

Minutes

Jefferson County Commission

Thursday, March 17, 2016

A meeting of the Jefferson County Commission was held on Thursday, March 17, 2016 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, Patsy Noland, Walter Pellish, and Jane Tabb. Commissioner Dale Manuel was absent due to illness. Also present were Sandy McDonald, Deputy County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, March 17, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Bell led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the March 3, 2016 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Bell to approve the March 3, 2016 Payroll in the amount of \$231,094.44. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076030	PAYROLL	KIMBERLY D BURKE			\$ 301.06	\$ 301.06
076031	PAYROLL	BUREAU F/CHILD SUPPORT			\$ 49.85	\$ 49.85
076032	PAYROLL	BUREAU F/CHILD SPPRT ENF			\$ 212.31	\$ 212.31
076033	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 461.54	\$ 461.54

076034	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 119.54	\$ 119.54
076035	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 530.77	\$ 530.77
076036	402	CSSI-COMPLETE SYSTEM SPR			\$ 424.00	\$ 424.00
076037	428	DOUBLE RADIUS			\$ 247.13	\$ 247.13
076038	425	J.C.EHRLICH			\$ 225.00	\$ 225.00
076039	PAYROLL	STEPHANIE GROVE			\$ 231.26	\$ 231.26
076040	PAYROLL	JERRI HERBERT			\$ 2,250.00	\$ 2,250.00
076041	401	RICOH USA, INC			\$ 136.01	\$ 136.01
076041	403	RICOH USA, INC			\$ 58.14	\$ 58.14
076041	404	RICOH USA, INC			\$ 29.07	\$ 29.07
076041	405	RICOH USA, INC			\$ 154.58	\$ 154.58
076041	406	RICOH USA, INC			\$ 29.07	\$ 29.07
076041	425	RICOH USA, INC			\$ 33.48	\$ 33.48
076041	433	RICOH USA, INC			\$ 44.30	\$ 44.30
076041	440	RICOH USA, INC			\$ 64.29	\$ 64.29
076041	700	RICOH USA, INC			\$ 58.14	\$ 58.14
076041	712	RICOH USA, INC			\$ 163.65	\$ 163.65
076042	401	JEFFERSON PUBLISH CO INC			\$ 119.02	\$ 119.02
076042	402	JEFFERSON PUBLISH CO INC			\$ 187.90	\$ 187.90
076042	712	JEFFERSON PUBLISH CO INC			\$ 36.00	\$ 36.00
076043	PAYROLL	JEFFERSON SECURITY BANK			\$ 5,510.00	\$ 5,510.00
076044	PAYROLL	HELEN M. MORRIS, TRUSTEE			\$ 150.00	\$ 150.00
076045	PAYROLL	NATIONWIDE RETIREMENT			\$ 749.00	\$ 749.00
076046	439	WVU FOUNDATION, INC.			\$ 90.00	\$ 90.00
076047	428	OFFICEMAX			\$ 1,669.47	\$ 1,669.47
076048	425	RCS SECURITY			\$ 297.50	\$ 297.50
076049	GRANT	RCS SECURITY			\$ 1,798.20	\$ 1,798.20
076050	PAYROLL	RETIREE HLTH BENEFIT TRS			\$ 6,841.00	\$ 6,841.00
076051	ALLOC	SHEPHERDSTOWN FIRE CO			\$ 60,000.00	\$ 60,000.00
076052	402	SOFTWARE SYSTEMS, INC			\$ 27.00	\$ 27.00
076052	403	SOFTWARE SYSTEMS, INC			\$ 1,200.24	\$ 1,200.24
076052	403	SOFTWARE SYSTEMS, INC			\$ 2,578.00	\$ 2,578.00
076052	404	SOFTWARE SYSTEMS, INC			\$ 737.00	\$ 737.00
076052	406	SOFTWARE SYSTEMS, INC			\$ 58.00	\$ 58.00
076052	428	SOFTWARE SYSTEMS, INC			\$ 392.00	\$ 392.00
076053	408	STATE TAX DEPARTMENT			\$ 14,068.44	\$ 14,068.44
076054	704	WV REGIONAL JAIL &			\$ 82,604.00	\$ 82,604.00
076055	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 42,972.54	\$ 42,972.54
076055	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 10,050.12	\$ 10,050.12
076055	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 41,022.36	\$ 41,022.36

076056	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 3,035.00	\$ 3,035.00
076057	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 2,985.00	\$ 2,985.00
076058	401	STAPLES CREDIT PLAN			\$ 67.21	\$ 67.21
076059	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 114.75	\$ 114.75
076060	717	THOMASSEN AUTO GROUP			\$ 52.25	\$ 52.25
076061	425	CAPITAL TRISTATE			\$ 486.43	\$ 486.43
076062	402	XEROX CORPORATION			\$ 1,226.22	\$ 1,226.22
076062	439	XEROX CORPORATION			\$ 505.61	\$ 505.61
076063	413	REVA MICKEY			\$ 150.00	\$ 150.00
076064	413	F.J. HEFESTAY JR			\$ 150.00	\$ 150.00
TOTAL						\$ 287,753.45
TOTAL					\$ 287,753.45	

Motion by Mr. Bell to approve the Accounts Payable for March 10, 2016 in the amount of \$467,753.45. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076066	405	ACCURATE SYSTEMS INC		\$ -	\$ 800.00	\$ 800.00
076066	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
076067	402	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 59.97	\$ 59.97
076068	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
076068	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
076069	413	CASTO & HARRIS INC		\$ -	\$ 243.70	\$ 243.70
076070	402	CLERK OF CO. COMMISSION		\$ -	\$ 91.24	\$ 91.24
076071	PAYROLL	NATHAN COCHRAN		\$ -	\$ 2,250.00	\$ 2,250.00
076072	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
076072	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
076073	PAYROLL	ALEXANDRA BEAULIEU		\$ -	\$ 503.74	\$ 503.74
076074	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 24,515.68	\$ 24,515.68
076075	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
076076	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 102.86	\$ 102.86
076076	404	JEFFERSON PUBLISH CO INC		\$ -	\$ 144.90	\$ 144.90
076077	443	JEFFERSON DAY REPORT CNT		\$ -	\$ 15,303.60	\$ 15,303.60
076078	717	JASPER ENGINE&TRANSMISSN		\$ -	\$ 1,326.00	\$ 1,326.00
076079	405	MATTHEW BENDER & CO		\$ -	\$ 122.83	\$ 122.83
076080	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 2,805.74	\$ 2,805.74
076081	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 52.14	\$ 52.14
076081	403	PIFER OFFICE SUPPLY, INC		\$ -	\$ 20.15	\$ 20.15
076081	413	PIFER OFFICE SUPPLY, INC		\$ -	\$ 60.00	\$ 60.00

076082	424	POTOMAC EDISON/OH		\$ -	\$ 2,215.12	\$ 2,215.12
076082	425	POTOMAC EDISON/OH		\$ -	\$ 23,254.46	\$ 23,254.46
076082	425	POTOMAC EDISON/OH		\$ -	\$ 3,888.63	\$ 3,888.63
076083	424	RODGERS CLOCK SERVICE		\$ -	\$ 235.00	\$ 235.00
076084	425	RCS SECURITY		\$ -	\$ 564.00	\$ 564.00
076085	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
076085	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 60.00	\$ 60.00
076086	403	WV ASSOC OF CIRCUIT CLER		\$ -	\$ 100.00	\$ 100.00
076087	405	BRANDON C.H. SIMS		\$ -	\$ 10.00	\$ 10.00
076090	401	BAUDVILLE INC		\$ -	\$ 145.50	\$ 145.50
076090	401	EMBASSY SUITES		\$ -	\$ 876.42	\$ 876.42
076090	401	PANERA BREAD		\$ -	\$ 101.20	\$ 101.20
076090	401	PILOT		\$ -	\$ 52.00	\$ 52.00
076090	401	SKILLPATH		\$ -	\$ 249.00	\$ 249.00
076090	401	SPRINT		\$ -	\$ 54.84	\$ 54.84
076090	401	7 ELEVEN		\$ -	\$ 19.00	\$ 19.00
076090	402	EZ NETTOOLS		\$ -	\$ 34.95	\$ 34.95
076090	402	PFC PRODUCTS		\$ -	\$ 487.44	\$ 487.44
076090	403	ARBYS		\$ -	\$ 5.64	\$ 5.64
076090	403	DAIRY QUEEN		\$ -	\$ 19.26	\$ 19.26
076090	403	EMBASSY SUITES		\$ -	\$ 464.95	\$ 464.95
076090	403	MAACM		\$ -	\$ 40.00	\$ 40.00
076090	403	OUTBACK		\$ -	\$ 25.12	\$ 25.12
076090	403	SHOPLET		\$ -	\$ 128.12	\$ 128.12
076090	403	SPRINT		\$ -	\$ 54.84	\$ 54.84
076090	405	SKILLPATH		\$ -	\$ 498.00	\$ 498.00
076090	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
076090	415	SPRINT		\$ -	\$ 108.63	\$ 108.63
076090	424	FRONTIER		\$ -	\$ 10,892.80	\$ 10,892.80
076090	424	ROACH ENERGY		\$ -	\$ 973.48	\$ 973.48
076090	424	SPRINT		\$ -	\$ 54.84	\$ 54.84
076090	424	THE HOME DEPOT		\$ -	\$ 124.40	\$ 124.40
076090	424	WWW.LOGMEIN.COM		\$ -	\$ 149.00	\$ 149.00
076090	424	84 LUMBER		\$ -	\$ 5.47	\$ 5.47
076090	425	AMAZON		\$ -	\$ 413.67	\$ 413.67
076090	425	COMCAST		\$ -	\$ 1,044.26	\$ 1,044.26
076090	425	GRAINGER		\$ -	\$ 568.78	\$ 568.78
076090	425	INTERSTATE ALL BATTERY		\$ -	\$ 95.85	\$ 95.85
076090	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 221.62	\$ 221.62
076090	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76

076090	425	ROACH ENERGY		\$ -	\$ 1,050.13	\$ 1,050.13
076090	425	SHENANDOAH SPRING WATER		\$ -	\$ 712.65	\$ 712.65
076090	425	THE HOME DEPOT		\$ -	\$ 618.96	\$ 618.96
076090	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 3,120.80	\$ 3,120.80
076090	425	84 LUMBER		\$ -	\$ 223.15	\$ 223.15
076090	428	AMAZON		\$ -	\$ 199.00	\$ 199.00
076090	428	CDW GOVERMENT		\$ -	\$ 274.23	\$ 274.23
076090	428	CDW GOVERMENT		\$ -	\$ 304.32	\$ 304.32
076090	428	DELL		\$ -	\$ 723.31	\$ 723.31
076090	428	NAME-CHEAP.COM		\$ -	\$ 80.64	\$ 80.64
076090	428	SPRINT		\$ -	\$ 109.62	\$ 109.62
076090	433	LYLE SIGNS		\$ -	\$ 224.34	\$ 224.34
076090	433	SPRINT		\$ -	\$ 54.84	\$ 54.84
076090	439	APA - MEMBERSHIP		\$ -	\$ 642.00	\$ 642.00
076090	439	MILLERS OFFICE PRODUCTS		\$ -	\$ 9.20	\$ 9.20
076090	439	SPIRIT OF JEFFERSON		\$ -	\$ 79.54	\$ 79.54
076090	439	SPRINT		\$ -	\$ 54.84	\$ 54.84
076090	439	THE RESORT AT GLADESPRIN		\$ -	\$ 185.72	\$ 185.72
076090	440	ASFPM		\$ -	\$ 140.00	\$ 140.00
076090	440	SPRINT		\$ -	\$ 54.84	\$ 54.84
076090	440	USPS US POSTAL SERVICE		\$ -	\$ 102.00	\$ 102.00
076090	GRANT	TRACTICAL AND SURVIVAL		\$ -	\$ 381.34	\$ 381.34
076090	451	SPIRIT OF JEFFERSON		\$ -	\$ 191.78	\$ 191.78
076090	700	AMAZON		\$ -	\$ 645.73	\$ 645.73
076090	700	BIG LOTS		\$ -	\$ 21.40	\$ 21.40
076090	700	DIGITAL ALLY INC		\$ -	\$ 4,335.16	\$ 4,335.16
076090	700	DIGITAL ALLY INC		\$ -	\$ 484.84	\$ 484.84
076090	700	FOOD LION		\$ -	\$ 116.36	\$ 116.36
076090	700	GALLS		\$ -	\$ 873.49	\$ 873.49
076090	700	GOWERS FEED INC		\$ -	\$ 95.98	\$ 95.98
076090	700	GS IMAGES		\$ -	\$ 1,100.00	\$ 1,100.00
076090	700	JEFFERSON CO HEALTH DEPT		\$ -	\$ 130.00	\$ 130.00
076090	700	KUSTOM SIGNALS		\$ -	\$ 1,941.52	\$ 1,941.52
076090	700	QUICK MEDICAL		\$ -	\$ 41.00	\$ 41.00
076090	700	RIVER CITY FARM & PET SU		\$ -	\$ 66.51	\$ 66.51
076090	700	SLEEP INN		\$ -	\$ 79.99	\$ 79.99
076090	700	SPIRIT OF JEFFERSON		\$ -	\$ 177.90	\$ 177.90
076090	700	SPRINT		\$ -	\$ 1,304.93	\$ 1,304.93
076090	700	TRACTICAL AND SURVIVAL		\$ -	\$ 1,534.23	\$ 1,534.23
076090	700	TRUCKVAULT INC		\$ -	\$ 1,943.02	\$ 1,943.02

076090	700	WV SIGNAL & LIGHT		\$ -	\$ 6,360.87	\$ 6,360.87
076090	701	DICK'S CLOTHING/SPORTING		\$ -	\$ 90.07	\$ 90.07
076090	701	FINISH LINE		\$ -	\$ 92.64	\$ 92.64
076090	701	GANDER MOUNTAIN		\$ -	\$ 105.28	\$ 105.28
076090	701	TARGET		\$ -	\$ 70.85	\$ 70.85
076090	711	CHICK-FIL-A		\$ -	\$ 66.53	\$ 66.53
076090	711	KEEPER		\$ -	\$ 29.99	\$ 29.99
076090	711	KEEPER SECURITY		\$ -	\$ 29.99	\$ 29.99
076090	711	MICROTEL		\$ -	\$ 89.00	\$ 89.00
076090	711	PROPAC INC		\$ -	\$ 154.08	\$ 154.08
076090	711	SPRINT		\$ -	\$ 186.91	\$ 186.91
076090	711	STAPLES		\$ -	\$ 579.19	\$ 579.19
076090	711	STAPLES		\$ -	\$ 194.98	\$ 194.98
076090	711	THE JOURNAL PUBLISH		\$ -	\$ 193.48	\$ 193.48
076090	712	APCO INTERNATIONAL INC.		\$ -	\$ 169.00	\$ 169.00
076090	712	FIRST CONTACT 911		\$ -	\$ 676.00	\$ 676.00
076090	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
076090	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 1,872.00	\$ 1,872.00
076090	712	SPRINT		\$ -	\$ 1,649.30	\$ 1,649.30
076090	712	STAPLES		\$ -	\$ 26.99	\$ 26.99
076090	712	USPS US POSTAL SERVICE		\$ -	\$ 7.40	\$ 7.40
076090	716	EXTENDED STAY		\$ -	\$ 556.57	\$ 556.57
076090	716	HILLSIDE VETERINARY HOSPITAL		\$ -	\$ 58.00	\$ 58.00
076090	716	THE HOME DEPOT		\$ -	\$ 43.82	\$ 43.82
076090	716	THOMASSEN FORD MERCURY		\$ -	\$ 81.03	\$ 81.03
076090	716	WEISS BROS OF HAGERSTOWN		\$ -	\$ 95.46	\$ 95.46
076090	716	WV TREASURY		\$ -	\$ 750.00	\$ 750.00
076090	717	APOLLO OIL LLC		\$ -	\$ 794.90	\$ 794.90
076090	717	CAPITOL USED CAR		\$ -	\$ 40.00	\$ 40.00
076090	717	CHRISTY ENTERPRISE		\$ -	\$ 44.84	\$ 44.84
076090	717	FISHER AUTO PARTS		\$ -	\$ 85.03	\$ 85.03
076090	717	SNAP ON TOOLS		\$ -	\$ 1,520.95	\$ 1,520.95
076090	900	SPRINT		\$ -	\$ 145.89	\$ 145.89
076091	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 647.25	\$ 647.25
TOTAL					\$ 150,904.80	\$ 150,904.80

Motion by Mr. Bell to approve the Accounts Payable for March 17, 2016 in the amount of \$150,904.80. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
03/11/16	419	EASTRIDGE HEALTH SYSTEM	\$ 700.00
HOME DETETION			
008			
Date	Check #	VENDOR	Amount
03/11/16	523	3M ELECTRONIC MONITORING	\$ 3,425.00
03/11/16	524	UNITED BANK	\$ 54.84
03/11/16	525	CDA	\$ 239.25
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
03/11/16	574	KNIGHT CONSULTING	\$ 100.00
03/11/16	575	UNITED BANK/EMBASSY SUITES	\$ 315.54
03/11/16	576	GLOBAL SCIENCE & TECH	\$ 6,250.25
FARMLAND PROTECTION BOARD			
057			
Date	Check #	VENDOR	Amount
3/11/2016	274	JEFFERSON CO FARMLAND PROT.	\$ 32,729.79
BARDANE			
244			
Date	Check #	VENDOR	Amount
3/11/2016	588	UNITED BANK/PSD-UTILITIES	\$ 449.34
IMPACT FEES			

249			
Date	Check #	VENDOR	Amount
03/11/16	1032	SHERIFF JEFFERSON CO -SCHOOL	\$ 39,918.65
03/11/16	1033	SHERIFF JEFFERSON CO - LAW	\$ 644.41
03/11/16	1034	SHERIFF JEFFERSON CO - PARKS	\$ 3,067.45
03/11/16	1035	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 336.21
TOTAL			\$ 88,230.73

Motion by Mr. Bell to approve the Manual Checks for March 11, 2016 in the amount of \$88,230.73. Motion seconded and unanimously approved.

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
03/18/16	420	JOHN STEVENS	\$ 136.48
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
03/18/16	577	PIFER	\$ 251.83
03/18/16	578	MARSHALL & SWIFT	\$ 1,974.15
BARDANE			
244			
Date	Check #	VENDOR	Amount
3/18/2016	589	POTOMAC EDISON	\$ 5,393.89
TOTAL			\$ 7,756.35

Motion by Mr. Bell to approve the Manual Checks for March 18, 2016 in the amount of \$7,756.35. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – provided an update on the multiple cases he has pending against the Commission. Mr. Tabb also questioned the Commission’s level of funding for the Jefferson County Development Authority as they’ve “never submitted a report on what they do or what they’ve accomplished.”

PRESENTATIONS

1. Jess Chambers, Hollywood Casino at Charles Town Races – requested letter of endorsement from the County Commission to the West Virginia Alcoholic Beverage Control Administration for a proposed “non-intoxicating beer floor plan extension” for the 2016 Charles Town Classic at Hollywood Casino at Charles Town Races
 - **Motion by Mr. Bell to authorize a letter of endorsement to the WVABCA for approval of the proposed non-intoxicating beer floor plan extension for the 2016 Charles Town Classic, to be held April 23, 2016, at the Hollywood Casino at Charles Town Races. Motion seconded and unanimously approved.**
2. Sarah Hafer, Grafton Integrated Health Network – requested approval of Resolution to declare April as Autism Awareness Month in Jefferson County.
 - **Motion by Ms. Noland to approve the Resolution to declare April as Autism Awareness Month in Jefferson County. Motion seconded and unanimously approved.**
3. Interviews/Appointments to the Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2017.
 - **Motion by Mr. Bell to appoint David Hill to the Jefferson County Parks and Recreation Commission for one unexpired term ending June 30, 2017. Motion seconded and unanimously approved.**
4. Interviews/Appointments to the Jefferson County Water Advisory Committee – one three-year term ending January 31, 2019.
 - **Motion by Ms. Tabb to reappoint Richard Latterell to the Jefferson County Water Advisory Committee for one three-year term ending January 31, 2019. Motion seconded but fails on a vote of 2-2 with Mr. Pellish and Mr. Bell opposing.**

5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Interviews and Appointments to the Jefferson County Historic Landmarks Commission – two three-year terms ending March 6, 2019.
 - Commissioner Bell provided his nomination for Curt Mason.
 - Commissioner Tabb provided her nomination for H. Leigh Koonce.
 - John Demer did not receive a nomination.
 - **After receiving the majority votes, Curt Mason and H. Leigh Koonce were appointed to the Jefferson County Historic Landmarks Commission each for a three-year term ending March 6, 2019.**
7. Interviews and Appointments to the Jefferson County Planning Commission – three three-year terms ending March 31, 2019.
 - Commissioner Tabb nominated Wade Louthan and J. Ware.
 - Commissioner Bell nominated Gary Phalen.
 - Bryan Smith received no nominations.
 - **After receiving the majority votes, Wade Louthan, J. Ware, and Gary Phalen were appointed to the Jefferson County Planning Commission each for a three-year term ending March 31, 2019.**
8. Nikki Painter, Chief Elections Clerk – requested approval of the Poll Worker list for the 2016 Primary Election.
 - **Motion by Mr. Bell to approve the Poll Worker list for the 2016 Primary Election. Motion seconded and unanimously approved.**
9. Debra Young, Victims’ Advocate Office – requested the approval of a VOCA Grant Application.
 - **Motion by Ms. Noland to approve the VOCA Grant and provide the matching funds in the amount of \$15,280.00 Motion seconded and unanimously approved.**
10. Jeffrey Polczynski, Director of Communications – requested the approval of full-time employment for Richard “RJ” Hahn and Denise L. Cook as Public Safety Dispatchers.
 - **Motion by Ms. Tabb to approve the employment of Richard Hahn and Denise Cook as full-time Public Safety Dispatchers in the Emergency Communications Center at a Grade III, Step A. Motion seconded and unanimously approved.**

11. Jesse Jones, Sheriff's Department – requested the approval of employment for Gregory Amlin and Dennis Jenkins as Bailiffs/Trip Guards.

- **Motion by Ms. Tabb to approve the employment of Gregory Amlin and Dennis Jenkins as Bailiffs/Trip Guards in the Sheriff's Department. Motion seconded and unanimously approved.**

12. Bill Polk, Director of Maintenance – requested a discussion regarding the hiring of an architect for renovations to the Judicial Annex and the allocation of remaining space.

- **Motion by Mr. Bell to direct the County Administrator and Director of Maintenance to commence the bidding process for an architect to design renovations needed to accommodate a second circuit judge in the county. Motion seconded and unanimously approved.**

NEW BUSINESS

13. Decision on the proposed amendments to Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Text Amendments.

- **Motion by Ms. Tabb to approve the proposed amendments to Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Text Amendments. Motion seconded and unanimously approved.**

14. Distribution of Fire Department funding for 2016-2017 budget.

- **Motion by Ms. Tabb to allow the County Commission to delegate funding distribution for Fire Departments from the County Commission budget to the Emergency Services Agency Board with the instruction that 100% of the funding be distributed to fire departments. Motion seconded and unanimously approved.**

15. Legislative Updates

Ms. Noland and Mr. Bell updated the Commission and audience on the Brunch Bill, stating it would be on the ballot for the November general election.

COUNTY ADMINISTRATOR REPORTS

16. Date & Time for Finalization of the FY17 Budget – It was the consensus of the Commission to meet on Tuesday, March 22, 2016 at 9:30 am to finalize a draft of the FY17 Budget to forward to the State Auditor’s Office.

COUNTY COMMISSION REPORTS

Patsy Noland

- Spent time visiting her son in California.

Eric Bell

- Attended multiple Juvenile and Adult Drug Court functions.
- Attended multiple campaign events for several candidates.
- Attended an Eastern Panhandle Business Association meeting.

Walt Pellish

- Participated in a few radio shows to discuss the Brunch Bill.

Jane Tabb

- Attended a Fire and Rescue Association meeting.
- Attended a Public Service District meeting.
- Attended a Farmland Protection Board meeting.
- Attended a HEMPMO meeting.
- Attended a LEPC meeting.
- Stated the State Fire Commission will be in the county on April 7th.

17. The Commission meeting was adjourned at 11:47 am on a motion by Mr. Bell. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant