

## Minutes

### Jefferson County Commission

Thursday, December 17, 2015

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A meeting of the Jefferson County Commission was held on Thursday, December 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, December 17, 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 Ms. Noland to approve the December 3, 2015 Regular Meeting Minutes as amended. Motion seconded and unanimously approved.**

#### APPROVAL OF PAYROLL

**Motion by Ms. Noland to approve the December 3, 2015 Payroll in the amount of \$235,201.56. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075506	717	AUTOZONE		\$ -	\$ 1,408.19	\$ 1,408.19
075507	406	CASTO & HARRIS INC		\$ -	\$ 1,140.00	\$ 1,140.00
075508	424	CHARLES TOWN UTILITIES		\$ -	\$ 54.27	\$ 54.27
075508	425	CHARLES TOWN UTILITIES		\$ -	\$ 873.72	\$ 873.72
075509	PAYROLL	KAREN ECHEMENT		\$ -	\$ 2,020.38	\$ 2,020.38

075510	405	STEPHEN V GROH		\$ -	\$ 327.75	\$ 327.75
075511	405	CHARLES B HOWARD		\$ -	\$ 420.28	\$ 420.28
075512	PAYROLL	JAMES P HAYDEN		\$ -	\$ 2,229.74	\$ 2,229.74
075513	PAYROLL	JANE JONES		\$ -	\$ 1,310.74	\$ 1,310.74
075514	403	THE JEFFERSON CENTER		\$ -	\$ 200.00	\$ 200.00
075515	405	RALPH A LORENZETTI JR		\$ -	\$ 327.75	\$ 327.75
075516	405	MATTHEW BENDER & CO		\$ -	\$ 635.64	\$ 635.64
075517	GRANT	MINGHINI'S		\$ -	\$ 55,278.90	\$ 55,278.90
075518	PAYROLL	GAIL MAGAHA		\$ -	\$ 1,212.71	\$ 1,212.71
075519	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 93.71	\$ 93.71
075519	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 38.21	\$ 38.21
075520	712	JEFFREY POLCZYNSKI		\$ -	\$ 20.49	\$ 20.49
075521	424	POTOMAC EDISON/OH		\$ -	\$ 1,683.93	\$ 1,683.93
075521	425	POTOMAC EDISON/OH		\$ -	\$ 1,317.21	\$ 1,317.21
075521	425	POTOMAC EDISON/OH		\$ -	\$ 12,535.05	\$ 12,535.05
075522	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
075522	425	RCS SECURITY		\$ -	\$ 297.50	\$ 297.50
075523	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
075523	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
075524	717	RICE TIRES CO		\$ -	\$ 1,123.20	\$ 1,123.20
075525	PAYROLL	RANDALL RODRIGUEZ		\$ -	\$ 1,801.23	\$ 1,801.23
075526	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 643.29	\$ 643.29
075527	704	WV REGIONAL JAIL &		\$ -	\$ 93,460.25	\$ 93,460.25
075528	704	WV REGIONAL JAIL &		\$ -	\$ 118,791.50	\$ 118,791.50
075529	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 702.52	\$ 702.52
075529	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.75	\$ 114.75
075530	PAYROLL	EVELYN STEPHENSON		\$ -	\$ 745.88	\$ 745.88
075531	425	CAPITAL TRISTATE		\$ -	\$ 5,384.74	\$ 5,384.74
075532	712	TELTRONIC		\$ -	\$ 1,251.00	\$ 1,251.00
075533	425	TRENNY SERVICE CO		\$ -	\$ 90.00	\$ 90.00
075534	405	THOMSON REUTER - WEST		\$ -	\$ 2,373.96	\$ 2,373.96
075535	402	XEROX CORPORATION		\$ -	\$ 1,251.50	\$ 1,251.50
075536	PAYROLL	DEBRA A. YOUNG		\$ -	\$ 220.16	\$ 220.16
075537	405	NEIL ZAHRADNIK		\$ -	\$ 327.75	\$ 327.75
<b>TOTAL</b>						<b>\$ 311,904.90</b>
<b>TOTAL</b>					<b>\$ 311,904.90</b>	

**Motion by Ms. Noland to approve the Accounts Payable for December 10, 2015 in the amount of \$311,904.90. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075541	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
075542	424	AT&T/IL		\$ -	\$ 6.49	\$ 6.49
075543	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,187.69	\$ 1,187.69
075544	413	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 139.01	\$ 139.01
075545	425	B-K OFFICE SUPPLY INC		\$ -	\$ 167.07	\$ 167.07
075545	425	B-K OFFICE SUPPLY INC		\$ -	\$ 1,278.50	\$ 1,278.50
075546	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
075546	425	BOLAND SERVICES		\$ -	\$ 3,785.65	\$ 3,785.65
075546	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
075547	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
075548	PAYROLL	BUREAU F/CHILD SPprt ENF		\$ -	\$ 212.31	\$ 212.31
075549	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
075550	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
075551	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
075552	PAYROLL	LARRY K COLLIER		\$ -	\$ 1,428.48	\$ 1,428.48
075553	717	CREAMERS WRECKER SVC		\$ -	\$ 85.00	\$ 85.00
075554	425	DAYCON		\$ -	\$ 980.80	\$ 980.80
075555	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
075555	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
075556	401	FEDEX		\$ -	\$ 140.82	\$ 140.82
075556	405	FEDEX		\$ -	\$ 74.20	\$ 74.20
075556	700	FEDEX		\$ -	\$ 24.40	\$ 24.40
075557	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 15,215.75	\$ 15,215.75
075558	405	CHARLES B HOWARD		\$ -	\$ 335.75	\$ 335.75
075559	413	GENEVIEVE HUGHES		\$ -	\$ 26.62	\$ 26.62
075560	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,035.00	\$ 3,035.00
075561	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,758.67	\$ 1,758.67
075562	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 33.74	\$ 33.74
075562	424	JEFFERSON PUBLISH CO INC		\$ -	\$ 82.80	\$ 82.80
075563	424	THE JOURNAL		\$ -	\$ 339.66	\$ 339.66
075564	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 40,792.98	\$ 40,792.98
075565	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
075566	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,510.00	\$ 5,510.00
075567	717	J & K PRECISION AUTO CAR		\$ -	\$ 64.95	\$ 64.95
075568	712	LANGUAGE LINE SERVICES		\$ -	\$ 56.35	\$ 56.35
075569	406	MONROE SYS FOR BUSINESS		\$ -	\$ 193.24	\$ 193.24

075570	GRANT	MINGHINI'S		\$ -	\$ 62,201.91	\$ 62,201.91
075571	711	BARBARA J. MILLER		\$ -	\$ 51.00	\$ 51.00
075572	717	MILLER'S CHRYSLER JEEP		\$ -	\$ 114.00	\$ 114.00
075573	716	MATILDA BAY FARM		\$ -	\$ 2,500.00	\$ 2,500.00
075574	PAYROLL	JASON MICKEY		\$ -	\$ 323.03	\$ 323.03
075575	425	MID ATLANTIC ENTRY MD,LL		\$ -	\$ 325.00	\$ 325.00
075576	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
075577	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
075578	413	KAREN OLDEN		\$ -	\$ 11.50	\$ 11.50
075579	ALLOC	JEFF CO PARKS &		\$ -	\$ 26,745.81	\$ 26,745.81
075580	425	POTOMAC EDISON/OH		\$ -	\$ 57.09	\$ 57.09
075581	717	RICE TIRES CO		\$ -	\$ 413.12	\$ 413.12
075582	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
075582	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 2,586.31	\$ 2,586.31
075582	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 58.00	\$ 58.00
075582	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 392.00	\$ 392.00
075583	704	WV REGIONAL JAIL &		\$ -	\$ 103,737.50	\$ 103,737.50
075584	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,470.76	\$ 45,470.76
075584	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.82	\$ 1.82
075584	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 7.76	\$ 7.76
075584	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,634.52	\$ 10,634.52
075584	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 5.11	\$ 5.11
075584	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,854.74	\$ 42,854.74
075586	401	A TOUCH OF CLASS		\$ -	\$ 320.00	\$ 320.00
075586	401	BAUDVILLE INC		\$ -	\$ 125.85	\$ 125.85
075586	401	MARTINS		\$ -	\$ 28.01	\$ 28.01
075586	401	PANERA BREAD		\$ -	\$ 69.07	\$ 69.07
075586	402	AMERICAN PAYROLL ASSOC		\$ -	\$ 219.00	\$ 219.00
075586	402	EZ NETTOOLS		\$ -	\$ 34.95	\$ 34.95
075586	403	ENVELOPE SUPERSTORE		\$ -	\$ 828.62	\$ 828.62
075586	403	KEURIG		\$ -	\$ 259.30	\$ 259.30
075586	403	SHOPLET		\$ -	\$ 35.66	\$ 35.66
075586	403	STAPLES		\$ -	\$ 11.49	\$ 11.49
075586	405	EXPEDIA		\$ -	\$ 8.00	\$ 8.00
075586	405	NATIONAL DISTRICT ATTORN		\$ -	\$ 175.00	\$ 175.00
075586	412	COMCAST		\$ -	\$ 103.63	\$ 103.63
075586	412	STAPLES		\$ -	\$ 96.92	\$ 96.92
075586	413	INTAB LLC		\$ -	\$ 285.85	\$ 285.85
075586	415	FRONTIER		\$ -	\$ 84.27	\$ 84.27
075586	424	FRONTIER		\$ -	\$ 10,469.49	\$ 10,469.49

075586	424	NEOPOST MID ATLANTIC		\$ -	\$ 11,220.00	\$ 11,220.00
075586	425	AERIAL EQUIPMANT		\$ -	\$ 345.29	\$ 345.29
075586	425	COMCAST		\$ -	\$ 615.18	\$ 615.18
075586	425	GRAINGER		\$ -	\$ 198.48	\$ 198.48
075586	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
075586	425	RAG LADY		\$ -	\$ 145.00	\$ 145.00
075586	425	REESES LANDSCAPE NURSERY		\$ -	\$ 129.98	\$ 129.98
075586	425	SHENANDOAH SPRING WATER		\$ -	\$ 745.50	\$ 745.50
075586	425	THE HOME DEPOT		\$ -	\$ 266.46	\$ 266.46
075586	425	UNITED RENTALS		\$ -	\$ 473.90	\$ 473.90
075586	425	84 LUMBER		\$ -	\$ 219.71	\$ 219.71
075586	428	BATTERY MART		\$ -	\$ 62.80	\$ 62.80
075586	428	SERVER SUPPLY		\$ -	\$ 1,620.00	\$ 1,620.00
075586	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 527.29	\$ 527.29
075586	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 708.45	\$ 708.45
075586	433	AMAZON		\$ -	\$ 42.18	\$ 42.18
075586	433	HOLIDAY INN		\$ -	\$ 107.00	\$ 107.00
075586	439	SPRINT		\$ -	\$ 56.38	\$ 56.38
075586	439	WAL-MART		\$ -	\$ 5.96	\$ 5.96
075586	700	APPLEBEES		\$ -	\$ 44.14	\$ 44.14
075586	700	ARBYS		\$ -	\$ 21.99	\$ 21.99
075586	700	BARRE ARMY NAVY STORE		\$ -	\$ 85.00	\$ 85.00
075586	700	DJ'S 50 AND 60'S DINER		\$ -	\$ 13.73	\$ 13.73
075586	700	FAIRFIELD INN & SUITES		\$ -	\$ 178.00	\$ 178.00
075586	700	LESS AUTO & TRUCK REP		\$ -	\$ 600.00	\$ 600.00
075586	700	PETCO		\$ -	\$ 102.70	\$ 102.70
075586	700	RIVER CITY FARM & PET SU		\$ -	\$ 66.51	\$ 66.51
075586	700	STAPLES		\$ -	\$ 329.12	\$ 329.12
075586	700	TEXAS ROADHOUSE		\$ -	\$ 45.27	\$ 45.27
075586	700	THE LOCKER ROOM		\$ -	\$ 270.00	\$ 270.00
075586	700	WAL-MART		\$ -	\$ 324.64	\$ 324.64
075586	711	ASFPM		\$ -	\$ 140.00	\$ 140.00
075586	711	GRAINGER		\$ -	\$ 86.36	\$ 86.36
075586	711	HOLIDAY INN		\$ -	\$ 224.12	\$ 224.12
075586	711	INTERNATIONAL ASSOC		\$ -	\$ 99.00	\$ 99.00
075586	711	KEEPER		\$ -	\$ 29.99	\$ 29.99
075586	711	OFFICE MAX		\$ -	\$ 48.95	\$ 48.95
075586	711	340 CAR WASH		\$ -	\$ 10.00	\$ 10.00
075586	712	FRONTIER		\$ -	\$ 55.00	\$ 55.00
075586	712	STAPLES		\$ -	\$ 60.20	\$ 60.20

075586	712	TELTRONIC		\$ -	\$ 1,580.00	\$ 1,580.00
075586	712	THE HOME DEPOT		\$ -	\$ 9.86	\$ 9.86
075586	712	WAL-MART		\$ -	\$ 17.85	\$ 17.85
075586	716	AMAZON		\$ -	\$ 901.73	\$ 901.73
075586	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 435.00	\$ 435.00
075586	716	PANHANDLE PRINTING AND D		\$ -	\$ 138.60	\$ 138.60
075586	716	STAPLES		\$ -	\$ 325.83	\$ 325.83
075586	716	WAL-MART		\$ -	\$ 151.12	\$ 151.12
075586	717	HAGERSTOWN FORD		\$ -	\$ 429.95	\$ 429.95
075586	717	THE HOME DEPOT		\$ -	\$ 43.18	\$ 43.18
075586	717	WVSP TRAFFICE RECORDS		\$ -	\$ 165.00	\$ 165.00
075587	425	VALLEY HARDWARE COMPANY		\$ -	\$ 51.83	\$ 51.83
075588	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 29,692.17	\$ 29,692.17
075589	403	VITAL SIGNS		\$ -	\$ 275.00	\$ 275.00
075590	711	BRANDON VALLEE		\$ -	\$ 51.00	\$ 51.00
075591	413	LOCKE WYSONG		\$ -	\$ 13.80	\$ 13.80
075592	700	WILLIAM WALTERS		\$ -	\$ 55.77	\$ 55.77
075593	439	XEROX CORPORATION		\$ -	\$ 523.52	\$ 523.52
075594	413	BETHEL METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
075595	413	CAMP HILL WESLEY UNITED		\$ -	\$ 150.00	\$ 150.00
075596	413	CHARLES TOWN BAPTIST		\$ -	\$ 100.00	\$ 100.00
075597	413	FIRST BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
075598	413	KABLETOWN METHODIST CHRC		\$ -	\$ 150.00	\$ 150.00
075599	413	LEETOWN METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
075600	413	JEAN L ROBERTS		\$ -	\$ 10.35	\$ 10.35
075601	413	TARA M.MORGAN		\$ -	\$ 12.65	\$ 12.65
075602	413	JAMES EDDY		\$ -	\$ 18.40	\$ 18.40
075603	413	BLUE RIDGE MTN VOL FIRE		\$ -	\$ 100.00	\$ 100.00
075604	413	NORA DRISH		\$ -	\$ 25.88	\$ 25.88
075605	413	CHERYL HUFF		\$ -	\$ 14.38	\$ 14.38
075606	413	OAKLAND METHODIST CHURCH		\$ -	\$ 100.00	\$ 100.00
075607	413	MARY R. RING		\$ -	\$ 24.15	\$ 24.15
075608	413	CONNOR NEWLON		\$ -	\$ 6.90	\$ 6.90
075609	413	JEFFERSON COUNTY COUNCIL		\$ -	\$ 100.00	\$ 100.00
075610	413	VIVIAN HENRY		\$ -	\$ 8.63	\$ 8.63
075611	413	JEFFERSON ACADEMY		\$ -	\$ 200.00	\$ 200.00
075612	413	GARY HENRY		\$ -	\$ 5.75	\$ 5.75
075613	413	CATHRYN JACKSON		\$ -	\$ 50.00	\$ 50.00
075614	413	STEVEN CROWE		\$ -	\$ 18.40	\$ 18.40
075615	413	ANITA FLESHMAN		\$ -	\$ 19.55	\$ 19.55

075616	413	ROBERT GRAF SR.		\$ -	\$ 31.05	\$ 31.05
075617	413	ELIZABETH COYLE		\$ -	\$ 24.73	\$ 24.73
075618	413	PAMELA CARROLL		\$ -	\$ 18.98	\$ 18.98
075619	413	MELINDA MAYE		\$ -	\$ 21.28	\$ 21.28
075620	413	JACQUELINE C. SHADLE		\$ -	\$ 16.68	\$ 16.68
075621	413	MARTY FREEMAN		\$ -	\$ 5.75	\$ 5.75
075622	413	DEVON ENGLE		\$ -	\$ 17.25	\$ 17.25
075623	413	TRINITY EPISCOPAL CHURCH		\$ -	\$ 100.00	\$ 100.00
075624	413	NANCY SCHAFFER		\$ -	\$ 50.00	\$ 50.00
075625	413	JENNIFER SCHULTZ		\$ -	\$ 27.60	\$ 27.60
075626	413	JENNIFER COGLE		\$ -	\$ 10.93	\$ 10.93
075627	413	ST JAMES LUTHERAN CHURCH		\$ -	\$ 100.00	\$ 100.00
075628	413	FELLOWSHIP BIBLE CHURCH		\$ -	\$ 200.00	\$ 200.00
075629	413	SUMMIT PT BAPTIST CHURCH		\$ -	\$ 100.00	\$ 100.00
075630	413	AMY SILVER		\$ -	\$ 23.00	\$ 23.00
075631	413	LORRAINE GOFF		\$ -	\$ 50.00	\$ 50.00
075632	413	SHARON HALL		\$ -	\$ 5.75	\$ 5.75
075633	413	JOHN LINDBERG		\$ -	\$ 50.00	\$ 50.00
075634	413	JOHN SHOEDEL		\$ -	\$ 4.60	\$ 4.60
075635	413	CATHERINE DINGES		\$ -	\$ 50.00	\$ 50.00
075636	413	TERESA PANGLE		\$ -	\$ 21.28	\$ 21.28
075637	413	OTIS MORGAN		\$ -	\$ 30.48	\$ 30.48
075638	413	JAYME METZGAR		\$ -	\$ 18.40	\$ 18.40
075639	413	AMY RINGER FLINT		\$ -	\$ 5.75	\$ 5.75
075640	413	CONNOR HOWARD		\$ -	\$ 100.00	\$ 100.00
075641	413	KEEGAN MAHONY		\$ -	\$ 100.00	\$ 100.00
075642	413	VELMA GREENE		\$ -	\$ 50.00	\$ 50.00
075643	413	ANDREA COMPTON		\$ -	\$ 50.00	\$ 50.00
075644	413	CROSSROADS CHURCH		\$ -	\$ 200.00	\$ 200.00
<b>TOTAL</b>						<b>\$ 456,761.52</b>
<b>TOTAL</b>					<b>\$ 456,761.52</b>	

**Motion by Mr. Bell to approve the accounts payable for December 17, 2015 in the amount of \$456,761.52. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

<b>COAL SEVERANCE</b>			
<b>002</b>			
Date	Check #	VENDOR	Amount
12/11/2015		<b>EASTRIDGE HEALTH SYSTEM</b>	\$ 450.00
<b>HOME DETETION</b>			
<b>008</b>			
Date	Check #	VENDOR	Amount
12/11/15	515	<b>3M ELECTRONIC MONITORING</b>	\$ 3,740.00
11/15/15	514	<b>CDA</b>	\$ 247.50
<b>ASSESSOR VALUATION</b>			
<b>056</b>			
Date	Check #	VENDOR	Amount
12/11/2015	567	<b>MONROE SYSTEMS</b>	\$ 596.35
	568	<b>WVSPS</b>	\$ 25.00
	566	<b>KNIGHT CONSULTING</b>	\$ 100.00
<b>TEEN COURT</b>			
<b>077</b>			
Date	Check #	VENDOR	Amount
12/11/2015	1043	<b>TEEN COURT</b>	\$ 760.00
<b>BARDANE</b>			
<b>244</b>			
Date	Check #	VENDOR	Amount
12/11/2015	582	<b>POTOMAC EDISON</b>	\$ 6,929.03
<b>IMPACT FEES</b>			
<b>249</b>			
Date	Check #	VENDOR	Amount
12/11/2015	1020	<b>SHERIFF JEFFERSON CO -SCHOOL</b>	\$ 71,523.43
	1021	<b>SHERIFF JEFFERSON CO - LAW</b>	\$ 1,390.50

	1022	SHERIFF JEFFERSON CO - PARKS	\$ 5,496.49
	1023	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 604.50
<b>TOTAL</b>			<b>\$ 91,862.80</b>

**Motion by Ms. Noland to approve the Manual Checks for December 11, 2015 in the amount of \$91,862.80. Motion seconded and unanimously approved.**

<b>+</b>			
<b>-</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
12/18/15	516	<b>3M ELECTRONIC MONITORING</b>	\$ 3,600.00
<b>ASSESSOR VALUATION</b>			
<b>O56</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
12/18/2015	569	<b>UNITED BANK</b>	\$ 148.22
<b>FARMLAND PROTECTION BOARD</b>			
<b>O57</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
12/18/2015	271	<b>JEFFERSON CO FARMLAND PROT.</b>	\$ 56,631.98
<b>TOTAL</b>			<b>\$ 60,380.20</b>

**Motion by Mr. Manuel to approve the Manual Checks for December 18, 2015 in the amount of \$60,380.20. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

No public comment was provided during this meeting.

## PRESENTATIONS

1. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management – requested the appointments/reappointments of multiple members to the Jefferson County Homeland Security and Emergency Management Steering Committee, each for a two-year term.
  - **Motion by Ms. Noland to approve the appointments of the new members to include: Clair Brendel, American Red Cross; Michele Goldman, Eastern Panhandle Care Clinic, as well as the reappointments of John Sherwood, Jefferson County Chamber of Commerce; Sandy Green, WV Homeland Security Region 3 Area Liaison; Jeff Polczynski, Jefferson County Emergency Communications; Katherine Dunbar, Good Shepherd Interfaith Caregivers; Chuck Ellison, Frontier Communications; and Ed Smith representing Fire & Rescue. Motion seconded and unanimously approved.**
2. Interview and Appointment to the Jefferson County Development Authority Board of Directors – one unexpired term ending April 5, 2016.
  - **Motion by Ms. Noland to appoint Neil McLaughlin to the Jefferson County Development Authority Board of Directors for one unexpired term ending April 5, 2016. Motion seconded and unanimously approved.**
3. Roger Goodwin, Chief County Engineer
  - a. Requested the approval to allow Staff to call on any Letters of Credit that have not been renewed by Wednesday, January 6, 2016.
    - **Motion by Mr. Bell to authorize Engineering Staff to call any Letters of Credit that are due that have not been renewed by the close of business on Wednesday, January 6, 2016. Motions seconded and unanimously approved.**
  - b. Complete Construction Bond Release for Hartzell Gardens Subdivision.
    - **Motion by Mr. Bell to authorize a complete release of Letter of Credit #261 in the amount of \$57,310.00 construction bond amount for BCT/Hartzell Gardens, LLC – Hartzell Gardens Subdivision, Lots 1-9 (File#05-24). Motion seconded and unanimously approved.**
4. Jennifer Brockman, Director, Jefferson County Planning and Zoning
  - a. Requested reimbursement for copying costs which exceeded the estimated amount.

- **Motion by Mr. Bell to reimburse Robert Barrat in the amount of \$10.00 for excess copying costs. Motion seconded and unanimously approved.**
- b. Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance (File # ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial Zoning Districts.
- **Motion by Mr. Manuel to schedule a public hearing to receive input on the proposed redlined edits to the Jefferson County Zoning Ordinance (File #ZTA 15-02) and proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-04) regarding permitting campgrounds in rural and commercial zoning districts at a date yet to be determined. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am  
The Commission reconvened at 11:00 am.
6. Pete Dougherty, Sheriff
- a. Transfer of Funds – Mr. Dougherty requested the transfer of \$25,500 in available funds from Salary and Wages (700-01-103) to Auto Supplies (700-03-343) to cover the price of a replacement vehicle.
- **Motion by Mr. Manuel to approve the transfer of funds a presented by the Sheriff. Motion seconded and unanimously approved.**
- b. Appointment of Special Deputy
- **Motion by Ms. Noland to appoint Mason Carter as a special deputy for limited purposes related to his job duties and as outlined in a separate memorandum of understanding. Motion seconded and unanimously approved.**
7. Bill Polk, Director of Maintenance – requested the approval of employment for two custodial/janitorial vacancies.
- **Motion by Mr. Manuel to approve the employment of Julia Lewis and Linda Nicodemus as custodial staff within the Maintenance Department at a Step A, Grade II. Motion seconded and unanimously approved.**
8. Nathan Cochran, Assistant Prosecuting Attorney – provided the Commission with a legal update on the following cases: 15-C-282, 15-AA-4, and 13-C-432.

- **Motion by Mr. Manuel to enter into Executive Session to discuss pending litigation pursuant to the authority in Peters v. Wood County Commission. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to direct counsel to proceed as directed during Executive Session. Motion seconded and unanimously approved.**

## **UNFINISHED BUSINESS**

9. Decision – Proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05).
  - **Motion by Mr. Manuel to approve the proposed redlined edits to the Jefferson County Subdivision Regulations as presented. Motion seconded and unanimously approved.**
10. Development of topics and list of invitees for meeting with the West Virginia Public Service Commission to discuss the Jefferson County Public Service District.
  - It was the consensus of the Commission to invite all local utility providers to the meeting with staff of the WVPSC, and to use the meeting as an informational session about the purpose, function, and authority of the WVPSC and how it relates to the Public Service District.
11. Request by the Jefferson Arts Council/City of Charles Town to use the Jefferson County Commission meeting room on Thursday, January 7, 2016 at 7:00 p.m. for a meeting with local artists.
  - **Motion by Ms. Noland to approve the use of the Jefferson County Commission meeting room by the Jefferson Arts Council/City of Charles Town on Thursday, January 7, 2016 at 7:00 pm. Motion seconded and unanimously approved.**
12. Request by Jefferson County Parks and Recreation/local Girl Scout troop to use the Jefferson County Commission meeting room on Saturday, December 19, 2015 at 4:30 pm as a meeting location prior to caroling in downtown Charles Town.
  - **Motion by Ms. Noland to approve the use of the Jefferson County Commission meeting room for JCPRC/local Girl Scouts on Saturday, December 19, 2015 at 4:30 pm. Motion seconded and unanimously approved.**

13. Request to use the Jefferson County Jail (in the Circuit Clerk's building) on December 21, 2015 for the launch and introduction of the 2016 Historic Preservation Calendar for the WV Division of Culture and History.

- **Motion by Ms. Noland to approve the use of the Jefferson County Jail on December 21, 2015 for the launch and introduction of the 2016 Historic Preservation Calendar for the WV Division of Culture and History. Motion seconded and unanimously approved.**

### **FINANCIAL DIRECTOR REPORTS**

- Discussion and Determination of FY17 Budget Instruction from Commission to Departments – it was the consensus of the Commission to once again request all department heads, elected officials, etc. to participate in the zero-based budget formula. The Commission also expressed interest in a staffing study for all departments and offices.
- Review of Budget to Actual as of November 30, 2015

### **COUNTY ADMINISTRATOR REPORTS**

- Reminder of Special Election Canvass – Friday, December 18, 2015 at 9:30 am – Jefferson County Courthouse, 100 E. Washington Street, Charles Town, WV – Ms. Grove reminded the Commission of the Canvass for the December 12, 2015 Special Election for the renewal of the excess levy. The Commission also tentatively decided to certify the election results during a special session on Monday, December 28, 2015 at 9:30 a.m.
- Personnel Issue – Executive Session
  - **Motion by Mr. Manuel to enter into Executive Session to discuss a personnel issue. Motion seconded and unanimously approved.**

### **COUNTY COMMISSION REPORTS**

Patsy Noland

- Attended a PSD meeting.
- Participated in a JCESA Ride-Along and visited with five fire companies.
- Attended the Jefferson County Employee Holiday Luncheon.
- Attended a Council on Aging luncheon.

Dale Manuel

- Marched in the Shepherdstown and Charles Town/Ranson Christmas parades.
- Attended a PSD meeting.

- Attended a Planning Commission meeting.
- Chaired a Day Report Center meeting.
- Shopped for toys for the Kiwanis' Santa's Toy Shop.
- Attended the Driswood Christmas Concert.
- Attended the Hour of Coding at Wildwood Elementary School.
- Attended the Levy vote tally at the Courthouse.
- Attended the Jefferson County Employee Holiday Luncheon.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a Water Advisory Committee meeting.
- Attended a Wildwood Band Christmas Concert meeting.

Eric Bell

- Attended the Eastern Panhandle Business Association Luncheon.
- Attended Adult and Juvenile Drug Courts.
- Attended the Charles Town Middle School Chorus concert.
- Attended a Planning Commission meeting.
- Attended the Jefferson County Employee Holiday Luncheon.

Walt Pellish

- Spent the evening at the Courthouse to watch the returns on the vote for the renewal of the Excess Levy.
- Spent time with the staff of JCESA.
- Attended the Jefferson County Employee Holiday Luncheon.

Jane Tabb

- Attended a Farmland Protection Board Easement Committee meeting.
- Attended a PSD meeting.
- Attended a regular Farmland Protection Board meeting.
- Attended an AmeriCorps Send-Off celebration.
- Attended an ESA meeting.
- Attended the Jefferson County Employee Holiday Luncheon.

14. The meeting was adjourned at 12:58 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

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JANE M. TABB, PRESIDENT

Respectfully submitted  
 Jessica D. Carroll  
 Administrative Assistant