

## Minutes

### Jefferson County Commission

Thursday, November 3, 2016

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A meeting of the Jefferson County Commission was held on Thursday, November 3, 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, November 3, 2016 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Ms. Tabb to approve the Regular Meeting Minutes for October 20, 2016 as presented. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT | VENDOR                   | PONUM | POAMT | NOAMT       | CHECK AMOUNT |
|--------|------|--------------------------|-------|-------|-------------|--------------|
| 077280 | 428  | ACCURATE SYSTEMS INC     |       | \$ -  | \$ 4,200.00 | \$ 4,200.00  |
| 077281 | 717  | AUTOZONE                 |       | \$ -  | \$ 38.98    | \$ 38.98     |
| 077282 | 402  | APPLE VALLEY OFF.PRODUCT |       | \$ -  | \$ 275.87   | \$ 275.87    |
| 077283 | 424  | J.C.EHRLICH              |       | \$ -  | \$ 31.00    | \$ 31.00     |
| 077283 | 425  | J.C.EHRLICH              |       | \$ -  | \$ 613.00   | \$ 613.00    |
| 077284 | 405  | FEDEX                    |       | \$ -  | \$ 65.93    | \$ 65.93     |
| 077284 | 700  | FEDEX                    |       | \$ -  | \$ 45.63    | \$ 45.63     |
| 077285 | 425  | FIDELITY POWER SYSTEMS   |       | \$ -  | \$ 3,370.00 | \$ 3,370.00  |
| 077286 | 412  | GREATAMERICA FINANCL SVC |       | \$ -  | \$ 315.64   | \$ 315.64    |
| 077287 | 428  | GLOBAL SCIENCE & TECH    |       | \$ -  | \$ 1,800.00 | \$ 1,800.00  |

|              |         |                          |  |      |                     |                     |
|--------------|---------|--------------------------|--|------|---------------------|---------------------|
| 077288       | 425     | INTERSTATE ALL BATTERY   |  | \$ - | \$ 15.00            | \$ 15.00            |
| 077289       | 403     | JEFFERSON CENTER         |  | \$ - | \$ 100.00           | \$ 100.00           |
| 077290       | 424     | THE SPIRIT OF JEFFERSON  |  | \$ - | \$ 138.00           | \$ 138.00           |
| 077291       | 425     | JEFFERSON COUNTY SOLID   |  | \$ - | \$ 56.88            | \$ 56.88            |
| 077292       | GRANT   | JEFFERSON DAY REPORT CNT |  | \$ - | \$ 557.20           | \$ 557.20           |
| 077292       | GRANT   | JEFFERSON DAY REPORT CNT |  | \$ - | \$ 9,848.57         | \$ 9,848.57         |
| 077293       | 712     | ROBERT E. JONES III      |  | \$ - | \$ 1,000.00         | \$ 1,000.00         |
| 077294       | 712     | LANGUAGE LINE SERVICES   |  | \$ - | \$ 111.82           | \$ 111.82           |
| 077295       | PAYROLL | DENISE LAMBIOTTE         |  | \$ - | \$ 156.58           | \$ 156.58           |
| 077296       | 405     | MATTHEW BENDER & CO      |  | \$ - | \$ 1,065.36         | \$ 1,065.36         |
| 077296       | 405     | MATTHEW BENDER & CO      |  | \$ - | \$ 394.31           | \$ 394.31           |
| 077297       | 424     | MILLER'S SUPPLIES AT WOR |  | \$ - | \$ 588.00           | \$ 588.00           |
| 077298       | 406     | N.A.D.A. APPRAISAL GUIDE |  | \$ - | \$ 20.00            | \$ 20.00            |
| 077299       | 428     | OFFICEMAX                |  | \$ - | \$ 800.70           | \$ 800.70           |
| 077300       | 403     | RECORD MANAGEMENT SOLUTN |  | \$ - | \$ 30.00            | \$ 30.00            |
| 077301       | 401     | RICOH USA, INC./GA       |  | \$ - | \$ 252.73           | \$ 252.73           |
| 077301       | 403     | RICOH USA, INC./GA       |  | \$ - | \$ 287.58           | \$ 287.58           |
| 077301       | 404     | RICOH USA, INC./GA       |  | \$ - | \$ 123.90           | \$ 123.90           |
| 077301       | 405     | RICOH USA, INC./GA       |  | \$ - | \$ 423.90           | \$ 423.90           |
| 077301       | 406     | RICOH USA, INC./GA       |  | \$ - | \$ 123.90           | \$ 123.90           |
| 077301       | 425     | RICOH USA, INC./GA       |  | \$ - | \$ 48.10            | \$ 48.10            |
| 077301       | 440     | RICOH USA, INC./GA       |  | \$ - | \$ 394.82           | \$ 394.82           |
| 077301       | 700     | RICOH USA, INC./GA       |  | \$ - | \$ 295.90           | \$ 295.90           |
| 077301       | 712     | RICOH USA, INC./GA       |  | \$ - | \$ 267.08           | \$ 267.08           |
| 077302       | 405     | THOMSON REUTER - WEST    |  | \$ - | \$ 1,638.25         | \$ 1,638.25         |
| 077302       | 405     | THOMSON REUTER - WEST    |  | \$ - | \$ 2,347.59         | \$ 2,347.59         |
| 077303       | PAYROLL | WVCORP                   |  | \$ - | \$ 5,000.00         | \$ 5,000.00         |
| 077304       | 412     | EMILY WELLS              |  | \$ - | \$ 357.48           | \$ 357.48           |
| 077305       | 404     | W.B. MASON CO. INC       |  | \$ - | \$ 96.15            | \$ 96.15            |
|              |         |                          |  |      |                     |                     |
|              |         |                          |  |      |                     |                     |
| <b>TOTAL</b> |         |                          |  |      | <b>\$ 37,295.85</b> | <b>\$ 37,295.85</b> |

**Motion by Ms. Tabb to approve the Accounts Payable for October 27, 2016 in the amount of \$37,295.85. Motion seconded and unanimously approved.**

| CHKNO  | DEPT    | VENDOR                   | PONUM | POAMT | NOAMT        | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------|--------------|--------------|
| 077308 | 712     | AT&T/GA                  |       | \$ -  | \$ 63.92     | \$ 63.92     |
| 077309 | ALLOC   | AHA/ART&HUMANITIES ALLNC |       | \$ -  | \$ 1,599.76  | \$ 1,599.76  |
| 077309 | ALLOC   | AHA/ART&HUMANITIES ALLNC |       | \$ -  | \$ 246.36    | \$ 246.36    |
| 077310 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ -  | \$ 49.85     | \$ 49.85     |
| 077311 | ALLOC   | BAKERTON FIRE DEPT       |       | \$ -  | \$ 75,000.00 | \$ 75,000.00 |
| 077312 | PAYROLL | BUREAU F/CHILD SPRT ENF  |       | \$ -  | \$ 212.31    | \$ 212.31    |
| 077313 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -  | \$ 461.54    | \$ 461.54    |
| 077314 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -  | \$ 119.54    | \$ 119.54    |
| 077315 | PAYROLL | BUREAU OF CHILD SUPPORT  |       | \$ -  | \$ 392.31    | \$ 392.31    |
| 077316 | 405     | RAYMOND E. BOYCE         |       | \$ -  | \$ 81.00     | \$ 81.00     |
| 077317 | 413     | CASTO & HARRIS INC       |       | \$ -  | \$ 427.48    | \$ 427.48    |
| 077318 | 402     | CTWV-APA CHARLES TOWN AP |       | \$ -  | \$ 30.00     | \$ 30.00     |
| 077319 | 425     | OLD CHARLES TOWN LIBRARY |       | \$ -  | \$ 1,500.00  | \$ 1,500.00  |
| 077320 | 405     | NATHAN COCHRAN           |       | \$ -  | \$ 138.00    | \$ 138.00    |
| 077321 | PAYROLL | DELTA DENTAL OF WV       |       | \$ -  | \$ 6,384.70  | \$ 6,384.70  |
| 077322 | 425     | FIDELITY POWER SYSTEMS   |       | \$ -  | \$ 700.00    | \$ 700.00    |
| 077323 | 405     | STEPHEN V GROH           |       | \$ -  | \$ 138.00    | \$ 138.00    |
| 077324 | 405     | CHARLES B HOWARD         |       | \$ -  | \$ 138.00    | \$ 138.00    |
| 077325 | PAYROLL | THE HARTFORD             |       | \$ -  | \$ 4,636.84  | \$ 4,636.84  |
| 077325 | PAYROLL | THE HARTFORD             |       | \$ -  | \$ 2,298.70  | \$ 2,298.70  |
| 077326 | 401     | RICOH USA, INC           |       | \$ -  | \$ 29.06     | \$ 29.06     |
| 077326 | 403     | RICOH USA, INC           |       | \$ -  | \$ 58.14     | \$ 58.14     |
| 077326 | 404     | RICOH USA, INC           |       | \$ -  | \$ 29.07     | \$ 29.07     |
| 077326 | 405     | RICOH USA, INC           |       | \$ -  | \$ 87.21     | \$ 87.21     |
| 077326 | 406     | RICOH USA, INC           |       | \$ -  | \$ 29.07     | \$ 29.07     |
| 077326 | 425     | RICOH USA, INC           |       | \$ -  | \$ 29.07     | \$ 29.07     |
| 077326 | 440     | RICOH USA, INC           |       | \$ -  | \$ 29.07     | \$ 29.07     |
| 077326 | 440     | RICOH USA, INC           |       | \$ -  | \$ 29.07     | \$ 29.07     |
| 077326 | 700     | RICOH USA, INC           |       | \$ -  | \$ 58.14     | \$ 58.14     |
| 077326 | 712     | RICOH USA, INC           |       | \$ -  | \$ 29.07     | \$ 29.07     |
| 077327 | 425     | INTERSTATE ALL BATTERY   |       | \$ -  | \$ 35.40     | \$ 35.40     |
| 077327 | 717     | INTERSTATE ALL BATTERY   |       | \$ -  | \$ 323.85    | \$ 323.85    |
| 077327 | 717     | INTERSTATE ALL BATTERY   |       | \$ -  | \$ 138.75    | \$ 138.75    |
| 077328 | ALLOC   | JEFFERSON COUNTY HISTORI |       | \$ -  | \$ 364.78    | \$ 364.78    |
| 077328 | ALLOC   | JEFFERSON COUNTY HISTORI |       | \$ -  | \$ 2,368.84  | \$ 2,368.84  |
| 077329 | 425     | JEFFERSON RENTAL         |       | \$ -  | \$ 163.98    | \$ 163.98    |
| 077330 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ -  | \$ 5,720.00  | \$ 5,720.00  |
| 077331 | 405     | RALPH A LORENZETTI JR    |       | \$ -  | \$ 138.00    | \$ 138.00    |

|        |         |                          |       |             |               |               |
|--------|---------|--------------------------|-------|-------------|---------------|---------------|
| 077332 | 405     | CARRIE L. LEHMAN         |       | \$ -        | \$ 138.00     | \$ 138.00     |
| 077333 | PAYROLL | DENISE LAMBIOTTE         |       | \$ -        | \$ 20.34      | \$ 20.34      |
| 077333 | PAYROLL | DENISE LAMBIOTTE         |       | \$ -        | \$ 158.76     | \$ 158.76     |
| 077334 | 406     | MONROE SYS FOR BUSINESS  |       | \$ -        | \$ 313.00     | \$ 313.00     |
| 077335 | 425     | V.E. MAUCK PLUMBING SPPL |       | \$ -        | \$ 44.50      | \$ 44.50      |
| 077336 | PAYROLL | MICHAEL MONAGHAN         |       | \$ -        | \$ 2,250.00   | \$ 2,250.00   |
| 077337 | PAYROLL | HIGHMARK WV              |       | \$ -        | \$ 175,138.39 | \$ 175,138.39 |
| 077338 | PAYROLL | HELEN M. MORRIS, TRUSTEE |       | \$ -        | \$ 150.00     | \$ 150.00     |
| 077339 | PAYROLL | HELEN M. MORRIS, TRUSTEE |       | \$ -        | \$ 415.00     | \$ 415.00     |
| 077340 | PAYROLL | MILLENIU INSURANCE GROU  |       | \$ -        | \$ 750.00     | \$ 750.00     |
| 077341 | 405     | MILLER'S SUPPLIES AT WOR |       | \$ -        | \$ 77.39      | \$ 77.39      |
| 077341 | 425     | MILLER'S SUPPLIES AT WOR |       | \$ -        | \$ 240.00     | \$ 240.00     |
| 077341 | 425     | MILLER'S SUPPLIES AT WOR |       | \$ -        | \$ 166.05     | \$ 166.05     |
| 077342 | PAYROLL | NATIONWIDE RETIREMENT    |       | \$ -        | \$ 749.00     | \$ 749.00     |
| 077343 | PAYROLL | NATIONAL VISION ADMIN.   |       | \$ -        | \$ 1,790.32   | \$ 1,790.32   |
| 077344 | 424     | NEOPOST USA INC.         |       | \$ -        | \$ 331.30     | \$ 331.30     |
| 077345 | ALLOC   | JEFF CO PARKS &          |       | \$ -        | \$ 5,547.63   | \$ 5,547.63   |
| 077345 | ALLOC   | JEFF CO PARKS &          |       | \$ -        | \$ 36,025.37  | \$ 36,025.37  |
| 077346 | 424     | POTOMAC EDISON/OH        |       | \$ -        | \$ 2,519.69   | \$ 2,519.69   |
| 077346 | 425     | POTOMAC EDISON/OH        |       | \$ -        | \$ 9.92       | \$ 9.92       |
| 077346 | 425     | POTOMAC EDISON/OH        |       | \$ -        | \$ 16,736.69  | \$ 16,736.69  |
| 077347 | 405     | TRACY P. HERRON-RICE RPR |       | \$ -        | \$ 99.00      | \$ 99.00      |
| 077348 | 425     | RCS SECURITY             |       | \$ -        | \$ 456.00     | \$ 456.00     |
| 077349 | PAYROLL | RETIREE HLTH BENEFIT TRS |       | \$ -        | \$ 6,259.00   | \$ 6,259.00   |
| 077350 | 717     | RICE TIRES CO            |       | \$ -        | \$ 110.00     | \$ 110.00     |
| 077350 | 717     | RICE TIRES CO            |       | \$ -        | \$ 113.85     | \$ 113.85     |
| 077350 | 717     | RICE TIRES CO            |       | \$ -        | \$ 358.92     | \$ 358.92     |
| 077351 | 704     | WV REGIONAL JAIL &       |       | \$ -        | \$ 110,878.50 | \$ 110,878.50 |
| 077352 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -        | \$ 45,252.02  | \$ 45,252.02  |
| 077352 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -        | \$ 10,583.02  | \$ 10,583.02  |
| 077352 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -        | \$ 42,645.81  | \$ 42,645.81  |
| 077353 | 405     | BRANDON C.H. SIMS        |       | \$ -        | \$ 12.00      | \$ 12.00      |
| 077353 | 405     | BRANDON C.H. SIMS        |       | \$ -        | \$ 138.00     | \$ 138.00     |
| 077354 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -        | \$ 114.75     | \$ 114.75     |
| 077355 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ -        | \$ 2,860.00   | \$ 2,860.00   |
| 077356 | 425     | TRENARY SERVICE CO       | 52662 | \$ 6,400.00 | \$ -          | \$ 6,400.00   |
| 077357 | PAYROLL | HOPE THOMPSON            |       | \$ -        | \$ 103.30     | \$ 103.30     |
| 077358 | ALLOC   | JEFFERSON CO CONVENTION  |       | \$ -        | \$ 39,993.98  | \$ 39,993.98  |
| 077358 | ALLOC   | JEFFERSON CO CONVENTION  |       | \$ -        | \$ 6,158.77   | \$ 6,158.77   |
| 077359 | 405     | WV PROS.ATTYS ASSOC/WVPA |       | \$ -        | \$ 1,500.00   | \$ 1,500.00   |

|              |         |                    |  |                    |                      |                      |
|--------------|---------|--------------------|--|--------------------|----------------------|----------------------|
| 077360       | 402     | W.B. MASON CO. INC |  | \$ -               | \$ 44.95             | \$ 44.95             |
| 077360       | 403     | W.B. MASON CO. INC |  | \$ -               | \$ 11.95             | \$ 11.95             |
| 077360       | 403     | W.B. MASON CO. INC |  | \$ -               | \$ 11.95             | \$ 11.95             |
| 077361       | 402     | XEROX CORPORATION  |  | \$ -               | \$ 528.49            | \$ 528.49            |
| 077361       | 402     | XEROX CORPORATION  |  | \$ -               | \$ 377.64            | \$ 377.64            |
| 077361       | 402     | XEROX CORPORATION  |  | \$ -               | \$ 472.04            | \$ 472.04            |
| 077362       | PAYROLL | TAMMY YOKLEY       |  | \$ -               | \$ 629.48            | \$ 629.48            |
|              |         |                    |  |                    |                      |                      |
| <b>TOTAL</b> |         |                    |  |                    |                      | <b>\$ 623,963.65</b> |
| <b>TOTAL</b> |         |                    |  | <b>\$ 6,400.00</b> | <b>\$ 617,563.65</b> | <b>\$ 623,963.65</b> |

**Motion by Ms. Noland to approve the Accounts Payable for November 3, 2016 in the amount of \$623,963.65. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

|                            |         |                                       |                     |
|----------------------------|---------|---------------------------------------|---------------------|
| <b>COAL SEVERANCE</b>      |         |                                       |                     |
| <b>002</b>                 |         |                                       |                     |
| Date                       | Check # | VENDOR                                | Amount              |
| 10/28/2016                 | 435     | <b>EASTRIDGE HEALTH SYSTEM</b>        | \$ 3,400.00         |
|                            |         |                                       |                     |
|                            |         |                                       |                     |
|                            |         |                                       |                     |
| <b>SHERIFF CAPITOL O/L</b> |         |                                       |                     |
| <b>246</b>                 |         |                                       |                     |
| Date                       | Check # | VENDOR                                | Amount              |
| 10/28/2016                 | 1521    | <b>G &amp; TRIPLE T LLC</b>           | \$ 4,287.91         |
| 10/28/2016                 | 1522    | <b>PATRIOT FIRE AND SECURITY LLC</b>  | \$ 510.00           |
| 10/28/2016                 | 1523    | <b>RCS SECURITY</b>                   | \$ 1,930.15         |
| 10/28/2016                 | 1524    | <b>WV STATE FIRE MARSHAL</b>          | \$ 600.00           |
| 10/28/2016                 | 1525    | <b>OFFICE MAX</b>                     | \$ 216.60           |
| 10/28/2016                 | 1526    | <b>ZMM ARCHITECTS &amp; ENGINEERS</b> | \$ 1,350.00         |
| <b>TOTAL</b>               |         |                                       | <b>\$ 12,294.66</b> |

**Motion by Ms. Tabb to approve the Manual Checks for October 28, 2016 in the amount of \$12,294.66. Motion seconded and unanimously approved.**

| <b>HOME DETETION</b>       |         |                                 |                     |
|----------------------------|---------|---------------------------------|---------------------|
| <b>008</b>                 |         |                                 |                     |
| Date                       | Check # | VENDOR                          | Amount              |
| 11/04/16                   | 549     | <b>3M ELECTRONIC MONITORING</b> | \$ 2,985.00         |
| 11/04/16                   | 548     | <b>UNITED BANK</b>              | \$ 54.84            |
| <b>ASSESSOR VALUATION</b>  |         |                                 |                     |
| <b>056</b>                 |         |                                 |                     |
| Date                       | Check # | VENDOR                          | Amount              |
| 11/4/2016                  | 602     | <b>PRINT-O-STAT</b>             | \$ 1,265.00         |
| <b>BARDANE</b>             |         |                                 |                     |
| <b>244</b>                 |         |                                 |                     |
| Date                       | Check # | VENDOR                          | Amount              |
| 11/04/16                   | 605     | <b>POTOMAC EDISON</b>           | \$ 3,330.74         |
| 11/04/16                   | 604     | <b>UNITED BANK</b>              | \$ 514.97           |
| <b>SHERIFF CAPITOL O/L</b> |         |                                 |                     |
| <b>246</b>                 |         |                                 |                     |
| Date                       | Check # | VENDOR                          | Amount              |
| 11/4/2016                  | 1527    | <b>ROCKWELL MOVING</b>          | \$ 3,618.75         |
| 11/04/16                   | 1528    | <b>G &amp; TRIPLE T LLC</b>     | \$ 5,240.78         |
| 11/04/16                   | 1529    | <b>OFFICEMAX</b>                | \$ 247.12           |
| 11/04/16                   | 1530    | <b>MINGHINI'S</b>               | \$ 19,500.00        |
| 11/04/16                   | 1531    | <b>VITAL SIGNS</b>              | \$ 265.00           |
| 11/04/16                   | 1532    | <b>RCS SECURITY</b>             | \$ 595.00           |
| 11/04/16                   | 1533    | <b>UNITED BANKCARD CENTER</b>   | \$ 1,061.27         |
| <b>TOTAL</b>               |         |                                 | <b>\$ 38,678.47</b> |

**Motion by Ms. Tabb to approve the Manual Checks for November 4, 2016 in the amount of \$38,678.47. Motion seconded and unanimously approved.**

## APPROVAL OF PAYROLL

**Motion by Ms. Tabb to approve the Payroll for November 3, 2016 in the amount of \$244,450.18. Motion seconded and unanimously approved.**

## PUBLIC COMMENT:

David Tabb, resident – encouraged the citizens of the county to vote in the 2016 General Election.

Eva Alexander, resident and candidate for Assessor – requested support in her campaign for Assessor and stated the tax rate in the county is too high.

## PRESENTATIONS

1. Presentation of Proclamation of Service and Excellence for Judy Matlick, former WVU Extension Agent.
  - **Motion by Ms. Tabb to approve the Proclamation of Service and Excellence for Judy Matlick, former WVU Extension Agent, upon the occasion of her retirement. Motion seconded and unanimously approved.**
2. Jennifer Maghan, County Clerk – requested approval to hire for a vacancy within the Payroll Department.
  - **Motion by Mr. Manuel to hire Renee Hudson to fill the vacancy within the County Clerk's Payroll Department at a Grade 4, Step D with a starting salary of \$39,087.00 to increase to \$40,221.05 after successful completion of the probationary period. Motion seconded and unanimously approved.**
3. Peter Dougherty, Sheriff – requested approval to hire for a vacancy within the Sheriff's Tax Office.
  - **Motion by Ms. Tabb to hire Christine T. Puttock as tax deputy within the Sheriff's Tax Office with a salary of \$33,932.77, effective Monday, November 28, 2016. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:30 am.  
The Commission reconvened at 10:45 am.

5. Nathan Cochran, Assistant Prosecuting Attorney – meet with outside legal counsel for assistance with possible asset acquisition of JCPSD by the cities of Ranson and Charles Town and approve the hire of said counsel.
  - Motion by Ms. Tabb to enter into Executive Session to receive advice from legal counsel. Motion seconded and unanimously approved.
  - **Motion by Ms. Noland to approve the hire of William Rohrbaugh to serve as legal counsel for utility matters. Motion seconded and unanimously approved.**
6. The Commission recessed for lunch at 12:00 pm.  
The Commission reconvened at 1:30 pm.

### **NEW BUSINESS**

7. Request to use County Commission meeting room - Jefferson County Convention and Visitor's Bureau
  - **Motion by Mr. Manuel to approve the request by the Jefferson County Convention and Visitor's Bureau to use the County Commission meeting room on Thursday, December 8 for the purpose of holding an open bids meeting for the JCCVB expansion project. Motion seconded and unanimously approved.**
8. Request to approve and sign Proclamation declaring Saturday, November 5, 2016 as an Interdenominational Day of Prayer.
  - **Motion by Ms. Noland to approve the request to declare Saturday, November 5, 2016 as an Interdenominational Day of Prayer. Motion seconded and unanimously approved.**
9. Set time for the 2016 General Election Canvass
- It was the unanimous consent of the Commission to schedule the 2016 General Election Canvass to begin at 9:30 am on Monday, November 14, 2016.
10. Letter of Support for the Federal Land Access Program Grant
  - **Motion by Ms. Tabb to approve the letter of support for the HEPMPO Federal Land Access Program Grant as presented and authorize the President of the Commission to affix her signature to the document. Motion seconded and unanimously approved.**

## **FINANCE DIRECTOR REPORTS**

- **Motion by Mr. Manuel to accept State Budget Revision #1 for the Coal Severance Fund as presented. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to accept State Budget Revision #1 for the General Fund. Motion seconded and unanimously approved.**
- **Motion by Mr. Pellish to accept State Budget Revision #2 for the General Fund. Motion seconded and unanimously approved.**

## **COUNTY ADMINISTRATOR REPORTS**

- Agenda Deadline for the November 17, 2016 County Commission Meeting – Ms. Grove notified the Commission she'd be shortening the agenda deadline for the November 17, 2016 County Commission to Wednesday, November 9 at 12:00 pm since Friday, November 11 is Veterans Day and staff would be spending all day at the canvass on Monday, November 14.
- Discuss Status & Decision on County Employee – General Laborer
- Approval of Job Description for General Laborer
- Approval to transfer funds from Courthouse and Other Buildings to County Commission Budget
- **Motion by Ms. Noland to enter into Executive Session to discuss personnel matters. Motions seconded and unanimously approved.**
- **Motion by Ms. Tabb to move the General Laborer position from the Maintenance Department to the County Commission Department, approve the General Laborer job description as amended with the employee assistance plan, and transfer funds from Courthouse and Other Buildings Budget to the County Commission Budget. Motion seconded and unanimously approved.**

## **AFTERNOON SESSION**

11. Public Hearing – Petition to Abandon and Annul Unused Roadway – 10' strip of unused roadway lying on the eastern boundary of the lot held by Primax Properties, LLC at 890 East Washington Street, Charles Town, WV on which the Advanced Auto Parts retail store is located.

Commissioner Noland opened the public hearing at 1:31 pm. Ms. Hovatter presented the history of the request to the Commission and the audience. Ms. Noland opened

the floor for public comment at 1:34 pm; however, no one provided public comment on the petition. Ms. Noland closed the public hearing at 1:38 pm and stated the record would remain open for two weeks to receive written comment, and the petition would be placed on the December 1, 2016 for action.

## **EVENING SESSION**

12. Work Session with the cities of Charles Town and Ranson regarding the possible asset acquisition of the Jefferson County Public Service District. In addition to all five commissioners and staff, the work session was attended by the following:

Keith Pierson, Mayor of Ranson  
Andy Blake, Ranson City Manager  
Tim Stranko, Attorney for Ranson  
Peggy Smith, Mayor of Charles Town  
David Mills, Charles Town City Manager  
Hoy Shingleton, Attorney for Charles Town  
Jane Arnett, Charles Town Utilities  
William Rohrbaugh, Attorney for Jefferson County Commission

Ms. Noland opened the meeting at 7:02 pm and stated the purpose for the meeting was to continue the discussion regarding Ranson and Charles Town's plan to acquire the sewer assets and customers of the Jefferson County Public Service District. Mr. Stranko provided the details of the plan to the Commission and the audience. Members of the Commission expressed their thoughts about the plan and thanked all the parties involved, stating they would continue to work toward a resolution on this matter.

## **COUNTY COMMISSION REPORTS**

Patricia Noland

- Attended a CFIA Grant meeting in which Jefferson County received an award.
- Attended the Cool Springs Sanctuary grand opening.
- Assisted flood victims in Rainelle, WV with fellow Leadership WV classmates
- Attended her last Leadership WV classes on healthcare in WV before Leadership graduation on November 17.

Jane Tabb

- Attended an Extension Service Committee meeting.
- Attended an ESA Personnel Committee meeting.
- Attended the Cool Springs Sanctuary grand opening.
- Attended a HSEM Quarterly Partnership meeting.

- Attended a Dairy Show board meeting in Morgantown.

Dale Manuel

- Attended the Independet Fire Company Gun Bash.
- Attended the opening of the Cool Springs Sanctuary.
- Attended Trick-or-Treat in downtown Charles Town and Shepherdstown.
- Attended the Animal Welfare Howl-oween Benefit at Hollywood Casino.
- Attended an Affordable Housing meeting.

Walt Pellish

- Attended an informal dinner meeting between the Jefferson COunty Development Authority and the Convention & Visitor's Bureau.
- Attended a Friends of Music fundraiser.
- Participated in radio shows to discuss the Brunch Bill.
- Voted early at the Courthouse.

Peter Onoszko

- Attended a Planning Commission meeting.

13. The Commission meeting was adjourned at 7:48 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