

## **Minutes**

### **Jefferson County Commission**

**Thursday, June 21, 2018**

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A meeting of the Jefferson County Commission was held on Thursday, June 21, 2018 during the second 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, and Jane Tabb. Commissioners Patricia Noland and Peter Onoszko were absent with prior notice. 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, June 21, 2018 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Compton led the Pledge of Allegiance.

#### **APPROVAL OF PURCHASE ORDERS**

**Motion by Ms. Tabb to approve the Purchase Orders for June 21, 2018 to include purchase order no. 52494 in the amount of \$6,946.95. Motion seconded and unanimously approved.**

#### **APPROVAL OF MINUTES**

**Motion by Mr. Hudson to approve the June 7, 2018 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the June 14, 2018 Road Summit/MARC Train Summit Minutes as presented/amended. Motion seconded and unanimously approved.**

#### **APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080217	406	BERKELEY PRINTING&DESIGN		\$ -	\$ 1,721.55	\$ 1,721.55
080218	425	BOLAND SERVICES		\$ -	\$ 465.00	\$ 465.00
080219	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
080220	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
080221	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
080222	402	CSSI-COMPLETE SYSTEM SPR		\$ -	\$ 223.00	\$ 223.00
080223	P/R DED	EDITH COOPER		\$ -	\$ 353.39	\$ 353.39
080224	P/R DED	CITY HOSPITAL INC		\$ -	\$ 377.67	\$ 377.67
080225	P/R DED	ALEXANDRA BEAULIEU		\$ -	\$ 372.88	\$ 372.88
080226	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 26,808.50	\$ 26,808.50
080227	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,200.00	\$ 5,200.00
080228	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
080229	424	NAT'L FIRE PROTECTON ASS		\$ -	\$ 125.00	\$ 125.00
080230	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
080231	403	LAURA STORM		\$ -	\$ 331.47	\$ 331.47
080232	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
080233	717	RICE TIRES CO		\$ -	\$ 508.72	\$ 508.72
080234	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
080234	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 940.91	\$ 940.91
080234	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
080234	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 158.00	\$ 158.00
080235	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 46,639.90	\$ 46,639.90
080235	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,907.82	\$ 10,907.82
080235	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 36,605.84	\$ 36,605.84
080236	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,547.06	\$ 6,547.06
080236	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,242.93	\$ 9,242.93
080237	428	SCPDC SOUTH CENTRAL PLNN	52826	\$ 11,500.00	\$ -	\$ 11,500.00
080238	712	SPILLMAN TECHNOLOGIES IN		\$ -	\$ 219.00	\$ 219.00
080239	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,490.00	\$ 2,490.00
080239	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 315.00	\$ 315.00
080240	P/R DED	TRAVIS STELY		\$ -	\$ 491.27	\$ 491.27
080241	716	VA DEPT OF AGRICULTURE &		\$ -	\$ 623.00	\$ 623.00
080242	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,937.77	\$ 10,937.77
080242	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 26,736.54	\$ 26,736.54
080242	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,660.64	\$ 2,660.64
080242	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 4,877.86	\$ 4,877.86
080243	700	WV SHERIFFS ASSOCIATION		\$ -	\$ 2,200.00	\$ 2,200.00
080244	716	WV BOARD VETERINARY MED		\$ -	\$ 250.00	\$ 250.00

080245	404	W.B. MASON CO. INC		\$ -	\$ 244.69	\$ 244.69
<b>TOTAL</b>						<b>\$ 213,213.20</b>
<b>TOTAL</b>				<b>\$ 11,500.00</b>	<b>\$ 201,713.20</b>	<b>\$ 213,213.20</b>

**Motion by Mr. Hudson to approve the Accounts Payable for June 14, 2018 in the amount of \$213,213.20. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080247	406	ASSESSOR OF JEFFERSON CO		\$ -	\$ 107.88	\$ 107.88
080248	424	BOLAND TRANE SERVICES IN		\$ -	\$ 270.00	\$ 270.00
080248	425	BOLAND TRANE SERVICES IN		\$ -	\$ 465.00	\$ 465.00
080248	425	BOLAND TRANE SERVICES IN		\$ -	\$ 1,034.00	\$ 1,034.00
080248	425	BOLAND TRANE SERVICES IN		\$ -	\$ 166.00	\$ 166.00
080248	425	BOLAND TRANE SERVICES IN		\$ -	\$ 136.00	\$ 136.00
080248	425	BOLAND TRANE SERVICES IN		\$ -	\$ 125.00	\$ 125.00
080249	424	J.C.EHRLICH		\$ -	\$ 33.00	\$ 33.00
080249	425	J.C.EHRLICH		\$ -	\$ 647.00	\$ 647.00
080250	440	JESSICA GORMONT		\$ -	\$ 129.72	\$ 129.72
080251	405	CRYSTAL GUMBEL-SHADE		\$ -	\$ 85.00	\$ 85.00
080252	424	HIRERIGHT		\$ -	\$ 39.04	\$ 39.04
080252	428	HIRERIGHT		\$ -	\$ 16.16	\$ 16.16
080253	404	MONROE SYS FOR BUSINESS		\$ -	\$ 71.60	\$ 71.60
080254	P/R DED	MERRI A. MCINTYRE		\$ -	\$ 271.92	\$ 271.92
080255	401	MENARD CONSULTING, INC.		\$ -	\$ 1,500.00	\$ 1,500.00
080256	P/R DED	TERRY PALMER		\$ -	\$ 127.50	\$ 127.50
080257	698	SHERIFF OF JEFFERSON CO		\$ -	\$ 171,200.00	\$ 171,200.00
080258	408	STATE TAX DEPARTMENT		\$ -	\$ 14,859.38	\$ 14,859.38
080259	425	TRENARY SERVICE CO		\$ -	\$ 1,055.00	\$ 1,055.00
080262	401	EBAY		\$ -	\$ 12.21	\$ 12.21
080262	401	SPIRIT OF JEFFERSON		\$ -	\$ 29.58	\$ 29.58
080262	401	SPRINT		\$ -	\$ 55.88	\$ 55.88
080262	402	SHOPLET		\$ -	\$ 35.30	\$ 35.30
080262	402	SPIRIT OF JEFFERSON		\$ -	\$ 251.86	\$ 251.86
080262	402	THE PAIGE CO		\$ -	\$ 294.00	\$ 294.00
080262	403	CANAAN VALLEY RESORT LOD		\$ -	\$ 411.94	\$ 411.94
080262	403	GO DADDY		\$ -	\$ 32.46	\$ 32.46
080262	403	SHOPLET		\$ -	\$ 47.68	\$ 47.68
080262	405	MD EFILE		\$ -	\$ 155.25	\$ 155.25
080262	405	MILLERS OFFICE PRODUCTS		\$ -	\$ 94.83	\$ 94.83
080262	405	SPRINT		\$ -	\$ 111.76	\$ 111.76

080262	405	WV CORRECTIONAL INDUSTRS		\$ -	\$ 579.00	\$ 579.00
080262	405	WVCADV AMY LAND		\$ -	\$ 119.00	\$ 119.00
080262	406	THE BUSINESS CENTER		\$ -	\$ 35.62	\$ 35.62
080262	412	AGEX BOOKSTORE		\$ -	\$ 143.68	\$ 143.68
080262	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
080262	412	DOING BETTER BUSINESS IN		\$ -	\$ 936.20	\$ 936.20
080262	412	SPIRIT OF JEFFERSON		\$ -	\$ 33.84	\$ 33.84
080262	412	STAPLES		\$ -	\$ 349.43	\$ 349.43
080262	413	SHEETZ		\$ -	\$ 75.50	\$ 75.50
080262	413	SPIRIT OF JEFFERSON		\$ -	\$ 3,554.06	\$ 3,554.06
080262	413	THE HOME DEPOT		\$ -	\$ 615.57	\$ 615.57
080262	413	USPS US POSTAL SERVICE		\$ -	\$ 16.00	\$ 16.00
080262	415	FRONTIER		\$ -	\$ 85.86	\$ 85.86
080262	415	SPRINT		\$ -	\$ 111.63	\$ 111.63
080262	424	CHARLES TOWN UTILITIES		\$ -	\$ 73.35	\$ 73.35
080262	424	FRONTIER		\$ -	\$ 9,967.64	\$ 9,967.64
080262	424	POTOMAC EDISON		\$ -	\$ 1,797.98	\$ 1,797.98
080262	424	SPRINT		\$ -	\$ 55.88	\$ 55.88
080262	424	THE HOME DEPOT		\$ -	\$ 7.76	\$ 7.76
080262	425	AMAZON		\$ -	\$ 367.97	\$ 367.97
080262	425	AMAZON		\$ -	\$ 62.30	\$ 62.30
080262	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,172.76	\$ 1,172.76
080262	425	COMCAST		\$ -	\$ 1,090.19	\$ 1,090.19
080262	425	CRYSTAL SPRINGS		\$ -	\$ 720.15	\$ 720.15
080262	425	EBAY		\$ -	\$ 18.45	\$ 18.45
080262	425	GRAINGER		\$ -	\$ 60.72	\$ 60.72
080262	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 473.12	\$ 473.12
080262	425	JEFFERSON UTILITIES, INC		\$ -	\$ 860.77	\$ 860.77
080262	425	MILLERS OFFICE PRODUCTS		\$ -	\$ 1,506.00	\$ 1,506.00
080262	425	POTOMAC EDISON		\$ -	\$ 31,208.55	\$ 31,208.55
080262	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 5,383.22	\$ 5,383.22
080262	425	REESES LANDSCAPE NURSERY		\$ -	\$ 342.97	\$ 342.97
080262	425	SHERWIN WILLIAMS		\$ -	\$ 31.47	\$ 31.47
080262	425	SSC-SOUTHERN STATES		\$ -	\$ 39.99	\$ 39.99
080262	425	THE HOME DEPOT		\$ -	\$ 44.73	\$ 44.73
080262	425	THE HOME DEPOT		\$ -	\$ 14.78	\$ 14.78
080262	425	THE HOME DEPOT		\$ -	\$ 157.05	\$ 157.05
080262	425	THE HOME DEPOT		\$ -	\$ 179.00	\$ 179.00
080262	425	THE OBSERVER		\$ -	\$ 739.91	\$ 739.91
080262	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 2,960.69	\$ 2,960.69
080262	425	84 LUMBER		\$ -	\$ 42.96	\$ 42.96

080262	428	ADOBE		\$ -	\$ 24.15	\$ 24.15
080262	428	ADVANTAGE TECH		\$ -	\$ 4,200.00	\$ 4,200.00
080262	428	AMAZON		\$ -	\$ 97.63	\$ 97.63
080262	428	AMAZON		\$ -	\$ 40.99	\$ 40.99
080262	428	AMAZON		\$ -	\$ 15.90	\$ 15.90
080262	428	AMAZON		\$ -	\$ 49.74	\$ 49.74
080262	428	AMAZON		\$ -	\$ 34.63	\$ 34.63
080262	428	AMAZON		\$ -	\$ 30.79	\$ 30.79
080262	428	AMAZON		\$ -	\$ 54.84	\$ 54.84
080262	428	NCH SOFTWARE		\$ -	\$ 69.95	\$ 69.95
080262	428	NCH SOFTWARE		\$ -	\$ 43.19	\$ 43.19
080262	428	OFFICE DEPOT		\$ -	\$ 69.84	\$ 69.84
080262	428	OFFICE DEPOT		\$ -	\$ 985.32	\$ 985.32
080262	428	OFFICE DEPOT		\$ -	\$ 597.75	\$ 597.75
080262	428	OFFICE DEPOT		\$ -	\$ 880.58	\$ 880.58
080262	428	OFFICE DEPOT		\$ -	\$ 339.78	\$ 339.78
080262	428	OFFICE DEPOT		\$ -	\$ 615.30	\$ 615.30
080262	428	OFFICE DEPOT		\$ -	\$ 234.35	\$ 234.35
080262	428	SPRINT		\$ -	\$ 157.56	\$ 157.56
080262	428	TEXTEDLY COM		\$ -	\$ 20.00	\$ 20.00
080262	440	PLANETIZEN INC		\$ -	\$ 144.00	\$ 144.00
080262	440	SPIRIT OF JEFFERSON		\$ -	\$ 46.14	\$ 46.14
080262	440	SPIRIT OF JEFFERSON		\$ -	\$ 97.30	\$ 97.30
080262	440	SPRINT		\$ -	\$ 167.64	\$ 167.64
080262	440	THE JOURNAL PUBLISH		\$ -	\$ 656.68	\$ 656.68
080262	440	WVFMA		\$ -	\$ 185.00	\$ 185.00
080262	440	WVFMA		\$ -	\$ 185.00	\$ 185.00
080262	700	AMAZON		\$ -	\$ 79.03	\$ 79.03
080262	700	AMAZON		\$ -	\$ 99.00	\$ 99.00
080262	700	AUTOZONE		\$ -	\$ 37.45	\$ 37.45
080262	700	EL MARIACHI MEXICAN REST		\$ -	\$ 20.08	\$ 20.08
080262	700	GALLS		\$ -	\$ 187.00	\$ 187.00
080262	700	GALLS		\$ -	\$ 643.00	\$ 643.00
080262	700	GOWERS FEED INC		\$ -	\$ 68.38	\$ 68.38
080262	700	GS IMAGES		\$ -	\$ 585.00	\$ 585.00
080262	700	INST. OF POLICE TECH/MAN		\$ -	\$ 149.00	\$ 149.00
080262	700	MARRIOTT		\$ -	\$ 220.00	\$ 220.00
080262	700	SLEEP INN		\$ -	\$ 89.00	\$ 89.00
080262	700	SPRINT		\$ -	\$ 1,569.64	\$ 1,569.64
080262	700	THE RESORT AT GLADESPRIN		\$ -	\$ 19.84	\$ 19.84
080262	700	TPS-TOWN POLICE SUPPLY		\$ -	\$ 1,498.00	\$ 1,498.00

080262	700	WV SIGNAL & LIGHT		\$ -	\$ 921.40	\$ 921.40
080262	711	BJ'S CUSTOM CREATIONS		\$ -	\$ 136.00	\$ 136.00
080262	711	CHARLES TOWN AUTO WASH		\$ -	\$ 25.68	\$ 25.68
080262	711	SPRINT		\$ -	\$ 190.54	\$ 190.54
080262	711	SUMITTRA THAI KITCHEN/BA		\$ -	\$ 312.00	\$ 312.00
080262	711	WEIS MARKETS		\$ -	\$ 9.69	\$ 9.69
080262	711	WV DMV CHARLES TOWN		\$ -	\$ 12.50	\$ 12.50
080262	711	WVFMA		\$ -	\$ 185.00	\$ 185.00
080262	712	CDW GOVERNMENT		\$ -	\$ 749.00	\$ 749.00
080262	712	FRONTIER		\$ -	\$ 4,917.85	\$ 4,917.85
080262	712	HAMPTON INNS		\$ -	\$ 110.00	\$ 110.00
080262	712	SPRINT		\$ -	\$ 890.36	\$ 890.36
080262	716	SPRINT		\$ -	\$ 55.88	\$ 55.88
080262	716	THE HOME DEPOT		\$ -	\$ 44.97	\$ 44.97
080262	717	APOLLO OIL LLC		\$ -	\$ 870.21	\$ 870.21
080262	717	BOBS AUTO CENTER		\$ -	\$ 79.00	\$ 79.00
080262	717	FISHER AUTO PARTS		\$ -	\$ 576.29	\$ 576.29
080262	717	HAGERSTOWN FORD		\$ -	\$ 221.57	\$ 221.57
080262	717	NAPA AUTO PARTS		\$ -	\$ 660.85	\$ 660.85
080262	717	RAMEY'S USED AUTO GROUP		\$ -	\$ 225.00	\$ 225.00
080263	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 903.87	\$ 903.87
<b>TOTAL</b>					<b>\$ 287,419.58</b>	<b>\$ 287,419.58</b>

**Motion by Ms. Tabb to approve the Accounts Payable for June 21, 2018 in the amount of \$287,419.58. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

<b>O57</b>			
Date	Check #	VENDOR	Amount
6/15/2018	301	JEFFERSON CO FARMLAND PROT.	\$ 77,549.54
<b>ASSESSOR VALUATION</b>			
<b>O56</b>			
Date	Check #	VENDOR	Amount

6/15/2018	685	<b>UNITED BANK</b>	\$ 1,478.00
<b>TOTAL</b>			<b>\$ 79,027.54</b>

**Motion by Mr. Hudson to approve the Manual Checks for June 15, 2018 in the amount of \$79,027.54. Motion seconded and unanimously approved.**

<b>COAL SEVERANCE</b>			
<b>002</b>			
Date	Check #	VENDOR	Amount
6/22/2018	460	<b>ASHPAUGH &amp; SCULCO CPA</b>	\$ 6,195.00
6/22/2018	461	<b>EASTRIDGE HEALTH SYSTEMS</b>	\$ 1,400.00
<b>DOG &amp; KENNEL</b>			
<b>003</b>			
Date	Check #	VENDOR	Amount
6/22/2018	263	<b>SHERIFF OF JEFFERSON CO</b>	\$ 41,942.65
<b>MAGISTRATE COURT</b>			
<b>005</b>			
Date	Check #	VENDOR	Amount
6/22/2018	339	<b>SHERIFF OF JEFFERSON CO</b>	\$ 37,649.32
<b>ASSESSOR VALUATION</b>			
<b>056</b>			
Date	Check #	VENDOR	Amount
6/22/2018	686	<b>SHERIFF OF JEFFERSON CO</b>	\$ 482,485.59
6/22/2018	687	<b>MILLER'S SUPPLIES AT WORK</b>	\$ 435.60
6/22/2018	688	<b>MONROE SYS FOR BUSINESS</b>	\$ 726.00
<b>VOTER REGISTION</b>			
<b>063</b>			
Date	Check #	VENDOR	Amount
6/22/2018	217	<b>SECRETARY OF STATE'S OFF</b>	\$ 549.00

<b>SHERIFF C/O</b>			
<b>246</b>			
Date	Check #	VENDOR	Amount
6/22/2018	1676	<b>TYLER TECH</b>	\$ 17,462.50
<b>TOTAL</b>			<b>\$ 588,845.66</b>

**Motion by Ms. Tabb to approve the Manual Checks for June 22, 2018 in the amount of \$588,845.66. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

David Tabb, resident – spoke regarding his personal grievances against the Commission.

**PRESENTATIONS**

1. Jacqueline Shadle and Gail Magaha, Jefferson County Clerk’s Office – requested the approval of depository bonds for Fiscal Year 2018-2019.
  - **Motion by Ms. Tabb to approve the Depository Bonds for 2018-2019 for United Bank, the Bank of Charles Town, BB&T, and Jefferson Security Banks as presented. Motion seconded and unanimously approved.**
  
2. 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 insurance coverage for volunteers and community service participants
  - Discussion of Jefferson County Civil Action #18-C-25.
  - Discussion of Jefferson County Civil Action #17-C-63.

- **Motion by Mr. Compton to enter into Executive Session to receive legal advice. 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 allow counsel to file an evidentiary hearing request with the Public Service Commission of West Virginia regarding the Jefferson County PSD consolidation. Motion seconded and unanimously approved.**

### **UNFINISHED BUSINESS**

3. Existing leases for county owned buildings and land (JC) - Mr. Compton stated he wished to delay this matter until one of the July County Commission meetings.

### **NEW BUSINESS**

4. Discuss County Commission Regular Meeting July 5, 2018
  - **Motion by Mr. Compton to cancel the July 5, 2018 County Commission meeting. Motion seconded and unanimously approved.**
5. Renew Mutual Aid Agreement between the City of Martinsburg and Jefferson County – it was the consensus of the Commission to delay action on this item until the following meeting.
6. Appointment to the MARC Train Working Group
  - **Motion by Mr. Compton to appoint Commissioner Patsy Noland to serve as the liaison for the MARC Train working group. Motion seconded and unanimously approved.**

### **COUNTY ADMINISTRATOR REPORTS**

- Request Grade/Status Change to Temporary Full-Time Public Safety Dispatcher
  - **Motion by Ms. Tabb to approve the status change for Erica Wilkins to temporary full time public safety dispatcher. Motion seconded and unanimously approved.**

- Approval to Hire Deputy Director/Planner/Program Manager – Homeland Security and Emergency Management
    - **Motion by Mr. Compton to approve the hire of James Sager at a Grade IV, Step D as presented. Motion seconded and unanimously approved.**
  - Annual Performance & Review Policy / Compensation Policy
    - **Motion by Ms. Tabb to approve policies 204 (Compensation) and 207 (Annual Performance Appraisal) as presented by Ms. Grove. Motion seconded and unanimously approved.**
  - Update CVB Property – Ms. Grove stated the Building Commission had met to approve the transfer of the CVB property from the Commission to the CVB itself.
7. The Commission meeting was adjourned at 7:33 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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JOSHUA COMPTON, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

