

Minutes

Jefferson County Commission

Thursday, March 19, 2020

A meeting of the Jefferson County Commission was held on Thursday, March 19, 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 Ralph Lorenzetti and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator; and Bailiff. Commissioners Josh Compton, Caleb Hudson, and Patricia Noland participated via telephone. (The archived meeting of the Thursday, March 19, 2020 meeting is available on the Jefferson County Commission website.)

Commission President Tabb commented that 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 by is invited to attend via webcast.

PLEDGE OF ALLEGIANCE

Commissioner Lorenzetti led the Pledge of Allegiance.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the Requisition for March 19, 2020 in the amount of \$147,380.00 to include requisition no 20038. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was received by David Tabb by email. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

NEW BUSINESS

1. Michelle Gordon, Finance Director - Approval of FY2021 Budget

- **Motion by Mr. Compton to approve the FY2021 Budget as presented. Motion seconded and unanimously approved.**
2. USDA updates crop yields based on farming history – Required to be signed by landowner not the producer. Commissioner Tabb recused herself due to a conflict of interest.
 - **Motion by Mr. Compton to approve the USDA updates crop yields based on farming history document and to authorize Vice President Commissioner Lorenzetti to affix his signature to the document. Motion seconded and unanimously approved.**

PRESENTATIONS

3. Matt Harvey, Prosecuting Attorney – Approval of new-hire, Kristina Shipley – part-time Victim Advocate position.
 - **Motion by Mr. Compton to approve Kristina Shipley, part-time Victim Advocate position. Motion seconded and unanimously approved.**
4. Matt Harvey, Prosecuting Attorney – Approval of 2020-2021 VOCA Grant Application
 - **Motion by Ms. Noland to approve the 2020-2021 VOCA Grant Application as presented. Motion seconded and unanimously approved.**
5. Elizabeth Wheeler, Director of the Jefferson County Farmland Protection Board – Approval of purchase of one Agricultural Conservation Easement.
 - **Motion by Ms. Tabb to approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program conservation easement on the property in Jefferson County owned by T. L. Magaha and Sons, Inc. (Property LLL). Motion seconded and unanimously approved.**
6. Jeffrey Polczynski, ENP-Director of Communications – Appointment Requests – Five full-time Public Safety Dispatchers.

- **Motion by Ms. Tabb to approve the appointment of the five public safety dispatchers as presented. Motion seconded and unanimously approved.**

7. Discussion and update regarding COVID-19 and related issues.

- **Motion by Ms. Tabb to authorize staff to send a letter to the WVDEP to reschedule the gas pipeline extension (permit no. WVR311281) and hold the public hearing in Jefferson County. Motion seconded and unanimously approved.**

8. The Commission adjourned at 7:10 pm on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

Jane M. Tabb, PRESIDENT

Respectfully submitted
Sandy S. McDonald
Deputy County Administrator