

## **Minutes**

### **Jefferson County Commission**

**Thursday, September 21, 2017**

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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 Caleb Hudson, Patricia Noland, and Peter Onoszko and Jane Tabb. Commissioner Josh Compton 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 Tabb led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Ms. Noland to approve the September 7, 2017 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

#### **APPROVAL OF PURCHASE ORDERS**

**Motion by Ms. Noland to approve the September 21, 2017 Purchase Orders in the amount of \$17, 729.86 to include Purchase Order No. 52340 and 52491. Motion seconded and unanimously approved.**

#### **APPROVAL OF PAYROLL**

**Motion by Ms. Noland to approve the payroll for September 7, 2017 in the amount of \$252, 960.75. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078939	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 2,014.72	\$ 2,014.72
078940	405	ADVANTAGE TECHNOLOGY LLC	52691	\$ 8,075.00	\$ -	\$ 8,075.00
078941	402	BANK OF CHARLES TOWN		\$ -	\$ 48.40	\$ 48.40
078942	406	ANGELA L BANKS		\$ -	\$ 91.80	\$ 91.80
078943	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
078943	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
078943	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
078943	425	BOLAND SERVICES		\$ -	\$ 1,003.00	\$ 1,003.00
078943	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
078944	413	CASTO & HARRIS INC		\$ -	\$ 1,011.04	\$ 1,011.04
078945	712	EASTERN PANHANDLE INVEST		\$ -	\$ 510.00	\$ 510.00
078946	425	FIRE SAFETY EQUIP		\$ -	\$ 384.00	\$ 384.00
078947	425	FIDELITY POWER SYSTEMS		\$ -	\$ 511.35	\$ 511.35
078948	406	RHONDA WILLINGHAM		\$ -	\$ 91.80	\$ 91.80
078949	402	SALLY GRAN		\$ -	\$ 45.00	\$ 45.00
078950	PAYROLL	TAMMY MOBLEY		\$ -	\$ 11.64	\$ 11.64
078951	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,983.30	\$ 2,983.30
078952	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 258.70	\$ 258.70
078953	424	RICCI MCINTYRE		\$ -	\$ 57.00	\$ 57.00
078954	712	MONIQUE MERCADO		\$ -	\$ 207.00	\$ 207.00
078955	ALLOC	JEFF CO PARKS &		\$ -	\$ 45,370.02	\$ 45,370.02
078956	405	POWELL CONSTRUCTION INC		\$ -	\$ 74.90	\$ 74.90
078957	425	POTOMAC EDISON/OH		\$ -	\$ 3,337.37	\$ 3,337.37
078958	700	DOUGLAS PITTINGER		\$ -	\$ 23.70	\$ 23.70
078959	425	RCS SECURITY		\$ -	\$ 85.00	\$ 85.00
078959	425	RCS SECURITY		\$ -	\$ 222.00	\$ 222.00
078959	425	RCS SECURITY		\$ -	\$ 522.00	\$ 522.00
078960	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 22.65	\$ 22.65
078961	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 88.00	\$ 88.00
078961	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 727.00	\$ 727.00
078961	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
078961	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 158.00	\$ 158.00
078964	401	AMAZON		\$ -	\$ 30.96	\$ 30.96
078964	401	FLATWOODS HOTEL & CONFER		\$ -	\$ 89.00	\$ 89.00
078964	401	SPIRIT OF JEFFERSON		\$ -	\$ 108.48	\$ 108.48
078964	401	SPRINT		\$ -	\$ 55.25	\$ 55.25

078964	402	EDUCATION TO GO		\$ -	\$ 99.00	\$ 99.00
078964	402	W.B. MASON		\$ -	\$ 803.91	\$ 803.91
078964	402	WWW.NEWEGG.COM		\$ -	\$ 1,759.98	\$ 1,759.98
078964	403	ACORN SALES CO		\$ -	\$ 34.65	\$ 34.65
078964	403	PENGAD, INC		\$ -	\$ 36.75	\$ 36.75
078964	403	SHOPLET		\$ -	\$ 161.16	\$ 161.16
078964	405	NATIONAL DISTRICT ATTORN		\$ -	\$ (250.00)	\$ (250.00)
078964	405	OFFICE MAX		\$ -	\$ 243.74	\$ 243.74
078964	405	PAPA JOHNS PIZZA		\$ -	\$ 54.76	\$ 54.76
078964	405	SPRINT		\$ -	\$ 94.90	\$ 94.90
078964	405	USPS US POSTAL SERVICE		\$ -	\$ 112.00	\$ 112.00
078964	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
078964	413	INTAB LLC		\$ -	\$ 101.44	\$ 101.44
078964	413	SPIRIT OF JEFFERSON		\$ -	\$ 46.86	\$ 46.86
078964	415	FRONTIER		\$ -	\$ 85.60	\$ 85.60
078964	415	SPRINT		\$ -	\$ 109.83	\$ 109.83
078964	424	AMAZON		\$ -	\$ 109.95	\$ 109.95
078964	424	CAPITAL TRISTATE		\$ -	\$ 297.00	\$ 297.00
078964	424	CHARLES TOWN UTILITIES		\$ -	\$ 108.11	\$ 108.11
078964	424	FRONTIER		\$ -	\$ 9,814.54	\$ 9,814.54
078964	424	SPRINT		\$ -	\$ 55.25	\$ 55.25
078964	424	SSC-SOUTHERN STATES		\$ -	\$ 151.98	\$ 151.98
078964	425	AMAZON		\$ -	\$ 640.15	\$ 640.15
078964	425	AMAZON		\$ -	\$ 238.26	\$ 238.26
078964	425	BATTERY MART		\$ -	\$ 49.90	\$ 49.90
078964	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,128.95	\$ 1,128.95
078964	425	COMCAST		\$ -	\$ 1,024.33	\$ 1,024.33
078964	425	CRYSTAL SPRINGS		\$ -	\$ 94.13	\$ 94.13
078964	425	GRAINGER		\$ -	\$ 91.96	\$ 91.96
078964	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 428.09	\$ 428.09
078964	425	JEFFERSON UTILITIES, INC		\$ -	\$ 860.77	\$ 860.77
078964	425	MILLERS OFFICE PRODUCTS		\$ -	\$ 1,492.28	\$ 1,492.28
078964	425	THE HOME DEPOT		\$ -	\$ 7.98	\$ 7.98
078964	425	THE HOME DEPOT		\$ -	\$ 7.15	\$ 7.15
078964	425	THE HOME DEPOT		\$ -	\$ 44.27	\$ 44.27
078964	425	THE HOME DEPOT		\$ -	\$ 41.49	\$ 41.49
078964	425	THE HOME DEPOT		\$ -	\$ 114.97	\$ 114.97
078964	425	THOMPSON GAS		\$ -	\$ 125.33	\$ 125.33
078964	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 1,792.00	\$ 1,792.00
078964	425	WM WASTE MGNT		\$ -	\$ 734.49	\$ 734.49

078964	428	AMAZON		\$ -	\$ 330.16	\$ 330.16
078964	428	AMAZON		\$ -	\$ 229.83	\$ 229.83
078964	428	CLEVERBRIDGE INC		\$ -	\$ (4.20)	\$ (4.20)
078964	428	DELL		\$ -	\$ (633.20)	\$ (633.20)
078964	428	RITE AID STORE		\$ -	\$ 73.11	\$ 73.11
078964	428	SPRINT		\$ -	\$ 132.89	\$ 132.89
078964	428	TEXTEDLY COM		\$ -	\$ 20.00	\$ 20.00
078964	428	WWW.NEWEGG.COM		\$ -	\$ 679.94	\$ 679.94
078964	440	APA - MEMBERSHIP		\$ -	\$ 95.00	\$ 95.00
078964	440	INTL CODE COUNCIL INC		\$ -	\$ 95.00	\$ 95.00
078964	440	LYLE SIGNS		\$ -	\$ 324.42	\$ 324.42
078964	440	MILLERS OFFICE PRODUCTS		\$ -	\$ 17.33	\$ 17.33
078964	440	SPIRIT OF JEFFERSON		\$ -	\$ 158.52	\$ 158.52
078964	440	SPRINT		\$ -	\$ 165.75	\$ 165.75
078964	440	SSC-SOUTHERN STATES		\$ -	\$ 154.72	\$ 154.72
078964	440	WAL-MART		\$ -	\$ 29.76	\$ 29.76
078964	700	AMAZON		\$ -	\$ 594.80	\$ 594.80
078964	700	CHEIF SUPPLY		\$ -	\$ 140.36	\$ 140.36
078964	700	DIGITAL ALLY INC		\$ -	\$ 3,825.00	\$ 3,825.00
078964	700	GALLS		\$ -	\$ 168.00	\$ 168.00
078964	700	GALLS		\$ -	\$ 5,234.96	\$ 5,234.96
078964	700	GUYS BUICK PONTIAC GMC		\$ -	\$ 470.00	\$ 470.00
078964	700	HAWTHORN SUITES		\$ -	\$ 644.00	\$ 644.00
078964	700	HC HAND CUFF WAREHOUSE		\$ -	\$ 828.40	\$ 828.40
078964	700	MPH INDUSTRIES, INC		\$ -	\$ 382.75	\$ 382.75
078964	700	PETCO		\$ -	\$ 12.83	\$ 12.83
078964	700	SHEETZ		\$ -	\$ 8.57	\$ 8.57
078964	700	SPECIALTY BUSINESS SUPPL		\$ -	\$ 151.20	\$ 151.20
078964	700	SPRINT		\$ -	\$ 2,067.62	\$ 2,067.62
078964	700	STAPLES		\$ -	\$ 65.98	\$ 65.98
078964	700	STORM TACTICAL		\$ -	\$ 76.30	\$ 76.30
078964	700	SUPERIOR AUTOBODY		\$ -	\$ 1,000.00	\$ 1,000.00
078964	700	TEXAS ROADHOUSE		\$ -	\$ 34.17	\$ 34.17
078964	700	THE HOME DEPOT		\$ -	\$ 296.91	\$ 296.91
078964	700	TPS-TOWN POLICE SUPPLY		\$ -	\$ 53.50	\$ 53.50
078964	700	TRACTOR SUPPLY CO		\$ -	\$ 95.98	\$ 95.98
078964	700	TRAPUZZANOS UNIFORMS		\$ -	\$ 748.70	\$ 748.70
078964	700	USPS US POSTAL SERVICE		\$ -	\$ 24.66	\$ 24.66
078964	700	USPS US POSTAL SERVICE		\$ -	\$ 13.85	\$ 13.85
078964	700	VALLEY EMERGENCY VETS.		\$ -	\$ 923.08	\$ 923.08

078964	700	WV SIGNAL & LIGHT		\$ -	\$ 5,189.00	\$ 5,189.00
078964	700	WV TREASURY		\$ -	\$ 800.00	\$ 800.00
078964	711	EB2017 EVENBRITE OF WV		\$ -	\$ 20.00	\$ 20.00
078964	711	OFFICE MAX		\$ -	\$ 65.97	\$ 65.97
078964	711	SMK SURVEY MONKEY		\$ -	\$ 408.00	\$ 408.00
078964	711	SPRINT		\$ -	\$ 188.14	\$ 188.14
078964	712	ACCO BRANDS DIRECT		\$ -	\$ 119.32	\$ 119.32
078964	712	BIDDLE CONSULTING GROUP		\$ -	\$ 599.00	\$ 599.00
078964	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
078964	712	SPRINT		\$ -	\$ 1,350.41	\$ 1,350.41
078964	712	THE JOURNAL PUBLISH		\$ -	\$ 208.00	\$ 208.00
078964	716	BLUE RIDGE VETERINARY		\$ -	\$ 145.00	\$ 145.00
078964	716	GALLS		\$ -	\$ 611.90	\$ 611.90
078964	716	GALLS		\$ -	\$ 689.92	\$ 689.92
078964	716	HILLSIDE VETERINARY HOSPITAL		\$ -	\$ 256.76	\$ 256.76
078964	716	HILLSIDE VETERINARY HOSPITAL		\$ -	\$ 82.25	\$ 82.25
078964	716	SPRINT		\$ -	\$ 55.25	\$ 55.25
078964	716	TRACTOR SUPPLY CO		\$ -	\$ 14.49	\$ 14.49
078964	716	VALLEY EQUINE ASSOC.		\$ -	\$ 115.50	\$ 115.50
078964	716	VALLEY PET MEMORIAL SERV		\$ -	\$ 505.00	\$ 505.00
078964	716	WAL-MART		\$ -	\$ 11.15	\$ 11.15
078964	717	BOBS AUTO CENTER		\$ -	\$ 125.00	\$ 125.00
078964	717	FISHER AUTO PARTS		\$ -	\$ 702.42	\$ 702.42
078964	717	GRAINGER		\$ -	\$ 196.26	\$ 196.26
078964	717	S&S MOTORS - NAPA PARTS		\$ -	\$ 731.01	\$ 731.01
078964	717	TRACTOR SUPPLY CO		\$ -	\$ 17.24	\$ 17.24
078965	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 50,368.04	\$ 50,368.04
078966	403	VITAL SIGNS		\$ -	\$ 475.00	\$ 475.00
078967	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
078967	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
078967	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
078967	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
078967	405	XEROX CORPORATION		\$ -	\$ 380.80	\$ 380.80
078967	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
078967	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
078967	440	XEROX CORPORATION		\$ -	\$ 568.96	\$ 568.96
078967	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
078967	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
078967	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
078967	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62

078967	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
<b>TOTAL</b>						<b>\$ 183,775.53</b>
<b>TOTAL</b>				<b>\$ 8,075.00</b>	<b>\$ 175,700.53</b>	<b>\$ 183,775.53</b>

**Motion by Ms. Tabb to approve the Accounts Payable for September 14, 2017 in the amount of \$183,775.53. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
078970	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,273.64	\$ 4,273.64
078971	403	BANK OF CHARLES TOWN		\$ -	\$ 56.29	\$ 56.29
078972	404	DIANN BROWN		\$ -	\$ 15.99	\$ 15.99
078973	PAYROLL	BOOTH AND MCCARTHY		\$ -	\$ 231.00	\$ 231.00
078974	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
078975	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
078976	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
078977	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
078978	PAYROLL	COLONIAL LIFE		\$ -	\$ 205.10	\$ 205.10
078979	424	J.C.EHRLICH		\$ -	\$ 32.00	\$ 32.00
078979	425	J.C.EHRLICH		\$ -	\$ 635.00	\$ 635.00
078980	700	FOREST RICHARD FEAGANS		\$ -	\$ 10.42	\$ 10.42
078981	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 19,116.35	\$ 19,116.35
078982	717	GUTTMAN OIL CO		\$ -	\$ 3,353.50	\$ 3,353.50
078982	717	GUTTMAN OIL CO		\$ -	\$ 3,619.02	\$ 3,619.02
078982	717	GUTTMAN OIL CO		\$ -	\$ 3,694.83	\$ 3,694.83
078982	717	GUTTMAN OIL CO		\$ -	\$ 3,549.12	\$ 3,549.12
078983	404	TERESA HENDRICKS		\$ -	\$ 17.62	\$ 17.62
078984	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
078985	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,360.00	\$ 5,360.00
078986	712	LANGUAGE LINE SERVICES		\$ -	\$ 108.94	\$ 108.94

078987	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
078988	404	TONI MILBOURNE		\$ -	\$ 650.00	\$ 650.00
078989	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
078990	425	POTOMAC EDISON/OH		\$ -	\$ 77.82	\$ 77.82
078991	405	WILLIAM POWELL		\$ -	\$ 74.90	\$ 74.90
078992	GRANT	EASTERN PANHANDLE REGION		\$ -	\$ 3,600.00	\$ 3,600.00
078992	GRANT	EASTERN PANHANDLE REGION		\$ -	\$ 2,226.67	\$ 2,226.67
078993	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
078994	717	RICE TIRES CO		\$ -	\$ 479.92	\$ 479.92
078995	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 21.24	\$ 21.24
078995	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,967.84	\$ 45,967.84
078995	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,750.54	\$ 10,750.54
078995	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 90.78	\$ 90.78
078995	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 74.71	\$ 74.71
078995	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,827.10	\$ 42,827.10
078996	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 925.28	\$ 925.28
078996	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 33,987.45	\$ 33,987.45
078996	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 36.88	\$ 36.88
078996	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 470.05	\$ 470.05
078997	425	SHERWIN-WILLIAMS		\$ -	\$ 594.02	\$ 594.02
078998	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,090.00	\$ 3,090.00
078998	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
078999	700	SAFETY EDUCATORS LLC		\$ -	\$ 250.00	\$ 250.00
079000	401	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
079001	PAYROLL	WV COUNTIES GROUP		\$ -	\$ 156,811.50	\$ 156,811.50
079002	PAYROLL	WVCORP		\$ -	\$ 38,358.00	\$ 38,358.00
079003	404	W.B. MASON CO. INC		\$ -	\$ 3.99	\$ 3.99
079003	404	W.B. MASON CO. INC		\$ -	\$ 151.11	\$ 151.11

079003	404	W.B. MASON CO. INC		\$ -	\$ 205.47	\$ 205.47
<b>TOTAL</b>					<b>\$ 409,590.19</b>	<b>\$ 409,590.19</b>

**Motion by Ms. Noland to approve the Accounts Payable for September 21, 2017 in the amount of \$409,590.19. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

<b>ASSESSOR VALUATION</b>			
<b>O56</b>			
Date	Check #	VENDOR	Amount
09/15/17	644	MILLER'S SUPPLIES AT WORK	\$ 283.00
09/15/17	645	UNITED BANK	\$ 499.72
09/15/17	646	JOURNAL	\$ 546.00
<b>FARMLAND PROTECTION BOARD</b>			
<b>O57</b>			
Date	Check #	VENDOR	Amount
09/15/17	292	JEFFERSON CO FARMLAND	\$ 100,271.33
<b>SHERIFF CAPITOL O/L</b>			
<b>246</b>			
Date	Check #	VENDOR	Amount
09/15/17	1646	UNITED BANK	\$ 654.62
09/15/17	1647	JOURNAL	\$ 63.87
09/15/17	1648	84 LUMBER	\$ 749.88
<b>TOTAL</b>			<b>\$ 103,068.42</b>

**Motion by Ms. Tabb to approve the Manual Checks for September 15, 2017 in the amount of 103,068.42. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Eleanor Finn, resident and member of the League of Women Voters – thanked the Commission for hosting the upcoming Ethics and Open Meetings training on October 18.

Linda Ballard – requested more information regarding the formation of the historical plaque committee, such as the committee’s goals and guidelines.

**PRESENTATIONS**

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

NAME	TYPE	DISTRICT	AMOUNT	TICKET
Michelle Ledgere	PP	HF	\$173.84	307948

- **Motion by Ms. Noland to approve the Exoneration as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET
Timothy and Tammy Setter	PP	CTD	\$65.78	304122

- **Motion by Ms. Tabb to approve the Exoneration as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET
Amanda Williams	PP	CTD	\$204.38	304888
Paul Williams			\$183.24	

- **Motion by Ms. Noland to approve the Exoneration as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET
Thurman Whitacre	PP	CTD	\$256.08	304842
Amber Whitacre			\$108.06	

- **Motion by Ms. Tabb to approve the Split Ticket as presented. Motion seconded and unanimously approved.**
2. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management
    - a. Requested approval of the 2017 Memoranda of Understanding with the Jefferson County Board of Education
      - **Motion by Ms. Tabb to approve the 2017 Memoranda of Understanding with the Jefferson County Board of Education, as presented by Ms. Miller. Motion seconded and unanimously approved.**
    - b. Presentation of CRS (Community Rating System) Class 6 Award by Kevin Sneed, WV Division of Homeland Security and Emergency Management, and Heather Davis-Jenkins, FEMA
  3. Peter Dougherty, Sheriff
    - a. Approval of New Hire
      - **Motion by Ms. Tabb to approve the hire of Kelsey Propps for the position of deputy, effective October 16, 2017. Motion seconded and unanimously approved.**
    - b. Bailiffs
      - **Motion by Mr. Onoszko to approve the hire of Daryll Wimer as Bailiff and Keith Pierson and Earl Gill as Bailiffs/Trip Guards. Motion seconded and unanimously approved.**

- c. Approval of internal transfer of \$9,000 from 716-01-106 (Insurance) to Capital Outlay to aid in the purchase of an animal control vehicle.
  - **Motion by Ms. Tabb to approve the transfer of \$9,000 from Animal Control Insurance to their Capital Outlay to aid in the purchase of an animal control vehicle. Motion seconded and unanimously approved.**
- d. Approval of internal transfer of \$20,000 from 716-01-103 (Salaries) to 716-03-341 (Materials and Supplies) to cover the purchase of a bed insert for the vehicle.
  - **Motion by Ms. Noland to approve the transfer of \$20,000 from Animal Control Salaries to their Materials & Supplies for the purchase of an insert for the bed of the animal control vehicle. Motion seconded and unanimously approved.**
- e. Sheriff's Auction – the Sheriff notified the Commission that the Sheriff's Office would be holding a sale of seized and forfeited items as well as any property that the county would like sold on October 27, 2017 at 5:00 pm in the Maintenance Parking Lot.
- f. Review and Approval of the Grant Application for the Governor's Highway Safety Program
  - **Motion by Ms. Tabb to approve the grant application for the Governor's Highway Safety Program as presented and authorize the President of the Commission to sign the appropriate documents. Motion seconded and unanimously approved.**
- g. Review and Approval of FY2018 State Budget Revision 3 for the General Fund
  - **Motion by Ms. Tabb to accept the General Fund FY18 State Budget Revision No, 3 for the Governor's Highway Safety Program in the amount not to exceed \$305,660.00. Motion seconded and unanimously approved.**
- 4. Rankin Properties, LLC, Christopher Rankin – map amendment request for Rankin Properties, LLC – request to schedule a public hearing and referral to Planning Commission for advice on consistency with the Comprehensive Plan
  - **Motion by Ms. Noland to accept the request and schedule a public hearing pursuant W.Va. Code 8A-7-9 at 1:30 pm on October 19, 2017 and refer the proposal to the Planning Commission for advice on the application's consistency with the Jefferson County Comprehensive Plan. Motion seconded and unanimously approved.**

5. Eugene and Sarah Abelow, residents – request for refund of building permit fees
  - **Motion by Ms. Noland to deny the request for refund of building permit fees in the amount of \$463.20. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to approve the request for refund of impact fees in the amount of \$6,347.00. Motion seconded and unanimously approved.**
6. The Commission recessed for break at 10:30 am.  
The Commission reconvened at 10:45 am.
7. Annette Gavin, Jefferson County Convention and Visitor’s Bureau – requested permission to allow Bill Polk & the County Maintenance employees to assist with the build out of the Jefferson County Convention and Visitor’s Bureau expansion.
  - **Motion by Ms. Noland to approve Bill Polk acting as General Contractor for the build out of the Welcome Center in Harpers Ferry. Motion seconded and unanimously approved.**
8. Bill Polk, Director, Jefferson County Maintenance Department – requested approval of bid for the Fire Escape Removal and Replacement
  - **Motion by Ms. Noland to approve the bid for the removal and replacement of the fire escape behind the Reninger Building. Motion seconded and unanimously approved.**
9. Interview and Appointment to the Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2019.
  - **Mr. Onoszko offered a nomination for J. Michael Jacobs.**
  - **Ms. Noland offered a nomination for Ranale Jones.**
  - **After receiving the majority vote, Mr. J. Michael Jacobs was appointed to the Jefferson County Parks and Recreation Commission for an unexpired term ending June 30, 2019.**
10. Interview and Appointment to the Sheriff’s Civil Service Commission – one 4-year term ending September 29, 2021.
  - **Motion by Ms. Noland to appoint Will Liston to the Sheriff’s Civil Service Commission for one four-year term ending September 29, 2021. Motion seconded and unanimously approved.**

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

12. Jennifer Myers, Director, Jefferson County Parks and Recreation – requested a letter of support for festival at Sam Michaels Park

- **Motion by Ms. Noland to provide a letter of endorsement for the festival to be held at Sam Michaels Park on Saturday, June 17, 2018 as required by the WVABC License Application. Motion seconded and unanimously approved.**

13. Roger Goodwin, Chief County Engineer

a. Pleasant Hills Subdivision (JCPC File No. 05-28) – Contractor’s Final Payment for Site Work

- **Motion by Ms. Tabb to accept the invoice of Kable Excavating, LLC, in the amount of \$10,150 as presented, to approve invoicing of charges for staff’s time in the amount of \$2,884.97 against the Pleasant Hills Subdivision (JCPC No. 05-28) project, to accept partial reimbursement, and to close the bank escrow account. Motion seconded and unanimously approved.**

b. Approval to advertise a Request for Proposals for Engineering Consulting Services

- **Motion by Ms. Noland to advertise a Request for Proposals (RFP) for engineering consulting services for decommissioning of the waste water treatment plan lagoon and remediating the sinkhole in accordance with the attached plan submitted to the West Virginia Department of Environmental Protection on August 31, 2017, upon approval of the plan by the WVDEP. Motion seconded and unanimously approved.**

c. Refund of Building Permit Fees 1.) Jae and Arlene Anderson and 2.) Douglas and Marie Burgess

- **Motion by Mr. Onoszko to approve a full refund of building permit fees to Jae & Arlene Anderson in the amount of \$150; and to Douglas & Marie Burgess in the amount of \$62.10. Motion seconded and unanimously approved.**

d. Complete Construction Bond Release for David Waddell – Mark Kramer Subdivision Lot 6 Waddell Addition (File #S16-04)

- **Motion by Ms. Noland to authorize a complete release of the remaining \$47,175.00 from the construction bond for David Waddell – Mark Kramer Subdivision Lot 6 Waddell Addition – (File#S16-04). Motion seconded and unanimously approved.**

14. Michelle Gordon, Finance Director – provided the Commission with an Ambulance Fee Analysis.

15. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues – Possible Executive Session – Mr. Cochran stated there were no current updates regarding the PSD.
- Discussion of notice of claim re: Oak Hill MHC, LLC – Possible Executive Session
  - **Motion by Ms. Tabb to enter into Executive Session to receive legal advice regarding Oak Hill MHC, LLC. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**
- Discussion of EEOC Complaint Charge No. 533-2016-00519 – Possible Executive Session
  - **Motion by Ms. Noland for the purposes of receiving legal advice regarding EEOC Complaint Charge No. 533-2016-00519. Motion seconded and unanimously approved.**
  - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
  - **Motion by Mr. Onoszko to direct Mr. Cochran proceed with answering complaint and seek additional counsel as needed. Motion seconded and unanimously approved.**
- Issues regarding repair/replacement of windows at Courthouse and Hunter House
  - **Motion by Mr. Onoszko to approve Minghini’s as the general contractor for the repair and replacement of windows at the**

**Courthouse and the Hunter House. Motion seconded and unanimously approved.**

**NEW BUSINESS**

16. Approval of Resolution and contract – 16-JJP-006 – Juvenile Justice and Delinquency Prevention Grant

- **Motion by Mr. Onoszko to approve the Resolution, contract, and grant documents for 16-JJP-006 – Juvenile Justice and Delinquency Prevention Grant in the amount of \$20,000 and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

17. Courthouse Commemorative Plaque Committee - this item was postponed until the October 5, 2017 regularly scheduled County Commission meeting.

**COUNTY ADMINISTRATOR REPORTS**

Ethics and Open Meetings Training – Ms. Grove reminded the Commission that Ethics and Open Meetings Training will be held in the County Commission meeting room on Wednesday, October 18 at 7:00 pm. Ms. Grove said staff would be in contact with the various department heads, elected officials, and county appointed board members to invite them to training.

Legislative Summit – Ms. Grove asked the Commission when they'd like to schedule a legislative summit before the holiday season. It was the consensus of the Commission to try to schedule the summit on the afternoon of a regularly scheduled November County Commission meeting.

New Financial System – Ms. Grove informed the Commission that she'd soon be seeking approval to submit an RFP for the county's new financial system. She stated the RFP would not be included in the agenda packet but the Commissioners could review it in Ms. Grove's office prior to the October 5<sup>th</sup> regularly scheduled meeting.

There being no further business, motion by Ms. Noland to adjourn at 3:07 pm. Motion was seconded and unanimously approved.

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PETER ONOSZKO, PRESIDENT

Respectfully Submitted  
Jessica D. Carroll  
Administrative Assistant