

Minutes

Jefferson County Commission

Thursday, November 19, 2015

A meeting of the Jefferson County Commission was held on Thursday, November 19, 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, November 19, 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 October 29, 2015 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the November 5, 2015 Special Session Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the November 5, 2015 Payroll in the amount of \$232,096.53 Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|------|--------------------------|-------|-------|-----------|--------------|
| 075346 | 413 | APPLE VALLEY OFF.PRODUCT | | \$ - | \$ 191.38 | \$ 191.38 |

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|--------|---------|--------------------------|--|------|--------------|--------------|
| 075347 | 440 | REBECCA F. BURNS | | \$ - | \$ 55.77 | \$ 55.77 |
| 075348 | 425 | B-K OFFICE SUPPLY INC | | \$ - | \$ 76.11 | \$ 76.11 |
| 075348 | 425 | B-K OFFICE SUPPLY INC | | \$ - | \$ 29.97 | \$ 29.97 |
| 075349 | 713 | BAKERTON FIRE DEPT | | \$ - | \$ 50,000.00 | \$ 50,000.00 |
| 075350 | 401 | LAUREN CROWTHER | | \$ - | \$ 161.69 | \$ 161.69 |
| 075351 | 401 | CORP.OF HARPERS FERRY | | \$ - | \$ 2,104.72 | \$ 2,104.72 |
| 075351 | 401 | CORP.OF HARPERS FERRY | | \$ - | \$ 2,667.77 | \$ 2,667.77 |
| 075351 | 401 | CORP.OF HARPERS FERRY | | \$ - | \$ 5,393.90 | \$ 5,393.90 |
| 075352 | 700 | ARTHUR CRIDLER | | \$ - | \$ 11.92 | \$ 11.92 |
| 075353 | 425 | DODSON'S SEPTIC | | \$ - | \$ 300.00 | \$ 300.00 |
| 075354 | 425 | DAYCON | | \$ - | \$ 299.30 | \$ 299.30 |
| 075355 | 401 | ALEXANDRA BEAULIEU | | \$ - | \$ 864.22 | \$ 864.22 |
| 075356 | 717 | FISHER AUTO PARTS | | \$ - | \$ 298.36 | \$ 298.36 |
| 075357 | 405 | STEPHEN V GROH | | \$ - | \$ 127.00 | \$ 127.00 |
| 075358 | 405 | CHARLES HOWARD | | \$ - | \$ 127.00 | \$ 127.00 |
| 075359 | 412 | MICHAEL HARMAN | | \$ - | \$ 295.55 | \$ 295.55 |
| 075360 | 401 | JEFFERSON PUBLISH CO INC | | \$ - | \$ 2,252.30 | \$ 2,252.30 |
| 075360 | 402 | JEFFERSON PUBLISH CO INC | | \$ - | \$ 130.50 | \$ 130.50 |
| 075361 | 405 | RALPH A LORENZETTI JR | | \$ - | \$ 127.00 | \$ 127.00 |
| 075362 | 401 | NICOLE NOBREGA | | \$ - | \$ 2,250.00 | \$ 2,250.00 |
| 075363 | 405 | LYNDSEY W. MATSCHAT | | \$ - | \$ 58.08 | \$ 58.08 |
| 075364 | 406 | N.A.D.A. APPRAISAL GUIDE | | \$ - | \$ 80.00 | \$ 80.00 |
| 075365 | 402 | PIFER OFFICE SUPPLY, INC | | \$ - | \$ 107.64 | \$ 107.64 |
| 075365 | 404 | PIFER OFFICE SUPPLY, INC | | \$ - | \$ 25.38 | \$ 25.38 |
| 075366 | 428 | PROFOUND LOGIC SOFTWARE | | \$ - | \$ 692.25 | \$ 692.25 |
| 075367 | 700 | WILLIAM POTTER | | \$ - | \$ 17.14 | \$ 17.14 |
| 075368 | 425 | RCS SECURITY | | \$ - | \$ 425.00 | \$ 425.00 |
| 075369 | 403 | RECORD MANAGEMENT SOLUTN | | \$ - | \$ 30.00 | \$ 30.00 |
| 075370 | 401 | RICOH USA, INC./GA | | \$ - | \$ 29.06 | \$ 29.06 |
| 075370 | 403 | RICOH USA, INC./GA | | \$ - | \$ 58.14 | \$ 58.14 |
| 075370 | 404 | RICOH USA, INC./GA | | \$ - | \$ 29.07 | \$ 29.07 |
| 075370 | 405 | RICOH USA, INC./GA | | \$ - | \$ 87.21 | \$ 87.21 |
| 075370 | 406 | RICOH USA, INC./GA | | \$ - | \$ 29.07 | \$ 29.07 |
| 075370 | 425 | RICOH USA, INC./GA | | \$ - | \$ 29.07 | \$ 29.07 |
| 075370 | 433 | RICOH USA, INC./GA | | \$ - | \$ 29.07 | \$ 29.07 |
| 075370 | 440 | RICOH USA, INC./GA | | \$ - | \$ 29.07 | \$ 29.07 |
| 075370 | 700 | RICOH USA, INC./GA | | \$ - | \$ 58.14 | \$ 58.14 |
| 075370 | 712 | RICOH USA, INC./GA | | \$ - | \$ 29.07 | \$ 29.07 |
| 075371 | 405 | SPECIALTY BUS SUPPLIES | | \$ - | \$ 634.38 | \$ 634.38 |
| 075372 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 10,587.82 | \$ 10,587.82 |

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|--------------|---------|--------------------------|--|------|---------------------|---------------------|
| 075372 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 1,093.93 | \$ 1,093.93 |
| 075373 | 405 | WV PROS.ATTYS ASSOC/WVPA | | \$ - | \$ 800.00 | \$ 800.00 |
| 075374 | 439 | XEROX CORPORATION | | \$ - | \$ 552.84 | \$ 552.84 |
| 075375 | 405 | NEIL ZAHRADNIK | | \$ - | \$ 127.00 | \$ 127.00 |
| | | | | | | |
| TOTAL | | | | | | \$ 83,402.89 |
| TOTAL | | | | | \$ 83,402.89 | |

Motion by Ms. Noland to approve the accounts payable for November 12, 2015 in the amount of \$83,402.89. Motion seconded and unanimously approved.

| CHCKNO | DEPT | VENDOR | PONUM | POAMT | NOAMT | CHECK AMOUNT |
|--------|---------|--------------------------|-------|-------|-------------|--------------|
| 075378 | PAYROLL | AMERICAN FAMILY LIFE ICU | | \$ - | \$ 3,847.48 | \$ 3,847.48 |
| 075379 | 428 | ACCURATE SYSTEMS INC | | \$ - | \$ 4,200.00 | \$ 4,200.00 |
| 075380 | 424 | AT&T/IL | | \$ - | \$ 5.82 | \$ 5.82 |
| 075381 | 425 | BERKELEY-MOUNTAINEER | | \$ - | \$ 318.00 | \$ 318.00 |
| 075382 | 425 | BLUE RIDGE GARAGE DOORS | | \$ - | \$ 187.50 | \$ 187.50 |
| 075383 | 425 | B-K OFFICE SUPPLY INC | | \$ - | \$ 243.90 | \$ 243.90 |
| 075383 | 425 | B-K OFFICE SUPPLY INC | | \$ - | \$ 243.90 | \$ 243.90 |
| 075384 | PAYROLL | BUREAU F/CHILD SUPPORT | | \$ - | \$ 49.85 | \$ 49.85 |
| 075385 | PAYROLL | BUREAU F/CHILD SPRT ENF | | \$ - | \$ 212.31 | \$ 212.31 |
| 075386 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 461.54 | \$ 461.54 |
| 075387 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 119.54 | \$ 119.54 |
| 075388 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$ - | \$ 530.77 | \$ 530.77 |
| 075389 | GRANT | CITIZENS FIRE COMPANY | | \$ - | \$ 5,000.00 | \$ 5,000.00 |
| 075390 | 405 | MARCIA LYNN CHANDLER | | \$ - | \$ 338.80 | \$ 338.80 |
| 075390 | 405 | MARCIA LYNN CHANDLER | | \$ - | \$ 835.70 | \$ 835.70 |
| 075391 | 425 | OLD CHARLES TOWN LIBRARY | | \$ - | \$ 1,500.00 | \$ 1,500.00 |
| 075392 | PAYROLL | COLONIAL LIFE | | \$ - | \$ 385.42 | \$ 385.42 |
| 075393 | 401 | CORP.OF HARPERS FERRY | | \$ - | \$ 1,996.36 | \$ 1,996.36 |
| 075394 | 424 | J.C.EHRLICH | | \$ - | \$ 30.00 | \$ 30.00 |
| 075394 | 425 | J.C.EHRLICH | | \$ - | \$ 603.00 | \$ 603.00 |
| 075395 | 425 | FIDELITY POWER SYSTEMS | | \$ - | \$ 376.35 | \$ 376.35 |
| 075396 | 717 | FLEETPRIDE | | \$ - | \$ 50.88 | \$ 50.88 |
| 075397 | 717 | GUTTMAN OIL CO | | \$ - | \$ 4,968.64 | \$ 4,968.64 |
| 075398 | 227 | VOYA FINANCIAL | | \$ - | \$ 3,035.00 | \$ 3,035.00 |
| 075399 | 425 | INTERSTATE ALL BATTERY | | \$ - | \$ 205.85 | \$ 205.85 |
| 075400 | 424 | THE JOURNAL | | \$ - | \$ 200.20 | \$ 200.20 |
| 075401 | PAYROLL | JEFFERSON SECURITY BANK | | \$ - | \$ 5,510.00 | \$ 5,510.00 |

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| 075402 | 712 | LANGUAGE LINE SERVICES | | \$ - | \$ 137.17 | \$ 137.17 |
| 075403 | 401 | DEBBIE LOWE | | \$ - | \$ 1,553.63 | \$ 1,553.63 |
| 075404 | 405 | MATTHEW BENDER & CO | | \$ - | \$ 234.26 | \$ 234.26 |
| 075405 | 412 | JUDITH A MATLICK | | \$ - | \$ 125.93 | \$ 125.93 |
| 075406 | 717 | MILLER'S CHRYSLER JEEP | | \$ - | \$ 43.85 | \$ 43.85 |
| 075407 | PAYROLL | HELEN M. MORRIS, TRUSTEE | | \$ - | \$ 150.00 | \$ 150.00 |
| 075408 | PAYROLL | NATIONWIDE RETIREMENT | | \$ - | \$ 749.00 | \$ 749.00 |
| 075409 | 428 | OFFICEMAX | | \$ - | \$ 7.15 | \$ 7.15 |
| 075409 | 428 | OFFICEMAX | | \$ - | \$ 344.73 | \$ 344.73 |
| 075409 | 428 | OFFICEMAX | | \$ - | \$ 269.35 | \$ 269.35 |
| 075410 | GRANT | JEFF CO PARKS & | | \$ - | \$ 4,000.00 | \$ 4,000.00 |
| 075411 | 402 | PIFER OFFICE SUPPLY, INC | | \$ - | \$ 75.70 | \$ 75.70 |
| 075412 | 425 | PATRIOT FIRE AND SECURIT | | \$ - | \$ 170.00 | \$ 170.00 |
| 075413 | 425 | POTOMAC EDISON/OH | | \$ - | \$ 18.06 | \$ 18.06 |
| 075414 | 424 | ROACH OIL COMPANY | | \$ - | \$ 342.03 | \$ 342.03 |
| 075415 | 425 | RCS SECURITY | | \$ - | \$ 40.00 | \$ 40.00 |
| 075416 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 26.88 | \$ 26.88 |
| 075416 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 6.28 | \$ 6.28 |
| 075416 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 45,752.98 | \$ 45,752.98 |
| 075416 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 10,700.40 | \$ 10,700.40 |
| 075416 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 50.45 | \$ 50.45 |
| 075416 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 46,096.43 | \$ 46,096.43 |
| 075417 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 13.62 | \$ 13.62 |
| 075417 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$ - | \$ 31,728.83 | \$ 31,728.83 |
| 075418 | PAYROLL | WV DEPUTY SHRF RETIREMEN | | \$ - | \$ 15,301.14 | \$ 15,301.14 |
| 075418 | PAYROLL | WV DEPUTY SHRF RETIREMEN | | \$ - | \$ 10,838.39 | \$ 10,838.39 |
| 075419 | 717 | S & S MOTOR PARTS | | \$ - | \$ 807.44 | \$ 807.44 |
| 075420 | 425 | TREARY SERVICE CO | | \$ - | \$ 333.86 | \$ 333.86 |
| 075425 | 401 | HOLIDAY INN | | \$ - | \$ 198.00 | \$ 198.00 |
| 075425 | 401 | SPRINT | | \$ - | \$ 219.36 | \$ 219.36 |
| 075425 | 401 | WAL-MART | | \$ - | \$ 162.94 | \$ 162.94 |
| 075425 | 402 | EZ NETTOOLS | | \$ - | \$ 14.95 | \$ 14.95 |
| 075425 | 402 | EZ NETTOOLS | | \$ - | \$ 34.95 | \$ 34.95 |
| 075425 | 403 | AMAZON | | \$ - | \$ 21.99 | \$ 21.99 |
| 075425 | 403 | HOLIDAY INN | | \$ - | \$ 297.00 | \$ 297.00 |
| 075425 | 403 | LAKEVIEW GOLF RESORT | | \$ - | \$ 275.14 | \$ 275.14 |
| 075425 | 403 | SHOPLET | | \$ - | \$ 69.13 | \$ 69.13 |
| 075425 | 403 | SPRINT | | \$ - | \$ 109.68 | \$ 109.68 |
| 075425 | 403 | STAPLES | | \$ - | \$ 46.94 | \$ 46.94 |
| 075425 | 403 | STAPLES | | \$ - | \$ 15.98 | \$ 15.98 |

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| 075425 | 403 | WVU EXTENSION SERIVCE | | \$ - | \$ 40.00 | \$ 40.00 |
| 075425 | 405 | JET BLUE | | \$ - | \$ 85.60 | \$ 85.60 |
| 075425 | 405 | UNITED AIRLINES | | \$ - | \$ 198.10 | \$ 198.10 |
| 075425 | 406 | HOLIDAY INN | | \$ - | \$ 198.00 | \$ 198.00 |
| 075425 | 412 | WORD PROCESSING SERVICE | | \$ - | \$ 74.90 | \$ 74.90 |
| 075425 | 415 | FRONTIER | | \$ - | \$ 84.27 | \$ 84.27 |
| 075425 | 415 | SPRINT | | \$ - | \$ 217.26 | \$ 217.26 |
| 075425 | 424 | AMAZON | | \$ - | \$ 118.09 | \$ 118.09 |
| 075425 | 424 | AMAZON | | \$ - | \$ (99.95) | \$ (99.95) |
| 075425 | 424 | FRONTIER | | \$ - | \$ 1,114.70 | \$ 1,114.70 |
| 075425 | 424 | FRONTIER | | \$ - | \$ 1,170.55 | \$ 1,170.55 |
| 075425 | 424 | FRONTIER | | \$ - | \$ 8,939.49 | \$ 8,939.49 |
| 075425 | 424 | FRONTIER | | \$ - | \$ 150.42 | \$ 150.42 |
| 075425 | 424 | FRONTIER | | \$ - | \$ 2.25 | \$ 2.25 |
| 075425 | 424 | FRONTIER | | \$ - | \$ 34.54 | \$ 34.54 |
| 075425 | 424 | FRONTIER | | \$ - | \$ 104.66 | \$ 104.66 |
| 075425 | 424 | SPRINT | | \$ - | \$ 109.68 | \$ 109.68 |
| 075425 | 424 | 4 IMPRINT | | \$ - | \$ 686.15 | \$ 686.15 |
| 075425 | 425 | AMAZON | | \$ - | \$ 291.26 | \$ 291.26 |
| 075425 | 425 | AMAZON | | \$ - | \$ 301.38 | \$ 301.38 |
| 075425 | 425 | AMAZON | | \$ - | \$ 76.40 | \$ 76.40 |
| 075425 | 425 | GRAINGER | | \$ - | \$ 31.12 | \$ 31.12 |
| 075425 | 425 | HIGH REACH COMPANY | | \$ - | \$ 52.80 | \$ 52.80 |
| 075425 | 425 | HIGH REACH COMPANY | | \$ - | \$ 87.55 | \$ 87.55 |
| 075425 | 425 | JEFFERSON COUNTY P.S.D | | \$ - | \$ 43.63 | \$ 43.63 |
| 075425 | 425 | JEFFERSON COUNTY P.S.D | | \$ - | \$ 104.70 | \$ 104.70 |
| 075425 | 425 | JEFFERSON COUNTY P.S.D | | \$ - | \$ 64.57 | \$ 64.57 |
| 075425 | 425 | JEFFERSON UTILITIES, INC | | \$ - | \$ 45.12 | \$ 45.12 |
| 075425 | 425 | JEFFERSON UTILITIES, INC | | \$ - | \$ 337.01 | \$ 337.01 |
| 075425 | 425 | JEFFERSON UTILITIES, INC | | \$ - | \$ 177.63 | \$ 177.63 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 16.50 | \$ 16.50 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 16.50 | \$ 16.50 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 16.50 | \$ 16.50 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 21.75 | \$ 21.75 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 21.75 | \$ 21.75 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 32.00 | \$ 32.00 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 32.00 | \$ 32.00 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 37.50 | \$ 37.50 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 37.50 | \$ 37.50 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 41.25 | \$ 41.25 |

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| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 42.50 | \$ 42.50 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 42.75 | \$ 42.75 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 53.30 | \$ 53.30 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 68.16 | \$ 68.16 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 77.50 | \$ 77.50 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 92.95 | \$ 92.95 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 9.00 | \$ 9.00 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 9.00 | \$ 9.00 |
| 075425 | 425 | SHENANDOAH SPRING WATER | | \$ - | \$ 16.50 | \$ 16.50 |
| 075425 | 425 | THE HOME DEPOT | | \$ - | \$ 64.91 | \$ 64.91 |
| 075425 | 425 | THE HOME DEPOT | | \$ - | \$ 126.05 | \$ 126.05 |
| 075425 | 425 | THE HOME DEPOT | | \$ - | \$ 22.24 | \$ 22.24 |
| 075425 | 425 | THE HOME DEPOT | | \$ - | \$ 17.82 | \$ 17.82 |
| 075425 | 425 | THE HOME DEPOT | | \$ - | \$ 12.96 | \$ 12.96 |
| 075425 | 425 | THE HOME DEPOT | | \$ - | \$ 18.16 | \$ 18.16 |
| 075425 | 425 | THE HOME DEPOT | | \$ - | \$ 5.88 | \$ 5.88 |
| 075425 | 425 | THE HOME DEPOT | | \$ - | \$ 12.98 | \$ 12.98 |
| 075425 | 425 | THE HOME DEPOT | | \$ - | \$ 13.45 | \$ 13.45 |
| 075425 | 425 | THE HOME DEPOT | | \$ - | \$ 89.97 | \$ 89.97 |
| 075425 | 425 | TRENNY HVAC GROUP | | \$ - | \$ 660.00 | \$ 660.00 |
| 075425 | 425 | WAL-MART | | \$ - | \$ 112.29 | \$ 112.29 |
| 075425 | 425 | 84 LUMBER | | \$ - | \$ 42.33 | \$ 42.33 |
| 075425 | 425 | 84 LUMBER | | \$ - | \$ 8.80 | \$ 8.80 |
| 075425 | 425 | 84 LUMBER | | \$ - | \$ 147.53 | \$ 147.53 |
| 075425 | 425 | 84 LUMBER | | \$ - | \$ 55.96 | \$ 55.96 |
| 075425 | 425 | 84 LUMBER | | \$ - | \$ 12.05 | \$ 12.05 |
| 075425 | 428 | DELL | | \$ - | \$ 72.71 | \$ 72.71 |
| 075425 | 428 | SCHNEIDER ELECTRIC | | \$ - | \$ 1,519.94 | \$ 1,519.94 |
| 075425 | 428 | SPECIALIZED COMM/NOVENTR | | \$ - | \$ 280.00 | \$ 280.00 |
| 075425 | 428 | SPRINT | | \$ - | \$ 109.68 | \$ 109.68 |
| 075425 | 428 | STAPLES | | \$ - | \$ 116.58 | \$ 116.58 |
| 075425 | 428 | TIGER DIRECT | | \$ - | \$ 543.42 | \$ 543.42 |
| 075425 | 433 | SPRINT | | \$ - | \$ 309.66 | \$ 309.66 |
| 075425 | 439 | SPRINT | | \$ - | \$ 109.68 | \$ 109.68 |
| 075425 | 440 | AMERICAN SOC CIVIL ENGIN | | \$ - | \$ 235.00 | \$ 235.00 |
| 075425 | 440 | SPRINT | | \$ - | \$ 309.66 | \$ 309.66 |
| 075425 | 440 | SPRINT | | \$ - | \$ 69.90 | \$ 69.90 |
| 075425 | 700 | AMAZON | | \$ - | \$ 237.11 | \$ 237.11 |
| 075425 | 700 | AMAZON | | \$ - | \$ 146.90 | \$ 146.90 |
| 075425 | 700 | ASR-APPAREL SEWN RIGHT | | \$ - | \$ 127.98 | \$ 127.98 |

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| 075425 | 700 | AUTOZONE | | \$ - | \$ 21.17 | \$ 21.17 |
| 075425 | 700 | CENTURION PROMOTIONAL | | \$ - | \$ 248.00 | \$ 248.00 |
| 075425 | 700 | DATRI RESTRAUNT | | \$ - | \$ 34.14 | \$ 34.14 |
| 075425 | 700 | GALLS | | \$ - | \$ 5,526.70 | \$ 5,526.70 |
| 075425 | 700 | GALLS | | \$ - | \$ 375.00 | \$ 375.00 |
| 075425 | 700 | GOWERS FEED INC | | \$ - | \$ 86.38 | \$ 86.38 |
| 075425 | 700 | GOWERS FEED INC | | \$ - | \$ 117.60 | \$ 117.60 |
| 075425 | 700 | GOWERS FEED INC | | \$ - | \$ 86.38 | \$ 86.38 |
| 075425 | 700 | GS IMAGES | | \$ - | \$ 2,200.00 | \$ 2,200.00 |
| 075425 | 700 | HAGERSTOWN FORD | | \$ - | \$ 1,170.00 | \$ 1,170.00 |
| 075425 | 700 | HITS, INC. | | \$ - | \$ 250.00 | \$ 250.00 |
| 075425 | 700 | KUSTOM SIGNALS, INC | | \$ - | \$ 669.42 | \$ 669.42 |
| 075425 | 700 | MPH INDUSTRIES INC | | \$ - | \$ 1,351.20 | \$ 1,351.20 |
| 075425 | 700 | NRA | | \$ - | \$ 118.46 | \$ 118.46 |
| 075425 | 700 | PENN STATION | | \$ - | \$ 39.23 | \$ 39.23 |
| 075425 | 700 | PETCO | | \$ - | \$ 92.70 | \$ 92.70 |
| 075425 | 700 | QUALIFICATION TARGETS,IN | | \$ - | \$ 669.03 | \$ 669.03 |
| 075425 | 700 | SLEEP INN | | \$ - | \$ 79.99 | \$ 79.99 |
| 075425 | 700 | SLEEP INN | | \$ - | \$ 79.99 | \$ 79.99 |
| 075425 | 700 | SPRINT | | \$ - | \$ 2,390.56 | \$ 2,390.56 |
| 075425 | 700 | STAPLES | | \$ - | \$ 172.00 | \$ 172.00 |
| 075425 | 700 | STAPLES | | \$ - | \$ 226.44 | \$ 226.44 |
| 075425 | 700 | TACO BELL | | \$ - | \$ 13.02 | \$ 13.02 |
| 075425 | 700 | TGI FRIDAYS | | \$ - | \$ 42.51 | \$ 42.51 |
| 075425 | 700 | TGI FRIDAYS | | \$ - | \$ 51.07 | \$ 51.07 |
| 075425 | 700 | THE HOME DEPOT | | \$ - | \$ 102.06 | \$ 102.06 |
| 075425 | 700 | TINT WIZARD | | \$ - | \$ 350.00 | \$ 350.00 |
| 075425 | 700 | TPS - TOWN POLICE SUPPL | | \$ - | \$ 1,498.50 | \$ 1,498.50 |
| 075425 | 700 | WAL-MART | | \$ - | \$ 128.88 | \$ 128.88 |
| 075425 | 700 | WENDY'S | | \$ - | \$ 14.61 | \$ 14.61 |
| 075425 | 711 | CAMP DAWSON MWR | | \$ - | \$ 220.00 | \$ 220.00 |
| 075425 | 711 | CANAAN VALLEY RESORT LOD | | \$ - | \$ 83.00 | \$ 83.00 |
| 075425 | 711 | CANAAN VALLEY RESORT LOD | | \$ - | \$ 83.00 | \$ 83.00 |
| 075425 | 711 | CANAAN VALLEY RESORT LOD | | \$ - | \$ (93.00) | \$ (93.00) |
| 075425 | 711 | CANAAN VALLEY RESORT LOD | | \$ - | \$ 83.00 | \$ 83.00 |
| 075425 | 711 | CANAAN VALLEY RESORT LOD | | \$ - | \$ 93.00 | \$ 93.00 |
| 075425 | 711 | SPRINT | | \$ - | \$ 373.82 | \$ 373.82 |
| 075425 | 711 | TAYLOR & FRANCIS BOOKS | | \$ - | \$ 129.90 | \$ 129.90 |
| 075425 | 711 | WEIS MARKETS | | \$ - | \$ 12.28 | \$ 12.28 |
| 075425 | 712 | APCO INTERNATIONAL INC | | \$ - | \$ 84.53 | \$ 84.53 |

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|--------|---------|------------------------------|--|------|--------------|--------------|
| 075425 | 712 | APCO INTERNATIONAL INC | | \$ - | \$ 220.00 | \$ 220.00 |
| 075425 | 712 | BWI PARKING | | \$ - | \$ 46.00 | \$ 46.00 |
| 075425 | 712 | CAMP DAWSON MWR | | \$ - | \$ 165.00 | \$ 165.00 |
| 075425 | 712 | CAMP DAWSON MWR | | \$ - | \$ 165.00 | \$ 165.00 |
| 075425 | 712 | EXPRESS SHUTTLE | | \$ - | \$ 32.00 | \$ 32.00 |
| 075425 | 712 | FRONTIER | | \$ - | \$ 55.00 | \$ 55.00 |
| 075425 | 712 | FRONTIER | | \$ - | \$ 5,044.85 | \$ 5,044.85 |
| 075425 | 712 | GAYLORD NATIONAL HOTEL | | \$ - | \$ 223.02 | \$ 223.02 |
| 075425 | 712 | GAYLORD NATIONAL HOTEL | | \$ - | \$ 223.02 | \$ 223.02 |
| 075425 | 712 | MARRIOTT | | \$ - | \$ 1,035.90 | \$ 1,035.90 |
| 075425 | 712 | MARRIOTT | | \$ - | \$ 1,073.17 | \$ 1,073.17 |
| 075425 | 712 | NENA | | \$ - | \$ 137.00 | \$ 137.00 |
| 075425 | 712 | SEN COMMUNICATIONS | | \$ - | \$ 25.00 | \$ 25.00 |
| 075425 | 712 | SHEETZ | | \$ - | \$ 45.50 | \$ 45.50 |
| 075425 | 712 | SOUTH WEST | | \$ - | \$ (407.00) | \$ (407.00) |
| 075425 | 712 | SPRINT | | \$ - | \$ 2,562.40 | \$ 2,562.40 |
| 075425 | 712 | STAPLES | | \$ - | \$ 16.88 | \$ 16.88 |
| 075425 | 712 | STAPLES | | \$ - | \$ 20.65 | \$ 20.65 |
| 075425 | 712 | XYBIX SYSTEMS INC. | | \$ - | \$ 553.87 | \$ 553.87 |
| 075425 | 716 | HILLSIDE VETERINARY HOSPITAL | | \$ - | \$ 606.84 | \$ 606.84 |
| 075425 | 716 | LORD BALTIMORE HOTEL | | \$ - | \$ 441.70 | \$ 441.70 |
| 075425 | 716 | LORD BALTIMORE RESTAURANT | | \$ - | \$ 5.83 | \$ 5.83 |
| 075425 | 716 | LORD BALTIMORE RESTAURANT | | \$ - | \$ 20.00 | \$ 20.00 |
| 075425 | 716 | LORD BALTIMORE RESTAURANT | | \$ - | \$ 6.63 | \$ 6.63 |
| 075425 | 716 | MOS CRAB & PASTA FACTORY | | \$ - | \$ 32.85 | \$ 32.85 |
| 075425 | 717 | EXXON | | \$ - | \$ 55.50 | \$ 55.50 |
| 075425 | 717 | EXXON | | \$ - | \$ 57.00 | \$ 57.00 |
| 075425 | 717 | FISHER AUTO PARTS | | \$ - | \$ 690.74 | \$ 690.74 |
| 075425 | 717 | HAGERSTOWN FORD | | \$ - | \$ 364.18 | \$ 364.18 |
| 075425 | 717 | JAI | | \$ - | \$ 33.99 | \$ 33.99 |
| 075425 | 717 | RIDERSVILLE CYCLE | | \$ - | \$ 589.99 | \$ 589.99 |
| 075425 | 900 | SPRINT | | \$ - | \$ 291.78 | \$ 291.78 |
| 075426 | 405 | THOMSON REUTERS - WEST | | \$ - | \$ 2,224.99 | \$ 2,224.99 |
| 075427 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 29.52 | \$ 29.52 |
| 075427 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 9.84 | \$ 9.84 |
| 075427 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 25,052.83 | \$ 25,052.83 |
| 075427 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 75,158.43 | \$ 75,158.43 |
| 075428 | PAYROLL | WVCORP | | \$ - | \$ 712.50 | \$ 712.50 |
| 075429 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 3,116.75 | \$ 3,116.75 |
| 075429 | PAYROLL | WV PUB EMP RETIRE SYS | | \$ - | \$ 1,385.23 | \$ 1,385.23 |

| | | | | | | |
|-------|--|--|--|--|---------------|---------------|
| | | | | | | |
| TOTAL | | | | | | \$ 369,377.77 |
| TOTAL | | | | | \$ 369,377.77 | |

Motion by Ms. Noland to approve the accounts payable for November 19, 2015 in the amount of \$369,377.77. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – aired his multiple grievances with the County Commission.

PRESENTATIONS

1. Pete Dougherty, Sheriff
 - a. Requested approval for new deputy hire.
 - **Motion by Mr. Manuel to approve the hire of Bryan McCusker for the position of Deputy with the Jefferson County Sheriff’s Department. Motion seconded and unanimously approved.**
 - b. Requested approval for bailiff and trip guard hires.
 - **Motion by Ms. Noland to approve the hire of Matthew Harper and Larry Thompson for the position of Bailiff/Trip Guard with the Jefferson County Sheriff’s Department. Motion seconded and unanimously approved.**
2. Nancy Strine, Community Development Administrator for the City of Martinsburg – requested the approval of the three-year Eastern Panhandle HOME Consortium Agreement and Resolution.
 - **Motion by Mr. Manuel to approve the three-year Eastern Panhandle HOME Consortium Agreement and Resolution and request the President of the Commission affix her signature to the appropriate documents. Motion seconded and unanimously approved.**
3. Danny Lutz, FFA of Washington and Jefferson High Schools – requested an endorsement of FFA extracurricular programs which support education.
 - Due to a scheduling conflict, this item was not discussed during the November 19, 2015 County Commission meeting.

4. Todd Fagan, Director, Jefferson County GIS/Addressing – requested the collaborative purchase of Spring 2016 Aerial Photography
 - **Motion by Mr. Manuel to approve the purchase order of \$14,800 for 2016 Digital Aerial Photography and direct staff to collect contributions from participating agencies. 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. Petition of Pamela Dibabo re: the Estate of Joann Hicks, deceased
 - **Motion by Mr. Pellish to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - **Motion by Mr. Pellish to grant Mr. Kratovil’s motion for a continuance in this matter until the next regularly scheduled County Commission meeting to be held on Thursday, December 3, 2015. Motion seconded and unanimously approved.**
 - b. Special Session to Approve and Close Estates which did not meet the deadline for the October session.
 - **Motion by Ms. Noland to approve and close all presented estates that have met the necessary requirements for closure. Motion seconded and unanimously approved.**
7. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management – requested the approval of multiple memoranda of understanding with Jefferson County Schools to allow the County to utilize the school buildings as shelters, command centers, points of distribution, etc. in case of an emergency or disaster.
 - **Motion by Ms. Noland to approve the MOUs with Jefferson County Schools for the use of their buildings during emergencies or disasters, as presented. Motion seconded and unanimously approved.**
8. Bill Polk, Director, Jefferson County Maintenance – requested approval to internally promote two employees within the Maintenance Department and advertise for two new custodial positions.
 - **Motion by Mr. Manuel to approve the promotion of two Maintenance Department employees as follows: Tony Gainey to a Grade III, Step D and**

Tyler Kemp to a Grade II, Step D. Motion seconded and unanimously approved.

- **Motion by Ms. Tabb to allow Mr. Polk to advertise for two open custodial positions under the Maintenance Department. Motion seconded and unanimously approved.**

9. Carol Swiger, Administrative Assistant/Ambulance Fee Collector – requested the exoneration of FY14-15 Ambulance Fee late fees for Persis Bates.

- **Motion by Ms. Noland to deny the exoneration of FY14-15 Ambulance Fee late fees for Persis Bates. Motion seconded and unanimously approved.**

10. Roger Goodwin, Chief County Engineer

a. Requested a complete release of construction bond security for Verizon Wireless Leetown Site – Billy F. & Marian W. Owens Property (File #S11-13) – Performance Bond #8232-11-83 with Federal Insurance Company, Warren, NJ.

- **Motion by Ms. Noland to authorize a complete release of the remaining \$50,000.00 from the construction bond amount for Verizon Wireless Leetown Site – Billy F. & Marian W. Owens Property (File #S11-13). Motion seconded and unanimously approved.**

b. Requested a complete release of construction bond security for Asbury United Methodist Church – Asbury United Methodist Church Addition (File #S11-05) – Performance Bond #1000965945 with United States Surety Company, Timonium, MD.

- **Motion by Mr. Manuel to authorize a complete release of the remaining \$100,000.00 from the construction bond amount for Asbury United Methodist Church – Asbury United Methodist Church Addition (File #S11-05). Motion seconded and unanimously approved.**

11. The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.

12. Public Hearing – Proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05).

Ms. Tabb called the Public Hearing to order at 1:31 p.m. Jennifer Brockman, Director of Jefferson County Planning and Zoning, provided the Commission and audience with background regarding the redlined edits to the Jefferson County Subdivision Regulations. Ms. Brockman also spoke on record in favor of the edits as the changes will simplify

some processes in the Planning and Zoning Office. Ms. Tabb opened the floor for public comment, which was made by the following:

David Hartley, representative from the Eastern Panhandle Homebuilders' Association – spoke in favor of the edits and asked the Commission to support the changes for the benefit of the potential developers and the public.

- **There being no further comment, motion by Mr. Bell to close the public hearing and hold the record open for two weeks to allow time for written comment. Motion seconded and unanimously approved.**

13. Nathan Cochran, Assistant Prosecuting Attorney - provided the Commission with an update on the following cases: 15-C-282, 13-C-432, 15-0323/14-1792-T-C, 14-0324/14-1793-T-C

- **Motion by Mr. Bell to enter into Executive Session to discuss pending litigation. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

14. Decision on the Resolution to support live, year-round thoroughbred horse racing in Jefferson County.

- **Motion by Ms. Noland to approve the Resolution as presented by Ms. Grove with one small syntax edit suggested by Ms. Tabb. Motions seconded and unanimously approved.**

15. Approval of Resolution and Contract – Victims of Crime Act (VOCA) Grant

- **Motion by Ms. Tabb to approve the Resolution, contract, and grant documents for the Victims of Crime Act (VOCA) Grant in the amount of \$60,623.00 and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

16. Approval of Assessor's Additional Duties

- **Motion by Ms. Tabb to approve of the Assessor's additional duties and provide the compensation due as outlined by State Code. Motion seconded and unanimously approved.**

FINANCE DIRECTOR REPORTS

- **Motion by Mr. Bell to approve Budget Revision #3 as presented by Ms. Pombo. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Date for Employee Holiday Celebration – It was the consensus of the Commission to schedule the Employee Holiday Celebration on Wednesday, December 16, 2015 from 12:00-2:00 pm to be held in the County Commission meeting room. Ms. Grove stated the Commission staff would work together to plan the details of the celebration.

COUNTY COMMISSION REPORTS

Patsy Noland

- Attended the IT BBQ.
- Attended the Jefferson County Road Summit.
- Met with staff and board members of the JCPSD.

Dale Manuel

- Attended the IT BBQ.
- Attended the Jefferson County Road Summit.
- Attended a Planning Commission meeting.
- Attended a Jefferson Center meeting.
- Attended a Council on Aging meeting.
- Attended a WAC meeting.
- Attended a Parks and Recreation meeting.

Eric Bell

- Attended an Eastern Panhandle Business Association meeting to discuss legislative priorities.
- Met with people regarding federal funding for parks.

Walt Pellish

- Attended a Development Authority meeting.
- Announced he'll be running for re-election in 2016.

Jane Tabb

- Attended the Jefferson County Road Summit.
- Attended a Farmland Protection Board meeting.
- Attended a Homeland Security meeting.

17. The meeting was adjourned at 1:47 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant