

Minutes

Jefferson County Commission

Thursday, February 20, 2020

A meeting of the Jefferson County Commission was held on Thursday, February 20, 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; and Jim Eddy, Bailiff. (An audio tape of the Thursday, February 20, 2020 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 January 30, 2019 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the February 6, 2020 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
82873	AMERIFLEX	\$ 121.60
82874	AT&T	\$ 142.83
82875	DOUBLE RADIUS	\$ 47.70
82876	ESS ELECTION SYSTEMS & SOFTWARE	\$ 400.88
82877	FEDEX	\$ 111.48
82878	FIFTH THIRD BANK	\$ 99,715.99

82879		FRANKLIN & PROKOPIK P.C.		\$ 7,335.00
82880		GLOBALSTAR USA		\$ 2,071.05
82881		J.C. EHRLICH		\$ 721.00
82882		P/R DEDUCTION		\$ 2,761.10
82883		PRIORITY DISPATCH		\$ 395.00
82884		R.E. MICHEL CO. LLC		\$ 91.66
82885		RETIREE HEALTH BENEFIT TRUST		\$ 8,646.00
82886		RICE TIRES CO		\$ 522.96
82887		SOFTWARE SYSTEMS INC		\$ 2,313.30
82888		STORAGE NETWORKS		\$ 10,125.00
82889		THE HARTFORD		\$ 2,362.20
82890		P/R DEDUCTION		\$ 3,282.93
82891		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 60,843.25
82892		XEROX CORPORATION		\$ 2,334.50
82893		JEFFERSON DAY REPORT CENTER		\$ 40,242.50
TOTAL				\$ 244,587.93

Motion by Mr. Compton to approve the Accounts Payable for February 13, 2020, in the amount of \$244,587.93. Motion seconded and unanimously approved.

CHECK #		VENDOR NAME		AMOUNT
82895		BUREAU OF CHILD SUPPORT		\$ 298.16
82896		CASTO & HARRIS INC		\$ 116.30
82897		COMPTROLLER OF MARYLAND		\$ 1,101.26
82898		DOING BETTER BUSINES		\$ 685.06
82899		DR. ROBERT E JONES III		\$ 1,000.00
82900		EFTPS IRS TAXES		\$ 94,066.63
82901		EMILY MORROW		\$ 426.79
82902		EMPOWER RETIREMENT		\$ 2,515.00
82903		GUTTMAN OIL CO		\$ 2,602.97
82904		HIRERIGHT		\$ 16.16
82905		INDEPENDENT FIRE COMPANY		\$ 82,500.00
82906		JEFFERSON CO EMERGENCY SERVICES AGENCY		\$ 1,974.01
82907		JEFFERSON SECURITY BANK		\$ 4,870.00
82908		JEFFERSON CENTER		\$ 100.00
82909		NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
82910		POTOMAC EDISON		\$ 45.58
82911		R.E. MICHEL CO. LLC		\$ 362.15
82912		RONALD DANTZIC		\$ 18.31

82913		SCPDC-SOUTH CENTRAL PLANNING & DEVELOPMENT COMM		\$ 13,260.00
82914		SHEPHERDSTOWN FIRE COMPANY		\$ 82,500.00
82915		SHERIFF OF JEFFERSON COUNTY		\$ 2,478.15
82916		TEK ADVISORS, LLC		\$ 4,200.00
82917		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,192.53
82918		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,331.51
82919		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
82920		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 627.25
82921		WV STATE TAX DEPARTMENT		\$ 34,126.46
82922		JEFFERSON CO - GENERAL FUND 004		\$ 20,235.23
TOTAL				\$ 411,998.51

Motion by Ms. Noland to approve the Accounts Payable for February 20, 2020 in the amount of \$411,998.51. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
685	HD/8	CDA		\$ 372.00
686	HD/8	FIFTH THIRD BANK		\$ 57.38
769	AV/56	FIFTH THIRD BANK		\$ 365.35
770	AV/56	SEGRA		\$ 594.00
1221	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 123,827.13
1222	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 3,193.83
1223	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 9,867.89
1224	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 1,078.41
TOTAL				\$ 139,355.99

Motion by Mr. Compton to approve the Manual Checks for February 14, 2020 in the amount of \$139,355.99. Motion seconded and unanimously approved.

Check#	Fund	VENDOR		Amount
771	AV/56	PRINT-O-STAT		\$ 190.00

Motion by Mr. Lorenzetti to approve the Manual Checks for February 21, 2020 in the amount of \$190.00. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for February 6, 2020 in the amount of \$270,635.91. 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. Jennifer Myers, Director, Jefferson County Parks and Recreation – presented the Commission and the audience with the 2019 JCPRC annual report.
2. Ronda Eddy, Director, Jefferson Day Report Center – requested the approval of the FY21 Community Corrections Grant Application.
 - **Motion by Ms. Noland to approve the Commission President’s signature on the grant documents for application submission. Motion seconded and unanimously approved.**
3. Lyn Goodwin, Interim Director, Jefferson County Development Authority – Burr Business Park Lot Option
 - **Motion by Ms. Noland to enter into Executive Session to discuss contract negotiations and receive legal advice regarding the Burr Business Park Lot Option. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Lorenzetti opposing.**
 - **Motion by Ms. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to direct Ms. Goodwin to take the issue discussed in Executive Session back to the full Jefferson County Development Authority Board. Motion seconded and unanimously approved.**
4. The Commission recessed for break at 7:30 pm.
The Commission reconvened at 7:45 pm.
 5. Interviews/Appointments to the Jefferson County Development Authority – Ranson Municipality – one three-year term ending April 5, 2023
 - **Motion by Mr. Compton to appoint Jason Gore to the Jefferson County Development Authority as the representative for the Ranson Municipality for a three-year term ending April 5, 2023. 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 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 Jefferson County Circuit Court Civil Action #19-AA-1
 - Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues, and matters related thereto.

NEW BUSINESS

7. Legislative Updates

COUNTY ADMINISTRATOR REPORTS

- Legislative Updates on the following Senate and House Bills: SJR 9, SB 64, SB 209, SB 579, SB 657, HB 2967, HB 4442, HB 4435, HB 4842
 - **Motion by Ms. Noland to direct Ms. Grove to write a Resolution to outline the Commissions concerns and opposition to SJR 9. Motion seconded and unanimously approved.**

- **Motion by Ms, Noland to authorize Ms. Grove to send a letter of support in favor of SB 163. Motion seconded and unanimously approved.**
8. The Commission adjourned at 7:37 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Jane Tabb, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

