

Minutes

Jefferson County Commission

Thursday, October 15, 2020

A meeting of the Jefferson County Commission was held on Thursday, September 3, 2020 during the fourth quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were Commissioners Jane Tabb, President, Patricia Noland, Ralph Lorenzetti, Caleb Hudson, and Josh Compton. Also present were Stephanie Grove, County Administrator; and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, October 15, 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 Mr. Compton to approve the October 1, 2020 Regular Meeting Minutes with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Ms. Noland to approve the Requisitions for October 15, 2020 in the amount of \$11,900.00 to include Requisition No. 20062. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
83848		10-42 TACTICAL LLC		\$ 29,575.00
83849		CAPITAL LIGHTING & SUPPLIES LLC		\$ 242.90
83850		CITY OF CHARLES TOWN		\$ 190.24
83851		EVERBRIDGE		\$ 3,713.15

83852		FIDELITY POWER SYSTEMS		\$ 1,815.00
83853		GUTTMAN OIL CO		\$ 2,434.99
83854		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
83855		R. E. MICHEL CO. LLC		\$ 971.81
83856		RANSON POLICE DEPT		\$ 460.88
83857		RICE TIRES CO		\$ 543.26
83858		SHERWIN-WILLIAMS		\$ 19.99
83859		MOOREFIELD POLICE DEPARTMENT		\$ 1,060.27
83860		W B MASON CO. INC		\$ 217.95
83861		WV EMERGENCY MANAGMENT COUNCIL		\$ 125.00
83862		TYLER TECH		\$ 652.00
83863		JEFFERSON CO DAY REPORT		\$ 5,472.50
TOTAL				\$ 48,994.94

Motion by Mr. Compton to approve the Accounts Payable for October 8, 2020 in the amount of \$48,994.94. Motion seconded and unanimously approved.

MANUAL CHECKS

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Check#	Fund	VENDOR		Amount
514	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 2,600.00
832	AV/56	JOURNAL		\$ 1,080.00
134	IP/249	TISCHLERBISE INC.		\$ 3,300.00
141	IP/249	TISCHLERBISE INC.		\$ 2,425.00
119	IP/249	TISCHLERBISE INC.		\$ 7,840.00
110	IP/249	TISCHLERBISE INC.		\$ 2,700.00
TOTAL				\$ 19,945.00

Motion by Mr. Lorenzetti to approve the Manual Checks for October 9, 2020 in the amount of \$19,945.00. 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. Grant Application Approval
 - **Motion by Ms. Noland to approve the Records Management and Preservation Board grant application in the amount of \$15,000 and authorize the President of the Commission to affix her signature. Motion seconded and unanimously approved.**
 - b. Sheriff's Office Staffing – no action took place regarding this item.
2. Michelle Gordon, Finance Director – requested the approval of the FY20 Financial Statement
 - **Motion by Ms. Noland to approve the FY20 Financial Statement as presented by Ms. Gordon. Motion seconded and unanimously approved.**
3. Kelly Franklin, Director, Day Report Center – requested approval of a Case Management Support Request.
 - **Motion by Ms. Tabb to provide \$50,000.00 from the Coal Severance Fund to the Jefferson Day Report Center to fund an additional case manager due to increased needs as a direct result of COVID-19. Motion seconded but fails on a vote of 1-4 with Commissioners Compton, Hudson, Lorenzetti, and Noland opposing.**
4. Lynn Fields, Probate – requested the review of Estates and Approval of Accounts and Waivers for the fourth quarter.
 - **Motion by Ms. Noland to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**

- **Motion by Mr. Lorenzetti to approve the Accountings and Waivers that have met all requirements of probate and approve the estates opened since the last quarterly review. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to adjourn as a Fiduciary Review Board and reconvene as a County Commission. Motion seconded and unanimously approved.**
5. Dennis Jarvis, Director, Jefferson County Development Authority – requested approval to extend 2020 Audit completion date to December 31, 2020
- **Motion by Ms. Noland to approve the JCDA to extend the 2020 Audit completion date to December 31, 2020. Motion seconded and unanimously approved.**
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 of Department of Interior inquiry of Historic Landmarks Commission activity for docket number PCRNPS-04-20
- **Motion by Ms. Tabb to enter into Executive Session to receive legal advice regarding issues concerning the Jefferson County Emergency Services Agency Board, Jefferson County Circuit Court Civil Action #20-C-20 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 Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

7. Amendments/Updates to the Jefferson County Recycling Ordinance – it was the consensus of the Commission to ask staff to work with the involved parties to discuss ways to improve the current Jefferson County Recycling Ordinance.

COUNTY ADMINISTRATOR REPORTS

- Discuss Request for Funding – COVID-19 Pandemic Block Grant - \$100,000
 - **Motion by Ms. Noland to approve \$20,000 to Jefferson County Community Ministries, \$25,000 to Shepherdstown Shares, and \$3,744.80 to the Jefferson High School Band Boosters. Motion seconded and unanimously approved.**
8. The Commission adjourned at 8:33 p.m. on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Jane M. Tabb, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant