

Jefferson County Commission

Thursday, June 18, 2020

A meeting of the Jefferson County Commission was held on Thursday, June 18, 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 led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by MS. Noland to approve the June 4, 2020 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Ms. Noland to approve Requisition No.20050 in the amount of \$8,071.61. Motion seconded and unanimously approved

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
83339		AT&T		\$ 35.70
83340		BOLAND TRANE SERVICES INC		\$ 1,771.00
83341		BUREAU OF CHILD SUPPORT		\$ 248.31
83342		CACH LLC		\$ 274.77
83343		EFTPS IRS TAXES		\$ 97,169.12
83344		EMPOWER RETIREMENT		\$ 2,630.00
83345		FRONTIER		\$ 549.80
83346		JEFFERSON SECURITY BANK		\$ 4,880.00
83347		LAURA STORM		\$ 17.77
83348		MONROE SYSTEMS FOR BUSINESS		\$ 24.45
83349		NATIONWIDE RETIREMENT SOLUTIONS		\$ 849.00
83350		RETIREE HEALTH BENEFIT TRUST		\$ 8,392.00
83351		RICE TIRES CO		\$ 522.96
83352		RODGERS CLOCK SERVICE		\$ 275.00
83353		SHERWIN-WILLIAMS		\$ 10.30
83354		SOFTWARE SYSTEMS INC		\$ 202.00
83355		SOFTWARE SYSTEMS INC		\$ 23,175.00
83356		TYLER TECHNOLOGIES		\$ 27,888.86
83357		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,235.49
83358		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 46,030.29
83359		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
83360		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
83361		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 51,724.00
83362		XEROX CORPORATION		\$ 732.14
83363		GENERAL CO FUNE - 004		\$ 13,746.42
83364		CENTRAL ATLANTIC LEGAL GROUP PLLC		\$ 615.00
83365		TYLER TECHNOLOGIES		\$ 1,304.00
TOTAL				\$ 299,969.87

Motion by Mr. Compton to approve the Accounts Payable for June 11, 2020 in the amount of 299,969.87. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
83367		AMANDA MASTERS		\$ 72.46
83368		AMERIFLEX		\$ 121.60
83369		ASBURY UNITED METHODIST CHURCH		\$ 200.00
83370		BETHEL METHODIST CHURCH		\$ 100.00
83371		BLUE RIDGE MOUNTAIN FIRE HALL		\$ 100.00
83372		BOLAND TRANE SERVICES INC		\$ 2,885.00
83373		CHARLES TOWN BAPTIST CHURCH		\$ 100.00

83374		CITIZEN FIRE CO	\$ 150.00
83375		COVENANT BAPTIST CHURCH	\$ 100.00
83376		CREAMERS WRECKER SERVICE	\$ 100.00
83377		DS SERVICES STANDARD	\$ 9.99
83378		CYNTHIA DANNER	\$ 49.25
83379		DR. ROBERT E JONES III	\$ 1,000.00
83380		FELLOWSHIP BIBLE CHURCH	\$ 200.00
83381		FIRST BAPTIST CHURCH	\$ 100.00
83382		GAIL MCMILLION	\$ 72.99
83383		GUTTMAN OIL CO	\$ 4,854.88
83384		J.C. EHRlich	\$ 729.00
83385		JEFFERSON COUNTY COUNCIL ON AGING	\$ 100.00
83386		JEFFERSON ACADEMY	\$ 200.00
83387		JEFFERSON RENTAL	\$ 433.81
83388		LEETOWN METHODIST CHURCH	\$ 100.00
83389		MARSHALL UNIVERSITY RESEARCH CORP	\$ 1,790.00
83390		MONROE SYSTEMS FOR BUSINESS	\$ 55.42
83391		OAKLAND METHODIST CHURCH	\$ 100.00
83392		R.E. MICHEL CO. LLC	\$ 333.50
83393		RANSON CIVIC CENTER	\$ 100.00
83394		ROBERT L PETERSON SR	\$ 19.60
83395		RONALD DANTZIC	\$ 14.55
83396		SOFTWARE SYSTEMS INC	\$ 2,369.00
83397		SUMMIT PT BAPTIST CHURCH	\$ 100.00
83398		SUPERIOR AUTO BODY LLC	\$ 2,027.34
83399		TEK ADVISORS LLC	\$ 4,200.00
83400		TRINITY EPISCOPAL CHURCH	\$ 100.00
83401		WILLIAM SCHWEITZER	\$ 1,659.95
83402		WV DIVISION OF LABOR	\$ 180.00
83403		XEROX CORPORATION	\$ 743.53
83404		JEFFERSON CO. EMERGENCY - JCESA	\$ 225,000.00
TOTAL			\$ 250,571.87

Motion by Mr. Compton to approve the Accounts Payable for June 18, 2020 in the amount of \$250,571.87. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
699	HD/8	ATTENTI		\$ 3,731.20
700	HD/8	CDA		\$ 372.00
594	AV/56	SEGRA		\$ 599.50
326	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 68,283.27
219	VF63	SECRETARY OF STATE'S OFFICE		\$ 205.00
1237	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 124,923.98
1238	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 1,936.54
1239	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 9,600.77
1240	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 1,045.54
TOTAL				\$ 210,697.80

Motion by Ms. Noland to approve the Manual Checks for June 12, 2020 in the amount of \$210,697.80. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
806	AV/56	MILLERS SUPPLIES AT WORK		\$ 481.86
1747	CO/246	BOLIVAR/HARPERS FERRY PUBLIC LIBRARY		\$ 8,415.00
TOTAL				\$ 8,896.86

Motion by Mr. Compton to approve the Manual Checks for June 19, 2020 in the amount of \$8,896.86. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for June 11, 2020 in the amount of \$274,253.46. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the Payroll for June 12 (Poll Worker Payroll) in the amount \$47,904.61. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was not provided during this meeting.

PRESENTATIONS

1. Angie Banks, Exonerations

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Kellen Pelham	PP	CTC	306342	\$59.44

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 306342. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
David & Ellen Walters	PP	CTD	304851	\$90.45

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 304851. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Dan McCarty – De Lage Landen Financial	PP	Middleway	312169	\$152.49

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 312169. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Daniel Thomas or Deanna Lentz	RE	Shepherdstown	29501	\$124.08

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 29501. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Thomas Burdine	RE	Kabletown	16352	\$299.92

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 16352. Motion seconded and unanimously approved.**

2. Jacqueline Shadle, Clerk of the County Commission and Gail Magaha, Senior Chief Deputy Clerk - requested the approval of Depository Bonds for FY2021-2022

- **Motion by Mr. Compton to approve the Depository Bonds for FY21as presented. Motion seconded and unanimously approved.**

3. Alexandra Beaulieu, Zoning Administrator

- a. Requested approval of a total refund for the zoning variance fee for Patrick Shunney
 - **Motion by Mr. Compton to authorize a full refund of \$100.00 Zoning Variance application fee to Patrick Shunney. Motion seconded and unanimously approved.**
 - b. Requested a total refund of the zoning variance fee for Jennifer Blimline
 - **Motion by Ms. Noland to authorize a full refund of \$100.00 Zoning Variance application fee to Jennifer Blimline. Motion seconded and unanimously approved.**
4. Interviews and Appointments to the Jefferson County Development Authority- City of Charles Town Representative - one three-year term ending April 5, 2023
- **Motion by Ms. Noland to appoint Todd Coyle as the JCDA representative for the City of Charles Town for one three-year term ending April 5, 2023. Motion seconded and unanimously approved.**

Update on Shepherdstown Representative

- Ms. Grove stated the Corporation of Shepherdstown submitted a letter to the Commission stating they are in support of Mr. James Gatz's reappointment to the JCDA as the Shepherdstown representative; however, per State Code, Shepherdstown is required to provide three names from which the Commission would make their selection. Ms. Grove stated she would reach out to Shepherdstown to provide two additional selections for their potential representative.

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 and department involvement based on the COVID-19 crisis.

UNFINISHED BUSINESS

6. Employment of Jefferson County Development Authority Executive Director

- **Motion by Mr. Compton to approve the employment of Dennis Jarvis Jr. as the Executive Director of the Jefferson County Development Authority, effective July 6, 2020. Motions seconded and passes on a vote of 4-1 with Mr. Lorenzetti opposing.**

COUNTY ADMINISTRATOR REPORTS

Discussion of July 2, 2020 Regular Meeting

- **Motion by Ms. Noland to cancel the July 2, 2020 regularly scheduled County Commission meeting. Motion seconded and unanimously approved.**

-Discussion of Certification of 2020 Primary Election Results

- **Motion by Ms. Noland to approve and certify the local results for the 2020 Primary Election. Motion seconded and unanimously approved.**

7. The Commission adjourned at 8:27 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Jane Tabb, PRESIDENT

Respectfully submitted
Jessica D. Carroll

