

Minutes

Jefferson County Commission

Thursday, March 16, 2017

A meeting of the Jefferson County Commission was held on Thursday, March 16, 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, March 16, 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 Mr. Onoszko to approve the February 22, 2017 Budget Work Session minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the February 23, 2017 Budget Work Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 24, 2017 Budget Work Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Compton to approve the February 28, 2017 Budget Work Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the March 2, 2017 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077983	712	AT&T/GA		\$ -	\$ 8.85	\$ 8.85
077984	428	ADVANTAGE TECHNOLOGY LLC		\$ -	\$ 1,197.00	\$ 1,197.00
077984	428	ADVANTAGE TECHNOLOGY LLC		\$ -	\$ 1,197.00	\$ 1,197.00
077984	428	ADVANTAGE TECHNOLOGY LLC		\$ -	\$ 4,200.00	\$ 4,200.00
077985	406	BERKELEY PRINTING&DESIGN		\$ -	\$ 908.80	\$ 908.80
077986	PAYROLL	BOOTH AND MCCARTHY		\$ -	\$ 231.00	\$ 231.00
077987	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
077988	PAYROLL	BUREAU F/CHILD SPprt ENF		\$ -	\$ 212.31	\$ 212.31
077989	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
077990	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
077991	717	GUTTMAN OIL CO		\$ -	\$ 2,724.51	\$ 2,724.51
077991	717	GUTTMAN OIL CO		\$ -	\$ 2,635.06	\$ 2,635.06
077991	717	GUTTMAN OIL CO		\$ -	\$ 2,342.70	\$ 2,342.70
077991	717	GUTTMAN OIL CO		\$ -	\$ 3,357.14	\$ 3,357.14
077992	401	RICOH USA, INC		\$ -	\$ 164.67	\$ 164.67
077992	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077992	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077992	405	RICOH USA, INC		\$ -	\$ 152.85	\$ 152.85
077992	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
077992	425	RICOH USA, INC		\$ -	\$ 33.81	\$ 33.81
077992	440	RICOH USA, INC		\$ -	\$ 68.39	\$ 68.39
077992	440	RICOH USA, INC		\$ -	\$ 44.19	\$ 44.19
077992	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
077992	712	RICOH USA, INC		\$ -	\$ 186.45	\$ 186.45

077993	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 37.02	\$ 37.02
077993	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 59.98	\$ 59.98
077993	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 122.30	\$ 122.30
077993	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 33.74	\$ 33.74
077993	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 109.18	\$ 109.18
077994	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,660.00	\$ 5,660.00
077995	ALLOC	*JEFFERSON CO EMERGENCY		\$ -	\$ 175,000.00	\$ 175,000.00
077996	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
077997	700	ROBIN MAHONY		\$ -	\$ 9.39	\$ 9.39
077998	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
077999	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
078000	717	RICE TIRES CO		\$ -	\$ 292.50	\$ 292.50
078001	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
078001	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 791.00	\$ 791.00
078001	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
078001	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 133.00	\$ 133.00
078002	408	STATE TAX DEPARTMENT		\$ -	\$ 10,765.16	\$ 10,765.16
078003	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,552.14	\$ 10,552.14
078003	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,119.74	\$ 45,119.74
078003	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,646.94	\$ 42,646.94
078004	GRANT	MARY SELL		\$ -	\$ 4,500.00	\$ 4,500.00
078005	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 215.00	\$ 215.00
078005	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,900.00	\$ 2,900.00
078006	405	THOMSON REUTERS - WEST		\$ -	\$ 2,430.00	\$ 2,430.00
078006	405	THOMSON REUTERS - WEST		\$ -	\$ 424.50	\$ 424.50
078007	712	WV ST POLICE TRAINING AC		\$ -	\$ 300.00	\$ 300.00
078008	402	W.B. MASON CO. INC		\$ -	\$ 44.95	\$ 44.95
078008	403	W.B. MASON CO. INC		\$ -	\$ 148.06	\$ 148.06

078008	404	W.B. MASON CO. INC		\$ -	\$ 8.05	\$ 8.05
078008	404	W.B. MASON CO. INC		\$ -	\$ 66.24	\$ 66.24
078009	402	XEROX CORPORATION		\$ -	\$ 373.39	\$ 373.39
078009	402	XEROX CORPORATION		\$ -	\$ 367.76	\$ 367.76
078009	402	XEROX CORPORATION		\$ -	\$ 476.61	\$ 476.61
078009	440	XEROX CORPORATION		\$ -	\$ 515.42	\$ 515.42
TOTAL					\$ 331,941.15	\$ 331,941.15

Motion by Ms. Tabb to approve the Accounts Payable for March 9, 2017 in the amount of \$331,941.15. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
077895	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
077896	402	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 184.06	\$ 184.06
077897	406	BERKELEY PRINTING&DESIGN		\$ -	\$ 1,086.00	\$ 1,086.00
077898	PAYROLL	SHAWN BREEDEN		\$ -	\$ 2,250.00	\$ 2,250.00
077899	405	FEDEX		\$ -	\$ 111.98	\$ 111.98
077900	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 13,704.60	\$ 13,704.60
077901	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
077902	712	NORFOLK SOUTHERN CORP		\$ -	\$ 12.00	\$ 12.00
077903	428	OFFICEMAX		\$ -	\$ 576.96	\$ 576.96
077903	428	OFFICEMAX		\$ -	\$ 791.56	\$ 791.56
077904	PAYROLL	WILLIAM POLK		\$ -	\$ 206.07	\$ 206.07
077905	424	POTOMAC EDISON/OH		\$ -	\$ 2,293.25	\$ 2,293.25
077905	425	POTOMAC EDISON/OH		\$ -	\$ 350.95	\$ 350.95
077905	425	POTOMAC EDISON/OH		\$ -	\$ 1,726.99	\$ 1,726.99
077905	425	POTOMAC EDISON/OH		\$ -	\$ 3,890.12	\$ 3,890.12
077905	425	POTOMAC EDISON/OH		\$ -	\$ 20,838.72	\$ 20,838.72
077905	425	POTOMAC EDISON/OH		\$ -	\$ 187.99	\$ 187.99
077905	425	POTOMAC EDISON/OH		\$ -	\$ 107.42	\$ 107.42
077906	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
077906	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
077907	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
077907	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
077907	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90

077907	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
077907	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
077907	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
077907	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
077907	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
077907	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
077907	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
077908	717	RICE TIRES CO		\$ -	\$ 479.92	\$ 479.92
077909	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 88.00	\$ 88.00
077909	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 791.00	\$ 791.00
077909	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
077909	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 133.00	\$ 133.00
077910	402	JACQUELINE SHADLE		\$ -	\$ 80.00	\$ 80.00
077913	401	SPRINT		\$ -	\$ 65.86	\$ 65.86
077913	402	NEEDFUL THINGS		\$ -	\$ 100.00	\$ 100.00
077913	402	STAPLES		\$ -	\$ 12.28	\$ 12.28
077913	403	CRACKER BARREL		\$ -	\$ 11.74	\$ 11.74
077913	403	DELL		\$ -	\$ 488.97	\$ 488.97
077913	403	HOLIDAY INN		\$ -	\$ 99.00	\$ 99.00
077913	403	MAACM		\$ -	\$ 40.00	\$ 40.00
077913	403	SHOPLET		\$ -	\$ 40.05	\$ 40.05
077913	403	SPRINT		\$ -	\$ 65.86	\$ 65.86
077913	403	WAL-MART		\$ -	\$ 36.82	\$ 36.82
077913	405	EMBASSY SUITES		\$ -	\$ 201.74	\$ 201.74
077913	405	NAMEBADGE COM		\$ -	\$ 14.19	\$ 14.19
077913	405	WVSVA-WV ST VICTIM ASST		\$ -	\$ 200.00	\$ 200.00
077913	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
077913	412	WORD PROCESSING SERVICE		\$ -	\$ 1,150.58	\$ 1,150.58
077913	415	FRONTIER		\$ -	\$ 84.36	\$ 84.36
077913	415	SPRINT		\$ -	\$ 108.66	\$ 108.66
077913	424	CHARLES TOWN UTILITIES		\$ -	\$ 61.11	\$ 61.11
077913	424	COMCAST		\$ -	\$ 1,064.26	\$ 1,064.26
077913	424	FRONTIER		\$ -	\$ 10,462.35	\$ 10,462.35
077913	424	MICROMAIN CORP		\$ -	\$ 795.00	\$ 795.00
077913	424	SPRINT		\$ -	\$ 65.86	\$ 65.86
077913	424	WWW.LOGMEIN.COM		\$ -	\$ 199.99	\$ 199.99
077913	425	AMAZON		\$ -	\$ 449.00	\$ 449.00
077913	425	AMAZON		\$ -	\$ 431.49	\$ 431.49
077913	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,182.08	\$ 1,182.08
077913	425	GRAINGER		\$ -	\$ 40.72	\$ 40.72

077913	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 213.70	\$ 213.70
077913	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
077913	425	KIDWELLS PLUMBING & HEAT		\$ -	\$ 650.00	\$ 650.00
077913	425	SHEETZ		\$ -	\$ 30.00	\$ 30.00
077913	425	SHENANDOAH SPRING WATER		\$ -	\$ 625.70	\$ 625.70
077913	425	SNAP ON TOOLS		\$ -	\$ 61.00	\$ 61.00
077913	425	THE HOME DEPOT		\$ -	\$ 89.97	\$ 89.97
077913	425	THE HOME DEPOT		\$ -	\$ 17.15	\$ 17.15
077913	425	V E MAUCK PLUMBING SUPPL		\$ -	\$ 105.48	\$ 105.48
077913	425	WAL-MART		\$ -	\$ 11.48	\$ 11.48
077913	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 1,970.76	\$ 1,970.76
077913	425	WM WASTE MGNT		\$ -	\$ 1,660.53	\$ 1,660.53
077913	428	AMAZON		\$ -	\$ 478.51	\$ 478.51
077913	428	AMAZON		\$ -	\$ 127.74	\$ 127.74
077913	428	DELL		\$ -	\$ 29.99	\$ 29.99
077913	428	DELL		\$ -	\$ 4,724.56	\$ 4,724.56
077913	428	NAME CHEAP.COM		\$ -	\$ 267.00	\$ 267.00
077913	428	PURELAND SUPPLY		\$ -	\$ 204.50	\$ 204.50
077913	428	SPRINT		\$ -	\$ 319.00	\$ 319.00
077913	428	SPRINT		\$ -	\$ 143.11	\$ 143.11
077913	428	STAPLES		\$ -	\$ 428.22	\$ 428.22
077913	428	WWW.NEWEGG.COM		\$ -	\$ 21.99	\$ 21.99
077913	440	ASFPM		\$ -	\$ 140.00	\$ 140.00
077913	440	ASFPM		\$ -	\$ 150.00	\$ 150.00
077913	440	LYLE SIGNS		\$ -	\$ 177.70	\$ 177.70
077913	440	SPIRIT OF JEFFERSON		\$ -	\$ 153.14	\$ 153.14
077913	440	SPRINT		\$ -	\$ 175.58	\$ 175.58
077913	440	VISTA PRINT		\$ -	\$ 326.65	\$ 326.65
077913	440	VISTA PRINT		\$ -	\$ 31.99	\$ 31.99
077913	440	VITAL SIGNS PLUS		\$ -	\$ 265.00	\$ 265.00
077913	700	AMAZON		\$ -	\$ 197.19	\$ 197.19
077913	700	BAY TECH LABEL		\$ -	\$ 43.26	\$ 43.26
077913	700	GOWERS FEED INC		\$ -	\$ 95.98	\$ 95.98
077913	700	HAMPSHIRE REVIEW		\$ -	\$ 19.95	\$ 19.95
077913	700	HOLIDAY INN		\$ -	\$ 99.00	\$ 99.00
077913	700	MARRIOTT		\$ -	\$ 439.99	\$ 439.99
077913	700	PROMOTIONS NOW		\$ -	\$ 265.22	\$ 265.22
077913	700	RIVER CITY FARM & PET SU		\$ -	\$ 136.30	\$ 136.30
077913	700	SLEEP INN		\$ -	\$ 85.00	\$ 85.00
077913	700	SPRINT		\$ -	\$ 1,678.12	\$ 1,678.12

077913	700	TRACTOR SUPPLY CO		\$ -	\$ 177.96	\$ 177.96
077913	711	ALL SAFE INDUSTRIES		\$ -	\$ 1,760.01	\$ 1,760.01
077913	711	AMAZON		\$ -	\$ 278.56	\$ 278.56
077913	711	AMAZON		\$ -	\$ 15.43	\$ 15.43
077913	711	KEEPER SECURITY		\$ -	\$ 29.99	\$ 29.99
077913	711	NATIONAL EMERGENCY TRAIN		\$ -	\$ 139.50	\$ 139.50
077913	711	SPRINT		\$ -	\$ 208.97	\$ 208.97
077913	711	STAPLES		\$ -	\$ 39.58	\$ 39.58
077913	711	STAPLES		\$ -	\$ 50.58	\$ 50.58
077913	711	TAYLOR & FRANCIS BOOKS		\$ -	\$ 231.85	\$ 231.85
077913	711	THE HOME DEPOT		\$ -	\$ 126.52	\$ 126.52
077913	712	EXPEDIA		\$ -	\$ 1,459.84	\$ 1,459.84
077913	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
077913	712	HOLIDAY INN		\$ -	\$ 214.00	\$ 214.00
077913	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 50.00	\$ 50.00
077913	712	SPRINT		\$ -	\$ 156.19	\$ 156.19
077913	712	STAPLES		\$ -	\$ 217.34	\$ 217.34
077913	716	AMAZON		\$ -	\$ 151.44	\$ 151.44
077913	716	DAYS END FARM HORSE RESC		\$ -	\$ 40.00	\$ 40.00
077913	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 352.00	\$ 352.00
077913	716	HILLSIDE VETERINARY HOSPITAL		\$ -	\$ 1,050.83	\$ 1,050.83
077913	716	SSC-SOUTHERN STATES		\$ -	\$ 51.96	\$ 51.96
077913	716	THE HOME DEPOT		\$ -	\$ 73.76	\$ 73.76
077913	716	TRI STATE PET CARE		\$ -	\$ 110.00	\$ 110.00
077913	716	USPS US POSTAL SERVICE		\$ -	\$ 22.95	\$ 22.95
077913	716	VALLEY EQUINE ASSOC.		\$ -	\$ 174.50	\$ 174.50
077913	716	WV TREASURY		\$ -	\$ 250.00	\$ 250.00
077913	716	WV TREASURY		\$ -	\$ 250.00	\$ 250.00
077913	716	ZOETIS		\$ -	\$ 249.00	\$ 249.00
077913	717	FISHER AUTO PARTS		\$ -	\$ 362.10	\$ 362.10
077913	717	GLEN BURNIE TRANSMISSION		\$ -	\$ 1,785.65	\$ 1,785.65
077913	717	HAGERSTOWN FORD		\$ -	\$ 18.85	\$ 18.85
077913	717	PILOT		\$ -	\$ 64.00	\$ 64.00
077913	717	SHEETZ		\$ -	\$ 19.50	\$ 19.50
077913	717	SNAP ON TOOLS		\$ -	\$ 63.90	\$ 63.90
077913	717	5 STAR AUTO GLASS		\$ -	\$ 180.00	\$ 180.00
077913	717	7 ELEVEN		\$ -	\$ 44.52	\$ 44.52
TOTAL					\$ 106,894.57	\$ 106,894.57

Motion by Mr. Compton to approve the Accounts Payable for March 16, 2017 in the amount of \$611,660.28. Motion seconded and unanimously approved.

MANUAL CHECKS

HOME DETETION			
008			
Date	Check #	VENDOR	Amount
03/10/17	560	3M ELECTRONIC MONITORING	\$ 3,050.00
03/10/17	559	CDA	\$ 1,435.50
03/10/17	561	UNITED BANK	\$ 65.86
FARMLAND PROTECTION BOARD			
057			
Date	Check #	VENDOR	Amount
3/10/2017	286	JEFFERSON CO FARMLAND PROT.	\$ 30,838.19
BARDANE			
244			
Date	Check #	VENDOR	Amount
3/10/2017	612	UNITED BANK	\$ 1,077.84
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
3/10/2017	1565	LTBP DRYWALL	\$ 1,505.00
03/10/17	1566	UNITED BANK	\$ 15,497.72

03/10/17	1567	HOPEWELL SHEET METAL MFG	\$ 2,638.00
03/10/17	1568	ZMM ARCHITECTS AND ENGINEERS	\$ 900.00
03/10/17	1569	G & TRIPLE T LLC	\$ 900.00
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
03/10/17	1080	SHERIFF JEFFERSON CO -SCHOOL	\$ 91,228.44
03/10/17	1081	SHERIFF JEFFERSON CO - LAW	\$ 1,771.63
03/10/17	1082	SHERIFF JEFFERSON CO - PARKS	\$ 7,010.21
03/10/17	1083	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 769.32
TOTAL			\$ 158,687.71

Motion by Ms. Noland to approve the Manual Checks for March 9, 2017 in the amount of \$158,687.71. Motion seconded and unanimously approved.

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
2/17/2017	438	EASTRIDGE HEALTH SYSTEM	\$ 500.00
FARMLAND PROTECTION BOARD			
057			
Date	Check #	VENDOR	Amount
2/17/2017	285	JEFFERSON CO FARMLAND PROT.	\$ 40,941.90

BARDANE			
244			
Date	Check #	VENDOR	Amount
02/17/17	611	POTOMAC EDISON	\$ 4,985.59
TOTAL			\$ 46,427.49

Motion by Ms. Tabb to approve the Manual Checks for March 17, 2017 in the amount of \$221,025.30. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for March 9, 2017 in the amount of \$243,419.68 Motion seconded and unanimously approved.

PUBLIC COMMENT:

No public comments were given during this meeting.

PRESENTATIONS

1. Jacki Shadle, County Clerk – requested the approval to fill a vacancy in the County Clerk’s office.
 - **Motion by Ms. Tabb to approve the hiring of Kelly R. Dardis in the County Clerk’s front office at a starting salary of \$29,690.42, Grade II, Step E. Motion seconded and passes on a vote of 4-1 with Commissioner Hudson opposing.**
2. Matthew Harvey, Prosecuting Attorney – requested approve to hire two assistant prosecuting attorneys, reclassify the assistant prosecuting attorney in the Civil Division, and approve the corresponding budget revision for the reclassification.

- **Motion by to approve the hire of Gregory K. Jones and Bill Powell as assistant prosecuting attorneys. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to approve the reclassification of Nathan Cochran, Assistant Prosecuting Attorney for the Civil Division. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to corresponding State Budget Revision #5 in the amount of \$20,000 from the Fund Balance line item. Motion seconded and unanimously approved.**
3. Debra Young, Jefferson County Victim Assistance Program – requested the approval and signature of the 2017 VOCA Grant Application.
 - **Motion by Ms. Noland to approve the 2017 VOCA Grant Application and authorize the President of the Commission to sign the corresponding documents. Motion seconded and unanimously approved.**
 4. Bruce Matthews, resident – requested the elimination of the Ambulance Fee for veterans.
 - The Commission stated they'd consider Mr. Matthews' request when restructuring the ambulance fee for the next fiscal year.
 5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 6. Lynn Fields, Probate Office – appointment of Ralph Lorenzetti as Fiduciary Commissioner.
 - The Commission requested the Probate Office advertise the position for fiduciary commissioners.
 7. John Reisenweber, Director, Jefferson County Development Authority – Requested approval of the Resolution of Participation and Cooperation for the Local Economic Development Grant and requested approval to reclassify the JCDA administrative assistant position from 35 hours per week to 40 hours per week.
 - **Motion by Ms. Tabb to approve the Resolution supporting JCDA's application for the \$30,000 Local Economic Development grant from the West Virginia Development Office. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to approve the reclassification of the JCDA Administrative Assistant position from 35 hours to 40 hours weekly. Motion seconded and unanimously approved.**
8. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management – requested the approval of contract with J.H. Consulting to update certain annexes of the Jefferson County Emergency Operations Plan.
- **Motion by Ms. Tabb to approve the contract with J.H. Consulting, LLC in the amount of \$3,741 for certain annexes to be updates in the Jefferson County EOP. Motion seconded and unanimously approved.**
9. Jennifer Brockman, County Planner, Office of Planning and Zoning – requested approval of the final draft of proposed Zoning Ordinance text amendment (ZTA16-01).
- **Under the provisions of WV Code 8A-7-8(a), having found the proposed text amendment ZTA16-01 consistent with the Envision Jefferson 2035 Comprehensive Plan, motion by Ms. Tabb to hereby adopt Zoning Ordinance Text Amendment ZTA16-01, effective March 16, 2017. The Jefferson County Zoning and Land Development Ordinance, as amended 03-02-17 shall replace the current Zoning and Land Development Ordinance in its entirety. Motion seconded and unanimously approved.**
10. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of issues related to consolidation and infrastructure of the PSD and interaction with Charles Town and Ranson
 - This item was discussed during the work session with the Jefferson County Public Service District Board.
 - Discussion of Mandate on Case No. 15-1155
 - Issue regarding appeal of Jefferson County Circuit Court Case No. 16-AA-2
 - Issue regarding Kanawha County Circuit Court Case No. 09-AA-40
 - Discuss possible litigation regarding liens instrument #201700005542
 - **Motion by Ms. Noland to enter into Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Onoszko to instruct counsel to take appropriate action with regard the removing the liens and deputize the Vice President to sign the associated documents. Motion seconded and unanimously approved.**

11. The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.

NEW BUSINESS

12. Legislative Updates.

- The Commissioners briefly discussed certain House and Senate Bills that could potentially impact the county.

13. Discuss renaming the Gray Building and dedicating it to Walt Pellish

- It was the consensus of the Commission that if they should decide to rename the Gray building, they would bring the matter before the public since the building was purchased with taxpayer money.

14. Request total refund of the zoning variance fee for Anna Binkley

- **Motion by Ms. Tabb to recommend a refund of the \$100.00 zoning variance fee for Anna Binkley. Motion seconded and unanimously approved.**

15. Request to use the JCC Meeting room November 17th and 18th, 2017 for the Dolley Madison Garden Club holiday market.

- **Motion by Ms. Tabb to approve the use of the County Commission meeting room for the Dolley Madison Garden Club Christmas market on November 17-18th, 2017. Motion seconded and unanimously approved.**

16. Request letter of support for the expansion of transportation services provided by Good Shepherd Interfaith Caregivers Volunteers

- It was the consensus of the Commission to delay action on this item until they received more information regarding the nature of the request.

FINANCE DIRECTOR REPORTS

- Review of Budget to Actual as of 01/31/2017

COUNTY ADMINISTRATOR REPORTS

- Approval of Revised Meeting Session Policy and accompanying Resolution

- Letter to Supreme Court regarding Family Court rent and maintaining of sound system after installed
 - **Motion by Ms. Noland to continue to forego charging rent to Family Court for the next ten years if the Supreme Court will provide the installation and maintenance of the sound system for the judicial center. Motion seconded and unanimously approved.**
- Selection of times for adoption of FY18 Budget and Lay the Levy
 - It was the consensus of the Commission to meet at 9:30 am for both the adoption of the FY18 Budget scheduled for Thursday, March 23, 2017 and to Lay the Levy on Tuesday, April 18, 2017
- Update on issue of unclaimed bodies
 - **Motion by Ms. Tabb to enter into Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Onoszko to direct legal counsel to examine pursuing a relationship with WVU Health System with regard to storing and processing unclaimed bodies and explore the courses of action as proposed by the Director of the Jefferson County Emergency Services Agency in the disposition of unclaimed bodies. Motion seconded and unanimously approved.**
 - The Commission then thanked Earl Cogle, Chief of the Blue Ridge Mountain Fire Department, for his years of assistance with the issue of unclaimed bodies.

AFTERNOON SESSION

17. Work Session – Jefferson County Commission and the Jefferson County Public Service District – Discussion of Consolidation
 - **Motion by Ms. Noland to enter into Executive Session to receive legal advice. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

- **Motion by Mr. Onoszko to authorize Mr. Rohrbaugh, counsel for the Jefferson County Commission, to meet with the counsel for the Cities of Charles Town and Ranson, the Jefferson County PSD, and the Charles Town Utility Board to formulate the ground rules to form a larger working group and develop options and recommendations for sewer consolidation/meger/and/or asset purchase in an effort to make sewer service in Jefferson County more efficient and cost effective. Motion seconded and unanimously approved.**

18. There being no further business, motion by Mr. Compton to recess at 4:33 pm and reconvene at 7:00 pm for the Public Hearing on the FY18 Budget. Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant