

## Minutes

### Jefferson County Commission

Thursday, April 16, 2020

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A meeting of the Jefferson County Commission was held on Thursday, April 16, 2020 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. 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, April 16, 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 but is invited to attend via webcast.

#### **PLEDGE OF ALLEGIANCE**

Commissioner Lorenzetti led the Pledge of Allegiance.

#### **APPROVAL OF ACCOUNTS PAYABLE**

CHECK #	VENDOR NAME	AMOUNT
83134	P/R DEDUCTIONS	\$ 1,034.36
83135	AT&T	\$ 68.55
83136	BOLAND TRANE SERVICES INC	\$ 4,434.92
83137	EASTERN PANHANDLE INVESTIGATIONS	\$ 1,025.00
83138	ESRI	\$ 14,700.00
83139	ESS ELECTION SYSTEMS & SOFTWARE	\$ 4,704.00
83140	FIFTH THIRD BANK	\$ 95,358.78
83141	FRANKLIN & PROKOPIK P.C.	\$ 112.50
83142	GUTTMAN OIL CO	\$ 1,393.43
83143	JACKIE SMITH, COURT REPORTER	\$ 114.75

83144		P/R DEDUCTIONS		\$ 165.39
83145		P/R DEDUCTIONS		\$ 410.79
83146		MARY K. HURLEY		\$ 46.20
83147		MILLERS SUPPLIES AT WORK		\$ 190.00
83148		MONTE CONNER		\$ 16.37
83149		RETIREE HEALTH BENEFIT TRUST		\$ 8,646.00
83150		VERIZON WIRELESS SERVICES LLC		\$ 50.00
83151		P/R DEDUCTIONS		\$ 1,590.05
83152		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 59,781.75
83153		XEROX CORPORATION		\$ 1,044.82
<b>TOTAL</b>				<b>\$ 194,887.66</b>

**Motion by Ms. Tabb to approve the Accounts Payable for April 9, 2020 in the amount of \$194,887.66. Motion seconded and unanimously approved.**

CHECK #		VENDOR NAME		AMOUNT
83155		BOLAND TRANE SERVICES INC		\$ 705.00
83156		BUREAU OF CHILD SUPPORT		\$ 298.16
83157		CACH LLC		\$ 283.64
83158		COAST TO COAST COMPUTER PRODUCTS		\$ 3,094.80
83159		EFTPS IRS TAXES		\$ 91,185.27
83160		EMPOWER RETIREMENT		\$ 2,630.00
83161		ESI ELECTRONIC SYSTEMS INC		\$ 715.41
83162		FIDELITY POWER SYSTEMS		\$ 1,580.75
83163		GUTTMAN OIL CO		\$ 2,797.59
83164		J.C. EHRlich		\$ 721.00
83165		JEFFERSON SECURITY BANK		\$ 4,900.00
83166		KONE INC.		\$ 1,809.75
83167		NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
83168		P/R DEDUCTIONS		\$ 1,201.06
83169		RICE TIRES CO		\$ 522.96
83170		SOFTWARE SYSTEMS INC		\$ 1,585.50
83171		TEK ADVISORS LLC		\$ 4,200.00
83172		THE HARTFORD		\$ 2,400.30
83173		THE HARTFORD		\$ 3,869.32
83174		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.		\$ 1,948.17
83175		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 14,385.11
83176		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,023.40

83177		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 500.00
83178		XEROX CORPORATION	\$ 2,334.50
83179		GENERAL COUNTY-004	\$ 23,746.60
<b>TOTAL</b>			<b>\$ 213,287.29</b>

**Motion by Mr. Compton to approve the Accounts Payable for April 16, 2020 in the amount of \$213,287.29. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
692	HD/8	ATTENTI		\$ 4,896.00
693	HD/8	CDA		\$ 372.00
694	HD/8	REDWOOD TOXICOLOGY		\$ 272.00
324	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 63,254.45
785	AV/56	COMMERCIAL PRESS		\$ 580.00
786	AV/56	FIFTH THIRD BANK		\$ 2,612.48
787	AV/56	MILLERS SUPPLIES AT WORK		\$ 28.88
788	AV/56	MILLERS SUPPLIES AT WORK		\$ 909.00
789	AV/56	MR PRINT		\$ 1,617.32
790	AV/56	SEGRA		\$ 594.00
1229	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 261,352.75
1230	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 4,738.83
1231	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 20,249.83
1232	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 2,210.83
<b>TOTAL</b>				<b>\$ 363,688.37</b>

**Motion by Ms. Noland to approve the Manual Checks for April 10, 2020 in the amount of \$363,688.37. Motion seconded and unanimously approved.**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
791	AV/56	GLOBAL SCIENCE & TECH		\$ 298.96

792	AV/56	MONROE	\$ 288.00
793	AV/56	XEROX CORP	\$ 17.00
<b>TOTAL</b>			<b>\$ 603.96</b>

**Motion by Mr. Compton to approve the Manual Checks for April 17, 2020 in the amount of \$603.96. Motion seconded and unanimously approved.**

**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.

Catherine Joswick made public comment.

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

**PRESENTATIONS**

1. Lynn Fields, Probate Office – Quarterly Review.

- **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to approve the Quarterly Estates that have been closed. Motion seconded and unanimously approved.**
- **No action was taken on the Petition to Remove Ahkenaton Bonaparte as administrator from the estate of Kriesta Watson, deceased and appoint Sheriff Pete Dougherty.**
- **Motion by Ms. Noland to convene in Regular Session. Motion seconded and unanimously approved.**

2. Michelle Gordon, Finance Director.

- **Motion by Ms. Tabb to accept the FY21 risk and worker' compensation plan renewal from WVCorp Risk Pool. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to accept Highmark of West Virginia health insurance renewal. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to accept the 2 year dental plan renewal from Delta Dental. Motion seconded and unanimously approved.**

3. Mary Sell, Jefferson County Water Advisory Committee – USGS Groundwater Quality Assessment of Jefferson County, WV, Preliminary Scope of Work and Budget Proposal.

- **Motion by Ms. Tabb support the initiative to have the Groundwater Quality Study done. Motion seconded and unanimously approved.**

4. Interviews and Appointments to the following:

- The following individuals were interviewed for the Jefferson County Planning Commission – three 3-year terms ending March 31, 2023: Chris Garcia, Amy Lindsay, Ray Bruning, Bob Aitcheson, Doug Rockwell, and Ron Thomas.
- The following individuals were nominated: Donnie Fisher (Noland), Ron Thomas (Noland), Ray Bruning (Noland), Chris Garcia (Tabb), Doug Rockwell (Tabb), Amy Lindsay (Lorenzetti), Chris Garcia (Lorenzetti), and Ray Bruning (Lorenzetti).
- **Motion by Ms. Noland to close nominations. Motion seconded and passed unanimously.**
- **Donnie Fisher (4 votes), Ron Thomas (4 votes), and Ray Bruning (3 votes) were reappointed to the Jefferson County Planning Commission for a 3 year term ending March 31, 2023.**

Interviews and Appointments to the following:

- The following individuals were interviewed for Jefferson County Development Authority one 3-year term ending April 5, 2023: Darah Kehnemuyl, Tim Ross, and Lorena Chambers.
- The following individuals were nominated: Lorena Chambers (Tabb), Tim Ross (Lorenzetti), and Darah Kehnemuyl (Compton). Darah Kehnemuyl was appointed with 3 votes.

## **NEW BUSINESS**

Revise 2020 Holiday Schedule

- **Motion by Ms. Noland to the revised 2020 Holiday Schedule. Motion was seconded and passed unanimously.**

5. Stephanie Grove, County Administrator reports:

Review of COVID-19 related Policies

Letter to Governor concerning reimbursement of COVID-19 expenditures/losses

Discussion of \$100,000 grant for hero pay

6. Nathan Cochran, Assistant Prosecuting Attorney

1. Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
2. Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
3. Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
4. Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
5. Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1). Discussion/Action.
6. 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.
7. Discussion of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
8. Discussion of Jefferson County Circuit Court Civil Action #20-C-26. Discussion/Action.
9. Review and report on aspects of county policies and local government/component/agency/department involvement based on C-19 crisis – Discussion/Action.

- **Motion by Ms. Tabb to enter into Executive Session to receive legal counsel concerning issues among dispatchers and regulations regarding 64 CSR. Motion was seconded and passed unanimously.**

- **Motion by Ms. Tabb to come out of Executive Session. Motion was seconded and passed unanimously.**

- **Motion by Ms. Tabb to direct Nathan Cochran to contact all first responder departments to make them aware of HIPAA regulations. Motion was seconded and passed unanimously.**
  
- **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.**

7. The Commission adjourned at 10:17 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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Jane M. Tabb, PRESIDENT

Respectfully submitted  
Sandy S. McDonald  
Deputy County Administrator