

# Minutes

## Jefferson County Commission

Thursday, January 19, 2017

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A meeting of the Jefferson County Commission was held on Thursday, January 19, 2017 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 19, 2017 meeting is available through the Jefferson County Commission Office.)

### PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

### APPROVAL OF MINUTES

**Motion by Ms. Noland to approve the Regular Meeting Minutes for January 5, 2017 as amended/presented. Motion seconded and unanimously approved.**

### APPROVAL OF PURCHASE ORDERS

**Motion by Ms. Noland to approve the Purchase Orders for January 19, 2017 in the amount of \$10,950.00 to include Purchase Order No. 52347. Motion seconded and unanimously approved.**

### APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077718	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
077719	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 995.76	\$ 995.76
077720	712	JESSICA ASHLEY		\$ -	\$ 81.00	\$ 81.00

077721	425	BOLAND SERVICES		\$ -	\$ 5,180.00	\$ 5,180.00
077722	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077723	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
077724	PAYROLL	KATRINA BLOOMER		\$ -	\$ 1,267.42	\$ 1,267.42
077725	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077726	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077727	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
077728	403	CASTO & HARRIS INC		\$ -	\$ 179.70	\$ 179.70
077729	700	COURTNEY & SONS TOWING		\$ -	\$ 91.25	\$ 91.25
077730	PAYROLL	LYNN COSTELLO		\$ -	\$ 884.21	\$ 884.21
077731	413	ESS ELECTION SYSTEMS &	52456	\$ 6,310.00	\$ -	\$ 6,310.00
077732	424	J.C.EHRLICH		\$ -	\$ 31.00	\$ 31.00
077732	425	J.C.EHRLICH		\$ -	\$ 615.00	\$ 615.00
077733	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 14,215.28	\$ 14,215.28
077734	717	GUTTMAN OIL CO		\$ -	\$ 2,506.38	\$ 2,506.38
077734	717	GUTTMAN OIL CO		\$ -	\$ 2,188.16	\$ 2,188.16
077734	717	GUTTMAN OIL CO		\$ -	\$ 2,365.88	\$ 2,365.88
077734	717	GUTTMAN OIL CO		\$ -	\$ 2,218.08	\$ 2,218.08
077735	PAYROLL	TAMMY MOBLEY		\$ -	\$ 83.29	\$ 83.29
077736	700	STEVEN HOLZ		\$ -	\$ 15.55	\$ 15.55
077737	PAYROLL	CHARLES HESS		\$ -	\$ 2,353.24	\$ 2,353.24
077738	424	IPC TECHNOLOGIES INC.		\$ -	\$ 570.00	\$ 570.00
077739	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,474.48	\$ 1,474.48
077740	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 68.18	\$ 68.18
077741	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,710.00	\$ 5,710.00
077742	712	SARA LASLEY		\$ -	\$ 81.00	\$ 81.00
077743	405	LYNDSEY W. MATSCHAT		\$ -	\$ 35.64	\$ 35.64
077744	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
077745	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 11.53	\$ 11.53
077745	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 35.39	\$ 35.39
077745	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 13.64	\$ 13.64
077745	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 295.80	\$ 295.80
077745	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 1,321.86	\$ 1,321.86
077745	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 630.90	\$ 630.90
077746	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077747	424	NEOPOST USA INC.		\$ -	\$ 331.30	\$ 331.30
077748	ALLOC	JEFF CO PARKS &		\$ -	\$ 22,423.85	\$ 22,423.85
077749	PAYROLL	WILLIAM POLK		\$ -	\$ 144.50	\$ 144.50
077750	712	ANGELINA PERRY		\$ -	\$ 81.00	\$ 81.00
077751	425	RCS SECURITY		\$ -	\$ 618.00	\$ 618.00

077752	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 25.25	\$ 25.25
077753	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,042.70	\$ 46,042.70
077753	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,767.94	\$ 10,767.94
077753	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,331.91	\$ 43,331.91
077754	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.75	\$ 114.75
077755	428	STORAGE NETWORKS	52337	\$ 45,480.00	\$ -	\$ 45,480.00
077756	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,820.00	\$ 2,820.00
077757	425	CAPITAL TRISTATE		\$ -	\$ 41.49	\$ 41.49
077757	425	CAPITAL TRISTATE		\$ -	\$ 2.87	\$ 2.87
077757	425	CAPITAL TRISTATE		\$ -	\$ 1.91	\$ 1.91
077757	425	CAPITAL TRISTATE		\$ -	\$ 2.95	\$ 2.95
077757	425	CAPITAL TRISTATE		\$ -	\$ 68.19	\$ 68.19
077757	425	CAPITAL TRISTATE		\$ -	\$ 405.21	\$ 405.21
077758	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 24,894.09	\$ 24,894.09
077759	405	THOMSON REUTER - WEST		\$ -	\$ 904.39	\$ 904.39
077760	PAYROLL	BENJAMIN S. WILLIAMS		\$ -	\$ 595.39	\$ 595.39
077761	PAYROLL	WV BUREAU OF EMPLOYMENT		\$ -	\$ 6,482.76	\$ 6,482.76
077762	406	W.B. MASON CO. INC		\$ -	\$ 69.90	\$ 69.90
077763	402	XEROX CORPORATION		\$ -	\$ 344.04	\$ 344.04
077763	402	XEROX CORPORATION		\$ -	\$ 451.32	\$ 451.32
077763	402	XEROX CORPORATION		\$ -	\$ 476.10	\$ 476.10
077763	440	XEROX CORPORATION		\$ -	\$ 508.03	\$ 508.03
<b>TOTAL</b>						<b>\$ 265,859.01</b>
<b>TOTAL</b>				<b>\$ 51,790.00</b>	<b>\$ 214,069.01</b>	<b>\$ 265,859.01</b>

**Motion by Ms. Noland to approve the Accounts Payable for January 12, 2017 in the amount of \$265,859.01. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077765	717	AUTOZONE		\$ -	\$ 150.29	\$ 150.29
077765	717	AUTOZONE		\$ -	\$ 15.64	\$ 15.64
077765	717	AUTOZONE		\$ -	\$ 7.82	\$ 7.82
077766	402	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 104.69	\$ 104.69
077767	406	BERKELEY PRINTING&DESIGN		\$ -	\$ 3,396.20	\$ 3,396.20
077768	406	ANGELA L BANKS		\$ -	\$ 83.25	\$ 83.25
077769	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
077769	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
077769	425	BOLAND SERVICES		\$ -	\$ 898.00	\$ 898.00
077769	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00

077769	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
077770	PAYROLL	ELIZABETH JUNE BOWERS		\$ -	\$ 806.71	\$ 806.71
077771	PAYROLL	KAREN ECHEMENT		\$ -	\$ 1,102.55	\$ 1,102.55
077772	425	FIDELITY POWER SYSTEMS		\$ -	\$ 1,112.27	\$ 1,112.27
077773	PAYROLL	ROGER GOODWIN		\$ -	\$ 20.26	\$ 20.26
077774	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 209.22	\$ 209.22
077775	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
077775	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
077776	405	MATTHEW BENDER & CO		\$ -	\$ 316.31	\$ 316.31
077777	406	N.A.D.A. APPRAISAL GUIDE		\$ -	\$ 215.00	\$ 215.00
077778	424	NFPA		\$ -	\$ 175.00	\$ 175.00
077779	428	OFFICEMAX		\$ -	\$ 1,014.36	\$ 1,014.36
077780	ALLOC	JEFF CO PARKS &		\$ -	\$ 2,500.00	\$ 2,500.00
077781	424	POTOMAC EDISON/OH		\$ -	\$ 1,769.37	\$ 1,769.37
077781	425	POTOMAC EDISON/OH		\$ -	\$ 3,172.11	\$ 3,172.11
077781	425	POTOMAC EDISON/OH		\$ -	\$ 18,032.16	\$ 18,032.16
077781	425	POTOMAC EDISON/OH		\$ -	\$ 266.33	\$ 266.33
077782	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
077782	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
077783	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 91.50	\$ 91.50
077783	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
077783	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 791.00	\$ 791.00
077783	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
077783	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 133.00	\$ 133.00
077783	700	SOFTWARE SYSTEMS, INC		\$ -	\$ 30.50	\$ 30.50
077784	717	S & S MOTOR PARTS		\$ -	\$ 17.16	\$ 17.16
077784	717	S & S MOTOR PARTS		\$ -	\$ 208.99	\$ 208.99
077784	717	S & S MOTOR PARTS		\$ -	\$ 2.77	\$ 2.77
077784	717	S & S MOTOR PARTS		\$ -	\$ 51.49	\$ 51.49
077784	717	S & S MOTOR PARTS		\$ -	\$ 63.96	\$ 63.96
077784	717	S & S MOTOR PARTS		\$ -	\$ 12.69	\$ 12.69
077784	717	S & S MOTOR PARTS		\$ -	\$ 77.49	\$ 77.49
077784	717	S & S MOTOR PARTS		\$ -	\$ 95.99	\$ 95.99
077784	717	S & S MOTOR PARTS		\$ -	\$ 82.04	\$ 82.04
077784	717	S & S MOTOR PARTS		\$ -	\$ 242.45	\$ 242.45
077784	717	S & S MOTOR PARTS		\$ -	\$ 9.98	\$ 9.98
077784	717	S & S MOTOR PARTS		\$ -	\$ 46.93	\$ 46.93
077784	717	S & S MOTOR PARTS		\$ -	\$ 11.75	\$ 11.75
077784	717	S & S MOTOR PARTS		\$ -	\$ 273.10	\$ 273.10
077785	PAYROLL	DUSTIN TABLER		\$ -	\$ 1,250.51	\$ 1,250.51

077786	425	TML A XEROX CO.		\$ -	\$ 313.75	\$ 313.75
077789	401	AMAZON		\$ -	\$ 354.00	\$ 354.00
077789	401	GOF GOVERNMENT FINANCE		\$ -	\$ 595.00	\$ 595.00
077789	401	SPRINT		\$ -	\$ 54.93	\$ 54.93
077789	401	STAPLES		\$ -	\$ 66.32	\$ 66.32
077789	401	STONEWALL RESORT		\$ -	\$ 17.00	\$ 17.00
077789	402	WAL-MART		\$ -	\$ 23.19	\$ 23.19
077789	402	WINGATE INN		\$ -	\$ 89.00	\$ 89.00
077789	403	BUFFALO WILD WING		\$ -	\$ 12.62	\$ 12.62
077789	403	SHOPLET		\$ -	\$ 238.95	\$ 238.95
077789	403	SPRINT		\$ -	\$ 54.93	\$ 54.93
077789	403	WINGATE INN		\$ -	\$ 89.00	\$ 89.00
077789	405	GREENBRIER HOTEL		\$ -	\$ 234.90	\$ 234.90
077789	405	GREENBRIER HOTEL		\$ -	\$ 1,500.00	\$ 1,500.00
077789	405	STONEWALL RESORT		\$ -	\$ 146.00	\$ 146.00
077789	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
077789	415	FRONTIER		\$ -	\$ 84.49	\$ 84.49
077789	415	SPRINT		\$ -	\$ 108.84	\$ 108.84
077789	424	CHARLES TOWN UTILITIES		\$ -	\$ 69.26	\$ 69.26
077789	424	FRONTIER		\$ -	\$ 10,457.26	\$ 10,457.26
077789	424	MULTI-TECH SYSTEMS		\$ -	\$ 800.00	\$ 800.00
077789	424	ROACH ENERGY		\$ -	\$ 1,105.84	\$ 1,105.84
077789	424	SPRINT		\$ -	\$ 54.93	\$ 54.93
077789	424	THE HOME DEPOT		\$ -	\$ 22.31	\$ 22.31
077789	424	4 IMPRINT		\$ -	\$ 713.59	\$ 713.59
077789	425	AMAZON		\$ -	\$ 56.08	\$ 56.08
077789	425	BUILD CHARGE		\$ -	\$ 499.80	\$ 499.80
077789	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,307.08	\$ 1,307.08
077789	425	COMCAST		\$ -	\$ 1,064.26	\$ 1,064.26
077789	425	INTERSTATE ALL BATTERY		\$ -	\$ 297.50	\$ 297.50
077789	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 240.34	\$ 240.34
077789	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
077789	425	ROACH ENERGY		\$ -	\$ 346.87	\$ 346.87
077789	425	SHENANDOAH SPRING WATER		\$ -	\$ 558.50	\$ 558.50
077789	425	THE HOME DEPOT		\$ -	\$ 209.76	\$ 209.76
077789	425	THE HOME DEPOT		\$ -	\$ 117.39	\$ 117.39
077789	425	VAMAC		\$ -	\$ 677.85	\$ 677.85
077789	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 134.55	\$ 134.55
077789	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 37.62	\$ 37.62
077789	425	WM WASTE MGNT		\$ -	\$ 1,010.72	\$ 1,010.72

077789	428	AMAZON		\$ -	\$ 60.72	\$ 60.72
077789	428	AMAZON		\$ -	\$ 40.23	\$ 40.23
077789	428	BATTERY MART		\$ -	\$ 137.50	\$ 137.50
077789	428	DELL		\$ -	\$ 1,999.00	\$ 1,999.00
077789	428	SPRINT		\$ -	\$ 109.86	\$ 109.86
077789	428	STAPLES		\$ -	\$ 99.98	\$ 99.98
077789	428	SWIFT PAGE ACT		\$ -	\$ 1,019.96	\$ 1,019.96
077789	428	SWIFT PAGE ACT		\$ -	\$ 170.00	\$ 170.00
077789	428	WWW.NEWEGG.COM		\$ -	\$ 517.99	\$ 517.99
077789	428	WWW.NEWEGG.COM		\$ -	\$ 15.05	\$ 15.05
077789	440	FLATWOODS HOTEL & CONFER		\$ -	\$ 178.00	\$ 178.00
077789	440	INTL CODE COUNCIL INC		\$ -	\$ 79.00	\$ 79.00
077789	440	SPIRIT OF JEFFERSON		\$ -	\$ 107.00	\$ 107.00
077789	440	SPRINT		\$ -	\$ 164.79	\$ 164.79
077789	440	VISTA PRINT		\$ -	\$ 19.22	\$ 19.22
077789	440	WV CODE COUNCIL		\$ -	\$ 150.00	\$ 150.00
077789	700	AMAZON		\$ -	\$ 663.80	\$ 663.80
077789	700	ATLANTIC TACTICAL		\$ -	\$ 1,932.76	\$ 1,932.76
077789	700	BRUCE'S 24 HOUR WRECK		\$ -	\$ 85.00	\$ 85.00
077789	700	CHEIF SUPPLY		\$ -	\$ 262.48	\$ 262.48
077789	700	DISCOUNT GOLF CART REPAI		\$ -	\$ 65.00	\$ 65.00
077789	700	GALLS		\$ -	\$ 3,405.96	\$ 3,405.96
077789	700	GOWERS FEED INC		\$ -	\$ 86.38	\$ 86.38
077789	700	GS IMAGES		\$ -	\$ 145.00	\$ 145.00
077789	700	JEFFERSON URGENT CARE		\$ -	\$ 600.00	\$ 600.00
077789	700	LAWMEN SUPPLY CO.		\$ -	\$ 543.58	\$ 543.58
077789	700	MOTOROLA, INC		\$ -	\$ 3,410.92	\$ 3,410.92
077789	700	RAY ALLEN MANUFACTURING		\$ -	\$ 1,831.03	\$ 1,831.03
077789	700	SPIRIT OF JEFFERSON		\$ -	\$ 451.72	\$ 451.72
077789	700	SPRINT		\$ -	\$ 1,687.84	\$ 1,687.84
077789	700	TRAPUZZANOS UNIFORMS		\$ -	\$ 874.18	\$ 874.18
077789	700	WAL-MART		\$ -	\$ 89.44	\$ 89.44
077789	700	221B RESOURCES LLC		\$ -	\$ 1,449.71	\$ 1,449.71
077789	701	GALLS		\$ -	\$ 2,779.04	\$ 2,779.04
077789	711	AMAZON		\$ -	\$ 113.44	\$ 113.44
077789	711	SPRINT		\$ -	\$ 187.18	\$ 187.18
077789	712	FRONTIER		\$ -	\$ 5,877.34	\$ 5,877.34
077789	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 80.00	\$ 80.00
077789	712	SPRINT		\$ -	\$ 1,356.31	\$ 1,356.31
077789	712	STAPLES		\$ -	\$ 56.02	\$ 56.02

077789	712	UPS STORE		\$ -	\$ 32.27	\$ 32.27
077789	712	WAL-MART		\$ -	\$ 31.76	\$ 31.76
077789	716	ADVANCE AUTO PARTS		\$ -	\$ 15.89	\$ 15.89
077789	716	HILLSIDE VETERINARY HOSPT		\$ -	\$ 788.42	\$ 788.42
077789	716	THE HOME DEPOT		\$ -	\$ 90.17	\$ 90.17
077789	716	WV TREASURY		\$ -	\$ 50.00	\$ 50.00
077789	716	WV TREASURY		\$ -	\$ 250.00	\$ 250.00
077789	717	BP		\$ -	\$ 11.16	\$ 11.16
077789	717	FISHER AUTO PARTS		\$ -	\$ 134.52	\$ 134.52
077789	717	INTERSTATE ALL BATTERY		\$ -	\$ 262.35	\$ 262.35
077789	717	RANDYS RING & PINION		\$ -	\$ 539.69	\$ 539.69
077789	717	SHEETZ		\$ -	\$ 34.96	\$ 34.96
077789	717	SNAP ON TOOLS		\$ -	\$ 755.95	\$ 755.95
077789	717	THOMASSEN FORD MERCURY		\$ -	\$ 87.03	\$ 87.03
077789	717	WVSP TRAFFICE RECORDS		\$ -	\$ 375.00	\$ 375.00
077789	717	7 ELEVEN		\$ -	\$ 17.19	\$ 17.19
077790	405	WVU		\$ -	\$ 2,206.44	\$ 2,206.44
077791	PAYROLL	BENJAMIN S. WILLIAMS		\$ -	\$ 260.78	\$ 260.78
077792	402	W.B. MASON CO. INC		\$ -	\$ 43.90	\$ 43.90
077792	406	W.B. MASON CO. INC		\$ -	\$ 59.76	\$ 59.76
077792	406	W.B. MASON CO. INC		\$ -	\$ 27.24	\$ 27.24
<b>TOTAL</b>					<b>\$ 104,590.69</b>	<b>\$ 104,590.69</b>

**Motion by Ms. Tabb to approve the Accounts Payable for January 19, 2017 in the amount of \$104,590.69. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

<b>HOME DETETION</b>			
<b>OO8</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
1/13/2017	553	<b>3M ELECTRONIC MONITORING</b>	\$ 3,135.00
1/13/2017	554	<b>UNITED BANK</b>	\$ 54.93
01/13/17	555	<b>CDA</b>	\$ 783.75
<b>FARMLAND PROTECTION BOARD</b>			

<b>O57</b>			
Date	Check #	VENDOR	Amount
1/13/2017	284	<b>JEFFERSON CO FARMLAND PROT.</b>	\$ 45,744.54
<b>BARDANE</b>			
<b>244</b>			
Date	Check #	VENDOR	Amount
1/13/2017	608	<b>UNITED BANK</b>	\$ 506.06
<b>SHERIFF CAPITOL</b>			
<b>246</b>			
Date	Check #	VENDOR	Amount
1/13/2017	1550	<b>CLAYLICK FABRICATION LLC</b>	\$ 2,736.00
1/13/2017	1551	<b>PATRIOT FIRE AND SECURITY</b>	\$ 12,253.00
1/13/2017	1552	<b>A PLUS PLUMBING</b>	\$ 825.00
1/13/2017	1553	<b>JR JEFFERSON RENTALS</b>	\$ 238.70
1/13/2017	1554	<b>84 LUMBER</b>	\$ 1,989.82
1/13/2017	1555	<b>CAPITALTRISTATE</b>	\$ 13,517.49
1/13/2017	1556	<b>UNITED BANKCARD CENTER</b>	\$ 3,144.18
<b>TOTAL</b>			<b>\$ 84,928.47</b>

**Motion by Ms. Noland to approve the Manual Checks for January 13, 2017 in the amount of \$84,928.47. Motion seconded and unanimously approved.**

<b>ASSESSOR VALUATION</b>			
<b>O56</b>			
Date	Check #	VENDOR	Amount
1/20/2017	610	<b>WB MASON</b>	\$ 256.00
1/20/2017	611	<b>WB MASON</b>	\$ 483.89

<b>BARDANE</b>			
<b>244</b>			
Date	Check #	VENDOR	Amount
1/20/2017	609	<b>POTOMAC EDISON</b>	\$ 4,476.31
<b>SHERIFF CAPITOL</b>			
<b>246</b>			
Date	Check #	VENDOR	Amount
1/20/2017	1557	<b>UNITED BANK</b>	\$ 618.17
1/20/2017	1558	<b>PATRIOT FIRE AND SECURITY LLC</b>	\$ 525.00
<b>TOTAL</b>			<b>\$ 6,359.37</b>

**Motion by Ms. Noland to approve the Manual Checks for January 20, 2017 in the amount of \$6,359.47. Motion seconded and unanimously approved.**

**APPROVAL OF PAYROLL**

**Motion by Ms. Noland to approve the Payroll for January 12, 2017 in the amount of \$248,959.00. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

David Tabb, resident – Mr. Tabb stated he was retiring his “Mr. Flag” flat hat in favor of a Russian *ushanka* hat since he feels as though he’s living in Soviet Russia since his rights have been “infringed upon” due to the sanctions filed against him by Nathan Cochran, Assistant Prosecuting Attorney, preventing him from filing additional lawsuits against the Commission.

Seth Rivard, City Planner for the City of Charles Town – asked the Commission to consider providing a letter of support for the City’s Augustine Avenue Trail project.

Nicola Bastian, resident – spoke about her concerns for her community in Millville and asked the Commission if they could offer some suggestions for help. .

## **PRESENTATIONS**

1. Matthew Harvey, Prosecuting Attorney – requested approval to hire for a vacant assistant prosecutor position starting January 23, 2017.
  - **Motion by Ms. Noland to approve the hire of Tim Helman as assistant prosecuting attorney beginning January 23, 2017. Motion seconded and unanimously approved.**
2. Eleanor Finn, resident and member of the League of Women Voters – provided the Commission with comments about the upcoming FY18 budget process.
  - **Motion by Ms. Noland to hold a public budget forum on Thursday, February 9, 2017 at 7:00 pm. Motion seconded and unanimously approved.**
3. Martin Burke, Chair, Jefferson County Historic Landmarks Commission
  - a. Presentation by outgoing AmeriCorps member Rob Aitcheson and introduction of Lauren Kelly, new JCHLC intern.
  - b. Resolution of Approval of the Boundary Expansion of Antietam National Battlefield Park.
    - It was the consensus of the Commission to ask Mr. Burke to return with his request once he had received feedback from the seven property owners who would be impacted by the boundary expansion of the Antietam National Battlefield Park.
4. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
5. Lynn Fields, Jefferson County Probate Office – requested 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 the closure of estates 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 Ms. Noland to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
6. Interviews and Appointments to the Jefferson County Board of Zoning Appeals – 2 three-year terms ending January 1, 2020 and three alternate positions ending January 1, 2018, January 1, 2019, and January 1, 2020 respectively.
    - **Motion by Ms. Tabb to reappoint Tyler Quynn and Matt Knott to the Board of Zoning Appeals and Deirdre Catterton as an alternate on the Board of Zoning Appeals. Motion seconded but tabled as the newly elected members of the Commission would like the opportunity to meet the applicants before making a decision.**
  7. Interviews and Appointments to the Jefferson County Water Advisory Committee – three 3-year terms ending January 31, 2019.
    - **Motion by Ms. Noland to reappoint Mary Sell and Dick Latterell to the Jefferson County Water Advisory Committee each for a term of three years ending January 31, 2019. Motion seconded and unanimously approved.**
  8. Russell Burgess, IT Specialist – requested approval of the Bid Proposal for the multi-functional digital copier/printer/scanner/fax lease.
    - **Motion by Ms. Tabb to approve the bid proposal for the multi-functional digital copier/printer/scanner/fax lease as presented. Motion seconded and unanimously approved.**
  9. Roger Goodwin, Chief County Engineer – requested a complete construction bond release for Mission Tabernacle Church – Mission Tabernacle Church Addition – File #S13-06.
    - **Motion by Ms. Noland to authorize a complete release of the remaining \$14,037.00 from the construction bond for Mission Tabernacle Church – Mission Tabernacle Church Addition – File #S13-06. Motion seconded and unanimously approved.**
  10. Bill Polk, Director of Maintenance – requested approval of the furniture quote for the 3<sup>rd</sup> floor judicial building remodel.
    - **Motion by Ms. Noland to approve the furniture quote from Miller’s Supplies in the amount of \$80,202.98 to furnish the 3<sup>rd</sup> floor judicial building remodel. Motion seconded and unanimously approved.**

## **NEW BUSINESS**

11. Discussion of County Commission Flags – there was no decision on the flag issue as the matter is still the subject of litigation.
12. Matthew Popkin, Sustainable Strategies D.C. – requested a letter of support for the City of Charles Town’s Augustine Avenue Trail Project and Grant Application
  - **Motion by Ms. Noland to provide a letter of support to the City of Charles Town for the Augustine Avenue Trail Project and Grant Application. Motion seconded and unanimously approved.**
13. Selection of Commission Liaison to HOME Consortium Council
  - It was the consensus of the Commission to appoint Commissioner Hudson to the HOME Consortium Council.

## **ASSISTANT PROSECUTING ATTORNEY UPDATES**

- Update on Case No. 16-AA-2 and Discussion of legal issues surrounding delinquent ambulance fees
  - **Motion by Ms. Noland to enter into executive session. Motion seconded and unanimously approved.**
  - **Motion by Ms. Tabb to come out of executive session. Motion seconded and unanimously approved.**

## **COUNTY ADMINISTRATOR REPORTS**

Recycling Program – Ms. Grove stated Apple Valley Waste is looking to potentially raise their recycling fee; however, an employee from the West Virginia Public Service Commission contacted Ms. Grove to say he may be able to stave off the increase in the fee if recycling services were offered every other week instead of weekly if the Commission were to agree. The Commission stated they were not ready to make a decision about this matter as they haven’t seen any documents or a formal request.

## **COUNTY COMMISSION REPORTS**

Josh Compton

- Attended a Parks and Recreation Commission meeting.
- Attended a PSD meeting.
- Attended a We The People event regarding the ambulance fee.

- Attended the Special Session on January 11<sup>th</sup>.

Peter Onoszko

- Met with Denise Pouget, Director of the Jefferson County Emergency Services Agency.
- Attended a Historic Landmarks Commission meeting.
- Attended the Special Session on January 11<sup>th</sup>.

Caleb Hudson

- Attended a Day Report Center meeting.
- Attended a Board of Health meeting.
- Attended the Special Session on January 11<sup>th</sup>.
- Attended a Water Advisory Committee meeting.

Jane Tabb

- Attended a Fire & Rescue Association meeting.
- Attended the Special Session on January 11<sup>th</sup>.
- Spoke at a Leadership Jefferson Meeting.
- Visited the future site of the new Shepherdstown Library.
- Attended an LEPC meeting.
- Attended an E911 meeting.

Patsy Noland

- Attended the Special Session on January 11<sup>th</sup>.
- Attended a Region 9 meeting.
- Attended a Leadership Jefferson luncheon.
- Attended the future site of the new Shepherdstown Library.
- Continued to research PSD matters.

14. Work Session – Board of Review and Equalization Tutorial

15. There being no further business, the meeting was adjourned at 3:27 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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PETER ONOSZKO, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant