

Minutes

Jefferson County Commission

Thursday, May 30, 2019

A meeting of the Jefferson County Commission was held on Thursday, May 30, 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 30, 2019 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Peyton Lavallee led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the May 16, 2019 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	DEPT	VENDOR	AMOUNT
81741	P/R DED	ALBERT HOCKMAN	\$ 1,062.74
81742	P/R DED	AMERIFLEX	\$ 114.00
81743	712	AT&T	\$ 180.22
81744	425	CITY OF CHARLES TOWN	\$ 20.00
81745	700	DARYLL WIMER	\$ 8.81
81746	P/R DED	DEBRA A YOUNG	\$ 424.87
81747	700	DOUGLAS PITTINGER	\$ 12.89
81748	412	EMILY MORROW	\$ 387.65

81749	425	G & TRIPLE T LLC	\$ 315.00
81750	712	LANGUAGE LINE SERVICES	\$ 168.39
81751	700	MATTHEW LISTON	\$ 18.70
81752	P/R DED	NATHAN COCHRAN	\$ 2,187.53
81753	425	R.E. MICHEL CO. LLC	\$ 45.06
81754	425	RC AIR AND MOLD SOLUTIONS	\$ 295.00
81755	P/R DED	RETIREE HEALTH BENEFIT TRUST	\$ 8,922.00
81756	717	RICE TIRES CO	\$ 508.72
81757	404	SHERIFF OF JEFFERSON COUNTY	\$ 74.00
81758	406	SOFTWARE SYSTEMS INC	\$ 79.00
81759	704	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$ 90,999.50
81760	GRANT	JEFFERSON DAY REPORT CENTER	\$ 1,472.60
TOTAL			\$ 107,296.68

Motion by Mr. Compton to approve the Accounts Payable for May 23, 2019 in the amount of \$107,296.68. Motion seconded and unanimously approved.

CHECK#	DEPT	VENDOR NAME	AMOUNT
81762	402	ALICE N PAINTER	\$ 94.00
81763	P/R DED	BENJAMIN S WILLIAMS	\$ 208.72
81764	425	BOLAND TRANE SERVICES INC	\$ 136.00
81765	P/R DED	COMPROLLER OF MARYLAND	\$ 1,849.61
81766	P/R DED	EFTPS IRS TAXES	\$ 103,868.58
81767	402	GAIL MAGAHA	\$ 94.00
81768	711	HIRERIGHT	\$ 151.91
81769	711	J.H. CONSULTING LLC	\$ 17,000.00
81770	402	JACQUELINE SHADLE	\$ 94.00
81771	P/R DED	JENNIFER LEMON	\$ 117.01
81772	402	SOFTWARE SYSTEMS INC	\$ 57.50
81773	P/R DED	VINCENT TIONG	\$ 343.81
81774	P/R DED	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 15,691.56
81775	P/R DED	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 43,263.26
81776	P/R DED	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 500.00
81777	P/R DED	WV STATE TAX DEPT	\$ 51,555.95
81778	402	XEROX CORPORATION	\$ 1,160.01
81779	004/GEN	GENERAL CO/JEFF CO COMMISSION	\$ 24,246.08
TOTAL			\$ 260,432.00

Motion by Ms. Tabb to approve the Accounts Payable for May 30, 2019, in the amount of \$260,432.00. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS			
24-May-19			
Check#	Fund	VENDOR	Amount
483	CS/2	EPTA/EASTERN PANHANDLE TRANS	\$ 7,500.00
484	CS/2	SHERIFF OF JEFFERSON	\$ 7,528.34
651	HD/8	CDA	\$ 360.00
313	FP/57	JEFFERSON CO FARMLAND PROT.	\$ 53,888.06
TOTAL			\$ 69,276.40

Motion by Mr. Compton to approve the Manual Checks for May 24, 2019 in the amount of \$69,276.40. Motion seconded and unanimously approved.

MANUAL CHECK		31-May-19	
CHECK#	FUND	VENDOR NAME	AMOUNT
277	DK/OO3	SHERIFF OF JEFFERSON CO	\$ 30.35
1718	CO/246	TYLER TECH	\$ 3,825.00
TOTAL			\$ 3,855.35

Motion by Ms. Tabb to approve the Manual Checks for May 31, 2019 in the amount of \$3,855.35. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for May 2, 2019 in the amount of \$263,467.79. Motion seconded and unanimously approved.

PUBLIC COMMENT

No public comment was provided during this meeting.

PRESENTATIONS

1. Certificate of Achievement – Peyton Lavallee – Gold Award Troop 40437
2. Approval of Resolution and Contract – Broadband Planning Grant – CDBG Project
 - **Motion by Ms. Noland to approve the Resolution and Contract for the Broadband Planning Grant and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**
3. Michelle Gordon, Finance Director
 - a. Excise (Property Transfer) Tax Rate Increase, Effective 7/1/2019
 - **Motion by Ms. Noland to approve the revision to the excise tax imposed for the privilege of transferring title to real estate (aka as the property transfer tax) to the rate of \$1.35 for each \$500 value or fraction thereof with an effective date of July 1, 2019. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Hudson opposing.**
 - b. Review and Approval of the Equal Employment Opportunity Plan (EEOP) and EEOP Utilization Analysis as of 5/10/2019
 - **Motion by Mr. Compton to approve the EEOP and EEOP Utilization Analysis as presented. Motion seconded and unanimously approved.**
 - c. Review and Approval of the WVCORP Insurance Renewal for FY2020.
 - **Motion by Ms. Tabb to accept the FY20 risk and workers' compensation plan renewal from WVCORP Risk Pool as presented. Motion seconded and unanimously approved.**
 - d. Review and Approval of FY2019 Internal Budget Revision 4 for the General Fund
 - **Motion by Ms. Noland to accept FY19 Internal Budget Revision 4 for the General Fund. Motion seconded and unanimously approved.**
4. 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 and update of Jefferson County Circuit Court Civil Action #17-C-282
 - Discussion of and communication with FEMA regarding potential resolution
 - Discussion of US District Court (Northern District) Civil Action #3:18-CV-122
 - Discussion of US District Court (Northern District) Civil Action 3:16-CV-00074.
- **Motion by Mr. Compton to enter into Executive Session to discuss the renewal of the County Cable Franchise Agreement and related issues and to discuss EEOC Charge #533-2018-01557. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Comcast Internet Essentials Program – the Commission provided unanimous consent to allow Ms. Grove to send a letter to the Board of Education regarding the Comcast Internet Essentials Program which provides reduced cost internet services to households with children who receive the National School Lunch Program.
5. The Commission adjourned at 11:43 am on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

