

Minutes

Jefferson County Commission

Wednesday, June 19, 2019

A meeting of the Jefferson County Commission was held on Wednesday, June 19, 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 Wednesday, June 19, 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 June 6, 2019 Regular Meeting Minutes as with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Ms. Tabb to approve the Requisition for June 19, 2019 in the amount of \$41,773.58 to include requisition no. 19016. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	CHECK AMOUNT
81828	P/R DED	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 4,850.07
81829	P/R DED	AMERIFLEX	\$ 114.00
81830	P/R DED	APRIL BLAKER	\$ 2,107.05
81831	425	BERKELEY GLASS INC	\$ 193.00
81832	401	BEST BEST & KRIEGER LLP	\$ 1,011.50

81833	P/R DED	BUREAU OF CHILD SUPPORT		\$	169.39
81834	425	CAPITAL ELECTRIC		\$	432.06
81835	424	CENTRAL ELEVATOR INSPECTION SERVICES LLC		\$	160.00
81835	425	CENTRAL ELEVATOR INSPECTION SERVICES LLC		\$	640.00
81836	402	CLERK OF JEFFERSON COUNTY COMMISSION		\$	64.80
81837	P/R DED	EFTPS IRS TAXES		\$	92,983.59
81838	P/R DED	EMPOWER RETIREMENT		\$	2,190.00
81839	700	FEDEX		\$	63.78
81840		FIFTH THIRD BANK		\$	105,344.10
81841	717	GUTTMAN OIL CO		\$	4,101.75
81842	P/R DED	HELEN M MORRIS TRUSTEE		\$	543.86
81843	405	JACKIE SMITH, COURT REPORTER		\$	77.00
81844	P/R DED	JASON MICKEY		\$	429.31
81845	P/R DED	JEFFERSON SECURITY BANK		\$	4,705.00
81846	403	LAURA STORM		\$	17.14
81847	405	MATTHEW HARVEY		\$	160.08
81848	P/R DED	NATIONWIDE RETIREMENT SOLUTIONS		\$	849.00
81849	403	PROGRESSIVE PRINTING AND GRAPHICS		\$	38.00
81850	425	RC AIR AND MOLD SOLUTIONS		\$	150.00
81851	425	RC AIR AND MOLD SOLUTIONS		\$	295.00
81852	405	RELX INC.		\$	1,100.00
81853	P/R DED	RETIREE HEALTH BENEFIT TRUST		\$	8,922.00
81854	P/R DED	RHONDA WILLINGHAM		\$	1,968.03
81855	717	RICE TIRES CO		\$	127.18
81856	404	SOFTWARE SYSTEMS INC		\$	878.00
81857	401	SOFTWARE SYSTEMS INC		\$	22,616.28
81858	P/R DED	THE HARTFORD		\$	2,362.20
81859	405	TRACY P HERRON-RICE		\$	916.30
81860	404	W.B. MASON CO. INC		\$	599.96
81861	P/R DED	WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$	16,018.97
81862	P/R DED	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$	43,232.27
81863	704	WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$	94,570.00
81864	402	XEROX CORPORATION		\$	1,035.15
81865	GEN-004	SHERIFF OF JEFFERS CO GENERAL SCHOOL - 004		\$	34,409.00
TOTAL				\$	450,444.82

Motion by Ms. Noland to approve the Accounts Payable for June 13, 2019 in the amount of \$450,444.82. Motion seconded and unanimously approved.

CHECK NUMBER	DEPT	VENDOR NAME	CHECK AMOUNT
81866	712	AT&T	\$ 180.28
81867	424	BOLAND TRANE SERVICES INC	\$ 270.00
81867	425	BOLAND TRANE SERVICES INC	\$ 6,018.00
81868	425	CAPITAL ELECTRIC	\$ 89.09
81869	700	CHARLES VANGILDER	\$ 26.92
81870	700	CITY OF CHARLES TOWN	\$ 505.07
81871	700	CORPORATION OF SHEPHERDSTOWN	\$ 827.77
81872	700	DARYLL WIMER	\$ 10.67
81873	712	EASTERN PANHANDLE INVESTIGATIONS	\$ 1,000.00
81874	717	GUTTMAN OIL CO	\$ 3,948.77
81875	712	HEATHER KETCHENS	\$ 85.00
81876	424	J.C. EHRLICH	\$ 34.00
81876	425	J.C. EHRLICH	\$ 668.00
81877	700	JEANNA HOLLER	\$ 28.96
81878	716	JIM ROBINSON FORD LINCOLN INC.	\$ 25,998.00
81879	712	LANGUAGE LINE SERVICES	\$ 165.64
81880	700	MATTHEW LISTON	\$ 22.28
81881	405	NEIL ZAHRADNIK	\$ 127.00
81882	401	NEOPOST USA INC.	\$ 527.30
81883	428	PREMIER CONSTRUCTION GROUP LLC	\$ 3,920.00
81884	425	R.E. MICHEL CO. LLC	\$ 823.47
81885	700	RANSON POLICE DEPT	\$ 2,785.87
81886	425	RC AIR AND MOLD SOLUTIONS	\$ 395.00
81887	700	RONALD DANTZIC	\$ 20.04
81888	ALLOC	SHERIFF OF JEFFERSON COUNTY	\$ 100,755.00
81889	404	SOFTWARE SYSTEMS INC	\$ 2,353.92
81890	406	SOFTWARE SYSTEMS INC	\$ 79.00
81890	402	SOFTWARE SYSTEMS INC	\$ 332.00
81890	404	SOFTWARE SYSTEMS INC	\$ 878.00
81890	428	SOFTWARE SYSTEMS INC	\$ 217.00
81891	700	TYLER PAYTON	\$ 10.55
81892	716	VA DEPT OF AGRICULTURE & CONSUMER SERVICES	\$ 521.20

81893	440	VITAL SIGNS		\$ 595.00
81894	424	WV DIVISION OF LABOR		\$ 90.00
81894	425	WV DIVISION OF LABOR		\$ 360.00
81895	700	WV SHERIFFS ASSOCIATION		\$ 2,200.00
81896	408	WV STATE TAX DEPARTMENT		\$ 12,172.72
81897	401	XEROX CORPORATION		\$ 186.32
81897	402	XEROX CORPORATION		\$ 106.53
81897	403	XEROX CORPORATION		\$ 227.22
81897	404	XEROX CORPORATION		\$ 71.10
81897	405	XEROX CORPORATION		\$ 410.00
81897	406	XEROX CORPORATION		\$ 71.10
81897	425	XEROX CORPORATION		\$ 106.53
81897	440	XEROX CORPORATION		\$ 126.42
81897	440	XEROX CORPORATION		\$ 203.87
81897	700	XEROX CORPORATION		\$ 337.22
81897	712	XEROX CORPORATION		\$ 367.62
81897	716	XEROX CORPORATION		\$ 120.57
81898	GRANT	JEFFERSON DAY REPORT CENTER		\$ 10,913.50
TOTAL				\$ 182,289.52

Motion by Ms. Tabb to approve the Accounts Payable for June 19, 2019 in the amount of \$182,289.52. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECK		14-Jun-19		
CHECK #	FUND	VENDOR		CHECK AMOUNT
563	HD/O8	ATTENTI		\$ 2,979.20
564	HD/O8	CDA		\$ 372.00
655	HD/O8	PREMIER INTEGRUTY		\$ 560.00
656	HD/O8	TOTAL ID SOLT.		\$ 525.00
733	AV/56	FIFTH THIRD BANK		\$ 3,895.00
314	O57	JEFFERSON CO FARMLD		\$ 78,762.39
218	VF/O63	SECRETARY OF STATES OFFICE		\$ 344.31
1188	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 196,975.35
1189	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 3,865.71

1190	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 15,118.95
1191	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 1,653.71
TOTAL				\$ 305,051.62

Motion by Ms. Noland to approve the Manual Checks for June 14, 2019 in the amount of \$305,051.62. Motion seconded and unanimously approved.

21-Jun-19		MANUAL CHECKS		
Check#	Fund	VENDOR		Amount
486	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 300.00

Motion by Mr. Compton to approve the Manual Checks for June 21, 2019 in the amount of \$300.00. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for June 13, 2019 in the amount of \$260,517.12. 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: Peter Onoszko, Priscilla Browning, Terri Storer, Mark Everhart, Dan Casto, Ray Bruning, Tom Adsot, Terry Courtwright, Regina Smith, Diane Blust, Matt McKinney, Jack Hefestay, Ramon Wesling, Mark Wesling, Roger Forshee, and David Tabb.

PRESENTATIONS

1. Jacqueline Shadle, County Clerk and Gail Magaha, Chief Deputy Clerk
 - a. Approval of Depository Bonds for Fiscal Year 2019-2020
 - **Motion by Ms. Tabb to approve the Depository Bonds for 2019-2020 as presented for BB&T, the Bank of Charles Town, Jefferson Security Bank, and United Bank. Motion seconded and unanimously approved.**

b. Approval of Employment for Assistant Deputy Clerk

- **Motion by Ms. Noland to approve the employment of Heather Day as Deputy Clerk in the County Clerk's Office at a salary of \$33,000 during the 90 day probationary period with an increase to \$35,000 contingent upon the advice of the financial director. Motion seconded and unanimously approved.**

2. Pete Dougherty, Sheriff – Approval of Court Security Grant Contract

- **Motion by Mr. Compton to accept the award of funding from the Court Security Grant and authorize the President to sign the documents. Motion seconded and unanimously approved.**

3. Kathy Skinner, Jefferson County Board of Education – requested assistance from the Jefferson County Clerk's Office of Elections and Voter Registration to hold a special election in October 2019.

- **Motion by Ms. Noland to enter into Executive Session to receive legal advice. Motion seconded and passes on a vote of 4-1 with Mr. Lorenzetti opposing.**
- **Motion by Ms. Noland to deny the request for assistance by the Jefferson County Board of Education to hold a special election on Saturday, October 26, 2019 for the purpose of placing a bond call before the voters to fund necessary educational facilities. Motion seconded and passes on a vote of 4-1 with Commissioner Lorenzetti opposing.**

4. **Russell Burgess, Director, IT Department**

a. Approval of Information Technology Department Job Descriptions for Level 1 though Level 3 Support/Helpdesk Technician

- **Motion by Ms. Noland to approve the Information Technology Job Descriptions for Level 1 through Level 3 Support/Helpdesk Technician. Motion seconded and unanimously approved.**

b. Approval of new full-time employee for Information Technology Support/Helpdesk Technician Level 2 within the approved budget of Information Technology Department starting July 1, 2019.

- **Motion by Tabb to approve the hiring of full-time employee Andrew Rosen for the Information Technology/Helpdesk Technician Level 2 at an annual salary of \$40,000 per year starting July 1, 2019. Motion seconded and unanimously approved.**
- c. Approval of new IT intern for the summer with previously approved stipend amount starting July 1, 2019.
- **Motion by Mr. Compton to approve the new IT Intern Ethan Bevan for the summer with approved stipend in the amount of \$10/hr not to exceed \$200 per week. Motion seconded and unanimously approved.**
5. Lori Kelly, CASA-EP Board of Directors – Funding Request for CASA Volunteer Outreach Campaign
- **Motion by Ms. Noland to approve the funding request of \$5,000 from the Coal Severance Fund to fund a volunteer recruitment campaign to serve more children who have experienced abuse of neglect in Jefferson County. Motion seconded and unanimously approved.**
6. 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 EEOC Charge #533-2017-00706
 - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
 - Discussion of Jefferson County Circuit Court Civil Action #17-C-282
 - Discussion of Jefferson County Circuit Court Civil Action #19-P-69
 - Discussion of and issues regarding Jefferson County’s Ordinance relating to barking, howling, or yelping dogs
 - Discussion of and issues regarding potential reimbursement of former Jefferson County Public Service District board member for successful defense of ethics complaint
 - Discussion of an advisory committee or an alternative to the JCDA – process for implementing an alternative
- **Motion by Ms. Noland to enter into Executive Session re: contractual matters and pending litigation. Motion seconded and passes on a vote of 4-1 with Mr. Lorenzetti opposing.**
 - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

7. The Commission adjourned at 9:23 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

