

Minutes

Jefferson County Commission

Thursday, April 19, 2018

A meeting of the Jefferson County Commission was held on Thursday, April 19, 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 Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, April 19, 2018 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 April 5, 2018 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079903	406	BERKELEY PRINTING&DESIGN		\$ -	\$ 960.00	\$ 960.00
079904	413	CASTO & HARRIS INC		\$ -	\$ 131.15	\$ 131.15
079905	700	BRANDON CONWAY		\$ -	\$ 64.00	\$ 64.00
079906	425	FIDELITY POWER SYSTEMS		\$ -	\$ 575.70	\$ 575.70
079907	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 32,785.90	\$ 32,785.90
079908	P/R DED	CRYSTAL GUMBEL-SHADE		\$ -	\$ 726.48	\$ 726.48
079909	424	HIRERIGHT		\$ -	\$ 27.60	\$ 27.60
079910	424	KONE INC.		\$ -	\$ 327.75	\$ 327.75
079910	425	KONE INC.		\$ -	\$ 327.75	\$ 327.75
079910	425	KONE INC.		\$ -	\$ 327.75	\$ 327.75

079910	425	KONE INC.		\$ -	\$ 327.75	\$ 327.75
079910	425	KONE INC.		\$ -	\$ 327.75	\$ 327.75
079910	425	KONE INC.		\$ -	\$ 327.75	\$ 327.75
079910	425	KONE INC.		\$ -	\$ 327.75	\$ 327.75
079910	425	KONE INC.		\$ -	\$ 553.72	\$ 553.72
079910	425	KONE INC.		\$ -	\$ 109.25	\$ 109.25
079910	425	KONE INC.		\$ -	\$ 327.75	\$ 327.75
079910	425	KONE INC.		\$ -	\$ 826.50	\$ 826.50
079911	P/R DED	NICOLE NOBREGA		\$ -	\$ 295.04	\$ 295.04
079912	712	LAURA POPE		\$ -	\$ 304.00	\$ 304.00
079913	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
079913	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
079914	717	RICE TIRES CO		\$ -	\$ 580.12	\$ 580.12
079914	717	RICE TIRES CO		\$ -	\$ 395.24	\$ 395.24
079914	717	RICE TIRES CO		\$ -	\$ 648.12	\$ 648.12
079915	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
079915	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 727.00	\$ 727.00
079915	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
079915	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 158.00	\$ 158.00
079916	425	SHERWIN-WILLIAMS		\$ -	\$ 170.08	\$ 170.08
079917	P/R DED	VINCENT TIONG		\$ -	\$ 1,086.82	\$ 1,086.82
079918	425	TML- A XEROX CO.		\$ -	\$ 93.00	\$ 93.00
079918	425	TML- A XEROX CO.		\$ -	\$ 543.69	\$ 543.69
079919	401	US POSTAL SERVICE		\$ -	\$ 20,000.00	\$ 20,000.00
079920	403	WV ASSOCIATION/COUNTIES		\$ -	\$ 225.00	\$ 225.00
079921	700	MARGARET R.SMITH-WALKER		\$ -	\$ 3,000.00	\$ 3,000.00
079922	440	XEROX CORPORATION		\$ -	\$ 514.89	\$ 514.89
TOTAL					\$ 68,267.30	\$ 68,267.30

Motion by Ms. Noland to approve the Accounts Payable for April 12, 2018 in the amount of \$68,267.30. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
079925	P/R DED	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,907.18	\$ 3,907.18
079926	401	BEST BEST & KRIEGER LLP		\$ -	\$ 350.00	\$ 350.00
079927	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
079927	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
079927	425	BOLAND SERVICES		\$ -	\$ 1,034.00	\$ 1,034.00
079927	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00

079927	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
079928	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
079929	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
079930	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
079931	P/R DED	COLONIAL LIFE		\$ -	\$ 205.10	\$ 205.10
079932	P/R DED	CHARLES TOWN GNRL HOSPTA		\$ -	\$ 252.56	\$ 252.56
079933	405	CROCK-HAMRICK REPORTING		\$ -	\$ 331.05	\$ 331.05
079934	412	DOING BETTER BUSINESS,IN		\$ -	\$ 518.00	\$ 518.00
079935	413	ESS ELECTION SYSTEMS &		\$ -	\$ 203.50	\$ 203.50
079936	P/R DED	MARGARET GAINEY		\$ -	\$ 922.79	\$ 922.79
079937	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 2,065.50	\$ 2,065.50
079938	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,225.00	\$ 5,225.00
079939	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
079940	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
079941	401	NEOPOST USA INC.		\$ -	\$ 331.30	\$ 331.30
079942	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,203.54	\$ 45,203.54
079942	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 4.36	\$ 4.36
079942	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.02	\$ 1.02
079942	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,571.90	\$ 10,571.90
079942	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 34,325.42	\$ 34,325.42
079942	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.32	\$ 2.32
079943	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,178.90	\$ 1,178.90
079943	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.57	\$ 1.57
079943	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 33,209.47	\$ 33,209.47
079944	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 8,626.80	\$ 8,626.80
079944	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,110.65	\$ 6,110.65
079945	P/R DED	DEBORAH STELLATO		\$ -	\$ 920.62	\$ 920.62
079946	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,230.00	\$ 2,230.00
079946	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 215.00	\$ 215.00
079950	401	SPIRIT OF JEFFERSON		\$ -	\$ 77.88	\$ 77.88
079950	401	SPRINT		\$ -	\$ 55.44	\$ 55.44
079950	402	SPECIALTY BUSINESS SUPPL		\$ -	\$ 10.50	\$ 10.50
079950	402	SPIRIT OF JEFFERSON		\$ -	\$ 184.40	\$ 184.40
079950	402	WV STATE AUDITOR		\$ -	\$ 675.00	\$ 675.00
079950	403	AMAZON		\$ -	\$ 274.13	\$ 274.13
079950	403	CANAAN VALLEY RESORT LOD		\$ -	\$ 196.04	\$ 196.04
079950	403	SHOPLET		\$ -	\$ 126.20	\$ 126.20
079950	405	AVANGATE INC		\$ -	\$ 89.90	\$ 89.90
079950	405	EMBASSY SUITES		\$ -	\$ 864.00	\$ 864.00
079950	405	SPRINT		\$ -	\$ 110.88	\$ 110.88
079950	406	SPIRIT OF JEFFERSON		\$ -	\$ 111.20	\$ 111.20

079950	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
079950	413	SPIRIT OF JEFFERSON		\$ -	\$ 166.80	\$ 166.80
079950	415	FRONTIER		\$ -	\$ 86.10	\$ 86.10
079950	415	SPRINT		\$ -	\$ 110.28	\$ 110.28
079950	424	CHARLES TOWN UTILITIES		\$ -	\$ 69.26	\$ 69.26
079950	424	FRONTIER		\$ -	\$ 9,861.28	\$ 9,861.28
079950	424	POTOMAC EDISON		\$ -	\$ 2,473.95	\$ 2,473.95
079950	424	ROACH ENERGY		\$ -	\$ 943.76	\$ 943.76
079950	424	SPRINT		\$ -	\$ 55.44	\$ 55.44
079950	425	AMAZON		\$ -	\$ 56.79	\$ 56.79
079950	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,171.69	\$ 1,171.69
079950	425	COMCAST		\$ -	\$ 1,090.19	\$ 1,090.19
079950	425	CRYSTAL SPRINGS		\$ -	\$ 697.51	\$ 697.51
079950	425	GRAINGER		\$ -	\$ 235.92	\$ 235.92
079950	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 339.19	\$ 339.19
079950	425	JEFFERSON RENTALS		\$ -	\$ 21.22	\$ 21.22
079950	425	JEFFERSON UTILITIES, INC		\$ -	\$ 860.77	\$ 860.77
079950	425	MILLERS OFFICE PRODUCTS		\$ -	\$ 841.46	\$ 841.46
079950	425	POTOMAC EDISON		\$ -	\$ 34,725.02	\$ 34,725.02
079950	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 7,968.19	\$ 7,968.19
079950	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 222.00	\$ 222.00
079950	425	ROACH ENERGY		\$ -	\$ 7,146.35	\$ 7,146.35
079950	425	SHERWIN WILLIAMS		\$ -	\$ 5.27	\$ 5.27
079950	425	THE HOME DEPOT		\$ -	\$ 52.48	\$ 52.48
079950	425	THE HOME DEPOT		\$ -	\$ 44.91	\$ 44.91
079950	425	THE HOME DEPOT		\$ -	\$ 15.40	\$ 15.40
079950	425	THE HOME DEPOT		\$ -	\$ 423.10	\$ 423.10
079950	425	THOMPSON GAS		\$ -	\$ 510.23	\$ 510.23
079950	425	THOS SOMERVILLE		\$ -	\$ 267.10	\$ 267.10
079950	425	WAL-MART		\$ -	\$ 55.10	\$ 55.10
079950	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 1,333.30	\$ 1,333.30
079950	425	WM WASTE MGNT		\$ -	\$ 739.91	\$ 739.91
079950	425	84 LUMBER		\$ -	\$ 196.95	\$ 196.95
079950	428	ADOBE		\$ -	\$ 48.79	\$ 48.79
079950	428	ADVANTAGE TECH		\$ -	\$ 4,200.00	\$ 4,200.00
079950	428	AMAZON		\$ -	\$ 330.00	\$ 330.00
079950	428	AMAZON		\$ -	\$ 314.97	\$ 314.97
079950	428	AMAZON		\$ -	\$ 195.99	\$ 195.99
079950	428	AMAZON		\$ -	\$ 267.82	\$ 267.82
079950	428	AMAZON		\$ -	\$ 325.80	\$ 325.80
079950	428	AMAZON		\$ -	\$ 29.99	\$ 29.99

079950	428	AMAZON		\$ -	\$ 47.98	\$ 47.98
079950	428	AMAZON		\$ -	\$ 35.74	\$ 35.74
079950	428	AMAZON		\$ -	\$ 84.95	\$ 84.95
079950	428	BEST BUY		\$ -	\$ 2,198.00	\$ 2,198.00
079950	428	BEST BUY		\$ -	\$ 172.96	\$ 172.96
079950	428	DOUBLE RADIUS INC		\$ -	\$ 227.04	\$ 227.04
079950	428	OFFICE DEPOT		\$ -	\$ 219.71	\$ 219.71
079950	428	OFFICE DEPOT		\$ -	\$ 468.70	\$ 468.70
079950	428	OFFICE DEPOT		\$ -	\$ 64.04	\$ 64.04
079950	428	OFFICE DEPOT		\$ -	\$ 57.53	\$ 57.53
079950	428	OFFICE DEPOT		\$ -	\$ 59.88	\$ 59.88
079950	428	OFFICE DEPOT		\$ -	\$ 119.55	\$ 119.55
079950	428	OFFICE DEPOT		\$ -	\$ 47.48	\$ 47.48
079950	428	SERVER SUPPLY		\$ -	\$ 237.60	\$ 237.60
079950	428	SILLWORKS LTD		\$ -	\$ 1,004.75	\$ 1,004.75
079950	428	SONICWALL INC		\$ -	\$ 1,064.65	\$ 1,064.65
079950	428	SPRINT		\$ -	\$ 156.64	\$ 156.64
079950	428	TEXTEDLY COM		\$ -	\$ 20.00	\$ 20.00
079950	428	WEB		\$ -	\$ 15.99	\$ 15.99
079950	440	AUTODESK STORE		\$ -	\$ 120.00	\$ 120.00
079950	440	AUTODESK STORE		\$ -	\$ 150.00	\$ 150.00
079950	440	GISCI		\$ -	\$ 285.00	\$ 285.00
079950	440	NCKRI		\$ -	\$ 175.00	\$ 175.00
079950	440	SPIRIT OF JEFFERSON		\$ -	\$ 88.60	\$ 88.60
079950	440	SPRINT		\$ -	\$ 208.24	\$ 208.24
079950	440	USPS US POSTAL SERVICE		\$ -	\$ 120.00	\$ 120.00
079950	700	ALICE TRAINING INSTITUTE		\$ -	\$ 595.00	\$ 595.00
079950	700	BURGER KING		\$ -	\$ 18.20	\$ 18.20
079950	700	DENNYS		\$ -	\$ 23.19	\$ 23.19
079950	700	GOWERS FEED INC		\$ -	\$ 99.87	\$ 99.87
079950	700	GOWERS FEED INC		\$ -	\$ 90.50	\$ 90.50
079950	700	MCDONALDS		\$ -	\$ 33.85	\$ 33.85
079950	700	NTL TACTICL OFFICER ASSO		\$ -	\$ (730.00)	\$ (730.00)
079950	700	PILOT		\$ -	\$ 14.81	\$ 14.81
079950	700	SPRINT		\$ -	\$ 1,544.72	\$ 1,544.72
079950	700	TAMARACK FOOD COURT		\$ -	\$ 28.36	\$ 28.36
079950	700	TRACTOR SUPPLY CO		\$ -	\$ 142.96	\$ 142.96
079950	700	USPS US POSTAL SERVICE		\$ -	\$ 22.25	\$ 22.25
079950	700	USPS US POSTAL SERVICE		\$ -	\$ 7.70	\$ 7.70
079950	700	WAL-MART		\$ -	\$ 121.68	\$ 121.68
079950	700	WAL-MART		\$ -	\$ 21.07	\$ 21.07

079950	700	WAL-MART		\$ -	\$ 128.22	\$ 128.22
079950	700	WILLIAMSON-DICKIE MFG IN		\$ -	\$ 372.60	\$ 372.60
079950	701	SMART SIGN		\$ -	\$ 40.14	\$ 40.14
079950	711	OFFICE DEPOT		\$ -	\$ 74.18	\$ 74.18
079950	711	ORTEGAS TACO		\$ -	\$ 314.97	\$ 314.97
079950	711	SPRINT		\$ -	\$ 192.71	\$ 192.71
079950	711	WEIS MARKETS		\$ -	\$ 5.00	\$ 5.00
079950	712	APCO INTERNATIONAL INC.		\$ -	\$ 145.00	\$ 145.00
079950	712	DELTA AIR		\$ -	\$ 98.30	\$ 98.30
079950	712	DIGI KEY CORP		\$ -	\$ 7.11	\$ 7.11
079950	712	EBAGS		\$ -	\$ 159.96	\$ 159.96
079950	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
079950	712	HAMPTON INNS		\$ -	\$ 851.10	\$ 851.10
079950	712	NATIONAL ACADEMY OF EMD		\$ -	\$ (530.00)	\$ (530.00)
079950	712	SOUTHWEST AIRLINES		\$ -	\$ 428.96	\$ 428.96
079950	712	SPRINT		\$ -	\$ 872.14	\$ 872.14
079950	712	THE HOME DEPOT		\$ -	\$ 115.52	\$ 115.52
079950	712	WAL-MART		\$ -	\$ 65.01	\$ 65.01
079950	712	WWW.NEWEGG.COM		\$ -	\$ 176.98	\$ 176.98
079950	716	CVS		\$ -	\$ 14.97	\$ 14.97
079950	716	EXECUTIVE CLEANERS		\$ -	\$ 74.90	\$ 74.90
079950	716	GUYS BUICK PONTIAC GMC		\$ -	\$ 3.00	\$ 3.00
079950	716	SPRINT		\$ -	\$ 55.44	\$ 55.44
079950	716	THE HOME DEPOT		\$ -	\$ 67.34	\$ 67.34
079950	716	VETERINARY MEDICINE CAET		\$ -	\$ 380.00	\$ 380.00
079950	717	AUTOZONE		\$ -	\$ 42.71	\$ 42.71
079950	717	BALLARD EQUIPMENT		\$ -	\$ 398.00	\$ 398.00
079950	717	FISHER AUTO PARTS		\$ -	\$ 825.83	\$ 825.83
079950	717	HAGERSTOWN FORD		\$ -	\$ 226.24	\$ 226.24
079950	717	INTERSTATE BATTERIES		\$ -	\$ 394.80	\$ 394.80
079950	717	J & K PRECISION AUTO CAR		\$ -	\$ 6,736.64	\$ 6,736.64
079950	717	J & K PRECISION AUTO CAR		\$ -	\$ 388.95	\$ 388.95
079950	717	NAPA AUTO PARTS		\$ -	\$ 806.88	\$ 806.88
079950	717	RAMEY'S USED AUTO GROUP		\$ -	\$ 75.00	\$ 75.00
079951	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 4.22	\$ 4.22
079951	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 1.73	\$ 1.73
079951	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,960.58	\$ 10,960.58
079951	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 5,130.43	\$ 5,130.43
079951	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,798.39	\$ 2,798.39
079951	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 26,792.38	\$ 26,792.38
079952	406	W.B. MASON CO. INC		\$ -	\$ 139.93	\$ 139.93

TOTAL					\$ 316,470.24	\$ 316,470.24
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Motion by Mr. Onoszko to approve the Accounts Payable for April 19, 2018 in the amount of \$316,470.24. Motion seconded and unanimously approved.

MANUAL CHECKS

Motion by Ms. Tabb to approve the Manual Checks for April 13, 2018 in the amount of \$82,444.99. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Noland to approve the Payroll for April 5, 2018 in the amount of \$259,207.93. Motion seconded and unanimously approved.

PUBLIC COMMENT

Sara Tomsen, resident – stated PSD board member Roger Forshee abused his position by creating an unofficial PSD Facebook page to endorse commission candidates Peter Onoszko and Jack Hefestay.

Susan Pipes, resident – stated PSD board member Roger Forshee participated in online bullying against current members of the Commission and wilfully deceived the public by creating a PSD Facebook page without stating it was unofficial and solely representative of the opinion of Mr. Forshee himself.

David Tabb, resident – thanked the two previous speakers for sharing their statements, and made comments regarding the amendments to the commercial rate structure of the ambulance fee ordinance.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Shawn Reeler	PP	Charles Town	303793	\$217.88

- **Motion by Ms. Tabb to approve the exoneration for ticket no. 202793 as presented. Motion seconded and unanimously approved.**
2. Peter Dougherty, Sheriff
- a. Approval of JJDP Grant Application
- **Motion by Mr. Compton to approve the submission of the JJDP Grant Application for the continuation of the Prevention Resource Officer in Jefferson High School and authorize the President of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**
- b. Approval of the hire of Maria DeLeon as a part-time Bailiff/Trip Guard.
- **Motion by Ms. Noland to approve the hire of Maria DeLeon as a part-time Bailiff/Trip Guard. Motion seconded and unanimously approved.**
3. Dr. David Didden, Jefferson County Health Department – briefed the Commission on the Drug Crisis and Harm Reduction.
- Discuss sanitarian issues
- **Motion by Mr. Onoszko to approve and sign letter of support for the Health Department to be sent to the State Department of Personnel regarding the County’s urgent need for sanitarians. Motion seconded and unanimously approved.**
4. Michelle Gordon, Finance Director – acceptance of sales quotation with Tyler Technologies – Munis ERP Solution (Self-Hosted, Tax Optional) for Financial System Project –
- **Motion by Ms. Noland to enter into Executive Session to discuss contract negotiations. 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 approve the sales quotation with Tyler Technologies – Munis ERP Solution for Financial System Project in the amount of \$207,000 from the Capital Outlay fund. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Lynn Fields, Probate
- a. Quarterly Review – April Term
- **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve estates opened since last term in January and close estates that have met all requirements of the probate office. Motion seconded and unanimously approved.**
- b. Consideration of Motion to Continue – Petition for Will for Probate In Solemn Form in the Estate of Geraldine Bolyard, deceased.
- It was the consensus of the Commission to allow Mr. Morrow, counsel for the defendant, an additional 30 days to review the matter.
- **Motion by Ms. Noland to appoint a Fiduciary Commissioner/Curator in the Estate of Geraldine Bolyard, deceased. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to come out of session as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Alexandra Beaulieu, Zoning Administrator – Provide an overview of the recommended amendment and to request scheduling the required Public Hearing to be held by the County Commission – text amendment, in accordance with WV Code 8A, proposes revisions and additions to multiple sections of the Zoning Ordinance including Section 2.2 Terms Defined; Section 6.3 Conditional Use Permit; Section 6.5 Special Exception Uses; and Article 10 Provisions for Signs
- It was the consensus of the Commission to hold the public hearing on Thursday, May 3, 2018 at 1:30 pm.
8. Roger Goodwin, Chief County Engineer

a. Partial release of Irrevocable Letter of Credit #339 with The Bank of Charles Town, Charles Town, WV construction bond – security for Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. – Summit Point Motorsports Park Staging Area (File #S17-10)

- **Motion by Mr. Onoszko to authorize a partial release of Irrevocable Letter of Credit #339 with the The Bank of Charles Town in the amount of \$48,925.00 for Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. – Summit Point Motorsports Park Staging Area (File #S17-10). Motion seconded and unanimously approved.**

b. Partial release of Irrevocable Letter of Credit #339 with The Bank of Charles Town, Charles Town WV construction bond – Security for Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. – SPARC Range Extension

- **Motion by Ms. Noland to authorize a partial release of Irrevocable Letter of Credit #340 with The Bank of Charles Town for Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. – SPARC Range Extension (File #S17-11). Motion seconded and unanimously approved.**

9. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, related issues
- Discussion of Jefferson County Civil Action #17-C-282
- Discussion of Fire Suppression Contract for 911 Center
- Discussion of US District Court Civil Action #3:16-CV-74

- **Motion by Mr. Compton to enter into Executive Session to discuss Jefferson County Civil Action #17-C-282 and US District Court Civil Action #3:16-CV-74. Motion seconded and unanimously approved.**

- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

10. The Commission recessed for lunch at 12:30 pm.

The Commission reconvened at 1:30 pm.

NEW BUSINESS

11. Resolution to proclaim April as Fair Housing Month

- **Motion by Ms. Noland to sign and adopt the Resolution to proclaim April as Fair Housing Month. Motion seconded and unanimously approved.**

12. Endorsement letter for the purpose of applying for a permit for the retail sale and consumption of wine and/or beer for the WV Guard Softball Team

- **Motion by Ms. Noland to provide a letter of endorsement to the WV Guard Softball Team for the purpose of applying for a permit for the retail sale and consumption of wine and/or beer for the WV Guard Softball Team fundraiser. Motion seconded and unanimously approved.**

FINANCIAL DIRECTOR REPORTS

- Review and Approval of Revisions to the Hotel Occupancy Tax Ordinance
 - **Motion by Mr. Onoszko to approve the revisions to the Hotel Occupancy Tax Ordinance as presented. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Approval of Employment – Maintenance Mechanic
 - **Motion by Mr. Compton to approve the employment of Daniel Jones as Maintenance Mechanic in the Maintenance Department at a salary of \$48,400. Motion seconded and unanimously approved.**
- Meet Your Commissioners Date
 - It was the consensus of the Commission to hold the Meet Your Commissioners event on Thursday, May 10, 2018 at 6pm at Citizen’s Fire Company.
- Road Summit
 - It was the consensus of the Commission to schedule the 2018 Road Summit on Thursday, June 14 at a time to be determined.

13. Public Hearing – Amendments to the Jefferson County Emergency Ambulance Service Fee Ordinance with regards to the Commercial Fee rate structure.

Michelle Gordon, Jefferson County Finance Director, explained the changes to the commercial rate structure of the ambulance fee, stating that commercial ambulance fee rates would now be assessed based on square footage instead of the flat \$85 fee, and each rate assessed would be based on the class of the building: casino, warehouse, vacant 18 months or more, and all other. Mr. Compton then opened the floor for public comment, which was made by the following:

Ralph Lorenzetti, resident – stated he was concerned that the new commercial rates might impact businesses that were considering locating to Jefferson County.

Herbert Withers, resident – stated customers of the businesses paying the increase ambulance service fee will end up bearing the brunt of the increased cost.

There being no further comment, Mr. Compton stated the record would remain open for two weeks to allow time for written comment, and a decision on the amendments would be tentatively scheduled for Thursday, May 3, 2018.

16. The Commission meeting was adjourned at 2:00 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

