

Minutes

Jefferson County Commission

Thursday, May 31, 2018

A meeting of the Jefferson County Commission was held on Thursday, May 31, 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, May 31, 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 May 14, 2018 Primary Election Canvass Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the May 17, 2018 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Onoszko to approve the May 22, 2018 Certification of Primary Election Results and Special Session – MARC Train Funding as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080117	406	ANGELA L BANKS		\$ -	\$ 90.00	\$ 90.00
080118	406	MONICA BENNETT		\$ -	\$ 90.00	\$ 90.00
080119	712	CHRISTOPHER CROSS		\$ -	\$ 45.00	\$ 45.00
080120	P/R DED	CHARLES TOWN GNRL HOSPTA		\$ -	\$ 142.04	\$ 142.04
080121	412	DOING BETTER BUSINESS,IN		\$ -	\$ 150.00	\$ 150.00
080122	P/R DED	DOUGLAS H. FLETCHER		\$ -	\$ 1,746.07	\$ 1,746.07
080123	440	JESSICA GORMONT		\$ -	\$ 38.00	\$ 38.00
080124	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
080125	P/R DED	JAMES P HAYDEN		\$ -	\$ 2,224.96	\$ 2,224.96
080126	711	HIRERIGHT		\$ -	\$ 177.14	\$ 177.14
080127	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
080128	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 12,374.78	\$ 12,374.78
080129	405	CORA KOWALSKI		\$ -	\$ 383.44	\$ 383.44
080130	405	RELX INC.		\$ -	\$ 1,100.00	\$ 1,100.00
080131	404	TONI L. MILBOURNE		\$ -	\$ 850.00	\$ 850.00
080132	P/R DED	BRYAN McCUSKER		\$ -	\$ 2,250.00	\$ 2,250.00
080136	401	NEOPOST		\$ -	\$ 190.00	\$ 190.00
080136	401	SPIRIT OF JEFFERSON		\$ -	\$ 909.90	\$ 909.90
080136	401	SPRINT		\$ -	\$ 55.88	\$ 55.88
080136	402	B & G CUSTOM SCREEN PRIN		\$ -	\$ 118.00	\$ 118.00
080136	402	SHOPLET		\$ -	\$ 77.76	\$ 77.76
080136	402	SPECIALTY BUSINESS SUPPL		\$ -	\$ 53.50	\$ 53.50
080136	402	SPIRIT OF JEFFERSON		\$ -	\$ 398.54	\$ 398.54
080136	403	LAURA STORM		\$ -	\$ (30.00)	\$ (30.00)
080136	403	MARRIOTT		\$ -	\$ 330.40	\$ 330.40
080136	403	OLIVERIO'S ON THE WHARF		\$ -	\$ 25.97	\$ 25.97
080136	403	SHOPLET		\$ -	\$ 80.58	\$ 80.58

080136	405	MILLERS OFFICE PRODUCTS	\$ -	\$ 61.15	\$ 61.15
080136	405	SPRINT	\$ -	\$ 111.76	\$ 111.76
080136	405	WV PROS ATTY ASSOC	\$ -	\$ 170.00	\$ 170.00
080136	412	COMCAST	\$ -	\$ 105.75	\$ 105.75
080136	413	THE HOME DEPOT	\$ -	\$ 18.85	\$ 18.85
080136	415	FRONTIER	\$ -	\$ 85.86	\$ 85.86
080136	415	SPRINT	\$ -	\$ 111.63	\$ 111.63
080136	424	CAPITAL TRISTATE	\$ -	\$ 237.00	\$ 237.00
080136	424	CHARLES TOWN UTILITIES	\$ -	\$ 63.13	\$ 63.13
080136	424	CHESAPEAKE SYSTEMS	\$ -	\$ 2,792.70	\$ 2,792.70
080136	424	FRONTIER	\$ -	\$ 9,989.14	\$ 9,989.14
080136	424	POTOMAC EDISON	\$ -	\$ 1,907.16	\$ 1,907.16
080136	424	SPRINT	\$ -	\$ 55.88	\$ 55.88
080136	424	WEISS BROS OF HAGERSTOWN	\$ -	\$ 383.25	\$ 383.25
080136	425	AMAZON	\$ -	\$ 106.54	\$ 106.54
080136	425	CHARLES TOWN UTILITIES	\$ -	\$ 1,101.51	\$ 1,101.51
080136	425	COMCAST	\$ -	\$ 1,090.19	\$ 1,090.19
080136	425	CRYSTAL SPRINGS	\$ -	\$ 609.56	\$ 609.56
080136	425	GRAINGER	\$ -	\$ 219.92	\$ 219.92
080136	425	JEFFERSON COUNTY P.S.D	\$ -	\$ 572.60	\$ 572.60
080136	425	JEFFERSON UTILITIES, INC	\$ -	\$ 860.77	\$ 860.77
080136	425	MILLERS OFFICE PRODUCTS	\$ -	\$ 2,772.06	\$ 2,772.06
080136	425	POTOMAC EDISON	\$ -	\$ 29,143.94	\$ 29,143.94
080136	425	RCS/ALARM FUNDING ASSOC	\$ -	\$ 564.00	\$ 564.00
080136	425	REESES LANDSCAPE NURSERY	\$ -	\$ 160.00	\$ 160.00
080136	425	THE HOME DEPOT	\$ -	\$ 65.83	\$ 65.83
080136	425	THE HOME DEPOT	\$ -	\$ 537.08	\$ 537.08
080136	425	THE HOME DEPOT	\$ -	\$ 60.74	\$ 60.74

080136	425	THOMPSON GAS	\$ -	\$ 382.66	\$ 382.66
080136	425	THOS SOMERVILLE	\$ -	\$ 345.77	\$ 345.77
080136	425	WAL-MART	\$ -	\$ 63.54	\$ 63.54
080136	425	WM WASTE MGNT	\$ -	\$ 739.91	\$ 739.91
080136	425	84 LUMBER	\$ -	\$ 214.43	\$ 214.43
080136	425	84 LUMBER	\$ -	\$ 1,460.79	\$ 1,460.79
080136	428	ADOBE	\$ -	\$ 28.09	\$ 28.09
080136	428	AMAZON	\$ -	\$ 65.98	\$ 65.98
080136	428	AMAZON	\$ -	\$ 69.89	\$ 69.89
080136	428	AMAZON	\$ -	\$ 104.67	\$ 104.67
080136	428	AMAZON	\$ -	\$ 368.48	\$ 368.48
080136	428	AMAZON	\$ -	\$ 483.00	\$ 483.00
080136	428	AMAZON	\$ -	\$ 259.98	\$ 259.98
080136	428	AMAZON	\$ -	\$ 249.00	\$ 249.00
080136	428	AMAZON	\$ -	\$ 459.78	\$ 459.78
080136	428	BATTERY MART	\$ -	\$ 134.60	\$ 134.60
080136	428	BATTERY MART	\$ -	\$ 29.95	\$ 29.95
080136	428	BEST BUY	\$ -	\$ 129.98	\$ 129.98
080136	428	BLUEBEAM SOFTWARE	\$ -	\$ 357.25	\$ 357.25
080136	428	OFFICE DEPOT	\$ -	\$ 290.75	\$ 290.75
080136	428	OFFICE DEPOT	\$ -	\$ 279.31	\$ 279.31
080136	428	OFFICE DEPOT	\$ -	\$ 46.94	\$ 46.94
080136	428	OFFICE DEPOT	\$ -	\$ 64.98	\$ 64.98
080136	428	PRINTER SUPPLIES	\$ -	\$ 82.00	\$ 82.00
080136	428	PRINTER SUPPLIES	\$ -	\$ 54.00	\$ 54.00
080136	428	QUALITY UPTIME SERVICES	\$ -	\$ 3,146.67	\$ 3,146.67
080136	428	SERVER SUPPLY	\$ -	\$ 143.55	\$ 143.55
080136	428	SOLARWINDS	\$ -	\$ 696.00	\$ 696.00

080136	428	SPRINT	\$	\$	\$
			-	157.56	157.56
080136	428	TEXTEDLY COM	\$	\$	\$
			-	20.00	20.00
080136	440	APA-AMERICAN PLANNG ASSO	\$	\$	\$
			-	520.00	520.00
080136	440	LYLE SIGNS	\$	\$	\$
			-	363.43	363.43
080136	440	MILLERS OFFICE PRODUCTS	\$	\$	\$
			-	146.50	146.50
080136	440	MILLERS OFFICE PRODUCTS	\$	\$	\$
			-	143.93	143.93
080136	440	MSLUA MOUNTAIN ST LAND	\$	\$	\$
			-	50.00	50.00
080136	440	QUALITY INN	\$	\$	\$
			-	88.70	88.70
080136	440	SPIRIT OF JEFFERSON	\$	\$	\$
			-	147.62	147.62
080136	440	SPRINT	\$	\$	\$
			-	167.64	167.64
080136	440	WVAGP-WV ASSOC GEOSPATIA	\$	\$	\$
			-	215.00	215.00
080136	440	WVAGP-WV ASSOC GEOSPATIA	\$	\$	\$
			-	90.00	90.00
080136	440	WVLTAP WV LOCAL TECH ASS	\$	\$	\$
			-	95.00	95.00
080136	700	BACKYARD ALE HOUSE	\$	\$	\$
			-	38.41	38.41
080136	700	GOWERS FEED INC	\$	\$	\$
			-	90.50	90.50
080136	700	GS IMAGES	\$	\$	\$
			-	90.00	90.00
080136	700	KUSTOM SIGNALS	\$	\$	\$
			-	2,716.00	2,716.00
080136	700	MORGANTOWN PRINTING	\$	\$	\$
			-	149.00	149.00
080136	700	PROGRESSIVE BUSINESS PUB	\$	\$	\$
			-	283.95	283.95
080136	700	RESIDENCE INN	\$	\$	\$
			-	525.45	525.45
080136	700	SLEEP INN	\$	\$	\$
			-	267.00	267.00
080136	700	SOUTHERN POLICE EQUIPMEN	\$	\$	\$
			-	1,035.00	1,035.00
080136	700	SPRINT	\$	\$	\$
			-	1,569.64	1,569.64
080136	700	SUBWAY	\$	\$	\$
			-	18.85	18.85
080136	700	TELTRONIC	\$	\$	\$
			-	830.45	830.45
080136	700	THE LOADING DOCK BAR/GRI	\$	\$	\$
			-	19.17	19.17
080136	700	TWO GUYS FROM ITALY	\$	\$	\$
			-	30.18	30.18
080136	700	USPS US POSTAL SERVICE	\$	\$	\$
			-	7.50	7.50

080136	701	GALLS	\$	\$	\$
			-	935.00	935.00
080136	711	JOHN'S CAFE & GRILL'S	\$	\$	\$
			-	320.00	320.00
080136	711	KEEPER SECURITY	\$	\$	\$
			-	39.98	39.98
080136	711	SPRINT	\$	\$	\$
			-	190.54	190.54
080136	711	WEIS MARKETS	\$	\$	\$
			-	7.45	7.45
080136	712	AMAZON	\$	\$	\$
			-	47.58	47.58
080136	712	ARIA RESORT & CASINO	\$	\$	\$
			-	733.59	733.59
080136	712	BREWS CUSTOM DISPLAYS	\$	\$	\$
			-	100.00	100.00
080136	712	BWI PARKING	\$	\$	\$
			-	40.00	40.00
080136	712	E-Z PASS	\$	\$	\$
			-	1.60	1.60
080136	712	FRONTIER	\$	\$	\$
			-	4,772.25	4,772.25
080136	712	SPRINT	\$	\$	\$
			-	890.36	890.36
080136	712	SUPER SHUTTLE	\$	\$	\$
			-	27.00	27.00
080136	712	VARIDESK LLC	\$	\$	\$
			-	785.00	785.00
080136	712	WAL-MART	\$	\$	\$
			-	35.90	35.90
080136	716	CHEDDARS	\$	\$	\$
			-	48.32	48.32
080136	716	CHILIS RESTAURANT	\$	\$	\$
			-	22.99	22.99
080136	716	CRACKER BARREL	\$	\$	\$
			-	16.33	16.33
080136	716	FAIRFIELD INN & SUITES	\$	\$	\$
			-	255.00	255.00
080136	716	GALLS	\$	\$	\$
			-	512.00	512.00
080136	716	GINO'S PIZZA	\$	\$	\$
			-	10.14	10.14
080136	716	HILLSIDE VETERINARY HOSPT	\$	\$	\$
			-	191.03	191.03
080136	716	IHOP	\$	\$	\$
			-	17.28	17.28
080136	716	SPRINT	\$	\$	\$
			-	55.88	55.88
080136	716	STONEWALL RESORT	\$	\$	\$
			-	178.54	178.54
080136	716	STONEWALL RESORT	\$	\$	\$
			-	174.72	174.72
080136	716	STONEWALL RESORT	\$	\$	\$
			-	190.06	190.06
080136	716	TACO BELL	\$	\$	\$
			-	6.12	6.12

080136	717	FISHER AUTO PARTS		\$ -	\$ 1,203.90	\$ 1,203.90
080136	717	HAGERSTOWN FORD		\$ -	\$ 763.92	\$ 763.92
080136	717	INTERSTATE BATTERIES		\$ -	\$ 481.68	\$ 481.68
080136	717	KENT PARSONS FORD		\$ -	\$ 693.60	\$ 693.60
080136	717	NAPA AUTO PARTS		\$ -	\$ 702.73	\$ 702.73
080137	406	WV ASSOCIATION/COUNTIES		\$ -	\$ 80.00	\$ 80.00
080138	700	WILLIAM WALTERS		\$ -	\$ 60.25	\$ 60.25
080139	412	EMILY WELLS		\$ -	\$ 258.91	\$ 258.91
TOTAL					\$ 113,723.68	\$ 113,723.68

Motion by Ms. Noland to approve the Accounts Payable for May 24, 2018 in the amount of \$113,723.68. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080142	P/R DED	AMERICAN FAMILY LIFE ICU		\$ -	\$ 5,861.07	\$ 5,861.07
080143	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,298.96	\$ 1,298.96
080144	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 282.11	\$ 282.11
080145	425	BERKELEY GLASS INC		\$ -	\$ 59.00	\$ 59.00
080146	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
080146	425	BOLAND SERVICES		\$ -	\$ 1,034.00	\$ 1,034.00
080146	425	BOLAND SERVICES		\$ -	\$ 136.00	\$ 136.00
080146	425	BOLAND SERVICES		\$ -	\$ 125.00	\$ 125.00
080146	425	BOLAND SERVICES		\$ -	\$ 166.00	\$ 166.00
080147	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
080148	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
080149	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
080150	424	CENTRAL ELEVATOR		\$ -	\$ 160.00	\$ 160.00
080150	425	CENTRAL ELEVATOR		\$ -	\$ 640.00	\$ 640.00
080151	P/R DED	COLONIAL LIFE		\$ -	\$ 307.65	\$ 307.65
080152	700	MONTE CONNER		\$ -	\$ 10.78	\$ 10.78
080153	P/R DED	CITY HOSPITAL INC		\$ -	\$ 377.67	\$ 377.67
080154	425	DODSON'S SEPTIC		\$ -	\$ 285.00	\$ 285.00
080155	424	J.C.EHRLICH		\$ -	\$ 32.00	\$ 32.00
080155	425	J.C.EHRLICH		\$ -	\$ 607.00	\$ 607.00
080156	700	EXECUTIVE EMERGENCY LGHT		\$ -	\$ 495.00	\$ 495.00

080157	425	FIRE SAFETY EQUIP		\$ -	\$ 490.00	\$ 490.00
080157	425	FIRE SAFETY EQUIP		\$ -	\$ 1,714.73	\$ 1,714.73
080158	700	DOUGLAS H. FLETCHER		\$ -	\$ 61.77	\$ 61.77
080159	401	STEPHANIE GROVE		\$ -	\$ 178.50	\$ 178.50
080160	717	GUTTMAN OIL CO		\$ -	\$ 4,459.79	\$ 4,459.79
080160	717	GUTTMAN OIL CO		\$ -	\$ 4,261.35	\$ 4,261.35
080160	717	GUTTMAN OIL CO		\$ -	\$ 3,954.52	\$ 3,954.52
080160	717	GUTTMAN OIL CO		\$ -	\$ 4,480.25	\$ 4,480.25
080161	P/R DED	JENNILEE HARTMAN		\$ -	\$ 169.19	\$ 169.19
080162	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,923.43	\$ 1,923.43
080163	425	JEFFERSON RENTAL		\$ -	\$ 47.32	\$ 47.32
080164	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 1,751.20	\$ 1,751.20
080165	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
080166	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,200.00	\$ 5,200.00
080167	712	LANGUAGE LINE SERVICES		\$ -	\$ 157.52	\$ 157.52
080168	425	MID ATLANTIC ENTRY MD,LL		\$ -	\$ 164.00	\$ 164.00
080169	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
080170	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
080171	P/R DED	PATRICIA A. NOLAND		\$ -	\$ 1,598.89	\$ 1,598.89
080172	ALLOC	JEFF CO PARKS &		\$ -	\$ 29,251.59	\$ 29,251.59
080173	717	RICE TIRES CO		\$ -	\$ 508.72	\$ 508.72
080174	704	WV REGIONAL JAIL &		\$ -	\$ 114,304.25	\$ 114,304.25
080175	717	SUPERIOR AUTO BODY		\$ -	\$ 8,380.25	\$ 8,380.25
080176	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 47,042.52	\$ 47,042.52
080176	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,001.94	\$ 11,001.94
080176	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 36,314.71	\$ 36,314.71
080177	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 50,580.28	\$ 50,580.28
080177	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,776.03	\$ 1,776.03
080177	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.75	\$ 0.75
080178	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,068.99	\$ 6,068.99
080178	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 8,567.96	\$ 8,567.96
080179	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,230.00	\$ 2,230.00
080179	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 215.00	\$ 215.00
080180	P/R DED	VINCENT TIONG		\$ -	\$ 82.50	\$ 82.50
080181	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 32,473.98	\$ 32,473.98
080182	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,945.96	\$ 10,945.96
080182	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 26,756.66	\$ 26,756.66
080182	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,639.23	\$ 2,639.23
080182	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 4,838.68	\$ 4,838.68
080183	GRANT	MARGARET R.SMITH-WALKER		\$ -	\$ 3,000.00	\$ 3,000.00

TOTAL					\$ 442,763.49	\$ 442,763.49
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Motion by Ms. Tabb to approve the Accounts Payable for May 31, 2018 in the amount of \$442,763.49. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
5/25/2018	459	EASTRIDGE HEALTH SYSTEM	\$ 1,000.00
TOTAL			\$ 1,000.00

Motion by Ms. Noland to approve the Manual Checks for May 25, 2018 in the amount of \$1,000.00. Motion seconded and unanimously approved.

SHERIFF C/O			
246			
Date	Check #	VENDOR	Amount
6/1/2018	1673	MINIGHINI'S	\$ 20,700.00
6/1/2018	1674	MINIGHINI'S	\$ 21,931.38
6/1/2018	1675	NATIONWIDE CAPITAL LLC	\$ 180,107.60
TOTAL			\$ 222,738.98

Motion by Ms. Noland to approve the Manual Checks for June 1, 2018 in the amount of \$222,738.00. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Onoszko to approve the Payroll for May 17, 2018 in the amount of \$263,901.95. Motion seconded and unanimously approved.

PUBLIC COMMENT

Nancy Gregory, resident – in reference to the interviews and appointments to the Jefferson County Emergency Services Agency, Ms. Gregory stated she believes Commissioners Onoszko, Compton, and Hudson do their decision making outside of the meetings, “turning their backs on citizens who are not far right wing Liberty PAC members.”

David Tabb, resident – stated he applauds people coming forth and challenging the government and stated the Commission doesn’t care about its citizens.

John Leveque, resident – spoke in support of the potential appointment of John Sherwood to the Jefferson County Emergency Services Agency Board.

Wade Hyatt, resident – criticized the Spirit of Jefferson for their article concerning Ramona Wesling’s application to be appointed to the Jefferson County Emergency Services Agency Board, questioning why the “journalism in this county slams the right wing.”

PRESENTATIONS

1. Nicholas Diehl, Director, Jefferson County Development Authority – requested the approval of a Resolution to Support Industrial Access Road.
 - **Motion by Mr. Compton to approve the Resolution of Support for the Jefferson Orchard Industrial Access Road. Motion seconded and unanimously approved.**
2. Interviews and Appointment to the Jefferson County Emergency Services Agency – one unexpired Citizen Representative term ending June 30, 2019.
 - Ms. Noland offered her nomination for John Sherwood. Mr. Sherwood received two votes (Ms. Noland and Ms. Tabb).
 - Mr. Compton offered his nomination for Tricia Worden. Ms. Worden receive three votes (Mr. Compton, Mr. Onoszko, and Mr. Hudson).

- **After receiving the majority vote, Tricia Worden was appointed to the JCESA Board for an unexpired term ending June 30, 2019.**
3. Jeffrey Polczynski, Director, Jefferson County Emergency Communications
- a. Requested the re-appointment of the following to the E911 Advisory Board, each for a three year term ending September 1, 2019: Sgt. Jeffery Chumley, Craig Simpson, and David Kimmel.
 - **Motion by Mr. Compton to reappoint Sgt. Jeffery Chumley and Craig Simpson to the E911 Advisory Board each for a three year term ending September 1, 2019. Motion seconded and unanimously approved.**
 - b. Appointment of Chief Chris Kutcher to complete the term of Chief William Roper through September 1, 2019.
 - **Motion by Mr. Compton to approve the appointment of Chief Chris Kutcher to complete the term of Chief William Roper with the E911 Advisory Board whose term does not expire until September 1, 2019. Motion seconded and unanimously approved.**
4. Roger Goodwin, Chief County Engineer
- a. Request approval of employment offer to fill the position of Building Code Plans Reviewer.
 - **Motion by Ms. Tabb to approve employment offer for Dwayne Dunn to fill the position of Building Code Plan Reviewer in the Office of Building Permits and Inspections with a starting salary of \$40,000 to increase to \$42,000 after completion of certification. Motion seconded and unanimously approved.**
 - b. Approval to fill the Building Permits Technician position and to advertise to fill the GIS & Addressing Technician/Administrative Assistant position.
 - **Motion by Ms. Noland to approve the transfer of Wendy Schutz to the position of Building Permits Technician at an annual salary of \$38,390.47; and to approve advertising to fill the position of GIS & Addressing Technician/Administrative Assistant not to exceed a salary of \$35,000. Motion seconded and unanimously approved.**
 - c. Presentation and Update on Revised Building Permit Fee Schedule
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.

6. Lynn Fields, Probate – requested a Special Session to approve the Waiver of Final Settlement and close estate of Irmgard Mathilde Waggy-Baylor, deceased.
 - **Motion by Mr. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to approve the Waiver of Final Settlement and close the Estate of Irmgard Mathilde Waggy-Baylor, deceased. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to recess as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 -
7. Michelle Gordon, Finance Director
 - a. Ambulance Fee Analysis – Ms. Gordon discussed the changes made to the Ambulance Service Fee Ordinance as suggested during the May 17, 2018 County Commission meeting, including a tiered rate structure for commercial businesses; however, the Commission could not reach agreement on the changes as presented, and requested Ms. Gordon come before them again during the June 7, 2018 Commission meeting to discuss additional options.
 - b. Review of FY2018 Budget to Actual as of 4/30/2018
8. 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 #17-C-282
 - Discussion of EEOC Claim #533-2017-00706
 - Discussion of Fire Suppression Contract for 911 Center
 - Discussion of Jefferson County Civil Action #17-P-110
 - **Motion by Mr. Compton to enter into Executive Session to receive legal advice on the following: PSD Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues; discussion of Jefferson County Civil Action #17-C-282; discussion of EEOC Claim #533-2017-00706; discussion of Fire Suppression**

Contract for 911 Center, and discussion of Jefferson County Civil Action #17-P-110. Motion seconded and unanimously approved.

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

NEW BUSINESS

9. Discuss PSD Audit – Ms. Grove stated the representative from Perry & Associates was unavailable for the day, but Ms. Grove had provided her the Commission meeting schedule for the next two months to arrange a time that would work for all parties.
10. Status of Maintenance Projects – Mr. Compton stated that although the Maintenance Director provides the Commission with written monthly and quarterly reports, he would like the Director to appear regularly before the Commission to provide reports in person and be available to answer questions.

COUNTY ADMINISTRATOR REPORTS

- Discuss a policy regarding fairs and festivals sponsored or endorsed by the governing body of the county wherein the fair or festival is to be conducted – Ms. Grove presented the Commission with a draft of the policy that would allow her to provide letters of endorsement to the WVABCA for groups seeking a liquor license for various events. The Commission made a few changes, and Ms. Grove stated she would present the Commission with a final draft for their approval.
- Discuss next Commission Meet and Greet date and location – it was the consensus of the Commission to schedule the next meet and greet in early September to potentially be held at Blue Ridge Elementary School
- Annual Performance and Merit Increase Policy – Ms. Grove requested this item be rescheduled for a later meeting so she would have to ensure all elected officials were in support of the policy.
- Road Summit – Ms. Grove stated the Road Summit would take place on June 14, 2018 beginning with a tour of local “problem areas” at 9:30 am. Transportation will be provided by EPTA, and Ms. Grove stated the majority of the local delegation would be in attendance. A working lunch would be provided for the Commission and the delegation, and the Berkeley County Commissioners would be attending the 1:30 pm discussion on the MARC train funding.

16. The Commission meeting was adjourned at 12:42 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

