

Minutes

Jefferson County Commission

Thursday, September 5, 2019

A meeting of the Jefferson County Commission was held on Thursday, September 5, 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 Caleb Hudson, Ralph Lorenzetti and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; Jacqueline Shadle, Clerk of the County Commission; and Jim Eddy, Bailiff. (An audio tape of the Thursday, September 5, 2019 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the Requisitions for September 5, 2019 in the amount of \$13,676.00 to include Requisition No. 20012. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
82221	CAPITAL ELECTRIC	\$ 811.59
82222	EFTPS IRS TAXES	\$ 100,264.47
82223	EVERBRIDGE	\$ 3,713.15
82224	GUTTMAN OIL CO	\$ 4,022.37
82225	JEANNA HOLLER	\$ 21.09
82226	JEFFERSON CENTER	\$ 100.00
82227	MONROE SYSTEMS FOR BUSINESS	\$ 75.59
82228	RICE TIRES CO	\$ 1,144.62

82229		DISTRICT COURT OF MARYLAND		\$ 5.00
82230		SOFTWARE SYSTEMS INC		\$ 1,189.50
82231		WHOLESALE TIRES INC.		\$ 46.42
82232		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 86,802.25
TOTAL				\$ 198,196.05

Motion by Ms. Tabb to approve the Accounts Payable for September 5, 2019 in the amount of \$198,196.05. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for September 5, 2019 in the amount of \$278,991.86. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: Barbara Stiefel, David Tabb, Diane Blust, Nancy Gregory, and Ruth Hatcher. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Russell Burgess, IT Director and Sandy Slusher McDonald, Deputy County Administrator – requested the approval of the renewal of the 2019 County Video Program.
 - **Motion by Ms. Noland to approve the agreement between CGI Communications and the County Commission and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

2. Dr. Terrence Reidy and John Bresland, Chair of the Jefferson County Board of Health – introduction of new Health Officer, Dr. Terrence Reidy, and present a request for \$3,600 to allow the Health Department to implement a county system “MyGovernmentOnline” at the Health Department.
 - **Motion by Mr. Compton to make available \$3,600.00 to the Health Department to participate in the MyGovernmentOnline system utilized by the County Planning and Zoning Department for one year only. Motion seconded and unanimously approved.**

3. Michelle Gordon, Finance Director – requested the review and approval of FY2019 State Budget Revision 2 for the Coal Severance Fund.

- **Motion by Ms. Tabb to accept FY19 State Budget Revision 2 for the Coal Severance Fund. Motion seconded and passes 4-1 with Mr. Compton opposing.**

4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.

5. 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 and communication with FEMA regarding potential resolution
- Discussion of US District Court (Northern District) Civil Action #3:18-CV-122
- Report from Counsel on opioid litigation and related issues

- **Motion by Ms. Noland to enter into Executive Session to discuss the renewal of the County Cable Franchise Agreement and related issues and hear a report from Counsel regarding the opioid litigation and related issues. Motion seconded and unanimously approved.**

6. Pete Dougherty, Sheriff

- a. Request to renew the Governor’s Highway Safety Grant
- **Motion by Ms. Noland to approve the renewal of the Governor’s Highway Safety Grant for another year. Motion seconded and unanimously approved.**
- b. Request to increase the starting salaries for deputies effective January 1, 2020.
- **Motion by Ms. Tabb to revise the grade scale for past COLAs and adjust the lateral amount to \$47,500.00 for Sheriff’s deputies. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Saint Margaret’s Renovation for additional courtroom

- **Motion by Ms. Tabb to put the courtroom renovation project out to bid with the provision that up to \$5,000 of the \$50,000 budget be earmarked for the full architectural drawings. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Hudson opposing.**
- Designation of additional HIPAA Privacy Officer
 - **Motion by Ms. Tabb to allow Ms. Gordon to have administrative access to the employee health insurance system, and, if necessary, be designated as a HIPAA Privacy Officer for Millennium Insurance. Motion seconded and unanimously approved.**
- Creation of a Complete Count Committee for the 2020 Census
The Commission provided unanimous consent for Ms. Grove to contact former members of previous Census count committees to see if they'd be interested in serving this year.
- 7. The Commission adjourned at 12:37 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

