

Minutes

Jefferson County Commission

Thursday, August 20, 2020

A meeting of the Jefferson County Commission was held on Thursday, August 20, 2020 during the third quarterly session at 6:00 p.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, August 20, 2020 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Compton to approve the July 30, 2020 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the August 6, 2020 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
83601	AMERIFLEX	\$ 128.00
83602	BOLAND TRANE SERVICES INC	\$ 1,771.00
83603	CAPITAL LIGHTING & SUPPLIES LLC	\$ 364.77
83604	CPI-COMPUTER PROJECTS OF ILLINOIS	\$ 1,800.00
83605	CRYSTAL SPRING	\$ 216.59
83606	DEBBIE LOWE	\$ 1,234.73
83607	DUSTIN TABLER	\$ 1,407.22

83608		ELIZABETH MALONEY		\$ 250.00
83609		ESS ELECTION SYSTEMS & SOFTWARE		\$ 2,210.60
83610		GAGNON REPORTING		\$ 103.95
83611		GRANICUS INC.		\$ 10,574.91
83612		GUTTMAN OIL CO		\$ 2,514.76
83613		INTERSTATE ALL BATTERY		\$ 759.80
83614		JEFFERSON RENTAL		\$ 545.70
83615		JENNIFER LEMON		\$ 786.11
83616		KENT PARSONS FORD INC		\$ 110.00
83617		MARY K. HURLEY		\$ 315.70
83618		QUADIENT INC		\$ 345.67
83619		RAYMOND E BOYCE		\$ 16.68
83620		RETIREE HEALTH BENEFIT TRUST		\$ 8,392.00
83621		RICE TIRES CO		\$ 410.60
83622		SANDRA MCDONALD		\$ 250.79
83623		SHENTEL		\$ 2,587.28
83624		SPECIALTY BUSINESS SUPPLIES		\$ 44.25
83625		STEPHEN S ALLEN		\$ 2,079.35
83626		STEPHEN V GROH		\$ 13.00
83627		TAMMY YOKLEY		\$ 49.46
83628		THE HARTFORD		\$ 2,432.05
83629		TRACY P HERRON-RICE		\$ 334.95
83630		VICTOR C LUPIS III		\$ 123.97
83631		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 56,452.50
83632		XEROX CORPORATION		\$ 1,087.31
83633		JEFFERSON CO - GENERAL SCHOOL-004		\$ 22,564.69
83634		TYLER TECH		\$ 1,304.00
TOTAL				\$ 123,582.39

Motion by Mr. Compton to approve the Accounts Payable for August 13, 2020 in the amount of \$123,582.39. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
83636		ADAM WARD		1,419.59
83637		AT&T		198.77
83638		AXON		1,251.50
83639		BUREAU OF CHILD SUPPORT		248.31
83640		CACH LLC		276.76
83641		CHARLES VANGILDER		21.60

83642		CLAUDETTE M GAUJOT-TURNER		339.50
83643		COMPTROLLER OF MARYLAND		1,495.57
83644		CRYSTAL SPRING		52.31
83645		DODSON SEPTIC SERVICE LLC		285.00
83646		EFTPS IRS TAXES		98,468.57
83647		EMPOWER RETIREMENT		4,551.68
83648		GUTTMAN OIL CO		2,242.05
83649		J.C. EHRlich		1,531.00
83650		JEFFERSON SECURITY BANK		4,720.00
83651		MATTHEW BENDER		93.08
83652		NATIONWIDE RETIREMENT SOLUTIONS		849.00
83653		R.E. MICHEL CO. LLC		273.09
83654		ROBERT L PETERSON SR		12.65
83655		SHENTEL		1,843.80
83656		SOFTWARE SYSTEMS INC		1,176.00
83657		SOFTWARE SYSTEMS INC		2,486.68
83658		TEK ADVISORS LLC		4,200.00
83659		WV DEPUTY SHERIFF RETIREMENT SYSTEM		14,818.44
83660		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		46,666.37
83661		WV STATE BAR		2,500.00
83662		WV STATE TAX DEPARTMENT		34,751.62
83663		XEROX CORPORATION		2,334.50
83664		XEROX FINANCIAL SERVICES		249.81
TOTAL				229,357.25

Motion by Ms. Noland to approve the Accounts Payable for August 20, 2020 in the amount of \$229,357.25. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
707	HD/8	ATTENTI		\$ 3,977.60
817	AV/56	GLOBAL SCIENCE & TECH		\$ 889.35
818	AV/56	MONROE		\$ 605.00
819	AV/56	SEGRA		\$ 599.50

326	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 120,534.10
1750	CO/246	TYLER TECH		\$ 25,277.62
1245	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 136,418.71
1246	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 2,826.66
1247	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 10,587.81
1248	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 1,149.83
TOTAL				\$ 302,866.18

Motion by Mr. Lorenzetti to approve the Manual Checks for August 14, 2020 in the amount of \$302,866.18. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
511	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 1,300.00
820	AV/56	MILLERS SUPPLIES AT WORK		\$ 169.65
821	AV/56	MILLERS SUPPLIES AT WORK		\$ 1,830.00
822	AV/56	MILLERS SUPPLIES AT WORK		\$ 600.00
TOTAL				3,899.65

Motion by Mr. Compton to approve the Manual Checks for August 21, 2020 in the amount of \$3,899.65. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was received by Christine Wimer.

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

PRESENTATIONS

- Angie Banks, Assessor requested the approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Carlo Nuss & Kerry Riley-Nuss	PP	SD	317054	\$143.39

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 317054 as presented. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Rebecca Henry	PP	KD	310420	\$193.46
Jeffrey Henry				\$407.40

- **Motion by Ms. Noland to approve the Split Ticket No. 310420 as presented. Motion seconded and unanimously approved.**

4. Nikki Painter, Chief Elections Officer, County Clerk’s Office

- a. Agreement for CARES Act reimbursement for 2020 Primary Election Expenses
 - **Motion by Ms. Noland to approve the agreement and authorize the president of the Commission to sign the CARES Act Reimbursement agreement as presented. Motion seconded and unanimously approved.**
- b. Location Change for Precinct 14 – Camp Wesley Hill Church
 - **Motion by Mr. Compton to approve the location change for Precinct 14 from Camp Wesley Hill to Harpers Ferry Middle School. Motion seconded and unanimously approved.**
- c. Emergency Absentee Policy – per Ms. Painter, the Commission must decide if they wish to adopt an Extended Emergency Absentee Policy for the 2020 General Election.
 - No action taken on this item as the Commission decided against adopting the Extended Emergency Absentee Policy due to COVID-19.
- d. Update on 2020 Election

5. Interviews and Appointments to the Jefferson County Planning Commission – one unexpired term ending March 31, 2023

- Mr. Lorenzetti offered his nomination for Chris Garcia.
- Mr. Compton offered his nomination for Timothy Shane Roper.
- Ms. Tabb offered her nomination for Spencer Neufeld.

- **Motion by Ms. Noland to close the nomination to the Jefferson County Planning Commission. Motion seconded and unanimously approved.**

- **After receiving the majority vote (Commissioners Compton, Hudson, and Noland), Timothy Shane Roper was appointed to the Jefferson County Planning Commission for one unexpired term ending March 31, 2023.**

6. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
- Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
- Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
- Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
- Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1). Discussion/Action.
- 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/Action.
- Discussion of Jefferson County Circuit Court Civil Action #20-C-20. Discussion/Action.
- Discussion of legal issues regarding proposed solar text amendment including bonding and related matters – Discussion/Action
- Discussion of issues regarding implementation of compensation standards for certain employees under compensation policy 204 and associated policies – Discussion/Action
- Legal clarification of Senate Bill 690 and the Jefferson County Ordinance relating to the regulation of All-Terrain Vehicles – Discussion/Action

- Report and review issues surrounding the County Commission's appointment to the Planning Commission – Discussion/Action
- 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. Noland to enter into Executive Session to receive legal advice regarding the following items: Jefferson County Circuit Court Civil Action #19-P-69; WV Supreme Court #19-0412; WV Supreme Court #20-0012; Jefferson County Circuit Court Civil Action #20-C-20. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session and resume regular session. Motion seconded and unanimously approved.**

6. Pete Dougherty, Sheriff

a. Board of Education Agreement for Public Resource Officer

- **Motion by Ms. Noland to approve the agreement between the Jefferson County Sheriff's Office and the Jefferson County Board of Education for the placement of a PRO at Jefferson High School and allow the President of the Commission to affix her signature to the agreement. Motion seconded and unanimously approved.**

b. Vehicle Purchase – the Sheriff stated he would be coming before the Commission at a later to discuss the purchase of new vehicles.

c. Front Office Staff – the Sheriff stated he received a resignation from one of his front office staff and was currently advertising the position and he'd be waiting a month to six weeks to fill a deputy vacancy.

NEW BUSINESS

7. Approval of 2020 Sheriff's Commission

- **Motion by Ms. Noland to approve the 2020 Sheriff's Commission in the amount of \$15,000.00 as presented. Motion seconded and unanimously approved.**

8. Schedule a workshop with the County Commission, Legal Counsel, Finance Director, ESA Board members and the Fire and Rescue Association.
 - It was the consensus of the Commission to plan their own meeting prior to a joint meeting with all involved groups to discuss the collection of ambulance fees and the potential of a combined fire/ambulance fee.
 - It was the consensus of the Commission to schedule a joint evening meeting pertaining to the topic on Wednesday, November 4, 2020 at 7pm.

COUNTY ADMINISTRATOR REPORTS

- Possibility of becoming a member of the CCAWV - it was the consensus of the Commission to request staff invite a representative from the County Commissioner's Association of WV to make a presentation to the Commission regarding the benefits of membership.
 - Andrew Rosen – Promotion effective date
 - **Motion by Ms. Tabb to make Andrew Rosen's promotion in the Jefferson County IT Department effective July 1, 2020 and provide backpay. Motion seconded and unanimously approved.**
 - Ms. Grove also updated the Commission regarding a task force meeting with the City of Charles Town and stated they're hoping to develop a committee regarding the local homelessness issue. Mr. Compton volunteered to represent the Commission during the first meeting, which will be held on Friday, September 18, 2020.
 - Ms. Grove asked the Commission to send her their questions/concerns regarding solar facilities so she could forward them to the presenters ahead of the workshop.
9. The Commission adjourned at 8:31 p.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Jane M. Tabb, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant