

Minutes

Jefferson County Commission

Thursday, January 31, 2019

A meeting of the Jefferson County Commission was held on Thursday, January 31, 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 31, 2019 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Compton to approve the January 17, 2019 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Compton to approve the January 31, 2019 Purchase Orders in the amount of \$117,890.70 to include purchase order nos. 52837, 52835, 52561, 52851. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the January 24, 2019 Payroll in the amount of \$269,001.74. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
081238	P/R DED	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,522.22	\$ 3,522.22
081239	717	ADVANCE AUTO PARTS		\$ -	\$ 280.74	\$ 280.74
081239	717	ADVANCE AUTO PARTS		\$ -	\$ 103.98	\$ 103.98
081240	P/R DED	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
081241	P/R DED	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
081242	402	CSSI-COMPLETE SYSTEM SPR		\$ -	\$ 220.00	\$ 220.00
081243	P/R DED	COLONIAL LIFE		\$ -	\$ 163.20	\$ 163.20
081244	P/R DED	CONSOLIDATED PUBLIC		\$ -	\$ 500.00	\$ 500.00
081245	412	DOING BETTER BUSINESS,IN		\$ -	\$ 595.70	\$ 595.70
081246	428	INSIGHT A/V SERVICES		\$ -	\$ 1,569.62	\$ 1,569.62
081247	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
081248	P/R DED	JEFFERSON SECURITY BANK		\$ -	\$ 4,925.00	\$ 4,925.00
081249	ALLOC	*JEFFERSON CO EMERGENCY		\$ -	\$ 200,000.00	\$ 200,000.00
081250	424	KONE INC.		\$ -	\$ 327.75	\$ 327.75
081250	425	KONE INC.		\$ -	\$ 1,482.00	\$ 1,482.00
081251	P/R DED	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 543.86	\$ 543.86
081252	P/R DED	NATIONWIDE RETIREMENT		\$ -	\$ 849.00	\$ 849.00
081253	717	RICE TIRES CO		\$ -	\$ 197.62	\$ 197.62
081254	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,182.86	\$ 48,182.86
081254	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,268.62	\$ 11,268.62
081254	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 4.26	\$ 4.26
081254	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.00	\$ 1.00
081254	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 37,191.89	\$ 37,191.89
081254	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.23	\$ 2.23
081255	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 34,959.26	\$ 34,959.26
081255	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,235.19	\$ 1,235.19
081255	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.54	\$ 1.54
081256	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,710.34	\$ 6,710.34
081256	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 9,473.41	\$ 9,473.41
081257	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,280.00	\$ 2,280.00
081257	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 520.00	\$ 520.00
081258	428	TINA DAWN STRATTON		\$ -	\$ 22.74	\$ 22.74
081259	425	CAPITAL TRISTATE		\$ -	\$ 82.33	\$ 82.33
081259	425	CAPITAL TRISTATE		\$ -	\$ 62.64	\$ 62.64
081259	425	CAPITAL TRISTATE		\$ -	\$ 33.37	\$ 33.37
081259	425	CAPITAL TRISTATE		\$ -	\$ 3.03	\$ 3.03
081259	425	CAPITAL TRISTATE		\$ -	\$ 6.53	\$ 6.53
081259	425	CAPITAL TRISTATE		\$ -	\$ 119.11	\$ 119.11

081259	425	CAPITAL TRISTATE		\$ -	\$ 125.78	\$ 125.78
081260	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,449.34	\$ 10,449.34
081260	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 23,220.71	\$ 23,220.71
081260	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 4,106.93	\$ 4,106.93
081260	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 6,844.90	\$ 6,844.90
081260	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 1.69	\$ 1.69
081260	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 3.75	\$ 3.75
081261	425	ZMM ARCHITECTS & ENGINEE		\$ -	\$ 180.00	\$ 180.00
TOTAL						
					\$ 412,643.53	\$ 412,643.53

Motion by Ms. Tabb to approve the Accounts Payable for January 24, 2019 in the amount of \$412,643.53. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
081263	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 905.50	\$ 905.50
081264	425	BOLAND TRANE SERVICES IN		\$ -	\$ 930.00	\$ 930.00
081265	700	CITY OF CHARLES TOWN		\$ -	\$ 122.04	\$ 122.04
081266	424	CONTROL SYSTEMS		\$ -	\$ 22.17	\$ 22.17
081266	425	CONTROL SYSTEMS		\$ -	\$ 875.00	\$ 875.00
081267	P/R DED	EDITH COOPER		\$ -	\$ 409.60	\$ 409.60
081268	700	MONTE CONNER		\$ -	\$ 6.24	\$ 6.24
081269	425	FIRE SAFETY EQUIP		\$ -	\$ 1,359.00	\$ 1,359.00
081270	717	GUTTMAN OIL CO		\$ -	\$ 2,244.89	\$ 2,244.89
081270	717	GUTTMAN OIL CO		\$ -	\$ 3,066.70	\$ 3,066.70
081270	717	GUTTMAN OIL CO		\$ -	\$ 3,346.50	\$ 3,346.50
081270	717	GUTTMAN OIL CO		\$ -	\$ 2,809.22	\$ 2,809.22
081271	ALLOC	INDEPENDENT FIRE COMPANY		\$ -	\$ 95,000.00	\$ 95,000.00
081272	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,340.83	\$ 1,340.83
081273	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
081274	712	LANGUAGE LINE SERVICES		\$ -	\$ 195.50	\$ 195.50
081275	405	RELX INC.		\$ -	\$ 1,100.00	\$ 1,100.00
081276	700	MOOREFIELD POLICE DEPT		\$ -	\$ 186.57	\$ 186.57
081277	440	NATIONAL UNION FIRE INS.		\$ -	\$ 2,500.00	\$ 2,500.00
081278	ALLOC	JEFF CO PARKS &		\$ -	\$ 20,391.28	\$ 20,391.28
081279	424	PATRIOT FIRE AND SECURIT		\$ -	\$ 150.00	\$ 150.00
081279	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 550.00	\$ 550.00
081279	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 300.00	\$ 300.00
081279	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 300.00	\$ 300.00

081279	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 300.00	\$ 300.00
081279	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 200.00	\$ 200.00
081279	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 660.00	\$ 660.00
081279	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 900.00	\$ 900.00
081279	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 300.00	\$ 300.00
081279	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 400.00	\$ 400.00
081279	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 500.00	\$ 500.00
081279	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 250.00	\$ 250.00
081280	425	POTOMAC EDISON/OH		\$ -	\$ 5.00	\$ 5.00
081280	425	POTOMAC EDISON/OH		\$ -	\$ 59.18	\$ 59.18
081281	700	ROBERT L. PETERSON SR		\$ -	\$ 5.49	\$ 5.49
081282	ALLOC	EASTERN PANHANDLE REGION		\$ -	\$ 8,482.50	\$ 8,482.50
081283	717	RICE TIRES CO		\$ -	\$ 580.12	\$ 580.12
081283	717	RICE TIRES CO		\$ -	\$ 668.76	\$ 668.76
081284	408	STATE TAX DEPARTMENT		\$ -	\$ 16,244.70	\$ 16,244.70
081285	700	ROBERT S. SELL		\$ -	\$ 356.13	\$ 356.13
081286	700	LARRY THOMPSON		\$ -	\$ 5.82	\$ 5.82
081287	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 22,637.62	\$ 22,637.62
081288	712	WV ENHANCED 911 COUNCIL		\$ -	\$ 50.00	\$ 50.00
081289	401	WV STATE AUDITOR**		\$ -	\$ 17,305.00	\$ 17,305.00
081290	700	WVCORP		\$ -	\$ 5,000.00	\$ 5,000.00
081291	700	WV STATE POLICE		\$ -	\$ 12.00	\$ 12.00
081292	700	DARYLL WIMER		\$ -	\$ 4.24	\$ 4.24
081293	P/R DED	DEBRA A. YOUNG		\$ -	\$ 249.81	\$ 249.81
TOTAL					\$ 214,287.41	\$ 214,287.41

Motion by Mr. Compton to approve the Accounts Payable January 31, 2019 in the amount of \$214,287.41. Motion seconded and unanimously approved.

MANUAL CHECKS

**MANUAL
CHECKS**

JAN. 25.2019

CHCKNO	FUND	VENDOR			CHECK AMOUNT
630	8/HD	PREMIER INTEGRITY SOLT.			\$ 664.00
716	56/ASR	MARSHALL& SWIFT			\$ 1,659.90

717	56/ASR	BERKELEY PRINTING				\$ 2,855.00
1710	246/CO	TYLER BUSINESS FORM				\$ 121.63
TOTALS						\$ 5,300.53

Motion by Ms. Tabb to approve the Manual Checks for January 25, 2019 in the amount of \$5,300.53. Motion seconded and unanimously approved.

MANUAL CHECKS						
CHCKNO	FUND	VENDOR				CHECK AMOUNT
477	2/CS	EPTA				\$ 7,500.00
341	5/MGC	WILLIAM SENSENEY				\$ 294.42
631	8/HD	STEPHENS AUTO CENTER				\$ 30,989.00
632	8/HD	DIGITAL-ALLY				\$ 4,055.00
1711	246/CO	TYLER TECH				\$ 8,812.50
TOTAL						\$ 51,650.92

Motion by Mr. Compton to approve the Manual Checks for February 1, 2019 in the amount of \$51,650.92. Motion seconded and unanimously approved

PUBLIC COMMENT

Tim Ross, resident – made comment regarding the Jefferson County Development Authority and the TEMA application process.

Diane Blust, resident – made comment regarding the mission of the Jefferson County Development Authority.

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

Mary Ellen Ross, resident – expressed concern over potential pollution from Rockwool Rason.

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

Aline Shelley, resident – spoke against the reconstitution of the Jefferson County Development Authority Board of Directors.

Ruth Hatcher, resident – expressed concern over potential pollution from Rockwool Ranson.

Sharon Wilt, resident – spoke against the reconstitution of the Jefferson County Development Authority Board of Directors.

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

PRESENTATIONS

1. Peter Dougherty, Sheriff – requested the signature of the Justice Assistance Grant.
 - **Motion by Mr. Compton to approve the President of the Commission to sign the Justice Assistance Grant (JAG) contract for FY19. Motion seconded and unanimously approved.**
2. Nic Diehl, Director, Jefferson County Development Authority – requested a review and input on the Jefferson County Development Authority mission.
3. Danny Lutz, WV Eastern Panhandle Conservation District – presented his budget requests for FY20.
 - This item was rescheduled for the February 13 budget presentations.
4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
5. Alexandra Beaulieu, Zoning Administrator, Office of Planning and Zoning – requested a total refund of the zoning variance fee for Christopher Gay as applicant withdrew variance application after fee was deposited.
 - **Motion by Ms. Tabb to provide a full refund of the \$100.00 zoning variance fee, less proportionate share of the legal ad cost, to Christopher Gay. Motion seconded and unanimously approved.**
6. 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
7. JCDA Board Applicant Interviews and Selection Process
 - Set date to interview remaining candidates
 - Each commissioner publicly state their candidate choices for Round 2 of the process
 - Develop a questionnaire for Round 2 candidates, set a deadline for return of questionnaire and set meeting date for final vote on Board members

- Clearly define options to obtain municipal candidates if Commission letters to municipalities do not generate candidates in a timely manner

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 Intergovernmental Agreement with Corporation of Bolivar for tax collection services
- Discussion of MOU between Jefferson Medical Center and JCC relating to 340B Program.

- **Motion by Ms. Noland to enter into Executive Session to receive legal advice regarding the following: Jefferson County Civil Action #17-C-282; Jefferson County Civil Action #18-C-171; and Jefferson County Civil Action #18-C-201. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to hold a special session on Wednesday, February 6, 2019 to discuss the Jefferson County Development Authority Board appointments, including the selection process and the development of a questionnaire for the applicants; appointment of a labor representative; and request staff send a letter to the municipalities asking for their nominees to the Jefferson County Development Authority Board of Directors. Motion seconded and unanimously approved.**

9. The Commission recessed for lunch at 12:15pm.
The Commission reconvened at 1:30 pm.

NEW BUSINESS

10. Legislative Updates

11. Recommendation from JCHSEM Steering Committee for appointments/reappointments to JCHSEM Steering Committee

- **Motion by Mr. Compton to approve the following appointments to the Jefferson County Homeland Security and Emergency Management Steering Committee for a term of two years beginning January 31, 2019: Peter Dougherty, Sheriff, representing law enforcement; Kelly Parsons, Nichols, Dehaven and Associates, representing the private sector; Evan Workman, American Red Cross, representing community organizations; Holly Morgan-Frye, Shepherd University, representing Education; Mason Carter, representing the Jefferson County Engineering Department; and Jane Tabb, representing the Jefferson County Commission. Motion seconded and unanimously approved.**

12. Signature of Letter acknowledging the Harm Reduction Program operation from the Jefferson County Health Department

- **Motion by Ms. Noland to authorize the president of the Commission to sign the letter of acknowledgement for the Harm Reduction Program operating from the Jefferson County Health Department.**

COUNTY ADMINISTRATOR REPORTS

- Process to appoint County Commission liaison and representative to Charles Town Utility Board.
- **Motion by Ms. Tabb to appoint Commissioner Compton as the liaison to the Charles Town Utility Board and advertise for a citizen representative to the Charles Town Utility Board who must be a former ratepayer and currently reside outside of the Charles Town municipality. Motion seconded and unanimously approved.**

AFTERNOON SESSION

- Board of Review and Equalization (see separate minutes)

13. The Commission adjourned at 12:37 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted

Jessica D. Carroll
Administrative Assistant

