

Minutes

Jefferson County Commission

Thursday, June 15, 2017

A meeting of the Jefferson County Commission was held on Thursday, June 15, 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, June 15, 2017 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Compton led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the June 1, 2017 Regular Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078441	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,237.29	\$ 1,237.29
078442	428	ADVANTAGE TECHNOLOGY LLC		\$ -	\$ 2,967.36	\$ 2,967.36
078443	700	APTEAN SOFTWARE LLC		\$ -	\$ 892.50	\$ 892.50
078444	711	CERVIS TECHNOLOGIES, LLC		\$ -	\$ 1,500.00	\$ 1,500.00
078445	428	CLEARCADENCE LLC		\$ -	\$ 595.00	\$ 595.00
078446	425	DODSON'S SEPTIC		\$ -	\$ 285.00	\$ 285.00
078447	700	DETECTING TRUTH,LLC		\$ -	\$ 1,250.00	\$ 1,250.00
078448	PAYROLL	ALEXANDRA BEAULIEU		\$ -	\$ 444.13	\$ 444.13
078449	ALLOC	EASTERN WV REGIONAL		\$ -	\$ 5,000.00	\$ 5,000.00
078450	405	STEPHEN V GROH		\$ -	\$ 127.00	\$ 127.00

078451	405	TRACY P. HERRON-RICE CCR		\$ -	\$ 59.00	\$ 59.00
078452	PAYROLL	STACI HOVERMALE		\$ -	\$ 2,685.70	\$ 2,685.70
078453	428	RICOH USA, INC		\$ -	\$ 406.97	\$ 406.97
078454	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,832.12	\$ 1,832.12
078455	401	SPIRIT OF JEFFERSON		\$ -	\$ 59.98	\$ 59.98
078455	401	SPIRIT OF JEFFERSON		\$ -	\$ 53.42	\$ 53.42
078455	402	SPIRIT OF JEFFERSON		\$ -	\$ 253.50	\$ 253.50
078455	404	SPIRIT OF JEFFERSON		\$ -	\$ 4,423.50	\$ 4,423.50
078456	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 11,640.81	\$ 11,640.81
078456	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 875.60	\$ 875.60
078457	ALLOC	*JEFFERSON CO EMERGENCY		\$ -	\$ 225,000.00	\$ 225,000.00
078458	PAYROLL	GAIL MCMILLION		\$ -	\$ 24.80	\$ 24.80
078459	700	ROBIN MAHONY		\$ -	\$ 17.71	\$ 17.71
078460	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 70.78	\$ 70.78
078461	428	OFFICE DEPOT		\$ -	\$ 93.57	\$ 93.57
078462	ALLOC	JEFF CO PARKS &		\$ -	\$ 27,862.95	\$ 27,862.95
078463	403	POSTMASTER CHARLES TOWN		\$ -	\$ 112.00	\$ 112.00
078464	424	PATRIOT FIRE AND SECURIT		\$ -	\$ 170.00	\$ 170.00
078465	425	RCS SECURITY		\$ -	\$ 222.00	\$ 222.00
078466	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
078467	428	RICOH USA, INC./GA		\$ -	\$ 878.77	\$ 878.77
078468	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
078468	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 791.00	\$ 791.00
078468	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
078468	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 133.00	\$ 133.00
078469	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 3,047.80	\$ 3,047.80
078470	428	SCPCDC SOUTH CENTRAL PLNN		\$ -	\$ 15,000.00	\$ 15,000.00
078471	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.75	\$ 114.75
078472	PAYROLL	WENDY SCHUTZ		\$ -	\$ 2,250.00	\$ 2,250.00
078473	401	SOFTWARE SYSTEMS, INC.		\$ -	\$ 21,400.32	\$ 21,400.32
078474	712	SPILLMAN TECHNOLOGIES IN		\$ -	\$ 1,250.00	\$ 1,250.00
078474	712	SPILLMAN TECHNOLOGIES IN		\$ -	\$ 7,500.00	\$ 7,500.00
078475	PAYROLL	TINA DAWN STRATTON		\$ -	\$ 2,250.00	\$ 2,250.00
078476	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 30,932.37	\$ 30,932.37
078477	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
078477	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
078477	402	XEROX CORPORATION		\$ -	\$ 363.27	\$ 363.27
078477	402	XEROX CORPORATION		\$ -	\$ 481.94	\$ 481.94
078477	402	XEROX CORPORATION		\$ -	\$ 477.86	\$ 477.86
078477	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22

078477	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
078477	405	XEROX CORPORATION		\$ -	\$ 260.14	\$ 260.14
078477	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
078477	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
078477	440	XEROX CORPORATION		\$ -	\$ 515.56	\$ 515.56
078477	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
078477	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
078477	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
078477	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
078477	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
078478	PAYROLL	DEBRA A. YOUNG		\$ -	\$ 127.00	\$ 127.00
TOTAL					\$ 386,065.97	\$ 386,065.97

Motion by Mr. Compton to approve the Accounts Payable for June 8, 2017 in the amount of \$386,065.97. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078481	406	ANGELA L BANKS		\$ -	\$ 54.00	\$ 54.00
078482	425	BLUE RIDGE GARAGE DOORS		\$ -	\$ 730.00	\$ 730.00
078483	401	BEST BEST & KRIEGER LLP		\$ -	\$ 71.00	\$ 71.00
078484	PAYROLL	BOOTH AND MCCARTHY		\$ -	\$ 231.00	\$ 231.00
078485	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
078486	412	APRIL BLAKER		\$ -	\$ 53.50	\$ 53.50
078487	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
078488	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
078489	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
078490	PAYROLL	DAVID BOYLE		\$ -	\$ 1,045.70	\$ 1,045.70
078491	425	CITY OF CHARLES TOWN		\$ -	\$ 3,800.00	\$ 3,800.00
078492	440	DAVID M. CARTER		\$ -	\$ 258.50	\$ 258.50
078493	424	CENTRAL ELEVATOR		\$ -	\$ 160.00	\$ 160.00
078493	425	CENTRAL ELEVATOR		\$ -	\$ 640.00	\$ 640.00
078494	428	DUNCAN-PARNELL INC		\$ -	\$ 885.00	\$ 885.00
078495	440	RYAN DAY		\$ -	\$ 100.96	\$ 100.96
078496	712	EASTERN PANHANDLE INVEST		\$ -	\$ 645.00	\$ 645.00
078497	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 19,894.05	\$ 19,894.05
078498	440	ROGER GOODWIN		\$ -	\$ 167.50	\$ 167.50
078499	440	JESSICA GORMONT		\$ -	\$ 245.03	\$ 245.03
078500	717	GUTTMAN OIL CO		\$ -	\$ 3,090.55	\$ 3,090.55
078500	717	GUTTMAN OIL CO		\$ -	\$ 2,698.02	\$ 2,698.02

078500	717	GUTTMAN OIL CO		\$ -	\$ 3,040.52	\$ 3,040.52
078501	PAYROLL	LYN GOODWIN		\$ -	\$ 1,926.67	\$ 1,926.67
078502	PAYROLL	JENNILEE HARTMAN		\$ -	\$ 705.13	\$ 705.13
078503	405	MARY K. HURLEY		\$ -	\$ 84.70	\$ 84.70
078504	ALLOC	INDEPENDENT FIRE COMPANY		\$ -	\$ 75,000.00	\$ 75,000.00
078505	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
078506	402	SPIRIT OF JEFFERSON		\$ -	\$ 19.46	\$ 19.46
078507	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,435.00	\$ 5,435.00
078508	711	J.H. CONSULTING LLC		\$ -	\$ 3,741.00	\$ 3,741.00
078509	440	MICHAEL MONAGHAN		\$ -	\$ 115.50	\$ 115.50
078510	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 415.00	\$ 415.00
078511	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
078512	424	POTOMAC EDISON/OH		\$ -	\$ 2,218.13	\$ 2,218.13
078512	425	POTOMAC EDISON/OH		\$ -	\$ 69.04	\$ 69.04
078512	425	POTOMAC EDISON/OH		\$ -	\$ 2,895.28	\$ 2,895.28
078512	425	POTOMAC EDISON/OH		\$ -	\$ 19,182.84	\$ 19,182.84
078513	403	LAURA STORM		\$ -	\$ 249.32	\$ 249.32
078514	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
078514	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
078515	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,399.08	\$ 10,399.08
078515	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,465.38	\$ 44,465.38
078515	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,036.63	\$ 41,036.63
078516	425	SHERWIN-WILLIAMS		\$ -	\$ 29.97	\$ 29.97
078517	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,055.00	\$ 3,055.00
078517	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
078518	425	CAPITAL TRISTATE		\$ -	\$ 220.53	\$ 220.53
078518	425	CAPITAL TRISTATE		\$ -	\$ 42.28	\$ 42.28
078518	425	CAPITAL TRISTATE		\$ -	\$ 9.35	\$ 9.35
078518	425	CAPITAL TRISTATE		\$ -	\$ 161.18	\$ 161.18
078518	425	CAPITAL TRISTATE		\$ -	\$ 245.10	\$ 245.10
078519	PAYROLL	DUSTIN TABLER		\$ -	\$ 410.90	\$ 410.90
078520	712	TELTRONIC		\$ -	\$ 750.00	\$ 750.00
078521	424	TRENARY SERVICE CO		\$ -	\$ 5,240.00	\$ 5,240.00
078521	424	TRENARY SERVICE CO		\$ -	\$ 4,100.00	\$ 4,100.00
078521	424	TRENARY SERVICE CO		\$ -	\$ 4,960.00	\$ 4,960.00
078524	401	AMAZON		\$ -	\$ 66.33	\$ 66.33
078524	401	SPRINT		\$ -	\$ 321.79	\$ 321.79
078524	402	AMAZON		\$ -	\$ 13.57	\$ 13.57
078524	402	SPIRIT OF JEFFERSON		\$ -	\$ 33.84	\$ 33.84
078524	402	SYX - TIGER DIRECT, INC.		\$ -	\$ 879.19	\$ 879.19

078524	403	APPLEBEES		\$ -	\$ 25.55	\$ 25.55
078524	403	SPRINT		\$ -	\$ 54.90	\$ 54.90
078524	403	THE RESORT AT GLADESPRIN		\$ -	\$ 1,038.21	\$ 1,038.21
078524	405	HAMPTON INNS		\$ -	\$ 119.00	\$ 119.00
078524	406	THE BUSINESS CENTER		\$ -	\$ 31.22	\$ 31.22
078524	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
078524	412	WORD PROCESSING SERVICE		\$ -	\$ 560.80	\$ 560.80
078524	415	FRONTIER		\$ -	\$ 85.66	\$ 85.66
078524	415	SPRINT		\$ -	\$ 217.56	\$ 217.56
078524	424	CHARLES TOWN UTILITIES		\$ -	\$ 149.01	\$ 149.01
078524	424	FRONTIER		\$ -	\$ 9,975.99	\$ 9,975.99
078524	424	ROACH ENERGY		\$ -	\$ 461.15	\$ 461.15
078524	424	SPRINT		\$ -	\$ 109.80	\$ 109.80
078524	425	AMAZON		\$ -	\$ 199.09	\$ 199.09
078524	425	AMAZON		\$ -	\$ 54.36	\$ 54.36
078524	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,240.44	\$ 1,240.44
078524	425	COMCAST		\$ -	\$ 1,024.31	\$ 1,024.31
078524	425	CRYSTAL SPRINGS		\$ -	\$ 700.67	\$ 700.67
078524	425	GRAINGER		\$ -	\$ 273.22	\$ 273.22
078524	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 276.44	\$ 276.44
078524	425	JEFFERSON RENTALS		\$ -	\$ 634.85	\$ 634.85
078524	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
078524	425	MILLERS OFFICE PRODUCTS		\$ -	\$ 1,382.16	\$ 1,382.16
078524	425	REESES LANDSCAPE NURSERY		\$ -	\$ 104.97	\$ 104.97
078524	425	REESES LANDSCAPE NURSERY		\$ -	\$ 489.86	\$ 489.86
078524	425	ROACH ENERGY		\$ -	\$ 426.78	\$ 426.78
078524	425	SHENANDOAH SPRING WATER		\$ -	\$ 6.00	\$ 6.00
078524	425	THE HOME DEPOT		\$ -	\$ 245.96	\$ 245.96
078524	425	THE HOME DEPOT		\$ -	\$ 49.91	\$ 49.91
078524	425	THE HOME DEPOT		\$ -	\$ 558.12	\$ 558.12
078524	425	THOS SOMERVILLE		\$ -	\$ 54.44	\$ 54.44
078524	425	TRACTOR SUPPLY CO		\$ -	\$ 6.63	\$ 6.63
078524	425	WAL-MART		\$ -	\$ 76.87	\$ 76.87
078524	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 2,124.65	\$ 2,124.65
078524	428	AMAZON		\$ -	\$ 489.29	\$ 489.29
078524	428	AMAZON		\$ -	\$ 92.71	\$ 92.71
078524	428	BATTERY UNIVERSE		\$ -	\$ 853.76	\$ 853.76
078524	428	DELL		\$ -	\$ 67.49	\$ 67.49
078524	428	DELL		\$ -	\$ 3,052.80	\$ 3,052.80
078524	428	DELL		\$ -	\$ 717.56	\$ 717.56

078524	428	NETWORK SOLUTIONS		\$ -	\$ 184.95	\$ 184.95
078524	428	SPRINT		\$ -	\$ 286.22	\$ 286.22
078524	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 841.98	\$ 841.98
078524	428	TEXTEDLY COM		\$ -	\$ 20.00	\$ 20.00
078524	440	INTL CODE COUNCIL INC		\$ -	\$ 477.00	\$ 477.00
078524	440	MILLERS OFFICE PRODUCTS		\$ -	\$ 52.99	\$ 52.99
078524	440	MILLERS OFFICE PRODUCTS		\$ -	\$ 98.00	\$ 98.00
078524	440	PLANETIZEN INC		\$ -	\$ 144.00	\$ 144.00
078524	440	PRINT-O-STAT		\$ -	\$ 390.82	\$ 390.82
078524	440	SPIRIT OF JEFFERSON		\$ -	\$ 115.42	\$ 115.42
078524	440	SPRINT		\$ -	\$ 329.40	\$ 329.40
078524	440	STONEWALL RESORT		\$ -	\$ 143.46	\$ 143.46
078524	700	AMAZON		\$ -	\$ 405.33	\$ 405.33
078524	700	ARBYS		\$ -	\$ 19.27	\$ 19.27
078524	700	BEST WESTERN GALLERIA IN		\$ -	\$ 155.06	\$ 155.06
078524	700	DIGITAL ALLY INC		\$ -	\$ 2,000.00	\$ 2,000.00
078524	700	FABRIC STORE		\$ -	\$ 98.55	\$ 98.55
078524	700	GHILLIE SUIT		\$ -	\$ 449.29	\$ 449.29
078524	700	GOWERS FEED INC		\$ -	\$ 86.38	\$ 86.38
078524	700	GRANT WRITING		\$ -	\$ 595.00	\$ 595.00
078524	700	RED CARPET INN SUITES		\$ -	\$ 66.60	\$ 66.60
078524	700	SLEEP INN		\$ -	\$ 255.00	\$ 255.00
078524	700	SPRINT		\$ -	\$ 3,080.70	\$ 3,080.70
078524	700	SPRINT		\$ -	\$ 35.00	\$ 35.00
078524	700	TGI FRIDAYS		\$ -	\$ 47.76	\$ 47.76
078524	700	TRACTOR SUPPLY CO		\$ -	\$ 99.98	\$ 99.98
078524	700	USPS US POSTAL SERVICE		\$ -	\$ 22.47	\$ 22.47
078524	711	AMAZON		\$ -	\$ 192.09	\$ 192.09
078524	711	CHANNING BETE CO		\$ -	\$ 500.31	\$ 500.31
078524	711	SPRINT		\$ -	\$ 374.18	\$ 374.18
078524	711	TAYLOR & FRANCIS BOOKS		\$ -	\$ 251.88	\$ 251.88
078524	711	WAL-MART		\$ -	\$ 29.04	\$ 29.04
078524	711	WAL-MART		\$ -	\$ 127.74	\$ 127.74
078524	711	WHALE OF A WASH		\$ -	\$ 14.00	\$ 14.00
078524	712	BEST BUY		\$ -	\$ 84.78	\$ 84.78
078524	712	BUSINESS TELECOM PRODUCT		\$ -	\$ 1,011.00	\$ 1,011.00
078524	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
078524	712	HAMPTON INNS		\$ -	\$ 127.68	\$ 127.68
078524	712	SPRINT		\$ -	\$ 2,747.22	\$ 2,747.22
078524	712	WAL-MART		\$ -	\$ 36.63	\$ 36.63

078524	716	AMAZON		\$ -	\$ 190.72	\$ 190.72
078524	716	DAYS END FARM HORSE RESC		\$ -	\$ 20.00	\$ 20.00
078524	716	HILLSIDE VETERNARY HOSPT		\$ -	\$ 120.66	\$ 120.66
078524	716	MU LETI		\$ -	\$ 585.00	\$ 585.00
078524	716	PANHANDLE PRINTING AND D		\$ -	\$ 61.09	\$ 61.09
078524	716	SPRINT		\$ -	\$ 109.80	\$ 109.80
078524	716	THE GREAT AMERICAN GRILL		\$ -	\$ 39.68	\$ 39.68
078524	716	THE HOME DEPOT		\$ -	\$ 19.98	\$ 19.98
078524	716	VALLEY EQUINE ASSOC.		\$ -	\$ 387.00	\$ 387.00
078524	716	WAL-MART		\$ -	\$ 14.88	\$ 14.88
078524	717	EXXON		\$ -	\$ 27.45	\$ 27.45
078524	717	FISHER AUTO PARTS		\$ -	\$ 298.91	\$ 298.91
078524	717	HAGERSTOWN FORD		\$ -	\$ (266.96)	\$ (266.96)
078524	717	S&S MOTORS - NAPA PARTS		\$ -	\$ 1,117.00	\$ 1,117.00
TOTAL					\$ 320,899.70	\$ 320,899.70

Motion by Ms. Noland to approve the Accounts Payable for June 15, 2017 in the amount of \$320,899.70. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

COAL SEVERANCE			
OO2			
Date	Check #	VENDOR	Amount
6/9/2017	443	BRENDA HINKLE	\$ 325.76
HOME DETETION			
OO8			
Date	Check #	VENDOR	Amount
06/09/17	568	3M ELECTRONIC MONITORING	\$ 2,670.00
06/09/17	569	CDA	\$ 511.50
06/09/17	570	UNITED BANK	\$ 108.90
FARMLAND PROTECTION BOARD			

O57			
Date	Check #	VENDOR	Amount
6/9/2017	289	JEFFERSON CO FARMLAND PROT.	\$ 87,325.69
BARDANE			
244			
Date	Check #	VENDOR	Amount
6/9/2017	618	UNITED BANK	\$ 497.36
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
6/9/2017	1621	UNITED BANK	\$ 2,149.30
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
06/09/17	1092	SHERIFF JEFFERSON CO -SCHOOL	\$ 175,298.78
06/09/17	1093	SHERIFF JEFFERSON CO - LAW	\$ 3,563.04
06/09/17	1094	SHERIFF JEFFERSON CO - PARKS	\$ 13,338.64
6/9/2017	1095	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 1,452.52
TOTAL			\$ 287,241.49

Motion by Ms. Tabb to approve the Manual Checks for June 8, 2017 in the amount of \$287,241.49. Motion seconded and unanimously approved.

Date	Check #	VENDOR	Amount
6/16/2017	627	GLOBAL SCIENCE & TECH	\$ 7,415.27

SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
6/16/2017	1622	SHERWIN WILLIAMS	\$ 270.02
6/16/2017	1623	84 LUMBER	\$ 3,214.32
6/16/2017	1624	CAPITAL TRISTATE	\$ 2,471.64
6/16/2017	1625	G& TRIPLE T, LLC	\$ 900.00
6/16/2017	1626	MILLER'S SUPPLIES AT WORK	\$ 37,667.77
TOTAL			\$ 51,939.02

Motion by Ms. Noland to approve the Manual Checks for June 15, 2017 in the amount of \$51,939.02. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for June 1, 2017 in the amount of \$235,419.17. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Jeffrey Bannon, resident – spoke about his displeasure over the announcement that the dog park area at Sam Michael’s Park would be moved and reduced greatly in size.

Terri Thorson, resident – also expressed her disappointment in a smaller dog park, stating that the area was not just a dog park, but a social community gathering point. Ms. Thorson also stated there was an organized group dedicated to helping the Parks and Recreation Commission raise funds for a larger dog park.

Sheriff Pete Doughery – provided the Commission with an update on various grants being pursued for new radios, a new animal control vehicle, and a school resource office.

Sue Lawton, General Manager of the Jefferson County Public Service District – provided the Commission and the audience with her personal opinion regarding Charles Town’s acquisition of the PSD’s assets.

PRESENTATIONS

1. Laura Storm, Circuit Clerk – requested approval of employment for a deputy clerk position within her office.
 - **Motion by Mr. Compton to approve the employment of Samantha Combs as a deputy clerk within the Circuit Clerk’s Office at a salary of \$28,252.84, Step II, Grade B, effective June 26, 2017 and an increase to Step II, Grade C upon successful completion of a 90 day probationary period. Motion seconded and unanimously approved.**
2. Daniel P. Lutz, WV Conservation Agency, Mountain Party of West Virginia – requested the Commission to move the West Virginia Department of Environmental Protection to hold a public hearing on the injection well proposal at the Bardane Industrial Park, with the hearing to be held in Jefferson County during the evening hours for maximum participation.
 - It was the consensus of the Commission to delay action on this item until further information is available.
3. John Maxey, Blue Ridge Watershed Coalition – discussed information regarding the stormwater issue on the mountain above the intersection of Route 340 and Chestnut Hill Road. No action was taken during this item, although the Commission requested Ms. Grove stay in contact with the West Virginia Department of Highways regarding this matter.
4. Interviews and appointments to the Jefferson County Parks and Recreation Commission - three three-year terms ending June 30, 2020.
 - It was the consensus of the Commission to delay action on this item until the June 29, 2017 regularly scheduled meeting.
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Lynn Fields, Probate Office
 - a. Requested the approval and closure of the estates of Peter G. Saunders, deceased
 - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion Ms. Noland to approve and close the estates of Peter G. Saunders, deceased. Motion seconded and unanimously approved.**

- b. Requested the ability to probate in Solemn Form the Last Will and Testament of Donald Jackson, deceased
- **Motion by Ms. Tabb to approve the ability to probate in solemn form the Last Will and Testament of Donald Jackson, deceased. Motion seconded and unanimously approved.**
7. Interviews and Appointments to the Summit Point Library Committee – one five year term ending June 30, 2020.
 - **Motion by Ms. Tabb to reappoint Edmond Uzan to the Summit Point Library Committee for a five year term ending June 30, 2020. Motion seconded and unanimously approved.**
8. Jeffrey Polczynski, Director of Communications
 - a. Requested the approval of Employment for Elizabeth “Lisa” Dutko as Administrative Assistant.
 - **Motion by Ms. Tabb to approve the employment of Elizabeth “Lisa” Dutko as the full-time Administrative Assistant as a Grade II, Step C with a step increase after one year of employment and successful employee evaluation to Grade II, Step D. Motion seconded and unanimously approved.**
 - b. Wage Step Modification for Christopher Cross, Deputy Director of Communications
 - **Motion by Ms. Noland to modify the wage of the Deputy Director of Communications from a Grade V, Step I to a Grade V, Step IV. Motion seconded and unanimously approved.**
9. Roger Goodwin, Chief County Engineer
 - a. Letter of Credits Securing Construction Bonds
 - **Motion by Ms. Noland to authorize Staff to call any Letter of Credits that are due that have not been renewed by the close of business on Friday, July 7, 2017. Motion seconded and unanimously approved.**
 - b. Complete Construction Bond Release for Uvilla United Methodist Church – Uvilla United Methodist Church Addition (File #S15-01)
 - **Motion by Mr. Compton to authorize a complete release of the remaining \$126,075.00 from the construction bond for Uvilla United Methodist Church –**

Uvilla United Methodist Church Addition (File #S15-01). Motion seconded and unanimously approved.

c. Complete Construction Bond Release for Decker Holdings, LLC – Apple Valley Waste Expansion (#S16-02) – Performance Bond No. SUR29100002 with Ironshore Indemnity, Inc., New York, NY

- **Motion by Ms. Tabb to authorize a complete release of the remaining \$453,429.00 from the construction bond for Decker Holdings, LLC – Apple Valley Waste Expansion (File #S16-02). Motion seconded and unanimously approved.**

d. Tolling of Bonds for Breckenridge Phase 1, Lots 23-45 and Phase 1, Lots 1-9: Files 07-31 and 12-01.

- **Motion by Mr. Onoszko to Toll the Bond for Breckenridge Phase 1 Lots 23-45 (File 07-31) for a period of four (4) years conditioned on the Bonding Policy being met. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to Toll the Bond for Breckenridge Phase 1 Lots 1-9 (File 12-01) for a period of four (4) years conditioned on the Bonding Policy being met. Motion seconded and unanimously approved.**

10. **The Commission recessed for lunch at 12:15 pm.
The Commission reconvened at 1:30 pm.**

UNFINISHED BUSINESS

11. Discuss qualifications of Public Service District Board appointees – due to time constraints, it was the consensus of the Commission to discuss this item during the June 29, 2017 regularly scheduled meeting.

NEW BUSINESS

12. Discuss appointing a County Commission Liaison to the Fire Chief's Committee - Ms. Grove informed the Commission that the Fire Chief's Committee and the Fire and Rescue Association would be consolidating into one organization, and that Commissioner Jane Tabb, who currently serves as the Commission liaison to the JCESA, was requested to remain serving as the liaison for the joint committee.

13. Discuss filing a PSD Dissolution Case before the Public Service Commission

FINANCIAL DIRECTOR REPORTS

- Review and Approval of FY2017 State Budget Revision 9 for the General Fund
 - **Motion by Ms. Tabb to approve FY17 State Budget Revision #9 for the General Fund as presented. Motion seconded and unanimously approved.**

- Review and Approval of FY2017 Internal Budget Revision 5 for the General Fund
 - **Motion by Ms. Noland to approve FY17 Internal Budget Revision #5 for the General Fund as presented. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Update on EEOC Complaint
 - **Motion by Mr. Onoszko to enter into Executive Session citing personnel matters. Motion seconded and unanimously approved.**
 - **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**

- Update on policies and diversity/sensitivity training – Ms. Grove stated she was hoping to select a date for diversity/sensitivity training to coincide with the dispatchers’ all-staff meeting. Ms. Grove also stated she was investigating online, webinar based training so employees could access the information and complete an assessment at their convenience.

- Discuss possible transfer tax increase
 - **Motion by Mr. Onoszko to pursue the necessary steps to raise the transfer tax. Motion dies for lack of a second.**

- Discuss establishment of wage and benefits review board pursuant to WV 7-1-3dd – it was the consensus of the Commission to request Mr. Grove proceed with the formation of a wage and benefits review board.

14. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution & Pending Appeal of the PSC decision
- Discussion of collection of late ambulance fees
- Discuss issues related to the County cable franchise agreement
- **Motion by Mr. Onoszko 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 Ms. Tabb to direct staff to solicit citizen input in a variety of outreach manners on the current Comcast cable service in the County. Motion seconded and unanimously approved.**

15. Work Session – Discuss Charles Town’s Proposal for PSD Asset Acquisition

- **Motion by Mr. Compton to accept Charles Town Utility Board’s proposal for the acquisition of assets of the Jefferson County Public Service District contingent upon the following changes: Items 1, 2, and 3 on page five of the Proposal be revisited concerning the nomination of three individuals to serve on the Charles Town Utility Board, in addition to the appointment of a County liaison who will not have voting rights or be privy to executive session; item 2 on page 6 be revised to include language in compliance with current state code and regulations; currently inactive sewer treatment plant in the Burr Industrial park be acquired and decommissioned by the City of Charles Town. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Tabb opposing.**
- **Motion by Mr. Onoszko to hold a public hearing on July 6, 2017 at 7:00 pm to receive public input regarding the City of Charles Town’s Resolution re: Asset Acquisition of the Jefferson County Public Service District. Motion seconded and passes on a vote of 4-1 with Commissioner Noland opposing.**

16. Discuss PSD financial management/review quotes received for PSD independent audit

- **Motion by Mr. Compton to extend the bid period for proposals for the independent audit of the Jefferson County Public Service District financials and proceed with the audit contingent upon accepting a bid. Motion seconded but tabled until the July 6, 2017 regular meeting.**

There being no further business, motion by Commissioner Compton to adjourn at 5:20 pm. Motion seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant