

## Minutes

### Jefferson County Commission

Thursday, May 16, 2019

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A meeting of the Jefferson County Commission was held on Thursday, May 16, 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; Jacqueline Shadle, County Clerk; and Jim Eddy, Bailiff. (An audio tape of the Thursday, May 16, 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 May 2, 2019 Regular Meeting Minutes as with noted correction. Motion seconded and unanimously approved.**

#### **APPROVAL OF REQUISITIONS**

**Motion by Mr. Compton to approve the Requisition for May 16, 2019 in the amount of \$7,015.00 to include requisition no. 19016. Motion seconded and unanimously approved.**

#### **APPROVAL OF ACCOUNTS PAYABLE**

CHECK #	DEPT	VENDOR NAME	AMOUNT
81692	425	BOLAND TRANE SERVICES INC	2,565.00
81693	425	BONDED APPLICATORS OF MD INC	3,495.00
81694	P/R DED	BUREAU OF CHILD SUPPORT	169.39
81695	413	CASTO & HARRIS INC	1,864.14

81696	P/R DED	EMPOWER RETIREMENT	2,300.00
81697	413	ESS ELECTION SYSTEMS & SOFTWARE	423.51
81698	717	FLEETPRIDE	68.88
81699	425	G & TRIPLE T LLC	720.00
81700	P/R DED	HELEN M MORRIS TRUSTEE	543.86
81701	P/R DED	JEFFERSON SECURITY BANK	4,725.00
81702	440	JESSICA GORMONT	50.00
81703	440	MICHAEL MONAGHAN	100.00
81704	404	MONROE SYSTEMS FOR BUSINESS	27.50
81705	406	NATIONAL BAND & TAG CO	1,700.00
81706	P/R DED	NATIONWIDE RETIREMENT SOLUTIONS	849.00
81707	425	R.E. MICHEL CO. LLC	1,157.83
81708	717	RICE TIRES CO	1,088.84
81709	440	ROGER GOODWIN	10.99
81710	440	RONALD GARZA	100.00
81711	428	TYLER TECHNOLOGIES	26,560.80
81712	P/R DED	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	42,316.33
81713	P/R DED	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	500.00
81714	P/R DED	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	500.00
81715	P/R DED	WV UNITED HEALTH SYSTEM	264.64
<b>TOTAL</b>			<b>92,100.71</b>

**Motion by Ms. Tabb to approve the Accounts Payable for May 9, 2019 in the amount of \$92,100.71. Motion seconded and unanimously approved.**

CHECK #	DEPT	VENDORS	CHECK AMNT
81717	PAYROLL	EFTPS IRS TAXES	\$ 93,732.89
81718	PAYROLL	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 15,872.10
81719	PAYROLL	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 43,118.44
81730	403	LAURA STORM	\$ 201.84
81723	405	CHARLOTTE AINSWORTH	\$ 573.00
81724	405	COUNTY CLERK NEW YORK COUNTY	\$ 18.00
81732	405	MARY K. HURLEY	\$ 485.10
81735	405	NATHAN COCHRAN	\$ 356.06
81720	406	ANGELA L BANKS	\$ 166.00
81721	406	AWVA-ASSOCIATION OF WV ASSESSORS	\$ 175.00
81725	406	ELIZABETH JUNE BOWERS	\$ 109.50
81731	406	MARGARET GAINEY	\$ 109.50
81736	406	RACHEL SILVIOUS	\$ 166.00

81737	406	RHONDA WILLINGHAM		\$ 109.50
81729	425	JEFFERSON RENTAL		\$ 28.20
81722	700	CHARLES VANGILDER		\$ 14.55
81727	700	FORREST RICHARD FEAGANS		\$ 24.14
81728	700	JEANNA HOLLER		\$ 18.41
81734	700	MONTE CONNER		\$ 14.65
81738	700	ROBERT L PETERSON SR		\$ 8.87
81739	700	RONALD DANTZIC		\$ 14.00
81740	700	WILLIAM POTTER		\$ 19.48
81733	712	MOBILE WIRELESS LLC		\$ 9,911.00
81726	001	FIFTH THIRD BANK		\$ 100,360.05
<b>TOTAL</b>				<b>\$ 265,606.28</b>

**Motion by Mr. Compton to approve the Accounts Payable for May 16, 2019 in the amount of \$256,606.28. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

**MANUAL CHECKS**

10-May-19

648	HD/8	ATTENTI	\$ 3,382.40
650	HD/8	PREMIER INTEGRITY SOLT.	\$ 568.00
649	HD/8	EXECUTIVE EMERGENCY	\$ 3,942.75
<b>TOTAL</b>			<b>\$ 7,893.15</b>

**Motion by Ms. Noland to approve the Manual Checks for May 10, 2019 in the amount of \$7,893.15. Motion seconded and unanimously approved.**

<b>APRIL PCARD</b>			
<b>O56</b>			
<b>Date</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>
5/16/2019	731	FIFTH THIRD BANK	\$ 1,171.01

<b>DETECTION BOX</b>			
<b>073</b>			
Date	Check #	VENDOR	Amount
5/16/2019	427	<b>FIFTH THIRD BANK</b>	\$ 1,156.60
<b>CORR CK 1706</b>			
<b>IT DATA PROCESSING</b>			
Date	Check#	VENDOR	AMOUNT
5/16/2019	1717	TYLER TECHNOLOGIES	\$ 4,500.00
<b>IMPACT FEES</b>			
<b>249</b>			
Date	Check #	VENDOR	Amount
5/16/2019	1184	<b>SHERIFF JEFFERSON CO -SCHOOL</b>	\$ 90,592.55
5/16/2019	1185	<b>SHERIFF JEFFERSON CO - LAW</b>	\$ 1,352.35
5/16/2019	1186	<b>SHERIFF JEFFERSON CO - PARKS</b>	\$ 6,630.43
5/16/2019	1187	<b>SHERIFF JEFFERSON CO - EMS</b>	\$ 732.35
<b>TOTAL</b>			<b>\$ 106,135.29</b>

**Motion by Mr. Compton to approve the Manual Checks for May 17, 2019 in the amount of \$106,135.29. Motion seconded and unanimously approved.**

**APPROVAL OF PAYROLL**

**Motion by Mr. Compton to approve the Payroll for May 2, 2019 in the amount of \$255,635.31. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

Public comment was provided by the following list of individuals. Please review the video archives of this meeting to review the comments received: David Tabb, Latavia Smith, Jennifer King, Kirsten Lee, Addison Reese, Dan Hornbuckle, Eleanor Finn, and Dan Neff.

**PRESENTATIONS**

- 1. Angie Banks, Assessor
  - a. Requested signatures for the Certificate of Oaths for the Real Estate and Personal Property Books.
  - o The Commission provided unanimous consent to sign the Certificate of Oaths for the Real Estate and Personal Property Books.
  - b. Requested the approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET No.	AMOUNT
Brian Humphries	PP	Shepherdstown	316319	\$77.54

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 316319 as presented. Motion seconded and unanimously approved.**

- 2. Michelle Gordon, Finance Director
  - a. Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY2020.
    - **Motion by Ms. Noland to accept Highmark of West Virginia Health Insurance Renewal Option Number 1. Motion seconded and unanimously approved.**
  - b. Review of Delta Dental Renewal for FY2020
    - **Motion by Mr. Compton to accept dental plan renewal from Delta Dental. Motion seconded and unanimously approved.**
  - c. Review of Hartford Group Life & Voluntary Life Insurance Renewal for FY 2020-2021.

- **Motion by Ms. Tabb to accept life insurance 2 year plan renewal from the Hartford Business Insurance. Motion seconded and unanimously approved.**
- d. Review of NVA Vision Insurance Renewal for FY2020-FY2023
- **Motion by Ms. Tabb to accept vision four year plan renewal from National Vision Administrators, LLC. Motion seconded and unanimously approved.**
- e. Review and Approval of FY19 State Budget Revision 3 for the Coal Severance Fund
- **Motion by Ms. Noland to accept FY19 State Budget Revision 3 for the Coal Severance Fund. Motion seconded and unanimously approved.**
- f. Review and Approval of FY19 State Budget Revision 5 for the General Fund
- **Motion by Ms. Noland to accept the FY19 State Budget Revision 5 for the General Fund. Motion seconded and unanimously approved.**
3. Public Hearing – Proposed revision to the County excise tax (i.e. property transfer tax) imposed for the privilege of transferring title to real estate) – Michelle Gordon, Finance Director, provided the Commission and the audience with an explanation of the excise tax and the amendment, stating the tax would potentially increase from to \$1.35 for every \$500.00 worth of property value, effective July 1, 2019. President Noland then opened the floor for public comment; however, no comment was made. President Noland then stated the record would remain open for two weeks to allow time for written comment, with a final decision to be made during the May 30, 2019 regularly scheduled Commission meeting.
4. Nikki Painter, Elections, County Clerk’s Office – requested a permanent polling place location change.
- **Motion by Mr. Compton to approve the permanent polling place location change for Precinct 35A and 35B from the Shepherdstown Fire Hall to Asbury United Methodist Church. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 7:30 pm.  
The Commission reconvened at 7:45 pm.

6. Jeffrey Parsons, Citizen – requested an update to the Barking Dog Ordinance.
  - The Commission provided unanimous consent to allow Mr. Cochran to research potential changes to the Barking Dog Ordinance and asked him to report back during the June 19, 2019 regularly scheduled meeting.
7. Interview and Appointment to the Eastern Panhandle HOME Consortium Council of West Virginia – one three-year term ending June 30, 2022.
  - **Motion by Mr. Hudson to appoint Tony Grant to the Eastern Panhandle HOME Consortium Council for a three-year term ending June 30, 2022. Motion seconded and unanimously approved.**
8. Robert Edwards, US Census Bureau – requested the approval of a Proclamation
  - **Motion by Ms. Tabb to approve the Proclamation for the 2020 US Census. Motion seconded and unanimously approved.**
9. Pete Dougherty, Sheriff – requested the approval of employment for a new Animal Control Officer
  - **Motion by Ms. Tabb to approve the hire of Caitlin Gilbert as a Humane Office and Animal Control Officer, at a salary of \$32,574.00, effective June 3, 2019. Motion seconded and unanimously approved.**
10. 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 EEOC Charge #533-2017-00706
  - Discussion of the Board of Health septic tank permitting process and procedures
  - Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122
  - Discussion of Jefferson County Circuit Court Civil Action #17-C-282

## **OLD BUSINESS**

11. Update on septic systems, Board of Health, and related items.

## **COUNTY ADMINISTRATOR REPORTS**

- Poor House Farm Lease

o Commissioner Tabb recused herself from the discussion and vote on this matter.

- **Motion by Ms. Noland to renew the Poor House Farm property lease with Lyle C. Tabb & Sons at \$78.00 per acre through the end of 2019, with the property lease to be bid out to the public in January 2020 and awarded by March 2020. Motion seconded and passes on a vote of 3-1 with Commissioner Compton opposing.**

12. The Commission adjourned at 8:17 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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Patricia A. Noland, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

