

Minutes

Jefferson County Commission

Thursday, December 6, 2018

A meeting of the Jefferson County Commission was held on Thursday, December 6, 2018 during the fourth 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, December 6, 2018 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the November 29, 2018 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the payroll for November 29, 2018 in the amount of \$290,650.63. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
081033	712	AT&T/GA		\$ -	\$ 187.90	\$ 187.90
081034	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
081035	P/R DED	DELTA DENTAL OF WV		\$ -	\$ 6,383.84	\$ 6,383.84
081036	405	TRACY P.HERRON-RICE		\$ -	\$ 223.30	\$ 223.30

081037	P/R DED	THE HARTFORD		\$ -	\$ 2,362.20	\$ 2,362.20
081038	P/R DED	THE HARTFORD		\$ -	\$ 3,984.26	\$ 3,984.26
081039	413	JEFFERSON COUNTY SCHOOLS		\$ -	\$ 1,350.00	\$ 1,350.00
081040	712	LANGUAGE LINE SERVICES		\$ -	\$ 154.60	\$ 154.60
081041	P/R DED	HIGHMARK WV		\$ -	\$ 196,985.92	\$ 196,985.92
081042	P/R DED	MILLENIUM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
081043	P/R DED	NATIONAL VISION ADMIN.		\$ -	\$ 1,774.78	\$ 1,774.78
081044	P/R DED	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,690.00	\$ 7,690.00
081045	425	RC AIR AND MOLD SOLUTION		\$ -	\$ 445.00	\$ 445.00
081046	704	WV REGIONAL JAIL &		\$ -	\$ 103,641.00	\$ 103,641.00
081047	425	CAPITAL TRISTATE		\$ -	\$ 197.94	\$ 197.94
081047	425	CAPITAL TRISTATE		\$ -	\$ 61.30	\$ 61.30
081047	425	CAPITAL TRISTATE		\$ -	\$ 108.65	\$ 108.65
081047	425	CAPITAL TRISTATE		\$ -	\$ 271.20	\$ 271.20
081047	425	CAPITAL TRISTATE		\$ -	\$ 18.26	\$ 18.26
081047	425	CAPITAL TRISTATE		\$ -	\$ 440.99	\$ 440.99
081047	425	CAPITAL TRISTATE		\$ -	\$ 462.43	\$ 462.43
081047	425	CAPITAL TRISTATE		\$ -	\$ 113.10	\$ 113.10
081047	425	CAPITAL TRISTATE		\$ -	\$ 58.49	\$ 58.49
081048	P/R DED	LISA WALTERS		\$ -	\$ 978.90	\$ 978.90
081049	412	EMILY MORROW		\$ -	\$ 158.03	\$ 158.03
081050	401	XEROX CORPORATION		\$ -	\$ 186.32	\$ 186.32
081050	402	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
081050	403	XEROX CORPORATION		\$ -	\$ 227.22	\$ 227.22
081050	404	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
081050	405	XEROX CORPORATION		\$ -	\$ 410.00	\$ 410.00
081050	406	XEROX CORPORATION		\$ -	\$ 71.10	\$ 71.10
081050	425	XEROX CORPORATION		\$ -	\$ 106.53	\$ 106.53
081050	440	XEROX CORPORATION		\$ -	\$ 203.87	\$ 203.87
081050	440	XEROX CORPORATION		\$ -	\$ 126.42	\$ 126.42
081050	700	XEROX CORPORATION		\$ -	\$ 337.22	\$ 337.22
081050	712	XEROX CORPORATION		\$ -	\$ 367.62	\$ 367.62
081050	716	XEROX CORPORATION		\$ -	\$ 120.57	\$ 120.57
TOTAL					\$ 332,636.59	\$ 332,636.59

Motion by Ms. Tabb to approve the Accounts Payable for December 6, 2018 in the amount of \$332,636.59. Motion seconded and unanimously approved.

PUBLIC COMMENT

Diane Blust, resident – spoke in opposition to Rockwool Ranson.

Jan Hafer, resident – spoke regarding the wording on the agenda for the possible removal of the Confederate plaque on the face of the County Courthouse.

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

Ed Hannon, resident – spoke regarding his concerns about the Jefferson County Emergency Services Agency.

Catherine Jozwick, resident – spoke in opposition to Rockwool Ranson.

Mary Reed, resident – spoke in opposition to Rockwool Ranson.

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

Eleanor Finn, resident – thanked the Commission for considering another “Meet Your Commissioners” session in the new year.

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

Sharon Wilt, resident – shared her concerns regarding Rockwool Ranson, the Confederate plaque, the Jefferson County Development Authority, and impact fees.

Addison Reese, resident – shared her concerns regarding JCDA board member meeting attendance.

PRESENTATIONS

1. Allen Keyser, Director, Jefferson County Emergency Services Agency – provided the Commission and the audience with an update on staffing, operations, and the JCESA budget.
2. Michelle Gordon, Finance Director
 - a. Review of FY20 Budget Charge for Departments
 - b. Discussion of Employee Performance Evaluation for a Specific Employee
 - **Motion by Mr. Compton to enter into Executive Session to discuss an employee performance evaluation. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
3. Roger Goodwin, Chief County Engineer – requested approval to advertise for a vacancy within the Engineering Department.

- **Motion by Ms. Noland to approve advertising to fill the position of the Office Clerk in the Department of Engineering, Planning, and Zoning at salary of \$35,000. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
 5. 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-108
 - Discussion of EEOC Charge #533-2017-00706
- **Motion by Mr. Compton to enter into Executive Session to discuss an update on Jefferson County Circuit Court Civil Action #18-P-132; Jefferson County Circuit Court Civil Action #18-C-158; EEOC Charge #533-2018-01557; EEOC Charge #533-2017-00706; Jefferson County Circuit Court Civil Action#18-C-171; Jefferson County Circuit Court Civil Action #18-C-108. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to direct counsel to respond to the lawsuit filed by Jefferson County Vision with a motion to dismiss. Motion seconded and passes on a vote of 4-1 with Commissioner Lorenzetti opposing.**

UNFINISHED BUSINESS

6. Discussion of residential and commercial impact fees – it was the consensus of the Commission to discuss residential and commercial impact fees in the new year once a meeting could be arranged with all stakeholders

NEW BUSINESS

7. Discussion of JCDA Board Member resignations and reduction of Board membership.
 - **Motion by Ms. Tabb to reduce the Jefferson County Development Authority’s board membership from twenty one members to fifteen members, to be structured as follows: one representative from each**

municipality (Ranson, Charles Town, Shepherdstown, Harpers Ferry, and Bolivar), seven citizen representatives, one Labor representatives, one Board of Education representative, and one County Commissioner. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Lorenzetti opposing.

8. Review of attendance of current JCDA members and possible removal of current JCDA members
9. Discuss options for tearing down and relocating the courthouse confederate plaque, which memorializes former American Veterans of Jefferson County who served in the Confederacy.
 - **Motion by Ms. Tabb to remove the Daughters of the Confederacy plaque from the face of the Jefferson County Courthouse and return it to Ms. Polly Wharton, current member of the Daughters of the Confederacy. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Hudson opposing.**
10. Jefferson County Property Safety Enforcement Agency – Fire Chief Position – it was the consensus of the Commission to request legal counsel to research whether Allen Keyser, ESA Director, could serve as the fire chief on the Property Safety Enforcement Agency.

COUNTY ADMINISTRATOR REPORTS

- IT Support Position – Ms. Grove stated she was postponing, possibly until budget season.
- Meet and Greet - it was the consensus of the Commission to schedule a Commissioner meet and greet on Monday, January 14th at South Jefferson Elementary at 6:00 pm pending the availability of the school.

The Commission adjourned at 2:36 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

JOSHUA COMPTON, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

