

Minutes

Jefferson County Commission

Thursday, November 19, 2020

A meeting of the Jefferson County Commission was held on Thursday, November 19, 2020 during the fourth quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were Commissioners Jane Tabb, President, Ralph Lorenzetti, Caleb Hudson, and Josh Compton. Commissioner Noland was absent with prior notice. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, November 19, 2020 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Compton to approve the October 1, 2020 Regular Meeting Minutes as amended. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
83983	AMERIFLEX	\$ 128.00
83984	ASBURY UNITED METHODIST CHURCH	\$ 200.00
83985	B&M PAINTING INC.	\$ 8,684.58
83986	BETHEL METHODIST CHURCH	\$ 100.00
83987	BLUE RIDGE MOUNTAIN FIRE HALL	\$ 100.00
83988	BOLAND TRANE SERVICES INC	\$ 1,771.00
83989	BUREAU OF CHILD SUPPORT	\$ 248.31
83990	CACH LLC	\$ 276.76

83991		CHARLES TOWN BAPTIST CHURCH	\$	100.00
83992		CITIZEN FIRE CO	\$	150.00
83993		COVENANT BAPTIST CHURCH	\$	100.00
83994		CROSSPOINT CHURCH	\$	200.00
83995		DARYLL WIMER	\$	3.31
83996		EFTPS IRS TAXES	\$	97,698.05
83997		EMPOWER RETIREMENT	\$	5,259.99
83998		ESS ELECTION SYSTEMS & SOFTWARE	\$	4,208.70
83999		FELLOWSHIP BIBLE CHURCH	\$	200.00
84000		FIFTH THIRD BANK	\$	101,760.65
84001		FIRST BAPTIST CHURCH	\$	100.00
84002		FRANKLIN & PROKOPIK P.C.	\$	1,845.00
84003		GUTTMAN OIL CO	\$	1,995.75
84004		INVESTIGATIVE SPECIALTY SERVICES LLC	\$	825.00
84005		JEFFERSON COUNTY COUNCIL ON AGING	\$	100.00
84006		JEANNA HOLLER	\$	12.42
84007		JEFF CO PARKS & RECREATION COMMISSION	\$	160,000.00
84008		JEFFERSON SECURITY BANK	\$	4,674.00
84009		JUDICIAL DIALOG SYSTEMS	\$	8,103.38
84010		LANGUAGE LINE SERVICES	\$	228.50
84011		LEETOWN METHODIST CHURCH	\$	100.00
84012		MARGARET GAINEY	\$	432.07
84013		MILLENIUM INSURANCE GROUP	\$	250.00
84014		NATIONWIDE RETIREMENT SOLUTIONS	\$	849.00
84015		OAKLAND METHODIST CHURCH	\$	100.00
84016		OLD CHARLES TOWN LIBRARY	\$	1,500.00
84017		RETIREE HEALTH BENEFIT TRUST	\$	8,392.00
84018		RICE TIRES CO	\$	1,045.92
84019		ROGER GOODWIN	\$	197.41
84020		RONALD DANTZIC	\$	9.95
84021		SHI INTERNAIONAL CORP	\$	244.04
84022		SUMMIT PT BAPTIST CHURCH	\$	100.00
84023		TEK ADVISORS LLC	\$	8,400.00
84024		THE HARTFORD	\$	2,368.55
84025		TRINITY EPISCOPAL CHURCH	\$	100.00
84026		W B MASON CO. INC	\$	75.63
84027		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$	15,565.70
84028		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	46,242.46
84029		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	166.49
84030		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$	74,932.25
84031		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	\$	712.50
84032		XEROX CORPORATION	\$	2,334.50

84033	AM/O53	AXION STAFFING	\$ 1,027.10
84034	CV/206	JEFFERSON COUNTY COUNCIL ON AGING	\$ 2,379.92
TOTAL			\$ 566,598.89

Motion by Mr. Compton to approve the Accounts Payable for November 12, 2020 in the amount of \$566,598.89. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME	AMOUNT
84035		CAPITAL ELECTRIC	378.49
84036		CRYSTAL SPRING	76.59
84037		DODSON SEPTIC SERVICE LLC	285.00
84038		FEDEX	83.77
84039		GUTTMAN OIL CO	2,253.33
84040		NICHOLAS DERRICK	100.00
84041		SHENTEL	1,832.48
84042		SOFTWARE SYSTEMS INC	1,176.00
84043		WV STATE TAX DEPARTMENT	10,520.98
84044		XEROX CORPORATION	1,082.43
84045	053/AM	AXION STAFFING GROUP	408.98
TOTAL			18,198.05

Motion by Mr. Compton to approve the Accounts Payable for November 19, 2020 in the amount of \$18,198.05. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
712	HD/8	ATTENTI		\$ 2,908.80
713	HD/8	FIFTH THIRD BANK		\$ 57.60
714	HD/8	SELEX		\$ 10,625.00
841	AV/56	FIFTH THIRD BANK		\$ 816.35
842	AV/56	JUSTTECH		\$ 165.54
843	AV/56	SEGRA		\$ 616.00
TOTAL				\$ 15,189.29

Motion by Mr. Compton to approve the Manual Checks for November 13, 2020 in the amount of \$15,189.29. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
331	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 107,726.17
135	PAR-IP/249	TISCHLERBISE INC		660.00
111	LAW-IP/249	TISCHLERBISE INC		540.00
120	SCH-IP/249	TISCHLERBISE INC		1,010.00
142	EMS-IP/249	TISCHLERBISE INC		485.00
1257	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 658,396.52
1258	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 1,586.52
1259	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 54,482.66
1260	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 6,182.52
TOTAL				831,069.39

Motion by Mr. Compton to approve the Manual Checks for November 20, 2020 in the amount of \$831,069.39. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Compton to approve the Payroll for November 12, 2020 in the amount of \$279,073.37. Motion seconded and unanimously approved.

PUBLIC COMMENT

No public comment was received during this meeting.

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

PRESENTATIONS

1. Peter Dougherty, Sheriff – requested a discussion regarding Deputy Annual Leave Accrual Maximums

- Discussion of Jefferson County Circuit Court Civil Action #20-C-125 – Discussion/Action
- **Motion by Mr. Compton to enter into Executive Session to receive legal counsel regarding Jefferson County Circuit Court Civil Action 20-C-1 and amendments made to Article 147 by the City of Charles Town. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to adjourn from Executive Session and resume regular session and allow staff to proceed as directed during Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

5. Acknowledgement of the “Assessor’s Additional Duties” as delineated in WV Code 7-7-6b
 - **Motion by Ms. Tabb to acknowledge Assessor’s Additional Duties and approve the compensation as delineated in WV Code 7-7-6b. Motion seconded and unanimously approved.**
6. Certification of the 2020 General Election Results – Local Races
 - **Motion by Ms. Tabb to certify the 2020 General Election Results for the school bond and levy, US House of Representatives, State Senators, Delegates, Surveyor, Assessor, Sheriff, and County Commissioners. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Discuss Governor’s Order 77-20 – Ms. Grove stated the Governor issued an order requiring masks indoors when social distancing isn’t an option.
- Discuss expansion of telework in response to increase of COVID cases – it was the consensus of the Commission to permit department heads and elected officials to allow employees to telework when possible and to determine whether their offices would be open to the public by appointment only in light of the increase in COVID-19 cases in the Eastern Panhandle and beyond.
- Discuss Task Force letter to Governor regarding COVID funding for small businesses – it was the consensus of the Commission to allow Ms. Grove to work

with the municipalities to draft a letter to the Governor regarding COVID funding for small, local businesses.

7. The Commission adjourned at _____ p.m. on a motion by _____. Motion was seconded and unanimously approved.

Jane M. Tabb, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant