

Minutes

Jefferson County Commission

Thursday, August 15, 2019

A meeting of the Jefferson County Commission was held on Thursday, August 15, 2019 during the third 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, and Patricia Noland. Commissioner Jane Tabb was absent with prior notice. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, August 15, 2019 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Compton led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Compton to approve the August 1, 2019 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the Requisitions for August 1, 2019 in the amount of \$57,859.28 to include Requisition Nos. 20004, 20005, and 20008. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME		CHECK AMOUNT
82108		ADVANTAGE TECHNOLOGY LLC		\$ 12,600.00
82109		AMERIFLEX		\$ 121.60

82110		BONDED APPLICATORS OF MD INC		\$	3,250.00
82111		CAPITAL ELECTRIC		\$	1,186.63
82112		CLAUDETTE M GAUJOT-TURNER		\$	188.65
82113		DODSON'S SEPTIC TANK CLEANING		\$	285.00
82114		EFTPS IRS TAXES		\$	95,788.50
82115		EMPOWER RETIREMENT		\$	2,630.00
82116		FEDEX		\$	461.09
82117		FIDELITY POWER SYSTEMS		\$	1,198.85
82118		GUTTMAN OIL CO		\$	3,453.48
82119		JEFFERSON RENTAL		\$	294.38
82120		JOYCE A. JOHNS		\$	4,200.00
82121		MCCALL HANDLING CO		\$	280.39
82122		BULLSEYE PROPERTIES, LLC		\$	4,376.52
82123		R.E. MICHEL CO. LLC		\$	196.68
82124		RICE TIRES CO		\$	795.94
82125		SENCOMMUNICATIONS LLC		\$	575.00
82126		SHERIFF OF JEFFERSON COUNTY		\$	721.63
82127		SOFTWARE SYSTEMS INC		\$	848.42
82128		SWAB WAGON CO.		\$	14,630.00
TOTAL				\$	148,082.76

Motion by Mr. Compton to approve the Accounts Payable for August 8, 2019 in the amount of \$148,082.76. Motion seconded and unanimously approved.

CHECK #		VENDOR NAME		CHECK AMOUNT
82129		BOLAND TRANE SERVICES INC		\$ 1,763.00
82130		BUREAU OF CHILD SUPPORT		\$ 169.39
82131		CAPITAL ELECTRIC		\$ 505.88
82132		P/R DEDUCTION		\$ 353.18
82133		P/R DEDUCTION		\$ 211.29
82134		P/R DEDUCTION		\$ 763.18
82135		FIFTH THIRD BANK		\$ 130,113.28
82136		FRANKLIN & PROKOPIK P.C.		\$ 22.50
82137		GUTTMAN OIL CO		\$ 3,938.72
82138		HELEN M MORRIS TRUSTEE		\$ 543.86
82139		JEFFERSON SECURITY BANK		\$ 4,685.00
82140		P/R DEDUCTION		\$ 2,250.00
82141		P/R DEDUCTION		\$ 299.86
82142		P/R DEDUCTION		\$ 201.70

82143		P/R DEDUCTION		\$	34.59
82144		NATIONWIDE RETIREMENT SOLUTIONS		\$	849.00
82145		R.E. MICHEL CO. LLC		\$	1,429.59
82146		P/R DEDUCTION		\$	972.26
82147		VITAL SIGNS		\$	475.00
82148		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$	15,606.37
82149		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$	44,194.74
82150		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$	500.00
TOTAL				\$	209,882.39

Motion by Ms. Noland to approve the Accounts Payable for August 15, 2019 in the amount of \$209,882.39. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS AUGUST 9, 2019				
Check#	Fund	VENDOR		Amount
662	HD/8	ATTENTI US INC		\$ 2,883.20
663	HD/8	CDA, INC		\$ 627.75
664	HD/8	PREMIER INTEGRITY SOLT.		\$ 560.00
741	AV/56	MILLER'S SUPPLIES AT WORK		\$ 173.76
1724	CO/246	FIFTH THIRD BANK		\$ 55,950.42
TOTAL				\$ 60,195.13

Motion by Mr. Compton to approve the Manual Checks for August 9, 2019 in the amount of \$60,195.13. Motion seconded and unanimously approved.

MANUAL CHECKS AUGUST 16, 2019				
Check#	Fund	VENDOR		Amount
742	AV/56	FIFTH THIRD BANK		\$ 455.68
743	AV/56	THE JOURNAL		\$ 560.00
316	FP/057	JEFFERSON CO FARMLAND PROT		\$ 67,267.36
1196	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 51,745.44
1197	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 1,513.76
1198	IP/249	VOIDED CHECK-PARK/REC		
1199	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 4,123.76

1200	IP/249	SHERIFF JEFFERSON CO - EMS		\$	495.25
TOTAL				\$	126,161.25

Motion by Mr. Compton to approve the Manual Checks for August 16, 2019 in the amount of \$126,161.25. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for August 8, 2019 in the amount of \$268,063.19. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: David Tabb, Billie Garde, Ruth Hatcher, John Doyle, Barbara Stiefel, Jay Mansfield, Sharon Wilt, Catherine Jozwick, and Nancy Gregory. 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
Brooke Haynes	PP	CTD	302232	\$18.56

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 302232 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
David & Kathleen Cook	PP	CTD	301287	\$456.88

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 301287 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Lynn Wolf	PP	SD	317824	\$16.24

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 317824 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Melissa Vanhorn	PP	CTD	304764	\$32.48

- **Motion by Mr. Lorenzetti to approve the Exoneration for Ticket No. 304764 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Peggy Ziegler & Natalie Bowers	PP	HF	309387	\$78.85

- **Motion by Mr. Hudson to approve the Exoneration for Ticket No. 309387 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Richard Belisle	PP	SD	315550	\$62.62

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 315550 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Robert & Beverley Petersen	PP	MD	313151	\$81.18

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 313151as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Ronald & Martha William	PP	CTC	306935	\$8.40

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 306935 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
James & Denise Ciotti	RE	HF	10932	\$122.92

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 10932 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Robert Avery	PP	SD	315474	\$53.35
Ivy Avery				\$41.75

- **Motion by Mr. Hudson to approve the Split Ticket for Ticket No. 315474 as presented. Motion seconded and unanimously approved.**

2. Roger Goodwin, Chief County Engineer – request for reimbursement of HOA engineering costs to complete site work – Chapel View Subdivison, Phase 2 (JCPC File No. 03-11)

- **Motion by Mr. Compton to approve payment in the amount of \$15,000 from the escrowed bond funds (JCPC file no. 03-11), to the Chapel View Subdivision HOA to pay CTL Engineering of West Virginia, Inc.’s retainer fee (CTL contract no. 18100057MOR, Change Order no. 1). Motion seconded and unanimously approved.**

3. Stephen Allen, Director, Jefferson County Homeland Security and Emergency Management – requested approval of the 2018 Jefferson County Emergency Operations Plan (EOP)
 - This item was delayed until the August 29, 2019 regularly scheduled County Commission meeting.
4. Interviews and Appointments to the Regional Airport Authority – one three-year term ending July 2, 2022.
 - This item was delayed until the August 29, 2019 regularly scheduled County Commission meeting.
5. The Commission recessed for break at 7:45 pm.
The Commission reconvened at 8:00 pm.
6. Lyn Goodwin, Interim Director, Jefferson County Development Authority – requested the consideration of compensation adjustment for JCDA Administrative Assistant.
 - **Motion by Ms. Noland to authorize a ten percent salary adjustment for the JCDA Administrative Assistant, retroactive to July 1, 2019. Motion seconded and unanimously approved.**
7. **Bill Polk, Director, Department of Maintenance**
 - a. Request for Reclassification
 - **Motion by Ms. Noland to reclassify Laura Kuhn as Office Manager with the Jefferson County Maintenance Department at a salary of \$55,000.00 effective August 19, 2019. Motion seconded and unanimously approved.**
 - b. Request for Approval to Advertise a Request for Qualifications for Professional Architecture/Consulting Services for the Proposed County Complex Project.
 - **Motion by Ms. Noland to enter into Executive Session to discuss a personnel matter. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to approve the Requests for Qualifications for Professional Architectural/Consulting Services for the proposed**

county complex project. Motion seconded and passes on a vote of 3-1 with Commissioner Compton opposing.

8. 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 & #533-2019-01397
- Discussion of Jefferson County Circuit Court Civil Action #19-P-69
- Discussion of Jefferson County Circuit Court Civil Action #19-AA-1
- Discussion of and communication with FEMA regarding potential resolution – US District Court (Northern District) Civil Action #3-18-CV-122.

- **Motion by Ms. Noland to enter into Executive Session to discuss personnel matters and receive legal advice regarding the above listed matters. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

9. Discuss replacing JCDA Board Member (PN)

- **Motion by Ms. Noland to remove Bob McEachern as a board member on the Jefferson County Development Authority Board for publicly discussing confidential matters. Motion seconded. Motion withdrawn.**
- **Motion by Mr. Lorenzetti to instruct the County Administrator to write a letter to Mr. McEachern to serve as notice of his conduct and reiterate the importance of the confidentiality agreement as a county appointed board member to the Jefferson County Development Authority. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Approval of the 2019 Sheriff's Commission

- **Motion by Mr. Compton to approve the computation of the 2019 Sheriff's Commission. Motion seconded and unanimously approved.**

COUNTY ADMINSTRATOR REPORTS

- Approval of Poorhouse Farm RFP
 - The Commission provided unanimous consent to approve the Poorhouse Farm RFP with the added clause to consider other low-impact uses (aside from farming) that would not change the character of the property.
 - Approval of Revision to Policy 305
 - **Motion by Mr. Compton to accept the revisions to Policy #305 as presented by County Administrator Grove. Motion seconded and unanimously approved.**
 - Discussion of Payroll workflow and access to payroll information – Ms. Grove requested this discussion be delayed until a future meeting.
 - Discussion of Letter received from Millennium Insurance Group and access to Health Protected Information
 - **Motion by Mr. Compton to direct Ms. Grove to send a letter to Millennium Insurance Group outlining the employee roles regarding workflow, naming Tammy Shaffer as the HIPPA compliance privacy officer, and Michelle Gordon, Finance Director as the designated signee of contracts. Motion seconded and unanimously approved.**
11. The Commission adjourned at 10:25 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

