

Minutes

Jefferson County Commission

Thursday, January 16, 2020

A meeting of the Jefferson County Commission was held on Thursday, January 16, 2020 during the first 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, Patricia Noland 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, January 16, 2020 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

COUNTY COMMISSION ORGANIZATION

Selection of President

Commissioner Noland nominated Commission Tabb for 2020 County Commission President. Ms. Tabb received three votes (Commissioners Noland, Tabb, and Lorenzetti) and was designated Commission President for calendar year 2020.

Commissioner Compton nominated Commissioner Lorenzetti for 2020 Commission President. Mr. Lorenzetti received two votes (Commissioners Compton and Hudson)

Selection of Vice President

Commissioner Noland nominated Commission Lorenzetti for 2020 Commission Vice President. Mr. Lorenzetti receive three votes (Commissioners Noland, Tabb, and Lorenzetti) and was designated Commission Vice President for calendar year 2020.

Commissioner Compton nominated Commissioner Hudson for 2020 Commission Vice President. Mr. Hudson received two votes (Commissioners Compton and Hudson)

Selection of Committee Assignments

Assignment to Boards, Commissions & Organizations Calendar Year 2020		
<i>Organization</i>	<i>Commissioner 2019</i>	<i>Commissioner 2020</i>
Approval of Bills	Compton	Compton
Board of Health	Hudson	Hudson
Building Repair & Security Courthouse Committee	Noland	Lorenzetti
Charles Town Utility Board	Compton	Hudson
Community Corrections Committee - Day Report Center	Hudson	Lorenzetti
Development Authority	Noland	Noland
E-911 Council	Tabb	Tabb
Extension Service	Tabb	Tabb
Farmland Protection Board	Tabb	Tabb
Jefferson County Convention & Visitors Bureau	Noland	Noland
Jefferson County Emergency Services Agency / Fire & Rescue	Tabb	Tabb
Historic Landmarks Commission	Hudson	Hudson
Homeland Security/I.E.P.C	Tabb	Tabb
Legislative Liaison	County Admin	County Admin
MPO Interstate Council	Lorenzetti	Noland
Eastern Panhandle Transportation Authority (EPTA)	Tabb	Tabb
Parks and Recreation	Hudson	Compton
Planning Commission	Lorenzetti	Lorenzetti
Region 9	Lorenzetti	Noland
Solid Waste Authority	Compton	Compton
Water Advisory Committee	Hudson	Hudson
Workforce Investment Act Liaison	Noland	Lorenzetti

APPROVAL OF MINUTES

Motion by Mr. Compton to approve the December 5, 2019 Regular Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the December 10 Special Session Minutes as presented/amended. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the December 19, 2019 Regular Meeting Minutes as presented/amended. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the requisitions for January 16, 2020 in the amount of \$48,382.00 to include requisition nos. 20022 and 20023. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
82670	BOLAND TRANE SERVICES INC	1,771 00
82671	CTWV APA CHARLES TOWN CHAPTER AMERICAN PAYROLL ASC	60 00
82672	IPC TECHNOLOGIES INC	5,812 50
82673	P/R DEDUCTION	1,949 57
82674	MILLENIUM INSURANCE GROUP	900 00
82675	RICE TIRES CO	522 96
82676	SOFTWARE SYSTEMS INC	150 00
82677	TAMMY SHAFFER	30 00
82678	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	869 36
82679	BUREAU OF CHILD SUPPORT	169 39
82680	COMPTROLLER OF MARYLAND	1,139 33
82681	ETPS IRS TAXES	96,436 74
82682	EMPOWER RETIREMENT	2,620 00
82683	GUTMAN OIL CO	3,027 82
82684	JEFFERSON SECURITY BANK	5,070 00
82685	MILLERS SUPPLIES AT WORK	38 07
82686	NATIONWIDE RETIREMENT SOLUTIONS	849 00
82687	VA DEPT OF TAXATION	994 95

82688		WV DEPUTY SHERIFF RETIREMENT SYSTEM	16,185.60
82689		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	44,903.36
82690		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	500.00
82691		WV STATE TAX DEPARTMENT	34,790.78
82692		XEROX CORPORATION	1,147.80
			219,938.23

Motion by Ms. Noland to approve the Accounts Payable for December 26, 2019 in the amount of \$219,938.23. Motion seconded and unanimously approved.

CHECK #	VENDOR NAME	AMOUNT
82694	AHA-ARTS & HUMANITIES ALLIANCE	980.07
82695	ALICE N PAINTER	64.00
82696	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	3,213.06
82697	ANGELA L BANKS	87.80
82698	AT&T	229.80
82699	BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	20,625.00
82700	BUREAU OF CHILD SUPPORT	169.39
82701	P/R DEDUCTIONS	2,774.53
82702	CITY OF CHARLES TOWN	234.60
82703	CLERK OF JEFFERSON COUNTY COMMISSION	103.30
82704	COLONIAL LIFE	163.20
82705	DELTA DENTAL OF WV	6,735.35
82706	DR. ROBERT E JONES III	1,000.00
82707	EFTPS IRS TAXES	100,882.76
82708	P/R DEDUCTIONS	1,115.22
82709	EMPOWER RETIREMENT	2,620.00
82710	EPTA EASTERN PANHANDLE TRANSIT AUTHORITY	5,000.00
82711	P/R DEDUCTIONS	1,324.84
82712	FEDEX	268.53
82713	HIGHMARK WV	210,756.69
82714	P/R DEDUCTIONS	98.71
82715	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	1,451.24
82716	JEFFERSON COUNTY EMERGENCY SERVICES AGENCY	557,836.75
82717	JEFFERSON COUNTY CONVENTION AND VISITORS BUREAU	74,501.70
82718	JEFFERSON COUNTY DEVELOPMENT AUTHORITY	26,500.00
82719	JEFF CO PARKS & RECREATION COMMISSION	83,015.40
82720	JEFFERSON DAY REPORT CENTER	37,507.50
82721	JEFFERSON SECURITY BANK	5,070.00

82722	JEFFERSON CENTER	100.00
82723	LANGUAGE LINE SERVICES	35.74
82724	P/R DEDUCTIONS	391.16
82725	MATTHEW BENDER	197.10
82726	MEGAN FARIAS	1,333.15
82727	MIDDLEWAY FIRE COMPANY	82,500.00
82728	NATIONAL VISION ADMIN.	1,865.32
82729	NATIONWIDE RETIREMENT SOLUTIONS	849.00
82730	OLD CHARLES TOWN LIBRARY	22,125.00
82731	P/R DEDUCTIONS	1,863.62
82732	SHAUN PACETTI	64.00
82733	SHEPHERDSTOWN PUB LIBRARY	20,625.00
82734	SHERIFF OF JEFFERSON COUNTY	60.31
82735	SOUTH JEFFERSON PUBLIC LIBRARY	20,625.00
82736	P/R DEDUCTIONS	2,707.46
82737	THE HARTFORD	2,451.10
82738	THE HARTFORD	4,157.62
82739	P/R DEDUCTIONS	1,022.07
82740	VITAL SIGNS	453.50
82741	W.B. MASON CO. INC	35.34
82742	P/R DEDUCTIONS	1,063.44
82743	WV DEPUTY SHERIFF RETIREMENT SYSTEM	18,281.73
82744	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,375.70
82745	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	500.00
82746	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	2,316.00
82747	WVU WEST VIRGINIA UNIVERSITY	3,700.00
TOTAL		1,330,522.80

Motion by Mr. Compton to approve the Accounts Payable for January 9, 2020 in the amount of \$1,330,522.80. Motion seconded and unanimously approved.

CHECK #	VENDOR NAME	AMOUNT
82748	ADVANTAGE TECHNOLOGY LLC	\$ 8,400.00
82749	AMERIFLEX	\$ 121.60
82750	AVENU INSIGHTS & ANALYTICS	\$ 13,807.57
82751	BERKELEY GLASS INC	\$ 170.00
82752	BONDED APPLICATORS OF MD INC	\$ 529.30
82753	CAPITAL LIGHTING & SUPPLIES, LLC	\$ 1,909.74
82754	CITY OF CHARLES TOWN	\$ 70.00

82755		DARYLL WIMER	\$	6.75
82756		DOUGLAS PITTINGER	\$	7.66
82757		FIFTH THIRD BANK	\$	85,421.24
82758		FLEETPRIDE	\$	137.76
82759		FRANKLIN & PROKOPIK P.C.	\$	3,670.50
82760		GUTTMAN OIL CO	\$	10,624.56
82761		JUSTTECH LLC	\$	217.27
82762		P/R DEDUCTION	\$	1,733.86
82763		MARY K. HURLEY	\$	42.35
82764		MICROMAIN CORPORATION	\$	6,995.00
82765		R.E. MICHEL CO. LLC	\$	455.00
82766		RICE TIRES CO	\$	410.60
82767		ROBERT L PETERSON SR	\$	3.37
82768		RONALD DANTZIC	\$	7.50
82769		SHERIFF OF JEFFERSON COUNTY	\$	103.30
82770		TRACY P HERRON-RICE	\$	2,875.95
82771		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$	55,970.00
82772		WVNET	\$	50.00
82773		XEROX CORPORATION	\$	2,540.50
82774		XEROX FINANCIAL SERVICES	\$	249.81
82775	GRANT	JEFFERSON DAY REPORT	\$	3,860.60
82776	AMB FEE	FIFTH THIRD BANK	\$	2,076.10
TOTAL				\$ 202,417.39

Motion by Ms. Tabb to approve the Accounts Payable for January 16, 2020 in the amount of \$202,417.39. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
497	CS/7	EASTRIDGE HEALTH SYSTEM	\$	1,000 00
498	CS/7	JEFF CO COMMUNITY MINISTRIES	\$	2,500 00
345	MC/5	MARY PAUL RISSLER	\$	197 43
680	HD/8	FIFTH THIRD BANK	\$	57 63
681	HD/8	PREMIER INTEGRITY SOLT.	\$	544 00
760	AV/56	MILLER'S SUPPLIES AT WORK	\$	31 59
761	AV/56	MR PRINT	\$	1,432 90

762	AV/56	PRINT-O-STAT	\$ 190.00
1737	CO/246	BOLIVAR/HARPERS FERRY PUBLIC LIBRARY	\$ 11,585.00
1738	CO/246	TYLER TECH	\$ 1,275.00
TOTAL			18,808.55

Motion by Ms. Noland to approve the Manual Checks for January 10, 2020 in the amount of \$18,808.55 . Motion seconded and unanimously approved.

MANUAL CHECKS			
Check#	Fund	VENDOR	Amount
682	HD/8	ATTENTI	\$ 4,067.20
683	HD/8	CDA	\$ 372.00
321	FP/57	JEFFERSON CO FARMLAND PROT.	\$ 59,623.15
1739	CO/246	TYLER TECH	\$ 1,500.00
1217	IP/249	SHERIFF JEFFERSON CO -SCHOOL	\$ 57,499.20
1218	IP/249	SHERIFF JEFFERSON CO - LAW	\$ 1,008.65
1219	IP/249	SHERIFF JEFFERSON CO - PARKS	\$ 4,582.27
1220	IP/249	SHERIFF JEFFERSON CO - EMS	\$ 500.32
TOTAL			\$ 129,152.79

Motion by Mr. Lorenzetti to approve the Manual Checks for January 17, 2020 in the amount of \$129,152.79. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for December 26, 2019 in the amount of \$269,825.73. Motion seconded and unanimously approved.

Motion by Mr. Compton to approve the Payroll for January 9, 2020 in the amount of \$279,354.34. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals:

David Tabb, Sara Thomsen, and Nicola Bastian.

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

PRESENTATIONS

1. Jacqueline Shadle, Clerk of the County Commission – requested the approval of employment for Finance Clerk.
 - **Motion by Mr. Compton to approve the employment of Bessie Nelson as Finance Clerk for the County Clerk’s Office at a salary of \$40,000.00, effective February 3, 2020. Motion seconded and unanimously approved.**
2. Stephen Allen, Director, Jefferson County Department of Homeland Security and Emergency Management
 - a. Recommendation from JCHSEM Steering Committee for reappointments to the JCHSEM Steering Committee
 - **Motion by Ms. Tabb to approve the recommendation of the JCHSEM Steering Committee for the reappointments of the following people to serve on the JCHSEM Steering Committee, per their letter (dated January 8, 2020) for a term of 2 years beginning January 31, 2020: John Sherwood, representing the Chamber of Commerce; Ed Smith, representing the fire service; Sanford “Sandy” Green, representing WV Homeland Security and Emergency Management; Jeff Polczynski, representing the Emergency Communications Center; Thomas Butcher, representing the Utility Company; Donald L. Grubb, Jr., representing Jefferson Medical Center; and Paula Marrone-Reese, representing non-profit. Motion seconded and unanimously.**
 - b. Approval of the 2018 Emergency Management Performance Grant application
 - **Motion by Ms. Tabb to approve the 2018 Emergency Management Performance Grant application. Motion seconded and unanimously approved.**
3. **Interviews and Appointments to the following:**
 - o Jefferson County Board of Zoning Appeals – two three year terms ending January 1, 2023.

- **Motion by Ms. Noland to reappoint Leeds Corbin and Tyler Quynn to the Jefferson County Board of Zoning Appeals each for a term of three years ending January 1, 2023. Motion seconded and unanimously approved.**
 - Jefferson County Historic Landmarks Commission – one unexpired term ending March 6, 2023.
 - **Motion by Ms. Noland to appoint Jack Hefestay to the Jefferson County Historic Landmarks Commission for one unexpired term ending March 6, 2023. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 7:30 pm.
The Commission reconvened at 7:45pm.
5. Russell Burgess, Director, Jefferson County IT – requested approval of an Information Technology Internship for Corey Proctor
- **Motion by Ms. Noland to approve the internship of Mr. Corey Proctor with the Information Technology Department for 150 hours at the rate of \$10.00 per hour, with a start date in approximately one week. Motion seconded and unanimously approved.**
6. 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 WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282)
 - Discussion of Jefferson County Circuit Court Civil Action #19-C-96
 - Discussion of EPA Administrative Complaint #04R-19-R3
 - Discussion of Jefferson County Circuit Court Civil Action #19-AA-1
- **Motion by Mr. Compton to enter into Executive Session to discuss EEOC Charge #533-2017-00706 & #533-2019-01397, WV Supreme Court #19-0412 and EPA Administrative Complaint #04R-19-R3. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to come out of Executive Session.**
 - **Motion by Ms. Noland to request counsel to contact Senator Patricia Rucker regarding WV Supreme Court #19-0412 and request that she modify the**

language therein to reflect the Commission's wishes. Motion seconded and unanimously approved.

NEW BUSINESS

7. Discuss creation of Jefferson County Fire Protection Service Board

It was the consensus of the Commission to request that the County's legal counsel review the Ordinances in effect in Berkeley and Morgan Counties and discuss steps and a time frame needed to implement a similar Fire Protection Service Fee Ordinance in Jefferson County

It was also the consensus of the Commission to request the JC Commissioner's Financial Director examine the Fire Service Fee Ordinances in Berkeley and Morgan Counties to determine what fee amounts would be adequate to support the seven fire departments in Jefferson County.

8. Letter urging NRA to relocate operations to Jefferson County, WV

- **Motion by Mr. Compton to invite the Interim Director of the Jefferson County Development Authority and the Board President to have a discussion with the Commission regarding contacting the NRA to relocate operations in Jefferson County. Motion seconded and unanimously approved.**

9. Legislative Updates

10. The Commission adjourned at 9:08 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Jane Tabb, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant