

## **Minutes**

### **Jefferson County Commission**

**Thursday, May 21, 2020**

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A meeting of the Jefferson County Commission was held on Thursday, May 21, 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 Hudson led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Mr. Compton to approve the March 17, 2020 Emergency Meeting Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the March 19, 2020 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Mr. Compton to approve the March 24, 2020 Emergency Meeting Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the April 2, 2020 Regular Meeting Minutes as with noted corrections. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the April 7, 2020 Emergency Meeting Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Mr. Compton to approve the April 8, 2020 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the April 16, 2020 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.**

**Motion by Mr. Compton to approve the April 21, 2020 Special Session/Lay the Levy Meeting Minutes as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Noland to approve the May 7, 2020 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

#### **APPROVAL OF REQUISITIONS**

**Motion by Mr. Compton to approve the May 21, 2020 Requisitions in the amount of \$37,747.00 to include requisition nos. 20047 and 20049. Motion seconded and unanimously approved.**

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

**Motion by Mr. Compton to approve the Accounts Payable for May 14, 2020, in the amount of \$181,070.85. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the Accounts Payable for May 21, 2020 in the amount of \$40,014.85. Motion seconded and unanimously approved.**

#### **APPROVAL OF MANUAL CHECKS**

**Motion by Mr. Compton to approve the Manual Checks for May 15, 2020 in the amount of \$274,048.78. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the Manual Checks for May 22, 2020 in the amount of \$19,248.34. Motion seconded and unanimously approved.**

## **APPROVAL OF PAYROLL**

**Motion by Ms. Noland to approve the Payroll for May 14, 2020 in the amount of \$260,175.29. 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. Angie Banks, Assessor – notified the Commission of the Certificate of Oaths for the Real Estate and Personal Property Books that needed to be signed by all five Commissioners.
2. Elizabeth Wheeler, Director, Jefferson County Farmland Protection Board – requested approve of purchase of two Agricultural Conservation Easements.
  - **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.**
3. Michelle Gordon, Finance Director
  - a. Review and Approval of FY2020 State Budget Revision 4 for the Coal Severance Fund.
    - **Motion by Ms. Noland to approve FY20 State Budget Revision 4 for the Coal Severance Fund, as presented. Motion seconded and unanimously approved.**
  - b. Review and Approval of FY2020 Internal Budget Revisions 3, 4 and 5 for the General County Fund.
    - **Motion by Ms. Noland to approve FY20 Internal Budget Revisions 3, 4, and 5 for the General County Fund, as presented. Motion seconded and unanimously approved.**
  - c. Review and Approval of FY2020 State Budget Revisions 4 and 5 for the General County Fund.

- **Motion by Ms. Tabb to approve FY20 State Budget Revisions 4 and 5 for the General County Fund, as presented. Motion seconded and unanimously approved.**

d. Review of FY21 Revenue Projections

4. 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.
  - Discussion of Jefferson County Circuit Court Civil Action #17-C-174
  - Discussion of Jefferson County Circuit Court Civil Action #20-C-26
  - Discussion of Jefferson County Circuit Court Civil Action #20-C-20
  - Review and report on aspects of county policies and local government/component/agency/department involvement based on the COVID-19 crisis.
- Mr. Cochran stated he had no new updates to provide to the Commission regarding the matters listed above.

5. Nikki Painter, County Clerk/Elections – polling place location change for 2020 Primary and Election Night Reporting Procedures

- **Motion by MS. Tabb to approve the polling place change for Precinct 14 from Camp Hill Wesley Church to Harpers Ferry Middle School for the 2020 Primary Election, as presented. Motion seconded and unanimously approved.**
- It was the consensus of the Commission to work with staff to try to find an alternate solution to closing the Courthouse for Election Night reporting procedures.

6. Pete Dougherty, Sheriff

- a. Request to approve a Court Security Grant to upgrade the camera and add Americans with Disability Act compliant metal detectors.
- **Motion by Ms. Tabb to approve the Court Security Grant as presented and authorize the President to sign on behalf of the Commission. Motion seconded and unanimously approved.**
- b. Request to approve the promotion of two deputies to the rank of Corporal to effectively fill the existing vacancies that are approved by the Jefferson County Civil Service Commission.
- **Motion by Ms. Noland that Allan Thomas and Scott Demory be approved for the promotion to Corporal effective June 9, 2020 and that their compensation be increased by \$2,299.22. Motion seconded and unanimously approved.**

**COUNTY ADMINISTRATOR REPORTS**

- County Guidelines for Public Access to buildings during COVID-19
  - It was the consensus of the Commission to limit the number of the public in County buildings and mark off 6ft. to practice social distancing. In some instances, appointments may be required for admission. The Commission also consented to allow the Clerk of the County Commission to limit services at her discretion while staff is processing election documents.
- 100,000 block grant for COVID-19 expenditures
  - It was the consensus of the Commission to allow Ms. Grove to develop a simple grant application form to assist the surrounding municipalities and community organizations, with the Commission to review the requests as they're submitted.
- Revision for Policy 216A
  - **Motion by Ms. Tabb to approve the COVID-19 Back to Work Policy as amended, effective May 26, 2020 with the exception of the Mason Building, which will reopen to the public on June 1, 2020. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to eliminate paid administrative leave for Policy 216A, effective May 26, 2020.**

- Discuss Jefferson County Declaration and Related Issues
    - **Motion by Ms. Tabb to rescind the Jefferson County Declaration closing county buildings to the public. Motion seconded and unanimously approved.**
  - CARES Act funding – expenses for COVID-19 and how to distribute
    - Ms. Grove stated the County would be applying for CARES Act funding for reimbursement for PPE and other necessities.
7. The Commission adjourned at 8:17 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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Jane Tabb, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

