

Minutes

Jefferson County Commission

Thursday, September 3, 2015

A meeting of the Jefferson County Commission was held on Thursday, September 3, 2015 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 Eric Bell, Dale Manuel, Patsy Noland, Walter Pellish, 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, September 3, 2015 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Bell led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the August 6, 2015 Regular Meeting Minutes. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the August 13, 2015 Special Session Minutes. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve the Purchase Orders for September 3, 2015 in the amount of \$78,000 to include Purchase Order no. 48571. Motion seconded and passes on a vote of 4-1 with Mr. Bell opposing.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the August 13, 2015 Payroll in the amount of \$232,621.94. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the August 27, 2015 Payroll in the amount of \$234,412.59. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074849	424	AT&T/IL		\$ -	\$ 3.87	\$ 3.87
074850	ALLOC	CITIZENS FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
074851	424	CHARLES TOWN UTILITIES		\$ -	\$ 57.61	\$ 57.61
074851	425	CHARLES TOWN UTILITIES		\$ -	\$ 843.39	\$ 843.39
074852	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
074853	425	FIDELITY ENGINEERING		\$ -	\$ 997.82	\$ 997.82
074854	PAYROLL	THE HARTFORD		\$ -	\$ 2,266.95	\$ 2,266.95
074854	PAYROLL	THE HARTFORD		\$ -	\$ 4,466.72	\$ 4,466.72
074855	PAYROLL	THE HARTFORD		\$ -	\$ 4,235.98	\$ 4,235.98
074855	PAYROLL	THE HARTFORD		\$ -	\$ 2,241.55	\$ 2,241.55
074856	401	THE JOURNAL		\$ -	\$ 1,034.30	\$ 1,034.30
074857	PAYROLL	HAINES KIMBLE		\$ -	\$ 178.50	\$ 178.50
074858	406	THE OBSERVER		\$ -	\$ 287.50	\$ 287.50
074859	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,076.08	\$ 10,076.08
074859	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,083.66	\$ 43,083.66
074859	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,654.01	\$ 40,654.01
074860	425	CAPITAL TRISTATE		\$ -	\$ 1,383.93	\$ 1,383.93
074861	405	WV STATE BAR		\$ -	\$ 2,250.00	\$ 2,250.00
TOTAL					\$ 130,540.45	
TOTAL						\$ 130,540.45

Motion by Ms. Noland to approve the accounts payable for August 13, 2015 in the amount of \$130,540.45. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074863	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
074864	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,154.14	\$ 1,154.14
074865	413	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 228.42	\$ 228.42
074866	406	BANK OF CHARLES TOWN		\$ -	\$ 163.31	\$ 163.31
074867	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
074867	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
074868	712	CPI COMPUTR PROJECT F/IL		\$ -	\$ 1,716.00	\$ 1,716.00
074869	403	COAST TO COAST COMPUTER		\$ -	\$ 470.59	\$ 470.59
074870	425	DAYCON		\$ -	\$ 1,231.08	\$ 1,231.08
074871	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
074871	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
074872	405	FEDEX		\$ -	\$ 35.31	\$ 35.31
074873	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 3,333.85	\$ 3,333.85
074874	GRANT	GOOD SHEPHERD INTERFAITH		\$ -	\$ 6,888.25	\$ 6,888.25
074875	425	OX PAPERBOARD CO		\$ -	\$ 35.00	\$ 35.00
074876	711	HIRERIGHT		\$ -	\$ 40.50	\$ 40.50
074877	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 200.05	\$ 200.05
074878	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,708.99	\$ 1,708.99
074879	406	JEFFERSON PUBLISH CO INC		\$ -	\$ 496.80	\$ 496.80
074880	712	THE JOURNAL		\$ -	\$ 102.70	\$ 102.70
074881	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
074882	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 71.07	\$ 71.07
074883	711	NIXLE/EVERBRIDGE LLC		\$ -	\$ 3,500.00	\$ 3,500.00
074884	424	NEOPOST USA INC.		\$ -	\$ 87.98	\$ 87.98
074885	425	OFFICEMAX		\$ -	\$ 41.95	\$ 41.95
074886	ALLOC	JEFF CO PARKS &		\$ -	\$ 25,990.36	\$ 25,990.36
074887	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 49.99	\$ 49.99
074888	425	POTOMAC EDISON/OH		\$ -	\$ 23.43	\$ 23.43
074888	425	POTOMAC EDISON/OH		\$ -	\$ 4,770.85	\$ 4,770.85
074889	700	WILLIAM POTTER		\$ -	\$ 12.62	\$ 12.62
074890	700	ROMULO QUEZADA		\$ -	\$ 4.76	\$ 4.76
074891	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
074892	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
074892	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
074892	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
074892	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
074892	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
074892	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
074892	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41

074892	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
074892	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
074892	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
074893	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
074893	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 737.00	\$ 737.00
074893	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 58.00	\$ 58.00
074893	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 392.00	\$ 392.00
074894	405	SPECIALTY BUS SUPPLIES		\$ -	\$ 624.55	\$ 624.55
074895	425	SHERWIN-WILLIAMS		\$ -	\$ 10.86	\$ 10.86
074896	405	STONEWALL RESORT		\$ -	\$ 3,888.00	\$ 3,888.00
074897	700	JEFFERY SAGER		\$ -	\$ 8.11	\$ 8.11
074898	700	DUSTIN TABLER		\$ -	\$ 197.16	\$ 197.16
074899	424	TRENARY SERVICE CO		\$ -	\$ 501.00	\$ 501.00
074899	424	TRENARY SERVICE CO		\$ -	\$ 245.00	\$ 245.00
074901	401	AMAZON		\$ -	\$ 140.82	\$ 140.82
074901	401	NACO		\$ -	\$ 200.00	\$ 200.00
074901	401	PULLMAN PLAZA HOTEL		\$ -	\$ 85.00	\$ 85.00
074901	401	SPRINT		\$ -	\$ 109.62	\$ 109.62
074901	401	THE HERALD MAIL		\$ -	\$ 618.30	\$ 618.30
074901	402	EZ NETTOOLS		\$ -	\$ 34.95	\$ 34.95
074901	403	SHOPLET		\$ -	\$ 165.58	\$ 165.58
074901	403	SPRINT		\$ -	\$ 54.81	\$ 54.81
074901	412	USPS US POSTAL SERVICE		\$ -	\$ 27.00	\$ 27.00
074901	415	FRONTIER		\$ -	\$ 84.34	\$ 84.34
074901	415	SPRINT		\$ -	\$ 108.54	\$ 108.54
074901	424	FRONTIER		\$ -	\$ 10,382.65	\$ 10,382.65
074901	424	SPRINT		\$ -	\$ 54.81	\$ 54.81
074901	424	THE HOME DEPOT		\$ -	\$ 559.89	\$ 559.89
074901	424	USPS US POSTAL SERVICE		\$ -	\$ 24.05	\$ 24.05
074901	425	AUTODESK ESTORE		\$ -	\$ 346.68	\$ 346.68
074901	425	GRAINGER		\$ -	\$ 177.72	\$ 177.72
074901	425	THE HOME DEPOT		\$ -	\$ 41.38	\$ 41.38
074901	425	84 LUMBER		\$ -	\$ 315.82	\$ 315.82
074901	428	ADOBE		\$ -	\$ 1,499.00	\$ 1,499.00
074901	428	AMAZON		\$ -	\$ 604.16	\$ 604.16
074901	428	CDW GOVERNMENT		\$ -	\$ 1,072.58	\$ 1,072.58
074901	428	DELL		\$ -	\$ 7,341.34	\$ 7,341.34
074901	428	DOUBLE RADIUS INC		\$ -	\$ 192.00	\$ 192.00
074901	428	ITSAVVY		\$ -	\$ 4,356.94	\$ 4,356.94
074901	428	SOLARWINDS		\$ -	\$ 2,195.00	\$ 2,195.00

074901	428	SPRINT		\$ -	\$ 109.62	\$ 109.62
074901	428	SPRINT		\$ -	\$ 99.99	\$ 99.99
074901	428	STELLAR INFORMATION TECH		\$ -	\$ 29.00	\$ 29.00
074901	428	SYX - TIGER DIRECT, INC.		\$ -	\$ 4,012.92	\$ 4,012.92
074901	428	VMWARE		\$ -	\$ 800.00	\$ 800.00
074901	428	WWW.LOGMEIN.COM		\$ -	\$ 99.00	\$ 99.00
074901	433	LYLE SIGNS		\$ -	\$ 391.62	\$ 391.62
074901	433	SPRINT		\$ -	\$ 54.81	\$ 54.81
074901	439	SPRINT		\$ -	\$ 54.81	\$ 54.81
074901	440	B K OFFICE SUPPLY		\$ -	\$ 714.82	\$ 714.82
074901	440	DEL MARTIN SCREEN PRINTN		\$ -	\$ 902.45	\$ 902.45
074901	440	HUMBOLDT MFG CO		\$ -	\$ 181.60	\$ 181.60
074901	440	INTL CODE COUNCIL INC		\$ -	\$ 205.40	\$ 205.40
074901	440	SPRINT		\$ -	\$ 54.81	\$ 54.81
074901	440	THE JOURNAL PUBLISH		\$ -	\$ 760.00	\$ 760.00
074901	451	SPIRIT OF JEFFERSON		\$ -	\$ 29.58	\$ 29.58
074901	451	SPIRIT OF JEFFERSON		\$ -	\$ 51.66	\$ 51.66
074901	700	BURGER KING		\$ -	\$ 8.58	\$ 8.58
074901	700	COMFORT INN		\$ -	\$ 95.00	\$ 95.00
074901	700	COOK OUT		\$ -	\$ 13.66	\$ 13.66
074901	700	GALLS		\$ -	\$ 2,711.57	\$ 2,711.57
074901	700	GOWERS FEED INC		\$ -	\$ 95.98	\$ 95.98
074901	700	LAWMEN SUPPLY CO		\$ -	\$ 44.82	\$ 44.82
074901	700	RIVER CITY FARM & PET SU		\$ -	\$ 78.33	\$ 78.33
074901	700	SLEEP INN		\$ -	\$ 159.98	\$ 159.98
074901	700	SPIRIT OF JEFFERSON		\$ -	\$ 63.26	\$ 63.26
074901	700	SPRINGHILL SUITES		\$ -	\$ 549.22	\$ 549.22
074901	700	SPRINT		\$ -	\$ 1,177.35	\$ 1,177.35
074901	700	STAPLES		\$ -	\$ 351.83	\$ 351.83
074901	700	SUPERIOR AUTOBODY		\$ -	\$ 550.00	\$ 550.00
074901	700	WV PARKWAYS AU		\$ -	\$ 100.00	\$ 100.00
074901	711	OTTER PRODUCT		\$ -	\$ 26.99	\$ 26.99
074901	711	SPRINT		\$ -	\$ 186.82	\$ 186.82
074901	711	STAPLES		\$ -	\$ 1,226.58	\$ 1,226.58
074901	712	BEST BUY		\$ -	\$ 53.98	\$ 53.98
074901	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
074901	712	SPRINT		\$ -	\$ 1,845.01	\$ 1,845.01
074901	712	STAPLES		\$ -	\$ 5.49	\$ 5.49
074901	716	DRURY DAYTON NORTH		\$ -	\$ 503.95	\$ 503.95
074901	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 386.00	\$ 386.00

074901	716	NORTH BEND STATE PARK		\$ -	\$ 100.80	\$ 100.80
074901	716	STAPLES		\$ -	\$ 19.98	\$ 19.98
074901	717	BATTERY MART		\$ -	\$ 159.90	\$ 159.90
074901	717	BP		\$ -	\$ 35.64	\$ 35.64
074901	717	LONDON TRAVEL CENTER		\$ -	\$ 27.42	\$ 27.42
074901	717	RICE TIRES CORP		\$ -	\$ 963.04	\$ 963.04
074901	900	SPRINT		\$ -	\$ 112.52	\$ 112.52
074902	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 28,853.50	\$ 28,853.50
074903	405	THOMSON REUTER - WEST		\$ -	\$ 2,215.99	\$ 2,215.99
TOTAL					\$ 155,450.46	
TOTAL						\$ 155,450.46

Motion by Ms. Noland to approve the accounts payable for August 20, 2015 in the amount of \$155,450.46. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074906	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,997.18	\$ 3,997.18
074907	406	ASSESSOR OF JEFFERSON CO		\$ -	\$ 163.31	\$ 163.31
074908	412	COMCAST		\$ -	\$ 103.63	\$ 103.63
074908	425	COMCAST		\$ -	\$ 615.19	\$ 615.19
074909	717	AUTOZONE		\$ -	\$ 476.57	\$ 476.57
074910	402	ALPHA IMAGING SUPPLS INC		\$ -	\$ 210.60	\$ 210.60
074911	425	BERKELEY-MOUNTAINEER		\$ -	\$ 29.00	\$ 29.00
074912	425	B-K OFFICE SUPPLY INC		\$ -	\$ 616.46	\$ 616.46
074913	425	BOLAND SERVICES		\$ -	\$ 1,639.00	\$ 1,639.00
074914	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
074915	713	BAKERTON FIRE DEPT		\$ -	\$ 10,000.00	\$ 10,000.00
074916	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
074917	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
074918	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
074919	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
074920	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
074921	717	COURTNEY & SONS TOWING		\$ -	\$ 75.00	\$ 75.00
074922	PAYROLL	COLONIAL LIFE		\$ -	\$ 385.42	\$ 385.42
074923	425	COVENANT BUILDING MAINT		\$ -	\$ 258.40	\$ 258.40
074924	433	D & S CONSTRUCTION		\$ -	\$ 243.12	\$ 243.12
074925	402	SHAKIRA L. FIELDS		\$ -	\$ 69.00	\$ 69.00
074926	711	FUTURITY		\$ -	\$ 1,000.00	\$ 1,000.00

074927	717	GUTTMAN OIL CO		\$ -	\$ 12,118.25	\$ 12,118.25
074928	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,085.00	\$ 3,085.00
074929	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 35.38	\$ 35.38
074930	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
074931	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,570.00	\$ 5,570.00
074932	717	J & K PRECISION AUTO CAR		\$ -	\$ 59.95	\$ 59.95
074933	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 48.21	\$ 48.21
074934	712	LANGUAGE LINE SERVICES		\$ -	\$ 130.77	\$ 130.77
074935	405	MATTHEW BENDER & CO		\$ -	\$ 753.12	\$ 753.12
074936	717	MILLER'S CHRYSLER JEEP		\$ -	\$ 192.10	\$ 192.10
074937	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
074938	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
074939	402	KAREN OLDEN		\$ -	\$ 69.00	\$ 69.00
074940	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 392.80	\$ 392.80
074941	405	JEFFREY N. POULIN		\$ -	\$ 98.90	\$ 98.90
074942	425	RCS SECURITY		\$ -	\$ 2,908.15	\$ 2,908.15
074943	717	RICE TIRES CO		\$ -	\$ 1,940.52	\$ 1,940.52
074944	704	ST/WV REGIONAL JAIL &		\$ -	\$ 101,807.50	\$ 101,807.50
074945	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,615.30	\$ 10,615.30
074945	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 36.56	\$ 36.56
074945	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,389.64	\$ 45,389.64
074945	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 156.28	\$ 156.28
074945	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,559.11	\$ 45,559.11
074945	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 135.11	\$ 135.11
074946	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 65.17	\$ 65.17
074946	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 31,880.08	\$ 31,880.08
074947	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,216.29	\$ 10,216.29
074947	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 14,423.08	\$ 14,423.08
074948	405	BRANDON C.H. SIMS		\$ -	\$ 92.00	\$ 92.00
074949	717	S & S MOTOR PARTS		\$ -	\$ 572.17	\$ 572.17
074950	GRANT	MARY SELL		\$ -	\$ 1,030.00	\$ 1,030.00
074951	717	THOMASSEN AUTO GROUP		\$ -	\$ 90.23	\$ 90.23
074952	425	TREARY SERVICE CO		\$ -	\$ 140.00	\$ 140.00
074953	428	VISION TECHNOLOGY SOLTNS		\$ -	\$ 4,290.00	\$ 4,290.00
074954	405	THOMSON REUTER - WEST		\$ -	\$ 2,185.50	\$ 2,185.50
074955	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 59.63	\$ 59.63
074955	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 178.90	\$ 178.90
074955	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 25,585.01	\$ 25,585.01
074955	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 76,754.99	\$ 76,754.99
074956	425	WV DIVISION OF LABOR		\$ -	\$ 50.00	\$ 50.00

074957	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 805.16	\$ 805.16
074957	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 357.86	\$ 357.86
TOTAL					\$ 423,412.61	\$ 423,412.61

Motion by Ms. Noland to approve the accounts payable for August 27, 2015 in the amount of \$423,412.61. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
074959	425	COMCAST		\$ -	\$ 233.76	\$ 233.76
074960	712	AT&T/GA		\$ -	\$ 65.87	\$ 65.87
074961	402	BANK OF CHARLES TOWN		\$ -	\$ 48.40	\$ 48.40
074962	406	ANGELA L BANKS		\$ -	\$ 82.80	\$ 82.80
074963	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
074964	401	CO COMMISSIONERS ASSOC**		\$ -	\$ 1,500.00	\$ 1,500.00
074965	405	MARCIA LYNN CHANDLER		\$ -	\$ 816.40	\$ 816.40
074966	712	CHRISTOPHER CROSS		\$ -	\$ 366.00	\$ 366.00
074967	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
074968	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,072.33	\$ 6,072.33
074969	402	VIVIAN FIELDS		\$ -	\$ 163.00	\$ 163.00
074970	402	SALLY GRAN		\$ -	\$ 163.00	\$ 163.00
074970	402	SALLY GRAN		\$ -	\$ 15.00	\$ 15.00
074971	712	BROOKE HESS		\$ -	\$ 230.00	\$ 230.00
074972	PAYROLL	THE HARTFORD		\$ -	\$ 6,457.83	\$ 6,457.83
074973	700	INTERNATIONAL POLYGRAPH		\$ -	\$ 200.00	\$ 200.00
074974	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 120,630.26	\$ 120,630.26
074975	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 196.74	\$ 196.74
074976	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 1,165.77	\$ 1,165.77
074977	433	LYLE SIGNS, INC.		\$ -	\$ 352.27	\$ 352.27
074978	PAYROLL	HIGHMARK WV		\$ -	\$ 167,440.01	\$ 167,440.01
074979	700	ROBIN MAHONY		\$ -	\$ 30.04	\$ 30.04
074980	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,782.44	\$ 1,782.44
074981	700	NO RULES LETTERING		\$ -	\$ 175.00	\$ 175.00
074982	403	PIFER OFFICE SUPPLY, INC		\$ -	\$ 69.10	\$ 69.10
074982	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 43.54	\$ 43.54
074983	712	JEFFREY POLCZYNSKI		\$ -	\$ 366.00	\$ 366.00
074984	424	POTOMAC EDISON/OH		\$ -	\$ 2,424.53	\$ 2,424.53
074984	425	POTOMAC EDISON/OH		\$ -	\$ 3,979.59	\$ 3,979.59

074984	425	POTOMAC EDISON/OH		\$ -	\$ 14,461.53	\$ 14,461.53
074985	712	MARK PANGLE		\$ -	\$ 230.00	\$ 230.00
074986	403	LAURA STORM		\$ -	\$ 303.60	\$ 303.60
074987	425	RCS SECURITY		\$ -	\$ 101.99	\$ 101.99
074988	700	RYAN ROWLAND		\$ -	\$ 36.97	\$ 36.97
074989	401	JOHN STEVENS		\$ -	\$ 235.48	\$ 235.48
074990	425	TRENARY SERVICE CO		\$ -	\$ 548.40	\$ 548.40
074991	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 653.10	\$ 653.10
074992	700	WV SHERIFFS ASSOCIATION		\$ -	\$ 1,600.00	\$ 1,600.00
074993	402	XEROX CORPORATION		\$ -	\$ 1,438.59	\$ 1,438.59
074993	439	XEROX CORPORATION		\$ -	\$ 548.51	\$ 548.51
TOTAL						\$ 346,366.77
TOTAL					\$ 346,366.77	

Motion by Ms. Noland to approve the accounts payable for September 3, 2015 in the amount of \$346,366.77. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

COAL SEVERANCE			
OO2			
Date	Check #	VENDOR	Amount
8/21/2015	409	EASTRIDGE HEALTH SYSTEM	\$ 1,250.00
DOG & Kennel			
OO3			
Date	Check #	VENDOR	Amount
8/14/2015	224	BLUE SPRUCE FARM	\$ 175.59
8/14/2015	225	UNITED BANK	\$ 172.00
MAGISTRATE COURT			
OO5			
Date	Check #	VENDOR	Amount
8/21/2015	321	SHERIFF OF JEFFERSON CO	\$ 3,750.00

HOME DETETION			
008			
Date	Check #	VENDOR	Amount
08/14/15	504	3M ELECTRONIC MONITORING	\$ 3,679.89
08/14/15	505	CDA	\$ 255.75
FARMLAND PROTECTION BOARD			
057			
Date	Check #	VENDOR	Amount
8/21/2015	267	JEFFERSON CO FARMLAND PROT.	\$ 59,012.11
BARDANE			
244			
Date	Check #	VENDOR	Amount
8/21/2015	577	JEFFERSON UTILITIES	\$ 301.01
8/21/2015	576	JEFFERSON CO P.S.D	\$ 146.11
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
8/21/2015	121	SHERIFF JEFFERSON CO -PARKS-REC	\$ 59,664.65
TOTAL			\$ 128,407.11

Motion by Ms. Tabb to approve the manual checks for August 20, 2015 in the amount of \$128,407.11. Motion seconded and unanimously approved.

DOG & KENNEL			
008			
Date	Check #	VENDOR	Amount
9/4/2015	227	VALLEY EQUINE	\$ 235.50
HOME DETETION			
008			
Date	Check #	VENDOR	Amount

09/04/15	506	UNITED BANK	\$ 54.81
ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
9/4/2015	555	UNITED BANK	\$ 409.92
9/4/2015	554	DLT	\$ 554.00
TEEN COURT			
O77			
Date	Check #	VENDOR	Amount
9/4/2015	1040	TEEN COURT	\$ 1,150.00
BARDANE			
244			
Date	Check #	VENDOR	Amount
9/4/2015	578	POTOMAC EDISON	\$ 2,724.45
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
9/4/2015	1008	SHERIFF JEFFERSON CO -SCHOOL	\$ 57,870.54
9/4/2015	1009	SHERIFF JEFFERSON CO - LAW	\$ 1,127.25
9/4/2015	1010	SHERIFF JEFFERSON CO - PARKS	\$ 4,271.73
9/4/2015	1011	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 471.25
9/4/2015	122	GANTTS	157036.55
TOTAL			\$ 225,906.00

Motion by Mr. Bell to approve the manual checks for September 3, 2015 in the amount of \$225,906.00. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Mike Austin, resident and representative for the Shepherdstown Community Club – requested the Commission support the Planning Commission’s opinion regarding the rezoning of the Twin

Oaks Subdivision as he agrees with the Planning Commission’s opinion that the rezoning request is incompatible with the Envision Jefferson 2035 Comprehensive Plan.

Mark Dyck, resident, representative for the All Good Music Festival Promoters – spoke regarding the release of the surety bond for the All Good Music Festival, stating that the promoters have not yet received a full accounting of the additional costs to the Jefferson County Health Department for their involvement with the festival. Mr. Dyck requested Stephanie Grove, County Administrator, meet with the JCHD and All Good promoters to clarify the charges and resolve any errors.

David Tabb, resident – shared his feelings regarding the ongoing issue of the flag display outside of the County Commission meeting room.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Elizabeth and Grant Bessom	PP	CTC	305154	\$8.42

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Melanie Johnston and John Dangler	PP	HF	307104	\$386.32

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Jorge A. Velez	PP	Middleway	312935	\$181.38

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Cynthia and Edward Hall	PP	Bolivar	30019	\$66.80

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Kimberly and Kory Nagle	PP	CT	303357	\$188.45

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
David Barrett	RE	Middleway	20355	\$850.37

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Carol Lynn Smith	RE	CT	6095	\$235.56

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Charles Huff	PP	CT	302340	\$215.54

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Todd Feagans	PP	Middleway	311677	360.42
Meghan Feagans				127.20

- **Motion by Ms. Noland to approve the Split Ticket as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
William Lemley	PP	Shepherdstown	315763	289.74
Tammy Lemley				18.84

- **Motion by Ms. Noland to approve the Split Ticket as presented by the Assessor. Motion seconded and unanimously approved.**
2. Laura Storm, Circuit Clerk – requested the approval of three promotions within the Circuit Clerk’s office.
 - **Motion by Mr. Manuel to approve the promotions of Tammy Yokley to Office Manager, Lisa Walters to Chief Deputy Circuit Clerk, and Ashtyn Reynolds to Courtroom Clerk. Motion seconded and unanimously approved.**
 3. Barbara Miller, Director of Jefferson County Homeland Security and Emergency Management – provided the Commission with her After Action Report/Improvement Plan for the All Good Music Festival and Campout.
 4. Greg Vaughn, Mayor of Harpers Ferry – requested fire recovery emergency funds to assist in the payment of overtime for the Corporation of Harpers Ferry staff and law enforcement, costs associated with the water used to extinguish the fire, additional materials and supplies, and additional clerical assistance.
 - **Motion by Mr. Manuel to provide \$20,972.00 to the Corporation of Harpers Ferry to defer the unanticipated costs of maintaining health and safety during the initial period of fire recovery. Motion seconded.**
 - **Motion by Mr. Pellish to amend Mr. Manuel’s motion to provide the Corporation of Harpers Ferry with \$12,000 to defer unanticipated costs associated with fire recovery. Motion seconded. Motion withdrawn.**
 - **Motion by Mr. Manuel to postpone action on this item until the September 17, 2015 Regular County Commission meeting. 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, Deputy Probate Clerk

- a. Special Session to approve the waiver of final settlement on the Estate of Lee Roy Strickler, Jr.
 - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to approve the closure of the Estate of Lee Roy Strickler, Jr. Motion seconded and unanimously approved.**
- b. Hearing on the Petition to Remove Co-Executor Mark E. Hicks from the Estate of Joann V. Hicks, deceased.
 - **Motion by Ms. Noland to refer the Estate to a Fiduciary Commissioner. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Interview/Appointment to the Jefferson County Community Criminal Justice Board for a public defender/criminal defense attorney for one unexpired term ending July 3, 2017.
 - **Motion by Mr. Manuel to appoint Christopher Stroeck to the Jefferson County Community Criminal Justice Board as a criminal defense attorney for one unexpired term ending July 3, 2017. Motion seconded and unanimously approved.**
8. Michael Ashley, Chair, Jefferson County Republican Executive Committee – Jean Jacobs, Vice Chair, Jefferson County Republican Executive Committee, and Gary Dungan appeared before the Commission to request that supply clerks be provided by the Jefferson County Republican Executive Committee.
 - **Motion by Ms. Tabb to ensure that fifty percent of the supply clerks be provided by the Democratic Party and the other fifty percent be provided by the Republican Party. Motion seconded and unanimously approved.**
 - **Motion by Mr. Manuel to replace the Democratic supply clerks with Republicans in increments of six per election. Motion seconded and fails on a vote of 2-3 with Mr. Bell, Mr. Pellish, and Ms. Tabb opposing.**
9. Bill Polk, Director of Maintenance – requested the approval of employment for three new cleaning/janitorial employees.

- **Motion by Mr. Manuel to approve the hiring of Juana Zaleski, Ricci McIntyre, and Tyler Kemp as custodial staff members within the Maintenance Department at a Grade II, Step A. Motion seconded and unanimously approved.**

10. Roger Goodwin, Chief County Engineer

- a. Requested the Partial Release of construction bond security for Roderick Planes, LLC – Aspen Green Subdivision, Phase 1A (File #07-15).

- **Motion by Ms. Tabb to authorize a partial release of \$1,448,067 from the construction bond amount for Roderick Planes, LLC – Aspen Green Subdivision, Phase 1A (File #07-15). Motion seconded and unanimously approved.**

- b. Requested the complete release of the construction bond security for the Shepherdstown Community Club, Inc. – Morgan Grove Park (File #S98-10) – Letter of Credit #513259 with Jefferson Security Bank, Shepherdstown, WV.

- **Motion by Ms. Noland to authorize a complete release of \$5,650.00 from the construction bond amount for the Shepherdstown Community Club, Inc. – Morgan Grove Park (File #S98-10). Motion seconded and unanimously approved.**

11. Update on the status of the Tethering Ordinance.

- Ms. Grove stated this item would be postponed until the September 17, 2015 Regular County Commission meeting.

12. County Commission’s position on the CIF imposed by the Jefferson County Public Service District.

- **Motion by Mr. Pellish to request the County Commission provide a letter to the Public Service Commission recommending the JCPSD Capital Improvement Fee not be approved. Motion seconded and passes on a vote of 3-2 with Ms. Tabb and Ms. Noland opposing.**

13. Reappointment of Catherine Burke to the Summit Point Library Committee for one five-year term ending June 30, 2020.

- **Motion by Ms. Tabb to reappoint Catherine Burke to the Summit Point Library Committee for one five-year term ending June 30, 2020. Motion seconded and unanimously approved.**

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

The Commission reconvened at 1:30 pm.

15. Tiffany Lawrence, Director of Resource Development and Marketing for the United Way of the Eastern Panhandle and Pete Mulford, CEO – requested the Commission’s approval of a proclamation of endorsement of the Community Campaign which serves 35 agencies across the Eastern Panhandle in Jefferson, Berkeley, and Morgan Counties.

- **Motion by Mr. Manuel to approve the proclamation of endorsement for the Community Campaign for the United Way of the Eastern Panhandle. Motion seconded and unanimously approved.**

16. Ed Hannon, Deputy Director – Jefferson County Emergency Services Agency – provided the Commission with an update on a grant award.

17. Russ Burgess, IT Support Specialist – provided the Commission with an update on the new website.

18. Jennifer Brockman, Director, Jefferson County Department of Planning and Zoning

a. Action related to Public Hearing held on August 11, 2015 regarding a landowner-initiated petition to amend the County Zoning Map for a 13.68 acre property owned by Twin Oaks Subdivision, LLC, designated as Tax District: Shepherdstown; Map: 13; Parcel (s): 26.1, 26.2, 26.3, and 26.4, located on Route 430, Kearneysville Pike, south of Morgan’s Grove Park (Planning and Zoning File #Z15-01)

- **Motion by Mr. Manuel to deny the rezoning request for Twin Oaks Subdivision. Motion seconded and fails on a vote of 1-4 with Mr. Bell, Ms. Tabb, Ms. Noland, and Mr. Pellish opposing.**
- **Motion by Ms. Noland to approve the rezoning request for Twin Oaks Subdivision from Residential to Neighborhood Commercial, and to find the rezoning consistent with the 2035 Envision Jefferson Comprehensive Plan. Motion seconded and passes on a vote of 4-1 with Mr. Manuel opposing.**

b. Planning and Zoning Annual Report for FY15

c. Release of 2015 All Good Festival Surety Bond

- **Motion by Ms. Tabb to release the All Good Festival Surety Bond. Motion seconded.**
- **Motion by Mr. Bell to amend the main motion to release \$54,000 of the All Good Surety Bond and retain \$6,000 for the pending charges of the Jefferson County Health Department. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

Commission Office Space – Ms. Grove stated the front office in the basement of Hunter House was available for Commissioners to use to meet with constituents. Ms. Grove also stated the Commissioners could call staff to ensure an appropriate meeting location in the event the downstairs office was occupied.

Work Session – September 17, 2015 – Provision of Utility Services in Jefferson County – Development of topics to be discussed during the work session with utility providers in Jefferson County – the Commission requested Ms. Grove develop a draft agenda for the utility service work session to include potential funding sources and partnership possibilities.

Dental Lease for Children’s Dental Program at the Jefferson County Health Department

- **Motion by Ms. Noland to approve the lease for the Children’s Dental Program with the Jefferson County Health Department as presented by Ms. Grove. Motion seconded and unanimously approved.**

Sheriff’s Commission – Ms. Grove stated she had approved the Sheriff’s Commission for \$15,000 but stated the Commission must provide approval of the Sheriff’s Commission as provided in the statute. It was the consensus of the Commission to request Ms. Grove add approval of the Sheriff’s Commission to the agenda for the September 17, 2015 Regular County Commission meeting.

Ambulance Fee Report – Ms. Grove stated the office has received \$364,000 for the 2015 billing cycle, including 458 online payments.

Absence Time with Pay Policy with revised vacation and sick leave accrual rates

- **Motion by Ms. Tabb to approve the revisions to the Absence Time with Pay Policy as presented by Ms. Grove, which revisions include modifying the leave accrual rates to be consistent with W.Va. Code §§ 7-14-17a and 7-14-17b and maintaining the maximum carryover as outlined in the current policy. Motion seconded and unanimously approved.**

Set date for State Legislators Work Session – It was the consensus of the Commission to schedule the Jefferson County Legislative Summit for Thursday, November 5, 2015.

Funding Source for payment of mail machine – It was the consensus of the Commission that the new Hasler mail machine be funded from the Maintenance Department’s budget.

COUNTY COMMISSION REPORTS

Patsy Noland

- Participated in Jefferson County Fair week.

Jane Tabb

- Attended an LEPC meeting.
- Participated in Jefferson County Fair week.
- Attended a Homeland Security meeting.
- Attended an ESA Personnel Committee meeting.
- Attended the dedication of the Major Mark Cato Apiary Training Center.

Dale Manuel

- Attended the joint public hearing with the Planning Commission on the rezoning request for Twin Oaks Subdivision.
- Attended a Day Report Center meeting.
- Attended a Parks and Recreation visit to Hite Road Park.
- Attended Parks and Recreation Bingo.
- Attended the African American Heritage Festival.
- Participated in Jefferson County Fair week.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended an Affordable Housing meeting.

Eric Bell

- Participated in Jefferson County Fair week.
- Attended the joint public hearing with the Planning Commission on the rezoning request for Twin Oaks Subdivision.

Walt Pellish

- Participated in Jefferson County Fair week.
- Attended the African American Heritage Festival.

- a. The Commission meeting adjourned at 4:12 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted

Jessica D. Carroll
Administrative Assistan