

Minutes

Jefferson County Commission

Thursday, December 3, 2015

A meeting of the Jefferson County Commission was held on Thursday, December 3, 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, December 3, 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 November 19, 2015 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the November 19, 2015 Payroll in the amount of \$244,154.66. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Noland to approve the Accounts Payable for November 25, 2015 in the amount of \$188,505.51. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075468	712	AT&T/GA		\$ -	\$ 26.16	\$ 26.16
075469	413	B-K OFFICE SUPPLY INC		\$ -	\$ 38.48	\$ 38.48
075470	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
075471	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
075472	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
075473	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
075474	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
075475	712	CHRISTOPHER CROSS		\$ -	\$ 9.21	\$ 9.21
075476	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
075477	428	CREATIVE FORMS & CONCEPT		\$ -	\$ 463.28	\$ 463.28
075478	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,229.80	\$ 6,229.80
075479	439	ALEXANDRA BEAULIEU		\$ -	\$ 41.63	\$ 41.63
075480	405	FEDEX		\$ -	\$ 74.49	\$ 74.49
075480	700	FEDEX		\$ -	\$ 44.60	\$ 44.60
075481	717	GUTTMAN OIL CO		\$ -	\$ 1,830.16	\$ 1,830.16
075482	PAYROLL	THE HARTFORD		\$ -	\$ 4,470.52	\$ 4,470.52
075482	PAYROLL	THE HARTFORD		\$ -	\$ 2,292.35	\$ 2,292.35
075483	401	RICOH USA, INC		\$ -	\$ 202.68	\$ 202.68
075483	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
075483	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075483	405	RICOH USA, INC		\$ -	\$ 213.83	\$ 213.83
075483	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075483	425	RICOH USA, INC		\$ -	\$ 46.54	\$ 46.54
075483	433	RICOH USA, INC		\$ -	\$ 51.50	\$ 51.50
075483	440	RICOH USA, INC		\$ -	\$ 124.27	\$ 124.27
075483	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
075483	712	RICOH USA, INC		\$ -	\$ 1,383.91	\$ 1,383.91
075484	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,035.00	\$ 3,035.00
075485	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 143.62	\$ 143.62
075485	404	JEFFERSON PUBLISH CO INC		\$ -	\$ 3,981.74	\$ 3,981.74
075486	PAYROLL	JANE JONES		\$ -	\$ 650.99	\$ 650.99
075487	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,510.00	\$ 5,510.00
075488	PAYROLL	LAURA L. KUHN		\$ -	\$ 2,250.00	\$ 2,250.00
075489	405	LYNDSEY W. MATSCHAT		\$ -	\$ 85.10	\$ 85.10
075490	711	BARBARA J. MILLER		\$ -	\$ 162.00	\$ 162.00
075491	440	MICHAEL MONAGHAN		\$ -	\$ 104.50	\$ 104.50
075492	PAYROLL	HIGHMARK WV		\$ -	\$ 175,138.42	\$ 175,138.42
075493	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
075494	PAYROLL	MILLENIUUM INSURANCE GROU		\$ -	\$ 600.00	\$ 600.00

075495	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
075496	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,827.18	\$ 1,827.18
075497	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 163.85	\$ 163.85
075498	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00
075499	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,259.58	\$ 10,259.58
075499	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,867.80	\$ 43,867.80
075499	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,401.06	\$ 42,401.06
075500	712	SEN COMMUNICATIONS		\$ -	\$ 185.00	\$ 185.00
075501	700	*SHERIFF OF JEFFERSON CO		\$ -	\$ 1,000.00	\$ 1,000.00
075502	712	TELTRONIC		\$ -	\$ 327.00	\$ 327.00
075503	424	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
075504	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 653.10	\$ 653.10
TOTAL						\$ 341,017.78
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Motion by Ms. Noland to approve the Accounts Payable for December 3, 2015 in the amount of \$341,017.78 Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MAGISTRATE COURT			
O05			
Date	Check #	VENDOR	Amount
12/4/2015	325	SHERIFF OF JEFFERSON CO	\$ 3,750.00
12/4/2015	324	GAIL C. BOOBER	700.42
12/4/2015	326	MARY PAUL RISSLER	298.02
FARMLAND PROTECTION BOARD			
O57			
Date	Check #	VENDOR	Amount
12/4/2015	270	JEFFERSON CO FARMLAND PROT.	\$ 55,457.48

TOTAL			\$ 60,205.92

Motion by Mr. Bell to approve the Manual Checks for December 3, 2015 in the amount of \$60,205.92. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Heidi Parker, resident – spoke about her concerns regarding the vacancy on the Public Service District Board and voiced her support for the reappointment of Peter Appignani to the PSD board.

Mike Ashley, resident – spoke in support of the reappointment of Peter Appignani to the Public Service District Board.

Eleanor Finn, resident and member of the League of Women Voters – expressed her concerns regarding documents included in the agenda packet on the clarification on the Public Service District projects.

Sarah Smith, resident – spoke in support of the reappointment of Peter Appignani to the Public Service District Board.

PRESENTATIONS

1. Presentation of Resolutions for Dennis and Ann Jenkins on the occasion of their retirement - the Commission presented Dennis and Ann Jenkins with Resolutions thanking them for their years of service to Jefferson County and wished them well in their retirement.

- **Motion by Mr. Manuel to approve the Resolutions of Appreciation to Dennis and Ann Jenkins. Motion seconded and unanimously approved.**

2. Pete Dougherty, Sheriff

- a. Approval of Employment – Sheriff Dougherty requested the approval to hire David Boyle to fill a vacant position within the Animal Control Office.

- **Motion by Mr. Bell to approve the hire of David Boyle for a vacant position within the Animal Control Department at a starting salary consistent with the salary scale. Motion seconded and unanimously approved.**

- b. Replacement Vehicle – Sheriff Dougherty returned to the Commission to provide an update on an insurance payout for a totaled vehicle within the Sheriff’s department and renew his request for an additional \$16,000 to aid in the purchase of a replacement vehicle.
- **Motion by Mr. Manuel to approve the distribution of \$16,000.00 to aid in funding the purchase of a replacement vehicle within the Sheriff’s department. Motion seconded.**
 - **Motion by Mr. Manuel to postpone decision on this item until receiving more information from the County Financial Director regarding the balance of the Contingency Fund.**
 - **Motion by Mr. Manuel to approve the distribution of \$16,000 from the Contingency Fund to aid in funding the purchase of a replacement vehicle within the Sheriff’s department. Motion seconded but fails on a vote of 0-5 with all Commissioners opposing.**
- c. Grant Application – Sheriff Dougherty notified the Commission he plans to apply for a Homeland Security Grant in the amount of \$31,350 that will help offset the costs of properly outfitting the Special Response Team.
- **Motion by Ms. Noland to approve the application for grant funds to purchase equipment for the JCSO Special Response Team and approve the Commission President to sign the application and any and all associated documents. Motion seconded and unanimously approved.**
3. Patsy Noland, Commission Vice President – provided the Commission and the audience with an informational discussion and clarification of Jefferson County Public Service District projects and issues.
4. Interviews and Appointment to the Jefferson County Public Service District Board – one six-year term ending December 1, 2021.
- Ms. Tabb offered her nomination for Mr. Marty Kable. Mr. Kable received two votes – one from Ms. Tabb, one from Ms. Noland.
 - Mr. Bell offered his nomination for Mr. Peter Appignani. Mr. Appignani received three votes – one from Mr. Bell, one from Mr. Manuel, and one from Mr. Pellish.
 - After receiving the majority vote, Peter Appignani was appointed to the Jefferson County Public Service District for one six-year term ending December 1, 2021.

5. The Commission recessed for break at 10:45 a.m.
The Commission reconvened at 11:00 a.m.
6. Lynn Fields, Probate Department
 - a. Report and Recommendation of Fiduciary Commissioner D. Frank Hill, III on the Petition of Pamela DiBabo re: the Estate of JoAnn Hicks, deceased.
 - **Motion by Mr. Manuel to enter into session as a fiduciary review board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to deny Mr. Kratovil's petition for a continuance in the matter of the Estate of JoAnn Hicks. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to accept the recommendation of Fiduciary Commissioner D. Frank Hill, III, to remove Mark Hicks as Co-Executor of the Estate of JoAnn Hicks and instate Pamela DiBabo as sole Executor. Motion seconded and unanimously approved.**
 - b. Plan of Action Concerning the Estate of Patrinka Kelch
 - **Motion by Ms. Noland to appoint the Jefferson County Sheriff as temporary administrator in the Estate of Patrinka Kelch. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to adjourn as a fiduciary review board. Motion seconded and unanimously approved.**
7. Nomination to the Chesapeake and Ohio National Park Commission.
 - **Motion by Ms. Noland to nominate Paul Rosa as a potential appointee to the Chesapeake and Ohio National Park Commission. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Decision on the Proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05)
 - It was the consensus of the Commission to postpone action on this item until the Planning Commission had reviewed additional changes made by staff to the Jefferson County Subdivision Regulations. Motion seconded and unanimously approved.

9. Set date, time, and location for the first Regular Meeting of 2016.

- **Motion by Ms. Tabb set the first Regular County Commission meeting for Thursday, January 7, 2016 in the Jefferson County Commission meeting room. Motion seconded and unanimously approved.**

10. Approval of 2016 Holiday Schedule

- **Motion by Mr. Manuel to approve the 2016 Holiday Schedule. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Discussion of 2020 Census and revision of boundary lines-The Administrator updated the Commission concerning the GIS Department's work on the census block boundary lines to ensure that all of the lines use intuitive natural geographic boundaries. Some of the lines cannot be changed without consent of the State because those lines represent either a Senate or Delegate boundary. The Commission agreed to allow the Director of GIS to pursue revisions of those Senate or Delegate boundary lines that are non-intuitive.
- Discussion of road right of ways by cities-The Administrator reported on a request to annex sections of roadways that had been left out of previous city annexations and can result in confusion concerning police jurisdiction. The Commission requested more information from its GIS Department on this issue.

COUNTY COMMISSION REPORTS

Patsy Noland

- Worked with PSD staff and board members for her Commission presentation.

Jane Tabb

- Attended a HSEM meeting.

Dale Manuel

- Attended a Home Consortium Council meeting.
- Attended an Affordable Housing meeting.

Eric Bell

- Had a meeting with the School Board Superintendent and other members of the Board of Education re: a plan of action for the upcoming year.
- Attended the first meeting of Adult Drug Court.
- Attended a mentor dinner for Juvenile Drug Court.

Walt Pellish

- Spoke on a local radio show regarding the Excess Levy.

- Stated he'd be participating in the Shepherdstown Christmas Parade.
 - Spent time with the staff of the Jefferson County Emergency Services Agency.
11. The Commission meeting adjourned at 12:41 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant