

Minutes

Jefferson County Commission

Thursday, November 5, 2020

A meeting of the Jefferson County Commission was held on Thursday, November 5, 2020 during the fourth quarterly session at 9:30 a.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, November 5, 2020 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the October 15, 2020 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the Requisitions for November 5, 2020 in the amount of \$20,178.70 to include Requisition No. 21017. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
83956	AHA-ARTS & HUMANITIES ALLIANCE	650.11
83957	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	4,636.89
83958	COLONIAL LIFE	244.80
83959	DELTA DENTAL OF WV	6,617.34

83960		GUTTMAN OIL CO		2,150.98
83961		HIGHMARK WV		203,095.25
83962		JAMES P HAYDEN		79.63
83963		JANE JONES		415.24
83964		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		962.64
83965		JEFFERSON CO EMERGENCY SERVICES AGENCY		15,557.24
83966		JEFFERSON CO CONVENTION AND VISITORS BUREAU		16,252.64
83967		JEFF CO PARKS & RECREATION COMMISSION		14,639.89
83968		MILLENIUM INSURANCE GROUP		900.00
83969		NATIONAL VISION ADMIN.		1,771.68
83970		PATRICIA A NOLAND		169.09
83971		SHERIFF OF JEFFERSON COUNTY		2,478.15
83972		STEPHEN S ALLEN		3,250.00
83973		THE HARTFORD		3,621.86
83974		TOTAL ID SOLUTIONS INC.		4,935.00
83975		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		5,000.00
83976	AM/053	AXION STAFFING		291.86
83977	AM/053	GLOBAL SCIENCE & TECH		1,800.00
83978	AM/053	TYLER TECH		1,500.00
83979	SG/010	JEFFERSON DAY REPORT		38,750.00
83980	CV/206	JEFFERSON HIGH SCHOOL		3,744.80
TOTAL				333,515.09

Motion by Ms. Noland to approve the Accounts Payable for November 5, 2020 in the amount of \$333,515.09. Motion seconded and unanimously approved.

MANUAL CHECKS

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Check#	Fund	VENDOR		Amount
517	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 1,600.00
839	AV/56	J.D. POWER & ASSOC		\$ 2,000.00
840	AV/56	PRINT-O-STAT		\$ 190.00
TOTAL				3,790.00

Motion by Ms. Tabb to approve the Manual Checks for November 6, 2020 in the amount of \$3,790.00. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Compton to approve the Payroll for October 29, 2020 in the amount of \$293,030.18. Motion seconded and unanimously approved.

PUBLIC COMMENT

No public comment was presented at this meeting.

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

PRESENTATIONS

1. Angela Banks, Assessor – requested leave donation approval for an employee in the Assessor’s Office.
 - **Motion by Ms. Noland to approve the sick leave donation from the Assessor’s sick leave bank to employee within the Assessor’s Office and direct the County Administrator to adjust the leave balances accordingly and work on a county-wide employee leave donation policy. Motion seconded and unanimously approved.**

2. Pete Dougherty, Sheriff
 - a. New Hires
 - **Motion by Mr. Compton to approve the hire of Charles VanGilder and Ryan Jenkins as probationary deputies, effective November 15, 2020. Motion seconded and unanimously approved.**
 - b. Vehicle Donation
 - **Motion by Ms. Noland to approve the vehicle donation to Paw Paw Police Department. Motion seconded and unanimously approved.**
 - c. Reserve Deputy
 - **Motion by Ms. Tabb to approve the addition of Anthony Vitale as a reserve deputy. Motion seconded and unanimously approved.**

3. Michelle Gordon, Finance Director – Discussion of Employee Performance Appraisal for a specific employee – this item was discussed in Executive Session after the Commission received updates from counsel.

4. Lynn Fields, Probate – requested the approval of the Fiduciary Commissioner’s report on the Estate of Geraldine Bolyard and approve and close the Estate of Mary Isabelle Burch Ebersole, deceased.
 - **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**

 - **Motion by Ms. Tabb to approve the Fiduciary Commissioner’s report for the Estate of Geraldine Bolyard, deceased, as presented. Motion seconded and unanimously approved.**

 - **Motion by Ms. Noland to approve and close the Estate of Mary Isabelle Burch Ebersole as presented. Motion seconded and unanimously approved.**

 - **Motion by Mr. Lorenzetti to adjourn as a Fiduciary Review Board and reconvene as a County Commission. Motion seconded and unanimously approved.**

5. 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
- Report by counsel on opioid case (Jefferson County Commission v. Perdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170)
 - **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, employee performance and personnel matters, a report by counsel on the opioid case 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. Noland to come out of Executive Session. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

6. Jennifer Myers and David Hill, Jefferson County Parks and Recreation Commission – continued discussion on the update to the County Commission on the financial statue of JCPRC due to COVID-19.
 - **Motion by Mr. Compton to approve the JCPRC request for \$160,000.00 to assist with financial hardship during COVID-19 and also an additional \$25,000.00 from the CARES act monies for the construction of an additional pavilion at Sam Michael’s Park. Motion seconded and unanimously approved.**

NEW BUSINESS

7. Discussion of County Commission meetings in December, 2020 due to holiday on Thursday, December 31, 2020 – the Commission provided unanimous consent to cancel the December 31, 2020 Jefferson County Commission meeting due to the New Year’s Eve holiday. The regular meeting schedule will resume on Thursday, January
8. Discuss format of County Meetings – Virtual or In-Person – it was the consensus of the Commission to continue to meet virtually until the new year, at which time they’d reassess the meeting format again.

COUNTY ADMINISTRATOR REPORTS

- Revision of Policies 204 and 217 – Ms. Grove stated she would present the revisions at a future meeting.
 - Joint Meeting between JCFRA, JCESA, and the Commission – Ms. Grove stated the meeting between the Jefferson County Fire and Rescue Association, the Jefferson County Emergency Services Agency, and the Jefferson County Commission originally scheduled for November 12, 2020 had been canceled and would possibly be rescheduled in the new year.
9. The Commission adjourned at 12:32 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