

Minutes

Jefferson County Commission

Thursday, October 6, 2016

A meeting of the Jefferson County Commission was held on Thursday, October 6, 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, Peter Onoszko, Walter Pellish, and Jane Tabb. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, October 6, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Pellish to approve the Purchase Order for October 6, 2016 in the amount of \$16,800.00 to include Purchase Order No. 52486. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the Payroll for October 6, 2016 in the amount of \$235,058.53. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077041	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
077042	424	NOEMI BRUN		\$ -	\$ 117.69	\$ 117.69
077043	401	NATHAN COCHRAN		\$ -	\$ 218.46	\$ 218.46

077044	425	DODSON'S SEPTIC		\$ -	\$ 285.00	\$ 285.00
077045	404	TERESA HENDRICKS		\$ -	\$ 13.78	\$ 13.78
077046	PAYROLL	JENNILEE HARTMAN		\$ -	\$ 4,500.00	\$ 4,500.00
077047	PAYROLL	JERRI HERBERT		\$ -	\$ 443.42	\$ 443.42
077048	PAYROLL	GAIL MAGAHA		\$ -	\$ 108.49	\$ 108.49
077049	PAYROLL	VICTORIA MYERS		\$ -	\$ 2,042.96	\$ 2,042.96
077050	PAYROLL	RICCI MCINTYRE		\$ -	\$ 2,381.76	\$ 2,381.76
077051	404	TONI MILBOURNE		\$ -	\$ 650.00	\$ 650.00
077052	428	OFFICEMAX		\$ -	\$ 627.11	\$ 627.11
077053	425	POTOMAC EDISON/OH		\$ -	\$ 3,042.76	\$ 3,042.76
077054	GRANT	EASTERN PANHANDLE REGION		\$ -	\$ 7,744.95	\$ 7,744.95
077055	425	RCS SECURITY		\$ -	\$ 212.50	\$ 212.50
077055	425	RCS SECURITY		\$ -	\$ 601.30	\$ 601.30
077055	425	RCS SECURITY		\$ -	\$ 132.00	\$ 132.00
077056	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 88.00	\$ 88.00
077056	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 791.00	\$ 791.00
077056	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
077056	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 133.00	\$ 133.00
077057	425	SHERWIN-WILLIAMS		\$ -	\$ 61.50	\$ 61.50
077058	717	S & S MOTOR PARTS		\$ -	\$ 56.99	\$ 56.99
077058	717	S & S MOTOR PARTS		\$ -	\$ 189.15	\$ 189.15
077058	717	S & S MOTOR PARTS		\$ -	\$ 9.91	\$ 9.91
077058	717	S & S MOTOR PARTS		\$ -	\$ 4.59	\$ 4.59
077058	717	S & S MOTOR PARTS		\$ -	\$ 73.54	\$ 73.54
077058	717	S & S MOTOR PARTS		\$ -	\$ 59.88	\$ 59.88
077058	717	S & S MOTOR PARTS		\$ -	\$ 12.12	\$ 12.12
077058	717	S & S MOTOR PARTS		\$ -	\$ 7.11	\$ 7.11
077058	717	S & S MOTOR PARTS		\$ -	\$ 15.96	\$ 15.96
077058	717	S & S MOTOR PARTS		\$ -	\$ 74.33	\$ 74.33
077058	717	S & S MOTOR PARTS		\$ -	\$ 81.49	\$ 81.49
077061	401	FLATWOODS HOTEL & CONFER		\$ -	\$ 89.00	\$ 89.00
077061	401	SHOPLET		\$ -	\$ 262.58	\$ 262.58
077061	401	SNOWSHOE RESORT		\$ -	\$ (18.00)	\$ (18.00)
077061	401	SPRINT		\$ -	\$ 54.93	\$ 54.93
077061	402	SPECTRA ASSOC		\$ -	\$ 54.95	\$ 54.95
077061	402	STAPLES		\$ -	\$ 144.26	\$ 144.26
077061	403	SPRINT		\$ -	\$ 54.93	\$ 54.93
077061	405	CANAAN VALLEY RESORT LOD		\$ -	\$ 142.82	\$ 142.82
077061	405	SNOWSHOE RESORT		\$ -	\$ 99.00	\$ 99.00
077061	405	USPS US POSTAL SERVICE		\$ -	\$ 102.00	\$ 102.00

077061	406	NADA APPRAISAL GUIDES		\$ -	\$ 140.00	\$ 140.00
077061	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
077061	412	STAPLES		\$ -	\$ 112.34	\$ 112.34
077061	412	WORD PROCESSING SERVICE		\$ -	\$ 450.00	\$ 450.00
077061	413	UPS STORE		\$ -	\$ 25.35	\$ 25.35
077061	415	FRONTIER		\$ -	\$ 84.60	\$ 84.60
077061	415	SPRINT		\$ -	\$ 108.84	\$ 108.84
077061	424	CHARLES TOWN UTILITIES		\$ -	\$ 67.65	\$ 67.65
077061	424	FRONTIER		\$ -	\$ 10,706.42	\$ 10,706.42
077061	424	SPRINT		\$ -	\$ 54.93	\$ 54.93
077061	424	THE HOME DEPOT		\$ -	\$ 37.53	\$ 37.53
077061	425	AMAZON		\$ -	\$ 420.96	\$ 420.96
077061	425	CHARLES TOWN UTILITIES		\$ -	\$ 889.07	\$ 889.07
077061	425	COMCAST		\$ -	\$ 1,064.26	\$ 1,064.26
077061	425	GLOBAL INDUSTRIES		\$ -	\$ 2,584.84	\$ 2,584.84
077061	425	GRAINGER		\$ -	\$ 277.16	\$ 277.16
077061	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 204.77	\$ 204.77
077061	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
077061	425	SHENANDOAH SPRING WATER		\$ -	\$ 676.20	\$ 676.20
077061	425	THE HOME DEPOT		\$ -	\$ 155.00	\$ 155.00
077061	425	THE HOME DEPOT		\$ -	\$ 26.48	\$ 26.48
077061	425	THE HOME DEPOT		\$ -	\$ 41.55	\$ 41.55
077061	425	THE HOME DEPOT		\$ -	\$ 159.74	\$ 159.74
077061	425	TRENARY HVAC GROUP		\$ -	\$ 337.00	\$ 337.00
077061	425	WAL-MART		\$ -	\$ 47.49	\$ 47.49
077061	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 1,620.23	\$ 1,620.23
077061	425	WM WASTE MGNT		\$ -	\$ 851.72	\$ 851.72
077061	425	84 LUMBER		\$ -	\$ 55.75	\$ 55.75
077061	428	eTECH NEXT.COM		\$ -	\$ 70.00	\$ 70.00
077061	428	AMAZON		\$ -	\$ 1,299.98	\$ 1,299.98
077061	428	AMAZON		\$ -	\$ 185.63	\$ 185.63
077061	428	BATTERY MART		\$ -	\$ 179.50	\$ 179.50
077061	428	CDW GOVERNMENT		\$ -	\$ 385.12	\$ 385.12
077061	428	CDW GOVERNMENT		\$ -	\$ 119.32	\$ 119.32
077061	428	DELL		\$ -	\$ 9,294.15	\$ 9,294.15
077061	428	SPRINT		\$ -	\$ 109.86	\$ 109.86
077061	440	APA - MEMBERSHIP		\$ -	\$ 95.00	\$ 95.00
077061	440	INTL CODE COUNCIL INC		\$ -	\$ 79.00	\$ 79.00
077061	440	LYLE SIGNS		\$ -	\$ 364.48	\$ 364.48
077061	440	PRINT-O-STAT		\$ -	\$ 609.00	\$ 609.00

077061	440	SPIRIT OF JEFFERSON		\$ -	\$ 184.42	\$ 184.42
077061	440	SPRINT		\$ -	\$ 164.79	\$ 164.79
077061	GRANT	CHANNING BETE CO		\$ -	\$ 2,114.23	\$ 2,114.23
077061	GRANT	TPS-TOWN POLICE SUPPLY		\$ -	\$ 0.90	\$ 0.90
077061	700	AMAZON		\$ -	\$ 257.93	\$ 257.93
077061	700	JEFF.CO CHAMBER OF COMME		\$ -	\$ 825.00	\$ 825.00
077061	700	MID-ATLANTIC TRAINING		\$ -	\$ 175.00	\$ 175.00
077061	700	NRA		\$ -	\$ 50.00	\$ 50.00
077061	700	SPRINT		\$ -	\$ 1,687.84	\$ 1,687.84
077061	700	TRACTOR SUPPLY CO		\$ -	\$ 88.00	\$ 88.00
077061	700	WAL-MART		\$ -	\$ 347.96	\$ 347.96
077061	700	WV PARKWAYS AU		\$ -	\$ 100.00	\$ 100.00
077061	711	SPRINT		\$ -	\$ 187.18	\$ 187.18
077061	711	STAPLES		\$ -	\$ 29.98	\$ 29.98
077061	711	STAPLES		\$ -	\$ 46.97	\$ 46.97
077061	712	ACCO BRANDS DIRECT		\$ -	\$ 123.27	\$ 123.27
077061	712	DOLLAR TREE		\$ -	\$ 15.90	\$ 15.90
077061	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
077061	712	JOHNNIE'S RESTAURANT/HOT		\$ -	\$ 14.89	\$ 14.89
077061	712	SABER LOGIC LLC		\$ -	\$ 102.00	\$ 102.00
077061	712	SPRINT		\$ -	\$ 1,065.18	\$ 1,065.18
077061	712	STAPLES		\$ -	\$ 57.93	\$ 57.93
077061	716	AMAZON		\$ -	\$ 92.87	\$ 92.87
077061	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 186.00	\$ 186.00
077061	716	HILLSIDE VETERINARY HOSPT		\$ -	\$ 427.76	\$ 427.76
077061	716	MUNICIPAL EMERGENCY SRVC		\$ -	\$ 271.33	\$ 271.33
077061	716	THE HOME DEPOT		\$ -	\$ (1.08)	\$ (1.08)
077061	716	ZOETIS		\$ -	\$ 235.00	\$ 235.00
077061	717	APOLLO OIL LLC		\$ -	\$ 1,188.50	\$ 1,188.50
077061	717	CAPITOL USED CAR		\$ -	\$ 250.00	\$ 250.00
077061	717	SUNOCO		\$ -	\$ 32.00	\$ 32.00
077062	PAYROLL	LISA WALTERS		\$ -	\$ 272.97	\$ 272.97
077063	402	W.B. MASON CO. INC		\$ -	\$ 30.98	\$ 30.98
077063	402	W.B. MASON CO. INC		\$ -	\$ 13.45	\$ 13.45
077064	PAYROLL	TAMMY YOKLEY		\$ -	\$ 1,918.64	\$ 1,918.64
TOTAL						\$ 82,333.29

Motion by Ms. Tabb to approve the Accounts Payable for September 15, 2016 in the amount of \$82,333.29. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077159	712	AT&T/GA		\$ -	\$ 23.19	\$ 23.19
077160	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,819.57	\$ 1,819.57
077161	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
077162	401	BEST BEST & KRIEGER LLP		\$ -	\$ 1,529.50	\$ 1,529.50
077163	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077164	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
077165	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077166	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077167	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
077168	PAYROLL	CHRISTOPHER CROSS		\$ -	\$ 126.84	\$ 126.84
077169	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
077169	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
077170	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,221.24	\$ 6,221.24
077171	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
077172	PAYROLL	STEPHEN V GROH		\$ -	\$ 1,588.54	\$ 1,588.54
077173	PAYROLL	THE HARTFORD		\$ -	\$ 2,241.55	\$ 2,241.55
077173	PAYROLL	THE HARTFORD		\$ -	\$ 4,550.02	\$ 4,550.02
077174	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 29,500.00	\$ 29,500.00
077175	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 369,668.50	\$ 369,668.50
077176	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,694.33	\$ 2,694.33
077177	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 207.34	\$ 207.34
077178	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 298.50	\$ 298.50
077179	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,545.00	\$ 5,545.00
077180	405	LYNDSEY W. MATSCHAT		\$ -	\$ 41.40	\$ 41.40
077180	405	LYNDSEY W. MATSCHAT		\$ -	\$ 97.20	\$ 97.20
077181	PAYROLL	GAIL MCMILLION		\$ -	\$ 398.47	\$ 398.47
077182	PAYROLL	GAIL MAGAHA		\$ -	\$ 328.55	\$ 328.55
077183	PAYROLL	HIGHMARK WV		\$ -	\$ 170,134.45	\$ 170,134.45
077184	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
077185	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
077186	PAYROLL	MILLENIUUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
077187	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077188	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,747.58	\$ 1,747.58
077189	428	OFFICEMAX		\$ -	\$ 412.11	\$ 412.11
077190	ALLOC	JEFF CO PARKS &		\$ -	\$ 40,975.38	\$ 40,975.38
077190	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
077191	PAYROLL	WILLIAM POLK		\$ -	\$ 278.53	\$ 278.53
077192	425	RCS SECURITY		\$ -	\$ 618.00	\$ 618.00

077193	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,259.00	\$ 6,259.00
077194	PAYROLL	RANDALL RODRIGUEZ		\$ -	\$ 14.70	\$ 14.70
077195	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
077196	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
077197	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,727.26	\$ 43,727.26
077197	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,226.38	\$ 10,226.38
077197	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,826.00	\$ 41,826.00
077198	405	CATHERINE A. SLAYDEN		\$ -	\$ 238.70	\$ 238.70
077199	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,910.00	\$ 2,910.00
077200	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 45,489.28	\$ 45,489.28
077201	712	WV ENHANCED 911 COUNCIL		\$ -	\$ 265.68	\$ 265.68
077202	ALLOC	WVU		\$ -	\$ 3,700.00	\$ 3,700.00
077203	405	WV CASA		\$ -	\$ 35.00	\$ 35.00
077204	402	XEROX CORPORATION		\$ -	\$ 442.64	\$ 442.64
077204	402	XEROX CORPORATION		\$ -	\$ 377.39	\$ 377.39
077204	402	XEROX CORPORATION		\$ -	\$ 579.15	\$ 579.15
077205	413	KEILA Y. BLANDIN FRANCO		\$ -	\$ 150.00	\$ 150.00
TOTAL					\$ 950,531.52	\$ 950,531.52

Motion by Ms. Tabb to approve the Accounts Payable for October 6, 2016 in the amount of \$950,531.52. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
9/16/2016	433	EASTRIDGE HEALTH SYSTEM	\$ 750.00
FARMLAND PROTECTION BOARD			
057			
Date	Check #	VENDOR	Amount
9/16/2016	280	JEFFERSON CO FARMLAND PROT.	\$ 75,213.30

SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
9/16/2016	1513	RCS SECURITY	\$ 10,714.10
9/16/2016	1514	SERVER SUPPLY	\$ 3,653.10
9/16/2016	1515	LAW OFFICE OF KATHY SANTA BARBARA	\$ 67.50
TOTAL			\$ 90,398.00

Motion by Ms. Noland to approve the Manual Checks for September 16, 2016 in the amount of \$90,398.00. Motion seconded and unanimously approved.

HOME DETENTION			
008			
Date	Check #	VENDOR	Amount
	546	3M ELECTRONIC MONITORING	\$ 3,115.00
	547	CDA	\$ 511.50
	545	UNITED BANK	\$ 54.84
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
10/7/2016	600	UNITED BANK	\$ 246.30
BARDANE			
244			
Date	Check #	VENDOR	Amount
10/7/2016	602	UNITED BANK	\$ 470.40
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
10/7/2016	1518	SHERIFF OF JEFFERSON CO	\$ 200,343.47

IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
10/7/2016	1060	SHERIFF JEFFERSON CO -SCHOOL	\$ 119,730.18
10/7/2016	1061	SHERIFF JEFFERSON CO - LAW	\$ 2,102.67
10/7/2016	1062	SHERIFF JEFFERSON CO - PARKS	\$ 9,200.35
10/7/2016	1063	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 1,017.33
TOTAL			\$ 336,792.04

Motion by Ms. Tabb to approve the Manual Checks for October 7, 2016 in the amount of \$336,792.04. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – made statements against the Assessor and the Commission.

Nicola Bastian, resident – requested the Commission support and approve a county-wide hour of prayer the day before the 2016 General Election.

Joy Lewis, Eastern Panhandle Regional Representative for Governor Tomblin’s Office – presented Commissioner Pellish with the Distinguished Mountaineer Award, the highest honor awarded to non-native West Virginians.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET	AMOUNT
James & Virginia Kerns	PP	CTD	302584	\$21.10

- **Motion by Ms. Tabb to approve the exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

2. Peter Dougherty, Sheriff – requested the approval of two new deputy hires.

- **Motion by Mr. Manuel to approve the hire of Travis Stely and David Sayampanathan as deputies, effective Monday, October 17, 2016. Motion seconded and unanimously approved.**

3. Bill Polk, Director of Maintenance

- a. Requested Approval of the WVCFIA 14th Cycle Grant for the Jefferson County Courthouse Window Project.

- **Motion by Ms. Noland to approve the 14th Cycle Grant Applications from the WV Courthouse Facilities Improvement Authority for the Courthouse window project. Motion seconded and unanimously approved.**

- b. Requested approval of employment for the Maintenance Helper Position

- **Motion by Ms. Tabb to approve the employment of Charles Wise as Maintenance Helper at a Grade III, Step A with a 40 hour work week. Motion seconded and unanimously approved.**

NEW BUSINESS

4. Defining a Jefferson County Commission Session – it was the consensus of the Commission to place this item on the October 20, 2016 agenda for decision.
5. Appointment to the Eastern Panhandle Transit Authority – one unexpired term ending January 31, 2019
- **Motion by Ms. Tabb to appoint Missy Thompson to the Eastern Panhandle Transit Authority for one unexpired term ending January 31, 2019. Motion withdrawn until the October 20, 2016 meeting.**

FINANCIAL DIRECTOR REPORTS

Michelle Gordon, Finance Director – requested approval of the FY16 Financial Statements

- **Motion by Mr. Manuel to approve the FY16 Financial Statements as presented and authorize the publishing of the statements. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Selection of Date for Employee Holiday Celebration – it was the consensus of the Commission to schedule the Employee Holiday Breakfast on the morning of December 15, 2016.
- Cancellation of the December 29, 2016 County Commission meeting – it was the consensus of the Commission to cancel the last meeting of December 2016.

COUNTY COMMISSIONER REPORTS

Patsy Noland

- Provided the Commission and the audience with an update on the progress of the St. Margaret's Building.

Dale Manuel

- Attended the 1st Annual Hispanic Festival at the Ranson Civic Center
- Attended a PSD meeting.
- Attended an Affordable Housing meeting.

Peter Onoszko

- Attended a PSD meeting.
- Met with JT Van Meter of Region 7 Workforce West Virginia.

Jane Tabb

- Attended a PSD meeting.

6. The Commission meeting was adjourned at 10:44 am on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant