

Minutes

Jefferson County Commission

Thursday, June 6, 2019

A meeting of the Jefferson County Commission was held on Thursday, June 6, 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, June 6, 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 30, 2019 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	CHECK AMOUNT
81780	ALLOC	AHA-ARTS & HUMANITIES ALLIANCE	\$ 873.81
81781	P/R DED	ALICE N PAINTER	\$ 279.28
81782	425	BOLAND TRANE SERVICES INC	\$ 1,627.00
81783	P/R DED	BUREAU OF CHILD SUPPORT	\$ 169.39
81784	P/R DED	COLONIAL LIFE	\$ 244.80
81785	717	CREAMERS WRECKER SERVICE	\$ 160.00
81786	P/R DED	DEBBIE LOWE	\$ 607.05
81787	P/R DED	DELTA DENTAL OF WV	\$ 6,384.39
81788	425	DODSON'S SEPTIC TANK CLEANING	\$ 285.00
81789	712	DR. ROBERT E JONES III	\$ 2,000.00
81790	P/R DED	EMPOWER RETIREMENT	\$ 2,290.00

81791	425	ESI ELECTRONIC SYSTEMS INC	\$	623.56
81792	428	ESRI	\$	10,950.00
81793	425	G & TRIPLE T LLC	\$	1,617.50
81794	717	GUTTMAN OIL CO	\$	21,762.11
81795	P/R DED	HELEN M MORRIS TRUSTEE	\$	543.86
81796	P/R DED	HIGHMARK WV	\$	199,938.59
81797	425	J.C. EHRlich	\$	695.00
81798	P/R DED	JAMES P HAYDEN	\$	1,133.96
81799	ALLOC	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$	1,293.90
81800	ALLOC	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$	21,845.32
81801	ALLOC	JEFF CO PARKS & RECREATION COMMISSION	\$	19,677.61
81802	P/R DED	JEFFERSON SECURITY BANK	\$	4,705.00
81803	403	JEFFERSON CENTER	\$	100.00
81804	440	JESSICA GORMONT	\$	318.24
81805	405	MATTHEW HARVEY	\$	184.00
81806	P/R DED	MILLENIUM INSURANCE GROUP	\$	750.00
81807	712	MOTOROLA SOLUTIONS INC	\$	34,919.27
81808	P/R DED	NATIONAL VISION ADMIN.	\$	1,785.72
81809	405	NEIL ZAHRADNIK	\$	106.30
81810	P/R DED	NATIONWIDE RETIREMENT SOLUTIONS	\$	849.00
81811	425	OLD CHARLES TOWN LIBRARY	\$	1,500.00
81812	P/R DED	PATRICIA A NOLAND	\$	160.97
81813	405	RELX INC.	\$	1,100.00
81814	717	RICE TIRES CO	\$	254.36
81815	P/R DED	SAMANTHA COMBS	\$	931.79
81816	428	SOFTWARE SYSTEMS INC	\$	217.00
81817	P/R DED	STEPHEN S ALLEN	\$	682.11
81818	P/R DED	THE HARTFORD	\$	3,904.24
81819	P/R DED	VANDA NELSON	\$	264.06
81820	P/R DED	VICTORIA MYERS	\$	1,156.24
81821	425	VITAL SIGNS	\$	35.00
81822	402	WV ASSOCIATION OF COUNTY CLERKS	\$	650.00
81823	440	WV STATE FIRE COMMISSION	\$	75.00
81824	P/R DED	WV UNITED HEALTH SYSTEM	\$	98.17
81825	401	XEROX CORPORATION	\$	415.45
81825	402	XEROX CORPORATION	\$	200.56
81825	403	XEROX CORPORATION	\$	227.22
81825	404	XEROX CORPORATION	\$	71.10
81825	405	XEROX CORPORATION	\$	1,149.52
81825	406	XEROX CORPORATION	\$	71.10
81825	425	XEROX CORPORATION	\$	298.53

81825	440	XEROX CORPORATION		\$	872.76
81825	700	XEROX CORPORATION		\$	337.22
81825	712	XEROX CORPORATION		\$	367.62
81825	716	XEROX CORPORATION		\$	142.64
TOTAL					353,902.32

Motion by Mr. Compton to approve the Accounts Payable for June 6, 2019, in the amount of \$353,902.32. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECK		7-Jun-19		
CHECK #	FUND	VENDOR		CHECK AMOUNT
732	AV/56	SHERIFF OF JEFFERSON CO		\$ 510,199.85
485	CS/O2	EASTRIDGE HEALTH SYSTEM		\$ 1,000.00
278	DK/O3	SHERIFF OF JEFFERSON CO		\$ 29,138.97
343	MC/O5	SHERIFF OF JEFFERSON CO		\$ 41,250.00
652	HD/O8	FIFTH THIRD BANK		\$ 56.03
				\$ 581,644.85

Motion by Ms. Tabb to approve the Manual Checks for June 7, 2019 in the amount of \$581,644.85. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for May 30, 2019 in the amount of \$282,853.79. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: Ruth Hatcher, Danny Lutz, Nicola Bastian, David Tabb, Catherine Jozwick, and Eleanor Finn. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. John K. Dorsey, Attorney and Angie Banks, Assessor – application of Julia M. Downing for relief from erroneous assessment – Ms. McDonald notified the Commission that this item was postponed by Mr. Dorsey until further notice.
2. Roger Goodwin, Chief County Engineer
 - a. Approval to hire an appraiser to provide a restricted appraisal report of the proposed Washington Landing Apartment Complex; for purposes of determining qualification for the Impact Fees Affordable Housing Discount
 - **Motion by Ms. Noland to accept the quote from Professional Appraisal Corporation, in the amount of \$3,900, to complete a restricted appraisal report of the proposed Washington Landing Apartment Complex for purposes of determining qualification for the Affordable Housing Discount under the Impact Fees Procedures Ordinance; and contingent upon reimbursement of the cost by the developer. Motion seconded and unanimously approved.**
 - b. Partial bond release for ILA Properties, Inc. – Quail Ridge Subdivision, Section II, Phase III, Lots 129-159
 - **Motion by Ms. Noland to authorize a partial release of Irrevocable Letter of Credit #7962921 with Summit Community Bank in the amount of \$881,957.78 from Letter of Credit #7962921 with Summit Community Bank for ILA Properties, Inc. – Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (File #05-55). Motion seconded and unanimously approved.**
 - c. Approval to Advertise for Bids – Rose Hill Estates Subdivision – Site Work Project
 - **Motion by Ms. Tabb to approve issuing an Advertisement for Bids for the purpose of hiring a contractor to complete the work required under Rose Hill Estates Subdivision – Site Work Project (JCPC File No. 02-09). Motion seconded and unanimously approved.**
3. The Commission recessed for break at 10:40 am.
The Commission reconvened at 10:55 am
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
 - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
 - Discussion of EEOC Charge #533-2017-00706

- Discussion of Jefferson County Circuit Court Civil Action #17-C-282
 - Discussion of Jefferson County Circuit Court Civil Action #19-C-96
 - Discussion of and communication with FEMA regarding potential resolution - US District Court (Northern District) Civil Action #3:18-CV-122
 - **Motion by Mr. Compton to enter into Executive Session to discuss Jefferson County Circuit Court Civil Action #19-C-96. Motion seconded and unanimously approved.**
5. Bondy Shay Gibson, Superintendent and Kathy Skinner, JCBOE President – Request to hold Special Election on Saturday, October 26, 2019 to place a bond before the voters to find necessary educational facilities needs identified in the Comprehensive Educational Facilities Plan – this item was postponed by the Superintendent until further notice.
6. Jeffrey Polczynski, Director, Emergency Communications – requested the approval of a promotion to EMD Coordinator.
 - **Motion by Ms. Tabb to approve the promotional appointment of Ms. Lori Brown from Public Safety Dispatcher to EMD Coordinator within the Emergency Communications Center. Motion seconded and unanimously approved.**
7. The Commission adjourned at 10:40 am on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

