

Minutes

Jefferson County Commission

Thursday, January 4, 2018

A meeting of the Jefferson County Commission was held on Thursday, January 4, 2018 during the first quarterly session 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 Jacqueline Shadle, County Clerk; Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, January 4, 2018 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 December 15, 2017 Legislative Summit Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the December 21, 2017 Special Session Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Tabb to approve the Purchase Orders for January 4, 2018 to include Purchase Order Nos. 52825 and 52828 in the amount of \$28,068.64. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Tabb to approve the Payroll for December 28, 2017 in the amount of \$258,752.26. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079422	712	EASTERN PANHANDLE INVEST		\$ -	\$ 495.00	\$ 495.00
079422	712	EASTERN PANHANDLE INVEST		\$ -	\$ 540.00	\$ 540.00
079422	712	EASTERN PANHANDLE INVEST		\$ -	\$ 240.00	\$ 240.00
079423	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 20,555.30	\$ 20,555.30
079424	412	ELLEN HENDERSON		\$ -	\$ 28.89	\$ 28.89
079425	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 199.00	\$ 199.00
079426	715	*JEFFERSON CO EMERGENCY		\$ -	\$ 175,000.00	\$ 175,000.00
079427	712	LANGUAGE LINE SERVICES		\$ -	\$ 90.03	\$ 90.03
079428	P/R DED	NICOLE NOBREGA		\$ -	\$ 633.26	\$ 633.26
079429	412	AMANDA MASTERS		\$ -	\$ 16.59	\$ 16.59
079430	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
079430	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
079431	717	RICE TIRES CO		\$ -	\$ 345.00	\$ 345.00
079431	717	RICE TIRES CO		\$ -	\$ 481.68	\$ 481.68
079432	P/R DED	EVELYN STEPHENSON		\$ -	\$ 682.30	\$ 682.30
079433	425	CAPITAL TRISTATE		\$ -	\$ 168.05	\$ 168.05
079433	425	CAPITAL TRISTATE		\$ -	\$ 14.11	\$ 14.11
079433	425	CAPITAL TRISTATE		\$ -	\$ 325.00	\$ 325.00
079433	425	CAPITAL TRISTATE		\$ -	\$ 268.57	\$ 268.57
079434	P/R DED	VINCENT TIONG		\$ -	\$ 828.16	\$ 828.16
079435	425	TRENARY SERVICE CO		\$ -	\$ 307.35	\$ 307.35
079436	401	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
079439	401	NEOPOST MID ATLANTIC		\$ -	\$ 203.99	\$ 203.99
079439	401	SPIRIT OF JEFFERSON		\$ -	\$ 2,651.74	\$ 2,651.74
079439	402	PANHANDLE PRINTING AND D		\$ -	\$ 722.65	\$ 722.65
079439	402	SHOPLET		\$ -	\$ 91.76	\$ 91.76
079439	402	SPIRIT OF JEFFERSON		\$ -	\$ 276.46	\$ 276.46
079439	402	USPS US POSTAL SERVICE		\$ -	\$ 10.95	\$ 10.95
079439	403	SHOPLET		\$ -	\$ 45.09	\$ 45.09
079439	404	SPIRIT OF JEFFERSON		\$ -	\$ 4,368.78	\$ 4,368.78
079439	405	BWI PARKING		\$ -	\$ 48.00	\$ 48.00

079439	405	LA FONDA HOTEL		\$ -	\$ 879.09	\$ 879.09
079439	405	SANDIA SHUTTLE EXPRESS		\$ -	\$ 69.38	\$ 69.38
079439	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
079439	415	FRONTIER		\$ -	\$ 85.95	\$ 85.95
079439	424	CHARLES TOWN UTILITIES		\$ -	\$ 128.56	\$ 128.56
079439	424	FRONTIER		\$ -	\$ 10,087.30	\$ 10,087.30
079439	424	THE HOME DEPOT		\$ -	\$ 64.00	\$ 64.00
079439	424	THE JOURNAL PUBLISH		\$ -	\$ 208.00	\$ 208.00
079439	424	4 IMPRINT		\$ -	\$ 1,028.46	\$ 1,028.46
079439	425	AMAZON		\$ -	\$ 556.68	\$ 556.68
079439	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,183.71	\$ 1,183.71
079439	425	COMCAST		\$ -	\$ 1,024.32	\$ 1,024.32
079439	425	CRYSTAL SPRINGS		\$ -	\$ 645.80	\$ 645.80
079439	425	INTERSTATE ALL BATTERY		\$ -	\$ 131.40	\$ 131.40
079439	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 423.16	\$ 423.16
079439	425	JEFFERSON RENTALS		\$ -	\$ 34.71	\$ 34.71
079439	425	JEFFERSON UTILITIES, INC		\$ -	\$ 860.77	\$ 860.77
079439	425	MILLERS OFFICE PRODUCTS		\$ -	\$ 4,138.58	\$ 4,138.58
079439	425	POTOMAC EDISON		\$ -	\$ 22,836.43	\$ 22,836.43
079439	425	POTOMAC EDISON		\$ -	\$ 2,214.02	\$ 2,214.02
079439	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 1,188.36	\$ 1,188.36
079439	425	THE BUSINESS CENTER		\$ -	\$ 45.52	\$ 45.52
079439	425	THE HOME DEPOT		\$ -	\$ 111.15	\$ 111.15
079439	425	THE HOME DEPOT		\$ -	\$ 281.50	\$ 281.50
079439	425	THOMPSON GAS		\$ -	\$ 278.12	\$ 278.12
079439	425	THOS SOMERVILLE		\$ -	\$ 729.38	\$ 729.38
079439	425	WAL-MART		\$ -	\$ 75.92	\$ 75.92
079439	425	WM WASTE MGNT		\$ -	\$ 734.49	\$ 734.49
079439	425	4 IMPRINT		\$ -	\$ 1,067.38	\$ 1,067.38
079439	428	ADOBE		\$ -	\$ 304.56	\$ 304.56
079439	428	ADVANTAGE TECH		\$ -	\$ 4,200.00	\$ 4,200.00
079439	428	AMAZON		\$ -	\$ 4.34	\$ 4.34
079439	428	AMAZON		\$ -	\$ 253.38	\$ 253.38
079439	428	AMAZON		\$ -	\$ 42.82	\$ 42.82
079439	428	AMAZON		\$ -	\$ 285.52	\$ 285.52
079439	428	AMAZON		\$ -	\$ 69.89	\$ 69.89
079439	428	OFFICE DEPOT		\$ -	\$ 273.04	\$ 273.04
079439	428	QUALITY UPTIME SERVICES		\$ -	\$ 10,932.40	\$ 10,932.40
079439	428	SERVER SUPPLY		\$ -	\$ 673.20	\$ 673.20
079439	428	SERVER SUPPLY		\$ -	\$ 700.00	\$ 700.00

079439	428	SERVER SUPPLY		\$ -	\$ 816.75	\$ 816.75
079439	428	TEXTEDLY COM		\$ -	\$ 20.00	\$ 20.00
079439	428	WWW.LOGMEIN.COM		\$ -	\$ 199.99	\$ 199.99
079439	440	SPIRIT OF JEFFERSON		\$ -	\$ 140.26	\$ 140.26
079439	440	WVCOA WV CODE OFFICIALS		\$ -	\$ 35.00	\$ 35.00
079439	700	AMAZON		\$ -	\$ 192.39	\$ 192.39
079439	700	AUTOZONE		\$ -	\$ 15.98	\$ 15.98
079439	700	BOB BARKER CO INC		\$ -	\$ 108.00	\$ 108.00
079439	700	CHEIF SUPPLY		\$ -	\$ 3,603.97	\$ 3,603.97
079439	700	GOWERS FEED INC		\$ -	\$ 57.14	\$ 57.14
079439	700	GOWERS FEED INC		\$ -	\$ 86.38	\$ 86.38
079439	700	HOLIDAY INN		\$ -	\$ 109.61	\$ 109.61
079439	700	JEFFERSON URGENT CARE		\$ -	\$ 300.00	\$ 300.00
079439	700	O'NEAL COMMUNICATION		\$ -	\$ 994.00	\$ 994.00
079439	700	RUBBERSTAMPS NET		\$ -	\$ 15.90	\$ 15.90
079439	700	SPIRIT OF JEFFERSON		\$ -	\$ 166.10	\$ 166.10
079439	700	SPRINT		\$ -	\$ 75.00	\$ 75.00
079439	700	SURPLUS AMMO		\$ -	\$ 832.52	\$ 832.52
079439	700	TELTRONIC		\$ -	\$ 426.00	\$ 426.00
079439	700	TEXAS ROADHOUSE		\$ -	\$ 27.48	\$ 27.48
079439	700	THE GUN SHOP		\$ -	\$ 2,964.93	\$ 2,964.93
079439	700	THE HOME DEPOT		\$ -	\$ 199.00	\$ 199.00
079439	700	TRACTOR SUPPLY CO		\$ -	\$ 95.98	\$ 95.98
079439	700	USPS US POSTAL SERVICE		\$ -	\$ 19.67	\$ 19.67
079439	700	WAL-MART		\$ -	\$ 140.03	\$ 140.03
079439	700	WINGATE INN		\$ -	\$ 93.00	\$ 93.00
079439	700	WV DMV CHARLES TOWN		\$ -	\$ 15.00	\$ 15.00
079439	700	WV SIGNAL & LIGHT		\$ -	\$ 657.00	\$ 657.00
079439	701	GALLS		\$ -	\$ 5,642.38	\$ 5,642.38
079439	701	TPS-TOWN POLICE SUPPLY		\$ -	\$ 1,498.50	\$ 1,498.50
079439	701	TRAPUZZANOS UNIFORMS		\$ -	\$ 793.32	\$ 793.32
079439	711	WHALE OF A WASH		\$ -	\$ 10.00	\$ 10.00
079439	711	WINGATE INN		\$ -	\$ 240.00	\$ 240.00
079439	711	WINGATE INN		\$ -	\$ 240.00	\$ 240.00
079439	711	WINGATE INN		\$ -	\$ 240.00	\$ 240.00
079439	712	AMAZON		\$ -	\$ 80.24	\$ 80.24
079439	712	ARIA ADV SALES		\$ -	\$ 214.29	\$ 214.29
079439	712	FLATWOODS HOTEL & CONFER		\$ -	\$ 89.00	\$ 89.00
079439	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
079439	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 530.00	\$ 530.00

079439	712	TARGET		\$ -	\$ 20.38	\$ 20.38
079439	715	AMAZON		\$ -	\$ 579.28	\$ 579.28
079439	716	PATTERSON VETERINARY		\$ -	\$ 17.97	\$ 17.97
079439	716	HILLSIDE VETERINARY HOSPITAL		\$ -	\$ 177.92	\$ 177.92
079439	716	SIR SPEEDY PRINTING		\$ -	\$ 170.13	\$ 170.13
079439	716	TELTRONIC		\$ -	\$ 433.75	\$ 433.75
079439	716	THE HOME DEPOT		\$ -	\$ 50.79	\$ 50.79
079439	716	VALLEY PET MEMORIAL SERV		\$ -	\$ 397.99	\$ 397.99
079439	716	VITAL SIGNS PLUS		\$ -	\$ 50.00	\$ 50.00
079439	716	WAL-MART		\$ -	\$ 35.54	\$ 35.54
079439	717	CODY'S SALVAGE		\$ -	\$ 250.00	\$ 250.00
079439	717	FISHER AUTO PARTS		\$ -	\$ 732.67	\$ 732.67
079439	717	HAGERSTOWN FORD		\$ -	\$ 147.75	\$ 147.75
079440	405	THOMSON REUTERS - WEST		\$ -	\$ 423.00	\$ 423.00
079441	412	EMILY WELLS		\$ -	\$ 434.96	\$ 434.96
TOTAL					\$ 329,666.54	\$ 329,666.54

Motion by Ms. Noland to approve the Accounts Payable for December 21, 2017 in the amount of \$329,666.54. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079444	P/R DED	AMERICAN FAMILY LIFE ICU		\$ -	\$ 4,224.32	\$ 4,224.32
079445	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
079446	P/R DED	BUREAU F/CHILD SPPRT ENF		\$ -	\$ 212.31	\$ 212.31
079447	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
079448	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
079449	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
079450	P/R DED	CHRISTOPHER CROSS		\$ -	\$ 2,250.00	\$ 2,250.00
079451	P/R DED	COLONIAL LIFE		\$ -	\$ 205.10	\$ 205.10
079452	P/R DED	CHARLES TOWN GNRL HOSPTA		\$ -	\$ 252.56	\$ 252.56
079453	700	RONALD DANTZIC		\$ -	\$ 14.19	\$ 14.19
079454	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
079455	700	EARL GILL		\$ -	\$ 11.74	\$ 11.74
079456	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
079457	425	JEFFERSON COUNTY SOLID		\$ -	\$ 87.96	\$ 87.96
079458	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 14,362.88	\$ 14,362.88
079459	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00

079460	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,915.00	\$ 5,915.00
079461	403	MATTHEW BENDER & CO		\$ -	\$ 172.10	\$ 172.10
079462	P/R DED	MAZZITTI & SULLIVAN EAP		\$ -	\$ 936.00	\$ 936.00
079463	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
079464	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
079465	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 340.00	\$ 340.00
079466	700	ROBERT L. PETERSON SR		\$ -	\$ 25.00	\$ 25.00
079467	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,310.04	\$ 11,310.04
079467	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 8.28	\$ 8.28
079467	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.94	\$ 1.94
079467	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,360.10	\$ 48,360.10
079467	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 5.58	\$ 5.58
079467	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,744.59	\$ 48,744.59
079468	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 34,356.35	\$ 34,356.35
079468	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 617.06	\$ 617.06
079468	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,141.02	\$ 1,141.02
079468	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.01	\$ 3.01
079469	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,212.08	\$ 6,212.08
079469	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 8,770.01	\$ 8,770.01
079470	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,355.00	\$ 2,355.00
079470	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
079471	425	TRAILER ENTERPRISES	52668	\$ 6,420.00	\$ -	\$ 6,420.00
079472	717	WINCHESTER EQUIPMENT CO		\$ -	\$ 319.36	\$ 319.36
079473	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 11,225.08	\$ 11,225.08
079473	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 4,460.16	\$ 4,460.16
079473	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,432.82	\$ 2,432.82
079473	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 27,438.98	\$ 27,438.98
079473	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 3.28	\$ 3.28
079473	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 8.01	\$ 8.01
079474	401	WVCORP		\$ -	\$ 38,358.00	\$ 38,358.00
TOTAL						\$ 285,334.34
TOTAL				\$ 6,420.00	\$ 278,914.34	\$ 285,334.34

Motion by Mr. Compton to approve the Accounts Payable for December 28, 2017 in the amount of \$285,334.34. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079476	712	AT&T/GA		\$ -	\$ 147.62	\$ 147.62

079477	P/R DED	STEPHEN S ALLEN		\$ -	\$ 2,076.91	\$ 2,076.91
079478	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
079479	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
079479	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
079480	402	CONDUENT BUSINESS SERVIC		\$ -	\$ 400.00	\$ 400.00
079481	P/R DED	DELTA DENTAL OF WV		\$ -	\$ 6,267.11	\$ 6,267.11
079482	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
079483	P/R DED	THE HARTFORD		\$ -	\$ 4,054.36	\$ 4,054.36
079483	P/R DED	THE HARTFORD		\$ -	\$ 2,279.65	\$ 2,279.65
079484	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 26,500.00	\$ 26,500.00
079485	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 488,558.50	\$ 488,558.50
079486	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 37,502.50	\$ 37,502.50
079487	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 577.71	\$ 577.71
079488	425	JEFFERSON UTILITIES INC		\$ -	\$ 85.00	\$ 85.00
079488	425	JEFFERSON UTILITIES INC		\$ -	\$ 85.00	\$ 85.00
079488	425	JEFFERSON UTILITIES INC		\$ -	\$ 85.00	\$ 85.00
079489	P/R DED	HIGHMARK WV		\$ -	\$ 184,094.75	\$ 184,094.75
079490	P/R DED	MILLENIUUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
079491	P/R DED	NATIONAL VISION ADMIN.		\$ -	\$ 1,743.74	\$ 1,743.74
079492	401	OLD WHITE HOUSE INN		\$ -	\$ 227.22	\$ 227.22
079493	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
079494	401	POTOMAC RIDGE BNB		\$ -	\$ 904.84	\$ 904.84
079495	P/R DED	RETIREE HLTH BENEFIT TRS		\$ -	\$ 6,126.00	\$ 6,126.00
079496	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
079497	704	WV REGIONAL JAIL &		\$ -	\$ 131,577.75	\$ 131,577.75
079498	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
079499	ALLOC	WVU WEST VIRGINIA UNIV		\$ -	\$ 3,700.00	\$ 3,700.00
079500	GRANT	MARGARET R.SMITH-WALKER		\$ -	\$ 3,000.00	\$ 3,000.00
079501	424	JUANITA ZALESKI		\$ -	\$ 147.41	\$ 147.41
TOTAL					\$ 1,050,836.07	\$ 1,050,836.07

Motion by Ms. Tabb to approve the Accounts Payable for January 4, 2017 in the amount of \$1,050,836.07. Motion seconded and unanimously approved.

MANUAL CHECKS

FARMLAND PROTECTION BOARD			
O57			
Date	Check #	VENDOR	Amount
12/22/2017	295	JEFFERSON CO FARMLAND PROT.	\$ 55,355.25
SHERIFF C/O			
246			
Date	Check #	VENDOR	Amount
12/22/2017	1658	TRAILER ENTERPRISES	\$ 6,420.00
12/22/2017	1659	VALLEY SHADE AND SHUTTER	\$ 5,410.00
TOTAL			\$ 67,185.25

Motion by Mr. Compton to approve the Manual Checks for December 22, 2017 in the amount of \$67,185.25. Motion seconded and unanimously approved.

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
12/29/2017	453	SHERIFF OF JEFFERSON CO	\$ 50,000.00
SHERIFF C/O			
246			
Date	Check #	VENDOR	Amount
12/29/2017	1661	SHERIFF OF JEFFERSON CO	\$ 19,045.78
TOTAL			\$ 69,045.78

Motion by \$69,045.78 to approve the Manual Checks for December 29, 2017 in the amount of 5,580.00 Motion seconded and unanimously approved.

HOME DETETION			
008			
Date	Check #	VENDOR	Amount
01/05/18	589	UNITED BANKCARD	\$ 165.75
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
1/5/2018	661	KNIGHT COUNSULTING	\$ 100.00
SHERIFF C/O			
246			
Date	Check #	VENDOR	Amount
1/5/2018	1662	BERKELEY GLASS	\$ 395.00
TOTAL			\$ 660.75

Motion by Ms. Noland to approve the Manuel Checks for January 5, 2018 in the amount of \$660.75. Motion seconded and unanimously approved.

PUBLIC COMMENT

David Tabb, resident – spoke regarding his pending litigation against the Commission in the flag case, stating, “I will not pledge allegiance to anyone who will not let me have a day in court.”

Danny Lutz, resident and Conservation District Supervisor – discussed happenings within the Conservation Agency and budget requests for the upcoming fiscal year. He also requested time on the County Commission agendas after the monthly Conservation District meetings.

PRESENTATIONS

1. County Commission Organization

a. Selection of President

- Commissioner Onoszko nominated Commissioner Compton as Commission President for 2018, and received three votes (Onoszko, Compton, Hudson)
- Commissioner Tabb nominated Commissioner Noland as Commission President for 2018, and Commissioner Noland received two votes (Noland, Tabb)
 - **Motion by Ms. Noland to close the nominations for Commission President for 2018. Motion seconded and unanimously approved.**
 - **After receiving the majority vote, it was decided Commissioner Compton would be the Commission president for the 2018 calendar year.**

b. Selection of Vice President

- Commissioner Compton nominated Commissioner Hudson for Commission Vice President for 2018, and Mr. Hudson received three votes (Onoszko, Compton, Hudson)
- Commissioner Tabb nominated Commissioner Noland as Commission Vice President and received two votes (Noland, Tabb)
 - **Motion by Mr. Onoszko to close the nominations for Commission Vice President for 2018. Motion seconded and unanimously approved.**
 - **After receiving the majority vote, it was decided Commissioner Hudson would be the Commission Vice President for the 2018 calendar year.**

c. Committee Assignments

Assignment to Boards, Commissions & Organizations Calendar Year 2017		
<i>Organization</i>	<i>Commissioner 2017</i>	<i>Commissioner 2018</i>
Affordable Housing	Hudson	Hudson
Approval of Bills	Hudson	Hudson
Board of Health	Hudson	Hudson
Building Repair & Security Courthouse Committee	Noland	Noland
Community Corrections Committee - Day Report Center	Hudson	Hudson
Development Authority	Onoszko	Onoszko
E-911 Council	Tabb	Tabb
Extension Service	Tabb	Tabb
Farmland Protection Board	Tabb	Tabb
Jefferson County Convention & Visitors Bureau	Noland	Noland
Jefferson County Emergency Services Agency / Fire & Rescue	Tabb	Compton
Historic Landmarks Commission	Onoszko	Onoszko
Homeland Security/LEPC	Tabb	Tabb
Legislative Liaison	AS NEEDED	Ms. Grove
MPO Interstate Council	Noland	Noland
Eastern Panhandle Transportation Authority (EPTA)	Noland	Tabb
Parks and Recreation	Compton	Compton
Planning Commission	Onoszko	Onoszko
Public Service District Liaison	Compton	Compton
Region 9	Noland	Noland
Solid Waste Authority	Compton	Compton
Water Advisory Committee	Hudson	Hudson
Workforce Investment Act Liaison	Hudson	Noland

- Emergency Services Agency – Mr. Compton received three votes (Compton, Onoszko, and Hudson) while Ms. Tabb received two votes (Tabb, Noland). After receiving the majority vote, Mr. Compton was elected to serve as liaison for the Emergency Services Agency Board for 2018.

- Region 9 – Ms. Noland received three votes (Noland, Tabb, Onoszko) while Mr. Hudson received two votes (Hudson, Compton). After receiving the majority vote, Ms. Noland was elected to serve as liaison for Region 9 for 2018.
2. Matthew Harvey, Prosecuting Attorney and Debra Young, Jefferson County Victim Assistance Program
 - a. Requested approval to fill the position of part time Victim Advocate in the Jefferson County Victim Assistance Program.
 - **Motion by Ms. Tabb to hire Cora Kowalski as a part-time Victim Advocate for the Jefferson County Victim Assistance Program. Motion seconded and unanimously approved.**
 - b. Requested approval to hire a full time Assistant Prosecuting Attorney.
 - **Motion by Ms. Noland to hire Morgan Creamer as a full-time assistant prosecutor in the Jefferson County Prosecuting Attorney’s Office. Motion seconded and unanimously approved.**
 3. Thomas Butcher, Frist Energy – introduced himself to the Commission as the new External Affairs Manager of First Energy Corp and discussed information regarding new, reduced rates for customers in Jefferson County.
 4. Interviews/Appointments to the Jefferson County Public Service District – one unexpired term ending December 1, 2019.
 - Commissioner Onoszko nominated Ms. Tara Ashley to the Jefferson County Public Service District Board. No other nominations were offered.
 - **Motion by Mr. Compton to appoint Ms. Tara Ashley to the Jefferson County Public Service District Board for one unexpired term ending December 1, 2019. Motion seconded and passes on a vote of 3-2 with Ms. Noland and Ms. Tabb opposing.**
 5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 6. Appointment of Daryl Hennessy, Charles Town City Manager, to the Jefferson County Development Authority for one unexpired term ending April 5, 2020.

- **Motion by Mr. Onoszko to appoint Daryl Hennessy, Charles Town City Manager, to the Jefferson County Development Authority as the representative for the City of Charles Town, for one unexpired term ending April 5, 2020. Motion seconded and unanimously approved.**

7. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues.
- Discussion of Jefferson County Civil Action No. 2017-C-282
- Conference Call with Counsel regarding Comcast cable franchise contract and related issues
- County Security Cameras
 - **Motion by Mr. Compton to enter into Executive Session to discuss matters of the PSD Dissolution and sale of the assets to the City of Charles Town, Civil Action No. 2017-C-282, and Comcast Cable Franchise Agreement, and County Security Cameras pursuant to W.Va. Code 6-9A-4(b)(8). Motion seconded and unanimously approved.**
 - **Motion by Mr. Onoszko to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to authorize counsel to move forward with the Comcast Cable Franchise agreement in the most cost-effective manner. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to instruct the Director of the IT Department to conduct a review of the security camera system and be provided all access codes to the entire system including phones to do such a review. Motion seconded and unanimously approved.**
- Provide update and final report re: City of Charles Town v. Hilleary Trust, et al (Jefferson County Civil Action No. 2017-P-83) – Mr. Cochran stated the issue had been resolved and provided the Commission with a copy of the final Order in the matter. Mr. Cochran also stated the County would be receiving \$36,264.61 from the sale of the property.

8. Stephen D. Allen, Deputy Director/Planner/Program Manager – recommendation from the Jefferson County Homeland Security and Emergency Management Steering Committee for appointments/reappointments to the JCHSEM Steering Committee.
 - **Motion by Ms. Noland to approve the recommendation of the JCHSEM Steering Committee for the appointments of the following people to serve on the JCHSEM Steering Committee, per their letter (dated December 26, 2017), for a term of two years beginning January 1, 2018: John Sherwood, Chair, representing the Chamber of Commerce; Ed Smith, Vice Chair, Fire Representative; Clair Brendel, American Red Cross, representative of community organizations; Sanford (Sandy) Green, WV Homeland Security and Emergency Management Representative; Jeff Polczynski, Director, Emergency Communications Center; Nic Diehl, Director, Jefferson County Development Authority, representing business; Thomas Butcher, First Energy, Utility Company representative; Donald L. Grubb, Jr., Jefferson Medical Center, representing Non-Profit; Paula Marrone-Reese, Good Shepherd Interfaith Volunteer Caregivers, representing Non-Profit. Motion seconded and unanimously approved.**

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

COUNTY ADMINISTRATOR REPORTS

Homeland Security & Emergency Management Director Vacancy – Ms. Grove stated a panel was currently conducting interviews to fill the director position for the Department of Homeland Security and Emergency Management. She stated she hoped to have a candidate selected and on the agenda for hire during the January 18 or February 1 Commission meeting.

Maintenance Resignation – Ms. Grove stated the Maintenance department received an unexpected resignation within their custodial staff and would be advertising the position as standard procedure.

Security Cameras - this item was discussed in Executive Session pursuant to W.Va. Code § 6-9A-4(b)(8).

NEW BUSINESS

10. Approval of the Notice for the 2018 Board of Review and Equalization Notice.
- **Motion by Mr. Compton to approve the Board of Review and Equalization Notice for the purpose of reviewing and equalizing assessments for the tax year 2018 and to authorize staff to advertise the notice. Motion seconded and unanimously approved.**
11. Michelle Gordon, Finance Director – Ambulance Fee Analysis, Continued – the Commission requested Ms. Gordon to bring this item back for discussion during the January 18, 2018 regularly scheduled County Commission meeting.
12. Alexandra Beaulieu, Zoning Administrator – request to schedule a public hearing to receive input on the proposed amendments to the Jefferson County Zoning and Land Development Ordinance (File #ZTA16-02) which includes proposed revisions and additions to multiple sections including Section 2.2, Terms Defined; Section 3.4 Boards and Commissions; Section 4.6, Distance Requirements; Section 4.14 Historic Preservation; Section 5.10 Village (V) District; Section 10.4 Signs Requiring a Zoning Permit; and Appendix C: Principal Permitted and Conditional Uses Table
- **Motion by Mr. Onoszko to schedule a public hearing on February 15, 2018 at 1:30 pm to receive input on the proposed amendments to the Jefferson County Zoning and Land Development Ordinance (File #ZTA16-02) which includes proposed revisions and additions to multiple sections including Section 2.2, Terms Defined; Section 3.4 Boards and Commissions; Section 4.6, Distance Requirements; Section 4.14 Historic Preservation; Section 5.10 Village (V) District; Section 10.4 Signs Requiring a Zoning Permit; and Appendix C: Principal Permitted and Conditional Uses Table. Motion seconded and unanimously approved.**
13. Roger Goodwin, P.E. Director and Chief County Engineer and Ralph Blasey, Attorney, Peel Properties and Tim Powell, United Bank – Thorn Hill Subdivision (JCPC File No. 02-17) – Request for time extension on Tolling of Bonding Agreement expiration.
- **Motion by Ms. Noland to approve the request to extend the tolling of bonding agreement with the condition that the stormwater management system be redesigned to meet the requirements of the current Jefferson County Stormwater Management Ordinance as required and reviewed by the County Engineer and that the redesign and resulting plan changes be reviewed and processed administratively by staff; and to extend the expiration date by four (4) years (through**

February 19, 2022) for the Thorn Hill Subdivision (JCPC File No. 02-17) and that the new/amended agreement be executed and recorded in the office of the County Clerk. Motion seconded and unanimously approved.

14. Roger Goodwin, P.E. Director and Chief County Engineer – complete bond release request for The Conservation Fund Freshwater Institute – Hoop Structure Replacement (File #S16-03)

- **Motion by Ms. Tabb to authorize a complete release of Performance Bond No. 106565371 in the amount of \$136,330.00 construction bond amount for The Conservation Fund Freshwater Institute – Hoop Structure Replacement (File #S16-03). Motion seconded and unanimously approved.**

15. Roger Goodwin, P.E. Director and Chief County Engineer – Engineer Consultant Proposal- Bardane Industrial Park Waste Water Treatment Plant Lagoon Decommissioning & Sinkhole Remediation Project

- **Motion by Ms. Tabb to accept the proposal from Potesta Engineers and Environmental Consultants, dated December 19, 2017, in the amount of \$55,950.00, for engineering consulting services for the decommissioning of the waste water treatment plant lagoon and for remediating the sinkhole in the Bardane Industrial Park; contingent upon the finance director demonstrating to the County Commission that funding is available for the project. Motion seconded and unanimously approved.**

16. The Commission meeting was adjourned at 2:40 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant