

Minutes

Jefferson County Commission

Thursday, April 21, 2016

A meeting of the Jefferson County Commission was held on Thursday, April 21, 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, Dale Manuel, Walter Pellish, and Jane Tabb. Commissioner Patricia Noland 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, April 21, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the April 7, 2016 Regular Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the April 7, 2016 Payroll in the amount of \$227,388.11. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076203	406	ASSESSOR OF JEFFERSON CO		0	\$ 100.88	\$ 100.88
076204	428	ACCURATE SYSTEMS INC		0	\$ 4,200.00	\$ 4,200.00
076205	717	AUTOZONE		0	\$ 243.61	\$ 243.61
076206	402	APPLE VALLEY OFF.PRODUCT		0	\$ 253.09	\$ 253.09

076207	405	ADC LEGAL SYSTEMS, INC.		0	\$ 1,254.00	\$ 1,254.00
076208	PAYROLL	ANGELA L BANKS		0	\$ 214.06	\$ 214.06
076209	425	BLUE RIDGE GARAGE DOORS		0	\$ 125.00	\$ 125.00
076210	700	KEVIN J. BOYCE		0	\$ 92.70	\$ 92.70
076211	405	MARCIA LYNN CHANDLER		0	\$ 376.10	\$ 376.10
076212	700	DIV OF JUSTICE & COMMUNT		0	\$ 1,500.00	\$ 1,500.00
076213	PAYROLL	KAREN ECHEMENT		0	\$ 827.94	\$ 827.94
076214	717	FISHER AUTO PARTS		0	\$ 107.42	\$ 107.42
076215	717	FLEETPRIDE		0	\$ 52.56	\$ 52.56
076216	415	GENERAL COUNTY FUND-J FE		0	\$ 23,680.11	\$ 23,680.11
076217	413	INTAB		0	\$ 69.29	\$ 69.29
076218	717	INTERSTATE ALL BATTERY		0	\$ 276.90	\$ 276.90
076219	401	THE SPIRIT OF JEFFERSON		0	\$ 43.58	\$ 43.58
076219	402	THE SPIRIT OF JEFFERSON		0	\$ 166.58	\$ 166.58
076220	401	THE JOURNAL		0	\$ 1,210.51	\$ 1,210.51
076221	425	JEFFERSON COUNTY SOLID		0	\$ 5.00	\$ 5.00
076222	GRANT	JEFFERSON DAY REPORT CNT		0	\$ 13,642.85	\$ 13,642.85
076223	425	MINGHINI'S		0	\$ 2,600.00	\$ 2,600.00
076224	PAYROLL	ELIZABETH MALONEY		0	\$ 310.92	\$ 310.92
076225	717	MILLER'S CHRYSLER JEEP		0	\$ 56.92	\$ 56.92
076226	425	MILLER'S SUPPLIES AT WOR		0	\$ 987.01	\$ 987.01
076226	425	MILLER'S SUPPLIES AT WOR		0	\$ 2,000.09	\$ 2,000.09
076227	424	NEOPOST USA INC.		0	\$ 331.30	\$ 331.30
076228	404	PIFER OFFICE SUPPLY, INC		0	\$ 430.94	\$ 430.94
076228	406	PIFER OFFICE SUPPLY, INC		0	\$ 135.91	\$ 135.91
076229	425	PATRIOT FIRE AND SECURIT		0	\$ 1,577.00	\$ 1,577.00
076230	425	RCS SECURITY		0	\$ 523.75	\$ 523.75
076231	402	RECORD MANAGEMENT SOLUTN		0	\$ 35.00	\$ 35.00
076232	717	RICE TIRES CO		0	\$ 961.54	\$ 961.54
076233	404	SHERIFF OF JEFFERSON CO		0	\$ 159.80	\$ 159.80
076234	402	SOFTWARE SYSTEMS, INC		0	\$ 27.00	\$ 27.00
076234	404	SOFTWARE SYSTEMS, INC		0	\$ 737.00	\$ 737.00
076234	406	SOFTWARE SYSTEMS, INC		0	\$ 58.00	\$ 58.00
076234	428	SOFTWARE SYSTEMS, INC		0	\$ 392.00	\$ 392.00
076235	704	WV REGIONAL JAIL &		0	\$ 95,535.00	\$ 95,535.00
076236	425	SHERWIN-WILLIAMS		0	\$ 88.64	\$ 88.64
076237	717	S & S MOTOR PARTS		0	\$ 1,084.63	\$ 1,084.63
076238	425	CAPITAL TRISTATE		0	\$ 2,075.34	\$ 2,075.34
076239	425	TML A XEROX CO.		0	\$ 313.75	\$ 313.75
076239	425	TML A XEROX CO.		0	\$ 313.75	\$ 313.75

076240	PAYROLL	WV BUREAU OF EMPLOYMENT		0	\$ 4,770.30	\$ 4,770.30
076241	402	XEROX CORPORATION		0	\$ 1,218.62	\$ 1,218.62
TOTAL					\$ 165,166.39	\$ 165,166.39

Motion by Mr. Bell to approve the Accounts Payable for April 14, 2016 in the amount of \$165,166.39. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076244	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,578.28	\$ 3,578.28
076245	406	BERKELEY PRINTING/DESIGN		\$ -	\$ 1,334.00	\$ 1,334.00
076246	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
076246	425	BOLAND SERVICES		\$ -	\$ 946.46	\$ 946.46
076246	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
076246	425	BOLAND SERVICES		\$ -	\$ 603.00	\$ 603.00
076246	425	BOLAND SERVICES		\$ -	\$ 308.00	\$ 308.00
076247	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
076248	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
076249	439	JENNIFER M. BROCKMAN		\$ -	\$ 76.50	\$ 76.50
076250	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
076251	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
076252	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
076253	402	WV ASSOC OF COUNTY CLERK		\$ -	\$ 650.00	\$ 650.00
076254	PAYROLL	COLONIAL LIFE		\$ -	\$ 385.42	\$ 385.42
076255	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
076255	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
076256	717	GUTTMAN OIL CO		\$ -	\$ 9,474.26	\$ 9,474.26
076257	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 150,000.00	\$ 150,000.00
076258	711	THE SPIRIT OF JEFFERSON		\$ -	\$ 62.10	\$ 62.10
076259	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 517.40	\$ 517.40
076260	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,460.00	\$ 5,460.00
076261	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
076261	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
076261	425	KONE INC.		\$ -	\$ 902.42	\$ 902.42
076262	401	KABLE EXCAVATING, LLC		\$ -	\$ 7,800.00	\$ 7,800.00
076263	712	LANGUAGE LINE SERVICES		\$ -	\$ 66.86	\$ 66.86
076264	PAYROLL	LYNDSEY W. MATSCHAT		\$ -	\$ 94.33	\$ 94.33
076265	PAYROLL	GAIL MAGAHA		\$ -	\$ 2,250.00	\$ 2,250.00
076266	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
076267	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 2,223.13	\$ 2,223.13

076268	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
076269	425	POTOMAC EDISON/OH		\$ -	\$ 4,094.59	\$ 4,094.59
076269	425	POTOMAC EDISON/OH		\$ -	\$ 87.40	\$ 87.40
076270	404	SPECIALTY BUS SUPPLIES		\$ -	\$ 943.90	\$ 943.90
076271	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.26	\$ 1.26
076271	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,228.50	\$ 42,228.50
076271	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,876.02	\$ 9,876.02
076271	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 5.40	\$ 5.40
076271	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.52	\$ 3.52
076271	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 39,783.24	\$ 39,783.24
076272	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.92	\$ 1.92
076272	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 30,172.90	\$ 30,172.90
076272	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 922.78	\$ 922.78
076273	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,694.11	\$ 14,694.11
076273	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,408.27	\$ 10,408.27
076274	712	SEN COMMUNICATIONS		\$ -	\$ 300.90	\$ 300.90
076275	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,985.00	\$ 2,985.00
076276	425	TML A XEROX CO.		\$ -	\$ 313.75	\$ 313.75
076279	401	AMAZON		\$ -	\$ 150.71	\$ 150.71
076279	401	MARRIOTT		\$ -	\$ 316.04	\$ 316.04
076279	401	SPRINT		\$ -	\$ 54.84	\$ 54.84
076279	401	WAL-MART		\$ -	\$ 419.44	\$ 419.44
076279	402	CVS		\$ -	\$ 21.19	\$ 21.19
076279	402	EZ NETTOOLS		\$ -	\$ 34.95	\$ 34.95
076279	402	WV TREASURY		\$ -	\$ 735.00	\$ 735.00
076279	403	ANYTIME WORLD WIDE		\$ -	\$ 333.03	\$ 333.03
076279	403	ENVELOPE SUPERSTORE		\$ -	\$ 818.70	\$ 818.70
076279	403	SHOPLET		\$ -	\$ 30.54	\$ 30.54
076279	403	SPRINT		\$ -	\$ 54.84	\$ 54.84
076279	403	STAPLES		\$ -	\$ 12.49	\$ 12.49
076279	405	AMAZON		\$ -	\$ 25.98	\$ 25.98
076279	405	WAL-MART		\$ -	\$ 272.64	\$ 272.64
076279	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
076279	412	STAPLES		\$ -	\$ 114.99	\$ 114.99
076279	415	FRONTIER		\$ -	\$ 84.54	\$ 84.54
076279	415	SPRINT		\$ -	\$ 108.63	\$ 108.63
076279	424	CHARLES TOWN UTILITIES		\$ -	\$ 50.04	\$ 50.04
076279	424	FRONTIER		\$ -	\$ 11,032.60	\$ 11,032.60
076279	424	ROACH ENERGY		\$ -	\$ 1,257.86	\$ 1,257.86
076279	424	SPRINT		\$ -	\$ 54.84	\$ 54.84

076279	425	AMAZON		\$ -	\$ 1,896.83	\$ 1,896.83
076279	425	CHARLES TOWN UTILITIES		\$ -	\$ 825.60	\$ 825.60
076279	425	COMCAST		\$ -	\$ 1,044.26	\$ 1,044.26
076279	425	GRAINGER		\$ -	\$ 255.04	\$ 255.04
076279	425	HVAC BRAIN		\$ -	\$ 241.14	\$ 241.14
076279	425	INTERSTATE ALL BATTERY		\$ -	\$ 134.90	\$ 134.90
076279	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 226.86	\$ 226.86
076279	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
076279	425	ROACH ENERGY		\$ -	\$ 1,777.23	\$ 1,777.23
076279	425	SHENANDOAH SPRING WATER		\$ -	\$ 664.35	\$ 664.35
076279	425	STICKELLS GENERAL STORES		\$ -	\$ 90.00	\$ 90.00
076279	425	THE HOME DEPOT		\$ -	\$ 601.77	\$ 601.77
076279	425	TREARY HVAC GROUP		\$ -	\$ 2,002.00	\$ 2,002.00
076279	425	WAL-MART		\$ -	\$ 43.75	\$ 43.75
076279	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 853.55	\$ 853.55
076279	425	84 LUMBER		\$ -	\$ 154.48	\$ 154.48
076279	428	AMAZON		\$ -	\$ 311.04	\$ 311.04
076279	428	BATTERY MART		\$ -	\$ 143.55	\$ 143.55
076279	428	CDW GOVERNMENT		\$ -	\$ 383.02	\$ 383.02
076279	428	CRUCIAL		\$ -	\$ 37.99	\$ 37.99
076279	428	DELL		\$ -	\$ 2,734.94	\$ 2,734.94
076279	428	IT HELP AND SUPPORT LTD		\$ -	\$ 2,539.50	\$ 2,539.50
076279	428	PCM TIGER DIRECT		\$ -	\$ 470.96	\$ 470.96
076279	428	SPRINT		\$ -	\$ 109.62	\$ 109.62
076279	428	STAPLES		\$ -	\$ 158.98	\$ 158.98
076279	433	LYLE SIGNS		\$ -	\$ 104.39	\$ 104.39
076279	433	SPRINT		\$ -	\$ 54.84	\$ 54.84
076279	433	WVAGP		\$ -	\$ 125.00	\$ 125.00
076279	433	WVAGP		\$ -	\$ 180.00	\$ 180.00
076279	439	MARTINSBURG-BERKELEY COU		\$ -	\$ 35.00	\$ 35.00
076279	439	MARTINSBURG-BERKELEY COU		\$ -	\$ 25.00	\$ 25.00
076279	439	SPIRIT OF JEFFERSON		\$ -	\$ 61.00	\$ 61.00
076279	439	SPRINT		\$ -	\$ 54.84	\$ 54.84
076279	440	BLACKWATER FALLS STATE P		\$ -	\$ 76.00	\$ 76.00
076279	440	INTL CODE COUNCIL INC		\$ -	\$ 199.00	\$ 199.00
076279	440	SPRINT		\$ -	\$ 54.84	\$ 54.84
076279	440	WVFMA		\$ -	\$ 175.00	\$ 175.00
076279	440	WVFMA		\$ -	\$ 175.00	\$ 175.00
076279	443	BERKELEY GLASS LTD		\$ -	\$ 2,250.00	\$ 2,250.00
076279	443	GALLS		\$ -	\$ 314.93	\$ 314.93

076279	451	SPIRIT OF JEFFERSON		\$ -	\$ 51.66	\$ 51.66
076279	700	AMAZON		\$ -	\$ 331.03	\$ 331.03
076279	700	BERKELEY GLASS LTD		\$ -	\$ 112.00	\$ 112.00
076279	700	GOWERS FEED INC		\$ -	\$ 86.38	\$ 86.38
076279	700	INST. OF POLICE TECH/MAN		\$ -	\$ 825.00	\$ 825.00
076279	700	MUNICIPAL EMERGENCY SRVC		\$ -	\$ 933.05	\$ 933.05
076279	700	SLEEP INN		\$ -	\$ 79.99	\$ 79.99
076279	700	SPRINT		\$ -	\$ 1,304.93	\$ 1,304.93
076279	700	THE HOME DEPOT		\$ -	\$ 21.36	\$ 21.36
076279	700	TRACTOR SUPPLY CO		\$ -	\$ 97.98	\$ 97.98
076279	700	2016 MASS CASUALTY		\$ -	\$ 587.52	\$ 587.52
076279	711	AMAZON		\$ -	\$ 104.91	\$ 104.91
076279	711	SPRINT		\$ -	\$ 186.91	\$ 186.91
076279	711	WVFMA		\$ -	\$ 175.00	\$ 175.00
076279	712	APCO INTERNATIONAL INC.		\$ -	\$ 1,904.37	\$ 1,904.37
076279	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
076279	712	MEDICAL PRIORITY CONSULT		\$ -	\$ 539.00	\$ 539.00
076279	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 100.00	\$ 100.00
076279	712	SPRINT		\$ -	\$ 1,049.33	\$ 1,049.33
076279	712	STAPLES		\$ -	\$ 28.27	\$ 28.27
076279	712	TELTRONIC		\$ -	\$ 122.28	\$ 122.28
076279	712	2016 MASS CASUALTY		\$ -	\$ 97.92	\$ 97.92
076279	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 200.00	\$ 200.00
076279	716	HILLSIDE VETERNARY HOSPT		\$ -	\$ 459.59	\$ 459.59
076279	716	STAPLES		\$ -	\$ 105.99	\$ 105.99
076279	716	THE HOME DEPOT		\$ -	\$ 213.94	\$ 213.94
076279	717	CAPITOL USED CAR		\$ -	\$ 80.00	\$ 80.00
076279	717	DEANS LAWNMOWER SHOP		\$ -	\$ 68.02	\$ 68.02
076279	717	FISHER AUTO PARTS		\$ -	\$ 522.16	\$ 522.16
076279	717	HARBOR FREIGHT TOOL		\$ -	\$ 639.96	\$ 639.96
076279	717	INTERSTATE ALL BATTERY		\$ -	\$ 485.86	\$ 485.86
076279	900	SPRINT		\$ -	\$ 145.89	\$ 145.89
076280	711	BRANDON VALLEE		\$ -	\$ 148.00	\$ 148.00
076281	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 70,922.01	\$ 70,922.01
076281	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 6.40	\$ 6.40
076281	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2.13	\$ 2.13
076281	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 23,640.68	\$ 23,640.68
076282	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4,188.49	\$ 4,188.49
076282	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 1,861.57	\$ 1,861.57
076283	439	XEROX CORPORATION		\$ -	\$ 558.98	\$ 558.98

076284	428	DELL		\$ -	\$ 2,397.27	\$ 2,397.27
TOTAL					\$ 508,259.91	\$ 508,259.91

Motion by Mr. Bell to approve the Accounts Payable for April 21, 2016 in the amount of \$508,259.91. Motion seconded and unanimously approved.

MANUAL CHECKS

MAGISTRATE COURT			
005			
Date	Check #	VENDOR	Amount
4/15/2016	330	SHERIFF OF JEFFERSON CO	\$ 3,750.00
HOME DETENTION			
008			
Date	Check #	VENDOR	Amount
4/15/2016	527	3M ELECTRONIC MONITORING	\$ 3,540.00
4/15/2016	528	CDA	\$ 255.75
4/15/2016	526	UNITED BANK	\$ 54.84
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
4/15/2016	582	GLOBAL SCIENCE & TECH INC.	\$ 1,480.12
FARMLAND PROTECTION BOARD			
057			
Date	Check #	VENDOR	Amount
4/15/2016	275	JEFFERSON CO FARMLAND PROT.	\$ 55,407.63

BARDANE			
244			
Date	Check #	VENDOR	Amount
4/15/2016	591	UNITED BANK	\$ 423.16
TOTAL			\$ 64,911.50

Motion by Mr. Bell to approve the Manual Checks for April 15, 2016 in the amount of \$64,911.50. Motion seconded and unanimously approved.

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
4/22/1946	423	JOHN STEVENS	\$ 202.48
PROSECUTING ATTY			
074			
Date	Check #	VENDOR	Amount
4/19/2016	347	EASTERN PANHANDLE BAR ASSOC	\$ 210.00
SHERIFF CAPITOL			
246			
Date	Check #	VENDOR	Amount
4/22/2016	1501	SPELLMAN TECH	\$ 59,802.00
TOTAL			\$ 60,214.48

Motion by Mr. Bell to approve the Manual Checks for April 22, 2016 in the amount of \$60,214.48. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – provided an update on his ongoing issues with the Commission.

PRESENTATIONS

1. Angela Banks, Assessor – requested the approval of the following Exoneration:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Joseph and Susanne Cartagirone	PP	HFD	306969	\$61.26

- **Motion by Ms. Tabb to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**
2. JAK Kincaid and Christian Vargo, Citizens Conservation Corps – requested the approval of a future meeting to discuss project development for a single day community service project for Jefferson County.
 - The Commission provided Mr. Kincaid with suggestions for community groups to contact concerning this project, including Community Ministries, the United Way, and the Jefferson County Chamber of Commerce.
 3. Susan McFadden, Kabletown Community Educaiton Outreach Service – requested the approval of a Proclamation to designate May 15 – May 21 as West Virginia Community Education Outreach Service Week.
 - **Motion by Ms. Tabb to approve the Proclamation declaring May 15-May 21, 2016 as West Virginia Community Education Outreach Service Week and authorize the President of the Commission to sign the appropriate documents. Motion seconded and unanimously approved.**
 4. Dr. David Didden, Jefferson County Board of Health – requested a Letter of Commitment on behalf of the Board of Health to participate in a community outreach clinic with a functional medicine program.
 - **Motion by Mr. Manuel to authorize the President of the Commission to sign a letter of Commitment to the Board of Health to participate in a community outreach clinic with a functional medicine program. Motion seconded and unanimously approved.**

5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Lynn Fields, Probate Office – requested the review and approval of quarterly accounts and waivers. For the record, Commissioner Tabb recused herself from voting on this matter as her mother’s estate was included in the quarterly accounts and waivers.
 - **Motion by Mr. Pellish to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to approve the quarterly accounts and waivers. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Monica A. Whyte, West Virginia Bureau for Public Health, Source Water Assessment and Protection Program – requested a discussion with the County Commission to update them on SB373 Source Water Protection Plan requirements and Safe Water Forum for Jefferson County.
8. John Reisenweber, Jefferson County Development Authority – requested approval of a Resolution of Participation and Cooperation for the Local Economic Development Grant Program.
 - **Motion by Ms. Tabb to approve the Resolution of Participation and Cooperation for the Local Economic Development Grant Program. Motion seconded and unanimously approved.**
9. Interviews and Appointments to the Jefferson County Development Authority – two city/municipality representative terms – Harpers Ferry and Bolivar – each for a term of three years, ending April 5, 2019.
 - **Motion by Ms. Tabb to appoint Laura Whittington as the JCDA appointee for the Corporation of Bolivar and Karan Townsend as the JCDA appointee for the Corporation of Harpers Ferry. Motion seconded and unanimously approved.**
10. The Commission recessed for lunch at 12:15 pm
The Commission reconvened at 1:30 pm.

NEW BUSINESS

11. Ambulance Fee Exoneration Request for Ann Christy

- **Motion by Ms. Tabb to deny the ambulance fee exoneration request for 2015-2016 for Ann Christy. Motion seconded and unanimously approved.**

12. Discussion on the possibility of satellite early voting sites for the 2016 General Election

- **Motion by Mr. Bell to not pursue satellite early voting sites for the 2016 General Election. Motion seconded and unanimously approved.**

FINANCIAL DIRECTOR REPORTS

- Review of Budget to Actual as of March 31, 2016
- Approval of 2016 Internal Budget Revision #5 – General Fund
 - **Motion by Ms. Tabb to approve Internal Budget Revision #5 as presented. Motion seconded and unanimously approved.**
- Approval of 2016 State Budget Revision
 - **Motion by Mr. Bell to approve State Budget Revision #5 as presented. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Contract with APUS for employee tuition reduction program
 - **Motion by Mr. Manuel to approve the contract with APUS for the employee tuition reduction program pending legal approval. Motion seconded and unanimously approved.**
- Renewal of employee health insurance with Highmark Blue Cross Blue Shield
 - **Motion by Mr. Bell to renew County health insurance on a fiscal year basis opposed to a calendar year basis. Motion seconded and unanimously approved.**
- Potential long term lease for the Jefferson County Animal Welfare Society
 - **Motion by Mr. Bell to approve the long-term lease for the Jefferson County Animal Welfare Society. Motion seconded and unanimously approved.**
- Approval to advertise for vacant custodial position within the Maintenance Department

- **Motion by Mr. Manuel to approve the hire of Noemi Brun for the custodial position within the Maintenance Department. Motion seconded and unanimously approved.**

13. Public Hearing – Amendments to the E9-1-1 Addressing Ordinance

Mr. Pellish opened the public hearing at 1:31 pm, and Todd Fagan, Director of GIS/Addressing, provided some background information regarding the proposed amendments to the E9-1-1 addressing Ordinance. Mr. Pellish then opened the floor for public comment. Comments were made by the following:

Nance Briscoe, resident and Eastern Panhandle Organization of Homeowners' Associations – expressed frustration and concern over the fact that mailbox clusters within a development cannot be assigned a physical address.

There being no further comments, Mr. Pellish closed the public hearing and noted the record would remain open for two weeks to allow time for written comment.

COUNTY COMMISSION REPORTS

Eric Bell

- Attended multiple candidate forums and meetings.
- Attended the Lay of the Levy.

Walt Pellish

- Attended multiple candidate forums and debates.
- Attended the Lay of the Levy.
- Attended the Independent Fire Company fire engine dedication.
- Attended a Development Authority meeting.
- Participated in multiple radio shows.

Jane Tabb

- Attended a Farmland Protection Board meeting.
- Attended the Lay of the Levy.
- Attended the Independent Fire Company fire engine dedication.

Dale Manuel

- Attended the Lay of the Levy.
- Attended the Jefferson County Community Center 10 Year Anniversary Celebration.
- Attended the Eastern Panhandle Music Teacher's Piano Recital.
- Attended the Day Report Center Dinner and Benefit.
- Attended a JCCOA meeting.
- Attended the opening of the Charles Town Farmer's Market.

- Attended a Water Advisory Committee meeting.
- Attended a Parks and Recreation meeting.

14. The Commission meeting was adjourned at 1:35 pm on a motion by Mr. Bell. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant