

## **Minutes**

### **Jefferson County Commission**

**Thursday, December 5, 2019**

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A meeting of the Jefferson County Commission was held on Thursday, December 5, 2019 during the fourth 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, Jane Tabb and Patricia Noland. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; and Jim Eddy, Bailiff. (An audio tape of the Thursday, December 5, 2019 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Lorenzetti led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Mr. Hudson to approve the November 21, 2019 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved. (Commissioner Compton abstained from this vote as he was absent with notice during the November 21, 2019 meeting)**

#### **APPROVAL OF REQUISITIONS**

**Motion by Ms. Tabb to approve the Requisitions for December 5, 2019 in the amount of \$27,067.57 to include Requisition Nos. 20017 and 20018. Motion seconded and unanimously approved.**

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

CHECK#	VENDOR	AMOUNT
82580	ADAM WARD	\$ 125.00
82581	AHA-ARTS & HUMANITIES ALLIANCE	\$ 1,711.41
82582	BONDED APPLICATORS OF MD INC	\$ 1,922.50
82583	BUREAU OF CHILD SUPPORT	\$ 169.39
82584	COMPTROLLER OF MARYLAND	\$ 1,131.07
82585	DEAN THOMAS	\$ 95.00
82586	DR. ROBERT E JONES III	\$ 1,000.00
82587	DUANE DUNN	\$ 110.50
82588	EFTPS IRS TAXES	\$ 104,017.88
82589	EMPOWER RETIREMENT	\$ 2,610.00
82590	GUTTMAN OIL CO	\$ 2,836.78
82591	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 2,534.18
82592	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 42,785.34
82593	JEFF CO PARKS & RECREATION COMMISSION	\$ 38,539.75
82594	JEFFERSON SECURITY BANK	\$ 5,110.00
82595	JEFFERSON RENTAL	\$ 17.37
82596	LANGUAGE LINE SERVICES	\$ 245.05
82597	P/R DEDUCTIONS	\$ 1,060.24
82598	MARION A. HAZEL	\$ 250.00
82599	MATTHEW HARVEY	\$ 125.00
82600	MICHAEL MONAGHAN	\$ 110.50
82601	MILLENIUM INSURANCE GROUP	\$ 900.00
82602	NEIL ZAHRADNIK	\$ 125.00
82603	NATIONWIDE RETIREMENT SOLUTIONS	\$ 849.00
82604	SOFTWARE SYSTEMS INC	\$ 1,489.50
82605	STEPHEN V GROH	\$ 125.00
82606	VALENTINE ELECTRIC INC	\$ 660.00
82607	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 16,609.06
82608	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 48,229.15
82609	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 500.00
82610	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$ 9,312.25
82611	WV STATE TAX DEPARTMENT	\$ 35,382.17
82612	WV TAX DEPUTIES ASSOCIATION	\$ 30.00
82613	XEROX CORPORATION	\$ 2,334.50
<b>TOTAL</b>		<b>\$ 323,052.59</b>

**Motion by Ms. Noland to approve the Accounts Payable for November 26, 2019 in the amount of \$323,052.59. Motion seconded and unanimously approved.**

CHECK #		VENDOR NAME		AMOUNT
82614		AMANDA JOHNSON		\$ 354.27
82615		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		\$ 3,213.06
82616		BEST BEST & KRIEGER LLP		\$ 377.41
82617		COLONIAL LIFE		\$ 163.20
82618		DELTA DENTAL OF WV		\$ 6,758.81
82619		DOUGLAS H FLETCHER		\$ 497.61
82620		DR. ROBERT E JONES III		\$ 1,000.00
82621		EMILY MORROW		\$ 173.60
82622		FRANKLIN & PROKOPIK P.C.		\$ 495.00
82623		HIGHMARK WV		\$ 211,898.55
82624		LYNDSEY W MATSCHAT		\$ 1,407.26
82625		NATIONAL VISION ADMIN.		\$ 1,891.24
82626		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
82627		JEFFERSON CO EMERGENCY SERVICES AGENCY		\$ 225,000.00
82628		SHERIFF OF JEFFERSON CO		\$ 68,252.10
<b>TOTAL</b>				<b>522,982.11</b>

**Motion by Mr. Compton to approve the Accounts Payable for December 5, 2019 in the amount of \$522,982.11. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
283	DK/O3	SHERIFF OF JEFFERSON CO		\$ 270.24

**Motion by Mr. Compton to approve the Manual Checks for November 27, 2019 in the amount of \$270.24. Motion seconded and unanimously approved.**

<b>MANUAL CHECKS</b>				
Check#	Fund	VENDOR		Amount
496	CS/2	<b>GREENWAY ENGINEERING</b>		\$ 3,766.00
676	HD/8	<b>FIFTH THIRD BANK</b>		\$ 57.63
677	HD/8	<b>PREMIER INTEGRITY SOLT.</b>		\$ 960.00
<b>TOTAL</b>				<b>4,783.63</b>

**Motion by Ms. Tabb to approve the Manual Checks for December 6, 2019 in the amount of \$4,783.63. Motion seconded and unanimously approved.**

### **APPROVAL OF PAYROLL**

**Motion by Ms. Tabb to approve the Payroll for November 27, 2019 in the amount of \$282,986.83. Motion seconded and unanimously approved.**

### **PUBLIC COMMENT**

Public comment was made by the following individuals: Jacqueline Shade, Seth Rivard, and David Tabb. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

### **PRESENTATIONS**

1. Ronald Fletcher, Chief, Jefferson County Sheriff's Office, and Michelle Gordon, Finance Director – requested funding for retirement and benefits for 5 bailiffs, reclassification of 3 bailiffs from part-time to full-time, and approval of Internal Budget Revision 2 for the FY20 General Fund.
  - **Motion by Ms. Tabb to approve the reclassification of 3 part-time bailiffs to 3 full-time bailiffs at 70 hours bi-weekly, effective 11/1/2019 with 2 being paid an hourly rate of \$15.07 and the 3<sup>rd</sup> being paid an hourly rate of \$14.00. Motion seconded and unanimously approved.**
  - **Motion by Ms. Tabb to approve FY20 Internal Budget Revision 2 for the General County Fund. Motion seconded and unanimously approved.**
2. Michelle Gordon, Finance Director – presented the Commission with a review of the FY21 Budget Charge for Departments.

3. Dr. Terrence Reidy, Mr. John Bresland, Chair, and Ms. Gillian Beach, RS – advised the Commission and the audience on the effects of vaping and an update on the Clean Indoor Air Regulations.
4. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
5. Annette Gavin Bates, Director, Jefferson County Convention & Visitor's Bureau – provided the Commission and the audience with a presentation of the JCCVB's annual report.
6. Meredith Wait and Annette Gavin Bates, Shenandoah Horse Park and Agricultural Center – provided the Commission and the audience with a presentation of the Shenandoah Horse Park and Agricultural Center Feasibility Study.
7. Karen Olden, Jefferson County Probate Office – presented a Petition to Probate a Will in Solemn Form for the Estate of Marian Virginia Washington, deceased
  - **Motion by Mr. Hudson to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to set another hearing on January 16, 2020 and notify the heirs of the addendum regarding the Will in Solemn form for the Estate of Marian Virginia Washington, deceased. Motion seconded and unanimously approved.**
  - **Motion by Mr. Hudson to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**
8. Nikki Painter, Jefferson County Voter Registration and Elections – provided the Commission with a review and possible update of the Emergency Absentee Ballot Policy for the 2020 Primary Election. No action was taken on this item, and it was the consensus of the Commission to keep the Emergency Absentee Ballot Policy as is.
9. Jennifer Brockman, Planning and Zoning – requested a total refund of the Minor Plat Change fee for Peter Corum
  - **Motion by Mr. Compton to approve the refund of a \$150.00 minor plat change fee to Peter Corum. Motion seconded and unanimously approved.**
10. Nathan Cochran, Assistant Prosecuting Attorney
  - 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 opioid case, potential litigation, and settlement issues with legal counsel (Jefferson County Commission v. Perdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45107)
- Discussion of EPA Administrative Complaint #04R-19-R3
- Discussion of Jefferson County Circuit Court Civil Action #19-AA-1
  - **Motion by Ms. Noland to enter into Executive Session to discuss EEOC Charges #533-2017-00706 and #533-2019-01397 and EPA Administrative Complaint #04R-19-R3. Motion seconded and unanimously approved.**
  - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

### **UNFINISHED BUSINESS**

11. Appointment to the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Municipality Representative

- **Motion by Ms. Noland to appoint Kenneth “Duke” Pierson, Mayor of the City of Ranson as the HEPMPO Municipality Representative. Motion seconded and unanimously approved.**

12. Appointment to the Jefferson County Development Authority – Municipalities of Ranson and Bolivar. – Ms. Grove stated each municipality only sent one nominee instead of three as mandated by State Code. Ms. Grove stated she would reach out again to the municipalities regarding their nominees for the Jefferson County Development Authority Board.

### **NEW BUSINESS**

13. Approval of the 2020 Holiday Schedule

- **Motion by Ms. Noland to approve the 2020 Holiday Schedule as presented. Motion seconded and unanimously approved.**

14. Set date, time and location for the first regular meeting of 2020

- **Motion by Mr. Compton to designate January 16, 2020 in the Jefferson County Commission Meeting Room as the date, time, and location of the first meeting of 2020. Motion seconded and unanimously approved.**

## **COUNTY ADMINSTRATOR REPORTS**

E911 Advisory Board Meeting – stated she attended the E911 Advisory Board meeting and would continue working with the Director of Communications to resolve complaints from local fire chiefs regarding computer aided dispatch.

15. The Commission adjourned at 1:35 pm 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

