

AGENDA  
JEFFERSON COUNTY COMMISSION  
SECOND QUARTERLY SESSION - APRIL-JUNE 2020  
THURSDAY, APRIL 02, 2020  
9:30 A.M.  
County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

*Due to the approval of the County Commission of Jefferson County Policy Declaration, other appointments will be rescheduled at a later date. In compliance with President Trump's directive to avoid gatherings of more than 10 individuals in an effort to slow the spread of the COVID-19 over the next 15 days, the public will not be admitted to the meeting room but is invited to attend via webcast and Zoom.*

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**Join Zoom Meeting**  
<https://wvu.zoom.us/j/426875520>

**Meeting ID: 426 875 520**

Access from a desktop, laptop, iPad, or from a phone. You will be prompted to download the software. If accessing from a phone, you must have the Zoom app.

Consider having headphones - please mute yourself when you are not talking - when participating remember your video is streaming to others.

**One tap mobile**

+13126266799,,426875520# US (Chicago)  
+16465588656,,426875520# US (New York)

**Dial by your location**

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+1 646 558 8656 US (New York)  
+1 253 215 8782 US  
+1 301 715 8592 US  
+1 346 248 7799 US (Houston)  
+1 669 900 9128 US (San Jose)

**Meeting ID: 426 875 520**

Find your local number: <https://wvu.zoom.us/j/426875520>

**Join by SIP**

[426875520@zoomcrc.com](mailto:426875520@zoomcrc.com)

**Join by Skype for Business**

<https://wvu.zoom.us/skype/426875520>

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**200 E. Washington Street, Charles Town, WV**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**\*\*DISCUSSION AND UPDATE REGARDING COVID-19 AND RELATED ISSUES - DISCUSSION/ACTION**

**APPROVAL OF REQUISITIONS**

- April 2, 2020

**APPROVAL OF MINUTES**

- March 5, 2020 - Regular Meeting

**APPROVAL OF ACCOUNTS PAYABLE**

- March 12, 2020
- March 19, 2020
- March 26, 2020
- April 2, 2020

**APPROVAL OF MANUAL CHECKS**

- March 13, 2020
- March 20, 2020
- March 27, 2020
- April 3, 2020

**APPROVAL OF PAYROLL**

- March 5, 2020
- March 19, 2020

**PUBLIC COMMENT** - Please submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please remember to include your name.

## PRESENTATIONS

1. 10:15 a.m. Stephen S. Allen, Director, Jefferson County Homeland Security and Emergency Management
  - 2018 EMPG application and request for payment - Discussion/Action
  - Regional COVID-19 update from Dr. Terrence Reidy, Jefferson County Health Department
  - Update from JCHSEM Director regarding COVID-19 county planning efforts
2. 10:30 a.m. Nikki Painter, Voter & Elections
  - Election Update - Discussion/Action
3. 10:45 a.m. Steven Holz and Benjamin Williams, Jefferson County Deputy Sheriff's Association
  - Pay Scale Request/Retention Concerns - Discussion/Action
4. 11:00 a.m. BREAK
5. 11:15 a.m. Appointments to the following:
  - Water Advisory Committee - two 3-year terms ending January 31, 2023 - Discussion/Action
  - Property Safety Enforcement Agency - two 2-year terms ending February 8, 2022 - Discussion/Action
  - Eastern Panhandle Transit Authority - two 3-year terms ending January 31, 2023 - Discussion/Action
6. 11:30 a.m. Stacie Rohn, Boys & Girls Club of the Eastern Panhandle
  - Jefferson County Club Update and request for funding support - Discussion/Action
7. 11:45 a.m. Doug Estepp, West Virginia Mine Wars Museum, Coal Country Tours
  - Request donation or loan of the old jail cells that were removed from the Old Jefferson County Jail during restoration - Discussion/Action
8. 12:00 p.m. Christina M. Vogt, Eastern Panhandle NOW
  - Support of Proclamation to make every March West Virginia Women in History Month - Discussion/Action
9. 12:15 p.m. Jeffrey A. Polczynski, ENP-Director of Communications
  - Resolution - 9-1-1 Public Safety Telecommunications as First Responders - Discussion/Action
10. 12:30 p.m. Christine Wimer, The Sunshine Petition - Discussion/Action

11. 12:45 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues - Discussion/Action
  - Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
  - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
  - Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1) - Discussion/Action
  - 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 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #17-C-174 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #20-C-26 - Discussion/Action

#### NEW BUSINESS

12. Proclamation - April Fair Housing Month - Discussion/Action
13. Approval of Records Management and Preservation Grant Agreement and Certification - Discussion/Action

#### COUNTY ADMINISTRATOR REPORTS

- Emergency COVID-19 Personnel Policies - Discussion/Action

#### COUNTY COMMISSION REPORTS

14. ADJOURN

#### CORRESPONDENCE/INFORMATION

Notice of intent to appoint to the Jefferson County Development Authority on April 16, 2020.

Comments from the March 19, 2020 meeting received from David Tabb.

*At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.*