45, stating the property is not within Shepherdstown's Preferred Growth Area. Mr. Beale also expressed concerns regarding lack of communication from the Jefferson County Planning and Zoning Department.

Amanda Lewis, resident – expressed her opposition to the General Commercial rezoning request for Mr. Carter's property on Rt. 45 and stated she had a signed petition from 134 additional residents who are also opposed to the rezoning.

David Tabb, resident – provided the Commission with an update regarding the flag display issue.

Nancy Lutz, resident – asked the Commission to consider the addition of livestock in the Tethering Ordinance.

Anne Marie Koehlepp, resident – requested the Commission support the Tethering Ordinance.

John Goff, resident – expressed his concerns regarding the Carter rezoning request.

Jeff Bresee, resident – urged the Commission to approve the Tethering Ordinance.

Bill Polk, Jefferson County Maintenance Director – introduced the Commission to Tyler Kemp, Ricci McIntyre, and Juanita Zaleski, three new custodial employees within the Maintenance Department.

PRESENTATIONS

1. Pete Dougherty, Sheriff
 - a. Donation Presentation – The Thoroughbred Breeders’ Association provided the Sheriff’s Animal Control Department with a donation of \$2,500 for their work in rescuing abused and neglected horses in Jefferson County.
 - b. Potomac Pedalers Bike Ride – Sheriff Dougherty informed the Commission of a large bike riding event passing through the county on September 20, 2015 and outlined his plans for traffic control for the safety of the riders and convenience of the residents in the area.
 - c. Sheriff’s Annual Report – the Sheriff provided the Commission with his annual report regarding law enforcement and public safety in Jefferson County.
 - d. Change in employment status for Robin Mahoney and William Potter from part-time to full-time.
 - **Motion by Mr. Manuel to approve the change in status from part-time to fulltime for Robin Mahoney and William Potter. Motion seconded and unanimously approved.**
2. Kathy Santa Barbara, Esq. – requested a discussion and possible action on rescinding County Commission Order dated September 4, 2014 Regarding Chapel View, Section 2, Lots 42-105 (JCPC File No. 03-11), and specifically lots 38, 39, 40,41, 44, 49, 50, 57, 58, 60, 62, 63 & 64 owned by 300 N LLC.
 - **Motion by Mr. Pellish to rescind the Order dated September 4, 2014 titled: “In RE: Orchard Knolls, LLC, Developer of Chapel View Subdivision, Section 2, Lots 42-105 (JCPC File No. 03-11), and specifically lots 38, 39, 40, 41, 44, 49, 50, 57, 58, 60, 62, 63, & 64 owned by 300N LLC” and authorize these lots to be built upon and order such rescission to be recorded in the Office of the Clerk of the County Commission of Jefferson County. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to request the bank to draft the rescission order to be reviewed by the County’s legal counsel. Motion seconded and unanimously approved.**

3. Nikki Painter, Chief Elections Clerk – requested the approval of the poll worker lists.
 - **Motion by Ms. Noland to approve the poll worker list as provided by the Democratic and Republic Executive Committees. Motion seconded and unanimously approved.**
4. Billy Madert, Director, Jefferson County Solid Waste Authority – requested the approval of a Resolution of Support for the expansion of the Keep Jefferson Beautiful program.
 - **Motion by Ms. Tabb to approve the Resolution of Support for the expansion of the Keep Jefferson Beautiful program. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Jean Jacobs, Republican Executive Committee – requested the approval of a Resolution supporting the celebration of U.S. Constitution Day.
 - **Motion by Mr. Pellish to approve the Resolution supporting U.S. Constitution Day. Motion seconded and unanimously approved.**
7. Lee Snyder, Snyder Environmental – requested the County Commission support the creation of a Road Maintenance Association in Keyes Ferry Acres Subdivision under the authority of WV State Code §7A-12 Et. Seq.
 - The Commission stated they fully supported Mr. Snyder’s efforts to potentially create a Road Maintenance Association in Keyes Ferry Acres Subdivision.
8. Nathan Cochran, Prosecuting Attorney’s Office
 - a. Update on Tethering Ordinance
 - **Motion by Mr. Manuel to recommend the Tethering Ordinance for a Public Hearing during an upcoming regularly scheduled County Commission meeting. Motion seconded and unanimously approved.**
 - b. Dan Booth – discussion and possible approval of collection of delinquent ambulance fees and matters by Dan Booth.
 - **Motion by Ms. Noland to authorize counsel to proceed with entering into a contract with Booth & McCathy to collect delinquent ambulance fees and other outstanding judgments on behalf of Jefferson County. Motion seconded and unanimously approved.**

c. Update on Case Status in Case No. 13-C-432

- **Motion by Ms. Noland to go into Executive Session to discuss pending litigation for Case No. 13-C-432 and issues related to water/sewer infrastructure and impact fees. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

9. The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.

NEW BUSINESS

10. Discussion on Open Meetings - Mr. Bell expressed concerns regarding county appointed boards, commissions, etc. who do not audio or video record their meetings and suggested the Commission take action to correct this issue.

- **Motion by Mr. Bell to require all county appointed boards, commissions, and authorities to record their meetings for future reference and for the benefit of the public.**
- **Motion by Mr. Manuel to amend Mr. Bell's motion to strongly recommend that all county appointed boards, commissions, and authorities record their meetings for future reference and for the benefit of the public as the Commission does not have the authority to require boards to record their meetings. Motion seconded and unanimously approved.**

11. Board of Health Issue – this matter was postponed until the October 1, 2015 regularly scheduled County Commission meeting.

COUNTY ADMINISTRATOR REPORTS

- Change management of HRA from Ameriflex to Millenium Insurance Group and possible termination of Ameriflex HRA contract.
 - **Motion by Mr. Pellish to authorize the termination of the Ameriflex HRA contract and allow Ms. Grove to proceed with securing Millenium Insurance Group to manage the county HRA plan. Motion seconded and unanimously approved.**
- Approval of Sheriff's Commission in the amount of \$15,000.

- **Motion by Ms. Noland to approve the Sheriff's Commission in the amount of \$15,000. Motion seconded and unanimously approved.**

➤ Release of remainder of All Good Festival Bond

- **Motion by Mr. Pellish to authorize the release of the remaining \$6,000 of the All Good Festival Surety Bond. Motion seconded and unanimously approved.**

➤ Appointment of Audit Committee as per the Procedures Manual for Procuring and Conducting Audits and Review of Local Government – Ms. Grove suggested the following appointees to the Audit Committee: Commissioner Eric Bell, Payroll/Finance Department employee Sally Gran, and Ms. Grove herself in the stead of the newly hired Financial Director, who would also join the Audit Committee once beginning employment with the County. The Commission provided unanimous consent on the formation of the audit committee as presented.

➤ Discuss keycard access to county buildings for non-employees – it was the consensus of the Commission that they were not comfortable with allowing non-employees access to county buildings after business hours; however, the Commission discussed the possibility of creating a few key cards for public use to held by the County Administrator or the Maintenance Director.

12. Greg Vaughn, Mayor, Corporation of Harpers Ferry – request for Fire Recovery Emergency Funds, Corporation of Harpers Ferry.

- **Motion by Mr. Manuel to authorize direct appropriation of \$10,166 and an invoiced amount of \$6,716 along with an in-kind donation of \$4,090 for a total of \$20,972 to the Corporation of Harpers Ferry for the purposes of fire recovery. Motion seconded and unanimously approved.**

13. Utility Work Session – representatives from the local utility providers gathered to discuss topics such as funding sources and partnership possibilities in effort to better serve the utility customers in the county.

14. Jennifer Brockman, Director of Planning and Zoning – Action related to public hearing held on September 8, 2015 regarding landowner-initiated petition to amend the County Zoning Map for a 4.01 (combined) acreage property owned by Charles M. Carter located at 7174 Martinsburg Pike, east of Venice Way; designated as Tax District: Shepherdstown (09), Map: 7, Parcel: 23 & 32.1; from Residential-Growth (RG) to General Commercial (GC) zoning (Planning and Zoning File #Z15-02).

- **Motion by Mr. Manuel to hold a County Commission Public Hearing on the land-owner initiated petition to amend the County Zoning Map for a 4.01 (combined) acreage property owned by Charles M. Carter located at 7174 Martinsburg Pike, east of Venice Way; designated as Tax District:**

Shepherdstown (09), Map: 7, Parcel: 23 & 32.1; from Residential-Growth (RG) to General Commercial (GC) zoning (Planning and Zoning File #Z15-02). Motion seconded and fails on a vote of 1-3 with Ms. Tabb, Ms. Noland, and Mr. Pellish opposing. Mr. Bell was absent for this vote due to a prior commitment.

- **Motion by Ms. Noland to approve the rezoning request from Residential Growth to General Commercial for a 4.01 (combined) acreage property owned by Charles M. Carter located at 7174 Martinsburg Pike, east of Venice Way; designated as Tax District: Shepherdstown (09), Map: 7, Parcel: 23 & 32.1 and to find this rezoning compatible with the Envision Jefferson 2035 Comprehensive Plan. Motion seconded and approved on a vote of 3-1 with Mr. Manuel opposing. Mr. Bell was absent for this vote due to a prior commitment.**

15. The Commission meeting adjourned at 4:25 pm on a motion by Mr. Pellish. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant