

Minutes

Jefferson County Commission

Thursday October 20, 2016

A meeting of the Jefferson County Commission was held on Thursday, October 20, 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 20, 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 Regular Meeting Minutes for September 29, 2016 as presented/amended. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Regular Meeting Minutes for October 6, 2016 as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the Purchase Orders for October 20, 2016 as presented to include Purchase Order No. 48572 in the amount of \$63,225.00. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077207	717	CREAMERS WRECKER SVC		\$ -	\$ 85.00	\$ 85.00
077208	402	COMPILED TECHNOLOGIES LL	52486	\$ 16,800.00	\$ -	\$ 16,800.00
077209	PAYROLL	SCOTT DEMORY		\$ -	\$ 196.23	\$ 196.23
077210	413	ESS ELECTION SYSTEMS &		\$ -	\$ 387.47	\$ 387.47
077211	PAYROLL	JESSICA GORMONT		\$ -	\$ 57.96	\$ 57.96
077212	PAYROLL	TAMMY MOBLEY		\$ -	\$ 2,297.34	\$ 2,297.34
077213	PAYROLL	JESSE W JONES		\$ -	\$ 508.31	\$ 508.31
077214	412	JUDITH A MATLICK		\$ -	\$ 746.95	\$ 746.95
077215	401	ELIZABETH MALONEY		\$ -	\$ 98.40	\$ 98.40
077216	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 283.05	\$ 283.05
077216	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 35.99	\$ 35.99
077216	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 152.61	\$ 152.61
077216	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 131.14	\$ 131.14
077216	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 47.06	\$ 47.06
077217	404	KAREN NICK		\$ -	\$ 13.38	\$ 13.38
077218	403	PRINTING IMPRESSIONS		\$ -	\$ 189.94	\$ 189.94
077218	403	PRINTING IMPRESSIONS		\$ -	\$ 189.94	\$ 189.94
077219	424	POTOMAC EDISON/OH		\$ -	\$ 2,903.99	\$ 2,903.99
077219	425	POTOMAC EDISON/OH		\$ -	\$ 3,132.89	\$ 3,132.89
077219	425	POTOMAC EDISON/OH		\$ -	\$ 27.62	\$ 27.62
077219	425	POTOMAC EDISON/OH		\$ -	\$ 11,094.43	\$ 11,094.43
077220	403	LAURA STORM		\$ -	\$ 145.80	\$ 145.80
077221	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
077222	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
077222	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 791.00	\$ 791.00
077222	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
077222	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 133.00	\$ 133.00
077223	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 47.94	\$ 47.94
077223	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 34.79	\$ 34.79
077224	704	WV REGIONAL JAIL &		\$ -	\$ 108,852.00	\$ 108,852.00
077225	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.75	\$ 114.75
077226	PAYROLL	BENJAMIN S. WILLIAMS		\$ -	\$ 4,443.43	\$ 4,443.43
077227	PAYROLL	WV BUREAU OF EMPLOYMENT		\$ -	\$ 2,100.00	\$ 2,100.00
077228	440	XEROX CORPORATION		\$ -	\$ 542.29	\$ 542.29
TOTAL						\$ 156,698.70
TOTAL				\$ 16,800.00	\$ 139,898.70	\$ 156,698.70

Motion by Ms. Tab to approve the Accounts Payable for October 13, 2016 in the amount of \$156,698.70. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077231	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,759.04	\$ 3,759.04
077232	425	ACCURATE SYSTEMS INC		\$ -	\$ 282.05	\$ 282.05
077233	402	BANK OF CHARLES TOWN		\$ -	\$ 14.20	\$ 14.20
077234	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
077234	425	BOLAND SERVICES		\$ -	\$ 898.00	\$ 898.00
077234	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
077234	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
077234	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
077235	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077236	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
077237	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077238	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077239	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
077240	PAYROLL	COLONIAL LIFE		\$ -	\$ 302.02	\$ 302.02
077241	424	MEGAN FARIAS		\$ -	\$ 105.96	\$ 105.96
077242	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 20,526.27	\$ 20,526.27
077243	GRANT	GOOD SHEPHERD INTERFAITH		\$ -	\$ 4,000.00	\$ 4,000.00
077244	717	GUTTMAN OIL CO		\$ -	\$ 2,732.45	\$ 2,732.45
077244	717	GUTTMAN OIL CO		\$ -	\$ 2,510.36	\$ 2,510.36
077244	717	GUTTMAN OIL CO		\$ -	\$ 2,578.45	\$ 2,578.45
077244	717	GUTTMAN OIL CO		\$ -	\$ 2,759.84	\$ 2,759.84
077245	404	THE SPIRIT OF JEFFERSON		\$ -	\$ 96.60	\$ 96.60
077246	424	THE JOURNAL		\$ -	\$ 698.76	\$ 698.76
077247	425	JEFFERSON COUNTY SOLID		\$ -	\$ 81.37	\$ 81.37
077247	425	JEFFERSON COUNTY SOLID		\$ -	\$ 114.55	\$ 114.55
077247	425	JEFFERSON COUNTY SOLID		\$ -	\$ 97.17	\$ 97.17
077248	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,640.00	\$ 5,640.00
077249	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
077249	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
077250	403	MATTHEW BENDER & CO		\$ -	\$ 137.43	\$ 137.43
077250	403	MATTHEW BENDER & CO		\$ -	\$ 278.31	\$ 278.31
077251	PAYROLL	GAIL MAGAHA		\$ -	\$ 158.86	\$ 158.86
077252	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
077253	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00

077254	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 124.64	\$ 124.64
077255	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077256	424	NEOPOST USA INC.		\$ -	\$ 331.30	\$ 331.30
077257	PAYROLL	TERRY PALMER		\$ -	\$ 2,141.24	\$ 2,141.24
077258	425	POTOMAC EDISON/OH		\$ -	\$ 35.40	\$ 35.40
077258	425	POTOMAC EDISON/OH		\$ -	\$ 503.88	\$ 503.88
077259	717	RICE TIRES CO		\$ -	\$ 477.84	\$ 477.84
077259	717	RICE TIRES CO		\$ -	\$ 103.28	\$ 103.28
077260	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,393.80	\$ 44,393.80
077260	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 58.40	\$ 58.40
077260	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 13.66	\$ 13.66
077260	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,382.24	\$ 10,382.24
077260	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,621.19	\$ 42,621.19
077260	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46.09	\$ 46.09
077261	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 938.00	\$ 938.00
077261	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,768.87	\$ 31,768.87
077261	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 23.13	\$ 23.13
077262	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,359.90	\$ 10,359.90
077262	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,625.75	\$ 14,625.75
077263	405	BRANDON C.H. SIMS		\$ -	\$ 330.61	\$ 330.61
077264	401	SANDRA MCDONALD		\$ -	\$ 342.24	\$ 342.24
077265	717	S & S MOTOR PARTS		\$ -	\$ 71.68	\$ 71.68
077265	717	S & S MOTOR PARTS		\$ -	\$ 32.07	\$ 32.07
077265	717	S & S MOTOR PARTS		\$ -	\$ 2.88	\$ 2.88
077265	717	S & S MOTOR PARTS		\$ -	\$ 99.99	\$ 99.99
077265	717	S & S MOTOR PARTS		\$ -	\$ 107.09	\$ 107.09
077265	717	S & S MOTOR PARTS		\$ -	\$ 135.76	\$ 135.76
077265	717	S & S MOTOR PARTS		\$ -	\$ 52.10	\$ 52.10
077265	717	S & S MOTOR PARTS		\$ -	\$ 65.72	\$ 65.72
077265	717	S & S MOTOR PARTS		\$ -	\$ 22.68	\$ 22.68
077265	717	S & S MOTOR PARTS		\$ -	\$ (3.75)	\$ (3.75)
077266	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,910.00	\$ 2,910.00
077267	425	CAPITAL TRISTATE		\$ -	\$ 46.05	\$ 46.05
077267	425	CAPITAL TRISTATE		\$ -	\$ 269.91	\$ 269.91
077267	425	CAPITAL TRISTATE		\$ -	\$ 47.28	\$ 47.28
077267	425	CAPITAL TRISTATE		\$ -	\$ 418.13	\$ 418.13
077268	404	LINDA SUE TURNER		\$ -	\$ 5.00	\$ 5.00
077269	425	TML A XEROX CO.		\$ -	\$ 313.75	\$ 313.75
077270	712	TELTRONIC		\$ -	\$ 530.00	\$ 530.00
077273	401	GREENBRIER HOTEL		\$ -	\$ 199.00	\$ 199.00

077273	401	SPRINT		\$ -	\$ 54.93	\$ 54.93
077273	401	WEST VIRGINIA STATE BAR		\$ -	\$ 250.00	\$ 250.00
077273	401	WILSONS LODGE		\$ -	\$ 156.50	\$ 156.50
077273	403	SHOPLET		\$ -	\$ 132.75	\$ 132.75
077273	403	SPRINT		\$ -	\$ 54.93	\$ 54.93
077273	405	HAMPTON INNS		\$ -	\$ 318.00	\$ 318.00
077273	405	MARTINS		\$ -	\$ 29.99	\$ 29.99
077273	405	PIZZA CITY		\$ -	\$ 96.00	\$ 96.00
077273	405	WAL-MART		\$ -	\$ 2.87	\$ 2.87
077273	405	WEST VIRGINIA STATE BAR		\$ -	\$ 500.00	\$ 500.00
077273	406	USPS US POSTAL SERVICE		\$ -	\$ 18.75	\$ 18.75
077273	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
077273	415	FRONTIER		\$ -	\$ 169.20	\$ 169.20
077273	415	SPRINT		\$ -	\$ 108.84	\$ 108.84
077273	424	AMAZON		\$ -	\$ 320.85	\$ 320.85
077273	424	CHARLES TOWN UTILITIES		\$ -	\$ 99.94	\$ 99.94
077273	424	FRONTIER		\$ -	\$ 10,584.53	\$ 10,584.53
077273	424	SPRINT		\$ -	\$ 54.93	\$ 54.93
077273	424	SPRINT		\$ -	\$ 12.35	\$ 12.35
077273	425	AMAZON		\$ -	\$ 55.80	\$ 55.80
077273	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,119.70	\$ 1,119.70
077273	425	COMCAST		\$ -	\$ 1,064.26	\$ 1,064.26
077273	425	GRAINGER		\$ -	\$ 110.75	\$ 110.75
077273	425	HARBOR FREIGHT TOOL		\$ -	\$ 537.05	\$ 537.05
077273	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 187.18	\$ 187.18
077273	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
077273	425	SHENANDOAH SPRING WATER		\$ -	\$ 1,122.70	\$ 1,122.70
077273	425	SSC-SOUTHERN STATES		\$ -	\$ 135.99	\$ 135.99
077273	425	THE HOME DEPOT		\$ -	\$ 557.88	\$ 557.88
077273	425	THE HOME DEPOT		\$ -	\$ 66.58	\$ 66.58
077273	425	VALCO EQUIPMENT LTD		\$ -	\$ 125.96	\$ 125.96
077273	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 1,650.46	\$ 1,650.46
077273	425	WM WASTE MGNT		\$ -	\$ 1,278.04	\$ 1,278.04
077273	425	84 LUMBER		\$ -	\$ 31.84	\$ 31.84
077273	428	AMAZON		\$ -	\$ 16.38	\$ 16.38
077273	428	AMAZON		\$ -	\$ 303.76	\$ 303.76
077273	428	CDW GOVERNMENT		\$ -	\$ 53.53	\$ 53.53
077273	428	CDW GOVERNMENT		\$ -	\$ 385.12	\$ 385.12
077273	428	DELL		\$ -	\$ 147.99	\$ 147.99
077273	428	DELL		\$ -	\$ 4,575.03	\$ 4,575.03

077273	428	GLOBAL DATA CONSULTANTS		\$ -	\$ 2,424.37	\$ 2,424.37
077273	428	INSIGHT AUDIO VISUAL		\$ -	\$ 1,495.26	\$ 1,495.26
077273	428	NCH SOFTWARE		\$ -	\$ 70.61	\$ 70.61
077273	428	QUICKSHIP		\$ -	\$ 78.84	\$ 78.84
077273	428	QUIKFIX LAPTOP KEYBOARD		\$ -	\$ 4.48	\$ 4.48
077273	428	SPRINT		\$ -	\$ 109.86	\$ 109.86
077273	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 1,454.97	\$ 1,454.97
077273	428	WWW.NEWEGG.COM		\$ -	\$ 366.98	\$ 366.98
077273	428	WWW.NEWEGG.COM		\$ -	\$ 38.39	\$ 38.39
077273	440	AMERICAN SOC CIVIL ENGIN		\$ -	\$ 250.00	\$ 250.00
077273	440	MILLERS OFFICE PRODUCTS		\$ -	\$ 363.00	\$ 363.00
077273	440	SPIRIT OF JEFFERSON		\$ -	\$ 36.00	\$ 36.00
077273	440	SPIRIT OF JEFFERSON		\$ -	\$ 115.74	\$ 115.74
077273	440	SPRINT		\$ -	\$ 164.79	\$ 164.79
077273	700	AMAZON		\$ -	\$ 326.16	\$ 326.16
077273	700	CREAMERS WRECKERS SERVIC		\$ -	\$ 138.21	\$ 138.21
077273	700	EMBASSY SUITES		\$ -	\$ 253.96	\$ 253.96
077273	700	EVIKE		\$ -	\$ 783.96	\$ 783.96
077273	700	GALLS		\$ -	\$ 392.00	\$ 392.00
077273	700	GALLS		\$ -	\$ 1,176.75	\$ 1,176.75
077273	700	GOWERS FEED INC		\$ -	\$ 95.98	\$ 95.98
077273	700	GS IMAGES		\$ -	\$ 525.00	\$ 525.00
077273	700	JERRYS SPORTS CENTER		\$ -	\$ 7,469.00	\$ 7,469.00
077273	700	LAKEVIEW GOLF RESORT		\$ -	\$ 534.00	\$ 534.00
077273	700	MARRIOTT		\$ -	\$ 53.52	\$ 53.52
077273	700	MATTHEW BENDER & CO		\$ -	\$ 261.70	\$ 261.70
077273	700	MID-ATLANTIC TRAINING		\$ -	\$ 175.00	\$ 175.00
077273	700	MORGANTOWN PRINTING		\$ -	\$ 160.00	\$ 160.00
077273	700	MOTOROLA, INC		\$ -	\$ 2,938.07	\$ 2,938.07
077273	700	MUNICIPAL EMERGENCY SRVC		\$ -	\$ 291.29	\$ 291.29
077273	700	PETCO		\$ -	\$ 91.98	\$ 91.98
077273	700	QDOBA		\$ -	\$ 8.10	\$ 8.10
077273	700	RIVER CITY FARM & PET SU		\$ -	\$ 133.02	\$ 133.02
077273	700	ROCIC		\$ -	\$ 300.00	\$ 300.00
077273	700	SHEETZ		\$ -	\$ 8.36	\$ 8.36
077273	700	SPRINT		\$ -	\$ 1,687.84	\$ 1,687.84
077273	700	SUPERIOR AUTOBODY		\$ -	\$ 1,799.40	\$ 1,799.40
077273	700	TACTICAL OPERATIONS CONS		\$ -	\$ 4,000.00	\$ 4,000.00
077273	700	TELTRONIC		\$ -	\$ 414.00	\$ 414.00
077273	700	THE HOME DEPOT		\$ -	\$ 48.64	\$ 48.64

077273	700	THE HOME DEPOT		\$ -	\$ 110.97	\$ 110.97
077273	700	WV SIGNAL & LIGHT		\$ -	\$ 1,732.40	\$ 1,732.40
077273	700	5 GUYS		\$ -	\$ 10.15	\$ 10.15
077273	711	INTERNATIONAL ASSOC		\$ -	\$ 190.00	\$ 190.00
077273	711	SPRINT		\$ -	\$ 187.18	\$ 187.18
077273	711	STAPLES		\$ -	\$ 82.55	\$ 82.55
077273	711	TARGET		\$ -	\$ 113.97	\$ 113.97
077273	711	THE HOME DEPOT		\$ -	\$ 58.13	\$ 58.13
077273	711	WAL-MART		\$ -	\$ 94.88	\$ 94.88
077273	712	ALL RESORT EXPRESS		\$ -	\$ 32.00	\$ 32.00
077273	712	BATTERY MART		\$ -	\$ 49.90	\$ 49.90
077273	712	DELTA AIR		\$ -	\$ 416.20	\$ 416.20
077273	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
077273	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 100.00	\$ 100.00
077273	712	OFFICE WORLD		\$ -	\$ 47.44	\$ 47.44
077273	712	SEARS		\$ -	\$ 47.89	\$ 47.89
077273	712	SPRINT		\$ -	\$ 1,086.20	\$ 1,086.20
077273	712	STAPLES		\$ -	\$ 18.90	\$ 18.90
077273	712	WVIPAY.COM		\$ -	\$ 100.00	\$ 100.00
077273	712	XYBIX SYSTEMS INC.		\$ -	\$ 571.95	\$ 571.95
077273	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 239.00	\$ 239.00
077273	716	HILLSIDE VETERINARY HOSPT		\$ -	\$ 262.09	\$ 262.09
077273	716	LAMBERT VET SUPPLY		\$ -	\$ 102.93	\$ 102.93
077273	716	MUNICIPAL EMERGENCY SRVC		\$ -	\$ 64.61	\$ 64.61
077273	716	PETCO		\$ -	\$ 165.30	\$ 165.30
077273	717	CHRISTY ENTERPRISE		\$ -	\$ 150.48	\$ 150.48
077273	717	FISHER AUTO PARTS		\$ -	\$ 303.82	\$ 303.82
077273	717	HAGERSTOWN FORD		\$ -	\$ 69.53	\$ 69.53
077274	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 56.98	\$ 56.98
077274	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 21.37	\$ 21.37
077274	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 63,920.81	\$ 63,920.81
077274	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 23,970.43	\$ 23,970.43
077275	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4,878.56	\$ 4,878.56
077275	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2,439.27	\$ 2,439.27
077276	PAYROLL	LISA WALTERS		\$ -	\$ 202.11	\$ 202.11
077277	402	W.B. MASON CO. INC		\$ -	\$ 87.30	\$ 87.30
077277	402	W.B. MASON CO. INC		\$ -	\$ 36.35	\$ 36.35
077278	PAYROLL	TAMMY YOKLEY		\$ -	\$ 1,019.63	\$ 1,019.63
TOTAL					\$ 383,784.27	\$ 383,784.27

Motion by Ms. Noland to approve the Accounts Payable for October 20, 2016 in the amount of \$383,784.27. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

BARDANE			
244			
Date	Check #	VENDOR	Amount
10/14/2016	603	POTOMAC EDISON	\$ 3,274.04
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
10/14/2016	133	JCESA	\$ 81,000.00
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
10/14/2016	1519	UNITED BANKCARD	\$ 297.45
10/14/2016	1520	UNITED BANKCARD	\$ 4,341.54
TOTAL			\$ 88,913.03

Motion by Ms. Tabb to approve the Manual Checks for October 14, 2016 in the amount of \$88,913.03. Motion seconded and unanimously approved.

FARMLAND PROTECTION BOARD			
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O57			
Date	Check #	VENDOR	Amount
10/21/2016	281	JEFFERSON CO FARMLAND PROT.	\$ 47,884.58
TOTAL			\$ 47,884.58

Motion by Ms. Tabb to approve the Manual Checks for October 21, 2016 in the amount of \$47,884.58. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the Payroll for October 20, 2016 in the amount of \$238,797.43. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – stated his freedom of speech was interrupted during the last County Commission meeting and spoke about other various concerns.

Angela Banks, resident and Jefferson County Assessor – spoke to the Commission about the county modifier and provided a handout with all of the county modifiers for the entire state, and stated this information was available for the taxpayers to view on her website.

Danny Lutz, resident – stated Jefferson County is not treated fairly concerning the county modifier and public utility properties.

PRESENTATIONS

1. Peter Dougherty, Sheriff – requested approval of a grant application for the WV Records Management and Preservation Board.
 - **Motion by Mr. Manuel to approve the grant proposal as presented and recommend it to the Preservation Board as a priority and authorize the President of the Commission to affix her name on the appropriate documents, with the County Commission to provide \$1,611.14 in funding from the contingency fund. Motion seconded and unanimously approved.**

2. James Crawford and Adelaide Crawford, Crawford Law Group – requested the closure of an alley in the Shepherdstown District pursuant to WV 7-1-3 (h)

- **Motion by Mr. Manuel to set a public hearing regarding Mr. Crawford's requests on Thursday, November 17, 2016 at 1:30 pm during the regularly scheduled County Commission meeting. Motion seconded and unanimously approved.**
- 3. Jennifer Myers, Director, Jefferson County Parks and Recreation – provided the Commission and the audience with a presentation of the 10 Year Parks Master Plan.
- 4. The Commission recessed for break at 10:45 a.m.
The Commission reconvened at 11:00 a.m.
- 5. Lynn Fields, Probate Office – provided a quarterly review of accounts and waivers.
 - **Motion by Ms. Noland 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 last quarterly review. Motion seconded and unanimously approved.**
 - **Motion by Mr. Manuel to recess as a fiduciary review board. Motion seconded and unanimously approved.**
- 6. Barbara Miller, Director, Jefferson County Homeland Security and the Emergency Management
 - a. Presented the Program for Public Information (PPI) for the Community Rating System (CRS) of the National Flood Insurance Program (NFIP)
 - **Motion by Ms. Tabb to approve the Jefferson County, WV Program for Public Information (PPI), part of the Community Rating System (CRS) activities for Jefferson County, WV. Motion seconded and unanimously approved.**
 - b. Presented the Memoranda of Understanding with the Jefferson County Board of Education.
 - **Motion by Mr. Manuel to approve the MOUs with the Jefferson County Board of Education to use schools during disasters. Motion seconded and unanimously approved.**
- 7. Angela Banks, Assessor – Board of Assessment Appeals
 - **Motion by Ms. Noland to convene as a Board of Assessment Appeals. Motion seconded and unanimously approved.**

- a. Don Orser – Ms. Grove notified the Commission that Mr. Orser had withdrawn his request to be heard before the Board of Assessment Appeals.
- b. Patrick Schneble
 - **After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeals for the following property: Map 4, Parcel 19.1, Harpers Ferry Corporation. Motion seconded and passes on a vote of 4-1 with Mr. Onoszko opposing.**
 - **After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeal for the following property: Map 5, Parcel 15, Ranson Corporation. Motion seconded and passes on a vote of 4-1 with Mr. Onoszko opposing.**
- c. Robert B. Mellander for McDonald’s – Ms. Grove informed the Commission Mr. Mellander resides in Illinois, and requested a continuance for his hearing. It was the consensus of the Commission to grant Mr. Mellander a continuance for the November 17 2016 County Commission meeting.
- d. Jonathan Swift
 - **After sworn testimony and presentation of exhibits, motion by Ms. Noland to deny the appeal for the following property: Map 13, Parcel 22, Middleway District. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Defining a Jefferson County Commission Session
 - **Motion by Mr. Onoszko to define a Jefferson County Commission session as quarterly in accordance with the State Code to be codified in an amended meeting and session policy, effective January 1, 2017. Motion seconded and unanimously approved.**
9. Appointment to the Eastern Panhandle Transit Authority (EPTA) – one unexpired term ending January 31, 2019
 - **Motion by Ms. Noland to appoint Missy Thompson to the EPTA Board for one unexpired term ending January 31, 2019. Motion seconded and unanimously approved.**
10. Hiring of legal counsel regarding the possible JCPSD acquisition by the cities of Charles Town and Ranson.

- **Motion by Ms. Noland to retain outside legal counsel to assist with PSD and PSC issues and authorize Mr. Cochran to move forward with hiring said counsel. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Request from Charles Town Utilities for list of questions for the November 3, 2016 Work Session with the cities of Charles Town and Ranson regarding the possible asset acquisition of the Jefferson County Public Service District - it was the consensus of the Commission to submit their questions to Ms. Grove via e-mail prior to the November 3 meeting. The Commission also wanted to be sure they were not limited to the questions submitted prior to the meeting as other questions were likely to arise during discussion.
- Discussion of FLSA rule change and impact on position classifications in the Emergency Management Department
 - **Motion by Ms. Tabb to enter into Executive Session to discuss personnel matters. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

COUNTY COMMISSION REPORTS

Patricia Noland

- Attended a JCCOA meeting.
- Participated in a NACO conference call re: local government responsibilities concerning the Chesapeake Bay Watershed.
- Attended a PSD meeting.
- Attended a Courthouse Facilities and Improvement Authority presentation.
- Noted she would be traveling to Lewisburg, WV next week for a Leadership WV event.
- Also noted October is national Breast Cancer Awareness month.

Jane Tabb

- Attended a Fair Livestock meeting.
- Led the Leadership Jefferson agricultural module.
- Attended the Communications Awards Banquet.
- Attended an LEPC meeting.
- Attended the testing of the voting equipment.
- Attended a HEPMPO meeting.
- Attended Middleway Days.
- Attended an ESA meeting.

- Stated her daughter was on the front page of the Journal for her research on stink bugs.
- Stated the ethics complaints filed against William Strider (PSD board member) had been dismissed by the Public Service Commission.

Dale Manuel

- Attended Middleway Days.
- Attended a Jefferson Center meeting.
- Attended a JCCOA board meeting and annual meeting.
- Chaired a Day Report Center meeting.
- Attended Reformation/Renaissance event in Shepherdstown.
- Attended NAACP dinner at Shepherd University.
- Attended a Parks and Recreation meeting and stated they had received two grants to pay for two pavilions in the parks.

Walt Pellish

- Attended a Development Authority Executive Committee meeting.
- Attended a Development Authority Board meeting.
- Stated the Radox expansion has been completed.

Peter Onoszko

- Attended a Planning Commission meeting.
- Attended a Day Report Center meeting.
- Attended a Board of Health meeting.
- Attended an EPTA meeting.
- Attended a Development Authority meeting.
- Attended and LEPC meeting.
- Attended the testing of the new voting machines.

11. The Commission meeting was adjourned at 12:57 pm on a motion by Mr. Manuel.
Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant