

Minutes

Jefferson County Commission

Thursday, August 17, 2017

A meeting of the Jefferson County Commission was held on Thursday, August 17, 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, and Peter Onoszko. Commissioner Tabb was absent with prior notice. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, August 17, 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 August 3, 2017 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Onoszko to approve the August 17, 2017 Purchase Order in the amount of \$61,978.00 to include Purchase Order No. 48575. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the payroll for August 10, 2017 in the amount of \$250,954.34. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

| CHKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------------|---------|--------------------------|-------|--------------------|----------------------|----------------------|
| 078806 | 440 | ALLEGHENY SURVEYS, INC. | 52809 | \$ 6,737.50 | \$ - | \$ 6,737.50 |
| 078807 | PAYROLL | BOOTH AND MCCARTHY | | \$ - | \$ 231.00 | \$ 231.00 |
| 078808 | PAYROLL | BUREAU F/CHILD SUPPORT | | \$ - | \$ 49.85 | \$ 49.85 |
| 078809 | 412 | APRIL BLAKER | | \$ - | \$ 32.74 | \$ 32.74 |
| 078810 | PAYROLL | BUREAU F/CHILD SPRT ENF | | \$ - | \$ 212.31 | \$ 212.31 |
| 078811 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 461.54 | \$ 461.54 |
| 078812 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 119.54 | \$ 119.54 |
| 078813 | 405 | MARCIA L. CHANDLER | | \$ - | \$ 100.00 | \$ 100.00 |
| 078814 | 712 | CPI COMPUTR PROJECT F/IL | | \$ - | \$ 1,716.00 | \$ 1,716.00 |
| 078815 | GRANT | FLOYD CHAPMAN | | \$ - | \$ 1,440.00 | \$ 1,440.00 |
| 078816 | 711 | EVERBRIDGE | | \$ - | \$ 3,605.00 | \$ 3,605.00 |
| 078817 | 424 | MYRON GREGORY | | \$ - | \$ 171.19 | \$ 171.19 |
| 078818 | 406 | THE JOURNAL | | \$ - | \$ 546.00 | \$ 546.00 |
| 078819 | GRANT | JEFFERSON DAY REPORT CNT | | \$ - | \$ 4,624.96 | \$ 4,624.96 |
| 078820 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 5,360.00 | \$ 5,360.00 |
| 078821 | PAYROLL | HELEN M. MORRIS, TRUSTEE | | \$ - | \$ 543.86 | \$ 543.86 |
| 078822 | PAYROLL | NATIONWIDE RETIREMENT | | \$ - | \$ 849.00 | \$ 849.00 |
| 078823 | 401 | NEOPOST USA INC. | | \$ - | \$ 43.99 | \$ 43.99 |
| 078824 | PAYROLL | KAREN OLDEN | | \$ - | \$ 386.92 | \$ 386.92 |
| 078825 | PAYROLL | WILLIAM POLK | | \$ - | \$ 997.28 | \$ 997.28 |
| 078826 | 424 | POTOMAC EDISON/OH | | \$ - | \$ 2,876.48 | \$ 2,876.48 |
| 078826 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 63.14 | \$ 63.14 |
| 078826 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 20,811.37 | \$ 20,811.37 |
| 078827 | 402 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 27.00 | \$ 27.00 |
| 078827 | 404 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 727.00 | \$ 727.00 |
| 078827 | 406 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 52.00 | \$ 52.00 |
| 078827 | 428 | SOFTWARE SYSTEMS, INC | | \$ - | \$ 158.00 | \$ 158.00 |
| 078828 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 46,522.76 | \$ 46,522.76 |
| 078828 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 10,880.44 | \$ 10,880.44 |
| 078828 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 43,629.34 | \$ 43,629.34 |
| 078829 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 113.25 | \$ 113.25 |
| 078830 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 3,090.00 | \$ 3,090.00 |
| 078830 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 315.00 | \$ 315.00 |
| 078831 | 700 | BENJAMIN S. WILLIAMS | | \$ - | \$ 64.59 | \$ 64.59 |
| 078832 | PAYROLL | JUANITA ZALESKI | | \$ - | \$ 647.03 | \$ 647.03 |
| | | | | | | |
| TOTAL | | | | \$ 6,737.50 | \$ 151,468.58 | \$ 158,206.08 |

Motion by Mr. Compton to approve the Accounts Payable for August 10, 2017 in the amount of \$158,206.08. Motion seconded and unanimously approved.

| CHCKNO | DEPT | VENDOR | PONU M | POAM T | NOAMT | CHECK AMOUNT |
|--------|------|-----------------------------|-----------|-----------|------------------|------------------|
| 078834 | 717 | AUTOZONE | | \$ - | \$ 312.15 | \$ 312.15 |
| 078835 | 428 | ADVANTAGE TECHNOLOGY LLC | | \$ - | \$ 4,200.00 | \$ 4,200.00 |
| 078836 | 424 | BOLAND SERVICES | | \$ - | \$ 270.00 | \$ 270.00 |
| 078836 | 425 | BOLAND SERVICES | | \$ - | \$ 136.00 | \$ 136.00 |
| 078836 | 425 | BOLAND SERVICES | | \$ - | \$ 125.00 | \$ 125.00 |
| 078836 | 425 | BOLAND SERVICES | | \$ - | \$ 166.00 | \$ 166.00 |
| 078836 | 425 | BOLAND SERVICES | | \$ - | \$ 1,003.00 | \$ 1,003.00 |
| 078837 | 425 | DODSON'S SEPTIC | | \$ - | \$ 285.00 | \$ 285.00 |
| 078838 | 424 | J.C.EHRLICH | | \$ - | \$ 32.00 | \$ 32.00 |
| 078838 | 425 | J.C.EHRLICH | | \$ - | \$ 633.00 | \$ 633.00 |
| 078839 | 415 | GENERAL COUNTY FUND-J FE | | \$ - | \$ 17,791.85 | \$ 17,791.85 |
| 078840 | 413 | GENEVIEVE HUGHES | | \$ - | \$ 73.00 | \$ 73.00 |
| 078841 | 406 | SPIRIT OF JEFFERSON | | \$ - | \$ 500.40 | \$ 500.40 |
| 078842 | 440 | JEFFERSON RENTAL | | \$ - | \$ 450.98 | \$ 450.98 |
| 078842 | 440 | JEFFERSON RENTAL | | \$ - | \$ 651.58 | \$ 651.58 |
| 078842 | 440 | JEFFERSON RENTAL | | \$ - | \$ 535.82 | \$ 535.82 |
| 078843 | 440 | KUBIC CONSTRUCTION | | \$ - | \$ 3,276.00 | \$ 3,276.00 |
| 078844 | 401 | NEOPOST USA INC. | | \$ - | \$ 329.99 | \$ 329.99 |
| 078845 | 428 | OFFICE DEPOT | | \$ - | \$ 108.88 | \$ 108.88 |
| 078845 | 428 | OFFICE DEPOT | | \$ - | \$ 362.72 | \$ 362.72 |
| 078846 | 413 | ALICE N. PAINTER | | \$ - | \$ 73.00 | \$ 73.00 |
| 078847 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 3,031.70 | \$ 3,031.70 |
| 078848 | 402 | RECORD MANAGEMENT SOLUTN | | \$ - | \$ 35.00 | \$ 35.00 |
| 078849 | 698 | SHERIFF OF JEFFERSON CO | | \$ - | \$ 500,000.00 | \$ 500,000.00 |

| | | | | | |
|--------|-----|--------------------------|------|--------------|--------------|
| 078850 | 408 | STATE TAX DEPARTMENT | \$ - | \$ 12,446.78 | \$ 12,446.78 |
| 078851 | 413 | JACQUELINE SHADLE | \$ - | \$ 73.00 | \$ 73.00 |
| 078852 | 425 | CAPITAL TRISTATE | \$ - | \$ 171.38 | \$ 171.38 |
| 078852 | 425 | CAPITAL TRISTATE | \$ - | \$ 501.43 | \$ 501.43 |
| 078853 | 424 | TRENARY SERVICE CO | \$ - | \$ 401.00 | \$ 401.00 |
| 078854 | 700 | LARRY THOMPSON | \$ - | \$ 14.38 | \$ 14.38 |
| 078857 | 401 | AMAZON | \$ - | \$ 54.30 | \$ 54.30 |
| 078857 | 401 | SPRINT | \$ - | \$ 55.25 | \$ 55.25 |
| 078857 | 401 | USPS US POSTAL SERVICE | \$ - | \$ 198.00 | \$ 198.00 |
| 078857 | 401 | WV TREASURY | \$ - | \$ 99.00 | \$ 99.00 |
| 078857 | 402 | W.B. MASON | \$ - | \$ 229.22 | \$ 229.22 |
| 078857 | 403 | ADOBE | \$ - | \$ 176.43 | \$ 176.43 |
| 078857 | 403 | KEURIG | \$ - | \$ 209.60 | \$ 209.60 |
| 078857 | 403 | SHOPLET | \$ - | \$ 197.57 | \$ 197.57 |
| 078857 | 403 | STAPLES | \$ - | \$ 111.99 | \$ 111.99 |
| 078857 | 403 | WAL-MART | \$ - | \$ 59.00 | \$ 59.00 |
| 078857 | 405 | NATIONAL DISTRICT ATTORN | \$ - | \$ 250.00 | \$ 250.00 |
| 078857 | 405 | SPRINT | \$ - | \$ 146.50 | \$ 146.50 |
| 078857 | 412 | COMCAST | \$ - | \$ 105.75 | \$ 105.75 |
| 078857 | 412 | WORD PROCESSING SERVICE | \$ - | \$ 518.00 | \$ 518.00 |
| 078857 | 413 | PANHANDLE PRINTING AND D | \$ - | \$ 192.08 | \$ 192.08 |
| 078857 | 413 | W.B. MASON | \$ - | \$ 2.21 | \$ 2.21 |
| 078857 | 415 | FRONTIER | \$ - | \$ 85.60 | \$ 85.60 |
| 078857 | 415 | SPRINT | \$ - | \$ 109.83 | \$ 109.83 |
| 078857 | 424 | CHARLES TOWN UTILITIES | \$ - | \$ 99.94 | \$ 99.94 |
| 078857 | 424 | FRONTIER | \$ - | \$ 10,428.64 | \$ 10,428.64 |
| 078857 | 424 | SPRINT | \$ - | \$ 55.25 | \$ 55.25 |
| 078857 | 425 | AMAZON | \$ - | \$ 170.81 | \$ 170.81 |

| | | | | | |
|--------|-----|--------------------------|------|---------------|---------------|
| 078857 | 425 | CHARLES TOWN UTILITIES | \$ - | \$ 2,226.91 | \$ 2,226.91 |
| 078857 | 425 | COMCAST | \$ - | \$ 1,024.33 | \$ 1,024.33 |
| 078857 | 425 | CRYSTAL SPRINGS | \$ - | \$ 445.88 | \$ 445.88 |
| 078857 | 425 | JEFFERSON COUNTY P.S.D | \$ - | \$ 401.25 | \$ 401.25 |
| 078857 | 425 | JEFFERSON UTILITIES, INC | \$ - | \$ 860.77 | \$ 860.77 |
| 078857 | 425 | LIGHTING SUPPLY | \$ - | \$ 248.45 | \$ 248.45 |
| 078857 | 425 | MILLERS OFFICE PRODUCTS | \$ - | \$ 1,815.89 | \$ 1,815.89 |
| 078857 | 425 | OTTERBOX/LIFE PROOF | \$ - | \$ 4.99 | \$ 4.99 |
| 078857 | 425 | THE HOME DEPOT | \$ - | \$ 326.43 | \$ 326.43 |
| 078857 | 425 | THE HOME DEPOT | \$ - | \$ 36.65 | \$ 36.65 |
| 078857 | 425 | THE HOME DEPOT | \$ - | \$ 157.44 | \$ 157.44 |
| 078857 | 425 | THE HOME DEPOT | \$ - | \$ 21.72 | \$ 21.72 |
| 078857 | 425 | THOS SOMERVILLE | \$ - | \$ 355.84 | \$ 355.84 |
| 078857 | 425 | WEISS BROS OF HAGERSTOWN | \$ - | \$ 1,480.07 | \$ 1,480.07 |
| 078857 | 425 | WM WASTE MGNT | \$ - | \$ 734.49 | \$ 734.49 |
| 078857 | 425 | 84 LUMBER | \$ - | \$ 42.96 | \$ 42.96 |
| 078857 | 428 | ADOBE | \$ - | \$ 172.49 | \$ 172.49 |
| 078857 | 428 | AMAZON | \$ - | \$ 183.58 | \$ 183.58 |
| 078857 | 428 | AMAZON | \$ - | \$ 198.30 | \$ 198.30 |
| 078857 | 428 | CLEVERBRIDGE INC | \$ - | \$ 64.15 | \$ 64.15 |
| 078857 | 428 | DELL | \$ - | \$ (1,266.40) | \$ (1,266.40) |
| 078857 | 428 | SOLARWINDS | \$ - | \$ 100.00 | \$ 100.00 |
| 078857 | 428 | SPRINT | \$ - | \$ 132.89 | \$ 132.89 |
| 078857 | 428 | TEXTEDLY COM | \$ - | \$ 20.00 | \$ 20.00 |
| 078857 | 428 | THE HOME DEPOT | \$ - | \$ 10.67 | \$ 10.67 |
| 078857 | 440 | SPIRIT OF JEFFERSON | \$ - | \$ 222.92 | \$ 222.92 |
| 078857 | 440 | SPRINT | \$ - | \$ 165.75 | \$ 165.75 |
| 078857 | 440 | SSC-SOUTHERN STATES | \$ - | \$ 48.99 | \$ 48.99 |

| | | | | | |
|--------|-----|--------------------------|------|-------------|-------------|
| 078857 | 440 | THE HOME DEPOT | \$ - | \$ 8.20 | \$ 8.20 |
| 078857 | 440 | USPS US POSTAL SERVICE | \$ - | \$ 7.15 | \$ 7.15 |
| 078857 | 440 | WAL-MART | \$ - | \$ 979.28 | \$ 979.28 |
| 078857 | 700 | AMAZON | \$ - | \$ 182.00 | \$ 182.00 |
| 078857 | 700 | CROSSBREED HOLSTERS | \$ - | \$ 76.70 | \$ 76.70 |
| 078857 | 700 | DICK'S CLOTHING/SPORTING | \$ - | \$ 74.95 | \$ 74.95 |
| 078857 | 700 | GOWERS FEED INC | \$ - | \$ 86.38 | \$ 86.38 |
| 078857 | 700 | HOLIDAY INN | \$ - | \$ 107.00 | \$ 107.00 |
| 078857 | 700 | JEFF.CO CHAMBER OF COMME | \$ - | \$ 825.00 | \$ 825.00 |
| 078857 | 700 | R & S ARMY-NAVY STORE | \$ - | \$ 4.50 | \$ 4.50 |
| 078857 | 700 | SOUTH WEST | \$ - | \$ 381.96 | \$ 381.96 |
| 078857 | 700 | SPRINT | \$ - | \$ 1,598.45 | \$ 1,598.45 |
| 078857 | 700 | SYX - TIGER DIRECT, INC. | \$ - | \$ 1,759.80 | \$ 1,759.80 |
| 078857 | 700 | TRACTOR SUPPLY CO | \$ - | \$ 31.29 | \$ 31.29 |
| 078857 | 700 | USPS US POSTAL SERVICE | \$ - | \$ 36.45 | \$ 36.45 |
| 078857 | 700 | WV PARKWAYS AU | \$ - | \$ 100.00 | \$ 100.00 |
| 078857 | 711 | CPD INDUSTRIES | \$ - | \$ 795.76 | \$ 795.76 |
| 078857 | 711 | SKILLPATH | \$ - | \$ 99.00 | \$ 99.00 |
| 078857 | 711 | SOUTH BRANCH INN | \$ - | \$ 91.00 | \$ 91.00 |
| 078857 | 711 | SPRINT | \$ - | \$ 188.14 | \$ 188.14 |
| 078857 | 711 | WAL-MART | \$ - | \$ 26.52 | \$ 26.52 |
| 078857 | 712 | BEST BUY | \$ - | \$ 1,719.96 | \$ 1,719.96 |
| 078857 | 712 | DELL | \$ - | \$ 1,904.61 | \$ 1,904.61 |
| 078857 | 712 | FRONTIER | \$ - | \$ 5,099.85 | \$ 5,099.85 |
| 078857 | 712 | HARBOR FREIGHT TOOL | \$ - | \$ 92.18 | \$ 92.18 |
| 078857 | 712 | MILLERS OFFICE PRODUCTS | \$ - | \$ 316.25 | \$ 316.25 |
| 078857 | 712 | NATIONAL ACADEMY OF EMD | \$ - | \$ 150.00 | \$ 150.00 |
| 078857 | 712 | SPRINT | \$ - | \$ 399.99 | \$ 399.99 |

| | | | | | |
|--------------|-----|-------------------------|------|----------------------|----------------------|
| 078857 | 712 | SPRINT | \$ - | \$ 1,004.17 | \$ 1,004.17 |
| 078857 | 712 | WAL-MART | \$ - | \$ 21.02 | \$ 21.02 |
| 078857 | 716 | AMAZON | \$ - | \$ 52.80 | \$ 52.80 |
| 078857 | 716 | SPIRIT OF JEFFERSON | \$ - | \$ 194.60 | \$ 194.60 |
| 078857 | 716 | SPRINT | \$ - | \$ 255.24 | \$ 255.24 |
| 078857 | 716 | WAL-MART | \$ - | \$ 40.93 | \$ 40.93 |
| 078857 | 716 | WAL-MART | \$ - | \$ 111.44 | \$ 111.44 |
| 078857 | 717 | FISHER AUTO PARTS | \$ - | \$ 329.32 | \$ 329.32 |
| 078857 | 717 | S&S MOTORS - NAPA PARTS | \$ - | \$ 1,491.04 | \$ 1,491.04 |
| 078857 | 717 | SNAP ON TOOLS | \$ - | \$ 226.00 | \$ 226.00 |
| 078858 | 440 | XEROX CORPORATION | \$ - | \$ 522.88 | \$ 522.88 |
| | | | | | |
| TOTAL | | | | \$ 593,175.23 | \$ 593,175.23 |

Motion by Mr. Onoszko to approve the Accounts Payable for August 17, 2017 in the amount of \$593,175.23. Motion seconded and unanimously approved.

MANUAL CHECKS

| | | | |
|----------------------------|---------|---------------------------------|---------------------|
| HOME DETETION | | | |
| 008 | | | |
| Date | Check # | VENDOR | Amount |
| 8/11/2017 | 575 | CDA | \$ 511.50 |
| 8/11/2017 | 576 | 3M ELECTRONIC MONITORING | \$ 2,600.00 |
| SHERIFF CAPITOL O/L | | | |
| 246 | | | |
| Date | Check # | VENDOR | Amount |
| 8/11/2017 | 1642 | UNITED BANKCARD | \$ 4,292.11 |
| 8/11/2017 | 1643 | HAGERSTOWN FORD | \$ 20,295.00 |
| TOTAL | | | \$ 27,698.61 |

Motion by Mr. Onoszko to approve the Manual Checks for August 10, 2017 in the amount of \$27,698.61. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – provided the Commission with an update on his various cases against them and stated he inspires the residents of the County.

PRESENTATIONS

1. Angela Banks, Assessor – requested the approval of the following exonerations:

| NAME | TYPE | DISTRICT | TICKET # | AMOUNT |
|---------------------|------|----------|----------|---------|
| Jodi Welty-Robinson | PP | HF | 308930 | \$37.60 |

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 308930 as presented by the Assessor. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | TICKET # | AMOUNT |
|---------------|------|----------|----------|---------|
| Sandra Dopson | PP | HF | 307272 | \$25.84 |

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 307272 as presented by the Assessor. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | TICKET # | AMOUNT |
|--------------|------|---------------|----------|---------|
| Nancy Cronin | PP | Shepherdstown | 315253 | \$82.22 |

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 315253 as presented by the Assessor. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | TICKET # | AMOUNT |
|------------------------------|------|-----------|----------|----------|
| James Dillon & Native Havens | PP | Middleway | 312579 | \$493.33 |

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 312579 as presented by the Assessor. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | TICKET # | AMOUNT |
|------------|------|--------------|----------|----------|
| Nancy Cook | PP | Ranson Corp. | 313631 | \$182.36 |

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 313631 as presented by the Assessor. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | TICKET # | AMOUNT |
|-----------------|------|----------|----------|----------|
| Elizabeth Jones | RE | Ranson | 24481 | \$220.99 |

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 24481 as presented by the Assessor. Motion seconded and unanimously approved.**

| NAME | TYPE | DISTRICT | TICKET # | AMOUNT |
|-----------------|------|----------|----------|----------|
| Elizabeth Jones | RE | Ranson | 24585 | \$219.39 |

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 24585 as presented by the Assessor. Motion seconded and unanimously approved.**

2. Bill Polk, Director of Maintenance

- a. Requested the approval of bids for the replacement of windows in the Courthouse, Jail Annex, and Hunter House.
 - It was the consensus of the Commission to direct Mr. Polk to rebid the windows project for the Courthouse, Jail Annex, and the Hunter House and request a grant extension from the Courthouse Facilities Improvement Authority to allow time to receive additional bids.
- b. Update on the status of the fire escape behind the Reininger Building (Probation)

- Mr. Polk stated he consulted a structural engineer about the fire escape and would continue to research repairs and bring the issue back before the Commission at a later date. It was the consensus of the Commission that in its current condition the fire escape should only be used in emergencies and that the doors to the fire escape should be unbolted and caution tape should be placed on the doors while pricing is being researched.
3. Roger Goodwin, Chief County Engineer – requested the partial release of construction bond security for Roderick Planes, LLC – Aspen Green Phase (File #1A, 07-15) – Performance Bond No. 1000956765 with United States Surety Company, Timonium, MD.
 - **Motion by Ms. Noland to authorize a partial release of \$265,795 from the construction bond amount for Roderick Planes, LLC – Aspen Green Phase (File #1A, 07-15). Motion seconded and unanimously approved.**
 4. The Commission recessed for break at 10:30 am.
The Commission reconvened at 10:45 am.
 5. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues.
 - **Motion by Mr. Compton to enter into Executive Session to discuss matters concerning the PSD asset acquisition with William F. Rohrbaugh, Esq, and also discuss Ms. Grove’s item regarding the decommissioning of the waste water treatment plant and lagoon. Motion seconded and unanimously approved.**
 - **Motion by Mr. Onoszko to come out of Executive Session. Motion seconded and unanimously approved.**
 - Discuss opioid litigation aimed at pharmaceutical drug distributors that are accused of contributing to the heroin epidemic
 - **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 accept the contingent fee contract with Skinner Law Firm to include an amendment on page 17 which designates**

the Prosecuting Attorney and/or his designee to receive correspondence and discuss the litigation status, strategy, and resolution, and authorize a member of the Commission to sign the appropriate documents. Motion seconded and unanimously approved.

- Discussion of school resource officer
 - **Motion by Mr. Onoszko to approve the agreement between the Jefferson County Board of Education, the Jefferson County Sheriff's Department, and the Jefferson County Commission for the 2018 Prevention School Resource Officer for school year 2017-2018. Motion seconded and unanimously approved.**
- 6. William F. Rohrbaugh, Esquire – Discussion of PSD Asset Acquisition (conducted in Executive Session under item #5)

NEW BUSINESS

- 7. Inquiry/inquest for information on PSD sewer transmission project
 - **Motion by Mr. Compton to instruct the County to request information from the Jefferson County Public Service District for correspondence and status updates regarding the sewer transmission project financials, bidding process, debt issuance, and easements and subsequently inquire about a backup generator for the Breckenridge Subdivision. Motion seconded and unanimously approved.**
- 8. Approval of Letter of Support for the Jefferson County Chamber of Commerce to hold the 42nd Annual Fall Mountain Heritage Arts and Crafts Festival on September 22-24, 2017.
 - **Motion by Ms. Noland to write a letter of support to the WVABCA for the Jefferson County Chamber of Commerce to obtain a Fairs and Festivals license to allow the sale of craft beer and wine during the 42nd annual Fall Mountain Heritage Arts and Crafts Festival on September 22-24, 2017. Motion seconded and unanimously approved.**
- 9. Approval of the 2017 Sheriff's Commission
 - **Motion by Ms. Noland to approve the 2017 Sheriff's Commission in the amount of \$15,000. Motion seconded and unanimously approved.**
- 10. Decision – Amendments to the Jefferson County Lease Law Ordinance

- **Motion by Mr. Onoszko to approve the amendments to the leash law ordinance as presented by the Prosecuting Attorney. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Ethics/Open Meetings Training - Ms. Grove stated she was hoping to coordinate ethics/open meetings training through the State for county employees, county appointed board/commission/committee members, municipal employees, and the general public in the coming months. Ms. Grove also stated she would reach out to the League of Women Voters to see if they'd be interested in co-sponsoring the training. It was the consensus of the Commission to schedule the training during the evening, potentially on a Wednesday or Thursday.
- Report on Wage/Benefits Review Board – Ms. Grove provided the Commission with an update on the creation of a Wage/Benefits Review Board, stating she'd be sending a memorandum to the Commissioners regarding the make-up of the board, the selection of appointees to the board, and the duties of the board. Ms. Grove stated she did not need action on the part of the Commission at this time, but wanted to notify the Commission that she'd like to move forward with the establishment of the board.
- Update on Decommissioning of Waste Water Treatment Plant and Lagoon – Possible Executive Session – discussion was conducted in Executive Session in conjunction with a discussion regarding the PSD asset acquisition.
- Recognition of Annette Gavin, recently nominated and selected for the honor of WV Wonder Woman 2017 – Ms. Grove stated Ms. Gavin was awarded the WV Wonder Woman Award for 2017 from WV Living Magazine. Ms. Gavin will receive her award in person at an upcoming awards banquet hosted by WV Living Magazine.

There being no further business, motion by Mr. Onoszko to adjourn at 1:15 pm. Motion was seconded and unanimously approved.

PETER ONOSZKO, PRESIDENT

Respectfully Submitted
Jessica D. Carroll
Administrative Assistant