

## Minutes

### Jefferson County Commission

Thursday, July 19, 2018

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A meeting of the Jefferson County Commission was held on Thursday, June 7, 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, Patricia Noland, Peter Onoszko and Jane Tabb. Also present were Sandy McDonald, Deputy County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, July 19, 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 Mr. Compton to approve the June 21, 2018 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

#### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080266	P/R DED	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,907.38	\$ 3,907.38
080267	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,249.40	\$ 1,249.40
080268	403	BANK OF CHARLES TOWN		\$ -	\$ 58.70	\$ 58.70
080269	P/R DED	REBECCA F. BURNS		\$ -	\$ 1,693.07	\$ 1,693.07
080270	401	BEST BEST & KRIEGER LLP		\$ -	\$ 106.50	\$ 106.50
080271	425	BOLAND TRANE SERVICES IN		\$ -	\$ 382.06	\$ 382.06
080272	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
080273	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
080274	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
080275	425	CITY OF CHARLES TOWN		\$ -	\$ 4,000.00	\$ 4,000.00

080276	P/R DED	COLONIAL LIFE		\$ -	\$ 205.10	\$ 205.10
080277	P/R DED	CITY HOSPITAL INC		\$ -	\$ 235.72	\$ 235.72
080278	P/R DED	CITY HOSPITAL INC		\$ -	\$ 377.67	\$ 377.67
080279	412	DOING BETTER BUSINESS,IN		\$ -	\$ 206.71	\$ 206.71
080280	700	FEDEX		\$ -	\$ 49.05	\$ 49.05
080281	717	FLEETPRIDE		\$ -	\$ 136.08	\$ 136.08
080282	401	FRANKLIN & PROKOPIK CORP		\$ -	\$ 58.50	\$ 58.50
080283	412	GREATAMERICA FINANCL SVC		\$ -	\$ 315.64	\$ 315.64
080284	717	GUTTMAN OIL CO		\$ -	\$ 4,256.87	\$ 4,256.87
080284	717	GUTTMAN OIL CO		\$ -	\$ 4,577.92	\$ 4,577.92
080284	717	GUTTMAN OIL CO		\$ -	\$ 3,366.19	\$ 3,366.19
080284	717	GUTTMAN OIL CO		\$ -	\$ 4,539.98	\$ 4,539.98
080285	405	TRACY P.HERRON-RICE		\$ -	\$ 273.35	\$ 273.35
080286	425	OX PAPERBOARD CO		\$ -	\$ 35.00	\$ 35.00
080287	P/R DED	TIM HELMAN		\$ -	\$ 1,068.47	\$ 1,068.47
080288	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
080289	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,850.04	\$ 1,850.04
080290	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 12,457.58	\$ 12,457.58
080291	712	DR. ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
080292	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,120.00	\$ 5,120.00
080293	715	*JEFFERSON CO EMERGENCY		\$ -	\$ 133,168.00	\$ 133,168.00
080294	712	LANGUAGE LINE SERVICES		\$ -	\$ 147.79	\$ 147.79
080295	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
080296	412	AMANDA MASTERS		\$ -	\$ 23.98	\$ 23.98
080297	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
080298	ALLOC	JEFF CO PARKS &		\$ -	\$ 28,135.48	\$ 28,135.48
080299	P/R DED	BRYAN PERKINS		\$ -	\$ 400.59	\$ 400.59
080300	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 154.00	\$ 154.00
080301	704	WV REGIONAL JAIL &		\$ -	\$ 124,243.75	\$ 124,243.75
080302	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,156.44	\$ 48,156.44
080302	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,262.52	\$ 11,262.52
080302	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 5.28	\$ 5.28
080302	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.24	\$ 1.24
080302	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 41,338.65	\$ 41,338.65
080302	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.82	\$ 2.82
080303	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 34,743.46	\$ 34,743.46
080303	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,170.67	\$ 1,170.67
080303	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 720.81	\$ 720.81
080303	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.91	\$ 1.91
080304	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,447.75	\$ 6,447.75
080304	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,102.75	\$ 9,102.75

080305	712	SEN COMMUNICATIONS		\$ -	\$ 1,545.00	\$ 1,545.00
080305	712	SEN COMMUNICATIONS		\$ -	\$ 975.00	\$ 975.00
080306	P/R DED	SANDRA MCDONALD		\$ -	\$ 492.52	\$ 492.52
080307	P/R DED	WILLIAM SCHWEITZER		\$ -	\$ 1,783.89	\$ 1,783.89
080308	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,490.00	\$ 2,490.00
080308	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 415.00	\$ 415.00
080309	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 31,234.92	\$ 31,234.92
080310	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 11,044.78	\$ 11,044.78
080310	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 26,998.20	\$ 26,998.20
080310	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2,662.01	\$ 2,662.01
080310	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 4,880.35	\$ 4,880.35
080310	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2.09	\$ 2.09
080310	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 5.11	\$ 5.11
080311	412	EMILY WELLS		\$ -	\$ 115.00	\$ 115.00
<b>TOTAL</b>					<b>\$ 577,522.53</b>	<b>\$ 577,522.53</b>

**Motion by Ms. Noland to approve the Accounts Payable for June 28, 2018 in the amount of \$577,522.53. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080314	712	AT&T/GA		\$ -	\$ 214.34	\$ 214.34
080315	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
080316	P/R DED	REBECCA F. BURNS		\$ -	\$ 52.18	\$ 52.18
080317	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
080317	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
080318	P/R DED	NATHAN COCHRAN		\$ -	\$ 206.01	\$ 206.01
080319	P/R DED	SAMANTHA COMBS		\$ -	\$ 1,267.31	\$ 1,267.31
080320	412	DOING BETTER BUSINESS,IN		\$ -	\$ 159.20	\$ 159.20
080321	P/R DED	DELTA DENTAL OF WV		\$ -	\$ 6,290.44	\$ 6,290.44
080322	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
080323	700	EXECUTIVE EMERGENCY LGHT		\$ -	\$ 1,380.00	\$ 1,380.00
080324	700	FORREST RICHARD FEAGANS		\$ -	\$ 21.90	\$ 21.90
080325	700	GLADE SPRINGS RESORT		\$ -	\$ 2,047.00	\$ 2,047.00
080326	712	GREENSIDE PSYCHOLOGICAL		\$ -	\$ 590.00	\$ 590.00
080327	405	CRYSTAL GUMBEL-SHADE		\$ -	\$ 280.76	\$ 280.76
080328	ALLOC	THE HARTFORD		\$ -	\$ 3,859.06	\$ 3,859.06
080329	ALLOC	THE HARTFORD		\$ -	\$ 2,355.85	\$ 2,355.85
080330	425	INTERSTATE ALL BATTERY		\$ -	\$ 839.40	\$ 839.40
080331	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 26,500.00	\$ 26,500.00
080332	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 509,250.00	\$ 509,250.00

080333	402	SPIRIT OF JEFFERSON		\$ -	\$ 36.00	\$ 36.00
080334	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 37,502.50	\$ 37,502.50
080335	712	JEFFERSON CO FAIR ASSOC		\$ -	\$ 200.00	\$ 200.00
080336	P/R DED	MAZZITTI & SULLIVAN EAP		\$ -	\$ 936.00	\$ 936.00
080337	P/R DED	HIGHMARK WV		\$ -	\$ 196,985.91	\$ 196,985.91
080338	P/R DED	MILLENIUUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
080339	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 7.34	\$ 7.34
080339	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 150.11	\$ 150.11
080340	P/R DED	NATIONAL VISION ADMIN.		\$ -	\$ 1,770.14	\$ 1,770.14
080341	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
080342	712	PROMOS 911,INC.		\$ -	\$ 2,215.15	\$ 2,215.15
080343	700	DOUGLAS PITTINGER		\$ -	\$ 19.77	\$ 19.77
080344	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
080345	717	RICE TIRES CO		\$ -	\$ 508.72	\$ 508.72
080346	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
080347	698	SHERIFF OF JEFFERSON CO		\$ -	\$ 210,013.00	\$ 210,013.00
080348	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00
080349	P/R DED	WILLIAM SCHWEITZER		\$ -	\$ 466.11	\$ 466.11
080350	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 113.25	\$ 113.25
080351	425	CAPITAL TRISTATE		\$ -	\$ 23.64	\$ 23.64
080351	425	CAPITAL TRISTATE		\$ -	\$ 325.33	\$ 325.33
080351	425	CAPITAL TRISTATE		\$ -	\$ 1,291.65	\$ 1,291.65
080351	425	CAPITAL TRISTATE		\$ -	\$ 51.95	\$ 51.95
080351	425	CAPITAL TRISTATE		\$ -	\$ 844.72	\$ 844.72
080352	406	AWVA-ASSOC OF WV ASSESSR		\$ -	\$ 100.00	\$ 100.00
080353	401	WV ASSOCIATION/COUNTIES		\$ -	\$ 6,500.00	\$ 6,500.00
080354	ALLOC	WVU WEST VIRGINIA UNIV		\$ -	\$ 3,700.00	\$ 3,700.00
080355	401	WV ST TREASURER'S OFFICE		\$ -	\$ 4,800.00	\$ 4,800.00
080356	401	WV COUNTIES GROUP		\$ -	\$ 159,791.00	\$ 159,791.00
080357	401	WVCORP		\$ -	\$ 33,147.50	\$ 33,147.50
080358	700	MARGARET R.SMITH-WALKER		\$ -	\$ 3,000.00	\$ 3,000.00
080359	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
080359	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
080359	402	XEROX CORPORATION		\$ -	\$ 297.34	\$ 297.34
080359	402	XEROX CORPORATION		\$ -	\$ 392.63	\$ 392.63
080359	402	XEROX CORPORATION		\$ -	\$ 392.07	\$ 392.07
080359	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
080359	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
080359	405	XEROX CORPORATION		\$ -	\$ 108.92	\$ 108.92
080359	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
080359	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53

080359	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
080359	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
080359	440	XEROX CORPORATION		\$ -	\$ 491.21	\$ 491.21
080359	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
080359	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
080359	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
080360	405	DEBRA A. YOUNG		\$ -	\$ 280.11	\$ 280.11
<b>TOTAL</b>					<b>\$ 1,374,425.02</b>	<b>\$ 1,374,425.02</b>

**Motion by Ms. Tabb to approve the Accounts Payable for July 5, 2018 in the amount of \$1,374,425.02. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
080363	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 128.34	\$ 128.34
080364	401	BEST BEST & KRIEGER LLP		\$ -	\$ 75.00	\$ 75.00
080365	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
080366	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
080367	P/R DED	CITY HOSPITAL INC		\$ -	\$ 191.20	\$ 191.20
080368	P/R DED	CITY HOSPITAL INC		\$ -	\$ 11.87	\$ 11.87
080369	P/R DED	ALEXANDRA BEAULIEU		\$ -	\$ 51.57	\$ 51.57
080370	717	GUTTMAN OIL CO		\$ -	\$ 4,398.58	\$ 4,398.58
080371	P/R DED	CRYSTAL GUMBEL-SHADE		\$ -	\$ 20.26	\$ 20.26
080372	428	HIRERIGHT		\$ -	\$ 16.16	\$ 16.16
080372	711	HIRERIGHT		\$ -	\$ 70.26	\$ 70.26
080373	700	JENNIFER HOWARD		\$ -	\$ 150.00	\$ 150.00
080373	700	JENNIFER HOWARD		\$ -	\$ 150.00	\$ 150.00
080374	402	SPIRIT OF JEFFERSON		\$ -	\$ 192.82	\$ 192.82
080374	404	SPIRIT OF JEFFERSON		\$ -	\$ 55.60	\$ 55.60
080375	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 5,120.00	\$ 5,120.00
080376	403	MATTHEW BENDER		\$ -	\$ 1,041.36	\$ 1,041.36
080376	403	MATTHEW BENDER		\$ -	\$ 84.08	\$ 84.08
080376	406	MATTHEW BENDER		\$ -	\$ 92.08	\$ 92.08
080376	406	MATTHEW BENDER		\$ -	\$ 92.08	\$ 92.08
080377	712	MOTOROLA SOLUTIONS, INC		\$ -	\$ 458.00	\$ 458.00
080378	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
080379	412	AMANDA MASTERS		\$ -	\$ 38.15	\$ 38.15
080380	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
080381	ALLOC	JEFF CO PARKS &		\$ -	\$ 2,500.00	\$ 2,500.00
080382	717	RICE TIRES CO		\$ -	\$ 160.02	\$ 160.02

080383	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 57.50	\$ 57.50
080383	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 727.00	\$ 727.00
080383	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
080383	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 158.00	\$ 158.00
080384	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 47,275.08	\$ 47,275.08
080384	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,056.30	\$ 11,056.30
080384	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 37,271.82	\$ 37,271.82
080385	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,504.66	\$ 6,504.66
080385	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,183.06	\$ 9,183.06
080386	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,470.00	\$ 2,470.00
080386	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 415.00	\$ 415.00
080387	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,789.60	\$ 10,789.60
080387	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 23,976.84	\$ 23,976.84
080387	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 3,021.65	\$ 3,021.65
080387	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 5,036.13	\$ 5,036.13
080388	P/R DED	WV BUREAU OF EMPLOYMENT		\$ -	\$ 6,451.26	\$ 6,451.26
<b>TOTAL</b>					<b>\$ 181,105.58</b>	<b>\$ 181,105.58</b>

**Motion by Ms. Noland to approve the Accounts Payable for July 12, 2018 in the amount of \$181,105.58. Motion seconded and unanimously approved.**

### MANUAL CHECKS

463	002/CS	BOLAND				\$ 14,970.00
689	56/ASR	ESRI				\$ 10,000.00
1677	246/CO	MINGHINI'S				\$ 13,950.00
1678	246/CO	MINGHINI'S				\$ 31,500.00
1679	246/CO	TRISTATE				\$ 2,061.25
1680	246/CO	SHEPHERDSTOWN LIBRARY				\$ 100,000.00
1144	IMP	SHERIFF JEFFERSON CO -SCHOOL				\$ 123,634.59
1145	IMP	SHERIFF JEFFERSON CO - LAW				\$ 2,520.97
1146	IMP	SHERIFF JEFFERSON CO - PARKS				\$ 9,137.39
1147	IMP	SHERIFF JEFFERSON CO - FIRE/EMS				\$ 1,002.48
<b>TOTAL</b>						<b>\$ 308,776.68</b>

**Motion by Mr. Onoszko to approve the Manual Checks for July 6, 2018 in the amount of \$308,776.68. Motion seconded and unanimously approved.**

<b>HOME DETETION</b>			
<b>008</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
07/13/18	609	CDA	\$ 1,294.50
<b>FARMLAND PROTECTION BOARD</b>			
<b>057</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
7/13/2018	303	JEFFERSON CO FARMLAND PROT.	\$ 76,345.39
<b>SHERIFF C/O</b>			
<b>246</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
7/13/2018	1681	TYLER TECH	\$ 41,910.00
<b>TOTAL</b>			<b>\$ 119,549.89</b>

Motion by Ms. Noland to approve the Manual Checks for July 12, 2018 in the amount of \$119,549.89. Motion seconded and unanimously approved.

### **PAYROLL APPROVAL**

Motion by Ms. Tabb to approve the Payroll for June 14, 2018 in the amount of \$259,379.09 as presented. Motion seconded and unanimously approved.

Motion by Mr. Onoszko to approve the Payroll for June 28, 2018 in the amount of \$265,281.77 as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the Payroll for July 12, 2018 in the amount of \$263,261.66 as presented. Motion seconded and unanimously approved.

### **PUBLIC COMMENT**

Toni Milbourne, resident – stated her interest in being reappointed to the Jefferson County Parks and Recreation Commission.

Susanne Koenig, resident – stated she has been a 33 year resident of Keyes Ferry Acres and spoke in support of the petition for the creation of a road maintenance/improvement association.

Jim Koenig, resident – also spoke in favor of the creation of a road maintenance association for Keyes Ferry Acres.

David Tabb, resident – addressed his multiple grievances against the Commission, claiming he has yet to have “his day in court.”

Phil Bromwell, resident – spoke in support of the Keyes Ferry Acres Road Maintenance Association, stating 40% of the residents in the development are not paying road maintenance fees.

Eleanor Finn, resident and member of the League of Women Voters – expressed concerns over the JCESA not following the Sunshine Law as she claimed meeting notices, agendas, and minutes were not being made available to the public.

Don Orser, resident – expressed support for the Keyes Ferry Acres road maintenance association.

### **PRESENTATIONS**

1. Angie Banks, Assessor

a. Requested approval of the following Exoneration:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Benjamin Parrish	PP	CTD	303575	\$397.02

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 303575 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Wilma and Michael Nemeč	PP	KD	310858	\$32.90

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 310858 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Wilma and Michael Nemeč	PP	KD	310552	\$35.24

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 310552 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Dennis and Ann Jenkins	PP	MD	312583	\$218.51

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 312583 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Amy Victoria Lindsay	RE	Shepherdstown Corp	30145	\$711.59

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 30145 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
William Cross	PP	MD	312017	\$84.57

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 312017 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Michelle and David Walker	PP	Charles Town Corp	306110	\$96.24

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 306110 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Franklin and Frances Price	PP	KD	310542	\$65.96

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 310542 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Karen Waugh	PP	Shepherdstown	317057	\$89.28
Lawrence Waugh				\$674.22

- **Motion by Mr. Compton to approve the Split Ticket for Ticket No. 317057 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Karen Waugh	PP	Shepherdstown	317616	\$78.25
Lawrence Waugh				\$399.43

- **Motion by Mr. Onoszko to approve the Split Ticket for Ticket No. 317616 as presented. Motion seconded and unanimously approved.**

2. Nikki Painter, County Clerk's Office, Elections – request to approve the advertisement for a payroll clerk.
  - **Motion by Mr. Compton to approve the advertisement for a payroll clerk at a 4F-4H. Motion seconded and unanimously approved.**
3. WV State Auditor JB McCuskey and Gary W. Cogle, Jr. – presentation of the Open GOV website.
4. Bill Clark, Region 9 and Nic Diehl, Jefferson County Development Authority – requested approval of the SCB6 Broad Band Planning Grant.
  - It was the consensus of the Commission to delay action on this item until the August 2, 2018 regularly scheduled Commission meeting.
5. Interviews/Appointments
  - a. Eastern Panhandle Regional Planning and Development Council (Region 9)
    - **Motion by Ms. Tabb to appoint Nic Diehl to the Eastern Panhandle Regional Planning and Development Council for one two-year term ending June 30, 2020. Motion seconded and unanimously approved.**
  - b. Jefferson County Parks and Recreation Commission
    - **Motion by Ms. Noland to reappoint Toni Milbourne, Ann Mountz, and Jim Lee to the Jefferson County Parks and Recreation Commission each for a term of three years ending June 30, 2021. Motion seconded and unanimously approved.**
  - c. Harpers Ferry/Bolivar Public Service District
    - **Motion by Ms. Tabb to appoint Helen Dettmer to the Harpers Ferry/Bolivar Public Service District for one six-year term ending June 30, 2024. Motion seconded and unanimously approved.**
  - d. Jefferson County Emergency Services Agency Board
    - **Motion by Mr. Compton to reappoint Elliot Simon to the Jefferson County Emergency Service Agency Board for a three-year term ending June 30, 2021. Motion seconded and unanimously approved.**
  - e. Jefferson County Board of Health

- **Motion by Ms. Tabb to reappoint Ann Smith to the Jefferson County Board of Health for a five-year term ending June 30, 2023. Motion seconded and unanimously approved.**
6. The Commission recessed for break at 7:30 pm.  
The Commission reconvened at 7:45 pm.
7. Steve Prunty, Esquire and James Crawford, Esquire – requested the Commission receive the petition and set hearing pursuant to WV Code 7-12A et Seq for the establishment of a Keys Ferry Acres Subdivision Maintenance Association.
- **Motion by Ms. Tabb to accept the Petition for the establishment of the Keys Ferry Acres Subdivision Maintenance Association pursuant to WV Code 7-12A et. Seq. and to schedule the appropriate Public Hearing for this matter on Thursday, August 16, 2018 at 7:00 pm. Motion seconded and passes on a vote of 4-1 with Mr. Compton opposing.**
8. Charles F. Printz, Jr., Esquire – Corporation of Shepherdstown – request of Asam Enterprises, Inc. and Asam Family Limited Partnership for Annexation in the Corporation of Shepherdstown
- **Motion by Ms. Noland to approve the Order Approving and Confirming the Annexation to the Corporation of Shepherdstown of Three Contiguous Parcels of Real Estate Containing 6.50 Acres in the Aggregate and Identified as Portions of Parcels 101 and 102 and the Entirety of Parcel 103 on Tax Map 5, all of which are presently located in Shepherdstown District, Jefferson County, West Virginia, owned by Asam Enterprises, Inc. and Asam Family Limited Partnership, as provided by West Virginia Code 8-6-3 and 8-6-4 (Annexation without Election). Motion seconded and unanimously approved.**
9. Michelle Gordon, Finance Director
- Review and Approval of FY2018 Internal Budget Revision 3 for the General Fund
    - **Motion by Ms. Tabb to approve Internal Budget Revision 3 for the General Fund as presented. Motion seconded and unanimously approved.**
  - Review and Approval of FY2018 State Budget Revision 10 for the General Fund
    - **Motion by Ms. Noland to Approve State Budget Revision 10 for the General Fund as presented. Motion seconded and unanimously approved.**

- Review and Approval of the FY2018 State Budget Revision 4 for the Coal Severance Fund
    - **Motion by Mr. Compton to approve State Budget Revision 4 for the Coal Severance Fund as presented. Motion seconded and unanimously approved.**
  - Review of the Actuarial Valuation of the (OPEB) Other Postemployment Benefits FY2018 Report
10. Bill Polk, Director, Maintenance – discussed the Downtown Campus Parking Lot Redesign
- **Motion by Mr. Compton to authorize the Director of Maintenance to solicit bids for the redesign of the downtown campus parking lot. Motion seconded and unanimously approved.**
11. Roger Goodwin, Chief County Engineer
- a. Award Construction Contract – Bardane Industrial Park Waste Water Treatment Plant – Lagoon Decommissioning & Sinkhole Remediation Project.
    - **Motion by Ms. Noland to award the contract to Snyder environmental Services in the amount of \$225,099.00 for the Bardnace Industrial Park – Waste Water Treatment Plant Lagoon Decommission and Sinkhole Mitigation Project; and to approve the County Commission President executing the necessary contract documents. Motion seconded and unanimously approved.**
  - b. Recognition of the West Virginia 2018 Floodplain Manager of the Year – Mr. Goodwin recognized Mason Carter for winning the award for West Virginia 2018 Floodplain Manager of the Year.
  - c. Request Approval to amend Parks and Recreation’s Impact Fees – FY2019
    - **Motion by Mr. Compton to approve the Parks and Recreation’s Impact Fees – FY2019 Capital Improvement Plan, Amendment No. 1, as presented. Motion seconded and unanimously approved.**
  - d. Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. – SPARC Range Extension (File #S17-10) Complete Bond Release
    - **Motion by Ms. Noland to authorize a complete release of Irrevocable Letter of Credit #339 with the Bank of Charles Town in the amount of \$5,000 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.**

e. Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. – SPARC Range Extension (File #S17-11) Partial Bond Release

- **Motion by Ms. Noland to authorize a partial release of Irrevocable Letter of Credit #340 with the Bank of Charles Town in the amount of \$226,867.00 for Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. – SPARC Range Extension (File #S17-11). Motion seconded and unanimously approved.**

f. Roderick Planes, LLC – Aspen Greens Subdivision, Phase 11A (File #14-01) Partial Bond Release

- **Motion by Ms. Noland to authorize a partial release of Performance Bond #SNN4002856 with Nationwide Mutual Insurance Company, Columbus OH, in the amount of \$1,284,465.00 for Roderick Plans, LLC – Aspen Green Subdivision, Phase IIA (File 14-01). Motion seconded and unanimously approved.**

12. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD Assets

- Discussion of Jefferson County Civil Action #17-C-282

- Discussion of Jefferson County Civil Action #17-P-110

-Update on opioid litigation –

-Update on US Bankruptcy Court Civil Action #3:16-00074 -

-Discussion of Jefferson County Civil Action #2018-C-99 -

-Discussion of EEOC Claim #533-2017-00706

- **Motion by Mr. Compton to enter into Executive Session to receive legal advice on the matters listed above. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

**UNFINISHED BUSINESS**

13. Renew the Mutual Aid Agreement between the City of Martinsburg and Jefferson County

- **Motion by Ms. Tabb to approve the renewal of the Mutual Aid Agreement between the City of Martinsburg and Jefferson County as presented. Motion seconded and unanimously approved.**

**NEW BUSINESS**

14. Approval of Full Time Employment – Public Safety Dispatcher II

- **Motion by Ms. Tabb to approve the full time employment of Christie Seidel and Makenzie Woodward as Full-Time Public Safety Dispatchers with subsequent step increases after completion of training. Motion seconded and unanimously approved.**

15. The Commission meeting was adjourned at 9:32 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

