

## **Minutes**

### **Jefferson County Commission**

**Thursday, January 17, 2019**

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A meeting of the Jefferson County Commission was held on Thursday, January 17, 2019 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, Ralph Lorenzetti, Patricia Noland, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; Jacqueline Shadle, County Clerk; and Jim Eddy, Bailiff. (An audio tape of the Thursday, January 17, 2019 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Tabb led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Mr. Compton to approve the January 3, 2019 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

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

**Motion by Mr. Compton to approve the January 17, 2019 Purchase Orders in the amount of \$99,590.00 to include purchase order nos. 52834. Motion seconded and unanimously approved.**

#### **APPROVAL OF PAYROLL**

**Motion by Mr. Compton to approve the January 10, 2019 Payroll in the amount of \$267,954.57. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
081170	712	AT&T/GA		\$ -	\$ 206.68	\$ 206.68
081171	406	ANGELA L BANKS		\$ -	\$ 86.00	\$ 86.00
081172	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
081173	406	MONICA BENNETT		\$ -	\$ 86.00	\$ 86.00
081174	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
081175	440	RACHAEL BURKE		\$ -	\$ 3.88	\$ 3.88
081176	428	CREATIVE FORMS & CONCEPT		\$ -	\$ 166.04	\$ 166.04
081177	P/R DED	CONSOLIDATED PUBLIC		\$ -	\$ 500.00	\$ 500.00
081178	P/R DED	MATTHEW COFFEY		\$ -	\$ 133.59	\$ 133.59
081179	700	STEVEN HOLZ		\$ -	\$ 11.55	\$ 11.55
081180	405	MARY K. HURLEY		\$ -	\$ 85.00	\$ 85.00
081180	405	MARY K. HURLEY		\$ -	\$ 119.35	\$ 119.35
081180	405	MARY K. HURLEY		\$ -	\$ 115.00	\$ 115.00
081181	402	IRON MOUNTAIN		\$ -	\$ 35.00	\$ 35.00
081181	403	IRON MOUNTAIN		\$ -	\$ 30.00	\$ 30.00
081182	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 736.30	\$ 736.30
081183	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 4,925.00	\$ 4,925.00
081184	405	GREG JONES		\$ -	\$ 660.33	\$ 660.33
081185	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
081186	406	MILLER'S SUPPLIES AT WOR		\$ -	\$ 85.46	\$ 85.46
081187	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
081188	P/R DED	KAREN OLDEN		\$ -	\$ 839.05	\$ 839.05
081189	440	PRINT-O-STAT		\$ -	\$ 307.10	\$ 307.10
081190	P/R DED	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,690.00	\$ 7,690.00
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 220.00	\$ 220.00
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 1,080.00	\$ 1,080.00
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 2,080.00	\$ 2,080.00
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 1,540.00	\$ 1,540.00
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 4,537.17	\$ 4,537.17
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 1,340.00	\$ 1,340.00
081191	401	WILLIAM F. ROHRBAUGH		\$ -	\$ 33,856.96	\$ 33,856.96
081192	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 40.00	\$ 40.00
081193	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 198.00	\$ 198.00
081194	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,263.22	\$ 48,263.22
081194	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,287.52	\$ 11,287.52
081194	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 37,935.62	\$ 37,935.62
081195	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 7,662.45	\$ 7,662.45
081195	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,817.56	\$ 10,817.56

081196	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.00	\$ 114.00
081197	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,280.00	\$ 2,280.00
081197	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 520.00	\$ 520.00
081198	401	SPILMAN THOMAS & BATTLE		\$ -	\$ 5,000.00	\$ 5,000.00
081199	405	STAR MED		\$ -	\$ 25.00	\$ 25.00
081200	425	CAPITAL TRISTATE		\$ -	\$ 62.64	\$ 62.64
081200	425	CAPITAL TRISTATE		\$ -	\$ 33.37	\$ 33.37
081200	425	CAPITAL TRISTATE		\$ -	\$ 3.03	\$ 3.03
081200	425	CAPITAL TRISTATE		\$ -	\$ 6.53	\$ 6.53
081200	425	CAPITAL TRISTATE		\$ -	\$ 119.11	\$ 119.11
081200	425	CAPITAL TRISTATE		\$ -	\$ 125.78	\$ 125.78
081200	425	CAPITAL TRISTATE		\$ -	\$ 82.33	\$ 82.33
081201	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 338.30	\$ 338.30
081201	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 200.08	\$ 200.08
081201	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 207.23	\$ 207.23
081202	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,450.00	\$ 10,450.00
081202	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 23,222.10	\$ 23,222.10
081202	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 3,862.91	\$ 3,862.91
081202	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 6,438.22	\$ 6,438.22
081203	P/R DED	WV BUREAU OF EMPLOYMENT		\$ -	\$ 17,707.80	\$ 17,707.80
081204	404	WV TAX DEPUTIES ASSOC		\$ -	\$ 30.00	\$ 30.00
<b>TOTAL</b>					<b>\$ 250,070.51</b>	<b>\$ 250,070.51</b>

**Motion by Mr. Compton to approve the Accounts Payable for January 10, 2019 in the amount of \$250,070.51. Motion seconded and unanimously approved.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
081206	425	BIEDLERS ELEC MOTOR REP		\$ -	\$ 74.45	\$ 74.45
081207	P/R DED	REBECCA F. BURNS		\$ -	\$ 554.21	\$ 554.21
081208	425	BERKELEY GLASS INC	52673	\$ 5,280.00	\$ -	\$ 5,280.00
081209	424	BOLAND TRANE SERVICES IN		\$ -	\$ 270.00	\$ 270.00
081209	425	BOLAND TRANE SERVICES IN		\$ -	\$ 166.00	\$ 166.00
081209	425	BOLAND TRANE SERVICES IN		\$ -	\$ 125.00	\$ 125.00
081209	425	BOLAND TRANE SERVICES IN		\$ -	\$ 136.00	\$ 136.00
081209	425	BOLAND TRANE SERVICES IN		\$ -	\$ 1,034.00	\$ 1,034.00

081210	P/R DED	JENNIFER M. BROCKMAN		\$ -	\$ 2,250.00	\$ 2,250.00
081211	P/R DED	SHANNON BURLETT		\$ -	\$ 1,448.62	\$ 1,448.62
081212	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
081213	700	RONALD DANTZIC		\$ -	\$ 37.57	\$ 37.57
081214	413	ESS ELECTION SYSTEMS &	52497	\$ 50,188.96	\$ -	\$ 50,188.96
081215	424	J.C.EHRLICH		\$ -	\$ 33.00	\$ 33.00
081215	425	J.C.EHRLICH		\$ -	\$ 660.00	\$ 660.00
081216	700	EXECUTIVE EMERGENCY	52777	\$ 165.00	\$ -	\$ 165.00
081216	700	EXECUTIVE EMERGENCY	52777	\$ 478.80	\$ -	\$ 478.80
081217	425	ESI ELECTRONIC SYSTMS IN		\$ -	\$ 543.69	\$ 543.69
081218	700	FEDEX		\$ -	\$ 37.94	\$ 37.94
081219	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 16,243.60	\$ 16,243.60
081220	700	MOOREFIELD POLICE DEPT		\$ -	\$ 455.88	\$ 455.88
081220	700	MOOREFIELD POLICE DEPT		\$ -	\$ 164.19	\$ 164.19
081221	P/R DED	BRYAN PERKINS		\$ -	\$ 101.30	\$ 101.30
081222	P/R DED	MARK RENNER		\$ -	\$ 2,250.00	\$ 2,250.00
081223	424	R.E. MICHEL CO. LLC		\$ -	\$ 998.35	\$ 998.35
081223	425	R.E. MICHEL CO. LLC		\$ -	\$ 527.95	\$ 527.95
081224	425	RC AIR AND MOLD SOLUTION		\$ -	\$ 445.00	\$ 445.00
081225	ALLOC	SHEPHERDSTOWN FIRE CO		\$ -	\$ 95,000.00	\$ 95,000.00
081226	704	WV REGIONAL JAIL &		\$ -	\$ 99,684.50	\$ 99,684.50
081227	700	CORP OF SHEPHERDSTOWN		\$ -	\$ 111.08	\$ 111.08
081228	425	DEAN THOMAS		\$ -	\$ 11.84	\$ 11.84
081229	700	TOWN OF MOOREFIELD POLIC		\$ -	\$ 328.38	\$ 328.38
081233	401	AMAZON		\$ -	\$ 56.02	\$ 56.02
081233	401	SPRINT		\$ -	\$ 56.03	\$ 56.03
081233	402	LABOR LAW POSTERS		\$ -	\$ 79.50	\$ 79.50
081233	402	SHOPLET		\$ -	\$ 264.69	\$ 264.69
081233	402	SPIRIT OF JEFFERSON		\$ -	\$ 163.30	\$ 163.30
081233	402	USPS US POSTAL SERVICE		\$ -	\$ 120.00	\$ 120.00
081233	403	ACORN SALES CO		\$ -	\$ 34.65	\$ 34.65
081233	403	W.B. MASON		\$ -	\$ 181.89	\$ 181.89
081233	404	SPIRIT OF JEFFERSON		\$ -	\$ 869.90	\$ 869.90
081233	405	MILLERS OFFICE PRODUCTS		\$ -	\$ 230.33	\$ 230.33
081233	405	SPRINT		\$ -	\$ 112.06	\$ 112.06

081233	405	THE HOME DEPOT		\$ -	\$ 60.00	\$ 60.00
081233	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
081233	415	FRONTIER		\$ -	\$ 86.22	\$ 86.22
081233	415	SPRINT		\$ -	\$ 112.05	\$ 112.05
081233	424	CHARLES TOWN UTILITIES		\$ -	\$ 75.39	\$ 75.39
081233	424	FRONTIER		\$ -	\$ 9,937.75	\$ 9,937.75
081233	424	LOWES		\$ -	\$ 180.83	\$ 180.83
081233	424	POTOMAC EDISON		\$ -	\$ 2,072.53	\$ 2,072.53
081233	424	SPRINT		\$ -	\$ 56.03	\$ 56.03
081233	424	THE HOME DEPOT		\$ -	\$ 27.13	\$ 27.13
081233	425	AMAZON		\$ -	\$ 751.93	\$ 751.93
081233	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,268.20	\$ 1,268.20
081233	425	COMCAST		\$ -	\$ 1,093.19	\$ 1,093.19
081233	425	CRYSTAL SPRINGS		\$ -	\$ 727.28	\$ 727.28
081233	425	GRAINGER		\$ -	\$ 311.38	\$ 311.38
081233	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 356.65	\$ 356.65
081233	425	JEFFERSON UTILITIES, INC		\$ -	\$ 860.77	\$ 860.77
081233	425	MILLERS OFFICE PRODUCTS		\$ -	\$ 2,897.10	\$ 2,897.10
081233	425	POTOMAC EDISON		\$ -	\$ 24,003.49	\$ 24,003.49
081233	425	RCS/ALARM FUNDING ASSOC		\$ -	\$ 222.00	\$ 222.00
081233	425	SHERWIN WILLIAMS		\$ -	\$ 51.50	\$ 51.50
081233	425	SHERWIN WILLIAMS		\$ -	\$ 22.21	\$ 22.21
081233	425	THE HOME DEPOT		\$ -	\$ 67.86	\$ 67.86
081233	425	THE HOME DEPOT		\$ -	\$ 143.94	\$ 143.94
081233	425	THE HOME DEPOT		\$ -	\$ 492.67	\$ 492.67
081233	425	THE HOME DEPOT		\$ -	\$ 534.48	\$ 534.48
081233	425	THE HOME DEPOT		\$ -	\$ 313.88	\$ 313.88
081233	425	THOS SOMERVILLE		\$ -	\$ 371.54	\$ 371.54
081233	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 2,609.32	\$ 2,609.32
081233	428	ADOBE		\$ -	\$ 98.07	\$ 98.07
081233	428	AMAZON		\$ -	\$ 279.80	\$ 279.80
081233	428	AMAZON		\$ -	\$ 19.76	\$ 19.76
081233	428	AMAZON		\$ -	\$ 92.33	\$ 92.33

081233	428	AMAZON		\$ -	\$ 46.94	\$ 46.94
081233	428	AMAZON		\$ -	\$ 351.36	\$ 351.36
081233	428	AMAZON		\$ -	\$ 43.79	\$ 43.79
081233	428	AMAZON		\$ -	\$ 169.99	\$ 169.99
081233	428	AMAZON		\$ -	\$ 159.99	\$ 159.99
081233	428	AMAZON		\$ -	\$ 47.42	\$ 47.42
081233	428	AMAZON		\$ -	\$ 149.99	\$ 149.99
081233	428	BATTERY MART		\$ -	\$ 43.90	\$ 43.90
081233	428	BATTERY MART		\$ -	\$ 323.40	\$ 323.40
081233	428	CRUCIAL		\$ -	\$ 148.97	\$ 148.97
081233	428	OFFICE DEPOT		\$ -	\$ 47.48	\$ 47.48
081233	428	OFFICE DEPOT		\$ -	\$ 1,284.25	\$ 1,284.25
081233	428	OFFICE MAX		\$ -	\$ 214.25	\$ 214.25
081233	428	PCM TIGER DIRECT		\$ -	\$ 4,231.49	\$ 4,231.49
081233	428	PCM TIGER DIRECT		\$ -	\$ 4,211.99	\$ 4,211.99
081233	428	PCM TIGER DIRECT		\$ -	\$ 1,127.37	\$ 1,127.37
081233	428	SOLARWINDS		\$ -	\$ 2,112.00	\$ 2,112.00
081233	428	SPRINT		\$ -	\$ 157.86	\$ 157.86
081233	428	TEXTEDLY COM		\$ -	\$ 20.00	\$ 20.00
081233	428	WORKABLE SOFTWARE LTD		\$ -	\$ 41.66	\$ 41.66
081233	428	WORKABLE SOFTWARE LTD		\$ -	\$ 100.00	\$ 100.00
081233	428	WORLD CLASS INK SUPPLY		\$ -	\$ 250.00	\$ 250.00
081233	440	AMAZON		\$ -	\$ 25.99	\$ 25.99
081233	440	ASFPM		\$ -	\$ 160.00	\$ 160.00
081233	440	ASFPM		\$ -	\$ 80.00	\$ 80.00
081233	440	ASFPM		\$ -	\$ 80.00	\$ 80.00
081233	440	FLATWOODS HOTEL & CONFER		\$ -	\$ 178.00	\$ 178.00
081233	440	LYLE SIGNS		\$ -	\$ 317.41	\$ 317.41
081233	440	PRINT-O-STAT		\$ -	\$ 470.52	\$ 470.52
081233	440	SPIRIT OF JEFFERSON		\$ -	\$ 73.74	\$ 73.74
081233	440	SPIRIT OF JEFFERSON		\$ -	\$ 51.66	\$ 51.66
081233	440	SPRINT		\$ -	\$ 168.09	\$ 168.09
081233	440	TRACTOR SUPPLY CO		\$ -	\$ 24.99	\$ 24.99

081233	440	WAL-MART		\$ -	\$ 19.14	\$ 19.14
081233	700	AMAZON		\$ -	\$ 193.98	\$ 193.98
081233	700	AMAZON		\$ -	\$ 15.81	\$ 15.81
081233	700	AMAZON		\$ -	\$ 22.80	\$ 22.80
081233	700	AMAZON		\$ -	\$ 1,000.00	\$ 1,000.00
081233	700	AMAZON		\$ -	\$ 10.00	\$ 10.00
081233	700	ARBYS		\$ -	\$ 25.85	\$ 25.85
081233	700	BFS FOOD		\$ -	\$ 11.00	\$ 11.00
081233	700	CRACKER BARREL		\$ -	\$ 24.15	\$ 24.15
081233	700	CRASH DATA GROUP		\$ -	\$ 1,050.00	\$ 1,050.00
081233	700	FLATWOODS HOTEL & CONFER		\$ -	\$ 91.00	\$ 91.00
081233	700	FLATWOODS HOTEL & CONFER		\$ -	\$ 91.00	\$ 91.00
081233	700	GO MART		\$ -	\$ 11.64	\$ 11.64
081233	700	GOWERS FEED INC		\$ -	\$ 86.38	\$ 86.38
081233	700	HOLIDAY INN		\$ -	\$ 96.82	\$ 96.82
081233	700	HOLIDAY INN		\$ -	\$ 117.52	\$ 117.52
081233	700	MCDONALDS		\$ -	\$ 13.59	\$ 13.59
081233	700	MCDONALDS		\$ -	\$ 23.28	\$ 23.28
081233	700	MPH INDUSTRIES, INC		\$ -	\$ 1,913.43	\$ 1,913.43
081233	700	OUTBACK		\$ -	\$ 26.44	\$ 26.44
081233	700	PILOT		\$ -	\$ 10.62	\$ 10.62
081233	700	RIVER CITY FARM & PET SU		\$ -	\$ 69.30	\$ 69.30
081233	700	SHEETZ		\$ -	\$ 10.89	\$ 10.89
081233	700	SHEETZ		\$ -	\$ 12.72	\$ 12.72
081233	700	SPRINT		\$ -	\$ 1,570.89	\$ 1,570.89
081233	700	TELTRONIC		\$ -	\$ 720.07	\$ 720.07
081233	700	THE HOME DEPOT		\$ -	\$ 56.67	\$ 56.67
081233	700	TRAPUZZANOS UNIFORMS		\$ -	\$ 117.81	\$ 117.81
081233	700	USPS US POSTAL SERVICE		\$ -	\$ 34.45	\$ 34.45
081233	700	WENDY'S		\$ -	\$ 7.22	\$ 7.22

081233	700	4 IMPRINT		\$ -	\$ 563.58	\$ 563.58
081233	711	SPRINT		\$ -	\$ 190.99	\$ 190.99
081233	712	FRONTIER		\$ -	\$ 4,926.76	\$ 4,926.76
081233	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 50.00	\$ 50.00
081233	712	SPRINT		\$ -	\$ 890.66	\$ 890.66
081233	716	BLUE RIDGE VETERINARY		\$ -	\$ 700.14	\$ 700.14
081233	716	HILLSIDE VETERINARY HOSPT		\$ -	\$ 498.50	\$ 498.50
081233	716	SPECIALTY PRINTING/BUSNS		\$ -	\$ 185.49	\$ 185.49
081233	716	SPRINT		\$ -	\$ 56.03	\$ 56.03
081233	717	EXECUTIVE EMERGENCY LGHT		\$ -	\$ 70.00	\$ 70.00
081233	717	EXXON		\$ -	\$ 33.85	\$ 33.85
081233	717	FISHER AUTO PARTS		\$ -	\$ 450.19	\$ 450.19
081233	717	HAGERSTOWN FORD		\$ -	\$ 38.66	\$ 38.66
081233	717	INTERSTATE BATTERIES		\$ -	\$ 1,083.00	\$ 1,083.00
081233	717	MARATHON PETRO		\$ -	\$ 36.77	\$ 36.77
081233	717	NAPA AUTO PARTS		\$ -	\$ 486.13	\$ 486.13
081233	717	SHEETZ		\$ -	\$ 17.50	\$ 17.50
081233	717	WVSP TRAFFICE RECORDS		\$ -	\$ 405.00	\$ 405.00
081234	412	EMILY MORROW		\$ -	\$ 120.45	\$ 120.45
081235	402	XEROX CORPORATION		\$ -	\$ 415.24	\$ 415.24
081235	402	XEROX CORPORATION		\$ -	\$ 410.24	\$ 410.24
081235	402	XEROX CORPORATION		\$ -	\$ 280.83	\$ 280.83
081235	440	XEROX CORPORATION		\$ -	\$ 458.16	\$ 458.16
<b>TOTAL</b>						<b>\$ 369,033.85</b>
<b>TOTAL</b>				<b>\$ 56,112.76</b>	<b>\$ 312,921.09</b>	<b>\$ 369,033.85</b>

**Motion by Ms. Tabb to approve the Accounts Payable January 17, 2019 in the amount of \$369,033.85. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

HOME DETENTION						
008						
Date	Check #	VENDOR				Amount

01/11/19	627	UNITED BANK				\$ 56.03
01/11/19	628	ATTENTI				\$ 3,552.00
01/11/19	629	CDA				\$ 744.00
<b>IMPACT FEES</b>						
<b>249</b>						
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>				<b>Amount</b>
01/11/19	1168	SHERIFF JEFFERSON CO -SCHOOL				\$ 134,673.14
01/11/19	1169	SHERIFF JEFFERSON CO - LAW				\$ 1,345.27
01/11/19	1170	SHERIFF JEFFERSON CO - PARKS				\$ 8,478.44
01/11/19	1171	SHERIFF JEFFERSON CO - EMS				\$ 936.63
<b>TOTAL</b>						<b>\$ 149,785.51</b>

**Motion by Mr. Compton to approve the Manual Checks for January 11, 2019 in the amount of \$149,785.51. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

**18-Jan-19**

CHCKNO	FUND	VENDOR				CHECK AMOUNT
715	56/ASR	MONROE SYSTEM FOR BUSINESS				\$ 695.00
309	57/FRM	JEFFERSON CO FARMLAND PROT.				\$ 56,563.40
1707	246/CO	EXECUTIVE EMERG LGHTN				\$ 7,685.00
1708	246/CO	JCESA				\$ 81,000.00
1709	246/CO	MINGHINI'S				\$ 14,600.00
<b>TOTAL</b>						<b>\$ 160,543.40</b>

**Motion by Ms. Tabb to approve the Manual Checks for January 18, 2019 in the amount of \$160,543.40. Motion seconded and unanimously approved**

**PUBLIC COMMENT**

Cindy Brackett, resident – spoke in opposition to reconstituting the JCDA Board of Directors.

Tim Ross, resident – spoke in opposition to reconstituting the JCDA Board of Directors.

Jay Mansfield, resident – spoke in opposition to Rockwool Ranson.

Nancy Gregory, resident – spoke in opposition to Rockwool Ranson.

Lonnie Gregg, resident – shared his concerns regarding interviews and appointments to the JCDA Board of Directors.

Ray Bruning, resident – spoke in support of reconstituting the JCDA Board of Directors.

Mike Brittingham, resident – spoke in opposition to Rockwool Ranson.

Barbara Fuller, resident – spoke in support of reconstituting the JCDA Board of Directors.

Sharon Wilt, resident – shared her concerns about Rockwool Ranson and the potential for more sinkholes in Jefferson County.

Kirsten Lee, resident – requested the Commission make appointments to the JCDA Board of Directors expediently so the board could become functional again.

Lori Maloney, resident – spoke in opposition to reconstituting the JCDA Board of Directors.

Leigh Smith, resident – spoke in opposition to reconstituting the JCDA Board of Directors.

Nicola Bastian, resident – spoke in opposition to Rockwool Ranson.

Mandy McCauley, resident – spoke in opposition to Rockwool Ranson.

Dan Casto, resident – spoke in support of Rockwool Ranson.

Colin Stine, resident – spoke in opposition to Rockwool Ranson.

Anastasya Tabb, resident – spoke in opposition to Rockwool Ranson.

David Levine, resident – spoke in opposition to Rockwool Ranson.

Diane Blust, resident – spoke in opposition to Rockwool Ranson and the reconstitution of the JCDA Board of Directors.

Sara Thomsen, resident – spoke in opposition to Rockwool Ranson.

Ruth Hatcher, resident – spoke in opposition to Rockwool Ranson.

Terry Feelemyer, resident – spoke in opposition to Rockwool Ranson.

Todd Milliron, resident – discussed recent Charles Town Utility Board meeting and thanked the Commission for their efforts to consolidate the Public Service District.

David Tabb, resident – spoke in opposition to Rockwool Ranson.

Paul Stork, resident – spoke in opposition to Rockwool Ranson.

## **PRESENTATIONS**

1. Angie Banks, Assessor – requested the approval of the following Split Ticket:

<b>NAME</b>	<b>TYPE</b>	<b>DISTRICT</b>	<b>TICKET NO.</b>	<b>AMOUNT</b>
Eric Simpson	PP	HF	308871	\$51.70
Sonja Simpson				\$240.36

- **Motion by Ms. Tabb to approve the Split Ticket as presented for Ticket. No. 308871. Motion seconded and unanimously approved.**
2. Michelle Gordon, Finance Director – requested the review and approval of Financial Policy 305 – Purchase Order and Invoice Policy
    - **Motion by Mr. Compton to approve Financial Policy 305 – Purchase Order and Invoice Policy as presented. Motion seconded and unanimously approved.**
  3. Steve Allen, Director, Jefferson County Homeland Security and Emergency Management
    - a. Approval of Contract with J.H. Consulting
      - **Motion by Mr. Compton to approve the contract with J.H. Consulting, LLC in the amount of \$3,750 for certain annexes to be updates in the Jefferson County EOP. Motion seconded and unanimously approved.**
    - b. Approval of Resolution to accept update to the 2018 Jefferson County Multi-Jurisdiction Hazard Mitigation Plan
      - **Motion by Ms. Tabb to approve resolution to accept the update of the 2018 Jefferson County Multi-Jurisdictional Hazard Mitigation Plan, previously adopted in 2002, 2008, and 2013. Motion seconded and unanimously approved.**
  4. Michael Tolbert, Citizen – presented proposals for the Charles Town Post Office, Jefferson County Courthouse and a Modern County Office Complex.
  5. Interviews/Appointments to the Jefferson County Development Authority Board of Directors – the Commission interviewed multiple applicants interested in serving on the Jefferson County Development Authority Board of Directors; however, it was the consensus of the Commission to delay appointments to the board as the meeting was nearing midnight.
  6. The Commission recessed for break at 7:30pm.  
The Commission reconvened at 7:45pm.
  7. Danny Lutz, WV Eastern Panhandle Conservation District – Budget Request – Mr. Lutz yielded his time so the Commission could begin interviews for the JCDA board positions but asked that he be rescheduled on the January 31, 2019 County Commission agenda.
  8. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of Jefferson County Civil Action #17-C-282
  - Discussion of Renewal of County Cable Franchise Agreement and related issues
  - Update on Jefferson County Circuit Court Civil Action #18-P-132
  - Update on Jefferson County Circuit Court Civil Action #18-C-158
  - Discussion of EEOC Charge #533-2018-01557
  - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
  - Discussion of Jefferson County Circuit Court Civil Action#18-C-201
  - Discussion of Jefferson County Circuit Court Civil Action#18-C-108
  - Discussion of EEOC Charge #533-2017-00706
  - Discussion of City of Charles Town's request to allow parking in the County parking lots & possible MOU
  - Discussion of the Board of Health septic tank permitting process and procedures
  - Discussion of potential conflicts of interest in appointment of board members to County agencies or component units
- **Motion by Ms. Noland to enter into Executive Session to seek legal advice regarding the Jefferson County Development Authority, 18-C-171, 18-C-201, and the Board of Health septic take permitting process and procedures. Motion seconded and passes on a vote of 4-1 with Commissioner Lorenzetti opposing.**
  - **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**

### **NEW BUSINESS**

9. Legislative Updates
10. Discuss reconstituting the Board of Directors of the Jefferson County Development Authority
  - Remove all Current Board Members
  - Advertise for Additional Vacancies
  - Invite Current Board Members who wish to be considered to reapply to the County Commission by January 31, 2019 with a decision to appoint at the next JCC meeting on January 31, 2019
    - It was the consensus of the Commission to delay discussion/action on this item as the meeting approached midnight.

### **COUNTY ADMINISTRATOR REPORTS**

- Process to appoint County Commission representative to Charles Town Utility Board – Ms. Grove stated she would discuss this item during the regularly scheduled January 31, 2019 County Commission meeting due to time constraints.

11. The Commission adjourned at 11:57 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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Patricia A. Noland, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

