

Minutes

Jefferson County Commission

Thursday, August 3, 2017

A meeting of the Jefferson County Commission was held on Thursday, August 3, 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, August 3, 2017 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Onoszko led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the July 20, 2017 Regular Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Tabb to approve the Purchase Orders for August 3, 2017 in the amount of \$27,032.50 to include purchase order no.'s 52665 and 52809. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078723	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,398.68	\$ 4,398.68
078724	717	AUTOZONE		\$ -	\$ 58.36	\$ 58.36
078725	428	ADVANTAGE TECHNOLOGY LLC		\$ -	\$ 4,200.00	\$ 4,200.00

078726	424	NOEMI BRUN		\$ -	\$ 89.13	\$ 89.13
078727	PAYROLL	BOOTH AND MCCARTHY		\$ -	\$ 231.00	\$ 231.00
078728	425	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
078728	425	BOLAND SERVICES		\$ -	\$ 1,255.20	\$ 1,255.20
078728	425	BOLAND SERVICES		\$ -	\$ 1,003.00	\$ 1,003.00
078728	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
078728	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
078728	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
078729	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
078730	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
078731	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
078732	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
078733	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
078733	425	CITY OF CHARLES TOWN		\$ -	\$ 40.00	\$ 40.00
078734	PAYROLL	COLONIAL LIFE		\$ -	\$ 205.10	\$ 205.10
078735	402	COMPILED TECHNOLOGIES LL		\$ -	\$ 970.00	\$ 970.00
078736	413	ESS ELECTION SYSTEMS &		\$ -	\$ 332.80	\$ 332.80
078737	712	EASTERN PANHANDLE INVEST		\$ -	\$ 705.00	\$ 705.00
078738	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
078739	717	GUTTMAN OIL CO		\$ -	\$ 2,517.91	\$ 2,517.91
078739	717	GUTTMAN OIL CO		\$ -	\$ 2,634.80	\$ 2,634.80
078739	717	GUTTMAN OIL CO		\$ -	\$ 3,122.45	\$ 3,122.45
078739	717	GUTTMAN OIL CO		\$ -	\$ 3,652.83	\$ 3,652.83
078740	405	SHERYL L. GASPARIK RPR		\$ -	\$ 400.40	\$ 400.40
078741	717	INTERSTATE ALL BATTERY		\$ -	\$ 489.60	\$ 489.60
078742	715	JEFFERSON CENTER		\$ -	\$ 166.50	\$ 166.50
078742	715	JEFFERSON CENTER		\$ -	\$ 408.00	\$ 408.00
078743	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
078744	424	SPIRIT OF JEFFERSON		\$ -	\$ 61.62	\$ 61.62
078745	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
078746	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,435.00	\$ 5,435.00
078747	404	JOYCE A. JOHNS		\$ -	\$ 4,200.00	\$ 4,200.00
078748	712	LANGUAGE LINE SERVICES		\$ -	\$ 78.87	\$ 78.87
078749	712	MOTOROLA INC		\$ -	\$ 458.00	\$ 458.00
078749	712	MOTOROLA INC		\$ -	\$ 458.00	\$ 458.00
078749	712	MOTOROLA INC		\$ -	\$ 530.00	\$ 530.00
078749	712	MOTOROLA INC		\$ -	\$ 530.00	\$ 530.00
078749	712	MOTOROLA INC		\$ -	\$ 57.50	\$ 57.50
078749	712	MOTOROLA INC		\$ -	\$ 57.50	\$ 57.50
078750	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86

078751	PAYROLL	DONNA MASON		\$ -	\$ 1,804.82	\$ 1,804.82
078752	PAYROLL	MAZZITTI & SULLIVAN EAP		\$ -	\$ 550.00	\$ 550.00
078753	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
078754	428	OFFICE DEPOT		\$ -	\$ 183.00	\$ 183.00
078754	428	OFFICE DEPOT		\$ -	\$ 146.38	\$ 146.38
078754	428	OFFICE DEPOT		\$ -	\$ 300.12	\$ 300.12
078755	405	PAMELA PATTERSON		\$ -	\$ 74.25	\$ 74.25
078756	425	POTOMAC EDISON/OH		\$ -	\$ 35.07	\$ 35.07
078756	425	POTOMAC EDISON/OH		\$ -	\$ 844.37	\$ 844.37
078756	425	POTOMAC EDISON/OH		\$ -	\$ 94.89	\$ 94.89
078757	425	RCS SECURITY		\$ -	\$ 3,002.80	\$ 3,002.80
078758	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,770.74	\$ 10,770.74
078758	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,053.66	\$ 46,053.66
078758	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,571.87	\$ 42,571.87
078759	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 925.28	\$ 925.28
078759	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 33,650.17	\$ 33,650.17
078760	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,672.07	\$ 15,672.07
078760	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 11,101.02	\$ 11,101.02
078761	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
078761	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,090.00	\$ 3,090.00
078762	425	TML A XEROX CO.		\$ -	\$ 474.24	\$ 474.24
078763	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 23,335.65	\$ 23,335.65
078763	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 9,173.14	\$ 9,173.14
078763	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 5,003.49	\$ 5,003.49
078763	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 57,042.45	\$ 57,042.45
078764	404	W.B. MASON CO. INC		\$ -	\$ 126.38	\$ 126.38
TOTAL					\$ 309,456.85	\$ 309,456.85

Motion by Ms. Noland to approve the Accounts Payable for July 27, 2017 in the amount of \$309,456.85. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078766	712	AT&T/GA		\$ -	\$ 62.22	\$ 62.22
078767	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,323.08	\$ 1,323.08
078768	PAYROLL	DIANN BROWN		\$ -	\$ 405.65	\$ 405.65
078769	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 277.01	\$ 277.01
078770	425	BOLAND SERVICES		\$ -	\$ 924.00	\$ 924.00
078771	403	CASTO & HARRIS INC		\$ -	\$ 179.92	\$ 179.92

078772	402	CSSI-COMPLETE SYSTEM SPR		\$ -	\$ 232.00	\$ 232.00
078773	PAYROLL	LYNN COSTELLO		\$ -	\$ 1,893.71	\$ 1,893.71
078774	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
078775	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,454.11	\$ 6,454.11
078776	405	EASTERN PANHANDLE BAR		\$ -	\$ 70.00	\$ 70.00
078777	717	FLEETPRIDE		\$ -	\$ 34.56	\$ 34.56
078777	717	FLEETPRIDE		\$ -	\$ 60.99	\$ 60.99
078778	711	FUTURITY IT, INC		\$ -	\$ 1,000.00	\$ 1,000.00
078779	712	GREENSIDE PSYCHOLOGICAL		\$ -	\$ 590.00	\$ 590.00
078780	PAYROLL	THE HARTFORD		\$ -	\$ 4,041.42	\$ 4,041.42
078780	PAYROLL	THE HARTFORD		\$ -	\$ 2,330.45	\$ 2,330.45
078781	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,959.16	\$ 1,959.16
078782	PAYROLL	HIGHMARK WV		\$ -	\$ 180,092.68	\$ 180,092.68
078783	PAYROLL	MILLENIUUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
078784	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,786.48	\$ 1,786.48
078785	ALLOC	JEFF CO PARKS &		\$ -	\$ 29,794.86	\$ 29,794.86
078786	PAYROLL	WILLIAM POLK		\$ -	\$ 673.70	\$ 673.70
078787	700	DOUGLAS PITTINGER		\$ -	\$ 3.91	\$ 3.91
078788	405	WILLIAM POWELL		\$ -	\$ 250.00	\$ 250.00
078789	700	ROBERT L. PETERSON SR		\$ -	\$ 9.52	\$ 9.52
078790	425	RCS SECURITY		\$ -	\$ 170.00	\$ 170.00
078791	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
078792	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
078793	PAYROLL	WILLIAM F. ROHRBAUGH		\$ -	\$ 25,868.16	\$ 25,868.16
078793	PAYROLL	WILLIAM F. ROHRBAUGH		\$ -	\$ 6,700.00	\$ 6,700.00
078794	704	WV REGIONAL JAIL &		\$ -	\$ 122,892.75	\$ 122,892.75
078795	PAYROLL	WILLIAM SCHWEITZER		\$ -	\$ 2,994.50	\$ 2,994.50
078796	PAYROLL	EVELYN STEPHENSON		\$ -	\$ 934.69	\$ 934.69
078797	401	STEVE STOLIPHER		\$ -	\$ 4,617.98	\$ 4,617.98
078798	PAYROLL	ALLAN THOMAS		\$ -	\$ 4,500.00	\$ 4,500.00
078799	PAYROLL	MARY K. THOMPSON		\$ -	\$ 58.42	\$ 58.42
078800	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 33,077.11	\$ 33,077.11
078801	405	WV STATE BAR		\$ -	\$ 2,000.00	\$ 2,000.00
078802	425	WV DIVISION OF LABOR		\$ -	\$ 50.00	\$ 50.00
078803	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
078803	402	XEROX CORPORATION		\$ -	\$ 327.26	\$ 327.26
078803	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
078803	402	XEROX CORPORATION		\$ -	\$ 452.06	\$ 452.06
078803	402	XEROX CORPORATION		\$ -	\$ 388.78	\$ 388.78
078803	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22

078803	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
078803	405	XEROX CORPORATION		\$ -	\$ 260.14	\$ 260.14
078803	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
078803	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
078803	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
078803	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
078803	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
078803	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
078803	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
TOTAL					\$ 450,071.78	\$ 450,071.78
PAYROLL		PAYROLL				\$ 245,609.97
TOTALS						\$ 450,071.78

Motion by Ms. Tabb to approve the Accounts Payable for August 3, 2017 in the amount of \$450,071.78. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
7/28/2017	634	MILLER'S SUPPLIES AT WORK	\$ 717.00
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
7/28/2017	1638	FLOYD CHAPMAN	\$ 1,187.00
7/28/2017	1639	ZMM ARCHITECTS & ENGINEERS	\$ 450.00
7/28/2017	1640	BERKELEY GLASS	\$ 240.00
TOTAL			\$ 2,594.00

Motion by Ms. Noland to approve the Manual Checks for July 27, 2017 in the amount of \$2,594.00. Motion seconded and unanimously approved.

ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
8/4/2017	635	MONROW SYSTEM FOR BUSINESS	\$ 429.00
8/4/2017	636	PRINT O STAT	\$ 943.69
8/4/2017	637	UNITED BANK	\$ 295.44
HOME DETETION			
O08			
Date	Check #	VENDOR	Amount
8/4/2017	574	UNITED BANK	\$ 55.25
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
8/4/2017	1641	RCS	\$ 42.00
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
8/4/2017	1100	SHERIFF JEFFERSON CO -SCHOOL	\$ 79,846.98
8/4/2017	1101	SHERIFF JEFFERSON CO - LAW	\$ 1,772.04
8/4/2017	1102	SHERIFF JEFFERSON CO - PARKS	\$ 6,135.65
8/4/2017	1103	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 672.53
TOTAL			\$ 90,192.58

Motion by Mr. Compton to approve the Manual Checks for August 3, 2017 in the amount of \$90,192.58. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for July 27, 2017 in the amount of \$ _____ . Motion seconded and unanimously approved.

PUBLIC COMMENT:

Nancy Lutz, resident – expressed interest in Jefferson County creating a fireworks discharge ordinance and offered her suggestions.

Jada Bennett, WVU Extension Service employee – introduced herself as the new 4-H Youth Development Agent and stated she was excited to work with the Commission, the Board of Education, and local businesses to support the youth of the County.

Glenn Maze, resident (via Commissioner Compton) – spoke against the Commission creating a “feel good, do nothing” fireworks discharge ordinance.

PRESENTATIONS

- 1. Angie Banks, Assessor – requested the approval of the following split tickets and exonerations:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Lisa Staubs	PP	HF	308729	\$75.18
Timmy Staubs				\$124.52

- **Motion by Ms. Tabb to approve the Split Ticket for Ticket No. 308729 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Elayne Edel	RE	HF	15477	\$258.78

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 15477 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Edward & Ruth Brosh	PP	CTD	300847	\$51.68

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 300847 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Deborah Conner	PP	CTD	301236	\$65.78

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 301236 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Thomas & Charlene Gaither	PP	MD	311894	\$418.16

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 311894 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Dolores & John Hines	PP	SHEPHERDSTOWN	315739	\$82.22

- **Motion by Mr. Onoszko to approve the Exoneration for Ticket No. 315739 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Duane Thompson	PP	HF	308794	\$11.75

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 308794 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Patricia & Brently Knighten	PP	MD	312288	\$244.32

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 312288 as presented. Motion seconded and unanimously approved.**
2. Laura Storm, Circuit Clerk – requested the approval to fill a vacancy within her office.
 - **Motion by Ms. Tabb to hire Vicki Hiers as a full time Deputy Clerk in the Circuit Clerk’s Office, with all benefits afforded to County employees, at a starting salary of \$31,500 with an increase to \$32,000 upon successful completion of a 90 day probationary period, effective August 7, 2017. Motion seconded and unanimously approved.**
 3. John Reisenweber, Director, Jefferson County Development Authority
 - a. Approval of Project Shuttle
 - **Motion by Mr. Onoszko to approve the pilot agreement for Project Shuttle as presented by the Director of the Jefferson County Development Authority. Motion seconded and unanimously approved.**
 - b. Approval of making JCDA Business Coach position a county employee.
 - **Motion by Ms. Noland to approve the JCDA business coach as a county employee provided that additional costs are paid by the WWSBDC. Motion seconded and unanimously approved.**
 4. Nikki Painter, Elections – requested the approval of the poll worker and alternates for the October 7, 2017 road referendum.
 - **Motion by Ms. Noland to approve the list of poll workers and alternates as presented. Motion seconded and unanimously approved.**
 5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 6. Hearing – request to appoint a Fiduciary Commissioner in the Estate of Lenis M. Martin, deceased. For the record, Commissioner Onoszko recused himself from this matter.
 - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**

- **Motion Ms. Noland to appoint Mr. Dejarnett as the Fiduciary Commissioner in the Estate of Lenis M. Martin, deceased. Motion dies for lack of a second.**
 - **Motion by Mr. Compton to appoint Mr. Dejarnett as the Fiduciary Commissioner in the Estate of Lenis M. Martin, deceased. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Interviews and Appointments to the Jefferson County Emergency Services Agency Board – one unexpired term ending June 30, 2018 – Citizen Representative position.
- Commissioner Compton nominated Elliot Simon for the citizen representative vacancy on the JCESA Board of Directors. Mr. Simon received three votes (Compton, Onoszko, and Hudson)
 - Commissioner Tabb nominated Jennifer Pownell for the citizen representative vacancy on the JCESA Board of Directors. Ms. Pownell received two votes (Noland, Tabb).
 - **After receiving the majority vote, Elliot Simon was appointed to the Jefferson County Emergency Services Agency Board of Directors as a Citizen Representative for one unexpired term ending June 30, 2018.**
8. Jeffrey Polczynski, Director of Communications
- a. Requested the approval of employment for Monique Mercado and Candace Wilson as Full Time Dispatcher II
 - **Motion by Ms. Tabb to approve the employment of Monique Mercado and Candace Wilson as Full Time Dispatchers at a Grade III Step A with an increase to Step B upon completion and release from training. Motion seconded and unanimously approved.**
 - b. the reappointment of members to the E-911 Advisory Board
 - **Motion by Mr. Compton to reappoint Dr. Henry Christie, Chief William H. Roper and Lt. Victor Lupis to the E911 Advisory Board each for an unexpired term ending September 1, 2019. Motion seconded and unanimously approved.**
9. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues – Mr. Cochran stated he had no updates regarding the PSD.
- Discussion of issues re: EEOC Complaint (Charge No. 533-2017-06)
- **Motion by Mr. Onoszko to enter into Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Onoszko to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Onoszko to choose the mediation option regarding EEOC Complaint Charge No. 533-2017-06. Motion seconded and unanimously approved.**
- Discussion of fireworks discharge restrictions
 - **Motion by Mr. Onoszko to direct staff to move forward with developing a firework discharge ordinance. Motion seconded and passes on a vote of 4-1 with Commissioner Compton opposing.**

10. The Commission recessed for lunch at 12:30pm.

The Commission reconvened at 1:30 pm.

UNFINISHED BUSINESS

11. Discuss opioid litigation aimed at pharmaceutical drug distributors that are accused of contributing to the community's heroin epidemic

- **Motion by Mr. Onoszko 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.**

12. Approval of proposal and letter of engagement for the PSD Audit – Ms. Grove stated she had not yet received a contract from Balestra, Harr, and Scherer despite attempting to contact the firm multiple times. Ms. Grove stated she contacted Perry & Associates, the second lowest bidder, to see if they were still interested in the audit, and she received a contract from them within two hours.

- **Motion by Mr. Compton to accept the contract from Perry & Associates for approximately \$19,900. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Tabb opposing.**

13. Discussion of PSD Audit

NEW BUSINESS

14. Request approval to raise the ambulance fee credit convenience charge from \$2.00 to \$2.50 to cover credit card increase

- **Motion by Ms. Noland to increase the ambulance fee credit convenience fee from \$2.00 to \$2.50 effective July 1, 2018. Motion seconded and unanimously approved.**

FINANCIAL DIRECTOR REPORTS

- Review and Approval of FY2017 State Budget Revision 10 for the General Fund
 - **Motion by Ms. Noland to approve FY17 State Budget Revision 10 for the General Fund as presented. Motion seconded and unanimously approved.**
- Review and Approval of FY2018 State Budget Revision 2 for the General Fund
 - **Motion by Ms. Noland to approve FY18 State Budget Revision 2 for the General Fund as presented. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Diversity Training – Ms. Grove stated 150 county employees attended the diversity training hosted by WVCorp. She said she would provide a link to a webinar for those who were unable to attend in person, and she hopes to make the diversity training an annual requirement for county employees.
- Bench Upgrade Payment – Ms. Grove stated the County received the second payment for the bench upgrade in the Judicial Center from the Supreme Court in the amount of \$4834.68.
- Fire Department Allotments – Ms. Grove stated Blue Ridge Mountain Fire Company submitted an itemized receipt for the engine repair of their ambulance, and after

reviewing the receipt, she released the requested \$30,000 of the annual allotment to Blue Ridge to cover the cost of the repair. She also stated that Bakerton Fire Company submitted a request for an additional \$5,000 of their allotment to cover the cost of a utility bill.

- Ambulance Fee Update – Ms. Grove stated 8.97% of the ambulance fee has been collected for 2017 thus far, totaling \$69,455.00.

15. Public Hearing – Amendments to the Jefferson County Leash Law Ordinance – Mr. Cochran stated the amendments to the ordinance mainly concerned the penalties for violating the ordinance. Mr. Onoszko opened the floor for public comment, but no public comment was made. Mr. Onoszko stated they'd hold the record open for two weeks to allow time for written comment.

COUNTY COMMISSION REPORTS

Patsy Noland

- Participated in a NACO Conference Call to discuss the Stepping Up Program & the healthcare bill

Josh Compton

- Attended a Parks and Recreation meeting.
- Attended a Solid Waste Authority meeting.

Peter Onoszko

- Met with Todd Fagan and Jeff Polczynski to discuss the structure of the commercial ambulance fee.
- Also met with Denise Pouget, Director of the JCESA and Ed Hannon, Deputy Director, to discuss the billing of the ambulance fee

Caleb Hudson

- Exchanged e-mails with constituents
- Approved the county invoices

Jane Tabb

- Attended a Homeland Security Quarterly Partnership luncheon
- Attended a joint EMS/Fire Chiefs meeting.
- Attended Title IX training for 4H volunteers.
- Stated she would be unable to attend the August 17, 2017 County Commission meeting because she'd be at the WV State Fair.

16. There being no further business, motion by Mr. Noland to adjourn at 3:42 pm. Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant