

## **Minutes**

### **Jefferson County Commission**

**Thursday, June 16, 2016**

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A meeting of the Jefferson County Commission was held on Thursday, June 16, 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 Dale Manuel, Patsy Noland, Walter Pellish, and Jane Tabb. Commissioner Eric Bell was absent due to illness. Also present were Sandy McDonald, acting County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, June 16, 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 Mr. Manuel to approve the June 2, 2016 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.**

#### **APPROVAL OF PURCHASE ORDERS**

**Motion by Ms. Tabb to approve the Purchase Orders in the amount of \$114,547.38 to include purchase order numbers 52481, 52436, and 52821. Motion seconded and unanimously approved.**

#### **APPROVAL OF PAYROLL**

**Motion by Ms. Tabb to approve the Payroll for June 16, 2016 in the amount of \$231,090.57. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076545	ALLOC	AHA/ART&HUMANITIES ALLNC			\$ 1,140.17	\$ 1,140.17
076546	PAYROLL	ELIZABETH JUNE BOWERS			\$ 1,499.50	\$ 1,499.50
076547	413	CASSTO & HARRIS INC			\$ 1,780.71	\$ 1,780.71
076548	405	MARCIA LYNN CHANDLER			\$ 2,302.00	\$ 2,302.00
076549	440	DAVID M. CARTER			\$ 143.64	\$ 143.64
076550	424	CENTRAL ELEVATOR			\$ 160.00	\$ 160.00
076550	425	CENTRAL ELEVATOR			\$ 480.00	\$ 480.00
076551	413	ESS ELECTION SYSTEMS &			\$ 2,061.83	\$ 2,061.83
076552	440	ROGER GOODWIN			\$ 144.72	\$ 144.72
076553	401	RICOH USA, INC			\$ 29.06	\$ 29.06
076553	403	RICOH USA, INC			\$ 58.14	\$ 58.14
076553	404	RICOH USA, INC			\$ 29.07	\$ 29.07
076553	405	RICOH USA, INC			\$ 87.21	\$ 87.21
076553	406	RICOH USA, INC			\$ 29.07	\$ 29.07
076553	425	RICOH USA, INC			\$ 29.07	\$ 29.07
076553	433	RICOH USA, INC			\$ 29.07	\$ 29.07
076553	440	RICOH USA, INC			\$ 29.07	\$ 29.07
076553	700	RICOH USA, INC			\$ 58.14	\$ 58.14
076553	712	RICOH USA, INC			\$ 29.07	\$ 29.07
076554	ALLOC	JEFFERSON COUNTY HISTORI			\$ 1,688.30	\$ 1,688.30
076555	404	THE SPIRIT OF JEFFERSON			\$ 4,075.74	\$ 4,075.74
076555	413	THE SPIRIT OF JEFFERSON			\$ 15.78	\$ 15.78
076556	413	JEFFERSON COUNTY SCHOOLS			\$ 1,140.00	\$ 1,140.00
076557	405	LYNDSEY W. MATSCHAT			\$ 68.58	\$ 68.58
076558	405	MATTHEW BENDER & CO			\$ 148.43	\$ 148.43
076559	412	JUDITH A MATLICK			\$ 561.26	\$ 561.26
076560	405	MAXIM REPORTING LLC			\$ 41.00	\$ 41.00
076561	ALLOC	JEFF CO PARKS &			\$ 25,675.74	\$ 25,675.74
076561	ALLOC	JEFF CO PARKS &			\$ 5,000.00	\$ 5,000.00
076561	ALLOC	JEFF CO PARKS &			\$ 2,500.00	\$ 2,500.00
076562	402	PIFER OFFICE SUPPLY, INC			\$ 8.85	\$ 8.85
076562	404	PIFER OFFICE SUPPLY, INC			\$ 130.63	\$ 130.63
076563	403	POSTMASTER CHARLES TOWN			\$ 102.00	\$ 102.00
076564	402	POSTMASTER CHARLES TOWN			\$ 102.00	\$ 102.00
076565	PAYROLL	BRYAN PERKINS			\$ 1,400.52	\$ 1,400.52
076566	424	POTOMAC EDISON/OH			\$ 1,663.38	\$ 1,663.38
076566	425	POTOMAC EDISON/OH			\$ 15,944.24	\$ 15,944.24
076566	425	POTOMAC EDISON/OH			\$ 2,805.52	\$ 2,805.52

076567	403	LAURA STORM			\$ 224.64	\$ 224.64
076568	403	RECORD MANAGEMENT SOLUTN			\$ 30.00	\$ 30.00
076569	PAYROLL	RETIREE HLTH BENEFIT TRS			\$ 6,535.00	\$ 6,535.00
076570	717	RICE TIRES CO			\$ 561.96	\$ 561.96
076571	404	SHERIFF OF JEFFERSON CO			\$ 54.37	\$ 54.37
076572	440	SHERIFF OF JEFFERSON CO			\$ 54.37	\$ 54.37
076573	404	SHERIFF OF JEFFERSON CO			\$ 152.28	\$ 152.28
076574	402	SOFTWARE SYSTEMS, INC			\$ 240.50	\$ 240.50
076574	404	SOFTWARE SYSTEMS, INC			\$ 737.00	\$ 737.00
076574	406	SOFTWARE SYSTEMS, INC			\$ 58.00	\$ 58.00
076574	428	SOFTWARE SYSTEMS, INC			\$ 392.00	\$ 392.00
076575	408	STATE TAX DEPARTMENT			\$ 10,041.88	\$ 10,041.88
076576	405	BRANDON C.H. SIMS			\$ 503.56	\$ 503.56
076577	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 654.71	\$ 654.71
076577	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 114.75	\$ 114.75
076578	425	CAPITAL TRISTATE			\$ 1,222.97	\$ 1,222.97
076579	ALLOC	JEFFERSON CO CONVENTION			\$ 28,504.22	\$ 28,504.22
076580	440	WV STATE FIRE COMMISSION			\$ 50.00	\$ 50.00
076581	402	XEROX CORPORATION			\$ 249.00	\$ 249.00
076582	PAYROLL	CHEROKEE GRIM			\$ 2,250.00	\$ 2,250.00
<b>TOTAL</b>					<b>\$ 125,822.72</b>	<b>\$ 125,822.72</b>

534	8/HD	3M ELECTRONIC MONITORING				\$ 3,420.00
533	8/HD	CDA				\$ 255.75
532	8/HD	UNITED BANK				\$ 54.93
585	56/ASS	STEPHEN SLUSS				\$ 1,200.00
277	57/FARM	JEFFERSON CO FARMLAND PROT.				\$ 52,287.29
594	BARD	POTOMAC EDISON				\$ 4,458.32
595	BARD	UNITED BANK				\$ 536.59
1044	IMP	SHERIFF JEFFERSON CO -SCHOOL				\$ 121,607.12
1045	IMP	SHERIFF JEFFERSON CO - LAW				\$ 3,151.85
1046	IMP	SHERIFF JEFFERSON CO - PARKS				\$ 9,012.97
1047	IMP	SHERIFF JEFFERSON CO - EMS				\$ 987.42
<b>TOTAL</b>						<b>\$ 196,972.24</b>

**Motion by Ms. Tabb to approve the Accounts Payable for June 9, 2016 in the amount of \$125,822.72. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076585	428	ACCURATE SYSTEMS INC			\$ 4,200.00	\$ 4,200.00
076586	402	APPLE VALLEY OFF.PRODUCT			\$ 315.03	\$ 315.03
076587	424	BOLAND SERVICES			\$ 270.00	\$ 270.00
076587	425	BOLAND SERVICES			\$ 1,325.00	\$ 1,325.00
076587	425	BOLAND SERVICES			\$ 770.00	\$ 770.00
076588	PAYROLL	BUREAU F/CHILD SUPPORT			\$ 49.85	\$ 49.85
076589	PAYROLL	BUREAU F/CHILD SPVRT ENF			\$ 212.31	\$ 212.31
076590	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 461.54	\$ 461.54
076591	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 119.54	\$ 119.54
076592	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 392.31	\$ 392.31
076593	403	CASTO & HARRIS INC			\$ 179.24	\$ 179.24
076594	440	DAVID M. CARTER			\$ 133.92	\$ 133.92
076595	440	CODE-4 COMMUNICATIONS			\$ 75.00	\$ 75.00
076596	424	J.C.EHRLICH			\$ 31.00	\$ 31.00
076596	425	J.C.EHRLICH			\$ 609.00	\$ 609.00
076597	440	CINDY FELLERS			\$ 80.36	\$ 80.36
076598	415	GENERAL COUNTY FUND-J FE			\$ 17,754.01	\$ 17,754.01
076599	440	ROGER GOODWIN			\$ 133.92	\$ 133.92
076600	402	SALLY GRAN			\$ 15.00	\$ 15.00
076601	717	GUTTMAN OIL CO			\$ 11,874.05	\$ 11,874.05
076602	424	HIRERIGHT			\$ 61.92	\$ 61.92
076603	428	INSIGHT A/V SERVICES			\$ 2,122.05	\$ 2,122.05
076604	425	INTERSTATE ALL BATTERY			\$ 99.90	\$ 99.90
076605	402	THE SPIRIT OF JEFFERSON			\$ 223.98	\$ 223.98
076605	404	THE SPIRIT OF JEFFERSON			\$ 55.20	\$ 55.20
076606	GRANT	JEFFERSON DAY REPORT CNT			\$ 10,866.30	\$ 10,866.30
076607	PAYROLL	JEFFERSON SECURITY BANK			\$ 5,460.00	\$ 5,460.00
076608	PAYROLL	KATHRYN KING			\$ 1,475.14	\$ 1,475.14
076609	412	JUDITH A MATLICK			\$ 551.26	\$ 551.26
076610	717	MCKINNEY'S AUTO REPAIR			\$ 93.00	\$ 93.00
076611	PAYROLL	HELEN M. MORRIS, TRUSTEE			\$ 150.00	\$ 150.00
076612	405	MILLER'S SUPPLIES AT WOR			\$ 28.99	\$ 28.99
076613	424	NEOPOST MIDATLANTIC			\$ 438.94	\$ 438.94
076614	PAYROLL	NATIONWIDE RETIREMENT			\$ 749.00	\$ 749.00
076615	428	OFFICEMAX			\$ 54.62	\$ 54.62

076616	402	PIFER OFFICE SUPPLY, INC			\$ 27.50	\$ 27.50
076616	404	PIFER OFFICE SUPPLY, INC			\$ 169.69	\$ 169.69
076616	406	PIFER OFFICE SUPPLY, INC			\$ 242.91	\$ 242.91
076617	425	POTOMAC EDISON/OH			\$ 2.00	\$ 2.00
076618	405	SPECIALTY BUS SUPPLIES			\$ 221.81	\$ 221.81
076619	704	WV REGIONAL JAIL &			\$ 86,078.00	\$ 86,078.00
076620	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 42,849.62	\$ 42,849.62
076620	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 10,021.30	\$ 10,021.30
076620	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 40,219.30	\$ 40,219.30
076621	717	S & S MOTOR PARTS			\$ 359.31	\$ 359.31
076622	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 2,985.00	\$ 2,985.00
076623	428	SOLARWINDS			\$ 672.00	\$ 672.00
076626	401	CHIEF LOGAN STATE PARK			\$ 230.00	\$ 230.00
076626	401	SPRINT			\$ 54.93	\$ 54.93
076626	402	EZ NETTOOLS			\$ 34.95	\$ 34.95
076626	403	MCDONALDS			\$ 10.98	\$ 10.98
076626	403	OUTBACK			\$ 53.47	\$ 53.47
076626	403	PILOT			\$ 16.68	\$ 16.68
076626	403	SPRINT			\$ 54.93	\$ 54.93
076626	403	WINGATE INN			\$ 534.00	\$ 534.00
076626	405	NATIONAL DISTRICT ATTORN			\$ 450.00	\$ 450.00
076626	405	WAL-MART			\$ 115.56	\$ 115.56
076626	406	STAPLES			\$ 12.07	\$ 12.07
076626	412	COMCAST			\$ 105.75	\$ 105.75
076626	412	STAPLES			\$ 108.42	\$ 108.42
076626	413	SHEETZ			\$ 95.26	\$ 95.26
076626	413	STAPLES			\$ 11.39	\$ 11.39
076626	413	THE HOME DEPOT			\$ 784.89	\$ 784.89
076626	415	FRONTIER			\$ 84.50	\$ 84.50
076626	415	SPRINT			\$ 108.63	\$ 108.63
076626	424	CHARLES TOWN UTILITIES			\$ 54.27	\$ 54.27
076626	424	FRONTIER			\$ 10,908.88	\$ 10,908.88
076626	424	ROACH ENERGY			\$ 757.57	\$ 757.57
076626	424	SPRINT			\$ 54.93	\$ 54.93
076626	425	CHARLES TOWN UTILITIES			\$ 876.30	\$ 876.30
076626	425	COMCAST			\$ 1,064.26	\$ 1,064.26
076626	425	JEFFERSON COUNTY P.S.D			\$ 654.38	\$ 654.38
076626	425	JEFFERSON UTILITIES, INC			\$ 559.76	\$ 559.76
076626	425	ROACH ENERGY			\$ 214.57	\$ 214.57
076626	425	SHENANDOAH SPRING WATER			\$ 618.60	\$ 618.60

076626	425	THE HOME DEPOT			\$ 1,016.58	\$ 1,016.58
076626	425	TRENARY HVAC GROUP			\$ 571.86	\$ 571.86
076626	425	VALCO EQUIPMENT LTD			\$ 125.96	\$ 125.96
076626	425	WAL-MART			\$ 21.26	\$ 21.26
076626	425	WILLIAMSON NEW ENGLAND			\$ 603.50	\$ 603.50
076626	425	WM WASTE MGNT			\$ 647.25	\$ 647.25
076626	425	84 LUMBER			\$ 857.69	\$ 857.69
076626	428	DELL			\$ 6,311.06	\$ 6,311.06
076626	428	SPRINT			\$ 109.86	\$ 109.86
076626	428	STAPLES			\$ 26.99	\$ 26.99
076626	433	HOTEL MORGANTOWN			\$ 267.00	\$ 267.00
076626	433	SPRINT			\$ 54.93	\$ 54.93
076626	439	JEFF.CO CHAMBER OF COMME			\$ 5.00	\$ 5.00
076626	439	MILLERS OFFICE PRODUCTS			\$ 40.36	\$ 40.36
076626	439	SPIRIT OF JEFFERSON			\$ 27.74	\$ 27.74
076626	439	SPRINT			\$ 54.93	\$ 54.93
076626	439	VITAL SIGNS PLUS			\$ 112.50	\$ 112.50
076626	440	ALDI			\$ 10.69	\$ 10.69
076626	440	SPRINT			\$ 54.93	\$ 54.93
076626	451	PLANETIZEN INC			\$ 144.00	\$ 144.00
076626	451	SPIRIT OF JEFFERSON			\$ 127.24	\$ 127.24
076626	700	AMAZON			\$ 423.94	\$ 423.94
076626	700	AUTO SERVE			\$ 88.00	\$ 88.00
076626	700	BRUCE'S 24 HOUR WRECK			\$ 85.00	\$ 85.00
076626	700	GOWERS FEED INC			\$ 172.80	\$ 172.80
076626	700	HARDEES			\$ 18.41	\$ 18.41
076626	700	MCDONALDS			\$ 15.41	\$ 15.41
076626	700	NRA LAW ENFORCEMENT			\$ 1,190.00	\$ 1,190.00
076626	700	P & N MARKET			\$ 7.44	\$ 7.44
076626	700	PETCO			\$ 86.42	\$ 86.42
076626	700	PILOT			\$ 4.08	\$ 4.08
076626	700	SIRCHIE FINGER PRINT LAB			\$ 76.91	\$ 76.91
076626	700	SLEEP INN			\$ 89.59	\$ 89.59
076626	700	SPRINT			\$ 1,304.93	\$ 1,304.93
076626	700	TEXAS ROADHOUSE			\$ 39.43	\$ 39.43
076626	700	TGI FRIDAYS			\$ 55.12	\$ 55.12
076626	700	TIGER EXPRESS			\$ 11.73	\$ 11.73
076626	700	WV TREASURY			\$ 600.00	\$ 600.00
076626	711	AMAZON			\$ 229.77	\$ 229.77
076626	711	AMAZON			\$ 519.90	\$ 519.90

076626	711	APPLE STORE			\$ 21.19	\$ 21.19
076626	711	ASFPM			\$ 70.00	\$ 70.00
076626	711	CHANNING BETE CO			\$ 1,444.25	\$ 1,444.25
076626	711	KEEPER SECURITY			\$ 39.98	\$ 39.98
076626	711	OFFICE MAX			\$ 36.99	\$ 36.99
076626	711	OTTERBOX/LIFE PROOF			\$ 76.47	\$ 76.47
076626	711	SPRINT			\$ 186.91	\$ 186.91
076626	711	STAPLES			\$ 222.75	\$ 222.75
076626	711	STAPLES			\$ 158.93	\$ 158.93
076626	711	7 SPRINGS LODGING			\$ 291.03	\$ 291.03
076626	712	APCO INTERNATIONAL INC.			\$ 190.46	\$ 190.46
076626	712	DULLES GREENWAY QPS			\$ 5.40	\$ 5.40
076626	712	FRONTIER			\$ 5,099.85	\$ 5,099.85
076626	712	GAYLORD NATIONAL HOTEL			\$ 2,117.38	\$ 2,117.38
076626	712	LaQUINTA INN & SUITES			\$ 297.00	\$ 297.00
076626	712	NATIONAL ACADEMY OF EMD			\$ 50.00	\$ 50.00
076626	712	SPRINT			\$ 1,175.12	\$ 1,175.12
076626	716	AMAZON			\$ 504.46	\$ 504.46
076626	716	HILLSIDE VETERINARY HOSPT			\$ 3,573.05	\$ 3,573.05
076626	716	LOWES			\$ 27.34	\$ 27.34
076626	716	MUNICIPAL EMERGENCY SRVC			\$ 581.14	\$ 581.14
076626	716	PANHANDLE PRINTING AND D			\$ 150.00	\$ 150.00
076626	716	PANHANDLE PRINTING AND D			\$ 218.02	\$ 218.02
076626	716	PROMOTIONS NOW			\$ 252.75	\$ 252.75
076626	716	THE HOME DEPOT			\$ 45.26	\$ 45.26
076626	716	WAL-MART			\$ 130.00	\$ 130.00
076626	717	AMAZON			\$ 27.90	\$ 27.90
076626	717	FISHER AUTO PARTS			\$ 92.89	\$ 92.89
076627	403	VITAL SIGNS			\$ 475.00	\$ 475.00
076628	405	THOMSON REUTER - WEST			\$ 2,282.45	\$ 2,282.45
076629	700	WVCORP			\$ 5,000.00	\$ 5,000.00
<b>TOTAL</b>					<b>\$ 304,963.93</b>	<b>\$ 304,963.93</b>

**Motion by Mr. Manuel to approve the Accounts Payable for June 16, 2016 in the amount of \$304,963.93. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

**Motion by Ms. Noland to approve the Manual Checks for June 16, 2016 in the amount of \$478,879.97. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

David Tabb, resident – notified the Commission of his purchase of the old Courthouse flag poles. Also questioned whether the Commission had a permit to erect the new, aluminum flag poles.

**PRESENTATIONS**

1. Interviews and Appointment to the Jefferson County Board of Health – one 5-year term ending June 30, 2021.
  - **Motion by Mr. Pellish to appoint Carmela Cesare to the Jefferson County Board of Health for one five-year term ending June 30, 2021. Motion seconded and unanimously approved.**
2. Interviews and Appointments to the following:
  - a. Eastern Panhandle Regional and Development Council – one two-year term ending June 30, 2018
    - **Motion by Ms. Tabb to reappoint John Reisenweber to the Eastern Regional Planning and Development Council for one two-year term ending June 30, 2018. Motion seconded and unanimously approved.**
  - b. Jefferson County Solid Waste Authority – one four-year term ending June 30, 2020.
    - **Motion by Mr. Manuel to reappoint William Weston to the Jefferson County Solid Waste Authority for one four-year term ending June 30, 2020. Motion seconded and unanimously approved.**
3. Rebecca Burns, Office Manager, Jefferson County Department of Engineering – Request for refund of building permit fees for Cindy Fellers.
  - **Motion by Ms. Tabb to provide a full refund in the amount of \$80.36 to Cindy Fellers as the property in question was determined to be in the Corporation of Ranson. Motion seconded and unanimously approved.**
4. Roger Goodwin, Chief County Engineer – Complete construction bond release for Mark A. & Marci E. Cerasi – Lot 41 Burr Business Park (File #S15-06) #4519518-4401 with United Bank, Inc.

- **Motion by Ms. Noland authorize a complete release of the remaining \$121,900.00 from the construction bond for Mark A. and Marci E. Cerasi – Lot 41 Burr Business Park (File#S15-06). Motion seconded and unanimously approved.**

5. The Commission recessed for break at 10:30 am.  
The Commission reconvened at 10:45 am.

6. Jennifer Brockman, Director, Jefferson County Department of Planning and Zoning – Amendments to 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.

- It was the consensus of the Commission to hold another work session on this topic at a later date.

7. Public Hearing – Amendments to the Hotel Occupancy Tax Ordinance.

Commissioner Noland opened the public hearing at 11:32 am. Nathan Cochran, Assistant Prosecuting Attorney, the amendments to the Hotel Occupancy Tax Ordinance were simply needed due to recent changes in the State Code regarding the Hotel Occupancy Tax Ordinance. Ms. Noland then opened the floor for public comment. Comments were made by the following:

- Teresa Hendricks, Chief Deputy Tax Officer – stated Sheriff Dougherty was in support of the modifications to the Ordinance and intended to be present once the Commissioner were ready to vote on the amendments to the Ordinance.

There being no further comment, Ms. Noland closed the public hearing at 11:38 am.

8. Nathan Cochran, Assistant Prosecuting Attorney

- a. Discussion of the Briel Building lease/purchase
- b. SB 648 – Traffic Signals

- **Motion by Ms. Noland to enter into executive session to discuss property negotiations and receive legal advice. Motion seconded and unanimously approved.**

c. Comcast Franchise Renewal

- It was the consensus of the Commission to hire a special communications attorney to review the Comcast Franchise Renewal. The Commission requested Mr. Cochran contact Robert Rodecker to see if he'd be available to review the franchise renewal and provide an estimate on the cost of the review.

d. Legal review of MOU with American Public University

- The Commission requested Mr. Cochran provide a copy of the MOU for review and approval during the June 30, 2016 County Commission meeting.

**UNFINISHED BUSINESS**

9. Formal action to reconsider decision made on March 31, 2016 to allow sale of the 1863 commemorative rock in the Sheriff's auction.

- **Motion by Mr. Manuel to formalize the removal of the 1863 commemorative rock from the Sheriff's auction and to proceed with the process of donating the rock to Wildwood Middle School. Motion seconded and unanimously approved.**

**NEW BUSINESS**

10. Commission Letter for Shepherdstown Fire Department and Friendship Fire Company in good standing with the County

- **Motion by Ms. Tabb to approve a letter from the Commission stating the Shepherdstown Fire Department and Friendship Fire Company are community organizations in good standing with the County. Motion seconded and unanimously approved.**

11. Reappointment of expiring members to the HOME Consortium Council

- **Motion by Ms. Noland to reappoint Dale Manuel, Marie Galazzi, and Annette Van Hilst to the HOME Consortium Council each for a term of three years expiring on June 30, 2019. Motion seconded and unanimously approved.**

**FINANCIAL DIRECTOR REPORTS**

➤ Approval of 2016 Internal Budget Revisions - General Fund

- **Motion by Mr. Manuel to approve internal budget revision #7 for the County Clerk's Office as presented by Ms. Gordon. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to approve internal budget revision #8 for the Circuit Clerk’s Office as presented by Ms. Gordon. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to approve internal budget revision #9 for the Elections Department as presented by Ms. Gordon. Motion seconded and unanimously approved.**
- Approval of 2016 State Budget Revisions – General Fund
- **Motion by Ms. Tabb to approve State Budget Revision #6 as presented by Ms. Gordon. Motion seconded and unanimously approved.**

### **COUNTY ADMINISTRATOR REPORTS**

- Board Appointments – Ms. McDonald notified the Commission of upcoming board appointments scheduled for the June 30, 2016 County Commission meeting, including Jefferson County Parks and Recreation and the Jefferson County Emergency Services Agency.
- WV Day – Ms. McDonald reminded the Commission county offices would be closed on Monday, June 20, 2016 in observance of West Virginia Day.
- 5<sup>th</sup> Thursday in June – Ms. McDonald stated the Commission would be meeting on Thursday, June 30, 2016.
- Sheriff’s Agreement with Bolivar – Ms. McDonald mentioned a letter written by the Sheriff regarding police coverage for the Corporation of Bolivar. It was the consensus of the Commission to request Mr. Cochran to present and review the memorandum of understanding between the Corporation of Bolivar and JCSD.

### **COUNTY COMMISSION REPORTS**

Dale Manuel

- Attended the Kiwanis 90<sup>th</sup> Anniversary Dinner.
- Attended the Potomac Street Project in Harpers Ferry.
- Attended the Ranson Festival and Car Show.
- Attended the Harpers Ferry Quarter Launch.
- Attended a PSD meeting.
- Attended the welcome dinner for the new general manager of Hollywood Casino.
- Attended a meeting with Judge Yoder.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a Parks and Recreation meeting.

Patsy Noland

- Attended a meeting regarding the renovation of 3<sup>rd</sup> floor Judicial Center.
- Attended a CVB meeting.

Jane Tabb

- Attended a PSD meeting.
- Attended a FPB meeting.
- Reminded the audience that WV Fest and Farm Day were both occurring on Saturday, June 18.

Walt Pellish

- Attended a Development Authority meeting.
- Attended a Board of Health meeting.
- Attended the welcome meeting for the new general manager of Hollywood Casino.
- Participated in multiple radio shows.

12. The meeting was adjourned at 11:40 am on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

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Patricia A. Noland, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant