

# Minutes

## Jefferson County Commission

Thursday, July 21, 2016

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A meeting of the Jefferson County Commission was held on Thursday, July 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 Dale Manuel, Patricia Noland, Walter Pellish, and Jane Tabb. Also present were Sandy McDonald, Deputy County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, July 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 Mr. Manuel to approve the June 30, 2016 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.**

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

### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076740	ALLOC	BLUE RIDGE FIRE CO.		\$ -	\$ 10,000.00	\$ 10,000.00
076741	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
076742	ALLOC	BAKERTON FIRE DEPT		\$ -	\$ 10,000.00	\$ 10,000.00
076743	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
076744	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54

076745	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
076746	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
076747	ALLOC	CITIZENS FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
076748	PAYROLL	EDITH COOPER		\$ -	\$ 381.63	\$ 381.63
076749	ALLOC	FRIENDSHIP FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
076750	717	FISHER AUTO PARTS		\$ -	\$ 185.72	\$ 185.72
076751	406	GLOBAL SCIENCE & TECH		\$ -	\$ 730.00	\$ 730.00
076752	ALLOC	INDEPENDENT FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
076753	717	INTERSTATE ALL BATTERY		\$ -	\$ 212.05	\$ 212.05
076754	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 138.94	\$ 138.94
076755	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,480.00	\$ 5,480.00
076756	PAYROLL	NICOLE NOBREGA		\$ -	\$ 1,606.74	\$ 1,606.74
076757	ALLOC	MIDDLEWAY FIRE CO		\$ -	\$ 10,000.00	\$ 10,000.00
076758	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
076759	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 3,297.79	\$ 3,297.79
076760	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
076761	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 445.79	\$ 445.79
076761	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 307.10	\$ 307.10
076761	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 87.25	\$ 87.25
076762	425	POTOMAC EDISON/OH		\$ -	\$ 2,684.57	\$ 2,684.57
076762	425	POTOMAC EDISON/OH		\$ -	\$ 5.00	\$ 5.00
076763	700	WILLIAM POTTER		\$ -	\$ 21.48	\$ 21.48
076764	717	RICE TIRES CO		\$ -	\$ 402.52	\$ 402.52
076765	ALLOC	SHEPHERDSTOWN FIRE CO		\$ -	\$ 10,000.00	\$ 10,000.00
076766	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 88.00	\$ 88.00
076766	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,106.32	\$ 1,106.32
076766	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 58.00	\$ 58.00
076766	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 392.00	\$ 392.00
076767	704	WV REGIONAL JAIL &		\$ -	\$ 94,570.00	\$ 94,570.00
076768	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,663.16	\$ 44,663.16
076768	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,445.26	\$ 10,445.26
076768	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,903.00	\$ 42,903.00
076769	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.75	\$ 114.75
076770	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,985.00	\$ 2,985.00
076771	425	CAPITAL TRISTATE		\$ -	\$ 200.74	\$ 200.74
076772	712	TELTRONIC		\$ -	\$ 2,127.25	\$ 2,127.25
076773	406	AWVA-ASSOC OF WV ASSESSR		\$ -	\$ 100.00	\$ 100.00
076774	439	XEROX CORPORATION		\$ -	\$ 537.17	\$ 537.17
<b>TOTAL</b>					<b>\$ 288,411.78</b>	<b>\$ 288,411.78</b>

**Motion by Ms. Noland to approve the Accounts Payable for July 14, 2016 in the amount of \$288,411.78. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076776	402	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 115.19	\$ 115.19
076777	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
076777	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
076778	717	BG TIRE & BRAKE EQUIPMEN		\$ -	\$ 391.19	\$ 391.19
076779	405	RAYMOND E. BOYCE		\$ -	\$ 54.00	\$ 54.00
076780	413	ESS ELECTION SYSTEMS &		\$ -	\$ 1,846.14	\$ 1,846.14
076781	424	J.C.EHRLICH		\$ -	\$ 31.00	\$ 31.00
076781	425	J.C.EHRLICH		\$ -	\$ 609.00	\$ 609.00
076782	401	JEFFERSON CENTER		\$ -	\$ 516.25	\$ 516.25
076783	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 108.48	\$ 108.48
076783	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 182.98	\$ 182.98
076784	717	J & K PRECISION AUTO CAR		\$ -	\$ 64.95	\$ 64.95
076785	405	MATTHEW BENDER & CO		\$ -	\$ 4,280.59	\$ 4,280.59
076786	406	MONROE SYS FOR BUSINESS		\$ -	\$ 283.09	\$ 283.09
076787	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 87.59	\$ 87.59
076787	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 81.75	\$ 81.75
076787	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 701.85	\$ 701.85
076788	428	OFFICEMAX		\$ -	\$ 123.21	\$ 123.21
076789	425	POTOMAC EDISON/OH		\$ -	\$ 35.55	\$ 35.55
076790	700	ROMULO QUEZADA		\$ -	\$ 12.72	\$ 12.72
076791	GRANT	EASTERN PANHANDLE REGION		\$ -	\$ 11,428.38	\$ 11,428.38
076792	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
076793	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,535.00	\$ 6,535.00
076794	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
076794	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
076794	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
076794	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
076794	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
076794	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
076794	440	RICOH USA, INC./GA		\$ -	\$ 394.82	\$ 394.82
076794	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
076794	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
076795	717	RICE TIRES CO		\$ -	\$ 408.08	\$ 408.08
076796	114	SHERIFF OF JEFFERSON CO		\$ -	\$ (1,889.61)	\$ (1,889.61)

076796	215	SHERIFF OF JEFFERSON CO		\$ -	\$ 5,800.00	\$ 5,800.00
076797	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 139.46	\$ 139.46
076798	717	S & S MOTOR PARTS		\$ -	\$ 851.97	\$ 851.97
076799	425	TML A XEROX CO.		\$ -	\$ 313.75	\$ 313.75
076802	401	SPRINT		\$ -	\$ 54.93	\$ 54.93
076802	401	USPS US POSTAL SERVICE		\$ -	\$ 170.00	\$ 170.00
076802	402	MONROE SYSTEMS FOR BUSIN		\$ -	\$ 240.19	\$ 240.19
076802	402	WATERFRONT PLACE HOTEL		\$ -	\$ 1,071.00	\$ 1,071.00
076802	403	GO DADDY		\$ -	\$ 24.84	\$ 24.84
076802	403	GREENBRIER HOTEL		\$ -	\$ 485.80	\$ 485.80
076802	403	SHOPLET		\$ -	\$ 96.72	\$ 96.72
076802	403	SPRINT		\$ -	\$ 54.93	\$ 54.93
076802	405	CANAAN VALLEY RESORT LOD		\$ -	\$ 1,543.38	\$ 1,543.38
076802	406	WILSONS LODGE		\$ -	\$ 458.72	\$ 458.72
076802	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
076802	412	WORD PROCESSING SERVICE		\$ -	\$ 1,184.58	\$ 1,184.58
076802	412	WVU EXTENSION SERIVCE		\$ -	\$ 739.27	\$ 739.27
076802	415	FRONTIER		\$ -	\$ 84.50	\$ 84.50
076802	415	SPRINT		\$ -	\$ 108.84	\$ 108.84
076802	424	FRONTIER		\$ -	\$ 10,657.31	\$ 10,657.31
076802	424	ROACH ENERGY		\$ -	\$ 783.23	\$ 783.23
076802	424	SPRINT		\$ -	\$ 54.93	\$ 54.93
076802	424	THE HOME DEPOT		\$ -	\$ 27.22	\$ 27.22
076802	424	WEISS BROS OF HAGERSTOWN		\$ -	\$ 2,820.97	\$ 2,820.97
076802	425	AMAZON		\$ -	\$ 839.00	\$ 839.00
076802	425	CHARLES TOWN UTILITIES		\$ -	\$ 906.04	\$ 906.04
076802	425	COMCAST		\$ -	\$ 1,064.26	\$ 1,064.26
076802	425	GRAINGER		\$ -	\$ 328.04	\$ 328.04
076802	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 237.33	\$ 237.33
076802	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
076802	425	SHENANDOAH SPRING WATER		\$ -	\$ 669.50	\$ 669.50
076802	425	SSC-SOUTHERN STATES		\$ -	\$ 460.60	\$ 460.60
076802	425	THE HOME DEPOT		\$ -	\$ 823.23	\$ 823.23
076802	425	TRENNARY HVAC GROUP		\$ -	\$ 7,994.19	\$ 7,994.19
076802	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 122.14	\$ 122.14
076802	425	WM WASTE MGNT		\$ -	\$ 647.25	\$ 647.25
076802	425	84 LUMBER		\$ -	\$ 272.07	\$ 272.07
076802	428	DELL		\$ -	\$ 920.36	\$ 920.36
076802	428	ISTORAGE NETWORK		\$ -	\$ 1,743.00	\$ 1,743.00
076802	428	SAP STORE		\$ -	\$ 524.70	\$ 524.70

076802	428	SPRINT		\$ -	\$ 879.99	\$ 879.99
076802	428	SPRINT		\$ -	\$ 109.86	\$ 109.86
076802	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 338.88	\$ 338.88
076802	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 198.88	\$ 198.88
076802	433	DUNCAN PARNELL CORP		\$ -	\$ 795.00	\$ 795.00
076802	433	LYLE SIGNS		\$ -	\$ 320.44	\$ 320.44
076802	433	SPRINT		\$ -	\$ 54.93	\$ 54.93
076802	439	SPRINT		\$ -	\$ 54.93	\$ 54.93
076802	439	USPS US POSTAL SERVICE		\$ -	\$ 102.00	\$ 102.00
076802	440	BLACKWATER FALLS STATE P		\$ -	\$ 304.00	\$ 304.00
076802	440	EASTERN PANHANDLE HOME B		\$ -	\$ 471.74	\$ 471.74
076802	440	FLATWOODS HOTEL & CONFER		\$ -	\$ 178.00	\$ 178.00
076802	440	INTL CODE COUNCIL INC		\$ -	\$ 3,472.18	\$ 3,472.18
076802	440	MILLERS OFFICE PRODUCTS		\$ -	\$ 800.98	\$ 800.98
076802	440	OFFICE MAX		\$ -	\$ 39.99	\$ 39.99
076802	440	PRINT-O-STAT		\$ -	\$ 2,053.00	\$ 2,053.00
076802	440	SAMS CLUB		\$ -	\$ 187.77	\$ 187.77
076802	440	SPRINT		\$ -	\$ 54.93	\$ 54.93
076802	440	WV CODE COUNCIL		\$ -	\$ 150.00	\$ 150.00
076802	GRANT	CHANNING BETE CO		\$ -	\$ 1,281.77	\$ 1,281.77
076802	GRANT	TRACTICAL AND SURVIVAL		\$ -	\$ 16.50	\$ 16.50
076802	700	AMAZON		\$ -	\$ 104.31	\$ 104.31
076802	700	CHARLES TOWN LOCK & KEY		\$ -	\$ 200.00	\$ 200.00
076802	700	CREAMERS WRECKERS SERVIC		\$ -	\$ 135.00	\$ 135.00
076802	700	GALLS		\$ -	\$ 250.72	\$ 250.72
076802	700	GALLS		\$ -	\$ 86.78	\$ 86.78
076802	700	HAGERSTOWN FORD		\$ -	\$ 350.00	\$ 350.00
076802	700	MUNICIPAL EMERGENCY SRVC		\$ -	\$ 339.09	\$ 339.09
076802	700	RIVER CITY FARM & PET SU		\$ -	\$ 133.02	\$ 133.02
076802	700	SPIRIT OF JEFFERSON		\$ -	\$ 431.90	\$ 431.90
076802	700	SPRINT		\$ -	\$ 1,687.84	\$ 1,687.84
076802	700	SUPERIOR AUTOBODY		\$ -	\$ 450.00	\$ 450.00
076802	700	TINT WIZARD		\$ -	\$ 60.00	\$ 60.00
076802	700	TRACTOR SUPPLY CO		\$ -	\$ 97.98	\$ 97.98
076802	700	USPS US POSTAL SERVICE		\$ -	\$ 102.00	\$ 102.00
076802	700	WV SIGNAL & LIGHT		\$ -	\$ 268.88	\$ 268.88
076802	711	AMAZON		\$ -	\$ 366.66	\$ 366.66
076802	711	BLACKWATER FALLS STATE P		\$ -	\$ 228.00	\$ 228.00
076802	711	CANAAN VALLEY RESORT LOD		\$ -	\$ 552.00	\$ 552.00
076802	711	JJ KELLER & ASSOC		\$ -	\$ 247.56	\$ 247.56

076802	711	SPRINT		\$ -	\$ 187.18	\$ 187.18
076802	712	EMBASSY SUITES		\$ -	\$ 315.88	\$ 315.88
076802	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
076802	712	MEDICAL PRIORITY CONSULT		\$ -	\$ 785.00	\$ 785.00
076802	712	SPRINT		\$ -	\$ 207.28	\$ 207.28
076802	716	CVS		\$ -	\$ 29.43	\$ 29.43
076802	716	DOLLAR GENERAL		\$ -	\$ 42.80	\$ 42.80
076802	717	AMAZON		\$ -	\$ 207.62	\$ 207.62
076802	717	FISHER AUTO PARTS		\$ -	\$ 175.95	\$ 175.95
076803	PAYROLL	UNITED STATES TREASURY		\$ -	\$ 329.84	\$ 329.84
<b>TOTAL</b>					<b>\$ 101,177.39</b>	<b>\$ 101,177.39</b>

**Motion by Ms. Tabb to approve the Accounts Payable for July 21, 2016 in the amount of \$101,177.39 Motion seconded and unanimously approved.**

**MANUAL CHECKS**

<b>HOME DETENTION</b>			
<b>008</b>			
Date	Check #	VENDOR	Amount
07/15/16	537	<b>UNITED BANK</b>	\$ 54.93
<b>ASSESSOR VALUATION</b>			
<b>056</b>			
Date	Check #	VENDOR	Amount
7/15/2016	587	<b>UNITED BANK</b>	\$ 1,197.19
7/15/2016	588	<b>GLOBAL SCIENCE &amp; TECH</b>	\$ 1,645.00
7/15/2016	589	<b>VMWARE</b>	\$ 171.60
<b>FARMLAND PROTECTION BOARD</b>			
<b>057</b>			
Date	Check #	VENDOR	Amount
7/15/2016	278	<b>JEFFERSON CO FARMLAND PROT.</b>	\$ 93,942.39

<b>BARDANE</b>			
<b>244</b>			
Date	Check #	VENDOR	Amount
7/15/2016	597	<b>UNITED BANK</b>	\$ 527.86
<b>IMPACT FEES</b>			
<b>249</b>			
Date	Check #	VENDOR	Amount
7/15/2016	1048	<b>SHERIFF JEFFERSON CO -SCHOOL</b>	\$ 111,225.07
7/15/2016	1049	<b>SHERIFF JEFFERSON CO - LAW</b>	\$ 2,899.00
7/15/2016	1050	<b>SHERIFF JEFFERSON CO - PARKS</b>	\$ 8,325.50
7/15/2016	1051	<b>SHERIFF JEFFERSON CO - FIRE/EMS</b>	\$ 935.50
<b>TOTAL</b>			<b>\$ 220,924.04</b>

**Motion by Ms. Noland to approve the Manual Checks for July 15, 2016 in the amount of \$220,924.04. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Ron Slonaker, resident – spoke in support of Ann Smith to fill the Harpers Ferry District vacancy on the County Commission.

Ben Svendsen, resident – spoke in support of a “real Republican” to be chosen by the Commissioners to fill the Harpers Ferry District vacancy on the Commission.

Henry Davenport, resident – also spoke in support of Ann Smith to fill the Harpers Ferry District vacancy on the County Commission.

Ramon Wesling, resident – requested the Commission appoint a “true Republican” to the vacant Harpers Ferry seat to reflect the voices of voters who elected a Republican in 2014.

David Tabb, resident – also spoke in support of appointing a “real Republican” from the Harpers Ferry district to the vacancy on the Commission. Mr. Tabb also stated he believed it was inappropriate for Commissioner Tabb to participate in the selection and appointment of a new commissioner since Mr. Tabb submitted his resume for consideration.

Regina Smith, resident – requested the Commission appoint a “true Republican” to replace Commissioner Bell instead of an individual who “opportunistically” switched parties in order to qualify for the position.

Jack Hefestay, resident – also requested the Commission appoint a “real Republican” to replace Commissioner Bell.

Eleanor Finn, resident – thanked the Commission for resuming their “Meet Your Commissioners” events.

Harold Bennet, resident – stated he’s a “real Republican” who supports Ann Smith because she’s the “best person” for the position.

Bill Earnhardy, resident – spoke in support of Peter Onoszko as the replacement for Commissioner Bell.

Melody Williams, resident – spoke in favor of appointing a “real Republican” to the Harpers Ferry District vacancy

## **ANNOUNCEMENTS**

- Ms. McDonald announced that the Campground Workshop with Planning Director Jennifer Brockman would be postponed until a later date yet to be determined.
- Nathan Cochran, Assistant Prosecuting Attorney, provided an in-depth explanation of the Attorney General’s opinion regarding several issues surrounding the appointment of a replacement Commissioner due to Mr. Bell’s resignation.

## **PRESENTATIONS**

1. County Commissioner Interviews – the Commission interviewed the following as prospective appointees for the vacant Harpers Ferry District seat on the County Commission: Peter Onoszko, Daniel Zappe, Ann Smith, and Gary Dungan.
2. Annette Gavin, Jefferson County Convention and Visitor’s Bureau – provided the Commission with a presentation of the annual report for the JCCVB.
3. Lynn Fields, Probate Office – Requested approval of the Quarterly Review for Accounts and Waivers
  - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to approve estates for closure that have met all requirements for probate, and approve the opening of new estates since the last quarterly review. Motion seconded and unanimously approved.**
4. Ronda Eddy, Jefferson Day Report Center – requested approval of Grant Resolution and Contract.
- **Motion by Mr. Manuel to approve the Resolution, contract, and grant documents for 17-CC-07 in the amount of \$140,000 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

**NEW BUSINESS**

5. County Commissioner candidate decision or scheduling of Special Session to make decision on County Commission candidate
- **Motion by Mr. Manuel to set a Special Session for Tuesday, July 26, 2016 to make a final decision on the appointment of a new Commissioner for the Harpers Ferry seat so current Commissioners may hear from constituents during the evening’s “Meet Your Commissioners” event. Motion seconded but fails on a vote of 1-3 with Ms. Noland, Ms. Tabb, and Mr. Pellish opposing.**
    - Commissioner Pellish offered his nomination for Peter Onoszko.
    - Commissioner Noland offered her nomination for Ann Smith.
  - **After receiving the majority vote (Mr. Manuel, Ms. Tabb, and Mr. Pellish), Peter Onoszko was chosen as the new Commissioner for the Harpers Ferry District.**
6. Oath of Office for newly appointed County Commissioner – Commissioner Noland, President of the Jefferson County Commission, administered the Oath of Office to Mr. Peter Onoszko.
7. Pete Dougherty, Sheriff
- a. Promotion of Matthew Armel to the rank of Corporal
- **Motion by Mr. Manuel to approve the promotion of Matthew Armel to the rank of Corporal, effective August 7, 2026. Motion seconded and unanimously approved.**

- b. Approval of Deputy Reserve
  - **Motion by Ms. Tabb to approve the appointment of Michael Mahoney as a Reserve Deputy for the Jefferson County Sheriff's Office. Motion seconded and unanimously approved.**
  
- 8. Nathan Cochran, Assistant Prosecuting Attorney
  - a. Intergovernmental Agreement between the Jefferson County Sheriff's Department, the Corporation of Bolivar, and the Jefferson County Commission.
    - **Motion by Ms. Tabb to approve the Intergovernmental Agreement as presented by Mr. Cochran and authorize the President of the Commission to affix her signature to the appropriate documents and forward to the WV Attorney General for final approval. Motion seconded and unanimously approved.**
  
  - b. Briel Building Lease
    - **Motion by Mr. Pellish to enter into Executive Session to discuss property negotiations. Motion seconded and unanimously approved.**
  
    - **Motion by Ms. Noland to schedule a Special Meeting on Tuesday, July 26, 2016 to discuss space needs and the Briel Building lease. Motion seconded and unanimously approved.**
  
- 9. Interview and Appointment to the Jefferson County Emergency Services Agency Board – one three year term for Citizen Representative ending June 30, 2016.
  - **Motion by Ms. Tabb to appoint Dr. Jason Turner to the Jefferson County Emergency Services Agency Board as a Citizen Representative for a term of three years ending on June 30, 2019. Motion seconded and unanimously approved.**
  
- 10. Bill Polk, Director of Maintenance
  - a. Approval of Donation of Dogwood Tree from the West Virginia Division of Forestry
    - **Motion by Mr. Manuel to approve the donation of a dogwood tree from the West Virginia Division of Forestry. Motion seconded and unanimously approved.**

b. Approval of Plans for the renovation of the 3<sup>rd</sup> floor St. Margaret's Judicial Center

- **Motion by Ms. Noland to approve the plans for the renovation of the 3<sup>rd</sup> floor St. Margaret's Judicial Center. Motion seconded and unanimously approved.**

11. Jennifer Brockman, Director of Planning and Zoning

- a. Recommendation from the Planning Commission to the County Commission to amend various section of the Zoning and Land Development Ordinance to replace the current nontraditional zoning ordinance with the traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process. The proposed text amendment also includes a recommendation to increase the density provisions of the Rural ZOnign Cluster Development in Section 5.7; and proposed amending of various sections related to rural land use throughout the Ordinance. The purpose of this request is to privde and overview of the recommended amendment and possible schedule a public hearing to be held by the County Commission.
- It was the consensus of the Commission to schedule a public hearing on the matter noted above at a date yet to be determined.

12. Jennifer Brockman, Director of Planning and Zoning – Work Session on the Campground Ordinance – Envision Jefferson 2035 Comp. Plan review related to campgrounds.

- This item was postponed and will be rescheduled at a later date.

### **COUNTY ADMINISTRATOR REPORTS**

- Greenbrier County WV Flood – Expenses for Barbara Miller, Director of WVOHSEM
  - Motion by Mr. Pellish to underwrite the expenses accrued by Barbara Miller, Director of WVOHSEM, during her time spent deployed to Greenbrier County, WV to assist in flood relief efforts. Motion seconded and unanimously approved.

### **COUNTY COMMISSION REPORTS**

Patricia Noland

- Attended a Region 9 meeting and informed the Commission and the audience of a public hearing to be held concerning the widening of Rt. 340 South and support for the Natural Gas Line.
- Attended a Leadership WV function.

Jane Tabb

- Attended a Fire and Rescue Association meeting.
- Participated as a Judge in the Maryland Dairy Princess Competition.

- Attended a Fair Livestock meeting.
- Attended an ESA meeting.
- Discussed the Shepherdstown Volunteer Fire Department ambulance dedication ceremony but stated she was unable to attend.

Dale Manuel

- Accompanied his granddaughter to volunteer at the Animal Welfare Society.
- Attended Panhandle Pride celebration at Morgan's Grove Park.
- Participated in the Jefferson County NAACP healing rally.
- Chaired a Day Report Center meeting.
- Attended the Rubber Ducky Race supporting the Shepherdstown Care Givers.
- Attended the Shepherdstown Volunteer Fire Department ambulance dedication ceremony.
- Attended a Parks and Recreation meeting and informed the Commission and the audience of the Hite Road Park ribbon cutting ceremony on September 10, 2016.

13. The Commission meeting was adjourned at 2:57 pm 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