

Minutes

Jefferson County Commission

Thursday, January 5, 2017

A meeting of the Jefferson County Commission was held on Thursday, January 5, 2017 during the first quarterly session 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 Josh Compton, Caleb Hudson, Patricia Noland, Peter Onoszko 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, January 5, 2017 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the December 12, 2016 Special Session Minutes as amended/presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the December 15, 2016 Regular Meeting Minutes as amended/presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the December 21, 2016 Special Session Minutes as amended/presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the Purchase Orders for January 5, 2017 to include Purchase Order No. 52456 in the amount of \$6,310.00. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Noland to approve the Payroll for December 15, 2016 in the amount of \$242,085.97. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Payroll for December 29, 2016 in the amount of \$256,092.07. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077614	402	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 271.80	\$ 271.80
077615	425	BLUE RIDGE GARAGE DOORS		\$ -	\$ 125.00	\$ 125.00
077616	413	CASTO & HARRIS INC	52487	\$ 35,146.04	\$ -	\$ 35,146.04
077616	413	CASTO & HARRIS INC		\$ -	\$ 30.50	\$ 30.50
077617	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
077618	401	CASSELL & PRINZ, PLLC		\$ -	\$ 3,725.00	\$ 3,725.00
077619	PAYROLL	LAUREN CROWTHER		\$ -	\$ 44.15	\$ 44.15
077620	413	ESS ELECTION SYSTEMS &		\$ -	\$ 1,120.00	\$ 1,120.00
077621	712	EASTERN PANHANDLE		\$ -	\$ 705.00	\$ 705.00
077621	712	EASTERN PANHANDLE		\$ -	\$ 723.00	\$ 723.00
077622	PAYROLL	KAREN ECHEMENT		\$ -	\$ 1,286.86	\$ 1,286.86
077623	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 16,531.86	\$ 16,531.86
077624	425	G & TRIPLE T. LLC		\$ -	\$ 45.00	\$ 45.00
077625	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 14,315.86	\$ 14,315.86
077626	712	LANGUAGE LINE SERVICES		\$ -	\$ 74.66	\$ 74.66
077627	405	LYNDSEY W. MATSCHAT		\$ -	\$ 63.72	\$ 63.72
077627	405	LYNDSEY W. MATSCHAT		\$ -	\$ 78.30	\$ 78.30
077628	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 23.05	\$ 23.05
077628	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 102.07	\$ 102.07
077628	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 199.96	\$ 199.96
077629	401	NAT'L ASSN OF COUNTIES		\$ -	\$ 965.00	\$ 965.00
077630	425	POTOMAC EDISON/OH		\$ -	\$ 105.96	\$ 105.96
077630	425	POTOMAC EDISON/OH		\$ -	\$ 43.86	\$ 43.86
077630	425	POTOMAC EDISON/OH		\$ -	\$ 1,040.49	\$ 1,040.49
077631	403	LAURA STORM		\$ -	\$ 210.60	\$ 210.60
077632	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
077632	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
077633	717	RICE TIRES CO		\$ -	\$ 479.92	\$ 479.92
077634	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 5,545.92	\$ 5,545.92

077635	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 34.19	\$ 34.19
077635	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 44.95	\$ 44.95
077636	405	THOMSON REUTER - WEST		\$ -	\$ 2,430.00	\$ 2,430.00
077637	PAYROLL	EMILY WELLS		\$ -	\$ 363.91	\$ 363.91
077638	402	W.B. MASON CO. INC		\$ -	\$ 110.34	\$ 110.34
077638	404	W.B. MASON CO. INC		\$ -	\$ 169.68	\$ 169.68
077639	PAYROLL	DEBRA A. YOUNG		\$ -	\$ 116.00	\$ 116.00
077639	PAYROLL	DEBRA A. YOUNG		\$ -	\$ 1,146.67	\$ 1,146.67
TOTAL						\$ 87,504.32
TOTAL				\$ 35,146.04	\$ 52,358.28	\$ 87,504.32

Motion by Ms. Tabb to approve the Accounts Payable for December 22, 2016 in the amount of \$87,504.32. Motion seconded and unanimously approved.

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077642	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 5,593.80	\$ 5,593.80
077643	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
077644	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077645	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
077646	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077647	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077648	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
077649	PAYROLL	COLONIAL LIFE		\$ -	\$ 453.03	\$ 453.03
077650	PAYROLL	KAREN ECHEMENT		\$ -	\$ 27.33	\$ 27.33
077651	405	FEDEX		\$ -	\$ 33.12	\$ 33.12
077652	405	STEPHEN V GROH		\$ -	\$ 229.50	\$ 229.50
077653	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
077654	405	CHARLES B HOWARD		\$ -	\$ 229.50	\$ 229.50
077655	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
077655	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077655	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077655	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
077655	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077655	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077655	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077655	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077655	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077655	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07

077656	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
077657	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 128.86	\$ 128.86
077658	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
077659	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,760.00	\$ 5,760.00
077660	PAYROLL	DENISE LAMBIOTTE		\$ -	\$ 227.12	\$ 227.12
077661	PAYROLL	MERRI MCINTYRE		\$ -	\$ 562.84	\$ 562.84
077662	PAYROLL	GAIL MAGAHA		\$ -	\$ 286.83	\$ 286.83
077663	PAYROLL	MAZZITTI & SULLIVAN EAP		\$ -	\$ 936.00	\$ 936.00
077664	717	MILLER'S CHRYSLER JEEP		\$ -	\$ 47.35	\$ 47.35
077665	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
077666	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 133.30	\$ 133.30
077667	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077668	428	OFFICEMAX		\$ -	\$ 566.69	\$ 566.69
077668	428	OFFICEMAX		\$ -	\$ 559.95	\$ 559.95
077668	428	OFFICEMAX		\$ -	\$ 138.51	\$ 138.51
077669	700	WILLIAM POTTER		\$ -	\$ 52.98	\$ 52.98
077670	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
077670	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
077670	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
077670	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
077670	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
077670	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
077670	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
077670	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
077670	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
077670	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
077671	704	WV REGIONAL JAIL &		\$ -	\$ 115,503.50	\$ 115,503.50
077672	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,967.26	\$ 10,967.26
077672	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,894.72	\$ 46,894.72
077672	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,713.72	\$ 44,713.72
077673	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 50,354.02	\$ 50,354.02
077673	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.76	\$ 2.76
077673	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 782.11	\$ 782.11
077673	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,426.69	\$ 1,426.69
077674	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 23,870.97	\$ 23,870.97
077674	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,908.60	\$ 16,908.60
077675	405	BRANDON C.H. SIMS		\$ -	\$ 229.50	\$ 229.50
077676	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,870.00	\$ 2,870.00
077677	712	TELTRONIC		\$ -	\$ 57.50	\$ 57.50
077677	712	TELTRONIC		\$ -	\$ 458.00	\$ 458.00

077678	PAYROLL	MARY K. THOMPSON		\$ -	\$ 186.38	\$ 186.38
077679	405	THOMSON REUTER - WEST		\$ -	\$ 354.50	\$ 354.50
077680	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2.70	\$ 2.70
077680	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 7.20	\$ 7.20
077680	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 97,635.14	\$ 97,635.14
077680	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 36,613.31	\$ 36,613.31
077681	PAYROLL	WVCORP		\$ -	\$ 37,152.75	\$ 37,152.75
077682	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4,432.39	\$ 4,432.39
077682	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 8,864.82	\$ 8,864.82
077683	402	W.B. MASON CO. INC		\$ -	\$ 61.86	\$ 61.86
077683	402	W.B. MASON CO. INC		\$ -	\$ 82.08	\$ 82.08
077684	402	XEROX BUSINESS SRVCS LLC		\$ -	\$ 400.00	\$ 400.00
TOTAL					\$ 527,439.26	\$ 527,439.26

Motion by Ms. Noland to approve the Accounts Payable for December 29, 2016 in the amount of \$527,439.26. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077686	712	AT&T/GA		\$ -	\$ 37.30	\$ 37.30
077687	403	BANK OF CHARLES TOWN		\$ -	\$ 54.37	\$ 54.37
077688	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
077689	406	ANGELA L BANKS		\$ -	\$ 67.25	\$ 67.25
077690	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
077690	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
077691	PAYROLL	NATHAN COCHRAN		\$ -	\$ 227.88	\$ 227.88
077691	PAYROLL	NATHAN COCHRAN		\$ -	\$ 212.22	\$ 212.22
077692	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,244.28	\$ 6,244.28
077693	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
077694	PAYROLL	JERRI HERBERT		\$ -	\$ 1,656.75	\$ 1,656.75
077695	PAYROLL	CHARLES HESS		\$ -	\$ 330.57	\$ 330.57
077696	PAYROLL	THE HARTFORD		\$ -	\$ 2,305.05	\$ 2,305.05
077696	PAYROLL	THE HARTFORD		\$ -	\$ 4,096.86	\$ 4,096.86
077697	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 29,500.00	\$ 29,500.00
077698	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 369,668.50	\$ 369,668.50
077699	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 56.70	\$ 56.70
077699	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 37.02	\$ 37.02
077699	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 33.74	\$ 33.74
077699	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 147.02	\$ 147.02

077700	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 25,000.00	\$ 25,000.00
077701	PAYROLL	CARRIE L. LEHMAN		\$ -	\$ 238.68	\$ 238.68
077702	PAYROLL	DENISE LAMBIOTTE		\$ -	\$ 783.49	\$ 783.49
077703	403	MATTHEW BENDER & CO		\$ -	\$ 166.10	\$ 166.10
077704	ALLOC	MIDDLEWAY FIRE CO		\$ -	\$ 75,000.00	\$ 75,000.00
077705	PAYROLL	HIGHMARK WV		\$ -	\$ 169,749.50	\$ 169,749.50
077706	PAYROLL	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
077707	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,745.58	\$ 1,745.58
077708	428	OFFICEMAX		\$ -	\$ 129.88	\$ 129.88
077709	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
077710	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
077711	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
077712	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
077713	ALLOC	WVU		\$ -	\$ 3,700.00	\$ 3,700.00
077714	PAYROLL	BENJAMIN S. WILLIAMS		\$ -	\$ 2,391.10	\$ 2,391.10
TOTAL					\$ 850,400.84	\$ 850,400.84

Motion by Ms. Noland to approve the Accounts Payable for January 5, 2017 in the amount of \$850,400.84. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
12/23/2016	436	EASTRIDGE HEALTH SYSTEM	\$ 2,000.00
SHERIFF CAPITOL			
246			
Date	Check #	VENDOR	Amount
12/23/2016	1546	ZMM ARCHITECT & ENGN.	\$ 2,250.00
12/23/2016	1547	A PLUS PLUMBING	\$ 340.00
12/23/2016	1548	G & TRIPLE T	\$ 990.00

TOTAL			\$ 5,580.00

Motion by Ms. Noland to approve the Manual Checks for December 23, 2016 in the amount of 5,580.00 Motion seconded and unanimously approved.

MAGISTRATE COURT			
005			
Date	Check #	VENDOR	Amount
12/30/2016	333	WILLIAM SENSENEY	\$ 1,274.26
12/30/2016	334	MARY PAUL RISSLER	\$ 298.02
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
12/30/2016	607	NADA	\$ 1,440.00
12/30/2016	608	MONROE	\$ 151.55
SHERIFF CAPITOL			
246			
Date	Check #	VENDOR	Amount
12/30/2016	1549	KONE	\$ 22,298.50
TOTAL			\$ 25,462.33

Motion by Ms. Noland to approve the Manuel Checks for December 30, 2016 in the amount of \$25,462.33. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Eleanor Finn, resident – urged the newly elected Commissioners to retain the ambulance fee as the county is enriched by being able to provide quality services to its residents.

David Tabb, resident – stated he was happy to see a change in the makeup of the body of the Commission. Mr. Tabb also provided a legal update regarding the numerous cases he has against the Jefferson County Commission.

Jennifer Myers, Director of Jefferson County Parks and Recreation – presented the Commission with a hard copy of the parks master plan.

PRESENTATIONS

1. County Commission Organization

a. Selection of President

- Commissioner Patricia Noland nominated Jane Tabb as Commission President for 2017, and Ms. Tabb received two votes (Commissioners Noland and Tabb)
- Commissioner Josh Compton nominated Peter Onoszko as Commission President for 2017, and Commissioner Onoszko received three votes (Commissioners Compton, Hudson, and Onoszko)
 - **After receiving the majority vote, it was decided Commissioner Onoszko would be the Commission president for the 2017 calendar year.**

b. Selection of Vice President

- Commissioner Compton nominated Commissioner Hudson for Commission Vice President for 2017, and Mr. Hudson received one vote (Commissioner Compton)
- Commissioner Noland nominated Jane Tabb as Commission Vice President, and Ms. Tabb received four votes (Commissioners Onoszko, Noland, Hudson, and Tabb)

- After receiving the majority vote, it was decided Commissioner Tabb would be the Commission Vice President for the 2017 calendar year.

c. Committee Assignments

Assignment to Boards, Commissions & Organizations Calendar Year 2017		
<i>Organization</i>	<i>Commissioner 2016</i>	<i>Commissioner 2017</i>
Affordable Housing	Manuel	Hudson
Approval of Bills	Onoszko	Hudson
Board of Health	Pellish	Hudson
Building Repair & Security Courthouse Committee	Manuel	Noland
Community Corrections Committee - Day Report Center	Manuel	Hudson
Development Authority	Pellish	Onoszko
E-911 Council	Pellish	Tabb
Extension Service	Tabb	Tabb
Farmland Protection Board	Tabb	Tabb
Jefferson County Convention & Visitors Bureau	Noland	Noland
Jefferson County Emergency Services Agency / Fire & Rescue	Tabb	Tabb
Historic Landmarks Commission	Onoszko	Onoszko
Homeland Security/LEPC	Tabb	Tabb
Legislative Liaison	Manuel/Noland	AS NEEDED
Mental Health Center	Noland	Noland
MPO Interstate Council	Tabb	Noland
Eastern Panhandle Transportation Authority (EPTA)	Onoszko	Noland
Parks and Recreation	Manuel	Compton
Planning Commission	Onoszko	Onoszko
Public Service District Liaison	Tabb	Compton
Region 9	Noland	Noland
Solid Waste Authority	Pellish	Compton
Water Advisory Committee	Manuel	Hudson

2. Daniel P. Lutz, Eastern Panhandle Conservation District – requested a discussion regarding sinkhole remediation at the Burr Industrial Park.
 - After a lengthy conversation, President Onoszko asked Mr. Lutz what, exactly, he was asking of the County Commission. Mr. Lutz stated he wanted a “concrete proposal” from the County regarding a funding request for the remediation of the sinkhole at the Burr Industrial Park as Mr. Lutz claimed he had heard rumors that fracking waste would be dumped into the sinkhole. Mr. Roger Goodwin, Chief County Engineer, explained that he had indeed provided the Eastern Panhandle Conservation District with a *tentative* plan for remediation as it has to be completed in multiple steps due to the nature of the sinkhole. The Conservation District did not make a decision regarding Mr. Goodwin’s funding request for remediation during their December 21, 2016 meeting; however, the item will be on the agenda for their January 25, 2017 meeting. Therefore, it was the consensus of the Commission to postpone any further discussion or decision on this topic until the Eastern Panhandle Conservation District had made a decision regarding Mr. Goodwin’s request.
3. Lynn Fields, Probate Office – requested confirmation and acceptance of Fiduciary Commissioner’s Report on the Estate of Clarence L. E. Best, Deceased
 - **Motion by Ms. Noland to enter into session as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Mr. Onoszko to approve the fiduciary commissioner’s report of claims against the estate of Clarence L.E. Best, deceased. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
4. Jennifer Brockman, County Planner and Alexandra Haid, Zoning Administrator – requested a follow-up discussion regarding the changes requested by the County Commission on December 15, 2016 to the proposed Zoning Ordinance text amendment (ZTA16-01) and request to schedule a work session.
 - It was the consensus of the Commission to schedule a Special Session on Wednesday, January 11, 2017 to finish discussing Appendix C of the Jefferson County Zoning and Land Development Ordinance and to also discuss providing comment to the Public Service Commission prior to

their public hearing on Case No. 16-0616-PSC-PC-CN. Motion seconded and unanimously approved.

5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. James B. Crawford, III, Crawford Law Group - Decision on Public Hearing held December 15, 2016 – Closure of Alley in Shepherdstown District on a Petition for Closing Unused Roads, Streets, and Travel Ways
 - **Motion by Ms. Noland to approve the closure of the alley in the Shepherdstown District on a Petition for Closing Unused Roads, Streets, and Travel Ways as the use and rights of no person will be impaired or lost by the abandonment of this alley. Motion seconded and unanimously approved.**

NEW BUSINESS

7. Approval of the 2017 Board of Review and Equalization Notice
 - **Motion by Ms. Noland to approve the 2017 Board of Review and Equalization Notice as presented. Motion seconded and unanimously approved.**

FINANCIAL DIRECTOR REPORTS

- Review of FY2017 Budget to Actual as of 11/30/2016
- Discuss availability for the FY18 budget schedule during the week of 2/13/2017
 - The Commissioners stated they'd be available for budget hearings during the week of February 13, 2017. Ms. Gordon stated she would be in contact with the department heads and elected officials to develop a schedule for the budget presentations.

COUNTY ADMINISTRATOR REPORTS

- Legislative Summit - Ms. Grove asked the Commission if they would be interested in having a legislative summit with the newly elected delegates, and stated she would try to arrange the for the session to occur on the afternoon of the regularly scheduled February 2, 2017 meeting.

- State Auditor’s Budget Training – Ms. Grove notified the Commissioners of a budget training being held by the State Auditor’s Office at 9 am on Thursday, February 2nd if they were interested in attending.
 - Board of Review and Equalization Training – Ms. Grove stated the BORE tutorial would take approximately two hours and would be scheduled for the afternoon of the January 19, 2017 regularly scheduled County Commission meeting.
8. The Commission meeting was adjourned at 12:33pm on a motion by Ms. Noland Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant