

Minutes

Jefferson County Commission

Thursday, May 2, 2019

A meeting of the Jefferson County Commission was held on Thursday, May 2, 2019 during the second 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; and Jim Eddy, Bailiff. (An audio tape of the Thursday, May 2, 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 April 16, 2019 Lay the Levy Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the April 17, 2019 Emergency Ambulance Fee Ordinance Public Hearing Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Compton to approve the April 18, 2019 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK #	DEPT	VENDORS	CHECK AMNT
81640	428	ADVANTAGE TECHNOLOGY LLC	\$ 4,200.00
81641	ALLOC	AHA-ARTS & HUMANITIES ALLIANCE	\$ 936.61
81642	401	BHM CPA GROUP INC	\$ 56,000.00

81643	P/R DED	DEBBIE LOWE		\$ 461.52
81644	P/R DED	EDITH COOPER		\$ 650.58
81645	P/R DED	ELYSSA LUKE		\$ 2,250.00
81646	405	FEDEX		\$ 17.30
81646	428	FEDEX		\$ 48.21
81646	700	FEDEX		\$ 30.23
81646	700	FEDEX		\$ 44.21
81647	717	GUTTMAN OIL CO		\$ 15,940.11
81648	424	J.C. EHRLICH		\$ 33.00
81648	425	J.C. EHRLICH		\$ 662.00
81649	ALLOC	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$ 1,386.89
81650	425	JEFFERSON CO EMERGENCY SERVICES AGENCY		\$ 1,651.32
81651	ALLOC	JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$ 23,415.28
81652	ALLOC	JEFF CO PARKS & RECREATION COMMISSION		\$ 21,091.78
81653	403	JEFFERSON CENTER		\$ 100.00
81654	424	KONE INC.		\$ 327.75
81654	425	KONE INC.		\$ 1,482.00
81655	405	MATTHEW HARVEY		\$ 121.67
81656	425	OLD CHARLES TOWN LIBRARY		\$ 1,500.00
81657	424	JEFFERSON WELDING		\$ 440.00
81658	425	POTOMAC EDISON		\$ 16.46
81659	401	WV STATE AUDITOR		\$ 2,480.00
81660	ALLOC	WVU WEST VIRGINIA UNIVERSITY		\$ 3,700.00
81661	440	XEROX CORPORATION		\$ 448.45
81661	402	XEROX CORPORATION		\$ 1,115.24
TOTAL				\$ 140,550.61

Motion by Mr. Compton to approve the Accounts Payable for April 25, 2019 in the amount of \$140,550.61. Motion seconded and unanimously approved.

CHECK #	DEPT	VENDOR NAME	CHECK AMT
81663	P/R DED	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 3,320.38
81664	401	BEST BEST & KRIEGER LLP	\$ 985.94
81665	P/R DED	BRYAN MCCUSKER	\$ 587.23
81666	P/R DED	BUREAU OF CHILD SUPPORT	\$ 169.39
81667	P/R DED	COLONIAL LIFE	\$ 163.20
81668	P/R DED	DELTA DENTAL OF WV	\$ 6,384.13
81669	412	DOING BETTER BUSINES	\$ 595.70
81670	712	DR. ROBERT E JONES III	\$ 1,000.00

81671	P/R DED	EMPOWER RETIREMENT	\$ 2,300.00
81672	712	GREENSIDE PSYCHOLOGICAL ASSOC INC-ATLC OCCUPSYC	\$ 295.00
81673	P/R DED	HELEN M MORRIS TRUSTEE	\$ 543.86
81674	P/R DED	HIGHMARK WV	\$ 197,829.54
81675	P/R DED	JEFFERSON SECURITY BANK	\$ 4,725.00
81676	P/R DED	LAURA STORM	\$ 55.19
81677	P/R DED	MILLENIUM INSURANCE GROUP	\$ 750.00
81678	712	MILLERS SUPPLIES AT WORK	\$ 31.90
81679	712	MOTOROLA SOLUTIONS INC	\$ 57.50
81680	P/R DED	NATIONAL VISION ADMIN.	\$ 1,778.94
81681	401	NEOPOST USA INC.	\$ 190.00
81682	P/R DED	NATIONWIDE RETIREMENT SOLUTIONS	\$ 849.00
81683	P/R DED	RETIREE HEALTH BENEFIT TRUST	\$ 1,432.00
81684	P/R DED	SHERIFF OF JEFFERSON COUNTY	\$ 90,979.82
81685	P/R DED	THE HARTFORD	\$ 2,349.50
81686	P/R DED	THE HARTFORD	\$ 3,982.88
81687	P/R DED	VINCENT TIONG	\$ 531.53
81688	P/R DED	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 14,861.64
81689	P/R DED	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 45,065.37
81690	P/R DED	WV UNITED HEALTH SYSTEM	\$ 264.64
TOTAL			\$ 382,079.28

Motion by Ms. Noland to approve the Accounts Payable for May 2, 2019, in the amount of \$382,079.28. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Check#	Fund	VENDOR	Amount
81691	AB/53	JEFFERSON ESA	\$ 200,000.00
647	HD/8	FIFTH THIRD BANK	\$ 56.03
728	AV/56	MILLER	\$ 65.42
729	AV/56	MONROE	\$ 1,148.00
425	SF/73	MCKINNEYS AUTO REPAIR	\$ 116.00
426	SF/73	SPIRIT OF JEFFERSON	\$ 81.30
TOTAL			\$ 201,466.75

Motion by Ms. Tabb to approve the Manual Checks for May 2, 2019 in the amount of \$201,466.75. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for April 18, 2019 in the amount of \$258,432.65. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: Nancy Lutz, Danny Lutz, David Tabb, and Jay Mansfield. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Gladys C. & Jennings R. Giff	RE	HF	11488	\$271.02

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 11488 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Amanda Zombro	PP	HF	309310	\$291.36

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 309310 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
David & Susan Schnebele	PP	HF	308812	\$173.88

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 308812 as presented. Motion seconded and unanimously approved.**
2. National Service Recognition – AmeriCorps Promise VISTAS Recognition for Harlee Marsh, VISTA Leader serving at West Virginia’s Promise – the Alliance for Youth.
 - **Motion by Ms. Tabb to adopt the Proclamation recognizing Harlee Marsh for her service. Motion seconded and unanimously approved.**
 3. Matthew Harvey, Prosecuting Attorney – discussed staffing needs and potential new hires.
 - **Motion by Ms. Tabb to approve the following hires for the Prosecuting Attorney’s Office: Meagan Yates as an Intern at \$500/week; Marissa Stone as a part-time victim’s advocate at \$18.50/hr; and Alexandria Hazel as a current paralegal with a salary of \$60,000 to be a future assistant prosecuting attorney at a salary of \$80,000 pending her reciprocity agreement with Loudoun County. Motion seconded and unanimously approved.**
 4. The Commission recessed for break at 10:40 am.
The Commission reconvened at 10:55 am.
 5. Gail Magaha, Chief Deputy Clerk, County Clerk’s Office – requested the approval to hire two new employees in the County Clerk’s Office.
 - **Motion by Ms. Noland to approve the hire of Shari Carr as the Assistant Finance Clerk and Deanna Davis as the Assistant County Clerk. Motion seconded and unanimously approved.**
 6. Susan McFadden, Jefferson County Community Education Outreach Service - requested approval of proclamation for CEOS Week, May 19 through May 26, 2019.
 - **Motion by Ms. Noland to designate May 19-May 25, 2019 as Jefferson County Community Education Outreach Service Week. Motion seconded and unanimously approved.**
 7. Interviews and Appointments to the Jefferson County Historic Landmarks Commission – one three-year term ending March 6, 2022.
 - **Motion by Ms. Tabb to appoint Carmen Webber to the Jefferson County Historic Landmarks Commission for a three-year term ending March 6, 2022. Motion seconded and unanimously approved.**

8. Interviews and Appointments for the Bolivar Representative to the Jefferson County Development Authority

- Commissioner Compton offered his nomination for Bob McEachern.
- Jane Tabb offered her nomination for Lisa Kovatch.

After receiving the majority vote (Commissioners Compton, Lorenzetti, Noland, and Hudson), Bob McEachern was appointed to the Jefferson County Development Authority as the Bolivar Representative for a three year term ending April 5, 2022.

9. Russell Burgess, Director, IT – requested approval to hire a full-time Information Technology employee starting July 1, 2019 and provide internship payment in the amount of \$200 per week.

- **Motion by Ms. Tabb to hire Abigail Wilt as a full-time IT employee at a salary of \$35,000, effective July 1, 2019. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve a \$200/week stipend (minimum of 20 hours per week) for Abigail Wilt until her full-time employment begins July 1, 2019 and future IT interns within the constraints of the IT budget. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Legislative Summary
- Discussion of Procession of Employee Benefits – Ms. Grove stated she was postponing the discussion on this item until the County Clerk could be present.

10. Michelle Gordon, Finance Director

- a. Review and Approval of FY19 Internal Budget Revision 3 for the General Fund
 - **Motion by Ms. Tabb to approve FY19 Internal Budget Revision 3 for the General Fund, as presented. Motion seconded and unanimously approved.**
- b. Review of FY2019 Budget to Actual as of 3/31/2019
- c. Emergency Ambulance Service Fee Ordinance

- **Motion by Ms. Noland to approve the Emergency Ambulance Service Fee Ordinance as amended on May 2, 2019 with an effective date of July 1, 2019. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Hudson opposing.**

11. **Bill Polk, Director of Maintenance**

- a. Request for approval of the ShoreTel Telephone Software Platform Conversion to the Mitel Connect Platform
- **Motion by Ms. Noland to approve the conversion of the Shoretel Telephone software platform to the Mitel Connect Platform. Motion seconded and unanimously approved.**
- b. Presentation of Quarterly Report

12. Becky Burns, Office Manager, Engineering Department – requested refund of building permit fees for Tony B. Harris – Permit #18-694WD

- **Motion by Ms. Noland to authorize a partial refund of building permit fees for Tony Harris in the amount of \$216.00. Motion seconded and unanimously approved.**

13. Roger Goodwin, Chief County Engineer

- a. Complete Bond Release – Arcland Property Company, LLC – Waffle House (File #S17-02)
- **Motion by Mr. Compton to authorize a complete release of Irrevocable Letter of Credit #107043867-4401 with United Bank, in the amount of \$118,195.00 construction bond amount for Arcland Property Company, LLC – Waffle House (File #S17-02). Motion seconded and unanimously approved.**
- b. Complete Bond Release – Global Tower Assets, LLC – Summit Point Cell Tower (File #S10-07)
- **Motion by Ms. Noland to authorize a complete release of Performance Bond No. 1952894 in the amount of \$115,747.00 construction bond amount for Global Tower Assets, LLC – Summit Point Cell Tower (File #S10-07). Motion seconded and unanimously approved.**
- c. Approval for Planning Commission to advertise Request for Qualifications (RFQ) to update Zoning Ordinance and Subdivision Regulations

- **Motion by Ms. Noland to authorize the Jefferson County Planning Commission to advertise the RFQ to receive applicant proposals and costs for the proposed land use ordinance amendments. Motion seconded and unanimously approved.**

14. 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
 - 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 EEOC Charge #533-2017-00706
 - Discussion and update of Jefferson County Circuit Court Civil Action #18-C-108
 - Discussion of the Board of Health septic tank permitting process and procedures
 - Discussion of and communication with FEMA regarding potential resolution
 - Discussion of US District Court (Northern District) Civil Action #3:18-CV-122
 - Discussion of TeMa Pilot Agreement
- **Motion by Ms. Tabb to authorize President Noland to sign agreement and clarification concerning the FEMA grant. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to authorize counsel to respond to the appeal re: 17-C-282. Motion seconded and unanimously approved.**

15. The Commission adjourned at 2:22 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

