

Minutes

Jefferson County Commission

Thursday, October 15, 2015

A meeting of the Jefferson County Commission was held on Thursday, October 15, 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, and Walter Pellish. Jane Tabb was absent with prior notice. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, October 15, 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 Manuel to approve the October 1, 2015 Regular Meeting Minutes as presented/with correction. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Bell to approve the Purchase Orders for October 15, 2015 in the amount of \$16,800.00 to include Purchase Order no. 52482. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Bell to approve the October 8, 2015 Payroll in the amount of \$233,860.00. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------------|--------------|--------------|
| 075149 | 425 | COMCAST | | \$ - | \$ 189.90 | \$ 189.90 |
| 075149 | 425 | COMCAST | | \$ - | \$ 233.76 | \$ 233.76 |
| 075150 | 712 | AT&T/GA | | \$ - | \$ 68.27 | \$ 68.27 |
| 075151 | ALLOC | AHA/ART&HUMANITIES ALLNC | | \$ - | \$ 1,264.99 | \$ 1,264.99 |
| 075152 | 401 | ERIC BELL | | \$ - | \$ 97.20 | \$ 97.20 |
| 075153 | 425 | BERKELEY GLASS INC | | \$ - | \$ 675.00 | \$ 675.00 |
| 075154 | 424 | BOLAND SERVICES | 52659 | \$ 5,380.00 | \$ - | \$ 5,380.00 |
| 075155 | PAYROLL | BUREAU F/CHILD SUPPORT | | \$ - | \$ 49.85 | \$ 49.85 |
| 075156 | PAYROLL | BUREAU F/CHILD SPprt ENF | | \$ - | \$ 212.31 | \$ 212.31 |
| 075157 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 461.54 | \$ 461.54 |
| 075158 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 119.54 | \$ 119.54 |
| 075159 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 530.77 | \$ 530.77 |
| 075160 | PAYROLL | RUSSELL BURGESS | | \$ - | \$ 804.05 | \$ 804.05 |
| 075161 | 425 | CITY OF CHARLES TOWN | | \$ - | \$ 60.00 | \$ 60.00 |
| 075162 | 424 | CHARLES TOWN UTILITIES | | \$ - | \$ 64.31 | \$ 64.31 |
| 075162 | 425 | CHARLES TOWN UTILITIES | | \$ - | \$ 860.22 | \$ 860.22 |
| 075163 | 424 | J.C.EHRLICH | | \$ - | \$ 30.00 | \$ 30.00 |
| 075163 | 425 | J.C.EHRLICH | | \$ - | \$ 603.00 | \$ 603.00 |
| 075164 | PAYROLL | ROGER GOODWIN | | \$ - | \$ 416.03 | \$ 416.03 |
| 075165 | 424 | HIRERIGHT | | \$ - | \$ 46.20 | \$ 46.20 |
| 075166 | PAYROLL | VOYA FINANCIAL | | \$ - | \$ 3,085.00 | \$ 3,085.00 |
| 075167 | ALLOC | JEFFERSON COUNTY HISTORI | | \$ - | \$ 1,873.13 | \$ 1,873.13 |
| 075168 | ALLOC | JEFFERSON DAY REPORT CNT | | \$ - | \$ 25,000.00 | \$ 25,000.00 |
| 075169 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 5,570.00 | \$ 5,570.00 |
| 075170 | PAYROLL | LYDIA LEHMAN | | \$ - | \$ 1,736.23 | \$ 1,736.23 |
| 075171 | 405 | LYNDSEY W. MATSCHAT | | \$ - | \$ 50.03 | \$ 50.03 |
| 075172 | 403 | MATTHEW BENDER & CO | | \$ - | \$ 258.31 | \$ 258.31 |
| 075173 | 425 | V.E. MAUCK PLUMBING SPPL | | \$ - | \$ 49.10 | \$ 49.10 |
| 075174 | PAYROLL | HELEN M. MORRIS, TRUSTEE | | \$ - | \$ 150.00 | \$ 150.00 |
| 075175 | PAYROLL | NATIONWIDE RETIREMENT | | \$ - | \$ 749.00 | \$ 749.00 |
| 075176 | ALLOC | JEFF CO PARKS & | | \$ - | \$ 28,486.58 | \$ 28,486.58 |
| 075177 | 402 | PIFER OFFICE SUPPLY, INC | | \$ - | \$ 31.78 | \$ 31.78 |
| 075178 | PAYROLL | WILLIAM POLK | | \$ - | \$ 831.91 | \$ 831.91 |
| 075179 | 424 | POTOMAC EDISON/OH | | \$ - | \$ 2,096.31 | \$ 2,096.31 |
| 075179 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 14,300.47 | \$ 14,300.47 |
| 075180 | PAYROLL | RETIREE HLTH BENEFIT TRS | | \$ - | \$ 7,181.00 | \$ 7,181.00 |
| 075181 | 404 | SHERIFF OF JEFFERSON CO | | \$ - | \$ 19.08 | \$ 19.08 |

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|--------|---------|--------------------------|--|-------------|---------------|---------------|
| 075182 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 10,168.32 | \$ 10,168.32 |
| 075182 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 43,477.84 | \$ 43,477.84 |
| 075182 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 41,634.14 | \$ 41,634.14 |
| 075183 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 7,010.96 | \$ 7,010.96 |
| 075183 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 5,452.87 | \$ 5,452.87 |
| 075184 | 405 | SELBY VETERINARY SERVICE | | \$ - | \$ 100.00 | \$ 100.00 |
| 075185 | 425 | CAPITAL TRISTATE | | \$ - | \$ 2,040.63 | \$ 2,040.63 |
| 075186 | 425 | TML COPIERS & DIGITAL | | \$ - | \$ 313.75 | \$ 313.75 |
| 075187 | ALLOC | JEFFERSON CO CONVENTION | | \$ - | \$ 31,624.70 | \$ 31,624.70 |
| 075188 | 425 | WM OF WEST VIRGINIA, INC | | \$ - | \$ 653.10 | \$ 653.10 |
| 075189 | 402 | XEROX CORPORATION | | \$ - | \$ 1,494.99 | \$ 1,494.99 |
| 075189 | 439 | XEROX CORPORATION | | \$ - | \$ 599.78 | \$ 599.78 |
| 075190 | PAYROLL | CHEROKEE GRIM | | \$ - | \$ 2,154.27 | \$ 2,154.27 |
| | | | | | | |
| TOTAL | | | | | | \$ 250,360.22 |
| TOTAL | | | | \$ 5,380.00 | \$ 244,980.22 | \$ 250,360.22 |

Motion by Mr. Bell to approve the Accounts Payable for October 8, 2015 in the amount of \$250,360.22. Motion seconded and unanimously approved.

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------|-------------|--------------|
| 075192 | PAYROLL | LAUREN CROWTHER | | \$ - | \$ 779.81 | \$ 779.81 |
| 075193 | PAYROLL | ALBERT HOCKMAN | | \$ - | \$ 777.71 | \$ 777.71 |
| 075194 | PAYROLL | CHARLES HESS | | \$ - | \$ 1,041.00 | \$ 1,041.00 |
| 075195 | 401 | LEWIS CO CIRCUIT CLERK | | \$ - | \$ 38.93 | \$ 38.93 |
| 075196 | 440 | MICHAEL MONAGHAN | | \$ - | \$ 97.00 | \$ 97.00 |
| 075197 | 404 | TONI MILBOURNE | | \$ - | \$ 600.00 | \$ 600.00 |
| 075198 | 401 | NAT'L ASSN OF COUNTIES | | \$ - | \$ 965.00 | \$ 965.00 |
| 075199 | 711 | SANDEE L. NILES | | \$ - | \$ 65.00 | \$ 65.00 |
| 075200 | 428 | OFFICEMAX | | \$ - | \$ 611.82 | \$ 611.82 |
| 075201 | 402 | PIFER OFFICE SUPPLY, INC | | \$ - | \$ 359.82 | \$ 359.82 |
| 075202 | 716 | PIGS ANIMAL SANCTUARY | | \$ - | \$ 245.00 | \$ 245.00 |
| 075203 | PAYROLL | LAURA STORM | | \$ - | \$ 1,884.29 | \$ 1,884.29 |
| 075203 | 403 | LAURA STORM | | \$ - | \$ 470.30 | \$ 470.30 |
| 075204 | 402 | RECORD MANAGEMENT SOLUTN | | \$ - | \$ 35.00 | \$ 35.00 |
| 075204 | 403 | RECORD MANAGEMENT SOLUTN | | \$ - | \$ 30.00 | \$ 30.00 |
| 075205 | 402 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 27.00 | \$ 27.00 |
| 075205 | 404 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 737.00 | \$ 737.00 |
| 075205 | 406 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 58.00 | \$ 58.00 |

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|--------|-----|--------------------------|--|------|--------------|--------------|
| 075205 | 428 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 8,212.05 | \$ 8,212.05 |
| 075206 | 716 | SELBY VETERINARY SERVICE | | \$ - | \$ 185.00 | \$ 185.00 |
| 075207 | 401 | STATE OF WEST VIRGINIA | | \$ - | \$ 200.00 | \$ 200.00 |
| 075210 | 401 | O'NEILS | | \$ - | \$ 81.36 | \$ 81.36 |
| 075210 | 401 | WEST VIRGINIA STATE BAR | | \$ - | \$ 250.00 | \$ 250.00 |
| 075210 | 402 | EZ NETTOOLS | | \$ - | \$ 34.95 | \$ 34.95 |
| 075210 | 402 | FLATWOODS HOTEL & CONFER | | \$ - | \$ 178.00 | \$ 178.00 |
| 075210 | 402 | HILTON | | \$ - | \$ 911.28 | \$ 911.28 |
| 075210 | 402 | MEARS DESTINATIONS SRVC | | \$ - | \$ 56.00 | \$ 56.00 |
| 075210 | 402 | STAPLES | | \$ - | \$ 31.69 | \$ 31.69 |
| 075210 | 402 | UNITED AIRLINES | | \$ - | \$ 667.40 | \$ 667.40 |
| 075210 | 403 | SHOPLET | | \$ - | \$ 88.99 | \$ 88.99 |
| 075210 | 403 | SMITH CORONA CORP | | \$ - | \$ 70.93 | \$ 70.93 |
| 075210 | 403 | THE RESORT AT GLADESPRIN | | \$ - | \$ 119.73 | \$ 119.73 |
| 075210 | 403 | WVU EXTENSION SERIVCE | | \$ - | \$ 30.00 | \$ 30.00 |
| 075210 | 406 | HOLIDAY INN | | \$ - | \$ 105.00 | \$ 105.00 |
| 075210 | 413 | EMBASSY SUITES | | \$ - | \$ 870.00 | \$ 870.00 |
| 075210 | 415 | FRONTIER | | \$ - | \$ 84.34 | \$ 84.34 |
| 075210 | 424 | AMAZON | | \$ - | \$ 224.50 | \$ 224.50 |
| 075210 | 424 | FRONTIER | | \$ - | \$ 11,080.73 | \$ 11,080.73 |
| 075210 | 424 | STICKELLS GENERAL STORES | | \$ - | \$ 75.00 | \$ 75.00 |
| 075210 | 424 | THE HOME DEPOT | | \$ - | \$ 31.63 | \$ 31.63 |
| 075210 | 424 | TRENARY HVAC GROUP | | \$ - | \$ 525.36 | \$ 525.36 |
| 075210 | 425 | BATTERY MART | | \$ - | \$ 14.95 | \$ 14.95 |
| 075210 | 425 | GRAINGER | | \$ - | \$ 301.28 | \$ 301.28 |
| 075210 | 425 | HEISTON SUPPLY INC | | \$ - | \$ 69.99 | \$ 69.99 |
| 075210 | 425 | JEFFERSON COUNTY P.S.D | | \$ - | \$ 198.97 | \$ 198.97 |
| 075210 | 425 | JEFFERSON UTILITIES, INC | | \$ - | \$ 559.76 | \$ 559.76 |
| 075210 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 660.09 | \$ 660.09 |
| 075210 | 425 | THE HOME DEPOT | | \$ - | \$ 680.68 | \$ 680.68 |
| 075210 | 425 | TRENARY HVAC GROUP | | \$ - | \$ 400.00 | \$ 400.00 |
| 075210 | 425 | TRENARY HVAC GROUP | | \$ - | \$ 5,148.92 | \$ 5,148.92 |
| 075210 | 425 | WAL-MART | | \$ - | \$ 135.80 | \$ 135.80 |
| 075210 | 425 | 84 LUMBER | | \$ - | \$ 307.82 | \$ 307.82 |
| 075210 | 428 | DATA TECH STORE | | \$ - | \$ 275.77 | \$ 275.77 |
| 075210 | 428 | MY CABLE MART LLC | | \$ - | \$ 53.49 | \$ 53.49 |
| 075210 | 428 | PAYPAL | | \$ - | \$ 89.82 | \$ 89.82 |
| 075210 | 428 | PAYPAL | | \$ - | \$ 251.82 | \$ 251.82 |
| 075210 | 428 | STAPLES | | \$ - | \$ 805.00 | \$ 805.00 |
| 075210 | 428 | WWW.NEWEGG.COM | | \$ - | \$ 1,063.26 | \$ 1,063.26 |

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|--------|-----|--------------------------|--|------|-------------|-------------|
| 075210 | 433 | COMPANION LINK SOFTWARE | | \$ - | \$ 29.95 | \$ 29.95 |
| 075210 | 439 | SPIRIT OF JEFFERSON | | \$ - | \$ 170.88 | \$ 170.88 |
| 075210 | 439 | VITAL SIGNS PLUS | | \$ - | \$ 337.50 | \$ 337.50 |
| 075210 | 440 | FLATWOODS HOTEL & CONFER | | \$ - | \$ 178.00 | \$ 178.00 |
| 075210 | 440 | PAYPAL | | \$ - | \$ 150.00 | \$ 150.00 |
| 075210 | 440 | THE HOME DEPOT | | \$ - | \$ 2.95 | \$ 2.95 |
| 075210 | 451 | SPIRIT OF JEFFERSON | | \$ - | \$ 123.56 | \$ 123.56 |
| 075210 | 700 | APPLEBEES | | \$ - | \$ 22.58 | \$ 22.58 |
| 075210 | 700 | ARBYS | | \$ - | \$ 15.04 | \$ 15.04 |
| 075210 | 700 | CHILIS RESTAURANT | | \$ - | \$ 27.70 | \$ 27.70 |
| 075210 | 700 | COURTNEY & SON TOWING | | \$ - | \$ 133.95 | \$ 133.95 |
| 075210 | 700 | DENNYS | | \$ - | \$ 42.55 | \$ 42.55 |
| 075210 | 700 | GARMIN INTERNATIONAL | | \$ - | \$ 57.98 | \$ 57.98 |
| 075210 | 700 | HOLIDAY INN | | \$ - | \$ 215.44 | \$ 215.44 |
| 075210 | 700 | INN AT CHARLES TOWN | | \$ - | \$ 344.00 | \$ 344.00 |
| 075210 | 700 | JEFFERSON CLEANERS | | \$ - | \$ 84.00 | \$ 84.00 |
| 075210 | 700 | KINGS NEW YORK PIZZA | | \$ - | \$ 23.45 | \$ 23.45 |
| 075210 | 700 | LOGANS | | \$ - | \$ 35.88 | \$ 35.88 |
| 075210 | 700 | MOUNTAINEER RESORT | | \$ - | \$ 516.00 | \$ 516.00 |
| 075210 | 700 | REI | | \$ - | \$ 355.51 | \$ 355.51 |
| 075210 | 700 | RIVER CITY FARM & PET SU | | \$ - | \$ 66.51 | \$ 66.51 |
| 075210 | 700 | ROCIC | | \$ - | \$ 300.00 | \$ 300.00 |
| 075210 | 700 | SPIRIT OF JEFFERSON | | \$ - | \$ 175.00 | \$ 175.00 |
| 075210 | 700 | STAPLES | | \$ - | \$ 533.20 | \$ 533.20 |
| 075210 | 700 | SUPERIOR AUTOBODY | | \$ - | \$ 75.31 | \$ 75.31 |
| 075210 | 700 | VANCES LAW ENFORCEMENT | | \$ - | \$ 2,568.00 | \$ 2,568.00 |
| 075210 | 701 | GALLS | | \$ - | \$ 1,815.47 | \$ 1,815.47 |
| 075210 | 701 | MES FIRE | | \$ - | \$ 247.89 | \$ 247.89 |
| 075210 | 701 | TPS-TOWN POLICE SUPPLY | | \$ - | \$ 4,212.68 | \$ 4,212.68 |
| 075210 | 711 | INTERNATIONAL ASSOC | | \$ - | \$ 185.00 | \$ 185.00 |
| 075210 | 711 | MARTINS | | \$ - | \$ 8.66 | \$ 8.66 |
| 075210 | 711 | WAL-MART | | \$ - | \$ 34.97 | \$ 34.97 |
| 075210 | 712 | BUSINESS TELECOM PRODUCT | | \$ - | \$ 175.40 | \$ 175.40 |
| 075210 | 712 | DOLLAR TREE | | \$ - | \$ 23.00 | \$ 23.00 |
| 075210 | 712 | FRONTIER | | \$ - | \$ 5,099.85 | \$ 5,099.85 |
| 075210 | 712 | GAYLORD NATIONAL HOTEL | | \$ - | \$ 223.02 | \$ 223.02 |
| 075210 | 712 | NATIONAL ACADEMY OF EMD | | \$ - | \$ 100.00 | \$ 100.00 |
| 075210 | 712 | STAPLES | | \$ - | \$ 109.22 | \$ 109.22 |
| 075210 | 712 | THE HOME DEPOT | | \$ - | \$ 73.13 | \$ 73.13 |
| 075210 | 712 | WAL-MART | | \$ - | \$ 27.82 | \$ 27.82 |

| | | | | | | |
|--------------|-----|--------------------------|--|------|---------------------|---------------------|
| 075210 | 716 | GREENLAWN MEMORIAL PARK | | \$ - | \$ 365.00 | \$ 365.00 |
| 075210 | 716 | HILLSIDE VETERNARY HOSPT | | \$ - | \$ 112.11 | \$ 112.11 |
| 075210 | 716 | ZOETIS | | \$ - | \$ 964.00 | \$ 964.00 |
| 075210 | 717 | FISHER AUTO PARTS | | \$ - | \$ 268.62 | \$ 268.62 |
| 075210 | 717 | HAGERSTOWN FORD | | \$ - | \$ 20.68 | \$ 20.68 |
| 075210 | 717 | SNAP ON TOOLS | | \$ - | \$ 999.00 | \$ 999.00 |
| 075211 | 428 | VISION TECHNOLOGY SOLTNS | | \$ - | \$ 4,765.00 | \$ 4,765.00 |
| 075212 | 711 | BRANDON VALLEE | | \$ - | \$ 65.00 | \$ 65.00 |
| | | | | | | |
| TOTAL | | | | | | \$ 70,434.50 |
| TOTAL | | | | | \$ 70,434.50 | \$ 70,434.50 |

Motion by Mr. Pellish to approve the Accounts Payable for October 15, 2015 in the amount of \$70,434.50. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

| | | | |
|---------------------------|---------|----------------------------------|-------------|
| HOME DETETION | | | |
| 008 | | | |
| Date | Check # | VENDOR | Amount |
| 10/09/15 | 510 | 3M ELECTRONIC | \$ 3,195.00 |
| 10/09/15 | 511 | CDA INC | \$ 247.50 |
| ASSESSOR VALUATION | | | |
| 056 | | | |
| Date | Check # | VENDOR | Amount |
| 10/09/15 | 556 | OBSERVER | \$ 310.00 |
| 10/09/15 | 557 | JOURNAL | \$ 1,053.00 |
| | 558 | GLOBAL SCIENCE & TECH | \$ 9,732.00 |
| BARDANE | | | |
| 244 | | | |
| Date | Check # | VENDOR | Amount |
| 10/09/15 | 580 | POTOMAC EDISON | \$ 2,842.56 |
| IMPACT FEES | | | |
| 249 | | | |

| Date | Check # | VENDOR | Amount |
|--------------|---------|---------------------------------|----------------------|
| 10/09/15 | 1012 | SHERIFF JEFFERSON CO -SCHOOL | \$ 60,377.57 |
| 10/09/15 | 1013 | SHERIFF JEFFERSON CO - LAW | \$ 806.16 |
| 10/09/15 | 1014 | SHERIFF JEFFERSON CO - PARKS | \$ 4,639.12 |
| 10/09/15 | 1015 | SHERIFF JEFFERSON CO - FIRE/EMS | \$ 509.16 |
| 10/09/15 | 132 | JCEMS | 81,000.00 |
| | | | |
| TOTAL | | | \$ 164,712.07 |

Motion by Mr. Bell to approve the Manual Checks for October 8, 2015 in the amount of \$164,712.07. Motion seconded and unanimously approved.

| COAL SEVERANCE | | | |
|----------------------------------|---------|-----------------------------|---------------------|
| 002 | | | |
| Date | Check # | VENDOR | Amount |
| 10/16/2015 | 411 | EASTRIDGE HEALTH SYSTEM | \$ 1,000.00 |
| | | | |
| | | | |
| ASSESSOR VALUATION | | | |
| 056 | | | |
| Date | Check # | VENDOR | Amount |
| 10/16/2015 | 559 | CARLSON SOFTWARE | \$ 175.00 |
| 10/16/2015 | 560 | THE OBSERVER | \$ 155.00 |
| | | | |
| | | | |
| FARMLAND PROTECTION BOARD | | | |
| 057 | | | |
| Date | Check # | VENDOR | Amount |
| 10/16/2015 | 269 | JEFFERSON CO FARMLAND PROT. | \$ 52,215.56 |
| | | | |
| | | | |
| TOTAL | | | \$ 53,545.56 |

Motion by Mr. Bell to approve the Manual Checks for October 16, 2015 in the amount of \$. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Marty Kable, resident – requested the Commission support the horseman’s resolution to support year-round thoroughbred racing in Jefferson County.

David Tabb, resident – provided the Commission with an update on the status of the issue with the flag display outside of the County Commission meeting room.

PRESENTATIONS

1. Ken Lowe, Businessman, and George Rutherford, President of the Jefferson County NAACP – requested the Commission approve a Resolution for the year-round support to live thoroughbred racing in Jefferson County.
 - **Motion by Mr. Bell to adopt the revised Horseman’s Benevolent and Protective Agency Resolution to support year-round live thoroughbred horse racing and breeding in Jefferson County. Motion seconded.**
 - **Motion by Mr. Manuel to postpone action on this item until the October 29, 2015 Regular Meeting when all five Commissioners are present. Motion seconded and unanimously approved.**
 - It was the consensus of the Commission to provide the Resolution and letters from Mr. Lowe and Mr. Rutherford to the local legislature during the November 5, 2015 Jefferson County Legislative Summit.
2. Tabby Bennett, Orion Strategies/Coalition for Safe, Affordable Food – requested the Commission endorse statement of support for National Food Labeling Standards.
 - It was the consensus of the Commission to postpone action on this item until the October 29, 2015 Regular Meeting when all five Commissioners are present.
3. Daniel Bickerton, West Virginia American Water – discussed the potential benefits of a public-private partnership solution with WVAW in Jefferson County.
4. Lynn Fields, Probate Department – requested a quarterly review to approve and close estates since last term in July.
 - **Motion by Mr. Manuel to enter into session as a fiduciary review board. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to approve and close the estates that have met all necessary requirements last quarter. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to adjourn as a fiduciary review board. Motion seconded and unanimously approved.**
5. Board of Assessment Appeals Hearing – The minutes for the Board of Assessment Appeals hearing have been provided separately from the regular meeting minutes.
 6. Roger Goodwin, Chief County Engineer – requested a refund of Building Permit fees for Rick and Lisa Marnett.
 - **Motion by Mr. Manuel to approve the refund of Building Permit Fees for Rick and Lisa Marnett in the amount of \$68.98. Motion seconded and unanimously approved.**
 7. Interview and Appointment to the Jefferson County Board of Zoning Appeals for an alternate position expiring January 1, 2017.
 - **Motion by Mr. Manuel to appoint Craig Foster to the Jefferson County Board of Zoning Appeals as an alternate for an unexpired term ending January 1, 2017. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Assessor’s Certificate of Compliance
 - **Motion by Mr. Manuel to approve the Assessor’s Certificate of Compliance to entitle her to the compensation as outlined in the certificate. Motion seconded and unanimously approved.**
9. Transfer of Ambulance Fees
 - **Motion by Mr. Bell to approve the transfer of Ambulance Fee funds to the Jefferson County Emergency Services Agency in the amount of \$650,000. Motion seconded and unanimously approved.**
10. The Commission recesses for lunch at 12:15 pm.
The Commission reconvened at 1:30 pm.
11. Public Hearing – Jefferson County Dog Tethering and Confinement Ordinance.

Ms. Noland opened the public hearing at 1:32 pm. Mr. Cochran spoke first, explaining the origins of the Ordinance and thanked the Sheriff’s Department and the Animal

Control Office for their assistance in drafting the ordinance. Mr. Cochran also stated the Ordinance was to be less punitive and more corrective, and as such, needed to change language in the “Warning Citation” provision from “*shall* issue a citation” to “*may* issue a citation” to leave the matter to the discretion of the animal control officer investigating the complaint. Ms. Noland then opened the floor for public comment. Comments were made by the following:

Michelle Fournier, resident – spoke in support of the Ordinance as she believes continuous tethering is cruel and abusive.

Judy Boykin, resident – spoke in support of the Ordinance but notified the Commission that female dogs in heat and puppies under six months of age cannot be tethered.

Mary Lepps, resident – spoke in support of the Ordinance but asked the Commission to define “shelter” and the size requirements of a “permanent outdoor enclosure.” Ms. Lepps also requested the Commission add language regarding extreme temperatures.

Nancy Lutz, resident – spoke in support of the Ordinance but questioned if neighbors could take action if a tethered dog were to bark continually. Ms. Lutz also stated she believed the 16 hour tethering limit was too long and also urged the Commission to reexamine the length of tether as described in the ordinance.

Bill Dunn, resident and President of the Animal Welfare Society of Jefferson County – spoke in support of the Ordinance, explaining it was a good start but needed further examination as the 16 hour tethering limit was too long.

Kay Bresee, resident and Animal Welfare Society member – spoke in favor of the Ordinance but believed the tethering time limit of sixteen hours was far too long and stated she would also like to see provisions regarding extreme weather.

Tracy Eastman, resident and Animal Welfare Society member – spoke in favor of the Ordinance but disagrees with the 16 hour time limit for tethering. Also stated that dogs are not property, and children who are exposed to animal cruelty are likely to commit the cruelty themselves.

Greg Renz, resident – spoke in favor of the Ordinance, but requested the Commission reexamine the penalty for violating the Ordinance, as a potential “three strikes” provision could mean life or death for the animal.

Michelle Wilson, resident – spoke in favor of the Ordinance but stated she believes the penalty for violating the ordinance should be have more impactful consequences.

- **There being no further comment, motion by Mr. Manuel to incorporate the following into the Ordinance: a reference to the WV Code section which prohibits the tethering of female dogs in heat, the prohibition of tethering**

puppies under six months of age, an increase in the minimum length of the tether, and a reduction of the maximum tethering time from 16 hours to 14 hours. Motion seconded and unanimously approved.

Ms Noland stated the record would be held open for two weeks to allow time for written comment and the Ordinance would be up for a final vote during the October 29, 2015 regularly scheduled meeting.

COUNTY ADMINISTRATOR REPORTS

Update on AmeriCorps Volunteer for the Historic Landmarks Commission

- **Motion by Mr. Bell to enter into Executive Session to discuss a personnel matter. Motion seconded and unanimously approved.**
- **Motion by Mr. Pellish to come out of Executive Session. Motion seconded and unanimously approved.**

Legislative Topics for November 5, 2015 Legislative Summit – the Commission discussed additional topics to potentially add to the agenda for the November 5, 2015 Jefferson County Legislative Summit, including the following:

- Donation of Land to the Animal Welfare Society
- Route Choice for the Extension of Rt. 340
- Opposition to the reduction of concealed weapons permit fees
- Allow local fire company to appoint a designee to the Property Safety Ordinance Enforcement Committee instead of requiring a Fire Chief
- Cost sharing of the regional jail costs
- Online auction of property

COUNTY COMMISSION REPORTS

Patsy Noland

- Attended ArtOber at Happy Retreat.

Dale Manuel

- Attended a PSD meeting.
- Attended a Parks and Recreation Parks Master Plan meeting.
- Attended a Day Report Center meeting.
- Attended a dinner at the Clarion in Shepherdstown addressing the future of live thoroughbred horse racing in Jefferson County.
- Attended Middleway Days.
- Attended a Planning Commission meeting.

Eric Bell

- Attended Juvenile Drug Court.
- Attended the WVACO Fall Board Meeting.
- Attended a Community Criminal Justice Board meeting.
- Attended a Board of Health meeting.
- Attended a meeting with Mayor of Atlanta, Georgia.

Walt Pellish

- Provided the Commission and the audience with an update on his health status.
- Spoke against slanderous and negative campaign tactics, specifically name-calling.

12. The Commission meeting adjourned at 2:17 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant