

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION - APRIL-JUNE 2020**  
**THURSDAY, APRIL 16, 2020**  
**6:00 P.M.**  
**County Commission Meeting Room**  
**located at the Old Charles Town Library**  
**200 E. Washington Street, Charles Town, WV**

*\*\*In compliance with the Jefferson County Health Department Executive Order 20-20 Shelter in Place directive to avoid gatherings of more than 5 individuals in an effort to slow the spread of the COVID -19, the public will not be admitted to the meeting room but is invited to attend via webcast.*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF REQUISITIONS**

- April 16, 2020

**APPROVAL OF ACCOUNTS PAYABLE**

- April 9, 2020
- April 16, 2020

**APPROVAL OF MANUAL CHECKS**

- April 10, 2020
- April 17, 2020

**APPROVAL OF PAYROLL**

- April 2, 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. 6:30 p.m. Lynn Fields, Probate Office
  - Quarterly Review - Discussion/Action
  - Petition to Remove Ahkenaton Bonaparte as administrator from the estate of Kriesta Watson, deceased and appoint Sheriff Pete Dougherty - Discussion/Action
  
2. 6:45 p.m. Michelle Gordon, Finance Director
  - Review and Approval of WVCORP Insurance Renewal for 2021 - Discussion/Action
  - Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY2021 - Discussion/Action
  - Review of Delta Dental Renewal for FY2021-Fy2022 ( year contract expiring 06/30/2022 - Discussion/Action
  
3. 7:00 p.m. Mary Sell, Jefferson County Water Advisory Committee
  - USGS Groundwater Quality Assessment of Jefferson County, WV, Preliminary Scope of Work and Budget Proposal - Discussion/Action
  
4. 7:15 p.m. Interviews and Appointments to the following:
  - Jefferson County Planning Commission - Three 3-year terms ending March 31, 2023 - Discussion/Action
  - Jefferson County Development Authority - One 3-year term ending April 5, 2023
  - Citizen Representative - Discussion/Action
  - Jefferson County Development Authority - One 3-year term ending April 5, 2023
  - Shepherdstown Representative - Discussion/Action
  - Jefferson County Development Authority - One 3-year term ending April 5, 2023
  - Charles Town Representative - Discussion/Action
  
5. 7:30 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
- Review and report on aspects of county policies and local government/component/agency/department involvement based on the C-19 crisis - Discussion/Action

## NEW BUSINESS

6. Revise 2020 Holiday Schedule - Discussion/Action

## COUNTY ADMINISTRATOR REPORTS

- Review of COVID-19 related Policies - Discussion/Action
- Letter to Governor concerning reimbursement of COVID-19 expenditures/losses - Discussion/Action
- Discussion of \$100,000 grant for hero pay - Discussion/Action

## COUNTY COMMISSION REPORTS

7. ADJOURN

## CORRESPONDENCE/INFORMATION

Notice of Special Session - Lay the Levy on April 21, 2020 at 9:30 a.m.

Grant award for the Jefferson County Eastern Panhandle Traffic Safety Enforcement Program.

Public comment received for the April 7, 2020 Emergency Meeting.

Public Comment received for the April 8, 2020 Special Meeting.

Impact Fee Status Report for March 2020.

*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.*