

Minutes

Jefferson County Commission

Thursday, November 7, 2019

A meeting of the Jefferson County Commission was held on Thursday, November 7, 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 Jane Tabb. Commissioner Noland was absent with prior notice. 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, November 7, 2019 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	CHECK AMOUNT
82502	84 LUMBER	\$ 440.22
82503	BEST BEST & KRIEGER LLP	\$ 355.00
82504	CAPITAL ELECTRIC	\$ 989.28
82505	CAPITAL ELECTRIC	\$ 26.60
82506	DARYLL WIMER	\$ 19.68
82507	FIFTH THIRD BANK	\$ 97,432.73
82508	FORREST RICHARD FEAGANS	\$ 46.48
82509	P/R DEDUCTION	\$ 1,184.15
82510	GFOA GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$ 595.00
82511	GUTTMAN OIL CO	\$ 2,963.21
82512	JEFFERY FINLEY	\$ 85.00
82513	P/R DEDUCTION	\$ 167.12
82514	JOHN-MARK MICHAEL	\$ 85.00
82515	LANGUAGE LINE SERVICES	\$ 184.91
82516	OLD CHARLES TOWN LIBRARY	\$ 1,500.00

82517		R.E. MICHEL CO. LLC		\$	59.21
82518		RICE TIRES CO		\$	1,410.96
82519		RONALD DANTZIC		\$	64.37
82520		SOFTWARE SYSTEMS INC		\$	1,085.00
82521		SOFTWARE SYSTEMS INC		\$	74.00
82522		THE HARTFORD		\$	2,349.50
82523		THE HARTFORD		\$	3,964.40
82524		THE JOURNAL		\$	161.93
82525		W.B. MASON CO. INC		\$	15.16
82526		XEROX CORPORATION		\$	2,334.50
TOTAL				\$	117,593.41

Motion by Ms. Noland to approve the Accounts Payable for November 7, 2019, in the amount of \$117,593.41. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
494	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 1,200.00
672	HD/8	FIFTH THIRD BANK		\$ 57.04
673	HD/8	PREMIER INTEGRITY SOLT.		\$ 2,440.00
754	AV/56	FIFTH THIRD BANK		\$ 585.04
1732	CO/246	SNYDER ENVIRONMENTAL		\$ 24,167.40
1733	CO/246	TYLER TECH		\$ 10,200.00
TOTAL				\$ 38,649.48

Motion by Ms. Noland to approve the Manual Checks for November 8, 2019 in the amount of \$38, 649.00. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the Payroll for October 31, 2019 in the amount of \$287,285.53 Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: David Tabb.

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Angie Banks, Assessor – requested approval of the following Exonerations and Split Tickets:

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Michael Holz	RE	MD	21669	\$327.00

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 21669 as presented. Motion seconded and unanimously approved.**
2. Murall Limited Partnership – Public Hearing request and Landowner Petition for Map Amendment for Murall Limited Partnership: Middleway District, Map 2, Parcel 1.3 containing 5.68+ acres.
 - **Motion by Ms. Noland to accept Landowner Petition and Request for Map Amendment for Murall Limited Partnership, Parcel 1.3 on Map 2 in the Middleway Tax District and schedule and public hearing at the County Commission meeting on December 19, 2019 and to refer the application to the Planning Commission for advice on the request's consistency with the Jefferson County Comprehensive Plan. Motion seconded and unanimously approved.**
 3. Debra Young, Jefferson County Victim Assistance Program – requested the approval and signing of VOCA Grant Contract – 17-VA-026.

- **Motion by Ms. Tabb to approve the Victim of Crime Act (VOCA) Grant Contract and authorize the Commission President to sign the appropriate documents. Motion seconded and unanimously approved.**

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

- 5. Jennifer Myers, Director, Jefferson County Parks and Recreation Commission – notified the Commission that the JCPRC is a finalist for the Levitt AMP Grant which, if awarded, would provide \$25,000 in matching funds to produce their own Levitt AMP Music Series, a free, outdoor concert series featuring a diverse lineup of professional musicians.
 - **Motion by Ms. Noland to support the Jefferson County Parks and Recreation Commission to help get the word out to the community to get votes for the Levitt Amp Grant. Motion seconded and unanimously approved.**

- 6. Roger Goodwin, Chief County Engineer – request to close out the Rose Hill Estates Subdivision (JCPC File No. 02-09) – Bond Funds Bank Escrow Account.
 - **Motion by Mr. Compton to approve the Jefferson County Commission invoicing for the project management costs incurred by the Engineering office staff for Rose Hill Subdivision site work improvements (JCPC File No. 02-09); and to then transfer the remaining balance of the escrowed funds, being held at the Bank of Charles Town (Account No. XXX4083), to the Rose Hill HOA for future road maintenance and to close the bond escrow account. Motion seconded and unanimously approved.**

- 7. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of Jefferson County Civil Action #17-C-282
 - Discussion of Renewal of County Cable Franchise Agreement, resolution of franchise fee audit 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-C-96
 - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282)
 - Discussion of EPA Administrative Complaint #04R-19-R3
 - **Motion by Ms. Tabb to enter into Executive Session to discuss contract negotiations and legal advice regarding the County Cable Franchise Agreement and the EPA Administrative Complaint #04R-19-R3. Motion seconded and unanimously approved.**

FINANCE DIRECTOR REPORTS

- Discussion of Employee Performance Appraisal for a specific employee
 - **Motion by Ms. Noland to enter into Executive Session to discuss personnel matters. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Approval of FMLA Policy amendments
 - **Motion by Ms. Tabb to approve the FMLA policy amendments as presented by Ms. Grove. Motion seconded and unanimously approved.**
- Continued Discussion of Tax Office space/location – it was the consensus of the Commission to tentatively move Commission staff from the Hunter House to the second floor of the St. Margaret’s building and have the Tax Office staff occupy the Hunter House.
- Discuss meeting with Hillsboro officials regarding Rt. 9 construction – Ms. Grove stated she would contact staff from Hillsboro to find a better meeting time to accommodate Mr. Compton and Mr. Lorenzetti.

8. Afternoon Session – Legislative Work Session

The Commission was joined by Delegates Sammi Brown, John Doyle, and Paul Espinosa and Senators John Unger and Patricia Rucker to discuss their legislative priorities for the upcoming session, including the following topics: clarification on the State Code relating to Development Authority Board membership and unfilled board positions, AirBnB legislation related to hotel/motel taxes, transport and holding of unclaimed dead bodies, combined fire and ambulance fee, sustainable funding for MARC train, DEP permit approvals and enforcement, clarification of State Code pertaining to annexation, locality pay for teachers and law enforcement, opening of a fire road on the mountain into Clarke County to alleviate traffic, more environmental safeguards for groundwater, and capping the amount of fees counties can levy without voter input.

9. The Commission adjourned at 3:17 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant