

Minutes

Jefferson County Commission

Thursday, March 5, 2020

A meeting of the Jefferson County Commission was held on Thursday, March 5, 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, March 5, 2020 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Compton led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the Board of Review and Equalization minutes for January 30 and February 4, 6, 11, 13, and 18, 2020 with noted corrections. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the February 4, 2020 FY21 Budget Public Forum minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the February 20, 2020 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the requisitions for March 5, 2020 in the amount of \$214,188.60 to include requisition nos 20034, 20035, and 20036. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

| CHECK # | | VENDOR NAME | | AMOUNT |
|---------|--|--|--|-----------|
| 82923 | | AHA-ARTS & HUMANITIES ALLIANCE | | 301.73 |
| 82924 | | AMERICAN FAMILY LIFE INSURANCE COMPANY ICU | | 3,213.06 |
| 82925 | | BRIANNA L. GUSTAFSON | | 152.50 |
| 82926 | | CHOICE STAFFING INC | | 1,340.00 |
| 82927 | | DELTA DENTAL OF WV | | 6,571.89 |
| 82928 | | EASTERN PANHANDLE INVESTIGATIONS | | 1,525.00 |
| 82929 | | ESS ELECTION SYSTEMS & SOFTWARE | | 44,241.00 |
| 82930 | | FEDEX | | 153.96 |
| 82931 | | GUTTMAN OIL CO | | 3,177.26 |
| 82932 | | INFORMER SYSTEMS LLC | | 4,836.00 |
| 82933 | | JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION | | 446.79 |
| 82934 | | JEFFERSON CO CONVENTION AND VISITORS BUREAU | | 7,543.26 |
| 82935 | | JEFF CO PARKS & RECREATION COMMISSION | | 6,794.74 |
| 82936 | | JEFFERSON RENTAL | | 25.46 |
| 82937 | | JESSICA CARROLL | | 809.88 |
| 82938 | | JOSEPH MURPHY | | 50.98 |
| 82939 | | LANGUAGE LINE SERVICES | | 108.30 |
| 82940 | | LAURA STORM | | 488.25 |
| 82941 | | MERRI MCINTYRE | | 3,250.00 |
| 82942 | | MICHAEL MONAGHAN | | 110.50 |
| 82943 | | MILLENIUM INSURANCE GROUP | | 900.00 |
| 82944 | | MILLER'S SUPPLIES AT WORK | | 516.00 |
| 82945 | | MOTOROLA SOLUTIONS INC | | 1,970.00 |
| 82946 | | NICOLE NOBREGA | | 618.55 |
| 82947 | | R.E. MICHEL CO. LLC | | 72.03 |
| 82948 | | RETIREE HEALTH BENEFIT TRUST | | 8,646.00 |
| 82949 | | RONALD GARZA | | 110.50 |
| 82950 | | SOFTWARE SYSTEMS INC | | 74.00 |
| 82951 | | STACI HOVERMALE | | 958.84 |
| 82952 | | STATE OF WEST VIRGINIA | | 40,000.00 |
| 82953 | | TERESA HENDRICKS | | 542.54 |
| 82954 | | TODD FAGAN | | 36.41 |
| 82955 | | TRACY P HERRON-RICE | | 380.00 |
| 82956 | | WV ENHANCED 911 COUNCIL | | 70.00 |
| 82957 | | WV STATE TAX DEPARTMENT | | 8,527.94 |
| 82958 | | XEROX CORPORATION | | 1,049.77 |
| | | | | |

| | | | | |
|--------------|--|--|--|-------------------|
| TOTAL | | | | 149,613.14 |
|--------------|--|--|--|-------------------|

Motion by Ms. Noland to approve the Accounts Payable for February 27, 2020 in the amount of \$149,613.14. Motion seconded and unanimously approved.

| CHECK # | | VENDOR NAME | | AMOUNT |
|---------|--|--|--|---------------|
| 82960 | | BOLAND TRANE SERVICES INC | | \$ 4,324.34 |
| 82961 | | BONDED APPLICATORS OF MD INC | | \$ 612.00 |
| 82962 | | BUREAU OF CHILD SUPPORT | | \$ 298.16 |
| 82963 | | CAPITAL LIGHTING & SUPPLIES LLC | | \$ 1,076.86 |
| 82964 | | CHOICE STAFFING INC | | \$ 536.00 |
| 82965 | | COLONIAL LIFE | | \$ 163.20 |
| 82966 | | DODSON SEPTIC SERVICE LLC | | \$ 300.00 |
| 82967 | | EFTPS IRS TAXES | | \$ 98,630.95 |
| 82968 | | EMPOWER RETIREMENT | | \$ 2,610.00 |
| 82969 | | FIFTH THIRD BANK | | \$ 103,535.20 |
| 82970 | | GUTTMAN OIL CO | | \$ 2,863.54 |
| 82971 | | HIGHMARK WV | | \$ 198,813.20 |
| 82972 | | P/R DEDUCTION | | \$ 2,057.57 |
| 82973 | | JEFFERSON CO EMERGENCY SERVICES AGENCY | | \$ 88.45 |
| 82974 | | JEFFERSON SECURITY BANK | | \$ 4,870.00 |
| 82975 | | JEFFERSON CENTER | | \$ 100.00 |
| 82976 | | P/R DEDUCTION | | \$ 473.57 |
| 82977 | | KONE INC. | | \$ 688.24 |
| 82978 | | P/R DEDUCTION | | \$ 215.79 |
| 82979 | | MATTHEW HARVEY | | \$ 355.35 |
| 82980 | | MOTOROLA SOLUTIONS INC | | \$ 37,298.15 |
| 82981 | | NATIONAL VISION ADMIN. | | \$ 1,820.42 |
| 82982 | | NATIONWIDE RETIREMENT SOLUTIONS | | \$ 849.00 |
| 82983 | | OLD CHARLES TOWN LIBRARY | | \$ 1,500.00 |
| 82984 | | PATRIOT FIRE AND SECURITY LLC | | \$ 1,250.00 |
| 82985 | | RICE TIRES CO | | \$ 1,045.92 |
| 82986 | | ROGER GOODWIN | | \$ 82.50 |
| 82987 | | P/R DEDUCTION | | \$ 2,016.15 |
| 82988 | | SPECIALTY BUSINESS SUPPLIES | | \$ 1,174.00 |
| 82989 | | THE HARTFORD | | \$ 4,037.60 |
| 82990 | | VERIZON WIRELESS SERVICES LLC | | \$ 50.00 |
| 82991 | | P/R DEDUCTION | | \$ 547.80 |
| 82992 | | WV DEPUTY SHERIFF RETIREMENT SYSTEM | | \$ 16,459.42 |
| 82993 | | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | | \$ 45,762.80 |

| | | | | |
|--------------|--|--------------------------------------|--|----------------------|
| 82994 | | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | | \$ 500.00 |
| 82995 | | WV UNITED HEALTH SYSTEM | | \$ 26.48 |
| 82996 | | WV ASSOCIATION OF COUNTIES | | \$ 705.00 |
| 82997 | | XEROX CORPORATION | | \$ 206.00 |
| 82998 | | XEROX FINANCIAL SERVICES | | \$ 249.81 |
| 82999 | | GLOBAL SCIENCE & TECH | | \$ 1,800.00 |
| | | | | |
| TOTAL | | | | \$ 539,993.47 |

Motion by Mr. Lorenzetti to approve the Accounts Payable for March 5, 2020 in the amount of \$539,993.47. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

| MANUAL CHECKS | | | | |
|----------------------|--------|-----------------------------|--|------------------|
| Check# | Fund | VENDOR | | Amount |
| 687 | HD/8 | ATTENTI | | \$ 4,259.20 |
| 688 | HD/8 | FIFTH THIRD BANK | | \$ 57.38 |
| 322 | FP/57 | JEFFERSON CO FARMLAND PROT. | | \$ 66,471.92 |
| 772 | AV/56 | MILLER'S SUPPLIES AT WORK | | \$ 2,730.96 |
| 773 | AV/56 | MILLER'S SUPPLIES AT WORK | | \$ 1,221.50 |
| 774 | AV/56 | FIFTH THIRD BANK | | \$ 823.00 |
| 1741 | CO/246 | TYLER TECH | | \$ 3,187.50 |
| TOTAL | | | | 78,751.46 |

Motion by Mr. Compton to approve the Manual Checks for February 28, 2020 in the amount of \$78,751.46. Motion seconded and unanimously approved.

6-Mar-20

| MANUAL CHECKS | | | | |
|----------------------|--------|------------------|--|--------------------|
| Check# | Fund | VENDOR | | Amount |
| 775 | AV/56 | FIFTH THIRD BANK | | \$ 690.35 |
| 776 | AV/56 | WV ASSOC CO | | \$ 235.00 |
| 777 | AV/56 | WVAGP | | \$ 90.00 |
| 1742 | CO/246 | TYLER TECH | | \$ 637.50 |
| | | | | |
| TOTAL | | | | \$ 1,652.85 |

Motion by Ms. Noland to approve the Manual Checks for March 6, 2020 in the amount of \$1,652.85. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for February 20, 2020 in the amount of \$265,047.24. 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. Virgie Moore, Church Without Walls Ministries of Jefferson County – requested a fee waiver for application related to C.U.P, Variance, and/or building permit.
 - It was the consensus of the Commission to postpone action on this item until further information was available.
2. Nikki Painter, Election – County Clerk’s Office – requested the approval of Poll Workers and Alternates for the 2020 Primary
 - **Motion by Ms. Tabb to approve the poll worker and alternate as presented for the 2020 Primary Election. Motion seconded and unanimously approved.**
3. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fees Program Specialist – Impact Fees 2020 Recalculation Study – Request for Proposals (RFPs)
 - **Motion by Ms. Tabb to authorize issuance of request for proposals to hire a consultant to recalculate the impact fees. Motion seconded and unanimously approved (Note: Commissioner Lorenzetti abstained from this vote as his wife is an employee of WVU Medical).**

4. Roger Goodwin, Chief County Engineer – requested the approval of two complete bond releases and a permit fee refund request.
 - a. Seneca Crossing, LLC – Seneca Crossing Early Grading Permit (Files #S18-25 & 19-522)
 - **Motion by Mr. Compton to authorize a complete release of Irrevocable Letter of Credit #300025580-44 with United Bank in the amount of \$157,946.00 construction bond amount for Seneca Crossing, LLC – Seneca Crossing Early Grading Permit (File #S18-25 & 19-522. Motion seconded and unanimously approved.**
 - b. Family Adventure Resort, LLC – River Riders/Clarion Hotel Connector Roads ((File #S17-04)
 - **Motion by Ms. Noland to authorize a complete release of Irrevocable Letter of Credit #4527941-44 with United Bank in the amount of \$72,065.00 construction bond amount for Family Adventure Resort, LLC – River Riders/Clarion Inn Connector Roads (File #S17-04)**
 - c. Julio A. Saenz permit fee refund request
 - **Motion by Ms. Noland to authorize a refund of the building permit fees paid by Julio A. Saenz in the amount of \$109.00.**
5. Public Hearing – FY2020 HOME Investment Partnership Program – Nancy Strine, CDBG & HOME Administrator. President Tabb opened the public hearing at 11:01 am, and Ms. Strine provided the Commission and audience with information regarding the HOME Consortium program. The floor was then open for public comment, which was given by resident Galene Boyd, as she was curious how the HOME funds could potentially be used to help the elderly. There being no further comment, the public hearing was closed at 11:16 am.
 - **Motion by Ms. Noland to approve the Resolution approving the County’s participation in the FY2020 HOME Investment Partnership Program. Motion seconded and unanimously approved.**
6. Steve Allen, Director, JCHSEM
 - a. Recommendation from JCHSEM Steering Committee for appointments to the JCHSEM Steering Committee
 - **Motion by Ms. Tabb to approve the recommendation of the JCHSEM Steering Committee for the appointments of the following two people to serve**

on the JCHSEM Steering Committee, per their letter dated February 27, 2020 for a term of two years beginning March 5, 2020 – Jesse Hott of the American Red Cross, representing Mass Care; and Lyn Goodwin, representing the Jefferson County Development Authority. Motion seconded and unanimously approved.

- b. Approval of OHSEM to apply for the 2020 State Homeland Security Grant
 - **Motion by Mr. Compton to approve the Jefferson County Office of Homeland Security and Emergency Management’s Initial application for the 2020 Homeland Security Grant Program for improvements to the Emergency Operation Center. Motion seconded and unanimously approved.**

7. 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 #19-C-96
- Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282)
- Discussion of EPA Administrative Complaint #04R-19-R3
- 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 therero.

- **Motion by Ms. Noland to enter into Executive Session to receive legal advice regarding the above listed matters. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve the amendment to the Emergency Ambulance Service Fee Ordinance to add an additional citizen representative member to the ESA Board. Motion seconded and unanimously approved.**

8. The Commission recessed for lunch at 12:15 pm.

NEW BUSINESS

9. Legislative Updates
10. Discuss Commission Liaison to the Jefferson County Fire & Rescue Association – no action was taken on this item, and Commissioner Tabb remains the Commission liaison for the Jefferson County Fire and Rescue Association.
11. Continuation of FY21 Budget Deliberations
 - **Motion by Mr. Lorenzetti to fund four Emergency Services Agency positions and temporarily remove the billing specialist position from the FY21 budget. Motion seconded and unanimously approved.**
12. The Commission adjourned at 2:40 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Jane M. Tabb, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

