

Minutes

Jefferson County Commission

Thursday, June 4, 2020

A meeting of the Jefferson County Commission was held on Thursday, June 4, 2020 during the second quarterly session at 9:30 a.m. The meeting was held via GoToWebinar. Present were Commissioners Jane Tabb, President, Patricia Noland, Ralph Lorenzetti, Caleb Judson, and Josh Compton.. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, June 4, 2020 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Compton led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Compton to approve the April 30, 2020 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the May 21, 2020 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Compton to approve the Accounts Payable for May 28, 2020 in the amount of \$197,458.92. Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
83301	AHA-ARTS & HUMANITIES ALLIANCE	457.15
83302	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	3,213.06
83303	AUTOZONE	129.29
83304	BERKELEY GLASS INC	606.92
83305	BOLAND TRANE SERVICES INC	4,410.33
83306	CAPITAL LIGHTING & SUPPLIES, LLC	162.17
83307	CENTRAL ELEVATOR INSPECTION SERVICES LLC	800.00
83308	CHOICE STAFFING INC	402.00
83309	COLONIAL LIFE	163.20
83310	COMMUNITY ALTERNATIVES TO VIOLENCE INC (CAV)	5,000.00
83311	DS SERVICES STANDARD	502.82
83312	DELTA DENTAL OF WV	6,758.89
83313	DOING BETTER BUSINES	685.06
83314	FIFTH THIRD BANK	86,016.81
83315	GUTTMAN OIL CO	4,137.57
83316	HIGHMARK WV	205,989.05
83317	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	676.92
83318	JEFFERSON CO CONVENTION AND VISITORS BUREAU	11,428.64
83319	JEFF CO PARKS & RECREATION COMMISSION	10,294.58
83320	JESSICA CARROLL	2,440.12
83321	LANGUAGE LINE SERVICES	157.58
83322	LAURA STORM	47.04
83323	MILLENIUM INSURANCE GROUP	900.00
83324	MILLER'S SUPPLIES AT WORK	849.35
83325	NATIONAL VISION ADMIN.	1,893.24
83326	NICOLE NOBREGA	314.28
83327	R.E. MICHEL CO. LLC	70.64
83328	RICCI MCINTYRE	2,487.98
83329	RONALD GARZA	382.07
83330	SAMANTHA COMBS	30.31
83331	SDS-SPECIALTY DISPOSAL ENVIRONMENTAL SERVICES	350.00
83332	THE HARTFORD	2,457.45
83333	THE HARTFORD	4,028.58
83334	US POSTAL SERVICE	20,000.00
83335	WENDY JENKINS	1,934.11
83336	XEROX FINANCIAL SERVICES	249.81

83337		JEFFERSON DAY REPORT		38,750.00
TOTAL				419,177.02

Motion by Ms. Noland to approve the Accounts Payable for June 4, 2020 in the amount of \$419, 177.02. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for May 28, 2020 in the amount of \$197,458.92. 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.

PRESENTATIONS

1. Dr. Reidy, Jefferson County Health Department – provided the Commission and the audience with an update on the Jefferson County Health Department’s efforts to educate the public on COVID numbers to prevent a future spike in confirmed cases.
 - It was the consensus of the Commission to request Ms. Grove work with Dr. Reidy to arrange a “town hall” style virtual meeting for the benefit of the public regarding accurate COVID data in Jefferson County.

2. Angie Banks, Assessor requested the approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Anthony Gentry	PP	SD	316194	\$143.78

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 316194 as presented. Motion seconded and unanimously approved.**

3. Neil McLaughlin, Jefferson County Development Authority – requested the employment approval of new Executive Director.
 - **Motion by Ms. Noland to approve the employment of the newly selected Executive Director of the Jefferson County Development Authority with a salary of \$95,000.00, effective July 6, 2020. Motion seconded and passes on a vote of 4-1 with Mr. Lorenzetti opposing.**

4. Roger Goodwin, Chief County Engineer
 - a. Partial Bond Release for ILA Properties, Inc. – Quail Ridge Subdivision II Phase III, Lots 129-159 (file #05-55).
 - **Motion by Ms. Noland to authorize a partial release of Irrevocable Letter of Credit #7962921 with Summit Community Bank in the amount of \$869,237.00 for ILA Properties, Inc. – Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (File #05-55). Motion was seconded and unanimously approved.**
 - b. Partial Bond Release for Roderick Planes, LLC – Aspen Green Subdivision, Phase IIA (file #14-01)
 - **Motion by Ms. Tabb to authorize a partial release of Performance Bond No. SNN4002856 with Nationwide Mutual Insurance Company in the amount of \$439,808.00 for Roderick Planes, LLC – Aspen Greens Subdivision, Phase IIA (File #14-01). Motion seconded and unanimously approved.**

5. 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.
 - Mr. Cochran stated he did not have any updates to provide on the matters listed on the agenda.

NEW BUSINESS

6. Update regarding Charles Town Article 147 CTUB County Commission Comments/Input – Ms. Grove stated she spoke with Darryl Hennessey, City Manager of the City of Charles Town, who confirmed the City did not contact the County directly regarding this matter as the agenda serves as sufficient notice.
 - **Motion by Mr. Compton to direct Ms. Grove to write a letter to the Council of the City of Charles Town requesting they provide direct, written notice to the Jefferson County Commission when amending ordinances that impact Jefferson County residents. Motion seconded and unanimously approved.**
7. Extension of residential and commercial late fees for Ambulance Fee payments until 12/31/2020
 - **Motion by Mr. Compton to extend the July 2020 Ambulance Fee late fee deadline for residential and commercial structures through 12/31/2020. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

Loan/Donation of Old Jail Cells – Ms. Grove stated she spoke with Martin Burke, Chair of the Jefferson County Historic Landmarks Commission, and stated he was amenable to donating or loaning one full jail cell to the West Virginia Mine Wars Museum.

- **Motion by Ms. Noland to approve the donation of one full jail cell to the WV Mine Wars Museum provided the cost of transportation be paid by the museum. Motion seconded and passes on a vote of 4-1 with Commissioner Compton opposing.**

Update on any issues relate to COVID-19 – Ms. Grove stated the Jefferson County Health Department had delivered 1000 cloth masks to the Hunter House for all departments and the offices of the elected officials.

Closure of Courthouse on Election Night – Ms. Grove inquired as to whether the Commission would be amenable to closing the Court House on election night to prevent the spread and exposure of COVID-19.

- **Motion by Ms. Noland to close the Courthouse on election night and allow citizens to view a live stream of the election night reporting. Motion seconded and unanimously approved.**

2020 Primary Election Canvass – Ms. Grove informed the Commission that canvassing the ballots for the 2020 Primary Election results would begin at 9:30 am on Monday, June 15, 2020.

8. The Commission adjourned at 11:44 a.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Jane M. Tabb, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant