

## Minutes

### Jefferson County Commission

Thursday, November 30, 2017

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A meeting of the Jefferson County Commission was held on Thursday, November 30, 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, November 30, 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 November 16, 2017 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

#### PURCHASE ORDERS

Motion by Ms. Tabb to approve the Purchase Orders for November 30, 2017 in the amount of \$182,901.60 to include Purchase Order Nos. 48576, 48577, and 48578. Motion seconded and unanimously approved.

#### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079296	P/R DED	AMERICAN FAMILY LIFE ICU		\$ -	\$ 6,336.48	\$ 6,336.48
079297	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,018.64	\$ 1,018.64
079298	711	STEPHEN S ALLEN		\$ -	\$ 23.00	\$ 23.00
079299	425	BLUE RIDGE GARAGE DOORS		\$ -	\$ 250.00	\$ 250.00

079300	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
079300	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
079300	425	BOLAND SERVICES		\$ -	\$ 1,003.00	\$ 1,003.00
079300	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
079300	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
079301	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
079302	P/R DED	BUREAU F/CHILD SPVRT ENF		\$ -	\$ 212.31	\$ 212.31
079303	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
079304	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
079305	405	MARCIA L. CHANDLER		\$ -	\$ 46.20	\$ 46.20
079305	405	MARCIA L. CHANDLER		\$ -	\$ 73.15	\$ 73.15
079306	717	CREAMERS WRECKER SVC		\$ -	\$ 105.00	\$ 105.00
079307	P/R DED	COLONIAL LIFE		\$ -	\$ 307.65	\$ 307.65
079308	424	J.C.EHRLICH		\$ -	\$ 32.00	\$ 32.00
079308	425	J.C.EHRLICH		\$ -	\$ 639.00	\$ 639.00
079309	P/R DED	ALEXANDRA BEAULIEU		\$ -	\$ 2,250.00	\$ 2,250.00
079310	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 18,378.26	\$ 18,378.26
079311	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
079312	425	G & TRIPLE T. LLC		\$ -	\$ 330.00	\$ 330.00
079312	425	G & TRIPLE T. LLC		\$ -	\$ 90.00	\$ 90.00
079313	712	GREENSIDE PSYCHOLOGICAL		\$ -	\$ 295.00	\$ 295.00
079314	405	MARY K. HURLEY		\$ -	\$ 40.00	\$ 40.00
079315	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,508.36	\$ 1,508.36
079316	425	JEFFERSON COUNTY SOLID		\$ -	\$ 46.61	\$ 46.61
079317	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
079318	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,915.00	\$ 5,915.00
079319	712	LANGUAGE LINE SERVICES		\$ -	\$ 116.83	\$ 116.83
079320	711	BARBARA J. MILLER		\$ -	\$ 23.00	\$ 23.00
079321	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
079322	405	COURTNEY S. MOORE		\$ -	\$ 20.33	\$ 20.33
079323	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
079324	ALLOC	JEFF CO PARKS &		\$ -	\$ 22,939.12	\$ 22,939.12
079325	712	JEFFREY POLCZYNSKI		\$ -	\$ 19.78	\$ 19.78
079326	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 178.00	\$ 178.00
079327	700	DOUGLAS PITTINGER		\$ -	\$ 24.13	\$ 24.13
079328	P/R DED	LAURA STORM		\$ -	\$ 216.56	\$ 216.56
079329	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
079330	717	RICE TIRES CO		\$ -	\$ 254.36	\$ 254.36
079330	717	RICE TIRES CO		\$ -	\$ 479.92	\$ 479.92
079331	704	WV REGIONAL JAIL &		\$ -	\$ 136,788.75	\$ 136,788.75

079332	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 28.90	\$ 28.90
079332	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 6.76	\$ 6.76
079332	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 47,990.36	\$ 47,990.36
079332	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,223.68	\$ 11,223.68
079332	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 19.79	\$ 19.79
079332	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,971.11	\$ 45,971.11
079333	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 10.57	\$ 10.57
079333	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 51,504.38	\$ 51,504.38
079333	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,743.90	\$ 1,743.90
079334	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,260.51	\$ 9,260.51
079334	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,559.54	\$ 6,559.54
079335	403	SOFTWARE COMPUTER GROUP		\$ -	\$ 620.00	\$ 620.00
079336	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
079336	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,355.00	\$ 2,355.00
079337	425	TRENNY SERVICE CO		\$ -	\$ 307.35	\$ 307.35
079338	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 25,466.12	\$ 25,466.12
079339	700	VERIZON WIRELESS VSAT		\$ -	\$ 50.00	\$ 50.00
079340	711	BRANDON VALLEE		\$ -	\$ 23.00	\$ 23.00
079341	405	THOMSON REUTER - WEST		\$ -	\$ 452.61	\$ 452.61
079341	405	THOMSON REUTER - WEST		\$ -	\$ 1,343.39	\$ 1,343.39
079342	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 29.66	\$ 29.66
079342	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 11,241.86	\$ 11,241.86
079342	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 4,483.17	\$ 4,483.17
079342	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,445.34	\$ 2,445.34
079342	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 12.13	\$ 12.13
079342	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 27,479.89	\$ 27,479.89
079343	P/R DED	WVCORP		\$ -	\$ 1,487.00	\$ 1,487.00
079344	P/R DED	RUSSELL WILLIAMS		\$ -	\$ 2,149.14	\$ 2,149.14
079345	404	W.B. MASON CO. INC		\$ -	\$ 109.88	\$ 109.88
079346	700	MARGARET R.SMITH-WALKER		\$ -	\$ 3,000.00	\$ 3,000.00
079347	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
079347	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
079347	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
079347	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
079347	405	XEROX CORPORATION		\$ -	\$ 380.80	\$ 380.80
079347	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
079347	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
079347	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
079347	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
079347	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22

079347	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
079347	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
<b>TOTALS</b>					<b>\$ 464,022.21</b>	<b>\$ 464,022.21</b>

**Motion by Mr. Compton to approve the Accounts Payable for the November 30, 2017 in the amount of \$464,022.21. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

<b>COAL SEVERANCE</b>			
<b>O02</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
12/1/2017	450	<b>EASTRIDGE HEALTH SYSTEM</b>	\$ 4,450.00
<b>ASSESSOR VALUATION</b>			
<b>O56</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
12/01/17	657	<b>GLOBAL SCIENCE &amp; TECH INC.</b>	\$ 388.52
<b>TOTAL</b>			<b>\$ 4,838.52</b>

**Motion by Ms. Tabb to approve the Manual Checks for December 1, 2017 in the amount of \$4,838.52. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

David Tabb, resident – spoke about his various court cases against the Commission.

## PRESENTATIONS

1. Jennifer Myers, Director, Jefferson County Parks and Recreation
  - a. The Jefferson County Parks and Recreation Commission received the Austin C. Palmer Outstanding Facility Award and the Eugene M. Fuller Program Award at the 2017 West Virginia Recreation and Parks Association annual conference in October.
  - b. Request approval of the acceptance of the WV Culture and History Cultural Facilities grant for Jefferson County Parks and Recreation in the amount of \$68,762.00.
    - **Motion by Ms. Noland to authorize the acceptance of the WV Culture and History Cultural Facilities grant for Jefferson County Parks and Recreation in the amount of \$68,762.00. Motion seconded and unanimously approved.**
  - c. Requesting a waiver from bonding and building permit fees for the construction of three 20x30 pavilions to be constructed at James Hite Park.
    - **Motion by Mr. Compton to waive the bonding requirements and associated building permit fees for the James Hite Pavilion construction. Motion seconded and unanimously approved.**
2. Jennifer Brockman, County Planner
  - Request to schedule a public hearing to receive input on the proposed amendments to the Jefferson County Subdivision and Land Development Regulations (File #STA16-01) which includes revisions to Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat, and Section 1.5, Recordation of Final Plats for Minor and Major Subdivisions.
    - **Motion by Ms. Noland to hold a public hearing to receive input on the proposed amendments to the Jefferson County Subdivision and Land Development Regulations (File #STA16-01) which includes revisions to Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat, and Section 1.5, Recordation of Final Plats for Minor and Major Subdivisions at a date to be determined between Ms. Brockman, County Planner, and Ms. Grove, County Administrator. Motion seconded and unanimously approved.**

3. Interviews and Appointments to the Jefferson County Public Service District Board.

After interviewing prospective candidates for the JCPSD position, Commissioner Compton nominated Todd Milliron.

- **Motion by Mr. Onoszko to appoint Todd Milliron to the Jefferson County Public Service District Board for one six year term ending December 1, 2023. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Tabb opposing.**

4. Interviews and Appointments to the Summit Point Library Committee – two unexpired terms ending June 30, 2019 and June 30, 2021.

- **Motion by Ms. Noland to nominate Mr. Nick Degennaro and Mr. Geoff Koch to the Summit Point Library Committee. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to close the nominations. Motion seconded and unanimously approved.**
- **Motion by Mr. Onoszko to appoint Nick Degennaro to the Summit Point Library Committee for one unexpired term ending June 30, 2019 and Geoff Koch for one unexpired term ending June 30, 2021. Motion seconded and unanimously approved.**

5. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of assets, and related issues
- Discussion of EEOC Claim #533-2017-00706
- Discussion of US Supreme Court Case No. 17-7 re: WV Supreme Court of Appeals Case #15-1155
- Discussion regarding request for attorney general opinion re: PSD Board Member's request for attorney fee reimbursement.
- Discussion of the City of Charles Town's notice of action related to the annexation proposal that was presented to the County Commission in March of 2017.
- **Motion by Mr. Compton to enter into Executive Session to receive legal advice on the above listed matters. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to authorize Nathan Cochran, Assistant Prosecuting Attorney to file a response to the City of Charles Town's notice of action related to the annexation proposal and file a waiver in US Supreme Court Case No. 17-7 re: WV Supreme Court of Appeals Case #15-1155. Motion seconded and unanimously approved.**

## **NEW BUSINESS**

6. Set date and time for first regular meeting of 2018
  - **Motion by Mr. Onoszko to set Thursday, January 4, 2018 at 9:30 am as the official date and time for the first regular meeting of 2018. Motion seconded and unanimously approved.**
7. Discussion of December 21, 2017 County Commission meeting
  - **Motion by Mr. Onoszko to cancel the December 21, 2017 regular County Commission meeting. Motion seconded and unanimously approved.**
8. There being no further business, motion by Mr. Compton to adjourn at 9:25 pm. Motion seconded and unanimously approved.

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**PETER ONOSZKO, PRESIDENT**

Respectfully Submitted  
Jessica D. Carroll  
Administrative Assistant

