

Minutes

Jefferson County Commission

Thursday, May 7, 2020

A meeting of the Jefferson County Commission was held on Thursday, May 7, 2020 during the second quarterly session held virtually on GoTo Webinar per social distancing guidelines established to discourage the community spread of COVID-19. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, Patricia Noland and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant.

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF ACCOUNTS PAYABLE

CHECK #	VENDOR NAME	AMOUNT
83180	US POSTAL SERVICE	\$ 20,000.00

Motion by Ms. Noland to approve the Accounts Payable for April 24, 2020, in the amount of \$20,000.00. Motion seconded and unanimously approved.

CHECK #	VENDOR NAME	AMOUNT
83182	AHA-ARTS & HUMANITIES ALLIANCE	\$ 180.46
83183	AMERIFLEX	\$ 121.60
83184	BUREAU OF CHILD SUPPORT	\$ 248.31
83185	CACH LLC	\$ 282.59
83186	CASTO & HARRIS INC	\$ 1,341.54
83187	COMPTROLLER OF MARYLAND	\$ 1,701.19
83188	DR. ROBERT E JONES III	\$ 1,000.00
83189	EFTPS IRS TAXES	\$ 100,230.91
83190	EMPOWER RETIREMENT	\$ 2,630.00
83191	ESS ELECTION SYSTEMS & SOFTWARE	\$ 1,912.50

83192		FEDEX		\$ 334.43
83193		FIDELITY POWER SYSTEMS		\$ 4,059.75
83194		GUTTMAN OIL CO		\$ 1,515.91
83195		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$ 267.22
83196		JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$ 4,511.59
83197		JEFF CO PARKS & RECREATION COMMISSION		\$ 4,063.90
83198		JEFFERSON SECURITY BANK		\$ 4,900.00
83199		P/R DEDUCTION		\$ 832.67
83200		LANGUAGE LINE SERVICES		\$ 186.37
83201		P/R DEDUCTION		\$ 431.48
83202		P/R DEDUCTION		\$ 1,916.85
83203		MILLERS SUPPLIES AT WORK		\$ 53.26
83204		NETMOTION		\$ 533.54
83205		NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
83206		JEFFERSON CO DEMOCRATIC ASSOC		\$ 50.00
83207		SENCOMMUNICATIONS LLC		\$ 400.00
83208		TOWN OF BOLIVAR		\$ 71.15
83209		WV ASSOCIATION OF CIRCUIT CLERK		\$ 100.00
83210		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,305.30
83211		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,864.17
83212		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
83213		WV STATE TAX DEPARTMENT		\$ 51,430.12
83214		XEROX FINANCIAL SERVICES		\$ 249.81
83215		JEFFERSON DAY REPORT		\$ 1,532.30
TOTAL				\$ 250,607.92

Motion by Ms. Noland to approve the Accounts Payable for April 30, 2020 in the amount of 250,607.92. Motion seconded and unanimously approved.

CHECK #		VENDOR NAME		AMOUNT
83216		84 LUMBER		\$ 492.84
83217		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		\$ 4,819.59
83218		COLONIAL LIFE		\$ 244.80
83219		DS SERVICES STANDARD		\$ 716.56
83220		DS SERVICES STANDARD		\$ 48.86
83221		DEBRA A YOUNG		\$ 653.72
83222		DELTA DENTAL OF WV		\$ 6,572.10
83223		FIFTH THIRD BANK		\$ 93,081.39
83224		GUTTMAN OIL CO		\$ 1,591.42

83225		HIGHMARK WV		\$ 200,079.54
83226		IPC TECHNOLOGIES INC.		\$ 7,205.00
83227		JAMES P HAYDEN		\$ 2,048.29
83228		JASON MICKEY		\$ 147.86
83229		JENNIFER M BROCKMAN		\$ 1,056.83
83230		MILLENIUM INSURANCE GROUP		\$ 900.00
83231		MILLER'S SUPPLIES AT WORK		\$ 38.08
83232		MONROE SYSTEMS FOR BUSINESS		\$ 363.00
83233		NATIONAL BAND & TAG CO		\$ 1,870.00
83234		NATIONAL VISION ADMIN.		\$ 1,815.64
83235		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
83236		RETIREE HEALTH BENEFIT TRUST		\$ 8,138.00
83237		THE HARTFORD		\$ 2,463.80
83238		THE HARTFORD		\$ 4,028.58
83239		VINCENT TIONG		\$ 87.33
83240		JEFFERSON DAY REPORT CENTER		\$ 1,850.70
TOTAL				\$ 341,813.93

Motion by Ms. Noland to approve the Accounts Payable for May 7, 2020 in the amount of \$341,813.93. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
695	HD/8	ATTENTI		\$ 4,134.40
696	HD/8	FIFTH THIRD BANK		\$ 57.27
794	AV/56	MILLER SUPPLIES WORK		\$ 297.27
795	AV/56	MILLER SUPPLIES WORK		\$ 975.38
796	AV/56	MONROE		\$ 39.88
797	AV/56	PRINT-O-STAT		\$ 190.00
798	AV/56	SEGRA		\$ 599.50
TOTAL				\$ 6,293.70

Motion by Ms. Tabb to approve the Manual Checks for May 8, 2020 in the amount of \$6,293.70. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for April 30, 2020 in the amount of \$279,279.79. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was provided in writing by the following individuals: David Tabb

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

PRESENTATIONS

1. Nikki Painter, County Clerk's Office/Elections – requested the approval of polling place changes for the 2020 Primary Election.
 - **Motion by Mr. Compton to approve the polling place changes as follows for the upcoming 2020 Primary Election: Precinct 7 will move from Ranson Elementary to the Ranson Civic Center and Precinct 29 will move from TA Lowery Elementary to Jefferson High School. Motion seconded and unanimously approved.**
2. Roger Goodwin, Chief County Engineer – requested a Complete Bond Release for Grace Baptist Church – Grace Baptist Church Site Work, Phase 1 (File #S17-03)
 - **Motion by Ms. Noland to authorize a complete release of Performance Bond No. 60126206 with Capitol Indemnity Corporation in the amount of \$189,019.00 construction bond amount for Grace Baptist Church – Grace Baptist Church Site Work, Phase 1 (File #S17-03). Motion seconded and unanimously approved.**
3. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fee Program Specialist – requested the acceptance of the 2020 Impact Fee Recalculation Study.
 - **Motion by Ms. Tabb to accept the proposal from TischlerBise, in the amount of \$53,900.00, to recalculate the impact fees. Motion seconded and unanimously approved.**
4. Interviews/Appointments to the Jefferson County Historic Landmarks Commission – one unexpired term ending March 6, 2021.

- **Motion by Ms. Noland to appoint John Demer to the Jefferson County Historic Landmarks Commission for an unexpired term ending March 6, 2021. Motion seconded and unanimously approved.**

5. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of Renewal of County Cable Franchise Agreement, resolution of franchise fee audit and related issues
- 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 WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1)
- Discussion of Jefferson County Circuit Court Civil Action #19-P-69
- 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.
- Review and report on aspects of county policies and local government/component/agency/departments involvement based on the COVID-19 crisis.

6. Pete Dougherty, Sheriff

- a. Request to approve and renew Intergovernmental Agreement with Bolivar regarding Hotel/Motel Fees
 - **Motion by Ms. Tabb to approve and renew the intergovernmental agreement with Bolivar regarding Hotel/Motel Fees Collection, as presented. Motion seconded and unanimously approved.**
- b. Request to approve and renew Intergovernmental Agreement with Bolivar for policing services.
 - **Motion by Ms. Tabb to approve and renew the intergovernmental agreement with Bolivar for policing services, as presented. Motion seconded and unanimously approved.**
- c. Request to approve a promotion of Corporal (to fill a vacancy since last year) effective May 24, 2020.
 - **Motion by Mr. Compton to approve the promotion of Albert Trey Hockman to Corporal, effective May 24, 2020 with an increase in salary in the amount of \$2,300. Motion seconded and unanimously approved.**
- d. Request to approve a promotion of Sergeant (to fill a vacancy since last year) effective May 24, 2020.

- **Motion by Ms. Noland to approve the promotion of Dustin Tabler to Sergeant effective May 24, 2020 with an increase in salary in the amount of \$3,080.85. Motion seconded and unanimously approved.**

NEW BUSINESS

7. Jefferson County Hotspot Designation (JC)
 - Ms. Grove provided clarification regarding State's designation of Jefferson County as a COVID-19 "hotspot," stating the county is still allowed to open under the phased reopening guidelines; however, gatherings would be limited to five and the Health Department could potentially implement additional guidelines if necessary.

COUNTY ADMINISTRATOR REPORTS

- Discuss Jefferson County Declaration and related issues.
 - **Motion by Ms. Tabb to extend the Jefferson County Declaration until at least, Friday, May 22, 2020, dependent upon further information from the State and the Jefferson County Health Department, with a more thorough discussion on the declaration to take place during the May 21, 2020 regularly scheduled County Commission meeting. Motion seconded and unanimously approved.**
 - Old Jail Cells – West Virginia Mine Wars Museum in Matewan, WV – it was the consensus of the Commission to delay action on this item until speaking with Martin Burke, Chairman of the Jefferson County Historic Landmarks Commission
8. The Commission adjourned at 11:18 am on a motion by Ms. Tabb. Motion was seconded and unanimously approved.

Jane Tabb, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

