

Minutes

Jefferson County Commission

Thursday, October 17, 2019

A meeting of the Jefferson County Commission was held on Thursday, October 17, 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, October 17, 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 October 3, 2019 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
82390	AMERIFLEX	\$ 121.60
82391	AT&T	\$ 127.28
82392	BAKERTON VOLUNTEER FIRE DEPARTMENT	\$ 82,500.00
82393	BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY	\$ 82,500.00
82394	BOLAND TRANE SERVICES INC	\$ 310.00
82395	CAPITAL ELECTRIC	\$ 122.38
82396	DELTA DENTAL OF WV	\$ 6,641.51
82397	EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	\$ 5,000.00

82398		FIFTH THIRD BANK		\$ 178,800.82
82399		FRANKLIN & PROKOPIK P.C.		\$ 10,192.50
82400		G & TRIPLE T LLC		\$ 1,865.00
82401		GUTTMAN OIL CO		\$ 3,256.26
82402		HIGHMARK WV		\$ 208,521.67
82403		P/R DEDUCTIONS		\$ 3,250.00
82404		JUDICIAL DIALOG SYSTEMS		\$ 7,717.50
82405		LAURA STORM		\$ 363.81
82406		MATTHEW BENDER		\$ 165.10
82407		NATIONAL VISION ADMIN.		\$ 1,863.80
82408		P/R DEDUCTIONS		\$ 135.94
82409		RETIREE HEALTH BENEFIT TRUST		\$ 8,646.00
82410		THE HARTFORD		\$ 2,387.60
82411		THE HARTFORD		\$ 3,990.44
82412		TOWN OF BOLIVAR		\$ 1,164.79
82413		P/R DEDUCTIONS		\$ 462.07
82414		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.		\$ 8,190.00
82415		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 94,521.75
82416		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$ 2,781.00
82417		XEROX CORPORATION		\$ 1,268.00
82418		JEFFERSON DAY REPORT CENTER		\$ 2,576.86
TOTAL				719,443.68

Motion by Mr. Compton to approve the Accounts Payable for October 11, 2019, in the amount of \$719,443.68. Motion seconded and unanimously approved.

CHECK #		VENDOR NAME		AMOUNT
82420		84 LUMBER		\$ 1,659.98
82421		ADVANCE PUBLIC SAFETY LLC		\$ 160.00
82422		P/R DEDUCTION		\$ 3,250.00
82423		BERKELEY PRINTING & DESIGN		\$ 306.00
82424		BOLAND TRANE SERVICES INC		\$ 1,493.00
82425		BUREAU OF CHILD SUPPORT		\$ 169.39
82426		CHARLES WISE		\$ 144.44
82427		CONTROL SYSTEMS INC		\$ 525.00
82428		DARYLL WIMER		\$ 9.85
82429		P/R DEDUCTION		\$ 197.76
82430		EFTPS IRS TAXES		\$ 97,941.52
82431		EMPOWER RETIREMENT		\$ 2,610.00
82432		GUTTMAN OIL CO		\$ 3,913.03

82433		INVESTIGATIVE SPECIALTY		\$ 650.00
82434		JEFFERSON COUNTY DEVELOPMENT AUTHORITY		\$ 96,250.00
82435		JEFFERSON SECURITY BANK		\$ 5,090.00
82436		JUANITA ZALESKI		\$ 52.98
82437		JUSTTECH LLC		\$ 79.97
82438		KONE INC		\$ 1,809.75
82439		MATTHEW HARVEY		\$ 308.56
82440		MOOREFIELD POLICE DE		\$ 922.34
82441		NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
82442		PATRIOT FIRE AND SECURITY		\$ 170.00
82443		PAUL DAVID RESTORATIONS		\$ 3,294.34
82444		PROGRESSIVE PRINTING AND GRAPHICS		\$ 1,135.00
82445		R.E. MICHEL CO		\$ 889.03
82446		RICE TIRES CO		\$ 127.18
82447		RONALD DANTZIC		\$ 16.49
82448		THE OBSERVER		\$ 95.00
82449		TRACY P HERRON-RICE		\$ 112.00
82450		WHOLESALE TIRES INC.		\$ 14.00
82451		P/R DEDUCTION		\$ 3,250.00
82452		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,943.48
82453		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,455.68
82454		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
82455		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$ 712.50
TOTAL				\$ 289,107.27

Motion by Ms. Tabb to approve the Accounts Payable for October 17, 2019, in the amount of \$289,107.27. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

11-Oct-19				
MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
670	HD/8	ATTENTI		\$ 3,344.00
751	AV/56	FIFTH THIRD BANK		\$ 586.80
750	AV/56	DLT SOLT. LLC		\$ 607.60
752	AV/56	GLOBAL SCIENCE & TECH		\$ 10,944.00
318	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 63,656.57

1730	CO/246	TYLER TECH		\$ 1,275.00
1729	CO/246	MINGHINI'S		\$ 7,600.00
1205	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 105,132.95
1206	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 2,146.04
1207	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 8,147.65
1208	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 889.52
TOTAL				204,330.13

Motion by Ms. Noland to approve the Manual Checks for October 12, 2019 in the amount of \$204, 330.13. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
671	HD/8	CDA		\$ 607.50

Motion by Mr. Compton to approve the Manual Checks for October 18, 2019 in the amount of \$607.50. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: David Tabb, Ed Hannon, Christine Wimer. 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
Joni Miller	PP	HFD	308460	\$115.96

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 308460 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
John C. Rawn	PP	CTC	306482	\$215.60

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 306482 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Damiler Trust	PP	CTD	301426	\$442.97

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 301426 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Century Properties XXIV – Tractor Supply	RE	CTC	7850	\$4,936.00

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 7850 as presented. Motion seconded and unanimously approved.**

2. Pete Dougherty, Sheriff - Request to transfer \$10,000 from Home Confinement Account to salary line item to cover increasing personnel needs based on re-starting Juvenile Court

- The Sheriff provided the Commission and the audience with a discussion and update on the Home Confinement Program. No action was taken on this matter, as the Sheriff said he'd be working with the Financial Director to create a budget revision for this request.

3. Michelle Gordon, Finance Director

- Review and Approval of FY2020 State Budget Revision 3 for Coal Severance Fund

- **Motion by Ms. Noland to accept FY State Budget Revision 3 for the Coal Severance Fund. Motion seconded and unanimously approved.**

- b. Review and Approval of FY2020 State Budget Revision 2 for the General County Fund
 - **Motion by Mr. Compton to accept FY20 State Budget Revision 2 for the General County Fund. Motion seconded and unanimously approved.**
- c. Approval of the FY19 Financial Statements
 - **Motion by Mr. Compton to approve the FY19 Financial Statements. Motion seconded and unanimously approved.**
4. Alexandra Beaulieu, Zoning Administrator – requested Commission decision regarding proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA19-01
 - It was the consensus of the Commission to delay decision on this matter until the October 31, 2019 regularly scheduled County Commission meeting.
5. The Commission recessed for break at 7:30 pm.
The Commission reconvened at 7:45 pm.
6. Todd Cotgreave, Town Run Tap House and Brewery – requested the approval of a floor plan extension for a special event to be held at the Town Run Tap House and Brewery.
 - **Motion by Mr. Compton to approve the floor extension plan for Town Run Tap House and Brewery for Pickin’ on Rockwool II, a musical and fundraising event, on Saturday, November 9, 2019 from 11am-11:30pm. Motion seconded and unanimously approved.**
7. Steve Allen, Director, Jefferson County Homeland Security and Emergency Management
 - a. Approval and signature of Homeland Security Grant application for Boving Emergency Response Program training course
 - **Motion by Mr. Compton to approve the Homeland Security Grant for the Bovine Emergency Response Program and authorize the President of the Commission to sign the appropriate documents. Motion seconded and unanimously approved.**
 - b. Approval and signature of County Commission President on Memorandum of Understanding between the Jefferson County Board of Education and the Jefferson County Office of Homeland Security and Emergency Management for the use of Jefferson County Schools (18 school facilities) for emergency shelters, command centers, and points of distribution for emergency supplies

- **Motion by Ms. Tabb to approve the Memoranda of Understanding between the Jefferson County Board of Education and the Jefferson County Commission/ Jefferson County Office of Homeland Security and Emergency Management for the use of the Board of Education facilities for the uses specified within these Memoranda of Understanding and authorize the President of the Commission to sign the appropriate documents. Motion seconded and unanimously approved.**

8. Interviews and Appointments – Jefferson County Broadband Planning Team

- **Motion by Ms. Tabb to appoint Jim Bowen and Ev Ehrlich to the Jefferson County Broadband Planning Team. Motion seconded and unanimously approved.**

9. 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 #17-C-282
 - 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)
 - Mr. Cochran was absent with prior notice for this meeting. As such, none of the above items were discussed.

NEW BUSINESS

10. Discuss Net Neutrality Letter of Support

- It was the consensus of the Commission to continue discussion on this matter during the October 31, 2019 regularly scheduled County Commission meeting.

COUNTY ADMINISTRATOR REPORTS

- Discussion of JCFRA Appointees to the JCESA.
 - It was the consensus of the Commission to direct Ms. Grove to contact the Jefferson County Fire and Rescue Association regarding this matter.
- FMLA Policy Revision

- Ms. Grove provided the Commission with a revised version of the County's FMLA Policy and discussed the changes made. It was the consensus of the Commission to further discuss the policy changes during the October 31, 2019 regularly scheduled County Commission meeting.
 - Annual Roundtable with Legislative Delegation
 - The Commission provided unanimous consent to allow Johnathan Adler, executive director of the West Virginia Association of Counties, to discuss legislative priorities from around the state in order to help inform the legislative priorities for Jefferson County. The Commission discussed dates for their legislative forum and directed Ms. Grove to check the availability of the local delegation for Thursday, November 7th and Thursday, November 14th.
11. The Commission adjourned at 8:27pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

