

Minutes

Jefferson County Commission

Thursday, January 18, 2018

A meeting of the Jefferson County Commission was held on Thursday, January 18, 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 18, 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 January 4, 2018 Regular Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Onoszko to approve the Purchase Orders for January 18, 2018 to include Purchase Order Nos. 48579 and 48580 in the amount of \$55,225.02. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Onoszko to approve the Payroll for January 11, 2018 in the amount of \$253,671.48. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Onoszko to ratify the vote taken January 4, 2018 to approve the Accounts Payable for December 21, 2017. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079504	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,357.31	\$ 1,357.31
079505	406	ANGELA L BANKS		\$ -	\$ 91.00	\$ 91.00
079506	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
079507	P/R DED	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
079508	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
079509	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
079510	425	CITY OF CHARLES TOWN		\$ -	\$ 40.00	\$ 40.00
079511	P/R DED	CHARLES TOWN GNRL HOSPITA		\$ -	\$ 252.56	\$ 252.56
079512	424	J.C.EHRLICH		\$ -	\$ 32.00	\$ 32.00
079512	425	J.C.EHRLICH		\$ -	\$ 639.00	\$ 639.00
079513	P/R DED	TODD FAGAN		\$ -	\$ 2,250.00	\$ 2,250.00
079514	717	GUTTMAN OIL CO		\$ -	\$ 3,195.91	\$ 3,195.91
079514	717	GUTTMAN OIL CO		\$ -	\$ 3,045.96	\$ 3,045.96
079514	717	GUTTMAN OIL CO		\$ -	\$ 2,935.52	\$ 2,935.52
079514	717	GUTTMAN OIL CO		\$ -	\$ 2,840.34	\$ 2,840.34
079515	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 2,009.84	\$ 2,009.84
079516	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,260.00	\$ 5,260.00
079517	P/R DED	VICTOR C LUPIS III		\$ -	\$ 2,250.00	\$ 2,250.00
079518	440	MICHAEL MONAGHAN		\$ -	\$ 108.80	\$ 108.80
079519	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
079520	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
079521	401	NEOPOST USA INC.		\$ -	\$ 331.30	\$ 331.30
079522	ALLOC	JEFF CO PARKS &		\$ -	\$ 30,565.71	\$ 30,565.71
079523	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
079523	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 727.00	\$ 727.00
079523	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
079523	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 158.00	\$ 158.00
079524	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 47,085.30	\$ 47,085.30

079524	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,011.88	\$ 11,011.88
079524	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,199.84	\$ 45,199.84
079525	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,653.38	\$ 9,653.38
079525	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,837.80	\$ 6,837.80
079526	712	SEN COMMUNICATIONS		\$ -	\$ 100.00	\$ 100.00
079527	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 113.25	\$ 113.25
079528	440	WENDY SCHUTZ		\$ -	\$ 106.60	\$ 106.60
079529	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
079529	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,355.00	\$ 2,355.00
079530	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 33,932.87	\$ 33,932.87
079531	712	WV ENHANCED 911 COUNCIL		\$ -	\$ 50.00	\$ 50.00
079532	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 4,527.56	\$ 4,527.56
079532	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,469.57	\$ 2,469.57
079532	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 26,926.80	\$ 26,926.80
079532	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 11,015.56	\$ 11,015.56
079533	402	XEROX CORPORATION		\$ -	\$ 297.85	\$ 297.85
079533	402	XEROX CORPORATION		\$ -	\$ 382.94	\$ 382.94
079533	402	XEROX CORPORATION		\$ -	\$ 356.71	\$ 356.71
079534	P/R DED	DEBRA A. YOUNG		\$ -	\$ 2,250.00	\$ 2,250.00
TOTAL					\$ 265,393.26	\$ 265,393.26

Motion by Ms. Tabb to approve the Accounts Payable for January 11, 2018 in the amount of \$265,393.26. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079536	P/R DED	NOEMI BRUN		\$ -	\$ 291.11	\$ 291.11
079537	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
079537	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
079537	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
079537	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
079537	425	BOLAND SERVICES		\$ -	\$ 1,003.00	\$ 1,003.00
079538	412	JADA BENNETT		\$ -	\$ 209.14	\$ 209.14
079539	701	KATHRYN E DEMORY		\$ -	\$ 242.68	\$ 242.68
079540	ALLOC	FRIENDSHIP FIRE COMPANY		\$ -	\$ 85,000.00	\$ 85,000.00
079541	711	HIRERIGHT		\$ -	\$ 52.06	\$ 52.06
079542	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
079542	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
079543	405	LYNDSEY W. MATSCHAT		\$ -	\$ 26.22	\$ 26.22

079544	405	MATTHEW BENDER & CO		\$ -	\$ 330.12	\$ 330.12
079545	P/R DED	WILLIAM POLK		\$ -	\$ 2,250.00	\$ 2,250.00
079546	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
079546	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
079547	717	RICE TIRES CO		\$ -	\$ 668.76	\$ 668.76
079548	ALLOC	SHEPHERDSTOWN FIRE CO		\$ -	\$ 85,000.00	\$ 85,000.00
079549	ALLOC	SHERIFF OF JEFFERSON CO		\$ -	\$ 300,000.00	\$ 300,000.00
079550	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 9,500.00	\$ 9,500.00
079551	425	CAPITAL TRISTATE		\$ -	\$ 996.79	\$ 996.79
079555	401	AMAZON		\$ -	\$ 481.92	\$ 481.92
079555	401	NEOPOST		\$ -	\$ 157.00	\$ 157.00
079555	401	SPIRIT OF JEFFERSON		\$ -	\$ 75.68	\$ 75.68
079555	401	SPRINT		\$ -	\$ 165.75	\$ 165.75
079555	401	WEIS MARKETS		\$ -	\$ 93.79	\$ 93.79
079555	402	ACORN SALES CO		\$ -	\$ 34.65	\$ 34.65
079555	402	CVS		\$ -	\$ 23.84	\$ 23.84
079555	402	SPIRIT OF JEFFERSON		\$ -	\$ 475.14	\$ 475.14
079555	403	ENVELOPE SUPERSTORE		\$ -	\$ 293.24	\$ 293.24
079555	403	KEURIG		\$ -	\$ 58.96	\$ 58.96
079555	403	SHOPLET		\$ -	\$ 20.05	\$ 20.05
079555	403	THE HOME DEPOT		\$ -	\$ 47.46	\$ 47.46
079555	404	SPIRIT OF JEFFERSON		\$ -	\$ 1,141.38	\$ 1,141.38
079555	405	BLUE 360 MEDIA		\$ -	\$ 448.11	\$ 448.11
079555	405	MILLERS OFFICE PRODUCTS		\$ -	\$ 268.93	\$ 268.93
079555	405	SPECIALTY BUSINESS SUPPL		\$ -	\$ 59.98	\$ 59.98
079555	405	SPIRIT OF JEFFERSON		\$ -	\$ 55.60	\$ 55.60
079555	405	SPRINT		\$ -	\$ 284.70	\$ 284.70
079555	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
079555	412	STAPLES		\$ -	\$ 312.63	\$ 312.63
079555	412	WAL-MART		\$ -	\$ 118.99	\$ 118.99
079555	415	FRONTIER		\$ -	\$ 85.95	\$ 85.95
079555	415	SPRINT		\$ -	\$ 329.49	\$ 329.49
079555	424	CHARLES TOWN UTILITIES		\$ -	\$ 101.98	\$ 101.98
079555	424	FRONTIER		\$ -	\$ 10,003.41	\$ 10,003.41
079555	424	POTOMAC EDISON		\$ -	\$ 2,027.56	\$ 2,027.56
079555	424	ROACH ENERGY		\$ -	\$ 2,119.45	\$ 2,119.45
079555	424	SPRINT		\$ -	\$ 165.75	\$ 165.75
079555	425	AMAZON		\$ -	\$ 36.21	\$ 36.21
079555	425	APEX CONTROLS		\$ -	\$ 271.40	\$ 271.40
079555	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,176.84	\$ 1,176.84

079555	425	COMCAST		\$ -	\$ 1,024.32	\$ 1,024.32
079555	425	CRYSTAL SPRINGS		\$ -	\$ 1,343.47	\$ 1,343.47
079555	425	GRAINGER		\$ -	\$ 122.58	\$ 122.58
079555	425	INTERSTATE BATTERIES		\$ -	\$ 521.00	\$ 521.00
079555	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 431.56	\$ 431.56
079555	425	JEFFERSON UTILITIES, INC		\$ -	\$ 860.77	\$ 860.77
079555	425	MILLERS OFFICE PRODUCTS		\$ -	\$ 1,013.39	\$ 1,013.39
079555	425	POTOMAC EDISON		\$ -	\$ 15,760.20	\$ 15,760.20
079555	425	POTOMAC EDISON		\$ -	\$ 2,976.63	\$ 2,976.63
079555	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 222.00	\$ 222.00
079555	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 1,386.67	\$ 1,386.67
079555	425	ROACH ENERGY		\$ -	\$ 732.57	\$ 732.57
079555	425	THE HOME DEPOT		\$ -	\$ 11.91	\$ 11.91
079555	425	THE HOME DEPOT		\$ -	\$ 43.40	\$ 43.40
079555	425	THOS SOMERVILLE		\$ -	\$ 416.33	\$ 416.33
079555	425	WAL-MART		\$ -	\$ 9.97	\$ 9.97
079555	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 2,324.71	\$ 2,324.71
079555	425	WM WASTE MGNT		\$ -	\$ 1,474.40	\$ 1,474.40
079555	428	ADVANTAGE TECH		\$ -	\$ 3,255.00	\$ 3,255.00
079555	428	ADVANTAGE TECH		\$ -	\$ 4,200.00	\$ 4,200.00
079555	428	AMAZON		\$ -	\$ 56.32	\$ 56.32
079555	428	AMAZON		\$ -	\$ 314.99	\$ 314.99
079555	428	AMAZON		\$ -	\$ 76.01	\$ 76.01
079555	428	AMAZON		\$ -	\$ 33.99	\$ 33.99
079555	428	AMAZON		\$ -	\$ 1,198.88	\$ 1,198.88
079555	428	AMAZON		\$ -	\$ 685.78	\$ 685.78
079555	428	AMAZON		\$ -	\$ 379.00	\$ 379.00
079555	428	BARRACUDE NETWORKS INC		\$ -	\$ 1,363.00	\$ 1,363.00
079555	428	BATTERY MART		\$ -	\$ 19.90	\$ 19.90
079555	428	BATTERY MART		\$ -	\$ 85.70	\$ 85.70
079555	428	BEST BUY		\$ -	\$ 1,299.99	\$ 1,299.99
079555	428	DELL		\$ -	\$ 1,401.84	\$ 1,401.84
079555	428	DELL		\$ -	\$ 4,719.90	\$ 4,719.90
079555	428	DELL		\$ -	\$ 596.00	\$ 596.00
079555	428	DELL		\$ -	\$ 1,266.98	\$ 1,266.98
079555	428	IT WATCH DOGS		\$ -	\$ 1,002.13	\$ 1,002.13
079555	428	OFFICE DEPOT		\$ -	\$ 418.70	\$ 418.70
079555	428	OFFICE DEPOT		\$ -	\$ 52.27	\$ 52.27
079555	428	OFFICE DEPOT		\$ -	\$ 1,239.24	\$ 1,239.24
079555	428	OFFICE DEPOT		\$ -	\$ 23.44	\$ 23.44

079555	428	PCM TIGER DIRECT		\$ -	\$ 2,078.21	\$ 2,078.21
079555	428	PCM TIGER DIRECT		\$ -	\$ 129.99	\$ 129.99
079555	428	SPRINT		\$ -	\$ 398.67	\$ 398.67
079555	428	TEXTEDLY COM		\$ -	\$ 20.00	\$ 20.00
079555	428	WWW.NEWEGG.COM		\$ -	\$ 584.99	\$ 584.99
079555	440	AMAZON		\$ -	\$ 30.22	\$ 30.22
079555	440	ASFPM		\$ -	\$ 160.00	\$ 160.00
079555	440	FLATWOODS HOTEL & CONFER		\$ -	\$ 178.00	\$ 178.00
079555	440	LYLE SIGNS		\$ -	\$ 464.90	\$ 464.90
079555	440	SPIRIT OF JEFFERSON		\$ -	\$ 188.10	\$ 188.10
079555	440	SPRINT		\$ -	\$ 497.25	\$ 497.25
079555	440	THE JOURNAL PUBLISH		\$ -	\$ 22.13	\$ 22.13
079555	440	340 CAR WASH		\$ -	\$ 8.18	\$ 8.18
079555	700	AMAZON		\$ -	\$ 31.71	\$ 31.71
079555	700	AMAZON		\$ -	\$ 29.59	\$ 29.59
079555	700	AMAZON		\$ -	\$ 599.75	\$ 599.75
079555	700	AUTO CUSTOMS		\$ -	\$ 498.73	\$ 498.73
079555	700	CHIEF SUPPLY		\$ -	\$ 309.70	\$ 309.70
079555	700	CRASH DATA GROUP		\$ -	\$ 1,050.00	\$ 1,050.00
079555	700	GALLS		\$ -	\$ 80.00	\$ 80.00
079555	700	GALLS		\$ -	\$ 383.49	\$ 383.49
079555	700	GOWERS FEED INC		\$ -	\$ 79.16	\$ 79.16
079555	700	MOTOROLA, INC		\$ -	\$ 2,981.53	\$ 2,981.53
079555	700	MOTOROLA, INC		\$ -	\$ 9,343.86	\$ 9,343.86
079555	700	OLDE COUNTRY DINER		\$ -	\$ 22.75	\$ 22.75
079555	700	PROMOTIONS NOW		\$ -	\$ 859.26	\$ 859.26
079555	700	SLEEP INN		\$ -	\$ 445.00	\$ 445.00
079555	700	SPRINT		\$ -	\$ 4,630.95	\$ 4,630.95
079555	700	TRACTOR SUPPLY CO		\$ -	\$ 95.98	\$ 95.98
079555	701	GALLS		\$ -	\$ 3,672.57	\$ 3,672.57
079555	701	HIGH SPEED GEAR		\$ -	\$ 81.21	\$ 81.21
079555	711	AMAZON		\$ -	\$ 30.86	\$ 30.86
079555	711	SPRINT		\$ -	\$ 564.42	\$ 564.42
079555	712	APCO INTERNATIONAL INC.		\$ -	\$ 140.00	\$ 140.00
079555	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
079555	712	PSTC 911 CARES		\$ -	\$ 75.42	\$ 75.42
079555	712	SPRINT		\$ -	\$ 2,758.05	\$ 2,758.05
079555	712	WWW.NEWEGG.COM		\$ -	\$ 198.56	\$ 198.56
079555	716	AUTO CUSTOMS		\$ -	\$ 292.50	\$ 292.50
079555	716	SPRINT		\$ -	\$ 165.75	\$ 165.75

079555	716	WAL-MART		\$ -	\$ 30.66	\$ 30.66
079555	717	FISHER AUTO PARTS		\$ -	\$ 709.23	\$ 709.23
079555	717	INTERSTATE BATTERIES		\$ -	\$ 1,015.80	\$ 1,015.80
079555	717	NAPA AUTO PARTS		\$ -	\$ 812.21	\$ 812.21
079555	717	S&S MOTORS - NAPA PARTS		\$ -	\$ 783.60	\$ 783.60
079555	717	SNAP ON TOOLS		\$ -	\$ 2,474.00	\$ 2,474.00
079555	717	WVSP TRAFFICE RECORDS		\$ -	\$ 345.00	\$ 345.00
079556	405	WV ASSOCIATION/COUNTIES		\$ -	\$ 225.00	\$ 225.00
079557	P/R DED	WV BUREAU OF EMPLOYMENT		\$ -	\$ 552.00	\$ 552.00
079558	404	WV TAX DEPUTIES ASSOC		\$ -	\$ 30.00	\$ 30.00
079559	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
079559	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
079559	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
079559	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
079559	405	XEROX CORPORATION		\$ -	\$ 380.80	\$ 380.80
079559	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
079559	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
079559	428	XEROX CORPORATION		\$ -	\$ 103.00	\$ 103.00
079559	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
079559	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
079559	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
079559	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
079559	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
TOTAL					\$ 611,887.50	\$ 611,887.50

Motion by Ms. Noland to approve the Accounts Payable for January 18, 2018 in the amount of \$611,887.50. Motion seconded and unanimously approved.

MANUAL CHECKS

HOME DETETION			
008			
Date	Check #	VENDOR	Amount
01/12/18	590	ATTENTI	\$ 2,035.00
01/12/18	591	CDA	\$ 618.75

ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
1/12/2018	662	MILLER'S SUPPLIES AT WORK	\$ 157.48
IMPACT FEES			
244			
Date	Check #	VENDOR	Amount
1/12/2018	1120	SHERIFF JEFFERSON CO -SCHOOL	\$ 59,370.00
1/12/2018	1121	SHERIFF JEFFERSON CO - LAW	\$ 966.73
1/12/2018	1122	SHERIFF JEFFERSON CO - PARKS	\$ 4,562.57
1/12/2018	1123	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 499.37
SHERIFF C/O			
246			
Date	Check #	VENDOR	Amount
1/12/2018	1663	84 LUMBER	\$ 186.95
1/12/2018	1664	SOFTWARE SYSTEMS	\$ 2,791.40
1/12/2018	1665	UNITED BANKCARD	\$ 3,269.93
TOTAL			\$ 74,458.18

Motion by Ms. Noland to approve the Manual Checks for January 12, 2018 in the amount of \$74,458.18. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Manuel Checks for January 19, 2018 in the amount of \$54,424.65. Motion seconded and unanimously approved.

PUBLIC COMMENT

David Tabb, resident – stated he’s running for office in the 2018 elections as he’s attended more Commission meetings than some of the current elected officials.

PRESENTATIONS

1. Angela Banks, Assessor

- a. Requested the approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Waitman McKinney	PP	Middleway	700000637-S	276.46

- **Motion by Ms. Noland to approve the Exoneration for ticket no. 700000637-S as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Terry Morris	PP	CTC	306059	\$45.06

- **Motion by Ms. Tabb to approve the Exoneration for ticket no. 306059 as presented by the Assessor. Motion seconded and unanimously approved.**

- b. Requested approval to advertise for a vacant clerk's position.

- **Motion by Ms. Noland to approve the advertisement of a vacant, full-time clerk's position within the Assessor's Office. Motion seconded and unanimously approved.**

2. Peter Dougherty, Sheriff

- a. Requested the approval to promotion and wage adjustment of Brandon Conway from Corporal to Sergeant

- **Motion by Ms. Noland to approve the promotion and wage adjustment of Brandon Conway from Corporal to Sergeant. Motion seconded and unanimously approved.**

- b. Request to hire Donald Dean and Terri Mand as Bailiffs/Trip Guard.

- **Motion by Mr. Compton to approve of the hire of Donald Dean and Terri Mand as Bailiffs/Trip Guards within the Sheriff's Department. Motion seconded and unanimously approved.**
- c. Request to change David Sayampanathan's status as a part-time Bailiff/Trip Guard to a full-time Bailiff/Trip Guard.
- **Motion by Ms. Noland to approve the conversion of David Sayampanathan from a part-time to a full-time Bailiff/Trip Guard. Motion seconded and unanimously approved.**
3. Laura Storm, Circuit Clerk – requested the approval to fill a vacancy in the Circuit Clerk's Office.
- **Motion by Ms. Tabb to approve the re-hiring of Jamie Wolfe as a full-time Deputy Clerk in the Circuit Clerk's office, with all benefits afforded to County Commission employees, at a salary of \$38,000 with an effective starting date of January 22, 2018. Motion seconded and passes on a vote of 4-1 with Mr. Compton opposing.**
4. Joshua Midgett, Contemporary American Theater Festival – requested the approval of funding for the Contemporary American Theater Festival's Economic Impact Study.
- The Commission advised Mr. Midgett to work with the County Administrator and the Finance Director to schedule a time to revisit this request during the budget deliberations in February.
5. The Commission recessed for break at 10:45am.
The Commission reconvened at 11:00 am.
6. Lynn Fields, Probate Office – requested a quarterly review to close estates and approve new estates.
- **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve estates closed that have met the deadlines and requirements of the Probate Office and to approve estates that have been opened since the last quarterly review in October 2017. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**

7. Martin Burke, Chair, Jefferson County Historic Landmarks Commission
 - a. National Historic Landmark Status for the Jefferson County Courthouse
 - **Motion by Mr. Compton to provide support and approval to prepare a briefing statement for a National Historic Landmark designation for the Jefferson County Courthouse. Motion seconded and unanimously approved.**
 - b. Request for \$5,000 of FY18 funds to abate asbestos discovered in the Eyler House, Shepherdstown Battlefield.
 - It was the consensus of the Commission to request this item be discussed further during budget deliberations in February.
8. Nikki Painter, Voter Registration and Elections – requested the approval of the Extended Emergency Absentee Voting Policy
 - **Motion by Mr. Compton to approve the Extended Emergency Absentee Voting Policy as presented. Motion seconded and unanimously approved.**
9. Interviews and Appointments to the Jefferson County Board of Zoning Appeals – two three-year terms ending January 1, 2021 and three alternate positions ending January 1, 2019, 2020, and 2021 respectively.
 - **Motion by Ms. Noland to reappoint Jeff Bresee and Deirdre Catterton to the Jefferson County Board of Zoning Appeals, each for a three-year term ending January 1, 2021. Motion seconded and unanimously approved.**
10. Jeffrey A. Polczynski, ENP, - Director of Communications – Request to approve and reinstate Public Safety Dispatcher Sara Kelly from part-time to full-time employment.
 - **Motion by Mr. Compton approve and reinstate Public Safety Dispatcher Sara Kelly from part-time to full-time employment. Motion seconded and unanimously approved.**
11. **The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.**

NEW BUSINESS

12. Legislative Updates – Ms. Noland informed the Commission that the concealed carry permit funds may be taken from the Courthouse Security and Facilities funding.

13. Appointment to the North Eastern Regional EMS, Inc. Board.

- **Motion by Mr. Compton to appoint Craig Horn to the NEREMS, Inc. Board pending advertisement of the position, to confirm at a later date. Motion seconded and unanimously approved.**

14. Change in Commission liaison to the Jefferson County Parks and Recreation Commission

- It was the consensus of the Commission to allow Mr. Hudson to serve as liaison to the Jefferson County Parks and Recreation Commission since Mr. Compton has a scheduling conflict.

15. Discuss County Courthouse conditions and issues that need to be addressed

- Mr. Compton stated he would like to discuss the issue of remedying the pigeon droppings and bee's nests at the Courthouse. He also inquired as to when the Courthouse was last painted and which contractor had done the painting. It was the consensus of the Commission to place this item on the February 1, 2018 agenda and ask Mr. Polk, Maintenance director, to be present for the discussion.

FINANCIAL DIRECTOR REPORTS

- FY19 Budget 101 - Decide Date & Time
 - It was the consensus of the Commission to hold the "Budget 101" forum on Tuesday, February 6, 2018 at 7:00 pm.
- Review and Approval of FY2018 State Budget Revision 3 for the Coal Severance Fund
 - **Motion by Ms. Tabb to approve the FY18 State Budget Revision 3 for the Coal Severance Fund as presented by the Finance Director. Motion seconded and unanimously approved.**

- Review and Approval of FY2018 State Budget Revision 6 for the General Fund
 - **Motion by Ms. Tabb to approve the FY18 State Budget Revision 6 for the General Fund as presented by the Finance Director. Motion seconded and unanimously approved.**

- Review of FY2018 Budget to Actual as of 12/31/2017, includes analysis of expenditures by statute and funding sources, an analysis of gaming revenues, and an analysis Regional Jail Fees that will require additional funding in FY18

- Ambulance Fee Billing Rate Structure - Continue Review - Discussion/Action

- BB&T Bank Securities/Bonding - Review balance and current pledged securities level and approve increase
 - **Motion by Ms. Tabb to pledge to increase bond securities by 1.5 million as recommended by the Finance Director. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- 911 Center Outage - Discussion/Action
 - This item was discussed in Executive Session.

- Set date, time, and location for Commission Meet and Greet
 - It was the consensus of the Commission to schedule this event for March after budget deliberations and Board of Review and Equalization.

- Update - PSD Audit
 - It was the consensus of the Commission to invite Perry and Associates to discuss the PSD Audit during the March 29, 2018 regularly scheduled County Commission meeting.

- Approval of Employment - Director of Homeland Security - Discussion/Action
 - **Motion by Ms. Tabb to approve the employment of Steve Allen as Director of Jefferson County Homeland Security and Emergency**

Management at a Grade IV, Step C. Motion seconded and unanimously approved.

- It was the consensus of the Commission to authorize Mr. Allen to advertise for the Deputy Director position for the Homeland Security and Emergency Management department.

16. 1:30 p.m. Public Hearing - Proposed text amendments to the Jefferson County Subdivision and Land Development Regulations, File #STA16-01

Ms. Brockman provided the Commission and the audience with an overview of the proposed amendments. Mr. Compton then opened the floor for public comment, which was made by the following:

- Ed Johnson, resident – stated that the proposed amendments would make fees increase (for boundary line adjustments and minor subdivisions) and questioned how these amendments would benefit the public or the community.

There being no further comment, Mr. Compton stated the record would remain open for two weeks to allow time for written comment, with a decision to be made during the February 1, 2018 County Commission meeting.

17. 1:45 p.m. 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 #ZTA17-03) which proposes revisions to Section 5.7D Maximum Number of Lots Allowed (in Rural Zoning District) - Discussion/Action

- It was the consensus of the Commission 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 #ZTA 17-03) which proposes revisions to Section 5.7 B - Maximum Number of Lots Allowed (in Rural Zoning District).

18. 2:00 p.m. 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 - Discussion/Action -

- Discussion of US Supreme Court Case #17-7 (Jeff. Co. Circuit Court Civil Action #13-C-432) - Discussion/Action - Possible Executive Session

- Discussion and potential action concerning Public Service Commission Case Number 08-0006-PSD-C - Discussion/Action - Possible Executive Session

- **Motion by Mr. Compton to enter into Executive Session to discuss the PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets and related issues; Civil Action No. 2017-C-282; US Supreme Court Case #17-7 (Jefferson County Circuit Court Civil Action #13-C-342); the E911 Center Outage; and discussion and potential action concerning Public Service Commission Case No. 08-0006-PSD-C to receive legal advice and pursuant to W.Va. 6-9A-4 (b) (8). Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to authorize legal counsel to file a response to Jefferson County Civil Action No. 2017-C-282. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to authorize legal counsel to file a waiver in US Supreme Court Case #17-7 (Jefferson County Circuit Court Civil Action #13-C-432). Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to authorize counsel to file as an intervener and file a motion of dismissal in Public Service Commission Case No. 08-0006-PSD-C. Motion seconded and passes on a vote of 3-2 with Ms. Noland and Ms. Tabb opposing.**

19. The Commission meeting was adjourned at 3:06 pm on a motion by Mr. Onszko. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant