

Minutes

Jefferson County Commission

Thursday, September 3, 2020

A meeting of the Jefferson County Commission was held on Thursday, September 3, 2020 during the third 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, September 3, 2020 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Lorenzetti led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the August 20, 2020 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
83665	10-42 TACTICAL LLC	\$ 11,570.00
83666	ALBERT HOCKMAN	\$ 912.51
83667	ALEXANDRA BEAULIEU	\$ 3,071.56
83668	AMANDA MASTERS	\$ 35.08
83669	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 3,082.04
83670	COAST TO COAST COMPUTER PRODUCTS	\$ 793.92
83671	CRYSTAL SPRING	\$ 533.91
83672	DEBRA A YOUNG	\$ 722.54
83673	DODSON SEPTIC SERVICE LLC	\$ 285.00
83674	DONNA MASON	\$ 1,997.85
83675	FEDEX	\$ 334.85

83676		GUTTMAN OIL CO		\$ 4,944.30
83677		HIGHMARK WV		\$ 204,838.53
83678		IPC TECHNOLOGIES INC.		\$ 337.50
83679		JEANNA HOLLER		\$ 9.90
83680		JENNILEE HARTMAN		\$ 2,581.75
83681		KAREN OLDEN		\$ 694.03
83682		KONE INC.		\$ 203.91
83683		LANGUAGE LINE SERVICES		\$ 184.34
83684		MAZZITTI & SULLIVAN EAP		\$ 936.00
83685		MID ATLANTIC ENTRY MD LLC		\$ 596.00
83686		MILLENIUM INSURANCE GROUP		\$ 900.00
83687		NATIONAL VISION ADMIN.		\$ 1,808.70
83688		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
83689		PATRICIA A NOLAND		\$ 2,952.52
83690		R.E. MICHEL CO. LLC		\$ 73.04
83691		RANSON POLICE DEPT		\$ 956.91
83692		ROBERT L PETERSON SR		\$ 4.13
83693		RONALD DANTZIC		\$ 29.18
83694		SHAYNA MASON		\$ 450.00
83695		SHENANDOAH PLANNING MILL		\$ 485.00
83696		TEK ADVISORS LLC		\$ 7,257.13
83697		MOOREFIELD POLICE DEPARTMENT		\$ 1,705.71
TOTAL				\$ 256,787.84

Motion by Mr. Compton to approve the Accounts Payable for August 27, 2020 in the amount of \$256,787.84. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
83699		84 LUMBER		843.24
83700		ADAM WARD		434.62
83701		AHA-ARTS & HUMANITIES ALLIANCE		508.53
83702		BIDDLE CONSULTING GROUP		599.00
83703		BUREAU OF CHILD SUPPORT		248.31
83704		CACH LLC		276.76
83705		CLAUDETTE M GAUJOT-TURNER		407.50
83706		DEBRA A YOUNG		1,507.29
83707		EFTPS IRS TAXES		103,382.85
83708		EMPOWER RETIREMENT		5,258.12
83709		FUTURITY IT INC		1,000.00
83710		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		753.01
83711		JEFFERSON CO CONVENTION AND VISITORS BUREAU		12,713.27

83712		JEFF CO PARKS & RECREATION COMMISSION		11,451.73
83713		JEFFERSON SECURITY BANK		4,620.00
83714		JOSEPH MURPHY		2,559.81
83715		MARY K. HURLEY		242.55
83716		MINUTEMAN PRESS		308.60
83717		NATIONWIDE RETIREMENT SOLUTIONS		849.00
83718		R.E. MICHEL CO. LLC		247.83
83719		WV DEPUTY SHERIFF RETIREMENT SYSTEM		15,651.17
83720		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		48,466.31
83721		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		166.49
83722		WV STATE AUDITOR		2,000.00
83723		TYLER TECH		355.00
TOTAL				214,850.99

Motion by Mr. Lorenzetti to approve the Accounts Payable for September 3, 2020 in the amount of \$214,850.99. Motion seconded and unanimously approved.

MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
823	AV/56	PRINT-O-STAT		\$ 1,914.44

Motion by Mr. Compton to approve the Manual Checks for August 28, 2020 in the amount of \$1,914.44. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
824	AV/56	GLOBAL SCIENCE & TECH		\$ 14,500.00

Motion by Ms. Noland to approve the Manual Checks for September 4, 2020 in the amount of \$14,500.00. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was received by the following: David Tabb (via e-mail)

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

PRESENTATIONS

1. Pete Dougherty, Sheriff
 - a. Employment Approval
 - **Motion by Ms. Noland to approve the employment of Cynthia Rezmer as an Administrative Assistant within the Sheriff's Office at a salary of \$31,559.00, effective September 8, 2020. Motion seconded and unanimously approved.**
 - b. Pay Adjustment
 - **Motion by Ms. Tabb to reclassify Emma Brown from a 70 hour per week employee to an 80 hour a week employee with an annual salary of \$32,000. Motion seconded and unanimously approved.**
 - c. Vehicle Disposal
 - d. Personnel Issues
2. Nikki Painter, County Clerk's Office, Elections – requested the approval of Poll Workers and Alternates for the 2020 General Election.
 - **Motion by Ms. Noland to approve the poll workers and alternates for the 2020 General Election as presented. Motion seconded and unanimously approved.**
 - Ms. Painter also informed the Commission of the need to designate a new voting location for Precincts 23A and 23B as the former location was permanently closed due to COVID-19. It was the consensus of the Commission to decide this matter after the solar facilities text amendment public hearing on the afternoon of Friday, September 11, 2020.
3. Jacquelyn Milliron, Individual Charles Town Utility Board Director – provided the Commission and the audience with an informal update on the happenings at the Charles Town Utility Board.
4. David Bowen, Citizen – requested the exoneration of ambulance fee bill late fees accrued in 2016.

- Mr. Bowen did not appear virtually to discuss his request. As a result, it was the consensus of the Commission to take no action.
- 5. Laura Kuhn, Interim Director, Jefferson County Maintenance Department – presented a Resolution to Bryan Perkins for thirty years of service.
- 6. Michelle Gordon, Finance Director
 - a. Presented the Commission with a review of FY2020 Budget to Actual as of 6./30/20
 - b. Review and Approval of Fy2021 State Budget Revision 1 for the General Fund
 - **Motion by Ms. Noland to approve FY20 State Budget Revision 1 for the General Fund as presented. Motion seconded and unanimously approved.**
 - c. Review and Approval of the FY2021 State Budget Revision 1 for the Coal Severance Fund
 - **Motion by Ms. Tabb to approve FY21 State Budget Revision 1 for the Coal Severance Fund. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to continue with the cost cutting measures implemented in FY21 through at least January 1, 2021. Motion seconded and unanimously approved.**
- 7. 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 Department of Interior inquiry of Historic Landmarks Commission activity for docket number PCRNPS-04-20
 - **Motion by Ms. Noland to enter into Executive Session to receive legal advice regarding issues concerning the Jefferson County Emergency Services Agency Board and a discussion of the Department of Interior inquiry of Historic Landmarks Commission activity for docket number PCRNPS-04-20. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to authorize Mr. Cochran to contact outside legal counsel with regard to the fire and ambulance issues discussed in Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Discuss request for funding: COVID-19 Pandemic Block Grant for \$100,000.00
 - **Motion by Ms. Noland to provide the funding requested by Independent Fire Company, Shepherdstown Volunteer Fire Department, and Citizens Fire Company and delay action on granting the funding requested by Jefferson Community Ministries and Shepherdstown Shares until staff has verification of qualification for the grant funds. Motion seconded and unanimously approved.**
9. Renewal of Lease of Agricultural Land Owned by Jefferson County Commission (note – President Tabb recused herself from both the discussion and decision on this item.)
 - **Motion by Mr. Lorenzetti to approve the renewal of the lease of 17 acres of agricultural land owned by the Jefferson County Commission to Lyle C. Tabb & Sons, Inc. at \$157 per acre for farming. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Ms. Grove reminded the Commission of the 9/11 Remembrance Ceremony at Independent Fire Company in Ranson and the solar facilities text amendment public hearing the same day at 1:00 pm.
- Ms. Grove notified the Commission one of the dispatchers tested positive for COVID-19 and, as a result, the Emergency Communications staff underwent mandatory testing.
- Ms. Grove discussed the possibility of meeting with both the ESA and the Fire & Rescue Association sometime in November.

10. The Commission adjourned at 2:40 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