

## Minutes

### Jefferson County Commission

Thursday, October 3, 2019

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A meeting of the Jefferson County Commission was held on Thursday, October 3, 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, and Patricia Noland and Commissioner Jane Tabb. Commissioner Ralph Lorenzetti was absent with notice. Also present were Sandy McDonald, Deputy County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, October 3, 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 September 19, 2019 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.**

#### **APPROVAL OF ACCOUNTS PAYABLE**

CHECK NO.	VENDOR NAME	AMOUNT
82315	ADVANTAGE TECHNOLOGY LLC	4,200.00
82316	BEST BEST & KRIEGER LLP	1,300.00
82317	BUREAU OF CHILD SUPPORT	169.39
82318	P/R DEDUCTION	384.13
82319	DIANN BROWN	14.26
82320	DR. ROBERT E JONES III	1,000.00
82321	EMPOWER RETIREMENT	2,655.00
82322	FLEETPRIDE	102.72
82323	FRANKLIN & PROKOPIK P.C.	20,622.00

82324		GUTTMAN OIL CO		3,353.67
82325		IPC TECHNOLOGIES INC.		16,855.07
82326		JEFFERSON SECURITY BANK		4,685.00
82327		MAZZITTI & SULLIVAN EAP		936.00
82328		NATIONWIDE RETIREMENT SOLUTIONS		849.00
82329		PAUL DAVID RESTORATIONS		8,190.42
82330		RICE TIRES CO		58.65
82331		ROBIN MAHONY		20.68
82332		P/R DEDUCTION		3,250.00
82333		SOFTWARE SYSTEMS INC		89.00
82334		P/R DEDUCTION		614.08
82335		THE JOURNAL		89.76
82336		WV DEPUTY SHERIFF RETIREMENT SYSTEM		16,521.21
82337		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		44,734.67
82338		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		500.00
82339		WV ASSOCIATION OF COUNTIES		6,500.00
82340		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		194,485.50
82341		XEROX FINANCIAL SERVICES		2,334.50
82342		JEFFERSON DAY REPORT CENTER		1,552.20
<b>TOTAL</b>				<b>336,066.91</b>

**Motion by Mr. Compton to approve the Accounts Payable for September 26, 2019 in the amount of \$336,066.91. Motion seconded and unanimously approved.**

CHECK NO.		VENDOR NAME		AMOUNT
82344		AHA-ARTS & HUMANITIES ALLIANCE		\$ 1,891.89
82345		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		\$ 3,133.62
82346		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY		\$ 20,625.00
82347		BUREAU OF CHILD SUPPORT		\$ 169.39
82348		COLONIAL LIFE		\$ 163.20
82349		EASTERN PANHANDLE INVESTIGATIONS		\$ 1,080.00
82350		EFTPS IRS TAXES		\$ 101,016.60
82351		EMPOWER RETIREMENT		\$ 1,970.00
82352		FEDEX		\$ 151.73
82353		GRANICUS INC.		\$ 10,071.34
82354		GUTTMAN OIL CO		\$ 3,658.36
82355		JACKIE SMITH, COURT REPORTER		\$ 65.45
82356		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$ 2,801.42
82357		JEFFERSON CO EMERGENCY SERVICES AGENCY		\$ 557,836.75

82358		JEFFERSON CO COMMUNITY MINISTRIES - VOIDED	\$ 5,000.00
82359		JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 47,297.24
82360		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	\$ 26,500.00
82361		JEFF CO PARKS & RECREATION COMMISSION	\$ 103,548.93
82362		JEFFERSON DAY REPORT CENTER	\$ 37,502.50
82363		JEFFERSON SECURITY BANK - VOIDED	\$ 5,090.00
82364		JEFFERSON CENTER	\$ 100.00
82365		JEFFERY FINLEY	\$ 42.00
82366		JOHN-MARK MICHAEL	\$ 42.00
82367		LANGUAGE LINE SERVICES	\$ 226.73
82368		MILLENIUM INSURANCE GROUP	\$ 900.00
82369		MILLER'S SUPPLIES AT WORK	\$ 83.76
82370		NATIONWIDE RETIREMENT SOLUTIONS	\$ 1,489.00
82371		OLD CHARLES TOWN LIBRARY	\$ 22,125.00
82372		R.E. MICHEL CO. LLC	\$ 128.14
82373		RC AIR AND MOLD SOLUTIONS	\$ 295.00
82374		P/R DEDUCTIONS	\$ 1,386.38
82375		SHEPHERDSTOWN PUB LIBRARY	\$ 20,625.00
82376		SOUTH JEFFERSON PUBLIC LIBRARY	\$ 20,625.00
82377		P/R DEDUCTIONS	\$ 3,250.00
82378		W.B. MASON CO. INC	\$ 86.23
82379		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 15,735.11
82380		WVU WEST VIRGINIA UNIVERSITY	\$ 3,700.00
82381		XEROX FINANCIAL SERVICES	\$ 249.81
82382		SHERIFF OF JEFFERSON COUNTY	\$ 1,330.96
82383		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 45,899.56
82384		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 500.00
82385		EMPOWER RETIREMENT	\$ 1,970.00
82386		EMPOWER RETIREMENT	\$ 640.00
82387		JEFFERSON SECURITY BANK	\$ 5,030.00
82388		NATIONWIDE RETIREMENT SOLT.	\$ 849.00
<b>TOTAL</b>			<b>\$ 1,076,882.10</b>

**Motion by Ms. Tabb to approve the Accounts Payable for October 3, 2019 in the amount of \$1,076,882.10. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

27-Sep-19				
MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
281	DK/O3	SHERIFF OF JEFFERSON CO		1,064.84
668	HD/O8	PREMIER INTEGRITY SOLT.		1,096.00
<b>TOTAL</b>				<b>2,160.84</b>

**Motion by Mr. Compton to approve the Manual Checks for September 27, 2019 in the amount of \$2,160.84. Motion seconded and unanimously approved.**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
491	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 400.00
492	CS/2	JEFF CO COMMUNITY MINISTRIES		\$ 2,500.00
669	HD/8	FIFTH THIRD BANK		\$ 56.94

**Motion by Ms. Tabb to approve the Manual Checks for October 4, 2019 in the amount of \$2,956.94. Motion seconded and unanimously approved.**

### **APPROVAL OF PAYROLL**

**Motion by Mr. Compton to approve the Payroll for September 19, 2019 in the amount of \$271,912.20. Motion seconded and unanimously approved.**

### **PUBLIC COMMENT**

Public comment was made by the following individuals: Jay Mansfield, Nicola Bastian.

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
John Coffman & Eryn Gossner	PP	CT	302023	\$71.90

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 302023 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
James & Dawn Mathis	PP	CT	303112	\$285.26

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 303112 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Lynn Renee Watson	PP	CT	304879	\$531.10

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 304879 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Scott & Michelle Griffith	PP	CT	302016	\$51.02

- **Motion by Mr. Hudson to approve the Exoneration for Ticket No. 302016 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Sixty Four Hour LLC	RE	CT	6048	\$301.50

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 6048 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Michael Donahue	RE	CT	2179	\$118.28

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 2179 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Michael Donahue	RE	CT	2180	\$118.28

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 2180 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Michael Donahue	RE	CT	2181	\$129.88

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 2181 as presented. Motion seconded and unanimously approved.**

2. Laura Storm, Circuit Clerk – presented a certificate of Recognition and Appreciation for Service for Shayne Mason, Assistant Clerk

3. Jacki Shadle, Clerk of the County Commission – requested approval for the West Virginia County Records Management and Preservation Board Grant

- **Motion by Ms. Noland to approve the budget request of \$5,166.00 for the West Virginia County Records Management and Preservation Board Grant, with \$1,000.00 toward personnel costs, \$3,728 toward equipment costs, and \$438.00 toward conservation cost, with \$1,500 to come from Coal Severance**

**and the equipment costs to be covered by the Assessor's Office. Motion seconded and unanimously approved.**

4. Alexander Naupac, Citizen – requested exoneration of Ambulance Service Fee late charges for 2015-2016. Mr. Naupac failed to appear for his rescheduled appointment.
  - **Motion by Mr. Compton to deny Mr. Naupac's request for exoneration of the ambulance service fee late charges for 2015-2016. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
6. Lynn Fields, Probate Office
  - a. Quarterly Review
    - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
    - **Motion by Ms. Noland to close estates that have met all requirements and approve estates opened since last quarterly review. Motion seconded and unanimously approved.**
  - b. Joint Petition of the Executor and Sole Beneficiary for the resignation of Henry W. Morrow, Jr. as Executor and the Appointment of Elizabeth Coulter Stead as Successor Executrix.
    - **Motion by Mr. Compton to approve the petition of the Executor and Sole Beneficiary for the resignation of Henry W. Morrow, Jr. as Executor and appoint Elizabeth Coulter Stead as Successor Executrix in the Estate of E. Bailey Tune. Motion seconded and unanimously approved.**
    - **Motion by Mr. Hudson to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
7. Eleanor Finn, Member, League of Women Voters – provided the Commission and the audience with a report on Open Meetings Compliance
8. Elizabeth Wheeler, Director, Jefferson County Farmland Protection Board – requested the approval of the purchase of one Agricultural Easement – Property Owned by Timothy W. Smith
  - **Motion by Ms. Tabb to approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program and the Natural Resources Conservation Service of one**

**conservation easement on the property in Jefferson County owned by Timothy W. Smith. Motion seconded and unanimously approved.**

9. Jeffrey Polczynski, Director, Emergency Communications – requested the reappointment of Leah Cambardella, part-time Public Safety Dispatcher II

- **Motion by Mr. Compton to approve the part-time employment of Leah Cambardella as a part-time Public Safety Dispatcher II at a Grade IV with an hourly wage of \$18.02/hour. Motion seconded and unanimously approved.**

10. 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

- **Motion by Mr. Compton to enter into Executive Session to discuss the renewal of the County Cable Franchise Agreement and related issues. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**

### **NEW BUSINESS**

11. Decision – Proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA19-01. The text amendment, in accordance with WV Code 8A and Article 12 of the Zoning Ordinance, proposes revisions to Article 2, Definitions; Article 8, Supplemental Use Regulations; and Appendix C, Principal Permitted and Conditional Uses Table – it was the consensus of the Commission to finish discussing this item at the next regularly scheduled County Commission meeting.

### **FINACIAL DIRECTOR REPORTS**

Review and Approval of FY2020 Internal Budget Revision 1 for the General Fund

- **Motion by Ms. Tabb to approve Internal Budget Revision 1 for the General Fund for FY2020. Motion seconded and unanimously approved.**

## **COUNTY ADMINSTRATOR REPORTS**

Discussion of Jefferson Fire and Rescue Association Appointees for the General Fund – this item was postponed due to Ms. Grove’s absence from the October 3, 2019 meeting.

12. The Commission adjourned at 11:42 am on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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Patricia A. Noland, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

