

SPECIAL SESSION:

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held at the Jefferson County Commission meeting room located at 200 E. Washington Street, Charles Town, WV 25414 on January 28, 2016 at 1:30 pm (An audio file of the January 28, 2016 meeting is available through the Jefferson County Commission Office.)

PRESENT: Patsy Noland, President
Walt Pellish, Vice President
Eric Bell, Commissioner
Dale Manuel, Commissioner
Jane Tabb, Commissioner
Angie Banks, Assessor
June Bowers, Senior Appraiser
Stephanie Grove, County Administrator
Jessica Carroll, Administrative Assistant

RE: **2016 Board of Review and Equalization/Approval of Maintenance Employee**

Commissioner Noland called the meeting to order at 1:31 p.m. and led the Pledge of Allegiance. Commissioner Noland stated the purpose of the meeting was to convene as a Board of Review and Equalization. Angela Banks, Assessor, stated there were no hearings scheduled for the day; however, there were two hearings scheduled for Tuesday, February 2, 2016 at 1:30 pm.

- **There being no further business before the Board of Review and Equalization, motion by Mr. Manuel to recess as a Board of Review and Equalization until Tuesday, February 2, 2016 at 1:30 pm. Motion seconded and unanimously approved.**

The Commission then convened in regular session to discuss the approval of employment for Ciara Mick, potential custodian for the Jefferson County Maintenance Department.

- **Motion by Mr. Manuel to approve the employment of Ciara Mick within the Jefferson County Maintenance Department at a Step A, Grade II with a starting salary of \$25,625.00, effective immediately. Motion seconded and unanimously approved.**
- **There being no further business, motion by Mr. Pellish to adjourn at 1:36 pm. Motion seconded and unanimously approved.**

PATRICIA A. NOLAND, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Executive Administrative Assistant